



AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, JULY 21, 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 July 21, 2021 Transit Commission Agenda

C. Approval of Minutes.

1. Approval of June 30, 2021 Transit Commission Minutes

D. Regular Business.

1. Discussion/Action: Green Bay Metro Advertising/Solicitation Policy
2. Discussion/Action: Green Bay Metro's Financial Management & Administrative Procedures

E. Informational.

1. Marketing Report
2. Operational Reports
3. Financial Report
4. Director's Report
5. Next Transit Commission Meeting: Wednesday, August 18, 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

July 21, 2021

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # B.1

Approval of July 21, 2021 Transit Commission Agenda

BACKGROUND

Enclosed is the agenda for the Transit Commission meeting being held on July 21, 2021.

RECOMMENDATION

Staff recommends the approval of the agenda for July 21, 2021.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 21, 2021

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # C.1

Approval of June 30, 2021 Transit Commission Minutes

BACKGROUND

Enclosed are the proposed minutes from the Commission meeting held on June 30, 2021.

RECOMMENDATION

Staff recommends the approval of the minutes from June 30, 2021.

FISCAL IMPACT

ATTACHMENTS

- I. June 30, 2021



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, JUNE 30, 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 called the meeting to order at 8:15 a.m.

B. APPROVAL OF THE AGENDA.

I. Approval of June 30, 2021 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner Michael Conley-Kuhagen to approve the June 30, 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 May 19, 2021 Transit Commission Minutes

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to approve the minutes from May 19, 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. Discussion/Action: Proposed Fixed Route Changes, Modifications to the ADA Paratransit Boundary & Implementation of Microtransit Services

Reports included: Green Bay Metro Public Hearing Transcript, Public Comments and Final Director Comments

Motion was made by Commissioner Kevin Kuehn, second by Ald. Randy Scannell, to suspend the rules and allow interested parties to speak. Motion carried.

R. Kolb opened up the meeting for public response.

No public participation.

Motion made by Commissioner Kevin Kuehn, second by Ald. Randy Scannell, to return to regular order of business. Motion carried.

Director Kiewiz stated Green Bay Metro's Service Development Committee included: four operators, an Operation Supervisor, our Mobility Coordinator and Lisa Conard, Brown County MPO. The goal was to create a more efficient, rider friendly system. There was great attendance from the public for the public comment period. She gave a brief summary of modifications and recommendations. Full System hours of operation Monday through Friday 5:45 a.m. - 8:45 p.m. and Saturday 7:45 a.m. - 3:45 p.m. Microtransit will provide weeknight service for the entire service area Monday through Friday 8:45 p.m. - 10:45 p.m. Bus operators will be equipped with a mobile phone to allow riders to call for microtransit ride in absence of a telephone. Director Kiewiz stated staff will be monitoring and will address and adjust as necessary. Existing paratransit clients, approved for service prior to August 1, 2021 will be grandfathered based on prior service area.

Commissioner Jessica Franco-Morales commented that NWTC felt that it appeared to have a reduction of service, but after reaching out and discussing the changes with the Transit Director, she feels confident it is not a reduction of service, but adding new transportation options.

Chair Roger Kolb commended Director Kiewiz, Lisa Conard and Karl Mueller on a job well done! He stated this is the biggest change that Metro has ever done.

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to approve the fixed route changes, modifications to the ADA Paratransit boundary and implementation of Microtransit services with an execution date of August 2, 2021. Motion carried.

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

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

Director Kiewiz stated Metro has received grant dollars to allow for the purchase of four (4) new 29' Gillig buses. Metro will be utilizing the VW Mitigation Settlement funds with the State of WI. The award provides for a 80% state and 20% local match. The 20% local match will be spread out over a period of 10 years. This is based on the grant requirements. Metro will be utilizing this size bus on routes that service residential areas and other areas that may not be able to accommodate a larger bus. Metro currently purchases from two manufactures, Gillig and New Flyer. New Flyer no longer

manufactures 30' buses. It would not be feasible to order buses from a third manufacture with additional costs for parts, tools and training for the operator and maintenance staff.

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Kevin Kuehn to approve the purchase of four (4) 29' buses from Gillig, LLC with an amount not to exceed \$1,920,000.00. Motion carried.

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

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

Director Kiewiz informed the Commissioners that every three years Green Bay Metro is required to submit a report to the Federal Transit Administration (FTA) which states our DBE goal. A DBE goal is required by the FTA when federal money is used to fund contracts. A DBE is a business that is owned by socially and economically disadvantaged individual(s). For the FFY 2022-2024, Green Bay Metro's goal is 1.37%.

Discussion was held on the challenges Green Bay Metro has with DBE vendor's bidding on projects, bids, services, etc.

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to approve the DBE goal for FFY 2022-2024. 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 May ridership reports for fixed route, paratransit and microtransit. Fixed route and paratransit is slowly going up. Microtransit ridership is slightly down due to changes in some school when limited service was not operating. Director Kiewiz stated she would be happy to answer any questions the Commission may have.

2. Financial Report

Director Kiewiz stated in your packets you will find the operating expense report through April of 2021. Currently Metro is below budget. Metro should be about 33% of budget through May. Staff has no concerns.

3. Director's Report

Director Kiewiz provided an overall update.

Metro received a "Thank you" note from Oneida for assisting during the incident at Oneida Casino.

The security gate project is on its way, waiting on the delivery of the arms. This project should be

complete by the middle of July.

Staff continues to work on the farebox upgrade. Metro will need to have a 30-day public comment period for the different fare options. Farebox implementation is looking like fall.

Vaccine bus has been out and about in our community. An operator does accompany the bus. Brown County Human Services does reimburse at a flat rate. Brown County Human Service agreement for the vaccine bus goes through August. Discussions may be held to extend the agreement.

