AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, OCTOBER 26, 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, and Michael Conley-Kuhagen

B. Approval of the Agenda.

1. Approval of October 26, 2022 Transit Commission Agenda

C. Approval of Minutes.

1. Approval of September 21, 2022 Transit Commission Minutes

D. Regular Business.

E. Informational.

1. Marketing Report
2. Operational Reports
3. Financial Report
4. Director's Report
5. Next Transit Commission Meeting: Wednesday, November 16, 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	PREPARED BY
October 26, 2022	Patty Kiewiz, Transit Director

AGENDA ITEM # B.1

Approval of October 26, 2022 Transit Commission Agenda

BACKGROUND

Enclosed is the agenda for the Transit Commission meeting being held on October 26, 2022.

RECOMMENDATION

Staff recommends the approval of the agenda for October 26, 2022.

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
October 26, 2022	Patty Kiewiz, Transit Director

AGENDA ITEM # C.1

Approval of September 21, 2022 Transit Commission Minutes

BACKGROUND

Enclosed are the proposed minutes from the Transit Commission meeting held on September 21, 2022.

RECOMMENDATION

Staff recommends the approval of the minutes from September 21, 2022.

FISCAL IMPACT

ATTACHMENTS

1. Transit Commission 9-21-22

MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, SEPTEMBER 21, 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, and Michael Conley-Kuhagen

Present: Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb
Excused: Michael Conley-Kuhagen

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

B. APPROVAL OF THE AGENDA.

1. Approval of September 21, 2022 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the September 21, 2022 agenda. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None

C. APPROVAL OF MINUTES.

1. Approval of July 20, 2022 Transit Commission Minutes

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to approve the minutes from the July 20, 2022 meeting. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None

D. REGULAR BUSINESS.

1. Discussion/Action: Expand Saturday Service Hours for Microtransit Services on Saturdays

Director Kiewiz stated that pre-covid Green Bay Metro provided fixed route and paratransit services

on Saturday until 6:45 p.m. When COVID hit and ridership had a substantial reduction, services were reduced to 3:45 p.m. Over the past few months, ridership has been increasing. The staff is looking to expanding Saturday services until 7:45 p.m. by utilizing microtransit.

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to approve the expansion of service hours to 7:45 p.m. on Saturdays, by utilizing microtransit (GBM On Demand) services effective October 1, 2022. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None

2. Discussion/Action: Hiring Referral Program

Director Kiewiz stated Green Bay Metro, along with many other employers, continue to face challenges of hiring quality candidates. Currently, we have 7 bus operator vacancies. Staff continues to work closely with the Human Resource Department on various methods to search for candidates. As another attempt to successfully fill positions, we are requesting to implement a Hiring Referral Program. This program would pay any City of Green Bay employee $500 for an individual that they refer for a Bus Operator position who has successfully completed probation.

Discussion was held on various options.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the Hiring Referral Program; this program will pay any City of Green Bay employee $500 upon hiring and an additional $500 upon new hires completing probation. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, No- None, Abstain- Rashad Cobb

3. Discussion/Action: ADA Paratransit Service Policy

The ADA Paratransit Service Policy is a document that is provided to all eligible riders of the Paratransit program. The policy document serves as a guideline for riders, informing them of the requirements and obligations under the program. The only update was in the visitor section compared to the last version.

Commissioner Cobb did request that staff review this policy and others as they are updated to ensure equity within the policies.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the revised ADA Paratransit Service Policy. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None

E. INFORMATIONAL.

1. Update: RFP #2022-77 Computer Aided Dispatch and Automatic Vehicle Location System

Director Kiewiz commented that the Transit Commission had taken action to approve the project with a not to exceed amount. Staff wanted to inform the Commission that Equans was awarded the RFP for the computer-aided dispatch and automatic vehicle location system.

2. Operational Reports

Director Kiewiz stated packets included ridership reports for fixed route, microtransit and paratransit. Staff is seeing an increase in ridership on fixed routes and microtransit. No concerns.

3. Financial Report

Director Kiewiz stated in your packets you will find the operating expense report through July. Currently, Metro is below budget. The staff have no concerns.

