# AGENDA OF THE TRANSIT COMMISSION

## WEDNESDAY, MARCH 22, 2023, 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 Terri Refsguard

### B. Approval of the Agenda.

1. Approval of March 22, 2023 Transit Commission Agenda

### C. Approval of Minutes.

1. Approval of the February 15, 2023 Transit Commission Minutes

### D. Regular Business.

1. Discussion/Action: Lease Accounting Policy
2. Discussion/Action: Potential Expansion of Service Hours
3. Discussion/Action: Ride Green Bay Metro Promotion

### E. Informational.

1. Operational Reports
2. Financial Report
3. Director's Report
4. Next Transit Commission Meeting: Wednesday, April 19, 2023 at 8:15 a.m.

### 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 |
|---|---|
| March 22, 2023 | Patty Kiewiz, Transit Director |

## AGENDA ITEM # B.1

Approval of March 22, 2023 Transit Commission Agenda

## BACKGROUND

Enclosed is the agenda for the Transit Commission meeting being held on March 22, 2023.

## RECOMMENDATION

Staff recommends the approval of the agenda for March 22, 2023.

## FISCAL IMPACT

## ATTACHMENTS

None

Report to the
Transit Commission
of the City of Green Bay

| MEETING DATE | PREPARED BY |
|---|---|
| March 22, 2023 | Patty Kiewiz, Transit Director |

## AGENDA ITEM # C.1

Approval of the February 15, 2023 Transit Commission Minutes

## BACKGROUND

Enclosed are the proposed minutes from the Transit Commission meeting that was held on February 15, 2023.

## RECOMMENDATION

Staff recommends the approval of the minutes from February 15, 2023.

## FISCAL IMPACT

## ATTACHMENTS

1. Transit Commission 2-15-23

# MINUTES OF THE TRANSIT COMMISSION

## WEDNESDAY, FEBRUARY 15, 2023, 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, Terri Refsguard and Michael Conley-Kuhagen

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

Chair Roger Kolb called the meeting to order at 8:20 a.m.

### B. APPROVAL OF THE AGENDA.

1. Approval of February 15, 2023 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the agenda for February 15, 2023. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Michael Conley-Kuhagen, No- None, Abstain-None

### C. APPROVAL OF MINUTES.

1. Approval of the January 18, 2023 Transit Commission Minutes

Moved by Ald. Randy Scannell, seconded by Commissioner Michael Conley-Kuhagen to approve the minutes from the January 18, 2023 meeting. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Michael Conley-Kuhagen, No- None, Abstain-None

### D. REGULAR BUSINESS.

1. Discussion/Action: Green Bay Metro's Maintenance Policy and Procedure Manual

Director Kiewiz stated the Maintenance Policy and Procedure Manual has been updated to continue being in compliance with the Federal Transit Administration. The manual includes all inspections and checklists for all buses, support vehicles, machinery, equipment and facilities. This manual assists employees with knowing expectations and requirements. The changes made were updating several inspections and referencing other policies that apply to maintenance personnel.

Moved by Ald. Randy Scannell, seconded by Commissioner Michael Conley-Kuhagen to approve the updated Green Bay Metro's Maintenance Policy and Procedure Manual. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Michael Conley-Kuhagen, No- None, Abstain- None

## E. INFORMATIONAL.

1. Operational Reports

Director Kiewiz provided a brief overview of the ridership reports for Fixed Route, Paratransit, and GBM On Demand. Staff are seeing an increase in ridership. Director Kiewiz stated she would be happy to answer any questions the Commission might have.

2. Director's Report

Lisa Conard, Brown County Planning, has provided an update on TDP. Draft TDP document will be coming this fall. Brown County issued public online surveys along with an online mapping tool. Public informational meetings are scheduled for March 9th and 14th.

Director Kiewiz provided an overall update:

Staff update. We have hired two operators; one has started and the other will be starting shortly. We have four operator positions open and a retirement at the end of the month. We also still have a mechanic and three fueler positions open. The Operation Supervisors are currently assisting as needed.

On Friday, March 3, 2023, from 11 a.m. until 1 p.m. we will be celebrating " Employee Appreciation Day". The Commissioners are welcome to come and celebrate.

