



SORTA/Metro
Planning and Operations
September 18, 2025
9:00 am-10:00 am Eastern Time

SORTA PLANNING AND OPERATIONS COMMITTEE MEETING

THURSDAY, SEPTEMBER 18th, 2025 - 9:00 A.M.

SORTA/METRO AT HUNTINGTON CENTER,

SORTA BOARD ROOM (6th FLOOR)

525 VINE STREET,

CINCINNATI, OHIO 45202

General Items:

Call to Order

Pledge of Allegiance

- 1 Approval of Planning and Operations Committee Minutes: August 19th, 2025

Briefing Items:

- 2 Good News! (Executive Team)
- 3 Ridership and Service Quality Report as of August 31st, 2025 (Khaled Shammout/Bill Spraul)
- 4 MetroRapid Update (Khaled Shammout/Sharyn LaCombe)
- 5 CPS Update (Executive Team)
Action Items Matrix (John Ravasio)
- 6 Proposed Resolution: Contract Award for 106-2025 Info Tech Support Services (Patrick Giblin)
 - 6.1 Action Item:
- 7 Proposed Resolution: Contract Award for 107-2025 Backlot Lease for 1799 Tennessee Avenue (Khaled Shammout)
 - 7.1 Action Item:

Other Items:

New Business

The next regular meeting of the Planning & Operations Committee has been scheduled for

Tuesday, October 21st, 2025, at 9:00 a.m.

PLANNING AND OPERATIONS COMMITTEE
TUESDAY, AUGUST 19th, 2025 – 9:00 A.M.
SORTA/METRO AT HUNTINGTON CENTER
6th FLOOR SORTA BOARD ROOM
525 VINE STREET
CINCINNATI, OHIO 45202

COMMITTEE MEMEBERS APPOINTED: *Pete Metz (Chair), Tony Brice Jr, Dan Driehaus, Briana Moss, KZ Smith and Greg Simpson*

COMMITTEE/BOARD MEMBERS PRESENT: Chelsea Clark, Trent Emenecker, Pete Metz, Briana Moss, Sara Sheets and KZ Smith

COMMITTEE MEMBERS ABSENT: Tianay Amat, Jay Bedi, Tony Brice, Dan Driehaus, Blake Ethridge, Kala Gibson, Neil Kelly, Greg Simpson and Sonja Taylor

STAFF MEMBERS PRESENT: Andy Aiello, Steve Anderson, Tony Balmert, Norman Bouwie, John Edmondson, Adriene Hairston, Natalie Krusling, Sharyn Lacombe, Bradley Mason, Jeff Mundstock, Alex Osborne, Bre Rahe, Emi Randall, John Ravasio, Tony Russo, Kevin Ruth, Mark Samaan, Khaled Shammout, Bill Spraul and Tim Walker

OTHERS PRESENT: Kim Schaefer (Vory's) and Josh Wiley (Wolpert)

1. **Call to Order**

Mr. Metz called the meeting to order.

2. **Pledge of Allegiance**

The Pledge of Allegiance was recited.

3. **Approval of Minutes of July 15th, 2025**

Mr. Metz made a motion and Ms. Moss seconded the motion to approve the minutes of the July 15th, 2025, meeting.

By voice vote the committee approved the minutes.

4. **Good News!**

The Executive Team presented the Good News report. Ms. Hairston shared the June Silver Award recipients and Metro Family Day at Kings Island Mr. Ravasio shared Adriene Hairston selected for leadership Cincinnati Class of 49 and Congrats Khaled, Mr. Spraul shared welcome Tony and Ms. Jones shared Metro heads back to school, ERM partner appreciation & open house breakfast and 4th annual small business ice cream social slides.

The Committee accepted the report as presented.

5. **Ridership and Service Quality Report**

Mr. Shammout and Mr. Spraul presented the July 2025 ridership and service quality report. Total ridership for the month of July was 998,863 or 10.5% unfavorable to budget.

MetroNow Total ridership for the month of July was 11,524 or 3.8% favorable to budget.

Access Total ridership for the month of July was 15,529 or 0.6% favorable to budget.

Productivity, On-Time Performance, Customer Service Reports and Fixed-Route Miles Between Mechanical Service Interruptions were shared.

The Committee accepted the report as presented.

6. **MetroRapid Update**

Mr. Shammout and Ms. Lacombe presented the MetroRapid report. Ms. LaCombe shared design progress, CMAR procurement, vehicle evaluation and upcoming public engagement.

The Committee accepted the report as presented.

7. **MetroNow! Pilot, Data Analysis**

Mr. Shammout and Ms. Randall presented the MetroNow! report. Ms. Randall shared the service report and KPI recommendations.

The Committee accepted the report as presented.

8. **Proposed Resolution: Contract Modification for 100-2025 Right of Way Appraisal Services**

Mr. Ravasio requested approval for Modified Contract No. 100-2025 Right of Way Appraisal Services.

The Committee agreed to recommend the resolution to the full Board for approval on the consent agenda.

9. **Proposed Resolution: Contract Award for 093-2025 Emergency Repairs to RTC Elevator**

Mr. Ravasio requested approval for Contract No. 093-2025 Emergency Repairs for RTC Elevator.

