



AGENDA OF THE TRANSIT COMMISSION

**WEDNESDAY, MAY 18, 2022, 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 May 18, 2022 Transit Commission Agenda

C. Approval of Minutes.

1. Approval of the April 7, 2022 Transit Commission Minutes

D. Regular Business.

1. Presentation: 2021 Annual Financial Audit
2. Discussion/Action: Additional Cost for Replacement of Bus Lifts

E. Informational.

1. Marketing Report
2. Operational Reports
3. Financial Report
4. Director's Report
5. Next Transit Commission Meeting: Wednesday, June 15, 2022.

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

May 18, 2022

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # B.1

Approval of May 18, 2022 Transit Commission Agenda

BACKGROUND

Enclosed is the agenda for the Transit Commission meeting being held on May 18, 2022.

RECOMMENDATION

Staff recommends the approval of the agenda for May 18, 2022.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

May 18, 2022

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # C.I

Approval of the April 7, 2022 Transit Commission Minutes

BACKGROUND

Enclosed are the proposed minutes from the Transit Commission meeting held on April 7, 2022.

RECOMMENDATION

Staff recommends the approval of the minutes from April 7, 2022.

FISCAL IMPACT

ATTACHMENTS

- I. Transit Commission SPECIAL MEETING 4-7-22



MINUTES OF THE TRANSIT COMMISSION

THURSDAY, APRIL 7, 2022, 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, Excused: 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 April 7, 2022 Transit Commission Agenda

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Kevin Kuehn to approve the April 7, 2022 agenda. Motion carried.

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

C. APPROVAL OF MINUTES.

I. Approval of the March 16, 2022 Transit Commission Minutes

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Kevin Kuehn to approve the minutes from the March 16, 2022 meeting. Motion carried.

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

D. REGULAR BUSINESS.

I. Discussion/Action: One-Time Financial Stipend

Director Kiewiz stated the city has been working on a one-time financial stipend of \$500 for

employees that had worked through the pandemic and all the challenges. The City will be using their ARPA funds, which is their American Rescue Plan Act. Transit will utilize its own funding source from either the American Rescue Plans Act funds or CARES funds. This is meant to send appreciation to employees for what they have done and the challenges faced in the last two years. The Green Bay Amalgamated Transit Union, Local 857 and Green Bay International Union of Operating Engineers, AFL-CIO, Local 420 are both willing to accept the offer, pending Transit Commission action. Director Kiewiz stated she supports this wholeheartedly and based on the nature of this department, it was necessary for staff to report to work each day and continue to provide transportation to essential workers, despite the unknown and the challenges.

Commissioner Kevin Kuehn made a motion to approve the one-time financial stipend, but he would like to give it for \$1,000 to each employee. He asked Director Kiewiz for confirmation that there was funding available for this, she stated yes. He stated this group of employees have been here from the beginning. They never missed a beat! Commissioner Kuehn stated he wants to make certain that the employees know that the Commission appreciates everything that they do and continue to do through COVID-19, seconded by Commissioner Emily Ysebaert. She commented that they put themselves at risk by reporting to work, there were no service interruptions and everyone transitioned to the environment. Motion carried. Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Jessica Franco-Morales, No- None, Abstain- None

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

Director Kiewiz stated that per Federal Transit Administration (FTA) 49 CFR Part 673, Green Bay Metro is required to submit a Public Transit Agency Safety Plan ensuring compliance. Page three (3) of the document summarizes the changes. Modifications and revisions have been made to meet the new requirements. This document will be updated annually or as needed.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the Green Bay Metro's Public Transit Agency Safety Plan (PTASP). Motion carried.

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

E. INFORMATIONAL.

I. Next Transit Commission Meeting: Wednesday, May 18, 2022

F. ADJOURNMENT.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to adjourn at 8:27 a.m. Motion carried.

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



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

May 18, 2022

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.1

Presentation: 2021 Annual Financial Audit

BACKGROUND

Baker Tilly will present the Annual Financial Report for fiscal year 2021.

RECOMMENDATION

Receive and plan on file.

FISCAL IMPACT

ATTACHMENTS

1. Green Bay Transit AUD 12-31-21 FS FINAL
2. Green Bay Transit Audit Results 12-31-21 FINAL (003)

Green Bay Metro Transit

An Enterprise Fund of the
City of Green Bay, Wisconsin

Financial Statements and
Supplementary Information

December 31, 2021 and 2020

Green Bay Metro Transit

Table of Contents

December 31, 2021 and 2020

	<u>Page</u>
Independent Auditors' Report	1
Financial Statements	
Statements of Net Position	3
Statements of Revenues, Expenses and Changes in Net Position	4
Statements of Cash Flows	5
Notes to Financial Statements	7
Required Supplementary Information	
Schedule of Proportionate Share of Net Pension Liability (Asset) – Wisconsin Retirement System	21
Schedule of Contributions – Wisconsin Retirement System	21
Notes to Required Supplementary Information	22

Independent Auditors' Report

To the Transit Commission of
Green Bay Metro Transit

Opinion

We have audited the financial statements of Green Bay Metro Transit enterprise fund (Green Bay Metro Transit), of the City of Green Bay, Wisconsin, as of and for the years ended December 31, 2021 and 2020 and the related notes to the financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position for Green Bay Metro Transit, of the City of Green Bay, Wisconsin, as of December 31, 2021 and 2020 and the changes in financial position and, where applicable, cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Green Bay Metro Transit and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter

As discussed in Note 1, the financial statements of the Green Bay Metro Transit of the City of Green Bay, Wisconsin, are intended to present the financial position, the changes in the financial position and where applicable, cash flows of only the Green Bay Metro Transit. They do not purport to and do not, present fairly the financial position of the City of Green Bay, Wisconsin, as of December 31, 2021, and 2020, and the changes in financial position, or cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Green Bay Metro Transit's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information, as listed in the table of contents be presented to supplement the financial statements. Such information is the responsibility of management and, although not a part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements and other knowledge we obtained during our audit of the financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such missing information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic or historical context. Our opinion on the financial statements is not affected by this missing information.



Madison, Wisconsin
April 14, 2022

Green Bay Transit

Statements of Net Position

December 31, 2021 and 2020

	<u>2021</u>	<u>2020</u>
Assets		
Current Assets		
Cash	\$ 3,927,069	\$ 3,532,227
Receivables:		
Operating assistance, federal and state	-	1,350,000
Customer accounts receivable	169,448	232,873
Inventories	<u>269,105</u>	<u>256,559</u>
Total current assets	<u>4,365,622</u>	<u>5,371,659</u>
Noncurrent Assets		
Net pension asset	1,204,982	728,185
Capital assets:		
Land	1,064,643	1,064,643
Plant in service (at cost)	22,792,675	22,722,750
Construction work in progress	584,638	171,496
Accumulated depreciation	<u>(13,747,153)</u>	<u>(12,390,615)</u>
Total noncurrent assets	<u>11,899,785</u>	<u>12,296,459</u>
Total assets	<u>16,265,407</u>	<u>17,668,118</u>
Deferred Outflows of Resources		
Deferred outflows related to pension	<u>2,176,565</u>	<u>1,662,395</u>
Liabilities		
Current Liabilities		
Accounts payable	1,543,768	2,359,110
Accrued liabilities	140,035	112,851
Unearned revenue	73,846	81,428
Compensated absences	<u>120,333</u>	<u>111,261</u>
Total current liabilities	<u>1,877,982</u>	<u>2,664,650</u>
Noncurrent Liabilities		
Advances from municipalities for working capital	1,494,221	1,494,221
Compensated absences	<u>240,111</u>	<u>240,360</u>
Total noncurrent liabilities	<u>1,734,332</u>	<u>1,734,581</u>
Total liabilities	<u>3,612,314</u>	<u>4,399,231</u>
Deferred Inflows of Resources		
Deferred inflows related to pension	<u>2,959,553</u>	<u>2,185,833</u>
Net Position		
Net investment in capital assets	10,694,803	11,568,274
Restricted, pension	1,204,982	728,185
Unrestricted	<u>(29,680)</u>	<u>448,990</u>
Net position	<u>\$ 11,870,105</u>	<u>\$ 12,745,449</u>

See notes to financial statements

Green Bay Transit

Statements of Revenues, Expenses and Changes in Net Position

December 31, 2021 and 2020

	<u>2021</u>	<u>2020</u>
Operating Revenues		
Passenger fares for transit service	\$ 408,665	\$ 373,147
Special fares	273,901	361,926
Paratransit program fares	159	183
Nontransportation Revenue:		
Advertising	96,134	119,366
Partnerships	191,922	147,153
Other	<u>50,567</u>	<u>64,756</u>
Total operating revenues	<u>1,021,348</u>	<u>1,066,531</u>
Operating Expenses		
Salaries and wages	2,474,486	2,571,463
Employee fringe benefits	1,214,430	1,748,942
Contractual services	330,276	287,670
Fuel	292,274	200,289
Materials and supplies, tires and tubes	31,078	29,868
Materials and supplies, other	377,257	673,358
Heat, light, and power	92,948	90,164
Insurance and taxes	139,843	153,283
Paratransit program	556,901	489,536
Microtransit program	830,244	214,563
Equipment replacement, repairs and leases	156,009	83,363
Depreciation	1,394,837	1,437,524
Other	<u>35,515</u>	<u>20,942</u>
Total operating expenses	<u>7,926,098</u>	<u>8,000,965</u>
Operating loss	<u>(6,904,750)</u>	<u>(6,934,434)</u>
Nonoperating Revenues (Expenses)		
Interest income	2,139	10,447
Federal operating assistance	2,429,953	1,694,158
Federal operating assistance, CARES	-	1,350,000
State operating assistance	2,431,972	2,399,494
Local operating assistance	632,664	42,782
Gain (loss) on disposal of capital assets	<u>11,311</u>	<u>9,107</u>
Total nonoperating revenues (expenses)	<u>5,508,039</u>	<u>5,505,988</u>
Loss before contributions and transfers	(1,396,711)	(1,428,446)
Transfer in, Municipality, Capital	41,756	5,188
Capital Contributions, Federal Grants	479,611	296,837
Capital Contributions, State Grants	-	1,863,696
Change in net position	(875,344)	737,275
Net Position, Beginning	<u>12,745,449</u>	<u>12,008,174</u>
Net Position, Ending	<u>\$ 11,870,105</u>	<u>\$ 12,745,449</u>

See notes to financial statements

Green Bay Transit

Statements of Cash Flows

December 31, 2021 and 2020

	<u>2021</u>	<u>2020</u>
Cash Flows From Operating Activities		
Received from customers	\$ 1,077,191	\$ 914,213
Paid to suppliers for goods and services	(3,311,801)	(2,021,122)
Paid to employees for services	<u>(3,688,916)</u>	<u>(4,322,926)</u>
Cash flows from operating activities	<u>(5,923,526)</u>	<u>(5,429,835)</u>
Cash Flows From Noncapital Financing Activities		
Operating subsidies received, local	92,992	1,649,528
Operating subsidies received, state	2,431,972	2,399,494
Operating subsidies received, federal	<u>3,779,953</u>	<u>2,186,290</u>
Cash flows from noncapital financing activities	<u>6,304,917</u>	<u>6,235,312</u>
Cash Flows From Capital and Related Financing Activities		
Acquisition and construction of capital assets	(521,366)	(2,165,722)
State capital assistance	-	1,863,696
Local capital assistance	41,756	5,188
Federal capital assistance	479,611	296,837
Proceeds received on sale of capital assets	<u>11,311</u>	<u>9,107</u>
Cash flows from capital and related financing activities	<u>11,312</u>	<u>9,106</u>
Cash Flows From Investing Activities		
Interest Received	<u>2,139</u>	<u>10,447</u>
Net change in cash and cash equivalents	394,842	825,030
Cash and Cash Equivalents, Beginning	<u>3,532,227</u>	<u>2,707,197</u>
Cash and Cash Equivalents, Ending	<u>\$ 3,927,069</u>	<u>\$ 3,532,227</u>
Noncash Capital and Financing Activities		
None		

See notes to financial statements

Green Bay Transit

Statements of Cash Flows

December 31, 2020 and 2019

	<u>2021</u>	<u>2020</u>
Reconciliation of Operating Loss to Cash Flows From Operating Activities		
Operating loss	\$ (6,904,750)	\$ (6,934,434)
Noncash items included in operating loss:		
Depreciation	1,394,837	1,437,524
Change in assets and liabilities:		
Accounts receivable	63,425	(64,489)
Inventories	(12,546)	2,133
Accounts payable	(275,670)	379,684
Accrued liabilities	27,184	(183,395)
Unearned revenue	(7,582)	(87,829)
Compensated absences	8,823	(27,098)
OPEB related deferrals and liabilities	-	-
Pension related deferrals and assets	<u>(217,247)</u>	<u>48,069</u>
Net cash flows from operating activities	<u>\$ (5,923,526)</u>	<u>\$ (5,429,835)</u>

See notes to financial statements

1. Summary of Significant Accounting Policies

The financial statements of Green Bay Transit (Metro) have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to enterprise funds of government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The significant accounting principles and policies utilized by transit are described below:

Reporting Entity

Green Bay Transit, an enterprise fund of the City of Green Bay, Wisconsin (City), provides services to the cities of Green Bay and De Pere and the Villages of Ashwaubenon, Allouez and Bellevue. Each has agreed to finance the annual operating loss after applying federal and state aids in an amount equal to its share of bus mileage to total bus mileage. The total of each one's share of the current year-end operating loss is recorded as local operating assistance revenue in the financial statements. The transit is governed by the Transit Commission which consists of a City Council member and citizen representatives.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

Metro is presented as an enterprise fund of the municipality. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business or where the governing body has decided that the determination of revenues earned, costs incurred and net income is necessary for management accountability.

The financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position

Deposits and Investments

For purposes of the statement of cash flows, cash and cash equivalents have original maturities of three months or less from the date of acquisition.

Investment of Metro funds is restricted by state statutes. Investments are limited to:

- Time deposits in any credit union, bank, savings bank or trust company maturing in three years or less.
- Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of the state. Also, bonds issued by a local exposition district, local professional baseball park district, local professional football stadium district, local cultural arts district, the University of Wisconsin Hospitals and Clinics Authority or the Wisconsin Aerospace Authority.

Green Bay Metro Transit

Notes to Financial Statements

December 31, 2021 and 2020

- Bonds or securities issued or guaranteed by the federal government.
- The local government investment pool.
- Any security maturing in seven years or less and having the highest or second highest rating category of a nationally recognized rating agency.
- Securities of an open end management investment company or investment trust, subject to various conditions and investment options.
- Repurchase agreements with public depositories, with certain conditions.

Metro is included in the City's investment policy which follows the state statutes for allowable investments.

Investments are stated at fair value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. Fair values are based on quoted market prices or similar information. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statements as increases or decreases in investment income. Fair values may have changed significantly after year-end.

Accounts Receivable

Metro considers receivables from government units to be fully collectible; accordingly, no allowance for doubtful accounts from governmental units is presented.

Inventories

Materials and supplies are generally used for operation and maintenance work, not for resale. They are valued at lower of cost or market utilizing the weighted average method and charged to operation and maintenance expense when used.

Pensions

For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms, investments are reported at fair value.

Capital Assets

Capital assets are defined by Metro as assets with an initial, individual cost of at least \$5,000 and an estimated useful life in excess of five years.

Additions to and replacements of transit capital assets are recorded at original cost, which includes material, labor, overhead and an allowance for the cost of funds used during construction when significant. The cost of renewals and betterments relating to retirement units is added to capital asset accounts. The cost of property replaced, retired or otherwise disposed of, is deducted from capital asset accounts and, generally, together with removal costs less salvage, is charged to accumulated depreciation. The provision for depreciation shown in the financial statements results from the application of straight-line rates to original costs.

