AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, DECEMBER 9, 2020, 8:15 AM
TRANSIT
901 University Ave

A. Roll Call.

1. Roger Kolb, Chair; Emily Ysebaert, Vice-Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Rashad Cobb, Michael Conley-Kuhagen and Jessica Franco-Morales

B. Approval of the Agenda.

1. Approval of December 9, 2020 Transit Commission Agenda

C. Approval of Minutes.

1. Approval of October 21, 2020 Transit Commission Minutes

D. Regular Business.

1. Discussion/Action: Approval of 2021 Budget
2. Discussion/Action: Administration Counter and Security Upgrade Project
3. Discussion/Action: Electrical Upgrade for Exterior Sign
4. Discussion/Action: Green Bay Metro Strategic Plan 2021-2025

E. Informational.

1. Commuter Service Update
2. Operational Reports
3. Financial Report
4. Director's Report
5. Next Transit Commission Meeting: Wednesday, January 20, 2021

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

Green Bay METRO

MEETING DATE	PREPARED BY
December 9, 2020	Patty Kiewiz, Transit Director

AGENDA ITEM # B.1

Approval of December 9, 2020 Transit Commission Agenda

BACKGROUND

Enclosed is the agenda for the Transit Commission meeting being held on December 9, 2020.

RECOMMENDATION

Staff recommends the approval of the agenda for December 9, 2020.

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
December 9, 2020	Patty Kiewiz, Transit Director

AGENDA ITEM # C.1

Approval of October 21, 2020 Transit Commission Minutes

BACKGROUND

Enclosed are the proposed minutes from the Commission meeting held on October 21, 2020.

RECOMMENDATION

Staff recommends the approval of the minutes from October 21, 2020.

FISCAL IMPACT

ATTACHMENTS

1. October 21, 2020 TC Minutes

MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, OCTOBER 21, 2020, 8:15 AM
TRANSIT
901 University Ave

A. ROLL CALL.

1. Roger Kolb, Chair; Emily Ysebaert, Vice-Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Rashad Cobb, Michael Conley-Kuhagen and Jessica Franco-Morales

Present: Roger Kolb, Chair; Emily Ysebaert, Vice-Chair; Kevin Kuehn, Secretary; Michael Conley-Kuhagen and Jessica Franco-Morales
Excused: Alderman Randy Scannell
Absent: Rashad Cobb

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

B. APPROVAL OF THE AGENDA.

1. Approval of October 21, 2020 Transit Commission Agenda

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Michael Conley-Kuhagen to approve the October 21, 2020 agenda. Motion carried.
Yes- Emily Ysebaert, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Jessica Franco-Morales,
No- None, Abstain- None

C. APPROVAL OF MINUTES.

1. Approval of September 16, 2020 Transit Commission Minutes

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Michael Conley-Kuhagen to approve the minutes from the September 16, 2020 meeting. Motion carried.
Yes- Emily Ysebaert, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Jessica Franco-Morales,
No- None, Abstain- None

D. REGULAR BUSINESS.

1. Discussion/Action: Appoint a Transit Commission Member to the Brown County Transportation Coordinating Committee

Lisa Conard reviewed the Formation of the Brown County Transportation Coordinating Committee (TCC).

The Brown County Board of Supervisors formed the TCC in February of 2008 as authorized by Wisconsin State Statutes.

Duties
The Brown County TCC's duties are prescribed in Wisconsin Administrative Code, Sec. Trans 2.10, relating to the coordination of specialized transportation for residents of Brown County, and, as such, the TCC:
• Meets to review and coordinate transportation services for seniors and individuals with disabilities.
• Provides recommendations to the BCPC Board of Directors for annual State Section 85.21 Program awards. The Section 85.21 Program offers financial assistance to counties providing transportation services for seniors and individuals with disabilities. Brown County's CY 2020 grant award was $557,438.
• Provides recommendations to the BCPC Board of Directors for annual Federal Section 5310 Program awards in the Green Bay Urbanized Area. The Section 5310 Program offers funding for capital and operating projects that improve the mobility of seniors and individuals with disabilities. The Green Bay Urbanized Area's CY 2020 award was $176,109.

Membership
Membership on the TCC consists of the following:
• One member of the Brown County Board of Supervisors
• One representative of the Brown County Executive's Office
• One member of the Aging and Disability Resource Center (ADRC) of Brown County staff
• One member of the ADRC Board
• Two members of the Brown County Department of Human Services staff
• One member of the Red Cross staff (This position was reassigned to Curative Connections in 2016 when Red Cross transferred its transportation program to Curative Connections)
• One additional member of the Curative Connections staff
• One member of the Options for Independent Living staff
• One member of the ASPIRO staff

• One member of the Syble Hopp School staff
• One member of the CP Center staff
• One member of the Green Bay Metro staff (Essie Fels)
• One member of the Green Bay Transit Commission (to be filled)
• One member of the Wisconsin Department of Transportation staff
• One member of the Brown County Planning Commission/Green Bay MPO staff (Lisa Conard)
• One member of the Oneida Tribal Government
• Two citizen members
• One local private transportation provider (currently held by Via staff, Green Bay Metro's Microtransit and Paratransit provider)

In addition to the membership listed above, Mobility Coordinator Andrea Vlach attends committee meetings and a member of the MPO staff (Ker Vang) provides support to the committee.

Moved by Commissioner Kevin Kuehn nominated Commissioner Michael Conley-Kuhagen to serve on the Brown County Transportation Coordinating Committee, seconded by Commissioner Emily Ysebaert to approve. Motion carried.
Yes- Emily Ysebaert, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Jessica Franco-Morales, No- None, Abstain- None

2. Discussion/Action: Award of Financial Audit RFP

Director Kiewiz stated per the Federal Transit Administration procurement regulations, Green Bay Metro is required to seek a new bcontract every five years. The contract for annual financial services has expired. Green Bay Metro worked with City Finance Department and Purchasing through the procurement process. This would be a five year contract; three years, plus two, one year renewals.

Moved by Commissioner Jessica Franco-Morales, seconded by Commissioner Kevin Kuehn to approve the award of the annual financial services to Baker Tilly in the amount not to exceed $37,500 for five years. Motion carried.
Yes- Emily Ysebaert, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Jessica Franco-Morales, No- None, Abstain- None

3. Discussion/Action: Paratransit Boundary Changes

Director Kiewiz stated that under the Federal Transit Administration states "The entity shall provide complementary paratransit service to origins within corridors with a width of three-fourths of a mile on each side of each fixed route." With the implementation of Microtransit services, the paratransit boundary has changed for the system. Due to the pandemic, closures and travel restrictions, the normal public comment process that Green Bay Metro follows was not conducted. During the present time, Green Bay Metro has continued to provide services to 17 riders that reside outside of the revised paratransit boundary. Of the 17 current riders eligible, only 10 have been utilizing the paratransit service frequently.

Moved by Commissioner Kevin Kuehn, seconded by Michael Conley-Kuhagen to approve grandfathering the current paratransit approved riders to continue to receive Paratransit services based on the service area prior to implementation of microtransit. Motion carried.
Yes- Emily Ysebaert, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Jessica Franco-Morales, No- None, Abstain- None

4. Discussion/Action: Public Lobby Access

Director Kiewiz stated the public lobby was closed on March 16, 2020 with the onset of COVID-19. On July 1, 2020 the lobby reopened for restroom use and pass purchases. With winter approaching we need to be prepared for riders who may need to be out of the elements while waiting for their bus. Staff have configured the lobby that would allow approximately 11 riders to be socially distanced while waiting for their bus. Stickers have been placed on the floor informing people where to stand that would allow appropriate space.

Chair Roger Kolb suggested putting another bus out on the island to be used a warming bus if needed.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Michael Conley-Kuhagen to approve allowing the limited capacity in the public lobby, that respects social distancing guidelines. Motion carried.
Yes- Emily Ysebaert, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Jessica Franco-Morales, No- None, Abstain- None

E. INFORMATIONAL.

1. 2019 WisDOT Transit System Management Performance Final Review

Director Kiewiz stated WisDOT audit takes place every five years. However, Green Bay Metro's last review was conducted in 2012. This is a complete audit of the whole system which includes policy, procedures and ridership. Staff and Lisa Conard, Brown County Planning MPO have put a lot of work into this audit.

