

Eau Claire Transit Commission Public Notice and Agenda



Wednesday, August 21, 2019

**6:00PM
Central Maintenance Facility
Streets Staging Room
910 Forest St.**

PLEASE TAKE NOTICE that the Eau Claire Transit Commission will meet Wednesday, August 21, 2019 at 6:00 P.M. in the Streets Staging Room at the Central Maintenance Facility, 910 Forest Street, Eau Claire, Wisconsin. The purpose of this meeting will be to discuss the items on the agenda below:

***Please note: The Chair of the Transit Commission may call for public comment before or after any item on the agenda.**

Call to Order

1. Call for Public Comment for items not on the agenda
2. Roll Call
 - a. Members Present:
 - b. Members Absent:
 - c. Staff Present:
 - d. Others Present:

3. Approval of the Minutes for the regular meeting on **July 17, 2019.**

Business Agenda

4. Discuss and consider adoption of the Eau Claire Transit Disadvantaged Business Enterprise Program. (Tom Wagener)
5. Discuss and consider options for the regularly scheduled September 18 Transit Commission Meeting.

Discussion Agenda

6. Tour of the Central Maintenance Facility and New Buses.

Staff Reports

7. Presentation of the Ridership and Revenue Reports. (Tom Wagener)
8. Manager's Report – (Tom Wagener)
 - a. Summary of Income Qualifying Fare usage.
 - b. Update on the Transit Development Plan
 - c. Update on the Transfer Center Project
 - d. Update on Budget process for City
 - e. Funding for Bus Stop improvements

This notice is given pursuant to the provisions of Subchapter V of Chapter 19 of the Wisconsin Statutes. In order to accommodate the participation of people with disabilities at this meeting, the City will provide the services of a sign language interpreter or make other reasonable accommodations on request. To make such a request, please notify the City at (715) 839-4902 at least two (2) days prior to the meeting. The room is available for access at 5:30PM.

**COMMISSION MEMBERS - PLEASE CALL THE TRANSIT OFFICE AT
(715) 839-5111 IF YOU ARE UNABLE TO ATTEND THE MEETING.**



Eau Claire Transit Commission Minutes

Wednesday, July 17, 2019

Call to Order 6:00PM

1. Call for Public Comment for items not on the agenda
2. Roll Call
 - a. Members Present: **Bob Schraufnagel, Georgia Eaton, Elizabeth Sullivan, Jeremy Gragert, Cheryal Keisler, Rose Fowler (6:40PM)**
 - b. Members Absent: Joshua Clements, Chandler Lorentz
 - c. Staff Present: **Thomas Wagener, Amber Willi, Jeff Pippenger (6:15PM)**
 - d. Others Present: Elizabeth Griggs
3. Approval of the Minutes for the regular meeting on **June 19, 2019**.
 - a. Motion to approve the minutes as presented by Commissioner Eaton, seconded by Commissioner Keisler. All votes in favor, motion passed.
4. Recognition of Former Commissioner Jackie Pavelski.
 - a. Award presented by Community Services Director Jeff Pippenger

Business Agenda

Discussion Agenda

5. Discuss the Eau Claire Transit Disadvantaged Business Enterprise Program.
 - a. Brief presentation by Thomas Wagener.

Staff Reports

6. Presentation of the Ridership and Revenue Reports by Transit Manager Thomas Wagener
 - a. Council Member Gragert requested a correction on the June Ridership report's 2018 YTD Full Fare Tickets usage. Mrs. Willi will send a corrected report to Commission posthaste.
7. Manager's Report presented by Transit Manager Thomas Wagener
 - a. Summary of Income Qualifying Fare usage.
 - b. Update on Autonomous Vehicle Study
 - i. Brief comment by Jackie Pavelski regarding the AV Study and the Transit Development Plan.
 - ii. Brief comment by Council Member Gragert regarding the scope of the Autonomous Vehicle Study.
 - c. Update on the Transit Development Plan
 - d. Update on Budget process for City and State
 - i. Council Member Gragert invited the Transit Commissioners to speak at the City Council Meeting prior to the vote on the CIP Budget on Monday, July 22, 2019.
 - e. WIPTA Fall Conference
 - i. Commissioner Schraufnagel will attend.
8. Adjournment
 - a. Motion to adjourn made by Council Member Gragert, seconded by Commissioner Sullivan. All votes in favor, meeting adjourned at 7:12PM

