



AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, JUNE 17, 2026, 8:15 AM

TRANSIT

901 University Ave

A. Roll Call.

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

B. Approval of the Agenda.

1. Approval of the agenda for the Wednesday, June 17, 2026, meeting of the Transit Commission.

C. Approval of Minutes.

1. Approval of the minutes from the May 27, 2026, meeting.

D. Regular Business.

1. Discussion/Action: Green Bay Metro's 2027 Transit Asset Management Plan
2. Discussion/Action: Green Bay Metro's Public Transit Agency Safety Plan (PTASP)
3. Discussion/Action: Cost Allocation Plan
4. Discussion/Action: Green Bay Metro's Financial Management & Administrative Procedures
5. Discussion/Action: Green Bay Metro's Fare and Fee Policy
6. Discussion/Action: Green Bay Metro's Drug & Alcohol Policy

E. Informational.

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

F. Adjournment.

I. Adjournment of the Wednesday, June 17, 2026, 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

June 17, 2026

PREPARED BY

Becky Fleck, Transit Staff

AGENDA ITEM # C.1

Approval of the minutes from the May 27, 2026, meeting.

BACKGROUND

Minutes from the meeting held on May 27, 2026.

RECOMMENDATION

Staff recommends approval of the minutes from the May 27, 2026, meeting.

FISCAL IMPACT

ATTACHMENTS

- I. Transit Commission 5-27-2026



MINUTES OF THE TRANSIT COMMISSION

**WEDNESDAY, MAY 27, 2026, 8:15 AM
TRANSIT
901 University Ave**

A. ROLL CALL.

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

Present: Roger Kolb, Terri Refsguard, Alder Alyssa Proffitt, Randy Scannell, Kevin Kuehn, Michael Conley-Kuhagen and Dr. Hector Rodriguez

Excused: None

Chair Roger Kolb called the meeting to order at 8:18 a.m.

B. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Wednesday, May 27, 2026, meeting of the Transit Commission.

Moved by Randy Scannell, seconded by Kevin Kuehn to approve the May 27, 2026, agenda. Motion carried.

Yes – Roger Kolb, Hector Rodriguez, Randy Scannell, Alder Alyssa Proffitt, Kevin Kuehn, Michael Conley-Kuhagen and Terri Refsguard

No – None, Abstain - None

C. APPROVAL OF MINUTES.

- I. Approval of the minutes from the April 08, 2026, meeting.

Moved by Randy Scannell, seconded by Terri Refsguard to approve the April 08, 2026, minutes. Motion carried.

Yes – Roger Kolb, Terri Refsguard, Randy Scannell, Hector Rodriguez, Kevin Kuehn, Michael

Conley-Kuhagen, and Alder Alyssa Proffitt
No – None, Abstain — None

D. REGULAR BUSINESS.

1. Presentation/Discussion/Action: 2025 Annual Financial Audit

Leah Lasecki from CLA(CliftonLarsonAllen LLP) introduced herself and presented the 2025 financial audit. No material misstatements were found throughout the audit, everything went well. Reporting and insights show no changes in the audit plan. Nothing was unusual. Internal controls were reviewed and no changes in policies or procedures, and didn't find anything of concern. L. Lasecki commended everyone for their great work.

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

Moved by Randy Scannell, seconded by Terri Refsguard to receive and place on file the FY 2025 financial audit. Motion carried.

Yes - Roger Kolb, Michael Conley-Kuhagen, Terri Refsguard, Randy Scannell, Kevin Kuehn, Hector Rodriguez and Alder Alyssa Proffitt
No- None, Abstain- None

2. Discussion/Action: Green Bay Metro Public Participation Policy

Director Kiewiz shared that Brown County Planning worked with Green Bay Metro to help update the policy. Lisa Conrad from BCP conducted the public hearing on May 20th, Wednesday last week. L. Conrad received no public comments during the meeting. Only one written comment was received by P. Kiewiz and was shared with commissions and added to the policy.

Moved by Kevin Kuehn, seconded by Randy Scannell, to approve the Green Bay Metro Public Participation Policy. Motion carried.

Yes — Roger Kolb, Randy Scannell, Hector Rodriguez, Terri Refsguard, Michael Conley-Kuhagen, Kevin Kuehn and Alder Alyssa Proffitt
No — None, Abstain — None

3. Discussion/Action: Green Bay Metro Strategic Plan 2026

Director Kiewiz reviewed the changes that were made to the Strategic Plan with the commissioners. Many of the changes were in relation to COVID-19 that needed to be updated. Goals and objectives were the main focus, while aiming for Green Bay Metros targets.

Moved by Michael Conley-Kuhagen, seconded by Kevin Kuehn, to approve the Green Bay Metro Strategic Plan. Motion carried.

Yes — Roger Kolb, Randy Scannell, Hector Rodriguez, Terri Refsguard, Michael Conley-

Kuhagen, Kevin Kuehn and Alder Alyssa Proffitt
No — None, Abstain — None

E. INFORMATIONAL.

1. Competitive Award Announcement

Lisa Conrad from Brown County Planning was excited to share that a portion of the Federal Highway grant that BCP manages has been awarded to Green Bay Metro.

2. Operational Reports

No concerns at this time.

3. Financial Reports

No concerns at this time.

4. Director's Report

Director Kiewiz shared that the Triennial Review was conducted and completed and will receive official paperwork for the next commission. We received zero findings and had many compliments on how well the maintenance facility looks.

City Hall Academy is taking place tomorrow tonight with Economic Development. P. Kiewiz shared she will be giving a presentation and participants will be able to ride the electric bus.

5. Next Transit Commission Meeting: June 17, 2026 at 8:15am.

F. ADJOURNMENT.

1. Adjournment of the Wednesday, May 27, 2026, meeting of the Transit Commission.

Motion by Randy Scannell, seconded by Kevin Kuehn, to adjourn at 9:40 a.m. Motion carried.
Yes – Roger Kolb, Randy Scannell, Hector Rodriguez, Terri Refsguard, Michael Conley-Kuhagen, Kevin Kuehn and Alder Alyssa Proffitt
No – None. Abstain — None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 17, 2026

PREPARED BY

Patricia Kiewiz, Transit Director

AGENDA ITEM # D.I

Discussion/Action: Green Bay Metro's 2027 Transit Asset Management Plan

BACKGROUND

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 subrecipients (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.

RECOMMENDATION

Staff recommends approval of the GBM 2027 TAM Plan as presented.

FISCAL IMPACT

ATTACHMENTS

- I. GBM TAM Plan 2027 - Draft



2027

Transit Asset Management Plan



June 2026

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DEFINITIONS

Accountable Executive: 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: 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: 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: A register of capital assets and information about those assets.

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

Decision Support Tool: 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: An entity that receives federal financial assistance directly from the Federal Transit Administration.

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

Exclusive-Use Maintenance Facility: 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: The objective standard established by FTA for determining whether a capital asset is in a state of good repair.

Horizon Period: 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: A transit provider's approach to carrying out TAM practices, including establishing a schedule, accountabilities, tasks, dependencies, and roles and responsibilities.

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

Investment Prioritization: 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: A list of activities that a transit provider determines are critical to achieving its TAM goals.

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

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

Performance Measure: 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: 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: The entirety of a transit provider's operations, including the services provided through contractors.

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

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

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

Service Vehicle: 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: An entity that receives federal transit grant funds indirectly through a state or a direct recipient.

TERM Scale: 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: 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: 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): 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: 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: 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: The approach a transit provider takes to carry out its policy for TAM, including its objectives and performance targets.

Transit Asset Management (TAM) System: 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): 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: Either the expected life cycle of a capital asset or the acceptable period of use in service determined by FTA.

Useful life benchmark (ULB): 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 as of **April 1, 2026**:

- **27 fixed route buses**
- **24 pieces of equipment ≥ \$50,000**
- **5 non-revenue service vehicles**
- One facility that includes administration/operations/vehicle storage/refueling & maintenance.

GBM contracts with a private provider for paratransit and microtransit (on demand) services. The private provider owns, operates, and maintains all vehicles used for the service.

- 12 revenue vehicles (VIA)

GBM subrecipient vehicles, funded by Section 5310, are used to provide specialized transportation services for individuals with disabilities and older adults. GBM does not have direct capital responsibility of these vehicles but does provide oversight of 5310 program.

- 11 revenue vehicles (GBM/FTA)

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 subrecipients (*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:

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

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

Decision Support Tools & Management Approach: 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.

Investment Prioritization: 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 fixed route rolling stock inventory of revenue vehicle capital items as of April 1, 2026. GBM utilizes 14-years or 500,000 miles of useful life for TAM performance measures per FTA's Useful Life Age Benchmark (ULB). Six (6) of the rolling stock fleet have met or exceeded their useful life benchmark.

Target for Vehicle—GBM has six (6) 2011 buses that have met or exceeded their useful life. These buses are flagged for retirement in 2026-2027. One of these buses is earmarked as replacement for the Federal Transit Administration Low- and No-Emission Grant Award. GBM is slated to receive five (5) BEB in 2026 and two (2) Clean Diesel in 2027. Fixed route fleet is estimated to be 28 by 2027. GBM has set the 2027 TAM performance target for fixed route rolling stock to 0 percent of the vehicles to meet or exceed useful life.

The following capital assets are demand response contracted provider revenue vehicles or subrecipient revenue vehicles.

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 as of April 1, 2026. 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 Non-Revenue Service Vehicles: GBM has three (3) non-revenue service vehicles and one (1) service truck that have met or exceeded their useful life. The condition of these items has been examined in greater detail in the 2025 Conditional Assessment—Equipment form. The four items that have exceeded their useful life will be addressed in the May 2026 TIP Amendment. GBM has set the 2027 TAM performance target for non-revenue service vehicles at 80% due to funding opportunities. As funds become available, these vehicles will be replaced.

Target for Equipment—GBM has seven (7) pieces of equipment that have met or exceeded their useful life valued at \geq \$50,000. The condition of these items has been examined in greater detail in the 2025 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. Of the seven pieces of equipment that have met or exceeded their useful life, three are awaiting disposal (replacement equipment already acquired), one is a project in process (estimated completion 2026-2027), and three are either currently in a TIP or will be added to the May 2026 TIP Amendment. GBM has set the 2027 TAM performance target for various equipment valued at \geq \$50,000 at 14 percent to meet or exceed useful life.

Facilities: GBM evaluated the condition of the facility in its sponsored TAM plan using the Transit Economic Requirements Model (TERM) scale **December 2024**. 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 a 3.0.

The following capital assets are not owned or directly operated by GBM, with no direct capital responsibility, but do require oversight, and are comprised of: Demand Response and Subrecipient Vehicles.

Demand Response contractor vehicles for paratransit and microtransit (on demand) fall under the 4-year useful life and are owned, operated, and maintained by contractor. Contractor vehicles are assessed each contract term.

Target for Contracted Service Provider—GBM does not set performance targets for these vehicles. **Vehicles were upgraded with the new service contract for 2025-2030.**

Subrecipient vehicles are FTA Section 5310 funded. These vehicles are operated and maintained by subrecipient(s) with a useful life of 4-years or 100, 000 miles with replacement schedule limited due to funding constraints.

Green Bay Metro currently has one (1) subrecipient with eleven (11) vehicles classified as light-duty small buses, cutaways, or modified vans. Six (6) of these vehicles have met or exceeded useful life. Three (3) of these vehicles are slated as replacement vehicles for FY2025 & FY2026 Section 5310 grant awards. One vehicle will be added as an in-kind exchange due to accident in 2025.

Target for Subrecipient Vehicle—**GBM has set a 2027 TAM performance target for cutaways of 75 percent and minivans/vans at 57 percent to meet or exceed useful life.**

GBM evaluated its inventory of revenue 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). See Appendix C

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 for Green Bay Metro's rolling stock, equipment and facilities owned and operated and with direct capital responsibility, 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

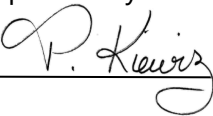
Accountable Executive—Patty Kiewiz, Transit Director (920) 448-3450 patricia.kiewiz@greenbaywi.gov
Maintenance Manager—Kenny Hofer (920) 448-3450 kenny.hofer@greenbaywi.gov
Finance Manager—Sherry Schuh (920) 448-3450 sherry.schuh@greenbaywi.gov

ADOPTION AND REVISION HISTORY – GREEN BAY TRANSIT COMMISSION

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
Amended by the Green Bay Transit Commission on August 16, 2023
Revised and updated by the Green Bay Transit Commission June 19, 2024
Revised and updated by the Green Bay Transit Commission on [May 21, 2025](#)
Revised and updated by the Green Bay Transit Commission on June 17, 2026

PLAN APPROVAL – ACCOUNTABLE EXECUTIVE

Approved by: Patricia Kiewiz, Green Bay Metro Accountable Executive



APPENDIX A—5310 SUPRECIPIENT LIST

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

APPENDIX B—TAM Performance Targets

GBM shall establish annual TAM performance targets, which are separate from annual SGR performance goals, based upon tangible criteria related to asset performance. GBM baseline measures—TAM performance targets 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)

- 2025 Goal—2.00
- **2025 Actual—2.75**
- 2026 Goal—2.00
- 2027 Goal—2.50

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

- 2025 Goal—87%
- **2025 Actual— 80%**
- 2026 Goal—90%
- 2027 Goal—90%

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

- 2025 Goal—5
- **2025 Actual—3**
- 2026 Goal—5
- 2027 Goal—5

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

- 2025 Goal—4
- **2025 Actual—0**
- 2026 Goal—3
- 2027 Goal—2

APPENDIX C—VEHICLES

The chart below shows the results of GBM's April 2026 findings:

<u>Vehicle Type</u>	<u>Vehicle Count</u>	<u>ULB</u>	<u>No. of Vehicles</u>
			<u>Met or Exceeded ULB</u>
*Heavy Duty Bus	27	14	6
Light-Duty Mid-Sized Bus	0	5	0
**Light-Duty Small Bus, Cutaways, & Modified	23	4	6
Total	50		12
Percentage of Revenue Fleet Beyond ULB			24.0%

*2011 buses (4) are retired as of March 2026, waiting on disposal and are not included in the vehicle count.

** Green Bay Metro's microtransit and paratransit contractor, VIA, operates 12 vehicles.

Subrecipients Curative Connections (11) operate the remaining vehicles.

GBM and subrecipient 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:

<u>Vehicle Type</u>	<u>Percent of Fleet Met or</u>		<u>Conditional Rating (Avg)</u>	<u>Assessment Date</u>	<u>2026 Goal</u>	<u>2027 Goal</u>
	<u>Exceeded ULB</u>					
Bus (6/27)	22%		3-Adequate	12/2/2025	25%	0%
Cutaway - Subrecipient (5/6)	83%				67%	75%
Minivan-Van - Subrecipient (1/5)	20%				17%	57%
Cutaway - Contractor (0/6)	0%					
Minivan-Van - Contractor (0/6)	0%					
Grand Total (50)						

*Green Bay Metro added its first electric bus to its fleet in 2025 and will be acquiring five additional electric buses in 2026.

APPENDIX D—EQUIPMENT

GBM evaluated the inventory of its most significant equipment (items with a replacement cost of \$50,000 or more) and all non-revenue service vehicles, regardless of cost. 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 as of 04/01/26**

Asset Category	Equipment Type	ULB		Age	Year Acquired	Conditional Rating	Assessment Date
		ULB Remaining					
Facility Equip	Vacuum Equipment	15	(10)	25	2001	Marginal	12/2/2025
	Bus Wash	15	3	12	2013	Marginal	12/2/2025
	Mobile Column (hoist)	15	13	2	2023	Excellent	12/2/2025
	Lift – Door 7	15	13	2	2023	Excellent	12/2/2025
	Lift—Door 5	15	13	2	2023	Excellent	12/2/2025
	Lift—Service Bay	15	13	2	2023	Excellent	12/2/2025
	Lift—Wash Bay	12	10	2	2023	Good	12/2/2025
Facility Site	Driveway Expansion	15	8	7	2018	Good	12/2/2025
	Facility Security Gates	15	12	3	2022	Good	12/2/2025
Fare Collect	GFI Odyssey Farebox System	10	(5)	15	2010	Poor	12/2/2025
	Fare System Upgrades	5	1	4	2022	Marginal	12/2/2025
Comm Equip	Radio System	10	(23)	33	1992	Poor	12/2/2025
	Motorola Radio Comm Equip	10	(3)	13	2012	Poor	12/2/2025
	Equans CAD/AVL	5	3	2	2024	Excellent	12/2/2025
	Verkada Video Surveillance System	5	4	1	2024	Excellent	12/2/2025
	Radio System (Nielson Comm)	10	10	0	2025	Excellent	12/4/2025
	Live Bus Video Feed (Ineo)	10	10	0	2025	Excellent	12/6/2025
	13" Solar E-Paper Signs (5)	5	5	0	2026	Excellent	2/26/2026
Fuel System	Fuel System - Tanks (not software)	15	(10)	25	2001	Adequate	12/2/2025
	Fuel System - Piping (not software)	15	(10)	25	2001	Good	12/2/2025
Mach & Equip	Ride-On Floor Scrubber	7	(6)	13	2013	Poor	12/2/2025
	Bobcat—Tool cat w/ broom & spreader	10	1	9	2016	Adequate	12/2/2025
	Chargepoint Charger Plus Dual Dispensers	10	9	1	2024	Adequate	12/2/2025
	Ride-On Floor Scrubber	7	7	0	2026	Excellent	2/11/2026

***24 pieces of equipment * 29.2% exceeded ULB * Average age of equipment 8 years * Average Rating 3.5**

***3 of the 7 pieces of equipment that have exceeded their ULB are just waiting on disposal (replacement equipment already acquired), 1 item is already part of the Transportation Improvement Plan (TIP) and 3 items are being addressed in the May 2026 TIP. (See Investment Prioritization—Appendix F.)**

2027 TAM performance goal for equipment not to exceed 14 percent past useful life

Green Bay Metro has separated out the service trucks and non-revenue vehicles to assess goals separately per NTD.

Asset Category	Equipment Type	ULB			Year Acquired	Conditional Rating	Assessment Date
		ULB Remaining	Age	Remaining			
Maint Veh	F-350 Service Truck w/ spreader & plow	7	(4)	11	2015	Adequate	12/2/2025
	F-350 Service Truck w/plow, liftgate, safety equip	7	6	1	2024	Excellent	12/2/2025

*2 Service Trucks * 50% exceeded ULB * Average age of trucks 6 years * Average Rating 4

Asset Category	Equipment Type	ULB			Year Acquired	Conditional Rating	Assessment Date
		ULB Remaining	Age	Remaining			
Non-Rev	Ford Explorer – Service Vehicle	7	(1)	8	2018	Good	12/2/2025
	Ford Edge – Service Vehicle	7	(1)	8	2018	Good	12/2/2025
	Ford Edge – Service Vehicle	7	(1)	8	2018	Good	12/2/2025

*3 Non-Revenue Service Vehicles * 100% exceeded ULB * Average age of vehicles 8 years * Average Rating 4

Green Bay Metro has two (2) service trucks and three (3) non-revenue service vehicles. Of these five vehicles, four (4) have met or exceeded their ULB and will be addressed on the May 2026 TIP. The three non-revenue vehicles that have met their useful life are intended to be reduced to two vehicles and GBM is looking to replace them with hybrid vehicles as funding becomes available.

2027 TAM performance goal for service trucks is projected to be 50% past ULB and non-revenue service vehicles is projected to be 100% past ULB.

APPENDIX E—FACILITY

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

Transportation Facility	Rating	Assessment Date
Substructure	4-Good	12/17/2024
Shell	3-Adequate	12/17/2024
Interior	4-Good	12/17/2024
Plumbing	3.5-Adequate	12/17/2024
HVAC	4-Good	12/17/2024
Fire Protection	4-Good	12/17/2024
Electrical	4-Good	12/17/2024
Equipment	5-Excellent	12/17/2024
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 April 2026.

Category	Subcategory	Value	Assessed Date	Assessed				
				Excellent	Good	Adequate	Marginal	Poor
Equipment	Machine & Equipment	485,000	12/2/2025	50%		25%		25%
	Communication Equipment	1,098,000	12/2/2025	67%				33%
	Fare Collecting Equipment	440,000	12/2/2025				50%	50%
	Fuel System - Tanks/Piping	300,000	12/2/2025		50%	50%		
Non-Revneue Vehicles	Non-Revneue Admin/Ops	100,000	12/2/2025		100%			
	Non-Revenue Service Vehicles	125,000	12/2/2025	50%		50%		
Rolling Stock	35 foot buses (26)	12,000,000	12/2/2025		35%	15%		50%
	40 foot buses (6)	3,000,000	12/2/2025			100%		
	29 foot buses (4)	1,928,000	12/2/2025	100%				
Transit Facility	Substructure		12/17/2024		100%			
	Shell	1,000,000	12/17/2024		33%	33%	33%	
	Interiors		12/17/2024		100%			
	Plumbing		12/17/2024		50%	50%		
	HVAC	816,286	12/17/2024	20%	60%	20%		
	Fire Protection		12/17/2024		67%	33%		
	Electrical	741,011	12/17/2024	25%	75%			
	Equipment	2,215,121	12/17/2024	57%		14%	29%	
Site	5,452,247	12/17/2024	13%	38%		50%		

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). $3 \times 4 = 12$ This would be a medium risk. See the scale below.

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, Service Trucks, and Non-Revenue Service Vehicles Category has seven (7) pieces of equipment that have exceeded their useful life:

- Fare Collecting Equipment—Farebox System (Odyssey) (1) requires more maintenance, and some parts are no longer being produced. Manufacturer will no longer be able to service fareboxes—critical rating of High. This item is on the TIP and is a current project in progress.
- Fuel System (2) mechanically operates correctly, but software is beginning to develop issues. This item is on the TIP—critical rating of Medium.
- Transit Facility—Roof replacement (1) roof has some leaks in the garage and shop. This is on the TIP—critical rating of High.
- Facility Equipment—Vacuum equipment (1) is starting to need more frequent repairs but is still functional—critical rating of Low. This item is currently on the Transportation Improvement Plan (TIP).
- Transit Facility—Transitway rehab (1) transitway has low spots in the asphalt in to reduce buses bottoming out and help asphalt last longer. Resurfacing will occur within the existing transitway footprint and will not exceed into any new areas. The transitway rehab and renovation will be designed to separate transit vehicles from traffic, allowing buses to pull in and out safely while improving passenger access, particularly for new low-floor bus designs. This item is on the TIP—critical rating of High.
- Non-Revenue Service Truck—F-350 W/ Spreader & Plow (1)—is mechanically good but is showing cosmetic damage—critical rating of Low.
- Non-Revenue Support Vehicles—2018 Edges and Explorer (3) vehicles are still in good shape but have surpassed useful life. The intent is for current fleet of three to be replaced with two hybrid vehicles as funding becomes available. Vehicles are on the TIP—critical rating of Low.

Rolling Stock has ten (10) buses that have met or exceeded their useful life.

- Buses 1101, 1104, 1106-1107, 1109-1110 require more maintenance with some major mechanical failures.
 - a. 1104 is one of the replacement buses for Low- and No-Emissions Grant.
 - b. 1101, 1104, 1104-1107, and 1109-1110 are tagged for retirement in 2026-2027—critical rating of Medium.

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	Rating	Critical	Asset Category	Estimated Cost	Project Year	TIP Date
0	1	Medium	2011 Buses (6)	6,600,000.00	To Be Retired	N/A
(5)	1	High	Farebox Odyssey System	500,000.00	FY2026	Jun-25
(10)	3.5	Medium	Fuel System - Tanks & Piping	300,000.00	FY2028	May-26
(10)	1	Medium	Fuel System - Dispenser & Mgmt Software	80,000.00	FY2027	May-26
Part of Building	2	Medium	Facility Roof	1,100,000.00	FY2026-2027	Oct-23
(10)	2	Low	Vacuum Equipment	150,000.00	FY2026-2027	May-26
Part of Facility Site	2	Low	Transit Way Resurfacing	2,600,000.00	FY2026-2027	Oct-23
(4)	3	Low	Maintenance Truck with spreader and plow	65,000.00	FY2028	May-26
(1)	4	Low	Non-Rev Support Vehicles	100,000.00	FY2028	May-26

All of the items listed above have been added to the Transportation Improvement Plan (TIP) and are being addressed.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 17, 2026

PREPARED BY

Patricia Kiewiz, Transit Director

AGENDA ITEM # D.2

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

BACKGROUND

Per Federal Transit Administration (FTA) 49 CFR Part 673, Green Bay Metro is required to maintain a Public Transit Agency Safety Plan. This is a working document. Page three (3) of the document summarizes the changes. Modifications and revisions have been made to set 2026-27 system targets and ensure compliance. This plan was approved by Green Bay Metro's Safety Solutions Team prior to seeking Transit Commission approval.

RECOMMENDATION

Staff recommends approval of the Green Bay Metro's Public Transit Agency Safety Plan (PTASP) as modified.

FISCAL IMPACT

ATTACHMENTS

1. GBM - PTASP 2026 DRAFT
2. Appendix A - Safety Roles GBM 2026 DRAFT
3. Appendix D - SRM Matrix and Workbook Updated 06.05.26
4. Appendix F - Prioritized Safety Risk Log Updated 6.05.26
5. Appendix H - Training Frequency Schedule DRAFT
6. Appendix I - Safety Reporting and Targets DRAFT 2026



Public Transportation Agency Safety Plan

June 17, 2026

49 CFR 673

On July 19, 2018, FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

The plan must include safety performance targets. Transit operators also must certify they have a safety plan in place meeting the requirements of the rule by July 20, 2021. The plan must be updated and certified by the transit agency annually.

The rule applies to all operators of public transportation systems that are recipients and sub-recipients of federal financial assistance under the Urbanized Area Formula Program (49 U.S.C. § 5307). However, FTA is deferring applicability of this requirement for operators that only receive funds through FTA's Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (Section 5310) and/or Rural Area Formula Program (Section 5311).

Bipartisan Infrastructure Law 49 U.S.C. § 5329(d)

The Bipartisan Infrastructure Law amends FTA's safety program at 49 U.S.C. § 5329(d) (Section 5329(d)) by adding to the public transportation agency safety plan (PTASP) requirements.

In the case of a recipient receiving assistance under section 5307 that is serving an urbanized area with a population of 200,000 or more, additional requirements must be met.

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN FOR GREEN BAY METRO

TRANSIT AGENCY INFORMATION

Transit Agency	Name		Address	
	GREEN BAY METRO		901 UNIVERSITY AVE GREEN BAY WI, 54302	
Accountable Executive/Chief Safety Officer	Name		Title	
	PATRICIA KIEWIZ		TRANSIT DIRECTOR	
Mode(s) of Service Covered by This Plan:			List All FTA Funding Types (e.g., 5307, 5337, 5339):	
FIXED ROUTE SERVICE			5307, 5310, 5339	
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)				
FIXED ROUTE – DIRECTLY OPERATED				
PARATRANSIT – CONTRACTED				
MICROTRANSIT - CONTRACTED				
Does the agency provide transit services on behalf of another Transit Agency or entity?	Yes	No	Description of Arrangement(s)	
		X		
Transit Agency (ies) or Entity(ies) for Which Service Is Provided	Name		Address	

PLAN DEVELOPMENT, APPROVAL, AND UPDATES

Approval by the Safety Solutions Team	Name		Date of Approval	
	Kyiesha Wilson Starnes -			
	Tom Van Beek -			
	Chris Braatz -			
Sherry Schuh -				
Signature by the Accountable Executive	Name		Date of Signature	
	PATRICIA KIEWIZ			
	Signature			
Approval by Board of Directors (or Equivalent)	Approving Entity		Date of Approval	
	GREEN BAY TRANSIT COMMISSION			
	Signatures			
	Roger Kolb -			
	Kevin Kuehn -			
	Randy Scannell -			
	Hector Rodriguez -			
	Alyssa Proffitt -			
Michael Conley-Kuhagen -				
Terri Refsguard -				
Certification by Accountable Executive of Compliance with Part 673	Name		Date of Signature	
	PATRICIA KIEWIZ			
	Signature			

Green Bay Metro has developed and adopted this Public Transportation Agency Safety Plan (PTASP) to comply with 49 CFR Part 673, the FTA regulation established by Section 5329(d) of the Moving Ahead for Progress in the 21st Century (MAP-21) Act, which was later re-authorized with the FAST legislation. The FTA Safety Program as defined in 49 U.S.C. § 5329(d) (Section(d) was modified on November 15, 2021, with the signing of The Bipartisan Infrastructure Law. This plan will be reviewed annually and approved by the Green Bay Metro Safety Solutions team, Accountable Executive and the Green Bay Transit Commission upon updating.

