



AGENDA OF THE TRANSIT COMMISSION

**WEDNESDAY, JULY 18, 2018, 8:15 AM
TRANSIT**

A. Roll Call.

1. Chair Roger Kolb, Vice Chair, John Withbroe; Secretary, Kevin Kuehn; Alderperson Randy Scannell, Ron Antonneau, Emily Ysebaert and Rashad Cobb

B. Approval of the Agenda.

1. Approval of July 18, 2018 Agenda

C. Approval of Minutes.

1. Approval of June 20, 2018 Transit Commission Meeting Minutes

D. Public Hearing

1. Discussion/Action: On the Fixed Route Restructuring Proposal for all East Side Routes and Modifications to the ADA Paratransit Boundary for the Green Bay Metro System.

E. Regular Business.

1. Action: Resolution - Authorizing Filing of 5307 Application
2. Action: Green Bay Metro Disadvantage Business Enterprise (DBE) FFY 2019-2021
3. Action: Painting Diesel Fuel Tanks
4. Action: Express Route Partnership with NWTC and UWGB
5. Action: Green Bay Metro's Transit Asset Management Plan (TAMP)

F. Informational.

1. Marketing Report
2. Financial Report
3. Operational Reports
4. Director's Report

G. Next Meeting

- I. Next meeting August 15, 2018.

H. Adjournment.

- 1) **ACCESSIBILITY:** Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 2) **QUORUM:** Please take notice that a majority or quorum of the Transit Commission will attend this meeting and will constitute a meeting of the Transit Commission for purposes of discussion and information gathering relative to this agenda.
- 3) **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 18, 2018

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # B.I.

Approval of July 18, 2018 Agenda

BACKGROUND

Enclosed is the agenda for the Commission meeting being held on July 18, 2018.

RECOMMENDATION

Staff recommends the approval of the agenda for July 18, 2018.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 18, 2018

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # C.I.

Approval of June 20, 2018 Transit Commission Meeting Minutes

BACKGROUND

Enclosed are the proposed minutes from the Commission meeting held on June 20, 2018.

RECOMMENDATION

Staff recommends the approval of the minutes from the June 20, 2018 meeting.

FISCAL IMPACT

ATTACHMENTS

- I. Transit Commission Minutes July 20, 2018



MINUTES OF THE TRANSIT COMMISSION

**WEDNESDAY, JUNE 20, 2018, 8:15 AM
TRANSIT**

A. ROLL CALL.

I. Roger Kolb, Chair; John Withbroe, Vice Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Ron Antonneau, Emily Ysebaert and Rashad Cobb

Present: Kevin Kuehn, Roger Kolb, Emily Ysebaert, Ron Antonneau, Randy Scannell,
Excused: Rashad Cobb, John Withbroe

B. APPROVAL OF THE AGENDA.

I. Approval of the agenda

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Kevin Kuehn to approve.
Motion carried.

Yes- Emily Ysebaert, Roger Kolb, Ron Antonneau, Kevin Kuehn, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of the minutes of the May 16, 2018 meeting.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve.
Motion carried.

Yes- Emily Ysebaert, Roger Kolb, Ron Antonneau, Kevin Kuehn, No- None, Abstain- None

D. REGULAR BUSINESS.

I. Update regarding the I-4I Commuter Service Feasibility Study for Northeastern Wisconsin

L. Conard noted that the East Central Wisconsin Regional Planning Commission (ECWRPC) received a grant and in partnership with the Green Bay, Appleton, Oshkosh and Fond du Lac transit systems, and the Wisconsin Department of Transportation (WisDOT), issued a Request for Proposal for a Commuter Service Feasibility Study for Northeast Wisconsin. The RFP was issued in April. P. Kiewiz and L. Conard had the opportunity to review and provide comment before the RFP document was issued.

The purpose of the study is to assess the feasibility of commuter service along I-4I between Green Bay & Fond du Lac.

East Central staff formed a team to review and score the proposals. L. Conard served on the committee. Proposals were received from three firms.

1. SRF – National Firm - St. Paul, MN
2. AECOM – National Firm – Middleton, WI
3. RLS – National Firm - Dayton, OH

SRF was chosen. Discussion occurred regarding SRF work in Wisconsin.

L. Conard noted that cost of the study is being covered with a federal grant and a local match by ECWRPC. There is no financial contribution from Green Bay Metro for the study.

L. Conard noted the consultant is to:

- Assemble a steering committee
- Gather public input from stakeholders and the general public and gauge support
- Develop statement of needs, goals, and objectives
- Develop potential routes, timetables, vehicle fleet, transfer stations, fares, etc.
- Estimate costs and develop financial strategies
- Issue a final report.

The project is to occur between July, 2018 and September, 2019.

The Transit Commission requested updates as appropriate.

2. Presentation: Green Bay Metro's Quarterly Route Data Review and Analysis Report, May 2018 by Brown County Planning Commission Staff

L. Conard noted that the data gathered in this review will be compared to data gathered under the new system that is scheduled to be implemented on July 30th.

3. Action: Metro Transit Driveway Expansion

Director Kiewiz stated previously the Commission had approved the purchase of the land just west of our facility. Staff have been working with the city Engineering staff on the expansion of the transit driveway. P. Kiewiz stated the bids had just come in prior to your packets being sent out. Due to a timing issue we would like to keep this project moving forward to utilize the grant dollars by the end of August before the Federal Transit Administration closes down TrAMs before fall. We only received one bid. Engineering has stated this isn't uncommon right now because contractors are all booked out. Currently, there are two sides to the transit way. The north side of the island that is closest to the facility will extend all the way to Quincy Street and all the buses will be accessing into the transit way from Quincy Street.

R. Antonneau inquired who the bidder was.

Director Kiewiz stated Peters Concrete and the cost came in at between \$82-83,000.00.

Moved by Commissioner Kevin Kuehn, to award the project to the lowest, responsive bidder not to exceed \$95,000.00. Seconded by Commissioner Emily Ysebaert to approve. Motion carried. Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn, No- None, Abstain- None

4. Update on Proposed Route Changes

Director Kiewiz stated she would like to give an update as to where we are with the proposed route changes and east side transfer point. Included in your packet was an overview of the route changes. She had emailed all the alderman the maps and the links to our website with these changes. Metro's public participation policy requires three (3) public informational meetings; six (6) have been scheduled due to large changes. The meetings are spread out between days and evenings to give everyone the opportunity to share their comments with us. To date we have had four (4) meetings. The meetings have been attended very well. We have Dispatch doing all call announcements on the buses during our peak hours and a lot of different marketing strategies to help promote awareness. We have heard from a couple of individuals that are concerned they will need to make transfers now. There is one minor area by Deckner; a change may occur for a block or two due to a couple of comments that were received. Alderman Scannell made a comment in his district for Route 13 down by Broadway and Mather; staff will make that modification. At our next transit commission meeting we will be holding a public hearing. All comments that we have received at meetings will be in your packets for you to review prior to the public hearing.

E. INFORMATIONAL.

I. Operational Reports

Director Kiewiz stated the On Time Performance Report will resume in fall after install of the new AVL software. She gave a brief overview of May ridership reports for Fixed Route.

P. Kiewiz stated that if the Commission would have any questions, she would be happy to answer them.

2. Financial Report

Director Kiewiz stated in your packets you will find the operating expense report for January through April. She gave a brief overview of the revenue and expense reports.

P. Kiewiz stated that if the Commission would have any questions, she would be happy to address them.

3. Director's Report

Director Kiewiz commented on an article that spoke of Metro that was in the Green Bay Press Gazette this week. There was an inaccurate statement made on behalf of Metro having a deficit. Reporter from the Press Gazette stated that he will run a correction in the paper correcting the false statement.

At our last meeting we had a closed session regarding a labor update. We are proceeding into mediation with the Mechanics Union and we will come back in closed session at a future date to bring you up to date.

Ashwaubenon School District has asked to continue with their school ridership agreement.

The AVL/GPS software project will start install next week. The following week we will work with internal staff on training them on the new software. By the middle of July we will have the software up and running for the public. We anticipate having this up and ready to go prior to the route changes on the east side.

Introduced the new General Manager of MV Transportation, Brian Silk who oversees the paratransit contract with us.

4. Next Meeting Date: July 18, 2018

F. ADJOURNMENT.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve.
Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn, No- None,
Abstain- None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 18, 2018

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.I.

Discussion/Action: On the Fixed Route Restructuring Proposal for all East Side Routes and Modifications to the ADA Paratransit Boundary for the Green Bay Metro System.

BACKGROUND

Due to the implementation of the East Side Transfer Point, most east side routes need to be restructured. Some riders will now experience a transfer. However, the proposed changes will provide many additional benefits to the community, such as:

- Minimizing passenger ride times
- Additional opportunities for in route transfers
- Increased Paratransit boundary
- Increased frequency on two main corridors (E. Mason, Main)
- Extended service and frequency in the Village of Bellevue

Many additional businesses and schools will receive public transportation access such as: BioLife East, East Side YMCA, Bellin College, Brown County Sherriff's Office, OSMS, Lakeland College, and Aldo Leopold School

Green Bay Metro held six (6) informational meetings, covering various times of the day. A thirty (30) day public comment period was also issued. Various comments received along with staff responses are attached for the Commissions review.

RECOMMENDATION

Staff recommends the approval of the Fixed Route restructuring proposal for all Eastside routes and modifications to the ADA Paratransit boundary for the Green Bay Metro System as proposed by staff, with the implementation date of July 30, 2018.

FISCAL IMPACT

ATTACHMENTS

1. Comments and Concerns 7-2018
2. Full Route System Centerfold 7-30-2018

Comments and Concerns from the Public Informational Meeting Regarding East Side Route Changes

June 4, 2018

- Route 12 instead of utilizing Webster Avenue to use Monroe Avenue to East Mason.
 - Due to timing Webster will be used.
- Instead of using the name Coal Line how about using Jet Black Line.
 - Name will be saved for possible future line.
- Route 13/2 Trail Creek Apartments-concerned about the amount of ADA riders.
 - Ridership has been reviewed and no concerns.
- Concerned with the stretch from East Mason to Manitowoc. Residential area and lower income housing that utilize public transit.
 - This area will be serviced within a block or two by Route 12 and Route 18.
- River Park Executive Center would like a bus stop at this location.
 - Route 18 will not service Allouez and Bellevue St at this time. Will save for possible future development.
- Route 13/2 not happy with the routes switching to hourly. Director Kiewiz will check the ridership numbers.
 - Staff is recommending service to stay as proposed. Staff will monitor usage.

June 13, 2018

No comments received.

June 14, 2018

- Requested a route to Menards and Festival in Bellevue.
 - Will save for possible future development.
- Kingston, Princeton and Westmeister possible deviation.
 - Staff will monitor timing of new route and will work in, if possible.
- Left on Mather to Chestnut-(Going through a traffic study in that area).
 - Route 13 will be modified for this request.

June 19, 2018

- Trail Creek (Morrow Street and Danz Street) residents brought in a petition to not change Route 14. Petition consisted of 37 signatures, but no specifics provided.
 - Riders were concerned area would not be serviced by Route 14. They were unaware the area will be serviced with Route 2.
- Passenger concerned she will have to make a transfer where she never had to before.
 - Staff explained the Travel Trainer services and how she can assist.

- Inquiry as to when the new route guides will be available. If everything is approved by the Transit Commission on July 18th.
 - New Route Guides will be available on July 19th.

