



AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, JUNE 30, 2021, 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 June 30, 2021 Transit Commission Agenda

C. Approval of Minutes.

1. Approval of May 19, 2021 Transit Commission Minutes

D. Regular Business.

1. Discussion/Action: Proposed Fixed Route Changes, Modifications to the ADA Paratransit Boundary & Implementation of Microtransit Services
2. Discussion/Action: Purchase Request of four 29' Gillig Buses
3. Discussion/Action: Green Bay Metro Disadvantage Business Enterprise (DBE) FFY 2022-2024

E. Informational.

1. Operational Reports
2. Financial Report
3. Director's Report
4. Next Transit Commission Meeting: Wednesday, July 21, 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



MEETING DATE

June 30, 2021

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # B.1

Approval of June 30, 2021 Transit Commission Agenda

BACKGROUND

Enclosed is the agenda for the Transit Commission meeting being held on June 30, 2021.

RECOMMENDATION

Staff recommends the approval of the agenda for June 30, 2021.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 30, 2021

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # C.1

Approval of May 19, 2021 Transit Commission Minutes

BACKGROUND

Enclosed are the proposed minutes from the Commission meeting held on May 19, 2021.

RECOMMENDATION

Staff recommends the approval of the minutes from May 19, 2021.

FISCAL IMPACT

ATTACHMENTS

- I. May 19, 2021



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, MAY 19, 2021, 8:15 AM

TRANSIT

901 University Ave

A. ROLL CALL.

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

Present: Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Jessica Franco-Morales, Michael Conley-Kuhagen, Absent: Rashad Cobb

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

B. APPROVAL OF THE AGENDA.

I. Approval of May 19, 2021 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to approve the May 19, 2021 agenda. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Jessica Franco-Morales, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of April 21, 2021 Transit Commission Minutes

Moved by Ald. Randy Scannell, seconded by Michael Conley-Kuhagen to approve the minutes from April 21, 2021 meeting. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Jessica Franco-Morales, No- None, Abstain- None

D. REGULAR BUSINESS.

I. Presentation: 2020 Annual Financial Audit

Jodi Dobson of Baker Tilly presented the 2020 Annual Financial Audit for Green Bay Metro.

Jodi stated we had no issues going through the process. In our opinion, the financial statements presented fairly, in all material respects, the financial position of Green Bay Metro Transit as of December 31, 2020, and the respective changes in financial position and cash flows for the years then ended in accordance with the accounting principles.

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to receive and place on file the 2020 Annual Financial Audit. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Jessica Franco-Morales, No- None, Abstain- None

2. Presentation: Green Bay Metro's Annual Service Review

Lisa Conard noted that reviews are typically conducted quarterly with a larger scale review in the spring.

With COVID-19, staff decided to suspend reviews in 2020 to focus on service delivery. As you know, service hours were modified, fixed bus routes were changed, and a number of safety measures were implemented. Staff also used this time to plan and implement the microtransit pilot.

The individual route by route breakdown, using performance measures such as passengers and revenue per hour, that are typically provided in a review was not prepared for this review. It is not practical to evaluate individual routes and compare them to past performance because the routes/service levels in 2021 do not look like the service in 2020 and the service in 2020 does not look like service provided in 2019. As we move forward, the service you are providing today, in 2021 will not look like the service you will be providing in 2022.

Lisa Conard continued that staff included big picture items for the review including budget and funding breakdowns, partnerships and programs, and microtransit performance.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to receive and place on file the Green Bay Metro's Annual Service Review. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Jessica Franco-Morales, No- None, Abstain- None

E. INFORMATIONAL.

1. Operational Reports

Reports included: Fixed Route, Paratransit and Microtransit Reports

Director Kiewiz gave a brief overview of the April ridership reports for fixed route, paratransit and microtransit. Fixed route and paratransit ridership is gradually going up. Fixed route ridership is about 1,700 per day. Microtransit ridership is slightly down due to some school programming because we didn't have limited service running. No concerns. Director Kiewiz stated if the Commission would have any questions, she would be happy to answer them.

2. Financial Report

Director Kiewiz stated in your packets you will find the operating expense report through March of 2021. Typically, through first quarter we should be at about 25% of the budget, we are well below. No concerns.

3. Director's Report

Director Kiewiz provided an overall update.

Director Kiewiz will be sending the Commissioners the final maps of the route changes.

The 30-day public review and comment period for the proposed route changes and microtransit started May 17, 2021 and will be going through June 15, 2021.

Mayor Genrich and Director Kiewiz met with all our municipality partners regarding the proposed route changes and microtransit. All meetings have gone well. Staff will be reviewing a couple items that came up along with any other suggestions through the public comment period.

The Service Development Team's first goal was to make sure we are meeting everyone's needs that utilize public transit today or pre-pandemic. The next step would be how do we want to grow the ridership and our services.

Public meetings start next week in person. Virtual options are being offered if someone is unable to attend the meetings. It is on the website and social media.

Metro will be increasing fixed route service hours during this system change.

The public hearing will be on June 8th and Director Kiewiz will be conducting that meeting. The next Commission meeting on June 30, 2021 will take action.

Implementation of the system change would be August 2, 2021.

Spectrum News did a story on Bus Operator, Dale Detrie. Dale has been an operator for Green Bay Metro since 1973. A plaque of the article is posted in the Transit Commission room.

Brown County Public Health has been working with Metro with a vaccine bus (mobile clinic). We officially have an agreement in place. The Mayor and County Executive will be doing a public announcement.

The bus that will be utilized will be getting a full bus wrap next week.

Commissioner Jessica Franco-Morales inquired on the requirement of masks.

Director Kiewiz stated from a public transit perspective if you are on the transit way, the public lobby or on the bus you are still required to wear masks. Metro follows TSA under the federal mandate which has been extended until September 13, 2021.

4. Next Transit Commission Meeting: Wednesday, June 30, 2021

F. ADJOURNMENT.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to adjourn at 9:00 a.m.
Motion carried.

Yes- Emily Ysebaert, Randy Scannell, 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



MEETING DATE

June 30, 2021

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.I

Discussion/Action: Proposed Fixed Route Changes, Modifications to the ADA Paratransit Boundary & Implementation of Microtransit Services

BACKGROUND

Please see attachments.

RECOMMENDATION

Staff recommends to approve the Proposed Fixed Route Changes, Modifications to the ADA Paratransit Boundary & Implementation of Microtransit Services as presented.

FISCAL IMPACT

ATTACHMENTS

1. Green Bay Metro Public Hearing Transcript
2. Final Director Comments
3. public comments

**Public Hearing Transcript
On the Green Bay Metro
Proposed Fixed Route, Microtransit, and Paratransit
Service Plan
Tuesday, June 8, 2021
5:15 p.m.
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, WI 54302**

Present: Mikki Beno, Morgan McCarthy, Abbie Nizzia, Chris Jenquin, Pamela Hencke, Aldo Gonzalez Padilla, Greg Maloney, Melissa Maloney, Mary Derginer.

Staff: Chris Braatz (Operations Supervisor), Lisa Conard (Brown County Planning Commission) and Andrea Vlach (Mobility Coordinator).

L. Conard opened the meeting at 5:15 p.m. and provided a broad overview of the service proposal presented at the four public meetings previously held at the Transportation Center and posted online.

L. Conard opened the floor for comment.

Abbie Nizzia from Syble Hopp School expressed appreciation for continued dialogue with Metro staff via virtual meetings and numerous emails. Abbie expressed concerns with the current six passenger microtransit vehicle limit as Syble Hopp students often travel in groups of seven or more. This will require students to be transported in additional vehicles which may not arrive at the same time.

Mary Derginer stated that she works with students with disabilities as part of the Learning for Independence (LFI) program which is housed on the NWTC campus. M. Derginer stated that if on-demand services are the way of the future that it is important to train students in the use of this technology. M. Derginer continued that she is also concerned with the capacity of the microtransit vehicles.

Pamela Hencke stated she has a student at Syble Hopp School and is concerned that removing bus routes, it removes the independence of those with disabilities and may take away from the vocational learning opportunity for students.

Greg Maloney of Promoting Abilities, located on the east side of the NWTC campus, stated that he has researched microtransit and noted that it is not designed for group trips and expressed concerns with the current six passenger vehicle limit. G. Maloney noted that he often travels with more than six clients at a time. G. Maloney requested:

1. fixed route service be provided to the NWTC campus
2. that if Microtransit is implemented, that two microtransit vehicles be allowed to follow each other so that his clients can stay together as they travel

Melissa Maloney, also of Promoting Abilities, requested:

1. fixed route transit service be provided to the NWTC campus
2. service be provided to the National Railroad Museum

3. fixed route service be removed from the UW-Green Bay campus and replaced with Microtransit

Aldo Gonzalez Padilla stated that he has concerns regarding the use of microtransit as he does not have a cell phone. L. Conard clarified that microtransit users who do not carry a cell phone have a land-line call in option at (920) 448-3185.

L. Conard stated that Green Bay Metro continues to solicit comments from the public regarding the proposal and that comments are due on June 15th. Comments may be submitted in writing through the mail, email, or verbally by calling Green Bay Metro staff. Contact information was made available to the public.

L. Conard noted that staff will review all comments and present them to the Green Bay Transit Commission on June 30th. The Transit Commission will consider the proposal and all comments received from the public. If approved, the recommended implementation date is August 2, 2021.

L. Conard asked three times if anyone would like to make additional comments. Hearing none, L. Conard closed the meeting at 6:10 p.m.



Green Bay Metro

Patricia Kiewiz
Transit Director

To: Green Bay Metro Transit Commission
Re: Staff Recommendation for Proposed Fixed Route Changes, Modifications to the ADA Paratransit Boundary & Implementation of Microtransit Services

Date: June 24, 2021

In August 2020 Green Bay Metro piloted microtransit services in a specific area on the east side of Green Bay. In addition to system wide for the last two hours on weekday evenings. Based on the report from SRF Consultants in the fall of 2019, the pilot program and the review of the Service Development Team, staff proceeded with service changes.

