AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, JULY 19, 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, and Michael Conley-Kuhagen

B. Approval of the Agenda.

1. Approval of July 19, 2023 Transit Commission Agenda

C. Approval of Minutes.

1. Approval of the May 17, 2023 Transit Commission Minutes
2. Approval of the June 21, 2023 Transit Commission Minutes

D. Regular Business.

1. Discussion/Action: Green Bay Metro's Transit Asset Management Plan (TAM)

E. Informational.

1. Operational Reports
2. Financial Reports
3. Director's Report
4. Next Transit Commission Meeting: Wednesday, August 16, 2023 at 8:15am

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

Green Bay METRO

MEETING DATE	PREPARED BY
July 19, 2023	

AGENDA ITEM # B.1

Approval of July 19, 2023 Transit Commission Agenda

BACKGROUND

Agenda enclosed for the July 19, 2023 Transit Commission meeting.

RECOMMENDATION

Staff recommends the approval of the agenda for July 19, 2023.

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
July 19, 2023	

AGENDA ITEM # C.1

Approval of the May 17, 2023 Transit Commission Minutes

BACKGROUND

Enclosed are the proposed minutes from the Transit Commission meeting that was held on May 17, 2023.

RECOMMENDATION

Staff recommends the approval of the minutes for May 17, 2023.

FISCAL IMPACT

ATTACHMENTS

1. Transit Commission 5-17-23

MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, MAY 17, 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, Michael Conley-Kuhagen, Terri Refsguard and Hector Rodriguez

Present: Roger Kolb, Hector Rodriguez, Emily Ysebaert, Kevin Kuehn, and Terri Refsguard
Excused: Randy Scannell, and Michael Conley-Kuhagen

Chair Roger Kolb called the meeting to order at 8:15 a.m.

B. APPROVAL OF THE AGENDA.

1. Approval of May 17, 2023 Transit Commission Agenda

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the agenda for May 17, 2023. Motion carried.
Yes- Roger Kolb, Terri Refsguard, Hector Rodriguez, No- None, Abstain- None

C. APPROVAL OF MINUTES.

1. Approval of the March 22, 2023 Transit Commission Minutes

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the minutes for March 22, 2023. Motion carried.
Yes- Roger Kolb, Terri Refsguard, Hector Rodriguez, No- None, Abstain- None

2. Approval of the April 19, 2023 Transit Commission Minutes

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the minutes for April 19, 2023. Motion carried.
Yes- Roger Kolb, Terri Refsguard, Hector Rodriguez, No- None, Abstain- None

D. REGULAR BUSINESS.

1. Presentation/Discussion/Action: 2022 Annual Financial Audit

Jodi Dobson from Baker Tilly presented the 2022 financial audit. No material misstatements were found throughout the audit.

Commissioner Kuehn asked for examples of checks and balances. Payroll was an example provided.

Director Kiewiz thanked Finance Manager Sherry Schuh for doing an excellent job.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to receive and place on file the FY 2022 financial audit. Motion carried.
Yes- Roger Kolb, Terri Refsguard, Hector Rodriguez, No- None, Abstain- None

2. Discussion/Action: Incidental Use Request - Greyhound

Director Kiewiz provided background regarding previous Greyhound services in Green Bay. Director Kiewiz is seeking concurrence from FTA for Greyhound's request to utilize the facility twice per day. FTA is still processing the request. However, staff is seeking approval to proceed if concurrence is received.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Terri Refsguard to approve incidental use request for Greyhound. Motion carried.
Yes- Roger Kolb, Emily Ysebert, Hector Rodriguez, No- None, Abstain- None

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

Director Kiewiz reviewed the recent changes to the PTASP.

Moved by Commissioner Emily Ysebaert , seconded by Commissioner Terri Refsguard to approve the revised PTASP as presented. Motion carried.
Yes- Roger Kolb, Kevin Kuehn, Hector Rodriguez, No- None, Abstain- None

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

Director Kiewiz provided an update on the revised GBM Drug and Alcohol Policy.

Discussion was held regarding the modification of the use of oral fluid.

Moved by Commissioner Terri Refguard, seconded by Commissioner Emily Ysebaert to approve the revised GBM Drug and Alcohol policy as presented. Motion carried.
Yes- Roger Kolb, Kevein Kuehn, Hector Rodriguez, No- None, Abstain- None

5. Discussion/Action: Green Bay Metro ADA Paratransit Service Policy

Director Kiewiz stated staff had conducted the annual review of the Paratransit Policy. Changes are highlighted.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the GBM Paratransit Policy as presented. Motion carried.
Yes- Terri Refguard, Roger Kolb, Hector Rodriguez, No- None, Abstain- None

E. INFORMATIONAL.

1. Operational Reports

Director Kiewiz provided an update on ridership for all modes. Ridership continues to increase.

2. Financial Report

Director Kiewiz presented monthly financial reports.

3. Director's Report

Director Kiewiz provided an update on Green Bay Metro.

- ARPA fund status
- With the vacancy of the Paratransit Coordinator, Director Kiewiz will be reviewing the department's needs before posting.

4. Next Transit Commission Meeting: Wednesday, June 21, 2023 at 8:15 a.m.

The next Transit Commission meeting will be held on June 21, 2023 at 8:15 a.m.

F. ADJOURNMENT.

Green Bay METRO

MEETING DATE	PREPARED BY
July 19, 2023	Patty Kiewiz, Transit Director

AGENDA ITEM # C.2

Approval of the June 21, 2023 Transit Commission Minutes

BACKGROUND

Enclosed are the proposed minutes from the Transit Commission meeting that was held on June 21, 2023.

RECOMMENDATION

Staff recommends the approval of the minutes for June 21, 2023.

FISCAL IMPACT

ATTACHMENTS

1. Transit Commission 6-21-2023

MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, JUNE 21, 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, Michael Conley-Kuhagen, Terri Refsguard and Hector Rodriguez

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

Chair Roger Kolb called the meeting to order at 8:15 a.m. All action items will be held over to the next meeting, due to lack of quorum.

B. APPROVAL OF THE AGENDA.

1. Approval of June 21, 2023 Transit Commission Agenda

All action items will be held over to the next meeting, due to lack of quorum.

C. APPROVAL OF MINUTES.

1. Approval of the May 17, 2023 Transit Commission Minutes

Item will be held over to the next meeting, due to lack of quorum.

D. REGULAR BUSINESS.

E. INFORMATIONAL.

1. Operational Reports

Director Kiewiz stated we continue to see ridership increase. Staff has been seeing a decline in on-time performance due to ongoing substantial train delays. Increased frequency of the majority of routes being thirty minutes has helped.

No additional questions.

2. Financial Reports

Director Kiewiz provided a brief overview of the revenue and expense reports.

