SORTA/Metro
Board Meeting
November 19, 2024
9:00 am-10:00 am Eastern Time

SORTA BOARD OF TRUSTEES MEETING

TUESDAY, NOVEMBER 19th, 2024 – 9:00 A.M

SORTA BOARD ROOM 6th FLOOR

525 VINE STREET,

CINCINNATI, OHIO, 45202

General Items:

Call to order

Pledge of Allegiance

Hearings from citizens

Chair Update

Action Items:

1 Approval of Board Minutes October 22nd, 2024

Finance Committee (Chelsea Clark)

Action Item:

2 Proposed Resolution: Approval of 2025 Budget (Tim Walker/Kevin Ruth)

    2.1 Presentation:

    2.2 Action Item:

3 Proposed Resolution: Approval of Red Bike (Pete Metz)

    3.1 CM Jeffreys Memo:

    3.2 Pete Metz's Memo:

    3.3 Red Bike Interim Update Brief:

    3.4 Red Bike Update to Board of Trustees - February 2024

    3.5 Action Item:

Finance Consent Agenda:

4 Proposed Resolution: Approval of December 2024 – November 2025 Property & General Liability Insurance Coverages (Julie Beard)

    4.1 Action Item:

5 Proposed Motion: Approval of 2025 SORTA Meeting Schedule (Andy Aiello)

    5.1 Schedule:

Planning & Operations Committee (Blake Ethridge)

Action Item:

6 Proposed Motion: Approval of Agency Safety Plan (Mike Weil)

    6.1 Action Item:

    6.2 Safety Plan:

    6.3 Safety Management Policy Statement:

    6.4 Presentation:

Procurement Consent Agenda:

7 Proposed Resolution: Approval of Contract Award for 153-2024 Microsoft 365 Enterprise Access (Pat Giblin/John Edmondson)

    7.1 Action Item:

Briefing Items:

8 Financial Results for October 31st, 2024 (Tim Walker)

9 Metro on the Move (Darryl Haley)

10 New Business

Other Items:

Adjournment

The next regular meeting of the SORTA Board of Trustees is scheduled for

Tuesday, December 17th, 2024, at 6:00 p.m.

MINUTES OF:	Regular Meeting of the SORTA Board of Trustees
DATE:	Tuesday, November 19th 2024, 9:00 a.m.
BOARD MEMBERS PRESENT:	Chelsea Clark, Dan Driehaus, Blake Ethridge, Kala Gibson, Neil Kelly, Pete Metz, Briana Moss, Gwen Robinson, Sara Sheets, KZ Smith and Sonja Taylor
BOARD MEMBERS ABSENT:	Tony Brice, Jay Bedi, Trent Emeneker and Greg Simpson,
STAFF MEMBERS:	Andy Aiello, Julie Beard, John Edmondson, Joe Ferguson, Pat Giblin, Darryl Haley, Adriene Hairston, Brandy Jones, Natalie Krusling, Kevin Ruth, August Sweitzer, Tim Walker and Mike Weil
LEGAL COUNSEL:	Kim Schaefer (Vorys, Sater, Seymour and Pease LLP) and Doug Moormann, GSG
GUEST/PUBLIC PRESENT:	N/A

CALL TO ORDER

Mr. Ethridge SORTA Board Chair, called the meeting to order.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

HEARING FROM CITIZENS

N/A

CHAIRMAN UPDATE

Discussed ridership and missed trips.

Blink was a great success.

A BRT station design was selected and named.

$5.1 million investment for the University of Cincinnati to improve and accelerate transit construction projects in Ohio.

Golden Bus Awards are in March.

Congratulated Darryl, Kala, KZ, Brandy and Khaled for recent awards. Thanked Gwen for helping at the Men of Honor Event.

APPROVAL OF OCTOBER 22ND, 2024 BOARD MEETING MINUTES

Mr. Metz made a motion that the minutes from the October 22nd, 2024, board meeting be approved as previously mailed and Ms. Clark seconded the motion.

By voice vote, the SORTA Board approved the minutes.

FINANCE COMMITTEE

Mr. Driehaus reported on the Finance Committee meeting held on November 12th 2024, and there were items(s) to present for Board Approval.

PROPOSED RESOLUTION: APPROVAL OF 2025 BUDGET

Ms. Clark moved for adoption and Mr. Driehaus seconded the motion. The resolution approves the 2025 budget.

By roll call, the SORTA Board approved the resolution.

PROPOSED RESOLUTION: APPROVAL OF RED BIKE

Mr. Ethridge moved for tabling until the next meeting and Mr. Metz seconded the motion.

By roll call, the SORTA Board approved tabling the resolution until the next meeting.

PROPOSED RESOLUTION: APPROVAL OF DECEMBER 2024 – NOVEMBER 2025 PROPERTY & GENERAL LIABILITY INSURANCE COVERAGES

Mr. Driehaus moved for adoption and Ms. Clark seconded the motion. The resolution approves the December 2024 – November 2025 Property & General Liability Insurance Coverages.

By roll call, the SORTA Board approved the resolution.

PROPOSED MOTION: APPROVAL OF 2025 SORTA MEETING SCHEDULE

Mr. Driehaus moved for adoption and Ms. Clark seconded the motion. The resolution approves the 2025 SORTA meeting schedule.

By roll call, the SORTA Board approved the resolution.

PLANNING AND OPERATIONS COMMITTEE

Mr. Driehaus reported on the Planning and Operations Committee meeting held on November 12th 2024, and there were items(s) to present for Board Approval.

PROPOSED MOTION: APPROVAL OF 2025 AGENCY SAFETY PLAN

Mr. Ethridge moved for adoption and Ms. Clark seconded the motion. The motion approves the 2025 Agency Safety Plan.

By roll call, the SORTA Board approved the motion.

PROPOSED RESOLUTION: APPROVAL OF CONTRACT AWARD FOR 153-2024 MICROSOFT 365 ENTERPRISE ACCESS

Mr. Ethridge moved for adoption and Mr. Metz seconded the motion. The resolution approves the contract award for 153-2024 Microsoft 365 Enterprise Access.

By roll call, the SORTA Board approved the resolution.

FINANCIAL REPORTS AS OF OCTOBER 31st, 2024

Mr. Walker presented the October financial results. Total revenues were $13.0 million, which was unfavorable to budget by $467k. Total expenses were $13.5 million, which is favorable to budget by $371k. Operator Capital Contribution was $0.5 million, which was unfavorable to budget by $96k. Ridership was 1,434k, which is favorable to budget by 53k. Mr. Walker presented the Investment of Funds Reserve Summary with a total All Securities at $168,702,529, Net Unrestricted Securities Available at $1,757,310 and Net Unrestricted Securities and 2024 Operating Budget Surplus at $1,009,817. Mr. Walker then reviewed the contributing factors to these variances.

The SORTA Board accepted the report as presented.

METRO ON THE MOVE

Mr. Haley presented the Metro on the Move report. He shared the new ODOT grant of $4,077,236, the upcoming BRT meetings and the upcoming stuff the bus.

NEW BUSINESS

N/A

ADJOURNMENT

The meeting adjourned at 9:39 a.m.

NEXT MEETING

The next regular meeting of the SORTA Board of Trustees has been scheduled for
December 17th, 2024, at 9:00 A.M.
the SORTA/Metro Board Room, at 525 Vine Street, Cincinnati, Ohio.

APPROVED: ATTESTED:

Blake Ethridge   Darryl Haley
Chair, SORTA Board   CEO/General Manager/Secretary-Treasurer

BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 2024-49

<u>APPROVAL OF THE 2025 BUDGET</u>

<u>WHEREAS</u>:

1.   In 2020, Hamilton County voters approved an eight of one percent (0.8%) sales and use tax, transforming SORTA's funding structure from the City of Cincinnati to Hamilton County.

2.   SORTA staff has prepared a transit operating and capital plan for 2025 of $217,580,389 of which $166,447,541 is for operating and $51,132,848 is for capital.

3.   Hamilton County Sales Tax funds are estimated to be $121,865,817 based on 2024 UC Economic Center sales tax projections.

4.   Approval of the 2025 operating and capital plan allows staff to continue operations in 2025 at the recommended levels, including the continuation of the Reinventing Metro Plan.

<u>THEREFORE, BE IT RESOLVED</u>:

5.   The SORTA Board of Trustees adopts the transit operating and capital plan for 2025 of $217,580,389 of which $166,447,541 is for operating and $51,132,848 is for capital.

****

MOVED BY:	Chelsea Clark	SECOND BY:	Dan Driehaus

VOTE Aye: Ms. Clark, Mr. Driehaus, Mr. Ethridge, Kala Gibson, Mr. Kelly, Mr. Metz, Ms. Moss, Ms. Robinson Mr. Smith Sara Sheets and Sonja Taylor

Nay: None

Abstain: None

ABSENT AT THE TIME: Mr. Brice

PRESENT NON-VOTING MEMBERS: None

ABSENT NON-
VOTING MEMBERS
AT THE TIME: Jay Bedi, Trent Emeneker and Greg Simpson

APPROVED: November 19th, 2024

2025 Budget Review

November 12, 2024

Agenda – 2025 Budget Debrief

- <u>Strategic Budget Priorities</u>

- <u>Operating Budget</u>
  - Key Planning Assumptions
  - Income Statement

- <u>Capital Budget</u>
  - Key Planning Assumptions
  - Plan Detail

2

Strategic Budget Priorities

Enhance the Transit Network
- Continued focus on the transit network, increasing ridership, improving service quality and progression of BRT planning and development

Long Term Financial Sustainability
- Fiscally responsible growth through focus on manageable expense and efficiency gains in line with 5YP

Infrastructure Revitalization
- Continued commitment to modernization of network, facility and data infrastructure

Financial Summary – Headline Figures

- 2025 operating expenses are 3.9% greater than the 2024 operating expense budget.

- 2025 operating expenses are 6.7% greater than the 2024 operating expense forecast.

- Another year of managed growth with an eye on our long-term commitments.

Operating Budget Assumptions

Operating Budget – 2025 Revenue Assumptions

- Ridership Projections include :
  - RIM Phase IV remaining service enhancements (August)
  - MetroNow! Zone 3 and 4 implementation (April / November)
  - Continued growth in Access and CPS

- 5-year Plan calls for 10% fare increase every 2 years on all Metro services (FY25/27/29).
- Essential for sustainability of important revenue stream over time (slide to follow).

- CPS budgeted at new contract rate with full year of 7th/8th grade

- Investment income budgeted in 2025

- Sales tax projection updated by UC Economic Center @ 2.5% growth

- 5307 funds return to normal plus addback of delayed/traded FY24 funds ($1M)

Operating Budget – 2025 Expense Assumptions

- Wages & Benefits include:
  - Wage rates per new fixed-route Collective Bargaining Agreement
  - Average vacancy rate of 7%
  - Medical rates increased per approved 2025 medical plans/expenses
  - Increased labor costs correlated to new service levels
  - Overtime challenged for hiring trends and maintenance efficiency study

- Fuel expense influenced by fleet utilization, market price & hedge strategy

- Parts & Supplies include CPI and volume adjustments

- Other expense increases for Casualty and Liability, Facility Rent, Hourly training program and outside services

2025 Operating Budget

($ In Thousands)	Full Year						
	25 Budget	24 9+3 Fcst	Var B / (W)		24 Budget	Var B / (W)	
Ridership							
Regular	12,882	11,947	935	7.8%	12,300	582	4.7%
CPS	1,639	1,427	212	14.8%	1,450	189	13.0%
Subtotal Fixed Route	14,521	13,375	1,146	8.6%	13,750	771	5.6%
Access	190	181	9	5.0%	191	(1)	(0.5%)
MetroNow!	85	71	14	19.7%	59	26	44.1%
Total Ridership	**14,796**	**13,627**	**1,169**	**8.6%**	**14,000**	**796**	**5.7%**
Operating Revenue							
Metro Fares	$ 15,806	$ 13,719	$ 2,087	15.2%	$ 13,433	$ 2,373	17.7%
Access Fares	765	689	76	11.1%	721	44	6.1%
MetroNow! Fares	256	148	108	73.1%	117	139	118.8%
CPS Fares	3,248	3,099	149	4.8%	1,982	1,266	63.9%
Other	1,057	921	136	14.7%	1,007	50	5.0%
Total Operating Revenue	**21,132**	**18,576**	**2,556**	**13.8%**	**17,260**	**3,872**	**22.4%**
Non-Operating Revenue							
County Sales Tax	121,865	118,927	2,938	2.5%	124,201	(2,336)	(1.9%)
Federal Subsidies	18,155	10,112	8,043	79.5%	10,112	8,043	79.5%
State Subsidies	3,866	3,353	513	15.3%	2,419	1,447	59.8%
Non Transportation	7,860	9,031	(1,171)	(13.0%)	8,508	(648)	(7.6%)
Total Non-Operating Revenue	**151,746**	**141,422**	**10,324**	**7.3%**	**145,240**	**6,506**	**4.5%**
Total Revenue	**172,878**	**159,998**	**12,880**	**8.0%**	**162,500**	**10,378**	**6.4%**
Expenses							
Employee Wages & Benefits	125,447	118,783	(6,664)	(5.6%)	119,741	(5,706)	(4.8%)
Fuel & Lubricants	8,548	8,248	(300)	(3.6%)	8,130	(418)	(5.1%)
Parts & Supplies	9,836	9,464	(372)	(3.9%)	10,121	285	2.8%
ERM Fund	420	129	(291)	(226.1%)	105	(315)	(300.0%)
Other	22,197	19,378	(2,819)	(14.5%)	22,071	(126)	(0.6%)
Total Expenses	**166,448**	**156,002**	**(10,446)**	**(6.7%)**	**160,168**	**(6,280)**	**(3.9%)**
Operating Capital Contribution	**$ 6,430**	**$ 3,996**	**$ 2,434**		**$ 2,332**	**$ 4,098**	

2025 Fare Increase

- 5-year Plan calls for 10% fare increase every 2 years on all Metro services (FY25/27/29)
- Essential for sustainability of important revenue stream over time
- Small, incremental, regular, increases will keep this important revenue stream viable while minimizing impact to ridership

- Last Metro Fare Increase: 2021 (4 years ago)
- Since that time, inflation/CPI has increased 21%

- Implementation planned for July
- Prior to implementation
  - Detailed fare analysis
  - Public input
  - Rollout of Account Based Ticketing (more discounts for frequent users)
  - Board consideration/action/approval later in Q1/Q2 of 2025

2025 Capital Budget

Capital Budget – 2025 Assumptions

- Fleet replacement included for 2025 Budget for Diesel, Hybrid and BEB Fixed Route; Paratransit and MetroNow

- Continued focus on facility and infrastructure improvements

- Funding year two (of three) BRT planning and development

- Continued investment in technology

- Continue to apply for grants to reduce the local amount required for capital projects

Capital Budget – 2025 Details

- 2025 has funding for 20 40ft. Buses, Paratransit and MN! vehicles, and driver barrier retrofit

- Infrastructure includes $12M estimate for BRT Planning & Development (total $36M for PD)

- Infrastructure improvements including Onboard electronic signs, bus stop enhancements

- $13.5M targeted to facility improvements including driver breakrooms, investment for electric charging

Category	2024 Budget Carryover	2025 Budget	Total	# of Projects
Equipment	$1,500,000	$1,300,000	$2,800,000	4
Facilities	13,530,000	3,430,000	16,960,000	31
Infrastructure	20,137,780	1,750,000	21,887,780	16
Land Acquisition	0	0	0	0
Non-Rev Vehicles	0	0	0	0
Rolling Stock	2,300,000	7,185,068	9,485,068	6
Total	$37,467,780	$13,665,068	$51,132,848	57

2025 Budget Conclusions

- 2025 Budget Advances Metro's Strategic Agenda of Growth

- Capital Plan Total Investment is $51.1M (PY Commitments & 2025 Budget)

- Budget provides for a $6.4M Operating Capital Contribution to fund capital projects in line with company's 5 year plan

- Projected 2025 Year End Capital Funds available for long term investment includes approximately $90M to cover the 30% "Local Match" required to fully operationalize two BRT corridors

Questions?

