



AGENDA OF THE TRANSIT COMMISSION

**WEDNESDAY, SEPTEMBER 25, 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, Rashad Cobb, Emily Ysebaert and Ron Antonneau

B. Approval of the Agenda.

- I. Approval of September 25, 2019 Transit Commission Agenda

C. Approval of Minutes.

- I. Approval of the August 21, 2019 Transit Commission Minutes

D. Regular Business.

- I. Discussion/Action: Green Bay Metro's Financial Management & Procedures
2. Discussion/Action: Revised Green Bay Metro's Drug and Alcohol Policy

E. Informational.

- I. TMI Driver Safety Award
2. Operational Reports
3. Financial Report
4. Director's Report
5. Next Meeting: Wednesday, October 23, 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

September 25, 2019

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # B.I.

Approval of September 25, 2019 Transit Commission Agenda

BACKGROUND

Enclosed is the agenda for the Commission meeting being held on September 25, 2019.

RECOMMENDATION

Staff recommends the approval of the agenda for September 25, 2019.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 25, 2019

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # C.I.

Approval of the August 21, 2019 Transit Commission Minutes

BACKGROUND

Enclosed are the proposed minutes from the Commission meeting held on August 21, 2019.

RECOMMENDATION

Staff recommends the approval of the minutes from August 21, 2019.

FISCAL IMPACT

ATTACHMENTS

- I. TC_minutes_August 21_2019



MINUTES OF THE TRANSIT COMMISSION

**WEDNESDAY, AUGUST 21, 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: Commissioner John Withbroe

Chair Roger Kolb called the meeting to order at 8:15 a.m.

B. APPROVAL OF THE AGENDA.

I. Approval of August 21, 2019 Transit Commission Agenda

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to approve August 21, 2019 agenda. Motion carried.

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

C. APPROVAL OF MINUTES.

I. Approval of the July 17, 2019 Transit Commission Minutes

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

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

D. REGULAR BUSINESS.

1. Discussion/Action: Bus Service Agreement with Ashwaubenon School District

Director Kiewiz provided the history on the agreement with the Ashwaubenon School District. She stated it was based off the previous 5 years of revenue. The revenue was very low with an average of 3 to 7 students using the service, prior to the agreement. Currently, we are averaging about 30 to 40 students per trip. Ashwaubenon School District current agreement is \$5,000 per year for the service. Director Kiewiz has worked with the Ashwaubenon School District to revise their fee schedule, based on Metro's annual review. The fee schedule will bring the Ashwaubenon School District very comparable to the other agreements Green Bay Metro has with a per trip cost of .75 cents.

Increases would occur:

9/1/19 \$500.00 monthly

1/1/20 \$650.00 monthly

6/1/20 \$750.00 monthly

9/1/20 \$825.00 monthly, there after

Moved by Commissioner Ron Antonneau, seconded by Commissioner Kevin Kuehn to approve the Bus Service Agreement with Ashwaubenon School District. Motion carried.

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

2. Discussion/Action: Gas Easement Request from WPSC

Director Kiewiz stated in your packets is a request for a gas line easement to the west of our facility.

Commissioner Ron Antonneau inquired if this will service our facility. If it is not servicing our facility. How much are we getting paid?

Director Kiewiz stated there are no dollars involved.

Commissioner Kevin Kuehn stated he feels the gas lines would cause a problem for future development on the west side of the facility. He does not feel this is a good idea. He feels it belongs out on the street.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to deny the request from WPSC for a Gas Easement. Motion carried.

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

3. Discussion/Action: Green Bay Metro's TAM Plan

Director Kiewiz stated annually the Green Bay Metro staff reviews the Green Bay Metro Transit Asset Management Plan (TAMP) Policy. The policy has been updated to ensure compliance with the Federal Transit Administration. This TAMP provides and outlays how Green Bay Metro will monitor and report the physical condition of assets utilized in the operation of the public transportation system. A few updates were the criteria's, measures and goals on page 5, along with useful life of the vehicles and equipment as well as the sub-recipients vehicles.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Ron Antonneau to approve Green Bay Metro Transit Asset Management Plan (TAMP) Policy . Motion carried.

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

E. INFORMATIONAL.

1. Operational Reports

Director Kiewiz provided a brief overview of July ridership reports for Fixed Route and Paratransit. Director Kiewiz stated that if the Commission would have any questions, she would be happy to answer them.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Ron Antonneau to receive and place on file. Motion carried.

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

2. Financial Report

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

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Ron Antonneau to receive and place on file. Motion carried.

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

3. Director's Report

Director Kiewiz stated she will be meeting with Mayor Genrich to discuss budget the first week of September.

Staff will be attending the WIPTA State Transportation Conference in Milwaukee on September 16-19, 2019.

Staff is preparing for Federal Triennial Review that scheduled on September 10-11, 2019.

The RFP for Paratransit will be going out the end of August and staff are looking to bring that back for approval for November.

4. Next Meeting: Wednesday, September 25, 2019

F. ADJOURNMENT.

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Ron Antonneau to adjourn at 8:50 a.m. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, 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

September 25, 2019

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.I.

