



OFFICE OF THE CITY CLERK

300 East Main Street
Sun Prairie, WI 53590-2227
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FAX (608)825-6879
Website www.cityofsunprairie.com

Public Notice of the City Sun Prairie, Pursuant to Section 19.84, Wisconsin Statutes, notice is hereby given to the public and to the news media, that the following meeting will be held:

TRANSIT COMMISSION

DATE: **MONDAY AUGUST 14TH, 2017**

TIME: 3:00PM

LOCATION: **MUNICIPAL BUILDING
CAUCUS ROOM
300 E. MAIN STREET
SUN PRAIRIE WI 53590**

to consider the following:

1. Roll Call
2. Approval of the minutes from the July 10th, 2017 meeting (attached)
3. Citizen Appearance/Public Comment
4. Chairperson's report
5. UNFINISHED BUSINESS
 - A. Update and approval of the 2017 Transit Program Fiscal Report (attachment)
 - B. Update on ridership statistics (attachment)
 - C. Update on Running, Inc. operations
 - D. Discussion regarding the Ad Hoc Committee for Transportation report recommendations
 - E. Discussion regarding the pilot Madison/Metro connection point
 - F. Discussion regarding possible 2018 budget initiatives
6. NEW BUSINESS
 - A. Consideration, discussion, and possible action regarding purchasing Metro bus passes for transfers (attachment)
 - B. Consideration, discussion, and possible action regarding applying for FTA's 5339(b) multi-year grant (attachment)
 - C. Consideration, discussion, and possible action regarding the 2018 requested budget (attachment)
 - D. Discussion regarding connection to Amtrak in Columbus
7. Referrals for future agendas
8. Date of next meeting
9. Adjournment

Al Guyant, Chairperson

If you are unable to attend this meeting, please call 825-1173

Posted: August 11, 2017

Posted: Sun Prairie City Hall, 300 East Main Street
Sun Prairie Public Library, 1350 Linnerud Drive
Sun Prairie Utilities, 125 West Main Street

Ginger Baier

Al Guyant

Rhonda Page

Janine Punzel

Melody Riedel

NOTE: Please note that, upon reasonable notice, efforts will be made to accommodate the special needs of individuals through appropriate aids and services. For additional information or to request this service, contact the City Clerk's Office, 300 East Main Street, Sun Prairie WI 53590 (608) 837-2511

NOTE: It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

**TRANSIT COMMISSION MINUTES
SUN PRAIRIE, WI 53590
July 10, 2017**

Chairperson Michael Jacobs called to order the meeting of the Transit Commission at 5:00 pm. The meeting was held in the Caucus Room of the Municipal building, 300 E Main St., Sun Prairie, WI, 53590.

1. ROLL CALL

Commission members present: Alder Al Guyant, Janine Punzel, Melody Riedel, Ginger Baier

Commission members absent: Rhonda Page

Other Elected Officials:

Staff present: Kristin Vander Kooi, Accounting Manager; Tim Semmann, Principal Planner

Others present: Karl Schulte and Dave Lowe, Running Inc.; Bill Schaefer, MPO

2. APPROVAL OF THE MINUTES FROM THE JUNE 5TH, 2017 MEETING

Motion: To approve the minutes as presented

Aye: Baier (1), Riedel (2), approved unanimously

Nay: None

3. CITIZENS APPEARANCES/PUBLIC COMMENT

None

4. CHAIRPERSON'S REPORT

None

5. UNFINISHED BUSINESS

A. Update on the 2017 Transit Program Fiscal Report

Ms. Vander Kooi stated that the first state aid payment was made at the end of July and the City has contributed 3 of the 4 quarterly payments. Expenses are as of May as the June invoice had not been received in time to be included in this report. Ms. Vander Kooi also stated that she was in contact with the State and that they were still working on finalizing the 2013, 2014, and 2015 audits.

Motion: To approve the fiscal report as presented

Aye: Punzel (1), Riedel (2), approved unanimously

Nay: None

B. Update on ridership statistics

Ms. Vander Kooi stated that the ridership trend has increased over April, as well as increased since Running Inc.'s contract started.

C. Update on Running, Inc. operations

Mr. Schulte stated that ridership is up and that he is still having staffing issues for the weekend.

D. Discussion regarding the Ad Hoc Committee on Transportation report

Mr. Bill Schaefer stated that the MPO may be able assist the city with their transportation survey. The city should determine the goal of the survey. Mr. Schaefer, Ms. Punzel, and Mr. Semmenn discussed possible locations for park and rides and working with businesses for use of existing parking lots on the West Side. Ms. Riedel stated that the Bus buddy program is for all of Dane County, not just select locations.

