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Topic: Metro Transit March 2025 Board Meeting

Time: Mar 27, 2025, 08:30 AM Central Time (US and Canada)

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AGENDA

**REGULAR BOARD MEETING
REGIONAL METROPOLITAN TRANSIT AUTHORITY OF OMAHA
2222 Cuming Street
Omaha, Nebraska, 68102
March 27, 2025
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 March 21, 2025
2. Approval of Minutes of Previous Meeting:
 - a. Regular Meeting: February 27, 2025
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 (K. Pendland)
 - c. Communications (N. Ebat)
6. Resolution 2025-07 Request for Approval of the Amendment of Operating Policy 26, Standards of Conduct and Conflicts of Interest (W. Clingman)
7. Resolution 2025-08 Request Approval of the Amendment of Operating Policy 27, Purchasing Policy (W. Clingman)
8. Resolution 2025-09 Request Approval of the 2026 Amended Transportation Improvement Program (W. Clingman)
9. Resolution 2025-10 Request Approval to Award Service Order to River North Transit for Microtransit Services (L. Cencic)
10. Resolution 2025-11 Request Approval of Board Recognition of Nebraska Public Transit Week, April 6th-12th (N. Ebat)
11. Board Chair Report (C. Simon)
12. Date, Time, and Place of Next Board Meeting
Thursday, April 24, 2025, at 8:30 a.m.
Authority's Administrative Building
13. Adjournment

Tentative Resolutions

Metro Community College (MCC) Pavement Replacement Design

Metro Boiler Replacement Design

Metro Electrical Switch Gear Design

**REGULAR BOARD MEETING
REGIONAL METROPOLITAN TRANSIT AUTHORITY OF OMAHA
2222 Cuming Street
Omaha, Nebraska, 68102
February 27, 2025
8:30 a.m.**

MINUTES

The Regional Metropolitan Transit Authority of Omaha Board met on Thursday, February 27, 2025, 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 February 21, 2025, 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 were in attendance at the meeting:

Authority Board:

Mr. Curt Simon, Board Chair
Mr. Daniel Padilla, Vice Chair
Mr. Josh Corrigan
Ms. Clarice Dombeck
Ms. Yanira Garcia
Mr. Tim Lonergan
Mr. Cornelius Williams

Authority Staff:

L. Cencic, CEO/Executive Director
K. Pendland, Deputy Executive Officer
D. Grant, Human Capital, and Talent Development Director
E. Simpson, Legal Director (Absent)
W. Clingman, Finance Director
J. Willoughby, Senior Project Manager
A. Johnson, Civil Rights & Inclusion Director
J. Beverage, Maintenance Director (Virtual)
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 8:32 am.

Notice of the Regular Meeting was published in the Omaha Daily Record on February 21, 2025. 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 Meeting:

The first order of business is the approval of the minutes of the previous meeting.

a. Regular Meeting: January 23, 2025

Motioned by Lonergan; Seconded by Dombeck
ROLL CALL: UNANIMOUS, 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.

Chris Nanke, President of the Transport Worker Union (TWU), Local 223 of Omaha

Mr. Nanke congratulated the newly elected Board and introduced himself and Ric Overman the Vice President of TWU. Representing over 200 union members, along with ten other elected officials, he informed the Board that they are available at any time to answer or discuss matters relating to Metro.

Clyde Anderson 7020 Burt Street, Omaha, NE 68132

Member of Omaha Metro Transit Advisory Committee (TAC). His purpose was to present TAC's official statement regarding the Microtransit Project. He expressed that Metro has done an amazing job educating and informing the community regarding this project after collecting community feedback and conducting a thorough analysis of the need for this project and the benefits it will bring to the community. He informed the Board that TAC wholeheartedly supports this pilot project and believes in its potential to address equity needs with the Omaha transit system. He asks that other TAC members and volunteers assist with implementing this pilot project.

Lee Myers 105 South 9th Street

Mr. Myers also spoke in favor of microtransit; however, he feels it is lacking in coordination with the other types of transportation services currently servicing the Omaha area e.g. MOBY, Immanuel Community Center, and most senior centers. He asked for a thorough analysis of which microtransit details fit the Omaha community. Mr. Myers feels the equity analysis, presented later in the agenda, was focused in the wrong direction and the service will only serve half of the community.

Agenda Item #4 Administrative Report

(L. Cencic)

Ms. Cencic began her report by informing the Board that in January Metro carried over 262,000 rides, which is 24% more rides than the previous year, but she emphasized those numbers occurred last month while working against some major weather events.

ORBT carried over 43,000 riders and that is the highest ridership for the month of January since its launch.

K-12 Rides Free remains strong carrying over 52,000 riders with a program total of over 1.5 million riders since its inception.

Ms. Cencic reported on a recent Winter Mixer held at Metro to honor and thank staff for all their hard work. There were snacks, contests, and games, and the current quarterly newsletter was distributed.

The Sustainability Facilities Upgrade Project continues to make progress. All skylights in Maintenance have been replaced, allowing more natural light in that department and a cooling tower to provide conditioned air is on the roof awaiting installation. Metro is nearing the end of the fire alarm system replacement, in the process of installing the solar panels, and waiting on the completion of the parking lot which is dependent on the weather.

Ms. Cencic explained that there are several microtransit items on the agenda. The master services agreement lays out the conditions; however, the price and operations details are still in the final stages of negotiation. Metro staff continues to work hard on presentations and informative sessions focusing on community input, educating, and keeping the public informed on its status.

Ms. Cencic concluded her report and opened the floor to the Board for questions.

The Board asked to what extent the federal freeze on grants affects Metro purchases and projects and if there's been a pause in grants offered.

Ms. Cencic responded that she and staff are currently monitoring funding, but it has not affected Metro at this time. She further explained how federal funding applies to Metro. Metro pays upfront for all projects and then submits drawdowns for reimbursement to the Federal Transit Administration (FTA). During this uncertain time, Metro is making more frequent drawdowns to ensure there is not a large outstanding balance for reimbursement. Metro receives two primary types of federal grants; one is the formula grants, and the other is discretionary (competitive) funding. The formula grants are Metro's grants for programs, projects, and general year-to-year activities. The bus purchase and sustainability project were competitive grants and at this time there are enough projects in the pipeline. She does expect possible changes to priorities and the timing of when proposals for grants will be released. In most cases when applying for a competitive federal grant it's for a project that will start in two, three, or four years from the time the application is submitted.

There were no further questions from the Board.

Before proceeding with the administrative reports, the Board allowed a member of the public, who had missed the designated public comment period, the opportunity to share their remarks.

Joyce Vondrasek 617 South 37th Street

Head bike mechanic for Heartland B-Cycle. Mr. Vondrasek shared that while light rail and commuter trains to Lincoln are not on the agenda, he wanted to inform the board that people are out in the community organizing for this to come to fruition. He also expressed that he appreciates public transit and Metro.

The meeting proceeded to the next agenda item.

Agenda Item #5 Administrative Reports:

Administration/Human Resources

(D. Grant)

Mr. Grant began his report with recruiting. In January, Metro welcomed ten new hires to the team; nine are bus operators and a mechanic strengthening the maintenance team. Five bus operators have successfully graduated from training. 11 candidates are starting throughout February ensuring a continued pipeline of talent. A quarterly newsletter was given to the Board which provides updates on projects, and initiatives, educates staff, covers coworker spotlights, and

highlights retirements and employee work anniversaries. Mr. Grant highlighted a significant milestone—Mr. Kelly Benesch's 35 years of service with Metro, a remarkable achievement.

Mr. Grant concluded his report and opened the floor to the Board for questions

The Board asked for confirmation of how many staff there are in training and if veterans are sought after for the positions of bus operators.

Mr. Grant reiterated that nine new hires just began their training program; however, there are new hires still in training who started in December. Altogether there are 15 staff who are currently in training. Mr. Grant responded that Metro does actively recruit veterans, however, many apply for the role of mechanics as opposed to bus operators.

There were no further questions from the Board.

Programs/Operation

(K. Pendland)

Mr. Pendland began his report by informing the Board that customer service numbers remained steady in January with 11,449 calls answered providing a 95% service level. The average queue times remained at less than one minute.

Fixed Route Revenue hours in January were 23,858, which reflects an increase in service delivery of about 2,000 additional hours compared to January 2024 and represents the highest revenue hours for January over the past four years.

Fixed Route Passenger Trips in January were 262,067 which is a substantial increase from January 2024 of nearly 51,000 trips. A large portion of this increase can be attributed to Metro's K-12 Rides Free program which showed an increase of just over 20,000 trips from January 2024. These factors then contributed to an average route productivity of 11 passengers per revenue hour across all fixed routes. This is the highest productivity level we have seen in January in seven years.

On-Time Performance (OTP) in January averaged 3.9% early departures, and 13.1% late departures, with an on-time departure rate of 83%. This is an overall increase in OTP over the previous month.

In January Service Interruptions accounted for 2.2% of our revenue hours. Most of those interruptions are due to operator availability. February has seen those numbers rise due to weather events and the temperature extremes that have been experienced.

For paratransit operations, Mr. Pendland apologized and clarified that two of the graphs in the Board packet for MOBY Operations listed December in the title but do show the data for January. He went on to report that MOBY completed a total of 7,341 trips in January which is an increase of over 1,000 trips from January 2024. The average passenger per revenue hour increased to 1.9%, which represents higher efficiency for our MOBY service.

Mr. Pendland closed his report by informing the Board that Gregg Stotts Metro's Safety and Security Specialist has completed his third-party certification for providing Commercial Driver's License (CDL) testing. Metro's goal is to provide CDL testing in-house.

Mr. Pendland concluded his report and opened the floor to the Board for questions.

The Board asked several questions regarding Mr. Pendland's report on programs and operations. They inquired whether Metro anticipates an increase in MOBY-eligible riders impacting service. Additionally, they asked if the increase in service hours was due to Omaha's favorable weather and whether flu season has contributed to service interruptions and operator availability. Lastly, the Board questioned whether impacted revenue hours are related to mechanical issues—specifically, whether they stem from a shortage of mechanics, bus breakdowns, or service challenges.

Mr. Pendland responded that the increase in MOBY-eligible riders will impact service if Metro is unable to meet vehicle and operator requirements. However, depending on the locations of rider routes, there may be opportunities to batch trips, reducing the need for additional vehicles and operators. This approach would allow Metro to optimize existing staffing and vehicle levels. He further noted that the impact will depend on how passengers are distributed across the city and the when and where of the trips.

Mr. Pendland concurred that favorable weather has contributed to increased service hours but also pointed out that there has been an increase in weekday service.

Regarding the flu season, he noted that its effects have been more pronounced in February than in January and that it will likely be listed as a contributing factor in the next Board report.

He also explained that many impacted revenue hours are due to road calls—issues that arise with vehicles while they are in service. Weather conditions have played a role in these vehicle issues, contributing to service disruptions

There were no further questions from the Board.

Communications

(N. Ebat)

Ms. Ebat reported there were at least 18 media hits since the last Board meeting that were through print and broadcast. There are possibly more mentions on broadcast; however, Metro doesn't currently have media monitoring software that can track each one. At least 9 of the above were alerts about weather-related service changes. She feels this shows how Metro leverages the various media tools available to inform the public. Communications also sent out 19 alerts on ometro.com, and 57 on the MyRide website and tracking app. Most alerts were weather-related, some others may be if Metro is switching to a detour or snow route and when going back to the regular route.

The official Train the Trainer Program has been off and running conducting practice sessions over the past few months. The first was held in February at a nonprofit with a classroom overview, basic tricks and tips on how to navigate the system, and maps along with a practice bus ride and a transfer for a hands-on guide on how to ride the bus. The training emphasizes the best approaches to educating clients and how best their clients can use Metro's app. Also held was a Spanish-speaking class for a nonprofit with the assistance of a translator.

Over the last month, Metro's Planning Department and the Civil Rights and Inclusion Department have provided presentations for new hire classes. The goal is to get new operators familiar with how Metro functions as a government agency, who we are as an agency, some basic transit

planning how street design and development impact transit, and the types of tools offered to riders when it comes to receiving notifications and trip planning. Metro strives for its operators to have a basic understanding of the tools riders have available to them, that way they can answer basic questions riders will have.

Two members of Metro staff will be presenting a webinar on March 12th at noon with the International Association for Public Participation Midwest chapter. Details will be posted once the link has been received from the association.

Ms. Ebat concluded her report and opened the floor to the Board for questions.

The Board inquired about community outreach events, whether organizations reach out, if there are ongoing partnerships Metro works with, and if there have been any specific discussions with the vendor regarding communications with Metro's customers on microtransit.

Ms. Ebat responded with community outreach it's a little bit of both Metro reaching out and the organization contacting Metro. The Communications Department will then monitor and track what organizations are asking for and cater the outreach to accommodate that request. Ms. Ebat indicated that they normally do about two presentations per month staying within their capacity. The Train the Trainer Program is designed to train nonprofit staff to then educate their clients, which helps get the word out without stretching staff capacity.

Lastly, Ms. Ebat indicated that Metro is still having ongoing communications with the vendor regarding microtransit. Her department is currently working on a public engagement plan and considering what can be done internally. Ms. Cencic mentioned that the vendor has proposed providing some of the engagement and marketing assistance but has not decided on what the details will look like as this is being negotiated.

There were no further questions from the Board.

Agenda Item #6 Resolution 2025-04 Request for Approval of Title VI Service and Equity Analysis for Proposed Microtransit Pilot Program (A. Johnson)

As a recipient of federal funding from the United States Department of Transportation, Metro is obligated to conduct equity analyses for major service changes and fare changes as part of compliance with Title VI of the Civil Rights Act of 1964, as amended, and FTA C 4703.1, "Environmental Justice Policy Guidance for Federal Transit Administration Recipients". While the equity analysis requirement is specific to fixed-route service, Metro opted to conduct an equity analysis for the proposed microtransit pilot program due to the introduction of both a new service and new fare even though the pilot will be 100% philanthropically funded.

Metro proposed a three-zone, three-year microtransit pilot program that would cover 15.52 square miles in North Omaha, 12.70 square miles in South Omaha, and 13.14 square miles in West Omaha.

A Service and Fare Equity Analysis was completed to identify the impact of the proposed microtransit pilot program on minority, low-income, and stated disability populations. The Title VI Service and Fare Equity Analysis found:

- **No disparate impact on minority populations.**
- **No disproportionate burden on low-income populations.**

- **Minority, low-income, and stated disability populations will not be limited by or denied the benefits of the proposed microtransit pilot program.** The percentage of the minority, low-income, and stated disability population in each proposed zone is approximately equivalent to or exceeds the percentage of the minority, low-income, and stated disability population throughout the City of Omaha.
- **The fare rate has not yet been determined.** If utilized, the proposed \$3.00 fare is consistent with the industry standard and is supported by a majority of the public commentators. When the fare media and type are further considered, the needs of the unbanked must be addressed.

The Board's approval will ensure Metro's continued compliance with the Federal Transit Administration's Title VI requirements. The Title VI Service and Fare Equity Analysis is included in the Board of Directors Packet and is additionally available to the public upon request by emailing civilrights@ometro.com.

Dr. Johnson concluded her presentation of the resolution and opened the floor for questions from the Board.

The Board asked if the additional origin points would be used for any of the three zones like Eppley, 33rd Street ORBT, and Open Door Mission or if they are exclusive to North Omaha. Also, was the population data from the analysis used to determine the layout of the zones initially?

Dr. Johnson stated the origin points mentioned are exclusive to North Omaha. She also stated that the zones presented were coordinated with the submissions from the RFP and MetroNext zones then based on the bid that was submitted reviewed and coordinated with the vendor.

The Board invited public comments on this resolution.

Robert Brown Transporter Incorporated.

He informed the Board that Transporter Incorporated partners with the Department of Transportation to provide a similar service to what is being proposed. He expressed that he does not feel this will benefit the low income who reside in North Omaha looking to be transported to West Omaha. He does not believe the microtransit solution will address any of those issues.

There was no further Board discussion necessary. The Board approved unanimously.

Motioned by Lonergan; Seconded by Padilla
ROLL CALL: UNANIMOUS, MOTION CARRIES

Agenda Item #7 Resolution 2025-05 Request Approval to Award Contract to Via for Microtransit Services

(L. Cencic)

Staff requested approval to award a contract to River North Transit, LLC, a subsidiary of Via Transportation, Inc. for Microtransit services, and to authorize the CEO/Executive Director to execute the same.

Metro released a Request for Proposals for a microtransit pilot project in September of 2024 and received two proposals. The proposals were reviewed by an evaluation team and the proposal from Via Transportation, Inc./River North Transit, LLC was the highest-ranked proposal in terms of the established criteria which included software & data capabilities, operating plan, vendor flexibility, vendor experience, personnel experience, and price.