The goal of the changes was to provide increased transportation options that were efficient and convenient to those currently (pre-pandemic) utilizing public transit. The ease of expansion and the ability to grow the system was also considered as funding becomes available.

Staff began with a thirty-day public review and comment period which was scheduled from May 17, 2021, through June 15, 2021.

Staff conducted the following meetings:

Public Information Meetings:

Monday, May 24, 2021 at 9:45am

Wednesday, May 26, 2021 at 5:45pm

Wednesday, June 2, 2021 at 3:15pm

Thursday, June 3, 2021 at 11:45am

Public Hearing:

Tuesday, June 8, 2021 at 5:15pm

Total number of attendees: 46

Summary of comments attached.

Several changes were made based on comments received through the public comment period.

Director Kiewiz will present the final proposed changes for the Transit Commission's consideration.

**Proposed Service Changes
Public Comments Staff Repsonse
June 2021**

Name	Date	Comment	Method Received	Addressed
Adam Prochaska	5/18/21	Concerned about keeping service on northbound Bellevue St. by the trailer park.	Email	X
Megan McKinney	5/19/21	Lives in blue zone and wants information to get downtown; Wants a pre-booking option.	Email	As Propsed, No Pre-Book
Chet Lamers	5/19/21	Fantastic new re: proposed changes; appreciates Patty advocating for NWTC and her leadership.	Email	--
Marie Sieler	5/19/21	Thankful to be gaining better, easier service via microtransit.	Phone	--
Holly Jordan	5/20/21	Wants to see continued microtransit service to Costco.	Email	X
Greg Maloney	5/20/21	Microtransit is not feasible at NWTC due to limited capacity. Requested virtual stop at National RR Museum.	Email	See attachment
Holly Jordan	5/21/21	Extend micro service on west side starting at 5pm	Email	--
Adam Gauthier	5/21/21	Concerned with proposed changes affecting Bellevue's budget.	Email	--
Melissa Maloney	5/21/21	Concerned that the number of paricipants and trips from their NWTC program will exceed ability of microtransit vehicles. Concerned that members won't get to learn the fixed route system being in a micro zone.	Email	See attachment
Meghan McKinney	5/21/21	Would like Zone 3 micro extended to Libal through Allouez. Would like to pre-book rides.	Email	Zone placed on Libal St.
Judith Emmett	5/21/21	Interested in knowing if new proposals will change service to Lombardi and Southwest schools.	Email	X
Kimberly Saunders	5/24/21	Would like promotional materials for waiting room (NWTC) to prepare for changes.	Email	X
Bellevue E-Newsletter	5/25/21	Stated dates/times of Public Info meetings, Public Hearting and Transit Commission meeting	Email	--
Georgiana King	5/27/21	Wanted clarification that destinations were still on fixed route. Confirmed.	Phone	X
Susan Johnson	5/27/21	Would like the Main Street bus to return to 1/2 and regular service to Prevea clinic on Voyager & Challenger.	Mail	X
Greg Maloney	5/28/21	Stated his group from Promoting Abilities (NWTC) utilizes #6 Red Line Monday, Tuesday, Thursday, Friday at consistent times to varying destinations and sometimes has a group size of 9.	Email	See attachment

Proposed Service Changes
Public Comments Staff Repsonse
June 2021

Lon Allison	5/28/21	Would like consideration to keep inbound #6 on Madison to Main St.	Service Comment	X
Dr. Cruz	6/4/21	Supports proposed changes. Suggested leaving NWTC and Botanical Gardens on bus line to have public transportation	Email	See attachment
Mary Kardoskee	6/4/21	Requests consideration for stop at Green Bay Airport.	Email	X
Teresa De Bruin	6/4/21	It would be beneficial for #4 to go one block west to Taylor St instead of Fellows Drive.	Service Comment	As Proposed
Amy Dettman	6/4/21	Would like reconsideration to keep bus stop in front of Bellin Hospital.	Email	See attachment
Paul Vlies	6/4/21	Opposed to elimination of the two bus stops in front of the Bellin Hospital.	Email	See attachment
Tammy Blom	6/7/21	Requests reconsideration of eliminating the bus stop in front of the Medical Arts building on Webster Ave.	Email	See attachment
Chris Woleske	6/7/21	Concerned about eliminating bus stops at Medical Arts Building and Bellin 725 S. Webster as would cause hardship for patients who ride the bus to receive their medical care.	Email	See attachment
Jacob Kulis	6/7/21	Rt 1 & 5 very good pair; Rt 3 service is definitely needed; Rt 4 is streamlined and will help with confusion regarding when to take 3/4/8/9; Rt 6 will benefit Western Ave/Rasmussen College but would like to see UWGB get micro like NWTC; Rt 8 love 9th St. service but would like opportunity to connect to 6, also likes service to Walnut St. and Broadway; Rt 10 likes the efficient service to Walmart; Rt 11 would like a stop either outbound or inbound to service Medical Arts Bldg; Zone 1 suggestion to add stop to Lombardi MS; Zone 2 should have virtual stop at Allied/Viking; Zone 3 exclude micro northeast of Ridgeway/Webster and service Wester from Ridgeway to Charles to Hwy 172; zone 4 suggestion for virtual stop at Verlin/Lime Kiln, Manitowoc Rd (between Lime Kiln/Main St) and Edison School; adding rider(s) to Service Development Team.	Email	--
George Kerwin	6/8/21	Would like to keep bus stop at Medical Arts Building	Email	See attachment

Proposed Service Changes
Public Comments Staff Repsonse
June 2021

Casa Alba	6/9/21	Staff presented porpsed changes to Sister Melanie Maczka, Dr. Cruz and 2 other Casa Alba staff to assist in getting the word out to the Latino community.	In person	--
Diane Wessel (Bellevue)	6/10/21	Not opposed to any changes but interested in future funding structure.	Email	--
Bonnie Kaster	6/10/21	Would like #10 Plum to pass through East Towne Mall on outbound route.	Email	As Proposed
Brian White	6/11/21	Concerned about gaps on Ridgeway/Libal/Broadview. Would like consideration of virtual stop at Broadview YMCA is micro cannot be extended to Libal.	Email	X
Greg Maloney	6/14/21	Would like bus stop and shelter at N. Packerland Dr. by NWTC Transportation Center.	Email	X
Aspiro Stiles		Requested deviation times for Rt #3 at 8:15a and 3:15p.	Phone	X
De Pere/Allouez		Would like virtual stops at Libal & Lebrun and Libal & Broadview.	Phone	X
CP Center		CP daycare field trips to BC Central Library and Wildlife Sanctuary for groups of 14-19 .	Phone	As Proposed

Proposed Service Changes
Miscellaneous Public Questions
June 2021

[illegible]

Green Bay Metro
Analysis of Syble Hopp School Transit Requests - Current & Proposed
by Brown County Planning Commission

Request	Current Service	Proposed Service	Advantage of Proposal
Syble Hopp to Walmart in De Pere	Board #17 bus as :42 after the hour. Ride the #17/#10/#17 (same vehicle) for 57 minutes arriving at Walmart at :39	Syble Hopp staff calls or books a ride on microtransit app. Micro vehicle to arrive in <20 minutes. Travel time on vehicle <5 minutes.	Reduction of travel time by approximately 52 minutes. Staff will not have to wait until :42 after the hour for #17 bus. Staff can request a ride at anytime.
Walmart in De Pere to Syble Hopp	Board #17 bus as :39 after the hour. Travel time back to Syble Hopp <5 minutes.	Syble Hopp staff calls or books a ride on microtransit app. Micro vehicle to arrive in <20 minutes. Travel time on vehicle <5 minutes.	Staff will not have to wait until :39 after the hour for #17 bus. Staff can request a ride at anytime.
Syble Hopp to St. Norbert College	Board bus #17 at :42 after the hour. Ride for <5 minutes & arrive at St. Norbert.	Syble Hopp staff calls or books a ride on microtransit app. Micro vehicle to arrive in <20 minutes. Travel time on vehicle <5 minutes.	Staff will not have to wait until :42 after the hour for #17 bus. Staff can request a ride at anytime.
St. Norbert College to Syble Hopp	Board bus #17 at :45 after the hour. Ride #17/#10/#17 (same bus) for 57 minutes & arrive at Syble Hopp at :42.	Syble Hopp staff calls or books a ride on microtransit app. Vehicle to arrive in <20 minutes. Travel time on vehicle <5 minutes.	Reduction of travel time by approximately 52 minutes. Staff will not have to wait until :45 for #17 bus. Staff can request a ride at anytime.
Syble Hopp to Brown County Central Library	Board #17 bus at :45 after the hour. Travel to Bay Park Square & transfer to the #8 bus at :05. Arrive at Walnut & Monroe around :50 and walk 2 blocks to the Central Library around :55. Travel & wait time approximately 65 minutes.	Syble Hopp staff calls or books a ride on microtransit app. Vehicle arrives in <20 minutes. Travel to Transfer Point on Libal & Allouez Av with time on vehicle approximately 10 minutes. Transfer to #11 at :00 or :30 & arrive at library 12 minutes later. Travel & wait time between 22 & 52 minutes.	Reduction of travel time between 3 & 33 minutes.
Brown County Central Library to Syble Hopp	Walk 2 blocks and board the #8 bus near the Central Library (Walnut & Monroe) at :50 & travel to Bay Park Square. Inform driver to hold the #17 for transfer. Board #17 at Bay Park Square & travel to Syble Hopp around :45. Travel time 60 minutes.	Board the #11 bus at :20 or :50. Syble Hopp staff calls or books a ride on microtransit app. Microtransit vehicle will arrive at the Libal & Allouez Av transfer point in <20 minutes. Transfer onto the microtransit vehicle & arrive at Syble Hopp in approximately 15 minutes. Travel time approximately 30 to 45 minutes.	Reduction of travel time between 10 & 25 minutes.
Syble Hopp to Brown County De Pere Branch Library	Board #17 bus at :42 after the hour. Inform driver of request to deviate to De Pere transfer site near former Shopko. Walk to De Pere branch. Travel time approximately 10.	Syble Hopp staff calls or books a ride on microtransit app. Micro vehicle to arrive in <20 minutes. Travel time on vehicle approximately 10 minutes.	Staff will not have to wait until :42 after the hour to board #17 bus. Staff can request a ride at anytime.
Brown County De Pere Branch Library to Syble Hopp	Call Metro dispatch & request #17 bus to De Pere transfer site near former Shopko. Travel on #17/#10/#17 (same bus) to Syble Hopp. Travel time approximately 50 minutes.	Syble Hopp staff calls or books a ride on microtransit app. Micro vehicle to arrive in <20 minutes. Travel time on vehicle approximately 10 minutes.	Reduction of travel time by approximately 40 minutes. Staff will not have to wait until :50 after the hour to board #17 bus at the old Shopko. Staff can request a ride at anytime.
Other opportunities		Syble Hopp staff calls or books a ride on microtransit app. Micro vehicle to arrive in <20 minutes. Travel time varies. Short microtransit only trips are available to Bay Park Square, Target in Bellevue, Pick n Save in Bellevue, Costco in Bellevue, movie theater in the I 43 Business Center, Walmart in east Green Bay, & the following in De Pere including Festival Foods, Aldi, Seroogy's, Voyager Park	

