



Transit Commission
Agenda
September 21, 2022

PLEASE TAKE NOTICE that the Eau Claire Transit Commission will meet Wednesday, September 21, 2022 at 6:00 P.M. in the North Conference Room at the City Hall, 203 S. Farwell Street, Eau Claire, Wisconsin. The purpose of this meeting will be to discuss the items on the agenda below:

1. **Call to Order**
2. **Roll Call**
3. **Reading and approval of minutes of the past meeting on August 17, 2022**
4. **Open Public Comment Period for Items that do not appear on this Agenda noted as Public Hearings or Items for Public Discussion**
5. **Public Hearings and Discussions**
 - a. **2023-2025 Disadvantaged Business Enterprises Goal**
 - b. **Recommendation to council regarding increased service to the University of Wisconsin Eau Claire.**
 - c. **Proposed Route Changes and Public Hearing Schedule**
6. **Other Business Agenda items**
 - a. **Update on Transfer Center Project**
 - b. **Update on Transit Technology Implementation**
7. **Discussion and Direction**
 - a. **Ridership and Revenue Reports**
 - b. **Manager's Report**
 - i. **2023 Budget Process Update**
 - ii. **Transit Staffing**
 - iii. **Commissioner Positions**
8. **Adjournment**

Bob Schraufnagel, Chairperson
c: News Media



Transit Commission
Minutes
August 17, 2022

1. Call to Order
2. Roll Call
Present: Bob Schraufnagel, Kelly Austin, Rose Fowler, Nathan Anderson, Jeremy Gragert, Rose Fowler
Absent: Phil Swanhorst, Georgia Eaton
Also present: Tom Wagener Transit Manager, Lane Berg Community Services Director, Tina Deetz Transit Supervisor, Kyle Herman City of Eau Claire, Ange Norgaard Transit Supervisor, Billie Hufford City of Eau Claire, Ron Scott.
3. Reading and approval of minutes of the past meeting on July 20, 2022

Commissioner Nathan Anderson moved to approve. Commissioner Jeremy Gragert Seconded. – Motion was approved.
4. Open Public Comment Period for Items that do not appear on this Agenda noted as Public Hearings or Items for Public Discussion -**NONE**
5. Public Hearings and Discussions
 - a. 2023-2925 DBE Goal
(packet not included, will make correction to 1.3 and bring to next meeting)
6. Other Business Agenda items
 - a. Update on Route change proposal
 1. **Wagener reviewed route 8 to Truax Blvd / Orchard Place, will have changed complete by next meeting. Commissioner Gragert asked about service to Gateway Business Park, Wagener advised CVTC is helping with this.**
 - b. Update on Transfer Center Project
 1. **Wagener reviewed Market and Johnson update.**
7. Discussion and Direction
 - a. Ridership and Revenue and Expense Reports
 1. **Wagener presented the reports and addressed commissioner questions.**
 - b. Manager's Report
 - i. Transit Technology Update
 1. **Wagener reviewed Transloc information, AVA and new fare collection system (Masabi). Talked about UWEC and needing to issue passes or phone app.**
 - ii. 2023 Budget Process Update
 1. **Wagener is in the process of updating budget numbers for 2023.**
 - iii. Transit Staffing
 1. **Wagener updated commissioners on staffing issues. Wagener told commissioners he will be retiring in October.**
 - iiii. WIPTA Fall Conference
 1. **October 17-19, 2022. Wagener offered to have a commissioner attend as well.**

Adjournment

1. **Commissioner Gragert moved to adjourn. Commissioner Fowler seconded.
July Transit Commission meeting adjourned at 19:03**

Thomas Wagener

From: Tina Deetz
Sent: Wednesday, September 7, 2022 9:15 PM
To: Thomas Wagener
Subject: UWEC Public Meeting / Proposed Route Changes

Public Input forms

From:
Gregg Heinselman, Interim Dean of students
201 Bobwhite Street, River Falls WI
Gregg states classes for 2023 begin January 30th, 2023

Josh Atolus
431 University Dr EC WI 54701
"Overall the increase of ours is helpful to students. However the concern is the roundtrip. The trip takes an hour and if the goal is to increase accessibility, we need to address the time disparity."

Ben Johnson
515 State St EC WI
"Extend route hours to mall will assist students that work in the area along with other shopping in the area."

Sydney McGuine
422 Chippewa St
"I love the idea of later routes, for students that worked have late classes and couldn't make the day times. I also know when I lived on campus getting downtown without a car was a daunting task, so this route would be amazing!"

Jessica Miller
1818 Emery ST EC
Weekday evening pickups start from DAVIES while Saturday evening pickups would start from Centennial. This might create confusion related to where students need to catch their bus. Davies PRO-students have shelter during inclement weather. Centennial PRO- consistent with daytime pick up location.
1-could the lobby at Centennial stay unlocked for bus riders?
2-could the pick up location always be centennial hall for ease of use/consistency. Or some other location that students prefer?
3- or always have evening picks ups at Davies after 5p and keep it that way?

Brett Farmer
422 Chippewa St
Haymarket extension is great, nice for events at Pablo

Rossellin Gaiton
431 Washington St
Barstow is a hot spot for students, great was to stay connected to Pablo. Most students will look at Instagram and TikTok for advertising if we wanted to advertise on social media.

Nicholas Johnson
642 University Dr
Aspenson- Moginson #418

Accessible for students to upper campus is a plus, positive increase as it connects students with the city of EC

Tina Deetz

Transit Supervisor
Eau Claire Transit
715-839-5111
715-839-1693 – Fax



PUBLIC INPUT FORM

TOPIC: INCREASE SERVICE TO UWEC IN EVENINGS AND ON SATURDAYS

NAME: Ben Johnson

ADDRESS: 515 State St Eau Claire WI

SEPTEMBER 7, 2022

COMMENT: Extended route hours to mall with assist
students that work in the area along with other shopping
in the area.

PUBLIC INPUT FORM

TOPIC: INCREASE SERVICE TO UWEC IN EVENINGS AND ON SATURDAYS

NAME: Gregg Hinzelman - Dean of Students

ADDRESS: 201 Bohawick St, River Falls, WI

SEPTEMBER 7, 2022

COMMENT: Courses begin on Monday, Jan 30 - 2023,

Multiple horizontal lines for additional comments.

PUBLIC INPUT FORM

TOPIC: INCREASE SERVICE TO UWEC IN EVENINGS AND ON SATURDAYS

NAME: Jessica Miller

ADDRESS: 1818 Emery St EC

SEPTEMBER 7, 2022

COMMENT: Weekday evening pick-ups start from
Daires while Saturday evening pick-ups would
start from Centennial. This might create confusion
related to where students need to catch their bus.

Daires PRO: student have shelter during
inclement weather

Centennial PRO: consistent with daytime pick-up
location

⇓ CEN

1) Could the lobby stay unlocked for bus riders?

2) Could the pick up location always be Centennial
Hall for ease of use / consistency? Or some
other convenient location that students prefer?

3) Or always have evening pick ups at Daires
after 5pm and keep it that way?

PUBLIC INPUT FORM

TOPIC: INCREASE SERVICE TO UWEC IN EVENINGS AND ON SATURDAYS

NAME: _____

ADDRESS: _____

Phil - mail route questions for students
SEPTEMBER 7, 2022 times acceptable?

COMMENT: _____

Bret Farmer
422 Chippewa ST - Haymarket route extension is
EC great, nice for events @ Pablo

Alyson - - telling students about
transportation, ridership

Jeremy - talked about numbers
admittance

Rossellin

Roslyn Galton
431 Washington ST - Bastow hot spot
EC - great way to stay connected
w/ Pablo

- accessible for students upper campus
acceptable use of funds

Nicholas Johnson
@ 642 University Dr
aspensu meginsu
418

positive increase
connect students w/ EC

insta
tik tok

Thomas Wagener

From: Brian Smith <bsmith@market-johnson.com>
Sent: Friday, September 16, 2022 3:07 PM
To: Leah Ness; David Solberg; Thomas Wagener; Rodney Bonesteel
Cc: Tyler Swanson; Brad Kemis
Subject: [EXTERNAL] Transit Center Weekly UpdateFrom

Good afternoon, all:

Here is this week's summary

Last 5 Days:

- .M&J finished stripping beam sides and shoring from pour #6 area.
- .M&J continued re-shoring for area #7.
- .M&J continued forming beam sides for area #7.
- .M&J continued setting shoring and decking for area #8.
- .M&J masons finished all block work for stair A and continued laying block on crash walls in the alley.
- .Woody's rebar continued tying and setting rebar cages for beams in area #7, continued installing PT Cables for area #7.
- .Electricians continued electrical conduit rough ins on 2nd and 3rd levels.

Next 5 Days:

- .M&J will finish all beam side and forming for area #7, to be poured on Monday the 26th.
- .M&J will finish setting all re-shoring for area #7.
- .M&J will continue setting shoring, decking and beam sides for area #8.
- .M&J will continue framing roof in elevator/ stair A.
- .M&J masons will continue laying block in the alley.
- .Ironworkers will finish all rebar and PT Cables in area #7.
- .Electricians will install vault in the alley and continue electrical rough ins.

Key Factors:

- .Underground plumbing permit.
- .Concrete deck pour will be on 9/26/22. Traffic Plan will be sent out early next week.
- .Xcell has moved there start date out ,now starting mid next week or the following Monday.

Estimated Percent Complete:

- 85% Beams
- 85% Decks
- 99% crash walls
- Columns are complete

Have a great weekend.