The Committee agreed to recommend the resolution to the full Board for approval on the consent agenda.

10. **Proposed Resolution: Contract Award for 094-2025 Emergency Repairs for RTC Switch Gear Equipment**

Mr. Ravasio requested approval for Contract No. 094-2025 Emergency Repairs for RTC Switch Gear Equipment.

The Committee agreed to recommend the resolution to the full Board for approval on the consent agenda.

11. **Other Items**

N/A

12. **New Business**

The next regular meeting of the Planning and Operations Committee has been scheduled for **Tuesday, September 18th, 2025, at 9:00 A.M.**

13. **Adjournment**

The meeting adjourned at 10:18 A.M.



Planning & Operations: Good News

September 18, 2025



July Silver Wheel Award Recipients



Leadership
Employee of the Month
Christina Harvey



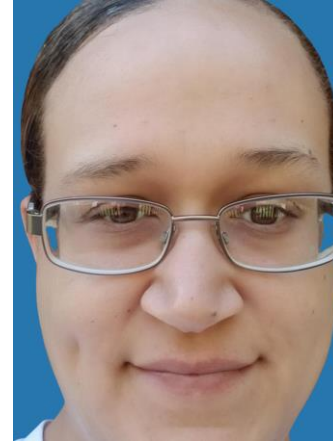
Administrative & Support
Employee of the Month
June Han



July Silver Wheel Award Recipients



Queensgate
Operator of the Month
Maurice Lunsford



Queensgate Maintenance
Employee of the Month
Amber Knott



July Silver Wheel Award Recipients



Bond Hill
Operator of the Month
Afrika Patridge



Bond Hill Maintenance Employee
of the Month
Tyler Foreman



Access
Employee of the Month
Colton Ralston

Congrats, Anneliese Lorsbach



On September 9, Anneliese Lorsbach, HR Generalist and Recruiter, represented Metro at the ***All About Women*** 10th Anniversary Forum. Ms. Lorsbach was a panelist for the presentation on The Z Generation. Congrats to Anneliese, she did a wonderful job representing Metro!



Rooted in the Community

Metro team members have been busy. The VOICE Council recently participated in the Lincoln Heights Labor Day Parade with Evie.

Metro team members embraced the spirit of service and volunteered with COMTO at La Soupe Kitchen, which rescues more than 25,000 pounds of fresh food weekly to combat food insecurity in Greater Cincinnati.

Metro's Culture and Engagement Department led efforts to raise funds for Breast Cancer Awareness and raised nearly \$1,500 on the first day of the employee giving campaign.



Congrats, Neil Kelly

Congratulations to Board Member Neil Kelly on being recognized with the John Romer Advocacy Award on behalf of his exceptional advocacy work. His efforts have directly contributed to creating a more inclusive community by breaking down physical and systemic barriers, including ensuring accessible transportation. Neil will be recognized on Sept. 23 at the Advocacy Summit.



Congrats, Tianay Amat



Congratulations to Board Member Tianay Amat on being named a Cincinnati Business Courier 2025 C-Suite Award finalist in the CEO Category. This is the 11th year in which the program recognizes top-level executives for their leadership and performance at Greater Cincinnati companies and nonprofit organizations. The awards ceremony will take place from 4:00 p.m.-7:00 p.m. on October 9th at the Renaissance Hotel Downtown Cincinnati.

Congrats, Aaron Bley



Congratulations to ERM Advisory Committee President Aaron Bley on being named a Cincinnati Business Courier 2025 C-Suite Award finalist for his role as Chief Mission Officer at the Cincinnati Association of the Blind. Aaron will also be recognized at the awards ceremony on October 9th at the Renaissance Hotel Downtown Cincinnati.

Attend A MetroRapid Public Meeting

The Community is invited to attend a series of public meetings to learn more about the MetroRapid BRT project and to see firsthand how community input is shaping its design and development.

MetroRapid Public Meeting Schedule:

Tangeman University Center | University of Cincinnati

Thursday, September 25, 2025, 11:00
am - 1:00 pm & 4 pm - 6 pm
2600 Clifton Ave. | Presentations at 12
pm & 5 pm

Avondale Town Center | Holloman Center for Justice

Monday, September 29, 2025, 4:00 pm to
6:30 pm

3539 Reading Rd. | Presentation at 5 pm

Downtown Library

Tuesday, September 30, 2025, 4:00 pm to
6:30 pm

800 Vine St. | Presentation at 5 pm

College Hill Recreation Center

Wednesday, October 01, 2025, 4:00 pm to
6:30 pm

5545 Belmont Ave. | Presentation at 5 pm

Great Job, Sharyn LaCombe!



As Vice Chair of APTA's Planning & Project Development Committee, Sharyn LaCombe, Metro's Sr. Director of BRT Planning & Design led the response for industry input on expediting the FTA's Capital Investment Grant Program and the environmental review process.