NWTC Area

Staff Recommendation:

Utilize microtransit to service NWTC and Options for Independent Living

2019 Average ridership: 7 boardings per day
Trips per day: 26

Microtransit will provide:

- More direct trip options
- Service to Options for Independent Living
- Request ride instead of waiting
- Additional one hour service on weeknights

Green Bay Metro will continue to provide fixed route bus service to the campus with a new bus stop and shelter at the new NWTC Transportation Center building off Packerland Drive. Fixed route bus service frequency is proposed to increase on weeknight evenings including additional trips at 6:15 pm, 7:15 pm, and 8:15 pm.



Below is an ariel view of the NWTC campus. Parking lots are highlighted in yellow. In order to alight passengers at their requested destination it would require a considerable amount of time.



Staff has seen an increase in ridership in the past four weeks

Boardings are averaging 9.9 per day

Staff will continue to monitor services this fall

Bellin Hospital Area

Staff Recommendation:

Relocate bus stop to East Mason

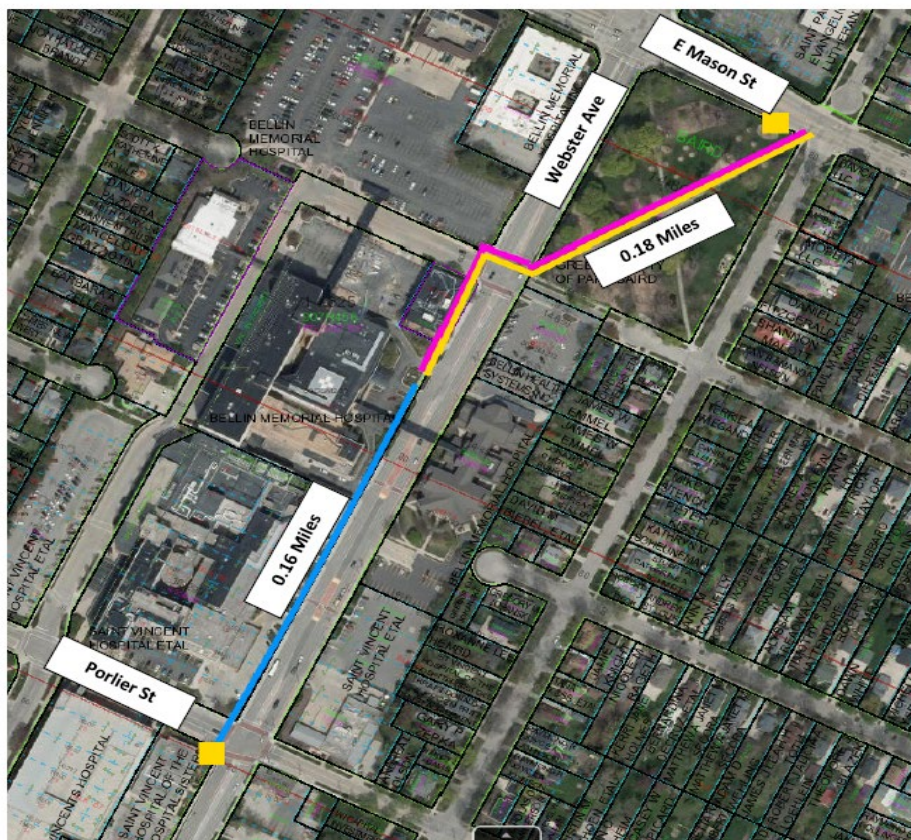
There is a direct path and traffic lights to allow for safe crossing

Current bus stop is located where the blue meets the pink and yellow line.

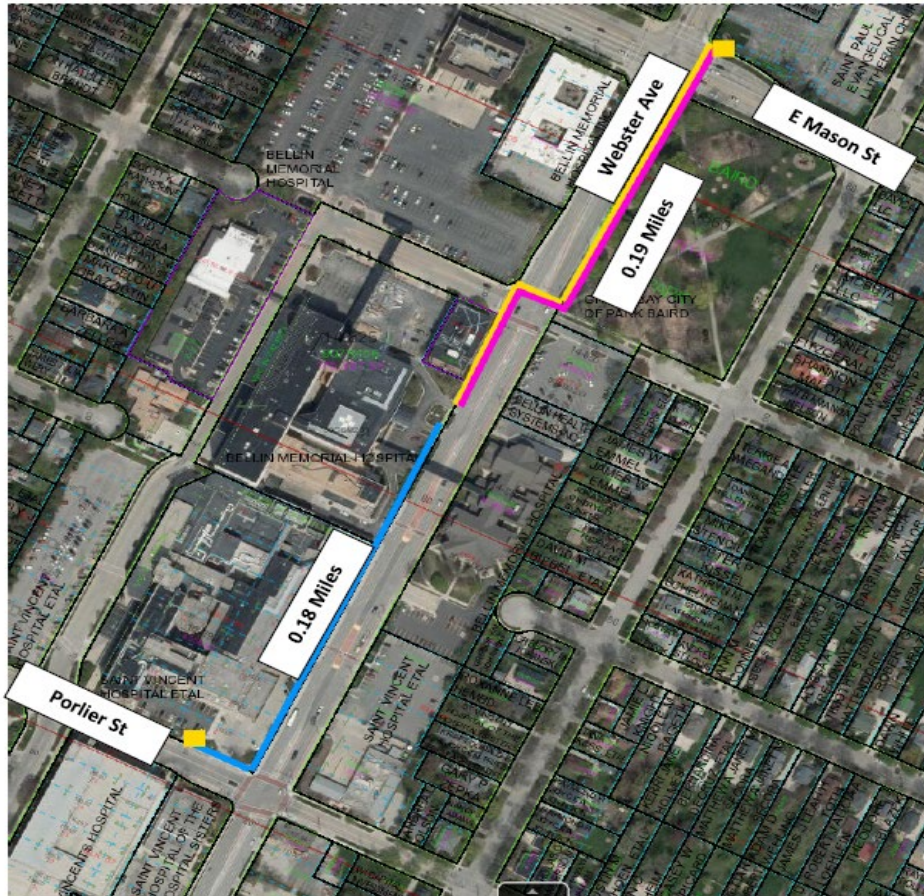
The stop is serviced by Route 11. Service is once per hour inbound and once per hour outbound.

Proposed change allows for more frequent service

Route 1 Pink & Route 5 Yellow Outbound at Mason St and Clay St at :20 and :50.
Route 11 Sky Outbound at Porlier St and Webster Ave at :21 and :51.



Route 1 Pink & Route 5 Yellow Inbound at Mason St and Webster Ave at :36 and :06.
Route 11 Sky Inbound at Porlier St and Webster Ave at :34 and :04.





Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 30, 2021

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.2

Discussion/Action: Purchase Request of four 29' Gillig Buses

BACKGROUND

Green Bay Metro has been awarded a second round of VW Transit Capital Assistance Grant in the amount of \$1,926,000, including disposal. Metro's current fleet consists of 30, 35 and 40' buses. The most recent 30' buses were purchased in 2004. Useful life based on Federal Transit Administration guidelines is 12 years. Maintaining approximately four 29'-30' buses is the systems goal. This size bus is utilized on routes that service residential areas that may not accommodate or demand a large bus. Metro currently purchases from two bus manufacturers, Gillig and New Flyer. New Flyer no longer manufactures a 30' bus. Based on staff review it would not be feasible based on the size of Metro's fleet to purchase from a third manufacturer. This would result in additional costs for parts, tools, and training for operators and maintenance staff.

RECOMMENDATION

Staff recommends the approval for the purchase of four (4) 29' buses from Gillig, LLC with an amount to not exceed \$1,920,000.00. Purchase will be made utilizing the state of Wisconsin Heavy Duty Bus Procurement contract.

FISCAL IMPACT

ATTACHMENTS

- I. Quote (4) 29' Low Floor Buses 5.21.2021

May 21, 2021

Patty Kiewiz
Green Bay Metro
General Manager
901 University Ave
Green Bay, WI 54302

Dear Mrs. Kiewiz,

Thank you for your interest to purchase (4) 29-foot Diesel buses using options off the state of Wisconsin – RFP #510011.

Attached you will find the price variance that would pertain to your next orders. Gillig is pleased to quote the following:

Four (4)	29'	LOW FLOOR DIESEL BUSES	\$475,639.87 Each
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This price is valid for thirty days and is FOB Green Bay, WI. Price excludes any taxes, bank transaction fees of any kind, and license fees. The production of these buses is scheduled to start 12-14 months after receipt of the purchase order.

We thank you for this opportunity and appreciate your interest in Gillig and our products. Should you have any questions, please do not hesitate to contact us.

