



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved TRANSIT AND PARKING COMMISSION

**PLEASE NOTE: This meeting can be viewed in a live webcast of Madison City Channel at
www.madisoncitychannel.com.**

Tuesday, August 11, 2009

5:00 PM

Room 260, Madison Municipal Building
215 Martin Luther King, Jr. Blvd.
(After 6 PM, use Doty St. entrance.)

A. CALL TO ORDER/ROLL CALL

Vice-Chair White called the meeting to order at 5:12 PM.

Present: 10 -

Brian L. Solomon; Chris Schmidt; Jed Sanborn; David E. Tolmie; Amanda F. White; Gary L. Poulson; Duane F. Hinz; Susan M. Schmitz; Kenneth M. Streit and Margaret Bergamini

Excused: 1 -

Sharon L. McCabe

Schmidt arrived at 5:14 PM, after ballots were distributed and votes were cast in the election of Chair.

B. ORGANIZATIONAL MEETING (deferred from July meeting)

B.1. Election of Chair and Vice-Chair

In the election for Chair, Schmitz nominated White, and Bergamini nominated Poulson. With no further nominations, nominations were closed. Paper ballots were distributed, votes were cast, and ballots were collected. Schmidt and Kamp counted the votes, and declared Poulson the winner.

In the election for Vice-Chair, Streit nominated White. With no further nominations, nominations were closed. White was elected Vice-Chair by unanimous voice vote/other.

B.2. Appointments to other committees, as follows:

ADATS - one TPC member + one TPC member/General member; potentially two TPC reps

CSOS - TPC member

LRTPC - TPC Chair/Designee

PCPWD - TPC member or Citizen

Low Income Bus Pass Ad Hoc Committee - TPC Chair/Designee as 2nd TPC member.

(Alder Solomon has already been confirmed to fill the first of the two TPC member positions.)

Staff and members described the composition and function of the committees with vacancies. Schmitz and Bergamini expressed interest in serving on LRTPC; and Streit offered to fill in wherever needed. When members did not volunteer to fill the remaining vacancies, Poulson said he would contact members over the next week to discuss their interest and encourage them to

consider serving, after which he would report back his recommendations.

B.3. [15350](#)

Rules and Procedures - as approved by the Transit and Parking Commission on 06.10.08

While agreeing with the rule that alternates vote only when regular members were absent when making other types of decisions, Poulson thought alternates should be allowed to vote when choosing leadership or considering items affecting the rules of process. Having no amendment prepared, he said he would work on this for next year's organizational meeting.

Streit/Sanborn made a motion to reaffirm the Rules and Procedures as currently written. The motion passed by voice vote/other.

C. **APPROVAL OF MINUTES**

A motion was made by Schmitz, seconded by Hinz, to Approve the Minutes of the July 14, 2009 meeting. The motion passed by voice vote/other.

D. **PUBLIC APPEARANCES - None.**

E. **TRANSIT AND PARKING QUARTERLY REPORTS**

E.1. [15606](#)

Parking: June 2009 Revenue Report, July Activity Report, and other Quarterly Reports - TPC 08.11.09

Bill Knobeloch from Parking made the following remarks about the reports:

- The rate increase had gone into effect on June 1st at all of the machine-based facilities (the ramps and Brayton Lot), followed later by changes to meters; so some data included a full month of rate change, while others didn't.
- Goals of the rate increase were to raise enough revenue (\$20 million) to be able to replace Gov East, and to redistribute the demand; to some extent, both goals had been achieved.
- June data reflected a point in time, not a trend.
- YTD revenues through June '08 and '09 were about the same.
- The impact of rate increase was seen in the actual/budget comparison for Cashiered Facilities in the month of June, with revenues 7.1% over budget.
- On the other hand, Construction Revenue was 15.2% below budget, reflecting the drop in construction in Madison right now; though not a large component of Parking's revenue, this decrease in revenue (of \$20K) still hurt and was scary.
- With no rate increases at Overture and Cap Sq North, it was hoped that the higher rates at Gov East would cause some parkers to shift to these lower occupancy ramps; and in fact, Cap Sq North had the largest YTD increase over budget (of \$23.6K).
- With the monthly rate increases, Gov East had 25 fewer monthly parkers in June '09 than June '08.
- An unexpected wild card was the increased availability of leased spaces in the private sector; apparently, everyone downtown was feeling the pinch of the economic downturn, and for now, there was plenty of parking downtown.
- Re: Average Weekday Occupancy at peak times YTD, Cap Sq North (with no rate increase) had a huge increase of 9%, while Overture (also with no rate increase) still went down -- can't seem to make it more popular.