Staff will be attending the Federal Drug and Alcohol Conference from March 13 - 17.

3. Next Transit Commission Meeting:  Wednesday, March 15, 2023 at 8:15 a.m.

The March 15th meeting will be cancelled. The next Transit Commission meeting will be held on April 19, 2023 at 8:15 a.m.

## F. ADJOURNMENT.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to adjourn at 8:35 a.m. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Michael Conley-Kuhagen, No- None, Abstain- None

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

| MEETING DATE | PREPARED BY |
| --- | --- |
| March 22, 2023 | Patty Kiewiz, Transit Director |

## AGENDA ITEM # D.1

Discussion/Action: Lease Accounting Policy

## BACKGROUND

This policy is to provide a consistent basis of accounting for Green Bay Metro (GBM) with respect to lease accounting. Governmental Accounting Standards Board Statement No. 87 (GASB 87), "Leases," is the applicable accounting guidance requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as income by lessors and expenditures by lessees. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. The City and GBM are required to recognize a lease liability and an intangible right-to-use lease asset (as the lessee) and are required to recognize a lease receivable and income (as the lessor), thereby enhancing the relevance and consistency of information about the City and GBM's leasing activities.

This policy will ensure compliance as required under governmental accounting requirements.

## RECOMMENDATION

Staff recommends the approval of the Lease Accounting Policy.

## FISCAL IMPACT

## ATTACHMENTS

1. GBM Lease Policy - FINAL 2023

Green Bay
METRO

# Lease Accounting Policy


March 2023

Purpose

The purpose of this policy is to provide a consistent basis of accounting for City of Green Bay (the City) and Green Bay Metro (GBM) with respect to lease accounting. Governmental Accounting Standards Board Statement No. 87 (GASB 87), "Leases," is the applicable accounting guidance requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as income by lessors and expenditures by lessees. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. The City and GBM are required to recognize a lease liability and an intangible right-to-use lease asset (as the lessee) and are required to recognize a lease receivable and income (as the lessor), thereby enhancing the relevance and consistency of information about the City and GBM's leasing activities.

GASB 87 defines a lease as a contract that conveys control of the right to use another entity's nonfinancial asset as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment.

GASB 87 specifically excludes the following from lease accounting guidelines:

- Leases of intangible assets;
- Leases of biological assets;
- Leases of inventory;
- Service concession arrangements (as specified in GASB 60);
- Leases of assets financed with outstanding conduit debt;
- Supply contracts;
- Leases of assets that are investments; and
- Certain leases subject to external laws, regulations, or legal rulings.

Identifying a Lease in a Contract

Once a contract is executed, the City and GBM will perform an assessment to evaluate if the contract contains a lease and a determination shall be made by assessing both of the following:

1) Whether there is an identified, non-financial asset; and
2) Whether the contract conveys the right to control the use of the identified asset in exchange for consideration for a period of time.
    a. Two tests must be met:
        i. The right to obtain the present service capacity from use of the underlying asset as specified in the contract; AND
        ii. The right to determine the nature and manner of use of the underlying asset as specified in the contract.[1]

GASB 87 requires a different accounting treatment for each of the following three categories of contracts:

1) **Short-term leases**: Defined as a lease that, at the commencement of the lease term, has a maximum possible term under the lease contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised. For a lease that is cancelable by either the lessee or the lessor, the maximum possible term is the noncancellable period, including any notice periods. Lessees and lessors should recognize short-term lease payments as outflows of resources or inflows of resources, respectively, based on payment provisions of the lease contract.
2) **Contracts that transfer ownership (financed purchases)**: Defined as a contract that (a) transfers ownership of an underlying asset to the lessee by the end of the contract and (b) **does not contain termination options** but may contain a fiscal funding or cancellation clause that is not reasonably certain of being exercised. This should be reported as a financed purchase of the underlying asset by the lessee or a sale of the asset by the lessor.

[1] Although GASB does not provide additional interpretive guidance on the "nature and manner of use," City of Green Bay and Green Bay Metro look at the control over those decision-making rights that are most relevant (i.e., most significant) to the economic benefits derived from an asset's use. Examples are: 1) right to change the type of output; 2) right to change when the output is produced; 3) right to change where the output is produced; 4) right to change whether output is produced and, if so, the quantity produced.

