

The Metro Board Meeting will be held simultaneously in person and online using Zoom. The public is invited to attend. In consideration of everyone's time and in respect of those presenting, any online connection that is deemed to be causing a disruption may be removed from the meeting.

Metro Transit is inviting you to a scheduled Zoom meeting.

Topic: Metro Transit December 2023 Board Meeting

Time: Dec 21, 2023, 08:30 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86456069240?pwd=MZpYTeVnu8OFbaSVZIJddGuqOEJVzN.1>

Meeting ID: 864 5606 9240

Passcode: 3417560

One tap mobile

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Dial by your location

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- +1 669 444 9171 US
- +1 689 278 1000 US
- +1 929 205 6099 US (New York)
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- +1 360 209 5623 US
- +1 386 347 5053 US
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Meeting ID: 864 5606 9240

Find your local number: <https://us06web.zoom.us/j/86456069240?pwd=MZpYTeVnu8OFbaSVZIJddGuqOEJVzN.1>

AGENDA

REGULAR BOARD MEETING

REGIONAL METROPOLITAN TRANSIT AUTHORITY OF OMAHA

2222 Cuming Street

Omaha, Nebraska, 68102

December 21, 2023

8:30 a.m.

Metro connects people, places, and opportunities through quality transit services.

1. Call to Order: Notice of the Regular Meeting was published in the Omaha Daily Record on December 15, 2023.
2. Approval of Minutes of Previous Meeting:
 - a. Regular Meeting: November 30, 2023
3. General Public Comment Period
This is an opportunity for members of the audience to be heard regarding topics related to the Regional Metropolitan Transit Authority of Omaha, not on the agenda for a maximum of 2 minutes.
4. Administrative Report (L. Cencic)
5. Administrative Reports:
 - a. Administration/Human Resources (D. Grant)
 - b. Programs/Operation (I. Maldonado)
 - c. Communications (N. Ebat)
6. Resolution: Request Approval for the Amendment of Operating Policy 36, Hospitalization / Medical/ Insurance Benefits (W. Clingman)
7. Resolution: Request Approval for the Amendment of Operating Policy 19, Holidays (W. Clingman)
8. Resolution: Request Approval of Standing Purchase Orders (W. Clingman)
9. Resolution: Rescind Operating Policy 32, Bus Advertising (W. Clingman)
10. Resolution: Request Approval of Fuel Contracts (L. Cencic)
11. Board Chair Report (D. Lawse)
12. Date, Time, and Place of Next Regular Board Meeting
Thursday, January 25, 2024, at 8:30 a.m.
Authority's Administrative Building
13. Adjournment

6. RESOLUTION: Request Approval for the Amendment of Operating Policy 36, “Hospitalization/Medical Insurance Benefits” with the new proposed title of “Employee Health Insurance Benefits Plan.”

EXPLANATION: Staff recommends the amendment of Operating Policy 36 which addresses group health insurance benefits for eligible Metro employees. Operating Policy 36 was last amended in January 2014.

The proposed updated policy, now titled the “Employee Health Insurance Benefit Plans”, will provide better clarity regarding the policy’s scope. The changes will streamline the policy, eliminating ambiguity between the policy and the plan documents that govern the provision of medical, prescription drug, dental and vision benefits. The updated policy formalizes practices that have been in effect, but not explicitly addressed in earlier versions of Operating Policy 36. The practices include, but are not limited to, waiving participation in the health plan, the annual open enrollment process, qualifying life events, participation in the health Flexible Spending Account and COBRA.

Redlined and clean copies of the proposed policy are included in the Board packet. The proposed amendments to Operating Policy 36 were discussed with the Planning & Policy Committee. Assuming Committee concurrence, recommend approval.

OPERATING POLICY

Subject:

**HOSPITALIZATION/
MEDICAL INSURANCE
BENEFITEMPLOYEE
HEALTH INSURANCE
BENEFITS PLAN**

Adopted: March 27, 1986
Revised: August 28, 1988
May 21, 2009
January 23, 2014
December 21,
November 30, 2023

Number

36

Purpose:

To provide a group health insurance benefit plan, including medical, prescription drug, dental, and vision coverage, to regular, full-time eligible Employees and their dependents. ~~establish eligibility requirements for participants in a Company sponsored Group Plan providing hospitalization and medical insurance coverage for employees of the Regional Metropolitan Transit Authority of Omaha ("Authority.") as defined in the "Plan Document."~~

Policy:

1. ~~Eligible Employees and eligible employee dependents are defined in the Full time Employees shall become eligible for participation in a Company sponsored Group Plan providing hospitalization and medical insurance coverage which shall take effect as specified in the Group Plan Plan Document. Metro provides group health insurance for all eligible Employees who elect to participate ("Participants") in its annual medical, prescription drug, dental, and vision benefit plans.~~

2. Employee eligibility, eligible dependents of Employees, participation, and benefit provisions for medical, prescription drug, and dental benefits are provided for in the Plan Document & Summary Plan Description for Metro Employee Benefit Plan (the "Plan Document"), and vision benefits are provided for in the insurer's Vision Plan (collectively, "Health Plan").

3. Employee Health Plan Contributions. ~~All PEmployee participants are required to make bi-weekly contributions to the group health insurance premium for benefits for Health Plan coverage during the Health Plan calendar year. SThe cheduled annual Employeee contribution rates for benefits schedule for coverage areis set forth in the Collective Bargaining Agreement(s). SThe cheduled annual Employee scheduled contribution rates shall apply to all eligible PEmployee participants, regardless of bargaining unit or non-bargaining unit employee status. Metro Participating Employees shall deduct the respective scheduled annual Employee scheduled contribution rate sum for coverage from Participants'shall be deducted~~

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- Commented [ES1]: Eligibility requirements are set forth in the plan document.
- Commented [WC2R1]: Removed the word "eligibility"

- Commented [CB3]: should we add "for employees of the Regional Metropolitan Transit Authority of Omaha ("Authority")."
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- Commented [CB4]: Should we reword this section to state "Eligible Employees as defined in the Company's Plan Document, shall be eligible for participation....". The issue I have is Full-Time, when the plan document states at least 30 hours per week.
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from their bi-weekly paychecks compensation for benefits coverage during the Health Plan calendar year.

4. In the event any Health Plan Participant is continuously absent from work and Metro is unable to deduct contribution(s) from the Employee's bi-weekly compensation, such Employee shall make payment arrangements for payment of bi-weekly contribution(s) toward the premium costs to ensure continuous benefits coverage. Failure by any Participant to make required bi-weekly contribution payment(s) to the group health insurance premium may result in the loss of benefits coverage as set forth in the Plan Document.

—
—
4. —
2. — Participation and Employee eligibility requirements for a Group Plan shall be specified in the Group Plan Documents.

— Eligible Employees shall make ~~scheduled~~ bi-weekly contributions as with rates defined specified by their their respective ~~Company and Collective Bargaining Agreement~~ Employees (CBA). Employees not covered by a CBA or covered under a CBA without a defined rate shall pay the highest rate defined in a CBA. If no rate is defined under a current CBA, then a rate will be set annually during open enrollment.

— Eligible Employees are required to keep their premiums current as defined in the Plan Document.

5. Health Plan Participation Waiver. Eligible Employees may refuse or waive participation in the Health Plan and receive bi-weekly reimbursement payments at the current scheduled reimbursement rate as provided for in the Collective Bargaining Agreement(s). Any ~~Employees who elects to waive benefits coverage and receive the scheduled reimbursement bi-weekly payment must complete and submit a waiver the required form during the open annual open enrollment period or special enrollment as the result of due to a qualifying life event in order to receive reimbursement. Evidence Proof of coverage will also be required.~~

6. Annual Open Enrollment. Eligible Employees are required to ~~must elect or waive Health Plan participation coverage on an annually basis during the designated established open enrollment period.~~ In the event an eligible Employee makes ~~if no election or waiver of Health Plan participation is made during the designated open enrollment period period or special enrollment due to a qualifying life event, the Employee shall not be permitted to eligible to elect nor waive Health Plan coverage participation, until the next open enrollment period or a special enrollment due to a qualifying life event.~~

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7. Employee's Notice to Metro of Qualifying Life Event. Employees shall promptly notify Metro's Finance Department of any qualifying life event, defined as a change in a person's life ~~which~~ that affects their Health Plan enrollment or allows adjustments to their Health Plan enrollment. Examples of qualifying life events include but are not limited to, the loss of health insurance coverage, marriage, divorce, birth of a child, or adoption of a child. See Plan Document for further information regarding Special Enrollment Rights.

~~All requirements and coverages shall be defined in the Plan Document.~~

8. Health Flexible Spending Account. Any Employee may voluntarily establish a Flexible Spending Account ("FSA") during Metro's annual open enrollment period. Metro shall deduct a set dollar amount from bi-weekly pretax compensation as directed by the participating Employee for FSA contribution to pay for specific types of expenses related to unreimbursed medical costs. Employees' maximum annual health FSA contribution shall not exceed the limit set by the Internal Revenue Service for the Health Plan year.

9. The Consolidated Omnibus Budget Reconciliation Act ("COBRA") provides Health Plan Participants the option to elect to continue group health insurance coverage for a limited period after separating employment with Metro. See Plan Document for additional COBRA information.

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Commented [ES13]: Recommend striking. Power already granted to CEO in By laws.

Commented [WC14R13]: Done, thanks!

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OPERATING POLICY

Subject:

Number

**EMPLOYEE HEALTH
INSURANCE
BENEFITS PLAN**

Adopted: March 27, 1986
Revised: August 28, 1988
May 21, 2009
January 23, 2014
December 21, 2023

36

Purpose:

To provide a group health insurance benefit plan, including medical, prescription drug, dental, and vision coverage, to regular full-time eligible Employees and their dependents.

Policy:

1. Metro provides group health insurance for all eligible Employees who elect to participate (“Participants”) in its annual medical, prescription drug, dental, and vision benefit plans.
2. Employee eligibility, eligible dependents of Employees, participation, and benefit provisions for medical, prescription drug, and dental benefits are provided for in the Plan Document & Summary Plan Description for Metro Employee Benefit Plan (the “Plan Document”), and vision benefits are provided for in the insurer’s Vision Plan (collectively, “Health Plan”).
3. Employee Health Plan Contributions. All Participants are required to make bi-weekly contributions to the group health insurance premium for benefits coverage during the Health Plan calendar year. Scheduled annual Employee contribution rates for benefits coverage are set forth in the Collective Bargaining Agreement(s). Scheduled annual Employee contribution rates shall apply to all Participants, regardless of bargaining unit or non-bargaining unit employee status. Metro shall deduct the respective scheduled Employee contribution sum from Participants’ bi-weekly compensation for benefits coverage during the Health Plan calendar year.
4. In the event any Health Plan Participant is continuously absent from work and Metro is unable to deduct contribution(s) from the Employee’s bi-weekly compensation, such Employee shall make payment arrangements for payment of bi-weekly contribution(s) toward the premium costs to ensure continuous benefits coverage. Failure by any Participant to make required bi-weekly contribution payment(s) to the group health insurance premium may result in the loss of benefits coverage as set forth in the Plan Document.

5. Health Plan Participation Waiver. Eligible Employees may refuse or waive participation in the Health Plan and receive bi-weekly reimbursement payments at the current scheduled reimbursement rate as provided for in the Collective Bargaining Agreement(s). Any Employee who elects to waive benefits coverage and receive the scheduled reimbursement bi-weekly payment must complete and submit a waiver form during the annual open enrollment period or special enrollment due to a qualifying life event. Evidence of coverage will also be required.

6. Annual Open Enrollment. Eligible Employees are required to elect or waive Health Plan participation annually during the designated open enrollment period. In the event an eligible Employee makes no election or waiver of Health Plan participation during the designated open enrollment period or special enrollment due to a qualifying life event, the Employee shall not be permitted to elect nor waive Health Plan participation until the next open enrollment period or special enrollment due to a qualifying life event.

7. Employee's Notice to Metro of Qualifying Life Event. Employees shall promptly notify Metro's Finance Department of any qualifying life event, defined as a change in a person's life that affects their Health Plan enrollment or allows adjustments to their Health Plan enrollment. Examples of qualifying life events include but are not limited to, the loss of health insurance coverage, marriage, divorce, birth of a child, or adoption of a child. See Plan Document for further information regarding Special Enrollment Rights.

8. Health Flexible Spending Account. Any Employee may voluntarily establish a Flexible Spending Account ("FSA") during Metro's annual open enrollment period. Metro shall deduct a set dollar amount from bi-weekly pretax compensation as directed by the participating Employee for FSA contribution to pay for specific types of expenses related to unreimbursed medical costs. Employees' maximum annual health FSA contribution shall not exceed the limit set by the Internal Revenue Service for the Health Plan year.