Using the TransLoc App



DOWNLOAD
THE MOBILE APP

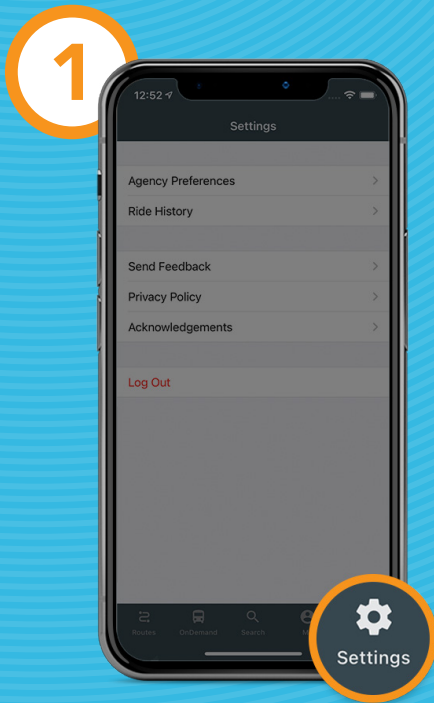


THE TRANSLOC APP

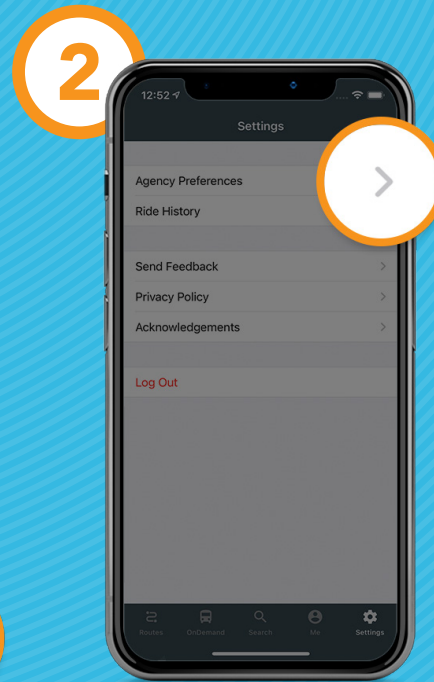
Use our bus navigation tool to access routes and stops with real-time tracking or request a ride on-demand all in one app

- HIDE VISIBILITY OF OTHER AGENCIES
- FIND A BUS ROUTE'S ETAs OR SCHEDULED TIMES
- FAVORITE A STOP
- SET UP ARRIVAL NOTIFICATIONS
- NAVIGATE TO A SPECIFIC ADDRESS
- FIND NEARBY ROUTES
- BOOK A RIDE ON-DEMAND
- HOW TO PAY FOR A RIDE
- HOW TO CANCEL A RIDE
- WHAT'S AVAILABLE IN THE "ME TAB?"
- WHAT'S AVAILABLE IN THE "SETTINGS TAB?"

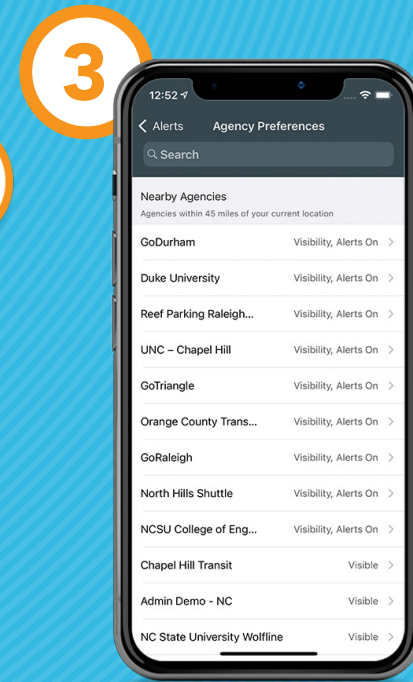
How to Hide Visibility of Other Agencies



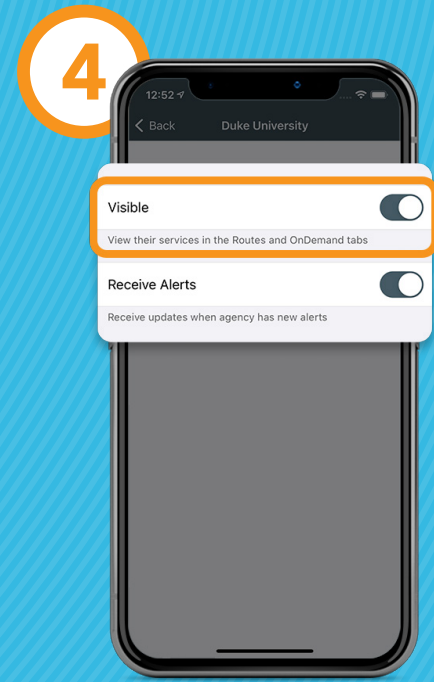
Tap on *Settings*



Select *Agency Preferences*



Select the appropriate *agency*

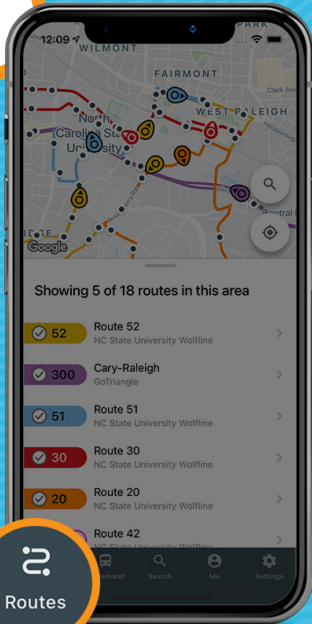


Tap the *Visible* toggle

USING THE TRANSLOC APP

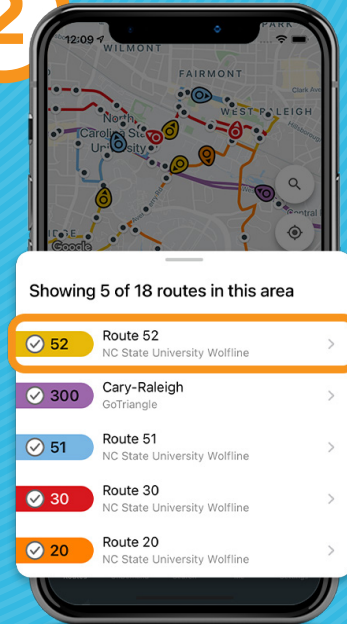
Find Bus ETAs or Scheduled Times (Option 1 of 2)

1



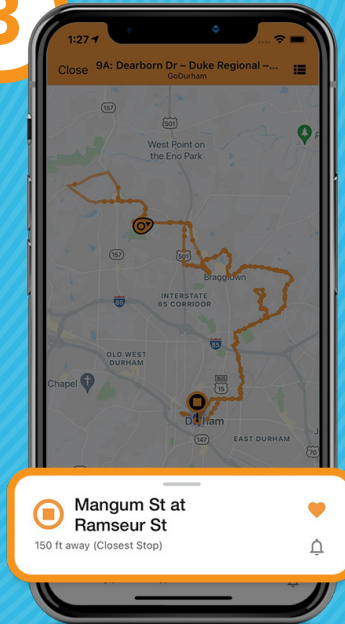
Tap on the
Routes tab

2



Select a **route**

3

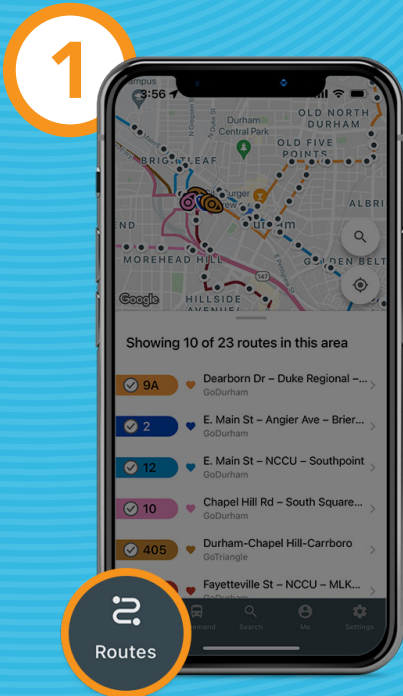


The app finds the
stop closest to you

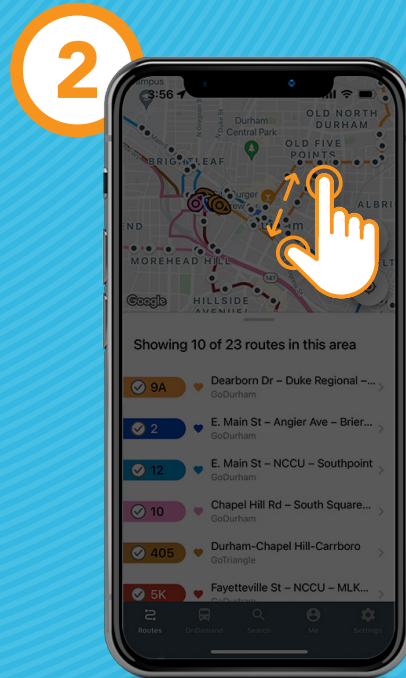


USING THE TRANSLOC APP

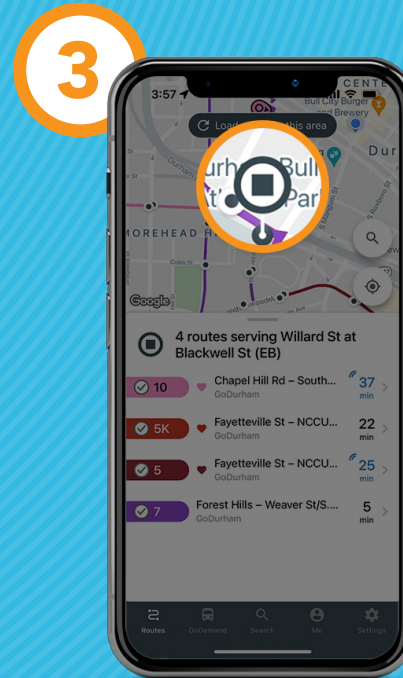
Find Bus ETAs or Scheduled Times (Option 2 of 2)



Tap on the Routes tab



Using your fingers, zoom in on the map



Tap on a stop



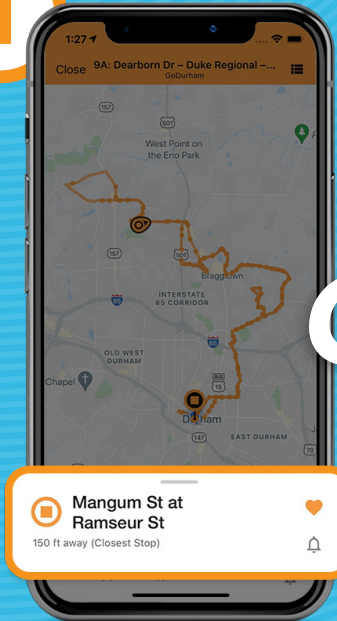
ETAs (blue) and scheduled times (black)



