



AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, AUGUST 12, 2020, 8:15 AM
TRANSIT
901 University Ave

A. Roll Call.

- I. Roger Kolb, Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Emily Ysebaert, Rashad Cobb, Ron Antonneau and Michael Conley-Kuhagen

B. Approval of the Agenda.

- I. Approval of August 19, 2020 Transit Commission Agenda

C. Approval of Minutes.

- I. Approval of July 15, 2020 Transit Commission Minutes

D. Regular Business.

- I. Presentation: GFI Farebox System
2. Discussion/Action: GFI Farebox System Upgrade
3. Discussion/Action: Security Access Additions
4. Discussion/Action: Green Bay Metro Severe Weather Policy

E. Informational.

- I. Service Update
2. Operational Reports
3. Financial Report
4. Director's Report
5. Next Meeting: Wednesday, September 16, 2020 at 8:15 a.m.

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

August 12, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # B.I

Approval of August 19, 2020 Transit Commission Agenda

BACKGROUND

Enclosed is the agenda for the Commission meeting held on August 19, 2020.

RECOMMENDATION

Staff recommends the approval of the agenda for August 19, 2020.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

August 12, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # C.I

Approval of July 15, 2020 Transit Commission Minutes

BACKGROUND

Enclosed are the proposed minutes from the Commission meeting held on July 15, 2020.

RECOMMENDATION

Staff recommends the approval of the minutes from July 15, 2020.

FISCAL IMPACT

ATTACHMENTS

- I. TC Minutes 7.15.20



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, JULY 15, 2020, 8:15 AM

TRANSIT

901 University Ave

A. ROLL CALL.

I. Roger Kolb, Chair; Vacant, Vice Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Ron Antonneau, Emily Ysebaert, Rashad Cobb and Michael Conley-Kuhagen

Present: Roger Kolb, Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Ron Antonneau, Emily Ysebaert, Rashad Cobb and Michael Conley-Kuhagen

Chair Roger Kolb called the meeting to order at 8:20 a.m.

B. APPROVAL OF THE AGENDA.

I. Approval of July 15, 2020 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner Ron Antonneau to approve the July 15, 2020 agenda. Motion carried.

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

C. APPROVAL OF MINUTES.

I. Approval of June 17, 2020 Transit Commission Minutes

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Ron Antonneau to approve the minutes from June 17, 2020 meeting. Motion carried.

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

D. REGULAR BUSINESS.

I. Presentation: MicroTransit Feasible Report

Director Kiewiz stated back in November of 2019 Green Bay Metro contracted with SRF Consulting Group to assist with a Micro-Transit study. Metro staff along with Brown County Planning provided the necessary ridership data needed to assist with the study.

Joseph Kapper and Matthew Stegeman from SRF presented the results of the study to the Commission.

Commissioner Ron Antonneau inquired if Metro had any benchmarks for success set up for the Micro-Transit.

Director Kiewiz stated Metro staff along with the MPO will establish KPI's.

2. Discussion/Action: MicroTransit Pilot Program & Late Night Service

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the Micro-Transit pilot for 12-months to replace Routes 15, 16 and 18 . Motion carried.

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

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to approve the night service (7:45pm-9:45pm) for 6 month to review if it meets Green Bay Metro's service needs. Motion carried.

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

3. Discussion/Action: Quantum System

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the purchase of six (6) quantum systems in the amount of \$62,755.80. Motion carried.

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

4. Discussion/Action: Keil - NEMO Seating

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to approve the purchase of additional seating in the amount of \$29,533.96. Motion carried.

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

5. Discussion/Action: GFI Farebox System Upgrade

Director Kiewiz stated Metro utilizes a fare collection system from GFI. The system tracks all ridership, fare collection and bus stop data. Due to COVID Emergency relief funds that Green Bay Metro has received, staff has researched cashless fare collection options.

Director Kiewiz stated the proposal upgrades the current system to allow for "smart media" in addition to adding a fast fare validator. The fast fare validator reduces contact at the farebox.

There is a cost per transaction for use of a credit card. Example : \$39 monthly pass would have a cost of \$2.39.

Future discussions will be needed to determine if a fare increase will be necessary to cover the additional cost or if the fee will be passed onto the rider. Director Kiewiz stated this will be a discussion for the Commission as the 2021 budget is prepared.

The project cost will be funded 100% using COVID Emergency Relief funds.

Commissioner Ron Antonneau stated he would like to see the transaction fee for credit card usage to be charged to the rider and not to Metro.

Commissioner Kuehn stated he has a few questions regarding the proposal.

Director Kiewiz stated she can have GFI do a presentation on what the upgrade all entails at the August meeting.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to hold on the GFI Farebox System Upgrade to the next meeting. Motion carried.

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

6. Discussion/Action: Green Bay Metro's Public Transit Agency Safety Plan (PTASP)

Director Kiewiz stated per Federal Transit Administration (FTA) 49 CFR Part 673, Green Bay Metro is required to submit a Public Transit Agency Safety Plan ensuring compliance. This plan was approved last month. However, there has been additional comments from the FTA that were implemented.

This is a working document and will be utilized in day to day operations. Modifications and revisions will be made as needed, or annually. All modifications require Transit Commission action.

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to approve the Green Bay Metro's Public Transit Agency Safety Plan (PTASP) dated July 15, 2020. Motion carried.

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

E. INFORMATIONAL.

1. Operational Reports

Director Kiewiz provided a brief overview of the ridership report. Ridership is down 72% from last year. Director Kiewiz stated she would be happy to answer any question the Commission might have.

2. Financial Report

Director Kiewiz provided a brief overview of the operating expense report for May. Director Kiewiz stated that if the Commission would have any questions, she would be happy to address them.

3. Director's Report

Director Kiewiz stated the Public Lobby has been open to the public for purchasing passes. We have not had any issues of people congregating. All employees have done a great job doing what they need to and have remained healthy.

4. Next Meeting: Wednesday, August 19, 2020 at 8:15 a.m.

F. ADJOURNMENT.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to adjourn at 9:20 a.m.
Motion carried.

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



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

August 12, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.I

Presentation: GFI Farebox System

BACKGROUND

Larry Chefalo, Director of Sales from GFI with provide a presentation on the proposed farebox upgrade.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

August 12, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.2

Discussion/Action: GFI Farebox System Upgrade

BACKGROUND

Green Bay Metro utilizes a fare collection system from GFI. This systems tracks all ridership, fare collection, and bus stop data. Due to the COVID Emergency Relief funds that Green Bay Metro has received staff has researched cashless fare collection options.

Fares and fees will be discussed at a future meeting and require Commission approval.

The cost of the project will be funded 100% using COVID Emergency Relief funds.

RECOMMENDATION

Staff recommends the approval of the fare collection upgrade in the amount not to exceed \$569,962.14.

FISCAL IMPACT

ATTACHMENTS

- I. GFI Farebox Quotation_0005029788 System Upgd 6-25-20

Sales Quotation

Sold-To-Party

Green Bay Metro
Attn: Accounting
901 University Ave
Green Bay WI 54302

Ship-To-Party

Green Bay Transit
901 University Avenue
Green Bay WI 54302

Information

Sales Quote No. 5029788
Document Date 05/26/2020
Customer No. 5004
Currency USD
Contact Name Patty Kiewiz
Phone 920-448-3459
FAX
EMAIL PatriciaKi@greenbaywi.gov
Validity Start Date 05/26/2020
Validity End Date 06/26/2020
Req Ship Date 10/26/2020

End User

Green Bay Metro
Attn: Accounting
901 University Ave
Green Bay WI 54302

Item	Material	Quantity	Price	Amount
10	D29000-0006 G/A FAST FARE-e(SMCRD RDR,BCODE,SWP,WiF) Delivery date: 07/25/2020	36 EA	3,555.00 USD	127,980.00
11	ITEM UAT Test System Software test lab Delivery date: 10/26/2020	1 EA	16,250.00 USD	16,250.00
20	TS-0001 TECH.SUPPORT FARE STRUCTURE Delivery date: 10/26/2020	1 EA	0.00	
30	LICENSE LICENSE - Odyssey FFe Connection for Odyssey and Fast Fare-e validator Delivery date: 10/26/2020	36 EA	125.00 USD	4,500.00
31	TS-0001 Interface Configuration Delivery date: 10/26/2020	1 EA	24,500.00 USD	24,500.00

Customer Signature:
Date:

Signature:
Date: 06/25/2020

Sales Representative: Larry Chefalo

Phone: 847-871-1130

Email: larry.chefalo@spx.com

Genfare Price Quotation Summary Terms & Conditions: All prices are valid for 90 days from the Document Date unless otherwise noted above.