E. Discussion regarding the pilot Madison/Metro connection point

Mr. Schulte stated that there were 92 one-way rides, approximately 120 riders, completed in the first 30 days. He also suggested that advertising about the program can continue and expand. Fliers will be pushed out, as well as a Facebook post that can be boosted.

F. Discussion regarding possible 2018 budget initiatives

Possible initiatives include a Planning/Inspection/Grant Writing position, additional vehicles, and additional hours.

6. NEW BUSINESS

None

7. REFERRALS FOR FUTURE AGENDAS

Connection to Amtrak in Columbus

8. DATE OF NEXT MEETING

Monday August 14th, 2017 at 3pm

9. ADJOURNMENT

Adjourned the meeting of the Transit Commission at 6:33 pm.

I hereby certify that the foregoing was action of the Transit Commission on July 10th, 2017.

Al Guyant, Chairperson

Kristin Vander Kooi, Accounting Manager- Recorder

Minutes approved as distributed at the August 14th, 2017 meeting of the Transit Commission.

SUN PRAIRIE TAXI PROGRAM
2017 FISCAL REPORT

8/11/2017

	CURRENT YEAR				2016 BUDGET			
	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL		7/31/2017	PROJECTED	2017 BUDGET
STATE AID - TRANSIT	\$ 284,026	\$ 335,999	\$ 445,710	\$ 437,641	\$ 471,697	\$ 117,905	\$ 411,445	\$ 446,186
STATE AID - VEHICLE	-	1,500	-	-	-	-	-	-
COUNTY GRANT - TAXI	-	-	-	-	-	-	-	-
TAXI PROGRAM FARES	-	-	198,067	207,679	205,000	132,707	227,498	205,000
DONATIONS - TAXI PROGRAM	1,565	3,560	1,675	200	1,500	400	1,500	1,500
INVESTMENT INCOME	-	-	-	-	-	-	-	-
TRANSFER FROM CITY	82,500	89,780	220,672	184,363	184,363	141,881	189,174	189,174
TOTAL REVENUES	368,091	430,739	866,124	829,883	862,560	392,893	829,617	841,860
PROFESSIONAL SERVICES	491,987	435,824	761,597	810,839	855,960	467,846	802,021	841,860
PROFESSIONAL SERVICES - REDUCED FARE TAXI PROGRAM	22,876	15,306	-	-	-	-	-	-
MEETINGS AND TRAINING	-	-	-	-	-	-	-	-
VEHICLE RENTAL	-	-	6,893	6,268	6,600	-	-	-
TOTAL EXPENDITURES	514,863	451,130	768,490	817,107	862,560	467,846	802,021	841,860
SURPLUS/(DEFICIT)	(146,772)	(20,391)	97,634	12,776	-	(74,953)	27,596	-
BEGINNING FUND BALANCE	(36,598)	(183,370)	(203,761)	(106,127)	-	(93,351)	(93,351)	(93,351)
ENDING FUND BALANCE	\$ (183,370)	\$ (203,761)	\$ (106,127)	\$ (93,351)	\$ -	\$ (168,304)	\$ (65,755)	\$ (93,351)
Audit Withholding	\$ 94,820	\$ 132,142	\$ 106,127	\$ 113,370	\$ -	\$ 145,663	\$ 191,379	\$ -
Ending Fund Balance after Audit	\$ (88,550)	\$ (71,619)	\$ (0)	\$ 20,019	\$ -	\$ (22,641)	\$ 125,624	\$ -

SUN PRAIRIE TAXI - RIDE STATISTICS

2015

REVENUE TRIPS	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	TOTALS
Regular	2,701	3,046	3,034	2,630	2,441	2,732	2,741	2,648	2,669	3,345	3,236	3,496	34,719
Elderly/Handicapped	900	517	751	773	766	813	832	909	825	701	630	675	9,092
Youth	1,439	1,706	1,722	1,440	1,429	1,103	884	510	1,026	1,057	839	1,099	14,254
Total Passengers	5,040	5,269	5,507	4,843	4,636	4,648	4,457	4,067	4,520	5,103	4,705	5,270	58,065
Average Fare	\$3.37	\$3.37	\$3.42	\$3.52	\$3.47	\$3.41	\$3.45	\$3.36	\$3.33	\$3.42	\$3.34	\$3.39	\$3.40