Tim Walker

Chief Financial Officer

Kevin Ruth

Sr. Director of

Financial Planning & Analysis

metro
your way to go

BOARD OF TRUSTEES ACTION ITEM

DATE: **November 12, 2024**

FROM: **Darryl Haley, CEO/General Manager**

PROJECT NO.: **NA**

REQUEST: **Approval of the 2025 Operating and Capital Budget**

BACKGROUND

SORTA staff has prepared a transit operating and capital budget for 2025 of $217,580,389 of which $166,447,541 is for operating and $51,132,848 is for capital.

Hamilton County Sales Tax funds are estimated to be $121,865,817 based on the July 2024 UC Economic Center sales tax projections.

2025 Budget contains an annual operating surplus of $6,431,494.

BUSINESS PURPOSE

Approval of the 2025 operating and capital plan allows staff to continue operations in 2025 at the recommended levels, including the continuation of the Reinventing Metro Plan.

PROJECT FINANCING

NA

PROJECT PROCUREMENT

NA

PROJECT DIVERSITY

NA

RECOMMENDED BOARD ACTION

Approval of the 2025 operating and capital budget of $217,580,389.

BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 2024-xx

<u>APPROVAL OF RED BIKE</u>

<u>WHEREAS</u>:

1.   Earlier this year, Metro joined a coalition of willing partners to ensure that Cincinnati Red Bike, the non-profit operator of bikeshare in the Cincinnati region, could continue to operate.

2.   Over the last few months, the same coalition with participation from Metro staff has worked to better understand how the system operates, benchmarked it against its peers, and is now undertaking the critical step of sharing a more sustainable future for the services.

3.   Red Bike's current network is not designated to align with Metro's fixed route bus network, even though nearly all of their station infrastructure overlaps with Metro's high-frequency transit network.

4.   To integrate two systems, Metro and Red Bike should develop and pilot first mile/last mile solutions by integrating Red Bike docs into neighborhoods where there is already a dock in the neighborhood business district along Metro's transit corridors.

<u>THEREFORE, BE IT RESOLVED</u>:

5.   I move that Cincinnati Metro commit to $125,000 funding to procure first mile/last mile opportunities within our footprint and to integrate pass usage in alignment with the funding package presented in CM Jeffries memo each of the next three years.

6.   Further, that Metro's investment be made once a complete finding plan comes together.

7.   Further that Metro Administration work with the Red Bike leadership and other investors to define the role in a new governing structure commensurate with the investment being made for the organization and bring a plan back to the board after an update.

****

MOVED TO TABLE TO NEXT MONTH BY:	Blake Ethridge	SECOND BY:	Pete Metz

VOTE Aye: Ms. Clark, Mr. Driehaus, Mr. Ethridge, Kala Gibson, Mr. Kelly, Mr. Metz, Ms. Moss, Ms. Robinson Mr. Smith Sara Sheets and Sonja Taylor

Nay: None

Abstain: None

ABSENT AT THE TIME: Mr. Brice

PRESENT NON-VOTING MEMBERS: None

ABSENT NON-
VOTING
MEMBERS AT
THE TIME: Jay Bedi, Trent Emeneker and Greg Simpson

APPROVED: November 19th, 2024

To: Potential Investors & Partners of Red Bike
From: Mark Jeffreys
Subject: A Sensible Plan to Strengthen and Sustain Bikeshare in Our Community

Last year when our community was faced with the permanent closure of Red Bike, the Cincinnati region's bikeshare network, a coalition of willing partners stepped up to ensure that an interim solution was in place to keep Red Bike moving while we worked on a plan to allow Red Bike the stability it needs to deliver for its riders and our community in the future.

After a year's worth of work, I feel confident in advancing a sensible plan that delivers on that promise – the Strengthen & Sustain Plan.

What We Found
In response to the request to assist the coalition with analysis, Interact for Health generously funded consultants from OneSource to perform benchmarking of the Red Bike system.

During this analysis, several key conclusions were reached:
- Red Bike is operating very efficiently based on benchmarking against other similar systems.
- Relative comparison shows no major outliers, particularly on expenses.
- Non-farebox revenue is critical for operational system subsidy. This is most often comprised of public and private funding, station and/or bike sponsorships, and philanthropic support.
- Red Bike's farebox policies need assessment and review to address farebox performance and the Go program.
- Long-term system sustainability will require a mix of new revenue & additional investment (staff, marketing, capital).
- Users of Red Bike ride it both as a source of transportation and recreation. Whether it's someone taking it from downtown to Findlay Market for a lunch meeting, a tourist using it to see the city, or someone who is unhoused getting to the Shelterhouse for housing at the end of a day, Red Bike has become a vital service in our city.

A New Way to Fund Red Bike

Among the most important lessons learned from this year's work is that we should never again rely on one major funding source to support a vital asset like bikeshare. The risks associated with the loss of almost one third of the annual operating budget were nearly catastrophic, and we cannot let that happen again.

Instead, I believe a plan that brings a diverse set of core investors to the table, each of which has a unique reason to invest in bikeshare, provides more long-term fiscal security and enhances the opportunity for partnerships that will better integrate Red Bike into our community.

Red Bike's annual operating budget requires approximately $800,000 to deliver its existing service, which, in 2023, included over 145,000 rides by over 10,000 unique users across 70 stations throughout Cincinnati, Covington, Newport, and Bellevue.

Below is a proposed funding structure that I believe appropriately shares responsibility among a set of core investors and ensures Red Bike remains an asset in Cincinnati. **I believe we need to secure three years of support for this plan to create operational certainty**, implement short and medium-term changes to the footprint and Red Bike's internal operations, and build additional upside funding from other sources.

<u>Farebox Recovery</u>: $300,000 annually

Currently, Red Bike collects at least $300,000 annually from daily, monthly, and annual pass holders who utilize Red Bike throughout the year. There are opportunities to grow ridership, and this estimate is conservative to ensure that we do not overestimate the return directly from riders.

<u>City of Cincinnati</u>: $125,000 annually

Red Bike is an asset to the urban vibrancy of the Cincinnati neighborhoods where it exists, and I believe the City has a role to play in ensuring it remains. Since Red Bike's inception in 2014, the City of Cincinnati has contributed nearly $2,000,000 in capital support to the organization. On average, this is about $200,000 in annual capital support. However, we know that Red Bike's true need is in funding its operations, rather than capital costs. This proposed investment continues the City's support of the bike share system at a <u>lesser</u> amount than previously contributed and gets to the core need of operational sustainability.

<u>Cincinnati Metro</u>: $125,000 annually

There is considerable opportunity to realign Red Bike's network to better connect with the Reinventing Metro plan that Cincinnati Metro is delivering. By procuring first-mile/last-mile bike share connections, integrating trip planning, and sharing bus and bike passes with regular users of both systems, Cincinnati Metro can invest in Red Bike and connect more of its growing base of bus riders to needed connections across Cincinnati.

<u>Northern Kentucky Community Partners</u>: $75,000 annually

About 15% of Red Bike's rides and network operate in Northern Kentucky, making this a truly regional asset. This is a huge strength to our system (we are one of the few systems in the country that crosses state lines) and allows for mobility across the entire urban core. To continue to support this multi-state approach to bikeshare, I believe our Northern Kentucky partners need to bring investment into the system. This level of investment is commensurate with the level of service provided across the entire network.

<u>Investing in the Go Program</u>: $175,000 annually

Red Bike's Go Program is an award-winning equity program that provides access to bikes for low-income residents in our community that is a model for many other bikeshares throughout North America. This program is a growing piece of Red Bike's ridership and requires support to bring the financial resources necessary to sustain its operations. I believe this program is well suited to attract philanthropic support. This level of support reflects the percentage of rides that members of the Go program represent to the overall system.

<u>Summary</u>

Farebox Recovery	$300,000
City of Cincinnati	$125,000
Cincinnati Metro	$125,000
Northern Kentucky Community Partners	$75,000
Investing in the Go Program	$175,000
Annual Total	**$800,000**

Creating Partnerships that Support Growth – Upside Funding Opportunities

While these core investments are necessary to ensure the system can continue to operate, there are a number of opportunities to grow the system – both its ridership and its financial resources –that are important to pursue. Each of these opportunities will allow Red Bike to continue to flex its budget but this income is not stable enough to be considered part of the core operating budget at this moment. However, over time, these partnerships present the opportunity to further diversify Red Bike's revenue streams and ease the load on the proposed public and philanthropic investors.

Sponsorship: Red Bike has engaged a local fundraising partner to attract new sponsors to the bikeshare. Sponsorship has always been an important component of Red Bike's budget and will remain one. Capturing this revenue and utilizing it to invest in the system's ridership growth will allow Red Bike to create additional farebox revenue. As this new approach to sponsorship takes shape, Red Bike will be better equipped to incorporate sponsorship revenue into its annual budget.

Tourism Partnerships: In conversations with tourism leaders, there are opportunities to create partnerships with hotels and conventioneers to make it easier for visitors to Cincinnati to utilize Red Bike to get around town. These partnerships would increase ridership and revenue and help connect people to the small businesses and amenities around the core. VisitCincy has expressed a willingness to help facilitate some of these partnerships.

Corporate Partnerships: There are already examples of organizations partnering with Red Bike to provide passes to their employees to use for commuting and getting around town. Red Bike should continue to foster these types of partnerships, bringing new riders and revenue into the system.

Growing With the Trail: Red Bike has several use cases, including transportation to connect people where they need to go, recreation, and leisure. Many of these uses are supported by our growing trail network. Once on stable financial ground, expanding Red Bike's network to the CROWN trail network creates a great opportunity to expand ridership for transportation and recreation.

A New Leadership Model for a New Red Bike

From the beginning, it has been clear to many of us that the governing structure at Red Bike will need to be aligned more closely with the investors who agree to help support the system. In conversations with Red Bike's current board, there is a similar recognition. Current Board Chair Anastasia Mileham said, "We appreciate all the partners who have agreed to work together on a sustainable funding plan to maintain this vital asset in our community. As we enter this new 'Strengthen & Sustain Plan', I look forward to making sure that the same organizations investing in Red Bike are part of a new governance structure."

The combination of this new leadership model of governance with the 3-year Sustain & Strengthen Plan, plus considerable upside opportunities to grow funding and users, will set Red Bike up for long-term success.

To: Cincinnati Metro Board Members
From: Pete Metz
Subject: The Opportunity to Align Bikeshare to Further Reinvent Metro

Earlier this year, Metro joined a coalition of willing partners to ensure that Cincinnati Red Bike, the non-profit operator of bikeshare in the Cincinnati region, could continue to operate. Over the last few months, that same coalition – with participation from Metro staff – has worked to better understand how the system operates, benchmarked it against its peers, and is now undertaking the critical step of shaping a more sustainable future for the service.

While we had a productive update at Metro's Planning & Operations Committee meeting in September, we did not tackle one key subject: how a reinvented Red Bike could align with Metro to enhance our Reinventing Metro plan.

This memo serves to lay out that opportunity and define what it would take for Metro and Red Bike to begin integrating services. This opportunity would, for the first time, make Red Bike a true first mile/last mile solution for bus riders in Cincinnati's urban core communities.

These concepts were developed during a meeting between Metro administration and Red Bike staff to make clear what's possible under a potential partnership. They are certainly not an exhaustive list of opportunities to partner. These strategies could be quickly implemented to maximum effect in 2025 to support our ridership development offerings and better connect transit riders in our community.

1. **First Mile / Last Mile Pilot**

As we have discussed, Red Bike's current network is not designed to align with Metro's fixed route bus network, even though nearly all of their station infrastructure overlaps with Metro's high-frequency transit network. To integrate the two systems, Metro and Red Bike should develop and pilot first mile/last mile solutions by integrating Red Bike docks into neighborhoods where there is already a dock in the neighborhood business district or along Metro's transit corridor.

Initial Action Steps:

a. Metro planning department to identify 3-5 areas that could most likely benefit from enhanced bike share to connect passengers to bike share adjacent to a fixed bus route.
b. The locations should be selected also considering existing and planned bike infrastructure (bike lanes, shared paths, bikeable streets, etc.) and where Metro is planning BRT.
c. Red Bike would identify the bike dock assets to be deployed to support the pilot areas (docks from existing inventory and/or docks reallocated from underperforming areas within the bike network). No new bike dock infrastructure would need to be purchased to facilitate the pilot.
d. Metro planning department and Red Bike operations would evaluate usage of the bike docks and bus stops in the piloted area to assess benefits from the pilot.

    e. Metro and Red Bike partner on promotion and communication to targeted areas similar to the rollout of other new Metro initiatives to drive awareness and use.

2. Pass Usage and Trip Planning

Metro and Red Bike both currently have a base of monthly and annual pass holders that are high frequency users of their respective systems. To encourage multi-modal trip planning and continued mode shift, Metro and Red Bike should set a goal of offering monthly and annual pass holders opportunities to easily access the other's service by integrating trip planning and providing a fixed number of passes to users.

Initial Action Steps:

    a. Red Bike would investigate other bike share systems that use their same technology (BCycle) to determine how other systems have integrated trip planning and fare collection with the same software platforms used by Metro (Transit and Masabi, respectively).

    b. Both agencies would develop pass promotion program (free or discounted bus rides with a bike pass purchase and free or discounted bike pass with Metro pass purchase).

3. Commitment to Coordinated Planning

The potential of a reinvented Red Bike that includes leadership from both Metro and the City of Cincinnati presents the opportunity for these two significant public entities to work cooperatively with Red Bike to align operations, capital funding requests, marketing and communications, and more to incorporate bike share into the region's transit and urban planning efforts.

Initial Action Steps:

    a. Metro, Red Bike and the City could explore how transit, roadway, bike, and bike share infrastructure is proactively coordinated throughout the region.

    b. Explore how bike share infrastructure could fit into planned transit, roadway, and development projects throughout the region.

<u>Next Steps</u>

Throughout this process, I have shared that my position as it relates to any potential Metro investment into a reinvented Red Bike. This memo details what I believe is perhaps the most important: <u>our bikeshare system must support our growing transit network</u>.

I also want to restate a few of the other principles we've discussed and that I believe are essential if we're going to proceed:

- Cincinnati Metro should only invest as part of a coalition of public, private and philanthropic supporters that strengthen the financial position of the system and ensure that it can deliver on its commitments to multimodal transportation in this region.
  - o Importantly, if Red Bike is going to continue to operate in Northern Kentucky, a jurisdiction where our Hamilton County tax dollars cannot be spent, that requires

the coalition to include investors from the river cities in Kentucky. This could also be an opportunity to extend our transit partnerships with TANK.
-   A new governance structure must be created at Red Bike that ensures that the investors and partners in the system are leading and overseeing the operations and strategy of the organization. With investment from Metro, I would expect representation on that board.
-   Red Bike's GO program is an award winning program that expands access to bikes. The program should continue to improve by focusing on better integration with transit riders and revisiting farebox policies for better operational efficiency.

Underpinning these principles is the need to develop metrics for success. For Metro, the first and most important should be ridership growth, but there will be others that are important to us and other potential investors as well. Because Metro is at the table as a partner and a leader of a reinvented Red Bike, the opportunity is there for us to continue to shape the growth and success of multimodal transportation in our service area.

Councilmember Mark Jeffreys continue to convene the coalition partners to develop the most viable path forward for Red Bike. As we approach a decision point on this topic, I am asking Metro's staff to conduct initial analysis of these integration opportunities so that the board can be properly informed as we consider our 2025 budget.

It is my belief that we can – for a very limited cost – offer our riders a new way to get where they need to go and enhance the Reinventing Metro system we are all so proud to be delivering to Hamilton County.

Red Bike
Financial Planning Sustainability Project

Interim Update Brief – September 2024

OneSource Consulting Team

Project Leader: Hugh Ralston
Research Coordinator: Rob Baker

Project Sponsor: Interact for Health

Project Objectives/Timeline

Phase 1 - June/July 2024 - Comparable Data Review

Phase 2 - September/October 2024 - 2025-26 Budget Parameters, including revenue & expense issues; Funding gap analysis

Phase 3 - early 2025 - Leadership & Partnership Needs Study

3

Core Assumptions

Red Bike serves a public good. That fact remains an important core value for funders, philanthropists, and public/private partners.

Relative comparison shows no major outliers, particularly on expenses

Red Bike should operate in current footprint (vs expand into new neighborhoods) until operations are stable & the financial model to expand or modify operations exists

Loss of key corporate sponsor creates options for new models of funding.

Current Situation

Current financial situation sets the stage for this effort:

- Red Bike is stable in the short term.