**CITY OF EAU CLAIRE
EAU CLAIRE TRANSIT (ECT) DIVISION DISADVANTAGED
BUSINESS ENTERPRISE (DBE) PROGRAM**

Updated: July 31, 2019

Definitions of Terms

The terms used in this DBE program have the meanings defined in 49 CFR §26.5

Objectives/Policy Statement (§26.1, 26.23)

The City of Eau Claire has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The City of Eau Claire has received Federal financial assistance from the Department of Transportation, and as a condition of receiving such assistance, the City of Eau Claire has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the City of Eau Claire, Transit Division to ensure that DBE's as defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts with a goal and objective to:

1. Ensure non-discrimination in the award and administration of DOT assisted contracts;
2. Create a level of playing field on which DBE's can compete fairly for DOT assisted contracts;
3. Ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. Ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. Help remove barriers to the participation of DBE's in DOT assisted contracts;
6. Assist in the development of firms that can compete successfully in the market place outside the DBE Program.

The Transit Manager, has been designated as the DBE Liaison Officer. In that capacity, he/she is responsible for implementing all aspects of the DBE Program. Implementation of the DBE Program is accorded the same priority as compliance with all other legal obligations incurred by the City of Eau Claire in its financial assistance agreements with the Department of Transportation.



Brian G. Amundson
City Manager

6/20/2012

Date

Non-discrimination (§26.7)

The City of Eau Claire will not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, the City of Eau Claire will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating, or substantially impairing the accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

DBE Program Updates (§26.21)

The City of Eau Claire will continue to carry out this program until all funds from USDOT financial assistance have been expended. The USDOT will be provided updates representing significant changes in the program.

Quotas (§26.42)

The City of Eau Claire will not use set-aside or quotas in administering the DBE Program.

DBE Liaison Officer (DBELO) (§26.45)

The following individual is designated as The City of Eau Claire- Transit Division DBE Liaison Officer:

Thomas Wagener, Transit Manager
City of Eau Claire
910 Forest Street
Eau Claire, WI 54703
(715) 839-5111
Mike.Branco@eauclairewi.gov

In that capacity, Mr. Wagener is responsible for implementing all aspects of the DBE program and ensuring that the City of Eau Claire complies with all provisions of 49 CFR Part 26. Mr. Wagener as Transit Manager has direct, independent access to the City Manager concerning DBE program matters.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. Duties and responsibilities include the following:

- Responsible for the overall implementation, administration and monitoring of the City of Eau Claire – Transit Division DBE Program.

- Gathers and reports statistical data and other information as required by USDOT.
- Reviews third party contracts and purchase requisitions for compliance with this program.
- Sets overall annual goals.
- Ensures that bid notices and requests for proposals are available to DBE's in a timely manner.
- Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitors results.
- Analyzes the City of Eau Claire – Transit Division progress toward goal attainment and identifies ways to improve progress.
- Participates in pre-bid meetings.
- Advises the City Council and Transit Commission on DBE matters and achievement.
- Determines contractor compliance with good faith efforts.
- Provides DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
- Plans and participates in DBE training seminars.
- Provides outreach to DBEs and community organizations to advise them of contracting opportunities.
- Maintains the City of Eau Claire's updated directory on certified DBEs in the area.

Federal Financial Assistance Agreement Assurance (§26.13)

The City of Eau Claire has signed the following assurance, applicable to all USDOT-assisted contracts and their administration:

The City of Eau Claire shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE Program, as required by 49 CFR Part 26, and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the City of Eau Claire of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

DBE Financial Institutions

It is the policy of the City of Eau Claire to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on USDOT-assisted contracts to make use of these institutions.

A search has been conducted of Wisconsin Department of Transportation DBE Director to identify such institutions.

Directory (§26.25)

The City of Eau Claire utilizes a directory developed by WisDOT identifying all firms eligible to participate as DBEs. The directory lists the firm's name, address, telephone number, date of most recent certification, and the type of work that has been certified to perform as a DBE. The directory is updated quarterly.

Copies of the annual Directory and the subsequent revisions are mailed to every DBE firm certified with WisDOT's DBE Office. Directories are also mailed to all prime contractors within the State. WisDOT has developed a web site so that interested parties can access information electronically via the internet. Directories can be obtained from: Wisconsin Department of Transportation, Office of Disadvantaged Business Enterprise Programs, 4822 Madison Yards Way, 5th Floor South, Madison, Wisconsin, 53705, Telephone (608) 267-3849, Fax (608) 267-3641, internet <https://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/default.aspx>.

