AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, NOVEMBER 20, 2024, 8:15 AM
TRANSIT
901 University Ave

A. Roll Call.

1. Roger Kolb, Chair; Randy Scannell, Vice-Chair; Kevin Kuehn, Secretary; Alderman Craig Stevens, Michael Conley-Kuhagen, Terri Refsguard and Hector Rodriguez.

B. Approval of the Agenda.

1. Approval of the Wednesday, November 20, 2024 Transit Commission Agenda.

C. Approval of Minutes.

1. Approval of Transit Commission minutes from October 16, 2024.

D. Public Hearing.

1. Public Hearing: Proposed Fare Increase for Fixed Route, Microtransit, and ADA Paratransit Agency Fares

E. Regular Business.

1. Discussion/Action: Proposed Fare Increase for Fixed Route, Microtransit and ADA Paratransit Agency Fares.
2. Discussion: Homeland Security Review
3. Discussion/Action: Proposed Increase of Incremental Usage Fee
4. Discussion/Action: 2025 Green Bay Metro Budget

F. Informational.

1. Operational Reports
2. Financial Reports
3. Director's Report
4. Next Transit Commission Meeting: December 18, 2024 at 8:15am.

G. 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
November 20, 2024	

AGENDA ITEM # B.1

Approval of the November 20, 2024 Transit Commission Agenda.

BACKGROUND

RECOMMENDATION

Staff recommends the approval of the Transit Commission agenda for November 20, 2024.

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
November 20, 2024	

AGENDA ITEM # C.1

Approval of Transit Commission minutes from October 16, 2024.

BACKGROUND

Minutes from the meeting held on October 16, 2024.

RECOMMENDATION

Staff recommends approval of the minutes from the October 16, 2024, meeting.

FISCAL IMPACT

ATTACHMENTS

1. Transit Commission Minutes 10-16-2024

MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, OCTOBER 16, 2024, 8:15 AM
TRANSIT
901 University Ave

A. ROLL CALL.

1. Roger Kolb, Chair; Randy Scannell, Vice-Chair; Kevin Kuehn, Secretary; Alderman Craig Stevens, Michael Conley-Kuhagen, Terri Refsguard and Hector Rodriguez.

   Present: Roger Kolb, Michael Conley - Kuhagen, Terri Refsguard, Kevin Kuehn, and Randy Scannell

   Excused: Alderperson Craig Stevens, Hector Rodriguez

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

B. APPROVAL OF THE AGENDA.

1. Approval of the Wednesday, October 16, 2024 Transit Commission Agenda.

   Moved by Randy Scannell, seconded by Kevin Kuehn to approve the October 16, 2024, agenda. Motion carried.
   Yes – Roger Kolb, Michael Conley-Kuhagen, Terri Refsguard
   No – None, Abstain - None

C. APPROVAL OF MINUTES.

1. Approval of Transit Commission minutes from September 18, 2024.

   Moved by Kevin Kuehn, seconded by Michael Conley-Kuhagen to approve the minutes from the September 18, 2024, meeting. Motion carried.
   Yes – Roger Kolb, Randy Scannell, Terri Refsguard
   No – None, Abstain - None

D. INFORMATIONAL.

1. Operational Reports

   Director Kiewiz stated that there are no concerns and ridership continues to increase.

   No further discussion was held.

2. Financial Reports

   Director Kiewiz provided an overview of the financial report. Currently, Metro is under budget. The staff have no concerns.

   No further discussion was held.

3. Director's Report

   Director Kiewiz provided an update on driver staffing levels. Currently, there are 3 vacancies, and more interviews are scheduled. One full-time driver will be starting next week. Overtime continues to occur, more than usual on weeks of NFL games.

   P. Kiewiz stated Homeland Security was recently here to conduct a safety review. Results of the review will assist in securing additional grant dollars.

   P. Kiewiz shared that staff is proposing a modest fare increase. A 30-day public comment period will be conducted. The proposed fares are: Weekly pass $16, 30-Day Adult $41, 30-Day Student $28, 30-Day Reduced $31, and Agency Fare for Paratransit $21. This is an increase of $2.00 per 30-day pass.

   P. Kiewiz stated Metro continues to maintain low fares.

   K. Kuehn asked about the impact.

   L. Conard, Brown County Planning Commission, noted that it is important for systems this size to recover 14-17% of its expenses through passenger fares.

   L. Conard noted that Fare Elasticity measures how the demand for Metro services may decrease as a result of a fare increase.

   The staff does not anticipate a measurable decrease in use for several reasons. 1.) The proposed fare increase applies to weekly and 30-day passes only. The single day pass remains unchanged. 2.) The system has a large percent of passengers that do not drive or have access to a vehicle as an alternative (transit dependent). 3.) The increase is modest, $2.00 per 30-day pass.

L. Conard continued that there will likely be a small shift in riders moving from the 30-day pass to day passes. For example, if an adult rider uses the system for 10 days or less over a 30-day period, the rider should buy the $4.00 day pass, as it will be less expensive than the $41.00 30-day pass. If the rider uses the system for more than 10 days over a 30-day period, the passenger should buy the 30-day pass.

No further discussion was had.

4. Next Transit Commission Meeting: November 20, 2024 at 8:15am.

E. ADJOURNMENT.

Motion by Randy Scannell, seconded by Kevin Kuehn, to adjourn at 8:32 a.m. Motion carried.
Yes – Roger Kolb, Michael Conley-Kuhagen, Terri Refsguard.
No – None. Abstain - None

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE

November 20, 2024

AGENDA ITEM # D.1

Public Hearing: Proposed Fare Increase for Fixed Route, Microtransit, and ADA Paratransit Agency Fares

BACKGROUND

Staff held a thirty (30) day public comment period from October 16, 2024, through November 14, 2024. No verbal or written comments were received.

Proposed fare increases to be effective January 1, 2025.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Notice of Comments and Public Hearing Proposed Increase for Fares for Fixed Route and Microtransit

NOTICE OF REQUEST FOR COMMENTS AND NOTICE OF PUBLIC HEARING ON THE GREEN BAY METRO PROPOSED FARE INCREASE FOR FIXED ROUTE, MICROTRANSIT, AND ADA PARATRANSIT AGENCY FARES

The thirty (30) day public comment period will begin October 16, 2024, and end on November 14, 2024. All interested persons are invited to comment and are advised of a public hearing on the proposed fare increase for Fixed Route and Microtransit and ADA Paratransit Agency Fare. All cash fares will remain the same. Proposed fare increases to be effective January 1, 2025.

Fixed Route & On Demand

	Current Fare:	**Proposed Fare:**
Adult Cash	$2.00	**No Change**
Adult One-Day Pass	$4.00	**No Change**
Adult Weekly Pass	$15.00	**$16.00**
Adult 30-Day Pass	$39.00	**$41.00**
Student (K-12) Cash	$1.50	**No Change**
Student One-Day Pass	$3.00	**No Change**
Student 30-Day Pass	$26.00	**$28.00**
Reduced Cash	$1.00	**No Change**
Reduced One-Day Pass	$2.00	**No Change**
Reduced 30-Day Pass	$29.00	**$31.00**
Paratransit		
Basic Fare	$4.00	**No Change**
Agency Fare	$19.00	**$21.00**

A formal public hearing will be conducted by the Green Bay Transit Commission on:

Wednesday, November 20, 2024
At 8:15 am
Green Bay Transportation Center – Commission Room
901 University Avenue
Green Bay, WI 54302

Further information regarding the proposed fare increase can be obtained at the 901 University Avenue, visiting the Green Bay Metro Website at: www. greenbaymetro.org or calling (920) 448-3450.

The 30-day public comment period has been scheduled from October 16 – November 14. Written comments should be mailed to Transit Director, Green Bay Metro, 901 University Avenue, Green Bay, WI 54302 by November 19, 2024.

Publication Dates: October 16, 2024
October 23, 2024

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
November 20, 2024	Patty Kiewiz, Transit Director

AGENDA ITEM # E.1

Discussion/Action: Proposed Fare Increase for Fixed Route, Microtransit and ADA Paratransit Agency Fares.

BACKGROUND

Director Kiewiz will present the fare analysis.

RECOMMENDATION

Staff recommends approval of the 2025 Fare Increase for Fixed Route, Microtransit, and ADA Paratranist Agency Fares as present, effective January 1, 2025.