This resolution authorizes the CEO/Executive Director to execute a Master Terms and Conditions Agreement with River North, LLC/Via Transportation, Inc. for a pilot period of three years with two optional one-year extensions. The specifics of service hours, zones, contract pricing, and expectations would be set forth in future service orders that would fall under this Master Terms and Conditions Agreement.

Ms. Cencic concluded her presentation of the resolution and opened the floor for questions from the Board.

The Board asked for Via's experience and where else in the country they are operating. They inquired if Metro would have access to data relating to microtransit. Lastly, what is the timetable for when more specific tasks will be put forth to the Board?

Ms. Cencic informed the Board that Via is one of the leading providers operating more than half of the microtransit spaces running 750 projects. In particular, they are a provider in Des Moines, at a peer agency we researched. Via comes with expert staff and proven experience in this regard who are very willing to work with Metro. Metro's primary concern is ensuring that microtransit integrates with the fixed route. This will ensure that microtransit is not a competing service with Metro's fixed routes.

Via and River North has a lot of data that is proprietary. Their service is centered around technology. However, data sharing will be negotiated with Via to ensure Metro obtains the appropriate information to fully analyze this pilot project to better assist with identifying microtransit's future.

Lastly, Ms. Cencic is cautiously optimistic about bringing the work order with service area, hours, and prices to the board in March with an expectation of being in service a couple of months after.

The Board invited public comments on this resolution.

Mr. Nanke from TWU Local 223 asks how long this project will run before consideration to bring it internally. He would like to know for clarification so that if or when it comes internally after the pilot period operators would have union representation made available.

Ms. Cencic explained that this contract has a two-year base, and the most recent version has possible extensions that could be beyond that. Metro had vendors provide two options for years four and five, one being providing technology only and the other providing both service and technology.

There was no further Board discussion necessary. The Board approved unanimously.

Motioned by Lonergan; Seconded by Corrigan
ROLL CALL: UNANIMOUS, MOTION CARRIES

Agenda Item #8 Resolution 2025-06 Request Approval to Award Work Order 3 - North Omaha Transit Center (NOTC) Pavement Replacement Design Project as a Part of the A&E IDIQ Contract with SRF (Joy Willoughby)

The A&E Contract with SRF is split into multiple work orders. These Work Orders are based on each individual project and are negotiated based on the scope of work of the project. Work Order 3 – NOTC Pavement Replacement Project includes the removal and 11” concrete replacement of both drive lanes, removal and replacement of the ADA landing areas at the bus bays, and expanding the employee parking tray by one parking stall. The existing pavement in the drive lanes was installed in 2013. With the wear and tear of the bus traffic, the pavement has been deteriorating over the last few years. Metro's staff has been patching the cracks and holes as needed but they are not holding up anymore. The truncated domes at the ADA loading zones continuously pop up because the bolts no longer have a solid pavement structure underneath to attach to. This causes safety hazards for everyone using the Transit Center. The Operators use an existing parking tray along the south side of the Transit Center because they change shifts with other Operators at this location. The current tray needs to be expanded to allow for more vehicles. The property line is such that only one additional parking stall can be added. Metro

negotiated Work Order 3 with SRF in five steps. The first step was the negotiation of the scope of work which was approved by Metro and SRF to include the design and construction administration of the items listed above. The second step was the negotiation of the fixed fee percentage based on size and type of project. The third step involved verifying that the assigned hourly rates per team member were in the range of industry standards. The fourth step was the negotiation of hours required to complete the Work Order. Metro and SRF agreed on 1,785 hours. The negotiated hours were 4.5% lower than the Independent Cost Estimate developed by Metro. The final step was assigning costs to the direct costs (ODCs). After negotiations Metro and SRF agreed to a total fee of \$265,517.81. The negotiated fee amount was 3.4% lower than the Independent Cost Estimate developed by Metro.

Staff requested Board authority to enter into Work Order 3 – North Omaha Transit Center (NOTC) Pavement Replacement Project as a part of the A&E IDIQ Contract with SRF for the amount of \$265,517.81

This item was forwarded to the Procurement Committee, prior to the Board meeting for their review.

Ms. Willoughby concluded her presentation of the resolution and opened the floor for questions from the Board.

The Board asked what's the life expectancy for the replacement.

Ms. Willoughby indicated 25 years for concrete and 12-15 years for asphalt. The turning lanes for the buses at NOTC are what's causing a lower life cycle.

The Board invited public comments on this resolution. There were none.

There was no further Board discussion necessary. The Board approved unanimously.

Motioned by Lonergan; Seconded by Williams
ROLL CALL: UNANIMOUS, MOTION CARRIES

Agenda Item #9 Board Chair Report

(C. Simon)

Board Chair Curt Simon had no updates to report for this meeting

Agenda Item #10 Date, Time, and Place of Next Board Meeting

Thursday, March 27, 2025, at 8:30 a.m.

Authority's Administrative Building

Agenda Item #11 Adjournment at 9:40 am.

Motioned by Lonergan; Seconded by Dombeck

ROLL CALL: UNANIMOUS (Williams Abstained), MOTION CARRIES

RESOLUTION: **2025-07 Request Approval for the Amendment of Operating Policy 26, Standards of Conduct and Conflicts of Interest**

EXPLANATION: Staff is proposing the amendment of Operating Policy 26, Standards of Conduct and Conflicts of Interest. This policy was last revised in January of 2017. This revision overall provides updated language and additional clarification of the existing policy related to the solicitation, selection, award and administration of Metro's procurement activities. Additionally, it updates the acknowledgment document for this policy to be required from applicable individuals every three years instead of the current practice of every year. Staff reviewed this policy with the Planning & Policy Committee.

Recommend Approval.

OPERATING POLICY

Subject

Number

STANDARDS OF CONDUCT AND CONFLICTS OF INTEREST	Adopted: March 27, 1986 Revised: August 25, 1988 February 24, 1994 September 24, 1998 January 23, 2014 January 26, 2017 March 27 , 2025	26
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Purpose:

~~To establish standards of conduct essential to the proper solicitation, selection, award and administration of the Authority's procurement activities for Board members, employees and agents of the Regional Metropolitan Transit Authority of Omaha, dba Metro (Metro) as provided by the Common Grant Rules, the Federal Transit Administration (FTA), 49 CFR § 18.36 and § 19.43, 2 CFR 200.318 (c), and the most current FTA Circular 4220.1-GF, as referenced in the Metro Procurement Manual.~~

Policy:

I. Gifts, Gratuities and Other Things of Value

1. No Board member, ~~Director~~, employee, or agent of ~~Metro~~the Authority, or his or her immediate family member, or his or her partner, shall solicit, or authorize the solicitation of, accept, or agree to accept, any cash, gifts, gratuities, favors or anything of value from contractors, potential contractors, or subcontractors, or his or her agent(s), supplier(s), or dealer(s) with whom the Authority does business or may reasonably be anticipated to perform business.
2. This ~~p~~Policy is not intended to eliminate participation by Board members, employees or agents of Metro in business related functions and activities which occur in conjunction with seminars, exhibits, meetings and presentations which incorporate lunches, dinners and entertainment. The policy does not preclude unsolicited items of nominal intrinsic value.
3. Board members, ~~Directors~~, or employees, and agents of Metro who are offered or promised cash, gifts, gratuities, favors or anything of value from individuals, organizations or firms who seek to do business or with whom ~~Metro~~the Authority does business, or potential to do business, shall report such offers and promises immediately to the ~~Executive Director~~Chief Executive Officer (CEO) and the ~~Grant Administration~~Finance Director for investigation. ~~Board members, Directors,~~

~~or employees, and agents~~ may not accept any discount or allowance on personal purchases of products or services from an individual, organization or firm which does business with ~~Metro~~the Authority, if such discount could be reasonably construed as being offered to influence and existing business relationship or a potential business relationship.

4. ~~The Authority's Safety Incentive Program, as existing on this date, is authorized to provide~~ing for various employee incentives, including awards of cash or its equivalent, for achievements in safety ~~by Employees is approved and adopted.~~ The costs of the Safety Incentive Program shall not exceed the amount ~~annually budgeted by the~~set forth in Metro's annual budget approved by Board for such purposes. All ~~Safety Incentive Programs~~safety awards of cash, or its equivalent, ~~received by an employee shall be considered income subject to withholding taxes as provided by applicable state and federal laws. to an Employee shall conform to the Internal Revenue Service (IRS) qualified plan.~~
5. The ~~Executive Director~~CEO is authorized to implement and ~~organize~~continue an Annual Employee Appreciation Event to be held at ~~the Authority~~Metro's facility or other facilities, determined in his/her sole discretion as budgeted. This amount shall also not exceed the ~~statutory~~current limit as set forth by ~~Revised~~Nebraska Revised State Statue 13-2203.
6. The ~~Executive Director~~CEO is authorized to implement and ~~continue~~organize an annual Volunteer Appreciation Dinner for volunteer members of the Transit Advisory Committee ("Volunteer"). The Volunteer Appreciation Dinner shall not be held more than once ~~annually~~per calendar year, and the amount shall not exceed a cost of \$35.00 per ~~person~~Volunteer in attendance.

II. Conflicts of Interest

1. Personal Conflicts of Interest. No Board member, director, employee or agent of ~~the Authority~~Metro, or his or her immediate family member, or his or her partner, or organization that employs or is about to employ any of the foregoing individuals may participate in the selection, award, or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict of interest would arise when any of those individuals previously listed has a financial or other interest in the firm selected for award. Any such conflict of interest, or potential conflict of interest, whether real or apparent, shall be disclosed to the ~~Executive Director~~CEO and the ~~Grant Administrator~~Finance Director for investigation.
2. Organizational Conflicts of Interest. All of ~~the Authorities~~Metro's procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. ~~The Authority~~ Metro's Board members and employees shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, any contractors that

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develop or draft specifications, requirements, statement of work, invitations for bids and/or requests for proposals solicited by Metro shall be excluded from competing for such procurements. ~~The Authority~~Metro shall award to the bidder or offeror whose bid or offer is determined responsive to the solicitation and in Metro's sole judgment and discretion to be most advantageous ~~to the Authority, in regard to~~ price, quality and other factors ~~considered~~. ~~The Authority's Metro~~ solicitations shall clearly set forth all requirements that the bidder or offeror shall fulfill in order for the bid or offer to be evaluated by the Authority designated Metro personnel. Any and all bids or offers may be rejected ~~when it is in the Authority's~~ as determined by Metro to be in its best interest ~~to do so~~.

3. a. Acknowledgement of Operating Policy No. 26. Any Board member, Director or employee, who is involved or appears to be involved in the solicitation, selection, award or administration of a contract for goods and/or services supported by Federal funds, shall execute a written acknowledgment of an Operating Policy No. 26 Acknowledgement form at the time he or she is appointed or hired, and every three (3) years thereafter ~~on an annual basis~~. The responsibility to ensure timely execution of all written acknowledgements shall be ~~(title)~~ the Finance Director, or his/her designee.

~~3. b. Violation(s) of this Policy.~~ Any Board member, Director or employee or agent of ~~Metro~~the Authority participating in the selection, award, or administration of a contract supported by Federal funds shall be provided written notice of pending investigation into ~~found to be in violation(s) of this Policy.~~ Board members may be subject to removal as provided by the adopted Bylaws of the Regional Metropolitan Transit Authority of Omaha. Employees may be subject to discipline, up to and including termination, and/or subject to such action or penalties as permitted by law, ordinance, statute or regulation. Any agent, contractor or subcontractor in violation of this policy may be subject to disbarment or suspension from future Authority contracts as provided by 2 CFR 200.319~~Part 180, Subpart C~~ as adopted and supplemented by U.S. Department of Transportation (DOT) regulations at 2 CFR Part 1200, ~~and such violation may be considered by the Authority as a breach of contract.~~

~~4. U.S. Department of Transportation (DOT) regulations at 2 CFR Part 1200, and such violation may be considered by the Authority as a breach of contract.~~

4. The Authority has developed a Procurement Manual which is kept continuously current and shall be incorporated into this policy by reference. ~~incorporate this Policy by reference.~~

~~5.~~

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Regional Metropolitan Transit Authority of Omaha

2222 Cuming Street
Omaha, NE 68102

402.341.0800
TDD: 402.341.0807
Fax: 402.342.0949

ometro.com

OPERATING POLICY NUMBER 26 ACKNOWLEDGEMENT

I hereby acknowledge receipt of a copy of METRO's Operating Policy, No. 26 Standards of Conduct: Gifts, Gratuities, and Other Things of Value, and Conflicts of Interest.

I acknowledge that it is my duty to comply with the policy. I currently have no conflicts of interest, or potential conflicts of interest as provided in the policy. I further agree to timely disclose any and all conflicts of interest or potential conflicts of interest to the Chief Executive Officer.

DATED this _____ day of _____, 20 _____.

(Printed Name)

(Signature)

OPERATING POLICY

Subject

Number

**STANDARDS OF CONDUCT
AND CONFLICTS OF
INTEREST**

Adopted: March 27, 1986
Revised: August 25, 1988
February 24, 1994
September 24, 1998
January 23, 2014
January 26, 2017
March 27, 2025

26

Purpose:

To establish standards of conduct essential to the proper solicitation, selection, award and administration of procurement activities for Board members, employees and agents of the Regional Metropolitan Transit Authority of Omaha, dba Metro (Metro).

Policy:

I. Gifts, Gratuities and Other Things of Value

1. No Board member, employee, or agent of Metro, or his or her immediate family member, or his or her partner, shall solicit, or authorize the solicitation of, accept, or agree to accept, any cash, gifts, gratuities, favors or anything of value from contractors, potential contractors, or subcontractors, or his or her agent(s), supplier(s), or dealer(s) with whom the Authority does business or may reasonably be anticipated to perform business.

2. This Policy is not intended to eliminate participation by Board members, employees or agents of Metro in business related functions and activities which occur in conjunction with seminars, exhibits, meetings and presentations which incorporate lunches, dinners and entertainment. The policy does not preclude unsolicited items of nominal intrinsic value.

3. Board members, employees, and agents of Metro who are offered or promised cash, gifts, gratuities, favors or anything of value from individuals, organizations or firms who seek to do business or with whom Metro does business, or potential to do business, shall report such offers and promises immediately to the Chief Executive Officer (CEO) and the Finance Director for investigation.

4. Board members, employees, and agents may not accept any discount or allowance on personal purchases of products or services from an individual, organization or firm which does business with Metro, if such discount could be reasonably construed as being offered to influence an existing business relationship or a potential business relationship.
5. A Safety Incentive Program, is authorized to provide for various employee incentives, including awards of cash or its equivalent, for achievements in safety. The costs of the Safety Incentive Program shall not exceed the amount set forth in Metro's annual budget approved by Board for such purposes. All Safety Incentive Program awards of cash or its equivalent, received by an employee shall be considered income subject to withholding taxes as provided by applicable state and federal laws.
6. The CEO is authorized to implement and organize an Annual Employee Appreciation Event to be held at Metro's facility or other facilities, determined in his/her sole discretion as budgeted. This amount shall also not exceed the statutory limit as set forth by Nebraska Revised Statue 13-2203.
7. The CEO is authorized to implement and organize an annual Volunteer Appreciation Dinner for volunteer members of the Transit Advisory Committee ("Volunteer"). The Volunteer Appreciation Dinner shall not be held more than once per calendar year, and the amount shall not exceed a cost of \$35.00 per Volunteer in attendance.

II. **Conflicts of Interest**

1. Personal Conflicts of Interest. No Board member, director, employee or agent of Metro, or his or her immediate family member, or his or her partner, or organization that employs or is about to employ any of the foregoing individuals may participate in the selection, award, or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict of interest would arise when any of those individuals previously listed has a financial or other interest in the firm selected for award. Any such conflict of interest, or potential conflict of interest, whether real or apparent, shall be disclosed to the CEO and the Finance Director for investigation.
2. Organizational Conflicts of Interest. All of Metro's procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. Metro's Board members and employees shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, any contractors that develop or draft specifications, requirements, statement of work, invitations for bids and/or requests for proposals solicited by Metro shall be excluded from competing for such procurements. Metro shall award to the bidder or offeror whose bid or offer is determined responsive and in Metro's sole judgment and discretion to be most advantageous in regard to price, quality and other factors. Metro solicitations shall clearly set forth all requirements that the bidder or

offeror shall fulfill in order for the bid or offer to be evaluated by designated Metro personnel. Any and all bids or offers may be rejected as determined by Metro to be in its best interest .

