



AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, APRIL 17, 2019, 8:15 AM
TRANSIT
901 University Ave

A. Roll Call.

- I. 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.

- I. Approval of April 17, 2019 Transit Commission Agenda

C. Approval of Minutes.

- I. Approval of March 20, 2019 Transit Commission Minutes

D. Regular Business.

- I. Discussion/Action: Asphalt Resealing

E. Informational.

- I. Marketing Report
2. Operational Reports
3. Financial Report
4. Director's Report
5. Next Meeting: Wednesday, May 15, 2019

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

April 17, 2019

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # B.I.

Approval of April 17, 2019 Transit Commission Agenda

BACKGROUND

Enclosed is the agenda for the Commission meeting being held on April 17, 2019.

RECOMMENDATION

Staff recommends the approval of the agenda for April 17, 2019.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

April 17, 2019

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # C.I.

Approval of March 20, 2019 Transit Commission Minutes

BACKGROUND

Enclosed is the proposed minutes from the Commission meeting held on March 20, 2019.

RECOMMENDATION

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

FISCAL IMPACT

ATTACHMENTS

- I. Transit Commission Minutes 3.20.19



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, MARCH 20, 2019, 8:15 AM

TRANSIT

901 University Ave

A. ROLL CALL.

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

Excused: Kevin Kuehn, Secretary; Ron Antonneau and Emily Ysebaert

B. APPROVAL OF THE AGENDA.

I. Approval of March 20, 2019 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner John Withbroe to approve March 20, 2019 agenda. Motion carried.

Yes- John Withbroe, Randy Scannell, Roger Kolb, Rashad Cobb, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of February 20, 2019 Transit Commission Minutes

Moved by Ald. Randy Scannell, seconded by Commissioner John Withbroe to approve the minutes from the February 20, 2019 meeting. Motion carried.

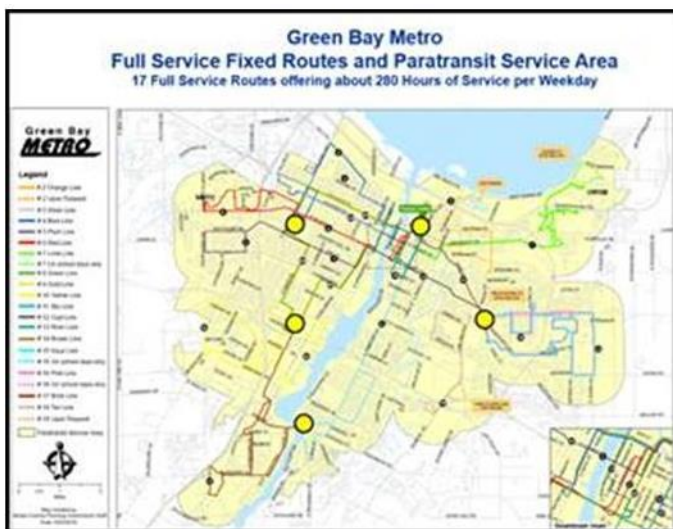
Yes- John Withbroe, Randy Scannell, Roger Kolb, Rashad Cobb, No- None, Abstain- None

D. REGULAR BUSINESS.

E. INFORMATIONAL.

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

L. Conard provided an overview of the 2019 Annual Route Review and Analysis Report via PowerPoint.



L. Conard noted that Metro added a fifth hub to the system on July 30, 2018. With this, a number of route changes, particularly in the southeastern portion of the service area, were realized.

L. Conard noted that the changes were largely made to accommodate service requests from the Village of Bellevue:

1. Service to the area south of STH 172 near the Sheriff's Department via route #18 Tan
2. Service to Bellin College / YMCA area via route pair #15 Aqua and #16 Pink.



L. Conard noted that routes #12 Coal and #14 Brown, which serve as connectors between the main hub and the new hub, offer 30 minute service and are performing well.

L. Conard noted the challenges with providing transit service in the southeast portion of the service area.

Interstate I-43 provides a major barrier for east-west movement as the number of crossings are limited (East Mason Street, Greenbrier Road, and Manitowoc Road). In addition, the road network within the I-43 Business Center forces transit service to operate in zig-zag type pattern if front door service to key destinations is to be provided. Lack of sidewalks within the park also contributes for the need to provide front door service.

Key destinations within the business park include:

- 1.) Aurora BayCare Medical Center
- 2.) Services Plus (large low-income employer)
- 3.) Prevea Clinic



Aurora BayCare Path to Front Door Service



L. Conard also noted that the land uses surrounding Bellin College / YMCA as well as areas near the Sheriff's Office are still in agriculture. L. Conard continued that the three routes detailed (#15, #16, and #18) are performing at or near the bottom in terms of route performance and will likely continue to do so.

