



City of Madison

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

Thursday, September 12, 2013

12:00 PM

215 Martin Luther King, Jr. Blvd.
Room LL-110 (Madison Municipal Building)

1. CALL TO ORDER / ROLL CALL

Also present: Jackie Dahlke

Staff: Wayne Block, Drew Beck, John Strange, Ann Schroeder, Mike Cechvala

Guest: Ben Vondra

Present: 4 -

Rick Rose; Steve Arnold; Mark M. Opitz and Kenneth Golden

Excused: 8 -

Rindert Kiemel, Jr.; Ahnaray Bizjak; Adam Sayre; Bill Burns; Shawn Stauske; Darwin Ward; Margaret Bergamini and Mick Howen

2. APPROVAL OF MINUTES

A motion was made by Golden, seconded by Opitz, to Approve the Minutes.
The motion passed by voice vote/other.

3. PUBLIC COMMENT

There was no public comment.

4. DISCLOSURES AND RECUSALS

There were no disclosures or recusals.

5. [31522](#) Update on Contract Changes - John Strange

Attachments: [TRANSIT SERVICE AGREEMENT-municipalities - draft 6-27-13.pdf](#)

Strange said Kamp asked him to provide an update and answer questions.
Many of the partner contracts for service are very old, some back to the 1980s.
They don't all represent the current relationship. A lot of the contract

provisions are the same across partners with a few significant differences. One is the ability to have a Memorandum of Understanding (MOU). This wasn't in the older contracts to cover service changes. In the draft on page 3, Article III.C. there is a process laid out to enter into an MOU. If Fitchburg wants to increase service levels next year, there is a process for that. This is also for Metro to do the same for the estimated net deficits. This can address service change and rate issues.

Arnold said no specific service changes would be in the contract only the number of service hours. Strange said the contract will have Attachment B – original request for service level. If for some reason that changed, that could be done through an MOU. Arnold said that would be interesting for historical purposes, but I don't think it's necessary in the contract, only service hours and rate per hour. Then the only thing requiring an MOU is a change to those two things and only a couple of numbers. This is only under the service model. IF the model changes, maybe we would need more, but now the routes aren't useful. Arnold said he wouldn't put a map and schedule in the contract, just the line from the table that shows hours and cost. Block said even though that changes annually? Arnold said yes. He would expect an MOU only for service changes and not when the price changes. All of us have a process to change routes, and adding an MOU to that is an additional hurdle.

Strange asked how often partners change routes. Arnold said Fitchburg changes pretty much annually. As the city grows, his desire is to increase service. Strange asked if there has been a problem to date keeping up with requests without an MOU. Beck said sometimes there are issues due to differences in budget year, such as the schools. Strange said it is up to Metro if they feel they need something like Attachment B. Beck said he maintains those anyway. Strange said the benefit is that it is memorialized if there is a disagreement. Arnold said the main interaction is detours that we communicate about on a regular basis. Block said then we would make an MOU each year for service changes? Arnold said yes we would sign that MOU for yearly changes but not change the contract. But things that change due to detours would not require an MOU. Changing the estimated amount of service for the year would require an MOU. Changes in the middle of the year would require an MOU. Strange said there would be no MOU required if there were service changes but just a change to estimated net deficit. Arnold said there has to be a way for us to know what it is but don't think it requires an MOU.

Strange said if you look at Article III. D, it indicates that in the event that the parties don't execute an MOU by December 31st, things stay the same except for estimated net deficit.

Golden said he liked the idea because it simplifies things. The Transit and Parking Commission (TPC) adopts a fare tariff and routes and schedules. It seems it would be fairly simple to adopt something similar for estimated net deficit that could be an addendum that is referred to. It could then be updated by the TPC, and the contract stays stable and the addendum stays current to what we are doing and has to reflect the action of the TPC.

Golden said he has reminded the Mayor about the idea of having a partner representative on TPC. Arnold said he is reminded that the TPC sets fares for all partners, so it is important for the partners to have a representative on the TPC. We could make a recommendation that these three documents comprise

addendum A. We would have to have a discussion at TPC.

Arnold said the contract might say how these things are calculated but all others numbers would go in addendum A. Strange said then state who requires notice if changes to rate are made. The contract would renew automatically every year unless someone changed or cancelled and other things would be taken care of by the TPC.

Golden wanted a different term than "net deficit". Arnold said "appropriation." You could also call it the "estimated partner share". Then "appropriation" is what the partner needs to do.