She also participated in the APTA BRT Committee that recently published white papers on BRT entitled:

- *"Agency Experiences in Applied Infrastructure Design for Bus Rapid Transit"* and,
- *"Bus Rapid Transit Program Development and Financing"*

Khaled Shammout Presents at NeoRide

Deputy Vision & Innovation Officer Khaled had the honor of being one of the featured luncheon speakers at the annual NeoRide Conference, Canton, Ohio.

His presentation featured Metro's successes in delivering on the Reinventing Metro Plan, service improvements, ridership gains, new MetroNow! service, our regional paratransit pilot, and the future of MetroRapid in Cincinnati.

FEATURED LUNCH PRESENTATIONS: *Ballroom*










www.neoride.org




John Edmonson Presents at NEORide



Sr. Director of Procurement John Edmondson presented at the NeoRide annual meeting in Canton as well, sharing his expertise in Transit Procurement amongst peer agencies such as IndyGo, LakeTran, Butler County, and Isaac Wiles Law Firm.

NEORIDE ANNUAL MEETING:

**Transit Procurement
Roundtable at the
NEORide Annual Meeting**

Metro Presents to City Hall on Major Projects



Manager of Transit Planning & Mobility Emi and Sr. Director of BRT Planning & Design Sharyn presented on the implementation of Reinventing Metro at the City of Cincinnati's City Council Committee on Climate, Environment and Infrastructure on September 9, 2025

- Topics covered included:
 - Bus Shelter and Bench Installation Updates
 - Bus Sign Installation Program
 - MetroNow! Implementation
 - MetroRapid Project Design Progress

Brandy Jones Presents During Chamber D.C. Fly-In



Chief Communications & Marketing Officer Brandy Jones provided remarks on the impact of Metro's transit and infrastructure improvements in the region during the Regional Chamber of Commerce's Annual Washington, D.C. Fly-In, which brings together the region's top leaders representing various industry sectors in Greater Cincinnati and Northern Kentucky.

Community Coffee Chats With Andy



Talk transit with Metro's new CEO Andy Aiello over a cup of coffee. These casual and informal chats are open to the public and provides an opportunity to share your ideas and feedback with Metro. If you haven't been able to join us yet, we hope to see you at an upcoming Coffee Chat near you:

Sept. 24, 9-10:30 a.m. @ The Upside Brew
Sept. 27, 10:30 a.m. -1 p.m. @ Hyde Perk

More dates and locations to come!



Metro In the Community

Metro's Outreach Team will be out and about all month long to share info about our service, recent changes and to help you find your perfect route. Stop by and connect with a member of the team.



Sept. 7 | 11 a.m – 3 p.m.

Xavier Student Org. Academy
@ Xavier University

Sept. 10 | 2 – 4 p.m.

Freestore Foodbank Popup
@ Covedale Library

Sept. 13 | 4 – 7 p.m.

FC Cincy Pre-Match
@ Washington Park

Sept. 14 | 10 a.m – 1 p.m.

Bengals Tailgate
@ Fountain Square

Sept. 16 | 11 a.m. – 2 p.m.

Cincinnati State Student
Health Fair
@ Cincinnati State Campus

Sept. 17 | 10 a.m – 12 p.m.

Jobs & Family Resource Fair
@ Price Hill Library

Sept. 17 | 10 a.m. – 2 p.m.

Healthy Aging Remix Day
@ World of Deliverance Ministries

Sept. 21 | 3 – 7 p.m.

Hispanic Heritage Festival
@ Sharon Woods

Sept. 24 | 5:30 – 7:30 p.m.

Findlay Market Community Night
@ Findlay Market

Sept. 27 | 11 a.m. – 2 p.m.

People of Princeton Community
Celebration Festival
@ Princeton High School

...And That's the News!



We received these words of praise from Cincinnati Public School Board Member Jim Crosset:

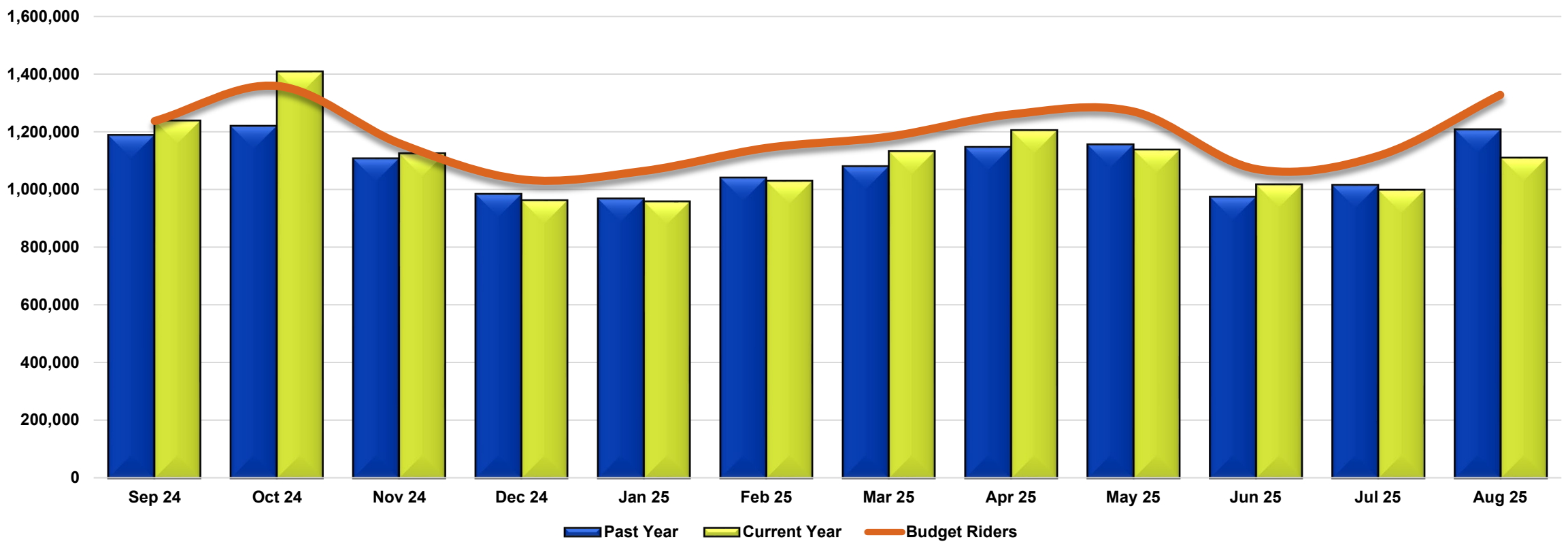
"Thank you for the excellent efforts you make to help CPS! It is a true partnership! Thanks for the smoothest start of a school year in a decade! -Best, Jim"