June 20, 2018

- Inquiry to change the Tan Line name to Bronze or Purple Line.
 - Will save for possible future development.
- Individual that lives on Edgewood Street not happy that her mornings commute to work will have an additional hour as well as her return trips home after work will have an additional hour. She suggested flipping the times for Route 15 to leave at the top of the hour and Route 16 leaving at the bottom of the hour.
 - Staff has reviewed this request. However, this change would affect the timing of other routes and locations.
- Suggested running a bus during the peak hours (Edgewood Drive).
 - Staff reviewed and will monitor usage.
- Inquiry if Metro ever thought of running a Connector bus from East Side Transfer Point to the West Side Transfer Point.
 - Director Kiewiz discussed the results of the 2015 East Side Study.

June 25, 2018

- Individuals concerned on making transfers on time; never had to transfer before.
 - Director Kiewiz explained the timing of the routes.
- Target and Pick n Save bus not going in the parking lot like before.
 - Parking lot service was removed in several years ago.

Legend

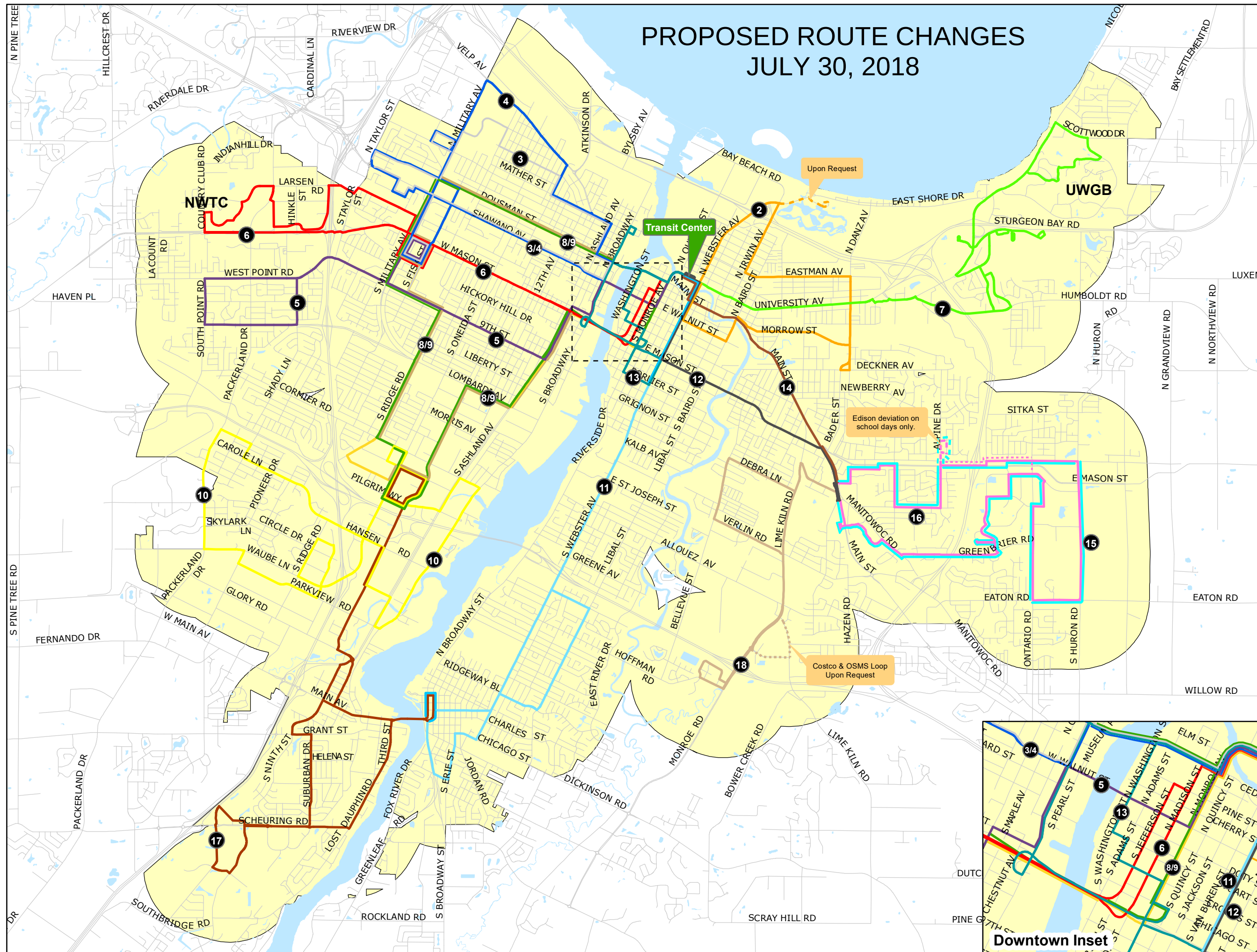
- # 2 Orange Line
- - - # 2 Upon Request
- # 3 Silver Line
- # 4 Blue Line
- # 5 Plum Line
- # 6 Red Line
- # 7 Lime Line
- # 8 Green Line
- # 9 Gold Line
- # 10 Yellow Line
- # 11 Sky Line
- # 12 Coal Line
- - - # 12 On school days only
- # 13 River Line
- # 14 Brown Line
- - - # 15 Aqua Line
- - - # 15 On school days only
- # 16 Pink Line
- - - # 16 On school days only
- # 17 Brick Line
- # 18 Tan Line
- - - # 18 Upon Request
- Paratransit Service Area



0 0.5 1 2
Miles

Map created by:
Brown County Planning Commission Staff

PROPOSED ROUTE CHANGES JULY 30, 2018





Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 18, 2018

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.I.

Action: Resolution - Authorizing Filing of 5307 Application

BACKGROUND

City Council has approved the Resolution Authorizing the Filing and Execution of Urbanized Area Formula Program Transit Operating and Capital Grant Application with the Department of Transportation, United States of America, Under the Urban Mass Transportation Act of 1964, as amended. This resolution replaces a previous resolution that was specific to a fiscal year. This resolution will be continuous.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. Resolution - Authorizing Filing of 5307 Application

**RESOLUTION AUTHORIZING THE FILING AND EXECUTION OF
URBANIZED AREA FORMULA PROGRAM
TRANSIT OPERATING AND CAPITAL GRANT APPLICATION
WITH THE DEPARTMENT OF TRANSPORTATION,
UNITED STATES OF AMERICA, UNDER THE URBAN MASS
TRANSPORTATION ACT OF 1964, AS AMENDED**

June 19, 2018

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects and budget;

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program;

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provision of Title VI of the Civil Rights Act of 1964, as amended, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the applicant that minority business enterprise be utilized to the fullest extent possible in connection with these projects, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services consistent with the Federal Transit Administration guidelines along with the City of Green Bay Purchasing Department Guidelines.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Transit Director is authorized to execute and file an application of behalf of the City of Green Bay with the U.S. Department of Transportation to aid in the financing of capital and operating assistance projects, pursuant to Section 5307 Urbanized Area Formula Program of the Urban Mass Transportation Act of 1964, as amended.
2. That the Transit Director is authorized to execute and file with such application an assurance or any other document required by the U.S. Department of Transportation effectuating the purpose of Title VI of the Civil Rights Act of 1964.
3. That the Transit Director, is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the program of projects and budget.

4. That the Mayor is authorized to set forth and execute affirmative minority business policies in connection with the program of projects and budgets procurement needs.

5. That the Mayor is authorized to execute grant agreements on behalf of the City of Green Bay with the U.S. Department of Transportation for aid in the financing of transit capital and operating assistance program of projects and budget.

6. That the Green Bay Transit Commission Chair is authorized to execute third party service agreements with private paratransit providers for operation of the Green Bay Metro Paratransit Program.

Adopted _____

Approved _____

James J. Schmitt, Mayor

ATTEST:

Kris Teske, City Clerk



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 18, 2018

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.2.

Action: Green Bay Metro Disadvantage Business Enterprise (DBE) FFY 2019-2021

BACKGROUND

Green Bay Metro of the City of Green Bay has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. This requires Green Bay Metro to submit every three (3) years to the Federal Transit Administration their DBE goal.

For FFY 2019-2021 Green Bay Metro's goal is 1.3%.

Program is attached for Commission review.

RECOMMENDATION

Staff recommends approval of the FFY 2019-2021 DBE program and goal of 1.3%.

FISCAL IMPACT

ATTACHMENTS

- I. DBE Program 2019-2021 FINAL



***DISADVANTAGED BUSINESS ENTERPRISE (DBE)
PROGRAM
49 CFR PART 26***

Patricia Kiewiz, Transit Director

Annual DBE Goal – FFY 2019 - 2021

For

U. S. Department of Transportation
Federal Transit Administration

April 2018



POLICY STATEMENT

Objectives (CFR Part 26.1, 26.23)

Green Bay Metro of the City of Green Bay has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. Metro has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, Green Bay Metro has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of Green Bay Metro to ensure that DBEs are defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT – assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

Patricia Kiewiz, Green Bay Metro Transit Director has been delegated as the DBE Liaison Officer. In that capacity, Ms. Kiewiz is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by Metro in its financial assistance agreements with the Department of Transportation.

Green Bay Metro Transit has disseminated this policy statement to the Green Bay Metro Transit Commission, City of Green Bay Common Council, City of Green Bay Mayor and all of the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts through public notification (advertisement in local newspapers).

A handwritten signature in black ink, appearing to read "James J. Schmitt", written over a horizontal line.
James J. Schmitt, Mayor of Green Bay

4/6/2018
Date

SUBPART A – GENERAL REQUIREMENTS

Section 26.1 Objectives

The objectives are found in the policy statement on the first page of this program.

Section 26.3 Applicability

Metro is the recipient of federal transit funds authorized by Titles I, III, V and VI of ISTEA, Pub. L. 102-240 or by Federal transit laws in Title 49, U.S. Code, or Titles I, III, and V of the TEA-21, Pub. L. 105-178. Titles I, III, and V of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Pub. L. 109-59, 119 Stat. 1144; and Divisions A and B of the Moving Ahead for Progress in the 21st Century Act (MAP-21), Pub. L. 112-141, 126 Stat. 405.

Section 26.5 Definitions

Metro will adopt the definitions contained in Section 26.5 for this program.

Section 26.7 Non-discrimination Requirements

Metro will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, Metro will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Section 26.11 Record Keeping Requirements

Uniform Report of DBE Award or Commitments and Payments: 26.11(a)

Metro will report semi-annually (quarterly for ARRA award) DBE participation to the FTA using the Uniform Report of DBE Awards or Commitments and Payments found in Appendix B to the DBE regulation.

Bidders List: 26.11(c)

Metro will create a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts. The purpose of this requirement is to allow use of the bidders list approach to calculating overall goals. The bidders list will include the name, address, DBE non-DBE status, age, and annual gross receipts of firms.

We will collect this information in the following ways:

Green Bay Metro will use the certified DBE businesses listed for the State of Wisconsin in the WI UCP Eligibility Directory available on the WISDOT web site at <http://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>.

Section 26.13 Federal Financial Assistance Agreement

Metro, City of Green Bay has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

Federal Financial Assistance Agreement Assurance: 26.13(a)

Metro shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE Program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to Green Bay Metro of its failure to carry out its approved program, the Department may impose sanction as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*).

This language will appear in financial assistance agreements with sub-recipients.

[Note: This language is to be used verbatim, as it is stated in 26.13(a).]

Contract Assurance: 26.13b

We will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient, deems appropriate, which may include, but is not limited to:

- 1) Withholding monthly progress payments;
- 2) Assessing sanctions;
- 3) Liquidated damages; and/or
- 4) Disqualifying the contractor from future bidding as non-responsible.