9. The Consolidated Omnibus Budget Reconciliation Act ("COBRA") provides Health Plan Participants the option to elect to continue group health insurance coverage for a limited period after separating employment with Metro. See Plan Document for additional COBRA information.

7. RESOLUTION: Request Approval for the Amendment of Operating Policy 19, Holidays

EXPLANATION: Staff recommends the amendment of Operating Policy 19 addressing holidays for all regular administrative employees not covered by a Collective Bargaining Agreement. Operating Policy 19 was last revised in October 2006. This policy covers observed holidays as well as floating holidays. Overall, the policy has been separated into two distinct sections to provide better clarity between observed and floating holidays.

The policy identifies seven (7) paid observed holidays each calendar year. In the proposed amendment, Martin Luther King, Jr. Day is converted to a floating holiday from a required observed holiday. This change is being made as fixed and paratransit services remain operational and often administrative staff are required to work that day as well. The second key modification to observed holidays is a clarification that part-time staff will receive four hours of observed holiday pay.

Full-time employees covered by this policy will receive four (4) days of floating holidays per year. Full-time employees employed on Martin Luther King Jr. Day and Juneteenth shall be awarded one floating holiday on each of those days. Additionally, after one (1) year of full-time continuous service, employees will receive one (1) floating holiday on January 1st and a second floating holiday on July 1st of each calendar year.

Redlined and clean copies of the proposed policy are included in the Board packet. The proposed amendment to Operating Policy 19 was discussed with the Planning & Policy Committee. Assuming Committee concurrence, recommend approval.

OPERATING POLICY

Subject:

Number

HOLIDAYS

Adopted: March 27, 1986
Revised: August 25, 1988
May 31, 1991
October 26, 2006
[December 21, 2023](#)

19

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Purpose:

To designate ~~paid h~~Holidays observed by Metro for all regular ~~Salaried a~~Administrative classified employees ("Administrative Employees") ~~not covered by a Collective Bargaining Agreement ("Employees"). All employees subject to a Collective Bargaining Agreement ("CBA") shall receive paid time off for observed holidays as set forth by the CBA.~~

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Policy:

~~1. Observed Holidays: Effective January 1, 2024, Metro shall observe the following seven (7) paid holidays ("Holidays") each calendar year: Unless attendance is otherwise required, all salaried All Employees are provided with seven (7) paid observed holidays per year.~~

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~~1.~~

~~a. Employees shall observe the following paid observed holidays ("Observed Holidays"):~~

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New Years Day
~~Martin Luther King Day~~
Memorial Day
Independence Day

Labor Day

Thanksgiving Day
~~Day~~Friday after Thanksgiving ~~Day~~
Christmas Day

Commented [AJ1]: This would also be removed, correct?

Commented [WC2R1]: ~~Alicia Johnson~~, my intent is to leave this and then people could utilize item d. below to work and bank it. ~~Lauren Cenci~~ made a good point about the office needing to be open if something is not on the official holiday list.

~~Observed Holidays which fall on Saturday will be observed on Friday. Observed Holidays which fall on Sunday will be observed on Monday.~~

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~~b. Eligibility. All Full-time Administrative Employees shall receive eight (8) hours of pay for Holidays, at their regular rate of holiday pay for Observed Holidays. Regular, Part-time Administrative Employees shall receive four (4) hours of holiday pay for Observed Holidays pay for Holidays, at their regular rate. Holiday pay will be paid at the employee's regular hourly rate. ("Holiday Pay")~~

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a.

~~i. All non-exempt full-time Administrative Employees must either performed work on their regularly scheduled workdays before and after the a Observed Holiday, or have supervisor approved leavetime off in order to be eligible to receive eight (8) hours of pay for the Holiday. qualify for Hholiday Ppay. Exempt Eemployees are excluded.~~

~~b. Holidays which fall on Saturday will be observed on the preceding Friday. Holidays which fall on Sunday will be observed on the following Monday.~~

~~c. Full-time Administrative EAn employees who or are required to work a on an Observed provided Hholidays will receive eight (8) hours of pay at their regular rate. Holiday Pay in addition to their any actual worked hours hours worked.~~

~~d. In the event a Holiday falls on a regularly scheduled day off, Administrative Employees shall be paid eight (8) hours in addition to their actual hours worked for the work week.~~

~~e. Observed Employees can only do this for one Observed H Hours awarded for Holidays Holiday Pay shall not be considered as actual hours worked in the computation of overtime.~~

~~f. Unused Holidays do not carry over to the next calendar year. does not count towards actual worked hours for the week performed as it pertains to hours qualifying for overtime.~~

~~If an Observed Holiday falls on a regularly scheduled day off, Employees shall be paid straight time for the hHoliday Pay for that day in addition to worked hours for the week.~~

~~2. Floating Holidays Hours: In addition to Holidays, full-time Administrative Employees shall receive paid floating holiday time, ("Floating Holiday(s)"), at their regular rate, to be used during the award calendar year. Floating Holidays are awarded and available each calendar year as follows:~~

~~a. In recognition observance of Martin Luther King Jr. Day, all full-time Administrative eEmployees employed on Martin Luther King Jr. Day each calendar year shall be awarded one (1) Floating Holiday consisting of eight (8) hours- each calendar year. floating holiday hours.~~

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~~a. In observance recognition of Juneteenth, all full-time Administrative Employees employed on June 19th each calendar year shall be awarded one (1) Floating Holiday consisting of eight (8) floating holiday hours each calendar year.~~

~~b.~~

~~c. After one six (1) months year of continuous service, all full-time Administrative Employees shall be eligible for a total award of two (2) Floating Holidays consisting of ed sixteen (16) eight (8) hours each floating holiday hours per calendar year thereafter as follows; and annually thereafter at the start of each calendar year.~~

~~i. Metro shall award eligible full-time Administrative Employees one (1) Floating Holiday consisting of eight (8) hours on January 1st of each calendar year.~~

~~ii. Metro shall award eligible full-time Administrative Employees one (1) Floating Holiday consisting of eight (8) hours on July 1st of each calendar year.~~

~~d. Floating Holidays shall be scheduled used on a business day that is mutually agreeable to the Administrative Employee and their supervisor.~~

~~e. One Floating Holiday must be used as a single regularly scheduled workday.~~

~~f. Awarded, unused Floating Holidays hours shall be are only paid out upon official retirement.~~

~~g. Awarded, Unused Floating Holiday hours shall, not carry over to the next from one calendar year to the next calendar year.~~

After one (1) year of service:

Birthday (to be taken on the employee's birthday, or a day mutually agreeable to the employee and his/her supervisor during the month in which the birthday falls)

Floating Holiday (at the discretion of the Executive Director)

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Commented [WC3]: To cover birthday and "other" floating holiday from prior policy. Allows more flexibility a...

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Commented [WC4]: If we want to do this.

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Commented [WC5]: I am not sure we want to delve in...

Commented [AJ6R5]: I support consistency between...

Commented [WC7R5]: I think we could manage it in t...

Commented [GU8R5]: This might be a tough sell for th...

Commented [LC9R5]: @William Clingma

Commented [WC10R5]: I would prefer we do not carr...

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~~2. Non-exempt employees who are required to work a holiday shall receive straight-time pay for all hours worked, plus holiday pay. If the holiday falls on a regularly scheduled day off, the employee shall be paid straight time.~~

~~3. If an exempt employee is required to work a holiday, the Department Head shall reschedule another mutually agreeable day off.~~

~~4. The regularly scheduled work days before and after the holiday must be worked to qualify for holiday pay. Exempt employees are excluded.~~

~~Holidays which fall on Saturday will be observed on Friday. Holidays which fall on Sunday will be observed on Monday.~~

OPERATING POLICY

Subject:

Number

HOLIDAYS

Adopted: March 27, 1986
Revised: August 25, 1988
May 31, 1991
October 26, 2006
December 21, 2023

19

Purpose:

To designate paid holidays observed by Metro for all regular administrative classified employees (“Administrative Employees”). All employees subject to a Collective Bargaining Agreement (“CBA”) shall receive paid time off for observed holidays as set forth by the CBA.

Policy:

1. Observed Holidays: Effective January 1, 2024, Metro shall observe the following seven (7) paid holidays (“Holidays”) each calendar year:

New Years Day	Labor Day
Thanksgiving Day	Memorial Day
Friday after Thanksgiving Day	Independence Day
Christmas Day	

- a. Eligibility. All full-time Administrative Employees shall receive eight (8) hours of pay for Holidays, at their regular rate. Regular, part-time Administrative Employees shall receive four (4) hours of pay for Holidays, at their regular rate.
 - i. All non-exempt full-time Administrative Employees must either perform work on their regularly scheduled workdays before and after a Holiday or have supervisor approved leave to be eligible to receive eight (8) hours of pay for the Holiday.
- b. Holidays which fall on Saturday will be observed on the preceding Friday. Holidays which fall on Sunday will be observed on the following Monday.
- c. Full-time Administrative Employees required to work a Holiday will receive eight (8) hours of pay at their regular rate, in addition to their actual hours worked.

- d. In the event a Holiday falls on a regularly scheduled day off, Administrative Employees shall be paid eight (8) hours in addition to their actual hours worked for the work week.
 - e. Hours awarded for Holidays shall not be considered as actual hours worked in the computation of overtime.
 - f. Unused Holidays do not carry over to the next calendar year.
2. Floating Holidays: In addition to Holidays, full-time Administrative Employees shall receive paid floating holiday time ("Floating Holiday(s)"), at their regular rate, to be used during the award calendar year. Floating Holidays are awarded and available each calendar year as follows:
- a. In observance of Martin Luther King Jr. Day, all full-time Administrative Employees employed on Martin Luther King Jr. Day shall be awarded one (1) Floating Holiday consisting of eight (8) hours each calendar year.
 - b. In observance of Juneteenth, all full-time Administrative Employees employed on June 19th shall be awarded one (1) Floating Holiday consisting of eight (8) hours each calendar year.
 - c. After one (1) year of continuous service, all full-time Administrative Employees shall be eligible for a total award of two (2) Floating Holidays consisting of eight (8) hours each per calendar year thereafter as follows:
 - i. Metro shall award eligible full-time Administrative Employees one (1) Floating Holiday consisting of eight (8) hours on January 1st of each calendar year.
 - ii. Metro shall award eligible full-time Administrative Employees one (1) Floating Holiday consisting of eight (8) hours on July 1st of each calendar year.
 - d. Floating Holidays shall be scheduled on a business day that is mutually agreeable to the Administrative Employee and their supervisor.
 - e. One Floating Holiday must be used as a single regularly scheduled workday.
 - f. Awarded, unused Floating Holidays shall be paid out upon official retirement.
 - g. Awarded, unused Floating Holiday hours shall not carry over to the next calendar year.

8. RESOLUTION: Request Approval of Standing Purchase Orders – Fiscal Year 2023

EXPLANATION: Staff is requesting approval of the standing purchase orders that are in excess of \$25,000.00 for 2024. The Purchasing Policy stipulates that the Board shall approve all Standing Purchase Orders exceeding \$25,000.00 on an annual basis. A copy of the Standing Purchase Order list is included in the Board packet.

This list was distributed to the responsible Directors for review, then sent to the Finance/Procurement Committee for review prior to the Thursday, December 21, 2023, Regional Metropolitan Transit Authority of Omaha d/b/a Metro Board Meeting.

Staff recommends approval of the Resolution.



2024 Standing Purchase Orders

Fiscal Year	Description	Total Amount	Vendor Name
2024	On-site and Preemployment Services	\$60,000.00	COMP CHOICE INC.*
2024	2024 Customer Service Expense	\$600,000.00	TRANSDEV SERVICES, INC.*
2024	Monthly Verizon Bill	\$156,000.00	VERIZON WIRELESS
2024	Monthly MUD Bill	\$128,750.00	METROPOLITAN UTILITIES DISTRICT
2024	Monthly OPPD Bill	\$432,600.00	OPPD- OMAHA PUBLIC POWER DISTRICT
2024	2024 Trapeze Software Fees	\$478,545.00	TRAPEZE SOFTWARE, INC.
2024	2024 Security Services	\$100,000.00	AMERICAN SECURITY*
2024	Health Insurance Admin, Claims and Other Plan Cost	\$800,000.00	MID-AMERICAN BENEFITS, INC.
2024	Health Insurance Admin, Claims and Other Plan Cost	\$4,500,000.00	MID-AMERICAN BENEFITS, INC.
2024	Health Insurance Admin, Claims and Other Plan Cost	\$250,000.00	MID-AMERICAN BENEFITS, INC.
2024	Communications Services	\$260,000.00	LUMEN*
2024	TVM & Bus Pickup and Servicing	\$125,000.00	ARMORED KNIGHTS*
2024	2024 CNG Standing Purchase Order	\$1,300,000.00	KALM ENERGY
2024	2024 TVM Non-warranty repair or replacement parts	\$30,000.00	BEA TRANSIT TECHNOLOGIES, LLC
2024	Outside Legal Services	\$500,000.00	AKC/Dvorak*
2024	Insurance (Various Types)	\$600,000.00	Davis Insurance
2024	Tire Lease	\$200,000.00	Goodyear*
2024	Central States Pension (IA)	\$65,000.00	Central States
*Or alternative vendor if a new one is approved			

9. RESOLUTION: Request Approval to Rescind Operating Policy 32, Bus Advertising

EXPLANATION: Staff is requesting approval of a resolution to rescind Operating Policy 32, Bus Advertising which was adopted in March of 1986 and last revised in August 1988.

