



AGENDA OF THE TRANSIT COMMISSION

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

A. Roll Call.

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

B. Approval of the Agenda.

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

C. Approval of Minutes.

- I. Approval of the June 19, 2019 Transit Commission Minutes

D. Regular Business.

E. Informational.

- I. Accounts Receivable Update - Shopko
2. Amtrak Update
3. Marketing Report
4. Operational Reports
5. Financial Report
6. Director's Report
7. Next Meeting: Wednesday, August 21, 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

July 17, 2019

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # B.I.

Approval of July 17, 2019 Transit Commission Agenda

BACKGROUND

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

RECOMMENDATION

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

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 17, 2019

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # C.I.

Approval of the June 19, 2019 Transit Commission Minutes

BACKGROUND

Enclosed are the proposed minutes from the Commission meeting held on June 19, 2019.

RECOMMENDATION

Staff recommends the approval of the minutes from June 19, 2019.

FISCAL IMPACT

ATTACHMENTS

- I. TC Minutes June 19, 2019



MINUTES 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

Present: Roger Kolb, Chair; John Withbroe, Vice Chair; Kevin Kuehn, Secretary; Ron Antonneau, Emily Ysebaert and Rashad Cobb

Excused: Alderman Randy Scannell

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

B. APPROVAL OF THE AGENDA.

I. Approval of June 19, 2019 Transit Commission Agenda

Moved by Commissioner Ron Antonneau, seconded by Commissioner Kevin Kuehn to approve the June 19, 2019 agenda. Motion carried.

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

C. APPROVAL OF MINUTES.

I. Approval of May 15, 2019 Transit Commission Minutes

Moved by Commissioner Ron Antonneau, seconded by Commissioner Kevin Kuehn to approve the minutes from the May 15, 2019 meeting. Motion carried.

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

D. REGULAR BUSINESS.

I. Discussion/Action: 2019 Green Bay Packers Partnership

Director Kiewiz stated she has worked with the Green Bay Packers to offer a more efficient and cost effective service. Over the last four (4) years Metro has provided the G-Line service. The G-Line service is comparable to the College Express that we had; it wasn't heavily utilized. It only ran so many hours out of the day and just for a couple of months. The priority of the city and the green Bay Packers is to have a strong connection from Downtown to the Titledown District. If you look at our current Routes 8 and 9 they do service that area every half hour. These 2 routes run opposite of each other. It operates 16 hours. The Packers will partner to cover the cost of the fares for Routes 8 and 9. This cost is about \$21,000.00. The city would like this to be year around. Director Kiewiz will meet with the Packers to discuss ongoing partnering before year end. This service will provide more consistent service to the community.

The Game Day Routes will remain status quo.

Moved by Commissioner Ron Antonneau, seconded by Commissioner Emily Ysebaert to approve. Motion carried.

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

E. INFORMATIONAL.

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

L. Conard stated route reviews are conducted on a quarterly basis to assess the performance of the system and each fixed route. Route reviews are done every quarter to illustrate how the routes perform on a seasonal basis (during cold and warm weather, when school is in session and is not in session, etc.).

L. Conard noted that it is approaching the one-year mark since Metro introduced the fifth hub, the East Side Transfer Point, to the system. With this, a number of route changes, particularly in the southeastern portion of the service area, were realized. The changes were largely made to accommodate service requests from the Village of Bellevue.

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

L. Conard continued that the three routes most affected by the new hub (#15, #16, and #18) are performing at or near the bottom in terms of route performance and will likely continue to do so based on land use.

L. Conard noted that route #6 Red continues as the best performing route.

There was discussion on putting another trash can at the East Side Transfer Point to aide on keeping our community clean.

2. Update on Green Bay Metro's Farebox Recovery

L. Conard provided an overview of the Fare Recovery staff report and noted that there may have been some confusion regarding fare recovery during the audit presentation last month. L. Conard distinguished between the types of partnership revenue: partnership revenue in lieu of fares paid at the farebox and partnership revenue that is used to offset the cost of service.

L. Conard noted that in 2018, Metro recovered 17.8% of all operating expenses with fares generated through passenger trips. This would include fixed route bus and paratransit services. A recovery rate of 17.8% is considered "very good" when compared to other systems in Wisconsin.

3. Section 85.21 Program Trust Capital Project Funding Awards

Director Kiewiz stated Brown County Planning oversees the state Section 85.21 program. Additional dollars were available from the trust fund account. Metro applied for dollars to use towards bus shelters. It is still going through the final approval stages. Green Bay Metro has been tentatively awarded \$35,000.00 to purchase approximately 5 new bus shelters.