Delivery will be made within 120 After Receipt of Order (ARO) unless otherwise noted above. Prices do not include any state or local taxes or freight charges unless specifically listed. Regardless of any taxes included above, applicable taxes due are determined as of the date of sale. All price quotations are subject to and shall be governed solely and exclusively by the Genfare Standard Terms And Conditions Of Sale, a copy of which is attached and incorporated herein.

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Item	Material	Quantity	Price	Amount
40	A29874-TEMPLATE GENFARE LINK Delivery date: 10/26/2020	1 EA	137,100.00 USD	137,100.00
41	NETWORK MANAGER Network Manager Software Application Software licenses with the provision that agency provides SQL database and virtual server environments for both test and production systems Unconfirmed delivery date	1 EA	0.00	
42	A30286-YR1 FEE, LINK HOSTING-1ST YR. Delivery date: 10/26/2020	1 EA	44,070.00 USD	44,070.00
43	A30286-YR2 FEE, LINK HOSTING-2ND YR. Delivery date: 10/26/2020	1 EA	45,392.10 USD	45,392.10
44	A30286-YR3 FEE, LINK HOSTING-3RD YR. Delivery date: 10/26/2020	1 EA	46,753.86 USD	46,753.86

Customer Signature: _____ **Date:** _____

Signature:  _____ **Date:** 06/25/2020

Sales Representative: Larry Chefalo **Phone:** 847-871-1130
Email: larry.chefalo@spx.com

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Item	Material	Quantity	Price	Amount
50	ML-ELEC MOBILE LINK-ELECTRONC VALIDATION Mobile ticketing app including configruation and launch at Apple Store and Google Play Store, also includes bankcard processing fees. Genfare will invoice 6% + \$0.05 per passenger purchase transaction Delivery date: 10/26/2020	1 EA	0.00	
60	INSTALL Install Installation of Fast Fare and connection to Odyssey Delivery date: 10/26/2020	36 EA	300.00 USD	10,800.00
70	KEYS KEYS Delivery date: 10/26/2020	1 EA	0.00	
80	MANUALS Manuals Delivery date: 10/26/2020	1 EA	0.00	
90	TRAINING Training, Genfare Link	1 EA	0.00	

Customer Signature: _____ **Date:** _____

Signature:  _____ **Date:** 06/25/2020

Sales Representative: Larry Chafalo **Phone:** 847-871-1130
Email: larry.chafalo@spx.com

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Item	Material	Quantity	Price	Amount
	Delivery date: 10/26/2020			
100	TICKETS Tickets, Smart Media	2500 EA	2,100.00 USD	5,250.00
	Allowance for contactless media, may be adjusted as desired			
	Delivery date: 10/26/2020			
110	TS-0610 WiFi SITE SURVEY	1 EA	4,500.00 USD	4,500.00
	Delivery date: 10/26/2020			
120	TS-0612 WiFi CONFIGURATION	1 EA	0.00	
	Delivery date: 10/26/2020			
130	B31011-0001 APOS-SALE & FULFILLMENT	1 EA	28,050.00 USD	28,050.00
	Delivery date: 07/11/2020			
140	B30032-0001 KIT, TVM BEZEL 8 UPGRADE-W/ CPU	2 EA	7,250.00 USD	14,500.00
	Delivery date: 07/25/2020			

Customer Signature: _____ **Date:** _____

Signature:  _____ **Date:** 06/25/2020

Sales Representative: Larry Chefalo **Phone:** 847-871-1130
Email: larry.chefalo@spx.com

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Item	Material	Quantity	Price	Amount
150	INSTALL Install Delivery date: 10/26/2020	2 EA	1,250.00 USD	2,500.00
160	TS-0001 Bankcard Program / Interface fee Delivery date: 10/26/2020	1 EA	25,500.00 USD	25,500.00
170	D26645-0003 S/A SMART CARD READER,TVM, FEIG Delivery date: 07/30/2020	2 EA	1,350.00 USD	2,700.00
180	D27678-0002 S/A, SMART CARD DISPENSER Delivery date: 07/30/2020	3 EA	4,285.00 USD	12,855.00
190	D23888-0008 S/A TRIM, TALL LUCC-TVM3 (FEIG) Delivery date: 07/30/2020	3 EA	5,387.06 USD	16,161.18
200	TS-0382 MODIFY CONFIGURATION (VIP)	1 EA	600.00 USD	600.00

Customer Signature: _____ **Date:** _____

Signature:  _____ **Date:** 06/25/2020

Sales Representative: Larry Chefalo **Phone:** 847-871-1130
Email: larry.chefalo@spx.com

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Item	Material	Quantity	Price	Amount
Delivery date: 10/26/2020				
Gross Value:				569,962.14
Total Tax:				
Final Amount:				569,962.14

Customer Signature: _____ **Date:** _____

Signature:  _____ **Date:** 06/25/2020

Sales Representative: Larry Chafalo **Phone:** 847-871-1130
Email: larry.chefalo@spx.com

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TERMS AND CONDITIONS OF SALE

1. GENERAL. Unless otherwise agreed in writing by Genfare, the Quotation, these Terms and Conditions of Sale (including the attached Warranty), the Order Acknowledgment (if issued) and the Software License (for any licensed Software), constitute the entire agreement between Genfare and Customer (the "Agreement") and are the exclusive terms and conditions governing the underlying order and shall apply in precedence over any such other terms and conditions, or otherwise under any applicable law. The Software is licensed to Customer under the Genfare Software License in effect at the time of purchase of such Software. Genfare's Services Agreement shall be the sole document governing any Software subscriptions purchased by Customer from Genfare. ANY ADDITIONAL OR INCONSISTENT TERMS OR CONDITIONS CONTAINED IN ANY PURCHASE ORDER OR OTHER DOCUMENT OF CUSTOMER ARE OBJECTED TO BY GENFARE AND SHALL NOT BE EFFECTIVE OR BINDING AS TO GENFARE UNLESS AGREED TO IN A WRITING SIGNED BY AN AUTHORIZED REPRESENTATIVE OF GENFARE. Genfare shall sell to Customer, and Customer shall purchase from Genfare, the equipment identified in the Quotation (the "Equipment") and a license to certain software identified in the Quotation or embedded in the Equipment (the "Software") in accordance with the Agreement (the Equipment and Software collectively referred to as the "Products"). Genfare accepts Customer's purchase orders for Products and agrees to deliver the Products to Customer only on the terms of the Agreement. Genfare's acceptance of Customer's purchase order is expressly made conditional on Customer's assent to the Agreement. No variation of the Agreement shall be binding unless agreed to in writing by authorized representatives of Genfare and Customer. The following provisions of these Terms and Conditions of Sale shall survive termination of the Agreement for whatever reason: Sections 1, 3, 6, 7, 8, 9, 11, 12, 15 and 16.

2. SHIPPING & INSURANCE. Genfare shall arrange shipping and insurance and shall bill Customer for the Products with the shipping and insurance costs as separate items, on an invoice ("Invoice"). Subject to other provisions of the Agreement, Genfare shall ship the Products to Customer on the agreed upon Shipping Date.