In September 2022, Administrative Policy 1, Advertising was adopted by the Board. Administrative Policy 1 outlines the framework by which Metro manages advertising on buses and throughout its operations and in effect replaces Operating Policy 32. Staff is requesting the Board rescind Operating Policy 32 in order to avoid confusion or potential conflicting guidance as it pertains to commercial advertising on or within Metro's facilities and vehicles. A copy of both Operating Policy 32 and Administrative Policy 1 are included in the Board packet.

Recommend Approval.

OPERATING POLICY

Subject:

Number

BUS ADVERTISING

Adopted: March 27, 1986
Revised: August 25, 1988

32

Purpose:

To establish a policy for bus advertising.

Policy:

1. The Executive Director shall have discretion to reject any advertisement or other copy for display inside or outside any bus which graphically or pictorially depicts statements that are libelous, false, misleading, obscene, offensive to moral standards of the community or which are in opposition to the best interests of the company.
2. Any person whose advertisement is rejected may appeal the decision of the Executive Director to the Board of Directors. The appeal must be in writing and include a copy of the rejected material.
3. All persons (with the exception of the State governments of Iowa and Nebraska, including their political subdivisions) shall not be permitted to advertise on any bus owned or controlled by the company without first paying established rates which shall be equally applied in all instances.

THE REGIONAL METROPOLITAN TRANSIT AUTHORITY OF OMAHA'S ADVERTISING POLICY

I. POLICY PURPOSE

The Regional Metropolitan Transit Authority of Omaha (“RMTA”), is a political subdivision of the State of Nebraska, operating a public transit system in the Omaha regional metropolitan area. The RMTA owns and operates buses, vans, shelters, and transit centers. It is in the public interest to make designated space available on and within its buses, vans, shelters, and transit centers (collectively referred to as “RMTA Facilities”) for the display of commercial advertising. The RMTA’s fundamental objective of designating spaces for the display of commercial advertising on or within RMTA Facilities is exclusively to generate revenues to augment the operation of RMTA’s public transit system. To accomplish its objectives of public transit operations and generation of additional revenue, RMTA will accept commercial advertising on or within RMTA Facilities only if such advertising complies with the standards and conditions of RMTA’s commercial advertising policy (“Advertising Policy”). The viewpoint neutral standards and restrictions contained in this Advertising Policy are intended to promote a professional advertising environment that maximizes revenues.

A. Nonpublic Forum.

The RMTA’s proprietary function is the operation of a public transit system. RMTA Facilities shall not provide a public forum for any and all types of commercial advertisements. By providing designed space on or within RMTA Facilities for the display of commercial advertising, the RMTA does not create nor intends to create a public forum for public discourse, expressive activity, or debate. The RMTA maintains exclusive control over the nature of commercial advertisements accepted and posted on or within all RMTA Facilities. The RMTA will designate space on or within its RMTA Facilities available for limited types of commercial advertising (“Permitted Advertising”), as an additional means of generating revenue to benefit and enhance its public transit operations. All RMTA Facilities are a non-public forum, and as such, the RMTA will only accept that Permitted Advertising.

II. ADVERTISING STANDARDS AND RESTRICTIONS.

A. Limits on Permitted Advertising. The viewpoint neutral standards and restrictions on Permitted Advertising displayed on RMTA Facilities will enable the RMTA to:

1. Avoid subjecting its passengers and other members of the public to content and material that may cause them embarrassment or discomfort and discourage them from using the RMTA’s public transit system;
2. Maintain an image of professionalism and decorum;

3. Avoid displaying material that is not suitable for viewing by minors and the public served by the RMTA's public transit system; and
4. Maximize revenues.

B. Excluded Advertising. The RMTA strictly prohibits and will not accept for display, posting, or placement on or within RMTA Facilities the following types of commercial advertising ("Excluded Advertising"):

1. To serve the purpose for which the RMTA transit system was established, RMTA shall exclude commercial advertising unsuitable for exposure to persons of minority age and immature judgment. The following types of commercial advertising are strictly prohibited, and will not be displayed, posted, or placed in or within RMTA Facilities:
 - a. Advertising for cigars, cigarettes, pipe tobacco, chewing tobacco, and other tobacco products;
 - b. Advertising for alcoholic beverages, including beer, wine, and distilled spirits;
 - c. Advertising for products or services related to human reproduction or sexuality, including but not limited to contraceptive products or services, other products or services related to sexual hygiene, and counseling with regard to pregnancy, abortion or other sexual matters;
 - d. Advertising for products, services or entertainment directed to sexual stimulation, which includes advertising which promotes pornography, including adult magazines, X-rated media, and/or businesses trafficking in pornography;
 - e. Advertising which presents rape, murder, or other acts of violence against any person, including children, as erotic, entertaining, amusing or appropriate;
 - f. Advertising that depicts violence or antisocial behavior; and
 - g. Advertising that includes language that is obscene or profane.
2. Commercial advertising determined by the RMTA to contain obscene and/or offensive content or material shall be prohibited and will not be displayed, posted, or placed on or within RMTA Facilities. Commercial advertising containing obscene and/or offensive content or material shall be evaluated by the RMTA using the following criteria: (i) whether the average person applying contemporary community standards would find the advertising, taken as a whole, appeals to the prurient interest; (ii) whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and (iii) whether the commercial advertising, taken as a whole, lacks serious literary, artistic, political or scientific value, to determine

whether such advertising content or material is obscene and/or offensive.

3. Commercial advertising that explicitly and directly promotes or encourages the use of means of transportation in direct competition with the RMTA's public transit service or operations shall not be displayed, posted, or placed on or within RMTA Facilities.
4. No commercial advertising shall be permitted that in any way denigrates the RMTA's organization, or its operation, or its officers, agents, or employees. This prohibition includes advertising copy and illustrations that state or imply, or could reasonably be expected to cause an inference, that the RMTA's public transit service or operations are anything but safe, efficient, affordable, and convenient.
5. Use of the RMTA's name, logo, slogans, or other graphic representations is subject to advance approval by the RMTA. The RMTA does not expressly endorse nor implies any endorsement of any product or service.
6. The RMTA requires all commercial advertising copy to be lawful, truthful, and not misleading. Commercial advertising copy and illustrations shall not be exaggerated, distorted, or deceptive. Medical products or treatments shall be treated in a restrained and inoffensive manner. Testimonials must be true and authentic, and advertisers using testimonials shall be required to indemnify the RMTA against any civil claims or actions, including attorney's fees, brought in connection with such. Commercial advertising that promotes contests or giveaways shall comply with all applicable laws, regulations, statutes, and ordinances.
7. No commercial advertising displayed, posted, or placed on or within RMTA Facilities that include language, pictures, or other graphic representations that are unsuitable for exposure to persons of minority age and immature judgment, or shall be derogatory of any person or group because of race, color, national origin, ethnic background, age, religious belief, marital status, disability, sex, sexual orientation, gender, pregnancy, veteran status, or any other protected status provided by law.
8. No commercial advertising shall be displayed, posted, or placed on or within RMTA Facilities; if such thereof, violates any federal, state, or local law, regulation, statute, or ordinance.
9. No political advertising shall be displayed, posted, or placed on or within RMTA Facilities. For this purpose, political advertising is defined as any of the following:

- a. Any advertising conducted for the purpose of influencing public opinion that supports or opposes the election of any candidate or group of candidates for election to any federal, state, or local office;
 - b. Any advertising conducted for the purpose of influencing public opinion that supports or opposes any legislative, administrative, referendums, or with respect to any controversial issues of public importance; or
 - c. Any advertising that features any person whose prominence is based, wholly or in part, upon such person's past or present activity in political affairs, parties, or campaigns, or that represents or implies any such person's approval or endorsement of the subject matter of the advertising.
10. The RMTA prohibits any agreement with an advertiser that provides for "exclusivity" of the advertiser's business arena, including but not limited to prohibiting advertising from other competitive businesses.
 11. Commercial advertising containing language, images, or depictions of firearms or other weapons, or the unlawful use of firearms or other weapons.

C. Excluded Advertising Purpose. By not accepting Excluded Advertising for display, posting, or placement on or within RMTA Facilities, RMTA shall attain:

1. Maintenance of a professional advertising environment that maximizes advertising revenues and minimizes the interference or disruption of the operational aspects of its public transit system;
2. Maintenance of an image of neutrality on political matters and other noncommercial issues that are the subject of public debate and concern;
3. Protection of passengers, employees and RMTA Facilities from harm or damage that can result from some individual's reactions to political or controversial materials or dissuade patrons from using RMTA Facilities temporarily or permanently; and
4. Increased transit ridership and retention.

D. Advertising Space Availability.

1. **Availability.** The RMTA limits the amount of space on or within its RMTA Facilities available for commercial advertising and make no representations that it can or will accommodate all requests for advertising space. Advertising space will be made

available only on or within RMTA Facilities designated by the RMTA. No commercial advertising, signs, and other types of postings or communications may be displayed, posted, or placed on any other RMTA Facilities.

2. The RMTA explicitly reserves the right, in its sole discretion and independent judgment, to limit the number of advertisements from any advertiser, groups of advertisers, public or private entities, or any other Permitted Advertising similar in nature, subject matter, or content.

E. Appeal of Advertising Decisions—Reconsideration of Rejected Advertising.

Upon written request for reconsideration of the rejected advertising from advertiser, the RMTA's designated representative shall forward the request for reconsideration to the RMTA's Chief Executive Officer and Legal Director. The Chief Executive Director, or designee, shall determine whether the proposed advertising will be accepted or rejected within fourteen (14) days of receipt of the written request for reconsideration of the rejected advertising. When applicable, the RMTA will make reasonable efforts to cooperate with the independent contractor through whom the advertising has been proposed, to revise proposed advertising in order to produce advertising that can be accepted and displayed, posted, or placed on or within RMTA Facilities consistent with the Advertising Policy.

F. Reservation of Rights.

The RMTA reserves the right to suspend, modify, or revoke the application of any of the standards and restrictions of this Advertising Policy, at its sole and absolute discretion, necessary to comply with federal, state, and local laws, statutes, regulations, ordinances, mandates, and orders to accommodate the RMTA's primary public transit function, operations, and the goals and objectives of this Advertising Policy.

10. RESOLUTION: Request Approval of Fuel Contracts

EXPLANATION: Metro determined that it was prudent to obtain bids for both diesel and gasoline fuel due to a decrease in fuel market prices. Metro's existing contract with Agriland is anticipated to end in January 2024.

On December 7, 2023, Metro requested bids for both diesel and gasoline for a six (6) month period beginning in February 2024. Metro received 5 bids for these contracts. The low, responsive, compliant bid for ultra-low sulfur diesel was from Sapp Bros Petroleum, Inc. at \$2.5643 per gallon for 232,500 gallons. The low, responsive, compliant bid for gasoline was also from Sapp Bros Petroleum, Inc. at \$2.0499 per gallon for 90,000 gallons.

The CEO/Executive Director advised the Board Chair, Mr. Lawse, who agreed to the award of these contracts. Both proposed contracts are below the \$3/gallon budgeted for fuel for 2024. Metro's existing diesel contract which is expiring in January 2024 is \$2.533/gallon.

We are requesting full Board concurrence for two contract awards to Sapp Bros Petroleum, Inc. in accordance with Metro's Procurement Policy. The contracts with Sapp Bros Petroleum, Inc. will be in the amount of \$596,199.75 for the diesel purchase and \$184,491 for the gasoline.

Sapp Bros Petroleum, Inc. is paid upon invoicing after delivery, which is spread out incrementally throughout the contract period.

Recommend Full Board Approval

PURPOSE

The Omaha metro area needs reliable, quality public transportation to grow sustainably and serve the diverse needs of our residents.

MISSION

Metro connects people, places and opportunities through quality transit services.

VISION

Metro is a valued transportation choice for all members of our community and a vital partner in Omaha's future.

Metro aims to realize this vision by cultivating and investing in:

- Collaborative communication
- Employee empowerment
- Culture of respect & appreciation
- Well-maintained equipment & facilities
- Up-to-date technology & processes
- Ongoing training & safety efforts
- Collaborative partnerships to improve our service
- Outstanding rider communication & experience
- Recognition of Metro's value to the community

VALUES

Unity: We are a team with a common purpose.

