



# **AGENDA OF THE TRANSIT COMMISSION**

**WEDNESDAY, SEPTEMBER 19, 2018, 8:15 AM  
TRANSIT**

## **A. Roll Call.**

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

## **B. Approval of the Agenda.**

- I. Approval of September 19, 2018 Transit Commission Agenda.

## **C. Approval of Minutes.**

- I. Approval of August 15, 2018 Transit Commission Meeting Minutes.

## **D. Regular Business.**

- I. Discussion and Action: Reclassification of the Transportation Supervisor Position and Request to fill the Compliance Coordinator

## **E. Informational.**

- I. Discussion: Green Bay Metro Quarterly Route Review and Analysis Report, August 2018, by Brown County Planning Commission.
2. Operational Reports
3. Director's Report
4. Next Meeting: October 24, 2018

## **F. Adjournment.**

- I) **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 Common Council will attend this Transit Commission meeting and will constitute a meeting of the Common Council 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**

September 19, 2018

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # B.I.**

Approval of September 19, 2018 Transit Commission Agenda.

**BACKGROUND**

Enclosed is the agenda for the Commission meeting being held on September 19, 2018.

**RECOMMENDATION**

Staff recommends the approval of the agenda for September 19, 2018.

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

September 19, 2018

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # C.I.**

Approval of August 15, 2018 Transit Commission Meeting Minutes.

**BACKGROUND**

Enclosed are the proposed minutes from the Commission meeting held on August 15, 2018.

**RECOMMENDATION**

Staff recommends the approval of the minutes from the August 15, 2018 meeting.

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Transit Commission Minutes 8.15.2018



# **MINUTES OF THE TRANSIT COMMISSION**

**WEDNESDAY, AUGUST 15, 2018, 8:15 AM  
TRANSIT**

## **A. ROLL CALL.**

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

## **B. APPROVAL OF THE AGENDA.**

I. Approval of August 15, 2018 Transit Commission Agenda.

Chair Kolb stated there is no reason to go into closed session for Update of Labor Negotiations. We will move that up on the agenda right after approval of minutes.

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

Yes- None, No- None, Abstain- None

## **C. APPROVAL OF MINUTES.**

I. Approval of July 18, 2018 Transit Commission Meeting Minutes.

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to approve the minutes from July 18, 2018 meeting. Motion carried.

Yes- None, No- None, Abstain- None

## **D. REGULAR BUSINESS.**

### **I. Discussion/Action: Asphalt Repairs, Resealing and Restriping Green Bay Metro Parking Lots**

Moved by Commissioner John Withbroe, seconded by Ald. Randy Scannell made a motion to approve to the lowest responsive bidder, responsible vendor(s) for asphalt repairs, resealing and re-striping Green Bay Metro's parking lots with a cost not to exceed \$40,000.00. . Motion carried.  
Yes- None, No- None, Abstain- None

## **E. INFORMATIONAL.**

### **I. Closed Session/Discussion: Update of Labor Negotiations.**

The Commission may convene in closed session pursuant to Section 19.85(1) (e), Wis. Stats, for the purpose of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Commission may, thereafter, reconvene in open session pursuant to Section 19.85(2), Wis. Stats. to report any actions taken during closed session and to consider all other matters on the agenda.

The Commission received an update on labor from the Human Resource Operations Manager, Melanie Falk. She stated on July 10, 2018 the City and Bus Mechanics union reached a tentative agreement for a 3- year contract which is scheduled to expire December 31, 2020. It had gone to the Personal Committee for approval last night and going to City Council next Tuesday. She explained the salary step increases and the total contract cost is \$45,625.00. They would also participate in the Health 1265 program for eligible to receive a reduced premium contribution of 11.5% for health insurance.

Moved by Ald. Randy Scannell, seconded by Commissioner Ron Antonneau to receive and place on file. Motion carried.

Yes- None, No- None, Abstain- None

## 2. Presentation: GBM Bus Tracker App

Director Kiewiz stated staff is working on the new AVL software system that will replace the current Trapeze system. Part of that procurement was a new bus tracker app. In the past, we had a "Where is my bus app" that did not work with mobile devices it was only meant for desktop versions. The new GBM Bus Tracker was implemented on July 27, 2018. We have received a tremendous amount of positive feedback. Staff showed a 30 second video stating how to download and use the new app. There has been about 200 downloads so far. Staff has been promoting the app on places like WIXX, local school sports announcements, Facebook and our website.

## 3. Operational Reports

Director Kiewiz provided a brief overview of July ridership reports for Fixed Route and Paratransit. Director Kiewiz stated that if the Commission would have any questions, she would be happy to answer them.

Chair Kolb inquired how the East Side Route changes are going.

Director Kiewiz shared a very positive letter she had received with the Commissioners regarding the route changes. She stated staff is monitoring Route 13, and slight modifications will be made on Route 2 and Route 7.