4. Director's Report

Director Kiewiz provided an overall update.

The Safety Development Team and management attended a TSA Training session on Safety and Security. There will be a series of 5 different trainings. They will do training with all the staff in the facility.

Director Kiewiz and Lisa Conard, Brown County Planning, MPO, had a discussion with a representative from Howard on public transportation. Based on the discussion held, it is not expected that the Village of Howard will proceed with public transportation for their community.

5. Next Transit Commission Meeting: Wednesday, October 19, 2022

The Transit Commission meeting will not be held on Wednesday, October 19, 2022, due to staff attending the WIPTA fall conference. The meeting has been scheduled for October 26, 2022.

F. ADJOURNMENT.

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Kevin Kuehn to adjourn at 9:11 a.m. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
October 26, 2022	Patty Kiewiz, Transit Director

AGENDA ITEM # E.1

Marketing Report

BACKGROUND

Marketing report is included. Staff is avaialbe to answer any questions regarding this report.

RECOMMENDATION

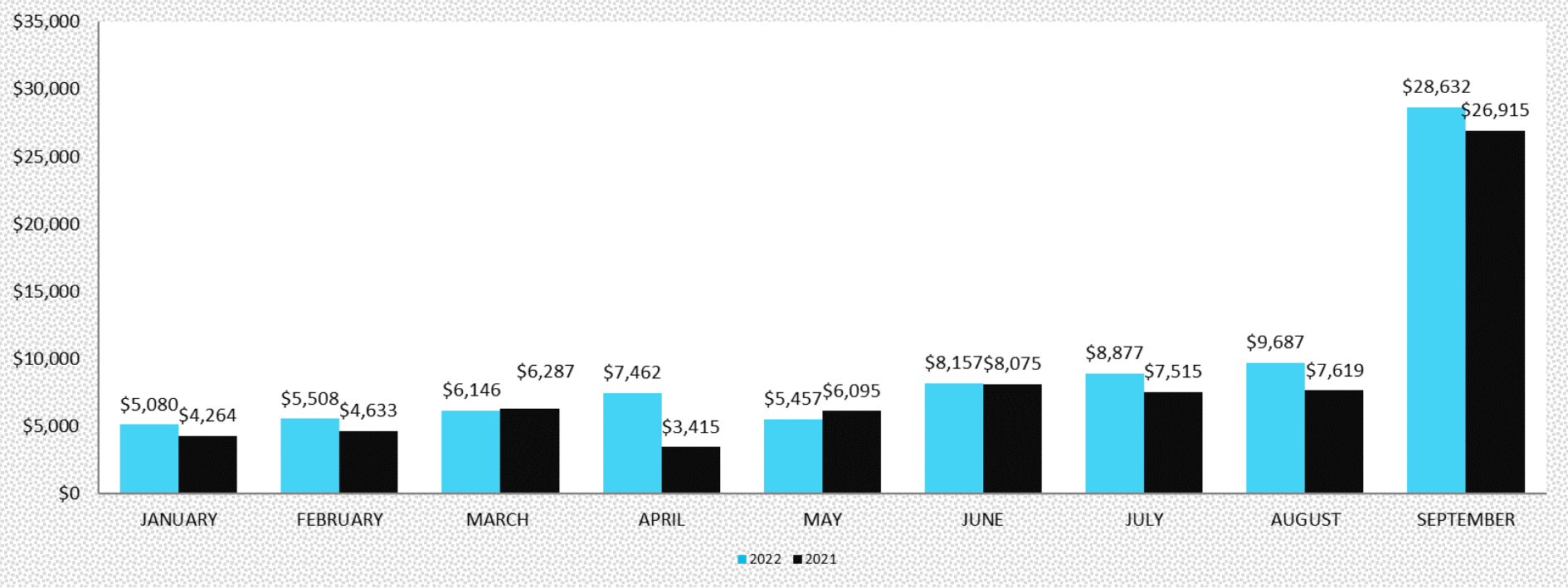
No action is necessary.