3. a. Acknowledgement of Operating Policy No. 26. Any Board member, Director or employee, who is involved or appears to be involved in the solicitation, selection, award or administration of a contract for goods and/or services supported by Federal funds, shall execute a written acknowledgment of Operating Policy No. 26 at the time he or she is appointed or hired, and every three (3) years thereafter. The responsibility to ensure timely execution of all written acknowledgements shall be the Finance Director, or his/her designee.

b. Violation(s) of this Policy. Any Board member, Director or employee or agent of Metro participating in the selection, award, or administration of a contract supported by Federal funds shall be provided written notice of pending investigation into violation(s) of this Policy. Board members may be subject to removal as provided by the adopted Bylaws of the Regional Metropolitan Transit Authority of Omaha. Employees may be subject to discipline, up to and including termination, and/or subject to such action or penalties as permitted by law, ordinance, statute or regulation. Any agent, contractor or subcontractor in violation of this policy may be subject to disbarment or suspension from future Authority contracts as provided by 2 CFR 200.319, as adopted and supplemented by U.S. Department of Transportation (DOT) regulations at 2 CFR Part 1200.
4. The Authority has developed a Procurement Manual which is kept continuously current and shall incorporate this Policy by reference.



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I acknowledge that it is my duty to comply with the policy. I currently have no conflicts of interest, or potential conflicts of interest as provided in the policy. I further agree to timely disclose any and all conflicts of interest or potential conflicts of interest to the Chief Executive Officer.

DATED this _____ day of _____, 20 _____.

(Printed Name)

(Signature)

RESOLUTION: **2025-08 Request Approval for the Amendment of Operating Policy 27, Purchasing**

EXPLANATION: Staff is proposing the amendment of Operating Policy 27, Purchasing. This policy was last revised in December of 2022. This revision will update the policy with the most recent FTA guidance found FTA Circular 4220.1G, which was released on January 17, 2025. Staff reviewed this policy with the Planning & Policy Committee.

Recommend Approval.

Subject

PURCHASING

Number

27

Adopted: March 27, 1986
Revised: August 25, 1988
February 24, 1994
September 24, 1998
January 23, 2014
January 26, 2017
August 26, 2021
December 22, 2022
March — 27, 2025

OPERATING POLICY

Purpose:

To establish a policy and procurement procedures governing the purchase of all materials, equipment, supplies and services complying with applicable local, state and federal laws.

Policy:

1. Metro’s designated purchasing agent(s) shall ensure that all materials, equipment, supplies and services required by Metro are purchased at the lowest and best value price after taking into consideration price, quality and the ability of the supplier to deliver and/or perform.
2. All purchasing functions and procurement activities shall be administered in compliance with applicable local, state, and federal laws, statutes, and regulations, and the Metro-Procurement Manual, as amended from time to time, Purchasing Department Operating Procedure and according to this Metro Purchasing Policy, as approved and amended by the Board of Directors.
3. Procurements funded with any Federal Transit Administration (FTA) assisted grants Grant purchasing procedures shall comply with provisions of the Infrastructure Investment and Jobs Act, Pub. L 117-58 (2021), the U.S. Department of Transportation regulations, “Uniform, Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, incorporating by reference the Office of Management and Budget, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, as amended, and guidance conform with the principles and standards set forth in the most current version of the FTA Circular 4220.1G, applicable as of January 17, 2025, as amended, and as referenced in the Procurement Manual.
4. Any deviation from this Policy or procurement procedure, shall not be contrary to applicable local, state, or federal law ~~shall~~ and requires prior approval of the Chief Executive Officer (CEO) or Board of Directors.

PURCHASING PROCEDURES

Adopted: 2-23-84
Revised: 5-27-86
8-25-86
11-01-94
2-28-02
7-25-03
6-23-11
4-24-14
1-27-17
8-26-21
12-22-22
[035-xx27-25](#)

Purpose:

To establish internal procedures to ensure optimum controls for procurement of goods, equipment and services by the Regional Metropolitan Transit Authority of Omaha, d/b/a Metro (hereinafter referred to as "Metro").

Definitions:

"Purchase(s)" shall mean procurement of goods, equipment, or services by Metro.

"Department Head" shall mean the Director or Manager, as designated by the CEO, of a department of Metro.

"Authorized Purchasing Staff" shall mean personnel having official responsibility for a purchase or procurement transaction; and/or designated personnel approved by the CEO or Deputy Executive Officer (DEO).

"Authorized Finance Staff" shall mean personnel who are designated by the Finance Director for the review and processing of invoices for payment.

"Grant Funded Procurement(s)" shall mean any purchase transaction(s) funded by federal assistance.

"Offeror" shall mean any vendor, contractor, seller, merchant, retailer, wholesaler, dealer, or supplier.

1. General

1. The CEO has full authority to execute and implement a purchasing policy adopted by Metro's Board of Directors.

2. The purchasing processes shall be audited in conjunction with the annual Single Audit (A-133) to verify compliance with this policy and as set forth herein.
3. A good faith effort will be made to ensure participation with minority owned and women-owned businesses in all phases of Metro's procurement activity.
4. Ensure that qualifying small business concerns, as defined by the U.S. Small Business Administration regulations, 13 CFR Part 121 have an opportunity to participate in all phases of Metro's procurement activity.
5. No officer or employee of Metro or members of his/her immediate family shall give or accept cash, gifts, special accommodations or privileges from any contractor or his/her agent(s), supplier(s) or dealer(s) with whom Metro does business or plans to do business. Excepted from this policy are promotional items of nominal value which are available to the public at large and are given with no consideration.

2. Authority:

1. Administrative Approvals:

- A. Subject to approved budget constraints and any otherwise applicable Metro budget limitations, a Department Head is authorized to approve a purchase requisition within their respective department in an amount not to exceed \$5,000 in total.
- B. Subject to approved budget constraints and any otherwise applicable Metro budget limitations, the Fleet Maintenance Director is authorized to approve a purchase requisition within the Maintenance Department in an amount not to exceed \$10,000 in total.
- C. Subject to approved budget constraints and any otherwise applicable Metro budget limitations, the DEO is authorized to approve a purchase requisition (including Grant Funded Procurements) in an amount not to exceed \$15,000 in total.
- D. Subject to approved budget constraints and any otherwise applicable Metro budget limitations the CEO is authorized to approve a purchase requisition (including Grant Funded Procurements, for which, if applicable, the CEO shall also approve the procurement method to be used by Metro in respect to such purchase), in an amount not to exceed \$100,000.
- E. Under no circumstances, shall larger procurements be split to avoid competition or purchasing procedure be circumvented by preparing multiple purchase requisitions for a procurement project to lower the purchase cost below the approval threshold levels set forth above.

- F. Approvals may be in writing or by electronic transmission.
- G. For purposes of timeliness and efficiency, the CEO, DEO, or a Department Head, during any period of his/her absence, may designate the authority to approve a purchase requisition to a personnel member within the department.

2. Board of Directors:

- A. The Board of Directors shall approve all Purchases that exceed \$100,000 and all Standing Purchase Orders exceeding \$25,000 on an annualized basis.
- B. If an emergency arises that necessitates the immediate purchase of goods, equipment or services exceeding the CEO's authority, the CEO shall immediately notify the Board Chair of the emergency condition and request special approval of the purchase. All such emergency purchases shall be presented before the Board at the next regularly scheduled Board meeting, or a Special Meeting called by the Board Chair.
- C. For Purchases (including Grant Funded Procurements) in excess of \$100,000, the Department Head (or other designated personnel) shall first meet with Board members of the Finance/Procurement Committee designated by the Board Chair, who shall review the Purchase request and the appropriate procurement method prior to approval by the Board.

3. Requisition:

- 1. All purchases shall be initiated with a requisition. All requisitions with a value in excess of \$100 must reflect the "Actual" or "Estimated" cost. The originator shall forward the completed requisition to their respective Department Head or next level for review and approval.
- 2. The Department Head shall review the requisition to ensure that a need exists for the purchase and that funds are available in the "Charge to Account." If funds are not available, the Department Head must identify a funded "Charge to Account." In no case shall a Department Head charge purchases to an account outside his/her area of responsibility without first obtaining the written or electronic approval of the responsible Department Head on the requisition. If these conditions are not met, the requisition shall be returned to the originator with an appropriate explanation. If these conditions are met, the Department Head shall approve the requisition and, if

applicable, forward it to the next level for approval in accordance with provisions outlined in Administrative Approvals in Section 2.1 above.

3. If approved by the CEO, DEO, or applicable Department Head, subject to his/her administrative approval authorization levels as outlined in Section 2.1 above, the approver shall approve the requisition and forward it to the Authorized Purchasing Staff. The Authorized Purchasing Staff member shall ensure that the information included with the requisition is sufficient to prepare a Purchase Order, and that the necessary approvals have been recorded. If a requisition does not have the appropriate approvals or does not contain sufficient information to prepare a purchase order, the requisition will be returned to the appropriate level for approval with an explanation of the deficiency.

4. Establishing Low and Responsive Bids:

1. The Authorized Purchasing Staff or assigned Department Head shall ensure that all purchases are awarded to the low, responsive and responsible bidder after taking into consideration the cost and quality of the goods and the ability of the prospective Offeror to perform as set forth in oral or written specifications. Grant documentation shall be submitted to the individual designated by the Finance Director for all grant related purchases.

a. Purchases up to \$100,000:

The competitive procurement method shall be initiated in accordance with the provisions set forth in this policy and applicable Federal and state statutes, laws and regulations governing competitive procurement. The competitive procurement process shall not be required for purchasing unique (sole source) items or when contracting for non-grant funded professional services.

b. Purchases in Excess of \$100,000:

Following Board Finance/Procurement Committee review as set forth in paragraph 2.2(c), the request will be placed on the agenda of a regularly scheduled meeting of the Board of Directors. Following Board approval, the competitive procurement method shall be initiated in accordance with the provisions set forth in this policy and the Federal and state statutes, laws and regulations and policies governing competitive procurement. The competitive procurement process shall not be required for purchasing unique (sole source) items or when contracting or non-grant funded professional services.

2. A written cost or price analysis must be performed for Grant Funded Procurements including contract modifications and change orders, in which event:

a. Micro-purchases:

An abbreviated price analysis which annotates a finding of fair and reasonable pricing and the justification for such finding may be used.

b. Price Analysis:

If competition was adequate, a price analysis may be used to determine the reasonableness of the proposed contract price. A price analysis may be used when competition was inadequate only when the price reasonableness of the proposed contract can be justified based on a catalog or market price of a commercial product sold in substantial quantities to the general public or prices set by law or regulation.

c. Cost Analysis:

A cost analysis must be conducted when a price analysis will not provide sufficient information to determine the reasonableness of the contract cost. Authorized Purchasing Staff must obtain a cost analysis when the offeror submits elements (that is, labor hours, overhead, materials, and so forth) of the estimated cost (such as professional consulting and A & E contracts, and so forth). Authorized Purchasing Staff shall obtain a cost analysis when price competition is inadequate, when only one source is available, including contract modifications and change orders unless otherwise provided for in Section 4. 2(b) above. Profit should be negotiated as a separate element of the contract in all acquisitions requiring a cost analysis. However, Authorized Purchasing Staff need not obtain a cost analysis if it can justify price reasonableness of the proposed contract based on a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law, statute, or regulation.

5. Grant Funded Procurement Methods:

Metro maintains a Procurement Manual that should be referenced for additional guidance regarding Grant Funded Procurements.

1. Quotations

Procuring goods, equipment and services wherein the low, responsive, responsible Offeror is established by securing and recording a minimum of three quotes, if practicable.

2. Sealed Bids/Proposals

Procuring goods, equipment, and services wherein the low, responsive, responsible Offeror is established in accordance with the provisions set forth in this policy and applicable Federal and state regulations.

3. Other Than Full and Open Competition

Procuring goods, equipment, and services wherein the low, responsive, responsible Offeror cannot be established via quotes, sealed bids or proposals. Non-competitively procured grant items require a written justification. This method of procuring goods, equipment and services shall be initiated exclusively for non-grant funded professional services or when the procurement is inappropriate for small purchase procedures, sealed bids, or competitive proposals, and at least one of the following circumstances are present:

a. Adequate Competition:

After soliciting several sources, the Authorized Purchasing Staff member or Grant/Procurement Administrator shall review the specifications to determine if they are unduly restrictive or if changes can be made to encourage the submission of more quotes, bids, or proposals. If the specifications are determined to not be unduly restrictive and changes cannot be made to encourage greater competition, the Authorized Purchasing Staff member or Grant/Procurement Administrator may determine the competition adequate and complete a cost analysis or price analysis as provided for in Section 4 above.

b. Sole Source:

When goods, equipment or services are available from only one responsible source, and no other good, equipment or service will satisfy the requirements, a sole source award must be justified based on one of the following:

- i. Unique Capability or Availability. The good, equipment or services are available from one source if one of the conditions described below is present:
 1. **Unique or Innovative Concept**. The Offeror demonstrates a unique or innovative concept or capability not available from another source. Unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted and is available only from one source and has not in the past been available from another source.

2. Patents or Restricted Data Rights. Patent or data rights restrictions preclude competition.
3. Substantial Duplication Costs. In the case of a follow-on contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.
4. Unacceptable Delay. In the case of a follow-on contract for the continued development or production of a highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling Metro's needs.

If any of these conditions exist, documentation must be included in the purchase file.

- ii. Single Bid or Single Proposal. Upon receiving a single bid or single proposal in response to a solicitation, the Authorized Purchasing Staff or Grant/Procurement Administrator should determine if competition was adequate. This should include a review of the specifications for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal.

1. Adequate Competition. Competition can be determined adequate when the reasons for few responses were caused by conditions beyond Metro's control. If the competition can be determined adequate, the procurement will qualify as a valid competitive award.
2. Inadequate Competition. Competition will be determined to be inadequate when, caused by conditions within Metro's control including unduly restrictive specifications.

c. Unusual and Compelling Urgency:

Metro may limit the solicitation when a public exigency or emergency will not permit a delay resulting from competitive solicitation or an unusual and urgent need for the goods, equipment or services would result in Metro being seriously damaged and/or harmed.

d. Non-competitive procurement is authorized by FTA.

Documentation of FTA approval, in writing or via electronic means, must be kept in the procurement/purchasing file. Documentation should be dated and signed by the Grant/Procurement Administrator initiating the purchase.

6. Purchase Orders:

1. All Purchase Orders shall be processed by the Authorized Purchasing Staff. The Purchasing Staff shall generate a Purchase Order to an Offeror after determining the low and responsive bid. If the quoted price exceeds \$100,000, the Authorized Purchasing Staff shall verify that a contract award has been approved by the Board. Absent approval by the Board of Directors, the Authorized Purchasing Staff member shall return the requisition to the originator for proper authorization.
2. The Authorized Purchasing Staff shall ensure that Purchase Orders include all essential information. Essential information includes but is not limited to: a description of the good, equipment or service being purchased; the quantity of the good, equipment or service; anticipated delivery date, expense account number, reference quote (if available), grant specific information (if applicable), and who initiated the creation of the Purchase Order.
3. Purchase Orders shall be numbered in a clearly defined numbering pattern. All voided Purchase Orders shall be maintained by Authorized Purchasing Staff.
4. All prices shall be confirmed prior to issuing a Purchase Order to the Offeror. If the Offeror cannot confirm the price at the time the order is placed, the Authorized Purchasing Staff member may give the Purchase Order number to the Offeror by telephone with the stipulation that the Offeror telephone the confirmed price to the Authorized Purchasing Staff member prior to shipping.
5. The Finance Department is responsible for maintaining a record of all purchases.
6. Provided that the original requisition has been approved in compliance with Sections 2 (Authority) and 3 (Requisition) above, the Purchasing Agent and/or Finance Director is authorized to sign the purchase order which will constitute the contract with the supplier. All other purchase orders not meeting these criteria will require approval by the CEO.

7. Payment of Invoices:

1. All invoices shall immediately be processed for payment by the Authorized Finance Staff. The Authorized Finance Staff shall verify that the Purchase Order number corresponds

to the Purchase Order number appearing on the invoice and that the invoiced amount does not exceed the confirmed amount appearing on the Purchase Order.

The Finance Director is authorized to approve payment when the difference between the invoiced price and the Purchase Order price does not exceed 5% of the original Purchase Order total, up to a maximum amount of \$250. The Finance Director shall ensure that the higher price is justified and will, as deemed necessary, include applicable documentation or notes with the invoice. When the invoiced price exceeds the Purchase Order price by more than \$250.00 or 5% of the original Purchase Order total, whichever is greater, the Authorized Purchasing Staff will initiate a purchase order change order. This is subject to the same total approval amounts as defined in section 2.1 above.

2. The Authorized Finance Staff member shall verify the Requisition, price quotation sheets (if applicable) and the Purchase Order to the Offeror's invoice are correct and process any applicable invoice(s) for payment.
3. Payments related to legal matters, including, but not limited to settlements, self-insurance claims, or worker's compensation claims do not require a requisition or purchase order prior to such payment. All payments related to these items shall be approved by the Legal Director and CEO prior to issuance of payment.