Discussion/Action: Green Bay Metro's Financial Management & Procedures

BACKGROUND

Annually the Green Bay Metro staff reviews the Green Bay Metro Financial Management & Procedures. The policy has been updated to ensure compliance with the Federal Transit Administration.

RECOMMENDATION

Staff recommends the approval of the Green Bay Metro's Financial Management & Procedures.

FISCAL IMPACT

ATTACHMENTS

1. Appen A Cost Principle 9-4-2019
2. Financial Management Procedures 8-2019 DRAFT

APPENDIX A

COST PRINCIPLES

Policy Guide (§ 200.400)

The application of cost principles is based on the fundamental premises that:

- (a) Green Bay Metro (GMB) is responsible for the efficient and effective administration of the Federal award(s) through the application of sound management practices.
- (b) GBM assumes responsibility for administering Federal funds in the manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award(s).
- (c) GBM has the primary responsibility of employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the Federal award(s).
- (d) Application of cost principles should require no significant changes in the internal accounting policies and practices of GBM. The accounting practices of GBM must be consistent with the cost principles and support the accumulation of costs as required by the principles, and must provide for adequate documentation to support costs charged to the Federal award(s).
- (e) In reviewing, negotiating and approving cost allocation plans or indirect cost proposals, the cognizant agency for indirect costs should generally assure that the GBM is applying these cost accounting principles on a consistent basis during their review and negotiation of indirect cost proposals. Where wide variations exist in the treatment of a given cost item by GBM, the reasonableness and equity of such treatments should be fully considered. See §200.56 Indirect (facilities & administrative (F&A)) costs.
- (f) GBM may not earn or keep any profit resulting from Federal financial assistance, unless expressly authorized by the terms and conditions of the Federal award. See also §200.307 Program income.

Composition of Costs (§ 200.402)

The total cost of a Federal award(s) is the sum of the allowable direct and allocable indirect costs less any applicable credits.

Allowability of costs (§ 200.403)

Cost must meet the following criteria in order to be allowable under Federal award(s):

- (a) Be necessary and reasonable for performance,
- (b) Conform to any limitations or exclusions,
- (c) Be consistent with policies and procedures,
- (d) Be accorded consistent treatment,
- (e) Be determined in accordance with GAAP,

- (f) Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-funded program, and
- (g) Be adequately documented.

Reasonable Costs (§ 200.404)

A cost is reasonable if in its nature and amount if it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining reasonableness, consideration must be given to:

- (a) Recognized as ordinary and necessary;
- (b) Requirements imposed by such factors as: sound business practices; arm's-length bargaining; Federal, state and other laws and regulations; terms and conditions of Federal award(s);
- (c) Comparable market prices for geographical area;
- (d) Acting with prudence;
- (e) Whether or not significant deviation from established practices and policies regarding incurrence of costs may unjustifiably increase the Federal award(s) costs.

Direct Costs (§ 200.413)

(a) **General.** Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect (F&A) costs. See also §200.405 Allocable costs.

(b) **Application to Federal awards.** Identification with the Federal award rather than the nature of the goods and services involved is the determining factor in distinguishing direct from indirect (F&A) costs of Federal awards. Typical costs charged directly to a Federal award are the compensation of employees who work on that award, their related fringe benefit costs, the costs of materials and other items of expense incurred for the Federal award. If directly related to a specific award, certain costs that otherwise would be treated as indirect costs may also include extraordinary utility consumption, the cost of materials supplied from stock or services rendered by specialized facilities or other institutional service operations.

(c) The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

- (1) Administrative or clerical services are integral to a project or activity;
- (2) Individuals involved can be specifically identified with the project or activity;
- (3) Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency; and
- (4) The costs are not also recovered as indirect costs.

(d) **Minor items.** Any direct cost of minor amount may be treated as an indirect (F&A) cost for reasons of practicality where such accounting treatment for that item of cost is consistently applied to all Federal and non-Federal cost objectives.

(e) The costs of certain activities are not allowable as charges to Federal awards. However, even though these costs are unallowable for purposes of computing charges to Federal awards, they nonetheless must be treated as direct costs for purposes of determining indirect (F&A) cost rates and be allocated their equitable share of the non-Federal entity's indirect costs if they represent activities which:

- (1) Include the salaries of personnel,
- (2) Occupy space, and
- (3) Benefit from the non-Federal entity's indirect (F&A) costs.

(f) For nonprofit organizations, the costs of activities performed by the non-Federal entity primarily as a service to members, clients, or the general public when significant and necessary to the non-Federal entity's mission must be treated as direct costs whether or not allowable, and be allocated an equitable share of indirect (F&A) costs. Some examples of these types of activities include:

- (1) Maintenance of membership rolls, subscriptions, publications, and related functions. See also §200.454 Memberships, subscriptions, and professional activity costs.
- (2) Providing services and information to members, legislative or administrative bodies, or the public. See also §§200.454 Memberships, subscriptions, and professional activity costs and 200.450 Lobbying.
- (3) Promotion, lobbying, and other forms of public relations. See also §§200.421 Advertising and public relations and 200.450 Lobbying.
- (4) Conferences except those held to conduct the general administration of the non-Federal entity. See also §200.432 Conferences.
- (5) Maintenance, protection, and investment of special funds not used in operation of the non-Federal entity.
- (6) Administration of group benefits on behalf of members or clients, including life and hospital insurance, annuity or retirement plans, and financial aid. See also §200.431 Compensation—fringe benefits.

