

Transit Division

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TRANSIT DIVISION

Budget Highlights	FY 2014/15 Actual	FY 2015/16 Adopted	FY 2015/16 Amended	FY 2016/17 Recomm'd	% Change from Adopted FY 2015/16
Employee Expense	1,976,261	2,295,950	2,295,950	2,408,357	4.9%
Supplies and Services	1,361,333	1,050,704	1,101,339	1,067,919	1.6%
Machinery and Equipment	<u>1,916</u>	<u>25,249</u>	<u>25,249</u>	<u>30,798</u>	<u>22.0%</u>
Total	3,339,510	3,371,903	3,422,538	3,507,074	4.0%
Resources					
FTA Operating	501,267	1,093,168	1,537,414	1,110,417	1.6%
State Operating Assisting	242,876	249,319	249,319	279,748	12.2%
Federal Pass-Thru Grant	552,672	507,049	739,305	284,227	-43.9%
Medicaid Reimbursement	-	-	24,000	48,000	0.0%
Advertising Fees	50,012	40,000	40,000	40,000	0.0%
Mini Bus Passenger Fares	88,113	137,837	137,837	125,569	-8.9%
Fixed Route Passenger Fares	234,201	254,671	254,671	222,507	-12.6%
Intermodal Ramp Transit Fees	-	12,586	12,586	14,017	11.4%
Greater Downtown TIF	134,704	134,704	134,704	134,704	0.0%
Private Participant/Miscellaneous	<u>42,768</u>	<u>40,086</u>	<u>45,230</u>	<u>75,000</u>	<u>87.1%</u>
Total Resources	1,846,613	2,469,420	3,175,066	2,334,189	-5.5%
Debt on Jule Improvements Paid with Greater Downtown TIF	304,398	304,912	304,912	333,958	9.5%
Debt on Jule Improvements Paid with Local Option Sales Tax	<u>-</u>	<u>3,233</u>	<u>3,233</u>	<u>3,160</u>	-2.3%
Total Non-Property Tax Debt	304,398	308,145	308,145	337,118	9.4%
Transit Levy	1,086,080	896,852 *	896,852	1,172,885	30.8%
Incr. (Decr.) in Transit Fund Bal.	<u>(406,817)</u>	<u>(5,631)</u>	<u>649,380</u>	<u>-</u>	
Property Tax Support	1,086,080	896,852	896,852	1,172,885	276,033
Percent Increase (Decrease)					30.8%
Personnel - Authorized FTE	38.33	41.02	41.02	41.02	

*In FY 2016, the Transit Division reconfigured bus routes, modified the summer trolley service and changed to City management for a savings of \$374,236. This savings was used to offset the cost of funding the Nightrider Route (\$46,913 in FY16), operations of the Intermodal Facility (\$29,962), Intercultural Competency training (\$3,375), and increasing the General Fund Reserve (\$196,212).

INTERMODAL RAMP - 31.5% TRANSIT

Budget Highlights	FY 2014/15 Actual	FY 2015/16 Adopted	FY 2015/16 Amended	FY 2016/17 Recomm'd	% Change from Adopted FY 2015/16
Employee Expense	-	-	-	9,126	100.0%
Supplies and Services	-	-	-	23,839	100.0%
Machinery and Equipment	-	-	-	-	0.0%
Total	-	-	-	32,965	0.0%
Resources					
Intermodal Ramp Rental	-	-	-	14,017	100.0%
Total Resources	-	-	-	14,017	0.0%
Debt on Intermodal Facility Paid with Greater Downtown TIF	304,398	304,912	304,912	300,712	-1.4%
Total Non-Property Tax Debt	304,398	304,912	304,912	300,712	-1.4%
Property Tax Support	-	-	-	18,948	18,948
Percent Increase (Decrease)					100.0%
Personnel - Authorized FTE	-	-	-	0.50	

Improvement Package Summary**1 of 5**

This decision package would provide funding for the Express Green 2 and Grey 1 (Midtown) Routes to continue. The three-year Iowa Clean Air Attainment Program (ICAAP) grant that currently funds the Express, Green 2 and Grey 1 Routes will end on Dec 31, 2016, half-way through FY2017.

This improvement package includes funding for half of FY2017 (\$105,916) and all of FY2018 (\$211,832). For FY2017, expenses include 1.74 FTE of part-time driver hours, motor vehicle maintenance and diesel fuel.

In preparation for the end of this grant, fares were increased, generating in fixed-route revenue. In FY2016, all routes were evaluated and \$100,000 in cost saving cuts to service were completed in preparation for this year's request.

These routes are the spine of the complete system redesign completed in January 2014 that allowed for the reduced travel times and extended hours of service to better accommodate commuters traveling to and from work (namely Dubuque Industrial Center West). These routes allowed the system to transform from one with 90-minute trips to a system that connects people to most destinations in under 30 minutes.

If these routes are not funded through the improvement request, the following negative impacts to transit riders will occur:

1. **Increased trip lengths:** The Express route would be discontinued, increasing trip times from neighborhoods to West-end destinations to 90 minutes and Mid-Town destinations to 60 minutes.
2. **Increased wait times:** Reduced crosstown service will cause up to 30 minute wait times at transfers.
3. **Reduced Ridership:** Fixed-Route ridership will fall from to 451,821 to 354,537 as these routes make up 23% of total ridership; Loss of 97,284
4. **Reduced Fare Revenue:** Fare revenue would fall from \$189,289 to \$117,897; Loss of \$71,392
5. **Reduced State Funding:** State Operating Funding will fall from \$279,749 to \$215,806; Loss of \$63,943

If not funded:

Total lost revenue: \$135,335

Total lost ridership: 97,284

Loss of this service will have a disproportionately negative impact on low income residents causing reduced access to jobs, medical appointments and schools.

A reduction in service of this nature would constitute a substantial reduction of service and require public hearing (2007 Code § 46-76).

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)".

Comprehensive Plan Connections:

"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" (Comprehensive Plan Goal Summary - Transportation, p5).

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). 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 FY 2017 net cost for six months of the fiscal year is \$105,916. The full year net cost in FY 2018 to operate the Express and Midtown routes is \$210,870. If these routes are not funded in FY 2018, there will be a loss in revenue of \$135,335.

Related Cost: \$173,583 – Tax Funds - Recurring

Related Revenue: \$ 35,696 – Passenger Fares - Recurring

Related Revenue: \$ 31,971 – State Aid Operating – Recurring

Net Cost: \$105,916

Property Tax Impact: +\$.0449/+.40%

Activity: Transit Administration

Recommend – Yes

2 of 5

This decision package would provide funding to upgrade three part-time Bus Operators to full-time. There are currently two vacant part-time Bus Operator position that were budgeted for health insurance

when the City evaluated transit positions in preparation for the Affordable Health Care Act. At that time, 8 healthcare eligible part-time positions and an additional 4 full-time positions were created based on hours worked by employees at the time of the analysis. In the original plan, as the healthcare eligible PT positions were vacated (due to retirement or termination), these positions would remain unfilled and be eliminated during the next budget year.

Four of the healthcare eligible PT positions are still filled, while four others have been vacated. Two of those vacancies occurred during FY16.

This request to increase the number of full-time positions in the department is based on an evaluation of the advantages of full time employees versus part time employees with regard to training costs, accident costs, and turnover rate.

The Jule has 48 part-time drivers and 8 full-time drivers. Part-Time employees have a higher rate of accidents. 100% of at-fault accidents from FY13-16 (to date) involved a part-time driver. Full-Time drivers had zero accidents during the same period. The Part-Time employee turnover rate (25% or 12/48 in FY15) is twice that of full-time drivers (12.5% or 1/8 in FY15). The average training cost per driver is \$5,567, for a total training expense of \$66,814 annually.

The Jule has a set number of hours of service, therefore creating a full-time position does not add more hours or FTE's to the Jule's budget. The additional expenses consist of healthcare, additional holiday hours, vacation days and life insurance.

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, 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: \$54,210 – Tax Funds - Recurring
Property Tax Impact: +\$.0230/+.21%
Activity: Bus Operations

Recommend – No

3 of 5

This decision package would provide funding for armored courier service to pick up fixed route fare boxes. Locked canisters are currently transported to the bank by a Service Worker, once per week. The canisters are unlocked by bank staff and deposited to the City account. The empty canisters are picked up and returned to the garage by the same staff member.