## 4. Financial Report

Director Kiewiz stated in your packets you will find the operating expense report for January through June. She gave a brief overview of the revenue and expense reports. She had executed the federal grants and now able to draw down federal dollars. P. Kiewiz stated that if the Commission would have any questions, she would be happy to address them.

## 5. Director's Report

Director Kiewiz stated Game Day Routes have kicked off and Metro did provide service for Family night.

Green Bay Metro has partnered with the Packers to provide the G-Line. The G-Line will start will run through September 1, 2018.

Director Kiewiz is working with setting up Google Transit maps for planning your trip anticipating in the next couple weeks.

6. Next Meeting: September 19, 2018

**F. ADJOURNMENT.**

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to adjourn at 8:33 a.m. Motion carried.

Yes- None, No- None, Abstain- None



Report to the  
Transit Commission  
of the City of Green Bay



#### MEETING DATE

September 19, 2018

#### PREPARED BY

Patty Kiewiz, Transit Director

#### AGENDA ITEM # D.I.

Discussion and Action: Reclassification of the Transportation Supervisor Position and Request to fill the Compliance Coordinator

#### BACKGROUND

A recent staff vacancy within the department led me to review current staffing levels. As a result of my review, I came to the conclusion that Operations needs more assistance. Currently two Operation Supervisors are responsible for overseeing just over 100 hours of service a week. (18 hours a day, Monday through Friday and 11.5 hours a day on Saturdays). This results in challenges on conducting and maintaining training schedules and having supervisory coverage with only having 80 hours of Supervisor staff hours. This additional Supervisor will allow Metro to continue providing a well trained staff and safe environment.

In addition, I request to fill the Compliance Coordinator position. This position is responsible for oversight of our procurements as well as assisting the Accountant.

Details attached.

#### RECOMMENDATION

Staff recommends approval of the reclassification of the Transportation Supervisor to an Operation Supervisor and the hiring of the vacant Compliance Coordinator. An updated Table of Organization is included to reflect these changes.

#### FISCAL IMPACT

#### ATTACHMENTS

1. Transit Reorg 9.18 (002)
2. Org Chart Transit 9-2018

# MEMORANDUM

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Human Resources Department

To: Transit Commission

From: Jennifer Smits, PHR, SHRM-CP  
Human Resources Generalist

Re: Request to approve Green Bay Metro Reorganization

Date: September 19, 2018

## I. **RECOMMENDATION:**

- A. Add a Compliance Coordinator position to the table of organization at pay grade G (\$21.24-24.99/hour) at a projected annual cost of \$67,865.
- B. Reclassify the Transportation Supervisor position at pay grade I (\$52,728-\$62,026) to an Operations Supervisor position at pay grade J (\$56,992-\$67,038) at a projected annual cost of \$5,035.

## II. **BACKGROUND:**

Transit Director Patty Kiewiz has proposed restructuring the following Green Bay Metro positions:

- A. The Compliance Coordinator position was previously part of Green Bay Metro's table of organization. In March of 2017, the incumbent transferred to a different position within the City. At that time, Director Kiewiz determined not to fill the vacancy as she desired to evaluate the duties of the position and ability of other staff to absorb some of the tasks. Many of the duties were absorbed by the Transportation Supervisor. The Compliance Coordinator position was eliminated from the 2018 table of organization.

It has since been determined that it is not feasible for the Compliance Coordinator responsibilities to be absorbed by other staff. The position is responsible for preparing documents for various department audits and reviews, such as the Triennial Review, assisting the Accountant with maintenance of all fixed asset records, working with the Purchasing Department on request for proposals and ensuring that procurements adhere to Metro policy and Federal Transit Administration (FTA) regulations, and serving as the administrator of the farebox system.

As a result, Director Kiewiz is recommending the Compliance Coordinator position be added back into the table of organization. This position was reviewed by the City's classification and compensation consultant, Carlson and Dettman, and placed in pay grade G (\$21.24-\$24.99/hour) of the City's salary plan.

- B. The Transportation Supervisor position supervises the Dispatch office, provides backup to the Operations Supervisors, oversees the Packer game day routes, monitors mileage and compiles daily operational statistics and assists the Transit Director with confidential and administrative tasks.

The Transportation Supervisor position was recently vacated due to a resignation. Following this, Director Kiewiz reviewed the responsibilities of the position and is requesting to reclassify the position to a third Operations Supervisor position. Doing so will provide additional supervisory coverage for the 47 Bus Operators and 5 Dispatchers who staff Metro from 4:00 a.m. until 10:00 p.m. and more time focused on training the Bus Operators and Dispatchers.