Indirect Costs (§200.414)

(a) **Facilities and Administration Classification.** For major nonprofit organizations, indirect (F&A) costs must be classified within two broad categories: "Facilities" and "Administration."

- a. Facilities is defined as depreciation on buildings, equipment and capital improvement, interest on debt associated with certain buildings, equipment and capital improvements, and operations and maintenance expenses.

- b. Administration is defined as general administration and general expenses such as the director's office, accounting, personnel and all other types of expenditures not listed specifically under one of the subcategories of "Facilities" (including cross allocations from other pools, where applicable).

Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals

(a) **General.**

- a. Indirect Costs are those incurred by GBM for a common or joint purpose. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective. After direct costs have been determined and assigned directly to Federal awards as appropriate, indirect costs are those remaining to be allocated to a benefitted cost objective without effort disproportionate to the results achieved. A cost may not be allocated to a Federal award as an indirect cost if any other cost incurred for the same purpose has been assigned to a Federal award as a direct cost.
- b. Indirect cost include:
 - i. The indirect costs originating in GBM
 - ii. The costs of the City of Green Bay, disturbed through a cost allocation plan and not otherwise treated as direct costs

De Minimis Rate

GBM has an FTA approved De Minimis rate.

- a. GBM reviews the requirements necessary to elect the De Minimis rate of 10% per OMB Circular 2 CFR Part 200.414(f) giving consideration to:
 - iii. Whether or not GMB has ever received a negotiated indirect cost rate
 - iv. Whether or not GBM has ever received more than \$35 million in direct Federal funding

If either of the above are answered in the positive, GBM will no longer be eligible for the De Minimis rate and will have to create and have FTA approve an indirect cost plan.



Financial Management & Procedures

September 2019

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ADMINISTRATION AND MANAGEMENT PROCEDURES FOR FEDERAL TRANSIT ADMINISTRATION (FTA) GRANTS

The City of Green Bay is a designated recipient of federal transit funding. The following grant administration and management procedures shall be exercised by the City of Green Bay and Green Bay Metro (GBM) to comply with FTA requirements.

1. Legal Authority

The Mayor of the City of Green Bay or his/her designee is authorized by Common Council resolution to: execute and file grant applications; execute and file annual certifications and assurances and other documents; and execute grant and cooperative agreements with the FTA.

2. Operating Assistance Applications

- a. Prior to submitting a grant application for a fiscal year, the Transit Director or his/her designee along with the City Attorney or his/her designee shall submit an annual list of Certifications and Assurances to the FTA via TRAMS.
- b. The State of Wisconsin Department of Transportation (WisDOT) determines the annual allocation of Federal Operating assistance for Wisconsin transit systems, pursuant to section 85.20 of the state statutes. The annual operating assistance application shall incorporate funding levels specified by WisDOT.
- c. The Brown County Planning Commission shall prepare annual Program of Projects (POP) that shall include all FTA funded projects. A notice of opportunity for public hearing regarding the annual POP shall be published in the designated newspaper and distributed to transportation stakeholders, including private sector transportation providers.
- d. The Transit Director or designee shall prepare the annual operating assistance application, incorporating transit services and budgets that have been included in the annual Transportation Improvement Plan (TIP) and approved by the Transit Commission. The application shall be submitted via TRAMS.
- e. Following FTA review, the Transit Director or designee shall execute the annual operating assistance application via TRAMS.

3. Capital Grant Applications

- a. The Transit Director shall identify capital needs and request funding through the City of Green Bay Capital Improvement Program (CIP), or other grant opportunities.
- b. Capital items approved in the CIP shall be included in the annual TIP and in the annual WisDOT operating assistance application.
- c. The City of Green Bay shall submit capital assistance applications to the FTA when appropriate.

4. Grant Reporting Procedures

The Transit Director or designee shall prepare and submit operating and financial reports as follows:

- a. Federal Financial Reports (FFR) - within 30 days after the end of each quarter.
- b. Milestone/Progress Report (MPR) - within 30 days after the end of each quarter
- c. Ridership Activity Report - within 30 days after the end of each month.
- d. Safety and Security Report - within 30 days after the end of each month.
- e. Disadvantaged Business Enterprise (DBE) - prior to June 1 and December 1 each year.
- f. DBE goals shall be submitted on or before August 1, every third year.
- g. Management Information System (MIS) report of drug and alcohol testing results - annually, prior to March 15.
- h. National Transit Database (NTD) – annually, prior to April 30.
- i. Title VI Plan submitted every three years.
- j. Cost Allocation Plan – reviewed annually and revised as needed.
- k. Transit Asset Management Plan – annually, 60 days from audit completion.

The Transit Director shall submit operating and financial reports to the FTA as follows:

- a. Single audit of GBM operations - annually, prior to August 1.
- b. SF-SAC – annually, prior to August 1.