The review team concluded that Green Bay Metro is a well-managed transit system that delivers effective service while proactively planning for the future.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Michael Conley-Kuhagen to receive and place on file. Motion carried.
Yes- Emily Ysebaert, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Jessica Franco-Morales, No- None, Abstain- None

2. Microtransit System Key Performance Indicators

Director Kiewiz stated Green Bay Metro staff worked with the MPO, Brown County Planning to develop key performance indicators (KPI's) for the microtransit services. Director Kiewiz is working on a microtransit mechanism to be able to bill municipalities. She gave a brief overview of the key performance indicators (KPI's). Moving forward this report will be provided monthly under operational reports.

3. Marketing Report

Director Kiewiz stated included in your packets you will find Bus Advertising Comparison. There has been a slight decrease since the onset of the COVID-19 pandemic. Otherwise, Essie has been working at keeping the buses full.

4. Operational Reports

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.

5. Financial Report

Director Kiewiz provided an overview of the revenue and expense reports. Currently, Metro is under budget.

6. Director's Report

Director Kiewiz stated we have hired the vacant position for the Operation Supervisor. Jake Lueptow received a promotion to the Operation Supervisor. Jake has been with Metro for a year working as a Dispatcher.

We have begun the installation of the UVI Air Purification Systems on the buses. The completion of all buses should be mid-November.

Green Bay Metro will have ten (10) Quantum installed on the buses in the next 2-3 weeks.

Green Bay Metro was awarded roughly $30,000 from the 5310 for three more Quantum.

Via will be rolling out the apps for Paratransit and Microtransit for our riders to book their own trips if they would like to.

Director Kiewiz will be doing a presentation for Bellevue next week. She is working on the budget and should be coming in status quo.

The exterior sign is in process for replacement.

7. Next Transit Commission Meeting: Wednesday, November 18, 2020 at 8:15 a.m.

F. ADJOURNMENT.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Michael Conley-Kuhagen to adjourn at 9:00 a.m. Motion carried.
Yes- Emily Ysebaert, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Jessica Franco-Morales,
No- None, Abstain- None

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
December 9, 2020	Patty Kiewiz, Transit Director

AGENDA ITEM # D.1

Discussion/Action: Approval of 2021 Budget

BACKGROUND

Green Bay Transit Director will present the 2021 budget.

RECOMMENDATION

Staff recommends approval of the 2021 budget.

FISCAL IMPACT

ATTACHMENTS

1. 2021 Budget roll-up Projection - FINAL
2. 2021 Budget roll-up Variance - FINAL
3. 2021 Route mileage - Municipality Billings Projected - FINAL
4. 2021 Org Chart Transit Budget

GREEN BAY METRO
2020 BUDGET

ACCOUNT DESCRIPTION	2021 Budget	2020 Budget	Difference	% Change
FULL FARE	450,000	525,000	(75,000)	-16.7%
VOUCHERS	-	-	-	
STUDENT FARES	10,000	10,000	-	
COLLEGE STUDENT PASS		10,000	(10,000)	
DISABLED FARES	90,000	120,000	(30,000)	-33.3%
SUBTOTAL: FAREBOX REVENUE	**550,000**	**665,000**	**(115,000)**	**-20.9%**
PARATRANSIT FARES & AGENCY FEES	**569,800**	**554,400**	**15,400**	**2.7%**
TOTAL FAREBOX REVENUE	**1,119,800**	**1,219,400**	**(99,600)**	**-8.9%**
PARATRANSIT/ID FEES	**300**	**300**	**-**	
INVESTMENT INCOME	9,000	9,000	-	
SALE OF EQUIPMENT	-	-	-	
BUS ADVERTISING	140,000	140,000	-	
INTERCITY BUS COMMISSION	36,000	36,000	-	
NON-TRANS - VENDING MACHINES	5,500	5,500	-	
NON-TRANS - SALE OF SCRAP	1,800	1,800	-	
NON-TRANS - PAYPHONE	100	100	-	
STORAGE LOCKER TOKENS	500	500	-	
FEDERAL OPERATING ASSISTANCE	2,282,575	2,257,847	24,728	1.1%
STATE OPERATING ASSISTANCE	2,282,575	2,257,847	24,728	1.1%
RAZ PASS\UWGB\ST NORBERT	-	-	-	
VILLAGE OF ALLOUEZ	73,468	80,009	(6,541)	-8.9%
VILLAGE OF ASHWAUBENON	264,101	266,809	(2,708)	-1.0%
VILLAGE OF BELLEVUE	147,713	149,879	(2,166)	-1.5%
CITY OF DEPERE	150,072	158,926	(8,854)	-5.9%
CITY OF GREEN BAY	1,653,819	1,670,461	(16,642)	-1.0%
SECTION 5310 PROGRAM ADMIN	**96,859**	**-**	**96,859**	**100.0%**
CLOTHING-EMPL PORTION	-	-	-	
PARTNERSHIP CONTRIBUTION	189,800	265,800	(76,000)	-40.0%
MISC REVENUE		-	-	
TOTAL REVENUE	**8,453,983**	**8,520,178**	**(66,195)**	**-0.8%**
Total Operating Revenue	**8,446,383**	**8,512,578**	**(66,195)**	**-0.8%**

ACCOUNT DESCRIPTION	2021 Budget	2020 Budget	Difference	% Change
TOTAL SALARIES	3,209,987	3,579,380	(369,393)	-11.5%
TOTAL OVERTIME	31,552	116,522	(84,970)	-269.3%
TOTAL VACATION		-	-	
TOTAL HOLIDAY		-	-	
TOTAL PERSONAL		-	-	
TOTAL FUNERAL LEAVE	-	-	-	
TOTAL SICK	25,000	53,060	(28,060)	-112.2%
TOTAL UNEMPLOYMENT	6,000	6,000	-	
TOTAL HEALTH INSURANCE	673,548	779,526	(105,978)	-15.7%
TOTAL DENTAL INSURANCE	49,019	60,023	(11,004)	-22.4%
TOTAL LIFE INSURANCE	5,343	5,874	(531)	-9.9%
TOTAL LEVY SUPPORTED HEALTH	5,000	10,180	(5,180)	-103.6%
TOTAL SOCIAL SECURITY	193,556	220,730	(27,174)	-14.0%
TOTAL MEDICARE	45,290	51,649	(6,359)	-14.0%
TOTAL WORKER COMPENSATION	22,851	25,000	(2,149)	-9.4%
TOTAL PENSIONS	218,832	249,509	(30,677)	-14.0%
TOTAL CAR ALLOWANCE	360	360	-	
TOTAL CLOTHING ALLOWANCE	19,450	22,300	(2,850)	-14.7%
TOTAL EMPLOYEE ALLOWANCES	860	860	-	
TOTAL OTHER FRINGE BENEFITS	3,751	3,712	39	1.0%
TOTAL TRAINING & TRAVEL	20,500	23,500	(3,000)	-14.6%
TOTAL DUES, LICENSES, SUBSCRIPTIONS	15,956	16,650	(694)	-4.3%
TOTAL EMPLOYMENT RELATED EXPENSES	9,900	12,950	(3,050)	-30.8%
TOTAL SERVICES	314,216	265,464	48,752	15.5%
TOTAL PROMOTIONAL	20,750	25,750	(5,000)	-24.1%
TOTAL MICROTRANSIT SERVICES	907,514		907,514	100.0%
TOTAL PARATRANSIT SERVICES	1,235,433	1,387,080	(151,647)	-12.3%
TOTAL FUEL	786,060	900,048	(113,989)	-14.5%
TOTAL TIRES & TUBES	55,000	55,000	-	
TOTAL MATERIALS & SUPPLIES	74,325	70,675	3,650	4.9%
TOTAL BUILDING & EQUIPMENT	205,500	277,500	(72,000)	-35.0%

ACCOUNT DESCRIPTION	2021 Budget	2020 Budget	Difference	% Change
TOTAL BUILDING REPAIRS	20,000	20,000	-	
TOTAL PAVE CONST (SHELTER PADS)	3,000	5,000	(2,000)	-66.7%
LANDSCAPING/SITE RESTORATION	300	-	300	100.0%
TOTAL ELECTRIC	50,379	50,600	(221)	-0.4%
TOTAL GAS	39,184	52,800	(13,616)	-34.7%
TOTAL PHONE/CELLULAR SERVICE	5,145	5,645	(500)	-9.7%
TOTAL WATER	2,527	3,125	(598)	-23.7%
TOTAL SEWER	4,915	6,191	(1,276)	-26.0%
TOTAL INSURANCE	172,980	157,515	15,465	8.9%
CASH OVER/SHORT		-	-	
TOTAL OPERATING EXPENSES	8,453,983	8,520,178	(66,195)	-0.8%