ACTIVITY LOG

Version Number and Updates			
<i>Complete history of successive versions of this plan</i>			
Version No.	Section/Pages Affected	Reason for Change	Date Issued
1	Entire Document	Creation and adoption of Plan	6/17/2020
2	Entire Document	Edits suggested by PTASP TAC	7/15/2020
3	Section 2.3, Appendices A and I	Inclusion of Operator Assault Risk Mitigations, updated info throughout for current year, updated Appendix I with current info	4/21/2021
4	Pg 2, 12, Appendices	Added Mode of Service, added language about CDC and State health department guidelines, updated various appendices for previous years info, added new IT specialist position to App H	4/7/2022
5	Pgs. 1-3, 7, 11-12	Updated for Bipartisan Infrastructure Bill requirements, expanded definitions of Safety Solutions Team	11/23/2022
6	Pg 2, Appendix I	Updated members of Safety Solutions team and Commission, updated Appendix I with current info	5/17/2023
7	Pg 11, 21, Appendices A, H and I	Updated Org charge, safety role titles, added De-escalation training as a requirement. Updated positions in Appendix H, Updated Appendix I for current info.	4/17/2024
8	Pg 2-3, 11, Appendix H, I	Update training schedule for Mental Health/Suicide Awareness, Driver Fatigue Awareness and Assault on Transit Workers. Update table of organization.	7/1/2024
9	Pg 3, 5-9, 14, 15, 18-19, 23, Appendix D, E, F, G, H, I	Update hazard log, training schedule and performance targets.	5/14/2025
10	Pg2, 12, Appendix A, D, F, H, I	Updated Board of Directors, organizational chart, Safety Roles, performance targets.	06/17/2026

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DEFINITIONS AND ACRONYMS

The following definitions may be used throughout this document and correspond to the definitions provided in 49 CFR 673.5.

Accountable Executive means a single, identifiable individual who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan (as defined below) of a transit agency; responsibility for carrying out the transit agency's Transit Asset Management Plan (as defined below), 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.

Assault on a transit worker means as defined under 49 U.S.C. 5302, a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.

CDC means the Centers for Disease Control and Prevention of the United States Department of Health and Human Services.

Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a Transit Agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a Transit Agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Direct Recipient means an entity that receives Federal financial assistance directly from the Federal Transit Administration.

Emergency means, as defined under 49 U.S.C. 5324, a natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, severe storm, or landslide) or a catastrophic failure from any external cause, as a result of which the Governor of a State has declared an emergency and the Secretary has concurred; or the President has declared a major disaster under section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170).

Equivalent entity means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.

FTA means the Federal Transit Administration, an agency within the United States Department of Transportation.

Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment (as defined below).

Injury means any harm to persons as a result of an event that requires immediate medical attention away from the scene.

Investigation means the process of determining the causal and contributing factors of, a safety event or “hazard” (each as defined here), for the purpose of preventing recurrence and mitigating safety risk.

Joint labor-management process means a formal approach to discuss topics affecting transit workers and the public transportation system.

Large urbanized area provider means a recipient or subrecipient of financial assistance under 49 U.S.C. 5307 that serves an urban area with a population of 200,000 or more as determined by the most recent decennial Census.

National Public Transportation Safety Plan means the plan to improve the safety of all public transportation systems that receive federal financial assistance under 49 U.S.C. chapter 53.

Near-miss means a narrowly avoided safety event.

Operator of a public transportation system means a provider of public transportation.

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.

Potential Consequence means the effect of a hazard.

Public transportation means, as defined under 49 U.S.C. 5302, regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income; and does not include:

- (1) Intercity passenger rail transportation provided by the entity described in 49 U.S.C. chapter 243 (or a successor to such entity);
- (2) Intercity bus service;
- (3) Charter bus service;
- (4) School bus service;
- (5) Sightseeing service;
- (6) Courtesy shuttle service for patrons of one or more specific establishments; or
- (7) Intra-terminal or intra-facility shuttle services.

Public Transportation Agency Safety Plan means the documented comprehensive agency safety plan for a Transit Agency that is required by 49 U.S.C. 5329 and this part.

Recipient means a State or local governmental authority, or any other operator of a public transportation system, that receives financial assistance under 49 U.S.C. chapter 53.

Safety Assurance means processes within a Transit Agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the Transit Agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Committee means the formal joint labor-management committee on issues related to safety that is required by 49 U.S.C. 5329 and this part.

Safety event means an unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Safety Management Policy means a Transit Agency's documented commitment to safety, which defines the Transit Agency's safety objectives and the accountabilities and responsibilities for the management of safety.

Safety Management System (SMS) means the formal, organization-wide approach to managing safety risk and assuring the effectiveness of a Transit Agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing hazards and safety risk.

Safety Performance Target means a quantifiable level of performance or condition, expressed as a value for the measure, related to safety management activities, to be achieved within a specified time period.

Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the Transit Agency's public transportation system.

Safety risk means the composite of predicted severity and likelihood of a potential consequence of a hazard.

Safety Risk Assessment means the formal activity whereby a Transit Agency determines Safety Risk Management priorities by establishing the significance or value of its safety risk.

Safety risk management means a process within a Transit Agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences.

Safety Solutions Team serves as Green Bay Metro's Safety Committee and is made up of equal parts of frontline staff and management team personnel.

Safety risk mitigation means a method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard.

Safety set-aside means the allocation of not less than 0.75 percent of assistance received by a large urbanized area provider under 49 U.S.C. 5307 to safety related projects eligible under 49 U.S.C. 5307.

Small public transportation provider means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service in any one non-fixed route mode and does not operate a rail fixed guideway public transportation system.

State means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of good repair 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.

Transit Agency means an operator of a public transportation system that is a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 or a rail transit agency.

Transit Asset Management Plan 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, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Transit worker means any employee, contractor, or volunteer working on behalf of the transit agency.

Urbanized area means, as defined under 49 U.S.C. 5302, an area encompassing a population of 50,000 or more that has been defined and designated in the most recent decennial census as an urban area by the Secretary of Commerce.

CFR	-	Code of Federal Regulations
CSO	-	Chief safety officer
FTA	-	Federal Transit Administration
GBM	-	Green Bay Metro
MAP-21	-	Moving Ahead for Progress in the 21st Century
NTD	-	National Transit Database
PTASP	-	Public transportation agency safety plan
SGR	-	State of good repair
SMS	-	Safety management system
SOP	-	Standard operating procedure
TAM	-	Transit asset management
U.S.C.	-	United States Code

BACKGROUND

The Moving Ahead for Progress in the 21st Century (MAP-21) Act grants the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive regulatory framework to oversee the safety of public transportation throughout the United States. As a component of this safety oversight framework, MAP-21 requires certain recipients of FTA Chapter 53 funding to develop and implement a Public Transportation Agency Safety Plan (PTASP).

In addition to greater safety oversight responsibilities, MAP-21’s grant of expanded regulatory authority puts FTA in a position to provide guidance to transit agencies that strengthens the use of safety data to support management decisions, improves the commitment of transit leadership to safety, and fosters a culture of safety that promotes awareness and responsiveness to safety risks. The framework to this approach is called a safety management system (SMS), which moves the transit industry towards a more holistic, performance-based approach to safety. The SMS framework has been adopted by FTA in its National Public Transportation Safety Plan (“national safety plan”).

The PTASP for Green Bay Metro (GBM) supports and is consistent with an SMS approach to safety risk management. SMS is an integrated collection of policies, processes, and behaviors meant to ensure a formalized, proactive, and data-driven approach to safety risk management. The aim of an SMS is to increase the safety performance of transit systems by proactively identifying, assessing, and controlling safety risks. The approach is meant to be flexible and scalable, so that transit agencies of all types and sizes can efficiently meet the basic requirements of MAP-21. The PTASP for Green Bay Metro addresses the following elements, outlined in **Table 1** (below):

<input type="checkbox"/> Safety Management Policy Statement:	A policy statement establishing senior management commitment to continual safety improvement, signed by the executive accountable for the operation of the agency and the board of directors.
<input type="checkbox"/> Document Control:	A description of the regular annual process used to review and update the plan including a timeline for implementation of the process.
<input type="checkbox"/> Core Safety Responsibilities:	A description of the responsibilities, accountabilities, and authority of the accountable executive, the key safety officers, and key members of the safety management team.
<input type="checkbox"/> Safety Training Program:	A description of the comprehensive safety training program for agency staff that ensures that staff are trained and competent to perform their safety duties.
<input type="checkbox"/> Safety Risk Management:	A description of the formal processes the agency uses to identify hazards, analyze and assess safety risks, and develop, implement and evaluate risk controls.
<input type="checkbox"/> Safety Risks:	A description the most serious safety risks to the public, personnel and property.
<input type="checkbox"/> Risk Control:	A description of the risk control strategies and actions that the agency will undertake to minimize exposure of the public, personnel and property to hazards, including a schedule for implementing the risk control strategies and the primary entity responsible for each strategy.
<input type="checkbox"/> Safety Assurance:	A list of defined safety performance indicators for reach priority risk and associated targets the agency will use to determine if it is achieving the specified safety goals.
<input type="checkbox"/> Desired Safety Outcomes:	A description of desired safety outcomes for each risk using the measurable safety performance indicators established.

Table 1: Elements of a Public Transportation Agency Safety Plan (PTASP)

1 SAFETY POLICIES AND PROCEDURES

1.1 COMMITMENT TO SAFETY

Policy Statement

The management of safety is one of our core business functions. Green Bay Metro (GBM) is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.

To ensure transit system safety, and in order to comply with Federal Transit Administration (FTA) requirements, GBM has developed and adopted this Public Transportation Agency Safety Plan (PTASP) to comply with 49 CFR Part 673, the FTA regulation established by Section 5329(d) of the Moving Ahead for Progress in the 21st Century (MAP-21) Act, which was signed into law by President Barack Obama on July 6, 2012.

All levels of management and all employees are accountable for the delivery of this highest level of safety performance, starting with the Accountable Executive.

Green Bay Metro commits to:

- Support the management of safety through the provision of appropriate resources, that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as the attention to the results of the other management systems of the organization;
- Integrate the management of safety among the primary responsibilities of all managers and employees;
- Clearly define for all staff, managers, and employees, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of our Safety Management System (SMS);
- Establish and operate hazard identification and analysis, and safety risk assessment activities, including an employee safety reporting program as a fundamental source for safety concerns and hazard identification, in order to eliminate or mitigate the safety risk of the consequences of hazards resulting from our operations or activities to a point which is consistent with our acceptable level of safety performance;
- Ensure that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- Comply with, and wherever possible exceed, legislative and regulatory requirements and standards;

- Ensure that sufficient skilled and trained human resources are available to implement safety management processes;
- Ensure that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;
- Establish and measure our safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- Continually improve our safety performance through management processes that ensure that appropriate safety management action is taken and is effective. By reducing the number and rates of safety events, injuries, and assaults on transit workers; and
- Ensure externally supplied systems and services to support our operations are delivered meeting our safety performance standards.

Other policies and plans that detail specific safety related topics at GBM are listed below. These are in addition to any measures implemented in the PTASP. When policies are updated, all employees will receive a new written copy of the policy.

- Accidents & Incidents Policy
- Bus Operator Manual
- City Emergency Operations Plan
- City Emergency Support Function/Evacuation & Transportation Resources
- City Policies and Procedures Manual
- Dispatch Manual
- Drug & Alcohol Policy
- Maintenance Policy & Procedure
- Paratransit Policy
- Segway Policy
- Severe Weather/Tornado Policy
- Standing on the Bus Policy
- System Security and Emergency Action Plan

The PTASP will include a safety risk reduction program to transit operations to improve safety performance by reducing the number and rates of safety events, injuries, and assaults on transit workers. The safety risk reduction program must at a minimum address reduction and mitigation of vehicular and pedestrian safety events, assaults on transit workers, and include the performance targets set by the safety solutions team. These performance targets must be based on a three-year rolling average of the data submitted to the National Transit Database(NTD) for all modes of public transportation.

1.2 ANNUAL PTASP REVIEW AND UPDATE

GBM management will review the PTASP annually, update the document as necessary, and implement the changes within a timeframe that will allow the agency to timely submit to any annual

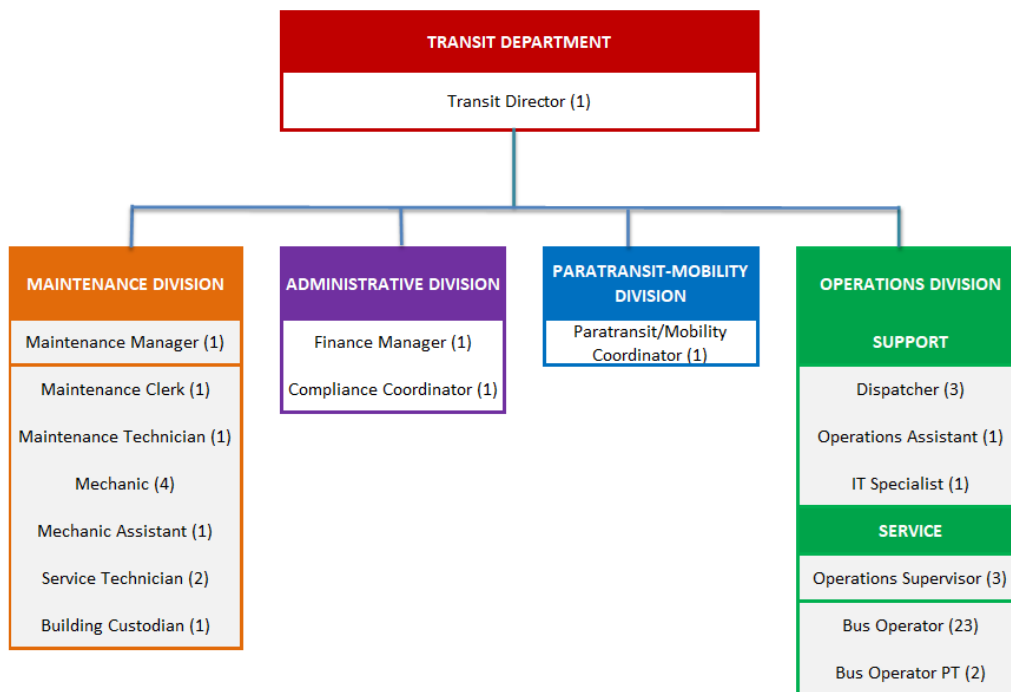
or other periodic reviews, including its annual self-certification of compliance. At minimum, annual self-certification will consist of review and approval by GBM’s Safety Solutions Team, Accountable Executive, and the Transit Commission.

Annual review of the PTASP will be conducted by GBM by June 1 of each calendar year. Necessary updates outside the annual update window may be handled as PTASP addenda. Reviews of the PTASP and any subsequent updates, addenda, adoption, and distribution activities will be documented in the Activity Log at the beginning of this document.

1.3 ORGANIZATION STRUCTURE AND SYSTEM SAFETY RESPONSIBILITIES

While the Accountable Executive has the ultimate responsibility for GBM’s implementation of its PTASP, GBM’s executive management has the overall responsibility of safe and secure operations of GBM and contract service operators. Each employee is required to carry out specific system safety responsibilities, depending on the employee’s position, in compliance with the PTASP.

The information provided in the Staff Safety Roles and Responsibilities table (**Appendix A**) describes each position and general system safety responsibilities, and the agency’s reporting structure.



2 SAFETY RISK MANAGEMENT

2.1 HAZARD IDENTIFICATION

Establishing an effective hazard identification program is fundamental to safety management at GBM. FTA defines a hazard in 49 CFR part 673.5 as “any real or potential condition that can cause

injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.” Hazard identification comes from many sources. Examples of these such sources include but are not limited to; FTA and other oversight authorities, and public reports on safety information, as well as safety bulletins and information from manufacturers.

Hazard identification can be reactive or proactive in nature: safety event reporting, incident investigation, and trend monitoring are essentially reactive; other hazard identification methods proactively seek feedback through data collection, observation, and day-to-day operations analysis. Common hazard identification activities include:

- Safety assessments
 - Assessments are conducted in collaboration with the City of Green Bay Human Resources department and the Risk department as well as Transit Mutual Insurance (TMI)
 - TMI safety audit
 - TMI mystery riders approximately 15 times per year
 - Maintenance Manager monitors the facility and rolling stock preventative maintenance schedules to ensure compliance.
- Safety Solutions Team
 - The Safety Solutions Team is made up of an equal number of frontline employee representatives and management representatives.
 - Should access technical experts, including other transit workers, to serve in an advisory capacity as needed; transit agency information, resources, and tools; and reviewing submission to the safety solutions team to support its deliberations.
 - The Safety Solutions Team will reach and record decisions.
 - Coordinate and communicate with the Accountable Executive and transit commission.
 - They are responsible for
 - Review and approve the transit agency’s Public Transportation Agency Safety Plan and any updates as required at §673.11(a)(1)(i).
 - How meeting agendas and notices will be developed and shared, and how meeting minutes will be recorded and maintained.
 - Set annual safety performance targets for the safety risk reduction program as required §673.11(a)(7)(iii).Support operation of the transit agency’s SMS by:
 - Identifying and recommending safety risk mitigations necessary to reduce the likelihood and severity of potential consequences identified through GBM’s safety risk assessment, including safety risk mitigations associated with any instance where the transit agency did not meet an annual safety performance target in the safety risk reduction program;
 - Identifying safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended, including safety risk mitigations associated with any instance where GBM did not meet an annual safety performance target in the safety risk reduction program; and

- Identifying safety deficiencies for purposes of continuous improvement as required at § 673.27(d), including any instance where GBM did not meet an annual safety performance target in the safety risk reduction program..
- Trend monitoring
 - GBM receives reports from TMI regarding trends within our system as well as all the transit systems in the state of Wisconsin.
 - GBM receives reports from the City of Green Bay Risk department in regards to current safety trends within City departments.
 - GBM also analyzes Worker's Comp claims to look for similarities and trends in causes.
 - Operations Supervisors track and categorize every incident and accident that occurs, and trends are discussed quarterly at Safety Meetings. Information is also shared via the Safety Solutions Team which is made up of representatives from each division within GBM.
 - GBM frequently monitors current Centers for Disease Control and Prevention (CDC) and State Health Department guidelines and implements strategies for mitigating the spread of infectious diseases. Mitigations include but are not limited to air purification systems, driver barriers, and mask mandates when required.
- Hazard and safety event reporting (with causal factor analysis)
 - Hazards will be monitored by utilizing appendices B through G which are updated frequently.
- Safety surveys
 - Employees can report safety concerns anonymously either by calling the confidential reporting phone number at 920-448-3492 or emailing the anonymous address metro.info@greenbaywi.gov . Suggestions can also be submitted by writing concerns on a piece of paper and placing them in the safety suggestion box located in the Operations break room which will be checked periodically by an Operations Supervisor. Suggestions will then be evaluated by the Safety Solutions Team using the Safety Suggestion Response form. This includes assaults, near misses, and unsafe acts. If a suggestion is approved by the Safety Solutions Team, it will be brought to the Transit Director for consideration.
- Safety audits
 - Route qualification audits, which ensure that all operators are qualified to drive all routes.
 - Recertification on safe driving techniques (see section 4.1.2 for more information)
 - Observation audits conducted by an Operations Supervisor riding along with an operator to evaluate their adherence to policy. Observation audits are also done by reviewing video from the bus. Checks are done on the Operator's adherence to safety policies, their uniforms, their customer relation skills and the general operation of the bus. Upon conclusion of the ride along, time is scheduled with the Operator to go over the results and discuss what was done well and what areas could be improved upon.
 - Hours of service audits conducted daily when creating Operators driving schedules to ensure no driver is allowed to drive for more than 13.5 hours per day in accordance with department policy.

- The City of Green Bay Human Resources department monitors all applicable employees with a Commercial Driving License (CDL) to ensure up to date and accurate information. GBM is in compliance with the Federal Highway Administration's Commercial Driver Licensing Standards. All Bus Operators and Maintenance personal are required to have a CDL in the class required by the state issuing the license.
- Evaluating customer suggestions and complaints
 - Customer suggestions and complaints can be submitted in one of three ways. Passengers can call the confidential hotline at 920-448-3492, by emailing metro.info@greenbaywi.gov , by requesting to speak with an Operations Supervisor when at the Passenger Center or by submitting a comment to the suggestion box in the passenger lobby.

The number of near-misses, known as narrowly avoided safety event data, is significantly greater than the number of accidents for comparable types of events. The practice of reporting and learning from accident precursor data is a valuable complement to other hazard identification practices. To be successful, hazard identification must take place within a non-punitive and just safety culture. GBM employs systematic safety improvements by discovering and learning of potential weaknesses in the system's safety.

2.1.1 *Non-Punitive Reporting Policy*

GBM is committed to the safest transit operating standards practicable. To achieve this, it is imperative that GBM have uninhibited reporting of all safety events that may compromise safe operations. To this end, every employee is responsible for the communication of any information that may affect the integrity of transit safety. Such communication must be completely free of any form of reprisal.

GBM will not take disciplinary action against any employee who discloses a safety event. This policy shall not apply to information received by GBM from a source other than the employee, or that involves an illegal act, or a deliberate or willful disregard of rules, regulations, or agency policies or procedures.

GBM's method of collection, recording, and disseminating information obtained from transit safety reports has been developed to protect, to the extent permissible by law, the identity of any employee who provides transit safety information.

2.2 SAFETY RISK ASSESSMENT

Once a hazard has been identified, GBM will conduct an assessment, using **Appendix D**, to determine the potential consequences. Factors to be considered are the likelihood of occurrence, the severity of the potential consequences (should there be an occurrence), and the level of exposure to the hazard. Taking into account existing safety risk mitigations to determine if the safety risk mitigation is necessary and to inform prioritization of safety risk mitigations. GBM will assess risks subjectively by experienced personnel using a risk assessment matrix. Results of the risk assessment process will help determine whether the risk is being appropriately managed or controlled. If the risks are acceptable, the hazard will continue to be monitored. If the risks are unacceptable, steps will be taken by GBM to lower the risk to an acceptable or tolerable level, or to remove, avoid, or otherwise eliminate the hazard.

2.3 SAFETY RISK MITIGATION

The assessment process may indicate that certain hazards have an acceptable level of risk, while others require safety risk mitigation to an acceptable or tolerable level. GBM will further manage safety risks by completing a **Hazard Assessment Log (Appendix E)** that can help prioritize safety risks. The level of risk can be lowered by reducing the severity of the potential consequences, likelihood of occurrence, exposure to that risk, or by some combination.

GBM will work with the safety solution team, FTA; and guidelines to prevent or control exposure to infectious diseases provided by the CDC or a State health authority. To address certain safety mitigations the safety solutions team will:

1. Consider mitigations to reduce visibility impairment for transit vehicle operators that contribute to accidents, including retrofits to vehicles in revenue service and specifications for future procurements that reduce visibility impairments.
2. Consider deployment of assault mitigation infrastructure and technology on transit vehicles and in transit facilities. Assault mitigation infrastructure and technology includes barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators.
3. Include mitigations relating to vehicular and pedestrian safety events involving transit vehicles or assaults on transit workers, based on a safety risk assessment

In general, GBM will take the following safety actions to mitigate safety risk including, but not limited to, Operator Assaults – these actions can be categorized into three broad categories, including:

1. **Physical Defenses:**

These include objects and technologies that are engineered to discourage, or warn against, or prevent inappropriate action or mitigate the consequences of events (e.g. fences, safety restraining systems, transit controls/signals, transit monitoring systems, driver barriers, covert alarm, etc.)

2. **Administrative Defenses:**

These include procedures and practices that mitigate the likelihood of accident/incident (e.g. safety regulations, standard operating procedures, personnel proficiency, supervisor inspection, training, CDC guidelines, etc.)

3. **Behavioral Defenses:**

These include behavioral interventions through education and public awareness campaigns aimed at reducing risky and reckless behavior of motorists, passengers and pedestrians; factors outside the control of the agency (e.g. the *Zero in Wisconsin* campaign)

When the safety solutions team recommends a safety risk mitigation unrelated to the safety risk reduction program, and the Accountable Executive decides not to implement the safety risk mitigation, the Accountable Executive must prepare a written statement explaining their decision, pursuant to recordkeeping requirements at § 673.31.

2.4 SAFETY RISK PRIORITIZATION

Once a hazard has been identified and the severity assessed, GBM will prioritize safety risks. **Appendix E** will be used to analyze the transit system as a whole and identify hazards. After

hazards have been identified, **Appendix F** will prioritize these hazards and identify a timeline for corrective action.

3 SAFETY ASSURANCE

Safety assurance provides the necessary feedback to ensure that the SMS is functioning effectively and that GBM is meeting or exceeding its safety objectives. Safety assurance requires a clear understanding of how safety performance will be evaluated, or in other words, what metrics will be used to assess system safety and determine whether the SMS is working properly. Having decided on the metrics by which success will be measured, safety management requires embedding these metrics in the organizational culture and encouraging their use for ongoing performance improvement.

3.1 DEFINING SAFETY GOALS AND OBJECTIVES/OUTCOMES

Setting safety goals and objectives is part of strategic planning and establishing safety policy for GBM. Clearly defining safety goals is the first part in creating a safety performance measurement system.

Safety goals are general descriptions of desirable long-term impacts. For example, a general safety goal might be:

"Foster agency-wide support for transit safety by establishing a culture where management is held accountable for safety and everyone in the organization takes an active role in securing transit safety."

Safety objectives or outcomes are more specific statements that define measurable results. For example, a specific safety objective for the goal stated above might be:

"Establish regular transit safety meetings comprised of staff at varying levels, including executives, officers, managers, operators and maintenance personnel."

The safety objective/outcome will then be measured by defining specific performance metrics, including a baseline and target, that GBM will determine is reasonable.

3.2 DEFINING SAFETY PERFORMANCE MEASURES

Performance measurement is the regular systematic collection, analysis, and reporting of data that track resources used, work produced, and whether specific outcomes were achieved. In other words, it is a tool to quantify and improve performance, and engage and communicate with GBM staff and external stakeholders.

The two core functions of performance measurement include monitoring and evaluating progress. Performance can be measured in terms of inputs, outputs, outcomes, and efficiency, among many other criteria.

GBM will utilize these basic principles of performance measurement, including:

- Stakeholder involvement and acceptance
- Focus on agency goals and activities
- Clarity and precision
- Creditability and robustness
- Variety of measures
- Number of measures
- Hierarchy of measures
- Forward-looking measures
- Integration into agency decision-making
- Timely reporting
- Understand agency specifics, including context and scale of operations
- Realism of goals and targets

3.2.1 Metrics

System safety data can be collected through a variety of sources, including:

- Near miss information
- Accident investigation reports (with causal factor analysis)
 - Employees are required to report all accidents, assaults, unsafe acts, and concerns at the time of their occurrence. Employees are required to report on, but not limited to the following: all types of accidents and incidents, slips and falls, vandalism, discovered vehicle damage, passenger misconduct, work related injury, etc. All reports are reviewed and investigated by supervisory personnel.
 - All accidents are evaluated using the Supervisor Investigation Report which details how the incident occurred, what procedures are in place at the time of the incident and how these procedures need to be adjusted to mitigate future incidents.
- Internal safety audits (or reviews)
- Safety Solutions Team meetings
- Injury reports (including occupational injury)
- Safety event reports (including accidents, incidents, and occurrences)
- System monitoring (including testing and inspection records)
- Hazard management program

This safety data will be analyzed and used for the development of key safety performance indicators and targets. Past actual data and future targets can be seen in **Appendix I**.