5. Requests for Advance, Reimbursement and Grant Close-Out

GBM's cash management and payment process is in accordance to 2 CFR 200.305. Specifically:

- a. FTA grant payment requests shall not be made in advance of actual expenditures.
- b. All FTA grant payment requests shall be for the purpose of reimbursing actual project expenditures.
- c. Metro's Accountant shall prepare and submit to the Transit Director all requests for reimbursement.
- d. Metro's Accountant shall request electronic transfer of FTA funds via the ECHO 2.0 payment system.
- e. Metro's Accountant shall request to the Transit Director to close out the grant when the project has been completed or when the Federal share of the project has been exhausted.

6. Procurement

Procurement activity shall be initiated by the Compliance Coordinator and conducted according to GBM's Procurement Policy & Procedures Manual and in compliance with FTA requirements.

7. Federally Funded Assets

- a. GBM staff shall conduct an annual inventory of all FTA funded assets and sign off when complete.
- b. GBM shall maintain a current list of all FTA funded assets, and document those removed from service.
- c. GBM shall obtain FTA approval before disposing of assets prior to the end of their useful life and shall handle the proceeds according to FTA guidelines.

- d. Federally funded assets shall not be used for non-transit purposes unless the FTA has previously approved a cost allocation plan.
- e. Federally funded assets shall be properly maintained during their useful life.
- f. GBM Staff will review and update Green Bay Metro's TAM Plan annually, or as needed.

8. Contractor Oversight

- a. Contractor services shall be competitively procured pursuant to GBM's Procurement Policy & Procedures Manual and in compliance with FTA requirements.
- b. The City of Green Bay/GBM shall conduct and document contractor oversight as is necessary to ensure compliance with FTA requirements.

ORGANIZATIONAL RESPONSIBILITIES

The purchasing authority and responsibilities for Green Bay Metro shall be organized as follows:

TRANSIT COMMISSION – The Green Bay Metro Transit Commission consists of seven members, six citizen members and one member of the Common Council. The members of the Commission are all appointed by the Mayor of the City of Green Bay and confirmed by the City of Green Bay Common Council. The Commission convenes monthly or as required and is responsible for policy making, approving resolutions by which the Green Bay Metro staff functions, and regulating and approving the expenditures of funds in awarding contracts. The Transit Commission also reviews all requests for grant funding.

TRANSIT DIRECTOR – The Green Bay Metro Transit Director is responsible for all oversight to the Transit Department. The Transit Director is entrusted and authorized by the Transit Commission to enter into contracts of less than \$25,000.00. The Transit Director may also enter into contract of more than \$25,000.00 upon Commission approval.

- Submits all local, state and federal budgets, as required.
- Approves all planned acquisitions (inventory, local capital, grant-funded, non-inventory), and projects the total requirement during annual budget planning.
- Develops and recommends organization-wide purchasing objectives, policies, programs, and procedures for negotiation and acquisition of materials, equipment, supplies, and services.

COMPLIANCE COORDINATOR – The Compliance Coordinator performs as Green Bay Metro's Procurement Officer in conjunction with the City of Green Bay's Purchasing Department. They are the point of contact for all matters involving the timely and cost-effective acquisition of goods and services. Responsibilities include, but are not limited to:

- Assists the Transit Director in negotiating and making recommendations concerning term contracts and leases to the best interest of Green Bay Metro.
- Consolidating purchase of like or common item to obtain maximum economic benefits.
- Purchasing equipment, supplies, and services for Green Bay Metro's use in such a manner that the maximum value will be obtained for the money expended. Purchases shall be made

from qualified suppliers whose reputations, financial positions, and price structures are sufficiently adequate for consideration as logical sources of supply.

- Provides oversight for the 5310 Program.
- Arranging for the disposal and/or sale of surplus materials and equipment.
- Analyzes prices paid for materials and equipment; generally defines how to obtain savings through improved specifications and supervision of supply sources; recommending changes in quantities to be ordered when conditions warrant.
- Utilizing known contact and sources to expedite deliveries of needed material and equipment.
- Working with other departments of the City of Green Bay to promote better customer and supplier relations.
- Advising and assisting project managers in the development of technical specifications for formal advertisement.
- Performing necessary research to assure that all Green Bay Metro purchasing activities are in compliance with Federal, State, local and other applicable laws, policies, and procedures.
- Provides oversight to inter-city bus service.
- Assists in department payroll.
- Responsible for all pass inventory, sales, and invoicing.

ACCOUNTANT – The Accountant serves as Green Bay Metro’s staff point of contact for all matters involving the preparation and processing of anticipated grant-funded acquisitions (capital or planning grants). The Accountant will coordinate with the Transit Director in all instances where the acquisition of grant-funded goods or services is anticipated. The Accountant shall also be the ECHO Officer for drawdowns of Federal operating and capital monies. All drawdowns shall all be approved by the Transit Director.

- Metro’s Accountant will prepare monthly financial reports for the Green Bay Transit Commission.
- Manages all fixed asset inventory.
- Prepares all ridership data and revenue related reports.
- Verifies and submits DBE reports.
- Prepares and manages federal and state grants.
- Conducts random internal audits.
- Coordinates all external audits.
- Responsible for completion of department payroll.

MAINTENANCE MANAGER – The Maintenance Manager serves as Green Bay Metro’s staff point of contact for all maintenance matters.

