



# **AGENDA OF THE TRANSIT COMMISSION**

**WEDNESDAY, JUNE 19, 2019, 8:15 AM**

**TRANSIT**

**901 University Ave**

**A. Roll Call.**

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

**B. Approval of the Agenda.**

- I. Approval of June 19, 2019 Transit Commission Agenda

**C. Approval of Minutes.**

- I. Approval of May 15, 2019 Transit Commission Minutes

**D. Regular Business.**

- I. Discussion/Action: 2019 Green Bay Packers Partnership

**E. Informational.**

- I. Presentation: Green Bay Metro's Quarterly Route Data and Analysis Report, May 2019
2. Update on Green Bay Metro's Farebox Recovery
3. Section 85.21 Program Trust Capital Project Funding Awards
4. Operational Report
5. Financial Report
6. Director's Report
7. Next Meeting: Wednesday, July 17, 2019

**F. Adjournment.**

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



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

June 19, 2019

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # B.I.**

Approval of June 19, 2019 Transit Commission Agenda

**BACKGROUND**

Enclosed is the agenda for the Commission meeting being held on June 19, 2019.

**RECOMMENDATION**

Staff recommends the approval of the agenda for June 19, 2019.

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

June 19, 2019

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # C.I.**

Approval of May 15, 2019 Transit Commission Minutes

**BACKGROUND**

Enclosed are the proposed minutes from the Commission meeting held on May 15, 2019.

**RECOMMENDATION**

Staff recommends the approval of the minutes from the May 15, 2019 meeting.

**FISCAL IMPACT**

**ATTACHMENTS**

- I. TC Minutes 5.15.19



# **MINUTES OF THE TRANSIT COMMISSION**

**WEDNESDAY, MAY 15, 2019, 8:15 AM**

**TRANSIT**

**901 University Ave**

## **A. ROLL CALL.**

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

Absent: Rashad Cobb

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

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

I. Approval of May 15, 2019 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner Ron Antonneau to approve May 15, 2019 agenda. Motion carried.

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

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

I. Approval of April 17, 2019 Transit Commission Minutes

Moved by Commissioner Ron Antonneau, seconded by Ald. Randy Scannell to approve the minutes from April 17, 2019 meeting. Motion carried.

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

## **D. REGULAR BUSINESS.**

### **1. Presentation: 2018 Annual Financial Audit**

Josh Swanson of Clifton Larson Allen, LLP presented the 2018 Annual Financial Report for Green Bay Metro.

Josh stated we are issuing a clean opinion on the financial statements of Green Bay Metro for the year ending December 31, 2018. This means there are no exceptions or omissions in this document and it fairly states the financial condition of the Transit Commission. Also, there were no findings or disagreements in the management communication. The audit went well.

Moved by Commissioner Ron Antonneau, seconded by Ald. Randy Scannell to receive and place on file the 2018 annual financial audit. Motion carried.

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

### **2. Discussion/Action: Access Control System**

Director Kiewiz stated staff have worked with the city Purchasing Department on updating the access to the Metro facility. The current system is 10 years old and as repairs arise, parts are no longer available for our current system.

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

Moved by Commissioner Ron Antonneau, seconded by Ald. Randy Scannell to approve the award to LaForce, Inc. the lowest, responsive, responsible vendor. Motion carried.

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

### **3. Discussion/Action: Bus Purchase**

Director Kiewiz stated Metro has received grant dollars to allow for the purchase of seven (7) new buses. Four buses are from the VW settlement with the State of WI and the remaining three will be utilizing 5339 federal money. The federal 5339 program is 80% federal and 20% local match.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Ron Antonneau to approve the purchase of seven (7) new buses from Gillig, LLC. with an amount not to exceed \$3,325,000.0. Motion carried.

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

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

Director Kiewiz stated DOT issued a final ruling to reflect minor technical corrections governing drug testing for safety sensitive employees. Page 10 of the policy was modified to reflect opioids instead of opiates to meet FTA compliance.

Moved by Commissioner Ron Antonneau, seconded by Commissioner Kevin Kuehn to approve the amended Green Bay Metro Drug and Alcohol Policy. Motion carried.

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

#### 5. Discussion/Action: Office Summer Hours

Director Kiewiz stated Human Resource Director Faulds proposed summer office hours for City Hall. The Personal Committee has approved it and it will move on to City Council. The timeframe for the summer hours would be from Memorial Day to Labor Day. Hours would be modified to Monday through Thursday 7:30 a.m. to 5:00 p.m. and Friday 7:30 a.m. to 11:30 a.m. Director Kiewiz stated she supports this idea and states it would be nice to allow the flexibility for staff. She did state not all divisions would be able to do this. It will not effect hours of operations. This change will only affect our Administration staff.

Moved by Commissioner Emily Ysebaert, seconded by Commissioner John Withbroe to approve the summer office hours. Motion carried.

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

#### 6. Discussion/Action: Creative Artwork on Bus Shelters

Director Kiewiz stated we have been working with Green Bay Public Art Commission on placing artwork throughout Green Bay on current placed shelters. Together we will be seek visual artist to submit their artwork. Director Kiewiz will be sitting on the committee to assist in choosing the artwork. The cost of the art work will be from the Community Development Block Grant through the Redevelopment Association.

Commission Kevin Kuehn asked staff to verify the exiting of this partnership if the artwork goes bad on the shelters.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the creative artwork on bus shelters. Motion carried.

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

### **E. INFORMATIONAL.**

## 1. TMI Driver Safety Award

Director Kiewiz stated Green Bay Metro has received recognition from Transit Mutual Insurance (TMI); for First Place in the "over 1 million mile division" for the 2018 Driver Incentive Program.

Green Bay Metro received an award of a \$1,000. This reward will be utilized in something that the department as a whole will benefit from.