- $395,000 in cash & accounts receivable. At current burn rate, with no new revenue, funding runs out April 1.

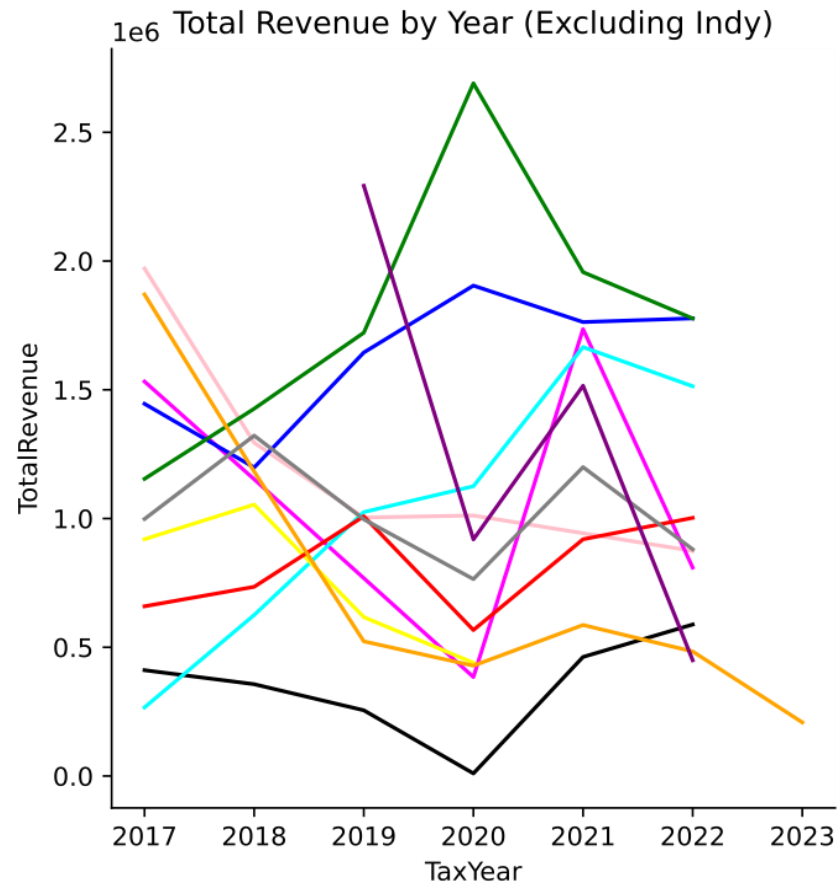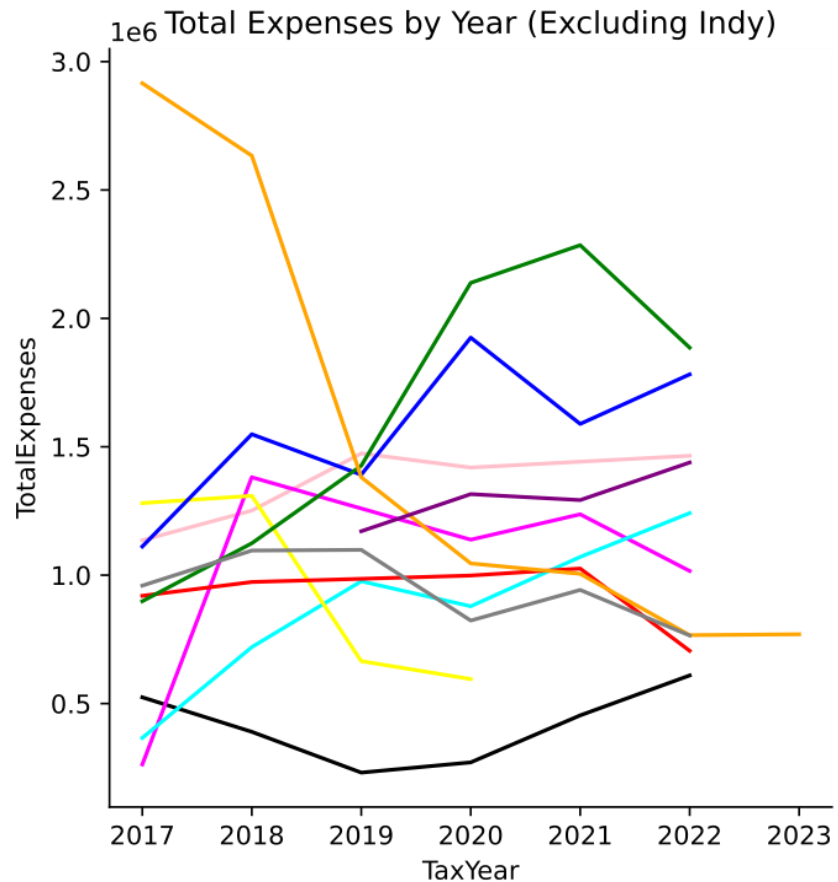- One new funder was brought on – OKI Regional Council of Governments – Clean Air Campaign - $10,000

Summer 2024 Revenue, Ridership, and User Comparison

5/13 – 8/25	Revenue	Passes	Trips	Unique Users	Go Trips	Go Unique Users
2023	$138,223	11,300	62,858	5,741	20,540	271
2024	$136,792	9,370	57,192	4,996	28,817	430

Comparison Group

Bike Share Program	# Stations	# Bikes	# Trips 2023
Explore Bike Share (Memphis)	35	125	-
Salt Lake City Bike Share	44	423	36,340
Indianapolis Cultural Trail Inc.	50	400	32,145
Bike Share Pittsburgh (POGOH)	60	585	211,247
San Antonio Bike Share	65	650	-
Cincy Bike Share, Inc. (Red Bike)	**71**	**384**	**145,516**
Bike Share of Austin	75	700	283,391
DDP Bike Share Corporation (Detroit)	83	650	85,735
Heartland Bike Share/ ROAM (Omaha)	107	544	119,706
Houston Bike Share	155	928	200,000
Nice Ride Minnesota (Minneapolis)	198	1,333	0
Bike Share KC (Kansas City)	-	-	51,707

OneSource
CENTER FOR NONPROFIT EXCELLENCE
Consulting | Coaching | Training | Marketplace

REDBIKE **B**

Key Comparative Data A (Red Bike in RED)

Total Expenses by Year (Excluding Indy)

Total Revenue by Year (Excluding Indy)

Key Comparative Data B (Red Bike in RED)
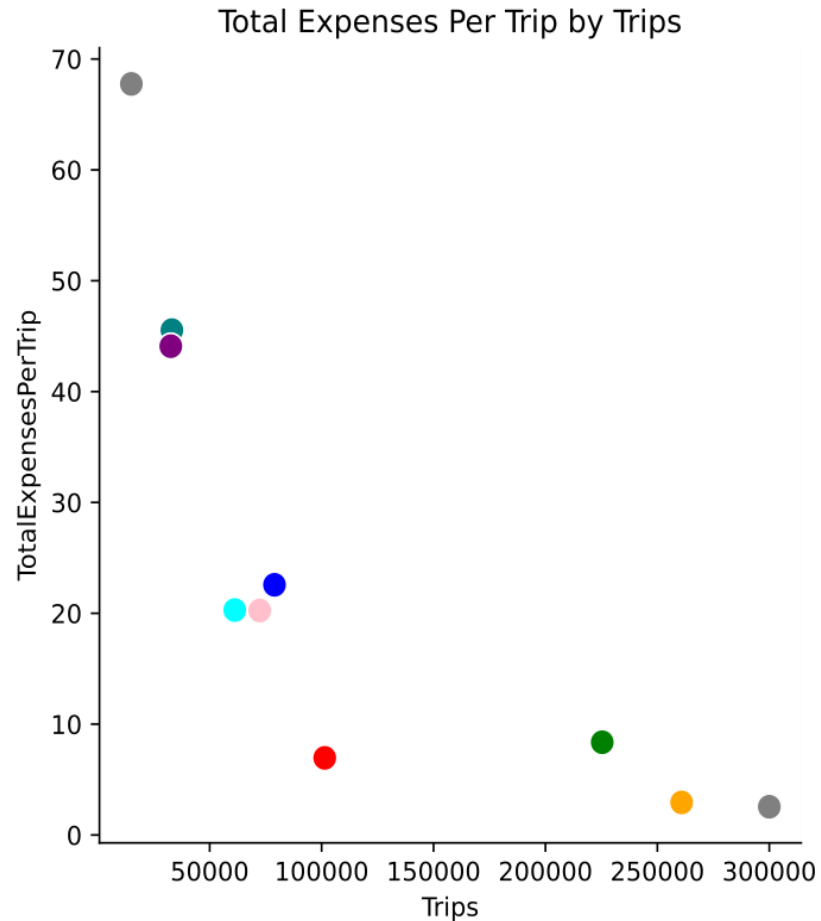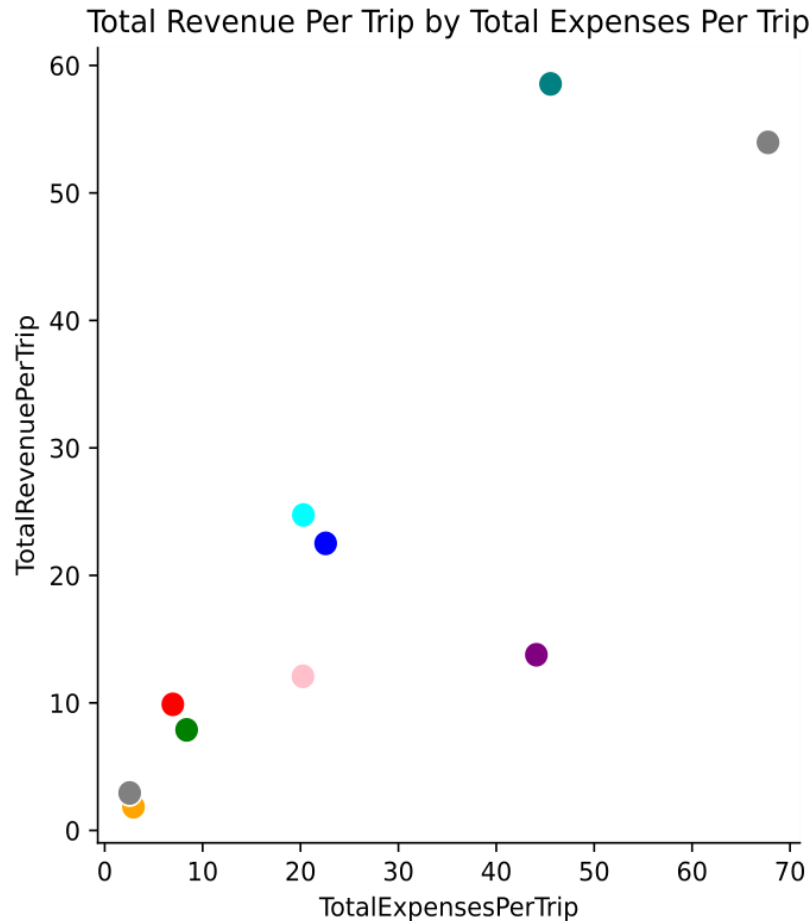
Farebox Recovery Per Ride

Expense and Farebox Recovery by Program Per Ride
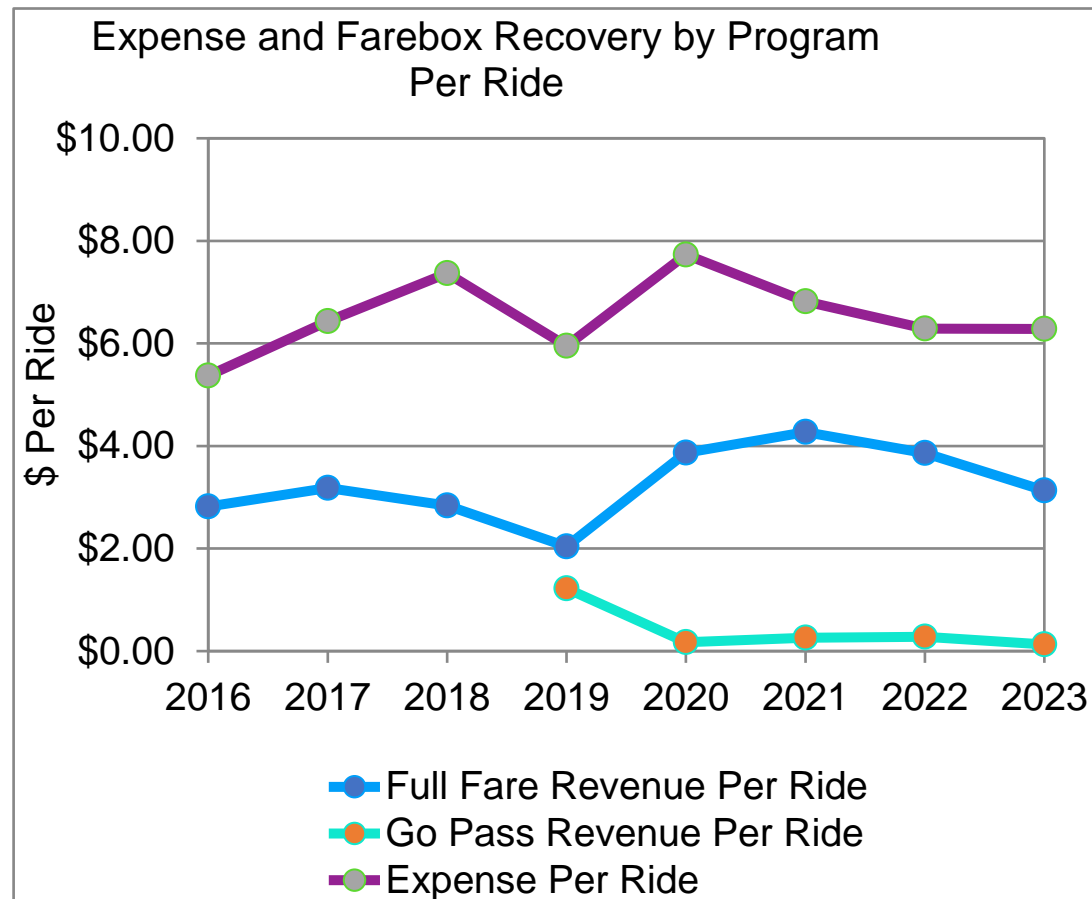
Farebox Review & Policy Considerations

Farebox is an important but not definitive revenue contributor.

At 2024 relaunch farebox prices were increased – full impact still unfolding

Additional contribution by an adjusted farebox likely not to exceed $100,000.00 per year

Full fare and Go Pass options may include different pricing models – and create pushback

Further work on farebox policy is underway

Conclusions

Red Bike is operating very efficiently based on benchmarking vs. other similar systems

Non farebox revenue is critical for system operational subsidy
- Public/Private Partnerships
- Station & bike underwriting/marketing
- Travel & Vacation visitors
- Philanthropic support for Go Pass program

Farebox policy assessment to review one time/multiple user pricing mix and adjustments to Go Pass program

Sustainability requires mix of new revenue & perhaps more investment (staff, marketing, outreach, capital)

Limits on growth
- Mix of neighborhoods
- Trade off between full fare and Go customers
- CapX capacity
- Number of bikes to deploy

Next Steps

Review of farebox policy and financial implications

2025 budget parameters

Revenue partners, donors and investors

Options presented in October & November to key stakeholders and board for review

12

Questions?