59.79%
15.66%
24.55%
100.00%

2016

REVENUE TRIPS	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	TOTALS
Regular	3,686	3,338	3,746	3,493	3,229	3,111	2,740	2,901	2,975	3,274	2,932	3,411	38,836
Elderly/Handicapped	635	660	748	636	680	780	922	917	870	919	919	899	9,585
Youth	1,336	1,543	1,267	1,325	1,180	793	772	622	1,060	1,184	1,302	1,628	14,012
Total Passengers	5,657	5,541	5,761	5,454	5,089	4,684	4,434	4,440	4,905	5,377	5,153	5,938	62,433

62.20%
15.35%
22.44%
100.00%

Agency Trips

- - - - - 2

Average Fare

\$3.35 \$3.27 \$3.24 \$3.24 \$3.30 \$3.29 \$3.27 \$3.31 \$3.23 \$3.44 \$3.46 \$3.46 \$3.32

2017

REVENUE TRIPS	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	TOTALS
Regular	3,238	2,990	2,949	2,453	2,528	2,751	2,680	-	-	-	-	-	19,589
Elderly/Handicapped	927	1,061	1,156	981	1,071	1,190	1,050	-	-	-	-	-	7,436
Youth	1,805	1,992	2,274	1,406	1,728	1,110	908	-	-	-	-	-	11,223
Total Passengers	5,970	6,043	6,379	4,840	5,327	5,051	4,638	-	-	-	-	-	38,248

51.22%
19.44%
29.34%
100.00%

Agency Trips

- - - - - -

Average Fare

\$3.54 \$3.32 \$3.42 \$3.37 \$3.14 \$3.52 \$4.06 \$3.48



City of Sun Prairie
Budget Development Process

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	1 Additional Hours Transit Commission 2018

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources		49,186.80
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		63,060.00
One-time Equipment or Start-up Costs		-
Total Request	0.00	63,060.00
Net Funding Needed		13,873.20

Request Justification
<p>Provide a concise description/justification for this initiative request.</p> <p>The share-ride taxi program provides affordable transportation in and around the City of Sun Prairie. As the city continues to grow demand for transportation increases, the hours needed to provide adequate service also increases.</p>
<p>Why must this initiative be supported through the use of new funding?</p> <p>The community has expressed, through the Transportation Summit and the Ad Hoc Committee on Transportation, that the city continues to fall behind in the desired service levels. Annually evaluating the demand and increasing the contracted hours with the city's taxi provider to meet the demand will assist in facilitating the needs expressed by our community.</p>
<p>Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.</p> <p>The Transit Commission has been charged with managing the public transportation needs of the community. To be effective in managing the current share-ride taxi program, and to meet demand during peak times of the day, an increase of hours is needed.</p>



City of Sun Prairie
Budget Development Process

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	2 Vehicles Transit Commission 2018

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources		102,000.00
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		102,000.00
Total Request	0.00	102,000.00
Net Funding Needed		-

Request Justification
<p>Provide a concise description/justification for this initiative request.</p> <p>The share-ride taxi program provides affordable transportation in and around the City of Sun Prairie. As the city continues to grow demand for transportation increases, the vehicles needed to provide adequate service also increases. This initiative would facilitate the replacement of one accessible minivan, as well as purchase two additional minivans.</p>
<p>Why must this initiative be supported through the use of new funding?</p> <p>The community has expressed, through the Transportation Summit and the Ad Hoc Committee on Transportation, that the city continues to fall behind in the desired service levels. Replacing obsolete vehicles and providing additional vehicles will assist in continuing the desired service level. This initiative will be funded by a federal grant, as well as transit fund balance.</p>
<p>Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.</p> <p>The Transit Commission has been charged with managing the public transportation needs of the community. To be effective in managing the current share-ride taxi program, and to meet demand during peak times of the day, replacement and additional vehicles are needed.</p>

M E M O R A N D U M

DATE: August 11, 2017
TO: Transit Commission
FROM: Kristin Vander Kooi, Accounting Manager
CC: Aaron Oppenheimer, City Administrator; Connie DeKemper,
Director of Administrative Services
RE: Purchase of Madison Metro "2-ride" cards

In March 2017, the Common Council approved the Transit Commissions recommendation to establish a pilot Madison Metro connection point at East Towne Mall. This pilot program started June 10, 2017.

During the first month of operations, this pilot program provided 92 one-way trips to or from East Towne Mall. To facilitate a seamless and affordable transition from Sun Prairie's share-ride taxi to Madison Metro's bus system, staff would like to consider offering a "2-ride" card to those patrons using our program to connect with Metro and travel further into Madison.

Madison Metro has offered to sell the "2-ride" cards to the city at reduced rate of \$3.75 per card. The "2-ride" cards would be offered to those patrons who ask their driver for a connection to Metro. Each driver would have a set amount of cards available during their shift and would only hand them out to those patrons that request one.