3) **Leases other than short-term leases and contracts that transfer ownership (Right to Use (RTU)):** All other leases that do not meet the definition of short-term leases or contracts that transfer ownership.

Capitalization Threshold

The City and GBM have adopted a capitalization threshold of $5,000 for a leased asset at the lowest identifiable level. If the City and GBM is the lessee of a separately identifiable asset with a net present value at inception less than or equal to this amount, the lease will not be recorded on the balance sheet (neither the RTU asset nor the liability).

Lease Term

The lease term is the period during which a lessee has a noncancellable right to use an underlying asset, plus the following periods, if applicable:

- Periods covered by the lessee’s option to extend the lease when reasonably certain the lessee will exercise this option.
- Periods covered by the lessee’s option to terminate the lease when reasonably certain the lessee will not exercise this option.
- Periods covered by the lessor’s option to extend the lease when reasonably certain the lessor will exercise this option.
- Periods covered by the lessor’s option to terminate the lease when reasonably certain the lessor will not exercise this option.

Periods where both the lessee and the lessor have an option to terminate or extend the lease without permission from the other party are cancelable periods and are excluded from the lease term.

Reassessments

Lease term should be reassessed if one or more of the following occur:

- Lessee or lessor elects to exercise an option even though previously determined that it was reasonably certain they would not exercise that option.

- Lessee or lessor elects not to exercise an option even though it was previously determined that it was reasonably certain they would exercise that option.
- Event specified in the lease contract that requires an extension or termination takes place.

Modifications

A modification occurs when changes occur in the terms of a lease contract and is typically issued in the form of an amendment to the lease based on the renegotiated terms between the City and GBM and the counterparty. The effective date of the modification is when the amendment is signed by both parties. When a modification occurs, the modification would be treated as if it were a separate lease if:

1) The modification gives the lessee an additional lease asset by adding one or more underlying assets that were not included in the original lease contact, AND
2) The increase in lease payments for the additional lease asset does not appear to be unreasonable based on (1) the terms of the amended lease contract and (2) professional judgement, maximizing the use of observable information.

If the modification is not accounted for as a separate lease, the City and GBM will measure the lease liability using the then-current discount rate and adjust the RTU asset for the modified lease as of the modification date.

Initial Direct Costs

Initial direct costs are incremental costs of a lease (excluding the City and GBM labor) that would not have been incurred if the lease had not been obtained. The City and GBM do not have incremental costs typically but would capitalize them as part of the lease asset if any were identified.

Identifying Lease Components

A lease component is a right to use an underlying asset (i.e., a lease) or a bundle of rights to use underlying assets (e.g., building, equipment, floor space, etc.). Some contracts may contain the RTU multiple assets; however, each individual asset is only a separate lease component if the criteria below are met:

1) The City and GBM can benefit from the RTU asset either on its own or together with other resources readily available to the City and GBM, AND
2) RTU is neither highly dependent on, nor highly interrelated with, the other RTU(s) in the contract.

Key additional guidance:

- Notwithstanding the guidance above, the City and GBM will account for the RTU land as a separate lease component unless the accounting effect of doing so would be insignificant (for example, separating the land element would have no effect on the lease classification of any lease component or the amount recognized for the land lease component would be insignificant).
- Variable rental payments that depend on an index or a rate (such as the Consumer Price Index or market interest rate) are included in lease calculations using the index or rate as of the commencement date. Note: In future periods when the rate or index changes, the lease liability will not be remeasured for this difference. Other variable payments are excluded from lease calculations.
- Rental payments that are in-substance fixed (i.e., variable payments but provides for a minimum or floor payment that must be made, therefore this floor amount of the payment is unavoidable) are also included in lease calculations.

Non-lease components are defined as other components in the contract that transfer a good or service (e.g., common area maintenance, equipment maintenance, use of shared gym in a building, etc.). If a contract contains lease and non-lease components, the lease and non-lease components are accounted for as separate contracts.

Contracts may include other activities which do not transfer a good or service to the lessee. These are not considered components of the contract. An example of this is a reimbursement or payment (to a third party or to the lessor) of the lessor's costs, such as property tax or insurance. Sales taxes paid by the lessee are not components of the contract.