Overconcentration (§26.33)

We have not identified the existence of an overconcentration in the types of work that DBEs perform.

Required Contract Clauses (§§26.13, 26.29)

Contract Assurance

The following clause will be placed in every USDOT-assisted contract and subcontract:

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

Prompt Payment

The following clause will be included in each USDOT-assisted prime contract:

The prime contractor agree to pay each subcontractor under the prime contract for satisfactory performance of its contract no later than 10 days from receipt of each payment the prime contractor receives from the City of Eau Claire. The prime contractor agrees further to return retainage payments to each subcontractor within 10 days after the subcontractor/s work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written

approval of the City of Eau Claire. This clause applies to both DBE and non-DBE subcontractors.

Monitoring and Enforcement Mechanisms (\$26.37)

The City of Eau Claire tracks actual payments made to DBE contractors through its financial software, currently MUNIS. The Transit Manager reviews the financial records when DBE's are involved in a project to ensure prompt payment.

The Transit Manager will work with any prime contractors that are using DBE subcontractors to ensure their compliance with this practice.

We will bring to the attention of the U.S. Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109. We also will consider similar action under our own legal authorities, including responsibility determinations in future contracts.

Overall Goals (\$26.45)

Amount of Goal

The City of Eau Claire's overall goal for FY-2020 will be .71%.

Method

Documentation of the tables used to determine this goal are included in Attachment 1. The city used the average # of opportunities and average Award amounts over the last 2 years to determine the # of opportunities for FY – 2020. Then we used the 2018 State of Wisconsin State and Local Sales and Use Tax Report to determine how many total businesses were ready and willing to business in Eau Claire based on the three digit NAICS codes that the city provided opportunities in. The city used the WisDOT db-e-ucp-directory to determine how many DBEs are Ready and Willing in the area.

Transit Vehicle Manufacturers (\$26.49)

The City of Eau Claire will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, to certify that it has complied with the requirements of this section. Alternatively, the City of Eau Claire, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the transit vehicle manufacturer complying with his element of the program.

Process

The City of Eau Claire will submit its overall goal to DOT by August 1 of each year.

Before establishing the overall goal, the City of Eau Claire will consult with the Wisconsin Department of Transportation DBE Office and any other interested parties to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the City of Eau Claire's efforts to establish a level playing field for the participation of DBEs.

Following this consultation, we will publish a notice of the proposed overall goal informing the public that the proposed goal and its rationale are available for inspection during normal business hours. These items will be available at our principal office for a period of 30 days following the date of notice. The notice will also inform the public that the FTA and DOT will accept comments on the goals for 45 days from the date of the notice. Normally we will issue this notice by August 1st if the goal will be updated. The notice will include addresses to which comments may be sent and address where the proposal may be reviewed.

The overall goal submission to DOT will include a summary of information and comments received during this public participation process and our responses.

The City will begin using the overall goal on October 1 of each year, unless other instructions are received from DOT.

Contract Goals (\$26.51)

The City of Eau Claire will use contract goals to meet any portion of the overall goal the City of Eau Claire does not project being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of our overall goal that is not projected to be met through the use of race-neutral means.

We will establish contract goals only on those USDOT-assisted contracts that have subcontracting possibilities. We need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work).

Good Faith Efforts (\$26.53)

Information to be submitted

The City of Eau Claire treats bidder/offeror's compliance with good faith efforts requirements as a matter of responsibility.

Each solicitation for which a contract goal has been established will require the bidder/offerors to submit the following information within five days of the award of the bid:

1. The names and addresses of DBE firms that will participate in the contract.
2. A description of the work that each DBE will perform.
3. The dollar amount of the work to be performed by each DBE firm participating as a subcontractor.
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal.
5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment; and
6. If the contract goal is not met, evidence of good faith efforts.

Demonstration of good faith efforts

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts.

The Purchasing Department is responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as responsible. We will ensure that all information is complete and accurate and adequately documents the bidder/offeror's good faith efforts before we commit to the performance of the contract by the bidder/offeror.

Administrative reconsideration

Within five days of being informed by the City of Eau Claire that it is not responsible because it has not documented sufficient good faith efforts, a bidder/offeror may request an administrative reconsideration. Bidders/offerors should make this request in writing to the Purchasing Department.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our officials to discuss the issue of whether it met the goal or made adequate good faith efforts. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts. The result of the reconsideration process is administratively final and may not be appealed to the U.S. Department of Transportation.