L. Conard that the #6 Red route continues to outperform all other routes with a passenger per hour rate of over 29. High density residential, commercial (including Walmart), and NWTC contribute to the success of the route.

L. Conard provided an overview of the transit service currently provided to Lambeau Field and Titledtown District via routes #8 Green and #9 Gold and noted this area is served 32 times per weekday.



Discussion occurred on the need to operate the #19 G route (seasonal route offered in partnership

with the Green Bay Packers during training camp and made free to the public).

Discussion occurred regarding a history of low ridership of the #19 G route.

L. Conard highlighted one of the recommendations made within the report. Green Bay Metro has agreements with UW-Green Bay, Green Bay Area Public School District (GBAPSD), and the Ashwaubenon School District whereby students can board the bus by showing their ID card and ride for free. Green Bay Metro receives compensation in return. L. Conard noted that after analyzing the agreements, usage, and reimbursement rates it appears that the UW-Green Bay and GBAPSD rates are fair. However, the reimbursement rate under the Ashwaubenon contract is low.

P. Kiewiz agreed. P. Kiewiz intends to work with the Ashwaubenon School District in preparation for the upcoming budget.

R. Kolb thanked L. Conard for the report.

2. Operational Reports

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

3. Financial Report

Director Kiewiz stated in your packets you will find the operating expense report for January. 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.

Director Kiewiz commented Schenk & Assoc. will be here for either the April or May meeting to present the annual financial audit results.

4. Director's Report

Director Kiewiz stated she had been in Washington D.C. with WIPTA for the annual Fly-In. She had left Sunday, March 17, 2019 and returned early this morning. Included in our packets is a 2018 Green Bay Metro Transit Fact Sheet. They visited about 11 different offices discussing the needs of Transit.

She will be traveling to Madison on April 3rd for the WIPTA Spring Legislative Day meeting with Legislators sharing the important issues in transit.

Governor Evers visited Green Bay Metro to discuss his new transportation budget. He even had a little time to take a bus ride to Karvana's for lunch.

Director Kiewiz provided a staff update.

Director Kiewiz stated we actually hit 100 working days with no at fault accidents. We closed out 2018 with no at fault accidents with Transit Mutual Insurance. This is phenomenal! Metro provided pizza and everyone received a swag item.

5. Next Meeting: Wednesday, April 17, 2019

F. ADJOURNMENT.

Moved by Ald. Randy Scannell, seconded by Commissioner John Withbroe to adjourn. Motion carried.

Yes- John Withbroe, Randy Scannell, Roger Kolb, Rashad Cobb, No- None, Abstain- None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

April 17, 2019

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.I.

Discussion/Action: Asphalt Resealing

BACKGROUND

The Green Bay Transit Commission approved this project in August 2018. However, due to weather, the awarded vendor was unable to complete the project in the fall of 2018. Metro staffed worked with the City of Green Bay Purchasing Dept. to re-bid the project.

RECOMMENDATION

Staff recommends approving the contract to the lowest, responsible vendor, American Pavement Solution, Inc. in the amount of \$9,525.

FISCAL IMPACT

ATTACHMENTS

- I. Copy of #3141 Quote Summary

CITY OF GREEN BAY QUOTE SUMMARY
RFQ #3141
Parking Lots Asphalt Reseal & Re-Stripe

Dept: Metro	Req #10	VENDOR #1	VENDOR #2	VENDOR #3
Planholders: 12 Vendors	CC #913	AMERICAN PAVEMENT SOLUTIONS INC	ASPHALT SEAL & REPAIR INC	FAHRNER ASPHALT SEALERS LLC
Issued: 3/20/19	Due: 4/8/19	Green Bay	De Pere	Kaukauna
DESCRIPTION		PRICE	PRICE	PRICE
LUMP SUM to reseal and re-stripe parking lots at Green Bay Metro:		\$ 9,525.00	\$ 10,925.00	\$ 24,603.00
Payment Terms Net 30 Early Payment Discount:		1% Net 10	Net 30	Net 30
Accepts credit card payments:		No	No	No
SOQ/Bidders Proof Expires:		BP-4/27/19	SOQ-4/3/20	SOQ-4/5/20

Recommendation: Award to the lowest responsive, responsible vendor American Pavement Solutions Inc in the amount of \$9,525.00



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

April 17, 2019

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.I.

Marketing Report

BACKGROUND

Marketing report is included.

Staff is available to answer any questions regarding this report.

