AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, MAY 15, 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 May 15, 2019 Transit Commission Agenda

C. Approval of Minutes.

1. Approval of April 17, 2019 Transit Commission Minutes

D. Regular Business.

1. Presentation: 2018 Annual Financial Audit
2. Discussion/Action: Access Control System
3. Discussion/Action: Bus Purchase
4. Discussion/Action: Green Bay Metro's Drug and Alcohol Policy - Revised
5. Discussion/Action: Office Summer Hours
6. Discussion/Action: Creative Artwork on Bus Shelters

E. Informational.

1. TMI Driver Safety Award
2. Operational Reports
3. Financial Report
4. Director's Report
5. Next Meeting: Wednesday, June 19, 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

Green Bay METRO

MEETING DATE	PREPARED BY
May 15, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # B.1.

Approval of May 15, 2019 Transit Commission Agenda

BACKGROUND

Enclosed is the agenda for the Commission meeting being held on May 15, 2019.

RECOMMENDATION

Staff recommends the approval of the agenda for May 15, 2019.

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
May 15, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # C.1.

Approval of April 17, 2019 Transit Commission Minutes

BACKGROUND

Enclosed are the proposed minutes from the Commission meeting held on April 17, 2019.

RECOMMENDATION

Staff recommends the approval of the minutes from the April 17, 2019 meeting.

FISCAL IMPACT

ATTACHMENTS

1. Transit Commission Minutes 4.17.19

MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, APRIL 17, 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

Excused: Kevin Kuehn, Secretary
Absent: Ron Antonneau

Chair R. Kolb called the meeting to order at 8:17 a.m.

B. APPROVAL OF THE AGENDA.

1. Approval of April 17, 2019 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to April 17, 2019 agenda. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Rashad Cobb, No- None, Abstain- None

C. APPROVAL OF MINUTES.

1. Approval of March 20, 2019 Transit Commission Minutes

Moved by Commissioner John Withbroe, seconded by Ald. Randy Scannell to approve the minutes from the March 20, 2019 meeting. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Rashad Cobb, No- None, Abstain- None

D. REGULAR BUSINESS.

1. Discussion/Action: Asphalt Resealing

Director Kiewiz stated that the commission had approved this project back in August 2018. However, due to weather, the awarded vendor was unable to complete the project in the fall of 2018. Metro staff worked with the City of Green Bay Purchasing Department to re-bid the project.

Moved by Commissioner John Withbroe, seconded by Commissioner Emily Ysebaert to approve the contract to the lowest, responsible vendor, American Pavement Solution, Inc. in the amount of $9,525. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Rashad Cobb, No- None, Abstain- None

E. INFORMATIONAL.

1. Marketing Report

Director Kiewiz provided the 2019 January through March bus advertising comparison report. Advertising revenue is down slightly due to timing of the invoicing. Metro has recently partnered with "The Press Times" for advertising as well.

2. Operational Reports

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

Commissioner Rashad Cobb inquired if Patty was involved in any discussions of something similar to the Lime Bike program.

Director Kiewiz stated yes, Matt Buchanan from Economic Development reached out a couple of weeks ago to be involved in the discussions that will be coming up on some additional opportunities.

Director Kiewiz will keep the Commission updated.

3. Financial Report

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

4. Director's Report

Director Kiewiz stated the positions of Accountant and Mobility Coordinator have been filled. Both new employees will attend next months meeting.

Metro has begun recruitment for a Maintenance Manager. Director Kiewiz expects the position to be filled quickly.

Staff is preparing for triennial review. No date set at this time.

5. Next Meeting: Wednesday, May 15, 2019

F. ADJOURNMENT.

Moved by Ald. Randy Scannell, seconded by Board Member Rashad Cobb to adjourn at 8:40 a.m. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Rashad Cobb, No- None, Abstain- None

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
May 15, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # D.1.

Presentation: 2018 Annual Financial Audit

BACKGROUND

Dave Maccoux and Josh Swanson, with Schenck Solutions, will present the Annual Financial Report for Fiscal Year 2018.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

1. City of Green Bay Transit 2018 Annual Financial Report
2. City of Green Bay Transit 2018 Management Communications
3. 2018 Rep Letter

Transit Commission
City of Green Bay, Wisconsin

ANNUAL FINANCIAL REPORT

December 31, 2018

Transit Commission
City of Green Bay, Wisconsin

DECEMBER 31, 2018

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CliftonLarsonAllen LLP
CLAconnect.com

Independent auditors' report

To the Board of Commissioners
Transit Commission
City of Green Bay, Wisconsin

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the Transit Commission, City of Green Bay, Wisconsin (the "Metro") as of and for the year ended December 31, 2018, and the related notes to the financial statements, as listed in the table of contents.

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS
Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

AUDITORS' RESPONSIBILITY
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the Metro's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Metro's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

OPINION
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Metro's as of December 31, 2018, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

EMPHASIS OF MATTER
As described in Note 1, the financial statements present only the Transit Commission of the City of Green Bay, Wisconsin, and do not purport to, and do not present fairly the financial position of the City of Green Bay, Wisconsin, as of December 31, 2018 and the changes in its financial position or its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

OTHER MATTERS
Required Supplementary Information
Accounting principles generally accepted in the United States of America require that schedules relating to pensions and other postemployment benefits on pages 18 and 19 be presented to supplement the financial statements. Such information, although not part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such missing information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. Our opinion on the financial statements is not affected by this missing information.

Prior Year Summarized Financial Information
The 2017 financial statements were audited by Schenck SC, whose practice became part of CliftonLarsonAllen LLP as of January 1, 2019, and whose report dated May 9, 2018, expressed an unmodified opinion on those statements from which the prior year summarized financial information was derived.

OTHER REPORTING REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

In accordance with *Government Auditing Standards*, we have also issued our report dated May 8, 2019, on our consideration of the Metro's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Metro's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Metro's internal control over financial reporting and compliance.

CliftonLarsonAllen LLP

Green Bay, Wisconsin
May 8, 2019

FINANCIAL STATEMENTS

Transit Commission
City of Green Bay, Wisconsin

STATEMENT OF NET POSITION
DECEMBER 31, 2018
WITH COMPARATIVE AMOUNTS AS OF DECEMBER 31, 2017

	2018	2017
ASSETS		
Current assets		
Cash and investments	$ 1,998,903	$ 2,405,211
Receivables		
Operating assistance - federal and state	285,017	347,938
Customer accounts	189,498	188,046
Due from City of Green Bay	470,876	75,778
Inventories	256,265	249,961
Total current assets	3,200,559	3,266,934
Other assets		
Net pension asset	654,335	-
Capital assets		
Nondepreciable	1,064,643	1,149,617
Depreciable	9,677,490	8,401,973
Total capital assets	10,742,133	9,551,590
Total assets	14,597,027	12,818,524
DEFERRED OUTFLOWS OF RESOURCES		
Pension related amounts	1,200,180	1,380,780
Other postemployment related amounts	21,495	14,865
Total deferred outflows of resources	1,221,675	1,395,645
LIABILITIES		
Current liabilities		
Accounts payable	336,006	701,448
Accrued and other current liabilities	286,503	249,868
Compensated absences	206,058	212,173
Unearned revenue	100,785	131,174
Total current liabilities	929,352	1,294,663
Long-term obligations, less current portion		
Compensated absences	168,592	176,118
Net pension liability	-	179,531
Other postemployment benefits	22,417	35,914
Advances from municipalities for working capital	1,494,221	1,494,221
Total long-term liabilities	1,685,230	1,885,784
Total liabilities	2,614,582	3,180,447
DEFERRED INFLOWS OF RESOURCES		
Pension related amounts	1,293,891	572,305
NET POSITION		
Investment in capital assets	10,742,133	9,551,590
Restricted for pension	654,335	-
Unrestricted	513,761	909,827
Total net position	$ 11,910,229	$ 10,461,417

The notes to the financial statements are an integral part of this statement.

Transit Commission
City of Green Bay, Wisconsin

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH COMPARATIVE AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2017

	2018	2017
OPERATING REVENUES		
Regular passenger fares	$ 710,404	$ 709,595
Special fares	462,561	532,384
Paratransit program fees	618	348
Advertising services	155,095	130,497
Partnerships	227,600	179,417
Miscellaneous	51,382	59,800
Total operating revenues	1,607,660	1,612,041
OPERATING EXPENSES		
Salaries and wages	3,125,228	2,931,768
Employee fringe benefits	1,866,704	1,910,155
Contractual services	264,360	296,890
Fuel	544,608	408,320
Materials and supplies - tires and tubes	44,099	47,396
Materials and supplies - other	576,038	424,425
Heat, light and power	110,809	103,139
Insurance and taxes	99,299	146,188
Paratransit program	915,198	946,489
Equipment replacement, repairs and leases	165,544	173,604
Depreciation	1,121,268	1,044,225
Other	23,167	27,478
Total operating expenses	8,856,322	8,460,077
Operating loss	(7,248,662)	(6,848,036)
NONOPERATING REVENUES (EXPENSES)		
Interest income	12,587	11,263
Federal operating assistance	2,191,933	1,772,031
State operating assistance	2,425,070	2,548,875
Local operating assistance	1,497,805	1,365,035
Loss on disposal of capital assets	(157,912)	-
Federal capital assistance	2,460,220	206,573
Local capital assistance	43,679	28,178
Subrecipient capital outlay	(186,814)	(140,888)
Total nonoperating revenues (expenses)	8,286,568	5,791,067
Net income (loss) before contributions and transfers	1,037,906	(1,056,969)
Transfer from City of Green Bay - capital grant match	470,875	75,778
Capital contributions	-	162,620
Transfers out	(59,969)	-
Change in net position	1,448,812	(818,571)
Net position - January 1	10,461,417	11,279,988
Net position - December 31	$ 11,910,229	$ 10,461,417

The notes to the financial statements are an integral part of this statement.

Transit Commission
City of Green Bay, Wisconsin

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH COMPARATIVE AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2017

	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from customers	$ 1,559,591	$ 1,521,356
Cash paid for employee wages and benefits	(4,920,745)	(4,719,931)
Cash paid to suppliers	(2,992,549)	(2,690,560)
Net cash used by operating activities	(6,353,703)	(5,889,135)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Transfer out	(59,969)	-
Federal operating assistance	2,032,265	1,955,348
State operating assistance	2,263,289	2,860,834
Local operating assistance	1,613,464	1,097,830
Federal capital assistance	2,460,220	206,573
Capital assistance to subrecipient	(143,135)	(112,710)
Net cash provided by noncapital financing activities	8,166,134	6,007,875
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Acquisition of capital assets	(2,486,434)	(225,655)
Capital contributions from the City of Green Bay	75,777	21,263
Capital contributions	162,620	12,670
Proceeds received on sale of capital assets	16,711	-
Net cash flows used by capital and related financing activities	(2,231,326)	(191,722)
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest received	12,587	11,263
Change in cash and cash equivalents	(406,308)	(61,719)
Cash and cash equivalents - January 1	2,405,211	2,466,930
Cash and cash equivalents - December 31	$ 1,998,903	$ 2,405,211

The notes to the financial statements are an integral part of this statement.

Transit Commission
City of Green Bay, Wisconsin

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH COMPARATIVE AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2017

	2018	2017
RECONCILIATION OF OPERATING LOSS TO NET CASH USED BY OPERATING ACTIVITIES		
Operating loss	$ (7,248,662)	$ (6,848,036)
Adjustments to reconcile operating loss to net cash used by operating activities		
Depreciation	1,121,268	1,044,225
Change in liability and deferred outflows and inflows of resources		
Pension	54,823	169,991
Other postemployment benefits	(6,630)	(14,865)
Change in operating assets and liabilities		
Receivables		
Customer accounts	(17,680)	(100,394)
Inventories	(6,304)	(1,125)
Accounts payable	(243,123)	(115,506)
Accrued liabilities	36,635	(372)
Unearned revenue	(30,389)	9,709
Compensated absences	(13,641)	(32,762)
Net cash used by operating activities	$ (6,353,703)	$ (5,889,135)

Noncash capital and related financing activities
None

The notes to the financial statements are an integral part of this statement.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Transit Commission, City of Green Bay, Wisconsin (the "Metro"), have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting principles and policies utilized by the Metro are described below:

A. REPORTING ENTITY

The Metro is an enterprise fund of the City of Green Bay, Wisconsin. The Metro has not identified any component units that are required to be included in the financial statements in accordance with standards established in GASB Statement No. 61.

B. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Enterprise funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets, liabilities, and deferred inflows and outflows of resources associated with the operation are included on the Statement of Net Position. Enterprise fund operating statement present increases (i.e., revenues) and decreases (i.e., expenses) in net total position.

The accrual basis of accounting is utilized by enterprise funds. The accounting system conforms to the system of accounts as prescribed by the Federal Transit Administration. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Unpaid enterprise fund service receivables are recorded at year-end. All capital assets are capitalized at historical cost and depreciated over their useful lives.

Enterprise funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Metro are passenger fares. Operating expenses for enterprise funds include the cost of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Metro provides service to the Cities of Green Bay and De Pere and the Villages of Ashwaubenon, Allouez, and Bellevue. Each has agreed to finance the annual operating loss after applying federal and state aids in an amount equal to its share of bus mileage to total bus mileage. The total of each one's share of the current year net operating loss is recorded as local operating assistance revenue in the financial statement.

When both restricted and unrestricted resources are available for use, it is the Metro's policy to use restricted resources first, then unrestricted resources, as they are needed.

C. ASSETS, LIABILITIES, DEFERRED OUTFLOWS/INFLOWS OF RESOURCES, AND NET POSITION

1. **Inventories**
   Inventories are valued at cost using the weighted average method.

2. **Capital Assets**
   Capital assets, which include property, plant and equipment assets, are reported at cost in the financial statements. All property, plant and equipment were acquired through capital grants from various governmental entities. Depreciation is provided for in amounts sufficient to relate the cost of depreciable assets to operations over their estimated useful lives on the straight-line method.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets of the Metro are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings and improvements	15 - 40
Machinery and equipment	3 - 15

3. **Compensated Absences**
It is the Metro's policy to permit employees to accumulate earned but unused vacation and sick leave benefits in accordance with employee handbook policies. All vacation and sick leave is accrued when incurred in the financial statements.

4. **Deferred Outflows/Inflows of Resources**
Deferred outflows of resources are a consumption of net position by the government that is applicable to a future reporting period. Deferred inflows of resources are an acquisition of net position by the government that is applicable to a future reporting period. The recognition of those outflows and inflows as expenses and revenues are deferred until the future periods to which the outflows and inflows are applicable.