Green Bay Metro Transit

Notes to Financial Statements

December 31, 2021 and 2020

A summary of depreciation lives follows:

	<u>Years</u>
Buildings and improvements	15 - 40
Machinery and equipment	3 - 15

Deferred Outflow of Resources

A deferred outflow of resources represents a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expense) until that future time.

Compensated Absences

It is Metro's policy to permit employees to accumulate earned but unused vacation and sick leave benefits in accordance with employee handbook policies. All vacation and sick leave is accrued when incurred in the financial statements.

Employees earn varying amounts of vacation based on years of service. Vacation time is accrued throughout the year. This liability is reported as a current liability on the statements of net position.

Other Liabilities

Other accrued liabilities represent accrued payroll and related benefits at year end.

Deferred Inflows of Resources

A deferred inflow of resources represents an acquisition of net position that applies to a future period and therefore will not be recognized as an inflow of resources (revenue) until that future time.

Revenues and Expenses

Revenue Recognition

Metro distinguishes *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services. The principal operating revenues of the transit system are charges to customers for services. In addition, the transit system also receives operating subsidies from state, local and federal governments. Operating expenses include the cost of services, administrative expenses and depreciation on capital assets. Other revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Charges for Services

Metro fares are recorded as revenue continuously through the year. Current fares were made effective January 1, 2020 as approved by the Green Bay Transit Commission. Unearned revenues represents an estimate of tickets and passes purchased by agencies and other organizations that are not yet redeemed.

Capital Contributions

Metro has received federal, state, local and other grants to pay a portion of the costs of capital assets or capital associated maintenance items. The value of property contributed to Metro is reported as revenues on the statement of revenues, expenses and statement of net position.

Effect of New Accounting Standards on Current Period Financial Statements

GASB has approved, Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period*, Statement No. 91, *Conduit Debt Obligations*, Statement No. 92, *Omnibus 2020*, Statement No. 93, *Replacement of Interfund Bank Offered Rates*, Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, Statement No. 96, *Subscription-Based Information Technology Arrangements* and Statement No. 97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*. When they become effective, application of these standards may restate portions of these financial statements.

Comparative Data

Certain amounts presented in the prior year data may have been reclassified in order to be consistent with the current year's presentation.

2. Deposits and Investments

Generally accepted accounting principles require the disclosure of Metro's cash and investment balances and their applicable investment insurance coverage. Metro's cash and investments are commingled with the entire City; therefore, individual fund bank balances cannot be determined. Please refer to the Citywide statements for further information.

Green Bay Metro Transit

Notes to Financial Statements
December 31, 2021 and 2020

3. Changes in Capital Assets

A summary of changes in Metro capital assets for 2021 and 2020 follows:

	Balance 1/1/21	Additions	Retirements	Adjustments	Balance 12/31/21
Capital assets, not being depreciated					
Land	\$ 1,064,643	\$ -	\$ -	\$ -	\$ 1,064,643
Capital assets being depreciated					
Buildings and improvements	6,693,395	-	-	-	6,693,395
Improvements other than buildings	99,513	-	-	-	99,513
Fare equipment	721,712	-	6,029	-	715,683
Revenue Vehicles	13,894,473	-	-	-	13,894,473
Service Vehicles	194,094	-	13,079	-	181,014
Fuel holders, processors and accessories	245,734	-	-	-	245,734
Communications equipment	577,993	45,468	-	-	623,461
Machinery and equipment	295,836	62,756	19,191	-	339,401
Total capital assets being depreciated	22,722,750	108,224	38,299	-	22,792,675
Construction in progress	171,496	413,142	-	-	584,638
Total capital assets	23,958,889	521,366	38,299	-	24,441,956
Less accumulated depreciation	(12,390,615)	(1,394,837)	38,299	-	(13,747,153)
Net Metro system plant	<u>\$ 11,568,274</u>				<u>\$ 10,694,803</u>
	Balance 1/1/20	Additions	Retirements	Adjustments	Balance 12/31/20
Capital assets, not being depreciated					
Land	\$ 1,064,643	\$ -	\$ -	\$ -	\$ 1,064,643
Capital assets being depreciated					
Buildings and improvements	6,561,515	-	-	131,880	6,693,395
Improvements other than buildings	64,625	34,888	-	-	99,513
Fare equipment	721,712	-	-	-	721,712
Revenues vehicles	13,805,817	1,828,808	1,740,152	-	13,894,473
Service vehicles	168,157	25,937	-	-	194,094
Fuel holders, processors, and accessories	245,734	-	-	-	245,734
Communications equipment	577,993	-	-	-	577,993
Machinery and equipment	323,123	104,593	-	(131,880)	295,836
Total capital assets being depreciated	22,468,676	1,994,226	1,740,152	-	22,722,750
Construction in progress	-	171,496	-	-	171,496
Total capital assets	23,533,319	2,165,722	1,740,152	-	23,958,889
Less accumulated depreciation	(12,693,243)	(1,437,524)	1,740,152	-	(12,390,615)
Net Metro system plant	<u>\$ 10,840,076</u>				<u>\$ 11,568,274</u>

Green Bay Metro Transit

Notes to Financial Statements

December 31, 2021 and 2020

4. Advances from Municipalities

Each municipality/tribe serviced by Metro has agreed to share in the annual net operating loss on a basis equal to its share of mileage to total bus mileage. The method for funding operations is to request advance funding from each municipality for its pro-rate share of the budgeted operating loss on a monthly or quarterly basis. At year-end each municipality's share of the actual operating loss is calculated and the municipality is either issued a refund or billed an additional amount. Each municipality has also advanced cash to the Metro for working capital. An analysis of advances from municipalities held for working capital on December 31, 2021 and 2020 is as follows.

	<u>City of Green Bay</u>	<u>City of De Pere</u>	<u>Village of Ashwaubenon</u>	<u>Village of Allouez</u>	<u>Village of Bellevue</u>	<u>Oneida Tribe of Indians</u>	<u>Total</u>
Long-term advances held for working capital	\$ 982,190	\$ 96,119	\$ 176,764	\$ 96,468	\$ 4,340	\$ 138,340	\$ 1,494,221

5. Net Position

GASB No. 34 requires the classification of net position into three components – net investment in capital assets; restricted; and unrestricted. These classifications are defined as follows:

Net Investment in Capital Assets – This component of net position consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds are not included in the calculation of net investment in capital assets. Rather, that portion of the debt is included in the same net position component as the unspent proceeds. As of December 31, 2021 and 2020, Metro does not have any outstanding debt.

Restricted – This component of net position consists of constraints placed on net asset use through external constraints imposed by creditors (such as through debt covenants), grantors, contributors or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation. As of December 31, 2021, Metro has a restricted net position for the pension asset.

Unrestricted Net Position – The component of net position consist of net position that does not meet the definition of *restricted* or *net investment in capital assets*.

When both restricted and unrestricted resources are available for use, it is Metro's policy to use restricted resources first, then unrestricted resources as they are needed.

6. Employee Retirement System

Plan Description: The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011 expected to work at least 1,200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

Green Bay Metro Transit

Notes to Financial Statements

December 31, 2021 and 2020

ETF issues a standalone Annual Comprehensive Financial Report (ACFR), which can be found at <http://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Vesting: For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Benefits Provided: Employees who retire at or after age 65 (54 for protective occupation employees, 62 for elected officials and State executive participants, if hired on or before December 31, 2016) are entitled to retirement benefit based on a formula factor, their average earnings and creditable service.

Final average earnings is the average of the participant's three highest earnings period. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at age 55 (50 for protective occupation employees) and receive an actuarially reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

Post-retirement Adjustments: The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the floor) set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

	<u>Core Fund Adjustment</u>	<u>Variable Fund Adjustment</u>
<u>Years</u>		
2009	(2.1) %	(42) %
2010	(1.3)	22
2011	(1.2)	11
2012	(7.0)	(7)
2013	(9.6)	9
2014	4.7	25
2015	2.9	2
2016	0.5	(5)
2017	2.0	4.0
2018	2.4	17.0
2019	0.0	(10.0)
2020	1.7	21.0

Green Bay Metro Transit

Notes to Financial Statements

December 31, 2021 and 2020

Contributions: Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers and executives and elected officials. Starting January 1, 2016, the Executives and Elected Officials category merged into the General Employee category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

The WRS recognized \$217,143 and \$235,323 in contributions from the Utility during the current and prior reporting periods, respectively.

Contribution rates for the plan year reported as of December 31, 2021 and December 31, 2020 are:

	<u>2021</u>		<u>2020</u>	
	<u>Employee</u>	<u>Employer</u>	<u>Employee</u>	<u>Employer</u>
General (including executives and elected officials)	6.75 %	6.75 %	6.55 %	6.55 %
Protective with Social Security	6.75 %	11.65 %	6.55 %	10.55 %
Protective without Social Security	6.75 %	16.25 %	6.55 %	14.95 %

Pension Liabilities, Pension Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2021, the Utility reported a liability (asset) of \$(1,204,982) for its proportionate share of the net pension liability (asset). The net pension liability (asset) was measured as of December 31, 2020, and the total pension liability used to calculate the net pension liability (asset) was determined by an actuarial valuation as of December 31, 2019 rolled forward to December 31, 2020. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Utility's proportion of the net pension liability (asset) was based on the Utility's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2020, the Village of BT's proportion was 0.59936518 percent, which was an increase of 0.00031779 percent from its proportion measured as of December 31, 2019.

At December 31, 2020, the Utility reported a liability (asset) of \$(728,185) for its proportionate share of the net pension liability (asset). The net pension liability (asset) was measured as of December 31, 2019, and the total pension liability used to calculate the net pension liability (asset) was determined by an actuarial valuation as of December 31, 2018 rolled forward to December 31, 2019. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Utility's proportion of the net pension liability (asset) was based on the Utility's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2019, the Village of BT's proportion was 0.0227638 percent, which was an increase of 0.00046924 percent from its proportion measured as of December 31, 2018.

For the years ended December 31, 2021 and 2020, the Metro recognized pension expense of \$217,247 and \$48,069 respectively.

Green Bay Metro Transit

Notes to Financial Statements

December 31, 2021 and 2020

At December 31, 2021, the Metro reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Green Bay Metro	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 1,950,583	\$ 485,472
Changes in assumption	36,702	-
Net differences between project and actual earnings on pension plan	-	2,469,782
Changes in proportion and differences between employer contributions and proportionate share of contributions	44	4,299
Employer contributions subsequent to the measurement date	189,236	-
Total	<u>\$ 2,176,565</u>	<u>\$ 2,959,553</u>

At December 31, 2020, the Metro reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Green Bay Metro	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 1,387,338	\$ 700,701
Changes in assumption	57,843	-
Net differences between project and actual earnings on pension plan	-	1,479,154
Changes in proportion and differences between employer contributions and proportionate share of contributions	71	5,978
Employer contributions subsequent to the measurement date	217,143	-
Total	<u>\$ 1,662,395</u>	<u>\$ 2,185,833</u>

Green Bay Metro Transit

Notes to Financial Statements

December 31, 2021 and 2020

Deferred outflows related to pension resulting from the WRS Employer's contributions subsequent to the measurement date reported in the tables above will be recognized as a reduction of the net pension liability (asset) in the subsequent year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Years ending December 31:

2022	\$ (250,608)
2023	(69,101)
2024	(458,433)
2025	(194,082)
2026	-
Thereafter	-
Total	<u>\$ (972,224)</u>

Actuarial assumptions: The total pension liability in the actuarial valuation used in the current and prior year was determined using the following actuarial assumptions, applied to all periods included in

	<u>2021</u>	<u>2020</u>
Actuarial valuation date	December 31, 2019	December 31, 2018
Measurement date of net pension liability (asset)	December 31, 2020	December 31, 2019
Actuarial cost method	Entry Age Normal	Entry Age Normal
Asset valuation method	Fair Value	Fair Value
Long-term expected rate of return	7.0%	7.0%
Discount rate	7.0%	7.0%
Salary increases		
Inflation	3.0%	3.0%
Seniority/Merit	0.1% - 5.6%	0.1% - 5.6%
Mortality	Wisconsin 2018 Mortality Table	Wisconsin 2018 Mortality Table
Post-retirement adjustments * the measurement:	1.9%	1.9%

* No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. The percentages listed above are the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.

Green Bay Metro Transit

Notes to Financial Statements

December 31, 2021 and 2020

Long-Term Expected Return on Plan Assets: The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class as of December 31, 2021 are summarized in the following table:

Core Fund Asset Class	Asset Allocation %	Long-Term Expected Nominal Rate of Return %	Long-Term Expected Real Rate of Return %
Global Equities	51 %	7.2 %	4.7 %
Fixed Income	25	3.2	0.8
Inflation Sensitive Assets	16	2.0	(0.4)
Real Estate	8	5.6	3.1
Private Equity/Debt	11	10.2	7.6
Multi-Asset	4	5.8	3.3
Total Core Fund	115	6.6	4.1
Variable Fund Asset Class			
U.S. Equities	70	6.6	4.1
International Equities	30	7.4	4.9
Total Variable Fund	100	7.1	4.6

New England Pension Consultants Long-Term U.S. CPI (Inflation) Forecast: 2.4 percent.

Asset Allocations are managed within established ranges, target percentages may differ from actual monthly allocations.

Green Bay Metro Transit

Notes to Financial Statements
December 31, 2021 and 2020

The target allocation and best estimates of arithmetic real rates of return for each major asset class as of December 31, 2020 are summarized in the following table:

Core Fund Asset Class	Asset Allocation %	Long-Term Expected Nominal Rate of Return %	Long-Term Expected Real Rate of Return %
Global Equities	49 %	8.0 %	5.1 %
Fixed Income	24.5	4.9	2.1
Inflation Sensitive Assets	15.5	4.0	1.2
Real Estate	9	6.3	3.5
Private Equity/Debt	8	10.6	7.6
Multi-Asset	4	6.9	4.0
Total Core Fund	110	7.5	4.6
Variable Fund Asset Class			
U.S. Equities	70	7.5	4.6
International Equities	30	8.2	5.3
Total Variable Fund	100	7.8	4.9

New England Pension Consultants Long-Term U.S. CPI (Inflation) Forecast: 2.75 percent.
Asset Allocations are managed within established ranges, target percentages may differ from actual monthly allocations.

Single discount rate: A single discount rate of 7.00 percent was used to measure the total pension liability as of December 31, 2021 and December 31, 2020. This single discount rate was based on the expected rate of return on pension plan investments of 7.00 percent and a long term bond rate of 2.0 percent and 2.75 percent, in 2021 and 2020 respectively. (Source: Fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity Index's 20-year *Municipal GO AA Index* as of December 31, 2020 and 2019, respectively. In describing this index, Fidelity notes that the Municipal Curves are constructed using option-adjusted analytics of a diverse population of over 10,000 tax-exempt securities.) Because of the unique structure of WRS, the 7.00 percent expected rate of return implies that a dividend of approximately 1.9 percent will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Green Bay Metro Transit

Notes to Financial Statements

December 31, 2021 and 2020

Sensitivity of the Utility's proportionate share of the net pension liability (asset) to changes in the discount rate: The following presents the Utility's proportionate share of the net pension liability (asset) calculated using the current discount rate, as well as what the Utility's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate.

The sensitivity analysis as of December 31, 2021 follows:

	2021		
	1% Decrease to Discount Rate (6.00%)	Current Discount Rate (7.00%)	1% Increase to Discount Rate (8.00%)
Green Bay Metro's proportionate share of the net position liability (asset)	\$ 1,068,537	\$ (1,204,982)	\$ \$ (2,731,932)

The sensitivity analysis as of December 31, 2020 follows:

	2020		
	1% Decrease to Discount Rate (6.00%)	Current Discount Rate (7.00%)	1% Increase to Discount Rate (8.00%)
Green Bay Metro's proportionate share of the net position liability (asset)	\$ 1,890,204	\$ 1,890,204	\$ \$ (2,695,910)

	2020		
	1% Decrease to Discount Rate (6.00%)	Current Discount Rate (7.00%)	1% Increase to Discount Rate (8.00%)
Green Bay Metro's proportionate share of the net position liability (asset)	\$ 1,890,204	\$ (728,185)	\$ (2,695,910)

Pension plan fiduciary net position: Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <http://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

7. Risk Management (Commercial/Self Insurance)

Metro is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; worker's compensation; and health care of its employees. These risks are covered through the purchase of commercial insurance, with minimal deductibles. Settled claims have not exceeded the commercial liability in any of the past three years. There were no significant reductions in coverage compared to the prior year.

