

Transit Division

TRANSIT DIVISION

| Budget Highlights | FY 2013/14 Actual | FY 2014/15 Adopted | FY 2014/15 Amended | FY 2015/16 Recomm'd | % Change from Adopted FY 2014/15 |
|---|------------------------------|-------------------------------|-------------------------------|--------------------------------|---|
| Employee Expense | 1,844,617 | 1,959,578 | 1,953,563 | 2,295,950 | 17.2% |
| Supplies and Services | 1,419,124 | 1,514,093 | 1,547,981 | 1,045,070 | -31.0% |
| Machinery and Equipment | <u>33,567</u> | <u>5,283</u> | <u>5,283</u> | <u>25,249</u> | <u>377.9%</u> |
| Total | 3,297,308 | 3,478,954 | 3,506,827 | 3,366,269 | -3.2% |
| Resources | | | | | |
| FTA Operating | 1,107,768 | 850,966 | 850,966 | 1,093,168 | 28.5% |
| FTA Capital Maintenance Grant | - | 94,550 | 94,550 | - | 0.0% |
| State Operating Assisting | 229,283 | 211,111 | 211,111 | 249,319 | 18.1% |
| Federal Pass-Thru Grant | 536,758 | 711,159 | 899,886 | 507,049 | -28.7% |
| Advertising Fees | 70,734 | 75,000 | 75,000 | 40,000 | -46.7% |
| Mini Bus Passenger Fares | 50,728 | 49,002 | 49,002 | 137,587 | 180.8% |
| Contract Transit Services | 202 | 250 | 250 | 250 | 0.0% |
| Fixed Route Passenger Fares | 147,971 | 272,210 | 272,210 | 267,257 | -1.8% |
| Greater Downtown TIF | 134,704 | 134,704 | 134,704 | 134,704 | 0.0% |
| Damage Claims/Miscellaneous | <u>46,057</u> | <u>34,054</u> | <u>34,054</u> | <u>40,086</u> | <u>17.7%</u> |
| Total Resources | 2,324,205 | 2,433,006 | 2,621,733 | 2,469,420 | 1.5% |
| Debt on Intermodal Facility Paid with Greater Downtown TIF | <u>308,112</u> | <u>304,013</u> | <u>304,013</u> | <u>308,145</u> | 1.4% |
| Total Non-Property Tax Debt | 308,112 | 304,013 | 304,013 | 308,145 | 1.4% |
| Transit Levy | 833,302 | 1,086,080 | 1,086,080 | 1,093,064 | 0.6% |
| Incr. (Decr.) in Transit Fund Bal. | <u>(139,801)</u> | <u>40,132</u> | <u>200,986</u> | <u>-</u> | |
| Property Tax Support | 833,302 | 1,086,080 | 1,086,080 | 1,093,064 | 6,984 |
| Percent Increase (Decrease) | | | | | 0.6% |
| Personnel - Authorized FTE | 36.45 | 38.33 | 38.33 | 41.02 | |

Improvement Package Summary

1 of 9

This decision package would provide for realized savings from not renewing the Transit management contract with East Central Intergovernmental Association and changing the management of the Jule to City employees. Currently, The Jule is managed through a management contract with the East Central Intergovernmental Association (ECIA). This five-year contract ends July 1, 2015, making this an appropriate time to review current management and administrative staffing. The final year of the contract totals \$353,421. Under the management of ECIA, the Jule was awarded grants that made it possible to replace the entire transit fleet with added technology and rebranding, a bus route system redesign which has increased ridership and has resulted in increased revenues and improved driver

training which has resulted in reduced accidents. The transition to city employees represents an aggregation of duties resulting in a streamlining of staff and reduction in overhead costs. This improvement package would add the following City positions to Transit's personnel complement: Transit Manager (1.0 FTE or \$123,654 annually); Transit Operations Supervisor (1.0 FTE or \$97,538 annually); Confidential Account Clerk (1.0 FTE or \$54,900); Operations Assistant (0.50 FTE or \$22,567 annually); and Marketing Intern (0.50 FTE or \$14,978 annually partially funded by a one-year \$12,000 grant). The total personnel cost of City employees managing the Transit Division is \$301,637. The City has assurances from the current Transit Manager for ECIA that she will accept the same position with the City.

| | | |
|-------------------------|---|------------------------|
| Related Cost Reduction: | -\$353,421 – Tax Funds - Recurring | Recommend – Yes |
| Related Cost: | \$313,637 – Tax Funds - Recurring | |
| Related Revenue: | \$ 12,000 – Grant Revenue – Non-Recurring | |
| Net Savings: | -\$ 51,784 | |
| Property Tax Impact: | -\$.0230/- .21% | |
| Activity: | Transit Administration | |

2 of 9

This decision package would provide for realized savings from reconfiguring the bus routes after the Intermodal Facility opens. The Transit bus routes are recommended to be restructured by merging the Orange Fremont and Red Key West alternative hour service. This improvement package reduces part-time driver hours by 1.50 FTE or 3,142 hours annually.

| | | |
|-----------------------|------------------------------------|------------------------|
| Related Cost Savings: | -\$105,728 – Tax Funds - Recurring | Recommend – Yes |
| Property Tax Impact: | -\$.0469/- .43% | |
| Activity: | Bus Operations | |

3 of 9

This decision package would provide funding for the Transit portion of the Intermodal Facility. The requested costs include a part-time laborer (0.50 FTE), uniforms, office supplies, printing and binding, property and liability insurance, utility expense, telephone, property maintenance, software license and salt. This improvement package also includes parking revenue of \$12,586 for 20% of the 92 Transit spaces and rent from Burlington Trailways of \$6,000.

| | | |
|----------------------|--|------------------------|
| Related Cost: | \$48,548 – Tax Funds - Recurring | Recommend – Yes |
| Related Revenue: | \$18,586 – Rent/Parking Fees – Recurring | |
| Net Cost Savings: | \$29,962 | |
| Property Tax Impact: | +\$.0133/+ .12% | |
| Activity: | Bus Operations | |

4 of 9

This decision package would reduce the Free Summer Trolley service to the day of the week with the highest visitor count at the Convention & Visitor's Bureau (CVB) and ridership based on the Fiscal Year 2014/2015 season. Transit staff recommendation is to operate the trolley on Saturdays from 10am-6pm. Trolley rides are provided free of charge to residents and visitors, so no fare revenue will be reduced by removing the service. The cost of fuel, driver hours and vehicle maintenance will be reduced.

CVB staff has recommended Thursdays, Fridays and Saturdays as these are the days with the most visitors to the CVB. Currently, the trolley runs Monday-Sunday 10am-6pm for a total cost of \$44,702 and provides only 3,888 rides for the 26 weeks of service. In meeting with CVB staff, their main concern

was that these hours and the current route be maintained even if the days of the week were reduced. They were favorable to a Saturday schedule from Memorial Day to October 31 from 10am-6pm on the current route based on their visitor data and ridership data for the route. The savings of the reduced service is estimated at \$29,606. The remaining cost of the reduced service is \$8,635.

The trolleys could return to providing the weekday business shuttle service during the summer and allow for a reduction in wear and tear on the medium duty vehicles. Other routes in the Jule's system provide transportation to work and school for residents. Preservation of these routes in lieu of free trolley service for visitors meets the comprehensive plan goal that the location and quality of public transit infrastructure, in addition to providing accessibility to all areas of the community are important factors for new and expanding business, industry and residential development; promoting a safe, clean, timely, affordable and comfortable mode of public transportation and ensures that service is available for transit dependent people to get to and from work on all shifts and meet the demands of business hours; and maintaining service during the peak commuting hours promotes appropriate lifestyles and infrastructure changes to reduce causes and impacts of global climate change.

Related Cost Reduction: -\$29,606 – Tax Funds - Recurring
Property Tax Impact: -\$.0133/-.12%
Activity: Trolley Service

Recommend – Yes

5 of 9

This decision package would provide funding to continue the Nightrider Route which includes one part-time dispatcher and two part-time bus operators (1.17 FTE). The Nightrider was funded for three years by the Iowa Clean Air Attainment Program. ICAAP grant funding ends September 30, 2015. A required component of an ICAAP application is an authorizing resolution from city council stating "The City also agrees to be responsible for adequately maintaining and operating the routes through maintenance level budgeting (Section 2)".

The Nightrider routes provide extended hours on Friday and Saturday evenings from 6:00 p.m. - 2:40 a.m. for both fixed route and the ADA required minibus service. In addition to evening service, the colleges provided a portion of the funding for the route to ensure free rides during the day for students, faculty and staff of each college.

The Nightrider has provided a total of 36,898 rides since the service began in September 2012. Of these rides, 56% were student rides and 44% were general public riders. College students totaled an additional 11,520 rides during the day. The Nightrider alone accounts for 6% of total ridership.

Loss of this service would have a negative impact on the stated goal of providing service for all shifts and business hours. Dubuque will no longer have any service after 6:50pm, individuals with disabilities will be negatively impacted as they would no longer have access to evening transportation, and citizens utilizing the service for second shift employment transportation will be negatively impacted. A reduction in service of this nature would constitute a substantial reduction of service and require public hearing (2007 Code § 46-76).

Operating assistance increases due to this ridership are expected to be realized in FY17. By continuing the service, ridership can be maintained and included in the State and Federal assistance calculation.

Providing these routes is essential to "promoting a safe, clean, timely, affordable and comfortable mode of public transportation" and "ensures that service is available for transit dependent people to get to and from work on all shifts and meet the demands of business hours" (Transportation Goals 4.4, 4.8); and maintaining service during the peak commuting hours "promotes appropriate lifestyles and

infrastructure changes to reduce causes and impacts of global climate change" (Environmental Quality Goal 2.6).

The full year net cost in FY 2017 to operate the Nightrider routes is \$73,913.

Related Cost: \$88,043 – Tax Funds - Recurring

Recommend – Yes

Related Revenue: \$41,130 – Private Participant/Fare Revenue - Recurring

Net Cost: \$46,913

Property Tax Impact: +\$.0208/+.19%

Activity: Fixed Route/Minibus/Administration

6 of 9

This decision package would provide local match for the third year of the ICAAP grant to continue the Midtown Loop & Feeder (Express & Grey Line). This route includes four part-time bus operators (1.90 FTE). These routes were funded for two years by the Iowa Clean Air Attainment Program (ICAAP). A required component of an ICAAP application is an authorizing resolution from city council stating "The City also agrees to be responsible for adequately maintaining and operating the routes through maintenance level budgeting (Section 2)". The third and final year grant for the routes has been submitted and has been recommended for approval by the Iowa Department of Transportation staff to the commission and awards will be announced in January 2015.

The final phase of the Smarter Travel Study will guide route changes and provide cost reduction options. This improvement package includes allocated grant funds from ICAAP through December 31, 2015 and assumes that the City will be awarded the grant to fund this route for all of FY 2016 and 2 quarters of FY17. Costs for the remaining two quarters in FY 2016 are shown as well as the corresponding ICAAP funding.

The Grey Line and Express routes are the spine of the complete system redesign completed in January 2014 and allow for the reduced travel times and extended hours of service to better accommodate commuters traveling to and from work (namely Dubuque Industrial Center West). The route changes in January led to dramatic increases in ridership. Average monthly fixed-route ridership increased from 28,138 to 32,726, an increase of 14% per month. The Express route is the most popular route in the system making up 13% of total ridership (5,700/month) and the Grey line makes up an additional 9% (3,800/month).

Loss of these routes would have a negative impact on the stated goal of providing service for all shifts and business hours. The city's bus routes would return to their pre January 2014 state with many trips over 90 minutes. A reduction in service of this nature would constitute a substantial reduction of service and require public hearing (2007 Code § 46-76).

State and Federal Operating Assistance are based on multiple factors including ridership. The Midtown and Feeder routes are currently 22% of ridership. If these routes were discontinued, the ridership would not be maintained and potential State and Federal operating revenues would not be realized. The service has not been running long enough at this point to have produced an increase in our operating assistance. Operating assistance increases due to this ridership are expected to be realized in FY18. By continuing the service, ridership can be maintained and included in the State and Federal assistance calculation.

Providing these routes is essential to "promoting a safe, clean, timely, affordable and comfortable mode of public transportation" and "ensures that service is available for transit dependent people to get to and from work on all shifts and meet the demands of business hours" (Transportation Goals 4.4, 4.8); and

maintaining service during the peak commuting hours “promotes appropriate lifestyles and infrastructure changes to reduce causes and impacts of global climate change” (Environmental Quality Goal 2.6).

This improvement package funds the local match of the ICAAP grant.

Related Cost: \$150,526 – Tax Funds - Recurring
Related Revenue: \$238,053 – ICAAP Grant/Fare Revenue - Recurring
Net Savings: \$87,527
Property Tax Impact: $-\$.00388/-0.35\%$
Activity: Fixed Route/Minibus/Administration

Recommend – Yes

7 of 9

This decision package would provide funding to upgrade three Part-Time healthcare eligible bus operator positions to three Full-Time bus operator positions. The additional cost to the city would be life insurance, vacation and holiday benefits above those paid to Part-Time bus operators.

In FY15, The Jule budgeted for eight healthcare eligible positions. Since the beginning of the fiscal year, one healthcare eligible individual has retired and another has resigned. There are six healthcare eligible positions budgeted for FY16. Of these, two of the individuals in these positions will be promoted to full-time and one is moving to Illinois and will resign his position midyear. The Jule is unique in that we operate a standard set of service hours, so as Full-Time drivers receive more hours, other drivers' hours are reduced or they are not replaced when they leave. We are not requesting additional positions or hours.

The healthcare costs of \$14,280 for each of the healthcare eligible employees were already budgeted in the FY16 budget (total \$42,840). This proposal is to retain those planned expenses and add the benefits to make these full-time positions based on the current civil service list.

In the transit division, we have high turnover and staff do not feel that their role is respected due to the large proportion of part-time positions. Drivers do not see potential for a full-time position and apply in other city departments with full-time positions or leave the Jule for full-time employment elsewhere. The cost to train and onboard a new driver on DOT pre-trip regulations, routes, schedules, Jule vehicle components, policies, procedures, safety and security plan, DOT physical, drug testing, and CDL testing, totals between \$4,500 and \$6,000. Currently, we're training 10-15 drivers per year. The total cost of training is between \$45,000 and \$60,000. Uniforms are approximately \$225/person for a total annual cost of \$2,250-\$3,375.

To ensure safe driving habits, compliance with policies, knowledge of the routes and schedules and good customer service, quality employees must be retained. The current civil service list has a large number of qualified, quality candidates who are supporting their families and enjoy and thrive in their positions at The Jule, serving the public in general and specifically our passengers.

Much of the public perception and customer service progress that has been made in the past year has come from having these quality drivers on staff and we need to retain those who make our system run better rather than risk losing them.

