AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, MARCH 20, 2019, 8:15 AM
TRANSIT
901 University Ave

A. Roll Call.

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

B. Approval of the Agenda.

1. Approval of March 20, 2019 Transit Commission Agenda

C. Approval of Minutes.

1. Approval of February 20, 2019 Transit Commission Minutes

D. Regular Business.

E. Informational.

1. Presentation: Green Bay Metro's 2018 Annual Route Review and Analysis Report by Brown County Planning Commission Staff
2. Operational Reports
3. Financial Report
4. Director's Report
5. Next Meeting: Wednesday, April 17, 2019

F. 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 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	PREPARED BY
March 20, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # B.1.

Approval of March 20, 2019 Transit Commission Agenda

BACKGROUND

Enclosed is the agenda for the Commission meeting being held on March 20, 2019.

RECOMMENDATION

Staff recommends the approval of the agenda for March 20, 2019.

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
March 20, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # C.1.

Approval of February 20, 2019 Transit Commission Minutes

BACKGROUND

Enclosed are the proposed minutes from the Commission meeting held on February 20, 2019.

RECOMMENDATION

Staff recommends the approval of the minutes from the February 20, 2019 meeting.

FISCAL IMPACT

ATTACHMENTS

1. Transit Commission Minutes 2.20.19

MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, FEBRUARY 20, 2019, 8:15 AM
TRANSIT
901 University Ave

A. ROLL CALL.

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

Present: Roger Kolb, Chair; John Withbroe, Vice Chair; Ron Antonneau, and Emily Ysebaert

Excused: Kevin Kuehn, Secretary; Alderman Randy Scannell, and Rashad Cobb

B. APPROVAL OF THE AGENDA.

1. Approval of February 20, 2019 Transit Commission Agenda.

Moved by Commissioner John Withbroe, seconded by Commissioner Ron Antonneau to approve February 20, 2019 agenda. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Roger Kolb, Ron Antonneau, No- None, Abstain- None

C. APPROVAL OF MINUTES.

1. Approval of January 16, 2019 Transit Commission Minutes.

Moved by Commissioner Ron Antonneau, seconded by Commissioner John Withbroe to approve the minutes from the January 16, 2019 meeting. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Roger Kolb, Ron Antonneau, No- None, Abstain- None

D. CLOSED SESSION.

1. Discussion/Action: Amalgamated Transit Union Tentative Agreement for 2019-2021

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.

Moved by Commissioner John Withbroe, seconded by Commissioner Emily Ysebaert to go into closed session. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Roger Kolb, Ron Antonneau, No- None, Abstain- None

Attendees for closed session were Roger Kolb, Chair; John Withbroe, Vice Chair; Ron Antonneau, Emily Ysebaert, Transit Commissioners, Patty Kiewiz, Transit Director; and Joe Faulds, Human Resource Director

Moved by Commissioner Ron Antonneau, seconded by Commissioner Emily Ysebaert to approve the Amalgamated Transit Union tentative agreement for 2019-2021. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Roger Kolb, Ron Antonneau, No- None, Abstain- None

Amalgamated Transit Union tentative agreement for 2019-2021 is ready to be brought to the City Council for final approval.

Moved by Commissioner John Withbroe, seconded by Commissioner Ron Antonneau to return to regular order of business. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Roger Kolb, Ron Antonneau, No- None, Abstain- None

E. REGULAR BUSINESS.

1. Discussion/Action: Green Bay Metro ADA Paratransit Service Policy

Director Kiewiz stated the revised Green Bay Metro ADA Paratransit Service Policy has been provided. Changes are highlighted in yellow. This document outlines the FTA guidelines that Green Bay Metro adheres too. Areas of revision are; service hours, service area map, customer service satisfaction section, and clarifying the ability of Paratransit riders utilizing Fixed Route buses for free with their Paratransit id.

Moved by Commissioner John Withbroe, seconded by Commissioner Emily Ysebaert to approve the revised Green Bay Metro ADA Paratransit Service Policy. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Roger Kolb, Ron Antonneau, No- None, Abstain- None

2. Discussion/Action: Calibration Testing

Director Kiewiz stated Green Bay Metro does calibration testing yearly. This testing ensures controllers, carbon monoxide sensors, and nitrogen dioxide sensors in the facility are in safe working condition. Staff have been working with the City Purchasing Department on a request for quotes. Quotes are due back on February 22, 2019. Staff recommends approving the contract to the lowest, responsive bidder, not to exceed an annual cost of $3,000.