## 2. Operational Reports

Director Kiewiz stated in your packets is the operational report. Director Kiewiz gave a brief overview of April ridership report for Fixed Route and Paratransit. Director Kiewiz stated that if the Commission would have any questions, she would be happy to answer them.

## 3. Financial Report

Director Kiewiz stated in your packets you will find the operating expense report for January through March. She gave a brief overview of the revenue and expense report. Director Kiewiz stated that if the Commission would have any questions, she would be happy to address them.

## 4. Director's Report

Director Kiewiz introduced our new hires: Accountant, Sherry Schuh and Mobility Coordinator, Andrea Vlach.

Green Bay Metro participated in "Get on Board on April 25, 2019. Metro offered free fares. Ridership was 4,643.

Director Kiewiz stated she is in discussions with the Packers discussing future transportation services to the Titledown District. More information to come in the future.

Director Kiewiz and Essie Fels will be attending the APTA conference in Louisville, Kentucky for the Bus and Paratransit Conference on May 19-22, 2019.

Staff will be preparing the Paratransit contract for going through the RFP process. The current contract will be up in March 2020. If any of the Commissioners would be interested in sitting on this committee just let Patty know. Lisa Conard from Brown County Planning and Essie will also be assisting on this committee.

Chair Roger Kolb stated he would be interested in sitting on this committee.

Metro is scheduled for our Triennial Review September 10-11, 2019.

5. Next Meeting: Wednesday, June 19, 2019

**F. ADJOURNMENT.**

Moved by Commissioner Ron Antonneau, seconded by Ald. Randy Scannell to adjourn at 8:52 a.m. Motion carried.

Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn,

No- None, Abstain- None



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

June 19, 2019

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # D.I.**

Discussion/Action: 2019 Green Bay Packers Partnership

**BACKGROUND**

Green Bay Metro has partnered with the Green Bay Packers to provide the G-Line Route since 2015. Director Kiewiz has worked with the Green Bay Packers to offer a more efficient and cost effective service. This service will provide more consistent service to the community.

**RECOMMENDATION**

Staff recommends the approval of the 2019 Green Bay Packers partnership.

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

June 19, 2019

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # E.I.**

Presentation: Green Bay Metro's Quarterly Route Data and Analysis Report, May 2019

**BACKGROUND**

Brown County Planning staff will give a presentation on Green Bay Metro's Quarterly Route Data and Analysis Report, May 2019.

**RECOMMENDATION**

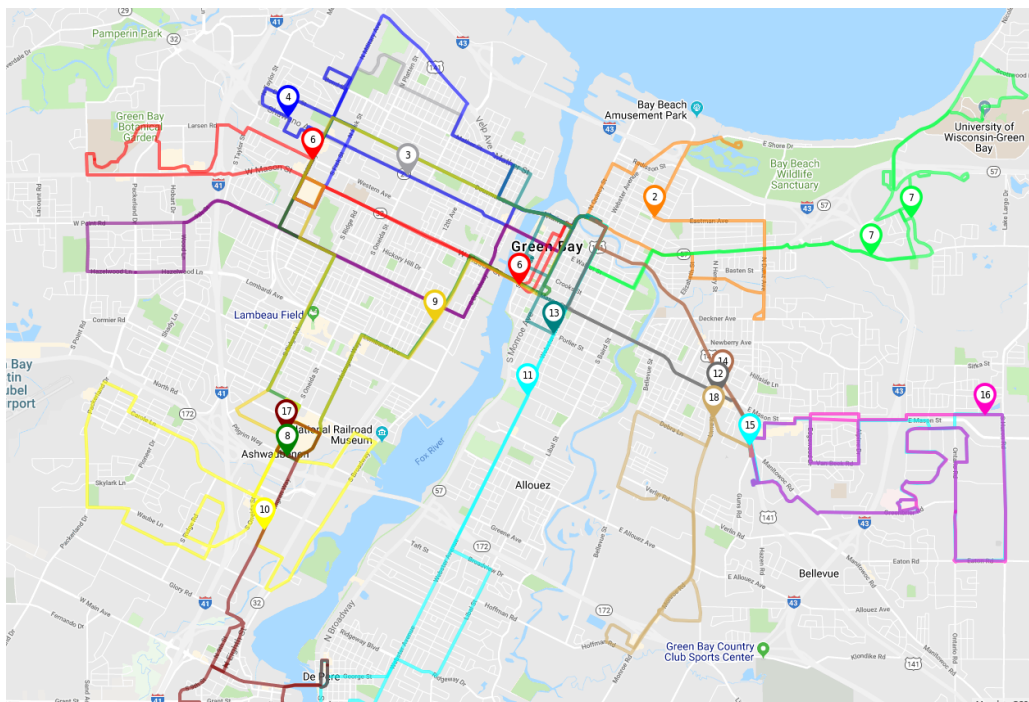
Receive and place on file.

**FISCAL IMPACT**

**ATTACHMENTS**

- I. May 2019 Route Review

# Green Bay Metro Quarterly Route Data and Analysis Report May 2019



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

## Overview

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

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

1. Revenue Per Hour. The revenue per hour standard helps to determine the financial efficiency of a route. The revenue per hour of an individual route should be at least 80 percent of the system median.
2. Passengers Per Hour. This standard evaluates the number of revenue passengers per hour. Each route should have 80 percent of the system median of passengers per hour.
3. Operating Ratio. The operating ratio of a route is determined by dividing a route's passenger revenue by the total operating expense. The operating ratio measure illustrates the percentage of revenue recovered. For example, the weekday full service system recovered 14.6 percent of all expenses, or 14.6 cents per every dollar spent operating the system (excluding the paratransit system). The standard for the operating ratio is 80 percent of the system median or 10.9 percent.

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

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

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

For a copy of the *2019 Green Bay Metro Annual Route Review and Analysis Report*, please visit the Brown County Planning Commission's website at <http://www.co.brown.wi.us/>. Click on Departments, Planning, Transportation, and scroll down and click Transit Planning.