GBM will initially focus on areas based on data delivered to the National Transit Database (NTD), as the following:

- **Fatalities**
 1. Total number of reportable fatalities
 2. Rate of reportable fatalities per total vehicle revenue miles
 3. Rate of transit worker fatalities per total vehicle revenue miles

- **Injuries**
 4. Total number of reportable injuries
 5. Rate of reportable injuries per total vehicle revenue miles
 6. Rate of transit worker injuries per total vehicle revenue miles
- **Safety Events**
 7. Total number of major events
 8. Rate of major events per total vehicle revenue miles
 9. Rate of collisions safety events per total vehicle revenue miles
 10. Rate of pedestrian collision events per total vehicle revenue miles
 11. Rate of vehicular collision events per total vehicle revenue miles
- **System Reliability**
 12. Mean distance between major mechanical failures
- **Assault on Transit Workers**
 13. Total number of reportable assaults on transit workers
 14. Rate of assaults on transit workers per total vehicle revenue miles

These safety performance measures are used to select improvement targets for these five measures and for each mode of transit, in order to encourage improvements and monitor the safety performance of delivering transit services. In addition, GBM will select additional performance measures and targets, both leading and lagging, to insure continual improvement of our SMS.

GBM will make its safety performance measures improvement targets available to applicable state agencies and metropolitan planning organizations (MPOs), and, to the maximum extent practicable, will coordinate with both in the selection of safety performance targets. Targets will be submitted to the MPO, in writing, by July 15th of each year. Targets will be adopted into local Transportation Improvement Plans (TIP) or TIP amendment that will be submitted by the MPO to the state by October 31st of each year.

The Brown County Planning Commission is the designated Metropolitan Planning Organization (MPO) for the Green Bay Urbanized Area. The MPO establishes performance measure targets, data sharing and reporting in coordination with WisDOT and GBM. The MPO works with WisDOT and GBM in preparation of financial plans for transit, including the cooperative development of estimates of transportation system costs and funding revenues to support implementation of the plan and program.

The safety data collected from the above sources will be analyzed for potential safety impacts. Identified areas of concern are reported to appropriate personnel in the form of specific project reports, memos, and recommendations from the Safety Solutions Team.

Records of system safety data are maintained for a minimum of three years. Certain information, such as safety certification backup documentation is maintained by GBM's document control process. In addition to safety data, GBM maintains other data and documentation of activities required by the PTASP. Distribution of safety-related reports and data is accomplished through the GBM Safety Solutions Team.

Examples of some of the different safety documents that are maintained and are subject to GBM's record retention policy are listed below. For the entire list please see Green Bay Metro's Retention Policy.

- Worker's Compensation Claims
- Accident Files
- Incident Reports
- Vehicle Records
- Facility Records

3.3 MONITORING PERFORMANCE AND EVALUATING RESULTS

Once safety goals, objectives/outcomes, and measures have been defined, they can be organized into the **Safety Performance Matrix (Appendix G)**. Organizing information, particularly in a matrix, will allow GBM to continuously monitor safety performance and evaluate results. GBM will evaluate safety performance and update documentation at least semi-annually. To help identify any deficiencies in our SMS against GBM's safety performance targets.

GBM will monitor its system for compliance with operations and maintenance procedures by conducting internal audits that will review policies to ensure that they are compliant with our safety goals and reporting processes. An internal audit will occur annually as policies are reviewed and updated, or as necessary.

Operation Supervisors will conduct evaluations for each bus operator at a minimum of twice per year. These evaluations may be conducted in person on-board and/or video review. Peer reviews are conducted for all new bus operators and will be reviewed prior to the new bus operator being released on his/her own.

Maintenance will track all repairs and injuries and investigate reoccurring situations. Policies and procedures will be updated as necessary to ensure a safe environment. Employee evaluations will be conducted annually.

The Hazard log (**Appendix E**) will be reviewed quarterly to identify safety risk mitigations and assess their effectiveness. At that time, if needed, risk mitigations will be adjusted to better serve a safe environment.

3.4 INTEGRATING RESULTS INTO AGENCY DECISION-MAKING PROCESSES

GBM is committed to using the data collected and information learned to inform decision-making and instill positive change. The main objective is the continuous improvement of transit system safety. When safety performance targets are not met, GBM will work to identify why such targets were not met and what actions can be taken to minimize the gap in achieving defined targets. However, when targets are easily achieved, action will be taken to exceed expectations and re-establish a reasonable baseline.

Uses of performance results include:

- Focus attention on performance gaps and trigger in-depth investigations of what performance problems exist
- Help make informed resource allocation decisions
- Identify needs for staff training or technical assistance
- Help motivate employees to continue making program improvements
- Support strategic planning efforts by providing baseline information for tracking progress
- Identify best practices through benchmarking
- Respond to elected officials and the public’s demand for accountability

3.5 SUSTAINING A SAFETY MANAGEMENT SYSTEM

In order to sustain the SMS, GBM will ensure that particular processes are employed to instill an organizational foundation. Examples of actions taken to sustain the SMS include:

- **Create measurement-friendly culture:**
All staff, including senior managers, should be actively engaged in creating measurement-friendly culture by promoting performance measurement as a means of continuous improvement. Senior managers will also lead by example and utilize performance metrics in decision making processes.
- **Build organization capacity:**
Investment in developing skilled human resources capacity is essential to sustaining an SMS. Both technical and managerial skills will be needed for data collection and analysis, and setting goals. Managing staff and the governing board will commit the financial resources required for organizational capacity and maintaining an SMS on a continuous basis.
- **Reliability and transparency of performance results:**
The SMS will be able to produce and report its results, both good and bad. Performance information should be transparent and made available to all stakeholders. Messengers should be protected to preserve the integrity of the measurement system. The focus should be on opportunities for improvement rather than allocating blame.
- **Demonstrate continuous commitment to measurement:**
Visible commitment to using metrics is a long-term initiative. GBM will demonstrate a commitment to performance measurement by establishing a formal process of reporting performance results, such as including transit safety and performance measurement as a standing agenda item at city council and county board meetings.

4 SAFETY PROMOTION

4.1 SAFETY PROMOTION, CULTURE, AND TRAINING

GBM believes safety promotion is critical to the success of an SMS by ensuring that the entire organization fully understands and trusts its safety policies, procedures, and structure. Further, safety promotion involves establishing an organizational and workplace culture that recognizes safety as a core value, training employees in safety principles, and allowing open communications of safety issues.

4.1.1 Safety Culture

Positive safety culture must be generated from the top. The actions, attitudes, and decisions at the policy-making level must demonstrate a genuine commitment to safety. Safety must be recognized as the responsibility of each employee, with the ultimate responsibility for safety resting with the Accountable Executive. Employees must trust that they will have management support for decisions made in the interest of safety, while also recognizing that intentional breaches of safety will not be tolerated.

The primary goal of safety promotion at GBM is to develop a positive safety culture that allows the SMS to succeed. A positive safety culture is defined as one which is:

A. An Informed Culture

- Employees understand the hazards and risks involved in their areas of operation
- Employees are provided with the necessary knowledge, training and resources
- Employees work continuously to identify and overcome threats to safety

B. A Just Culture

- Employees know and agree on what is acceptable and unacceptable behavior
- Human errors must be understood, but negligence and willful violations cannot be tolerated

C. A Reporting Culture

- Employees are encouraged to voice safety concerns and to share critical safety information without the threat of punitive action
- When safety concerns are reported, they are analyzed, and appropriate action is taken

D. A Learning Culture

- Learning is valued as a lifetime process beyond basic-skills training
- Employees are encouraged to develop and apply their own skills and knowledge to enhance safety
- Employees are updated on safety issues by management, and safety reports are fed back to staff so that everyone learns the pertinent lessons

GBM is committed to putting safety first.....always. Providing a safe working environment for all employees is a priority. Employees are encouraged to submit safety suggestions and promotional items may be awarded at various times throughout the year. GBM also participates in the safety program that is conducted by Transit Mutual Insurance Company. Training sessions are conducted quarterly along with assisting in creating a safety culture.

4.1.2 Training

During the initial implementation of an SMS, specific training will be required for all employees and contract staff, to explain the agency's safety culture and describe how GBM's SMS works. The Chief Safety Officer is the resource person for providing a corporate perspective on GBM's approach to safety management.

GBM's Safety Manager will maintain the list of all Metro required trainings (**Appendix H**).

Information will include the purpose of the training, and the minimum frequency, by position.

Additional training will be conducted on an as needed basis for new equipment, if an employee has

returned from an extended leave, or is having an issue with a particular aspect of a training topic. The Safety Manager will maintain a roster to ensure compliance for each employee, separated by division.

Safety Management training topics may include:

A. Initial Safety Training for All Staff

1. Customer Service Training
2. Fire Extinguisher Training
3. Emergency Evacuation – Facility
4. Threat Awareness Training
5. Severe Weather
6. System Security and Emergency Action Plan
7. De-escalation Training
8. Mental Health/Suicide Awareness

B. Safety Training for Operators

1. Current Trends in safety issues
2. Mobility Device Securement Training
3. Smith System
4. Driver Fatigue Awareness

C. Safety Training for Dispatchers

1. Reasonable Suspicion Training

D. Safety Training for Management

1. Reasonable Suspicion Training

E. Safety Training for Maintenance

1. Current Trends in safety issues
2. Smith system
3. Asbestos Awareness
4. Audiometric Test
5. Blood borne Pathogens Program
6. Bobcat
7. Bus Washer
8. Confined Space Awareness
9. Customer Service
10. Drill Press
11. Electric Arc Flash
12. Fall Protection
13. Fire Extinguisher
14. Fuel System
15. General Electrical Safety
16. Hazard Communications
17. Hearing Conservation Program
18. Lock Out & Tag Out
19. Parts Washer
20. Personal Protective Equipment
21. Plow Trucks
22. Spills and Leaks

23. Forklift
24. Refrigerant
25. Respirator Fit
26. Respiratory Protection
27. Safe Lifting
28. Scissors Lift
29. Tennant Floor Scrubber

F. Training for the Safety Manager

1. Familiarization with different transit modes, types of operation, routes, etc.
2. Understanding the role of human performance in safety event causation and prevention
3. Operation of the SMS
4. Investigating safety events
5. Safety promotion
6. Communication skills
7. Monitoring safety performance

G. Training for the Accountable Executive

1. Familiarization with different transit modes, types of operation, routes, etc.
2. Understanding the role of human performance in safety event causation and prevention
3. Crisis management and emergency response planning
4. Performing safety audits and assessments
5. National Transit Database (NTD) safety event reporting requirements

4.1.3 Communication

Safety topics are communicated in several different ways including, but not limited to Quarterly Safety Meetings, the Safety Board in the Operators and Mechanics break rooms, as well as the Safety Screen in the operators check in room. All of these methods display changing safety topics ranging from refresher tips to reports on safety incidents.

APPENDICES

- Appendix A – Staff Safety Roles and Responsibilities
- Appendix B – Safety Assessment and System Review
- Appendix C – Facility Safety and Security Assessment
- Appendix D – Risk Assessment Matrix
- Appendix E – Hazard Identification and Risk Assessment Log
- Appendix F – Prioritized Safety Risk Log
- Appendix G – Safety Performance Matrix
- Appendix H – Training Frequency Schedule
- Appendix I – Safety Reporting and Targets

PTASP Acknowledgement Form

I acknowledge that I have access to the fully approved Green Bay Metro Public Transportation Agency Safety Plan. This plan is always available in the Operations breakroom while Metro is in service. The binder contains various Metro plans and policies, with dates. I understand that I can request a copy of the plan and that I am responsible for being familiar with and complying with the policies of the City of Green Bay and Green Bay Metro.

I agree it is my responsibility to speak to a supervisor immediately, if I have questions or need clarification.

Print Employee Name

Signature of Employee

Date

APPENDIX A

**Green Bay Metro
STAFF SAFETY ROLES AND RESPONSIBILITIES**

Complete the table below, in addition to the staff roles and responsibilities you may have provided in Section 1.3 of the PTASP. You must include the Accountable Executive, Chief Safety Officer, agency leadership and executive management, and key staff (operations and maintenance, for example) – be sure to include any and all staff that might have some role in a safe transit agency (executive/management level, HR, and finance may likely be included).

Completed by: Patty Kiewiz & Becky Fleck	Date: 4.17.2024 6.17.2026
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Position Title	Name of Staff Member	Position Description	Safety Responsibilities
Accountable Executive, Chief Safety Officer	Patty Kiewiz, Transit Director	<p>49 CFR § 673.5 – Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the PTASP; responsibility for carrying out the agency’s TAM Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency’s PTASP, in accordance with 49 U.S.C. § 5329(d), and the agency’s TAM Plan in accordance with 49 U.S.C. § 5326.</p> <p>49 CFR § 673.5 – Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency’s chief executive officer, general manager, president, or equivalent officer.</p> <p>A Chief Safety Officer (CSO) for a small public transportation provider (as defined in Part 673) may serve in capacities (operational or maintenance) unless the agency ceases to be a small public transportation provider or operates a rail transit system.</p>	<ul style="list-style-type: none"> • Ultimate responsibility for carrying out the PTASP • Responsibility for carrying out the TAM Plan • Control or direction over the human and capital resources needed to develop and maintain both plans • Ensuring the agency’s SMS is effectively implemented throughout the system • Ensuring action is taken, as necessary, to address substandard performance in the agency’s SMS • May delegate specific responsibilities, except ultimate accountability for the agency’s safety performance, which always rests with the Accountable Executive
Safety Manager	Chris Braatz, Operations ManagerSupervisor	Ensure coordinated development and implementation of the PTASP	<ul style="list-style-type: none"> • Maintains a safe working environment • Adheres to all safety policies and procedures • Promotes safety awareness throughout the organization • Ensures safety documentation is current and accessible to all employees • Communicates changes in safety documents to all personnel • Monitors effectiveness of corrective actions • Provides periodic reports on safety performance • Renders independent advice to the CEO, senior managers, and other personnel on safety-related matters • Ensures that safety management has a high priority throughout the organization • Is adequately trained • Reports directly to agency’s Accountable Executive

			<ul style="list-style-type: none"> • Authority and responsibility for day-to-day implementation and operation of agency's SMS • Is responsible for identifying, tracking, and monitoring safety risk mitigations in coordination with Supervisors
Supervisors	<p>Jacob Lueptow, Operations Supervisor, Patrick Schmidt, Operations Supervisor, Jacob Kulis, Operations Supervisor Assistant, and Kenny Hofer, Maintenance Manager</p>	Supervisors are responsible for communicating the transit agency's safety policies to all employees.	<ul style="list-style-type: none"> • Maintains a safe working environment • Adheres to all safety policies and procedures • Full knowledge of all standard and safety operating procedures • Ensures that drivers make safety a primary concern when on the job • Listens and acts upon any safety concerns raised • Immediately reports safety concerns to the CSO/SM • Provides leadership and direction to employees during security incidents • Handles minor non-threatening rule violations • Defuses minor arguments • Determines when to call for assistance • Responds to fare disputes and service complaints • Responds to security related calls with police officers when required, rendering assistance with crowd control, victim/witness information gathering, and general on-scene assistance • Completes necessary security related reports • Takes photographs of damage and injuries • Coordinates with all outside agencies at incident scenes • Is responsible for identifying, tracking, and monitoring safety risk mitigations
Dispatchers		Dispatchers are responsible for communicating route information to the public and operators as well as being the point of contact for operators while on route.	<ul style="list-style-type: none"> • Maintains a safe working environment • Adheres to all safety policies and procedures • Familiar with all applicable employee manuals and procedures • Responds verbally to complaints • Completes all necessary safety related reports • Reports all safety incidents to Supervisor on duty • Are responsible for routing unexpected detours • Are responsible for monitoring the Operators emergency alarms • Initial contact point for operators at all times via radio • Are responsible for contacting emergency services as required
Maintenance Technician		Maintains and repairs the building and systems within it	<ul style="list-style-type: none"> • Maintains and repairs physical locks on doors • Monitors fire detection system for flaws and defects, preforms tests of the system to ensure it is working correctly. • Monitors and inspects AED machine on a daily basis • Replaces light bulbs as needed • Monitors Exit signs to ensure all are working correctly • Assists in snow removal of walkways and driveways • Salts walkways as needed

Appendix D - SAFETY RISK MANAGEMENT - RISK REGISTER for GREEN BAY METRO'S PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)

ID	HAZARD		IDENTIFICATION		Date of Analysis	Worst Credible Potential Consequence(s)	Existing Mitigations	CONSEQUENCES		Safety Risk Index	Further Mitigation Action	REVISED SAFETY RISK INDEX		Department Responsible for Mitigation	Estimated Implementation Date	Contact Person
	Hazard	Type	Date	Source				Severity	Likelihood			Revised Index	Date			
YEAR - #	Out of calibration wheel balancer	Technical (equipment)		Safety Event Investigation Report		Collision resulting in death, permanent injury, or destruction of property (losses over \$1,000,000)	Pre-trip inspection; routine inspection and maintenance; wheel balancer inspection and calibration	1-Catastrophic	C-Occasional	1C-High; Unacceptable - action required; must be mitigated or eliminated	Develop and implement a maintenance equipment calibration audit program; revise tire inspection procedure	1E-Low; Acceptable - acceptable with management review				
2020-1	COVID-19	Biological	3/20/2020	CDC	3/14/2020	Death	Cleaning of the buses before and after all driver shifts, all employees mandated to wear face masks in public settings, social distancing guidelines enforced, limiting of passengers on the bus, reduced service for essential trips only	1 Catastrophic	A - Frequent	1A-HIGH	all feasible action to prevent the spread of COVID-19 is being taken at this time.	4D - Low, acceptable with measures in place	3/23/2020	Admin	March 15,2020	Patty Kiewit, Transit Director
2020-2	Fans located on dash of bus between the forebox and front door. Passengers with long hair can risk getting caught in the fan blades	Technical (equipment)	7/30/2020	Incident occurred with passenger getting their hair caught in the blades of the fan.	7/30/2020	Injury	Pre-trip inspection; routine inspection and maintenance to the fans. Making sure operators have fans properly pointed towards windshield.	4-Negligible	D - Remote	4D-Low	Work with maintenance to see about re-positioning the fans where they can still be used. Educate operators on making sure they are positioned towards the	4E - Low. Fans repositioned to avoid anybody's hair getting in the blades.	7/31/2020	Maintenance	8/12/2020	Kenny Hofer, Maintenance Manager
2020-3	Concrete shifting on the transit walkway by the metal grates making up the transit walkway	Infrastructure	10/14/2020	Observation by an Operations Supervisor.	10/14/2020	Injury	Observations by Maintenance and Supervisors.	4-Negligible	D - Remote	4D-Low	Work with Maintenance Department to fix step areas to minimize tripping	4E - Low. Concrete used to fill in areas to create a smooth surface.	10/28/2020	Maintenance	10/28/2020	Kenny Hofer, Maintenance Manager
2020-4	Walkway in garage has standing water on it after the Fuelers take a bus through the bus wash.	Infrastructure	10/14/2020	Observation by an Operations Supervisor.	10/14/2020	Injury	Observations by Maintenance and Supervisors.	4-Negligible	D - Remote	4D-Low	Work with Maintenance Department to see if drains are working properly or if there are ways to eliminate the water	4E - Low. Fuelers instructed to wash the buses after Operations is completed for the day.	10/23/2020	Maintenance	10/23/2020	Kenny Hofer, Maintenance Manager
2021-1	Buses are parked in close proximity to the fuel pump in the garage causing to present more hazards when departing these parking areas.	Rolling Stock	1/20/2021	Reported by Bus Operator	1/20/2021	Collision resulting in injury or destruction of property.	Observations by Maintenance and Supervisors.	3-Marginal	D - Remote	3D-Low	Work with Maintenance Department on setting up a different procedure on where to park some of the buses in the evening	4E - Low. Fuelers parked the buses in that area in a different area. Other Maintenance smaller equipment got parked by the fuel pump.	1/21/2021	Maintenance	1/21/2021	Kenny Hofer, Maintenance Manager
2021-2	Poles with concrete base inside the garage that are used for structural building support are hard to see	Infrastructure	7/15/2021	Observation by an Operations Supervisor.	8/30/2021	Collision resulting in injury or destruction of property.	Observations by Maintenance and Supervisors.	4-Negligible	D - Remote	4D-Low	Work with Maintenance Department to get reflective tape around the poles. This way the poles would be more	4E - Low. Tape applied to poles	7/15/2021	Maintenance	10/1/2021	Kenny Hofer, Maintenance Manager
2021-3	Decal near the bicycle rack. In front of the bus informing passengers how to properly load/store their bicycle to avoid it from falling off the bicycle rack.	Technical (equipment)	8/30/2021	Observations by an Operations Supervisor.	8/30/2021	Bicycle can fall off the bicycle rack causing damage to the bicycle and/or bus.	Observations by Supervisors and Bus Operators.	4-Negligible	D - Remote	4D-Low	Work with Maintenance Department to put a decal on the front bumper of the bus indicating how to properly position the bicycle rack arm over the front tire	4E - Low. Decal applied to buses indicating with pictures how to properly store bicycles on the bicycle rack.	8/31/2021	Maintenance	10/1/2021	Kenny Hofer, Maintenance Manager
2021-4	Vehicles not obeying signs and coming into restricted areas that are just for buses.	Infrastructure	10/4/2021	Observation by an Operations Supervisor.	1/2/2022	Vehicles driving in areas designed for buses only. Could cause an accident or injury to pedestrians as they are walking across the transitway	Observations by Supervisors and Bus Operators.	3-Marginal	D - Remote	3D-Low	Work with Maintenance Department to get gates installed at the entrance and exit designed only for buses to get through	4E - Low. The company came out and installed gates.	1/5/2022	Maintenance	1/5/2022	Kenny Hofer, Maintenance Manager
2022-1	Vehicles not obeying signs and coming into the employee parking lots on both sides of the building.	Infrastructure	1/2/2022	Observation by employees.	1/2/2022	Vehicles coming in and/or parking in employee areas only. Could pose a safety risk to employees.	Observations by employees.	3-Marginal	D - Remote	3D-Low	Work with Maintenance Department to get gates installed at the entrance and exit designed only for employee vehicles to get through.	4E - Low. The company came out and installed gates.	2/1/2022	Maintenance	2/18/2022	Kenny Hofer, Maintenance Manager
2022-2	The newly installed gates to prevent vehicles from entering restricted areas should be more visible at night.	Infrastructure	2/18/2022	Observation by an Operations Supervisor.	2/18/2022	Vehicles can drive through the gates causing damage to their vehicle and the gates. In addition there is a vehicle in restricted areas.	Observations by Supervisors and Bus Operators.	3-Marginal	D - Remote	3D-Low	Work with Maintenance Department to get the company that installed the gates to put LED lighting on them to make them more visible during dark	4E - Low. The company came out and installed LED lighting on all the new installed gates around the facility.	2/22/2022	Maintenance	2/22/2022	Kenny Hofer, Maintenance Manager
2022-3	Employees having minor injuries that don't require medical attention, but don't have access to basic medical care, such as band-aids, at the time of their	Technical (equipment)	2/2/2022	Observation by an Operations Supervisor.	2/2/2022	An employee doesn't have access to treat a simple injury that doesn't require medical attention. May cause them lost time work if they can't treat	Observations by Supervisors and Bus Operators.	4-Negligible	D - Remote	4D-Low	Work with Transit Director and Maintenance Department to get a cabinet located for all employees that is stock with basic medical items.	4E - Low. Cabinet with medical items was installed.	2/28/2022	Admin	2/28/2022	Patty Kiewit, Transit Director
2022-4	Standing water in an area of the Transitway that doesn't drain.	Infrastructure	6/7/2022	Observation by an Operations Supervisor.	6/7/2022	An employee or a passenger may slip and fall.	Observations by Supervisors and Bus Operators.	4-Negligible	D - Remote	4D-Low	Work with Maintenance Department to see about other ways to drain or remove the water.	4E - Low. The custodian would remove the water with a blower after it rains.	6/7/2022	Maintenance	6/8/2022	Kenny Hofer, Maintenance Manager
2022-5	Part of the employee parking lot was done with base and asphalt. Line striping was redone in all the parking lots and bus parking garage.	Infrastructure	6/15/2022	Observation by Maintenance Manager.	6/15/2022	An employee may not see the line striping as well and not walk in the proper areas on the property or garage	Observations by Supervisors and Bus Operators.	4-Negligible	D - Remote	4D-Low	Work with Maintenance Department to get part of the employee parking lot redone, and get line striping redone throughout the facility grounds.	4E - Low. Maintenance Department was able to get DPW to restrip throughout the facility grounds.	6/15/2022	Maintenance	8/30/2022	Kenny Hofer, Maintenance Manager
2022-6	Collisions with garage exit door	Technical (equipment)	8/1/2022	observation by Operations Supervisor	8/1/2022	destruction of garage door/building, severe damage to bus, possible injury to driver	procedure to wait until door is all the way open until proceeding through it	3-Marginal	D - Remote	3D-Low	install stop and go light at garage exit door.	4E - Low. Maintenance got a stop and go light installed that informs drivers when it is safe to exit the door.	11/8/2022	Maintenance	11/8/2022	Kenny Hofer, Maintenance Manager
2023-1	Poor lighting in parts of the garage resulting in dark areas and hard to see objects.	Technical (equipment)	1/5/2023	observation by Operations Supervisor	1/5/2023	An employee may walk or drive in an area where they are unable to see any fixed or movable objects.	Observations by Supervisors and Bus Operators.	4-Negligible	D - Remote	4D-Low	Vendor installed upgraded LED lighting and fixtures that are brighter and has a better spread range.	4D - Low, acceptable with measures in place	2/8/2023	Maintenance	2/8/2023	Kenny Hofer, Maintenance Manager
2023-2	The lifts in Maintenance are no longer passing inspections and unsafe to lift a bus.	Infrastructure	1/12/2023	Observation by Maintenance Manager.	1/12/2023	The lifts may fall resulting in serious injury or death. May also cause major damage to equipment or infrastructure.	Observations by Maintenance.	1-Catastrophic	C - Occasional	1C-High	Work with DPW to have a vendor come in and replace the lifts.	4D - Low, acceptable with measures in place	6/15/2023	Maintenance	6/15/2023	Kenny Hofer, Maintenance Manager
2023-3	Wash bay in Maintenance unsafe to drive a bus over the grates due to corrosion damage.	Infrastructure	1/12/2023	Observation by Maintenance Manager.	1/12/2023	The grates may fall resulting in serious injury or death. May also cause major damage to equipment or infrastructure.	Observations by Maintenance.	1-Catastrophic	C - Occasional	1C-High	Work with DPW to have a vendor come in and replace the grates, and the concrete below and around the grates.	4D - Low, acceptable with measures in place	3/9/2023	Maintenance	3/9/2023	Kenny Hofer, Maintenance Manager
2023-4	Narrow path to guide buses through the bus wash.	Infrastructure	6/5/2023	Observation by Maintenance Manager.	6/5/2023	Damage to the bus wash and/or buses	Observations by Maintenance.	4-Negligible	D - Remote	4D-Low	Maintenance Manager painted lines on the concrete leading up to the bus wash to help employees line up the tires going into the bus wash.	4D - Low, acceptable with measures in place	6/23/2023	Maintenance	6/23/2023	Kenny Hofer, Maintenance Manager
2023-5	The automatic gates are closing on Waste Management trucks.	Technical (equipment)	7/12/2023	Observation by Maintenance Manager.	7/12/2023	Damage to the gates and/or Waste Management trucks.	Observations by Maintenance.	4-Negligible	D - Remote	4D-Low	Maintenance employee would need to go out and manually open the gate instead of dispatch doing it automatically.	4D - Low, acceptable with measures in place	7/20/2023	Maintenance	7/20/2023	Kenny Hofer, Maintenance Manager
2024-1	The Transitway where buses drive through has excessive dips and cracks in the asphalt.	Infrastructure	1/5/2024	Observation by Maintenance Manager.	1/5/2024	The buses could dip down causing damage to parts of the bus.	Observation by Maintenance.	4-Negligible	D - Remote	4D-Low	Maintenance had a contractor repair the dips and cracks with new asphalt on the Transitway.	4D - Low, acceptable with measures in place	2/1/2024	Maintenance	2/1/2024	Kenny Hofer, Maintenance Manager
2025-1	Bicyclist running into the Quincy Gate on West side.	Technical (Operational)	2/25/2025	Observation by Maintenance Staff.	2/25/2025	A pedestrian can cause serious injury to themselves. This can and has caused damage to the gate.	Lights and reflectors currently on gate to make it visible.	3-Marginal	C Occasional	3C-Medium	Gate was resized to allow bicyclists room to navigate around, while still blocking unwanted motorized vehicles	3D - Low	5/14/2025	Maintenance		Kenny Hofer, Maintenance Manager
2025-2	Warm-up and stretching exercises not being practiced resulting in greater risk of injury.	Organizational (Supervisory)	8/20/2024	Observation by Maintenance Manager.	8/22/2024	A employee could create serious injury over time because they aren't properly warming up and stretching.	Training and procedures are implemented to follow along with suggested exercises.	2-Critical	C-Occasional	2C-Medium	New resistance bands were bought to be used during the warm-up and stretching. Warm-up and exercise sheet	3D - Low	8/22/2024	Maintenance	9/17/2024	Kenny Hofer, Maintenance Manager
2025-3	Guardrails and buses being damaged due to the rails in a blind spot for the driver.	Technical (Design)	1/8/2025	Observation by Maintenance Staff.	1/8/2025	Continuous damage to the bus and potentially to the building structure.	Guardrail in place to prevent structure damage.	4-Negligible	C-Occasional	4C-Low	Marks were added to the guardrails that are now visible to the driver to	4D - Low, acceptable with measures in place	1/27/2025	Maintenance	1/24/2025	Kenny Hofer, Maintenance Manager

APPENDIX F

Green Bay Metro PRIORITIZED SAFETY RISK LOG

This form is used to organize identified safety risks facing Green Bay Metro. The log should be updated frequently to demonstrate continual progress towards risk reduction through mitigation strategies. A timeline is used to highlight projected completion dates.

