



AGENDA OF THE TRANSIT COMMISSION

**WEDNESDAY, NOVEMBER 19, 2025, 8:15 AM
TRANSIT
901 University Ave**

A. Roll Call.

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

B. Approval of the Agenda.

1. Approval of the agenda for the Wednesday, November 19, 2025, meeting of the Transit Commission.

C. Approval of Minutes.

1. Approval of the minutes from the October 15, 2025, meeting.

D. Regular Business.

1. Discussion/Action: Financial Audit Services RFP 2025-26
2. Discussion/Action: 2026 Green Bay Metro Budget

E. Informational.

1. Operational Reports
2. Financial Reports
3. Director's Report
4. Next Transit Commission Meeting: January 21, 2026 at 8:15am.

F. Adjournment.

1. Adjournment of the Wednesday, November 19, 2025, meeting of the Transit Commission.

- 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

November 19, 2025

PREPARED BY

AGENDA ITEM # C.1

Approval of the minutes from the October 15, 2025, meeting.

BACKGROUND

Minutes from the meeting held on October 15, 2025.

RECOMMENDATION

Staff recommends approval of the minutes from the October 15, 2025, meeting.

FISCAL IMPACT

ATTACHMENTS

- I. Transit Commission 10-15-2025



MINUTES OF THE TRANSIT COMMISSION

**WEDNESDAY, OCTOBER 15, 2025, 8:15 AM
TRANSIT
901 University Ave**

A. ROLL CALL.

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

Present: Roger Kolb, Michael Conley-Kuhagen, Alderman Craig Stevens, and Dr. Hector Rodriguez

Excused: Kevin Kuehn, Terri Resguard, and Randy Scannell

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

B. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Wednesday, October 15, 2025, meeting of the Transit Commission.

Moved by Michael Conley-Kuhagen, seconded by Hector Rodriguez to approve the October 15, 2025, agenda. Motion carried.

Yes – Roger Kolb and Alderman Craig Stevens

No – None, Abstain - None

C. APPROVAL OF MINUTES.

- I. Approval of the minutes from the September 17, 2025, meeting.

Moved by Alderman Craig Stevens, seconded by Michael Conley-Kuhagen to approve the September 17, 2025, minutes. Motion carried.

Yes – Roger Kolb and Hector Rodriguez

No – None, Abstain — None

D. REGULAR BUSINESS.

I. Discussion/Action: No Show Policy for GBM On Demand

Director Kiewiz shared that our average wait time used to be 5–10 minutes and has increased to 20–30 minutes when booking On Demand. Green Bay Metro's goal is to keep this under 30 minutes. Individuals have been booking a trip, and riders aren't canceling their trip that was booked. The driver now has no rider to be picked up when they arrive at the assigned destination. In consideration of our No Show Policy for Paratransit, one isn't to be more strict than the other.

Many riders are in favor of getting the No Show Policy in place. We have received comments on social media in favor of this to ensure the service isn't affecting other riders. We also received a comment to the Transit Commission from a rider being in favor of the No Show Policy.

Commissioner Rodriguez asked how many no-shows occur with our service?

P. Kiewiz shared that we had about 300 last month and don't want to see that number increasing. Especially riders receiving unavailable rides when booking and now the rider is without an option when trying to get home or to work.

No further discussion was had.

Moved by Alderman Craig Stevenson, seconded by Hector Rodriguez, to approve the No Show Policy for GBM On Demand. Motion carried.

Yes — Roger Kolb and Michael Conley-Kuhagen

No — None, Abstain — None

E. INFORMATIONAL.

I. Operational Reports

Continuing to work through reporting concerns with the fare system.

No other concerns at this time.

2. Financial Reports

No concerns at this time.

3. Director's Report

Director Kiewiz shared that the government shutdown hasn't affected us currently. Staff attended the WIPTA conference last week. With the shutdown, TSA was unable to attend the conference.

Project updates, the radios are arriving this month and the first week of December; TSI will be onsite to install the live bus cameras.

Green Bay Metro will be hosting the WIPTA conference next year.

No further discussion was held.

4. Next Transit Commission Meeting: November 19, 2025 at 8:15am.

Motion by Michael Conley-Kuhagen, seconded by Alderman Craig Stevens, to adjourn at 8:34 a.m. Motion carried.

Yes – Roger Kolb and Hector Rodriguez

No – None. Abstain — None

F. ADJOURNMENT.

- I. Adjournment of the Wednesday, October 15, 2025, meeting of the Transit Commission.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

November 19, 2025

PREPARED BY

AGENDA ITEM # D.1

Discussion/Action: Financial Audit Services RFP 2025-26

BACKGROUND

Per Federal Transit Administration procurement regulations, Green Bay Metro is required to seek a new contract every five years. The contract for annual financial services has expired. Green Bay Metro worked in partnership with the city Finance Dept. and Purchasing through the procurement process.