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Ron Antonneau to approve the contract to the lowest, responsice bidder, not to exceed an annual cost of $3,000. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Roger Kolb, Ron Antonneau, No- None, Abstain- None

F. INFORMATIONAL.

1. Update on College Express Route

Director Kiewiz stated she met with UWGB and NWTC on January 23, 2019 regarding the lack of usage of the College Express. After discussing the service, it was agreed to run the service till Friday, February 8, 2019. She stated each location is covered by Routes 6 and 7 that no area is without service.

2. Operational Reports

Director Kiewiz stated in your packets is the operational reports. Director Kiewiz gave a brief overview of the January ridership reports for Fixed Route and Paratransit. Ridership is down slightly due to the extreme cold weather and school closings. Director Kiewiz stated that if the Commission would have any questions, she would be happy to answer them.

3. Director's Report

Director Kiewiz stated included in your packet was a couple Facebook posts; one was a group of drivers on one of those brittle cold days. It was nice to see the positive comments from our riders thanking staff. The second post offering free rides to anyone needing to go to a local shelter. Drivers were instructed if they see anyone out walking on those inclement days to allow them to ride for free. We were amazed by the Facebook responses: 102,468 people reached and 8,269 engagements. Director Kiewiz stated this was really good PR and it was truly utilized. Staff did a phenominal job!

Yesterday was Jennifer Hallam-Nelson our Mobility Coordinator's last day. We are recruiting for a replacement for this position.

Director Kiewiz stated she will be leaving in March to Washington D.C. with WIPTA for the annual Legislative Fly-in and next week will be in Madison meeting with Sen. Darling, Rep. Nygren, Speaker Vos and Majority Leader Fitzgerald.

4. Next Meeting: Wednesday, March 20, 2019

Commissioner Ron Antonneau will be excused from the next meeting on March 20, 2019.

G. ADJOURNMENT.

Moved by Commissioner Ron Antonneau, seconded by Commissioner Emily Ysebaert to adjourn at 8:50 a.m. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Roger Kolb, Ron Antonneau, No- None, Abstain- None

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
March 20, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # E.1.

Presentation: Green Bay Metro's 2018 Annual Route Review and Analysis Report by Brown County Planning Commission Staff

BACKGROUND

Brown County Planning staff will give a presentation on Green Bay Metro's 2018 Annual Route Review and Analysis Report.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
March 20, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # E.2.

Operational Reports

BACKGROUND

Operational reports are included. Staff will be available to answer any questions.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

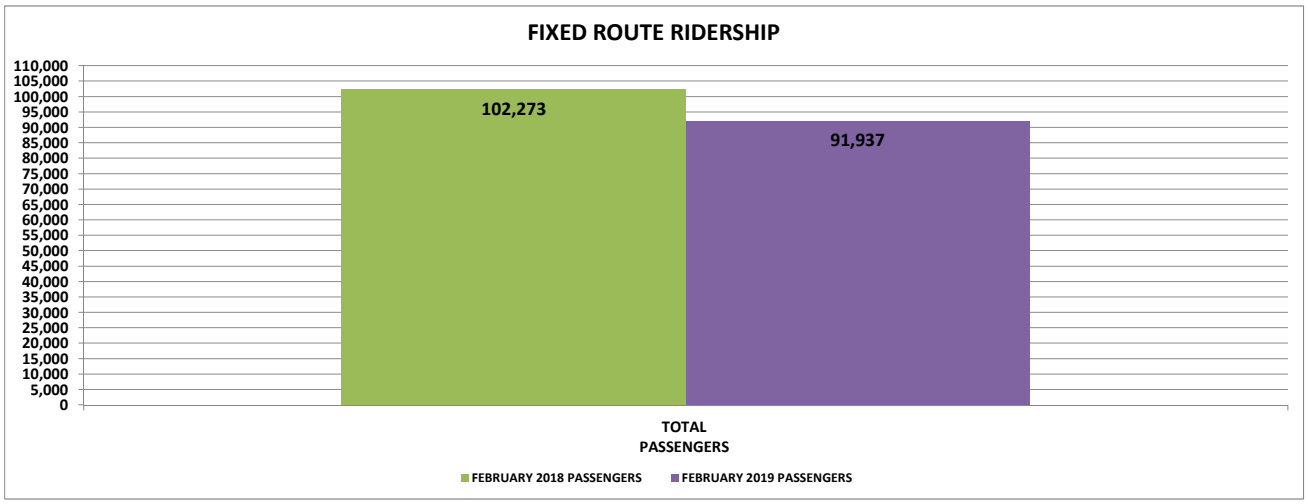
ATTACHMENTS

1. February 2019 Ridership Report
2. Ashwaubenon School Ridership - February 2019
3. Green Bay Public Schools Ridership - February 2019

