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Topic: Metro Transit April 2024 Board Meeting

Time: Apr 25, 2024, 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
April 25, 2024
8:30 a.m.**

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

1. Call to Order: The Notice of the Regular Meeting was initially published in the Omaha Daily Record on April 19, 2024, and subsequently revised on April 24, 2024.
2. Approval of Minutes of Previous Meeting:
 - a. Regular Meeting: March 28, 2024
3. General Public Comment Period
This is an opportunity for members of the audience to be heard regarding topics related to the Regional Metropolitan Transit Authority of Omaha, not on the agenda for a maximum of 2 minutes.
4. Administrative Report (L. Cencic)
5. Administrative Reports:
 - a. Administration/Human Resources (D. Grant)
 - b. Programs/Operation (I. Maldonado)
 - c. Communications (N. Ebat)
6. Resolution 2024-07: Election of Board Officers and Committee Assignments (D. Lawse)
7. Resolution 2024-08: Request for Approval of 2025 Program of Projects (POP) (S. Levers)
8. Resolution 2024-09: Request Approval of Title VI Service Equity Analysis for Planned Service Changes (A. Johnson)
9. Resolution 2024-10: Request Approval of Revisions to the Public Transportation Agency Safety Plan (PTASP) (R. Sherping)
10. Resolution 2024-11: Request Approval of Operating Policy – 8, Employment of Relatives (L. Cencic)
11. Resolution 2024-12: Request Approval of Fiscal Year 2023 Audited Financials (W. Clingman)
12. Resolution 2024-13: Request Award of Contract for Facility Sustainability Upgrades Project (L. Del Rio Lopez)
13. Resolution 2024-14: Request Award of Contract for Engine Maintenance Services (L. Del Rio Lopez)
14. Resolution 2024-15: Request Award of Contract for Bus HVAC Services (L. Del Rio Lopez)

15. Board Chair Report

(D. Lawse)

16. Date, Time, and Place of Next Regular Board Meeting
Thursday, May 23, 2024, at 8:30 a.m.
Authority's Administrative Building

17. Adjournment

Tentative Resolutions

RESOLUTION: **2024-07 Election of Board Officers and Committee Assignments**

EXPLANATION: Annually, the Board of Directors nominates and elects a Chairperson and Vice-Chairperson and identifies committee assignments. The Board committees are Finance/Procurement, Planning & Policy, and Operations. No committee membership shall constitute a quorum.

RESOLUTION: 2024-08 REQUEST APPROVAL OF THE 2025 TRANSPORTATION IMPROVEMENT PROGRAM

EXPLANATION: Staff requests approval of the 2025 element of the 2025-2030 Transportation Improvement Program (TIP). This is to program funds and create the 2025 Program of Projects (POP).

Staff recommends programming new Urbanized Area Formula Apportionment Funds (5307) and new Bus and Bus Facility Apportionment Funds (5339) in the FY 2025 element of the TIP.

Additionally, staff is recommending approval of the 2025 Program of Projects in the following manner:

PROJECT	SOURCE OF FUNDS	AMOUNT	DESCRIPTION
SUPPORT EQUIPMENT AND FACILITIES	5307	Fed: \$5,153,463 Local: \$1,288,365 Total: \$6,441,829	BRT bay upgrades, replace boilers, server replacement, maintenance, and training equipment
TRANSIT ENHANCEMENTS	5307	Fed: \$488,800 Local: \$122,200 Total: \$611,000	Procure and install up to 10 shelters, rebranding graphics
UNIFIED WORK PROGRAM	5307	Fed: \$1,212,482 Local: \$303,120 Total: \$1,515,602	Planning activities.
CAPITALIZED OPERATIONS	5307	Fed: \$9,098,952 Local: \$2,274,739 Total: \$11,373,691	Preventative Maintenance, Employee and Staff Training.

PROJECT	SOURCE OF FUNDS	AMOUNT	DESCRIPTION
REVENUE ROLLINGSTOCK	5339	Fed: \$640,000 Local: \$160,000 Total: \$800,000	8 Moby vehicles
SUPPORT EQUIPMENT AND FACILITIES	5339	Fed: \$400,000 Local: \$100,000 Total: \$500,000	Improve water reclamation of bus washes
CAPITALIZED OPERATIONS	5339	Fed: \$67,004 Local: \$16,751 Total: \$83,755	Quarterly and ongoing training for employees and staff

Board approval will allow the projects to be committed for FY 2025. Projects will be submitted to MAPA for consideration at the May 2025 MAPA Board Meeting. The total new encumbrance of federal funds will be 17,060,701. The total new encumbrance of local funds will be \$4,265,175. The total new encumbrance of all funds will be \$21,325,877.

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

This item will be reviewed by the Finance/Procurement committee prior to the Board Meeting. Assuming committee concurrence, staff requests the Board approve the Resolution as presented.

RESOLUTION:

2024-09 Request Approval of Title VI Service Equity Analysis for Planned Service Changes

EXPLANATION:

Metro's Title VI Policy requires a Service Equity Analysis be completed for any proposed changes that meet Metro's definition of a Major Service Change, including:

1. The addition and/or elimination of a bus route.
2. A ten percent or more addition or reduction in the system revenue miles.
3. A fifteen percent or more addition or reduction of revenue miles on any individual route.
 - i. This includes a change in frequency, span of service, or route alignment beyond a three-quarter mile buffer of the terminus and either side of an existing alignment.

The proposed changes for May 2024 meet this definition of a Major Service Change due to a proposed reduction of more than 15% of weekly revenue miles on Routes 13 and 15.

A Service Equity Analysis was completed to identify the impact of the proposed changes on low-income and minority populations. The Title VI Service Equity Analysis found:

- **No disparate impact on minority populations.** The cumulative effect of the changes to minorities is -2.88% and to non-minorities is -3.72%, a difference of 0.84%.
- **No disproportionate burden on low-income populations.** The cumulative effect of the changes to low-income populations is -3.17% and to non-low-income individuals is -3.39%, a difference of 0.22%.

Board approval will ensure Metro's continued compliance with the Federal Transit Administration's Title VI requirements. The Title VI Service Equity Analysis will be provided to the Board of Directors under separate cover and is available to the public upon request by emailing civilrights@ometro.com.

Recommend Approval.



**TITLE VI SERVICE EQUITY ANALYSIS
FOR THE MAY 2024 PROPOSED SERVICE CHANGES**

Regional Metropolitan Transit Authority of Omaha (dba Metro)

Title VI Coordinator

Alicia Johnson, Civil Rights and Inclusion Director

civilrights@ometro.com

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1. Purpose

Title VI of the Civil Rights Act of 1964 ensures that “no person in the United States shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The Regional Metropolitan Transit Authority of Omaha (dba Metro) has committed to the Federal Transit Administration (FTA) Title VI objectives set forth in Circular 4702.1B, ensuring that FTA-assisted benefits and related services are made available and are equitably distributed without regard to race, color, or national origin.

This analysis of Metro’s proposed service changes was prepared in conformity with Chapter IV of the FTA’s Circular 4702.1B "Title VI Requirements and Guidelines for Federal Transit Administration Recipients" and with respect to environmental justice principles. The Circular states any FTA recipient located in an Urbanized Area of 200,000 or more in population and operates more than fifty vehicles in peak service "shall evaluate significant system-wide service and fare changes and proposed improvements at the planning and programming stages to determine whether these changes have a discriminatory impact. Additionally, Circular 4702.1B, Chapter IV-7 (2) requires these transit agencies evaluate the effects of service changes on low-income populations in addition to Title VI-protected populations. By conducting equity analyses, Metro intends to ensure that the impacts of the proposed service changes are distributed equitably to minority and low-income populations and are not discriminatory.

Overview of Metro

Metro, a political subdivision of the State of Nebraska, is a direct recipient of FTA financial assistance; a transit provider located in an Urbanized Area of 200,000 or more in population; and operates more than fifty vehicles in peak service. Metro’s fixed-route service includes rapid, local, express/commuter routes, and a downtown circulator. Additionally, Metro operates Americans with Disabilities Act (ADA) Complementary Paratransit (MOBY) service.

2. Summary of Proposed Service Changes

The changes below have been proposed by staff to minimize service interruptions due to short-term staffing shortages. Throughout this document, the changes will be evaluated for their cumulative impact on low-income and minority populations in the area.

Proposed Changes to Routes

Routes 13 and 15 have been identified for reductions in frequency of arrivals on the short segments of the route.

1. Route 13 will reduce from arrivals every 15 minutes to every 30 minutes between downtown and the MCC South Transit Center during rush hour on weekdays.
 - a. No changes are proposed to the route segment from MCC South Transit Center to Aksarben Transit Center.
2. Route 15 will reduce in frequency of arrivals from every 15 minutes to every 30 minutes between downtown and the Aksarben Transit Center during rush hour and mid-day periods on weekdays.
 - a. No changes are proposed to the route segment from Aksarben Transit Center to Oakview Mall.
3. No changes are proposed to Saturday or Sunday schedules.

Complementary paratransit (MOBY) services will not be impacted by the proposed changes.

3. Metro Title VI Policies

Metro first established Major Service Change, Disproportionate Burden, and Disparate Impact Policies to comply with applicable federal requirements under Title VI of the Civil Rights Act of 1964, including 49 CFR Section 21 and FTA Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients" which became effective October 1, 2012. This Circular requires any FTA funding recipient that operates 50 or more fixed route vehicles in peak service and serving a population of 200,000 or greater to evaluate all fare changes and any major service change at the planning and programming stages to determine whether those changes have a Disparate Impact on the minority population or Disproportionate Burden on low-income population.

The following policies regarding Major Service Change, Disparate Impact, and Disproportionate Burden were approved by the Metro Board of Directors on December 22, 2022, and were subsequently submitted to the FTA. At the time of submission to the FTA, the policies became effective.

Figure 3A: Metro’s Major Service Change, Disparate Impact, and Disproportionate Burden Policies

Major Service Change
<ul style="list-style-type: none"> • The addition and/or elimination of a bus route • 10% or more for system revenue miles • 15% or more revenue miles on any individual route
Disparate Impact
<ul style="list-style-type: none"> • Any major service change that requires a minority population to bear adverse effects of 15% or greater of the cumulative impact.
Disproportionate Burden
<ul style="list-style-type: none"> • When the burden of any fare or major service change requires a low-income population to bear adverse effects 15% or greater of the cumulative burden.

Major Service Change Policy

The following is considered a major service change (unless otherwise noted under Exemptions) and will be evaluated in accordance with the regulatory requirements set forth in FTA Circular 4702.1B.

The following thresholds for analysis are not set so high so as to never require an analysis; rather, are established to yield a meaningful result in light of Metro’s service characteristics and shall be defined as any significant change in transit service for twelve or more months that meets at least one of the following:

1. The addition and/or elimination of a bus route.
2. A ten percent (10%) or more addition or reduction in the system revenue miles.
3. A fifteen percent (15%) or more addition or reduction of revenue miles on any individual route.
 - a. This includes a change in frequency, span of service, or route alignment beyond a three-quarter mile buffer of the terminus and either side of an existing alignment.

All major service changes will be subject to an equity analysis, which includes an analysis of adverse effects on protected service populations. Metro recognizes that additions to service may also result in disparate impacts and disproportionate burdens, especially if the additions come at the expense of reductions in service on other routes. Metro shall consider the degree of adverse effects and analyze those effects when planning major service changes and / or any fare change.

Disparate Impact Policy

Metro has established a Disparate Impact Policy in compliance with applicable federal requirements under Title VI of the Civil Rights Act of 1964, including 49 CFR Section 21 and FTA Circular 4702.1B requiring that recipients of FTA funding prepare and submit service equity analyses for proposed major service or fare changes. The Disparate Impact Policy establishes a threshold for determining whether proposed service or fare changes disproportionately affect minority populations relative to non-minority populations on the basis of race, ethnicity or national origin. The threshold is the difference between the burdens borne by, and benefits experienced by, minority populations compared to non-minority populations. Exceeding the threshold means

either that a service or fare change negatively impacts minority populations more than non-minority populations or that the change benefits non-minority populations more than minority populations.

A “disparate impact” refers to a facially neutral policy or practice that disproportionately affects members of a group identified by race, color, or national origin, where Metro’s policy or practice lacks a substantial legitimate justification and where there exist one or more alternatives that would serve the same legitimate objectives but with less disproportionate effect on the basis of race, color, or national origin.

Metro defines the threshold for a “disparate impact” as follows: Should the impact of any fare or major service change require a minority population to bear adverse effects **fifteen percent or greater of a cumulative impact** compared to those adverse effects borne by the nonminority population, that impact will be deemed a disparate impact.

Disparate impacts will be reviewed on the affected changes on a cumulative basis.

Should a proposed major service change or any fare change result in a disparate impact, Metro will consider modifying the proposed change to avoid, minimize, or mitigate the disparate impact of the change. If Metro finds potential disparate impacts and then modifies the proposed changes to avoid, minimize, or mitigate potential disparate impacts, Metro will reanalyze the proposed changes to determine whether the modifications actually removed the potential disparate impacts of the changes.

In accordance with FTA guidance, Metro will not alter this Disparate Impact Policy until its next Title VI Program Submission, though Metro maintains the freedom to select the most appropriate and informative dataset for use in minority population service and fare equity analyses. Metro shall, however, use the same comparison population data in low-income population equity analyses as it uses for minority population equity analyses. For example, if Metro uses ridership surveys to determine the comparison population in minority population equity analyses, Metro will also use ridership surveys to determine the comparison population for low-income equity analyses.

Metro engaged the public in the decision-making process prior to adopting this Policy and will do so when altering or amending this Disparate Impact Policy.

[Disproportionate Burden Policy](#)

Metro’s Disproportionate Burden Policy, in compliance with applicable federal Environmental Justice requirements under Executive Order 12898 and FTA Circulars 4703.1 and 4702.1B requiring that recipients of FTA funding prepare and submit service and/or fare equity analyses. The Disproportionate Burden Policy establishes a threshold for determining whether proposed service or fare changes have a disproportionate effect on low-income populations relative to non-low-income populations. The threshold is the difference between the burdens borne by, and benefits experienced by, low-income populations compared to non-low-income populations. Exceeding the threshold means either that a service or fare change negatively impacts low-income populations more than non-low-income populations, or that the change benefits non-low-income populations more than low-income populations. If the threshold is exceeded, Metro must avoid, minimize, or mitigate impacts where practicable.

For purposes of this policy, “low-income population” is defined as any readily identifiable group of households who live in geographic proximity and whose median household income is at or below the Department of Health and Human Services Poverty Guidelines.

Metro establishes the threshold for a “disproportionate burden” as follows: Should the burden of any fare or major service changes require a low-income population to bear adverse **effects fifteen percent or greater of the cumulative burden** compared to the effects borne by the non-low-income population, that impact will be considered a disproportionate burden.

Disproportionate Burden will be reviewed on the affected changes on a cumulative basis.

Should a proposed fare or major service change result in a disproportionate burden, Metro will consider modifying the proposed change to avoid, minimize, or mitigate the disproportionate burden of the change. If Metro finds a potential disproportionate burden and then modifies the proposed changes to avoid, minimize, or mitigate potential disproportionate burdens, Metro will reanalyze the proposed changes to determine whether the modifications actually removed the potential disproportionate burden of the changes.

If Metro chooses not to alter the proposed changes, Metro may implement the service change if:

- There is substantial legitimate justification for the change; and
- The agency can show that there are no alternatives that would have less impact on the low-income population and would still accomplish the agencies legitimate program goals.

In accordance with FTA guidance, Metro will not alter this Disproportionate Burden Policy until its next Title VI Program Submission, though Metro maintains the freedom to select the most appropriate and informative dataset for use in low-income population service equity analyses. Metro shall, however, use the same comparison population data in low-income population service equity analyses as it uses for minority population service equity analyses. For example, if Metro uses ridership surveys to determine the comparison population in minority population service equity analyses, Metro will also use ridership surveys to determine the comparison population for low-income service equity analyses.

Metro engaged the public in the decision-making process prior to adopting this Policy, and will do so when altering, or amending this Disproportionate Burden Policy, if needed at the next submission.

4. Finding of a Major Service Change

Figure 4A summarizes the scope of the proposed changes in terms of weekly revenue miles. The proposed changes include the reduction of more than 15% of weekly revenue miles on Routes 13 and 15, therefore qualifying as a “Major Service Change” under Metro’s policy.

Figure 4A: Cumulative Changes to Revenue Miles

January 2024 Revenue Miles					May 2024 Revenue Miles					
Route	Weekday (per day)	SAT	SUN	Weekly Revenue Miles	Route	Weekday (per day)	SAT	SUN	Weekly Revenue Miles	
13S	543.87	404.71	378.51	3,502.57	13S	363.51	404.71	378.51	2,600.77	-25.7%
13L	334.53	217.29	177.74	2,067.68	13L	334.53	217.29	177.74	2,067.68	0.0%
15S	737.46	381.72	389.75	4,458.77	15S	373.66	381.72	389.75	2,639.77	-40.8%
15L	237.40	209.12	180.57	1,576.69	15L	237.40	209.12	180.57	1,576.69	0.0%
TOTAL:	13,415.59	8,668.91	5,655.96	81,402.82	TOTAL:	12,871.43	8,668.91	5,655.96	78,682.02	-3.3%

	Weekday	SAT	SUN	Weekly Revenue Miles
Total Change in Revenue Miles:	-544.16	0.00	0.00	-2,720.8
Percent Change in Revenue Miles:	-4.06%	0.00%	0.00%	-3.34%

*The total weekly revenue miles listed in the tables above (81,402.82 for January 2024 and 78,682.02 for May 2024) is the total weekly revenue miles across all Metro fixed-route services. Only the routes that are relevant to the current service equity analysis are included in the table.

5. Effects of Major Service Changes on Minority and Low-Income Populations

Methodology

In order to analyze the effects of the Major Service Change on Minority and Low-Income populations, Metro utilized the following methodology.

Data Selection:

Metro used the 2020 Decennial U.S. Census and U.S. Census Bureau's 2018-2022 Five Year American Community Survey (ACS) data. 2020 Decennial U.S. Census block level data was utilized for overall population and minority population data. 2022 Five Year ACS data provided low-income population numbers and percentages at the tract level which was then applied to the 2020 Decennial Census block level population numbers. Data utilized were the most current data sets available from U.S. Census at the time the analysis began.

The percentage of minority and low-income populations deemed to be within the service buffer of the proposed change was then compared to the percent of minority and low-income populations in Metro's service area. If the change was 15% or greater, further analysis was conducted to identify mitigation measures including access to alternative routes.

Definition of Terms

Minority

The term "minority" represents those persons who self-identify as being one or more of any ethnicity other than "white" alone.

Low-Income

The term "low-income" represents those at or below the poverty threshold set by the U.S. Census Bureau with a reported annual household income and corresponding household size as recommended by guidance from the Department of Health and Human Services (DHHS). The poverty thresholds established by the U.S. Census Bureau were compared to the poverty thresholds set by DHHS for compatibility and found that despite minor differences in the threshold income levels by household size, the U.S. Census Bureau data was comparable to DHHS thresholds.

Adverse Effects

The term "adverse effects" represents geographical or temporal reductions in service. For the purposes of the proposed changes, adverse effects included route discontinuations, discontinuation of route segments, reduced frequency, and reduced span of service hours.

Benefits

The term "benefits" represents geographical or temporal additions in service. For the purposes of the proposed changes, benefits included added routes, added route segments, increased frequency, and increased span of service hours.

Analysis by Route

Metro conducted an equity analysis for each route with proposed changes utilizing the 2020 Decennial U.S. Census and 2022 Five Year ACS data by type of proposed service change. This analysis identified the adverse effects and benefits of each proposed service change and the relative impact of the change on the minority and low-income population served by each route. A quarter mile buffer was applied to individual route alignments for fixed route service to identify the affected population. U.S. Census blocks with centroids located within the boundary of the defined quarter mile buffer of each route were isolated to identify the affected minority and total populations. The percent of low-income populations within corresponding tracts identified in the 2022 Five Year ACS data were then applied to each block to calculate the affected low-income population. The percent of minority and low-income populations deemed to be within the service buffer of the proposed change was then compared to the percent of minority and low-income populations in Metro's service area.

Cumulative Analysis

Pursuant to Metro’s Board-approved Title VI Plan, the proposed changes were analyzed cumulatively. In order to identify the extent of the impact of any element of the proposed changes relative to the overall changes, Metro utilized revenue miles by route and the demographic breakdown of the population within the service buffer of each route represented as a percentage.

Proposed Adjustments to Frequency

Figure 5A: Reductions to Frequency

Route	Description	Total Population	Minority Population	Percentage Minority	Low-Income Population	Percentage Low-Income
13	Frequency Reductions from downtown to MCC South TC (Rush Hour Service on Weekdays)	16,841	8,440	50.12%	3,555	21.11%
15	Frequency Reductions from downtown to Aksarben TC (Rush Hour and Mid-day service on Weekdays)	19,300	6,371	33.01%	3,472	17.99%

A thorough analysis of the benefits and adverse effects of the proposed addition of service by route can be found in **Appendix A**. The exact trips proposed to be eliminated are lined out in red on the Route 13 and 15 schedules in Appendix E.

6. Analysis of Cumulative Effects of Proposed Service Changes

Figures 6A-6D below compare the weekly revenue miles between the existing routes and the proposed routes along with the population served by each alignment.

Figure 6A: Cumulative Impact to Minority Populations

January 2024 Routes					
Route	Weekly Revenue Miles	Total Population	Minority Population	Percent Minority	Minority Service Miles
13S	3,502.57	16,841	8,440	50.12%	1,755.34
13L	2,067.68	9,284	3,997	43.05%	890.19
15S	4,458.77	19,300	6,371	33.01%	1,471.86
15L	1,576.69	8,514	1,764	20.72%	326.67
TOTAL:	81,402.82	591,968	252,315	42.62%	36,558.45

May 2024 Routes						Net Change
Route	Weekly Revenue Miles	Total Population	Minority Population	Percent Minority	Minority Service Miles	Minority Service Miles
13S	2,600.77	16,841	8,440	50.12%	1,303.40	-451.94
13L	2,067.68	9,284	3,997	43.05%	890.19	0.00
15S	2,639.77	19,300	6,371	33.01%	871.40	-600.46
15L	1,576.69	8,514	1,764	20.72%	326.67	0.00
TOTAL:	78,682.02	591,968	251,812	42.54%	35,500.60	-1,057.85

Cumulative Impact to Minority Populations:	-2.89%
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Figure 6B: Cumulative Impact to Non-Minority Populations

January 2024 Routes					
Route	Weekly Revenue Miles	Total Population	Non-Minority Population	Percent Non-Minority	Non-Minority Service Miles
13S	3,502.57	16,841	8,401	49.88%	1,747.23
13L	2,067.68	9,284	5,287	56.95%	1,177.49
15S	4,458.77	19,300	12,929	66.99%	2,986.91
15L	1,576.69	8,514	6,750	79.28%	1,250.02
TOTAL:	81,402.82	591,968	340,156	57.46%	44,849.82

May 2024 Routes					
Route	Weekly Revenue Miles	Total Population	Non-Minority Population	Percent Non-Minority	Non-Minority Service Miles
13S	2,600.77	16,841	8,401	49.88%	1,297.37
13L	2,067.68	9,284	5,287	56.95%	1,177.49
15S	2,639.77	19,300	12,929	66.99%	1,768.37
15L	1,576.69	8,514	6,750	79.28%	1,250.02
TOTAL:	78,682.02	591,968	340,156	57.46%	43,181.42

Net Change
Non-Minority Service Miles
-449.86
0.00
-1,218.54
0.00
-1,668.40

Cumulative Impact to Non-Minority Populations:

-3.72%

Figure 6C: Cumulative Impact to Low-Income Populations

January 2024 Routes					
Route	Weekly Revenue Miles	Total Population	Low-Income Population	Percent Low-Income	Low-Income Service Miles
13S	3,502.57	16,841	3,555	21.11%	739.36
13L	2,067.68	9,284	1,509	16.25%	336.08
15S	4,458.77	19,300	3,472	17.99%	802.12
15L	1,576.69	8,514	551	6.47%	102.04
TOTAL:	81,402.82	591,968	113,109	19.11%	16,353.55

May 2024 Routes					
Route	Weekly Revenue Miles	Total Population	Low-Income Population	Percent Low-Income	Low-Income Service Miles
13S	2,600.77	16,841	3,555	21.11%	549.00
13L	2,067.68	9,284	1,509	16.25%	336.08
15S	2,639.77	19,300	3,472	17.99%	474.89
15L	1,576.69	8,514	551	6.47%	102.04
TOTAL:	78,682.02	591,968	113,109	19.11%	15,835.95

Net Change
Low-Income Service Miles
-190.36
0.00
-327.23
0.00
-517.59

Cumulative Impact to Low-Income Populations:

-3.17%

Figure 6D: Cumulative Impact to Non-Low-Income Populations

January 2024 Routes					
Route	Weekly Revenue Miles	Total Population	Non-Low-Income Pop.	Percent Non-Low-Income	Non-Low-Income Service Miles
13S	3,502.57	16,841	13,286	78.89%	2,763.21
13L	2,067.68	9,284	7,775	83.75%	1,731.60
15S	4,458.77	19,300	15,828	82.01%	3,656.65
15L	1,576.69	8,514	7,963	93.53%	1,474.65
TOTAL:	81,402.82	591,968	478,859.0	80.89%	65,049.27

May 2024 Routes						Net Change
Route	Weekly Revenue Miles	Total Population	Non-Low-Income Pop.	Percent Non-Low-Income	Non-Low-Income Service Miles	Non-Low-Income Service Miles
13S	2,600.77	16,841	13,286	78.89%	2,051.77	-711.44
13L	2,067.68	9,284	7,775	83.75%	1,731.60	0.00
15S	2,639.77	19,300	15,828	82.01%	2,164.88	-1,491.77
15L	1,576.69	8,514	7,963	93.53%	1,474.65	0.00
TOTAL:	78,682.02	591,968	478,859	80.89%	62,846.07	-2,203.21

Cumulative Impact to Non-Low-Income Populations:	-3.39%
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Conclusion

Overall, the weekly revenue miles decreased from 81,402.82 under the existing fixed-route service to 78,682.02 miles under the proposed service. This decrease of 2,720.80 weekly miles represents a 3.34% decrease in miles from existing fixed-route service. Since the proposed changes do not modify the service area or route alignments, the total population served (including duplication of the populations served by more than one route) will stay consistent at 591,968.

Disparate Impact Analysis

The service equity analysis shows that on a cumulative basis the non-minority population will be impacted slightly more than the minority population. The number of weekly revenue miles was multiplied by the percent of minority population residing in the service buffer to identify the cumulative effect on minority populations. The cumulative impact of the changes to minorities is -2.88% and to non-minorities is -3.72%, a difference of 0.84%. **No disparate impact is identified for the proposed changes according to the adverse impact threshold (15% or greater).**

Disproportionate Burden Analysis

The service equity analysis shows that on a cumulative basis the non-low-income population will be impacted slightly more than the low-income population. The number of weekly revenue miles was multiplied by the percent of low-income population residing in the service buffer to identify the cumulative effect on low-income populations. The cumulative impact of the changes to low-income populations is -3.17% and to non-low-income individuals is -3.39%, a difference of 0.22%. **No disproportionate burden is identified for the proposed changes according to the adverse effect threshold (15% or greater).**

7. Public Engagement

Four public meetings were held to solicit public input on the proposed service changes for May 2024. The dates, times, and locations for each meeting are listed below.

Date: Wednesday, March 20, 2024

Time: 12:00 - 1:00 p.m.

Location: Virtual (Zoom)

Date: Saturday, March 23, 2024

Time: 2:00 - 4:00 p.m.

Location: Omaha Public Library - Downtown Branch, 1401 Jones Street, Omaha, NE 68102, Room 102

Date: Monday, March 25, 2024

Time: 7:00 - 8:00 p.m.

Location: Virtual (Zoom)

Date: Wednesday, March 27, 2024

Time: 5:00 - 7:00 p.m.

Location: Metro Lobby, 2222 Cuming Street, Omaha, NE 68102

Public Notification

For the public meetings held in March 2024, notice was published in the Daily Record (see Appendix C) and a media press release was sent to local media contacts (WOWT, KETV, KMTV, OWH). WOWT ran a full story on the proposed changes (<https://www.wowt.com/2024/03/27/residents-encouraged-weigh-omahas-metro-transit-brings-changes/>). Social media notices were published on Facebook, X (Twitter), and Instagram, and included links to Metro's website, which allows for multi-language translation.

Posters were displayed at Metro's transit centers and administrative facility's public space where fare media is purchased, half-fare IDs are processed, route schedules/maps available, and persons can receive trip planning assistance. Bilingual Rider Alerts were distributed on buses and the ADA complementary paratransit fleet.

Historically underrepresented populations including minorities, low-income populations, persons with Limited English Proficiency, and seniors were encouraged to participate with the assistance of community-based organizations, social service agencies, and advocacy groups. These partners included IntelliRide/Metro Customer Service; Women's Center for Advancement; Youth Emergency Services; Nebraska Veteran's Affairs; Together, Inc.; Stephen Center; Siena Francis; Salvation Army; Omaha Refugee Task Force; Lutheran Family Services; Heartland Family Services; Habitat for Humanity; Heartland Workforce Solutions; ENCAP; Empowerment Network; Douglas County Health Department; Autism Action Partnership; City of Omaha; Metropolitan Community College; College of Saint Mary; University of Omaha at Nebraska; Community Alliance; Mode Shift Omaha; Safe Streets Omaha. All were asked to share the information with their individual constituents.

The notices and releases included contact information for requesting reasonable accommodations or language interpretation other than Spanish to encourage full participation in the public meetings. A contact person, phone number, and email were provided for the arrangement of the aforementioned. The notices also stated that the same information would be presented at each of the four meetings, the purpose of these meetings was to gather input from the public about the proposed service changes, and that feedback or questions about any topic related to Metro's service would also be welcomed. Also stated was that the meetings would follow an informal structure, that the proposed service changes would be presented visually through paper handouts and large print display boards and verbally in English or Spanish through dialogue, comments, and questions, that attendees are free to participate according to their comfort level, and that comments could be submitted verbally or in print at the time of the meeting.

Information about the public comment period following the last public meeting was included in the notices and releases. Public comments could be submitted by physical or electronic mail or online from March 20 – April 10, 2024. Key documents and other presentation materials were posted on the Metro website (ometro.com) and available in print at Metro's headquarters (2222 Cuming Street) for the duration of the comment period.

Summary of Public Meetings and Comments

There were 20 participants across the four public meetings.

Date	Location	Format	Number of Participants
March 20, 2024	Virtual Meeting	Virtual (Live)	13
	Views of virtual meeting recording	Online	93
March 23, 2024	Omaha Public Library, Downtown Branch	In person	2
March 25, 2024	Virtual Meeting	Virtual (Live)	1
March 27, 2024	Metro Administrative Building	In person	4

Bilingual staff members were in attendance for Spanish interpretation assistance at all meetings. Metro also sought to accommodate lower literacy skills through clear and concise language to the greatest degree possible. Presentation materials were displayed in both English and Spanish. There were no requests for reasonable accommodations or language interpretation or translation beyond English or Spanish. A recording of the virtual meeting was available online in both English and Spanish to allow for additional input during the public comment period.

The reach of social media posts about the public meetings and open comment period is outlined in Table 7A. A total of 47 public comments were received during the public meetings or open comment period (Table 7B). The public meetings were also used to inform the public about an upcoming long-term detour on Route 13. Some of the comments are specific to the long-term detour rather than the proposed service changes. Metro responded to public comments during public meetings and on social media. Comments submitted through the website are anonymous. Metro response to the public comments submitted is included in the next subsection.

Table 7A: Reach of Social Media Posts Participation Reach

Social	Date	Reach	Comments	Shares	Reactions	Retweets	Engagements
Facebook post	20-Mar	795	38	2	10	-	267
Twitter post	20-Mar	397	1	-	0	2	-
Facebook post	22-Mar	502	0	2	6	-	26
Twitter post	22-Mar	108	0	-	1	0	-
Facebook post	29-Mar	163	0	4	7	-	25
Twitter post	29-Mar	236	0	-	5	3	-
Facebook post	8-Apr	283	0	0	5	-	28
Twitter post	8-Apr	210	0	-	4	1	-
TOTAL	8 posts	2694	39	8	38	6	346

Table 7B: Public Comments

#	Platform	Date	Comment	Zip Code
1	Website	20-Mar	I want to see the information on what the proposed changes are. [email]	68131
2	Website	20-Mar	I have really missed having Route 15 service to the Lakeside area near 170th and Center. The express routes are not convenient for me because my work hours vary day-to-day, depending on workload. Providing service again to this area would be beneficial for the growing southwest section of the metro.	68136
3	Website	20-Mar	What changes to these 2 bus routes are being proposed?	68131

4	Website	20-Mar	Extend to Lakeside again. At least once an hour. Or add additional midday and reverse trips on the 94	68130
5	Website	20-Mar	Have the 15 route start running to downtown at 4:30 am weekdays like did before covid-19 hit.	68131
6	Meeting	20-Mar	Any Chance of Expansion to Lakeside on 15?	
7	Meeting	20-Mar	Will the road work planned also affect our MOBY riders to and from Outlook be affected?	
8	Meeting	20-Mar	Asked about detouring the 13th through 66th Street. He uses the bus when he doesn't have his car. The trains on F street may also be an issue. Did we get involved in those railroad tracks?	
9	Meeting	20-Mar	Metro doesn't hire relatives. Maybe we can change this policy, may this can help with driver shortage.	
10	Meeting	20-Mar	This proposal seems reasonable with minimal disruptions to the current schedule.	
11	Facebook	20-Mar	Hopefully adding more bus services going out to west center to 120th and center street besides once a hour. You have to remember there's a lot of people out on 120th and West Center St., only means of transportation is a bus	
12	Facebook	20-Mar	I've heard the 15 and 55 will end once the streetcar happens in 2027	
13	Facebook	20-Mar	The 15 should run to Lakeside like it did in the past.	
14	Facebook	20-Mar	not a terrible idea. But Metro can't staff the routes it has. If you lengthen a route you have to either decrease the frequency or increase the number of vehicles, and we don't have the vehicles or people at present. Again, I think you are correct: what funding sources would you accept to make this happen, if the only issue were a lack of funds?	
15	Facebook	20-Mar	Metro is correcting those issues as the days go on. There are currently two classes (with a third coming soon) of operators being trained and ready for the road - and parts are coming in - as well as repairs being made. Things are improving, slowly, but improving nonetheless.	
16	Facebook	20-Mar	I wish the mayor and city council cared about public transportation	
17	Facebook	20-Mar	starting this year it will be less in their control. Metro is now a regional Transit authority to be governed by a board that will be elected this year. In theory this could improve the service by expanding their taxing authority.	
18	Facebook	20-Mar	hopefully Omaha can have as good a bus system as KC or Des Moines or Sioux Falls I have had to limit acting gigs cause Elkhorn and Bellevue and Gretna and Papillion and Bennington and Valley has limited to no bus service	
19	Facebook	20-Mar	those places will continue to have limited transit service, even if the RTA expands beyond the city limits of Omaha. The built environment that can support and sustain anything other than limited park-and-ride service ends at 72nd street on the west, Ames up north (except Florence) and I 80 in the south except east of US 75. You need an environment where the buildings and the roads come together and create a cohesive space. We built for cars only and until we start to reverse that, we won't have transit that works, except in the areas once served by the street cars.	
20	Facebook	20-Mar	even a express bus route to Valley or Bennington or Plattsmouth or Gretna Would still be better than nothing	
21	Facebook	20-Mar	I feel that. I'm sure Metro Transit Omaha would love to serve all the communities, but right now they're looking to cut back on existing routes.	
22	Facebook	20-Mar	thus why I'm skeptical the Regional part of MAT will happen in next 20 to 50 years	
23	Facebook	20-Mar	I can imagine how much the staff does not want to propose these changes. It is prudent to not over-promise with labor and/or fleet shortages.	
24	Facebook	20-Mar	Ed Pieper Laura M Sweany fyi. Check back on the page for the info about the proposed changes if you take these routes	

25	Facebook	20-Mar	I hope this means mor hours till later into the evening. West O is screwed for any evening hours.	
26	Facebook	20-Mar	What proposed changes? Some context to these would be beneficial for us riders? I ride both routes on almost a daily basis.	
27	Facebook	21-Mar	you guys can't just write them down somewhere? I have to watch a 30 min public forum meeting? This feels like a purposely inefficient lack of transparency for concerned riders.	
28	Facebook	21-Mar	So when is the recording going to be posted today? It's not on the website yet	
29	Website	21-Mar	I think it is important that 13 and 18 work in sync to create a continuous loop around the functional service area. Understanding that personnel and equipment limits exist, I hope to see the service frequency return and even improve on the 13 when funding and labor allow.	68102
30	Website	21-Mar	Route 15 runs from downtown to the Med Center. It isn't uncommon for it to end up with a van when there are equipment shortages. As someone with mobility issues I cannot easily board the vans because they have steps followed by a narrow turn. Right now I know I can just wait 15 minutes and a bus will follow the van. This happened as recently as today. With this proposed change please have dispatch not put vans on the 15.	51503
31	Website	23-Mar	As long for some busses to maintain some work to drive outside, especially further away to Oak View, I may hopefully do your hard work to return back the Rush Hour back to 15 Minutes in the future. I mostly visit the Aksarban around frequently.	68111
32	Meeting	23-Mar	I often take the bus from Creighton to my house by 129th and Center, but I usually drive t Westroads to get the ORBT or 4 for more time options. I would appreciate more service on the 15, and more on the 94 as well whilel personally won't use it a ton, I would like a north-south bus west of 72nd to make it easier for people in West Omaha to go north or south without a major detour	68144
33	Website	25-Mar	Make the route 13 every 30 minutes downtown to Aksarben, earlier and later, especially on weekends. Make the 15 and 55 earlier and later, especially on weekends. Please operate the #5, #8, #14, #16 and #55 and both Council Bluffs routes SEVEN days per week Please make the airport bus at least hourly. I have ridden it, and so few people use it during rush hour. Driver issues? Recruit Offutt AFB, Bellevue, Plattsmouth, Glenwood, Missouri Valley, Blair, Fremont Nebraska City, even Auburn., Tekamah and West Point, and also Atlantic, Carroll and Denison Iowa. Recruit via veterans groups. Recruit via homeless shelters. If necessary, reduce route 18 and 24 to every 20 minutes., and utilize the drivers elsewhere. Aggressively study owl service (10pm-5am). All routes should start by 4am and operate till 2am, if not 24 hours. Tim [phone number]	68106
34	Meeting	26-Mar	My main concern is the reduction in #15 service. When I ride the #15 from 38th & Farnam to Aksarben TC, I see a lot of seniors get off on 42nd St. going to the County & VA hospitals; Otherwise I can manage with the reduction in #15 frequency by monitoring MyRide app on my phone	68132
35	Meeting	26-Mar	Great information. Nice to meet everyone and hear the reasoning	68131

36	Website	27-Mar	<p>I think that this is a smart change for this route. I have noticed that the 13 rarely is able to run every 15 minutes. I normally work in South Omaha and I used to transfer from the 11 to the 13 five mornings per week. Now I don't use that bus often (maybe 24 times per year), because it was so irregular that I had to rearrange my work schedule, find rides, and use an alternate bus routes. There were many, many times where I was left waiting for 30+ minutes in downtown because the 13 was only running one bus per hour. The last 2 summers I worked at Buena Vista and service on the 13 was extremely irregular. There were multiple days that I spent nearly an hour waiting at Aksarben (summer 2022) or Bergan Mercy (summer 2023) waiting for the 13 to show up. Hopefully having less frequent service will improve the wait times for the people that are unfortunate enough to have to use that route daily. With major businesses on the west side of that route that have employees that rely on the bus and students at Buena Vista and South High, it is important that Metro provide service that is reliable</p>	68106
37	Website	27-Mar	<p>I appreciate that you are continuing service to Oakview Mall. I don't have to ride the 15 out to Oakview often but I take it when I have doctor's appointments out is West O. I save a lot of money on Uber/Lyft by taking the bus to a location much closer to my appointment. I'm curious to see what happens with the 15 going down the line because part of its route is going to be replaced with the streetcar. That will make ridership go down in the downtown/midtown area and it will reduce the ability for the bus to travel safely on Farnam Street.</p> <p>I don't use the 15 often because the closest stop is 20 minutes from my house. I will occasionally take it late in the afternoon/evening, the 11 does not have good service in the late afternoon & evening so the 15 has been my "go to" backup plan if I want to save money and get home. I will be sad to see the service be less frequent in the evening but I can definitely plan my life around it. It will still run more often than the 11.</p>	68106
38	Website	27-Mar	<p>Route 24 - the continued route interruptions in morning service do a great disservice to the North and South Omaha communities. Rearranging the schedule to run every 20 minutes before 7 am (like it used to be) seems like it would make sense for the people that have to use that line on a regular basis in the mornings. The southbound bus leaving from 22nd and Cuming at 5:53 has been irregular for the past several weeks. The southbound bus leaving 22nd and Cuming at 6:23 has been irregular since the bus schedules were changed in April 2023. I don't know if the southbound bus leaving 22nd Cuming at 6:53 has never been running any time I've tried to catch it over the last 3 years. Maybe it runs sometimes...just not on any days that I've been able to go into work late.</p> <p>Figuring out a schedule so that students (and staff) for North High, Central High, South High, and all the elementary schools in between them can get reliable morning service on that route would be amazing. I have already committed to leaving South High after working there for 12 years because Metro's transportation service has been horrendous for the past year.</p>	68106
39	Website	27-Mar	Why would you decrease service? Increase it !!	68132
40	Website	27-Mar	Don't change them	68124
41	Website	28-Mar	not like it when is rush hour for you guys	68107

I can support going back to every 30 minutes during rush hour, but I do believe there need to be alter options offered for route 13 going west. There is no reason service should stop at 8:19 in north downtown. There should at least be two more runs going to MCC south.

I believe this the same about route 15. I think there should be later runs for route 15 going west to the Aksarben Transit Center.

42 Website 29-Mar Has Metro ever thought about doing a curricular Thursday-Sunday for major attractions in Omaha. I think 10th street circulator would be beneficial. Stopping at Charles Schwab Field, CHI Health Center, Old Market, Durham Museum, Lauritzen Gardens, Omaha Zoo. 68102

I also think a late night curricular from North Downtown, Old Market, Little Bohemia, Middtown, and Blackstone would be well. If we want a strong urban core, we need to connect those area with transportation and later at night for people living in those areas and wanting to go out.

43 Website 29-Mar Hello I saw you were proposing to change the 15 route to only every half hour between Aksarben and downtown...While I don't necessarily have any comment on that I do really wish you would extend the 15 route to Oakview more then once an hour...I work way out there and catch the 18 down to aksarben to get it...But with all the road work and such there has been times I've missed it or almost missed it...Even just during the day be great! Whatever you do please at least keep it running once an hour it's needed! I really wish you'd work on expanding bus routes more as it's hard to get anywhere past 72nd st in general...For a big city Omaha is very much lacking in the public transit options! So many people and vehicles that shouldn't be on the road...Perhaps if people had more options it would help! But yes at least keep the oakview route running and don't even consider making it end earlier like some of the routes because I usually don't get off til after nine and need to catch the last one!

Response to Public Comments

Comments 1, 3, 26, 27, 28,

Several members of the public commented on the announcement of the public meetings for the proposed service changes that they wanted to see the information with the initial announcement. In the future, staff will consider noting the day the information will be available for public review along with the initial announcement.

Comments 2, 4, 5, 6, 11, 13, 20, 25, 29, 31, 32, 33, 34, 38, 42, 43, 44, 45, 46, 47

All route suggestions were recorded by the Planning Department as part of the ongoing record of public suggestions and input. This database of suggestions is used when staff are planning for route changes or improvements.

Comment 7

An employee from Outlook Nebraska asked if the long-term detour planned for Route 13 will affect MOBY riders that travel to and from their location. MOBY riders will be dropped off and picked up in the same location as usual. MOBY vans may have to enter from a different direction of the parking lot, but that shouldn't impact the riders aside from some potential traffic delays.

Comment 8

A participant asked about the railroad tracks along the Route 13 detour route. Metro staff responded that we had an experienced Operator drive the route to ensure that it would be a sufficient detour route with as minimal impacts to the schedule as possible.

Comment 9

A participant noted that Metro does not hire relatives and changing the policy could help with the driver shortage. Metro staff continuously assess all Metro policies in coordination with the Board of Directors and will consider reviewing the policy.

Comments 10, 15, 16, 17, 18, 19, 21, 23, 35, 36, 37, 40

Thank you for your feedback.

Comment 12

Metro does not have plans to discontinue the 15 or 55 and is working with the Omaha Streetcar Authority to coordinate plans for the respective services.

Comment 14

Metro is funded primarily by federal and local dollars. Funding is not the primary cause for the current proposal. As noted in the presentation materials, the proposed service reductions will improve reliability of service while Metro staff continue to hire and train additional operators (drivers).

Comment 22

We remain optimistic about the potential of the regional transit authority conversion. If any city in the region would like more information about the process of joining the regional transit authority, please send an email to info@ometro.com.

Comment 24

Thank you for helping spread the word about the proposed changes.

Comment 30

Thank you for your feedback. If someone is not able to use the stairs, the person should ask the operator to deploy the lift. If there are additional concerns, please contact Metro Customer Service (www.ometro.com/customer-service).

Comment 39

It is Metro's goal to increase service in line with the MetroNEXT Strategic Plan. However, as noted in the presentation materials, we are decreasing service to improve reliability of our service while we increase and train staff.

Comment 41

We refer to rush hours as peak hours, which are generally from 6:00-8:30 a.m. and 3:30-6:30 p.m., but each route is different depending on exact trip schedules. The exact trips that are proposed to be eliminated from Routes 13 and 15 are lined out in red from the schedule in Appendix E.

All public comments about Metro services are appreciated. Metro staff consistently work to address concerns and improve service.

Appendix A: Individual Route Reports and Analysis

This Section Contains:

- Individual Existing and Proposed Route Reports - These reports contain the data derived from the demographic spatial analysis and the proposed changes.
- The population numbers within these reports are the same numbers that were applied to the cumulative analysis.
- Each individual route analysis is followed by comparative maps for the existing and proposed alignments with the specific population demographic being examined.