Metro is below budget at this time.

3. Director's Report

Director Kiewiz provided an update on the state budget process. Discussion was held regarding the potential changes to the transportation fund.

Director Kiewiz updated the Transit Commission on open positions.

4. Next Transit Commission Meeting: Wednesday July 19, 2023 at 8:15am

F. ADJOURNMENT.

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
July 19, 2023	Patty Kiewiz, Transit Director

AGENDA ITEM # D.1

Discussion/Action: Green Bay Metro's Transit Asset Management Plan (TAM)

BACKGROUND

Green Bay Metro is required by the Federal Transit Administration (FTA) to maintain a transit asset management plan. All transit agencies that own, operate, or manage capital assets used in the provision of public transportation and receive federal financial assistance under 49 U.S.C. Chapter 53 either as recipients or sub-recipients must meet this requirement. This plan layouts how capital assets will be tracked, monitored and the process for replacement. This plan is reviewed annually. Director Kiewiz will review the plan changes.

RECOMMENDATION

Staff recommends approving the TAM Plan as presented.

FISCAL IMPACT

ATTACHMENTS

1. #GBM TAM Plan 2024 - DRAFT

Green Bay METRO

Transit Asset Management Plan

July 2023

Table of Contents

DEFINITIONS

Accountable Executive: Means a single, identifiable person who has ultimate responsibility for carrying out the safety management system of a public transportation agency; responsibility for carrying out transit asset management practices; and control or direction over the human and capital resources needed to develop and maintain both the agency's public transportation agency safety plan, in accordance with 49 U.S.C. 5329(d), and the agency's transit asset management plan in accordance with 49 U.S.C. 5326.

Asset Category: Means a grouping of asset classes, including a grouping of equipment, a grouping of rolling stock, a grouping of infrastructure, and a grouping of facilities.

Asset Class: Means a subgroup of capital assets within an asset category. For example, buses, trolleys, and cutaway vans are all asset classes within the rolling stock asset category.

Asset Inventory: Means a register of capital assets and information about those assets.

Asset Management: A Strategic and systematic process of operating, maintaining, and improving physical assets, with a focus on both engineering and economic analysis based upon quality information, to identify a structured sequence of maintenance, preservation, repair, rehabilitation, and replacement actions that will achieve and sustain a desired state of good repair over the lifecycle of the assets at minimum practicable cost.

Capital Asset: Means a unit of rolling stock, a facility, a unit of equipment, or an element of infrastructure used for providing public transportation.

Coronavirus Aid, Relief, and Economic Security Act (CARES) of 2020: On March 27th, 2020, the CARES Act was signed into law providing support to industries affected by the COVID-19, including the transit industry.

*COVID-19***:** A mild to severe respiratory illness that is caused by a coronavirus, is transmitted chiefly by contact with infectious material or with objects or surfaces contaminated by the causative virus, and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure.

Decision Support Tool: Means an analytic process or methodology: (1) To help prioritize projects to improve and maintain the state of good repair of capital assets within a public transportation system, based on available condition data and objective criteria; or (2) To assess financial needs for asset investments over time.

Direct Recipient: Means an entity that receives federal financial assistance directly from the Federal Transit Administration.

Equipment: Means an article of nonexpendable, tangible property having a useful life of at least one year.

Exclusive-Use Maintenance Facility: Means a maintenance facility that is not commercial and either owned by a transit provider or used for servicing their vehicles.

Facility: Means a building or structure that is used in providing public transportation.

Full Level of Performance: Means the objective standard established by FTA for determining whether a capital asset is in a state of good repair.

Horizon Period: Means the fixed period of time within which a transit provider will evaluate the performance of its TAM plan. FTA standard horizon period is four years.

Implementation Strategy: Means a transit provider's approach to carrying out TAM practices, including establishing a schedule, accountabilities, tasks, dependencies, and roles and responsibilities.

Infrastructure: Means the underlying framework or structures that support a public transportation system.

Investment Prioritization: Means a transit provider's ranking of capital projects or programs to achieve or maintain a state of good repair. Investment prioritization is based on financial resources from all sources that a transit provider reasonably anticipates will be available over the TAM plan horizon period.

Key Asset Management Activities: Means a list of activities that a transit provider determines are critical to achieving its TAM goals.

Life-Cycle Cost: Means the cost of managing an asset over its whole life.

Participant: Means a tier II provider that participates in a group TAM plan.

Performance Measure: Means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets (*e.g.*, a measure for on-time performance is the percent of trains that arrive on time, and a corresponding quantifiable indicator of performance or condition is an arithmetic difference between scheduled and actual arrival time for each train).

Performance Target: Means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

Public Transportation System: Means the entirety of a transit provider's operations, including the services provided through contractors.

Public Transportation Agency Safety Plan: Means a transit provider's documented comprehensive agency safety plan that is required by 49 U.S.C. 5329.

Recipient: Means an entity that receives federal financial assistance under 49 U.S.C. Chapter 53, either directly from FTA or as a subrecipient.

Rolling Stock: Means a revenue vehicle used in providing public transportation, including vehicles used for carrying passengers on fare-free services.

Service Vehicle: Means a unit of equipment that is used primarily either to support maintenance and repair work for a public transportation system or for delivery of materials, equipment, or tools.

State of Good Repair (SGR): Means the condition in which a capital asset is able to operate at a full level of performance.

Subrecipient: Means an entity that receives federal transit grant funds indirectly through a state or a direct recipient.

TERM Scale: Means the five (5) category rating system used in the Federal Transit Administration's Transit Economic Requirements Model (TERM) to describe the condition of an asset: 5.0—Excellent, 4.0—Good, 3.0— Adequate, 2.0—Marginal, and 1.0—Poor.

Tier I Provider: Means a recipient that owns, operates, or manages either (1) one hundred and one (101) or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit.

Tier II Provider: Means a recipient that owns, operates, or manages (1) one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a subrecipient under the 5311 Rural Area Formula Program, (3) or any American Indian tribe.

Transit Asset Management (TAM): Means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation.

Transit Asset Management (TAM) Plan: Means a plan that includes an inventory of capital assets, a condition assessment of inventoried assets, a decision support tool, and a prioritization of investments.

Transit Asset Management (TAM) Policy: Means a transit provider's documented commitment to achieving and maintaining a state of good repair for all of its capital assets. The TAM policy defines the transit provider's TAM objectives and defines and assigns roles and responsibilities for meeting those objectives.

Transit Asset Management (TAM) Strategy: Means the approach a transit provider takes to carry out its policy for TAM, including its objectives and performance targets.

Transit Asset Management (TAM) System: Means a strategic and systematic process of operating, maintaining, and improving public transportation capital assets effectively, throughout the life cycles of those assets.