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
FEBRUARY 2018	2,796	27,830	1,316	2,116	15,084	297	5,633	5	258	692	2	379	9,979	0	66,387
FEBRUARY 2019	2,432	23,579	1,322	3,582	14,554	254	5,342	11	205	284	5	293	8,376	0	60,238
CHANGE '18-'19	(364)	(4,251)	6	1,466	(530)	(43)	(291)	6	(53)	(408)	2	(86)	(1,603)	0	(6,149)
	-13.0%	-15.3%	0.5%	69.3%	-3.5%	-14.5%	-5.2%	114.3%	-20.5%	-59.0%	114.3%	-22.7%	-16.1%	#DIV/0!	-9.3%

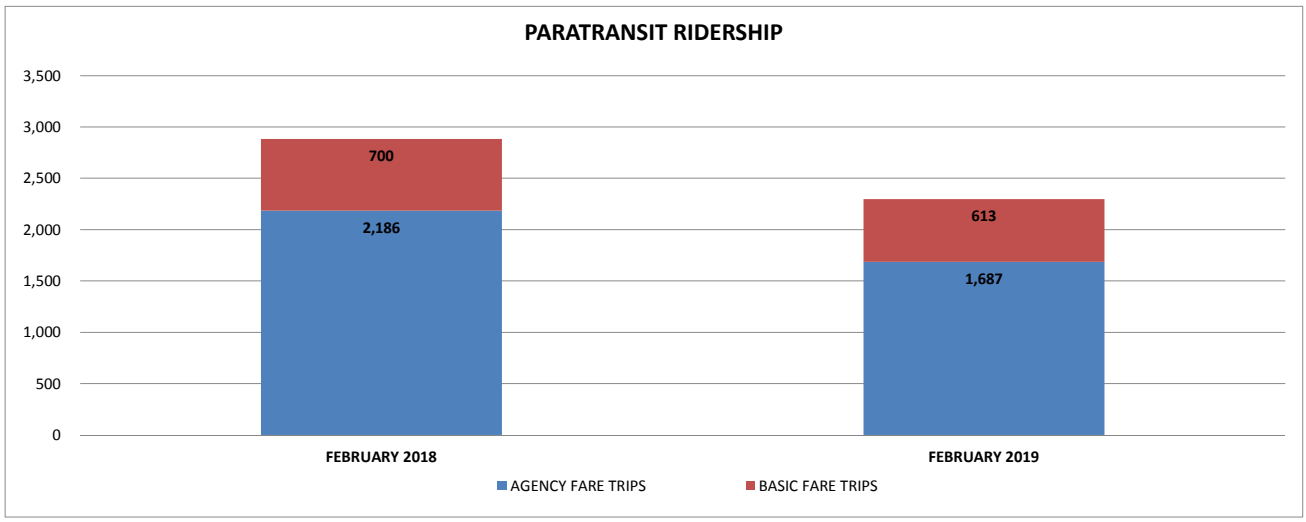
	GREEN SATURDAY	GAME DAY	SNC	FREE FARE	FREE 4 & UNDER	PROMO	TOTAL FREE FARES	ASHWAUBE NON SCHOOLS	GBAPS	U-PASS	RAZ PASS	G-LINE	TOTAL PARTNERSHIP FARES	TOTAL PASSENGERS	
FEBRUARY 2018	10,532	0	0	1,135	888	10	12,565	1,117	21,317	887	0	0	23,321	102,273	
FEBRUARY 2019	9,608	0	0	1,263	922	4	11,797	1,451	17,527	924	0	0	19,902	91,937	
CHANGE '18-'19	(924)	0	0	128	34	(6)	(768)	334	(3,790)	37	0	0	(3,419)	(10,336)	
	-8.8%	#DIV/0!	#DIV/0!	11.3%	3.8%	-60.0%	-6.1%	29.9%	-17.8%	4.2%	100.0%	100.0%	-14.7%	-10.1%	*