2021 GREEN BAY METRO BUDGET SUMMARY

Variance to 2020 Budget

Revenues		Change	% Chg
Farebox Revenue-Fixed Route	$	(115,000)	-20.9%
Farebox Revenue-Paratransit	$	15,400	2.7%
Federal Operating Assistance	$	24,728	1.1%
State Operating Assistance	$	24,728	1.1%
Green Bay	$	(16,642)	-1.0%
Other local municipalities	$	(20,269)	-3.2%
Intercity Bus Commission	$	-	
Advertising	$	-	
Local Partnerships	$	(76,000)	-40.0%
Non-transportation income	$	-	0.0%
Section 5310 Program	$	96,859	100.0%
Total Revenue	$	(66,196)	-0.8%

Operating Expenses		Change	% Chg
Salaries & Leave time	$	(430,986)	-12.4%
Overtime	$	(84,970)	-269.3%
Health / Dental	$	(116,982)	-16.2%
WRS	$	(30,677)	-14.0%
Other employment expenses	$	(14,572)	-14.2%
Workers comp	$	(2,149)	-9.4%
Contract Services	$	48,752	15.5%
Paratransit services	$	(141,147)	-10.6%
Micro Transit sevices	$	957,514	100.0%
Fuel	$	(174,489)	-17.9%
Building & Equipment maint	$	(68,350)	-19.3%
Marketing expense	$	(5,000)	-24.1%
Insurance	$	15,465	8.9%
Utilities	$	(16,211)	-15.9%
Shelter pads	$	(2,000)	-66.7%
Misc	$	(394)	-4.3%
Total Expenses	$	(66,195)	-0.8%

Revenues:

Estimated decline in fares due to pandemic

Expenses:

1% Wage Increase - Oct 1st

20% Increase in Property Insurance

Microtransit - new mode of service

GREEN BAY METRO
SHARING OF BUDGET OPERATING DEFICIT-2021

2021 FIXED ROUTE BUS OPERATIONS	2021 OPERATING EXPENSE	7,054,457
	REVENUE	932,700
	DEFICIT	6,121,757
Federal Assistance	27.000%	1,904,703
State Assistance	27.000%	1,904,703
Other revenues		96,859
Deficit to Local Municipality		2,215,491
PARTICIPATING MUNICIPALITY	PERCENT DEFICIT	LOCAL SHARE
ALLOUEZ	3.03%	67,073
ASHWAUBENON	11.59%	256,767
BELLEVUE	6.46%	143,120
DE PERE	6.34%	140,400
GREEN BAY	72.59%	1,608,130
TOTAL	100%	2,215,490

(1) PERCENT OF OPERATIONAL DEFICIT IS BASED ON SHARE OF BUS MILES OPERATED WITHIN EACH MUNICIPALITY.

2021PARATRANSIT SERVICE	2021 TOTAL PROGRAM COST	1,399,527
	REVENUE:	570,100
	DEFICIT	829,427
Federal Assistance	27.000%	377,872
State Assistance	27.000%	377,872
Deficit to Local Municipality		73,682
PARTICIPATING MUNICIPALITY	PERCENT DEFICIT	LOCAL SHARE
ALLOUEZ	8.68%	6,395
ASHWAUBENON	9.95%	7,334
BELLEVUE	6.23%	4,592
DE PERE	13.13%	9,672
GREEN BAY	62.01%	45,689
TOTAL	100%	73,682

(2) PERCENT OF DEFICIT IS BASED ON AFFECTED POPULATION BASED ON CALCULATIONS WITHIN 3/4 MILE. (2010 CENSUS)

Combined Fixed Route & Paratransit Service Using Above Spreadsheet

Based on 2021 City Budget

Municipality	2021 Paratransit	2021 Fixed Route	**2021 Total**	2020 Local Share	% Change	% of Municipal Revenue
ALLOUEZ	6,395	67,073	**73,468**	80,009	-8.2%	3.2%
ASHWAUBENON	7,334	256,767	**264,101**	266,809	-1.0%	11.5%
BELLEVUE	4,592	143,120	**147,713**	149,879	-1.4%	6.5%
DE PERE	9,672	140,400	**150,072**	158,926	-5.6%	6.6%
GREEN BAY	45,689	1,608,130	**1,653,819**	1,670,460	-1.0%	72.2%
TOTAL	73,682	2,215,490	**2,289,172**	2,326,083	-1.6%	100.0%
TOTAL BUDGET			**8,453,983**	**8,520,178**	**-0.8%**	

TRANSIT DEPARTMENT
2021 Budget Year

TRANSIT DEPARTMENT

- Transit Director (1)

MAINTENANCE DIVISION

- Maintenance Manager (1)
- Parts Clerk (1)
- Fueler/Bus Cleaner (3)
- Maintenance Technician (1)
- Mechanics (5)

OPERATIONS DIVISION

- Transit Operations Supervisor (3)
- Bus Operators (37)
- Dispatcher (3.6)

PARATRANSIT DIVISION

- Paratransit Coordinator (1)

ADMINISTRATIVE DIVISION

- Accountant (1)
- Compliance Coordinator (1)
- Mobility Coordinator (1)
- Building Custodian (1)

Employees 60.6

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
December 9, 2020	Patty Kiewiz, Transit Director

AGENDA ITEM # D.2

Discussion/Action: Administration Counter and Security Upgrade Project

BACKGROUND

Metro's facility was constructed in 2000. In the past 3 years Metro had an ADA review and a security system review conducted. There were a two important recommendations that were made.
1. The counter in the the administration lobby was deemed noncompliant for ADA purposes.
2. Through the system security review the customer service windows in admin and operations were recommended for replacement to provide a higher level of security.

Metro has now secured the funding to complete both of these projects.

Federal funds will cover 80% of the cost of the project and the local match will be the remaining 20%.

This project is considered public construction. Staff worked closely with the Purchasing division and city engineers from the Department of Public Works to complete the bid process.

RECOMMENDATION

Staff recommends approving the Administrative Counter Security Upgrade project to the lowest responsive, responsible vendor, IEI General Contractors in the amount not to exceed $38,930.00.

FISCAL IMPACT

ATTACHMENTS

1. Copy of RFB #3284 Bid Summary Administrative Counter Security Upgrade

CITY OF GREEN BAY BID SUMMARY
RFB #3284
Administrative Counter Security Upgrade

Dept: Metro/Transit Req #	**VENDOR #1**	**VENDOR #2**	**VENDOR #3**
Planholders: CC #909	Howard Immel, Inc.	IEI General Contractors	Milbach Construction Services Co.
Issued: 10/14/2020 Due:11/4/2020	Green Bay, WI	De Pere, WI	Kaukauna, WI
DESCRIPTION			
Base Bid 1: Security Upgrades at Administrative Counter	$ 16,245.00	$ 12,939.00	$ 21,700.00
Base Bid 2: Security Upgrades at Operations Counter	$ 30,190.00	$ 25,991.00	$ 32,299.00
TOTAL BASE BID:	$ 46,435.00	$ 38,930.00	$ 53,999.00
Lead time after notice to proceed:	12 Weeks	4 Weeks	10 Weeks
Payment discount terms:	None	None	None

Recommendation: Award to the lowest responsive, responsible vendor

\\job-cc-az-001\TempUpload\9eb27d1fb6\stream\GREENBAYWIa431726043.xls

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
December 9, 2020	Patty Kiewiz, Transit Director

AGENDA ITEM # D.3

Discussion/Action: Electrical Upgrade for Exterior Sign

BACKGROUND

Green Bay Metro is seeking to upgrade the electrical to meet the requirements for the led exterior sign. Existing electrical will not be adequate.

Three bids have been received.

RECOMMENDATION

Staff recommends awarding the project to Eland Electric, the lowest responsive responsible vendor, in the amount of $11,950.00.