- Responsible for all parts inventory; maintaining, ordering and reconciling.
- Serves as Project Manager for all procurements, such as vehicles, equipment, and items involving the facility.
- Initiates special orders for stock or non-stock items to cover the requirements of authorized maintenance campaigns or seasonal purchases.
- Responsible for ongoing employee training.
- Explores and implements new technology.
- Tracks all manufactory warranties.

- Manages all preventive maintenance schedules.
- Troubleshoots issues involving maintenance and/or the facility.
- Makes regular physical stock checks.
- Controls all inventory and charges the appropriate division.
- Maintains current parts books.
- Responsible for the department's Safety Committee.

PARATRANSIT COORDINATOR – The Paratransit Coordinator provides oversight to the Paratransit program and is the point of contact for advertising with Green Bay Metro.

Responsibilities include, but not limited to:

- Ensures advertising contracts are current and have been approved by the Legal Dept. and the Transit Director.
- Receives approval from the Transit Director on all final art work that will be advertised.
- Prepares monthly billing for advertising.
- Tracks all advertising billing on the Sales Sub.
- Sells Paratransit tickets.
- Ensures record retention information is current and provided to staff.

MOBILITY COORDINATOR – The Mobility Coordinator is the point of contact for mobility information for Brown County. Responsibilities include, but not limited to:

- Provides oversight to the Voucher Program.
- Tracks and sells vouchers.

COST PRINCIPLES

See Appendix A for GBM cost principles.

INVENTORY

In an effort to properly track and account for inventory the following process has been established.

The Compliance Coordinator will process all pass orders received via email: letmeride@greenbaywi.gov. All pass orders will be generated in 24 hours.

Ordering & Retrieving Inventory:

- The Compliance Coordinator will record passes in the spreadsheet, PASS DELIVERY LOG. Then the form PASS DELIVERY REQUEST will be generated. All fixed route requests will be given to the Paratransit Coordinator to fill the order.
- Using the Pass Delivery Request form, the Paratransit Coordinator will fill the fixed route order and deliver it to Dispatch and send an email notifying Dispatch of the order. The Compliance Coordinator will keep the **YELLOW** copy of the request. The white copy will go with the "seller's" paperwork.

- All Paratransit requests emailed will go to the Paratransit Coordinator. Any phone requests will be taken by the Paratransit Coordinator. All tracking of inventory will be done by the Compliance Coordinator.

*Backup for the Compliance Coordinator: Metro's Accountant – Transit Director

*Backup for Paratransit Coordinator: Transit Director

Cash Drawers:

- Dispatch cash drawers will be balanced by the Compliance Coordinator and Metro's Accountant will serve as the backup.

Billing:

- Compliance Coordinator will be responsible for recording all sales on the Sales Sub.
- Paratransit Coordinator will be responsible for recording all advertising sales on the Sales Sub.

Outlets:

- The Compliance Coordinator will generate the Pass Delivery Receipt and give to the Paratransit Coordinator.
- The Paratransit Coordinator will then fill the orders and either the Paratransit Coordinator or a Dispatcher will deliver them.
- The Compliance Coordinator will bill outlets for all passes sold.

APPROVAL PROCESS

To ensure proper checks and balances are in place Green Bay Metro requires that an employee is given the authority to conduct only two of the three tasks below regarding purchases. Authority is granted by the Transit Director to the following employees for tasks stated below:

Requisition Entry: Transit Director, Compliance Coordinator or Parts Clerk

Requisition Approval: Transit Director, Accountant or Compliance Coordinator

Purchase Order Receiving: Accountant or Parts Clerk

Accounts Payable Approval < \$3,000: Accountant or Compliance Coordinator

Accounts Payable for Diesel Fuel: Transit Director, Compliance Coordinator, or Accountant

Accounts Payable ≥ \$3,000: Transit Director

**In the absence of the Transit Director, invoices may be approved by the City Finance Director.*

CASH RECEIPTING

1. Money is collected by the Seller (Dispatcher, Mobility Coordinator or Paratransit Coordinator)
2. At the time of the transaction the seller enters the sale into a Tyler Cashiering batch and puts it in the cash drawer/money bag
3. At the end of the day/shift a settlement report is created in Tyler Cashiering by the seller for each batch and then reconciled to the cash drawer/money bag and inventory sheet
<I:\DeptData\Transit\OPERATIONS\DISPATCH\MASTER COPIES\CASH DRAWER - INVENTORY SHEETJAN2017.xlsx>

4. The settlement report and money are given to the Compliance Coordinator who verifies the amount on the report equals the amount received and creates the deposit ticket
5. That day's deposits are stored in the vault until the courier picks them up.
6. Settlement reports and inventory sheets along with deposit slips are reviewed by the Compliance Coordinator who then closes the batches in Tyler Cashiering.
7. An email is then sent by the Compliance Coordinator to the Administrative Clerk in the Finance Department at City Hall notifying them that the batches can be posted.

FAREBOX REVENUE

Fareboxes are emptied nightly by maintenance staff via the vault. Daily two employees will count all revenues collected. Two employees are required in the vault room at all times. After the deposit is prepared all monies remain in the vault until pick up from courier service. The Compliance Coordinator is responsible to reconcile revenues deposited to data collected from the farebox system. All variances greater than 1% are required to be reported to the Transit Director immediately.