4. Operational Report

Director Kiewiz stated in your packet is the operational report. Director Kiewiz gave a brief overview of May ridership report for Fixed Route and Paratransit. Director Kiewiz stated she could answer any questions.

5. Financial Report

Director Kiewiz stated in your packet you will find the operating expense report for January through April. She gave a brief overview of the revenue and expense report. Director Kiewiz stated if there would be questions, she would be happy to address them.

6. Director's Report

Director Kiewiz stated one of our Operation Supervisors Bret recruited out back into the school district transportation. She is working on interviews for next week.

Metro has been notified of the State Management Audit taking place October 8, 2019 and the Triennial Review will be taking place September 10 and 11, 2019.

The next item will be coming to the Commission in July for approval. Director Kiewiz has been in communication with Amtrak. They will be providing a route from Green Bay to Milwaukee. Their request is to stop at Metro twice per day. Metro staff will not be selling tickets or providing any additional service. Amtrak is hoping to kick this off in July. Metro needs to go through some incidental use approvals through the FTA. Director Kiewiz does not feel this will be an issue. Amtrak has asked us for an MOU till the legal documents are drafted.

Director Kiewiz shared a thank you from a passenger Joe and his family. Joe graduated this year from Green Bay West School. He has a passion for transit and knows the routes better than most.

7. Next Meeting: Wednesday, July 17, 2019

F. ADJOURNMENT.

Moved by Commissioner Ron Antonneau, seconded by Commissioner John Withbroe to adjourn at 9:00 a.m. Motion carried.

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



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 17, 2019

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.I.

Accounts Receivable Update - Shopko

BACKGROUND

Green Bay Metro sold monthly passes at all local Shopko locations. However, due to them going out of business Metro was left with approximately \$12,000 in outstanding invoices. Staff is working with the city legal department on an attempt to collect.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 17, 2019

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.2.

Amtrak Update

BACKGROUND

Director Kiewiz will provide an update on the Amtrak service.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 17, 2019

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.3.

Marketing Report

BACKGROUND

Marketing report is included.

Staff will be available to answer any specific questions regarding these reports.

RECOMMENDATION

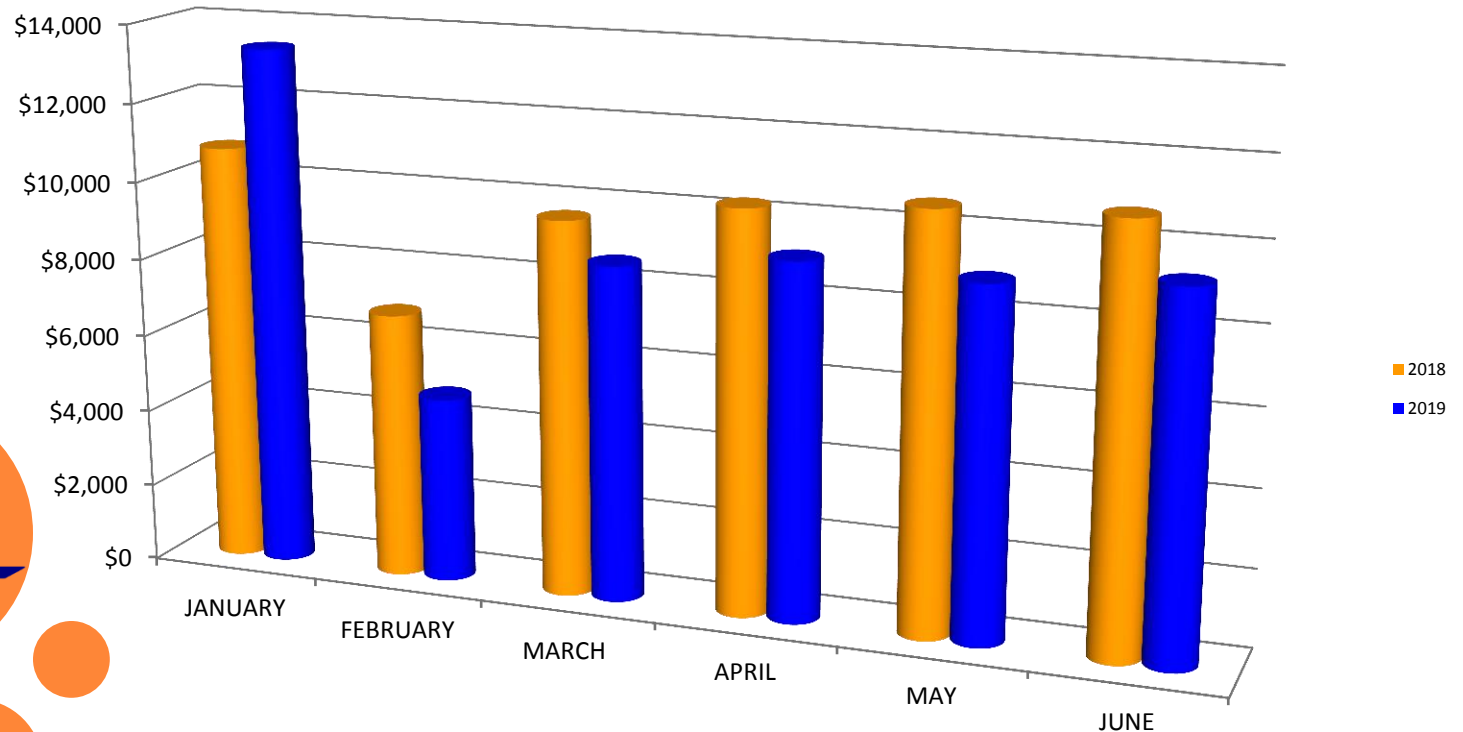
Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. 2019 January-June Bus Advertising Comparison