FISCAL IMPACT

ATTACHMENTS

1. GBM Title VI Fare Equity Analysis 2024
2. Metro Transit Fare and Fee Policy (2025)

GREEN BAY METRO TITLE VI FARE CHANGE EQUITY ANALYSIS

SEPTEMBER 2024

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INTRODUCTION

Green Bay Metro conducted a Fare Equity Analysis to evaluate a proposed fare increase for Fixed Route, Microtransit and ADA Paratransit Agency Fares. All cash fares, day passes, and paratransit one-way trips will remain the same. The fare increase proposed is to be effective January 1, 2025. The analysis will assess the proposed fares to identify if it will have a disparate impact on our minority and low-income populations and if our low-income population will bear a disproportionate burden.

Green Bay Metro is committed to providing an equitable mass transit system that fairly distributes the benefits and adverse effects of transit service without regard to race, color, national origin, or low-income status. This principle is detailed and reinforced by Title VI of the Civil Rights Act of 1964 and Executive Order 12898 (Environmental Justice). Green Bay Metro's Title VI policy can be found on Green Bay Metro's website GBM Title VI Policy.

In an effort to engage affected Title VI rider populations, a public outreach effort was implemented. Federal regulations require transit operators to publish or broadcast program information in the media. Advertisements must state that the program is an equal opportunity and/or indicate the federal law prohibits discrimination. Additionally, reasonable steps shall be taken to publish information in languages understood by the population eligible to be served or likely to be directly affected by services. Green Bay Metro public notices are posted on all fixed route buses, paratransit vehicles, public lobbies, and website.

Green Bay Metro is governed by the Green Bay Transit Commission. The Commission consists of seven individuals that are appointed by the Mayor of Green Bay. One of the seven is a City of Green Bay Council person that services as a liaison to the City Council.

TITLE VI POLICIES AND DEFINITIONS

FTA Circular 4702.1B Chapter IV.7, requires Green Bay Metro to establish policies that will guide the analysis to determine whether major service and fare changes will have a disproportionately negative impact on minority or low-income populations.

Fare Equity Analysis

A fare equity analysis is to be conducted whenever Green Bay Metro proposes a fare change. A fare change is any increase or decrease in Green Bay Metro's fare, regardless of the magnitude. The definition of fare change does not include instances where all passengers ride free, or to temporary fare reductions that are mitigating measures for other activities such as construction, or to promotional fare reductions, so long as the temporary fare reduction or promotional reduction does not last longer than six months.

For fare changes, adverse effects could include an increase in cost or a reduction in accessibility for fare media. If a proposed fare change results in a disparate impact or a disproportionate burden, Green Bay Metro will consider modifying the proposed change. Green Bay Metro will then analyze the modification and make sure it removed the potential disparate impact or disproportionate burden. If a less discriminatory option cannot be identified and Green

Bay Metro can demonstrate a substantial legitimate justification for the proposed service change, Green Bay Metro may proceed with the proposed change.

Definitions

Adverse Effect—refers to a geographical or temporal reduction in service that includes, but is not limited to eliminating a route, shortening a route be eliminating segments, rerouting an existing route, and increasing headways.

Discrimination—refers to any action or inaction, whether intentional or unintentional, in any program or activity of a federal aid recipient, subrecipient, or contractor that results in disparate treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, or origin.

Disparate Treatment—refers to actions that result in circumstances where similarly situated persons are intentionally treated differently (i.e. less favorably) than others because of race, color, or national origin.

Disproportionate Burden—refers to a neutral policy or practice that disproportionately affects low-income populations' more than non-low-income populations.

Low-Income Person—refers to a person whose median household income is at or below the U.S. Department of Health and Human Services (HHS) poverty guidelines.

Minority Person—includes the following:

American Indian or Alaskan Native, which refers to people having origins in any of the original peoples of North or South America and who maintain tribal affiliations or community attachment.

Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American, which refers to people having origins in the any of the Black racial groups of Africa.

Hispanic or Latino, which includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or Spanish culture or origin, regardless of race.

Native Hawaiian or Oher Pacific Islander, which refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Minority Population—refers to a readily identifiable group of minority persons who live in geographic proximity.

National Origin—refers to the particular nation in which a person was born, or where the person's parents or ancestors were born.

METHODOLOGY OF PROPOSED CHANGE

Green Bay Metro is proposing a fixed route, microtransit On Demand & ADA paratransit agency fare increase. A fare change is defined as an increase or decrease in fares: (a) on the entire system, (b) on certain transit modes, or (c) by fare payment type or fare media. Appendix A shows the current and proposed fares structure for each fare category. The fare media will have an increase of 5% - 11%.

For proposed fare change Green Bay Metro will—

1. Analyze the fare structure of prior year changes.

2. Compare prior year revenue.

3. Compare fare structure change to peer systems.

4. Hold public Informational meetings and public hearing.

A fare change will be deemed to have a disparate impact on minority populations or a disproportionate burden on low-income populations if its implementation results in either a lower level or quality of transit service or excludes protected classes from full and fair participation in decision-making.

EFFECTS OF PROPOSED SERVICE CHANGE ON MINORITY AND LOW-INCOME POPULATIONS

FTA Circular 4702.1B states that a recipient can implement a fare increase that would have a disproportionate or adverse effect provided that it demonstrates the action meets a substantial need that is in the public interest, and that alternatives would have more severe adverse effects than the preferred alternative.

Impact

1. Fare Structure—Green Bay Metro compared the fare structure of prior years. See table below and full multi-year fare history in Appendix A.

Green Bay Metro - Fare History					
Adult	**2011**	**2015**	**2020**	**Proposed 2025**	**+ / - Change**
Cash	$1.50	$1.50	$2.00	$2.00	-
Day Pass		$ 3.00	$4.00	$4.00	-
Week Pass	$10.00	$12.00	$15.00	$16.00	$1.00
30-Day Pass	$35.00	$35.00	$39.00	$41.00	$2.00
Student (K-12)*	**2011**	**2015**	**2020**	**Proposed 2025**	**+ / - Change**
Cash	$1.00	$1.00	$1.50	$1.50	-
Day Pass		$2.00	$3.00	$3.00	-
30-Day Pass	$19.00	$20.00	$26.00	$28.00	$2.00
Reduced (Age 65 or over or Disability w/ ID Card)	**2011**	**2015**	**2020**	**Proposed 2025**	**+ / - Change**
Cash	$0.75	$0.75	$1.00	$1.00	-
Day Pass		$1.50	$2.00	$2.00	-
30-Day Pass	$25.00	$25.00	$29.00	$31.00	$2.00
Paratransit Program	**2011**	**2015**	**2020**	**Proposed 2025**	**+ / - Change**
Origin to Destination	$3.00	$3.00	$4.00	$4.00	-
Origin to Destination - Agency Fare		$15.00	$19.00	$21.00	$2.00

2. Prior Year Revenue—Green Bay Metro compared the prior year revenue. Green Bay Metro is proposing to increase fares by a moderate amount, with the intent of staying fiscally responsible. While funding at the Federal and State level has increased in recent years due to BIL (Bipartisan Infrastructure Law), transportation expenses have also increased. The revenue generated by fares covers only 20% of expenses. Green Bay Metro understands that some transit dependent riders will struggle with any rate increase. Green Bay Metro introduced the LIFT (Low Income Fare Trip) program in 2022 to help address this issue. Green Bay Metro, through a community partnership, also has two routes that are free to all riders. See Appendix C for 10 Year Outlook.

3. Peer System Analysis—Green Bay Metro compared proposed fare change to fifteen other WI peer systems. In analyzing the data, it was determined Green Bay Metro cash fares were only slightly higher than the average. However, when looking at 30-day unlimited fares, Green Bay Metro was below the average price for adult & student passes and only 1% higher in reduced passes. See table below and Appendix B for full list of Wisconsin Peer Systems.

Wisconsin Systems	Adult Cash Fare	Student Cash Fare	Reduced Cash Fare	Unlimited 30-day Adult Pass	Unlimited 30-Day K-12 Student Pass	Unlimited 30-Day Reduced Pass
Average:	$1.78	$1.43	$0.89	$50.29	$39.00	$30.68
Green Bay Metro:	$2.00	$1.50	$1.00	$41.00	$28.00	$31.00
Difference:	$0.22	$0.07	$0.11	-$9.29	-$11.00	$0.32
	12%	5%	13%	-18%	-28%	1%

4. Public Informational Meeting—Green Bay Metro will be conducting a public comment period and will have a public hearing. A legal notice to the public was published October 16, 2024 and October 23, 2024 in the newspaper, and has been shared on social media, on Green Bay Metro's website, and alerts have been printed for fixed route buses and On Demand vehicles. The purpose is to inform the public of the potential fare changes, gather input on the fare proposal, and collect data about existing and future fare usage. Public information meeting information will be added to Appendix D and compiled comments will be added to Appendix E (TBD).