Amortization of Lease Asset

Lease assets are amortized straight-line over the shorter of the lease term or the useful life of the underlying asset, except if a lease contains a purchase option the lessee has determined is reasonably certain of being exercised, then the lease asset should be amortized over the useful life of the underlying asset.[2] The useful life of an asset is the period over which the asset is expected to contribute directly or indirectly to future cash flows. The useful life of an asset can differ depending on the asset's intended use by the City and GBM.

**LEASE ACCOUNTING**

The City and GBM as the LESSEE:

- GASB 87 requires a lessee to recognize a lease liability and an intangible asset representing the lessee's right to use the leased asset as the commencement of the lease.
- GASB 87 requires the lessee to measure its lease liability as the present value of all payments expected to be made during the lease term.
- Variable payments based on future performance of the lessee or usage of the underlying asset should be expensed as incurred, and not included in the measurement of the lease liability.
- The lease asset should be measured at the amount of the initial measurement of the lease liability, plus any payments made to the lessor at or before the commencement of the lease term.
- The lessee should assess each lease liability annually for changes in the terms of the lease, interest rate, impairment of the underlying leased asset, or other factors that may impact the expected lease payments. Lease amendments and other modifications could necessitate remeasuring the lease liability.
- The lessee government will generally report amortization expense for the lease asset over the shorter of the term of the lease or the useful life of the underlying asset, disclosed separately from other capital assets.
- The lessee will calculate the amortization of the discount on each lease liability in subsequent financial reporting periods, and report that amount as interest expense.

[2] In that circumstance, if the underlying asset is non-depreciable, such as land, the lease asset is not amortized.

- The lessee's financial statement footnote disclosures will include the following:
  - A general description of the leasing arrangements
  - The total amount of lease assets recognized.
  - Related accumulated amortization, disclosed separately from other capital assets.
  - Amount of lease assets by major classes of underlying assets, disclosed separately from other capital assets.
  - Principal and interest requirements to maturity, for the lease liability for each of the five subsequent fiscal years, and in five-year increments thereafter.
  - A description of variable payments and other payments not included in the lease liability, and the expense recognized in the reporting period for these payments.
  - Impairment losses and any significant related changes in the lease liability.

The City and GBM as the LESSOR:

- GASB 87 requires the lessor to recognize a lease receivable at the present value of lease payments anticipated to be received during the lease term, reduced by any provision for estimated uncollectible amounts.
- The lessor will recognize a deferred inflow of resources at the initial value of the lease receivable, plus the amount of any payments received at or before the commencement of the lease term that relate to future periods.
- The lessor will continue to report the asset underlying the lease in its financial statements. The lessor should continue to apply applicable accounting guidance to the asset, including depreciation and impairment.
- The lessor should assess each lease receivable annually for changes in the terms of the lease, interest rate, impairment of the underlying leased asset, or other factors that may impact the expected lease payments. Lease amendments and other modification could necessitate remeasuring the lease receivable.
- The lessor will report lease revenue, systematically over the term of the lease, corresponding with the reduction of the deferred inflow.
- The lessor will calculate the amortization of the discount on each lease receivable in subsequent financial reporting periods, and report that amount as interest revenue.

- The future lease payments to be received should be discounted using the interest rate the lessor charges the lessee, which may be the interest rate implicit in the lease.
- The lessor's financial statement footnote disclosures will include the following:
    - A general description of the leasing arrangements.
    - The total amount of revenue recognized from the leases.
    - A description of variable payments and other payments not included in the measurement of the lease receivable. This includes revenue related to residual value guarantees and lease termination penalties.
    - If the lease payments serve as security for debt issued by the lessor, the existence, terms, and conditions of options for the lessee to terminate the lease or abate lease payments.
    - If material, the lessor should disclose a schedule of future payments that are included in the lease receivable, showing principal and interest requirements to maturity, for each of the five subsequent fiscal years, and in five-year increments thereafter.