RECOMMENDATION

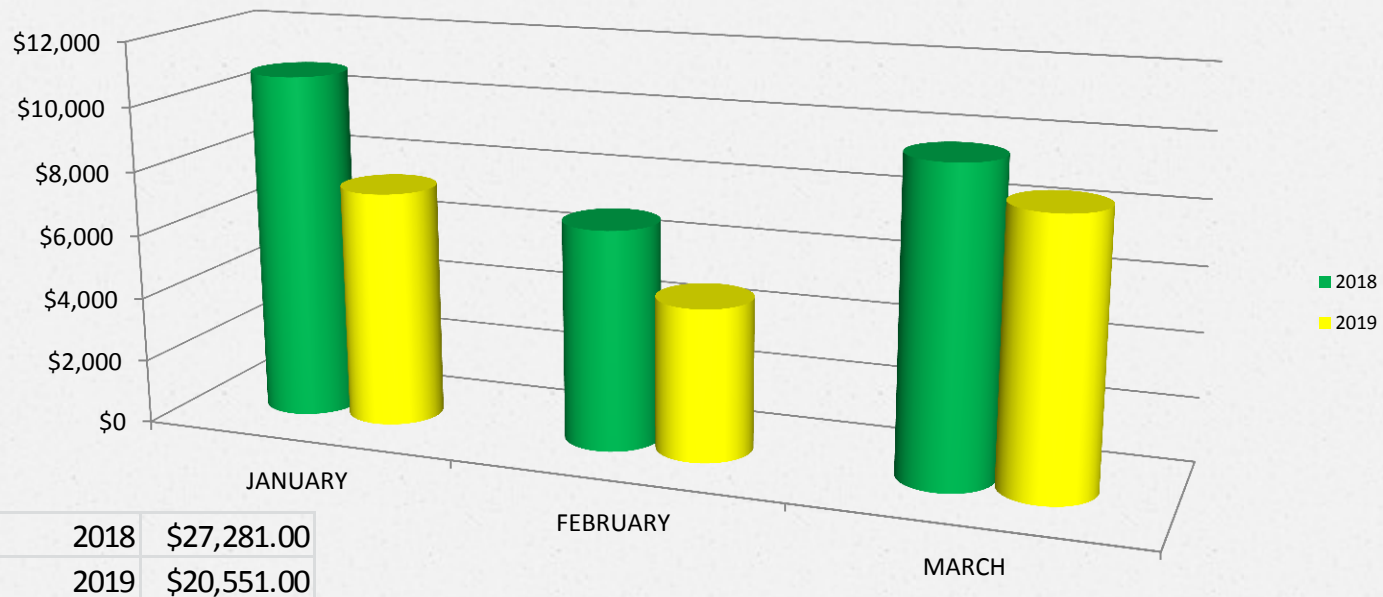
Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. ADVERTISING COMPARISON-Jan-March 2019

January – March Advertising Comparison



*Advertising Incentive of paying 12 months get the 13th month Free

*Timing of Invoicing



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

April 17, 2019

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.2.

Operational Reports

BACKGROUND

Operational reports are included.

Staff will be available to answer any questions regarding the reports.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

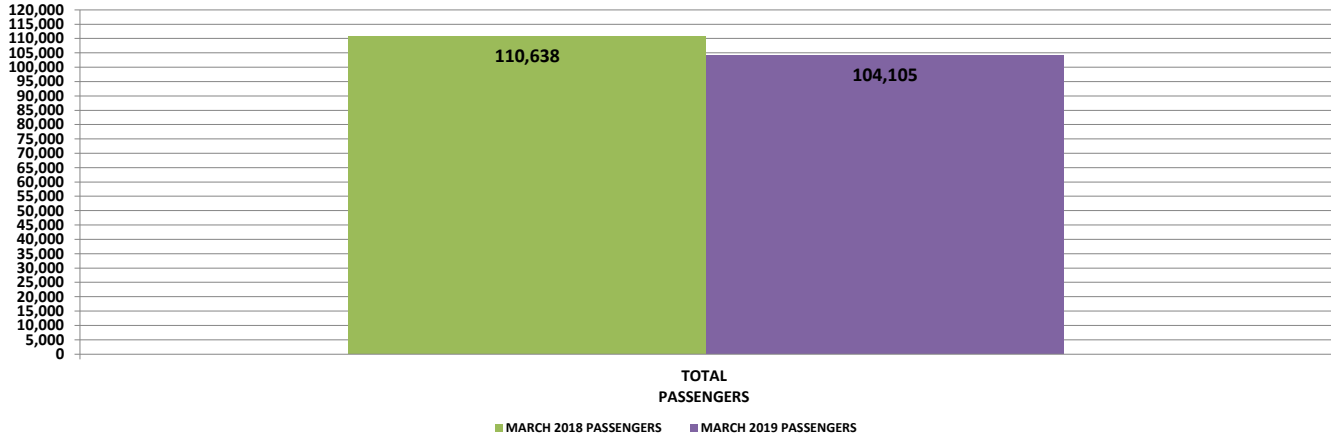
ATTACHMENTS

1. 2019 Ridership Report
2. Green Bay Public Schools Ridership - March 2019
3. Ashwaubenon School Ridership - March 2019
4. 2019 Bike 1st Quarter
5. 2019 Code 30 1st Quarter