The armored courier would complete the transport of the canisters when they have money in them and the service worker would continue to pick up the empty canisters.

Related Cost: \$1,222 – Tax Funds - Recurring
Property Tax Impact: +\$.0005/+.00%
Activity: Transit Administration

Recommend – Yes

4 of 5

This decision package would provide funding for extended bus service on weekdays. There are two options available to provide extended service.

Option A:

This request is to provide funding for amended Nightrider service to run 11:30pm Monday-Thursday. The City would apply for an Iowa Clean Air Attainment Program (ICAAP) Grant in Fiscal Year 2017 with the local match required in Fiscal Year 2018.

Citizens have responded to multiple community input sessions and surveys, including Budget Input sessions and Inclusive Dubuque surveys and meetings, asking for later evening service on weekdays. To add 5.25 additional hours of service to the Nightrider routes and adjust those to serve the industrial park during end of shift times would cost approximately \$171,786. ICAAP would cover 80% of the cost and the 20% local match would be \$34,357. This option is supported by the Transit Board.

This cost includes running the existing Nightrider routes with minor adjustments to serve the Intermodal and Dubuque Industrial Center with trips to pick up second shift workers from 11pm-11:30pm. Three years of funding can be applied for on an annual basis and the application can be adjusted each year to reflect service demands and changes based on ridership data and analysis.

A survey of citizens and riders is being conducted during winter 2015-2016 to gather additional information about transportation needs after 6pm. If the survey data shows that additional areas need service after 6pm, costs and routes could be reevaluated or additional funds applied for in future years.

To apply for ICAAP funds, an authorizing resolution from city council must state that matching funds are available and budgeted for and that the City also agrees to be responsible for adequately maintaining and operating the routes through maintenance level budgeting.

Related Cost: \$171,786 – Tax Funds - Recurring
Related Revenue: \$7,044 – Passenger Fares - Recurring
Net Cost: \$164,742
Property Tax Impact: +\$.0699/+ .62%
Activity: Bus Operations/Mini Bus Operations/Bus Maintenance

Recommend – No

Option B:

This request is to provide funding to extend night service to 9 p.m. on weekdays. The City would apply for an Iowa Clean Air Attainment Program (ICAAP) Grant in Fiscal Year 2017 with the local match required in Fiscal Year 2018.

Citizens have responded to multiple community input sessions and surveys, including Budget Input sessions and Inclusive Dubuque surveys and meetings, asking for later evening service on weekdays. Adding three additional hours of service to all routes is estimated to cost \$409,779. ICAAP would cover 80% of the cost and the 20% local match would be \$81,955. Three years of funding can be applied for on an annual basis and the application can be adjusted each year to reflect service demands and changes based on ridership data and analysis.

A survey of citizens and riders is being conducted during winter 2015-2016 to gather additional information about transportation needs after 6 p.m. If the survey data shows that some areas do not need service after 6 p.m., or need service on a limited basis, costs could be reduced. Updated cost

estimates and draft routes would be developed prior to the application being submitted in October 2016.

To apply for ICAAP funds, an authorizing resolution from city council must state that matching funds are available and budgeted for and that the City also agrees to be responsible for adequately maintaining and operating the routes through maintenance level budgeting.

Related Cost: \$409,779 – Tax Funds - Recurring
Related Revenue: \$12,686 – Passenger Fares - Recurring
Net Cost: \$397,093
Property Tax Impact: +\$.1684/+1.50%
Activity: Bus Operations/Mini Bus Operations/Bus Maintenance

Recommend – No

Both Option A and Option B support Comprehensive Plan Connections "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" (Comprehensive Plan Goal Summary - Transportation, p5). 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). 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).

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This decision package would provide funding to provide express service from JFK Circle to Peosta three times per day. The City would apply for an Iowa Clean Air Attainment Program (ICAAP) Grant in Fiscal Year 2017 with the local match required in Fiscal Year 2018.

Citizens have responded to multiple community input sessions and surveys and Greater Dubuque Development staff have heard from Peosta businesses that this service is needed. A meeting was held in January 2015 with businesses and North East Iowa Community College staff. This group initially discussed hourly service, but after discussing current shifts, there were large gaps of time where no shifts changed. The group then discussed three to four bus pickups per day with more coordinated shift start and end times at the employer locations and Northeast Iowa Community College. Northeast Iowa Community College, Berry Plastics, Premier Tooling were all willing to arrange schedules/shifts around common bus drop-off times. The Jule is able to provide express service outside of the city limits without being required to provide Minibus service to that entire area as long as the service is provided as an express, limited stop service. A premium fare can also be charged to help support this route. This rate has not yet been determined.

Express service to Peosta on weekdays would cost approximately \$39,054. The ICAAP grant would cover 80% of the cost and the 20% local match would be \$7,810. Jule staff would seek out community partners and businesses to reach the match requirement and for support beyond the grant period. If partners cannot be secured, the grant would not be pursued. Three years of funding can be applied for on an annual basis and the application can be adjusted each year to reflect service demands and changes based on ridership data and analysis. If the route is not successful, or if changes to the pickup times are needed, costs and routes could be reevaluated and additional or reduced funds applied for in future years. To apply for ICAAP funds, an authorizing resolution from city council must state that matching funds are available and budgeted for and that the City also agrees to be responsible for adequately maintaining and operating the routes through maintenance level budgeting.

This improvement request supports Comprehensive Plan Connections "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" (Comprehensive Plan Goal Summary - Transportation, p5). 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). 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).

Related Cost: \$36,054 – Tax Funds - Recurring

Recommend – No

Related Revenue: \$ 1,200 – Passenger Fares - Recurring

Net Cost: \$34,854

Property Tax Impact: +\$.0148/+ .13%

Activity: Bus Operations/Mini Bus Operations/Bus Maintenance

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

Employee Expense

1. FY 2017 employee expense reflects a 2.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution remains at 8.93% and the employee contribution remains at 6.18% in FY 2017.
3. The City portion of health insurance expense increased from \$1,040 in FY 2016 to \$1,325 in FY 2017 per month per contract, resulting in an increase of \$34,180 (27.40%).
4. Employee Physicals increased from \$5,670 in FY 2016 to \$6,484 in FY 2017 based on FY 2015 actual of \$6,647.
5. Overtime remains at \$17,973 in FY 2017. Overtime actual was \$28,053 in FY 2015 and \$48,777 in FY 2014.
6. Unemployment Insurance increased from \$10,228 in FY 2016 to \$16,451 in FY 2016 based on FY 2016 actual.
7. The Express and Midtown route funding from ICAAP ends December 31, 2016. This results in a reduction of -1.74 FTE (-\$75,693).

Supplies & Services

8. 31.5% of the Intermodal Ramp expense (\$32,965) is allocated to the Transit Division and the remaining 68.5% is allocated to the Parking Division. Based on Federal Transit Administration rules, the FY 2017 deficit allocated to Transit of \$18,948 cannot reduce the property tax levy provided to run the Transit system and the annual Transit funding from Federal Transit Administration and State Transit Operating Funding cannot be used to support the Intermodal Ramp's operations. Therefore the Federal Transit Administration has agreed that transit will be

allocated 31.5% of the revenue and expenses for the Intermodal Ramp which is reflected in the significant line items below.