USING THE TRANSLOC APP

How to Favorite a Stop

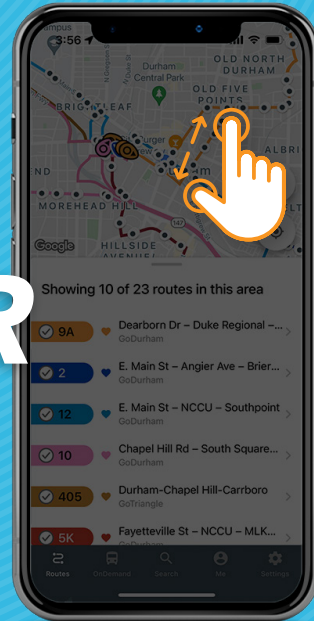
1



Select a route, the app finds the stop closest to you

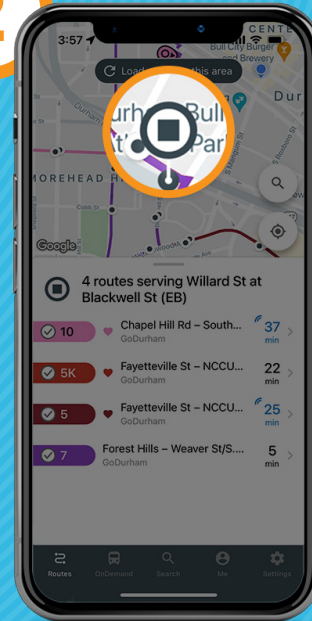
OR

2

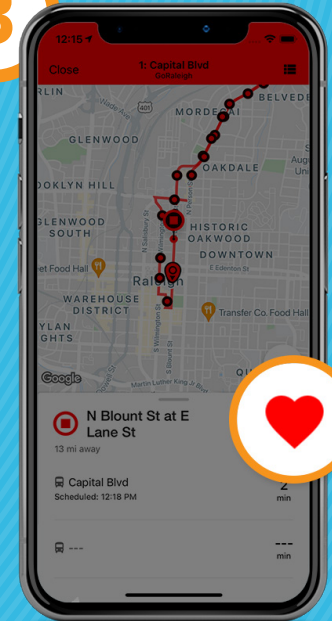


Using your fingers, zoom in on the map

3



Tap on a stop

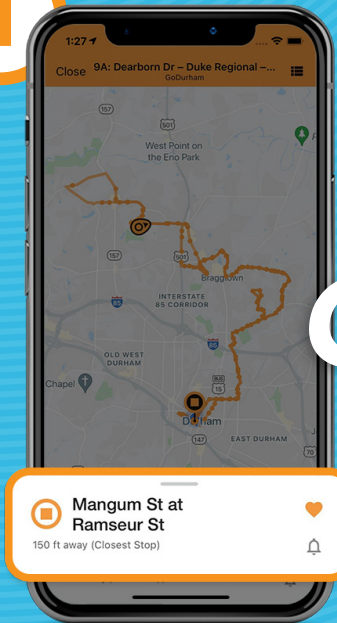


Tap the heart icon to favorite the stop

USING THE TRANSLOC APP

How to Set Up Arrival Notifications

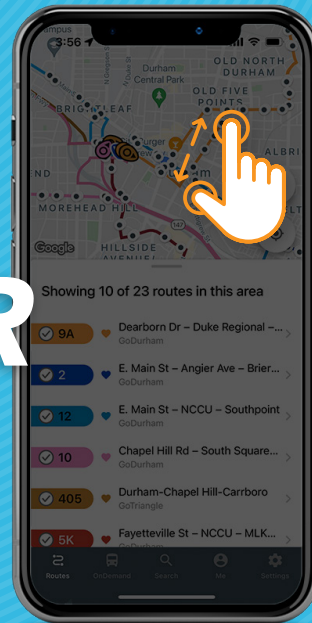
1



Select a route, the app finds the stop closest to you

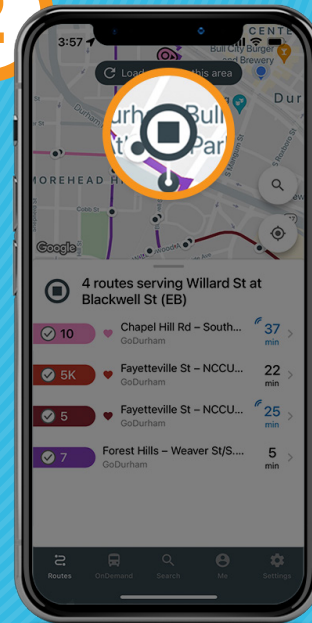
OR

2

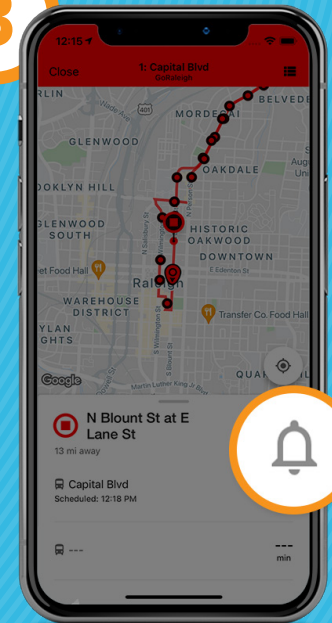


Using your fingers, zoom in on the map

3



Tap on a stop

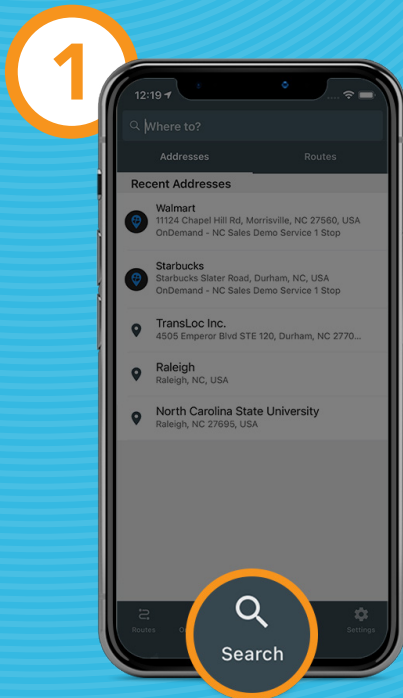


Tap the bell icon to set up a notification 5-30 mins before vehicle arrival

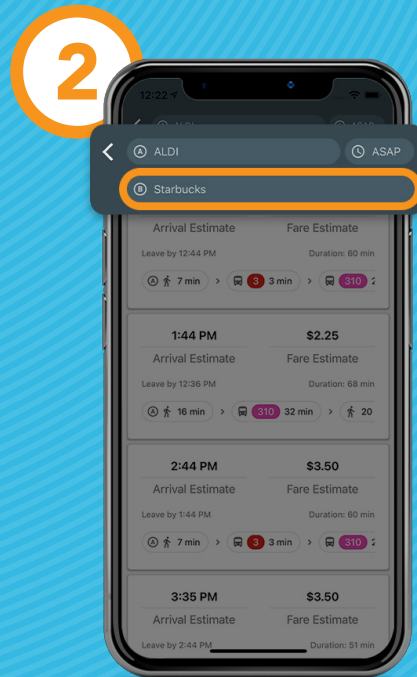


USING THE TRANSLOC APP

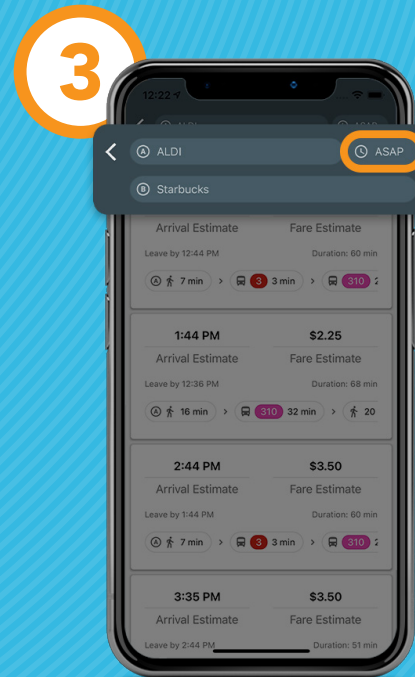
How to Navigate to a Specific Address



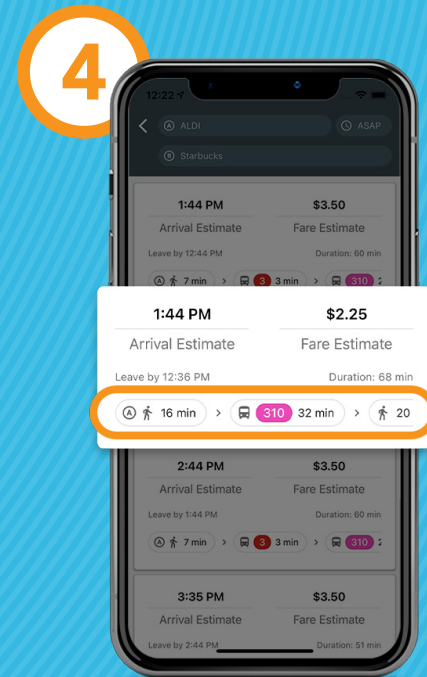
Tap on the **Search** tab



Enter in your desired **address**



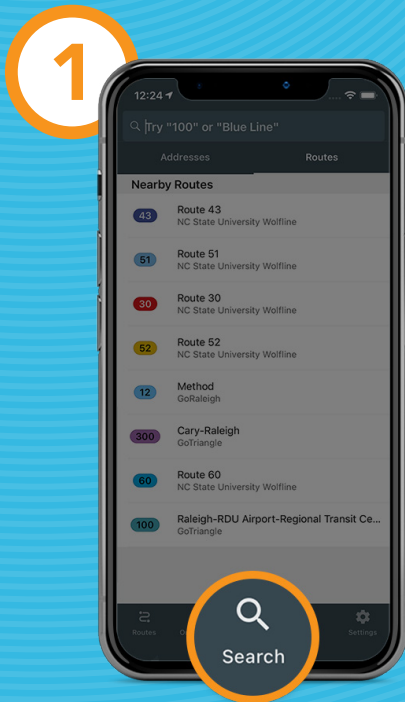
If necessary, change **current location** and **departure time**