This is a five year contract; three years, plus two, one year renewals.

RECOMMENDATION

Staff recommends awarding the five-year contract to CLA, for the Financial Audit Services in the amount not to exceed \$78,600.

FISCAL IMPACT

ATTACHMENTS

- I. BAFO - RFP QUESTIONS 2025-26 FINANCIAL AUDIT 10-23-2025 - Signed - Updated with Appendix I - Breakdown by Dept



Purchasing Department
100 North Jefferson Street - Room 410
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3047
Fax 920.448.3050

Best and Final Offer

Clarification Questions RFP-2025-26 Financial Audit

To: Leah Lasecki, CPA Principal leah.lasecki@CLAconnect.com
Amber Drewieske, CPA Principal amber.drewieske@CLAconnect.com
From: Thomas J. Walenski PM City of Green Bay Thomas.Walenski@greenbaywi.gov
Date: October 23, 2025

Questions:

1. Water Utility – Cost for CLA to prepare annual PSC Report if needed.
CLA Response: \$2,000 per year to prepare a compilation of the PSC Annual Financial Report.
2. All Departments - Please give us a summary of how your corporate strategy – organization chart has changed since the last time we did this service with CLA. We are looking for specific information on how the customer service level has changed since our last contract with CLA.
CLA Response: Audit services were last provided to the City of Green Bay for the year ended December 31, 2019 and were under the responsibility of the one leader of our Greater Northeastern Wisconsin State & Local Government practice who is no longer with CLA. The following significant changes have occurred since 2019 audit services were performed in 2020 and have greatly elevated the services we provide.
 1. Our local organizational chart has evolved to reflect a more collaborative and nimble structure that also aligns with CLA's leadership as a whole. Since late 2020, three of our current four principals in our Greater Northeastern Wisconsin State & Local Government practice earned principal positions within CLA. Our principal leadership team collaborates through ongoing communication, including weekly meetings, to consistently meet client service expectations and to strategically advance the development of our team. In the past and as the City experienced, our leadership structure was segmented and largely focused on one individual leader, which limited our ability to deliver client-focused services.
 2. Our client service strategy emphasizes a department-wide approach, with principals and engagement team members working closely to provide timely, seamless, proactive client service. Since 2020, we've promoted six of our leaders to director and manager positions who work alongside, not below, our principals to ensure our clients are being served timely with industry leading technical skills. We have intentionally assigned both a director and a manager to the City who will work in collaboration with Ms. Lasecki and Ms. Drewieske.
 3. We are fully committed to timely delivery of services and effective communication with our clients. Rather than operating reactively as we may have in the past, our teams have significantly improved responsiveness to our Greater Northeastern Wisconsin clients and are now able to proactively support other CLA State & Local government teams across the country. Annually, our local team provides hundreds

of hours to support these other CLA state and local government teams ensuring we meet firmwide client expectations.

4. We emphasize on-site and regular communication with our clients, allowing for in-person discussions to gauge client pain points and deliver tailored solutions. We have included in our suggested timeline monthly team check-in meetings to ensure we're communicating proactively and providing the service you expect.
3. In the proposed pricing, how many state and federal audits are included? How much are each additional state and federal audit if needed.

CLA Response: We were anticipating no more than 5 Federal and 5 State programs per year. If additional programs are required to be tested, we charge \$2,000 per Federal program and \$1,200 per State program.

4. Transit – will need a 10-year Independent Audit that conforms to NTD National Transit Database in 2029 (Stated in the RFP) was that part of the proposal or would that be an additional cost in 2029.

CLA Response: No, this was not part of the proposal. Pricing would be subject to rates in effect at that time and FTA requirements also in effect at that time. We will commit to a fee not to exceed \$7,000 for the required agreed upon procedures engagement.

FORM F: BEST AND FINAL OFFER PROPOSAL PRICING & SIGNATURE PAGE

The undersigned, on behalf of the Vendor, certifies: (1) this offer is made without previous understanding, conflict of interest, agreement or connection with any person, firm, or corporation making a quotation on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the quotation is entered; (4) they have read the complete Request for Quotation and understand all provisions and fully understanding the local conditions affecting the cost of the work, hereby proposes to furnish all labor, materials, tools and equipment to perform the work required by the proposed purchase contract documents referred to therein (as altered, amended or modified by addenda); (5) if accepted by the City, this quotation is guaranteed as written and will be implemented as stated; and (6) mistakes in writing of the submitted quotation will be their responsibility.