Route 13

Proposal

- Reduced frequency (Weekdays from downtown to MCC South Transit Center)

Demographic Analysis

Minority Population

The minority population calculation compares the percentage of affected minorities within a quarter mile of existing Route 13 to Metro's existing Service Area minority population of 35.36%. *Refer to Figures A1 and A2.*

Low-Income Population

The low-income population calculation compares the percentage of affected low-income individuals within a quarter mile of existing Route 13 alignment to Metro's existing Service Area low-income population of 11.86%. *Refer to Figures A1 and A3.*

Figure A1

	Total Population	Percentage Minority	Percentage Low-Income
Metro Service Area	477,942	35.36%	11.86%
Existing Route 13	16,841	50.12%	21.11%

Figure A2

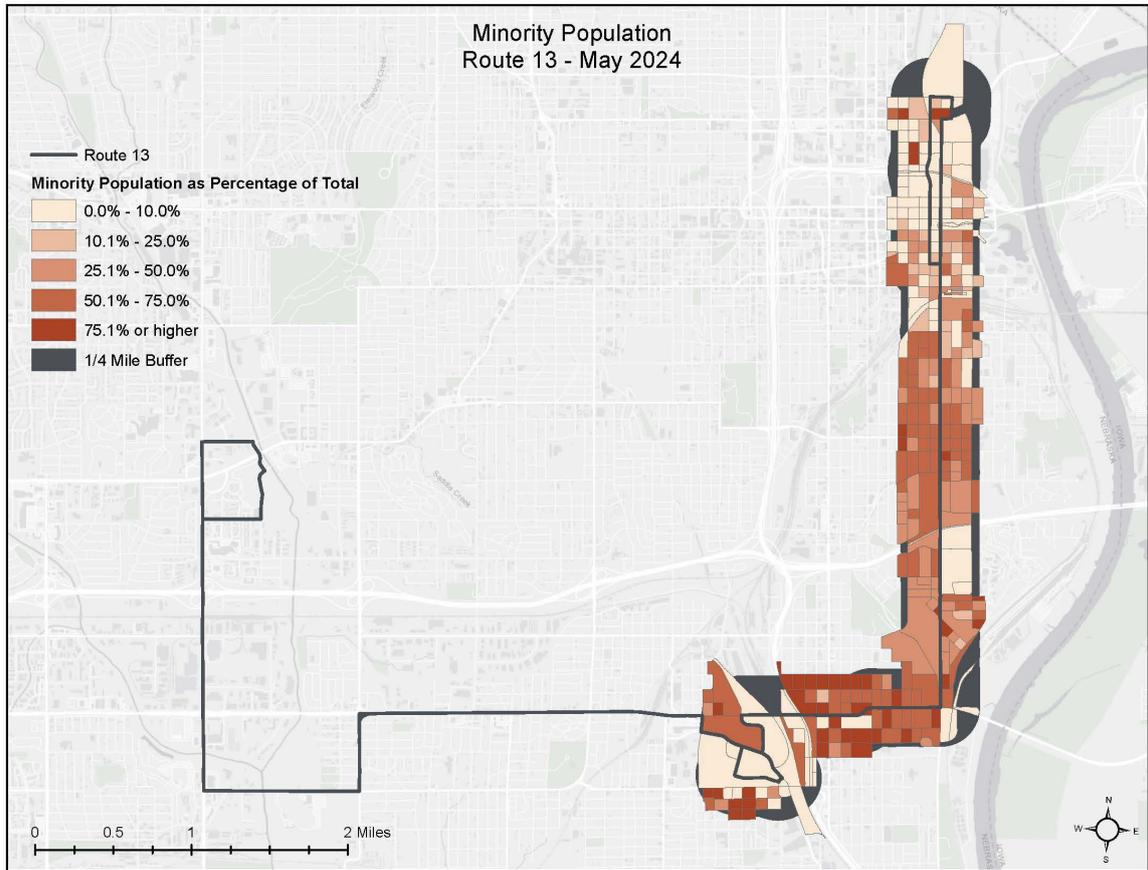
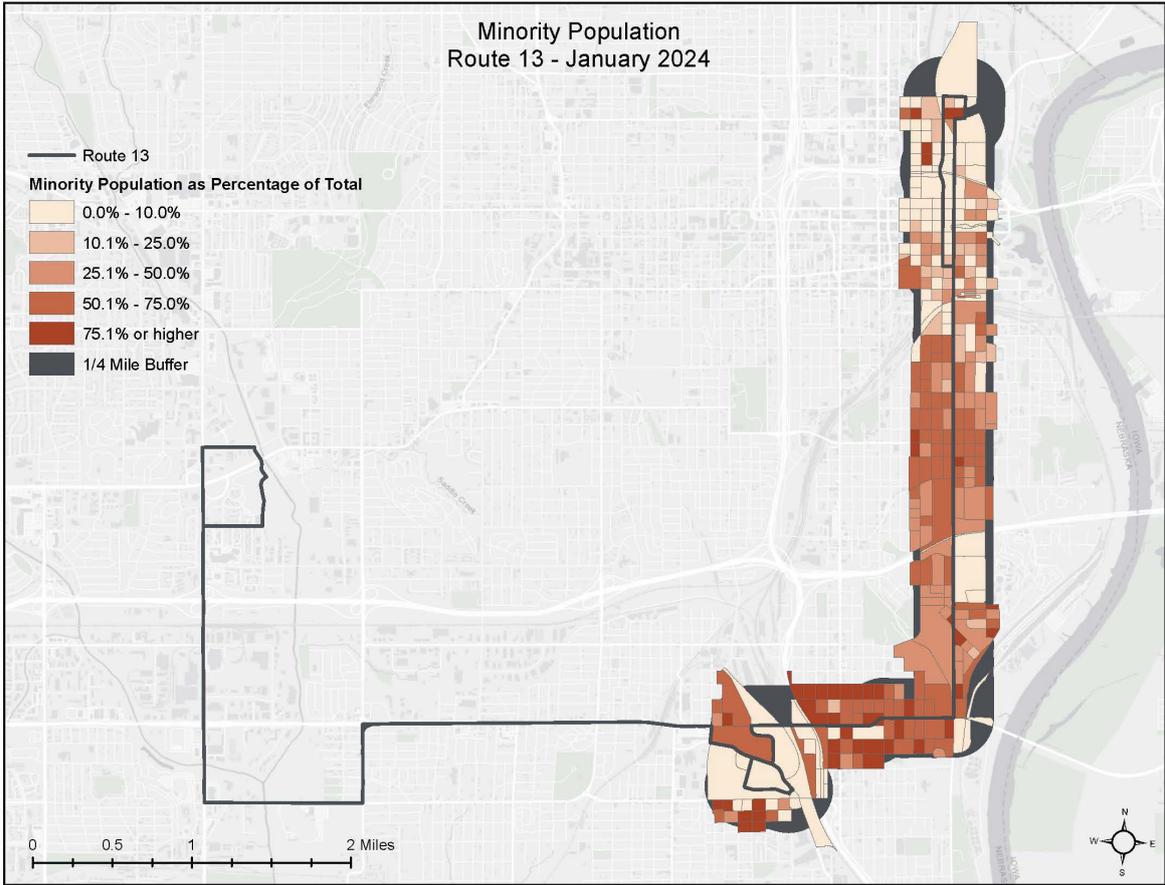
	Type of Change	Total Population	Non-Minority Population	Percentage Non-Minority	Minority Population	Percentage Minority
Frequency	Reduced frequency	16,841	8,401	49.88%	8,440	50.12%

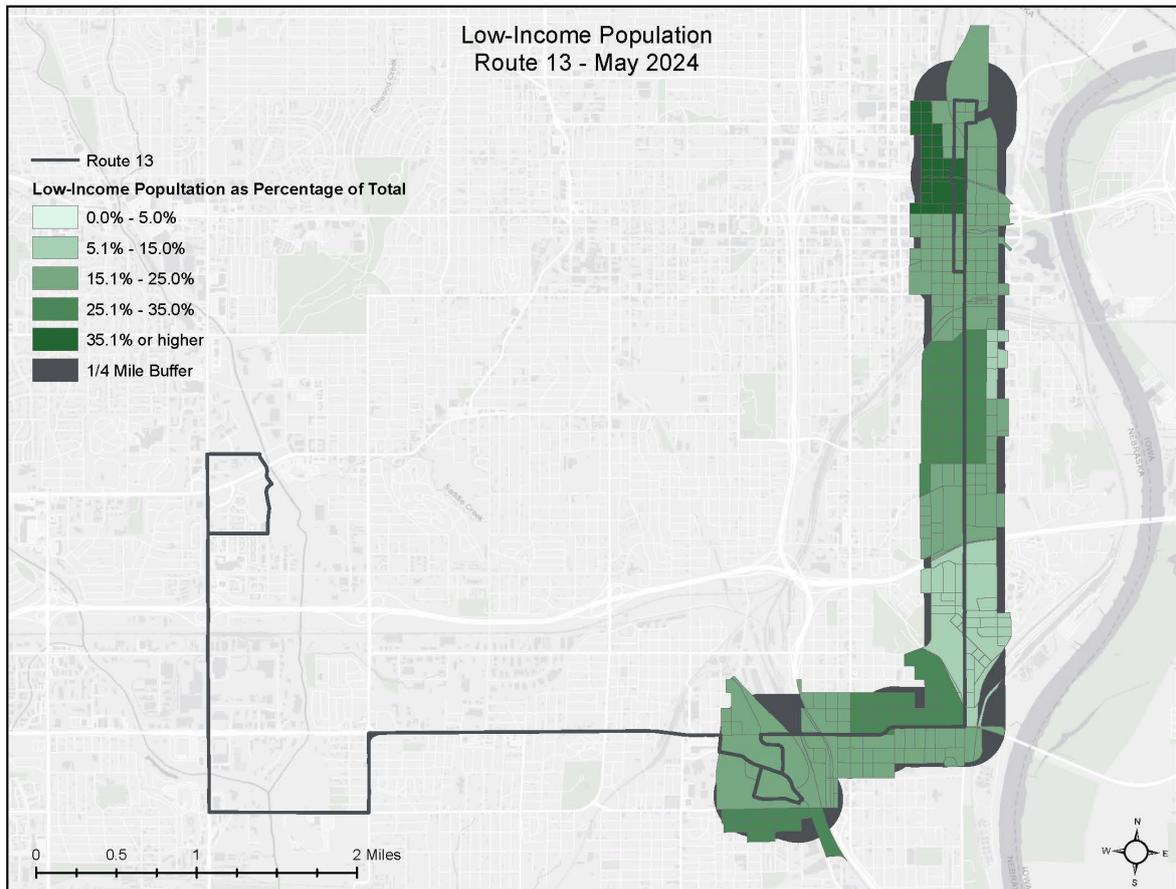
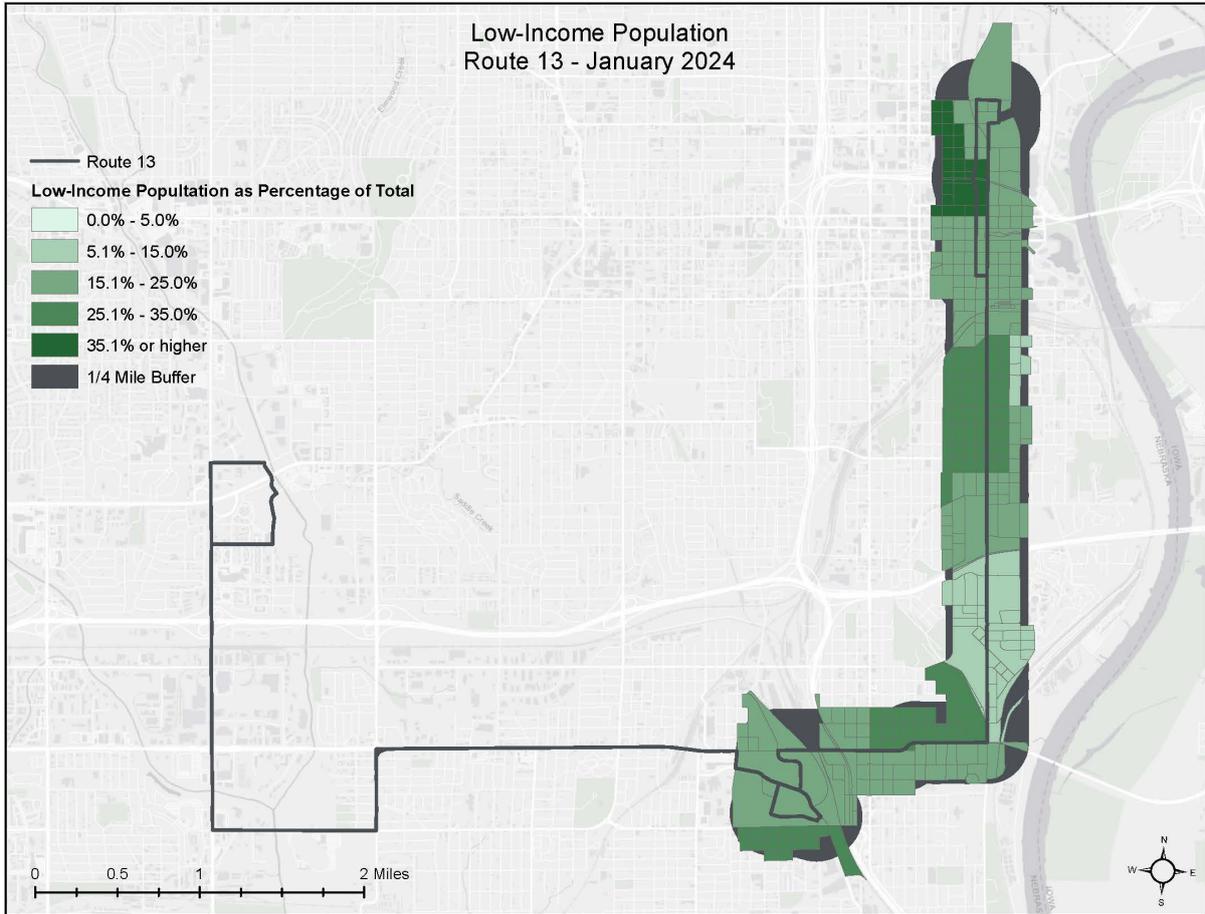
Figure A3

	Type of Change	Total Population	Non-Low-Income Population	Percentage Non-Low-Income	Low-Income Population	Percentage Low-Income
Frequency	Reduced frequency	16,841	13,286	78.89%	3,555	21.11%

Figure A4

	Type of Change	Minority			Low-Income		
		% of Minority Along Route	% of Minority In Service Area	Higher (+)/ Lower (-) Percentage Than Service Area	% Low-Income Along Route	% Low-Income In Service Area	Higher (+)/ Lower (-) Percentage Than Service Area
Frequency	Reduced frequency	50.12%	35.36%	14.76%	21.11%	11.86%	9.25%





Route 15

Proposal

- Reduced frequency (Weekdays from downtown to Aksarben Transit Center)

Demographic Analysis

Minority Population

The minority population calculation compares the percentage of affected minorities within a quarter mile of existing Route 15 to Metro's existing Service Area minority population of 35.36%. Refer to Figures 1.1 and 1.2.

Low-Income Population

The low-income population calculation compares the percentage of affected low-income individuals within a quarter mile of existing Route 15 alignment to Metro's existing Service Area low-income population of 11.86%. Refer to Figures 1.1 and 1.3.

Figure 1.1

	Total Population	Percentage Minority	Percentage Low-Income
Metro Service Area	477,942	35.36%	11.86%
Existing Route 15	19,300	33.01%	17.99%

Figure 1.2

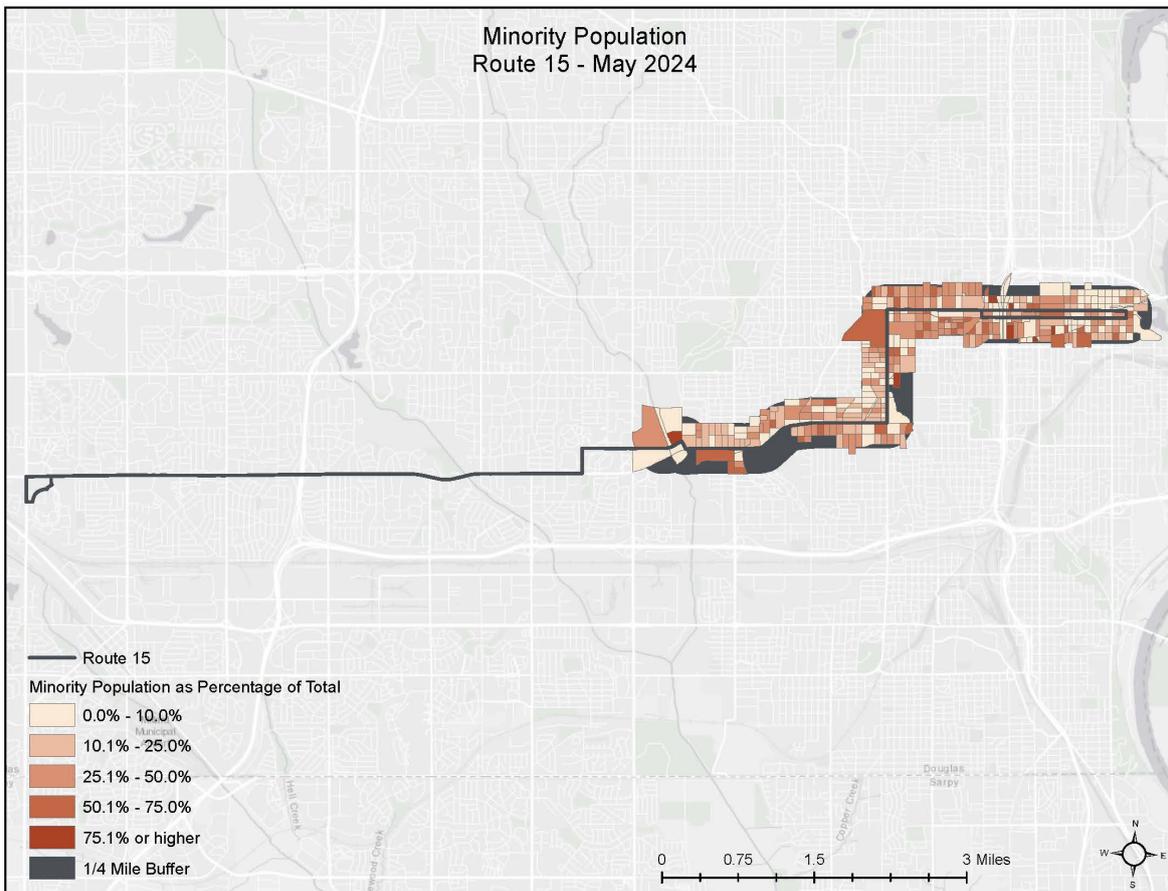
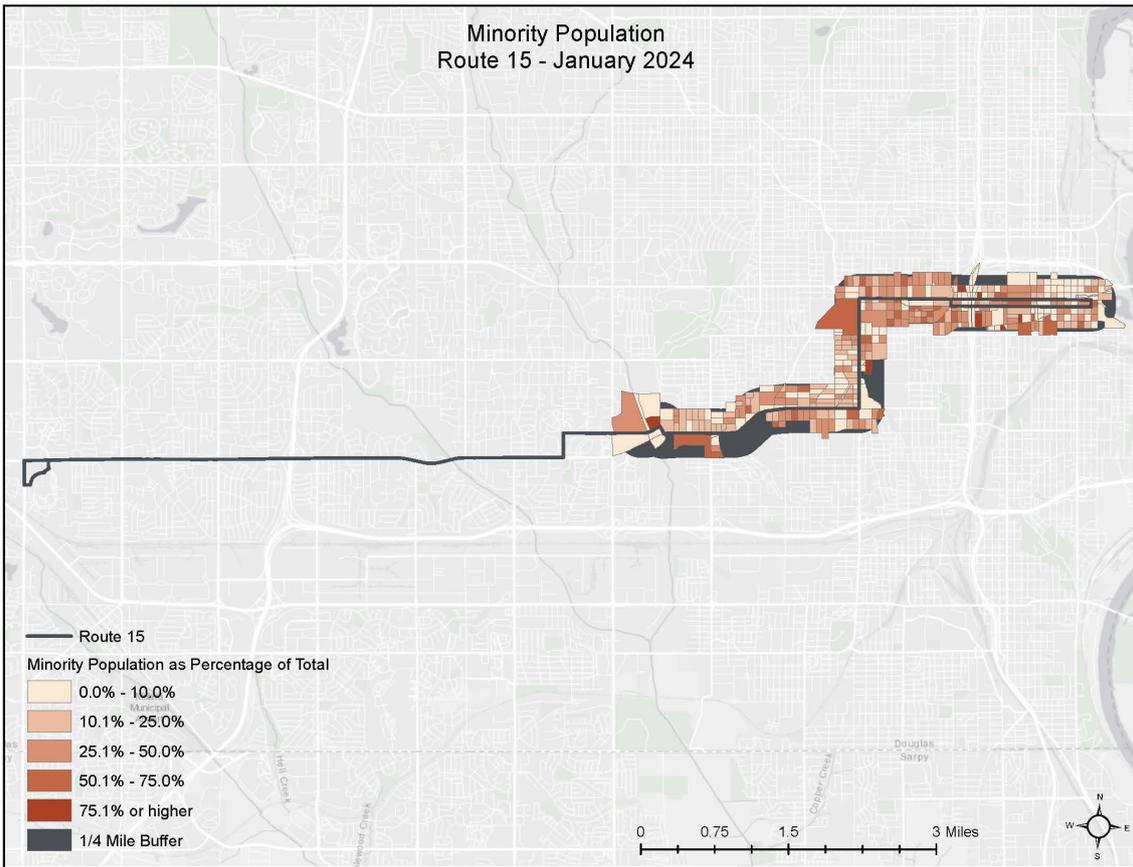
	Type of Change	Total Population	Non-Minority Population	Percentage Non-Minority	Minority Population	Percentage Minority
Frequency	Reduced Frequency	19,300	12,929	66.99%	6,371	33.01%

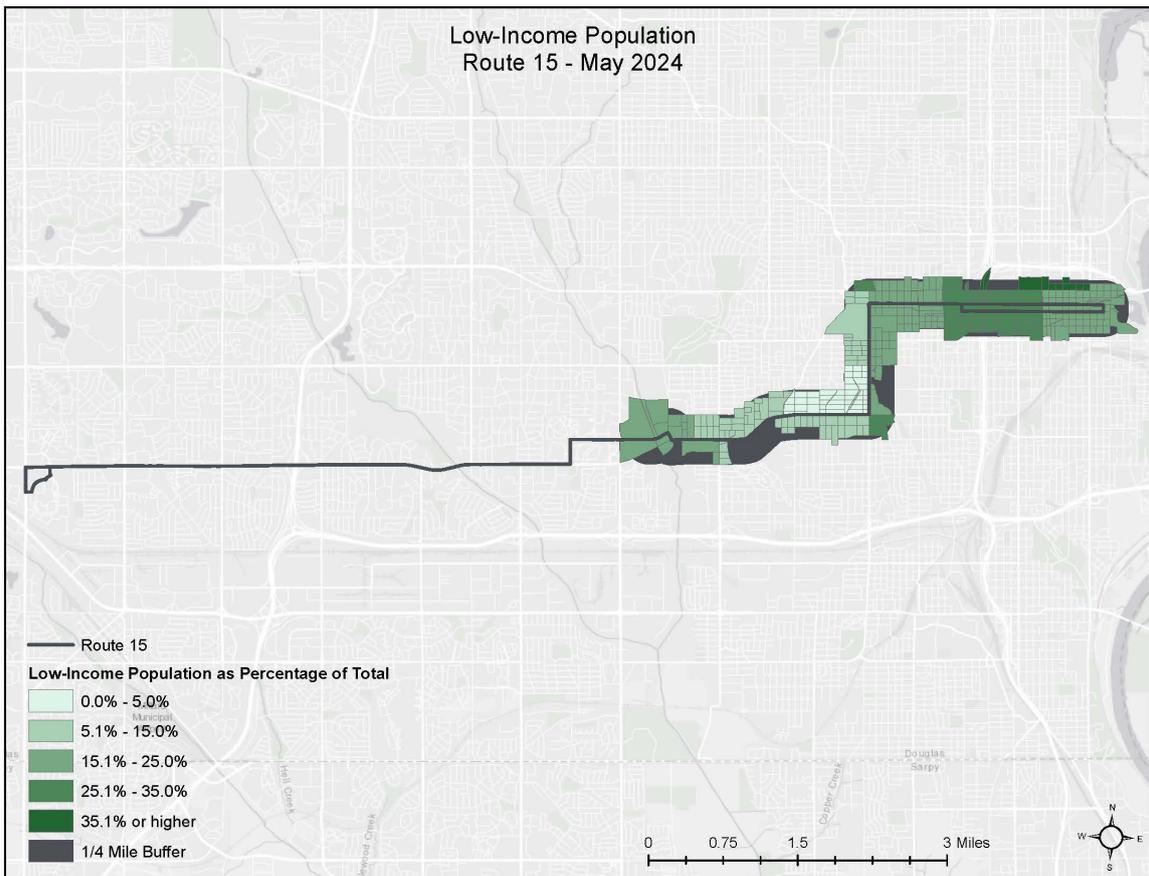
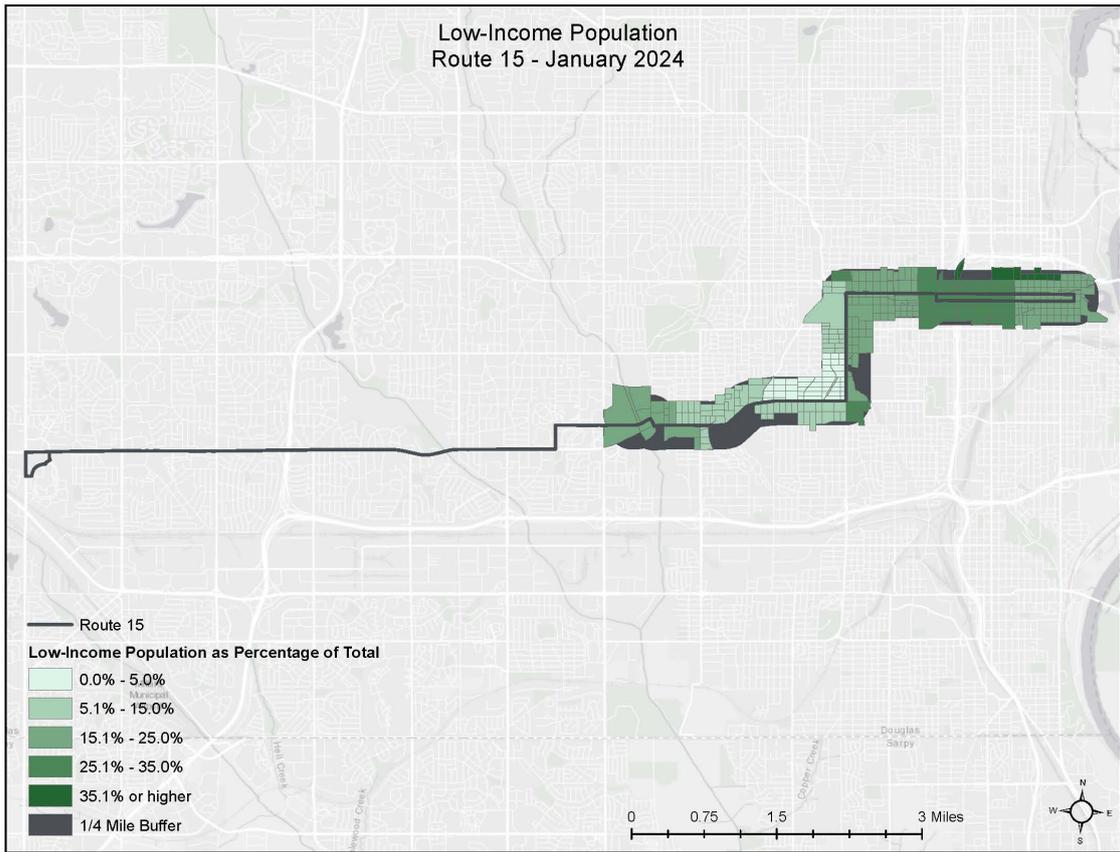
Figure 1.3

	Type of Change	Total Population	Non-Low-Income Population	Percentage Non-Low-Income	Low-Income Population	Percentage Low-Income
Frequency	Reduced Frequency	19,300	15,828	82.01%	3,472	17.99%

Figure 1.4

	Type of Change	Minority			Low-Income		
		% of Minority Along Route	% of Minority In Service Area	Higher (+)/ Lower (-) Percentage Than Service Area	% Low-Income Along Route	% Low-Income In Service Area	Higher (+)/ Lower (-) Percentage Than Service Area
Frequency	Reduced Frequency	33.01%	35.36%	-2.35%	17.99%	11.86%	6.13%





Appendix B: Definitions

1. **Major Service Change** – Defined as:
 - a. The addition and / or elimination of a bus route.
 - b. A ten percent or more addition or reduction in the system revenue miles.
 - c. A fifteen percent or more addition or reduction of revenue miles on any individual route
 - d. This includes a change in frequency, span of service, or route alignment beyond a three-quarter mile buffer of the terminus and either side of an existing alignment
2. **Adverse Effect** - Defined as a geographical or temporal reduction in service which includes but is not limited to span of service changes, frequency changes, route segment elimination, and re-routing and route elimination.
3. **Disparate Impact** - Should the impact of any fare or major service change require a minority population to bear adverse effects fifteen percent or greater of a cumulative impact compared to those adverse effects borne by the nonminority population, that impact will be deemed a disparate impact.
4. **Disproportionate Burden** – Should the burden of any fare or major service changes require a low-income population to bear adverse effects fifteen percent or greater of the cumulative burden compared to the effects borne by the non-low-income population, that impact will be considered a disproportionate burden.
5. **Express Transit Service** - Metro designated express routes.
6. **Local Transit Service** – Metro fixed-route bus routes not designated as express routes.
7. For purposes of this policy, “**low-income population**” is defined as any readily identifiable group of households who live in geographic proximity and whose median household income is at or below of the Department of Health and Human Services Poverty Guidelines.
8. **Minority Populations & Areas** - Minority populations include those persons who self-identity as being one or more of the following ethnic groups: American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian and Other Pacific Islander, as defined in the FTA Title VI Circular. "Minority Areas" are residential land use areas within Census tracts where the percentage of minority persons is higher than the Metro service area average.
9. **Revenue Mile** - For technical purposes, one revenue mile represents a bus being on the road for one mile. Three revenue miles represents one bus being on the road for three miles or three buses being on the road for one mile each. By using revenue miles instead of revenue dollars, Metro can control for currency inflation and can better prepare for and evaluate major service changes.
10. **Route-Level** - Refers to the geographic level of analysis by which the performance of a transit route is measured for equity.
11. **Route-Service Area** - A three-quarter mile buffer on both sides and terminus of a transit route's alignment.
12. **Service Level** - Refers to the span of service (hours of operation), days of operation, trips, and headways (service frequencies) for a transit route or the regional transit system.
13. **Service Area** - According to 49 CFR 604.3, geographic service area means "the entire area in which a recipient is authorized to provide public transportation service under appropriate local, state, and federal law."
14. **Service Span** - The span of hours over which service is operated (e.g., 6 a.m. to 10 p.m.). The service span may vary by weekday, Saturday, or Sunday.
15. **System-wide** - Refers to the geographic level of analysis by which the performance of the entire transit system is measured for equity.
16. **Transit Center** - A transit facility that serves as the connection point for three or more bus routes.

Appendix C: Public Meeting Notice

THE DAILY RECORD

Public Notice Placement Confirmation

Please notify us of any changes ASAP at legals@omahadailyrecord.com

Scheduled Publication

3/18

PUBLIC MEETING NOTICE

The Regional Metropolitan Transit Authority of Omaha (Metro) is seeking public comment on its proposed service changes to Routes 13 and 15. Metro will hold four (4) meetings for the public to attend and share their comments on proposed changes to the routes.

The meetings will be held in an open-house format:

Wednesday, March 20

12 – 1 p.m.

Virtual via Zoom

<https://us06web.zoom.us/j/87851567325>

Phone: 312.626.6799

Meeting ID: 878 5156 7325

Saturday, March 23

2 – 4 p.m.

Omaha Public Library –

Downtown Branch

1401 Jones Street

Nearby bus routes: 11, 13, 36

Monday, March 25

7 – 8 p.m.

Virtual via Zoom

<https://us06web.zoom.us/j/84552749189>

Phone: 312.626.6799

Meeting ID: 845 5274 9189

Wednesday, March 27

5 – 7 p.m.

Metro Lobby

2222 Cuming Street

Nearby bus routes: 4, 18, & 24

Spanish translation will be available at all meetings. If you need a reasonable accommodation or language interpretation other than Spanish to fully participate in one of the public meetings, please contact Dr. Alicia Johnson (she/her), Director of Civil Rights and Inclusion, at civilrights@metro.com or 402.341.7560 x 2550 (TDD 402.341.0807). Members of the public who are unable to attend any of the meetings can also submit comments through Metro's website at metro.com/May2024 or by mail:

Metro Transit

Attn: Proposed Service Changes

2222 Cuming Street Omaha, NE 68102

The public comment period runs from **March 20th through April 10th.**

3/18

ZNEZ

All notice submissions, changes and cancellations must be made by 12 p.m. two weekdays prior to publication, or by earlier deadlines noted in your confirmation email in advance of court holidays. Please note the The Daily Record reserves the right to delay publication if we are unable to reach you to resolve questions or concerns.

Appendix D: Public Meeting Presentation Materials

Information Presented During Virtual Meetings

SERVICE

CHANGES

Cambios de servicio

Routes **13** and **15** Rutas **13** y **15**

metro

ROUTE 15 Downtown Omaha to Oakview Mall

Ruta 15 - Desde el centro de Omaha hasta el Oakview Mall



Legend

- Route 15 to Oakview Mall
- Transfer Points
- Transfer Points Rush Hour Only
- Transit Center



ROUTE 15 Downtown Omaha to Oakview Mall

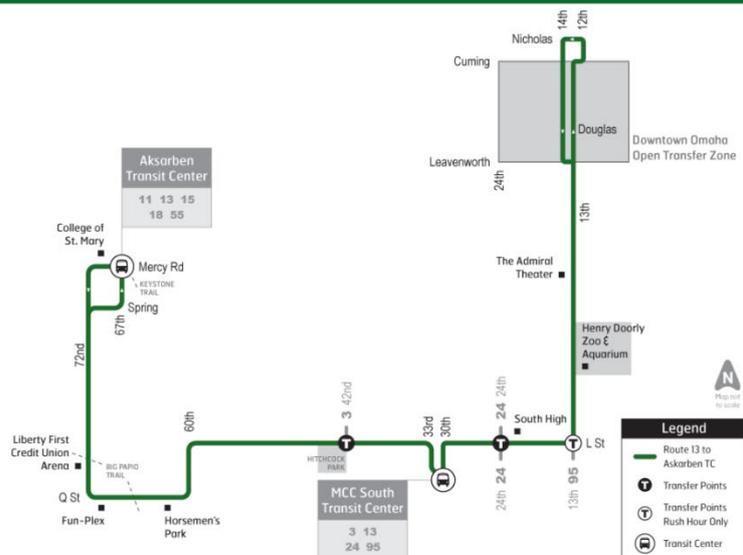
Ruta 15 - Desde el centro de Omaha hasta el Oakview Mall

Route / Ruta 15	Weekdays / Días laborables			Saturdays / Sábados		Sundays / Domingos	
	Rush Hour Hora Punta	Mid-Day Mediodía	Evening Noche	Day Día	Evening Noche	Day Día	Evening Noche
Between Downtown & Aksarben TC <i>Entre el centro y el Aksarben TC</i>	30	30	60	30	60	30	60
Between Aksarben TC & Oakview <i>Entre el Aksarben TC y el Oakview</i>	60	60	60	60	60	60	60

- Weekday frequency between Downtown Omaha and Aksarben will change to 30 minutes during the day
- Weekend service will not be affected
- La frecuencia entre semana entre el centro de Omaha y Aksarben cambiará a 30 minutos durante el día
- El servicio de fin de semana no se verá afectado

ROUTE 13 Downtown Omaha to Aksarben Transit Center

Ruta 13 - Desde el centro norte hasta el Centro de Tránsito Aksarben



ROUTE 13 Downtown Omaha to Aksarben Transit Center

Ruta 13 - Desde el centro norte hasta el Centro de Tránsito Aksarben

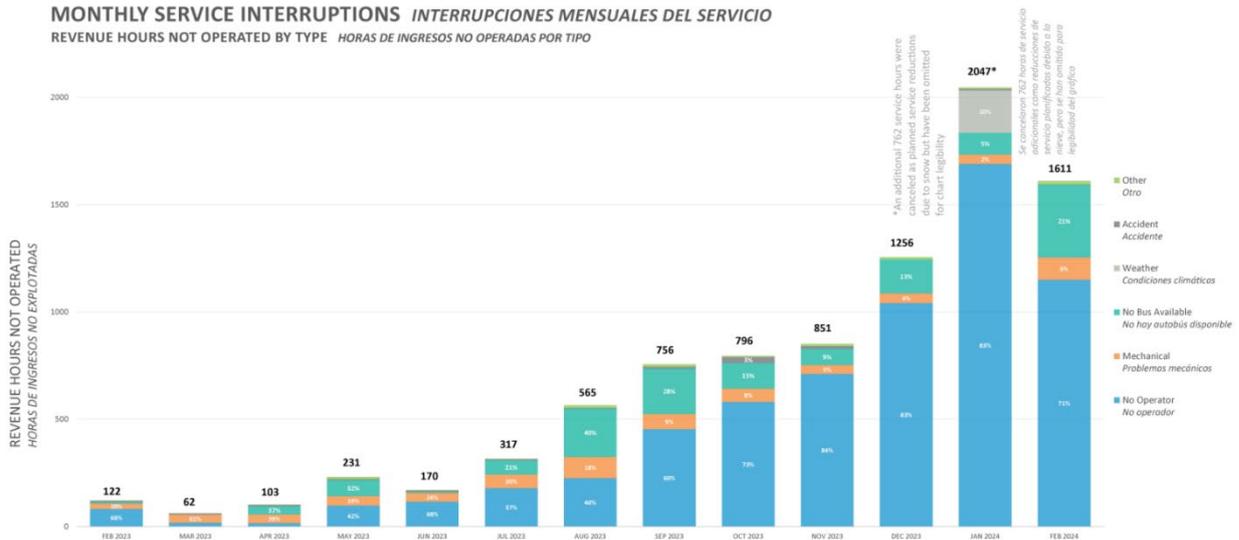
Route / Ruta 15	Weekdays / Días laborables			Saturdays / Sábados		Sundays / Domingos	
	Rush Hour Hora Punta	Mid-Day Mediodía	Evening Noche	Day Día	Evening Noche	Day Día	Evening Noche
Between Downtown & MCC South <i>Entre el centro y el MCC South</i>	30	30	60	30	60	30	60
Between MCC South & Aksarben <i>Entre el MCC South y el Askarben</i>	60	60	60	60	60	60	60

- Weekdays between North Downtown and MCC South will be every 30 minutes during the day
- Los días laborables entre el centro norte y MCC South serán cada 30 minutos durante el día
- Weekend service will not be affected
- El servicio de fin de semana no se verá afectado

PRIORITIZING RELIABILITY

Priorizando la fiabilidad

MONTHLY SERVICE INTERRUPTIONS / INTERRUPCIONES MENSUALES DEL SERVICIO
REVENUE HOURS NOT OPERATED BY TYPE / HORAS DE INGRESOS NO OPERADAS POR TIPO



PRIORITIZING RELIABILITY

Priorizando la fiabilidad

- The public transit industry is facing a national shortage of bus operators
 - 44% of our operators have been hired in the past 2 years
 - Continued hiring paired with service reductions will help ensure reliability through the upcoming summer months
- *La industria del transporte público enfrenta una escasez nacional de operadores de autobuses*
 - *El 44% de nuestros operadores han sido contratados en los últimos 2 años*
 - *La contratación continua junto con las reducciones de servicio ayudará a garantizar la fiabilidad durante los próximos meses de verano*

MINIMIZING IMPACTS

Minimizando impactos

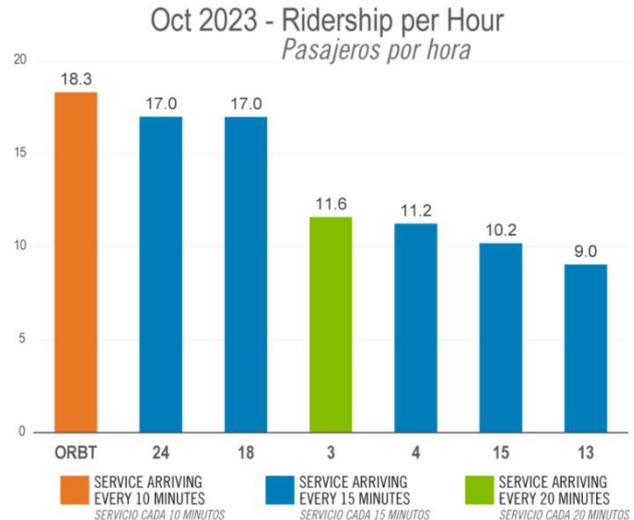
- The proposed changes to Routes 13 and 15 do not cause a disparate impact to minority populations or a disproportionate burden to low-income populations
- *Los cambios propuestos en las rutas 13 y 15 no causan un impacto dispar en las poblaciones minoritarias ni una carga desproporcionada para las poblaciones de bajos ingresos*

Impacts to Minority populations <i>Impactos en poblaciones minoritarias</i>	-2.9%
Impacts to Non-Minority populations <i>Impactos en poblaciones no minoritarias</i>	-3.7%
Impacts to Low-Income populations <i>Impactos en poblaciones de bajos ingresos</i>	-3.2%
Impacts to Non Low-Income populations <i>Impactos en poblaciones no de bajos ingresos</i>	-3.4%

MINIMIZING IMPACTS

Minimizando impactos

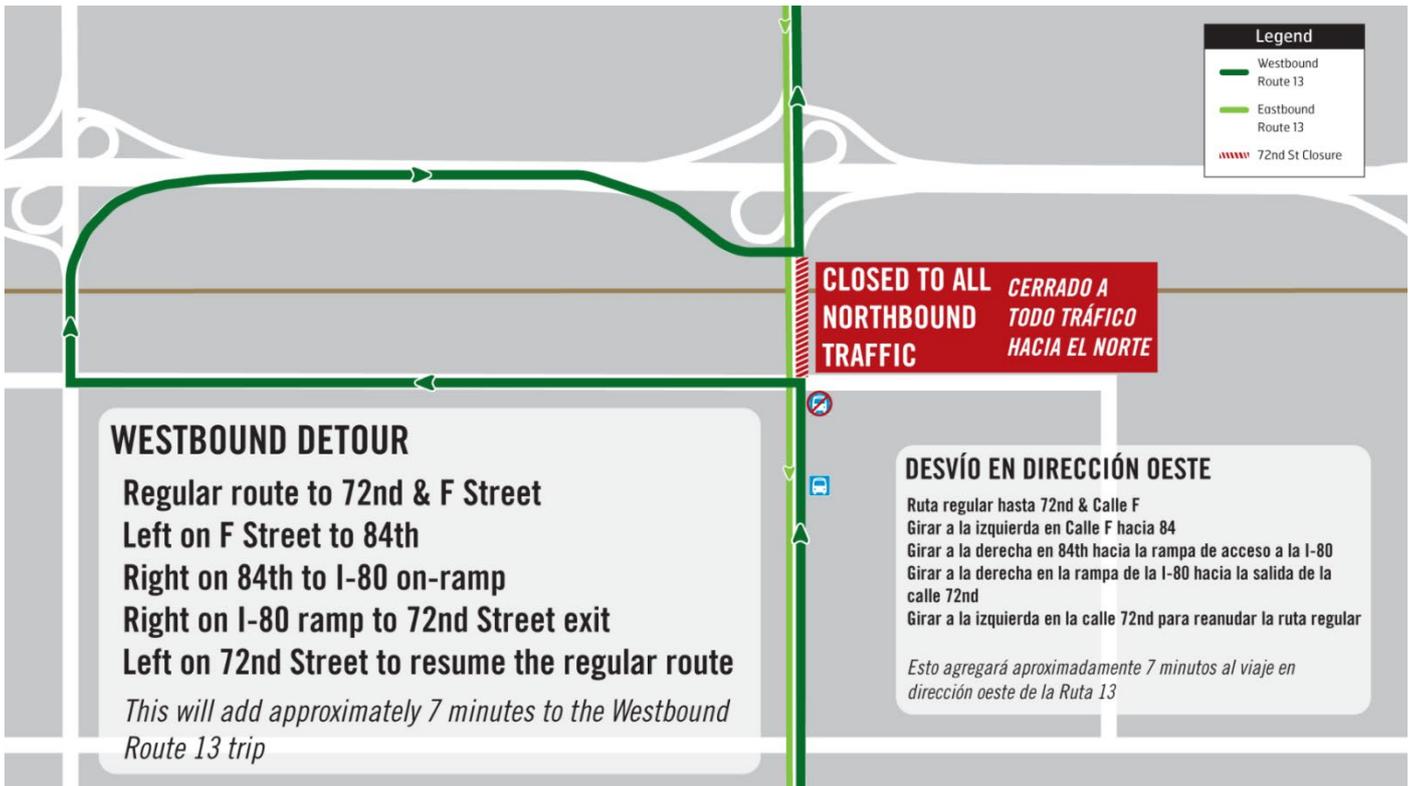
- To minimize impacts to riders, service reductions were not considered for routes with wait times longer than 30 minutes
- Among routes with wait times shorter than 30 minutes, Routes 13 and 15 have lower levels of ridership per hour
- Para minimizar los impactos en los pasajeros, no se consideraron reducciones de servicio para rutas con tiempos de espera superiores a 30 minutos
- Entre las rutas con tiempos de espera inferiores a 30 minutos, las rutas 13 y 15 tienen niveles más bajos de pasajeros por hora



ROUTE 13 South 72nd Detour | April - December 2024

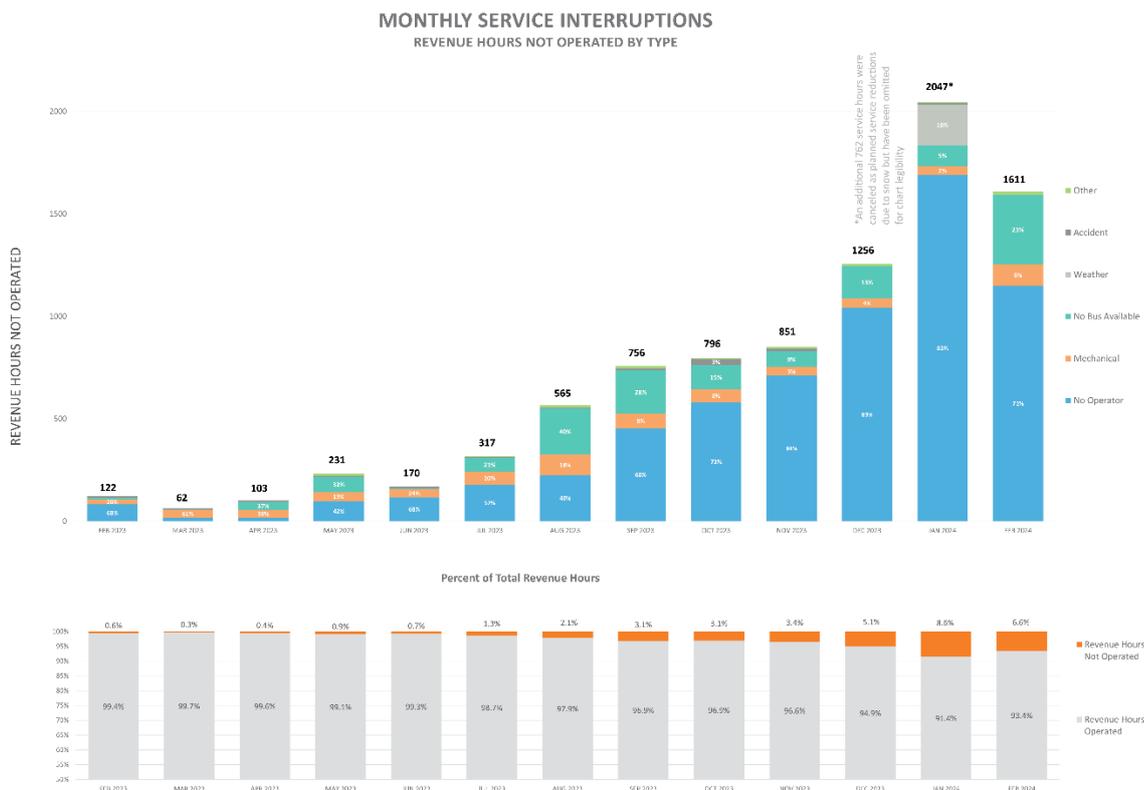
Ruta 13 - Desvío en South 72nd | Abril - Diciembre de 2024