[Note: This language is to be used verbatim, as it is stated in 26.13(b)]

SUBPART B - ADMINISTRATIVE REQUIREMENTS

Section 26.21 DBE Program Updates

Since Green Bay Metro has received a grant of \$250,000 or more in FTA planning capital, and or operating assistance in a Federal fiscal year, we will continue to carry out this program until all funds from DOT financial assistance have been expended. We will provide to DOT updates representing significant changes in the program.

Section 26.23 Policy Statement

The Policy Statement is elaborated on the first page of this program.

Section 26.25 DBE Liaison Officer (DBELO)

We have designated the following individual as our DBE Liaison Officer:

Patricia Kiewiz
Transit Director
901 University Avenue Green Bay, WI 54302
patriciaki@greenbaywi.gov

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that Metro complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the City of Green Bay Mayor concerning DBE program matters. *An organization chart displaying the DBELO's position in the organization is found in Attachment 4 to this program.*

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all departments to set overall annual goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals attainment and identifies ways to improve progress.
6. Participates in pre-bid meetings.
7. Advises the CEO\governing body on DBE matters and achievement.
8. Provides DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
9. Provides outreach to DBEs and community organizations to advise them of opportunities.
10. Maintains Green Bay Metro's updated directory on certified DBEs.

Section 26.27 DBE Financial Institutions

It is the policy of Metro to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contract to make use of these institutions.

We have made the following efforts to identify and use such institutions:

When quoting projects or sending out request for proposals (RFP), we run a new list of DBE vendors who provide the services or materials we are seeking, and specifically contact the DBE vendor for a quote. This is done as often as bi-weekly for fuel purchases and as rarely as a construction RFP.

Information on the availability of such institutions can be obtained from the DBE Liaison Officer.

Section 26.29 Prompt Payment Mechanisms

Prompt Payment: 26.29(a)

Green Bay Metro will include the following clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 10 days from the receipt of each payment the prime contract receives from Metro. Any delay or postponement of payment

from the above referenced time frame may occur only for good cause following written approval of Metro. This clause applies to both DBE and non-DBE subcontracts.

Contract Assurance: 26.26(b)

The prime contractor agrees to return retainage payments to each subcontractor within 10 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of Metro. This clause applies to both DBE and non-DBE subcontracts.

Monitoring and Enforcement: 26.29(d)

Green Bay Metro will monitor and enforce prompt payment and return of retainage by auditing the contractor and subcontractor payments and receipts. Violation of specified time frames could affect future ability to contract with Green Bay Metro.

Section 26.31 Directory

Green Bay Metro maintains a directory identifying all firms eligible to participate as DBEs. The directory lists the firm's name, address, phone number, date of the most recent certification, and the type of work the firm has been certified to perform as a DBE. We revise the Directory each contracting opportunity. Metro uses the certified DBE businesses listed for the State of Wisconsin in the WI UCP Eligibility Directory to identify DBE's for specific projects. The Directory is available on the WISDOT web site at <http://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>.

Section 26.33 Overconcentration

Green Bay Metro has not identified that overconcentration exists in the types of work that DBEs perform.

Section 26.35 Business Development Programs

Green Bay Metro has not established a business development program.

Section 26.37 Monitoring and Enforcement Mechanisms

Green Bay Metro will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

1. We will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.
2. We will consider similar action under our own legal authorities, including responsibility determinations in future contracts.
3. We will also provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs. This will be accomplished by ensuring that the provider is a registered DBE and verifying that services or materials are provided by the DBE.
4. We will keep a running tally of actual payments to DBE firms for work committed to them at the

time of contract award.

Section 26.39 Small Business Participation

Green Bay Metro has incorporated the following non-discriminatory element to its DBE program, in order to facilitate competition on DOT-assisted public works projects by small business concerns (both DBEs and non-DBE small businesses):

In an effort to foster small business participation, Metro will make a reasonable effort to unbundle contracts to allow opportunities of a size that small businesses, including DBE's, can reasonably perform. Metro will require prime contractors to provide subcontracting opportunities of a size that small businesses, including DBEs, can reasonably perform, rather than self-performing all the work involved.

SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING

Section 26.43 Set-asides or Quotas

Green Bay Metro does not use quotas in any way in the administration of this DBE program.

Section 26.45 Overall Goals

In accordance with Section 26.45(f) Metro will submit its triennial overall goal to FTA on August 1 of the year specified by FTA.

Green Bay Metro will also request use of project-specific DBE goals as appropriate, and/or will establish project-specific DBE goals as directed by FTA. The process generally used by Metro to establish overall DBE goals is as follows:

Green Bay Metro will set the overall goal as a percentage of all FTA funds (exclusive of funds for purchase of transit vehicles) that will be expended in FTA assisted contracts in the three forthcoming fiscal years. If necessary, Metro will amend the goal to incorporate large projects that need an individual project goal. The base figure for the relative availability of DBE's will be calculated using the following formula:

$$\text{Base figure} = \frac{\text{Ready, willing and able DBEs}}{\text{All firms ready, willing and able}}$$

The data source for demonstrable evidence used to derive the numerator will be the certified DBE businesses listed for the State of Wisconsin in the WI UCP Eligibility Directory. The data source or demonstrable evidence used to derive the denominator will be the web site for the Census Bureau's NAICS system. NAICS codes used will include businesses with anticipated purchases in the years for which goal is being submitted, and actual purchases during the prior year.

Before establishing the overall goal triennially (as directed by the FTA), Metro will consult with the Green Bay Area Chamber of Commerce and any available minority groups to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and Metro's efforts to establish a level playing field for the participation of DBEs .

Following this consultation, we will publish a notice of the proposed overall goals, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at your principal office for 30 days following the date of the notice, and informing the public that you and DOT will accept comments on the goals for 45 days from the date of the notice. Green Bay Metro will publish DBE goals in the local newspaper and transit trade magazines. Normally, we will issue this notice by June 30

on the required year of goal establishment. The notice must include addresses to which comments may be sent and addresses (including offices and websites) where the proposal may be reviewed. Our overall goal submission to DOT will include: the goal (including the breakout of estimated race-neutral and race-conscious participation, as appropriate); a copy of the methodology, worksheets, etc. used to develop the goal; a summary of information and comments received during this public participation process and our responses; and proof of publication of the goal in media outlets listed above.

We will begin using our overall goal on October 1 of each year, unless we have received other instructions from DOT. If we establish a goal on a project basis, we will begin using our goal by the time of the first solicitation for a DOT-assisted contract for the project. Our goal will remain effective for the duration of the three-year period established and approved by FTA.

Section 26.49 Transit Vehicle Manufacturers Goals

Green Bay Metro will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, to certify that it has complied with the requirements of this section. Alternatively, Metro may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the TVM complying with this element of the program.

Section 26.51 Meeting Overall Goals/Contract Goals

Green Bay Metro will meet maximum feasible portion of its overall goal using race-neutral means of facilitating DBE participation. In order to do so, Metro will:

1. Arrange solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate DBE, and other small business' participation (e.g. unbundling large contracts to make them more accessible to small business).
2. Provide technical assistance and other services.
3. Ensure the inclusion of DBEs, and other small businesses, on recipient mailing lists for bidders.

Green Bay Metro will use contract goals to meet any portion of the overall goal Metro does not project being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of our overall goal that is not projected to be met through the use of race-neutral means.

We will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. We need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work.)

We will express our contract goals as a percentage of the Federal share of a DOT-assisted contract.

Section 26.53 Good Faith Efforts Procedures

Award of Contracts with a DBE Contract Goal; 26.53(a)

In those instances where a contract-specific DBE goal is included in a procurement/solicitation, Green Bay Metro will not award the contract to a bidder who does not either: (1) meet the contract goal with verified, countable DBE participation; or (2) documents it has made adequate good faith efforts to meet the DBE contract goal, even though it was unable to do so. It is the obligation of the bidder to demonstrate it has made sufficient good faith efforts prior to submission of its bid.

Demonstration of good faith efforts (26.53(a) & (c))

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are found in Appendix A to Part 26.

The DBELO is responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as responsive.

We will ensure that all information is complete and accurate and adequately documents the bidder/offer's good faith efforts before we commit to the performance of the contract by the bidder/offeror.

Information to be submitted (26.53(b))

Green Bay Metro treats bidder/offers 'compliance with good faith efforts' requirements as a matter of responsiveness.

Each solicitation for which a contract goal has been established will require the bidders/offerors to submit the following information:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment and
6. If the contract goal is not met, evidence of good faith efforts.

Administrative reconsideration (26.53(d))

Within 10 days of being informed by Metro that it is not responsive because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidders/offerors should make this request in writing to the following reconsideration official:

Patricia Kiewiz
Transit Director
901 University Avenue Green Bay, WI 54302
patriciaki@greenbaywi.gov

The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Good Faith Efforts when a DBE is replaced on a contract (26.53(f))

Green Bay Metro will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. We will require the prime contractor to notify the DBE Liaison officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, we will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

If the contractor fails or refuses to comply in the time specified, our contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

Section 26.55 Counting DBE Participation

We will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

SUBPART D & E – CERTIFICATION STANDARDS

Section 26.61 – 26.84 Certification Process

Green Bay Metro will use the certification standards of Subpart D of Part 26 to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. We will make our certification decisions based on the facts as a whole.

For information about the certification process or to apply for certification, firms should contact Metro's DBELO.

Metro uses Wisconsin Department of Transportation DBE list of certified firms. The certification application forms and documentation requirements can be found on the Wisconsin Department of Transportation website at <http://www.dot.wisconsin.gov/business/engrserv/dbe-main.htm>

Section 26.89 Certification Appeals

Any firm or complainant may appeal our decision in a certification matter to DOT. Such appeals may be sent to:

U.S. Department of Transportation
Office of Civil Rights Certification Appeals Branch\
1200 New Jersey Ave., S.E. West Building, 7Floor
Washington, DC 20590

We will promptly implement any DOT certification appeal decisions affecting the eligibility of DBEs for our DOT-assisted contracting (e.g., certify a firm if DOT has determined that our denial of its application was erroneous).

SUBPART F – COMPLIANCE AND ENFORCEMENT

Section 26.109 Information, Confidentiality, Cooperation

We will safeguard from disclose to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law.

Notwithstanding any contrary provisions of state or local law, we will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

Monitoring Payments to DBEs

We will require prime contractors to maintain records and documents of payments to DBEs for three

years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the *[Recipient]* or DOT. This reporting requirement also extends to any certified DBE subcontractor.

We will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts states in the schedule of DBE participation.

ATTACHMENTS

- Attachment 1 Proposed DBE Plan and Goals – Public Notice
- Attachment 2 Overall Goal Calculations
- Attachment 3 Breakout: Estimated Race Neutral & Race-Conscious Participation
- Attachment 4 Organizational Chart

Attachment 1

Proposed DBE Plan and Goals – Public Notice

See attached. Please note there was no response from the public as a result of the publishing of the goal.