Good Faith Efforts when a DBE is replaced on a contract

The City of Eau Claire will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. We will

require the prime contractor to notify the DBE Liaison Officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, we will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts. If the contractor fails or refuses to comply in the time specified, our Purchasing Department will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the Purchasing Department may issue a termination for default proceeding.

Counting DBE Participation (§26.55)

The City of Eau Claire will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

Certification (§26.61 – §26.91)

Process

The City of Eau Claire will assist firms that desire to be certified through the State of Wisconsin Unified Certification Program.

For information about the certification process or to apply for certification, firms may contact Eau Claire Transit or the WisDOT DBE office referenced previously.

In the event we propose to remove a DBE's certification, we will follow procedures consistent with §26.87.

Unified Certification Program

WisDOT has established a unified Certification Program that will be utilized by the City of Eau Claire. Information regarding this program can be found at <https://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>

Certification Appeals

Any firm or complainant may appeal any decision in a certification matter to USDOT. Such appeals may be sent to:

Department of Transportation
Office of Civil Rights – Certification Appeals Branch
400 7th St. SW, Room 2104
Washington, DC 20590

We will promptly implement any USDOT certification appeal decisions affecting the eligibility of DBEs for our USDOT-assisted contracting (e.g., certify a firm if USDOT has determined that our denial of its application was erroneous).

Information Collection and Reporting

Bidders List

The City of Eau Claire will create a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts.

Reporting to USDOT

We will report DBE participation of USDOT as follows:

The City of Eau Claire's Transit Division will report DBE participation on a quarterly basis, using USDOT Form 4630. These reports will reflect payments actually made to DBEs on USDOT-assisted contracts.

Confidentiality

We will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, State, and Local law. Notwithstanding any contrary provisions of State or Local law, we will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than USDOT) without the written consent of the submitter.

**CITY OF EAU CLAIRE
EAU CLAIRE TRANSIT (ECT) DIVISION SMALL
BUSINESS ENTERPRISE (SBE) PROGRAM**

Dated: July 31, 2019

The Mission

“To provide an effective outreach strategy that will establish a communications network and identify distribution channels to keep the Small Business community aware of procurement opportunities, to provide a fair, open, and transparent procurement process, and to provide the necessary support services to increase capacity and ensure retention.”

The following components form the basis for the SBE Program:

- Establish commitment to Good Faith Efforts that meet or exceed the SBE Goal established by Eau Claire Transit.
- Comply with Federal Regulations 49 CFR Part 26 and FTA Circular C 4220.1F.
- Provide opportunities by maximizing the use of SBE subcontractors and suppliers.
- Establish and maintain a working relationship with Eau Claire Transit, and other stakeholders, based on teamwork and cooperation.
- Track, measure, and report performance in a timely manner and on a periodic basis.

SBE Goal/Plan

Attachment 1 is the history of contracting opportunities for the City of Eau Claire. For the three years from 2017-2018 total contracting opportunities was \$480,700.82.

Of this amount - \$242,530.40 went to a small business contracting employing less than 50 staff. Eau Claire Transit prides itself on Small business inclusion.

Based on the history of Small Business inclusion the City of Eau Claire – Transit Division SBE goal will be twenty-five percent (25%) of contracting opportunities.

The City of Eau Claire plans to track and measure SBE involvement in each bid that is done to insure DBE and SBE involvement.

September Meeting Options

Bob Schraufnagel and Tom Wagener will both be attending the WIPTA Fall Conference on September 18 and will be unavailable for the regular Transit Commission Meeting currently scheduled for that day.

The Commission may consider the following options:

1. Hold the regular Transit Commission meeting without out Bob and Tom.
2. Cancel the September Meeting.
3. Reschedule the September meeting for September 25 at 6:00.
4. Reschedule the September meeting for a different day in September.