If funded, this improvement package would support many of the City Council priorities including appropriate city staffing levels and financially responsible city government. The cost to consistently train new employees is higher than that of providing full-time benefits to quality existing employees.

Related Cost: \$6,336 – Tax Funds - Recurring
Property Tax Impact: +\$.0028/+.03%
Activity: Fixed Route/Minibus

Recommend – No

8 of 9

This decision package would provide funding for a computer tablet to be used for staff training and paperless accident documentation. The Jule has been working over the past year to gather data using WebQA with regard to complaints, compliments, bus stop location requests and route information requests. The next step is to utilize WebQA for accident documentation and tracking including taking and storing photos, GPS location of the accident, and FTA mandated post-accident drug testing decision forms and exchange of information. A computer tablet would be used for training purposes, public information tables or events which would provide an improved and more efficient process for information tracking and dissemination.

This improvement request supports the Comprehensive Plan Goal 9.3: Encourage the use of data processing technology and advances to improve service delivery and increase employee productivity and many of the City Council goals and priorities by supporting efforts to increase community knowledge of public transit routes, projects and initiatives.

Related Cost: \$897 – Tax Funds – Non-Recurring
Related Cost: \$480 – Tax Funds - Recurring
Total Cost: \$1,377
Property Tax Impact: +\$.0006/+.01%
Activity: Transit Administration

Recommend – No

9 of 9

This decision package would provide funding for additional training including Intercultural Competency (10.5 hours for each new employee). The Jule maintenance level budget does not include the extra employee hours required for mandatory and non-mandatory training. For any hour that a driver is in training during the service day, their route must be covered by an additional driver. To provide bus service and training simultaneously, additional driver hours are needed for new hires. The Jule averages approximately 15 new hires each year due to retirements and other turnover.

If funded, this improvement package would support the City Council Goal of an inclusive community.

Related Cost: \$3,375 – Tax Funds - Recurring
Property Tax Impact: +\$.0015/+.01%
Activity: Bus Operations

Recommend – Yes

Significant Line Items at Maintenance Level
(Without Recommended Improvement Package)

Employee Expense

1. The City wage plan for non-bargaining unit employees will not increase and bargaining unit employees will receive a 2.25% wage increase in FY 2016.
2. The Iowa Public Employee Retirement System (IPERS) City contribution remains at 8.93% and the employee contribution remains at 6.18% in FY 2016.
3. The City portion of health insurance expense is budgeted to decrease from \$1,190 per month per contract in FY 2015 to \$1,040 per month per contract in FY 2016 (-\$28,800).
4. Employee Physicals increased from \$4,162 in FY 2015 to \$5,670 in FY 2016 based on FY 2014 actual of \$5,670.
5. Overtime remains at \$17,973 in FY 2016. Overtime actual was \$48,777 in FY 2014.
6. FY 2016 reflects a full year of health insurance coverage for four part-time bus operators and the addition of four full-time bus operators. These changes were effective January 1, 2015 as part of the Affordable Health Care Act (+\$24,960).
7. The Nightrider route funding from ICAAP ends first quarter of FY 2016 and Midtown Loop & Feeder route funding from ICAAP ends second quarter of FY 2016. This results in a reduction of -1.90 FTE for Midtown Loop & Feeder and -1.17 FTE for Nightrider route.

Supplies & Services

8. Safety Related Supplies increased from \$0 in FY 2015 to \$1,000 in FY 2016 due to adding the replacement of seatbelts for minibus.
9. Hand Tools increased from \$0 in FY 2015 to \$1,000 in FY 2016 to purchase a special tool that checks and tightens lug nuts to prevent loss of tires while on the road.
10. Uniform Purchases increased from \$9,275 in FY 2015 to \$13,275 in FY 2016 which represents uniforms for 59 drivers at \$225 per driver.
11. Janitorial Supplies increased from \$0 in FY 2015 to \$1,084 in FY 2016 based on FY 2014 actual of \$1,289. This line item represents bus cleaning supplies.
12. Promotion increased from \$3,000 in FY 2015 to \$9,375 in FY 2016 based on FY 2014 actual of \$6,334 and awarded an Iowa Department of Transportation grant for promotion of the Intermodal Facility for \$7,500.
13. Conferences increased from \$1,000 in FY 2015 to \$5,020 in FY 2016 based on adding FTA Regional required annual training for the Director (+\$1,500); Smith Safety Recertification for the Operations Supervisor and Driver Trainer (+\$2,400); and Growing Sustainable Communities Conference for the Director (+\$120). These expenses are reimbursable at 80% from the Iowa

Department of Transportation. Currently, conferences are part of the ECIA transit management contract and ECIA submits the reimbursement requests.

14. Telephone increased from \$2,723 in FY 2015 to \$7,563 in FY 2016 based on FY 2014 actual of \$9,643.
15. Radio/Pager Fee increased from \$1,824 in FY 2015 to \$3,000 in FY 2016 based on the actual cost of radios at \$250 per month.
16. Rental of Space decreased from \$9,600 in FY 2015 to \$2,400 in FY 2016 based on the City contribution of the Burlington Trailways lease ending September 2015 or when the Intermodal Facility opens.
17. Diesel Fuel decreased from \$381,027 in FY 2015 to \$293,431 in FY 2016 based on the Nightrider route ending October 1, 2015 and the Midtown Loop & Feeder route ending December 31, 2015 (-\$35,121) and the reduction in diesel fuel costs of 16%.
18. Motor Vehicle Maintenance decreased from \$241,636 in FY 2015 to \$226,502 in FY 2016 based on the Nightrider route ending October 1, 2015 and the Midtown Loop & Feeder route ending December 31, 2015.
19. Motor Vehicle Maintenance Accident decreased from \$107,812 in FY 2015 to \$45,000 in FY 2016 based on FY 2014 actual and FY 2015 projected.
20. Motor Vehicle Maintenance Outsourced decreased from \$84,538 in FY 2015 to \$36,378 in FY 2016 based on based on FY 2014 actual and FY 2015 projected.
21. Software License increased from \$42,980 in FY 2015 to \$67,836 in FY 2016. The Jule implemented an ITS solution for fixed-route and paratransit which serves as the data gathering and distribution source for the service. This software is used for driver scheduling, creation of routes, ride scheduling for minibus, public information, Google maps, MyRide passenger information system, bus stop next arrival time texting, confirming bus arrival and departure times and ridership and fare tracking. This software also includes the interior LED signage showing route names and the annunciators that announce bus stops. Both the interior LED signage and announcement functions are required by ADA. This system implementation was completed November 2013 and funded by a State of Good Repair grant and in FY15, the annual maintenance costs will become the responsibility of the City. The costs provided reflect those in the contract for service.

Machinery & Equipment

22. Equipment replacement items at the maintenance level include (\$25,249):

| | |
|---|----------|
| 2011 Driver Shift Change Training Vehicle MV1 | \$22,500 |
| Shop Equipment | \$ 599 |
| Custodial Equipment | \$ 200 |
| Plexiglass Panels | \$ 1,950 |

Debt Service

23. FY 2016 debt service includes the following (\$308,145):
2012A GO Borrowing Intermodal Facility \$304,912 (LY 2031)
2014B GO Borrowing Roof Improvements \$3,233 (LY 2034)

The debt service payments in FY 2016 are paid with Greater Downtown TIF.

Revenue

24. Revenue projections include:
- a) Federal operating and capital assistance increased from \$945,516 in FY 2015 to \$1,093,168 in FY 2016 and is based off the FTA assistance projected to be received in FY 2015. Final FTA allocations for FY2016 should be received by March 2015;
 - b) State operating assistance increased from \$211,111 in FY 2015 to \$241,819 in FY 2016 based on FY 2015 revised. Final State allocations for FY2016 should be received by mid-January 2015. The Iowa Department of Transportation awarded the Jule promotion funding for the Intermodal. The total project cost is \$9,375 and the grant will fund \$7,500 with a required City match of \$1,875;
 - c) Federal pass-thru grant decreased from \$711,159 in FY 2015 to \$280,368 in FY 2016 due to Nightrider route grant ending after first quarter FY 2016 and Midtown Loop and Feeder route grant ending after second quarter FY 2016.
 - d) Mini bus passenger fares increased from \$49,002 in FY 2015 to \$137,587 in FY 2016 based on FY 2015 first quarter plus 3% and an increase of \$1.00 for minibus disabled fares which was approved as part of the FY 2015 budget. The estimated increase in minibus fares was \$124,484 in FY 2015; however since the first minibus fare increase in FY 2015, there have been passengers that have switched from minibus to fixed route because of the cost increase, this trend is expected to continue with the next \$1.00 increase for minibus disabled fares. When passengers switch from minibus to fixed-route, fewer driver hours and vehicle miles are required. Since fall 2014, minibus service has been reduced consistently by 8 hours/week and approximately 140 miles/week due to reduced demand on Tuesdays and Thursdays.
 - e) Bus passenger fares increased from \$187,625 in FY 2015 to \$216,315 in FY 2016 based on FY 2015 first quarter and Nightrider route ending first quarter FY 2016 and Midtown Loop and Feeder route ending second quarter FY 2016. Fiscal Year 2014 actual passenger fare revenue was \$147,971;
 - f) Advertising Revenue decreased from \$75,000 in FY 2015 to \$40,000 in FY 2016 based on reduced demand and fewer contracts; and
 - g) Reimbursements from the Greater Downtown TIF (\$134,704) for the downtown parking shuttle remain unchanged.

- h) Revenue for training fellowships at 80% for transit staff “conferences” (line #12) was included in State Aid Operating. This is an increase of \$4,880. These funds are only available on a reimbursement basis, so if conferences are not attended, these funds are not received.



ECIA

TO: Mike VanMilligen, City Manager

FROM: Kelley Deutmeyer, ECIA Executive Director

CC: Candace Eudaley, Jule Director of Transit
Maurice Jones, Economic Development Director
Lisa Weinhold, ECIA Director of Finance and Human Resources

RE: Transit Progress Summary and ECIA Contract Renewal

DATE: November 20, 2014

PURPOSE

This memo provides a history and progress summary for the Transit Division over the five years of ECIA's management from July 1, 2010 to present including increased revenue, grants awarded, ridership, partnerships, accidents, and changes in training procedures.

BACKGROUND

ECIA began managing the Jule on July 1, 2010. The contract was for one year with the option to renew for four additional years. The contract is due to end June 30, 2015. ECIA is proud of the progress and the transformation the Jule has experienced over this past five years under our management. Below is a summary of the significant milestones in the past five years.

Entire New Fleet with Technology and Rebranding

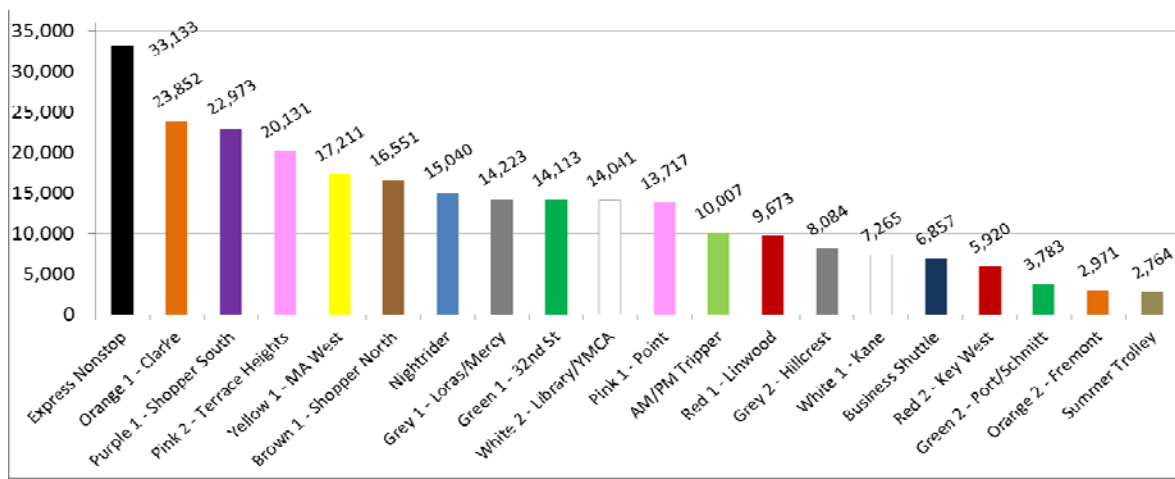
The City of Dubuque was awarded \$2.3 million from a State of Good Repair grant in the summer of 2010 to replace the entire Jule fleet. Additional points were given to grant applicants if they partnered with other transit providers in the region. The City partnered with the Dubuque Community School District and the Delaware, Jackson and Dubuque Regional Transit Authority. The City also received a Clean Fuels grant and was awarded \$1.5 million. Combining both grants, the City was awarded over \$3.8 million dollars for fleet replacement and related Intelligent Transportation Systems (ITS) technologies. The ITS related technologies include such things as electronic fare boxes, automated vehicle announcement systems, security cameras for the fixed and minibuses, updated scheduling software, automated vehicle locators for the fixed route and minibuses as well as mobile data terminals for all the minibuses.

With the new fleet, came the rebranding. ECIA with City staff went through a public outreach and input process to rebrand and rename the City transit system. The Jule was the selected name.

Additionally, ECIA staff created a bus wrap advertisement program for the Jule to generate revenue for the City versus contracting with a vendor for outdated billboard advertising and receiving only partial revenues for the advertising program. The bus wrap advertising program has been successful and in its first year generated over \$70,000 in revenue for the Jule transit system.

Ridership

The Jule underwent a system redesign in January 2014 due to an Iowa Clean Air Attainment Program (ICAAP) Grant resulting in dramatic increases in ridership each month. These route changes resulted in shortened ride times, increased coverage, and extended hours; many trip times were reduced by more than half. Average monthly fixed-route ridership prior to the reconfiguration was 28,138 while fixed route ridership after the reconfiguration has averaged 32,726, an increase of 14% per month. The new Express route is currently the most popular route in the system with others that were added during the reconfiguration also performing very well. A visual of the ridership by route from January to August is below.