9. Uniform Purchases decreased from \$14,275 in FY 2016 to \$13,500 in FY 2017 which represents uniforms for 60 drivers at \$225 per driver.
10. Janitorial Supplies increased from \$1,084 in FY 2016 to \$3,664 in FY 2017 due to moving \$2,380 in custodial equipment to this line item. This line item represents bus cleaning supplies.
11. Copying decreased from \$3,129 in FY 2016 to \$2,309 in FY 2017 based on FY 2015 actual of \$1,298, and the addition of the Intermodal Ramp.
12. Legal Notices and Ads increased from \$1,636 in FY 2016 to \$3,898 in FY 2017 based on FY 2015 actual of \$3,898. This line item represents advertising for vacant positions and public notice of meetings and route changes.
13. Property Insurance increased from \$7,675 in FY 2016 to \$8,076 in FY 2017 based on FY 2016 actual for addition of the Intermodal Ramp.
14. Conferences increased from \$5,020 in FY 2016 to \$7,680 in FY 2017 due to an every other year Federal Transit Administration training in Kansas City for the Transit Manager (\$1,750). These expenses are reimbursable at 80% from the Iowa Department of Transportation and are reflected in Transit reimbursement revenue.
15. Water Utility Expense increased from \$1,239 in FY 2016 to \$3,033 in FY 2016 based on the addition of the Intermodal Ramp.
16. Gas Utility Expense increased from \$20,922 in FY 2016 to \$23,425 in FY 2017 based on the addition of the Intermodal Ramp.
17. Electricity Utility Expense increased from \$29,138 in FY 2016 to \$38,075 in FY 2017 based on the addition of the Intermodal Ramp.
18. Stormwater Utility Expense increased from \$0 in FY 2016 to \$5,260 in FY 2017 based on FY 2016 year-to-date actual for the Intermodal Facility and Ramp.
19. Property Maintenance increase from \$20,783 in FY 2016 to \$24,384 in FY 2017 based on the addition of the Intermodal Ramp.
20. Telephone decreased from \$7,563 in FY 2016 to \$5,819 in FY 2017 based on FY 2016 year-to-date actual.
21. Elevator Maintenance increased from \$0 in FY 2016 to \$945 in FY 2017 based on the addition of the Intermodal Ramp.
22. Rental of Space decreased from \$2,400 in FY 2016 to \$0 in FY 2017 based on the City contribution of the Burlington Trailways lease ending in Fiscal Year 2015 when the Intermodal Facility opened.

- 23. Diesel Fuel decreased from \$323,884 in FY 2016 to \$318,154 in FY 2017 based on vehicle fuel efficiency rates, miles, and FY15 average fuel cost per gallon and the Express and Midtown routes ending December 31, 2016.
- 24. Motor Vehicle Maintenance decreased from \$234,788 in FY 2016 to \$228,216 in FY 2017 based on the Express and Midtown routes ending December 31, 2016.
- 25. Motor Vehicle Maintenance Accident decreased from \$45,000 in FY 2016 to \$22,115 in FY 2017 based on FY 2015 actual of \$19,615. Added full-time driver positions and a driver trainer have decreased the number of accidents.
- 26. Software License increased from \$66,755 in FY 2016 to \$70,924 in FY 2017 due to the addition of a Milestone license for the 26 security cameras at the Intermodal Facility.

Machinery & Equipment

- 27. Equipment replacement items at the maintenance level include (\$30,798):

Bus Exterior Route Head Signs (12) – Medium Duty Buses	\$26,400
Radio Equipment	\$ 1,000
Plexiglas Panels	\$ 1,000
Shop Equipment	\$ 500
Camera Equipment	\$ 1,000
Smart Phones (2)	\$ 898

Debt Service

- 28. FY 2017 debt service includes the following (\$337,118):
 - \$300,712 2012A GO Borrowing Intermodal Facility (Last Year 2031)
 - \$3,160 2014B GO Borrowing Roof Improvements (Last Year 2034)
 - \$33,246 2017A GO Borrowing Bus Storage and Maintenance Facility (Last Year 2037)

The debt service payments for 2012A and 2017A in FY 2017 are paid with Greater Downtown TIF. The debt service payments for 2014B in FY 2017 are paid with local option sales tax.

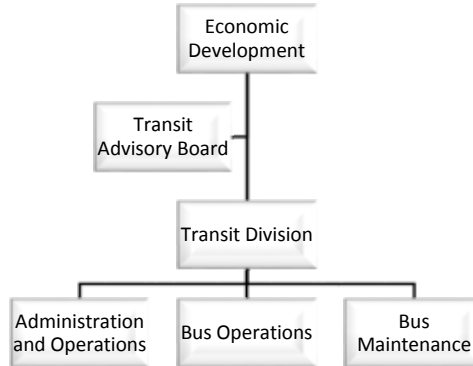
Revenue

- 29. Revenue projections include:
 - a) Federal operating assistance increased from \$1,093,168 in FY 2016 to \$1,110,417 in FY 2017 and is based off the FTA assistance projected to be received in FY 2016 which is determined by the number of residents in poverty. Final FTA allocations for FY2017 should be received by March 2016;
 - b) State operating assistance increased from \$249,319 in FY 2016 to \$279,748 in FY 2017 based on FY 2016 revised. Final State allocations for FY2017 should be received by mid-January 2016. The Fixing America’s Surface Transportation (FAST) Act is five-year legislation to improve the Nation’s surface infrastructure, including roads, bridges, transit systems, and rail transportation network. FAST Act increases dedicated bus funding by 89% over the life of the bill which provides both stable formula funding and a competitive grant program to address bus and bus facility needs;

- c) Federal pass-thru grant decreased from \$507,049 in FY 2016 to \$284,227 in FY 2017. The Nightrider route grant is ending March 2016 and in the FY 2016 adopted budget the City Council approved funding to continue the route. The Midtown Loop and Feeder route grant ending January 2017 and will lose the remaining funding from ICAAP related to the route of \$284,227 in FY 2018;
- d) Mini bus passenger fares decreased from \$137,587 in FY 2016 to \$125,569 in FY 2017 based on FY 2016 first quarter. There were \$1 rate increases in FY 2015 and FY 2016, which have caused passengers to switch from minibus to fixed route because of the cost increase.
- e) Bus passenger fares decreased from \$254,671 in FY 2016 to \$222,507 in FY 2017 Fiscal Year 2015 actual passenger fare revenue was \$234,201.
- f) Reimbursements from the Greater Downtown TIF (\$134,704) for the downtown parking shuttle remain unchanged.
- g) Reimbursement from the Iowa Department of Transportation for 80% of transit staff conferences and training (line #12) is included in Federal Pass-Thru (\$6,144). These funds are only available on a reimbursement basis, so if conferences are not attended, these funds are not received.
- h) Intermodal Ramp revenue is allocated 31.5% to the Transit Division, which includes \$3,307 in Daily Fees and \$10,710 in Monthly Rental. The Intermodal ramp expense allocated to the Transit Division in FY 2017 is \$32,965. Based on Federal Transit Administration rules, the FY 2017 deficit of \$18,948 cannot reduce the property tax levy provided to run the Transit system and the annual Transit funding from Federal Transit Administration and State Transit Operating Funding cannot be used to support the Intermodal Ramp's operations. Therefore the Federal Transit Administration has agreed that transit will be allocated 31.5% of the revenue and expenses for the Intermodal Ramp.

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.



SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

PLANNING

The Jule plans for the future through community surveys, focus groups, contacts with social service agencies, the Transit Advisory Board, and the Metropolitan Planning Organization.

PEOPLE

Jule staff reach out to a diverse set of community members and organizations to provide information and help plan future services. We invest in our staff and our quality of service through ongoing safety and driver training.



PARTNERSHIPS

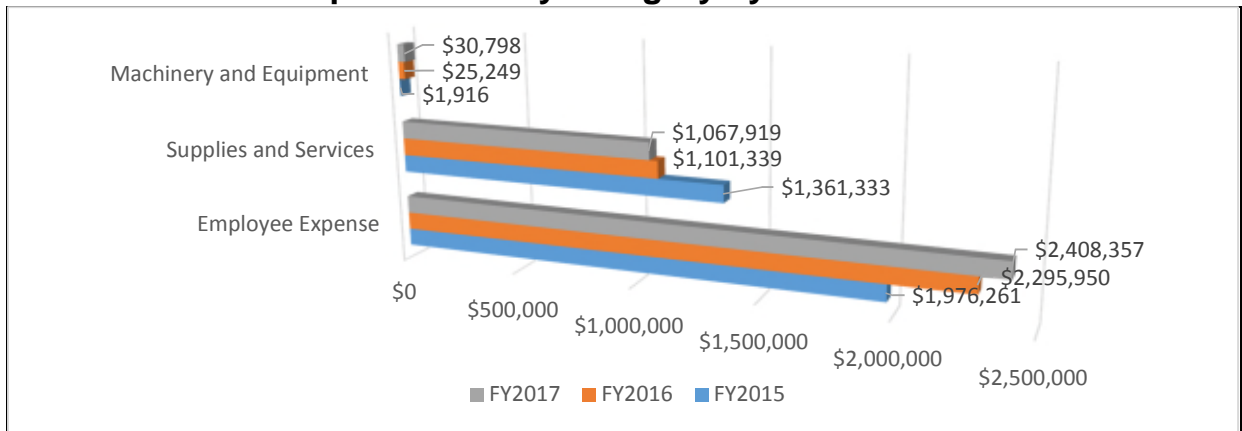
Jule staff work with community organizations and non-profits to help increase access to and awareness of transit services. We do this by developing partnerships to keep information flowing between employers, service providers, program offerings, local college students, and K-12 students, staff and administrators and city staff.