Eau Claire Transit Commission
 Monthly Ridership Report
 June 2019

	Monthly			YTD Ridership		
	2018	2019	% Change	2018	2019	% Change
Full Cash Fare	3,766	3,317	-11.92%	21,832	19,960	-8.57%
Full Fare Tickets	1,933	2,444	26.44%	12,892	16,342	26.76%
Tokens*	249	0	-100.00%	3,092	0	-100.00%
\$1.50 Cash Fare	0	32	#DIV/0!	0	304	
Student Cash Fare	1,029	1,069	3.89%	4,895	4,559	-6.86%
Student Fare Tickets	356	154	-56.74%	782	661	-15.47%
1/2 Cash Fare	2,080	1,422	-31.63%	12,828	8,554	-33.32%
Reduced Fare Tickets	784	671	-14.41%	4,584	3,792	-17.28%
Monthly Pass	9,484	9,977	5.20%	62,407	62,371	-0.06%
\$45 Pass	0	633		0	3,365	
Half Fare Pass	13,884	12,695	-8.56%	81,226	74,188	-8.66%
CVTC Pass	532	293	-44.92%	5,528	3,987	-27.88%
Day Pass	4,082	2,980	-27.00%	25,514	17,973	-29.56%
MAX Pass	2,009	2,244	11.70%	14,757	13,322	-9.72%
Non-UWEC Ridership	40,188	37,931	-5.62%	250,337	229,378	-8.37%
UWEC	2,332	1,856	-20.41%	167,954	224,974	33.95%
Total	42,520	39,787	-6.43%	418,291	454,352	8.62%
Community Table	0	139		1,113	995	-10.60%
Paratransit	3,354	2,741	-18.28%	22,330	17,011	-23.82%
Free	1,255	957	-23.75%	4,008	4,915	22.63%
Pool	666	779	16.97%	666	779	16.97%
Library	304	237	-22.04%	304	237	-22.04%
Transfer	4,620	3,983	-13.79%	25,879	23,880	-7.72%
Total	52,719	48,623	-7.77%	472,591	502,169	6.26%
Evening Ridership	2,853	2,711	-4.98%	19,161	21,733	13.42%
Saturday Ridership	5,233	4,895	-6.46%	29,538	27,529	-6.80%
Miles of Service-Day	45,430	44,770	-1.45%	309,706	299,796	-3.20%
Passenger / Mile-Day	1.10	1.03	-6.57%	1.46	1.60	2.24
Hours of Service-Day	3,124	2,990	-4.29%	21,549	20,988	-2.61%
Passenger / Hour-Day	15.96	15.36	-3.80%	21.04	22.89	8.79%
Miles of Service-Eve.	7,392	6,912	-6.49%	48,664	48,952	0.59%
Passenger / Mile-Eve.	0.39	0.39	1.62%	0.39	0.44	12.76%
Hours of Service-Eve.	515	470	-8.70%	3,398	3,359	-1.17%
Passenger / Hour-Eve.	5.54	5.77	4.08%	5.64	6.47	14.76%
Saturday	5	5	0.00%	26	26	0.00%
Weekday School	5	8	60.00%	99	100	1.01%
Weekday Non-school	16	12	-25.00%	30	29	-3.33%

*Tokens accepted through 12/31/18

Eau Claire Transit Commission
 Monthly Ridership Report
 July 2019

	Monthly			YTD Ridership		
	2018	2019	% Change	2018	2019	% Change
Full Cash Fare	3,373	3,174	-5.90%	25,205	23,134	-8.22%
Full Fare Tickets	2,197	2,574	17.16%	15,089	18,916	25.36%
Tokens*	59	0	-100.00%	3,151	0	-100.00%
\$1.50 Fare	161	28	-82.61%	161	332	106.21%
Student Cash Fare	982	951	-3.16%	5,877	5,510	-6.24%
Student Fare Tickets	140	99	-29.29%	922	760	-17.57%
1/2 Cash Fare	2,099	1,420	-32.35%	14,927	9,974	-33.18%
Reduced Fare Tickets	798	700	-12.28%	5,382	4,492	-16.54%
Monthly Pass	9,383	10,018	6.77%	71,790	72,389	0.83%
\$45 Pass	223	675	202.69%	223	675	202.69%
Half Fare Pass	13,530	12,865	-4.92%	94,756	87,053	-8.13%
CVTC Pass	168	279	66.07%	5,696	4,266	-25.11%
Day Pass	4,234	3,407	-19.53%	29,748	21,380	-28.13%
MAX Pass	2,216	2,257	1.85%	16,973	15,579	-8.21%
Non-UWEC Ridership	39,563	38,447	-2.82%	289,900	264,460	-8.78%
UWEC	2,028	1,964	-3.16%	169,982	226,938	33.51%
Total	41,591	40,411	-2.84%	459,882	494,763	7.58%
Community Table	0	257	#DIV/0!	1,113	1,252	12.49%
Paratransit	3,202		-100.00%	25,532	17,011	-33.37%
Free	1,758	2,101	19.51%	5,766	7,016	21.68%
Pool	1,704	1,356	-20.42%	2,370	2,135	-9.92%
Library	1,033	984	-4.74%	1,337	1,221	-8.68%
Transfer	4,238	3,947	-6.87%	30,117	27,827	-7.60%
Total	53,526	49,056	-8.35%	526,117	551,225	4.77%
Evening Ridership	3,431	3,024	-11.86%	22,592	24,757	9.58%
Saturday Ridership	4,215	3,351	-20.50%	33,753	30,880	-8.51%
Miles of Service-Day	52,372	49,275	-5.91%	362,078	349,071	-3.59%
Passenger / Mile-Day	0.96	0.93	-2.33%	1.39	1.51	8.45%
Hours of Service-Day	3,471	3,157	-9.04%	25,020	24,145	-3.50%
Passenger / Hour-Day	14.43	14.58	1.02%	20.12	21.80	8.35%
Miles of Service-Eve.	6,720	7,584	12.86%	55,384	56,536	2.08%
Passenger / Mile-Eve.	0.51	0.40	-21.90%	0.41	0.44	7.35%
Hours of Service-Eve.	468	516	10.21%	3,866	3,874	0.21%
Passenger / Hour-Eve.	7.33	5.86	-20.03%	5.84	6.39	9.35%
Saturday	4	4	0.00%	30	30	0.00%
Weekday School	0	0	0.00%	99	100	1.01%
Weekday Non-school	21	22	4.55%	51	51	0.00%

