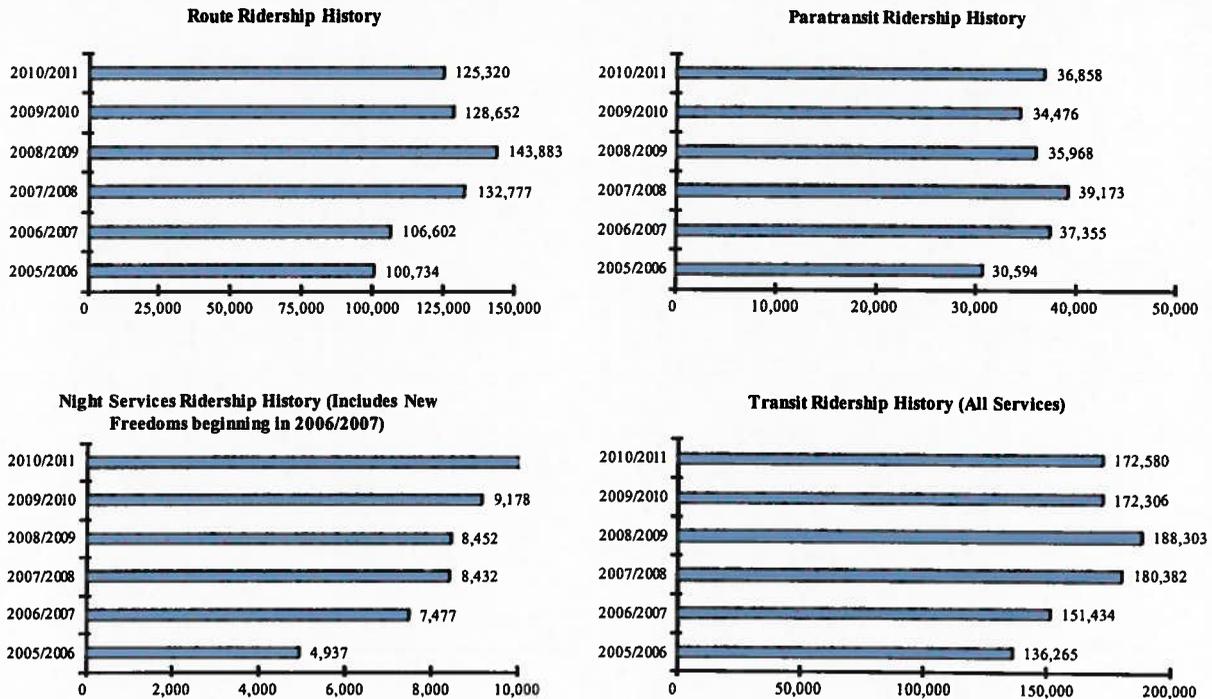


## TRANSIT SYSTEM

### GENERAL INFORMATION:

The City Transit System operates with eleven (11) small buses, all equipped with wheelchair lifts. Personnel supporting the transit system are a full-time Transit Supervisor, two (2) part-time dispatchers, 21 part-time drivers, and one part-time vehicle service worker. The system consists of three (3) fixed routes for the general public, a paratransit system for senior citizens and the disabled, an evening service for individuals to travel to employment and employment-related destinations, an evening service two nights a week primarily for the disabled, and a shuttle service between Muscatine and Wilton. Since 2007 there has been a fourth fixed route for 4 hours each weekday during peak travel times. Appointed by the City Council, the Transportation Advisory Commission assists the Council and Transit Supervisor in establishing operating policies and procedures for the system.

The breakdown of the ridership for the system since 2005/2006 on a fiscal year basis is as follows:



The City receives both Federal and State funding for the transit operation. Federal operating assistance is received annually and for 2012/2013 is estimated to be \$249,900. Federal capital support has also been used, primarily to purchase buses. The State of Iowa also provides transit funding assistance from a portion of the motor vehicle use tax. These funds are allocated by a formula to the thirty-five (35) public transit systems in the State by the Iowa Department of Transportation, Air and Transit Division. In fiscal year 2012/2013 it is anticipated that the City will receive \$161,400 in public transit support from the State of Iowa.

The State of Iowa currently allows cities to levy up to \$.95 per \$1,000 of assessed value to support a transportation system. This levy is in addition to the \$8.10 limit imposed on cities for general operating purposes. For fiscal year 2011/2012 the City's transit levy rate was set at \$.39489 per \$1,000 of valuation which will generate \$300,000.