- The 72nd & D bridge replacement project is starting in April
- Northbound traffic on 72nd Street will be closed at F Street requiring a detour for Westbound Route 13
- Eastbound Route 13 (heading south on 72nd Street) may have some delays but will not be detoured
- The bus stop at 72nd & F Street [ID: 2625] will be temporarily moved south to the southern entrance of Outlook Nebraska
- El proyecto de reemplazo del puente en 72nd & D comenzará en abril
- El tráfico hacia el norte en la calle 72nd estará cerrado en Calle F, lo que requerirá un desvío para la Ruta 13 en dirección oeste
- La Ruta 13 en dirección este (hacia el sur en la calle 72nd) puede experimentar algunos retrasos, pero no será desviada
- La parada de autobús en 72nd & Calle F [ID: 2625] se trasladará temporalmente al sur, a la entrada sur de Outlook Nebraska



PRIORITIZING RELIABILITY

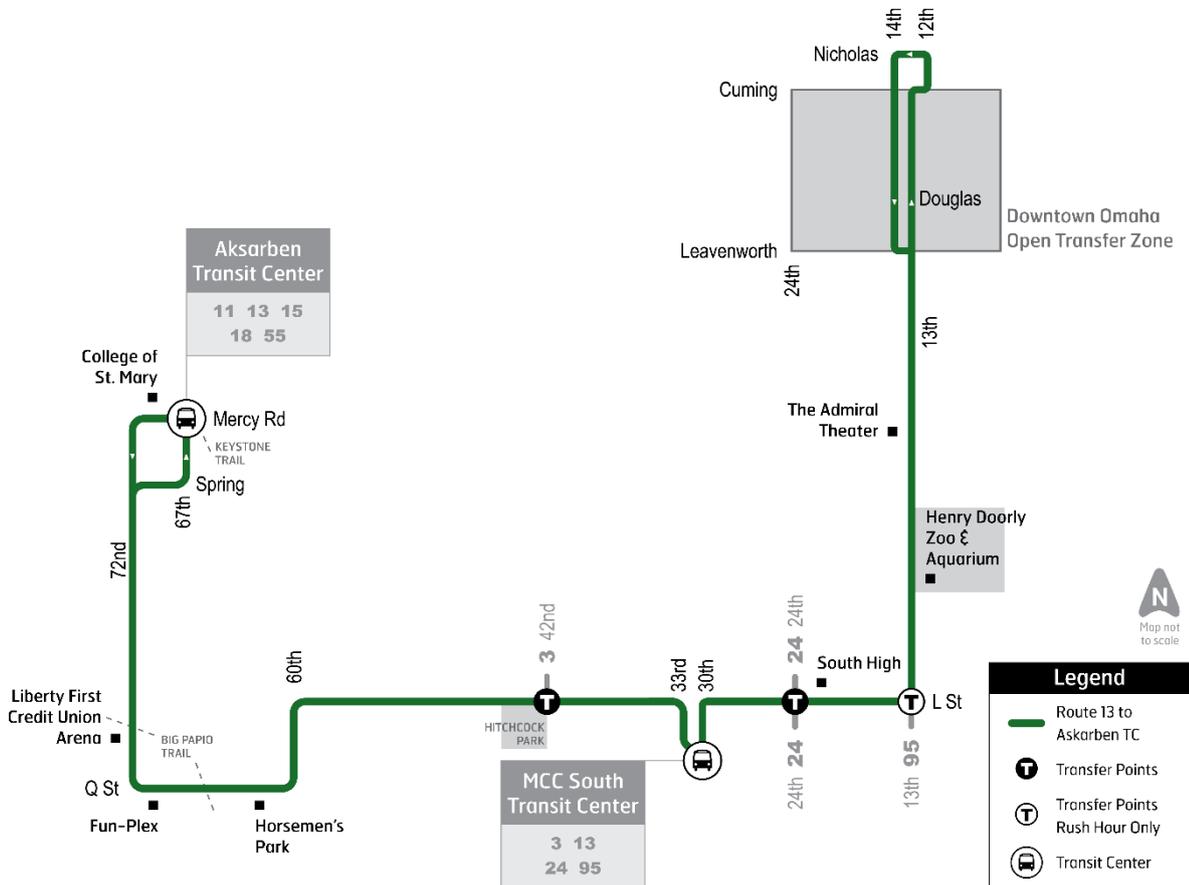
- The public transit industry is facing a national shortage of bus operators



- 44% of our operators have been hired in the past 2 years
- Continued hiring paired with service reductions will help ensure reliability through the upcoming summer months



ROUTE 13 North Downtown to Aksarben Transit Center



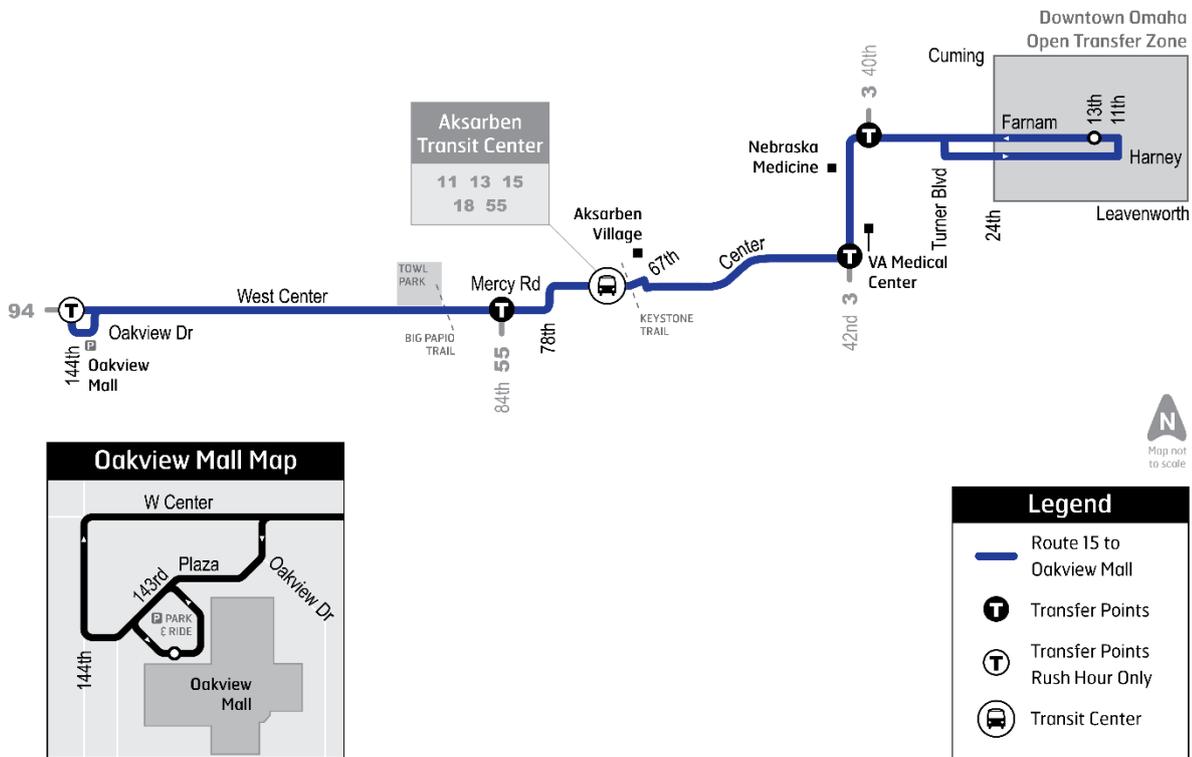
Route 13	Weekdays			Saturdays		Sundays	
	Rush Hour	Mid-Day	Evening	Day	Evening	Day	Evening
Between Downtown and MCC South TC	30	30	60	30	60	30	60
Between MCC South TC and Aksarben TC	30	60	60	60	60	60	60

*Highlighted areas indicate proposed schedule changes

- Weekdays between North Downtown and MCC South will be every 30 minutes during the day
- Weekend service will not be affected



ROUTE 15 Downtown Omaha to Oakview Mall



Route 15	Weekdays			Saturdays		Sundays	
	Rush Hour	Mid-Day	Evening	Day	Evening	Day	Evening
Between Downtown and Aksarben TC	30	30	60	30	60	30	60
Between Aksarben TC and Oakview Mall	60	60	60	60	60	60	60

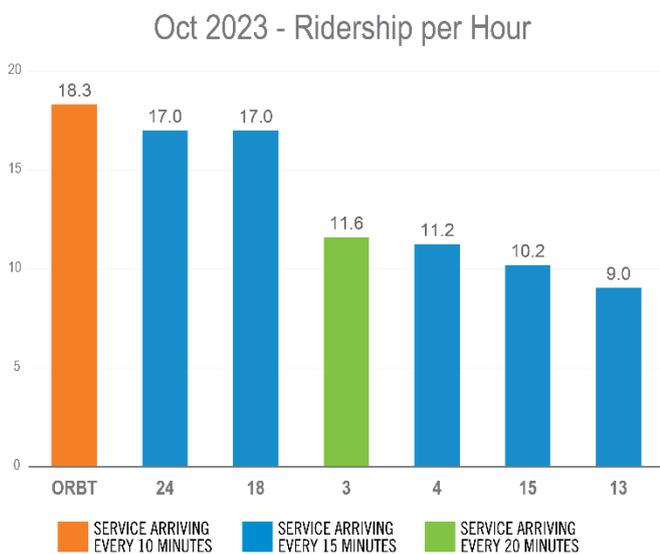
*Highlighted areas indicate proposed schedule changes

- **Weekday frequency between Downtown Omaha and Aksarben will change to 30 minutes during the day**
- **Weekend service will not be affected**



MINIMIZING IMPACTS

To minimize impacts to riders, service reductions were not considered for routes with wait times longer than 30 minutes



Among routes with wait times shorter than 30 minutes, Routes 13 and 15 have lower levels of ridership per hour

The proposed changes to Routes 13 and 15 do not cause a disparate impact to minority populations or a disproportionate burden to low-income populations

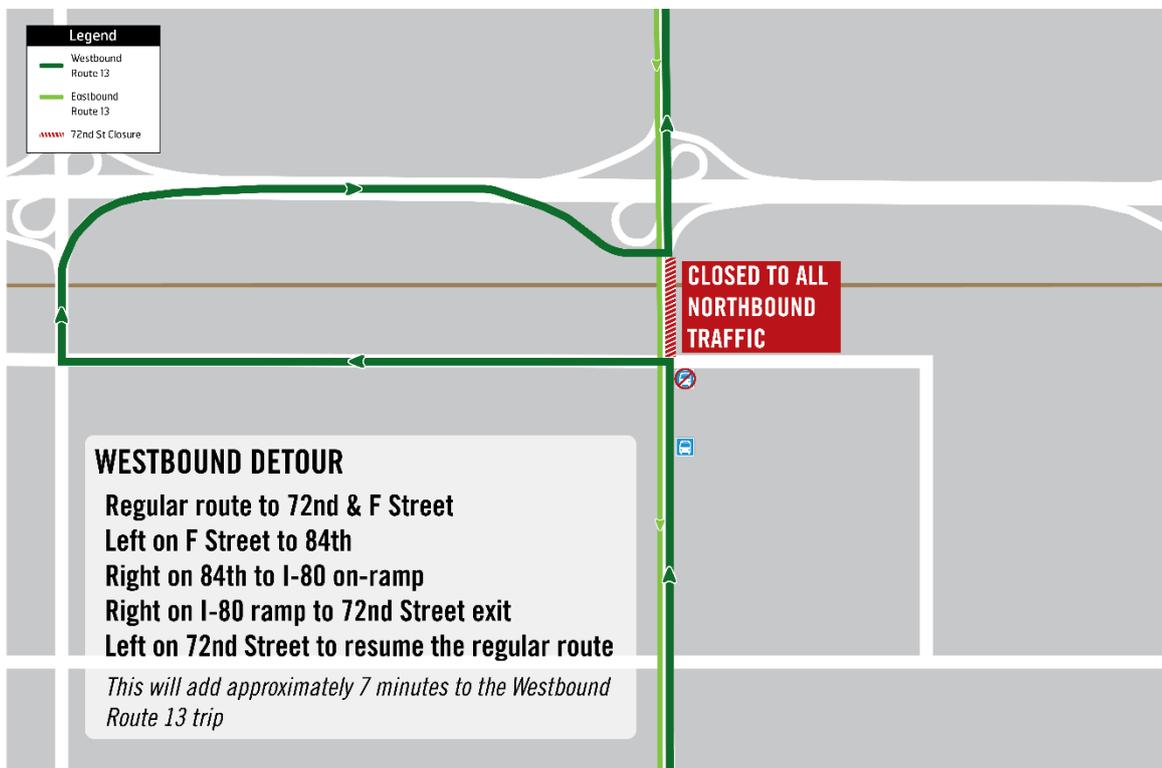
Impacts to Minority populations	-2.9%
Impacts to Non-Minority populations	-3.7%
Impacts to Low-Income populations	-3.2%
Impacts to Non Low-Income populations	-3.4%



ROUTE

13

South 72nd Detour April - December 2024



The 72nd & D bridge replacement project is starting in April and will run through December 2024 approximately.

- Northbound traffic on 72nd Street will be closed at F Street requiring a detour for Westbound Route 13
- Eastbound Route 13 (heading south on 72nd Street) may have some delays but will not be detoured.

The bus stop at 72nd & F Street [ID: 2625] will be temporarily moved south to the southern entrance of Outlook Nebraska.



Appendix E: Proposed Trips to be Eliminated from Routes 13 and 15

13 West											Oeste
Weekdays											Entre Semana
22nd & Cuming	13th & Nicholas Millwork Commons	14th & Howard	13th & Burt Murphy Henry Doory Zoo	24th & L Street	Arrive MCC South TC	Depart MCC South TC	42nd & L Street	60th & L Street	72nd & C Street	Aksarten TC	
5:14a	5:18	5:23	5:33	5:39	5:45	5:47	5:53	5:59	6:05	6:15	
5:44	5:48	5:53	6:03	6:09	6:15	6:17	6:23	6:29	6:35	6:45	
5:59	6:03	6:08	6:18	6:24	6:30						
6:14	6:18	6:23	6:33	6:39	6:45	6:47	6:53	6:59	7:05	7:15	
6:29	6:33	6:38	6:48	6:54	7:00						
6:44	6:48	6:53	7:03	7:09	7:15	7:17	7:23	7:29	7:35	7:45	
7:03	7:08	7:13	7:23	7:29	7:35						
7:18	7:23	7:33	7:39	7:45	7:47	7:47	7:53	7:59	8:05	8:15	
7:33	7:38	7:43	7:53	8:00							
7:48	7:53	8:03	8:09	8:15	8:17	8:17	8:23	8:29	8:35	8:45	
8:03	8:08	8:13	8:23	8:30							
8:18	8:23	8:33	8:39	8:45	8:47	8:47	8:53	8:59	9:05	9:15	
8:33	8:38	8:43	8:53	9:00							
8:48	8:53	9:03	9:09	9:15							
9:18	9:23	9:33	9:39	9:45	9:47	9:47	9:53	9:59	10:05	10:15	
9:48	9:53	10:03	10:09	10:15							
10:18	10:23	10:33	10:39	10:45	10:47	10:47	10:53	10:59	11:05	11:15	
10:48	10:53	11:03	11:09	11:15							
11:18	11:23	11:33	11:39	11:45	11:47	11:47	11:53	11:59	12:05	12:15	
11:48	11:53	12:03	12:09	12:15							
12:18	12:23	12:33	12:39	12:45	12:47	12:47	12:53	12:59	1:05	1:15	
12:48	12:53	1:03	1:09	1:15							
1:18	1:23	1:33	1:39	1:45	1:47	1:47	1:53	1:59	2:05	2:15	
2:53											
1:48	1:53	2:03	2:09	2:15							
2:18	2:23	2:33	2:39	2:45	2:47	2:47	2:53	2:59	3:05	3:15	
2:48	2:53	3:03	3:09	3:15							
4:08											
2:59	3:03	3:08	3:18	3:24	3:30						
3:18	3:23	3:33	3:39	3:45	3:47	3:47	3:53	3:59	4:05	4:15	
3:33	3:38	3:48	3:54	4:00							
3:48	3:53	4:03	4:09	4:15	4:17	4:17	4:23	4:29	4:35	4:45	
4:03	4:08	4:18	4:24	4:30							
4:18	4:23	4:33	4:39	4:45	4:47	4:47	4:53	4:59	5:05	5:15	
4:33	4:38	4:48	4:54	5:00							
4:48	4:53	5:03	5:09	5:15	5:17	5:17	5:23	5:29	5:35	5:45	
5:03	5:08	5:18	5:24	5:30							
5:18	5:23	5:33	5:39	5:45	5:47	5:47	5:53	5:59	6:05	6:15	
5:33	5:38	5:48	5:54	6:00							
5:48	5:53	6:03	6:09	6:15	6:17	6:17	6:23	6:29	6:35	6:45	
6:03	6:08	6:18	6:24	6:30							
6:18	6:23	6:33	6:39	6:45	6:47	6:47	6:53	6:59	7:05	7:15	
6:48	6:53	7:03	7:09	7:15							
7:18	7:23	7:33	7:39	7:45	7:47	7:47	7:53	7:59	8:05	8:15	
8:18	8:23	8:33	8:39	8:45	8:47	8:47	8:53	8:59	9:05	9:15	

13 East											Este
Weekdays											Entre Semana
Aksarten TC	72nd & C Street	60th & L Street	42nd & L Street	Arrive MCC South TC	Depart MCC South TC	24th & L Street	13th & Burt Murphy Henry Doory Zoo	13th & Farnam	13th & Nicholas Millwork Commons	22nd & Cuming	
6:18	6:28	6:34	6:40	6:46	6:33	6:39	6:45	6:53	7:00		
6:48	6:58	7:04	7:10	7:16	7:03	7:09	7:15	7:23	7:30		
7:18	7:28	7:34	7:40	7:46	7:33	7:39	7:45	7:53	8:00		
7:48	7:58	8:04	8:10	8:16	8:03	8:09	8:15	8:23	8:30		
8:18	8:28	8:34	8:40	8:46	8:33	8:39	8:45	8:53	9:00	9:04	
					9:03	9:09	9:15	9:23	9:30	9:34	
										8:58	
9:18	9:28	9:34	9:40	9:46	9:18	9:24	9:30	9:38	9:45		
					9:48	9:54	10:00	10:08	10:15		
10:18	10:28	10:34	10:40	10:46	10:18	10:24	10:30	10:38	10:45		
					10:48	10:54	11:00	11:08	11:15		
11:18	11:28	11:34	11:40	11:46	11:18	11:24	11:30	11:38	11:45		
					11:48	11:54	12:00	12:08	12:15		
12:18	12:28	12:34	12:40	12:46	12:18	12:24	12:30	12:38	12:45		
					12:48	12:54	1:00	1:08	1:15		
1:18	1:28	1:34	1:40	1:46	1:18	1:24	1:30	1:38	1:45		
					1:48	1:54	2:00	2:08	2:15		
2:18	2:28	2:34	2:40	2:46	2:18	2:24	2:30	2:38	2:45		
					2:48	2:54	3:00	3:08	3:15		
					3:03	3:09	3:15	3:23	3:30		
					3:18	3:24	3:30	3:38	3:45		
					3:33	3:39	3:45	3:53	4:00		
3:18	3:28	3:34	3:40	3:46	3:48	3:54	4:00	4:08	4:15		
					4:03	4:09	4:15	4:23	4:30		
					4:18	4:24	4:30	4:38	4:45		
					4:33	4:39	4:45	4:53	5:00		
4:18	4:28	4:34	4:40	4:46	4:48	4:54	5:00	5:08	5:15		
4:48	4:58	5:04	5:10	5:16	5:03	5:09	5:15	5:23	5:30		
5:18	5:28	5:34	5:40	5:46	5:18	5:24	5:30	5:38	5:45		
					5:33	5:39	5:45	5:53	6:00		
5:48	5:58	6:04	6:10	6:16	6:03	6:09	6:15	6:23	6:30	6:34	
					6:18	6:24	6:30	6:38	6:45		
6:18	6:28	6:34	6:40	6:46	6:33	6:39	6:45	6:53	7:00	7:04	
					6:48	6:54	7:00	7:08	7:15		
					7:18	7:24	7:30	7:38	7:45	7:49	
										6:58	
7:18	7:28	7:34	7:40	7:46	7:48	7:54	8:00	8:08	8:15		
8:18	8:28	8:34	8:40	8:46	8:48	8:54	9:00	9:08	9:15	9:19	
9:18	9:28	9:34	9:40	9:46	9:48	9:54	10:00	10:08	10:15	10:19p	

15 West						Oeste				
Weekdays						Entre Semana				
22nd & Cumming	13th & Farnam	24th & Farnam	42nd & Farnam	42nd & Center	Arrive Alisabien TC	Depart Alisabien TC	84th & Center	120th & Center	Oakview Mall	
4:48	4:54	4:59	5:06	5:11	5:20	to Route 55				
5:18	5:24	5:29	5:36	5:41	5:50	5:53	5:59	6:08	6:17	
5:33	5:39	5:44	5:51	5:56	6:06	to Route 55				
5:48	5:54	5:59	6:06	6:11	6:20	to Route 55				
6:03	6:09	6:14	6:21	6:26	6:36	to Route 55				
6:18	6:24	6:29	6:36	6:41	6:50	6:53	6:59	7:08	7:17	
6:33	6:44	6:51	6:56	7:06	to Route 55					
6:54	6:59	7:06	7:11	7:20	to Route 55					
7:09	7:14	7:21	7:26	7:36	to Route 55					
7:24	7:29	7:36	7:41	7:50	7:53	7:59	8:08	8:17		
7:39	7:44	7:51	7:56	8:06	to Route 55					
7:54	7:59	8:06	8:11	8:20	to Route 55					
8:09	8:14	8:21	8:26	8:36	to Route 55					
8:24	8:29	8:36	8:41	8:50	8:53	8:59	9:08	9:17		
8:39	8:44	8:51	8:56	9:06	to Route 55					
8:54	8:59	9:06	9:11	9:20	to Route 55					
9:09	9:14	9:21	9:26	9:36	to Route 55					
9:24	9:29	9:36	9:41	9:50	9:53	9:59	10:08	10:17		
9:39	9:44	9:51	9:56	10:06	to Route 55					
9:54	9:59	10:06	10:11	10:20	to Route 55					
10:09	10:14	10:21	10:26	10:36	to Route 55					
10:24	10:29	10:36	10:41	10:50	10:53	10:59	11:08	11:17		
10:39	10:44	10:51	10:56	11:06	to Route 55					
10:54	10:59	11:06	11:11	11:20	to Route 55					
11:09	11:14	11:21	11:26	11:36	to Route 55					
11:24	11:29	11:36	11:41	11:50	11:53	11:59	12:08	12:17		
11:39	11:44	11:51	11:56	12:06	to Route 55					
11:54	11:59	12:06	12:11	12:20	to Route 55					
12:09	12:14	12:21	12:26	12:36	to Route 55					
12:24	12:29	12:36	12:41	12:50	12:53	12:59	1:08	1:17		
12:39	12:44	12:51	12:56	1:06	to Route 55					
12:54	12:59	1:06	1:11	1:20	to Route 55					
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Appendix F: Transit Advisory Committee Comment



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

The TAC would like to approve the proposed spring service changes with a comment that Metro commits to addressing the root cause of the staff shortage and restoring service as soon as the conditions allow.

Clarice Dombeck
Chair
Transit Advisory Committee
Regional Metropolitan Transit Authority of Omaha

Appendix G: Board of Directors Approval

The signed Board of Directors Resolution approving this Service Equity Analysis to be inserted.

RESOLUTION: **2024-10 Request Approval of Revisions to the Public Transportation Agency Safety Plan (PTASP)**

EXPLANATION: Metro is required to have a Public Transportation Agency Safety Plan (PTASP) by the Federal Transit Administration (FTA). The Metro Board of Directors first approved the PTASP on June 25, 2020. Revisions to the PTASP require Board approval and the Board last approved revisions to the PTASP on 01/30/2023.

As a part of the Bipartisan Infrastructure Law, Metro's Safety Committee is required to review and approve the PTASP. Metro's Safety Committee consists of an equal number of management and front-line employees and is tasked with reviewing the PTASP as well as addressing other safety concerns at Metro. The Safety Committee reviewed and approved the revised PTASP on April 3, 2024.

Staff is requesting Board approval of revisions to the PTASP following the annual review by the Safety Committee.

Revisions to the PTASP include:

- Updating the dates to reflect the revisions for 2024.
- Amending the Board Chair to Daniel Lawse.
- Updating the Metro Policy and Protocol as follows:
 - Removing the Metro Employee Assault Outline, this policy was moved to the Safety Section of the respective CBA with the TWU 223 and Local 554
 - Amending the date for the Metro Disruptive Passenger Procedure to 2024, this procedure is in the final approval process.
 - Adding the Safety Award Policy currently in final review in 2024.
- Revision of Table 10 Hazard Identification Sources
- Revision of Section 7 Safety Promotion Requirements
 - Added the required curriculum for the new Safety Specialist role.

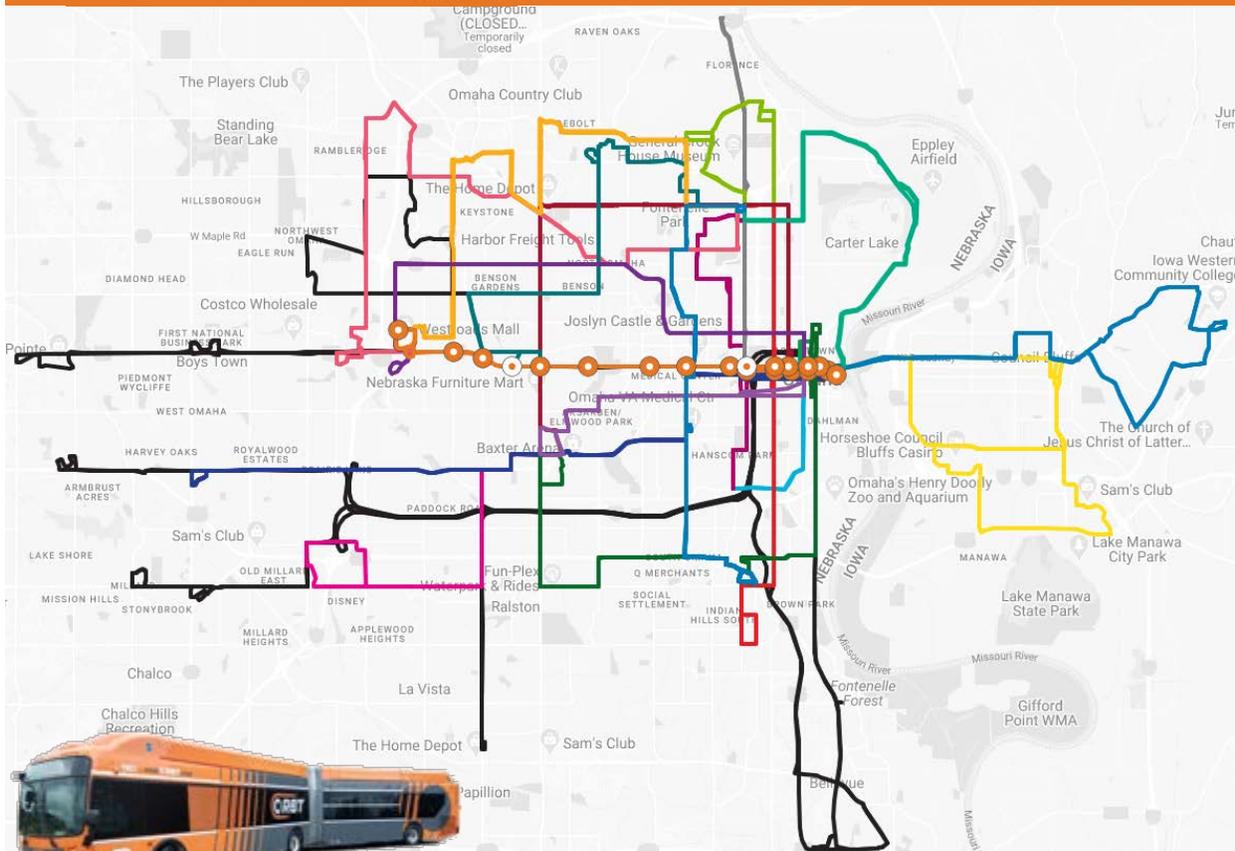


metro

Regional Metropolitan Transit Authority of Omaha

December 2023

SAFETY



Public Transportation Agency Safety Plan

Revision 3



Agency Safety Plan

Metro, Omaha, NE. §673.11(b)

Nebraska Department of Transportation

Adopted Date: 6/25/2020

Revised Date: 04/05/2024

Accountable Executive: Lauren Cencic

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Introduction

Document Organization

The Regional Metropolitan Transit Authority of Omaha, DBA, Metro; is committed to providing a safe work environment for employees and visitors and a safe operating environment for customers and travelers throughout our Omaha service areas. To ensure the plan complies with 40 U.S.C 5329 and 40 Code of Federal Regulations (CFR) 673, sections following this introduction adhere to the plan structure provided by the Federal Transit Administration (FTA) in [Public Transportation Agency Safety Plan Template for Bus Transit](#) (December 31, 2019). The appendices contain definitions, background, process, and supplementary documents.

This plan complements Metro's System Safety/Security and Emergency Preparedness Plan (SSEPP). The current SSEPP (April 2017) overlaps in many of the topic areas identified through the federal guidance to be addressed in the ASP. Thus, to reduce duplication of effort in future updates and use the application of actions from the plans, Metro has reviewed each of the planning and operations documents addressing safety and has documented the primary source for information and direction. The ASP addresses hazards that arise during day-to-day operations, while the SSEPP addresses the agency's response to external threats, such as extreme weather and intentional attacks. A third plan, the Transit Development Plan, contains up-to-date information about the current Metro system (number of vehicles, service schedule, etc.) that is appropriate to include in the safety documents. Table 1 provides a quick guide to the contents of each document.

Plan Development

Metro and the Nebraska Department of Transportation (NDOT) drafted the Metro Agency Safety Plan (ASP), with the assistance of SRF Consulting Group, Inc. During this process, a series of four workshops provided opportunities for input and collaboration by staff at the Metro offices.

Participants included Curt Simon, Former Executive Director; David Jameson, Safety Director; Kelly Shadden, Operations Director; Glenn Bradley, Maintenance Director; and Edith Simpson, Legal/Human Resources Director.

Information covered in each workshop is provided below:

- Workshop 1 introduced the Public Transportation Agency Safety Plan (PTASP) and Safety Management Systems (SMS) process, identified the roles and responsibilities of the Accountable Executive and the Chief Safety Officer, and included a discussion on the desired deliverables.
- Workshop 2 covered the current safety practices at Metro and the revisions necessary to move towards a SMS approach, established the safety culture, set seven safety performance targets, introduced the hazard risk matrix, and identified hazards staff encountered over the past five years.

- Workshop 3 focused on risk management through assigning hazards to the hazard risk matrix. This workshop assessed the likelihood and severity of identified hazards and discussed concepts for mitigation for the hazards. By running through examples encountered over the past five years, personnel gained practice at identifying and mitigating hazards in the future.
- Workshop 4 synthesized the input received during the first three workshops by presenting the draft safety plan for comments and revisions.

The planning process ran from January 2020 through the approval of the plan by Metro’s Board of Directors on 26 June 2020 and certification by the NDOT on 15 December 2020.

Table 1. Plan Comparison Matrix

Element Descriptions	Resident Document		
	ASP	SSEPP	Transit Development Plan
Goals/Objectives/Targets			
Safety	■	■	
Security		■	
Transit System Description			■
Roles and Responsibilities			
Safety	■		
Security		■	
Safety Management Policy	■		
Safety Risk Management	■		
Threat and Vulnerability Identification/Resolution		■	
Safety Assurance	■		
Safety Promotion	■		

Outcomes from the workshops are reflected throughout the plan in call-out boxes, and full meeting records are included in the Appendix. This plan is a “living document,” tested and reaffirmed through daily executed processes and with annual reporting and updates to the plan to be recorded as revisions.

Utilizing the initial ASP as a foundation, the annual review was conducted by the Safety Committee and changes were adopted to meet the ever-changing operational environment and the implementation of new technologies.

About Metro

Information outlining Metro operations and organization is provided in the Transportation Development Plan (2019). Metro operates both fixed route bus service and ADA complementary paratransit origin to destination service (called “MOBY”). Both modes are covered in this Agency Safety Plan.

The Metro ASP and Safety Management Systems

Moving Ahead for Progress in the 21st Century (MAP-21) granted FTA the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. It provided an opportunity for FTA to assist transit agencies in moving towards a more holistic, performance-based approach known as the Safety Management System (SMS).

Figure 1: SMS Elements



SMS is a formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency’s safety risk mitigation. It includes systematic procedures, practices, and policies for managing risks and hazards, and consists of four primary elements:

- **Safety Management Policy:** A transit agency’s documented commitment to safety, which defines the transit agency’s safety objectives and the accountabilities and responsibilities of its employees regarding safe practices.

- **Safety Risk Management:** A process within a transit agency’s Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risks.
- **Safety Assurance:** A process within a transit agency’s Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
- **Safety Promotion:** A combination of training and communication of safety information to support SMS as applied to the transit agency’s public transportation system.

All levels of management and frontline employees are accountable for the delivery of the highest level of safety performance, starting with the Chief Executive Officer of Metro. As an agency, Metro is committed to the following objectives:

- Increase safety awareness internally and externally.
- Enhanced safety input and feedback processes.
- Expand Metro’s training program for employees to address safety awareness and issues.
- Improve Metro’s safety policies, rules, and procedures.
- Implement and maintain a hazard identification and risk assessment program. Based on the results of this program, establish a course of action for improving safety and reducing hazards.

A non-punitive safety culture is a critical element of the SMS framework. Metro ensures that no action will be taken against employees who disclose safety concerns through its reporting system unless disclosure indicates an illegal act, gross negligence, or deliberate or willful disregard of regulations or procedures.

Existing Metro Policy & Protocol

Metro has other plans and policies that complement the ASP by elaborating on detailed aspects of day-to-day operations. They include but are not limited to:

- Metro Asset Management Plan (January 2018)
- Operating Policy Manual (September 2018)
- Safety Award Policy (2024)
- ~~Metro Employee Assault Outline (January 2018)~~ Moved to the CBA
- ~~Metro Disruptive Passenger Procedure (? 2023)~~ Move to the CBA

1. Transit Agency Information

Table 2 provides an overview of Metro’s contact persons and other information of immediate relevance to the FTA.

Table 2: Transit Agency Information

Transit Agency Name	Regional Metropolitan Transit Authority of Omaha dba, Metro
Transit Agency Address	2222 Cuming Street, Omaha, NE 68102
Name and Title of Accountable Executive	Lauren Cencic, Chief Executive Officer
Name of Chief Safety Officer or SMS Executive	Randall Sherping, Safety Director
Modes of Service Covered by This Plan	Motor Bus (Fixed Route) and ADA Complimentary Paratransit Service
All FTA Funding Types	5307, 5337, and 5339
Modes of Service Directly Provided by the Transit Agency	Motor Bus (Fixed Route) and ADA Complimentary Paratransit Service
Does the agency provide transit services on behalf of another transit agency or entity?	No
Description of Arrangement(s)	N/A
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service is Provided	N/A

2. Plan Development, Approval, and Updates

The Agency Safety Plan for Metro is a “living document.” As major revisions occur, the entire plan will be reproduced and distributed. For minor revisions, only the affected pages will be issued. Table 3 documents the most recent approvals of this plan, and

Table 4 records the complete history of successive versions.

Table 3: Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	Nebraska Department of Transportation	
Signature by the Accountable Executive		
	Lauren Cencic, Chief Executive Officer	Date of Signature
Approval by the Board of Directors or an Equivalent Authority		
	Daniel Lawse, Board of Directors Chair	Date of Approval
	Relevant Documentation (Title and Location)	
Review by Safety Director (Chief Safety Officer/SMS Executive)		
	Randall Sherping, Safety Director	Date of Approval
Certification of Compliance		
	Nebraska Department of Transportation	Date of Certification
	Relevant Documentation (Title and Location)	

Table 4: Version Number and Updates

Version Number	Section/Pages Affected	Reason for Change	Date Issued
Rev. 0	Full Document	Initial ASP was developed in May 2020 by NDOT and SRF Consulting Group, Inc., in consultation with Metro management.	6/26/2020
Rev. 1	Full Document	Changed the name of Accountable Executive and updated the document to reflect the company name to Metro.	12/10/2020
Rev. 2	Partial Document	Updated document to reflect the company name to Regional Metropolitan Transit Authority dba, Metro. Updated SMS language.	12/20/2022
Rev. 3	Partial Document	Updated attachments, added requirements for Safety Specialist,	03/05/2024

Annual Review and Update of the Agency Safety Plan

Metro’s ASP, including the Safety Management Policy Statement, is reviewed annually (January of each year) to ensure it remains relevant and appropriate to the agency’s safety objectives and safety performance targets, per § 673.11(a)(5). Following review and updating as warranted, the plan is certified by the Chief Executive Officer, the Board of Directors Chair, and the NDOT Transit Manager.

The process/timeline the transit authority uses to update its ASP Plan each year is as follows:

Month	Activity
January/March/July/September	Discuss safety issues in each department, and trends at the Safety/Security Committee to mitigate safety deficiencies throughout the year.
September	Notify Department Directors of the annual ASP meeting; request data and information within their department be gathered, as a result of compliance/mitigation monitoring and review of hazard resources, for discussion at the meeting.
January	ASP Plan review meeting utilizing department data; plan revision, if necessary.
February	Transmit annual Safety Targets to MAPA and Agency Safety Plan revision to NDOT, if necessary; communicate the change(s) to all employees.
March (when notices are published)	Include Metro’s Agency Safety Plan in FTA’s Annual List of Certifications and Assurances document for grants and cooperative agreements, with submission in TrAMS.

In addition to its annual review, Metro will review its Agency Safety Plan when information, processes, or activities under Part 673 are significantly changed, such as major service changes, organizational restructuring, and re-prioritization of financial resources.

As a component of the annual ASP review process completed beginning in January of each calendar year, Metro communicates its safety performance targets to the Nebraska Department of Transportation and the Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA), the MPO for the Omaha area, to aid in the planning process. Performance targets are sent to MAPA annually with the opportunity to provide feedback. In coordination with the State and MAPA, Metro may adjust its safety performance targets or develop new safety performance targets for tracking and monitoring Metro. In addition, the Transit Manager for the Nebraska Department of Transportation was part of the original four workshops held with Metro staff to ensure statewide coordination of Agency Safety Plans in Nebraska.

Documentation

Metro will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this ASP, and the results from its SMS processes and activities for three years following superseding the version. They will be available to the FTA or other Federal or oversight entity upon request.

3. Safety Performance Targets

Clearly defined safety goals, objectives, and targets are key elements of Metro’s policy and strategic planning. Goals are general descriptions of desirable long-term impacts, while objectives are more specific statements that define measurable results. Metro has established high-level goals and objectives that guide safety activities at the agency (Table 5).

Table 5: Metro Safety Goals and Objectives

Goal 1: Metro will create a culture that supports system-wide safety through effective safety awareness; internal and external input and feedback systems; and training and skill-building programs, as well as safety policies, rules, and procedures.
Objectives
Increase safety awareness internally and externally.
Enhance safety input and feedback processes.
Expand Metro’s training program for employees to address safety awareness and issues.
Improve Metro’s safety policies, rules, and procedures.
Goal 2: Metro will strive to achieve a level of safety performance in 2024 that meets or exceeds the agency’s established performance targets through the promotion of analysis tools and methodologies, as well as the identification, evaluation, and resolution of safety issues.
Objectives
Implement and maintain a hazard identification and risk assessment program, and based on the results of this program, establish a course of action for improving safety and reducing hazards.

Where it is appropriate and feasible, Metro assigns numerical metrics and target values to its safety performance. This ASP specifies seven performance targets for each service mode the agency operates, based on the safety performance measures established under the [National Public Transportation Safety Plan](#). They are:

- Fatalities: Total number of reportable fatalities and rate per 100,000 vehicle revenue miles
- Injuries: Total number of reportable injuries and rate per 100,000 vehicle revenue miles
- Safety Events: Total number of reportable events and rate per 100,000 vehicle revenue miles (event, as defined in § 673.5)
- System Reliability: Mean (or average) revenue miles of service between major mechanical failures

Through discussion in Workshop 2, the target for each performance measure was established as a trend rather than a specific numeric value. Across each measure, the target is to demonstrate an incremental improvement over an established baseline calculated from a recent five-year experience in each category. Current baselines were set as the averages of the performance measures from 2014

to 2018. Metro will seek annual improvements over this baseline from 2020 through 2024 when a new five-year baseline will be set. If the average is already at zero, the target will remain zero. The targets for each mode are shown in Table 6 and Table 7, respectively.

In a plan such as the ASP, it is critical to demonstrate a connection between the performance measures and system goals. Thus, which of the safety goals each performance measure supports by mode is included in the tables.

Table 6: Fixed Route Safety Performance Baselines and Targets – 2024

Safety Performance Category		2019-2022 Baseline	Target/Goal	Goal(s) Supported
Fatalities	Total	0	0	1 and 2
	Rate per 100,000 VRM	0	0	1 and 2
Injuries (Minor/Major)	Total	9.4	Reduction from baseline by >5%	1 and 2
	Rate per 100,000 VRM	0.0236	Reduction from baseline by >5%	1 and 2
Safety Events (Minor/Major)	Total	8.4	Reduction from baseline by >5%	1 and 2
	Rate per 100,000 VRM	0.211	Reduction from baseline by >5%	1 and 2
System Reliability (Minor/Major)	VRM Between Failures (Total)	1,406	Increase from baseline by >5%	1 and 2

Table 7: Paratransit (MOBY) Safety Performance Targets – 2024

Safety Performance Category		2019-2022 Baseline	Target	Goal(s) Supported
Fatalities	Total	0	0	1 and 2
	Rate per 100,000 VRM	0	0	1 and 2
Injuries (Minor/Major)	Total	0.2	0	1 and 2
	Rate per 100,000 VRM	0.025	0	1 and 2
Safety Events (Minor/Major)	Total	0.2	0	1 and 2
	Rate per 100,000 VRM	0.025	0	1 and 2
System Reliability (Minor/Major)	VRM Between Failures (Total)	2,718	Increase from baseline by >5%	1 and 2

Major and Minor Events

In describing these categories, the definitions for “major” and “minor” from the National Transit Database (NTD) are as follows:

- Reportable Event (Major):

A safety event occurring on transit right-of-way or infrastructure, at a transit revenue facility, or at a transit maintenance facility during a transit-related maintenance activity or involving a transit revenue vehicle that results in one or more of the following conditions:

- A fatality confirmed within 30 days of the event
- An injury requiring immediate medical attention away from the scene for one or more person
- Property damage equal to or exceeding \$25,000
- Collisions involving transit revenue vehicles that require towing away from the scene for a transit roadway vehicle or other non-transit roadway vehicle
- An evacuation for life safety reasons
- Non-Major Summary Incident/Event (Minor) are

Less severe incidents or events that do not meet the requirements of Reportable Events:

- Other safety occurrences not otherwise classified (injuries); and
- Fires
- **Major mechanical system failures**, as defined by the NTD, are those that limit actual vehicle movement or create safety issues. This includes but is not limited to failures involving:
 - Brakes
 - Doors
 - Engine cooling systems
 - Steering, axles, and suspension
- **Minor mechanical system failures** are failures of some other mechanical element of the revenue vehicle not caused by a collision, natural disaster, or vandalism, but that, because of local agency policy, prevent the revenue vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip even though the vehicle is physically able to continue in revenue service. They include but are not limited to issues involving:
 - Fareboxes
 - Wheelchair lifts
 - Heating, ventilation, and air conditioning (HVAC) systems

Safety Performance Target Coordination

Metro provides up-to-date copies of this plan, including safety performance targets, to both MAPA and the NDOT, in accordance with § 673.15(a) and § 673.15(b). The most recent dates of transmission are shown in Table 8.

Table 8: Safety Performance Target Coordination

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Nebraska Department of Transportation	12-15-2023
Targets Transmitted to the MPO	MPO Name	Date Targets Transmitted
	Omaha-Council Bluffs Metropolitan Area Planning Agency	12-14-2023

Metro worked with SRF Consulting and the Nebraska Department of Transportation’s Transit Manager to coordinate and ensure Agency Safety Plan consistency for all transit systems across the state. Areas, where this coordination resulted in plan consistency, were in the methodology used for establishing safety targets – utilizing a rate per 100,000 VRM, a five-year average for safety analysis, a hazard rating system, risk assessment severity and probability scales, etc. Likewise, Metro discussions with the MAPA Director resulted in coordination and consistency between local modes of transportation to the greatest extent possible.

4. Safety Management Policy

Safety Management Policy Statement

Safety is a core value of Metro, and managing safety is an essential component of its business function. Therefore, Metro is committed to developing, implementing, maintaining, and continuously improving processes to ensure the safety of its customers, employees, and the public. Metro will use safety management (SMS) processes to direct the prioritization of safety and allocate its organization resources – people, processes, and technology – in balance with its other core business functions. Metro aims to support a robust safety culture, and achieve the highest level of safety performance, meeting all established safety standards.

All levels of management and frontline employees are accountable for the delivery of the highest level of safety performance, starting with the Chief Executive Officer of Metro.

