



AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, JANUARY 15, 2020, 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 January 15, 2020 Transit Commission Agenda

C. Approval of Minutes.

- I. Approval of December 18, 2019 Transit Commission Minutes

D. Regular Business.

- I. Approval of Green Bay Metro Travel Expense Guidelines

E. Informational.

- I. Marketing Report
2. Operational Reports
3. Financial Report
4. Director's Report
5. Next Meeting: Wednesday, February 19, 2020

F. Adjournment.

- I) **ACCESSIBILITY:** Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.

- 2) **QUORUM:** Please take notice that a majority or quorum of the Common Council will attend this Transit Commission meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 3) **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

January 15, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # B.I.

Approval of January 15, 2020 Transit Commission Agenda

BACKGROUND

Enclosed is the agenda for the Commission meeting being held on January 15, 2020.

RECOMMENDATION

Staff recommends the approval of the agenda for January 15, 2020.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

January 15, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # C.I.

Approval of December 18, 2019 Transit Commission Minutes

BACKGROUND

Enclosed are the proposed minutes from the Commission meeting held on December 18, 2019.

RECOMMENDATION

Staff recommends the approval of the minutes from December 18, 2019.

FISCAL IMPACT

ATTACHMENTS

- I. Transit Commission Minutes December 18, 2019



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, DECEMBER 18, 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

Present: Roger Kolb, Chair; Kevin Kuehn Secretary; Alderman Randy Scannell, Emily Ysebaert and Ron Antonneau

Excused: Rashad Cobb

Absent: John Withbroe, Vice Chair

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

B. APPROVAL OF THE AGENDA.

I. Approval of December 18, 2019 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner Ron Antonneau to approve the December 18, 2019 agenda. Motion carried.

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

C. APPROVAL OF MINUTES.

I. Approval of November 20, 2019 Transit Commission Minutes

Moved by Commissioner Ron Antonneau, seconded by Ald. Randy Scannell to approve the minutes from November 20, 2019 meeting. Motion carried.

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

D. REGULAR BUSINESS.

I. Discussion/Action: January 1, 2020 Proposed Fare Increase for Fixed Route and ADA Paratransit Fares

Director Kiewiz stated Green Bay Metro staff proposed the attached fare increase for 2020 due to budget constraints. With levy limits imposed on local governments and little to no increase for ten years from state and federal governments, Metro continues to face budget challenges.

The public review period for the proposed January 1, 2020 fare increase was open from November 4 through December 3, 2019.

Green Bay Metro held three public comment and informational meetings on:

Tuesday, November 5, 2019 at 8:15 a.m.

Tuesday, November 12, 2019 at 4:15 p.m.

Tuesday, November 26, 2019 at 5:45 p.m.

A public information meeting was held on Wednesday, November 20, 2019 at 8:15 a.m.

Director Kiewiz stated in your packets you will find the comments that were received through the process.

Through all the meeting that were held, overall summary is the riders want more technology and that for the most part the fare increase was fair.

Moved by Commissioner Ron Antonneau, seconded by Ald. Randy Scannell to approve the resolution for the fare increase for the Fixed Route and ADA Paratransit fares. Implementation is scheduled for January 1, 2020. Motion carried.

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

2. Discussion/Action: Green Bay Metro's 2020 Budget

Director Kiewiz stated this is the final budget; which has a 1.6% increase in this budget over last years. Staff salaries alone were 2%; a considerable amount of adjustments in the budget, as much as possible. Additionally, an increase in paratransit with the new contract will take effect in March 2020.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Ron Antonneau to approve the 2020 Green Bay Metro Budget. Motion carried.

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

Abstain- None

3. Discussion/Action: Consultant Services for System Review

Director Kiewiz stated transportation is a constantly changing industry. To ensure Green Bay Metro meets the needs of the community, staff is seeking a consultant to assist in a system review. Green Bay Metro staff and Brown County Planning staff will work closely with the consultant to review and analyze all aspects associated with the following:

- Current Metro services
- Community needs
- Efficiency of current services
- Current service area
- Other service options

A committee consisting of community members, Metro staff, Brown County Planning and rider(s) will be created to participate throughout the process.