This year's increases built on previous years' success; transit ridership in Dubuque has increased from 373,376 to 478,370, over 100,000 rides or **28 percent in the past five years**. Fifty thousand of these rides came between FY2011 and FY2012, during the first round of the Smarter Travel pilot study, and over 30,000 rides came between FY2013 and FY2014, after The Jule's routes were restructured. The Nightrider and college partnership have also been integral to these increases with over 36,379 daytime and Nightrider rides to college students since September 2012. Total FY2010-FY2014 ridership is shown below. It is also important to note that the majority of ridership growth is in the fixed-route system which has a lower cost per ride.

| | FY2010 | FY2011 | FY2012* | FY2013 | FY2014 |
|------------------|---------|---------|---------|---------|---------|
| Ridership | 373,376 | 397,584 | 440,252 | 444,991 | 478,370 |

* Free rides were provided to regular users for participating in the Smarter Travel Study

Revenue

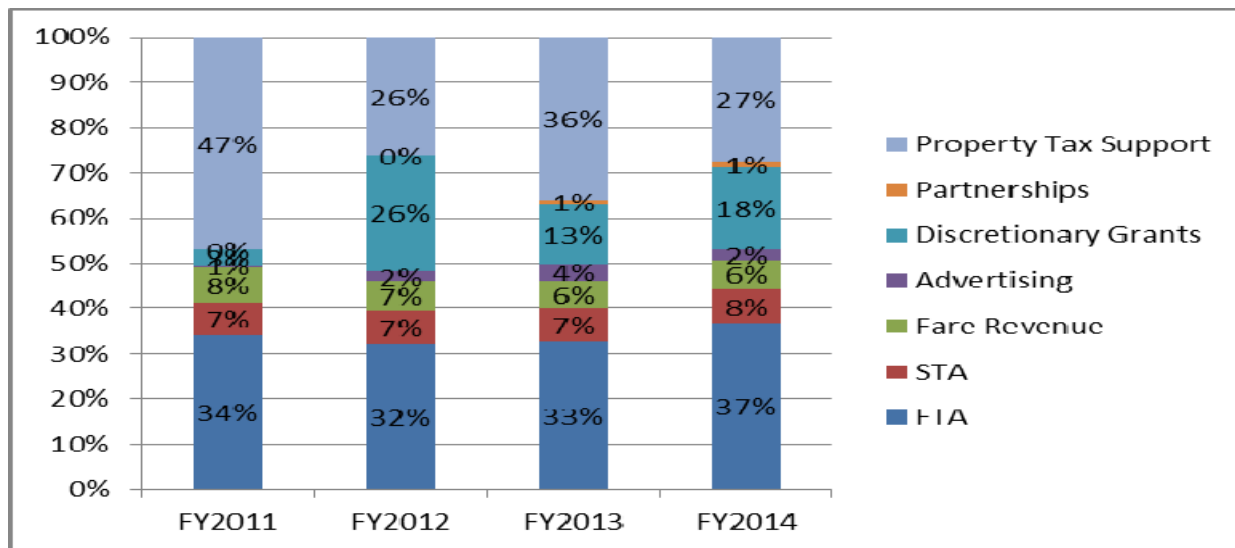
A fare increase was analyzed, proposed and enacted for FY2015. In the first quarter of FY2015, fare revenue was \$31,132 higher than the first quarter of FY2014. This was the first fare increase realized since the mid 1980's.

| | FY2014 | | | FY2015 | | | Difference |
|------------------|-------------|-------------|----------|-------------|-------------|----------|-----------------|
| | Fixed Route | Paratransit | Total | Fixed Route | Paratransit | Total | |
| July | \$11,041 | \$4,333 | \$15,373 | \$16,635 | \$6,698 | \$23,334 | \$7,961 |
| August | \$12,232 | \$3,833 | \$16,064 | \$24,308 | \$5,697 | \$30,005 | \$13,941 |
| September | \$10,844 | \$4,148 | \$14,992 | \$17,320 | \$6,893 | \$24,213 | \$9,221 |
| Total | | | | | | | \$31,132 |

Combined FTA and STA operating funding to the city of Dubuque increased by **42%** from FY2011 to FY2014. This amount is determined by ridership, miles, hours and fare revenue and lags behind approximately 2 years from the ridership increase to the date the additional funding is realized.

| | FY2011 | FY2012 | FY2013 | FY2014 | Difference |
|--------------|------------------|--------------------|--------------------|--------------------|------------------|
| FTA | \$781,774 | \$884,015 | \$945,576 | \$1,115,479 | |
| STA | \$164,231 | \$195,440 | \$212,925 | \$229,283 | |
| Total | \$946,005 | \$1,079,455 | \$1,158,501 | \$1,344,762 | \$398,757 |

Over the past four years, the amount of property tax support has remained relatively constant, but the proportion of the budget covered by the property tax support has been reduced due to increases in federal and state allocations, successful discretionary grant applications, advertising, fares and partnership revenue.



Grants

ECIA has worked diligently over the past five years to secure additional revenue sources and grant funding for the Jule. The total grant funding in five years has exceeded \$14.8 million. Below is a list of the grants secured since June, 2010.

| Grant | Amount of Grant | Type | |
|---|-------------------------|------------------------|---------------------|
| State of Good Repair--Bus replacement and ITS | \$ 2,303,306.00 | Capital | |
| Clean Fuels Grant --Bus replacement | \$ 1,500,000.00 | Capital | |
| InnerCity Bus Grant – State of Iowa Grant | \$ 199,196.00 | Capital | For BSF |
| ICAAP - ARC Transfer Center | \$ 298,357.00 | Capital | |
| ICAAP - Jule Route Reconfiguration and IBM Smarter Travel | \$ 135,200.00 | Operating | 1st year Nightrider |
| ICAAP - Nightrider | \$ 167,651.00 | Operating | 2nd year Nightrider |
| ICAAP - Shopping Circulator | \$ 225,907.00 | Operating | |
| PTIG- Roof & Sprinkler Repair | \$ 257,800.00 | Capital | |
| State of Iowa Mobility Coordinator Grant – Three year grant | \$ 281,653.00 | Staffing | |
| State of Good Repair--Intermodal Facility (Design) | \$ 237,500.00 | Capital | |
| State of Good Repair - Intermodal Facility/Bus Storage Facility | \$ 8,000,000.00 | Capital | |
| ICAAP Grant to DMATS for Smarter Travel Project with IBM | \$ 1,050,000.00 | Operating/ Research | Smarter Travel |
| TOTAL | \$ 14,855,766.00 | | |

Partnerships

The Jule has actively sought out and implemented partnerships in the community including the following:

- Loras College, Clarke University, University of Dubuque: Route development and joint funding of the Nightrider
- Project Concern: implementation of a discount bus pass purchase program for all non-profits serving low income citizens (Project Pass)
- Every Child Every Promise/Dubuque Community School District: Free youth transportation
- Greater Dubuque Development Corporation: Workforce focused service in Dubuque Industrial Center West based on employer needs and shifts
- Area Residential Care: JFK Circle Transfer construction project
- Loras College Off-campus Workstudy: JuleCorps on-bus mentoring program focused on after school behavior concerns

In addition to the community partnerships, ECIA staff have worked diligently to develop strong partnerships with the Federal Transit Administration staff in the Kansas City regional office as well as with Iowa Department of Transportation Public Transit staff. In this past year, ECIA has invested in sending the Transportation Director to the three weeks of FTA procurement training and now has a fully trained procurement officer on staff for to provide oversight of all large federal procurements.

IBM Smarter Travel Project

In 2010 IBM partnered with City of Dubuque and DMATS to create a Smarter Travel Project. The goal of this project is to create route optimization for Jule transit. The Route Optimization component aims to utilize the systems, algorithms and analytics developed by IBM Researchers in

combination with real-time origin, destination data gathered through smartphone and Radio Frequency Identification Device (RFID) technology. The project is designed to study people movement, analyze transit and transportation systems challenges in Dubuque, and improve and optimize their operations. As part of the project scope, IBM will evaluate transit and transportation use to develop recommended changes, continue to gather data, analyze it, revise and refine the demand estimates, and revise the optimization recommendations based on the long term data gathered before and during the implementation phase of the project.

In 2011 Iowa DOT awarded \$1,607,000 million in ICAAP funding to DMATS for the Smarter Travel Project. The approved grant budget included \$1 million for the IBM contract. ICAAP funding is an 80% State grant and 20% local match commitment. The Smarter Travel project includes three components, each relying on the others to provide a comprehensive approach to transforming Dubuque's transit system with the goal of increasing ridership and reducing emissions. These components include: (1) Smart Travel data collection, (2) Data analysis & route optimization, and (3) Implementation of the "Midtown Loop" and "Nightrider" pilot routes. This unique three-pronged approach addresses current riders and the way they use transit, while considering the needs of choice riders.

ECIA staff have worked diligently since 2010 to keep this project moving forward and to negotiate a contract with the Federal Transit Administration (FTA), Federal Highway Administration (FHWA), Iowa Department of Transportation (IADOT) and IBM. In July 2014, the contract was finally executed and the project has been kicked off. Chandra Ravada is the lead on the project with IBM with support from Kelley Deutmeyer and Candace Eudaley. The synergy and momentum that has been created with our team is critical to adhering to the project scope and meeting the required benchmarks of the contract with IADOT.

Training Procedures

Accidents are costly, detrimental to the perception of public transit and the city of Dubuque, and negatively impact the travel of passengers on board during the event. Accident reduction is a high priority. Training, managing and providing an appropriate level of oversight is becoming more difficult as the number of employees has increased.

Driver training became a major focus in FY14. To address repeat offenders and focus on core driving skills, a 4-hour post-accident ride-a-long with the driver trainer was initiated for any at-fault accident. A consistent, progressive discipline policy for accidents, speeding or other dangerous driving activity has also been instituted in coordination with the personnel department.

Due to the Affordable Healthcare Act and hours cap being changed from 1715 to 1500, in addition to increases in service (Nightrider, Express, Shopping Circulator), a large number of additional drivers have been hired and require training. To address both the shortage of applicants with their CDLs and safety and accident concerns, a part-time driver trainer was hired through ECIA's management contract in late summer 2013 to train newly hired drivers for their CDLs and conduct post-accident re-training.

Since the trainer was hired, 14 drivers have joined the Jule that did not previously have their CDL and all successfully completed the test on their first attempt; 7 drivers have started who had their CDL but were trained on Jule policies and vehicles; and 11 drivers received retraining following an at-fault accident. The number of new drivers hired with no commercial driving experience and the total number of new drivers hired during FY14 was higher than in previous years. With this large influx of inexperienced drivers, the number of accidents would have been expected to increase. That was not the case. Only one of the drivers who received training from the driver trainer has

been involved in an accident. The added focus on training and safety and spending sufficient time upfront with each new driver has had a positive impact on overall safety, passenger and public complaints, and accidents.

To continue this focus on safety and accident prevention, Operations Supervisor, Jodi Johnson, and Driver Trainer, Will Frye, attended SMITH training in June 2014 funded through IDOT fellowships. The Smith System (used by UPS, New York MTA, FedEx and others) is a training system based on the premise that most collisions are preventable if the right driving habits are learned, practiced and applied consistently. The SMITH System focuses on the 5 Keys that are reiterated throughout all of its classroom style training modules and on-road training:

1. Aim High in Steering
2. Get the Big Picture
3. Keep Your Eyes Moving
4. Leave Yourself an Out
5. Make Sure They See You

By implementing these 5 keys, bus operators have more space for the vehicle, better visibility for the driver and more time to make decisions.

All Jule drivers are being trained, classroom style and on-road, and evaluated based on the SMITH model. The training has been well-received and has provided a much needed framework for consistent training and retraining for all Jule employees. SMITH training materials will be a minimal ongoing expense, but are covered at 80% reimbursement from the Iowa DOT training fund.

Accidents

The following chart provides the number of accidents, number of at-fault accidents, total accident expenses, total vehicle miles and number of drivers for Fiscal Year 2011-2014.

| | FY2011 | FY2012 | FY2013 | FY2014 |
|------------------------------------|---------------|---------------|---------------|---------------|
| Accidents | 31 | 33 | 30 | 26 |
| At-Fault | 26 | 24 | 23 | 22 |
| Internal Accident Expenses | Not tracked | Not tracked | \$17,323 | \$10,495 |
| Total Vehicle Miles | 543,417 | 577,649 | 608,981 | 686,728 |
| Miles/accident | 17,529 | 17,504 | 20,299 | 26,412 |
| Number of Full Time Drivers | 4 | 4 | 4 | 4 |
| Number of Part-Time Drivers | 33 | 37 | 49 | 55 |

Prior to FY13, accident costs were not tracked separately from routine maintenance, but from FY13 to 14, there was a reduction in accident costs. In FY11 and 12, at fault was not tracked, so the “at-fault” number is an estimate based on review of old accident reports. Beginning in FY14, Jule staff have begun saving this information in a database and document the outcome of accidents immediately which provides more accurate reporting and is likely the reason for the larger percentage of accidents recorded at-fault. The accidents in FY14 were smaller in nature with most being minor vehicle damage, clipped mirror or scuffed bumpers as opposed to larger more serious moving accidents (ex. rear-ending vehicles). The amount of service in miles and hours has also increased from FY11-FY14, resulting in fewer accidents per mile and hour of service.

DISCUSSION

ECIA has appreciated the challenge and the partnership in managing the Jule transit system over the past five years. We take great pride in the successes mentioned above and have the desire to continue this momentum. However, we realize that the system is not the same transit system we assumed five years ago. Many long hours have been put in by various staff to achieve everything we have done in the past five years. As we look to the next five years, it is our desire to maintain the system in the transformed state it is today and to continue this momentum but to continue to improve on training and safety practices. It is important we maintain the integrity of the system and the equipment.

However, we realize that due to budget restrictions, it is important to analyze our staffing plan as we propose a contract renewal and provide you with a plan that is both realistic for the future of the system but cost effective and efficient for the City. I have provided a separate memo reviewing current staffing and proposed staffing levels and positions.

ACTION

ECIA is requesting a contract renewal for an additional five years beginning July 1, 2015 through June 30, 2020 with an amended staffing plan. We respectfully request your consideration.



TO: Mike VanMilligen, City Manager

FROM: Kelley Deutmeyer, ECIA Executive Director

CC: Maurice Jones, Economic Development Director
Candace Eudaley, Jule Director of Transit
Lisa Weinhold, ECIA Director of Finance and Human Resources

SUBJECT: ECIA Jule contract renewal with an updated staffing plan

DATE: November 20, 2014

BACKGROUND

ECIA began managing the Jule transit system for the City of Dubuque in July, 2010. The contract was for one year with the option to renew for an additional four years. Currently ECIA is finishing its fifth year of management. The contract is expiring on June 30, 2015. ECIA is requesting the contract be renewed for an additional five years beginning July 1, 2015.

DISCUSSION

ECIA prides itself on providing quality staff and our ability to work as a team creating partnerships to accomplish the most advantageous outcome for our member governments. ECIA is very proud of its accomplishments over the past five years with the Jule. Through the course of our management, ECIA has been able to transform The Jule transit system by: rebranding the entire system; working with a City staff team to secure more than \$13.8 million in grant funding for new buses, new Intelligent Transportation System (ITS) technology, improvements to the existing Jule facility, the Intermodal Center and a new Bus Storage Facility; revamped and restructured the route system; increased ridership by more than 28%; increased fares; created a bus wrap advertising program; and have secured funding and are in the process of implementing the IBM Smarter Travel Project.