Sincerely,



Jenna Van Harpen
Regional Sales Manager
Gillig LLC

cc: Javier Hernandez Jr.
cc: Bill Fay

PRICE VARIANCE
5/21/2021
GREEN BAY, WI OFF STATE OF WISCONSIN (WISDOT) CONTRACT
(4) 29' DIESEL LOW FLOOR BUSES, SN: TBD

ITEM	STATE OF WISCONSIN	GREEN BAY, WI	VARIANCE
BRT STYLING PACKAGE	NOT INCLUDED	LOW FLOOR PLUS	-
ENGINE	CUMMINS L9, 280 HP	CUMMINS L9, 280 HP	-
2021 EPA MANDATED EMISSIONS CHANGE	NOT INCLUDED	REQUIRED (BUDGETARY)	2,900.00
AUXILIARY ENGINE OIL FILTER	NOT INCLUDED	SPINNER II	931.00
COOLANT FILTER	STD FLEETGUARD	STD FLEETGUARD	-
ENGINE FUEL FILTER	STD FLEETGUARD	STD FLEETGUARD	-
STARTER	DELCO 42MT	DELCO 42MT	-
AIR RESTRICTION INDICATOR	DONALDSON INFORMER	DONALDSON INFORMER	-
ENGINE BLOCK HEATER	NOT INCLUDED	NOT REQUIRED	-
RADIATOR	MODINE E-FAN (ELECTRIC)	EMP	2,930.00
E-COAT RAD/CAC	INCLUDED	REQUIRED	-
RADIATOR TANK GUARD	NOT INCLUDED	NOT REQUIRED	-
ALTERNATOR	DELCO 50DN+ (450 AMP)	EMP (500 AMP)	196.98
ENGINE OIL EXTRACTOR PORT	NOT INCLUDED	NOT REQUIRED	-
TRANSMISSION	VOITH D864.6	ALLISON B400R	4,167.07
FUEL SENSE 2.0 MAX	NOT INCLUDED	REQUIRED	551.00
TRANS OIL EXTRACTOR PORT	NOT INCLUDED	NOT REQUIRED	-
BRAKES	DRUM, W/S-CAM	DISC	3,277.00
AXLE HUB SEALS	C/R OIL SEALS	C/R OIL SEALS	-
WHEEL MOUNTING	HUB PILOTED	HUB PILOTED	-
MAGNETIC AXLE DRAIN PLUGS	INCLUDED	REQUIRED	-
WHEELS	(6) STEEL WHEELS	(7) STEEL WHEELS	113.00
TIRES	(6) GILLIG FURNISHED	(7) CUSTOMER FURNISHED	(3,811.00)
TRW EASY STEER, ELECTRIC ASSISTED STEERING COLUMN	NOT INCLUDED	REQUIRED	2,550.00
HUBODOMETER	NOT INCLUDED	ENGLER	68.56
HUBODOMETER GUARD	NOT INCLUDED	REQUIRED	125.00
AUTO TRACTION CONTROL	INCLUDED	REQUIRED	-
ADDITIONAL FRONT AXLE MUD GUARD	NOT INCLUDED	REQUIRED	225.00
FUEL FILL	(1) GRAVITY FILL	(1) EMCO WHEATON	379.00
FUEL GAUGE	NOT INCLUDED	NOT REQUIRED	-
S.W.A.T. SWITCH	NOT INCLUDED	REQUIRED	220.00
REAR RUN BOX OIL & TEMP GAUGES	ELECTRIC	ELECTRIC	-
REAR HAND THROTTLE	NOT INCLUDED	NOT REQUIRED	-
ELECTRICAL TOW CONNECTION	NOT INCLUDED	NOT REQUIRED	-
BATTERIES	(2) DEKA 8D	KBI KAPOVER ULTRA CAP & (2) GROUP 31 BATTERIES	3,939.61
VANNER @ 600 WATTS INVERTER	NOT INCLUDED	REQUIRED	800.00
FRONT BATTERY JUMP START CONN	NOT INCLUDED	NOT REQUIRED	-
REAR BATTERY JUMP START CONN	ANDERSON 350	ANDERSON 350	-
ENGINE SKID PROTECTION	NOT INCLUDED	NOT REQUIRED	-
A-POST SKID PLATES	NOT INCLUDED	NOT REQUIRED	-
WHEELCHAIR RAMP	LIFT-U, LU-18	LIFT-U, LU-18	-
HVAC MOTORS (TK - T14)	EBM BRUSHLESS	EBM BRUSHLESS	-
HVAC COMPRESSOR (TK)	X430	S391	1,063.00
REFRIGERANT	R134A	R134A	-
REFRIGERANT PRESSURE DISPLAY	INCLUDED	NOT REQUIRED	(285.00)
FRESH AIR MAKE-UP	NOT INCLUDED	NOT REQUIRED	-
DRIVERS HEATER MOTORS	MCC BRUSHLESS	MCC BRUSHLESS	-
AUXILIARY COOLANT HEATER	PROHEAT X45 PLUS	DOMETIC X430	-
FRONT STEP HEATER	NOT INCLUDED	REQUIRED	340.64
EXIT DOOR HEATER	NOT INCLUDED	REQUIRED	989.26
UNDERSEAT HEATER	NOT INCLUDED	REQUIRED	420.08
DASH MOUNTED DRIVERS FAN	NOT INCLUDED	(2) REQUIRED	178.00
REAR DOOR	34" SWING OPEN	NOT REQUIRED	(1,300.00)
ELECTRICAL EQUIPMENT CABINET	44" TALL, W/2 COOLING FANS	44" TALL, W/2 COOLING FANS	-

PRICE VARIANCE
5/21/2021
GREEN BAY, WI OFF STATE OF WISCONSIN (WISDOT) CONTRACT
(4) 29' DIESEL LOW FLOOR BUSES, SN: TBD

ITEM	STATE OF WISCONSIN	GREEN BAY, WI	VARIANCE
INTERIOR AD FRAMES	NOT INCLUDED	NOT REQUIRED	-
EXTERIOR AD FRAME - SS	NOT INCLUDED	30X144	364.58
EXTERIOR AD FRAME - CS	NOT INCLUDED	21X72	245.95
EXTERIOR AD FRAME - REAR	NOT INCLUDED	21X72	245.95
SCHEDULE RACKS	NOT INCLUDED	NOT REQUIRED	-
PASSENGER SEATS	USSC CITISEATS, W/V-PRO W/C RESTRAINTS	USSC GEMINI SEATS W/(1) QPOD ON STREETSIDE	6,838.00
QUANTUM GEN II - CURBSIDE	NOT INCLUDED	REQUIRED	11,244.00
SEAT MONUNTED DUAL USB PORTS	NOT INCLUDED	(14) INCLUDED	2,517.00
DRIVERS SEAT	RECARO ERGO METRO, W/ HEADREST & LAP BELT, W/SEAT BELT ALARM	USSC 9100, W/ HEADREST & LAP BELT, W/SEAT BELT ALARM	205.69
VERTICAL STANCHIONS	SSTL	SSTL	-
VERTICAL STANCHIONS MOUNTED AT FRONT WHEEL WELLS	INCLUDED	REQUIRED	-
PASSENGER SIGNALS	PULL CORDS	PULL CORDS	-
REAR DOOR STOP REQUEST	ON EXIT DOOR STANCHION	ON EXIT DOOR STANCHION	-
OVERHEAD NYLON GRAB STRAPS	(10) INCLUDED	(8) REQUIRED	(20.00)
PASSENGER WINDOWS	STD FRAME / FIXED	BONDED FRAME / TRANSOM	5,896.37
HEADLAMPS	LED LOW BEAMS & HALOGEN HIGH BEAMS	LED LOW BEAMS & LED HIGH BEAMS	637.00
LED INTERIOR LIGHTS	DINEX I/O	DINEX I/O	-
PLEASURE RADIO & ANTENNA	NOT INCLUDED	NOT REQUIRED	-
2-WAY RADIO & ANTENNA	NOT INCLUDED	NOT REQUIRED	-
PUBLIC ADDRESS	STD REI P/A	PART OF ITS	-
ITS SYSTEM	NOT INCLUDED	NOT REQUIRED	-
HEATED DESTINATION SIGN GLASS	NOT INCLUDED	REQUIRED	232.89
DEST SIGNS (FRONT & CURBSIDE)	LUMINATOR AMBER LED	TWIN VISION AMBER LED	-
REAR RUN SIGN	NOT INCLUDED	TWIN VISION AMBER LED	1,338.60
DASH MTD FRONT RUN SIGN	NOT INCLUDED	TWIN VISION AMBER LED	594.00
FAREBOX	NOT INCLUDED	NOT REQUIRED	-
FAREBOX GUARD	NOT INCLUDED	REQUIRED	203.51
CEILING MTD FAREBOX LAMP	INCLUDED	REQUIRED	-
TRANSFER CUTTER	NOT INCLUDED	NOT REQUIRED	-
MANUAL PASSENGER COUNTER	NOT INCLUDED	NOT REQUIRED	-
FLOORING MATERIAL	ALTRO TRANSFLOR	ALTRO TRANSFLOR	-
ROOF HATCHES	(2) MANUAL OPEN/CLOSE	(2) MANUAL OPEN/CLOSE	-
STREETSIDE EXTERIOR MIRROR	SAFE FLEET, 10X11, 1-PC, W/MANUAL CONTROLS	8X15 (2-PC) REMOTE, HEATED	50.00
STREETSIDE EXTERIOR MIRROR	SAFE FLEET, 10X11, 1-PC, W/REMOTE CONTROLS	8X15 (2-PC) REMOTE, HEATED	50.00
FIRE SUPPRESSION SYSTEM - DIESEL	NOT INCLUDED	NOT REQUIRED	-
TRAFFIC LIGHT PREEMPTION	NOT INCLUDED	NOT REQUIRED	-
VIDEO SURVEILLANCE SYSTEM	NOT INCLUDED	SEON 8-CAMERA SYSTEM, W/TH8 DVR 2TB	7,364.00
BIKE RACK	NOT INCLUDED	SPORTWORKS, VELO PORTER 2	1,224.00
BIKE RACK MIRROR	NOT INCLUDED	NOT REQUIRED	-
BIKE RACK DEPLOYED LAMP	NOT INCLUDED	NOT REQUIRED	-
MEDICAL AID KIT	NOT INCLUDED	24-UNIT	69.00
BLOODBORN PATHOGEN KIT	NOT INCLUDED	NOT REQUIRED	-
DRIVERS DASH GAUGES	(4) INCLUDED	(5) REQUIRED	50.00
ADJUSTABLE PEDALS	NOT INCLUDED	REQUIRED	1,155.00
CUP HOLDER	NOT INCLUDED	BIG GULP	35.00
EXTERIOR PAINT	(1) COLOR	(3) COLOR	3,839.50
EXTERIOR GRAPHICS	BUS #'S ONLY	GREEN BAY, WI CUSTOM GRAPHICS (SAME AS #19246)	3,393.00
ROOF NUMBERS	NOT INCLUDED	NOT REQUIRED	-
WARRANTY (FULL COACH)	12 MONTHS / 50,000 MILES	12 MONTHS / 50,000 MILES	-
WARRANTY (BODY STRUCTURE)	36 MONTHS / 150,000 MILES	36 MONTHS / 150,000 MILES	-