5. **Other Postemployment Benefits Other Than Pensions (OPEB)**
For purposes of measuring the total OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, the Metro's Other Postemployment Benefit Plan (the "Plan") recognizes benefit payments when due and payable in accordance with the benefit terms.

6. **Pensions**
For purposes of measuring the net pension asset, liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

7. **Fund Equity**
Equity is classified as net position and displayed in three components:

- **Net investment in capital assets.** Amount of capital assets, net of accumulated depreciation, and capital related deferred outflows of resources less outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets and any capital related deferred inflows of resources.
- **Restricted net position.** Amount of net position that is subject to restrictions that are imposed by 1) external groups, such as creditors, grantors, contributors or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.
- **Unrestricted net position.** Net position that is neither classified as restricted nor as net investment in capital assets.

D. USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

E. PRIOR YEAR INFORMATION

Comparative amounts for the prior year have been presented in the financial statements to provide an understanding of changes in the Metro's financial position and operations. The comparative amounts may be summarized in total and not at the level of detail required for a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the government's financial statements for the year ended December 31, 2017, from which the summarized information was derived.

NOTE 2: DETAILED NOTES ON ALL FUNDS

A. CASH AND INVESTMENTS

Metro's cash and investments are held by the City Treasurer until disbursed. Information regarding insurance coverage and relative risk of investments is included in the City of Green Bay's 2018 Comprehensive Annual Financial Report.

B. CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2018 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets, nondepreciable:				
Land	$ 1,064,643	$ -	$ -	$ 1,064,643
Construction in progress	84,974	-	84,974	-
Total capital assets, nondepreciable	1,149,617	-	84,974	1,064,643
Capital assets, depreciable:				
Building	6,470,252	91,263	-	6,561,515
Revenue vehicles	10,995,703	-	-	10,995,703
Service equipment	383,155	-	-	383,155
Office equipment	1,043,675	222,112	685,183	580,604
Fare equipment	721,712	-	-	721,712
Service vehicles	177,767	2,258,033	94,584	2,341,216
Fuel tanks	245,734	-	-	245,734
Bus shelters and signs	154,435	-	-	154,435
Subtotals	20,192,433	2,571,408	779,767	21,984,074
Less accumulated depreciation	11,790,460	1,121,268	605,144	12,306,584
Total capital assets, depreciable, net	8,401,973	1,450,140	174,623	9,677,490
Capital assets, net	$ 9,551,590	$ 1,450,140	$ 259,597	$10,742,133

C. ADVANCES FROM MUNICIPALITIES

Each municipality/tribe serviced by the Metro has agreed to share in the annual net operating loss on a basis equal to its share of mileage to total bus mileage. The method for funding operations is to request advance funding from each municipality for its pro-rate share of the budgeted operating loss on a monthly or quarterly basis. At year-end each municipality's share of the actual operating loss is calculated and the municipality is either issued a refund or billed an additional amount. Each municipality has also advanced cash to the Metro for working capital. An analysis of advanced from municipalities held for working capital on December 31, 2018 is as follows:

	City of Green Bay	City of De Pere	Village of Ashwaubenon	Village of Allouez	Village of Bellevue	Oneida Tribe of Indians	Total
Long-term advances held for working capital	$ 982,190	$ 96,119	$ 176,764	$ 96,468	$ 4,340	$ 138,340	$ 1,494,221

D. PENSION PLAN

1. Plan Description

The WRS is a cost-sharing, multiple-employer, defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Comprehensive Annual Financial Report (CAFR), which can be found at http://etf.wi.gov/publications/cafr.htm.

For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Employees who retire at or after age 65 (54 for protective occupation employees, 62 for elected officials and executive service retirement plan participants, if hired on or before December 31, 2016 are entitled to a retirement benefit based on a formula factor, their final average earnings, and creditable service.

Final average earnings is the average of the participant's three highest earnings periods. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at or after age 55 (50 for protective occupations) and receive an actuarially-reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

2. Post-Retirement Adjustments

The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the "floor") set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

Year	Core Fund Adjustment	Variable Fund Adjustment
2007	3%	10%
2008	6.6	0
2009	(2.1)	(42)
2010	(1.3)	22
2011	(1.2)	11
2012	(7.0)	(7)
2013	(9.6)	9
2014	4.7	25
2015	2.9	2
2016	0.5	(5)
2017	2.0	4

3. Contributions

Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, and executives and elected officials. Starting on January 1, 2016, the executives and elected officials category was merged into the general employee category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remained of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the year ending December 31, 2018, the WRS recognized $264,969 in contributions from the Metro.

Contribution rates for the reporting period are:

Employee Category	Employee	Employer
General (including teachers, executives and elected officials)	6.8%	6.8%
Protective with Social Security	6.8%	10.6%
Protective without Social Security	6.8%	14.9%

4. Pension (Assets) Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2018, the Metro reported an asset of $654,335 for its proportionate share of the net pension asset. The net pension asset was measured as of December 31, 2017, and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of December 31, 2016 rolled forward to December 31, 2017. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Metro's proportion of the net pension asset was based on the Metro's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2017, the Metro's proportion was 0.02203803%, which was an increase of 0.00025688% from its proportion measured as of December 31, 2016.

For the year ended December 31, 2018, the Metro recognized pension expense of $283,670.

At December 31, 2018, the Metro reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 831,349	$ 388,878
Net differences between projected and actual earnings on pension plan investments	-	899,323
Changes in assumptions	129,284	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	2,471	5,690
Employer contributions subsequent to the measurement date	237,076	-
Total	$ 1,200,180	$ 1,293,891

$237,076 reported as deferred outflows related to pension resulting from the Metro's contributions subsequent to the measurement date will be recognized as an addition to the net pension asset in the year ended December 31, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Year Ended December 31,	Expense
2019	$ 70,634
2020	(6,946)
2021	(226,216)
2022	(169,829)
2023	1,570
Total	$ (330,787)

5. Actuarial Assumptions

The total pension asset in the December 31, 2017, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial valuation date:	December 31, 2016
Measurement date of net pension liability (asset):	December 31, 2017
Actuarial cost method:	Entry Age
Asset valuation method:	Fair Market Value
Long-term expected rate of return:	7.2%
Discount rate:	7.2%
Salary increases:	
Inflation	3.2%
Seniority/Merit	0.2% - 5.6%
Mortality	Wisconsin 2012 Mortality Table
Post-retirement adjustments*	2.1%

* *No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 2.1% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.*

Actuarial assumptions are based upon an experience study conducted in 2015 using experience from 2012 - 2014. The total pension liability for December 31, 2017 is based upon a roll-forward of the liability calculated from the December 31, 2016 actuarial valuation.

Long-term Expected Return on Plan Assets. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

	Current Asset Allocation %	Long-term Expected Nominal Rate of Return %	Long-term Expected Real Rate of Return %
Core Fund Asset Class			
Global equities	50%	8.2%	5.3%
Fixed income	24.5%	4.2%	1.4%
Inflation sensitive assets	15.5%	3.8%	1.0%
Real estate	8%	6.5%	3.6%
Private equity/debt	8%	9.4%	6.5%
Multi-asset	4%	6.5%	3.6%
Total Core Fund	110%	7.3%	4.4%
Variable Fund Asset Class			
U.S. equities	70%	7.5%	4.6%
International equities	30%	7.8%	4.9%
Total Variable Fund	100%	7.9%	5.0%

New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.75%

Asset Allocations are managed within established ranges, target percentages may differ from actual monthly allocations

Single Discount Rate. A single discount rate of 7.20% was used to measure the total pension liability. This single discount rate was based on the expected rate of return on pension plan investments of 7.20% and a long-term bond rate of 3.31%. Because of the unique structure of WRS, the 7.20% expected rate of return implies that a dividend of approximately 2.1% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan members contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Metro's proportionate share of the net pension liability (asset) to changes in the discount rate. The following presents the Metro's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.2 percent, as well as what the Metro's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.20 percent) or 1-percentage-point higher (8.20 percent) than the current rate:

	1% Decrease to Discount Rate (6.20%)	Current Discount Rate (7.20%)	1% Increase to Discount Rate (8.20%)
Metro's proportionate share of the net pension liability (asset)	$ 1,692,989	$ (654,335)	$(2,438,374)

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at http://etf.wi.gov/publications/cafr.htm.

6. Payables to the Pension Plan

At December 31, 2018, the Metro reported a payable of $0 for the outstanding amount of contributions to the pension plan for the year ended December 31, 2017.

E. OTHER POSTEMPLOYMENT BENEFITS

Plan Description

The Plan is a single-employer defined benefit postemployment health plan that covers retired employees of the City of Green Bay. Employees are permitted to convert unused sick leave and vacation balances at retirement and use these funds to purchase health and dental insurance or they may continue in the plan by paying 100% of the cost of the premium.

Benefits Provided

The City provides access to its group health insurance to its retirees. Retirees pay 100% of the cost of the premiums for the plan elected. The retiree payment is either drawn from a retiree's accumulated sick and vacation balances or paid directly after the sick and vacation balances are depleted. The sick and vacation balances are accrued by the City and are not part of the OPEB valuation.

As of the January 1, 2017 actuarial valuation, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	187
Active employees	462
	649

Contributions

The Metro does not provide contributions to the retirees' postemployment health or dental insurance, employees are responsible for 100% of the premium.

Total OPEB Liability

The Metro's total OPEB liability was measured as of January 1, 2017, and was determined by an actuarial valuation as of that date.

Actuarial Assumptions. The total OPEB liability in the January 1, 2017 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation:	13.00 percent
Salary Increases:	2.00 percent
Investment Rate of Return:	3.78 percent
Healthcare cost trend rates:	Active - ranging from 5.00 percent to 6.50 percent until 2022, level thereafter; Retirees - ranging from 11.93 percent to 13.50% until 2022, level thereafter

Mortality rates are from RP-2000 Combined Healthy Participant Table Projected 10 Years using Projection Scale AA.

The discount rate was based on the index provided by *Bond Buyer 20-Bond General Obligation Index* based on the 20 year AA municipal bond rate as of January 1, 2017.

Changes in the Total OPEB Liability

	Total OPEB Liability
Balance at January 1, 2018	$ 35,914
Changes for the year:	
Service cost	5,162
Interest	1,103
Differences between expected and actual experience	(4,897)
Benefit payments	(14,865)
Net changes	(13,497)
Balance at December 31, 2018	$ 22,417

Sensitivity of the total OPEB liability to changes in the discount rate. The following presents the total OPEB liability of the Metro, as well as what the Metro's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.78 percent) or 1-percentage-point higher (4.78 percent) than the current rate:

	1% Decrease to Discount Rate (2.78%)	Current Discount Rate (3.78%)	1% Increase to Discount Rate (4.78%)
Total OPEB Liability	$ 22,536	$ 22,417	$ 22,298

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates. The following presents the total OPEB liability of the Metro, as well as what the Metro's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (10.90 percent) or 1-percentage-point higher (12.90 percent) than the current rate:

	1% Decrease to Healthcare Cost Trend Rate (10.90%)	Healthcare Cost Trend Rate Baseline (11.90%)	1% Increase to Healthcare Cost Trend Rate (12.90%)
Total OPEB Liability	$ 22,036	$ 22,417	$ 22,823

OPEB Expense and Deferred Outflows of Resources Related to OPEB

For the year ended December 31, 2018, the Metro recognized OPEB expense of $6,265. At December 31, 2018, the Metro reported deferred outflows of resources related to OPEB of $21,495 resulting from Metro benefit payments subsequent to the measurement date which will be recognized as a reduction of the total OPEB liability in the year ended December 31, 2018.

NOTE 3: OTHER INFORMATION

A. RISK MANAGEMENT

The Metro is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters. During 1985, the Metro became a member of the Transit Mutual Insurance Corporation of Wisconsin (TMICOW). TMICOW was created by several governmental units within the State of Wisconsin to provide liability insurance services to its members. Metro pays premiums to TMICOW for its liability insurance coverage. The actuary for TMICOW determined charges to its members for the expected losses and loss adjustment expenses on which premiums are based. Premium charges for TMICOW are recorded as expenses of the Metro.

Metro also purchases commercial insurance policies for various property and other liability risks. Payment of premiums for these policies are also recorded as expenses of Metro.

B. CONTINGENCIES

The Metro participates in a number of federal and state assisted grant programs. These programs are subject to program compliance audits by the grantors or their representatives. An audit under the Uniform Guidance has been conducted but final acceptance is still pending. Accordingly, the Metro's compliance with applicable grant requirements will be established at some future date. The amount, if any, of expenses which may be disallowed by the granting agencies cannot be determined at this time although the Metro expects such amounts, if any, to be immaterial.

C. UPCOMING ACCOUNTING PRONOUNCEMENTS

In June 2017, the GASB issued Statement No. 87, *Leases*. The Statement establishes a single model for lease accounting based on the principle that leases are financings of the right to use an underlying asset. This statement is effective for reporting periods beginning after December 15, 2019. Metro is currently evaluating the impact this standard will have on the financial statements when adopted.

REQUIRED SUPPLEMENTARY INFORMATION

Transit Commission
City of Green Bay, Wisconsin

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)
WISCONSIN RETIREMENT SYSTEM
LAST 10 FISCAL YEARS

Plan Year Ending	Proportion of the Net Pension Liability (Asset)	Proportionate Share of the Net Pension Liability (Asset)	Covered Payroll (plan year)	Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability (Asset)
12/31/14	0.02112949%	$ (519,000)	$ 3,403,629	15.25%	102.74%
12/31/15	0.01930818%	313,750	3,229,044	9.72%	98.20%
12/31/16	0.02178115%	179,531	3,191,288	5.63%	99.12%
12/31/17	0.02203803%	(654,335)	3,336,388	19.61%	102.93%

SCHEDULE OF CONTRIBUTIONS
WISCONSIN RETIREMENT SYSTEM
LAST 10 FISCAL YEARS

Fiscal Year Ending	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	Covered Payroll (fiscal year)	Contributions as a Percentage of Covered Payroll
12/31/15	$ 219,575	$ 219,575	$ -	$ 3,229,044	6.80%
12/31/16	210,625	210,625	-	3,191,288	6.60%
12/31/17	226,874	226,874	-	3,336,388	6.80%
12/31/18	237,076	237,076	-	3,538,433	6.70%

The notes to the required supplementary information are an integral part of this schedule.

Transit Commission
City of Green Bay, Wisconsin

SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS
LAST 10 FISCAL YEARS

	2018	2017
Total OPEB Liability		
Service cost	$ 5,162	$ 3,962
Interest	1,103	1,358
Benefit payments	(14,865)	(5,320)
Changes of benefit terms	-	-
Differences between expected and actual experience	(4,897)	-
Changes of assumptions	-	-
Net change in total OPEB liability	(13,497)	-
Total OPEB Liability - beginning	35,914	35,914
Total OPEB Liability - ending	$ 22,417	$ 35,914
Covered-employee payroll	$ 3,336,388	$ 3,191,288
Metro's total OPEB liability as a percentage of covered-employee payroll	0.67%	1.13%

The notes to the required supplementary information are an integral part of this schedule.