3. TERMS OF PAYMENT. Genfare may require certain payments to be made prior to delivery of Products or other services. Notwithstanding the preceding sentence, Customer shall pay for all Products, fees, shipping, insurance, and where agreed, all duties and taxes net 30 days from date of Invoice. However, if the parties have agreed that the Products are to be installed by Genfare, Customer shall pay 90% of the total cost of each Product upon shipping of the Product and 10% upon installation of the Product. All services are invoiced at 100%. If Customer fails to pay any Invoice when due, Genfare may, without prejudice to any other remedy, postpone shipments, alter payment terms, terminate the Agreement and charge interest on all overdue amounts at the rate of 1.5% per month compounded monthly (or if less, the maximum rate allowed by law). Upon demand, Customer shall pay all such interest charges and all reasonable collection fees, including reasonable legal expenses.

4. TRANSFER OF TITLE AND RISK OF LOSS; DELIVERY. All products will be shipped FOB Destination. Risk of loss and title to all Products shall pass to Customer, free of encumbrances, at the time of delivery to Customer's destination. Genfare will endeavor to meet any estimated or firm delivery dates requested by Customer, but shall not be liable in damages or otherwise, nor shall Customer be relieved of performance under the Agreement, because of failure to meet them.

5. CHANGES TO SPECIFICATIONS. Genfare may, without notice to Customer, make changes to the specifications of the Products which do not materially affect the quality or performance of the Products.

6. ACCEPTANCE, RETURNS AND EXCHANGES. The Products and services shall be deemed accepted, and any attempt by Customer to reject an order or shipment of Products shall be waived and not enforceable, unless: (i) Customer has promptly inspected the Products and services, and written notice from Customer of any defect has been received by Genfare within thirty (30) days following any delivery of Products or performance of services. The return of defective Products is covered by the Warranty as described in Attachment A.

Return/Exchange Procedures. Customer may only return a Product which is not defective if: (a) the Product does not correspond to the Products ordered in the Agreement (a "Return"), or (b) the Product has been ordered in error by the Customer and Genfare has granted written permission to Customer to remedy its mistake by ordering the correct equipment or software and returning the Product (an "Exchange"). The party liable for all shipping, insurance and any other expenses incurred by Customer in returning the Product pursuant to the preceding sentence and for all loss or damage to the Product until received by Genfare, shall be Genfare for Returns and Customer for Exchanges. If Customer returns the Product in accordance with these Procedures in an undamaged condition, in the original configuration and, where appropriate, in the original packing, before the later of: (i) 21 days after the date of the Invoice for that Product; and (ii) the date of substantial completion of installation of the Product by Genfare, Genfare shall: (A) for Returns, issue a credit to Customer for the full Invoice price of the returned Product; or (B) for Exchanges, issue a credit to Customer for the full Invoice price of the returned Product less: (I) a restocking fee of 25% of the Invoice price; and (II) the original shipping and insurance cost as shown on the Invoice. If Customer does not comply with the Procedures in this Section for Returns and Exchanges, Customer shall pay the full amount of the Invoice.

7. CUSTOMER POSTPONEMENT OF SCHEDULED SHIPPING DATE. If Genfare receives a request from Customer to delay the Shipping Date (a) 30 days or more prior to the Shipping Date, Genfare may postpone the Shipping Date and may charge Customer 2% of the net Agreement total for each full or partial month the Shipping Date is delayed or (b) less than 30 days prior to the Shipping Date, Genfare may treat the Agreement as canceled and may bill Customer in accordance with the provisions of Section 8.

8. CANCELLATION. If Customer cancels an Agreement before the

Shipping Date, Genfare may charge Customer a cancellation charge calculated by multiplying the following applicable percentage by the Agreement total (as shown on the Quotation/Order Acknowledgment): (a) if cancelled 40 business days or more before Shipping Date, the applicable percentage is 25%, and (b) if cancelled 39 business days or less before Shipping Date, the applicable percentage is 50%. In addition to the applicable percentage charge, if Customer cancels all or part of the order without cause, Customer will reimburse Genfare for (i) Genfare's expenses incurred to fulfil the order through the cancellation date, including, without limitation, materials and labor. If Customer's order includes special order Products or vendor Products, Genfare may also charge, in addition to the other amounts set forth in this Section 8, (A) for special order Products, 100% of the amount shown on the Quotation/Order Acknowledgment for that Product; and (B) for vendor Products, the lesser of 100% of the cost to Genfare of vendor Product; or, if the vendor accepts the return of its Product the restocking charge levied by the vendor. Customer shall pay all cancellation charges within 30 days of receipt of Invoice.

9. FORCE MAJEURE. To the extent that either party is not able to perform an obligation under this Agreement due to fire, flood, acts of God, severe weather conditions, strikes or labor disputes, war or other violence, acts of terrorism, any law or order of any governmental agency, or other cause beyond that party's reasonable control ("Force Majeure"), that party may be excused from such performance so long as such party provides the other party with prompt written notice describing the condition and takes reasonable steps to avoid or remove such causes of nonperformance and promptly continues performance whenever and to the extent such causes are removed.

10. INSTALLATION. If installation is purchased, Customer shall complete all of the action necessary to prepare Customer's premises for the installation of Products prior to the scheduled installation date. If Customer complies with the preceding sentence, Genfare's authorized technicians shall commence the installation of Products on the scheduled installation date. Genfare may invoice Customer for an amount in addition to the installation charge specified on the Quotation/Order Acknowledgment if Genfare incurs additional installation costs as a result of Customer's failure to have the site, other manufacturers' equipment or Products ready for Genfare's technicians on the scheduled installation date.

11. WARRANTY. All Products are covered by Genfare's Standard

Warranty as described in Attachment A attached hereto and incorporated herein.

12. WAIVER OF CONSEQUENTIAL DAMAGES; LIMITATION OF LIABILITY. Notwithstanding anything in this Agreement to the contrary, to the fullest extent permitted by applicable law, Genfare will not be liable for damages related to any business interruption or loss of profit, increased operating costs, anticipated savings, data, contract, goodwill or the like or for incidental, special, indirect or consequential damages of any nature under any theory of relief, including, without limitation, breach of warranty, breach of contract, tort (including negligence), and strict liability, arising out of or related to Seller's acts or omissions. Under no circumstances shall Genfare's liability to Customer exceed the contract price for the specific goods and services upon which such liability is based. Any action for breach of contract or otherwise must be commenced within one (1) year after the cause of action has accrued.

13. INDEMNIFICATION. Genfare agrees to indemnify and hold harmless Customer, its elected and appointed officers and employees, from and against any and all claims, demands, defense costs, liability or damages brought by third parties and to the extent arising solely from: (a) personal injury or property damage resulting directly from Genfare's (or Genfare's subcontractors, if any), negligent acts, errors or omissions or willful misconduct or (b) any actual infringement by Genfare of a patent, trademark, copyright, trade secret or other intellectual or proprietary rights regarding the Products (except to the extent resulting from Customer's combination of Genfare's products with other products or services not provided by Genfare). Notwithstanding the foregoing, there shall be no indemnification hereunder by Genfare as to any losses caused by the negligence or fault of Customer or any of its officers, employees or agents. If Customer shall claim indemnification hereunder, Customer shall notify Genfare in writing of the basis for such claim or demand setting forth the nature of the claim or demand in reasonable detail. Genfare agrees to assume the defense of any such claim and to defend the same at Genfare's expense. The parties agree to reasonably cooperate with each other on any such claims. If the Customer desires to participate in the defense, then Customer shall have the right to do so through counsel of its own choosing, provided that Customer will be responsible for all of its costs in so doing.

14. INSURANCE. Genfare shall maintain insurance coverage

consistent with its existing programs but shall not name Customer as an additional insured nor will Genfare or its insurers be obligated to waive any rights of subrogation Genfare or such insurers may have against Customer or its affiliates.

Genfare shall use commercially reasonable efforts to provide Customer with written notice of cancellation of any applicable policy thirty (30) days prior to the effective cancellation date of such policy, but failure to do so shall impose no obligation or liability upon Genfare or its insurers, agents or representatives. Genfare shall provide Customer with its standard certificate of insurance upon request.

15. NOTICE. All requests, instructions and notices from one party to the other must be in writing and may be given via registered post or facsimile transmission to the address of the parties shown on the Quotation/Order Acknowledgment.