Completed by: Chris Braatz and Becky Fleck	Last Updated: 6/5/2026
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Priority	Risk Description	Planned Mitigation Strategies	Outcomes of Planned Mitigation Strategies	Responsible Staff	Timeline	Status
1	COVID-19	<ul style="list-style-type: none"> Bus Operators cleaning the buses before and after their shift. All employees mandated to wear face masks in public settings. Social distancing guidelines enforced. Reduced service for essential trips only. Air filtration system to be installed on all the buses. Driver barriers are to be installed on all the buses. 	<ul style="list-style-type: none"> Social Reduced chances of covid-19 being passed from person to person. 	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> 3/20/2020 and ongoing. Driver Barriers and air filtration systems on the buses completed by early December, 2020. 	Closed
2	The lifts in Maintenance are no longer passing inspections and it is unsafe to lift a bus. The lifts may fail resulting in a serious injury or death. May also cause major damage to equipment or infrastructure.	<ul style="list-style-type: none"> Work with DPW to have a vendor come in and replace the lifts. 	<ul style="list-style-type: none"> The lifts will pass inspections and be safe to use. 	<ul style="list-style-type: none"> Maintenance Manager 	6/15/2023	Closed.
3	The wash bay in Maintenance is unsafe to drive a bus over the grates due to corrosion damage. The grates may fail resulting in a serious injury or death. May also cause damage to equipment or infrastructure.	<ul style="list-style-type: none"> Work with DPW to have a vendor come in and replace the grates, and the concrete below and around the grates. 	<ul style="list-style-type: none"> The grates and concrete around the grates will be stable and safe for people to walk and drive equipment over them. 	<ul style="list-style-type: none"> Maintenance Manager 	3/9/2023	Closed.
4	Rugs creating a tripping hazard on flat surface floors.	<ul style="list-style-type: none"> Remove all the rugs from flat surfaces from public lobby and operations. 	<ul style="list-style-type: none"> Eliminate the risk of tripping or falling on the rugs. 	<ul style="list-style-type: none"> Transit Director 	4/15/2026	Closed.
5	Bicyclist running into the Quincy Gate on West side. This can cause serious injury to themselves, and damage to the gate.	<ul style="list-style-type: none"> Discuss with Safety Committee 	<ul style="list-style-type: none"> Reduce the change of a bicyclist running into the gate. 	<ul style="list-style-type: none"> Maintenance Manager 	05/14/2025	Closed
6	Warm up and stretching exercises not being practiced resulting in greater risk of injury. An	<ul style="list-style-type: none"> Training and procedures are implemented to follow along with the suggested exercises. New resistance bands were 	<ul style="list-style-type: none"> Reduce the chances of employee injuries. 	<ul style="list-style-type: none"> Maintenance Manager 	9/17/2024	Closed

	employee could create serious injury over time because they aren't properly warming up and stretching.	bought to be used during the warm-up and stretching. Warm-up and exercise sheet is posted for maintenance too.				
7	Passengers tripping over deployment ramp. A passenger can cause minor to serious injury to themselves	<ul style="list-style-type: none"> • Operations will work on setting up clear procedures and training. 	<ul style="list-style-type: none"> • May employees more aware when deploying the ramp and reduce the chances of passenger injuries. 	• Transit Director	<ul style="list-style-type: none"> • 05/19/2025 	Closed
8	Fans located on dash of bus between the farebox and front door. Passengers with long hair can risk getting caught in the fan blades.	<ul style="list-style-type: none"> • Work with Maintenance Department on relocating where the fans are placed on the dash. 	<ul style="list-style-type: none"> • Reduced risk of passengers getting hair caught in fan blades. 	• Maintenance Manager	<ul style="list-style-type: none"> • 8/12/2020 	Closed.
9	Concrete shifting on the transit walkway by the metal grates making up to an inch or two steep edges. People could trip and fall due to the steep edges sticking up.	<ul style="list-style-type: none"> • Work with Maintenance Department on filling in those areas. 	<ul style="list-style-type: none"> • Reduced risk of people tripping on the transit way due to steep edges from the grates. 	• Maintenance Manager	<ul style="list-style-type: none"> • 10/28/2020 	Closed.
10	Walkway in the garage has standing water on it after the Fuelers take a bus through the bus wash. Employees could slip and fall.	<ul style="list-style-type: none"> • Work with Maintenance Department to see if drains are working properly or if there are ways to eliminate the water along the walkway. 	<ul style="list-style-type: none"> • Reduced risk of employees slipping and falling on the walkway in the garage. 	• Maintenance Manager	<ul style="list-style-type: none"> • 10/23/2020 	Closed.
11	Buses are parked in close proximity to the fuel pump in the garage causing to present more hazards when departing those parking areas. Could cause damage to bus and/or infrastructure.	<ul style="list-style-type: none"> • Work with Maintenance Department on setting up a different procedure on where to park some of the buses in the evening. 	<ul style="list-style-type: none"> • Fuelers parked the buses in a different area. 	• Maintenance Manager	<ul style="list-style-type: none"> • 1/21/2021 	Closed.
12	Poles with concrete base inside the garage that are used for structural building support are to hard to see.	<ul style="list-style-type: none"> • Work with Maintenance Department to get reflective tape around the tapes so they can be more noticeable. 	<ul style="list-style-type: none"> • More visibility will reduce the likelihood of a bus making contact with a pole. 	• Maintenance Manager	<ul style="list-style-type: none"> • 10/1/2021 	Closed.
13	Decal near the bicycle rack in front of the bus informing passengers how to properly load/store their bicycle to avoid it from falling off the bicycle rack causing damage to the bicycle or bus.	<ul style="list-style-type: none"> • Work with Maintenance Department to put a decal on the front bumper of the bus indicating how to properly position the bicycle rack arm over the front tire of the bicycle. 	<ul style="list-style-type: none"> • Reduced risk of passengers securing their bicycle improperly on the bicycle rack. This way it'll stay on the bicycle rack preventing any damage to the bicycle or the bus. 	• Maintenance Manager	<ul style="list-style-type: none"> • 10/1/2021 	Closed.
14	Vehicles not obeying signs and coming into restricted areas that are just for buses. This could cause a collision between a vehicle and a bus, or even a pedestrian.	<ul style="list-style-type: none"> • Work with Maintenance Department to get gates installed at the entrance and exit designed only for buses to get through. 	<ul style="list-style-type: none"> • Reduced risk of accidents involving buses or injury to pedestrians. 	• Maintenance Manager	<ul style="list-style-type: none"> 1/5/2022 	Closed.
15	Vehicles no obeying signs and coming into the employee parking lots on both sides of the	<ul style="list-style-type: none"> • Work with Maintenance Department to get gates installed at the entrance and exit 	<ul style="list-style-type: none"> • Reduced risk of possible safety risks associated with other people not allowed in those areas. 	• Maintenance Manager	<ul style="list-style-type: none"> • 2/18/2022 	Closed.

	building. This could cause damage to their vehicle or gates, and have someone trespassing that isn't supposed to be in the restricted area. Could pose a risk to employee safety.	designed only for employee vehicles to get through.				
16	The newly installed gates should be more visible at night so vehicles and buses can see them better. This could cause damage to their vehicle and/or the gates. In addition then there is a vehicle in a restricted area.	<ul style="list-style-type: none"> • Work with Maintenance Department to get the company that installed the gates to put LED lighting on the gates to make them more visible. 	<ul style="list-style-type: none"> • Reduced risk of damage to property, and keep vehicles out of the restricted areas by making the gates more visible. 	• Maintenance Manager	• 2/22/2022	Closed.
17	Employees having minor injuries that don't require medical attention, but don't have access to basic medical care, such as band-aids, at the time of their injury. This could lead to time off and/or infection if not treated.	<ul style="list-style-type: none"> • Work with Transit Director and Maintenance Department to get cabinet located for all employees that is stock with basic medical items. 	<ul style="list-style-type: none"> • Employees able to treat minor injuries and can continue to work. Also reduce the chance of infection. 	• Transit Director	2/28/2022	Closed.
18	Standing water in an area of the Transitway that doesn't drain. This can cause the area to freeze causing potential for the bus to lose traction, or if someone were to walk on it, could slip and fall.	<ul style="list-style-type: none"> • Work with Maintenance Department to see about other ways to drain or remove the water after it rains. 	<ul style="list-style-type: none"> • Reduced risk of injuries to passengers and employees 	• Maintenance Manager	• 6/8/2022	Closed.
19	Employee parking lot in poor shape, and line striping fading in many areas of the facility. Could cause employees not parking or walking in proper areas.	<ul style="list-style-type: none"> • Work with Maintenance Department to get the parking lot redone and line striping redone. 	<ul style="list-style-type: none"> • Reduced risk of injuries to passengers and employees 	• Maintenance Manager	• 8/30/2022	Closed.
20	Collision with garage exit door causing damage to the bus and infrastructure.	<ul style="list-style-type: none"> • Install stop and go light at door to indicate when it is safe to enter/exit the door 	<ul style="list-style-type: none"> • Decreased risk of garage door collisions. 	• Maintenance Manager	• 11/8/2022	Closed.
21	Poor lighting in the garage that could potentially lead to accidents with other buses, employees, and infrastructure.	<ul style="list-style-type: none"> • Vendor installed upgraded LED lighting and fixtures that are brighter and has a better spread range. 	<ul style="list-style-type: none"> • Decreased risk of collisions and make areas lit up better to see everything around. 	• Maintenance Manager	• 2/8/2023	Closed.
22	Collision with the bus wash when buses going through it due to narrow lane causing damage to the buses and infrastructure.	<ul style="list-style-type: none"> • Painted lines on the concrete leading up to the bus wash to help line up the tires. 	<ul style="list-style-type: none"> • Decreased risk of bus wash collisions. 	• Maintenance Manager	• 6/23/2023	Closed.
23	Waste Management trucks having collisions with the automatic gates causing damage to their equipment and gates.	<ul style="list-style-type: none"> • Maintenance employee would need to go out and manually open the gate instead of dispatch doing it automatically. 	<ul style="list-style-type: none"> • Decreased risk of collisions 	• Maintenance Manager	• 7/20/2023	Closed.
24	The Transitway where buses drive through has excessive dips and cracks in asphalt.	<ul style="list-style-type: none"> • Maintenance had a contractor repair the dips and cracks with new asphalt on the Transitway. 	<ul style="list-style-type: none"> • Decrease risk of damage to the buses on the Transitway 	• Maintenance Manager	• 2/1/2024	Closed.

25	Guardrails and buses being damaged due to the rails in a blind spot for the driver causing damage to the bus and potentially to the building structure.	<ul style="list-style-type: none"> • Markers were added to the guardrails that are now visible to the driver to prevent from being hit. 	<ul style="list-style-type: none"> • Decrease the risk of collisions with the guardrails. 	<ul style="list-style-type: none"> • Maintenance Manager 	<ul style="list-style-type: none"> • 1/24/2025 	Closed.
26	Employees hitting their head on the Quantum bar on the 1100s and 1500s series buses	<ul style="list-style-type: none"> • Maintenance installed pipe insulation around the metal bar 	<ul style="list-style-type: none"> • Decrease the severity of the injury or prevent any injuries from employees hitting their head on the bar. 	<ul style="list-style-type: none"> • Maintenance Manager 	<ul style="list-style-type: none"> • 4/15/2026 	Closed.

Appendix H - Training Schedule for PTASP

Type of Training	Frequency (Years)	Operators/Ops Assist.	Dispatch	Ops Supervisors	Paratransit/Mobility Coordinator	Compliance Coordinator	Transit Director	Finance Manager	Transit Tech Specialist	Maintenance Manager	Mechanics	Mechanic Assistant	Maintenance Technician	Service Technician	Custodian	Maintenance Clerk
Reasonable Suspicion	3		x	x	x	x	x	x	x	x	x	x	x	x	x	x
Current Safety Trends	0.33	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Driver Fatigue Awareness	1	x		x												
Mental Health/Suicide Awareness	Ongoing	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Assault on Transit Workers	2	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Securement Training	2	x			x											
Smith System	2	x		x												
De-Escalation Training	2	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Customer Service Training	2	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Fire Extinguisher Training	2	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Emergency Evacuation - Facility	1	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Threat Awareness Training	2	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Severe Weather	1	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
System Security and Emergency Action Plan	1	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
CPR/AED Training	2		x	x	x	x	x			x						
Bloodborne Pathogen	1									x	x	x	x	x		
Bloodborne Pathogen - Modified	2	x		x												
Asbestos Awareness	3									x	x	x	x	x	x	x
Audiometric Test	1										x	x	x	x	x	
Bobcat	2									x	x	x	x	x	x	
Bus Washer	New Employee									x	x	x	x	x		
Confined Space Awareness	2									x	x	x	x	x	x	
Drill Press	New Employee									x	x	x	x			
Electric Arc Flash	3									x	x	x	x	x		
Fall Protection	2									x	x	x	x			
Fuel System	New Employee, As Needed									x	x	x	x	x		x
General Electrical Safety	New Employee									x	x	x	x			
Hazard Communications	2									x	x	x	x	x	x	x
Hearing Conservation Program	1										x	x	x	x		
Lock Out & Tag Out	2									x	x	x	x	x	x	x
Parts Washer	New Employee									x	x	x	x	x		
Pressure Washer	New Employee/ As Needed									x	x	x	x	x	x	
Personal Protective Equipment	2									x	x	x	x	x	x	x
Plow Trucks	2									x	x	x	x	x	x	
Spills and Leaks	3									x	x	x	x	x	x	x
Forklift	3									x	x	x	x	x		x
Refrigerant	New Employee, As Needed									x	x	x				
Respirator Fit	1									x	x	x	x			
Respiratory Protection	1									x	x	x	x	x	x	x
Safe Lifting	3									x	x	x	x	x	x	x
Scissors Lift	3									x	x	x	x			
Tennant Floor Scrubber	New Employee									x	x	x	x	x	x	

Appendix I - Fixed Route

Safety Performance Measures - *Safety Risk Reduction Program	2023 Actual	2024 Actual	2025 Actual	Average	Target for 2026	Target for 2027
Total Number of NTD Major Safety Events*	2	0	3	1.67	1	1
NTD Major Safety Events per 100,000 Vehicle Revenue Miles*	0.30	0.00	0.46	0.26	0.15	0.15
Total Number of NTD Reportable Collision Accidents*	2	0	3	1.67	1	1
Collision Rate per 100,000 Vehicle Revenue Miles*	0.30	0.00	0.46	0.26	0.1	0.15
Pedestrian Collision Rate per 100,000 Vehicle Revenue Miles	0.00	0.00	0.00	0.00	0	0.00
All Vehicular Collision Rate per 100,000 Vehicle Revenue Miles	3.80	3.85	4.16	3.94	3.6	3.70
Total Number of Fatalities	0	0	0	0.00	0	0
Fatality Rate per 100,000 Vehicle Revenue Miles	0	0.00	0.00	0.00	0	0.00
Transit Worker Fatality Rate per 100,000 Vehicle Revenue Miles	0	0	0	0.00	0	0
Total Number of Reportable Injuries*	6	0	0	2.00	2.3	2.00
Injury Rate per 100,000 Vehicle Revenue Miles*	0.91	0.00	0.00	0.30	0.35	0.30
Number of Transit Worker Injuries	5	5	6	5.33	4	5
Transit Worker Injury Rate per 100,000 Vehicle Revenue Miles	0.76	0.77	0.92	0.82	0.59	0.74
Total Number of Assault on Transit Workers*	0	0	1	0.33	0	0
Assault on Transit Workers Rate per 100,000 Vehicle Revenue Miles*	0	0	0.15	0.05	0	0
System Reliability: Total Number of Major Mechanical System Failures	10	5	1	5.33	10	5
Average Distance Between Major Mechanical Failures	65,726	129,917	649,384	122,264	67,500	135,300
Annual Vehicle Revenue Miles	657,256	649,583	649,384	652,074	675,000	676,500

Internal Tracking Only:

Total Number of Pedestrian Accidents	0	0	0	0.00	0	0
Total Number of All Vehicular Collision Accidents	25	25	27	25.67	25	25

TAM Goals:

# of total preventable accidents per 100,000 revenue miles	2.72	2.44	2.75	2.64	2	2.5
On time performance fixed route	74%	79%	80%	0.78	90%	90%
Numer of vehicles out of service for 30 or more days	5	7	3	5.00	5	5
Missed trips due to major breakdown	3	3	0	2.00	3	2



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 17, 2026

PREPARED BY

AGENDA ITEM # D.3

Discussion/Action: Cost Allocation Plan

BACKGROUND

The City of Green Bay is required to maintain a Cost Allocation Plan and submit it to the Federal Transit Administration (FTA), its Federal Cognizant Agency. The plan is prepared under the applicable cost standards of Appendix V to 2 CFR Part 200. The Cost Allocation Plan includes 2 components: a Central Service Cost Allocation Plan to equitably allocate City Service Costs to its user City Departments, and an Indirect Cost Rate Plan, to equitably allocate Green Bay Metro common costs to the benefiting activities of the Transit Department.

The primary purpose for preparing the Cost Allocation Plan is to (1) propose a methodology to identify and allocate City costs to the user departments, (2) identify the appropriate department indirect costs (3) calculate a corresponding indirect cost rate for Green Bay Metro appropriate to equitably allocate the costs to the activities of the Transit Department, and (4) elect to charge the de minimis rate of up to 15% of modified total direct costs.

RECOMMENDATION

Staff recommends the approval of the City of Green Bay Cost Allocation Plan as presented.

FISCAL IMPACT

ATTACHMENTS

1. Cost Allocation Plan 2026
2. CERTIFICATE OF De MINIMIS ELECTION

CITY OF GREEN BAY



Federal 2 CFR Part 200, Appendix V COST ALLOCATION PLAN

2026

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**Certificate of Cost Allocation Plan
City of Green Bay**

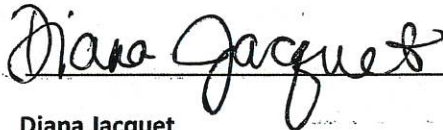
This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal to establish cost allocations or billings are allowable in accordance with the requirements of 2 CFR Part 200, Appendix V, Section E.4 State/Local Governmentwide Central Service Cost Allocation Plans, and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

Governmental Unit: **City of Green Bay, WI**

Signature:



Name of Official:

Diana Jacquet

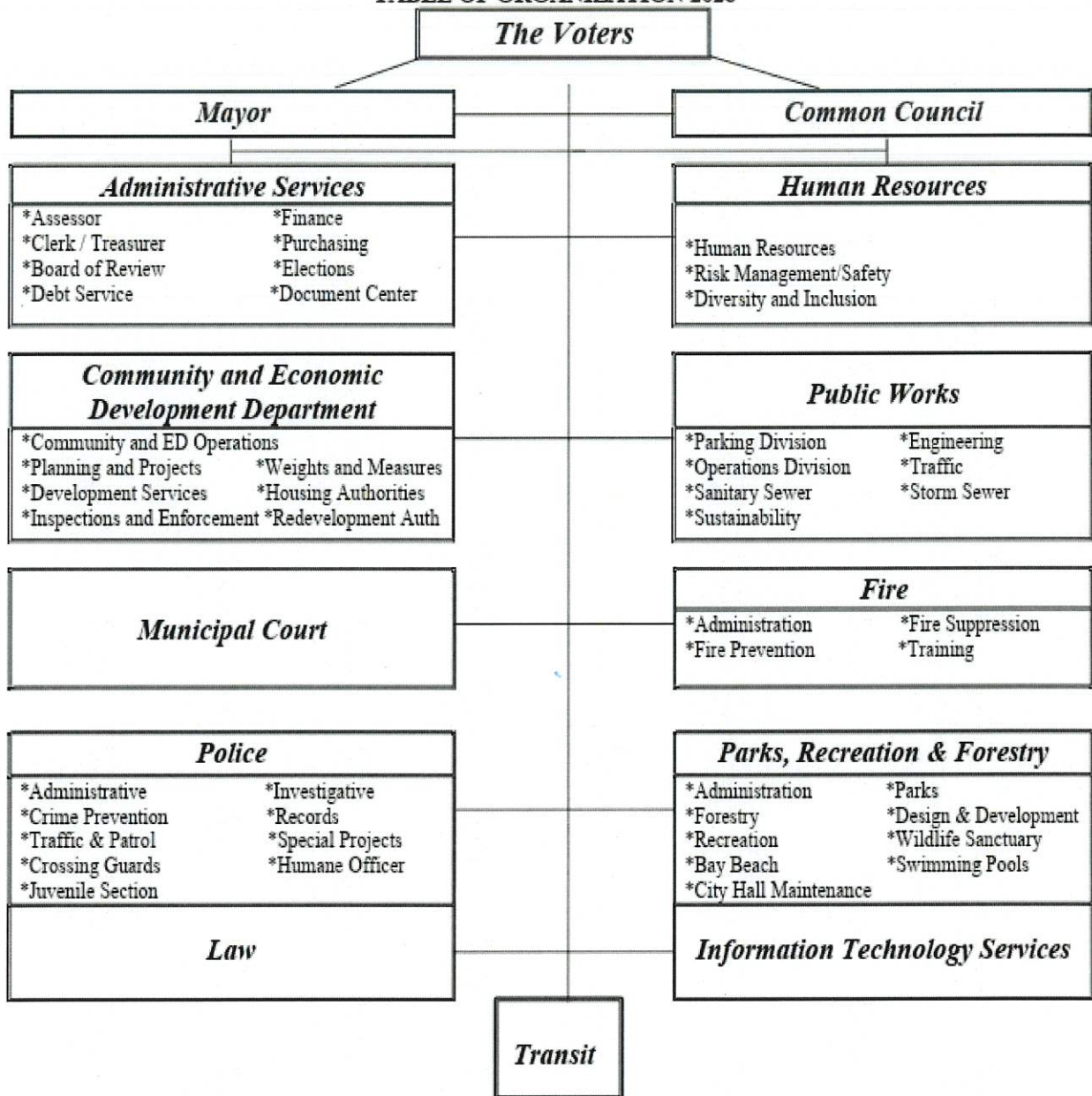
Title:

Director of Finance

Date of Execution:

6/11/26

**CITY OF GREEN BAY
TABLE OF ORGANIZATION 2026**



INTRODUCTION

The City of Green Bay is submitting a Cost Allocation Plan to the Federal Transit Administration (FTA), its Federal Cognizant Agency, prepared under the applicable cost standards of Appendix V to 2 CFR Part 200. The Cost Allocation Plan includes 2 components: a Central Service Cost Allocation Plan to equitably allocate City Service Costs to its user City Departments, and an Indirect Cost Rate Plan, to equitably allocate Green Bay Metro common costs to the benefiting activities of the Transit Department.

Appendix V to 2 CFR Part 200 Cost Allocation Plan is a document that illustrates the methodology and related supporting schedules to allocate common costs and indirect costs. For the purposes of this Cost Allocation Plan, Central Service Costs are those costs incurred by the City of Green Bay that benefit City Departments, and indirect costs are those costs incurred by the Transit Department that benefit the various activities of the department. Examples of Central Service Costs are Human Resources, Information Technology, Finance, Law and DPW departments. Examples of departmental indirect costs are administration and utilities.

The primary purpose for preparing the Cost Allocation Plan is to (1) propose a methodology to identify and allocate City costs to the user departments, (2) identify the appropriate department indirect costs (3) calculate a corresponding indirect cost rate for Green Bay Metro appropriate to equitably allocate the costs to the activities of the Transit Department, and (4) elect to charge the de minimis rate of up to 15% of modified total direct costs.

2 CFR §200.1 Definitions:

“Central service cost allocation plan” means the documentation identifying, accumulating, and allocating or developing billing rates based on the allowable costs of services provided by a State, local governmental, or Indian Tribe to its departments and agencies on a centralized basis. The costs of these services may be allocated or billed to users.

“Indirect cost rate proposal” means the documentation prepared by a recipient to substantiate its request to establish an indirect cost rate as described in Appendix VII of 2 CFR part 200.

Unallowable Costs:

2 CFR Part 200, Subpart E - Cost Principles will be referenced to determine unallowable costs. Unallowable costs will be charged to subaccounts at the time of expense. An annual review of all unallowable expenses will be conducted at year-end.

CENTRAL SERVICE COST ALLOCATION PLAN

The City of Green Bay, and certain of its operating departments, allocates costs benefitting operating departments within the City. These costs are considered Central Service Costs for the purpose of developing a cost allocation methodology consistent with Appendix V of 2 CFR Part 200 – State/Local Governmentwide Central Service Cost Allocation Plans. To ensure consistency, all allocation methods used to charge various departments for receiving services must be approved by the City’s Finance Director prior to the changes being implemented.

Below is the methodology for allocating costs to the Transit Department:

HUMAN RESOURCES:

Human Resource department provides assistance with all employee matters.

- Green Bay Metro is allocated costs for the following:
 - Employee Medical Expenses (pre-employment) as applicable
 - Recruiting
 - Sec 125 Implementation (Flexible Spending Plan)
 - Employee Assistance Program
- The number of employees Green Bay Metro has budgeted will be the number used to allocate the costs.
- Green Bay Metro is then allocated costs pertaining to those listed above for the percentage (based on the number of employees) of the Human Resource actual expenses required to operate the department, minus actual costs paid by Green Bay Metro.

INFORMATION TECHNOLOGY DEPARTMENT:

The Information Technology department provides technological support for Green Bay Metro.

- Green Bay Metro is allocated costs based upon the number of computers, laptops, network accounts, printers, and phones required for the operation of the IT department and shared capital costs.
- Capital costs specific to Green Bay Metro's (laptop, printers, and servers) are billed back directly.