Ongoing updates will be provided to the Transit Commission.

Possible move to a Micro-Transit (Dial- A-Ride) type system piloting these two Routes 15/16.

Kevin Kuehn stated is ok with the cost, however, he would wants exact specifications.

Director Kiewiz provided an itemized list to the Commissioners.

Director Kiewiz stated her goal is to have cost stay consistent and maintain current fare structure and possibly increase ridership.

Alder. Randy Scannell asked how will this affect service agreements with local municipalities.

Director Kiewiz stated herself and Mayor Genrich will be in discussions with contributing partners. All funding partners will be involved on any system changes.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the SFR Consulting Group. Amount not to exceed \$25,000. Motion carried.

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

E. INFORMATIONAL.

I. Update FTA FY 2019 Triennial Review Final Report

Director Kiewiz stated we have received our final report from the FTA Triennial Review. Metro did receive one finding in DBE. That finding was pretty consistent throughout the state; 8 out of 10 transits received the same finding in DBE.

Staff did an outstanding job preparing and completing the review.

Moved by Ald. Randy Scannell, seconded by Commissioner Ron Antonneau to receive and place on file. Motion carried.

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

2. Operational Report

Director Kiewiz stated operational reports are included in the packets. Director Kiewiz gave a brief overview of the ridership reports for Fixed Route and Paratransit. Director Kiewiz stated she would welcome any questions.

3. Financial Report

Director Kiewiz stated in your packets you will find the operating expense report for January through October. She gave a brief overview of the revenue and expense reports. Currently, Metro is under budget and it is expected to close the year this way.

4. Director's Report

Director Kiewiz informed the Commissioners there is no safety/holiday gathering scheduled at this time due to the NFL game schedule.

Discussion was held regarding triennial review follow-up.

No other matters at this time.

5. Next Meeting: Wednesday, January 15, 2020

F. ADJOURNMENT.

Moved by Ald. Randy Scannell, seconded by Commissioner Ron Antonneau to adjourn at 9:01 a.m.
Motion carried.

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



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

January 15, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.I.

Approval of Green Bay Metro Travel Expense Guidelines

BACKGROUND

Currently Green Bay Metro follows the City of Green Bay's Human Resource Travel policy. However, given the travel locations of many transportation conferences and Federal Transit Administration training sessions, the current daily per diem is not adequate. It is well below the Federal US Government Service Administration(GSA) guidelines.

Travel expenses are always limited to Metro's budget. The travel that employees participate in are vital to Metro's success.

Reimbursing employees at the annual per diem rate according to the GSA guidelines is reasonable and fair.

RECOMMENDATION

Staff recommends approval of the Green Bay Metro Travel Expense Guidelines.

FISCAL IMPACT

ATTACHMENTS

- I. TRAVEL EXPENSE GUIDELINES - Metro I-2020



TRAVEL EXPENSE GUIDELINES

All Green Bay Metro (GBM) employees will follow the City of Green Bay's Travel and Reimbursement policy (Chapter 11) issued by the Human Resource Department with the exception of the daily per diem rate for meals. Due to the locations of majority of required trainings and transportation conferences GBM will use the current fiscal year per diem rate set by the Federal US Government Services Administration (GSA).

1. Meal reimbursements will be the standard meal allowance as established by the Federal US Government Services Administration (GSA). The set amount varies depending on travel location. GBM has established one set daily rate at frequent locations below. However, in such cases that the travel location has a significant difference in the daily per diem rate, the Transit Director can approve the rate based on the current rate provided by the GSA.
2. The standard meal allowance is for a full day of travel, 10 hours or more. If the travel is for less than 10 hours of a day, such as on the days of departure and return, reimbursement requests should reflect 50% of the daily per diem rate.
3. Per Diem rates for 2020 are below. Rates will be updated annually based on the Federal US Government Services Administration (GSA).