As an agency, Metro is committed to the following objectives:

- Increase safety awareness internally and externally.
- Enhance safety input and feedback processes.
- Expand Metro’s training program for employees to address safety awareness and issues.
- Improve Metro’s safety policies, rules, and procedures.
- Implement and maintain a hazard identification and risk assessment program, and based on the results of this program, establish a course of action for improving safety and reducing hazards.

A non-punitive safety culture is a critical element of the SMS framework. Metro ensures that no action will be taken against employees who disclose safety concerns through its reporting system unless disclosure indicates an illegal act, gross negligence, or deliberate or willful disregard of regulations or procedures.

Chief Executive Officer/Accountable Executive

Date

Chair, Metro Board of Directors

Date

Safety Management Policy Communication

Per § 673.23(c) and § 673.29(b), Metro communicates its safety management policy within the organization in three ways. 1) All personnel receive employee handbooks that include the policy statement. 2) Staff can access the complete ASP in hard copy at the main office and digitally. 3) During orientation new employees are introduced to agency safety programs. 4) Once a year, at driver, maintenance, and administrative meetings, to include Metro's safety commitment, share annual safety performance target results, discuss trends and gain additional employee input.

Authorities, Accountabilities, and Responsibilities

Metro's **Chief Executive Officer** serves as the agency's **Accountable Executive** and has the overall authority to develop and execute the ASP. The Chief Executive Officer is accountable for the agency's safety and the maintenance of the SMS program.

Metro's **Safety Director** serves as its **SMS Executive/Chief Safety Officer**, managing the day-to-day implementation of the ASP and the SMS. The Safety Director is a full-time position that reports directly to the Chief Executive Officer, and they meet regularly to discuss the agency's safety performance, in accordance with § 673.23(d)(2).

The Safety Director coordinates the Metro Safety Committee, which meets monthly and includes an equal number of Management and Union Representatives. In addition to Safety Committee meetings, Metro staff hold important roles in ASP development, implementation, and management. Table 9 gives an overview of these roles and responsibilities.

Safety Reporting and Response Environment

Metro is committed to providing a safe work environment for employees and visitors and for responsible operations throughout its service area. Thus, it is imperative that Metro employees and stakeholders have convenient and available means to report incidents and occurrences that may compromise the safe conduct of Metro operations. Metro encourages employees, customers, and community stakeholders to report activities/conditions that may affect the integrity of transit safety. Such communication must be completely free of any form of reprisal, per § 673.23(b) and § 673.23(c).

Metro's employee handbook outlines the reporting methods available to employees. Metro will not take disciplinary action against any employee who discloses an incident or occurrence involving transit safety. This policy shall not apply to information received by Metro from a source other than the employee, or which involves an illegal act, or a deliberate or willful disregard of Metro regulations or procedures.

Table 9: ASP Senior Staff Tasks and Responsibilities

		Chief Executive Officer	Safety Director	Planning & Scheduling	Operation Director	Maintenance Director	Facilities, (BG&E dept.)	Legal/EEO
<u>Legend</u>								
P – Primary or Lead Responsibility								
S - Secondary Responsibility								
I – Input Responsibility								
Plan Development	Establish PTASP policy	P	P	I	S	S	I	S
	Establish PTASP policies, goals, objectives	I	P	I	S	S	I	S
	Establish PTASP organization	S	P	I	P	P	I	S
	Establish PTASP roles and responsibilities	P	P	I	S	S	S	S
	Establish a PTASP review and renewal schedule	P	P	P	I	I	I	I
	Develop and track PTASP targets	P	P	I	S	S	I	S
	Conduct preliminary Hazard and Threat & Vulnerability Assessment	I	P	I	S	S	I	S
	Assess and resolve identified risks	S	P	I	S	S	S	S
Plan Implementation and Management	Document serious and/or repeated safety violation	I	P	I	S	P	I	P
	Conduct or monitor incident/mishap response and investigation (assess trends)	I	P	I	P	P	I	P
	Provide safety and security-related training	I	P	I	P	S	I	S
	Develop annual safety and security report	P	P	I	S	S	I	S
	Develop standard operating procedures related to employee safety duties	P	P	I	S	P	S	P
	Develop an effective incident notification and reporting system	I	S	I	P	P	I	P
	Support and communicate safety as the top priority to all employees	P	P	P	P	P	I	P
	Develop relations with outside organizations that may participate in and contribute to the PTASP, including local public safety and emergency planning agencies	I	P	S	P	S	I	S

The Safety Director is responsible for reviewing reported events and addressing events consistent with the Safety Risk Management process. The reporting and response process encompasses three phases in addressing events. Each phase is outlined below:

- Detection and reporting. Metro provides a range of methods for employees, customers and/or others to report incidents/events covered in the safety program, including:
- Employees: Metro has developed an incident/event/condition reporting form through which employees can report an event that has occurred or a condition of concern that could result in a safety event.
- Customers: Operators are instructed to contact their immediate Supervisor in the event of a customer reported incident/accident event. Reporting to their immediate Supervisor initiates the incident/event review process. Additionally, the Metro webpage provides information on how

to contact Metro to report an incident/accident or to provide comment on service. Input from customers relative to safety incidents/accident concerns is directed to the Safety Director.

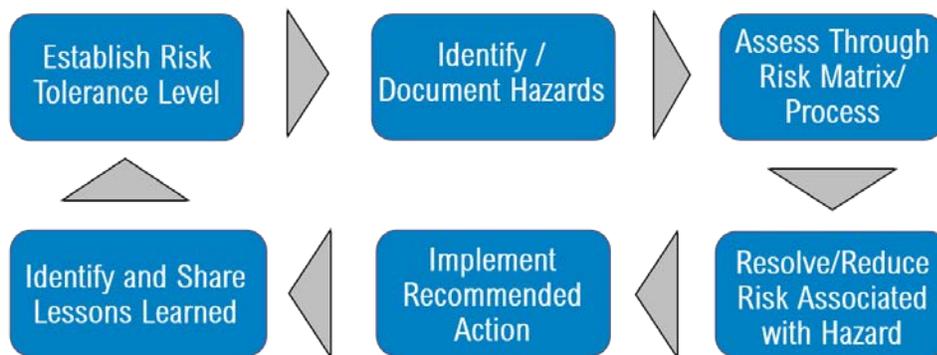
- Stakeholders: Persons that Metro comes in contact with through operations or a visit to any Metro facility can report incidents to the customer service representative or through the Metro website. The Safety Director will be responsible for creating displays of how stakeholders can provide their input.
- Response. Metro is committed to open communication regarding employee, customer, and stakeholder safety. Reminders and policy updates are shared at quarterly staff training courses as well as through print media.

If the reporting employee provided their name during the reporting process, the Safety Director ensures that they learn of any actions taken in response to their report. The identity of the reporting employee is protected to the extent permissible by law when Metro collects, records, or disseminates information obtained from transit safety reports.

5. Safety Risk Management

The Safety Risk Management process applies to all elements of the system, including operations and maintenance (facilities and vehicles) and administration. Metro's risk management process begins with hazard assessment, both internal and external to the Metro facility. Metro's approach focuses on prevention and/or control of hazards in a systematic manner to reduce the risk of identified hazards to the lowest practical level through effective use of resources. The hazard analysis process includes a feedback loop that re-incorporates lessons learned (Figure 2) through earlier assessments.

Figure 2. Hazard Assessment Feedback Process



In carrying out the Safety Risk Management process, Metro uses the following terms:

- Event – Any accident, incident, or occurrence
- Hazard – Means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment
- Risk – Composite of predicted severity and likelihood of the potential effect of a hazard.
- Risk Mitigation – Method(s) to eliminate or reduce the effects of hazards
- Consequence – Means the potential outcome(s) of a hazard

Hazard Identification

Metro has established formal requirements for proactive identification of hazards, per § 673.25(b). The primary methods used to identify hazards and threats to the transit system are feedback provided to drivers or to customer service by riders or interested stakeholders, incident reports, and Hazard Assessment Forms submitted by employees. Copies of the forms used to submit input are available in the Appendix.

Employees are encouraged to report near-miss incidents, known as precursors. These incidents are more numerous than accidents and including them in the process can help identify effective mitigation and avoid more serious events.

Potential sources regularly reviewed for hazard information include, but are not limited to, the following:

Table 10: Hazard Identification Sources

Hazard Information Source	Responsibility	Review Frequency
Markout/Tagout/Vehicle Hold list	Maintenance, Operations & Safety Directors	Daily
Dispatcher daily log	Transportation Manager, Paratransit Manager	Daily
Maintenance shift reports	Maintenance Director & Supervisors	Daily
Facility inspection or walk-around reports	Transportation & Paratransit manager, Maintenance Director & Supervisors, BG&E Dept.	Weekly
Statistical reports / historical data	Chief Executive Officer, Safety Director	Annually
Safety Assessment and System Review (Appendix B)	Chief Executive Officer, Safety Director	Annually
Facility Safety and Security Assessment (Appendix C)	Chief Executive Officer, Safety Director	Annually
Internal and external audits and inspections (including FTA, NDOT audits and inspections, DHS, NTAS, TSA, ST-PT-ISAC assessments)	Chief Executive Officer, Safety & Legal Directors	As needed
Passenger/public customer service reports	Chief Executive Officer, Safety Director	As needed
Incident/accident reports	Operations, Maintenance & Safety Directors	As needed
Information from public safety officials, local governments, and other major Metro stakeholders	Chief Executive Officer, Safety, Operations, Maintenance, & Legal Directors, Planning/Scheduling & Special Projects Manager	As needed
Metro Insurance Carrier Comments/Reports	Safety & Legal Directors	As needed
Crime Prevention Through Environmental Design Discussions	Chief Executive Officer, Safety Director	As needed
OMMRS planning	Safety Director	As needed
Employee safety reports to supervisors or management	All	As needed

Metro senior management, including the Chief Executive Officer and department directors, are directly involved in hazard review and documentation. Initial hazard reports are provided to senior management through reports from Dispatch, discussion with supervisory personnel and external documents.

Risk Assessment

With implementation of the initial ASP in 2020, Metro is committed to conducting a formal analysis and evaluation process of reported hazards to ensure they are addressed. The steps Metro employs to assess risk are outlined in the bullet points below and are recorded in Table 11.

- **Step 1: Document the Risk or Event.** Sources of risks or events addressed through the assessment process include complaints received from customers/visitors/stakeholders, incident reports submitted by employees, and observations recorded by employees and submitted to the Safety Director or to a supervisor.
- **Step 2: Characterize the risk.** Consistent with the FTA Sample Safety Risk Assessment Matrices for Bus Transit Agencies (September 2019), Metro identifies the likelihood and potential severity of consequences associated with each identified risk or event. Metro employs a “worst credible consequences” definition to characterization of risks, meaning the outcome is realistic and imaginable in day-to-day operations, but is not the worst possible consequence. Definitions applied in the process are provided in the next section.
- **Step 3: Describe the current actions to reduce risk.** Metro employs a range of practices promoted to employees through pre-employment training in their profession, on-going safe operating and/or practices training, distributing operating and maintenance manuals, etc. Applicable actions currently being deployed are documented in the risk assessment process.
- **Step 4: Assess current practices.** Understanding new or modified methods for safe operations and maintenance practice are continuously being developed, Metro acknowledges the need to periodically assess current practices and safety events to determine the need to revise promoted practices. Through regular application and documentation of the Risk Assessment process, Metro staff included in risk evaluation workshops consider and discuss other actions to better address observed or anticipated events.

To assess the risk of a given hazard, experienced personnel at Metro use a standardized tool, the Risk Assessment Matrix. Results of the risk assessment process will help determine whether the risk is being appropriately managed or mitigated. Through the applied process, risks are characterized as:

- **Acceptable:** The consequences of these events occurring are minor and the event rarely occurs. If the risk is acceptable, the protocol is the hazard is monitored and documented.
- **Unacceptable:** Reflects consequences where injury and/or disruption of service are likely to result from an event. Metro will actively address the event to eliminate the hazard or lower risk to an acceptable level.

The Metro Safety Committee will be responsible for carrying out the risk assessment process, under the leadership of the Safety Director and through consultation with external subject matter experts federal and state bodies as necessary. The goal is to consider all human factors, environmental factors, supervision elements, and organizational elements.

The Metro senior management team, including the Chief Executive Officer and Safety Director, is directly involved in the review of all hazards, with the exception of those that have been immediately mitigated by frontline employees or minor disciplinary actions in response to rule violations not constituting systematic, widespread issues.

Table 11: Hazard Identification and Risk Assessment Log (Part 1)

Identification							Initial Safety Risk Rating		
Hazard	Hazard Type	ID Date	ID Source	Analysis Date	Consequences	Existing Mitigation	Severity of Consequences	Likelihood of Consequences	Safety Risk Index



Continue to Part 2

Table 12: Hazard Identification and Risk Assessment Log (Part 2)

Initial Safety Risk Rating			Mitigation Identification and Implementation						Monitoring/Reporting
Severity of Consequences	Likelihood of Consequences	Safety Risk Index	Further Mitigation Action	Revised Safety Risk Index	Revised Safety Risk Index Date	Department Responsible for Mitigation	Estimated Implementation Date	Contact Person	Mitigation Effectiveness

Rating System

To organize and prioritize identified hazards, Metro defines severity according to the following scale:

- Catastrophic – A: Conditions are such that human error, environment, design deficiencies, element, subsystem, or component failure, or procedural deficiencies may commonly cause death or major system loss and require immediate termination of the unsafe activity or operation.
- Critical – B: Conditions are such that human error, environment, design deficiencies, element, subsystem or component failure, or procedural deficiencies may commonly cause severe injury or illness or major system damage and require immediate corrective action.
- Marginal – C: Conditions may commonly cause minor injury or illness or minor system damage such that human error, environment, design deficiencies, subsystem or component failure or procedural deficiencies can be counteracted or controlled without severe injury, illness, or major system damage.
- Negligible – D: Conditions are such that personnel error, environment, design deficiencies, subsystem or component failure, or procedural deficiencies will result in no, or less than minor, illness, injury, or system damage.

Metro has reviewed the generalized definitions of the probability of an event occurring and has refined the operating hours between occurrences to reflect local conditions. Listed below are the Metro probability of occurrence definitions:

- Frequent – 1: Continuously experienced; mean time between events (MTBE) is less than 1,000 operating hours; which equates to about one event per day.
- Probable – 2: Will occur frequently; MTBE is between 1000 and 100,000 operating hours; an equivalent of several times per year.
- Occasional – 3: Will occur several times; MTBE is between 100,000 and one million operating hours; or approximately once every few years.
- Remote – 4: Unlikely but can reasonably be expected to occur; MTBE between one and 10 million operating hours; or approximately 10 to 15 years.
- Improbable – 5: So unlikely, it can be assumed occurrence may not be experienced; more than 10 million operating hours between events; or an event occurring once every 30-plus years.

Metro determines the overall risk presented by each hazard using a composite measurement of the hazard severity and probability according to the risk assessment matrix shown in Table 13.

Table 13: Risk Assessment Matrix

Frequency of Occurrence	Hazard Categories			
	(A) Catastrophic	(B) Critical	(C) Marginal	(D) Negligible
(1) Frequent	1A	1B	1C	1D
(2) Probable	2A	2B	2C	2D
(3) Occasional	3A	3B	3C	3D
(4) Remote	4A	4B	4C	4D
(5) Improbable	5A	5B	5C	5D

Hazard Risk Index	Risk Decision Criteria	
■ 1A, 1B, 1C, 2A, 2B, 3A	High (H)	Hazard must be mitigated.
■ 1D, 2C, 2D, 3B, 3C, 4A, 4B, 5A	Medium (M)	Hazard should be mitigated if possible within fiscal constraints.
■ 3D, 4C, 4D, 5B, 5C, 5D	Low (L)	Hazard is acceptable with review by management.

Once a hazard analysis is performed to define its potential severity and probability of occurrence, the project team must work to address, or resolve, such hazards. Hazard resolution is defined as the analysis and subsequent actions taken to reduce to the lowest level practical the risk associated with an identified hazard.

Risk Mitigation

If the assessment process indicates a need for mitigation, then Metro executive, operations, and maintenance management develop corrective actions in consultation with frontline personnel and subject matter experts as necessary. Accountability for the implementation of a risk solution will be assigned to a lead employee and the Safety Director will ensure that the solution is completed in a timely manner and is addressing the risk identified.

Hazard Tracking & Recordkeeping

The Safety Director will be tasked with maintaining a record of current and past risk assessment reviews using the Hazard Identification and Risk Assessment Log. This document serves as a unified repository for data and information related to the proactive and reactive identification of hazards, as well as the results of the Metro hazard analysis process and any corrective actions developed under the safety risk mitigation process.

Mitigation Actions

Mitigation can take a wide variety of forms, some of them standard and some creative, including:

- Physical Defenses: These include objects and technologies that are engineered to discourage, or warn against, or prevent inappropriate action or mitigate the consequences of events (e.g. traffic

control devices, fences, safety restraining systems, transit controls/signals, transit monitoring systems, etc.).

- **Administrative Defenses:** These include procedures and practices that mitigate the likelihood of accident/incident (e.g. safety regulations, standard operating procedures, personnel proficiency, supervision inspection, training, etc.).
- **Behavioral Defenses:** These include behavioral interventions through education and public awareness campaigns aimed at reducing risky and reckless behavior of motorists, passengers and pedestrians – factors outside the control of the agency.

Documentation and Reporting

Metro will incorporate the risk assessments completed within the period between ASP re-certifications. An updated risk matrix will be incorporated into the appendix of the re-certified document. All documentation will be retained for a minimum of three years.

AN IDENTIFIED PERSISTENT HAZARD

Workshop 3 generated discussion about a hazard that is particularly difficult to mitigate: Operators pulling out too fast and destabilizing passengers who have not found their footing. When this happens, the consequences can include injuries, lost runs, and litigation.

Metro has implemented a range of mitigation measures. On the driver's side, there are monthly reminders as to observed hazards/incidents, as well as discipline and retraining for repeat offenders. An example for passengers, Metro has installed slip-resistant flooring, separate places to store packages and grab handles on seat backs.

This is one hazard that is particularly difficult to address as conditions resulting in an event happening are highly variable. Drivers may feel rushed in their exit from a stop as they try to stay on schedule. The potential mitigation of building more recovery time for every run would be impossible. Incentivizing good driving is difficult because the legal ceiling on gifts and gratuities is very low. The accelerometers installed on buses in the past were removed for inaccuracy. One good sign is that employees hired in the last five years tend to drive more safely. The continued focus on training is likely the most productive alternative.

6. Safety Assurance

Safety assurance processes clarify how safety performance is evaluated and how any lessons learned will inform and improve the organizational culture. They provide the necessary feedback to ensure that the SMS is functioning effectively and that Metro is meeting or exceeding its safety objectives.

Compliance Monitoring

Supervisors within the operations and maintenance functions directly monitor compliance with safety procedures. For example, facility walk-arounds include an inspection of shop areas, parts storage, the maintenance facility bus wash, and vehicle storage to evaluate safety rules compliance and shop safety practices. Operators complete pre-service and post-service vehicle checks daily, reporting concerns to the Maintenance Supervisor for action. Operations personnel are observed on periodic ride-alongs.

If a supervisor or other employee observes questionable actions that reasonably could lead to a potential hazard, they are encouraged to report the condition and it will be tracked and addressed through the mechanisms described in Chapter 5, Safety Risk Management.

Mitigation Monitoring

During the annual ASP review and update, Metro senior management reviews records produced during Safety Risk Management activities and discuss the results of the program over the previous year to evaluate the effectiveness of the agency's Safety Risk Management process. This review process extends to safety risk evaluation records, hazard identification and analysis practices, the corrective action and mitigation monitoring process, and reviews of the Hazard Identification and Risk Assessment Log.

Event Investigation

Metro maintains documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event. The Chief Safety Officer maintains all documentation of Metro's investigation policies, processes, forms, checklists, activities, and results. An investigation report is prepared and sent to the Safety Committee for integration into their analysis of the event, which determines whether:

- The accident was preventable or non-preventable
- Personnel require discipline or retraining
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event

- The accident appears to involve underlying organizational causal factors beyond just individual employee behavior

Internal Reporting

Many of the hazards reported to Metro management arrive via internal safety reporting programs. Metro does not differentiate between internal and external reports for most purposes. Information shared through internal safety reporting programs is reviewed, investigated, and addressed.

In accordance with §673.29(b), Metro informs employees of safety actions taken in response to the information they report (Figure 3: Employee Reporting Feedback Loop). This can take the form of a direct conversation with a supervisor, a companywide bulletin, an update to the training program, or another method, as appropriate to the nature of the report.

ROUTING HAZARDS

During run pick time, operators share any route safety issues they have observed. For example, the afternoon pickup crowds of cars, parents, and children around one elementary school posed safety hazards. In response, Metro rerouted this bus line during school release times.

Figure 3: Employee Reporting Feedback Loop



7. Safety Promotion

Culture

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

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

A positive safety culture at Metro is defined as one which is:

An Informed Culture

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

A Just/Reporting Culture

- Employees know and agree on what is acceptable and unacceptable behavior
- Human errors must be understood but negligence and willful violations are not tolerated
- Employees are encouraged to voice safety concerns and to share critical safety information without the threat of punitive action
- When safety concerns are reported, appropriate action is taken

A Learning Culture

- Learning is valued as a lifetime process
- Employees are encouraged to develop and apply their own skills and knowledge to enhance safety
- Employees are updated on safety issues and informed of actions through feedback

Competencies and Training

Metro maintains and implements a safety management training program to ensure employees and any contract personnel occasionally working for Metro are trained and competent to perform their SMS duties, per § 673.29(a). This training consists of several steps, including pre-employment screening of job-related skills for certain positions, new employee orientation, on-the-job training (OJT), and an ongoing process of refresher and refamiliarization training for current employees. Staff training is designed to be consistent with SMS principles. The Safety Director will provide a corporate perspective on SMS and the agency's safety culture.

Metro designated personnel are required by 49 CFR Part 672 to attend required courses to complete Individual Training Program (ITP), also referred to as the Public Transportation Safety Certification Training Program (PTSCTP). Metro designated personnel include employees and contractors whose job function is directly responsible for safety oversight of Metro. More specifically, this includes personnel whose primary job function includes the development, implementation and review of this PTASP, and/or the NDOT requirements for the agency pursuant to 49 CFR parts 674. These individuals include:

- Director of Safety/Chief Safety Officer

PTSCTP Required Curriculum

- SMS Awareness e-Learning1 Hour
- Safety Assurance Virtual Classroom2 Hours
- SMS Principals for Transit Classroom20 Hours
- Effectively Managing Transit Emergencies Classroom28 Hours
- Bus System Safety.....36 Hours
- Fundamentals of Bus Collision Investigations.....36 Hours

- Safety Specialist

TSSP Required Curriculum – Training is required to be completed within 24 months of assuming the role. Director of Safety will provide oversight during training period.

- Effectively Managing Transit Emergencies Classroom28 Hours
- Bus System Safety.....36 Hours
- Transit System Security.....36 Hours
- Fundamentals of Bus Collision Investigations.....36 Hours

- Additional Training for All Safety Roles

- Transit Industrial Safety Management.....36 Hours

Hiring and New Employee Orientation

Metro uses pre-employment screening of job-related skills for certain positions in order to ensure new employees begin their employment with a minimum awareness and competency in core job duties and responsibilities, which includes aspects of safety. The Operations and Maintenance Directors document minimum skills for new mechanics and bus operators in job descriptions and postings.

New employee orientation represents Metro's primary opportunity for the delivery of one-on-one or small-group training. Training on key safety-related topics, including the drug and alcohol program, is delivered through new employee orientation programs.

Metro rules and regulations available to all employees contain information on the employee safety reporting program, which encourages employees to report safety hazards, near misses, concerns, and issues. Metro also includes a discussion of the employee safety reporting program as a formalized component of new employee orientation.

Operations Training

Drivers demonstrate skill and performance competency in the service to which they are assigned (fixed route or paratransit) as a part of training requirements. Metro provides ongoing/recurring training necessary to reinforce policies and procedures, as well as to provide a mechanism to brief drivers on new policies, procedures, and/or regulations. Retraining is a part of the incident/event management program for drivers involved in incidents.

Specific training subject areas for Metro drivers include defensive driving training and crisis management/de-escalation training, which are delivered either by contractors or internally, as well as voluntary CPR and first aid training.

Some training on new policies and procedures is delivered directly to drivers by Supervisors or Dispatchers on an individual basis or through bulletins and handouts.

Maintenance Training

The Maintenance Director and senior maintenance staff provide most of the training for junior Metro maintenance personnel in an OJT format. Some training on new policies and procedures may also be delivered directly by Supervisors on an individual basis or through bulletins and handouts. Metro primarily ensures that maintenance staff are sufficiently familiar with job responsibilities through pre-employment screening and verification that new hires have completed sufficient job-specific training or experiential learning prior to becoming employees.

Management and Supervisor Training

Management-level training is delivered through staff meetings and can include videos covering safety training topics or other safety-focused material. Management personnel participate in outside

training courses on topics including the National Incident Management System (NIMS) and Incident Command System (ICS).

Training Documentation

Metro's Human Resources Department maintains complete records of all personnel training and certification activities. Metro management periodically reviews and assesses employee training files and records to ensure completeness.

A standard checklist provides documentation for the safety components of new employee orientation and meeting sign-in sheets document safety training after initial employment. Additionally, course instructors produce records in either hard copy or digital format, and they include the date training was delivered, the instructor and/or provider of the training, the subject of the training, and a passing/failing grade or an indication of whether the training was successfully completed by everyone.

The Maintenance Director ensures that OJT delivered to maintenance staff and other frontline personnel is documented in a similar manner to classroom-based training. Signoff sheets or similar records placed in individual personnel files at the conclusion of OJT indicate the date training was delivered, the instructor and/or provider of the training, the name of the trainee, the subject of training, and a passing/failing grade or an indication of whether the training was successfully completed by the individual.

Training Program Evaluation

In order to address safety-related job functions of operations and maintenance positions and ensure that training gaps are addressed as necessary, the Safety, Operations, and Maintenance Directors periodically conduct informal analyses to determine whether gaps are present and develop new training material accordingly. The goal of these periodic analyses and assessments is to ensure that the agency has identified and provided all necessary skill training related to safe job performance for all job functions, to the level that all employees are competent to perform their safety-related duties.

Training curricula changes implemented by management for safety-related employees include updates to reflect new techniques, technologies, the results of investigations, corrective actions, and regulatory changes. New training courses or materials may also be developed in response to FTA guidance, state oversight activity, or other industry trends and best practices.

Safety Communication

Metro uses a variety of means to formally communicate safety policies, processes, activities, tools, safety issues and results to all employees. Regular communication from management to agency employees includes hazard and safety risk information of direct relevance to employees' responsibilities, as well as explanations of policy/activities/procedural changes.

An example of one communication method utilized within Metro are the Safety, Operations, and Maintenance Director's postings of safety-related bulletins and other messages in areas visible to frontline operations and maintenance employees, including at Metro's employee timeclock. Table 14 offers some other examples of dissemination methods.

Table 14. Safety Communication

Policy Directive	Frequency of Re-Issue	Communication Method	Operations	Maintenance	Administration
SMS Principles		Quarterly Meetings	x	x	x
Drug and Alcohol Policy		New employee orientation Operating Policy Manual	x	x	x
Conflict resolution strategies			x	x	x
Accident/incident procedures for dispatch			x		
Vehicle Inspection (bus, paratransit van, and paratransit sedan) Bus Safety and Security Inspection		Trainer to trainee	x		
Electric scooter safety tips	Seasonal	Quarterly training	x		
Suspicious item identification and reporting			x	x	x
Procedures after operator assault			x		x
National campaigns such as Distracted Driving Awareness Month		Quarterly training	x	x	
See Something, Say Something	Monthly	Flyers, Safety Meetings	x	x	x
New equipment updates		Quarterly training Trainer to trainee	x	x	
Reporting on-street incidents		New employee orientation Trainer to trainee	x	x	
Reporting non-accident MOBY incidents, suggestions, complaints, compliments, etc.		New employee orientation Trainer to trainee	x	x	x
Safe equipment use		New employee orientation Trainer to trainee Quarterly training	x	x	
New model vehicle training	As needed		x	x	

The communication technique used for a specific information release is targeted to the employees who could benefit from the information. For example, a policy change for mechanics would be discussed in their departmental meeting and posted in their area of the building.

Individual achievement is also recognized formally or informally. At the end of each year, any bus operator who had no preventable accidents receives a Safe Driver Award.

Sustaining a Safety Management System

To sustain a Safety Management System, Metro will ensure that processes are employed to build an organizational foundation. Actions taken to sustain SMS include:

Create measurement-friendly culture

All staff, including department heads, should be actively engaged in creating measurement-friendly culture by promoting performance measurement as a means of continuous improvement. Senior managers will also lead by example and utilize performance metrics in decision making processes.

Build organization capacity

Investment in developing skilled human resources capacity is essential to sustaining an SMS. Both technical and managerial skills will be needed for data collection and analysis and setting goals. Managing staff and the governing board will commit the financial resources required for organizational capacity and maintaining an SMS on a continuous basis.

Reliability and transparency of performance results

The SMS will be able to produce and report its results, both good and bad. Performance information should be transparent and made available to all stakeholders. Messengers should be protected to preserve the integrity of the measurement system. The focus should be on opportunities for improvement rather than allocating blame.

Demonstrate continuous commitment to measurement

Visible commitment to using metrics is a long-term initiative. Metro will demonstrate a commitment to performance measurement by establishing a formal process of reporting performance results, such as including transit safety and performance measurement as a standing agenda item at the Board of Directors meetings and provide relevant information to the Omaha-Council Bluffs MAPA.

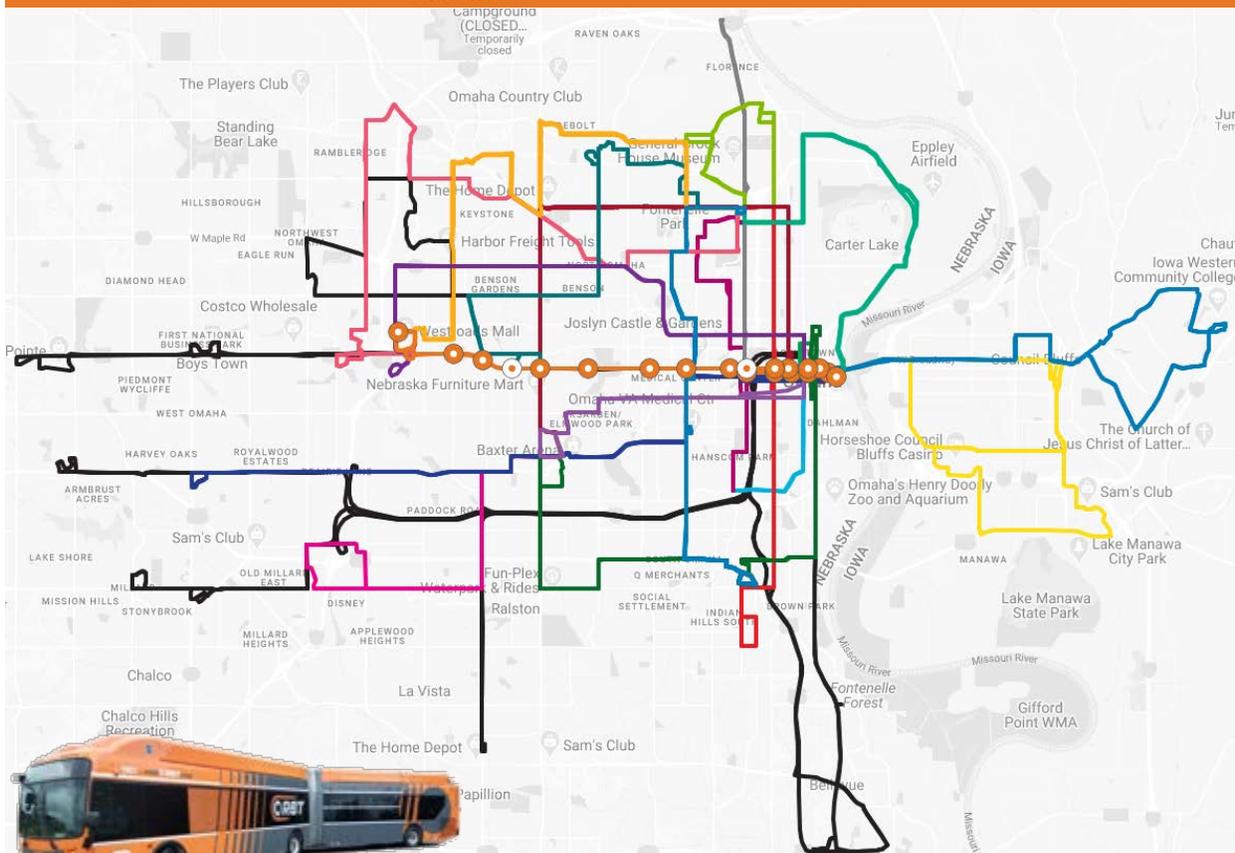


metro

Regional Metropolitan Transit Authority of Omaha

December 2023

SAFETY



Public Transportation Agency Safety Plan

Revision 3



Agency Safety Plan

Metro, Omaha, NE. §673.11(b)

Nebraska Department of Transportation

Adopted Date: 6/25/2020

Revised Date: 04/05/2024

Accountable Executive: Lauren Cencic

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Introduction

Document Organization

The Regional Metropolitan Transit Authority of Omaha, DBA, Metro; is committed to providing a safe work environment for employees and visitors and a safe operating environment for customers and travelers throughout our Omaha service areas. To ensure the plan complies with 40 U.S.C 5329 and 40 Code of Federal Regulations (CFR) 673, sections following this introduction adhere to the plan structure provided by the Federal Transit Administration (FTA) in [Public Transportation Agency Safety Plan Template for Bus Transit](#) (December 31, 2019). The appendices contain definitions, background, process, and supplementary documents.

This plan complements Metro's System Safety/Security and Emergency Preparedness Plan (SSEPP). The current SSEPP (April 2017) overlaps in many of the topic areas identified through the federal guidance to be addressed in the ASP. Thus, to reduce duplication of effort in future updates and use the application of actions from the plans, Metro has reviewed each of the planning and operations documents addressing safety and has documented the primary source for information and direction. The ASP addresses hazards that arise during day-to-day operations, while the SSEPP addresses the agency's response to external threats, such as extreme weather and intentional attacks. A third plan, the Transit Development Plan, contains up-to-date information about the current Metro system (number of vehicles, service schedule, etc.) that is appropriate to include in the safety documents. Table 1 provides a quick guide to the contents of each document.

Plan Development

Metro and the Nebraska Department of Transportation (NDOT) drafted the Metro Agency Safety Plan (ASP), with the assistance of SRF Consulting Group, Inc. During this process, a series of four workshops provided opportunities for input and collaboration by staff at the Metro offices.

Participants included Curt Simon, Former Executive Director; David Jameson, Safety Director; Kelly Shadden, Operations Director; Glenn Bradley, Maintenance Director; and Edith Simpson, Legal/Human Resources Director.

Information covered in each workshop is provided below:

- Workshop 1 introduced the Public Transportation Agency Safety Plan (PTASP) and Safety Management Systems (SMS) process, identified the roles and responsibilities of the Accountable Executive and the Chief Safety Officer, and included a discussion on the desired deliverables.
- Workshop 2 covered the current safety practices at Metro and the revisions necessary to move towards a SMS approach, established the safety culture, set seven safety performance targets, introduced the hazard risk matrix, and identified hazards staff encountered over the past five years.

- Workshop 3 focused on risk management through assigning hazards to the hazard risk matrix. This workshop assessed the likelihood and severity of identified hazards and discussed concepts for mitigation for the hazards. By running through examples encountered over the past five years, personnel gained practice at identifying and mitigating hazards in the future.
- Workshop 4 synthesized the input received during the first three workshops by presenting the draft safety plan for comments and revisions.

The planning process ran from January 2020 through the approval of the plan by Metro’s Board of Directors on 26 June 2020 and certification by the NDOT on 15 December 2020.

Table 1. Plan Comparison Matrix

Element Descriptions	Resident Document		
	ASP	SSEPP	Transit Development Plan
Goals/Objectives/Targets			
Safety	■	■	
Security		■	
Transit System Description			■
Roles and Responsibilities			
Safety	■		
Security		■	
Safety Management Policy	■		
Safety Risk Management	■		
Threat and Vulnerability Identification/Resolution		■	
Safety Assurance	■		
Safety Promotion	■		

Outcomes from the workshops are reflected throughout the plan in call-out boxes, and full meeting records are included in the Appendix. This plan is a “living document,” tested and reaffirmed through daily executed processes and with annual reporting and updates to the plan to be recorded as revisions.

Utilizing the initial ASP as a foundation, the annual review was conducted by the Safety Committee and changes were adopted to meet the ever-changing operational environment and the implementation of new technologies.

About Metro

Information outlining Metro operations and organization is provided in the Transportation Development Plan (2019). Metro operates both fixed route bus service and ADA complementary paratransit origin to destination service (called “MOBY”). Both modes are covered in this Agency Safety Plan.

The Metro ASP and Safety Management Systems

Moving Ahead for Progress in the 21st Century (MAP-21) granted FTA the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. It provided an opportunity for FTA to assist transit agencies in moving towards a more holistic, performance-based approach known as the Safety Management System (SMS).

Figure 1: SMS Elements



SMS is a formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency’s safety risk mitigation. It includes systematic procedures, practices, and policies for managing risks and hazards, and consists of four primary elements:

- **Safety Management Policy:** A transit agency’s documented commitment to safety, which defines the transit agency’s safety objectives and the accountabilities and responsibilities of its employees regarding safe practices.

- **Safety Risk Management:** A process within a transit agency’s Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risks.
- **Safety Assurance:** A process within a transit agency’s Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
- **Safety Promotion:** A combination of training and communication of safety information to support SMS as applied to the transit agency’s public transportation system.

All levels of management and frontline employees are accountable for the delivery of the highest level of safety performance, starting with the Chief Executive Officer of Metro. As an agency, Metro is committed to the following objectives:

- Increase safety awareness internally and externally.
- Enhanced safety input and feedback processes.
- Expand Metro’s training program for employees to address safety awareness and issues.
- Improve Metro’s safety policies, rules, and procedures.
- Implement and maintain a hazard identification and risk assessment program. Based on the results of this program, establish a course of action for improving safety and reducing hazards.

A non-punitive safety culture is a critical element of the SMS framework. Metro ensures that no action will be taken against employees who disclose safety concerns through its reporting system unless disclosure indicates an illegal act, gross negligence, or deliberate or willful disregard of regulations or procedures.

Existing Metro Policy & Protocol

Metro has other plans and policies that complement the ASP by elaborating on detailed aspects of day-to-day operations. They include but are not limited to:

- Metro Asset Management Plan (January 2018)
- Operating Policy Manual (September 2018)
- Safety Award Policy (2024)

1. Transit Agency Information

Table 2 provides an overview of Metro’s contact persons and other information of immediate relevance to the FTA.

Table 2: Transit Agency Information

Transit Agency Name	Regional Metropolitan Transit Authority of Omaha dba, Metro
Transit Agency Address	2222 Cuming Street, Omaha, NE 68102
Name and Title of Accountable Executive	Lauren Cencic, Chief Executive Officer
Name of Chief Safety Officer or SMS Executive	Randall Sherping, Safety Director
Modes of Service Covered by This Plan	Motor Bus (Fixed Route) and ADA Complimentary Paratransit Service
All FTA Funding Types	5307, 5337, and 5339
Modes of Service Directly Provided by the Transit Agency	Motor Bus (Fixed Route) and ADA Complimentary Paratransit Service
Does the agency provide transit services on behalf of another transit agency or entity?	No
Description of Arrangement(s)	N/A
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service is Provided	N/A

2. Plan Development, Approval, and Updates

The Agency Safety Plan for Metro is a “living document.” As major revisions occur, the entire plan will be reproduced and distributed. For minor revisions, only the affected pages will be issued. Table 3 documents the most recent approvals of this plan, and

Table 4 records the complete history of successive versions.

Table 3: Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	Nebraska Department of Transportation	
Signature by the Accountable Executive		
	Lauren Cencic, Chief Executive Officer	Date of Signature
Approval by the Board of Directors or an Equivalent Authority		
	Daniel Lawse, Board of Directors Chair	Date of Approval
	Relevant Documentation (Title and Location)	
Review by Safety Director (Chief Safety Officer/SMS Executive)		
	Randall Sherping, Safety Director	Date of Approval
Certification of Compliance		
	Nebraska Department of Transportation	Date of Certification
	Relevant Documentation (Title and Location)	

Table 4: Version Number and Updates

Version Number	Section/Pages Affected	Reason for Change	Date Issued
Rev. 0	Full Document	Initial ASP was developed in May 2020 by NDOT and SRF Consulting Group, Inc., in consultation with Metro management.	6/26/2020
Rev. 1	Full Document	Changed the name of Accountable Executive and updated the document to reflect the company name to Metro.	12/10/2020
Rev. 2	Partial Document	Updated document to reflect the company name to Regional Metropolitan Transit Authority dba, Metro. Updated SMS language.	12/20/2022
Rev. 3	Partial Document	Updated attachments, added requirements for Safety Specialist,	03/05/2024

Annual Review and Update of the Agency Safety Plan

Metro’s ASP, including the Safety Management Policy Statement, is reviewed annually (January of each year) to ensure it remains relevant and appropriate to the agency’s safety objectives and safety performance targets, per § 673.11(a)(5). Following review and updating as warranted, the plan is certified by the Chief Executive Officer, the Board of Directors Chair, and the NDOT Transit Manager.

The process/timeline the transit authority uses to update its ASP Plan each year is as follows:

Month	Activity
January/March/July/September	Discuss safety issues in each department, and trends at the Safety/Security Committee to mitigate safety deficiencies throughout the year.
September	Notify Department Directors of the annual ASP meeting; request data and information within their department be gathered, as a result of compliance/mitigation monitoring and review of hazard resources, for discussion at the meeting.
January	ASP Plan review meeting utilizing department data; plan revision, if necessary.
February	Transmit annual Safety Targets to MAPA and Agency Safety Plan revision to NDOT, if necessary; communicate the change(s) to all employees.
March (when notices are published)	Include Metro’s Agency Safety Plan in FTA’s Annual List of Certifications and Assurances document for grants and cooperative agreements, with submission in TrAMS.

In addition to its annual review, Metro will review its Agency Safety Plan when information, processes, or activities under Part 673 are significantly changed, such as major service changes, organizational restructuring, and re-prioritization of financial resources.

As a component of the annual ASP review process completed beginning in January of each calendar year, Metro communicates its safety performance targets to the Nebraska Department of Transportation and the Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA), the MPO for the Omaha area, to aid in the planning process. Performance targets are sent to MAPA annually with the opportunity to provide feedback. In coordination with the State and MAPA, Metro may adjust its safety performance targets or develop new safety performance targets for tracking and monitoring Metro. In addition, the Transit Manager for the Nebraska Department of Transportation was part of the original four workshops held with Metro staff to ensure statewide coordination of Agency Safety Plans in Nebraska.

Documentation

Metro will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this ASP, and the results from its SMS processes and activities for three years following superseding the version. They will be available to the FTA or other Federal or oversight entity upon request.

3. Safety Performance Targets

Clearly defined safety goals, objectives, and targets are key elements of Metro’s policy and strategic planning. Goals are general descriptions of desirable long-term impacts, while objectives are more specific statements that define measurable results. Metro has established high-level goals and objectives that guide safety activities at the agency (Table 5).

Table 5: Metro Safety Goals and Objectives

Goal 1: Metro will create a culture that supports system-wide safety through effective safety awareness; internal and external input and feedback systems; and training and skill-building programs, as well as safety policies, rules, and procedures.
Objectives
Increase safety awareness internally and externally.
Enhance safety input and feedback processes.
Expand Metro’s training program for employees to address safety awareness and issues.
Improve Metro’s safety policies, rules, and procedures.
Goal 2: Metro will strive to achieve a level of safety performance in 2024 that meets or exceeds the agency’s established performance targets through the promotion of analysis tools and methodologies, as well as the identification, evaluation, and resolution of safety issues.
Objectives
Implement and maintain a hazard identification and risk assessment program, and based on the results of this program, establish a course of action for improving safety and reducing hazards.

Where it is appropriate and feasible, Metro assigns numerical metrics and target values to its safety performance. This ASP specifies seven performance targets for each service mode the agency operates, based on the safety performance measures established under the [National Public Transportation Safety Plan](#). They are:

- Fatalities: Total number of reportable fatalities and rate per 100,000 vehicle revenue miles
- Injuries: Total number of reportable injuries and rate per 100,000 vehicle revenue miles
- Safety Events: Total number of reportable events and rate per 100,000 vehicle revenue miles (event, as defined in § 673.5)
- System Reliability: Mean (or average) revenue miles of service between major mechanical failures

Through discussion in Workshop 2, the target for each performance measure was established as a trend rather than a specific numeric value. Across each measure, the target is to demonstrate an incremental improvement over an established baseline calculated from a recent five-year experience in each category. Current baselines were set as the averages of the performance measures from 2014

to 2018. Metro will seek annual improvements over this baseline from 2020 through 2024 when a new five-year baseline will be set. If the average is already at zero, the target will remain zero. The targets for each mode are shown in Table 6 and Table 7, respectively.

In a plan such as the ASP, it is critical to demonstrate a connection between the performance measures and system goals. Thus, which of the safety goals each performance measure supports by mode is included in the tables.

Table 6: Fixed Route Safety Performance Baselines and Targets – 2024

Safety Performance Category		2019-2022 Baseline	Target/Goal	Goal(s) Supported
Fatalities	Total	0	0	1 and 2
	Rate per 100,000 VRM	0	0	1 and 2
Injuries (Minor/Major)	Total	9.4	Reduction from baseline by >5%	1 and 2
	Rate per 100,000 VRM	0.0236	Reduction from baseline by >5%	1 and 2
Safety Events (Minor/Major)	Total	8.4	Reduction from baseline by >5%	1 and 2
	Rate per 100,000 VRM	0.211	Reduction from baseline by >5%	1 and 2
System Reliability (Minor/Major)	VRM Between Failures (Total)	1,406	Increase from baseline by >5%	1 and 2

Table 7: Paratransit (MOBY) Safety Performance Targets – 2024

Safety Performance Category		2019-2022 Baseline	Target	Goal(s) Supported
Fatalities	Total	0	0	1 and 2
	Rate per 100,000 VRM	0	0	1 and 2
Injuries (Minor/Major)	Total	0.2	0	1 and 2
	Rate per 100,000 VRM	0.025	0	1 and 2
Safety Events (Minor/Major)	Total	0.2	0	1 and 2
	Rate per 100,000 VRM	0.025	0	1 and 2
System Reliability (Minor/Major)	VRM Between Failures (Total)	2,718	Increase from baseline by >5%	1 and 2

Major and Minor Events

In describing these categories, the definitions for “major” and “minor” from the National Transit Database (NTD) are as follows:

- Reportable Event (Major):

A safety event occurring on transit right-of-way or infrastructure, at a transit revenue facility, or at a transit maintenance facility during a transit-related maintenance activity or involving a transit revenue vehicle that results in one or more of the following conditions:

- A fatality confirmed within 30 days of the event
- An injury requiring immediate medical attention away from the scene for one or more person
- Property damage equal to or exceeding \$25,000
- Collisions involving transit revenue vehicles that require towing away from the scene for a transit roadway vehicle or other non-transit roadway vehicle
- An evacuation for life safety reasons
- Non-Major Summary Incident/Event (Minor) are

Less severe incidents or events that do not meet the requirements of Reportable Events:

- Other safety occurrences not otherwise classified (injuries); and
- Fires
- **Major mechanical system failures**, as defined by the NTD, are those that limit actual vehicle movement or create safety issues. This includes but is not limited to failures involving:
 - Brakes
 - Doors
 - Engine cooling systems
 - Steering, axles, and suspension
- **Minor mechanical system failures** are failures of some other mechanical element of the revenue vehicle not caused by a collision, natural disaster, or vandalism, but that, because of local agency policy, prevent the revenue vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip even though the vehicle is physically able to continue in revenue service. They include but are not limited to issues involving:
 - Fareboxes
 - Wheelchair lifts
 - Heating, ventilation, and air conditioning (HVAC) systems

Safety Performance Target Coordination

Metro provides up-to-date copies of this plan, including safety performance targets, to both MAPA and the NDOT, in accordance with § 673.15(a) and § 673.15(b). The most recent dates of transmission are shown in Table 8.