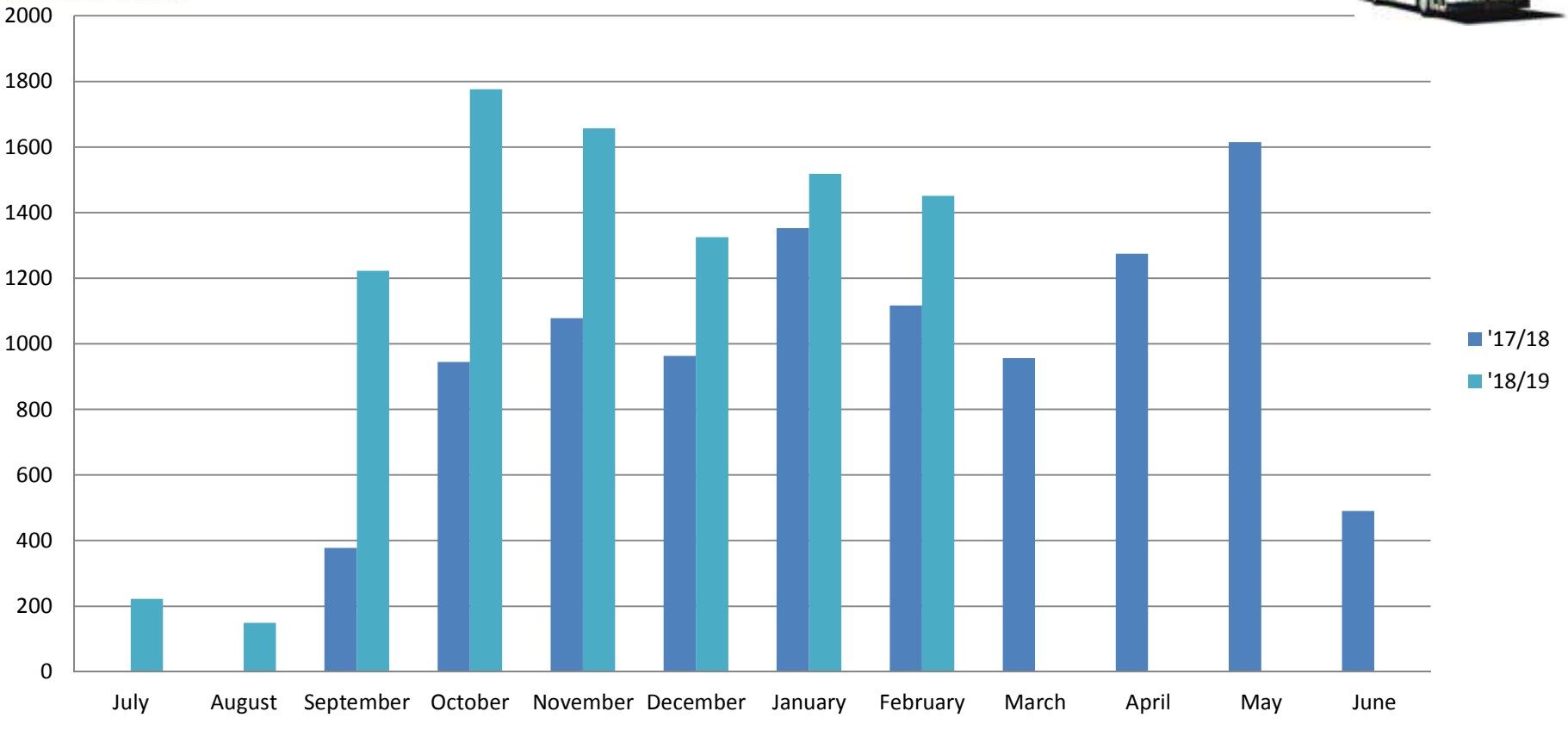
PARATRANSIT

	AGENCY FARE TRIPS	BASIC FARE TRIPS	TOTAL TRIPS
FEBRUARY 2018	2,186	700	2,886
FEBRUARY 2019	1,687	613	2,300
CHANGE '18-'19	(499)	(87)	(586)
	-22.8%	-12.4%	-20.3%