A. OTHER POST EMPLOYMENT BENEFIT (OPEB) PLANS

Transit Commission, City of Green Bay, Wisconsin (the "Metro") maintains a Single-employer Defined Postemployment Benefit Plan. There were no changes to benefit terms in the current year.

B. WISCONSIN RETIREMENT SYSTEM

There were no changes of benefit terms for any participating employer in the WRS.

Metro is required to present the last ten fiscal years of data; however accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

ADDITIONAL INDEPENDENT AUDITORS' REPORT FOR FINANCIAL STATEMENTS

CliftonLarsonAllen LLP
CLAconnect.com

Independent auditors' report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*

To the Board of Commissioners
Transit Commission
City of Green Bay, Wisconsin

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Transit Commission, City of Green Bay, Wisconsin, (the "Metro") as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Metro's financial statements, and have issued our report thereon which included an emphasis of matter paragraph as indicated on page 2 dated May 8, 2019.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the Metro's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Metro's internal control. Accordingly, we do not express an opinion on the effectiveness of the Metro's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Metro's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the Metro's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Metro's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Metro's internal control and on compliance. Accordingly, this communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

Green Bay, Wisconsin
May 8, 2019

Transit Commission
City of Green Bay, Wisconsin

MANAGEMENT COMMUNICATIONS

December 31, 2018

Transit Commission
City of Green Bay, Wisconsin

DECEMBER 31, 2018

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CliftonLarsonAllen LLP
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To the Board of Commissioners
Transit Commission of the City of Green Bay
City of Green Bay, Wisconsin

We have audited the financial statements of the Transit Commission of the Metro of Green Bay, Wisconsin (the "Metro") as of and for the year ended December 31, 2018. The Metro's financial statements, including our report thereon dated May 8, 2019, are presented in a separate audit report document. Professional standards require that we provide you with the following information related to our audit.

OUR RESPONSIBILITIES UNDER U.S. GENERALLY ACCEPTED AUDITING STANDARDS, *GOVERNMENT AUDITING STANDARDS*, UNIFORM GUIDANCE AND *STATE SINGLE AUDIT GUIDELINES*

As stated in our engagement letter, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the Metro's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on major federal and state programs in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with Uniform Guidance and the *State Single Audit Guidelines*.

As part of obtaining reasonable assurance about whether the Metro's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with Uniform Guidance and the *State Single Audit Guidelines*, we examined, on a test basis, evidence about the Metro's compliance with the types of compliance requirements described in the "U.S. Office of Management and Budget (OMB) Compliance Supplement" and the *State Single Audit Guidelines* applicable to each of its major federal and state programs for the purpose of expressing an opinion on the Metro's compliance with those requirements. Metro's federal and state programs are included in the City of Green Bay, Wisconsin's single audit section in its comprehensive annual financial report. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the Metro's compliance with those requirements.

PLANNED SCOPE AND TIMING OF THE AUDIT

We performed the audit according to the planned scope and timing previously communicated to you in our correspondence about planning matters.

SIGNIFICANT AUDIT FINDINGS

Consideration of Internal Control

FINANCIAL STATEMENTS

In planning and performing our audit of the financial statements of the Metro as of and for the year ended December 31, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the Metro's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Metro's internal control. Accordingly, we do not express an opinion on the effectiveness of the Metro's internal control. Our report on internal control over financial reporting and on compliance and other matters is presented on pages 20 - 21 of the annual report.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified.

A deficiency in internal control exist when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Metro's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses.

FEDERAL AND STATE AWARDS

In planning and performing our audit of compliance for each major federal and state program, we considered the Metro's internal control over compliance (internal control) as a basis for designing audit procedures for the purpose of expressing our opinion on compliance requirements that could have a direct and material effect on each of the Metro's major federal and state programs for the year ended December 31, 2018, but not for the purpose of expressing an opinion on the effectiveness of the Metro's internal control. Accordingly, we do not express an opinion on the effectiveness of the Metro's internal control. Our report on internal control over compliance is presented in the City of Green Bay's comprehensive annual financial report.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that noncompliance of the Metro's major federal or state award programs will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Metro are described in Note 1 to the financial statements. We noted no transactions entered into by the Metro during the year for which there is a lack of authoritative guidance or consensus. To the best of our knowledge, all significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates included in the financial statements were:

- Management's estimate of the other postemployment benefits is based on an actuarial report. We evaluated the key factors and assumptions used to develop the other postemployment benefits in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the depreciable life of the capital assets is based upon analysis of the expected useful life of the capital assets. We evaluated the key factors and assumptions and the consistency in these factors and assumptions used to develop the depreciable life in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of accumulated sick leave is based upon analysis of the employees sick leave balance. We evaluated the key factors and assumptions and the consistency in these factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the net pension liability and related deferred outflows/inflows of resources is based on information received from the Wisconsin Retirement System. We evaluated the key factors and assumptions used to develop the net pension liability and related deferred outflows/inflows of resources in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 8, 2019. The management representation letter follows this communication.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Metro's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants. We were informed by management that there were no consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Metro's auditors. However, these discussions occurred in the normal course of our professional relationship and, to the best of our knowledge, our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the schedules relating to pensions and other postemployment benefits, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI. We compared the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the information and use of the Board of Commissioners, and management of Metro and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP

Green Bay, Wisconsin
May 8, 2019

New Accounting Standard

ACCOUNTING AND REPORTING FOR LEASES

In June 2017, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 87, *Leases*, which establishes a single model for lease accounting and revises reporting requirements.

Lease accounting is required when a government contracts to use another entity's equipment, building, or other nonfinancial assets for a specific period of time. Under the new guidance, a lease asset and a lease liability are recorded in the financial statements for this contract. The lease liability is calculated by including the following: fixed payments, variable payments, interest rate, purchase options, residual value guarantees, and termination or extension options. The lease liability is discounted and is amortized over the lease term. The lease asset is calculated by starting with the lease liability amount and adjusting for incentives and other costs and is amortized over the shorter of the lease term or the useful life of the underlying asset. The lease asset is reported in the financial statements as an intangible right to use asset, rather than a capital asset under current guidance. Footnote disclosures including lease assets by asset class and related accumulated amortization and future minimum payments among other details are required under the new Statement.

When the government is leasing one of its assets to another entity, a lease receivable and deferred inflow of resources related to the lease receivable is recorded. The lease receivable is calculated similar to the lease asset described above. The lease receivable is discounted and is amortized over the lease term. The deferred inflow of resources is calculated by starting with the lease receivable and adjusting for incentives and other payments. The deferred inflow would be recognized as an inflow of resources in a systematic and rational manner over the lease term.

Some contracts include a nonlease component such as maintenance services. The government will need to allocate the contract cost between the lease component and the nonlease component, unless it is not practicable to do so. If it is not practicable, the entire contract should be treated as a lease.

This new standard is effective for fiscal years beginning after December 15, 2019. Early adoption is encouraged by GASB. We recommend the Metro review the new standard, gather all lease contracts, and identify the terms and conditions of each contract, noting the lease term, all payments, and options in order to properly determine the value of each lease. The Metro should also review contracts that have both lease and nonlease components to determine if a price allocation is practicable.

APPENDIX

Green Bay Metro

Patricia Kiewiz
Transit Director

May 8, 2019

CliftonLarsonAllen LLP
2200 Riverside Drive
P.O. Box 23819
Green Bay, WI 54305-3819

This representation letter is provided in connection with your audit of the financial statements of the Transit Commission of the City of Green Bay, Wisconsin (the "Metro") as of December 31, 2018, and the respective changes in financial position and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of May 8, 2019, the following representations made to you during your audit of the financial statements as of and for the year ended December 31, 2018.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated November 16, 2018, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.

2. We acknowledge and have fulfilled our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

4. Significant assumptions used by us in making accounting estimates are reasonable.

5. Significant estimates have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. Significant estimates are estimates at the financial statement date that could change materially within the next year.

6. Related party relationships and transactions, including, but not limited to, revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.

7. No events, including instances of noncompliance, have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to, or disclosure in, the financial statements or in the schedule of findings and questioned costs reported in the City of Green Bay, Wisconsin's comprehensive annual financial report.

8. We have not identified or been notified of any uncorrected financial statement misstatements. In addition, you have proposed adjusting journal entries that have been posted to the entity's accounts. We have reviewed and approved those adjusting journal entries and understand the nature of the changes and their impact on the financial statements. We are in agreement with those adjustments and accept responsibility for them.

9. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, or which would affect federal or state award programs, and we have not consulted a lawyer, except for routine consultation with the City's attorney, concerning litigation, claims, or assessments..

10. Guarantees, whether written or oral, under which the entity is contingently liable, if any, have been properly recorded or disclosed in accordance with U.S. GAAP.

11. Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the financial statement date and have been reduced to their estimated net realizable value.

12. We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.

13. Capital assets have been evaluated for impairment as a result of significant and unexpected decline in service utility. Impairment loss and insurance recoveries have been properly recorded.

14. We believe that the actuarial assumptions and methods used to measure pension and other postemployment benefits (OPEB) liabilities and costs for financial accounting purposes are appropriate in the circumstances.

15. We do not plan to make frequent amendments to our pension or other postretirement benefit plans.

Information Provided

1. We have provided you with:

    a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters.

    b. Additional information that you have requested from us for the purpose of the audit.

    c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

   d. Complete minutes of the meetings of the Commission and related committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.

   e. All communications from regulatory agencies, grantors and other funding sources concerning noncompliance with, or deficiencies in, financial reporting practices.

   f. Access to all audit or relevant monitoring reports, if any, received from funding sources.

2. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal and state awards included in the City of Green Bay, Wisconsin's comprehensive annual financial report

3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

4. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:

   a. Management;

   b. Employees who have significant roles in internal control; or

   c. Others when the fraud could have a material effect on the financial statements.

5. We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, grantors, regulators, or others.

6. We have no knowledge of any instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse whose effects should be considered when preparing financial statements.

7. We have no knowledge of any instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse whose effects should be considered when preparing financial statements.

8. There are no other material liabilities or gain or loss contingencies that are required to be accrued or disclosed in accordance with U.S. GAAP.

9. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

10. The entity has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets, nor has any asset been pledged as collateral.

11. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

12. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to the Transit Commission, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.

13. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.

14. The entity has complied with all aspects of contractual or grant agreements that would have a material effect on the financial statements in the event of noncompliance.

15. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.

16. Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.

17. Provisions for uncollectible receivables have been properly identified and recorded.

18. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.

19. We have appropriately disclosed the entity's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.

20. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

21. As part of your audit, you prepared the draft financial statements and related notes. We have designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee your services; have made all management judgments and decisions; and have assumed all management responsibilities. We have evaluated the adequacy and results of the service. We have reviewed, approved, and accepted responsibility for those financial statements and related notes, and schedule of expenditures of federal awards and schedule of expenditures of state awards.

22. We have evaluated the adequacy and results of the depreciation services performed and accept responsibility for the results. We acknowledge our responsibility for our depreciation schedules and have determined the methods and rates of depreciation and the salvage values used in the calculations. We have designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee your depreciation services; have made all significant management judgments and decisions; and have assumed all management responsibilities.

23. In regards to the proposing of routine adjusting, correcting and closing entry services performed by you, we have:

    a. Made all management judgments and decisions and assumed all management responsibilities.

    b. Designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee the services.

    c. Evaluated the adequacy and results of the services performed.

    d. Accepted responsibility for the results of the services.

24. With respect to federal and state award programs:

    a. We are responsible for understanding and complying with, and have complied with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration including requirements relating to preparation of the schedules of expenditures of federal and state awards.

    b. We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (SEFA) and related notes in accordance with the requirements of the Uniform Guidance and the schedule of expenditures of state awards (SESA) in accordance with the requirements of the *State Single Audit Guidelines*, and we believe the SEFA and SESA, including their form and content, are fairly presented in accordance with the Uniform Guidance and the *State Single Audit Guidelines*. The SEFA and SESA for Metro is included in the City of Green Bay, Wisconsin's comprehensive annual financial report. The methods of measurement and presentation of the SEFA and SESA have not changed from those used in the prior period, and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the SEFA and SESA.

    c. We will make the audited financial statements readily available to the intended users of the SEFA and SESA no later than the date the City of Green Bay, Wisconsin issues the SEFA and SESA and the auditors' report thereon.

    d. We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance and *State Single Audit Guidelines* compliance audit, and included in the SEFA and SESA expenditures made during the audit period for all awards provided by federal and state agencies in the form of federal or state awards, federal or state cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.

    e. We are responsible for understanding and complying with, and have complied with, the requirements of federal and state statutes, regulations, and the terms and conditions of federal and state awards related to each of our federal and state programs related to Metro and have identified and disclosed to you the requirements of federal and state statutes, regulations, and the terms and conditions of federal and state awards that are considered to have a direct and material effect on each major federal and state program.

f. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal and state programs that provides reasonable assurance that we are managing our federal and state awards in compliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards that could have a material effect on our federal and state programs. We believe the internal control system is adequate and is functioning as intended.

g. We have made available to you all federal and state awards (including amendments, if any) and any other correspondence with federal and state agencies or pass-through entities relevant to federal and state programs and related activities.

h. We have received no requests from a federal or state agency to audit one or more specific programs as a major program.

i. We have complied with the direct and material compliance requirements including when applicable, those set forth in the *OMB Compliance Supplement* and the *State Single Audit Guidelines*, relating to federal and state awards of Metro and confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal and state awards.

j. We have disclosed to you any communications from federal and state awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditors' report.

k. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditors' report.

l. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E).

m. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.

n. We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal and state program financial reports and claims for advances and reimbursements.

o. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.

p. There are no known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.

q. We have disclosed to you whether any changes in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies and/or material weaknesses in internal control over compliance, have occurred subsequent to the period covered by the auditors' report.

r. Federal and state program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.

s. The copies of federal and state program financial reports provided to you are true copies of the reports submitted, or electronically transmitted, to the respective federal or state agency or pass-through entity, as applicable.

t. We have charged costs to federal and state awards in accordance with applicable cost principles.

25. We agree with the findings of specialists in evaluating the other postemployment benefit and pension benefits and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialist.