Director Kiewiz is currently working with the Green Bay Packers on their continued partnership.

4. Next Transit Commission Meeting: Wednesday, July 21, 2021

F. ADJOURNMENT.

Moved by Commissioner Jessica Franco-Morales, seconded by Commissioner Emily Ysebaert to adjourn at 9:03 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

July 21, 2021

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.1

Discussion/Action: Green Bay Metro Advertising/Solicitation Policy

BACKGROUND

Green Bay Metro has in place an Advertising/Solicitation Policy. Staff has worked the city Law Department to update the policy. The change includes clarification on the distribution of any advertising or posted literature for passenger's and employees.

RECOMMENDATION

Staff recommends the approval of the updated Advertising/Solicitation Policy.

FISCAL IMPACT

ATTACHMENTS

- I. Advertising and Solicitation Policy 7.2021

GREEN BAY METRO POLICY	TITLE: Advertising/Solicitation Policy
PRESENT TO TRANSIT COMMISSION ON: July 21, 2021	APPROVED BY TRANSIT COMMISSION ON:

INTRODUCTION:

The purpose of this policy is to establish guidelines for interior and exterior advertising on Green Bay Metro buses. The Transit Commission is ultimately responsible for the adoption of this policy and any amendments. The Transit Commission intends that it is operating in a proprietary capacity and its buses constitute non-public forms that are subject to the viewpoint-neutral restrictions set forth below.

The Transit Commission has approved the concept of commercial advertising on the exterior of its buses as a means of raising revenue for the transit system. Revenue generated from commercial advertising is returned to the general operating budget.

To realize the maximum benefit from the sales of advertising space, the program will be managed in a manner that produces as much revenue as practical, while ensuring that advertising does not:

- ✓ Discourage the use of the transit system.
- ✓ Diminish Green Bay Metro's reputation in the community.
- ✓ In any way interfere with operations or jeopardize the safety of passengers, employees, and the public.
- ✓ Cause offense to its customers or the public.

The exterior of buses is reserved for commercial advertising only. In addition, a portion of the interior of buses will be available for commercial advertising, with Green Bay Metro also making available free public service advertising spaces for non-profit organizations, as defined.

Green Bay Metro may, from time to time, also use exterior and interior bus advertising itself to promote public awareness of transit programs, services, and promotions. This type of advertising may include the display of flyers, brochures, posters, and special advertisements.

APPLICABILITY:

This policy is applicable to the Transit Commission members and its employees, and companies that contract with Green Bay Metro for the leasing of advertising space on Green Bay Metro buses.

DEFINITIONS:

Commercial Advertising: Advertising for the sole purpose of selling or renting services or property for profit.

Political Advertising: Any advertising that supports or opposes the election of any candidate or group of candidates, or any ballot questions, initiative, petition, or referendum issue, including bond issues, constitutional amendments, or proposed legislation.

Non-Profit Organizations: Organizations that meet the requirement for a tax-exempt organization under Section 501 (c) (3) of the Internal Revenue Code and that: 1. have a physical office in the geographical boundaries served by Green Bay Metro; 2. provide social welfare services; and 3. serve the needs of Green Bay Metro passengers.

Public Service Announcements: Non-commercial and non-political advertising by Non-Profit Organizations promoting their social services.

COMMERCIAL ADVERTISING STANDARDS:

Advertising displayed on the interior and exterior of Green Bay Metro buses shall be strictly commercial in nature and purpose. Commercial advertising also is available on the interior of the buses. Because Green Bay Metro serves persons of all ages and backgrounds and strives to create a comfortable and enjoyable experience for all passengers, the following types of advertising are prohibited:

- ✓ Materials that contain false, misleading, libelous, slanderous, or deceptive images.
- ✓ Advertising alcoholic products, and illegal drugs.
- ✓ Advertising for adult products, services or entertainment directed to sexual stimulation.
- ✓ Advertising of contraceptive products or hygiene products of an intimately personal nature.
- ✓ Advertising that depicts sexually explicit, obscene and/or pornographic images or words.
- ✓ Advertising that portrays graphic violence.
- ✓ Advertising that contains discriminatory, derogatory, negative, or personal attacks against individuals, groups, or organizations.
- ✓ Advertising that is political.
- ✓ Advertising that is directed to inciting or producing imminent lawless action, or is likely to incite or produce such action, including but not limited to unlawful actions.
- ✓ Advertising that promotes illegal activity of any kind.

- ✓ Advertising that encourages persons to refrain from using Green Bay Metro or public transit in general.
- ✓ Advertising that explicitly and directly promotes or encourages the use of means of transportation in direct competition with public transit.
- ✓ Advertising messages that conflict with the mission of Green Bay Metro.
- ✓ Advertising that contains Green Bay Metro's name, brand logo, slogans, or other graphic representations of the transit system, unless written consent from Green Bay Metro's Transit Director is obtained prior to use.

The prohibitions also apply to advertisements that include a website that provides a message that does not comply with this Section.

PRODUCTION AND PLACEMENT GUIDELINES:

Advertising materials will be produced at the advertiser's expense and must be of good quality and conform to standards for size, weight, material, and other physical characteristics as set by Green Bay Metro.

Advertisers must pay for installation and removal of vinyl advertising on buses, and all associated costs if damage to the bus would occur. It is the advertiser's responsibility to deliver or reclaim materials within 15 days or they may be disposed of at Green Bay Metro's discretion.

COMPLIANCE RESPONSIBILITY:

Green Bay Metro shall determine the interior and exterior spaces that will serve as appropriate locations for commercial and /or non-profit advertising. Green Bay Metro reserves the right to modify, change, or alter the locations and sizes of the available ad space as it sees fit. The placement and size of any advertising shall be at the sole discretion of Green Bay Metro.

