



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Draft CONTRACTED SERVICE OVERSIGHT SUBCOMMITTEE

Thursday, July 13, 2017

12:00 PM

210 Martin Luther King, Jr. Blvd.
Room 108 (City County Building)

1. CALL TO ORDER / ROLL CALL

Also Present: Margaret Bergamini, Mick Howen, Dar Ward, Mark Opitz, Jackie Dahlke

Guests: Carol Smithson, Katherine Holt

Staff: Ann Schroeder, Chuck Kamp, Wayne Block, Drew Beck,

Present: 1 - Renee Schwass

Excused: 2 - Gary L. Poulson and Kenneth Golden

2. APPROVAL OF MINUTES

Opitz moved approval of the minutes; Bergamini seconded. The motion passed.

3. PUBLIC COMMENT

There was no public comment.

4. DISCLOSURES AND RECUSALS

There were no disclosures or recusals.

5. [48017](#)

RTA Bill for Chippewa Falls - Chuck Kamp

Attachments: [AB 17-2808_1.pdf](#)

Kamp said this is an RTA bill for Chippewa Falls. The City likes to keep an eye on RTAs. Other states have statutory authority for RTAs. Wisconsin does not. Opitz was a member of the short-lived RTA several years ago before that was rescinded by the legislature. There has been an RTA bill for the Fox Cities. There is interest in Milwaukee and LaCrosse. Each time this is brought up, there is potential to get closer to an RTA bill not only for one community but for also for the Madison area. Madison is being strategic in making sure not to get in the way of any bills in other communities. This shows RTA is an urgent need across the state.

Bergamini asked if there was also a companion senate bill. Kamp wasn't sure; he had not seen one yet. Kamp explained an RTA is funded by a mechanism

that allows for more local funding that helps with expansion and basic infrastructure needs. It also allows for more coordination of public transportation in the region.

6. [48021](#) Low/No Emissions Vehicle Grant - Chuck Kamp

Attachments: [low-nosupplementalformfy2017-madison.pdf](#)
[Attachment 1 Budget.pdf](#)
[oppFTA-2017-003-TPM-LOWNO-cfda20.526-cidFTA-2017-003-TPM-LOWNO](#)

Kamp said Metro put together a grant request for the DOT for five all electric buses. Metro was reluctant to be involved until there was a satellite garage. But engineers, MGE and a consultant looked at the current facility. There is room in the rafters for a charger. The Mayor was in favor. Metro will eventually have a resolution. The Mayor has asked that Metro have all electric by 2035. This is in support of that effort. A grant announcement is expected in October. Buses would be delivered in the summer of 2019. If Metro gets the grant, 5 of the 15 buses purchased that year will be electric. Thank you to partners who were able to give a letter of support.

7. [48022](#) Transportation Ordinance Review Committee Update - Chuck Kamp

Attachments: [TORC latest draft.pdf](#)

Kamp said for the past approximately one year there has been a committees of alders talking about changes to the Transportation Ordinance consolidating 7 committees into 2 – a Transportation Planning and Policy Board (TPPB) and a Transportation Commission (TC) – one is policy long-term and one is more day-to-day. On the transportation policy board there would be a regional transit representative. That came from comments from this committee with a regional view. There will be a transportation department with a Director of Transportation to give a bigger focus. Transit GM, Parking Manager and Traffic Engineer will report to the director. There has also been an important racial equity and social justice (RESJ) review of the process.

Bergamini said the last time CSOS met, TORC had disbanded so there was some uncertainty about the process of integrating all of the suggestions. The committee TORC reconstituted to incorporate all of the feedback. The lead committee is the Common Council Executive Committee, so there is still opportunity to have feedback.

8. [48023](#) Metro Audit - Wayne Block

Attachments: [Metro audit communication.pdf](#)
[Metro audit financial statements.pdf](#)

TPC is our government oversight body, but CSOS is 20% of the local share. Block said one handout is the audited financial statements and some required supplementary information. There is the management discussion and analysis. There is some information in a format that is more user friendly than the actual financial statements. The other one is an internal control report that the auditors put together where they discuss any findings related to internal controls that they think need to be brought to the attention of governing

bodies.