Signature: ____ Title: Transit Director
Patty Kiewiz

Green Bay Metro

Patricia Kiewiz
Transit Director

May 8, 2019

CliftonLarsonAllen LLP
2200 Riverside Drive
P.O. Box 23819
Green Bay, WI 54305-3819

This representation letter is provided in connection with your audit of the financial statements of the Transit Commission of the City of Green Bay, Wisconsin (the "Metro") as of December 31, 2018, and the respective changes in financial position and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of May 8, 2019, the following representations made to you during your audit of the financial statements as of and for the year ended December 31, 2018.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated November 16, 2018, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.

2. We acknowledge and have fulfilled our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

4. Significant assumptions used by us in making accounting estimates are reasonable.

5. Significant estimates have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. Significant estimates are estimates at the financial statement date that could change materially within the next year.

6. Related party relationships and transactions, including, but not limited to, revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.

7. No events, including instances of noncompliance, have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to, or disclosure in, the financial statements or in the schedule of findings and questioned costs reported in the City of Green Bay, Wisconsin's comprehensive annual financial report.

8. We have not identified or been notified of any uncorrected financial statement misstatements. In addition, you have proposed adjusting journal entries that have been posted to the entity's accounts. We have reviewed and approved those adjusting journal entries and understand the nature of the changes and their impact on the financial statements. We are in agreement with those adjustments and accept responsibility for them.

9. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, or which would affect federal or state award programs, and we have not consulted a lawyer, except for routine consultation with the City's attorney, concerning litigation, claims, or assessments..

10. Guarantees, whether written or oral, under which the entity is contingently liable, if any, have been properly recorded or disclosed in accordance with U.S. GAAP.

11. Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the financial statement date and have been reduced to their estimated net realizable value.

12. We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.

13. Capital assets have been evaluated for impairment as a result of significant and unexpected decline in service utility. Impairment loss and insurance recoveries have been properly recorded.

14. We believe that the actuarial assumptions and methods used to measure pension and other postemployment benefits (OPEB) liabilities and costs for financial accounting purposes are appropriate in the circumstances.

15. We do not plan to make frequent amendments to our pension or other postretirement benefit plans.

Information Provided

1. We have provided you with:

    a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters.

    b. Additional information that you have requested from us for the purpose of the audit.

    c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

d. Complete minutes of the meetings of the Commission and related committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.

e. All communications from regulatory agencies, grantors and other funding sources concerning noncompliance with, or deficiencies in, financial reporting practices.

f. Access to all audit or relevant monitoring reports, if any, received from funding sources.

2. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal and state awards included in the City of Green Bay, Wisconsin's comprehensive annual financial report

3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

4. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:

   a. Management;

   b. Employees who have significant roles in internal control; or

   c. Others when the fraud could have a material effect on the financial statements.

5. We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, grantors, regulators, or others.

6. We have no knowledge of any instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse whose effects should be considered when preparing financial statements.

7. We have no knowledge of any instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse whose effects should be considered when preparing financial statements.

8. There are no other material liabilities or gain or loss contingencies that are required to be accrued or disclosed in accordance with U.S. GAAP.

9. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

10. The entity has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets, nor has any asset been pledged as collateral.

11. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

12. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to the Transit Commission, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.

13. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.

14. The entity has complied with all aspects of contractual or grant agreements that would have a material effect on the financial statements in the event of noncompliance.

15. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.

16. Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.

17. Provisions for uncollectible receivables have been properly identified and recorded.

18. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.

19. We have appropriately disclosed the entity's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.

20. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

21. As part of your audit, you prepared the draft financial statements and related notes. We have designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee your services; have made all management judgments and decisions; and have assumed all management responsibilities. We have evaluated the adequacy and results of the service. We have reviewed, approved, and accepted responsibility for those financial statements and related notes, and schedule of expenditures of federal awards and schedule of expenditures of state awards.

22. We have evaluated the adequacy and results of the depreciation services performed and accept responsibility for the results. We acknowledge our responsibility for our depreciation schedules and have determined the methods and rates of depreciation and the salvage values used in the calculations. We have designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee your depreciation services; have made all significant management judgments and decisions; and have assumed all management responsibilities.

23. In regards to the proposing of routine adjusting, correcting and closing entry services performed by you, we have:

    a. Made all management judgments and decisions and assumed all management responsibilities.

    b. Designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee the services.

    c. Evaluated the adequacy and results of the services performed.

    d. Accepted responsibility for the results of the services.

24. With respect to federal and state award programs:

    a. We are responsible for understanding and complying with, and have complied with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration including requirements relating to preparation of the schedules of expenditures of federal and state awards.

    b. We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (SEFA) and related notes in accordance with the requirements of the Uniform Guidance and the schedule of expenditures of state awards (SESA) in accordance with the requirements of the *State Single Audit Guidelines*, and we believe the SEFA and SESA, including their form and content, are fairly presented in accordance with the Uniform Guidance and the *State Single Audit Guidelines*. The SEFA and SESA for Metro is included in the City of Green Bay, Wisconsin's comprehensive annual financial report. The methods of measurement and presentation of the SEFA and SESA have not changed from those used in the prior period, and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the SEFA and SESA.

    c. We will make the audited financial statements readily available to the intended users of the SEFA and SESA no later than the date the City of Green Bay, Wisconsin issues the SEFA and SESA and the auditors' report thereon.

    d. We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance and *State Single Audit Guidelines* compliance audit, and included in the SEFA and SESA expenditures made during the audit period for all awards provided by federal and state agencies in the form of federal or state awards, federal or state cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.

    e. We are responsible for understanding and complying with, and have complied with, the requirements of federal and state statutes, regulations, and the terms and conditions of federal and state awards related to each of our federal and state programs related to Metro and have identified and disclosed to you the requirements of federal and state statutes, regulations, and the terms and conditions of federal and state awards that are considered to have a direct and material effect on each major federal and state program.

f. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal and state programs that provides reasonable assurance that we are managing our federal and state awards in compliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards that could have a material effect on our federal and state programs. We believe the internal control system is adequate and is functioning as intended.

g. We have made available to you all federal and state awards (including amendments, if any) and any other correspondence with federal and state agencies or pass-through entities relevant to federal and state programs and related activities.

h. We have received no requests from a federal or state agency to audit one or more specific programs as a major program.

i. We have complied with the direct and material compliance requirements including when applicable, those set forth in the *OMB Compliance Supplement* and the *State Single Audit Guidelines*, relating to federal and state awards of Metro and confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal and state awards.

j. We have disclosed to you any communications from federal and state awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditors' report.

k. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditors' report.

l. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E).

m. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.

n. We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal and state program financial reports and claims for advances and reimbursements.

o. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.

p. There are no known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.

q. We have disclosed to you whether any changes in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies and/or material weaknesses in internal control over compliance, have occurred subsequent to the period covered by the auditors' report.

r. Federal and state program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.

s. The copies of federal and state program financial reports provided to you are true copies of the reports submitted, or electronically transmitted, to the respective federal or state agency or pass-through entity, as applicable.

t. We have charged costs to federal and state awards in accordance with applicable cost principles.

25. We agree with the findings of specialists in evaluating the other postemployment benefit and pension benefits and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialist.

Signature: Patty Kiewiz (signed) Title: Transit Director
Patty Kiewiz

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
May 15, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # D.2.

Discussion/Action: Access Control System

BACKGROUND

Green Bay Metro staff has worked with the city Purchasing Dept. on updating the access to the Metro facility. The system would replace the current system that is 10 years old. As repairs arise, parts for the current system are no longer available.

Metro will be utilizing federal grants that will absorb 80% of the cost and the remaining 20% will be local dollars.

RECOMMENDATION

Staff recommends the approval to LaForce, Inc., the lowest, responsive, responsible vendor.

FISCAL IMPACT

ATTACHMENTS

1. Copy of #3132 Proposal Summary Preliminary Score Card

ACCESS CONTROL SYSTEM SOLUTION
RFP#3132
Consensus Scoring Sheet

Total Possible Points	MINIMUM SPECIFICATIONS	Highest Score LaForce Inc. Green Bay RS2 Technologies	--------> Camera Corner Paxton
25	**Access Control System (ACS) System Usability,Expandability,Functionality, Coverage & Support**	**24**	20
25	**Software Management & End-User Ease of Use and Learnability**	**23**	21
20	**References including City of Green Bay, Capability and Experience of Vendor/Staff**	**20**	20
20	**Pricing**	**20.00**	18.16
10	**Quality of Comprehensive Implementation Plan**	**8.00**	10.00
	Vendor Scores **Total possible points = 100**	**95.00**	89.16
	Cost	$66,478.00	$73,220.75

Pricing is Total **Cost of Ownership** for five (5) years.
Baycom I added $500.00 to their submitted price, because they only included cost for 100 fobs not both fobs & cards.
LaForce added $829 to price, they did not have price of Fobs/cards in cost.

RECOMMENDATION:
Award this project to : LaForce Inc. Green Bay for $66,478.

NOTES: The City issued a Request for Propsal (RFP) and received five (5) proposals. One vendor's proposal was considered non-responsive.The team scored the remaining four (4) proposals and choose the two (2) highest scoring vendors (per evaluation criteria in the RFP) for presentations/demonstrations on their solution.

Vendor's oral presentations/demonstrations were held the week of 4/22/2019. The evaluation team met and discussed the vendor's proposals, design solutions and their oral presentations/ demonstrations. The team scored each vendor per the evaluation criteria and determined LaForce, Inc. Green Bay to provide the best overall design solution and value for this project.

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
May 15, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # D.3.

Discussion/Action: Bus Purchase

BACKGROUND

Green Bay Metro has received grant dollars to allow for the purchase of 7 new buses. Four buses are from the VW settlement with the State of WI and the remaining three is utilizing 5339 federal money. The federal 5339 program is 80% federal and 20% local match.

RECOMMENDATION

Staff recommends the approval for the purchase of seven (7) new buses from Gillig, LLC. with an amount not to exceed $3,325,000.00 Purchase will be made utilizing the State of Wisconsin Heavy Duty Bus Procurement contract.

FISCAL IMPACT

ATTACHMENTS

1. Price Variance2019 - Rev1

PRICE VARIANCE
12/18/2018
GREEN BAY, WI OFF STATE OF WISCONSIN (WISDOT) CONTRACT
(6) 35' LOW FLOOR BUSES, SN: TBD

ITEM	STATE OF WISCONSIN	GREEN BAY, WI	VARIANCE
BRT STYLING PACKAGE	NOT INCLUDED	LOW FLOOR PLUS	INCL
ENGINE	CUMMINS L9, 280 HP	CUMMINS L9, 280 HP	-
AUXILIARY ENGINE OIL FILTER	NOT INCLUDED	SPINNER II	931.00
COOLANT FILTER	STD FLEETGUARD	STD FLEETGUARD	-
ENGINE FUEL FILTER	STD FLEETGUARD	STD FLEETGUARD	-
STARTER	DELCO 42MT	DELCO 42MT	-
AIR RESTRICTION INDICATOR	DONALDSON INFORMER	DONALDSON INFORMER	-
ENGINE BLOCK HEATER	NOT INCLUDED	NOT REQUIRED	-
RADIATOR	MODINE E-FAN (ELECTRIC)	EMP MINI-HYBRID	2,930.00
E-COAT RAD/CAC, HYD COOLER	INCLUDED	REQUIRED	-
RADIATOR TANK GUARD	NOT INCLUDED	NOT REQUIRED	-
ALTERNATOR	DELCO 50DN+ (450 AMP)	EMP (500 AMP)	181.00
ENGINE OIL EXTRACTOR PORT	NOT INCLUDED	NOT REQUIRED	-
TRANSMISSION	VOITH D864.6	ALLISON B400R	3,829.00
FUEL SENSE 2.0 MAX	NOT INCLUDED	REQUIRED	551.00
TRANS OIL EXTRACTOR PORT	NOT INCLUDED	NOT REQUIRED	-
BRAKES	DRUM, W/S-CAM	DRUM, W/S-CAM	-
AXLE HUB SEALS	C/R OIL SEALS	C/R OIL SEALS	-
WHEEL MOUNTING	HUB PILOTED	HUB PILOTED	-
MAGNETIC AXLE DRAIN PLUGS	INCLUDED	REQUIRED	-
HUBODOMETER	NOT INCLUDED	ENGLER	63.00
HUBODOMETER GUARD	NOT INCLUDED	REQUIRED	125.00
AUTO TRACTION CONTROL	INCLUDED	REQUIRED	-
ADDITIONAL FRONT AXLE MUD GUARD	NOT INCLUDED	REQUIRED	225.00
ELECTRIC STEERING ASSIST	NOT INCLUDED	NOT REQUIRED	-
FUEL FILL	(1) GRAVITY FILL	(1) EMCO WHEATON	379.00
FUEL GAUGE	NOT INCLUDED	NOT REQUIRED	-
S.W.A.T. SWITCH	NOT INCLUDED	REQUIRED	220.00
REAR RUN BOX OIL & TEMP GAUGES	ELECTRICAL	ELECTRICAL	-
REAR HAND THROTTLE	NOT INCLUDED	NOT REQUIRED	-
ELECTRICAL TOW CONNECTION	NOT INCLUDED	NOT REQUIRED	-
BATTERIES	(2) DEKA 8D	KBI KAPOWER ULTRA CAP & (2) GROUP 31 BATTERIES	3,620.00
FRONT BATTERY JUMP START CONN	NOT INCLUDED	NOT REQUIRED	-
REAR BATTERY JUMP START CONN	ANDERSON 350	ANDERSON 350	-
ENGINE SKID PROTECTION	NOT INCLUDED	NOT REQUIRED	-
A-POST SKID PLATES	NOT INCLUDED	NOT REQUIRED	-
WHEELCHAIR RAMP	LIFT-U, LU-18	LIFT-U, LU-18	-
HVAC MOTORS (TK - T14)	EBM BRUSHLESS	EBM BRUSHLESS	-
HVAC COMPRESSOR (TK)	X430	S391	1,063.00
REFRIGERANT PRESSURE DISPLAY	INCLUDED	NOT REQUIRED	(285.00)
FRESH AIR MAKE-UP	NOT INCLUDED	NOT REQUIRED	-
DRIVERS HEATER MOTORS	MCC BRUSHLESS	MCC BRUSHLESS	-
AUXILIARY COOLANT HEATER	PROHEAT X45 PLUS	PROHEAT X45 PLUS	-
FRONT STEP HEATER	NOT INCLUDED	REQUIRED	313.00
EXIT DOOR HEATER	NOT INCLUDED	REQUIRED	386.00
UNDERSEAT HEATER	NOT INCLUDED	REQUIRED	386.00
DASH MOUNTED DRIVERS FAN	NOT INCLUDED	(2)	178.00
REAR DOOR	34" SWING OPEN	34" SWING OPEN	-
REAR DOOR CONTROLS	FULL DRIVER CONTROL	FULL DRIVER CONTROL	-
EXTERIOR FRONT DOOR VALVE	NOT INCLUDED	NOT REQUIRED	-
WHEELS	(6) STEEL WHEELS	(7) STEEL WHEELS	113.00
TIRES	(6) GILLIG FURNISHED	(7) CUSTOMER FURNISHED	(3,811.00)
TRW EASY STEER, ELECTRIC ASSISTED STEERING COLUMN	NOT INCLUDED	REQUIRED	2,550.00