August 2025 Ridership and Service Quality Report

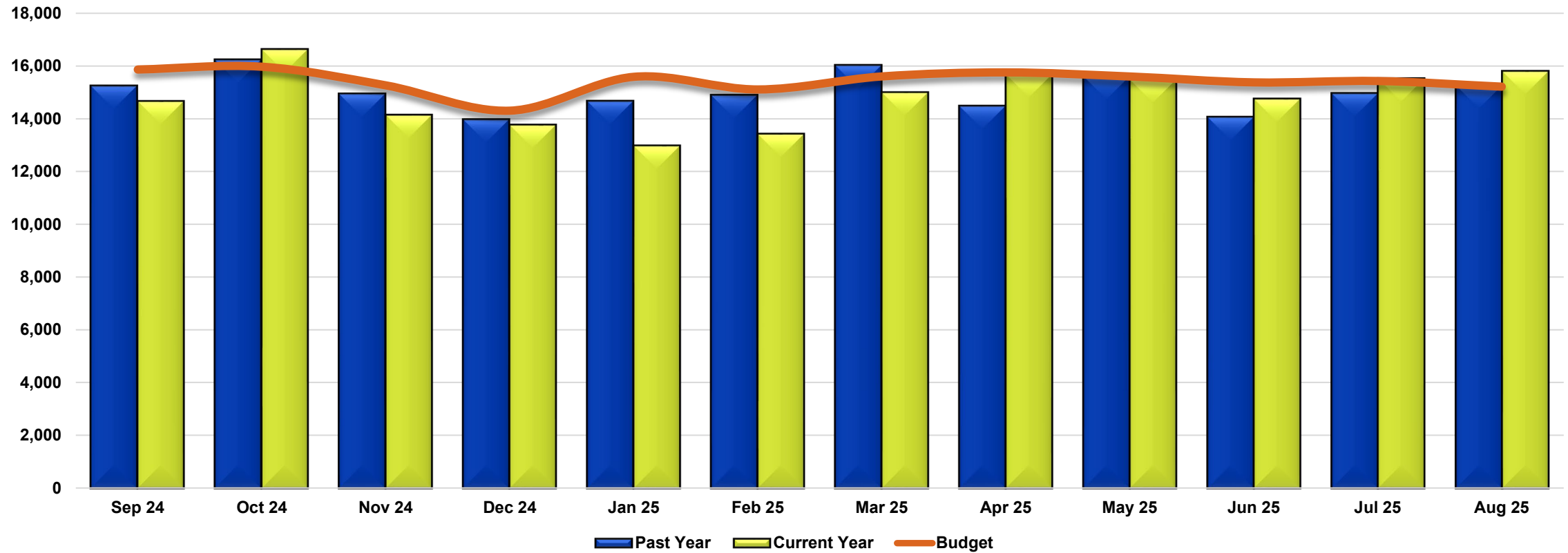
September 16th, 2025 | SPDI

Total Fixed Route Ridership YoY & Budget by Month



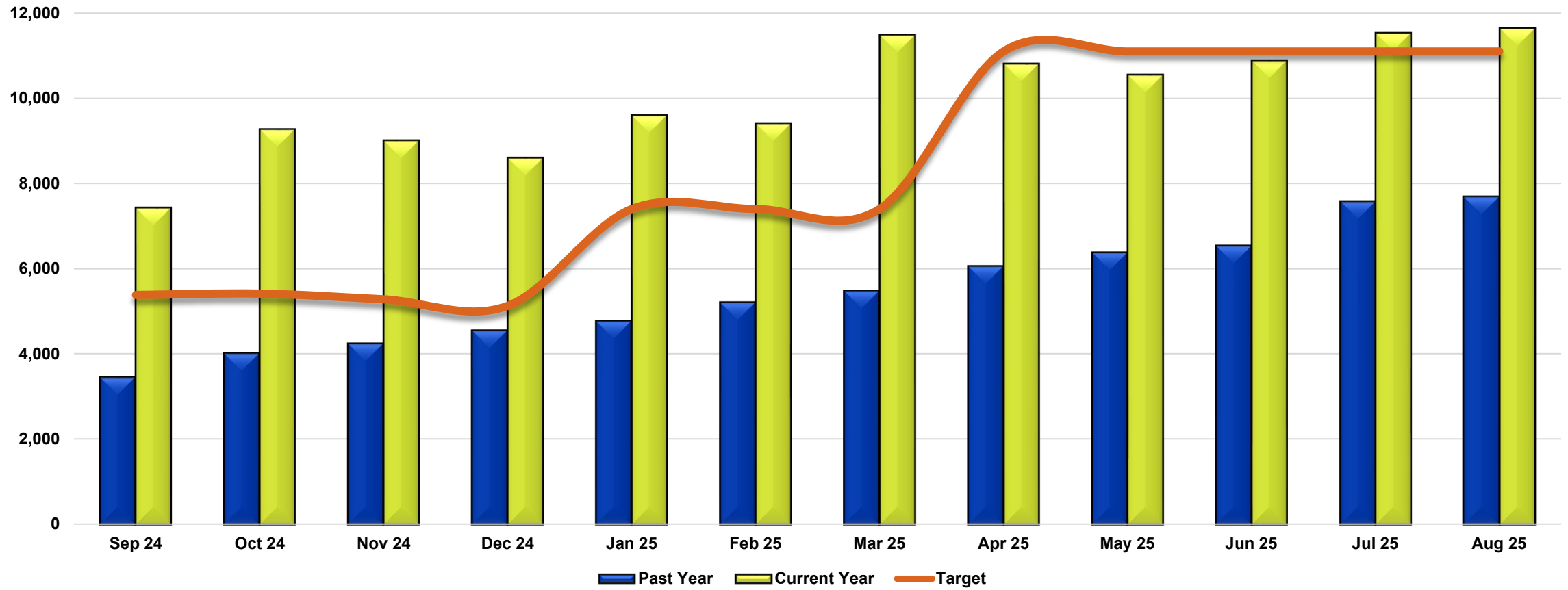
Service	Aug 25 Ridership	Aug 25 Budget	% Budget Variance	Aug 24 Ridership	Aug 25 vs. 24 % Variance