Green Bay Metro shall approve or reject a proposed advertisement or public service announcement within 15 days when the request and all other documents associated with it are received by Green Bay Metro.

INTERIOR ADVERTISING FOR NON-PROFIT ORGANIZATIONS:

Interior advertising may be allowed and available to Non-Profit Organizations to display public service announcement (PSA) materials free of charge at the discretion of Green Bay Metro. Guidelines for the acceptance of non-profit advertising are as follows:

- ✓ PSA materials will be produced at the non-profit organizations expense and must be produced through a process that ensures reproduction of good quality on materials of specific quality and size, and conform standards set by Green Bay Metro.
- ✓ PSAs must be non-commercial, non-partisan, and non-political.

- ✓ PSAs are also prohibited from advertising in the manner provided in Section Commercial Advertising Standards of this policy.
- ✓ PSAs space may be available on the interior of the buses only, provided display space is available.
- ✓ PSAs will be accepted on first come, first-served basis, and may be displayed for up to 90 days.

SOLICITATION ON METRO PROPERTY:

No person shall be permitted to:

- 1) Distributes any form of advertising or literature to Green Bay Metro employees or passengers.
- 2) Sell or offer for sale any goods or services to the operator or other passengers.
- 3) Display banners or posters to other passengers.
- 4) Solicit donations, subscriptions, signatures, or petitions for any purpose whatsoever.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 21, 2021

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.2

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

BACKGROUND

Under guidelines by the Federal Transit Administration (FTA) Green Bay Metro is required to have financial policies and procedures in place. Procedures are reviewed annually and modifications are made as necessary. This document meets the FTA requirements in addition to providing staff the requirements and expectations for the department.

RECOMMENDATION

Staff recommends the Commission to approve the Green Bay Metro Financial Management & Administrative Procedures dated July 2021.

FISCAL IMPACT

ATTACHMENTS

- I. Financial Management Procedures 2021 DRAFT



**Financial Management
&
Administrative Procedures**

July 2021

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

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

1. Legal Authority

The City of Green Bay, Green Bay Metro is the applicant and serves as the designated recipient as defined at 49 U.S.C. 5307(a)(2) Urbanized Area Formula Program assistance. Green Bay Metro is authorized by the Green Bay City Council to provide and assist transportation in the Green Bay, WI urbanized area. The authority of Green Bay Metro to provide funds for the local share of the project is set forth in resolution passed by the Green Bay City Council.

2. Operating Assistance Applications

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

3. Capital Grant Applications

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

4. Grant Reporting Procedures

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

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

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

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

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

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

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

6. Procurement

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

7. Federally Funded Assets

- a. GBM staff shall conduct an annual inventory of all FTA funded assets and sign off when complete.
- b. GBM shall maintain a current list of all FTA funded assets, and document those removed from service.
- c. GBM shall obtain FTA approval before disposing of assets prior to the end of their useful life and shall handle the proceeds according to FTA guidelines.
- d. Federally funded assets shall not be used for non-transit purposes unless the FTA has previously approved a cost allocation plan.
- e. Federally funded assets shall be properly maintained during their useful life.
- f. GBM Staff will review and update Green Bay Metro's TAM Plan annually, or as needed.

8. Contractor Oversight

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

ORGANIZATIONAL RESPONSIBILITIES

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

TRANSIT COMMISSION – The Green Bay Metro Transit Commission consists of seven members, six citizen members and one member of the Common Council. The members of the Commission are all appointed by the Mayor of the City of Green Bay and confirmed by the City of Green Bay Common Council. The Commission convenes monthly or as required and is responsible for service and fare changes, policies, and resolutions by which the Green Bay Metro staff functions, and regulating and approving the expenditures of all funds.

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

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

COMPLIANCE COORDINATOR – The Compliance Coordinator performs as Green Bay Metro's Procurement Officer in conjunction with the City of Green Bay's Purchasing

Department. They are the point of contact for all matters involving the timely and cost-effective acquisition of goods and services. Responsibilities include, but are not limited to:

- Assists the Transit Director in negotiating and making recommendations concerning term contracts and leases to the best interest of Green Bay Metro.
- Consolidating purchase of like or common item to obtain maximum economic benefits.
- Purchasing equipment, supplies, and services for Green Bay Metro's use in such a manner that the maximum value will be obtained for the money expended. Purchases shall be made from qualified suppliers whose reputations, financial positions, and price structures are sufficiently adequate for consideration as logical sources of supply.
- Provides oversight for the 5310 Program.
- Arranging for the disposal and/or sale of surplus materials and equipment.
- Analyzes prices paid for materials and equipment; generally defines how to obtain savings through improved specifications and supervision of supply sources; recommending changes in quantities to be ordered when conditions warrant.
- Utilizing known contact and sources to expedite deliveries of needed material and equipment.
- Advising and assisting project managers in the development of technical specifications for formal advertisement.
- Performing necessary research to assure that all Green Bay Metro purchasing activities are in compliance with Federal, State, local and other applicable laws, policies, and procedures.
- Provides oversight to inter-city bus service.
- Assists in department payroll.
- Responsible for pass inventory, sales, and invoicing.
- Provides Accountant with ridership data.

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

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

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

- Responsible for all parts inventory; maintaining, ordering and reconciling.

- Serves as Project Manager for procurements, such as vehicles, equipment, and items involving the facility.
- Initiates special orders for stock or non-stock items to cover the requirements of authorized maintenance campaigns or seasonal purchases.
- Responsible for ongoing employee training.
- Explores and implements new technology.
- Tracks all manufactory warranties.
- Manages all preventive maintenance schedules.
- Troubleshoots issues involving maintenance and/or the facility.
- Makes regular physical stock checks.
- Controls all inventory and charges the appropriate division.
- Maintains current parts books.
- Responsible for the department's Safety Committee.