PRICE VARIANCE
12/18/2018
GREEN BAY, WI OFF STATE OF WISCONSIN (WISDOT) CONTRACT
(6) 35' LOW FLOOR BUSES, SN: TBD

ITEM	STATE OF WISCONSIN	GREEN BAY, WI	VARIANCE
ELECTRICAL EQUIPMENT CABINET	44" TALL, W/2 COOLING FANS	44" TALL, W/2 COOLING FANS	-
INTERIOR AD FRAMES	NOT INCLUDED	NOT REQUIRED	-
EXTERIOR AD FRAME - SS	NOT INCLUDED	30X144	335.00
EXTERIOR AD FRAME - CS	NOT INCLUDED	21X72	226.00
EXTERIOR AD FRAME - REAR	NOT INCLUDED	21X72	226.00
SCHEDULE RACKS	NOT INCLUDED	NOT REQUIRED	-
DRIVERS SEAT	RECARO ERGO METRO, W/ HEADREST & LAP BELT, W/SEAT BELT ALARM	USSC 9100, W/ HEADREST & LAP BELT, W/SEAT BELT ALARM	189.00
VERTICAL STANCHIONS	SSTL	SSTL	-
VERTICAL STANCHIONS MOUNTED AT FRONT WHEEL WELLS	INCLUDED	REQUIRED	-
PASSENGER SIGNALS	PULL CORDS	PULL CORDS	-
REAR DOOR STOP REQUEST	ON EXIT DOOR STANCHION	ON EXIT DOOR STANCHION	-
OVERHEAD NYLON GRAB STRAPS	(10)	(8)	(20.00)
HEADLAMPS	(2) LED (LOW BEAMS) & (2) HALOGEN (HIGH BEAMS)	(4) HALOGEN (LOW AND HIGH BEAMS)	(341.00)
LED INTERIOR LIGHTS	DINEX I/O	DINEX I/O	-
PLEASURE RADIO & ANTENNA	NOT INCLUDED	NOT REQUIRED	-
2-WAY RADIO & ANTENNA	NOT INCLUDED	NOT REQUIRED	-
PUBLIC ADDRESS	STD REI P/A	PART OF ITS	-
ITS SYSTEM	NOT INCLUDED	NOT REQUIRED	-
HEATED DESTINATION SIGN GLASS	NOT INCLUDED	REQUIRED	214.00
DEST SIGNS (FRONT & CURBSIDE)	LUMINATOR AMBER LED	TWIN VISION AMBER LED	-
REAR RUN SIGN	NOT INCLUDED	REQUIRED	1,230.00
DASH MTD FRONT RUN SIGN	NOT INCLUDED	TWIN VISION AMBER LED	594.00
FAREBOX	NOT INCLUDED	NOT REQUIRED	-
FAREBOX GUARD	NOT INCLUDED	NOT REQUIRED	-
CEILING MTD FAREBOX LAMP	INCLUDED	REQUIRED	-
TRANSFER CUTTER	NOT INCLUDED	NOT REQUIRED	-
MANUAL PASSENGER COUNTER	NOT INCLUDED	NOT REQUIRED	-
FLOORING MATERIAL	ALTRO TRANSFLOR	ALTRO TRANSFLOR	-
ROOF HATCHES	(2) MANUAL OPEN/CLOSE	(2) MANUAL OPEN/CLOSE	-
STREETSIDE EXTERIOR MIRROR	SAFE FLEET, 10X11, 1-PC, W/MANUAL CONTROLS	8X15 (2-PC) REMOTE, HEATED	50.00
STREETSIDE EXTERIOR MIRROR	SAFE FLEET, 10X11, 1-PC, W/REMOTE CONTROLS	8X15 (2-PC) REMOTE, HEATED	50.00
FIRE SUPPRESSION SYSTEM - DIESEL	NOT INCLUDED	NOT REQUIRED	-
TRAFFIC LIGHT PREEMPTION	NOT INCLUDED	NOT REQUIRED	-
VIDEO SURVEILLANCE SYSTEM	NOT INCLUDED	SEON 8-CAMERA SYSTEM, W/HX16 2X1 TB DVR	6,334.00
BIKE RACK	NOT INCLUDED	SPORTWORKS, VELO PORTER 2	1,224.00
BIKE RACK MIRROR	NOT INCLUDED	NOT REQUIRED	-
BIKE RACK DEPLOYED LAMP	NOT INCLUDED	NOT REQUIRED	-
MEDICAL AID KIT	NOT INCLUDED	24-UNIT	69.00
BLOODBORN PATHOGEN KIT	NOT INCLUDED	NOT REQUIRED	-
DRIVERS DASH GAUGES	(4)	(5)	50.00
ADJUSTABLE PEDALS	NOT INCLUDED	REQUIRED	1,155.00
CUP HOLDER	NOT INCLUDED	BIG GULP	35.00
EXTERIOR PAINT	(1) COLOR	(3) COLOR	3,528.00
EXTERIOR GRAPHICS	BUS #'S ONLY	GREEN BAY, WI DESIGN (BUDGETARY)	2,460.00
ROOF NUMBERS	NOT INCLUDED	NOT REQUIRED	-
WARRANTY (FULL COACH)	12 MONTHS / 50,000 MILES	12 MONTHS / 50,000 MILES	-
WARRANTY (BODY STRUCTURE)	36 MONTHS / 150,000 MILES	36 MONTHS / 150,000 MILES	-
WARRANTY (STRUCTURAL INTEGRITY DUE TO CORROSION)	144 MONTHS / 500,000 MILES	7 YRS / 350,000 MILES	(300.00)
WARRANTY (DIESEL ENGINE)	60 MONTHS / 300,000 MILES	2 YRS / UNLIMITED MILES	(5,202.00)

PRICE VARIANCE
12/18/2018
GREEN BAY, WI OFF STATE OF WISCONSIN (WISDOT) CONTRACT
(6) 35' LOW FLOOR BUSES, SN: TBD

ITEM	STATE OF WISCONSIN	GREEN BAY, WI	VARIANCE
WARRANTY (TRANSMISSION)	24 MONTHS / 150,000 MILES	24 MONTHS / 150,000 MILES	-
WARRANTY (HVAC & COMP)	24 MONTHS / UNL MILES	36 MONTHS / UNL MILES	1,764.00
WARRANTY (WHEELCHAIR RAMP)	24 MONTHS / UNL MILES	36 MONTHS / UNL MILES	300.00

TOTAL GREEN BAY, WI VARIANCES	28,117.00
STATE OF WISCONSIN (WISDOT) 35' LOW FLOOR BASE UNIT PRICE	377,758.00
DELIVERY	4,935.00
CURRENT GREEN BAY, WI 35' LOW FLOOR BASE UNIT PRICE (EXCLUDING SEATS AND WINDOWS)	410,810.00
(29') PASSENGER USSC GEMINI WITH (2) Q'PODS & QUANTUM SEAT FLOOR PLAN (SL-71513-146-CONCEPT 2)	16,815.00
WINDOWS TO AROW GLOBAL BONDED (FLUSH MOUNT TRANSOM WINDOWS) (35')	6,916.00
GREEN BAY, WI 35' LOW FLOOR ADJUSTED PRICE	434,541.00
PPI 1413 ADJUSTMENT 249.5 (OCT '18) / 239.6 (JUN '17) = 4.13%	17,947.00
GREEN BAY, WI 35' LOW FLOOR CURRENT PRICE (12/18/2018)	**452,488.00**

QUOTED OPTIONS TO BE CONSIDERED:

AIR DISC BRAKES	3,277.00

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
May 15, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # D.4.

Discussion/Action: Green Bay Metro's Drug and Alcohol Policy - Revised

BACKGROUND

April 23, 2019 DOT issued a final ruling to reflect minor technical corrections governing drug testing for safety-sensitive employees. Staff revised the Green Bay Metro Drug and Alcohol Policy to reflect this change. Page 10 of the policy was modified to reflect opioids instead of opiates to meet FTA compliance.

RECOMMENDATION

Staff recommends the Commission approve the amended Green Bay Metro Drug and Alcohol Policy.

FISCAL IMPACT

ATTACHMENTS

1. Drug and Alcohol Policy 5-15-19 DRAFT

Green Bay METRO

DRUG & ALCOHOL POLICY

May 15, 2019

GREEN BAY METRO TRANSIT (GBM)
Acknowledgement of Employer's Drug and Alcohol Testing Policy

I, ____, the undersigned, hereby acknowledge that I have received a copy of the anti-drug and alcohol misuse program policy mandated by the US Department of Transportation, Federal Transit Administration for all covered employees who perform a safety-sensitive function. I understand this policy is required by 49 CFR Part 655, as amended, and has been duly adopted by the governing board of the employer. Any provisions contained herein which are not required by 49 CFR Part 655 or 49 CFR Part 40, as amended, that have been solely imposed on the authority of the employer are designated as such on the policy document.

I further understand that receipt of this policy constitutes a legal notification of the contents, and that it is my responsibility to become familiar with and adhere to all provisions contained therein. I will seek and get clarifications for any questions from the employer contact person listed in this policy. I also understand that compliance with all provisions contained in the policy is a condition of my employment.

I further understand that the information contained in the approved policy dated____________________________________, is subject to change, and that any such changes, or addendum, shall be given to me in a manner consistent with the provision of 49 CFR Part 655, as amended.

____ __________________________

Signature of Employee Date

Table of Contents

GREEN BAY METRO TRANSIT (GBM)
Drug & Alcohol Policy

1.0 Policy Statement

The Green Bay Transit Commission adopted the GBM Policy on Drug and Alcohol Abuse on 19 September 2007. GBM is dedicated to providing safe, dependable and economical transportation services in the greater Green Bay metropolitan area. GBM's employees are its most valuable resource, and it is our goal to provide a healthy, satisfying work environment, which promotes personal opportunities for growth. In meeting these goals, it is our policy to:

1. Ensure that employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner;
2. Create a workplace environment free from the adverse effects of drug abuse and alcohol misuse;
3. Prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances; and
4. To encourage employees to seek professional assistance any time personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.

1.0 Purpose

The purpose of this policy is to assure worker fitness for duty and to protect our employees, passengers, and the public from the risks posed by the misuse of alcohol and use of prohibited drugs. This policy is also intended to comply with all applicable federal regulations governing workplace anti-drug and alcohol programs in the transit industry. The Federal Transit Administration (FTA) has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result. The U. S. Department of Transportation (DOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens. In addition, the federal government published 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA. This policy incorporates those requirements for safety-sensitive employees and others when so noted.

3.0 Applicability

This policy applies to all safety-sensitive transit system employees, paid part-time employees, volunteers, contract employees and contractors when they are on transit property or when performing any transit-related, safety-sensitive business. This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Contract employees will not be permitted to conduct transit business if found to be in violation of this policy. Non-safety sensitive employees are subject to this policy as noted.

In addition to being subject to all other elements of this policy, employees who perform "safety sensitive functions" for GBM, as that term is defined in the FTA regulations (49 CFR Part 655), are subject to random drug and alcohol testing and other special requirements set forth in this policy. Generally, a safety-sensitive function occurs when an employee is performing, ready to perform or immediately available to perform any duty related to safe operation of mass transit services. The following are safety-sensitive functions:

1. Operation of a revenue service vehicle, whether or not such vehicle is in revenue service.
2. Controlling dispatch or movement of a revenue service vehicle.
3. Maintaining revenue service vehicles or equipment used in revenue service.
4. Operating a non-revenue service vehicle when required to be operated by a holder of a CDL.
5. Carrying a firearm for security purposes.
6. Supervising, where the supervisor performs any function listed in items 1-5 above.
7. Contractors acting as transit system employees.

GBM has reviewed the actual duties performed by employees in all job classifications to determine which employees perform safety-sensitive functions, and has determined which job functions may require the performance of safety-sensitive duties. An analysis will be performed if any new job classifications are developed to determine if the new job classifications should be considered safety-sensitive.

A list of safety-sensitive positions is included at the end of this policy.

Participation in Metro's drug and alcohol testing program is a requirement of each safety-sensitive employee and thus, is a condition of employment.

4.0 <u>Prohibited Substances</u>

Prohibited substances addressed by this policy include the following:

4.1 <u>Illegally Used Controlled Substances or Drugs</u>

GBM adheres to the Code of Federal Regulations, 49 CFR, Part 40.

4.2 <u>Legal Drugs</u>

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, employees are required to report to their supervisor any medication, prescribed and/or over the counter medications which may interfere with the safe and effective performance of their job duties. Educational information regarding prescription and over-the-counter medications should be obtained from either a health care professional or pharmacist. The use of any substance which carries a warning label that indicates that mental functions, motor skills, or judgment may be adversely affected must be discussed by employees with their appropriate health care professional before performing work-related duties. Employees are urged strongly to seek and obtain medical advice prior to using prescription or over-the-counter drugs that may adversely affect his/her ability to safely operate or maintain vehicles. Employees are required to provide a Supervisor with written documentation from a health care professional stating the employee can perform their specific job while taking the medication.

A legally prescribed drug means that the individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. If the employee tests positive for drugs, he/she must provide, within 24 hours, a valid prescription. A valid prescription includes the patient's name, the name of the substance, quantity/amount to be taken, and the time period of the authorization. The misuse or abuse of legal drugs while performing transit business, in uniform or on transit property, is prohibited.

4.3 Alcohol

The use of beverages containing alcohol or substances including any medication, mouthwash, food, candy or any other substance, such that alcohol is present in the body while performing transit business, is prohibited. The concentration of alcohol is expressed in terms of grams of alcohol per 210 liter of breath as measured by a breath-testing device.

5.0 Prohibited Conduct

5.1 Manufacture, Trafficking, Possession and Use

All transit system employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of prohibited substances on transit authority premises, in transit vehicles, in uniform, or while on transit authority business. Employees who violate this provision will be terminated. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

5.2 Intoxication/Under the Influence

Any safety-sensitive or non-safety-sensitive employee who is reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance, or not fit for duty shall be suspended from job duties pending an investigation and verification of condition. Employees who fail to pass a drug or alcohol test shall be removed from duty and referred to a Substance Abuse Professional (SAP). Failure of an employee to obtain a SAP evaluation and/or failure to follow the SAP's recommended treatment plan will be cause for termination of employment. A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in 49 CFR Part 40, as amended. Non-safety-sensitive employees are exempt under FTA regulations, but are governed under GBM's own policy authority as noted.

