City of Watertown Transportation Commission
April 17, 2024; 3pm
Attendees: Adam Ruppe, Patrick Hickey, Kyle Meehan, Ryan Henry-Wilkinson, Brandi Smith, Heather Romanek, Karen Romanek, Dawn Mills, Patty Wetterhahn
Absent: Michelle Appleby, John Exford, Jeffrey Lieberman, Susan Marrow, Dyllon Main, Darien Eagle, Bradford Riendeau

Item	Notes	Actions
Welcome	Introduction around the room	N/A
Approval of Minutes	No Comments; minutes approved from February 17, 2024	Motion to approve by P. Wetterhahn. 2nd by D. Mills
Old Business	• Commission Chair nominations/elections • Carts on CitiBus buses ○ P. Hickey asked if all Council members have seen current videos of cart concerns. ○ K. Meehan noted the City Manager has seen videos ○ CitiBus is operating outside of compliance (Safety/Security) for FTA regulations due to aisles being blocked.	• P. Hickey voted in unanimously as Chair of the Transportation Commission. • P. Hickey appointed B. Smith as Transportation Commission Secretary. Motion made by D. Mills to accept B. Smith as secretary, R. Henry-Wilkinson second • Board agreed to a June 1 deadline on refusal of service to oversized carts. • Passengers will be denied service if the bus is already at capacity and would result in aisle blocking. • Carts will be allowed up to 18”x18”x30”
Public Comment	• A Ruppe witnessed a passenger attempting to flag down a paratransit bus for service.	• Paratransit buses can not be flag stopped like a Fixed Route bus. • K. Meehan suggested Paratransit buses should have headway signs indicating they are not fixed route.
Administrative Items/ Transit Supervisor Report Compliments and Complaints	• Fixed Route and Paratransit Quarterly Reports (Attached to this document) ○ Fixed route passengers up 2045 ○ Transfers up 682 ○ Monthly pass usage down 134 ○ Passenger receipts up $912.48 ○ Total receipts up $1262.48 ○ Children up 39 • Paratransit no show rates have decreased. **Compliments** • None **Complaints** • D. Baker left a note: The main complaint buses running behind schedule.	None: Routes need to be updated per Commission.

Mobility Management Report(s): Jefferson County MM update, John Exford:	• J. Exford unable to attend; B. Smith reported that Jefferson County is working fixed routes; still taking suggestions; bus purchases and an RF for a third-party operator still need to be completed. • Due to the Jefferson County System being a New system; there is extensive paperwork and delays of 5311 funding. • Jefferson County is awaiting FTA approval to move forward.	• Any questions, concerns or comments about the Jefferson County Public Transit system should be directed to the Jefferson County Mobility Manager – John Exford at Volunteer Transportation Center.
City of Watertown MM Update Brandi Smith	• Travel and education training being provided by Watertown MM for Human Service agencies. • All exterior advertising is sold; resulting in $16,200 in revenue. • Interior advertising sales are in process • NOCO is continuing to request LEP maps of the CitiBus system. ○ K. Meehan discussed using iPad as translations on the CitiBus	• Travel training opportunities are available to all by contacting Watertown Mobility Management; B. Smith. • Advertising opportunities are still available for interior and queen size exterior. Contact Watertown Mobility Management for pricing. • Mobility Management will look into partnering with a local educator or agency to provide Spanish translated maps for print.
Transit Director Report: Kyle Meehan	• Thanks Mobility Management for their work on the Eclipse event; organizing and directing busing for local patrons and visitors to the area. • New headway signs will be added to the current fixed route buses if approved in this year's budget and old headway signs will be used for Paratransit buses. • Collaborating with Engineering and Planning Departments for bus stop/shelter locations at Walmart, LeRay Street, Samaritan Summit Village, Woodruff St. and Creekwood Apts. • City Council received a complaint regarding lack of multiple stops at Salman Run Mall.	• The current pick up location at the South end of the Mall (near Hobby Lobby) is the only current fully accessible ADA drop off/pick up location.
New Business	• Commission made a unanimous decision to move the July 17, 2024 Quarterly meeting to August21, 2024	• B. Smith will email updated meeting notification and follow up reminders with Agenda for August meeting.
Next meeting	**Wednesday August 21 @ 3:00PM** **CitBus, 544 Newell St., Watertown NY.**	B. Smith will email calendar invite with attachments
Adjourned	Meeting was adjourned at 4:07 PM	Motion – P. Hickey; Second – R. Henry-Wilkinson