ACCOUNTS PAYABLE

Invoices are required for all purchases, account statements are not sufficient. Before any invoices are processed a signature from the person receiving it is required. A receiving record should also be included for all goods received. Invoices not paid for using a city procurement card (p-card) are entered into Tyler Munis on a timely basis by the Accountant or the Compliance Coordinator. Once entered invoices are released through workflow for approvals, see Approval Process.

PAYROLL

1. Employees submit weekly timesheets on Friday for that week.
2. Operations timesheets are reviewed and approved by an Operations Supervisor. The Compliance Coordinator serves as a backup. The Transit Director shall approve all Admin, and Paratransit timesheets. Maintenance Manager reviews all maintenance timesheets.
3. Timesheets are entered into the payroll system by a Dispatcher or the Compliance Coordinator.
4. Detail time entry reports are run by the enterer and payroll entry is reviewed by the Accountant or Compliance Coordinator.
5. Any necessary adjustments are made by the Accountant or Compliance Coordinator and approved within the payroll system.
6. Hours and gross pay are entered in a reconciliation spreadsheet and reconciled once Payroll processes the time entry.
7. Payroll is reconciled by the Accountant.

BANK RECONCILIATIONS

Reconciliation of bank statements is conducted by the Accountant in the City of Green Bay's Finance Department.

REPORTING

Monthly financial reports are prepared by the Metro's Accountant. All variances are visible. Substantial variances are explained at the conclusion of the report. Reports are then given to the Transit Director. Once approved by the Transit Director they are forwarded to the Paratransit Coordinator to be included in the packets for the Green Bay Transit Commission's monthly meeting.

PROCUREMENT POLICY

Green Bay Metro's Procurement Policy is a separate document not included in this plan.

ADOPTION AND REVISION HISTORY

Adopted December 2015

Revised and approved by the Green Bay Transit Commission September XX, 2019.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 25, 2019

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.2.

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

BACKGROUND

US Department of Transportation, Federal Transit Administration requires all covered employees who perform a safety-sensitive function must comply with 49 CFR Part 655, as amended.

To ensure federal compliance, Green Bay Metro staff has revised the Section 5.6 Notifying GBM of Criminal Drug Conviction. All employee's convictions need to be done in writing.

RECOMMENDATION

Staff recommends approving the revised Green Bay Metro Drug and Alcohol Policy.

FISCAL IMPACT

ATTACHMENTS

- I. Drug and Alcohol Policy 9-6-2019 DRAFT



DRUG & ALCOHOL POLICY

September 6, 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

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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 Prohibited Substances

Prohibited substances addressed by this policy include the following:

4.1 Illegally Used Controlled Substances or Drugs

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

4.2 Legal Drugs

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 Treatment Requirements

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 Notifying GBM of Criminal Drug Conviction

According to 49 CFR 32.205 all employees are required to notify GBM, in writing of any criminal drug statute conviction for a violation within five calendar 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 than 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 Compensation for Testing

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 Split Specimen Testing

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 Pre-Employment Testing

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 Other Testing

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 Reasonable Suspicion Testing

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 Post-Accident Testing

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, whichever 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 performed. 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 15 May 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)
Fueller (Full-Time)



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 25, 2019

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.I.

TMI Driver Safety Award

BACKGROUND

Green Bay Metro has received 2019 Driving Incentive Program from Transit Mutual Insurance. Green Bay Metro is part of Division 4, which is over 1,000,000 miles traveled. Metro had no reportable accidents as of August 2019.

This is a great accomplishment for all of Metro staff.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. 2019 DRINC Report



2019 Driving Incentive Program

As of: August 31, 2019

Division 1

Member	Miles*	All Accidents	Ratio
Merrill	60,000	0	0
Fond du Lac	160,140	1	160,140
Northwoods	230,000	0	0
BART	292,701	0	0

Division 2

Member	Miles*	All Accidents	Ratio
Beloit	307,892	0	0
Stevens Point	362,615	1	362,615
Manitowoc	376,892	0	0
Wausau	435,571	3	145,190
Janesville	458,772	2	229,386

Division 3

Member	Miles*	All Accidents	Ratio
Namekagon	517,449	0	0
Eau Claire	707,530	2	353,765
Sheboygan	746,969	4	186,742
Waukesha	773,773	2	386,887
La Crosse	785,465	7	112,209

Division 4

Member	Miles*	All Accidents	Ratio
Appleton	890,343	7	127,192
Racine	1,158,545	3	386,182
Kenosha	1,201,921	2	600,961
Green Bay	1,208,781	0	0
Madison	6,400,000	26	246,154

*Miles used to calculate the 2019 Premium are used to determine the winners



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 25, 2019

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.2.