Transit Mutual Insurance Corporation of Wisconsin (TMI)

Transit Mutual Insurance Corporation of Wisconsin (TMI) is a municipal mutual insurance corporation, which insures auto liability and vehicle physical damage for municipally-owned transit systems in Wisconsin. Each insured property is an owner of the mutual insurance corporation. The City insures its transit systems' auto liability and physical damage with TMI and is an owner of the corporation.

Effective June 1, 2016, TMI issued to the City an auto liability insurance policy with a combined single limit coverage of \$10,000,000. In addition, the City's policy provides for \$25,000 per person and \$50,000 per accident in uninsured motorist insurance.

The physical damage policy issued by TMI to the City provides collision and comprehensive coverage for the lesser of the agreed value or the cost of repairs minus a \$500 per accident deductible for private passenger and service units and a \$1,000 per accident deductible for bus units.

Management of TMI consists of a board of directors comprised of one representative for each member. The City does not exercise any control over the activities of the corporation beyond its representation on the board of directors.

Premiums are determined in advance of each premium year, which begins on January 1. TMI is an assessable mutual; accordingly, the board of directors may require that supplemental contributions be made by members to ensure adequate funds are available to meet the obligations applicable to the premium year. Members are required by Wisconsin statute and TMI bylaws to fund any deficit attributable to a premium year during which they were a member. TMI was incorporated in 1985 and began issuing insurance policies in 1986; there has never been a member assessment beyond the annual premiums.

Metro's share of this corporation is 6.35 percent for auto liability and 14.85 percent of physical damage liability. A list of the other members and their share of participation is available in the TMI report, which is available from TMI, PO Box 1135, Appleton, WI 54915-1483 or by email from tmi@transitmutual.com.

8. Commitments and Contingencies

Grants

Metro has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to requests for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. Management believes such disallowances, if any, would be immaterial.

9. Subsequent Events

Metro evaluated subsequent events through the date that the financial statements were available to be issued, for events requiring recording or disclosure in the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

Green Bay Metro Transit

Schedule of Proportionate Share of the Net Pension Liability (Asset) - Wisconsin Retirement System
Year Ended December 31, 2021

Fiscal Year Ending	Proportion of the Net Pension Liability	Proportionate Share of the Net Pension Liability (Asset)	Covered Payroll	Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability (Asset)
12/31/21	0.59936518%	\$ (1,204,982)	\$ 3,216,933	58.02%	105.26%
12/31/20	0.59904739%	(728,185)	3,592,716	-20.27%	102.96%
12/31/19	0.02230086%	793,395	3,538,433	22.42%	96.45%
12/31/18	0.02203803%	(654,335)	3,336,388	19.61%	102.93%
12/31/17	0.02178115%	179,531	3,191,288	5.63%	99.12%
12/31/16	0.01930818%	313,750	3,229,044	9.72%	98.20%
12/31/15	0.02112949%	(519,000)	3,403,629	15.25%	102.74%

Schedule of Employer Contributions - Wisconsin Retirement System
Year Ended December 31, 2021

Fiscal Year Ending	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
12/31/21	\$ 189,236	\$ (189,236)	\$ -	2,803,496	6.75%
12/31/20	217,143	(217,143)	-	3,216,933	6.75%
12/31/19	235,323	(235,323)	-	3,592,716	6.55%
12/31/18	237,076	(237,076)	-	3,538,433	6.70%
12/31/17	226,874	(226,874)	-	3,336,388	6.80%
12/31/16	210,625	(210,625)	-	3,191,288	6.60%
12/31/15	219,575	(219,575)	-	3,229,044	6.80%

See notes to required supplementary information

Metro Transit System

Notes to Required Supplementary Information
Year Ended December 31, 2021

Changes of benefit terms . There were no changes of benefit terms for any participating employer in WRS.

Changes of assumptions .

	2015 - 2018	2019 - 2021
Long-term expected rate of return	7.2%	7.0%
Discount rate	7.2%	7.0%
Salary increases		
Inflation	3.2%	3.0%
Seniority/Merit	0.2% - 5.6%	0.1% - 5.6%
Mortality	Wisconsin 2012 Mortality Table	Wisconsin 2018 Mortality Table
Post-retirement adjustments	2.10%	1.90%

These schedules are presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend is compiled, information is presented for those years for which information is available.



Reporting and insights from 2021 audit:

Green Bay Metro Transit

December 21, 2021

Executive summary

April 14, 2022

To the Transit Commission
Green Bay Metro Transit

We have completed our audit of the financial statements Green Bay Metro Transit (Metro) for the year ended December 31, 2021, and have issued our report thereon dated April 14, 2022. This letter presents communications required by our professional standards.

Your audit should provide you with confidence in your financial statements. The audit was performed based on information obtained from meetings with management, data from your systems, knowledge of your Metro's operating environment and our risk assessment procedures. We strive to provide you clear, concise communication throughout the audit process and of the final results of our audit.

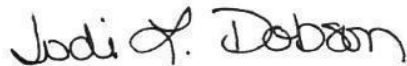
Additionally, we have included information on key risk areas Metro should be aware of in your strategic planning. We are available to discuss these risks as they relate to your organization's financial stability and future planning.

If you have questions at any point, please connect with us:

- Jodi Dobson, Partner: jodi.dobson@bakertilly.com or +1 (608) 240 2469
- Ryan O'Donnell, Senior Manager: ryan.odonnell@bakertilly.com or +1 (608) 240 2606

Sincerely,

Baker Tilly US, LLP



Jodi Dobson, Partner

Responsibilities

Our responsibilities

As your independent auditor, our responsibilities include:

- Planning and performing the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. Reasonable assurance is a high level of assurance.
- Assessing the risks of material misstatement of the financial statements, whether due to fraud or error. Included in that assessment is a consideration of the Metro's internal control over financial reporting.
- Performing appropriate procedures based upon our risk assessment.
- Evaluating the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management.
- Forming and expressing an opinion based on our audit about whether the financial statements prepared by management, with the oversight of the Transit Commission:
 - Are free from material misstatement
 - Present fairly, in all material respects and in accordance with accounting principles generally accepted in the United States of America
- Considering internal control over compliance with requirements that could have a direct and material effect on major federal [and major state] programs to design tests of both controls and compliance with identified requirements
- Forming and expressing an opinion based on our audit in accordance with OMB's *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance) and *State Single Audit Guidelines* about the entity's compliance with requirements described in the *OMB Compliance Supplement* and *State Single Audit Guidelines* that could have a direct and material effect on each of its major federal and state programs.
- Our audit does not relieve management or the Transit Commission of their responsibilities.

We are also required to communicate significant matters related to our audit that are relevant to the responsibilities of the Transit Commission, including:

- Internal control matters
- Qualitative aspects of Metro's accounting practice including policies, accounting estimates and financial statement disclosures
- Significant unusual transactions
- Significant difficulties encountered
- Disagreements with management
- Circumstances that affect the form and content of the auditors' report
- Audit consultations outside the engagement team
- Corrected and uncorrected misstatements
- Other audit findings or issues

Audit status

Significant changes to the audit plan

There were no significant changes made to either our planned audit strategy or to the significant risks and other areas of emphasis identified during the performance of our risk assessment procedures.

Audit approach and results

Planned scope and timing

Audit focus

Based on our understanding of Metro and environment in which you operate, we focused our audit on the following key areas:

- Key transaction cycles
- Areas with significant estimates
- Implementation of new accounting standards

Our areas of audit focus were informed by, among other things, our assessment of materiality. Materiality in the context of our audit was determined based on specific qualitative and quantitative factors combined with our expectations about Metro's current year results.

Key areas of focus and significant findings

Significant risks of material misstatement

A significant risk is an identified and assessed risk of material misstatement that, in the auditor's professional judgment, requires special audit consideration. Within our audit, we focused on the following areas below.

Significant risk areas	Testing approach	Conclusion
Management override of controls	Incorporate unpredictability into audit procedures, emphasize professional skepticism and utilize audit team with industry expertise	Procedures identified provided sufficient evidence for our audit opinion
Improper revenue recognition due to fraud	Confirmation or validation of certain revenues supplemented with detailed predictive analytics based on nonfinancial data and substantive testing of related receivables	Procedures identified provided sufficient evidence for our audit opinion

Other areas of emphasis

We also focused on other areas that did not meet the definition of a significant risk, but were determined to require specific awareness and a unique audit response.

Other areas of emphasis		
Cash and investments	Revenues and receivables	General disbursements
Payroll	Pension and OPEB liabilities	Long-term debt
Capital assets including infrastructure	Net position calculations	Financial reporting and required disclosures

Internal control matters

We considered Metro's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing an opinion on the financial statements. We are not expressing an opinion on the effectiveness of Metro's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis.

A material weakness is a deficiency or combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We identified the following deficiencies as material weaknesses:

– Financial statement close process

Properly designed systems of internal control provide your organization with the ability to process and record accurate monthly and year-end transactions and annual financial reports.

Our audit includes a review and evaluation of the internal controls relating to financial reporting. Common attributes of a properly designed system of internal control for financial reporting are as follows:

- There is adequate staffing to prepare financial reports throughout the year and at year-end.
- Material misstatements and all material transactions are identified and corrected or recorded during the normal course of duties.
- Complete and accurate financial statements, including footnotes, are prepared.
- Complete and accurate schedule of expenditures of federal and state awards is prepared.
- Financial reports are independently reviewed for completeness and accuracy.

Our evaluation of the internal controls over financial reporting has identified control deficiencies that are considered material weakness surrounding the preparation of financial statements and footnotes, adjusting journal entries identified by the auditors, and an independent review of financial reports.

Management has not prepared financial statements that are in conformity with generally accepted accounting principles. In addition, material misstatements in the general ledger were identified and corrected during the financial audit. Any observations or recommendations related to city-wide systems and processes are provided at a city-wide level.

Required communications

Qualitative aspect of accounting practices

- Accounting policies: Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we have advised management about the appropriateness of accounting policies and their application. The significant accounting policies used by Metro are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing accounting policies was not changed during 2021. We noted no transactions entered into by Metro during the year for which accounting policies are controversial or for which there is a lack of authoritative guidance or consensus or diversity in practice.
- Accounting estimates: Accounting estimates, including fair value estimates, are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements, the degree of subjectivity involved in their development and because of the possibility that future events affecting them may differ significantly from those expected. The following estimates are of most significance to the financial statements:

Estimate	Management's process to determine	Baker Tilly's conclusions regarding reasonableness
Accrued compensated absences	Evaluation of hours earned and accumulated in accordance with employment policies and average wage per hour rates	Reasonable in relation to the financial statements as a whole
Net pension liability and related deferrals	Evaluation of information provided by the Wisconsin Retirement System	Reasonable in relation to the financial statements as a whole
Depreciation	Evaluate estimated useful life of the asset and original acquisition value	Reasonable in relation to the financial statements as a whole

There have been no significant changes made by management to either the processes used to develop the particularly sensitive accounting estimates, or to the significant assumptions used to develop the estimates, noted above.

- Financial statement disclosures: The disclosures in the financial statements are neutral, consistent and clear.

Significant unusual transactions

There have been no significant transactions that are outside the normal course of business for the Metro or that otherwise appear to be unusual due to their timing, size or nature.

Significant difficulties encountered during the audit

We encountered no significant difficulties in dealing with management and completing our audit.

Disagreements with management

Professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Audit report

There have been no departures from the auditors' standard report.

Audit consultations outside the engagement team

We encountered no difficult or contentious matters for which we consulted outside of the engagement team.

Uncorrected misstatements and corrected misstatements

Professional standards require us to accumulate misstatements identified during the audit, other than those that are clearly trivial and to communicate accumulated misstatements to management. Management is in agreement with the misstatements we have identified, and they have been corrected in the financial statements. The schedule within the Appendix summarizes the material corrected misstatements, that, in our judgment, may not have been detected except through our auditing procedures. The internal control matters section of this report describes the effects on the financial reporting process indicated by the corrected misstatements, other than those that we consider to be of a lesser magnitude than significant deficiencies and material weaknesses.

Other audit findings or issues

We encountered no other audit findings or issues that require communication at this time.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Metro's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Management's consultations with other accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing or accounting matters.

Written communications between management and Baker Tilly

The Appendix includes copies of other material written communications, including a copy of the management representation letter.

Compliance with laws and regulations

We did not identify any non-compliance with laws and regulations during our audit

Fraud

We did not identify any known or suspected fraud during our audit.

Going concern

Pursuant to professional standards, we are required to communicate to you, when applicable, certain matters relating to our evaluation of the Metro's ability to continue as a going concern for a reasonable period of time but no less than 12 months from the date the financial statements are issued or available to be issued, including the effects on the financial statements and the adequacy of the related disclosures, and the effects on the auditor's report. No such matters or conditions have come to our attention during our engagement.

Independence

We are not aware of any relationships between Baker Tilly and the Metro that, in our professional judgment, may reasonably be thought to bear on our independence.

Related parties

We did not have any significant findings or issues arise during the audit in connection with the Metro related parties.

Other matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Nonattest services

The following nonattest services were provided by Baker Tilly:

- Financial statement preparation
- Adjusting journal entries

None of these nonattest services constitute an audit under generally accepted auditing standards, including *Government Auditing Standards*.

Audit committee resources

Visit our resource page for regulatory updates, trending challenges and opportunities in your industry and other timely updates.

Visit the resource page at <https://www.bakertilly.com/insights/audit-committee-resource-page>.

Management representation letter



Green Bay Metro Transit
901 University Avenue
Green Bay, Wisconsin 54302-1013
www.greenbaymetro.org

Phone 920.448.3450
Fax 920.448.3461

April 14, 2022

Baker Tilly US, LLP

4807 Innovate Ln, P.O. Box 7398
Madison, WI 53707-7398

Dear Baker Tilly US, LLP:

We are providing this letter in connection with your audit of the financial statements of the Green Bay Transit Authority as of December 31, 2021 and 2020 and for the years then ended for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Green Bay Transit Authority and the respective changes in financial position and cash flows, where applicable, in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the fair presentation of the previously mentioned financial statements in conformity with accounting principles generally accepted in the United States of America. We are also responsible for adopting sound accounting policies, establishing, and maintaining internal control over financial reporting, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material because of qualitative factors.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter.
- 2) The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America. We have engaged you to advise us in fulfilling that responsibility. The financial statements include all properly classified funds of the transit required by accounting principles generally accepted in the United States of America to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Proudly serving the communities of Allouez, Ashwaubenon, Bellevue, De Pere, and Green Bay

- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, if any, are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of accounting principles generally accepted in the United States of America.
- 7) All events after the date of the financial statements and for which accounting principles generally accepted in the United States of America require adjustment or disclosure have been adjusted or disclosed. No other events, including instances of noncompliance, have occurred after the financial statement date and through the date of this letter that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.
- 8) All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal and state awards.
- 9) We are not aware of any known actual, possible, pending, or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with accounting principles generally accepted in the United States of America, or which would affect federal or state award programs, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- 10) Guarantees, whether written or oral, under which the Commission is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 11) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as financial records and related data, documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the Commission or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - e) All communications from regulatory agencies, grantors, lenders, and other funding sources concerning noncompliance with, or deficiencies in, financial reporting practices.
 - f) All communications from regulatory agencies, grantors, lenders, and other funding sources concerning noncompliance with the provisions of laws, regulations, contracts, and grant agreements.