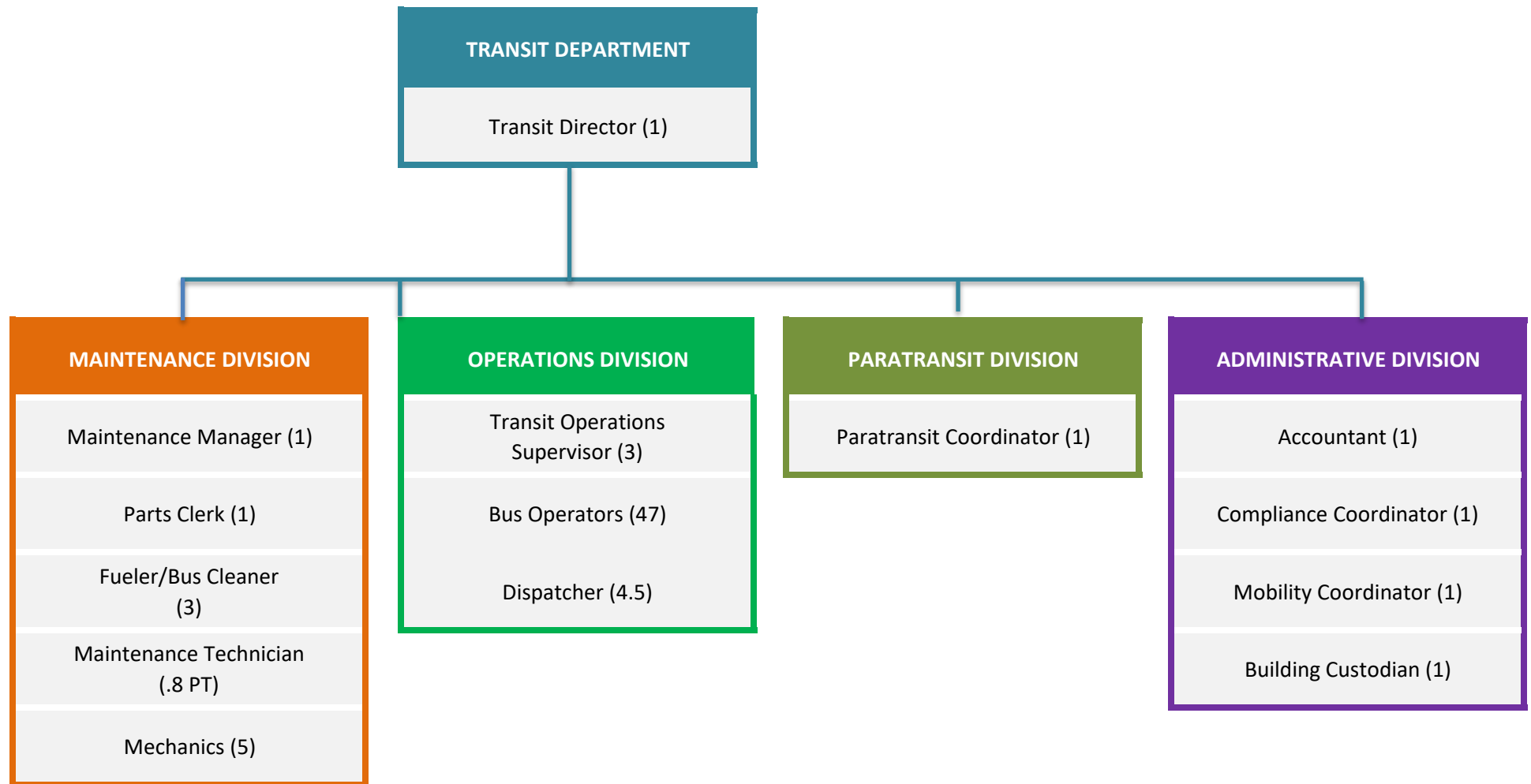
The Transportation Supervisor and Operations Supervisor positions have been evaluated by Carlson and Dettman. The Transportation Supervisor position is classified at pay grade I (\$52,728-\$62,026) and the Operations Supervisor position is classified at pay grade J (\$56,992-\$67,038).

- III. **FISCAL IMPACT:** This restructuring results in an annual cost increase of \$72,900; however, there will be no increase to the current City levy limit. Director Kiewiz has stated that there is money in the budget to cover this increase.

c: Transit Director Patty Kiewiz  
HR Operations Manager Melanie Falk

# TRANSIT DEPARTMENT

## 9-2018



Employees 71.3



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

September 19, 2018

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # E.I.**

Discussion: Green Bay Metro Quarterly Route Review and Analysis Report, August 2018, by Brown County Planning Commission.

**BACKGROUND**

Brown County Planning staff will give a presentation on Green Bay Metro's Quarterly Route Data and Analysis Report, August 2018.

**RECOMMENDATION**

Receive and place on file.

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Quarterly Route Data and Analysis Report August 2018

# **Green Bay Metro Quarterly Route Data and Analysis Report August 2018**



**Prepared by the Brown County Planning Commission/  
Metropolitan Planning Organization (MPO)  
for the Green Bay Urbanized Area**

## Overview

The Brown County Planning Commission and Green Bay Metro staffs conduct route reviews on a quarterly basis each year in the months of February, May, August, and November. In February of each year, a large-scale review is conducted resulting in the publication of the *Green Bay Metro Annual Route Review and Analysis Report*, by Brown County Planning Commission. In May, August, and November, a smaller scale route review report is issued.