NOTE: Fares optional on 7/19/19 due to heat index

*Tokens accepted through 12/31/18

Eau Claire Transit System

Operating Revenues

Report Date: June 30, 2019

% of Year Expired: 50.0%

	Prior Year		Current Year		
	2018 Budget	2018 Y-T-D	2019 Budget	2019 Y-T-D	% of Budget
Full Fare Cash	\$ 73,000	\$ 37,790	\$ 73,000	\$ 34,774	47.6%
Full Fare Pass	\$ 122,000	\$ 88,100	\$ 122,000	\$ 85,400	70.0%
Full Fare Tickets	\$ 47,800	\$ 14,972	\$ 47,800	\$ 24,388	51.0%
Tokens Redeemed	\$ -	\$ 3,865	\$ -	\$ -	
Day Pass	\$ 51,700	\$ 19,429	\$ 51,700	\$ 13,605	26.3%
Total Full Adult Fares	\$ 294,500	\$ 164,155	\$ 294,500	\$ 158,167	53.7%
Income-Qualifying Cash	\$ -	\$ -	\$ 1,900	\$ 456	24.0%
Income-Qualifying Pass	\$ -	\$ -	\$ 5,400	\$ 4,140	76.7%
Total I-Q Fares:	\$ -	\$ -	\$ 7,300	\$ 4,596	63.0%
Reduced Fare Cash	\$ 15,000	\$ 10,780	\$ 15,000	\$ 7,226	48.2%
Reduced Fare Pass	\$ 70,000	\$ 43,348	\$ 70,000	\$ 45,986	65.7%
Reduced Fare Tickets	\$ 7,800	\$ 3,526	\$ 7,800	\$ 5,507	70.6%
Total Reduced Fares	\$ 92,800	\$ 57,654	\$ 92,800	\$ 58,719	63.3%
Student Fare Cash	\$ 21,000	\$ 6,029	\$ 21,000	\$ 5,639	26.9%
Student Fare Tickets	\$ 1,900	\$ 978	\$ 1,900	\$ 1,185	62.4%
Student MAX Pass	\$ 21,200	\$ 17,170	\$ 21,200	\$ 21,415	101.0%
CVTC Student Pass	\$ 11,800	\$ 6,875	\$ 11,800	\$ 3,500	29.7%
UW - Eau Claire	\$ 389,000	\$ 258,000	\$ 389,000	\$ 263,000	67.6%
Pool/Library	\$ 7,000	\$ -	\$ 7,000	\$ -	0.0%
Total Student Fares	\$ 451,900	\$ 289,051	\$ 451,900	\$ 294,739	65.2%
Paratransit Co-Pay	\$ 175,000	\$ 79,849	\$ 175,000	\$ 50,820	29.0%
Agency Fare	\$ 180,500	\$ 76,779	\$ 180,500	\$ 100,662	55.8%
Local Reimbursement	\$ 3,200	\$ 403	\$ 3,200	\$ 361	11.3%
State PT Assistance	\$ 61,900	\$ 61,475	\$ 61,900	\$ 62,450	100.9%
Total Paratransit	\$ 420,600	\$ 218,506	\$ 420,600	\$ 214,293	50.9%
Federal Assistance	\$ 1,787,100	\$ -	\$ 1,787,100	\$ -	0.0%
State Assistance	\$ 1,402,900	\$ 342,057	\$ 1,402,900	\$ 332,322	23.7%
EC County Assistance	\$ 134,800	\$ 60,557	\$ 134,800	\$ 53,638	39.8%
Altoona Assistance	\$ 67,900	\$ -	\$ 67,900	\$ -	0.0%
Total Assistance	\$ 3,392,700	\$ 402,614	\$ 3,392,700	\$ 385,960	11.4%
Advertising	\$ 52,000	\$ 17,545	\$ 52,000	\$ 39,393	75.8%
Vending Commission	\$ -	\$ 1,949	\$ -	\$ 1,590	
Gifts & Donations	\$ -	\$ -	\$ -	\$ -	
Other Penalties	\$ -	\$ 36	\$ -	\$ -	
Miscellaneous	\$ 1,000	\$ 258	\$ 1,000	\$ 314	31.4%
General Fund - Operation:	\$ 1,106,000	\$ -	\$ 1,106,000	\$ 576,398	52.1%
Sale of Capital Assets	\$ -	\$ -	\$ -	\$ -	
Fund Balance Applied	\$ -	\$ -	\$ -	\$ -	
Fund Balance Used for CI	\$ -	\$ -	\$ -	\$ -	
Total Other	\$ 1,159,000	\$ 19,787	\$ 1,159,000	\$ 617,694	53.3%
TOTAL REVENUES	\$ 5,811,500	\$ 1,151,768	\$ 5,818,800	\$ 1,734,168	29.8%