16. MISCELLANEOUS. No waiver by Genfare of any breach of this Agreement shall be considered as a waiver of any subsequent breach of the same or any other provision. Any provision of the Agreement which is, or is deemed to be, unenforceable in any jurisdiction shall be severable from the Agreement in that jurisdiction without in any way invalidating the remaining provisions of the Agreement, and that unenforceability shall not make that provision unenforceable in any other jurisdiction. The rights which accrue to Genfare by virtue of the Agreement shall endure for the benefit of and be binding upon the successors and assigns of Genfare. The Agreement shall be governed by the laws of the State of Illinois, however Genfare may enforce the provisions of the Agreement in accordance with the laws of the jurisdiction in which the Products are situated. The United Nations Convention on the Sale of Goods (the Vienna Convention) shall not apply to the Agreement.

ATTACHMENT A- WARRANTY

1. GENERAL TERMS

1.1 Subject to the provisions of this Warranty, Genfare warrants that the equipment and software described in Paragraph 1.2 shall conform to their specifications in all material respects and that the equipment shall be free from material defects in materials and workmanship.

1.2 This Warranty applies to all original purchases of new Genfare supplied equipment and spare parts, including licensed software (collectively the "Equipment"). This Warranty does not apply to any subscriptions purchased by customer.

1.3 The "Warranty Period" shall begin on the earliest of (a) the date of delivery of the Equipment if the equipment is not to be installed, (b) the date of installation completion by a Genfare, or Genfare approved technician, or (c) the date the Equipment is placed into revenue service, and shall end (y) twelve (12) months thereafter for equipment purchases and (z) ninety (90) days thereafter for any spare parts purchases; provided, however, that the Warranty Period for Equipment purchased under Genfare's Upgrade/Reconditioning Program that has been reconditioned or refurbished shall end 6 months after commencement, unless otherwise specified in writing by Genfare.

2. RETURN OF EQUIPMENT UNDER WARRANTY

2.1 If an item of Equipment malfunctions or fails in normal use within the applicable Warranty Period:

2.2 Customer shall promptly notify Genfare of the problem and the serial number of the defective item;

(a) Genfare shall, at its option, either resolve the problem over the telephone, or provide Customer with authorization to ship the defective item to Genfare;

(b) if Genfare provides Customer with authorization to ship the defective item to Genfare, Customer shall attach a return tag with a description of the fault. Customer shall, at its cost, properly pack the item to be returned, prepay the insurance and shipping charges, and ship the item to the specified Genfare Service Center;

(c) Genfare shall either repair or replace the returned item. The replacement item may be new or refurbished; if refurbished, it shall be equivalent in operation to new Equipment. If a returned item is replaced by Genfare, the Customer agrees that the returned item shall become the property of Genfare;

(d) Genfare shall, at its cost, ship the repaired item or replacement to the Customer. If the Customer has requested express shipping, the Customer shall pay Genfare an expediting fee.

2.2 Equipment which is repaired or replaced by Genfare under this Warranty shall be covered under all of the provisions of this Warranty for the remainder of the applicable Warranty Period or ninety (90) days from the date of repair or replacement, whichever is longer.

2.3 A failure is defined as a malfunction of a given device or component in the Equipment that renders the Equipment inoperative and/or unsuitable for the intended purpose.

2.4 It is understood that Genfare shall be responsible for the costs of all materials and labor, except as provided herein. It is further understood that the costs of discovery of the problem associated with a given item of Equipment and the costs associated with the removal and installation of the defective part shall be the responsibility of Customer.

3. TELEPHONE TECHNICAL ASSISTANCE. During the applicable Warranty Period, Genfare shall provide the Customer with over-the-telephone technical fault analysis. Genfare shall not charge Customer for the first ten (10) calls per location per month, and may charge Customer for all additional calls.

4. UPGRADES. During the applicable Warranty Period, Genfare shall, at no charge, provide Customer with non-feature software updates to the version of Software installed at the Customer's location and, if the Equipment is sent to Genfare for Warranty repair, those revision level updates deemed necessary by Genfare. Non-feature software updates and revision level updates do not generally include additional equipment, such as hardware memory, which enables the upgrades to function in the existing Equipment of Customer. Customer may purchase this additional equipment from Genfare.

5. DEFAULT AND TERMINATION. Genfare may immediately terminate this Warranty and all of its performance under this Warranty, upon notification to Customer, if Customer: (a) makes any unauthorized modifications to the Equipment; (b) assigns or transfers the Customer's rights or obligations under this Warranty without the prior written consent of Genfare; (c) becomes bankrupt or insolvent, or is put into receivership; or (d) has not paid Genfare all amounts for services, advance replacement parts supplied under this Warranty, or other additional charges within thirty (30) days of receipt of written notice from Genfare. If this Warranty is terminated by Genfare, Customer shall remain liable for all amounts due to Genfare.

6. LIMITATIONS AND QUALIFICATIONS OF WARRANTY. This Warranty does not apply to normal consumable items, items which are replaced in usual and scheduled preventative maintenance such as light bulbs, nor does it apply to any damage, defect or failure caused by:

(a) any part of the Equipment having been modified, adapted, transported or relocated by any person other than Genfare personnel, a Genfare authorized service agent or Genfare approved technician without Genfare's prior written consent;

(b) improper installation, operation or maintenance by Customer or a third party;

(c) storage or environmental characteristics which do not conform to the applicable sections of the appropriate Genfare Equipment Manual;

(d) failure to conform with the Equipment Operating Instructions in the applicable Genfare Equipment Manual;

(e) inaccurate or incomplete information or data supplied or approved by Customer;

(f) external causes, including external electrical stress or lightning, or use in conjunction with incompatible equipment, unless such use was with Genfare's prior written consent;

(g) cosmetic damage;

(h) accidental damage, negligence, neglect, mishandling, abuse or misuse, other than by Genfare personnel, a Genfare authorized service agent or Genfare approved technician; or

(i) Force Majeure (as defined in Genfare's Terms and Conditions of Sale).

7. LIMITATION ON DAMAGES.

7.1 THE WARRANTY STATED HEREIN ARE THE CUSTOMER'S SOLE AND EXCLUSIVE WARRANTY FOR THE EQUIPMENT. GENFARE SPECIFICALLY DISCLAIMS ALL OTHER WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AND OF MERCHANTABILITY.

7.2 EXCEPT AS OTHERWISE EXPRESSLY AGREED BY THE PARTIES, GENFARE SHALL NOT BE LIABLE IN TORT, INCLUDING LIABILITY IN NEGLIGENCE OR STRICT LIABILITY, AND SHALL HAVE NO LIABILITY AT ALL FOR INJURY TO PERSONS OR PROPERTY. GENFARE'S LIABILITY FOR FAILURE TO FULFILL ITS OBLIGATIONS UNDER THIS WARRANTY OR ANY OTHER LIABILITY UNDER OR IN CONNECTION WITH THE EQUIPMENT SHALL BE LIMITED TO THE AMOUNT OF THE PURCHASE PRICE OF THE EQUIPMENT.

7.3 EVEN IF GENFARE HAS BEEN ADVISED OF THE POSSIBILITY OF THEM, GENFARE SHALL NOT BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS AND REVENUES, FAILURE TO REALIZE EXPECTED SAVINGS, ANY CLAIM AGAINST A CUSTOMER BY A THIRD PARTY, OR ANY OTHER COMMERCIAL OR ECONOMIC LOSSES OF ANY KIND.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

August 12, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.3

Discussion/Action: Security Access Additions

BACKGROUND

Green Bay Metro is required to use 1% of all federal grant awards for security enhancements. This allows Metro to remain on top of upgrades and/or any additions that may be needed.

In 2019 a new system was installed for the entire facility. Card access was not added to all interior doors due to limited grant dollars available.

The 1% requirement would allow Metro to add card access to 12 additional doors. This would be utilizing the software system that is currently in place.

This project would be 80% federal and 20% local.