On the Cover: **Green Bay Metro Bus Tracker App**. Green Bay Metro Bus Tracker App provides passengers with real-time information about their bus location, arrival times, route path, and more. Download information at: <https://greenbaywi.gov/231/Metro-Transit>.

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

| Route                        | Daytime Trips | Evening Trips | Total Trips | Route Length (in hours) | Total Hours  | Total Revenue     | Daytime Revenue per Hour | Evening Revenue per Hour | Total Revenue per Hour |
|------------------------------|---------------|---------------|-------------|-------------------------|--------------|-------------------|--------------------------|--------------------------|------------------------|
| # 6 Red                      | 26            | 3             | 29          | 1.0                     | 29.0         | \$629.31          | \$21.96                  | \$19.41                  | \$21.70                |
| #12 Coal                     | 26            | 6             | 32          | 0.5                     | 16.0         | \$323.71          | \$22.28                  | \$11.35                  | \$20.23                |
| #13 River                    | 24            | 3             | 27          | 0.5                     | 13.5         | \$230.08          | \$16.52                  | \$21.21                  | \$17.04                |
| # 4 Blue                     | 13            | 3             | 16          | 1.0                     | 16.0         | \$251.67          | \$17.65                  | \$7.39                   | \$15.73                |
| # 2 Orange                   | 25            | 3             | 28          | 0.5                     | 14.0         | \$207.92          | \$15.56                  | \$8.91                   | \$14.85                |
| # 9 Gold                     | 13            | 3             | 16          | 1.0                     | 16.0         | \$231.31          | \$15.97                  | \$7.89                   | \$14.46                |
| # 8 Green                    | 13            | 3             | 16          | 1.0                     | 16.0         | \$231.29          | \$15.45                  | \$10.15                  | \$14.46                |
| # 5 Plum                     | 10            | 0             | 10          | 1.0                     | 10.0         | \$135.95          | \$13.59                  | \$0.00                   | \$13.59                |
| # 7 Lime                     | 26            | 3             | 29          | 1.0                     | 29.0         | \$391.97          | \$13.66                  | \$12.31                  | \$13.52                |
| # 3 Silver                   | 13            | 0             | 13          | 1.0                     | 13.0         | \$159.20          | \$12.25                  | \$0.00                   | \$12.25                |
| #14 Brown                    | 26            | 6             | 32          | 0.5                     | 16.0         | \$192.78          | \$12.75                  | \$9.00                   | \$12.05                |
| <b>SYSTEM STANDARD</b>       |               |               |             |                         |              |                   |                          |                          | <b>\$10.82</b>         |
| #11 Sky                      | 13            | 3             | 16          | 1.0                     | 16.0         | \$170.63          | \$12.11                  | \$4.41                   | \$10.66                |
| #15 Aqua                     | 12            | 4             | 16          | 1.0                     | 16.0         | \$128.70          | \$9.76                   | \$2.89                   | \$8.04                 |
| #17 Brick                    | 13            | 3             | 16          | 1.0                     | 16.0         | \$108.45          | \$7.43                   | \$3.96                   | \$6.78                 |
| #10 Yellow                   | 13            | 3.5           | 16.5        | 1.0                     | 16.5         | \$107.67          | \$7.38                   | \$3.35                   | \$6.53                 |
| #16 Pink                     | 13            | 0             | 13          | 1.0                     | 13.0         | \$80.40           | \$6.18                   | \$0.00                   | \$6.18                 |
| #18 Tan                      | 24            | 6             | 30          | 0.5                     | 15.0         | \$76.03           | \$5.58                   | \$3.03                   | \$5.07                 |
| <b>Total/System Average:</b> |               |               |             |                         | <b>281.0</b> | <b>\$3,657.07</b> | <b>\$13.81</b>           | <b>\$8.28</b>            | <b>\$13.01</b>         |

**System Median:**

**\$13.52**

**System Standard:**

**\$10.82**

Notes:

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

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

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

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

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

| Route                        | Daytime Trips | Evening Trips | Total Trips | Route Length (in hours) | Total Hours  | Daytime Passengers | Evening Passengers | Total Passengers | Total Passengers per Hour |
|------------------------------|---------------|---------------|-------------|-------------------------|--------------|--------------------|--------------------|------------------|---------------------------|
| # 6 Red                      | 26            | 3             | 29          | 1.0                     | 29.0         | 734                | 74                 | 808              | 27.9                      |
| #12 Coal                     | 26            | 6             | 32          | 0.5                     | 16.0         | 370                | 40                 | 410              | 25.6                      |
| #13 River                    | 24            | 3             | 27          | 0.5                     | 13.5         | 245                | 37                 | 282              | 20.9                      |
| # 4 Blue                     | 13            | 3             | 16          | 1.0                     | 16.0         | 295                | 26                 | 321              | 20.1                      |
| # 2 Orange                   | 25            | 3             | 28          | 0.5                     | 14.0         | 261                | 16                 | 277              | 19.8                      |
| # 8 Green                    | 13            | 3             | 16          | 1.0                     | 16.0         | 257                | 40                 | 297              | 18.6                      |
| # 9 Gold                     | 13            | 3             | 16          | 1.0                     | 16.0         | 263                | 27                 | 290              | 18.1                      |
| # 5 Plum                     | 10            | 0             | 10          | 1.0                     | 10.0         | 178                |                    | 178              | 17.8                      |
| # 7 Lime                     | 26            | 3             | 29          | 1.0                     | 29.0         | 463                | 45                 | 508              | 17.5                      |
| # 3 Silver                   | 13            | 0             | 13          | 1.0                     | 13.0         | 208                |                    | 208              | 16.0                      |
| #14 Brown                    | 26            | 6             | 32          | 0.5                     | 16.0         | 214                | 35                 | 249              | 15.6                      |
| <b>SYSTEM STANDARD</b>       |               |               |             |                         |              |                    |                    |                  | <b>14.0</b>               |
| #11 Sky                      | 13            | 3             | 16          | 1.0                     | 16.0         | 202                | 16                 | 218              | 13.6                      |
| #15 Aqua                     | 12            | 4             | 16          | 1.0                     | 16.0         | 160                | 15                 | 175              | 10.9                      |
| #17 Brick                    | 13            | 3             | 16          | 1.0                     | 16.0         | 129                | 15                 | 144              | 9.0                       |
| #10 Yellow                   | 13            | 3.5           | 16.5        | 1.0                     | 16.5         | 123                | 13                 | 136              | 8.2                       |
| #16 Pink                     | 13            | 0             | 13          | 1.0                     | 13.0         | 106                |                    | 106              | 8.2                       |
| #18 Tan                      | 24            | 6             | 30          | 0.5                     | 15.0         | 84                 | 11                 | 95               | 6.3                       |
| <b>Total/System Average:</b> |               |               |             |                         | <b>281.0</b> | <b>4,292</b>       | <b>410</b>         | <b>4,702</b>     | <b>16.7</b>               |