PARATRANSIT COORDINATOR – The Paratransit Coordinator provides oversight to the Paratransit program and is the point of contact for advertising with Green Bay Metro. Responsibilities include, but not limited to:

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

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

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

COMPUTER PROGRAM ACCESS

GBM program access spreadsheet tracks access levels for computer programs, applications and data and is maintained by the Compliance Coordinator. Each position has different levels of access which vary in range from all, admin, or basic. The purpose is to track and maintain the appropriate levels of access for each position.

COST PRINCIPLES

See Appendix A for GBM cost principles.

INVENTORY

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

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

Ordering & Retrieving Inventory:

- The Compliance Coordinator will record passes in the spreadsheet, PASS DELIVERY LOG. Then the form PASS DELIVERY REQUEST will be generated. All fixed route requests will be given to the Paratransit Coordinator to fill the order.
- Using the Pass Delivery Request form, the Paratransit Coordinator will fill the fixed route order and deliver it to Dispatch and send an email notifying Dispatch of the order. The Compliance Coordinator will keep the **YELLOW** copy of the request. The white copy will go with the “seller’s” paperwork.
- All Paratransit requests emailed will go to the Paratransit Coordinator. Any phone requests will be taken by the Paratransit Coordinator. All tracking of inventory will be done by the Compliance Coordinator.
 - *Backup for the Compliance Coordinator: Metro’s Accountant – Transit Director
 - *Backup for Paratransit Coordinator: Transit Director

Cash Drawers:

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

Billing:

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

Outlets:

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

APPROVAL PROCESS

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

Requisition Entry: Transit Director, Compliance Coordinator or Parts Clerk

Requisition Approval: Transit Director, Accountant or Compliance Coordinator

Purchase Order Receiving: Accountant or Parts Clerk

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

Accounts Payable for Diesel Fuel: Transit Director, Compliance Coordinator, or Accountant
Accounts Payable ≥ \$3,000: Transit Director

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

CASH RECEIPTING

1. Money is collected by the Seller (Dispatcher, Mobility Coordinator or Paratransit Coordinator)
2. At the time of the transaction the seller enters the sale into a Tyler Cashiering batch and puts it in the cash drawer/money bag
3. At the end of the day/shift a settlement report is created in Tyler Cashiering by the seller for each batch and then reconciled to the cash drawer/money bag and inventory sheet
<I:\DeptData\Transit\OPERATIONS\DISPATCH\MASTER COPIES\CASH DRAWER - INVENTORY SHEETJAN2017.xlsx>
4. The settlement report and money are given to the Compliance Coordinator who verifies the amount on the report equals the amount received and creates the deposit ticket
5. That day's deposits are stored in the vault until the courier picks them up.
6. Settlement reports and inventory sheets along with deposit slips are reviewed by the Compliance Coordinator who then closes the batches in Tyler Cashiering.
7. An email is then sent by the Compliance Coordinator to the Administrative Clerk in the Finance Department at City Hall notifying them that the batches can be posted.

FAREBOX REVENUE

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

ACCOUNTS PAYABLE

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

PAYROLL

1. Employees submit weekly timesheets on Friday for that week.

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

BANK RECONCILIATIONS

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

REPORTING

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

PROCUREMENT POLICY

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

TRANSIT ASSET MANAGEMENT (TAM) PLAN

Green Bay Metro (GBM) is required to report the overall condition of the GBM transportation facility and all assets for which they have direct or shared capital responsibility using a single numeric term rating scale.

- Maintenance is to conduct an assessment of assets (annually) following the transit asset management conditional assessment reporting guide. There are four categories to be assessed: rolling stock, equipment, facilities, and infrastructure.
- Maintenance Clerk is to update RTA system.
- Accountant is to update the fixed assets spreadsheet as well as the TAM plan annually.

ADOPTION AND REVISION HISTORY

Adopted December 2015

Revised and approved by the Green Bay Transit Commission September 25, 2019.
Revised and approved by the Green Bay Transit Commission July 21, 2021.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 21, 2021

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.1

Marketing Report

BACKGROUND

Marketing report is included. Staff will be available to answer any questions regarding this report.

RECOMMENDATION

No action necessary.