- g) Access to all audit or relevant monitoring reports, if any, received from funding sources.
- 12) We have disclosed to you results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 13) We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
- 14) We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others.
- 15) We have no knowledge of known instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 16) We have disclosed to you all known related parties and all the related party relationships and transactions of which we are aware.

Other

- 17) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 18) We have taken timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that you have reported to us.
- 19) We have a process to track the status of audit findings and recommendations.
- 20) We have identified to you any previous financial audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 21) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for our report.
- 22) The Commission has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 23) We are responsible for compliance with federal, state, and local laws, regulations, and provisions of contracts and grant agreements applicable to us, and we have identified and disclosed to you all federal, state, and local laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities.

24) There are no:

- a) Violations or possible violations of budget ordinances, federal, state, and local laws or regulations (including those pertaining to adopting, approving and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, or for reporting on noncompliance, except those already disclosed in the financial statement, if any.
- b) Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by accounting principles generally accepted in the United States of America.
- c) Nonspendable, restricted, committed, or assigned fund balances that were not properly authorized and approved.
- d) Rates being charged to customers other than the rates as authorized by the applicable authoritative body.
- e) Violations of restrictions placed on revenues because of bond resolution covenants such as revenue distribution or debt service funding.

25) In regards to the nonattest services performed by you listed below, we have 1) accepted all management responsibility; 2) designated an individual with suitable skill, knowledge, or experience to oversee the services; 3) evaluated the adequacy and results of the services performed, and 4) accepted responsibility for the results of the services.

- a) Financial statement preparation
- b) Adjusting journal entries
- c) Compiled regulatory reports
- d) Preparation of fixed asset depreciation schedule

None of these nonattest services constitute an audit under generally accepted auditing standards, including *Government Auditing Standards*.

- 26) The Green Bay Transit Authority has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 27) The Green Bay Transit Authority has complied with all aspects of contractual agreements that would have a material effect on the financial statement in the event of noncompliance.
- 28) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations, if any. Component units have been properly presented as either blended or discrete.
- 29) The financial statements properly classify all funds and activities.
- 30) All funds that meet the quantitative criteria in GASB Statement No. 34 and No. 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.

- 31) Components of net position (net investment in capital assets; restricted; and unrestricted) are properly classified and, if applicable, approved.
 - 32) The Green Bay Transit Authority has no derivative financial instruments such as contracts that could be assigned to someone else or net settled, interest rate swaps, collars, or caps.
 - 33) Provisions for uncollectible receivables, if any, have been properly identified and recorded.
 - 34) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
 - 35) Revenues are appropriately classified in the statement of activities within program revenues and general revenues.
 - 36) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
 - 37) Deposits and investments are properly classified, valued, and disclosed (including risk disclosures, collateralization agreements, valuation methods, and key inputs, as applicable).
 - 38) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated/amortized. Any known impairments have been recorded and disclosed.
 - 39) We believe that the estimate made for the pollution remediation liability is in accordance with GASB 49 and reflects all known available facts at the time it was recorded.
 - 40) Tax-exempt bonds issued have retained their tax-exempt status.
-
- 41) We have appropriately disclosed the Green Bay Transit Authority's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position was properly recognized under the policy.
 - 42) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
 - 43) With respect to the supplementary information, (SI):
 - a) We acknowledge our responsibility for presenting the SI in accordance with accounting principles generally accepted in the United States of America, and we believe the SI, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the SI have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
 - b) If the SI is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

- 44) We assume responsibility for, and agree with, the findings of specialists in evaluating the pension liability and have adequately considered the qualifications of the specialists in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had impact on the independence or objectivity of the specialists.
- 45) We agree with the restatement presented in the current year's financial statements.
- 46) We assume responsibility for, and agree with, the information provided by the Wisconsin Retirement System as audited by the Legislative Audit Bureau relating to the net pension asset/liability and related deferred outflows and deferred inflows and have adequately considered the reasonableness of the amounts and disclosures used in the financial statements and underlying accounting records. We also assume responsibility for the census data that has been reported to the plan.
- 47) We have evaluated and considered all potential tax abatements and believe all material tax abatements have been properly reported and disclosed.
- 48) We are responsible for the estimation methods and assumptions used in measuring assets and liabilities reported or disclosed at fair value, including information obtained from brokers, pricing services or third parties. Our valuation methodologies have been consistently applied from period to period. The fair value measurements reported or disclosed represent our best estimate of fair value as the measurement date in accordance with the requirements of GASB 72 – *Fair Value Measurement*. In addition, our disclosures related to fair value measurements are consistent with the objectives outlined in GASB 72. We have evaluated the fair value information provided to us by brokers, pricing services or other parties that has been used in the financial statements and believe this information to be reliable and consistent with the requirements.
- 49) We do not intend to make frequent amendments to our pension or other postretirement benefit plans.
- 50) Receivable recorded in the financial statements represent valid claims against debtors for transactions arising on or before the financial statement date and have been reduced to their estimated net realizable value.
- 51) The auditing standards define an annual report as “a document, or combination of documents, typically prepared on an annual basis by management or those charged with governance in accordance with law, regulation, or custom, the purpose of which is to provide owners (or similar stakeholders) with information on the entity’s operations and the entity’s financial results and financial position as set out in the financial statements.” Among other items, an annual report contains, accompanies, or incorporates by reference the financial statements and the auditor’s report thereon. Metro does not prepare an annual report.
- 52) With respect to federal and state award programs:
- a) We are responsible for understanding and complying with and have complied with the requirements of the Single Audit Act Amendments of 1996, OMB's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), *State Single Audit Guidelines*, including requirements relating to preparation of the schedule of expenditures of federal and state awards (SEFSA).
 - b) We acknowledge our responsibility for presenting the SEFSA in accordance with the requirements of the Uniform Guidance and the State Single Audit Guidelines, and we believe the SEFSA, including its form and content, is fairly presented in accordance with the Uniform Guidance and the *State Single Audit Guidelines*. The methods of measurement and presentation of the SEFSA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the SEFSA.

- c) If the SEFSA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFSA no later than the date we issue the SEFSA and the auditors' report thereon.
- d) We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance and the *State Single Audit Guidelines* and included in the SEFSA, expenditures made during the audit period for all awards provided by federal agencies in the form of grants, federal cost reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- e) We are responsible for understanding and complying with, and have complied with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal and state programs and have identified and disclosed to you the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major federal and state program.
- f) We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal and state programs that provide reasonable assurance that we are administering our federal and state awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal and state programs. We believe the internal control system is adequate and is functioning as intended. Also, no changes have been made in the internal control over compliance or other factors to the date of this letter that might significantly affect internal control, including any corrective action taken with regard to control deficiencies reported in the schedule of findings and questioned costs.
- g) We have made available to you all contracts and grant agreements (including amendments, if any) and any other correspondence with federal or state agencies or pass-through entities relevant to the programs and related activities.
- h) We have received no requests from a federal or state agency to audit one or more specific programs as a major program.
- i) We have complied with the direct and material compliance requirements including when applicable, those set forth in the OMB Compliance Supplement and the *State Single Audit Guidelines*, relating to federal and state awards.
- j) We have disclosed any communications from grantors and pass-through entities disclosed to you results of our including communications received from the end of the period covered by the compliance audit to the date of the auditors' report.
- k) We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation agreements, and internal or external monitoring that directly relate to the objectives of the compliance audit, if any, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditors' report.
- l) Amounts claimed or used for matching were determined in accordance with relevant guidelines in the Uniform Guidance.
- m) We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- n) We have made available to you all documentation related to the compliance with the direct and material compliance requirements, including information related to federal and state program financial reports and claims for advances and reimbursements.

- o) We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
 - p) We are not aware of any instances of noncompliance with direct and material compliance requirements that occurred after the period covered by the auditors' report.
 - q) No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, after the date as of which compliance was audited.
 - r) Federal and state program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
 - s) The copies of federal and state program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal and state agency or pass-through entity, as applicable.
 - t) We have monitored subrecipients to determine that they have expended pass-through assistance in accordance with applicable laws and regulations and have met the requirements of the Uniform Guidance and the *State Single Audit Guidelines*.
 - u) We have taken appropriate action, including issuing management decisions, on a timely basis after receipt of subrecipients' auditors' reports that identified noncompliance with laws, regulations, or the provisions of contracts or grant agreements to ensure that subrecipients have taken the appropriate and timely corrective action on findings.
-
- v) We have considered the results of subrecipient audits and made any necessary adjustments to our books and records.
 - w) We have charged costs to federal and state awards in accordance with applicable cost principles.
 - x) We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance and the *State Single Audit Guidelines* and we have provided you with all information on the status of the follow-up on prior audit findings by federal and state awarding agencies and pass-through entities, including all management decisions.
 - y) We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
 - z) We are responsible for preparing and implementing a corrective action plan for each audit finding.
 - aa) We have disclosed to you all contracts or other agreements with our service organizations, and we have disclosed to you all communications from the service organization relating to noncompliance at the service organizations.

Sincerely,

Green Bay Transit Authority

Signed: _____

Signed: _____

Client service team



Jodi Dobson, CPA

Partner

4807 Innovate Lane
Madison, WI 53718
United States

T +1 (608) 240 2469 | Madison
jodi.dobson@bakertilly.com

Accounting changes relevant to Metro

Future accounting standards update

GASB Statement Number	Description	Potentially Impacts you	Effective Date
87	Leases	✓	12/31/22*
89	Accounting for Interest Incurred before the End of a Construction Period		12/31/21*
91	Conduit Debt		12/31/22*
92	Omnibus 2020	✓	12/31/22*
93	Replacement of Interfund Bank Offered Rates		12/31/22*
94	Public-Private and Public-Public Partnerships and Availability Payment Arrangements	✓	12/31/23
96	Subscription-Based Information Technology Arrangements	✓	12/31/23
97	Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans	✓	12/31/22

* The statements listed above through Statement No. 93 had their required effective dates postponed by one year with the issuance of Statement No. 95, *Postponement of Effective Dates of Certain Authoritative Guidance*, with the exception of Statement No. 87 which was postponed by one and a half years. The effective date reflected above is the required revised implementation date.

Further information on upcoming [GASB pronouncements](#).

Ready or not – the new lease standard is here!

GASB's new single model for lease accounting is effective for next year's audit (fiscal years ending June 30, 2022 and later). This standard requires governments to identify and evaluate contracts that convey control of the right to use another entity's nonfinancial asset for a period of time in an exchange or exchange-like transaction. Contracts meeting the criteria for control, term and other items within the standard will result in recognizing a right to use asset and lease liability or a receivable and deferred inflow of resources. The standard specifies that leases should be recognized and measured using the facts and circumstances that exist at the beginning of the period of implementation (or, if applied to earlier periods, the beginning of the earliest period restated).

The implementation process can be broken down into a four-step methodology:



Now is the time to evaluate where your government is in this process and the timeline to complete implementation. The third step for lease evaluation, data extraction and review is typically the most time-consuming step; organizations should begin this process well before year end to ensure adequate lead time. A key decision that will need to be made is whether a lease administration software package is necessary. Depending on the volume and complexity of your lease activity, spreadsheets may not be sufficient to track and calculate all the required information.

We are available to discuss this further and help you develop an action plan. Baker Tilly also has complimentary resources available online including:

- GASB 87 lease identification questionnaire
- GASB 87 lease assistance tool
- Variety of GASB 87 podcasts and articles

Access tools and learn more about [GASB 87](#).

Determining if GASB 94 applies for your organization

GASB 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements* provides guidance related to public-private and public-public partnerships (PPP) and availability payment arrangements (APA).

A PPP is an arrangement in which an entity contracts with an operator to provide public services by conveying control of the right to operate or use infrastructure or other capital asset. A common example of PPP is a service concession arrangement.

An APA is an arrangement in which an entity compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an asset.

Metro should start to identify any contracts that could meet either definition to ensure they are reviewed for applicability and accounted for correctly when the standard is effective. Initial steps include reviewing contracts that didn't meet the definition of a lease under GASB 87 and identifying any other agreements where the organization contracts with or partners with another entity to provide services.

Future accounting for subscription-based IT arrangements

Subscription-based IT arrangements include contracts that convey control of the right to use another party's IT software. It would not include any licensing arrangements that provide a perpetual license, which would still be accounted for as an intangible asset. Subscription-based IT arrangements are becoming more and more popular with IT vendors. This standard mirrors the new lease standard. Metro will be able to utilize the systems put into place to implement the lease standard to properly account for these contracts. Common examples of these contracts in the utility industry include:

- Leasing space in the cloud
- GIS systems
- SCADA systems
- Some work order or inventory systems as well as some general ledger or billing systems

Metro should work with its IT department and department managers to determine a population listing of contracts that would fall under this standard to determine the potential future impact to financial reporting.

Material corrected misstatements

Description	Amount
Year-end adjustment for local operating aid	\$1,250,690

The remaining misstatements that were identified and corrected by management were not material individually or in the aggregate to the financial statements taken as a whole.

Two-way audit communications

As part of our audit of your financial statements, we are providing communications to you throughout the audit process. Auditing requirements provide for two-way communication and are important in assisting the auditor and you with more information relevant to the audit.

As this past audit is concluded, we use what we have learned to begin the planning process for next year's audit. It is important that you understand the following points about the scope and timing of our next audit:

- a. We address the significant risks of material misstatement, whether due to fraud or error, through our detailed audit procedures.
- b. We will obtain an understanding of the five components of internal control sufficient to assess the risk of material misstatement of the financial statements whether due to error or fraud, and to design the nature, timing and extent of further audit procedures. We will obtain a sufficient understanding by performing risk assessment procedures to evaluate the design of controls relevant to an audit of financial statements and to determine whether they have been implemented. We will use such knowledge to:
 - Identify types of potential misstatements.
 - Consider factors that affect the risks of material misstatement.
 - Design tests of controls, when applicable, and substantive procedures.
- c. We will not express an opinion on the effectiveness of internal control over financial reporting or compliance with laws, regulations and provisions of contracts or grant programs. For audits performed in accordance with *Government Auditing Standards*, our report will include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose.
- d. The concept of materiality recognizes that some matters, either individually or in the aggregate, are important for fair presentation of financial statements in conformity with generally accepted accounting principles while other matters are not important. In performing the audit, we are concerned with matters that, either individually or in the aggregate, could be material to the financial statements. Our responsibility is to plan and perform the audit to obtain reasonable assurance that material misstatements, whether caused by errors or fraud, are detected.

Our audit will be performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*,

We will not express an opinion on the effectiveness of internal control over financial reporting or compliance with laws, regulations, and provisions of contracts or grant programs. For audits done in accordance with *Government Auditing Standards*, our report will include a paragraph that states that the purpose of the report is solely to describe (a) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (b) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance and, (c) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

We are very interested in your views regarding certain matters. Those matters are listed here:

- a. We typically will communicate with your top level of management unless you tell us otherwise.
- b. We understand that the governing board has the responsibility to oversee the strategic direction of your organization, as well as the overall accountability of the entity. Management has the responsibility for achieving the objectives of the entity.
- c. We need to know your views about your organization's objectives and strategies, and the related business risks that may result in material misstatements.
- d. We anticipate that the Metro will receive an unmodified opinion on its financial statements.
- e. Which matters do you consider warrant particular attention during the audit, and are there any areas where you request additional procedures to be undertaken?
- f. Have you had any significant communications with regulators or grantor agencies?
- g. Are there other matters that you believe are relevant to the audit of the financial statements?

Also, is there anything that we need to know about the attitudes, awareness and actions of the governing body concerning:

- a. The entity's internal control and its importance in the entity, including how those charged with governance oversee the effectiveness of internal control?
- b. The detection or the possibility of fraud?

We also need to know if you have taken actions in response to developments in financial reporting, laws, accounting standards, governance practices, or other related matters, or in response to previous communications with us.