ECONOMIC DEVELOPMENT TRANSIT DIVISION



The Transit Division is supported by 41.02 full-time equivalent employees, which accounts for 68.6% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 2.2% in FY 2017 compared to FY 2016.

Expenditures by Category by Fiscal Year



ECONOMIC DEVELOPMENT TRANSIT DIVISION

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, vehicle, and equipment management, maintenance and selection, evaluation of routes, safety, security, and funding sources, employee hiring, training, payroll and discipline, public relations, marketing, accounting, and submission of grant applications for continued funding as well as compliance with state and federal transportation rules and regulations.

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.

Administration and Operations Funding Summary			
	FY 2014/15 Actual	FY 2015/16 Adopted	FY 2016/17 Recommended
Expenditures	\$793,140	\$737,808	\$747,425
Resources	\$315,045	\$373,996	\$86992

Administration and Operations Position Summary	
	FY 2016/17 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 FT Equivalent Employees	7.51

ECONOMIC DEVELOPMENT TRANSIT DIVISION

Performance Measures


Administration and Operations – Activity Statement

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


Goal: Financially Responsible & High Performance Organization

Outcome #1: Communicate Clearly. Provide consistent communication of passenger expectations.

Post policies in a consistent format, online, on buses, and in print materials. Each bus is outfitted with one large (11"x17") sign containing all policies for driver and passenger reference.



PASSENGER POLICIES

 All buses have video cameras, so we can see AND hear you.

Be Respectful. Follow the Rules. Ride Happy.

1. Listen to the Driver	The driver is the authority on the bus. You must comply with all instructions given by the bus driver.
2. Pay Your Fare	A valid ticket, pass, transfer, Student ID or cash payment is required. Drivers do not make change.
3. Be Kind	Threatening or intimidating behavior toward riders or drivers will not be tolerated.
4. No Smoking	Smoking is not allowed in or near buses, shelters or other transit property.
5. Be Safe. Sit Down.	You must remain seated or holding the bar at all times while the bus is in transit. You are not allowed to climb over seats, hang from the bars or touch the emergency exits/windows. Keep your hands and other personal items to yourself and out of the aisles.
6. Reduce Your Volume	No yelling, swearing, playing music or bothering other passengers with your loudness.
7. No Eating or Drinking	No eating or drinking on the bus. If you want to carry-on food or drinks, they need to be sealed and you can't open them on the bus.
8. Banned Items	Explosive devices, knives, firearms, weapons, drugs and drug paraphernalia, alcohol, laser pointers, matches, lighters and any object which jeopardizes the safety of the driver and passengers.
9. Lost Items	The Jule is not responsible for lost, stolen or damaged items.
10. Service Animals	All animals must be kept in a closed pet carrier while on the bus. Trained service animals are the only exception to this policy.
11. Strollers	For their safety, children must be removed from strollers, the stroller must be folded and stowed out of the aisle and the child must be held by a guardian or placed in the bus seat.

Priority seating for seniors and people with disabilities is provided in the front of the bus.

Reasonable Accommodations:
If you or a person you travel with has a disability and needs a reasonable accommodation to these policies, please contact The Jule office BEFORE riding.

ECONOMIC DEVELOPMENT

TRANSIT DIVISION

Bus Operations

Overview

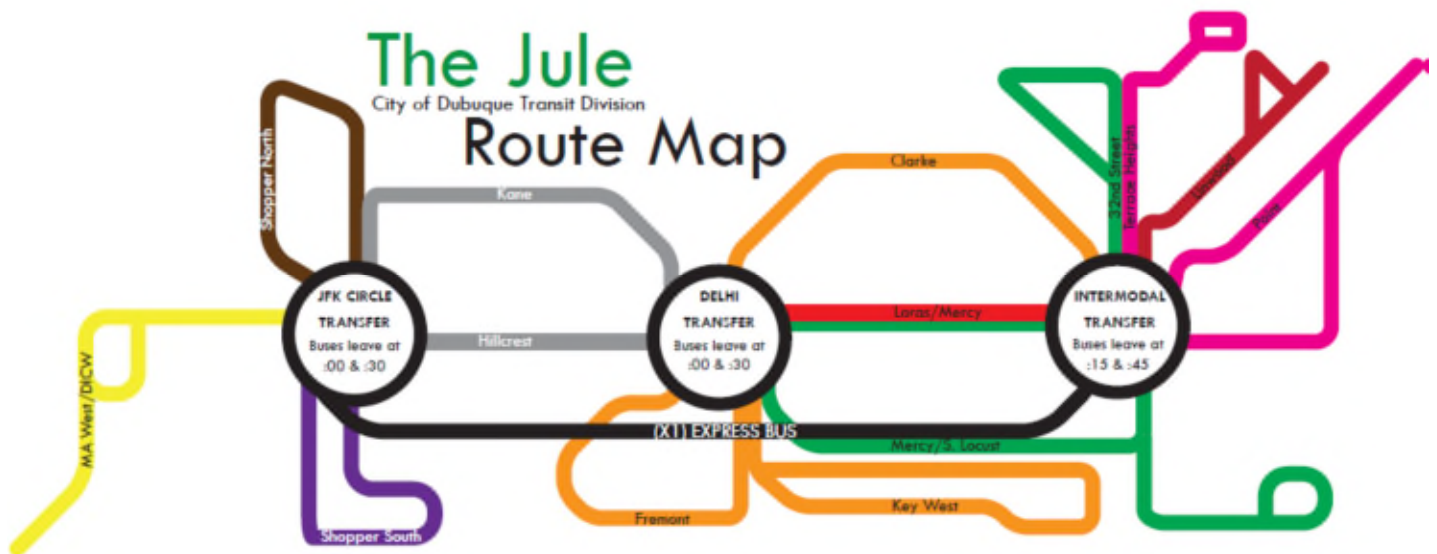
The city of Dubuque has grown geographically and the city's fixed-route transit system needed to catch up. The award of grant funds to the city for this expansion has provided the opportunity for the transit system to serve more residents and businesses. New routes were developed in 2014 and tweaked in 2015 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.

Bus operations encompasses seasonal or special services including:

- Summer Trolley service is provided from Labor Day through October on Saturdays from 10am-6pm.
- Weekday Business Shuttle service connects downtown parking ramps and employer locations during morning and afternoon commute times

Nightrider weekend evening service, including MiniBus, operates Friday and Saturday nights from 6pm-2:40am during the school year and 11pm during the summer.