The levy rate for 2012/2013 has been increased to \$.40950 per \$1,000 of valuation which will generate \$320,000. The tax rate is higher in 2012/2013 due to a number of factors including (1) increased fuel costs, (2) increased bus maintenance costs, and (3) subject to grant approval, funding for the local share (17%) of the cost of two new buses.

The Transit Division is located in the Public Works Facility on Washington Street. A transfer point for this operation is located at City Hall.

### **CURRENT TRENDS AND ISSUES:**

The revised estimate expenditures for 2011/2012 are under the original budgeted amount in total by \$800. Increases in fuel and bus maintenance cost have been offset by decreases in personal services, utilities, and capital outlay costs. The original budget included a capital outlay allocation of \$38,000 for transit dispatch software. Instead of purchasing this software, a system was developed by MAGIC (Muscatine Area Geographical Information Consortium) using the routing software in the Arc/GIS realm. Transit staff is currently testing this software and anticipate that it will be fully operational in the spring of 2012.

The 2012/2013 budget is \$148,700 (14.6%) more than the original 2011/2012 budget. Significant increases include \$18,000 in fuel costs, \$21,300 in vehicle repair and maintenance services, and \$107,700 in capital outlay. The capital outlay allocation includes \$146,100 for the purchase of two new transit vehicles. This purchase is subject to the receipt of federal grant funding currently estimated at \$121,200 (83% of the cost of the vehicles). The local share of the buses would be \$24,900.

As noted previously, the transit tax levy has been increased by \$20,000 to fund the transit operation in 2012/2013. This, however, leaves a minimal fund balance of \$2,729 as of June 30, 2013. This does not allow for further increases in fuel or bus maintenance costs without this fund going into a deficit position. Staff will continue to closely monitor transit grant funding as well as fuel, maintenance, and other transit operating costs.

### **GOAL STATEMENT:**

To provide an opportunity to all citizens for safe and efficient public transportation with special services provided for senior citizens and handicapped residents

**PERFORMANCE MEASURES:**

	<b>Actual 2008/2009</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Estimated 2011/2012</b>	<b>Estimated 2012/2013</b>
Buses Used and Maintained	10	11	11	11	11
Fixed Bus Routes (Weekdays)	3 (4 for 4 hours of the day)				
Fixed Bus Routes (Saturdays)	2	2	2	2	2
Fixed Route Passengers	143,883	128,652	125,320	126,000	126,500
Paratransit Passengers	35,968	34,476	36,858	36,000	36,000
JARC for Work (Night service)	7,191	6,145	5,521	6,000	6,025
New Freedom	1,261	1,227	1,604	1,700	1,725
Muscatine/Wilton (ICAAP)	N/A	1,806	3,277	3,400	3,450
Total Passengers	188,303	172,306	172,580	173,100	173,700

**RECENT ACCOMPLISHMENTS:**

MuscaBus provided 172,580 rides, logged 275,199 miles, and used over 30,000 gallons of fuel in 2010/2011. Ridership increased over the previous year by 274 rides. Not only was there an increase in ridership, it was an accident free year for all 21 drivers. The transit system continues to operate three fixed routes (four during weekday hours of 11:30 a.m. to 4:00 p.m.) and a ParaTransit (shuttle) service for disabled passengers. Hours of operation are Monday through Friday from 6:30 a.m. to 5:00 p.m. and Saturday from 8:30 a.m. to 4:00 p.m. JARC evening service for individuals traveling to employment and employment-related destinations is operated Monday through Saturday from 5:30 p.m. to midnight. New Freedom service is operated from 5:30 p.m. to 9:30 p.m. on Tuesday and Thursday evenings. This service accommodates transportation requests for any purpose to offer "New Freedom" to those in need of this service. MuscaBus also offers two round trips daily to/from Wilton, Monday through Friday. All services are open to the general public and accessible to individuals with disabilities.

MuscaBus provided rides for multiple community service groups throughout the year. The first event of the year involved shuttling passengers between the dining and concert site for the Muscatine Symphony fundraiser. In April, MuscaBus assisted with rides to/from Discovery Park for a JDRF run which was relocated due to flooding. The tradition of providing free rides for students K-12 during the summer months continued. Due to construction at Franklin school during the summer months, rides were also provided from Franklin to Garfield school Monday through Friday for a lunch program in June and July. In July, MuscaBus assisted the Greater Muscatine Chamber of Commerce with transportation downtown. The Chamber hosted a steam engine/riverboat tour and guests rode MuscaBus to tour downtown Muscatine. In September passengers were shuttled at Heritage Days and in October MuscaBus drove for the Greenwood Cemetery Civil War tour. This was held in conjunction with the Civil War exhibit at the Muscatine Art Center. MuscaBus made an appearance in both the Fourth of July and Great River Days parades.