FISCAL IMPACT

ATTACHMENTS

1. GB Metro Sign Installation

Eland Electric Corporation
3154 Holmgren Way • Green Bay, WI 54304
(920) 338-6000 (920) 338-6009
www.ElandElectric.com

November 24, 2020

Green Bay Metro
901 University Ave.
Green Bay, WI 54302

Attn: Kenny Hofer

REF: Green Bay Metro Sign Electrical

Electrical Installation for Green Bay Metro. Electrical requirements and design per Eland Electric Corporation to include the following:

Description of Work

- Provide and Install 380' 1" HDPE conduit from Sign past Passenger center entrance to green space.
- Provide and install (1) quazite box in green space
- Provide and install conduit and wire from quazite box to electrical room
- Provide and install (3) 120volt 20amp circuits to sign
    - Existing spare breaker's to be used
- Provide electrical connection in new sign
- Demo Existing sign circuit back to pole base

Total to complete **$11,950.00**

General Notes

- Patching wall by others
- We anticipate existing circuitry is properly functioning.
- Repair to landscaping not included in quote
- All private locates by others
- Not responsible for unmarked private utilities
- Pre-existing code violation repairs are not included.
- We have not included overtime or off hour work.
- We have included all applicable sales & use tax.
- All Electrical Personnel State Licensed as per Wisconsin Act 143

If you have any questions or further requirements do not hesitate to contact me. Thank you for your consideration and the opportunity to quote this project.

Thank you,

Eric Ahlgrim
Service Manager/Estimator

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
December 9, 2020	Patty Kiewiz, Transit Director

AGENDA ITEM # D.4

Discussion/Action: Green Bay Metro Strategic Plan 2021-2025

BACKGROUND

Green Bay Metro staff, in partnership with Brown County Planning has worked together to conduct an annual review of Green Bay Metro's Strategic Plan.

The changes the system endured in 2020 are reflected in this plan.

Director Kiewiz will present the plan.

RECOMMENDATION

Staff recommends approving the Green Bay Metro Strategic Plan.

FISCAL IMPACT

ATTACHMENTS

1. Green Bay Metro Strategic Plan Draft 2021-2025

Green Bay Metro Transit
2021-2025 Strategic Plan

System Overview

From 1916 through 1972, the Wisconsin Public Service Corporation (WPS), a privately-owned utility company, provided streetcar and bus service in the Green Bay area. In the late 1960s, bus ridership decreases combined with rising expenses forced WPS to reduce deficits by cutting back on service. Service cutbacks, in turn, contributed to further decreases in ridership and even greater revenue losses, resulting in a downward spiral of service, ridership, and revenue. In April of 1972, WPS offered to sell the bus company to the city of Green Bay with an agreement to reimburse the city for the full purchase price of $270,000 in the form of an operating subsidy over a five-year period.

Fixed Route Service
Green Bay Metro operates 14 full-service bus routes throughout the urbanized area. In addition, several limited service routes operate during Packers home games.

Paratransit Service
Paratransit is an alternative to the fixed route system. It is intended for people who cannot be served by fixed route buses due to disabilities. Service is more flexible in terms of scheduling and routing, is offered on a demand-response basis, and is usually provided by low capacity vehicles such as vans. Paratransit is meant to be complementary to the fixed route system in terms of service area, service days and hours, and cost.
Green Bay Metro currently contracts with a private transportation provider (Via, Tidewater) to provide this service.

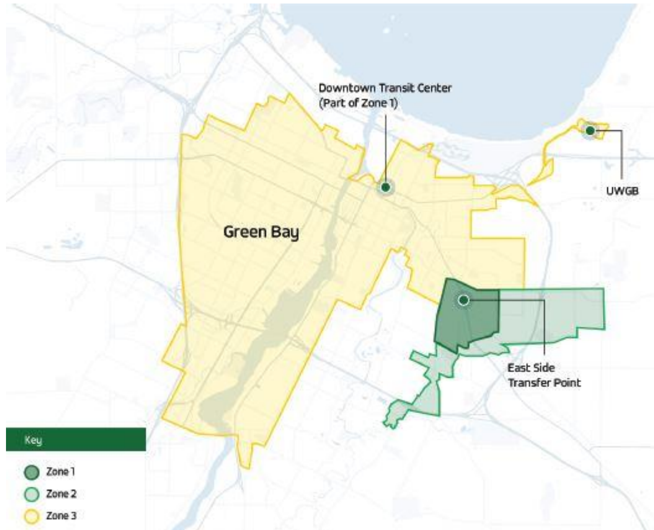
Service Area and Hours of Operation
Service is currently provided to the cities of Green Bay and De Pere and the villages of Allouez, Ashwaubenon, and Bellevue.

Normal service hours have been Monday through Friday from 5:15am to 9:45pm and Saturday from 7:15am to 6:45pm.

Full-service routes do not operate on Sunday. However, limited service routes operate during all Packers home games.

In March, 2020, service was modified due to the pandemic, COVID 19. Ridership has had a drastic decrease, due to safer at home orders and many businesses implementing remote work schedules. Modified service hours are Monday through Friday from 5:45 a.m. to 7:45 p.m. and on Saturday from 8:45 a.m. to 3:45 p.m.

Microtransit services are being piloted in a specific area during the day and system wide from 7:45pm-9:45pm. This is an on-demand service that can be scheduled by using the app, GBM On Demand or by contacting the call center.



Green Bay Metro COVID-19 Statement:
March 11, 2020 the World Health Organization declared the pandemic, COVID-19. Governor Tony Evers issued a Safer at Home Order, effective March 25, 2020. This action created a drastic decline in ridership as members of the public were encouraged to stay home.

Green Bay Metro is committed to the safety and health of all our employees, passengers, and the general public during the COVID-19 pandemic. The impact of the COVID-19 pandemic on Green Bay Metro has yet to be fully realized. However, it is anticipated that ridership and revenue will remain significantly lower than pre-pandemic levels for quite some time.

Mission:

Green Bay Metro is committed to providing safe and dependable transportation to jobs, schools, medical services, and other destinations.

Vision:

To be a partner in the community by providing transportation that is convenient and accessible to the public.

Core Values:

Safety
The assurance that all passengers will be transported by professional operators on well-maintained vehicles while meeting all state and federal regulations.

Customer Service
The assurance that all passengers will be treated according to the following initiative:

The City of Green Bay is dedicated to being accessible to all residents while providing a quality service which is inclusive, professional, responsive, and knowledgeable, and meeting the needs of our community.

Dependability
The assurance that route, fare, and other Metro information is accurate, that Metro vehicles will arrive and depart at their scheduled times, and that transfers can be made easily to allow customers to complete their trips.

Economy
The assurance that Metro will provide frequent and convenient access to employers, educational and medical facilities, recreational and social opportunities, and many other destinations at a cost to customers and member communities that is comparable to transit systems of similar size.

Ingenuity
The assurance that Metro will constantly seek to increase the quality, variety, and scope of its transportation services through the use of innovative funding methods, establishment of new public and private partnerships, and development of other creative initiatives.

Key Strategies:

1. Ensure employees are properly trained and current on up-to-date practices
2. Provide efficient and adequate transportation
3. Transportation services will maintain on-time performance as measured by system standards
4. Maintain existing and seek additional revenue from government agencies and public and private partnerships
5. Use creative methods to enhance services and provide independence

Goals & Objectives

1. Core Value and Goal: Safety

Strategies	Performance Target
Maintain Smith System Defensive Driving certification for all operational employees	100% of Metro operational employees certified at all times
Follow Metro's annual Safety Training Schedule	100% compliance with the annual schedule
Minimize the number of preventable accidents per 100,000 miles traveled	Maximum of 0.7 preventable street accidents per 100,000 miles traveled per year
Maintain Metro's facility and equipment per Metro policy and procedures.	100% compliance with Metro's preventative maintenance schedule
Properly utilize OSHA-approved personal protection equipment	Reduce occupational injuries from 20 per year to 15 per year by end of 2021
Promote safe work practices – procedures and employees	Conduct Metro's Safety Committee meetings quarterly.
Continue to monitor and upgrade security on the buses and on all Metro property	100% of audio and video equipment on Metro's buses and Transportation Center property should be functioning at all times Upgrade existing bus radios by end of 2021 Upgrade the audio and video equipment on Metro's buses to a live feed audio and video system by 2021

2. Core Value and Goal: Customer Service

Strategies	Performance Target
Maintain a strict preventative maintenance schedule for the Transportation Center	100% compliance with Metro's preventative maintenance schedule
Extend transit service into high-demand areas of communities that are not currently served by Metro	Determine the feasibility of providing commuter service between Green Bay and Appleton by Janaury of 2021 Complete microtransit pilot in low ridership areas as defined by system standards by fall 2021
Increase the service frequency of Metro bus routes	Identify routes where fixed route service frequency can and should be increased by the end of 2021 Implement the initial fixed route frequency increases in 2021 Review the fixed route system annually after 2021 to determine where additional service frequency increases can and should be implemented