WATERTOWN CITIBUS SYSTEM
WATERTOWN, NY 13601

FISCAL YEAR 2023-2024

4/3/2024

*** THIS SHEET AUTO-CALCULATES — DO NOT ENTER DATA HERE "***

	ROUTE "A"		ROUTE "BM		ROUTE "C"		TRFRS		UZ	Mpats	TOTAL	PSGR
	PSGRS.	RECEIPTS	PSGRS.	RECEIPTS	PSGRS.	RECEIPTS	RECD	CHILDREN	Fare	USAGE	PSGRS.	RECEIPTS
JUL 2023	1106	809.52	1,937	1451.23	817	530.97	1,349	122	712	1,480	7,523	2,791.72
AUG 2023	1309	996.59	2,172	1589.60	876	620.35	1,432	178	779	1,744	8,490	3,206.54
SEP 2023	1,198	952.80	2,276	1778.83	966	667.29	1,385	145	793	1,511	8,274	3,398.92
Qtr 1 TcXal	3,613	$ 2,758.91	6,385	$ 4,819.66	2,659	$ 1,818.61	4,166	445	2,284	4,735	24,287	$ 9,397.18
OCT 2023	1,116	844.43	2,178	1,699.07	1,015	640.90	1,424	165	755	1,291	7,944	3184.40
NOV 2023	1,187	792.30	2,189	1,655.61	895	600.61	1,510	148	762	1,342	8,033	3048.52
DEC 2023	1.335	973.50	2,345	1,866.35	972	777.48	1,558	169	850	1,351	8,580	3617.33
Qtr 2 Trial	3,638	$ 2,610.23	6,712	$ 5,221.03	2,882	$ 2,018.99	4,492	482	2,367	3,984	24,557	$ 9,850.25
JAN 2024	1,316	905.08	1,854	1334.04	988	769.63	1,391	111	707	958	7,325	3008.75
FEB 2024	1,401	956.57	2,184	1596.58	1,147	761.96	1,586	186	813	1,315	8,632	3315.11
2024	1,352	867.27	2,317	1576.45	1,026	742.01	1,491	176	696	1,178	8,236	3185.73
Jotr 3 Total	4,069	$ 2.728.92	6,355	$ 4,507.07	3,161	$ 2.273.60	4,468	473	2,216	3,451	24,193	$ 9,509.59
APR 2024	0	0.00	0	0.00	0	0.00	0	0	0	0	0	0.00
MAY 2024	0	0.00	0	0.00	0	0.00	0	0	0	0	0	0.00
JUN 2024	0	0.00	0	0.00	0	0.00	0	0	0	0	0	0.00
Qtr 4 Total	0	S -	0	$ -	0	$ -	0	0	0	-	0	$ -
TOTALS	11,320	$8,098.06	19,452	- $14,547.76	8,702	$6,111.20	13,126	1,400	6,867	12,170	73,037	$28,757.02

	BLUE-COUP	GREEN-COUP	DOLLAR	YELLOW-COUP	PINK-COUP	Monthly	TCTTAL	ON ROUTE
	RECEIPTS	RECEIPTS	COUPONS	RECEIPTS	RECEIPTS	1 PASS	pEcaprs	MLEAGE
JUL 2023	660.00	790.00	50.00	190.00	85.00	840 X	5 4C6 77	9259 SC
AUG 2023	780.00	840.00	40.00	150.00	110.00	920 X	3 04654	10 196 70
SEP 2023	1,020.00	760.00	000	270.00	150.00	900 X	5496 92	9 318.40
Qtr 1 TcXal	$ 2,46000	$ 2,39000	$ 90.00	$ 610.00	$ 345.00	$ 2.66000	$17352.18	28.734 5
OCT 2023	740.00	870.00	30.00	190.00	115.00	840 00	595940	10236 31
NOV 2023	1,120.00	720.00	90.00	230.00	95.00	320.00	3 123 52	3 525 0
DEC 2023	740.00	870.00	31000	200.00	95.00	880.00	5 7*2 33	3252 5
Qtr 2 Trial	$ 2,600.00	$ 2,460.00	$ 430.00	$ 62000	$ 305.00	$ 2.540.00	$13.305.25	29 X43
JAN 2024	880.00	910.00	25.00	270.00	90.00	780.00	5 963 75	94C3 3
FEB 2024	1160.00	1650.00	190.00	280.00	120.00	840.00	7 555 11	9 5C3 1
2024	1180.00	920.00	20.00	190.00	120.00	700.00	5.315 73	9 7*2 5
Jotr 3 Total	$ 3,220.00	$ 3,480.00	$ 235.00	$ 740.00	$ 33000	$ 2.320.00	$19,334.59	23.3*9 5
APR 2024	0.00	0.00	0.00	0.00	000	0.00	OX	0.0
MAY 2024	0.00	0.00	0.00	0.00	0.00	0.00	OX	0.0
JUN 2024	0.00	0.00	0.00	0.00	0.00	0.00	C.X	3.0
Qtr 4 Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0.0
TOTALS	$8,280.00	$8,330.00	$755.00	$1,970.00	$980.00	$7,520.00	$56.592.32	86 468