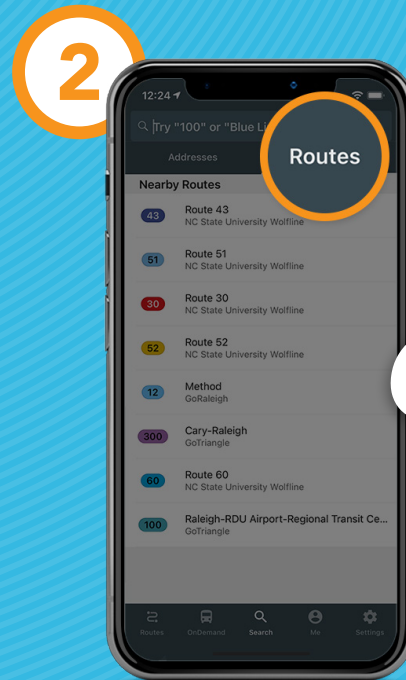
Select an option for **directions**

USING THE TRANSLOC APP

How to Find Nearby Routes



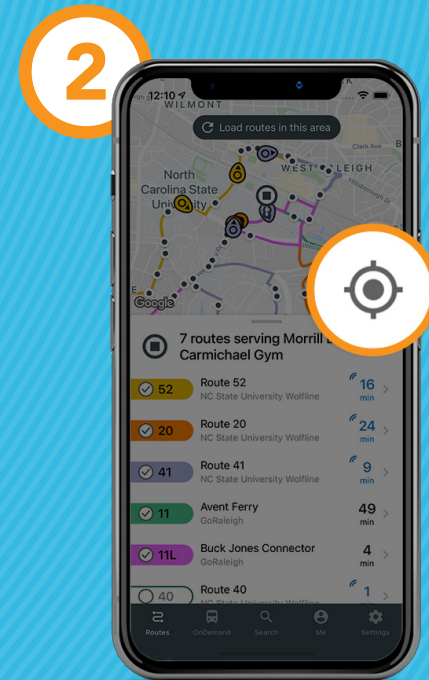
Select the
Search tab



Toggle to **Routes**



Tap on the
Routes tab

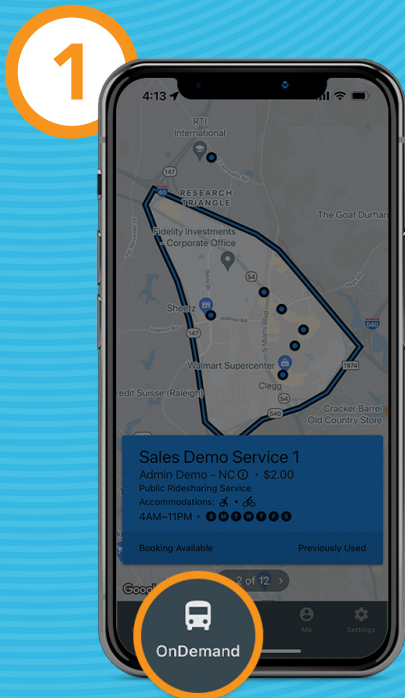


Tap the **compass**
icon to find routes
in your area

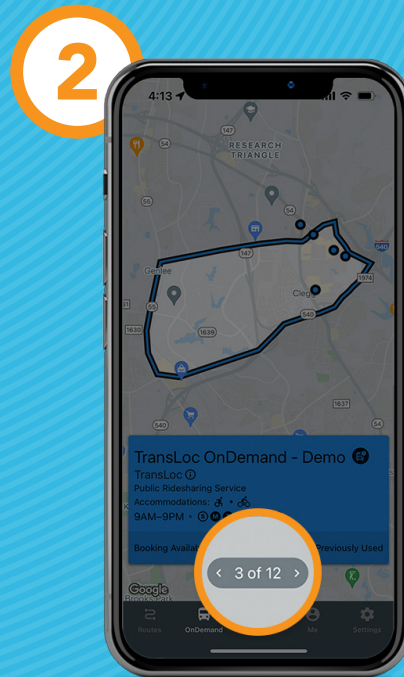


USING THE TRANSLOC APP

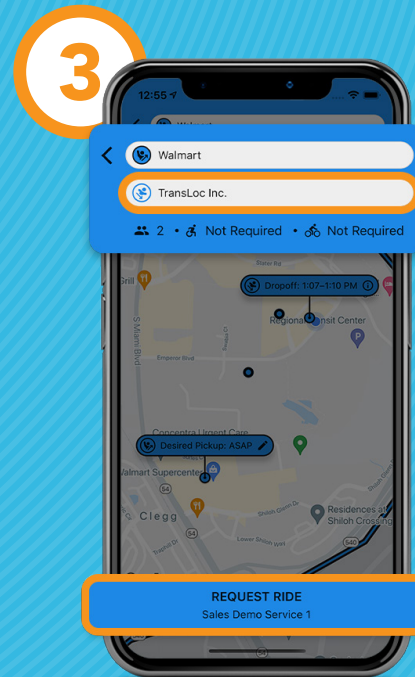
How to Book a Ride On-Demand (Part 1 of 2)



Select the *OnDemand* tab



Use the arrows to scroll through service offerings

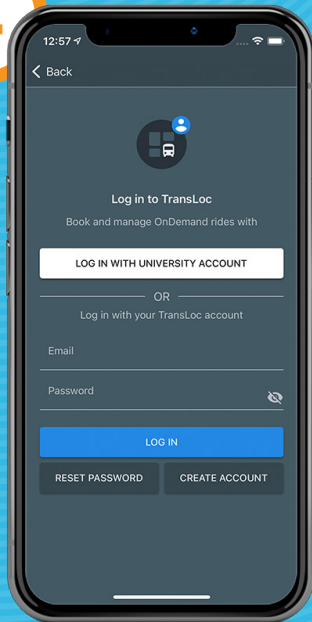


Enter in dropoff address and then click *Request Ride*



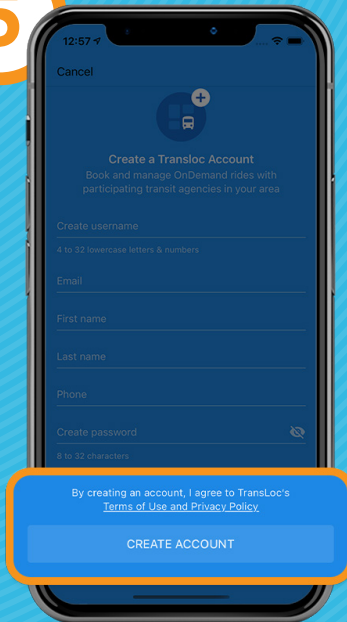
How to Book a Ride On-Demand (Part 2 of 2)

4



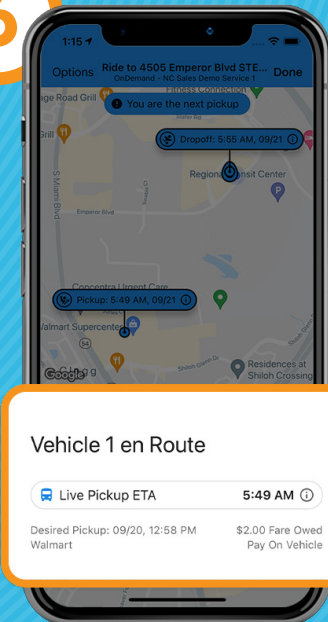
If requested, login or create a new account

5



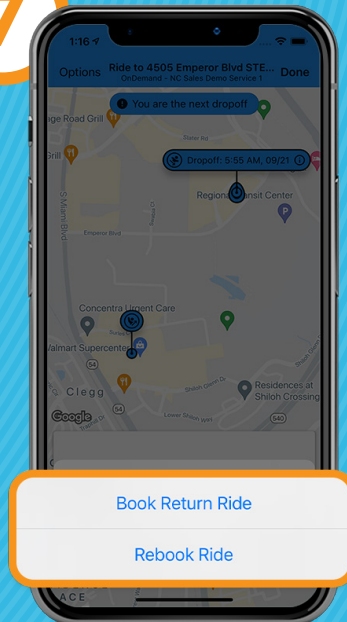
If creating a new account, complete your profile, then tap **Create Account**

6



You will be assigned a ride with a **pickup ETA**

7



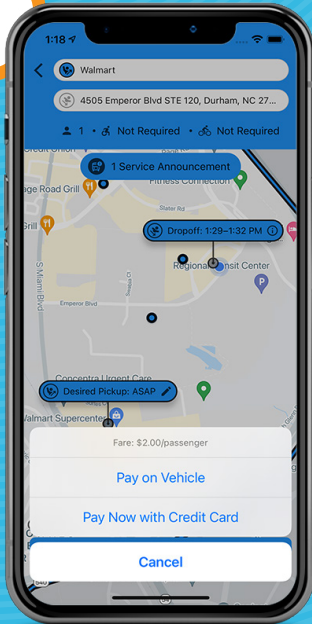
Once in the vehicle, you will get a dropoff ETA, with the ability to **book a return ride or rebook a ride**



USING THE TRANSLOC APP

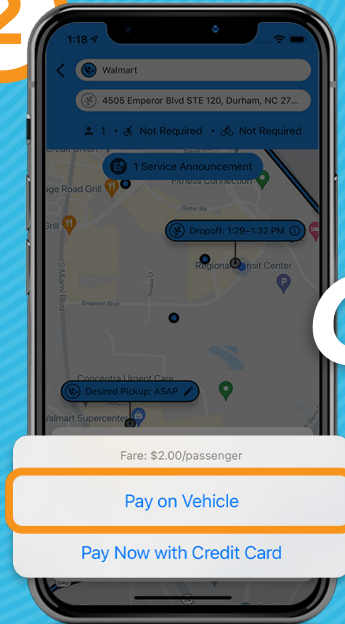
How to Pay for a Ride

1



Choose a payment option

2



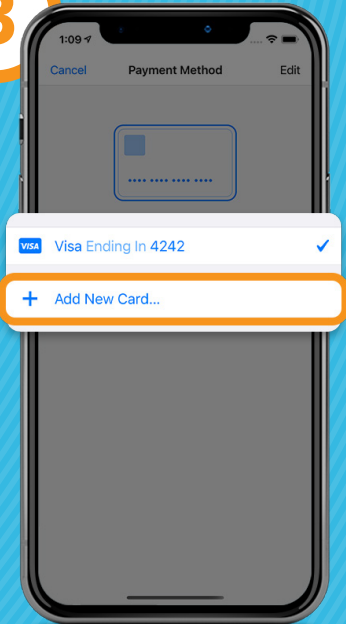
If paying on vehicle, select Pay on Vehicle