For each route review, Green Bay Metro's 17 full service routes are evaluated individually in terms of the performance standards outlined in the *Green Bay Metro Policy and Procedures Manual*, August 1992, as amended. The three primary performance measures used to evaluate each route are as follows:

1. Revenue Per Hour. The revenue per hour standard helps to determine the financial efficiency of a route. The revenue per hour of an individual route should be at least 80 percent of the system median.
2. Passengers Per Hour. This standard evaluates the number of revenue passengers per hour. Each route should have 80 percent of the system median of passengers per hour.
3. Operating Ratio. The operating ratio of a route is determined by dividing a route's passenger revenue by the total operating expense. The operating ratio measure illustrates the percentage of revenue recovered. For example, the weekday full service system recovered 11.5 percent of all expenses, or 11.5 cents per every dollar spent operating the system (excluding the paratransit system). The standard for the operating ratio is 80 percent of the system median or 9.0.

Ridership and revenue data were gathered for all full service routes on weekdays. A special effort was made to separate day and evening data for the full service route system. Results of the route review are contained in this report.

The passenger and revenue statistics are typical of a weekday in **August**. It should be noted that passenger and revenue levels fluctuate throughout the year. Historically, system performance is lower in the summer months when K-12 and post-secondary schools are not in full-session.

The Brown County Planning Commission staff maintains historical ridership and revenue data by route. This information is routinely used for planning purposes.

For a copy of the *2018 Green Bay Metro Annual Route Review and Analysis Report*, please visit the Brown County Planning Commission's website at <http://www.co.brown.wi.us/>. Click on Departments, Planning, Transportation, and scroll down and click Transit Planning.

**Table 1**  
**Revenue per Hour**  
**Weekday**

| Route                        | Daytime Trips | Evening Trips | Total Trips | Route Length (in hours) | Total Hours  | Total Revenue     | Daytime Revenue per Hour | Evening Revenue per Hour | Total Revenue per Hour |
|------------------------------|---------------|---------------|-------------|-------------------------|--------------|-------------------|--------------------------|--------------------------|------------------------|
| #14 Brown                    | 26            | 6             | 32          | 0.5                     | 16.0         | \$264.15          | \$18.11                  | \$9.55                   | \$16.51                |
| # 8 Green                    | 13            | 3             | 16          | 1.0                     | 16.0         | \$236.74          | \$16.60                  | \$6.97                   | \$14.80                |
| # 6 Red                      | 26            | 3             | 29          | 1.0                     | 29.0         | \$414.82          | \$14.68                  | \$11.03                  | \$14.30                |
| # 9 Gold                     | 13            | 3             | 16          | 1.0                     | 16.0         | \$207.37          | \$14.96                  | \$4.28                   | \$12.96                |
| # 4 Blue                     | 13            | 3             | 16          | 1.0                     | 16.0         | \$178.47          | \$12.63                  | \$4.77                   | \$11.15                |
| # 2 Orange                   | 25            | 3             | 28          | 0.5                     | 14.0         | \$150.98          | \$10.25                  | \$15.25                  | \$10.78                |
| # 7 Lime                     | 26            | 3             | 29          | 1.0                     | 29.0         | \$305.08          | \$10.87                  | \$7.48                   | \$10.52                |
| #13 River                    | 24            | 3             | 27          | 0.5                     | 13.5         | \$132.20          | \$10.23                  | \$6.33                   | \$9.79                 |
| #12 Coal                     | 26            | 6             | 32          | 0.5                     | 16.0         | \$151.87          | \$9.76                   | \$8.35                   | \$9.49                 |
| #11 Sky                      | 13            | 3             | 16          | 1.0                     | 16.0         | \$148.08          | \$10.79                  | \$2.58                   | \$9.25                 |
| # 3 Silver                   | 13            | 0             | 13          | 1.0                     | 13.0         | \$101.38          | \$7.80                   | \$0.00                   | \$7.80                 |
| <b>SYSTEM STANDARD</b>       |               |               |             |                         |              |                   |                          |                          | <b>\$7.59</b>          |
| #17 Brick                    | 13            | 3             | 16          | 1.0                     | 16.0         | \$98.51           | \$6.91                   | \$2.89                   | \$6.16                 |
| #10 Yellow                   | 13            | 3.5           | 16.5        | 1.0                     | 16.5         | \$97.96           | \$6.83                   | \$2.63                   | \$5.94                 |
| #15 Aqua                     | 12            | 4             | 16          | 1.0                     | 16.0         | \$90.14           | \$6.64                   | \$2.62                   | \$5.63                 |
| #16 Pink                     | 13            | 0             | 13          | 1.0                     | 13.0         | \$58.75           | \$4.52                   | \$0.00                   | \$4.52                 |
| # 5 Plum                     | 8             | 0             | 8           | 1.0                     | 8.0          | \$32.83           | \$4.10                   | \$0.00                   | \$4.10                 |
| #18 Tan                      | 24            | 7             | 31          | 0.5                     | 15.5         | \$56.90           | \$4.25                   | \$1.69                   | \$3.67                 |
| <b>Total/System Average:</b> |               |               |             |                         | <b>279.5</b> | <b>\$2,726.23</b> | <b>\$10.46</b>           | <b>\$5.65</b>            | <b>\$9.75</b>          |

**System Median:**

**\$9.49**

**System Standard:**

**\$7.59**

Notes:

Daytime operations are from 5:15 AM to 6:00 PM.