The changes that have occurred over the life of the contract are due to the efforts of the entire ECIA team in cooperation with City of Dubuque staff. One or two people cannot be credited with this transformation but it has been the collaborative work of many people.

ECIA's staffing plan was designed when the initial contract was executed in 2010 and since that time staffing needs have evolved and changed. The system is not the same as it was five years ago and therefore staffing demands are not the same. As we project out for the next five years, we realize that there are budget constraints but maintaining strong management and good leadership is important to the continued success of the system. Therefore I have developed scenarios for you to consider related to staffing the Jule over the next five years.

Option 1 – Maintain the current operating structure and staffing plan

This option maintains all responsibilities under the current contract but increases the driver trainer to 20 hours per week from the current 13 to 15 hours a week and supports our continued emphasis on safety and driver training. The current staff assigned to the Jule contract and their responsibilities are as follows:

- **Full-time Jule Director of Transit** – The Director is the main point of contact for the City Economic Development staff and all City Departments. Reports to the Transit Advisory Board and ECIA Executive Director. Operates the transit system in compliance with all applicable federal, state and local regulations. Prepare and administer all federal, state and local grants and reports. Perform all budgeting, accounting, and financial functions required by the City Budget and Finance Departments. Ensures compliance with all applicable environmental and occupational safety and health laws and regulations. Develops public and private partnerships that enhance the transit system. Main point of contact for the FTA and IADOT. Ensures compliance with all reporting requirements. Ensures safety of employees and the transit equipment. Coordinates with key stakeholders in the community to seek options to improve the Jule Transit System.
- **Full-time Transit Operations Supervisor** – Responsible for overseeing the daily operations, maintenance and employment of the Jule Transit System. Plans, supervises, and coordinates the activities of the Jule Transit Operations. Reports to the Jule Transit Director. Responsible for controlling the quality of service delivery to Jule customers, monitoring bus operators adherence to Jule policies, ensuring adequate personnel for successful pullouts and oversight of all on street operations. Ensures customer satisfaction with service provided and interacts with the general public and answers all inquiries. Assists or dispatches relief to bus operators in event of breakdowns, route delays, road closures and hazards. Oversees compliance with safety regulations both on site and on the road. Oversees all driver scheduling and run picks and maintains the scheduling records related to the hours cap and the Affordable Healthcare Act. Investigates collision and passenger accidents, customer service reports, security reports and vandalism reports. Follows established investigation techniques and files reports.
- **50% FTE Part-time Driver Trainer/Assistant (13-15 hours/week currently and with the contract renewal would increase the hours to 20 hour/week for FY16)** - Assists with driver interviews; conducts all new driver training including CDL training and route training; Monitors safety, route performance, customer service, site inspections and road (Bus Operator) observations. With the contract renewal and maintaining the contract at the current level, I am proposing to increase the driver trainer to 20 hours per week at no additional cost to expand the work in the area of driver safety and training.
- **50% FTE Part-time Finance Clerk (20 hours/week)** – Responsible for tracking all ticket sales; deliver tickets to the various outlets and act as the point of contact for all tickets. Creates purchase orders for all invoices and submits all invoices for payment to City Finance Department. Collects, counts and deposits all money from the Mini Bus drivers, balances and deposits funds daily. Process all timecards for drivers and dispatchers on a daily basis and submits payroll to the City Finance Department biweekly. Tracks and monitor hours worked and paid for all drivers related to the Affordable Health Care Act and the driver hours cap. Tracks tire changes on the fixed route buses and submits report to Goodyear. Creates invoices monthly for bus wrap advertising. Maintains personnel files at the Jule.
- **10% FTE Part-time Supportive Services Manager (avg. 4 hours/week)** - Provides backup for Jule payroll processing and daily deposits providing for a separation of duties. Processes Jule payroll every other payroll. Prepares minutes and provide support for the Transit Advisory

Board and the Jule Labor Management committee. Assists as needed with Jule Bus Wrap Advertising.

- **10% FTE Executive Director (avg. 4 hours/week)** - Responsible for overseeing and managing the overall contract with the City for managing the Jule Transit system. Manages ECIA staff responsible for the staffing the Jule contract. Additional point of contact for the City Economic Development Director with the Jule Director of Transit. Assist with the annual budget process, all personnel decisions, grant writing and administration and all special projects including the IBM Smarter Travel Project, Intermodal Facility and the Bus Storage Facility. Assist the Director of Transit with Triennial Review process and in ensure compliance with all FTA and IADOT guidelines. Assists as needed with community outreach and partnership development. Assists with preparing reports for the Economic Development Director, City Manager and City Council.
- **5% FTE Director of Finance (avg. 2 hours/week)** – Responsible for overseeing the finance and personnel activities of the Finance Clerk and Administrative Assistant. Responsible for ensuring compliance with the Affordable Health Care hours cap and the general hours cap Including reviewing monthly reports and signing off on compliance.
- **5% FTE Grants and Development Coordinator (avg. 2 hours/week)** – Assists with all marketing and outreach activities including route map design, brochure design, advertisement design. Assists with all grant writing activities.
- **Transit Intern (part-time school year as needed with full-time summer hours)** – Assists Transit Operations Supervisor and Dispatch with filing, dispatch, and miscellaneous duties as assigned.
- **IT Specialist (as needed)** – Oversees the Google Transit and assists with updates as routes are modified and updated. Available to assist City IT with Routematch and onboard vehicle technology.

Benefits: The team concept provides for support staff as needed and financial internal controls with separation of responsibilities and allows for adequate coverage during staff absences. The collaboration that has been critical with the ECIA transportation department for the larger projects such as the Intermodal, Bus Storage Facility, and the IBM Smart Travel Project remains intact as well as the collaboration with the rural transit system with ECIA managing both systems.

Cost: Contract will remain at its current FY15 rate for FY16 with the annual increase tied to the City of Dubuque’s budget adopted cost of living increase for salaried staff annually for the following four fiscal years. Therefore, if the cost of living increase for salary staff is 1% in FY17, the ECIA contract would increase by 1%. If there is no adopted increase, the contract would remain flat. The current FY’15 annual contract rate is \$353,421.00.

Option 2 – City absorbs the finance and clerical responsibilities in-house

This option limits the staff to the Jule Director of Transit, the Operations Supervisor and the Driver Trainer/Assistant but they maintain their current responsibilities. The Driver Trainer/Assistant in this option is full-time at 40 hours per week and supports our continued emphasis on safety and driver training. The finance and support staff responsibilities that ECIA currently provides staff for with the Finance Clerk, Supportive Services Manager, Executive Assistant, and Grants and Development Coordinator would revert to the City staff and be taken in-house at the City. The staff assigned to the Jule contract and their responsibilities under Option 2 are as follows:

ECIA Staff proposed with same responsibilities as outlined above in Option 1:

- Full-time Jule Director of Transit
- Full-time Transit Operations Supervisor
- Full-time Driver Trainer/Assistant (40 hours/week)
- Part-time Transit Intern
- Executive Director (10% FTE 4 hours/week)

Responsibilities to be assumed in-house by the City as outlined in Option 1:

- Finance Clerk
- Supportive Services Manager
- Director of Finance
- Manager Grants and Development Coordinator
- IT Specialist

Benefits: Management remains constant in this scenario similar to the existing staffing plan except the finance responsibilities, supportive administrative responsibilities, grant writing and assistance with IT related work is shifted in-house to City staff allowing for ECIA staff to focus on all operations and general management. By shifting the financial and administrative responsibilities to the City, ECIA is able to hire the Driver Trainer/Assistant on a full-time basis to concentrate on safety, driver training and to assist with tracking bus maintenance. This also fills the gap from the loss of the Mobility Coordinator in FY15. The collaboration that has been critical with the ECIA transportation department for the larger projects such as the Intermodal, Bus Storage Facility, and the IBM Smart Travel Project remains intact as well as the collaboration with the rural transit system with ECIA managing both systems.

Cost: Contract will remain at its current FY15 rate for FY16 with the annual increase tied to the City of Dubuque's budget adopted cost of living increase for salaried staff annually for the following four fiscal years. Therefore, if the cost of living increase for salary staff is 1% in FY17, the ECIA contract would increase by 1%. If there is no adopted increase, the contract would remain flat.

FINANCIAL

The current FY15 contract total is \$353,421. I am proposing a flat contract for FY16 and increases tied directly to City cost of living increases in the four subsequent years with either option 1 or option 2. The difference in the two scenarios is the staffing plan.

RECOMMENDATION/ACTION STEP

We respectfully request the City to renew the ECIA Jule Management Contract July 1, 2015 for a period of five years maintaining the excellent partnership and continuing the momentum that has been built in improving transit in Dubuque, Iowa. Thank you for your consideration. I look forward to further discussing the contract on December 2, 2014.

TO: Mike Van Milligen, City Manager

FROM: Candace Eudaley, Director of Transit Operations
 Jodi Johnson, Transit Operations Supervisor

CC: Maurice Jones, Economic Development Director
 Jenny Larson, Budget Director

RE: Proposed Route Cuts for FY16

DATE: December 12, 2014

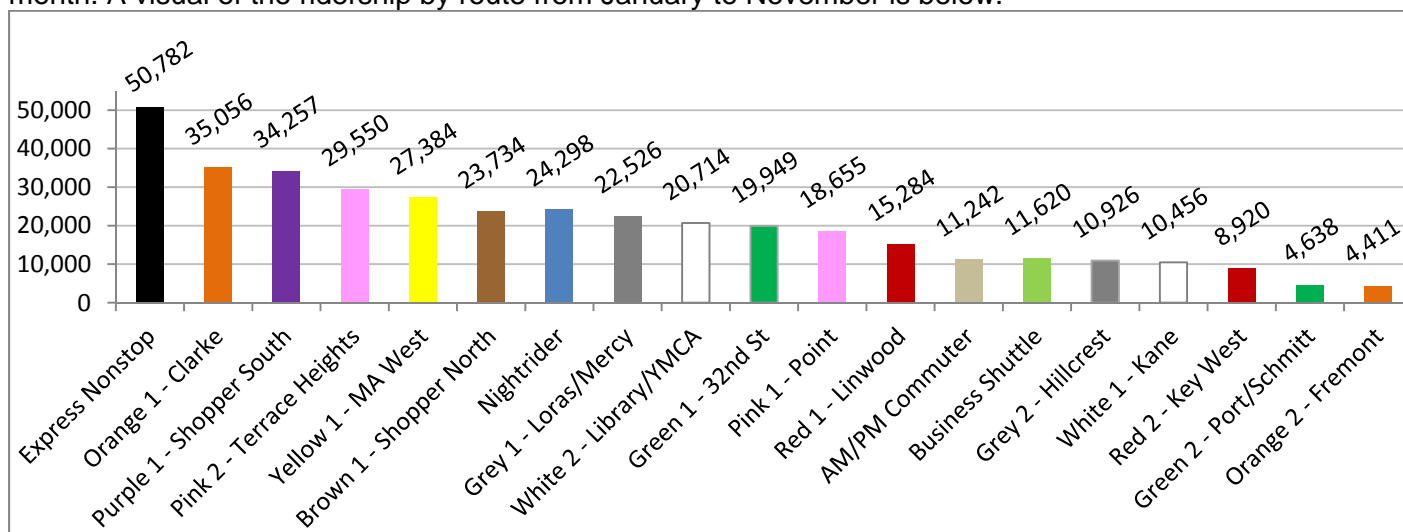
PURPOSE

To discuss the opportunity to review routes and schedules in coordination with the opening of the Intermodal Center in August 2015. Many routes and bus stops will be impacted by the transition from the 6th & Iowa St Transfer to the Intermodal as the downtown hub, making the opening of the Intermodal an ideal time to make other adjustments to the transit system routes and bus stops.

The structure of the system that was developed in January 2014, has served passengers well and should be maintained to continue to provide short ride times and reduce wait times at the transfer locations. The information contained in this proposal maintains the hub and spoke structure, but reviews individual routes through detailed analysis of bus routes, frequency, hours of service, trip length and times of day to limit negative impacts to all passengers, but especially those with disabilities, low income and elderly individuals.

BACKGROUND

The Jule underwent a system redesign in January 2014 resulting in dramatic increases in ridership each month. These route changes resulted in shortened ride times, increased coverage, and extended hours; many trip times were reduced by more than half. Average monthly fixed-route ridership prior to the reconfiguration was 28,138 while fixed route ridership after the reconfiguration has averaged 32,726, an increase of 14% per month. A visual of the ridership by route from January to November is below.



The new Express route is currently the most popular route in the system, with many new service area routes also performing well. The Summer Trolley, Orange 2 Fremont, Red 2 Key West, and Green 2 Port/Schmitt have not performed well and have been analyzed for peak usage periods and recommended for consolidation with other system routes.

The Summer Trolley service reduction was proposed during the budget process from daily service to Saturdays only for an annual savings of \$36,066.

DISCUSSION

The Orange 2 Fremont, Red 2 Key West, and Green 2 Port/Schmitt have not performed well and have been analyzed for peak usage periods and are recommended for consolidation with other system routes. The Orange 2 Fremont and Red 2 Key West routes are recommended for alternate hour service and to be paired with an existing hourly service route. The schedule below is not official and has not been timed, but provides an example of how the service would operate. Not all bus stops for each route are shown in the table. Times for each alternate hour route are based on ridership from January to November 2014 as well as business hours for organizations located at the major bus stops along the routes.

| Fremont (odd hour service) | | | | Key West (even hour service) | | | | |
|----------------------------|----------|--------------------------|------------------|------------------------------|--------------------------|-------------|-------------|--------------|
| Delhi Transfer | Plaza 20 | Lake Ridge & Cedar Cross | Wartburg College | Delhi Transfer | Washington Middle School | DMV KeyWest | S Grandview | Delhi |
| 7:30 | 7:35 AM | 7:40 AM | 7:48 AM | 8:00 | *_* | *_* | *_* | *_* |
| | *_* | *_* | *_* | 8:30 | 8:35 AM | 8:44 AM | 8:50 AM | 9:00 |
| 9:30 | 9:35 AM | 9:40 AM | 9:48 AM | 10:00 | *_* | *_* | *_* | *_* |
| | *_* | *_* | *_* | 10:30 | 10:35 AM | 10:44 AM | 10:50 AM | 11:00 |
| 11:30 | 11:35 AM | 11:40 AM | 11:48 AM | 12:00 | *_* | *_* | *_* | *_* |
| | *_* | *_* | *_* | 12:30 | 12:35 PM | 12:44 PM | 12:50 PM | 1:00 |
| 1:30 | 1:35 PM | 1:40 PM | 1:48 PM | 2:00 | *_* | *_* | *_* | *_* |
| | *_* | *_* | *_* | 2:30 | 2:35 PM | 2:44 PM | 2:50 PM | 3:00 |
| 3:30 | 3:35 PM | 3:40 PM | 3:48 PM | 4:00 | *_* | *_* | *_* | *_* |
| | *_* | *_* | *_* | 4:30 | 4:35 PM | 4:44 PM | 4:50 PM | 5:00 |

The Grey 1 Loras Mercy, White 2 Library YMCA, White 1 Kane, Grey 2 Hillcrest will be reconfigured to provide more consistent service to Medical Associates East Campus and will incorporate hourly service to HyVee South Locust, the most popular bus stop on the former Red 2 Key West route. High ridership stops on the Green 2 Port/Schmitt will be divided between the Pink1 Point (Schmitt) and the new configuration of the Grey and White routes. Tentative schedules for these changes are not completed.