**Approved by Transit Commission March 22, 2023**

Report to the
Transit Commission
of the City of Green Bay

| MEETING DATE | PREPARED BY |
|---|---|
| March 22, 2023 | Patty Kiewiz, Transit Director |

## AGENDA ITEM # D.2

Discussion/Action: Potential Expansion of Service Hours

## BACKGROUND

Since 2020 Green Bay Metro has had several service changes. As we continue to see service increase, staff wants to ensure Metro is meeting community needs.
Request to begin service at:
5:15am, Monday - Friday (currently 5:45am)
Extend GBM On Demand to 11:30pm Monday - Friday (currently 10:45pm)

## RECOMMENDATION

Staff recommends expanding service hours as described, effective April 3, 2023.

## FISCAL IMPACT

## ATTACHMENTS

None

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

| MEETING DATE | PREPARED BY |
|---|---|
| March 22, 2023 | |

## AGENDA ITEM # D.3

Discussion/Action: Ride Green Bay Metro Promotion

## BACKGROUND

The past few years have come with many challenges. Green Bay Metro has increased route frequency, made route changes and introduced a new mode of transportation, GBM On Demand. As we continue to see ridership increase, Metro wants to encourage people to try all the new opportunities public transit has to offer. Over the next several months, Green Bay Metro will be introducing many new technologies, such as a seamless fare option between modes, a new enhanced customer interface, many new bus stops that will include real-time bus information, along with audio announcements for the disabled.

Green Bay Metro's goal is to increase ridership and meet the community's transportation needs. In order to do this, we need to educate, encourage and promote individuals about the service. A series of informational meetings will be held throughout the community to educate the public.

Promotion to include:
Reduce Adult Full Fare and Reduce Fare 30-day passes by $20 per month for the remainder of 2023.
Reduce the basic one-way Paratransit fare to $2.
Effective April 1, 2023 through December 31, 2023.

## RECOMMENDATION

Staff recommends approval of the RIDE GREEN BAY METRO Promotion, with the effective date of April 1, 2023 through December 31, 2023.

## FISCAL IMPACT

## ATTACHMENTS

None

Report to the
Transit Commission
of the City of Green Bay

## MEETING DATE

March 22, 2023

## AGENDA ITEM # E.1

Operational Reports

## BACKGROUND

Operational reports included. Staff will present the reports.

## RECOMMENDATION

No action is necessary.

## FISCAL IMPACT

## ATTACHMENTS

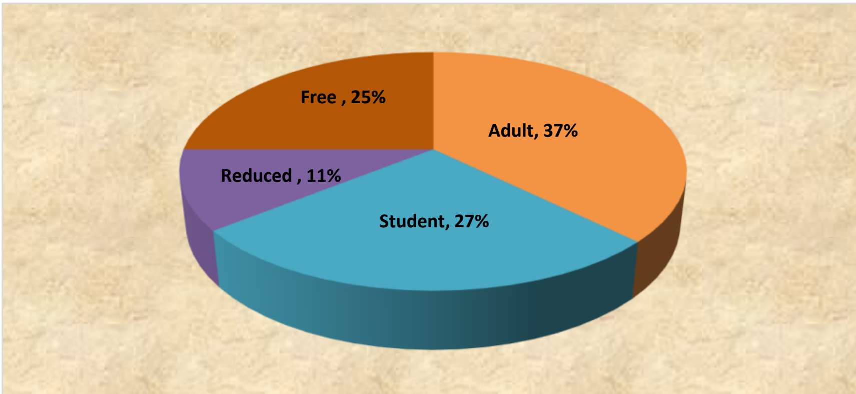
1. 01.Jan Ridership
2. 01.Jan Micro KPIs

## Fixed Route Ridership

| | ADULT | STUDENT | *REDUCED | *FREE | MONTHLY FIXED ROUTE | YTD FIXED ROUTE |
|---|---|---|---|---|---|---|
| **January 2022** | 16,541 | 9,778 | 5,757 | 12,672 | 44,748 | 44,748 |
| **January 2023** | 23,255 | 18,997 | 7,480 | 17,800 | 67,532 | 67,532 |
| *Difference* | 6,714 | 9,219 | 1,723 | 5,128 | 22,784 | |
| | 41% | 94% | 30% | 40% | 51% | |