Evening operations are from 6:00 PM to 9:45 PM.

Revenue is passenger generated only. Free fare passengers are not included.

#3 Silver, #5 Plum, and #16 Pink do not operate in the evening.

**Table 2**  
**Passengers per Hour**  
**Weekday**

| Route                        | Daytime Trips | Evening Trips | Total Trips | Route Length (in hours) | Total Hours  | Daytime Passengers | Evening Passengers | Total Passengers | Daytime Passengers per Hour | Evening Passengers per Hour | Total Passengers per Hour |
|------------------------------|---------------|---------------|-------------|-------------------------|--------------|--------------------|--------------------|------------------|-----------------------------|-----------------------------|---------------------------|
| #14 Brown                    | 26            | 6             | 32          | 0.5                     | 16.0         | 312                | 33                 | 345              | 24.0                        | 11.0                        | 21.6                      |
| # 8 Green                    | 13            | 3             | 16          | 1.0                     | 16.0         | 283                | 27                 | 310              | 21.8                        | 9.0                         | 19.4                      |
| # 6 Red                      | 26            | 3             | 29          | 1.0                     | 29.0         | 506                | 38                 | 544              | 19.5                        | 12.7                        | 18.8                      |
| # 9 Gold                     | 13            | 3             | 16          | 1.0                     | 16.0         | 257                | 14                 | 271              | 19.8                        | 4.7                         | 16.9                      |
| # 4 Blue                     | 13            | 3             | 16          | 1.0                     | 16.0         | 225                | 18                 | 243              | 17.3                        | 6.0                         | 15.2                      |
| # 2 Orange                   | 25            | 3             | 28          | 0.5                     | 14.0         | 173                | 27                 | 200              | 13.8                        | 18.0                        | 14.3                      |
| # 7 Lime                     | 26            | 3             | 29          | 1.0                     | 29.0         | 371                | 27                 | 398              | 14.3                        | 9.0                         | 13.7                      |
| #11 Sky                      | 13            | 3             | 16          | 1.0                     | 16.0         | 194                | 10                 | 204              | 14.9                        | 3.3                         | 12.8                      |
| #13 River                    | 24            | 3             | 27          | 0.5                     | 13.5         | 157                | 11                 | 168              | 13.1                        | 7.3                         | 12.4                      |
| #12 Coal                     | 26            | 6             | 32          | 0.5                     | 16.0         | 166                | 28                 | 194              | 12.8                        | 9.3                         | 12.1                      |
| # 3 Silver                   | 13            | 0             | 13          | 1.0                     | 13.0         | 137                | 0                  | 137              | 10.5                        |                             | 10.5                      |
| <b>SYSTEM STANDARD</b>       |               |               |             |                         |              |                    |                    |                  |                             |                             | <b>8.6</b>                |
| #17 Brick                    | 13            | 3             | 16          | 1.0                     | 16.0         | 119                | 11                 | 130              | 9.2                         | 3.7                         | 8.1                       |
| #10 Yellow                   | 13            | 3.5           | 16.5        | 1.0                     | 16.5         | 116                | 11                 | 127              | 8.9                         | 3.1                         | 7.7                       |
| #15 Aqua                     | 12            | 4             | 16          | 1.0                     | 16.0         | 105                | 12                 | 117              | 8.8                         | 3.0                         | 7.3                       |
| #16 Pink                     | 13            | 0             | 13          | 1.0                     | 13.0         | 77                 | 0                  | 77               | 5.9                         | 0.0                         | 5.9                       |
| # 5 Plum                     | 8             | 0             | 8           | 1.0                     | 8.0          | 47                 | 0                  | 47               | 5.9                         |                             | 5.9                       |
| #18 Tan                      | 24            | 7             | 31          | 0.5                     | 15.5         | 68                 | 7                  | 75               | 5.7                         | 2.0                         | 4.8                       |
| <b>Total/System Average:</b> |               |               |             |                         | <b>279.5</b> | <b>3,313</b>       | <b>274</b>         | <b>3,587</b>     | <b>13.9</b>                 | <b>6.7</b>                  | <b>12.8</b>               |

**System Median:**

**10.7**

**System Standard:**

**8.6**

Notes:

Daytime operations are from 5:15 AM to 6:00 PM.

Evening operations are from 6:00 PM to 9:45 PM.

#3 Silver, #5 Plum, and #16 Pink do not operate in the evening.