FINANCE DEPARTMENT:

The Finance Department provides assistance with all financial functions, including WRS reporting, purchasing, payroll, accounts payable, financial reports, maintaining general ledger, bank reconciliations, audits, and accounts receivable.

Costs are allocated for the following services rendered by conducting a time study annually for each service.

Purchasing Services:

- Charged based on the % of total purchases

Accounting Services

- Green Bay Metro is allocated costs by percentage of total checks written
- Monthly Financial Statements (Journal Entries, GL setup, maintenance, financial statements)

Payroll Processing Service

- Misc. payroll services, including setup and maintenance of employee's records
- All federal and state reporting
- WRS Reporting
- W2 Reporting

Clerk/Treasurer Services

- Bank Reconciliation's
- Investment and treasury management services

LAW/LEGAL:

The Law Department provides assistance with all legal matters.

- Hourly rate including fringe benefits, are used to allocate costs for services rendered. Time logs are kept as documentation.

RISK

Allocated costs are only for the actual cost of the insurance premium for the Storage Tank Liability Insurance, Flood Insurance, Property Insurance, Boiler & Machinery Insurance, and Crime Insurance.

General liability insurance premium is allocated based on budgeted salary dollars plus actual claims paid.

Workman's Compensation premium is based on actual claims paid plus a percentage of the third-party administration (CVMIC) fee based on the number of the total claims' city wide.

DEPARTMENT OF PUBLIC WORKS

Costs allocated from the Department of Public Works are typically for engineering services.

- Hourly rate including fringe benefits, are used to allocate costs for services rendered. Time logs are kept as documentation.

INDIRECT COST RATE

This Indirect Rate Methodology is established solely for Green Bay Metro. The methodology will be followed annually to create the Departmental Indirect Rate. This indirect rate will be utilized, up to the 15% de minimis for indirect expense draws.

Step 1: At the beginning of each fiscal year, Green Bay Metro will use audited figures from the most recent completed audited financial statements (2nd previous year) numbers in the approved Cost Allocation Plan to calculate a base or provisional rate for the year. Ex. 2026's provisional rate is calculated using 2024's audited numbers.

Step 2: Step 2: Each GL line item is classified as direct, indirect, and unallowable (See 2CFR Part 200.412 Classification of Costs), or unallowable fully reimbursable.

Step 3: Total indirect costs including city service costs (central service costs) are then divided by total direct salaries & fringes plus any unallowable expenses related to salaries & wages such as administrative salaries related to lobbying.

Step 4: The percentage calculated in step 3 is then noted for de minimis comparison. If Green Bay Metro's indirect cost rate is consistently higher than 15%, Green Bay Metro may determine to create and have FTA approve an indirect cost plan.

Step 5: At year-end after the general ledger is finalized, reconciliation is performed to calculate the next year's indirect cost rate, that will be utilized up to 15% de minimis, before indirect expenses can be drawn in the next fiscal year. If the rate calculated is higher or lower than what has been drawn, the rate for the next fiscal year is adjusted to reflect the under or over.

Currently, Green Bay Metro does not have a Federal negotiated indirect cost rate and has elected to charge a de minimis rate up to 15% modified total indirect costs (MTDC).

MODIFIED TOTAL DIRECT COSTS

MTDC are all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, rental costs, tuition reimbursement, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs with the approval of the cognizant agency for indirect costs.

Included in MTDC:

- Salaries and Wages
- Fringe Benefits
- Materials and Supplies
- Travel
- Services: Contractual, Consultant
- The first \$50,000 of each subaward

Excluded from MTDC:

- Equipment and capital expenditures
- Rental costs of facilities
- Participant support costs
- Scholarships, fellowships, and tuition
- The portion of a subaward exceeding \$50,000

The MTDC calculated in step 3 is then multiplied by the approved rate (up to 15%) and is used throughout the year to draw indirect costs.

Fiscal Year 2024 Audited Expenses

OBJECT	ACCOUNT DESCRIPTION	ORG	Direct / Indirect	FY24 ACTUAL	Unallowable	City Service Costs	Direct	Indirect
50001	REGULAR SALARIES	9019010	Indirect	148,665				148,665
49220	TRANSFER IN - SPECIAL REVENUE	603901	Indirect	(434)				(434)
50001	REGULAR SALARIES	9019080	Direct	38,974			38,974	
50001	REGULAR SALARIES	9109010	Direct	296,743			296,743	
50001	REGULAR SALARIES	9109030	Direct	863,492			863,492	
50001	REGULAR SALARIES	9109040	Direct	174,437			174,437	
50001	REGULAR SALARIES	9209010	Direct	95,246			95,246	
50001	REGULAR SALARIES	9209050	Direct	146,158			146,158	
50001	REGULAR SALARIES	9209060	Direct	196,209			196,209	
50001	REGULAR SALARIES	9209070	Direct	21,465			21,465	
50001	REGULAR SALARIES	9209080	Direct	51,998			51,998	
50001	REGULAR SALARIES	9309010	Direct	48,154			48,154	
50001	REGULAR SALARIES	9359010	Direct	70,684			70,684	
49220	TRANSFER IN - SPECIAL REVENUE	603901	Direct	(5,834)			(5,834)	
<hr/>								
50002	PART-TIME SALARIES	9109030	Direct	50,330			50,330	
<hr/>								
50501	OVERTIME	9019010	Indirect	1,658				1,658
50501	OVERTIME	9019080	Direct	17			17	
50501	OVERTIME	9109010	Direct	44			44	
50501	OVERTIME	9109030	Direct	480,935			480,935	
50501	OVERTIME	9109040	Direct	23,635			23,635	
50501	OVERTIME	9209050	Direct	1,350			1,350	
50501	OVERTIME	9209060	Direct	7,416			7,416	
50501	OVERTIME	9209070	Direct	342			342	
50501	OVERTIME	9209080	Direct	153			153	
<hr/>								
50005	COMP TIME PAID OUT	9019010	Indirect	134				134
50005	COMP TIME PAID OUT	9109010	Direct	73			73	
50005	COMP TIME PAID OUT	9109030	Direct	18,768			18,768	
50005	COMP TIME PAID OUT	9109040	Direct	23			23	
50005	COMP TIME PAID OUT	9209010	Direct	141			141	
50005	COMP TIME PAID OUT	9209050	Direct	509			509	
50005	COMP TIME PAID OUT	9209060	Direct	5,654			5,654	
50005	COMP TIME PAID OUT	9209070	Direct	1,296			1,296	
50005	COMP TIME PAID OUT	9359010	Direct	208			208	
<hr/>								
51101	VACATION PAY	9019010	Indirect	15,393				15,393
51101	VACATION PAY	9019080	Direct	2,724			2,724	
51101	VACATION PAY	9109010	Direct	13,034			13,034	
51101	VACATION PAY	9109030	Direct	60,127			60,127	
51101	VACATION PAY	9109040	Direct	5,863			5,863	
51101	VACATION PAY	9209010	Direct	4,430			4,430	
51101	VACATION PAY	9209050	Direct	6,982			6,982	
51101	VACATION PAY	9209060	Direct	17,946			17,946	
51101	VACATION PAY	9209070	Direct	1,175			1,175	
51101	VACATION PAY	9209080	Direct	1,569			1,569	
51101	VACATION PAY	9309010	Direct	1,302			1,302	
51101	VACATION PAY	9359010	Direct	5,466			5,466	

OBJECT	ACCOUNT DESCRIPTION	ORG	Direct / Indirect	FY24 ACTUAL	Unallowable	City Service Costs	Direct	Indirect
51102	HOLIDAY PAY	9019010	Indirect	7,027				7,027
51102	HOLIDAY PAY	9019080	Direct	1,982			1,982	
51102	HOLIDAY PAY	9109010	Direct	10,660			10,660	
51102	HOLIDAY PAY	9109030	Direct	35,602			35,602	
51102	HOLIDAY PAY	9109040	Direct	5,389			5,389	
51102	HOLIDAY PAY	9209010	Direct	4,437			4,437	
51102	HOLIDAY PAY	9209050	Direct	6,930			6,930	
51102	HOLIDAY PAY	9209060	Direct	8,636			8,636	
51102	HOLIDAY PAY	9209070	Direct	1,017			1,017	
51102	HOLIDAY PAY	9209080	Direct	2,151			2,151	
51102	HOLIDAY PAY	9309010	Direct	461			461	
51102	HOLIDAY PAY	9359010	Direct	3,292			3,292	
51103	PERSONAL DAYS	9019010	Indirect	2,005				2,005
51103	PERSONAL DAYS	9019080	Direct	534			534	
51103	PERSONAL DAYS	9109010	Direct	3,178			3,178	
51103	PERSONAL DAYS	9109030	Direct	10,188			10,188	
51103	PERSONAL DAYS	9109040	Direct	1,479			1,479	
51103	PERSONAL DAYS	9209010	Direct	1,202			1,202	
51103	PERSONAL DAYS	9209050	Direct	2,208			2,208	
51103	PERSONAL DAYS	9209060	Direct	2,591			2,591	
51103	PERSONAL DAYS	9209080	Direct	634			634	
51103	PERSONAL DAYS	9309010	Direct	167			167	
51103	PERSONAL DAYS	9359010	Direct	961			961	
51105	FUNERAL LEAVE	9019010	Indirect	15				15
51105	FUNERAL LEAVE	9019080	Direct	90			90	
51105	FUNERAL LEAVE	9109010	Direct	366			366	
51105	FUNERAL LEAVE	9109030	Direct	2,194			2,194	
51105	FUNERAL LEAVE	9209050	Direct	440			440	
51106	JURY DUTY/WITNESS/SUBPOENA	9109030	Direct	779			779	
51108	SICK PAY	9019010	Indirect	6,587				6,587
51108	SICK PAY	9019080	Direct	2,819			2,819	
51108	SICK PAY	9109010	Direct	11,139			11,139	
51108	SICK PAY	9109030	Direct	36,961			36,961	
51108	SICK PAY	9109040	Direct	2,846			2,846	
51108	SICK PAY	9209010	Direct	2,380			2,380	
51108	SICK PAY	9209050	Direct	1,318			1,318	
51108	SICK PAY	9209060	Direct	12,823			12,823	
51108	SICK PAY	9209070	Direct	81			81	
51108	SICK PAY	9209080	Direct	102			102	
51108	SICK PAY	9309010	Direct	3,997			3,997	
51108	SICK PAY	9359010	Direct	3,973			3,973	
51109	SICKPAY PAYOUT-RETIRE	9109030	Direct	6,996			6,996	

OBJECT	ACCOUNT DESCRIPTION	ORG	Direct / Indirect	FY24 ACTUAL	Unallowable	City Service Costs	Direct	Indirect
51110	UNEMPLOYMENT COMP	603901	Indirect	-				-
51110	UNEMPLOYMENT COMP	9109030	Direct	2,104			2,104	
51110	UNEMPLOYMENT COMP	9209050	Direct	2,185			2,185	
51201	HEALTH INSURANCE	9019010	Indirect	23,241				23,241
51201	HEALTH INSURANCE	9019080	Direct	7,396			7,396	
51201	HEALTH INSURANCE	9109010	Direct	47,071			47,071	
51201	HEALTH INSURANCE	9109030	Direct	204,170			204,170	
51201	HEALTH INSURANCE	9109040	Direct	30,589			30,589	
51201	HEALTH INSURANCE	9209010	Direct	10,066			10,066	
51201	HEALTH INSURANCE	9209050	Direct	20,463			20,463	
51201	HEALTH INSURANCE	9209060	Direct	33,624			33,624	
51201	HEALTH INSURANCE	9209080	Direct	-			-	
51201	HEALTH INSURANCE	9309010	Direct	7,753			7,753	
51201	HEALTH INSURANCE	9359010	Direct	20,169			20,169	
51202	DENTAL INSURANCE	9019010	Indirect	1,525				1,525
51202	DENTAL INSURANCE	9019080	Direct	364			364	
51202	DENTAL INSURANCE	9109010	Direct	3,471			3,471	
51202	DENTAL INSURANCE	9109030	Direct	14,627			14,627	
51202	DENTAL INSURANCE	9109040	Direct	1,830			1,830	
51202	DENTAL INSURANCE	9209010	Direct	573			573	
51202	DENTAL INSURANCE	9209050	Direct	1,174			1,174	
51202	DENTAL INSURANCE	9209060	Direct	2,228			2,228	
51202	DENTAL INSURANCE	9209080	Direct	1,106			1,106	
51202	DENTAL INSURANCE	9309010	Direct	580			580	
51202	DENTAL INSURANCE	9359010	Direct	1,315			1,315	
51203	LIFE INSURANCE	9019010	Indirect	184				184
51203	LIFE INSURANCE	9019080	Direct	55			55	
51203	LIFE INSURANCE	9109010	Direct	364			364	
51203	LIFE INSURANCE	9109030	Direct	1,298			1,298	
51203	LIFE INSURANCE	9109040	Direct	198			198	
51203	LIFE INSURANCE	9209010	Direct	120			120	
51203	LIFE INSURANCE	9209050	Direct	191			191	
51203	LIFE INSURANCE	9209060	Direct	256			256	
51203	LIFE INSURANCE	9209070	Direct	22			22	
51203	LIFE INSURANCE	9209080	Direct	64			64	
51203	LIFE INSURANCE	9309010	Direct	52			52	
51203	LIFE INSURANCE	9359010	Direct	92			92	
51210	SOCIAL SECURITY	9019010	Indirect	10,638				10,638
51210	SOCIAL SECURITY	9019080	Direct	2,841			2,841	
51210	SOCIAL SECURITY	9109010	Direct	19,954			19,954	
51210	SOCIAL SECURITY	9109030	Direct	93,113			93,113	
51210	SOCIAL SECURITY	9109040	Direct	12,848			12,848	
51210	SOCIAL SECURITY	9209010	Direct	6,488			6,488	
51210	SOCIAL SECURITY	9209050	Direct	9,874			9,874	
51210	SOCIAL SECURITY	9209060	Direct	14,680			14,680	
51210	SOCIAL SECURITY	9209070	Direct	1,571			1,571	
51210	SOCIAL SECURITY	9209080	Direct	3,492			3,492	
51210	SOCIAL SECURITY	9309010	Direct	3,064			3,064	
51210	SOCIAL SECURITY	9359010	Direct	4,792			4,792	

OBJECT	ACCOUNT DESCRIPTION	ORG	Direct / Indirect	FY24 ACTUAL	Unallowable	City Service Costs	Direct	Indirect
51211	MEDICARE	9019010	Indirect	2,489				2,489
51211	MEDICARE	9019080	Direct	665			665	
51211	MEDICARE	9109010	Direct	4,667			4,667	
51211	MEDICARE	9109030	Direct	21,781			21,781	
51211	MEDICARE	9109040	Direct	3,005			3,005	
51211	MEDICARE	9209010	Direct	1,517			1,517	
51211	MEDICARE	9209050	Direct	2,310			2,310	
51211	MEDICARE	9209060	Direct	3,434			3,434	
51211	MEDICARE	9209070	Direct	368			368	
51211	MEDICARE	9209080	Direct	817			817	
51211	MEDICARE	9309010	Direct	716			716	
51211	MEDICARE	9359010	Direct	1,121			1,121	
51212	WORKER'S COMPENSATION	603901	Indirect	13,394				13,394
51212	WORKER'S COMPENSATION	9019010	Indirect	-				-
51212	WORKER'S COMPENSATION	9109030	Direct	10,320			10,320	
51212	WORKER'S COMPENSATION	9209060	Direct	108			108	
51301	WRS - EMPLOYER SHARE	9019010	Indirect	11,816				11,816
51301	WRS - EMPLOYER SHARE	9019080	Direct	3,240			3,240	
51301	WRS - EMPLOYER SHARE	9109010	Direct	22,631			22,631	
51301	WRS - EMPLOYER SHARE	9109030	Direct	104,504			104,504	
51301	WRS - EMPLOYER SHARE	9109040	Direct	14,574			14,574	
51301	WRS - EMPLOYER SHARE	9209010	Direct	7,304			7,304	
51301	WRS - EMPLOYER SHARE	9209050	Direct	11,397			11,397	
51301	WRS - EMPLOYER SHARE	9209060	Direct	16,781			16,781	
51301	WRS - EMPLOYER SHARE	9209070	Direct	1,750			1,750	
51301	WRS - EMPLOYER SHARE	9209080	Direct	3,916			3,916	
51301	WRS - EMPLOYER SHARE	9309010	Direct	3,484			3,484	
51301	WRS - EMPLOYER SHARE	9359010	Direct	5,704			5,704	
51305	WRS GASB #68 ADJUSTMENTS	603910	Indirect	(196,310)				(196,310)
51402	CLOTHING ALLOWANCE	603910	Indirect	1,682				1,682
51402	CLOTHING ALLOWANCE	9019080	Direct	150			150	
51402	CLOTHING ALLOWANCE	9109030	Direct	3,428			3,428	
51402	CLOTHING ALLOWANCE	9209050	Direct	1,347			1,347	
51402	CLOTHING ALLOWANCE	9209060	Direct	1,563			1,563	
51402	CLOTHING ALLOWANCE	9209070	Direct	127			127	
51402	CLOTHING ALLOWANCE	9209080	Direct	464			464	
51403	SAFETY GLASSES	9209050	Direct	-			-	
51403	SAFETY GLASSES	9209060	Direct	-			-	
51403	SAFETY GLASSES	9209080	Direct	-			-	

OBJECT	ACCOUNT DESCRIPTION	ORG	Direct / Indirect	FY24 ACTUAL	Unallowable	City Service Costs	Direct	Indirect
51501	SEC 125-FLEX BEN ADMIN	603901	Indirect	-		-		
51501	SEC 125-FLEX BEN ADMIN	603910	Direct	-		-		
51501	SEC 125-FLEX BEN ADMIN	603920	Direct	-		-		
51501	SEC 125-FLEX BEN ADMIN	603930	Direct	-		-		
51501	SEC 125-FLEX BEN ADMIN	603935	Direct	-		-		
51501	SEC 125-FLEX BEN ADMIN	9019010	Indirect	34		34		
51501	SEC 125-FLEX BEN ADMIN	9109010	Direct	17		17		
51501	SEC 125-FLEX BEN ADMIN	9109030	Direct	137		137		
51501	SEC 125-FLEX BEN ADMIN	9109040	Direct	17		17		
51501	SEC 125-FLEX BEN ADMIN	9209050	Direct	34		34		
51501	SEC 125-FLEX BEN ADMIN	9309010	Direct	17		17		
51501	SEC 125-FLEX BEN ADMIN	9359010	Direct	34		34		
51502	EMPLOYEE ASSISTANCE PROGRAM	603901	Indirect	-		-		
51502	EMPLOYEE ASSISTANCE PROGRAM	603910	Direct	-		-		
51502	EMPLOYEE ASSISTANCE PROGRAM	603920	Direct	-		-		
51502	EMPLOYEE ASSISTANCE PROGRAM	603930	Direct	-		-		
51502	EMPLOYEE ASSISTANCE PROGRAM	603935	Direct	-		-		
51502	EMPLOYEE ASSISTANCE PROGRAM	9019010	Indirect	81		81		
51502	EMPLOYEE ASSISTANCE PROGRAM	9019080	Direct	27		27		
51502	EMPLOYEE ASSISTANCE PROGRAM	9109010	Direct	108		108		
51502	EMPLOYEE ASSISTANCE PROGRAM	9109030	Direct	659		659		
51502	EMPLOYEE ASSISTANCE PROGRAM	9109040	Direct	94		94		
51502	EMPLOYEE ASSISTANCE PROGRAM	9209010	Direct	27		27		
51502	EMPLOYEE ASSISTANCE PROGRAM	9209050	Direct	121		121		
51502	EMPLOYEE ASSISTANCE PROGRAM	9209060	Direct	108		108		
51502	EMPLOYEE ASSISTANCE PROGRAM	9209080	Direct	27		27		
51502	EMPLOYEE ASSISTANCE PROGRAM	9309010	Direct	13		13		
51502	EMPLOYEE ASSISTANCE PROGRAM	9359010	Direct	27		27		
51505	CDL REIMBURSEMENT	9109010	Direct	74			74	
51505	CDL REIMBURSEMENT	9109030	Direct	1,636			1,636	
51505	CDL REIMBURSEMENT	9209050	Direct	563			563	
51505	CDL REIMBURSEMENT	9209060	Direct	55			55	
52001	TRAINING & TRAVEL	603901	Indirect	9,228				9,228
52001	TRAINING & TRAVEL	603910	Direct	3,389			3,389	
52001	TRAINING & TRAVEL	603920	Direct	5,576			5,576	
52001	TRAINING & TRAVEL	603930	Direct	500			500	
52001	TRAINING & TRAVEL	603935	Direct	1,112			1,112	
52001	TRAINING & TRAVEL	9019010	Indirect	1,296				1,296
52001	TRAINING & TRAVEL	9209010	Direct	545			545	
52001	TRAINING & TRAVEL	9359010	Direct	364			364	
52003	DUES & BONDS	603901	Indirect	3,656				3,656
52003	DUES & BONDS	603920	Direct	3,656			3,656	
52003	DUES & BONDS	603930	Direct	3,656			3,656	
52003	DUES & BONDS	603935	Direct	3,706			3,706	
52006	EMPLOYEE MED EXPENSES	603910	Indirect	-				-
52006	EMPLOYEE MED EXPENSES	603920	Direct	-			-	
52006	EMPLOYEE MED EXPENSES	9109030	Direct	3,012			3,012	
52006	EMPLOYEE MED EXPENSES	9109040	Direct	74			74	
52006	EMPLOYEE MED EXPENSES	9209050	Direct	701			701	
52006	EMPLOYEE MED EXPENSES	9209060	Direct	182			182	

OBJECT	ACCOUNT DESCRIPTION	ORG	Direct / Indirect	FY24 ACTUAL	Unallowable	City Service Costs	Direct	Indirect
52007	RECRUITING	603901	Indirect	-				-
52007	RECRUITING	603910	Direct	-			-	
52007	RECRUITING	603920	Direct	-			-	
52008	LAUNDRY	603920	Direct	8,775			8,775	
52009	RANDOM DRUG & ALCOHOL TEST	9109010	Direct	88			88	
52009	RANDOM DRUG & ALCOHOL TEST	9109030	Direct	626			626	
52009	RANDOM DRUG & ALCOHOL TEST	9109040	Direct	242			242	
52009	RANDOM DRUG & ALCOHOL TEST	9209010	Direct	44			44	
52009	RANDOM DRUG & ALCOHOL TEST	9209050	Direct	88			88	
52009	RANDOM DRUG & ALCOHOL TEST	9209060	Direct	44			44	
52009	RANDOM DRUG & ALCOHOL TEST	9209080	Direct	-			-	
53001	CONTRACTUAL SERVICES	603901	Indirect	53,876				53,876
53001	CONTRACTUAL SERVICES	603910	Direct	55,593			55,593	
53001	CONTRACTUAL SERVICES	603915	Direct	26,646			26,646	
53001	CONTRACTUAL SERVICES	603920	Direct	11,559			11,559	
53001	CONTRACTUAL SERVICES	9209080	Direct	22,811			22,811	
53002	COPY MACHINE	603901	Indirect	1,933				1,933
53002	COPY MACHINE	603910	Direct	1,034			1,034	
53002	COPY MACHINE	603920	Direct	795			795	
53003	MARKETING EXPENSE	603901	Indirect	8,433				8,433
53004	ADVERTISING	603901	Indirect	749				749
53004	ADVERTISING	603935	Direct	-			-	
53010	PRIVATE EQUIPMENT RENT	603901	Indirect	86		86		
53010	PRIVATE EQUIPMENT RENT	603910	Direct	821		821		
53010	PRIVATE EQUIPMENT RENT	603920	Direct	238		238		
53010	PRIVATE EQUIPMENT RENT	603930	Direct	22		22		
53010	PRIVATE EQUIPMENT RENT	603935	Direct	22		22		
53014	LICENSES & PERMITS	603910	Direct	-			-	
53014	LICENSES & PERMITS	603920	Direct	-			-	
53014	LICENSES & PERMITS	9209080	Direct	445			445	
53017	FINANCE SERVICES	603901	Indirect	9,012		9,012		
53018	GENERAL AUDIT	603901	Indirect	15,764				15,764
53020	SOFTWARE MAINTENANCE	603901	Indirect	5,074		5,074		
53020	SOFTWARE MAINTENANCE	603910	Direct	48,223		48,223		
53020	SOFTWARE MAINTENANCE	603920	Direct	13,959		13,959		
53020	SOFTWARE MAINTENANCE	603930	Direct	1,270		1,270		
53020	SOFTWARE MAINTENANCE	603935	Direct	1,270		1,270		

OBJECT	ACCOUNT DESCRIPTION	ORG	Direct / Indirect	FY24 ACTUAL	Unallowable	City Service Costs	Direct	Indirect
53021	LEGAL EXPENSES	603901	Indirect	2,496		107		2,390
53022	PERSONNEL RISK MGMT SVS	603901	Indirect	52,469		52,469		
53023	PURCHASING SERVICES	603901	Indirect	11,659		11,659		
53026	OUTSOURCED BUS REPAIRS	603920	Direct	1,997			1,997	
53027	PARATRANSIT SERVICES	603930	Direct	470,487			470,487	
43539	PARATRANSIT AID	603930	Direct	(82,429)			(82,429)	
53029	PRINTING SERVICES	603901	Indirect	149		149		
53029	PRINTING SERVICES	603910	Direct	1,923		1,923		
53029	PRINTING SERVICES	603920	Direct	66		66		
53029	PRINTING SERVICES	603930	Direct	81		81		
53029	PRINTING SERVICES	603935	Direct	167		167		
53031	ENGINEERING / ADMIN SERVICES	9209080	Indirect	1,525				1,525
53037	MICRO TRANSIT SERVICES	603915	Direct	1,698,847			1,698,847	
54001	MATERIAL & SUPPLIES	603901	Indirect	38				38
54001	MATERIAL & SUPPLIES	603910	Direct	19,265			19,265	
54001	MATERIAL & SUPPLIES	603920	Direct	5,081			5,081	
54001	MATERIAL & SUPPLIES	603930	Direct	-			-	
54001	MATERIAL & SUPPLIES	9209080	Direct	23,553			23,553	
48990	CREDI T CARD REBATE	603901	Direct	(8,028)			(8,028)	
54002	OFFICE SUPPLIES	603901	Indirect	13,686				13,686
54002	OFFICE SUPPLIES	603910	Direct	2,677			2,677	
54002	OFFICE SUPPLIES	603915	Direct	563			563	
54002	OFFICE SUPPLIES	603920	Direct	1,809			1,809	
54002	OFFICE SUPPLIES	603930	Direct	226			226	
54002	OFFICE SUPPLIES	603935	Direct	38			38	
54002	OFFICE SUPPLIES	9209080	Direct	72			72	
54004	BOOKS MAPS SUBSCRIPTIONS	603901	Indirect	2,252				2,252
54004	BOOKS MAPS SUBSCRIPTIONS	603910	Direct	585			585	
54004	BOOKS MAPS SUBSCRIPTIONS	603920	Direct	375			375	
54005	POSTAGE	603901	Indirect	345		345		
54005	POSTAGE	603910	Direct	655		655		
54005	POSTAGE	603920	Direct	172		172		
54005	POSTAGE	603930	Direct	218		218		
54005	POSTAGE	603935	Direct	4		4		