Responsibility: We take pride in our work and are committed to going above and beyond.

Care: We care about our customers and each other.

Resourcefulness: We are adaptable and driven to overcome challenges.

Learning: We are always training for tomorrow.

Appreciation: We are motivated to provide a quality of life for those we love through competitive wages and compensation.

VISION:

METRO IS A VALUED TRANSPORTATION CHOICE FOR ALL MEMBERS OF OUR COMMUNITY AND A VITAL PARTNER IN OMAHA'S FUTURE.

Project Phoenix aims to make Metro a great place to work by creating a stronger culture and improving the way we work together



SERVICE COLLABORATIONS,
RIDER EXPERIENCE

RECOGNITION
OF METRO'S
VALUE TO THE
COMMUNITY

COLLABORATIVE
PARTNERSHIPS
TO IMPROVE OUR
SERVICE

OUTSTANDING RIDER
COMMUNICATION AND
EXPERIENCE -
"THE RIDER COMES
FIRST"

MAINTENANCE, EQUIPMENT,
AND TRAINING

CLEAN,
FUNCTIONING,
WELL-MAINTAINED
EQUIPMENT &
FACILITIES

UP-TO-DATE
TECHNOLOGY AND
PROCESSES TO ENSURE
QUALITY EQUIPMENT
AND SERVICE

ONGOING
TRAINING &
SAFETY EFFORTS
FOR ALL
DEPARTMENTS

COMMUNICATION,
CULTURE, AND
CAREERS

TRANSPARENT
2-WAY
COLLABORATIVE
COMMUNICATION

EMPLOYEE
EMPOWERMENT
THROUGH CAREER
ADVANCEMENT
AND REWARD

A CULTURE OF
MUTUAL RESPECT,
APPRECIATION, AND
TEAMWORK

**REGULAR BOARD MEETING
REGIONAL METROPOLITAN TRANSIT AUTHORITY OF OMAHA
2222 Cuming Street
Omaha, Nebraska, 68102
November 30, 2023**

MINUTES

The Regional Metropolitan Transit Authority of Omaha Board met on Thursday, November 30, 2023, at 8:30 a.m., in person at the Authority's Administration Building, 2222 Cuming Street, Omaha, Nebraska 68102, and virtually. Notice was published in the Omaha Daily Record on November 24, 2023, in advance of the meeting. For the benefit of the public in attendance, a copy of the Open Meetings Law is posted in the meeting room and the Agenda is published on the display in the facility lobby. The following persons were in attendance at the meeting:

Authority Board:

Mr. Daniel Lawse, Chair
Mr. Othello Meadows, Vice Chair
Mr. Jay Lund
Ms. Amy Haase
Ms. Julia Plucker (Absent)

Authority Staff:

L. Cencic, CEO/Executive Director
I. Maldonado, Deputy Executive Officer
D. Grant, Human Capital and Talent Development Director
E. Simpson, Legal Director (Absent)
K. Pendland, IT Director (Virtually)
W. Clingman, Finance Director
D. Kelsey, Operations Director (Absent)
J. Willoughby, Senior Project Manager (Absent)
R. Sherping, Safety Director (Absent)
A. Johnson, Civil Rights & Inclusion Director (Virtually)
J. Beverage, Maintenance Director (Virtually)
N. Ebat, Sr. Manager of Communications & Community Relations
S. Perry, Executive Administrator & Board Secretary

Others Present:

Other Metro staff
Members of the public

Metro connects people, places, and opportunities through quality transit services.

Agenda Item #1: Call to Order at 8:33 am

Notice of the Regular Meeting was published in the Omaha Daily Record on November 24, 2023. For the benefit of the public in attendance, a copy of the Open Meeting Law is posted in the meeting room, and the Agenda is published on the display located in the facility lobby and online at ometro.com.

Agenda Item #2 Approval of Minutes of Previous Regular Meeting

- a. Regular Meeting: October 26, 2023

Motion by Ms. Haase; Seconded by Mr. Meadows

ROLL CALL:

UNANIMOUS (LUND ASTAINED, PLUCKER ABSENT), MOTION CARRIES.

Agenda Item #3 General Public Comment Period

This is an opportunity for members of the audience to be heard regarding topics related to the Regional Metropolitan Transit Authority of Omaha, not on the agenda for a maximum of 2 minutes.

Mr. Lawse opened the General Public Comment Period to invite members of the audience to be heard regarding regular topics related to the Regional Metropolitan Transit Authority of Omaha.

Lydia Neese 4207 Williams St, Omaha, NE 68105. She attended virtually on behalf of her husband who sustained a traumatic brain injury last year and recently applied for Moby services after being approved for outpatient therapy through Madonna Rehab. She further explains that Metro has an express route directly across from Madonna Rehab but does not have a fixed route which means that his rehab hospital is inaccessible to him and many other disabled patients. She is asking what could be done to provide her husband with this access every week. She is willing to pay what's necessary to provide her husband with a sense of independence.

Mr. Lawse thanked her on behalf of the board. The Board advises that a meeting be arranged with Metro staff or Ms. Cencic for assistance with what can be done. Ms. Cencic indicated that Ms. Neese has spoken to staff regarding this issue but if more discussion is needed Metro staff including herself will contact her to follow up. Mr. Meadows adds that he was pleased that this was brought to their attention. If the Board is never told they do not know and urge the public to bring these concerns when necessary.

Agenda Item #4 Administrative Report (L. Cencic)

Ms. Cencic reports the following:

Ridership numbers look great for this month. As of November 28th, just shy of a month left of 2023 there have been 2.9 million trips which is 300,000 more than all of last year.

ORBT this year has over 500,000 trips 1.4 million trips since its inception. Further information will be shared in the Communications reports regarding the anniversary of ORBT and the activities involved.

Mr. Lund ask about if regular ridership numbers across the entire system reaching pre-Covid levels. Ms. Cencic did confirm that yes ridership is reaching pre-covid numbers.

Ms. Cencic further reported that she has had some exciting meetings with members of the community and key stakeholders. Met with Senator McDonnell, State Legislator, regarding funding priorities for

transportation at the state level in conjunction with MAPA. The importance of system preservation as well as building new roads and viability and transit projects was also discussed.

Ms. Cencic recently met with Heath Mello, CEO of the Greater Omaha Chamber, and he is interested in working with transit and ensuring both the Chamber and Metro are aligned.

Since Union contracts approval, the Letter of Understanding or LOU with the Transport Workers Union has been finalized which will help clarify the transition pieces from the old to the new contract. Pay increases and other items will be retroactive back to January 1, 2023. Some new policies and procedures around attendance and vacation began in November 2023. It was great to work with the union on this and a positive engagement.

Ms. Cencic also provided an update about the Leadership Academy, which is an initiative to build internal staff capacity. Staff is finalizing applications to be released in the next couple of days. The speakers are confirmed. The layout of the courses and details were shared with the board for a 12-month leadership program. 50% of the cohort will focus on general leadership, conflict management, and project management then afternoons would consist of Metro leaders focusing on leadership skills in transit and more specifically at Metro; with an emphasis to break down silos across departments. The overall goal will be for participants to understand what each department does and how it impacts other departments; how it interfaces with federal and state regulations and local ordinances, and to see the bigger picture. The Leadership Academy is open to all staff who have worked at Metro for at least a year and are in good standing. The Committee will review applications and recommend at least 12-15 participants. Hopefully, the first cohort will be a good mix of employees coming from various departments. This has been near and dear to the heart of Ms. Cencic. A huge thank you to Alicia Johnson, Metro's Civil Rights and Inclusion Director, Dewan Grant, Human Capital & Talent Development Director, and the HR Team for their work on this.

Ms. Cencic concluded her report and opened the floor to questions. There were none.

The board is excited about the investment in staff.

Agenda Item #5 Administrative Reports:

a. Administration/Human Resources (D. Grant)

Mr. Grant reports the following:

Echoed Ms. Cencic's excitement for the Leadership Academy. Management is a title that you have to be given but leadership is something you can really step into no matter what role you are in currently. It's more of an attitude and this program will better equip people to lead from where they are. Expressed an excitement of witnessing all the work and the initial concept that stemmed from Ms. Cencic.

Recruiting updates, 12 employees started new roles. Two new positions posted for HR Generalists. One has been filled already. Posted a role for project management in October as well.

Four operators started in October with a fairly large class starting in December super excited to end the year on a strong note on the recruiting front.

Mr. Grant ended his recruitment report for October and opened the floor to questions, there were none.

Mr. Lund extended his congratulations on the recruiting front and the start of the Leadership Academy.

b. Programs/Operation (I. Maldonado)

Mr. Maldonado reports the following:

On a recent Sunday Metro implemented the first snow detours after noticing several streets had not been cleared until approximately 11 am.

Been in communication with the Metropolitan Utilities District or MUD to minimize interruptions to the fueling of our compressed natural gas or CNG buses at times when they introduce propane into their gas pipelines. This is done infrequently due to high demands for the use of gas. They have to introduce propane to meet the needs of their customers. Metro has coordinated with MUD to get advance notice for testing their systems and Metro will fuel up two hours after they end this testing. Working with KALM Energy for other solutions.

Metro continues to experience considerable delays in the arrival of bus parts which have affected the immediate repair of buses and daily bus deployment. Many are backordered due to arrive after January with a significant number expected to arrive after February. In addition to the buses out of service waiting for bus parts, nine buses need extensive repair by external vendors. Four buses require external CNG tank inspections. Any time an accident occurs with a CNG bus an inspection must be done for any leakage by a 3rd party vendor who comes in to certify the buses are safe.

Metro has noticed the increase in operators' attendance issues at the start of the ratification of the Collective Bargaining Agreement or CBA around the Thanksgiving holiday. The CBA is ratified, and LOU is being finalized, and a publication of the information was provided to the operators about the attendance process. Before the new agreement went into effect union members may have looked at taking time off before it was executed. This could be the reason for the increase in operators' absences. Now that the contract is in place and the information has been shared with staff everything is being properly documented and holding staff accountable. It is hoped that this will address attendance issues. Communications are open with the union and a meeting is set up for next week to discuss this further.

To minimize service disruptions Metro is temporarily operating paratransit buses on express routes where there is less ridership. Bike racks have been temporarily installed inside five buses allowing up to two bikes onboard and more are set to be equipped with bike racks. This addition does not interfere with wheelchairs.

Two more weeks have been added to the in-service training course, this will entail more hours of actual driving, more proficiency, and better familiarity with various routes. Adding the additional training time Metro hopes to reduce accidents.

Implementation of the new fleet management procurement solution is progressing with job management in dispatch functionality being scheduled to be fully functioning by the end of December with other features being effective by the end of January.

Mr. Maldonado concluded the report and opened the floor to questions, but there were none.

Mr. Lawse appreciated the report addressing the operator's absence. Grateful for the new policies and procedures that are in place to help everyone be there for Metro's riders. He further iterates that he is looking forward to seeing fewer reports of no operators being the cause of no service. Thanks, extended to operators who show up for the riders.

c. Communications (N. Ebat)

Ms. Ebat reports the following:

The first initial snow of this season occurred recently causing Metro to use the snow routes. From a Communications perspective, everything went off without a hitch. What has helped is the interaction between the communications team and the field supervisors that was established over the last snow season. Having all the snow routes turn by turn in place within the hour of being notified has helped get the information out to Metro's riders in a more user-friendly easily accessible format and was well in place for this first usage. No complaints have been received.

ORBT turned three! On November 18th, 2020, at 4:30 am the first ORBT pulled out. That specific ORBT bus that left the garage in 2020 was used in this celebratory event. The celebration was set up in the parking promenade of the Gene Leahy Mall. A thank you was extended to the various departments that made this a success. Maintenance helped make sure all was safe, and Dispatch and Operations provided the ORBT original bus ensuring it was clean on the inside and out. Kids and families were able to participate in activities e.g., making birthday cards and drinking hot cocoa. Communications is working on a display to showcase birthday cards from the kids for Metro staff.

During the ORBT celebration, Metro Partnered with Sustain UNO to set up their art exhibit on the bus and people were able to do a walk-through gallery. Several employees, drivers, and managers attended the event. City Hall staff stopped by and were impressed with the public engagement.

December 1st is the last day to accept TAC applications. The selection team will then choose 11 to sit on the committee and thank you's will be sent to all applicants.

Other Metro Community Activities

Metro attended the Bridge to Care Refuge Health Fair. A number of staff and managers walked in the Veteran's Day Parade. December 2nd Metro will be in the Community Partner tent at the Christmas in the Village event and a small campaign for the rest of the month is being planned to urge people to use Route 24 to see the expanded portion of the city's holiday light festival - 24th & Lake to 24th St. in South Omaha.