Provide BAFO pricing for Audit Services	DESCRIPTION City – Metro- Water	BAFO PRICE
Total first year cost for proposed solution (see attached for department)	\$ 88,900.00	\$ 87,200.00
Year 2	\$ 90,700.00	\$ 88,900.00
Year 3	\$ 92,600.00	\$ 90,700.00
Year 4	\$ 94,500.00	\$ 92,500.00
Year 5	\$ 96,400.00	\$ 94,400.00
SUBTOTAL (see attached for department)	\$ 463,100.00	\$453,700.00
List any other costs the City may incur over the course of the proposed project.		
PSC Annual Financial Report Compilation = \$2,000 per year, if requested		\$10,000 (\$2,000 per year, if requested)
NTD Agreed Upon Procedures (Year 5) – <i>Fee not to exceed \$7,000</i>		\$7,000 (fee not to exceed)
Additional Federal Major Program over five per year, if required = \$2,000 per program		See left for program pricing
Additional State Major Program over five per year, if required = \$1,200 per program		See left for program pricing
TOTAL:	\$ 463,100.00	\$ 470,700.00

VENDOR'S SIGNATURE & INFORMATION:

Vendor Full Legal Name: CLA CliftonLarsonAllen LLP / CliftonLarsonAllen LLC

Complete Address, City, ST, Zip: 1175 Lombardi Avenue, Suite 200, Green Bay, WI 54304

Bidders Contact Name & Title (Type or Print): Leah J. Lasecki, CPA

Authorized Signature:  _____

Phone # 920-455-4201

Date: October 23, 2025

Taxpayer I.D. Number: 41-0746749

E-mail address: leah.lasecki@claconnect.com

ATTACHMENT 1 TO BAFO - BREAKDOWN BY DEPARTMENT

	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>TOTAL</u>
Water	12,850	13,150	13,400	13,700	14,000	67,100
City	60,600	61,700	63,000	64,200	65,500	315,000
Transit	13,750	14,050	14,300	14,600	14,900	71,600
SUBTOTAL	87,200	88,900	90,700	92,500	94,400	453,700
Water	12,850	13,150	13,400	13,700	14,000	67,100
Water (PSC)	2,000	2,000	2,000	2,000	2,000	10,000
Total Water with Additional, if requested	14,850	15,150	15,400	15,700	16,000	77,100
Transit	13,750	14,050	14,300	14,600	14,900	71,600
Transit NTD					7,000	7000
Total Transit with NTD Agreed Upon Procedures	13,750	14,050	14,300	14,600	21,900	78,600
Water	14,850	15,150	15,400	15,700	16,000	77,100
City	60,600	61,700	63,000	64,200	65,500	315,000
Transit	13,750	14,050	14,300	14,600	21,900	78,600
TOTAL BID	89,200	90,900	92,700	94,500	103,400	470,700



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

November 19, 2025

PREPARED BY

Patricia Kiewiz, Transit Director

AGENDA ITEM # D.2

Discussion/Action: 2026 Green Bay Metro Budget

BACKGROUND

Director Kiewiz will present the proposed 2026 budget.

RECOMMENDATION

Staff recommends approval of the 2026 Green Bay Metro Budget, as presented.

FISCAL IMPACT

ATTACHMENTS

1. 2026 Budget Variance from 2025
2. 2026 Municipality Billings Projected
3. 2026 Transit Org
4. 2026 Budget roll-up Projection

2026 GREEN BAY METRO BUDGET SUMMARY
Variance to 2025 Budget

<u>Revenues</u>	<u>Change</u>	<u>% Chg</u>
Farebox Revenue-Fixed Route	\$ -	0.0%
Farebox Revenue-Paratransit	\$ (31,000)	10.5%
Federal Operating Assistance	\$ (198,278)	-7.0%
State Operating Assistance	\$ (198,278)	-7.0%
Green Bay	\$ 206,113	10.7%
Other local municipalities	\$ 26,818	4.0%
Intercity Bus Commission	\$ -	0.0%
Advertising	\$ -	0.0%
Local Partnerships	\$ 960	0.0%
Non-transportation income	\$ -	0.0%
Section 5310 Program	\$ -	0.0%
Total Revenue	\$ (193,665)	-2.0%
<u>Operating Expenses</u>	<u>Change</u>	<u>% Chg</u>
Salaries & Leave time	\$ 128,604	4.2%
Overtime	\$ 17,677	8.7%
Health / Dental	\$ (75,225)	-13.0%
WRS	\$ 19,988	9.1%
Other employment expenses	\$ 2,281	1.6%
Workers comp	\$ (20,251)	0.0%
Contract Services	\$ 19,013	4.7%
Paratransit services	\$ (449,010)	-41.9%
Micro Transit sevices	\$ 237,606	12.1%
Fuel	\$ (57,171)	-11.9%
Building & Equipment maint	\$ 1,900	0.5%
Marketing expense	\$ (5,250)	-25.0%
Insurance	\$ 5,429	3.4%
Utilities	\$ (34,604)	-14.4%
Shelter pads	\$ (1,000)	-33.3%
Misc	\$ 16,348	7.8%
Total Expenses	\$ (193,665)	-2.0%