With regard to the timing of our audit, here is some general information. If necessary, we may do preliminary financial audit work during the months of October-December, and sometimes early in January. Our final financial fieldwork is scheduled during the spring to best coincide with your readiness and report deadlines. After fieldwork, we wrap up our financial audit procedures at our office and may issue drafts of our report for your review. Final copies of our report and other communications are issued after approval by your staff. This is typically 6-12 weeks after final fieldwork, but may vary depending on a number of factors.

Keep in mind that while this communication may assist us with planning the scope and timing of the audit, it does not change the auditor's sole responsibility to determine the overall audit strategy and the audit plan, including the nature, timing and extent of procedures necessary to obtain sufficient appropriate audit evidence.

We realize that you may have questions on what this all means, or wish to provide other feedback. We welcome the opportunity to hear from you.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

May 18, 2022

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.2

Discussion/Action: Additional Cost for Replacement of Bus Lifts

BACKGROUND

The Green Transit Commission previously awarded the replacement of the bus lifts in the transit garage. The approval was not to exceed \$1,200,000. However, once the process was completed, only one bid was received, at a larger cost than expected. The Department of Public Works reached out to the contractors. Feedback received on bids indicated that contractors are booked for the season – this increases costs as there are fewer contractors to compete with when bidding. Additionally, materials availability caused some concern about meeting project deadlines.

Overall, the market is incredibly volatile. Current pricing varies drastically right now based on the market. Due to safety concerns, the replacement of the lifts cannot be held to see if the market settles. Maintenance relies on these lifts daily to ensure we have a safe fleet that is ready when needed.

Original Estimate:
Not to exceed \$1,200,000

Construction Bid \$923,890
Lift PO \$590,625.96
Total \$1,514,515.96

RECOMMENDATION

Staff recommends the approval of the increase of the five bus lifts, in addition to the necessary construction, at the cost of \$1,514,515.96.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

May 18, 2022

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

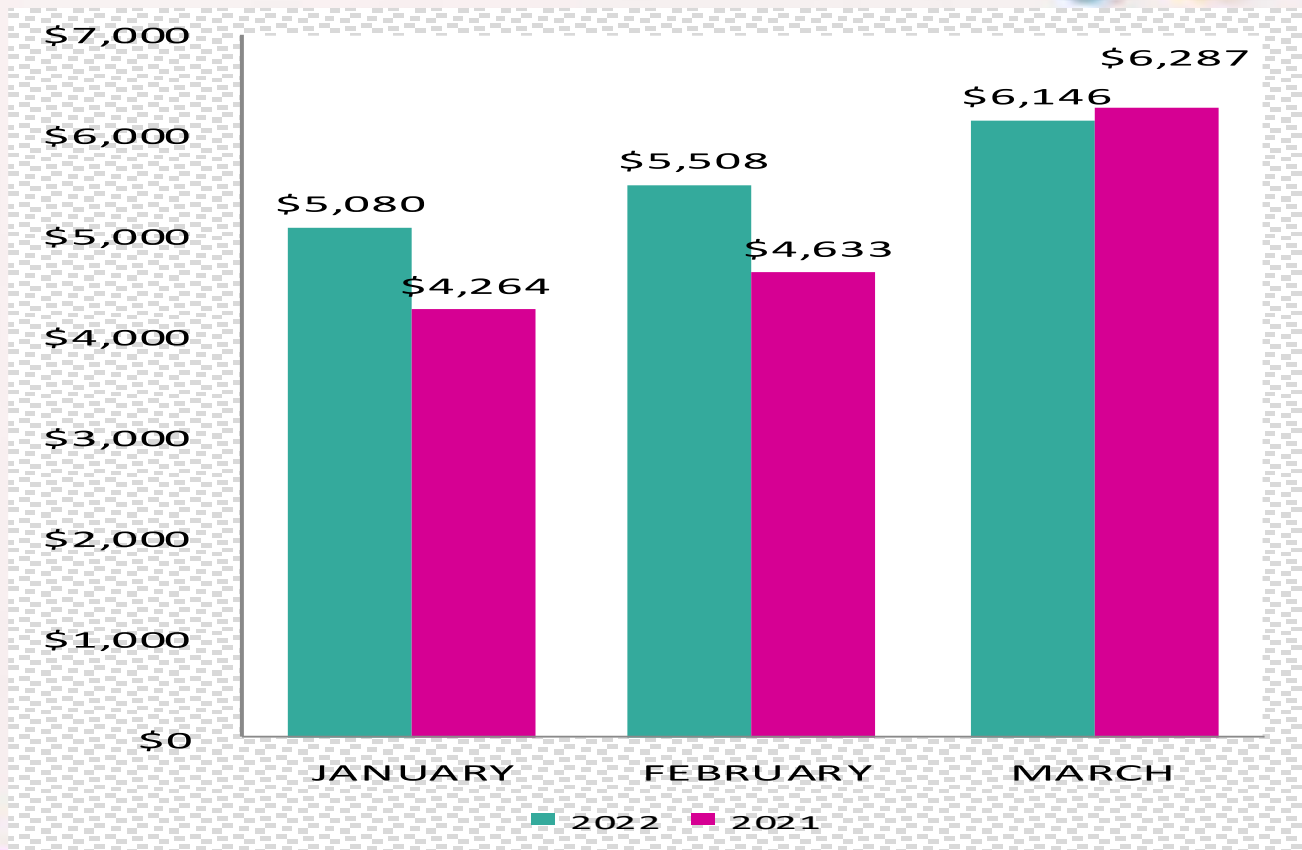
No action is necessary.

FISCAL IMPACT

ATTACHMENTS

- I. 2022 Jan-March Bus Advertising Comparison

2022 JANUARY-MARCH BUS ADVERTISING COMPARISON





Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

May 18, 2022

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.2

Operational Reports

BACKGROUND

Operational reports included. Staff will present the reports.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

1. 01.Jan Ridership
2. 01.Jan Micro KPIs
3. 02.Feb Ridership
4. 02.Feb Micro KPIs
5. 03.Mar Ridership
6. 03.Mar Micro KPIs
7. 04.Apr Ridership
8. 04.Apr Micro KPIs
9. Bikes Loaded 2021 vs 2022 1st Quarter
10. Code 30 2021 v 2022 1st Quarter

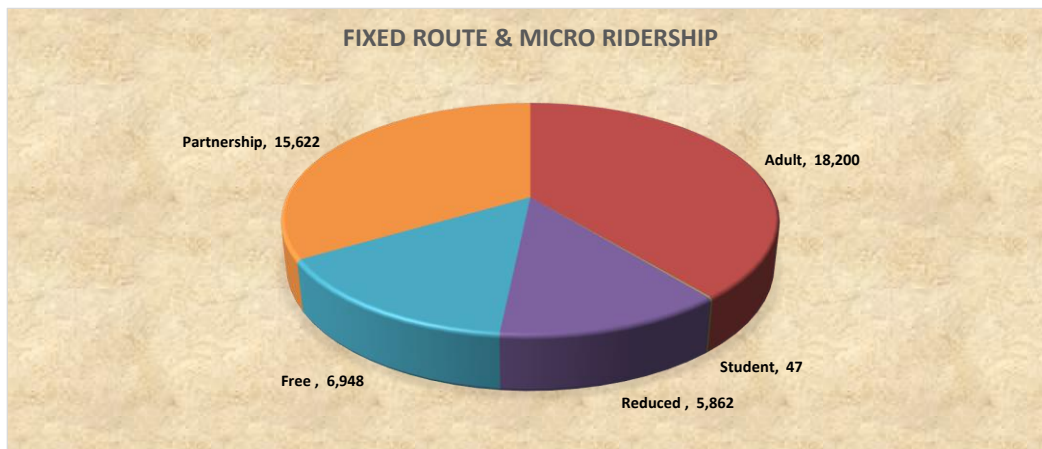
FIXED ROUTE RIDERSHIP

	ADULT				STUDENT				REDUCED				WEEKLY PASS	REVENUE PASSENGERS
	ADULT CASH	ADULT SINGLE	DAY PASS	30-DAY ADULT PASS	STUDENT CASH	STUDENT SINGLE	DAY PASS	30-DAY STUDENT PASS	REDUCED CASH	REDUCED SINGLE	DAY PASS	30-DAY REDUCED PASS		
January 2022	1,065	1	3,659	10,741	6	0	34	7	227	-	2,072	3,458	1,075	22,345

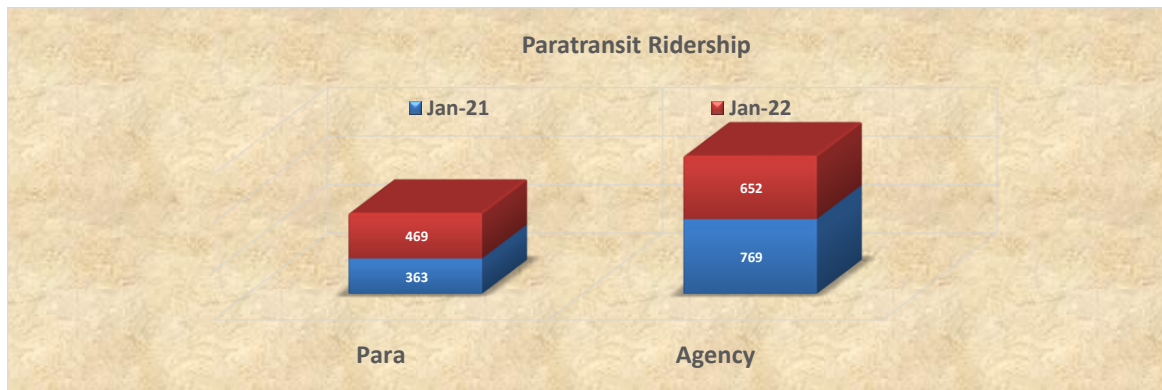
							TOTAL FREE FARES	ASHWAU BENON SCHOOLS GBAPS UWGB G-LINE DT-TT				TOTAL PARTNERSHIP FARES	TOTAL PASSENGERS FIXED ROUTE	YTD PASSENGERS FIXED ROUTE
	GREEN SATURDAY	GAME DAY	MICRO	FREE FARE	FREE 4 & UNDER	PROMO								
January 2022	2	4,360	4	2,379	108	3	6,856	1,025	8,419	287	5,816	15,547	44,748	44,748

MICROTRANSIT ON DEMAND RIDERSHIP

January 2022	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			
	978	0	0	681	0	105	62	30	62	13			

FIXED ROUTE & MICRO RIDERSHIP**PARATRANSIT**

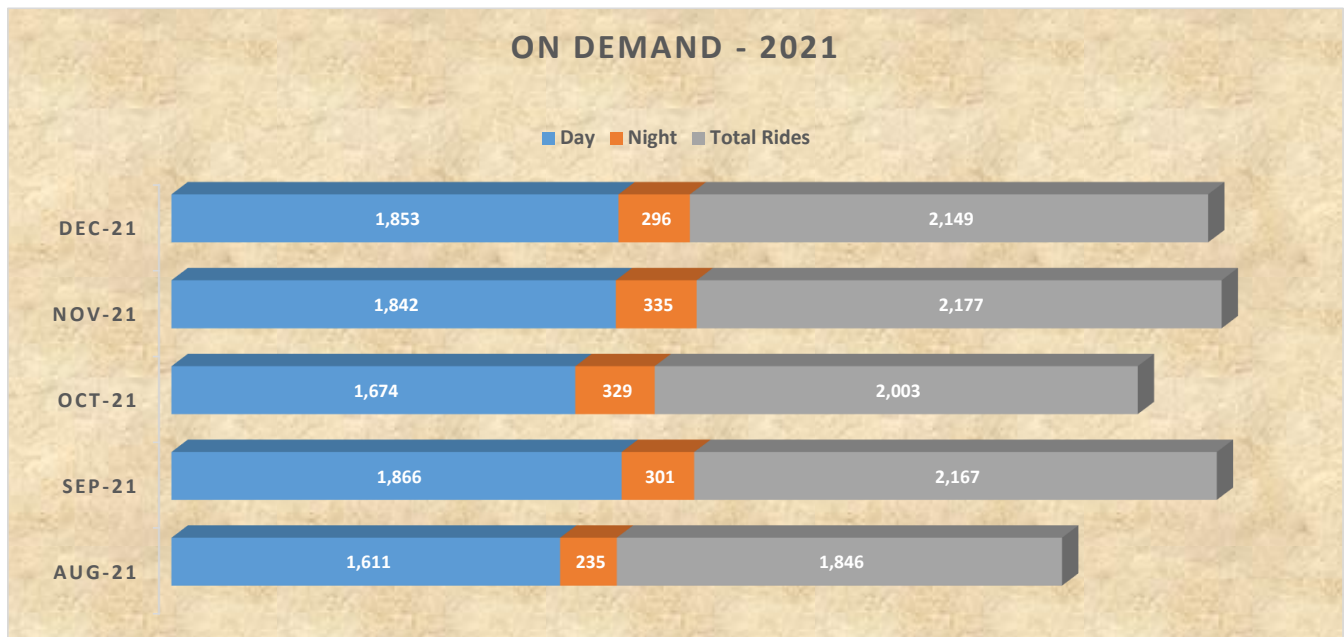
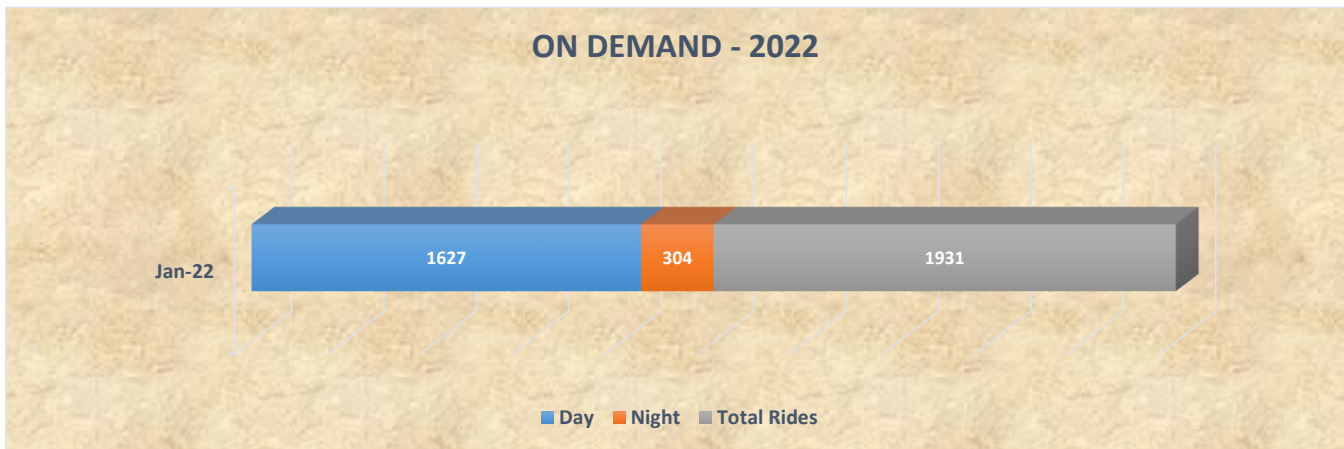
	AGENCY FARE TRIPS	BASIC FARE TRIPS	TOTAL TRIPS	BASIC FARE	AGENCY FARE	TOTAL FARES
January 2021	769	363	1,132	\$ 4,528	\$ 11,535	\$ 16,063
January 2022	652	469	1,121	\$ 4,484	\$ 9,780	\$ 14,264
Change '21 & '22	(117)	106	(11)	\$ (44)	\$ (1,755)	\$ (1,799)
	-15.2%	29.2%	-1.0%	-1.0%	-15.2%	-11.2%

Paratransit Ridership

GBM On Demand Ridership

January 2022

	Day Service	Night Service	Jan Total	Target
Passengers	1627	304	1931	
Operating Hours	1081.2	149.7	1230.9	
Passengers per Operating Hour	1.50	2.03	1.57	3.0
Average Customer Wait Time (minutes)	11.74	13.18	11.99	<20.0
On-Time Pickups	95%	92%	94%	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