Ms. Ebat concluded the report and opened the floor to questions, but there were none.

Board members unanimously expressed their appreciation to staff who are out connecting Metro with the city. The Board thought some of the artwork from the ORBT anniversary would be great for social media and possibly t-shirts.

Agenda Item #6 Resolution: Request Approval for the Amendment of Operating Policy 37, Retirement Plans (W. Clingman)

Staff is proposing the amendment of Operating Policy 37. The policy covers the retirement plans offered by Metro. Minor changes are being made regarding the pension plan portion of the policy. The key change is to delegate the appointment of the Plan Administrator to the Chief Executive Officer (CEO).

A section is being added to the policy to cover the 457 plan offered by Metro. The plan is offered to administrative employees and those whose collective bargaining agreements also allow for it. The policy establishes guidelines for employer match and a 457 plan committee and designates the positions who will act as plan administrators. Finally, the policy clarifies that other plan guidelines are established in the 457 plan document which is maintained by Metro staff and approved by the CEO.

Mr. Clingman presented the following:

The purpose of updating policies is to align existing practices. The key changes with the retirement and pension plans will allow the CEO to appoint the administrator as opposed to a board-appointed position. It also rolls in the language behind the existing 457 plan and establishes a committee to ensure a responsible set of funds to invest is being offered for employee investment as well as guidelines for employer match.

Mr. Lawes and Ms. Haase confirmed this policy was reviewed by the Policy Committee.

Motion by Mr. Meadows; Second by Ms. Haase

**ROLL CALL:
UNANIMOUS (PLUCKER ABSENT), MOTION CARRIES.**

Agenda Item #7 Resolution: Request Approval of Contract for Snow Removal (W. Clingman)

Staff requests seeking approval of a contract for snow removal for the 2023-2024 winter season. An Invitation for Bids (IFB) was published on Metro's website and in the Daily Record on October 27th and multiple potential bidders were contacted. A single bid from Ham Snow Removal was received. The price is fair and reasonable, and the bid is in accordance with the specifications in Metro's IFB.

Due to the nature of the work, the contract was bid as a time and material contract and will have a maximum not to exceed amount of \$280,000. The hourly rates for work range from \$80 to \$320 per hour depending on the type of equipment and number of individuals deployed. Two person crews using shovels and hand-held equipment will be reimbursed at \$120/hour. Two person crews using a plow truck and an additional laborer will be reimbursed at \$160/hour. Material costs is also included on a per pound used basis. The estimated cost for the winter season is approximately \$169,000; however, this can vary depending on snowfall amounts and frequency.

Final award of this contract is contingent upon final confirmation and review of the contractor's bid and ability to meet the insurance requirements as set forth in the IFB. This contract is funded with 5307 preventative maintenance grant funds, which reimburse cost at 80%.

This item was sent to the Finance/Procurement Committee for review.

Recommend Approval.

Mr. Clingman presented the following:

Invitation for bids for the current snow season was posted. One bid from Ham Snow Removal was deemed fair and reasonable with unit prices. Staff estimates that the cost of the contract will be about \$169,000 but it's unknown in advance as it will depend on the snowfall received this year.

Metro's intent moving forward will be to bid at some frequency but unsure between a year or multi-year at this time.

Mr. Clingman concluded the presentation and opened the floor to questions.

Ms. Cencic indicated Metro is looking at combining snow removal with shelter cleaning so it's a year-round contract which is why this resolution is only a one-year contract. The maximum amount is not to exceed \$280,000.

Motion by Mr. Meadows; Second by Ms. Haase

**ROLL CALL:
UNANIMOUS (PLUCKER ABSENT), MOTION CARRIES.**

Agenda Item #8 Resolution: Request Approval of Contract for the Purchase and Installation of Garage Doors (W. Clingman)

Staff is seeking approval of a contract with DH Pace Door Services, Inc. for the replacement of seventeen (17) commercial, heavy-grade rolling garage doors at the Metro Administrative/Maintenance facility for \$464,434. These doors will replace existing doors that have met their useful life and are worn, damaged, and have obsolete parts. Included in the project is a warranty for five (5) years from the date of completion.

An Invitation for Bids (IFB) was published on Metro's website and in the Daily Record on October 5, 2023, and multiple potential bidders were contacted. A sealed bid opening was held on November 22, 2023, and 2 bids were received.

The low, responsive, and responsible bid was from DH Pace Door Services, Inc. The base bid price was \$426,434 with an optional extended warranty for \$38,530, making the total contract price \$464,964. The price is fair and reasonable, and the bid is in accordance with the specifications in Metro's IFB.

Final award of this contract is contingent upon final confirmation and review of the contractor's bid and ability to meet the insurance requirements as set forth in the IFB. This contract will be paid for with 5307 and 5339 grant funds with a 20% local match. This item was sent to the Finance/Procurement Committee for review.

Recommend Approval.

Mr. Clingman presented the following:

Two bids were received. One bid was deemed acceptable for \$464,964 and will be funded by a mix of both 5307 and 5339 funds. The Contracts and Procurement Manager, Lucy Delrio-Lopez, was acknowledged for all the work on this procurement and informed the Board she will be presenting moving forward.

Mr. Meadows questioned the discrepancy between the two bids received by around \$100,000. Mr. Clingman explained that the bigger bid was from a new installer who did not do a walk-through and only reviewed design specs. The lower bid did a walk-through and was better able to determine what would be needed. The other reason could be because they are a larger company and can be more competitive.

More discussion was had on how old the current doors are and to confirm the plan is to install them next year.

Further discussion was had that upon board approval, the formal award of this contract is subject to a final review of all contractor items. The contractor must provide proof of insurance within 10 days of the bid opening and since this recently opened, staff is still waiting on further documentation.

Motion by Mr. Meadows; Second by Ms. Haase

ROLL CALL:

UNANIMOUS (PLUCKER ABSENT), MOTION CARRIES.

Agenda Item #9 Resolution: Request Approval of Purchase of Two Regular Cab Trucks (W. Clingman)

Staff is seeking approval to purchase two (2) new, long bed, four-wheel drive pickup trucks with regular cabs and bumper to bumper warranty. These vehicles will replace two non-revenue vehicles that have exceeded their useful life and will assist the facilities crew in maintaining and cleaning Metro's bus shelters, transit centers, and facilities throughout Metro's service area.

A Request for Quotes (RFQ) was published on October 17th and 5 dealers in the area were contacted. A single bid from Woodhouse Ford Omaha was received. The price is fair and reasonable, and the quote is in accordance with the specifications set forth in the RFQ.

The total purchase price for two trucks is \$104,713. This purchase is funded 80%, or \$83,770, with 5307 grant funds and 20%, or \$20,943, with local funds.

A copy of this item was sent to the Finance/Procurement Committee for review.

Recommend Approval.

Mr. Clingman presented the following:

A request for quote or RFQ was posted. Woodhouse Ford of Omaha met all requirements and requests. Recommend approval for \$104,713 for the trucks to be used by Metro facilities staff to replace some of the aging vehicles.

Motion by Mr. Meadows; Second by Ms. Haase

ROLL CALL:

UNANIMOUS (PLUCKER ABSENT), MOTION CARRIES.

Agenda Item #10 Resolution: Request Approval to Procure Twenty-Six (26) Fixed Route Buses Through a Bus Cooperative Agreement with the State of Washington (W. Clingman)

Staff is requesting full board approval for Metro's CEO to procure twenty-six (26) replacement New Flyer fixed route buses, for a cost not to exceed \$15,575,000. Eighty (80) percent of the cost of the new twenty-six (26) transit buses would be funded through a competitive grant from the Federal Transit Administration 5339 Buses and Bus Facilities program and the remaining twenty (20) percent of the funding would come from Metro's allocation of local property taxes.

The bus order would include eleven (11) 40' Compressed Natural Gas (CNG) buses, six (6) 35' CNG buses, five (5) 40' diesel buses, and four (4) 35' diesel buses. Said purchase would replace twenty-six (26) transit buses that have met or exceeded their useful life. Delivery of these buses is anticipated to begin during the first quarter of 2025.

The procurement will occur through a cooperative agreement with the State of Washington, who through a federal compliant competitive procurement process has executed contract number 06719 with various transit bus manufacturers including New Flyer. Permission for Metro to participate in the cooperative procurement effort has been granted by the State of Washington. A copy of the contract has been included in the Board Packet. Final award of this contract is contingent upon final confirmation of all contractual requirements and receipt of a Pre-Award Buy America certification.

Board approval of this contract will encumber up to \$3,115,000 in local funds. This item was sent to the Finance/Procurement Committee for their review.

Recommend approval.

Mr. Clingman presented the following:

Requesting approval for a large purchase to replace 26 buses \$15.6 million in cost coming off a grant provided back in 2020 and finally obligated. Thanks, extended to Sherri Levers, Grants Administrator for completing this process. This replacement will be CNG and Diesel buses. No electrics could be purchased with this funding. It's difficult to have aged buses down due to parts, the new buses will help provide better services to our customers and staff.

Mr. Lund was excited about all the procurement items but asked what happens with old buses. Mr. Clingman indicates if it's still functional they are auctioned off or scrapped. Ms. Cencic added that an inventory is taken and at times parts are pulled for the buses that are still in service.

Motion by Mr. Meadows; Second by Ms. Haase

**ROLL CALL:
UNANIMOUS (PLUCKER ABSENT), MOTION CARRIES.**

Agenda Item #11 Board Chair Report (D. Lawse)

Throughout the last year and a half, Metro and the Board have continued to update policies. Staff have provided 20-30 more policies in the docket for review. Thanks were given to staff who are working on this process.

The board will be initiating Lauren's 2023 review in the next couple of weeks. Selina Perry will be assisting with that and gathering review feedback.

Mr. Lawse opened the floor for any further updates. There were none.

Tentative Resolutions

Amendment of Operating Policy 36, Hospitalization / Medical Insurance Benefits
Approval of Standing Purchase Orders

Agenda Item #13 Date, Time, and Place of Next Regular Board Meeting

November's Board Meeting will be held Thursday, December 21, 2023, at 8:30 a.m. at the Regional Metropolitan Authority Transit of Omaha d/b/a Metro - Administrative Building

Agenda Item #12 Executive Session

This Board reserves the right to enter into Executive Session in order to protect the public interest with respect to discussion regarding litigation, personnel, and other matters listed in the Nebraska Revised Statute § 84-1410.

Mr. Lawse entertained a motion to enter into Executive Session for the purpose of personnel issues at 9:20 am.

Motion by Mr. Lund; Seconded by Mr. Meadows

**ROLL CALL:
UNANIMOUS (PLUCKER ABSENT), MOTION CARRIES.**

Mr. Lawse entertained a motion to return to Regular Session at 9:59 am.

Motion by Mr. Meadows; Seconded by Mr. Lund

**ROLL CALL:
UNANIMOUS (PLUCKER ABSENT), MOTION CARRIES.**

Agenda Item #14 Adjournment

There being no further business to come before the Board, a motion was entertained to adjourn the meeting at 10:00 am.

Motion by Mr. Meadows; Seconded by Ms. Haase

ROLL CALL:

UNANIMOUS (LUND ABSENT); MOTION CARRIES.

Daniel Lawse, Board Chair

Selina Perry, Board Secretary

Nov

Recruiting Report

All Roles	Monthly Hires	Proj. Remaining Need	Recruiting Activity Notes
	3	18	3 people started new roles at Metro in the month of November.

Operations	Bus Operators - Omaha		
		7	Currently reviewing and interviewing candidates.
Paratransit Operators		1	Currently reviewing and interviewing candidates.

Maintenance	Mechanic		
		4	Currently reviewing and interviewing candidates.
	Mechanic Helper		
Body Shop Mechanic		1	Currently reviewing and interviewing candidates.

BG&E	BG&E - Field		
	0	Offer Accepted - Anticipated to start in Decemeber	

Custodial	Custodian		
	5	Currently reviewing and interviewing candidates.	

Nov

Recruiting Report

Role	Hires	Proj. Remaining Need	Recruiting Activity Notes
Admin Staff	3	2	
Mechanic Supervisor		1	Offer Accepted - Anticipated to start in Decemeber
Custodian Supervisor	1		Deanna Coleman was promoted to Custodial Supervisor on Nov 16th
Network Security Manager	1		Tyler Rocha was promoted on Nov 6th.
HR Generalist	1	1	Juanite is slated to start on Nov 27th.
Project Manager			Offer Accepted - Anticipated to start in Decemeber

Jobs are posted internally, on Indeed, NEworks, LinkedIn, CareerLink, print ads, social media, www.ometro.com, exterior bus signage, and hood signs.