Green Bay Metro's Public Participation Plan policy is to advise interested parties of public informational meeting dates and times and to invite responses and written comments, either by email, phone call, US Mail, or in person. Notifications shall be published in the newspaper, listed on Green Bay Metro's website, social media, and alerts placed on the fixed route buses and ADA paratransit vehicles as well as the transportation center lobby.

Disparate Impact and Disproportionate Burden Analysis

Green Bay Metro's policy states that disparate impact occurs when the minority population is adversely affected by a fare or service change.

Green Bay Metro's policy states that a disproportionate burden occurs when the low-income population is adversely affected by a fare or service change.

Green Bay Metro's Title VI program does not place a limit on the percentage of a cost increases, and because this is not an exact conversion, the actual increase in cost for each population can be a challenge to measure. In general, the cost appears to increase between 5% and 11%. Green Bay Metro does not find a disparate or disproportionate burden for the proposed 2025 fare increase due to the comparison to other local and regional transit systems fares and the fact that Green Bay Metro Transit falls within acceptable margins.

APPENDIX A

Green Bay Metro - Fare History										
Adult	**2006**	**2011**	**2013**	**2014**	**2015**	**2016**	**2017**	**2020**	**Proposed 2025**	**+ / - Change**
Cash	$1.50	$1.50	$1.50	$1.50	$1.50	$1.50	$1.50	$2.00	$2.00	-
Day Pass			$ 3.00	$ 3.00	$ 3.00	$3.00	$3.00	$4.00	$4.00	-
Week Pass		$10.00	$12.00	$12.00	$12.00	$12.00	$12.00	$15.00	$16.00	$1.00
30-Day Pass	$26.00	$35.00	$35.00	$35.00	$35.00	$35.00	$35.00	$39.00	$41.00	$2.00
Student (K-12)*	**2006**	**2011**	**2013**	**2014**	**2015**	**2016**	**2019**	**2020**	**Proposed 2025**	**+ / - Change**
Cash	$1.50	$1.00	$1.00	$1.00	$1.00	$1.00	$1.00	$1.50	$1.50	-
Day Pass			$ 2.00	$2.00	$2.00	$2.00	$2.00	$3.00	$3.00	-
30-Day Pass	$19.00	$19.00	$20.00	$20.00	$20.00	$20.00	$22.00	$26.00	$28.00	$2.00
Reduced (Age 65 or over or Disability w/ ID Card)	**2006**	**2011**	**2013**	**2014**	**2015**	**2016**	**2019**	**2020**	**Proposed 2025**	**+ / - Change**
Cash	$0.75	$0.75	$0.75	$0.75	$0.75	$0.75	$0.75	$1.00	$1.00	-
Day Pass			$ 1.50	$1.50	$1.50	$1.50	$1.50	$2.00	$2.00	-
30-Day Pass	$15.25	$25.00	$25.00	$25.00	$25.00	$25.00	$25.00	$29.00	$31.00	$2.00
Paratransit Program	**2006**	**2011**	**2013**	**2014**	**2015**	**2016**	**2019**	**2020**	**Proposed 2025**	**+ / - Change**
Origin to Destination	$3.00	$3.00	$3.00	$3.00	$3.00	$3.00	$3.00	$4.00	$4.00	-
Origin to Destination - Agency Fare			$ 7.00	$ 8.00	$15.00	$15.00	$15.00	$19.00	$21.00	$2.00

FARE INCEASE / DECREASE		2020	2025	+/- 2020 2025	%
Full Fare	Cash	$2.00	$2.00	$0.00	0%
Student	Cash	$1.50	$1.50	$0.00	0%
Reduced	Cash	$1.00	$1.00	$0.00	0%
Full Fare	30-Day Pass	$39.00	**$41.00**	**$2.00**	**5%**
Student	30-Day Pass	$26.00	**$28.00**	**$2.00**	**8%**
Reduced	30-Day Pass	$29.00	**$31.00**	**$2.00**	**7%**
Full Fare	Week Pass	$15.00	**$16.00**	**$1.00**	**7%**
Full Fare	Day Pass	$4.00	$4.00	$0.00	0%
Student	Day Pass	$3.00	$3.00	$0.00	0%
Reduced	Day Pass	$2.00	$2.00	$0.00	0%
Paratransit	Origin to Destination	$4.00	$4.00	$0.00	0%
Agency Fare	Origin to Destination	$19.00	**$21.00**	**$2.00**	**11%**

APPENDIX B

Wisconsin Transit System Fare Comparisons
January 2024
by Brown County Planning Commission

	Wisconsin Systems	Adult Cash Fare	Student Cash Fare	Reduced Cash Fare	Unlimited 30-day Adult Pass	Unlimited 30-Day K-12 Student Pass	Unlimited 30-Day Reduced Pass
1.	Appleton (Valley Transit)	$2.00	$0.75	$1.00	$60.00	$22.00	$40.00
2.	Beloit Transit	$1.50	$1.50	$0.75	not offered*	not offered*	not offered*
3.	Eau Claire Transit	$1.75	$1.25	$0.85	$50.00	$50.00	$25.00
4.	Fond du Lac Area Transit	$2.00	$1.50	$1.00	$40.00	$34.00	not offered*
5.	Janesville Transit	$1.50	$1.50	$0.75	$52.00	not offered*	not offered*
6.	Kenosha Transit	$2.00	$1.50	$1.00	$60.00	$45.00	$30.00
7.	La Crosse Municipal Transit	$1.50	$1.25	$0.75	$35.00	$23.00	$25.00
8.	Manitowoc (Maritime Metro)	$1.50	$1.00	$0.75	$30.00	$30.00	$30.00
9.	Madison Metro	$2.00	$1.25	$1.00	$65.00	not offered*	$32.50
10.	Milwaukee County Transit	$2.00	$2.00	$1.00	$72.00	$72.00	$32.00
11.	Oshkosh (GO Transit)	$1.50	$1.50	$0.75	$35.00	$35.00	$35.00
12.	Racine (RYDE)	$2.00	$2.00	$1.00	$65.00	$65.00	$30.00
13.	Sheboygan (Shoreline Metro)	$1.75	$1.75	$0.85	$48.00	not offered*	not offered*
14.	Waukesha Metro	$2.00	$1.25	$1.00	$50.00	$32.00	$37.00
15.	Wausau (Metro Ride)	$1.75	$1.50	$0.85	$42.00	$21.00	$21.00
	Average:	**$1.78**	**$1.43**	**$0.89**	**$50.29**	**$39.00**	**$30.68**
16.	**Green Bay Metro:**	**$2.00**	**$1.50**	**$1.00**	**$41.00**	**$28.00**	**$31.00**
	Difference:	**$0.22**	**$0.07**	**$0.11**	**-$9.29**	**-$11.00**	**$0.32**

* 30 day or monthly pass not available for specific category; passenger could purchase adult 30 day pass, pay daily cash fare, or may have options for lower-cost single-ride tickets, tokens, day pass, student semester pass, or punch card.

APPENDIX C

10 Year Outlook
2014
Federal & State
Local
$4,315,877
$3,449,366
2024
Federal & State
Local
$5,419,690
$3,740,183
REVENUE

APPENDIX D

NOTICE OF REQUEST FOR COMMENTS AND NOTICE OF PUBLIC HEARING
ON THE
GREEN BAY METRO
PROPOSED FARE INCREASE FOR FIXED ROUTE, MICROTRANSIT, AND ADA PARATRANSIT AGENCY FARES

The thirty (30) day public comment period will begin October 16, 2024, and end on November 14, 2024. All interested persons are invited to comment and are advised of a public hearing on the proposed fare increase for Fixed Route and Microtransit and ADA Paratransit Agency Fare. All cash fares will remain the same. Proposed fare increases to be effective January 1, 2025.