Transit Provider (provider): Means a recipient or subrecipient of federal financial assistance under 49 U.S.C. Chapter 53 that owns, operates, or manages capital assets used in providing public transportation.

Useful life: Means either the expected life cycle of a capital asset or the acceptable period of use in service determined by FTA.

Useful life benchmark (ULB): Means the expected life cycle or the acceptable period of use in service for a capital asset, as determined by a transit provider, or the default benchmark provided by FTA.

AGENCY OVERVIEW

Green Bay Metro (GBM) Transit is a public transit system owned and operated by the City of Green Bay since 1973. Partnering municipalities include the City of De Pere and the Villages of Allouez, Ashwaubenon, and Bellevue.

GBM's inventory of revenue vehicles and capital assets, include the following:

- 36 Fixed route buses
- 23 pieces of equipment ≥ $50,000
- One facility that includes administration/operations/vehicle storage/refueling & maintenance.

Currently Green Bay Metro contracts with a private provider for paratransit and microtransit services. The private provider owns and maintains all vehicles used for the service.

INTRODUCTION

In accordance with 49 CFR Parts 625 and 630 for Transit Asset Management (TAM), GBM Transit is the TAM sponsor for the Section 5307 Formula Grant in the Green Bay Urbanized Area, 5339 Bus and Bus Facilities, 5310 Enhanced Mobility for Seniors and Individuals with Disabilities sub-recipients *(Appendix A -TAM Subrecipient List)*, or other federal grants received by GBM. This document presents Green Bay Metro's methodology for its performance target of capital assets.

Green Bay Metro is currently operating as an FTA-defined **Tier II** transit operator in compliance with 49 CFR § 625.45 (b) (1). Tier II transit providers are those transit agencies that do not operate rail fixed-guideway public transportation systems and have either 100 or fewer vehicles in fixed-route revenue service during peak regular service or have 100 or fewer vehicles in general demand response service during peak regular service hours.

This TAM provides an outlay of how GBM will assess, monitor, and report the physical condition of assets utilized in the operation of the public transportation system.

TAM PLAN ELEMENTS

As a Tier II public transportation provider, GBM has developed and implemented a TAM containing the following elements:

<u>Asset Inventory Portfolio</u>: An inventory of the number and type of capital assets to include Rolling Stock, Facilities, and Equipment.

<u>Asset Condition Assessment</u>: A condition assessment of those inventoried assets for which GBM has direct ownership and capital responsibility.

<u>Decision Support Tools & Management Approach</u>: A description of the analytical processes and decision-support tools that GBM uses to estimate capital investment needs over time and develop its investment prioritization.

<u>Investment Prioritization</u>: GBM's project-based prioritization of investments, developed in accordance with §625.33.

Transit Asset Management & State of Good Repair: GBM's process of operating, maintaining, and improving physical assets, with analysis based upon quality information, to identify a structured sequence of maintenance, preservation, repair, rehabilitation, and replacement actions that will achieve and sustain a desired state of good repair over the lifecycle of the assets at minimum practicable cost.

ASSET INVENTORY PORTFOLIO

The following capital assets are owned and operated by GBM, with direct capital responsibility, and are comprised of: Rolling Stock, Equipment, and Facilities. At the time of this writing, GBM does not operate a passenger rail service. Therefore, GBM does not have any associated rail infrastructure in its asset portfolio.

Vehicles: GBM evaluated its inventory, including sub-recipient inventory of vehicle capital items and divided all vehicle types into three categories: heavy duty bus, medium duty bus (cutaway), and light duty vehicles (auto/minivan/van/SUV). GBM used FTA's Useful Life Age Benchmark (ULB) set in 2017-2018 Asset Inventory Module Reporting Guide, pages 35 and 36. (Appendix C)

Target for Vehicle—GBM has set the TAM performance target for fixed route rolling stock to only allow for 25 percent of the vehicles to pass beyond useful life. Sub-recipient vehicles allow for 65 percent to pass beyond useful life due to 4 year ULB and funding constraints.

Equipment: The equipment items evaluated within this TAM, per FTA requirements, are any non-revenue service vehicles, regardless of value, and all GBM-owned equipment with a cost of $50,000 or more in acquisition value. Equipment includes non-revenue service vehicles primarily used to support maintenance and repair work for a public transportation system, supervisory work, or for the delivery of materials, equipment, or tools. GBM does not utilize or operate any third-party, non-revenue service vehicle equipment assets. All non-revenue service vehicle equipment assets are owned and operated by GBM. (Appendix D)

Target for Equipment—GBM currently has thirteen (13) pieces of equipment beyond its useful life. The condition of these items has been in examined in greater detail in the 2022 Conditional Assessment – Equipment form; if the condition of this equipment is deemed beyond its "state of good repair" in the TAM, then steps will be taken to get replacement equipment programmed in the Transportation Improvement Program (TIP). Items are forecasted in the current TIP, as required.

Facilities: GBM evaluated the condition of the facility in its sponsored TAM plan using the Transit Economic Requirements Model (TERM) scale. GBM will use the FTA minimum useful life standard for facilities of 40 years, as stated in FTA. Circular 5010.1E, page IV-26. (Appendix E)

Facility Target—GBM's transit facility is in good condition. GBM set the TAM performance target based on the TERM rating scale. The TERM rating of the facility shall not be rated less than 3.0.

ASSET CONDITIONAL ASSESSMENT

GBM assesses the condition of its assets on an annual basis by utilizing the FTA TERM condition rating assessment scale.

Rating	Condition	Description
5	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable
4	Good	Good condition, but no longer new, may be slightly defective or deteriorated, but is overall functional
3	Adequate	Moderately deteriorated or defective; but has not exceeded useful life
2	Marginal	Defective or deteriorated in need of replacement; exceeded useful life
1	Poor	Critically damaged or in need of immediate repair; well past useful life

This rating scale assigns a numerical value or rank based on the physical condition(s) presented by each individual asset throughout its life cycle. The rating scale is based on numbers 1 to 5, with five being new and one being poor. Assets with a rating of 2.5 or higher are considered to be in an SGR. All completed asset inspection forms are documented, and ratings are recorded on the GBM Fixed Asset List. The inspection process and documentation forms utilized to assess facility and vehicle assets are detailed in the following TAM companion documents:

- GBM Maintenance Policy and Procedure Manual
- Facility/Building/Equipment Inspection Procedures and Inspection Assessment Standards
- GBM Revenue and Non-Revenue Vehicle Inspection Procedures and Inspection Assessments Standards
- GBM Fleet Replacement Schedule
- GBM TAM Assessment Guidelines

DECISION-SUPPORT TOOLS AND MANAGEMENT APPROACH

Management Approach—The primary management approach utilized to maintain an SGR is risk mitigation. This management philosophy applies risk mitigation strategies (policies and procedures) throughout the assets life cycle, both from a maintenance perspective (breakdowns) and a safety & accessibility perspective (accidents/ADA requirements).