**GREEN BAY METRO
SHARING OF BUDGET OPERATING DEFICIT-2026**

2026 FIXED ROUTE BUS & On Demand	2026 OPERATING EXPENSE REVENUE DEFICIT	8,687,344 1,068,668 7,618,676
Federal Assistance	28.000%	2,432,456
State Assistance	28.000%	2,432,456
Other revenues		
Deficit to Local Municipality		2,753,763
PARTICIPATING MUNICIPALITY	PERCENT DEFICIT	LOCAL SHARE
ALLOUEZ	6.00%	165,226
ASHWAUBENON	6.00%	165,226
BELLEVUE	6.00%	165,226
DE PERE	6.00%	165,226
GREEN BAY	76.00%	2,092,860
TOTAL	100.00%	2,753,763

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

2026 PARATRANSIT SERVICE	2026 TOTAL PROGRAM COST REVENUE: DEFICIT	722,424 238,800 483,624
Federal Assistance	28.000%	202,279
State Assistance	28.000%	202,279
Deficit to Local Municipality		79,067
PARTICIPATING MUNICIPALITY	PERCENT DEFICIT	LOCAL SHARE
ALLOUEZ	7.30%	5,775
ASHWAUBENON	2.39%	1,893
BELLEVUE	9.12%	7,213
DE PERE	20.59%	16,283
GREEN BAY	60.58%	47,902
TOTAL	100.00%	79,067

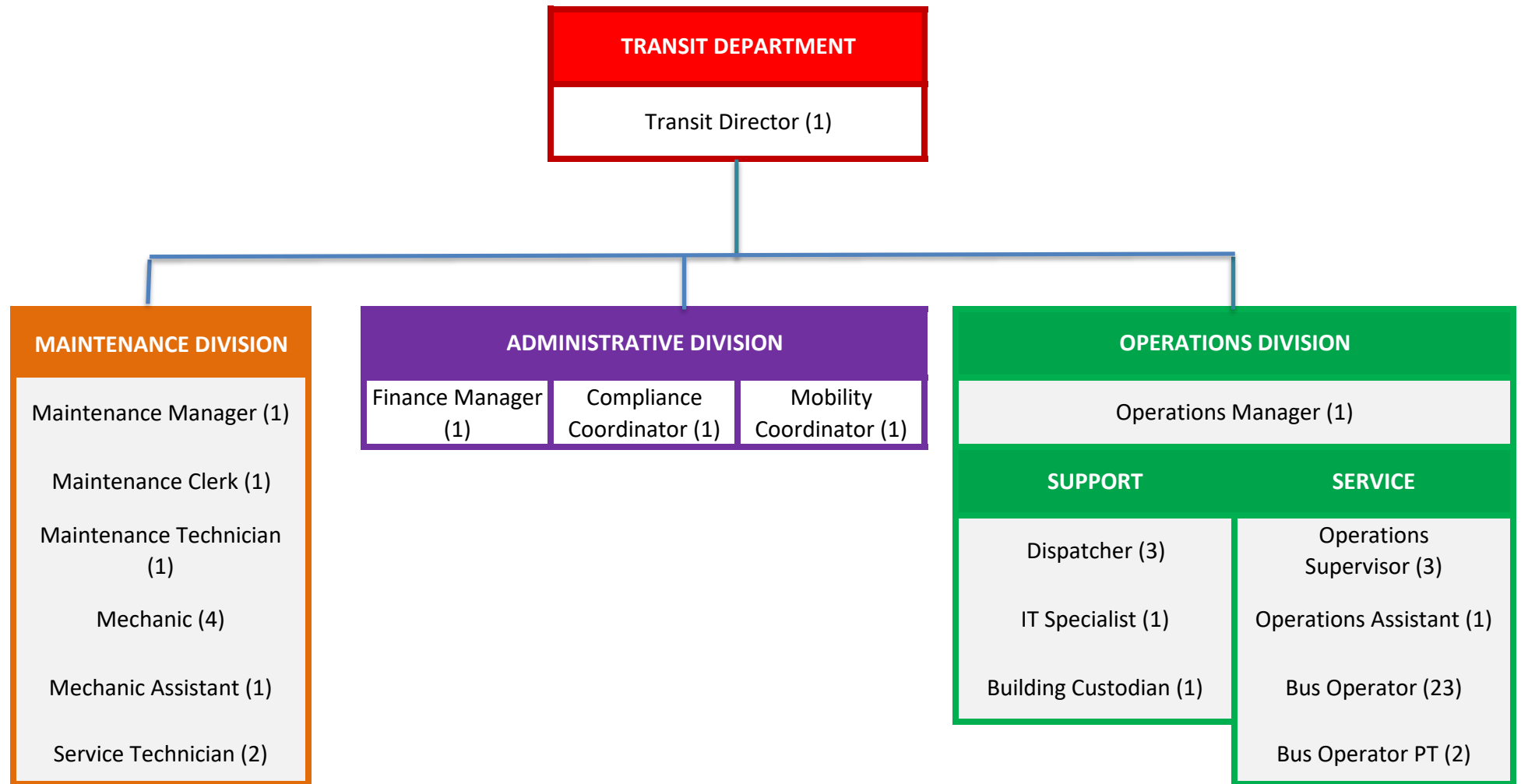
Client Usage 4/1/24-3/31/25	
Trips	%
964	7.3%
316	2.4%
1,204	9.1%
2,718	20.6%
7,996	60.6%
13,198	100.0%