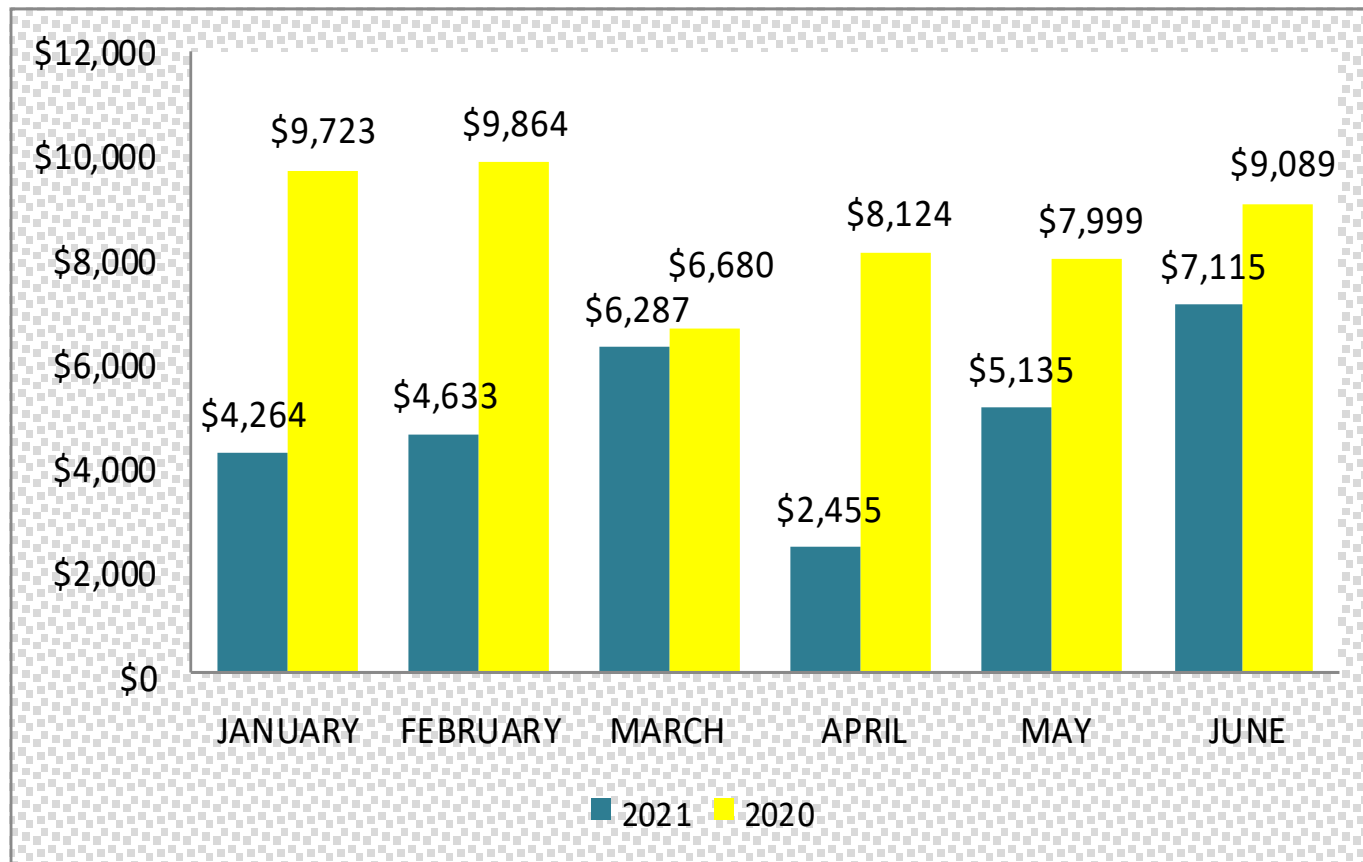
FISCAL IMPACT

ATTACHMENTS

- I. 2021 Jan-June Bus Advertising Comparison

2021 JANUARY-JUNE

BUS ADVERTISING COMPARISON



****Mid March 2020-Onset of COVID-19**



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 21, 2021

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.2

Operational Reports

BACKGROUND

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

RECOMMENDATION

No action necessary.

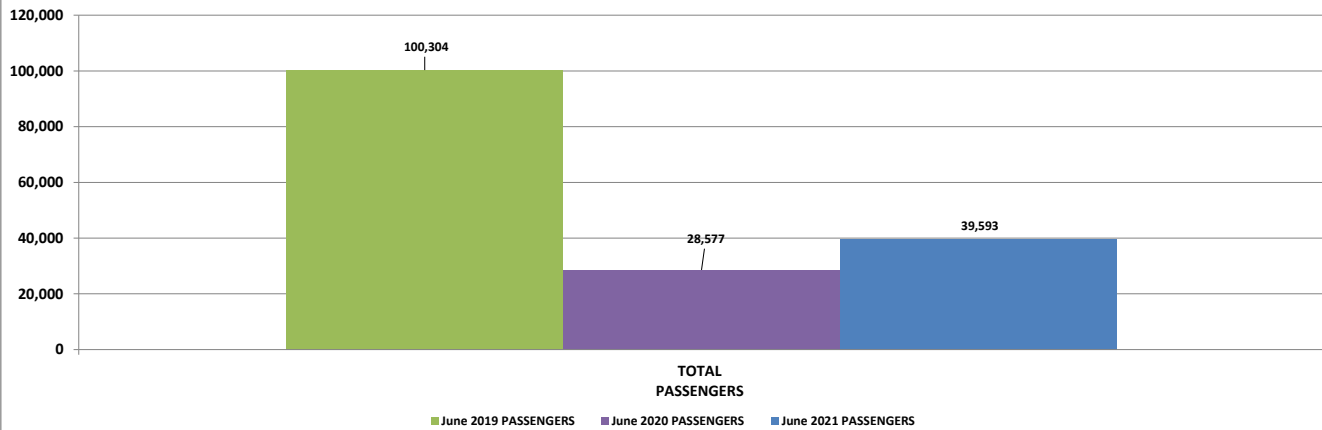
FISCAL IMPACT

ATTACHMENTS

1. June 2021 Fixed Route & Paratransit Ridership
2. June 2021 Microtransit Ridership
3. Bikes Loaded 2020 vs 2021 2nd Quarter
4. Code 30 2020 v 2021 2nd Quarter