Hugh Ralston   laureloakc@gmail.com

Rob Baker   robabaker63@gmail.com

Doug McClintock   doug.mcclintock@cincyredbike.org

OneSource
CENTER FOR NONPROFIT EXCELLENCE
Consulting | Coaching | Training | Marketplace

REDBIKE B

13

Red Bike Update

February 2024

Agenda

- Red Bike
  - Overview
  - Key Stats
  - Financials

- **Red Bike's Current Issue / Challenge**

- Metro's Summary of Learnings

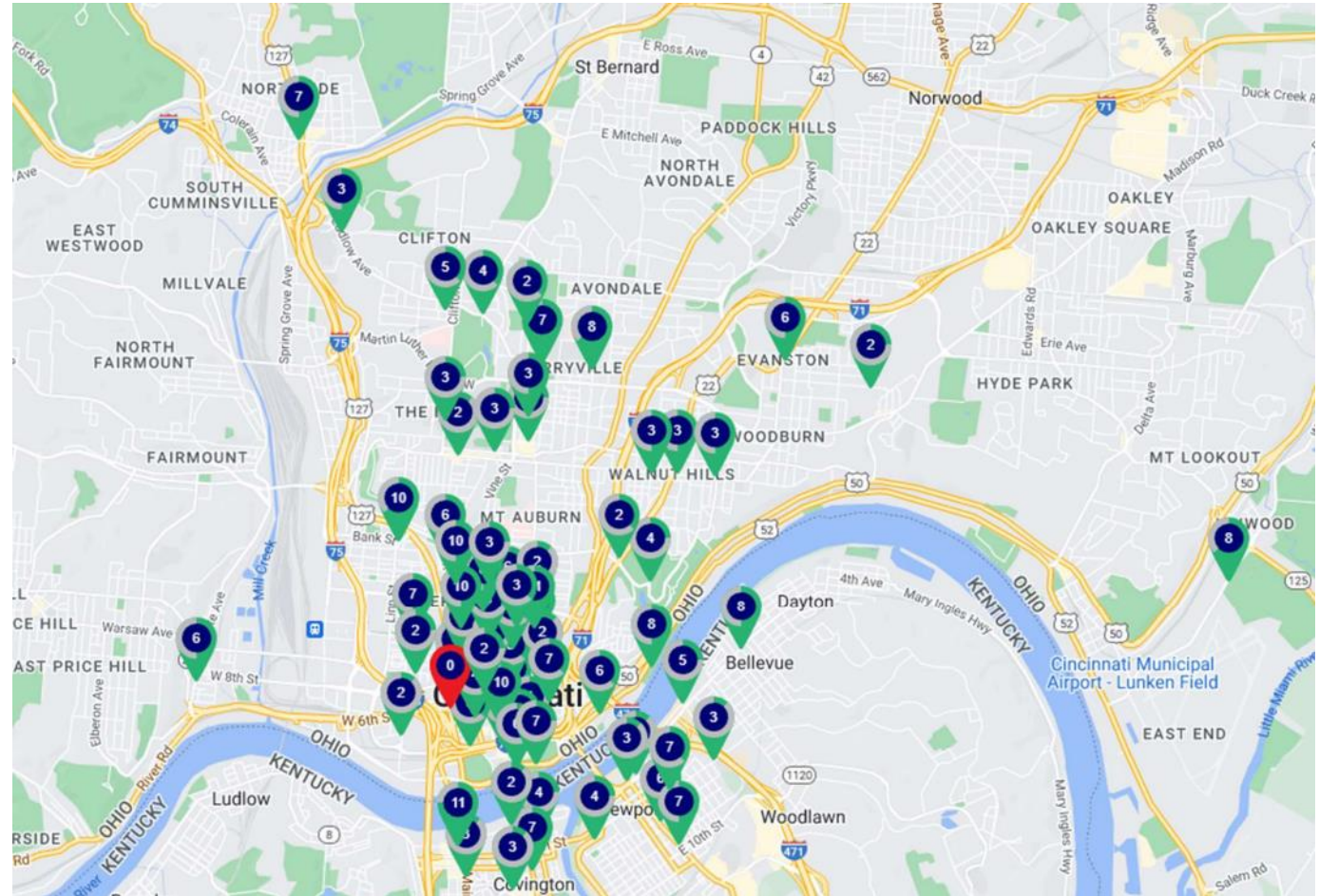- Next Steps

Red Bike - Overview

- **Cincinnati's Non-Profit Station-Based Bike Share System**
- Launched in 2014
- Partnership: City of Cincinnati and the non-profit group

- Check out bike at a station
- Return to a station w/in 2 hours

- Two-Hour Pass: $12
- Monthly Pas: $30 ($5 for GO Users)
- Annual Pass: $150

"Connecting people to places and each other by providing a low-cost, green transportation option. We partner with communities to improve lives through bikes. We're working toward a more just and joyful transportation network by changing how people move."
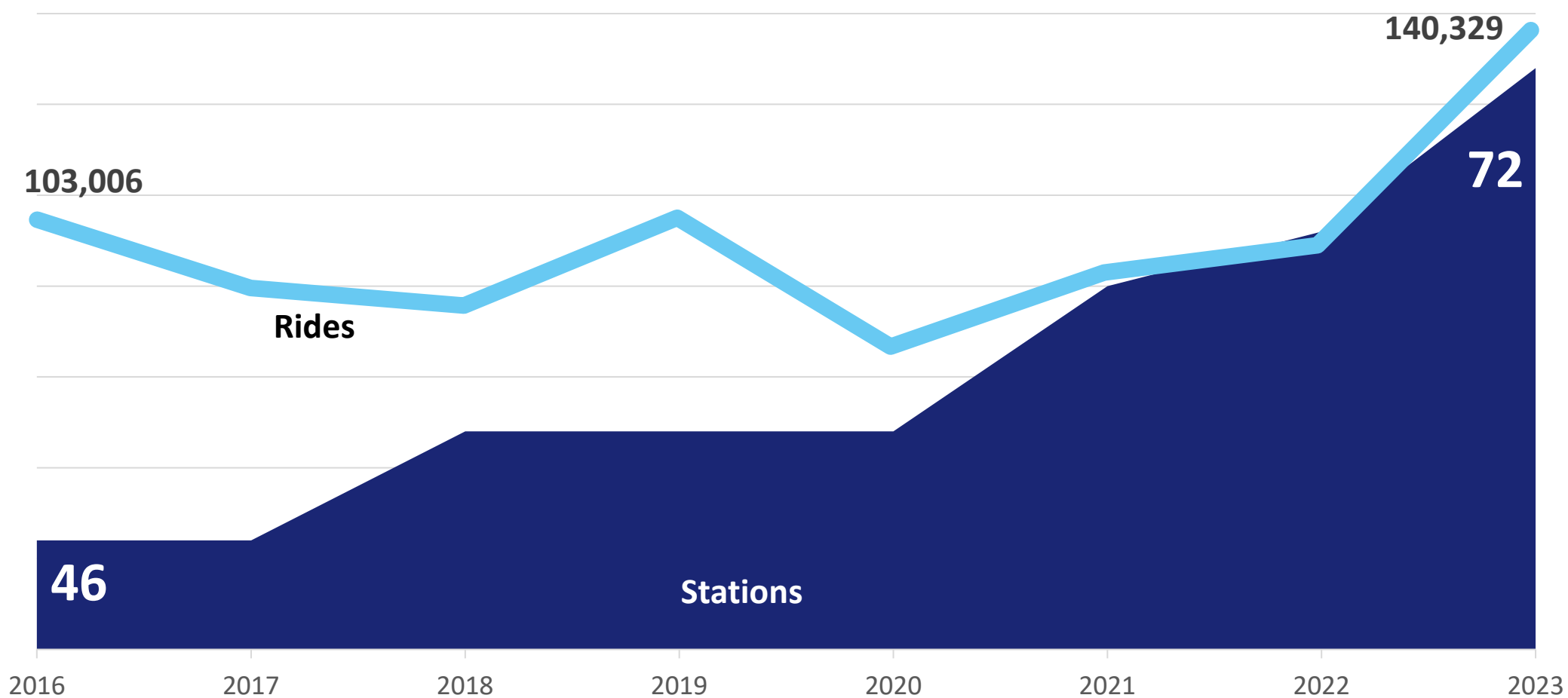
Red Bike - Overview

- **72** Stations
- **691** Bikes
  - 61% E-Bikes

- **140,329** Rides/yr.
  - 36% low-income (GO)

- **10,224** Members

Red Bike - Trends

103,006

Rides

140,329

72

46

Stations

2016   2017   2018   2019   2020   2021   2022   2023

Red Bike – Financial Overview

- 2018 – 2022 Averages

Expense Category		
Payroll	$ 348,581	55%
Insurance Total	$ 32,260	5%
Office	$ 37,476	6%
Bike Operations	$ 44,650	7%
Station Operations	$ 107,889	17%
Balance Sheet	$ 6,327	1%
Other	$ 57,056	9%
Total:	**$ 634,239**	**100%**

Revenue Category		
System (fares)	$ 288,392	43%
Sponsorship	$ 254,194	38%
Grants	$ 86,126	13%
Loan - PPP	$ 27,129	4%
Donations	$ 1,465	0%
Grant Reimburse	$ 11,218	2%
Other Income	$ 12,282	2%
Total	**$ 676,319**	**100%**

Red Bike – Financial Challenge

- 2023 Major Sponsorship Ended
- 2023 System Expansion & Increased Expense
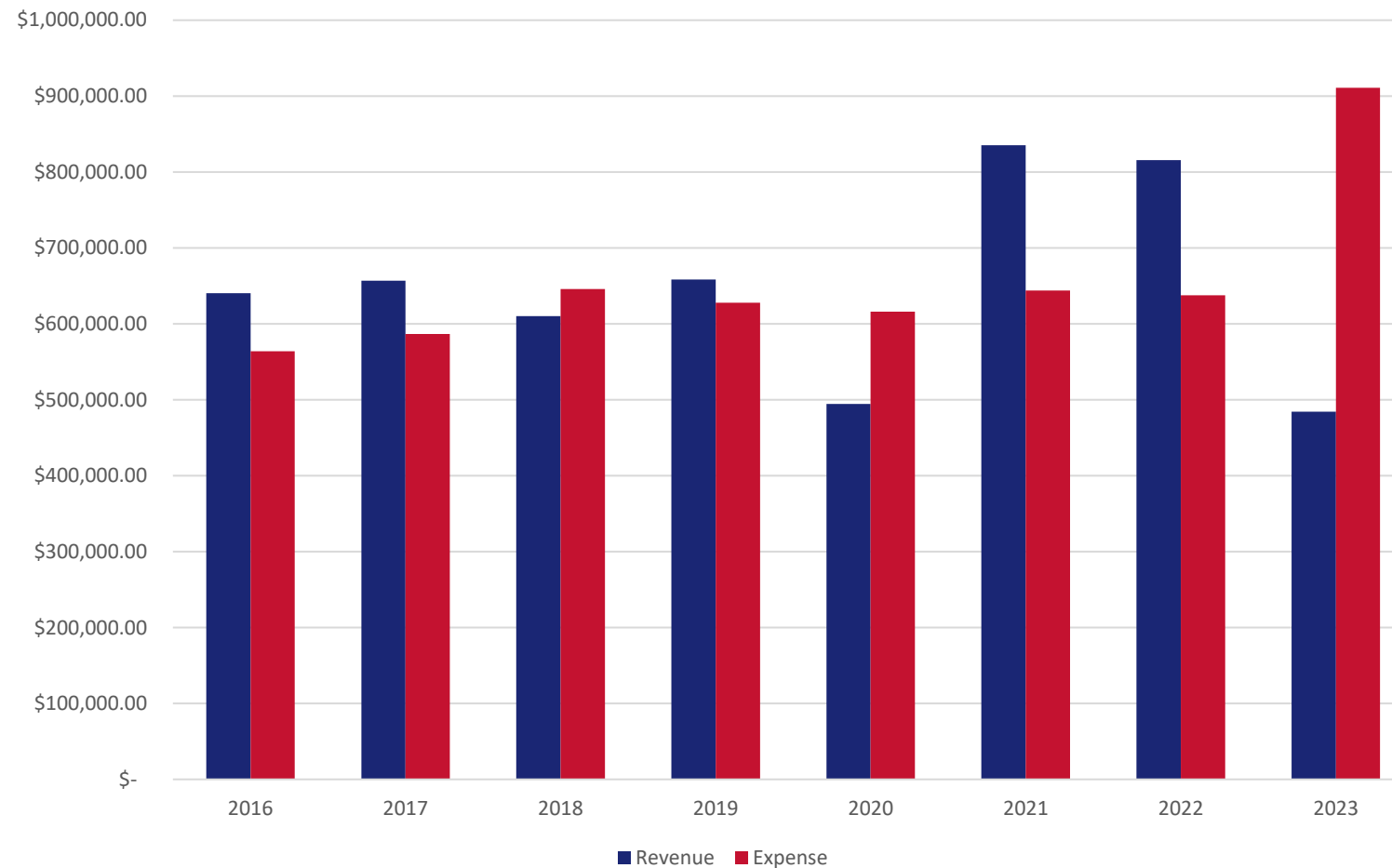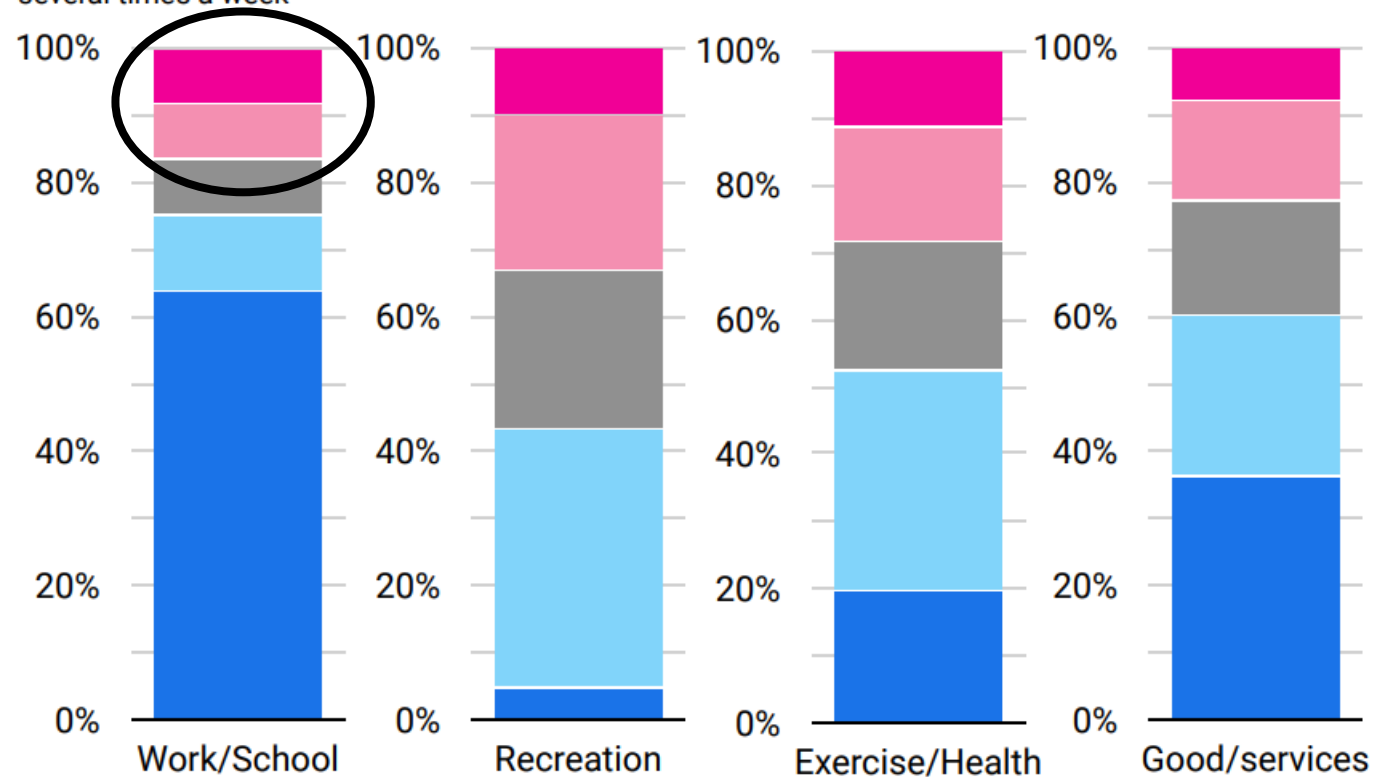

2024 Operations Paused for Winter Season

Red Bike is looking for a sustainable funding model to continue/grow operations in the region.

Funding gap is approximately $535,000 per year.

Summary of Learnings – System Use

Currently, most use for Recreation and Exercise.

Less than 20% use regularly for work/school.