**System Median:**

**17.5**

**System Standard:**

**14.0**

Notes:

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

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

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

**Table 3  
Green Saturday**

| <b>Route</b>                 | <b>Hours of Service<br/>per Saturday</b> | <b>All Passengers<br/>Ride Free</b> | <b>Free Riders<br/>per Hour</b> |
|------------------------------|------------------------------------------|-------------------------------------|---------------------------------|
| # 2 Orange                   | 5.5                                      | 259                                 | 47.1                            |
| # 3 Silver                   |                                          |                                     |                                 |
| # 4 Blue                     | 11                                       | 238                                 | 21.6                            |
| # 5 Plum                     |                                          |                                     |                                 |
| # 6 Red                      | 11                                       | 580                                 | 52.7                            |
| # 7 Lime                     | 11                                       | 275                                 | 25.0                            |
| # 8 Green                    | 11                                       | 268                                 | 24.4                            |
| # 9 Gold                     | 11                                       | 279                                 | 25.4                            |
| #10 Yellow                   | 11.5                                     | 75                                  | 6.5                             |
| #11 Sky                      | 11                                       | 138                                 | 12.5                            |
| #12 Coal                     | 11                                       | 285                                 | 25.9                            |
| #13 River                    | 5.5                                      | 153                                 | 27.8                            |
| #14 Brown                    | 11                                       | 269                                 | 24.5                            |
| #15 Aqua                     | 11                                       | 120                                 | 10.9                            |
| #16 Pink                     |                                          |                                     |                                 |
| #17 Brick                    | 11                                       | 117                                 | 10.6                            |
| #18 Tan                      | 10                                       | 85                                  | 8.5                             |
| <b>Total/System Average:</b> | <b>142.5</b>                             | <b>3,141</b>                        | <b>22.0</b>                     |

Notes:

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

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

| Route                        | Daytime Trips | Evening Trips | Total Trips | Route Length (in hours) | Total Hours  | Expense per Hour \$82.51 | Total Revenue     | Daytime Operating Ratio | Evening Operating Ratio | Total Operating Ratio |
|------------------------------|---------------|---------------|-------------|-------------------------|--------------|--------------------------|-------------------|-------------------------|-------------------------|-----------------------|
| # 6 Red                      | 26            | 3             | 29          | 1.0                     | 29.0         | \$2,392.79               | \$629.31          | 26.6%                   | 23.5%                   | 26.3%                 |
| #12 Coal                     | 26            | 6             | 32          | 0.5                     | 16.0         | \$1,320.16               | \$323.71          | 27.0%                   | 13.8%                   | 24.5%                 |
| #13 River                    | 24            | 3             | 27          | 0.5                     | 13.5         | \$1,113.89               | \$230.08          | 20.0%                   | 25.7%                   | 20.7%                 |
| # 4 Blue                     | 13            | 3             | 16          | 1.0                     | 16.0         | \$1,320.16               | \$251.67          | 21.4%                   | 9.0%                    | 19.1%                 |
| # 2 Orange                   | 25            | 3             | 28          | 0.5                     | 14.0         | \$1,155.14               | \$207.92          | 18.9%                   | 10.8%                   | 18.0%                 |
| # 9 Gold                     | 13            | 3             | 16          | 1.0                     | 16.0         | \$1,320.16               | \$231.31          | 19.4%                   | 9.6%                    | 17.5%                 |
| # 8 Green                    | 13            | 3             | 16          | 1.0                     | 16.0         | \$1,320.16               | \$231.29          | 18.7%                   | 12.3%                   | 17.5%                 |
| # 5 Plum                     | 10            | 0             | 10          | 1.0                     | 10.0         | \$825.10                 | \$135.95          | 16.5%                   | 0.0%                    | 16.5%                 |
| # 7 Lime                     | 26            | 3             | 29          | 1.0                     | 29.0         | \$2,392.79               | \$391.97          | 16.6%                   | 14.9%                   | 16.4%                 |
| #11 Sky                      | 13            | 0             | 13          | 1.0                     | 13.0         | \$1,072.63               | \$170.63          | 14.7%                   | 0.0%                    | 15.9%                 |
| # 3 Silver                   | 13            | 0             | 13          | 1.0                     | 13.0         | \$1,072.63               | \$159.20          | 14.8%                   | 0.0%                    | 14.8%                 |
| #14 Brown                    | 26            | 6             | 32          | 0.5                     | 16.0         | \$1,320.16               | \$192.78          | 15.5%                   | 10.9%                   | 14.6%                 |
| <b>SYSTEM STANDARD</b>       |               |               |             |                         |              |                          |                   |                         |                         | <b>13.1%</b>          |
| #15 Aqua                     | 12            | 4             | 16          | 1.0                     | 15.0         | \$1,237.65               | \$128.70          | 11.8%                   | 3.5%                    | 10.4%                 |
| #17 Brick                    | 13            | 3             | 16          | 1.0                     | 16.0         | \$1,320.16               | \$108.45          | 9.0%                    | 4.8%                    | 8.2%                  |
| #10 Yellow                   | 13            | 3.5           | 16.5        | 1.0                     | 16.5         | \$1,361.42               | \$107.67          | 8.9%                    | 4.1%                    | 7.9%                  |
| #16 Pink                     | 13            | 0             | 13          | 1.0                     | 13.0         | \$1,072.63               | \$82.20           | 7.5%                    | 0.0%                    | 7.7%                  |
| #18 Tan                      | 24            | 6             | 30          | 0.5                     | 15.0         | \$1,237.65               | \$76.03           | 6.8%                    | 3.7%                    | 6.1%                  |
| <b>Total/System Average:</b> |               |               |             |                         | <b>277.0</b> | <b>\$22,937.78</b>       | <b>\$3,658.87</b> | <b>16.7%</b>            | <b>10.6%</b>            | <b>16.0%</b>          |