SOCIAL MEDIA SUMMARY

11.1.23 - 11.30.23



Facebook: [Metro Transit Omaha](#)

Posts: 16
Reach: 13,910
Reactions: 235
Comments: 21
Shares: 31
29 new followers | 1.07% increase



ORBT
@rideORBT
Did you know even buses can have birthdays? On November 18th, ORBT will turn 3, and we want you to celebrate with us! Join us Saturday, Nov. 18th at the @OmahaRiverFront Gene Leahy Mall for a birthday bus bash 🎉



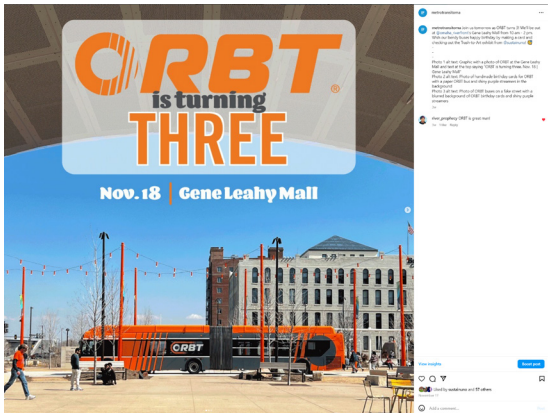
Twitter: [@rideORBT](#)

Tweets: 12
Impressions: 5,200
Avg. 866 impressions/post for the year
Likes: 62
Retweets: 11
Replies: 0
5 new followers | 0.44% increase



Instagram: [@metrotransitoma](#)

Posts: 10
Likes: 274
Avg. 23.7 likes/post for the year
Comments: 5
12 new followers | 0.81% increase



Prosper Academy Cohort Kick Off

NOV. 2



Metro staff talked with perspective Prosper Academy students about the travel training included in the program and how they'll be able to use the bus on a regular basis.

UNMC Bridge to Care Refugee Health Fair

NOV. 4

Staff attended UNMC's refugee health fair to provide materials and information about Metro's services, including materials translated into a variety of languages.



Nebraska Veterans Day Parade

NOV. 11

A variety of Metro team members from Operations, Communications, and Civil Rights & Inclusion walked in the Nebraska Veterans Day Parade alongside a Metro bus.



OUTREACH

11.1.23 - 11.30.23

ORBT Birthday Bash

NOV. 18

In honor of ORBT entering its third year of service, Metro threw a birthday party for the line at The RiverFront Gene Leahy Mall. With a birthday hat on the first bus to start service, a festive event space was set up for passersby. Families were invited to make birthday cards for ORBT and to check out the bus where Sustain UNO had set up their Trash-to-Art exhibit.



56 EVENTS

as of 12.12.23

5 PARADES



11 SCHOOL VISITS



- College of Saint Mary
- Creighton University
- Omaha Public Schools
- Central High School
- University of Nebraska Omaha
- Prosper Academy

10 EVENTS

WITH LARGE PARTNERS

- The RiverFront
- The Rose Theater
- Berkshire Hathaway
- ICAN Women's Leadership Conference
- Omaha by Design
- National Aging and Disability Transportation Center
- HutchFest
- Greater Omaha Chamber