Fixed-Route	1,109,706	1,327,890	-16.4%	1,207,173	-8.1%
Total (YTD)	8,587,983	9,437,247	-9.0%	8,583,276	0.1%

Total Access Ridership



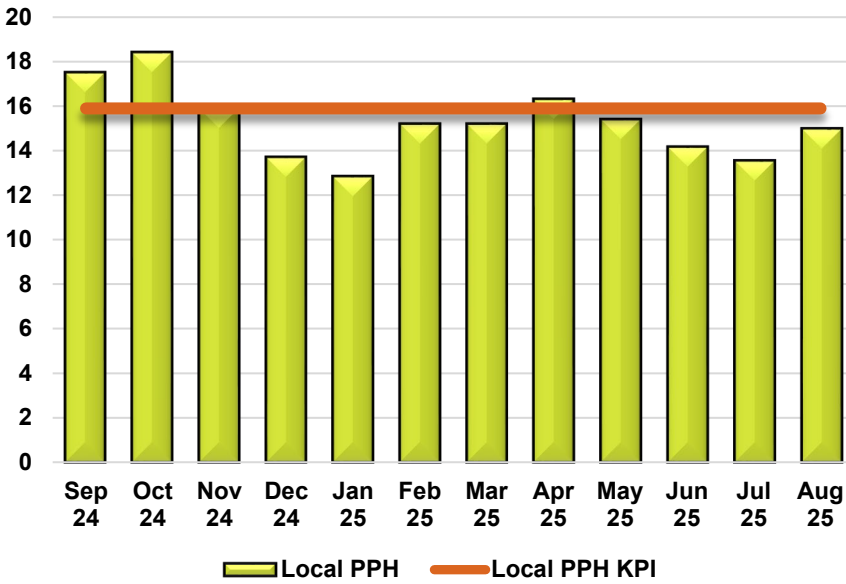
Access	Aug 25 Ridership	Aug 25 Budget	% Budget Variance	Aug 24 Ridership	Aug 25 vs. 24 % Variance
Total	15,808	15,218	3.9%	15,252	3.6%
Total (YTD)	118,690	123,701	-4.1%	119,867	-1.0%