5.3 Alcohol Use

No safety-sensitive or non-safety-sensitive employee should report for duty or remain on duty when his/her ability to perform assigned duties is adversely affected by alcohol or when his/her breath alcohol concentration is 0.04 or greater. No safety-sensitive or non-safety-sensitive employee shall use alcohol while on duty, in uniform, while performing safety-sensitive functions, or just before performing a safety-sensitive function. No safety-sensitive employee shall use alcohol within four hours of reporting for duty, eight hours following an accident, or during the hours that they are on call. Violation of these provisions is prohibited and is cause for termination of employment. Non-safety-sensitive employees are exempt under FTA regulations, but are governed under GBM's own policy authority as noted.

Not Negative Alcohol Test

(0.02 - 0.04) If an employee tests between 0.02 and 0.04 on an alcohol test, the employee will be removed from service for eight hours or unless a retest results in a concentration of less than 0.02. This absence will be considered an unexcused absence or miss out subject to GBM's disciplinary procedures.

5.4 Compliance with Testing Requirements

Under FTA guidelines, all safety-sensitive employees will be subject to urine drug testing and breath alcohol testing. Any safety-sensitive employee who refuses to comply with a request for testing (pre-employment, random, post accident or reasonable suspension) shall be removed from duty, and consequences will be assessed. GBM will consider the test refusal to be a positive test, and the employee will be provided with a list of Substance Abuse Professionals (SAP) for evaluation. Failure of an employee to obtain an SAP evaluation and/or failure to follow the SAP's recommended treatment plan will be cause for termination of employment. Any safety-sensitive employee who is suspected of providing false information in connection with a test, or who is suspected of falsifying test results through tampering, contamination, adulteration, or substitution will be required to undergo an observed collection. Verification of these actions will result in the employee's removal from duty and his/her employment terminated. Refusal can include an inability to provide a sufficient urine specimen or breath sample without a valid medical explanation, as well as, a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.

Several behaviors may constitute a refusal to submit to a test. They are defined below:

A covered employee fails to provide a urine sample as required by 49 CFR Part 40, without a valid medical explanation, after he or she has received notice of the requirement to be tested in accordance with the provisions of this subpart, or engages in conduct that clearly obstructs the testing process.
An employee is considered to have refused to test if he/she fails to do the following:

§ 40.191 What is a refusal to take a DOT drug test, and what are the consequences?

(a) As an employee, you have refused to take a drug test if you:

(1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA (see §40.61(a));
(2) Fail to remain at the testing site until the testing process is complete; Provided, That an employee who leaves the testing site before the testing process commences (see §40.63 (c)) for a pre-employment test is not deemed to have refused to test;
(3) Fail to provide a urine specimen for any drug test required by this part or DOT agency regulations; Provided, That an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences (see §40.63 (c)) for a pre-employment test is not deemed to have refused to test;
(4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen (see §§40.67(l) and 40.69(g));
(5) Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see §40.193(d)(2));
(6) Fail or decline to take an additional drug test the employer or collector has directed you to take (see, for instance, §40.197(b));
(7) Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under §40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment. If there was no contingent offer of employment, the MRO will cancel the test; or
(8) Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
(9) For an observed collection, fail to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
(10) Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
(11) Admit to the collector or MRO that you adulterated or substituted the specimen.
(b) As an employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.
(c) As an employee, if you refuse to take a drug test, you incur the consequences specified under DOT agency regulations for a violation of those DOT agency regulations.

§ 40.261 What is a refusal to take an alcohol test, and what are the consequences?

(a) As an employee, you are considered to have refused to take an alcohol test if you:

(1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA (see §40.241(a));

(2) Fail to remain at the testing site until the testing process is complete; Provided, That an employee who leaves the testing site before the testing process commences (see §40.243(a)) for a pre-employment test is not deemed to have refused to test;

(3) Fail to provide an adequate amount of saliva or breath for any alcohol test required by this part or DOT agency regulations; Provided, That an employee who does not provide an adequate amount of breath or saliva because he or she has left the testing site before the testing process commences (see §40.243(a)) for a pre-employment test is not deemed to have refused to test;

(4) Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see §40.265(c));

(5) Fail to undergo a medical examination or evaluation, as directed by the employer as part of the insufficient breath procedures outlined at §40.265(c);

(6) Fail to sign the certification at Step 2 of the ATF (see §§40.241(g) and 40.251(d)); or

(7) Fail to cooperate with any part of the testing process.

(b) As an employee, if you refuse to take an alcohol test, you incur the same consequences specified under DOT agency regulations for a violation of those DOT agency regulations.

5.5 <u>Treatment Requirements</u>

All employees are encouraged to make use of the available resources for treatment of alcohol misuse, legal, and illegal drug use problems. Under certain circumstances, employees may be required to undergo treatment for substance abuse or alcohol misuse as explained in this policy. Any safety-sensitive employee who refuses or fails to comply with the SAP's requirements for treatment, after care or return-to-duty directives, will be cause for termination of employment. Non-safety-sensitive employees also must adhere to these same guidelines. Non-safety sensitive employees are exempt under FTA guidelines, but adherence is regulated by GBM's own policy authority. The employee's insurance provider will coordinate the cost of the treatment or rehabilitation services. Employees who do not have health insurance coverage are responsible for the entire cost of any recommended treatment or rehabilitation services.

5.6 <u>Notifying GBM of Criminal Drug Conviction</u>

Apart from FTA regulations, but under GBM's own authority, all employees are required to notify GBM of any criminal drug statute conviction for a violation within five working days after such conviction.

5.7 Proper Application of the Policy

GBM is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/ manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination of employment.

5.8 Voluntary Treatment

GBM encourages employees to seek treatment voluntarily. Any employee who comes forth and notifies GBM of an alcohol or chemical abuse problem will be provided assistance. This assistance will include a mandatory referral to GBM's Substance Abuse Professional (SAP) at GBM's expense. Employees are encouraged but not mandated to follow the SAP's recommended treatment plan. An appropriate leave of absence may be granted for treatment and rehabilitation. Payment for treatment will be coordinated through the employee's health insurance provider. Employees who do not have health insurance coverage are responsible for the entire cost of any recommended treatment or rehabilitation services.

Voluntary requests for treatment must be made prior to any pending drug/alcohol test or disciplinary action. Employees will not be disciplined for requesting treatment, but will be expected to observe job performance standards and work rules as they apply to every employee. Any decision to seek help through GBM will not interfere with an employee's eligibility for promotional opportunities. Confidentiality of information will be maintained at all times.

5.9 Non-Safety-Sensitive Employees

Apart from FTA regulations, but under GBM's own authority, non-safety-sensitive employees who have a positive drug or alcohol test will be referred to GBM's Substance Abuse Professional (SAP) for assessment. GBM will assist and encourage non-safety-sensitive employees to comply with the SAP's recommended treatment plan. Employees will be expected to observe job performance standards and work rules as they apply to every employee. Depending upon the non-safety-sensitive employee's job duties, GBM reserves the right to remove the employee from his/her position and place the employee on an appropriate leave of absence. GBM's Designated Employer Representative (DER) will determine if the non-safety-sensitive employee is capable of safely and satisfactorily performing his/her essential job functions as outlined in the employee's job description.

5.10 Confidentiality

GBM affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process. Laboratory reports or test results shall not appear in an employee's general personnel file. Information of this nature will be contained in a separate confidential medical folder that will be kept under the control of the GBM Human Resources

Department. The reports or test results may only be disclosed without an employee's consent when:

- The information is compelled by law or by judicial or administrative process;
- The information has been placed at issue in a formal dispute between the employee and employer.

Employee must sign a separate release every time substance testing information is to be disclosed. The employee must sign releases any time information is to be released to the employee, union representatives, subsequent employers, and to any other third party designated by the employee.

5.11 Employee Access to Records

An employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records and records of laboratory certifications.

6.0 Testing Procedures

Urine drug testing and breath testing for alcohol may be conducted when circumstances warrant or as required by federal regulations. All safety-sensitive employees shall be subject to drug testing prior to employment, for reasonable suspicion, random, and following an accident as defined in Section 6.2, 6.3, 6.4, 6.5 and 6.6 of this policy. Non-safety-sensitive employees will be subject to all testing except follow-up, return-to-duty and random testing under GBM's own authority and not FTA regulations.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities that have been approved by the U. S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40, as amended. The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. An initial drug screen will be conducted on each urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR Part 40, as amended. In instances where there is reason to believe an employee is abusing a substance other than the five drugs listed above, apart from FTA regulations, GBM reserves the right to test for additional drugs under GBM's own authority using standard laboratory testing protocols.

All drug testing laboratory results will only be released to and reviewed by a qualified Medical Review Officer (MRO) in order to verify and validate test results. The MRO will release findings only to a Designated Employer Representative (DER). A MRO shall be a licensed physician who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result.

Before verifying that an employee has a positive test result, the MRO is responsible for contacting any such employee, on a direct and confidential basis, to determine whether the employee wishes to discuss the test or present a legitimate explanation for the positive result. An MRO staff person may make the initial contact, but they are prohibited from gathering medical information. If, after reasonable efforts, the MRO is unable to reach the employee directly, the MRO may contact GBM's DER for assistance in contacting the employee. GBM's DER will take maximum precautions to preserve the confidentiality to the MRO contact.

If, after making all diligent and reasonable efforts, neither the MRO nor GBM's DER are able to contact the employee within ten (10) days of the date the MRO received the confirmed positive test result from the laboratory, the MRO may verify the test result as positive. The MRO may also verify the test result as positive if the employee does not contact the MRO within three (3) days of being contacted by GBM's DER or the employee expressly declines the opportunity to discuss the test result. The MRO may reopen the verification of positive test if the employee presents documentation of serious injury or illness or other circumstances that unavoidably prevented the employee from being contacted within the designated time period, and if the employee then presents a legitimate (in the MRO's opinion) explanation for the positive test, the MRO shall declare the test to be negative.

The MRO will review and interpret an individual's medical history, including any medical records and biomedical information provided; affording the individual an opportunity to discuss the test result; and decide whether there is a legitimate medical explanation for the result, including legally prescribed medication.

The MRO can declare a test invalid or canceled based on the regulations specified in 49 CFR Part 40. A canceled/invalid test is considered neither a positive nor a negative test. An example of a canceled test is a urine sample being rejected by the laboratory. The MRO shall cancel the test and report the cancellation and the reasons for it to the FTA, employer, and employee. A negative dilute specimen will not require a retest.

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved evidential breath-testing device (EBT) operated by a trained breath alcohol technician (BAT). All breath alcohol test results will be reported only by an MRO or BAT to a Designated Employer Representative (DER). If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. A safety-sensitive or non-safety-sensitive employee who has a confirmed alcohol concentration of greater than 0.02 but less than 0.04 will be removed from his/her position for eight hours unless a retest results in a concentration measure of less then 0.02. The inability to perform a safety-sensitive or non-safety-sensitive duty due to an alcohol test result greater than 0.02 but less than 0.04 will be considered an unexcused absence or miss out subject to GBM's disciplinary procedures. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy and a violation of the requirements set forth in 49 CFR Part 655 for safety-sensitive employees. Any safety-sensitive or non-safety-sensitive employee that has a confirmed positive drug or alcohol test will be removed from his/her position, informed of educational and rehabilitation programs available and referred to a Substance Abuse Professional (SAP) for assessment. Non-safety-sensitive employees are exempt under FTA regulations, but are governed under GBM's own policy authority.

GBM does not use the practice known as a Stand-down. A Stand-down is the procedure of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test result.

6.1 <u>Compensation for Testing</u>

GBM will pay employees for drug or alcohol testing according to the following:

Paid Testing: (random, reasonable suspicion, post injury and post-accident testing) Employees will be paid from the time they are notified of the testing and relieved of job duties or from the time they leave GBM property until such time as they are released by the supervisor escorting the employee. In the case of alcohol testing at GBM, the employee will be paid from the time they report to the appropriate office until they have completed the test.

Unpaid Testing: (pre-employment, pre-promotion or transfer, and return-to-work) Pre-employment, pre-promotion or transfer and return-to-work testing will not be paid.

6.2 <u>Split Specimen Testing</u>

Any safety-sensitive or non-safety-sensitive employee who questions the results of a required drug test under paragraphs 6.2 through 6.8 of this policy may request that an additional test be conducted. This test must be conducted at a different DHHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the original sample. All costs for such testing are paid by the employer. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted if the delay was due to documented facts that were beyond the control of the employee. Non-safety-sensitive employees are exempt under FTA regulations, but adherence is regulated by GBM's own policy authority.

6.3 <u>Pre-Employment Testing</u>

All safety-sensitive and non-safety-sensitive position applicants shall undergo urine drug testing immediately following the conditional offer of employment or transfer into a safety-sensitive position. Receipt by the transit system of a negative drug test result is required prior to employment. Pre-employment drug tests may be administered only after the applicant has signed a consent form. Non-safety-sensitive applicants are tested apart from FTA regulations, but under GBM's own policy. Failure of a pre-employment drug test will disqualify an applicant for employment at GBM for at least six months. GBM will reconsider a safety-sensitive applicant's application for employment under the following conditions:

1. At least six months has lapsed between applications;
2. The applicant can show proof of successfully completing a substance abuse treatment program;
3. The applicant must pass a new drug test;
4. The applicant must be willing to be subjected to the random testing program devised for employees who have tested positive.

When a covered employee has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and the employee has not been in the employer's random selection pool during this time, the employer shall ensure that the employee takes a pre-employment drug test with a verified negative result.

6.4 <u>Other Testing</u>

Under GBM's own policy authority and not FTA's regulation all safety-sensitive and non-safety sensitive employees may be required to submit to drug testing in conjunction with any required physical examination. Required physical examinations may include but are not limited to worker compensation injuries or any leave of absence of 30 days or more. In addition, employees who are unavailable to perform their safety-sensitive job duties for a period of thirty (30) days or more are subject to a non-DOT drug test under GBM authority.