Decision Support Tools: The following tools are used in making investment decisions:

Inspection Report—Individual inspection report documenting the condition of the asset.

Rolling Stock Report—Inventory report used to track all rolling stock inventories, including age, cost, and mileage. This assists in decisions by providing the ability to compare details about the various rolling stock vehicles.

Fixed Asset Inventory Report—Inventory report that shows rolling stock and all other equipment. GBM is able to utilize this report to see what is surpassing its useful life, the conditional rating, and the other investment opportunities GBM has.

INVESTMENT PRIORITIZATION

The Maintenance Manager uses best judgment and experience to prioritize needs and submits a request of priorities to the Transit Director. Projects are then ranked based on need. Consideration is given to estimation of funding levels from all sources that are reasonably expected.

The ranking of programs and projects will be expressed as: *High Priority*, *Medium Priority*, or *Low Priority*. Each investment prioritization program or project ranked shall contain a year and/or date in which the GBM intends to carry out the program or project. (Appendix F)

TRANSIT ASSET MANAGEMENT AND STATE OF GOOD REPAIR

Transit asset management is the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risk, and costs over their life cycles for the purpose of providing safe, cost-effective, and reliable public transportation. Green Bay Metro has developed this TAM to aide in:

- assessment of the current condition of capital assets;
- determine what condition and performance its assets should be in if they are not currently in a State of Good Repair (SGR);
- identify the unacceptable risks, including safety risks, in continuing to use an asset that is not in SGR;
- deciding how to best balance and prioritize reasonably anticipated funds (funds from all sources) towards improving asset condition and achieving as sufficient level of performance within those means.

State of Good Repair (SGR) Standards Policy—a capital asset is in an SGR when each of the following objective standards are met:

- If the asset is in a condition sufficient for the asset to operate at a full level of performance. An individual capital asset may operate at a full level of performance regardless of whether or not other capital assets within a public transportation system are in an SGR;
- The asset is able to perform its manufactured design function;
- The use of the asset in its current condition does not pose an identified unacceptable safety risk and/or deny accessibility;
- The asset's life-cycle investment needs have been met or recovered, including all scheduled maintenance and rehabilitation.

The TAM allows GBM to predict the impact of its polices and investment justification decisions on the condition of its assets throughout the asset's life cycle and enhances the ability to maintain an SGR by proactively investing in an asset before the asset's condition deteriorates to an unacceptable level. *(Appendix B -TAM Goals)*

It is the belief of GBM that TAM implementation and monitoring provides a framework for maintaining an SGR by considering the condition of its assets in relation to the local operating environment. GBM has developed its SGR policies to account for the prevention, preservation, maintenance, inspection, rehabilitation, disposal, and replacement of capital assets. The goal of these policies is to allow GBM to determine and predict the cost to improve asset condition(s) at various stages of the asset life cycle, while balancing prioritization of capital, operating and expansion needs. The two foundational criteria of SGR performance measures are *Useful Life Benchmark* (ULB) and *Condition*.

Useful Life Benchmark (ULB)—is defined as the expected lifecycle of a capital asset for a particular transit providers operating environment, or the acceptable period of use in service for a particular transit providers operating environment. ULB criteria are user defined, considering a provider's unique operating environment (service frequency, weather, geography).

When developing ULB, GBM recognized and considered the local operating environment of its assets within the service area, historical maintenance records, manufacturer guidelines, and the default asset ULB derived from the FTA. In most cases, if an asset exceeds its ULB, then it is a strong indicator that it may not be in a state of good repair.

Methodology—GBM reviews the inventory of federally funded vehicles, equipment, and facilities and uses age to ascertain a starting point for TAM targets.

- For equipment and rolling stock, age along with physical condition are used to calculate asset term scale rating.
- For GBM Transit facility, the median value approach is used to calculate the overall conditional rating. Median value is the middle value in a series. To determine the condition rating, GBM starts with the secondary ratings in each asset category.

PLAN REVIEW

GBM shall maintain all supporting TAM records and documents. GBM shall make TAM records available to federal (FTA), state (WisDOT) and MPO (Brown County Planning) entities that provide(s) funding to GBM and to aid in the planning process. The TAM can be considered a "living document" that shall be reviewed on at least a quarterly basis, updated, and incorporated into GBM's capital and budget planning, and reporting processes. Beginning in 2018, TAM data served as a "baseline" measure of asset performance management. As more data is collected, additional monitoring categories and goals may be included to support conditions and reliability-based decision-making.

NTD REPORTING

TAM Targets are reported to NTD annually as required; effective 2018.

CONCLUSION

The Green Bay Transit Commission, management team, staff, and employees of Green Bay Metro firmly believe that by implementing this *Transit Asset Management* (TAM) Plan, it will allow the transportation system to meet its mission and offer safe, efficient, reliable, and accessible public transportation options to the general public of the Green Bay metropolitan area.

In addition, GBM believes that by implementing this TAM, the following *State of Good Repair* (SGR) indicators will be either maintained or improved upon:

- Limit safety risks;
- Justify investments;
- Increase system reliability and accessibility;
- Lower maintenance costs;
- Increase system performance.

CONTACTS

Accountable Executive—Patty Kiewiz, Transit Director (920) 448-3455 patricia.kiewiz@greenbaywi.gov
Maintenance Manager—Kenny Hofer (920) 448-3451 kenny.hofer@greenbaywi.gov
Finance Manager—Sherry Schuh (920) 448-3453 sherry.schuh@greenbaywi.gov

ADOPTION AND REVISION HISTORY

Adopted and approved by the Green Bay Transit Commission on July 18, 2018.
Revised and updated by the Green Bay Transit Commission on August 21, 2019.
Revised and updated by the Green Bay Transit Commission on June 17, 2020
Revised and updated by the Green Bay Transit Commission on, April 21, 2021
Appendixes updated by the Green Bay Transit Commission on, June 15, 2022
Revised and updated by the Green Bay Transit Commission on July 19, 2023

APPENDIX A—5310 SUPRECIPIENT LIST

DAV—Disabled American Veterans—Dept. of Wisconsin
Richards Marbes, Treasurer
1253 Scheuring Road, Suite A
De Pere, WI 54115-1070

Curative Connections
Steve McCarthy, President, and CEO
PO BOX 8027
Green Bay, WI 54308

APPENDIX B—TAM GOALS

GBM shall establish annual TAM goals, which are separate from annual SGR performance goals, based upon tangible criteria related to asset performance. GBM baseline measures—TAM goals include monitoring of the following criteria: the means of measuring and the goal as it compares to actuals.