RECOMMENDATION

Staff recommends the approval to upgrade Metro's security system to LaForce with an amount not to exceed \$29,453.00.

FISCAL IMPACT

ATTACHMENTS

- I. LAFORCE Security Systems

07/13/2020

QUOTATION

City Of Green Bay
Attn: Patty Kiewiz
901 University Ave
Green Bay, WI 54302

RE: SI - GB METRO ACCESS CONTROL EXPANSION
Quote#: 410048
Contact: Heather Wirz
920.491.5929 or 1.800.236.8858 ext. 2929
HWirz@laforceinc.com

RS2 EAC Expansion (Office):

- RS2 MR-52 Series 3 Two Portal Reader Interface Board (Quantity of 4)
- HID iClass SE Series 13.56MHz R15 full mullion-mount smart proximity reader (black) (Quantity of 8)
- GRI 3/4" diameter recessed Door Position Switch (DPS) with closed loop (gray) (Quantity of 8)
- HES 5000 Series 12VDC / 24VDC cylindrical lock electric strike with 630 satin stainless steel finish finish (Quantity of 8)
- Stanley Best 9K Series storeroom lock less IC core with 16 series lever in 630 satin stainless steel finish (Quantity of 8)
- Wire / cable, connectors, and miscellaneous supplies necessary for fully functional, proper installation of the components included in this quotation
- Installation and termination of the equipment included in this quotation by LaForce, Inc.

Total Price for RS2 EAC Expansion (Office) = \$16,035.00

RS2 EAC Expansion (Maintenance Doors):

- RS2 MR-52 Series 3 Two Portal Reader Interface Board (Quantity of 2)
- HID iClass SE Series 13.56MHz R40 single gang switch plate smart proximity reader (black) (Quantity of 4)
- GRI 3/4" diameter recessed Door Position Switch (DPS) with closed loop (gray) (Quantity of 4)
- HES 8300 Series 12VDC / 24VDC fire rated cylindrical lock electric strike with 630 satin stainless steel finish finish (Quantity of 4)
- Wire / cable, connectors, and miscellaneous supplies necessary for fully functional, proper installation of the components included in this quotation
- Installation and termination of the equipment included in this quotation by LaForce, Inc.

Total Price for RS2 EAC Expansion (Maintenance Doors) = \$13,418.00



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

August 12, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.4

Discussion/Action: Green Bay Metro Severe Weather Policy

BACKGROUND

Annually the Green Bay Metro staff reviews the Green Bay Metro Severe Weather Policy.

Modifications have been made to reflect current routes.

The policy has been updated to ensure compliance with federal regulations and as part of Metro's overall safety program.

RECOMMENDATION

Staff recommends approval of the Green Bay Metro Severe Weather Policy.

FISCAL IMPACT

ATTACHMENTS

- I. GBM Severe Weather Policy 8-20 Draft



Severe Weather Policy



AUGUST 2020

The purpose of this policy is to ensure the safety of both employees and the general public by providing an action plan to follow in case of an emergency.

The following information is intended to provide a better understanding of our Severe Weather/Tornado Policy action plan and the personal action required following a tornado warning:

1. During a tornado warning, management, along with the Dispatcher, will continuously monitor the storms movement. During the tornado warning, the radio will remain on "MAIN". This will facilitate immediate full communication throughout the system. Operators should minimize radio usage as much as possible.
2. The Dispatcher will alert all buses in service at the time of the tornado warning. The Dispatcher will announce the official warning, the immediate need to seek shelter, and if possible, the length of time the warning will last. Operators should immediately notify Dispatch of their shelter location and seek shelter after receiving the warning. If communication with the Dispatcher cannot be made prior to seeking shelter, the Operator is to secure their bus appropriately and use their best judgement in seeking immediate shelter for his/her self and their passengers.

Management will work with dispatch to notify all employees in the facility of the tornado warning through the use of the phone system or in person.

3. Operators should contact the Dispatcher if a tornado is sighted or if a warning siren is heard prior to the Dispatcher's general announcement. It is possible, depending on where the bus is on route, that the operator may hear the warning siren before dispatch. The tornado warning will be transmitted multiple times to ensure that all operators receive the entire message and to minimize the need for an operator to attempt radio contact with the dispatch.
4. The Dispatcher will provide the following information when a tornado warning is in effect:
 - a. Advise as to the degree of severe weather. Examples include a tornado watch, or a tornado warning. The announcement will be made multiple times to ensure complete coverage.
 - b. If Brown County receives a tornado warning, all operators will be advised as to the location and direction of reported sightings. All operators will also be advised to seek shelter immediately after the tornado warning has been issued. The length of time that the warning will be in effect will be communicated. Operators should not

leave shelter locations and go back to their bus prior to the end of the warning period.

Avoid seeking shelter at locations that pose immediate danger. The following list represents specific locations to avoid: gasoline stations, parking lots, construction sites, antennas, high voltage lines, power poles, power transmission stations, buildings with glass exteriors, trees, etc.

Examples of proper shelter include: cellars, overpasses, underground walkways, steel-framed or reinforced concrete buildings, ditches, depressions in the earth, etc. Avoid rooms with glass windows. Do not seek shelter under the bus. Do not return to your bus until the tornado warning has passed.

If time does not allow the Operator to seek a safe location for shelter, then the Operator should advise all passengers, including his/her self to get as low as possible in the bus, and cover their head.

5. In order to maintain control during a tornado situation , you must:
 - a. Receive and understand tornado warning information provided.
 - b. Operators should advise their passengers of the tornado warning and of safety procedures. Communicate the situation to your passengers in a calm and controlled manner.
 - c. Seek safe shelter along your route (see attached shelter list by route).
 - d. Request that all passengers evacuate your bus (you cannot force anyone to leave) and proceed to a safe shelter in the immediate area. Inform passengers that if they refuse to leave, they will be assuming all risks involved, if personal injury occurs.
 - e. Remain at the shelter location until the communicated “all clear” time has been reached. Inform passengers that the warning is over and that you are preparing to resume service.
6. Passengers that use wheelchairs or other personal mobility aids should be evacuated the same as non-disabled passengers. Wheelchair evacuations should take place through the front door while non-disabled passengers exit through the rear doors.
7. During severe weather or torrential down pours, operators should pull over the bus in a safe area until it is okay to proceed. Notify dispatch of your location.

POTENTIAL SHELTER LOCATIONS

Attached is a list of various locations that can be used as potential shelters along each route. *This list should not be assumed the only options.* Operators should make their best judgement call for their safety as well as their passengers.

Route #2 Orange Zippin Line

- | | |
|----------------------------|--|
| - St. Peter and Paul | 710 N. Baird Ave, Green Bay, WI 54302 |
| - University Avenue Market | 2080 University Ave, Green Bay, WI 54302 |
| - Preble High School | 2222 Deckner Ave, Green Bay, WI 54302 |

Route #3 Silver Line

- | | |
|------------------------------|--|
| - Neville Public Museum | 210 Museum Pl, Green Bay, WI 54303 |
| - National Guard | 800 N. Military Ave, Green Bay, WI 54303 |
| - St. Mary's Hospital | 1726 Shawano Ave, Green Bay, WI 54303 |
| - Green Bay Plaza | 1481-1535 Green Bay Plaza, Green Bay, WI 54304 |
| - Green Bay West High School | 966 Shawano Ave, Green Bay, WI 54303 |
| - | |

Route #4 Blue Line

- | | |
|------------------------------|--|
| - Neville Public Museum | 210 Museum Pl, Green Bay, WI 54303 |
| - Green Bay West High School | 966 Shawano Ave, Green Bay, WI 54303 |
| - Green Bay Plaza | 1481-1535 Green Bay Plaza, Green Bay, WI 54304 |
| - St. Mary's Hospital | 1726 Shawano Ave, Green Bay, WI 54303 |
| - National Guard | 800 N. Military Ave, Green Bay, WI 54303 |
| - | |