PRICE VARIANCE
5/21/2021
GREEN BAY, WI OFF STATE OF WISCONSIN (WISDOT) CONTRACT
(4) 29' DIESEL LOW FLOOR BUSES, SN: TBD

ITEM	STATE OF WISCONSIN	GREEN BAY, WI	VARIANCE
WARRANTY (STRUCTURAL INTEGRITY DUE TO CORROSION)	144 MONTHS / 500,000 MILES	84 MONTHS / 350,000 MILES	(300.00)
WARRANTY (L9 ENGINE)	60 MONTHS / 300,000 MILES	24 MONTHS / UNLIMITED MILES	(5,202.00)
WARRANTY (TRANSMISSION)	24 MONTHS / 150,000 MILES	24 MONTHS / 150,000 MILES	-
WARRANTY (HVAC & COMP)	24 MONTHS / UNL MILES	36 MONTHS / UNL MILES	1,986.13
WARRANTY (WHEELCHAIR RAMP)	24 MONTHS / UNL MILES	36 MONTHS / UNL MILES	326.49

TOTAL GREEN BAY, WI VARIANCES	65,551.86
STATE OF WISCONSIN (WISDOT) 29' DIESEL LOW FLOOR BASE UNIT PRICE (JUNE 2020)	404,717.29
DELIVERY	5,370.72
CURRENT GREEN BAY, WI 29' DIESEL LOW FLOOR BASE UNIT PRICE	475,639.87
SPARES & TOOLING BUDGET	-
GREEN BAY, WI 29' DIESEL LOW FLOOR CURRENT PRICE (5/21/2021)	475,639.87

CONFIDENTIAL

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Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 30, 2021

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.3

Discussion/Action: Green Bay Metro Disadvantage Business Enterprise (DBE) FFY 2022-2024

BACKGROUND

Green Bay Metro is required to establish a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation, 49 CFR Part 26. This program is required to be submitted to the Federal Transit Administration every three years. For FFY 2022-2024 Green Bay Metro's goal is 1.37%.

RECOMMENDATION

Staff recommends approval of the FFY 2022-2024 DBE goal of 1.37%.

FISCAL IMPACT

ATTACHMENTS

- I. DBE Program for 2022-2024 (Mayor Signed)



***DISADVANTAGED BUSINESS ENTERPRISE (DBE)
PROGRAM
49 CFR PART 26***

Patricia Kiewiz, Transit Director

Annual DBE Goal – FFY **2022-2024**

For

U. S. Department of Transportation
Federal Transit Administration

June 30, 2021



POLICY STATEMENT

Objectives (CFR Part 26.1, 26.23)

Green Bay Metro (GBM) of the City of Green Bay has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. GBM has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, GBM has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of GBM to ensure that DBEs, as defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT – assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

Patricia Kiewiz, GBM Transit Director has been delegated as the DBE Liaison Officer. In that capacity, Ms. Kiewiz is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by GBM in its financial assistance agreements with the Department of Transportation.

GBM has disseminated this policy statement to the GBM Transit Commission and all the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts through public notification (advertisement in local newspapers).

A handwritten signature in black ink, appearing to read "E. Genrich", written over a horizontal line.

Erik Genrich, Mayor of Green Bay

A handwritten date "6/1/21" in black ink, written over a horizontal line.

Date

SUBPART A – GENERAL REQUIREMENTS

Section 26.1 Objectives

The objectives are found in the policy statement on the first page of this program.

Section 26.3 Applicability

GBM is the recipient of federal transit funds authorized by Titles I, III, V and VI of ISTEA, Pub. L. 102-240 or by Federal transit laws in Title 49, U.S. Code, or Titles I, III, and V of the TEA-21, Pub. L. 105-178. Titles I, III, and V of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Pub. L. 109-59, 119 Stat. 1144; and Divisions A and B of the Moving Ahead for Progress in the 21st Century Act (MAP-21), Pub. L. 112-141, 126 Stat. 405.

Section 26.5 Definitions

GBM will adopt the definitions contained in Section 26.5 for this program.

Section 26.7 Non-discrimination Requirements

GBM will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, GBM will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Section 26.11 Record Keeping Requirements

Uniform Report of DBE Award or Commitments and Payments: 26.11(a)

GBM will report semi-annually DBE participation to the FTA using the Uniform Report of DBE Awards or Commitments and Payments found in Appendix B to the DBE regulation.

Bidders List: 26.11(c)

GBM will create a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts. The purpose of this requirement is to allow use of the bidders list approach to calculating overall goals. The bidders list will include the name, address, DBE non-DBE status, age, and annual gross receipts of firms.

We will collect this information in the following ways:

GBM will use the certified DBE businesses listed for the State of Wisconsin in the WI UCP Eligibility Directory available on the WISDOT web site at [WI DOT Unified Certification Program \(UCP\) DBE certified firms](#)

Section 26.13 Federal Financial Assistance Agreement

GBM, City of Green Bay has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

Federal Financial Assistance Agreement Assurance: 26.13(a)

GBM shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE Program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to GBM of its failure to carry out its approved program, the Department may impose sanction as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*).

This language will appear in financial assistance agreements with sub-recipients.

[Note: This language is to be used verbatim, as it is stated in 26.13(a).]

Contract Assurance: 26.13b

We will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient, deems appropriate, which may include, but is not limited to:

- 1) Withholding monthly progress payments;
- 2) Assessing sanctions;
- 3) Liquidated damages; and/or
- 4) Disqualifying the contractor from future bidding as non-responsible.

[Note: This language is to be used verbatim, as it is stated in 26.13(b)]

SUBPART B - ADMINISTRATIVE REQUIREMENTS

Section 26.21 DBE Program Updates

Since GBM has received a grant of \$250,000 or more in FTA planning capital, and or operating assistance in a Federal fiscal year, we will continue to carry out this program until all funds from DOT financial assistance have been expended. We will provide to DOT updates representing significant changes in the program.

Section 26.23 Policy Statement

The Policy Statement is elaborated on the first page of this program.

Section 26.25 DBE Liaison Officer (DBELO)

We have designated the following individual as our DBE Liaison Officer:

Patricia Kiewiz
Transit Director
901 University Avenue Green Bay, WI 54302
patriciaki@greenbaywi.gov

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that GBM complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the City of Green Bay Mayor concerning DBE program matters. *An organization chart displaying the DBELO's position in the organization is found in Attachment 4 to this program.*

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all departments to set overall annual goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals attainment and identifies ways to improve progress.
6. Participates in pre-bid meetings.
7. Advises the CEO\governing body on DBE matters and achievement.
8. Provides DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
9. Provides outreach to DBEs and community organizations to advise them of opportunities.
10. Maintains GBM's updated directory on certified DBEs.

Section 26.27 DBE Financial Institutions

It is the policy of GBM to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contract to make use of these institutions.

We have made the following efforts to identify and use such institutions:

When quoting projects or sending out request for proposals (RFP), we run a new list of DBE vendors who provide the services or materials we are seeking, and specifically contact the DBE vendor for a quote. This is done as often as bi-weekly for fuel purchases and as rarely as a construction RFP.

Information on the availability of such institutions can be obtained from the DBE Liaison Officer.

Section 26.29 Prompt Payment Mechanisms

Prompt Payment: 26.29(a)

GBM will include the following clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 10 days from the receipt of each payment the prime contract receives from GBM. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of GBM. This clause applies to both DBE and non-DBE subcontracts.

Contract Assurance: 26.26(b)

The prime contractor agrees to return retainage payments to each subcontractor within 10 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of GBM. This clause applies to both DBE and non-DBE subcontracts.

Monitoring and Enforcement: 26.29(d)

GBM will monitor and enforce prompt payment and return of retainage by auditing the contractor and subcontractor payments and receipts. Violation of specified time frames could affect future ability to contract with GBM.

Section 26.31 Directory

GBM maintains a directory identifying all firms eligible to participate as DBEs. The directory lists the firm's name, address, phone number, date of the most recent certification, and the type of work the firm has been certified to perform as a DBE. We revise the Directory each contracting opportunity. GBM uses the certified DBE businesses listed for the State of Wisconsin in the WI UCP Eligibility Directory to identify DBE's for specific projects. The Directory is available on the WISDOT web site at <http://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>.

Section 26.33 Overconcentration

GBM has not identified that overconcentration exists in the types of work that DBEs perform.

Section 26.35 Business Development Programs

GBM has not established a business development program.

Section 26.37 Monitoring and Enforcement Mechanisms

GBM will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

1. We will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.
2. We will consider similar action under our own legal authorities, including responsibility determinations in future contracts.
3. We will also provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs. This will be accomplished by ensuring that the provider is a registered DBE and verifying that services or materials are provided by the DBE.
4. We will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

Section 26.39 Small Business Participation

GBM has incorporated the following non-discriminatory element to its DBE program, in order to facilitate competition on DOT-assisted public works projects by small business concerns (both DBEs and non-DBE small businesses):

In an effort to foster small business participation, GBM will make a reasonable effort to unbundle contracts to allow opportunities of a size that small businesses, including DBE's, can reasonably perform. GBM will require prime contractors to provide subcontracting opportunities of a size that small businesses, including DBEs, can reasonably perform, rather than self-performing all the work involved.

SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING

Section 26.43 Set-asides or Quotas

GBM does not use quotas in any way in the administration of this DBE program.

Section 26.45 Overall Goals

In accordance with Section 26.45(f) GBM will submit its triennial overall goal to FTA on August 1 of the year specified by FTA.

GBM will also request use of project-specific DBE goals as appropriate, and/or will establish project-specific DBE goals as directed by FTA. The process generally used by GBM to establish overall DBE goals is as follows:

GBM will set the overall goal as a percentage of all FTA funds (exclusive of funds for purchase of transit vehicles) that will be expended in FTA assisted contracts in the three forthcoming fiscal years. If necessary, GBM will amend the goal to incorporate large projects that need an individual project goal. The base figure for the relative availability of DBE's will be calculated using the following formula:

$$\text{Base figure} = \frac{\text{Ready, willing and able DBEs}}{\text{All firms ready, willing and able}}$$

The data source for demonstrable evidence used to derive the numerator will be the certified DBE businesses listed for the State of Wisconsin in the WI UCP Eligibility Directory. The data source or demonstrable evidence used to derive the denominator will be the web site for the Census Bureau's NAICS system. NAICS codes used will include businesses with anticipated purchases in the years for which goal is being submitted, and actual purchases during the prior year.

Before establishing the overall goal triennially (as directed by the FTA), GBM will consult with the Green Bay Area Chamber of Commerce and any available minority groups to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and GBM's efforts to establish a level playing field for the participation of DBEs .

Following this consultation, we will publish a notice of the proposed overall goals, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at your principal office for 30 days following the date of the notice, and informing the public that you and DOT will accept comments on the goals for 45 days from the date of the notice. GBM will publish DBE goals in the local newspaper and transit trade magazines. Normally, we will issue this notice by June 30 on the required year of goal establishment. The notice must include addresses to which comments may be sent and addresses (including offices and websites) where the proposal may be reviewed.

Our overall goal submission to DOT will include: the goal (including the breakout of estimated race-neutral and race-conscious participation, as appropriate); a copy of the methodology, worksheets, etc.

used to develop the goal; a summary of information and comments received during this public participation process and our responses; and proof of publication of the goal in media outlets listed above.

We will begin using our overall goal on October 1 of each year, unless we have received other instructions from DOT. If we establish a goal on a project basis, we will begin using our goal by the time of the first solicitation for a DOT-assisted contract for the project. Our goal will remain effective for the duration of the three-year period established and approved by FTA.

Section 26.49 Transit Vehicle Manufacturers Goals

GBM will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, to certify that it has complied with the requirements of this section. Alternatively, GBM may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the TVM complying with this element of the program.

Section 26.51 Meeting Overall Goals/Contract Goals

GBM will meet maximum feasible portion of its overall goal using race-neutral means of facilitating DBE participation. In order to do so, GBM will:

1. Arrange solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate DBE, and other small business' participation (e.g. unbundling large contracts to make them more accessible to small business).
2. Provide technical assistance and other services.
3. Ensure the inclusion of DBEs, and other small businesses, on recipient mailing lists for bidders.

GBM will use contract goals to meet any portion of the overall goal GBM does not project being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of our overall goal that is not projected to be met through the use of race-neutral means.

We will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. We need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work.)

We will express our contract goals as a percentage of the Federal share of a DOT-assisted contract.

Section 26.53 Good Faith Efforts Procedures

Award of Contracts with a DBE Contract Goal; 26.53(a)

In those instances where a contract-specific DBE goal is included in a procurement/solicitation, GBM will not award the contract to a bidder who does not either: (1) meet the contract goal with verified, countable DBE participation; or (2) documents it has made adequate good faith efforts to meet the DBE contract goal, even though it was unable to do so. It is the obligation of the bidder to demonstrate it has made sufficient good faith efforts prior to submission of its bid.

Demonstration of good faith efforts (26.53(a) & (c))

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are found in Appendix A to Part 26.

The DBELO is responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as responsive.

We will ensure that all information is complete and accurate and adequately documents the bidder/offer's good faith efforts before we commit to the performance of the contract by the bidder/offeror.

Information to be submitted (26.53(b))

GBM treats bidder/offers 'compliance with good faith efforts' requirements as a matter of responsiveness. Each solicitation for which a contract goal has been established will require the bidders/offers to submit the following information:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment and
6. If the contract goal is not met, evidence of good faith efforts.

Administrative reconsideration (26.53(d))

Within 10 days of being informed by GBM that it is not responsive because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidders/offers should make this request in writing to the following reconsideration official:

Patricia Kiewiz
Transit Director
901 University Avenue Green Bay, WI 54302
patriciaki@greenbaywi.gov

The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do so. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Good Faith Efforts when a DBE is replaced on a contract (26.53(f))

GBM will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. We will require the prime contractor to notify the DBE Liaison officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation. In this situation, we will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

If the contractor fails or refuses to comply in the time specified, our contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

Section 26.55 Counting DBE Participation

We will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

SUBPART D & E – CERTIFICATION STANDARDS

Section 26.61 – 26.84 Certification Process

GBM will use the certification standards of Subpart D of Part 26 to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. We will make our certification decisions based on the facts as a whole.

For information about the certification process or to apply for certification, firms should contact GBM's DBELO.

GBM uses Wisconsin Department of Transportation DBE list of certified firms. The certification application forms and documentation requirements can be found on the Wisconsin Department of Transportation website at <http://www.dot.wisconsin.gov/business/engrserv/dbe-main.htm>

Section 26.89 Certification Appeals

Any firm or complainant may appeal our decision in a certification matter to DOT. Such appeals may be sent to:

U.S. Department of Transportation
Office of Civil Rights Certification Appeals Branch\
1200 New Jersey Ave., S.E. West Building, 7Floor
Washington, DC 20590

We will promptly implement any DOT certification appeal decisions affecting the eligibility of DBEs for our DOT-assisted contracting (e.g., certify a firm if DOT has determined that our denial of its application was erroneous).

SUBPART F – COMPLIANCE AND ENFORCEMENT

Section 26.109 Information, Confidentiality, Cooperation

We will safeguard from disclose to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law.

Notwithstanding any contrary provisions of state or local law, we will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

Monitoring Payments to DBEs

We will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon

request by any authorized representative of the *[Recipient]* or DOT. This reporting requirement also extends to any certified DBE subcontractor.

We will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts states in the schedule of DBE participation.

ADOPTION AND REVISION HISTORY

Adopted and approved by the Green Bay Transit Commission

Revised and updated by the Green Bay Transit Commission on August 15, 2012

Revised and updated by the Green Bay Transit Commission on July 15, 2015

Revised and updated by the Green Bay Transit Commission on April 18, 2018

Revised and updated by the Green Bay Transit Commission on June 30, 2021

ATTACHMENTS

- Attachment 1 Proposed DBE Plan and Goals – Public Notice
 - Attachment 2 Overall Goal Calculations
 - Attachment 3 Breakout: Estimated Race Neutral & Race-Conscious Participation
 - Attachment 4 Organizational Chart
-

Attachment 1

Proposed DBE Plan and Goals – Public Notice

See attached. Please note there was no response from the public as a result of the publishing of the goal.

Attachment 2

Section 26.45: Overall Goal Calculation

Amount of Goal

1. GBM has determined its overall goal for **FY 2022-2024 as 1.37%** of the Federal Financial assistance that we will expend in DOT-assisted contracts, exclusive of FTA funds to be used for the purchase of transit vehicles.
2. GBM expects to award approximately **\$4,381,550** of DOT-assisted contracts during each year beginning **FY 2022 through FY 2024**. We have set a goal of spending approximately **\$60,196** each year with DBEs during this timeframe.

Methodology used to Calculate Overall Goal

Step 1: 26.45(c)

Determine the base figure for the relative availability of DBEs.

The base figure for the relative availability of DBEs was calculated as follows:

$$\text{Base figure} = \frac{\text{Ready, willing, and able DBEs} = 137}{\text{All firms ready, willing and able} = 4,986}$$

The data source or demonstrable evidence used to derive the numerator was the certified DBE businesses listed for the State of Wisconsin in the WI UCP Eligibility Directory available on the WISDOT website at <http://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>. NAICS codes used included businesses with anticipated purchases in 2022-2024 and actual purchases during 2021. The NAICS codes used were **238110, 238160, 238210, 238220, 238290, 423610, 423990, 48511, 541519, & 561621**.

The data source or demonstrable evidence used to derive the denominator was the Wisconsin establishments listed on the web site for the Census Bureau's NAICS system at <https://www.census.gov/programs-surveys/cbp/data/tables.All.html/page/2.html>. NAICS codes used included the same codes used to derive the numerator.

Using this information, we determined that the base figure for GBM's overall goal is 2.75%.

Step 2: 26.45(d)

After calculating a base figure of the relative availability of DBEs, evidence was examined to determine what adjustment was needed to the base figure in order to arrive at the overall goal.

In order to reflect as accurately as possible the DBE participation expected in the absence of discrimination, the base figure has been adjusted by 0%.

The data used to determine the adjustment to the base figure is as follows:

- Adjusting the Step One Base with the Median Past Participation: The 3-year history of GBM's DBE goal achievement is used for this calculation. The median goal achieved was **0% (4.5%, 0%, 0.7%, 0% 0%, and 0%)**. This median was added to the base goal of **2.75%** and divided by 2 = **1.37%**. Contracting opportunities in the upcoming triennial cycle are substantially similar to the past triennial period with many of the same NAICS codes being used.
- Disparity Studies: We were unable to find any disparity studies for our area.
- Analysis of Bidder's List: GBM's bidder's list was reviewed to determine the number of DBEs that have bid or quoted on our DOT-assisted prime contracts or subcontracts in the past year. The analysis reflects no further adjustment to the DBE goal.