Eau Claire Transit System

Operating Expenses

Report Date: June 30, 2019

% of Year Expired: 50.0%

	Prior Year		Current Year		
	2018 Budget	2018 Y-T-D	2019 Budget	2019 Y-T-D	% of Budget
Admin Wages	\$ 285,065	\$ 142,817	\$ 300,500	\$ 132,182	44.0%
Admin OT Wages	\$ 12,000	\$ 1,060	\$ 12,000	\$ (101)	-0.8%
Admin Benefits	\$ 212,685	\$ 106,457	\$ 211,239	\$ 87,865	41.6%
Operator Wages	\$ 1,342,120	\$ 592,076	\$ 1,414,400	\$ 629,294	44.5%
Operator OT Wages	\$ 23,000	\$ 46,888	\$ 23,000	\$ 58,909	256.1%
Operator Benefits	\$ 714,726	\$ 290,329	\$ 687,355	\$ 323,197	47.0%
Shop Wages	\$ 251,415	\$ 122,561	\$ 266,900	\$ 124,985	46.8%
Shop OT Wages	\$ 23,800	\$ 13,340	\$ 23,800	\$ 32,729	137.5%
Shop Benefits	\$ 150,489	\$ 59,735	\$ 124,206	\$ 66,814	53.8%
Total Payroll	<u>\$ 3,015,300</u>	<u>\$ 1,375,264</u>	<u>\$ 3,063,400</u>	<u>\$ 1,455,874</u>	47.5%
Printing & Binding	\$ 15,300	\$ 6,280	\$ 15,300	\$ 4,631	30.3%
Advertising & Marketing	\$ 30,000	\$ 6,334	\$ 30,000	\$ 9,211	30.7%
Custodial	\$ 17,900	\$ 9,219	\$ 17,900	\$ 7,913	44.2%
Security	\$ 33,200	\$ 15,564	\$ 33,200	\$ 15,453	46.5%
Utilities	\$ 12,200	\$ 5,875	\$ 12,200	\$ 5,215	42.7%
Ins & Admin Charges	\$ 184,200	\$ 92,505	\$ 177,000	\$ 92,142	52.1%
Misc. Services	\$ 314,300	\$ 151,131	\$ 377,300	\$ 162,451	43.1%
Total Services	<u>\$ 607,100</u>	<u>\$ 286,908</u>	<u>\$ 662,900</u>	<u>\$ 297,015</u>	44.8%
Office Supplies	\$ 4,400	\$ 1,912	\$ 4,400	\$ 728	16.5%
Uniforms & Clothing	\$ 12,200	\$ 688	\$ 12,200	\$ 2,256	18.5%
Gas	\$ 2,700	\$ 553	\$ 2,700	\$ 466	17.3%
Diesel Fuel	\$ 419,400	\$ 147,850	\$ 419,400	\$ 136,444	32.5%
Motor Oil	\$ 20,500	\$ 9,753	\$ 20,500	\$ 7,482	36.5%
Tires	\$ 37,300	\$ 18,355	\$ 38,300	\$ 14,309	37.4%
Supplies	\$ 270,500	\$ 165,826	\$ 274,800	\$ 346,935	126.3%
Tool/Shop	\$ 7,500	\$ 5,273	\$ 7,500	\$ 5,669	75.6%
Equip Purchase	\$ -	\$ 1,824	\$ -	\$ -	
Misc. Materials/Supplies	\$ 4,900	\$ 240	\$ 4,900	\$ 1,550	31.6%
Total Materials/Supplies	<u>\$ 779,400</u>	<u>\$ 352,273</u>	<u>\$ 784,700</u>	<u>\$ 515,839</u>	65.7%
Purchased Transp.	\$ 1,307,200	\$ 579,129	\$ 1,314,200	\$ 534,420	40.7%
Paratransit Cer	\$ 64,600	\$ 34,996	\$ 68,000	\$ 29,714	43.7%
Total Paratransit	<u>\$ 1,371,800</u>	<u>\$ 614,125</u>	<u>\$ 1,382,200</u>	<u>\$ 564,134</u>	40.8%
Unfund Pen	\$ 37,900	\$ 18,950	\$ 37,900	\$ 18,950	50.0%
Loss on Disp of Equip	\$ -	\$ -	\$ -	\$ -	
Capital Purchases	\$ -	\$ -	\$ -	\$ -	
Depreciation	\$ -	\$ -	\$ -	\$ -	
Other Charges/Adj	\$ -	\$ -	\$ -	\$ -	
Total Other	<u>\$ 37,900</u>	<u>\$ 18,950</u>	<u>\$ 37,900</u>	<u>\$ 18,950</u>	50.0%
TOTAL EXPENSES	<u><u>\$ 5,811,500</u></u>	<u><u>\$ 2,647,520</u></u>	<u><u>\$ 5,931,100</u></u>	<u><u>\$ 2,851,813</u></u>	48.1%