**Table 3  
Green Saturday**

| <b>Route</b>                 | <b>Hours of Service<br/>per Saturday</b> | <b>All Passengers<br/>Ride Free</b> | <b>Free Riders<br/>per Hour</b> |
|------------------------------|------------------------------------------|-------------------------------------|---------------------------------|
| # 2 Orange                   | 5.5                                      | 195                                 | 35.5                            |
| # 3 Silver                   |                                          |                                     |                                 |
| # 4 Blue                     | 11                                       | 208                                 | 18.9                            |
| # 5 Plum                     |                                          |                                     |                                 |
| # 6 Red                      | 11                                       | 497                                 | 45.2                            |
| # 7 Lime                     | 11                                       | 220                                 | 20.0                            |
| # 8 Green                    | 11                                       | 287                                 | 26.1                            |
| # 9 Gold                     | 11                                       | 238                                 | 21.6                            |
| #10 Yellow                   | 11.5                                     | 66                                  | 5.7                             |
| #11 Sky                      | 11                                       | 143                                 | 13.0                            |
| #12 Coal                     | 11                                       | 267                                 | 24.3                            |
| #13 River                    | 5.5                                      | 93                                  | 16.9                            |
| #14 Brown                    | 11                                       | 139                                 | 12.6                            |
| #15 Aqua                     | 11                                       | 94                                  | 8.5                             |
| #16 Pink                     |                                          |                                     |                                 |
| #17 Brick                    | 11                                       | 101                                 | 9.2                             |
| #18 Tan                      | 11                                       | 59                                  | 5.4                             |
| <b>Total/System Average:</b> | <b>143.5</b>                             | <b>2,607</b>                        | <b>18.2</b>                     |

Notes:

#3 Silver, #5 Plum, and #16 Pink do not operate on Saturday.

**Table 4**  
**Operating Ratio or Percent of Expenses Recovered**  
**Weekday**

| Route                        | Daytime Trips | Evening Trips | Total Trips | Route Length (in hours) | Total Hours  | Expense per Hour \$83.09 | Total Revenue     | Daytime Operating Ratio | Evening Operating Ratio | Total Operating Ratio |
|------------------------------|---------------|---------------|-------------|-------------------------|--------------|--------------------------|-------------------|-------------------------|-------------------------|-----------------------|
| #14 Brown                    | 26            | 6             | 32          | 0.5                     | 16.0         | \$1,348.32               | \$264.15          | 21.5%                   | 11.3%                   | 19.6%                 |
| # 8 Green                    | 13            | 3             | 16          | 1.0                     | 16.0         | \$1,348.32               | \$236.74          | 19.7%                   | 8.3%                    | 17.6%                 |
| # 6 Red                      | 26            | 3             | 29          | 1.0                     | 29.0         | \$2,443.83               | \$414.82          | 17.4%                   | 13.1%                   | 17.0%                 |
| # 9 Gold                     | 13            | 3             | 16          | 1.0                     | 16.0         | \$1,348.32               | \$207.37          | 17.8%                   | 5.1%                    | 15.4%                 |
| # 4 Blue                     | 13            | 3             | 16          | 1.0                     | 16.0         | \$1,348.32               | \$178.47          | 15.0%                   | 5.7%                    | 13.2%                 |
| # 2 Orange                   | 25            | 3             | 28          | 0.5                     | 14.0         | \$1,179.78               | \$150.98          | 12.2%                   | 18.1%                   | 12.8%                 |
| # 7 Lime                     | 26            | 3             | 29          | 1.0                     | 29.0         | \$2,443.83               | \$305.08          | 12.9%                   | 8.9%                    | 12.5%                 |
| #13 River                    | 24            | 3             | 27          | 0.5                     | 13.5         | \$1,137.65               | \$132.20          | 12.1%                   | 7.5%                    | 11.6%                 |
| #12 Coal                     | 26            | 6             | 32          | 0.5                     | 16.0         | \$1,348.32               | \$151.87          | 11.6%                   | 9.9%                    | 11.3%                 |
| #11 Sky                      | 13            | 3             | 16          | 1.0                     | 16.0         | \$1,348.32               | \$148.08          | 12.8%                   | 3.1%                    | 11.0%                 |
| # 3 Silver                   | 13            | 0             | 13          | 1.0                     | 13.0         | \$1,095.51               | \$101.38          | 9.3%                    |                         | 9.3%                  |
| <b>SYSTEM STANDARD</b>       |               |               |             |                         |              |                          |                   |                         |                         | <b>9.0%</b>           |
| #17 Brick                    | 13            | 3             | 16          | 1.0                     | 16.0         | \$1,348.32               | \$98.51           | 8.2%                    | 3.4%                    | 7.3%                  |
| #10 Yellow                   | 13            | 3.5           | 16.5        | 1.0                     | 16.5         | \$1,390.46               | \$97.96           | 8.1%                    | 3.1%                    | 7.0%                  |
| #15 Aqua                     | 12            | 4             | 16          | 1.0                     | 16.0         | \$1,348.32               | \$90.14           | 7.9%                    | 3.1%                    | 6.7%                  |
| #16 Pink                     | 13            | 0             | 13          | 1.0                     | 13.0         | \$1,095.51               | \$58.75           | 5.4%                    |                         | 5.4%                  |
| # 5 Plum                     | 8             | 0             | 8           | 1.0                     | 8.0          | \$674.16                 | \$32.83           | 4.9%                    |                         | 4.9%                  |
| #18 Tan                      | 24            | 7             | 31          | 0.5                     | 15.5         | \$1,306.19               | \$56.90           | 5.0%                    | 2.0%                    | 4.4%                  |
| <b>Total/System Average:</b> |               |               |             |                         | <b>279.5</b> | <b>\$23,636.56</b>       | <b>\$2,726.23</b> | <b>12.4%</b>            | <b>6.5%</b>             | <b>11.5%</b>          |

