



AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, SEPTEMBER 15, 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 September 15, 2021 Transit Commission Agenda

C. Approval of Minutes.

1. Approval of August 18, 2021 Transit Commission Minutes

D. Regular Business.

E. Informational.

1. Operational Reports
2. Financial Report
3. Director's Report
4. Next Transit Commission Meeting: Wednesday, October 20, 2021

F. Adjournment.

- 1) **ACCESSIBILITY:** Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 2) **QUORUM:** Please take notice that a majority or quorum of the Common Council will attend this Transit Commission meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 3) **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 15, 2021

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # B.1

Approval of September 15, 2021 Transit Commission Agenda

BACKGROUND

Enclosed is the agenda for the Transit Commission meeting being held on September 15, 2021.

RECOMMENDATION

Staff recommends the approval of the agenda for September 15, 2021.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 15, 2021

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # C.1

Approval of August 18, 2021 Transit Commission Minutes

BACKGROUND

Enclosed are the proposed minutes from the Transit Commission meeting held on August 18, 2021.

RECOMMENDATION

Staff recommends the approval of the minutes from August 18, 2021.

FISCAL IMPACT

ATTACHMENTS

- I. August 18, 2021



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, AUGUST 18, 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, Rashad Cobb

Chair Roger Kolb called the meeting to order at 8:16 a.m.

B. APPROVAL OF THE AGENDA.

I. Approval of August 18, 2021 Transit Commission Agenda

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the August 18, 2021 agenda. Motion carried.

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

C. APPROVAL OF MINUTES.

I. Approval of July 21, 2021 Transit Commission Minutes

Moved by Commissioner Emily Ysebaert, seconded by Michael Conley-Kuhagen to approve the minutes from the July 21, 2021 Transit Commission meeting. Motion carried.

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

D. REGULAR BUSINESS.

I. Discussion/Action: Green Bay Metro's Drug and Alcohol Policy

Director Kiewiz stated that annually, staff reviews the Green Bay Metro Drug and Alcohol Policy.

The policy is reviewed to ensure compliance with the Federal Transit Administration. Changes are tracked within the document for review.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the Green Bay Metro's Drug and Alcohol Policy. Motion carried.

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

2. Discussion/Action: Incidental Use Request - FlixBus

Director Kiewiz stated FlixBus has requested access to the transitway. FlixBus would board passengers on two trips per day (12:50 p.m. and 2:45 p.m.) and operate Monday-Saturday. FlixBus will pay a monthly fee of \$200.00 for facility usage. The Federal Transit Administration has approved the incidental usage.

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to approve the incidental use request for FlixBus and to allow staff to complete an agreement with the city legal department. Motion carried.

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

3. Discussion/Action: Green Bay Metro Severe Weather Policy

Director Kiewiz stated that annually the staff reviews the Green Bay Metro Severe Weather Policy. Modifications were necessary due to recent route changes.

Moved by Commissioner Emily Ysebaert, seconded by Ald. Randy Scannell to approve the Green Bay Metro Severe Weather Policy. Motion carried.

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

E. INFORMATIONAL.

1. Operational Reports

Reports included: Fixed Route and Paratransit

Director Kiewiz provided an overview of the July ridership report. Fixed route and paratransit are gradually rising. Currently, GBM On Demand is providing about 80 trips per day.

2. Financial Report

Director Kiewiz reviewed the operating expense report through June of 2021. Currently, Metro is below budget.

3. Director's Report

Director Kiewiz provided an overall update.

The fixed route changes and expansion of microtransit services went well.

Staff have been prepping the first draft of Metro's 2022 budget.

Green Bay Metro is looking at adding an IT position. This position is included in the 2022 budget.

As Metro is upgrading the fareboxes with e-readers, Green Bay Metro will need to conduct a fare analysis. In order to do this, staff will be providing a rider survey on the buses to find out paying options, household income range, etc.

A brief discussion on the infrastructure bill and how it will be used, hoping it will be used like American Recovery and Reinvestment Act (ARRA) money. This would be the most beneficial for transit.