	BASIC FARE	AGENCY FARE	TOTAL FARES
	$ 9,438	$ 28,788	$ 38,226
	$ 7,545	$ 21,591	$ 29,136
	$ (1,893)	$ (7,197)	$ (9,090)
	-20.1%	-25.0%	-23.8%

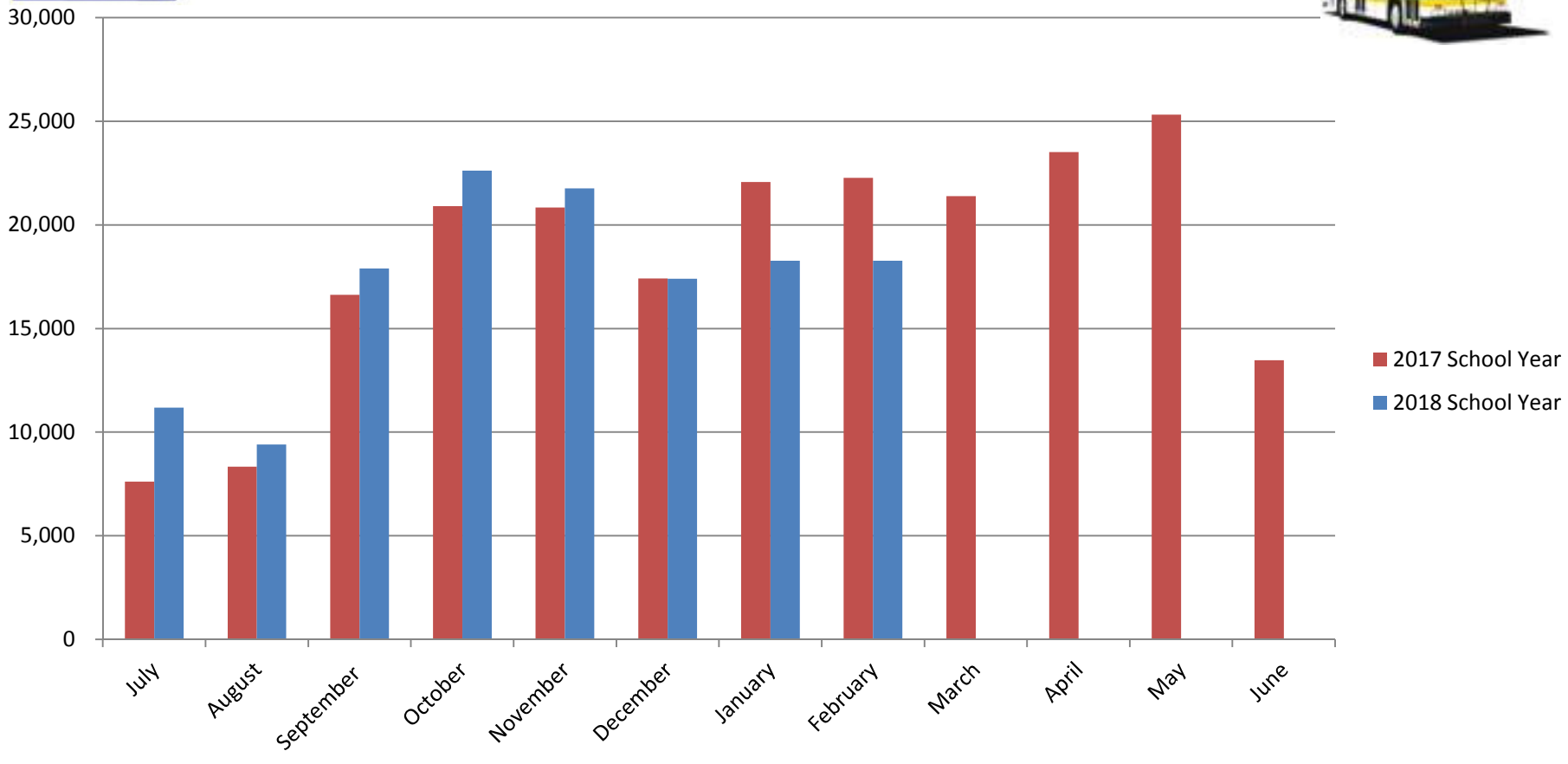


'17/18 vs. '18/19 School Year Ashwaubenon School Ridership



Green Bay METRO

'17/18 vs. '18/19 School Year GBAPS Ridership



Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
March 20, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # E.3.