FISCAL IMPACT

ATTACHMENTS

1. 2022 January – September Bus Advertising Comaprison

2022 JANUARY-SEPTEMBER BUS ADVERTISING COMPARISON



2022	$85,006
2021	$74,818

$10,188 Difference

**September higher due to Packers paying the entire contract at one time.

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
October 26, 2022	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. 08.Aug Ridership
2. 08.Aug Micro KPIs

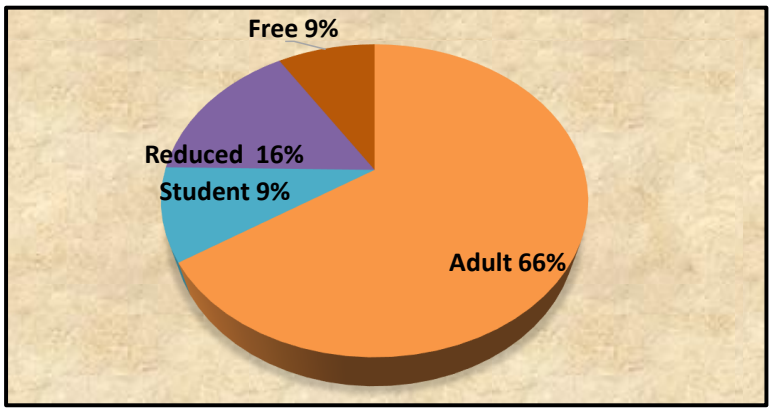
OPERATIONAL REPORT
AUGUST 2022

Fixed Route Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY FIXED ROUTE	YTD FIXED ROUTE
August 2021	22,644	2,560	7,425	7,386	40,015	290,259
August 2022	35,953	5,410	8,917	5,025	55,305	409,957
Difference	13,309	2,850	1,492	(2,361)	15,290	
	59%	111%	20%	-32%	38%	

Microtransit On Demand Ridership

ADULT	STUDENT	*REDUCED	*FREE	MONTHLY ON DEMAND	YTD ON DEMAND
1,481	39	45	281	1,846	6,145
2,037	110	221	127	2,495	18,247



YTD PASSENGERS
428,204

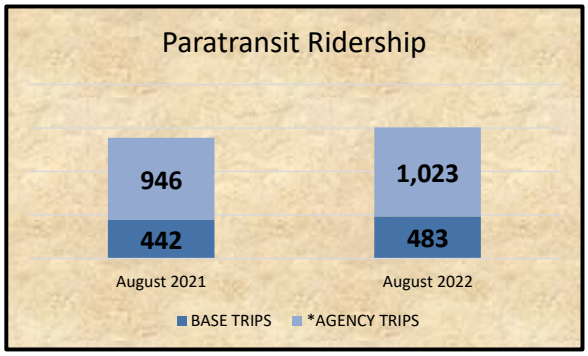
**Reduced fare program is for individuals who are age 65 and older, Medicare recipients, and individuals with qualifying disabilities.*

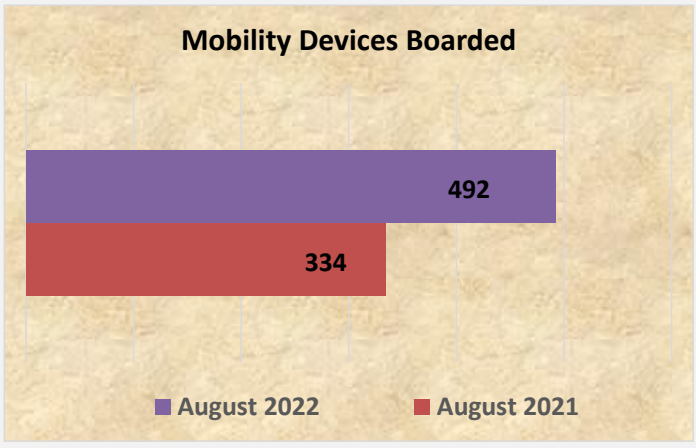
**Free is comprised of game day, children 4 & under, promos, etc.*