**FY 2020 MEAL ALLOWANCE (JAN. 2020)
ESTABLISHED BY THE U.S. GENERAL SERVICES ADMINISTRATION
2020 PER DIEM RATES FOR WISCONSIN/ILLINOIS**

PRIMARY DESTINATION	TOTAL
STANDARD RATE (ALL LOCATIONS WITHOUT SPECIFIED RATE)	\$50
MADISON	\$56
MILWAUKEE	\$61
CHICAGO	\$71

Approved by the Green Bay Transit Commission on XXXX XX, 2020.



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of the City of Green Bay



MEETING DATE

January 15, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.I.

Marketing Report

BACKGROUND

Marketing reports are included.

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

RECOMMENDATION

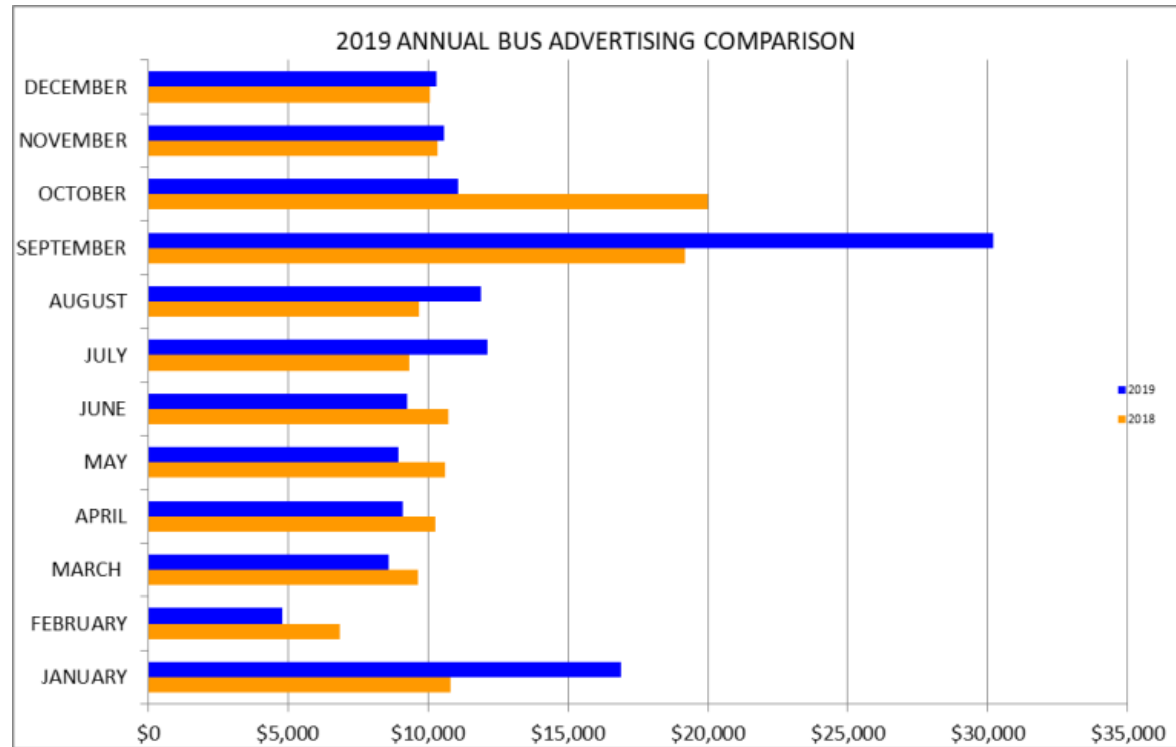
Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. 2019 Annual Bus Advertising Comparison