OBJECT	ACCOUNT DESCRIPTION	ORG	Direct / Indirect	FY24 ACTUAL	Unallowable	City Service Costs	Direct	Indirect
54011	GAS & PROPANE	603915	Direct	90,567			90,567	
54011	GAS & PROPANE	603930	Direct	46,241			46,241	
43612	STATE OF WI-MOTOR FUEL REFUND	603930	Direct	(15,836)			(15,836)	
54011	GAS & PROPANE	9209080	Direct	3,324			3,324	
54012	DIESEL FUEL	603920	Direct	304,597			304,597	
54013	OIL	603920	Direct	10,457			10,457	
54013	OIL	9209080	Direct	644			644	
54014	LUBRICANTS & TRANS FLDS	603920	Direct	15,609			15,609	
54015	SHOP SUPPLIES (TRANSIT)	603920	Direct	604			604	
54015	SHOP SUPPLIES (TRANSIT)	9209080	Direct	9,424			9,424	
54016	WASHER FLUIDS, ETC	603920	Direct	1,671			1,671	
54017	TIRES & TUBES	603920	Direct	25,369			25,369	
54017	TIRES & TUBES	9209080	Direct	107			107	
54018	TOOLS & SHOP SUPPLIES	603920	Direct	2,153			2,153	
54018	TOOLS & SHOP SUPPLIES	9209080	Direct	10			10	
54068	RECYLING PROGRAM	603920	Direct	22			22	
54074	CHEMICALS CONTRACTED	603920	Direct	582			582	
54074	CHEMICALS CONTRACTED	9209080	Direct	2,681			2,681	
55101	EQUIPMENT REPAIRS	603920	Direct	1,127			1,127	
55101	EQUIPMENT REPAIRS	9209080	Direct	7,461			7,461	
55109	DIESEL BUS PARTS (TR)	603920	Direct	282,013			282,013	
48400	INSURANCE RECOVERIES	603920	Direct	(15,814)			(15,814)	
48921	SALE OF SCRAP REVENUE	603901	Direct	(1,115)			(1,115)	
55150	NEW EQUIPMENT	603920	Direct	1,847			1,847	
55150	NEW EQUIPMENT	9209080	Direct	2,507			2,507	
55151	NEW SIGNS	603910	Direct	-			-	
55201	BUILDING REPAIRS	9209080	Direct	49,864			49,864	
55305	PAVE CONST/RECONSTRUCT	603910	Direct	-			-	
55305	PAVE CONST/RECONSTRUCT	9209080	Direct	748			748	
55390	LANDSCAPING/SITE RESTORATION	9209080	Direct	750			750	
55900	DEPRECIATION EXPENSE	603901	Indirect	1,430,338	1,430,338			
56101	ELECTRICITY	603901	Indirect	4,874				4,874
56101	ELECTRICITY	603910	Indirect	10,669				10,669
56101	ELECTRICITY	603920	Indirect	54,106				54,106
56101	ELECTRICITY	603930	Direct	3,533			3,533	
56101	ELECTRICITY	603935	Indirect	3,810				3,810

OBJECT	ACCOUNT DESCRIPTION	ORG	Direct / Indirect	FY24 ACTUAL	Unallowable	City Service Costs	Direct	Indirect
56104	ELECTRICITY EV BUS	603920	Direct	445			445	
56201	NATURAL GAS	603901	Indirect	3,875				3,875
56201	NATURAL GAS	603910	Indirect	10,849				10,849
56201	NATURAL GAS	603920	Indirect	55,021				55,021
56201	NATURAL GAS	603930	Direct	4,545			4,545	
56201	NATURAL GAS	603935	Indirect	3,482				3,482
56301	TELEPHONE	603910	Indirect	-				-
56302	CELL PHONES	603910	Indirect	10,382				10,382
56302	CELL PHONES	603915	Direct	3,606			3,606	
56401	UTILITIES	603920	Indirect	270				270
56402	WATER	603901	Indirect	125				125
56402	WATER	603910	Indirect	351				351
56402	WATER	603920	Indirect	1,782				1,782
56402	WATER	603930	Direct	125			125	
56402	WATER	603935	Indirect	125				125
56403	SEWER	603901	Indirect	262				262
56403	SEWER	603910	Indirect	734				734
56403	SEWER	603920	Indirect	3,721				3,721
56403	SEWER	603930	Direct	262			262	
56403	SEWER	603935	Indirect	262				262
56404	STORMSEWER UTILITY	603901	Indirect	212				212
57001	LIABILITY INS. PREMIUM	603901	Indirect	80,284				80,284
48410	INSURANCE REFUND	603901	Indirect	(9,454)				(9,454)
57002	BLDG&CONTENTS INS.PREM.	603901	Indirect	14,185				14,185
57003	CRIME&BURGLARY INS.PREM	603901	Indirect	17				17
57004	VEH. PHY. DAMAGE PREM.	603901	Direct	50,452			50,452	
59002	FIRE HYDRANT RENTAL	603901	Indirect	246				246
59013	CASH OVER & SHORT	603910	Indirect	(10)				(10)
Expense Total				8,921,651	1,430,338	149,594	6,927,005	414,714

OBJECT	ACCOUNT DESCRIPTION	ORG	Direct / Indirect	FY24 ACTUAL	Unallowable	City Service Costs	Direct	Indirect
	Expense Total			8,921,651	1,430,338	149,594	6,927,005	414,714

CITY SERVICE COSTS	
51501-SEC125FLEX (HR)	291
51502-EMPLOYEE ASST PROG (HR)	1,290
53010-PRIVATE EQUIPMENT (IT)	1,189
53017-FINANCE SERVICES (FINANCE)	9,012
53020-SOFTWARE MAINTENANCE (IT)	69,797
53021-LEGAL EXPENSES (LEGAL)	107
53022-PERSONNEL RISK MGMT (RISK)	52,469
53023-PURCHASING SERV (PURCHASING)	11,659
53029-PRINTING SERVICES (PRINT SHOP)	2,386
53031-ENGINEERING SERV (DPW)	-
54005-POSTAGE (PRINT SHOP)	1,395
TOTAL CITY SERVICE COSTS	149,594
INDIRECT COSTS	414,714
NUMBERATOR	564,308
	÷
DIRECT LABOR & FRINGES	3,746,044
INDIRECT RATE	15%

MODIFIED TOTAL DIRECT COSTS	
Wages & Salaries	2,561,948
Fringe Benefits	1,184,096
Materials and Supplies	808,566
Travel	11,485
Contractual Services	2,205,511
Subwards	-
Other Direct Costs	155,399
Direct Costs	6,927,005
Less each subaward over \$50,000 or Exclusions:	
Subaward (1)	
Subaward (2)	
Subaward (3)	
Equipment	4,353
Capital Expenditures	
Other Costs that may "distort" equitable distribution of costs	151,046
	155,399
MTDC Base	6,771,606
Subtract Direct Costs from Exclusions	
15% De Minimis Rate of	
MTDC \$	1,015,741

Modified Total Direct Cost (MTDC)

MTDC is the base to which indirect cost rates are applied.

☑ Federal Uniform Guidance (2 CFR 200) requires MTDC as the distribution base when the de minimis rate is elected.

☑ **Eligible Organizations:** Non-federal entities which have never held a negotiated rate are eligible to elect the de minimis rate of 15% of modified total direct costs (MTDC).

Worksheet Calculation

Program Categories	Budget
1. Personnel (Salary and Wages)	2,561,948
2. Fringe Benefits	1,184,096
3. Materials & Supplies	808,566
4. Travel	11,485
5. Contractual Services	2,205,511
6. Subawards	
a.	-
b.	-
c.	
d.	
7. Other Direct Costs	155,399
TOTAL DIRECT COSTS	6,927,005
Less each subaward over \$50,000 or Exclusions	
Subaward (1)	
Subaward (2)	
Subaward (3)	
New Equipment	4,353
Capital Expenditures	
Other Costs that may "distort" equitable distribution of costs	151,046
TOTAL EXCLUDED COSTS (ADD UP a. thru e.)	155,399
MTDC Base	6,771,606
Subtract Direct Cost from Excluded Costs	
15% de minimis rate of MTDC	1,015,741

$$\text{MTDC Base} \times 0.15 = 15\% \text{ MTDC}$$

CERTIFICATE OF De MINIMIS ELECTION

This is to certify that I have reviewed the requirements necessary to elect the de minimis rate of 15% per 2 CFR Part 200.414 Indirect Costs and to the best of my knowledge and belief:

- (1) City of Green Bay, Green Bay Metro Transit has never received a negotiated indirect cost rate.
- (2) City of Green Bay, Green Bay Metro Transit is not a governmental department or agency unit that receives more than \$35 million in direct Federal funding.

I declare the foregoing is true and accurate.

Federal Award Recipient: City of Green Bay, Green Bay Metro Transit

Signature of Official: *Diana Jacquet*

Name of Official: Diana Jacquet

Title of Official: Finance Director

Date of Certification: 6/11/2026



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 17, 2026

PREPARED BY

Patricia Kiewiz, Transit Director

AGENDA ITEM # D.4

Discussion/Action: Green Bay Metro's Financial Management & Administrative Procedures

BACKGROUND

Under guidelines by the Federal Transit Administration (FTA) Green Bay Metro is required to have financial policies and procedures in place. Procedures are reviewed annually and modifications are made as necessary. This document meets the FTA requirements in addition to providing staff with the requirements and expectations of the department.

RECOMMENDATION

Staff recommends the Transit Commission to approve the Green Bay Metro Financial Management & Administrative Procedures dated June 2026.

FISCAL IMPACT

ATTACHMENTS

- I. 2026 GBM Financial Management & Procedures



**Financial Management
&
Procedures
(2 CFR Part 200)**

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ADMINISTRATION AND MANAGEMENT PROCEDURES FOR FEDERAL TRANSIT ADMINISTRATION (FTA) GRANTS

The City of Green Bay is a designated recipient of federal transit funding. The following grant administration and management procedures shall be exercised by the City of Green Bay and Green Bay Metro to comply with FTA financial management requirements.

1. Legal Authority

The Mayor of the City of Green Bay and the Transit Director are authorized by Common Council resolution to execute and file grant applications; execute and file annual certifications and assurances and other documents; and execute grant and cooperative agreements with the FTA.

2. Operating Assistance Applications

- a. Prior to submitting a grant application for a fiscal year, the Transit Director or his/her designee along with the City Attorney or his/her designee shall submit an annual list of Certifications and Assurances to the FTA via TrAMS.
- b. The State of Wisconsin Department of Transportation (WisDOT) determines the annual allocation of Federal Operating assistance for Wisconsin transit systems, pursuant to section 85.20 of the state statutes. The annual operating assistance application shall incorporate funding levels specified by WisDOT.
- c. The Brown County Planning Commission shall prepare annual Program of Projects (POP) that shall include all FTA funded projects. A notice of opportunity for public hearing regarding the annual POP shall be published in the designated newspaper and distributed to transportation stakeholders, including private sector transportation providers.
- d. The Transit Director or designee shall prepare the annual operating assistance application, incorporating transit services and budgets that have been included in the annual Transportation Improvement Plan (TIP) and approved by the Transit Commission. The application shall be submitted via TrAMS. Following FTA review, the Transit Director or designee shall execute the annual operating assistance application via TrAMS.

3. Capital Grant Applications

- a. The Transit Director shall identify capital needs and request funding through the City of Green Bay Capital Improvement Program (CIP), or other grant opportunities.
- b. Capital items approved in the CIP shall be included in the annual TIP and in the annual WisDOT operating assistance application.
- c. The City of Green Bay shall submit capital assistance applications to the FTA when appropriate.

4. Grant Reporting Procedures

The Transit Director or designee shall prepare and submit operating and financial reports as follows:

- a. Federal Financial Reports (FFR) - within 30 days after the end of each quarter.
- b. Milestone/Progress Report (MPR) - within 30 days after the end of each quarter
- c. Ridership Activity Report - within 30 days after the end of each month.
- d. Safety and Security Report - within 30 days after the end of each month.

- e. Disadvantaged Business Enterprise (DBE) - prior to June 1 and December 1 each year.
- f. DBE goals shall be submitted on or before August 1, every third year.
- g. Management Information System (MIS) report of drug and alcohol testing results - annually, prior to March 15.
- h. National Transit Database (NTD) – annually, prior to April 30.
- i. Title VI Plan submitted every three years.
- j. Cost Allocation Plan – reviewed annually and revised as needed.
- k. Transit Asset Management Plan – annually, 60 days from audit completion.
- l. Single audit of Green Bay Metro operations - annually, prior to August 1.
- m. SF-SAC – annually, prior to August 1.
- n. Real Property Status Report – every three years—Report must include: property location/physical address; use and condition of the property; summary of conditions on the title; brief description of improvements, expansions, and retrofits; corresponding useful life for the assets; date placed in service; original acquisition cost; sources of funding; Federal and non-Federal participation ratios; Federal award identification number; appraised value and date; anticipated disposition or action proposed; date of disposal; and sale price of the property.
- o. Subaward Reporting—Report subaward obligations greater than or equal to \$30,000 in SAMS.gov at the end of the month following the month in which the subaward obligation was made.

5. Requests for Advance, Reimbursement and Grant Close-Out

Green Bay Metro’s cash management and payment process is in accordance with 2 CFR 200.305. Specifically:

- a. FTA grant payment requests shall not be made in advance of actual expenditures.
- b. All FTA grant payment requests shall be for the purpose of reimbursing actual project expenditures.
- c. Green Bay Metro’s Finance Manager shall prepare and submit all requests for reimbursement to the Transit Director for approval.
- d. After approval, Green Bay Metro’s Finance Manager shall notify the City of Green Bay Finance Director or designee of intent to submit requests for reimbursement.
- e. Green Bay Metro’s Finance Manager shall initiate a request via the ECHO payment system and email City of Green Bay Financial Analyst requesting notification of date electronic funds are received.
- f. Green Bay Metro’s Finance Manager tracks grant period of performance dates and shall send a request to the Transit Director to close out the grant when all the project activities have been completed or when the Federal share of the projects have been exhausted.
- g. After approved, Green Bay Metro’s Finance Manager shall complete all required closeout activities and submit closeout request in Transit Award Management System (TrAMS).

6. Procurement

Procurement activity shall be initiated by the Compliance Coordinator and conducted according to Green Bay Metro’s Procurement Policy & Procedures Manual and in compliance with FTA requirements.

7. Federally Funded Assets

- a. Green Bay Metro staff shall conduct an annual inventory of all FTA funded assets and sign off when complete.
- b. Green Bay Metro shall maintain a current list of all FTA funded assets, and document those removed from service.
- c. Green Bay Metro shall notify FTA when federal equipment that has met or exceeded its useful life generates sales \geq \$10,000 and shall handle the proceeds according to FTA guidelines.
- d. To the greatest extent practicable and consistent with law, Green Bay Metro staff shall purchase, acquire, or use products and services that can be reused, refurbished, or recycled.
- e. Green Bay Metro staff are required to recycle all solid waste and ensure steps are taken to recover any salvage/market value, if applicable.
- f. Federally funded assets shall not be used for non-transit purposes unless the FTA has previously approved a cost allocation plan.
- g. Federally funded assets shall be properly maintained during their useful life.
- h. Green Bay Metro Staff will review and update Green Bay Metro's TAM Plan annually, or as needed.

8. Contractor Oversight

- a. Contractor services shall be competitively procured pursuant to Green Bay Metro's Procurement Policy & Procedures Manual and in compliance with FTA requirements.
- b. The City of Green Bay/Green Bay Metro shall conduct and document contractor oversight as is necessary to ensure compliance with FTA requirements.

ORGANIZATIONAL RESPONSIBILITIES

The purchasing authority and financial responsibilities for Green Bay Metro shall be organized as follows:

TRANSIT COMMISSION – The Green Bay Metro Transit Commission consists of seven members, six citizen members and one member of the Common Council. The members of the Commission are all appointed by the Mayor of the City of Green Bay and confirmed by the City of Green Bay Common Council. The Commission convenes monthly or as required and is responsible for policy making, approving resolutions by which the Green Bay Metro staff functions and regulating and approving the expenditure of funds in awarding contracts. The Transit Commission also reviews all requests for grant funding.

TRANSIT DIRECTOR – The Green Bay Metro Transit Director is responsible for all oversight to the Transit Department. The Transit Director is entrusted and authorized by the Transit Commission to enter into contracts of less than \$25,000.00. The Transit Director may also enter into contracts of more than \$25,000.00 upon Commission approval.

- Serves as Green Bay Metro's Accountable Executive for the Public Transportation Agency Safety Plan and Transit Asset Management Plan.
- Responsible for Green Bay Metro's Drug and Alcohol Program, serving as the Drug and Alcohol Program Manager.
- Submits all local, state, and federal budgets, as required.
- Approves all planned acquisitions (inventory, local capital, grant-funded, non-inventory), and projects the total requirement during annual budget planning.

- Develops and recommends organization-wide purchasing objectives, policies, programs, and procedures for negotiation and acquisition of materials, equipment, supplies, and services.
- Serves on the negotiating team with Human Resources for all collective bargaining agreements.

FINANCE MANAGER – The Finance Manager serves as Green Bay Metro’s staff point of contact for all matters involving the preparation and processing of anticipated grant-funded acquisitions (capital or planning grants). The Finance Manager will coordinate with the Transit Director in all instances where the acquisition of grant-funded goods or services is anticipated. The Finance Manager shall also prepare and initiate drawdowns of federal operating and capital monies. All drawdowns shall be approved by the Transit Director.

- Green Bay Metro’s Finance Manager will prepare monthly financial reports for the Green Bay Transit Commission.
- Manages all fixed asset inventory.
- Prepares all ridership data and revenue related reports.
- Verifies and submits DBE reports.
- Prepares and manages federal and state grants.
- Serves as the ECHO officer for drawdowns of federal operating and capital monies.
- Conducts random internal audits.
- Coordinates all external audits.
- Responsible for completion of department payroll.
- Prepares monthly billing for advertising.
- Tracks all advertising billing on the Sales Sub.
- Ensures record retention information is current and provided to staff.

CITY OF GREEN BAY—FINANCE DEPT— Ensures checks and balances, while providing aid and direction for various Transit financial functions.

- Green Bay Metro’s Finance Manager notifies City of Green Bay Finance when initiating ECHO drawdown.
- City of Green Bay Finance confirms receipt of funds into LGIP account and receipts to appropriate Transit account.
- Processes all requests for payment (Accounts Payable), and employee payroll.
- Reconciles monthly bank statements.
- Applies Account Receivables to appropriate invoices.

MAINTENANCE MANAGER – The Maintenance Manager serves as Green Bay Metro’s staff point of contact for all maintenance matters.

- Responsible for all parts inventory; maintaining, ordering, and reconciling.
- Assists in all procurements, such as vehicles, equipment, and items involving the facility.
- Initiates special orders for stock or non-stock items to cover the requirements of authorized maintenance campaigns or seasonal purchases.
- Responsible for employee training, including new and refresher training as needed.
- Serves on the City’s Safety Committee.
- Explores and implements new technology.
- Tracks all manufactory warranties.
- Manages all preventive maintenance schedules.
- Troubleshoots issues involving maintenance and/or the facility.
- Makes regular physical stock checks.

- Responsible for inventory controls and charges the appropriate accounts.
- Arranges for the disposal and/or sale of surplus materials and equipment.
- Maintains current equipment manuals and related parts books.

COMPLIANCE COORDINATOR – The Compliance Coordinator serves as Green Bay Metro’s Procurement Officer, with assistance from the City of Green Bay’s Purchasing Department. The Compliance Coordinator is the point of contact for all matters involving the timely and cost-effective acquisition of goods and services. Responsibilities include, but are not limited to:

- Assisting the Transit Director in negotiating and making recommendations concerning term contracts and leases in the best interest of Green Bay Metro.
- Consolidating purchase of like or common item to obtain maximum economic benefits.
- Purchasing equipment, supplies, and services for Green Bay Metro’s use in such a manner that the maximum value will be obtained for the money expended. Purchases shall be made from qualified suppliers whose reputations, financial positions, and price structures are sufficiently adequate for consideration as logical sources of supply.
- Procuring awards made for the federal 5310 program.
- Provides all required oversight for the 5310 Program.
- Analyzes prices paid for materials and equipment; generally, defines how to obtain savings through improved specifications and supervision of supply sources; recommending changes in quantities to be ordered when conditions warrant.
- Utilizing known contact and sources to expedite deliveries of needed material and equipment.
- Works with other City departments to promote better customer and supplier relations.
- Advising and assisting project managers in the development of technical specifications for formal advertisement.
- Performing necessary research to assure that all Green Bay Metro purchasing activities are in compliance with Federal, State, local, and other applicable laws, policies, and procedures.
- Provides oversight to inter-city bus service.
- Assists in department payroll.
- Responsible for all pass inventory, sales, and invoicing.

OPERATIONS ASSISTANT – The Operations Assistant is the point of contact for advertising with Green Bay Metro. Responsibilities include, but not limited to:

- Ensures advertising contracts are current and have been approved by the Legal Dept. and the Transit Director.
- Receives approval from the Transit Director on all final artwork that will be advertised.
- Employee training.
- Assisting in the Dispatch office as needed.

PARATRANSIT/MOBILITY COORDINATOR – The Paratransit/Mobility Coordinator is the point of contact for mobility information for Brown County and provides oversight to the Paratransit program. Responsibilities include, but not limited to:

- Provides oversight of the paratransit/microtransit contractor.
- Tracks ambulatory / non-ambulatory ridership for Brown County.
- Monitors Paratransit clients and sells Paratransit tickets.
- Provides oversight to the Low-Income Fare Trips (LIFT) Program.

COST PRINCIPLES

See Appendix A for Green Bay Metro cost principles.

INVENTORY

All Federally funded assets shall be inventoried annually. Any asset purchased using federal funds shall be maintained and disposed of following FTA guidelines and shall not be used for non-transit purposes. The Green Bay Metro facility is secured by video surveillance and video can be pulled for any suspicious activity. A contractor is utilized for fire monitoring.

In an effort to properly track and account for inventory the following process has been established.

The Compliance Coordinator will process all pass orders received via email: letmeride@greenbaywi.gov. All pass orders will be generated in 24 hours.

Ordering, Retrieving & Reconciling Pass Inventory:

- The Compliance Coordinator will record passes in the spreadsheet—Pass Delivery Log. Then the form—Pass Delivery Request—will be generated. All fixed route requests will be given to the Paratransit/Mobility Coordinator to fill the order.
- Using the Pass Delivery Request form, the Paratransit/Mobility Coordinator will fill the fixed route order and deliver it to Dispatch. Dispatcher will keep the white (original) copy of the request and submit with daily paperwork to Compliance Coordinator. The yellow copy will go to the buyer with passes ordered.
- All Paratransit requests emailed will go to the Paratransit/Mobility Coordinator. Any phone requests will be taken by the Paratransit/Mobility Coordinator. All tracking of inventory will be done by the Compliance Coordinator.
- Dispatchers track passes sold on a daily basis.
- The Compliance Coordinator balances passes daily during cash receipt process.
- The Finance Manager reconciles pass inventory monthly.
- The Transit Director is notified of any notable variances.

*Backup for the Compliance Coordinator: Finance Manager – Transit Director

*Backup for Paratransit/Mobility Coordinator: Transit Director—Finance Manager

Cash Drawers:

- Dispatch cash drawers will be balanced by the Compliance Coordinator and Finance Manager will serve as the backup.

Billing:

- The Compliance Coordinator will be responsible for recording all sales on the Sales Sub.
- The Finance Manager will be responsible for recording all advertising sales on the Sales Sub.
- Finance Manger will reconcile sales to general ledger (GL) monthly.

Outlets:

- The Compliance Coordinator will generate the Pass Delivery Receipt and give it to the Paratransit/Mobility Coordinator.

- The Paratransit/Mobility Coordinator will then fill the orders, and a designated Dispatcher will deliver them.
- The Compliance Coordinator will bill outlets for all passes sold.

Capital Fixed Assets: (meet the capitalization threshold)

- The Finance Manager maintains a capital fixed asset workbook, documenting new additions and disposals each year. This is reconciled with auditors on a yearly basis.
- The Maintenance Manager is responsible for asset verification, physical count and conditional assessment of all fixed assets, prioritizing items for replacement/repair.
- The Transit Director reviews and approves all disposals, based on procurement policy.
- This information is shared with the accountable executive and is utilized in the Green Bay Metro TAM Plan.

RTA Inventory: items charged to diesel bus parts through RTA system using purchase order transactions (+) and work order requests (-) and parts adjustments (+/-).

- The Finance Manager reconciles RTA inventory to MUNIS on a monthly basis, noting variances.
- The Maintenance Clerk is tasked with investigating variances and initiating corrective actions with Maintenance Manager approval.
- The Maintenance Manager and Maintenance Clerk do a physical count of parts inventory annually, noting adjustments to be made at EOY.
- The Transit Director reviews and approves any adjustments and the Finance Manager enters adjusting journal entry to reconcile.

Technology Inventory: assets such as computers, phones, tv monitors, etc.

- A designated Green Bay Metro staff member conducts a physical inventory count of all office related technologies annually with a sign-off.
- The Transit Director reviews and approves any variances.

Subrecipient Fixed Assets: Federally Funded Fleet Vehicles

- The Compliance Coordinator requests updated fleet records that include a description of the vehicle, vehicle identification number, source of funding (FAIN), who holds the title, the acquisition date, and cost of the vehicle, percentage of Federal participation, the location, use and condition of the vehicle, and any ultimate disposition data including the date of disposal and sale price of the vehicle.
- The Compliance Coordinator will do a physical count of the fleet inventory at least once every two years.
- The Finance Manager will reconcile physical inventory with prior fleet inventory records.
- The Transit Director will be notified of any variances.
- The Compliance Coordinator will conduct random subrecipient site visits and initiate a limited scope conditional assessment of fleet vehicles.

APPROVAL PROCESS

To ensure proper checks and balances are in place, Green Bay Metro requires that an employee is given the authority to conduct only two of the three tasks below regarding purchases. Authority is granted by the Transit Director to the following employees for tasks stated below:

Requisition Entry: Transit Director, Compliance Coordinator, Maintenance Manager or Maintenance Clerk

Requisition Approval: Transit Director, Finance Manager or Compliance Coordinator

Purchase Order Receiving: Finance Manager, Maintenance Manager or Maintenance Clerk

Accounts Payable Approval < \$3,000: Finance Manager or Compliance Coordinator

Accounts Payable for Diesel Fuel: Transit Director, Finance Manager, or Compliance Coordinator

Accounts Payable ≥ \$3,000: Transit Director

**In the absence of the Transit Director, invoices may be approved by a designee or the City Finance Director.*

CASH RECEIPTING

1. Money is collected by the Seller (Dispatcher, Paratransit/Mobility Coordinator or designee)
2. At the time of the transaction the seller enters the sale into a Tyler Cashiering batch and puts it in the cash drawer/money bag
3. At the end of the day/shift a settlement report is created in Tyler Cashiering by the seller for each batch and then reconciled to the cash drawer/money bag and inventory sheet
4. The settlement report and money are given to the Compliance Coordinator who verifies the amount in the report equals the amount received and creates the deposit ticket.
5. That day's deposits are stored in the vault until the courier picks them up.
6. Settlement reports and inventory sheets along with deposit slips are reviewed by the Compliance Coordinator who then closes the batches in Tyler Cashiering.
7. An email is then sent by the Compliance Coordinator to the Financial Analyst in the Finance Department at City Hall notifying them that the batches can be posted.
8. Finance Manager reconciles mobile sales monthly and Compliance Coordinator creates Tyler batch.

FAREBOX REVENUE

Fareboxes are emptied nightly by maintenance staff via the vault. Daily two employees will count all revenues collected. Two employees are required in the vault room at all times. After the deposit is prepared all monies remain in the vault until picked up from courier service. The Compliance Coordinator is responsible for reconciling revenues deposited to data collected from the farebox system. All variances greater than 1% are required to be reported to the Transit Director immediately.

ACCOUNTS PAYABLE

Invoices are required for all purchases; account statements are not sufficient. Before any invoices are processed a signature from the person receiving it is required. A receiving record should also be included for all goods received. Invoices not paid for using a city procurement card (p-card) are entered into Tyler Munis on a timely basis by the Finance Manager or the Compliance Coordinator. Once entered, invoices are released through workflow for approvals, see Approval Process.