The Finance Director shall verify all invoice totals, the expense account number, and level of approvals before authorizing payment. The Finance Director shall hold payment until the above conditions are satisfied. When the above conditions are satisfied, the Finance Director shall approve the invoice for payment.

8. Replacement of Stores Inventory:

All purchases to replace stores inventory items shall be initiated by Authorized Purchasing Staff with a requisition. The Fleet Maintenance Director shall determine the economic reorder point that will preclude stock out conditions and maintain minimum stores inventory.

9. Standing Purchase Orders:

1. Standing Purchase Orders may be issued to Offerors for recurring purchases of goods or services. The Authorized Purchasing Staff member(s) shall maintain a current listing of Offerors on Standing Purchase Order status. Copies of the listing will be provided to the CEO and to the Finance Director. The listing shall include the name and address of the Offeror, description of the goods or services provided, and the date the Offeror was placed on Standing Purchase Order status.

2. All Standing Purchase Orders in excess of \$25,000 annually shall be approved by the Board of Directors. The listing of Offerors shall be submitted to the Board of Directors for approval during a Board meeting for the following year. The CEO is authorized to make additions or deletions provided the Board is informed of the changes at the next regularly scheduled Board meeting.

10. Purchasing Cards:

1. The Finance Director is authorized to maintain a Purchasing Card program for Authorized Purchasing Staff, project managers and other Metro staff approved by the CEO. Transaction limits will be based on the individual user requirements.
2. Separate procedures have been established for the Purchasing Card program which by this reference is incorporated herein as though fully set forth.
3. Misuse or fraudulent use of the Purchasing Card shall result in disciplinary action, up to and including termination of employment.

0312/227/20225

Lauren A. Cencic
Chief Executive Officer

DATE

Subject

PURCHASING

Number

27

Adopted: March 27, 1986

Revised: August 25, 1988

February 24, 1994

September 24, 1998

January 23, 2014

January 26, 2017

August 26, 2021

December 22, 2022

March 27, 2025

OPERATING POLICY

Purpose:

To establish a policy and procurement procedures governing the purchase of all materials, equipment, supplies and services complying with applicable local, state and federal laws.

Policy:

1. Metro's designated purchasing agent(s) shall ensure that all materials, equipment, supplies and services required by Metro are purchased at the lowest and best value price after taking into consideration price, quality and the ability of the supplier to deliver and/or perform.
2. All purchasing and procurement activities shall be administered in compliance with applicable local, state, and federal laws, statutes, and regulations, and the Metro Procurement Manual, as amended from time to time, and according to this Metro Purchasing Policy.
3. Procurements funded with any Federal Transit Administration (FTA) assisted grants shall comply with provisions of the Infrastructure Investment and Jobs Act, Pub. L 117-58 (2021), the U.S. Department of Transportation regulations, "Uniform, Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR Part 1201, incorporating by reference the Office of Management and Budget, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR Part 200, as amended, and guidance set forth in the FTA Circular 4220.1G, applicable as of January 17, 2025.
4. Any deviation from this Policy or procurement procedure, shall not be contrary to applicable local, state, or federal law and requires prior approval of the Chief Executive Officer (CEO) or Board of Directors.

PURCHASING PROCEDURES

Adopted: 2-23-84
Revised: 5-27-86
8-25-86
11-01-94
2-28-02
7-25-03
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4-24-14
1-27-17
8-26-21
12-22-22
03-27-25

Purpose:

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Definitions:

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"Offeror" shall mean any vendor, contractor, seller, merchant, retailer, wholesaler, dealer, or supplier.

1. General

1. The CEO has full authority to execute and implement a purchasing policy adopted by Metro's Board of Directors.

2. The purchasing processes shall be audited in conjunction with the annual Single Audit (A-133) to verify compliance with this policy and as set forth herein.
3. A good faith effort will be made to ensure participation with minority owned and women-owned businesses in all phases of Metro's procurement activity.
4. Ensure that qualifying small business concerns, as defined by the U.S. Small Business Administration regulations, 13 CFR Part 121 have an opportunity to participate in all phases of Metro's procurement activity.
5. No officer or employee of Metro or members of his/her immediate family shall give or accept cash, gifts, special accommodations or privileges from any contractor or his/her agent(s), supplier(s) or dealer(s) with whom Metro does business or plans to do business. Excepted from this policy are promotional items of nominal value which are available to the public at large and are given with no consideration.

2. Authority:

1. Administrative Approvals:

- A. Subject to approved budget constraints and any otherwise applicable Metro budget limitations, a Department Head is authorized to approve a purchase requisition within their respective department in an amount not to exceed \$5,000 in total.
- B. Subject to approved budget constraints and any otherwise applicable Metro budget limitations, the Fleet Maintenance Director is authorized to approve a purchase requisition within the Maintenance Department in an amount not to exceed \$10,000 in total.
- C. Subject to approved budget constraints and any otherwise applicable Metro budget limitations, the DEO is authorized to approve a purchase requisition (including Grant Funded Procurements) in an amount not to exceed \$15,000 in total.
- D. Subject to approved budget constraints and any otherwise applicable Metro budget limitations the CEO is authorized to approve a purchase requisition (including Grant Funded Procurements, for which, if applicable, the CEO shall also approve the procurement method to be used by Metro in respect to such purchase), in an amount not to exceed \$100,000.
- E. Under no circumstances, shall larger procurements be split to avoid competition or purchasing procedure be circumvented by preparing multiple purchase requisitions for a procurement project to lower the purchase cost below the approval threshold levels set forth above.

- F. Approvals may be in writing or by electronic transmission.
- G. For purposes of timeliness and efficiency, the CEO, DEO, or a Department Head, during any period of his/her absence, may designate the authority to approve a purchase requisition to a personnel member within the department.

2. Board of Directors:

- A. The Board of Directors shall approve all Purchases that exceed \$100,000 and all Standing Purchase Orders exceeding \$25,000 on an annualized basis.
- B. If an emergency arises that necessitates the immediate purchase of goods, equipment or services exceeding the CEO's authority, the CEO shall immediately notify the Board Chair of the emergency condition and request special approval of the purchase. All such emergency purchases shall be presented before the Board at the next regularly scheduled Board meeting, or a Special Meeting called by the Board Chair.
- C. For Purchases (including Grant Funded Procurements) in excess of \$100,000, the Department Head (or other designated personnel) shall first meet with Board members of the Finance/Procurement Committee designated by the Board Chair, who shall review the Purchase request and the appropriate procurement method prior to approval by the Board.

3. Requisition:

- 1. All purchases shall be initiated with a requisition. All requisitions with a value in excess of \$100 must reflect the "Actual" or "Estimated" cost. The originator shall forward the completed requisition to their respective Department Head or next level for review and approval.
- 2. The Department Head shall review the requisition to ensure that a need exists for the purchase and that funds are available in the "Charge to Account." If funds are not available, the Department Head must identify a funded "Charge to Account." In no case shall a Department Head charge purchases to an account outside his/her area of responsibility without first obtaining the written or electronic approval of the responsible Department Head on the requisition. If these conditions are not met, the requisition shall be returned to the originator with an appropriate explanation. If these conditions are met, the Department Head shall approve the requisition and, if

applicable, forward it to the next level for approval in accordance with provisions outlined in Administrative Approvals in Section 2.1 above.

3. If approved by the CEO, DEO, or applicable Department Head, subject to his/her administrative approval authorization levels as outlined in Section 2.1 above, the approver shall approve the requisition and forward it to the Authorized Purchasing Staff. The Authorized Purchasing Staff member shall ensure that the information included with the requisition is sufficient to prepare a Purchase Order, and that the necessary approvals have been recorded. If a requisition does not have the appropriate approvals or does not contain sufficient information to prepare a purchase order, the requisition will be returned to the appropriate level for approval with an explanation of the deficiency.

4. Establishing Low and Responsive Bids:

1. The Authorized Purchasing Staff or assigned Department Head shall ensure that all purchases are awarded to the low, responsive and responsible bidder after taking into consideration the cost and quality of the goods and the ability of the prospective Offeror to perform as set forth in oral or written specifications. Grant documentation shall be submitted to the individual designated by the Finance Director for all grant related purchases.

a. Purchases up to \$100,000:

The competitive procurement method shall be initiated in accordance with the provisions set forth in this policy and applicable Federal and state statutes, laws and regulations governing competitive procurement. The competitive procurement process shall not be required for purchasing unique (sole source) items or when contracting for non-grant funded professional services.

b. Purchases in Excess of \$100,000:

Following Board Finance/Procurement Committee review as set forth in paragraph 2.2(c), the request will be placed on the agenda of a regularly scheduled meeting of the Board of Directors. Following Board approval, the competitive procurement method shall be initiated in accordance with the provisions set forth in this policy and the Federal and state statutes, laws and regulations and policies governing competitive procurement. The competitive procurement process shall not be required for purchasing unique (sole source) items or when contracting or non-grant funded professional services.

2. A written cost or price analysis must be performed for Grant Funded Procurements including contract modifications and change orders, in which event:

a. Micro-purchases:

An abbreviated price analysis which annotates a finding of fair and reasonable pricing and the justification for such finding may be used.

b. Price Analysis:

If competition was adequate, a price analysis may be used to determine the reasonableness of the proposed contract price. A price analysis may be used when competition was inadequate only when the price reasonableness of the proposed contract can be justified based on a catalog or market price of a commercial product sold in substantial quantities to the general public or prices set by law or regulation.

c. Cost Analysis:

A cost analysis must be conducted when a price analysis will not provide sufficient information to determine the reasonableness of the contract cost. Authorized Purchasing Staff must obtain a cost analysis when the offeror submits elements (that is, labor hours, overhead, materials, and so forth) of the estimated cost (such as professional consulting and A & E contracts, and so forth). Authorized Purchasing Staff shall obtain a cost analysis when price competition is inadequate, when only one source is available, including contract modifications and change orders unless otherwise provided for in Section 4. 2(b) above. Profit should be negotiated as a separate element of the contract in all acquisitions requiring a cost analysis. However, Authorized Purchasing Staff need not obtain a cost analysis if it can justify price reasonableness of the proposed contract based on a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law, statute, or regulation.

5. Grant Funded Procurement Methods:

Metro maintains a Procurement Manual that should be referenced for additional guidance regarding Grant Funded Procurements.

1. Quotations

Procuring goods, equipment and services wherein the low, responsive, responsible Offeror is established by securing and recording a minimum of three quotes, if practicable.

2. Sealed Bids/Proposals

Procuring goods, equipment, and services wherein the low, responsive, responsible Offeror is established in accordance with the provisions set forth in this policy and applicable Federal and state regulations.

3. Other Than Full and Open Competition

Procuring goods, equipment, and services wherein the low, responsive, responsible Offeror cannot be established via quotes, sealed bids or proposals. Non-competitively procured grant items require a written justification. This method of procuring goods, equipment and services shall be initiated exclusively for non-grant funded professional services or when the procurement is inappropriate for small purchase procedures, sealed bids, or competitive proposals, and at least one of the following circumstances are present:

a. Adequate Competition:

After soliciting several sources, the Authorized Purchasing Staff member or Grant/Procurement Administrator shall review the specifications to determine if they are unduly restrictive or if changes can be made to encourage the submission of more quotes, bids, or proposals. If the specifications are determined to not be unduly restrictive and changes cannot be made to encourage greater competition, the Authorized Purchasing Staff member or Grant/Procurement Administrator may determine the competition adequate and complete a cost analysis or price analysis as provided for in Section 4 above.

b. Sole Source:

When goods, equipment or services are available from only one responsible source, and no other good, equipment or service will satisfy the requirements, a sole source award must be justified based on one of the following:

- i. Unique Capability or Availability. The good, equipment or services are available from one source if one of the conditions described below is present:
 1. Unique or Innovative Concept. The Offeror demonstrates a unique or innovative concept or capability not available from another source. Unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted and is available only from one source and has not in the past been available from another source.

2. Patents or Restricted Data Rights. Patent or data rights restrictions preclude competition.
3. Substantial Duplication Costs. In the case of a follow-on contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.
4. Unacceptable Delay. In the case of a follow-on contract for the continued development or production of a highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling Metro's needs.

If any of these conditions exist, documentation must be included in the purchase file.

- ii. Single Bid or Single Proposal. Upon receiving a single bid or single proposal in response to a solicitation, the Authorized Purchasing Staff or Grant/Procurement Administrator should determine if competition was adequate. This should include a review of the specifications for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal.
 1. Adequate Competition. Competition can be determined adequate when the reasons for few responses were caused by conditions beyond Metro's control. If the competition can be determined adequate, the procurement will qualify as a valid competitive award.
 2. Inadequate Competition. Competition will be determined to be inadequate when, caused by conditions within Metro's control including unduly restrictive specifications.

c. Unusual and Compelling Urgency:

Metro may limit the solicitation when a public exigency or emergency will not permit a delay resulting from competitive solicitation or an unusual and urgent need for the goods, equipment or services would result in Metro being seriously damaged and/or harmed.

d. Non-competitive procurement is authorized by FTA.

Documentation of FTA approval, in writing or via electronic means, must be kept in the procurement/purchasing file. Documentation should be dated and signed by the Grant/Procurement Administrator initiating the purchase.

6. Purchase Orders:

1. All Purchase Orders shall be processed by the Authorized Purchasing Staff. The Purchasing Staff shall generate a Purchase Order to an Offeror after determining the low and responsive bid. If the quoted price exceeds \$100,000, the Authorized Purchasing Staff shall verify that a contract award has been approved by the Board. Absent approval by the Board of Directors, the Authorized Purchasing Staff member shall return the requisition to the originator for proper authorization.
2. The Authorized Purchasing Staff shall ensure that Purchase Orders include all essential information. Essential information includes but is not limited to: a description of the good, equipment or service being purchased; the quantity of the good, equipment or service; anticipated delivery date, expense account number, reference quote (if available), grant specific information (if applicable), and who initiated the creation of the Purchase Order.
3. Purchase Orders shall be numbered in a clearly defined numbering pattern. All voided Purchase Orders shall be maintained by Authorized Purchasing Staff.
4. All prices shall be confirmed prior to issuing a Purchase Order to the Offeror. If the Offeror cannot confirm the price at the time the order is placed, the Authorized Purchasing Staff member may give the Purchase Order number to the Offeror by telephone with the stipulation that the Offeror telephone the confirmed price to the Authorized Purchasing Staff member prior to shipping.
5. The Finance Department is responsible for maintaining a record of all purchases.
6. Provided that the original requisition has been approved in compliance with Sections 2 (Authority) and 3 (Requisition) above, the Purchasing Agent and/or Finance Director is authorized to sign the purchase order which will constitute the contract with the supplier. All other purchase orders not meeting these criteria will require approval by the CEO.

7. Payment of Invoices:

1. All invoices shall immediately be processed for payment by the Authorized Finance Staff. The Authorized Finance Staff shall verify that the Purchase Order number corresponds

to the Purchase Order number appearing on the invoice and that the invoiced amount does not exceed the confirmed amount appearing on the Purchase Order.

The Finance Director is authorized to approve payment when the difference between the invoiced price and the Purchase Order price does not exceed 5% of the original Purchase Order total, up to a maximum amount of \$250. The Finance Director shall ensure that the higher price is justified and will, as deemed necessary, include applicable documentation or notes with the invoice. When the invoiced price exceeds the Purchase Order price by more than \$250.00 or 5% of the original Purchase Order total, whichever is greater, the Authorized Purchasing Staff will initiate a purchase order change order. This is subject to the same total approval amounts as defined in section 2.1 above.

2. The Authorized Finance Staff member shall verify the Requisition, price quotation sheets (if applicable) and the Purchase Order to the Offeror's invoice are correct and process any applicable invoice(s) for payment.
3. Payments related to legal matters, including, but not limited to settlements, self-insurance claims, or worker's compensation claims do not require a requisition or purchase order prior to such payment. All payments related to these items shall be approved by the Legal Director and CEO prior to issuance of payment.

The Finance Director shall verify all invoice totals, the expense account number, and level of approvals before authorizing payment. The Finance Director shall hold payment until the above conditions are satisfied. When the above conditions are satisfied, the Finance Director shall approve the invoice for payment.

8. Replacement of Stores Inventory:

All purchases to replace stores inventory items shall be initiated by Authorized Purchasing Staff with a requisition. The Fleet Maintenance Director shall determine the economic reorder point that will preclude stock out conditions and maintain minimum stores inventory.