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

Combined Fixed Route & Paratransit Service Using Above Spreadsheet						
Based on 2026 City Budget						
Municipality	2026 Paratransit	2026 Fixed Route Microtransit	2026 Total	2025 Local Share	% Change	% of Municipal Revenue
ALLOUEZ	5,775	165,226	171,001	154,274	10.8%	6.0%
ASHWAUBENON	1,893	165,226	167,119	159,334	4.9%	5.9%
BELLEVUE	7,213	165,226	172,439	169,555	1.7%	6.1%
DE PERE	16,283	165,226	181,509	182,087	-0.3%	6.4%
GREEN BAY	47,902	2,092,860	2,140,762	1,934,650	10.7%	75.6%
TOTAL	79,067	2,753,763	2,832,830	2,599,899	9.0%	100.0%

TOTAL BUDGET	9,409,768	9,603,432	-2.02%
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TRANSIT DEPARTMENT



Fulltime Employees 47

Parttime Employees (.5) 2

**GREEN BAY METRO
2026 BUDGET WORKSHEET**

ACCOUNT DESCRIPTION	% 2026 Budget	2026 Budget	2025 Budget	Difference	% Change
FULL FARE (FIXED RT & MICRO)	6.4%	600,000	600,000	-	0%
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)	1.1%	100,000	100,000	-	0%
SUBTOTAL: FAREBOX REVENUE	7.5%	710,000	710,000	-	0.0%
PARATRANSIT FARES	0.2%	18,000	70,000	(52,000)	-74%
AGENCY FEES	2.3%	220,500	199,500	21,000	11%
TOTAL FAREBOX REVENUE	10.1%	948,500	979,500	(31,000)	-3.2%
PARATRANSIT/ID FEES	0.0%	300	300	-	0%
INVESTMENT INCOME	0.0%	4,000	4,000	-	0%
SALE OF EQUIPMENT	0.0%	-	-	-	0%
BUS ADVERTISING	1.2%	110,000	110,000	-	0%
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	28.0%	2,634,735	2,833,013	(198,278)	-7%
STATE OPERATING ASSISTANCE	28.0%	2,634,735	2,833,013	(198,278)	-7%
RAZ PASS\UWGB\IST NORBERT	0.0%	-	-	-	0%
VILLAGE OF ALLOUEZ	1.8%	171,001	154,274	16,727	11%
VILLAGE OF ASHWAUBENON	1.8%	167,119	159,334	7,785	5%
VILLAGE OF BELLEVUE	1.8%	172,439	169,555	2,884	2%
CITY OF DEPERE	1.9%	181,509	182,087	(578)	0%
CITY OF GREEN BAY	22.8%	2,140,762	1,934,650	206,113	11%
SECTION 5310 PROGRAM ADMIN / 85.21 MM	0.0%	-	-	-	0%