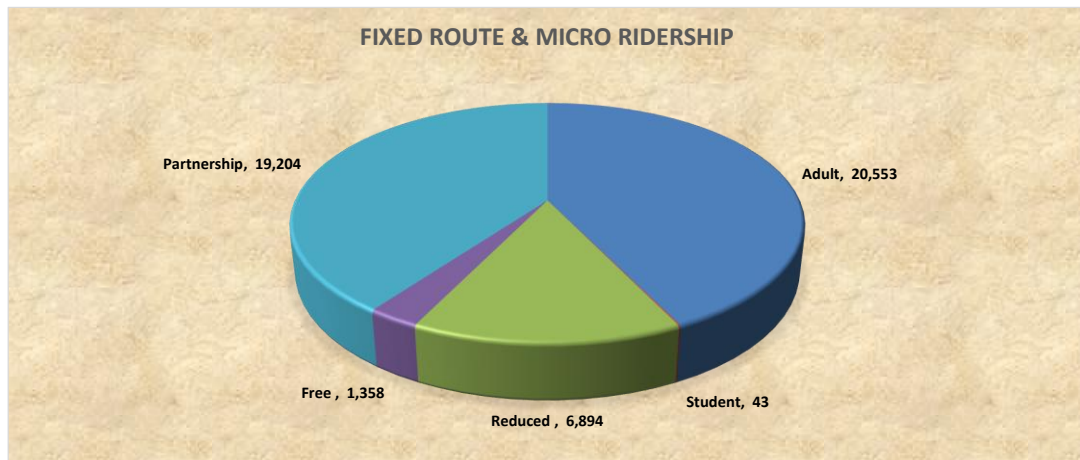
FIXED ROUTE RIDERSHIP

	ADULT 30-DAY				STUDENT 30-DAY				REDUCED 30-DAY				WEEKLY	REVENUE
	ADULT CASH	ADULT SINGLE	DAY PASS	ADULT PASS	STUDENT CASH	STUDENT SINGLE	DAY PASS	STUDENT PASS	REDUCED CASH	REDUCED SINGLE	DAY PASS	REDUCED PASS		
February 2022	1,276	27	4,589	11,472	11	11	13	8	205	-	2,911	3,671	1,342	25,536

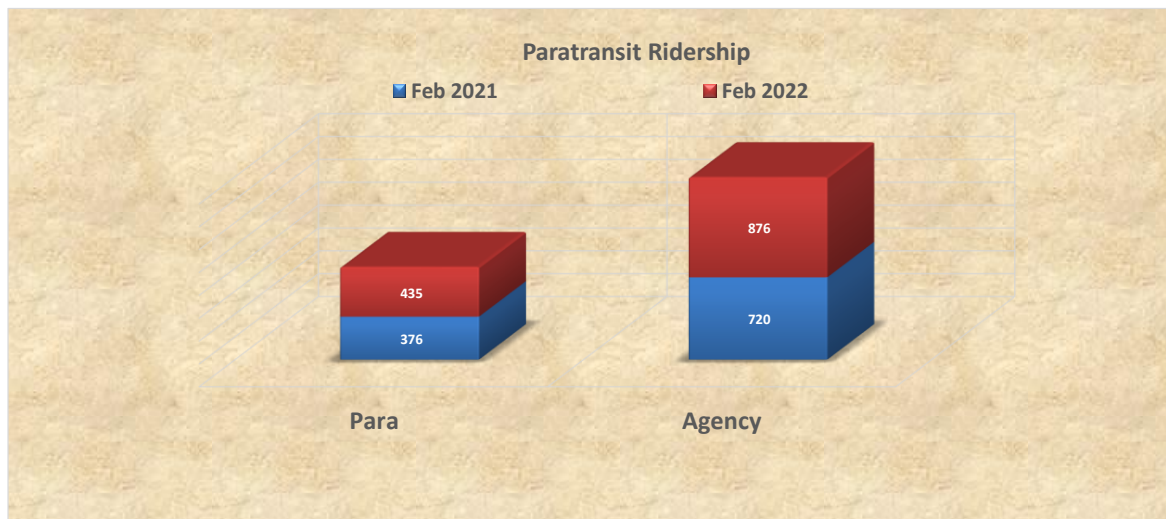
	FREE 4 & UNDER						TOTAL FREE FARES	ASHWAU BENON SCHOOLS	GBAPS	UWGB	G-LINE DT-TT	TOTAL PARTNERSHIP FARES	TOTAL PASSENGERS FIXED ROUTE	YTD PASSENGERS FIXED ROUTE
	GREEN SATURDAY	GAME DAY	MICRO	FREE FARE	FREE 4 & UNDER	PROMO	TOTAL FREE FARES	ASHWAU BENON SCHOOLS	GBAPS	UWGB	G-LINE DT-TT	TOTAL PARTNERSHIP FARES	TOTAL PASSENGERS FIXED ROUTE	YTD PASSENGERS FIXED ROUTE
February 2022	7	-	7	1,101	145	6	1,266	1,247	11,019	599	6,226	19,091	45,893	90,641

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			
February 2022	1,292	0	0	555	0	107	92	0	72	41	2,159	4,090	94,731

**PARATRANSIT**

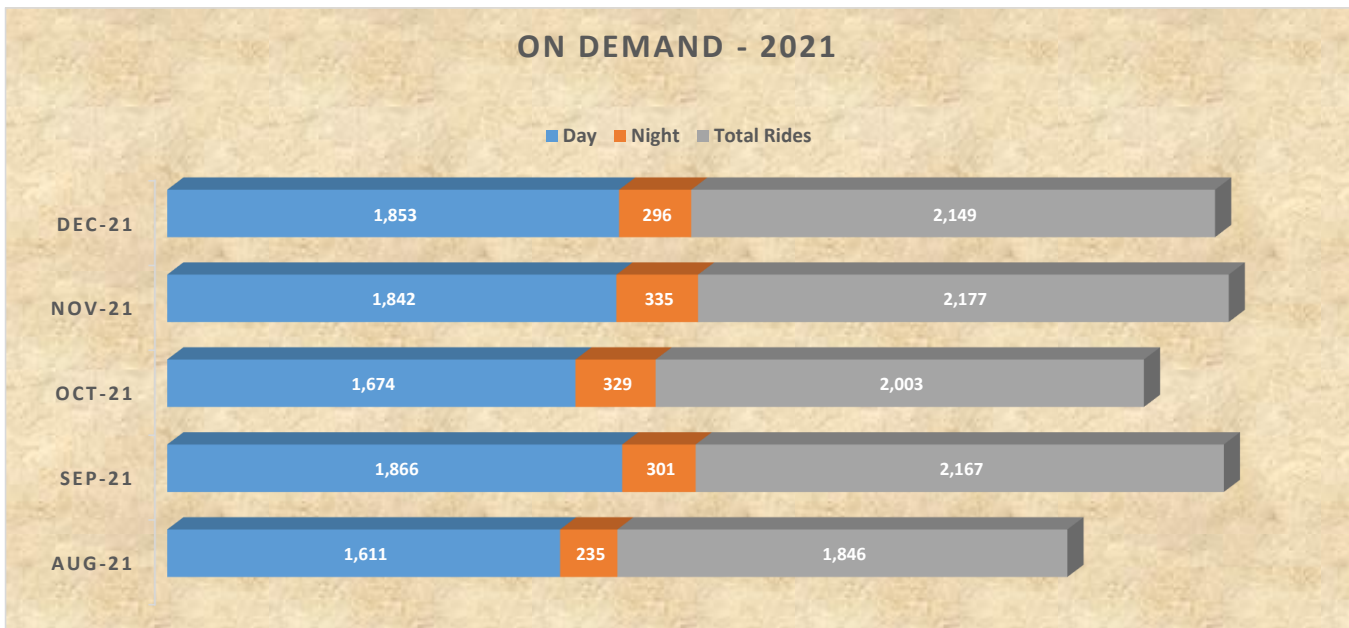
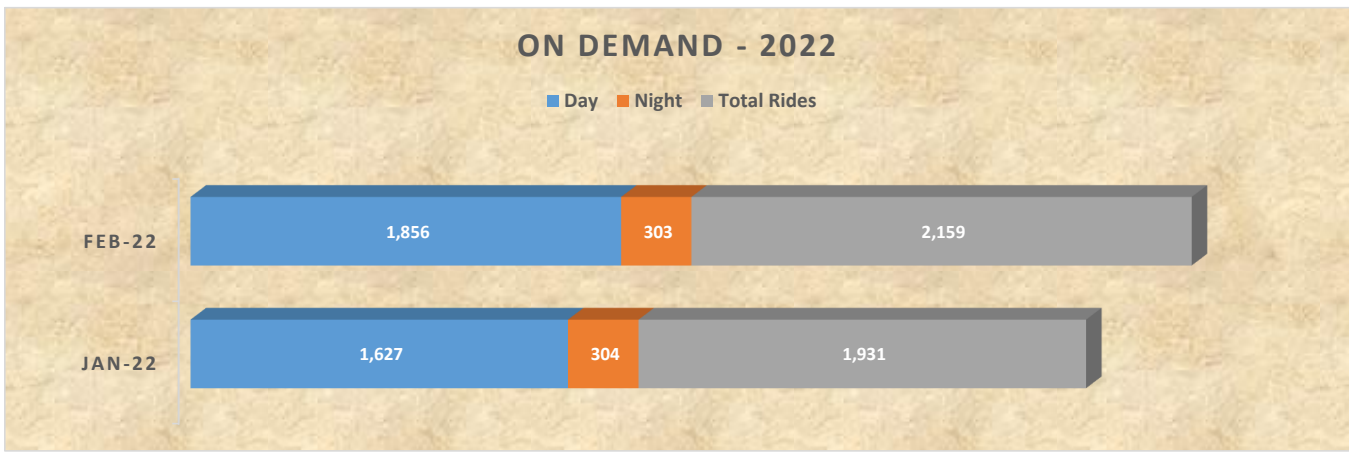
	AGENCY FARE TRIPS	BASIC FARE TRIPS	TOTAL TRIPS	BASIC FARE	AGENCY FARE	TOTAL FARES
February 2021	720	376	1,096	\$ 4,384	\$ 10,800	\$ 15,184
February 2022	876	435	1,311	\$ 5,244	\$ 13,140	\$ 18,384
Change '21 & '22	156	59	215	\$ 860	\$ 2,340	\$ 3,200
	21.7%	15.7%	19.6%	19.6%	21.7%	21.1%



GBM On Demand Ridership

February 2022

	<u>Day Service</u>	<u>Night Service</u>	<u>Feb Total</u>	<u>YTD</u>	<u>Target</u>
Passengers	1,856	303	2,159	4,090	
Operating Hours	964.4	131.8	1,096.1	2,327	
Passengers per Operating Hour	1.92	2.30	2.00	1.76	3.0
Average Customer Wait Time (minutes)	14.29	15.38	14.46		<20.0
On-Time Pickups	89%	89%	89%		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

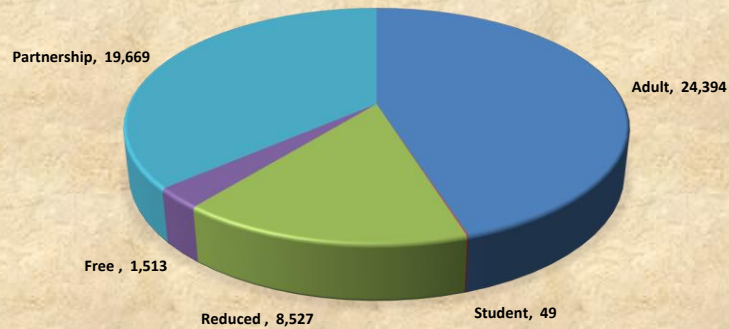
FIXED ROUTE RIDERSHIP

	ADULT		30-DAY		STUDENT		30-DAY		REDUCED		30-DAY		WEEKLY	REVENUE
	CASH	ADULT SINGLE	DAY PASS		CASH	STUDENT SINGLE	DAY PASS		CASH	REDUCED SINGLE	DAY PASS	REDUCED PASS		
March 2022	1,431	51	5,360	14,175	6	-	36	7	274	-	3,571	4,535	1,193	30,639

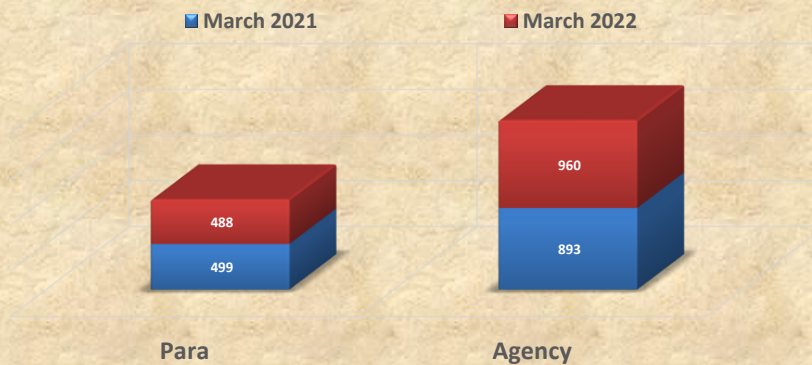
	GREEN SATURDAY	GAME DAY	MICRO	FREE FARE	FREE 4 & UNDER	PROMO	TOTAL FREE FARES	ASHWAU BENON SCHOOLS	GBAPS	UWGB	G-LINE DT-TT	TOTAL PARTNERSHIP FARES	TOTAL PASSENGERS FIXED ROUTE	YTD PASSENGERS FIXED ROUTE
March 2022	1	1	3	1,168	248	2	1,423	1,004	10,010	594	7,942	19,550	51,612	142,253

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				
March 2022	1,757	0	0	427	0	147	90	0	83	36		2,540	6,630	148,883