There was a brief discussion about the rise of the delta variant, inquiring about how Metro is doing on supplies of PPE/masks with the possible shortage and employees being vaccinated. We have all the safety measures in place.

4. Next Transit Commission Meeting: Wednesday, September 15, 2021

F. ADJOURNMENT.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to adjourn at 8:47 a.m. Motion carried.

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



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 15, 2021

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.1

Operational Reports

BACKGROUND

Operational reports included. Staff will present the reports.

RECOMMENDATION

No action necessary.

FISCAL IMPACT

ATTACHMENTS

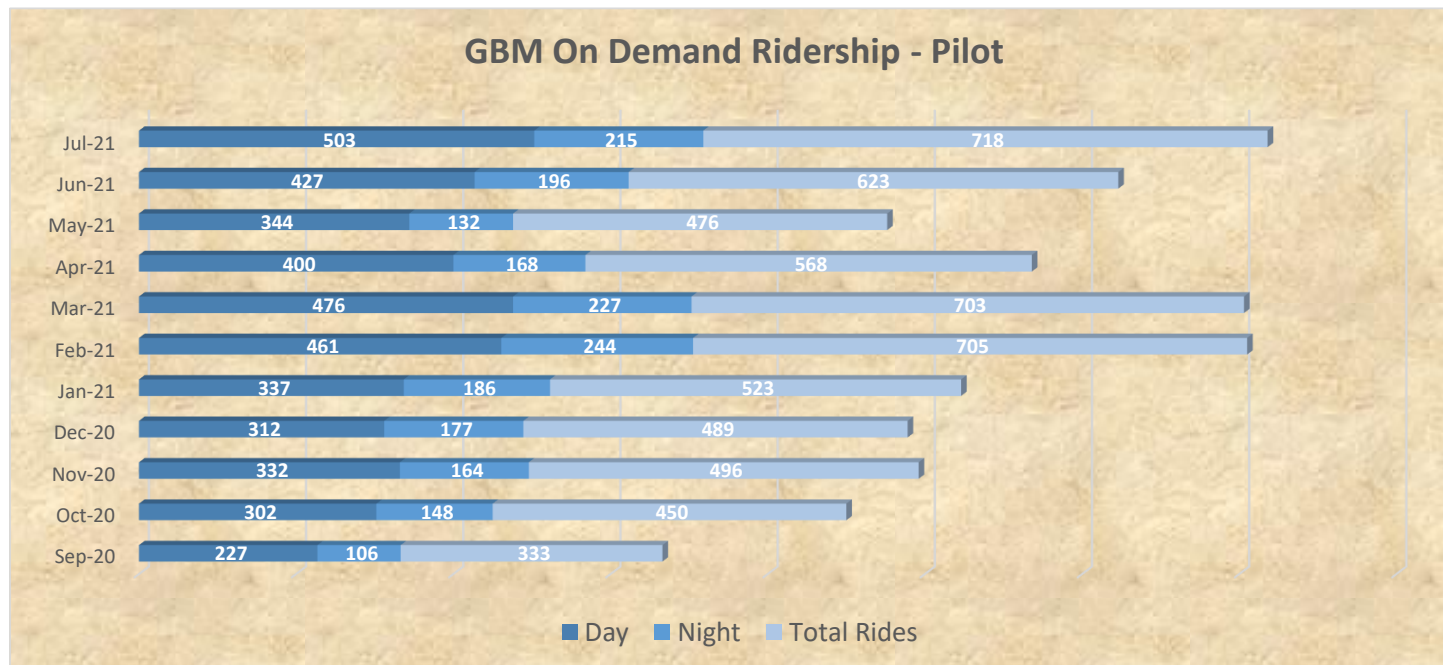
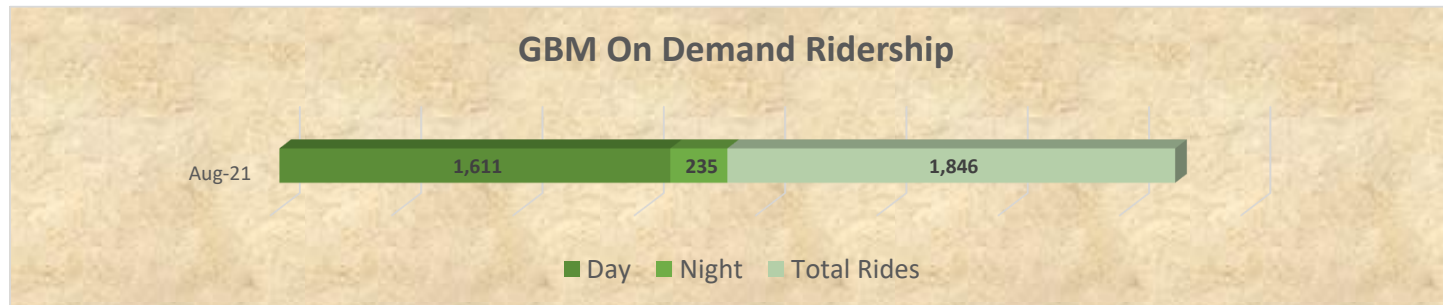
1. 08-Aug 2021 Micro KPIs (3)
2. 08-Aug 2021 RIDERSHIP