Safety Risks—Number of preventable accidents per 100,000 revenue miles (FR)

- 2022 Goal—0.25
- **2022 Actual—1.84**
- 2023 Goal—0.25
- 2024 Goal—1.00

System Reliability—On time performance, by mode (FR)

- 2022 Goal—90%
- **2022 Actual—88.9%**
- 2023 Goal—90%
- 2024 Goal—90%

Maintenance Resources—Number of vehicles out of service for 30 or more days (FR)

- 2022 Goal—1
- **2022 Actual—7**
- 2023 Goal—1
- 2024 Goal—1
  (Number of vehicles out of service for 30 or more days is higher due to supply demands.)

System Performance—Missed trips due to major breakdown (FR)

- 2022 Goal—<5
- **2022 Actual—6**
- 2023 Goal—<5
- 2024 Goal—<5

APPENDIX C—VEHICLES

The chart below shows the results of GBM's **2023** findings:

Vehicle Type	Vehicle Count	ULB	% Beyhond ULB	No. of Vehicles
Heavy Duty Bus	36	12	12.5%	6
Light-Duty Mid-Sized Bus	0	5	0.0%	0
Ligh-Duty Vehicles (Revenue)	12	4	18.75%	9

GBM and sub-recipient owned vehicles were also divided into the NTD categories that made up the A-90 form. While GBM typically uses the categories above in TrAMS to enter application information, the NTD A-90 form uses alternative categories:

Vehicle Type	Percent of Fleet Beyond ULB	Conditional Rating (Avg)	Assessment Date
BU - (6/36)	16.7%	3-Adequate	12/28/2022
CUTAWAY (5/8)	62.5%		
MINIVAN - VAN (4/4)	100.0%		
Grand Total (48)			

APPENDIX D—EQUIPMENT

GBM evaluated the inventory of its most significant equipment (items with a replacement cost of $50,000 or more). These items are listed below and are all located at the GBM facility. The guidance used was from the FTA and from various reports that discuss useful life for these types of equipment to determine if these pieces of equipment were beyond their useful life. Conditional Rating is based on useful life and SGR.

**Age is established with CY2023

EQUIPMENT TYPE	ULB	ULB REMAINING	AGE	YEAR ACQUIRED	CONDITIONAL RATING	ASSESSMENT DATE
VACUUM EQUIPMENT	15	-7	22	2001	3 - Adequate	12/28/2022
LIFT – DOOR 7	15	-7	22	2001	2 - Marginal	12/28/2022
LIFT—DOOR 6	15	-7	22	2001	2 - Marginal	12/28/2022
LIFT—DOOR 5	15	-7	22	2001	1 - Poor	12/28/2022
LIFT—SERVICE BAY	15	-7	22	2001	2 - Marginal	12/28/2022
PARALLELOGRAM LIFT—WASH BAY *ULB ADJUSTED IN 2022	12	-1	13	2010	2 – Marginal	12/28/2022
BUS WASH	15	5	10	2013	3 - Adequate	12/28/2022
DRIVEWAY EXPANSION	15	10	5	2018	5 – Excellent	12/28/2022
TENNANT RIDE-ON FLOOR SCRUBBER	7	-3	10	2013	2 – Marginal	12/28/2022
BOBCAT—TOOL CAT W/ BROOM & SPREADER	10	3	7	2016	4 - Good	12/28/2022
GFI ODYSSEY FAREBOX SYSTEM	10	-3	13	2010	2 - Marginal	12/28/2022
RADIO SYSTEM	10	2	8	2015	2 – Marginal	12/28/2022
BAYCOM VIDEO SURVEILLANCE SYSTEM	5	-1	6	2017	3 – Adequate	12/28/2022
DOUBLE MAP AVL/GPS SYSTEM	5	0	5	2018	1 – Poor	12/28/2022
FARE SYSTEM UPGRADES	5	4	1	2022	5 – Excellent	12/28/2022
DUALLY 4WD TRUCK	7	-14	21	2002	1 - Poor	12/28/2022
F-350 SERVICE VEHICLE W/ SPREADER & PLOW	7	-1	8	2015	4 - Good	12/28/2022
FORD EXPLORER – SERVICE VEHICLE	7	2	5	2018	5 – Excellent	12/28/2022
FORD EDGE – SERVICE VEHICLE	7	2	5	2018	5 – Excellent	12/28/2022

FORD EDGE – SERVICE VEHICLE	7	2	5	2018	5 – Excellent	12/28/2022
FUEL SYSTEM	15	-7	22	2001	3 – Adequate	12/28/2022
FACILITY SECURITY GATES	15	14	1	2022	5 – Excellent	12/28/2022
MOTOROLA RADIO COMM SYSTEM	10	-1	11	2012	2 – Marginal	12/28/2022

*23 pieces of equipment * 52% exceeded ULB * Average age of equipment 11 years * Average Rating 2
*10 of the 13 pieces of equipment that have exceeded their ULB are part of the Transportation Improvement Plan (TIP) and are being addressed. (See Investment Prioritization—Appendix F.)

APPENDIX E—FACILITY

The chart below shows the results of our findings from most recent facility conditional assessment:

Year Acquired 2001	22 Years Old	
Transportation Faciility	**Rating**	**Assessment Date**
Equipment	2 - Marginal	1/6/2022
HVAC	3 - Adequate	1/6/2022
Fare Collecting Equipment	3 - Adequate	1/6/2022
Plumbing	3.5 - Adequate	1/6/2022
Substructure	4 - Good	1/6/2022
Shell	4 - Good	1/6/2022
Interior	4 - Good	1/6/2022
Fire Protection	4 - Good	1/6/2022
Electrical	4 - Good	1/6/2022
Site	4 - Good	1/6/2022
Median Value equals	**4**	

APPENDIX F—INVESTMENT PRIORITIZATION

Green Bay Metro transit facility, rolling stock, and equipment inventory is monitored by the Maintenance Manager who inspects, maintains, and coordinates corrective actions when warranted with the approval of the Transit Director. Best judgement and experience are used to prioritize needs and capitalize critical issues. A decision is made on how to best balance and prioritize reasonably anticipated funds to be used towards improving asset conditions and achieving a sufficient level of performance within those means.

The intent of the **conditional assessment** is to assess the overall physical condition of capital assets. Inspections are completed by qualified persons, as determined by GBM, to evaluate the field observed conditions and decide on the impacts of the conditions on the performance of the asset with a structural or detailed review. The table below shows the results for 2023.