Total MetroNow Ridership

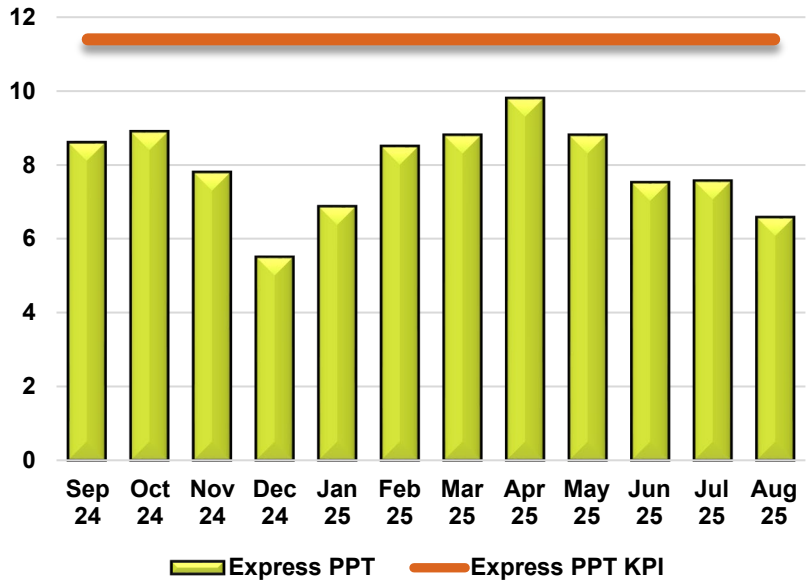


MetroNow	Aug 25 Ridership	Aug 25 Budget	% Budget Variance	Aug 24 Ridership	Aug 25 vs. 24 % Variance
Total	11,638	11,100	4.8%	7,684	51.5%
Total (YTD)	85,870	77,700	10.5%	49,699	72.8%

Local Service Productivity



Express Service Productivity

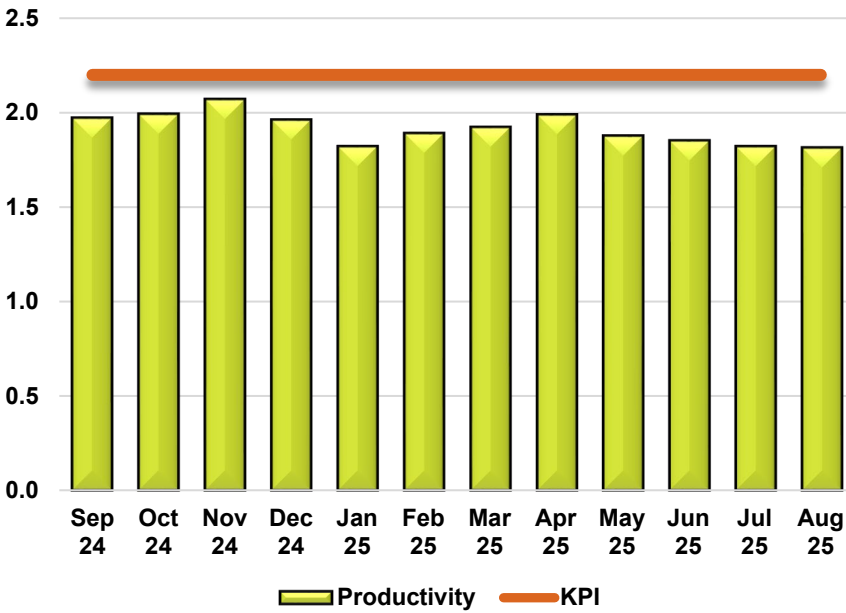


Productivity by Service Type

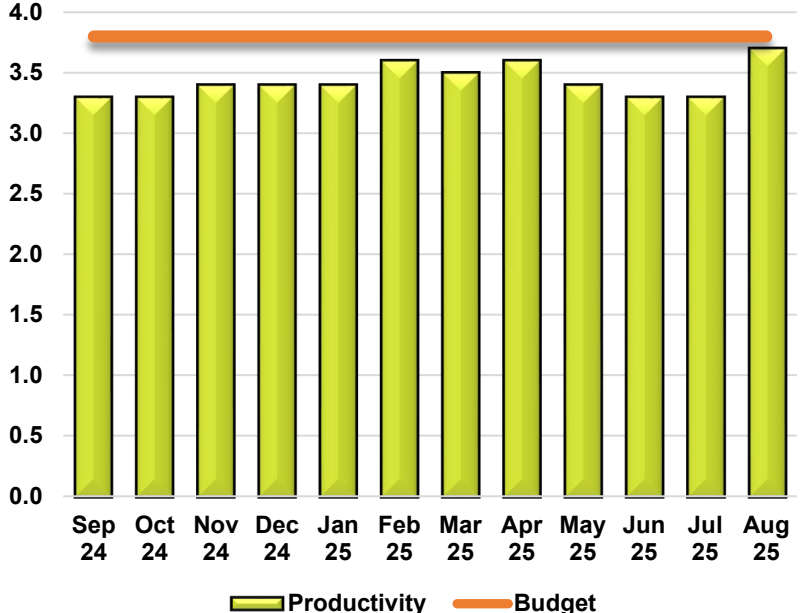
Service Type	Aug 25 Actual	Aug 25 Budget	Variance
Local Pass/Hour	15.0	15.9	-0.9
Express Pass/Trip	6.6	11.4	-4.8
Access Pass/Hour	1.81	2.2	-0.4
MetroNow Pass/Hour	3.7 *	3.8	-0.1