Fixed Route & On Demand

	Current Fare:	Proposed Fare:
Adult Cash	$2.00	**No Change**
Adult One-Day Pass	$4.00	**No Change**
Adult Weekly Pass	$15.00	**$16.00**
Adult 30-Day Pass	$39.00	**$41.00**
Student (K-12) Cash	$1.50	**No Change**
Student One-Day Pass	$3.00	**No Change**
Student 30-Day Pass	$26.00	**$28.00**
Reduced Cash	$1.00	**No Change**
Reduced One-Day Pass	$2.00	**No Change**
Reduced 30-Day Pass	$29.00	**$31.00**
Paratransit		
Basic Fare	$4.00	**No Change**
Agency Fare	$19.00	**$21.00**

A formal public hearing will be conducted by the Green Bay Transit Commission on:

Wednesday, November 20, 2024
At 8:15 am
Green Bay Transportation Center – Commission Room
901 University Avenue
Green Bay, WI 54302

Further information regarding the proposed fare increase can be obtained at the 901 University Avenue, visiting the Green Bay Metro Website at: www. greenbaymetro.org or calling (920) 448-3450.

The 30-day public comment period has been scheduled from October 16 – November 14. Written comments should be mailed to Transit Director, Green Bay Metro, 901 University Avenue, Green Bay, WI 54302 by November 19, 2024.

Publication Dates: October 16, 2024
October 23, 2024

APPENDIX E

Public Comments

Written and Transcribed

As of end of business day, November 14, 2024, Green Bay Metro has not received any public comments.

Transit Director_____

Patricia Kiewiz

Transit Commission, Chair_____

Roger Kolb

METRO TRANSIT
FARE AND FEE POLICY

Effective January 1, 2025

SERVICE CATEGORY: Metro Fixed Route Service and Microtransit (GBM On Demand Service)

Adult Fares (18-64)

Cash	$2.00
One Day Pass	$4.00
Weekly Pass	$16.00
30 Day Pass	$41.00

Reduced Fares – With Proper ID

Cash	$1.00
One Day Pass	$2.00
30 Day Pass	$31.00

Student Fares – Grades 6-12

Cash	$1.50
One Day Pass	$3.00
30 Day Pass	$28.00

Notes:

1. The 30-Day Pass will entitle the person to whom it is issued an unlimited number of rides during the 30-day period after initial activation.
2. The Weekly Pass will entitle the person to whom it is issued an unlimited number of rides during the 7-day period after initial activation.
3. The Medicare card is an acceptable form of identification for a person for Reduced Fare. Without identification, the adult fare applies.
4. In order to be eligible to ride for the student fare, student's grades 6-12 must present a valid school issued identification card.

Free Fares and Partnerships for Fixed Route and On Demand

The following categories are persons who are not required to pay the fare outlined above.

1. Children ages 4 and under ride for free with an adult.
2. Service Connected Veterans – must present a valid Service Connected Veteran identification card upon boarding the bus in order to receive a free fare. Without a valid ID, persons would be subject to Adult Fares.

Partnership Agreements

1. Green Bay Area Public Schools – Students of Green Bay Area Public Schools ride the bus for free as per the negotiated agreement between Green Bay Metro and the Green Bay Area Public School District. Students in grades 6-12 must show a valid school issued ID in order to board the bus for free, otherwise Student Fares apply.
2. Ashwaubenon Public Schools - Students of Ashwaubenon Public Schools ride the bus for free as per the negotiated agreement between Green Bay Metro and the Ashwaubenon Public School District. Students in grades 6-12 must show a valid school issued ID in order to board the bus for free, otherwise Student Fares apply.
3. University of Wisconsin Green Bay (UWGB) – Students of UWGB are able to obtain a bus pass from University Union that is valid for 6 months at a time and allows them to ride the bus for free. Quarterly, Green Bay Metro invoices the University a discounted rate per ride as outlined in the negotiated agreement between Green Bay Metro and UWGB.
4. Green Bay Packers – Routes 8 Green and 9 Gold are free to all passengers due to a sponsorship from the Green Bay Packers. Additionally, Green Bay Metro operates 4 Limited Service routes on all NFL home games that are free to all passengers. During the time frame that the Limited Service Game Day Routes are operational, all fixed route and On Demand Services are free fares as well.

Hours of Operation

Monday through Friday 5:15 a.m. - 6:45 p.m.
Weeknights On Demand (All Zones): 6:45 p.m. – 11:30 p.m.
Saturday from 7:45 a.m. to 1:45 p.m.
Saturday On Demand (All Zones): 1:45 p.m. to 7:45 p.m.
Sunday service provided on all NFL (National Football League) home games
Limited Service provided

Green Bay Metro does not provide service on:

- Sundays (except for NFL home games)
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Green Bay Metro may provide reduced service on:

- Martin Luther King Jr. Day
- Good Friday
- Christmas Eve Day
- New Year's Eve Day

SERVICE CATEGORY: Paratransit Services

All Passengers:

Cash	$4.00
Agency Fare	$21.00 per trip (To be paid by the agency)

Notes:

1. The cost for each agency trip will be $21.00 ($4.00 base fare + $17.00 agency fare).
2. Paratransit Convenience Tickets are sold at the Green Bay Metro office.
3. An agency is defined as an organization that serves persons who qualify for human service or transportation-related programs or services due to disability, income, or advanced age consistent with President's Executive Order on Human Service Transportation Coordination on February 24, 2004.
4. Green Bay Metro does not provide Medicaid (Medical Assistance) trips. Clients that have Medicaid (Medical Assistance) should contact the State of Wisconsin's current non-emergency medical provider.

SERVICE CATEGORY: LIFT Card Program

Beginning on January 1, 2022, Green Bay Metro will be offering a limited number of free day passes to low income passengers under a new program called LIFT (Low-Income Fare Trips). This program will be implemented after the discontinuation of the Green Saturday Program. Passengers who want to participate in the program must self-certify income eligibility. Passes can be obtained from the Green Bay Metro Transit Center during program hours.

GREEN BAY METRO FEES

Paratransit and Reduced Fare Fees:

Replacement ID Card	$6.00
Paratransit No-Show	$15.00

Other Fees:

New Smart Card	$3.00
Smart Card Replacement	$3.00
Credit Card Fee	$1.50

RESOLUTION
OF THE
CITY OF GREEN BAY, WISCONSIN
TRANSIT COMMISSION

Regarding Green Bay Metro Fare Policy

WHEREAS, the fare tariff generates revenue in order for the Green Bay Metro Transit System to meet its budget; and

WHEREAS, the ADA allows an entity to charge a fare higher than the maximum of twice the fixed-route adult cash fare as specified by the ADA to a social service agency or other organization for agency trips as defined in 49 CFR Part 37.131 (c) (4).

WHEREAS, an Agency Fare is supported by a program as defined in 49 CFR Part 604, Appendix A "Listing of Federal Programs Providing Transportation Assistance" and said agency is responsible for arranging and/or providing specialized transportation schedules and pays for the trip on behalf of the Paratransit customer; and,

WHEREAS, an Agency in this context means an organization that serves persons who qualify for human service or transportation-related programs or services due to disability, income, or advanced age. This term is used consistent with President's Executive Order on Human Service Transportation Coordination (February 24, 2004); and,

WHEREAS, the City of Green Bay is able to sustain more efficient and broadly available access to transportation for people with disabilities by sharing resources in this way; and,

NOW, THEREFORE, BE IT RESOLVED that the Transit Commission does hereby formally adopt the attached Green Bay Metro Fare Policy, from this point forward until revised by the Transit Commission, as the official fare for the Green Bay Metro Transit System.

Approved this 20th day of November 2024, by the Green Bay Transit Commission.

_____
Roger Kolb, Chair
Transit Commission

Adoption and Revision History

Approved by the Green Bay Transit Commission January 18, 2012
Revised by the Green Bay Transit Commission November 25, 2013
Revised by the Green Bay Transit Commission November 19, 2014
Revised by the Green Bay Transit Commission December 18, 2019
Revised by the Green Bay Transit Commission December 15, 2021
Revised by the Green Bay Transit Commission January 18, 2023
Revised by the Green Bay Transit Commission November 20, 2024

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
November 20, 2024	Patty Kiewiz, Transit Director

AGENDA ITEM # E.2

Discussion: Homeland Security Review

BACKGROUND

The Department of Homeland Security has recently conducted a safety review of the Green Bay Metro facility. Director Kiewiz will provide a summary.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
November 20, 2024	Patty Kiewiz, Transit Director

AGENDA ITEM # E.3

Discussion/Action: Proposed Increase of Incremental Usage Fee

BACKGROUND

Per federal regulations, Green Bay Metro is required to charge for incremental use of the property. The staff is proposing an increase in the incremental use of Green Bay Metro. This would apply to inter-city bus agreements. Many costs have increased since the last review, in January 2022. The cost per use is currently $7.52. The proposed per use fee is $8.44. Director Kiewiz will discuss the process used to calculate the rate used.