Summary of Learnings – Other Regions

- **Minneapolis and Houston**
  - **Closed systems**

- **Las Vegas**
  - **Transit System**
  - Contracted Service to Private Operator

- **Los Angeles**
  - **Transit System** / **City**
  - Contracted Service to Private Operator

- **Austin**
  - **Transit System** / **City** / **Non-Profit Operator**
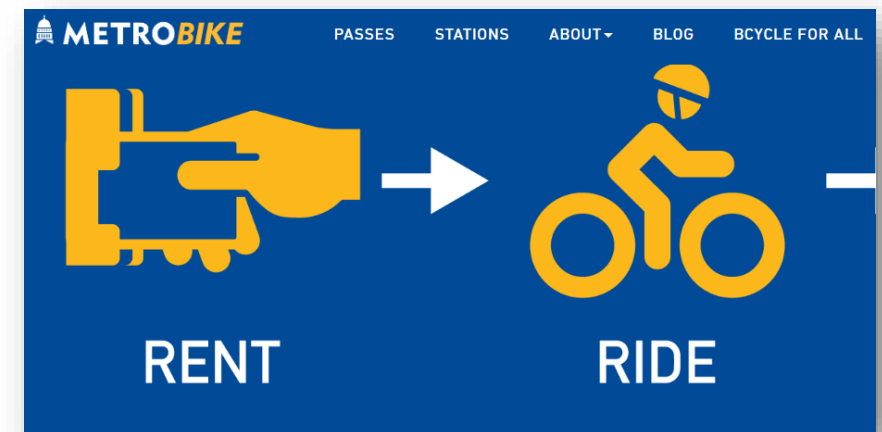
Summary of Learnings – Opportunities

- Technology / ticketing integration

- Station planning

- Exploring first/last mile uses

- Rider recruitment

Considerations for Metro

- Reinventing Metro / Issue 7
  - Bikes not part of original RIM plan
    - 2.5 of 5 phases currently implemented
    - More fixed-route, MetroNow!, and BRT expenses to come

- Bike system as currently designed, few first/last mile opportunities
- Transportation vs. recreation

- Part of system operates outside of Hamilton County (NKY)

Red Bike – Next Steps

- Clear opportunities for increased coordination of technology and system planning between the two agencies.

- **Guage level of interest from SORTA Board**

1973 »»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»» 2023

Questions?

BOARD OF TRUSTEES ACTION ITEM

DATE: November 19, 2024

FROM: Pete Metz, Board Member

PROJECT NO.:

REQUEST: Red Bike

BACKGROUND

Earlier this year, Metro joined a coalition of willing partners to ensure that Cincinnati Red Bike, the non-profit operator of bikeshare in the Cincinnati region, could continue to operate. Over the last few months, the same coalition with participation from Metro staff has worked to better understand how the system operates, benchmarked it against its peers, and is now undertaking the critical step of sharing a more sustainable future for the services.

BUSINESS PURPOSE

Red Bike's current network is not designated to align with Metro's fixed route bus network, even though nearly all of their station infrastructure overlaps with Metro's high-frequency transit network. To integrate two systems, Metro and Red Bike should develop and pilot first mile/last mile solutions by integrating Red Bike docks into neighborhoods where there is already a dock in the neighborhood business district or along Metro's transit corridors.

PROJECT FINANCING

PROJECT PROCUREMENT

PROJECT DIVERSITY

RECOMMENDED BOARD ACTION

I move that Cincinnati Metro commit to $125,000 funding to procure first mile/last mile opportunities within our footprint and to integrate pass usage in alignment with the funding package presented in CM Jeffreys memo each of the next three years.

Further, that Metro's investment be made once a complete finding plan comes together.

Further, that Metro Administration work with the Red Bike leadership and other investors to define the role in a new governing structure commensurate with the investment being made for the organization and bring a plan back to the board after an update.

BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 2024-50

APPROVAL OF 2025 PROPERTY & GENERAL LIABILITY INSURANCE COVERAGES

WHEREAS:

1.   SORTA currently has a program in place for liability insurance covering: general liability, automotive liability, public officials' liability, cyber liability and crime.

2.   In an effort to mitigate identified risks, SORTA requires property insurance with coverage for direct physical loss or damage.

3.   SORTA staff recommends a one (1) year contract with Ohio Transit Risk Pool (OTRP) at a cost not to exceed $1,803,362.00, in addition to Property Insurance for the same period not to exceed $571,104,00. We also request approval for funding for Shock Loss Contribution and Actuarial Study performed by OTRP not to exceed $368,000.00 and $8,000.00.

4.   The expenditures have been budgeted for 2025 and will be funded with local funds.

THEREFORE, BE IT RESOLVED:

5.   The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to issue purchase orders for the liability insurance program on behalf of SORTA at a total cost not to exceed $1,803,362.00, in addition to Property Insurance for the same period not to exceed $571,104,00. We also request approval for funding for Shock Loss Contribution and Actuarial Study performed by OTRP not to exceed $368,000.00 and $8,000.00.

****

MOVED BY:	Dan Driehaus	SECOND BY:	Chelsea Clark

VOTE Aye: Ms. Clark, Mr. Driehaus, Mr. Ethridge, Kala Gibson, Mr. Kelly, Mr. Metz, Ms. Moss, Ms. Robinson Mr. Smith Sara Sheets and Sonja Taylor

Nay: None

Abstain: None

ABSENT AT
THE   TIME: Mr. Brice

PRESENT
NON-VOTING
MEMBERS: None

ABSENT NON-
VOTING
MEMBERS AT
THE TIME: Jay Bedi, Trent Emeneker and Greg Simpson

APPROVED: November 19th, 2024

BOARD OF TRUSTEES ACTION ITEM

DATE:	November 12, 2024
FROM:	Julie Beard, Director of Accounting
PROJECT NO.:	2025 Property, General Liability, Riverfront Transit Center Insurance Coverages and Shock Loss Funding – Ohio Transit Risk Pool (OTRP)
REQUEST:	Contract Award

BACKGROUND

SORTA is required to have a program in place for liability insurance covering: General Liability, Automobile Liability, Public Officials' Liability, Cyber Liability, and Crime. In an effort to mitigate identified risks, SORTA requires property insurance with coverage for direct physical loss or damage. SORTA also has the responsibility to provide Flood Insurance coverage for the Riverfront Transit Center. SORTA is also required to maintain a Shock Loss Fund as a member of OTRP equal to one year of contributions.

SORTA has been a member of OTRP for the last 3 years.

BUSINESS PURPOSE

In an effort to mitigate identified risks, SORTA staff is requesting continuing membership in the Ohio Transit Risk Pool for a lability program covering these areas: General Liability, Automobile Insurance, Public Officials Liability, Cyber Liability and Crime, Property, and Flood Insurance for Riverfront Transit Center. SORTA staff is also requesting additional monies to fully fund our OTRP revised Shock Loss Fund amount for 2025. OTRP will also provide a detailed actuarial study on our Claim Reserves during 2025.

PROJECT FINANCING

The not to exceed estimate for this Annual Coverage, Claims Settlements, Actuarial Study, and Shock Loss Funding is $2,751,000.00 and covers the period of December 1, 2024 – November 30, 2025.

Through our membership with OTRP, we receive Liability Coverage which includes coverages for General Liability (includes Cyber and Crime), Automobile Liability, Riverfront Transit Center Flood Insurance, and Public Officials' Liability with a total cost not to exceed $1,803,362.00. Riverfront Transit Center Flood Insurance will be reimbursed by the City of Cincinnati as part of operating expenses. Year to Date Liability coverage for 2024 was $1,573,370.88. 2024 fourth quarter claims are still outstanding.

The Property Insurance coverage is for physical loss, or damaged at a total cost not to exceed $571,104.00. Property Insurance coverage for 2024 was $483,345.00.

Shock Loss Funding required to be at 100% for this year will be at a total cost not to exceed $368,000.00. Shock Loss Funding for 2024 was $46,867.33.

Actuarial Study of Claim Reserves will be $8,000.00. This amount did not change from 2024.

The expenditures will be funded with local funds.

PROJECT PROCUREMENT

Section 2744.081 of the Ohio revised Code authorizes SORTA to enter into a joint self-insurance pool contract without the need for a competitive bidding process.

PROJECT DIVERSITY

No vendor diversity analysis has been performed and no goal established.

RECOMMENDED BOARD ACTION

Staff recommends the Board of Trustees approve resolution authorizing the CEO/General Manager to continue membership with the Ohio Transit Risk Pool for General liability coverage, and Flood Insurance for Riverfront Transit Center for the period of December 1, 2024 – November 30, 2025, at a cost not to exceed $1,803,362.00, in addition to Property Insurance for the same period not to exceed $571,104.00. We also request approval for funding for Shock Loss Contribution and Actuarial Study performed by OTRP not to exceed $368,000.00 and $8,000.00, respectively.

BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
MOTION

APPROVAL OF 2025 BOARD AND COMMITTEE MEETING SCHEDULE

The SORTA Board approves and adopts the 2025 Board and Committee Meeting Schedule as attached.

****

MOVED BY: Dan Driehaus   SECOND BY: Chelsea Clark

VOTE Aye: Ms. Clark, Mr. Driehaus, Mr. Ethridge, Kala Gibson, Mr. Kelly, Mr. Metz, Ms. Moss, Ms. Robinson Mr. Smith Sara Sheets and Sonja Taylor

Nay: None

Abstain: None

ABSENT AT
THE TIME: Mr. Brice

PRESENT None
NON-VOTING
MEMBERS:

ABSENT NON-
VOTING
MEMBERS AT
THE TIME: Jay Bedi, Trent Emeneker and Greg Simpson

APPROVED: November 19th, 2024

SORTA Schedule of Meetings 2025

<u>Finance Committee</u> Tuesday 8:30 a.m.	<u>Planning & Operations Committee</u> Tuesday 9 a.m.	<u>Ad Hoc Committees</u> **Employee Relations, Executive, Governance & Nominating, Infrastructure, Bike & ROW, Labor and Paratransit Coordination** **10:00 a.m.**	<u>SORTA Board</u> Tuesday 9 a.m./6 p.m.
January 21	January 21	January 21 Infrastructure, Bike and ROW January 23 Paratransit	January 28 9 a.m.
February 18	February 18	February 18 Infrastructure, Bike and ROW	**February 25 6 p.m.**
March 18	March 18		March 25 9 a.m.
April 15	April 15	April 17 Paratransit Employee Relations	**April 22 6 p.m.**
May 20	May 20		May 27 9 a.m.
June 17	June 17	June 19 Infrastructure, Bike and ROW	**June 24 6 p.m.**
July 15	July 15	July 17 Paratransit	July 22 9 a.m.
August 19	August 19	August 19 Infrastructure, Bike and ROW	**August 26 6 p.m.**
September 16	September 16		September 23 9 a.m.
October 21	October 21	October 23 Employee Relations Paratransit	**October 28 6 p.m.**
November 11	November 11		November 18 9 a.m.
December 9	December 9	December 9 Infrastructure, Bike and ROW	**December 16 6 p.m.**

Notes:
- Committee and Board meetings meet the 3rd and 4th Tuesday each month.
- Ad Hoc Committees meet as noted above and as needed.
- November and December Committee and Board meetings were moved to the 2nd and 3rd Tuesday of the month due to holidays.

BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
MOTION

APPROVAL OF AGENCY SAFETY PLAN

I move that the SORTA Board approve the Agency Safety Plan.

****

MOVED BY: Blake Ethridge   SECOND BY: Chelsea Clark

VOTE Aye: Ms. Clark, Mr. Driehaus, Mr. Ethridge, Kala Gibson, Mr. Kelly, Mr. Metz, Ms. Moss, Ms. Robinson Mr. Smith Sara Sheets and Sonja Taylor

Nay: None

Abstain: None

ABSENT AT THE TIME: Mr. Brice

PRESENT NON-VOTING MEMBERS: None

ABSENT NON-VOTING MEMBERS AT THE TIME: Jay Bedi, Trent Emeneker and Greg Simpson

APPROVED: November 19th, 2024

BOARD OF TRUSTEES ACTION ITEM

DATE: November 12, 2024

FROM: Mike Weil, Chief Safety Officer

PROJECT NO.:

REQUEST: Agency Safety Plan

BACKGROUND

Annual approve of Agency Safety Plan.

BUSINESS PURPOSE

To comply with Subpart B of 49 CFR Part 673, Section (a) (1), which requires The Public Transportation Agency Safety Plan and subsequent updates, be signed by the Accountable Executive, and approved by the agency's Board of Directors and Joint Safety Committee, or an Equivalent Authority.

Signature by the Accountable Executive and approval by the Board of Trustees and Joint Safety Committee constitute certification of compliance of the Agency Safety Plan to 673.13

PROJECT FINANCING

There are no financial considerations.

PROJECT PROCUREMENT

None

PROJECT DIVERSITY

There are no D/M/WBE considerations.

RECOMMENDED BOARD ACTION

Approval of Agency Safety Plan, procedure number SYS-PMG0020-R4, authorizing the CEO/General Manager, COO, and Chief Safety Office to implement such plan.

Southwest Ohio Regional Transit Authority

Agency Safety Plan

2025

525 Vine Street, Suite 500, Cincinnati Ohio 45202

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 2 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

Approvals for 2025

Approval by the Joint Safety Committee
This plan was approved by the **Safety Committee** for the Southwest Ohio Regional Transit Authority on **10/31/2024** and reflected in the official approved Safety Committee Minutes. A copy of the Minutes is available in the safety office.

Approval by the Board of Trustees
This plan was approved by the **Board of Trustees** for the Southwest Ohio Regional Transit Authority on **11/19/2025** and reflected in the official, approved board minutes. A copy of the Board Action Item is contained in the Appendices.

Signature by the Accountable Executive

CEO, Name _____ Date _____

SORTA
Southwest Ohio Regional Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 3 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

Change Record

Revision Number	Date	Responsible Person	Description of Change
0	12/17/19	TJ Thorn	New document
1	12/28/20	TJ Thorn	Annual review, updated physical address of headquarters, updated header from "Issue date" to "Original issue date", updated Section 1.1 Background including board makeup, updated Table 3-1 SPT (reliability & safety), revised references to hazard log to incorporate "risk register", replaced Hazard Management Plan reference with Safety Risk Management Plan reference, corrected various typos
2	12/16/21	Mike Weil	Section 3.1 Safety Performance Targets updated, "Original Issue Date" to "Issue Date" for sake of annual review. Section 4.3 Employee Safety Reporting System updated to include safety@go-metro.com
3	11/9/22	Mike Weil	Updated to reflect changes in the Bipartisan Infrastructure Law / Infrastructure and Investment Jobs Act (IIJA), 49 CFR 673 – Final Rule. ASE training modules and receive .40 cents per hour additional pay for each ASE certification achieved.
4	10/9/23	Mike Weil	Annual review and updated issue date. 1.1 Updated fleet size, 1.7 added Metro-Now, 3.1 NTD Safety Performance Targets.

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 4 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

5	10/14/24	Mike Weil	1.1 Updated fleet size; Metro, Access & Metro Now. Table 3.1 NTD Safety Performance Targets and updated "Paratransit" to "Demand Response" to include Metro Now. 4.4.6 Updated to include FTA General Directive 24–1: Required Actions Regarding Assaults on Transit Workers.

Table of Contents

SORTA
Southwest Ohio Regional
Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 5 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

SORTA
Southwest Ohio Regional
Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 6 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

SORTA
Southwest Ohio Regional
Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 7 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

1   Transit Agency Information

1.1   Background

SORTA, which operates Metro Fixed Route Bus service and Access Paratransit service is governed by a 16-member volunteer citizens' board of trustees. Seven trustees are appointed by Hamilton County and six by the City of Cincinnati and include representation from Metro bus riders, the business community, and organized labor. Three non-voting members represent Butler, Clermont, and Warren counties where SORTA operates commuter services. SORTA's primary funding source is derived from the Hamilton County sales tax levy approved by voters in May 2020.

Metro is Southwest Ohio's fixed-route bus service, which serves Hamilton County residents in addition to providing commuter routes from Clermont, Butler, and Warren counties into Cincinnati. Metro is a non-profit, tax-funded public service of the Southwest Ohio Regional Transit Authority (SORTA), providing about 13 million rides per year in the Greater Cincinnati area. Metro operates approximately 304 buses out of two operating divisions, Queensgate on the west side of Cincinnati and Bond Hill to the east.

Access is a shared-ride public transportation service, providing origin-to-destination transportation in small buses for people whose disabilities prevent them from riding Metro buses. Access operates approximately 57 Access vehicles and 21 Metro Now vehicles out of our garage located on the border of Norwood and the City of Cincinnati. Access and Metro operate 7 days per week.