9. Standing Purchase Orders:

1. Standing Purchase Orders may be issued to Offerors for recurring purchases of goods or services. The Authorized Purchasing Staff member(s) shall maintain a current listing of Offerors on Standing Purchase Order status. Copies of the listing will be provided to the CEO and to the Finance Director. The listing shall include the name and address of the Offeror, description of the goods or services provided, and the date the Offeror was placed on Standing Purchase Order status.

2. All Standing Purchase Orders in excess of \$25,000 annually shall be approved by the Board of Directors. The listing of Offerors shall be submitted to the Board of Directors for approval during a Board meeting for the following year. The CEO is authorized to make additions or deletions provided the Board is informed of the changes at the next regularly scheduled Board meeting.

10. Purchasing Cards:

1. The Finance Director is authorized to maintain a Purchasing Card program for Authorized Purchasing Staff, project managers and other Metro staff approved by the CEO. Transaction limits will be based on the individual user requirements.
2. Separate procedures have been established for the Purchasing Card program which by this reference is incorporated herein as though fully set forth.
3. Misuse or fraudulent use of the Purchasing Card shall result in disciplinary action, up to and including termination of employment.

Lauren A. Cencic
Chief Executive Officer

03/27/2025

DATE

Resolution: 2025-09 REQUEST APPROVAL OF THE 2026 TRANSPORTATION IMPROVEMENT PROGRAM

Explanation: Staff requests approval of the amended 2026 element of the 2026-2030 Transportation Improvement Program (TIP). This amendment is to program funds and create the 2026 Program of Projects (POP).

Staff recommends programming Urbanized Area Apportionment Funds (5307) and Bus and Bus Facility Apportionment Funds (5339) in the FY 2026 element of the TIP.

Additionally, staff is recommending approval of the 2026 Program of Projects in the following manner:

PROJECT	SOURCE OF FUNDS	AMOUNT	DESCRIPTION
SUPPORT EQUIPMENT AND FACILITIES	5307	Fed: \$2,287,096 Local: \$571,774 Total: \$2,858,870	Update BGE equipment, replace MOBY tablets, and administration facility upgrades
TRANSIT ENHANCEMENTS	5307	Fed: \$1,192,000 Local: \$298,000 Total: \$1,490,000	Installation of up to 20 bus shelters
UNIFIED WORK PROGRAM	5307	Fed: \$920,000 Local: \$230,000 Total: \$1,150,000	Planning activities for 2026.
OPERATIONS	5307	Fed: \$14,010,592 Local: \$3,502,648	Preventative Maintenance, partial ADA service,

		Total: \$17,513,240	employee and staff training.
PROJECT	SOURCE OF FUNDS	AMOUNT	DESCRIPTION
ROLLING STOCK	5339	Fed: \$2,034,419 Local: \$359,015 Total: \$2,393,434	4 Moby vans and 2 fixed route buses
OPERATIONS	5339	Fed: \$40,622 Local: \$10,154 Total: \$50,776	Project Administration and training

Board approval will allow the projects to be committed for FY 2026. Projects will be submitted to MAPA for consideration at the April 2025 MAPA Board Meeting. Total new local encumbrance of federal funds will be \$20,484,729. Total new encumbrance of local funds will be \$4,971,591. Total new encumbrance of all funds will be \$25,456,320.

Approval will ensure Metro's compliance with FTA planning requirements.

Recommend Approval

Resolution: **Resolution 2025-10 Request Approval to Award Service Order to River North Transit for Microtransit Services**

Explanation: Staff is requesting approval to award a service order to River North Transit, LLC a subsidiary of Via Transportation, Inc. for Microtransit services and to authorize the CEO/Executive Director to execute the same.

Metro released a Request for Proposals for a Microtransit pilot project in September of 2024 and received two proposals. The proposals were reviewed by an evaluation team and the proposal from Via Transportation, Inc./River North Transit, LLC was the highest-ranked proposal in terms of the established criteria which included software & data capabilities, operating plan, contractor flexibility, contractor experience, personnel experience, and price.

In February of 2025, The Board authorized a Master Terms and Conditions Agreement with River North for a pilot period and approved the Title VI Equity Analysis. The Service Order outlines the initial zones and operating characteristics as well as established as maximum not to exceed price for the pilot period.

The Agreement will be provided under separate cover.

Recommend Approval.

RESOLUTION: **Resolution 2025-11 Request Approval of Board Recognition of Nebraska Public Transit Week, April 6th-12th**

EXPLANATION: Nebraska Public Transit Week is dedicated to raising awareness of public transit across the state. Public transit has served the cities of Omaha and Council Bluffs since 1867. Metro's fixed route service operated 3,843,159 miles and 278,606 hours in 2024. Metro's paratransit service operated 601,292 miles and 52,273 hours connecting people, places, and opportunities

Nebraska's Public Transit Week provides a special opportunity for people all over the state to show their support for services that help thousands of Nebraskans stay mobile and have active lives within their communities.

Metro and public transit overall connect people to the parts of their communities that help people live an active, vibrant, interesting life. To recognize that, Metro along with transit agencies across the state are celebrating April 6th through 12th as Nebraska Public Transit week.

Metro will partner with the Omaha Public Library to read transit-themed books while also celebrating National Library Week, celebrating the importance art and our youth play in our community with a reveal of the winning design from this year's Wheel Appeal student artist, and recognize the hardworking and dedicated workforce with a safety banquet to award and honor Metro employees.

Recommend Approval.

RESOLUTION 2025-11

March 27, 2025
Omaha, Nebraska

RESOLVED BY THE BOARD of DIRECTORS of the REGIONAL METROPOLITAN TRANSIT AUTHORITY OF OMAHA:

WHEREAS, public transit provides Omaha and all Nebraskans access to medical, business, employment, social, and supportive services, and allows people to contribute to a vibrant city and society;

WHEREAS, public transit allows individuals to remain independent, contributes to economic development, reduces traffic congestion, decreases carbon emissions, and improves mobility;

WHEREAS, Nebraska has many public transit employees who provide service to Nebraska, more than 300 of whom are employed by Metro, who must maintain stringent educational requirements and standards, particularly bus and paratransit operators;

WHEREAS, public transit professionals play an important role in so many lives;

WHEREAS, Metro provides public transportation service in the Greater Omaha area;

WHEREAS, More than 3.2 million rides were provided on Metro routes in 2024;

WHEREAS, More than 82-thousand paratransit trips were provided on MOBY in 2024;

WHEREAS, the Board of Directors wishes to encourage all citizens to increase their understanding, awareness, and the benefits of their local transit system;

WHEREAS, the Board of Directors and the Nebraska Association of Transportation Providers recognize the important role public transit professionals play and wish to acknowledge that role;

NOW, THEREFORE, BE IT RESOLVED BY THE REGIONAL METROPOLITAN TRANSIT AUTHORITY OF OMAHA BOARD:

The Board of Directors, DO HEREBY CONGRATULATE the employees of Metro and proclaim the week of April 6 - 12, 2025 as

PUBLIC TRANSIT WEEK
in Omaha and all of Nebraska.

The foregoing resolution was duly adopted by the Board of the Regional Metropolitan Transit Authority of Omaha at a meeting held on the 27th day of March 2025, and the undersigned hereby certifies the adoption of this resolution.

Curt Simon, Board Chair

Selina Perry, Board Secretary



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 strives to be a valued transportation choice for all members of our community and a vital partner for 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.

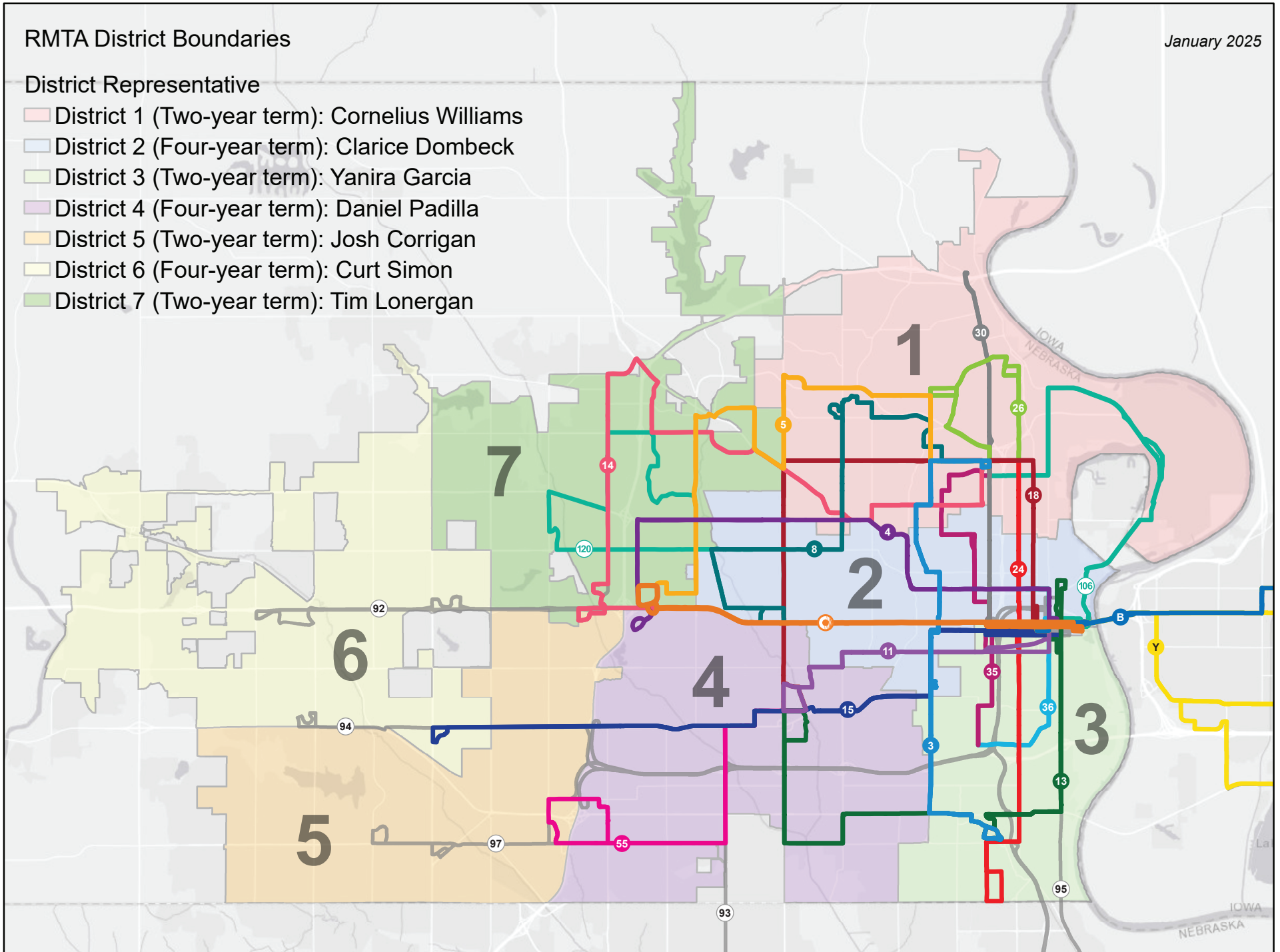
Appreciation: We are motivated to provide a quality of life for those we love through competitive wages and compensation.

RMTA District Boundaries

January 2025

District Representative

- District 1 (Two-year term): Cornelius Williams
- District 2 (Four-year term): Clarice Dombeck
- District 3 (Two-year term): Yanira Garcia
- District 4 (Four-year term): Daniel Padilla
- District 5 (Two-year term): Josh Corrigan
- District 6 (Four-year term): Curt Simon
- District 7 (Two-year term): Tim Lonergan



Feb

Monthly Recruiting Report

Definition Key:

of Employees: Total number of employees in stated or similar roles.

Mthly Hires: The number of new employees, promotions, or transfers in the given month.

Mthly Turnover: The number of employees who retire, quit, terminate, promote, or transfer in given month.

Current Need: # of stated or similar positions vacant.

Trained: Operators who've completed 6-8 week new hire training period and are operational.

	# of Employees	Mthly Hires	Mthly Turnover	Current Need	Recruiting Activity Notes
All Roles	341	9	10	26	Metro welcomed 9 new hires in February and identified 6 additional candidates for March start dates.
Operations	209				
Trained Bus Operators	168		6	5 (trained)	
Bus Operators in Training	7	5	2		4 additional trainees were identified for a March start. 9 Bus Operators graduated from Metro's training program.
Paratransit Operators	34	2	1	1	1 candidates identified for a March start date.
Maintenance	29				
Bus Mechanic	17	1	1	5	Currently reviewing and interviewing candidates.
Parts	2				
Vehicle Mechanic	2				
Utility	7				
Body Shop Mechanic	1				
Building	17				
BG&E - Field	4				
Custodial	13				

Feb				
Role	Mthly Hires	Mthly Turnover	Current Need	Recruiting Activity Notes
Admin Staff			9	
Mechanic Supervisor			2	Currently reviewing and interviewing candidates.
Scheduling Supervisor				New hire anticipated to start in April.
Field Supervisor	1			Jacob Palen was promoted to Field Supervisor
Training Specialist				Dennis Hogueison was promoted to Training Specialist
Communication Specialist			1	Finalizing job descriptions and posting date
P/T Communication Specialist			1	Finalizing job, structure, description, and posting date
Mobility Specialist			1	Finalizing job descriptions and posting date
Sr. Mobility Manager			1	Finalizing job descriptions and posting date
Operations Director			1	Finalizing job, structure, description, and posting date
Attorney			1	Finalizing job, structure, description, and posting date
Receptionist			1	Finalizing job, structure, description, and posting date

SOCIAL MEDIA SUMMARY

2.1.25 - 2.28.25



Facebook: **Metro Transit Omaha**

Posts: 22

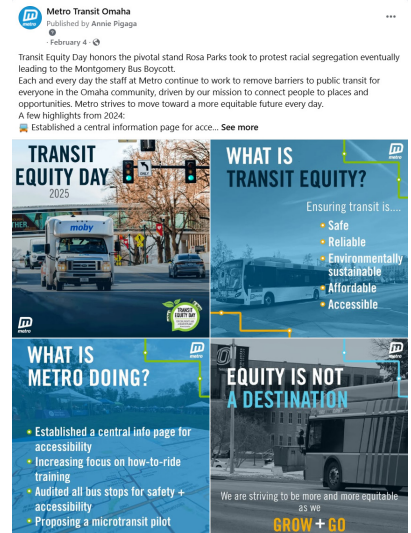
Reach: 90,380

Reactions: 159

Comments: 7

Shares: 111

92 new followers | 3.08% increase



Twitter: **@rideORBT**

Tweets: 25

Impressions: 15,322

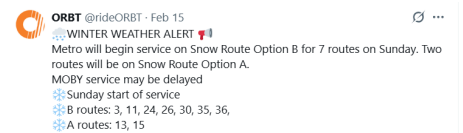
Avg. 442.5 impressions/post for the year

Likes: 40

Retweets: 14

Replies: 2

2 new followers | 0.17% increase



Instagram: **@metrotransitoma**

Posts: 20

Likes: 354

Avg. 22.3 likes/post for the year

Comments: 5

4 new followers | 0.24% increase



EARNED MEDIA SUMMARY

2.1.25 - 2.28.25

16 stories | 4 outlets



Microtransit - Becka's Talking

Omaha-area schools, businesses change schedules due to Thursday's frigid temperatures

Updated: 6:34 AM CST Feb 13, 2025

McKenzy Parsons Digital Editor

SNOWFALL TOTALS	
Wednesday, February 12th	
KETV	3.4"
Papillion	3.5"
Boys Town	3.7"
Ralston	3.9"
Shenandoah, IA	5"
Sterling	5.5"
Humboldt	5.5"
Clarinda, IA	6.0"
Burchard	6.1"
Auburn	6.3"

Winter weather - KETV

Metro Transit service to run on modified route

Updated: Feb. 13, 2025 at 6:00 AM EST

METRO TRANSIT SERVICE TODAY
FIRST ALERT 6 WEATHER DAY

- Using Snow Route Option B
- Service includes 11 routes
- MOBY delays possible

STOCKS NASDAQ 19,649.95 | 6.10

Omaha's Metro Transit service will modify service Thursday due to the recent winter weather.

Winter weather - WOWT

Train the Trainer program launch

FEBRUARY 4

The first official Train the Trainer event for Metro brought seven (7) people into a classroom to get familiar with the tools and information Metro offers to plan routes, pay fares, and navigate the system. Then the non-profit staff joined our trainer for a hands-on bus ride. This program emphasizes transit education for service providers and provides an in-depth review of navigation tools and other special programs.

JOIN US

for our Train the Trainer transit training

Metro Transit is launching a new public education program for local nonprofit staff. Learn to teach your clients to ride the bus and expand their access to people, places, and opportunities in the community.