Route #5 Plum Line

- | | |
|-----------------------------------|--|
| - Green Bay Plaza | 1481-1535 Green Bay Plaza, Green Bay, WI 54304 |
| - Green Bay Southwest High School | 1331 Packerland Dr. Green Bay, WI 54304 |
| - Lombardi Middle School | 1520 S. Point Rd, Green Bay, WI 54313 |
| - Green Bay City Hall | 100 N. Jefferson St, Green Bay, WI 54301 |

Route #6 Red Line

- | | |
|-----------------------------------|--|
| - Franklin Middle School | 1233 Lore Ln, Green Bay, WI 54303 |
| - Green Bay Plaza | 1481-1535 Green Bay Plaza, Green Bay, WI 54304 |
| - Festival Foods | 2250 W. Mason St, Green Bay, WI 54303 |
| - Wal-Mart | 2440 W. Mason St, Green Bay, WI 54303 |
| - NWTC | 2740 W. Mason St, Green Bay, WI 54303 |
| - Green Bay Southwest High School | 1331 Packerland Dr, Green Bay, WI 54304 |
| - City Hall | 100 N. Jefferson St, Green Bay, WI 54301 |

Route #7 Lime Line

- | | |
|---------------------------------|--|
| - Green Bay East High School | 1415 E. Walnut St, Green Bay, WI 54301 |
| - St. Peter and Paul | 710 N. Baird Ave, Green Bay, WI 54302 |
| - University Avenue Market | 2080 University Ave, Green Bay, WI 54302 |
| - Brown County Treatment Center | 3150 Gershwin Dr, Green Bay, WI 54311 |
| - University of WI-Green Bay | 2420 Nicolet Dr, Green Bay, WI 54311 |
| - Festival Foods | 2430 University Ave, Green Bay, WI 54302 |
| - Veterans Clinic | 2851 University Ave, Green Bay, WI 54311 |

Route #8 Green Line

- | | |
|------------------------------|--|
| - Green Bay Plaza | 1481-1535 Green Bay Plaza, Green Bay, WI 54304 |
| - Green Bay West High School | 966 Shawano Ave, Green Bay, WI 54303 |
| - Bay Park Square Mall | 303 Bay Park Square, Ashwaubenon, WI 54304 |
| - Target | 1001 Cormier Rd , Green Bay, WI 54304 |
| - Neville Public Museum | 210 Museum Pl, Green Bay, WI 54303 |

Route #9 Gold Line

- | | |
|------------------------------|--|
| - Target | 1001 Cormier Rd, Green Bay, WI 54304 |
| - Bay Park Square Mall | 303 Bay Park Square, Ashwaubenon, WI 54304 |
| - Green Bay Plaza | 1481-1535 Green Bay Plaza, Green Bay, WI 54304 |
| - Green Bay West High School | 966 Shawano Ave, Green Bay, WI 54303 |
| - Neville Public Museum | 210 Museum Pl, Green Bay, WI 54303 |

Route #10 Yellow Line

- | | |
|------------------------|---|
| - Bay Park Square Mall | 303 Bay Park Square, Ashwaubenon, WI 54304 |
| - DMV | 942 Van Der Perren Way, Green Bay, WI 54304 |
| - Goodwill | 2814 S. Oneida St, Green Bay, WI 54304 |
| - Bellin Health | 1630 Commanche Ave, Green Bay, WI 54313 |
| - Prevea | 2502 S. Ashland Ave, Green Bay, WI 54304 |

Route #11 Sky Line

- | | |
|-------------------------------|--|
| - Prevea | 1821 S. Webster Ave, Green Bay, WI 54301 |
| - Broadview YMCA | 380 Broadview Dr, Allouez, WI 54301 |
| - De Pere High School | 1700 Chicago St, De Pere, WI 54115 |
| - Dickinson Elementary School | 435 S. Washington St, De Pere, WI 54115 |
| - Associated Bank | 206 N. Wisconsin St, De Pere, WI 54115 |
| - St. Vincent Hospital | 835 S. Van Buren St, Green Bay, WI 54301 |

Route #12 Coal Line

- | | |
|------------------------------|--|
| - St. Vincent Hospital | 835 S. Van Buren St, Green Bay, WI 54301 |
| - Green Bay East High School | 1415 E. Walnut St, Green Bay, WI 54301 |
| - East Town Mall | 2350 E. Mason St, Green Bay, WI 54302 |
| - Wal-Mart | 2292 Main St, Green Bay, WI 54311 |
| - Salvation Army Kroc Center | 1315 Lime Kiln Rd, Green Bay, WI 54311 |

Route #13 River Line

- | | |
|---------------------------|--|
| - Green Bay City Hall | 100 N. Jefferson St, Green Bay, WI 54301 |
| - Brown County Courthouse | 100 S. Jefferson St, Green Bay, WI 54301 |
| - Brown County Library | 515 Pine St, Green Bay, WI 54301 |
| - NEW Community Shelter | 301 Mather St, Green Bay, WI 54303 |
| - Save A Lot | 505 Dousman St, Green Bay, WI 54303 |

Route #14 Brown Line

- | | |
|------------------------------|--|
| - Green Bay East High School | 1415 E. Walnut St, Green Bay, WI 54301 |
| - East Town Mall | 2350 E. Mason St, Green Bay, WI 54302 |
| - Wal-Mart | 2292 Main St, Green Bay, WI 54311 |
| - Salvation Army Kroc Center | 1315 Lime Kiln Rd, Green Bay, WI 54311 |

Route #17 Brick Line

- | | |
|------------------------|--|
| - Associated Bank | 206 N. Wisconsin St, De Pere, WI 54115 |
| - Syble Hopp School | 755 Scheuring Rd, De Pere, WI 54115 |
| - St. Norbert College | 100 Grant St, De Pere, WI 54115 |
| - Bay Park Square Mall | 303 Bay Park Square, Ashwaubenon, WI 54304 |
| - Wal-Mart | 1415 Lawrence Dr, De Pere, WI 54115 |

Adoption and Revision History

Approved by the Green Bay Transit Commission on September 19, 2007.

Updated and approved by the Green Bay Transit Commission on June 16, 2010.

Updated and approved by the Green Bay Transit Commission on October 20, 2010.

Updated and approved by the Green Bay Transit Commission on March 21, 2012.

Updated and approved by the Green Bay Transit Commission on March 21, 2012.

Updated and approved by the Green Bay Transit Commission on July 24, 2013.

Updated and approved by the Green Bay Transit Commission on July 19, 2017.

Updated and approved by the Green Bay Transit Commission on January 16, 2019.

Updated and approved by the Green Bay Transit Commission on August 12, 2020.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

August 12, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.I

Service Update

BACKGROUND

Rider capacity increased to 15

School transportation

Game Day Routes

RECOMMENDATION

No action necessary.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

August 12, 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 questions regarding these reports.