PAYROLL

1. Employees submit weekly timesheets on Friday for that week.

2. Operations timesheets are reviewed and approved by an Operations Supervisor. The Transit Director shall approve all Admin timesheets. The Maintenance Manager reviews all maintenance timesheets.
3. Timesheets are entered into the payroll system by a designated Dispatcher. Compliance Coordinator serves as backup.
4. Detail time entry reports are run by the enterer, and payroll entry is reviewed by the Finance Manager. Compliance Coordinator serves as backup.
5. Any necessary adjustments are made by the Finance Manager and approved within the payroll system. Compliance Coordinator serves as backup.
6. Hours and gross pay are entered in a reconciliation spreadsheet and reconciled once Payroll processes the time entry.
7. Payroll is reconciled by the Finance Manager.

BANK RECONCILIATIONS

Reconciliation of bank statements is conducted by the Financial Analyst in the City of Green Bay's Finance Department.

REPORTING

Monthly financial reports are prepared by the Green Bay Metro's Finance Manager. All variances are visible. Substantial variances are explained in the conclusion of the report. Reports are then given to the Transit Director. Once approved by the Transit Director they are included in the packets for the Green Bay Transit Commission's monthly meeting.

PROCUREMENT POLICY

Green Bay Metro's Procurement Policy is a separate document not included in this plan.

ADOPTION AND REVISION HISTORY

Adopted December 2015.
Revised September 25, 2019.
Revised January 18, 2023.
Revised January 17, 2024.
Revised June 17, 2026.

APPENDIX A - COST PRINCIPLES

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards can be found in its entirety at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>.

Cost Principles Title 2 CFR Part 200 up to date as of October 1, 2024.

Policy Guide (§ 200.400)

The application of cost principles is based on the fundamental premises that:

- a. Green Bay Metro (GMB) is responsible for the efficient and effective administration of the Federal award(s) through the application of sound management practices.
- b. Green Bay Metro assumes responsibility for administering Federal funds in a manner consistent with Federal statutes, regulations, and the terms and conditions of the Federal award(s).
- c. Green Bay Metro has the primary responsibility of employing organization and management techniques necessary to ensure the proper and efficient administration of the Federal award(s).
- d. The accounting practices of Green Bay Metro must be consistent with these cost principles and support the accumulation of costs as required by these cost principles, including maintaining adequate documentation to support costs charged to the Federal award(s).
- e. When reviewing, negotiating and approving cost allocation plans or indirect cost proposals, the cognizant agency for indirect costs should ensure that Green Bay Metro consistently applies these cost accounting principles. Where wide variations exist in the treatment of a given cost item by Green Bay Metro, the reasonableness and equity of such treatments should be fully considered. See the definition of indirect costs in § 200.1.
- f. Green Bay Metro must not earn or keep any profit resulting from Federal financial assistance, unless expressly authorized by the terms and conditions of the Federal award. See also §200.307. **When the required activities of a fixed amount award were completed in accordance with the terms and conditions of the award, the unexpended funds retained by Green Bay Metro are not considered profit.**

Composition of Costs (§ 200.402)

The total cost of a Federal award(s) is the sum of the allowable direct and allocable indirect costs minus any applicable credits.

Factors affecting allowability of costs (§ 200.403)

Except where otherwise authorized by statute, costs must meet the following criteria to be allowable under Federal award(s):

- a. Be necessary and reasonable for performance,
- b. Conform to any limitations or exclusions,
- c. Be consistent with policies and procedures,
- d. Be accorded consistent treatment,
- e. Be determined in accordance with GAAP,
- f. Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program,
- g. Be adequately documented, and

h. Administrative closeout costs may be incurred until the due date of the final report(s). If incurred, these costs must be liquidated prior to the due date of the final report(s) and charged to the final budget period of the award. All other costs must be incurred during the approved budget period.

Reasonable Costs (§ 200.404)

A cost is reasonable if it does not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost. In determining the reasonableness of a given cost, consideration must be given to the following:

- a. Whether the cost is generally recognized as ordinary and necessary;
- b. The restraints or requirements imposed by such factors as sound business practices; arm's-length bargaining; Federal, State, local, tribal, and other laws and regulations; terms and conditions of the Federal award(s);
- c. Market prices for comparable costs for the geographic area;
- d. Whether the individual concerned acted with prudence in the circumstances considering their responsibilities to Green Bay Metro, its employees, the public at large, and the Federal Government; and
- e. Whether the cost represents a deviation from Green Bay Metro's established written policies and procedures for incurring costs.

Direct Costs (§ 200.413)

- a. **General.** Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect (F&A) costs. See also §200.405 allocable costs.
- b. **Application to Federal awards.** The association of costs with a federal award determines whether costs are direct or indirect. Costs charged directly to a federal award are typically incurred specifically for that Federal award. Costs that otherwise would be treated as indirect costs may also be considered direct costs if they are directly related to specific award.
- c. **Administrative and clerical staff salaries.** Administration and clerical staff salaries should normally be treated as indirect. Direct charging of these costs may be appropriate only if they meet all the following conditions:
 - a. The administrative or clerical services are integral to a Federal award;
 - b. Individuals involved can be specifically identified with the project or activity; and
 - c. The costs are also not recovered as indirect costs.
- d. **Minor items.** A direct cost of a minor amount may be treated as an indirect cost, for reasons of practicality, provided that it is treated consistently for all Federal and non-Federal purposes.
- e. **Treatment of unallowable costs in determining indirect cost rates.** The costs of certain activities are not allowable as charges to Federal awards. Even though these costs are unallowable, they must be treated as direct costs for purposes of determining indirect (F&A) cost rates and be allocated their equitable share of the non-Federal entity's indirect costs if they represent activities which:
 - a. Include the salaries of personnel,
 - b. Occupy space, and
 - c. Benefit from Green Bay Metro's indirect costs.
- f. **Treatment of certain costs for nonprofit organizations.** For nonprofit organizations, the costs of activities performed by the nonprofit organization primarily as a service to members, clients, or the general public when significant and necessary to the organization's mission must be

treated as direct costs whether or not allowable and be allocated an equitable share of indirect costs. Some examples of these types of activities include:

- a. Maintenance of membership rolls, subscriptions, publications, and related functions. See also §200.454 Memberships, subscriptions, and professional activity costs.
- b. Providing services and information to members, the government, or the public. See also §200.454 Memberships, subscriptions, and professional activity costs and 200.450 Lobbying.
- c. Promotion, lobbying, and other forms of public relations. See also §200.421 Advertising and public relations and §200.450 Lobbying.
- d. Conferences except those held to conduct the general administration Green Bay Metro. See also §200.432 Conferences.
- e. Maintenance, protection, and investment of special funds not used in the Green Bay Metro's operation.
- f. Administration of group benefits on behalf of members or clients, including life and hospital insurance, annuity or retirement plans, and financial aid. See also §200.431 Compensation—fringe benefits.

Indirect Costs (§200.414)

Facilities and Administration Classification. For major nonprofit organizations, indirect costs must be classified within two broad categories: "Facilities" and "Administration."

Facilities are defined as depreciation on buildings, equipment and capital improvement, interest on debt associated with certain buildings, equipment and capital improvements, and operations and maintenance expenses.

Administration is defined as general administration and general expenses such as the director's office, accounting, personnel, and all other types of expenditures not listed specifically under one of the subcategories of "Facilities" (including cross allocations from other pools, where applicable).

Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals

General.

- a. Indirect Costs are those incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved. After direct costs have been determined and assigned directly to Federal awards and other activities as appropriate, indirect costs are those remaining to be allocated to a benefited cost objective. A cost may not be allocated to a federal award as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to a federal award as a direct cost.
- b. Indirect cost include:
 - a. The indirect costs originate in Green Bay Metro.
 - b. The costs of the City of Green Bay disturbed through a cost allocation plan and not otherwise treated as direct costs.

200.414(f) De Minimis Rate

Green Bay Metro does not have a current Federal negotiated indirect cost rate (including provisional rate) and therefore may elect to charge a de minimis rate of up to 15 percent of modified total direct costs. Green Bay Metro is authorized to determine the appropriate rate up to this limit. Federal agencies and pass-through entities may not require recipients and subrecipients to use a de minimis rate lower than the negotiated indirect cost rate or the rate elected pursuant to this subsection unless required by Federal statute or regulation. The de minimis rate must not be applied to cost reimbursement contracts issued directly by the Federal Government in accordance with the FAR. Green Bay Metro is not required to use the de minimis rate. When applying the de minimis rate, costs must be consistently charged as either direct or indirect costs and may not be double charged or inconsistently charged as both. The de minimis rate does not require documentation to justify its use and may be used indefinitely. Once elected, Green Bay Metro must use the de minimis rate for all Federal awards until Green Bay Metro chooses to receive a negotiated rate.

Green Bay Metro has an FTA approved De Minimis rate

- a. Green Bay Metro reviews the requirements necessary to elect the De Minimis rate of 15% per OMB Circular 2 CFR Part 200.414(f) giving consideration to:
 - iii. Whether or not Green Bay Metro has ever received a negotiated indirect cost rate
 - iv. Whether or not Green Bay Metro has ever received more than \$35 million in direct Federal funding

If either of the above are answered in a positive, Green Bay Metro will no longer be eligible for the De Minimis rate and will have to create and have FTA approve an indirect cost plan.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 17, 2026

PREPARED BY

Patricia Kiewiz, Transit Director

AGENDA ITEM # D.5

Discussion/Action: Green Bay Metro's Fare and Fee Policy

BACKGROUND

Staff has updated the Green Bay Metro's Fare and Fee Policy to include the current structure. Modifications have been made to prepare for the change in fare systems.

RECOMMENDATION

Staff recommends the approval of the updated Green Bay Metro's Fare and Fee Policy, as presented.

FISCAL IMPACT

ATTACHMENTS

- I. Metro Transit Fare and Fee Policy (2026)

METRO TRANSIT FARE AND FEE POLICY

Effective June 17, 2026



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

Adult Fares

Single Ride	\$2.00
One Day Pass	\$4.00
Weekly Pass	\$16.00
30 Day Pass	\$41.00

Reduced Fares - With Proper ID

Single Ride	\$1.00
One Day Pass	\$2.00
30 Day Pass	\$31.00

Student Fares K-12

Single Ride	\$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, **Reduce Fare ID, and Driver license/State ID**, is an acceptable form of identification for a person for Reduced Fare. Without identification, the adult fare applies.

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. 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.
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.
3. University of Wisconsin Green Bay (UWGB) – Students of UWGB are able to ride the bus for free. Students must show a valid UWGB ID. 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 partnership with the Green Bay Packers. Additionally, Green Bay Metro operates 4 limited service routes on all NFL home games that are free to all passengers.

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.

Game Day service provided on all NFL (National Football League) home games (see greenbaymetro.org for annual schedule)

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
- Juneteenth
- 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). Passengers who want to participate in the program must self-certify income eligibility **on a monthly basis**. Passes can be obtained from the Green Bay Metro **office**.

GREEN BAY METRO FEES

Paratransit and Reduced Fare Fees:

Replacement ID Card \$6.00
Paratransit No-Show \$15.00

Other Fees:

Smart Card \$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 17th day of June 2026, 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
Revised by the Green Bay Transit Commission June 17, 2026





Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 17, 2026

PREPARED BY

Patricia Kiewiz, Transit Director

AGENDA ITEM # D.6

Discussion/Action: Green Bay Metro's Drug & Alcohol Policy

BACKGROUND

Per the Federal Transit Administration (FTA), Green Bay Metro is required to comply with all applicable regulations as published in 49 CFR. The purpose of this policy is to assure worker fitness for duty and to protect our employees, passengers, and the public from the risks posed by the misuse of alcohol and use of prohibited drugs. This policy is also intended to comply with all applicable federal regulations governing workplace anti-drug and alcohol programs in the transit industry.

This policy is reviewed annually, or as needed, to ensure compliance.

RECOMMENDATION

Staff recommends approval of the Green Bay Metro's Drug & Alcohol Policy as presented.

FISCAL IMPACT

ATTACHMENTS

- I. Drug and Alcohol Policy DRAFT -2026



**DRUG & ALCOHOL
POLICY**

~~June 19, 2024~~ June 17, 2026

GREEN BAY METRO TRANSIT (GBM)
Acknowledgement of Employer's Drug and Alcohol Testing Policy

I, _____, the undersigned, hereby acknowledge that I have received a copy of the anti-drug and alcohol misuse program policy mandated by the US Department of Transportation, Federal Transit Administration for all covered employees who perform a safety-sensitive function. I understand this policy is required by 49 CFR Part 655, as amended, and has been duly adopted by the governing board of the employer. Any provisions contained herein which are not required by 49 CFR Part 655 or 49 CFR Part 40, as amended, that have been solely imposed on the authority of the employer are designated as such on the policy document.

I further understand that receipt of this policy constitutes a legal notification of the contents, and that it is my responsibility to become familiar with and adhere to all provisions contained therein. I will seek and get clarifications for any questions from the employer contact person listed in this policy. I also understand that compliance with all provisions contained in the policy is a condition of my employment.

I further understand that the information contained in the approved policy dated _____, is subject to change, and that any such changes, or addendum, shall be given to me in a manner consistent with the provision of 49 CFR Part 655, as amended.

Signature of Employee

Date

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GREEN BAY METRO TRANSIT (GBM)

Drug & Alcohol Policy

1.0 Policy Statement

The Green Bay Transit Commission adopted the GBM Policy on Drug and Alcohol Abuse, on 19 September 2007. The Transit Commission is also responsible for reapproving the policy upon each update. GBM is dedicated to providing safe, dependable and economical transportation services in the greater Green Bay metropolitan area. GBM's employees are its most valuable resource, and it is our goal to provide a healthy, satisfying work environment, which promotes personal opportunities for growth. In meeting these goals, it is our policy to:

1. Ensure that employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner;
2. Create a workplace environment free from the adverse effects of drug abuse and alcohol misuse;
3. Prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances; and
4. To encourage employees to seek professional assistance any time personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.

2.0 Purpose

The purpose of this policy is to assure worker fitness for duty and to protect our employees, passengers, and the public from the risks posed by the misuse of alcohol and use of prohibited drugs. This policy is also intended to comply with all applicable federal regulations governing workplace anti-drug and alcohol programs in the transit industry. The Federal Transit Administration (FTA) has published 49 CFR Part 655, as amended, that mandates urine and/or oral fluid drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result. The U. S. Department of Transportation (DOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and/or oral fluid and breath specimens. In addition, the federal government published 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA. This policy incorporates those requirements for safety-sensitive employees and others when so noted.

3.0 Applicability

This policy applies to all safety-sensitive transit system employees, paid part-time employees, volunteers, contract employees and contractors when they are on transit property or when performing any transit-related, safety-sensitive business. This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Contract employees will not be permitted to conduct transit business if found to be in violation of this policy. Non-safety sensitive employees are subject to this policy as noted.

In addition to being subject to all other elements of this policy, employees who perform “safety sensitive functions” for GBM, as that term is defined in the FTA regulations (49 CFR Part 655), are subject to random drug and alcohol testing and other special requirements set forth in this policy. Generally, a safety-sensitive function occurs when an employee is performing, ready to perform or immediately available to perform any duty related to safe operation of mass transit services. The following are safety-sensitive functions:

1. Operation of a revenue service vehicle, whether or not such vehicle is in revenue service.
2. Controlling dispatch or movement of a revenue service vehicle.
3. Maintaining revenue service vehicles or equipment used in revenue service.
4. Operating a non-revenue service vehicle when required to be operated by a holder of a CDL.
5. Carrying a firearm for security purposes.
6. Supervising, where the supervisor performs any function listed in items 1-5 above.
7. Contractors acting as transit system employees.

GBM has reviewed the actual duties performed by employees in all job classifications to determine which employees perform safety-sensitive functions, and has determined which job functions may require the performance of safety-sensitive duties. An analysis will be performed if any new job classifications are developed to determine if the new job classifications should be considered safety-sensitive.

A list of safety-sensitive positions is included at the end of this policy.

Participation in Metro’s drug and alcohol testing program is a requirement of each safety-sensitive employee and thus, is a condition of employment.

4.0 Prohibited Substances

Prohibited substances addressed by this policy include the following:

4.1 Illegally Used Controlled Substances or Drugs

GBM adheres to the Code of Federal Regulations, 49 CFR, Part 40.

4.2 Legal Drugs

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, employees are required to report to their supervisor any medication, prescribed and/or over the counter medications which may interfere with the safe and effective performance of their job duties. Educational information regarding prescription and over-the-counter medications should be obtained from either a health care professional or pharmacist. The use of any substance which carries a warning label that indicates that mental functions, motor skills, or judgment may be adversely affected must be discussed by employees with their appropriate health care professional before performing work-related duties. Employees are urged strongly to seek and obtain medical advice prior to using prescription or

over-the-counter drugs that may adversely affect his/her ability to safely operate or maintain vehicles. Employees are required to provide a Supervisor with written documentation from a health care professional stating the employee can perform their specific job while taking the medication.

A legally prescribed drug means that the individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. If the employee tests positive for drugs, he/she must provide, within 24 hours, a valid prescription. A valid prescription includes the patient's name, the name of the substance, quantity/amount to be taken, and the time period of the authorization. The misuse or abuse of legal drugs while performing transit business, in uniform or on transit property, is prohibited.

4.3 Alcohol

The use of beverages containing alcohol or substances including any medication, mouthwash, food, candy or any other substance, such that alcohol is present in the body while performing transit business, is prohibited. The concentration of alcohol is expressed in terms of grams of alcohol per 210 liter of breath as measured by a breath-testing device.

5.0 Prohibited Conduct

5.1 Manufacture, Trafficking, Possession and Use

All transit system employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of prohibited substances on transit authority premises, in transit vehicles, in uniform, or while on transit authority business. Employees who violate this provision will be terminated. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

5.2 Intoxication/Under the Influence

Any safety-sensitive or non-safety-sensitive employee who is reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance, or not fit for duty shall be suspended from job duties pending an investigation and verification of condition. Employees who fail to pass a drug or alcohol test shall be removed from duty and referred to a Substance Abuse Professional (SAP). Failure of an employee to obtain a SAP evaluation and/or failure to follow the SAP's recommended treatment plan will be cause for termination of employment. A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body at all times, as defined in 49 CFR Part 40, as amended. Non-safety-sensitive employees are exempt under FTA regulations, but are governed under GBM's own policy authority as noted.

5.3 Alcohol Use

No safety-sensitive or non-safety-sensitive employee should report for duty or remain on duty when his/her ability to perform assigned duties is adversely affected by alcohol or when his/her breath alcohol concentration is 0.04 or greater. No safety-sensitive or non-safety-sensitive employee shall use alcohol while on duty, in uniform, while performing safety-

sensitive functions, or just before performing a safety-sensitive function. No safety-sensitive employee shall use alcohol within four hours of reporting for duty, eight hours following an accident, or during the hours that they are on call. Violation of these provisions is prohibited and is cause for termination of employment. Non-safety-sensitive employees are exempt under FTA regulations, but are governed under GBM's own policy authority as noted.

Not Negative Alcohol Test

(0.02 - 0.04) If an employee tests between 0.02 and 0.04 on an alcohol test, the employee will be removed from service for eight hours or unless a retest results in a concentration of less than 0.02. This absence will be considered an unexcused absence or miss out subject to GBM's disciplinary procedures.

5.4 Compliance with Testing Requirements

Under FTA guidelines, all safety-sensitive employees will be subject to urine and/or oral fluid drug testing and breath alcohol testing. Any safety-sensitive employee who refuses to comply with a request for testing (pre-employment, random, post accident or reasonable suspension) shall be removed from duty, and consequences will be assessed. GBM will consider the test refusal to be a positive test, and the employee will be provided with a list of Substance Abuse Professionals (SAP) for evaluation. Failure of an employee to obtain an SAP evaluation and/or failure to follow the SAP's recommended treatment plan will be cause for termination of employment. Any safety-sensitive employee who is suspected of providing false information in connection with a test, or who is suspected of falsifying test results through tampering, contamination, adulteration, or substitution will be required to undergo an observed collection. Verification of these actions will result in the employee's removal from duty and his/her employment terminated. Refusal can include an inability to provide a sufficient urine and/or oral fluid specimen or breath sample without a valid medical explanation, as well as, a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.

Several behaviors may constitute a refusal to submit to a test. They are defined below:

A covered employee fails to provide a urine and/or oral fluid sample as required by 49 CFR Part 40, without a valid medical explanation, after he or she has received notice of the requirement to be tested in accordance with the provisions of this subpart, or engages in conduct that clearly obstructs the testing process.

An employee is considered to have refused to test if he/she fails to do the following:

§ 40.191 What is a refusal to take a DOT drug test, and what are the consequences?

(a) As an employee, you have refused to take a drug test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA (see §40.61(a));

- (2) Fail to remain at the testing site until the testing process is complete; Provided, That an employee who leaves the testing site before the testing process commences (see §40.63 (c)) for a pre-employment test is not deemed to have refused to test;
- (3) Fail to provide a urine and/or oral fluid specimen for any drug test required by this part or DOT agency regulations; Provided, That an employee who does not provide a urine and/or oral fluid specimen because he or she has left the testing site before the testing process commences (see §40.63 (c)) for a pre-employment test is not deemed to have refused to test;
- (4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen (see §§40.67(l) and 40.69(g));
- (5) Fail to provide a sufficient amount of urine and/or oral fluid when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see §40.193(d)(2));
- (6) Fail or decline to take an additional drug test the employer or collector has directed you to take (see, for instance, §40.197(b));
- (7) Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under §40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment. If there was no contingent offer of employment, the MRO will cancel the test; or
- (8) Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
- (9) For an observed collection, fail to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- (10) Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
- (11) Admit to the collector or MRO that you adulterated or substituted the specimen.
 - (b) As an employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.
 - (c) As an employee, if you refuse to take a drug test, you incur the consequences specified under DOT agency regulations for a violation of those DOT agency regulations.

§ 40.261 What is a refusal to take an alcohol test, and what are the consequences?

- (a) As an employee, you are considered to have refused to take an alcohol test if you:
 - (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA (see §40.241(a));

- (2) Fail to remain at the testing site until the testing process is complete; Provided, That an employee who leaves the testing site before the testing process commences (see §40.243(a)) for a pre-employment test is not deemed to have refused to test;
 - (3) Fail to provide an adequate amount of saliva or breath for any alcohol test required by this part or DOT agency regulations; Provided, That an employee who does not provide an adequate amount of breath or saliva because he or she has left the testing site before the testing process commences (see §40.243(a)) for a pre-employment test is not deemed to have refused to test;
 - (4) Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see §40.265(c));
 - (5) Fail to undergo a medical examination or evaluation, as directed by the employer as part of the insufficient breath procedures outlined at §40.265(c);
 - (6) Fail to sign the certification at Step 2 of the ATF (see §§40.241(g) and 40.251(d));
or
 - (7) Fail to cooperate with any part of the testing process.
- (b) As an employee, if you refuse to take an alcohol test, you incur the same consequences specified under DOT agency regulations for a violation of those DOT agency regulations.

5.5 Treatment Requirements

All employees are encouraged to make use of the available resources for treatment of alcohol misuse, legal, and illegal drug use problems. Under certain circumstances, employees may be required to undergo treatment for substance abuse or alcohol misuse as explained in this policy. Any safety-sensitive employee who refuses or fails to comply with the SAP's requirements for treatment, after care or return-to-duty directives, will be cause for termination of employment. Non-safety-sensitive employees also must adhere to these same guidelines. Non-safety sensitive employees are exempt under FTA guidelines, but adherence is regulated by GBM's own policy authority. The employee's insurance provider will coordinate the cost of the treatment or rehabilitation services. Employees who do not have health insurance coverage are responsible for the entire cost of any recommended treatment or rehabilitation services.

5.6 Notifying GBM of Criminal Drug Conviction

According to 49 CFR 32.205 all employees are required to notify GBM, in writing of any criminal drug statute conviction for a violation within five calendar days after such conviction.

5.7 Proper Application of the Policy

GBM is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/ manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination of employment.

5.8 Voluntary Treatment

GBM encourages employees to seek treatment voluntarily. Any employee who comes forth and notifies GBM of an alcohol or chemical abuse problem will be provided assistance. This assistance will include a mandatory referral to GBM's Substance Abuse Professional (SAP) at GBM's expense. Employees are encouraged but not mandated to follow the SAP's recommended treatment plan. An appropriate leave of absence may be granted for treatment and rehabilitation. Payment for treatment will be coordinated through the employee's health insurance provider. Employees who do not have health insurance coverage are responsible for the entire cost of any recommended treatment or rehabilitation services.

Voluntary requests for treatment must be made prior to any pending drug/alcohol test or disciplinary action. Employees will not be disciplined for requesting treatment, but will be expected to observe job performance standards and work rules as they apply to every employee. Any decision to seek help through GBM will not interfere with an employee's eligibility for promotional opportunities. Confidentiality of information will be maintained at all times.

5.9 Non-Safety-Sensitive Employees

Apart from FTA regulations, but under GBM's own authority, non-safety-sensitive employees who have a positive drug or alcohol test will be referred to GBM's Substance Abuse Professional (SAP) for assessment. GBM will assist and encourage non-safety-sensitive employees to comply with the SAP's recommended treatment plan. Employees will be expected to observe job performance standards and work rules as they apply to every employee. Depending upon the non-safety-sensitive employee's job duties, GBM reserves the right to remove the employee from his/her position and place the employee on an appropriate leave of absence. GBM's Designated Employer Representative (DER) will determine if the non-safety-sensitive employee is capable of safely and satisfactorily performing his/her essential job functions as outlined in the employee's job description.

5.10 Confidentiality

GBM affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process. Laboratory reports or test results shall not appear in an employee's general personnel file. Information of this nature will be contained in a separate confidential medical folder that will be kept under the control of GBM's Administrative staff. The reports or test results may only be disclosed without an employee's consent when:

- The information is compelled by law or by judicial or administrative process;
- The information has been placed at issue in a formal dispute between the employee and employer.

Employee must sign a separate release every time substance testing information is to be disclosed. The employee must sign releases any time information is to be released to the employee, union representatives, subsequent employers, and to any other third party designated by the employee.

5.11 Employee Access to Records

An employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records and records of laboratory certifications.

6.0 Testing Procedures

Urine and/or oral fluid drug testing and breath testing for alcohol may be conducted when circumstances warrant or as required by federal regulations. All safety-sensitive employees shall be subject to drug testing prior to employment, for reasonable suspicion, random, and following an accident as defined in Section 6.2, 6.3, 6.4, 6.5 and 6.6 of this policy. Non-safety-sensitive employees will be subject to all testing except follow-up, return-to-duty and random testing under GBM's own authority and not FTA regulations.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities that have been approved by the U. S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40, as amended. The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. An initial drug screen will be conducted on each urine and/or oral fluid specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present at all times, as established in 49 CFR Part 40, as amended. In instances where there is reason to believe an employee is abusing a substance other than the five drugs listed above, apart from FTA regulations, GBM reserves the right to test for additional drugs under GBM's own authority using standard laboratory testing protocols.

All drug testing laboratory results will only be released to and reviewed by a qualified Medical Review Officer (MRO) in order to verify and validate test results. The MRO will release findings only to a Designated Employer Representative (DER). A MRO shall be a licensed physician who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result.

Before verifying that an employee has a positive test result, the MRO is responsible for contacting any such employee, on a direct and confidential basis, to determine whether the employee wishes to discuss the test or present a legitimate explanation for the positive result. An MRO staff person may make the initial contact, but they are prohibited from gathering medical information. If, after reasonable efforts, the MRO is unable to reach the employee directly, the MRO may contact GBM's DER for assistance in contacting the employee. GBM's DER will take maximum precautions to preserve the confidentiality to the MRO contact.

If, after making all diligent and reasonable efforts, neither the MRO nor GBM's DER are able to contact the employee within ten (10) days of the date the MRO received the confirmed positive test result from the laboratory, the MRO may verify the test result as positive. The MRO may also verify the test result as positive if the employee does not contact the MRO within three (3) days of being contacted by GBM's DER or the employee expressly declines the opportunity to discuss the test result. The MRO may reopen the verification of positive

test if the employee presents documentation of serious injury or illness or other circumstances that unavoidably prevented the employee from being contacted within the designated time period, and if the employee then presents a legitimate (in the MRO's opinion) explanation for the positive test, the MRO shall declare the test to be negative.