Category	Subcategory	Value	Assessed Da	Excellent	Good	Adequate	Marginal	Poor
Equipment	Machine & Equipment	110,345	12/28/2022		50%		50%	
	Communication Equipment	393,945	12/28/2022			33%	33%	33%
	Fare Collecting Equipment	1,152,180	12/28/2022				100%	
	Fuel System	178,896	12/28/2022			100%		
Non-Revneue Vehicles	Non-Revneue Admin/Ops	84,974	12/28/2022	100%				
	Non-Revenue Service Vehicles	70,104	12/28/2022		50%			50%
Rolling Stock	35 foot buses (26)	10,092,895	12/28/2022	26%	11%	37%		22%
	40 foot buses (6)	2,534,481	12/28/2022		100%			
	29 foot buses (4)	1,928,164	12/28/2022	100%				
Transit Facility	Substucture		1/6/2022			100%		
	Shell	500,000	1/6/2022		67%	33%		
	Interiors		1/6/2022		100%			
	Plumbing		1/6/2022		50%	50%		
	HVAC	816,286	1/6/2022		40%	20%	40%	
	Fire Protection		1/6/2022		67%	33%		
	Electrical	741,011	1/6/2022		75%	25%		
	Equimpent	2,215,121	1/6/2022			38%	50%	13%
	Site	5,452,247	1/6/2022	38%	25%	25%	13%	

After assessing capital items for a conditional rating and useful life, a critical rating is assigned based on the critical consequence of a potential failure happening and the likelihood of that failure occurring. There are three critical risk categories: High (16-25), Medium (9-15), or Low (1-8). Each is ranked based on first determining how severe the potential failure could be and then assessing the likelihood. Example: Bus is determined to have a potential Important Failure (3) and it is assessed that the likelihood of this occurring is Probable (4). 3 x 4 = 12 This would be a medium risk. See the below scale.

Critical Consequence of Failure	**Vulnerability – Likelihood of Failure**
5 – Major	5 – Almost Certain
4 – Significant	4 – Highly Probable
3 – Important	3 – Could Occur
2 – Minor	2 – May Happen (if multiple circumstances are met)
1 – Very Minor	1 - Unlikely

Equipment Category has thirteen (13) pieces of equipment that have exceeded their useful life:

- Facility Equipment—Bus Lifts (total 6) have been determined to not be in a state of good repair. Frames are rust jacking, require frequent repairs, and one lift is not operational—critical rating of High.
- Machine & Equipment—Ride on Floor Scrubber (1) has been determined to run and operate as expected for age. It has components that are becoming very rusty, and it is expected that it will need major overhaul or replacement in the next few years—critical rating of Medium.
- Communications Equipment—Radio Communication System (1) equipment is near end of support from manufacturer and Video Surveillance System (1) has some software conflict with newer camera—critical rating of Medium.

- Fare Collecting Equipment—Farebox System (Odyssey) (1) is still functional, but manufacturer has sent notification that some parts are no longer being produced and once stock is used up, they will no longer be able to service fareboxes—critical rating of High.
- Fuel System (1) mechanically operates correctly, but software is beginning to develop issues—critical rating of Medium.
- Non-Revenue Service Truck—Dually 4WD Truck (1) has frame rust. The liftgate will need to be replaced to stay in service due to rust—critical rating of Medium and F-350 W/ Spreader & Plow (1)—starting to show some cosmetic damage—critical rating of Low.

Rolling Stock has six (6) buses that have exceeded their useful life.

- Buses 901,902, 903, 905, 906, and 909 have undercarriage rust and emissions systems are having consistent issues—critical rating of High.

Funding—Prioritization of funding looks at the remaining life of the asset, the term scale and critical risk scale rankings. Once this has been determined, the funding available is designated based on need.

Life Remaining	Term	Critical	Asset Category	Estimated Cost	Project Year
1	1	High	CAD/AVL	650,000.00	FY22-FY23
(6)	1	High	Bus Lifts (1)	300,000.00	FY21-FY23
(6)	2	High	Bus Lifts (4)	1,200,000.00	FY21-FY23
(1)	1	High	900 Buses (6)	3,600,000.00	FY24
1	2	High	Farebox System (Odyssey)	1,000,000.00	FY24
(13)	1	Medium	Maintenance Truck	73,000.00	FY23
(6)	3	Medium	Fuel System	30,000.00	FY24
(2)	2	Low	Ride On Floor Scrubber	55,000.00	FY23

Items listed above have been added to the 2023-2026 Transportation Improvement Plan (TIP) and are being addressed.

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
July 19, 2023	

AGENDA ITEM # E.1

Operational Reports

BACKGROUND

Green Bay Metro's staff will present the Commission with the operational reports.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