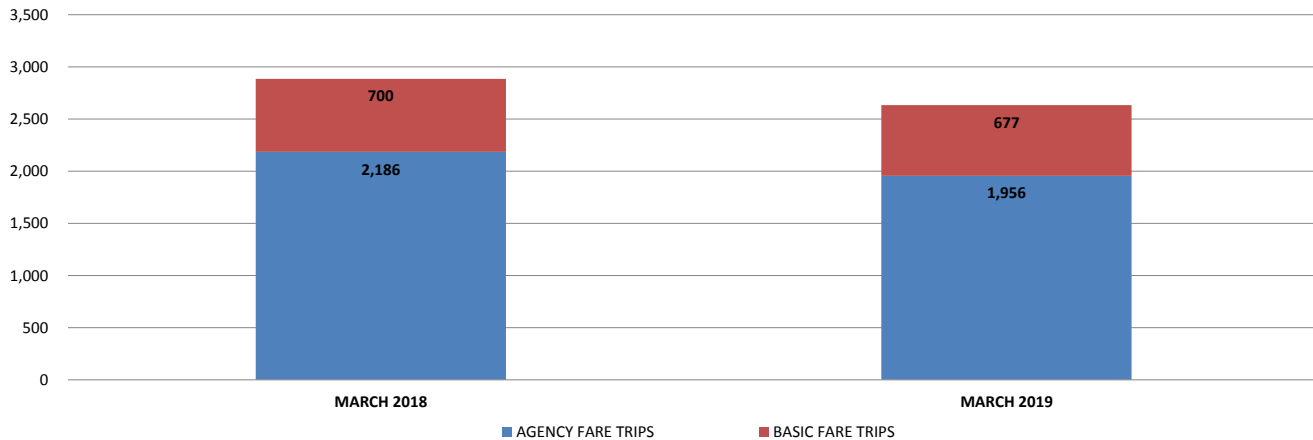
FIXED ROUTE RIDERSHIP

	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
MARCH 2018	2,945	30,698	1,162	2,291	15,701	493	6,414	3	350	456	1	412	11,892	0	72,818
MARCH 2019	2,448	27,216	1,236	4,109	16,587	308	6,221	8	186	346	4	325	11,276	0	70,270
CHANGE '18-'19	(497)	(3,482)	74	1,818	886	(185)	(193)	6	(164)	(110)	2	(87)	(616)	0	(2,548)
	-16.9%	-11.3%	6.4%	79.4%	5.6%	-37.5%	-3.0%	200.0%	-46.9%	-24.1%	200.0%	-21.1%	-5.2%	#DIV/0!	-3.5%

	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
MARCH 2018	13,265	0	0	1,099	1,425	7	15,796	956	20,091	977	0	0	22,024	110,638
MARCH 2019	12,759	0	0	1,315	1,298	9	15,381	1,228	16,388	838	0	0	18,454	104,105
CHANGE '18-'19	(506)	0	0	216	(127)	2	(415)	272	(3,703)	(139)	0	0	(3,570)	(6,533)
	-3.8%	#DIV/0!	#DIV/0!	19.7%	-8.9%	28.6%	-2.6%	28.5%	-18.4%	-14.2%	100.0%	100.0%	-16.2%	-5.9%