RECOMMENDATION

Staff recommends the proposed increase for incremental usage, effective January 1, 2025.

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
November 20, 2024	Patty Kiewiz, Transit Director

AGENDA ITEM # E.4

Discussion/Action: 2025 Green Bay Metro Budget

BACKGROUND

Director Kiewiz will present the proposed 2025 budget.

RECOMMENDATION

Staff recommends approval of the 2025 Green Bay Metro Budget, as presented.

FISCAL IMPACT

ATTACHMENTS

1. 2025 Budget roll-up Projection - City Budget Book
2. 2025 Budget Variance
3. 2025 Route mileage - Municipality Billings Projected
4. 2025 Transit Org

GREEN BAY METRO
2025 BUDGET WORKSHEET

ACCOUNT DESCRIPTION	% 2025 Budget	2025 Budget	2024 Budget	Difference	% Change
FULL FARE (FIXED RT & MICRO)	6.2%	600,000	650,000	(50,000)	-8%
VOUCHERS **(85.21) LIFT**	0.0%			-	0%
STUDENT FARES (FIXED RT & MICRO)	0.1%	10,000	10,000	-	0%
COLLEGE STUDENT PASS	0.0%			-	0%
DISABLED FARES (FIXED RT & MICRO)	1.0%	100,000	115,000	(15,000)	-13%
SUBTOTAL: FAREBOX REVENUE	**7.4%**	**710,000**	**775,000**	**(65,000)**	**-8.4%**
PARATRANSIT FARES	0.7%	**70,000**	**76,000**	**(6,000)**	**-8%**
AGENCY FEES	2.1%	**199,500**	**216,600**	**(17,100)**	**-8%**
TOTAL FAREBOX REVENUE	**10.2%**	**979,500**	**1,067,600**	**(88,100)**	**-8.3%**
PARATRANSIT/ID FEES	0.0%	**300**	**301**	**(1)**	**0%**
INVESTMENT INCOME	0.0%	4,000	4,000	-	0%
SALE OF EQUIPMENT	0.0%	-	-	-	0%
BUS ADVERTISING	1.1%	110,000	100,000	10,000	10%
INTERCITY BUS COMMISSION	0.1%	6,000	6,000	-	0%
NON-TRANS - VENDING MACHINES	0.0%	3,000	3,000	-	0%
NON-TRANS - SALE OF SCRAP	0.0%	1,800	1,800	-	0%
NON-TRANS - PAYPHONE	0.0%	-	-	-	0%
STORAGE LOCKER TOKENS	0.0%	-	-	-	0%
FEDERAL OPERATING ASSISTANCE	29.5%	2,833,013	2,726,479	106,534	4%
STATE OPERATING ASSISTANCE	29.5%	2,833,013	2,726,479	106,534	4%
RAZ PASS\UWGB\ST NORBERT	0.0%	-	-	-	0%
VILLAGE OF ALLOUEZ	1.6%	154,274	136,465	17,809	13%
VILLAGE OF ASHWAUBENON	1.7%	159,334	135,574	23,759	18%
VILLAGE OF BELLEVUE	1.8%	169,555	137,355	32,200	23%
CITY OF DEPERE	1.9%	182,087	141,537	40,551	29%
CITY OF GREEN BAY	20.1%	1,934,650	1,708,675	225,975	13%
SECTION 5310 PROGRAM ADMIN / **85.21 MM**	0.0%	**-**	**114,130**	**(114,130)**	**-100%**

ACCOUNT DESCRIPTION	% 2025 Budget	2025 Budget	2024 Budget	Difference	% Change
CLOTHING-EMPL PORTION	0.0%	-	-	-	0%
INCIDENTAL USAGE FEE	0.3%	32,904		32,904	
PARTNERSHIP CONTRIBUTION	2.1%	200,004	232,908	(32,904)	-14%
MISC REVENUE	0.0%	-	-	-	0%
TOTAL REVENUE	**100.0%**	**9,603,432**	**9,242,302**	**361,131**	**3.9%**
Total Direct Operating Revenue		**1,337,508**	**1,411,609**	**(74,101)**	**-5.2%**
TOTAL SALARIES	**26.7%**	**2,562,518**	**2,438,222**	**124,296**	**5.1%**
TOTAL SALARIES	**0.0%**	**-**	**-**	**-**	**0.0%**
TOTAL OVERTIME	**2.1%**	**202,920**	**201,567**	**1,353**	**0.7%**
TOTAL VACATION	**1.8%**	**171,148**	**162,593**	**8,555**	**5.3%**
TOTAL HOLIDAY	**1.3%**	**122,403**	**95,690**	**26,713**	**27.9%**
TOTAL PERSONAL	**0.4%**	**34,972**	**33,018**	**1,954**	**5.9%**
TOTAL FUNERAL LEAVE	**0.0%**	**-**	**-**	**-**	**0.0%**
TOTAL SICK	**1.7%**	**159,889**	**152,074**	**7,815**	**5.1%**
TOTAL UNEMPLOYMENT	**0.1%**	**6,000**	**6,000**	**-**	**0.0%**
TOTAL HEALTH INSURANCE	**5.6%**	**537,787**	**534,492**	**3,295**	**0.6%**
TOTAL DENTAL INSURANCE	**0.4%**	**39,448**	**39,265**	**183**	**0.5%**
TOTAL LIFE INSURANCE	**0.0%**	**3,742**	**2,772**	**970**	**35.0%**
TOTAL LEVY SUPPORTED HEALTH	**0.0%**	**-**	**-**	**-**	**0.0%**
TOTAL SOCIAL SECURITY	**2.0%**	**195,838**	**185,027**	**10,811**	**5.8%**
TOTAL MEDICARE	**0.5%**	**45,821**	**43,292**	**2,529**	**5.8%**
TOTAL WORKER COMPENSATION	**0.8%**	**76,537**	**60,618**	**15,919**	**26.3%**
TOTAL PENSIONS	**4.4%**	**419,437**	**209,449**	**209,988**	**100.3%**
TOTAL CAR ALLOWANCE	**0.0%**	**-**	**-**	**-**	**0.0%**
TOTAL CLOTHING ALLOWANCE	**0.2%**	**14,625**	**17,915**	**(3,290)**	**-18.4%**
TOTAL EMPLOYEE ALLOWANCES	**0.0%**	**800**	**940**	**(140)**	**-14.9%**
TOTAL OTHER FRINGE BENEFITS	**0.0%**	**2,244**	**3,488**	**(1,244)**	**-35.7%**
TOTAL TRAINING & TRAVEL	**0.3%**	**26,500**	**26,000**	**500**	**1.9%**
TOTAL DUES, LICENSES, SUBSCRIPTIONS	**0.2%**	**17,580**	**18,720**	**(1,140)**	**-6.1%**

ACCOUNT DESCRIPTION	% 2025 Budget	2025 Budget	2024 Budget	Difference	% Change
TOTAL EMPLOYMENT RELATED EXPENSES	0.3%	27,025	40,300	(13,275)	-32.9%
TOTAL SERVICES	4.2%	403,140	447,426	(44,287)	-9.9%
TOTAL PROMOTIONAL	0.2%	21,000	25,750	(4,750)	-18.4%
TOTAL MICROTRANSIT SERVICES	21.6%	2,070,923	2,393,732	(322,808)	-13.5%
TOTAL PARATRANSIT SERVICES	10.6%	1,018,372	647,107	371,266	57.4%
TOTAL FUEL	6.7%	645,578	678,859	(33,281)	-4.9%
TOTAL TIRES & TUBES	0.5%	50,000	55,000	(5,000)	-9.1%
TOTAL MATERIALS & SUPPLIES	1.0%	94,400	90,125	4,275	4.7%
TOTAL BUILDING & EQUIPMENT	2.0%	195,000	200,000	(5,000)	-2.5%
TOTAL BUILDING REPAIRS	0.4%	35,000	40,000	(5,000)	-12.5%
TOTAL PAVE CONST (SHELTER PADS)	0.0%	3,000	6,000	(3,000)	-50.0%
LANDSCAPING/SITE RESTORATION	0.0%	600	400	200	50.0%
TOTAL ELECTRIC	0.9%	87,500	78,097	9,403	12.0%
TOTAL GAS	1.3%	125,000	114,649	10,351	9.0%
TOTAL PHONE/CELLULAR SERVICE	0.2%	18,600	18,960	(360)	-1.9%
TOTAL WATER	0.0%	2,883	2,706	177	6.5%
TOTAL SEWER	0.1%	6,373	5,840	533	9.1%
TOTAL INSURANCE	1.7%	158,827	166,207	(7,380)	-4.4%
CASH OVER/SHORT	0.0%	-		-	0.0%
TOTAL OPERATING EXPENSES	**100.0%**	**9,603,432**	**9,242,302**	**361,131**	**3.9%**