2019 January - June Bus Advertising Comparison



Green Bay
METRO

2018	\$58,900
2019	\$57,606

**January was higher due to Advertiser paying the entire contract at one time and it was not broke out per month of the contract.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 17, 2019

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.4.

Operational Reports

BACKGROUND

Operational reports are included.

Staff will be available to answer any specific questions regarding these reports.

RECOMMENDATION

Receive and place on file.

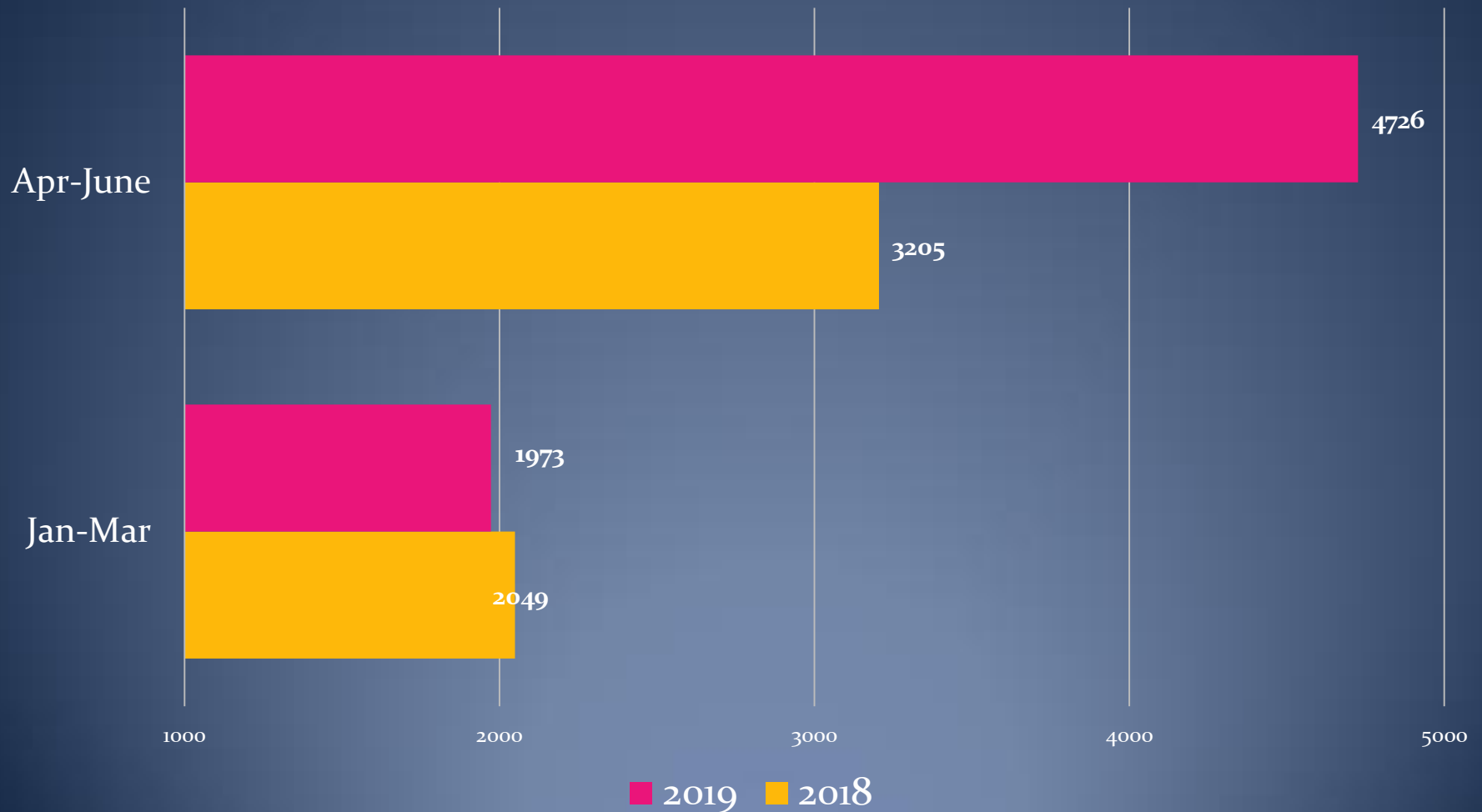
FISCAL IMPACT