With these changes, ridership and fare revenue on the Fremont and Key West routes may be reduced.

A service reduction of this nature will require a public hearing. The alternate hour service concept for these routes has been discussed with the Transit Advisory Board and was well received.

FINANCIAL

Transitioning to alternate hour service to Fremont and Key West in addition to reconfiguring the Grey and White routes while incorporating the Green 2 Port/Schmitt stops will result in one fewer bus on the road each day. This reduction in driver hours and vehicle miles is based on 10.5 hours of weekday service and 9.5 hours of Saturday service being removed. Mileage calculations are based on the average mileage of the impacted routes during Q1 FY14. This savings is for 10 months, from September through June. Ridership and passenger fares are expected to decrease slightly due to the reduced frequency to Key West and Fremont. Funds will be required to reprint route brochures and provide flyers and notices to passengers. This reduction in fare revenue and cost of brochures are included in the calculations on the following page.

| August 2015 to June 2016 | Revenue Miles | Revenue Hours | Hourly Rate | Fringe, Direct | Other Direct Cost | Total Expense |
|---------------------------------|----------------------|--|--------------------|-----------------------|--------------------------|----------------------|
| Route Expense | | | | | | |
| Bus Operator (Part-Time) | | 3,142 | \$17.45 | \$3.29 | \$0.00 | \$65,158.17 |
| Fuel (2.84/gallon; 3.5mpg) | 37,148 | | | | \$30,142.95 | \$30,142.95 |
| Maintenance (0.55/mile) | | | | | \$20,431.40 | \$20,431.40 |
| <i>Route Cost Subtotal:</i> | | | | | | \$115,732.52 |
| Passenger Fares | | | | | | \$4,689.00 |
| Operating Cost Reduction | | | | | | \$111,043.52 |
| Communication Expense | | <i>Updated brochures, bus flyers, posters, cards</i> | | | | \$4,116.00 |
| Net Savings | | | | | | \$106,927.52 |

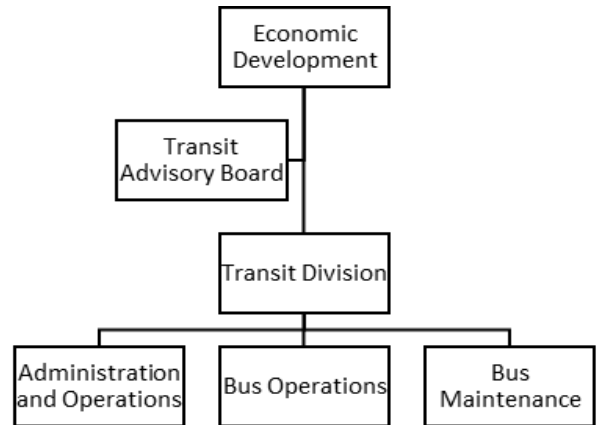
RECOMMENDATION

It is recommended that these route changes take effect in coordination with the opening of the Intermodal Terminal in fall 2015 as additional changes to all routes will be required.

It is also recommended that the public hearing be held in late spring in conjunction with the public hearing for the reduced summer trolley service to allow transit staff to time the routes and prepare final schedules for the hearing.

ECONOMIC DEVELOPMENT TRANSIT DIVISION

Build and operate a sustainable public transit system that provides safe reliable and efficient transportation options for all persons while supporting the economic growth and environmental goals of the community.



Expenditures and Resources by Department and Category

| Budget Highlights | FY 2013/14 Actual | FY 2014/15 Adopted | FY 2014/15 Amended | FY 2015/16 Recomm'd | % Change from Adopted FY 2014/15 |
|---|----------------------|-----------------------|-----------------------|------------------------|--|
| Employee Expense | 1,844,617 | 1,959,578 | 1,953,563 | 2,295,950 | 17.2% |
| Supplies and Services | 1,419,124 | 1,514,093 | 1,547,981 | 1,045,070 | -31.0% |
| Machinery and Equipment | <u>33,567</u> | <u>5,283</u> | <u>5,283</u> | <u>25,249</u> | <u>377.9%</u> |
| Total | 3,297,308 | 3,478,954 | 3,506,827 | 3,366,269 | -3.2% |
| Resources | | | | | |
| FTA Operating | 1,107,768 | 850,966 | 850,966 | 1,093,168 | 28.5% |
| FTA Capital Maintenance Grant | - | 94,550 | 94,550 | - | 0.0% |
| State Operating Assisting | 229,283 | 211,111 | 211,111 | 249,319 | 18.1% |
| Federal Pass-Thru Grant | 536,758 | 711,159 | 899,886 | 507,049 | -28.7% |
| Advertising Fees | 70,734 | 75,000 | 75,000 | 40,000 | -46.7% |
| Mini Bus Passenger Fares | 50,728 | 49,002 | 49,002 | 137,587 | 180.8% |
| Contract Transit Services | 202 | 250 | 250 | 250 | 0.0% |
| Fixed Route Passenger Fares | 147,971 | 272,210 | 272,210 | 267,257 | -1.8% |
| Greater Downtown TIF | 134,704 | 134,704 | 134,704 | 134,704 | 0.0% |
| Damage Claims/Miscellaneous | <u>46,057</u> | <u>34,054</u> | <u>34,054</u> | <u>40,086</u> | <u>17.7%</u> |
| Total Resources | 2,324,205 | 2,433,006 | 2,621,733 | 2,469,420 | 1.5% |
| Debt on Intermodal Facility Paid with Greater Downtown TIF | <u>308,112</u> | <u>304,013</u> | <u>304,013</u> | <u>308,145</u> | 1.4% |
| Total Non-Property Tax Debt | 308,112 | 304,013 | 304,013 | 308,145 | 1.4% |
| Transit Levy | 833,302 | 1,086,080 | 1,086,080 | 1,093,064 | 0.6% |
| Incr. (Decr.) in Transit Fund Bal. | <u>(139,801)</u> | <u>40,132</u> | <u>200,986</u> | <u>-</u> | |
| Property Tax Support | 833,302 | 1,086,080 | 1,086,080 | 1,093,064 | 6,984 |
| Percent Increase (Decrease) | | | | | 0.6% |
| Personnel - Authorized FTE | 36.45 | 38.33 | 38.33 | 41.02 | |

ECONOMIC DEVELOPMENT TRANSIT DIVISION

SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

PLANNING

Public Transportation Plan (MPO)
Transit Action Group
Transit Advisory Board

PEOPLE

July 101 Info Sessions
Campus Outreach
Safety Training – SMITH System
Complaint Tracking and Resolution
Safety & Security Manual and Training



PARTNERSHIPS

Project Pass – Project Concern & Community Foundation of Greater Dubuque
Nightrider - College Partnership (UD, Loras, Clarke)
Information and Eagle Watch - Parks & Recreation Division
East Dubuque Service
Free School Transportation - Every Child Every Promise/Dubuque Community School District
Workforce Transportation - Greater Dubuque Development Corporation
Summer Trolley Service – Dubuque Convention & Visitor's Bureau

ECONOMIC DEVELOPMENT

TRANSIT DIVISION

Detail by Activity

Activity: Administration and Operations

Overview

Public transportation in the City of Dubuque is delivered through the transit division, The Jule. The Jule manages fixed-route, paratransit and contract services (DuRide and Burlington Trailways) and maintains transit vehicles, bus stops and other capital infrastructure.

Management functions include property management, equipment and building utilization and maintenance, security, route planning and evaluation, service standards, purchasing, accounting, budgeting, safety, insurance and claims, employee selection, training, customer service, labor negotiations (excluding interest arbitration), public relations and marketing, equipment selection, grant applications, employee discipline per City guidelines and all other functions required in the day-to-day operations and long-term planning for The Jule.

The Transit Advisory Board is a 5 member board that advises the city council on executing agreements and grants relating to the transit system operation, the purchase of new equipment and establishing rates and fares.

The Administration Activity provides management and maintenance of the accounting and statistical records for the benefit of the Transit Board, City Manager, City Council and State and Federal Departments of Transportation (DOT) and Federal Transit Administration (FTA).

Reporting statistical information and maintaining compliance with state and federal guidelines including the American's with Disabilities Act (ADA) is essential in addition to collaboration with the Iowa Department of Transportation, Office of Public Transit and Federal Transit Administration for planning, funding and operating and capital assistance.

The Administration Activity has the responsibility for responding to public requests for service, identifying opportunities for service growth and improvement, negotiating service contracts and agreements, bus scheduling and dispatch, printing, processing of ADA applications, bus pass sales and processing, working with the personnel office on labor negotiations, training and development, uniforms and other personnel related issues and requirements.

ECONOMIC DEVELOPMENT TRANSIT DIVISION

| Funding Summary | | | |
|-------------------------------|----------------------|-----------------------|---------------------------|
| | FY 2013/14 Actual | FY 2014/15 Adopted | FY 2015/16 Recommended |
| Expenditures | \$519,754 | \$769,204 | \$759,767 |
| Resources | \$1,559,460 | \$377,157 | \$392,582 |
| Position Summary | | | |
| | FY 2015/16 FTE's | | |
| Transit Manager | 1.00 | | |
| Transit Operations Supervisor | 1.00 | | |
| Confidential Account Clerk | 1.00 | | |
| Operations Assistant | 0.50 | | |
| Marketing Intern | 0.50 | | |
| Transit Dispatch Schedule | 1.00 | | |
| Transit Dispatch Schedule PT | 2.01 | | |
| Service Worker PT | 0.50 | | |
| Total FTE's | 7.51 | | |

Supporting City and Community Goals **Sustainable Dubuque: Reasonable Mobility**

Improved Connectivity – Transportation and Telecommunications

- Smart Transportation Program
- Intermodal Transportation Facility in Millwork District

Environmental Integrity

- AVL for Transit

Performance Measures

Administration and Operations – Activity Statement

Provide safe, accessible/convenient, professional transit service in the City of Dubuque for citizens and visitors - connecting people to services, employment, schools and recreation.

Goals

- Enhance the Jule's reputation among stakeholders, media and peer systems through one-on-one contact, annual marketing campaigns, high quality route materials and outreach and partnerships
- Use ITS/AVL and other data to ensure consistency in current services and develop future services that are responsive to the needs of the general public
- Provide pass types and payment options that are attractive to new riders and that coordinate with the parking department system for tracking use of the Intermodal Center

ECONOMIC DEVELOPMENT TRANSIT DIVISION

Objective: To increase the revenue generated by partnerships and pre-paid pass sales by 10% between FY13 and FY15.

Increased revenue and ridership are overarching goals of public transit. Cooperative agreements and funding partnerships will open the door to additional riders, markets, and more stable funding streams. When a potential passenger is provided a free bus pass to access services from an organization they already do business with, they are more likely to use the pass and consider transit for future trips.

In 2013, The Jule standardized its discount pass structure so all non-profit and private sector partners receive the same discount for bulk pass purchases. This has simplified internal tracking and standardized communication while putting pre-paid transit passes in the hands of individuals who are likely to use transit services.

| Partnership and Pre-Paid Pass Revenue | | | |
|--|-----------------|-----------------|-------------|
| | FY13 | FY14 | FY15 |
| Colleges | \$34,086 | \$34,086 | |
| Pre-Paid Passes | \$7,542 | \$9,949 | |
| TOTAL | \$41,628 | \$44,035 | |

Revenue generated through partnerships to support transit operations include partnerships with the local colleges, non-profits and businesses through contracts or pre-paid tickets.

Pre-paid tickets that are purchased in bulk are distributed to those in need by the non-profit who purchases them. Many of these passes are being provided to individuals in search of employment to improve their current situation.

Objective: Evaluate Route Effectiveness and Modify Routes to Improve Efficiency Minimum of 1 ride/mile for cross-town services, 0.75 rides/mile for west-end routes and 0.5 rides/mile for neighborhood routes*.

*The effectiveness of a transit route can be measured by rides/mile and rides/hour. Each route should be evaluated annually to determine whether ridership is sufficient to warrant continuation of the service at its current level. With the new route structure and ITS system online beginning January 2014, the data necessary for completing this type of analysis will be available and with improved accuracy on a per route basis. The Jule operates 16 daytime fixed routes (3 crosstown; 3 west-end; and 10 neighborhood routes), 4 Nightrider evening routes, summer trolley service, business shuttle service, and paratransit service. This route-by-route evaluation will be essential for evaluating efficiency and future sustainability of each route. ***FY15 will be the first full year that data is available for the routes using the route-by-route comparison.***

| FY14 | Total Rides | Rides/Mile | Rides/Hour |
|--|--------------------|-------------------|-------------------|
| Paratransit/Minibus: | 55,097 | .23 | 2.57 |
| Fixed Routes*: | 409,021 | .91 | 11.47 |
| *Includes Trolley, Business Shuttle and Nightrider services | | | |

ECONOMIC DEVELOPMENT TRANSIT DIVISION

Objective: To Eliminate the Number of Policy Related Driver Complaints through Clear On-Board Communication and Consistent Driver Training


Large amounts of time are spent handling customer complaints which are generally due to a lack of consistent information on policies and expectations for passengers and drivers.

Clearly articulated expectations for passengers and drivers presented online, in print materials and on vehicles are important for consistency in behaviors of drivers and passengers. By presenting this information in all materials and on vehicles where drivers can reference the information and passengers have immediate access to the policies, the level of confusion and number complaints has been dramatically reduced. Policy complaints had been a daily occurrence prior to introducing new signage. In FY14, only 1 complaint was made regarding misunderstanding of a policy.

Policy materials have been reformatted into a more customer-friendly, readable presentation modeled after those used in the Portland, OR transit system.

THE JULE PUBLIC TRANSIT
PASSENGER CODE OF CONDUCT





Fare is Fair.



Valid and correct fare is required.

A valid ticket, pass, transfer or cash payment is required to board the Jule.

FAILURE TO COMPLY WITH THESE RULES MAY RESULT IN IMMEDIATE REMOVAL FROM THE VEHICLE, SUSPENSION FROM THE JULE, AND/OR CIVIL OR CRIMINAL CHARGES.