MuscaBus had a booth at several community events during 2010/2011 including the Community Agencies Fair, Earth Day, Senior Expo, Senior Health Fair in Muscatine, Muscatine Community Y Block Party, and the first annual Health Fair held in Wilton. Each of these venues provided the opportunity to discuss MuscaBus services with the general public.

A Defensive Driving course was held in January for all drivers and dispatchers.

The Transit Supervisor attended quarterly Iowa Public Transit training sessions in Des Moines, Okoboji, and West Des Moines. She also attended an FTA (Federal Transit Administration) presentation on Substance Abuse and training on Understanding ADA (Americans with Disabilities Act).

**OBJECTIVES TO BE ACCOMPLISHED 2012/2013:**

- \* To implement and evaluate the dispatch routing software.
- \* To continuously evaluate service routes to determine if changes would be required due to possible annexation or city expansion.
- \* To evaluate “Lean” practices and their application to the public transit operation.
- \* To review the transit staff pay structure and compare it with similar Transit operations in Iowa.

## Transit System

### Fund Statement

	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Budget 2011/2012</u>	<u>Revised Estimate 2011/2012</u>	<u>Budget 2012/2013</u>
Beginning Balance, July 1	\$ (15,192)	\$ 143,507	\$ 50,307	\$ 86,329	\$ 51,629
Revenues	<u>1,196,004</u> (2)	<u>877,209</u> (3)	<u>1,005,100</u>	<u>984,500</u> (4)	<u>1,119,800</u> (5)
Funds Available	\$ 1,180,812	\$ 1,020,716	\$ 1,055,407	\$ 1,070,829	\$ 1,171,429
Expenditures (1)	<u>1,037,305</u>	<u>934,387</u>	<u>1,020,000</u>	<u>1,019,200</u>	<u>1,168,700</u>
Ending Balance, June 30	<u>\$ 143,507</u>	<u>\$ 86,329</u>	<u>\$ 35,407</u>	<u>\$ 51,629</u>	<u>\$ 2,729</u>

<b>Increase (Decrease) in Fund Balance</b>	<b>\$ 158,699</b>	<b>\$ (57,178)</b>	<b>\$ (14,900)</b>	<b>\$ (34,700)</b>	<b>\$ (48,900)</b>
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1. Expenditures include changes in compensated absences and other post-employment benefits.
2. The 2009/2010 revenues included federal funds for buses encumbered in 2008/2009.
3. The 2010/2011 revenues included \$180,000 from the Transit tax levy. This was a reduction of \$50,000 from the previous levy of \$230,000. This reduction resulted in the use of available fund balance during the year and was done in part to keep the overall City tax rate increase to 1.4%.
4. In 2011/2012 the Transit tax levy increased to \$300,000 (from \$180,000).
4. The 2012/2013 Transit levy was increased to \$320,000 to maintain a positive balance in this fund. This levy also includes \$24,900 in funding for the local share of the cost for two new transit vehicles.

**Explanation of Decrease in Fund Balance:**

The balance in this fund has been fluctuating primarily due to capital purchases, primarily transit buses. The City has also varied the Transit tax levy when needed, to keep the annual changes in the City's total tax rate at reasonable levels.

## Transit System

### Summary of Revenues

	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Budget 2011/2012</u>	<u>Revised Estimate 2011/2012</u>	<u>Budget 2012/2013</u>
Transit Charges	\$ 175,269	\$ 168,175	\$ 180,000	\$ 168,300	\$ 169,000
Transit Grants					
Operating Subsidies:					
Federal Operating Grant	\$ 273,429	\$ 274,847	\$ 248,700	\$ 260,800	\$ 249,900
Federal Job Access Grant	36,278	37,728	41,000	41,000	42,000
State Vehicle Use Tax	159,895	170,154	160,900	160,900	161,400
New Freedoms Grant	5,955	7,614	8,400	8,300	9,000
ICAAP Grant	16,082	35,641	36,000	36,000	37,000
Other Operating Grants	1,340	1,998	1,500	1,500	1,500
Capital Grants:					
Federal Funds for Equipment	0	0	28,500	1,600	0
State Funds for Equipment	0	0	0	5,600	3,700
Federal Funds - Buses	189,888 (1)	0	0	0	121,200
Federal ARRA Funds - Parking Lot	100,000 (1)	0	0	0	0
Subtotal - Grants	<u>\$ 782,867</u>	<u>\$ 527,982</u>	<u>\$ 525,000</u>	<u>\$ 515,700</u>	<u>\$ 625,700</u>
General Fund Support:					
Transit Tax Levy	229,908	180,141 (2)	300,000	300,000 (3)	320,000 (4)
Sale of Vehicles	7,334	57	0	0	5,000
Interest	390	83	100	100	100
Donations	0	771	0	400	0
Other	236	0	0	0	0
Total Revenues	<u>\$ 1,196,004</u>	<u>\$ 877,209</u>	<u>\$ 1,005,100</u>	<u>\$ 984,500</u>	<u>\$ 1,119,800</u>