STATE OF WISCONSIN
BROWN COUNTY

GREEN BAY METRO
901 UNIVERSITY AVE
GREEN BAY WI 543021013

Being duly sworn, doth depose and say that she/he is an authorized representative of the Green Bay Press
Gazette, a newspaper published in Green Bay, Wisconsin, and that an advertisement of which the annexed is a
true copy, taken from said paper, which was published therein on:

Account Number: GWM-284514
Order Number: 0002943651
No. of Affidavits: 1
Total Ad Cost: \$33.47
Published Dates: 05/29/18

(Signed) Kayna Yang (Date) 6-5-18
Legal Clerk



Signed and sworn before me

Vicky Felty
My commission expires 9-9-21

NOTICE OF PUBLICATION OF THE
GREEN BAY METRO SYSTEM
DISADVANTAGED BUSINESS ENTER-
PRISE (DBE) GOAL
FOR FY 2019-2021
All interested persons are invited to sub-
mit comments regarding the Green Bay
Metro's DBE
Goal for the following:
FY 2019, FY 2020 & FY 2021 DBE Goal
4.35% percent
The Green Bay Metro 2019-2021 DBE
goal is available for inspection from 8:00
a.m. to 4:30 p.m. Monday through Friday
at Green Bay Metro, 501 University Ave-
nue, for 30 days following the date of this
notice.
Metro will accept comments for 45 days
from the date of this notice.
Comments can be forwarded to Patricia
Kowalski, Transit Director, by phone at
920-445-3455, by fax at 920-445-3455,
or by mail at Green Bay Metro, ATTN:
Ms. Patricia Kowalski, 501 University Ave-
nue, Green Bay, WI 54302.
Comments can also be sent to the
Federal Transit Administration (FTA),
ATTN: Ms. Marjorie Hughes, FTA, 200
West Adams St., Suite 300, Chicago, IL
60606.
Run: May 29 WNAJLP

GREEN BAY METRO
Re: Green Bay Metro FY 2019-2021

GANNETT WI MEDIA
435 EAST WALNUT ST.
PO BOX 23430
GREEN BAY, WI 54305-3430

GANNETT
Wisconsin Media
Delivering Customers. Driving Results.

PHONE 920-431-8298
FAX 877-943-0443
EMAIL: legals@greenbaypressgazette.com

Attachment 2

Section 26.45: Overall Goal Calculation

Amount of Goal

1. Green Bay Metro has determined its overall goal for FY 2019-2021 as 1.35% of the Federal Financial assistance that we will expend in DOT-assisted contracts, exclusive of FTA funds to be used for the purchase of transit vehicles.
2. Green Bay Metro expects to award approximately \$2,800,000 of DOT-assisted contracts during each year beginning FY 2016 through FY 2018. We have set a goal of spending approximately \$37,800 each year with DBEs during this timeframe.

Methodology used to Calculate Overall Goal

Step 1: 26.45(c)

Determine the base figure for the relative availability of DBEs.

The base figure for the relative availability of DBEs was calculated as follows:

$$\text{Base figure} = \frac{\text{Ready, willing, and able DBEs} = 228}{\text{All firms ready, willing and able} = 8,517}$$

The data source or demonstrable evidence used to derive the numerator was the certified DBE businesses listed for the State of Wisconsin in the WI UCP Eligibility Directory available on the WISDOT website at <http://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>. NAICS codes used included businesses with anticipated purchases in 2019-2021 and actual purchases during 2018. The NAICS codes used were 237310, 238160, 238210, 238290, 238990, 423430, 423610, 423990, 4411, 441310, 443142, 485991, 541511, 81111, 81233.

The data source or demonstrable evidence used to derive the denominator was the Wisconsin establishments listed on the web site for the Census Bureau's NAICS system at <https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>. NAICS codes used included the same codes used to derive the numerator.

Using this information, we determined that the base figure for Green Bay Metro's overall goal is 2.7%.

Step 2: 26.45(d)

After calculating a base figure of the relative availability of DBEs, evidence was examined to determine what adjustment was needed to the base figure in order to arrive at the overall goal.

In order to reflect as accurately as possible the DBE participation expected in the absence of discrimination, the base figure has been adjusted by 0%.

The data used to determine the adjustment to the base figure is as follows:

- Adjusting the Step One Base with the Median Past Participation: The 3-year history of Green Bay Metro's DBE goal achievement is used for this calculation. The median goal achieved was 0% (.0%, 0%, and 3.15%). This median was added to the base goal of 2.7% and divided by 2 = 1.35%. Contracting opportunities in the upcoming triennial cycle are substantially similar to the past triennial period with many of the same NAICS codes being used.
- Disparity Studies: We were unable to find any disparity studies for our area.
- Analysis of Bidder's List: Green Bay Metro's bidder's list was reviewed to determine the number of DBEs that have bid or quoted on our DOT-assisted prime contracts or subcontracts in the past year. The analysis reflects no further adjustment to the DBE goal.

26.45(g)(i)

Green Bay Metro encourages DBE participants. Transit buses display opportunities and the website encourages DBE vendors to do business with Green Bay Metro. Green Bay Area Chamber of Commerce and the City of Green Bay Purchasing Department are consulted on DBE participation and Green Bay Metro's proposed DBE goal. It was agreed upon that creating capacity is an issue in our community. A few contacts were recommended for possible DBE enhancement in our area, including local churches, the Hispanic Resource Center, and the YMCA. A list of DBE vendors from the City's purchasing software was also provided. No adjustments will be made to our goal as a result of this consultation.

From this data, we have established our adjusted goal as 1.35%.

Attachment 3

Section 26.51: Breakout of Estimated Race-Neutral & Race Conscious Participation

Green Bay Metro will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation. GBM uses the following race-neutral means to increase DBE participation:

- Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate DBE, and other small businesses' participation (e.g., unbundling large contracts to make them more accessible to small businesses).
- Providing technical assistance and other services.
- Ensuring the inclusion of DBEs, and other small businesses, on recipient mailing lists for bidders.

Although the principal way Metro has been successful in attracting DBE's in the past is to use race-conscious measures. We estimate that the 2019-2021 overall goal of 1.35% will be met 100% from race-neutral participation and 0% through race-conscious measures.

In summary, the basis of our estimated breakout of race-neutral and race-conscious DBE participation is from the DBE participation of DBEs in local procurement programs in which there are no DBE contract goals.

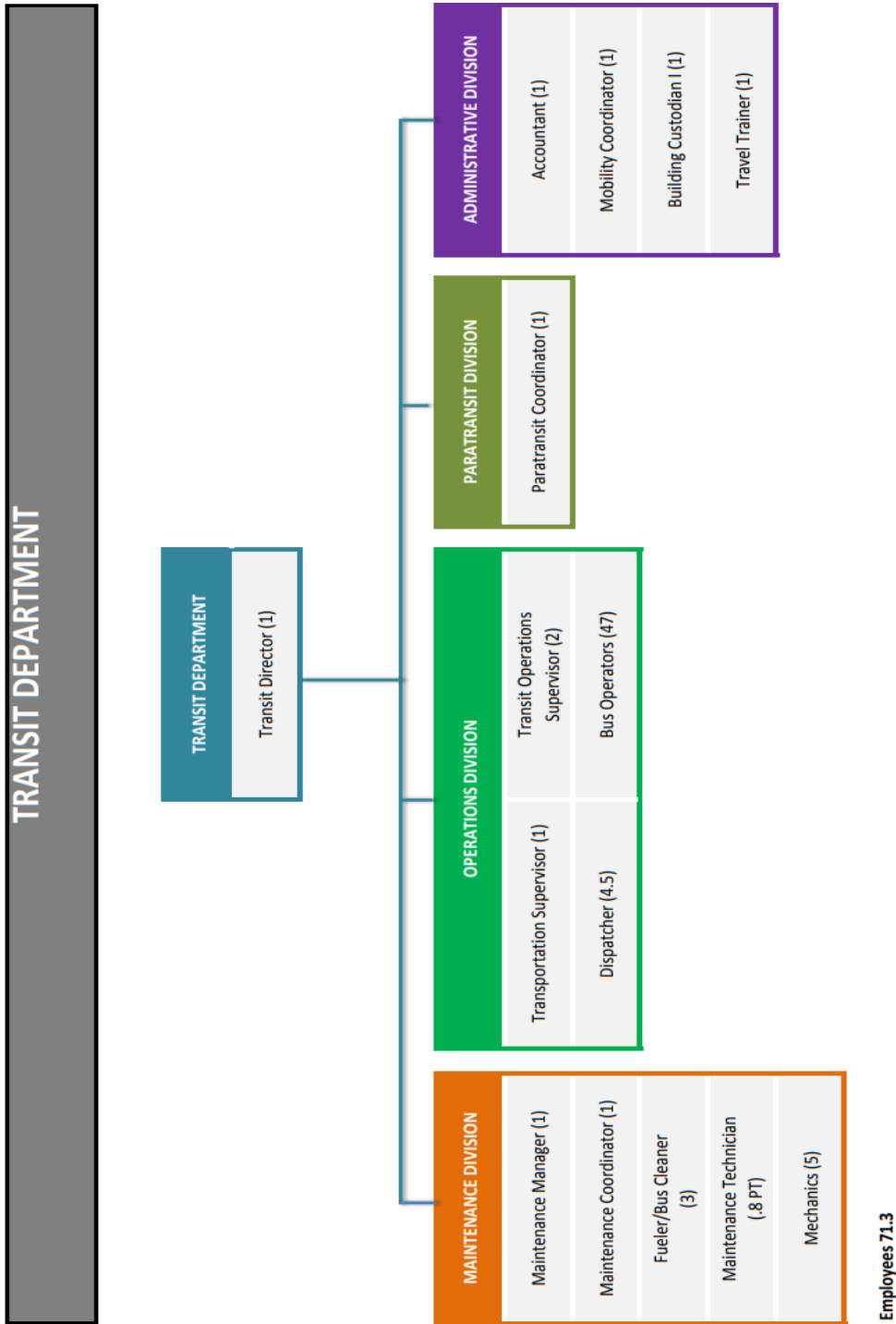
In order to ensure that our DBE program will be narrowly tailored to overcome the effects of discrimination, if we use contract goals we will adjust the estimated breakout of race-neutral and race-conscious participation as needed to reflect actual DBE participation and we will track and report race-neutral and race-conscious participation separately. For reporting purposes, race-neutral DBE participation includes, but is not necessarily limited to the following:

- DBE participation through a prime contract a DBE obtains through customary competitive procurement procedures
- DBE participation through a subcontract on a prime contract that does not carry DBE goal
- DBE participation on a prime contract exceeding a contract goal
- DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status making the award

We will maintain data separately on DBE achievements in those contracts with and without contract goals, respectively.

Organizational Chart

Attachment 4





Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 18, 2018

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.3.

Action: Painting Diesel Fuel Tanks

BACKGROUND

Green Bay Metro has worked with the City Purchasing Department to develop a bid document for the painting the diesel fuel tanks. The project will be covered with 80% federal dollars. Staff is anticipating the project to be completed by the end of August of 2018.

RECOMMENDATION

Staff recommends approving the award to the lowest responsive, responsible vendor Omni Glass & Paint, Inc. for \$15,930.00.

FISCAL IMPACT

ATTACHMENTS

- I. Copy of #3062 Quote Summary

CITY OF GREEN BAY QUOTE SUMMARY
RFQ #3062
Painting Diesel Fuel Tanks

Dept: Metro/Transit	Req #169	VENDOR #1	VENDOR #2	VENDOR #3
Planholders: 9 Vendors	CC #910	Omni Glass & Paint, Inc.	Quality Sandblasting, LLC	TMI Coatings, Inc.
Issued: 6/6/18	Due: 6/18/18	Green Bay	Green Bay	St. Paul, MN
DESCRIPTION	PRICE	PRICE	PRICE	PRICE
LUMP SUM PRICING to perform the Painting Diesel Fuel Tanks Project:	\$ 15,930.00	\$ 19,440.00	\$ 44,812.00	
Warranty on Product & Workmanship:	1 year each	1 year each	1 year each	
Lead Time				
To be completed by 8/10/18:	Yes	Yes	Yes	
Payment Terms Net 30				
Early Payment Discount:	Net 30 Days	1% 10, Net 30 Days	Net 30 Days	
Accepts credit card payments:	Yes	No	No	
SOQ/Bidder's Proof Expires:	Bidder's Proof: 3/7/19	SOQ: Waiting for DPW approval	SOQ: 12/8/2018	

Recommendation: Award to the lowest responsive, responsible vendor Omni Glass & Paint, Inc. for \$15,930.00



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 18, 2018

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.4.