Bus Operations includes the following daytime fixed-route services as well as the door-to-door MiniBus services that operate from 6:05am-6:50pm on weekdays and 8:05am-6:25pm on Saturdays:



ECONOMIC DEVELOPMENT TRANSIT DIVISION

Service Every 30 Minutes	X1 EXPRESS	15-minute non-stop service between the Intermodal Transfer and JFK Circle Transfer provides a quick connection between downtown and west end locations.
	YLOW1 MA West DICW	Service from the JFK Circle Transfer to Pennsylvania Ave, Radford Rd, Chavenelle Rd and the NW Arterial to Hempstead High School, Ditmer Recycling, Radford Court, Innovation Dr, Nordstrom, BioLife, and Medical Associates West
	BRWN1 Shopper North	Service from the JFK Circle Transfer to Kohls, HyVee, Goodwill, Aldi, near Hoover Elementary School, Sunset Park, Asbury Rd, Pennsylvania Ave, and Hempstead High School. This route provides afternoon service to Roosevelt Middle and Carver Elementary Schools.
	PRPL1 Shopper South	Service from the JFK Circle Transfer along JFK Rd to Kennedy Mall, Mindframe Theater, Highway 20, Walmart, Lowes, Dodge St HyVee, Target, and Shopko.
Service Every 60 Minutes	GRN1 32nd St	Service from the Intermodal Transfer to 32nd St via Jackson St and returning to the transfer using Saunders St to provide service to neighborhoods East of Central Ave. The bus reconnects with Central Ave near Fulton Elementary School.
	GRN2 Mercy/ S. Locust	Service from the Intermodal Transfer to the South Locust HyVee, Mervcy Hospital and Medical Associates East Campus.
	GREY1 Kane	Service between the Delhi Transfer and JFK Circle Transfer while traveling along Asbury Rd, Chaney Rd, Kaufmann Ave, and Kane St near Wahlert High School and Mazzuchelli Middle School.
	GREY2 Hillcrest	Service between the Delhi Transfer and JFK Circle Transfer while traveling to Flora Park and Pool, Irving Elementary School, and University of Dubuque.
	RED1 Linwood	Service from the Intermodal Transfer along Windsor Ave to Linwood Cemetery, Mount St. Francis, Audubon Elementary School, Prescott Elementary School, and near Jefferson Middle School.
	RED2 Mercy/ Loras	Service between the Intermodal Transfer and the Delhi Transfer while traveling to Medical Associates East, Mercy Hospital, Loras College, and near Lincoln Elementary School.
	PINK1 Point/ Mystique	Service from the Intermodal Transfer along Rhomberg Ave to the Point Neighborhood, near Sutton Pool, Audubon Elementary School, Eagle's Grocery Store as well as Kerper Blvd businesses and Schmitt Island/Mystique.
	PINK2 Terrace Heights	Service from the Intermodal Transfer to Terrace Heights via Jackson St and Peru Rd returning to the transfer using Peru Rd and Central Ave providing service near Fulton Elementary School.
Service Every 2 Hours	ORNG1 Clarke	Service between the Intermodal Transfer and Delhi Transfer while traveling to Allison Henderson Park, Clarke University, Senior High School, Our Lady of Guadalupe Elementary School, Jackson Park and near Prescott Elementary School.
	ORNG2 Key West	Service from the Delhi Transfer via Grandview Ave, Rockdale Rd and returns via Bryan St providing service to Key West DMV, Rockdale Rd, South Grandview Ave, Bryant Elementary School and near Table Mound Elementary School.
	ORNG3 Fremont	Service from the Delhi Transfer along North Grandview Ave past Washington Middle School to Highway 20, Cedar Cross Rd, and returning to the transfer on Fremont providing service to Wartburg Seminary.

ECONOMIC DEVELOPMENT TRANSIT DIVISION

Bus Operations Funding Summary			
	FY 2014/15 Actual	FY 2015/16 Adopted	FY 2016/17 Recommended
Expenditures	\$2,432,561	\$2,484,256	\$2,535,734
Resources	\$1,494,564	\$2,021,230	\$2,163,672

Bus Operations Position Summary	
	FY 2016/17 FTE's
Bus Operator	8.00
Bus Operator PT	23.81
Total FT Equivalent Employees	31.81

Highlights of the Past Year

- Smart Transit – Using data to optimize routes, reduce costs and increase ridership
- SmarterTravel – Research project with IBM to monitor non-bus travel patterns and compare those results with Jule routes for possible adjustments
- Opening the Intermodal Transportation Facility in Historic Millwork District

Future Initiatives

- PLUS – Integrate and implement technology into fare payment and tracking
- Design and build the Bus Storage Facility – reuse of city Superfund site

Performance Measures

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.



Goal: Improved Connectivity



Outcome #1: Connect People to Opportunity. Provide access to transit services so citizens can get to work, school, and recreational opportunities.

Transit Access = 5 minute walk to a bus stop

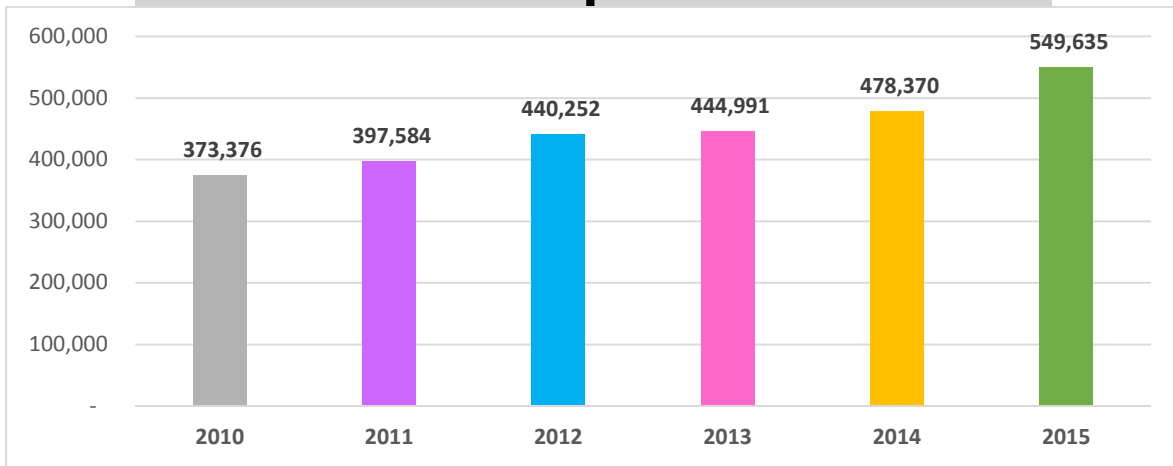
75% of residents live within a 5 minute walk from a bus stop

92% of schools are within a 5 minute walk from a bus stop*

*Table Mound and St. Columbkille are within a 10 minute walk distance

ECONOMIC DEVELOPMENT TRANSIT DIVISION

Transit Ridership = +15% in 2015



Outcome #2: Be Responsive. Ask for input and make recommendations that reflect the needs of citizens.

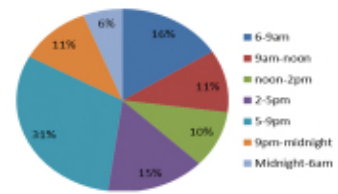
The Jule conducts a transit survey at least every two years as well as focus groups and online route and stop request opportunities on an ongoing basis.

The Jule’s Transit Advisory Board meets monthly to evaluate routes and discuss and prioritize service needs.

The most common service request that The Jule receives is for bus routes to operate until at least 9pm on weekdays.

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

(Transit Needs Survey, October 2013).



Look for opportunities to provide input on The Jule’s website (www.juletransit.org) or sign up for transit notifications through the City’s Notify-Me system. The Jule also sends out notices and survey links through its Facebook and Twitter accounts.

Outcome #3: Improve quality of life. Provide quick travel times so people can spend less time on the bus and more time doing what they choose.

	Pre 2014 Travel Time	Post 2014 Travel Time	Time Savings
JFK Circle to The Jule (2401 Central)	75 min	35 min	40 min
The Point to Medical Associates West	95 min	40 min	55 min
Downtown Transfer to Kohls/HyVee	45 min	25 min	20 min
University of Dubuque to Walmart/Lowes	50 min	25 min	25 min
Clarke University to Mercy/ Medical Associates East	45 min	18 min	27 min
Loras College to Kennedy Mall	39 min	25 min	14 min
The Point to Target/HyVee	85 min	50 min	35 min

ECONOMIC DEVELOPMENT TRANSIT DIVISION



Goal: Economic Prosperity

Outcome #4: Make it Easy. Coordinate with non-profits, colleges, and other city departments to make accessing transit passes and services simple and affordable.

The Jule partners with the following organizations and city departments to make access to transit passes easier and more affordable.

			
			
			
St. Raphael Cathedral			City of Dubuque Finance Department – manages bus pass sales at City Hall

*These organizations purchase passes in bulk at a 25% discount and provide them to their clients in need

Outcome #5: Be Equitable. Provide the same opportunity for use of public transit services to those with disabilities as to those without.