 (563) 589-4196  WWW.JULETRANSIT.ORG  "JULE TRANSIT"  @JULETRANSIT

ECONOMIC DEVELOPMENT TRANSIT DIVISION Detail by Activity

Activity: Bus Operations

Overview

The Jule bus operations include 16 daytime fixed routes, 4 Nightrider evening routes, summer trolley service, business shuttle service, and paratransit service. Within the Jule's budget activities, the routes are categorized as follows:

Bus Operations: 16 daytime fixed-routes and 4 Nightrider evening fixed-routes
Fixed route service provides Dubuque residents with access to services, shopping, entertainment, community functions, and employment opportunities within the city limits.

Minibus Operations: Monday-Saturday door-to-door paratransit service in the city of Dubuque and East Dubuque as well as the Nightrider evening paratransit service
The Americans with Disabilities Act (ADA) mandates that transit agencies offering fixed route service must be complemented with paratransit service. Eligibility for paratransit service is limited to individuals over 65 and those who are certified as being unable to navigate the fixed-route system due to cognitive or physical disability. Mini-bus promotes independence for seniors and persons with disabilities by providing door-to-door transportation and passenger assistance

Trolley Operations: Summer trolley service and business parking shuttle services
Trolley service is offered during the summer months between key downtown tourist locations and hotels and the business shuttle operates during peak commuting hours providing shuttle service between downtown parking ramps and major employers.

As the city of Dubuque grew geographically, the fixed-route system did not. The recent award of grant funds to the city have provided the opportunity for the transit system to catch up to the expansion of the city. New routes have been developed to serve new areas of the community more efficiently and effectively. A system overhaul offering new service areas, more frequent service and quicker connections between downtown and the west end destinations was rolled out in January 2014.

| Funding Summary | | | |
|-------------------------|----------------------|-----------------------|---------------------------|
| | FY 2013/14 Actual | FY 2014/15 Adopted | FY 2015/16 Recommended |
| Expenditures | \$2,545,887 | \$2,516,381 | \$2,484,256 |
| Resources | \$759,354 | \$2,013,477 | \$2,021,320 |
| Position Summary | | | |
| | FY 2015/16 FTE's | | |
| Bus Operator | 8.00 | | |
| Bus Operator PT | 23.81 | | |
| Total FTE's | 31.81 | | |

ECONOMIC DEVELOPMENT TRANSIT DIVISION

Supporting City and Community Goals Sustainable Dubuque: Reasonable Mobility

Improved Connectivity – Transportation and Telecommunications

- Smart Transportation Program
- Intermodal Transportation Facility in Millwork District

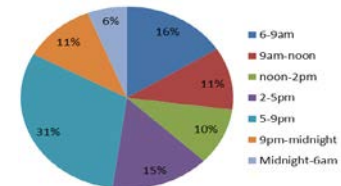
Environmental Integrity

- AVL for Transit

Performance Measures

31% of survey respondents stated that they would be most likely to use transit service between 5pm and 9pm

(Transit Needs Survey, October 2013).



Bus Operations – Activity Statement

Provide safe, accessible/convenient, professional transit service in the City of Dubuque for citizens and visitors - connecting people to services, employment, schools and recreation.

Goals

- Provide a fixed-route service that is competitive with car transportation in trip length, service areas, hours of operation and cost per ride.
- Provide door-to-door transit service for persons with the greatest need for accessible transit as established by eligibility criteria based upon an individual's level of functional ability.
- Collaborate with the Convention & Visitor's Bureau and downtown businesses to adjust trolley and business shuttle service to their needs

Objective: Maintain average trip length of 30 minutes and reduce or maintain maximum headway of 60 minutes.

One of the primary goals of the Jule is to maximize its use by residents. The system changes that occurred in January 2014 were intended to create a more user-friendly system that provided routes and hours that accommodate more resident's work and recreation schedules. Reductions in service, or return to previous route structure would result in a less marketable, competitive and less useful product for residents.

All routes have a minimum of hourly service with major shopping and business areas having 30 minute service.

ECONOMIC DEVELOPMENT TRANSIT DIVISION

Objective: Complete a survey of riders and citizens every two years to determine service areas, hours, and frequency based on stakeholder needs.

The last survey was completed in fall 2013 and was essential in the drafting of the new routes in January 2014. Jule staff used common service requests, surveys, and ridership data and were able to accommodate almost all of the shortfalls that were present with the previous system. The most common service request that was not accommodated is for bus routes to operate until 9pm on weekdays.

Objective: Evaluate Route Effectiveness and Modify Routes to Improve Efficiency Minimum of 1 ride/mile for cross-town services, 0.75 rides/mile for west-end routes and 0.5 rides/mile for neighborhood routes*.

*The effectiveness of a transit route can be measured by rides/mile and rides/hour. Each route should be evaluated annually to determine whether ridership is sufficient to warrant continuation of the service at its current level. With the new route structure and ITS system online beginning January 2014, the data necessary for completing this type of analysis will be available and with improved accuracy on a per route basis. The Jule operates 16 daytime fixed routes (3 crosstown; 3 west-end; and 10 neighborhood routes), 4 Nightrider evening routes, summer trolley service, business shuttle service, and paratransit service. This route-by-route evaluation will be essential for evaluating efficiency and future sustainability of each route. ***FY15 will be the first full year that data is available for the routes using the route-by-route comparison.***

| FY14 | Total Rides | Rides/Mile | Rides/Hour |
|--|-------------|------------|------------|
| Paratransit/Minibus: | 55,097 | .23 | 2.57 |
| Fixed Routes: | 409,021 | .91 | 11.47 |
| Includes Trolley, Business Shuttle and Nightrider services | | | |

Objective: 100% Compliance with American’s with Disabilities Act

The Americans with Disabilities Act (ADA) mandates that transit agencies offering fixed route service must provide comparable paratransit services for those with disabilities. The paratransit service must provide the same opportunity for transportation to those with disabilities as to those without. This means that every bus stop must be ADA accessible, availability of service must mirror that of the fixed-route option (no rides denied 1 day prior to service request), the majority of paratransit (minibus) trips must not be longer than their equivalent on the fixed-route, and all vehicle lifts must be fully operational.

98%

ADA Accessible

Bus Stops, Vehicles and Facilities

ECONOMIC DEVELOPMENT

TRANSIT DIVISION

Detail by Activity

Activity: Bus Maintenance

Overview

The Public Works Mechanics and Service Workers, led by the Vehicle Maintenance Supervisor, conduct all maintenance of transit vehicles. Primary responsibilities are preventative maintenance inspections and major and minor repairs to various vehicle systems, including purchasing and stocking parts and supplies in accordance with Federal Transit Administration (FTA) and City of Dubuque policies.

Service workers also conduct cleaning of fixed-route vehicles and facilities, which include benches, shelters, the bus storage facility and The Jule's three transfer locations at JFK Circle, Delhi, and 6th & Iowa. The Jule received ARRA funding in 2010 to replace the majority of its fleet which was far beyond its useful life; this did not include replacement of the city's two trolleys. The City remains a very low priority for funding on the DOT replacement list because of the fleet replacement in 2010.

The effectiveness of the new JFK Transfer facility, ITS equipment, Smarter Travel Study recommendations and passenger information software rely on buses being in good condition, with few breakdowns and delays in service due to mechanical failure.

High quality vehicle maintenance and replacement as the fleet reaches the end of its useful life is essential to maintaining the integrity of the transit system.

As The Jule continues to improve and provide additional services, the quality and efficiency of its vehicles will continue to be a priority. Vehicles beyond their useful life increase maintenance costs and the likelihood of breakdowns causing interruption of service. As vehicles age, their fuel efficiency is also reduced. As new vehicle technologies develop that provide improved fuel efficiency or utilize alternative fuels, The Jule must be positioned to transition its fleet for improved air quality and greater efficiency.

| Funding Summary | | | |
|-------------------------|----------------------|-----------------------|---------------------------|
| 60053700 | FY 2013/14 Actual | FY 2014/15 Adopted | FY 2015/16 Recommended |
| Expenditures | \$231,668 | \$193,369 | \$122,246 |
| Resources | \$5,390 | \$42,372 | \$55,518 |
| Position Summary | | | |
| | FY 2015/16 FTE's | | |
| Service Worker | 1.00 | | |
| Service Worker PT | 0.70 | | |
| Total FTE's | 1.70 | | |

ECONOMIC DEVELOPMENT TRANSIT DIVISION

Supporting City and Community Goals

Improved Connectivity – Transportation and Telecommunications

- Smart Transportation Program
- Intermodal Transportation Facility in Millwork District

Environmental Integrity

- AVL for Transit

Performance Measures

Bus Maintenance – Activity Statement

Ensure safe, clean and reliable transit service through regular maintenance and inspections of the transit fleet including information technology hardware and software.

Goals

- Review annual preventative maintenance plan each year with the vehicle maintenance supervisor prior to budgeting
- Improve maintenance tracking and maximize state and federal reimbursements through ongoing communication and coding review with vehicle maintenance supervisor and billing clerk
- Apply for state and federal funds to improve existing and establish additional high quality facilities for bus storage, local transfers and intercity bus transportation partners

Objective: Maintain state and federal maintenance reimbursements at 100%.

Communication between transit and public works staff regarding the coding of maintenance items is essential to insure that items are properly coded and eligible for reimbursement. Prior to FY14, maintenance reimbursement was less than 90%.

100%
FY14 Reimbursement
Preventative Maintenance Funding

Objective: Meet or exceed federal maintenance requirements

Review monthly maintenance reports for 80% of vehicles serviced within 10% of established mileage threshold

80%+
Vehicles serviced within 10% of
established mileage threshold

ECONOMIC DEVELOPMENT TRANSIT DIVISION

Objective: Secure a minimum of 80% state and federal funding for capital projects (unless other level is established by funding agency)

By completing applications for state and federal funds for capital improvements, Dubuque's citizens will pay less (likely only 20%) for the cost of capital improvements. For example, the current bus storage facility is in severe disrepair and decay. State and federal funding that has been secured and will continue to be applied for will reduce direct costs to the Dubuque taxpayer for construction and which will also reduce ongoing operational and maintenance costs.

Additional state and federal funds will be sought for the Bus Storage Facility, ongoing operations at the Intermodal Facility, Phase 2 of the JFK Circle Transfer, and vehicle replacement.

Objective: Reduce Vehicle Accidents and Associated Repair Costs

Vehicle repair costs and administrative time spent handling accident investigation and processing are a preventable operating expense of a public transit agency. Initial and ongoing training in combination with an incentive/recognition system help to reduce preventable accidents and incidents.

The Jule began implementing the Smith System (used by UPS, New York MTA, FedEx and others) as a training system for its driving staff in July 2014. This consistent training and language surrounding the issue of driving safety provides a framework for rewarding positive behavior.

Driver training became a major focus in FY14. To address repeat offenders and focus on core driving skills, a 4-hour post-accident ride-a-long with the driver trainer was initiated for any at-fault accident. A consistent, progressive discipline policy for accidents, speeding or other dangerous driving activity has also been instituted in coordination with the personnel department.

To address both the shortage of applicants with their CDLs and safety and accident concerns, a part-time driver trainer was hired in late summer 2013 to get newly hired drivers their CDLs and conduct post-accident re-training.

Since he was hired, 14 drivers have joined the Jule that did not previously have their CDL and all successfully completed the test on their first attempt; 7 drivers have started who had their CDL but were trained on Jule policies and vehicles; and 11 drivers received retraining following an at-fault accident. The number of new drivers hired with no commercial driving experience and the total number of new drivers hired during FY14 was higher than in previous years. With this large influx of inexperienced drivers, the number of accidents would have been expected to increase. That was not the case. Only one of the drivers who received training from the driver trainer has been involved in an accident. The added focus on training and safety and spending sufficient time upfront with each new driver has had a positive impact on overall safety, passenger and public complaints, and accidents.

ECONOMIC DEVELOPMENT TRANSIT DIVISION

| | FY2011 | FY2012 | FY2013 | FY2014 |
|------------------------------------|---------------|---------------|---------------|---------------|
| Accidents | 31 | 33 | 30 | 26 |
| At-Fault | 26 | 24 | 23 | 22 |
| Internal Accident Expenses | Not tracked | Not tracked | \$17,323 | \$10,495 |
| Total Vehicle Miles | 543,417 | 577,649 | 608,981 | 686,728 |
| Miles/accident | 17,529 | 17,504 | 20,299 | 26,412 |
| Number of Full Time Drivers | 4 | 4 | 4 | 4 |
| Number of Part-Time Drivers | 33 | 37 | 49 | 55 |
| Total Drivers | 37 | 41 | 53 | 59 |

Recommended Operating Revenue Budget - Department Total

53 - TRANSIT DIVISION

| Fund | Account | Account Title | FY13 Actual Revenue | FY14 Actual Revenue | FY15 Adopted Budget | FY16 Recomm'd Budget |
|---------------------------------------|---------|---------------------------|---------------------|---------------------|---------------------|----------------------|
| 600 | 43251 | RENTS & CONCESSIONS | 0 | 0 | 0 | 6,000 |
| 43 - USE OF MONEY AND PROPERTY | | | 0 | 0 | 0 | 6,000 |
| 600 | 44150 | FTA CAPITAL | 0 | 0 | 94,550 | 0 |
| 600 | 44160 | FTA OPERATING ASSISTANCE | 892,018 | 1,107,768 | 850,966 | 1,093,168 |
| 44 - INTERGOVERNMENTAL | | | 892,018 | 1,107,768 | 945,516 | 1,093,168 |
| 600 | 45721 | STATE-AID OPERATING | 212,925 | 229,283 | 211,111 | 249,319 |
| 600 | 45771 | FED PASS THRU STATE GRANT | 377,689 | 536,758 | 711,159 | 507,049 |
| 45 - STATE GRANTS | | | 590,614 | 766,041 | 922,270 | 756,368 |
| 600 | 51310 | MONTHLY RENTAL | 0 | 0 | 0 | 12,586 |
| 600 | 51705 | MINI BUS PASSENGER FARES | 56,586 | 50,728 | 49,002 | 137,587 |
| 600 | 51710 | EAST DBQ PASSENGER FARES | 376 | 199 | 250 | 250 |
| 600 | 51715 | MINI BUS CONTRACT REVENUE | 0 | 3 | 0 | 0 |
| 600 | 51725 | PASSENGER FARES | 117,572 | 147,971 | 272,210 | 254,671 |
| 600 | 51730 | ADVERTISING FEES | 112,633 | 70,734 | 75,000 | 40,000 |
| 51 - CHARGES FOR SERVICES | | | 287,167 | 269,635 | 396,462 | 445,094 |
| 600 | 53102 | PRIVATE PARTICIPANT | 28,405 | 39,767 | 34,054 | 34,086 |
| 600 | 53605 | MISCELLANEOUS REVENUE | 556 | 216 | 0 | 0 |
| 600 | 53610 | INSURANCE CLAIMS | 0 | 1,022 | 0 | 0 |
| 600 | 53615 | DAMAGE CLAIMS | 17,910 | 4,929 | 0 | 0 |
| 600 | 53620 | REIMBURSEMENTS-GENERAL | 171 | 123 | 0 | 0 |
| 53 - MISCELLANEOUS | | | 47,042 | 46,057 | 34,054 | 34,086 |
| 600 | 54109 | SALVAGE SALES | 820 | 0 | 0 | 0 |
| 54 - OTHER FINANCING SOURCES | | | 820 | 0 | 0 | 0 |
| 600 | 59100 | FR GENERAL | 1,198,875 | 968,006 | 1,220,784 | 1,227,768 |
| 400 | 59240 | FR DOWNTOWN TIF | 124,881 | 308,112 | 304,013 | 304,912 |
| 400 | 59350 | FR SALES TAX CONSTRUCTION | 0 | 0 | 0 | 3,233 |
| 600 | 59360 | FR GENERAL CONSTR FUND | 56,299 | 0 | 0 | 0 |
| 59 - TRANSFER IN AND INTERNAL | | | 1,380,055 | 1,276,118 | 1,524,797 | 1,535,913 |
| 53 - TRANSIT DIVISION TOTAL | | | 3,197,716 | 3,465,619 | 3,823,099 | 3,870,629 |