6.5 <u>Reasonable Suspicion Testing</u>

All safety-sensitive and non-safety sensitive employees may be subject to a fitness-for-duty evaluation, and urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance. Apart from FTA regulations, non- safety sensitive employees are governed under GBM's own policy authority. A reasonable suspicion referral for testing will be made on the basis of specific, contemporaneous, and articulate observations concerning appearance, behavior, speech, or body odors of the employee consistent with possible drug use or alcohol misuse. An employee is reasonably suspected of prohibited drug use or alcohol misuse when a trained supervisor or other GBM authorized official can:

- Substantiate specific behaviors that may indicate drug use or alcohol misuse.
- Identify job performance problems that may indicate prohibited drug use or alcohol misuse.
- Actually observe physical indications that prohibited drug use or alcohol misuse may be occurring.

A supervisor or other GBM authorized official must make reasonable suspicion referrals. To make reasonable suspicion determinations, supervisors must be trained on the facts, circumstances, physical evidence, physical signs and symptoms, or patterns of performance and/or behaviors associated with drug use and/or alcohol misuse. One supervisor will complete the GBM's "Reasonable Suspicion" form, but two or more trained supervisors may participate in the reasonable suspicion determination process. A copy of the completed form will be provided to the employee.

6.6 <u>Post-Accident Testing</u>

All safety-sensitive employees will be required to undergo a urine drug test and breath alcohol test if they are involved in an FTA accident with a GBM transit vehicle (regardless of whether or not the vehicle is in revenue service). An FTA accident is defined as an occurrence associated with the operation of a revenue service vehicle that results in a fatality, in injuries requiring immediate treatment at a medical treatment facility; or one or more of the involved vehicles incur disabling damage that requires towing from the site. Safety-sensitive employees that are on duty in the vehicle and any safety-sensitive employee whose performance could have contributed to the accident will be tested. Accident does not necessarily mean collision. If an individual falls on a vehicle and needs to be transported to a hospital, then an accident has occurred and a post-accident test is required unless the driver can be completely discounted as a contributing factor to the accident. This definition only applies to non-fatal accidents. Fatal accidents will result in safety-sensitive employees being tested as outlined below.

Following an FTA accident, the safety-sensitive employee will be required to submit to a drug and alcohol test. Post-Accident testing is stayed while an employee assists in resolution of the accident or receives medical attention following the accident. However, employees must remain readily available during the time periods stated below. Post-accident testing will be done within two hours, and no later than (8) eight hours after the accident for alcohol testing and (32) thirty-two hours after the accident for drug testing. Any testing not conducted within these time limits will be documented to state the reason why. An employee involved in an accident must not use alcohol until after the employee undergoes alcohol testing or eight hours have elapsed, which ever comes first.

Nothing in this policy shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care. However, any employee who under the above circumstance fails to remain available for drug and alcohol testing (including notifying GBM of his/her location), or who otherwise leaves the scene of the accident without appropriate authorization prior to drug and alcohol testing, will be considered to have refused the test. 49 CFR Part 40 allows GBM to acquire post-accident test results obtained by Federal, State, or local law enforcement personnel in instances where GBM is unavailable to perform post-accident testing. The results of a blood, urine or breath test for the use of prohibited drugs and alcohol misuse, conducted by Federal, State or local officials having independent authority for the test shall be considered to meet the FTA requirements provided such tests conform to the applicable Federal, State or local testing requirements and that the test results are obtained by GBM.

6.7 Random Testing

In accordance with 49 CFR Part 655, employees in safety-sensitive positions will be subjected to random, unannounced and unpredictable testing. The selection of safety-sensitive employees for random drug and alcohol testing will be made using a scientifically-valid method that ensures each covered employee that they will have an equal chance of being selected each time selections are made. The random tests will be unannounced and conducted at all times of day when safety-sensitive functions are preformed. The FTA determines the testing percentages annually and Metro will test in accordance with FTA requirements. All safety-sensitive employees will be placed in a common selection pool. Each employee in this pool will be matched with a unique random selection number. Through the use of a computer-based random number generation program, the required number of persons will be selected for each testing cycle throughout the year. All employees in the pool will remain in the random selection pool at all times throughout the year regardless of whether or not they have been previously selected. Employees who are not available for testing during the testing period will be removed from the random pool prior to the random selection drawing occurring. GBM's Personnel Director or DER will access the selection pool numbers. Notification will be made to those who must submit a specimen or complete an alcohol breath test. The test may be completed prior to, during or after the employee's work shift. The employee will be immediately escorted to the medical facility for the test. As soon as the urine specimen is collected or breath test is completed the employee will be required to return to work, unless the breath test is not negative. Management will not exercise any discretion in the random process. Upon notification of a selection, the employee must be escorted to an authorized testing facility.

7.0 Employment Assessment

Any safety-sensitive employee, who tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR Part 40, as amended, will be referred for evaluation to a Substance Abuse Professional (SAP). A SAP is a licensed or certified physician, psychologist, social worker, employee assistance professional or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol or drug related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited drug use or alcohol misuse. The employee’s insurance provider may coordinate the cost of treatment or rehabilitation services. Employees who do not have health coverage are responsible for the entire cost of any treatment or rehabilitation services.

7.1 Consequences of a Positive Test

Effective October 1, 2007, GBM instituted and will maintain a zero tolerance policy for the following types of tests: Pre-employment, post-accident, random, return-to-work, and reasonable suspicion. A verified positive test for any of these tests will result in an employee’s immediate termination of employment with GBM.

8.0 Contacts

Any questions regarding this policy or any other aspect of GBM's substance abuse program should be addressed to the following transit system representatives:

Drug and Alcohol Program Manager and Designated Employer Representative:

Name:	Patricia Kiewiz
Title:	Transit Director
Address:	901 University Avenue, Green Bay, WI 54302
Telephone Number:	(920) 448-3455
FAX Number:	(940) 448-3461

Assistant Drug and Alcohol Program Manager and Designated Employer Representative:

Name:	Essie Fels
Title:	Paratransit Coordinator
Address:	901 University Avenue, Green Bay, WI 54302
Telephone Number:	(920) 448-3452
FAX Number:	(940) 448-3461

A complete copy of regulation 49 CFR Part 40, as amended, is available for review in the GBM Administration office.

Medical Review Officer:

Name:	Larry Studt, M.D.
Title:	MRO
Address:	Prevea Clinic, PO Box 19070, Green Bay, WI 54307
Telephone Number:	(920) 496-4729
FAX Number:	(920) 496-4792

Name:	Lindo Go, M.D.
Title:	MRO
Address:	Prevea Clinic, PO Box 19070, Green Bay, WI 54307
Telephone Number:	(920) 496-4729
FAX Number:	(920) 496-4792

Name:	Donna Habeck M.D.
Title:	MRO
Address:	Prevea Clinic, PO Box 19070, Green Bay, WI 54307
Telephone Number:	(920) 496-4729
FAX Number:	(920) 496-4792

Name:	Richard Tovar M.D.
Title:	MRO
Address:	Prevea Clinic, PO Box 19070, Green Bay, WI 54307

Telephone Number: (920) 496-4729
FAX Number: (920) 496-4792

Or successors

Substance Abuse Professionals

A list of SAP's will be provided upon request or circumstance.

9.0 Adoption and Revision History

Approved by the Green Bay Transit Commission on 19 September 2007.
Updated and approved by the Green Bay Transit Commission on 16 June 2010.
Updated and approved by the Green Bay Transit Commission on 20 October 2010.
Updated and approved by the Green Bay Transit Commission on 21 March 2012.
Updated and approved by the Green Bay Transit Commission on 21 August 2013.
Updated and approved by the Green Bay Transit Commission on 20 January 2016.
Updated and approved by the Green Bay Transit Commission on 20 December 2017.
Updated and approved by the Green Bay Transit Commission on XX XXXXX 2019.

APPENDIX A: SAFETY SENSITIVE POSITION LISTING

GREEN BAY METRO TRANSIT (GBM)
Safety-Sensitive Positions

Transportation:
Fixed Route Bus Operator (Full-Time)
Fixed Route Dispatcher (Full-Time)
Fixed Route Dispatcher (Part-Time)
Fixed Route Operations Supervisor (Full-Time)

Paratransit:
Paratransit Bus Operator (Full-Time)
Paratransit Bus Operator (Part-Time)
Paratransit Dispatcher (Full-Time)
Paratransit Dispatcher (Part-Time)
Paratransit Route Supervisor (Full-Time)
Paratransit Scheduler (Part-Time)
Paratransit Scheduler (Full-Time)

Maintenance:
Maintenance Manager (Full-Time)
Mechanics (Full-Time)
Fueler (Full-Time)

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
May 15, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # D.5.

Discussion/Action: Office Summer Hours

BACKGROUND

Director Kiewiz will discuss implementing summer office hours for Green Bay Metro.

RECOMMENDATION

Staff recommends the approval of summer office hours.

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
May 15, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # D.6.

Discussion/Action: Creative Artwork on Bus Shelters

BACKGROUND

Green Bay Metro and Green Bay Public Art Commission has partnered to place artwork throughout Green Bay. Together we will be seek visual artist to submit their artwork for possible placement on bus shelters. Deadline to submit will be July 13, 2019. The goal is to work in transforming ordinary objects of urban infrastructure into something fun and unique, enhancing our public spaces.

The cost for the art work will be from the Community Development Block Grant, through the Redevelopment Association.

RECOMMENDATION

Staff recommends approval.

FISCAL IMPACT

ATTACHMENTS

1. Call for Art-Bus Shelter Art

CALL FOR ART: GB METRO ART PROJECT

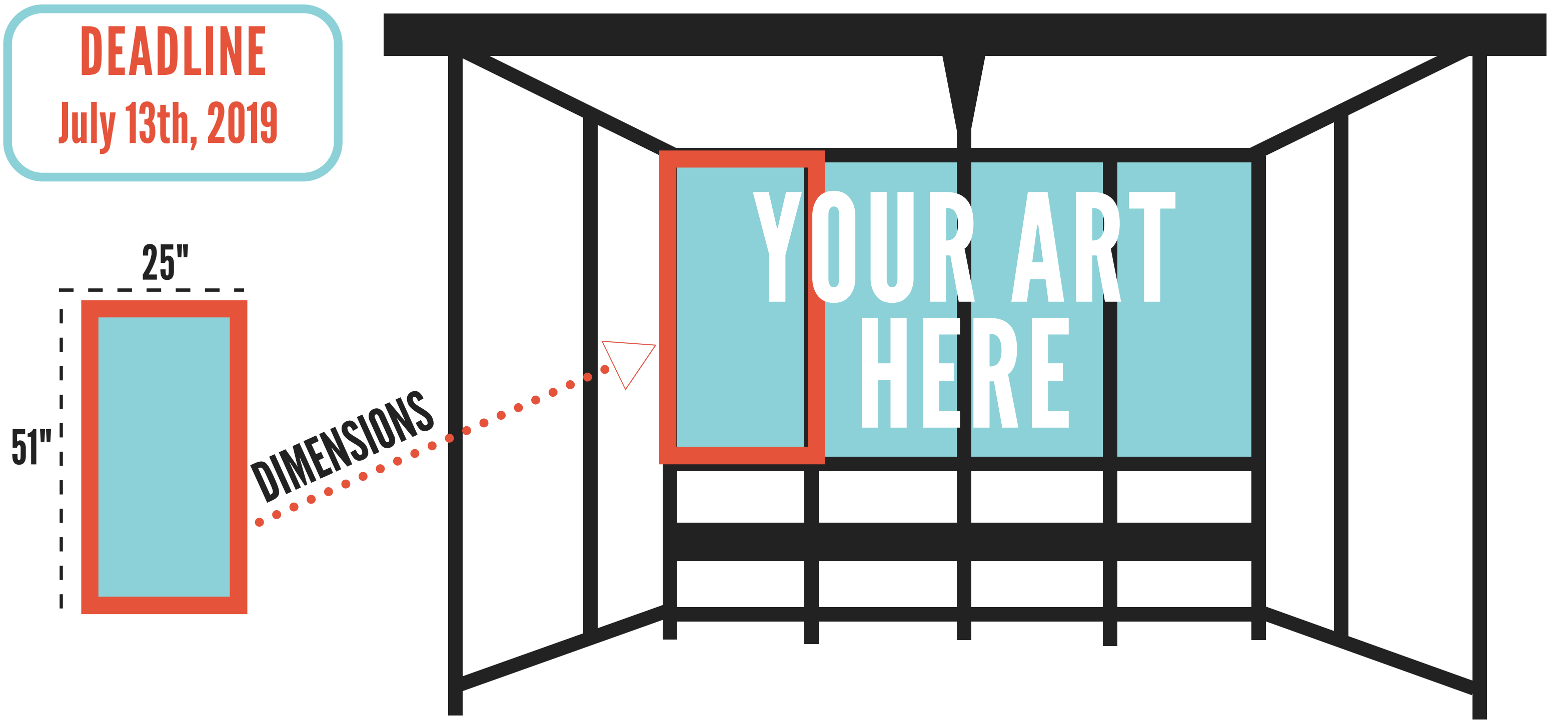
GREEN BAY PUBLIC ARTS COMMISSION

Green Bay Metro

Green Bay Public Arts Commission
100 North Jefferson Street - Room 608
Green Bay, WI 54301-5026
Phone: (920).448.3142
http://greenbaywi.gov/pac

Green Bay Metro
901 University Ave
Green Bay, WI 54302
Phone: (920).448.3450
http://greenbaywi.gov/231/Metro-Transit

DEADLINE
July 13th, 2019



CALL FOR ENTRIES

The Green Bay Public Arts Commission (GBPAC) is partnering with Green Bay Metro to place artwork throughout Green Bay. We are seeking visual artists to submit their artwork for possible placement on bus shelters located in Green Bay. Together we hope to give Green Bay artists the opportunity to transform ordinary objects of urban infrastructure into something fun and unique, enhancing our public spaces.

Chosen artists will be expected to submit their images in a high resolution digital format upon request (not at time of application). Artists will be paid a $200 licensing fee for rights to use their image on the bus shelter and in promotional materials.

This program is intended to highlight, encourage and promote Green Bay artists by giving them the opportunity to present their artwork publicly.

SELECTION PROCESS

The GBPAC and members from Green Bay Metro will review applications and invite up to 10 final artists to provide high resolution images (for enlargement to at least 51" x 100"). Final selected artists will each receive a licensing fee of $200 per image upon completion of an art release/waiver. Location, layout, number of pieces, and length of artwork installation will be determined by the City of Green Bay and members from Green Bay Metro. GBPAC and Green Bay Metro have the right to decline all submissions and retract this call for entries for any reason at any time.

HOW TO SUBMIT

All application materials must be received via email or physical copy by midnight on July 13, 2019. Applicants with technical limitations, and for general questions, please contact Public Arts Coordinator: laurasc@greenbaywi.gov

GB METRO ART PROJECT

APPLICATION SUBMISSION

All applicants are encouraged to contact the Public Arts Coordinator (laurasc@greenbaywi.gov) prior to submittal to discuss their application. Submit the following materials (NOTE: Use label text shown in italics, replace ***JDoe*** with your first initial and last name.)