Action: Express Route Partnership with NWTC and UWGB

BACKGROUND

Green Bay Metro, Northeast WI Technical College, and UWGB have worked together to create more convenient and direct access between the colleges. Staff has developed an express route that would operate from 7am to 7pm, Monday through Friday. Both colleges would be contributing to the cost of the service. Staff will work closely with NWTC and UWGB to inform the public of the service. Ridership will be monitored according to Metro system standards.

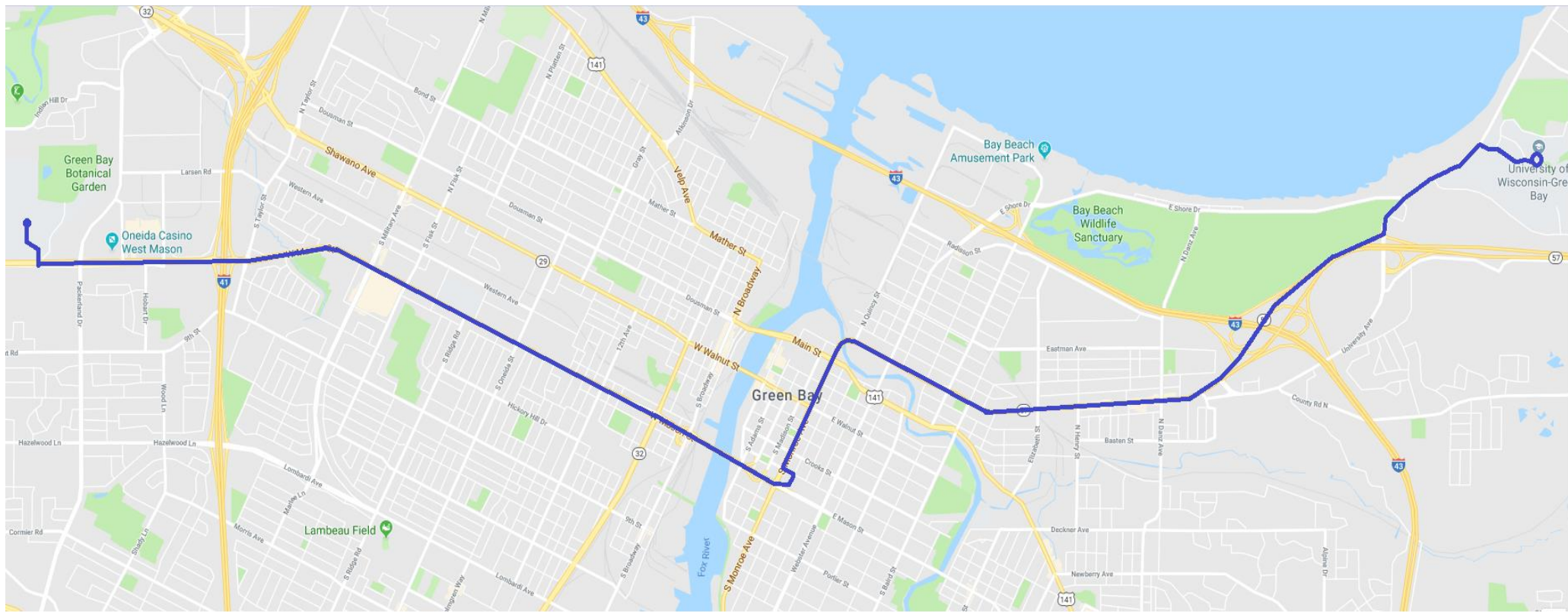
RECOMMENDATION

Staff recommends the approval of the partnership between Green Bay Metro, Northeast WI Technical College, and UWGB effective August 20, 2018.

FISCAL IMPACT

ATTACHMENTS

- I. UWGB to NWTC



Proposed:

Express Route from NWTC to UWGB.

2 buses providing thirty (30) minutes service.

Mid-stop at the Transit Center.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 18, 2018

PREPARED BY

AGENDA ITEM # E.5.

Action: Green Bay Metro's Transit Asset Management Plan (TAMP)

BACKGROUND

All transit agencies that own, operate, or manage capital assets used in the provision of public transportation and receive federal financial assistance under 49 U.S.C. Chapter 53 either as recipients or sub-recipients must develop a TAM plan, per Federal Transit Administration (FTA) guidelines.

Staff has developed a TAMP that meets FTA requirements.

RECOMMENDATION

Staff recommends approval of the Green Bay Metro Transit Asset Management Plan (TAMP).

FISCAL IMPACT

ATTACHMENTS

- I. GBM TAM Plan 2018 FINAL DRAFT



Transit Asset Management Plan



July 2018

Transit Asset Management Plan (TAMP) Policy

Green Bay Metro "GBM" has developed this TAMP to aid in: (1) Assessment of the current condition of capital assets; (2) determine what condition and performance of its assets should be (if they are not currently in a State of Good Repair); (3) identify the unacceptable risks, including safety risks, in continuing to use an asset that is not in a State of Good Repair; and (4) deciding how to best balance and prioritize reasonably anticipated funds (revenues from all sources) towards improving asset condition and achieving a sufficient level of performance within those means.

Agency Overview

Green Bay Metro Transit is a public transit system owned and operated by the City of Green Bay since 1973. Partnering municipalities include the City of De Pere and the Villages of Allouez, Ashwaubenon, and Bellevue.

GBM provides both fixed route bus and paratransit services to approximately 1.3 million passengers annually to all partnering municipalities. GBM's inventory of revenue vehicles and capital assets, including the following:

- 34 Fixed route buses; (5 buses to be delivered in September 2018)
- One facility that includes administration/operations/vehicle storage/refueling & maintenance.

Currently GBM contracts with a private provider for Paratransit services. The private provider owns and maintains all vehicles used for the service.

Introduction

In accordance with 49 CFR Parts 625 and 630 for Transit Asset Management (TAM), Green Bay Metro (GBM) is the TAM sponsor for the Section 5307 Formula Grant in the Green Bay Urbanized Area, 5339 Bus and Bus Facilities, 5310 Enhanced Mobility for Seniors and Individuals with Disabilities sub-recipients (Appendix 1-TAM Subrecipient List), or other federal grants received by GBM. This document presents Green Bay Metro's methodology for its January 1st 2018 performance target of capital assets.

GBM is currently operating as a FTA-defined *Tier II* transit operator in compliance with (49 CFR § 625.45 (b)(1)). Tier II transit providers are those transit agencies that do not operate rail fixed-guideway public transportation systems and have either 100 or fewer vehicles in fixed-route revenue service during peak regular service, or have 100 or fewer vehicles in general demand response service during peak regular service hours.

This TAMP provides and outlay of how GBM will assess, monitor, and report the physical condition of assets utilized in the operation of the public transportation system.

TAMP Elements

As a Tier II public transportation provider, GBM has developed and implemented a TAMP containing the following elements:

- (1) Asset Inventory Portfolio: An inventory of the number and type of capital assets to include: Rolling Stock, Facilities, and Equipment.

- (2) Asset Condition Assessment: A condition assessment of those inventoried assets for which GBM has direct ownership and capital responsibility.
- (3) Decision Support Tools & Management Approach: A description of the analytical processes and decision-support tools that GBM uses to estimate capital investment needs over time, and develop its investment prioritization.
- (4) Investment Prioritization: GBM's project-based prioritization of investments, developed in accordance with §625.33.

Definitions

Accountable Executive: Means a single, identifiable person who has ultimate responsibility for carrying out the safety management system of a public transportation agency; responsibility for carrying out transit asset management practices; and control or direction over the human and capital resources needed to develop and maintain both the agency's public transportation agency safety plan, in accordance with 49 U.S.C. 5329(d), and the agency's transit asset management plan in accordance with 49 U.S.C. 5326.

Asset Category: Means a grouping of asset classes, including a grouping of equipment, a grouping of rolling stock, a grouping of infrastructure, and a grouping of facilities.

Asset Class: Means a subgroup of capital assets within an asset category. For example, buses, trolleys, and cutaway vans are all asset classes within the rolling stock asset category.

Asset Inventory: Means a register of capital assets, and information about those assets.

Capital Asset: Means a unit of rolling stock, a facility, a unit of equipment, or an element of infrastructure used for providing public transportation.

Decision Support Tool: Means an analytic process or methodology: (1) To help prioritize projects to improve and maintain the state of good repair of capital assets within a public transportation system, based on available condition data and objective criteria; or (2) To assess financial needs for asset investments over time.

Direct Recipient: Means an entity that receives Federal financial assistance directly from the Federal Transit Administration.

Equipment: Means an article of nonexpendable, tangible property having a useful life of at least one year.

Exclusive-Use Maintenance Facility: Means a maintenance facility that is not commercial and either owned by a transit provider or used for servicing their vehicles.

Facility: Means a building or structure that is used in providing public transportation.

Full Level of Performance: Means the objective standard established by FTA for determining whether a capital asset is in a state of good repair.

Horizon Period: Means the fixed period of time within which a transit provider will evaluate the performance of its TAM plan. FTA standard horizon period is four years.

Implementation Strategy: Means a transit provider's approach to carrying out TAM practices, including establishing a schedule, accountabilities, tasks, dependencies, and roles and responsibilities.

Infrastructure: Means the underlying framework or structures that support a public transportation system.

Investment Prioritization: Means a transit provider's ranking of capital projects or programs to achieve or maintain a state of good repair. An investment prioritization is based on financial resources from all sources that a transit provider reasonably anticipates will be available over the TAM plan horizon period.

Key Asset Management Activities: Means a list of activities that a transit provider determines are critical to achieving its TAM goals.

Life-Cycle Cost: Means the cost of managing an asset over its whole life.

Participant: Means a tier II provider that participates in a group TAM plan.

Performance Measure: Means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets (e.g., a measure for on-time performance is the percent of trains that arrive on time, and a corresponding quantifiable indicator of performance or condition is an arithmetic difference between scheduled and actual arrival time for each train).

Performance Target: Means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

Public Transportation System: Means the entirety of a transit provider's operations, including the services provided through contractors.

Public Transportation Agency Safety Plan: Means a transit provider's documented comprehensive agency safety plan that is required by 49 U.S.C. 5329.

Recipient: Means an entity that receives Federal financial assistance under 49 U.S.C. Chapter 53, either directly from FTA or as a subrecipient.

Rolling Stock: Means a revenue vehicle used in providing public transportation, including vehicles used for carrying passengers on fare-free services.

Service Vehicle: Means a unit of equipment that is used primarily either to support maintenance and repair work for a public transportation system or for delivery of materials, equipment, or tools.

State of Good Repair (SGR): Means the condition in which a capital asset is able to operate at a full level of performance.

Subrecipient: Means an entity that receives Federal transit grant funds indirectly through a State or a direct recipient.

TERM Scale: Means the five (5) category rating system used in the Federal Transit Administration's Transit Economic Requirements Model (TERM) to describe the condition of an asset: 5.0—Excellent, 4.0—Good; 3.0—Adequate, 2.0—Marginal, and 1.0—Poor.

Tier I Provider: Means a recipient that owns, operates, or manages either (1) one hundred and one (101) or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit.

Tier II Provider: Means a recipient that owns, operates, or manages (1) one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a subrecipient under the 5311 Rural Area Formula Program, (3) or any American Indian tribe.