Provide travel training to teach people how to ride Metro's fixed route buses	Contact a minimum of ten organizations per year to offer travel training to their clients/members Continue to offer fixed route bus travel training to all paratransit service applicants Maintain the practice of providing travel training to 100% of the people who request the training Review and update Metro's "How to Ride the Bus" and other YouTube posts a minimum of once per year
Enhance rider amenities on Metro's buses	Introduce free Wi-Fi on heavily used bus routes by 2022
Improve public awareness and promote Metro services	Continue to attend annual freshman orientation programs at UWGB, St. Norbert College, and NWTC to provide incoming students information about Metro Continue to provide public outreach by doing a minimum of ten presentations per year

3. Core Value and Goal: Dependability

Strategies	Performance Target
Maximize fixed route and paratransit on-time performance	Never arrive at bus stops before scheduled arrival times Arrive at bus stops between zero and two minutes after scheduled arrival times a minimum of 93% each month Meet the Americans with Disabilities Act (ADA) definition of on-time paratransit performance for a minimum of 95% of trips each month
Provide accurate and timely information to customers	Utilize the GBM Bus Tracker App to communicate unforeseen schedule delays Update the route guide and other printed and digital materials in Spanish and other requested languages a minimum of once per year Promote rider app for paratransit and Microtransit services Continue to post Metro Alerts on buses, Metro's website, and social media at least one week before detours and other events occur

	Continue the practice of updating Metro's AVL system with new location data prior to making physical modifications in the field (bus stop signs, shelters, etc.)
Maintain a strict preventative maintenance schedule for all equipment, rolling stock and facilities.	Maintain the Transit Asset Management Plan (TAM) along with the Comprehensive Capital Improvement Program (CIP) and fleet replacement schedule Maintain a bus fleet with an average age of no more than eight years Maintain a spare bus ratio of a minimum of 30% of the peak bus requirement

4. **Core Value and Goal:** Economy

Strategies	Performance Target
Maintain existing and seek additional revenue from federal, state, and local government agencies, and through public and private partnerships	Begin working with Advance/Green Bay Area Chamber of Commerce in 2021 to identify businesses that would like to participate in employee transit programs Contact a minimum of ten businesses per year to discuss Metro's services, offer employee travel training presentations, and determine if the businesses want to purchase tax-deductible bus passes for their employees Maintain a minimum on-bus advertising occupancy rate of 75% on full-service buses at all times Actively promote the passage of a statewide Regional Transportation Authority or Regional Transit Authority (RTA) enabling statute
Pilot a Microtransit/Dial-A-Ride Program	Monitor microtransit/Dial-A-Ride pilot to determine if community needs are being met. Determine if microtransit is a cost effective and efficient service to continue providing.

5. **Core Value and Goal:** Ingenuity

Strategies	Performance Target
Metro should continue to use creative methods of providing and enhancing services that provide independence for individuals, connect people and jobs, and enhance the economy	Implement smart card technology and cashless fare options by June of 2021

	Continue the Packers game day bus service, and the Downtown to Titletown partnership while utilizing private sponsorships to pay for the service Continue to submit annual applications for Surface Transportation Block Grant (STBG) funds through the Green Bay MPO to fund the acquisition of vehicles and other capital items Continue to monitor fixed routes that operate below the system threshold for consideration of microtransit Implement real-time monitor displays

Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis

SWOT analysis is a tool for auditing an organization and its environment. It occurs early in a strategic planning process and helps participants focus on key issues. SWOT stands for strengths, weaknesses, opportunities, and threats. Strengths and weaknesses are internal factors, which can be controlled within an organization. Opportunities and threats are external factors, which cannot be controlled from within.
The following SWOT analysis was developed by the strategic planning team:

Strengths:

Value
Green Bay Metro offers low-cost transportation services to the general public.

Safety
Metro has well-trained professional drivers with excellent driving records on well-maintained vehicles.

Intergovernmental Relationships
Metro benefits from strong relationships with the Federal Transit Administration (FTA), Wisconsin Department of Transportation (WisDOT), the cities of Green Bay and De Pere, and the villages of Allouez, Ashwaubenon, and Bellevue.

Public Participation
Metro has a strong public participation program which allows staff to meet and discuss important transit issues with community stakeholders and the general public.

Green Bay Transit Commission/Staff Relations
Metro benefits from strong, supportive relationships between the transit commission and staff.

Management/Labor Relations
Collective bargaining agreements for Metro's two unions are settled through December 2020 for the Maintenance Division and 2021 for the bus operators.

Metropolitan Planning Organization (MPO) for the Green Bay Urbanized Area

The Green Bay Transit Commission and Metro staff benefit from an MPO staff that is experienced, has a varied skill set, and is willing to take on projects in an effort to improve the system. (The MPO is part of the Brown County Planning Commission.)

Forward Momentum

The efforts of organizations such as the Bay Area Community Council, United Way, and Justice Organization Sharing Hope and United for Action (JOSHUA) have carried the message of the importance of public transportation to the forefront. Their efforts are well demonstrated by numerous Press-Gazette newspaper articles and editorials, local TV news stories, public forums, reports, and documentaries.

Partnerships

Green Bay Metro has strong connections to the community and has built partnerships with the Green Bay Packers, Green Bay Area Public School District, The University of Wisconsin-Green Bay (UWGB), Jefferson Lines, American Public Transportation Association (APTA), Green Bay Area Chamber of Commerce, Ashwaubenon School District, Wisconsin Public Transportation Association (WIPTA) and the American Public Transportation Association (APTA).

<u>Weaknesses:</u>

Federal and State Funding

Uncertainty of future federal and state funding programs.

Local Funding

Resistance by local funding partners to increase contributions to keep pace with inflation and/or expand services.

Fare Recovery

It is a challenge to find a balance between the desire to offer low fares and the need to recover a portion of the system's operating expenses.

Lack of Desired Transit Services

Lack of frequency and late-night service prohibits Metro from effectively serving shift-oriented employers.

Lack of Local Land Use Policies that Promote or Complement Transit Services

Examples include:

- Large minimum residential lot sizes (which lead to inefficiencies in mail delivery, garbage pick-up, bus service, etc.)
- Minimum parking requirements for businesses
- Availability of free or low-cost parking
- Lack of well-connected street patterns to minimize walking distances
- Lack of sidewalks leading to and from bus stops
- Large parking lots at shopping malls and other significant transit trip generators that are inaccessible to Metro's buses

<u>Opportunities</u>:

Economic Benefits of Transit

Public transit provides many economic benefits to the local community. Non-traditional riders can benefit from the low fares, especially in light of fluctuating fuel prices and the high cost of car ownership.

Additional Partnerships

Metro currently has a strong partnership with the University of Wisconsin-Green Bay (UWGB). Opportunities exist to expand the universal pass (U-Pass) program and/or introduce other programs to include businesses, other learning institutions, and other entities. (The IRS allows employers to withhold a set amount of an employee's pre-tax income for bus commuting costs. Employers may also provide a monthly fare subsidy as a part of the qualified IRS Transportation Fringe Benefit, under section 132(F) of the IRS tax code.)

Expand and Enhance Services

Demand for service exists in other area communities. Opportunities exist to better serve residents, employers, students, and retail centers within the existing service area by extending service through a microtransit or dial a ride program.

The onset of COVID-19 has put Green Bay Metro in a position to potentially expand and enhance current night services, utilizing microtransit services.

Advanced Technologies

Adoption of technologies to provide information to stakeholders will create consistency and reliability.

Transit Oriented Development (TOD)

Opportunities to implement TOD exist in the Metro service area. (TOD is a mixed-use community within walking distance of a transit stop that mixes residential, retail, office, open space, and public uses in a way that makes it convenient to travel on foot or by public transportation instead of by car.)

Paratransit Service

Utilizing existing paratransit vendor to assist in microtransit services. This would help to reduce the cost of fixed route transportation in low ridership areas.

Threats

Local, State, and Federal Economies

- Economic volatility poses funding challenges for Metro to continue operating current services and to expand services.
- Uncertainty of federal and state transit funding assistance amounts on a year-to-year basis.
- Uncertainty of future state transit funding due to the possible shift of transit funding from the state budget's transportation fund to the state budget's general fund.
- Lack of a long-term funding solution such as a Regional Transportation Authority or Regional Transit Authority (RTA).
- Uncertainty with public gatherings and groups.

Negative View of Public Transportation

Negative community view of public transportation could impact funding and the ability to provide current and/or additional services.