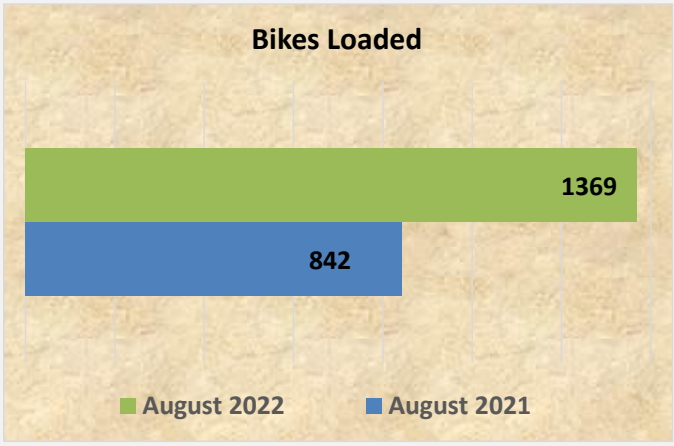
Paratransit Ridership

	BASE TRIPS	*AGENCY TRIPS	TOTAL TRIPS
August 2021	442	946	1,388
August 2022	483	1,023	1,506
Difference	41	77	118
	9.3%	8.1%	8.5%

**Agency Fare includes base fare plus additional cost for expenses that is permitted by 49 CRF 37.131 to social service agencies and other organizations for agency trips (i.e., trips guaranteed to the organization).*