FIXED ROUTE & MICRO RIDERSHIP**PARATRANSIT**

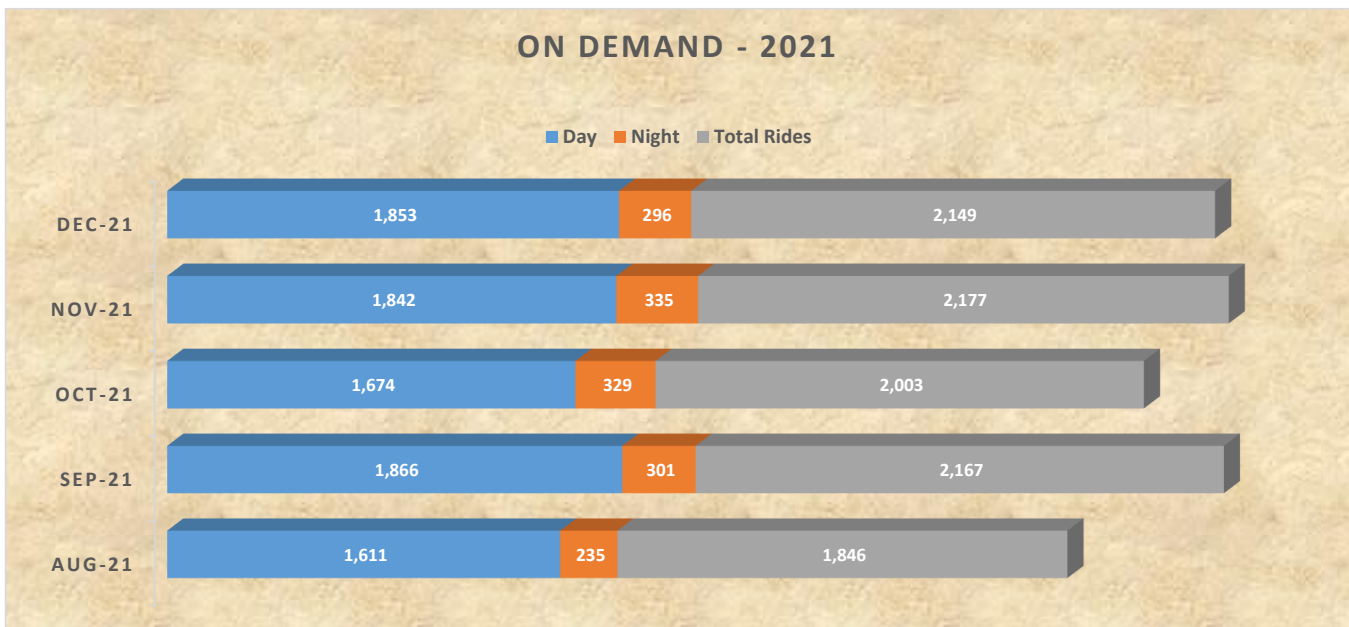
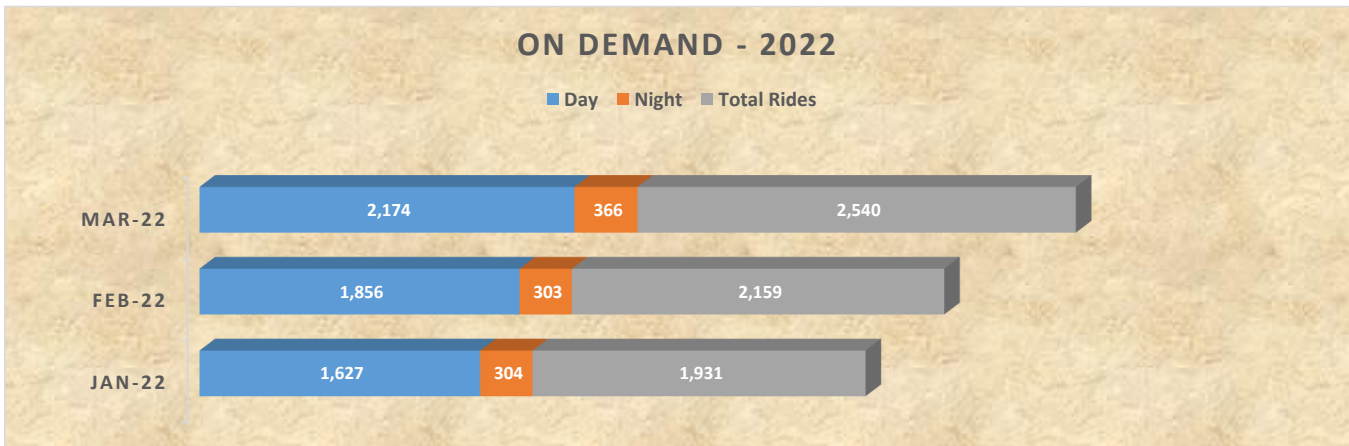
	AGENCY FARE TRIPS	BASIC FARE TRIPS	TOTAL TRIPS	BASIC FARE	AGENCY FARE	TOTAL FARES
March 2021	893	499	1,392	\$ 5,568	\$ 13,311	\$ 18,879
March 2022	960	488	1,448	\$ 5,792	\$ 14,400	\$ 20,192
Change '21 & '22	67	(11)	56	\$ 224	\$ 1,089	\$ 1,313
	7.5%	-2.2%	4.0%	4.0%	8.2%	7.0%

Paratransit Ridership

GBM On Demand Ridership

March 2022

	<u>Day Service</u>	<u>Night Service</u>	<u>Total</u>	<u>YTD</u>	<u>Target</u>
Passengers	2,174	366	2,540	6,630	
Operating Hours	1,160.3	155.5	1,315.8	3,643	
Passengers per Operating Hour	1.87	2.35	1.93	1.82	3.0
Average Customer Wait Time (minutes)	13.17	13.95	13.29		<20.0
On-Time Pickups	92%	93%	92%		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

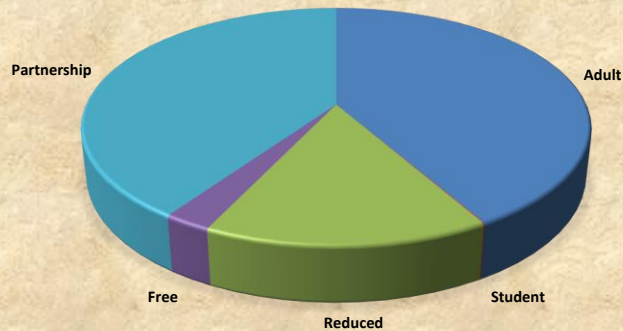
FIXED ROUTE RIDERSHIP

	ADULT				STUDENT				REDUCED				WEEKLY PASS	REVENUE PASSENGERS
	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		
April 2022	1,393	47	5,214	13,598	16	-	24	2	220	-	3,688	4,499	904	29,605

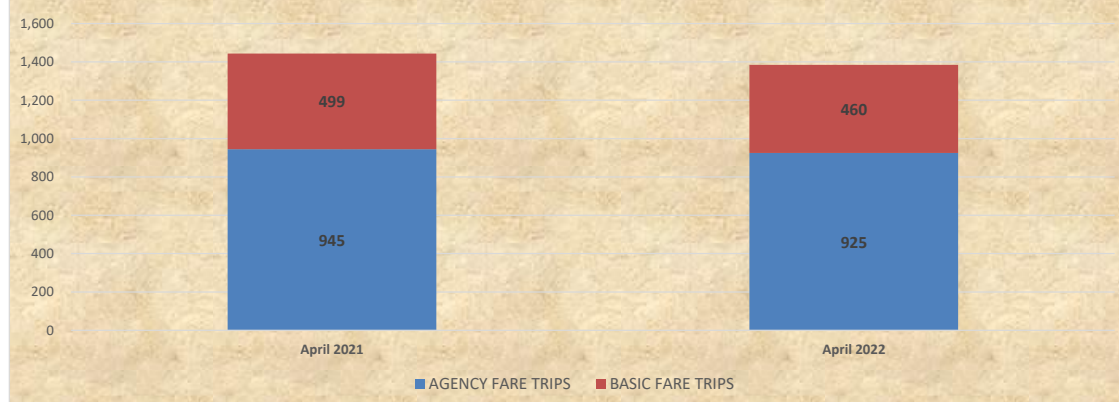
	FREE 4 & UNDER						TOTAL FREE FARES	ASHWAW BENON				TOTAL PARTNERSHIP FARES	TOTAL PASSENGERS FIXED ROUTE	YTD PASSENGERS FIXED ROUTE
	GREEN SATURDAY	GAME DAY	MICRO	FREE FARE	FREE 4 & UNDER	PROMO	TOTAL FREE FARES	SCHOOLS	GBAPS	UWGB	G-LINE DT-TT	TOTAL PARTNERSHIP FARES	TOTAL PASSENGERS FIXED ROUTE	YTD PASSENGERS FIXED ROUTE
April 2022	1	1	4	1,119	232	3	1,360	1,135	12,123	849	8,193	22,300	53,265	195,518

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				
April 2022	1,625	-	-	413	-	108	83	-	103	37		2,369	8,999	204,517

FIXED ROUTE & MICRO RIDERSHIP**PARATRANSIT**

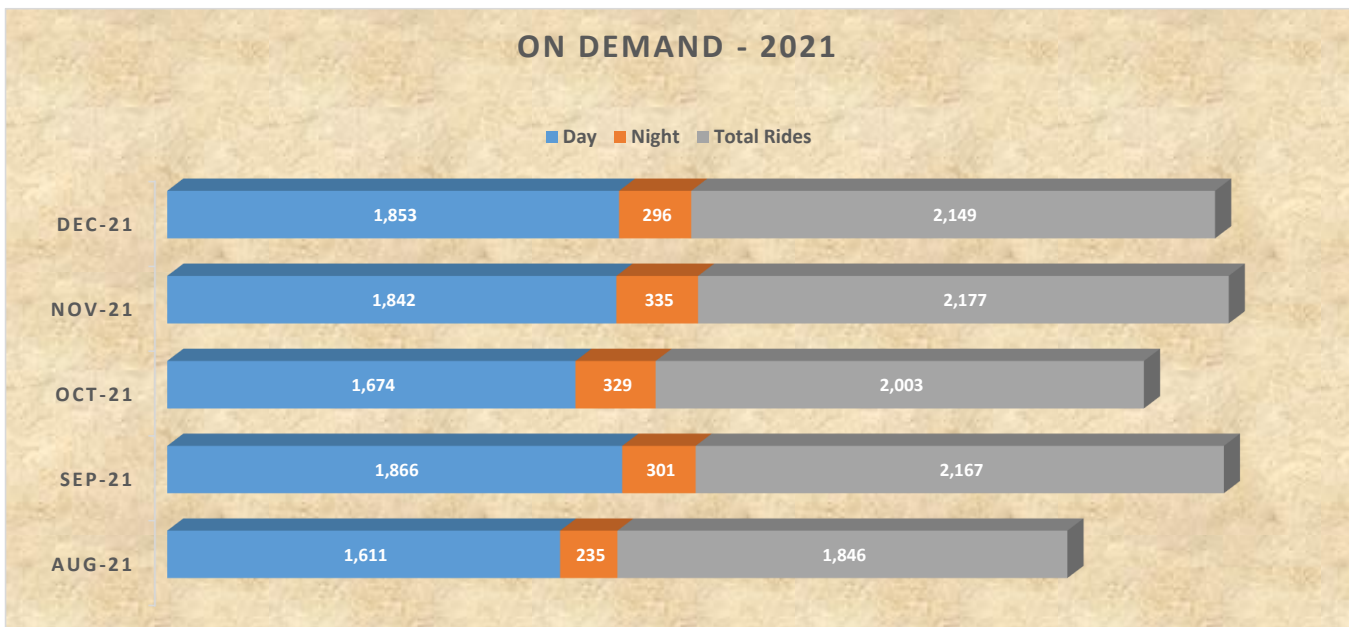
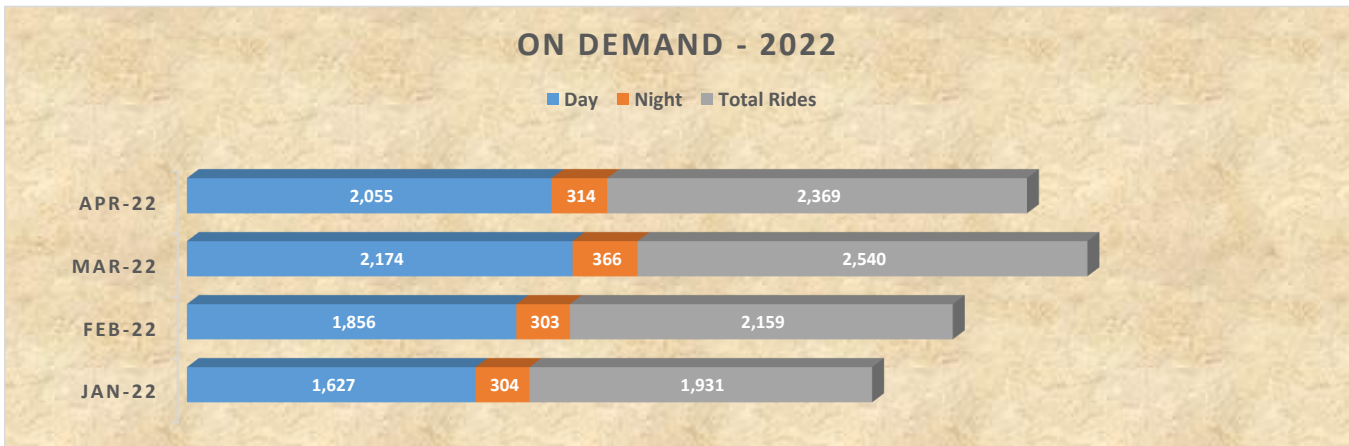
	AGENCY FARE TRIPS	BASIC FARE TRIPS	TOTAL TRIPS	BASIC FARE	AGENCY FARE	TOTAL FARES
April 2021	945	499	1,444	\$ 5,776	\$ 14,175	\$ 19,951
April 2022	925	460	1,385	\$ 5,540	\$ 13,875	\$ 19,415
Change '21 & '22	(20)	(39)	(59)	\$ (236)	\$ (300)	\$ (536)
	-2.1%	-7.8%	-4.1%	-4.1%	-2.1%	-2.7%

PARATRANSIT RIDERSHIP

GBM On Demand Ridership

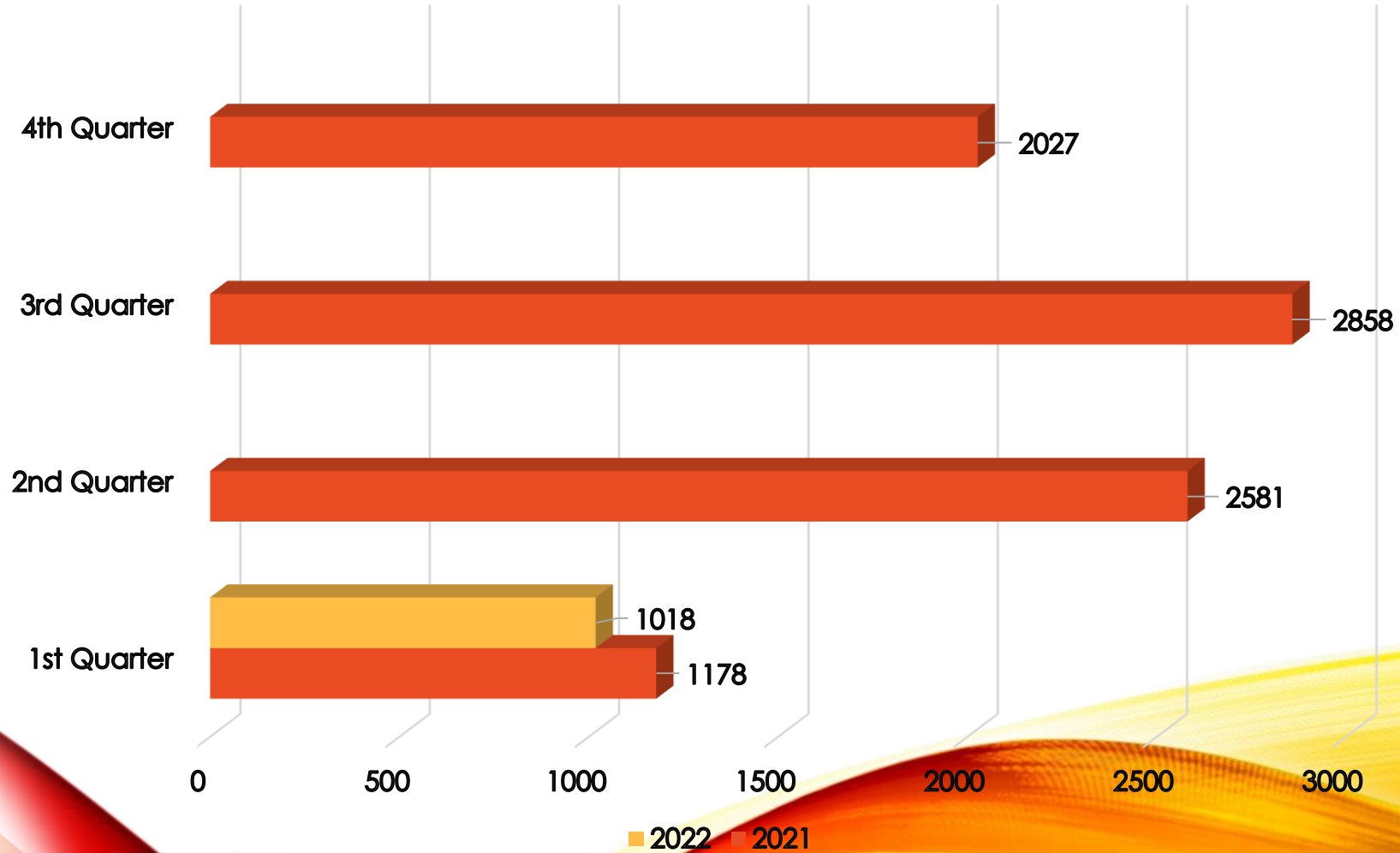
April 2022

	Day Service	Night Service	Total	YTD	Target
Passengers	2,055	314	2,369	8,999	
Operating Hours	944.9	127.6	1,072.5	4,715	
Passengers per Operating Hour	2.17	2.46	2.21	1.91	3.0
Average Customer Wait Time (minutes)	16.28	15.52			<20.0
On-Time Pickups	91%	91%			95%