Train the Trainer sessions provide:

- Orientation** (classroom learning, approx. 2 hours)
 - How to plan a trip
 - How to use our apps (in-depth)
 - How to pay
 - How to ride
 - Special programs + accessibility
 - Instruction requirements + tips
 - FAQ
 - Follow-up resources
- Familiarization** (bus ride, approx. 1 hour)
 - Plan a trip
 - Use the apps
 - Take a ride
 - Debrief
 - Post training survey

Tuesday, February 4th
8:30 - 11:30 a.m.
Metro Transit Offices
2222 Cumming Street

For questions or to sign up, contact:
Bridget Battafarano
bbattafarano@ometro.com

ICRI rider training

FEBRUARY 11

This training featured a classroom introduction for newly-arrived Spanish-speaking clients at the International Council for Refugees and Immigrants. They then were able to accompany our trainer for a bus ride with transfers to get a hands-on feel for how to navigate the Metro system independently.



Completely KIDS resource fair

FEBRUARY 28

Metro staff tabled at the resource fair which featured mostly Spanish-Speaking individuals. Some were already regular riders, but staff had the opportunity to inform them of programs like K-12 Rides Free. Staff provided "how to ride" resources for those who stopped by the table.

Completely KIDS

COMPLETELY KIDS RESOURCE FAIR

AT JOYCE MAMMEL FAMILY CENTER

FRIDAY, FEBRUARY 28TH

3:00PM - 6:00PM

2451 SAINT MARY'S AVE
OMAHA, NE 68103

COME JOIN US! THIS EVENT WILL CONNECT YOU TO VALUABLE RESOURCES

FOR MORE INFORMATION CONTACT ISABEL RODRIGUEZ AT 402-397-5809 X.217

PARTICIPATING AGENCIES:
CONSULADO DE MEXICO
MOLINA HEALTH
ONE WORLD
HEARTLAND WORKERS CENTER
CHARLES DREW AND MORE

OUTREACH

2.1.25 - 2.28.25

Metro - Income Statement Report
For the Period Ending 02-28-2025
 Unaudited Preliminary Report

Revenue						
ACCOUNT DESCRIPTION	ACTUAL MTD REVENUE	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% YTD COLL	
4140 Advertising	\$ (29,829)	\$ (260,000)	\$ (41,315)	\$ (218,685)	16%	
5339 BFac Cap	\$ -	\$ (14,800,000)	\$ -	\$ (14,800,000)	0%	
4112 Contract Serv	\$ (32,102)	\$ (1,786,000)	\$ (321,603)	\$ (1,464,397)	18%	
5303 Metro Planning	\$ -	\$ (137,000)	\$ (12)	\$ (136,988)	0%	
Other FTA	\$ (144)	\$ (2,000)	\$ (318)	\$ (1,682)	16%	
4150 Other Revenues	\$ (117,710)	\$ (5,273,200)	\$ (244,587)	\$ (5,028,613)	5%	
4111 Passenger Fares	\$ (134,641)	\$ (2,224,000)	\$ (290,963)	\$ (1,933,037)	13%	
4230 Property Tax	\$ (4,132)	\$ (54,609,558)	\$ (4,132)	\$ (54,605,426)	0%	
4410 State	\$ -	\$ (200,000)	\$ (94,840)	\$ (105,161)	47%	
5307 Urbanized Cap	\$ -	\$ (12,500,000)	\$ -	\$ (12,500,000)	0%	
5307 Urbanized Oper	\$ -	\$ (7,000,000)	\$ -	\$ (7,000,000)	N/A	
Revenue Total	\$ (318,558)	\$ (98,791,758)	\$ (997,771)	\$ (97,793,987)	1.01%	

Expense						
ACCOUNT DESCRIPTION	ACTUAL MTD EXPENSE	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% YTD USED	
5031 Fuel/Lubricants	\$ 171,689	4,851,194	\$ 366,238	\$ 4,484,956	8%	
5015 Fringe Benefits	\$ 612,281	9,104,124	\$ 1,226,099	\$ 7,878,025	13%	
MI 5090 Misc Expenses	\$ -	0	\$ -	\$ -	N/A	
5039 Oth Mat & Supp	\$ 186,983	2,190,000	\$ 353,776	\$ 1,836,224	16%	
OA 5014 Other Pd Absen	\$ 23,027	0	\$ 58,015	\$ (58,015)	N/A	
5200 Other Op Exp	\$ 1,087	13,200	\$ 2,174	\$ 11,026	16%	
OP 5012 Op Paid Absen	\$ 55,550	0	\$ 138,634	\$ (138,634)	N/A	
5011 Oper Sal/Wages	\$ 791,281	13,429,337	\$ 1,640,861	\$ 11,788,476	12%	
5013 Other Sal/Wag	\$ 319,286	5,256,676	\$ 651,903	\$ 4,604,774	12%	
5020 Services	\$ 278,669	2,184,845	\$ 458,361	\$ 1,726,483	21%	
5032 Tires & Tubes	\$ 2,060	228,000	\$ 16,914	\$ 211,086	7%	
UT 5040 Utilities	\$ 12,932	92,244	\$ 22,906	\$ 69,338	25%	
Fixed (MBDO)	\$ 2,454,846	37,349,619	\$ 4,935,882	\$ 32,413,737	13%	

ACCOUNT DESCRIPTION	ACTUAL MTD EXPENSE	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% YTD USED	
FL 5031 Fuel/Lubricants	\$ 18,272	\$ 303,880	\$ 34,758	\$ 269,122	11%	
FR 5015 Fringe Benefits	\$ 86,130	\$ 1,237,499	\$ 181,215	\$ 1,056,284	15%	
MI 5090 Misc Expenses	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
MS 5039 Oth Mat & Supp	\$ 1,989	\$ 310,000	\$ 6,436	\$ 303,564	2%	
OA 5014 Other Pd Absen	\$ 921	\$ -	\$ 4,557	\$ (4,557)	N/A	
OP 5012 Op Paid Absen	\$ 6,034	\$ -	\$ 20,772	\$ (20,772)	N/A	
OS 5011 Oper Sal/Wages	\$ 120,573	\$ 1,901,729	\$ 253,894	\$ 1,647,835	13%	
OW 5013 Other Sal/Wag	\$ 39,749	\$ 573,268	\$ 88,083	\$ 485,185	15%	
SR 5020 Services	\$ 644	\$ 35,000	\$ 3,268	\$ 31,732	N/A	
TT 5032 Tires & Tubes	\$ 1,330	\$ 20,000	\$ 2,680	\$ 17,320	13%	
UT 5040 Utilities	\$ -	\$ 16,200	\$ -	\$ 16,200	0%	
Paratransit/Moby (DRDO)	\$ 275,642	\$ 4,397,576	\$ 595,663	\$ 3,785,713	14%	

ACCOUNT DESCRIPTION	ACTUAL MTD EXPENSE	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% YTD USED	
CL 5050 CsQty/Liab Cost	\$ 60,129	948,763	\$ 118,810	\$ 829,953	13%	
FR 5015 Fringe Benefits	\$ 146,781	2,063,373	\$ 300,536	\$ 1,762,837	15%	
MI 5090 Misc Expenses	\$ 42,371	811,356	\$ 47,255	\$ 764,101	6%	
MS 5039 Oth Mat & Supp	\$ 22,211	1,010,310	\$ 37,828	\$ 972,482	4%	
OA 5014 Other Pd Absen	\$ 17,562	0	\$ 50,579	\$ (50,579)	N/A	
OE 5200 Other Op Exp	\$ 760,795	10,252,000	\$ 1,602,242	\$ 8,649,758	N/A	
OS 5011 Oper Sal/Wages	\$ 914	40,000	\$ 9,009	\$ 30,991	N/A	
OW 5013 Other Sal/Wag	\$ 270,195	4,524,239	\$ 556,137	\$ 3,968,102	12%	
SR 5020 Services	\$ 93,424	6,497,538	\$ 199,317	\$ 6,298,221	3%	
TX 5060 Taxes	\$ -	1,000	\$ -	\$ 1,000	0%	
UT 5040 Utilities	\$ 58,275	450,000	\$ 15,988	\$ 434,012	4%	
Administrative	\$ 1,472,658	26,598,579	\$ 2,937,701	\$ 23,660,878	11%	

ACCOUNT DESCRIPTION	ACTUAL MTD EXPENSE	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% YTD USED	
Fringe Costs	\$ -	\$ -	\$ -	\$ -	N/A	
Shared Expense	\$ -	\$ -	\$ -	\$ -	N/A	

Operating Expense Total	\$ 4,203,146	\$ 68,345,774	\$ 8,469,246	\$ 59,860,328	12%	
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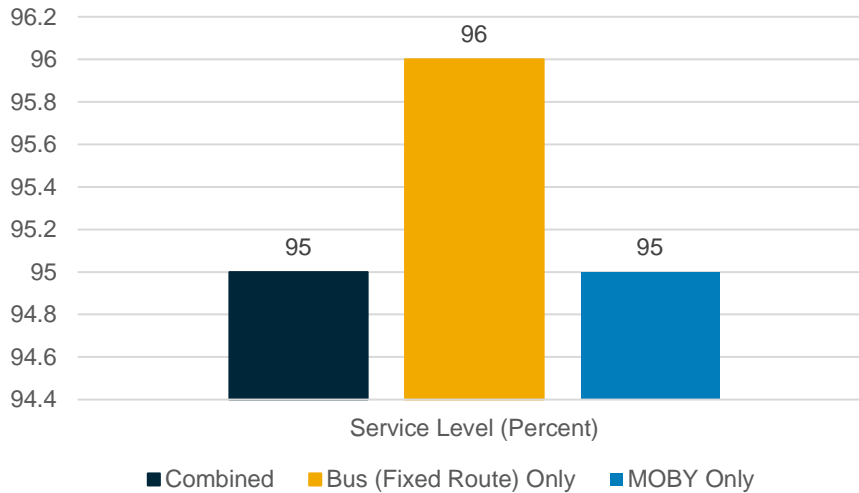
Totals									
Expense Total	\$	4,203,146	\$	68,345,774	\$	4,203,146	\$	64,142,628	6%
Revenue Total	\$	(318,558)	\$	(98,791,758)	\$	(997,771)	\$	(97,793,987)	1%
(Gain)/Loss	\$	3,884,587.29			\$	3,205,374.65	\$	(33,651,358.86)	5.14%

Depreciation Exp	705,138	10,250,000	1,490,926	10,250,000.00
Capital Exp	17,025	37,089,985	231,371	36,858,614
Property Tax Timing				

	MTD Total	REVISED BUDGET	YTD Total
Revised Exp	4,925,308	115,685,759	5,925,443
Revised Rev	(318,558)	(98,791,758)	(997,771)
Revised Net Loss/(Gain)	4,606,749.95	16,894,000.72	4,927,671.78

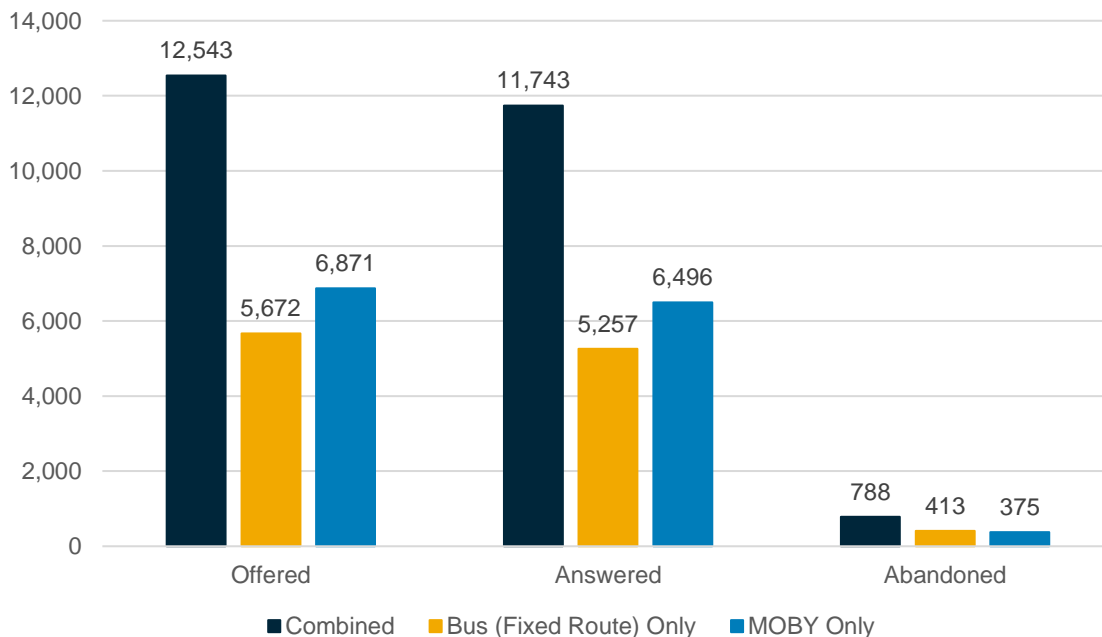
February 2025 Customer Service Report

Call Center Service Level



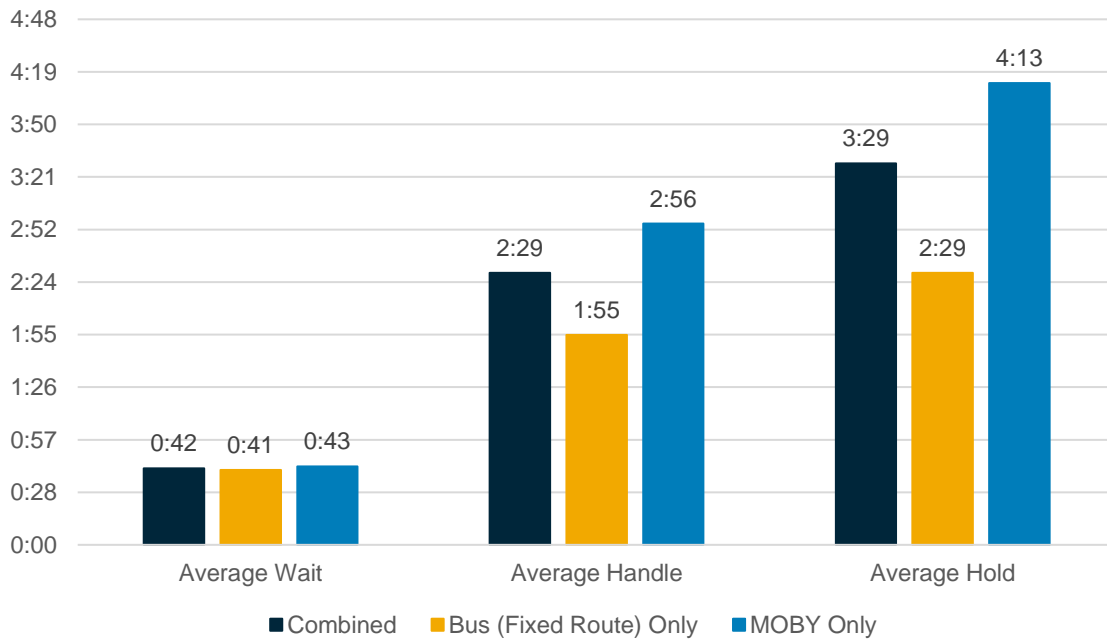
Text summary of the above chart: The chart displays the percent service level by queue – combined, bus (fixed route) only, and MOBY only – during the month of February 2025. The combined service level was 95%, the bus-only queue was 96%, and the MOBY-only queue was 95%.

Incoming Calls



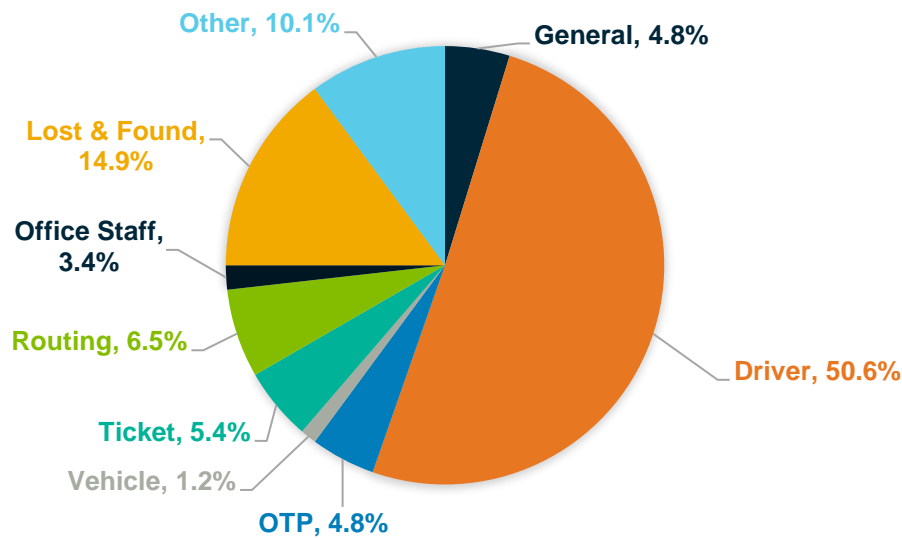
Text summary of the above chart: The chart displays the number of incoming calls that were offered, answered, and abandoned by queue – combined, bus (fixed route) only, and MOBY only – during the month of February 2025. Combined, there were 12,543 calls offered, 11,743 calls answered, and 788 calls abandoned. For the bus-only queue, there were 5,672 calls offered, 5,257 calls answered, and 413 calls abandoned. For the MOBY-only queue, there were 6,871 calls offered, 6,496 calls answered, and 375 calls abandoned.