Table 8: Safety Performance Target Coordination

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Nebraska Department of Transportation	12-15-2023
Targets Transmitted to the MPO	MPO Name	Date Targets Transmitted
	Omaha-Council Bluffs Metropolitan Area Planning Agency	12-14-2023

Metro worked with SRF Consulting and the Nebraska Department of Transportation’s Transit Manager to coordinate and ensure Agency Safety Plan consistency for all transit systems across the state. Areas, where this coordination resulted in plan consistency, were in the methodology used for establishing safety targets – utilizing a rate per 100,000 VRM, a five-year average for safety analysis, a hazard rating system, risk assessment severity and probability scales, etc. Likewise, Metro discussions with the MAPA Director resulted in coordination and consistency between local modes of transportation to the greatest extent possible.

4. Safety Management Policy

Safety Management Policy Statement

Safety is a core value of Metro, and managing safety is an essential component of its business function. Therefore, Metro is committed to developing, implementing, maintaining, and continuously improving processes to ensure the safety of its customers, employees, and the public. Metro will use safety management (SMS) processes to direct the prioritization of safety and allocate its organization resources – people, processes, and technology – in balance with its other core business functions. Metro aims to support a robust safety culture, and achieve the highest level of safety performance, meeting all established safety standards.

All levels of management and frontline employees are accountable for the delivery of the highest level of safety performance, starting with the Chief Executive Officer of Metro.

As an agency, Metro is committed to the following objectives:

- Increase safety awareness internally and externally.
- Enhance safety input and feedback processes.
- Expand Metro’s training program for employees to address safety awareness and issues.
- Improve Metro’s safety policies, rules, and procedures.
- Implement and maintain a hazard identification and risk assessment program, and based on the results of this program, establish a course of action for improving safety and reducing hazards.

A non-punitive safety culture is a critical element of the SMS framework. Metro ensures that no action will be taken against employees who disclose safety concerns through its reporting system unless disclosure indicates an illegal act, gross negligence, or deliberate or willful disregard of regulations or procedures.

Chief Executive Officer/ Accountable Executive

Date

Chair, Metro Board of Directors

Date

Safety Management Policy Communication

Per § 673.23(c) and § 673.29(b), Metro communicates its safety management policy within the organization in three ways. 1) All personnel receive employee handbooks that include the policy statement. 2) Staff can access the complete ASP in hard copy at the main office and digitally. 3) During orientation new employees are introduced to agency safety programs. 4) Once a year, at driver, maintenance, and administrative meetings, to include Metro's safety commitment, share annual safety performance target results, discuss trends and gain additional employee input.

Authorities, Accountabilities, and Responsibilities

Metro's **Chief Executive Officer** serves as the agency's **Accountable Executive** and has the overall authority to develop and execute the ASP. The Chief Executive Officer is accountable for the agency's safety and the maintenance of the SMS program.

Metro's **Safety Director** serves as its **SMS Executive/Chief Safety Officer**, managing the day-to-day implementation of the ASP and the SMS. The Safety Director is a full-time position that reports directly to the Chief Executive Officer, and they meet regularly to discuss the agency's safety performance, in accordance with § 673.23(d)(2).

The Safety Director coordinates the Metro Safety Committee, which meets monthly and includes an equal number of Management and Union Representatives. In addition to Safety Committee meetings, Metro staff hold important roles in ASP development, implementation, and management. Table 9 gives an overview of these roles and responsibilities.

Safety Reporting and Response Environment

Metro is committed to providing a safe work environment for employees and visitors and for responsible operations throughout its service area. Thus, it is imperative that Metro employees and stakeholders have convenient and available means to report incidents and occurrences that may compromise the safe conduct of Metro operations. Metro encourages employees, customers, and community stakeholders to report activities/conditions that may affect the integrity of transit safety. Such communication must be completely free of any form of reprisal, per § 673.23(b) and § 673.23(c).

Metro's employee handbook outlines the reporting methods available to employees. Metro will not take disciplinary action against any employee who discloses an incident or occurrence involving transit safety. This policy shall not apply to information received by Metro from a source other than the employee, or which involves an illegal act, or a deliberate or willful disregard of Metro regulations or procedures.

Table 9: ASP Senior Staff Tasks and Responsibilities

		Chief Executive Officer	Safety Director	Planning & Scheduling	Operation Director	Maintenance Director	Facilities, (BG&E dept.)	Legal/EEO
<u>Legend</u>								
P – Primary or Lead Responsibility								
S - Secondary Responsibility								
I – Input Responsibility								
Plan Development	Establish PTASP policy	P	P	I	S	S	I	S
	Establish PTASP policies, goals, objectives	I	P	I	S	S	I	S
	Establish PTASP organization	S	P	I	P	P	I	S
	Establish PTASP roles and responsibilities	P	P	I	S	S	S	S
	Establish a PTASP review and renewal schedule	P	P	P	I	I	I	I
	Develop and track PTASP targets	P	P	I	S	S	I	S
	Conduct preliminary Hazard and Threat & Vulnerability Assessment	I	P	I	S	S	I	S
	Assess and resolve identified risks	S	P	I	S	S	S	S
Plan Implementation and Management	Document serious and/or repeated safety violation	I	P	I	S	P	I	P
	Conduct or monitor incident/mishap response and investigation (assess trends)	I	P	I	P	P	I	P
	Provide safety and security-related training	I	P	I	P	S	I	S
	Develop annual safety and security report	P	P	I	S	S	I	S
	Develop standard operating procedures related to employee safety duties	P	P	I	S	P	S	P
	Develop an effective incident notification and reporting system	I	S	I	P	P	I	P
	Support and communicate safety as the top priority to all employees	P	P	P	P	P	I	P
	Develop relations with outside organizations that may participate in and contribute to the PTASP, including local public safety and emergency planning agencies	I	P	S	P	S	I	S

The Safety Director is responsible for reviewing reported events and addressing events consistent with the Safety Risk Management process. The reporting and response process encompasses three phases in addressing events. Each phase is outlined below:

- Detection and reporting. Metro provides a range of methods for employees, customers and/or others to report incidents/events covered in the safety program, including:
- Employees: Metro has developed an incident/event/condition reporting form through which employees can report an event that has occurred or a condition of concern that could result in a safety event.
- Customers: Operators are instructed to contact their immediate Supervisor in the event of a customer reported incident/accident event. Reporting to their immediate Supervisor initiates the incident/event review process. Additionally, the Metro webpage provides information on how

to contact Metro to report an incident/accident or to provide comment on service. Input from customers relative to safety incidents/accident concerns is directed to the Safety Director.

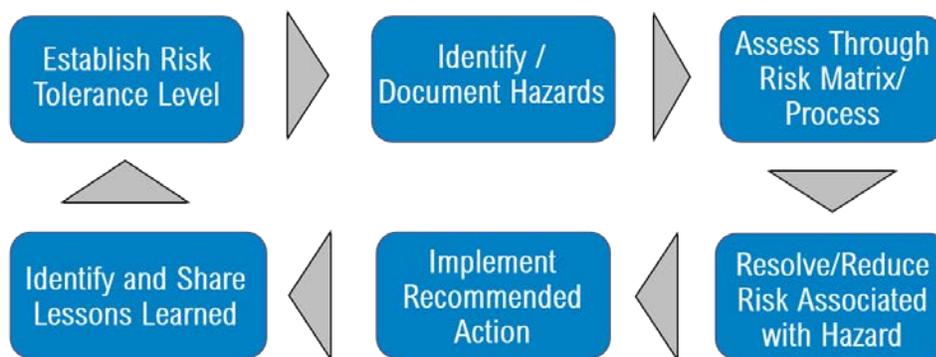
- Stakeholders: Persons that Metro comes in contact with through operations or a visit to any Metro facility can report incidents to the customer service representative or through the Metro website. The Safety Director will be responsible for creating displays of how stakeholders can provide their input.
- Response. Metro is committed to open communication regarding employee, customer, and stakeholder safety. Reminders and policy updates are shared at quarterly staff training courses as well as through print media.

If the reporting employee provided their name during the reporting process, the Safety Director ensures that they learn of any actions taken in response to their report. The identity of the reporting employee is protected to the extent permissible by law when Metro collects, records, or disseminates information obtained from transit safety reports.

5.Safety Risk Management

The Safety Risk Management process applies to all elements of the system, including operations and maintenance (facilities and vehicles) and administration. Metro’s risk management process begins with hazard assessment, both internal and external to the Metro facility. Metro’s approach focuses on prevention and/or control of hazards in a systematic manner to reduce the risk of identified hazards to the lowest practical level through effective use of resources. The hazard analysis process includes a feedback loop that re-incorporates lessons learned (Figure 2) through earlier assessments.

Figure 2. Hazard Assessment Feedback Process



In carrying out the Safety Risk Management process, Metro uses the following terms:

- Event – Any accident, incident, or occurrence
- Hazard – Means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment
- Risk – Composite of predicted severity and likelihood of the potential effect of a hazard.
- Risk Mitigation – Method(s) to eliminate or reduce the effects of hazards
- Consequence – Means the potential outcome(s) of a hazard

Hazard Identification

Metro has established formal requirements for proactive identification of hazards, per § 673.25(b). The primary methods used to identify hazards and threats to the transit system are feedback provided to drivers or to customer service by riders or interested stakeholders, incident reports, and Hazard Assessment Forms submitted by employees. Copies of the forms used to submit input are available in the Appendix.

Employees are encouraged to report near-miss incidents, known as precursors. These incidents are more numerous than accidents and including them in the process can help identify effective mitigation and avoid more serious events.

Potential sources regularly reviewed for hazard information include, but are not limited to, the following:

Table 10: Hazard Identification Sources

Hazard Information Source	Responsibility	Review Frequency
Statistical reports / historical data	Chief Executive Officer, Safety Director	Annually
Safety Assessment and System Review (Appendix B)	Chief Executive Officer, Safety Director	Annually
Facility Safety and Security Assessment (Appendix C)	Chief Executive Officer, Safety Director	Annually
Internal and external audits and inspections (including FTA, NDOT audits and inspections, DHS, NTAS, TSA, ST-PT-ISAC assessments)	Chief Executive Officer, Safety & Legal Directors	As needed
Passenger/public customer service reports	Chief Executive Officer, Safety Director	As needed
Incident/accident reports	Operations, Maintenance & Safety Directors	As needed
Information from public safety officials, local governments, and other major Metro stakeholders	Chief Executive Officer, Safety, Operations, Maintenance, & Legal Directors, Planning/Scheduling & Special Projects Manager	As needed
Metro Insurance Carrier Comments/Reports	Safety & Legal Directors	As needed
Crime Prevention Through Environmental Design Discussions	Chief Executive Officer, Safety Director	As needed
OMMRS planning	Safety Director	As needed
Employee safety reports to supervisors or management	All	As needed

Metro senior management, including the Chief Executive Officer and department directors, are directly involved in hazard review and documentation. Initial hazard reports are provided to senior management through reports from Dispatch, discussion with supervisory personnel and external documents.

Risk Assessment

With implementation of the initial ASP in 2020, Metro is committed to conducting a formal analysis and evaluation process of reported hazards to ensure they are addressed. The steps Metro employs to assess risk are outlined in the bullet points below and are recorded in Table 11.

- Step 1: Document the Risk or Event.** Sources of risks or events addressed through the assessment process include complaints received from customers/visitors/stakeholders, incident reports submitted by employees, and observations recorded by employees and submitted to the Safety Director or to a supervisor.

- **Step 2: Characterize the risk.** Consistent with the FTA Sample Safety Risk Assessment Matrices for Bus Transit Agencies (September 2019), Metro identifies the likelihood and potential severity of consequences associated with each identified risk or event. Metro employs a “worst credible consequences” definition to characterization of risks, meaning the outcome is realistic and imaginable in day-to-day operations, but is not the worst possible consequence. Definitions applied in the process are provided in the next section.
- **Step 3: Describe the current actions to reduce risk.** Metro employs a range of practices promoted to employees through pre-employment training in their profession, on-going safe operating and/or practices training, distributing operating and maintenance manuals, etc. Applicable actions currently being deployed are documented in the risk assessment process.
- **Step 4: Assess current practices.** Understanding new or modified methods for safe operations and maintenance practice are continuously being developed, Metro acknowledges the need to periodically assess current practices and safety events to determine the need to revise promoted practices. Through regular application and documentation of the Risk Assessment process, Metro staff included in risk evaluation workshops consider and discuss other actions to better address observed or anticipated events.

To assess the risk of a given hazard, experienced personnel at Metro use a standardized tool, the Risk Assessment Matrix. Results of the risk assessment process will help determine whether the risk is being appropriately managed or mitigated. Through the applied process, risks are characterized as:

- **Acceptable:** The consequences of these events occurring are minor and the event rarely occurs. If the risk is acceptable, the protocol is the hazard is monitored and documented.
- **Unacceptable:** Reflects consequences where injury and/or disruption of service are likely to result from an event. Metro will actively address the event to eliminate the hazard or lower risk to an acceptable level.

The Metro Safety Committee will be responsible for carrying out the risk assessment process, under the leadership of the Safety Director and through consultation with external subject matter experts federal and state bodies as necessary. The goal is to consider all human factors, environmental factors, supervision elements, and organizational elements.

The Metro senior management team, including the Chief Executive Officer and Safety Director, is directly involved in the review of all hazards, with the exception of those that have been immediately mitigated by frontline employees or minor disciplinary actions in response to rule violations not constituting systematic, widespread issues.

Table 11: Hazard Identification and Risk Assessment Log (Part 1)

Identification							Initial Safety Risk Rating		
Hazard	Hazard Type	ID Date	ID Source	Analysis Date	Consequences	Existing Mitigation	Severity of Consequences	Likelihood of Consequences	Safety Risk Index



Continue to Part 2

Table 12: Hazard Identification and Risk Assessment Log (Part 2)

Initial Safety Risk Rating			Mitigation Identification and Implementation						Monitoring/Reporting
Severity of Consequences	Likelihood of Consequences	Safety Risk Index	Further Mitigation Action	Revised Safety Risk Index	Revised Safety Risk Index Date	Department Responsible for Mitigation	Estimated Implementation Date	Contact Person	Mitigation Effectiveness

Rating System

To organize and prioritize identified hazards, Metro defines severity according to the following scale:

- Catastrophic – A: Conditions are such that human error, environment, design deficiencies, element, subsystem, or component failure, or procedural deficiencies may commonly cause death or major system loss and require immediate termination of the unsafe activity or operation.
- Critical – B: Conditions are such that human error, environment, design deficiencies, element, subsystem or component failure, or procedural deficiencies may commonly cause severe injury or illness or major system damage and require immediate corrective action.
- Marginal – C: Conditions may commonly cause minor injury or illness or minor system damage such that human error, environment, design deficiencies, subsystem or component failure or procedural deficiencies can be counteracted or controlled without severe injury, illness, or major system damage.
- Negligible – D: Conditions are such that personnel error, environment, design deficiencies, subsystem or component failure, or procedural deficiencies will result in no, or less than minor, illness, injury, or system damage.

Metro has reviewed the generalized definitions of the probability of an event occurring and has refined the operating hours between occurrences to reflect local conditions. Listed below are the Metro probability of occurrence definitions:

- Frequent – 1: Continuously experienced; mean time between events (MTBE) is less than 1,000 operating hours; which equates to about one event per day.
- Probable – 2: Will occur frequently; MTBE is between 1000 and 100,000 operating hours; an equivalent of several times per year.
- Occasional – 3: Will occur several times; MTBE is between 100,000 and one million operating hours; or approximately once every few years.
- Remote – 4: Unlikely but can reasonably be expected to occur; MTBE between one and 10 million operating hours; or approximately 10 to 15 years.
- Improbable – 5: So unlikely, it can be assumed occurrence may not be experienced; more than 10 million operating hours between events; or an event occurring once every 30-plus years.

Metro determines the overall risk presented by each hazard using a composite measurement of the hazard severity and probability according to the risk assessment matrix shown in Table 13.

Table 13: Risk Assessment Matrix

Frequency of Occurrence	Hazard Categories			
	(A) Catastrophic	(B) Critical	(C) Marginal	(D) Negligible
(1) Frequent	1A	1B	1C	1D
(2) Probable	2A	2B	2C	2D
(3) Occasional	3A	3B	3C	3D
(4) Remote	4A	4B	4C	4D
(5) Improbable	5A	5B	5C	5D

Hazard Risk Index	Risk Decision Criteria	
■ 1A, 1B, 1C, 2A, 2B, 3A	High (H)	Hazard must be mitigated.
■ 1D, 2C, 2D, 3B, 3C, 4A, 4B, 5A	Medium (M)	Hazard should be mitigated if possible within fiscal constraints.
■ 3D, 4C, 4D, 5B, 5C, 5D	Low (L)	Hazard is acceptable with review by management.

Once a hazard analysis is performed to define its potential severity and probability of occurrence, the project team must work to address, or resolve, such hazards. Hazard resolution is defined as the analysis and subsequent actions taken to reduce to the lowest level practical the risk associated with an identified hazard.

Risk Mitigation

If the assessment process indicates a need for mitigation, then Metro executive, operations, and maintenance management develop corrective actions in consultation with frontline personnel and subject matter experts as necessary. Accountability for the implementation of a risk solution will be assigned to a lead employee and the Safety Director will ensure that the solution is completed in a timely manner and is addressing the risk identified.

Hazard Tracking & Recordkeeping

The Safety Director will be tasked with maintaining a record of current and past risk assessment reviews using the Hazard Identification and Risk Assessment Log. This document serves as a unified repository for data and information related to the proactive and reactive identification of hazards, as well as the results of the Metro hazard analysis process and any corrective actions developed under the safety risk mitigation process.

Mitigation Actions

Mitigation can take a wide variety of forms, some of them standard and some creative, including:

- Physical Defenses: These include objects and technologies that are engineered to discourage, or warn against, or prevent inappropriate action or mitigate the consequences of events (e.g. traffic

control devices, fences, safety restraining systems, transit controls/signals, transit monitoring systems, etc.).

- **Administrative Defenses:** These include procedures and practices that mitigate the likelihood of accident/incident (e.g. safety regulations, standard operating procedures, personnel proficiency, supervision inspection, training, etc.).
- **Behavioral Defenses:** These include behavioral interventions through education and public awareness campaigns aimed at reducing risky and reckless behavior of motorists, passengers and pedestrians – factors outside the control of the agency.

Documentation and Reporting

Metro will incorporate the risk assessments completed within the period between ASP re-certifications. An updated risk matrix will be incorporated into the appendix of the re-certified document. All documentation will be retained for a minimum of three years.

AN IDENTIFIED PERSISTENT HAZARD

Workshop 3 generated discussion about a hazard that is particularly difficult to mitigate: Operators pulling out too fast and destabilizing passengers who have not found their footing. When this happens, the consequences can include injuries, lost runs, and litigation.

Metro has implemented a range of mitigation measures. On the driver's side, there are monthly reminders as to observed hazards/incidents, as well as discipline and retraining for repeat offenders. An example for passengers, Metro has installed slip-resistant flooring, separate places to store packages and grab handles on seat backs.

This is one hazard that is particularly difficult to address as conditions resulting in an event happening are highly variable. Drivers may feel rushed in their exit from a stop as they try to stay on schedule. The potential mitigation of building more recovery time for every run would be impossible. Incentivizing good driving is difficult because the legal ceiling on gifts and gratuities is very low. The accelerometers installed on buses in the past were removed for inaccuracy. One good sign is that employees hired in the last five years tend to drive more safely. The continued focus on training is likely the most productive alternative.

6. Safety Assurance

Safety assurance processes clarify how safety performance is evaluated and how any lessons learned will inform and improve the organizational culture. They provide the necessary feedback to ensure that the SMS is functioning effectively and that Metro is meeting or exceeding its safety objectives.

Compliance Monitoring

Supervisors within the operations and maintenance functions directly monitor compliance with safety procedures. For example, facility walk-arounds include an inspection of shop areas, parts storage, the maintenance facility bus wash, and vehicle storage to evaluate safety rules compliance and shop safety practices. Operators complete pre-service and post-service vehicle checks daily, reporting concerns to the Maintenance Supervisor for action. Operations personnel are observed on periodic ride-alongs.

If a supervisor or other employee observes questionable actions that reasonably could lead to a potential hazard, they are encouraged to report the condition and it will be tracked and addressed through the mechanisms described in Chapter 5, Safety Risk Management.

Mitigation Monitoring

During the annual ASP review and update, Metro senior management reviews records produced during Safety Risk Management activities and discuss the results of the program over the previous year to evaluate the effectiveness of the agency's Safety Risk Management process. This review process extends to safety risk evaluation records, hazard identification and analysis practices, the corrective action and mitigation monitoring process, and reviews of the Hazard Identification and Risk Assessment Log.

Event Investigation

Metro maintains documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event. The Chief Safety Officer maintains all documentation of Metro's investigation policies, processes, forms, checklists, activities, and results. An investigation report is prepared and sent to the Safety Committee for integration into their analysis of the event, which determines whether:

- The accident was preventable or non-preventable
- Personnel require discipline or retraining
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event

- The accident appears to involve underlying organizational causal factors beyond just individual employee behavior

Internal Reporting

Many of the hazards reported to Metro management arrive via internal safety reporting programs. Metro does not differentiate between internal and external reports for most purposes. Information shared through internal safety reporting programs is reviewed, investigated, and addressed.

In accordance with §673.29(b), Metro informs employees of safety actions taken in response to the information they report (Figure 3: Employee Reporting Feedback Loop). This can take the form of a direct conversation with a supervisor, a companywide bulletin, an update to the training program, or another method, as appropriate to the nature of the report.

ROUTING HAZARDS

During run pick time, operators share any route safety issues they have observed. For example, the afternoon pickup crowds of cars, parents, and children around one elementary school posed safety hazards. In response, Metro rerouted this bus line during school release times.

Figure 3: Employee Reporting Feedback Loop



7. Safety Promotion

Culture

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

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

A positive safety culture at Metro is defined as one which is:

An Informed Culture

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

A Just/Reporting Culture

- Employees know and agree on what is acceptable and unacceptable behavior
- Human errors must be understood but negligence and willful violations are not tolerated
- Employees are encouraged to voice safety concerns and to share critical safety information without the threat of punitive action
- When safety concerns are reported, appropriate action is taken

A Learning Culture

- Learning is valued as a lifetime process
- Employees are encouraged to develop and apply their own skills and knowledge to enhance safety
- Employees are updated on safety issues and informed of actions through feedback

Competencies and Training

Metro maintains and implements a safety management training program to ensure employees and any contract personnel occasionally working for Metro are trained and competent to perform their SMS duties, per § 673.29(a). This training consists of several steps, including pre-employment screening of job-related skills for certain positions, new employee orientation, on-the-job training (OJT), and an ongoing process of refresher and refamiliarization training for current employees. Staff training is designed to be consistent with SMS principles. The Safety Director will provide a corporate perspective on SMS and the agency’s safety culture.

Metro designated personnel are required by 49 CFR Part 672 to attend required courses to complete Individual Training Program (ITP), also referred to as the Public Transportation Safety Certification Training Program (PTSCTP). Metro designated personnel include employees and contractors whose job function is directly responsible for safety oversight of Metro. More specifically, this includes personnel whose primary job function includes the development, implementation and review of this PTASP, and/or the NDOT requirements for the agency pursuant to 49 CFR parts 674. These individuals include:

- Director of Safety/Chief Safety Officer

PTSCTP Required Curriculum

- SMS Awareness e-Learning1 Hour
- Safety Assurance Virtual Classroom2 Hours
- SMS Principals for Transit Classroom20 Hours
- Effectively Managing Transit Emergencies Classroom28 Hours
- Bus System Safety.....36 Hours
- Fundamentals of Bus Collision Investigations.....36 Hours

- Safety Specialist

TSSP Required Curriculum – Training is required to be completed within 24 months of assuming the role. Director of Safety will provide oversight during training period.

- Effectively Managing Transit Emergencies Classroom28 Hours
- Bus System Safety.....36 Hours
- Transit System Security.....36 Hours
- Fundamentals of Bus Collision Investigations.....36 Hours

- Additional Training for All Safety Roles
 - Transit Industrial Safety Management.....36 Hours

Hiring and New Employee Orientation

Metro uses pre-employment screening of job-related skills for certain positions in order to ensure new employees begin their employment with a minimum awareness and competency in core job duties and responsibilities, which includes aspects of safety. The Operations and Maintenance Directors document minimum skills for new mechanics and bus operators in job descriptions and postings.

New employee orientation represents Metro's primary opportunity for the delivery of one-on-one or small-group training. Training on key safety-related topics, including the drug and alcohol program, is delivered through new employee orientation programs.

Metro rules and regulations available to all employees contain information on the employee safety reporting program, which encourages employees to report safety hazards, near misses, concerns, and issues. Metro also includes a discussion of the employee safety reporting program as a formalized component of new employee orientation.

Operations Training

Drivers demonstrate skill and performance competency in the service to which they are assigned (fixed route or paratransit) as a part of training requirements. Metro provides ongoing/recurring training necessary to reinforce policies and procedures, as well as to provide a mechanism to brief drivers on new policies, procedures, and/or regulations. Retraining is a part of the incident/event management program for drivers involved in incidents.

Specific training subject areas for Metro drivers include defensive driving training and crisis management/de-escalation training, which are delivered either by contractors or internally, as well as voluntary CPR and first aid training.

Some training on new policies and procedures is delivered directly to drivers by Supervisors or Dispatchers on an individual basis or through bulletins and handouts.

Maintenance Training

The Maintenance Director and senior maintenance staff provide most of the training for junior Metro maintenance personnel in an OJT format. Some training on new policies and procedures may also be delivered directly by Supervisors on an individual basis or through bulletins and handouts. Metro primarily ensures that maintenance staff are sufficiently familiar with job responsibilities through pre-employment screening and verification that new hires have completed sufficient job-specific training or experiential learning prior to becoming employees.

Management and Supervisor Training

Management-level training is delivered through staff meetings and can include videos covering safety training topics or other safety-focused material. Management personnel participate in outside

training courses on topics including the National Incident Management System (NIMS) and Incident Command System (ICS).

Training Documentation

Metro's Human Resources Department maintains complete records of all personnel training and certification activities. Metro management periodically reviews and assesses employee training files and records to ensure completeness.

A standard checklist provides documentation for the safety components of new employee orientation and meeting sign-in sheets document safety training after initial employment. Additionally, course instructors produce records in either hard copy or digital format, and they include the date training was delivered, the instructor and/or provider of the training, the subject of the training, and a passing/failing grade or an indication of whether the training was successfully completed by everyone.

The Maintenance Director ensures that OJT delivered to maintenance staff and other frontline personnel is documented in a similar manner to classroom-based training. Signoff sheets or similar records placed in individual personnel files at the conclusion of OJT indicate the date training was delivered, the instructor and/or provider of the training, the name of the trainee, the subject of training, and a passing/failing grade or an indication of whether the training was successfully completed by the individual.

Training Program Evaluation

In order to address safety-related job functions of operations and maintenance positions and ensure that training gaps are addressed as necessary, the Safety, Operations, and Maintenance Directors periodically conduct informal analyses to determine whether gaps are present and develop new training material accordingly. The goal of these periodic analyses and assessments is to ensure that the agency has identified and provided all necessary skill training related to safe job performance for all job functions, to the level that all employees are competent to perform their safety-related duties.

Training curricula changes implemented by management for safety-related employees include updates to reflect new techniques, technologies, the results of investigations, corrective actions, and regulatory changes. New training courses or materials may also be developed in response to FTA guidance, state oversight activity, or other industry trends and best practices.

Safety Communication

Metro uses a variety of means to formally communicate safety policies, processes, activities, tools, safety issues and results to all employees. Regular communication from management to agency employees includes hazard and safety risk information of direct relevance to employees' responsibilities, as well as explanations of policy/activities/procedural changes.

An example of one communication method utilized within Metro are the Safety, Operations, and Maintenance Director's postings of safety-related bulletins and other messages in areas visible to frontline operations and maintenance employees, including at Metro's employee timeclock. Table 14 offers some other examples of dissemination methods.

Table 14. Safety Communication

Policy Directive	Frequency of Re-Issue	Communication Method	Operations	Maintenance	Administration
SMS Principles		Quarterly Meetings	x	x	x
Drug and Alcohol Policy		New employee orientation Operating Policy Manual	x	x	x
Conflict resolution strategies			x	x	x
Accident/incident procedures for dispatch			x		
Vehicle Inspection (bus, paratransit van, and paratransit sedan) Bus Safety and Security Inspection		Trainer to trainee	x		
Electric scooter safety tips	Seasonal	Quarterly training	x		
Suspicious item identification and reporting			x	x	x
Procedures after operator assault			x		x
National campaigns such as Distracted Driving Awareness Month		Quarterly training	x	x	
See Something, Say Something	Monthly	Flyers, Safety Meetings	x	x	x
New equipment updates		Quarterly training Trainer to trainee	x	x	
Reporting on-street incidents		New employee orientation Trainer to trainee	x	x	
Reporting non-accident MOBY incidents, suggestions, complaints, compliments, etc.		New employee orientation Trainer to trainee	x	x	x
Safe equipment use		New employee orientation Trainer to trainee Quarterly training	x	x	
New model vehicle training	As needed		x	x	

The communication technique used for a specific information release is targeted to the employees who could benefit from the information. For example, a policy change for mechanics would be discussed in their departmental meeting and posted in their area of the building.

Individual achievement is also recognized formally or informally. At the end of each year, any bus operator who had no preventable accidents receives a Safe Driver Award.

Sustaining a Safety Management System

To sustain a Safety Management System, Metro will ensure that processes are employed to build an organizational foundation. Actions taken to sustain SMS include:

Create measurement-friendly culture

All staff, including department heads, should be actively engaged in creating measurement-friendly culture by promoting performance measurement as a means of continuous improvement. Senior managers will also lead by example and utilize performance metrics in decision making processes.

Build organization capacity

Investment in developing skilled human resources capacity is essential to sustaining an SMS. Both technical and managerial skills will be needed for data collection and analysis and setting goals. Managing staff and the governing board will commit the financial resources required for organizational capacity and maintaining an SMS on a continuous basis.

Reliability and transparency of performance results

The SMS will be able to produce and report its results, both good and bad. Performance information should be transparent and made available to all stakeholders. Messengers should be protected to preserve the integrity of the measurement system. The focus should be on opportunities for improvement rather than allocating blame.

Demonstrate continuous commitment to measurement

Visible commitment to using metrics is a long-term initiative. Metro will demonstrate a commitment to performance measurement by establishing a formal process of reporting performance results, such as including transit safety and performance measurement as a standing agenda item at the Board of Directors meetings and provide relevant information to the Omaha-Council Bluffs MAPA.

RESOLUTION:

2024-11 Request Approval of Operating Policy – 8, Employment of Relatives

EXPLANATION:

Staff recommends approval of revised Operating Policy 8 pertaining the employment of relatives at Metro. The proposed revised policy establishes parameters for the hiring, transfer or promotion of employees who are relatives of other employees at Metro. Under the proposed revision, employees who are relatives of other employees at Metro may be hired, promoted or transferred as long as they are not in the same departmental section at Metro, the action does not create a perceived or actual conflict of interest and the relationship is disclosed to Metro's Human Resources Department.

Operating Policy 8 was last updated by the Board on August 25, 1988. The proposed revisions to the policy were reviewed by Metro's Legal Director and Human Resources and Talent Director as well as the Planning & Policy Committee.

Recommend Approval.

OPERATING POLICY

Subject:

Number

EMPLOYMENT OF RELATIVES

Adopted: March 27, 1986
Revised: August 25, 1988
April 25, 2024

8

Purpose:

To establish parameters for employment of relatives.

Definitions:

1. Relative(s): Any person connected by blood or marriage having the following relationships shall be considered a relative or relatives of an active regular full-time or part-time employee of Metro for the purposes of this Policy:

- a. Spouse;
- b. Parent (including biological, adoptive, in-laws and step-parents);
- c. Child (including biological, adoptive, in-laws and step-children); and
- d. Sibling(s) (including biological, in-laws and step-siblingsbrother).

2. Departmental Section: The following departmental sections of Metro shall be considered as a Departmental Section for the purposes of this Policy:

- a. Fixed Route Operations;
- b. Americans with Disabilities Act, as amended, ("ADA")
Complementary Paratransit Operations;
- c. Maintenance Shop;
- d. Maintenance Utility;
- e. Building, Grounds & Equipment; and
- f. Custodial.

Policy:

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1. This Policy applies to all current active regular employees, and all qualified candidates for hire, promotion or transfer.

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4.2. ~~The company~~Due to the potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the workplace, Metro shall ~~will~~ not hire, transfer, or promote any new or existing regular full-time, ~~or~~ part-time, or temporary ~~qualified candidate(s) employees~~ who are Relatives of related to present active regular full-time or part-time employees ~~(whether hourly or salaried)~~ in the following relationships same Departmental Section.

Husband, Wife

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~~_____~~ Mother, Father (including in-laws and step-parents)

~~_____~~ Child (including in-laws and step-children)

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~~_____~~ Brother (including in-laws and step-brother)

~~_____~~ Sister (including in-laws and step-sister)

3. ~~Employees~~Relatives are not eligible for hire, promotions or transfers to any new or existing position, including temporary alternate job classifications, if such that hire, promotion, or transfer would: a) create a supervisor/subordinate relationship with any active regular employee with a Relative; b) have the potential for creating an adverse impact on work performance or adverse impact on Metro's operations or business; c) have potential for participation in decisions, oversight, or administrative functions involving benefit and/or discipline; or d) create either a perceived or an actual conflict of interest, or the appearance of a conflict of interest

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4. Relatives are not eligible for hire, promotions or transfers to any new or existing full-time or part-time Administrative department position, including any temporary positions, if such hire, promotion, or transfer would: a) create any direct or indirect supervisor/subordinate relationship with an active employee; b) have the potential for creating an adverse impact on work performance or adverse impact on Metro's operations or business; c) have potential for participation in decisions, oversight, or administrative functions involving benefits and/or discipline; or d) create either a perceived or actual conflict of interest. In the event of any further inquiry regarding eligibility of any Relative for hire, promotion or transfer to an Administrative department position, Metro's Chief Executive Officer, or designee, shall make the final determination.

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5. Employees who marry may continue employment with Metro as long as: a) it does not create a supervisor/subordinate relationship between employee and Relative; b) have the potential for creating an adverse impact on work performance or adverse impact on Metro's operations or business; c) have potential for participation in oversight, decisions, or administrative functions involving benefit and/or discipline; or d) create

either a perceived or actual conflict of interest ~~or the appearance of a conflict of interest~~. In the event of one of the aforementioned conflict conditions outlined occurring, such the employees will be permitted ~~shall~~ to determine which of them will resign from employment.

2-6. Current active regular employees, and all applicants and qualified candidates for hire, promotion, or transfer are responsible for immediately reporting any Relative(s) or changes to existing relationships as defined in this Policy to Human Resources. Failure to report the existence or change in relationship status may ~~shall~~ result in termination of employment.

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OPERATING POLICY

Subject:

Number

**EMPLOYMENT OF
RELATIVES**

Adopted: March 27, 1986
Revised: August 25, 1988
April 25, 2024

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Purpose:

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Definitions:

1. **Relative(s):** Any person connected by blood or marriage having the following relationships shall be considered a relative or relatives of an active regular full-time or part-time employee of Metro for the purposes of this Policy:
 - a. Spouse;
 - b. Parent (including biological, adoptive, in-laws and step-parents);
 - c. Child (including biological, adoptive, in-laws and step-children); and
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2. **Departmental Section:** The following departmental sections of Metro shall be considered a Departmental Section for the purposes of this Policy:
 - a. Fixed Route Operations;
 - b. Americans with Disabilities Act, as amended, (“ADA”) Complementary Paratransit Operations;
 - c. Maintenance Shop;
 - d. Maintenance Utility;
 - e. Building, Grounds & Equipment; and
 - f. Custodial.

Policy:

1. This Policy applies to all current active regular employees, and all qualified candidates for hire, promotion or transfer.
2. Due to the potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the workplace, Metro shall not hire, transfer, or promote any new or existing regular full-time, part-time, or temporary qualified candidate(s) who are Relatives of active regular full-time or part-time employees in the same Departmental Section.
3. Relatives are not eligible for hire, promotions or transfers to any new or existing position, including temporary alternate job classifications, if such hire, promotion, or transfer would: a) create a supervisor/subordinate relationship with any active regular employee; b) have the potential for creating an adverse impact on work performance or adverse impact on Metro's operations or business; c) have potential for participation in decisions, oversight, or administrative functions involving benefit and/or discipline; or d) create either a perceived or actual conflict of interest.
4. Relatives are not eligible for hire, promotions or transfers to any new or existing full-time or part-time Administrative department position, including any temporary positions, if such hire, promotion, or transfer would: a) create any direct or indirect supervisor/subordinate relationship with an active employee; b) have the potential for creating an adverse impact on work performance or adverse impact on Metro's operations or business; c) have potential for participation in decisions, oversight, or administrative functions involving benefits and/or discipline; or d) create either a perceived or actual conflict of interest. In the event of any further inquiry regarding eligibility of any Relative for hire, promotion or transfer to an Administrative department position, Metro's Chief Executive Officer, or designee, shall make the final determination.
5. Employees who marry may continue employment with Metro as long as: a) it does not create a supervisor/subordinate relationship between employee and Relative; b) have the potential for creating an adverse impact on work performance or adverse impact on Metro's operations or business; c) have potential for participation in oversight, decisions, or administrative functions involving benefit and/or discipline; or d) create either a perceived or actual conflict of interest. In the event one of the aforementioned conflicts occurs, such employees shall determine which of them will resign from employment.
6. Current active regular employees, and all applicants and qualified candidates for hire, promotion, or transfer are responsible for immediately reporting any Relative(s) or changes to existing relationships as defined in

this Policy to Human Resources. Failure to report the existence or change in relationship status may result in termination of employment.

RESOLUTION: **2024-12 Request Approval of Fiscal Year 2023 Audited Financials**

EXPLANATION: Staff is seeking approval of the 2023 audited financial statements. Eide Baily audited Metro's financial statements as of and for the year ended December 31, 2023, and produced the audit report. The 2023 audit report was sent to Metro's Finance/Procurement Committee for their review prior to the Board meeting.

Recommend approval.



Financial Statements
December 31, 2023 and 2022

The Regional Metropolitan Transit
Authority of Omaha d/b/a Metro

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

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December 31, 2023 and 2022

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Independent Auditor's Report

The Board of Directors
The Regional Metropolitan Transit Authority of Omaha d/b/a Metro
Omaha, Nebraska

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the enterprise and fiduciary funds of the The Regional Metropolitan Transit Authority of Omaha d/b/a Metro (Transit Authority), as of and for the years ended December 31, 2023 and December 31, 2022, and the related notes to the financial statements, which collectively comprise the Transit Authority's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the enterprise and fiduciary funds of the Transit Authority, as of December 31, 2023 and December 31, 2022, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Transit Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Transit Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Transit Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Transit Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, schedules of changes in net pension liability of the salaries and hourly plans, schedules of contributions of the salaried and hourly plans, and schedules of money-weighted rate of return of the salaried and hourly plans be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Transit Authority's basic financial statements. The schedule of expenditures of federal awards as required by Title 2 *U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 19, 2024 on our consideration of the Transit Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Transit Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Transit Authority's internal control over financial reporting and compliance.

The image shows a handwritten signature in cursive script that reads "Eide Bailly LLP".

Menlo Park, California
April 19, 2024

Introduction

This management's discussion and analysis of the financial performance of Regional Metropolitan Transit Authority of Omaha d/b/a Metro (Transit Authority) provides an overview of the Transit Authority's financial activities for the year ended December 31, 2023, with comparisons to the prior two fiscal years. It should be read in conjunction with the accompanying financial statements of the Transit Authority.

Financial Highlights

The Transit Authority's net position increased in 2023 by \$8,542,434 or 9.8%. This was a modest improvement for the Transit Authority. Looking back at the past two years, the Transit Authority had a decrease of 0.62% in 2022 and a decrease of 5.17% in 2021. This increased liquidity in 2023 allowed the Transit Authority to invest \$10M in Certificates of Deposit as reserves.

The Transit Authority reported operating losses in 2023 of \$46,227,636 as compared to the 2022 of \$44,699,079. This is a 3.4% increase or \$1,528,557 greater amount than the 2022 operating loss. The two main contributors to this increase are service increases and the hiring of additional staff. This was primarily for bus operators and administrative positions. The operating revenues increased by 29.07% or \$1,192,677 from 2022. This is primarily due to increases in service contract revenue related to ridership, which is a result of agreements with various organizations in the Omaha area that allow their employees and/or students to ride as needed. There was also continued growth in passenger fares, even if they are still lower than they were prior to COVID-19. The Transit Authority receives nonoperating revenues in the form of property taxes and governmental grants to support operations. Reporting an operating loss is consistent with the Transit Authority's operating history since the Transit Authority was formed and is operated primarily to provide public transportation to the residents of Omaha and the surrounding area and is subsidized to that end. The Transit Authority levies property taxes to provide sufficient resources to enable it to serve residents in the metropolitan area.

Total nonoperating revenues increased by \$11,138,027 or 27.7% in 2023 over the 2022 figure, the primary cause of this increase in nonoperating revenue is due to the increase in the property tax levy, which will be collected in 2024.

Overview of the Financial Statements

The Transit Authority's financial statements consist of two components: basic financial statements and notes to the financial statements. It also includes other supplemental information in addition to the basic financial statements with the intent to provide additional detail to support the basic financial statements.

Basic Financial Statements

Business-type Activities

The basic financial statements of the business type activities are comprised of three statements - a statement of net position; a statement of revenues, expenses, and changes in net position; and a statement of cash flows. These statements provide information about the activities of the Transit Authority, including resources held by the Transit Authority but restricted for specific purposes by creditors, contributors, grantors or enabling legislation. The Transit Authority's operations are accounted for as business-type activities and presents its financial statements on the accrual basis of accounting using the economic resources measurement focus.

The Statement of Net Position and Statement of Revenues, Expenses, and Changes in Net Position

One of the most important questions asked about any of the Transit Authority's finances is "Is the Transit Authority as a whole better or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Revenues, Expenses and Changes in Net Position report information about the Transit Authority's resources and its activities in a way that helps answer this question. These statements include all restricted and unrestricted assets and all liabilities and deferred inflows and outflows of resources using the accrual basis of accounting. Using the accrual basis of accounting means that all the current year's revenues and expenses are considered regardless of when cash is received or paid.

These two statements report the Transit Authority's net position and changes in the amount. The Transit Authority's total net position, the difference between assets, liabilities, and deferred inflows and outflows of resources, is one measure of the Transit Authority's financial health or financial position. Over time, increases or decreases in the Transit Authority's net position is an indicator of whether its financial health is improving or deteriorating. Other nonfinancial factors, such as changes in legislation and regulations, measures of the quantity and quality of services provided to its passengers, and local economic factors should also be considered to assess the overall financial health of the Transit Authority.

The Statement of Cash Flows

The Statement of Cash Flows reports cash receipts, cash payments and net changes in cash and cash equivalents resulting from four defined types of activities. It provides answers to such questions as where the cash came from, what was cash used for and what was the change in cash and cash equivalents during the reporting period.

Fiduciary Activities

The fiduciary activities consist of the pension trust funds of the Transit Authority. The basic financial statements of the fiduciary activities are comprised of two statements - a Statement of Fiduciary Net Position and a Statement of Changes in Fiduciary Net Position. These statements provide information about the activities of the Transit Authority's pension plan. The fiduciary activities are recognized on the accrual basis of accounting using the economic resources measurement focus.

There are two separate pension plans for the Transit Authority included in fiduciary activities – the Salaried Employees' Pension Plan and the Hourly Employees' Pension Plan.

Salaried Employees' Pension Plan

The Metro Area Transit Salaried Employees' Pension Plan (Salaried Plan) is a defined benefit plan, which provides retirement, death, termination, and disability benefits. Administrative employees become eligible under the Salaried Plan the first day of the month following completion of 120 days of service. Vesting for employer contributions under the Salaried Plan is achieved upon completion of ten years of service. Employee contributions are fully vested.

Hourly Employees' Pension Plan

The Metro Area Transit Hourly Employees' Pension Plan (Hourly Plan) is a defined benefit plan, which provides retirement, death, termination, and disability benefits. Hourly employees who are covered by a collective bargaining agreement between the Transit Authority and the Transportation Workers of America are deemed eligible to participate under the Hourly Plan. Vesting for employer contributions under the Hourly Plan is achieved upon completion of ten years of service. Employee contributions are fully vested.

Notes to the Financial Statements

Various notes provide additional information that is essential to a full understanding of the information provided in the basic financial statements and are found immediately following the financial statements to which they refer.

Other Information

This report also presents certain required supplementary information in accordance with the requirements of generally accepted accounting principles providing information about the status of the Transit Authority's pension liability for its hourly plan and salaried plans. Additional supplementary information and associated notes concerning federal compliance with the Transit Authority's expenditures appear immediately following the required supplementary information.

Analysis of Basic Financial Statements

The Transit Authority's net position is the difference between its assets, liabilities, and deferred inflows of resources reported in the Statement of Net Position. The Transit Authority's net position increased in 2023 by \$8,542,434 or 9.8% when compared to 2022. In 2022, the Transit Authority had a nominal decrease in net position compared to 2021. The growth of the organization and increased depreciation costs are offset by additional property tax revenue help to keep the change in net position low.