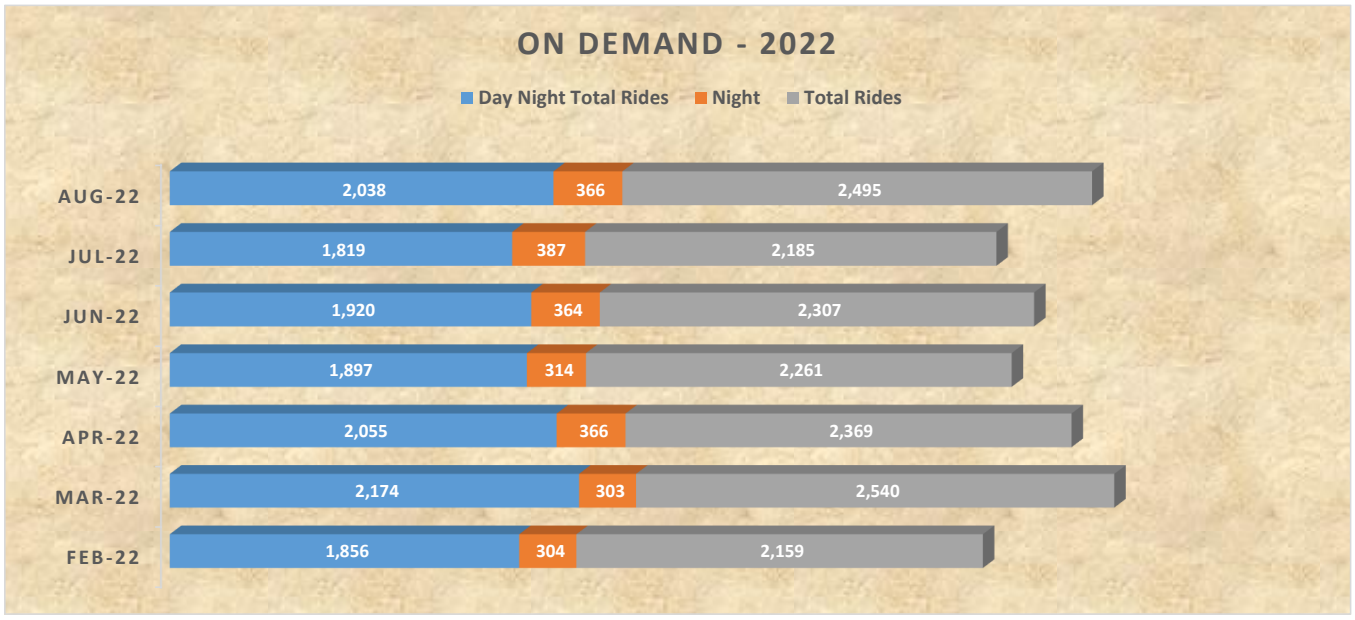


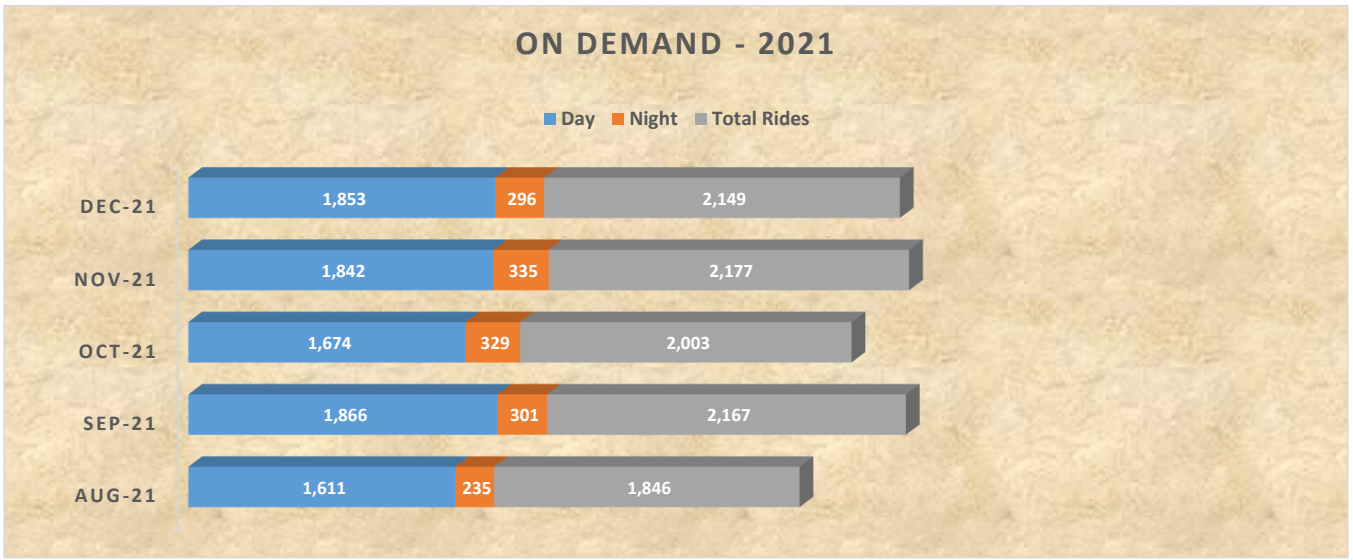


GBM ON DEMAND RIDERSHIP - KPIs

AUGUST 2022

	Day Service	Night Service	Total	YTD	Target
Passengers	2,038	457	2,495	18,247	
Operating Hours	1,141.0	209.4	1,350.4	9,766	
Passengers per Operating Hour	1.79	2.18	1.85	1.87	3.0
Average Customer Wait Time (minutes)	13.70	14.81			<20.0
On-Time Pickups	91%	83%			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

*Key Performance Indicators (KPI)

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
October 26, 2022	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 August.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

1. 08-August Financials

Green Bay Metro Transit Commission
Financial Report
August 2022

EXPENSES

ACCOUNT DESCRIPTION	2022 Jan-Aug	2021 Jan-Aug	+/-	%	2022 BUDGET	% OF BUDGET
Wages & Salaries	**1,649,423.53**	**1,499,524.59**	149,899	10.0%	**2,585,333**	**63.8%**
Fringe Benefits	**893,426.22**	**829,184.15**	64,242	7.7%	**1,597,262**	**55.9%**
Other Employment Expenses	**42,399.88**	**26,944.32**	15,456	57.4%	**46,160**	**91.9%**
Contract Services	**146,125.46**	**143,134.56**	2,991	2.1%	**333,573**	**43.8%**
Materials & Supplies**	**408,396.18**	**258,464.32**	149,932	58.0%	**686,265**	**59.5%**
Building & Equip Maintenance	**158,957.26**	**161,264.47**	(2,307)	-1.4%	**204,300**	**77.8%**
Utilities	**65,071.85**	**55,472.86**	9,599	17.3%	**100,091**	**65.0%**
Insurance*	**170,891.62**	**197,700.05**	(26,808)	-13.6%	**164,129**	**104.1%**
Miscellaneous	**156.20**	**166.20**	(10)	-6.0%	**250**	**62.5%**
Paratransit Services	**359,772.13**	**356,014.90**	3,757	1.1%	**1,094,740**	**32.9%**
Microtransit Services	**632,619.20**	**358,193.02**	274,426	76.6%	**1,921,754**	**32.9%**
Subrecipient Expenses	**-**	**-**	-	0.0%	**-**	**0.0%**
TOTAL	**4,527,239.53**	**3,886,063.44**	**641,176**	**16.5%**	**8,733,857**	**51.8%**