Conduct review of all bus stops, shelters and facilities and before adding new bus stops, evaluate access and infrastructure needs for ADA compliance.



Choose future buses that provide the greatest amount of independence and access for those in our community with mobility impairments. Drive on ramps promote independence and require less maintenance than mechanical lifts.

ECONOMIC DEVELOPMENT

TRANSIT DIVISION

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 at the Intermodal Center.

The effectiveness of the new Intermodal and JFK Transfer facilities, 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.

Bus Maintenance Funding Summary			
	FY 2014/15 Actual	FY 2015/16 Adopted	FY 2016/17 Recommended
Expenditures	\$113,808	\$122,246	\$139,788
Resources	\$37,005	\$55,518	\$69,508

Bus Maintenance Position Summary	
	FY 2016/17 FTE’s
Service Worker	1.00
Service Worker PT	0.70
Total FT Equivalent Employees	1.70

Highlights of the Past Year

- Completed 80% of preventative maintenance on vehicles within 10% of the mileage threshold
- All vehicles and The Jule’s three transfers are covered by security cameras.
- New recording systems were installed in all buses to allow for quicker review of on-board security camera footage
- Implemented a bus shelter cleaning schedule

ECONOMIC DEVELOPMENT

TRANSIT DIVISION

Future Initiatives

- Plan for capital replacement of vehicles and focus on ramp entry for improved access for individuals with mobility impairments.
- Research alternative fuel technologies and conduct cost-benefit analysis
- Research and seek funding for vehicle replacement

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.



Goal: Financially Responsible & High Performance Organization

Outcome #6: Drive and maintain city vehicles like they're our own. Reduce accidents and associated costs through ongoing driver training and conduct regular vehicle cleaning and maintenance to extend the life of the fleet



The Jule hired a part-time CDL and safety trainer and began implementing the Smith System (used by UPS, New York MTA) 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.

Drivers receive annual ride-a-long safety refresher training and post-accident training to help reinforce good driving practices and habits.

Even with the expansion of transit service, drivers are driving more miles with fewer accidents. This focus on training and safety has reduced at-fault accidents by 27% (FY14-FY15).

80%+

Vehicles serviced within 10% of mileage threshold

The Jule's buses drive city streets a minimum of 12 hours per day. Mileage thresholds for preventative maintenance reflect the constant usage of these vehicles in all weather conditions.

Light Duty: 5,000 miles preventative maintenance threshold
Medium and Heavy Duty: 6,000 miles

preventative maintenance threshold



Recommended Operating Revenue Budget - Department Total 53 - TRANSIT DIVISION

Fund	Account	Account Title	FY14 Actual Revenue	FY15 Actual Revenue	FY16 Adopted Budget	FY17 Recomm'd Budget
600	43251	RENTS & CONCESSIONS	0	0	6,000	0
43 - USE OF MONEY AND PROPERTY			0	0	6,000	0
600	44160	FTA OPERATING ASSISTANCE	1,107,768	501,267	1,093,168	1,110,417
44 - INTERGOVERNMENTAL			1,107,768	501,267	1,093,168	1,110,417
600	45721	STATE-AID OPERATING	229,283	242,876	249,319	279,748
600	45771	FED PASS THRU STATE GRANT	536,758	552,672	507,049	284,227
45 - STATE GRANTS			766,041	795,548	756,368	563,975
605	51305	DAILY FEES	0	0	0	3,307
600	51310	MONTHLY RENTAL	0	0	12,586	0
605	51310	MONTHLY RENTAL	0	0	0	10,710
600	51705	MINI BUS PASSENGER FARES	50,728	87,688	137,587	124,905
600	51710	EAST DBQ PASSENGER FARES	199	420	250	664
600	51715	MINI BUS CONTRACT REVENUE	3	5	0	0
600	51725	PASSENGER FARES	147,971	234,201	254,671	222,507
600	51727	MEDICAID FARES	0	0	0	48,000
600	51730	ADVERTISING FEES	70,734	50,012	40,000	40,000
51 - CHARGES FOR SERVICES			269,635	372,325	445,094	450,093
600	53102	PRIVATE PARTICIPANT	39,767	28,909	34,086	75,000
600	53605	MISCELLANEOUS REVENUE	216	1	0	0
600	53610	INSURANCE CLAIMS	1,022	13,714	0	0
600	53615	DAMAGE CLAIMS	4,929	702	0	0
600	53620	REIMBURSEMENTS-GENERAL	123	(557)	0	0
53 - MISCELLANEOUS			46,057	42,769	34,086	75,000
600	59100	FR GENERAL	968,006	1,220,784	1,227,768	1,307,589
400	59240	FR DOWNTOWN TIF	308,112	304,012	304,912	333,958
400	59350	FR SALES TAX CONSTRUCTION	0	386	3,233	3,160
59 - TRANSFER IN AND INTERNAL			1,276,118	1,525,182	1,535,913	1,644,707
53 - TRANSIT DIVISION TOTAL			3,465,619	3,237,091	3,870,629	3,844,192

Recommended Operating Expenditure Budget - Department Total 53 - TRANSIT DIVISION

Fund	Account	Account Title	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY 17 Recomm'd Budget
600	61010	FULL-TIME EMPLOYEES	212,788	281,626	597,633	607,725
600	61020	PART-TIME EMPLOYEES	1,106,504	1,153,029	1,030,885	1,055,852
605	61020	PART-TIME EMPLOYEES	0	0	0	7,173
600	61030	SEASONAL EMPLOYEES	0	4,650	12,848	13,123
600	61050	OVERTIME PAY	48,777	28,053	17,973	17,973
600	61071	HOLIDAY PAY-OVERTIME	4,127	5,517	10,547	10,722
600	61092	VACATION PAYOFF	54	552	0	0
600	61310	IPERS	122,537	130,456	148,917	153,734
605	61310	IPERS	0	0	0	640
600	61320	SOCIAL SECURITY	104,331	111,637	127,755	131,841
605	61320	SOCIAL SECURITY	0	0	0	549
600	61410	HEALTH INSURANCE	134,779	149,940	237,120	271,300
600	61415	WORKMENS' COMPENSATION	98,281	92,095	95,177	111,885
605	61415	WORKMENS' COMPENSATION	0	0	0	473
600	61416	LIFE INSURANCE	229	306	1,197	1,216
600	61417	UNEMPLOYMENT INSURANCE	5,946	10,058	10,228	16,451
600	61640	SAFETY EQUIPMENT	282	1,652	0	925
605	61640	SAFETY EQUIPMENT	0	0	0	291
600	61645	TOOL ALLOWANCE	238	0	0	0
600	61650	MEAL ALLOWANCE	72	42	0	0
600	61660	EMPLOYEE PHYSICALS	5,670	6,647	5,670	6,484
61 - WAGES AND BENEFITS			1,844,617	1,976,261	2,295,950	2,408,357
600	62010	OFFICE SUPPLIES	1,835	2,639	3,500	3,570
605	62010	OFFICE SUPPLIES	0	0	0	315
600	62011	UNIFORM PURCHASES	3,697	12,485	14,275	13,500
600	62013	UNIFORM MAINTENANCE	1,009	986	1,215	1,215
600	62030	POSTAGE AND SHIPPING	1,056	961	1,109	1,009
605	62030	POSTAGE AND SHIPPING	0	0	0	315
600	62033	HAND TOOLS/EQUIPMENT	0	0	1,000	1,000
600	62034	REPAIR PARTS/SUPPLIES	0	0	500	500
600	62035	COURIER FEES	0	0	0	1,222
600	62060	O/E MAINT CONTRACTS	0	0	497	497
605	62060	O/E MAINT CONTRACTS	0	0	0	157
600	62061	DP EQUIP. MAINT CONTRACTS	5,091	6,374	6,374	7,208
600	62062	JANITORIAL SUPPLIES	1,289	0	1,084	3,664
600	62063	SAFETY RELATED SUPPLIES	0	0	1,000	1,000
600	62090	PRINTING & BINDING	24,273	18,343	28,387	24,741
605	62090	PRINTING & BINDING	0	0	0	866
600	62110	COPYING/REPRODUCTION	3,129	1,298	3,129	1,947
605	62110	COPYING/REPRODUCTION	0	0	0	362
600	62130	LEGAL NOTICES & ADS	1,165	3,898	1,636	3,898
600	62140	PROMOTION	6,334	3,000	12,875	12,875
600	62190	DUES & MEMBERSHIPS	2,916	2,929	3,461	3,530
600	62206	PROPERTY INSURANCE	3,905	4,567	7,675	4,769