Transit Asset Management (TAM): Means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation.

Transit Asset Management (TAM) Plan: Means a plan that includes an inventory of capital assets, a condition assessment of inventoried assets, a decision support tool, and a prioritization of investments.

Transit Asset Management (TAM) Policy: Means a transit provider's documented commitment to achieving and maintaining a state of good repair for all of its capital assets. The TAM policy defines the transit provider's TAM objectives and defines and assigns roles and responsibilities for meeting those objectives.

Transit Asset Management (TAM) Strategy: Means the approach a transit provider takes to carry out its policy for TAM, including its objectives and performance targets.

Transit Asset Management (TAM) System: Means a strategic and systematic process of operating, maintaining, and improving public transportation capital assets effectively, throughout the life cycles of those assets.

Transit Provider (provider): Means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. Chapter 53 that owns, operates, or manages capital assets used in providing public transportation.

Useful life: Means either the expected life cycle of a capital asset or the acceptable period of use in service determined by FTA.

5

Useful life benchmark (ULB): Means the expected life cycle or the acceptable period of use in service for a capital asset, as determined by a transit provider, or the default benchmark provided by FTA.

State of Good Repair (SGR) Standards Policy

The GBM SGR policy is as follows:

A capital asset is in a state of good repair (SGR) when each of the following objective standards is met:

- (1) If the asset is in a condition sufficient for the asset to operate at a full level of performance. An individual capital asset may operate at a full level of performance regardless of whether or not other capital assets within a public transportation system are in a SGR;
- (2) The asset is able to perform its manufactured design function;
- (3) The use of the asset in its current condition does not pose an identified unacceptable safety risk and/or deny accessibility; and

- (4) The assets life-cycle investment needs have been met or recovered, including all scheduled maintenance, and rehabilitation.

The TAMP allows GBM to predict the impact of its policies and investment justification decisions on the condition of its assets throughout the asset's life cycle, and enhances the ability to maintain a SGR by proactively investing in an asset before the asset's condition deteriorates to an unacceptable level.

GBM shall establish annual TAM goals, which are separate from annual SGR performance goals, based upon tangible criteria related to asset performance. GBM has established the following baseline measures. TAM goals include monitoring the following criteria, the means of measuring, the goal as it compares to actuals.

CRITERIA	MEASURE	FY 2018	
		GOAL	ACTUAL
Safety Risks	Number of accidents per 100,000 revenue miles – (FR)	.7	TBD
System Reliability	On time performance, by mode – (FR)	93%	TBD
Maintenance Resources	Number of vehicles out of service for 30 or more days – (FR)	1	TBD
System Performance	Missed trips due to major breakdown, as % of total trips – (FR)	<5	TBD

It is the belief of GBM that TAMP implementation and monitoring provides a framework for maintaining a SGR by considering the condition of its assets in relation to the local operating environment. GBM has developed its SGR policies to account for the prevention, preservation, maintenance, inspection, rehabilitation, disposal, and replacement of capital assets. The goal of these policies is to allow GBM to determine and predict the cost to improve asset condition(s) at various stages of the asset life cycle, while balancing prioritization of capital, operating and expansion needs. The two foundational criteria of SGR performance measures are *Useful Life Benchmark* (ULB) and *Condition*.

Useful Life Benchmark:

The Useful Life Benchmark (ULB) is defined as the expected lifecycle of a capital asset for a particular transit provider's operating environment, or the acceptable period of use in service for a particular transit provider's operating environment. ULB criteria are user defined, whereas ULB takes into account, a provider's unique operating environment (service frequency, weather, geography). When developing Useful Life Benchmarks (ULB), GBM recognized and took into account the local operating environment of its assets within the service area, historical maintenance records, manufacturer guidelines, and the default asset ULB derived from the FTA. In most cases, if an asset exceeds its ULB, then it is a strong indicator that it may not be in a state of good repair.

For the purposes of this TAMP, all assets (facilities, equipment, and fixed route rolling stock) were assessed by using FTA's Useful Life Age Benchmark (ULB) set in 2017-2018 Asset Inventory Module Reporting Guide, pages 35 and 36. See below.

Vehicle Type		Default ULB (in years)
AB	Articulated bus	14
AG	Automated guideway vehicle	31
AO	Automobile	8
BR	Over-the-road bus	14
BU	Bus	14
CC	Cable car	112
CU	Cutaway bus	10
DB	Double decked bus	14
FB	Ferryboat	42
HR	Heavy rail passenger car	31
IP	Inclined plane vehicle	56
LR	Light rail vehicle	31
MB	Minibus	10
MO	Monorail vehicle	31
MV	Minivan	8
	Other rubber tire vehicles	14
RL	Commuter rail locomotive	39
RP	Commuter rail passenger coach	39
RS	Commuter rail self-propelled passenger car	39
RT	Rubber-tired vintage trolley	14
SB	School bus	14
	Steel wheel vehicles	25
SR	Streetcar	31
SV	Sport utility vehicle	8
TB	Trolleybus	13
TR	Aerial tramway	12
VN	Van	8
VT	Vintage trolley	58

Methodology

GBM has reviewed the inventory of federally funded vehicles, equipment, and facilities and used age to ascertain a starting point for the 2018 TAM targets.

1. ASSET INVENTORY PORTFOLIO

The following capital asset items that GBM owns, operates and has a direct capital responsibility, included in the TAMP asset inventory, are comprised of: Rolling Stock, Equipment, and Facilities (see below). At the time of this writing, GBM does not operate passenger rail service. Therefore, GBM does not have any associated rail infrastructure in its asset portfolio.

Vehicles

GBM evaluated its inventory, including sub-recipient inventory of vehicle capital items and divided all vehicle types into three categories, heavy duty bus, medium duty bus (cutaway), and light duty vehicles (auto/minivan/van/SUV). GBM then used FTA's Useful Life Age Benchmark (ULB) set in 2017-2018 Asset Inventory Module Reporting Guide, pages 35 and 36.

The chart below shows the results of GBM's findings:

Vehicle Type	Vehicle Count	Useful Life Age Benchmark (ULB)	Percent of Fleet Beyond ULB
Heavy Duty Bus	34	14	32%
Medium-Duty Bus (Cutaways)	12	10	17%
Light-Duty Vehicles (Revenue Vehicles)	5	8	20%
Total			27%

Target for Vehicle

GBM, and its sub-recipients, set the TAM performance target to only allow for 25 percent of the vehicles to pass beyond useful life.

GBM, and sub-recipients owned vehicles were also divided into the NTD categories that made up the A-90 form. While GBM typically uses the categories above in TrAMS to enter application information, the NTD A-90 form uses alternative categories:

Vehicle Type	Percent of Fleet Beyond ULB
BU	32%
CUT	17%
MINIVAN	25%
VAN	0%
Grand Total	27%

Equipment

Equipment evaluated per FTA requirements in this TAMP, is all non-revenue service vehicles regardless of value, and any GBM-owned equipment with a cost of over \$50,000 in acquisition value. Equipment includes non-revenue service vehicles that are primarily used to support maintenance and repair work for a public transportation system, supervisory work, or for the delivery of materials, equipment, or tools. GBM does not utilize or operate any third-party non-revenue service vehicle equipment assets. All non-revenue service vehicle equipment assets are owned and operated by GBM.

GBM evaluated the inventory of its most significant equipment (items with a replacement cost of \$50,000 or more). These items are listed below and are all located at the GBM facility. The guidance used was from the FTA and from various reports that discuss useful life for these types of equipment to determine if these pieces of equipment were beyond their useful life.

Equipment Type	Years of Remaining Useful Life	Age	Years Equipment Acquired
Forklift	(25)	32	1986

F-350 Service Vehicle	4	3	2015
4WD Truck	(9)	16	2002
Support Vehicles	7	0	2018
Bus Wash	10	5	2013
Vacuum Equipment	(2)	17	2001
Maintenance Storage Equipment	(2)	17	2001
Floor Scrubber	2	5	2013
Parallelogram Lift	7	8	2010
Bobcat Toolcat	13	2	2016
Farebox System	2	8	2010
Radio System	4	6	2012
AVL/GPS System	3	7	2011
Security System	4	1	2017
Fuel System	(2)	17	2001
Averages	1	9.6	2008

Target for Equipment

GBM currently has five (5) pieces of equipment that are beyond its useful life. The 2018 TAMP will examine the condition of this equipment in greater detail; if the condition of this equipment is deemed beyond its "state of good repair" in the TAMP, then steps will be taken to get replacement equipment programmed in the Transportation Improvement Program (TIP). The 1986 forklift, and the 2001 vacuum equipment is programmed in the current TIP.

Facilities

GBM evaluated the condition of the facilities in its sponsored TAM plan using the TERM Condition Rating (as shown below). GBM will use the FTA minimum useful life standard for facilities of 40 years, as stated in FTA Circular 5010.1E, page IV-26.

The chart below shows the results of our findings:

Facility Type	Condition	Years of Remaining Useful Life	Age	Completion Year	Condition
Transit Facility (all)	4.3	22.0	18.0	2001	Good
Averages		22.0	18.0		

TERM Rating	Condition	Description
Excellent	4.8–5.0	No visible defects, near-new condition.
Good	4.0–4.7	Some slightly defective or deteriorated components.
Adequate	3.0–3.9	Moderately defective or deteriorated components.
Marginal	2.0–2.9	Defective or deteriorated components in need of replacement.
Poor	1.0–1.9	Seriously damaged components in need of immediate repair.

Facility Targets

GBM's transit facility is in good condition. GBM, set the TAM performance target based on the TERM rating scale above. The TERM rating of the facility shall not be rated less than 3.0.

2. ASSET CONDITION ASSESSMENT

GBM assesses the condition of its assets on an annual basis by utilizing the FTA TERM (Transit Economic Requirements Model) condition rating assessment scale (see above). This rating scale assigned a numerical value or rank based on the physical condition(s) presented by each individual asset throughout its life cycle. The rating scale is based on numbers 1 to 5, with five being new and one being poor. Assets with a rating of 2.5 or higher are considered to be in a SGR. All completed asset inspection forms are documented and ratings are record on the GBM Fixed Asset List.

The inspection process and documentation forms utilized to assess facility and vehicle assets are detailed in the following TAMP companion documents:

- GBM Maintenance Policy and Procedure Manual
 - Facility/Building/Equipment Inspection Procedures & Inspection Assessment Standards
- GBM Maintenance Policy and Procedure Manual
 - GBM Revenue & Non-Revenue Vehicle Inspection Procedures & Inspection Assessment Standards
- GBM Bus Replacement Schedule

3. DECISION SUPPORT TOOLS & MANAGEMENT APPROACH

Management Approach

The primary management approach utilized to maintain an SGR is risk mitigation. This management philosophy applies risk mitigation strategies (policies and procedures) throughout the assets life cycle, both from a maintenance perspective (breakdowns) and a safety & accessibility perspective (accidents/ADA requirements).

Decision Support Tools

The following tools are used in making investment decisions:

Process/Tool	Brief Description
Inspection Reports	Individual inspection reports documenting the condition of the asset.
Rolling Stock Report	Inventory report that is used to track all rolling stock inventory, including age, cost and mileage. This assists in decisions by providing the ability to compare details about the various rolling stock vehicles.
Fixed Asset Inventory Report	Inventory report that shows rolling stock and all other equipment. Able to utilize this report to see what is surpassing its useful life, the condition rating and the other investment opportunities GBM has.

4. INVESTMENT PRIORITIZATION

Maintenance Manager uses best judgment and experience to prioritize needs and submits a request of priorities to the Transit Director. Projects are then ranked based on need. Consideration is given to estimation of funding levels from all sources that are reasonably expected.