1.2   Applicability

As a recipient of funds under 49 U.S.C. 5307 the Southwest Ohio Regional Transit Authority (SORTA) is required to develop a Public Transit Agency Safety Plan or ASP. This document will serve as the ASP for SORTA.

SORTA
Southwest Ohio Regional Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 8 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

1.3 Policy

SORTA has adopted the principles and methods of Safety Management Systems (SMS) as the basis for enhancing safety and will follow the principles and methods of SMS in the delivery of service to our community.

1.4 Transition from SSPP to ASP

The Southwest Ohio Reginal Transit Authority previously utilized a System Safety Program Plan (SSPP), which documented the overall safety program for Metro fixed route bus service. That SSPP was previously approved by the Board of Trustees and was constituted by 21 elements which outlined and described the policies, processes and procedures associated with the safety program.

On July 19, 2018, FTA published the Public Transportation Agency Safety Plan (ASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). The effective date of this rule is July 19, 2019. As a result, Transit operators must certify they have a safety plan in place meeting the requirements of the rule by July 20, 2020. The plan must be updated and certified by the transit agency annually.

As of approval and certification of this Plan SORTA will transition from the System Safety Program Plan model and system safety to the Agency Safety Plan, which incorporates safety management systems.

1.5 Safety Management System (SMS) Implementation

To implement Safety Management System, the Authority has taken a four-phase approach based upon a continuous improvement cycle of Plan, Do, Check, Act. Within these four phases, there are 29 identified tasks. To aid in implementation and annual reviews, SORTA has created an Excel Workbook for the Gap Analysis Tool for Implementing SMS (G.AT.I.S.). The gap analysis tool contains questions based upon the needs and requirements of each of the SMS components; answering these questions aided in discovering any needed procedures, processes, and documentation. Identified needs then became tasks within the SMS

SORTA
Southwest Ohio Regional
Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 9 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

Implementation Plan tab. The Safety & Security Department is responsible for leading implementation with assistance from the Safety Security Review Committee (SSRC) which also serves as the SMS implementation team.

1.6 Accountable Executive, Board of Trustees and Safety Committee approvals

In accordance with 49 U.S.C. 5329(d)(1)(A) the Accountable Executive, SORTA Board of Trustees and the SORTA Safety Committee must approve this plan. This will be accomplished via signature of the Accountable Executive, which will be affixed to this Plan, by formal Board of Trustees Motion and majority vote of the Safety Committee. A copy of that Motion and Safety Committee minutes will be included in the Appendices of this document. Additionally, the ASP will be submitted for approval to the Accountable Executive, Board of Trustees and Safety Committee annually.

1.7 Modes Covered by this Plan

This ASP covers Metro Fixed Route Bus, Access Paratransit service and Metro Now.

2 Safety Plan Development, Update and Certification

This Plan was developed by the Safety Department of SORTA in accordance with 49 U.S.C. 5329(d)(1)(A) (including the bipartisan infrastructure bill) and will be certified as compliant on an annual basis. Annually, the Chief Safety Officer (or Designee) will lead a review of the ASP in conjunction with affected departments and update the ASP as necessary. Route extensions, significant changes to the operational practices, or other events may be cause for a review at any time. The ASP and any updates must be reviewed and approved by the SORTA Board of Trustees.

2.1 ASP Review Schedule

The ASP will be reviewed annually and submitted to the SORTA Board of Trustees and SORTA Safety Committee for review and approval prior to December 31.

SORTA
Southwest Ohio Regional Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 10 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

2.2   ASP Control and Update Procedure

The Chief Safety Officer is responsible for control and update of the ASP. Input for annual reviews will be solicited from all Metro departments by the end of the calendar year (December 31) and prior to submission to the Board of Trustees and SORTA Safety Committee.

2.3   ASP Review and Approval by SORTA Board of Trustees

In accordance with 49 U.S.C. 5329 (d)(1)(A) the SORTA Board of Trustees and SORTA Safety Committee is required to review and approve the ASP as well as any updates to the ASP.

2.4   ASP Change Management

Any changes to the ASP will be documented in the Change Record. This Change Record will contain a summary that identifies and explains the changes for submittal to the Board of Trustees annually.

2.5   Compliance

This Plan is certified compliant to the requirements of 49 CFR Part 673 by the Southwest Ohio Regional Transit Authority by signature and date of the Accountable Executive and by approval by the Board of Trustees and SORTA Safety Committee.

3   Safety Performance Targets

3.1   Development

Safety Performance Measures aid SORTA in monitoring performance. Safety performance measures also focus on improving safety performance through the reduction of safety events, including vehicular and pedestrian accidents, fatalities, injuries, and assaults on transit workers as outlined in the bipartisan infrastructure law.

Performance targets (Table 3-1) are set using a 3-year rolling average based on data submitted to the National Transit Database (NTD) and in accordance with the National Public Transportation Safety Plan.

SORTA
Southwest Ohio Regional
Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 11 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

Table 3-1

Mode of Transit Service	Fatalities (Total)	Fatalities (Rate)	Injuries (Total)	Injuries (Rate)	Safety Events (Total)	Safety Events (Rate)	*Assaults (Rate) Due 2026
Fixed Route	0.66	.005	35	.275	44	.349	*NA
Demand Response	0	0.00	7	.430	8	.492	*NA

*NTD started defining/collecting **Assault Rate data** in 2023, we will not have a 3-year rolling average until then end of 2025.*

Failure to meet performance targets will result in a "Safety Set Aside". This set aside will amount to 0.75 percent of those assistance funds for safety related projects eligible under 5307, including projects likely to assist in meeting performance targets, such as modifications to rolling stock and de-escalation training. These funds will be applied to the next fiscal year.

Note: Rates are calculated as occurring per 100,000 revenue miles.

3.2   Coordination with the Metropolitan Planning Organization (MPO) and non-metropolitan planning organizations

Annually the Southwest Ohio Regional Transit Authority will create Safety Performance and State of Good Repair Measures and Targets for Metro Bus Fixed Route service and Access paratransit service based upon the principle of continuous improvement. To aid in the planning process for both the State of Ohio and the local Metropolitan Planning Organization, these measures and targets will be available upon request and transmitted to the MPO via electronic communication to the Ohio Kentucky Indiana (OKI) Regional Council of Governments and Ohio Department of Transportation (ODOT) Office.

4   Safety Management Policy

Safety Management Policy establishes necessary organizational structures, roles, and responsibilities. It also ensures safety is on the same priority level as other organizational

SORTA
Southwest Ohio Regional Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 12 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

functions. Furthermore, it provides direction for effective safety risk management, assurance, and promotion. Lastly, it helps ensure sufficient resources are provided

4.1   Safety Management Policy Statement

The overarching safety goal of the Southwest Ohio Transit Authority (SORTA) is to provide the safest possible environment for our employees, passengers, and the public with which we interact. To accomplish this, we will dedicate the needed resources to ensure the safest possible service delivery to our community. All levels of management and all employees (and contractors) are accountable for delivering the highest level of safety performance, starting with the Board of Trustees, Executives, Directors, Managers, Supervisors, employees, and contractors.

SORTA is committed to supporting the reporting of identified safety hazards and risks in day-to-day duties by employees to senior management without fear of reprisal so that the dangers and risks can be mitigated or eliminated. To that end, SORTA encourages all employees to participate in the Safety Reporting System (SRS) without fear of retaliation.   Except for illegal activities or intentional disregard for regulations, policies, or procedures, no employee will ever be disciplined for reporting safety hazards or events.

4.2   Safety Management Policy Communication

This Safety Management Policy Statement is communicated to the Board of Trustees and SORTA Safety Committee via the annual review and approval process. It is also communicated to employees using communication boards located at each of the facilities, as well as on our website at www.go-metro.com. An employee may also request a printed copy through the Metro Safety Department. A signed copy of the Safety Management Policy Statement is contained in the Appendices.

4.3   Employee Safety Reporting System

SORTA has established a Safety Reporting System for the public and employees to report identified hazards or safety concerns. Employees are encouraged to report safety concerns and may do so through the following means, including but not limited to: Employee Safety Committee, immediate Manager/Supervisor, Senior Management, Operator Condition Report,

SORTA
Southwest Ohio Regional Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 13 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

Employee Safety Concern form, and via electronic communication directly to the Metro Safety Department safety@go-metro.com . The Public may report concerns to the customer service department, who will notify Metro Safety and log the concerns in their hazard log spreadsheet. To close the feedback loop, SORTA will provide an update to employees regarding the results of any investigations and (or) action taken arising out of their report

4.4 Authorities, Accountabilities, and Responsibilities

4.4.1 Accountable Executive
The Chief Executive Officer/General Manager serves as the Accountable Executive for the Southwest Ohio Regional Transit Authority and is ultimately responsible for the Safety Program. The Accountable Executive is responsible for ensuring there are adequate resources to develop and maintain both the Agency Safety Plan and Transit Asset Management Plan and approving the ASP annually.

4.4.2 Chief Safety Officer
The Chief Safety Officer reports directly to the Accountable Executive and is responsible for the following: Developing and maintaining SMS documentation; Directing hazard identification and safety risk assessment; Monitoring safety risk mitigation activities; providing periodic reports on safety performance; Briefing the Accountable Executive, Board of Directors and SORTA Safety Committee on SMS implementation progress; and planning safety management training. The Chief Safety Officer will be adequately trained, continuing safety training, and training in de-escalation. Adequate training is defined as having completed or in the process of completing the Public Transportation Safety Certification Training Program (PTSCTP) for Bus and be a graduate of an accredited University or College.

4.4.3 Agency Leadership and Executive Management
In addition to the CEO/GM, who serves as the Accountable Executive, and the Senior Director of Safety and Security, who serves as the Chief Safety Officer, the SORTA Executive Management Team have authority and responsibility for day-to-day implementation of the Safety Management System for the Authority.

SORTA
Southwest Ohio Regional
Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 14 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

4.4.4   Key Staff

The Safety and Security Department, along with the Safety Security Review Committee (SSRC), are designated as key staff to support the Accountable Executive and Chief Safety Officer in developing, implementing, and operating the Authority's SMS. Additionally, the SSRC will serve as SMS Ambassadors to promote the SMS program through communication and training.

4.4.5   Safety Security Review Committee

The Safety and Security Review Committee (SSRC) is a multi-disciplinary working group that serves as a high- level committee to address all safety and security issues as well as review and approval of configuration management items. Committee membership includes representation from the following functional areas: safety, security, engineering, planning, operations, and maintenance. The committee chair is the Chief Safety Officer, and the co-chair is the Manager of Security. For more detailed information about the SSRC, please refer to the SORTA Safety Security Review Committee procedure.

4.4.6   Safety Committee

The safety committee consists of an equal number of management employees appointed by the CFO and frontline employees selected by the union. The committee is tasked with identifying and recommending risk-based mitigations to reduce the likelihood and severity of consequences identified through the safety risk assessment, including General Directive 24–1: Required Actions Regarding Assaults on Transit Workers. The committee will also identify strategies that may be ineffective, inappropriate, or not implemented as intended for the purpose of continuous improvement.

5   Safety Risk Management (SRM)

SRM is an essential process within SORTA's SMS for identifying hazards and analyzing, assessing, and mitigating safety risks including strategies to minimize the exposure of the public, personnel, and property to communicable diseases. SORTA complies with all guidelines from the CDC and state health authorities to minimize exposure. 49 CFR Part 673 requires SORTA to develop and implement an SRM process for all system modes. Part 673 also requires the following three elements to establish and implement a process for managing safety risk:

SORTA
Southwest Ohio Regional
Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 15 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

Hazard identification, Risk assessment, and Risk mitigation.   Descriptions of those elements are in the following subsections.

5.1   Safety Hazard Identification

Sources of Effective Hazard Identification include training on proper identification, reporting, and promotion of the safety reporting program to employees and the public. Potential sources for hazard identification and their consequences include the following: Safety Reporting System (employee program and public reporting), Safety Event (accidents, incidents occurrences), equipment condition assessments, internal audits, safety committees, Government Sources (FTA, NTSB), Industry Partners (APTA) operational observations, review of historical data, scenario development and review, Job Hazard Analysis (JHA)/Job Safety Analysis (JSA), Accident/Incident Investigations Data review and ad hoc hazard reporting.

SORTA has established a Risk Register reflecting the consolidation of information in the SRM process. The Risk Register will contain all hazards identified through the methods applied by SORTA. In addition to the Risk Register, SORTA will maintain an ongoing Operating Hazard Analysis (OHA).   The purpose of the OHA is to identify hazards associated with operation-related, safety-critical elements, which will be mitigated to their lowest acceptable levels and continually monitored to ensure no new hazard. For more information, see the Safety Risk Management Plan (OSS-SOP-2002)

5.2   Safety Risk Assessment

To assess risk, SORTA has adopted an assessment process based on Military Standard 882-E. The process codifies the hazard severity, probability of occurrence, and the cost of eliminating or controlling the hazard and rates each element using established hazard rating tables. The process then determines which hazards are unacceptable or undesirable based on their severity and probability of occurrence. The hazard severity, probability, and cost combination for unacceptable and undesirable risk are ranked on a Hazard Priority Rating Table. Subsequently, Management can prioritize and allocate the resources available to eliminate or correct the unacceptable and undesirable hazards. For information about the safety risk assessment process, see the Safety Risk Management Plan.

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 16 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

5.3   Safety Risk Mitigation

To reduce the likelihood and severity of consequences related to hazards, SORTA will employ the following risk mitigation strategies as appropriate: hazard elimination, reduction of risk through alteration, incorporation of engineered features or devices, provision of warning devices or the incorporation of signage, procedures, training, and personal protective equipment. This includes measures to reduce visibility impairments contributing to accidents, including pedestrian accidents, and barriers to reduce operator assaults. Safety risk mitigation may include more than one measure to achieve the most acceptable result. Management will monitor any employed risk mitigation monitor for its effectiveness.   Additionally, management regularly review performance measures and event reports to determine reoccurrence and (or) trends.

6   Safety Assurance

Safety Assurance, in SMS, gives SORTA the ability to know if and how well our mitigations are working by providing critical information for data-driven informed decision making, by the collection and analysis of safety performance data, and the provision of timely safety performance information. Finally, it provides safety performance verification and validates the effectiveness of our safety risk mitigation activities

6.1   Safety Performance Monitoring and Measurement

Safety performance monitoring and measurement involve continuous monitoring of our activities to understand safety performance. Safety Performance is accomplished through monitoring and evaluating adherence to operational and maintenance procedures, risk mitigations, and safety event investigation to identify causal factors and monitoring internal safety reporting programs.

6.1.1   Roles and Responsibilities

The Safety and Security Department is responsible for monitoring the safety performance of operations and maintenance. Safety data is collected and analyzed to determine if safety performance meets established safety goals. This data includes injuries to passengers, Safety

SORTA
Southwest Ohio Regional Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 17 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

and Security Department personnel, public; potentially hazardous equipment failures; unacceptable hazardous conditions, and rules and procedure violations. The Safety and Security Department established a closed-loop reporting system for identifying and monitoring safety-related items. The Chief Safety Officer or their designee will verify safety activities and review and audit the results to close out each incident.

6.1.2   Data Acquisition process

The Safety and Security Department is responsible for information regarding accidents, incidents, hazardous conditions, and operations which are obtained from several different reporting mechanisms. These include but are not limited to: Email and (or) ENP text messages from the RCC, accident/incident reports, daily operations reports, and employee occupational injury reports. Employees are also encouraged to bring any safety-related issues to the attention of managers and supervisors.

6.1.3   Data Analysis

Data is tracked to identify trends, including:

1.   Incident and accident reports
2. Workplace inspection reports
3. Any assault reports and/or statistics that management assembles
4. Reports that workers submit to management via any safety reporting program or system
5. Summaries of data that management reports to the FTA via the National Transit Database
6. Anything else that the Safety Committee finds to be necessary to understand and address the hazards that exist within the transit system

These trends are further analyzed and/or investigated to determine causal factors. The Safety and Security Department and the Safety Committee will identify hazards which are submitted. The committee will review and take corrective action recommendations or a request for corrective action development.