Recommended Operating Expenditure Budget - Department Total 53 - TRANSIT DIVISION

Fund	Account	Account Title	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY 17 Recomm'd Budget
605	62206	PROPERTY INSURANCE	0	0	0	3,307
600	62207	BOILER INSURANCE	79	79	82	79
600	62208	GENERAL LIABILITY INSURAN	38,402	37,283	42,120	39,912
605	62208	GENERAL LIABILITY INSURAN	0	0	0	1,664
600	62310	TRAVEL-CONFERENCES	0	0	5,020	7,680
600	62320	TRAVEL-CITY BUSINESS	0	0	400	400
600	62360	EDUCATION & TRAINING	1,308	1,706	4,800	4,800
600	62411	UTILITY EXP-ELECTRICITY	29,350	26,027	29,138	30,897
605	62411	UTILITY EXP-ELECTRICITY	0	0	0	7,178
600	62412	UTILITY EXP-GAS	21,215	22,155	20,922	22,830
605	62412	UTILITY EXP-GAS	0	0	0	595
600	62415	UTILITY EXPENSE STORMWATR	0	566	0	4,000
605	62415	UTILITY EXPENSE STORMWATR	0	0	0	1,260
600	62416	UTILITY EXP-WATER	0	0	1,239	1,239
605	62416	UTILITY EXP-WATER	0	0	0	1,794
600	62421	TELEPHONE	9,643	1,959	9,063	4,827
605	62421	TELEPHONE	0	0	0	992
600	62424	RADIO/PAGER FEE	0	1,824	5,961	5,962
600	62431	PROPERTY MAINTENANCE	15,844	14,332	20,783	22,267
605	62431	PROPERTY MAINTENANCE	0	0	0	2,117
600	62433	CUSTODIAL SERVICES	2,380	1,473	2,380	0
605	62435	ELEVATOR MAINTENANCE	0	0	0	945
600	62436	RENTAL OF SPACE	0	9,600	2,400	0
600	62511	FUEL, MOTOR VEHICLE	1,316	1,305	1,613	1,692
605	62511	FUEL, MOTOR VEHICLE	0	0	0	47
600	62513	FUEL, DIESEL	364,791	329,111	323,884	318,154
600	62521	MOTOR VEHICLE MAINT.	244,753	273,331	234,788	242,575
600	62522	VEHICLE MAINT., ACCIDENT	10,496	19,615	45,000	22,115
600	62523	OIL & GREASE - TRANSIT	1,531	0	0	0
600	62524	LUB. & ANTIFREEZE-TRANSIT	807	0	1,000	1,000
600	62525	TIRES/TUBES - TRANSIT	47,723	33,094	61,333	62,560
600	62528	MOTOR VEH. MAINT. OUTSOUR	55,842	42,790	36,378	39,468
600	62611	MACH/EQUIP MAINTENANCE	0	2,832	0	0
600	62615	MACH/EQUIP MAINT. OUTSOUR	650	1,759	2,803	2,803
600	62627	CAMERA MAINTENANCE	0	0	1,164	2,106
600	62636	DE-ICING PRODUCTS	0	0	1,000	1,000
605	62636	DE-ICING PRODUCTS	0	0	0	945
600	62663	SOFTWARE LICENSE EXP	26,431	21,975	66,755	70,924
605	62663	SOFTWARE LICENSE EXP	0	0	0	409
600	62664	LICENSE/PERMIT FEES	0	0	75	0
600	62665	FALSE ALARM CHARGES	0	0	3,218	93
605	62665	FALSE ALARM CHARGES	0	0	0	61
600	62666	CREDIT CARD CHARGE	0	0	0	369
605	62666	CREDIT CARD CHARGE	0	0	0	431

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

Fund	Account	Account Title	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY 17 Recomm'd Budget
600	62667	INTERNET SERVICES	0	5,265	4,786	4,306
600	62671	MISC. OPERATING SUPPLIES	0	189	0	0
600	62697	LABOR RELATIONS	0	1,100	2,356	1,101
600	62713	LEGAL SERVICES	358	0	0	0
600	62716	CONSULTANT SERVICES	10,348	1,578	9,276	9,276
600	62717	CRIMINAL BACKGROUND CHECK	0	0	0	10,000
600	62726	AUDIT SERVICES	600	700	750	1,000
605	62726	AUDIT SERVICES	0	0	0	79
600	62731	MISCELLANEOUS SERVICES	2,255	0	0	0
600	62761	PAY TO OTHER AGENCY	477,302	452,203	22,500	22,500
62 - SUPPLIES AND SERVICES			1,419,124	1,361,333	1,050,704	1,067,919
600	71117	TIME CLOCK	0	125	0	0
600	71227	SIGNAGE	30	0	0	26,400
600	71312	VAN/PICKUP/WAG REPL	0	0	22,500	0
600	71314	TRUCK-REPLACEMENT	26,709	0	0	0
600	71410	SHOP EQUIPMENT	599	0	599	500
600	71550	MISCELLANEOUS EQUIPMENT	1,107	0	0	0
600	71610	CUSTODIAL EQUIPMENT	0	0	200	0
600	72410	PAGER/RADIO EQUIPMENT	3,958	573	0	1,000
600	72417	CAMERA RELATED EQUIPMENT	1,164	298	0	1,000
600	72418	TELEPHONE RELATED	0	0	0	898
600	72420	BURGLAR ALARM	0	920	0	0
600	72812	PLEXIGLAS PANELS	0	0	1,950	1,000
71 - EQUIPMENT			33,567	1,916	25,249	30,798
400	74111	PRINCIPAL PAYMENT	205,000	205,000	212,431	229,433
400	74112	INTEREST PAYMENT	103,112	99,398	95,714	107,685
74 - DEBT SERVICE			308,112	304,398	308,145	337,118
53 - TRANSIT DIVISION TOTAL			3,605,421	3,643,907	3,680,048	3,844,192

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

TRANSIT ADMIN. - 53100

FUNDING SOURCE: DEBT SERVICE

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
DEBT SERVICE	308,112	304,398	308,145	337,118
EQUIPMENT	1,560	1,916	24,450	898
SUPPLIES AND SERVICES	517,912	600,444	219,619	209,272
WAGES AND BENEFITS	282	190,781	493,739	537,255
TRANSIT ADMIN.	827,866	1,097,538	1,045,953	1,084,543

INTERMODAL FACILITY - 53370

FUNDING SOURCE: TRANSIT

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
SUPPLIES AND SERVICES	0	0	21,959	22,190
WAGES AND BENEFITS	0	0	0	28,972
INTERMODAL FACILITY	0	0	21,959	51,162

INTERMODAL RAMP - 53380

FUNDING SOURCE: INTERMODAL RAMP

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
SUPPLIES AND SERVICES	0	0	0	23,839
WAGES AND BENEFITS	0	0	0	9,126
INTERMODAL RAMP	0	0	0	32,965

BUS OPERATIONS - 53400

FUNDING SOURCE: TRANSIT

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
EQUIPMENT	975	0	0	28,400
SUPPLIES AND SERVICES	503,795	484,899	493,721	520,533
WAGES AND BENEFITS	980,944	1,118,725	1,103,147	1,108,383
BUS OPERATIONS	1,485,714	1,603,624	1,596,868	1,657,316

MINI BUS OPERATIONS - 53500

FUNDING SOURCE: TRANSIT

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
EQUIPMENT	0	0	0	1,000
SUPPLIES AND SERVICES	258,325	241,900	290,184	244,783
WAGES AND BENEFITS	699,777	541,245	548,185	567,877
MINI BUS OPERATIONS	958,102	783,145	838,369	813,660