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
June 2019	2,304	27,377	416	2,599	17,265	322	6,795	4	189	398	1	361	10,735	-	68,765
June 2020	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
June 2021	1,409	10,314	-	767	4,017	63	3,186	-	5	-	-	319	3,846	2	23,928
CHANGE '20-'21	1,409	10,314	-	767	4,017	63	3,186	-	5	-	-	319	3,846	2	23,928
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CHANGE '19 & '21	(895)	(17,063)	(416)	(1,832)	(13,248)	(259)	(3,609)	(4)	(184)	(398)	(1)	(42)	(6,889)	2	(44,837)
	-39%	-62%	-100%	-70%	-77%	-80%	-53%	-100%	-97%	-100%	-100%	-12%	-64%	0%	-65%
	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
June 2019	13,435	-	-	2,003	2,687	1,358	19,483	460	11,073	523	-	-	12,056	100,304	624,049
June 2020	777	-	-	27,740	4	20	28,541	4	28	-	4	-	36	28,577	344,148
June 2021	2,368	-	42	859	267	97	3,633	250	2,893	207	8,682	-	12,032	39,593	211,928
CHANGE '20-'21	1,591	-	42	(26,881)	263	77	(24,908)	246	2,865	207	8,678	-	11,996	11,016	(132,220)
	205%	0%	0%	-97%	6575%	385%	-87%	6150%	10232%	0%	216950%	0%	33322%	39%	-38%
CHANGE '19 & '21	(11,067)	-	42	(1,144)	(2,420)	(1,261)	(15,850)	(210)	(8,180)	(316)	8,682	-	(24)	(60,711)	(412,121)
	-82%	0%	0%	-57%	-90%	-93%	-81%	-46%	-74%	-60%	0%	0%	0%	-61%	-66%

FIXED ROUTE RIDERSHIP**PARATRANSIT**

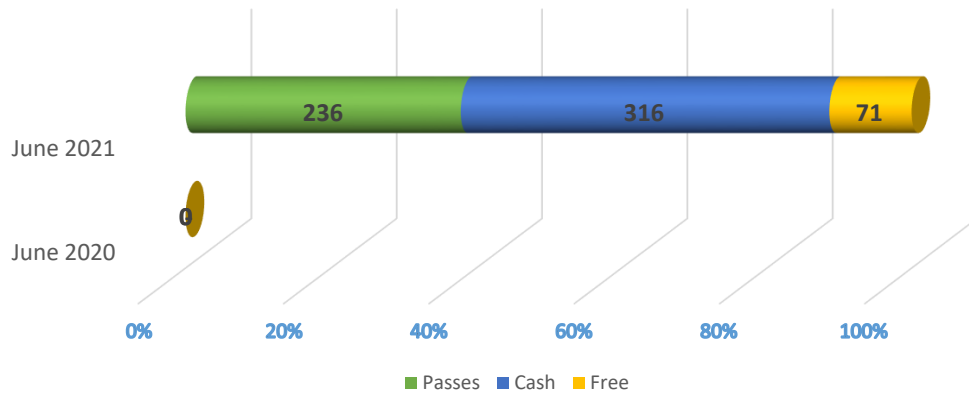
	AGENCY FARE TRIPS	BASIC FARE TRIPS	TOTAL TRIPS	BASIC FARE	AGENCY FARE	TOTAL FARES
June 2019	1,779	684	2,463	\$ 7,389	\$ 21,310	\$ 28,699
June 2020	0	1,132	1,132	\$ -	\$ -	\$ -
June 2021	1,062	485	1,547	\$ 6,188	\$ 15,850	\$ 22,038
CHANGE '20-'21	1,062	(647)	415	\$ 6,188	\$ 15,850	\$ 22,038
	0.0%	-57.2%	36.7%	0.0%	0.0%	0.0%
Change '19 & '21	(717)	(199)	(916)	\$ (1,201)	\$ (5,460)	\$ (6,661)
	-40.3%	-29.1%	-37.2%	-16.3%	-25.6%	-23.2%

PARATRANSIT RIDERSHIP

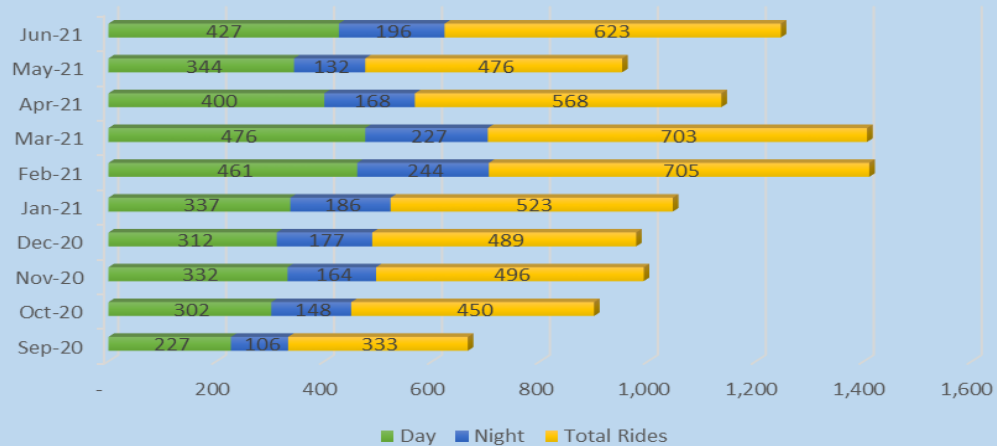
MICROTRANSIT - ON DEMAND

	Adult Pass	Student Pass	Reduced Pass	College Pass	Adult Fares	Reduced Fares	Free Ride	TOTAL TRIPS	YTD Trips
June 2020	-	-	-	-	-	-	-	-	-
June 2021	220	-	-	16	309	7	71	623	3,598
CHANGE '20-'21	220	-	-	16	309	7	71	623	