## Microtransit On Demand Ridership

| | ADULT | STUDENT | *REDUCED | *FREE | MONTHLY ON DEMAND | YTD ON DEMAND |
|---|---|---|---|---|---|---|
| **January 2022** | 1,659 | 75 | 105 | 92 | 1,931 | 1,931 |
| **January 2023** | 3,354 | 151 | 199 | 14 | 3,718 | 3,718 |
| | 1,695 | 76 | 94 | (78) | 1,787 | |
| | 102% | 101% | 90% | -85% | 93% | |




| YTD PASSENGERS |
|---|
| 71,250 |

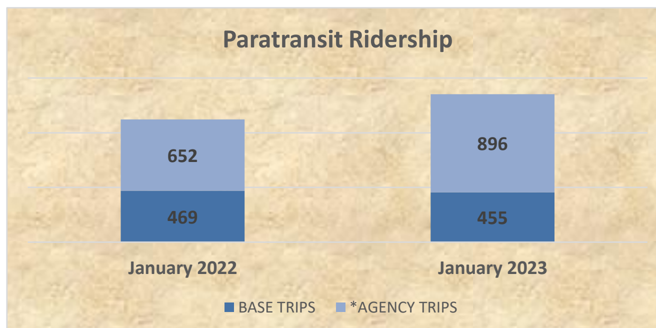
*Reduced fare program is for individuals who are age 65 and older, Medicare recipients, and individuals with qualifying disabilities.

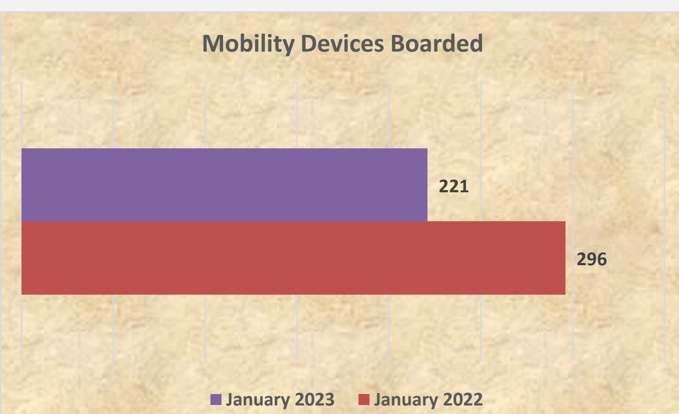
*Free is comprised of game day, children 4 & under, promos, etc.

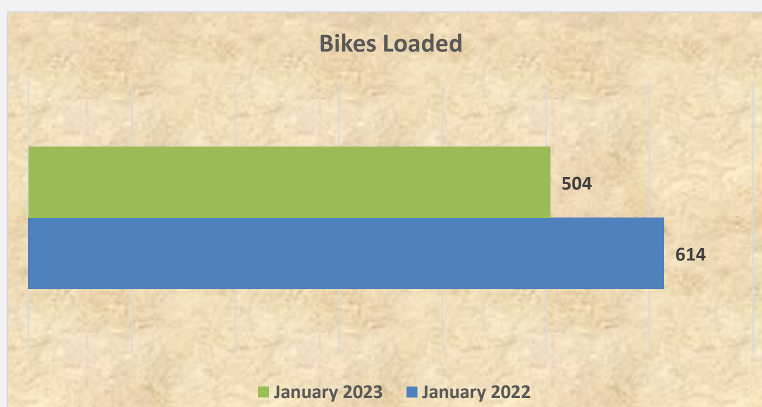
## Paratransit Ridership

| | BASE TRIPS | *AGENCY TRIPS | TOTAL TRIPS |
|---|---|---|---|
| **January 2022** | 469 | 652 | 1,121 |
| **January 2023** | 455 | 896 | 1,351 |
| *Difference* | (14) | 244 | 230 |
| | -3.0% | 37.4% | 20.5% |