	# Of Waakdays:	# of Saturdays:	● of Sundays	Lifl Usage	● Transfers
1st Qtr	65	14	0	1489	4,782
2nd Qtr	65	13	0	1670	5220
3rd Qtr	65	13	0	1480	5090
4th Qtr	0	0	0	#VALUE!	#VALUE!

	STOA Pass	STOA Mileage
1st Qtr	20,121	28,784.6
2nd Qtr	20,065	29,064.3
3rd Qtr	19,725	28,619.5
4th Qtr	-	0.0

WATERTOWN CITIBUS SYSTEM
WATERTOWN, NY 13601

FISCAL YEAR 2022-2023

7/12/2023

*** THts SHEET AUTO-CALCULATES — DO NOT ENTER DATA HERE ***

		ROUTE "A"		ROUTE "B"		ROUTE "C"		TRFRS.		1/2	M-pass	TOTAL	PSGR.	BLUE-COUP	GREEN-COUP	YELLOW-COUP	PINK-COUP	Menftfy	TOTAL	ON ROUTE
		PSGRS.	RECEIPTS	PSGRS.	RECEIPTS	PSGRS.	RECEIPTS	REC'D	CHILDREN	Fare	USAGE	PSGRS.	RECEIPTS	RECEIPTS	RECEIPTS	RECEIPTS	RECEIPTS	S PASS	RECEIPTS	MLEAGE
JUL	2022	901	783.45	2,021	1871.20	805	500.28	1,189	100	618	1,519	7,233	3,154.93	720.00	600.00	200.00	140.00	1,060.00	5,874.93	9,437.80
AUG	2022	1013	845.70	2,126	1967.96	937	467.11	1,411	288	603	1,832	8,210	3,280.77	3,660.00	750.00	220.00	165.00	860.00	8,935.77	10,403.X
SEP	2022	1,042	703.60	2,177	1895.42	1,074	574.80	1,382	187	542	1,660	8,070	3,173.82	940.00	710.00	220.00	210.00	1,140.00	6,393.82	9,618.70
QtMTc>tai		2,956	$ 2,332.75	6,324	$ 5,734.58	2,816	$ 1,542.19	3,982	655	1,763	5,017	23,513	$ 9,609.52	$ 5,320.00	$ 2,060.00	$ 640.00	$ 515.00	$ 3,060.00	$ 21,204.52	29,457.5
OCT	2022	1,043	711.87	2,246	1,904.02	1,023	491.85	1,476	149	584	1,571	8,092	3107.74	840.00	740.00	190.00	150.00	860.00	5,837.74	9,865.5
NOV	2022	931	611.42	1,982	1,815.62	870	445.84	1,265	144	603	1,302	7,097	2872.88	1,000.00	670.00	130.00	125.00	1160.00	5,957.83	8,751.3
DEC	2022	1,009	778.74	2,107	1,683.56	883	494.85	1,264	150	665	1,245	7,323	2957.15	880.00	780.00	190.00	130.00	760.G0	5697.15	9,123.3
Qtr 2 Total		2,983	$ 2.102.03	6,335	$ 5,403.20	2,776	$ 1,432.54	4,005	443	1,852	4,118	22,512	$ 8,937.77	$ 2,720.00	$ 2.190.00	$ 510.00	$ 405.00	$ 2.780.00	$ V7jS42.Tr	27,740.1
JAN	2023	957	710.00	1,913	1532.95	836	494.40	1,229	107	683	1,502	7,227	2737.35	780.00	570.00	220.00	95.00	900.CC	5.302.35	9,439.2
FEB	2023	894	712.11	1,784	1367.43	922	511.15	1,246	121	590	1,355	6,912	2590.69	680.00	690.00	140.00	140.00	360.00	5.1X.69	9,032.3
MAR.	2023	1,185	874.81	2,359	1812.38	993	522.85	1,512	130	689	1,724	8,592	3210.04	2820.00	970.00	200.00	170.00	1000.00	3.370.04	10,269.2
Qlr 3 Total		3,036	$ 2.296.92	6,056	$ 4,712.76	2,751	$ 1,528.40	3,987	358	1,962	4.581	22,731	$ 8,538.08	$ 4.280.00	$ 2,230.00	$ 560.00	$ 405.00	$ 2.760.00	$ 13.773.03	28,740.7
APR	2023	1,133	745.33	2,187	1672.00	966	526.56	1,495	144	675	1,521	8,121	2943.89	880.00	760.00	220.00	180.00	760.X	5743.39	9.333.0
MAY	2023	1,322	885.00	2.373	1724.90	975	559.60	1,536	164	735	1,836	8,941	3169.50	1080.00	880.00	230.00	145.00	1836.X	3564.50	9.773.7
JUN	2023	1,158	782.92	2,318	1682.04	824	448.73	1,461	151	739	1,738	8,389	2913.69	1280.00	850.00	240.00	145.00	940.00	3363.55	9.791.1
Qtr 4 Total		3,613	$ 2,413.25	6,878	$ 5,078.94	2,765	$ 1,534.89	4,492	459	2,149	5.095	25,451	$ 9,027.08	$ 3.240.00	$ 2,490.00	$ 690.00	$ 470.00	$ 3.536.X	$ 13.677.08	28.947.8
TOTALS		12,586	$9,144.95	25.593	$20,929.48	11,108	$6,038.02	16,466	1,915	7,726	18,811	94,207	$36,112.45	$15,560.00	$8,970.00	$2,400.00	$1,795.00	$12,136.00	$78,197.45	114,886.1