2020 Strategic Plan Review Committee

Participants	Title	Agency
Patty Kiewiz	Transit Director	Green Bay Metro
Essie Fels	Paratransit Coordinator	Green Bay Metro
Andrea Vlach	Mobility Coordinator	Green Bay Metro
Harman Singh	Operation Supervisor	Green Bay Metro
Kenny Hofer	Maintenance Manager	Green Bay Metro
Lisa J. Conard	Senior Planner	Brown County Planning Commission/MPO
Cole Runge	Principal Planner, Director	Brown County Planning Commission/MPO

Conclusion

Green Bay Metro is an organization driven by strong executive leadership that approaches transit from a coordinated perspective, stresses customer focus, and operates safe, reliable public transportation. Green Bay Metro can leverage these strengths to continue improving ridership, public perception, community involvement, performance, and customer satisfaction.

In order to maintain Green Bay Metro's vision, mission, core values, and goals, Green Bay Metro's Strategic Plan will be reviewed annually to examine the effectiveness of the plan's strategies and progress toward achieving the plan's goals. The Strategic Plan will also be updated every five years to ensure it reflects current regulations, funding policies, and system priorities.

Adoption and Revision History

Adopted by the Green Bay Transit Commission on July 19, 2017.
Revised and adopted by the Green Bay Transit Commission on December XX, 2020

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
December 9, 2020	Patty Kiewiz, Transit Director

AGENDA ITEM # E.1

Commuter Service Update

BACKGROUND

Brown County Planning staff will give an update on the I-41 Commuter Service.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

1. Commuter Service notes for Transit Commission

Staff Report to the Green Bay Transit Commission
Regarding the Final Report of the
Commuter Service Feasibility Study
for Northeast Wisconsin
Summary by the Brown County Planning Commission
November 18, 2020

East Central Wisconsin Regional Planning Commission (ECWRPC) received a grant and in partnership with the Green Bay, Appleton, Oshkosh and Fond du Lac transit systems, and the Wisconsin Department of Transportation (WisDOT), issued a *Request for Proposal (RFP) for a Commuter Service Feasibility Study for Northeast Wisconsin.* The consulting firm SRF was chosen to conduct the study.

The study was funded with a Federal grant and a local match by ECWRPC. No financial contribution from Green Bay Metro or Brown County Planning Commission has been used for the study.

The purpose of the study was to assess the feasibility of commuter service along I-41 between Green Bay & Fond du Lac. To date:

SRF has:

- ✓ Assembled a Steering Committee and held multiple meetings.
- ✓ Gathered input from stakeholders to gauge support for services.
- ✓ Developed service alternatives and recommendations.
- ✓ Issued a final report.

Commuting Patterns

SRF, using American Community Survey data from the U.S. Census Bureau, reported commuting patterns among the counties included in the study.

	Destination (Workplace)				
Origin (Residence)	**Brown County**	**Outagamie County**	**Winnebago County**	**Fond du Lac County**	**Calumet County**
Brown County	112,914	4,334	1,205	65	609
Outagamie County	8,050	61,106	17,245	432	1,875
Winnebago County	1,320	15,226	59,250	2,839	765
Fond du Lac County	81	577	3,599	36,365	413
Calumet County	1,309	8,151	4,804	569	8,309

SRF Commuter Service Alternatives

Alternative 1: Expressway-Based Service
Alternative 1 (Expressway-Based Service) is designed to minimize city-to-city travel times and use existing infrastructure/stations in close proximity to I-41. This option can minimize capital investment and total operating costs but may require more connecting service to be successful.

Alternative 2: Downtown-Focused Service
Alternative 2 (Downtown-Focused Service) is designed to prioritize service to core downtown areas, including existing or planned transit centers in Fond du Lac, Oshkosh, Appleton, and Green Bay. In some cases, Alternative 2 may require capital investment in new or slightly modified facilities, but it could offer better first- and last-mile connections via existing transit and bicycle/pedestrian networks.

Alternative 3: Hybrid Service to Neenah
Alternative 3 (Hybrid Service to Neenah) uses the same mobility hub sites as Alternative 2, but with an additional stop in downtown Neenah. This option has the potential to provide the greatest access to population and employment centers in the core of the Fox Cities, and could potentially include local stops between Neenah and Appleton.

In all three scenarios, SRF recommends the use of the Park and Ride lot located in De Pere and Green Bay Metro's main transportation center at 901 University Avenue.

SRF Cost Estimates

SRF has estimated the operational costs for each of the Alternatives as follows:

Alignment	Proposed Name	Service Day	One-Way Travel Time (Min)	Peak Vehicles Required	Round -trips Per Day	Revenue Hours Per Day	Annual Revenue Hours	Annual Operating Cost (Est.)
Alternative 1	Expressway-Based Commuter Service	Weekday (255/yr.)	120	TBD	5.0	20.0	5,100	$612,000
Alternative 1	Expressway-Based Commuter Service	Saturday (52/yr.)	120	TBD	5.0	20.0	1,040	$124,800
Alternative 2	Downtown-Focused Commuter Service	Weekday (255/yr.)	150	TBD	5.0	25.0	6,375	$765,000
Alternative 2	Downtown-Focused Commuter Service	Saturday (52/yr.)	150	TBD	5.0	25.0	1,300	$156,000
Alternative 3	Hybrid Service to Neenah	Weekday (255/yr.)	165	TBD	5.0	27.5	7,013	$841,500
Alternative 3	Hybrid Service to Neenah	Saturday (52/yr.)	165	TBD	5.0	27.5	1,430	$171,600

SRF Recommendation

SRF recommended the implementation of Alternative #3.

Next Steps Recommended by SRF

SRF has made the following recommendations:

- Establish ongoing coordination between the agencies.
- Identify lead agency/governance structure such as a multi-county Transit Commission or single transit agency (such as Valley Transit) to serve as the designated grant recipient for the service.
- Estimate startup costs.
- Estimate annual operating costs.
- Seek funding for the service.
- Implement service via an operating contract with a private transportation provider.
- Promote the proposed service.

Valley Transit (Appleton) and GO Transit (Oshkosh) Currently Considering a Pilot Program.

Valley Transit and GO Transit staff have begun discussions on implementing a pilot program with service between Appleton and Oshkosh. The Green Bay Metro and Fond du Lac Transit Systems are not included in the pilot.

Demand for Commuter Service in the Green Bay Metro Service Area

In late 2018, the Green Bay Transit Commission adopted the *2019-2023 Transit Development Plan for the Green Bay Metro System* report. During the development of the plan, a survey was conducted which asked area riders and non-riders to provide comments about the system. The top issues are as follows:

- Increase the frequency of service.
- Increase service hours later into the evening to accommodate late shift workers.
- Improve transit technology (app, trip planning, general website, etc.).
- Provide service on Sundays.
- Extend service to the Village of Howard.

Of the 200 comments received as part of the survey, only one respondent indicated they would like to see transit services to the Appleton area.

Brown County Planning Commission and Green Bay Metro Staff Recommendation

It is recommended that the Green Bay Metro System not pursue commuter service along the I-41 Corridor at this time.

Green Bay Metro has been experiencing significant budget constraints from the Federal, State, and local governments in recent years and any effort to expand the system should be directed toward establishing increased service frequency and additional late weekday evening service hours.

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
December 9, 2020	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.