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro
Management's Discussion and Analysis
December 31, 2023 and 2022

Table 1: Condensed Statements of Net Position

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Assets			
Cash and investments	\$ 19,293,188	\$ 11,731,585	\$ 8,103,311
Other current assets	46,462,412	35,498,515	31,166,228
Capital assets, net	4,563,116	3,847,673	67,680,250
Other noncurrent assets	<u>68,977</u>	<u>75,253</u>	<u>81,529</u>
Total assets	<u>70,387,693</u>	<u>51,153,026</u>	<u>107,031,318</u>
Deferred Outflows of Resources	<u>4,874,071</u>	<u>8,552,266</u>	<u>4,259,832</u>
Liabilities			
Accounts payable	1,831,052	1,100,309	2,272,365
Accrued expenses	2,510,144	2,154,738	1,514,684
Claims liabilities	2,994,429	1,244,079	1,540,736
Net pension liability	14,436,988	19,188,723	11,056,551
Other long-term liabilities	<u>419,084</u>	<u>258,086</u>	<u>283,362</u>
Total liabilities	<u>22,191,697</u>	<u>23,945,935</u>	<u>16,667,698</u>
Deferred Inflows of Resources	<u>3,863,364</u>	<u>3,554,533</u>	<u>6,894,834</u>
Net Position			
Net investment in capital assets	52,612,875	59,135,860	67,387,266
Restricted	-	-	168,908
Unrestricted	<u>43,116,570</u>	<u>28,051,151</u>	<u>20,172,444</u>
Total net position	<u>\$ 95,729,445</u>	<u>\$ 87,187,011</u>	<u>\$ 87,728,618</u>

Transit Authority continues to capture allowable operating costs and capitalizes these expenditures in the annual appropriation of the 5307 FTA Formula funds. These funds give the Transit Authority a greater means of working capital and allow for investments. The 2023 operating expenses had an increase over what was reported in 2022 as the amount increased by \$2,721,234 or 5.58% over 2022, the primary reason for the increase in operating cost is from additional wage cost from hiring additional personnel for service increases in 2023 as well as additional anticipated service increases in 2024. Refer to Table 2.

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro
Management's Discussion and Analysis
December 31, 2023 and 2022

Table 2: Condensed Statements of Changes in Net Position

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Operating Revenues	\$ 5,295,150	\$ 4,102,473	\$ 3,476,003
Operating Expenses	<u>51,522,786</u>	<u>48,801,552</u>	<u>44,334,216</u>
Operating Loss	<u>(46,227,636)</u>	<u>(44,699,079)</u>	<u>(40,858,213)</u>
Nonoperating Revenues			
Property taxes	42,045,878	30,660,363	20,202,096
Federal and state grants	9,291,000	9,548,115	9,664,407
Other revenue	<u>35,615</u>	<u>25,988</u>	<u>542,139</u>
Total nonoperating revenues	<u>51,372,493</u>	<u>40,234,466</u>	<u>30,408,642</u>
Net Income (Loss) before Capital Grants and Contributions	5,144,857	(4,464,613)	(10,449,571)
Capital Grants and Contributions	<u>3,397,577</u>	<u>3,923,006</u>	<u>5,665,252</u>
Change in Net Position	8,542,434	(541,607)	(4,784,319)
Net Position, Beginning of Year	<u>87,187,011</u>	<u>87,728,618</u>	<u>92,512,937</u>
Net Position, End of Year	<u>\$ 95,729,445</u>	<u>\$ 87,187,011</u>	<u>\$ 87,728,618</u>

Operating Losses

The first component of the overall change in the Transit Authority's net position is its operating income or loss. Generally, the difference between net passenger service and other operating revenues and the expenses incurred to perform those services. In each of the past three years, the Transit Authority has reported an operating loss. As previously stated, this is consistent with the Transit Authority's operating history as the Transit Authority was formed and is operated primarily to provide public transportation to the residents of Omaha and the surrounding area and is subsidized to that end. The Transit Authority levies property taxes to provide sufficient resources to enable it to serve residents in the metropolitan area.

The operating loss for 2023 increased compared to 2022 by \$1,528,557 or 3.42%. Most of the increased operating expenses are due to the addition of transit service and the related hiring of additional staff for new positions or to return to pre-COVID staffing levels. As you can see from the tables, there is an impactful increase in operating revenues of 29.07% or \$1,192,677 between 2023 and 2022. The 29.07% increase in operating revenues is a result of increasing service contract revenues, but there was also a noticeable increase in passenger fares collected from 2022 to 2023. Passenger revenues are still below 2019 levels as the Transit Authority continues to experience a reduction in ridership due to COVID-19.

The Transit Authority is a labor intensive industry with employee costs in salaries, wages, and fringe benefits amounting to a significant portion of the total operating expenses in 2023 as well as previous years.

Nonoperating Revenues

Nonoperating revenues consist primarily of property taxes levied by the Transit Authority, as well as federal and state operating grants. Nonoperating revenues increased in 2023 by \$11,138,027 or 27.7% over 2022. The increase is from the property taxes part of the long-term plan as the Transit Authority transitions into a Regional Transit Authority and lays the foundation for the expansion of service. The Transit Authority had a modest increase in Federal Operating Grants when compared to 2022. This was offset by a continued decrease in state operating grants.

Table 3: Statement of Fiduciary Net Position

The following displays the pension plan assets and net position as of December 31, 2023, 2022, and 2021:

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Trust Assets	<u>\$ 39,302,352</u>	<u>\$ 34,566,972</u>	<u>\$ 42,248,876</u>
Restricted for Pensions	<u>\$ 39,302,352</u>	<u>\$ 34,566,972</u>	<u>\$ 42,248,876</u>

Table 4: Changes in Fiduciary Net Position

The following displays the changes in fiduciary net position for the Transit Authority's pension plans for the years ended December 31, 2023, 2022, and 2021:

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Contributions	\$ 2,544,615	\$ 2,300,592	\$ 2,326,622
Investment Income (Loss)	<u>5,869,437</u>	<u>(6,572,426)</u>	<u>4,585,718</u>
Total additions	<u>8,414,052</u>	<u>(4,271,834)</u>	<u>6,912,340</u>
Benefits Paid	3,612,434	3,383,821	3,112,408
Administrative Expenses	<u>66,238</u>	<u>26,250</u>	<u>24,725</u>
Total deductions	<u>3,678,672</u>	<u>3,410,071</u>	<u>3,137,133</u>
Net Change in Fiduciary Net Position	4,735,380	(7,681,905)	3,775,207
Fiduciary Net Position, Beginning of Year	<u>34,566,972</u>	<u>42,248,877</u>	<u>38,473,669</u>
Fiduciary Net Position, End of Year	<u>\$ 39,302,352</u>	<u>\$ 34,566,972</u>	<u>\$ 42,248,876</u>

Capital Assets

The Transit Authority procured a total of \$3,875,531 in 2023 capital assets as compared to the 2022 amount of \$4,633,657. The decreased amount in 2023 can be attributed to an off year in the lifecycle of assets as well as longer lead times related to the delivery and completion of capital assets. Over the next several years we anticipate replacing about 30% of our existing fleet, with possible expansion as well as ridership continuing to increase. See additional information regarding capital assets in Note 3 to the financial statements.

Other Economic Factors and Next Year's Budget

The Transit Authority approved its 2024 State required budget through a public hearing in September 2023. The 2024 operating budget includes operating expenses of \$55,036,760, an increase of \$10,327,036, or 23.1%, from the 2023 budget. The 2024 capital budget includes capital outlays and improvements of \$15,965,700. The budget will leave the Transit Authority with an estimated 34% remaining cash reserve.

Ridership, while improving, continues to be lower than pre-2020 levels because of the COVID-19 pandemic. Ridership did increase in 2023 and is anticipated to continue the trend of increasing in 2024. The Transit Authority is always looking at new ways to attract new riders and increase ridership as well as new organizations to partner with for additional ridership. The continued implementation of the MetroNEXT plan will also increase ridership numbers.

Contacting the Transit Authority's Financial Management

This financial report is designed to provide a general overview of the Transit Authority's finances and to show the Transit Authority's accountability for the money it receives. Questions about this report and requests for additional financial information should be directed to the Transit Authority's Finance Director or Chief Executive Officer by telephoning (402) 341-7560 or emailing wclingman@ometro.com or lcencic@ometro.com.

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

Statements of Net Position
December 31, 2023 and 2022

	2023	2022
Assets		
Current Assets		
Cash and cash equivalents	\$ 9,249,279	\$ 11,731,585
Investments	10,043,909	-
Receivables		
Property tax	40,292,771	28,960,522
Grants	3,254,071	4,025,906
Service accounts	728,607	640,817
Materials and supplies inventory	1,803,555	1,524,735
Prepaid expenses and other assets	383,408	346,535
Total current assets	<u>65,755,600</u>	<u>47,230,100</u>
Noncurrent Assets		
Nondepreciable capital assets	4,563,116	3,847,673
Capital assets, net of accumulated depreciation and amortization	48,275,722	55,288,187
Other noncurrent assets	68,977	75,253
Total noncurrent assets	<u>52,907,815</u>	<u>59,211,113</u>
Total assets	<u>118,663,415</u>	<u>106,441,213</u>
Deferred Outflows of Resources		
Pension related	4,874,071	8,552,266
Liabilities		
Current Liabilities		
Accounts payable	1,831,052	1,100,309
Accrued wages and vacation payable	1,397,559	1,106,523
Accrued payroll taxes and benefits	434,339	488,605
Accrued expenses	678,246	559,610
Subscription payable	101,827	-
Claims	2,994,429	1,244,079
Total current liabilities	<u>7,437,452</u>	<u>4,499,126</u>
Noncurrent Liabilities		
Subscription payable	81,113	-
Claims	1,752,980	306,000
Net pension liability	14,436,988	19,188,723
Other long-term liabilities	236,144	258,086
Total noncurrent liabilities	<u>16,507,225</u>	<u>19,752,809</u>
Total liabilities	<u>23,944,677</u>	<u>24,251,935</u>
Deferred Inflows of Resources		
Pension related	3,863,364	3,554,533
Net Position		
Net investment in capital assets	52,612,875	59,135,860
Unrestricted	43,116,570	28,051,151
Total net position	<u>\$ 95,729,445</u>	<u>\$ 87,187,011</u>

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro
Statements of Revenue, Expenses, and Changes in Net Position
Years Ended December 31, 2023 and 2022

	2023	2022
Operating Revenues		
Passenger fares	\$ 2,324,295	\$ 2,060,661
Service contracts	1,779,157	1,516,315
Other	1,191,698	525,497
Total operating revenues	<u>5,295,150</u>	<u>4,102,473</u>
Operating Expenses		
Administration of transportation operations	2,556,469	2,181,609
Revenue vehicle movement control	1,603,001	1,388,797
Scheduling of transportation operations	118,078	195,626
Revenue vehicle operations	18,965,612	19,128,364
Maintenance administration	672,823	796,272
Servicing revenue vehicles	947,529	989,177
Maintenance of revenue vehicles	4,283,362	3,117,292
Maintenance of other equipment	1,480,144	1,831,831
Ticketing and fare collection	315,758	169,871
Customer services and promotion	873,712	826,456
Personnel, legal and insurance	4,722,864	1,373,212
Finance, accounting and data processing	1,332,774	1,135,205
Purchasing and stores	323,988	353,559
General management	1,584,287	1,191,151
General and administrative	951,578	938,807
Depreciation and amortization	10,790,807	13,184,323
Total operating expenses	<u>51,522,786</u>	<u>48,801,552</u>
Operating loss	<u>(46,227,636)</u>	<u>(44,699,079)</u>
Nonoperating Revenues		
Property taxes	42,045,878	30,660,363
Federal operating grants	8,900,164	7,807,738
State operating grants	390,836	1,740,377
Gain on disposal of capital assets	35,615	25,988
Total nonoperating revenue	<u>51,372,493</u>	<u>40,234,466</u>
Income Before Capital Grants and Contributions	5,144,857	(4,464,613)
Capital Grants and Contributions	<u>3,397,577</u>	<u>3,923,006</u>
Change in Net Position	8,542,434	(541,607)
Net Position, Beginning of Year	<u>87,187,011</u>	<u>87,728,618</u>
Net Position, End of Year	<u><u>\$ 95,729,445</u></u>	<u><u>\$ 87,187,011</u></u>

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

Statements of Cash Flows

Years Ended December 31, 2023 and 2022

	<u>2023</u>	<u>2022</u>
Cash Flows from Operating Activities		
Cash received from customers	\$ 5,207,360	\$ 4,366,525
Cash paid to suppliers	(9,089,944)	(14,864,174)
Cash paid to employees	(28,460,900)	(20,498,746)
Net cash used for operating activities	<u>(32,343,484)</u>	<u>(30,996,395)</u>
Cash Flows from Noncapital Financing Activities		
State grants received	781,672	3,201,167
Federal grants received	8,900,164	10,058,796
Property taxes received	30,713,629	21,021,737
Net cash provided by noncapital financing activities	<u>40,395,465</u>	<u>34,281,700</u>
Cash Flows from Capital and Related Financing Activities		
Acquisition of capital assets	(4,304,569)	(4,633,657)
Proceeds on sale of capital assets	35,615	25,988
Federal capital grants received	3,778,576	4,950,638
Net cash provided by (used in) capital and related financing activities	<u>(490,378)</u>	<u>342,969</u>
Cash Flows from Investing Activities		
Purchase of Investments	<u>(10,043,909)</u>	<u>-</u>
Net change in cash and cash equivalents	(2,482,306)	3,628,274
Cash and cash equivalents, beginning of year	<u>11,731,585</u>	<u>8,103,311</u>
Cash and cash equivalents, end of year	<u>\$ 9,249,279</u>	<u>\$ 11,731,585</u>

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

Statements of Cash Flows

Years Ended December 31, 2023 and 2022

	<u>2023</u>	<u>2022</u>
Reconciliation of Operating Loss to Net Cash Used for Operating Activities		
Operating loss	\$ (46,227,636)	\$ (44,699,079)
Adjustments to reconcile operating loss to net cash used in operating activities		
Depreciation	10,790,807	13,184,323
Changes in assets and liabilities:		
Decrease in service accounts receivable	(87,790)	264,052
(Increase) decrease in materials and supplies inventory	(278,820)	(279,352)
(Increase) decrease in prepaid expenses and other assets	(36,873)	582,159
(Increase) in pension related deferred outflows of resources	3,678,195	(4,292,434)
(Decrease) in accounts payable and accrued expenses	4,261,537	(547,935)
Increase (decrease) in net pension liability	(4,751,735)	8,132,172
Increase (decrease) in deferred inflows of resources	308,831	(3,340,301)
Net Cash Used in Operating Activities	<u>\$ (32,343,484)</u>	<u>\$ (30,996,395)</u>
Noncash Capital, Investing, and Financing Activities		
Purchases of equipment on accounts payable	<u>\$ 347,626</u>	<u>\$ 292,984</u>
Subscription asset obtained with subscription liability	<u>\$ 235,521</u>	<u>\$ -</u>

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro
 Statements of Fiduciary Net Position
 Years Ended December 31, 2023 and 2022

	2023	2022
Assets		
Cash	\$ 1,245,038	\$ 1,035,753
Contributions receivable	157,344	72,389
Accrued income	4,208	19,848
Investments	37,895,762	33,438,982
Total assets	39,302,352	34,566,972
Net Position		
Restricted for pensions	\$ 39,302,352	\$ 34,566,972

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro
 Statements of Changes in Fiduciary Net Position
 Years Ended December 31, 2023 and 2022

	2023	2022
Additions		
Contributions		
Employee contributions	1,264,954	1,141,560
Employer contributions	1,279,661	1,159,032
Total contributions	2,544,615	2,300,592
Investment earnings		
Net change in fair value of investments	(3,566,099)	(7,362,346)
Interest, dividends and other income	9,450,895	855,350
Total investment earnings	5,884,796	(6,506,996)
Less Investment expenses	(15,359)	(65,430)
Net investment earnings	5,869,437	(6,572,426)
Total additions	8,414,052	(4,271,834)
Deductions		
Benefits paid	3,612,434	3,383,821
Administrative expenses	66,238	26,250
Total deductions	3,678,672	3,410,071
Change in fiduciary net position	4,735,380	(7,681,905)
Net position, beginning of year	34,566,972	42,248,877
Net position, end of year	\$ 39,302,352	\$ 34,566,972

Note 1 - Summary of Significant Accounting Policies

The financial statements of the Regional Metropolitan Transit Authority of Omaha d/b/a Metro (Transit Authority) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to state and local governments as prescribed by the Governmental Accounting Standards Board (GASB). GASB is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

The significant accounting and reporting policies and practices used by Transit Authority are described below.

Reporting Entity

The Transit Authority of the City of Omaha d/b/a Metro, a public benefit corporation, was created by the City of Omaha, Nebraska, by Ordinance No. 26335 on May 10, 1972, under statutes of Nebraska known as the Transit Authority Law. Effective August 1, 2022, pursuant to the Regional Metropolitan Transit Authority Act (Nebraska Revised Statutes sections 18-1801 to 18-1825), the Transit Authority of the City of Omaha d/b/a Metro was converted to the Regional Metropolitan Transit Authority of Omaha d/b/a Metro. The Transit Authority is an independent political subdivision of the State of Nebraska.

As a political subdivision, it is distinct from, and is not an agency of, the State of Nebraska or any other local governmental unit. The Transit Authority has the right to eminent domain and the power to enter into contracts and to purchase equipment. The Transit Authority consists of a five-member board appointed by the mayor and confirmed by Omaha's City Council and the County Board of Douglas County, Nebraska. The Transit Authority is solely responsible for financing deficits or the disposition of surplus funds. The Transit Authority collects revenues, controls disbursements and has title to all assets. The Transit Authority has and retains full and exclusive jurisdiction and control over all public passenger transportation systems in the City of Omaha, excluding taxicabs and railroad systems.

The Regional Metropolitan Transit Authority (Transit Authority) operates a timed-transfer system offering fixed, express/commuter and circulator route services. The Transit Authority serves 100 square miles or approximately 85% of the City of Omaha. In addition, the Transit Authority offers MOBY, American with Disabilities Act complementary Para the Transit service. MOBY is an origin-to destination, curb-to-curb service operation within Omaha's city limits. The transit service outside of the Omaha city limits is provided by contractual agreement between the Transit Authority and the respective political jurisdictions and agencies.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The basic financial statements provide information about the Transit Authority's business-type and fiduciary (Pension Trust Funds) activities. Separate statements for business-type activities and fiduciary activities are presented.

The basic financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized when a liability is incurred, regardless of the timing of the related cash flows. On an accrual basis, revenues from operating activities are recognized in the fiscal year that the operations are provided.

Operating revenues occur from passenger fares, service contracts, rental of property, and sale of advertising space. Passenger fares are recorded as revenue at the time the service is provided. Property taxes are recognized as revenues in the year for which they are levied. The Transit Authority recognizes federal and state grant income when eligibility requirements are met. The Federal Transit Administration ("FTA") and the State of Nebraska provide financial assistance and distribute grants directly to the Transit Authority for operations and acquisition of property and equipment. Operating grants made on the basis of entitlement periods are recorded as grant receivables and revenues over the entitlement periods, based on qualifying expenditures. Capital grants for the acquisition of property and equipment (reimbursement type grants) are recorded as grant receivables when the related grant expenditures are incurred.

Operating expenses include the cost of sales and service, administrative expenses and depreciation on capital assets. All revenue and expenses not meeting this definition are reported as non-operating revenues and expenses. Resources received or recognized as receivable before time requirements are met, are reported as deferred revenues.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand, demand deposits and highly liquid investments with an original maturity of three months or less.

Service Accounts, Grants and Property Taxes Receivable

Service accounts receivable consist of amounts due from customers for the Transit services and various other items. Grants receivables consist of amounts due from the federal and state government under grant contracts as reimbursement for funds expended in accordance with those grant agreements. Tax collections receivable consist of uncollected property taxes. The Transit Authority has evaluated outstanding receivables and determined that no allowance for uncollectible accounts is necessary at December 31, 2023 and 2022.

Materials and Supplies Inventory

Materials and supplies are stated at the lower of cost (first-in, first-out method) or market. Inventory generally consists of maintenance parts and supplies for rolling stock and other miscellaneous items. Costs are recognized as expenses at the time inventory items are used.

Prepaid expenses

Certain payments to vendors reflect costs or deposits applicable to future accounting periods and are recorded as prepaid expenses in the financial statements.

Capital Assets

Assets which cost \$5,000 or more, and with a useful life of more than one year, are capitalized in the year they are placed in service. Capital assets are reported at cost, or if contributed property, at their fair value at the time of contribution. Costs of maintenance and repairs are charged to operations as incurred; costs of improvements are capitalized and depreciated over the remaining useful lives of the related assets.

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

Notes to Financial Statements

December 31, 2023 and 2022

Depreciation of capital assets is charged as an expense against operations. When capital assets are disposed, the cost and applicable accumulated depreciation are removed from the respective accounts, and the resulting gain or loss is recognized. The Transit Authority computes depreciation using the straight-line method over the estimated useful lives of the assets as follows:

Motor coaches	2 - 12 years
Building and improvements	3 - 40 years
Service cars and other equipment	3 - 7 years
Office furniture and equipment	3 - 7 years

Right to use subscription IT assets are recognized at the subscription commencement date and represent the Transit Authority's right to use the underlying IT asset for the subscription term. Right to use subscription IT assets are measured at the initial value of the subscription liability plus any payments made to the vendor at the commencement of the subscription term, less any subscription incentives received from the vendor at or before the commencement of the subscription term, plus any capitalizable initial implementation costs necessary to place the subscription asset into service. Right to use subscription IT assets are amortized over the shorter of the subscription term or useful life of the underlying asset using the straight-line method. The amortization period varies from 3 to 5 years.

Deferred Outflows of Resources

Deferred outflows of resources represent a consumption of net position that applies to a future period(s) and will not be recognized as an outflow of resources (expense) until then. Deferred outflows of resources consist of unrecognized items not yet charged to pension and contributions from the employer after the measurement date, but before the end of the employer's reporting period.

Accrued Vacation Payable

The Transit Authority policies permit union employees to accumulate vacation benefits that may be realized as paid time off. Under the terms of the Operating Policy, employees of the Transit Authority are granted vacation varying from one to five weeks based upon length of service. Expense and related liability for accrued vacation pay is earned in the current year to be used in the following year. There is no carryover of unused vacation, and any remaining amounts are paid out by the end of the year. Accrued vacation pay is computed using the regular pay rates in effect at the statement of net position date plus an additional amount for compensation-related payments such as pension, social security and Medicare taxes computed using rates in effect at that date.

Administrative employees accrue vacation each pay period. These amounts are prorated ranging from two to five weeks-based on anniversary date and length of service. Vacation time is paid when used or paid as a lump sum following termination.

Long Term Obligations

Subscription payables represent the Transit Authority's obligation to make subscription payments arising from subscription contracts. Subscription payables are recognized at the commencement date based on the present value of future subscription payments expected to be made during the subscription term. The present value of subscription payments are discounted based on a borrowing rate determined by the Transit Authority.

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Transit Authority's defined benefit plans and additions to/deductions from the Transit Authority's defined benefit plans fiduciary net position have been determined on the same basis by the Transit Authority's defined benefit plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Claims Liabilities

Liabilities for workers' compensation, employee health insurance, and casualty liability claims are recognized as incurred on the basis of the estimated cost to the Transit Authority upon resolution. Estimated liabilities for injury and damage claims are charged to operations in the year the claim event occurs.

Self-insured liabilities are reported when it is probable that a loss has occurred, and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported. Since self-insured claims depend on complex factors such as inflation, changes in legal doctrines, and damage awards, the process used in computing claims liability does not necessarily result in an exact amount. Claims liabilities are evaluated on a case-by-case basis and are re-evaluated periodically to take into consideration historical experience of recently settled claims, the frequency of claims, and other economic and social factors.

Deferred Inflows of Resources

Deferred inflows of resources represent an acquisition of net position applicable to a future year(s) which will not be recognized as an inflow of resources (revenue) until that time. Although certain revenues are measurable, they are not available. Available means collected within the current year or expected to be collected soon enough thereafter to be used to pay liabilities of the current year. Deferred inflows of resources in the financial statements consist of the unamortized portion of the unrecognized items not yet charged to pension expense.

Net Position

Net position is required to be classified into three components – net investment in capital assets, restricted, and unrestricted. These classifications are defined as follows:

Net investment in capital assets – This component of net position consists of capital assets, net of accumulated depreciation and amortization and costs to be recovered from future revenues, reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds is not included in the calculation of net investment in capital assets.

Restricted – This component of net position consists of constraints placed on net position use through external constraints imposed by creditors (such as through debt covenants), contributors, or law or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

Unrestricted – This component of net position consists of net position that do not meet the definition of "restricted" or "net investment in capital assets." When both restricted and unrestricted resources are available for use, it is the Transit Authority's policy to use restricted resources first, then unrestricted resources as they are needed.

Property Taxes

The tax levies for all political subdivisions in Douglas County are certified by the county board on or before October 15. Real estate taxes are due and become an enforceable lien on property on December 31. The first half of the real estate taxes becomes delinquent on April 1 and the second half become delinquent on August 1 following the levy date. Personal property taxes are due on December 31 and become delinquent on April 1 and August 1 following the levy date. Delinquent taxes bear interest.

Budget Process

The Transit Authority prepares the operating budget for the business-type fund. The operating budget includes disbursements and transfers. Public hearings are conducted to obtain taxpayer comments. The budget is legally adopted by the Board of Directors through passage of a resolution in accordance with state statutes.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses and other changes in net position during the reporting period. Actual results could differ from those estimates.

Effects of Newly Adopted Accounting Pronouncements

As of January 1, 2023, the Transit Authority adopted GASB Statement No. 96, *Subscription-Based Information Technology Arrangements* (SBITAs). The implementation of this standard establishes that a SBITA results in a right to use subscription IT asset -an intangible asset - and a corresponding liability. The standard provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA. The Statement requires recognition of certain SBITA assets and liabilities for SBITAs that previously were recognized as outflows of resources based on the payment provisions of the contract. As a result of implementing this standard the Transit Authority recognized a right to use subscription asset and subscription liability of \$834,960 and \$282,943 as of January 1, 2023, respectively. As a result of these adjustments there was no effect on beginning net position. The additional disclosures required by this standard are included in Notes 3 and 4.

Note 2 - Cash and Cash Equivalents

The carrying values of cash and deposits are included in the balance sheets for the years ended December 31, 2023 and 2022 were as follows:

	<u>2023</u>	<u>2022</u>
Carrying Value		
Deposits	\$ 7,313,683	\$ 10,059,195
Cash at County Treasurer	<u>1,935,596</u>	<u>1,672,390</u>
	<u>\$ 9,249,279</u>	<u>\$ 11,731,585</u>

For purposes of classifying categories of custodial risk, the bank balances of the Transit Authority's deposits are in excess of Federal Deposit Insurance Corporation (FDIC) limits. Management believes the risk relating to these deposits is minimal. Nebraska State Statutes require Nebraska banks to pledge approved collateral for public entity deposits in excess of FDIC insured limits. The Nebraska Department of Banking and Finance (NDBF) has appointed the Nebraska Bankers Insurance and Services Company (NBISCO), the for-profit subsidiary of the Nebraska Bankers Association, to administer the Nebraska Single-Bank Pooled Collateral Program (SBPC) pursuant to Nebraska Revenue Statute Section 77-2398(2) (b) (ii). This program allows participating banks to aggregate their total public deposits and to pledge collateral against its entire portfolio of public deposits rather than pledging per entity. As the program administrator, NBISCO collects, confirms, and reports bank compliance with mandated pledging requirement monthly. Collateral is pledged to NBISCO. In the event of a bank closure, the pledged collateral would be assigned to the NDBF for liquidation and payment to impacted political subdivisions.

Fair Value Measurements

The Transit Authority categorizes its fair value measurements within the fair value hierarchy established by GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The following methods and assumptions were used to estimate fair value for each class of financial instrument measured at fair value:

Non-negotiable certificates of deposit – These include investments in certificates of deposit that generate short-term income, with limited market risk.

Fixed income mutual funds – These include investments in mutual funds holding assets that provide stability, generate income, and diversify market risk.

Common stock mutual funds – This category includes investments in equities in U.S. and developed markets outside the U.S.

Convertible securities mutual funds – This category includes investments in an index fund which invests in stocks of companies located in emerging markets around the world.

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

Notes to Financial Statements
December 31, 2023 and 2022

The Transit Authority had short-term certificates of deposit for \$10,043,909 classified as level 2 using observable market inputs of which the total balance will mature by November 30, 2024.

All of the financial instruments described above and held by The Transit Authority are traded on a national securities exchange and are valued at the net asset value of the underlying investments. The underlying investments are valued at the latest quoted market prices.

The Transit Authority had the following fair value measurements reported in the Fiduciary Funds (Hourly) for the years ended December 31, 2023 were as follows:

	Total	Quoted prices in active markets for identical assets (Level 1)	Significant other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Convertible securities mutual funds	\$ 28,200,067	\$ 28,200,067	\$ -	\$ -
Fixed income mutual funds	5,460	5,460	-	-
Cash and cash equivalents	<u>894,232</u>			
Total Investments	<u><u>\$ 29,099,759</u></u>	<u><u>\$ 28,205,527</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

The Transit Authority had the following fair value measurements reported in the Fiduciary Funds for the years ended December 31, 2022 were as follows:

	Total	Quoted prices in active markets for identical assets (Level 1)	Significant other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Convertible securities mutual funds	\$ 1,597,361	\$ 1,597,361	\$ -	\$ -
Fixed income mutual funds	5,789,671	5,789,671	-	-
Common stock mutual funds	18,243,472	18,243,472	-	-
Cash and cash equivalents	<u>793,808</u>			
Total Investments	<u><u>\$ 26,424,312</u></u>	<u><u>\$ 25,630,504</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

Notes to Financial Statements

December 31, 2023 and 2022

The Transit Authority had the following fair value measurements reported in the Fiduciary Funds (Salary) for the years ended December 31, 2023 were as follows:

	Total	Quoted prices in active markets for identical assets (Level 1)	Significant other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Convertible securities mutual funds	\$ 9,690,235	\$ 9,690,235	\$ -	\$ -
Cash and cash equivalents	350,806			
Total Investments	\$ 10,041,041	\$ 9,690,235	\$ -	\$ -

The Transit Authority had the following fair value measurements reported in the Fiduciary Funds for the years ended December 31, 2022 were as follows:

	Total	Quoted prices in active markets for identical assets (Level 1)	Significant other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Convertible securities mutual funds	\$ 486,782	\$ 486,782	\$ -	\$ -
Fixed income mutual funds	1,762,270	1,762,270	-	-
Common stock mutual funds	5,559,426	5,559,426	-	-
Cash and cash equivalents	241,945			
Total Investments	\$ 8,050,423	\$ 7,808,478	\$ -	\$ -

The assets of the Plans are invested to maximize returns for the level of risk taken. The Pension Plan Committee adheres to the theory of capital market pricing, which maintains that varying degrees of investment risk should be rewarded with compensating returns. Consequently, the Pension Plan Committee makes allocations and investment decisions based on the premise that prudent risk-taking is justifiable.

Through the use of index funds, the Pension Plan Committee is expressing its desire to maintain risk exposure equal to that of the market segments included in the asset allocation of the Plan's portfolio.

The overall objective of the pension plans (see Note 5 for a description of the plans) are to provide benefits to beneficiaries through a carefully planned and executed investment program. The assets are diversified among index funds to minimize relative volatility and the risk of large losses within any one asset class, investment type, geographic location, industry or sector distributions, or maturity date, any or all of which could seriously impair the Plan's ability to achieve funding and long-term investment objectives. Investment objectives are reviewed at least annually in light of long-term capital market expectations, any significant changes in the characteristics of the Plan or its Participants, and actuarial funding considerations with regard to the liabilities of the Plan.

Interest Rate Risk is interest rate risk is the risk that changes in interest rates will adversely affect the fair value of the investment. The Pension Plan Committee mitigates exposure to changes in interest rates by requiring that the assets be invested in accordance with allocation targets as noted above.

Credit risk is the risk that the issuer or other counterparty to the investment will not fulfill its obligations. Concentration of credit risk is the risk of loss attributed to the magnitude of the investments in a single issuer. The Pension Plan Committee mitigates exposure to credit risk by requiring that the assets be invested in accordance with allocation targets as noted above, and by investing in mainly mutual funds.

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

Notes to Financial Statements

December 31, 2023 and 2022

Note 3 - Capital Assets

Capital assets activity for the years ended December 31, 2023 and 2022 were as follows:

	Balance January 1, 2023	Additions	Adjustments and Retirements	Transfers	Balance December 31, 2023
Nondepreciable					
Land	\$ 2,828,335	\$ -	\$ -	\$ -	\$ 2,828,335
Construction in progress	1,019,338	3,875,531	(216,706)	(2,943,382)	1,734,781
Total non-depreciable	<u>3,847,673</u>	<u>3,875,531</u>	<u>(216,706)</u>	<u>(2,943,382)</u>	<u>4,563,116</u>
Depreciable and Amortizable					
Building and improvements	64,482,290	-	-	444,222	64,926,512
Motor coaches	55,550,925	-	(710,111)	1,101,216	55,942,030
Service cars and other equipment	19,426,799	-	(387,381)	1,397,944	20,437,362
Subscription based IT arrangement assets	-	834,960	-	-	834,960
Office furniture and equipment	8,204,378	-	-	-	8,204,378
Total Depreciable	147,664,392	834,960	(1,097,492)	2,943,382	150,345,242
Less Accumulated Depreciation and amortization					
Building and improvements	(48,635,318)	(5,095,626)	-	-	(53,730,944)
Motor coaches	(29,368,577)	(4,058,272)	710,111	-	(32,716,738)
Service cars and other equipment	(13,975,662)	(1,394,677)	387,381	-	(14,982,958)
Subscription based IT arrangement	-	(235,521)	-	-	(235,521)
Office furniture and equipment	(396,648)	(6,711)	-	-	(403,359)
Total Accumulated Depreciation and Amortization	<u>(92,376,205)</u>	<u>(10,790,807)</u>	<u>1,097,492</u>	<u>-</u>	<u>(102,069,520)</u>
Total depreciable, net	<u>55,288,187</u>	<u>(9,955,847)</u>	<u>-</u>	<u>2,943,382</u>	<u>48,275,722</u>
Total capital assets, net	<u>\$ 59,135,860</u>	<u>\$ (6,080,316)</u>	<u>\$ (216,706)</u>	<u>\$ -</u>	<u>\$ 52,838,838</u>

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

Notes to Financial Statements

December 31, 2023 and 2022

	Balance January 1, 2022	Additions	Adjustments and Retirements	Transfers	Balance December 31, 2022
Nondepreciable					
Land	\$ 2,828,335	\$ -	\$ -	\$ -	\$ 2,828,335
Construction in progress	4,225,122	4,721,714	(81,781)	(7,845,717)	1,019,338
Total non-depreciable	<u>7,053,457</u>	<u>4,721,714</u>	<u>(81,781)</u>	<u>(7,845,717)</u>	<u>3,847,673</u>
Depreciable					
Building and improvements	61,878,734	-	-	2,603,556	64,482,290
Motor coaches	55,453,002	-	(2,579,803)	2,677,726	55,550,925
Service cars and other equipment	18,731,060	-	-	695,739	19,426,799
Office furniture and equipment	6,335,682	-	-	1,868,696	8,204,378
Total depreciable	142,398,478	-	(2,579,803)	7,845,717	147,664,392
Less Accumulated Depreciation and amortization					
Building and improvements	(42,144,567)	(6,490,751)	-	-	(48,635,318)
Motor coaches	(26,955,776)	(4,539,213)	2,579,803	-	(28,915,186)
Service cars and other equipment	(12,116,819)	(2,113,723)	-	-	(14,230,542)
Subscription based IT arrangement assets	-	-	-	-	-
Office furniture and equipment	(356,012)	(40,636)	-	-	(396,648)
Total Accumulated Depreciation and amortization	<u>(81,771,685)</u>	<u>(13,184,323)</u>	<u>2,579,803</u>	<u>-</u>	<u>(92,376,205)</u>
Total depreciable, net	<u>60,626,793</u>	<u>(13,184,323)</u>	<u>-</u>	<u>7,845,717</u>	<u>55,288,187</u>
Total capital assets, net	<u>\$ 67,680,250</u>	<u>\$ (8,462,609)</u>	<u>\$ (81,781)</u>	<u>\$ -</u>	<u>\$ 59,135,860</u>

Depreciation and amortization expense for the years ending December 31, 2023 and 2022 amounted to \$10,790,807 and \$13,184,323, respectively.

Note 4 - Subscriptions payable

During the current year, the Transit Authority entered into a Subscription-Based Information Technology Arrangement (SBITA) contract for the use of an enterprise resource planning (ERP) system. As of December 31, 2023, the value of the subscription liability was \$182,940. The Transit Authority is required to make quarterly principal and interest payments of \$27,877 through August 2025. The subscription has an interest rate of 6.25%.

Remaining principal and interest requirements to maturity for the subscription liability are as follows:

<u>Years Ending December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 101,827	\$ 9,093	\$ 110,920
2025	81,113	2,548	83,661

Note 5 - Pension Plans

Pension Plans Description

The Transit Authority contributes, as a single employer, to separate pension plans for both its hourly and salaried employees administered by a third-party administrator. Participation is mandatory for all employees. Both plans are defined benefit plans, which provide retirement, death, termination, and disability benefits. The Transit Authority does not issue a separate report that includes financial statements and supplementary information for the Plans. The pension plan fiduciary net position is included in the fiduciary statement of net position in the accompanying financial statements.

The amounts reported on the financial statements for each of the plans is as follows:

	<u>2023</u>			<u>2022</u>		
	Net Pension Liability	Deferred Inflows of Resources	Deferred Outflows of Resources	Net Pension Liability	Deferred Inflows of Resources	Deferred Outflows of Resources
Salaried	\$ 1,745,698	\$ 923,914	\$ 1,813,905	\$ 3,199,686	\$ 584,069	\$ 2,599,824
Hourly	12,691,290	2,939,450	3,060,166	15,989,037	2,970,464	5,952,442
Total	<u>\$ 14,436,988</u>	<u>\$ 3,863,364</u>	<u>\$ 4,874,071</u>	<u>\$ 19,188,723</u>	<u>\$ 3,554,533</u>	<u>\$ 8,552,266</u>

Salaried Employees' Pension Plan

Salaried Pension Plan Description

Employees become eligible under the Salaried Employees' Pension Plan (Salaried Plan) the first day of the month following completion of 120 days of service. Vesting for employer contributions under the Salaried Plan is achieved upon completion of ten years of service. Employee contributions are fully vested. The Salaried Plan was established by the Board of Directors and the employer reserves the right to amend, suspend or terminate the Salaried Plan at any time by action of the Board of Directors.

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

Notes to Financial Statements
December 31, 2023 and 2022

The following represents the Salaried Plan vesting schedule for the years ending December 31, 2023 and 2022:

Years of Service	Vesting %
0-4	0%
5	50%
6	60%
7	70%
8	80%
9	90%
10+	100%

Salaried Pension Plan Benefits Provided

A regular member may retire at normal retirement age and receive monthly benefits without an early-retirement reduction. Normal retirement age is age 65. Normal retirement benefits are 1.40% of final average compensation multiplied by years of service. Effective January 1, 2000, normal retirement benefit is 1.45% of final average compensation multiplied by years of service. Final average compensation is described as the average of the compensation paid during the five highest consecutive paid years out of the last ten years of employment. Early retirement eligibility is age 58 with 20 years of service, or any age with 30 years of service. Early retirement benefits are accrued benefits based on service and compensation to date with a 0.50% reduction for each month by which early retirement precedes normal retirement. No reduction applies if a member has 30 or more years of service. Preretirement death benefits are noted as surviving spouses of members with at least 10 years of service are eligible to receive a benefit equal to the vested accrued benefit the member would have received if they terminated employment, deferred their benefit to their earliest retirement date, and elected the 100% joint and survivor annuity option. Surviving spouses of members with less than 10 years of service are entitled to a refund of the member's employee contributions with interest.

At December 31, 2023, the following employees were covered by the benefit terms:

Actives	56
Terminated vested & other inactives	12
Retirees and beneficiaries	48
	116

Contributions

The Salaried Plan requires all eligible participants to contribute 7.00% of their annual salary to the Salaried Plan. The Transit Authority is required to contribute the balance of funds needed as determined from an actuarial valuation for the Salaried Employees' Plan. The required employer percentage was 7.34% for 2023 and 7.34% for 2022.

The Transit Authority's contributions to the Salaried Plan for the years ended December 31, 2023 and 2022 were \$314,559 and \$254,431, respectively. Member's contributions to the Salaried Plan for the years ended December 31, 2023 and 2022 were \$300,153 and \$237,218, respectively.

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

Notes to Financial Statements
December 31, 2023 and 2022

Actuarial Assumptions

The total pension liability was measured as of December 31, 2023, and was determined by an actuarial valuation performed as of January 1, 2023 using the following actuarial assumptions and entry age normal cost method, applied to all periods included in the measurement:

Rate of inflation	2.50%
Salary increases	4.00%
Investment rate of return	6.25%

Mortality rates used in the 2023 valuation were based on PubG-2010 Mortality with generational projection per the MP-2021 Ultimate Scale.

The assumption for the long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. The capital market assumptions are per the actuary's investment consulting practice as of December 31, 2022.

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
US Cash	3%	0.61%
US Core Fixed Income	24%	2.27%
US Short Bonds	5%	2.02%
US Large Caps	36%	5.64%
US Small Caps	10%	7.25%
US Mid Caps	10%	5.99%
Foreign Developed Equity	6%	6.90%
Emerging Markets Equity	6%	9.58%
	100%	

Discount Rate

The discount rate used to measure the total pension liability for the years ended December 31, 2023 and 2022 was 6.25% and 6.50%. The plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return.

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

Notes to Financial Statements

December 31, 2023 and 2022

Statement of Net Position – Salaried

	<u>2023</u>	<u>2022</u>
Assets		
Cash	\$ 350,806	\$ 241,945
Contributions receivable	25,620	180
Accrued income	1,272	4,550
Investments	<u>9,690,235</u>	<u>7,808,478</u>
Total assets	<u>\$ 10,067,933</u>	<u>\$ 8,055,153</u>
Fiduciary Net Position		
Restricted for pensions	<u>\$ 10,067,933</u>	<u>\$ 8,055,153</u>

Statement of Changes in Net Position - Salaried

	<u>2023</u>	<u>2022</u>
Additions		
Employee contributions	\$ 300,154	\$ 237,218
Employer contributions	<u>314,559</u>	<u>254,431</u>
Total contributions	<u>614,713</u>	<u>491,649</u>
Investment income (loss)		
Net change in fair value of investments	(1,478,705)	(1,659,589)
Interest, dividends and other income	3,718,330	141,675
Investment expenses	<u>(3,607)</u>	<u>(16,220)</u>
Net investment income (loss)	<u>2,236,018</u>	<u>(1,534,134)</u>
Total additions	<u>2,850,731</u>	<u>(1,042,485)</u>
Deductions		
Benefits paid	817,982	834,533
Administrative expenses	<u>19,969</u>	<u>13,125</u>
Total deductions	<u>837,951</u>	<u>847,658</u>
Change in net position	2,012,780	(1,890,143)
Fiduciary Net Position		
Beginning of year	<u>8,055,153</u>	<u>9,945,296</u>
End of year	<u>\$ 10,067,933</u>	<u>\$ 8,055,153</u>

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Notes to Financial Statements
December 31, 2023 and 2022

Projected Cash Flows

The projection of cash flows used to determine the discount rate assumed that plan contributions from members and the Transit Authority will be made at the current contribution rates of 7.35% for 2023 and 7.35% for 2022, with eligible participants required to contribute 7.00% of their annual salary to the Salaried Plan. Administrative expenses in the prior year were projected forward with price inflation as an estimate for administrative expenses in current and future years.

Sensitivity Analysis of the Net Pension Liability to Changes in the Discount Rate

The following presents Salaried Plan's net pension liability calculated using the discount rate of 6.25 percent, as well as what the Salaried Plan's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.25 percent) or 1- percentage-point higher (7.25 percent) than the current rate.

	December 31, 2023		
	1% Decrease (5.25%)	Current Discount Rate (6.25%)	1% Increase (7.25%)
Salaried Plan's net pension liability	\$ 3,127,206	\$ 1,745,698	\$ 621,171

The following presents Salaried Plan's net pension liability calculated using the discount rate of 6.25 percent, as well as what the Salaried Plan's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.25 percent) or 1- percentage-point higher (7.25 percent) than the current rate.

	December 31, 2022		
	1% Decrease (5.25%)	Current Discount Rate (6.25%)	1% Increase (7.25%)
Salaried Plan's net pension liability	\$ 4,545,027	\$ 3,199,686	\$ 2,090,778

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Notes to Financial Statements

December 31, 2023 and 2022

Net Pension Liability and Changes in Net Pension Liability,

	Increase (Decrease)		
	Total Pension Liability	Fiduciary Net Position	Net Pension Liability
Balance, December 31, 2021	\$ 11,500,514	\$ 9,945,296	\$ 1,555,218
Service cost	335,836	-	335,836
Interest on total pension liability	714,088	-	714,088
Effect of economic/demographic gains or losses	(403,011)	-	(403,011)
Effect of assumptions changes or inputs	(165,739)	-	(165,739)
Benefit payments	(834,533)	(834,533)	-
Employer contributions	-	254,431	(254,431)
Member contributions	-	237,218	(237,218)
Transfer of hourly participants to salaried plan	601,135	493,451	107,684
Net investment income	-	(1,517,915)	1,517,915
Administrative expenses	-	(29,344)	29,344
Net changes	247,776	(1,396,692)	1,644,468
Balance, December 31, 2022	\$ 11,748,290	\$ 8,548,604	\$ 3,199,686
Service cost	382,674	-	382,674
Interest on total pension liability	733,010	-	733,010
Effect of economic/demographic gains or losses	(467,851)	-	(467,851)
Benefit payments	(817,982)	(817,982)	-
Employer contributions	-	314,733	(314,733)
Member contributions	-	300,153	(300,153)
Transfer of hourly participants to salaried plan	235,490	314,987	(79,497)
Net investment income	-	1,427,407	(1,427,407)
Administrative expenses	-	(19,969)	19,969
Net changes	65,341	1,519,329	(1,453,988)
Balance, December 31, 2023	\$ 11,813,631	\$ 10,067,933	\$ 1,745,698

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

Notes to Financial Statements

December 31, 2023 and 2022

Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the years ended December 31, 2023 and 2022, the Transit Authority recognized pension expense related to the Salaried Plan of \$301,496 and \$589,442, respectively. The Transit Authority reported deferred outflows of resources and deferred inflows of resources related to the Salaried Plan from the following sources:

	<u>2023</u>		<u>2022</u>	
	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources
Differences between expected and actual experience	\$ 794,205	\$ 1,061,487	\$ 436,345	\$ 1,007,694
Changes of assumptions	129,709	506,401	147,724	611,996
Net difference between projected and actual earnings	-	246,017	-	980,134
	<u>\$ 923,914</u>	<u>\$ 1,813,905</u>	<u>\$ 584,069</u>	<u>\$ 2,599,824</u>

Amounts currently reported as deferred outflows of resources and deferred inflows of resources related to the Salaried Plan will be recognized in pension expense as follows:

<u>Year Ended December 31,</u>	<u>2023</u>	<u>2022</u>
2023	\$ -	\$ 204,167
2024	185,285	386,352
2025	297,643	498,710
2026	399,356	600,423
2027	(38,303)	162,762
2028	113,810	250,374
Thereafter	(67,800)	(87,033)
	<u>\$ 889,991</u>	<u>\$ 2,015,755</u>

Hourly Employees' Pension Plan

Hourly Pension Plan Description

Employees become eligible under the Hourly Employees' Pension Plan (Hourly Plan) the first day of the month following completion of 120 days of service. Hourly employees are covered by a collective bargaining agreement between the Transit Authority and the Transportation Workers of America. Vesting for employer contributions under the Hourly Plan is achieved upon completion of ten years of service. Employee contributions are fully vested. The Hourly Plan was established by the Board of Directors and the employer reserves the right to amend, suspend or terminate the Hourly Plan at any time by action of the Board of Directors.