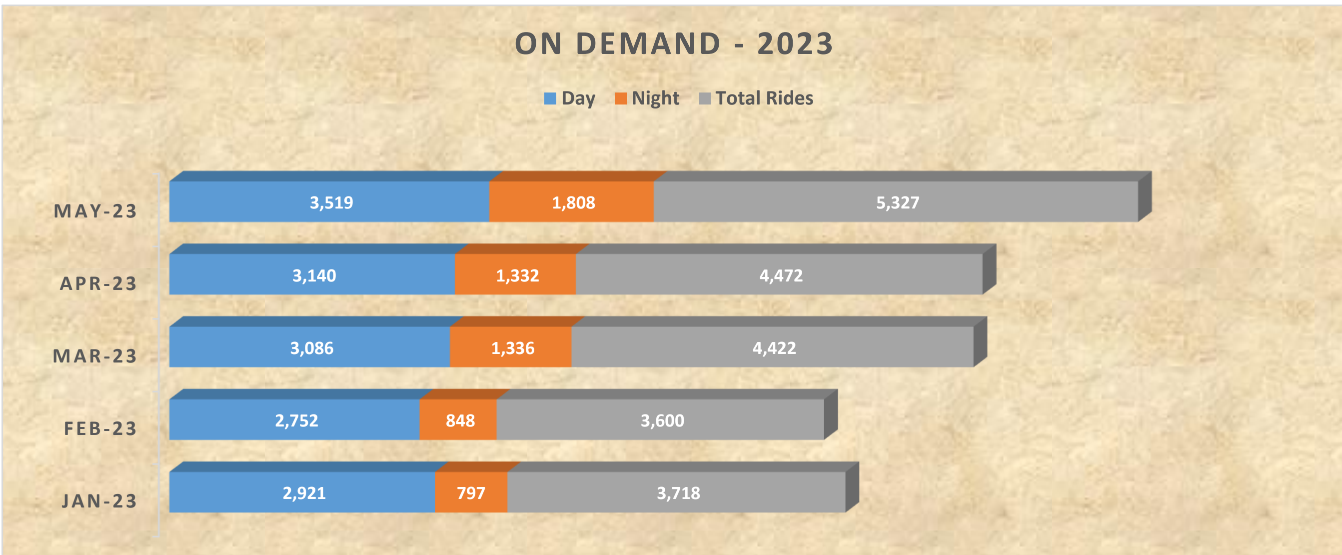
ATTACHMENTS

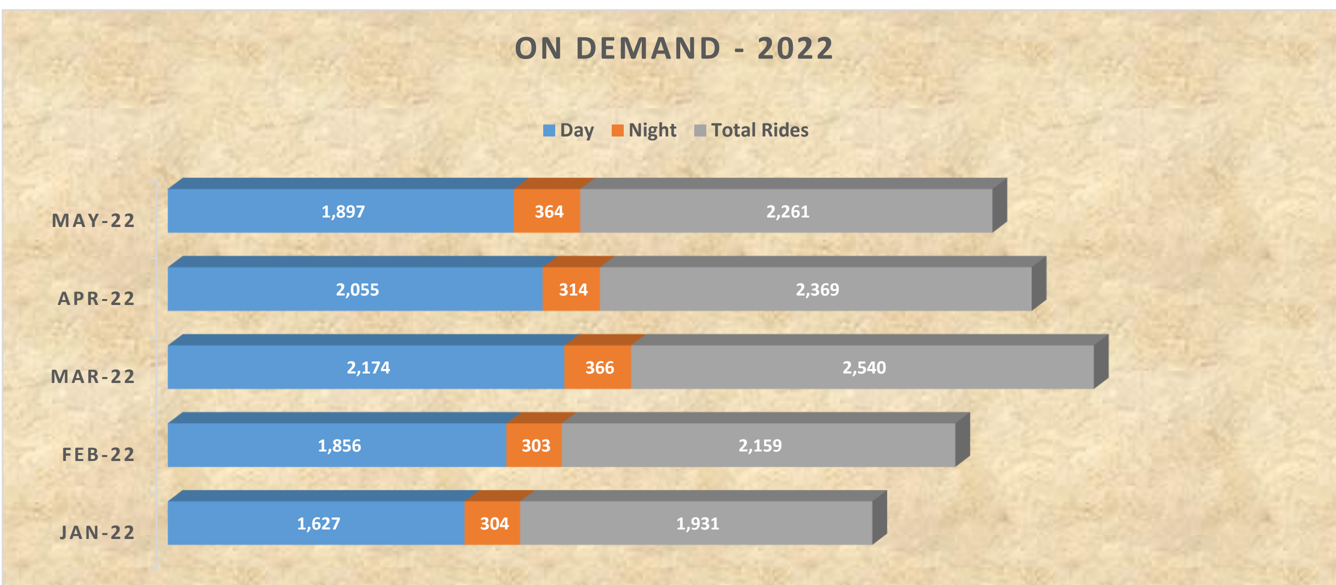
1. 05-May Micro KPIs
2. 05-May Ridership

GBM ON DEMAND RIDERSHIP - KPIs

MAY 2023

	Day Service	Night Service	Total	YTD	Target
Passengers	3,519	1,808	5,327	21,539	
Operating Hours	1,822.0	481.5	2,303.5	8,314	
Passengers per Operating Hour	1.93	3.75	2.31	2.59	3.0
Average Customer Wait Time (minutes)	12.04	16.19			<20.0
On-Time Pickups	91%	84%			95%





Day Service	Monday - Friday	5:15am - 6:45pm	Saturday	7:45am - 1:45pm
Night Service	Monday - Friday	6:45 pm - 11:30pm	Saturday	1:45pm - 7:45 pm

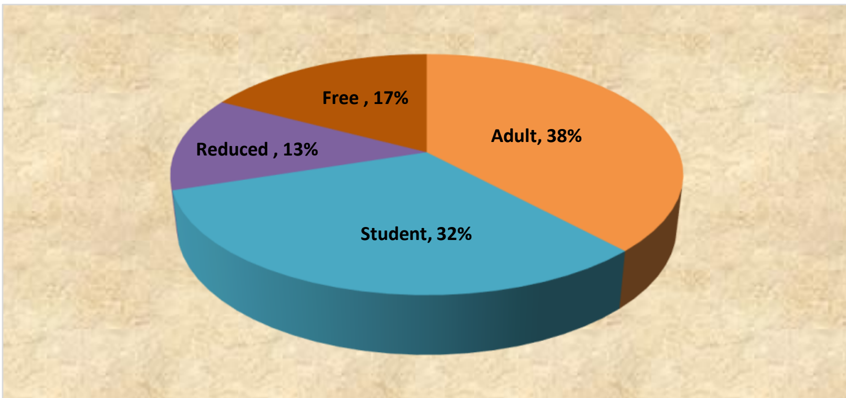
*Key Performance Indicators (KPI)

Fixed Route Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY FIXED ROUTE	YTD FIXED ROUTE
May 2022	22,600	14,975	8,661	9,902	56,138	251,656
May 2023	23,628	22,974	9,006	12,630	68,238	311,567
Difference	1,028	7,999	345	2,728	12,100	
	5%	53%	4%	28%	22%	

Microtransit On Demand Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY ON DEMAND	YTD ON DEMAND
May 2022	1,974	87	107	93	2,261	11,260
May 2023	4,413	478	370	66	5,327	21,539
	2,439	391	263	(27)	3,066	
	124%	449%	246%	-29%	136%	



YTD PASSENGERS
333,106

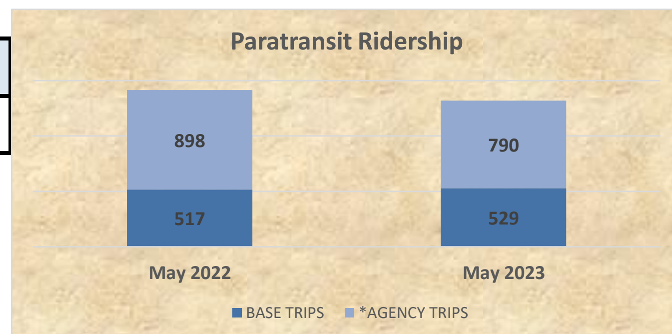
**Reduced fare program is for individuals who are age 65 and older, Medicare recipients, and individuals with qualifying disabilities.*

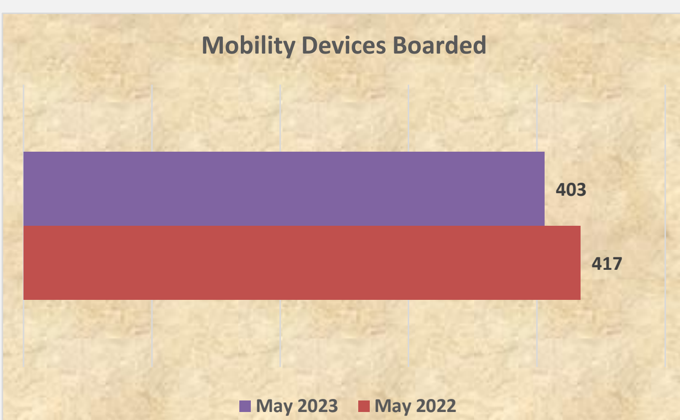
**Free is comprised of game day, children 4 & under, promos, etc.*