Call Times



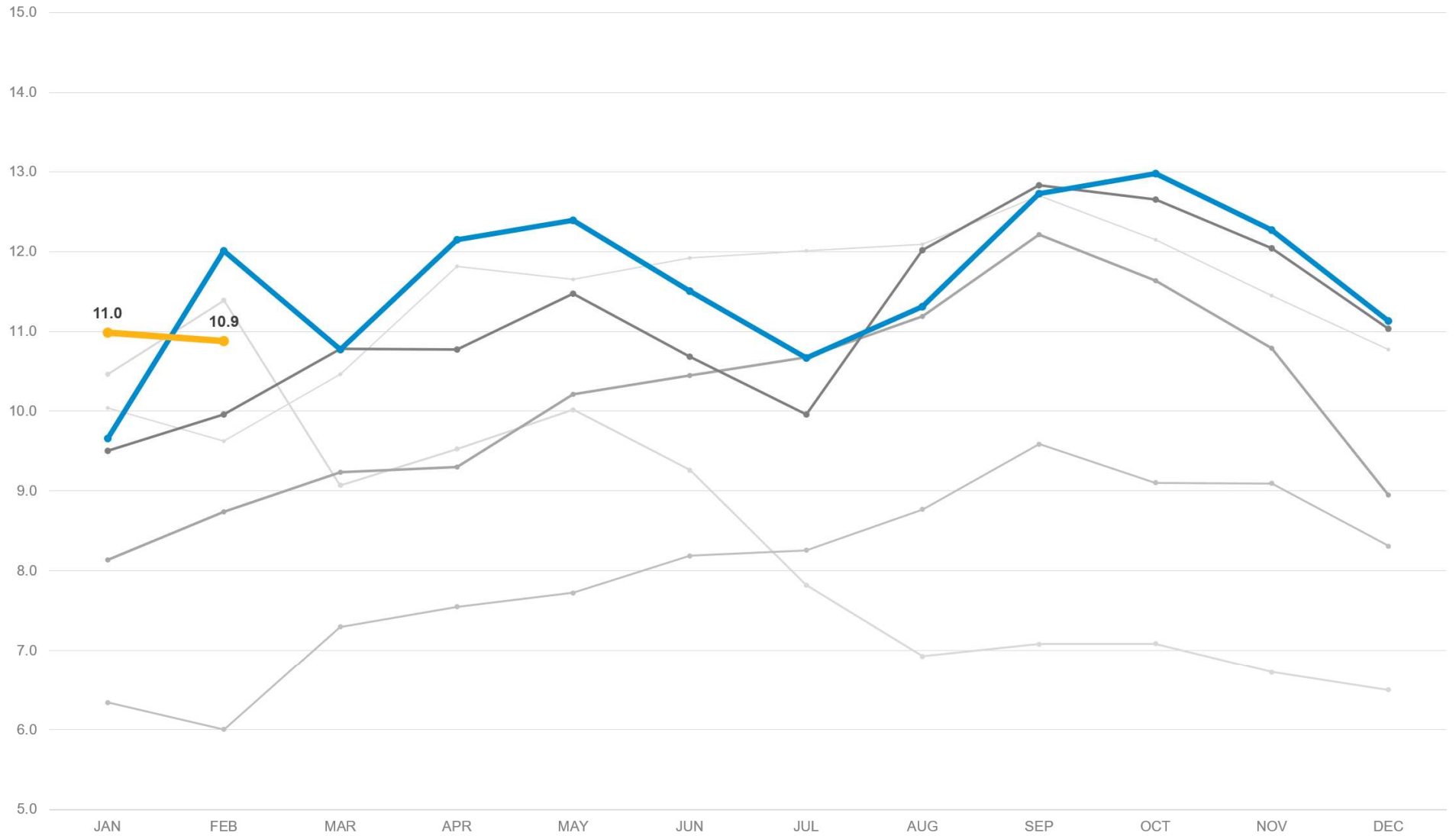
Text summary of the above chart: The chart displays the call times broken down by the average wait, average handle, and average hold times and by queue – combined, bus (fixed route) only, and MOBY only – during the month of February. For the combined queue, the average wait time was 42 seconds, the average handle time was two minutes, 29 seconds, and the average hold time was three minutes, 29 seconds. For the bus-only queue, the average wait time was 41 seconds, the average handle time was one minute, 55 seconds, and the average hold time was two minutes, 29 seconds. For the MOBY-only queue, the average wait time was 43 seconds, the average handle time was two minutes, 56 seconds, and the average hold time was four minutes, 13 seconds.

Logged Feedback and Inquiry Categories



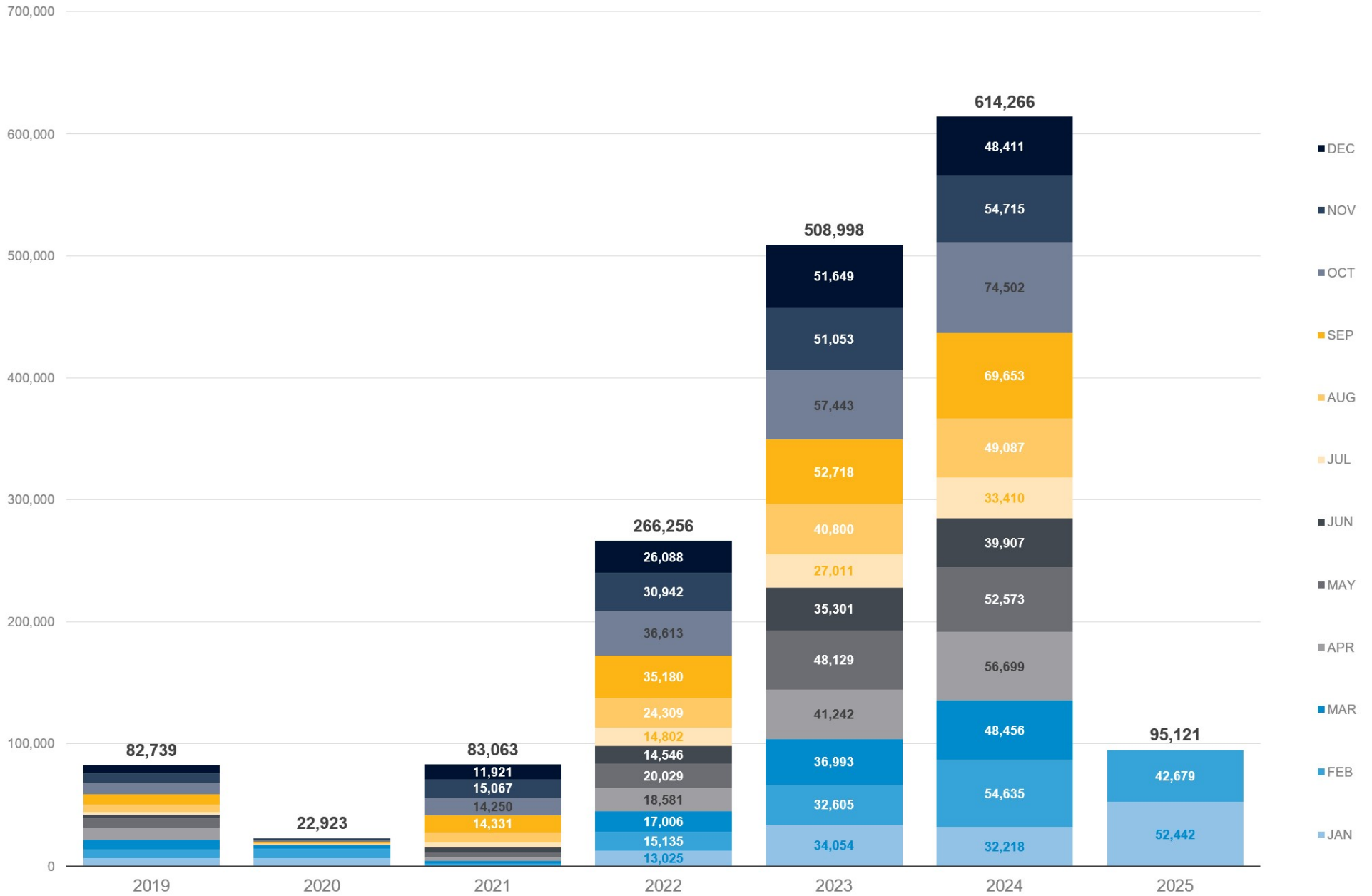
Text summary of the above chart: The chart displays the logged feedback and inquiries broken by different categories, as follows: general – 4.8%, driver – 50.6%, on-time performance – 4.8%, vehicles – 1.2%, ticket – 5.4%, routing – 6.5%, office staff – 3.4%, lost and found – 14.9%, and other – 10.1%. The total number of logged inquiries was 168.

Fixed-Route Passengers per Revenue Hour 2019 - 2025



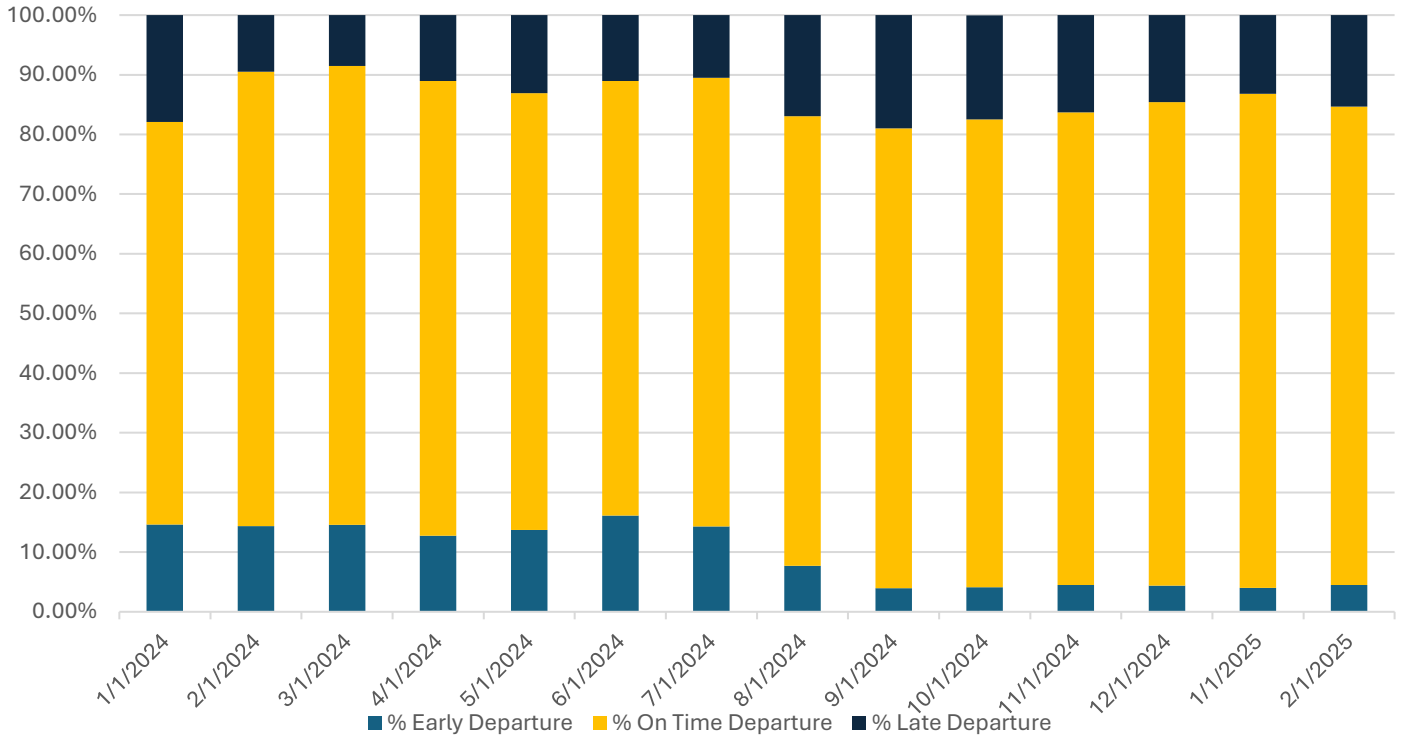
— 2019 — 2020 — 2021 — 2022 — 2023 — 2024 — 2025

K-12 Passenger Trips 2019 - 2025

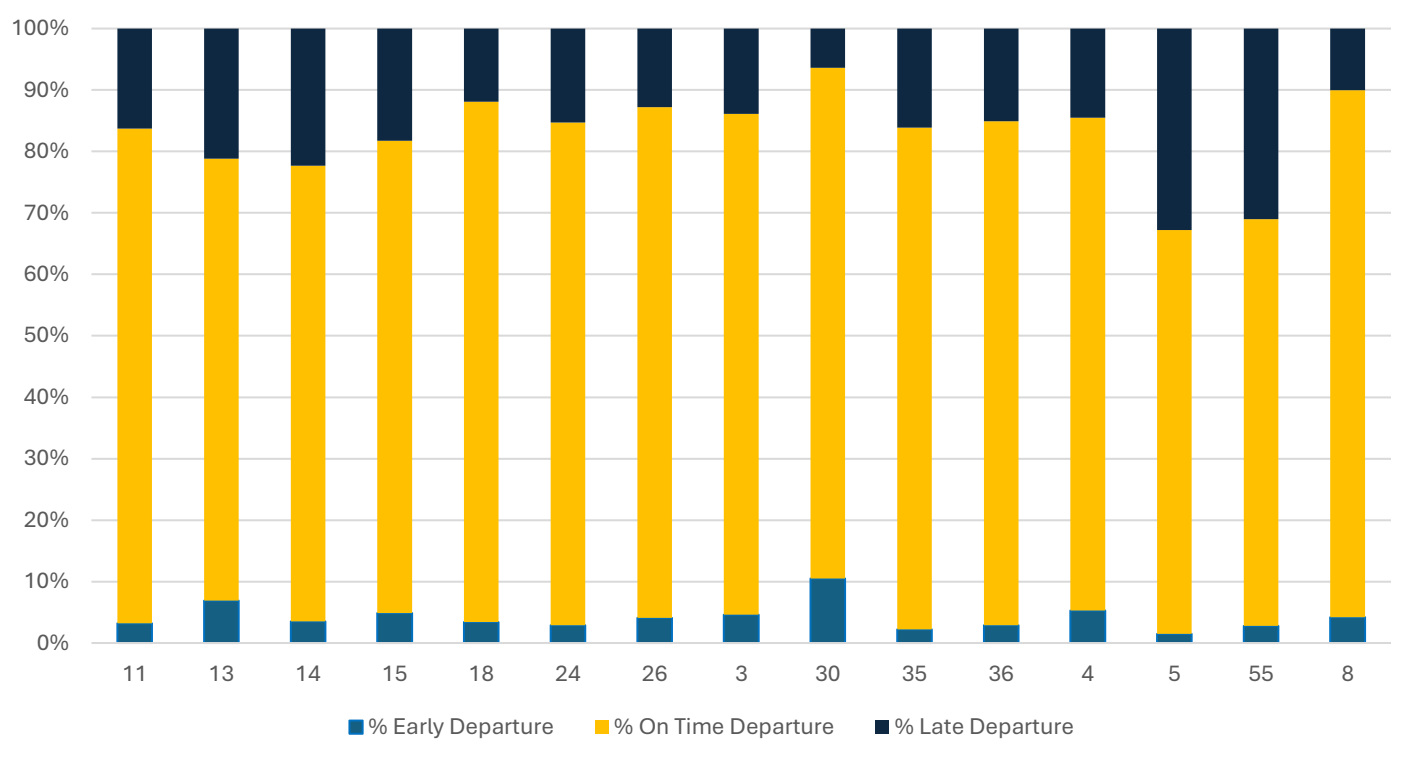


*K-12 Rides Free Program first began on 5/10/2021.