**System Median:**

**16.4%**

**System Standard:**

**13.1%**

Notes:

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

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

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

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

| <b>Table 5</b><br><b>Bikes on Buses</b> |                       |                       |
|-----------------------------------------|-----------------------|-----------------------|
| <b>Month</b>                            | <b>2014<br/>Bikes</b> | <b>2019<br/>Bikes</b> |
| January                                 | 411                   | 661                   |
| February                                | 448                   | 449                   |
| March                                   | 601                   | 863                   |
| April                                   | 986                   | 1,341                 |
| May                                     | 1,344                 |                       |
| June                                    | 1,546                 |                       |
| July                                    | 1,788                 |                       |
| August                                  | 1,563                 |                       |
| September                               | 1,622                 |                       |
| October                                 | 1,637                 |                       |
| November                                | 974                   |                       |
| December                                | 603                   |                       |
| <b>Total:</b>                           | <b>13,523</b>         | <b>3,314</b>          |
| <b>Average per Month:</b>               | <b>1,127</b>          | <b>829</b>            |

Notes:

All Green Bay Metro buses are equipped with a bike rack which can accommodate two bicycles.

The system is averaging approximately 58 bike loadings per day since 2014.

| <b>Table 6</b><br><b>Mobility Device Boardings on the</b><br><b>Fixed Route Bus System</b> |              |              |
|--------------------------------------------------------------------------------------------|--------------|--------------|
| <b>Month</b>                                                                               | <b>2014</b>  | <b>2019</b>  |
| January                                                                                    | 256          | 411          |
| February                                                                                   | 290          | 382          |
| March                                                                                      | 507          | 550          |
| April                                                                                      | 715          | 631          |
| May                                                                                        | 785          |              |
| June                                                                                       | 750          |              |
| July                                                                                       | 716          |              |
| August                                                                                     | 742          |              |
| September                                                                                  | 650          |              |
| October                                                                                    | 724          |              |
| November                                                                                   | 547          |              |
| December                                                                                   | 480          |              |
| <b>Total:</b>                                                                              | <b>7,162</b> | <b>1,974</b> |
| <b>Average per Month:</b>                                                                  | <b>597</b>   | <b>494</b>   |

Notes:

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

The system is averaging approximately 30 mobility device boardings per day since 2014.



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

June 19, 2019

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # E.2.**

Update on Green Bay Metro's Farebox Recovery

**BACKGROUND**

Brown County Planning staff will give an update on Green Bay Metro's Farebox Recovery.

**RECOMMENDATION**

Receive and place on file.

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Green Bay Metro - Report on Farebox Recovery

**Green Bay Metro  
2018 Fare Recovery Ratio  
by Brown County Planning Commission/Green Bay MPO  
June 2019**

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### **Fare Recovery Ratio**

A fare recovery ratio (also known as an operating ratio) of a transit system is determined by dividing fare revenue by the total operating expense. This ratio illustrates the proportion of operating expenses recovered from passenger fares. Transit systems throughout the world use this ratio to measure performance.

### **Farebox Revenue and Partnership Revenue**

Fares received at the farebox include cash and pre-paid daily, weekly, or 30-day passes.

Revenue is also generated through partnerships. Some of the partnership revenue is provided in lieu of fares, and some revenue is provided through partnerships that offset the cost of service.

#### Partnership in lieu of fares: Example:

The Green Bay Area Public School District (GBAPSD) has an agreement with Green Bay Metro that calls for an annual payment. In exchange, all students displaying a GBAPSD identification card may board the bus at no cost. Although no fare is collected at the farebox, Metro is compensated through its partnership with the GBAPSD.

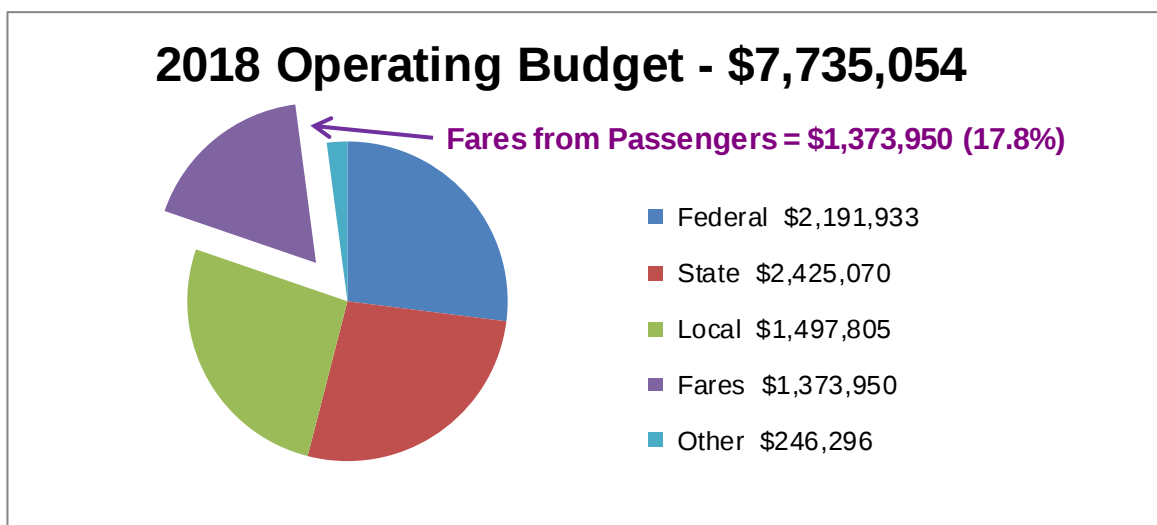
In 2018, GBAPSD provided Metro with an agreed upon flat rate of \$160,000. Students recorded 215,716 rides in 2018, which equals a rate of \$0.74 per ride.