6.1.4   Reports

The Safety and Security Department will provide performance trend and analysis reports to the Safety Security Review Committee for review and discussion. All other departments receive safety trend, and analysis reports relative to their areas of interest. The safety trend and

SORTA
Southwest Ohio Regional
Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 18 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

analysis reports are also the basis for the annual safety performance report to the Accountable Executive, Board of Trustees and SORTA Safety Committee. The annual report includes collision data, passenger and employee injury data, injury data affecting the public, program audit findings and trends, and corrective action plans. The annual report also describes the strategies for achieving the stated safety and security objectives

6.1.5 Procedures Monitoring and Measuring

Procedures for monitoring and measuring are initiated through the capture of safety event data, which includes collisions, injuries (employee and passengers) and near-miss occurrences for both operations and maintenance. Examples of procedures for monitoring and measuring include, but are not limited to the mandatory turn procedure, mobility device securement and distracted driving. This type of data is then captured, analyzed, and reported to affected departments.

6.1.6 Safety Risk Mitigation Monitoring and Measurement

To determine if safety risk mitigations are effective, appropriate, and implemented as intended, the following activities will take place: 1) monitoring of safety performance target trends 2) feedback from the employee safety program 3) feedback from the public and 4) Observations

6.1.7 Safety Event Investigations

Safety Events are investigated in the context in which they occur. Collision events are investigated by the Risk Management Department Claims Adjusters to administer protection of liability. The Safety Department evaluates the collision based upon preventability and root cause of the event. In similar manner employee injuries, whether in service or while maintaining facilities or equipment, is investigated by the Workers Compensation Claims Adjuster to determine compensability. The Safety Department investigates the event, in coordination with the department supervisor, to determine root cause to prevent reoccurrence

6.1.8 Internal Programs Monitoring and Measurement

The monitoring and measurement of internal safety reporting programs is accomplished through the review and analysis of accident/incident reports, ENP notices, employee injury

SORTA
Southwest Ohio Regional Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 19 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

reports and employee safety reporting. Any new hazard identified through this activity will be addressed by the Safety Risk Management Process.

6.2 Management of Change

Change management is an activity through which SORTA ensures that any changes or proposed changes doesn't introduce new hazards, and if changes have introduced new hazards, measures to mitigate their potential consequences are instituted.

The process for identifying and assessing changes is contained in the SORTA Configuration Management Plan (SYS-SOP-0029). The purpose of configuration management plan is to ensure that changes to safety-critical systems and subsystems are reviewed prior to implementation. This assures there are a set of practices and procedures of identifying all components and their relationship in a dynamic and continually evolving system for the purpose of maintaining integrity, traceability, and control over change throughout the cradle-to- grave lifecycle of the component. These practices will ensure that appropriate personnel have been provided accurate reference documentation for maintaining components and any modifications to components are properly and systematically documented. A change in configuration refers to a modification that may result in a change to physical and/or operational features of any asset. For additional information see the Configuration Management Plan, SYS-SOP-0029.

6.3 Continuous Improvement

Continuous improvement is accomplished through monitoring and evaluation of SMS performance to ensure we meet our safety performance targets. Annually, the Metro Safety Department will conduct a safety performance analysis and report the results of that analysis to the Chief Executive Officer. Included in that report will be any identified deficiencies and a safety improvement plan, which will developed in collaboration with the affected department stakeholders and will include safety objectives, safety performance indicators (SPIs) and safety performance targets (SPTs). Safety improvement plan activities will be carried out under the direction of the Chief Executive Officer and monitored through the safety assurance process and communicated through periodic status updates.

SORTA
Southwest Ohio Regional
Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 20 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

7   Safety Promotion

Safety Promotion improves safety performance by increasing awareness through communication and training. It also displays continuous management commitment to communication. In fact, one of management's most important responsibilities of management is to encourage and motivate others to want to communicate openly, authentically, and without concern of reprisal. Training also documents executive management responsibilities to allocate resources to training and maintain the relationship between safety training and safety risk management and safety assurance.

7.1   Training and Certification Program

Bus Operators, Mechanics and Service Workers all receive initial training in bus operations and then move on to occupational skill-related as well as safety-related training. Bus Operators are trained on all types of buses driven and Mechanics receive bus-specific training. All employees receive, either through initial orientation or through refresher training, instruction on safety data sheets, severe weather, and response to emergencies such as fires, bomb threats and evacuations.

7.2   Bus Operators

The Southwest Ohio Regional Transit Authority utilizes the Department of Transportation Safety Institute's program for bus operator training. Training is conducted by the Metro Operating Training Department where Bus Operators receive up to 10 weeks of initial training depending upon their division assignment. Training culminates in a final trial trip, which starts the 95-day probationary period. After the probationary period they become regular bus operators.

7.3   Maintenance

Maintenance personnel receive occupational safety training on various topics including, but not limited to, hazard communication, powered industrial trucks, and the control of hazardous energy (lockout /tagout). All mechanics are encouraged to complete up to (6) ASE training modules and receive additional pay for each ASE certification achieved per CBA. They also receive OSHA-required training including but not limited to the control of hazardous energy, hazardous communications, fall protection, and bloodborne pathogens.

SORTA
Southwest Ohio Regional
Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 21 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

7.4   Refresher Training

All employees receive some form of ongoing refresher training. Bus Operators may receive up to 16 hours of refresher training including but not limited to: customer service, emergency egress, bloodborne pathogen awareness, defensive driving, and fare box operation and mobility device securement. Maintenance personnel receive refresher training in equipment and OSHA-required subjects on an annual basis. Special training may occur on an as-needed basis such as coach operation around the Cincinnati Streetcar, updates to policies such as mobility devices, service animals, etc.

7.5   Contractor Training

All bus-related projects require the completion of a safety orientation prior to beginning work. Other requirements may apply as outlined in the SORTA Contractor Safety Program (SYS-PGM-0008) and (or) SORTA Procurement guidelines.

7.6   Safety Communication

Communication of safety and safety performance information is accomplished via safety-dedicated bulletin boards called "Safety Communication Boards" located in common areas at each of the divisions as well as computer monitors located throughout all facilities. On those safety communication boards, we have general and security bulletins, and those bulletins are posted monthly. We have a topic of the month and with the topic of the month, it's based on the incidents, inspections and audits that have been done at those work locations. Provided information includes, but is not limited to general safety bulletins, seasonal hazards, ongoing traffic issues, the results of incidents, audits and inspections at specific locations and other topics pertinent to employees' roles and responsibilities. Other communication actions include but are not limited to employee meetings such as tool talks; plug ticket messages, awareness activities such as Safety Improvement Plan (SIP) meetings where employees receive supplemental information related to ongoing hazards. Safety actions taken in response to reports submitted through an employee safety reporting program are also communicated via the safety communication boards. Safety messages are also regularly included in company newsletters distributed both digitally and in print.

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 22 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

8   Recordkeeping

Per 49 CFR Part 673.31 SORTA must maintain the documents utilized to create the Agency Safety Plan, including those related to the implementation of the Safety Management System (SMS), and results from SMS processes and activities.   SORTA must also maintain documents (e.g. procedures, plans) that are included in whole, or by reference, that describe the programs, policies, and procedures that are used to carry out the Agency Safety Plan. These documents will be made available upon request by the Federal Transit Administration or other Federal entity, or the Ohio Department of Transportation State Safety Oversight.   All these documents require a minimum retention of three years after creation.

9   References

49 CFR 673 – Final Rule
Safety Security Review Committee procedure
Configuration Management Change Procedure
Safety Risk Management Plan
Internal Audit Plan
Corrective Action Plan (CAP) Development, Tracking and Closeout Procedure Review and Approval Plan

10 Appendices

10.1 Definitions of Special Terms Used in the Safety Plan

Accident means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.

Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the

SORTA
Southwest Ohio Regional Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 23 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.

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

Consequence means a potential outcome of a safety hazard

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

Event means any Accident, Incident, or Occurrence.

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

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

Incident means an event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

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

SORTA
Southwest Ohio Regional
Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 24 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Operator of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302(14).

Performance measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a period required by the Federal Transit Administration (FTA).

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

Rail fixed guideway public transportation system means any fixed guideway system that uses rail, is operated for public transportation, is within the jurisdiction of a State, and is not subject to the jurisdiction of the Federal Railroad Administration, or any such system in engineering or construction. Rail fixed guideway public transportation systems include but are not limited to rapid rail, heavy rail, light rail, monorail, trolley, inclined plane, funicular, and automated guideway.

Rail transit agency means any entity that provides services on a rail fixed guideway public transportation system.

Risk means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk mitigation means a method or methods to eliminate or reduce the effects of hazards.

Safety Assurance means processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to

SORTA
Southwest Ohio Regional
Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 25 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Deficiency *means a condition that is a source of hazards and/or allows perpetuation of the hazards in time.*

Safety Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees regarding safety.

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

Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.

Safety performance target means a Performance Target related to safety management activities.

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

Safety risk assessment means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management means a process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

Serious injury means any injury which:
> (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received.

> (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses);

SORTA
Southwest Ohio Regional
Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 26 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

(3) Causes severe hemorrhages, nerve, muscle, or tendon damage.

(4) Involves any internal organ; or

(5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

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

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

State of good repair means the condition in which a capital asset can operate at a full level of performance.

State Safety Oversight Agency means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in 49 CFR part 674.

Transit agency means an operator of a public transportation system.

Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

10.2 List of Acronyms Used in the Safety Plan

ASP – Agency Safety Plan

ENP – Emergency Notification Protocol

SSRC – Safety Security Review Committee

SORTA – Southwest Ohio Regional Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 5	Page Number: Page 27 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/31/2024

MPO – Metropolitan Planning Organization

OKI – Ohio Kentucky Indiana council of governments

10.3 Board Action Item

Attached

10.4 Safety Management Policy Statement (signed)

Attached

metro

2025 Safety Management Policy Statement

The overarching safety goal of the Southwest Ohio Transit Authority (SORTA) is to provide the safest possible environment for our employees, passengers and the public we interact with. To accomplish this, we will dedicate the needed resources to ensure the safest possible delivery of service to our community. All levels of management and all employees (and contractors) are accountable for the delivery of the highest level of safety performance, starting with the Board of Trustees, Executives, Directors, Managers, Supervisors, employees, and contractors.

SORTA is committed to supporting the reporting of identified safety hazards and risks in day-to-day duties by employees to senior management without fear of reprisal, so that the hazards and risks can be mitigated or eliminated. To that end, SORTA encourages all employees to participate in the Safety Reporting System (SRS) without fear of retaliation. Apart from illegal activities or intentional disregard for regulations, policies, or procedures, no employee will ever be disciplined for reporting safety hazards or events.

This Safety Management Policy Statement is communicated to the Board of Trustee via the annual review and approval process. It is also communicated with communication boards, located at each of the facilities, as well as on our website at www.go-metro.com. An employee may also request a printed copy through the Metro Safety Department.

Signature by the Accountable Executive

Name, Title _____Darryl Haley_____ Darryl Haley, CEO/General Manager Date:11/4/2024

Signature by the Chief Safety Officer

Name, Title _____M. Wolf_____ Date 11/4/2024

PTASP explained

- 2025 is our fifth year since the **Public Transportation Agency Safety Plan (PTASP)** was developed to reflect changes in the FTA's Infrastructure Law directive.

- The directive led to the redesign of our safety and security committees to form a *Joint Safety Committee* which consists of an equal number of management and frontline employees.

- Our agency safety plan describes our agency assets, promotes communication and continuous improvement.

- Set safety performance standards based on FTA guidelines.

PTASP 2025 updates

- For 2025, the plan remains relatively the same as last year, with exception of General Directive 24-1 which requires transit agencies to:

1. Conduct a safety risk assessment related to assaults on transit workers.
2. Determine the level of risk, (likelihood and severity).
3. Identify risk mitigation strategies.
4. Submit required information to the FTA.

RISK MATRIX

Likelihood	5	Very High					
	4	High					
	3	Moderate					
	2	Low					
	1	Very Low					
			Negligible	Could cause minor first aid treatment	May cause minor Injury or minor property damage	May cause major Injury or major property damage	May cause death or permanent injury or destruction of property
			A	B	C	D	E
					Severity		

Safety Risk Mitigations

- Operator Protective Barriers
- De-escalation Training
- Video and Audio Surveillance
- Policing Strategies
- Operating Policies and Procedures
- Emergency/ Silent Alarms
- Automatic Vehicle Location
- Communication Protocols
- Analysis of Security Incidents/Operator Assaults

PTASP Review and Approval

Our Agency Safety Plan is reviewed and updated annually, *submitted for approval to the Joint Safety Committee first*, then the Board of Trustees and then signed by the accountable executive each year prior to December 31st.

Project	Method	Vendor	Award	Term	Funding
153-2024 **Microsoft 365 Enterprise Agreement**	Request for Quote (State Contract)	Dell Marketing L.P.	$856,170	3 years Dec 2024 – Nov 2027	Budgeted Local Operating

denotes non-competitive or non-negotiable award

Supplier Diversity Summary

Total Awards for Month	**$856,170**
Total Diversity Spend for Month	**$--**
Addressable Awards	**$856,170**
Effective Participation Rate	**$--**
2024 Total Spend	**$93,387,028**
2024 Diversity Spend	**$8,217,593 (8.8%)**
2024 Total Addressable Spend	**$52,857,105**
2024 Effective Participation Rate	**15.5.0%**

BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 2024-xx

APPROVAL OF 153-2024 MICROSOFT 365 ENTERPRISE AGREEMENT

WHEREAS:

1.   SORTA uses Microsoft 365 as its enterprise communications and desktop productivity platform.

2.   Microsoft offers a suite of business platforms such as Word, Excel, Outlook, SharePoint, Access, and other data visualization tools currently used by most Metro departments.

3.   Microsoft requires a three-year license renewal that must be purchased by a Value-Added Reseller ("VAR"), a company that buys products or services from manufacturers and sells them to end users after adding value to them.

4.   SORTA staff recommends approval to executive Contract No. 153-2024 on behalf of Metro and Dell Marketing L.P., with a not to exceed value of $856,170.

5.   The expenditures have been budgeted with local operating funds.

THEREFORE, BE IT RESOLVED:

6.   The Board authorizes the CEO/General Manager/ Secretary-Treasurer or the CFO to execute Contract No. 153-2024 on behalf of Metro and Dell Marketing L.P., with a not to exceed value of $856,170.

****

MOVED BY:	Blake Ethridge	SECOND BY:	Pete Metz

VOTE Aye: Ms. Clark, Mr. Driehaus, Mr. Ethridge, Kala Gibson, Mr. Kelly, Mr. Metz, Ms. Moss, Ms. Robinson Mr. Smith Sara Sheets and Sonja Taylor

Nay: None

Abstain: None

ABSENT AT
THE   TIME: Mr. Brice

PRESENT   None
NON-VOTING
MEMBERS:

ABSENT NON-
VOTING
MEMBERS AT
THE TIME: Jay Bedi, Trent Emeneker and Greg Simpson

APPROVED: November 19th, 2024

metro
your way to go

BOARD OF TRUSTEES ACTION ITEM

DATE:	November 12, 2024
FROM:	John Edmondson, Sr. Director of Procurement
	Patrick Giblin, Sr. Director of Information Technology/Chief Information Officer
PROJECT NO.:	153-2024 Microsoft 365 Enterprise Agreement
REQUEST:	Contract Award

BACKGROUND

Metro uses Microsoft 365 as its enterprise communications and desktop productivity platform. Microsoft offers a suite of business platforms such as Word, Excel, Outlook, SharePoint, Access, and other data visualization tools currently used by most Metro departments.

BUSINESS PURPOSE

Microsoft requires a three-year license renewal that must be purchased by a Value-Added Reseller ("VAR"), a company that buys products or services from manufacturers and sells them to end users after adding value to them. The agreement under consideration consolidates licenses into a single agreement, making it easier for the IT department to manage and track software usage across the organization. The Enterprise Agreement includes support services to address technical issues and maintain operational continuity.

PROJECT FINANCING

The total budget for the project is $871,780 and spans FY2025-2027. The final project cost of $856,170 ($285,390 per year) will be allocated in the annual budget review and approval process.

The final project cost of $856,170 is **favorable to budget** by $15,010.

PROJECT PROCUREMENT

Procurement staff utilized a cooperative purchasing agreement sourced by the State of Ohio Department of Administrative Services. Five (5) vendors were identified by the State as eligible to provide the required licensing agreement.