The other thing is the contingency reserve fund is what has been created over the years to offset the estimate. Strange said my understanding is that nearly all the partners have 15% in their account. Block said all have an account; not all are at 15%. Arnold said we expect to do it this year. Block said all were except perhaps Shorewood. Strange said a question is how does Madison continue to manage that when partners are at 15%? Does Madison continue charging 4% and refund it at the end of the year, or stop charging and then start up again when necessary.

Arnold said in any given year the estimated share includes what it takes to bring you up to 15% that year or 4% whatever is smaller. If I'm at 14% I pay 1%, if I'm at 15% I pay nothing, if I'm at 12 percent I pay 3%. Previously it's always been 4% to get up there. Block said in 2013 you are paying less because the calculation is that you're only paying the partner share and none of the partners except Shorewood Hills are making a contribution. The partners hit it last year. If the contingency at the end of the year exceeds 15%, the partner gets a refund. Arnold said he didn't see the need for this. There was discussion that it could be part of a contribution. People seemed to like the idea of netting it out at the end. Block said base the annual contribution on where it ended up the previous year. It can either increase or decrease the following year, but it will never exceed the 4%. If we have a catastrophic year, we would still not charge more than the 4% to get back to the 15%. Arnold said we count on the Madison treasury to get market rate so we aren't upset about the money being held by Madison.

Golden said he had an idea that is not for this contract. He has been impressed by the amount of partner share that comes from non-Madison sources. He'd like to see that continue. It would seem that at some point it would be appropriate, similar to an RTA, to see Madison as just one partner, and the biggest. But treat it as if Metro were a private, non-profit and Madison is just one entity contracting with them. That's the direction we're taking. We're trying to make it more symmetrical and metropolitan. When this committee started there was not much coming from other partners. That is the next generation of thinking to just start considering this as the model for the future of transit. Arnold said this is in lieu of a regional transit authority (RTA) for now. Golden said partners are also helping to pay for the capital costs, so it is a partner situation. The request is that this committee appoint one member representative to the TPC who would vote on transit items but not parking issues. It would be to convert one of the two alternates to a sitting member as a partner and still have one alternate.

Arnold said it is beneficial for the contract to be written in such a way for

everyone to sign the same contract so his boards can see that everyone has the same contract. There would be in-line information about what differences there are. Someone might have to get a slightly different contract if they came on in the middle of the year. It helps me streamline my council approving it by showing them one contract instead of 7 or 8.

Strange asked what would be different between the contracts other than rates. Arnold said the Shorewood Hills deal or there might be a different schedule for academic year. Ideally, everything would be the same, but if there has to be a difference let it be in-line.

Arnold moved that it's the sense of the committee to approve the draft contract so far with the changes discussed. Seconded by Golden. The motion passed by voice vote/other.

6. [31532](#) Update on Regional Transit Authority (RTA) Bill - Informational Item (see attached)

Attachments: [sb259 Fox Cities RTA.pdf](#)

There is a bill to create a Fox Cities RTA. Metro and the City of Madison will support this as it could help an effort for other RTAs in the future. Arnold said we are repeating a problem by requiring elected officials to be on the board. The people who have the interest and expertise should be on whether elected officials or not.

7. [31520](#) Update on 2014 Operating and Capital Budget - Wayne Block

The capital budget was discussed Tuesday at the Board of Estimates. No decisions were made. The Metro capital budget for 2014 is primarily 18 diesel buses and two hybrids. The two hybrids are a carryover from 2013 when the city appropriated extra funds. We didn't buy any buses in 2013. So this is our 2013 number plus a few more. We would like 15 a year, but we don't have federal funding to buy more than 15 in 2014. The other large ticket item is fareboxes that has been on numerous previous budgets, but it's been a slow process. Smaller items are painting one transfer point and a couple of large software products. Products include DriverMate software for paratransit service which will allow us to interact with our contractors more effectively, automatic run cutting software to help with what is now all done manually by our scheduler. Looking forward to the day when he retires, we would like to have that automated. Run cutting is basically driver assignments. Trapeze has a product called Blockbuster that does run cutting. We also requested funding for a new facility. As a placeholder we put in a number assuming we become part of the Nakoosa Trail facility.

Golden asked if there are any estimates if we sell the current land. Block said at this time we are just looking at a satellite facility. Nakoosa would not have enough space to house our entire facility. We also don't know if we will be included in Nakoosa at all. BOE amendments are due on the 18th and they will vote soon after. Metro put \$3 million in the budget for Nakoosa trail over a

period of years to occupy some percentage of the facility. We could house about sixty 40' buses there. Golden asked the age of the paratransit fleet and the replacement schedule for it. Block said we have recently purchased 13 out of 18, so most are relatively new.