ACCOUNT DESCRIPTION	% 2026 Budget	2026 Budget	2025 Budget	Difference	% Change
CLOTHING-EMPL PORTION	0.0%	-	-	-	0%
INCIDENTAL USAGE FEE	0.4%	33,864	32,904	960	
PARTNERSHIP CONTRIBUTION	2.1%	200,004	200,004	-	0%
MISC REVENUE	0.0%	-	-	-	0%
TOTAL REVENUE	100.0%	9,409,768	9,603,432	(193,665)	-2.0%
Total Direct Operating Revenue		1,073,600	1,100,600	(27,000)	-2.5%
TOTAL SALARIES	28.3%	2,666,015	2,562,518	103,496	4.0%
TOTAL SALARIES	0.0%	-	-	-	0.0%
TOTAL OVERTIME	2.3%	220,597	202,920	17,677	8.7%
TOTAL VACATION	1.9%	180,542	171,148	9,394	5.5%
TOTAL HOLIDAY	1.4%	128,433	122,403	6,030	4.9%
TOTAL PERSONAL	0.4%	38,720	34,972	3,748	10.7%
TOTAL FUNERAL LEAVE	0.0%	-	-	-	0.0%
TOTAL SICK	1.8%	165,825	159,889	5,936	3.7%
TOTAL UNEMPLOYMENT	0.1%	6,000	6,000	-	0.0%
TOTAL HEALTH INSURANCE	4.9%	464,530	537,787	(73,257)	-13.6%
TOTAL DENTAL INSURANCE	0.4%	37,480	39,448	(1,968)	-5.0%
TOTAL LIFE INSURANCE	0.0%	3,506	3,742	(236)	-6.3%
TOTAL LEVY SUPPORTED HEALTH	0.0%	-	-	-	0.0%
TOTAL SOCIAL SECURITY	2.2%	204,470	195,838	8,632	4.4%
TOTAL MEDICARE	0.5%	47,836	45,821	2,015	4.4%
TOTAL WORKER COMPENSATION	0.6%	56,286	76,537	(20,251)	-26.5%
TOTAL PENSIONS	4.7%	439,425	419,437	19,988	4.8%
TOTAL CAR ALLOWANCE	0.0%	-	-	-	0.0%
TOTAL CLOTHING ALLOWANCE	0.2%	14,670	14,625	45	0.3%
TOTAL EMPLOYEE ALLOWANCES	0.0%	450	800	(350)	-43.8%
TOTAL OTHER FRINGE BENEFITS	0.0%	2,244	2,244	-	0.0%
TOTAL TRAINING & TRAVEL	0.4%	36,148	26,500	9,648	36.4%
TOTAL DUES, LICENSES, SUBSCRIPTIONS	0.2%	18,950	17,580	1,370	7.8%

ACCOUNT DESCRIPTION	% 2026 Budget	2026 Budget	2025 Budget	Difference	% Change
TOTAL EMPLOYMENT RELATED EXPENSES	0.2%	19,200	27,025	(7,825)	-29.0%
TOTAL SERVICES	4.5%	422,153	403,140	19,013	4.7%
TOTAL PROMOTIONAL	0.2%	15,750	21,000	(5,250)	-25.0%
TOTAL MICROTRANSIT SERVICES	24.7%	2,321,480	2,070,923	250,556	12.1%
TOTAL PARATRANSIT SERVICES	6.1%	578,438	1,018,372	(439,935)	-43.2%
TOTAL FUEL	6.0%	566,382	645,578	(79,196)	-12.3%
TOTAL TIRES & TUBES	0.4%	35,500	50,000	(14,500)	-29.0%
TOTAL MATERIALS & SUPPLIES	1.0%	94,800	94,400	400	0.4%
TOTAL BUILDING & EQUIPMENT	2.3%	216,000	195,000	21,000	10.8%
TOTAL BUILDING REPAIRS	0.3%	30,000	35,000	(5,000)	-14.3%
TOTAL PAVE CONST (SHELTER PADS)	0.0%	2,000	3,000	(1,000)	-33.3%
LANDSCAPING/SITE RESTORATION	0.0%	2,891	600	2,291	381.8%
TOTAL ELECTRIC	1.1%	103,884	87,500	16,384	18.7%
TOTAL GAS	0.7%	70,047	125,000	(54,953)	-44.0%
TOTAL PHONE/CELLULAR SERVICE	0.2%	21,848	18,600	3,248	17.5%
TOTAL WATER	0.0%	3,405	2,883	522	18.1%
TOTAL SEWER	0.1%	6,568	6,373	195	3.1%
TOTAL INSURANCE	1.7%	164,256	158,827	5,429	3.4%
EV CHARGING EXCISE TAX	0.0%	3,040	-	3,040	0.0%
CASH OVER/SHORT	0.0%	-	-	-	0.0%
TOTAL OPERATING EXPENSES	100.0%	9,409,768	9,603,432	(193,665)	-2.0%