The MRO will review and interpret an individual's medical history, including any medical records and biomedical information provided; affording the individual an opportunity to discuss the test result; and decide whether there is a legitimate medical explanation for the result, including legally prescribed medication.

The MRO can declare a test invalid or canceled based on the regulations specified in 49 CFR Part 40. A canceled/invalid test is considered neither a positive nor a negative test. An example of a canceled test is a urine and/or oral fluid sample being rejected by the laboratory. The MRO shall cancel the test and report the cancellation and the reasons for it to the FTA, employer, and employee. A negative dilute specimen will require a retest.

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved evidential breath-testing device (EBT) operated by a trained breath alcohol technician (BAT). All breath alcohol test results will be reported only by an MRO or BAT to a Designated Employer Representative (DER). If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. A safety-sensitive or non-safety-sensitive employee who has a confirmed alcohol concentration of greater than 0.02 but less than 0.04 will be removed from his/her position for eight hours unless a retest results in a concentration measure of less than 0.02. The inability to perform a safety-sensitive or non-safety-sensitive duty due to an alcohol test result greater than 0.02 but less than 0.04 will be considered an unexcused absence or miss out subject to GBM's disciplinary procedures. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy and a violation of the requirements set forth in 49 CFR Part 655 for safety-sensitive employees. Any safety-sensitive or non-safety-sensitive employee that has a confirmed positive drug or alcohol test will be removed from his/her position, informed of educational and rehabilitation programs available and referred to a Substance Abuse Professional (SAP) for assessment. Non-safety-sensitive employees are exempt under FTA regulations, but are governed under GBM's own policy authority.

GBM does not use the practice known as a Stand-down. A Stand-down is the procedure of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test result.

6.1 Compensation for Testing

GBM will pay employees for drug or alcohol testing according to the following:

Paid Testing: (random, reasonable suspicion, post injury and post-accident testing) Employees will be paid from the time they are notified of the testing and relieved of job duties or from the time they leave GBM property until such time as they are released by the

supervisor escorting the employee. In the case of alcohol testing at GBM, the employee will be paid from the time they report to the appropriate office until they have completed the test.

Unpaid Testing: (pre-employment, pre-promotion or transfer, and return-to-work) Pre-employment, pre-promotion or transfer and return-to-work testing will not be paid.

6.2 Split Specimen Testing

Any safety-sensitive or non-safety-sensitive employee who questions the results of a required drug test under paragraphs 6.2 through 6.8 of this policy may request that an additional test be conducted. This test must be conducted at a different DHHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the original sample. All costs for such testing are paid by the employer. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted if the delay was due to documented facts that were beyond the control of the employee. Non-safety-sensitive employees are exempt under FTA regulations, but adherence is regulated by GBM's own policy authority.

6.3 Pre-Employment Testing

All safety-sensitive and non-safety-sensitive position applicants shall undergo urine and/or oral fluid drug testing immediately following the conditional offer of employment or transfer into a safety-sensitive position. Receipt by the transit system of a negative drug test result is required prior to employment. Pre-employment drug tests may be administered only after the applicant has signed a consent form. Non-safety-sensitive applicants are tested apart from FTA regulations, but under GBM's own policy. Failure of a pre-employment drug test will disqualify an applicant for employment at GBM for at least six months. GBM will reconsider a safety-sensitive applicant's application for employment under the following conditions:

1. At least six months has lapsed between applications;
2. The applicant can show proof of successfully completing a substance abuse treatment program;
3. The applicant must pass a new drug test;
4. The applicant must be willing to be subjected to the random testing program devised for employees who have tested positive.

When a covered employee has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and the employee has not been in the employer's random selection pool during this time, the employer shall ensure that the employee takes a pre-employment drug test with a verified negative result.

6.4 Other Testing

Under GBM's own policy authority and not FTA's regulation all safety-sensitive and non-safety sensitive employees may be required to submit to drug testing in conjunction with any required physical examination. Required physical examinations may include but are not limited

to worker compensation injuries or any leave of absence of 30 days or more. In addition, employees who are unavailable to perform their safety-sensitive job duties for a period of thirty (30) days or more are subject to a non-DOT drug test under GBM authority.

6.5 Reasonable Suspicion Testing

All safety-sensitive and non-safety sensitive employees may be subject to a fitness-for-duty evaluation, and urine and/or oral fluid and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance. Apart from FTA regulations, non-safety sensitive employees are governed under GBM's own policy authority. A reasonable suspicion referral for testing will be made on the basis of specific, contemporaneous, and articulate observations concerning appearance, behavior, speech, or body odors of the employee consistent with possible drug use or alcohol misuse. An employee is reasonably suspected of prohibited drug use or alcohol misuse when a trained supervisor or other GBM authorized official can:

- Substantiate specific behaviors that may indicate drug use or alcohol misuse.
- Identify job performance problems that may indicate prohibited drug use or alcohol misuse.
- Actually, observe physical indications that prohibited drug use or alcohol misuse may be occurring.

A supervisor or other GBM authorized official must make reasonable suspicion referrals. To make reasonable suspicion determinations, supervisors must be trained on the facts, circumstances, physical evidence, physical signs and symptoms, or patterns of performance and/or behaviors associated with drug use and/or alcohol misuse. One supervisor will complete the GBM's "Reasonable Suspicion" form, but two or more trained supervisors may participate in the reasonable suspicion determination process. A copy of the completed form will be provided to the employee.

6.6 Post-Accident Testing

All safety-sensitive employees will be required to undergo a urine and/or oral fluid drug test and breath alcohol test if they are involved in an FTA accident with a GBM transit vehicle (regardless of whether or not the vehicle is in revenue service). An FTA accident is defined as an occurrence associated with the operation of a revenue service vehicle that results in a fatality, in injuries requiring immediate treatment at a medical treatment facility; or one or more of the involved vehicles incur disabling damage that requires towing from the site. Safety-sensitive employees that are on duty in the vehicle and any safety-sensitive employee whose performance could have contributed to the accident will be tested. Accident does not necessarily mean collision. If an individual falls on a vehicle and needs to be transported to a hospital, then an accident has occurred and a post-accident test is required unless the driver can be completely discounted as a contributing factor to the accident. This definition only applies to non-fatal accidents. Fatal accidents will result in safety-sensitive employees being tested as outlined below.

Following an FTA accident, the safety-sensitive employee will be required to submit to a drug and alcohol test. Post-Accident testing is stayed while an employee assists in resolution of the accident or receives medical attention following the accident. However, employees must remain readily available during the time periods stated below. Post-accident testing will be done within two hours, and no later than (8) eight hours after the accident for alcohol testing and (32) thirty-two hours after the accident for drug testing. Any testing not conducted within these time limits will be documented to state the reason why. An employee involved in an accident must not use alcohol until after the employee undergoes alcohol testing or eight hours have elapsed, whichever comes first.

Nothing in this policy shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care. However, any employee who under the above circumstance fails to remain available for drug and alcohol testing (including notifying GBM of his/her location), or who otherwise leaves the scene of the accident without appropriate authorization prior to drug and alcohol testing, will be considered to have refused the test. 49 CFR Part 40 allows GBM to acquire post-accident test results obtained by Federal, State, or local law enforcement personnel in instances where GBM is unavailable to perform post-accident testing. The results of a blood, urine and/or oral fluid or breath test for the use of prohibited drugs and alcohol misuse, conducted by Federal, State or local officials having independent authority for the test shall be considered to meet the FTA requirements provided such tests conform to the applicable Federal, State or local testing requirements and that the test results are obtained by GBM.

6.7 Random Testing

In accordance with 49 CFR Part 655, employees in safety-sensitive positions will be subjected to random, unannounced and unpredictable testing. The selection of safety-sensitive employees for random drug and alcohol testing will be made using a scientifically-valid method that ensures each covered employee that they will have an equal chance of being selected each time selections are made. The random tests will be unannounced and conducted at all times of day when safety-sensitive functions are performed. The FTA determines the testing percentages annually and Metro will test in accordance with FTA requirements. All safety-sensitive employees will be placed in a common selection pool. Each employee in this pool will be matched with a unique random selection number. Through the use of a computer-based random number generation program, the required number of persons will be selected for each testing cycle throughout the year. All employees in the pool will remain in the random selection pool at all times throughout the year regardless of whether or not they have been previously selected. Employees who are not available for testing during the testing period will be removed from the random pool prior to the random selection drawing occurring. GBM's Personnel Director or DER will access the selection pool numbers. Notification will be made to those who must submit a specimen or complete an alcohol breath test. The test may be completed prior to, during or after the employee's work shift. The employee will be immediately escorted to the medical facility for the test. As soon as the urine and/or oral fluid specimen is collected or breath test is completed the employee will be required to return to work, unless the breath test is not negative. Management will not exercise any discretion in

the random process. Upon notification of a selection, the employee must be escorted to an authorized testing facility.

7.0 Employment Assessment

Any safety-sensitive employee, who tests positive for the presence of illegal drugs or alcohol at all times, as set forth in 49 CFR Part 40, as amended, will be referred for evaluation to a Substance Abuse Professional (SAP). A SAP is a licensed or certified physician, psychologist, social worker, employee assistance professional or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol or drug related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited drug use or alcohol misuse. The employee's insurance provider may coordinate the cost of treatment or rehabilitation services. Employees who do not have health coverage are responsible for the entire cost of any treatment or rehabilitation services.

7.1 Consequences of a Positive Test

Effective October 1, 2007, GBM instituted and will maintain a zero-tolerance policy for the following types of tests: Pre-employment, post-accident, random, return-to-work, and reasonable suspicion. A verified positive test for any of these tests will result in an employee's immediate termination of employment with GBM.

8.0 Contacts

Any questions regarding this policy or any other aspect of GBM's substance abuse program should be addressed to the following transit system representatives:

Drug and Alcohol Program Manager and Designated Employer Representative:

Name: Patricia Kiewiz
Title: Transit Director
Address: 901 University Avenue, Green Bay, WI 54302
Telephone Number: (920) 448-3455
FAX Number: (940) 448-3461

Assistant Drug and Alcohol Program Manager and Designated Employer Representative:

Name: Becky Fleck
Title: Compliance Coordinator
Address: 901 University Avenue, Green Bay, WI 54302
Telephone Number: (920) 448-3454
FAX Number: (940) 448-3461

A complete copy of regulation 49 CFR Part 40, as amended, is available for review in the GBM Administration office.

Medical Review Officer:

~~Name: Linda Go, M.D.
Title: MRO
Address: Prevea Clinic, 702 W. Hamilton Ave, Eau Claire, WI 54701
Telephone Number: (715) 717-4944
FAX Number: (715) 717-1765~~

~~Name: Donna Habeck M.D.
Title: MRO
Address: Prevea Clinic, 1621 N. Taylor Dr Ste 200, Sheboygan, WI 53081
Telephone Number: (920) 459-5176
FAX Number: (920) 451-7263~~

~~Name: Jasmine John, M.D. MSPH
Title: MRO
Address: Prevea Clinic, 3021 Voyager Dr, Green Bay, WI 54311
Telephone Number: (920) 405-1420
FAX Number: (920) 431-1802~~

Name: Steven Paschall, M.D.
Title: MRO
Address: 7150 Graham Rd, Indianapolis, IN 46250
Telephone Number: (317) 547-8620
FAX Number: (317) 983-7212

Name: Daniel C. Drew, M.D.
Title: MRO
Address: 7160 N Graham Rd, STE 150, Indianapolis, IN 46250
Telephone Number: (317) 547-8620
FAX Number: (317) 547-2289

Name: Brian N. Heinen, M.D.
Title: MRO
Address: 151 Leon St., Eunice, LA 70535
Telephone Number: (888) 382-2281
FAX Number: (913) 752-3148

Name: Neil J. Dash, M.D.
Title: MRO
Address: 546 Franklin Ave, Massapequa, NY 11758
Telephone Number: (800) 526-9341
FAX Number: (516) 792-1293

Or successors

Substance Abuse Professionals

A list of SAP's will be provided upon request or circumstance.

9.0 Adoption and Revision History

Approved by the Green Bay Transit Commission on 19 September 2007.

Updated and approved by the Green Bay Transit Commission on 16 June 2010

Updated and approved by the Green Bay Transit Commission on 21 March 2012.

Updated and approved by the Green Bay Transit Commission on 21 August 2013.

Updated and approved by the Green Bay Transit Commission on 20 January 2016.

Updated and approved by the Green Bay Transit Commission on 20 December 2017.

Updated and approved by the Green Bay Transit Commission on 15 May 2019.

Updated and approved by the Green Bay Transit Commission on 25 September 2019.

Updated and approved by the Green Bay Transit Commission on 18 August 2021.

Updated and approved by the Green Bay Transit Commission on 18 January 2023.

Updated and approved by the Green Bay Transit Commission on 17 May 2023.

Updated and approved by the Green Bay Transit Commission on 19 June 2024.

Updated and approved by the Green Bay Transit Commission on 17 June 2026.

APPENDIX A: SAFETY SENSITIVE POSITION LISTING

GREEN BAY METRO TRANSIT (GBM) Safety-Sensitive Positions

Transportation:

Fixed Route Bus Operator (Full-Time)

Fixed Route Bus Operator (Part-Time)

Fixed Route Dispatcher (Full-Time)

~~Fixed Route Dispatcher (Part-Time)~~

Fixed Route Operations Supervisor (Full-Time)

Fixed Route Operations Assistant (Full-Time)

Paratransit/Microtransit:

Paratransit/Microtransit Bus Operator (Full-Time)

Paratransit/Microtransit Bus Operator (Part-Time)

Paratransit/Microtransit Partner Support Specialists (Full-Time)

Paratransit/Microtransit Operations Manager (Full-Time)

Paratransit/Microtransit Scheduler (Part-Time)

Paratransit/Microtransit Scheduler (Full-Time)

Maintenance:

Maintenance Manager (Full-Time)

~~Mechanics~~ (Full-Time)

Mechanic Assistant (Full-Time)

Service Technician (Full-Time)



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 17, 2026

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

1. 04.Apr Ridership
2. 04.Apr KPIs

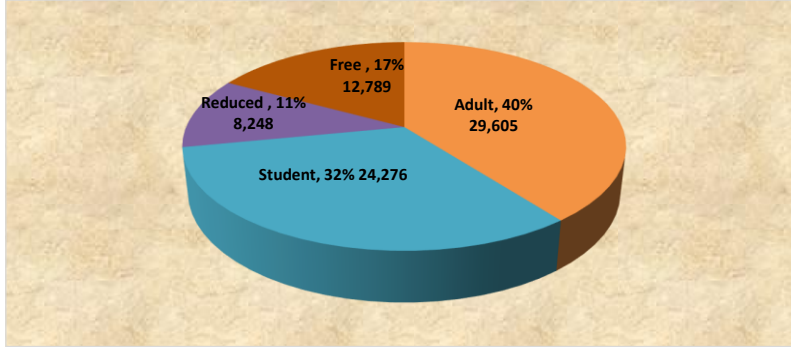
April

Fixed Route Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY FIXED ROUTE	YTD FIXED ROUTE
April 2025	25,678	21,621	8,793	26,094	82,186	282,410
April 2026	26,071	23,066	7,700	12,693	69,530	256,866
Difference	393	1,445	(1,093)	(13,401)	(12,656)	(25,544)
	2%	7%	-12%	-51%	-15%	-9.0%

Microtransit On Demand Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY ON DEMAND	YTD ON DEMAND
April 2025	4,114	1,704	655	69	6,542	23,232
April 2026	3,534	1,210	548	96	5,388	22,191
Difference	(580)	(494)	(107)	27	(1,154)	(1,041)
	-14%	-29%	-16%	39%	-18%	-4.5%



YTD PASSENGERS
279,057

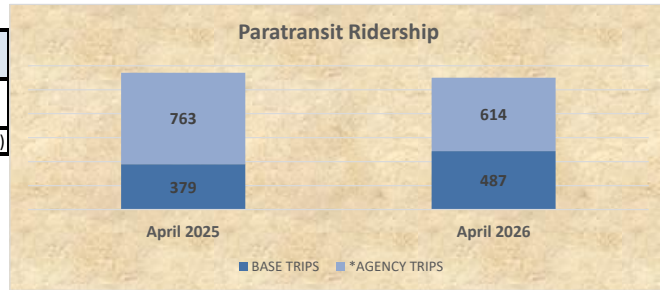
*Reduced fare program is for individuals who are age 65 and older, Medicare recipients, and individuals with qualifying disabilities.

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

Paratransit Ridership

	BASE TRIPS	*AGENCY TRIPS	TOTAL TRIPS	YTD
April 2025	379	763	1,142	4,358
April 2026	487	614	1,101	4,177
Difference	108	(149)	(41)	(181)
	28.5%	-19.5%	-3.6%	-4.2%

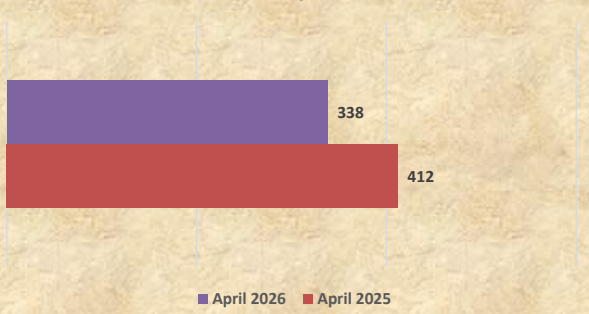
*Agency Fare includes base fare plus additional cost for expenses that is permitted by 49 CRF 37.131 to social service agencies and other organizations for agency trips (i.e., trips guaranteed to the organization).



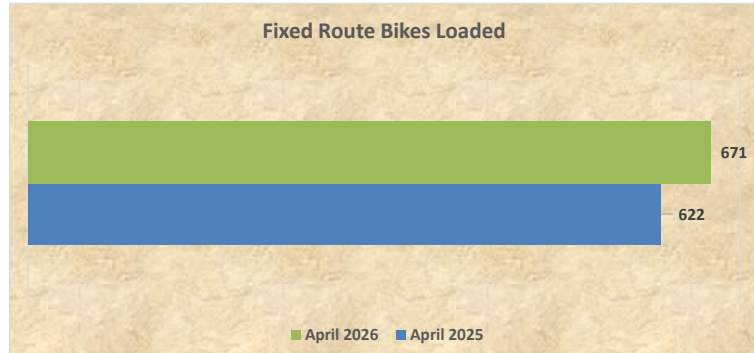
On Time Performance: 91.5%

Completed Trips:	1101
Completed On Time Trips:	1007
Completed Late Trips - 0-6 mins	49
Completed Late Trips - 6-30 mins	43
Completed Late Trips > 30 mins	2
Late Cancellations and No Show Trips	7

Fixed Route Mobility Devices Boarded



Fixed Route Bikes Loaded

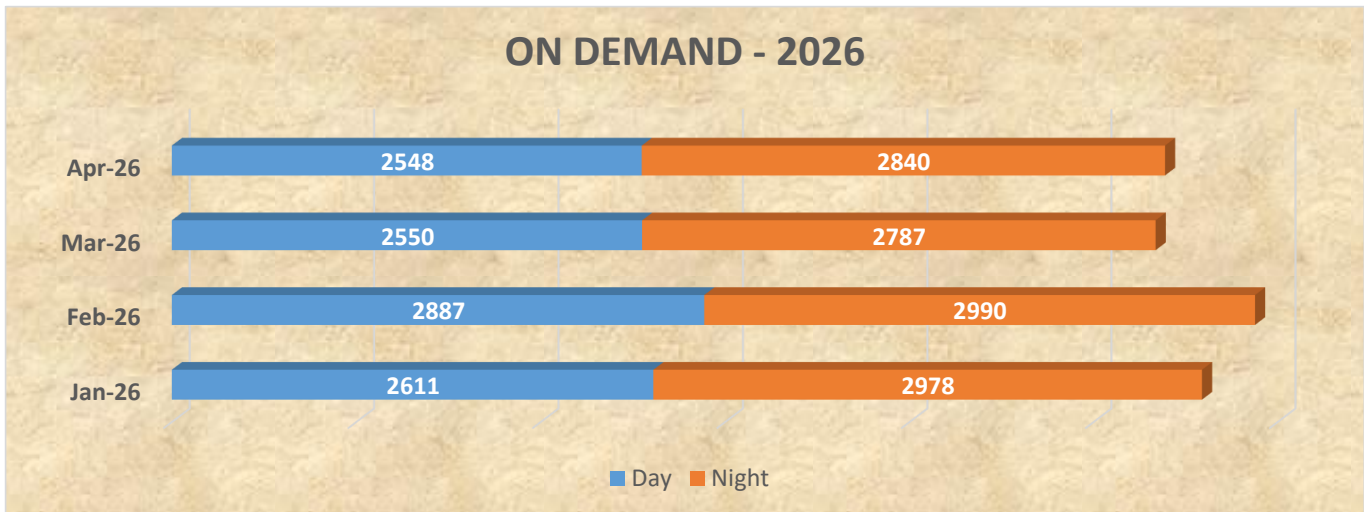


GBM On Demand Ridership

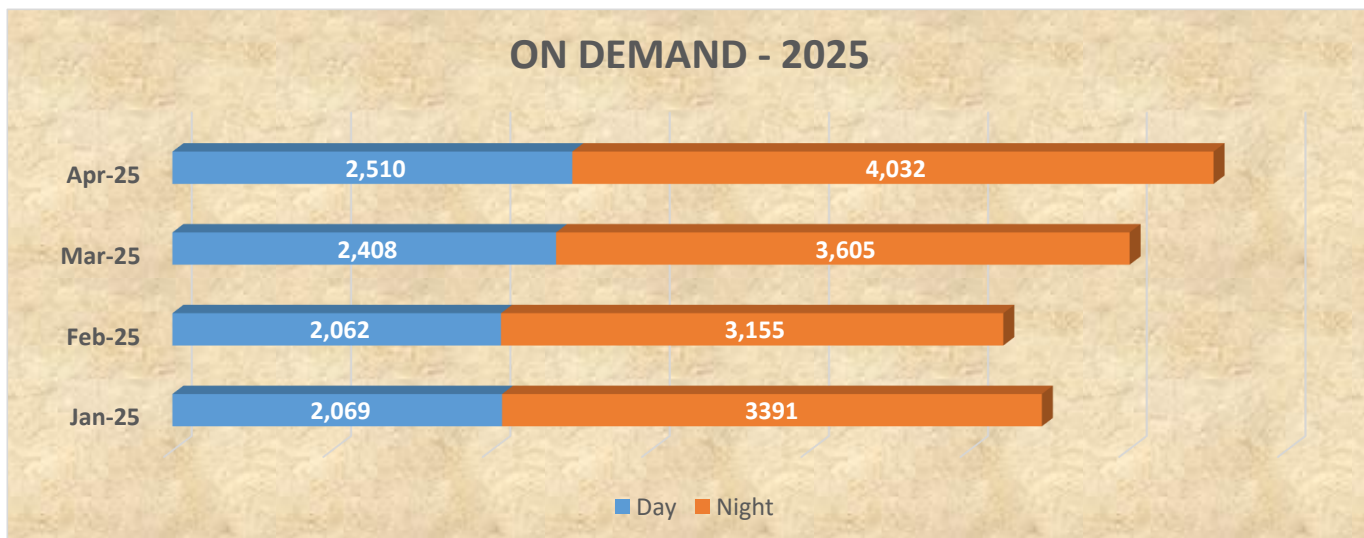
April 2026

	<u>Day Service</u>	<u>Night Service</u>	<u>Total</u>	<u>Target</u>
Passengers	2,548	2,840	5,388	
Operating Hours	1,049	905	1,954	
Passengers per Operating Hour	2.4	3.1	2.8	3.0
Average Customer Wait Time (minutes)	21.10	34.20	28.4	<20.0

ON DEMAND - 2026



ON DEMAND - 2025



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



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 17, 2026

PREPARED BY

Patricia Kiewiz, Transit Director

AGENDA ITEM # E.2

Financial Reports

BACKGROUND

Director Kiewiz will provide an update on Metro finances through April 2026.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

- I. 04.Apr - Financials



EXPENSES

ACCOUNT DESCRIPTION	2026 Jan-Apr	2025 Jan-Apr	+/-	%	2026 BUDGET	% OF BUDGET
Wages & Salaries	857,314.55	739,942.39	117,372	15.9%	2,886,612	29.7%
Fringe Benefits	388,255.77	344,465.66	43,790	12.7%	1,790,417	21.7%
Other Employment Expenses	13,017.10	17,807.37	(4,790)	-26.9%	70,778	18.4%
Contract Services	22,045.42	32,637.93	(10,593)	-32.5%	437,903	5.0%
Materials & Supplies	147,120.54	132,795.48	14,325	10.8%	589,167	25.0%
Building & Equip Maintenance	91,974.58	83,250.78	8,724	10.5%	251,391	36.6%
Utilities	75,373.30	49,227.78	26,146	53.1%	184,820	40.8%
Insurance	130,466.00	122,934.00	7,532	6.1%	167,296	78.0%
Miscellaneous	67.75	63.00	5	7.5%	277	24.5%
Paratransit Services	132,328.04	125,793.06	6,535	5.2%	623,438	21.2%
Microtransit Services	515,338.02	458,734.40	56,604	12.3%	2,407,669	21.4%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
TOTAL	2,373,301.07	2,107,651.85	265,649	12.6%	9,409,768	25.2%

REVENUES

ACCOUNT DESCRIPTION	2026 Jan-Apr	2025 Jan-Apr	+/-	%	2026 BUDGET	% OF BUDGET
Federal Operating Asst	-	-	-	0.0%	2,634,735	0.0%
State Operating Asst	-	-	-	0.0%	2,634,735	0.0%
Other Local Municipalities	260,940.54	252,097.70	8,843	3.5%	692,068	37.7%
Green Bay	433,333.32	433,333.32	-	0.0%	2,140,762	20.2%
Farebox Revenue-Fixed Route	171,004.96	153,530.96	17,474	11.4%	710,000	24.1%
Farebox Revenue-Paratransit	57,388.00	66,063.00	(8,675)	-13.1%	238,500	24.1%
Farebox Revenue-Microtransit	6,839.86	8,030.00	(1,190)	-14.8%	-	0.0%
College Program Fares	5,215.00	3,823.00	1,392	36.4%	-	0.0%
TMI Refund	18,188.00	9,548.00	8,640	90%	-	0.0%
Non-Transportation Revenue	10,229.15	42,541.22	(32,312)	-76.0%	9,100	112.4%
State Fuel Refund	4,344.32	8,043.28	(3,699)	-46.0%	-	0.0%
Advertising	34,127.92	33,259.62	868	2.6%	110,000	31.0%
Intercity Bus Commissions	2,000.00	2,000.00	-	0.0%	6,000	33.3%
Partnership Contributions	11,836.00	10,363.15	1,473	14.2%	233,868	5.1%
TOTAL	1,015,447.07	1,022,633.25	(7,186)	-0.7%	9,409,768	10.8%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	102	102	-	0.0%	307
Revenue Miles	215,906	216,654	(748)	-0.3%	676,436
Revenue Hours	14,483	14,775	(292)	-2.0%	45,765
Unlinked Passenger Trips	256,866	282,410	(25,544)	-9.0%	875,000
Revenue / Cost	42.8%	48.5%			100%
Farebox Revenue / Mile	0.79	0.71	0.08	11.8%	1.05
Farebox Revenue / Pass Trip	0.67	0.54	0.12	22.5%	0.81
Farebox Revenue / Hour	11.81	10.39	1.42	13.6%	15.51
Passenger / Mile	1.19	1.30	(0.11)	-8.7%	1.29
Cost / Mile	7.99	7.03	0.96	13.7%	9.43
Cost / Passenger Trip	6.72	5.39	1.32	24.6%	7.29



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 17, 2026

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