The following represents the Hourly Plan vesting schedule as of December 31, 2023:

<u>Years of Service</u>	<u>Vesting %</u>
0-4	0%
5	50%
6	60%
7	70%
8	80%
9	90%
10+	100%

Hourly Pension Plan Benefits

A regular member may retire at normal retirement age and receive monthly benefits without an early-retirement reduction. Normal retirement age for members hired prior to January 1, 2018 is age 65. For members hired after January 1, 2018, social security normal retirement age applies. Normal retirement benefit for members hired prior to January 1, 2018 is 1.40% of final average compensation multiplied by years of service. For members hired after January 1, 2018, normal retirement benefit is 1.20% of final average compensation for years 1 through 10, 1.30% of final average compensation for years 11 through 20, and 1.40% thereafter. Final average compensation is described as the average of the compensation paid during the five highest consecutive paid years out of the last ten years of employment. Early retirement eligibility is age 58 with 20 years of service, or any age with 30 years of service. Early retirement benefits are accrued benefit based on service and compensation to date with a 0.50% reduction for each month by which early retirement precedes normal retirement. No reduction applies if a member has 30 or more years of service. Preretirement death benefits are noted as surviving spouses of members with at least 10 years of service are eligible to receive a benefit equal to the vested accrued benefit the member would have received if they terminated employment, deferred their benefit to their earliest retirement date, and elected the 100% joint and survivor annuity option. Surviving spouses of members with less than 10 years of service are entitled to a refund of the member's employee contributions with interest.

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

Notes to Financial Statements
December 31, 2023 and 2022

At December 31, 2023, the following employees were covered by the benefit terms:

Actives	195
Terminated vested & other inactives	51
Retirees and beneficiaries	210
	456

Contributions

The Hourly Plan requires all active members to contribute 7.75% of payroll to the Hourly Plan. The Transit Authority is required to contribute 7.75% of the hourly participant's payroll to the Hourly Plan.

The Transit Authority's contributions to the Hourly Plan for the years ended December 31, 2023 and 2022 were \$965,102 and \$904,601, respectively. Member's contributions to the Hourly Plan for the years ended December 31, 2023 and 2022 were \$964,800 and \$904,432, respectively.

Actuarial Assumptions

The total pension liability was measured as of December 31, 2023, and was determined by an actuarial valuation performed as of January 1, 2023 using the following actuarial assumptions and entry age normal cost method, applied to all periods included in the measurement:

Rate of inflation	2.50%
Salary increases	4.00%
Investment rate of return	6.25%

Mortality rates used in the 2023 valuation were based on PubG-2010 Mortality with generational projection per the MP-2021 Ultimate Scale.

The assumption for the long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. The capital market assumptions are per the actuary's investment consulting practice as of December 31, 2022.

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
US Cash	3%	0.61%
US Core Fixed Income	24%	2.27%
US Short Bonds	5%	2.02%
US Large Caps	36%	5.64%
US Small Caps	10%	7.25%
US Mid Caps	10%	5.99%
Foreign Developed Equity	6%	6.90%
Emerging Markets Equity	6%	9.58%
	100%	

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

Notes to Financial Statements

December 31, 2023 and 2022

Statement of Net Position – Hourly

	<u>2023</u>	<u>2022</u>
Assets		
Cash	\$ 894,232	\$ 793,808
Contributions receivable	131,724	72,209
Accrued income	2,936	15,298
Investments	<u>28,205,527</u>	<u>25,630,504</u>
Total assets	<u>\$ 29,234,419</u>	<u>\$ 26,511,819</u>
Fiduciary Net Position		
Restricted for pensions	<u>\$ 29,234,419</u>	<u>\$ 26,511,819</u>

Statement of Changes in Net Position - Hourly

	<u>2023</u>	<u>2022</u>
Additions		
Employee contributions	\$ 964,800	\$ 904,342
Employer contributions	<u>965,102</u>	<u>904,601</u>
Total contributions	<u>1,929,902</u>	<u>1,808,943</u>
Investment income (loss)		
Net change in fair value of investments	(2,087,394)	(5,702,757)
Interest, dividends and other income	5,732,565	713,675
Investment expenses	<u>(11,752)</u>	<u>(49,210)</u>
Net investment income (loss)	<u>3,633,419</u>	<u>(5,038,292)</u>
Total additions	<u>5,563,321</u>	<u>(3,229,349)</u>
Deductions		
Benefits paid	2,794,452	2,549,288
Administrative expenses	<u>46,269</u>	<u>13,125</u>
Total deductions	<u>2,840,721</u>	<u>2,562,413</u>
Change in net position	2,722,600	(5,791,762)
Fiduciary Net Position		
Beginning of year	<u>26,511,819</u>	<u>32,303,581</u>
End of year	<u>\$ 29,234,419</u>	<u>\$ 26,511,819</u>

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

Notes to Financial Statements
December 31, 2023 and 2022

Discount Rate

The discount rate used to measure the total pension liability for the years ended December 31, 2023 and 2022 was 6.25% and 6.25%. The plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return.

Projected Cash Flows

The projection of cash flows used to determine the discount rate assumed that plan contributions from members and the Transit Authority will be made at the current contribution rates of 7.75% for 2023 and 2022, with eligible participants required to contribute 7.75% in 2023 and 7.75% of their annual salary in 2022 to the Hourly Plan. Administrative expenses in the prior year were projected forward with price inflation as an estimate for administrative expenses in current and future years.

Sensitivity Analysis of the Net Pension Liability to Changes in the Discount Rate

The following presents Hourly Plan's net pension liability calculated using the discount rate of 6.25 percent, as well as what the Salaried Plan's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.25 percent) or 1- percentage-point higher (7.25 percent) than the current rate.

	December 31, 2023		
	1% Decrease (5.25%)	Current Discount Rate (6.25%)	1% Increase (7.25%)
Hourly Plan's net pension liability	\$ 16,946,310	\$ 12,691,290	\$ 9,122,045

The following presents Hourly Plan's net pension liability calculated using the discount rate of 6.25 percent, as well as what the Salaried Plan's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.25 percent) or 1- percentage-point higher (7.25 percent) than the current rate.

	December 31, 2022		
	1% Decrease (5.25%)	Current Discount Rate (6.25%)	1% Increase (7.25%)
Hourly Plan's net pension liability	\$ 20,301,874	\$ 15,989,037	\$ 12,348,119

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

Notes to Financial Statements

December 31, 2023 and 2022

Net Pension Liability and Changes in Net Pension Liability

	Increase (Decrease)		
	Total Pension Liability	Fiduciary Net Position	Net Pension Liability
Balance, December 31, 2021	\$ 41,804,915	\$ 32,303,581	\$ 9,501,334
Service cost	1,008,781	-	1,008,781
Interest on total pension liability	2,597,398	-	2,597,398
Effect of economic/demographic gains or losses	274,483	-	274,483
Effect of assumptions changes or inputs	(562,089)	-	(562,089)
Benefit payments	(2,549,288)	(2,549,288)	-
Employer contributions	-	904,601	(904,601)
Member contributions	-	904,342	(904,342)
Transfer of hourly participants to salaried plan	(566,795)	(493,451)	(73,344)
Net investment income	-	(4,989,082)	4,989,082
Administrative expenses	-	(62,335)	62,335
Net changes	202,490	(6,285,213)	6,487,703
Balance, December 31, 2022	\$ 42,007,405	\$ 26,018,368	\$ 15,989,037
Service cost	1,050,234	-	1,050,234
Interest on total pension liability	2,605,100	-	2,605,100
Effect of economic/demographic gains or losses	(720,315)	-	(720,315)
Benefit payments	(2,794,452)	(2,794,452)	-
Employer contributions	-	964,927	(964,927)
Member contributions	-	964,800	(964,800)
Transfer of hourly participants to salaried plan	(222,265)	(314,987)	92,722
Net investment income	-	4,442,390	(4,442,390)
Administrative expenses	-	(46,629)	46,629
Net changes	(81,698)	3,216,049	(3,297,747)
Balance, December 31, 2023	\$ 41,925,707	\$ 29,234,417	\$ 12,691,290

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

Notes to Financial Statements

December 31, 2023 and 2022

Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the years ended December 31, 2023 and 2022, the Transit Authority recognized pension expense related to the Hourly Plan of \$213,455 and \$1,069,026, respectively. The Transit Authority reported deferred outflows of resources and deferred inflows of resources related to the Hourly Plan from the following sources:

	2023		2022	
	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources
Differences between expected and actual experience	\$ 1,750,330	\$ 250,090	\$ 1,116,082	\$ 335,975
Changes of assumptions	1,189,120	1,964,462	1,854,382	2,397,193
Net difference between projected and actual earnings	-	845,614	-	3,219,274
	<u>\$ 2,939,450</u>	<u>\$ 3,060,166</u>	<u>\$ 2,970,464</u>	<u>\$ 5,952,442</u>

Amounts currently reported as deferred outflows of resources and deferred inflows of resources related to the Hourly Plan will be recognized in pension expense as follows:

Year Ended December 31,	2023	2022
2023	\$ -	\$ (259,342)
2024	(359,480)	317,411
2025	403,418	1,080,309
2026	938,209	1,615,100
2027	(443,250)	233,641
2028	(38,623)	67,286
Thereafter	(379,558)	(72,427)
	<u>\$ 120,716</u>	<u>\$ 2,981,978</u>

Note 6 - Other Employee Benefits

The Transit Authority provides a death benefit to all employees ranging from \$4,000 to \$5,000 based on the year of retirement. After July 1, 2005 (for bargaining unit employees) and May 2009 for administrative employees, a retiree may opt to take \$4,000 cash at retirement in lieu of the \$5,000 death benefit. The liability is the amount owed to employees who are eligible at their retirement date to receive the benefit. At December 31, 2023 and 2022, the Transit Authority recorded a liability of \$167,167 and \$182,833, respectively. No portion of this liability is considered current as of December 31, 2023 and 2022.

The Transit Authority offers its employees a deferred compensation plan created in accordance with Internal Revenue Service Code Section 457. The plan permits employees to defer a portion of their salary until termination, retirement, death or unforeseeable emergency. Participation in the plan is optional.

Note 7 - Deferred Compensation Plan

The Transit Authority sponsors a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all Transit Authority employees, permits them to defer a portion of their salary until future years. Participation in the plan is voluntary. After one full year of continuous service, the administrator will match \$300 annually for an employee who contributes a minimum of \$300 annually. After three years of service the administrator will match a minimum of 300 or 1% of gross wages, whichever is greater; up to the amount of employee contributions. The deferred compensation is not available to employees until termination, total and permanent disability, retirement, death, or unforeseeable emergency. The employee is fully vested in all amounts credited to his or her account. The Transit Authority recognized \$80,203 and \$85,610 of contributions to the plan as benefits expense for the years ended December 31, 2023 and 2022, respectively.

Note 8 - Risk Management

The Transit Authority is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; business interruption, errors and omissions; employee injuries and illnesses; natural disasters and employee health and accident benefits. The Transit Authority is self-insured for workers' compensation risks in Nebraska up to \$600,000 per individual, \$1,000,000 per occurrence; property risks up to \$100,000 per occurrence; public transportation liability risks up to \$500,000 per occurrence; and employee health claims up to \$130,000 per person with an aggregate maximum of \$4,728,593. The self-insurance programs, except for health insurance, are administered through the Legal Department.

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

Notes to Financial Statements
December 31, 2023 and 2022

Commercial insurance is purchased for coverage above self-insurance limits. Workers' compensation above self-insured limits is covered by a policy which provides \$5,000,000 limits above the Transit Authority's retention of \$600,000 per individual and \$1,000,000 per occurrence. Public transportation above self-insured limits is covered by a policy which provides \$5,000,000 limits above the Transit Authority's retention of \$500,000 per occurrence. The Nebraska Political Tort Claims Act limits the Transit Authority's liability for tort claims to \$1,000,000 per individual and \$5,000,000 for all individuals per occurrence. Public official risks continue to be insured through a commercial policy. Settled claims have not exceeded coverage in any of the past three fiscal years.

The Transit Authority funds its self-insurance program on an "incurred loss" basis. Provisions for these liabilities have been made based upon historical experience. The Transit Authority has internally designated approximately \$2,000,000 of its cash equivalents as a reserve for the Transit liability and casualty losses. In 2023, the Transit Authority will create an additional fund to build a reserve for health insurance.

The following is a summary of the changes in the estimated claims liability for the year ended December 31:

	2023	2022
Balance, January 1	\$ 1,550,079	\$ 1,540,736
Current year claims and change in estimates	11,468,618	5,309,174
Claim payments	(8,271,288)	(5,299,831)
Balance, December 31	\$ 4,747,409	\$ 1,550,079

Note 9 - Commitments and Contingencies

Government Grants

The Transit Authority is currently participating in numerous grants from various federally assisted grant programs that are subject to review and audit by the grantor agencies. Entitlement to these resources is generally conditional upon compliance with the terms and conditions of grant agreements and applicable federal regulations, including the expenditure of resources for allowable purposes. At December 31, 2023 and 2022, in the opinion of management of the Transit Authority, any disallowance resulting from a federal audit would not be material.

Claims and Litigation

The Transit Authority is currently involved in various claims and pending legal actions related to matters arising from the ordinary conduct of business. Management believes all outstanding claims are substantially covered by insurance policies and the ultimate disposition of the actions will not have a material effect on the financial statements of the Transit Authority.

Outstanding Construction Contracts

As of December 31, 2023, the Transit Authority had construction contracts in progress with remaining future commitments totaling \$1,852,379. FTA grant funds have been obtained to cover the bulk of these commitments.

Note 10 - Subsequent events

On February 22, 2024, the Transit Authority board approved an increase of .50% from 7.75% to 8.25% for contributions to be made to the Hourly Employee's pension plan.



Required Supplementary Information
December 31, 2023 and 2022

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro
Schedule of Changes in Net Pension Liability – Salaried Plan
Year Ended December 31, 2023

	2023	2022	2021	2020	2019	2018	2017	2016	2015
<u>Total pension liability</u>									
Service cost	\$ 382,674	\$ 335,836	\$ 238,645	\$ 194,007	\$ 184,317	\$ 179,772	\$ 175,849	\$ 154,288	\$ 157,737
Interest on total pension liability	733,010	714,088	674,743	644,595	629,507	609,316	599,199	566,041	550,263
Effect of plan changes	-	-	2,507	-	-	-	-	-	-
Effect of economic/demographic gains or losses	(467,851)	(403,011)	490,898	(53,540)	-	93,312	(124,100)	218,869	(25,177)
Effect of assumptions changes or inputs	-	(165,739)	282,882	611,397	-	-	-	-	-
Benefit payments	(817,982)	(834,533)	(652,079)	(568,882)	(630,112)	(546,859)	(464,491)	(474,430)	(417,707)
Transfer of hourly participants to Salaried Plan	235,490	601,135	-	-	-	-	-	-	-
Net change in total pension liability	65,341	247,776	1,037,596	827,577	183,712	335,541	186,457	464,768	265,116
Total pension liability, beginning	11,748,290	11,500,514	10,462,918	9,635,341	9,451,629	9,116,088	8,929,631	8,464,863	8,199,747
Total pension liability, ending	<u>\$ 11,813,631</u>	<u>\$ 11,748,290</u>	<u>\$ 11,500,514</u>	<u>\$ 10,462,918</u>	<u>\$ 9,635,341</u>	<u>\$ 9,451,629</u>	<u>\$ 9,116,088</u>	<u>\$ 8,929,631</u>	<u>\$ 8,464,863</u>
<u>Plan fiduciary net position</u>									
Benefit payments	\$ (817,982)	\$ (834,533)	\$ (652,079)	\$ (568,882)	\$ (630,112)	\$ (546,859)	\$ (464,491)	\$ (474,430)	\$ (417,707)
Employer contributions	314,733	254,431	275,918	262,748	210,798	241,858	211,386	211,056	234,812
Member contributions	300,153	237,218	202,495	177,937	154,482	147,545	136,672	136,901	127,457
Transfer of Hourly participants to Salaried Plan	314,987	493,451	-	-	-	-	-	96,849	-
Net investment income	1,427,407	(1,517,915)	1,097,373	1,145,976	1,371,501	(343,502)	962,458	489,112	(94,182)
Administrative expenses	(19,969)	(29,344)	(28,168)	(19,905)	(22,232)	(17,714)	(62,412)	(61,432)	-
Net change in plan fiduciary net position	1,519,329	(1,396,692)	895,539	997,874	1,084,437	(518,672)	783,613	398,056	(149,620)
Plan fiduciary net position, beginning	8,548,604	9,945,296	9,049,757	8,051,883	6,967,446	7,486,118	6,702,505	6,304,449	6,454,069
Plan fiduciary net position, ending	<u>10,067,933</u>	<u>8,548,604</u>	<u>9,945,296</u>	<u>9,049,757</u>	<u>8,051,883</u>	<u>6,967,446</u>	<u>7,486,118</u>	<u>6,702,505</u>	<u>6,304,449</u>
Net pension liability, ending	<u>\$ 1,745,698</u>	<u>\$ 3,199,686</u>	<u>\$ 1,555,218</u>	<u>\$ 1,413,161</u>	<u>\$ 1,583,458</u>	<u>\$ 2,484,183</u>	<u>\$ 1,629,970</u>	<u>\$ 2,227,126</u>	<u>\$ 2,160,414</u>
Plan fiduciary net position as a percent of total pension liability	85.22%	72.76%	86.48%	86.49%	83.57%	73.72%	82.12%	75.06%	74.48%
Covered payroll	\$ 3,977,295	\$ 3,036,262	\$ 3,137,262	\$ 2,638,799	\$ 2,645,012	\$ 2,645,012	\$ 2,401,367	\$ 2,311,907	\$ 2,069,548
Net pension liability as a percent of covered payroll	43.89%	105.38%	49.57%	53.55%	59.87%	93.92%	67.88%	96.33%	104.39%

*GASB Statement No. 68 requires 10 years of information to be presented in this table, however, until a full 10-year trend is compiled, the Transit Authority will present information for those years for which information is available.

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro
Schedule of Contributions – Salaried Plan
Year Ended December 31, 2023

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Actuarially determined contributions	\$ 223,604	\$ 222,763	\$ 271,466	\$ 233,703	\$ 216,026	\$ 195,553	\$ 214,483	\$ 191,504	\$ 193,768	\$ 219,791
Contributions in relation to the actuarially determined contribution	<u>314,559</u>	<u>254,431</u>	<u>275,918</u>	<u>262,748</u>	<u>210,798</u>	<u>241,858</u>	<u>211,386</u>	<u>211,056</u>	<u>234,812</u>	<u>218,892</u>
Contribution deficiency (excess)	<u>\$ (90,955)</u>	<u>\$ (31,668)</u>	<u>\$ (4,452)</u>	<u>\$ (29,045)</u>	<u>\$ 5,228</u>	<u>\$ (46,305)</u>	<u>\$ 3,097</u>	<u>\$ (19,552)</u>	<u>\$ (41,044)</u>	<u>\$ 899</u>
Covered-employee payroll	\$ 3,977,295	\$ 3,036,262	\$ 3,137,262	\$ 2,638,799	\$ 2,645,012	\$ 2,645,012	\$ 2,401,367	\$ 2,311,907	\$ 2,069,548	\$ 2,185,380
Contributions as a percentage of covered employee payroll	7.91%	8.38%	8.79%	9.96%	7.97%	9.14%	8.80%	9.13%	11.35%	10.02%

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro
 Schedule of Money-Weighted Rate of Return – Salaried Plan
 Year Ended December 31, 2023

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Annual money-weighted rate of return, net of investment expense	16.99%	-15.50%	12.27%	14.41%	20.08%	-4.66%	13.81%	7.80%

*GASB Statement No. 68 requires 10 years of information to be presented in this table, however, until a full 10-year trend is compiled, the Transit Authority will present information for those years for which information is available.

Changes of benefit terms

There are no significant changes in benefit terms.

Changes of assumptions

The mortality projection scale was updated from MP-2019 Ultimate to MP-2021 Ultimate. The impact of this change was a decrease in the Unfunded Accrued Liability of about 143,000 and a decrease in the Actuarially Determined Contribution of about \$13,000.

Other notes

Given the substantial uncertainty regarding the impact of COVID-19 on plan costs, including whether the pandemic will increase or decrease costs during the term of the actuarial projections, there was no adjustment made in the expected plan costs. It is possible that the COVID-19 pandemic could have a material impact on the projected costs.

During 2023, 3 active participants were transferred from the Hourly Plan to the Salaried Plan along with a corresponding transfer of assets. This activity has been reflected in the values as of December 31, 2023 contained herein.

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro
Schedule of Changes in Net Pension Liability – Hourly Plan
December 31, 2023 and 2022

	2023	2022	2021	2020	2019	2018	2017	2016	2015
Total pension liability									
Service cost	\$ 1,050,234	\$ 1,008,781	\$ 1,035,492	\$ 917,732	\$ 845,600	\$ 929,833	\$ 1,151,892	\$ 1,136,991	\$ 1,157,738
Interest on total pension liability	2,605,100	2,597,398	2,574,726	2,465,753	2,401,149	2,365,575	2,120,241	2,032,263	2,469,108
Effect of plan changes	-	-	9,108	-	-	-	-	-	-
Effect of economic/demographic gains or losses	(720,315)	274,483	(141,309)	(599,260)	-	(333,721)	90,163	350,521	(974,759)
Effect of assumptions changes or inputs	-	(562,089)	1,000,751	2,571,754	-	-	(4,923,550)	-	-
Benefit payments	(2,794,452)	(2,549,288)	(2,460,329)	(2,324,928)	(2,397,440)	(2,304,956)	(1,857,298)	(1,981,830)	(1,857,135)
Transfer of Hourly participants to Salaried Plan	(222,265)	(566,795)	-	-	-	-	-	-	-
Net change in total pension liability	(81,698)	202,490	2,018,439	3,031,051	849,309	656,731	(3,418,552)	1,537,945	794,952
Total pension liability, beginning	42,007,405	41,804,915	39,786,476	36,755,425	35,906,116	35,249,385	38,667,937	37,129,992	36,335,040
Total pension liability, ending	\$ 41,925,707	\$ 42,007,405	\$ 41,804,915	\$ 39,786,476	\$ 36,755,425	\$ 35,906,116	\$ 35,249,385	\$ 38,667,937	\$ 37,129,992
Plan fiduciary net position									
Benefit payments	\$ (2,794,452)	\$ (2,549,288)	\$ (2,460,329)	\$ (2,324,928)	\$ (2,397,440)	\$ (2,304,956)	\$ (1,857,298)	\$ (1,981,830)	\$ (1,857,135)
Employer contributions	964,927	904,601	939,928	1,286,538	836,227	855,109	904,824	705,467	748,129
Member contributions	964,800	904,342	908,281	876,137	780,898	797,854	703,256	650,978	663,028
Transfer of Hourly participants to Salaried Plan	(314,987)	(493,451)	-	-	-	-	-	(96,849)	-
Net investment income	4,442,390	(4,989,082)	3,550,835	3,680,422	4,406,294	(1,103,652)	2,921,425	1,529,462	(70,534)
Administrative expenses	(46,629)	(62,335)	(59,046)	(45,161)	(66,572)	(50,776)	(56,842)	(47,057)	(245,894)
Net change in plan fiduciary net position	3,216,049	(6,285,213)	2,879,669	3,473,008	3,559,407	(1,806,421)	2,615,365	760,171	(762,406)
Plan fiduciary net position, beginning	26,018,368	32,303,581	29,423,912	25,950,904	22,391,497	24,197,918	21,582,553	20,822,382	21,584,788
Plan fiduciary net position, ending	29,234,417	26,018,368	32,303,581	29,423,912	25,950,904	22,391,497	24,197,918	21,582,553	20,822,382
Net pension liability, ending	\$ 12,691,290	\$ 15,989,037	\$ 9,501,334	\$ 10,362,564	\$ 10,804,521	\$ 13,514,619	\$ 11,051,467	\$ 17,085,384	\$ 16,307,610
Plan fiduciary net position as a percent of total pension liability	69.73%	61.94%	77.27%	73.95%	70.60%	62.36%	68.65%	55.82%	56.08%
Covered payroll	\$ 13,081,391	\$ 12,203,356	\$ 12,376,694	\$ 11,605,482	\$ 11,485,056	\$ 11,485,056	\$ 12,169,930	\$ 11,497,480	\$ 11,390,621
Net pension liability as a percent of covered payroll	97.02%	131.02%	76.77%	89.29%	94.07%	117.67%	90.81%	148.60%	143.17%

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The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

Schedule of Contributions – Hourly Plan

December 31, 2023

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Actuarially determined contributions	\$ 1,057,889	\$ 1,095,523	\$ 1,161,981	\$ 1,165,834	\$ 891,105	\$ 835,474	\$ 958,333	\$ 901,256	\$ 847,243	\$ 833,212
Contributions in relation to the actuarially determined contribution	965,102	904,601	939,928	1,286,538	836,227	855,109	904,824	705,467	748,129	702,245
Contribution deficiency (excess)	\$ 92,787	\$ 190,922	\$ 222,053	\$ (120,704)	\$ 54,878	\$ (19,635)	\$ 53,509	\$ 195,789	\$ 99,114	\$ 130,967
Covered-employee payroll	\$13,081,391	\$12,203,356	\$12,376,694	\$11,605,482	\$11,485,056	\$11,485,056	\$12,169,930	\$11,497,480	\$11,390,621	\$11,514,912
Contributions as a percentage of covered employee payroll	7.38%	7.41%	7.59%	11.09%	7.28%	7.45%	7.43%	6.14%	6.57%	6.10%

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro
 Schedule of Money-Weighted Rate of Return – Hourly Plan
 December 31, 2023

	2023	2022	2021	2020	2019	2018	2017	2016
Annual money-weighted rate of return, net of investment expense	17.49%	-15.70%	12.27%	14.35%	20.09%	-4.63%	13.68%	7.50%

*GASB Statement No. 68 requires 10 years of information to be presented in this table, however, until a full 10-year trend is compiled, the Transit Authority will present information for those years for which information is available.

Changes of benefit terms

There are no significant changes in benefit terms.

Changes of assumptions

The mortality projection scale was updated from MP-2019 Ultimate to MP-2021 Ultimate. The impact of this change was a decrease in the Unfunded Accrued Liability of about 501,000 and a decrease in the Actuarially Determined Contribution of about \$47,000.

Other notes

Given the substantial uncertainty regarding the impact of COVID-19 on plan costs, including whether the pandemic will increase or decrease costs during the term of the actuarial projections, no adjustment was made in the expected plan costs. It is possible that the COVID-19 pandemic could have a material impact on the projected costs.

During 2023, 3 active participants were transferred from the Hourly Plan to the Salaried Plan along with a corresponding transfer of assets. This activity has been reflected in the values as of December 31, 2023 contained herein.

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

Schedule of Expenditures of Federal Awards

Year Ended December 31, 2023

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal Financial Assistance Listing	Pass-through Entity Identifying Number	Expenditures
Department of Transportation			
Direct Program			
Federal Transit Cluster			
COVID-19, Federal Transit Formula Grants	20.507	NE-2020-008-00	\$ 5,998
Federal Transit Formula Grants	20.507	NE-2020-007-00	266,310
Federal Transit Formula Grants	20.507	NE-2020-018-00	1,121,534
Federal Transit Formula Grants	20.507	NE-2021-010-00	389,093
COVID-19, Federal Transit Formula Grants	20.507	NE-2021-019-00	5,840,000
Federal Transit Formula Grants	20.507	NE-2023-020-00	497
Federal Transit Formula Grants	20.507	NE-2023-023-00	2,955,242
Total Federal Transit Formula Grants			<u>10,578,674</u>
Buses and Bus Facilities Formula, Competitive, and Low or No Emissions Programs			
Capital Grant	20.526	NE-2020-020-00	52,857
Capital Grant	20.526	NE-34-0007	391,458
Capital Grant	20.526	NE-2022-018-00	1,091,173
Capital Grant	20.526	NE-2023-019-00	44,633
Capital Grant	20.526	NE-2019-005-01	72,862
Total Buses and Bus Facilities Formula, Competitive, and Low or No Emissions Programs			<u>1,652,983</u>
Total Federal Transit Cluster			<u>12,231,657</u>
Metropolitan Area Planning Agency		MAPA-METRO	
Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research	20.505	546-600	66,085
Total Federal Financial Assistance			<u>\$ 12,297,742</u>

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro

Notes to Schedule of Expenditures of Federal Awards

Years Ended December 31, 2023 and 2022

Note 1 - Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the Transit Authority under programs of the federal government for the year ended December 31, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Transit Authority, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Transit Authority.

Note 2 - Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. No federal financial assistance has been provided to a subrecipient.

Note 3 - Indirect Cost Rate

The Transit Authority has elected not to charge the 10 percent de minimis indirect cost rate to its federal award programs.



Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

The Board of Directors
The Regional Metropolitan Transit Authority of Omaha d/b/a Metro
Omaha, Nebraska

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the enterprise and fiduciary funds of The Regional Metropolitan Transit Authority of Omaha d/b/a Metro (Transit Authority), as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Transit Authority's basic financial statements and have issued our report thereon dated April 19, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Transit Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Transit Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Transit Authority's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified a certain deficiency in internal control, described in the accompanying Schedule of Findings and Responses as item 2023-001 that we consider to be a significant deficiency.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Transit Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Eide Sully LLP".

Menlo Park, California
April 19, 2024



Independent Auditor’s Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance

The Board of Directors
The Regional Metropolitan Transit Authority of Omaha d/b/a Metro
Omaha, Nebraska

Report on Compliance for the Major Federal Program

Opinion on the Major Federal Program

We have audited The Regional Metropolitan Transit Authority of Omaha d/b/a Metro’s (Transit Authority) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Transit Authority’s major federal program for the year ended December 31, 2023. The Transit Authority’s major federal program is identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Transit Authority complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended December 31, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor’s Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Transit Authority and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Transit Authority’s compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Transit Authority’s federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Transit Authority's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Transit Authority's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Transit Authority's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Transit Authority's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Transit Authority's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

The image shows a handwritten signature in cursive script that reads "Eide Bailly LLP". The signature is written in black ink and is positioned above the printed text of the firm's name and date.

Menlo Park, California
April 19, 2024

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro
 Schedule of Findings and Questioned Costs
 Years Ended December 31, 2023 and 2022

Section I – Summary of Independent Auditor’s Results

Type of auditor's report issued Unmodified

Internal control over financial reporting:

 Material weaknesses identified No

 Significant deficiencies identified not considered
 to be material weaknesses Yes

Noncompliance material to financial statements noted? No

FEDERAL AWARDS

Internal control over major program:

 Material weaknesses identified No

 Significant deficiencies identified not considered
 to be material weaknesses None Reported

Type of auditor's report issued on compliance
 for major programs: Unmodified

Any audit findings disclosed that are required to be reported in
 accordance with Uniform Guidance 2 CFR 200.516 (a): None Reported

Identification of major programs:

Name of Federal Program	Federal Financial Assistance Listing
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Federal Transit Cluster	20.507 and 20.526
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Dollar threshold used to distinguish between type A and type B programs:	\$ 750,000
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Auditee qualified as low-risk auditee?	No
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Section II – Financial Statement Findings

2023-001 Significant Deficiency in Internal Control Over Financial Reporting, Audit Adjustments

Criteria: The Authority’s management is responsible for the preparation and fair presentation of the Authority’s financial statements. Management’s responsibilities include the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from misstatement, whether due to fraud or error

Condition: Adjustments to the “incurred but not reported” portion of the workers’ compensation unpaid claims liability were necessary to present the financial statements according to generally accepted accounting principles for governmental entities.

Cause: The Authority did not have a process in place to account for incurred but not reported workers’ compensation claim liabilities.

Effect: Adjustments were necessary for the financial statements to be complete and accurate.

Recommendation: The adjusting journal entries were posted to the financial statements and no further corrective action is necessary.

Views of Responsible Officials: The Authority’s management agrees with the finding. See separately issued corrective action plan.

The Regional Metropolitan Transit Authority of Omaha d/b/a Metro
Schedule of Findings and Questioned Costs
Years Ended December 31, 2023 and 2022

Recommendation: We recommend that the Transit Authority continue to evaluate its processes and controls to improve financial reporting and reconciliation process on processes to ensure amounts are appropriately recognized and presented in the financial statements. Management should ensure to maintain adequate documentation to support estimations performed.

Views of Responsible Officials: Management is aware of the deficiency of internal control over its financial reporting and reconciliation processes. Management is in the process of reviewing its processes and procedures over the reconciliation process required to accurately reflect the activities of the Transit Authority.

Section III – FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

None reported.

Prior Year Findings

2022-001 Significant Deficiency

Summary: The design or operation of the Transit Authority's internal controls should allow management or employees, in the normal course of performing their assigned functions, to draft financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP), review, and accept responsibility for them.

Current Status: Resolved

2022-002 Significant Deficiency

Summary: During our audit procedures, we identified certain account balances that were not appropriately reconciled based upon supporting detail at year end. Controls over the reconciliation process were not operating effectively as management did not appropriately evaluate information utilized to appropriately reconcile account balances at year end.

Current Status: Resolved

RESOLUTION:

2024-13 Request Approval of Contract for the Metro Transit Facility Sustainability Project.

EXPLANATION:

Metro is seeking a contractor to work in Metro Transit Facility Sustainability Project. Work includes, but is not limited to, the following:

Base Bid Project elements:

- Remove skylights, cap opening and replace with solid flat roofing.
- Replace select skylights with panel skylights.
- Install solar panels on the roof in place of skylights.
- Construct Maintenance Area associated mechanical components to provide conditioned air in the space.
- Acquire and install new sensors related to detecting leaking compressed natural gas in vehicle storage and/or fueling areas.
- Modify the existing fire sprinkler system in the bus storage area.
- Upgrade/replace the fire alarm system throughout the Metro building.
- Replace 39 electrical panels throughout the Metro building.

Parking Lot Bid Add Alternate elements:

- Remove and replace the west (employee) parking lot surface and drainage system.
- Install parking lot security upgrades, including fencing, cameras, and lighting and eliminate portions of the proposed landscaping as Alternates to the Parking Lot Bid Add Alternate.

An Invitation for Bids (IFB) was published on Metro's website, the Daily Record, and the Standardshare website on February 1, 2024, and multiple potential bidders were contacted. A sealed bid opening was held on March 7, 2024, and 4 bids were received. A copy of the final bid tabulation is included in the Board Packet.

The low, responsive, and responsible bid was from The Weitz Company LLC. The base bid price + Parking Lot was \$10,632,029.31. The price is fair and reasonable, and the bid is in accordance with the specifications in Metro's Invitation for Bid (IFB).

Final award of this contract is subject to final confirmation and review of the contractor's bid and ability to meet the insurance requirements as set forth in the IFB. This contract will primarily be paid for the Facility Sustainability 5339 grant funds with a 30% local match. The remaining funds needed to fully fund this project will come from other grants with varying match percentages. This item was sent to the Finance/Procurement Committee for review.

Recommend Approval.

Metro
IFB METRO TRANSIT FACILITY SUSTAINABILITY
Bid Date - March 7, 2024 2:00 pm

Project No. NE-34-X009
Specification No. 27-22

Item	Bidder			
	1	2	3	4
Name	Associated Engineering Inc	WEITZ	D.R. ANDERSON	BKM CONSTRUCTION LLC
DBE yes / no	none	yes	no	yes
% DBE (Base/Base + Parking Lot)	none	2.2% / 4.0%	0.0%	8.57%
Base Bid Amount	none	7,940,250.63	6,410,000.00	8,877,400.26
Parking Lot Bid Add Amount	none	2,691,778.68	2,000,000.00	2,567,829.22
Parking Lot Bid Add Alt 1 Amount	none	-7,881.58	50,000.00	38,626.21
Parking Lot Bid Add Alt 2 Amount	none	-14,778.55	-9,450.00	-12,409.03
Base Bid Amount + Parking Lot Bid	none	10,632,029.31	8,410,000.00	11,445,229.48
Base Bid Amount + Parking Lot Bid Add Amount + Parking Lot Bid Alt 1	none	10,624,147.73	8,460,000.00	11,483,855.69
Base Bid Amount + Parking Lot Bid Add Amount + Parking Lot Bid Alt 2	none	10,617,250.76	6,400,550.00	11,432,820.45
Responsiveness Determination	No	Yes	No	Yes
Acknowledge Addendum 1-5	yes	yes	yes	1-4
Required Submission Attachments A-O	no	yes	yes	yes
Bid Bond Included?	none	yes	yes	yes
Performance Bond included?	none	none	none	none
Labor and Material Payment Bond Included?	none	none	none	none

I, LUCIA DEL RIO LOPEZ PROCURMENT & CONTRACTS MANAGER FOR THE REGIONAL METROPOLITAN TRANSIT AUTHORITY OF OMAHA, DO HEREBY CERTIFY THAT THE ABOVE BID TABULATION IS A TRUE AND CORRECT SUMMARY OF BIDS SUBMITTED FOR THE SPECIFIED PROJECT.

Lucia Del Rio Lopez

Attest

RESOLUTION:

2024-14 Request Approval of Contract for the Engine Maintenance Service

EXPLANATION:

Metro is seeking approval of a contract with Cummins Inc. (dba Cummins Sales and Service) to provide qualified services to provide service and repair on Cummins Engines on Metro's transit bus fleets. The anticipated maximum term for this contract will be not to exceed one year and four months period or 2700 billable hours.

A Request for Proposals (RFP) was published on The Daily Record and on Metro's website on March 25, 2024, and multiple potential vendors were contacted. One proposal was received. When only one quote was received, Metro reviewed the specifications and found them to be clear and not unduly restrictive, adequate competition was solicited, the price was fair and reasonable, and the quote was in accordance with the request.

The low, responsive, and responsible proposal was from Cummins Inc. (dba Sales and Service). This contract is an hourly rate-based contract, the quote from Cummins Inc., quote for an hourly rate: \$184.89, Overtime: \$277.34, and Sundays/Holidays: \$369.78 with a maximum not to exceed the ceiling of \$499,203.00. The price is fair and reasonable, and the proposal is in accordance with the specifications in Metro's RFP.

This contract will be paid it will be charged to various grants under the preventative maintenance line item. This item was sent to the Finance/Procurement Committee for review.

Recommend Approval.

Resolution: 2024-15 Request Approval of Contract for Bus HVAC Services

Explanation: Metro is seeking approval of a contract with Thermo King Christensen to provide qualified services to inspect, diagnose, and repair heating and air conditioning units affixed to transit buses. The anticipated maximum term for this contract will not exceed two years period or 4000 billable hours.

A Request for Proposals (RFP) was published on The Daily Record and on Metro's website on April 2, 2024, and multiple potential vendors were contacted. One proposal was received. When only one proposal was received, Metro reviewed the specifications and found them to be clear and not unduly restrictive, adequate competition was solicited, the price is fair and reasonable, and the proposal was in accordance with the request.

The low, responsive, and responsible proposal was from Thermo King Christensen, Inc. This contract is an hourly rate-based contract, the quote from Thermo King Christensen was \$150.52 with a maximum not to exceed the ceiling of \$270,538.00. The price is fair and reasonable, and the proposal is in accordance with the specifications in Metro's RFP.

This contract will be paid for with 5307 preventive maintenance grant funds with a 20% local match. This item was sent to the Finance/Procurement Committee for review.

Recommend Approval.

PURPOSE

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

MISSION

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

VISION

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

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

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

VALUES

Unity: We are a team with a common purpose.

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

Care: We care about our customers and each other.

Resourcefulness: We are adaptable and driven to overcome challenges.

Learning: We are always training for tomorrow.

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

VISION:

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

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



SERVICE COLLABORATIONS,
RIDER EXPERIENCE

RECOGNITION
OF METRO'S
VALUE TO THE
COMMUNITY

COLLABORATIVE
PARTNERSHIPS
TO IMPROVE OUR
SERVICE

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

MAINTENANCE, EQUIPMENT,
AND TRAINING

CLEAN,
FUNCTIONING,
WELL-MAINTAINED
EQUIPMENT &
FACILITIES

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

ONGOING
TRAINING &
SAFETY EFFORTS
FOR ALL
DEPARTMENTS

COMMUNICATION,
CULTURE, AND
CAREERS

TRANSPARENT
2-WAY
COLLABORATIVE
COMMUNICATION

EMPLOYEE
EMPOWERMENT
THROUGH CAREER
ADVANCEMENT
AND REWARD

A CULTURE OF
MUTUAL RESPECT,
APPRECIATION, AND
TEAMWORK

**REGULAR BOARD MEETING
REGIONAL METROPOLITAN TRANSIT AUTHORITY OF OMAHA
2222 Cuming Street
Omaha, Nebraska, 68102
March 28, 2024
8:30 a.m.**

MINUTES

The Regional Metropolitan Transit Authority of Omaha Board met on Thursday, March 28, 2024, 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 March 22, 2024, in advance of the meeting. For the benefit of the public in attendance, a copy of the Open Meetings Law is posted in the meeting room and the Agenda is published on the display in the facility lobby. The following persons were in attendance at the meeting:

Authority Board:

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

Authority Staff:

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

Others Present:

Other Metro staff
Members of the public

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

Agenda Item #1 Call to Order at 8:32 am

Notice of the Regular Meeting was published in the Omaha Daily Record on March 22, 2024. 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 item of business is the approval of minutes from the previous meeting.

Regular Meeting: February 22, 2024

Motioned by Meadows; Seconded by Haase

ROLL CALL:

UNANIMOUS (LUND ABSENT, PLUCKER ABSENT), MOTION CARRIES

Agenda Item #3 General Public Comment Period

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

Mike Mullen, Attorney – 14707 California Street, Suite 1, Omaha, NE 68154

Written notice of a claim was faxed in May 2023. Mr. Mullen is attending the March Board meeting to provide the notice.

Ms. Cencic clarified that written claims are to be addressed/sent to herself and/or the Board of Directors. They can only be sent in writing.

Agenda Item #4 Administrative Report

(L. Cencic)

Ms. Cencic shared an update about Metro's ridership.

Ridership:

February 2024 carried 270,000 rides. Comparatively, it was 216,000 rides in February of 2023. The weekly average was about 66,000 trips.

K-12 Rides Free Program: Total ridership of 937,000 trips with nearly 55,000 of those occurring in February 2024.

During February many meetings occurred with staff and the community:

75 North - Ms. Cencic met with the CEO and staff to discuss helping residents and businesses use Metro's services as well as some potential future partnerships.

Ms. Cencic and Ms. Ebat participated in Legislative Day in Lincoln. The Nebraska Association of Transportation Providers began with a Senator's breakfast, training session, and networking and Ms. Cencic shared with other providers what bills were being monitored by Metro.

Ms. Cencic met the Superintendent of OPS, Matt Ray, about the K-12 Rides Free Program as well as some other partnerships.

Staff regularly meets with Omaha 360, but Ms. Cencic attended two meetings this month. These discussions are focused on safety and security issues at North Omaha Transit Center (NOTC). Metro has currently hired a security company to assist during peak hours in the afternoons. This is a short-term contract through the rest of

UNAPPROVED MINUTES

the school year as a long-term solution is being discussed. The contract is under Ms. Cencic's authority under the purchasing policy.

Ms. Cencic is currently having ongoing conversations with the City of Omaha, Omaha Streetcar, and Metropolitan Area Planning Agency (MAPA) regarding long-term governance. Ms. Cencic also recently met with MAPA and the City of Council Bluffs regarding a long-term planning and environmental linkage study on the feasibility of a bridge and streetcar extension into Council Bluffs. Metro Planning staff will be heavily involved, but Ms. Cencic plans to also be involved in the strategic direction.

Ms. Cencic had a meeting with ROAM Bikeshare on a potential partnership and ways to support each other.

Ms. Cencic also did a presentation to the Chamber of Commerce Board of Directors on the future elected board seats.

Metro hosted a peer site visit with the General Manager of Mobile Alabama who was very impressed with the ORBT stations.

Ms. Cencic will be presenting on a government contracting panel at the Nebraska Supplier Diversity Trade Conference. The purpose of the conference is to encourage small, emerging minority businesses to participate in government contracting options.

Metro held the bid opening for the sustainability project. Four bids were received but only three were for the full project. Staff is currently going through federal requirements to determine the responsiveness and responsibility of the bid and expects to bring it to the board in April's meeting. This construction project will upgrade Metro's building including adding solar panels, replacing Metro's parking lot and the water retention underneath it, adding conditioned air to the maintenance shop, updating the building fire panel, and completing electrical upgrades that are needed.

Metro is tentatively recommending service changes that would reduce service beginning in May to improve service reliability due to an operator shortage. These would be temporary reductions in our service. This will reduce the number of service interruptions while recruiting and training additional operators. Ms. Ebat will further report on the communications being made with the public and stakeholders on these changes.

One of the bills currently being monitored is LB388, in which change is centered around property and sales tax. The vast majority of Metro's funding is from property taxes. Currently, this bill currently does not impact Metro but is still an evolving bill. The vote has been postponed for now.

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

Ms. Haase asked if there was anything that could contribute to the increase in ridership numbers for the K-12 Rides Free Program. Ms. Cencic indicated that the growth is likely due to overall awareness of the program and momentum but that staff has heard comments that riding the bus is beginning to be considered cool again among school aged. Certainly, Metro is seeing an uptick in students riding the bus in the evenings.

Administrative Reports:

a. Administration/Human Resources
For February Metro has the following:

(D. Grant)

- 14 new hires
- 9 bus operators
- 5 facilities teams building and custodians.
- 13 candidates were identified to start in March.
- The Paratransit Manager and Dispatcher positions have been posted.

b. Programs/Operation

(I. Maldonado)

In February

11 new operators in training will be ready to drive on May 10th.

A new class will begin on April 22nd.

Teams are monitoring operator counts, attrition, and foreseeable retirements of our operators.

Parts delivery is averaging between 45-90 days for most parts. Currently Metro has 19 buses waiting on parts, six with major repairs, and four significant body repairs.