GBM On Demand Ridership

August 2021

GBM Passes			Cash Fares Collected			Free		Partnerships		
Adult (30, Day, Wkly)	Student (30, Day)	Reduced (30, Day)	Adult Fares	Student Fares	Reduced Fares	Free Ride	Green Saturday	ASHW - GBAPS	UWGB	TOTAL Passengers
659	0	2	822	30	43	233	48	0	9	1,846

	Day Service	Night Service	Target
Number of Rides	1611	235	
Operating Hours	1160	253	
Passengers per Vehicle Hour	1.39	0.93	3.0
Average Customer Wait Time (minutes)	10.80	12.18	<20.0
On-Time Pickups	93%	93%	95%



Day Service	Monday - Friday	5:45am - 8:45pm	Saturday	7:45am - 3:45pm
Night Service	Monday - Friday	8:45 pm - 10:45pm	Saturday	N/A

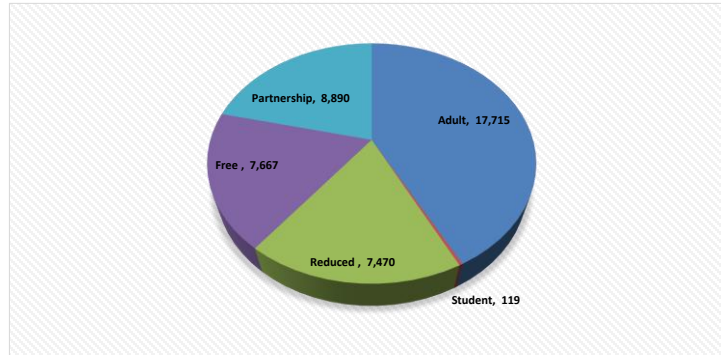
FIXED ROUTE RIDERSHIP

	ADULT CASH	ADULT SINGLE	ADULT DAY PASS	30-DAY ADULT PASS	STUDENT CASH	STUDENT SINGLE	STUDENT DAY PASS	30-DAY STUDENT PASS	REDUCED CASH	REDUCED SINGLE	REDUCED DAY PASS	30-DAY REDUCED PASS	WEEKLY PASS	REVENUE PASSENGERS
August 2021	1,181	-	4,463	9,789	11	-	52	26	209	-	3,379	3,837	801	23,748