2025 GREEN BAY METRO BUDGET SUMMARY

Variance to 2024 Budget

Revenues		Change	% Chg
Farebox Revenue-Fixed Route	$	(65,000)	-8.4%
Farebox Revenue-Paratransit	$	(23,100)	-7.9%
Federal Operating Assistance	$	106,534	3.9%
State Operating Assistance	$	106,534	3.9%
Green Bay	$	225,975	13.2%
Other local municipalities	$	114,319	20.8%
Intercity Bus Commission	$	-	0.0%
Advertising	$	10,000	10.0%
Local Partnerships	$	-	-14.1%
Non-transportation income	$	(1)	0.0%
Section 5310 Program	$	(114,130)	-100.0%
Total Revenue	$	361,131	3.9%

Operating Expenses		Change	% Chg
Salaries & Leave time	$	169,333	5.9%
Overtime	$	1,353	0.7%
Health / Dental	$	3,478	0.6%
WRS	$	209,988	4.8%
Other employment expenses	$	(3,639)	-16.9%
Workers comp	$	15,919	0.0%
Contract Services	$	(44,287)	-9.9%
Paratransit services	$	366,631	51.9%
Micro Transit sevices	$	(318,871)	-13.5%
Fuel	$	(32,583)	-4.6%
Building & Equipment maint	$	(10,725)	-2.8%
Marketing expense	$	(4,750)	-18.4%
Insurance	$	(7,380)	-4.4%
Utilities	$	20,104	9.1%
Shelter pads	$	(3,000)	-50.0%
Misc	$	(440)	-6.1%
Total Expenses	$	361,131	3.9%

GREEN BAY METRO
SHARING OF BUDGET OPERATING DEFICIT-2025

2025 FIXED ROUTE BUS & On Demand OPERATIONS	2025 OPERATING EXPENSE	8,432,792
	REVENUE	1,067,708
	DEFICIT	7,365,084
Federal Assistance	29.500%	2,487,674
State Assistance	29.500%	2,487,674
Other revenues		
Deficit to Local Municipality		2,389,737

PARTICIPATING MUNICIPALITY	PERCENT DEFICIT	LOCAL SHARE
ALLOUEZ	6.00%	143,384
ASHWAUBENON	6.00%	143,384
BELLEVUE	6.00%	143,384
DE PERE	6.00%	143,384
GREEN BAY	76.00%	1,816,200
TOTAL	100.00%	2,389,737

(1) PERCENT OF OPERATIONAL DEFICIT IS BASED ON SHARE OF BUS MILES OPERATED WITHIN EACH MUNICIPALITY.

2025 PARATRANSIT SERVICE	2025 TOTAL PROGRAM COST	1,170,640
	REVENUE:	269,800
	DEFICIT	900,840
Federal Assistance	29.500%	345,339
State Assistance	29.500%	345,339
Deficit to Local Municipality		210,162

PARTICIPATING MUNICIPALITY	PERCENT DEFICIT	LOCAL SHARE
ALLOUEZ	5.18%	10,890
ASHWAUBENON	7.59%	15,949
BELLEVUE	12.45%	26,170
DE PERE	18.42%	38,703
GREEN BAY	56.36%	118,450
TOTAL	100.00%	210,162

(2) PERCENT OF DEFICIT IS BASED ON CLIENTS' MUNICIPALITY OF RESIDENCE

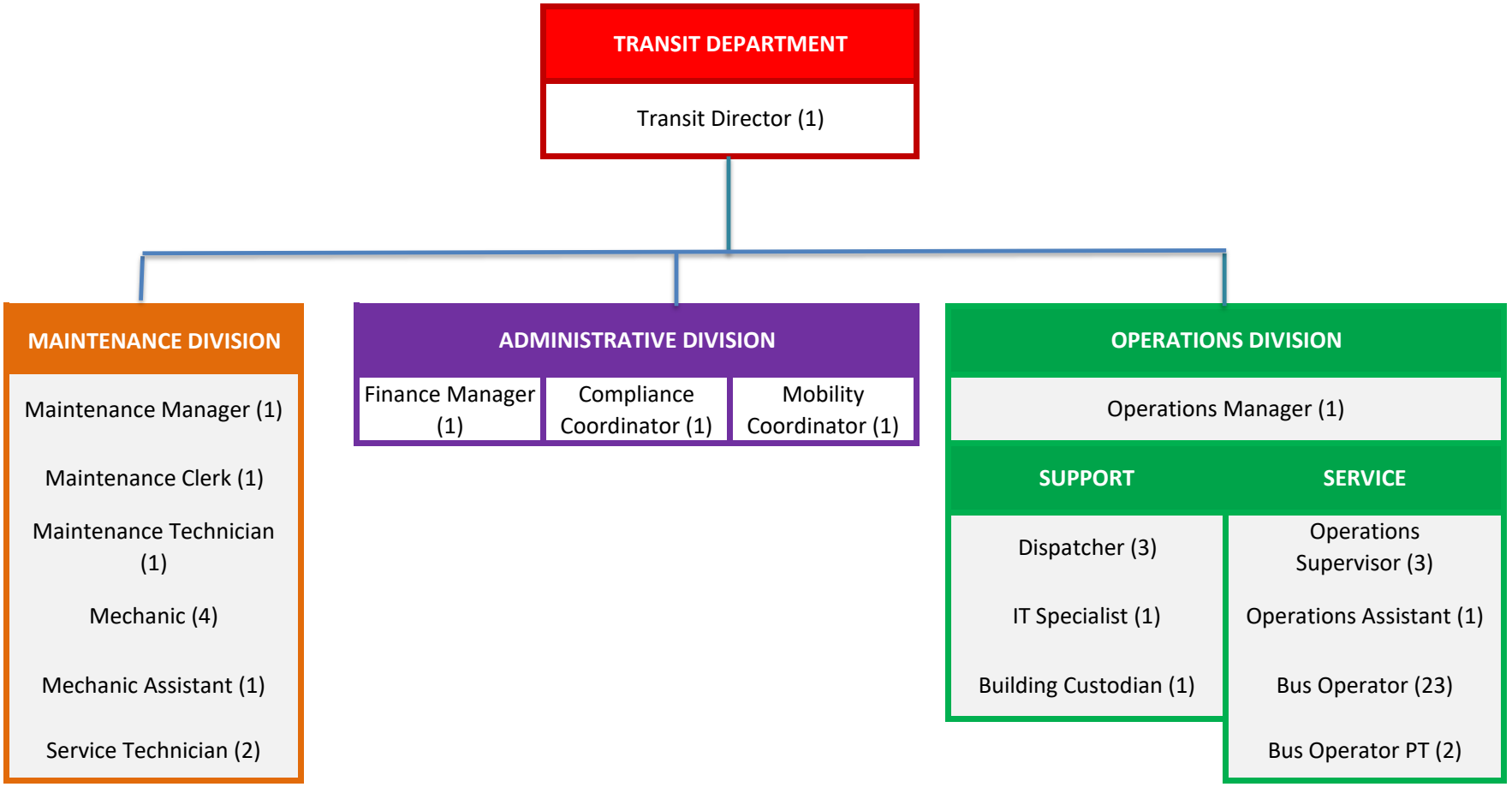
Combined Fixed Route & Paratransit Service Using Above Spreadsheet

Based on 2025 City Budget

Municipality	2025 Paratransit	2025 Fixed Route Microtransit	**2025 Total**	2024 Local Share	% Change	% of Municipal Revenue
ALLOUEZ	10,890	143,384	**154,274**	136,465	13.1%	5.9%
ASHWAUBENON	15,949	143,384	**159,334**	135,574	17.5%	6.1%
BELLEVUE	26,170	143,384	**169,555**	137,355	23.4%	6.5%
DE PERE	38,703	143,384	**182,087**	141,537	28.7%	7.0%
GREEN BAY	118,450	1,816,200	**1,934,650**	1,708,675	13.2%	74.4%
TOTAL	210,162	2,389,737	**2,599,899**	2,259,605	15.1%	100.0%