The operating budget request has been submitted to the Mayor. He will submit his budget. We don't know if he has accepted our requests. Then BOE will look at it on October 7 or 8. Golden suggested that any potential fare changes be kept under wraps until partners can quietly give feedback before it gets out since they are 23% of the system.

Opitz said he might need to do a service cut if the charges go up a lot. Block said we estimated a substantial increase in diesel although we don't know what we will pay. Madison's service went up, so the cost per hour goes down. That would be somewhat of a decrease for partners.

8. [31533](#) Update on Farebox Procurement - Wayne Block
- a. Requests for Clarification
 - b. Proposal Due Date
 - c. Using Partner Input

We had demos a couple weeks ago. A few of the manufacturers asked for a lot of requests for clarifications. Answers are due next Wednesday. Proposals are due to Metro on October 10th. We did receive a lot of input from a variety of third parties who attended the second part of the demos such as Madison College and UW because they have an interest in using their ID cards as passes. We do want to buy fareboxes that have smart card capability. We also had some alders attend. Arnold asked the implementation timeline. That is part of the proposal process. Transition is a concern for Metro. Dahlke also said it would be a transition for the partner if they have to get something in their ID that is compatible.

9. [31530](#) Update on Bus Size Study - Mike Cechvala and Drew Beck

Cechvala said the bus size study has been busy evaluating data and trying to come up with recommendations for fleet make up. There is a meeting on Friday to discuss findings. They started with the system as it is today to see where they could put in a small bus. That's a bit of a simplification because of how buses are interlined. They have identified five routes that could use small buses during the day. With a spare, that would be six. Their recommendation is not to go with a small bus fleet at this time because it's difficult to deal with a small fleet. But if you re-organize service and restructure things to break up routes, we could be looking at a fleet of 12 to 14 (with spare) small buses. That would be more in line with what you could consider a fleet of small buses. The reality is somewhere in between. It is going to have to deal with local decisions. For example would some of those changes be palatable as far as having to break up core routes that are now interlined.

Large buses were also recommended for some of the routes. That adds up to 40 to 50 large vehicles which is a pretty large fleet of big vehicles. Then you

need to consider having space in the garage, and the fact that larger buses are more expensive to purchase and maintain. Arnold asked if a large bus is more expensive to maintain than two buses. Cechvala said about 1.5 times that of a regular bus. The consultants are really trying to pinpoint how much service could be scaled back as far as using extra buses to offset some of the costs of a larger bus. Arnold clarified that we are looking at articulated buses and not bus rapid transit style (BRT) buses, which is correct.

Smaller buses have a 10% better fuel efficiency, and large about a 33% worse fuel efficiency than standard 40' buses. The literature review included everything smaller than 40' such as 35', shuttle type vehicles, 30' etc. Operational costs for a small bus is the same as standard because of the cost of an extra driver and other administrative costs counterbalancing fuel savings. The larger bus cost per platform hour is increased because of maintenance. For example a large bus has 50% more, more axles, and will require more maintenance than one standard bus, but not as much as two 40' buses.

Block asked if they determine how many extra buses could be taken off the road. They did and also some of the codified service like Route 10. Cechvala said he's been trying to get them to take very seriously the savings in removal of extra buses. Arnold said also large buses create a benefit by increasing capacity. There might be an increase in partner share to get the increase in capacity. Cechvala said that becomes a policy issue too. If you have extra capacity is that just a nicer ride or do you try to divert those resources to elsewhere in the system by increasing service. Arnold said I'd rather induce ridership with a more pleasant ride due to capacity. Golden said the there is also a public relations value to both small and large buses. Also having a large bus is an announcement of the success of the system.

We're a little behind schedule but we should have a final report in the November time frame. Arnold said the TPC should refer an adoption resolution to CSOS. Golden said it should be referred by the Council to the TPC and CSOS.

10. [31531](#) Update on August 25th Service Changes - Drew Beck

Beck said given the magnitudes of the changes we made, it's gone remarkably smoothly. Problems have been minimal. Customer feedback is essentially positive, and we're trying to fix any issues. Golden asked if there were any complaints about the service west of Sheboygan. There have not been any. Beck was concerned about the disconnection of some routes, but people knew about it. The printer transposed some time points in the Ride Guide, so that was a problem. Arnold asked if there were any issues with Route 18 on the 40 minute headways. There have not been. One person was concerned about the change to the Route 40 doing Coho during the day. We got him on other routes, and he got where he needed to go faster than he would have on the 40.