- Gov East: YTD occupancy at peak times stayed about the same at 91%; but the # of weekday hours at 90% occupancy had dropped two hours to a half hour, indicating that the length of stay was decreasing there.
- State St Campus: Even with a small rate increase here, Average Weekday Occupancy had dropped 7%; with lots of parking options in the area, these parkers seemed price-sensitive.
- Brayton Lot: YTD weekday occupancy at peak times had risen slightly, but like Gov East, the lengths of stays had decreased.
- Given that a goal of the rate increase was to decrease occupancy at Gov East and Brayton, so people coming downtown would have a place to park and not find these structures full, this had been achieved, at least for the month of June.
- Waiting Lists: Reflecting the most dramatic change due to rate change, Gov East really had no waiting list (even with 22 spaces taken by MPD); in general, waiting lists were much shorter than in previous years and revenues could be affected; however, people who currently wanted monthly parking could get it quickly, and lists were expected to lengthen again when bad weather returned.
- YTD Revenues-Budget vs. Actual: under by \$84.5K, or 1.66%, not too bad overall; except for State St Campus (at \$50K below), from greater-than-expected price-resistance.
- YTD Revenues-'08 vs. '09: Just about even; Cap Sq North was up by 8%, Overture was down by 8%, University meters were down 18% (a lot).
- Lost Tickets: The number had decreased substantially (June '08 vs. '09) with the new, higher lost ticket fee (of \$20); this trend was expected to continue. Many parking enterprises charged much higher fees to prevent folks from paying a lower lost ticket fee to avoid paying for their (sometimes higher) parking fees.
- Hourly Rates and Occupancy-June '08 vs. '09: With a new hourly rate of \$1.40 and a drop in occupancy of 12% at Gov East, and with an unchanged hourly rate of \$.80 and an increase in occupancy of 19% at Cap Sq North, a shift in parkers from GE to CSN was evident. With only a slight rate increase at State St Campus, occupancy had dropped (a big) 12%.
- Revenues/Expenses, 2004-2008: Showed profit/loss by cost center, and whether certain cost centers broke even or added money to the reserves. Net revenues/space provided to reserves were much higher for meters (\$388) than for ramps (\$60), because meters required no capital expenditures compared to the \$597K spent in 2008 alone to keep up the aging ramps.
- Looking at the loss/stall at CSN and the revenue/stall at GE, the difference between a low rate/low occupancy ramp and a high rate/high occupancy ramp was evident. Notable was the \$166K capital cost in 2008 at State St Cap, due to the age of the bottom of that structure.
- Overall, Lots lost money, i.e., Blair, Evergreen, Wilson, Wingra; big exceptions were Brayton, with lots of high/occupancy, revenue-producing stalls, and Buckeye, with nearly 24-hour revenues.
- The Utility wanted every facility to break even. Using Wilson Lot as an example, he noted that Parking had paid the Water Utility \$25K last year to rent the lot, making it pretty hard to break even there.

Knobeloch was satisfied that even after rates had increased, total occupancy in June '09 was very close to June '08 and more funds had been generated. The project at Gov East was on track, though per Parking's Budget Analyst, there was not enough cash flow to go bigger than \$20 million, taking into account Parking's borrowing capacity and reserves. The Utility had \$16-17 million in the bank, earning just 1.69% interest. Parking had just enough to

re-do Gov East (inc. demolishing it), but not enough to move forward with proposals for Brayton. Perhaps a bigger challenge would be addressing the issue of two other aging ramps within the next 5-6 years, i.e., the bottom of State St Cap and State St Campus-Lake.

Knobeloch responded to questions, as follows:

- The Comptroller controls the Parking Utility's investments.
- Special Event parking went down, probably because of fewer events and fewer people going to events; people were spending their discretionary money differently; this trend probably wouldn't change until the economy improved.
- Ad revenues were zero now; ramp ads just didn't sell; having received only one bid on a recent RFP, Parking would wait and reissue an RFP later.
- Waiting lists could continue to shrink over the next few months; probably some monthly parkers had started car pooling, others had gone to private lots; though (monthly parking) revenues would drop, a benefit would be having these spaces available upon demand.

Hinz/Schmitz made a motion to receive the report. The motion passed by voice vote/other.

E.2. [15576](#)

Metro YTD Performance Indicator Reports and Other Quarterly Updates - TPC 08.11.09

Kamp pointed out the following items in the reports for Fixed Routes:

- YTD data for level of service as measured by miles and hours was comparable to 2008, with less than 1% variance.
- YTD ridership was comparable -- up 4.3%; included three months before rate increase and three months following.
- Comparing June '08 to '09, ridership was down .9%.
- YTD passenger accidents and vehicle accidents had dropped.
- Road calls were down; and maintenance was on track.
- Since 1997, January through April showed record high ridership; May and June showed second highest.
- Looking at Route Productivity info, YTD ridership was up 4.3% overall; without UW routes, it was up .9%.
- Route 80 showed 25% increase, due to getting more accurate counts by drivers.
- Of the 41 route categories, 23 were up in productivity, and 18 were down; though too early to tell, Metro would continue to monitor these to try to discern any trend(s) relative to the fare increase.
- Metro's Madison Measure's goal for 2009 for ridership (with the fare increase) was to increase by 1.4%, including campus routes; the numbers were expected to be on track with this.
- The 2009 goal for productivity was 36.3 rides/bus/hour; now at 38 YTD.