*Mature zones reported

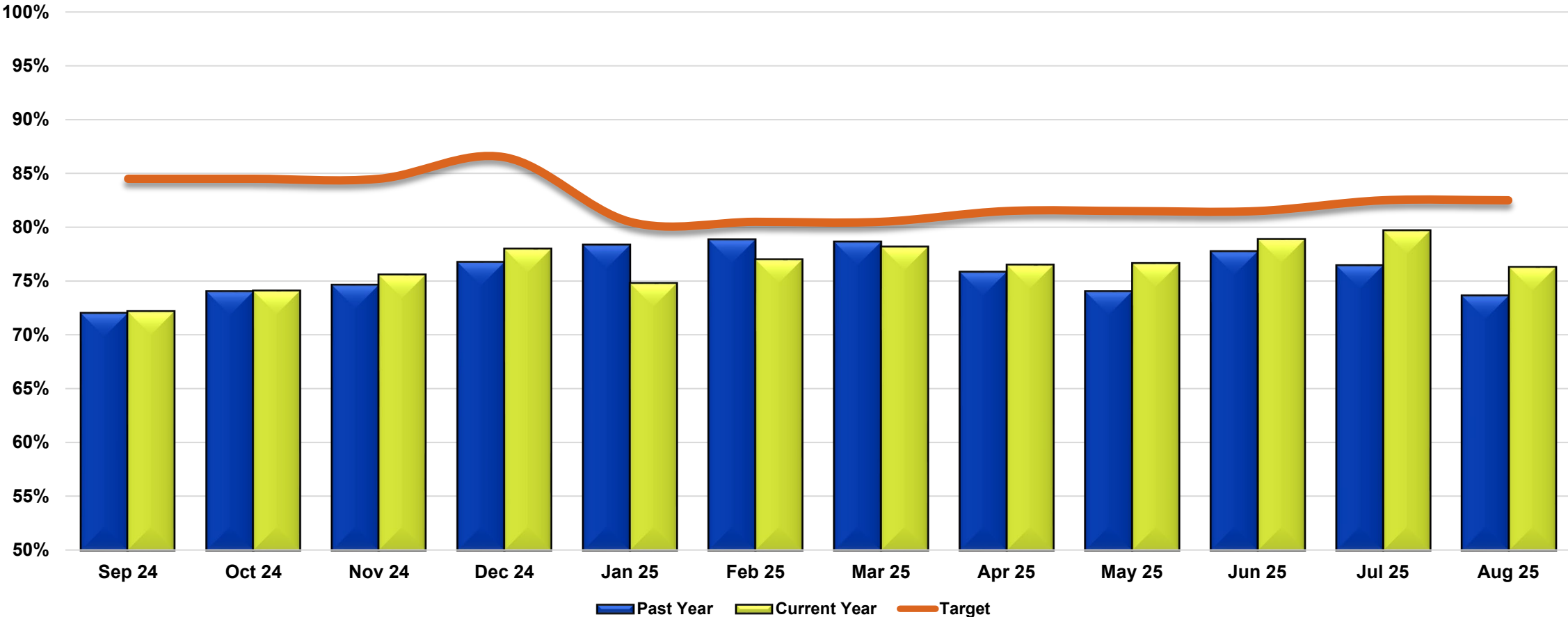
Access Service Productivity



MetroNow Service Productivity



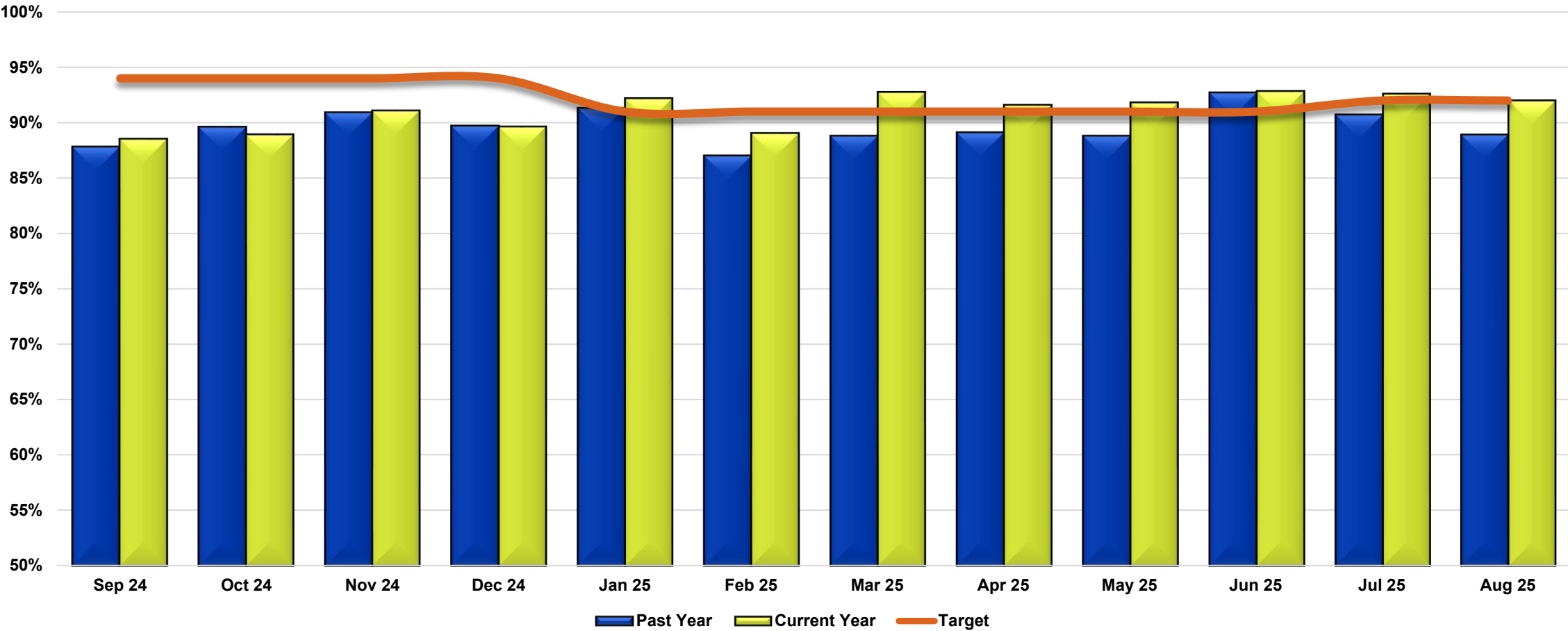
Fixed-Route On-Time Performance



Fixed-Route Service	Aug 25 Actual	Aug 25 KPI Target	Target Variance