RECOMMENDATION

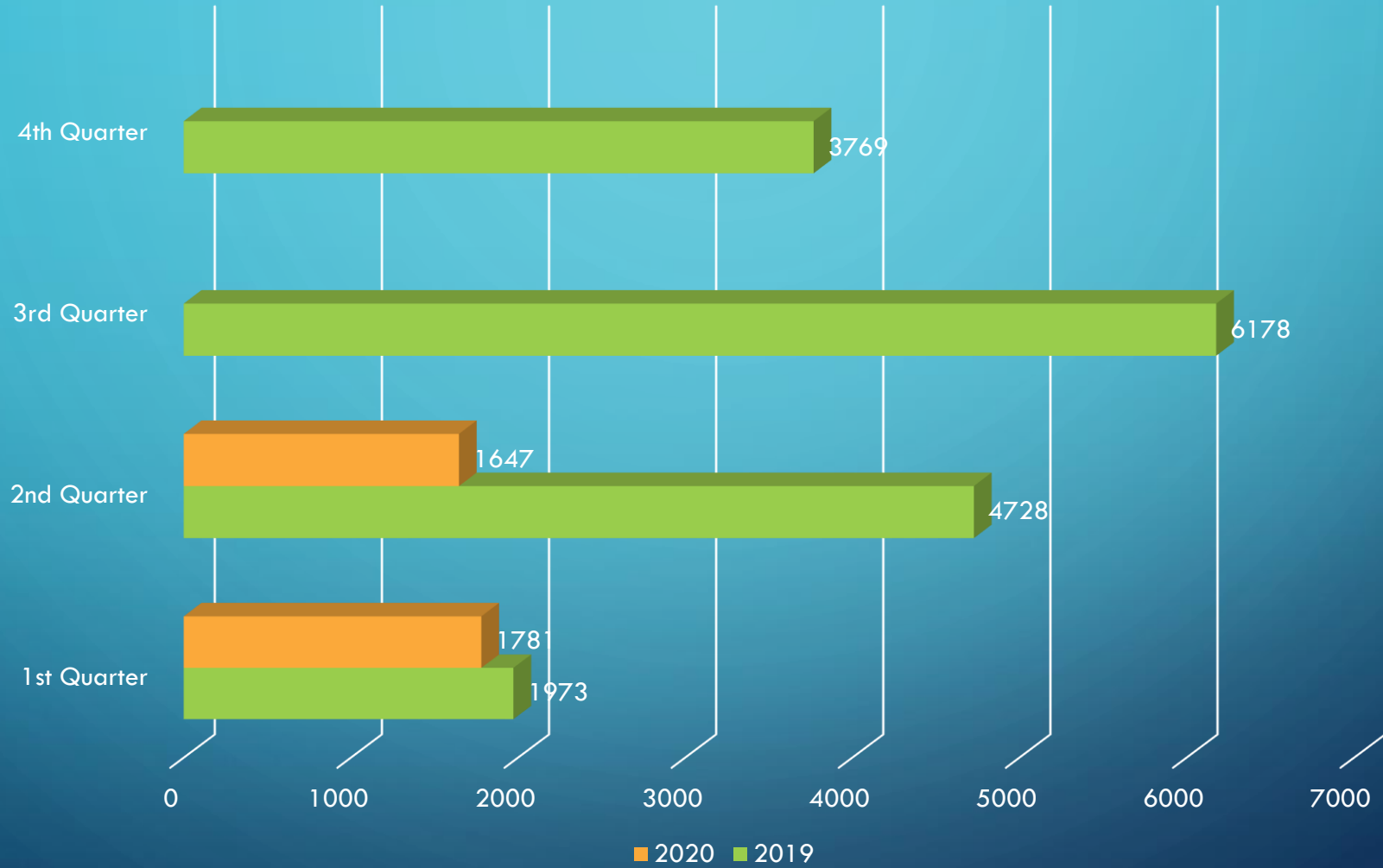
No action necessary.