OR

3



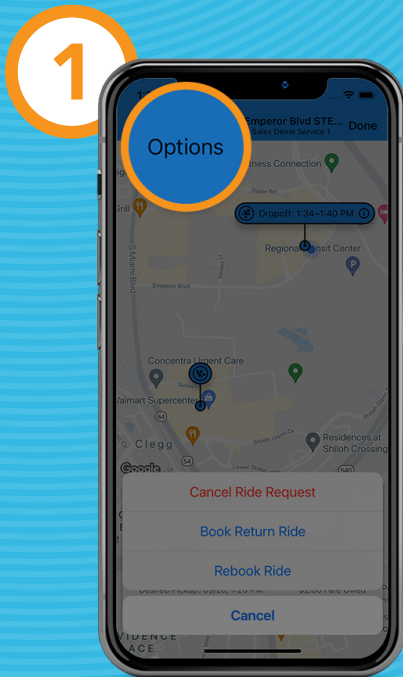
If paying in advance, select Pay Now with Credit Card



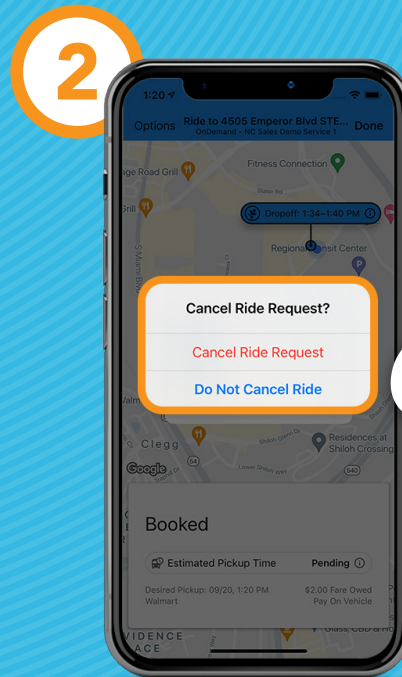
If needed, iPhone users can save or add more than one card

USING THE TRANSLOC APP

How to Cancel a Ride



Tap the *Options* button at the top left corner

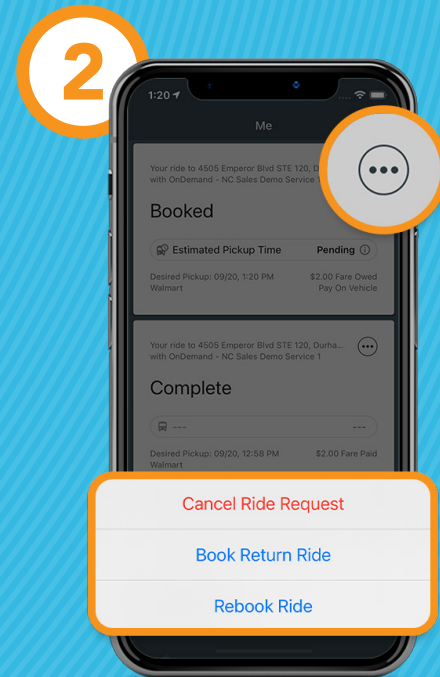


Select *Cancel Ride Request*

OR



Find the ride card in the *Me* tab



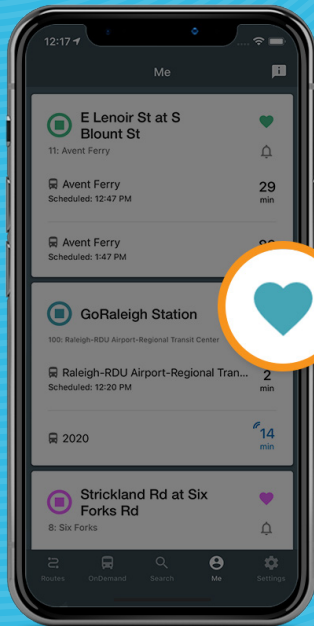
Tap the three-dot menu button on the ride card, and select *Cancel Ride Request*



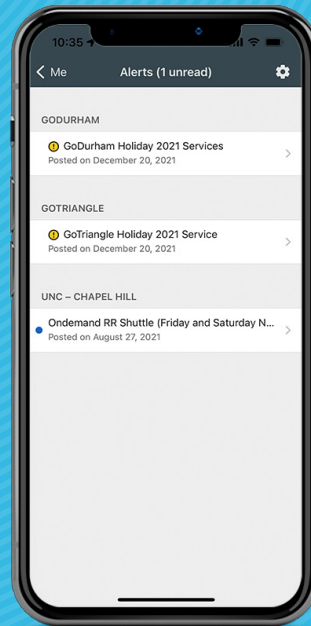
USING THE TRANSLOC APP



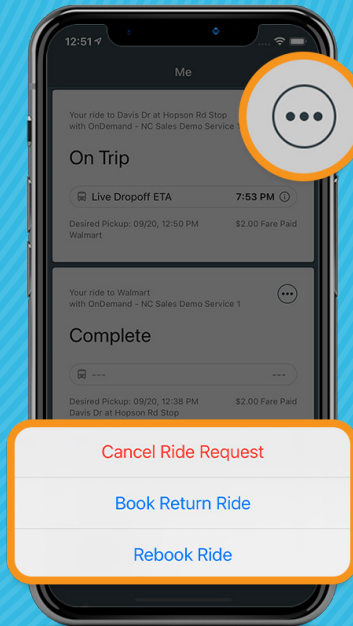
What's Available in the Me Tab?



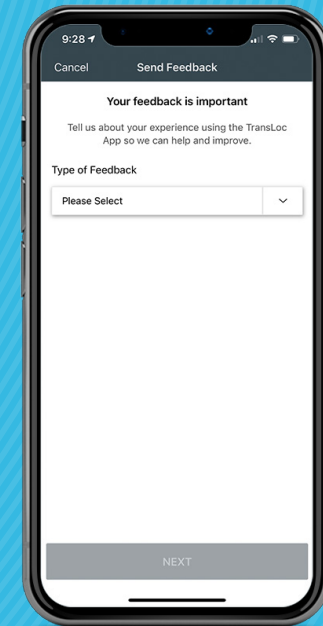
The ability to view your **favorited stops** or **unfavorite a stop**



Agency Alerts with the ability to change visibility



View OnDemand trip history and **rebook a trip** or a **return trip***



The ability to **send feedback**

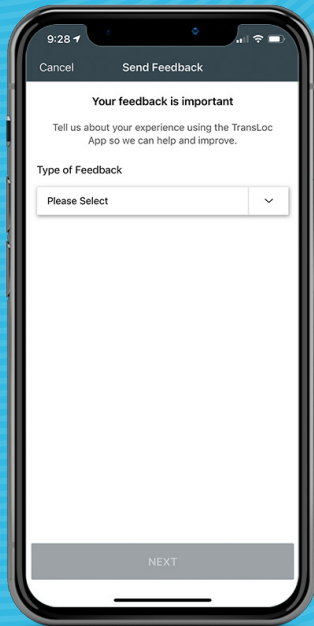
**Available with participating agencies*



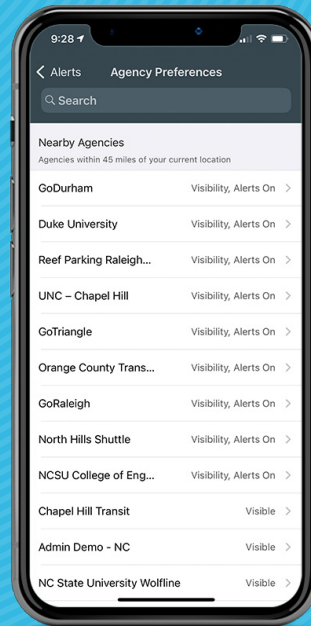
USING THE TRANSLOC APP



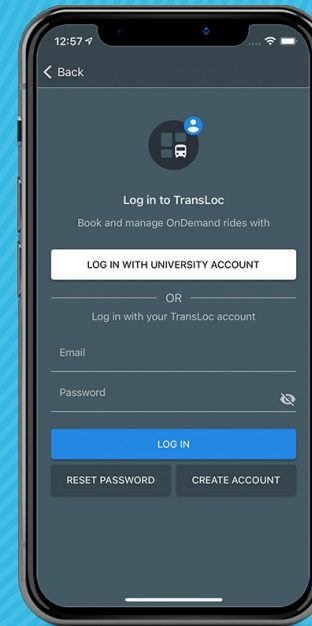
What's Available in the Settings Tab?



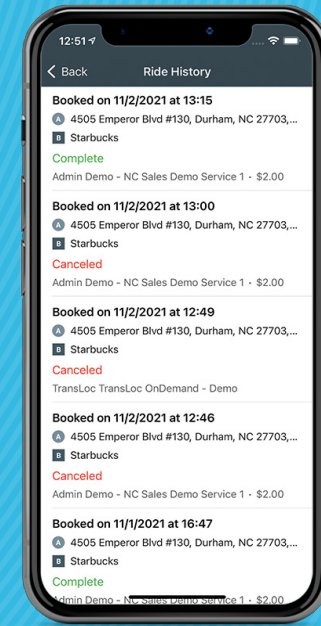
Send feedback



Ability to change *Agency Preferences* (visibility and alerts)