2019 Annual Bus Advertising Comparison



2018 **\$137,668.00**

2019 **\$143,592.00**

**January and September higher due to Advertisers paying the entire contract at one time.

Green Bay
METRO



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

January 15, 2020

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

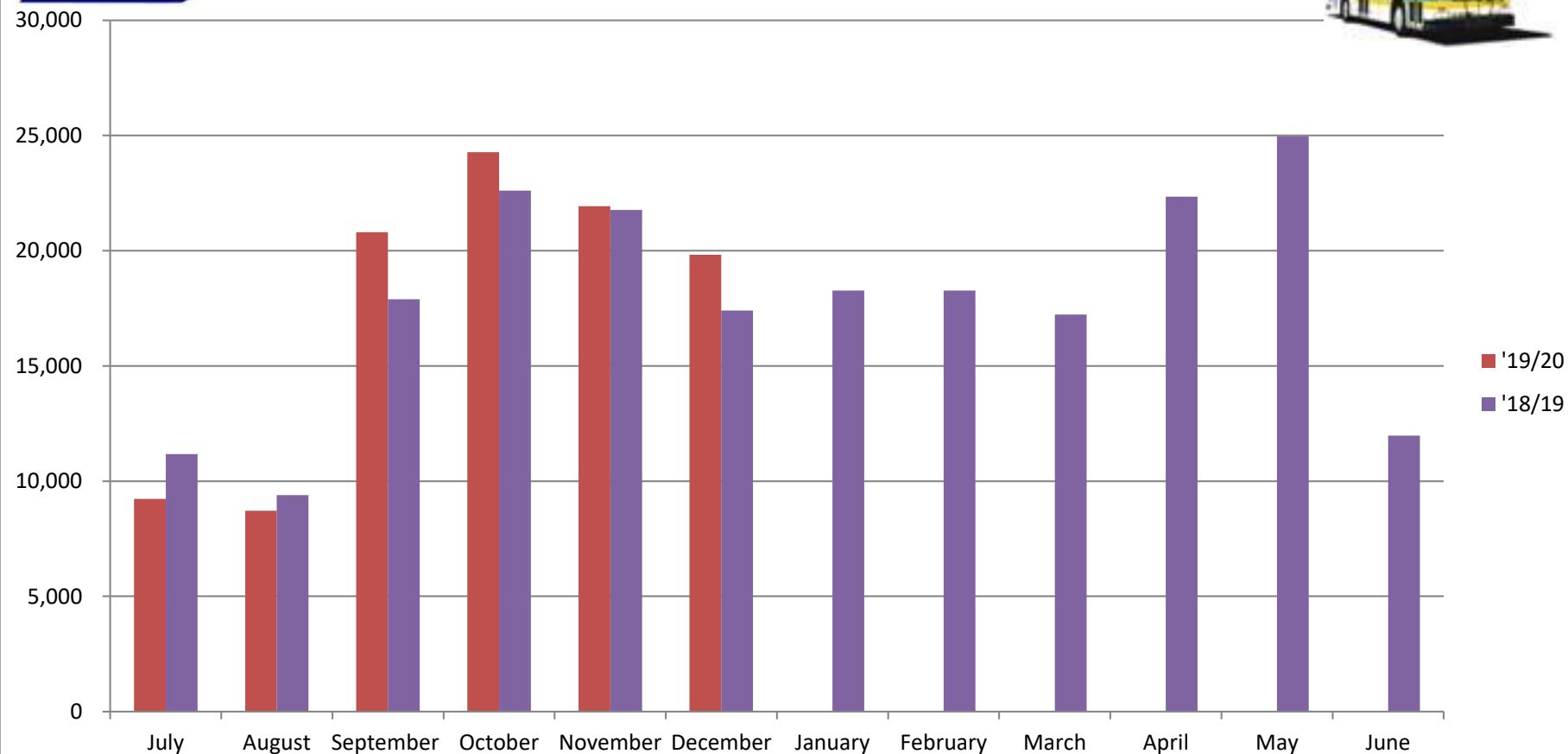
Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