ATTACHMENTS

1. 2019 Bike 2nd Quarter
2. 2019 Code 30 2nd Quarter
3. 2019.06 Ridership Report



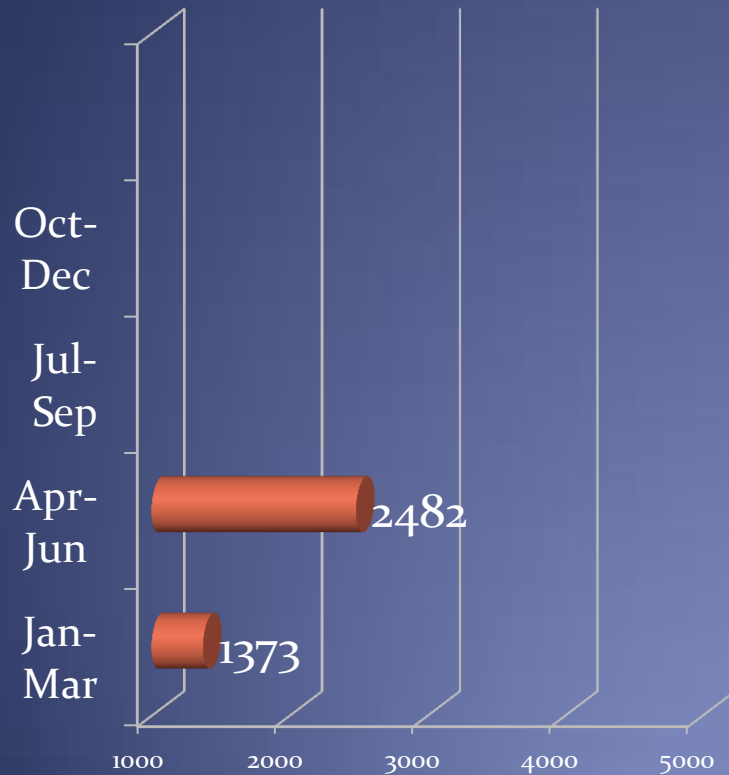
Annual Bicycle Usage



Mobility Device Annual Comparison

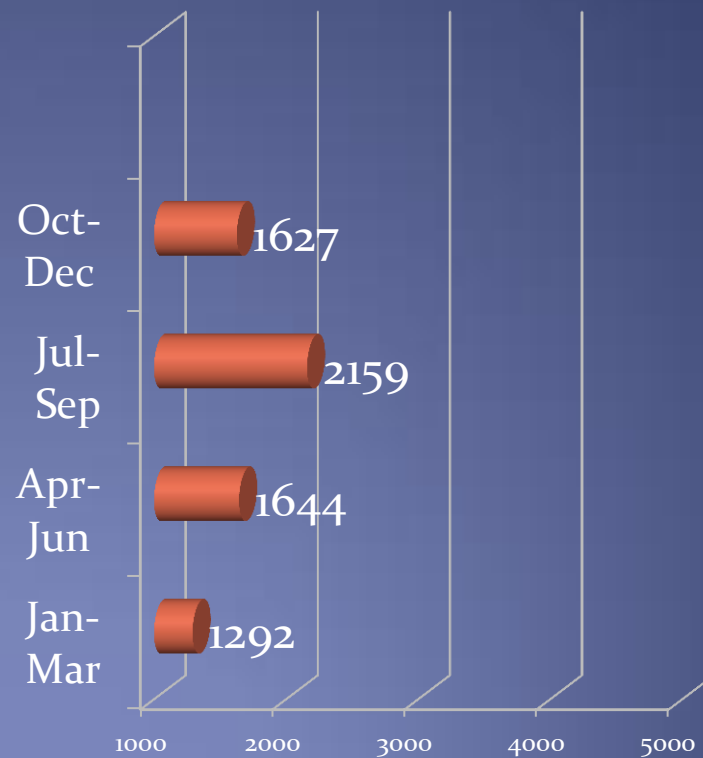
2019

Total Year to Date: 3,855



2018

Total Year to Date: 6,722



■ Mobility Devices Transported on Fixed Route

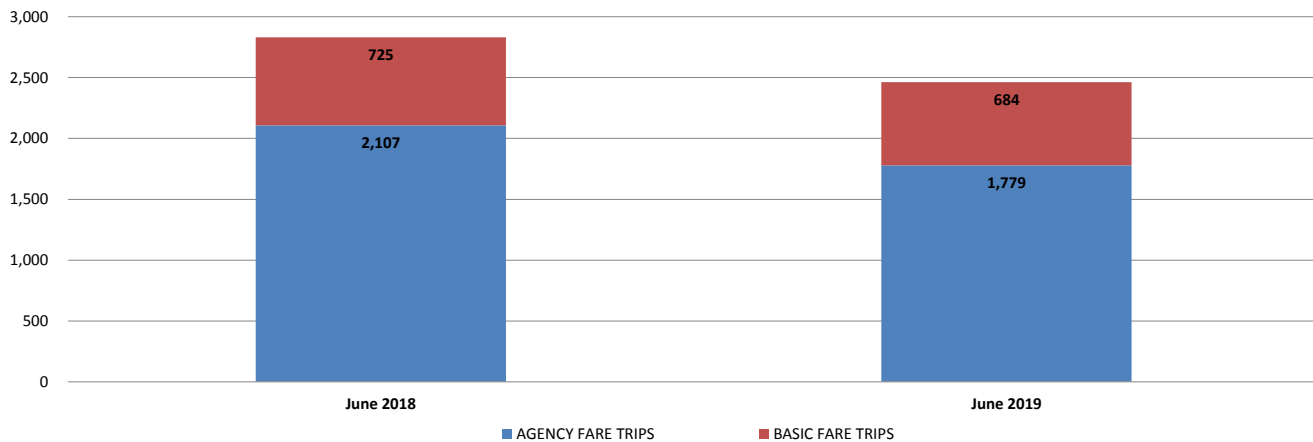
FIXED ROUTE RIDERSHIP

	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
June 2018	2,862	26,170	512	2,705	14,750	330	6,175	0	252	376	0	325	11,425	0	65,882
June 2019	2,304	27,377	416	2,599	17,265	322	6,795	4	189	398	1	361	10,735	0	68,765
CHANGE '18-'19	(558)	1,207	(96)	(106)	2,515	(8)	620	4	(63)	22	1	36	(690)	0	2,883
	-19.5%	4.6%	-18.8%	-3.9%	17.1%	-2.4%	10.0%	#DIV/0!	-25.0%	5.9%	#DIV/0!	11.1%	-6.0%	#DIV/0!	4.4%

	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
June 2018	12,787	0	0	1,670	1,982	1,515	17,954	490	12,511	473	0	0	13,474	97,310
June 2019	13,435	0	0	2,003	2,687	1,358	19,483	460	11,073	523	0	0	12,056	100,304
CHANGE '18-'19	648	0	0	333	705	(157)	1,529	(30)	(1,438)	50	0	0	(1,418)	2,994
	5.1%	#DIV/0!	#DIV/0!	19.9%	35.6%	-10.4%	8.5%	-6.1%	-11.5%	10.6%	100.0%	100.0%	-10.5%	3.1%