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

November 19, 2025

PREPARED BY

Patricia Kiewiz, Transit Director

AGENDA ITEM # E.1

Operational Reports

BACKGROUND

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

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

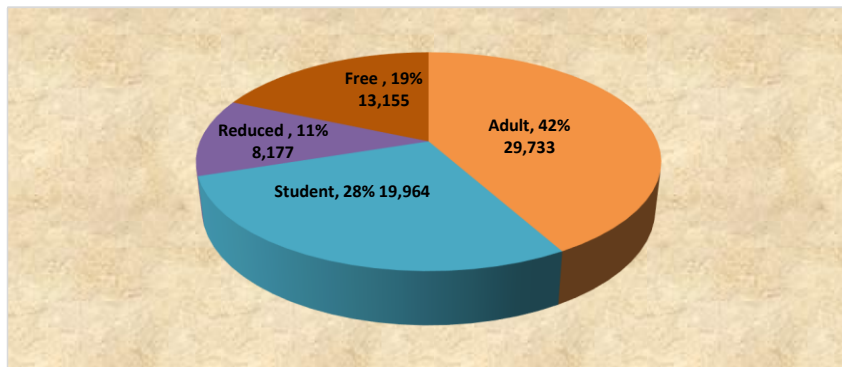
- I. 09.Sept 2025 Ridership

Fixed Route Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY FIXED ROUTE	YTD FIXED ROUTE
September 2024	23,577	21,677	8,374	15,719	69,347	592,842
September 2025	22,794	20,558	7,733	16,309	67,394	566,361
Difference	(783)	(1,119)	(641)	590	(1,953)	(26,481)
	-3%	-5%	-8%	4%	-3%	-4.5%

Microtransit On Demand Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY ON DEMAND	YTD ON DEMAND
September 2024	4,336	417	316	29	5,098	51,913
September 2025	3,726	1,407	726	163	6,022	54,222
Difference	(610)	990	410	134	924	2,309
	-14%	237%	130%	462%	18%	4.4%



YTD PASSENGERS
620,583

*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.

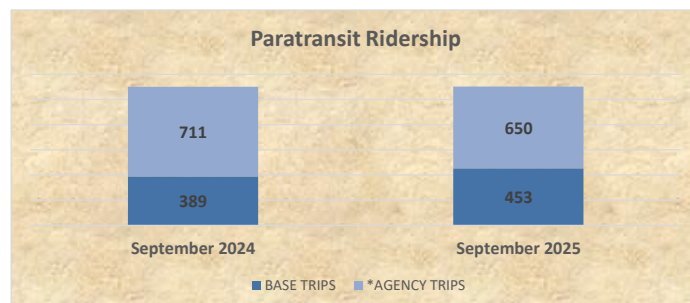
Paratransit Ridership

	BASE TRIPS	*AGENCY TRIPS	TOTAL TRIPS	YTD
September 2024	389	711	1,100	10,449
September 2025	453	650	1,103	9,643
Difference	64	(61)	3	(806)
	16.5%	-8.6%	0.3%	-7.7%

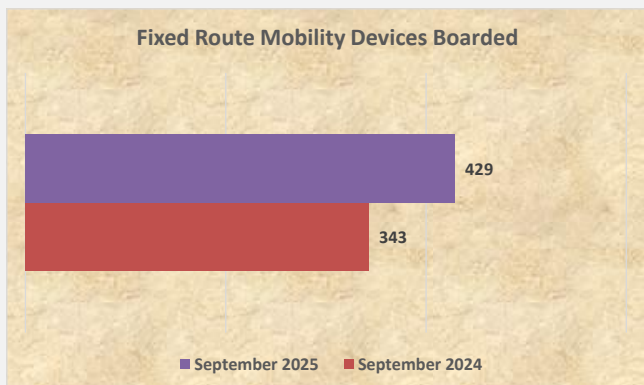
*Agency Fare includes base fare plus additional cost for expenses that is permitted by 49 CRF 37.131 to social service agencies and other organizations for agency trips (i.e., trips guaranteed to the organization).

On Time Performance: 94.9%

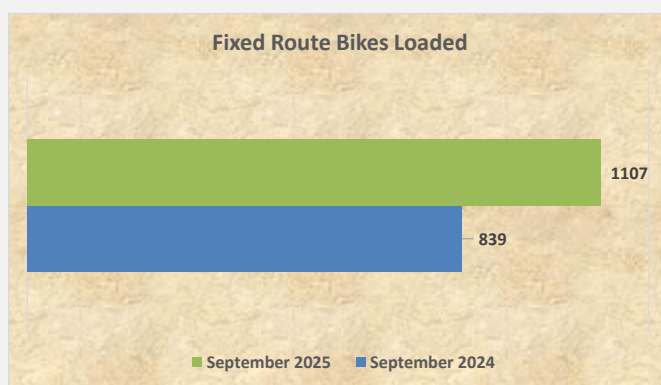
Completed Trips:	1103
Completed On Time Trips:	1046
Completed Late Trips - 0-6 mins	43
Completed Late Trips - 6-30 mins	17
Completed Late Trips > 30 mins	0
Late Cancellations and No Show Trips	19