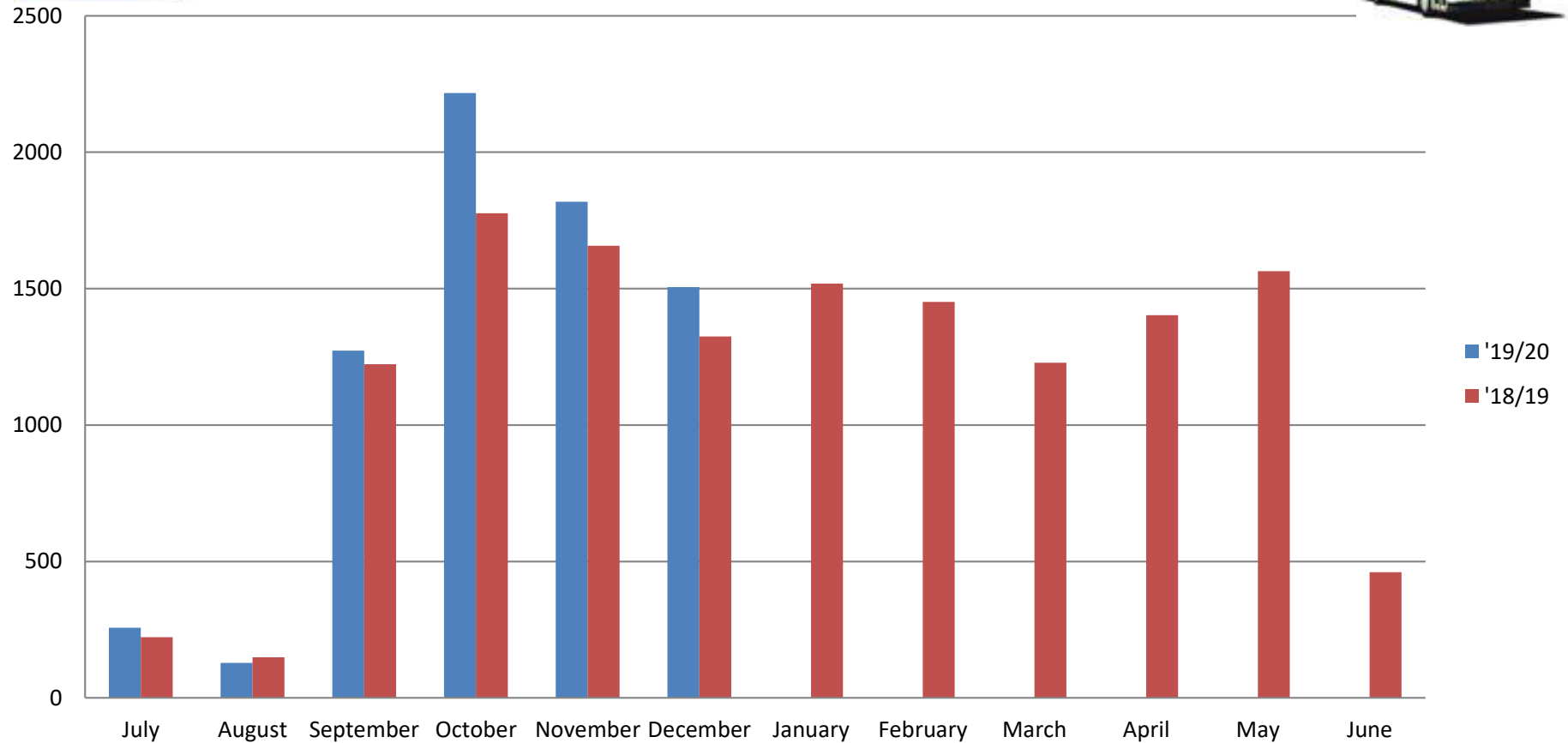
1. GBAPS Dec 2019
2. Ashwaubenon Dec 2019
3. 2019 Bike 4th Quarter
4. 2019 Code 30 4th Quarter