Operational Reports

BACKGROUND

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

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

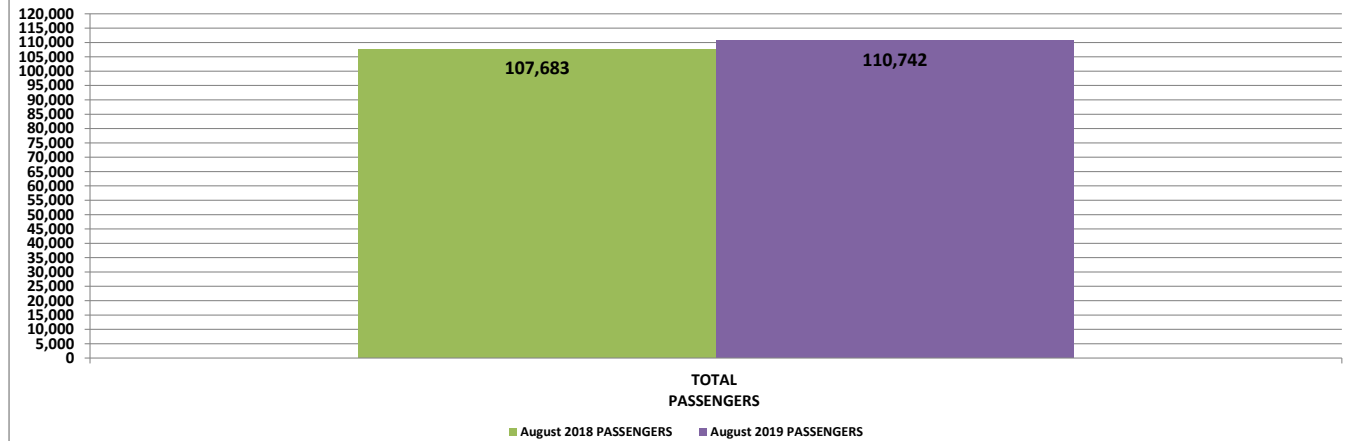
ATTACHMENTS

- I. 2019.08 Ridership Report

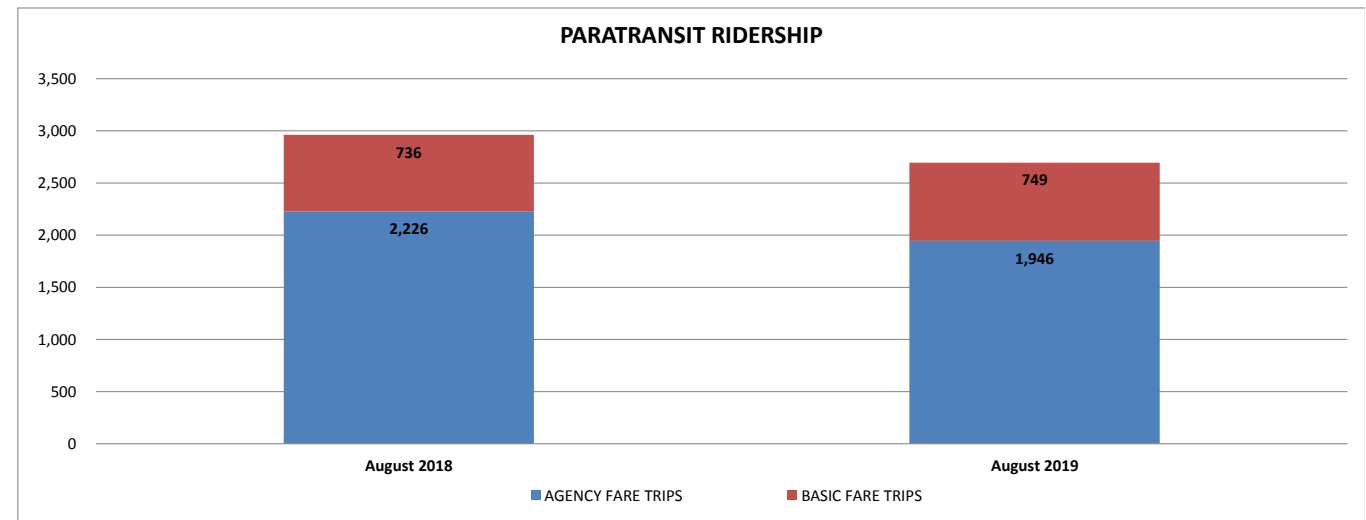
FIXED ROUTE RIDERSHIP

	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
August 2018	2,896	28,622	661	3,765	18,145	359	6,599	11	177	609	5	338	12,761	1	74,948
August 2019	2,549	23,875	609	2,176	15,442	271	6,054	3	131	239	1	339	10,251	0	61,940
CHANGE '18-'19	(347)	(4,747)	(52)	(1,589)	(2,703)	(88)	(545)	(8)	(46)	(370)	(3)	1	(2,510)	(1)	(13,008)
	-12.0%	-16.6%	-7.9%	-42.2%	-14.9%	-24.5%	-8.3%	-73.3%	-26.0%	-60.8%	-73.3%	0.3%	-19.7%	-100.0%	-17.4%

	GREEN SATURDAY	GAME DAY	SNC	FREE FARE	FREE 4 & UNDER	PROMO	TOTAL FREE FARES	ASHWAUPE NON SCHOOLS	GBAPS	U-PASS	RAZ PASS	G-LINE DT-TT	TOTAL PARTNERSHIP FARES	TOTAL PASSENGERS
August 2018	9,782	7,854	0	2,040	2,877	385	22,938	149	8,252	447	0	949	9,797	107,683
August 2019	13,075	8,333	0	1,798	2,292	473	25,971	128	8,079	653	0	13,971	22,831	110,742
CHANGE '18-'19	3,293	479	0	(242)	(585)	88	3,033	(21)	(173)	206	0	13,022	13,034	3,059
	33.7%	6.1%	#DIV/0!	-11.9%	-20.3%	22.9%	13.2%	-14.1%	-2.1%	46.1%	100.0%	100.0%	133.0%	2.8%