11. [31521](#) Ridership

Attachments: [Monthly Ridership Jul2013.pdf](#)
[Route Productivity Jul2013.pdf](#)
[Route Performance Jul2013.pdf](#)
[Fixed Summary Jul2013.pdf](#)
[Para Summary Jul2013.pdf](#)
[Para Indicators Jul2013.pdf](#)

Metro is continuing on its uptick if you look at the core routes without campus. There is also an overall increase even with campus routes. From now on, we will be comparing apples to apples, because we'll be comparing ridership with the current campus service at this time last year rather than before the cuts.

12. [08290](#)

Reports of Member Communities/Institutions

Golden (TPC) – There was a report on the beltline study. Some community meetings are coming up, so people should be watching for those. The MPO is part of a committee in charge of putting together a human service transportation coordination plan. Golden will be on the City's sustainable transportation plan committee. Gary Poulson will be chair. They haven't had their first meeting yet. One of his committees reviewed and approved a neighborhood plan east of Midvale Boulevard, which is of interest because of its importance for BRT. It calls for some increased density. Some people were dissatisfied with the level of density called for because if you looked, you would need to plow down a block of single family homes. Al Matano had a plan with how that could happen in another way. The plan will go to Council.

The Capitol Area Regional Planning Council (CARPC) tonight will consider a budget that has layoffs in it. The Executive Committee decided that water quality is the priority and community planning is a lower priority. We've already lost two staff. There is only one administrative staff person. People don't think the commission will survive and my sense is that it won't either. I think the county executive is going to be successful in destroying the commission. The ability to do regional planning is severely compromised. We're supposed to do a comprehensive plan next year to replace Transport 2020, but the MPO has gone off on its own, so we are moving backward.

Vondra (UW) – They instituted a new bus pass charge for faculty and staff of \$24 a year. It can be prorated for sales later in the year. Sales are going well. They are selling on line. They worked hard to make sure technical pieces were in place and sold over 6000 passes before September 1st. They started selling over the counter a week before that. Many people were happier to be able to get it this week, and they are still selling about 100 a day. They have now sold almost 8000 which is fewer than this time last year but about what they expected. We suspect people picked up the pass because it was free and never used it. Now those folks probably just aren't picking it up. UW Health pays for hospital employee passes.

There is a lot of construction on campus. All routes except 84 have detours. The transportation planner says detours will calm around November 1st when the asphalt plants close down.

They have some park and rides now that they didn't have last year. One on

West Wingra and South Park Street. They have about 200 stalls there. It's next to the post office and labor temple. They offer a fare free shuttle. It's popular as more people are hearing about it. They get a hang tag parking permit for \$258 per year. The driver has a list of names of permit holders. Shuttles operate Monday through Friday 6:00 AM to 6:00 PM. At peak it is every 15 minutes and non peak every 30 minutes. There are several stops on campus – four for lot 202, South Park Street, at the corner of Park and University, Vilas Hall off of Linden Drive, the natatorium, and the hospital. There is also a lot 203 shuttle. The shuttles fit about 15 people. They are wheelchair accessible. There are over 100 permits in lot 203 for Hill Farms. The vendor is Lamers through a preapproved list of vendors.

They are also operating an accessible shuttle because of people having trouble getting up Bascom Hill. No pre-approval is required.

Opitz (Middleton) – They installed 10 boarding pads in the past few weeks. Everything on the south side (eastbound) of University has pads, and one will have a shelter.

Arnold (FB) – He still aspires to get Route 44 and 48 changes for August 2014 before budget so it can get in the Mayor's budget. He is not expecting any other changes for 2014. They are also looking at b-cycle and making the argument that it is complementary to transit. They will try to encourage Madison and the sponsors in Park Street to get b-cycle on Park Street at Villager Mall and Badger Road. Then we can move it toward Fitchburg. But right now we wouldn't have the capacity to get it unconnected to Madison. Verona is interested, but just in an Epic-centric way. Opitz said Middleton has been interested too. Maybe it could be worked on in a regional way. Golden said this sounds like a potential for the MPO. They could have an informal b-cycle plan for the Madison area.

Dahlke (Madison college) – There is a new gateway at Truax and two other new buildings are now open. It serves the campus well to have buses come in that area. People can see buses from inside the building, which is good for winter. IT people were happy to go to the farebox demos. They look forward to the day when we don't have paper passes. The right people at the college are talking about a transportation position to deal with transportation issues. By default that has been me. That will be a real change. Everything so far has been on the backs of students who are only there for a year or two. They are also trying to get a b-cycle station to serve the college and a car pooler incentive program.

Rose (Town of Madison) – There was not much to report. He will want to talk to Sobota about strategies for increased shelter vandalism.

13. ADJOURNMENT

Arnold moved to adjourn; Golden seconded. The meeting was adjourned.