



City of Madison
Meeting Minutes - Draft
CONTRACTED SERVICE OVERSIGHT
SUBCOMMITTEE

City of Madison
Madison, WI 53703
www.cityofmadison.com

Thursday, November 1, 2007

5:00 PM

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

1. CALL TO ORDER / ROLL CALL

Present: 5 - Durocher, Bizjak, Sylvester, Opitz and Kennedy

Absent: 2 - Sanborn and Rose

Excused: 1 - Potts

Non Voting: 3 - Kiemel Jr., Teal and Bergamini

2. APPROVAL OF MINUTES

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

3. PUBLIC COMMENT

There was no public comment.

4. [08285](#) Member Re-appointments

Attachments: [CSOS vacancy 10.19.07.pdf](#)

Some members and alternates have expired terms or the positions are vacant. The Verona alternate is now City Administrator Shawn Murphy. Other people will be getting letters of appointment to Ann Schroeder. DuRocher asked if both the member and alternate could count for quorum. They cannot. The alternate only counts toward quorum if the member is not present. Kamp said the membership of this committee has been very valuable in looking at funding formulas and that sort of thing. He will encourage the Town of Madison to participate but understands they might not be able to.

5. [08286](#) Transportation for Residential Facilities and New Development - Crystal Martin, Paratransit Manager

This topic came up because of issues in Fitchburg in terms of new development. Martin did some research and brings the issue to this group. Residential care facilities and clinics, particularly on the periphery of Metro's service area, need to take transportation into consideration in planning. Developers go to municipalities when they make their plans and specify their plans and usage of land. They do that with the expectation that there will be services available for them. One example is that the University of Wisconsin built a dialysis clinic on East Terrace Blvd. There was not commuter or any bus service out there. They were surprised when patients who had depended on Metro Plus for transportation to their appointments could not get service out there. Without fixed route service in those areas, there is no paratransit service. There was a recent example in Fitchburg near a Metro Plus boundary. More residential care facilities are being built and requesting service. These facilities are licensed with the State of Wisconsin, so they are obligated to provide or arrange for transportation. If they are in the Metro service area, they can contract with Metro. If not, they have to have a vehicle and provide that service. Martin checked with quality assurance with the state, and their expectation for "providing transportation" is to provide the vehicle and transportation, not tell the person which bus to take. It is specialized medical transportation that is accessible. Martin wanted to let municipalities know this information for when developers come into communities and talk with city staff or senior center staff. One developer in Eau Claire made a deal with Eau Claire transit for the developer to pay the local share of purchasing a vehicle. City transit was part of the approval process. If municipalities can include this in their development review, it is good to ask how they intend to meet this transportation requirement.

Bergamini asked if the regulations cover just community based residential facilities (CBRF) or also skilled nursing. Martin said the regulations she has are for CBRFs. Skilled nursing facilities are also required to have transportation plans. The group wondered if there was a timeline or guarantee on the Eau Claire deal. Martin said it is the first of this type of agreement Metro has heard of. The agreement is for ten years. That is perhaps not long enough to develop transit in that area. The enforcement process will be complaint based. It would take a savvy advocate. If a facility is in the Metro service area, the ADA doesn't allow Metro to prioritize trips. The County does not allow their specialized transportation service to provide CBRFs with service. Individuals can pay for the cost of the trip, which is substantial. It's tough for Metro to have that backbone without cooperation from facilities.

Kamp asked if it is standard in municipality planning processes to include this type of review. Bizjak said they aren't asking those questions, unless the city planner is. So Metro's message is for each partner to check their review process, including in the City of Madison. Kennedy said most bigger developments are required to have a transportation demand management (TDM) plan. The UW would have done it for the dialysis facility example cited earlier, but that was UW Hospital, and they didn't. The City of Madison did ask UW to provide a TDM for the UW research facility. Bergamini gave the example of the Attic Angel complex on Old Sauk Road. If the requirement of having it is being within quarter mile of a bus route, the peripheral bus routes in that area are probably the most vulnerable to service cuts, and also weak in holiday and weekend service.

Opitz said this is the type of thing that has not been included in the past in terms

of specific projects. If it's not included in planning, it trickles down to the senior center that then scrambles and perhaps goes back to the municipality. Verona uses community development block grant (CDBG) money to contract with Transit Solutions.

Middleton is developing an impact fee ordinance. In addition to fire, police and parks, what about research on transit? Bergamini said there has been discussion for a long time on the Transit and Parking Commission (TPC) on doing that. Neighborhood plans are referred to the TPC, and her impression is that it doesn't have a lot of power over those things. Schaefer said that kind of fee was looked at and dismissed because if you charge impact fees, you have to build a facility or provide service that you charged the fee for in a certain amount of time, i.e. bus service in a certain amount of time. Transit is an on-going fee compared to building a road or some other type of one time project. There's a limit to the impact fee providing a benefit to the city. Kamp is not aware of other municipalities using impact fees for transit. Kamp will email members a copy of the Eau Claire agreement with the developer. Bergamini said the closest thing we have is the American Family situation.