FIXED ROUTE RIDERSHIP**PARATRANSIT**

	AGENCY FARE TRIPS	BASIC FARE TRIPS	TOTAL TRIPS	BASIC FARE	AGENCY FARE	TOTAL FARES
August 2018	2,226	736	2,962	\$ 8,886	\$ 33,271	\$ 42,157
August 2019	1,946	749	2,695	\$ 8,085	\$ 29,169	\$ 37,254
CHANGE '18-'19	(280)	13	(267)	\$ (801)	\$ (4,102)	\$ (4,903)
	-12.6%	1.8%	-9.0%	-9.0%	-12.3%	-11.6%

PARATRANSIT RIDERSHIP**COMMENTS:**



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 25, 2019

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.3.

Financial Report

BACKGROUND

Green Bay Metro staff will present the Commission with January through July financial report.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. 7 - July 2019 Financials



EXPENSES

ACCOUNT DESCRIPTION	2019 July	2018 July	+/-	%	2019 BUDGET	% OF BUDGET
Wages & Salaries	1,609,048.59	1,528,323.12	80,725	5.3%	3,726,621	43.2%
Fringe Benefits	891,278.29	908,478.51	(17,200)	-1.9%	1,533,681	58.1%
Other Employment Expenses	33,808.31	28,827.80	4,981	17.3%	42,350	79.8%
Contract Services	42,961.73	48,671.24	(5,710)	-11.7%	266,839	16.1%
Materials & Supplies	361,818.72	383,857.14	(22,038)	-5.7%	998,979	36.2%
Building & Equip Maintenance	188,043.90	303,252.05	(115,208)	-38.0%	304,500	61.8%
Utilities	55,745.15	55,081.68	663	1.2%	109,262	51.0%
Insurance	184,021.76	170,962.86	13,059	7.1%	137,935	133.4%
Miscellaneous	237.10	124.40	113	47.5%	300	79.0%
Paratransit Services	464,208.56	535,888.67	(71,680)	-13.4%	1,266,040	36.7%
Subrecipient Expenses	-	67,359.14	(67,359)	0.0%	-	0.0%
TOTAL	3,831,172.11	4,030,826.61	(199,655)	-5.0%	8,386,507	45.7%

REVENUES

ACCOUNT DESCRIPTION	2019 July	2018 July	+/-	%	2019 BUDGET	% OF BUDGET
Federal Operating Asst	232,973.00	177,747.00	55,226	23.7%	2,264,357	10.3%
State Operating Asst	2,436,138.00	666,538.00	1,769,600	72.6%	2,264,357	107.6%
Other Local Municipalities	291,365.52	347,383.82	(56,018)	-19.2%	582,731	50.0%
Green Bay	624,000.00	743,750.00	(119,750)	-19.2%	1,620,161	38.5%
Farebox Revenue-Fixed Route	372,989.37	397,968.78	(24,979)	-6.7%	660,000	56.5%
Farebox Revenue-Paratransit	210,744.50	214,744.00	(4,000)	-1.9%	528,000	39.9%
College Program Fares	8,148.00	4,663.00	3,485	42.8%	-	0.0%
TMI Refund	70,654.00	83,359.00	(12,705)	-18%	-	0.0%
Non-Transportation Revenue	28,413.90	72,236.69	(43,823)	-154.2%	17,900	158.7%
State Fuel Refund	8,667.14	6,374.17	2,293	26.5%	-	0.0%
Advertising	85,577.00	77,613.99	7,963	9.3%	120,000	71.3%
Intercity Bus Commissions	9,795.32	14,867.88	(5,073)	-51.8%	36,000	27.2%
Partnership Contributions	105,964.50	86,907.83	19,057	18.0%	293,000	36.2%
TOTAL	4,485,430.25	2,894,154.16	1,591,276	35.5%	8,386,506	53.5%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	179	179	0	0.0%	307
Revenue Miles	695,998	635,039	60,959	9.6%	1,319,521
Revenue Hours	50,784	43,796	6,988	16.0%	84,124
Unlinked Passenger Trips	723,108	724,125	(1,017)	-0.1%	1,289,000
Revenue / Cost	117.1%	71.8%			100.0%
Farebox Revenue / Mile	0.54	0.63	(0.09)	-14.5%	0.50
Farebox Revenue / Pass Trip	0.52	0.55	(0.03)	-6.1%	0.51
Farebox Revenue / Hour	7.34	9.09	(1.74)	-19.2%	7.85
Passenger / Mile	1.04	1.14	(0.10)	-8.9%	0.98
Cost / Mile	4.84	5.50	(0.67)	-12.1%	5.40
Cost / Passenger Trip	4.66	4.83	(0.17)	-3.5%	5.52



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 25, 2019

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.4.

Director's Report

BACKGROUND

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

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 25, 2019

PREPARED BY

AGENDA ITEM # E.5.

Next Meeting: Wednesday, October 23, 2019

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None