The ranking of programs and projects will be expressed as: *High Priority*, *Medium Priority*, or *Low Priority*. Each investment prioritization program or project ranked shall contain a year and/or date in which the GBM intends to carry out the program or project.

Plan Review

GBM shall maintain all supporting TAMP records and documents. GBM shall make TAMP records available to Federal (FTA), State (WisDOT) and MPO (Brown County Planning) entities that provide(s) funding to GBM and to aid in the planning process. The TAMP can be considered a "living document" that shall be reviewed on at least a quarterly basis, updated, and incorporated into GBM's capital and budget planning, and reporting processes. Beginning in 2018, TAMP data shall serve as a "baseline" measure of asset performance management. As more data is collected, additional monitoring categories and goals may be included to support condition and reliability-based decision-making.

NTD Reporting

TAM Targets will be reported to NTD annually as required, starting in year 2018.

Conclusion

The Green Bay Transit Commission, management team, staff, and employees of Green Bay Metro firmly believe that by implementing this *Transit Asset Management Program* (TAMP), that it will allow the transportation system to meet its mission and offer safe, efficient, reliable, and accessible public transportation options to the general public of Green Bay metropolitan area.

In addition, GBM believes that by implementing this TAMP, the following *State of Good Repair* (SGR) indicators will be either maintained or improved upon:

- Limit safety risks;
- Justify investments;
- Increase system reliability & accessibility;
- Lower maintenance costs; and/or
- Increase system performance.

Contact

Patty Kiewiz, Transit Director (920) 448-3455 patriciaki@greenbaywi.gov

Alex Sweetman, Accountant (920) 448-3453 alexsw@greenbaywi.gov

Adoption and Revision History

Adopted and approved by the Green Bay Transit Commission on July XX, 2018.

Appendix 1

5310 Subrecipient List:

DAV – Disabled American Veterans – Dept. of Wisconsin
Richard Marbes, Treasurer
1253 Scheuring Road, Suite A
De Pere, WI 54115-1070

Curative Connections
Steve McCarthy, President and CEO
PO BOX 8027
Green Bay, WI 54308

DRAFT



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 18, 2018

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # F.I.

Marketing Report

BACKGROUND

Marketing reports are included.

Staff will be available to answer any specific questions regarding these reports.

RECOMMENDATION

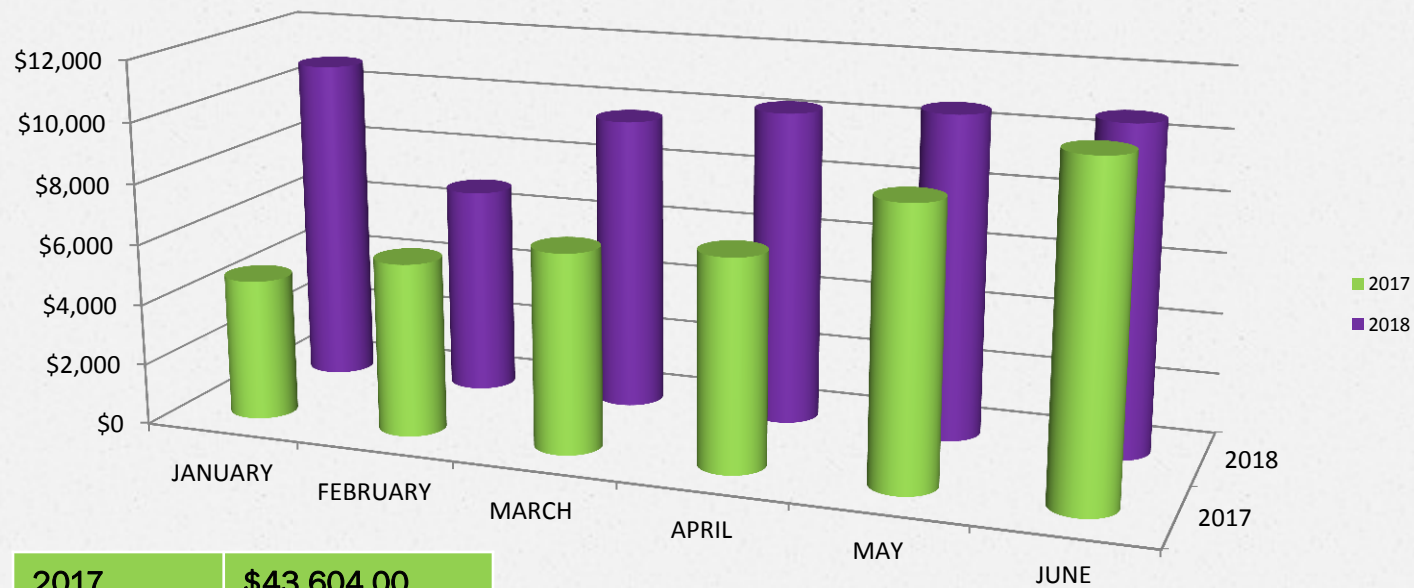
Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. Jan-June 2018 Advertising Comparison

January – June 2018 Advertising Comparison



2017	\$43,604.00
2018	\$58,873.00



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 18, 2018

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # F.2.

Financial Report

BACKGROUND

Green Bay Metro's staff will present the Commission with January through May financial report.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. 2018 Financials-May



EXPENSES

ACCOUNT DESCRIPTION	2018 MAY	2017 MAY	+/-	%	2018 BUDGET	% OF BUDGET
Wages & Salaries	1,079,878	1,072,202	7,677	0.7%	3,642,221	29.6%
Fringe Benefits	626,252	594,096	32,156	5.4%	1,536,653	40.8%
Other Employment Expenses	16,797	12,498	4,299	34.4%	43,750	38.4%
Contract Services	26,011	35,291	(9,280)	-26.3%	334,515	7.8%
Materials & Supplies	263,399	203,011	60,388	29.7%	956,979	27.5%
Building & Equip Maintenance	130,926	146,160	(15,234)	-10.4%	304,500	43.0%
Utilities	41,199	43,901	(2,701)	-6.2%	114,017	36.1%
Insurance	170,963	193,443	(22,480)	-13.1%	175,016	97.7%
Miscellaneous	72	96	(24)	-33.3%	300	23.9%
Paratransit Services	363,616	368,265	(4,649)	-1.3%	1,353,520	26.9%
Subrecipient Expenses	26,400	112,710	(86,310)	-326.9%	-	0.0%
TOTAL	2,745,514	2,781,673	(36,159)	-1.3%	8,461,471	32.4%

REVENUES

ACCOUNT DESCRIPTION	2018 MAY	2017 MAY	+/-	%	2018 BUDGET	% OF BUDGET
Federal Operating Asst	60,559	118,890	(58,331)	-96.3%	2,326,078	2.6%
State Operating Asst	-	79,098	(79,098)	0.0%	2,326,078	0.0%
Other Local Municipalities	243,172	228,557	14,615	6.0%	555,842	43.7%
Green Bay	531,250	541,667	(10,417)	-2.0%	1,561,073	34.0%
Farebox Revenue-Fixed Route	279,303	296,769	(17,466)	-6.3%	660,000	42.3%
Farebox Revenue-Paratransit	181,057	202,762	(21,705)	-12.0%	564,000	32.1%
College Program Fares	2,363	1,756	607	25.7%	-	0.0%
TMI Refund	83,359	58,675	24,684	30%	-	0.0%
Non-Transportation Revenue	31,213	15,936	15,277	48.9%	21,400	145.9%
State Fuel Refund	6,374	7,246	(872)	-13.7%	-	0.0%
Advertising	56,641	32,803	23,838	42.1%	100,000	56.6%
Greyhound Commission	12,726	15,053	(2,327)	-18.3%	50,000	25.5%
Partnership Contributions	2,085	-	2,085	100.0%	297,000	0.7%
TOTAL	1,490,103	1,599,212	(109,110)	-7.3%	8,461,471	17.6%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	26	26	0	0.0%	307
Revenue Miles	93,760	96,169	(2,408)	-2.5%	1,178,076
Revenue Hours	6,472	6,663	(191)	-2.9%	82,110
Unlinked Passenger Trips	114,194	108,635	5,559	5.1%	1,414,000
Revenue / Cost	54.3%	57.5%			100.0%
Farebox Revenue / Mile	2.98	3.09	(0.11)	-3.5%	0.56
Farebox Revenue / Pass Trip	2.45	2.73	(0.29)	-10.5%	0.47
Farebox Revenue / Hour	43.15	44.54	(1.39)	-3.1%	8.04
Passenger / Mile	1.22	1.13	0.09	7.8%	1.20
Cost / Mile	25.40	25.10	0.31	1.2%	6.03
Cost / Passenger Trip	20.86	22.22	(1.36)	-6.1%	5.03



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 18, 2018

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # F.3.

Operational Reports

BACKGROUND

Operational reports are included.

Staff will be available to answer any specific questions regarding these reports.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