FIXED ROUTE RIDERSHIP**PARATRANSIT**

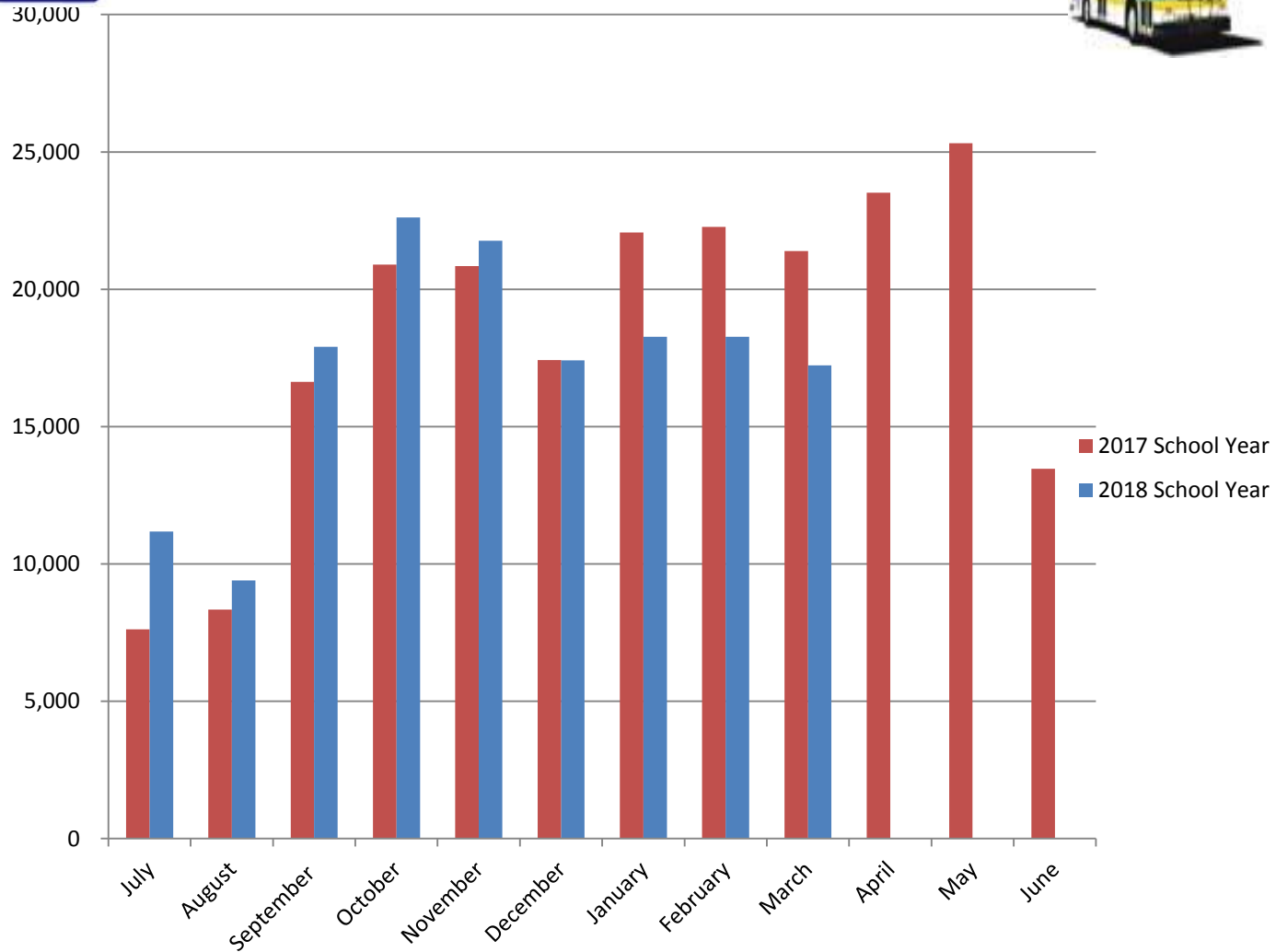
	AGENCY FARE TRIPS	BASIC FARE TRIPS	TOTAL TRIPS	BASIC FARE	AGENCY FARE	TOTAL FARES
MARCH 2018	2,186	700	2,886	\$ 9,438	\$ 28,788	\$ 38,226
MARCH 2019	1,956	677	2,633	\$ 7,899	\$ 29,284	\$ 37,183
CHANGE '18-'19	(230)	(23)	(253)	\$ (1,539)	\$ 496	\$ (1,043)
	-10.5%	-3.3%	-8.8%	-16.3%	1.7%	-2.7%

PARATRANSIT RIDERSHIP**COMMENTS:**

3/18/19 No GBPS due to flooding
 2/25/19 School dismissal time modified due to school cancellations
 One less service day (22=2018 21=2019)