Financial Report

BACKGROUND

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

Staff will be available to answer any questions.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

1. 1 - January 2019 Financials

Green Bay METRO

Green Bay Metro Transit Commission
Financial Report
January 2019

EXPENSES

ACCOUNT DESCRIPTION	2019 JANUARY	2018 JANUARY	+/-	%	2019 BUDGET	% OF BUDGET
Wages & Salaries	**160,025**	**42,230**	117,795	278.9%	**3,726,621**	**4.3%**
Fringe Benefits	**125,795**	**91,861**	33,935	36.9%	**1,533,682**	**8.2%**
Other Employment Expenses	**6,532**	**5,006**	1,526	30.5%	**42,350**	**15.4%**
Contract Services	**515**	**1,274**	(760)	-59.6%	**266,840**	**0.2%**
Materials & Supplies	**47,609**	**41,878**	5,731	13.7%	**998,979**	**4.8%**
Building & Equip Maintenance	**22,819**	**39,831**	(17,012)	-42.7%	**304,500**	**7.5%**
Utilities	**880**	**690**	190	27.6%	**109,261**	**0.8%**
Insurance	**165,505**	**164,031**	1,474	0.9%	**137,935**	**120.0%**
Miscellaneous	**1**	**-**	1	100.0%	**300**	**0.3%**
Paratransit Services	**6,724**	**8,973**	(2,249)	-25.1%	**1,270,000**	**0.5%**
Subrecipient Expenses	**-**	**-**	-	0.0%	**-**	**0.0%**
TOTAL	**536,405**	**395,773**	**140,632**	**35.5%**	**8,390,468**	**6.4%**

REVENUES

ACCOUNT DESCRIPTION	2019 JANUARY	2018 JANUARY	+/-	%	2018 BUDGET	% OF BUDGET
Federal Operating Asst	**-**	**-**	-	0.0%	**2,326,078**	**0.0%**
State Operating Asst	**-**	**-**	-	0.0%	**2,326,078**	**0.0%**
Other Local Municipalities	**69,463**	**69,463**	-	0.0%	**555,842**	**12.5%**
Green Bay	**104,000**	**106,250**	(2,250)	-2.2%	**1,561,073**	**6.7%**
Farebox Revenue-Fixed Route	**51,600**	**49,379**	2,221	4.3%	**660,000**	**7.8%**
Farebox Revenue-Paratransit	**29,196**	**38,331**	(9,135)	-31.3%	**564,000**	**5.2%**
College Program Fares	**3,535**	**-**	3,535	100.0%	**-**	**0.0%**
TMI Refund	**-**	**-**	-	0%	**-**	**0.0%**
Non-Transportation Revenue	**3,291**	**4,609**	(1,317)	-40.0%	**21,400**	**15.4%**
State Fuel Refund	**-**		-	0.0%	**-**	**0.0%**
Advertising	**21,315**	**14,388**	6,927	32.5%	**100,000**	**21.3%**
Greyhound Commission	**1,423**	**2,593**	(1,170)	-82.2%	**50,000**	**2.8%**
Partnership Contributions	**-**	**417**	(417)	0.0%	**297,000**	**0.0%**
TOTAL	**283,824**	**285,431**	**(1,606)**	**-0.6%**	**8,461,471**	**3.4%**

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	26	26	0	0.0%	307
Revenue Miles	108,932	93,612	15,320	16.4%	1,178,076
Revenue Hours	7,346	6,252	1,094	17.5%	82,110
Unlinked Passenger Trips	104,820	92,049	12,771	13.9%	1,414,000
Revenue / Cost	**52.9%**	**72.1%**			100.8%
Farebox Revenue / Mile	**0.47**	0.53	(0.05)	-10.2%	0.56
Farebox Revenue / Pass Trip	**0.49**	0.54	(0.04)	-8.2%	0.47
Farebox Revenue / Hour	**7.02**	7.90	(0.87)	-11.1%	8.04
Passenger / Mile	**0.96**	0.98	(0.02)	-2.1%	1.20
Cost / Mile	**4.86**	4.13	0.73	17.7%	6.04
Cost / Passenger Trip	**5.05**	4.20	0.85	20.3%	5.04

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
March 20, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # E.4.

Director's Report

BACKGROUND

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

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
March 20, 2019	

AGENDA ITEM # E.5.

Next Meeting: Wednesday, April 17, 2019

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None