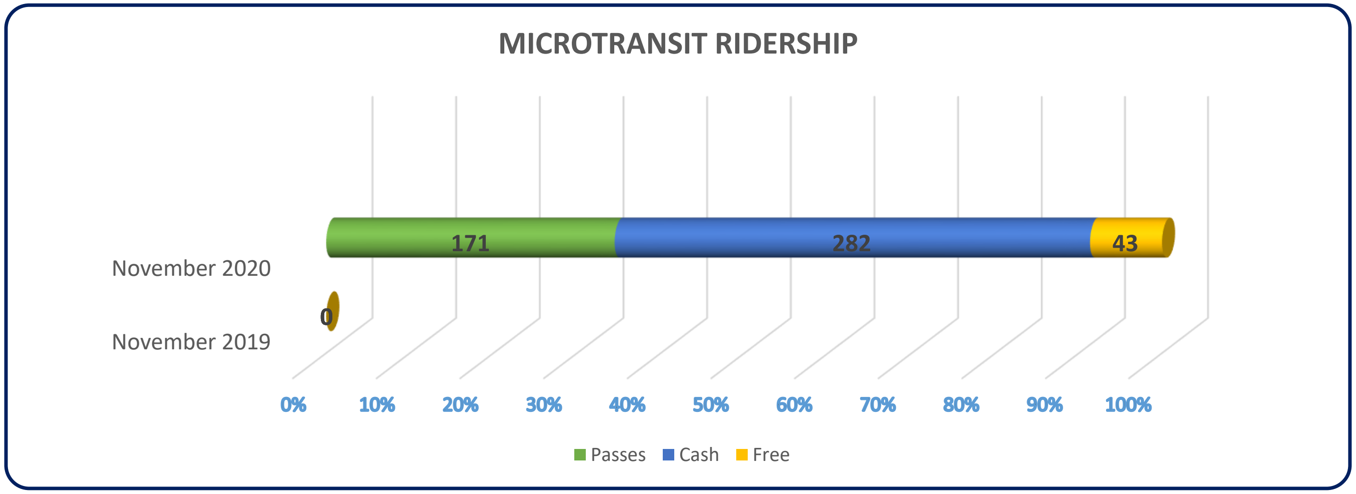
FISCAL IMPACT

ATTACHMENTS

1. Micro - 11.NOV 2020
2. Micro - 10.Oct 2020
3. Ridership - 10.Oct 2020

MICROTRANSIT - ON DEMAND

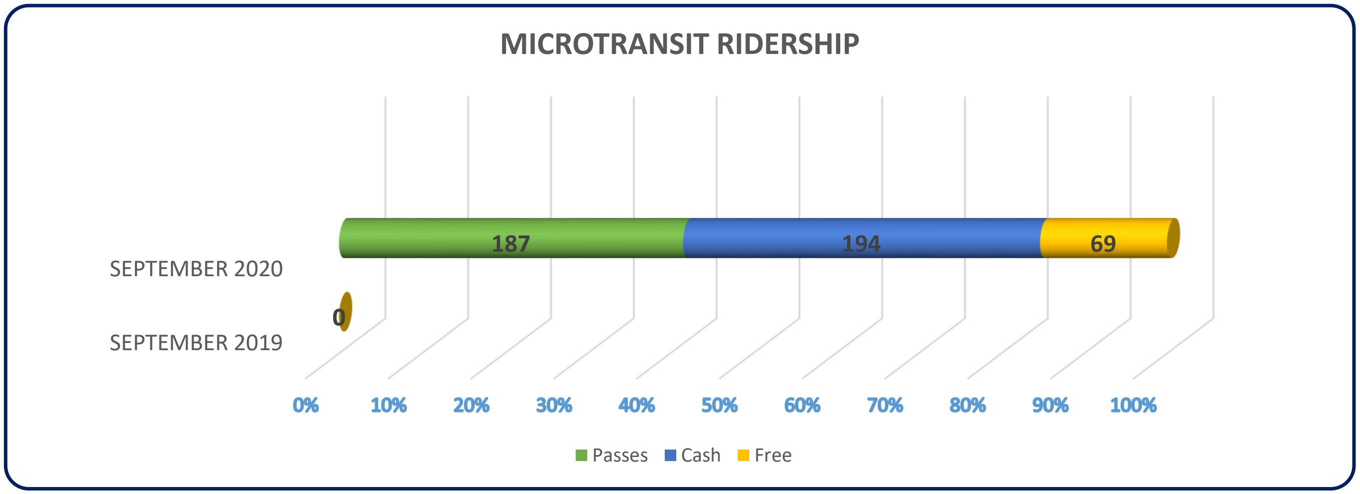
	Adult Pass	Student Pass	Reduced Pass	College Pass	Adult Fares	Reduced Fares	Free Ride	TOTAL TRIPS
November 2019	-	-	-	-	-	-	-	-
November 2020	155	3	-	13	282	-	43	496
CHANGE '19-'20	155	3	-	13	282	-	43	496
	34%				57%		9%	100%



	Day (Pilot)	Night Service	Target
Total Number of Rides	**332**	**164**	
Passengers per Vehicle Hour	0.98	1.89	3.0
Average Customer Wait Time (minutes)	10.6	12.68	<20.0
On-Time Pickups	95%	92%	95%

MICROTRANSIT - ON DEMAND

	Adult Pass	Student Pass	Reduced Pass	College Pass	Adult Fares	Reduced Fares	Free Ride	TOTAL TRIPS
October 2019	-	-	-	-	-	-	-	-
October 2020	173	-	-	14	194	-	69	450
CHANGE '19-'20	173	-	-	14	194	-	69	450
	42%				43%		15%	100%

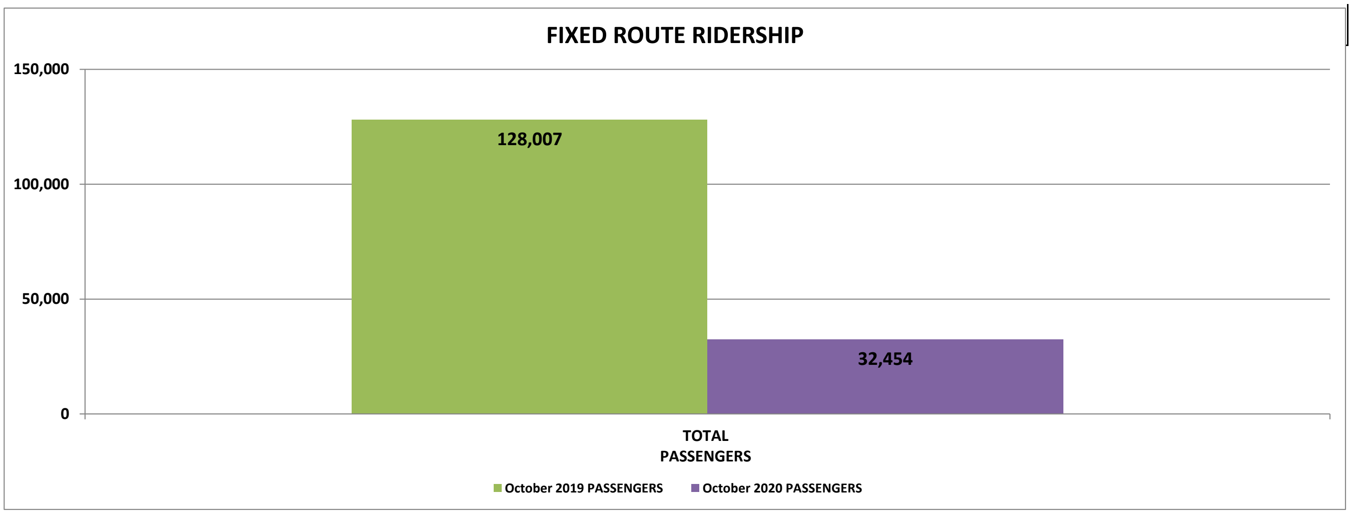


	Day (Pilot)	Night Service	Target
Total Number of Rides	**302**	**148**	
Passengers per Vehicle Hour	0.78	1.46	3.0
Average Customer Wait Time (minutes)	9.83	11.45	<20.0
On-Time Pickups	97%	91%	95%

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
October 2019	3,129	26,290	1,254	2,396	15,339	189	6,177	3	145	272	1	432	10,369	3	65,999
October 2020	1,116	8,474	17	647	3,883	13	2,299	0	3	2	0	257	3,906	0	20,617
CHANGE '19-'20	(2,012)	(17,816)	(1,237)	(1,749)	(11,456)	(176)	(3,878)	(3)	(142)	(270)	(1)	(175)	(6,463)	(3)	(45,381)
	-64.3%	-67.8%	-98.6%	-73.0%	-74.7%	-93.1%	-62.8%	-100.0%	-97.9%	-99.3%	-100.0%	-40.5%	-62.3%	-100.0%	-68.8%