#### Partnerships to offset the cost of service: Example:

NWTC provided Green Bay Metro with an \$18,600 payment in 2018. The payment was made to offset the cost to operate additional service in the form of the X - College Express route. NWTC students were, however, still required to pay a fare.

### **Green Bay Metro Fare Recovery Ratio**

In 2018, Green Bay Metro recovered 17.8 percent of all expenses, or 17.8 cents per every dollar spent operating the system. This recovery rate includes all fares received at the farebox for both the fixed bus and paratransit services as well as partnership revenue in lieu of direct fares.



A recovery rate of 17.8% is considered very good when compared with similar systems in Wisconsin.



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

June 19, 2019

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # E.3.**

Section 85.21 Program Trust Capital Project Funding Awards

**BACKGROUND**

Green Bay Metro applied for the 2019 Section 85.21 Trust Fund Capital Projects through Brown County Planning. This was a 100% funding opportunity, with no local match requirement. Director Kiewiz applied for new bus shelters to allow for additional ones to be placed throughout the public transit system.

Green Bay Metro has been tentatively awarded \$35,000 to purchase approximately 5 new bus shelters. It is going through the final approval stages.

**RECOMMENDATION**

Receive and place on file.

**FISCAL IMPACT**

**ATTACHMENTS**

- I. 2019 Section 85.21 Trust Fund Review Subcommittee recommendation to BC TCC (staff report) - June 10 Final

**STAFF REPORT  
TO THE  
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE  
June 10, 2019**

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**RECOMMENDATIONS FOR 2019 SECTION 85.21 TRUST FUND CAPITAL PROJECTS  
FROM THE  
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE (TCC)  
SECTION 85.21 TRUST FUND APPLICATION REVIEW SUBCOMMITTEE**

**Introduction**

In accordance with Wisconsin Transportation Administrative Rule 1.05(2), a county may retain and hold in trust all or part of the allocated State Section 85.21 Program aid received in subsequent years for the purchase or maintenance of transportation equipment. A county's trust cannot exceed \$80,000. Counties that have trusts that exceed \$80,000 must return the excess funding to the Wisconsin Department of Transportation or have a plan approved by the Wisconsin Department of Transportation for spending the excess funds.

After 2018, Brown County's Section 85.21 Trust balance was approximately \$110,000. In an effort to reduce the trust's balance below the \$80,000 cap and spend the trust to a level preferred by the state (which is as close to \$0 as possible), the Brown County Planning Commission solicited applications for capital projects from eligible agencies in Brown County. The total amount made available through this solicitation was \$100,000. The deadline for submitting a project application was April 30, 2019, and three applications were received by this deadline.

**Subcommittee Review and Ranking**

A five-person subcommittee of the TCC was formed to review project applications, rank them, and attend one subcommittee meeting to discuss the ranking of each application and develop funding recommendations to the full TCC.

On May 17, 2019, the Brown County TCC Section 85.21 Trust Fund Application Review Subcommittee met to discuss and rank the applications. A summary of each application is below.

Curative Connections is applying for a new accessible minibus with a seating capacity of 7 ambulatory passengers and 2 wheelchair passengers. If awarded, Curative Connections will hire a part time driver and expand its transportation service in Brown County. The cost of the vehicle is \$57,000 and the request is for \$57,000.

Green Bay Metro is applying for 10 new bus shelters throughout the public transit system. The bus shelters will be placed at heavily used bus stops. All shelters placed will be ADA compliant and installed by the City of Green Bay's Department of Public Works. The cost of the 10 bus shelters is \$70,000 and the request is for \$70,000. The cost for an individual shelter is \$7,000.

Fort Howard Apartments is applying for a used 14 passenger vehicle. The vehicle would be used for large group activity trips. The vehicle would be large and tall enough so riders can easily get in and out, walk to all seats, and capable of storing walkers and packages. The vehicle is not wheelchair accessible; however, arrangements with specialized transportation providers will be made to allow wheelchair users to participate. The cost for the vehicle is estimated at \$40,000 and the request is for \$10,000. Other funding sources for the vehicle are from the agency's

Housing and Urban Development reserve account (\$18,000) and from donations (\$12,000). If the cost of the vehicle exceeds \$40,000, the agency will raise the additional funds needed to purchase the vehicle.

After reviewing and discussing each application, the subcommittee ranked the applicants as followed:

| <b>Ranking</b> | <b>Agency</b>          |
|----------------|------------------------|
| 1              | Curative Connections   |
| 2              | Green Bay Metro        |
| 3              | Fort Howard Apartments |

#### **Subcommittee Recommendation to the Full Brown County TCC**

The subcommittee members agreed that all three projects will be beneficial to seniors and individuals with disabilities. However, the subcommittee had some follow-up questions for Fort Howard Apartments. Staff forwarded the questions to Fort Howard Apartments on May 17 and staff received a letter responding to the questions on May 21. Staff forwarded the letter and follow-up questions to the subcommittee members for review.