FIXED ROUTE RIDERSHIP**PARATRANSIT**

	AGENCY FARE TRIPS	BASIC FARE TRIPS	TOTAL TRIPS	BASIC FARE	AGENCY FARE	TOTAL FARES
June 2018	2,107	725	2,832	\$ 8,496	\$ 25,200	\$ 33,696
June 2019	1,779	684	2,463	\$ 7,389	\$ 26,647	\$ 34,036
CHANGE '18-'19	(328)	(41)	(369)	\$ (1,107)	\$ 1,447	\$ 340
	-15.6%	-5.7%	-13.0%	-13.0%	5.7%	1.0%

PARATRANSIT RIDERSHIP**COMMENTS:**



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 17, 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 May financial report.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. 5 - May 2019 Financials



EXPENSES

ACCOUNT DESCRIPTION	2019 May	2018 May	+/-	%	2019 BUDGET	% OF BUDGET
Wages & Salaries	1,143,545.56	1,079,878.40	63,667	5.9%	3,726,621	30.7%
Fringe Benefits	633,710.48	626,252.08	7,458	1.2%	1,533,681	41.3%
Other Employment Expenses	17,468.78	16,796.62	672	4.0%	42,350	41.2%
Contract Services	33,597.40	26,011.14	7,586	29.2%	266,839	12.6%
Materials & Supplies	255,461.71	263,399.34	(7,938)	-3.0%	998,979	25.6%
Building & Equip Maintenance	133,370.84	130,926.33	2,445	1.9%	304,500	43.8%
Utilities	43,266.12	41,199.24	2,067	5.0%	109,262	39.6%
Insurance	173,991.76	170,962.86	3,029	1.7%	137,935	126.1%
Miscellaneous	197.10	71.80	125	63.6%	300	65.7%
Paratransit Services	308,274.32	363,615.75	(55,341)	-15.2%	1,266,040	24.3%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
TOTAL	2,742,884.07	2,719,113.56	23,771	0.9%	8,386,507	32.7%

REVENUES

ACCOUNT DESCRIPTION	2019 May	2018 May	+/-	%	2019 BUDGET	% OF BUDGET
Federal Operating Asst	208,396.00	60,559.00	147,837	70.9%	2,264,357	9.2%
State Operating Asst	85,862.00	-	85,862	100.0%	2,264,357	3.8%
Other Local Municipalities	217,470.68	243,172.05	(25,701)	-11.8%	582,731	37.3%
Green Bay	520,000.00	531,250.00	(11,250)	-2.2%	1,620,161	32.1%
Farebox Revenue-Fixed Route	277,879.72	279,303.12	(1,423)	-0.5%	660,000	42.1%
Farebox Revenue-Paratransit	152,685.00	181,057.00	(28,372)	-18.6%	528,000	28.9%
College Program Fares	5,759.00	2,363.00	3,396	59.0%	-	0.0%
TMI Refund	-	83,359.00	(83,359)	0%	-	0.0%
Non-Transportation Revenue	89,144.22	31,213.38	57,931	65.0%	17,900	498.0%
State Fuel Refund	-	-	-	0.0%	-	0.0%
Advertising	73,019.00	56,640.71	16,378	22.4%	120,000	60.8%
Intercity Bus Commissions	6,704.62	12,726.11	(6,021)	-89.8%	36,000	18.6%
Partnership Contributions	1,668.00	2,085.00	(417)	-25.0%	293,000	0.6%
TOTAL	1,638,588.24	1,483,728.37	154,860	9.5%	8,386,506	19.5%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	128	128	0	0.0%	307
Revenue Miles	503,527	455,299	48,228	10.6%	1,319,521
Revenue Hours	36,297	31,358	4,939	15.8%	84,124
Unlinked Passenger Trips	523,745	535,349	(11,604)	-2.2%	1,289,000
Revenue / Cost	59.7%	54.6%			100.0%
Farebox Revenue / Mile	0.55	0.61	(0.06)	-10.0%	0.50
Farebox Revenue / Pass Trip	0.53	0.52	0.01	1.7%	0.51
Farebox Revenue / Hour	7.66	8.91	(1.25)	-14.0%	7.85
Passenger / Mile	1.04	1.18	(0.14)	-11.5%	0.98
Cost / Mile	4.84	5.17	(0.34)	-6.5%	5.40
Cost / Passenger Trip	4.65	4.40	0.25	5.6%	5.52



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 17, 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

July 17, 2019

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.7.

Next Meeting: Wednesday, August 21, 2019

BACKGROUND

Next Meeting: Wednesday, August 21, 2019

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

None