26.45(g)(i)

GBM encourages DBE participants. Transit buses display opportunities and the website encourages DBE vendors to do business with GBM. Area chamber of commerce and the City of Green Bay Purchasing Department are consulted on DBE participation and GBM's proposed DBE goal. It was agreed upon that creating capacity is an issue in our community. A few contacts were recommended for possible DBE enhancement in our area, including local churches, the Hispanic Resource Center, and the YMCA. A list of DBE vendors from the City's purchasing software was also provided. No adjustments will be made to our goal as a result of this consultation.

From this data, we have established our adjusted goal as **1.37%**.

Attachment 3

Section 26.51: Breakout of Estimated Race-Neutral & Race Conscious Participation

GBM will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation. GBM uses the following race-neutral means to increase DBE participation:

- Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate DBE, and other small businesses' participation (e.g., unbundling large contracts to make them more accessible to small businesses).
- Providing technical assistance and other services.
- Ensuring the inclusion of DBEs, and other small businesses, on recipient mailing lists for bidders.

Although the principal way GBM has been successful in attracting DBE's in the past is to use race conscious measures. We estimate that the **2022-2024** overall goal of **1.37%** will be met 100% from race-neutral participation and 0% through race-conscious measures.

In summary, the basis of our estimated breakout of race-neutral and race-conscious DBE participation is from the DBE participation of DBEs in local procurement programs in which there are no DBE contract goals.

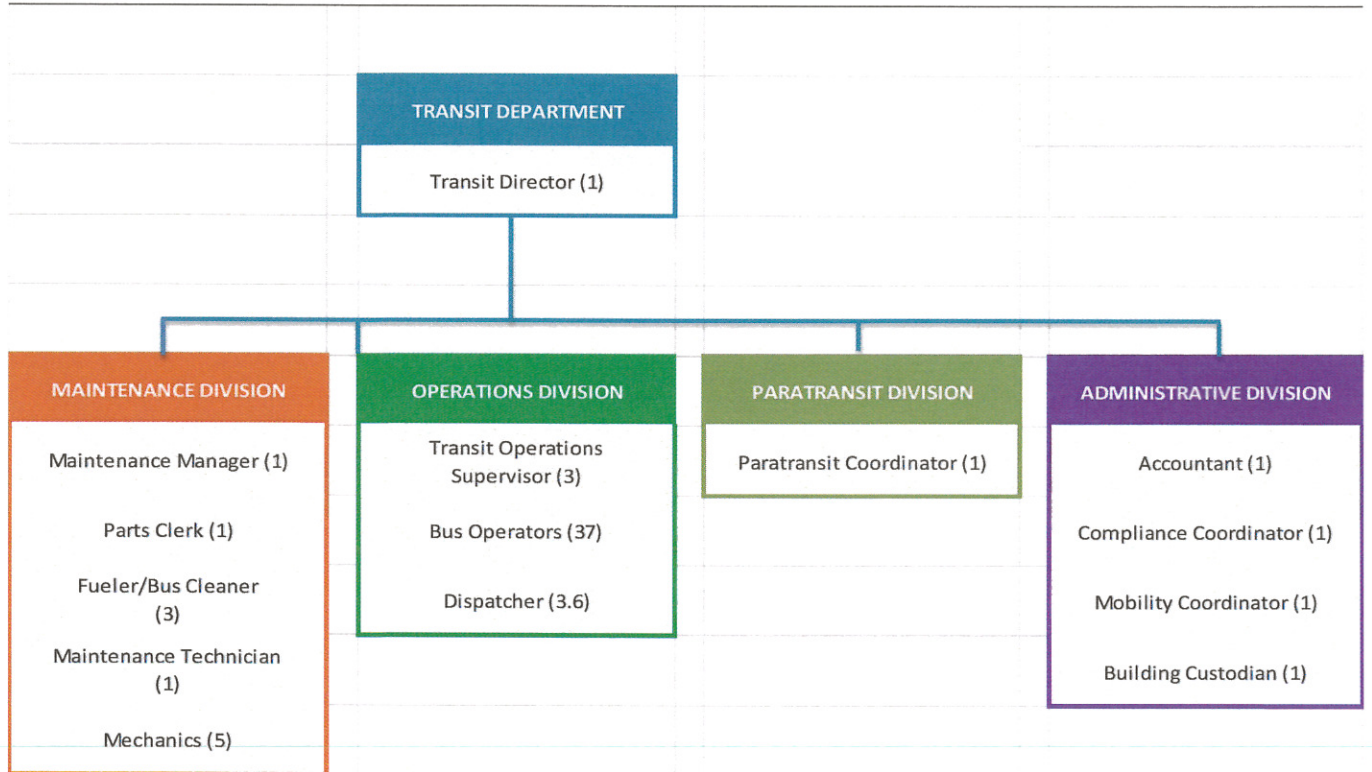
In order to ensure that our DBE program will be narrowly tailored to overcome the effects of discrimination, if we use contract goals we will adjust the estimated breakout of race-neutral and race-conscious participation as needed to reflect actual DBE participation and we will track and report race-neutral and race-conscious participation separately. For reporting purposes, race-neutral DBE participation includes, but is not necessarily limited to the following:

- DBE participation through a prime contract a DBE obtains through customary competitive procurement procedures
- DBE participation through a subcontract on a prime contract that does not carry DBE goal
- DBE participation on a prime contract exceeding a contract goal
- DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status making the award

We will maintain data separately on DBE achievements in those contracts with and without contract goals, respectively.

Attachment 4

Organizational Chart





Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 30, 2021

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.1

Operational Reports

BACKGROUND

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

RECOMMENDATION

No action necessary.

FISCAL IMPACT

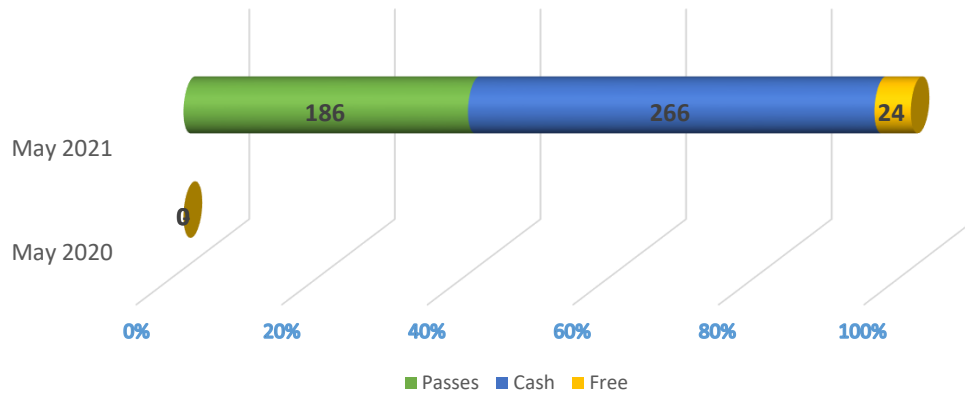
ATTACHMENTS

1. 05-May Microtransit
2. 05-May FR & PARA

MICROTRANSIT - ON DEMAND

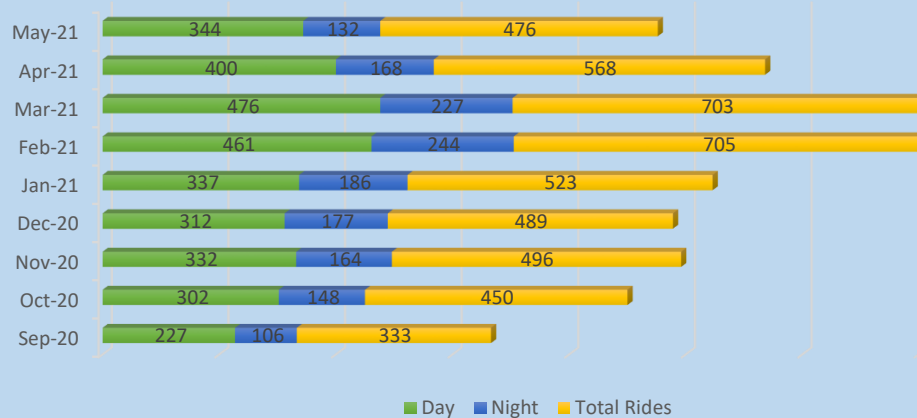
	Adult Pass	Student Pass	Reduced Pass	College Pass	Adult Fares	Reduced Fares	Free Ride	TOTAL TRIPS	YTD Trips
May 2020	-	-	-	-	-	-	-	-	-
May 2021	176	-	1	9	246	20	24	476	2,975
CHANGE '20-'21	176	-	1	9	246	20	24	476	

MICROTRANSIT RIDERSHIP



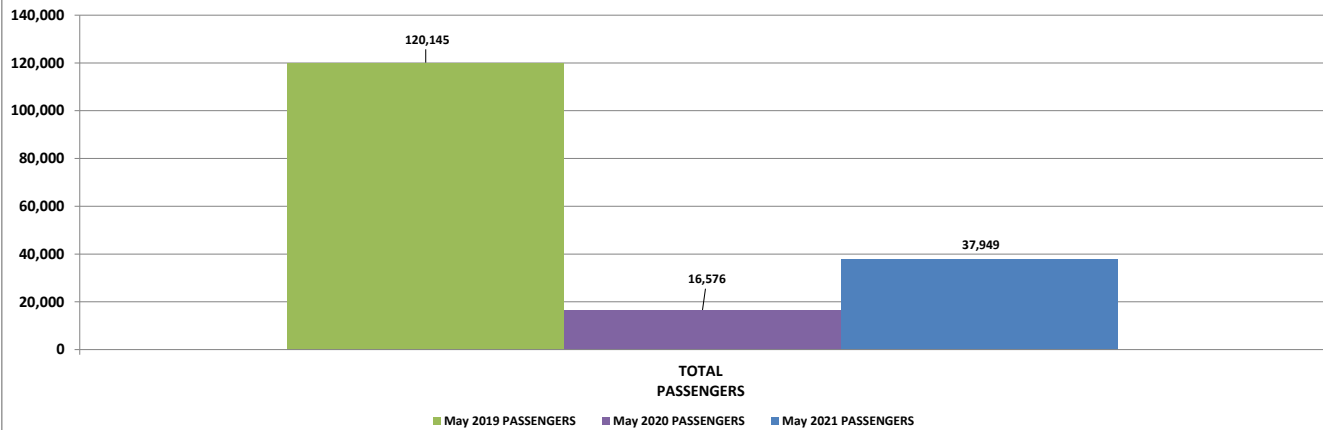
	Day (Pilot)	Night Service	Target
Number of Rides	344	132	
Operating Hours	356	88	
Passengers per Vehicle Hour	0.97	1.50	3.0
Average Customer Wait Time (minutes)	12.72	15.22	<20.0
On-Time Pickups	94%	88%	95%