OTP by Month System Wide

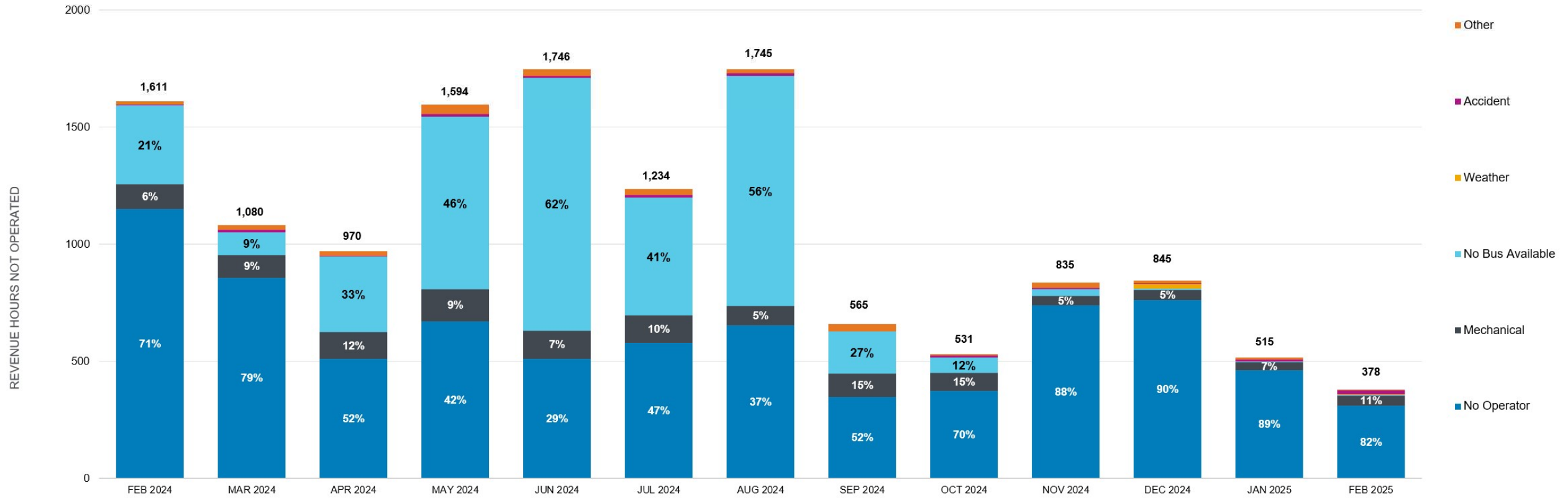


OTP by Route for February 2025

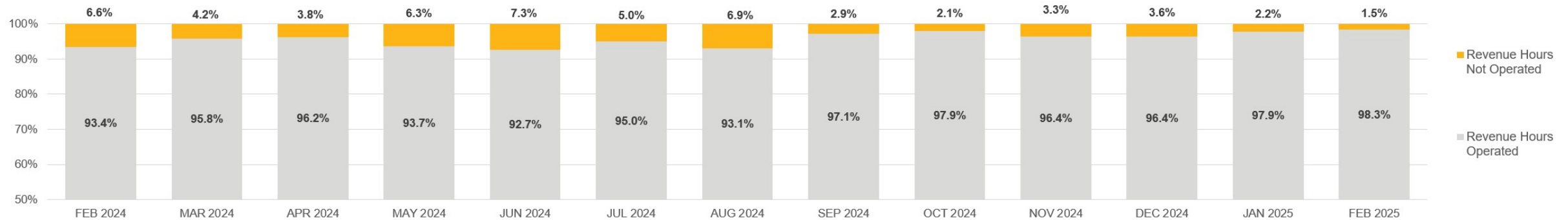




MONTHLY SERVICE INTERRUPTIONS Revenue Hours Not Operated by Type



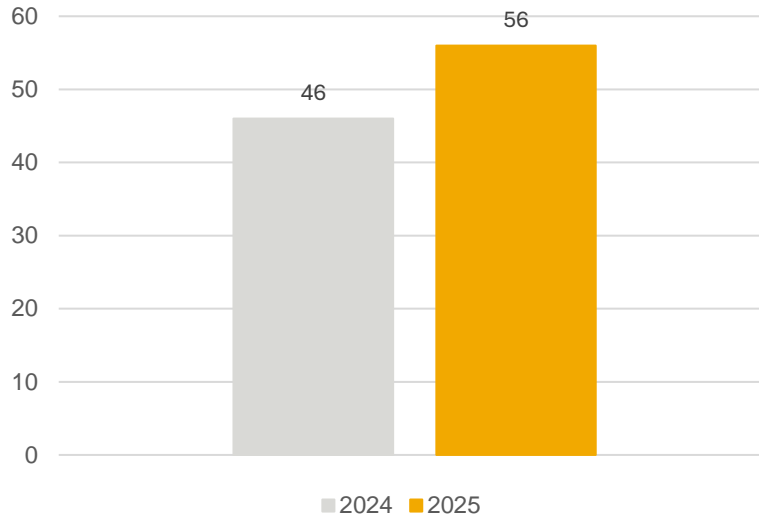
Percent of Total Revenue Hours



February 2025 MOBY Eligibility + Operations Report

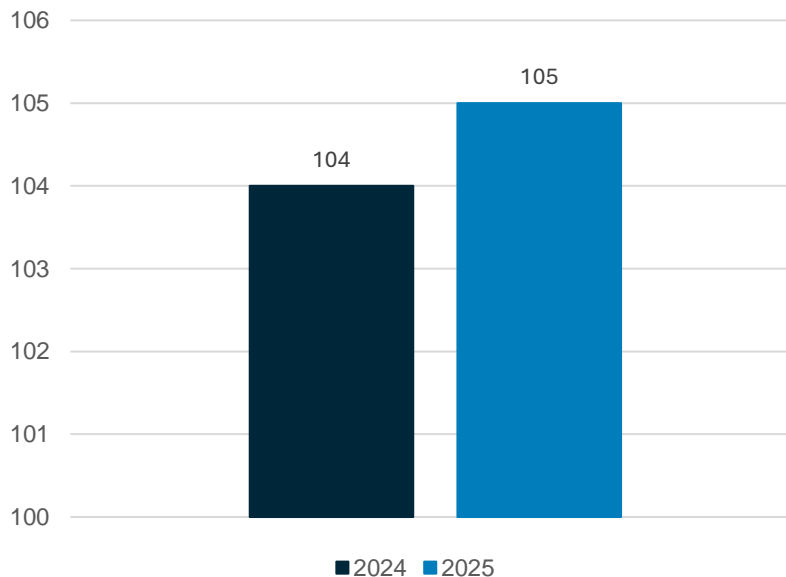
MOBY Eligibility

Number of MOBY Applications Processed in February



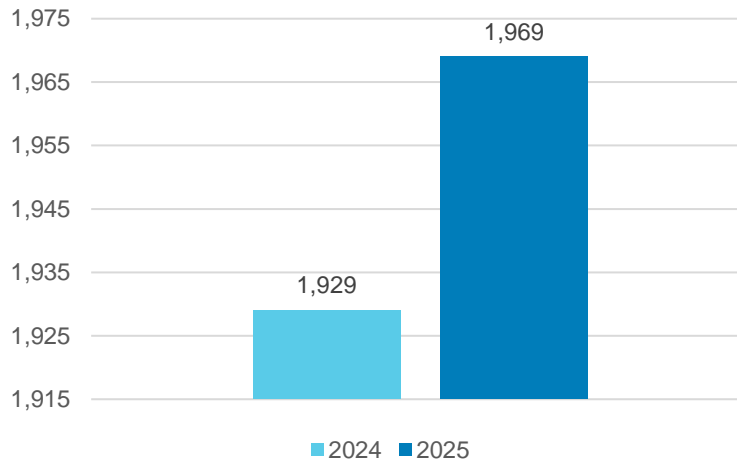
Text summary of the chart: The chart displays the number of MOBY applications processed in February for the last two years. In February 2024, 46 applications were processed. In February 2025, 56 applications were processed.

Number of MOBY Applications Year-to-Date (January + February)



Text summary of the above chart: The chart displays the number of MOBY applications processed year-to-date (January and February) for the last two years. Through February 28, 2024, 104 applications were processed. Through February 28, 2025, 105 applications were processed.

Total Number of Eligible MOBY Riders as of February 28

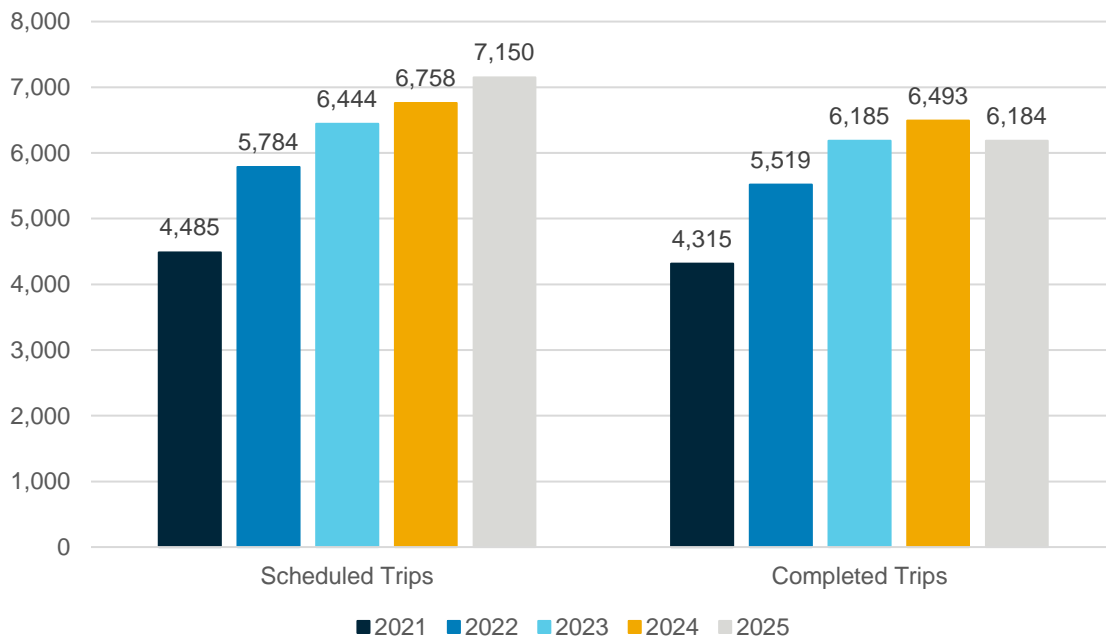


Text summary of the above chart: The chart displays the total number of eligible MOBY riders as of February 28 for the last two years. As of February 28, 2024, there were 1,929 eligible MOBY riders. As of February 28, 2025, there were 1,969 eligible MOBY riders.

MOBY Operations

Number of MOBY Passengers/Trips in February

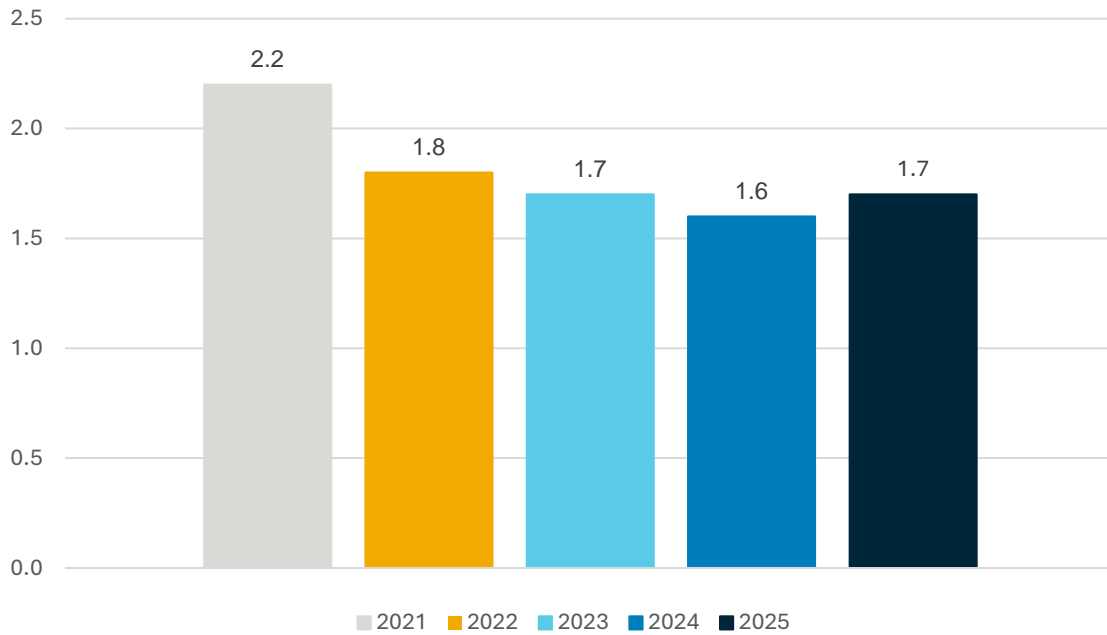
Includes clients, companions, PCAs, and other passengers



Text summary of the above chart: The chart displays the number of scheduled and completed MOBY passengers/trips in February for the last five years. In February 2021, 4,485 trips were scheduled, and 4,315 trips were completed. In February 2022, 5,784 trips were scheduled, and 5,519 trips were completed. In February 2023, 6,444 trips were scheduled, and 6,185 trips were completed. In February 2024, 6,758 trips were scheduled, and 6,493 trips were completed. In February 2025, 7,150 trips were scheduled, and 6,184 trips were completed.

Please note: Operators are staffed according to scheduled trips. All MOBY trips must be scheduled no later than 4:30 p.m. prior to the day of travel.

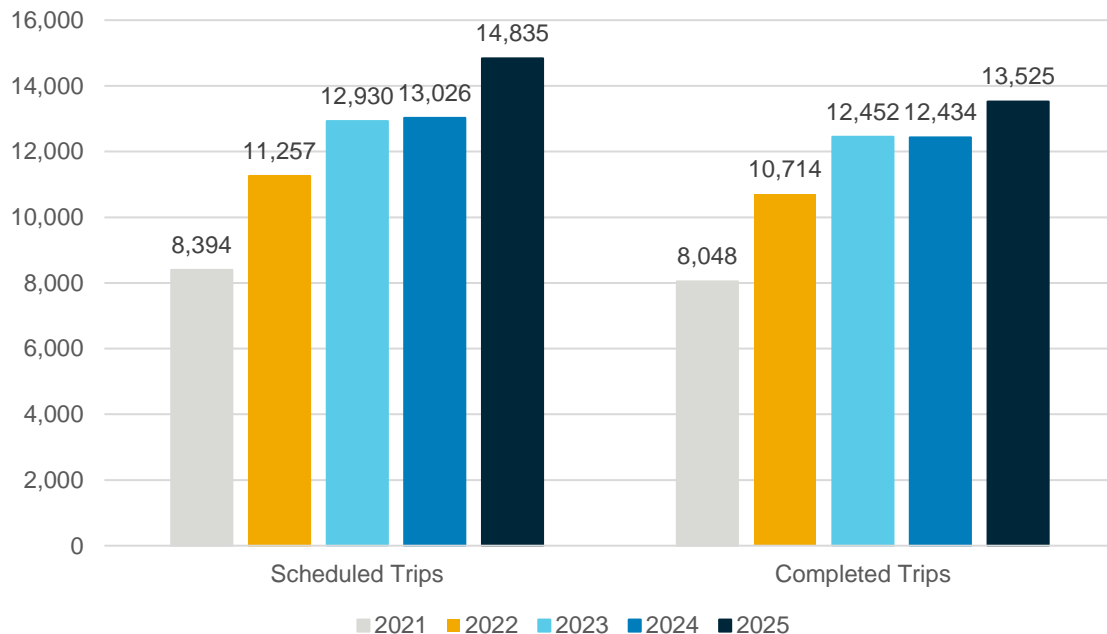
Average Passenger per Revenue Hour in February



Text summary of the above chart: The chart displays the average number of passengers per revenue hour for the month of February over the last five years. The average number of passengers per hour was 2.2 in 2021, 1.8 in 2022, 1.7 in 2023, 1.6 in 2024, and 1.7 in 2025.

Number of MOBY Passengers/Trips Year-to-Date (YTD)

Includes clients, companions, PCAs, and other passengers



Text summary of the above chart: The chart displays the year-to-date number of scheduled and completed MOBY passengers/trips over the last five years. From January 1 to February 28, 2021, 8,394 trips were scheduled, and 8,048 trips were completed. In 2022, 11,257 trips were scheduled, and 10,714 trips were completed. In 2023, 12,930 trips were scheduled, and 12,452 trips were completed. In 2024, 13,026 trips were scheduled, and 12,434 trips were completed. In 2025, 14,835 trips were scheduled, and 13,525 trips were completed.