Looking at the Paratransit reports, Kamp highlighted the following items:

- Comparing '08 to '09, June ridership was up 5.4%; YTD ridership was up 3.8%.
- Except for "Leave Attended" trips, all the other trip categories were up.
- Cap Express was starting small, but had good results so far; and all providers were in the 90 to 95% range for On-time Performance (within the generally accepted transit standard).
- Total ADA Ridership was up.
- Overall, vehicle accidents were down.
- Inspections were on schedule.

- Three of six months had record highs in ridership, two months had third highest, and one month had second highest; Metro would be monitoring for trends.

Turning to the financial reports, Kamp made the following comments:

- There was a slight surplus of \$156K; with revenues \$535K below budget, but with expenditures \$691K below budget as well.
- Passenger revenues were \$441K below budget; had been projected to increase by 19%, but the actual increase YTD was 11%; this was expected to moderate, but it was too early to do a year-end projection.
- Due to some delays in hiring new drivers, expenses were below budget in the area of salaries/wages; and because of fuel economy among newer and hybrid buses, expenses were below budget for fuel (even though price/gal was fixed at higher cost than current market; under new contract for 2010, would be \$1.98/gal.)

Regarding Ridership & Revenue Comparisons, Kamp noted:

- With increases ranging from 5.8% to 18.3% in each of the first six months of '09 vs. '08, fixed route passenger revenues had increased YTD by 10.5%; this was expected to go up, but would probably fall short of the 19% that was projected.
- With the exception of March, "Cash, cards & passes" percentages were down in each month of '09 (vs. '08) with a YTD drop of 4.6%, partly related to the fare increase; however, EZ Rider passes were up 14.2% YTD (with school going into June this year), and Unlimited ride passes were up 3.3% YTD.
- Not yet sure what the trend was; ridership was close to projections, revenue was falling short; UW ridership and shifts between categories would have to be watched; and everyone would be kept posted.
- MATC and Edgewood were not allowing students to use their passes this summer (like they had in the past), thus the big drops in ridership there for May and June.

Kamp concluded by saying that the hybrids continued to get good, improved performance. With fuel economy not quite as high in the summer months, YTD mpg was 14% vs. 20-30% in non-summer months; was expected to be 20% by year-end.

Kamp then asked some Metro staff to comment on recommendations in the Management Performance Audit related their units: Jim Drengson, Maintenance Manager, Jim Fink, Building and Ground Supervisor, and Tom Frisch, Parts Supervisor.

Regarding key MPA recommendations for Vehicle Maintenance, Drengson commented as follows:

- Plans were on track to build a new maintenance facility, as money became available.
- New driver seats had been purchased to replace those in older (New Flyer) buses, and the removed seats were being refurbished to use in other buses.
- It was debatable whether early Preventive Maintenance (PM) inspections unnecessarily increased costs, esp. since the Audit also cited Metro as having an 11% lower maintenance cost per vehicle mile than the peer average, suggesting "efficiencies"; arguably, part of these efficiencies was partly due to operating with fewer mechanics per peak bus, conducting PM inspections in a timely way.

- Everyone agreed that improvements could be made in cleaning the buses; two summer youth workers were currently working 30 hours/week, and hopefully would complete all the buses by season's end; would like to hire two more cleaners once the hiring freeze ended, to clean all the buses more frequently on a rotating basis.

Fink made the following remarks regarding the key MPA recommendation for Building and Grounds to computerize record-keeping in order to track/analyze costs for outside contractors, to see if hiring in-house staff might be more economical:

- Right now the hiring freeze prevented hiring an in-house electrician or plumber (vs. using outside contractors).
- While having an in-house electrician and plumber might be nice, it wasn't really feasible since there wasn't enough constant electrical/plumbing work to do; with only occasional needs, hiring these in-house positions was unlikely to be more economical.
- Staff from other departments was used whenever possible, which was paid through interagency charges.