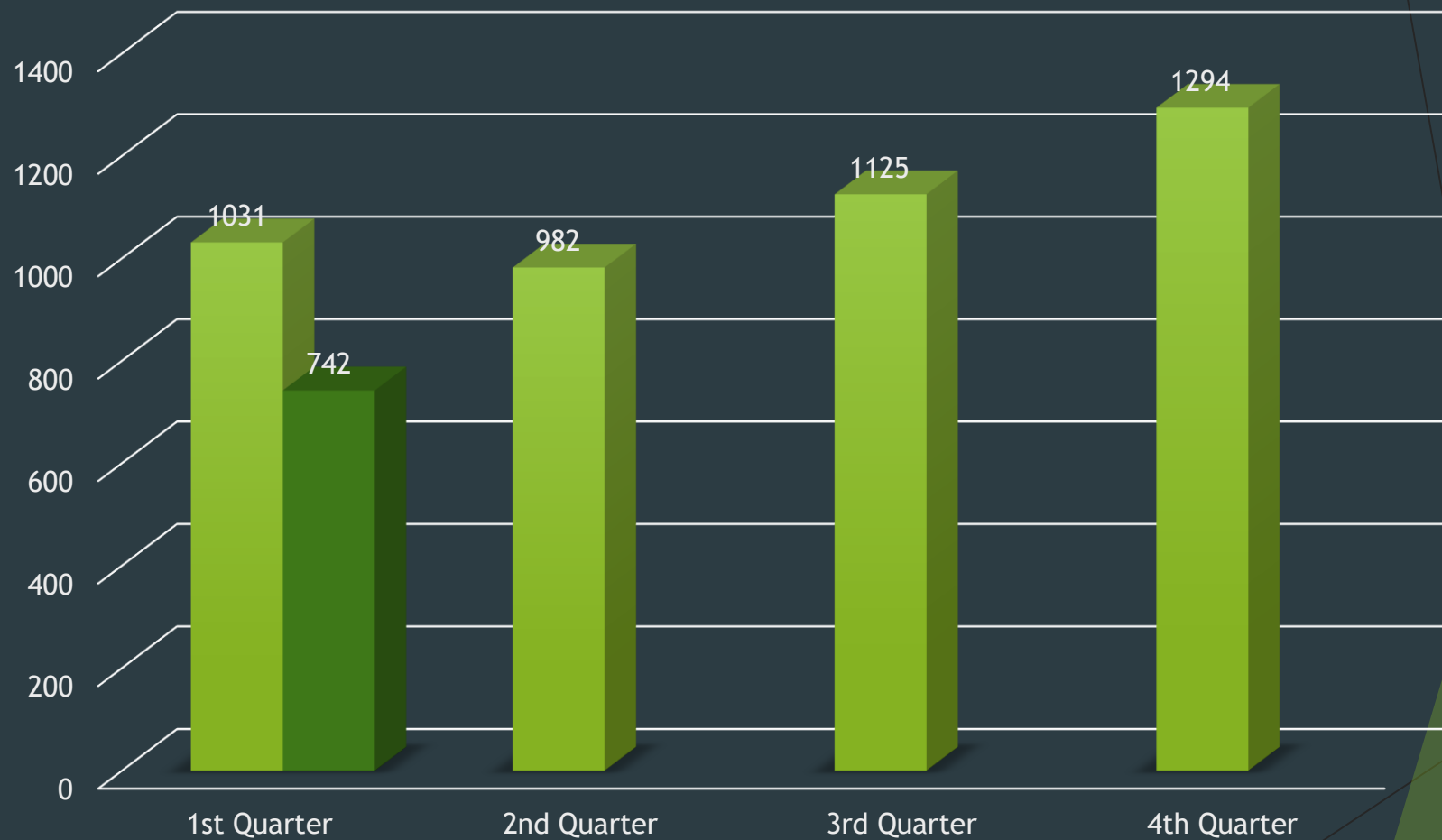
Day Service	Monday - Friday	5:45am - 8:45pm	Saturday	7:45am - 3:45pm
Night Service	Monday - Friday	8:45 pm - 10:45pm	Saturday	N/A

Bikes Loaded 2021 vs. 2022



Mid March 2020 –
Onset of COVID-19

Mobility Devices Boarded 2021 vs. 2022



Mid March 2020 - Onset
of COVID-19

■ 2021 ■ 2022



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

May 18, 2022

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 for January through March.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

1. 01-Jan Financials
2. 02-Feb Financials
3. 03-Mar Financials



EXPENSES

ACCOUNT DESCRIPTION	2022 Jan	2021 Jan	+/-	%	2022 BUDGET	% OF BUDGET
Wages & Salaries	112,281.56	103,781.41	8,500	8.2%	2,585,333	4.3%
Fringe Benefits	85,456.70	89,437.32	(3,981)	-4.5%	1,597,262	5.4%
Other Employment Expenses	329.00	3,631.55	(3,303)	-90.9%	46,160	0.7%
Contract Services	3,729.26	1,703.27	2,026	118.9%	333,573	1.1%
Materials & Supplies	24,502.78	15,608.01	8,895	57.0%	686,265	3.6%
Building & Equip Maintenance	14,541.59	12,450.12	2,091	16.8%	204,300	7.1%
Utilities	426.83	344.90	82	23.8%	100,091	0.4%
Insurance	159,153.00	171,401.00	(12,248)	-7.1%	164,129	97.0%
Miscellaneous	5.00	-	5	0.0%	250	2.0%
Paratransit Services	5,349.20	3,437.21	1,912	55.6%	1,094,740	0.5%
Microtransit Services	4,886.19	1,192.28	3,694	309.8%	1,921,754	0.3%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
TOTAL	410,661.11	402,987.07	7,674	1.9%	8,733,857	4.7%

REVENUES

ACCOUNT DESCRIPTION	2022 Jan	2021 Jan	+/-	%	2021 BUDGET	% OF BUDGET
Federal Operating Asst	-	-	-	0.0%	2,456,328	0.0%
State Operating Asst	-	-	-	0.0%	2,358,141	0.0%
Other Local Municipalities	79,060.85	77,958.09	1,103	1.4%	644,265	12.3%
Green Bay	104,000.00	104,000.00	-	0.0%	1,676,517	6.2%
Farebox Revenue-Fixed Route	34,034.81	30,196.19	3,839	12.7%	775,000	4.4%
Farebox Revenue-Paratransit	14,272.00	16,063.00	(1,791)	-11.1%	462,000	3.1%
College Program Fares	-	-	-	0.0%	-	0.0%
TMI Refund	-	-	-	0%	-	0.0%
Non-Transportation Revenue	2,380.27	2,551.28	(171)	-6.7%	17,200	13.8%
State Fuel Refund	-	-	-	0.0%	-	0.0%
Advertising	8,337.80	8,133.00	205	2.5%	120,000	6.9%
Intercity Bus Commissions	-	467.85	(468)	-100.0%	36,000	0.0%
Partnership Contributions	617.00	617.00	-	0.0%	188,404	0.3%
TOTAL	242,702.73	239,986.41	2,716	1.1%	8,733,857	2.8%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	25	25	-	0.0%	307
Revenue Miles	64,834	56,851	7,983	14.0%	802,941
Revenue Hours	4,319	3,946	373	9.4%	53,491
Unlinked Passenger Trips	44,748	28,952	15,796	54.6%	591,868
Revenue / Cost	59.1%	59.6%			1
Farebox Revenue / Mile	0.52	0.53	(0)	-1.2%	1
Farebox Revenue / Pass Trip	0.76	1.04	(0)	-27.1%	1
Farebox Revenue / Hour	7.88	7.65	0	3.0%	14
Passenger / Mile	0.69	0.51	0	35.5%	0.74
Cost / Mile	6.18	7.01	(1)	-11.9%	8.48
Cost / Passenger Trip	8.95	13.76	(5)	-35.0%	11.51



EXPENSES

ACCOUNT DESCRIPTION	2022 Jan-Feb	2021 Jan-Feb	+/-	%	2022 BUDGET	% OF BUDGET
Wages & Salaries	310,165.54	292,302.03	17,864	6.1%	2,585,333	12.0%
Fringe Benefits	190,493.89	178,973.47	11,520	6.4%	1,597,262	11.9%
Other Employment Expenses	3,795.80	4,368.00	(572)	-13.1%	46,160	8.2%
Contract Services	23,350.10	17,563.91	5,786	32.9%	333,573	7.0%
Materials & Supplies	80,365.50	55,950.08	24,415	43.6%	686,265	11.7%
Building & Equip Maintenance	30,543.78	196,046.71	(165,503)	-84.4%	204,300	15.0%
Utilities	12,236.24	10,060.47	2,176	21.6%	100,091	12.2%
Insurance	159,153.00	171,401.00	(12,248)	-7.1%	164,129	97.0%
Miscellaneous	24.60	9.60	15	156.3%	250	9.8%
Paratransit Services	47,825.46	47,178.73	647	1.4%	1,094,740	4.4%
Microtransit Services	93,536.28	45,194.57	48,342	107.0%	1,921,754	4.9%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
TOTAL	951,490.19	1,019,048.57	(67,558)	-6.6%	8,733,857	10.9%

REVENUES

ACCOUNT DESCRIPTION	2022 Jan-Feb	2021 Jan-Feb	+/-	%	2021 BUDGET	% OF BUDGET
Federal Operating Asst	-	-	-	0.0%	2,456,328	0.0%
State Operating Asst	-	-	-	0.0%	2,358,141	0.0%
Other Local Municipalities	120,063.55	118,398.25	1,665	1.4%	644,265	18.6%
Green Bay	208,000.00	208,000.00	-	0.0%	1,676,517	12.4%
Farebox Revenue-Fixed Route	76,284.19	57,418.58	18,866	32.9%	775,000	9.8%
Farebox Revenue-Paratransit	32,717.00	31,292.00	1,425	4.6%	462,000	7.1%
College Program Fares	-	-	-	0.0%	-	0.0%
TMI Refund	-	-	-	0%	-	0.0%
Non-Transportation Revenue	2,955.38	3,188.21	(233)	-7.3%	17,200	17.2%
State Fuel Refund	-	-	-	0.0%	-	0.0%
Advertising	16,548.66	13,706.32	2,842	20.7%	120,000	13.8%
Intercity Bus Commissions	-	1,001.14	(1,001)	-100.0%	36,000	0.0%
Partnership Contributions	6,031.00	1,234.00	4,797	388.7%	188,404	3.2%
TOTAL	462,599.78	434,238.50	28,361	6.5%	8,733,857	5.3%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	49	49	-	0.0%	307
Revenue Miles	124,525	112,938	11,587	10.3%	802,941
Revenue Hours	8,317	7,794	523	6.7%	53,491
Unlinked Passenger Trips	90,641	57,753	32,888	56.9%	591,868
Revenue / Cost	48.6%	42.6%			1
Farebox Revenue / Mile	0.61	0.51	0	20.5%	1
Farebox Revenue / Pass Trip	0.84	0.99	(0)	-15.3%	1
Farebox Revenue / Hour	9.17	7.37	2	24.5%	14
Passenger / Mile	0.73	0.51	0	42.3%	0.74
Cost / Mile	6.51	8.21	(2)	-20.7%	8.48
Cost / Passenger Trip	8.94	16.05	(7)	-44.3%	11.51

*Insurance is [NET] TMI

Feb = 16.7%

*Microtransit Jan invoice paid in March \$84,739.30

2022



EXPENSES

ACCOUNT DESCRIPTION	2022 Jan-Mar	2021 Jan-Mar	+/-	%	2022 BUDGET	% OF BUDGET
Wages & Salaries	510,358.09	480,461.25	29,897	6.2%	2,585,333	19.7%
Fringe Benefits	279,207.12	265,439.72	13,767	5.2%	1,597,262	17.5%
Other Employment Expenses	5,998.65	12,383.80	(6,385)	-51.6%	46,160	13.0%
Contract Services	32,831.64	21,216.64	11,615	54.7%	333,573	9.8%
Materials & Supplies	115,484.08	79,888.26	35,596	44.6%	686,265	16.8%
Building & Equip Maintenance	51,164.13	64,006.73	(12,843)	-20.1%	204,300	25.0%
Utilities	23,212.25	20,523.19	2,689	13.1%	100,091	23.2%
Insurance	170,891.62	173,958.00	(3,066)	-1.8%	164,129	104.1%
Miscellaneous	54.20	29.20	25	85.6%	250	21.7%
Paratransit Services	97,841.82	91,031.08	6,811	7.5%	1,094,740	8.9%
Microtransit Services	173,003.69	94,063.58	78,940	83.9%	1,921,754	9.0%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
TOTAL	1,460,047.29	1,303,001.45	157,046	12.1%	8,733,857	16.7%

REVENUES

ACCOUNT DESCRIPTION	2022 Jan-Mar	2021 Jan-Mar	+/-	%	2021 BUDGET	% OF BUDGET
Federal Operating Asst	-	-	-	0.0%	2,456,328	0.0%
State Operating Asst	-	-	-	0.0%	2,358,141	0.0%
Other Local Municipalities	161,066.25	158,838.41	2,228	1.4%	644,265	25.0%
Green Bay	312,000.00	312,000.00	-	0.0%	1,676,517	18.6%
Farebox Revenue-Fixed Route	114,323.85	90,961.15	23,363	25.7%	775,000	14.8%
Farebox Revenue-Paratransit	52,909.00	50,203.00	2,706	5.4%	462,000	11.5%
Farebox Revenue-Microtransit	3,809.00	2,046.00	1,763	86.2%	-	0.0%
College Program Fares	1,569.00	880.00	689	78.3%	-	0.0%
TMI Refund	50,038.00	65,431.00	(15,393)	-24%	-	0.0%
Non-Transportation Revenue	8,948.44	4,786.52	4,162	87.0%	17,200	52.0%
State Fuel Refund	2,877.34	-	2,877	0.0%	-	0.0%
Advertising	24,607.06	16,846.96	7,760	46.1%	120,000	20.5%
Intercity Bus Commissions	-	1,562.05	(1,562)	-100.0%	36,000	0.0%
Partnership Contributions	6,448.00	1,851.00	4,597	248.4%	188,404	3.4%
TOTAL	738,595.94	705,406.09	33,190	4.7%	8,271,857	8.9%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	76	76	-	0.0%	307
Revenue Miles	191,803	177,089	14,714	8.3%	802,941
Revenue Hours	12,831	12,028	802	6.7%	53,491
Unlinked Passenger Trips	142,253	95,166	47,087	49.5%	591,868
Revenue / Cost	50.6%	54.1%			1
Farebox Revenue / Mile	0.60	0.51	0	16.0%	1
Farebox Revenue / Pass Trip	0.80	0.96	(0)	-15.9%	1
Farebox Revenue / Hour	8.91	7.56	1	17.8%	14
Passenger / Mile	0.74	0.54	0	38.0%	0.74
Cost / Mile	6.20	6.31	(0)	-1.8%	8.48
Cost / Passenger Trip	8.36	11.75	(3)	-28.8%	11.51

*Insurance is [NET] TMI



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

May 18, 2022

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.4

Director's Report

BACKGROUND

Green Bay Transit Director will provide the Commission with an update on Metro.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

May 18, 2022

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.5

Next Transit Commission Meeting: Wednesday, June 15, 2022.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None