FISCAL IMPACT

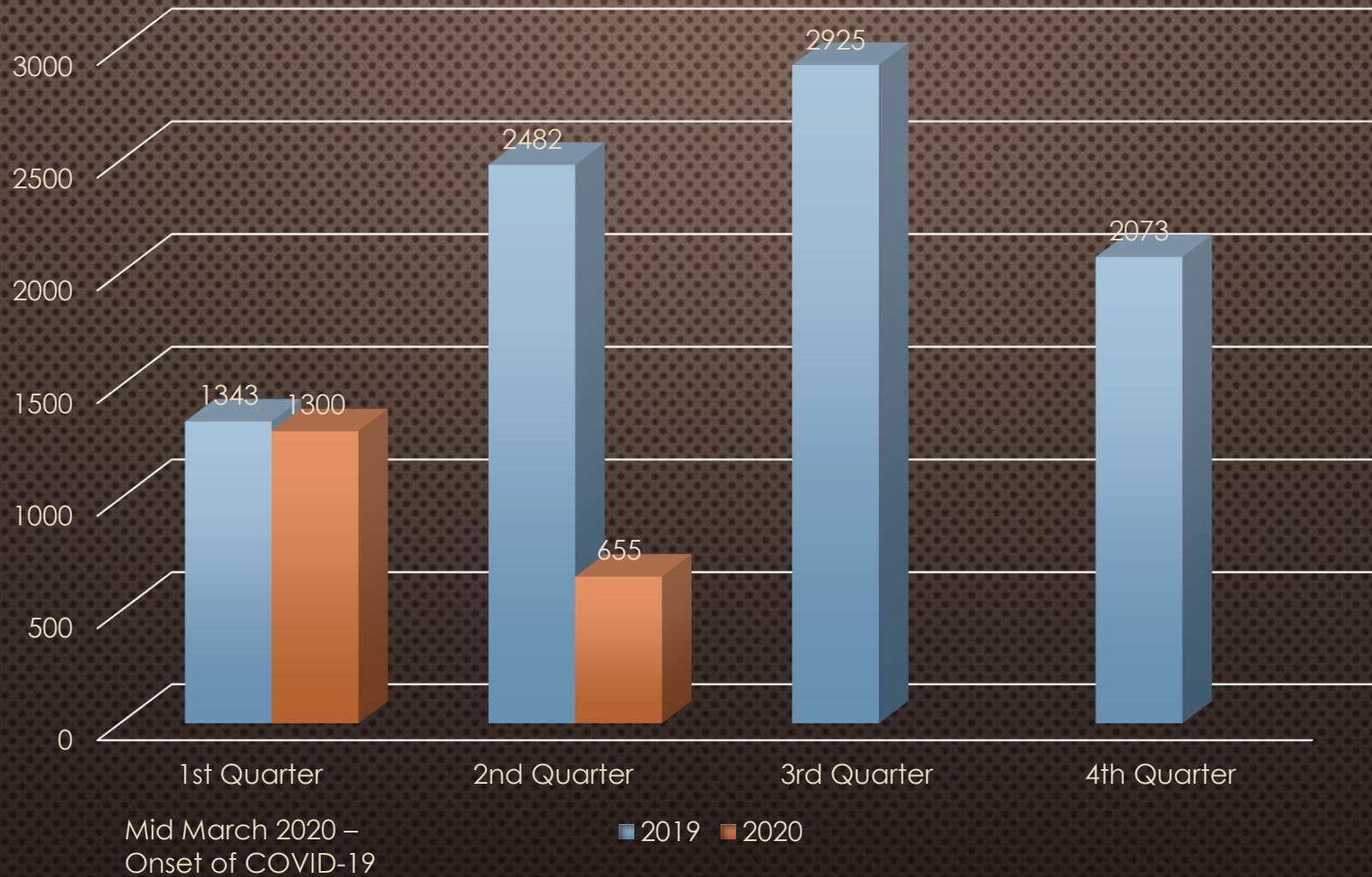
ATTACHMENTS

1. Bikes Loaded 2019 vs 2020 2nd Quarter
2. Code 30 2019 v 2020 2nd Quarter
3. Ridership - 07.Jul 2020

Bikes Loaded 2019 vs. 2020



Mobility Devices Boarded 2019 vs. 2020



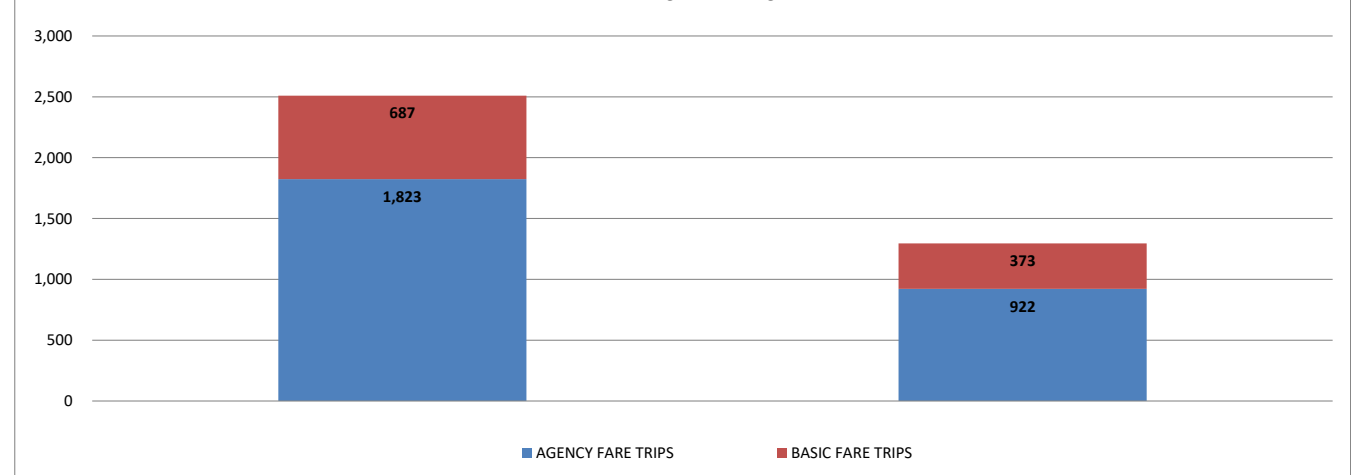
FIXED ROUTE RIDERSHIP

	ADULT CASH	30-DAY ADULT PASS	30-DAY COLLEGE STUDENT PASS	WEEK PASS	ADULT DAY PASS	STUDENT DAY PASS	REDUCED DAY PASS	ADULT SINGLE	STUDENT CASH	30-DAY STUDENT PASS	STUDENT SINGLE	REDUCED CASH	30-DAY REDUCED PASS	REDUCED SINGLE	REVENUE PASSENGERS
July 2019	2,513	28,069	573	2,957	17,824	409	7,190	4	232	463	2	437	11,572	4	72,249
July 2020	1,428	7,144	0	1,179	3,889	16	2,219	0	25	4	0	202	3,485	0	19,591
CHANGE '19-'20	(1,085)	(20,925)	(573)	(1,778)	(13,935)	(393)	(4,971)	(4)	(207)	(459)	(2)	(235)	(8,087)	(4)	(52,658)
	-43.2%	-74.5%	-100.0%	-60.1%	-78.2%	-96.1%	-69.1%	-100.0%	-89.2%	-99.1%	-100.0%	-53.8%	-69.9%	-100.0%	-72.9%

	GREEN SATURDAY	GAME DAY	SNC	FREE FARE	FREE 4 & UNDER	PROMO	TOTAL FREE FARES	ASHWAUB ENON SCHOOLS	GBAPS	UWGB	G-LINE DT-TT	RAZ PASS	TOTAL PARTNERSHIP FARES	TOTAL PASSENGERS	YTD PASSENGERS
July 2019	8,965	0	0	1,842	2,914	1,173	14,894	257	8,126	467	3,065	0	11,915	99,058	723,108
July 2020	1,506	0	0	1,211	145	2	2,864	40	1,035	126	5,597	0	6,798	29,253	373,401
CHANGE '19-'20	(7,459)	0	0	(631)	(2,769)	(1,171)	(12,030)	(217)	(7,091)	(341)	2,532	0	(5,117)	(69,805)	
	-83.2%	#DIV/0!	#DIV/0!	-34.3%	-95.0%	-99.8%	-80.8%	-84.4%	-87.3%	-73.0%	100.0%	100.0%	-42.9%	-70.5%	

FIXED ROUTE RIDERSHIP**PARATRANSIT**

	AGENCY FARE TRIPS	BASIC FARE TRIPS	TOTAL TRIPS	BASIC FARE	AGENCY FARE	TOTAL FARES
July 2019	1,823	687	2,510	\$ 7,530	\$ 21,855	\$ 29,385
July 2020	922	373	1,295	\$ 5,180	\$ 13,819	\$ 18,999
CHANGE '19-'20	(901)	(314)	(1,215)	\$ (2,350)	\$ (8,036)	\$ (10,386)
	-49.4%	-45.7%	-48.4%	-31.2%	-36.8%	-35.3%

PARATRANSIT RIDERSHIP



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

August 12, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.3

Financial Report

BACKGROUND

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

RECOMMENDATION

No action necessary.

FISCAL IMPACT

ATTACHMENTS

- I. 06 - June 2020 Financials



EXPENSES

ACCOUNT DESCRIPTION	2020 Jan-Jun	2019 Jan-Jun	+/-	%	2020 BUDGET	% OF BUDGET
Wages & Salaries	1,249,633.92	1,381,588.50	(131,955)	-9.6%	3,695,902	33.8%
Fringe Benefits	811,960.27	766,241.79	45,718	6.0%	1,488,783	54.5%
Other Employment Expenses	26,480.97	28,791.34	(2,310)	-8.0%	52,650	50.3%
Contract Services	17,762.05	41,902.89	(24,141)	-57.6%	291,214	6.1%
Materials & Supplies	198,912.13	324,543.14	(125,631)	-38.7%	943,173	21.1%
Building & Equip Maintenance	122,377.34	152,700.93	(30,324)	-19.9%	303,500	40.3%
Utilities	43,264.57	49,155.10	(5,891)	-12.0%	118,111	36.6%
Insurance	217,219.67	184,021.76	33,198	15.3%	157,515	137.9%
Miscellaneous	100.00	207.10	(107)	-107.1%	250	40.0%
Paratransit Services	211,869.89	390,351.07	(178,481)	-45.7%	1,469,080	14.4%
Subrecipient Expenses	78,115.00	-	78,115	100.0%	-	0.0%
TOTAL	2,977,695.81	3,319,503.62	(341,808)	-10.3%	8,520,178	34.9%

REVENUES

ACCOUNT DESCRIPTION	2020 Jan-Jun	2019 Jan-Jun	+/-	%	2019 BUDGET	% OF BUDGET
Federal Operating Asst	117,222.00	225,924.00	(108,702)	-92.7%	2,257,847	5.2%
State Operating Asst	2,495,580.00	673,431.00	1,822,149	73.0%	2,257,847	110.5%
Other Local Municipalities	327,811.30	254,418.10	73,393	22.4%	655,623	50.0%
Green Bay	624,000.00	624,000.00	-	0.0%	1,670,461	37.4%
Farebox Revenue-Fixed Route	180,168.66	325,425.34	(145,257)	-80.6%	665,000	27.1%
Farebox Revenue-Paratransit	92,053.00	181,359.50	(89,307)	-97.0%	554,400	16.6%
College Program Fares	3,483.00	5,759.00	(2,276)	-65.3%	-	0.0%
TMI Refund	65,187.00	70,654.00	(5,467)	-8%	-	0.0%
Non-Transportation Revenue	28,658.63	21,503.06	7,156	25.0%	17,200	166.6%
State Fuel Refund	7,895.68	-	7,896	100.0%	-	0.0%
Advertising	56,031.22	93,149.00	(37,118)	-66.2%	140,000	40.0%
Intercity Bus Commissions	2,744.32	8,173.90	(5,430)	-197.8%	36,000	7.6%
Partnership Contributions	2,451.00	82,085.00	(79,634)	-3249.0%	265,800	0.9%
TOTAL	4,003,285.81	2,565,881.90	1,437,404	35.9%	8,520,178	47.0%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	148	153	(5)	-3.3%	308
Revenue Miles	407,188	597,203	(190,015)	-31.8%	1,210,305
Revenue Hours	28,999	43,172	(14,173)	-32.8%	80,989
Unlinked Passenger Trips	344,148	624,049	(279,901)	-44.9%	1,289,000
Revenue / Cost	134.4%	77.3%			1
Farebox Revenue / Mile	0.44	0.54	(0.10)	-18.8%	1
Farebox Revenue / Pass Trip	0.52	0.52	0.00	0.4%	1
Farebox Revenue / Hour	6.21	7.54	(1.32)	-17.6%	8
Passenger / Mile	0.85	1.04	(0.20)	-19.1%	1
Cost / Mile	6.79	4.90	1.89	38.5%	6
Cost / Passenger Trip	8.04	4.69	3.34	71.2%	5



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

August 12, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.4

Director's Report

BACKGROUND

Green Bay Metro Transit Director will provide the Commission 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

August 12, 2020

PREPARED BY

AGENDA ITEM # E.5

Next Meeting: Wednesday, September 16, 2020 at 8:15 a.m.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None