Recommended Operating Expenditure Budget - Department Total 53 - TRANSIT DIVISION

| Fund | Account | Account Title | FY13 Actual Expense | FY14 Actual Expense | FY15 Adopted Budget | FY 16 Recomm'd Budget |
|--------------------------------|---------|---------------------------|---------------------|---------------------|---------------------|-----------------------|
| 600 | 61010 | FULL-TIME EMPLOYEES | 219,527 | 212,788 | 302,442 | 597,633 |
| 600 | 61020 | PART-TIME EMPLOYEES | 975,545 | 1,106,504 | 1,102,769 | 1,030,885 |
| 600 | 61030 | SEASONAL EMPLOYEES | 0 | 0 | 0 | 12,848 |
| 600 | 61050 | OVERTIME PAY | 43,868 | 48,777 | 17,973 | 17,973 |
| 600 | 61071 | HOLIDAY PAY-OVERTIME | 4,544 | 4,127 | 7,232 | 10,547 |
| 600 | 61092 | VACATION PAYOFF | 0 | 54 | 0 | 0 |
| 600 | 61099 | WAGE ADJUSTMENT | 0 | 0 | 28,211 | 0 |
| 600 | 61310 | IPERS | 107,802 | 122,537 | 129,805 | 148,917 |
| 600 | 61320 | SOCIAL SECURITY | 94,464 | 104,331 | 110,394 | 127,755 |
| 600 | 61410 | HEALTH INSURANCE | 66,598 | 134,779 | 149,940 | 237,120 |
| 600 | 61415 | WORKMENS' COMPENSATION | 80,084 | 98,281 | 92,095 | 95,177 |
| 600 | 61416 | LIFE INSURANCE | 243 | 229 | 748 | 1,197 |
| 600 | 61417 | UNEMPLOYMENT INSURANCE | 9,807 | 5,946 | 13,807 | 10,228 |
| 600 | 61640 | SAFETY EQUIPMENT | 0 | 282 | 0 | 0 |
| 600 | 61645 | TOOL ALLOWANCE | 0 | 238 | 0 | 0 |
| 600 | 61650 | MEAL ALLOWANCE | 12 | 72 | 0 | 0 |
| 600 | 61660 | EMPLOYEE PHYSICALS | 5,380 | 5,670 | 4,162 | 5,670 |
| 61 - WAGES AND BENEFITS | | | 1,607,873 | 1,844,617 | 1,959,578 | 2,295,950 |
| 600 | 62010 | OFFICE SUPPLIES | 2,335 | 1,835 | 2,739 | 3,500 |
| 600 | 62011 | UNIFORM PURCHASES | 4,405 | 3,697 | 9,275 | 14,275 |
| 600 | 62013 | UNIFORM MAINTENANCE | 1,215 | 1,009 | 1,215 | 1,215 |
| 600 | 62030 | POSTAGE AND SHIPPING | 851 | 1,056 | 894 | 1,109 |
| 600 | 62033 | HAND TOOLS/EQUIPMENT | 0 | 0 | 0 | 1,000 |
| 600 | 62034 | REPAIR PARTS/SUPPLIES | 0 | 0 | 0 | 500 |
| 600 | 62060 | O/E MAINT CONTRACTS | 0 | 0 | 0 | 497 |
| 600 | 62061 | DP EQUIP. MAINT CONTRACTS | 5,343 | 5,091 | 6,374 | 6,374 |
| 600 | 62062 | JANITORIAL SUPPLIES | 0 | 1,289 | 0 | 1,084 |
| 600 | 62063 | SAFETY RELATED SUPPLIES | 0 | 0 | 0 | 1,000 |
| 600 | 62090 | PRINTING & BINDING | 11,410 | 24,273 | 23,521 | 28,387 |
| 600 | 62110 | COPYING/REPRODUCTION | 3,211 | 3,129 | 3,650 | 3,129 |
| 600 | 62130 | LEGAL NOTICES & ADS | 1,141 | 1,165 | 2,530 | 1,636 |
| 600 | 62140 | PROMOTION | 6,651 | 6,334 | 3,000 | 12,875 |
| 600 | 62190 | DUES & MEMBERSHIPS | 2,708 | 2,916 | 2,929 | 3,461 |
| 600 | 62206 | PROPERTY INSURANCE | 2,524 | 3,905 | 4,100 | 7,675 |
| 600 | 62207 | BOILER INSURANCE | 78 | 79 | 79 | 82 |
| 600 | 62208 | GENERAL LIABILITY INSURAN | 38,508 | 38,402 | 40,082 | 42,120 |
| 600 | 62240 | MISCELLANEOUS | 868 | 0 | 0 | 0 |
| 600 | 62310 | TRAVEL-CONFERENCES | 0 | 0 | 1,000 | 5,020 |
| 600 | 62320 | TRAVEL-CITY BUSINESS | 100 | 0 | 600 | 400 |
| 600 | 62340 | MILEAGE/LOCAL TRANSP | 0 | 0 | 200 | 0 |
| 600 | 62360 | EDUCATION & TRAINING | 2,688 | 1,308 | 3,600 | 4,800 |
| 600 | 62411 | UTILITY EXP-ELECTRICITY | 32,188 | 29,350 | 23,905 | 29,138 |
| 600 | 62412 | UTILITY EXP-GAS | 37,008 | 21,215 | 22,668 | 20,922 |
| 600 | 62416 | UTILITY EXP-WATER | 0 | 0 | 0 | 1,239 |

Recommended Operating Expenditure Budget - Department Total 53 - TRANSIT DIVISION

| Fund | Account | Account Title | FY13 Actual Expense | FY14 Actual Expense | FY15 Adopted Budget | FY 16 Recomm'd Budget |
|-----------------------------------|---------|---------------------------|---------------------|---------------------|---------------------|-----------------------|
| 600 | 62421 | TELEPHONE | 7,156 | 9,643 | 2,723 | 9,063 |
| 600 | 62424 | RADIO/PAGER FEE | 925 | 0 | 1,824 | 5,961 |
| 600 | 62431 | PROPERTY MAINTENANCE | 17,772 | 15,844 | 18,183 | 20,783 |
| 600 | 62433 | CUSTODIAL SERVICES | 2,302 | 2,380 | 2,372 | 2,380 |
| 600 | 62436 | RENTAL OF SPACE | 0 | 0 | 9,600 | 2,400 |
| 600 | 62511 | FUEL, MOTOR VEHICLE | 8,746 | 1,316 | 2,212 | 1,613 |
| 600 | 62513 | FUEL, DIESEL | 321,500 | 364,791 | 381,027 | 323,884 |
| 600 | 62520 | WARRANTY - VEHICLE/PARTS | 26,451 | 0 | 0 | 0 |
| 600 | 62521 | MOTOR VEHICLE MAINT. | 156,075 | 244,753 | 241,636 | 234,788 |
| 600 | 62522 | VEHICLE MAINT., ACCIDENT | 17,323 | 10,496 | 107,812 | 45,000 |
| 600 | 62523 | OIL & GREASE - TRANSIT | 9,905 | 1,531 | 0 | 0 |
| 600 | 62524 | LUB. & ANTIFREEZE-TRANSIT | 0 | 807 | 0 | 1,000 |
| 600 | 62525 | TIRES/TUBES - TRANSIT | 26,313 | 47,723 | 12,972 | 61,333 |
| 600 | 62528 | MOTOR VEH. MAINT. OUTSOUR | 26,392 | 55,842 | 84,538 | 36,378 |
| 600 | 62611 | MACH/EQUIP MAINTENANCE | 140 | 0 | 0 | 0 |
| 600 | 62615 | MACH/EQUIP MAINT. OUTSOUR | 2,803 | 650 | 2,803 | 2,803 |
| 600 | 62627 | CAMERA MAINTENANCE | 0 | 0 | 0 | 1,164 |
| 600 | 62636 | DE-ICING PRODUCTS | 0 | 0 | 0 | 1,000 |
| 600 | 62663 | SOFTWARE LICENSE EXP | 292 | 26,431 | 42,980 | 66,755 |
| 600 | 62664 | LICENSE/PERMIT FEES | 65 | 0 | 75 | 75 |
| 600 | 62665 | FALSE ALARM CHARGES | 0 | 0 | 0 | 3,218 |
| 600 | 62667 | INTERNET SERVICES | 0 | 0 | 4,786 | 4,786 |
| 600 | 62671 | MISC. OPERATING SUPPLIES | 892 | 0 | 0 | 0 |
| 600 | 62697 | LABOR RELATIONS | 2,368 | 0 | 2,356 | 2,356 |
| 600 | 62713 | LEGAL SERVICES | 1,347 | 358 | 0 | 0 |
| 600 | 62716 | CONSULTANT SERVICES | 9,605 | 10,348 | 9,276 | 9,276 |
| 600 | 62726 | AUDIT SERVICES | 3,150 | 600 | 700 | 750 |
| 600 | 62731 | MISCELLANEOUS SERVICES | 9,227 | 2,255 | 0 | 0 |
| 600 | 62761 | PAY TO OTHER AGENCY | 456,246 | 477,302 | 433,857 | 16,866 |
| 62 - SUPPLIES AND SERVICES | | | 1,260,225 | 1,419,124 | 1,514,093 | 1,045,070 |
| 600 | 71117 | TIME CLOCK | 814 | 0 | 0 | 0 |
| 600 | 71227 | SIGNAGE | 0 | 30 | 0 | 0 |
| 600 | 71310 | AUTO/JEEP REPLACEMENT | 15,442 | 0 | 0 | 0 |
| 600 | 71312 | VAN/PICKUP/WAG REPL | 0 | 0 | 0 | 22,500 |
| 600 | 71314 | TRUCK-REPLACEMENT | 0 | 26,709 | 0 | 0 |
| 600 | 71329 | VEHICLE ACCESSORIES | 1,077 | 0 | 0 | 0 |
| 600 | 71410 | SHOP EQUIPMENT | 24 | 599 | 0 | 599 |
| 600 | 71550 | MISCELLANEOUS EQUIPMENT | 20 | 1,107 | 0 | 0 |
| 600 | 71610 | CUSTODIAL EQUIPMENT | 39 | 0 | 130 | 200 |
| 600 | 72410 | PAGER/RADIO EQUIPMENT | 503 | 3,958 | 1,652 | 0 |
| 600 | 72417 | CAMERA RELATED EQUIPMENT | 2,035 | 1,164 | 1,083 | 0 |
| 600 | 72418 | TELEPHONE RELATED | 392 | 0 | 0 | 0 |
| 600 | 72420 | BURGLAR ALARM | 0 | 0 | 468 | 0 |
| 600 | 72812 | PLEXIGLAS PANELS | 0 | 0 | 1,950 | 1,950 |

**Recommended Operating Expenditure Budget - Department Total
53 - TRANSIT DIVISION**

| Fund | Account | Account Title | FY13 Actual Expense | FY14 Actual Expense | FY15 Adopted Budget | FY 16 Recomm'd Budget |
|------------------------------------|----------------|----------------------|--------------------------------|--------------------------------|--------------------------------|----------------------------------|
| 71 - EQUIPMENT | | | 20,346 | 33,567 | 5,283 | 25,249 |
| 600 | 73411 | EQUIP ACQUISITION | 39 | 0 | 0 | 0 |
| 73 - CIP EXPENDITURES | | | 39 | 0 | 0 | 0 |
| 400 | 74111 | PRINCIPAL PAYMENT | 0 | 205,000 | 205,000 | 212,431 |
| 400 | 74112 | INTEREST PAYMENT | 124,881 | 103,112 | 99,013 | 95,714 |
| 74 - DEBT SERVICE | | | 124,881 | 308,112 | 304,013 | 308,145 |
| 600 | 91280 | TO SECTION 8 HOUSING | 374,595 | 0 | 0 | 0 |
| 91 - TRANSFER TO | | | 374,595 | 0 | 0 | 0 |
| 53 - TRANSIT DIVISION TOTAL | | | 3,387,960 | 3,605,421 | 3,782,967 | 3,674,414 |

Recommended Expenditure Budget Report by Activity & Funding Source 53 - TRANSIT DIVISION

UNDISTRIBUTED - 10600

FUNDING SOURCE: TRANSIT

| Account | FY13 Actual Expense | FY14 Actual Expense | FY15 Adopted Budget | FY16 Recomm'd Budget |
|----------------------|---------------------|---------------------|---------------------|----------------------|
| TRANSFER TO | 374,595 | 0 | 0 | 0 |
| UNDISTRIBUTED | 374,595 | 0 | 0 | 0 |

TRANSIT ADMIN. - 53100

FUNDING SOURCE: DEBT SERVICE

| Account | FY13 Actual Expense | FY14 Actual Expense | FY15 Adopted Budget | FY16 Recomm'd Budget |
|-----------------------|---------------------|---------------------|---------------------|----------------------|
| DEBT SERVICE | 124,881 | 308,112 | 304,013 | 308,145 |
| EQUIPMENT | 16,676 | 1,560 | 5,153 | 24,450 |
| SUPPLIES AND SERVICES | 497,021 | 517,912 | 599,244 | 219,619 |
| WAGES AND BENEFITS | 0 | 282 | 164,807 | 493,739 |
| TRANSIT ADMIN. | 638,578 | 827,866 | 1,073,217 | 1,045,953 |

INTERMODAL FACILITY - 53370

FUNDING SOURCE: TRANSIT

| Account | FY13 Actual Expense | FY14 Actual Expense | FY15 Adopted Budget | FY16 Recomm'd Budget |
|----------------------------|---------------------|---------------------|---------------------|----------------------|
| SUPPLIES AND SERVICES | 0 | 0 | 0 | 21,959 |
| INTERMODAL FACILITY | 0 | 0 | 0 | 21,959 |