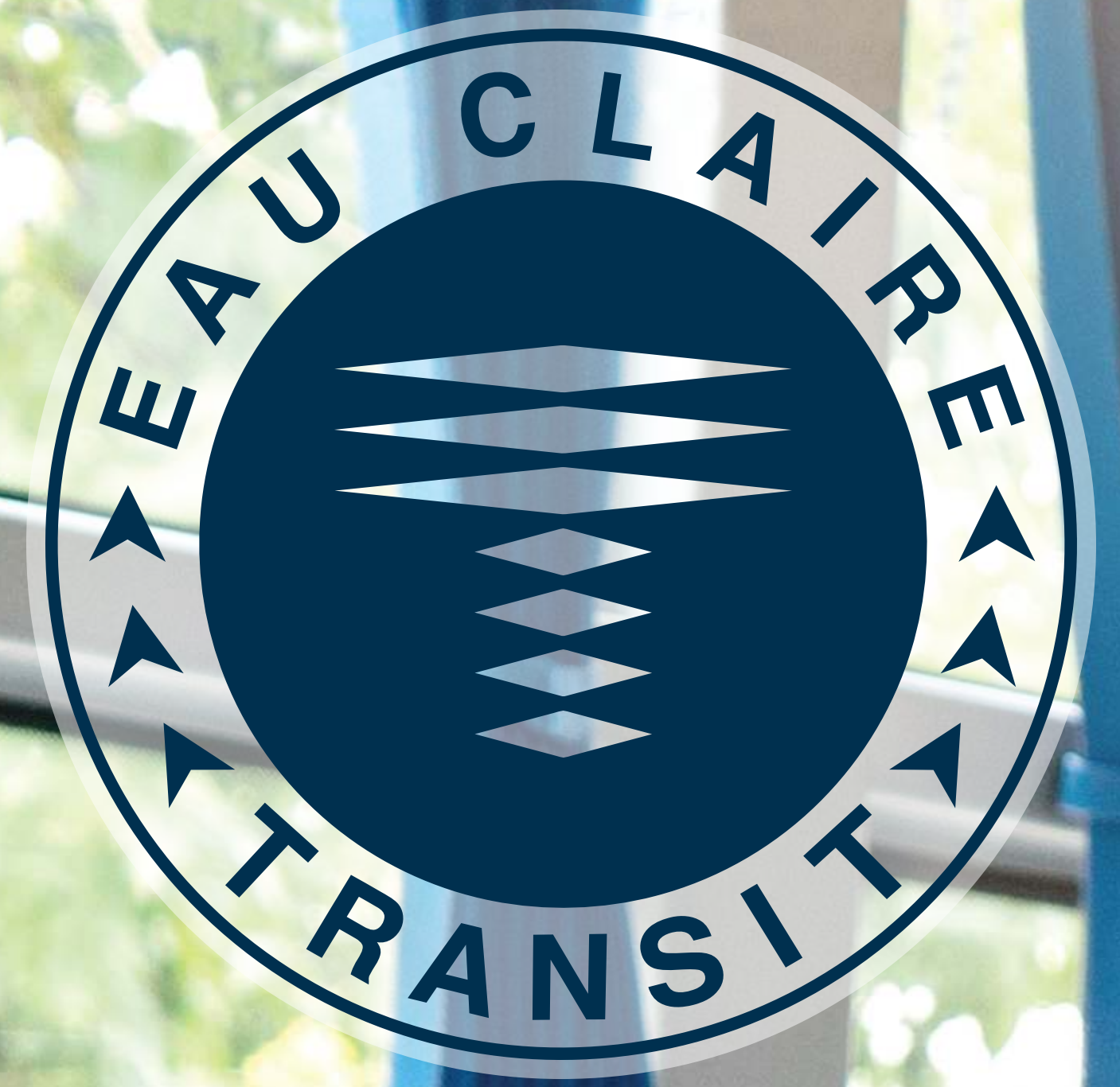


Login or logout



OnDemand ride history*

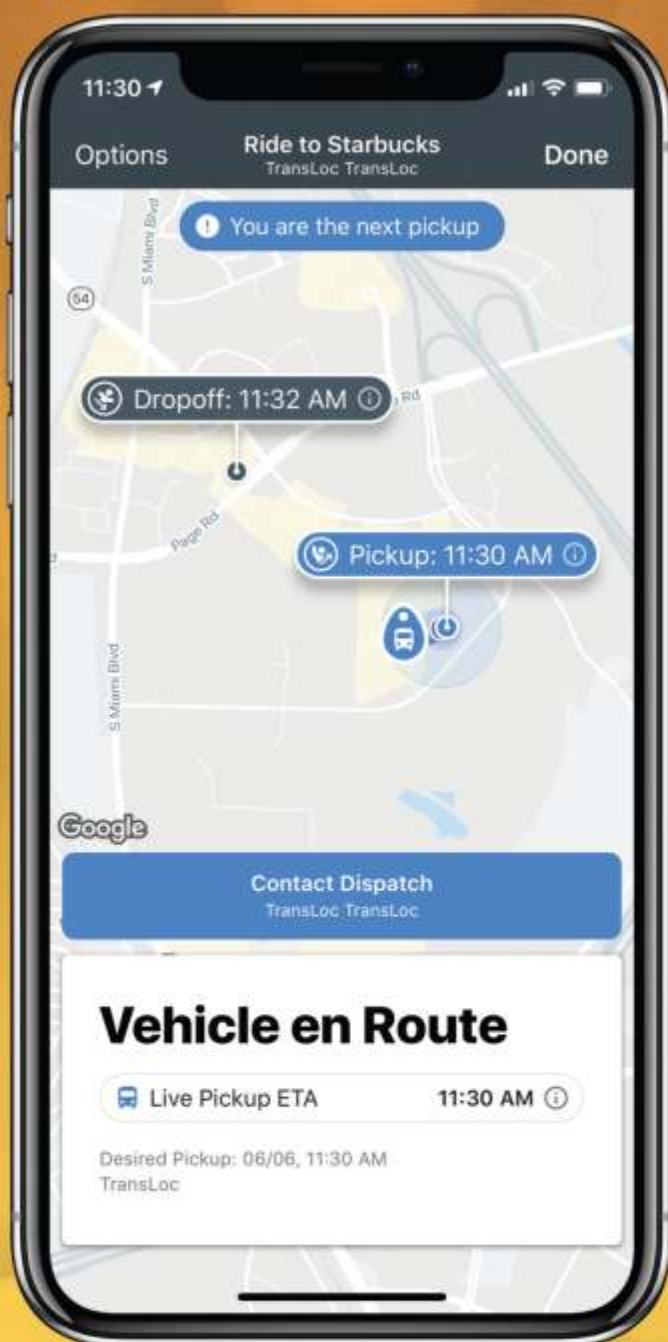
*Available with participating agencies



COMING SOON!

Helps answer the question

"Where's my bus?"



Introducing



- ✓ Scheduled arrival times
- ✦ Incorporates local transit options near you
- 📍 Pin your favorite stops to see arrivals at a glance

🔍 transloc.com/app



Eau Claire Transit Commission
 Monthly Ridership Report
 Aug-22

	Monthly			YTD Ridership		
	2021	2022	% Change	2021	2022	% Change
Full Cash Fare	1,902	1,999	5.1%	8,253	13,882	68.2%
Full Fare Tickets	1,570	1,390	-11.5%	7,555	10,848	43.6%
Income-Qualifying Fare	77	223	189.6%	411	1,749	325.5%
Student Cash Fare	342	694	102.9%	1,358	2,956	117.7%
Student Fare Tickets	91	115	26.4%	117	368	214.5%
1/2 Cash Fare	1,167	991	-15.1%	3,030	7,279	140.2%
Reduced Fare Tickets	362	455	25.7%	1,519	2,929	92.8%
Monthly Pass	3,391	5,562	64.0%	20,454	25,776	26.0%
Income-Qualifying Pass	1,422	2,356	65.7%	1,566	17,896	1042.8%
Half Fare Pass	8,309	7,956	-4.2%	30,282	55,347	82.8%
CVTC Pass	46	205	345.7%	1,104	1,434	29.9%
Day Pass	1,111	740	-33.4%	6,094	7,386	21.2%
MAX Pass	472	1,180	150.0%	7,949	11,037	38.8%
Non-UWEC Ridership	20,262	23,866	17.8%	89,692	158,887	77.1%
UWEC	1,623	1,151	-29.1%	78,299	121,926	55.7%
Total	21,885	25,017	14.3%	167,991	280,813	67.2%
Community Table	170	137	-19.4%	789	2,123	169.1%
Paratransit	1,732	1,748	0.9%	13,570	11,790	-13.1%
Free	283	981	246.6%	125,264	20,124	-83.9%
Pool	275	737	168.0%	0	1,724	#DIV/0!
Transfer	2,733	4,191	53.3%	0	30,279	#DIV/0!
Library	5	0	-100.0%	9,593	0	-100.0%
Total	27,083	32,811	21.1%	317,207	346,853	9.3%
Evening Ridership	1,113	1,059	-4.9%	14,638	8,765	-40.1%
Saturday Ridership	2,057	2,347	14.1%	25,236	20,319	-19.5%
Miles of Service-Day	48,234	48,294	#REF!	381,932	#REF!	#REF!
Passenger / Mile-Day	0.54	#REF!	#REF!	0.79	#REF!	#REF!
Hours of Service-Day	4,284	3,260	-23.9%	27,131	27,088	-0.2%
Passenger / Hour-Day	6.06	9.74	60.6%	11.15	12.48	11.9%
Miles of Service-Eve.	7,392	7728	553.3%	57,695	104,782	81.6%
Passenger / Mile-Eve.	0.15	0.02	-85.4%	0.25	0.08	-67.0%
Hours of Service-Eve.	515	538	4.5%	4,302	4,471	3.9%
Passenger / Hour-Eve.	2.16	1.97	-9.0%	3.40	1.96	-42.4%
Saturday	4	4	0.0%	34	35	2.9%
Weekday School	0	0	#DIV/0!	49	97	98.0%
Weekday Non-school	22	23	4.5%	125	72	-42.4%