A. Cover Letter: including Artist's Name, home address, email address, telephone number, as well as a statement of interest and brief description of the artwork. One page maximum - standard type. ***A_Cover_JDoe.pdf***

B. Image List: including information on title, size, and media of artwork. ***B_Imagelist_JDoe.pdf***

C. Work Samples: up to 10 images per artist will be reviewed. ***C_Worksample1_JDoe.jpg, C_Worksample2_JDoe.jpg, etc.***

All application materials listed above must be received via email by midnight on the day of the deadline. Applicants with technical limitations, please contact the Public Arts Coordinator laurasc@greenbaywi.gov.
Submit your application materials as an attachment in an email.

To do so, use the following steps:

1. Open a new email message window in your preferred email program.

2. Click on the menu item with a paperclip icon that says "Attach a file" or something similar (e.g., "Attach Files")

3. Select your files/folders you wish to attach and click "Open" or "Choose File" or another similar button to attach the file to your email.

4. Continue composing your email and send(Send the email to laurasc@greenbaywi.gov with a subject line of: GB Metro Art Project – John Doe)

GUIDELINES FOR ART SELECTION

The GBPAC and members from Green Bay Metro will select art based upon the following considerations:

- The images submitted are high quality and engaging.
- Images can reflect concepts of the Green Bay community, Wisconsin, unity, and positivity.
- Preference will be given to art focusing on diversity and cultures within our community.
- Artwork must be appropriate for public viewing
- Art submitted for consideration should be able to translate well to a bus shelter. Design must cover back window panels (approx. 4 windows at 25x51" each) and should account for the metal frame in between.

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
May 15, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # E.1.

TMI Driver Safety Award

BACKGROUND

Green Bay Metro has received First Place in the Transit Mutual Insurance 2018 Driving Incentive Program. Green Bay Metro is part of Division 4, which is over 1,000,000 miles traveled. Metro had one reportable accident in 2018.

This is a great accomplishment for all of Metro staff.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

1. 2018-02-19 DRINC Report_

2018 Driving Incentive Program

As of: February 28, 2019

Division 1

Member	Miles*	All Accidents	Ratio
Merrill	66,048	0	0
Fond du Lac	165,000	0	0
Northwoods	240,000	3	80,000
Beloit	295,375	1	295,375

Division 2

Member	Miles*	All Accidents	Ratio
BART (ASH)	345,000	1	345,000
Stevens Point	366,938	1	366,938
Manitowoc	376,892	1	376,892
Wausau	441,283	0	0
Janesville	453,111	2	226,556

Division 3

Member	Miles*	All Accidents	Ratio
Namekagon	497,706	1	497,706
Eau Claire	685,963	5	137,193
Sheboygan	746,969	4	186,742
Waukesha	779,370	1	779,370
La Crosse	790,525	2	395,263

Division 4

Member	Miles*	All Accidents	Ratio
Appleton	930,775	5	186,155
Racine	1,158,548	8	144,819
Green Bay	1,192,495	1	1,192,495
Kenosha	1,213,651	7	173,379
Madison	6,600,000	28	235,714

*Miles used to calculate the 2018 Premium are used to determine the winners

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
May 15, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # E.2.

Operational Reports

BACKGROUND

Operational report is included.

Staff will be available to answer any questions.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

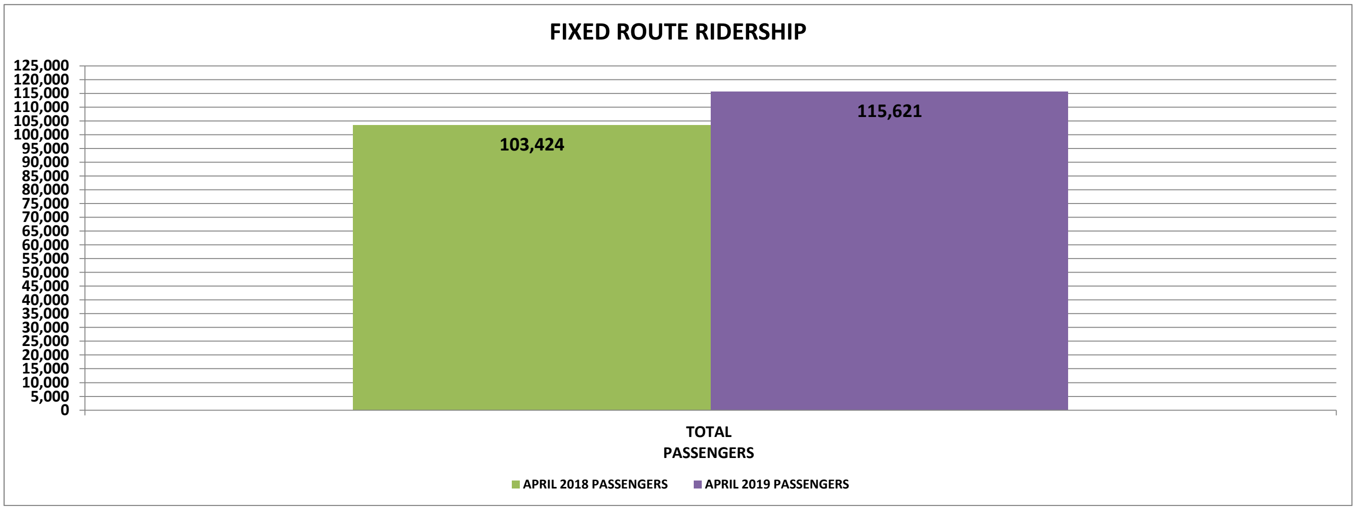
ATTACHMENTS

1. 2019 Ridership Report

FIXED ROUTE RIDERSHIP

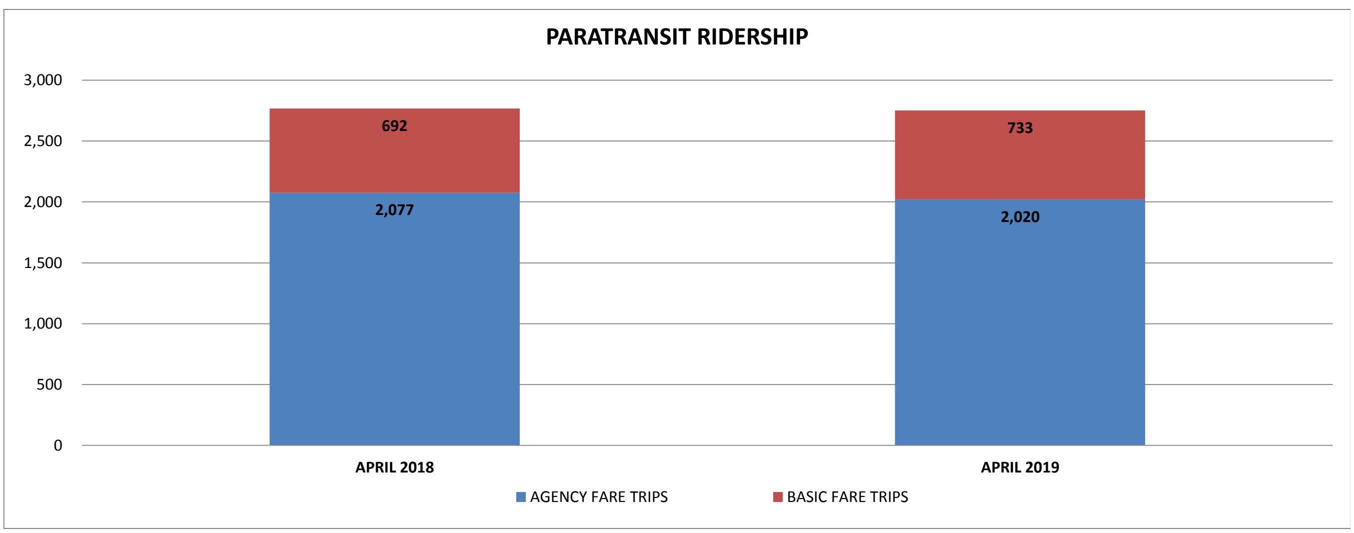
	ADULT CASH	ADULT PASS	COLLEGE STUDENT PASS	WEEK PASS	ADULT DAY PASS	STUDENT DAY PASS	REDUCED DAY PASS	ADULT SINGLE	STUDENT CASH	STUDENT PASS	STUDENT SINGLE	E&D CASH	E&D PASS	E&D SINGLE	REVENUE PASSENGERS
APRIL 2018	2,686	28,594	1,252	2,356	14,629	400	6,438	6	340	459	2	342	10,687	2	68,193
APRIL 2019	2,393	29,986	1,238	3,804	17,051	415	6,750	9	290	406	4	412	10,812	2	73,572
CHANGE '18-'19	(293)	1,392	(14)	1,448	2,422	15	312	4	(50)	(53)	2	70	125	0	5,379
	-10.9%	4.9%	-1.1%	61.5%	16.6%	3.8%	4.8%	62.5%	-14.7%	-11.5%	62.5%	20.5%	1.2%	0.0%	7.9%

	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
APRIL 2018	8,311	0	0	1,186	1,111	11	10,619	1,275	22,311	1,026	0	0	24,612	103,424
APRIL 2019	10,625	0	0	1,367	1,713	4,659	18,364	1,403	21,232	1,050	0	0	23,685	115,621
CHANGE '18-'19	2,314	0	0	181	602	4,648	7,745	128	(1,079)	24	0	0	(927)	12,197
	27.8%	#DIV/0!	#DIV/0!	15.3%	54.2%	42254.5%	72.9%	10.0%	-4.8%	2.3%	100.0%	100.0%	-3.8%	11.8%



PARATRANSIT

	AGENCY FARE TRIPS	BASIC FARE TRIPS	TOTAL TRIPS	BASIC FARE	AGENCY FARE	TOTAL FARES
APRIL 2018	2,077	692	2,769	$ 8,307	$ 24,861	$ 33,168
APRIL 2019	2,020	733	2,753	$ 8,259	$ 30,279	$ 38,538
CHANGE '18-'19	(57)	41	(16)	$ (48)	$ 5,418	$ 5,370
	-2.7%	5.9%	-0.6%	-0.6%	21.8%	16.2%



COMMENTS:

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
May 15, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # E.3.

Financial Report

BACKGROUND

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

Staff will be available to answer any questions.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

1. 3 - March 2019 Financials

Green Bay Metro Transit Commission
Financial Report
January -March 2019

EXPENSES

ACCOUNT DESCRIPTION	2019 MARCH	2018 MARCH	+/-	%	2019 BUDGET	% OF BUDGET
Wages & Salaries	**654,284.77**	**611,144.71**	43,140	7.1%	**3,726,621**	**17.6%**
Fringe Benefits	**393,655.01**	**363,230.07**	30,425	8.4%	**1,533,682**	**25.7%**
Other Employment Expenses	**9,426.42**	**11,608.29**	(2,182)	-18.8%	**42,350**	**22.3%**
Contract Services	**5,966.42**	**8,673.55**	(2,707)	-31.2%	**266,840**	**2.2%**
Materials & Supplies	**169,331.39**	**151,311.94**	18,019	11.9%	**998,979**	**17.0%**
Building & Equip Maintenance	**44,643.61**	**83,133.95**	(38,490)	-46.3%	**304,500**	**14.7%**
Utilities	**24,432.94**	**23,915.82**	517	2.2%	**109,261**	**22.4%**
Insurance	**171,377.96**	**170,962.86**	415	0.2%	**137,935**	**124.2%**
Miscellaneous	**38.10**	**24.60**	14	35.4%	**300**	**12.7%**
Paratransit Services	**148,028.49**	**187,250.61**	(39,222)	-20.9%	**1,270,000**	**11.7%**
Subrecipient Expenses	**-**	**-**	-	0.0%	**-**	**0.0%**
TOTAL	**1,621,185.11**	**1,611,256.40**	**9,929**	**0.6%**	**8,390,468**	**19.3%**

REVENUES

ACCOUNT DESCRIPTION	2019 MARCH	2018 MARCH	+/-	%	2019 BUDGET	% OF BUDGET
Federal Operating Asst	**198,626.00**	**-**	198,626	100.0%	**2,326,078**	**8.5%**
State Operating Asst	**-**	**-**	-	0.0%	**2,326,078**	**0.0%**
Other Local Municipalities	**108,609.59**	**138,960.28**	(30,351)	-27.9%	**555,842**	**19.5%**
Green Bay	**312,000.00**	**318,750.00**	(6,750)	-2.2%	**1,561,073**	**20.0%**
Farebox Revenue-Fixed Route	**166,406.80**	**157,337.87**	9,069	5.4%	**660,000**	**25.2%**
Farebox Revenue-Paratransit	**56,317.00**	**112,183.00**	(55,866)	-99.2%	**564,000**	**10.0%**
College Program Fares	**3,535.00**	**2,363.00**	1,172	33.2%	**-**	**0.0%**
TMI Refund	**-**	**83,359.00**	(83,359)	0%	**-**	**0.0%**
Non-Transportation Revenue	**7,144.70**	**23,731.39**	(16,587)	-232.2%	**21,400**	**33.4%**
State Fuel Refund	**-**		-	0.0%	**-**	**0.0%**
Advertising	**28,411.00**	**30,870.29**	(2,459)	-8.7%	**100,000**	**28.4%**
Greyhound Commission	**2,611.14**	**8,168.03**	(5,557)	-212.8%	**50,000**	**5.2%**
Partnership Contributions	**417.00**	**1,251.00**	(834)	-200.0%	**297,000**	**0.1%**
TOTAL	**884,078.23**	**876,973.86**	**7,104**	**0.8%**	**8,461,471**	**10.4%**

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	196,712	207,093	(10,381)	-5.0%	1,414,000
Revenue / Cost	**54.5%**	**54.4%**			100.8%
Farebox Revenue / Mile	**0.82**	0.88	(0.05)	-6.2%	0.56
Farebox Revenue / Pass Trip	**0.85**	0.76	0.09	11.3%	0.47
Farebox Revenue / Hour	**11.81**	12.87	(1.06)	-8.2%	8.04
Passenger / Mile	**0.97**	1.15	(0.18)	-15.7%	1.20
Cost / Mile	**7.29**	7.94	(0.65)	-8.2%	6.04
Cost / Passenger Trip	**7.49**	6.88	0.61	8.9%	5.04

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
May 15, 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

Green Bay METRO

MEETING DATE	PREPARED BY
May 15, 2019	

AGENDA ITEM # E.5.

Next Meeting: Wednesday, June 19, 2019

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None