**System Median:**

**11.3%**

**System Standard:**

**9.0%**

Notes:

Daytime operations are from 5:15 AM to 6:00 PM

Evening operations are from 6:00 PM to 9:45 PM

Revenue is passenger generated only. Free fare passengers are not included.

#3 Silver, #5 Plum, and #16 Pink do not operate in the evening.

**Table 5  
Bikes on Buses**

| <b>Month</b>              | <b>2014<br/>Bikes</b> | <b>2015<br/>Bikes</b> | <b>2016<br/>Bikes</b> | <b>2017<br/>Bikes</b> | <b>2018<br/>Bikes</b> |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| January                   | 411                   | 690                   | 568                   | 679                   | 528                   |
| February                  | 448                   | 654                   | 571                   | 775                   | 564                   |
| March                     | 601                   | 912                   | 1,009                 | 951                   | 957                   |
| April                     | 986                   | 1,347                 | 1,077                 | 1,223                 | 765                   |
| May                       | 1,344                 | 1,718                 | 1,744                 | 1,537                 | 1,115                 |
| June                      | 1,546                 | 1,785                 | 1,723                 | 1,627                 | 1,370                 |
| July                      | 1,788                 | 1,672                 | 1,644                 | 1,858                 | 1,362                 |
| August                    | 1,563                 | 1,420                 | 1,896                 | 1,948                 |                       |
| September                 | 1,622                 | 1,383                 | 1,627                 | 1,874                 |                       |
| October                   | 1,637                 | 1,332                 | 1,446                 | 1,731                 |                       |
| November                  | 974                   | 1,019                 | 1,279                 | 1,113                 |                       |
| December                  | 603                   | 908                   | 745                   | 681                   |                       |
| <b>Total:</b>             | <b>13,523</b>         | <b>14,840</b>         | <b>15,329</b>         | <b>15,997</b>         | <b>6,661</b>          |
| <b>Average per Month:</b> | <b>1,127</b>          | <b>1,237</b>          | <b>1,277</b>          | <b>1,333</b>          | <b>952</b>            |

Note:

All Green Bay Metro buses are equipped with a bike rack which can accommodate two bicycles.  
The system is averaging approximately 29 bike loadings per day in 2018.

**Table 6**  
**Mobility Device Boardings on the**  
**Fixed Route Bus System**

| <b>Month</b>              | <b>2014</b>  | <b>2015</b>  | <b>2016</b>  | <b>2017</b>  | <b>2018</b>  |
|---------------------------|--------------|--------------|--------------|--------------|--------------|
| January                   | 256          | 422          | 466          | 427          | 414          |
| February                  | 290          | 295          | 575          | 440          | 388          |
| March                     | 507          | 600          | 879          | 431          | 490          |
| April                     | 715          | 750          | 886          | 588          | 398          |
| May                       | 785          | 685          | 889          | 763          | 537          |
| June                      | 750          | 728          | 877          | 715          | 710          |
| July                      | 716          | 858          | 944          | 720          | 586          |
| August                    | 742          | 679          | 887          | 639          |              |
| September                 | 650          | 719          | 729          | 606          |              |
| October                   | 724          | 710          | 747          | 533          |              |
| November                  | 547          | 521          | 691          | 481          |              |
| December                  | 480          | 618          | 448          | 343          |              |
| <b>Total:</b>             | <b>7,162</b> | <b>7,585</b> | <b>9,018</b> | <b>6,686</b> | <b>3,523</b> |
| <b>Average per Month:</b> | <b>597</b>   | <b>632</b>   | <b>752</b>   | <b>557</b>   | <b>503</b>   |

Note:

All Green Bay Metro buses have the necessary equipment to accommodate manual and electric wheelchairs.

The system is averaging approximately 17 mobility device boardings per day in 2018.