*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).*



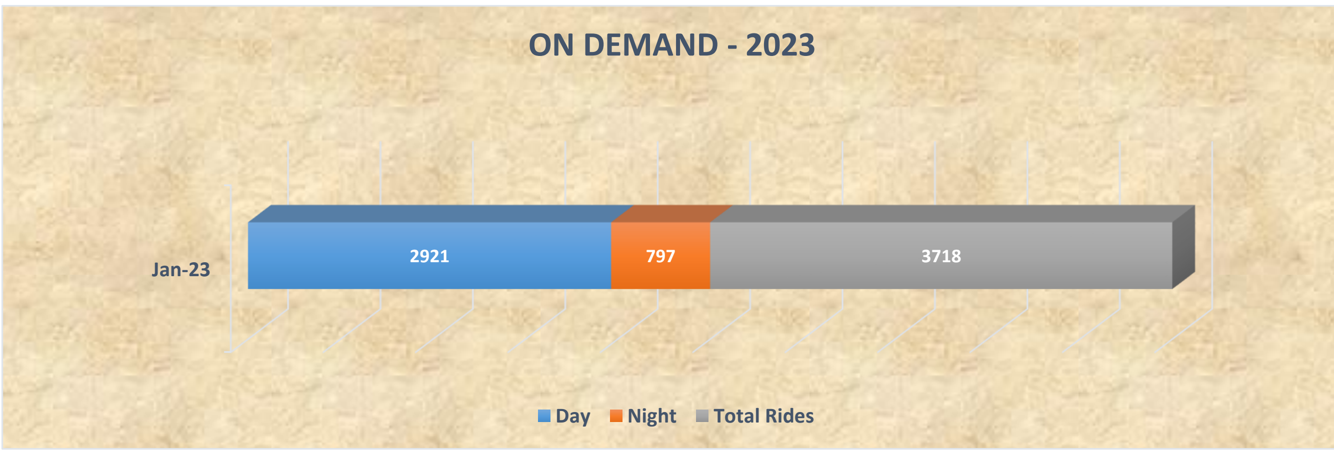



# GBM On Demand Ridership

## Januay 2023

| | Day Service | Night Service | Jan Total | Target |
|---|---|---|---|---|
| Passengers | 2921 | 797 | 3718 | |
| Operating Hours | 1521.0 | 275.1 | 1796.1 | |
| Passengers per Operating Hour | 1.92 | 2.90 | 2.07 | 3.0 |
| Average Customer Wait Time (minutes) | 13.19 | 15.69 | 11.99 | <20.0 |
| On-Time Pickups | 91% | 88% | 94% | 95% |





| | | | | |
|---|---|---|---|---|
| Day Service | Monday - Friday | 5:45 am -6:45 pm | Saturday | 7:45 am - 1:45 pm |
| Night Service | Monday - Friday | 6:45 pm - 10:45 pm | Saturday | 1:45 pm - 7:45 pm |

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

## MEETING DATE

March 22, 2023

## AGENDA ITEM # E.2

Financial Report

## BACKGROUND

Green Bay Metro's staff will present the Commission with the financial report from January.

## RECOMMENDATION

No action is necessary.

## FISCAL IMPACT

## ATTACHMENTS

1. 01-Jan Financials

Green Bay METRO

**Green Bay Metro Transit Commission**
**Financial Report**
**January 2023**

## EXPENSES

| ACCOUNT DESCRIPTION | 2023 Jan | 2022 Jan | +/- | % | 2023 BUDGET | % OF BUDGET |
|---|---|---|---|---|---|---|
| Wages & Salaries | **97,794.43** | **112,281.56** | (14,487) | -12.9% | **2,660,944** | **3.7%** |
| Fringe Benefits | **58,804.28** | **85,456.70** | (26,652) | -31.2% | **1,645,874** | **3.6%** |
| Other Employment Expenses | **2,470.12** | **329.00** | 2,141 | 650.8% | **67,600** | **3.7%** |
| Contract Services | **3,009.86** | **3,729.26** | (719) | -19.3% | **401,799** | **0.7%** |
| Materials & Supplies | **26,501.89** | **24,502.78** | 1,999 | 8.2% | **871,811** | **3.0%** |
| Building & Equip Maintenance | **22,904.08** | **14,541.59** | 8,362 | 57.5% | **211,900** | **10.8%** |
| Utilities | **1,371.95** | **426.83** | 945 | 221.4% | **123,731** | **1.1%** |
| Insurance | **137,321.00** | **159,153.00** | (21,832) | -13.7% | **160,492** | **85.6%** |
| Miscellaneous | **-** | **5.00** | (5) | -100.0% | **250** | **0.0%** |
| Paratransit Services | **4,868.83** | **5,349.20** | (480) | -9.0% | **946,034** | **0.5%** |
| Microtransit Services | **7,540.48** | **4,886.19** | 2,654 | 54.3% | **1,659,500** | **0.5%** |
| Subrecipient Expenses | **-** | **-** | - | 0.0% | **-** | **0.0%** |
| **TOTAL** | **362,586.92** | **410,661.11** | **(48,074)** | **-11.7%** | **8,749,935** | **4.1%** |