Overall results show an unmodified opinion, meaning auditors found nothing to say that the presentation of financial or other data had any issues. Ridership has been declining most likely due to fuel prices. The full audit shows the historical ridership. Also the number one complaint is overcrowding. Metro is within a percent of the drop in ridership for national peers, so it appears to be due to gas prices, overcrowding and also inability to provide additional service, especially to employers. Kamp said Sun Prairie and Waunakee both wanted peak hour service. Metro couldn't provide it, so that is impacting the ability to grow. There could be a number of other factors. Ward said the student walking percentage has gone up and also more people using bikes reflected in a survey every two years. Bergamini said for students preference is walking, biking and then bus. Ward said she could share the study results.

Summary shows operating revenue. Highlights – operating expenses are generally in the high \$50 million range. \$57 million in 2015. Dropped to \$51 million in 2016. That is more on paper due to the local contribution. Most of the money was provided by the City; it is just considered something different on paper. In prior years the City had been over-funding Metro, and there was a large contingency fund. The City elected to transfer \$5 million of the \$7 million contingency to fleet vehicles for purchase of other city vehicles. Schwass asked the goal for Metro's contingency. Kamp said \$2 – 3 million normally, but Metro is currently experiencing lower federal funding for bus replacement, Nakoosa, etc. As part of the City, Metro sometimes has to compromise as do other agencies for the overall City budget. Block said Metro paid all of its bills, but it shows as a loss. 2017 City funding will be back up to historical levels of over \$12 million. There is no anticipated or budgeted use of contingency reserves for 2017. Dane County programs is a large number. The bulk of that is MA Waiver pass through funds. That won't exist in 2018 due to implementation of Family Care, so Metro could stand to lose a large amount of funding due to this money going to MCOs. The other local aid is partners – those here on CSOS. State operating assistance is still the largest part of the revenue.

The most obvious expense every year is salary and benefits to employees. The majority of materials and supplies is repair parts for buses and diesel fuels. It came down in 2016 because Metro has continued to sign long term supply contracts for diesel fuel at lower rates. In 2017 that number will be going down even more substantially as well 2018. It is a per gallon amount for a set number of gallons.

The largest amount of purchased services is payments to providers of paratransit service.

The auditors found no material weaknesses for internal controls. They mentioned cash handling process review which Metro is constantly trying to improve. Metro is trying to improve what happens to the money once it comes off the bus before it goes to the bus. Metro made an improvement by changing the lock system on the cash room this year. More cameras will also be added for the safety of the asset and the safety of employees who work in the location.

An ongoing recommendation is year-end accounting practices. The auditors would like substantial documentation in writing as to what the process is. Jeff Daniels, considered assistant finance manager, is working on putting that documentation together for the future.

9. [48018](#) 2018 Budget - Wayne Block

This is due today. Once the capital budget is released by the Mayor/Budget Manager, it will go to the TPC in September. Then the operating budget will follow in October. Then in November council deliberates and makes a final decision. Capital 2018 is the year Metro has been anticipating where there is level of federal funding where Metro will not be able to fund the capital assets with federal funding to the extent it has in the past. Metro is exploring alternative methods. The priority is always to replace buses. If federal money isn't available to fund 80% of our bus purchases, there are other ideas. Buses are number one, also doing work on the current bus facility because it is old. Metro is currently having a facility study done to prioritize what needs to be done right away from a safety perspective. A number of things are expected, and re-roofing is probably first, in the budget at about \$1.5 million. The need is there, but funding is questionable.

BRT and Nakoosa Trail facility are in the budget. Metro has applied for a TIGER grant and not gotten it, but the opportunity for TIGER hasn't been presented this year. There is an infrastructure grant Metro is looking at.

Bergamini asked what "this year" means? Block said TIGER grant notifications are usually released in the spring. There has been no word. Kamp said in the last day or two there has been an announcement of the infrastructure grant. Metro is looking to see if that is replacing TIGER.

Kamp said on page 9 of the audit MDA – historical operating funding goes up, but on page 11 is federal funding used for capital grants. With exception of ARRAA and other onetime funding, Metro is out of all of those sources. This is a critical juncture. If Metro doesn't get more funding, it won't be possible to stay on top of the usual bus replacement let alone new things like a satellite garage. It feels critical.