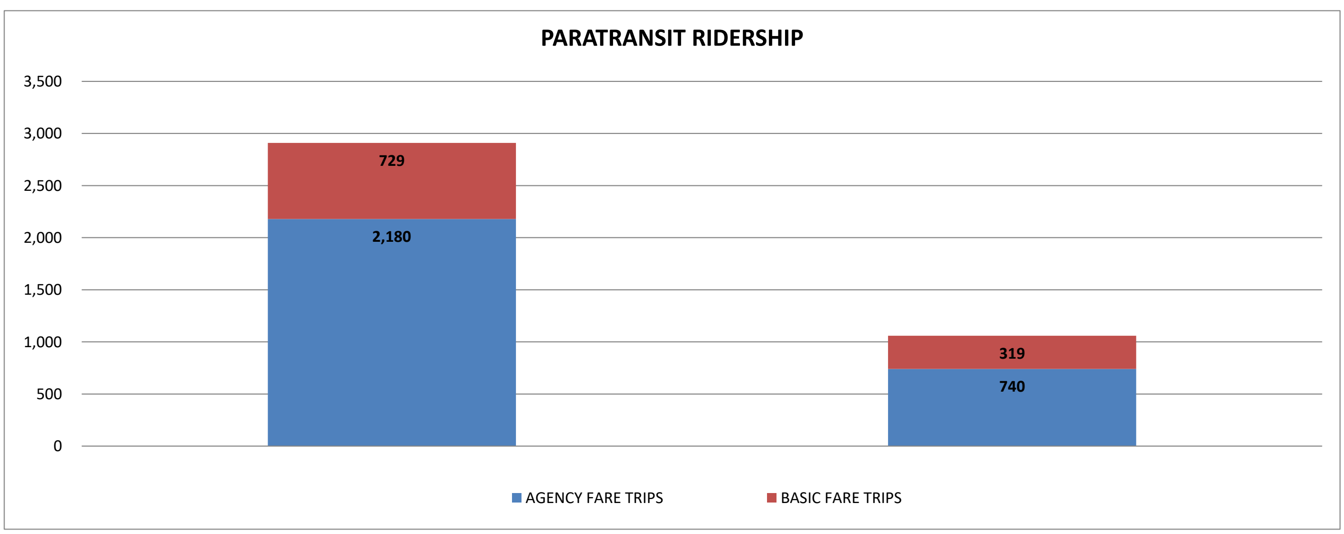
	GREEN SATURDAY	GAME DAY	SNC	FREE FARE	FREE 4 & UNDER	PROMO	TOTAL FREE FARES	ASHWAUBENON SCHOOLS	GBAPS	UWGB	G-LINE DT-TT	RAZ PASS	TOTAL PARTNERSHIP FARES	TOTAL PASSENGERS	YTD PASSENGERS
October 2019	8,769	6,587	0	0	2,768	1,329	19,453	23	2,217	23,676	1,809	14,830	42,555	128,007	1,077,286
October 2020	2,809	0	45	7	641	107	3,609	3	13	788	566	6,858	8,228	32,454	468,719
CHANGE '19-'20	(5,960)	(6,587)	45	7	(2,127)	(1,222)	(15,844)	(20)	(2,204)	(22,888)	(1,243)	(7,972)	(34,327)	(95,552)	
	-68.0%	-100.0%	#DIV/0!	#DIV/0!	-76.8%	-91.9%	-81.4%	-87.0%	-99.4%	-96.7%	100.0%	100.0%	-80.7%	-74.6%	



PARATRANSIT

	AGENCY FARE TRIPS	BASIC FARE TRIPS	TOTAL TRIPS
October 2019	2,180	729	2,909
October 2020	740	319	1,059
CHANGE '19-'20	(1,440)	(410)	(1,850)
	-66.1%	-56.2%	-63.6%

BASIC FARE	AGENCY FARE	TOTAL FARES
$ 8,727	$ 26,108	$ 34,835
$ 4,236	$ 11,012	$ 15,248
$ (4,491)	$ (15,096)	$ (19,587)
-51.5%	-57.8%	-56.2%



Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
December 9, 2020	Patty Kiewiz, Transit Director

AGENDA ITEM # E.3

Financial Report

BACKGROUND

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

RECOMMENDATION

No action necessary.

FISCAL IMPACT

ATTACHMENTS

1. 10 - Oct 2020 Financials

Green Bay Metro Transit Commission
Financial Report
Oct 2020

EXPENSES

ACCOUNT DESCRIPTION	2020 Jan-Oct	2019 Jan-Oct	+/-	%	2020 BUDGET	% OF BUDGET
Wages & Salaries	**2,087,015.07**	**2,475,077.57**	(388,063)	-18.6%	**3,170,246**	**65.8%**
Fringe Benefits	**1,329,743.55**	**1,285,426.72**	44,317	3.3%	**2,014,439**	**66.0%**
Other Employment Expenses	**27,832.78**	**48,868.07**	(21,035)	-75.6%	**52,650**	**52.9%**
Contract Services	**88,525.91**	**126,716.35**	(38,190)	-43.1%	**291,214**	**30.4%**
Materials & Supplies	**345,282.71**	**540,118.00**	(194,835)	-56.4%	**943,173**	**36.6%**
Building & Equip Maintenance	**220,360.96**	**316,438.25**	(96,077)	-43.6%	**303,500**	**72.6%**
Utilities	**67,770.11**	**76,348.55**	(8,578)	-12.7%	**118,111**	**57.4%**
Insurance	**219,120.06**	**185,866.80**	33,253	15.2%	**157,515**	**139.1%**
Miscellaneous	**182.08**	**308.30**	(126)	-69.3%	**250**	**72.8%**
Paratransit Services	**407,358.99**	**773,064.71**	(365,706)	-89.8%	**1,469,080**	**27.7%**
Subrecipient Expenses	**-**	**-**	-	0.0%	**-**	**0.0%**
Microtransit Services	**75,090.63**	**-**	75,091	-100.0%	**-**	**0.0%**
TOTAL	**4,868,282.85**	**5,828,233.32**	**(959,950)**	**-19.7%**	**8,520,178**	**57.1%**

REVENUES

ACCOUNT DESCRIPTION	2020 Jan-Oct	2019 Jan-Oct	+/-	%	2020 BUDGET	% OF BUDGET
Federal Operating Asst	**1,164,519.00**	**1,851,951.00**	(687,432)	-59.0%	**2,257,847**	**51.6%**
State Operating Asst	**2,399,494.00**	**2,436,138.00**	(36,644)	-1.5%	**2,257,847**	**106.3%**
Other Local Municipalities	**572,839.80**	**437,048.28**	135,792	23.7%	**655,623**	**87.4%**
Green Bay	**1,040,000.00**	**1,040,000.00**	-	0.0%	**1,670,461**	**62.3%**
Farebox Revenue-Fixed Route	**304,472.37**	**555,631.75**	(251,159)	-82.5%	**665,000**	**45.8%**
Farebox Revenue-Paratransit	**165,761.00**	**306,821.00**	(141,060)	-85.1%	**554,400**	**29.9%**
College Program Fares	**4,231.00**	**10,758.00**	(6,527)	-154.3%	**-**	**0.0%**
TMI Refund	**65,187.00**	**70,654.00**	(5,467)	-8%	**-**	**0.0%**
Non-Transportation Revenue	**35,088.74**	**52,457.68**	(17,369)	-49.5%	**17,200**	**204.0%**
State Fuel Refund	**7,895.68**	**11,289.79**	(3,394)	-43.0%	**-**	**0.0%**
Advertising	**108,153.57**	**130,873.36**	(22,720)	-21.0%	**140,000**	**77.3%**
Intercity Bus Commissions	**4,715.04**	**13,861.71**	(9,147)	-194.0%	36,000	**13.1%**
Partnership Contributions	**65,919.00**	**108,015.50**	(42,097)	-63.9%	**265,800**	**24.8%**
TOTAL	**5,938,276.20**	**7,025,500.07**	**(1,087,224)**	**-18.3%**	**8,520,178**	**69.7%**

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	253	257	(4)	-1.6%	308
Revenue Miles	639,647	1,007,959	(368,312)	-36.5%	1,210,305
Revenue Hours	49,056	72,823	(23,767)	-32.6%	80,989
Unlinked Passenger Trips	468,719	1,077,286	(608,567)	-56.5%	1,289,000
Revenue / Cost	**122.0%**	**120.5%**			1
Farebox Revenue / Mile	**0.48**	0.55	(0)	-13.6%	1
Farebox Revenue / Pass Trip	**0.65**	0.52	0	25.9%	1
Farebox Revenue / Hour	**6.21**	7.63	(1)	-18.7%	8
Passenger / Mile	**0.73**	1.07	(0)	-31.4%	1
Cost / Mile	**6.97**	5.02	2	39.1%	6
Cost / Passenger Trip	**9.52**	4.69	5	102.8%	5

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
December 9, 2020	Patty Kiewiz, Transit Director

AGENDA ITEM # E.4

Director's Report

BACKGROUND

Green Bay 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

Green Bay METRO

MEETING DATE	PREPARED BY
December 9, 2020	Patty Kiewiz, Transit Director

AGENDA ITEM # E.5

Next Transit Commission Meeting: Wednesday, January 20, 2021

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None