A request for formal pricing was sent to the bus vendor to conduct a Buy America audit to start the process of ordering 26 new buses; however, the vendor workload caused a delay to the timeline of the building and delivery of the buses that affected the cost of pricing. Staff is researching and looking at the best alternatives for the acquisition of the new buses.

March 25th Metro facilitated the use of a bus to the Council Bluffs Police Department which conducted emergency services, swat team training, and exercises.

Metro conducted quarterly training where operators gained additional knowledge in topics such as service animals, wheelchair ramps, lift deployments, reasonable accommodations under the American Disability Act, and severe weather preparedness.

April 15th through 19th Metro will host a Transit Safety Institute transit supervisor certification course.

June 10th through the 14th Metro will also host a bus system safety course.

12 employees will attend both meetings.

Mr. Maldonado concluded his report and opened it to the Board for questions.

Mr. Lawse had some additional questions regarding operator count and an indicator of when service could return to normal.

Metro will continue to see attrition which is why hiring continues. Ms. Cencic explained that when it comes to any changes it could take up to 12 weeks to implement therefore it could be September before a return to regular service.

The Board indicated its appreciation for the work being done.

c. Communications

(N. Ebat)

UNAPPROVED MINUTES

The big focus in Communications has been outreach and public engagement to let people know of the proposed service changes, to get feedback, and if they have other thoughts that can be implemented in the future. The last of four formal public meeting was conducted the night before. Two of the meetings were virtual and recorded and able to be viewed online. Metro received good feedback. People are disappointed but for the most part, understand the rationale for the proposed changes and indicated that they are looking forward to better reliability.

Metro is connecting with the community through digital rider alerts, banners, and social media posts. Communications has experienced good engagement and makes a consistent effort to answer questions directly. Printed rider alerts will be available on the buses, legal notices have been posted in papers, news coverage and community partners are being utilized to inform of the upcoming changes.

Communications reported on the various events occurring during Nebraska Public Transit Week the week of April 21st with Fare Free Day on April 22nd. All events for the week can be found on the Metro's website www.ometro.com/metro-news which can be found under News & Events.

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

Agenda Item #6 Resolution 2024-04: Request for Approval of Certifications & Assurances (S. Levers)

Each year, as a part of Metro's receipt of federal grant funding, Metro and its attorney are required annually to sign and file Certifications & Assurances (C&As) that require federally mandated programs and requirements will be followed.

Staff is requesting authority to authorize the CEO/Executive Director and Attorney to execute the 2024 C&As.

Resolution 2024-04 authorizing the same is included in the Board packet. Recommend full Board approval.

Motioned by Haase; Seconded by Meadows

ROLL CALL:

UNANIMOUS (LUND ABSENT, PLUCKER ABSENT), MOTION CARRIES

Agenda Item #7 Resolution 2024-05: Request Approval of Board Recognition of Nebraska Public Transit Week, April 21st through 27th (N. Ebat)

Nebraska Public Transit Week is dedicated to raising awareness of public transportation across the state. Public transit has served the cities of Omaha and Council Bluffs since 1867. Metro's fixed route service operated 3,963,859 miles and 288,920 hours in 2023. Metro's paratransit operated 563,367 miles and 50,388 hours connecting people, places, and opportunities.

This is the 10th year of Nebraska's Public Transit Week, allowing 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.

This year, Metro will offer rides fare-free systemwide on Monday, April 22nd. To recognize how Metro connects various aspects of the Omaha community, Metro will partner with multiple community groups throughout the week for several events: Earth Day at the Riverfront; reading transit-themed books at several library branches; and participating in April's Millwork Conversation series. Metro will recognize its dedicated workforce with a safety banquet to honor Metro employees.

Recommend full Board approval.

Motioned by Meadows; Seconded by Haase

ROLL CALL:

UNANIMOUS (LUND ABSENT, PLUCKER ABSENT), MOTION CARRIES

Agenda Item #8 Emergency Resolution to Amend the Agenda

The nature of the emergency amendment is because of unexpected federal funding being transferred from the state that is about to lapse. The funds must be programed in the Transportation Improvement Program to avoid being lapsing, which requires Board approval.

Motioned by Haase; Seconded by Meadows

ROLL CALL:

UNANIMOUS (LUND ABSENT, PLUCKER ABSENT), MOTION CARRIES

Agenda Item #9 Emergency Resolution 2024-06: Request for Approval of the 2024 Transportation Improvement Program (TIP)

(S. Levers)

Staff requests approval of the amended 2024 element of the 2024-2029 Transportation Improvement Program (TIP). This amendment is to program funds and create the 2024 Program of Projects (POP).

Staff recommend programming new Bus and Bus Facility Apportionment Funds (5339) in the FY 2024 element of the TIP. These funds will be flexed to Metro from the Nebraska Department of Transportation.

Additionally, staff recommended approval of the 2024 Program of Projects in the following manner:

PROJECT	SOURCE OF FUNDS	AMOUNT	DESCRIPTION
SUPPORT EQUIPMENT AND FACILITIES	5307	Fed: \$4,230,482 Local: \$1,057,621 Total: \$5,288,103	Refresh ORBT Tech, procure video backup storage unit, replace generator, increase security of Admin/Maint. facility.
TRANSIT ENHANCEMENTS	5307	Fed: \$4,484,000 Local: \$1,121,000	Begin design and engineering for replacement of road at MCC

UNAPPROVED MINUTES

		Total: \$5,605,000	Transit Center, procure graphics and bus wraps for rebranding.
UNIFIED WORK PROGRAM	5307	Fed: \$846,400 Local: \$211,600 Total: \$1,058,000	Planning activities for 2024.
CAPITALIZED OPERATIONS	5307	Fed: \$7,599,118 Local: \$1,899,779 Total: \$9,498,897	Preventative Maintenance, partial ADA service, Employee and Staff Training.
PROJECT	SOURCE OF FUNDS	AMOUNT	DESCRIPTION
ROLLING STOCK	5339	Fed: \$3,190,000 Local: \$797,500 Total: \$3,987,500	Buses
SUPPORT EQUIPMENT AND FACILITIES	5339	Fed: \$2,402,469 Local: \$600,617 Total: \$3,003,086	Transit Center upgrades, new lighting in bus barn and admin offices

Board approval allowed the projects to be committed for FY 2024. Projects will be submitted to MAPA for consideration at the March 2024 MAPA Board Meeting. Total encumbrance of federal funds will be \$22,752,469. Total encumbrance of local funds will be \$5,688,117. Total new encumbrance of all funds will be \$28,440,586.

The Board previously approved the 5307 funding in this TIP. Also previously approved was \$1,400,000 5339 Federal funding and \$350,000 local match totaling \$1,750,000. This resolution adds additional 5339 funding to the 2024 TIP in the amount of \$4,192,069 Federal and \$1,048,117 local match totaling \$5,240,186.

Approval ensured Metro's compliance with FTA planning requirements. News of this funding being available by NDOT was unknown until notification the Monday prior to the board meeting was made through contact/communication with Ms. Cencic.

Motioned by Haase; Seconded by Meadows

ROLL CALL:

UNANIMOUS (LUND ABSENT, PLUCKER ABSENT), MOTION CARRIES

Agenda Item # 10 Board Chair Report

(D. Lawse)

The Operations Committee met to go over the Annual Performance Evaluation of the CEO and discuss some of the policies currently being worked on by Metro.

Agenda Item #11 Executive Session

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

No official business will be conducted after returning from the Executive Session.

Motioned by Meadows; Seconded by Haase

ROLL CALL:

UNANIMOUS (LUND ABSENT, PLUCKER ABSENT), MOTION CARRIES

Reconvene from Executive Session back to Regular Meeting

Motioned by Meadows; Seconded by Haase

ROLL CALL:

UNANIMOUS (LUND ABSENT, PLUCKER ABSENT), MOTION CARRIES

Agenda Item #12 Date, Time, and Place of Next Regular Board Meeting

Thursday, April 25, 2024, at 8:30 a.m.
Authority's Administrative Building

Agenda Item #13 Adjournment at 9:49 am

Motioned by Haase; Seconded by Meadows

ROLL CALL:

UNANIMOUS (LUND ABSENT, PLUCKER ABSENT), MOTION CARRIES

Tentative Resolutions

Award contract for Facility Sustainability Project
Approval of Safety Awards Policy
Title VI Service Equity Analysis

Mar

Recruiting Report

All Roles	Monthly Hires	Current Need	Recruiting Activity Notes
	12	12+	12 individuals started new roles at Metro in the month of March.

Operations	Bus Operators - Omaha	5	Evaluating	5 Operators started in March. 7 additional sleighted for April 22nd. Continuing to review and interview candidates.
	Paratransit Operators		1	Candidate expected to start April 22nd.

Maintenance	Mechanic		5	Currently reviewing and interviewing candidates.
	Utility		1	Currently reviewing and interviewing candidates.
	Body Shop Mechanic			New Hire started 4/15

BG&E	BG&E - Field		0	
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Custodial	Custodian	2		2 Custodians started in March and 1 additional 4/8
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Mar**Recruiting Report**

Role	Hires	Proj. Remaining Need	Recruiting Activity Notes
Admin Staff	4	4	
Mechanic Supervisor		1	Currently reviewing candidates.
Safety & Security Specialist	1		Greg Stotts was promoted effective March 25th
Paratransit Dispatcher		1	Candidate expected to start April 22nd
Paratransit Manager		1	Currently reviewing candidates.
Transit Field Supervisor		1	Candidate expected to start April 22nd
Inventory Specialist	1		New Hire started 3/18
Community Mobility Specialist	1		New Hire started March 25th
HR Generalist	1		Angelique Rose started March 18th.
Network Security Tech			New Hire started 4/15

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

SOCIAL MEDIA SUMMARY

3.1.24 - 3.31.24



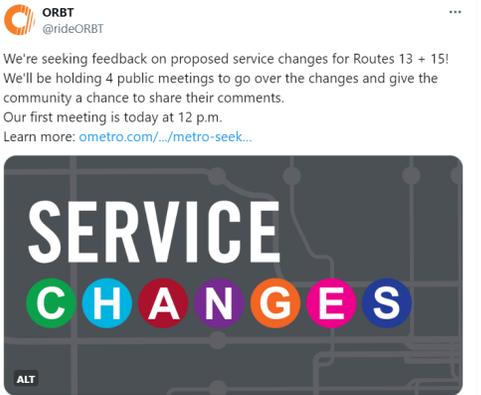
Facebook: [Metro Transit Omaha](#)

Posts: 11
Reach: 9,286
Reactions: 174
Comments: 56
Shares: 43
32 new followers | 1.14% increase



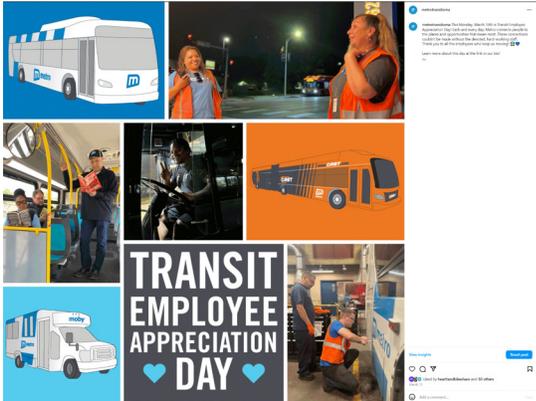
Twitter: [@rideORBT](#)

Tweets: 12
Impressions: 3,700
Avg. 1,557 impressions/post for the year
Likes: 46
Retweets: 7
Replies: 13
10 new followers | 0.86% increase



Instagram: [@metrotransitoma](#)

Posts: 4
Likes: 101
Avg. 25.33 likes/post for the year
Comments: 4
7 new followers | 0.46% increase



EARNED MEDIA SUMMARY

3.1.24 - 3.31.24

5 stories | 3 outlets

If You're Goin' My Way Exhibit Opens

If You're Goin' My Way: Getting Around UNO exhibit runs through May 8, 2024, on the first floor of Criss Library.

published: 2024/03/01
contact: Amy Schröder - Archives and Special Collections
email: aschröder@unomaha.edu



UNO - Campus transportation exhibit

Residents encouraged to weigh in as Omaha's Metro Transit brings changes



WOWT - Proposed service changes

Metro Transit Board of Directors to be elected, not appointed

Published: Mar. 26, 2024 at 7:05 PM CDT | Updated: Mar. 26, 2024 at 10:00 PM CDT



WOWT - Board of Directors

OUTREACH

3.1.24 - 3.31.24

Service changes public meetings

MAR. 20 - MAR. 27



Metro staff hosted four virtual and in-person meetings to share proposed service changes with the community.

A recording was posted to YouTube and Metro's website for later viewings.

- March 20th - Virtual
- March 23 - Downtown Library
- March 25 - Virtual
- March 27 - Metro Lobby

Women in Government Contracting Symposium

MAR. 21



Metro's Civil Rights + Inclusion Director connected with local women-owned small business about government contracting with Metro.

NE Supplier Diversity Trade Conference

MAR. 29

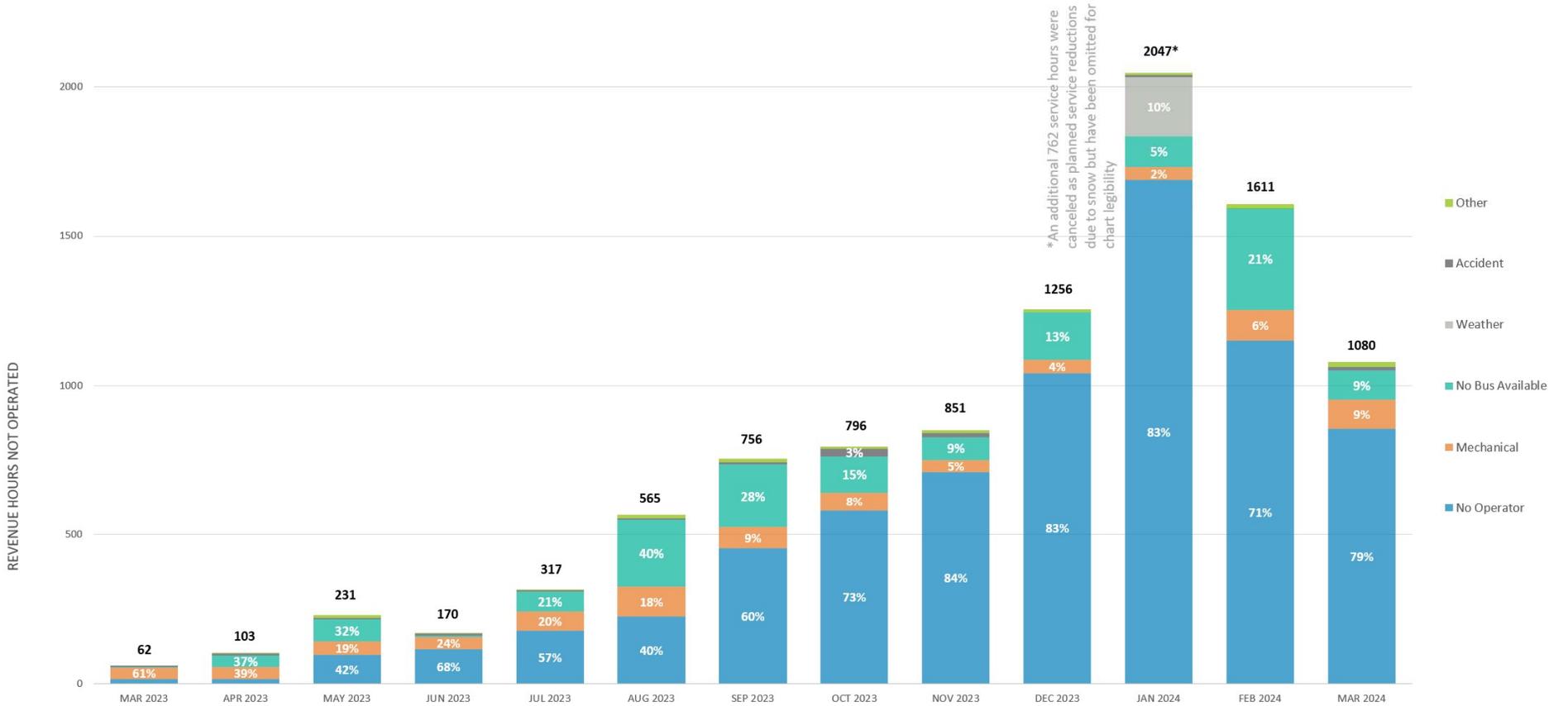


Metro's Civil Rights + Inclusion Director and Procurement Manager staffed a table.

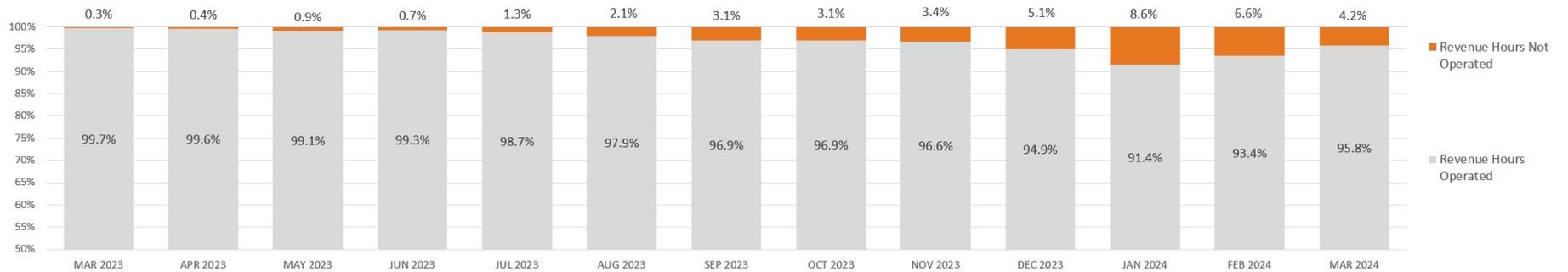
Metro's CEO spoke on a panel to help businesses learn about how to access government contracting.



MONTHLY SERVICE INTERRUPTIONS REVENUE HOURS NOT OPERATED BY TYPE

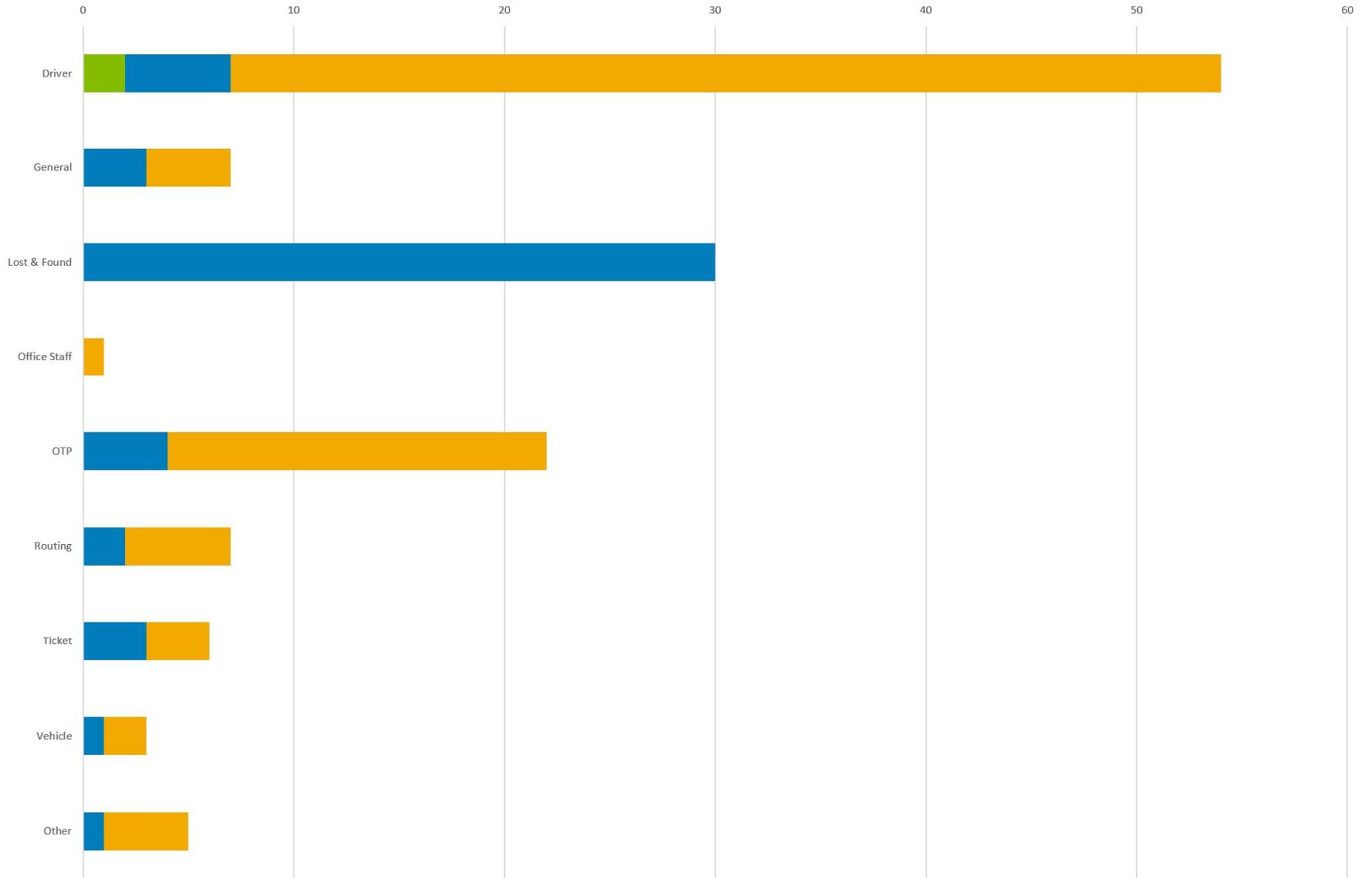


Percent of Total Revenue Hours

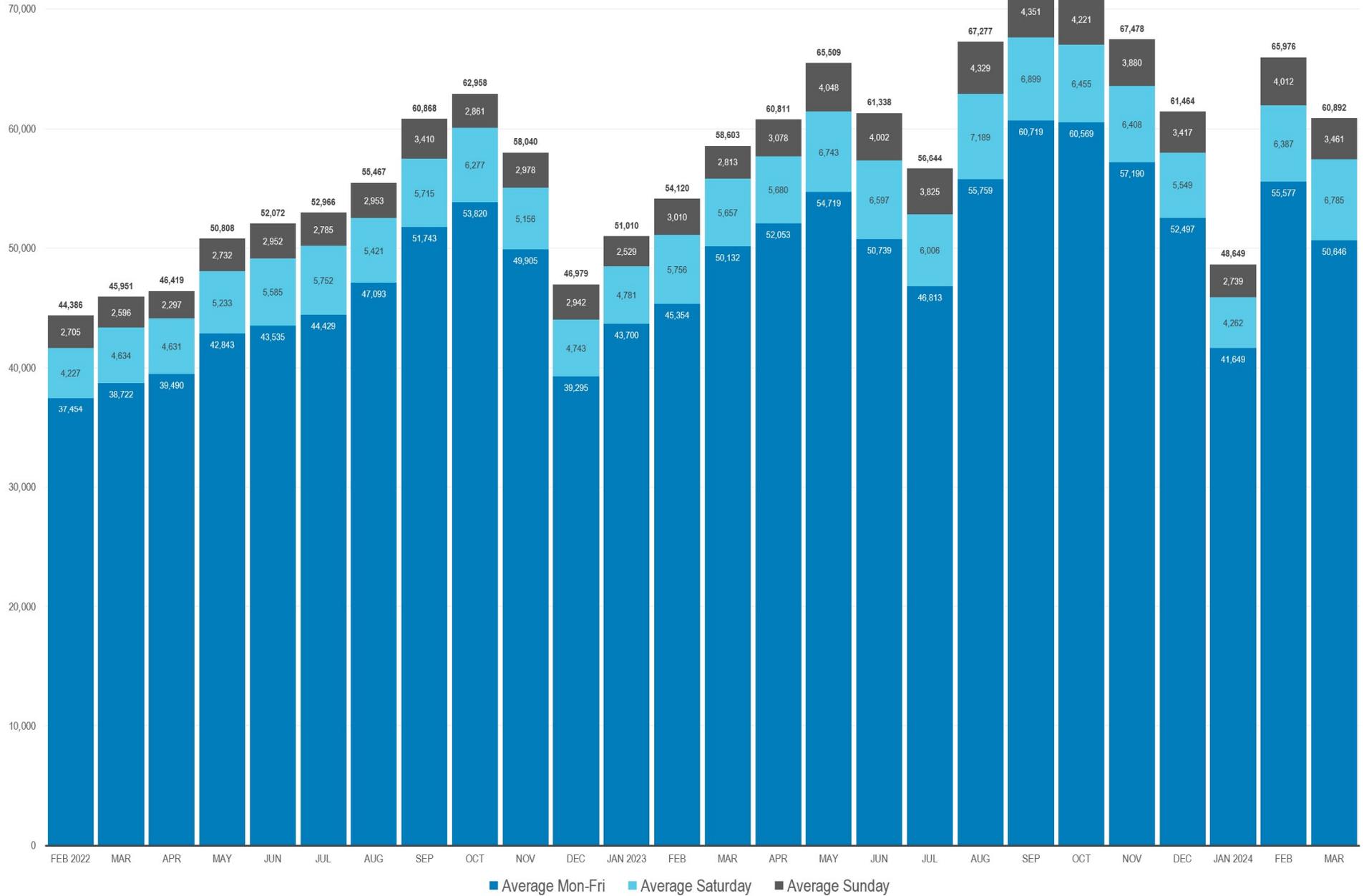


March 2024
Fixed Route Registered Customer Service Concerns by Category

Positive Neutral Negative



Average Weekly Ridership 2021 - 2024

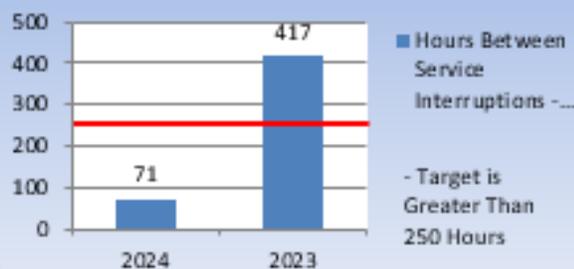


Metro Transit Operations Report

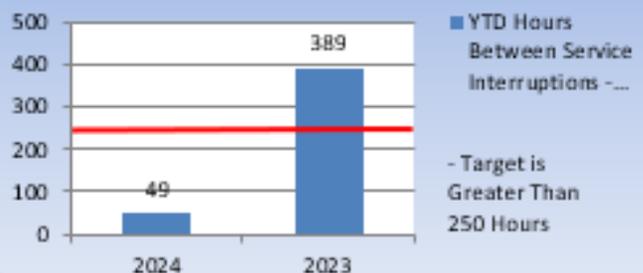
March 2024

Current Month	2024	2023	Variance	Year to Date	YTD 2024	YTD 2023	YTD Variance
Service				Service			
Service Hours	24495	24597	-0.41%	Service Hours	69278	69671	-0.56%
Service Miles	337687	337958	-0.08%	Service Miles	955919	961545	-0.59%
Interruptions	345	59	484.75%	Interruptions	1417	179	691.62%
Hours Between Interruptions	71	417	-82.97%	Hours Between Interruptions	49	389	-87.44%
Miles Between Interruptions	979	5728	-82.91%	Miles Between Interruptions	675	5372	-87.44%
Target Miles	3350	3350		Target Miles	3350	3350	
Road Calls	50	23	117.39%	Road Calls	123	111	10.81%
Miles Between Road Calls	6754	14694	-54.04%	Miles Between Road Calls	7772	8663	-10.28%
Paratransit							
Total Van Trips	7448	7532	-1.12%	Total Van Trips	21461	21214	1.16%
Passenger Hours	4656	4527	2.85%	Passenger Hours	14060	13344	5.37%
Trips per Hour	1.60	1.66	-3.85%	Trips per Hour	1.53	1.59	-3.99%
Passenger Miles	49878	54463	-8.42%	Passenger Miles	144459	154181	-6.31%
Trips per Mile	0.1493	0.1383	7.97%	Trips per Mile	0.1486	0.1376	7.97%
Taxi Trips	0	0	0.00%	Taxi Trips	0	0	0.00%
Total Trips - Van & Taxi	7448	7532	-1.12%	Total Trips - Van & Taxi	21461	21214	1.16%

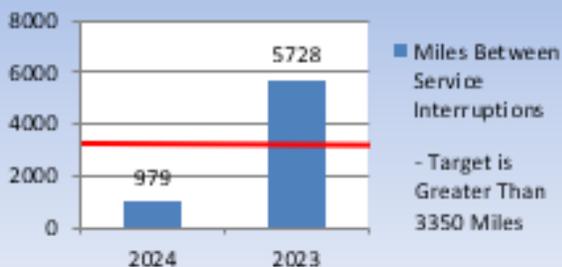
**Hours Between Service Interruptions -
March 2023 & 2024**



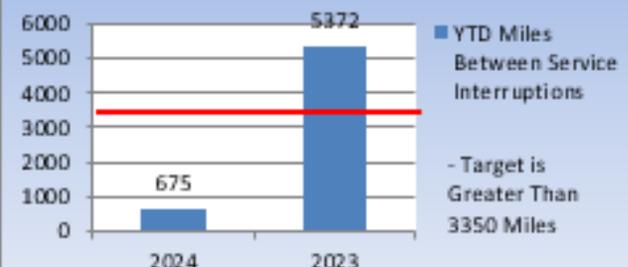
**YTD Hours Between Service Interruptions
- 2023 & 2024**



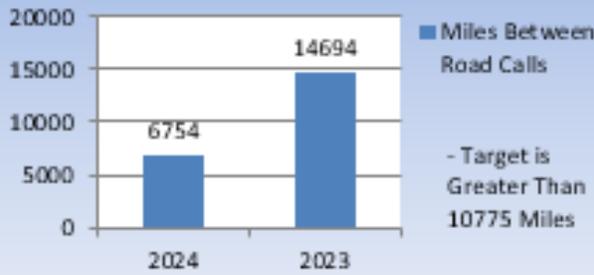
**Miles Between Service Interruptions -
March 2023 & 2024**



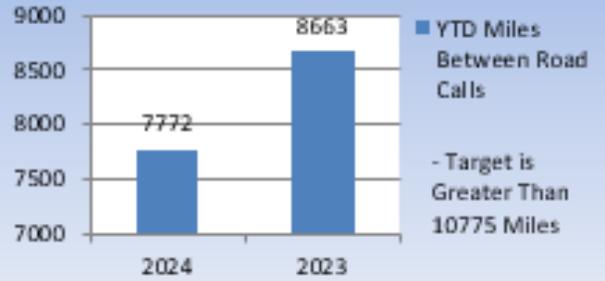
**YTD Miles Between Service Interruptions
- 2023 & 2024**



**Miles Between Road Calls
March 2023 & 2024**



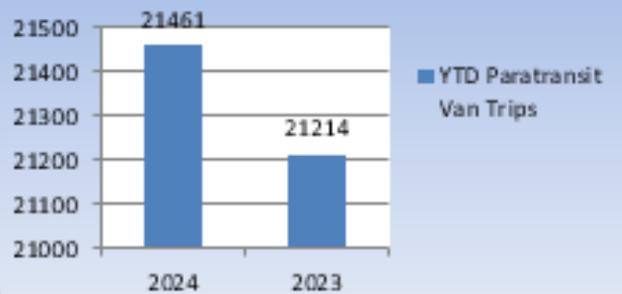
**YTD Miles Between Road Calls
- 2023 & 2022**



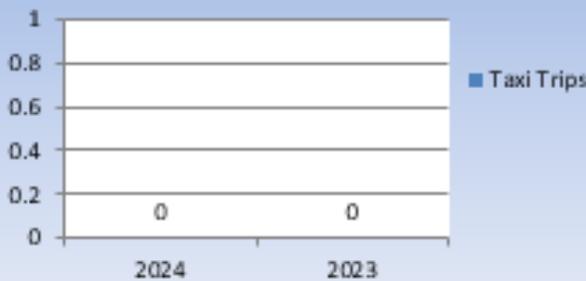
**Paratransit Van Trips
March 2023 & 2024**



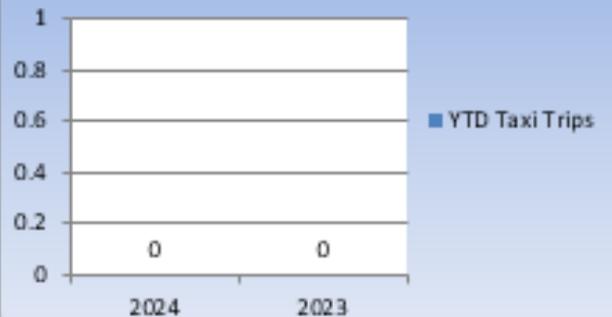
YTD Paratransit Van Trips - 2023 & 2024



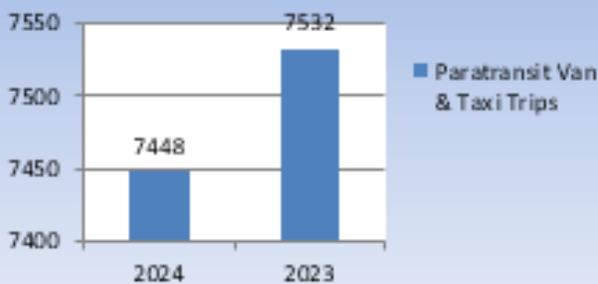
**Taxi Trips December -
March 2023 & 2024**



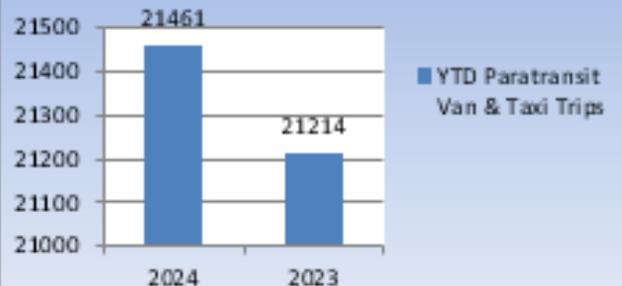
YTD Taxi Trips - 2023 & 2024



**Paratransit Van & Taxi Trips
March 2023 & 2024**



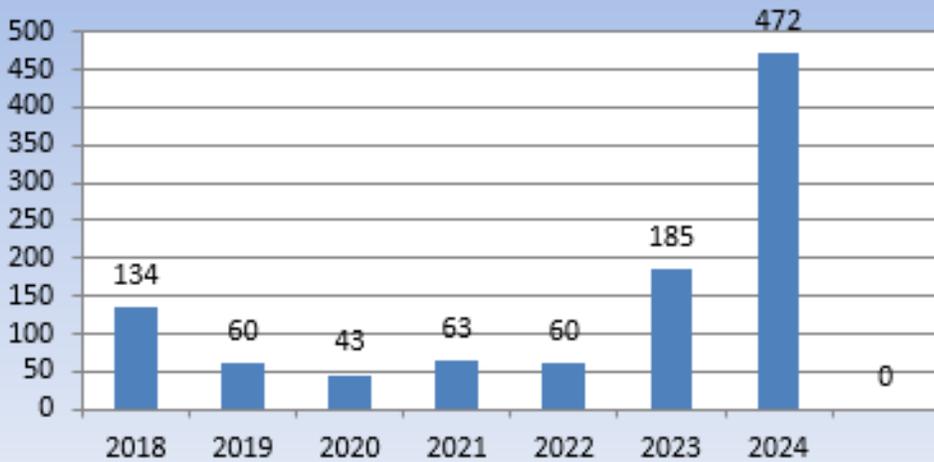
YTD Paratransit Van & Taxi Trips - 2023 & 2024



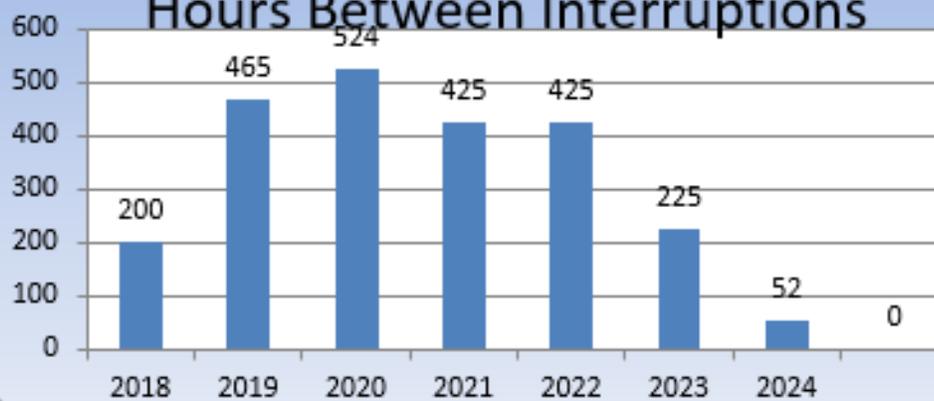
Service Interruptions Detail

Type	March 2023	March 2024	Difference	2023 YTD	2024 YTD	Difference
Accident	7	7	0	18	15	-3
Unsanitary Bus	0	0	0	4	3	-1
No Operator Available	9	196	187	60	846	786
Bus Operator Family Emergenc	0	0	0	0	0	0
Drunk on Bus - Police Called	0	0	0	1	0	-1
Passenger Emergency	0	2	2	1	2	1
Weather	0	0	0	0	113	113
Mechanical	39	76	37	95	199	104
Unknown	0	0	0	1	0	-1
Vandalism on Bus	0	0	0	0	0	0
Heavy Traffic	0	0	0	0	0	0
No Bus Available	4	64	60	18	239	221
Total	59	345	286	198	1417	1219
Mechanical Reasons						
Air Conditioner/Heater	0	0	0	0	1	1
Air pressure went down	3	3	0	7	4	-3
Brake Problem	1	2	1	2	8	6
Broken Belt	0	0	0	0	0	0
Bus Body Problem	1	1	0	2	2	0
Bus shut down	14	22	8	36	56	20
Delayed by Train	0	0	0	0	0	0
Door Problem	0	0	0	0	1	1
Electrical Problem	3	7	4	5	10	5
Farebox	0	1	1	0	2	2
Leaking Fluid	0	1	1	0	2	2
Leaking fuel	0	0	0	0	0	0
Lift malfunction	0	0	0	0	0	0
Light problem	0	0	0	0	0	0
Low water	2	4	2	3	17	14
Mirror Broke	0	0	0	0	0	0
No power	1	4	3	6	7	1
Power Steering Problem	1	0	-1	1	3	2
Oil Pressure	0	0	0	0	0	0
Overheated	0	6	6	0	9	9
Radiator Leak	0	0	0	2	0	-2
Seat Problem	0	0	0	1	0	-1
Starting problem	1	0	-1	2	0	-2
Suspension problem	2	4	2	7	13	6
Tire problem	6	5	-1	12	12	0
Transmission malfunction	1	2	1	1	4	3
Unknown Mechanical	1	14	13	3	48	45
Windshield/window	2	0	-2	2	0	-2
Total	39	76	37	92	199	107

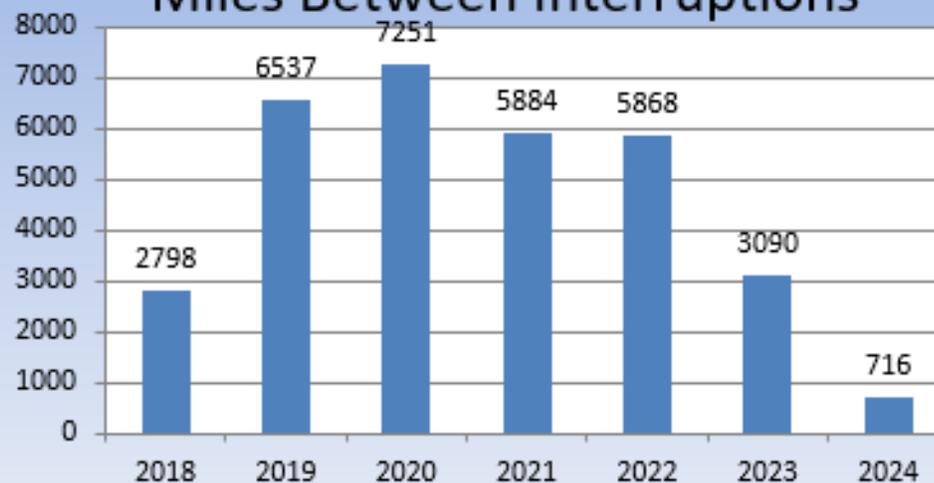
Service Interruptions



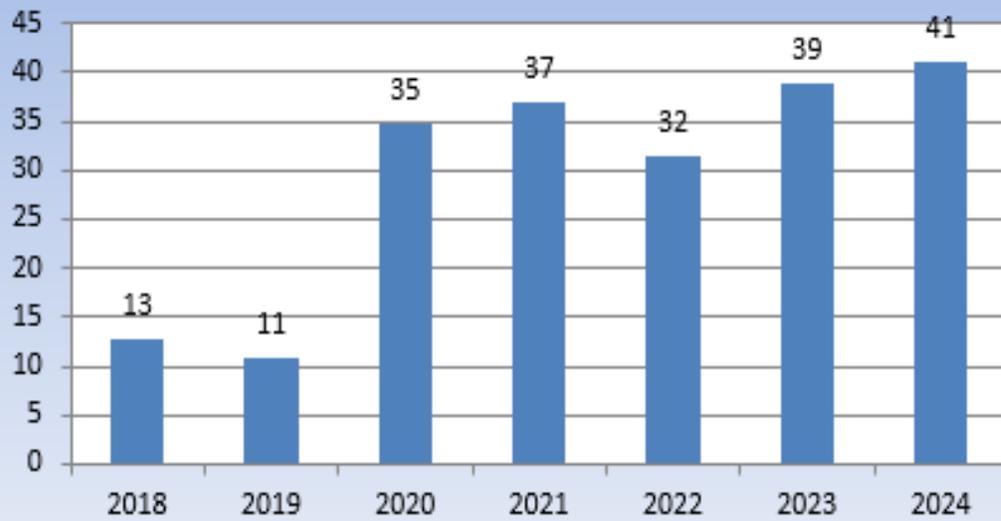
Hours Between Interruptions



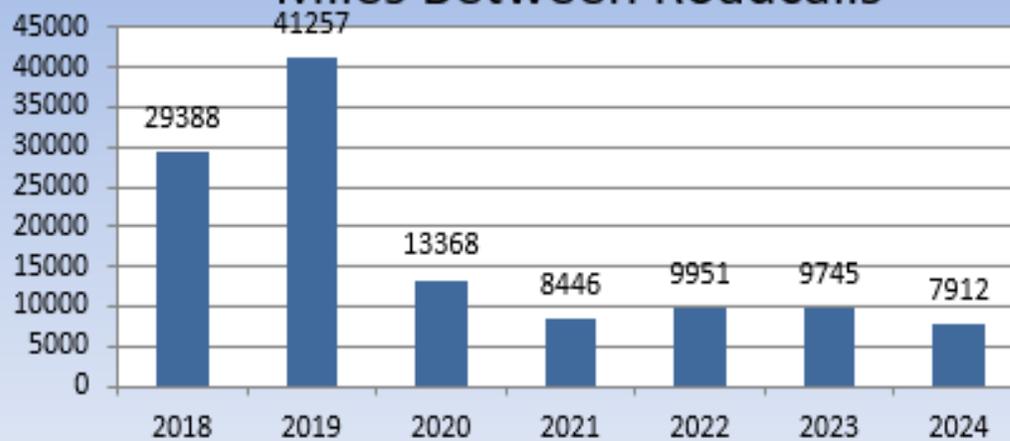
Miles Between Interruptions



Roadcalls



Miles Between Roadcalls



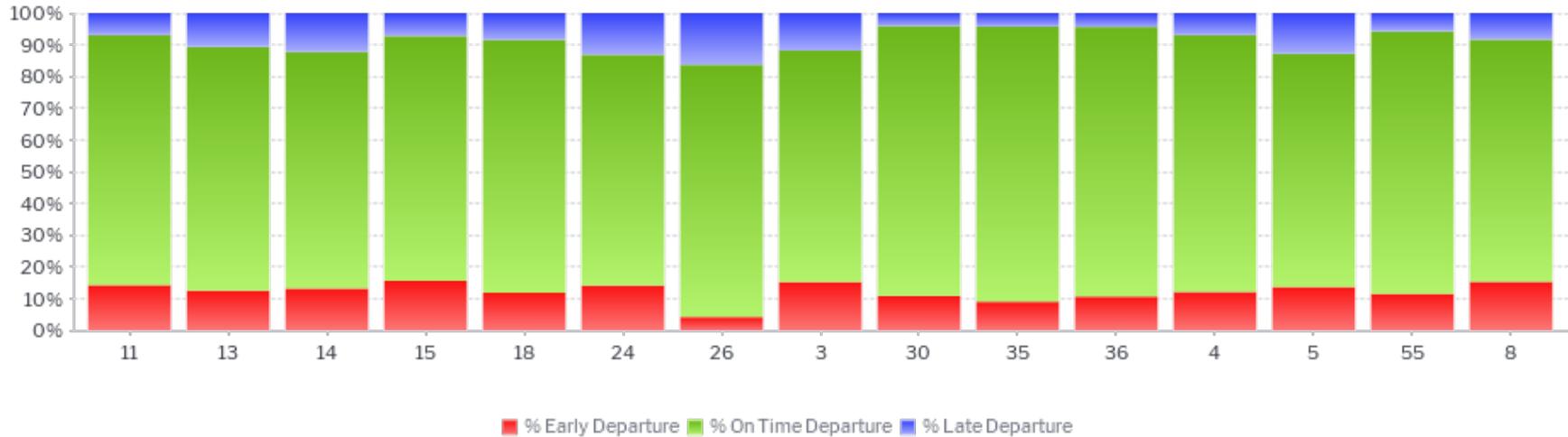
March 2024 OTP

Departures: On-Time Performance (System Wide)

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

Month	Start Date	End Date	Early Departs	% Early Departure	On Time Departs	% On Time Departure	Late Departs	% Late Departure	Total
March	3/1/24	3/31/24	20,791	12.7%	127,810	78.3%	14,588	8.9%	163,189

Departures: On-Time Performance by Route



March 2024

Registered Customer Service Concerns by Category

Total Calls	12728
Bus	6236
MOBY	6492

Calls by Category

	Total	Positive	Neutral	Negative	Percentage
Driver	50	2	5	43	38.75%
General	15	1	6	8	11.63%
Lost and Found	24	0	20	4	18.60%
Office Staff	1	0	0	1	0.78%
Other	9	0	7	2	6.98%
OTP	18	0	4	14	13.95%
Routing	5	0	2	3	3.86%
Ticket	4	0	2	2	3.10%
Vehicle	3	0	1	2	2.33%
Wheelchair	0	0	0	0	0.00%
Total	129	3	47	79	100.00%
Percentage	100%	2.33%	36.43%	61.24%	