Based on the discussion and ranking of each project, **the subcommittee recommends to the full TCC that the county's State Section 85.21 Trust Fund be allocated as follows:**

| <b>Ranking</b> | <b>Agency</b>          | <b>Allocation</b> |
|----------------|------------------------|-------------------|
| 1              | Curative Connections   | \$57,000          |
| 2              | Green Bay Metro        | \$35,000          |
| 3              | Fort Howard Apartments | \$10,000          |
| <b>Total</b>   |                        | <b>\$102,000</b>  |

Although the total allocation for the three projects will exceed the amount of \$100,000, there is sufficient funding in the county's trust for the recommended total allocation of \$102,000.



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

June 19, 2019

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # E.4.**

Operational Report

**BACKGROUND**

Operational report is included. Staff will be available to answer any questions.

**RECOMMENDATION**

Receive and place on file.

**FISCAL IMPACT**

**ATTACHMENTS**

- I. 2019.05 Ridership Report

**FIXED ROUTE RIDERSHIP**

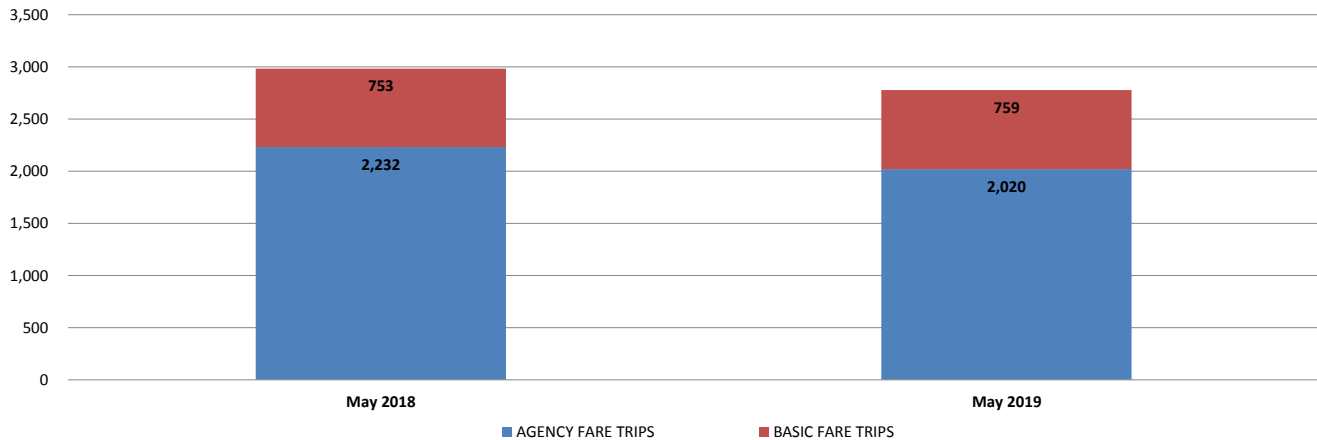
|                | ADULT CASH | ADULT PASS | COLLEGE STUDENT PASS | WEEK PASS | ADULT DAY PASS | STUDENT DAY PASS | REDUCED DAY PASS | ADULT SINGLE | STUDENT CASH | STUDENT PASS | STUDENT SINGLE | E&D CASH | E&D PASS | E&D SINGLE | REVENUE PASSENGERS |
|----------------|------------|------------|----------------------|-----------|----------------|------------------|------------------|--------------|--------------|--------------|----------------|----------|----------|------------|--------------------|
| May 2018       | 2,767      | 29,753     | 721                  | 2,912     | 16,287         | 274              | 7,593            | 1            | 400          | 488          | 0              | 340      | 11,594   | 1          | 73,131             |
| May 2019       | 2,654      | 30,614     | 880                  | 4,175     | 18,944         | 453              | 7,454            | 2            | 269          | 391          | 1              | 401      | 11,764   | 1          | 78,003             |
| CHANGE '18-'19 | (113)      | 861        | 159                  | 1,263     | 2,657          | 179              | (139)            | 1            | (131)        | (97)         | 1              | 61       | 170      | 0          | 4,872              |
|                | -4.1%      | 2.9%       | 22.1%                | 43.4%     | 16.3%          | 65.3%            | -1.8%            | 200.0%       | -32.8%       | -19.9%       | 200.0%         | 17.9%    | 1.5%     | 0.0%       | 6.7%               |

|                | GREEN SATURDAY | GAME DAY | SNC     | FREE FARE | FREE 4 & UNDER | PROMO | TOTAL FREE FARES | ASHWAUPE NON SCHOOLS | GBAPS  | U-PASS | RAZ PASS | G-LINE | TOTAL PARTNERSHIP FARES | TOTAL PASSENGERS |
|----------------|----------------|----------|---------|-----------|----------------|-------|------------------|----------------------|--------|--------|----------|--------|-------------------------|------------------|
| May 2018       | 11,052         | 0        | 0       | 1,491     | 1,942          | 8     | 14,493           | 1,615                | 24,154 | 801    | 0        | 0      | 26,570                  | 114,194          |
| May 2019       | 11,385         | 0        | 0       | 2,244     | 2,276          | 8     | 15,913           | 1,564                | 23,849 | 816    | 0        | 0      | 26,229                  | 120,145          |
| CHANGE '18-'19 | 333            | 0        | 0       | 753       | 334            | 0     | 1,420            | (51)                 | (305)  | 15     | 0        | 0      | (341)                   | 5,951            |
|                | 3.0%           | #DIV/0!  | #DIV/0! | 50.5%     | 17.2%          | 0.0%  | 9.8%             | -3.2%                | -1.3%  | 1.9%   | 100.0%   | 100.0% | -1.3%                   | 5.2%             |

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

|                | AGENCY FARE TRIPS | BASIC FARE TRIPS | TOTAL TRIPS | BASIC FARE | AGENCY FARE | TOTAL FARES |
|----------------|-------------------|------------------|-------------|------------|-------------|-------------|
| May 2018       | 2,232             | 753              | 2,985       | \$ 8,955   | \$ 26,721   | \$ 35,676   |
| May 2019       | 2,020             | 759              | 2,779       | \$ 8,337   | \$ 30,223   | \$ 38,560   |
| CHANGE '18-'19 | (212)             | 6                | (206)       | \$ (618)   | \$ 3,502    | \$ 2,884    |
|                | -9.5%             | 0.8%             | -6.9%       | -6.9%      | 13.1%       | 8.1%        |

**PARATRANSIT RIDERSHIP****COMMENTS:**



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

June 19, 2019

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # E.5.**

Financial Report

**BACKGROUND**

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

Staff will be available to answer any questions.