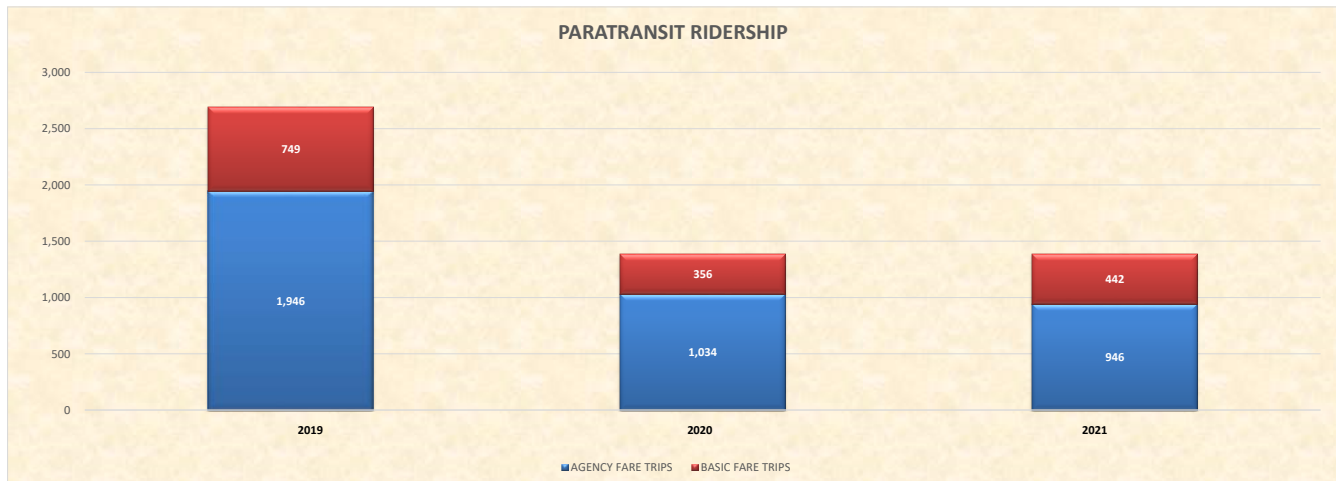
	GREEN SATURDAY	GAME DAY	MICRO	FREE FARE	FREE 4 & UNDER	PROMO	TOTAL FREE FARES	ASHWAU BENON SCHOOLS	GBAPS	UWGB	G-LINE DT-TT	TOTAL PARTNERSHIP FARES	TOTAL PASSENGERS FIXED ROUTE	YTD PASSENGERS FIXED ROUTE
August 2021	2,713	3,083	64	1,135	316	75	7,386	47	2,086	338	6,410	8,881	40,015	290,003

MICROTRANSIT ON DEMAND RIDERSHIP

	GBM Passes			Cash Fares Collected			Free		Partnerships			TOTAL ON DEMAND PASSENGERS	YTD PASSENGERS ON DEMAND	YTD PASSENGERS
	Adult (30, Day, Wkly)	Student (30, Day)	Reduced (30, Day)	Adult Fares	Student Fares	Reduced Fares	Free Ride	Green Saturday	ASHW - GBAPS	UWGB				
August 2021	659	0	2	822	30	43	233	48	0	9		1,846	6,145	296,148

**PARATRANSIT**

	AGENCY FARE TRIPS	BASIC FARE TRIPS	TOTAL TRIPS	BASIC FARE	AGENCY FARE	TOTAL FARES
August 2019	1,946	749	2,695	\$ 8,085	\$ 23,331	\$ 31,416
August 2020	1,034	356	1,390	\$ 5,560	\$ 15,506	\$ 21,066
August 2021	946	442	1,388	\$ 5,552	\$ 14,190	\$ 19,742
Change '20 & '21	(88)	86	(2)	\$ (8)	\$ (1,316)	\$ (1,324)
	-8.5%	24.2%	-0.1%	-0.1%	-8.5%	-6.3%
Change '19 & '21	(1,000)	(307)	(1,307)	\$ (2,533)	\$ (9,141)	\$ (11,674)
	-51.4%	-41.0%	-48.5%	-31.3%	-39.2%	-37.2%

PARATRANSIT RIDERSHIP



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 15, 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 for July.

RECOMMENDATION

No action necessary.