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



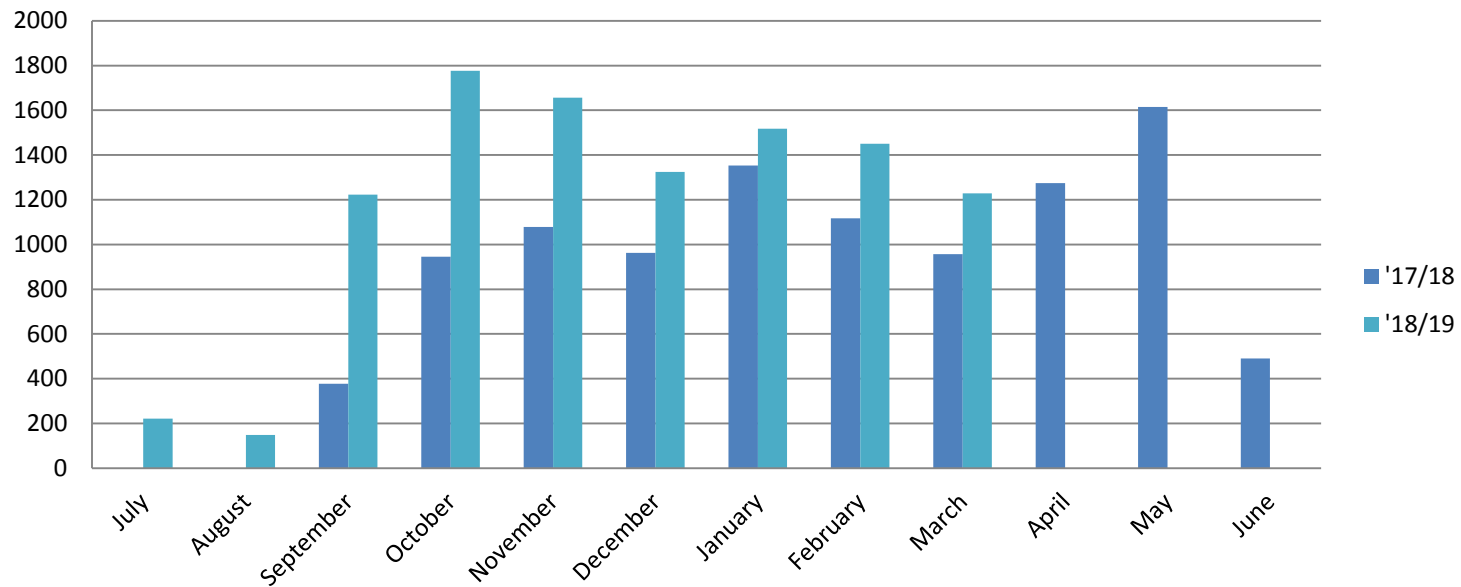
COMMENTS:

3/18/19 No GBPS due to flooding

2/25/19 School dismissal time modified due to school cancellations

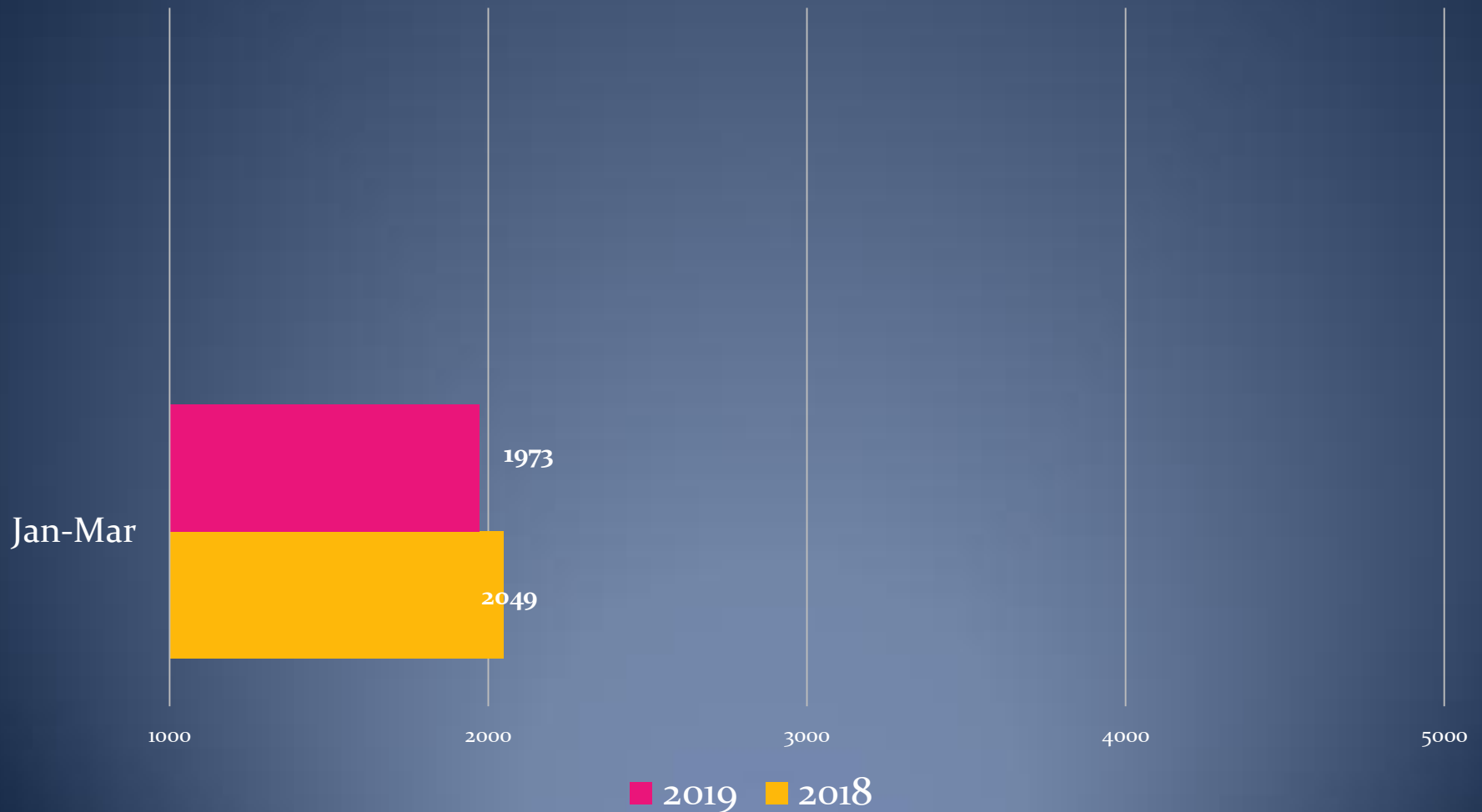
One less service day (22=2018 21=2019)