Staff is recommending to the Transit Commission to initially purchase 100 "2-ride" Metro cards at a cost of \$375. The service would be reviewed after 2 months and information would be presented back to the Commission.

MEMORANDUM

DATE: August 11, 2017
TO: Transit Commission
FROM: Kristin Vander Kooi, Accounting Manager
CC: Aaron Oppenheimer, City Administrator; Connie DeKemper,
Director of Administrative Services
RE: 5339 Bus and Bus Facilities Infrastructure Investment Program

On July 25th staff was notified of the opportunity to apply for a federally funded grant to replace and add additional vehicles to the city's public transit service. This grant provides funding for communities to replace, rehabilitate, or purchase capital equipment during the 2018-2020 fiscal years. The 5339 grant is 80/20 funding, which means that the grant will fund up to 80% of the project costs, while the applicant will fund no less than 20%.

Staff is recommending to apply for funding of the following over the 2018-2020 fiscal years:

2018:

1 replacement accessible minivan
2 additional accessible minivans
Estimated city portion at 30% \$31,000

2019:

1 replacement medium bus
2 additional accessible minivans
Estimated city portion at 30% \$38,000

2020:

1 additional accessible minivan
Estimated city portion at 30% \$11,000

The accessible vehicles currently outlined as replacement used in the shared-ride taxi program are obsolete. The repairs are becoming more costly and happening more often. This grant would provide for the City to decommission two obsolete accessible vehicles, and replace with new ones.

The additional vehicles are needed as the current demand for service has increased over the past two and a half years. The city's population continues to grow exponentially. New housing and schools are being constructed. The community needs more accessible transportation to travel within our city, as well as connect with Madison Metro.

SUN PRAIRIE TAXI PROGRAM
2017 FISCAL REPORT

8/11/2017

	2016 ACTUAL				2017 ACTUAL				CURRENT YEAR			
	2016 ACTUAL				2017 ACTUAL				2017			
	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2016 BUDGET	7/31/2017	PROJECTED	2017 BUDGET	2018 BUDGET	2018 BUDGET		
STATE AID - TRANSIT	\$ 284,026	\$ 335,899	\$ 445,710	\$ 437,641	\$ 471,697	\$ 117,905	\$ 411,445	\$ 446,186	\$ 451,194	53%		
STATE AID - VEHICLE	-	1,500	-	-	-	-	-	-	-	-		
COUNTY GRANT - TAXI	-	-	-	-	-	-	-	-	-	-		
TAXI PROGRAM FARES	-	-	198,067	207,679	205,000	132,707	227,498	205,000	209,442	-		
DONATIONS - TAXI PROGRAM	1,565	3,560	1,675	200	1,500	400	1,500	1,500	1,500	-		
INVESTMENT INCOME	-	-	-	-	-	-	-	-	-	-		
TRANSFER FROM CITY	82,500	89,780	220,672	184,363	184,363	141,881	189,174	189,174	189,174	-		
TOTAL REVENUES	368,091	430,739	866,124	829,883	862,560	392,893	829,617	841,860	851,310			
PROFESSIONAL SERVICES	491,987	435,824	761,597	810,839	855,960	467,846	802,021	841,860	851,310	27000*31.53		
PROFESSIONAL SERVICES - REDUCED FARE TAXI PROGRAM	22,876	15,306	-	-	-	-	-	-	-	-		
MEETINGS AND TRAINING	-	-	-	-	-	-	-	-	-	-		
VEHICLE RENTAL	-	-	6,893	6,268	6,600	-	-	-	-	-		
TOTAL EXPENDITURES	514,863	451,130	768,490	817,107	862,560	467,846	802,021	841,860	851,310			
SURPLUS/(DEFICIT)	(146,772)	(20,391)	97,634	12,776	-	(74,953)	27,596	-	0	-		
BEGINNING FUND BALANCE	(36,598)	(183,370)	(203,761)	(106,127)	-	(93,351)	(93,351)	(93,351)	(93,351)	-		
ENDING FUND BALANCE	\$ (183,370)	\$ (203,761)	\$ (106,127)	\$ (93,351)		\$ (168,304)	\$ (65,755)	\$ (93,351)				
Audit Withholding	\$ 94,820	\$ 132,142	\$ 106,127	\$ 113,370		\$ 145,663	\$ 191,379					
Ending Fund Balance after Audit	\$ (88,550)	\$ (71,619)	\$ (0)	\$ 20,019		\$ (22,641)	\$ 125,624					