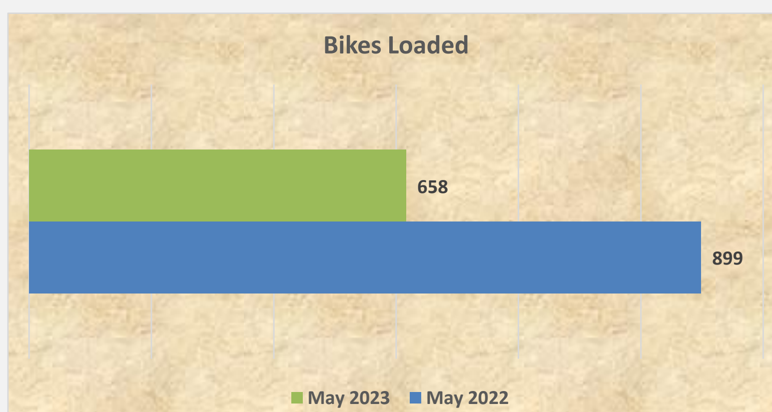
Paratransit Ridership

	BASE TRIPS	*AGENCY TRIPS	TOTAL TRIPS	YTD
May 2022	517	898	1,415	6,680
May 2023	529	790	1,319	6,707
Difference	12	(108)	(96)	
	2.3%	-12.0%	-6.8%	

**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).*







Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
July 19, 2023	Patty Kiewiz, Transit Director

AGENDA ITEM # E.2

Financial Reports

BACKGROUND

Green Bay Metro's staff will present the Commission with the financial reports.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

1. 05-May Financials

Green Bay METRO

Green Bay Metro Transit Commission
Financial Report
May 2023

EXPENSES

ACCOUNT DESCRIPTION	2023 Jan-May	2022 Jan-May	+/-	%	2023 BUDGET	% OF BUDGET
Wages & Salaries	**898,406.70**	**969,499.67**	(71,093)	-7.3%	**2,660,944**	**33.8%**
Fringe Benefits	**389,963.04**	**483,289.86**	(93,327)	-19.3%	**1,645,874**	**23.7%**
Other Employment Expenses	**46,229.99**	**15,529.65**	30,700	197.7%	**67,600**	**68.4%**
Contract Services	**98,248.54**	**55,871.82**	42,377	75.8%	**401,799**	**24.5%**
Materials & Supplies	**195,930.31**	**221,850.27**	(25,920)	-11.7%	**871,811**	**22.5%**
Building & Equip Maintenance	**120,129.77**	**98,334.37**	21,795	22.2%	**211,900**	**56.7%**
Utilities	**78,843.56**	**43,115.31**	35,728	82.9%	**123,731**	**63.7%**
Insurance	**140,778.81**	**170,891.62**	(30,113)	-17.6%	**160,492**	**87.7%**
Miscellaneous	**78.40**	**121.00**	(43)	-35.2%	**250**	**31.4%**
Paratransit Services	**202,165.86**	**204,595.44**	(2,430)	-1.2%	**946,034**	**21.4%**
Microtransit Services	**589,393.03**	**348,659.31**	240,734	69.0%	**1,659,500**	**35.5%**
Subrecipient Expenses	**-**	**-**	-	0.0%	**-**	**0.0%**
TOTAL	**2,760,168.01**	**2,611,758.32**	**148,410**	**5.7%**	**8,749,935**	**31.5%**

ORIGINAL BUDGET

REVENUES

ACCOUNT DESCRIPTION	2023 Jan-May	2022 Jan-May	+/-	%	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	**242,546.50**	**281,129.80**	(38,583)	-13.7%	**552,752**	**43.9%**
Green Bay	**520,000.00**	**520,000.00**	-	0.0%	**1,683,788**	**30.9%**
Farebox Revenue-Fixed Route	**173,658.61**	**184,707.09**	(11,048)	-6.0%	**775,000**	**22.4%**
Farebox Revenue-Paratransit	**91,080.00**	**91,497.00**	(417)	-0.5%	**385,000**	**23.7%**
Farebox Revenue-Microtransit	**8,655.00**	**5,591.00**	3,064	54.8%	**-**	**0.0%**
College Program Fares	**1,730.00**	**1,569.00**	161	10.3%	**-**	**0.0%**
TMI Refund	**24,485.00**	**50,038.00**	(25,553)	-51%	**-**	**0.0%**
Non-Transportation Revenue	**54,500.98**	**11,710.83**	42,790	365.4%	**9,699**	**561.9%**
State Fuel Refund	**6,283.84**	**2,877.34**	3,407	118.4%	**-**	**0.0%**
Advertising	**40,967.96**	**35,315.86**	5,652	16.0%	**100,000**	**41.0%**
Intercity Bus Commissions	**2,934.84**	**429.06**	2,506	584.0%	**6,000**	**48.9%**
Partnership Contributions	**13,510.00**	**12,538.00**	972	7.8%	**213,424**	**6.3%**
TOTAL	**1,180,352.73**	**1,197,402.98**	**(17,050)**	**-1.4%**	**8,749,935**	**13.5%**

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	128	127	1.0	0.8%	305
Revenue Miles	271,629	316,387	(44,758)	-14.1%	663,084
Revenue Hours	17,941	21,170	(3,229)	-15.3%	43,783
Unlinked Passenger Trips	311,567	251,656	59,911	23.8%	817,802
Revenue / Cost	**42.8%**	**45.8%**			100%
Farebox Revenue / Mile	0.64	0.58	0.06	9.5%	1.17
Farebox Revenue / Pass Trip	0.56	0.73	(0.18)	-24.1%	0.95
Farebox Revenue / Hour	9.68	8.72	0.95	10.9%	17.70
Passenger / Mile	1.15	0.80	0.35	44.2%	1.23
Cost / Mile	7.25	6.51	0.74	11.4%	9.27
Cost / Passenger Trip	6.32	8.18	(1.86)	-22.8%	7.51

*Insurance is [NET] TMI

May = 41.7%

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

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
July 19, 2023	

AGENDA ITEM # E.3

Director's Report

BACKGROUND

Director Kiewiz will provide the Transit Commission with a system update.

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	PREPARED BY
July 19, 2023	

AGENDA ITEM # E.4

Next Transit Commission Meeting: Wednesday, August 16, 2023 at 8:15am

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None