REVENUES

ACCOUNT DESCRIPTION	2022 Jan-Aug	2021 Jan-Aug	+/-	%	2021 BUDGET	% OF BUDGET
Federal Operating Asst	**42,612.00**	**1,003,266.00**	(960,654)	-95.8%	**2,456,328**	**1.7%**
State Operating Asst	**652,386.00**	**686,472.00**	(34,086)	-5.0%	**2,358,141**	**27.7%**
Other Local Municipalities	**442,196.05**	**436,075.07**	6,121	1.4%	**644,265**	**68.6%**
Green Bay	**832,000.00**	**832,000.00**	-	0.0%	**1,676,517**	**49.6%**
Farebox Revenue-Fixed Route	**294,471.73**	**249,360.69**	45,111	18.1%	**775,000**	**38.0%**
Farebox Revenue-Paratransit	**148,728.00**	**151,512.00**	(2,784)	-1.8%	**462,000**	**32.2%**
Farebox Revenue-Microtransit	**9,443.00**	**6,502.00**	2,941	45.2%	**-**	**0.0%**
College Program Fares	**3,471.00**	**1,560.00**	1,911	122.5%	**-**	**0.0%**
TMI Refund*	**50,038.00**	**65,431.00**	(15,393)	-24%	**-**	**0.0%**
Non-Transportation Revenue	**31,897.98**	**21,444.97**	10,453	48.7%	**17,200**	**185.5%**
State Fuel Refund	**5,665.49**	**3,232.76**	2,433	75.3%	**-**	**0.0%**
Advertising	**59,751.42**	**52,780.92**	6,971	13.2%	**120,000**	**49.8%**
Intercity Bus Commissions	**3,501.66**	**5,374.13**	(1,872)	-34.8%	36,000	**9.7%**
Partnership Contributions	**100,644.00**	**87,599.17**	13,045	14.9%	**188,404**	**53.4%**
TOTAL	**2,676,806.33**	**3,602,610.71**	**(925,804)**	**-25.7%**	**8,271,857**	**32.4%**

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	205	206	(1)	-0.5%	307
Revenue Miles	504,501	480,687	23,814	5.0%	802,941
Revenue Hours	33,855	32,864	991	3.0%	53,491
Unlinked Passenger Trips	409,957	290,259	119,698	41.2%	591,868
Revenue / Cost	**59.1%**	**92.7%**			1
Farebox Revenue / Mile	**0.58**	0.52	0	12.5%	1
Farebox Revenue / Pass Trip	**0.72**	0.86	(0)	-16.4%	1
Farebox Revenue / Hour	**8.70**	7.59	1	14.6%	14
Passenger / Mile	**0.81**	0.60	0	34.6%	0.74
Cost / Mile	**7.01**	6.60	0	6.2%	8.48
Cost / Passenger Trip	**8.62**	10.93	(2)	-21.1%	11.51

*Insurance is [NET] TMI

**Diesel Fuel is included in materials and supplies subtotal.

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
October 26, 2022	Patty Kiewiz, Transit Director

AGENDA ITEM # E.4

Director's Report

BACKGROUND

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

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
October 26, 2022	

AGENDA ITEM # E.5

Next Transit Commission Meeting: Wednesday, November 16, 2022

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None