Other local aid revenue continues to go up largely due to UW Hospital and Epic. Increases in operating costs, yes, but addition of service by those two organizations.

10. [48019](#) August Service Changes (Including Middleton Extra Trip) - Drew Beck

Attachments: [service change booklet.pdf](#)
[Route 70 extended service concept.pdf](#)

Beck said Metro had the public hearing at the TPC and all changes were approved. There were a variety of reasons Metro proposed changes, including simplification of confusing service. There were some safety issues, construction on McKee Road impeded some service, so some turns were changed. The way the 55 and 75 operate between Madison, Verona and Epic was modified. That service has been reconfigured to pick up a lot of people in the SW part of the City. That will also address some on-time performance

issues. Epic will kind of become a transfer point between Routes 55 and 75, so people using 55 from the park and ride will connect at Epic to get back and forth through there. Epic is also working with Metro to get a turnaround for these two routes at what is now called staff park C. Staff Park B which has been used is quite crowded. The other change is route 50 in Fitchburg will be now serving the Fitchburg Center where the library is and their municipal building will have service on weekends.

Route 70 will have an added trip. That also passed at TPC.

11. [48024](#)

Ridership Reports

Attachments: [FR summary.pdf](#)
[Para Summary.pdf](#)
[para indicators.pdf](#)
[Route Performance.pdf](#)
[Route Productivity.pdf](#)
[Monthly Ridership.pdf](#)
[5-2017 financial performance.pdf](#)
[5-2017 performance measures.pdf](#)
[5-2017 ride revenue.pdf](#)

There were no questions about ridership reports.

12. [08290](#)

Reports of Member Communities/Institutions

Middleton (Opitz) – There is a request for later night service on Route 70 due to workers there past 10 PM. Metro helped work out that additional service. There is growing interest in Middleton to have Sunday service. Opitz will propose the same service as Saturday. Only problem with weekend is the last bus at the WTP doesn't have any bus to transfer to. So Route 78 is oriented to Middleton and there is no other bus to go somewhere. There is interest in having 78 integrated with Route 8 service and will work on that with Metro for the next year and integrate for service changes next year.

Kamp said Metro has asked in the past for funding for additional weekend service, so there is a need to bring that up. It needs to come from the community. Opitz said as the last route 70 goes to the garage, have it in service rather than deadhead. Kamp said that could be done without budget changes. Metro could start that before August. There hasn't been additional funding for Greenway Station, but Middleton will keep trying.

MMSD (Howen) – They are on track for putting transportation on yellow school buses for next school year. Metro will keep just a little service. The project is still in the works, considering middle schoolers going to school later, which would place them on yellow buses as well.

UW Hospital (Smithson) – No update.

Holt (Verona) – No update.

Dahlke (Madison College) – They continue to work on another transportation demand management plan. It should be completed later this summer and

presented to college leadership team. The point is to find other or another source to fund parking. It looks like there will be funding structure changes, meaning college employees will pay for parking if they use it. That presents PR issues. The plan will also be written with other transportation alternatives in mind like the us. If employees are paying more, they will expect more. That plan will request that they have a person or persons to manage transportation at the college, possibly a sustainability office to pull together all those green efforts.

Ward asked about how much employees would pay. Dahlke said there are different scenarios – maybe \$15/month. UW employee have to pay \$800 to \$1500 / year.

Dar Ward (UW) – Bus passes go on sale August 1st.

Renee Schwass (TOM) – No update.

Margaret Bergamini (UW) – ASM passes distributed August 28th.

Smithson asked about the Sun Prairie group looking at transportation. Beck said they have the shuttle between Sun Prairie and East Towne. People are probably making connections from East Towne to the hospital. Metro is meeting with them to talk more about this. They have van service with a \$5 fare and are seeing ridership. It's \$14 round trip, cheaper than taxi but trying to find a way to make it cheaper yet.

Dahlke said Madison College is in talks with Sun Prairie High School about transportation to Madison College. They need to get students there two days a week to take classes. That's good to know that there is another shuttle service. They are trying to work with Lamers to use a shuttle. Because if this program works with this group, Madison College will see similar at other high schools. Richard Running does specialized transportation like this. Sun Prairie shuttle started June 10th, so Metro won't see impact until later

13. ADJOURNMENT

The meeting adjourned at 1:04 PM.