Eau Claire Transit System

Operating Revenues

Report Date: July 31, 2022

% of Year Expired: 58.3%

	Prior Year		Current Year		% of Budget
	2021 Budget	2021 Y-T-D	2022 Budget	2022 Y-T-D	
Full Fare Cash	\$ 44,500	\$ 23,646	\$ 45,000	\$ 20,587	45.7%
Full Fare Pass	\$ 82,600	\$ 39,300	\$ 70,000	\$ 50,450	72.1%
Full Fare Tickets	\$ 29,100	\$ 17,868	\$ 35,000	\$ 15,892	45.4%
Day Pass	\$ 16,900	\$ 7,624	\$ 15,000	\$ 6,285	41.9%
Total Full Adult Fares	\$ 173,100	\$ 88,438	\$ 165,000	\$ 93,214	56.5%
Income-Qualifying Cash	\$ 800	\$ 332	\$ 500	\$ 1,247	249.4%
Income-Qualifying Pass	\$ 3,500	\$ 3,145	\$ 5,500	\$ 7,364	133.9%
Total I-Q Fares:	\$ 4,300	\$ 3,477	\$ 6,000	\$ 8,611	143.5%
Reduced Fare Cash	\$ 9,100	\$ 5,673	\$ 10,000	\$ 5,325	53.3%
Reduced Fare Pass	\$ 48,400	\$ 36,475	\$ 65,000	\$ 34,229	52.7%
Reduced Fare Tickets	\$ 5,300	\$ 3,185	\$ 6,000	\$ 3,290	54.8%
Total Reduced Fares	\$ 62,800	\$ 45,333	\$ 81,000	\$ 42,844	52.9%
Student Fare Cash	\$ 7,000	\$ 2,836	\$ 5,000	\$ 2,784	55.7%
Student Fare Tickets	\$ 1,500	\$ 250	\$ 500	\$ 400	80.0%
Student MAX Pass	\$ 19,800	\$ 7,410	\$ 15,000	\$ 11,030	73.5%
CVTC Student Pass	\$ 4,700	\$ 560	\$ 1,500	\$ -	0.0%
UW - Eau Claire	\$ 400,000	\$ 261,000	\$ 404,000	\$ 272,000	67.3%
Pool/Library	\$ 6,800	\$ -	\$ 7,000	\$ -	0.0%
Total Student Fares	\$ 439,800	\$ 272,056	\$ 433,000	\$ 286,214	66.1%
Paratransit Co-Pay	\$ 67,100	\$ 33,089	\$ 88,200	\$ 46,816	53.1%
Agency Fare	\$ 123,400	\$ 53,941	\$ 159,600	\$ 50,350	31.5%
Local Reimbursement	\$ 500	\$ 589	\$ 300	\$ 517	172.3%
State PT Assistance	\$ 61,500	\$ 77,228	\$ 77,000	\$ 64,373	83.6%
Total Paratransit	\$ 252,500	\$ 164,847	\$ 325,100	\$ 162,055	49.8%
Federal Assistance	\$ 2,481,700	\$ 77,223	\$ 2,475,200	\$ -	0.0%
State Assistance	\$ 1,375,100	\$ 314,855	\$ 1,300,000	\$ 312,776	24.1%
EC County Assistance	\$ 98,000	\$ 49,042	\$ 118,100	\$ 43,734	37.0%
Altoona Assistance	\$ 68,100	\$ 31,292	\$ 71,400	\$ -	0.0%
Total Assistance	\$ 4,022,900	\$ 472,412	\$ 3,964,700	\$ 356,510	9.0%
Advertising	\$ 36,000	\$ 20,980	\$ 40,000	\$ 23,150	57.9%
Vending Commission	\$ 5,900	\$ 2,459	\$ 4,000	\$ 215	5.4%
Gifts & Donations		\$ 600	\$ -	\$ -	#DIV/0!
Other Penalties			\$ -	\$ 72	#DIV/0!
Miscellaneous	\$ 600	\$ 5,577	\$ 1,100	\$ 7,101	645.6%
General Fund - Operations	\$ 1,020,120	\$ 595,070	\$ 783,700	\$ 1,038,100	132.5%
Sale of Capital Assets	\$ -	\$ 1,719	\$ -	\$ -	
Fund Balance Applied	\$ -	\$ -	\$ -	\$ -	
Fund Balance Used for CIF	\$ -	\$ -	\$ -	\$ -	
Total Other	\$ 1,062,620	\$ 626,405	\$ 828,800	\$ 1,068,638	128.9%
TOTAL REVENUES	\$ 6,018,020	\$ 1,672,968	\$ 5,803,600	\$ 2,018,086	34.8%

Eau Claire Transit System

Operating Expenses

Report Date: July 31, 2022.

% of Year Expired: 58.3%

	Prior Year		Current Year		
	2021 Budget	2021 Y-T-D	2022 Budget	2022 Y-T-D	% of Budget
Admin Wages	\$ 319,000	\$ 177,584	\$ 335,700	\$ 156,938	46.7%
Admin OT Wages	\$ 12,000	\$ 966	\$ 12,000	\$ 13,055	108.8%
Admin Benefits	\$ 264,110	\$ 108,809	\$ 215,174	\$ 109,688	51.0%
Operator Wages	\$ 1,402,000	\$ 662,936	\$ 1,392,900	\$ 715,294	51.4%
Operator OT Wages	\$ 23,000	\$ 147,538	\$ 23,000	\$ 105,529	458.8%
Operator Benefits	\$ 767,075	\$ 358,534	\$ 743,145	\$ 382,487	51.5%
Shop Wages	\$ 265,100	\$ 149,902	\$ 290,200	\$ 151,722	52.3%
Shop OT Wages	\$ 23,800	\$ 24,601	\$ 23,800	\$ 32,540	136.7%
Shop Benefits	\$ 154,815	\$ 77,040	\$ 164,581	\$ 75,696	46.0%
Total Payroll	<u>\$ 3,230,900</u>	<u>\$ 1,707,910</u>	<u>\$ 3,200,500</u>	<u>\$ 1,742,950</u>	54.5%
Printing & Binding	\$ 10,700	\$ 4,889	\$ 10,700	\$ 6,384	59.7%
Advertising & Marketing	\$ 30,000	\$ 9,304	\$ 30,000	\$ 25,363	84.5%
Custodial	\$ 21,500	\$ 12,221	\$ 22,600	\$ 11,358	50.3%
Security	\$ 41,100	\$ 21,698	\$ 41,100	\$ 8,323	20.3%
Utilities	\$ 9,400	\$ 7,282	\$ 20,000	\$ 7,381	36.9%
Ins & Admin Charges	\$ 198,000	\$ 114,116	\$ 189,800	\$ 109,865	57.9%
Misc. Services	\$ 352,600	\$ 121,988	\$ 497,300	\$ 153,451	30.9%
Total Services	<u>\$ 663,300</u>	<u>\$ 291,498</u>	<u>\$ 811,500</u>	<u>\$ 322,124</u>	39.7%
Office Supplies	\$ 1,900	\$ 1,312	\$ 2,000	\$ 1,276	63.8%
Uniforms & Clothing	\$ 12,800	\$ 336	\$ 12,800	\$ 422	3.3%
Gas	\$ 1,000	\$ 553	\$ 1,000	\$ 857	85.7%
Diesel Fuel	\$ 381,500	\$ 139,692	\$ 382,000	\$ 250,220	65.5%
Motor Oil	\$ 17,400	\$ 6,816	\$ 17,400	\$ 7,200	41.4%
Tires	\$ 52,600	\$ 18,547	\$ 52,600	\$ 1,280	2.4%
Supplies	\$ 404,800	\$ 104,621	\$ 300,800	\$ 162,527	54.0%
Tool/Shop	\$ 9,300	\$ 5,038	\$ 16,700	\$ 7,916	47.4%
Equip Purchase	\$ -	\$ 1,746	\$ -	\$ 1,000	0.0%
Misc. Materials/Supplies	\$ 2,100	\$ 4,796	\$ 6,500	\$ 4,995	76.8%
Total Materials/Supplies	<u>\$ 883,400</u>	<u>\$ 283,457</u>	<u>\$ 791,800</u>	<u>\$ 437,692</u>	55.3%
Purchased Transp.	\$ 1,060,020	\$ 331,939	\$ 919,800	\$ 378,866	41.2%
Paratransit Cer	\$ 73,600	\$ 25,517	\$ 80,000	\$ 37,820	47.3%
Total Paratransit	<u>\$ 1,133,620</u>	<u>\$ 357,457</u>	<u>\$ 999,800</u>	<u>\$ 416,685</u>	41.7%
Unfund Pen	\$ 38,000	\$ 22,108		\$ 22,400	#DIV/0!
Loss on Disp of Equip	\$ -	\$ -	\$ -		
Capital Purchases	\$ -	\$ -	\$ -		
Depreciation	\$ -	\$ -	\$ -		
Other Charges/Adj	\$ -	\$ -	\$ -		
Total Other	<u>\$ 38,000</u>	<u>\$ 22,108</u>	<u>\$ -</u>	<u>\$ 22,400</u>	#DIV/0!
TOTAL EXPENSES	<u>\$ 5,949,220</u>	<u>\$ 2,662,429</u>	<u>\$ 5,803,600</u>	<u>\$ 2,941,851</u>	50.7%

2022 Income-Qualifying Fare Progress Report

	Permits Issued	\$0.85 Trips	Passes Sold	Pass Trips
January	1	146	20	1731
February	14	133	20	1976
March	16	945	39	2679
April	8	226	23	2182
May	4	274	26	2490
June	23	293	23	2268
July	14	228	32	2214
August	9	223	41	2356
September				
October				
November				
December				
Total:	89	2468	224	17896

	Single Trip	Passes	Total
Budget Impact from Full Fare	\$617.00	\$1,120.00	\$1,737.00
Budget Impact if Reduced Fare:	\$2,221.20	\$5,600.00	\$7,821.20
Budget Impact (Income Fare - Reduced F	\$1,604.20	\$4,480.00	\$6,084.20

REDUCED FARE MONTHLY PA \$25
 REDUCED FARE SINGLE TRIP \$0.85

REGULAR FARE MONTHLY P. \$50
 REGULAR FARE SINGLE TRIP \$1.75

2021 Income-Qualifying Fare Progress Report

	Permits Issued	\$0.85 Trips	Passes Sold	Pass Trips
January	2	18	8	295
February	12	38	7	403
March	8	48	5	616
April	12	64	12	1013
May	13	59	9	787
June	14	66	19	1154
July	7	97	17	1346
August	12	77	23	1422
September	8	213	6	1513
October	11	116	18	1730
November	21	151	19	1698
December	10	143	19	1705
Total:	130	1090	162	13682

79.89285714



MANAGER'S REPORT

SEPTEMBER 21, 2022

2023 BUDGET PROCESS UPDATE

The City Council will begin work sessions to help with the operating budget process. I have not heard yet what the City Manager will be proposing for the Transit Division.

TRANSIT STAFFING

Please join me in congratulating Tina Deetz on her promotion to Transit Manager. I will work closely with Tina to get her up to speed on the various projects we are involved with in Transit.

Also, Lisa Fuentes has been promoted to the now vacant Full Time Supervisor position. Both Tina and Lisa will begin their new duties on September 19.

That means we have an opening in the Part Time Supervisor position. Also, there are 4 open part time positions.