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

September 19, 2018

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # E.2.**

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**

- I. Aug 2018 Ridership

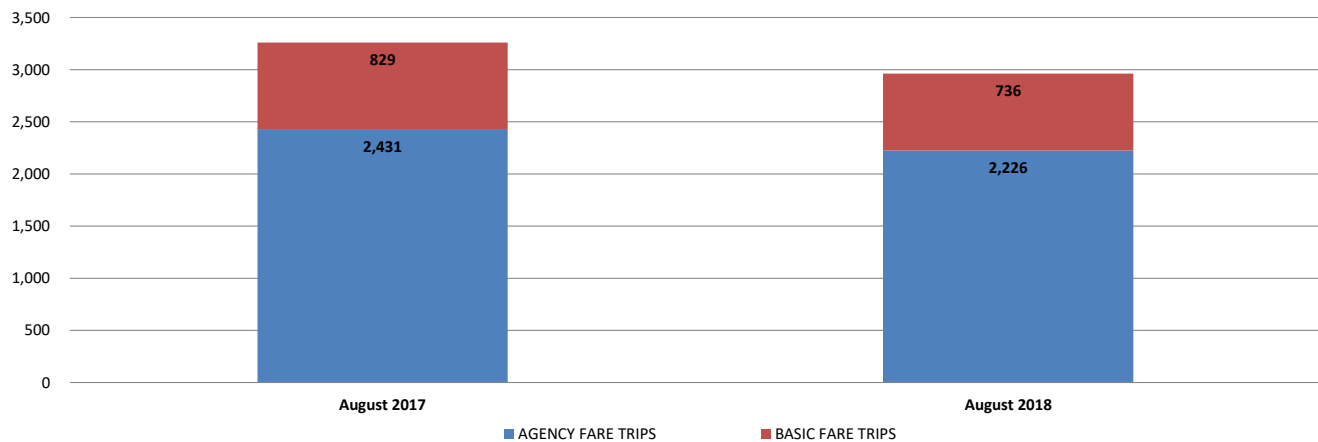
**FIXED ROUTE RIDERSHIP**

|                | 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 |
|----------------|------------|------------|----------------------|-----------|----------------|------------------|------------------|--------------|--------------|--------------|----------------|----------|----------|------------|--------------------|
| August 2017    | 3,064      | 27,194     | 458                  | 2,919     | 16,924         | 550              | 6,912            | 16           | 236          | 1,078        | 13             | 375      | 12,587   | 0          | 72,326             |
| August 2018    | 2,896      | 28,622     | 661                  | 3,765     | 18,145         | 359              | 6,599            | 11           | 177          | 609          | 5              | 338      | 12,761   | 1          | 74,948             |
| CHANGE '17-'18 | (168)      | 1,428      | 203                  | 846       | 1,221          | (191)            | (313)            | (5)          | (59)         | (469)        | (9)            | (37)     | 174      | 1          | 2,622              |
|                | -5.5%      | 5.3%       | 44.3%                | 29.0%     | 7.2%           | -34.7%           | -4.5%            | -34.0%       | -25.0%       | -43.5%       | -65.6%         | -9.9%    | 1.4%     | #DIV/0!    | 3.6%               |

|                | 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 |
|----------------|----------------|----------|---------|-----------|----------------|-------|------------------|----------------------|-------|--------|----------|--------|-------------------------|------------------|
| August 2017    | 10,551         | 7,954    | 0       | 2,259     | 1,659          | 333   | 22,756           | 0                    | 6,472 | 352    | 0        | 823    | 7,647                   | 102,729          |
| August 2018    | 9,782          | 7,854    | 0       | 2,040     | 2,877          | 385   | 22,938           | 149                  | 8,252 | 447    | 0        | 949    | 9,797                   | 107,683          |
| CHANGE '17-'18 | (769)          | (100)    | 0       | (219)     | 1,218          | 52    | 182              | 149                  | 1,780 | 95     | 0        | 126    | 2,150                   | 4,954            |
|                | -7.3%          | -1.3%    | #DIV/0! | -9.7%     | 73.4%          | 15.6% | 0.8%             | #DIV/0!              | 27.5% | 27.0%  | 100.0%   | 100.0% | 28.1%                   | 4.8%             |

**FIXED ROUTE RIDERSHIP****PARATRANSIT**

|                | AGENCY FARE TRIPS | BASIC FARE TRIPS | TOTAL TRIPS | BASIC FARE | AGENCY FARE | TOTAL FARES |
|----------------|-------------------|------------------|-------------|------------|-------------|-------------|
| August 2017    | 2,431             | 829              | 3,260       | \$ 9,780   | \$ 29,123   | \$ 38,903   |
| August 2018    | 2,226             | 736              | 2,962       | \$ 8,886   | \$ 33,271   | \$ 42,157   |
| CHANGE '17-'18 | (205)             | (93)             | (298)       | \$ (894)   | \$ 4,148    | \$ 3,254    |
|                | -8.4%             | -11.2%           | -9.1%       | -9.1%      | 14.2%       | 8.4%        |

**PARATRANSIT RIDERSHIP**



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

September 19, 2018

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # E.3.**

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



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

September 19, 2018

**PREPARED BY**

**AGENDA ITEM # E.4.**

Next Meeting: October 24, 2018

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None