EAU CLAIRE TRANSIT

MANAGER'S REPORT

AUGUST 21, 2019

SUMMARY OF INCOME QUALIFYING FARE USAGE

Included in your packet is a summary of the usage of the new fare that is for those people who are experiencing low income.

UPDATE ON THE TRANSIT DEVELOPMENT PLAN

SRF has done some preliminary data gathering in preparation for working on the Transit Development Plan. I spoke with Joe Kapper, who is their lead on the project, and I am putting together a steering committee that will help us guide the project. The committee will consist of representatives from the following: ECT Staff, Transit Commission, UWEC, MPO, City of Altoona and ADRC. SRF is preparing an initial request for information (RFI) for me to respond to. The initial thought is that some initial public outreach be conducted in October.

UPDATE ON TRANSFER CENTER PROJECT

LHB is getting input from City Staff and Contract Partners on initial design elements for the project. Ayers has completed its portion of the National Environmental Protection Agency (NEPA) study, which is now being reviewed by the FTA. Economical Development and Legal staff are working with Merge to get a development agreement together to take to the City Council. Once the NEPA requirements have been completed and the Development agreement is in place, we can apply for the Joint Development project with the FTA and once approved, complete the Paper agreement with the FTA.

UPDATE ON BUDGET PROCESS FOR THE CITY

The City Council has approved the proposed CIP and the Transit section was approved as recommended by the commission. The operating budget is currently being reviewed by the City Manager's office and will soon be presented to council.

FUNDING FOR BUS STOP IMPROVEMENTS

The Metropolitan Planning Organization(MPO) will be voting on a recommendation by the Technical Advisory Committee (TAC) to include \$284,296 in State Transportation Block Grant funding for Bus Stop improvements. If approved, Transit will be able to significantly expand the Capital Improvement Plan's list of stops to be improved. The vote will be at the MPO's August 28th meeting. Great news!

New Income-Qualifying Fare Progress Report

	Apps Received	Permits Issued	\$1.50 Trips	Passes Sold	\$45 Pass Trips
January	0	0	68	9	456
February	1	1	46	8	368
March	2	2	40	14	735
April	1	1	81	7	631
May	7	8	37	7	542
June	2	2	32	6	633
July	7	10	28	9	675
August					
September					
October					
November					
December					
Total:	20	24	332	60	4040