ORIGINAL BUDGET

## REVENUES

| ACCOUNT DESCRIPTION | 2023 Jan | 2022 Jan | +/- | % | 2023 BUDGET | % OF BUDGET |
|---|---|---|---|---|---|---|
| Federal Operating Asst | **-** | **-** | - | 0.0% | **2,574,289** | **0.0%** |
| State Operating Asst | **-** | **-** | - | 0.0% | **2,449,982** | **0.0%** |
| Other Local Municipalities | **70,529.00** | **79,060.85** | (8,532) | -10.8% | **552,752** | **12.8%** |
| Green Bay | **104,000.00** | **104,000.00** | - | 0.0% | **1,683,788** | **6.2%** |
| Farebox Revenue-Fixed Route | **44,560.65** | **32,487.81** | 12,073 | 37.2% | **775,000** | **5.7%** |
| Farebox Revenue-Paratransit | **18,889.00** | **14,272.00** | 4,617 | 32.4% | **385,000** | **4.9%** |
| Farebox Revenue-Microtransit | **1,938.00** | **1,547.00** | 391 | 25.3% | **-** | **0.0%** |
| College Program Fares | **-** | **-** | - | 0.0% | **-** | **0.0%** |
| TMI Refund | **-** | **-** | - | 0% | **-** | **0.0%** |
| Non-Transportation Revenue | **4,349.63** | **2,380.27** | 1,969 | 82.7% | **9,699** | **44.8%** |
| State Fuel Refund | **-** | **-** | - | 0.0% | **-** | **0.0%** |
| 48910 ADVERTISING | 8,997.00 | 8,337.80 | 659 | 7.9% | 100,000 | **9.0%** |
| Advertising | **8,997.00** | **8,337.80** | 659 | 7.9% | **100,000** | **9.0%** |
| Intercity Bus Commissions | **754.83** | **-** | 755 | 0.0% | **6,000** | **12.6%** |
| Partnership Contributions | **2,702.00** | **617.00** | 2,085 | 337.9% | **213,424** | **1.3%** |
| **TOTAL** | **256,720.11** | **242,702.73** | **14,017** | **5.8%** | **8,749,935** | **2.9%** |

## KEY PERFORMANCE INDICATORS (KPI)

| | | | | | |
|---|---|---|---|---|---|
| Operating Days | 26 | 25 | 1 | 4.0% | 305 |
| Revenue Miles | 56,692 | 64,834 | (8,142) | -12.6% | 663,084 |
| Revenue Hours | 3,165 | 4,319 | (1,154) | -26.7% | 43,783 |
| Unlinked Passenger Trips | 67,532 | 44,748 | 22,784 | 50.9% | 817,802 |
| Revenue / Cost | **70.8%** | **59.1%** | | | 100% |
| Farebox Revenue / Mile | **0.79** | 0.50 | 0 | 56.9% | 1.17 |
| Farebox Revenue / Pass Trip | **0.66** | 0.73 | (0) | -9.1% | 0.95 |
| Farebox Revenue / Hour | **14.08** | 7.52 | 7 | 87.2% | 17.70 |
| Passenger / Mile | **1.19** | 0.69 | 1 | 72.6% | 1.23 |
| Cost / Mile | **6.18** | 6.18 | 0 | 0.0% | 9.27 |
| Cost / Passenger Trip | **5.19** | 8.95 | (4) | -42.1% | 7.51 |

*Insurance is [NET] TMI

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

Jan = 8.3%

2023

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

## MEETING DATE

March 22, 2023

## AGENDA ITEM # E.3

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

Green Bay METRO

## MEETING DATE

March 22, 2023

## AGENDA ITEM # E.4

Next Transit Commission Meeting: Wednesday, April 19, 2023 at 8:15 a.m.

## BACKGROUND

## RECOMMENDATION

## FISCAL IMPACT

## ATTACHMENTS

None