1. Federal capital grants in 2009/2010 included one transit bus at \$80,000 for the ICAAP grant program (100% grant funded), two buses at \$56,950 each for regular service (80% grant funded), and \$100,000 in federal Stimulus funds for the parking lot reconstruction project.
2. The 2010/2011 revenues included \$180,000 from the Transit tax levy. This was a reduction of \$50,000 from the previous levy of \$230,000. This reduction resulted in the use of available fund balance during the year and was done in part to keep the overall City tax rate increase at 1.4%.
3. FY 2011/2012 revenues reflect an increase in the Transit tax levy to \$300,000 (from \$180,000).
4. The 2012/2013 Transit levy was increased to \$320,000 to maintain a positive balance in this fund. This levy also includes \$24,900 in funding for the local share of the cost for two new transit vehicles.

**Function:**  
Business Type

**Department:**  
Public Works

**Activity:**  
**Transit System**

	Actual 2009/2010	Actual 2010/2011	Budget 2011/2012	Revised Estimate 2011/2012	Budget 2012/2013	Percent Change
<b>Expenditure Summary</b>						
Personal Services	\$ 613,066	\$ 627,254	\$ 679,300	\$ 676,900	\$ 683,300	0.59%
Commodities	82,430	106,572	110,100	129,600	128,800	16.98%
Contractual Services	196,011	178,094	169,500	188,400	187,300	10.50%
Capital Outlay	138,623	3,409	45,000	8,200	152,700	0.00%
Transfers	15,100	15,600	16,100	16,100	16,600	3.11%
<b>Total Expenditures</b>	<b>\$ 1,045,230</b>	<b>\$ 930,929</b>	<b>\$ 1,020,000</b>	<b>\$ 1,019,200</b>	<b>\$ 1,168,700</b>	<b>14.58%</b>
<b>Funding Sources</b>						
Transit Charges	\$ 175,269	\$ 168,175	\$ 180,000	\$ 168,300	\$ 169,000	-6.11%
Transit Grants	782,867	527,982	525,000	515,700	625,700	19.18%
Transit Tax Levy	229,908	180,141	300,000	300,000	320,000	6.67%
Sale of Vehicles	7,334	57	-	-	5,000	
Interest	390	83	100	100	100	0.00%
Donations	-	771	-	400	-	
Other	236	-	-	-	-	
<b>Total Funding Sources</b>	<b>\$ 1,196,004</b>	<b>\$ 877,209</b>	<b>\$ 1,005,100</b>	<b>\$ 984,500</b>	<b>\$ 1,119,800</b>	<b>11.41%</b>

<b>Personnel Schedule</b>						
	Actual 2009/2010	Actual 2010/2011	Budget 2011/2012	Revised Estimate 2011/2012	Budget 2012/2013	Budget Amount 2012/2013
<b>Full Time Positions/Position Allocations:</b>						
Transit Supervisor	1.00	1.00	1.00	1.00	1.00	
Maintenance Worker II	0.20	0.20	0.20	0.20	0.20	
<b>Total Full Time</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>	
<b>Part Time Positions:</b>						
Transit Driver	11.18	11.23	11.45	11.19	11.26	
Transportation Dispatch Coordinator	0.88	0.88	0.88	0.89	0.89	
Transit Dispatcher	0.87	0.89	0.89	1.20	0.88	
Transportation Serviceperson	0.62	0.60	0.63	0.61	0.63	
<b>Total Part Time</b>	<b>13.55</b>	<b>13.60</b>	<b>13.85</b>	<b>13.89</b>	<b>13.66</b>	
<b>Total</b>	<b>14.75</b>	<b>14.80</b>	<b>15.05</b>	<b>15.09</b>	<b>14.86</b>	<b>\$ 547,100</b>
Employee Benefits						136,200
<b>Total Personal Services</b>						<b>\$ 683,300</b>

<b>Capital Outlay</b>			
<i>Item</i>	<i>Quantity</i>	<i>Replacement</i>	<i>Amount</i>
Light Duty Buses	2	Yes	\$ 146,100
Route Signs	100	Yes	6,600
			<u>\$ 152,700</u>