BUS OPERATIONS - 53400

FUNDING SOURCE: TRANSIT

| Account | FY13 Actual Expense | FY14 Actual Expense | FY15 Adopted Budget | FY16 Recomm'd Budget |
|-----------------------|---------------------|---------------------|---------------------|----------------------|
| EQUIPMENT | 712 | 975 | 0 | 0 |
| SUPPLIES AND SERVICES | 374,353 | 503,795 | 481,155 | 493,721 |
| WAGES AND BENEFITS | 777,230 | 980,944 | 1,056,322 | 1,103,147 |
| BUS OPERATIONS | 1,152,295 | 1,485,714 | 1,537,477 | 1,596,868 |

MINI BUS OPERATIONS - 53500

FUNDING SOURCE: TRANSIT

| Account | FY13 Actual Expense | FY14 Actual Expense | FY15 Adopted Budget | FY16 Recomm'd Budget |
|----------------------------|---------------------|---------------------|---------------------|----------------------|
| CIP EXPENDITURES | 39 | 0 | 0 | 0 |
| EQUIPMENT | 392 | 0 | 0 | 0 |
| SUPPLIES AND SERVICES | 155,870 | 258,325 | 297,389 | 284,550 |
| WAGES AND BENEFITS | 669,298 | 699,777 | 574,248 | 548,185 |
| MINI BUS OPERATIONS | 825,599 | 958,102 | 871,637 | 832,735 |

TROLLEY OPERATIONS - 53600

FUNDING SOURCE: TRANSIT

| Account | FY13 Actual Expense | FY14 Actual Expense | FY15 Adopted Budget | FY16 Recomm'd Budget |
|---------------------------|---------------------|---------------------|---------------------|----------------------|
| SUPPLIES AND SERVICES | 32,853 | 43,689 | 55,091 | 16,020 |
| WAGES AND BENEFITS | 61,838 | 58,381 | 52,176 | 38,633 |
| TROLLEY OPERATIONS | 94,691 | 102,070 | 107,267 | 54,653 |

BUS MAINTENANCE - 53700

FUNDING SOURCE: TRANSIT

Recommended Expenditure Budget Report by Activity & Funding Source 53 - TRANSIT DIVISION

| Account | FY13 Actual Expense | FY14 Actual Expense | FY15 Adopted Budget | FY16 Recomm'd Budget |
|-------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| EQUIPMENT | 2,566 | 31,033 | 130 | 799 |
| SUPPLIES AND SERVICES | 200,128 | 95,402 | 81,214 | 9,201 |
| WAGES AND BENEFITS | 99,508 | 105,233 | 112,025 | 112,246 |
| BUS MAINTENANCE | 302,202 | 231,668 | 193,369 | 122,246 |
| TRANSIT DIVISION TOTAL | \$3,387,959.67 | \$3,605,420.86 | \$3,782,967.00 | \$3,674,414.00 |

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

53 TRANSIT DIVISION

| FD | JC | WP-GR | JOB CLASS | FY 2014 | | FY 2015 | | FY 2016 | |
|---|------|-------|-------------------------------|--------------|------------------|--------------|------------------|--------------|------------------|
| | | | | FTE | BUDGET | FTE | BUDGET | FTE | BUDGET |
| 61010 Full Time Employee Expense | | | | | | | | | |
| 600 | 7325 | GE-41 | TRANSIT MANAGER | 0.00 | 0 | 0.00 | 0 | 1.00 | 95,200 |
| 600 | 3000 | GE-34 | TRANSIT OPERATIONS SUPERVISOR | 0.00 | 0 | 0.00 | 0 | 1.00 | 72,836 |
| 600 | | GE-25 | CONFIDENTIAL ACCOUNT CLERK | 0.00 | 0 | 0.00 | 0 | 1.00 | 36,324 |
| 600 | | GD-03 | TRANSIT DISPATCHER | 1.00 | 42,825 | 1.00 | 43,467 | 1.00 | 44,624 |
| 600 | 0637 | GD-04 | TRANSIT SERVICE WORKER | 1.00 | 49,176 | 1.00 | 47,537 | 1.00 | 48,795 |
| 600 | 7200 | AT-01 | BUS OPERATOR | 4.32 | 155,486 | 6.00 | 215,975 | 8.00 | 299,854 |
| | | | TOTAL FULL TIME EMPLOYEES | 6.32 | 247,487 | 8.00 | 306,979 | 13.00 | 597,633 |
| 61020 Part Time Employee Expense | | | | | | | | | |
| 600 | | GD-03 | TRANSIT DISPATCHER | 2.00 | 81,423 | 1.98 | 81,694 | 2.01 | 84,327 |
| 600 | | GD-03 | OPERATIONS ASSISTANT | 0.00 | 0 | 0.00 | 0 | 0.50 | 19,357 |
| 600 | 7210 | AT-02 | BUS OPERATOR | 27.43 | 997,427 | 27.65 | 994,254 | 23.81 | 873,370 |
| 600 | 0637 | GD-04 | TRANSIT SERVICES WORKER | 0.70 | 30,378 | 0.70 | 31,065 | 1.20 | 53,831 |
| | | | TOTAL PART TIME EMPLOYEES | 30.13 | 1,109,228 | 30.33 | 1,107,014 | 27.52 | 1,030,885 |
| 61030 Seasonal Employee Expense | | | | | | | | | |
| 600 | | NA-38 | MARKETING INTERN | 0.00 | 0 | 0.00 | 0 | 0.50 | 12,848 |
| | | | TOTAL SEASONAL EMPLOYEES | 0.00 | 0 | 0.00 | 0 | 0.50 | 12,848 |
| TOTAL TRANSIT DIVISION | | | | 36.45 | 1,356,715 | 38.33 | 1,413,992 | 41.02 | 1,641,366 |

**CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY**

Run Date: 01/15/15

| ACCT | FD | JC | WP-GR | POSITION CLASS | FY 2014 | | FY 2015 | | FY 2016 | | |
|--|-------|-----|-------|-----------------------------|----------------------------|------------------|--------------|------------------|--------------|------------------|---------|
| | | | | | FTE | BUDGET | FTE | BUDGET | FTE | BUDGET | |
| Transit Admin and Operations-FT | | | | | | | | | | | |
| 60053100 | 61010 | 600 | GE-41 | TRANSIT MANAGER | 0.00 | 0 | 0.00 | 0 | 1.00 | 95,200 | |
| 60053100 | 61010 | 600 | GE-34 | TRANSIT OPERATIONS SUPERVIS | 0.00 | 0 | 0.00 | 0 | 1.00 | 72,836 | |
| 60053100 | 61010 | 600 | GE-25 | CONFIDENTIAL ACCOUNT CLERK | 0.00 | 0 | 0.00 | 0 | 1.00 | 36,324 | |
| 60053100 | 61010 | 600 | GD-03 | TRANSIT DISPATCHER | 0.00 | 0 | 1.00 | 43,467 | 1.00 | 44,624 | |
| | | | | Total | 0.00 | 0 | 1.00 | 43,467 | 4.00 | 248,984 | |
| Transit Admin and Operations-PT | | | | | | | | | | | |
| 60053100 | 61020 | 600 | NA-48 | OPERATIONS ASSISTANT | 0.00 | 0 | 0.00 | 0 | 0.50 | 19,357 | |
| 60053100 | 61020 | 600 | GD-03 | TRANSIT DISPATCHER | 0.00 | 0 | 1.98 | 81,694 | 2.01 | 84,327 | |
| | | | | Total | 0.00 | 0 | 1.98 | 81,694 | 2.51 | 103,684 | |
| Transit Admin and Operations-Seasonal | | | | | | | | | | | |
| 60053100 | 61030 | 600 | NA-38 | MARKETING INTERN | 0.00 | 0 | 0.00 | 0 | 0.50 | 12,848 | |
| | | | | Total | 0.00 | 0 | 0.00 | 0 | 0.50 | 12,848 | |
| Intermodal Facility-PT | | | | | | | | | | | |
| 60053370 | 61020 | 600 | GD-04 | LABORER | 0.00 | 0 | 0.00 | 0 | 0.50 | 21,949 | |
| | | | | Total | 0.00 | 0 | 0.00 | 0 | 0.50 | 21,949 | |
| Bus Operations-FT | | | | | | | | | | | |
| 60053400 | 61010 | 600 | 7200 | AT-01 | BUS OPERATOR | 3.32 | 119,510 | 4.00 | 142,798 | 5.00 | 187,175 |
| | | | | Total | 3.32 | 119,510 | 4.00 | 142,798 | 5.00 | 187,175 | |
| Bus Operations-PT | | | | | | | | | | | |
| 60053400 | 61020 | 600 | 7210 | AT-02 | BUS OPERATOR | 16.30 | 602,452 | 17.55 | 629,144 | 15.19 | 555,878 |
| | | | | Total | 16.30 | 602,452 | 17.55 | 629,144 | 15.19 | 555,878 | |
| Mini-Bus Operations-FT | | | | | | | | | | | |
| 60053500 | 61010 | 600 | AT-03 | BUS OPERATOR | 1.00 | 35,976 | 2.00 | 73,176 | 3.00 | 112,679 | |
| 60053500 | 61010 | 600 | GD-03 | TRANSIT DISPATCHER | 1.00 | 42,825 | 0.00 | 0 | 0.00 | 0 | |
| | | | | Total | 2.00 | 78,801 | 2.00 | 73,176 | 3.00 | 112,679 | |
| Mini-Bus Operations-PT | | | | | | | | | | | |
| 60053500 | 61020 | 600 | 7210 | AT-02 | BUS OPERATOR | 10.73 | 380,756 | 9.00 | 325,439 | 7.91 | 290,804 |
| 60053500 | 61020 | 600 | | | TRANSIT DISPATCHER | 2.00 | 81,423 | 0.00 | 0 | 0.00 | 0 |
| | | | | Total | 12.73 | 462,179 | 9.00 | 325,439 | 7.91 | 290,804 | |
| Trolley Operations-PT | | | | | | | | | | | |
| 60053600 | 61020 | 600 | 7210 | AT-02 | BUS OPERATOR-Trolley Route | 0.40 | 14,219 | 1.10 | 39,671 | 0.71 | 26,688 |
| | | | | Total | 0.40 | 14,219 | 1.10 | 39,671 | 0.71 | 26,688 | |
| Bus Maintenance-FT | | | | | | | | | | | |
| 60053700 | 61010 | 600 | GD-04 | TRANSIT SERVICE WORKER | 1.00 | 49,176 | 1.00 | 47,537 | 1.00 | 48,795 | |
| | | | | Total | 1.00 | 49,176 | 1.00 | 47,537 | 1.00 | 48,795 | |
| Bus Maintenance-PT | | | | | | | | | | | |
| 60053700 | 61020 | 600 | GD-04 | TRANSIT SERVICE WORKER | 0.70 | 30,378 | 0.70 | 31,065 | 0.70 | 31,882 | |
| | | | | Total | 0.70 | 30,378 | 0.70 | 31,065 | 0.70 | 31,882 | |
| TOTAL TRANSIT DIVISION | | | | | 36.45 | 1,356,715 | 38.33 | 1,413,992 | 41.02 | 1,641,366 | |

Capital Improvement Projects by Department/Division

| TRANSIT DIVISION | | | | | |
|-------------------------|--|-----------------------------|-----------------------------|-----------------------------|------------------------------|
| CIP Number | Capital Improvement Project Title | FY 13 Actual Expense | FY 14 Actual Expense | FY 15 Adopted Budget | FY 16 Recomm'd Budget |
| 3602426 | RAIL PLATFORM | 1,040 | 0 | 0 | 0 |
| 3602446 | BUS STORAGE FACILITY | 0 | 0 | 433,307 | 285,900 |
| 3602622 | SOIL CONTAMINATION TEST | 0 | 0 | 0 | 25,000 |
| 6001222 | REPLACE MINI BUSES | 5,032 | 0 | 0 | 0 |
| 6001224 | REPLACE FIXED ROUTE BUSES | 752,276 | 594,625 | 0 | 0 |
| 6001613 | TRANSIT ROOF MAINT/REPAIR | 0 | 0 | 0 | 0 |
| 6002045 | KEYLINE FACILITY IMPROVE | 0 | 0 | 0 | 0 |
| 6002235 | BUS STOP IMPROVEMENTS | 251,996 | 85,198 | 104,000 | 5,110 |
| 6002446 | BUS STORAGE FACILITY | 25,000 | 14,408 | 0 | 0 |
| 6002486 | TRANSIT FUEL STATION | 0 | 19,364 | 0 | 0 |
| 6002621 | TRANSIT SECURITY CAMERAS | 0 | 0 | 0 | 36,000 |
| TRANSIT DIVISION | TOTAL | 1,035,344 | 713,596 | 537,307 | 352,010 |

City of Dubuque
Recommended Capital Improvement Program Summary
Fiscal Year 2016-2020

| PROGRAM/DEPT | PROJECT DESCRIPTION | SOURCE OF FUNDS | FY 2016 | FY 2017 | FY 2018 | FY 2019 | FY 2020 | TOTAL | PAGE |
|-------------------------|---|--|----------------|----------------|----------------|----------------|----------------|--------------|-------------|
| TRANSIT DIVISION | | | | | | | | | |
| Business Type | | | | | | | | | |
| | Bus Storage and Maintenance Facility (BSMF) - Match for Federal Grant | State of Good Repair Grant/Public Transit Infrastructure Grant/DMATS STP Allocation/GO Borrowing (GDTIF) | \$ 285,900 | \$ 5,738,283 | \$ 206,240 | \$ - | \$ - | \$ 6,230,423 | 347 |
| | Security Cameras | FTA Capital/FTA Security/Sales Tax Fund (20%) | \$ 36,000 | \$ - | \$ - | \$ - | \$ - | \$ 36,000 | 349 |
| | Soil Contamination Testing | GO Borrowing (GDTIF) | \$ 25,000 | \$ 15,000 | \$ - | \$ - | \$ - | \$ 40,000 | 351 |
| | Bus Stop Improvements | Public Transit Grant/Sales Tax Fund (20%) | \$ 5,110 | \$ 20,000 | \$ 388,205 | \$ 20,000 | \$ 20,000 | \$ 453,315 | 353 |
| | Vehicle Replacement | Sales Tax Fund (20%)/State Transit Assistance | \$ - | \$ - | \$ 208,710 | \$ 214,972 | \$ 221,422 | \$ 645,104 | 355 |
| | Total - Transit Division | | \$ 352,010 | \$ 5,773,283 | \$ 803,155 | \$ 234,972 | \$ 241,422 | \$ 7,404,842 | |