2023 OUTREACH

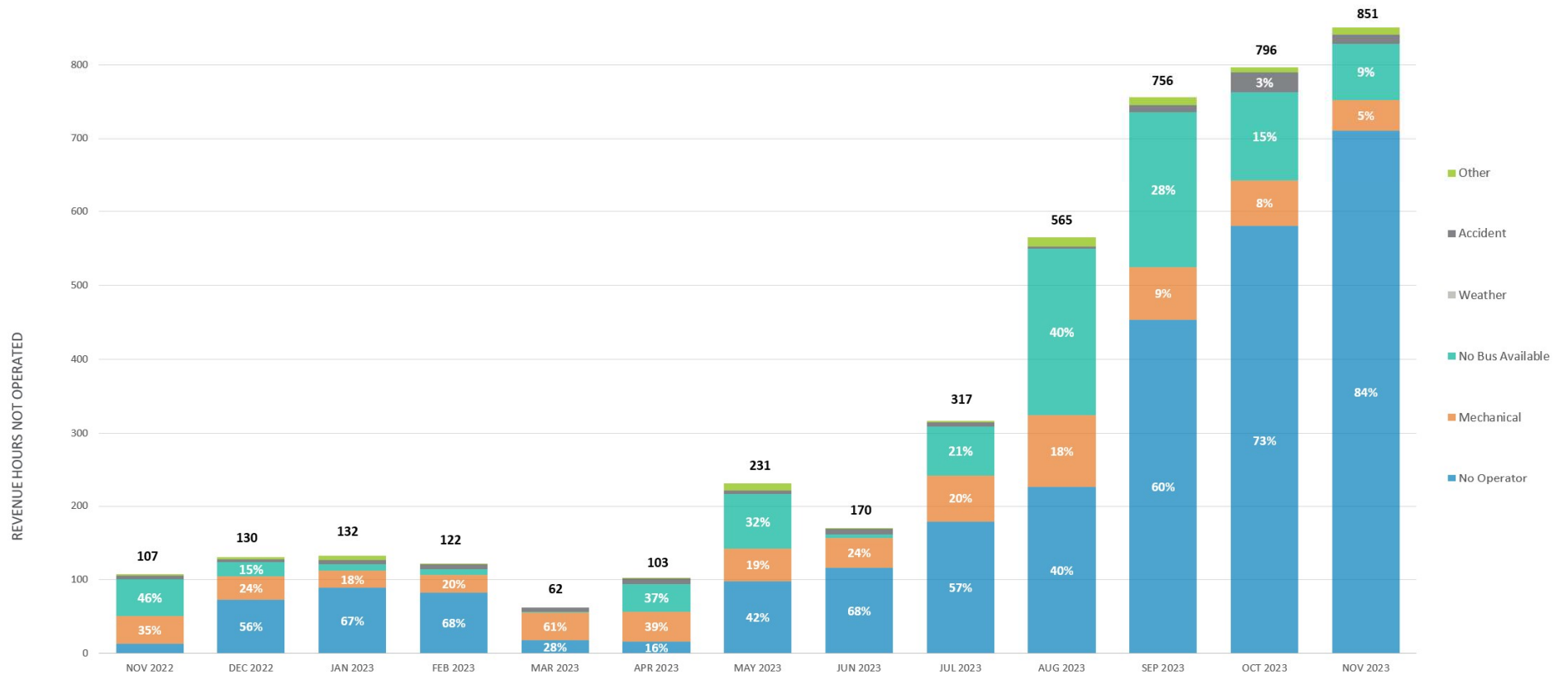
REACHING MORE THAN

3800 PEOPLE

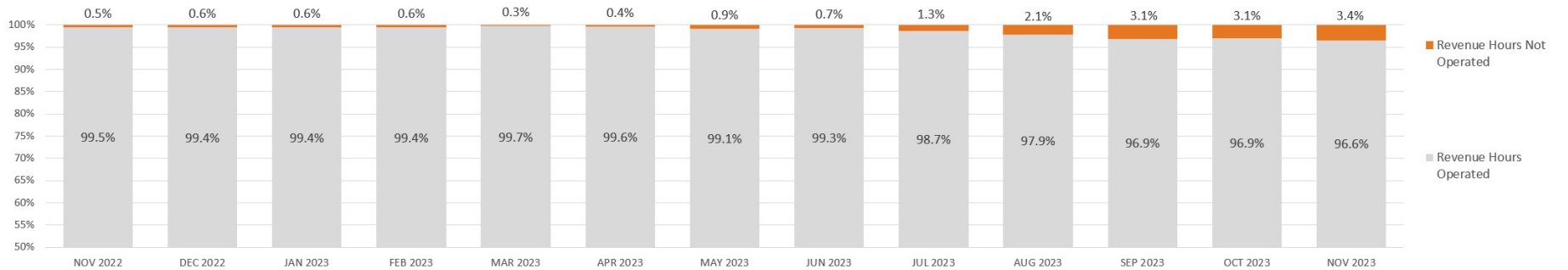
COMMUNICATIONS



MONTHLY SERVICE INTERRUPTIONS REVENUE HOURS NOT OPERATED BY TYPE

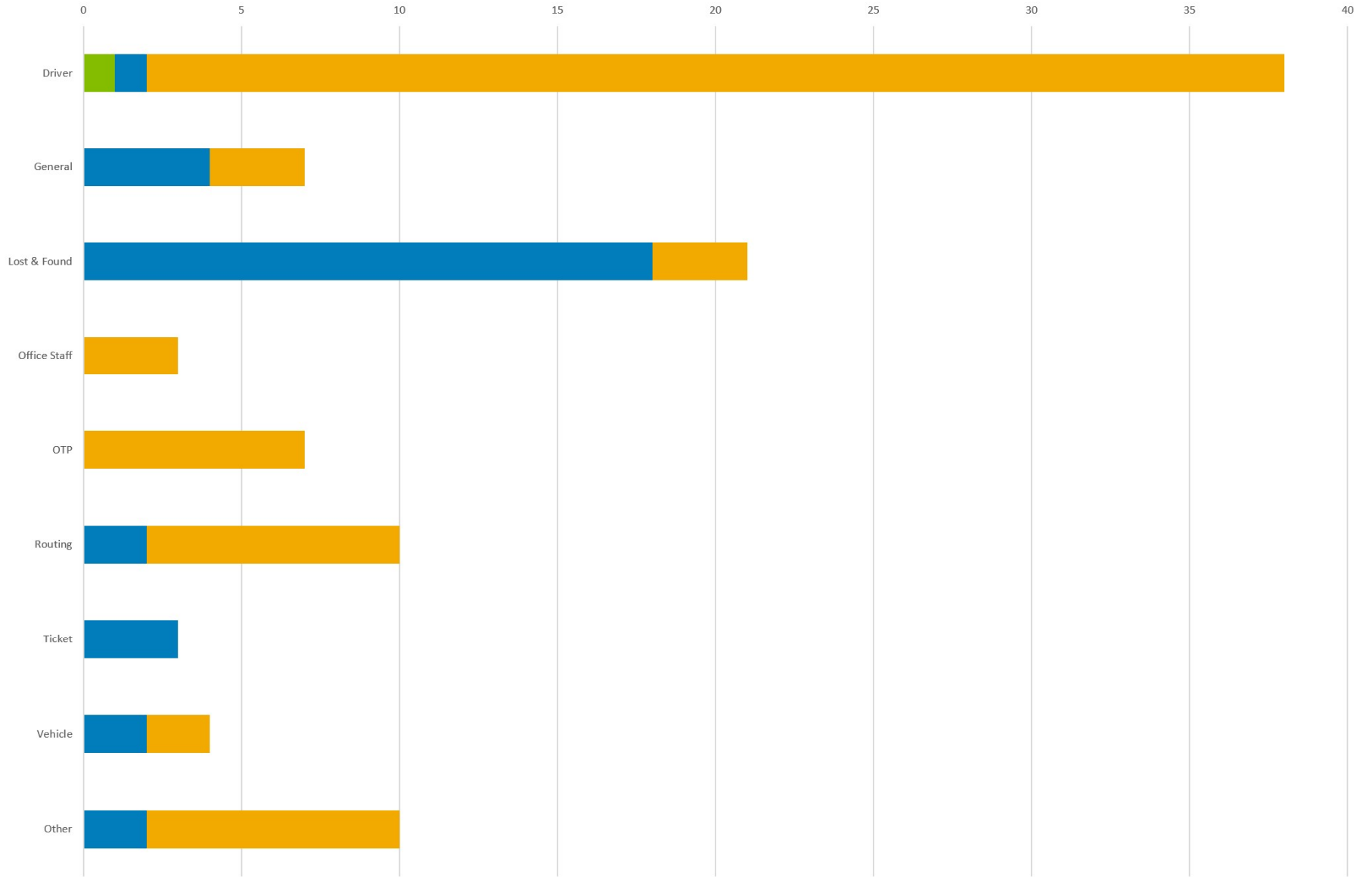


Percent of Total Revenue Hours

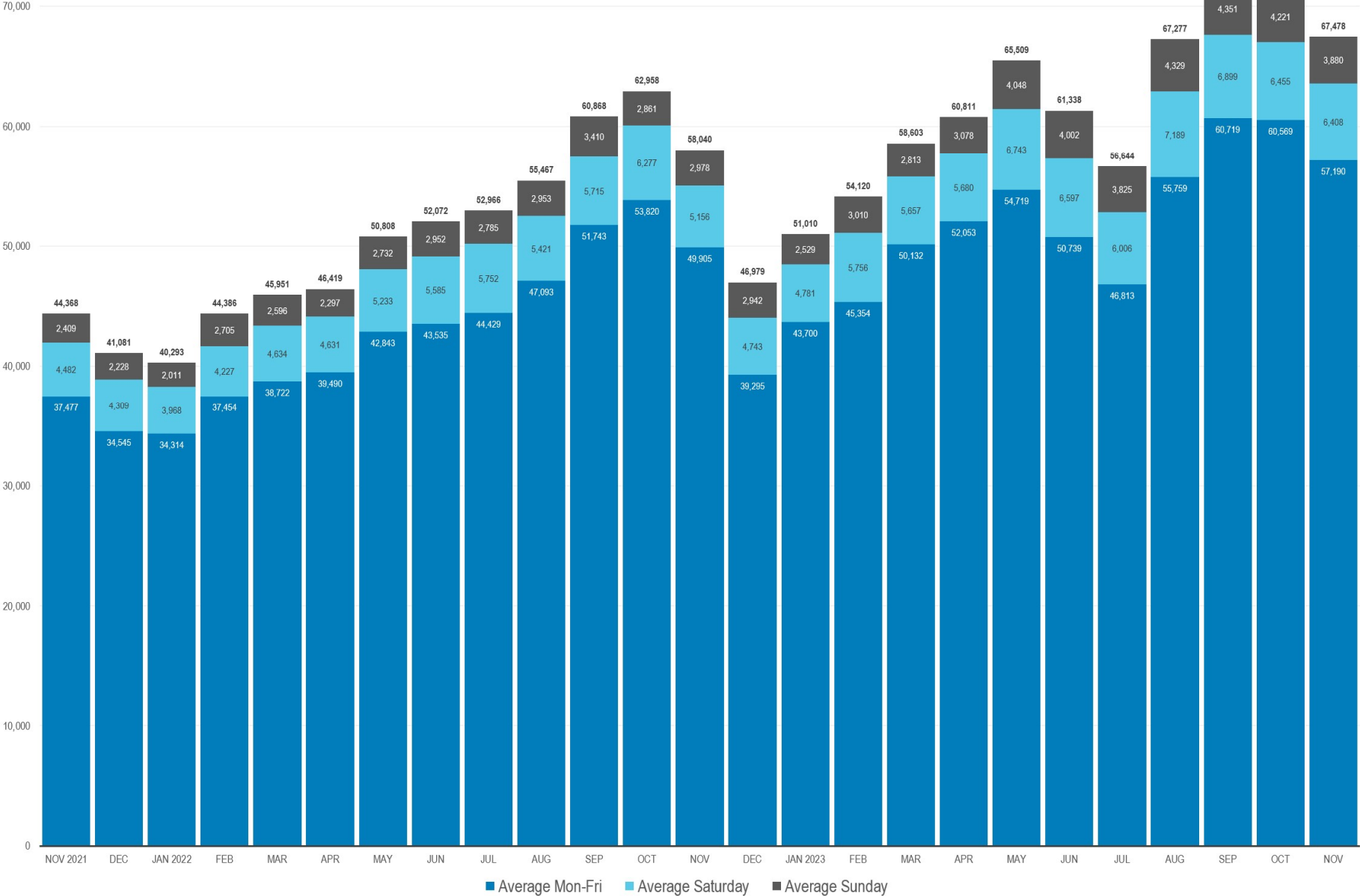


November 2023
Fixed Route Registered Customer Service Concerns by Category

■ Positive ■ Neutral ■ Negative



Average Weekly Ridership 2021 - 2023

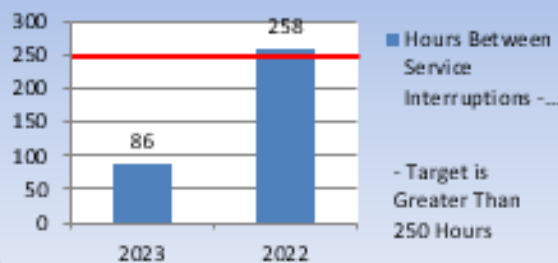


Metro Transit Operations Report

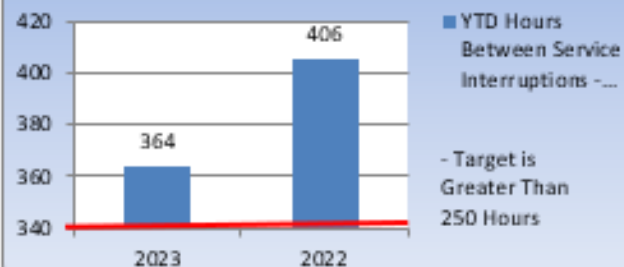
November 2023

Current Month	2023	2022	Variance	Year to Date	YTD	YTD	YTD
					2023	2022	Variance
Service				Service			
Service Hours	23853	22442	6.29%	Service Hours	265403	236903	12.03%
Service Miles	326248	311870	4.61%	Service Miles	3642742	3270161	11.39%
Interruptions	276	87	217.24%	Interruptions	729	584	24.83%
Hours Between Interruptions	86	258	-66.50%	Hours Between Interruptions	364	406	-10.25%
Miles Between Interruptions	1182	3585	-67.03%	Miles Between Interruptions	4997	5600	-10.76%
Target Miles	3350	3350		Target Miles	3350	3350	
Road Calls	37	28	32.14%	Road Calls	428	392	9.18%
Miles Between Road Calls	8818	11138	-20.84%	Miles Between Road Calls	8511	8342	2.02%
Paratransit							
Total Van Trips	7039	6834	3.00%	Total Van Trips	70833	69669	1.67%
Passenger Hours	4458	4374	1.92%	Passenger Hours	43271	36068	19.97%
Trips per Hour	1.58	1.56	1.06%	Trips per Hour	1.64	1.93	-15.25%
Passenger Miles	48625	49793	-2.35%	Passenger Miles	483854	453781	6.63%
Trips per Mile	0.1448	0.1372	5.47%	Trips per Mile	0.1464	0.1535	-4.65%
Taxi Trips	0	0	#DIV/0!	Taxi Trips	0	0	#DIV/0!
Total Trips - Van & Taxi	7039	6834	3.00%	Total Trips - Van & Taxi	70833	69669	1.67%

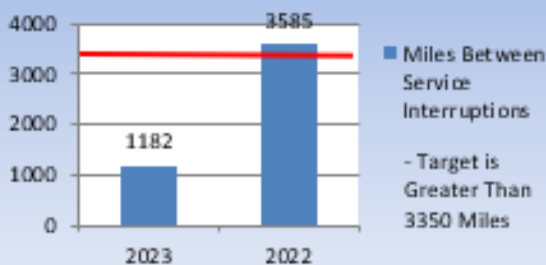
Hours Between Service Interruptions - November 2023 & 2022



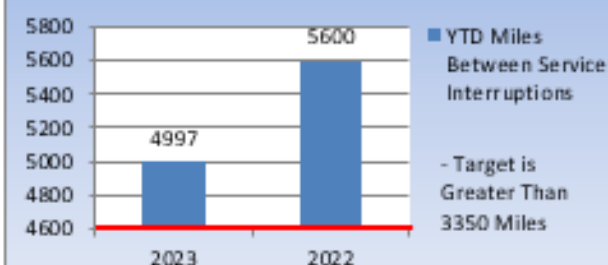
YTD Hours Between Service Interruptions - 2023 & 2022



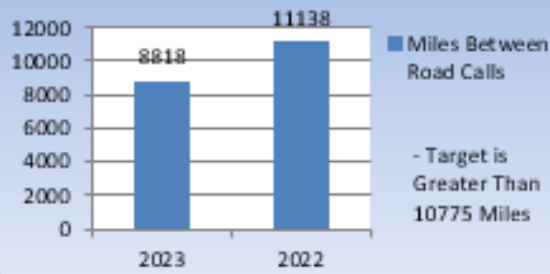
Miles Between Service Interruptions - November 2023 & 2022



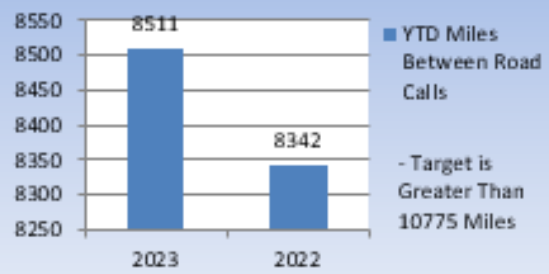
YTD Miles Between Service Interruptions - 2023 & 2022



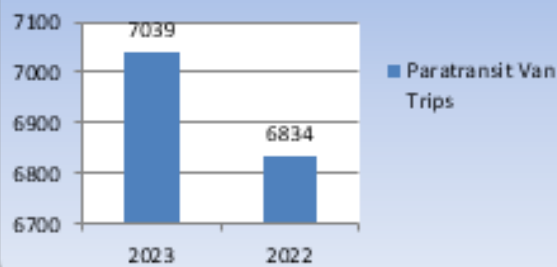
**Miles Between Road Calls
November- 2023 & 2022**



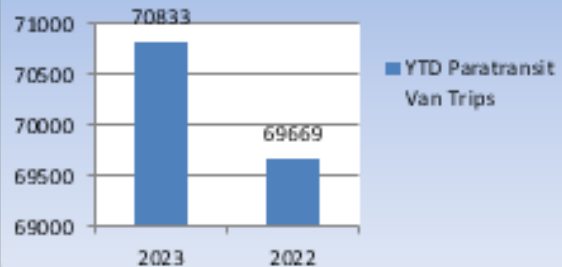
**YTD Miles Between Road Calls
- 2023 & 2022**



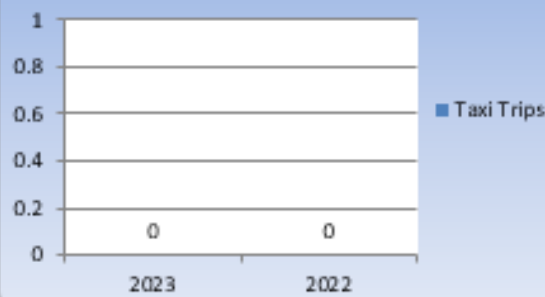
**Paratransit Van Trips
November - 2023 & 2022**



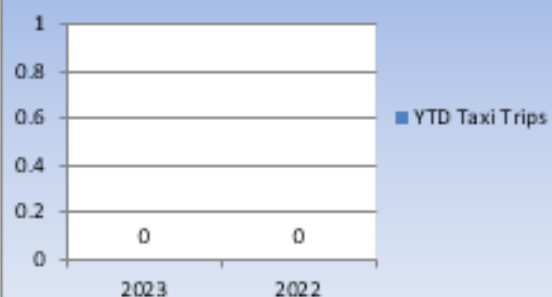
YTD Paratransit Van Trips - 2023 & 2022



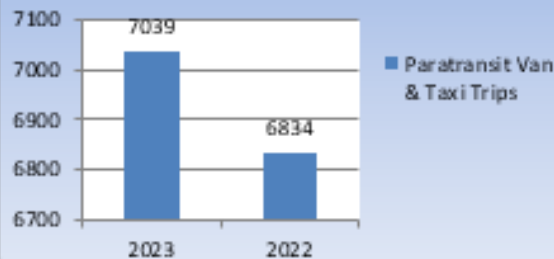
Taxi Trips November - 2023 & 2022



YTD Taxi Trips - 2023 & 2022



**Paratransit Van & Taxi Trips
November- 2023 & 2022**



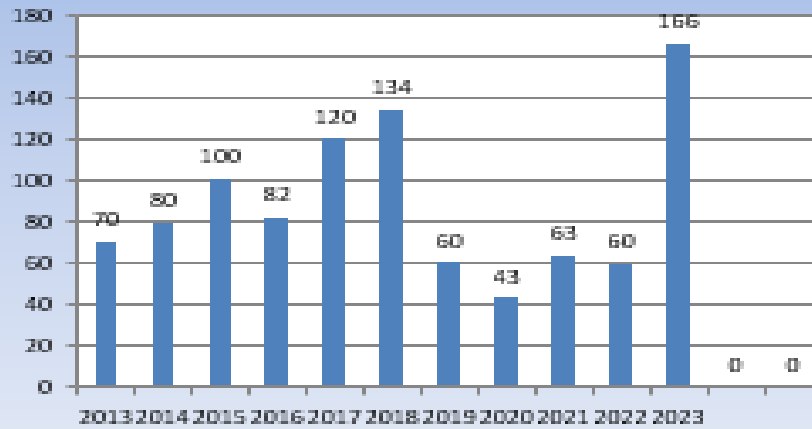
YTD Paratransit Van & Taxi Trips - 2023 & 2022