Fixed Route Mobility Devices Boarded



Fixed Route Bikes Loaded





Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

November 19, 2025

PREPARED BY

Patricia Kiewiz, Transit Director

AGENDA ITEM # E.2

Financial Reports

BACKGROUND

Director Kiewiz will provide an update on Metro's finances through September 2025.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

- I. 09.Sept - Financials



EXPENSES

ACCOUNT DESCRIPTION	2025 Jan-Sept	2024 Jan-Sept	+/-	%	2025 BUDGET	% OF BUDGET
Wages & Salaries	1,902,844.13	1,827,458.39	75,386	4.1%	2,765,438	68.8%
Fringe Benefits	914,460.10	823,959.54	90,501	11.0%	1,830,692	50.0%
Other Employment Expenses	55,262.30	32,198.69	23,064	71.6%	68,932	80.2%
Contract Services	198,041.60	160,291.76	37,750	23.6%	424,140	46.7%
Materials & Supplies	311,719.93	322,698.99	(10,979)	-3.4%	643,436	48.4%
Building & Equip Maintenance	146,419.48	261,152.59	(114,733)	-43.9%	234,100	62.5%
Utilities	103,039.19	128,677.16	(25,638)	-19.9%	235,106	43.8%
Insurance	133,524.71	130,736.00	2,789	2.1%	158,827	84.1%
Miscellaneous	184.00	157.84	26	16.6%	250	73.6%
Paratransit Services	337,995.42	315,862.60	22,133	7.0%	1,072,447	31.5%
Microtransit Services	1,368,059.52	1,223,345.56	144,714	11.8%	2,170,063	63.0%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
TOTAL	5,471,550.38	5,226,539.12	245,011	4.7%	9,603,432	57.0%

ORIGINAL BUDGET

REVENUES

ACCOUNT DESCRIPTION	2025 Jan-Sept	2024 Jan-Sept	+/-	%	2025 BUDGET	% OF BUDGET
Federal Operating Asst	-	-	-	0.0%	2,833,013	0.0%
State Operating Asst	2,230,617.00	2,445,465.00	(214,848)	-8.8%	2,833,013	78.7%
Other Local Municipalities	498,937.11	413,197.77	85,739	20.8%	665,249	75.0%
Green Bay	974,999.97	974,999.97	-	0.0%	1,934,650	50.4%
Farebox Revenue-Fixed Route	369,473.75	342,580.35	26,893	7.9%	710,000	52.0%
Farebox Revenue-Paratransit	143,115.50	144,710.00	(1,595)	-1.1%	269,500	53.1%
Farebox Revenue-Microtransit	21,368.00	15,135.00	6,233	41.2%	-	0.0%
College Program Fares	12,262.00	6,983.00	5,279	75.6%	-	0.0%
TMI Refund	9,548.00	9,454.00	94	1%	-	0.0%
Non-Transportation Revenue	129,254.65	45,316.03	83,939	185.2%	9,100	1420.4%
State Fuel Refund	12,014.35	11,236.76	778	6.9%	-	0.0%
Advertising	86,799.15	82,711.76	4,087	4.9%	110,000	78.9%
Intercity Bus Commissions	4,500.00	4,500.00	-	0.0%	6,000	75.0%
Partnership Contributions	140,788.15	141,603.00	(815)	-0.6%	232,908	60.4%
TOTAL	4,633,677.63	4,637,892.64	(4,215)	-0.1%	9,603,432	48.3%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	230	231	(1.0)	-0.4%	307
Revenue Miles	483,516	486,545	(3,029)	-0.6%	672,554
Revenue Hours	32,800	33,149	(349)	-1.1%	45,552
Unlinked Passenger Trips	571,547	592,842	(21,295)	-3.6%	934,849
Revenue / Cost	84.7%	88.7%			100%
Farebox Revenue / Mile	0.76	0.70	0.06	8.5%	1.06
Farebox Revenue / Pass Trip	0.65	0.58	0.07	11.9%	0.76
Farebox Revenue / Hour	11.26	10.33	0.93	9.0%	15.59
Passenger / Mile	1.18	1.22	(0.04)	-3.0%	1.39
Cost / Mile	7.79	7.58	0.21	2.8%	9.46
Cost / Passenger Trip	6.59	6.22	0.37	5.9%	6.80

*Insurance is [NET] TMI



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

November 19, 2025

PREPARED BY

Patricia Kiewiz, Transit Director

AGENDA ITEM # E.3

Director's Report

BACKGROUND

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

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

None