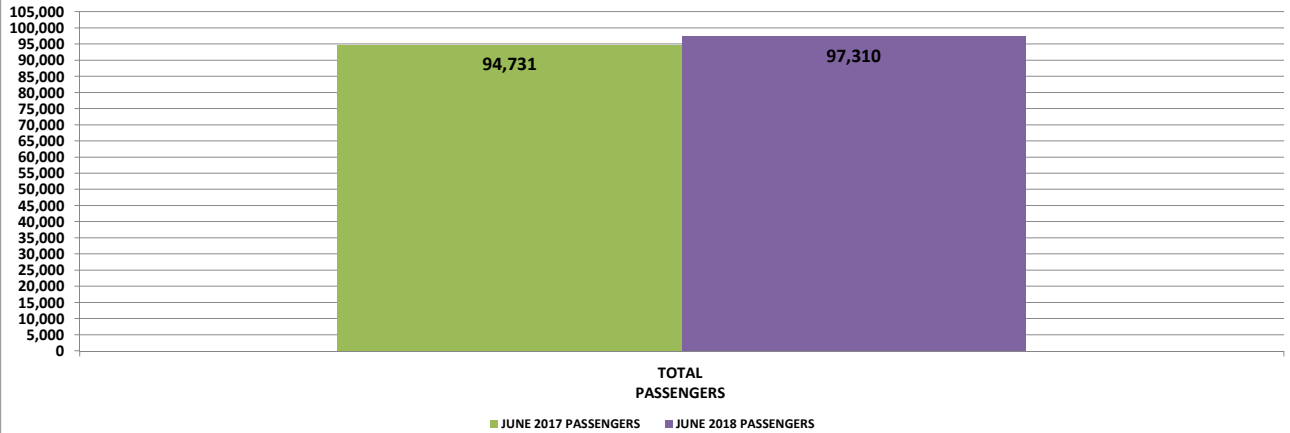
ATTACHMENTS

1. June 2018 Ridership
2. Ashwaubenon School Ridership - June 2018
3. Green Bay Public Schools Ridership - June 2018

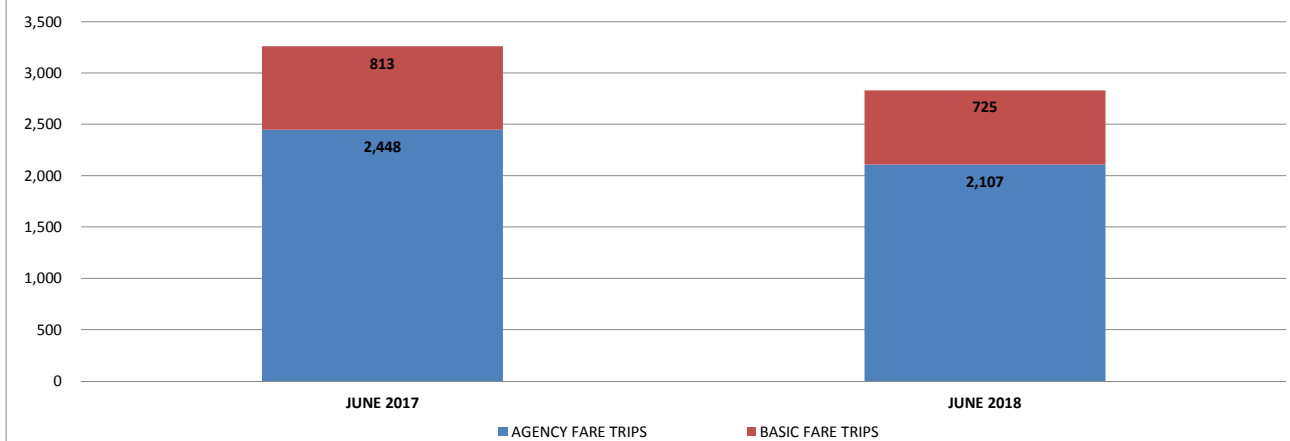
FIXED ROUTE RIDERSHIP

	ADULT CASH	ADULT PASS	COLLEGE STUDENT PASS	WEEK PASS	ADULT DAY PASS	STUDENT DAY PASS	REDUCED DAY PASS	ADULT SINGLE	STUDENT CASH	STUDENT PASS	STUDENT SINGLE	E&D CASH	E&D PASS	E&D SINGLE	REVENUE PASSENGERS
JUNE 2017	2,961	27,560	483	2,325	15,770	2,566	6,946	4	1,368	5,896	2	385	12,516	3	78,784
JUNE 2018	2,862	26,170	512	2,705	14,750	330	6,175	0	252	376	0	325	11,425	0	65,882
CHANGE '17-'18	(99)	(1,390)	29	380	(1,020)	(2,236)	(771)	(4)	(1,116)	(5,520)	(2)	(60)	(1,091)	(3)	(12,902)
	-3.3%	-5.0%	6.0%	16.3%	-6.5%	-87.1%	-11.1%	-100.0%	-81.6%	-93.6%	-100.0%	-15.6%	-8.7%	-100.0%	-16.4%

	GREEN SATURDAY	GAME DAY	SNC	FREE FARE	FREE 4 & UNDER	PROMO	TOTAL FREE FARES	ASHWAUPE NON SCHOOLS	GBAPS	U-PASS	RAZ PASS	G-LINE	TOTAL PARTNERSHIP FARES	TOTAL PASSENGERS
JUNE 2017	10,565	0	0	2,377	1,508	1,113	15,563	0	0	384	0	0	384	94,731
JUNE 2018	12,787	0	0	1,670	1,982	1,515	17,954	490	12,511	473	0	0	13,474	97,310
CHANGE '17-'18	2,222	0	0	(707)	474	402	2,391	490	12,511	89	0	0	13,090	2,579
	21.0%	#DIV/0!	#DIV/0!	-29.7%	31.4%	36.1%	15.4%	#DIV/0!	#DIV/0!	23.2%	100.0%	100.0%	3408.9%	2.7%

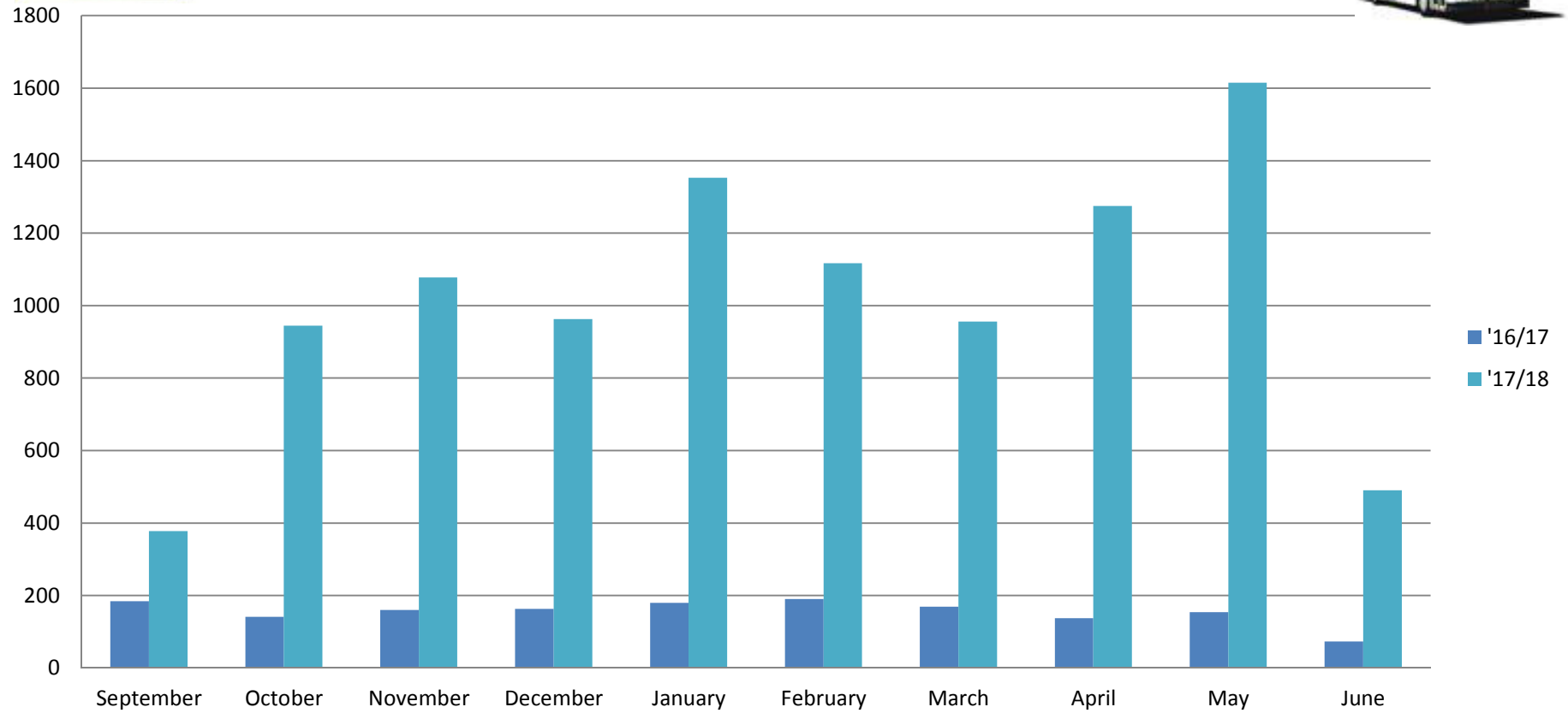
FIXED ROUTE RIDERSHIP**PARATRANSIT**

	AGENCY FARE TRIPS	BASIC FARE TRIPS	TOTAL TRIPS	BASIC FARE	AGENCY FARE	TOTAL FARES
JUNE 2017	2,448	813	3,261	\$ 9,783	\$ 28,172	\$ 37,955
JUNE 2018	2,107	725	2,832	\$ 8,496	\$ 25,200	\$ 33,696
CHANGE '17-'18	(341)	(88)	(429)	\$ (1,287)	\$ (2,972)	\$ (4,259)
	-13.9%	-10.8%	-13.2%	-13.2%	-10.5%	-11.2%

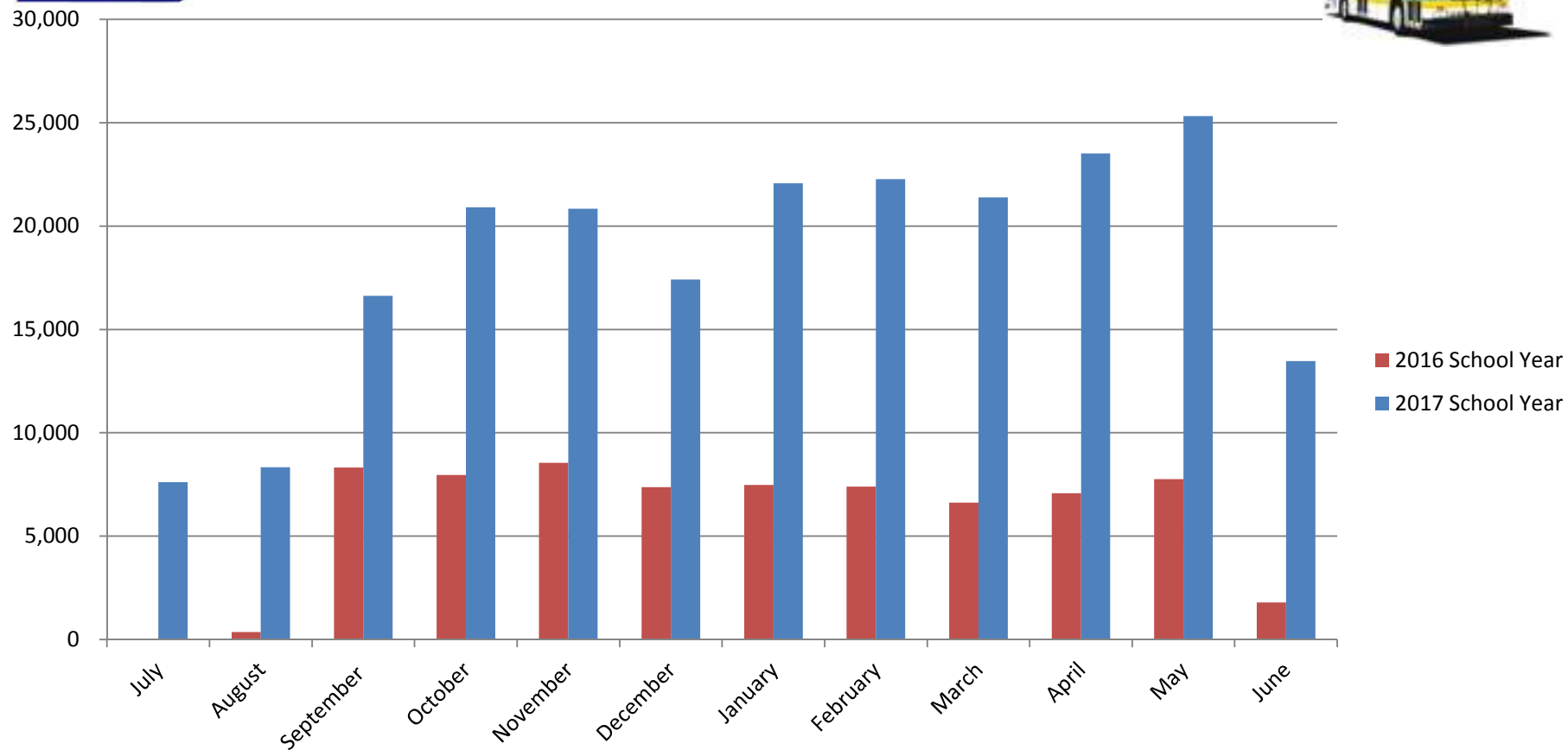
PARATRANSIT RIDERSHIP



'16/17 vs '17/18 School Year Ashwaubenon School Ridership



'16/17 vs '17/18 School Year GBAPS Ridership





Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 18, 2018

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # F.4.

Director's Report

BACKGROUND

Green Bay Metro's Transit Director will provide the Commission with an update on Metro.

RECOMMENDATION

No action necessary.

FISCAL IMPACT

ATTACHMENTS

None