**RECOMMENDATION**

Receive and place on file.

**FISCAL IMPACT**

**ATTACHMENTS**

- I. 4 - April 2019 Financials



#### EXPENSES

| ACCOUNT DESCRIPTION          | 2019<br>APRIL       | 2018<br>APRIL       | +/-           | %           | 2019<br>BUDGET   | % OF<br>BUDGET |
|------------------------------|---------------------|---------------------|---------------|-------------|------------------|----------------|
| Wages & Salaries             | 895,660.15          | 842,204.47          | 53,456        | 6.3%        | 3,726,621        | 24.0%          |
| Fringe Benefits              | 515,214.95          | 489,281.09          | 25,934        | 5.3%        | 1,533,682        | 33.6%          |
| Other Employment Expenses    | 15,484.58           | 13,070.19           | 2,414         | 18.5%       | 42,350           | 36.6%          |
| Contract Services            | 12,477.70           | 11,096.76           | 1,381         | 12.4%       | 266,840          | 4.7%           |
| Materials & Supplies         | 209,781.31          | 196,657.91          | 13,123        | 6.7%        | 998,979          | 21.0%          |
| Building & Equip Maintenance | 46,847.49           | 101,980.69          | (55,133)      | -54.1%      | 304,500          | 15.4%          |
| Utilities                    | 35,174.76           | 33,279.34           | 1,895         | 5.7%        | 109,261          | 32.2%          |
| Insurance                    | 173,991.76          | 170,962.86          | 3,029         | 1.7%        | 137,935          | 126.1%         |
| Miscellaneous                | 159.10              | 48.00               | 111           | 69.8%       | 300              | 53.0%          |
| Paratransit Services         | 223,916.79          | 257,317.49          | (33,401)      | -13.0%      | 1,270,000        | 17.6%          |
| Subrecipient Expenses        | -                   | -                   | -             | 0.0%        | -                | 0.0%           |
| <b>TOTAL</b>                 | <b>2,128,708.59</b> | <b>2,115,898.80</b> | <b>12,810</b> | <b>0.6%</b> | <b>8,390,468</b> | <b>25.4%</b>   |

#### REVENUES

| ACCOUNT DESCRIPTION         | 2019<br>APRIL       | 2018<br>APRIL       | +/-           | %           | 2019<br>BUDGET   | % OF<br>BUDGET |
|-----------------------------|---------------------|---------------------|---------------|-------------|------------------|----------------|
| Federal Operating Asst      | 198,626.00          | -                   | 198,626       | 100.0%      | 2,326,078        | 8.5%           |
| State Operating Asst        | 85,862.00           | -                   | 85,862        | 100.0%      | 2,326,078        | 3.7%           |
| Other Local Municipalities  | 145,557.01          | 208,423.54          | (62,867)      | -43.2%      | 555,842          | 26.2%          |
| Green Bay                   | 416,000.00          | 425,000.00          | (9,000)       | -2.2%       | 1,561,073        | 26.6%          |
| Farebox Revenue-Fixed Route | 225,108.99          | 229,864.53          | (4,756)       | -2.1%       | 660,000          | 34.1%          |
| Farebox Revenue-Paratransit | 56,407.00           | 145,351.00          | (88,944)      | -157.7%     | 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  | 17,226.76           | 26,311.35           | (9,085)       | -52.7%      | 21,400           | 80.5%          |
| State Fuel Refund           | -                   | -                   | -             | 0.0%        | -                | 0.0%           |
| Advertising                 | 48,210.00           | 47,041.00           | 1,169         | 2.4%        | 100,000          | 48.2%          |
| Intercity Bus Commissions   | 2,611.14            | 10,139.91           | (7,529)       | -288.3%     | 50,000           | 5.2%           |
| Partnership Contributions   | 1,251.00            | 1,668.00            | (417)         | -33.3%      | 297,000          | 0.4%           |
| <b>TOTAL</b>                | <b>1,200,394.90</b> | <b>1,179,521.33</b> | <b>20,874</b> | <b>1.7%</b> | <b>8,461,471</b> | <b>14.2%</b>   |

#### 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              | <b>56.4%</b> | <b>55.7%</b> |          |        | <b>100.8%</b> |
| Farebox Revenue / Mile      | <b>1.11</b>  | 1.28         | (0.17)   | -13.1% | 0.56          |
| Farebox Revenue / Pass Trip | <b>1.14</b>  | 1.11         | 0.03     | 3.1%   | 0.47          |
| Farebox Revenue / Hour      | <b>15.98</b> | 18.81        | (2.83)   | -15.0% | 8.04          |
| Passenger / Mile            | <b>0.97</b>  | 1.15         | (0.18)   | -15.7% | 1.20          |
| Cost / Mile                 | <b>9.42</b>  | 10.36        | (0.94)   | -9.1%  | 6.04          |
| Cost / Passenger Trip       | <b>9.68</b>  | 8.97         | 0.71     | 7.9%   | 5.04          |



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

June 19, 2019

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # E.6.**

Director's Report

**BACKGROUND**

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

**RECOMMENDATION**

Receive and place on file.

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

June 19, 2019

**PREPARED BY**

**AGENDA ITEM # E.7.**

Next Meeting: Wednesday, July 17, 2019

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None