TROLLEY OPERATIONS - 53600

FUNDING SOURCE: TRANSIT

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
SUPPLIES AND SERVICES	43,689	23,305	16,020	30,560
WAGES AND BENEFITS	58,381	22,487	38,633	34,198
TROLLEY OPERATIONS	102,070	45,792	54,653	64,758

BUS MAINTENANCE - 53700

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

FUNDING SOURCE: TRANSIT

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
EQUIPMENT	31,033	0	799	500
SUPPLIES AND SERVICES	95,402	10,785	9,201	16,742
WAGES AND BENEFITS	105,233	103,023	112,246	122,546
BUS MAINTENANCE	231,668	113,808	122,246	139,788
TRANSIT DIVISION TOTAL	\$3,605,420.86	\$3,643,907.00	\$3,680,048.00	\$3,844,192.00

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

53 TRANSIT DIVISION

FD	JC	WP-GR	JOB CLASS	FY 2015		FY 2016		FY 2017	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
600	7325	GE-41	TRANSIT MANAGER	0.00	0	1.00	95,200	1.00	97,280
600	3000	GE-34	TRANSIT OPERATIONS SUPERVISOR	0.00	0	1.00	72,836	1.00	74,416
600		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	0	1.00	36,324	1.00	39,012
600		GD-03	TRANSIT DISPATCHER	1.00	43,467	1.00	44,624	1.00	45,560
600	0637	GD-04	TRANSIT SERVICE WORKER	1.00	47,537	1.00	48,795	1.00	49,820
600	7200	AT-01	BUS OPERATOR	6.00	215,975	8.00	299,854	8.00	301,637
			TOTAL FULL TIME EMPLOYEES	8.00	306,979	13.00	597,633	13.00	607,725
61020 Part Time Employee Expense									
600		GD-03	TRANSIT DISPATCHER	1.98	81,694	2.01	84,327	2.01	87,053
600		GD-03	OPERATIONS ASSISTANT	0.00	0	0.50	19,357	0.50	19,773
600	7210	AT-02	BUS OPERATOR	27.65	994,254	23.81	873,370	23.81	891,195
600	0637	GD-04	TRANSIT SERVICES WORKER	0.70	31,065	0.70	31,882	0.70	34,874
605		GD-04	LABORER	0.00	0	0.50	21,949	0.50	22,770
			TOTAL PART TIME EMPLOYEES	30.33	1,107,014	27.52	1,030,885	27.52	1,055,665
61030 Seasonal Employee Expense									
600		NA-38	MARKETING INTERN	0.00	0	0.50	12,848	0.50	13,123
			TOTAL SEASONAL EMPLOYEES	0.00	0	0.50	12,848	0.50	13,123
TOTAL TRANSIT DIVISION				38.33	1,413,992	41.02	1,641,366	41.02	1,676,513

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

Run Date: 01/22/16

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2015		FY 2016		FY 2017		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Transit Admin and Operations-FT											
60053100	61010	600	GE-41	TRANSIT MANAGER	0.00	0	1.00	95,200	1.00	97,280	
60053100	61010	600	GE-34	TRANSIT OPERATIONS SUPERVIS	0.00	0	1.00	72,836	1.00	74,416	
60053100	61010	600	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	0	1.00	36,324	1.00	39,012	
60053100	61010	600	GD-03	TRANSIT DISPATCHER	1.00	43,467	1.00	44,624	1.00	45,560	
Total					1.00	43,467	4.00	248,984	4.00	256,268	
Transit Admin and Operations-PT											
60053100	61020	600	NA-48	OPERATIONS ASSISTANT	0.00	0	0.50	19,357	0.50	19,773	
60053100	61020	600	GD-03	TRANSIT DISPATCHER	1.98	81,694	2.01	84,327	2.01	87,053	
Total					1.98	81,694	2.51	103,684	2.51	106,826	
Transit Admin and Operations-Seasonal											
60053100	61030	600	NA-38	MARKETING INTERN	0.00	0	0.50	12,848	0.50	13,123	
Total					0.00	0	0.50	12,848	0.50	13,123	
Intermodal Facility-PT											
60053370	61020	600	GD-04	LABORER	0.00	0	0.50	21,949	0.50	22,770	
Total					0.00	0	0.50	21,949	0.50	22,770	
Bus Operations-FT											
60053400	61010	600	7200	AT-01	BUS OPERATOR	4.00	142,798	5.00	187,175	5.00	187,001
Total					4.00	142,798	5.00	187,175	5.00	187,001	
Bus Operations-PT											
60053400	61020	600	7210	AT-02	BUS OPERATOR	17.55	629,144	15.19	555,878	15.19	567,059
Total					17.55	629,144	15.19	555,878	15.19	567,059	
Mini-Bus Operations-FT											
60053500	61010	600	AT-03	BUS OPERATOR	2.00	73,176	3.00	112,679	3.00	114,636	
Total					2.00	73,176	3.00	112,679	3.00	114,636	
Mini-Bus Operations-PT											
60053500	61020	600	7210	AT-02	BUS OPERATOR	9.00	325,439	7.91	290,804	7.91	297,096
Total					9.00	325,439	7.91	290,804	7.91	297,096	
Trolley Operations-PT											
60053600	61020	600	7210	AT-02	BUS OPERATOR-Trolley Route	1.10	39,671	0.71	26,688	0.71	27,040
Total					1.10	39,671	0.71	26,688	0.71	27,040	
Bus Maintenance-FT											
60053700	61010	600	GD-04	TRANSIT SERVICE WORKER	1.00	47,537	1.00	48,795	1.00	49,820	
Total					1.00	47,537	1.00	48,795	1.00	49,820	
Bus Maintenance-PT											
60053700	61020	600	GD-04	TRANSIT SERVICE WORKER	0.70	31,065	0.70	31,882	0.70	34,874	
Total					0.70	31,065	0.70	31,882	0.70	34,874	
TOTAL TRANSIT DIVISION					38.33	1,413,992	41.02	1,641,366	41.02	1,676,513	

Capital Improvement Projects by Department/Division

TRANSIT DIVISION					
CIP Number	Capital Improvement Project Title	FY 14 Actual Expense	FY 15 Actual Expense	FY 16 Adopted Budget	FY 17 Recomm'd Budget
3602446	BUS STORAGE FACILITY	0	0	285,900	1,124,910
3602622	SOIL CONTAMINATION TEST	0	0	25,000	0
6001222	REPLACE MINI BUSES	0	0	0	145,874
6001224	REPLACE FIXED ROUTE BUSES	594,625	104,963	0	0
6001613	TRANSIT ROOF MAINT/REPAIR	18,110	216,440	0	0
6002045	KEYLINE FACILITY IMPROVE	24,948	2,442	0	0
6002235	BUS STOP IMPROVEMENTS	85,198	1,048	5,110	20,000
6002446	BUS STORAGE FACILITY	14,408	40,000	0	4,613,373
6002486	TRANSIT FUEL STATION	19,364	0	0	0
6002621	TRANSIT SECURITY CAMERAS	0	0	36,000	0
TRANSIT DIVISION	TOTAL	756,653	364,892	352,010	5,904,157

**City of Dubuque
Recommended Capital Improvement Program Summary
Fiscal Year 2017-2021**

PROGRAM/DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL	PAGE
TRANSIT DIVISION									
Business Type									
	Vehicle Replacement	Sales Tax Fund (20%), State or Federal Grant Funds	\$ 145,874	\$ 446,823	\$ 458,886	\$ 471,276	\$ 608,375	2,131,234	334
	Bus Storage and Maintenance Facility (BSMF)	State of Good Repair Grant, Public Transit Grant, DMATS STP Allocation, GO Borrowing(GDTIF), Greater Downtown TIF	\$ 5,738,283	\$ 206,240	\$ -	\$ -	\$ -	5,944,523	336
	Bus Stop Improvements	Sales Tax Fund (20%)	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	80,000	338
	JFK Circle Transfer Phase 2	Public Transit Grant, Sales Tax Fund (20%)	\$ -	\$ 401,445	\$ -	\$ -	\$ -	401,445	340
	Total - Transit Division		\$ 5,904,157	\$ 1,074,508	\$ 478,886	\$ 491,276	\$ 608,375	8,557,202	

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