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





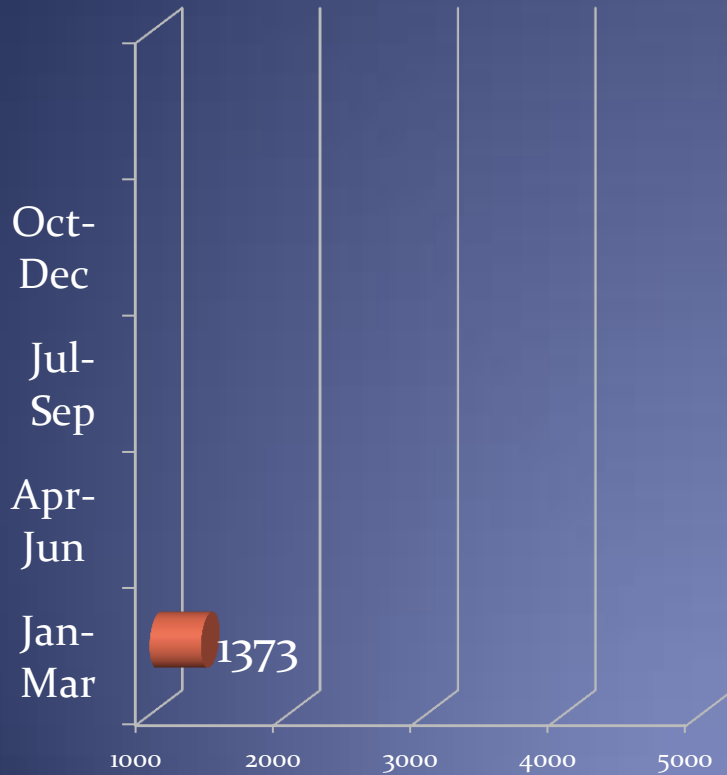
Annual Bicycle Usage



Mobility Device Annual Comparison

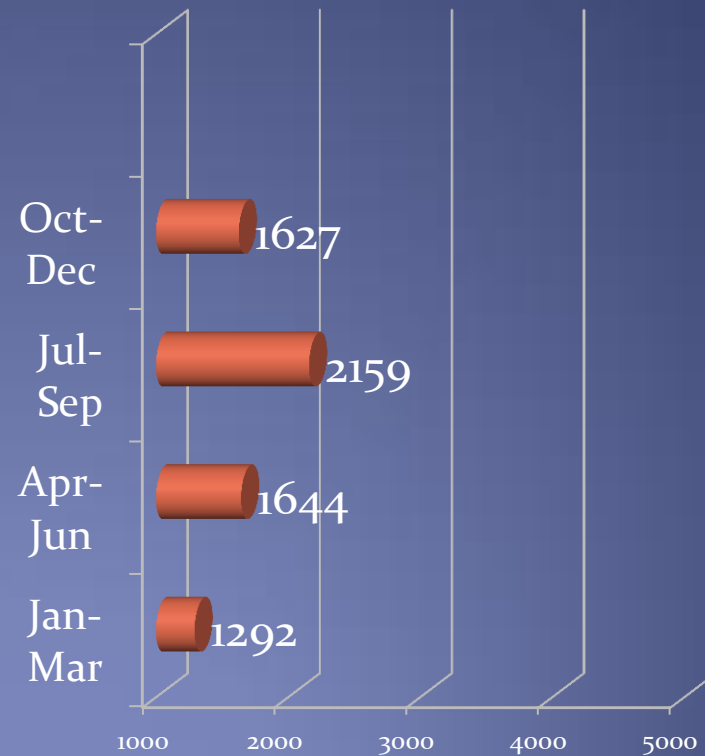
2019

Total Year to Date: 1,373



2018

Total Year to Date: 6,722



■ Mobility Devices Transported on Fixed Route



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

April 17, 2019

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.3.

Financial Report

BACKGROUND

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

Staff will be available to answer any questions.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. February 2019 Financials



EXPENSES

ACCOUNT DESCRIPTION	2019 FEBRUARY	2018 FEBRUARY	+/-	%	2019 BUDGET	% OF BUDGET
Wages & Salaries	406,906	268,546	138,359	51.5%	3,726,621	10.9%
Fringe Benefits	277,931	216,793	61,138	28.2%	1,533,682	18.1%
Other Employment Expenses	8,192	6,891	1,302	18.9%	42,350	19.3%
Contract Services	2,878	6,453	(3,574)	-55.4%	266,840	1.1%
Materials & Supplies	105,294	97,444	7,851	8.1%	998,979	10.5%
Building & Equip Maintenance	36,216	65,660	(29,444)	-44.8%	304,500	11.9%
Utilities	13,137	12,622	515	4.1%	109,261	12.0%
Insurance	171,378	170,963	415	0.2%	137,935	124.2%
Miscellaneous	19	24	(5)	-23.3%	300	6.4%
Paratransit Services	79,592	101,442	(21,850)	-21.5%	1,270,000	6.3%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
TOTAL	1,101,544	946,838	154,707	16.3%	8,390,468	13.1%

REVENUES

ACCOUNT DESCRIPTION	2019 FEBRUARY	2018 FEBRUARY	+/-	%	2018 BUDGET	% OF BUDGET
Federal Operating Asst	159,668	-	159,668	100.0%	2,326,078	6.9%