COMMISSION POSITIONS

Sydney McGuine has received the appointment as the UWEC Representative. Sydney is Directs the Student Office of Sustainability for UWEC.

Taylor Greenwell has received the appointment as the Altoona Representative. Taylor is the City Planner for Altoona.

Welcome to the commission, Sydney and Taylor.

Disadvantaged Business Enterprise (DBE) Three-Year Goal-Setting Methodology Report-City of Eau Claire

For the Eau Claire area public transit system, doing
business as:



Eau Claire Transit.

FFY 2023-2025

August 1, 2022

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Methodology

Introduction:

This document represents the City of Eau Claire submission for Eau Claire Transit's DBE Goal Setting Methodology Report to the Federal Transit Administration for Federal Fiscal Years 2023, 2024, and 2025.

The four elements of the goal setting process used by the City of Eau Claire are outlined in 49CFR 26.45(c-g) and are as follows:

1. The measurement of the actual relative availability of DBEs to perform RYDE's anticipated contracting opportunities;
2. Adjustment factor analysis to evaluate evidence of the effects of discrimination in RYDE's jurisdiction and determine whether an adjustment is necessary;
3. Calculation of the race/gender-conscious and neutral split for the goal attainment;
4. Consultation and publication regarding the goal to facilitate public input

Executive Summary

Eau Claire Transit's overall DBE transit goal for FFY 2023-2025 is 1.3% of the Federal financial assistance it will expend in FTA-assisted contracts. This excludes the FTA funds to be used in the purchase of transit vehicles.

A total of \$965,355 in FTA funds are anticipated to be awarded by Eau Claire Transit on FTA assisted contracts during the FFY 2023-2025 time period. With a goal of 1.3%, this means that Eau Claire Transit has set a goal of expending approximately \$12,550 with DBE firms in for the combined three-year period.

This goal was based on budgeted expenditures in Eau Claire Transit's available budgeting and accounting object codes for which competition will be sought as shown in Table 1.

Table 1. Eau Claire Transit’s budget for potential opportunities

OBJECT CODE	3-YEAR TOTAL (Total Cost)	FTA FUNDING
5082380.6118 Marketing/Advertising	\$90,000	\$27,900
5082380.6198 Misc. Contract Services	\$300,000	\$93,000
5082382.6124 Accident Repairs	\$90,000	\$27,900
5082382.6126 Repairs and Maintenance to Equipment	\$150,000	\$46,500
5082382.6451 Diesel Fuel	\$1,228,000	\$380,680
5082382.6452 Motor Oil	\$55,900	\$17,329
5082382.6454 Tires, Tubes and Rims	\$169,00	\$51,320
5082382.6460 Repair Parts and Supplies	\$965,500	\$299,305
50823826466 Tools and Shop Supplies	\$48,200	\$14,942
5082382.6498 Other Material and Supplies	\$20,900	\$6,479
TOTALS	\$3,117,500	\$965,355

Overall Goal Setting Methodology

Step One – Relative Ability of DBE Firms

Base Figure

The Base Figure for the relative availability of DBE’s was calculated as follows:

144 Ready, willing, and able DBES

=2.3% Base figure (%)

6205 All firms ready, willing and able

Supporting documentation used to calculate the goal is contained in Appendix A.

Data Sources and Demonstrable Evidence -Numerator

This section outlines the data sources and demonstrable evidence Eau Claire Transit used to derive the numerator (Ready, willing and able DBEs).

The numerator of the base figure is 144. In order to derive the numerator, Eau Claire Transit collected information regarding anticipated contracting opportunities for the three-year goal-setting period. We aggregated all of Eau Claire Transit's future expenses by budget and accounting "Object" codes. We removed from consideration the codes that have to do with Eau Claire Transit's direct labor costs and other internal municipal expenditures or contracts already awarded not going out to bid during the time period. The remaining Object codes constituted all open purchases. Eau Claire Transit has no capital projects planned for the period other than vehicle purchases so these were excluded.

The worksheet Appendix A. Tab "1. Anticipated Projects," shows the anticipated contracting opportunities for FFY 2023-2025 by Work Classification and NAICS Codes.

Eau Claire Transit used the information from anticipated contracting opportunities to identify relevant and applicable NAICS (North American Industry Classification System) codes for each Object code. Next, using the contract-specific NAICS industrial codes, we reviewed the Wisconsin Unified Certification Program (UCP) list to determine ready, willing and able DBE firms in relation to those anticipated contracting opportunities. Care was taken in determining which industrial codes corresponded to actual past transactions found for an Object code. However, all DBEs within an identified NAICS code were counted among the ready, willing and able DBE firms.

Appendix A. Tab 2. Search includes the results of Eau Claire Transit's search of the Wisconsin UCP list. Appendix A. Tab 3. NAICS Code Definitions is a summary of applicable NAICS Codes. Appendix A. Tab 4 is the WI DBE UCP Directory. Appendix A. Tab 5. 2019 Census Statistics Wis Firms is a list of Wisconsin firms by NAICS code.

A base figure of 2.3%, calculated from the number of ready, willing, and able DBE firms through the UCP list divided by the total number of firms summed for all applicable NAICS codes is shown at the bottom of the table in Appendix A. Tab 6 Calculations using the results from Tab 2 Search and Tab 5 Statistics. This result is brought forward to a summary in Appendix A. Tab 6. Calculations along with results of all other methods for comparison.

Similar to the analysis of the UCP list data, Eau Claire Transit reviewed the US Census raw data using the NAICS codes arrived at through review of the anticipated contracting opportunities. In this way, staff arrived at a total number of firms relative to the type of contracting opportunities anticipated over the three-year period.

Data Sources and Demonstrable Evidence – Denominator

This section outlines the data sources and demonstrable evidence Eau Claire used to identify the denominator (all firms - ready, willing and able). The denominator of the base figure is 5747. Census data information for Wisconsin, using the same NAICS codes, was used to determine the number of all firms ready, willing and able to perform on the anticipated contracts. Similar to the DBE data, the

Wisconsin business pattern data from the Census was not modified to exclude any potential firms. See Appendices A. Tabs 1, 3 and 5.

Bidders List

No bidders list was used. Most of Eau Claire Transit's purchases involve micro purchases and there is potential for more DBE involvement in these purchases if it is determined that the price offered by the DBE is fair and reasonable. Eau Claire Transit works with the local Chamber of Commerce and agencies working with new businesses to make sure that they understand the contract opportunities available.

Use of Weighting

According to USDOT's "Tips for Goal Setting in the DBE Program", the use of weighting can help ensure the base figure is as accurate as possible. While weighting is not required by rule, it can make the goal calculation more accurate. Eau Claire Transit staff chose to not to adopt a weighted approach in its DBE goal calculation; the worksheet labeled Appendix A. Tab 5.

Step Two- Adjustment Factor Analysis

Eau Claire Transit considered a number of potential factors to determine whether any adjustments to the Step One Base Figure of 2.3% were warranted.

Past Participation

A prominent factor in an adjustment consideration is past participation. Past participation is the volume of work DBEs have performed on transit contracts in recent years. Appendix A. Tab 6. Achievement shows data from previous six semi-years. Historically 0.22% of contract dollars went to DBEs. The figure was calculated as the median value of six time periods. This figure was forwarded to Appendix A. 7. Calculations.

Actual achievement is important because it adds another estimation technique. In this case, the Step 1 base (2.3%) and the historic median achievement (0.22%) were significantly different. Averaging the two gives a more realistic goal. The adjustment result was calculated at 1.3% in Appendix A. Tab 7. Calculations.

Disparity Studies

Another factor to consider is evidence from relevant disparity studies conducted in Eau Claire Transits' market area. According to the Wisconsin Department of Transportation's (WisDOT's) "Transit 3 Year DBE goal Setting Methodology Report" for FFY 2020-2022 WisDOT's DBE Liaison Officer (DBELO) confirmed the only potentially relevant disparity study that had been conducted in the State of Wisconsin was one conducted by the City of Milwaukee. The DBELO identified challenges to the disparity study because it was not developed consistent with applicable USDOT disparity study guidance, making its use questionable. For these reasons, the disparity study did not lead to an adjustment to the base figure goal.

Calculation of Race Neutral & Race-Conscious Split

Consideration for the use of race-conscious means in addition to race-neutral means to facilitate DBE participation is another aspect of goal-setting.

USDOT "Tips for Goal Setting in the DBE Program" lists the following considerations to evaluate:

- Consider the Amount by Which You Exceeded Your Goals in the Past
- Consider Past Participation by DBE Prime Contractors
- Consider Past Participation by DBE Subcontractors on Contracts without Goals

Eau Claire Transit compared the adjusted goal to Past Participation by DBE Prime Contractors. All of the new goal was achieved through race/gender-neutral means. Eau Claire Transit considered race neutral – race conscious split alternatives. Appendix A. Tab 8. RN-RC Split documents our reasoning. Eau Claire Transit's preferred option is the establishment of a 1.3% goal with no race neutral/race conscious split.

With this race/gender-neutral goal in mind, Eau Claire Transit is improving its race/gender-neutral DBE program efforts by taking proactive steps so that potential DBEs know about Eau Claire Transit's DBE program and its specific purchasing and contracting opportunities. Our aim is to become acquainted with more potential DBEs so they feel encouraged to participate as a DBE contractor with Eau Claire Transit. These efforts are described in the next section.

Public Participation and Consultation

Eau Claire Transit's Public Involvement Policy and Practices were revised and adopted as part of our 2022-2024 Title VI Program

Consultation

Eau Claire Transit checks with Western Dairyland, a local agency that has a Business Development program that helps new business get started in the area. This is an excellent resource that has continual contact with potential DBEs in the area. Eau Claire Transit plans on continuing this practice. During that three-year period, 3 Potential businesses were identified by Western Dairyland and contact was made

with Eau Claire Transit to inquire about potential contracting opportunities. 2 of the businesses were able to do business with Eau Claire Transit.

Published Notice

Eau Claire Transit posts public notices of all of its monthly Transit Commission meetings. An agenda item on each of these meetings is Public Comment and Budget Updates. Members of the public are encouraged to provide comments. Eau Claire Transit makes use of the Local Newspaper to publish notices to encourage input specifically on the establishment of the DBE goal. In addition, Eau Claire Transit utilizes Social Media to encourage the public to provide input on matters of importance.