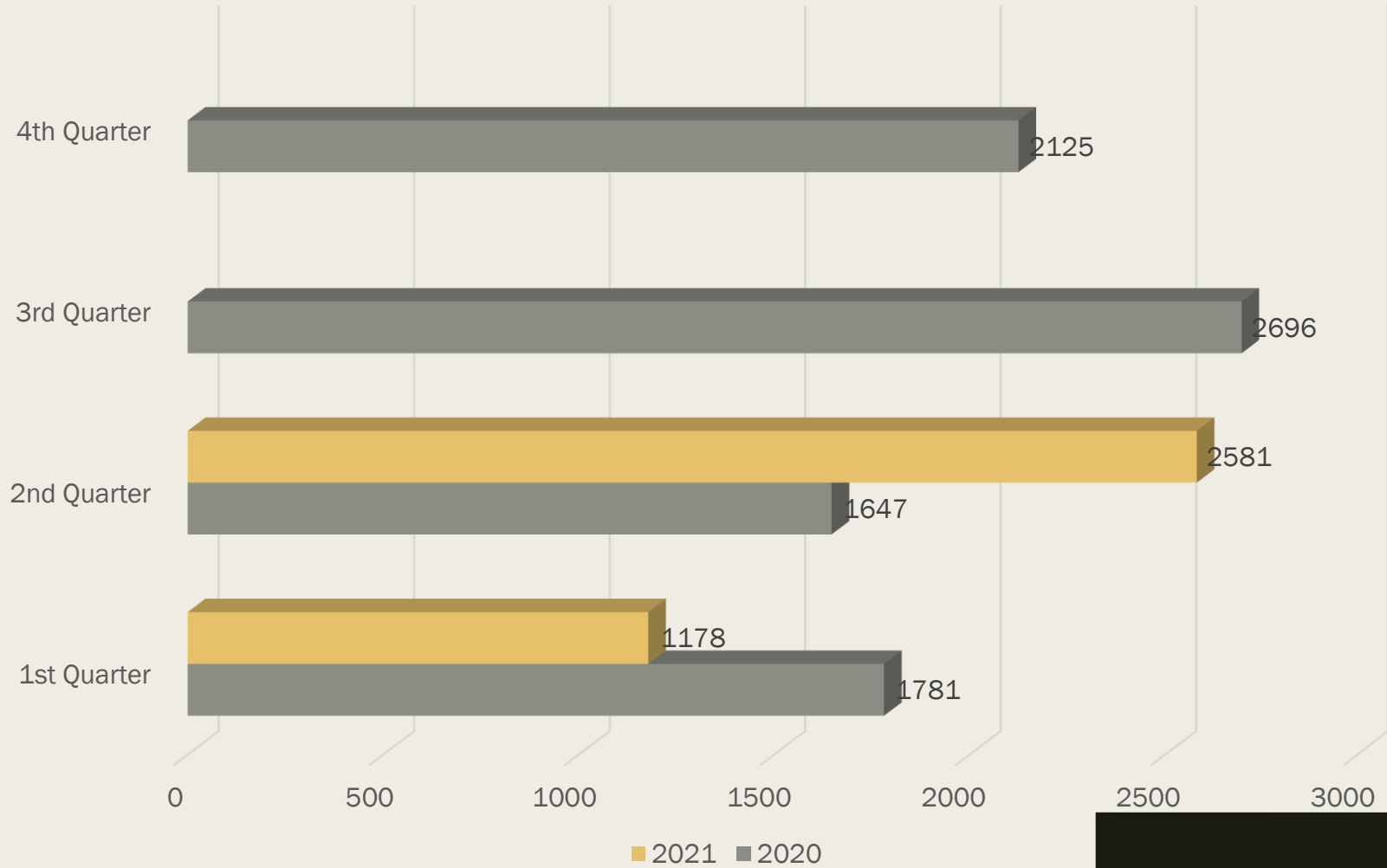
MICROTRANSIT RIDERSHIP



On Demand Rides Sept 2020 - May 2021

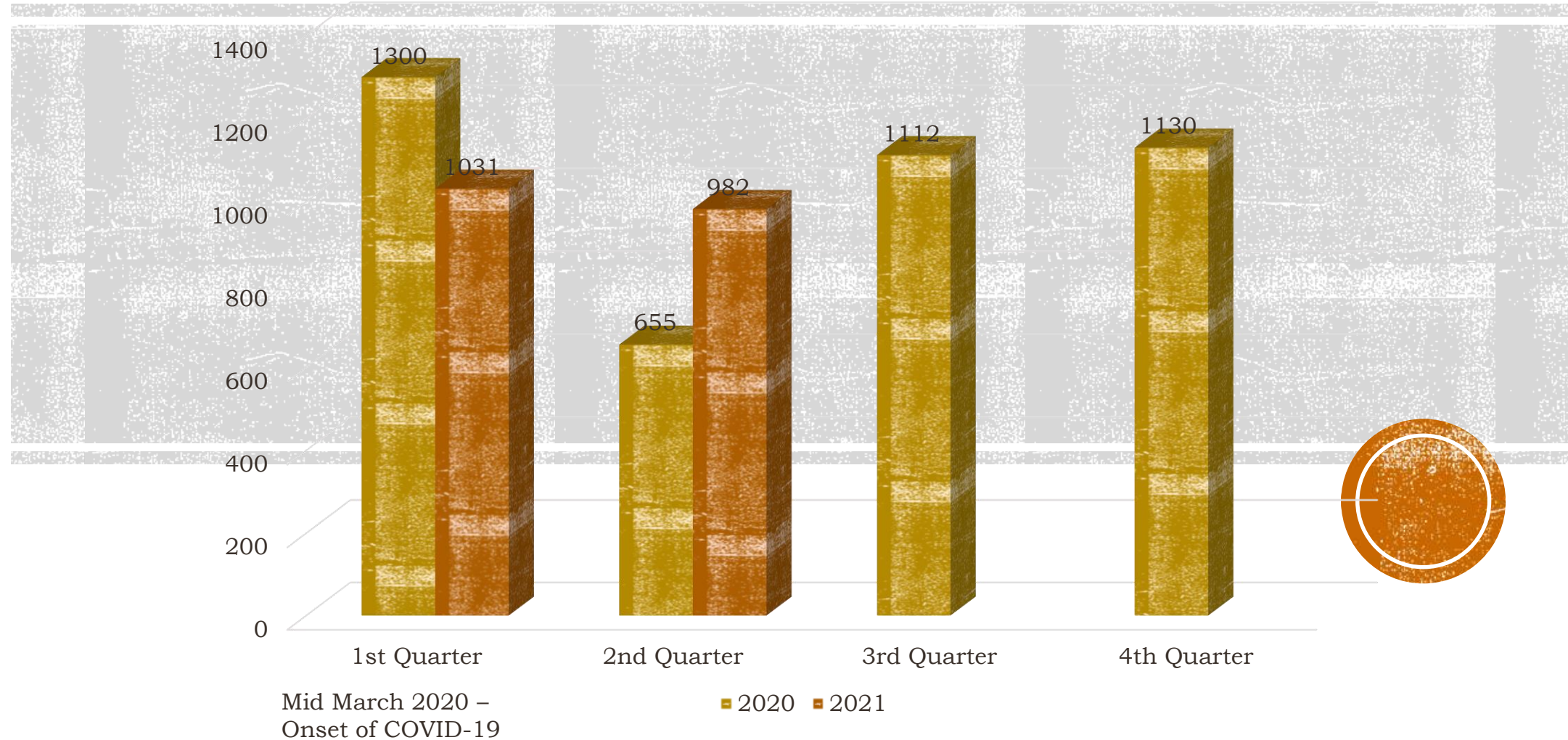


Bikes Loaded 2020 vs. 2021



Mid March 2020 –
Onset of COVID-19

Mobility Devices Boarded 2020 vs. 2021





Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 21, 2021

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.3

Financial Report

BACKGROUND

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

RECOMMENDATION

No action necessary.

FISCAL IMPACT

ATTACHMENTS

- I. May 2021 Financials



EXPENSES

ACCOUNT DESCRIPTION	2021 Jan-May	2020 Jan-May	+/-	%	2021 BUDGET	% OF BUDGET
Wages & Salaries	857,283.86	1,054,815.10	(197,531)	-18.7%	2,765,518	31.0%
Fringe Benefits	455,558.23	681,236.29	(225,678)	-33.1%	1,744,887	26.1%
Other Employment Expenses	21,717.35	14,172.97	7,544	53.2%	45,660	47.6%
Contract Services	36,287.37	16,467.54	19,820	120.4%	334,962	10.8%
Materials & Supplies	150,527.53	178,681.89	(28,154)	-15.8%	772,581	19.5%
Building & Equip Maintenance	124,833.98	102,606.53	22,227	21.7%	229,800	54.3%
Utilities	35,880.36	33,509.37	2,371	7.1%	101,898	35.2%
Insurance	173,958.00	194,399.67	(20,442)	-10.5%	172,980	100.6%
Miscellaneous	68.40	100.00	(32)	-31.6%	250	27.4%
Paratransit Services	196,048.09	195,885.33	163	0.1%	1,327,933	14.8%
Microtransit Services	202,115.73	-	202,116	0.0%	957,514	21.1%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
TOTAL	2,254,278.90	2,471,874.69	(217,596)	-8.8%	8,453,983	26.7%

REVENUES

ACCOUNT DESCRIPTION	2021 Jan-May	2020 Jan-May	+/-	%	2021 BUDGET	% OF BUDGET
Federal Operating Asst	-	-	-	0.0%	2,379,434	0.0%