FISCAL IMPACT

ATTACHMENTS

- I. July 2021 Financials.xls



EXPENSES

ACCOUNT DESCRIPTION	2021 Jan-July	2020 Jan-July	+/-	%	2021 BUDGET	% OF BUDGET
Wages & Salaries	1,308,149.84	1,529,141.76	(220,992)	-14.5%	2,765,518	47.3%
Fringe Benefits	713,223.53	991,386.85	(278,163)	-28.1%	1,744,887	40.9%
Other Employment Expenses	25,461.32	27,550.87	(2,090)	-7.6%	45,660	55.8%
Contract Services	83,819.77	19,667.31	64,152	326.2%	334,962	25.0%
Materials & Supplies	215,662.69	240,076.68	(24,414)	-10.2%	772,581	27.9%
Building & Equip Maintenance	189,798.48	144,948.86	44,850	30.9%	229,800	82.6%
Utilities	48,857.89	49,850.79	(993)	-2.0%	101,898	47.9%
Insurance	195,848.00	217,219.67	(21,372)	-9.8%	172,980	113.2%
Miscellaneous	107.60	119.28	(12)	-9.8%	250	43.0%
Paratransit Services	303,349.67	256,231.23	47,118	18.4%	1,327,933	22.8%
Microtransit Services	301,508.59	-	301,509	0.0%	957,514	31.5%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
TOTAL	3,385,787.38	3,476,193.30	(90,406)	-2.6%	8,453,983	40.0%

REVENUES

ACCOUNT DESCRIPTION	2021 Jan-July	2020 Jan-July	+/-	%	2021 BUDGET	% OF BUDGET
Federal Operating Asst	1,003,266.00	39,107.00	964,159	2465.4%	2,379,434	42.2%
State Operating Asst	686,472.00	666,772.00	19,700	3.0%	2,282,575	30.1%
Other Local Municipalities	395,634.91	408,934.15	(13,299)	-3.3%	635,354	62.3%
Green Bay	728,000.00	728,000.00	-	0.0%	1,653,819	44.0%
Farebox Revenue-Fixed Route	226,457.04	205,747.36	20,710	10.1%	550,000	41.2%
Farebox Revenue-Paratransit	131,701.00	111,002.00	20,699	18.6%	569,800	23.1%
College Program Fares	1,560.00	3,483.00	(1,923)	-55.2%	-	0.0%
TMI Refund	65,431.00	65,187.00	244	0%	-	0.0%
Non-Transportation Revenue	19,461.67	29,602.79	(10,141)	-34.3%	17,200	113.1%
State Fuel Refund	3,232.76	7,895.68	(4,663)	-59.1%	-	0.0%
Advertising	44,162.60	64,343.90	(20,181)	-31.4%	140,000	31.5%
Intercity Bus Commissions	4,372.06	3,155.83	1,216	38.5%	36,000	12.1%
Partnership Contributions	85,820.00	104,068.00	(18,248)	-17.5%	189,800	45.2%
TOTAL	3,395,571.04	2,437,298.71	958,272	39.3%	8,453,983	40.2%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	180	175	5	2.9%	307
Revenue Miles	416,047	466,501	(50,454)	-10.8%	943,784
Revenue Hours	28,488	34,151	(5,663)	-16.6%	63,959
Unlinked Passenger Trips	249,987	373,401	(123,414)	-33.1%	1,319,000
Revenue / Cost	100.3%	70.1%			1
Farebox Revenue / Mile	0.54	0.44	0	23.4%	1
Farebox Revenue / Pass Trip	0.91	0.55	0	64.4%	0
Farebox Revenue / Hour	7.95	6.02	2	31.9%	9
Passenger / Mile	0.60	0.80	(0)	-24.9%	1.40
Cost / Mile	6.68	6.90	(0)	-3.2%	7.94
Cost / Passenger Trip	11.12	8.62	3	29.0%	5.68



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 15, 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

September 15, 2021

PREPARED BY

AGENDA ITEM # E.4

Next Transit Commission Meeting: Wednesday, October 20, 2021

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None