	U of Weekdays:	f of Saturdays:	* of Sundays	Lift Usage	# Transfers
1st Qtr	66	13	0	1618	4,515
2nd Qtr	65	14	0	1408	4538
Ird Qtr	74	12	0	1446	4467
1th Qtr	65	13	0	1630	5,072

	STOA Pass	STOA Mileage
1st Qtr	19,531	29,457.5
2nd Qtr	18,507	27,740.1
3rd Qtr	18,744	28,740.7
4th Qtr	20,959	28,947.8

CitiBus Paratransit Quarterly Report - Fiscal Year 2023-2024

	Passengers	Riders	Receipts	Paratransit Passes	Coupons	Aides	Dead Head	Revenue Miles	No Shows	Total hy Mo D.JI.AR.M.	Revenue Hoars	Revenue Speed	Vtr Tr'p Lost
FIRST QUARTER													
July	644	19	$1,938.15	$0.00	13	49	879.5	2129.8	28	3009.3	208.84	257.47	$31.42
August	657	14	$1,935.00	$0.00	30	51	759.7	2124.8	44	2884.5	199.93	289.73	$31.05
September	639	12	$1,856.00	$150.00	20	47	568.8	2058.1	27	2626.9	205.77	251.23	32.0015
Total	1940	45	$ 5,729.15	$150.00	63	147	2208.0	6312.7	99	8520.7	614.54	798.43	S 31.49
SECOND QUARTER													
October	700	4	$2,060.00	$0.00	18	61	735.9	2193.2	38	2,929.10	215.57	267.57	S29.59
November	649	8	$1,871.39	$0.00	30	64	652.9	2218.9	35	2,871.80	208.56	269.44	$31.71
December	655	9	$1,925.73	$180.00	20	81	655.7	2262.5	22	2,918.20	205.73	277.40	$31.38
Total	2004	21	$ 5,857.12	$180.00	68	206	2044.5	6674.6	95	8719.1	629.86	814.41	S 30.86
THIRD QUARTER													
January	598	10	1,741.75	$210.00	30	44	612.4	2012	35	2,624.40	192.99	260.34	34.27
February	649	15	1,897.25	$30.00	28	41	710.4	2144.1	27	2,854.50	194.14	281.49	3138
March	682	8	1,989.40	$90.00	31	51	690.3	2402.6	27	3,092.90	210.95	302.36	30.19
Total	1929	33	$ 5,628.40	$330.00	89	136	2013.1	6558.7	89	8571.8	598.08	844.19	S 31.86
FOURTH QUARTER													
April													=DIV/0!
May													rrDFV/0!
June													?DIV/0!
Total	0	0	$ -	$0.00	0	0	0.0	0	0	0	0	0	*DIV/0!
YEARLY TOTALS	5873	99	$ 17,214.67	$810.00	220	489	6265.6	19546	283	25811.6	1842.48	2457.03	S 25.12