State Operating Asst	-	666,772.00	(666,772)	-100.0%	2,282,575	0.0%
Other Local Municipalities	277,236.66	286,419.90	(9,183)	-3.2%	635,354	43.6%
Green Bay	520,000.00	520,000.00	-	0.0%	1,653,819	31.4%
Farebox Revenue-Fixed Route	152,816.54	176,360.66	(23,544)	-13.3%	550,000	27.8%
Farebox Revenue-Paratransit	89,110.00	92,053.00	(2,943)	-3.2%	569,800	15.6%
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	18,233.58	27,302.54	(9,069)	-33.2%	17,200	106.0%
State Fuel Refund	1,470.13	5,621.60	(4,151)	-73.8%	-	0.0%
Advertising	28,219.28	41,874.86	(13,656)	-32.6%	140,000	20.2%
Intercity Bus Commissions	2,869.13	2,744.32	125	4.5%	36,000	8.0%
Partnership Contributions	3,085.00	2,251.00	834	37.1%	189,800	1.6%
TOTAL	1,159,351.32	1,890,069.88	(730,719)	-38.7%	8,453,983	13.7%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	127	122	5	4.1%	307
Revenue Miles	296,231	349,359	(53,128)	-15.2%	943,784
Revenue Hours	20,213	25,051	(4,838)	-19.3%	63,959
Unlinked Passenger Trips	172,335	315,571	(143,236)	-45.4%	1,319,000
Revenue / Cost	51.4%	76.5%			1
Farebox Revenue / Mile	0.52	0.50	0	2.2%	1
Farebox Revenue / Pass Trip	0.89	0.56	0	58.7%	0
Farebox Revenue / Hour	7.56	7.04	1	7.4%	9
Passenger / Mile	0.58	0.90	(0)	-35.6%	1.40
Cost / Mile	6.27	6.51	(0)	-3.8%	7.94
Cost / Passenger Trip	10.77	7.21	4	49.3%	5.68



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 21, 2021

PREPARED BY

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



MEETING DATE

July 21, 2021

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.5

Next Transit Commission Meeting: Wednesday, August 18, 2021

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None