TOTAL BUDGET	**9,603,432**	**9,242,302**	**3.91%**
	9,603,432	361,130	

TRANSIT DEPARTMENT



Fulltime Employees 47
Parttime Employees (.5) 2

Director	1
Maintenance Division	10
Operations Division	34
Administrative Division	3
	48

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
November 20, 2024	Patty Kiewiz, Transit Director

AGENDA ITEM # F.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

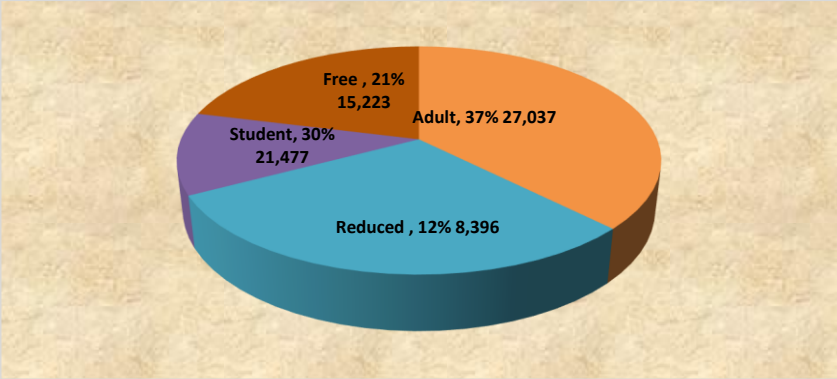
1. 09.Sept Ridership
2. 09.Sept Micro KPIs

Fixed Route Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY FIXED ROUTE	YTD FIXED ROUTE
September 2023	24,470	19,758	8,046	15,099	67,373	538,737
September 2024	22,701	21,060	8,080	15,194	67,035	570,652
Difference	(1,769)	1,302	34	95	(338)	
	-7%	7%	0%	1%	-1%	

Microtransit On Demand Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY ON DEMAND	YTD ON DEMAND
September 2023	4,404	575	424	30	5,433	43,221
September 2024	4,336	417	316	29	5,098	51,913
	(68)	(158)	(108)	(1)	(335)	
	-2%	-27%	-25%	-3%	-6%	



YTD PASSENGERS
622,565

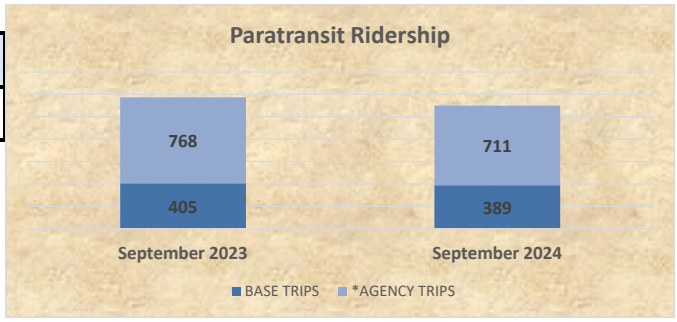
**Reduced fare program is for individuals who are age 65 and older, Medicare recipients, and individuals with qualifying disabilities.*

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

Paratransit Ridership

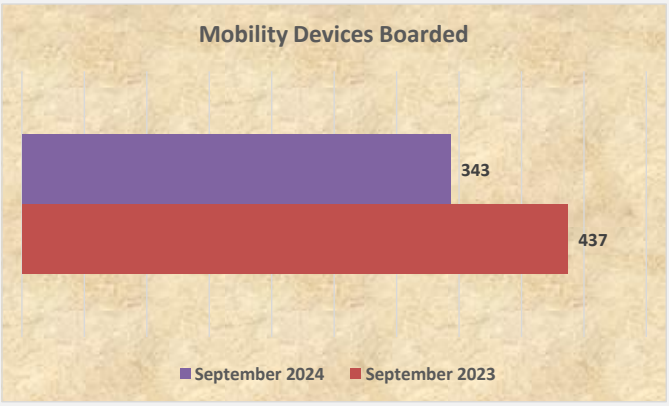
	BASE TRIPS	*AGENCY TRIPS	TOTAL TRIPS	YTD
September 2023	405	768	1,173	11,462
September 2024	389	711	1,100	10,449
Difference	(16)	(57)	(73)	
	-4.0%	-7.4%	-6.2%	

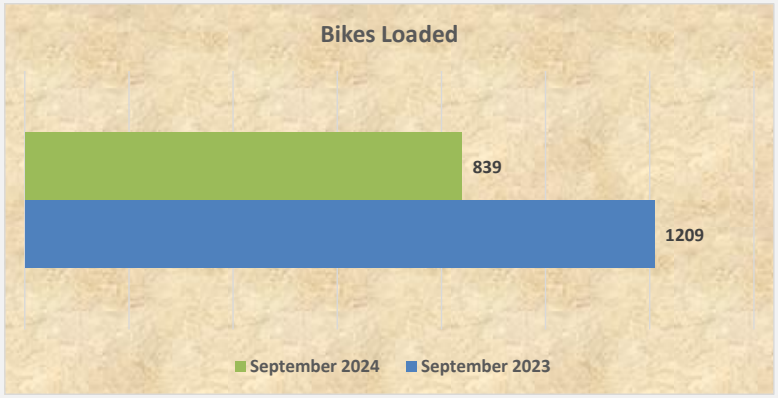
**Agency Fare includes base fare plus additional cost for expenses that is permitted by 49 CRF 37.131 to social service agencies and other organizations for agency trips (i.e., trips guaranteed to the organization).*



On Time Performance: 97.20%

Completed Trips:	*1100*
Completed On Time Trips:	*1069*
Completed Late Trips - 0-6 mins	*28*
Completed Late Trips - 6-30 mins	*3*