Applications Mailed 16 *Approved* 64 *Denied* 0 *Total # of Clients*

	STOA PASS	STOA Miles
1st Qtr	1985	6312.7
2nd Qtr	2025	6674.6
3rd Qtr	1962	6558.7
4th Qtr	0	0

CitiBus Paratransit Quarterly Report - Fiscal Year 2022-2023

	Passengers	Riders	Receipts	raralmnsit Passes	Coupons	Aides	Dead Head	Revenue Miles	No Shows	Total by Mo D.H.AR.M.	Revenue Hours	Revenue Speed	Ytr Irip 1 Cost
FIRST QUARTER													
July	575	30	$1,772.00	$0.00	30	23	826.2	1652.2	46	2478.4	162.28	254.34	$20.66
August	620	20	$1,862.00	$120.00	51	35	978.8	1741.8	46	2720.6	165.58	288.15	$19.53
September	611	10	$1,846.00	$0.00	15	31	861.6	1817.4	38	2679	168.48	269.84	$20.13
Total	1806	60	$ 5,480.00	$120.00	96	89	2666.6	5211.4	130	7878	496.34	81233	$ 20.10
SECOND QUARTER													
October	602	20	$1,836.00	$0.00	24	47	861.6	1857.9	57	2,719.50	176.07	274.08	$20.10
November	542	15	$1,641.00	$0.00	30	49	689.5	1665.3	47	2,354.80	165.58	247.41	$22.44
December	560	16	$1,692.00	$0.00	33	52	717.8	1602.0	45	2,319.80	159.49	252.48	$21.70
Total	1704	51	$ 5,169.00	$0.00	87	148	2268.9	5125.2	149	7394.1	501.14	773.97	S 2137
THIRD QUARTER													
January	500	18	1,494.00	$0.00	66	60	626.8	1595.2	47	2,222.00	156.03	252.00	24.13
February	531	18	1,610.00	$150.00	36	77	678.6	1650.4	22	2,329.00	158.65	253.78	22.77
March	621	14	1,839.00	$0.00	20	53	754.1	1855.7	40	2,609.80	178.50	285.80	19.69
Total	1652	50	$ 4,943.00	$150.00	122	190	2059.5	5101.3	109	7160.8	493.18	791.58	S 22.03
FOURTH QUARTER													
April	585	25	$1,772.00	$30.00	17	41	600.4	1785.3	25	2,385.70	168.08	266.58	$20.49
May	670	27	$2,052.15	$0.00	17	46	563.0	2222.8	48	2,785.80	208.88	277.84	$17.93
June	665	19	$1,944.00	$180.00	31	70	617.8	2228.3	39	2,846.10	210.51	277.10	$1837
Total	1920	71	$ 5,768.15	$210.00	65	157	1781.2	6236.4	112	8017.6	587.47	821.52	$ 18.83
YEARLY TOTALS	7082	232	$ 21,360.15	$600.00	370	584	8776.2	21674.3	500	30450.5	2078.13	3199.4	S 20.51

Applications Mailed ***25*** ***Approved*** ***70*** ***Denied*** ***2*** ***Total # of Clients***

	STOA PASS	STOA Miles
IstQtr	1866	5211.4
2nd Qtr	1755	5125.2
3rd Qtr	1702	5101.3
4th Qtr	1991	6236.4