'18/19 vs. '19/20 School Year GBAPS Ridership



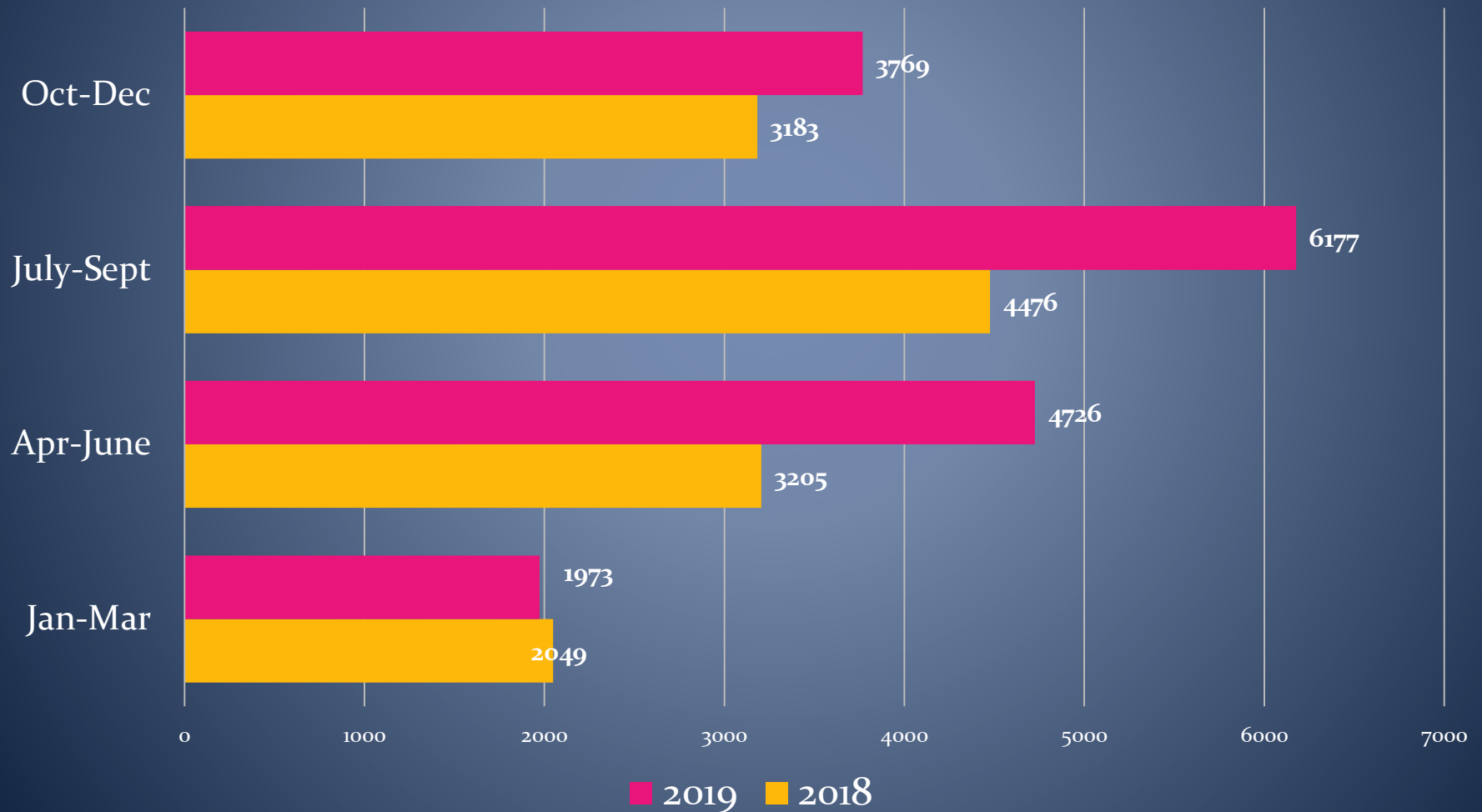


'19/20 vs. '18/19 School Year Ashwaubenon School Ridership





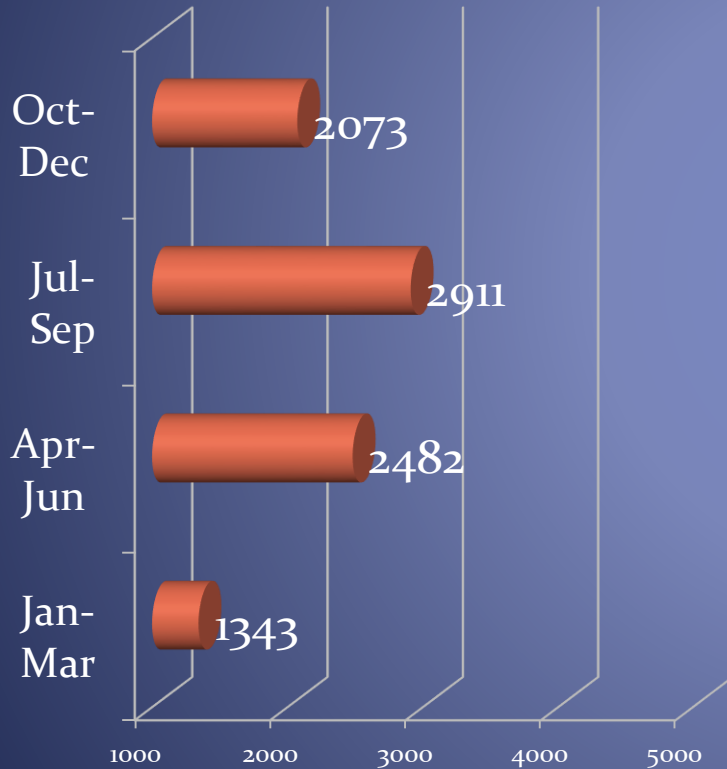
Annual Bicycle Usage



Mobility Device Annual Comparison