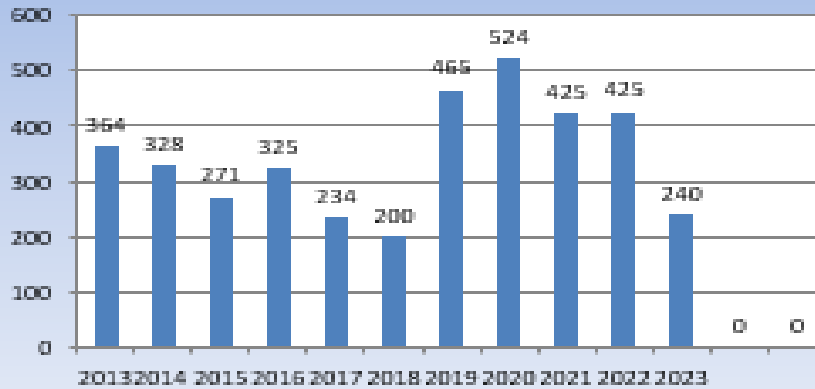
Service Interruptions Detail

Type	November 2022	November 2023	Difference	2022 YTD	2023 YTD	Difference
Accident	3	6	3	27	64	37
Unsanitary Bus	1	1	0	4	16	12
Delayed Out Operator	10	183	173	295	702	407
Bus Operator Family Emergen	2	1	-1	4	1	-3
Drunk on Bus - Police Called	0	0	0	1	3	2
Passenger Emergency	0	3	3	2	11	9
Weather	0	0	0	0	0	0
Mechanical	44	29	-15	231	463	232
Unknown	0	0	0	4	2	-2
Vandalism on Bus	0	1	1	0	1	1
Heavy Traffic	0	0	0	0	3	3
No Bus Available	27	52	25	38	512	474
Total	87	276	189	606	1778	1172
Mechanical Reasons						
Air Conditioner/Heater	0	0	0	4	5	-1
Air pressure went down	1	0	-1	12	14	-2
Brake Problem	6	3	-3	19	21	-2
Broken Belt	0	0	0	0	0	0
Bus Body Problem	0	0	0	4	4	0
Bus shut down	6	3	-3	105	111	-6
Delayed by Train	0	0	0	1	1	0
Door Problem	3	1	-2	10	9	1
Electrical Problem	1	0	-1	15	16	-1
Farebox	1	0	-1	5	4	1
Leaking Fluid	0	0	0	20	22	-2
Leaking fuel	0	0	0	1	3	-2
Lift malfunction	1	0	-1	5	4	1
Light problem	0	2	2	7	9	-2
Low water	9	2	-7	16	11	5
Mirror Broke	2	0	-2	9	8	1
No power	1	1	0	23	25	-2
Power Steering Problem	0	0	0	4	4	0
Oil Pressure	0	0	0	1	1	0
Overheated	0	0	0	16	23	-7
Radiator Leak	0	1	1	5	7	-2
Seat Problem	0	0	0	2	2	0
Starting problem	0	0	0	6	6	0
Suspension problem	0	5	5	13	21	-8
Tire problem	1	4	3	26	37	-11
Transmission malfunction	0	0	0	12	12	0
Unknown Mechanical	11	7	-4	61	72	-11
Windshield/Window	1	0	-1	1	3	-2
Total	44	29	-15	403	455	52

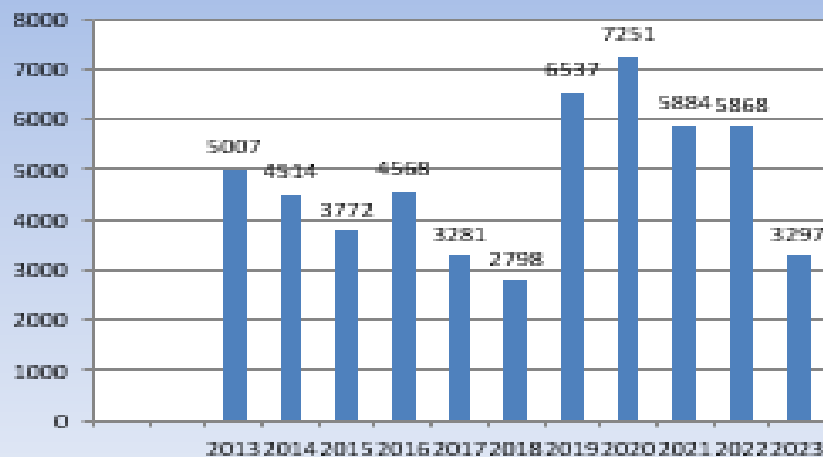
Service Interruptions



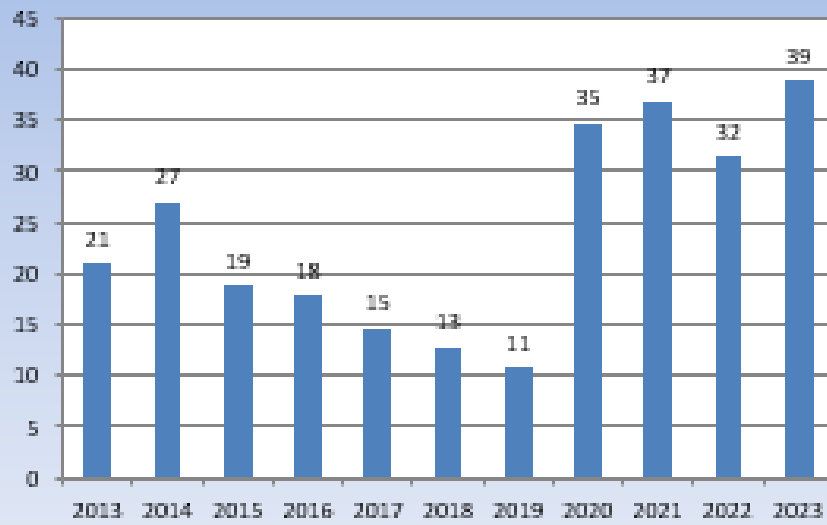
Hours Between Interruptions



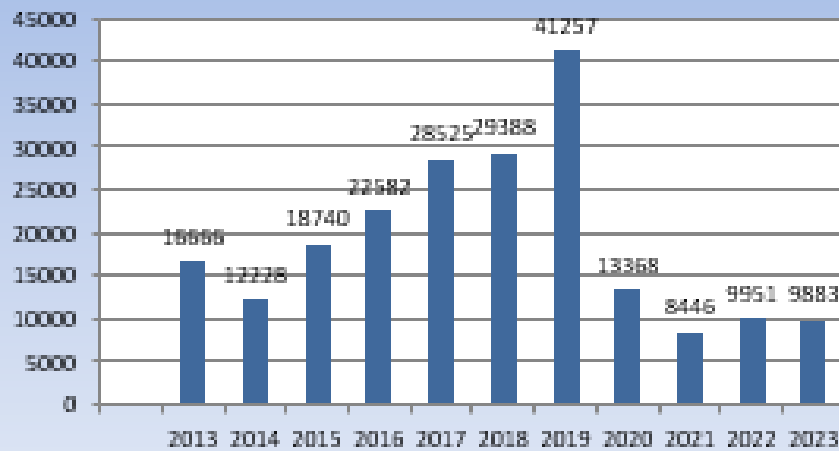
Miles Between Interruptions



Roadcalls



Miles Between Roadcalls



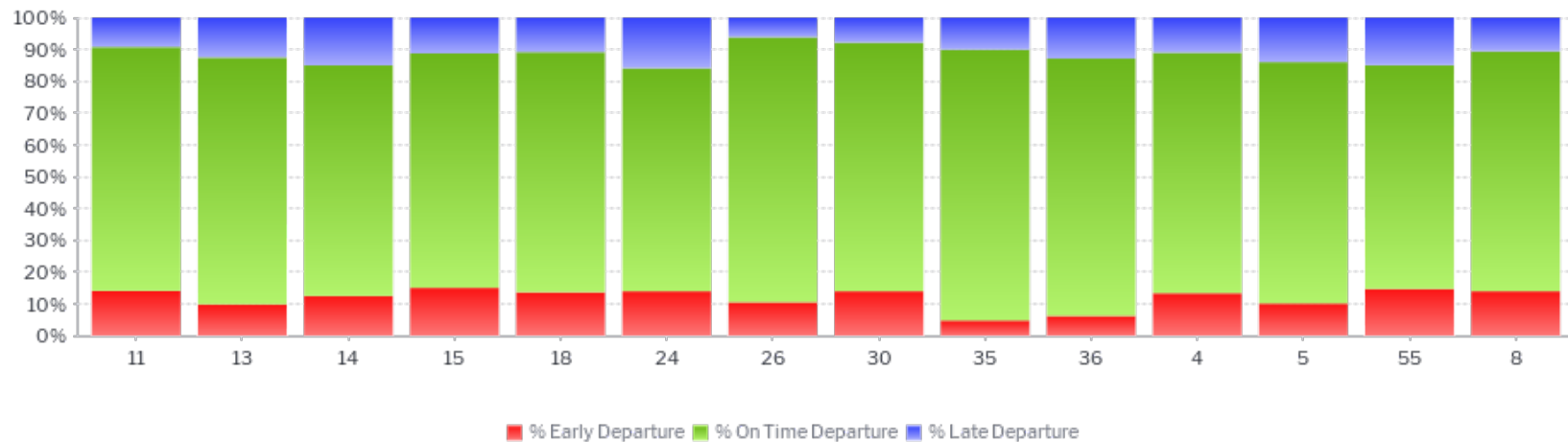
November 2023 OTP

Departures: On-Time Performance (System Wide)

■ % Early Departure ■ % On Time Departure ■ % Late Departure

Month	Start Date	End Date	Early Departs	% Early Departure	On Time Departs	% On Time Departure	Late Departs	% Late Departure	Total
November	11/1/23	11/30/23	18,216	12.5%	110,149	75.7%	17,051	11.7%	145,416

Departures: On-Time Performance by Route

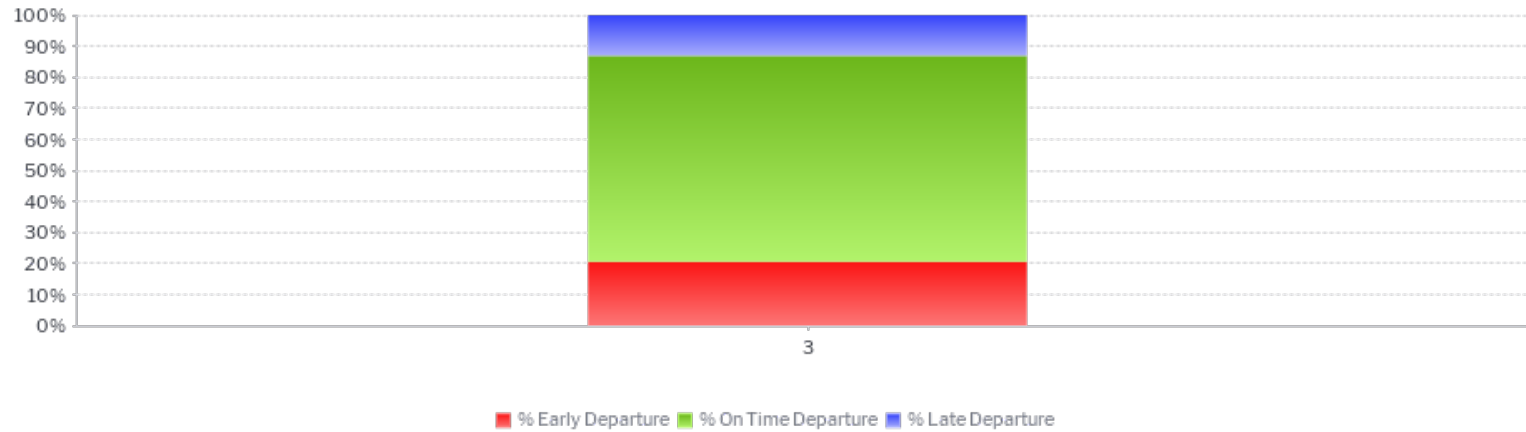


November 2023 OTP

Route 3 is listed separately due to the long term 42nd St. Bridge detour.

Route 3

Departures: On-Time Performance by Route



Start Date	End Date	Route	Route	Early Departs	% Early Departure	On Time Departs	% On Time Departure	Late Departs	% Late Departure	Total
11/1/23	11/30/23	3	North 40th / South 42nd	3,135	20.6%	10,120	66.4%	1,995	13.1%	15,250

November 2023

Registered Customer Service Concerns by Category

Total Calls	12778
Bus	5985
MOBY	6793

Calls by Category

	Total	Positive	Neutral	Negative	Percentage
Driver	41	0	0	41	40.59%
General	8	0	5	3	7.92%
Lost and Found	17	1	13	3	16.83%
Office Staff	5	0	0	5	4.95%
Other	8	0	1	7	7.92%
OTP	5	0	0	5	4.95%
Routing	11	0	2	9	10.89%
Ticket	2	0	2	0	1.98%
Vehicle	4	0	2	2	3.96%
Wheelchair	0	0	0	0	0.00%
Total	101	1	25	75	100.00%
Percentage	100%	.99%	24.75%	74.26%	