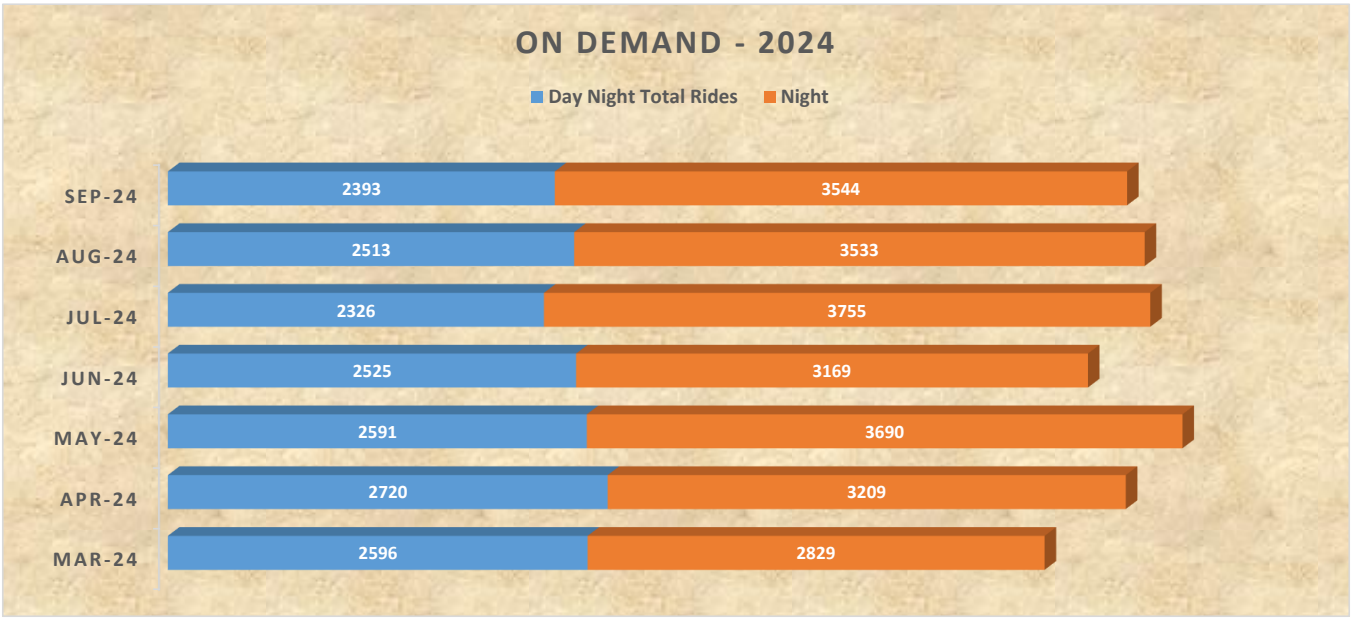


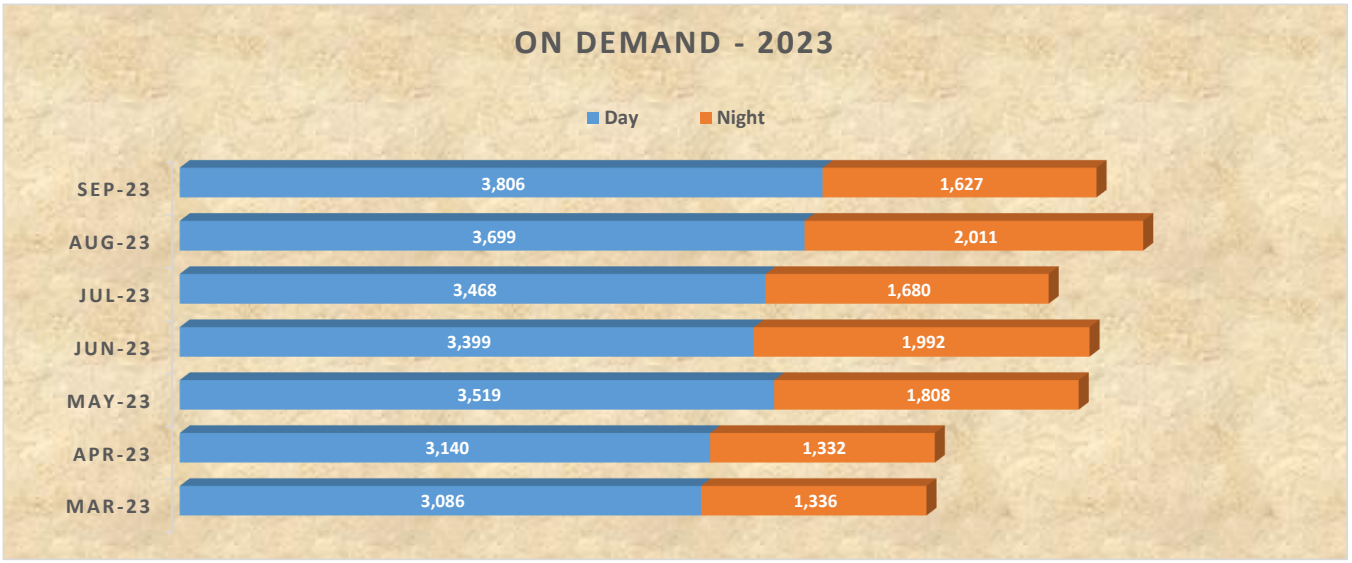


GBM ON DEMAND RIDERSHIP - KPIs

SEPTEMBER 2024

	Day Service	Night Service	Total	YTD	Target
Passengers	2,385	2,713	5,098	51,913	
Operating Hours	1,230.0	385.1	1,615.1	16,576	
Passengers per Operating Hour	1.94	7.04	3.16	3.13	3.0
Average Customer Wait Time (minutes)	15.54	29.25	22.82		<20.0
On-Time Pickups	85%	64%	74%		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)

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
November 20, 2024	Patty Kiewiz, Transit Director

AGENDA ITEM # F.2

Financial Reports

BACKGROUND

Director Kiewiz will provide an update on Metro finances through September 2024.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

1. 09.Sept Financials

Green Bay METRO

Green Bay Metro Transit Commission
Financial Report
September 2024

EXPENSES

ACCOUNT DESCRIPTION	2024 Jan-Sept	2023 Jan-Sept	+/-	%	2024 BUDGET	% OF BUDGET
Wages & Salaries	**1,827,458.39**	**1,704,907.11**	122,551	7.2%	**2,639,789**	**69.2%**
Fringe Benefits	**823,959.54**	**768,722.75**	55,237	7.2%	**1,546,634**	**53.3%**
Other Employment Expenses	**32,198.69**	**82,823.65**	(50,625)	-61.1%	**81,600**	**39.5%**
Contract Services	**160,291.76**	**180,226.90**	(19,935)	-11.1%	**473,177**	**33.9%**
Materials & Supplies	**322,698.99**	**350,905.51**	(28,207)	-8.0%	**672,991**	**47.9%**
Building & Equip Maintenance	**261,152.59**	**205,323.79**	55,829	27.2%	**246,900**	**105.8%**
Utilities	**128,677.16**	**119,272.93**	9,404	7.9%	**220,002**	**58.5%**
Insurance	**130,736.00**	**142,987.60**	(12,252)	-8.6%	**166,207**	**78.7%**
Miscellaneous	**157.84**	**144.80**	13	9.0%	**250**	**63.1%**
Paratransit Services	**315,862.60**	**383,863.99**	(68,001)	-17.7%	**705,817**	**44.8%**
Microtransit Services	**1,223,345.56**	**1,227,232.00**	(3,886)	-0.3%	**2,488,935**	**49.2%**
Subrecipient Expenses	**-**	**-**	-	0.0%	**-**	**0.0%**
TOTAL	**5,226,539.12**	**5,166,411.03**	**60,128**	**1.2%**	**9,242,302**	**56.6%**

ORIGINAL BUDGET

REVENUES

ACCOUNT DESCRIPTION	2024 Jan-Sept	2023 Jan-Sept	+/-	%	2024 BUDGET	% OF BUDGET
Federal Operating Asst	**-**	**49,227.00**	(49,227)	-100.0%	**2,840,609**	**0.0%**
State Operating Asst	**2,445,465.00**	**540,564.00**	1,904,901	352.4%	**2,726,479**	**89.7%**
Other Local Municipalities	**413,197.77**	**414,564.00**	(1,366)	-0.3%	**550,930**	**75.0%**
Green Bay	**974,999.97**	**936,000.00**	39,000	4.2%	**1,708,675**	**57.1%**
Farebox Revenue-Fixed Route	**342,580.35**	**300,757.97**	41,822	13.9%	**775,000**	**44.2%**
Farebox Revenue-Paratransit	**144,710.00**	**149,686.00**	(4,976)	-3.3%	**292,600**	**49.5%**
Farebox Revenue-Microtransit	**15,135.00**	**16,433.00**	(1,298)	-7.9%	**-**	**0.0%**
College Program Fares	**6,983.00**	**5,205.00**	1,778	34.2%	**-**	**0.0%**
TMI Refund	**9,454.00**	**24,485.00**	(15,031)	-61%	**-**	**0.0%**
Non-Transportation Revenue	**45,316.03**	**266,974.09**	(221,658)	-83.0%	**9,101**	**497.9%**
State Fuel Refund	**11,236.76**	**9,992.74**	1,244	12.4%	**-**	**0.0%**
Advertising	**82,711.76**	**68,137.00**	14,575	21.4%	**100,000**	**82.7%**
Intercity Bus Commissions	**4,500.00**	**4,931.84**	(432)	-8.8%	**6,000**	**75.0%**
Partnership Contributions	**141,603.00**	**104,318.00**	37,285	35.7%	**232,908**	**60.8%**
TOTAL	**4,637,892.64**	**2,891,275.64**	**1,746,617**	**60.4%**	**9,242,302**	**50.2%**

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	231	231	-	0.0%	308
Revenue Miles	486,545	489,800	(3,255)	-0.7%	693,821
Revenue Hours	33,149	32,535	614	1.9%	45,838
Unlinked Passenger Trips	570,652	538,737	31,915	5.9%	910,060
Revenue / Cost	**88.7%**	**56.0%**			100%
Farebox Revenue / Mile	0.70	0.61	0.09	14.7%	1.12
Farebox Revenue / Pass Trip	0.60	0.56	0.04	7.5%	0.85
Farebox Revenue / Hour	10.33	9.24	1.09	11.8%	16.91
Passenger / Mile	1.17	1.10	0.07	6.6%	1.31
Cost / Mile	7.58	7.26	0.32	4.4%	8.72
Cost / Passenger Trip	6.46	6.60	(0.14)	-2.1%	6.65

*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
November 20, 2024	Patty Kiewiz, Transit Director

AGENDA ITEM # F.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