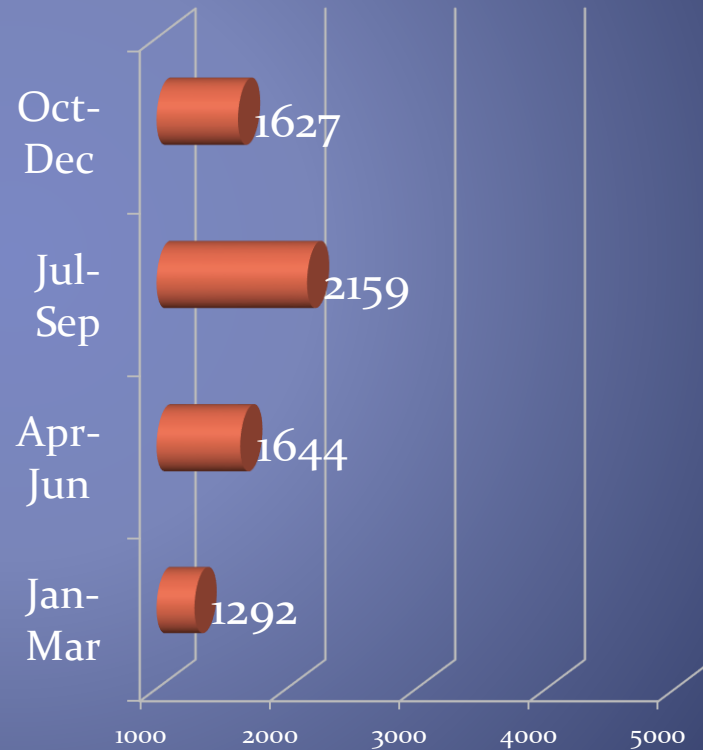
2019

Total Year to Date: 8,809



2018

Total Year to Date: 6,722



■ Mobility Devices Transported on Fixed Route



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

January 15, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.3.