State Operating Asst	-	-	-	0.0%	2,326,078	0.0%
Other Local Municipalities	108,610	104,212	4,398	4.0%	555,842	19.5%
Green Bay	104,000	212,500	(108,500)	-104.3%	1,561,073	6.7%
Farebox Revenue-Fixed Route	102,840	103,414	(574)	-0.6%	660,000	15.6%
Farebox Revenue-Paratransit	56,317	73,151	(16,834)	-29.9%	564,000	10.0%
College Program Fares	3,535	-	3,535	100.0%	-	0.0%
TMI Refund	-	-	-	0%	-	0.0%
Non-Transportation Revenue	4,108	20,107	(15,999)	-389.4%	21,400	19.2%
State Fuel Refund	-	-	-	0.0%	-	0.0%
Advertising	28,411	21,998	6,413	22.6%	100,000	28.4%
Greyhound Commission	2,611	5,201	(2,590)	-99.2%	50,000	5.2%
Partnership Contributions	417	834	(417)	-100.0%	297,000	0.1%
TOTAL	570,517	541,416	29,100	5.1%	8,461,471	6.7%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	50	50	0	0.0%	307
Revenue Miles	202,193	179,354	22,839	12.7%	1,178,076
Revenue Hours	14,086	12,222	1,865	15.3%	82,110
Unlinked Passenger Trips	196,757	207,093	(10,336)	-5.0%	1,414,000
Revenue / Cost	51.8%	57.2%			100.8%
Farebox Revenue / Mile	0.51	0.58	(0.07)	-11.8%	0.56
Farebox Revenue / Pass Trip	0.52	0.50	0.02	4.7%	0.47
Farebox Revenue / Hour	7.30	8.46	(1.16)	-13.7%	8.04
Passenger / Mile	0.97	1.15	(0.18)	-15.7%	1.20
Cost / Mile	5.05	4.71	0.34	7.2%	6.04
Cost / Passenger Trip	5.19	4.08	1.11	27.2%	5.04



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

April 17, 2019

PREPARED BY

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

April 17, 2019

PREPARED BY

AGENDA ITEM # E.5.

Next Meeting: Wednesday, May 15, 2019

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None