Kamp asked if anyone has information on New Freedom federal initiative. Schaefer said there is an application process going on for the areas outside the Madison urban area. Wisconsin Department of Transportation (WisDOT) will be the manager. Early next year they will put out an RFP. It's for gaps where transportation needs have not been met. It is a small amount - \$70,000. David Vickman is one of the people to contact. It's service beyond what is required by the ADA. It is a competitive application process. The idea is that eventually you will have a dedicated funding source so you won't continue to get this funding.

6. [08287](#) Expanding Subcommittee Membership

Attachments: [CSOS Membership Ordinance.pdf](#)

During the subsidy formula review this past spring and summer, CSOS briefly discussed that at least one major partner, Madison Metropolitan School District (MMSD), is not included in CSOS. We could also invite people who are not currently funding partners to attend, not as members, but to get information. Paying partners who are not current members include MMSD and Shorewood Hills. Having others attend meeting would be a good education process for us and other municipalities like Monona. An unlimited ride pass partner is MATC. We don't have to be so concise in defining partners. More members could possibly help quorum issues.

Bergamini said this is an advisory group. It only has the power to advise. A motion could be a recommendation to our parent group. Sylvester moved investigating adding MMSD and MATC to CSOS; Opitz seconded. For the next meeting, invite other people to talk to about our committee. The committee would like to have a more flexible membership without having to always make an ordinance change. "Any entity who contracts with Metro by X amount of money or hours..." If we invite people, make sure it is a good agenda so they feel it is a valuable committee. The motion passed.

7. [08288](#) December Meeting and 2008 Meeting Schedule

The December meeting will be canceled. There was a suggestion to have noon meetings. That could work for people for whom this is part of their job. It is not so good for people who would have to take off work or for any citizens who might want to attend. Kennedy moved to have noon meetings; Bizjak seconded. It's a conflict with another city meeting on the second Thursday for Bizjak if Andrew Potts can't attend. 5 PM is also hard for her. Later at night would be better. The group voted to have the meeting every other month on the second Thursday at Noon; DuRocher voted no.

8. [08289](#) Ridership Productivity

Attachments: [Route Productivity Aug07.pdf](#)

Kamp passed out a chart with highest to lowest productivity. There is another report that whos lowest to highest by route number. Metro has separated out total ridership without campus routes. The TPC has asked for ridership in the evenings and weekends. This report is a snapshot. There are many ways to break out this information if it would be useful. The group wondered if the report reflected driver manual entries or an automatic counting system. Kamp did not know how much interlining with drivers changing the route affects this. He will check. If someone pays cash, it is punched by the driver manually. There are only a couple dozen automatic passenger counters (APCs) that are rotated on buses. This skews the 80 count. Kennedy said it might be good to run a test when there is an APC on a route 80 and also have the driver do it and see the difference. When a route shows a large percentage change, that is due to the previous year having only a few days of service to compare on that route.

9. [08290](#) Reports of Member Communities/Institutions

Kennedy said the UW and Metro have been working to tweak the 80 to deal with detours, class changes, traffic and crowding. The changes seem to have made huge inroads in improving the reliability of the intervals between buses. It should be every 5 minutes. They had been having problems with buses coming right after each other or every 20 minutes. They are trying to get students together to talk about improving service on nighttime safe buses. Kamp said when changes were made to the Route 80s, Metro worried that senior drivers who usually pick those would not pick those routes this time. The Union, UW and Metro worked together and most senior drivers did pick their same routes on the 80s.

DuRocher said the TPC approved the new contract language that the CSOS approved in August. The new public subsidy computation will go into effect in 2008. The contingency reserve surcharge will go into effect in 2009.

Bergamini said that all of the pass partners negotiated contract extensions with Metro. The unlimited ride pass broker proposals are due December 14th.

Opitz said routes have lots of construction. He assumes new transfer point is working out well. He is getting updates on Middleton Saturday service. It started strong. Route 74 ridership is also doing well with direct service from the square. They are working with contacts at American Girl about putting together a custom schedule on how to get from Middleton to their jobs. He will send information to the human resources departments of different employers.

Bizjak said that Fitchburg recently had a meeting regarding productivity and ridership and what makes transit work in a community. There is a community advocate who wants to expand service. Some people think Fitchburg is spending too much already. Sharon Persich, Metro's Scheduling and Planning Manager, provided excellent information on strategic planning. She offered to help with a community-wide survey about transit. They are looking forward to doing that in the next year. An Alder wants to cut service by \$73,000, but he doesn't have much support on the Council. They have also been doing marketing in the community. They put an article in a newsletter that goes out to all citizens. They also highlighted that people can drive to Hatchery Hill, park, and then take a bus to a ball game, etc.

Sylvester said there was a nice article about Route 55 in the September 20th issue of the Verona Press. Verona currently is applying for tier B funding.

10. ADJOURNMENT

The meeting was adjourned at 6:31 PM.