Financial Report

BACKGROUND

Green Bay Metro's staff will present the Commission with November financial report.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. II - November 2019 Financials



EXPENSES

ACCOUNT DESCRIPTION	2019 Jan-Nov	2018 Jan-Nov	+/-	%	2019 BUDGET	% OF BUDGET
Wages & Salaries	2,743,110.68	2,684,609.20	58,501	2.2%	3,726,621	73.6%
Fringe Benefits	1,411,445.05	1,514,776.04	(103,331)	-6.8%	1,533,681	92.0%
Other Employment Expenses	51,747.89	42,655.46	9,092	21.3%	42,350	122.2%
Contract Services	129,036.98	139,388.31	(10,351)	-7.4%	266,839	48.4%
Materials & Supplies	601,738.35	655,227.76	(53,489)	-8.2%	998,979	60.2%
Building & Equip Maintenance	331,929.89	592,038.17	(260,108)	-43.9%	304,500	109.0%
Utilities	83,938.47	86,844.53	(2,906)	-3.3%	109,262	76.8%
Insurance	185,866.80	180,795.86	5,071	2.7%	137,935	134.7%
Miscellaneous	308.30	486.71	(178)	-57.9%	300	102.8%
Paratransit Services	780,765.87	869,118.34	(88,352)	-10.2%	1,266,040	61.7%
Subrecipient Expenses	-	143,135.14	(143,135)	0.0%	-	0.0%
TOTAL	6,319,888.28	6,909,075.52	(589,187)	-8.5%	8,386,507	75.4%

REVENUES

ACCOUNT DESCRIPTION	2019 Jan-Nov	2018 Jan-Nov	+/-	%	2019 BUDGET	% OF BUDGET
Federal Operating Asst	1,969,725.00	4,051,708.00	(2,081,983)	-105.7%	2,264,357	87.0%
State Operating Asst	2,436,138.00	2,425,070.00	11,068	0.5%	2,264,357	107.6%
Other Local Municipalities	508,836.20	486,344.10	22,492	4.4%	582,731	87.3%
Green Bay	1,040,000.00	1,168,750.00	(128,750)	-12.4%	1,620,161	64.2%
Farebox Revenue-Fixed Route	603,286.73	642,352.42	(39,066)	-6.5%	660,000	91.4%
Farebox Revenue-Paratransit	335,435.00	376,631.50	(41,197)	-12.3%	528,000	63.5%
College Program Fares	10,758.00	6,520.00	4,238	39.4%	-	0.0%
TMI Refund	70,654.00	83,359.00	(12,705)	-18%	-	0.0%
Non-Transportation Revenue	83,500.83	121,286.19	(37,785)	-45.3%	17,900	466.5%
State Fuel Refund	11,289.79	15,856.57	(4,567)	-40.5%	-	0.0%
Advertising	138,716.34	150,138.31	(11,422)	-8.2%	120,000	115.6%
Intercity Bus Commissions	15,018.38	24,652.64	(9,634)	-64.1%	36,000	41.7%
Partnership Contributions	108,432.50	140,520.83	(32,088)	-29.6%	293,000	37.0%
TOTAL	7,331,790.77	9,693,189.56	(2,361,399)	-32.2%	8,386,506	87.4%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	282	282	0	0.0%	307
Revenue Miles	1,105,339	1,082,745	22,594	2.1%	1,319,521
Revenue Hours	79,786	72,721	7,065	9.7%	84,124
Unlinked Passenger Trips	1,187,542	1,172,925	14,617	1.2%	1,289,000
Revenue / Cost	116.0%	140.3%			100.0%
Farebox Revenue / Mile	0.55	0.59	(0.05)	-8.0%	0.50
Farebox Revenue / Pass Trip	0.51	0.55	(0.04)	-7.2%	0.51
Farebox Revenue / Hour	7.56	8.83	(1.27)	-14.4%	7.85
Passenger / Mile	1.07	1.08	(0.01)	-0.8%	0.98
Cost / Mile	5.01	5.58	(0.57)	-10.2%	5.40
Cost / Passenger Trip	4.66	5.15	(0.49)	-9.4%	5.52



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

January 15, 2020

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

No action necessary.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

January 15, 2020

PREPARED BY

AGENDA ITEM # E.5.

Next Meeting: Wednesday, February 19, 2020

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None