Regarding key MPA recommendation for Parts, Frisch commented as follows:

- Staff was working with their software vendor and parts suppliers to figure the best way to make the transition to a bar coding system and a formal cycle count program.
- Many interchangeable parts among the different coaches needed to be cross-referenced to one bar code number that everyone would understand.
- Currently, in order to control inventory, daily spot-checking was done in areas that commonly had shortages or high usages, and corrections were made; this accomplished basically the same thing as a cycle count -- to help correct yearly inventory at year-end.
- Though the current system was working, as part of new facility construction, staff would like to consolidate Parts from 4-5 locations into 1-2 locations, to better control inventory and limit access, and create a smoother operation overall.

Staff responded to questions as follows:

- Except for retirements, there was low staff turnover.
- The level of staffing, not the layout of the facility, affected bus cleaning.
- Each bus manufacturer supplied parts for their own buses, but other suppliers could provide parts as well; even with multiple vendors who liked to assign unique numbers to "disguise" their parts, many parts were interchangeable.

Kamp made the following remarks:

- Metro's 5-year capital improvement plan included \$60-70 million for eventually constructing a new facility; the Mayor had requested a site analysis; relative to capacity, the current facility could hold 180 buses, and Metro had 200 buses plus 20 paratransit vehicles.
- The MPA had been very complimentary about building and grounds and about inventory control; though needing care not to understaff, Metro was considered very cost-efficient among its peers.
- Metro would be looking at ways to meet cleaning standards through some added staff.
- The most recent (2005) proposal for reconstruction suggested staying at the current site and building up, which would be reviewed by a site analysis.

White/Hinz made a motion to receive the reports. The motion passed by voice vote/other.

F. NEW BUSINESS ITEMS

F.1. [13868](#) Authorizing the Mayor and the City Clerk to enter into an Agreement with Trapeze Software Group, Inc. to accept, at no charge, the Trapeze Google Export product.

Kamp said that the item did not meet the long-term goal of a complete, global agreement. However, given the licensing and maintenance agreement with Trapeze, this (targeted) agreement would allow a funding partner or a researcher to look at Metro's scheduling data by transferring it in the Google format, legally and at no additional charge. With regard to a broader agreement, the City Attorney was working on the insurance liability issue and affirmative action issues; and it wasn't clear when everything would ready to proceed on that.

A motion was made by Solomon, seconded by Streit, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

F.2. [15438](#) Authorizing the Mayor and City Clerk to amend the contract with Gillig Corporation for the manufacture and delivery of up to seventy-five (75) coaches and spare parts. Metro Transit is exercising our option under the contract to purchase fourteen (14) diesel-electric hybrid buses in the 2010 production order, at a cost not to exceed \$7,959,000. The cost will be covered by stimulus funding.

Kamp said that \$9.5 million of federal funding from the economic stimulus package had been allocated to Metro (requiring no local match) for purchase of hybrid buses. Metro originally planned to use the money entirely to purchase buses. But after some recent funding rule changes, Metro would now be able to apply 10% of the funds (\$950K) to its 2010 budget for operating expenses, which left enough funding to purchase 14 hybrids.

A motion was made by Solomon, seconded by Tolmie, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

Solomon/Streit made a motion to table Agenda Item F.3. so that items under G. and H. could be completed before going into closed session. The motion passed by voice vote/other.

After completing Items G. and H., Schmidt/Hinz made a motion to remove Item F.3. from the table. The motion passed by voice vote/other.

F.3. [15610](#) Metro: Update on Contract Negotiations for the Unlimited Ride Pass Agreement with MATC* - TPC 08.11.09

Schmidt made a motion to go into closed session, citing Sec. 19.85(1)(e) of the Wisconsin Statutes. Sanborn seconded the motion. Poulson called for a Roll Call, as required for votes to go into closed (executive) session. The motion passed unanimously, as follows:

Ayes: Streit, Schmitz, Hinz, Schmidt, Sanborn, Tolmie, Solomon and White.

Non-voting: Poulson and Bergamini.

With no one registered to speak to the item, the group went into closed session at 6:55 PM.

**G. REPORTS OF OTHER COMMITTEES - for information only
(Most recent meeting minutes attached, if available)**

[07828](#)

ADA Transit Subcommittee
Contracted Service Oversight Subcommittee
Parking Council for People with Disabilities
Long-Range Transportation Planning Commission
State Street Design Project Oversight Committee
Joint Southeast Campus Area Committee
Ad Hoc Committee to Develop Parking Strategic Plan
Low Income Bus Pass Program Committee

No action was needed on these items.

H. ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

H.1. General announcements by Chair (Verbal announcements, for information only)

Poulson thanked members for showing faith in him by electing him Chair. He hoped he would be able to fulfill everyone's expectations, following the great example of previous TPC Chairs and mentors, Falconer, Kaysen and Durocher.

H.2. Commission member items for future agendas - None.

ADJOURNMENT

A motion was made by White, seconded by Streit, to Adjourn at 7:05 PM. The motion passed by voice vote/other.