Staff solicited those pre-qualified vendors with a Request for Quotes ("RFQ"). Two (2) vendors were determined to be non-responsive due to incomplete pricing schedules (prices provided for 1 year only). Three (3) vendors returned responsive quotes:

Vendor	Price
CDW-G	$871,780.00
InfoVision21	$871,137.00
Brown Enterprise Solutions	$866,967.00
Dell Marketing LP	$856,170.00

The contract will be a firm fixed fee contract for a period of three (3) years, expiring in November 2027.

PROJECT DIVERSITY

This contract was procured using a State of Ohio cooperative purchasing agreement. No XBE participation goal was established for the cooperative agreement.

The contract is for licensing and support services. As such, there are no opportunities for subcontracting.

RECOMMENDED BOARD ACTION

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 153-2024, on behalf of Metro with Dell Marketing, L.P., with a not to exceed value of $856,170.

Financial Summary - October 2024

Report Out Date – November 12, 2024

Agenda – Financial Summary

- Statement of Operations for October '24

    - Key Drivers

    - Detail Profit & Loss Statement

    - Revenue Chart

    - Expense Chart

- Investment Funds Reserve Summary

- Fuel Hedging Report

- Investment Balance Update (separate attachment)

Statement of Operations

Profit & Loss – Summary / Key Drivers

Summary

- Total Revenue $13.0M - unfavorable to Budget ($467k)
- Total Expense $13.5M - favorable to Budget $371k or 2.7%
- Operating Capital Contribution ($0.5M) - unfavorable to Budget ($96k)
- Note: Ridership total is 1,434k – favorable to Budget 53k or 3.9%

Revenue

- Total Operating Revenue $1.8M - favorable to Budget $15k or 0.8%
- Non-Transportation $1.2M - favorable to Budget $619k or 99.2%
- County Sales Tax $9.1M – unfavorable to Budget ($1,101k); see additional slide on county sales tax
- Federal Grants $0.8M - on Budget

Expense

- Wages & Benefits $10.0M - favorable to budget $68k or 0.7%
- Fuel and Lubricants $775k - unfavorable to budget ($1k) or (0.1%)
- Parts & Supplies $940k – unfavorable to Budget ($142k) or (17.8%)
- All Other $1.8M – favorable to Budget $430k driven by timing of outside services

# Southwest Ohio Regional Transit Authority
2024 Profit & Loss Statement

metro
your way to go

10 Mo Ending October 31, 2024 ($ In Thousands)	Month				Year to Date				Prior Year
	Actual	Budget	Fav(Unfav)		Actual	Budget	Fav(Unfav)		Prior Year
Ridership									
Regular	1,163,877	1,195,822	(31,945)	(2.7%)	9,921,358	10,371,969	(450,611)	(4.3%)	9,608,042
CPS	243,850	163,152	80,698	49.5%	1,285,670	1,183,107	102,563	8.7%	1,203,461
Subtotal Fixed Route	1,407,727	1,358,974	48,753	3.6%	11,207,028	11,555,075	(348,047)	(3.0%)	10,811,503
Access	16,637	15,974	663	4.2%	151,167	161,735	(10,568)	(6.5%)	152,813
MetroNow!	9,270	5,414	3,856	71.2%	66,402	48,293	18,109	37.5%	12,011
Total Ridership	1,433,634	1,380,362	53,272	3.9%	11,424,597	11,765,104	(340,507)	(2.9%)	10,976,327
Operating Revenue									
Metro Fares	$ 1,253	$ 1,295	$ (42)	(3.2%)	$ 11,589	$ 11,345	$ 244	2.2%	$ 10,645
Access Fares	62	60	2	3.3%	579	610	(31)	(5.1%)	577
MetroNow! Fares	19	11	8	72.7%	135	97	38	39.2%	24
CPS Fares	320	252	68	27.0%	2,546	1,661	885	53.3%	1,558
Other	186	207	(21)	(10.1%)	1,874	2,047	(173)	(8.5%)	2,255
Total Operating Revenue	1,840	1,825	15	0.8%	16,723	15,760	963	6.1%	15,059
Non-Operating Revenue									
County Sales Tax	9,090	10,191	(1,101)	(10.8%)	97,806	101,729	(3,923)	(3.9%)	96,240
ARP	-	-	-	n/a	-	-	-	n/a	24,032
ARP Comp	-	-	-	n/a	-	-	-	n/a	28,500
Federal Subsidies	843	843	-	-	8,427	8,427	-	-	12,000
Non Transportation	1,243	624	619	99.2%	9,117	7,375	1,742	23.6%	6,831
Total Non-Operating Revenue	11,176	11,658	(482)	(4.1%)	115,350	117,531	(2,181)	(1.9%)	167,603
									.
Total Revenue	13,016	13,483	(467)	(3.5%)	132,073	133,291	(1,218)	(0.9%)	182,662
Expenses									
Employee Wages & Benefits	9,990	10,058	68	0.7%	98,681	99,706	1,025	1.0%	89,385
Fuel & Lubricants	775	774	(1)	(0.1%)	6,823	6,705	(118)	(1.8%)	6,501
Parts & Supplies	940	798	(142)	(17.8%)	7,998	8,513	515	6.0%	7,704
Everybody Rides Metro Fund	19	35	16	45.7%	43	35	(8)	(22.9%)	417
Other	1,778	2,208	430	19.5%	16,872	18,764	1,892	10.1%	15,685
Total Expenses	13,502	13,873	371	2.7%	130,417	133,723	3,306	2.5%	119,692
Operating Capital Contribution	$ (486)	$ (390)	$ (96)		$ 1,656	$ (432)	$ 2,088		$ 62,970

OCTOBER 2024 – FARE REVENUE SOURCES
3 MONTH TREND – AUGUST 2024 THRU OCTOBER 2024
In Thousands
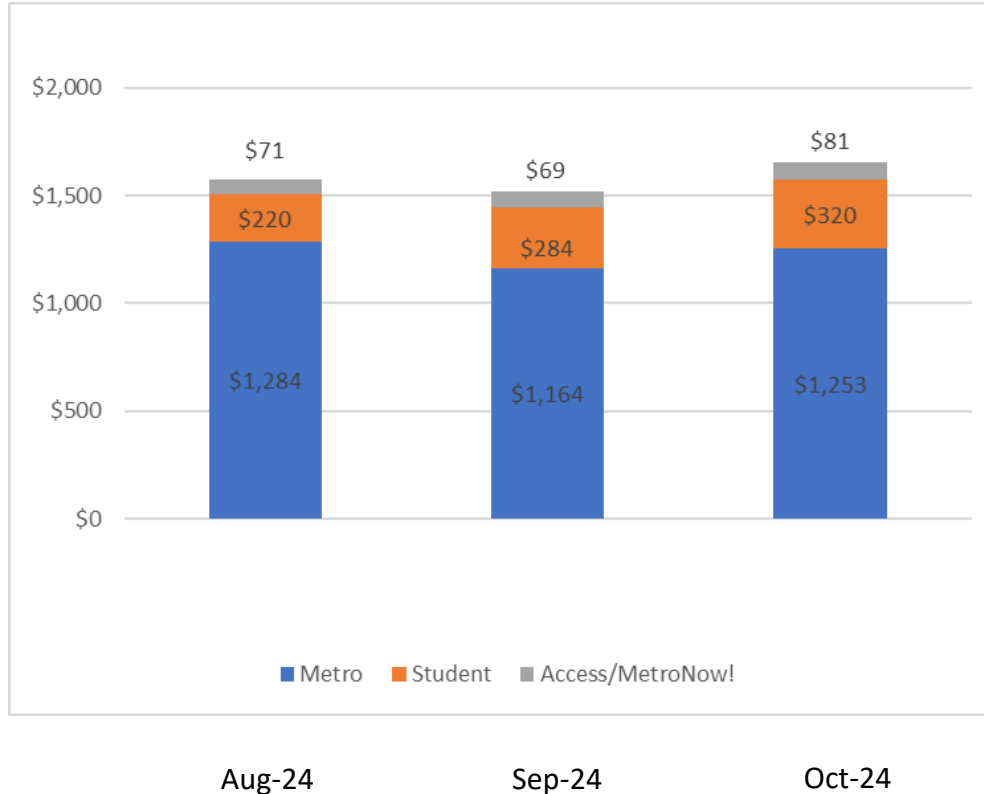
Month	Days per Month	Avg Rev per Day
Aug-24	31	$41
Sep-24	30	$39
Oct-24	31	$40

Note: Number of Weekdays within each corresponding month as follows: Aug 22, Sep 21, Oct 23

County Sales Tax – Year to Date July

	Jan	Feb	Mar	Apr	May	Jun	Jul	YTD
CY Actual	$8,781	$8,683	$9,963	$9,366	$9,875	$10,636	$9,551	$66,855
Budget	$9,987	$9,327	$10,480	$9,273	$9,931	$11,128	$10,652	$70,779
Var $	(1,206)	(644)	(517)	93	(56)	(492)	(1,101)	(3,923)
Var %	-12.1%	-6.9%	-4.9%	1.0%	-0.6%	-4.4%	-10.3%	-5.5%
PY Actual	$8,907	$8,659	$10,010	$9,465	$9,761	$10,375	$9,906	$67,083
Var	(126)	24	(47)	(99)	114	261	(355)	(228)
Var %	-1.4%	0.3%	-0.5%	-1.0%	1.2%	2.5%	-3.6%	-0.3%

- Year to Date thru July Hamilton County Sales Tax is ($3.9m) unfavorable to budget and ($228k) unfavorable to prior year or (0.3%)

- County Sales tax is on a three-month lag. Actual July results are received and recorded during October accounting cycle

OCTOBER 2024 – OPERATING EXPENSE SOURCES
3 MONTH TREND – AUGUST 2024 THRU OCTOBER 2024
In Thousands
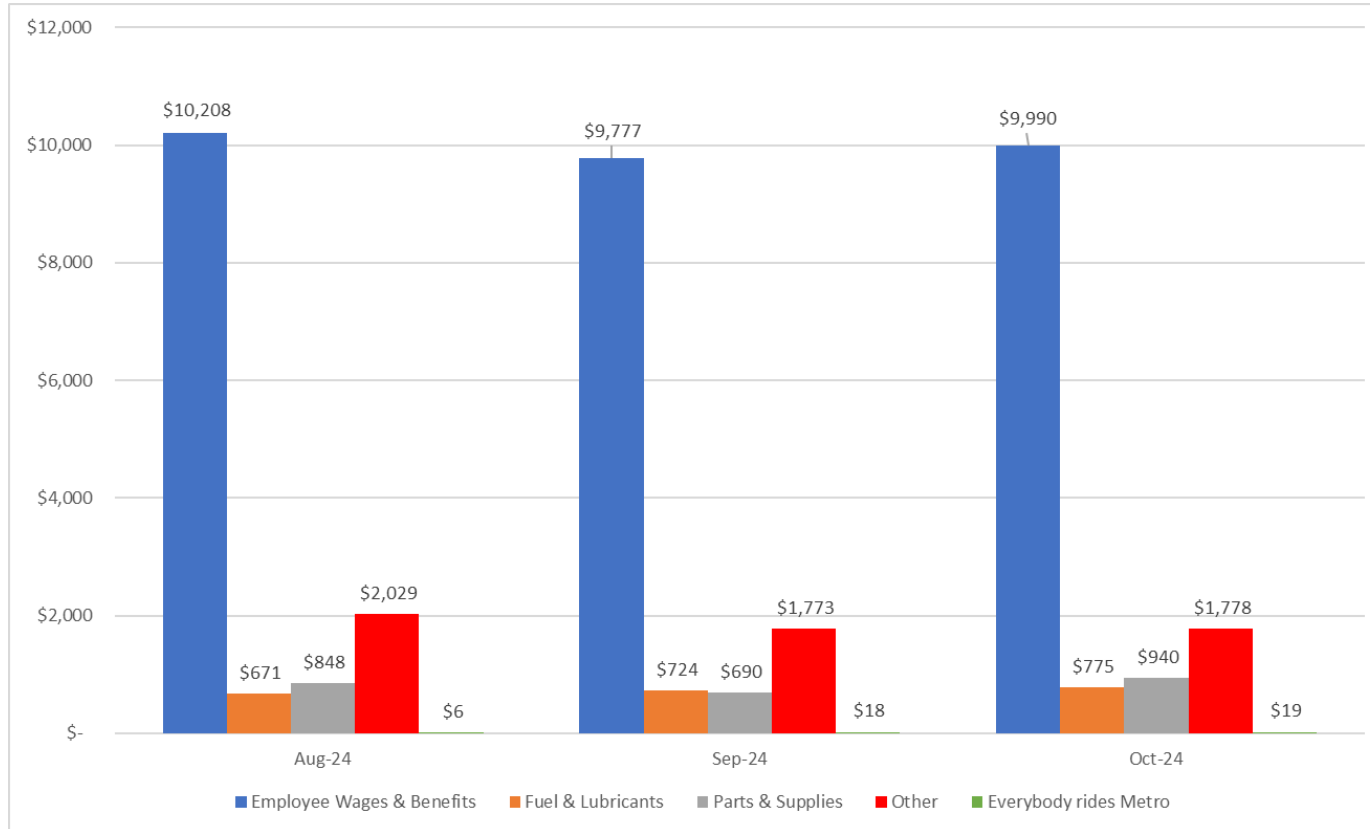
Investment Funds Reserve Summary

Overnight Investments	$31,671,234
Securities & CD's	$137,031,295
Total All Securities (10/31/2024)	**$168,702,529**

Current Capital Reserve Obligations

BRT Project Development (Hamilton & Reading Corridors) - Amts Pd	*$35,108,322*	
Future BRT Capital Match (Fed 70% & Local 30%)	*$54,000,000*	
Total BRT		$89,108,322
Local Match - FTA and ODOT Grants		$13,881,526
100% Local Projects *(Prior Years Open + Current Year)*		$34,969,991
2 Months of Operating Expenses		$26,000,000
All Other Obligations		$6,500,000
Total Current Capital Reserve Obligations		**$170,459,839**

Net Unrestricted Securities Available	**($1,757,310)**
2024 Remaining Operating Budget Surplus Nov - Dec (Deficit)	$2,767,127
Net Unrestricted Securities + '24 Operating Budget Surplus	**$1,009,817**

November 2024

New ODOT Grant: I'm excited to share that we are a recipient of a $4,077,236 grant from the Ohio Department of Transportation's (ODOT) Ohio Workforce Mobility Grant Program. These funds are to be used for the following projects/initiatives:

- $2.2M to replace 2-3 diesel powered buses with new hybrid buses
- $1M to purchase seven new MetroNow! vehicles
- $381K to support our "One Seat Ride" paratransit program equipment
- $326K to operate the "One Seat Ride" program to provide an improved experience for our customers with ADA needs

We are grateful for the support of ODOT in helping us advance our mission and provide innovate service solutions to our community. A special thank you to our grants team for all of their hard work!

BRT Public Meetings: Community engagement and outreach for Bus Rapid Transit has been robust with participation at more than 23 large group events, engagement with 2,500 individuals, 500 business owners, 400 team members and 2,261 survey respondents to help us select a station design and name for the new service. The public is invited to join us for another round of public meetings to gather feedback on station locations along Reading Rd. and Hamilton Ave.

- Dec. 2, 4:30-7:30 p.m. at the Bond Hill Community Center
- Dec. 3, 11 a.m.-1 p.m. & 4-7 p.m. at the Downtown Library (1st Fl. Meeting room)
- Dec. 4, 4:30-7:30 p.m. at the College Hill Rec Center

Those interested in attending are asked to RSVP at metrobrtproject.com/participate.

Help us Stuff the bus: Just in time for the holidays Metro has partnered with Radio One to Stuff the Bus with non-perishable food items for those in need this season. A Metro bus will be stationed to collect items to be delivered to the Freestore Foodbank from noon-3 p.m. on Nov. 30 at Oakley Kroger, Dec. 7 at Norwood Kroger, and Dec. 14 at the Dent Kroger.

As we approach the holiday season, it provides a great opportunity to pause and reflect on what we are grateful for. At Metro, we are grateful for the Hamilton County voters who put their trust

in us and made an investment in the future of our region. We are grateful for the tens of thousands of customers who choose Metro everyday as their way to go. We are grateful for the dedication of our board of directors who volunteer their time, expertise and passion to help make our transit system the very best it can be.

We appreciate you and wish you and your families a very happy Thanksgiving!

Thank you,

Darryl Haley
CEO/General Manager/Secretary-Treasurer