On Demand Rides Sept 2020 - May 2021

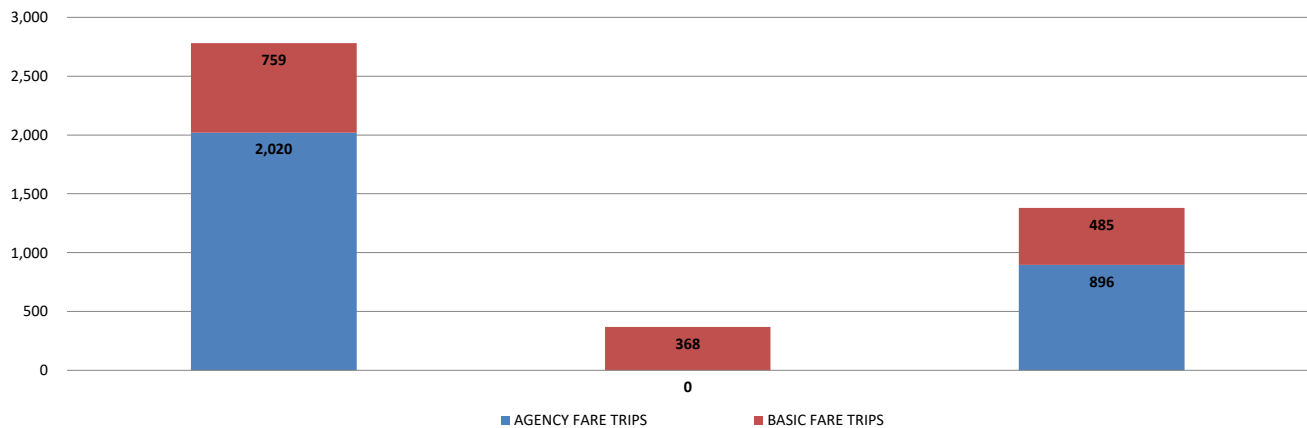


FIXED ROUTE RIDERSHIP

	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
May 2019	2,654	30,614	880	4,175	18,944	453	7,454	2	269	391	1	401	11,764	1	78,003
May 2020	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
May 2021	1,267	7,985	-	619	4,262	15	2,729	1	12	2	1	318	3,576	-	20,787
CHANGE '20-'21	1,267	7,985	-	619	4,262	15	2,729	1	12	2	1	318	3,576	-	20,787
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CHANGE '19 & '21	(1,387)	(22,629)	(880)	(3,556)	(14,682)	(438)	(4,725)	(1)	(257)	(389)	(0)	(83)	(8,188)	(1)	(57,216)
	-52%	-74%	-100%	-85%	-78%	-97%	-63%	-33%	-96%	-99%	-33%	-21%	-70%	-100%	-73%
	GREEN SATURDAY	GAME DAY	MICRO	FREE FARE	FREE 4 & UNDER	PROMO	TOTAL FREE FARES	ASHWAU BENON SCHOOLS	GBAPS	UWGB	G-LINE DT-TT	RAZ PASS	TOTAL PARTNERSHIP FARES	TOTAL PASSENGERS	YTD PASSENGERS
May 2019	11,385	-	-	2,244	2,276	8	15,913	1,564	23,849	816	-	-	26,229	120,145	523,745
May 2020	677	-	-	15,831	1	14	16,523	7	11	-	35	-	53	16,576	315,571
May 2021	3,267	-	7	802	140	13	4,229	653	4,209	197	7,874	-	12,933	37,949	172,335
CHANGE '20-'21	2,590	-	7	(15,029)	139	(1)	(12,294)	646	4,198	197	7,839	-	12,880	21,373	(143,236)
	383%	0%	0%	-95%	13900%	-7%	-74%	9229%	38164%	0%	22397%	0%	24302%	129%	-45%
CHANGE '19 & '21	(8,118)	-	7	(1,442)	(2,136)	5	(11,684)	(911)	(19,640)	(619)	7,874	-	(13,296)	(82,196)	(351,410)
	-71%	0%	0%	-64%	-94%	63%	-73%	-58%	-82%	-76%	0%	0%	-51%	-68%	-67%

FIXED ROUTE RIDERSHIP**PARATRANSIT**

	AGENCY FARE TRIPS	BASIC FARE TRIPS	TOTAL TRIPS	BASIC FARE	AGENCY FARE	TOTAL FARES
May 2019	2,020	759	2,779	\$ 8,337	\$ 24,163	\$ 32,500
May 2020	0	368	368	\$ -	\$ -	\$ -
May 2021	896	485	1,381	\$ 5,524	\$ 13,432	\$ 18,956
CHANGE '20-'21	896	117	1,013	\$ 5,524	\$ 13,432	\$ 18,956
	0.0%	31.8%	275.3%	0.0%	0.0%	0.0%
Change '19 & '21	(1,124)	(274)	(1,398)	\$ (2,813)	\$ (10,731)	\$ (13,544)
	-55.6%	-36.1%	-50.3%	-33.7%	-44.4%	-41.7%

PARATRANSIT RIDERSHIP



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 30, 2021

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.2

Financial Report

BACKGROUND

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

RECOMMENDATION

No action necessary.

FISCAL IMPACT

ATTACHMENTS

- I. 04 - Apr 2021 Financials



EXPENSES

ACCOUNT DESCRIPTION	2021 Jan-Apr	2020 Jan-Apr	+/-	%	2021 BUDGET	% OF BUDGET
Wages & Salaries	662,653.49	841,502.78	(178,849)	-21.3%	2,765,518	24.0%
Fringe Benefits	362,398.66	548,881.00	(186,482)	-34.0%	1,744,887	20.8%
Other Employment Expenses	13,241.45	13,428.77	(187)	-1.4%	45,660	29.0%
Contract Services	35,875.90	15,635.28	20,241	129.5%	334,962	10.7%
Materials & Supplies	123,549.45	155,356.72	(31,807)	-20.5%	772,581	16.0%
Building & Equip Maintenance	94,944.00	85,729.85	9,214	10.7%	229,800	41.3%
Utilities	28,661.50	28,421.63	240	0.8%	101,898	28.1%
Insurance	173,958.00	194,399.67	(20,442)	-10.5%	172,980	100.6%
Miscellaneous	48.80	62.00	(13)	-21.3%	250	19.5%
Paratransit Services	144,554.68	187,107.80	(42,553)	-22.7%	1,327,933	10.9%
Microtransit Services	150,468.31	-	150,468	0.0%	957,514	15.7%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
TOTAL	1,790,354.24	2,070,525.50	(280,171)	-13.5%	8,453,983	21.2%

REVENUES

ACCOUNT DESCRIPTION	2021 Jan-Apr	2020 Jan-Apr	+/-	%	2021 BUDGET	% OF BUDGET
Federal Operating Asst	-	-	-	0.0%	2,379,434	0.0%
State Operating Asst	-	89,198.00	(89,198)	-100.0%	2,282,575	0.0%
Other Local Municipalities	236,796.50	245,028.50	(8,232)	-3.4%	635,354	37.3%
Green Bay	416,000.00	416,000.00	-	0.0%	1,653,819	25.2%
Farebox Revenue-Fixed Route	118,393.69	171,417.66	(53,024)	-30.9%	550,000	21.5%
Farebox Revenue-Paratransit	70,154.00	92,053.00	(21,899)	-23.8%	569,800	12.3%
College Program Fares	880.00	3,483.00	(2,603)	-74.7%	-	0.0%
TMI Refund	65,431.00	65,187.00	244	0%	-	0.0%
Non-Transportation Revenue	5,628.84	25,666.17	(20,037)	-78.1%	17,200	32.7%
State Fuel Refund	1,470.13	5,621.60	(4,151)	-73.8%	-	0.0%
Advertising	22,654.96	35,035.86	(12,381)	-35.3%	140,000	16.2%
Intercity Bus Commissions	2,324.04	2,744.32	(420)	-15.3%	36,000	6.5%
Partnership Contributions	2,468.00	2,051.00	417	20.3%	189,800	1.3%
TOTAL	942,201.16	1,153,486.11	(211,285)	-18.3%	8,453,983	11.1%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	102	97	5	5.2%	307
Revenue Miles	238,006	299,007	(61,001)	-20.4%	943,784
Revenue Hours	16,204	21,376	(5,172)	-24.2%	63,959
Unlinked Passenger Trips	134,386	298,995	(164,610)	-55.1%	1,319,000
Revenue / Cost	52.6%	55.7%			1
Farebox Revenue / Mile	0.50	0.57	(0)	-13.2%	1
Farebox Revenue / Pass Trip	0.88	0.57	0	53.7%	0
Farebox Revenue / Hour	7.31	8.02	(1)	-8.9%	9
Passenger / Mile	0.56	1.00	(0)	-43.5%	1.40
Cost / Mile	6.28	6.30	(0)	-0.3%	7.94
Cost / Passenger Trip	11.13	6.30	5	76.6%	5.68



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 30, 2021

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.3

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



MEETING DATE

June 30, 2021

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.4

Next Transit Commission Meeting: Wednesday, July 21, 2021

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None