On-Time Performance	76.3%	82.5%	-6.2%

**percentage points*

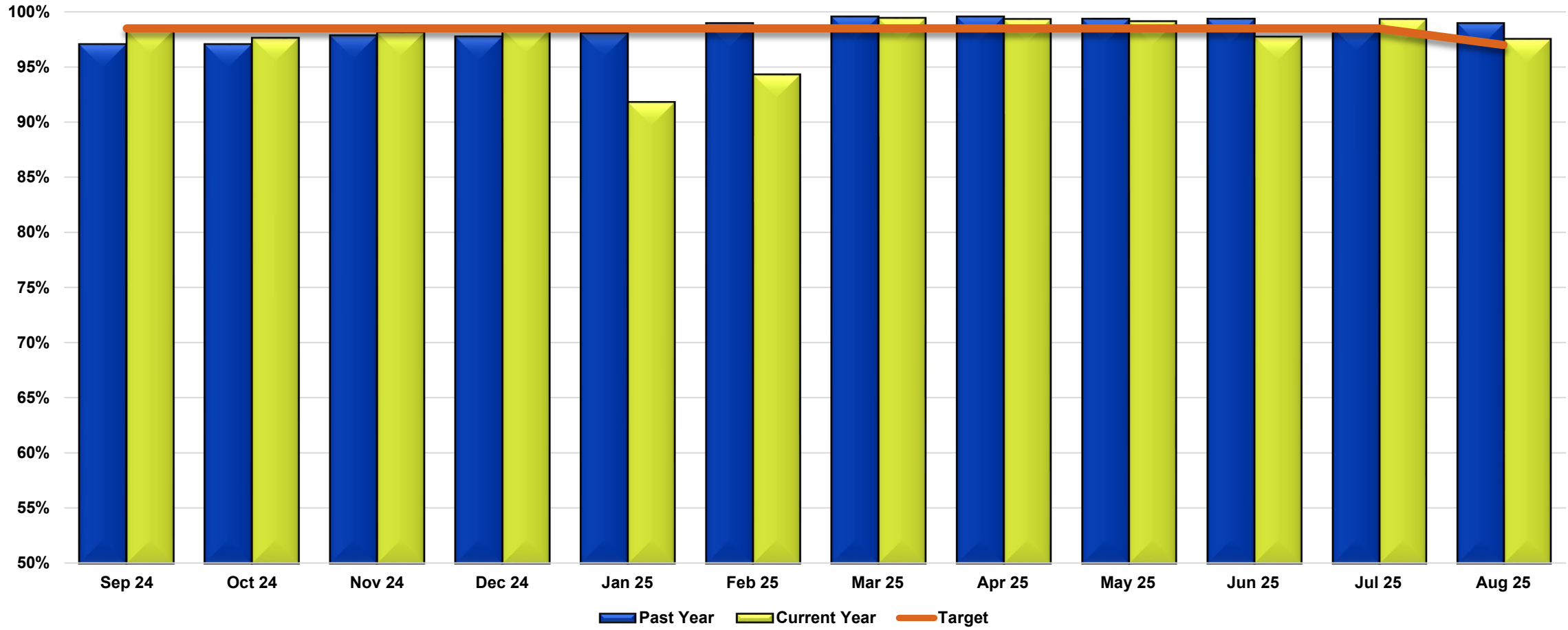
Access On-Time Performance



Access Service	Aug 25 Actual	Aug 25 KPI Target	Target Variance
On-Time Performance	91.9%	92.0%	-0.1%

**percentage points*

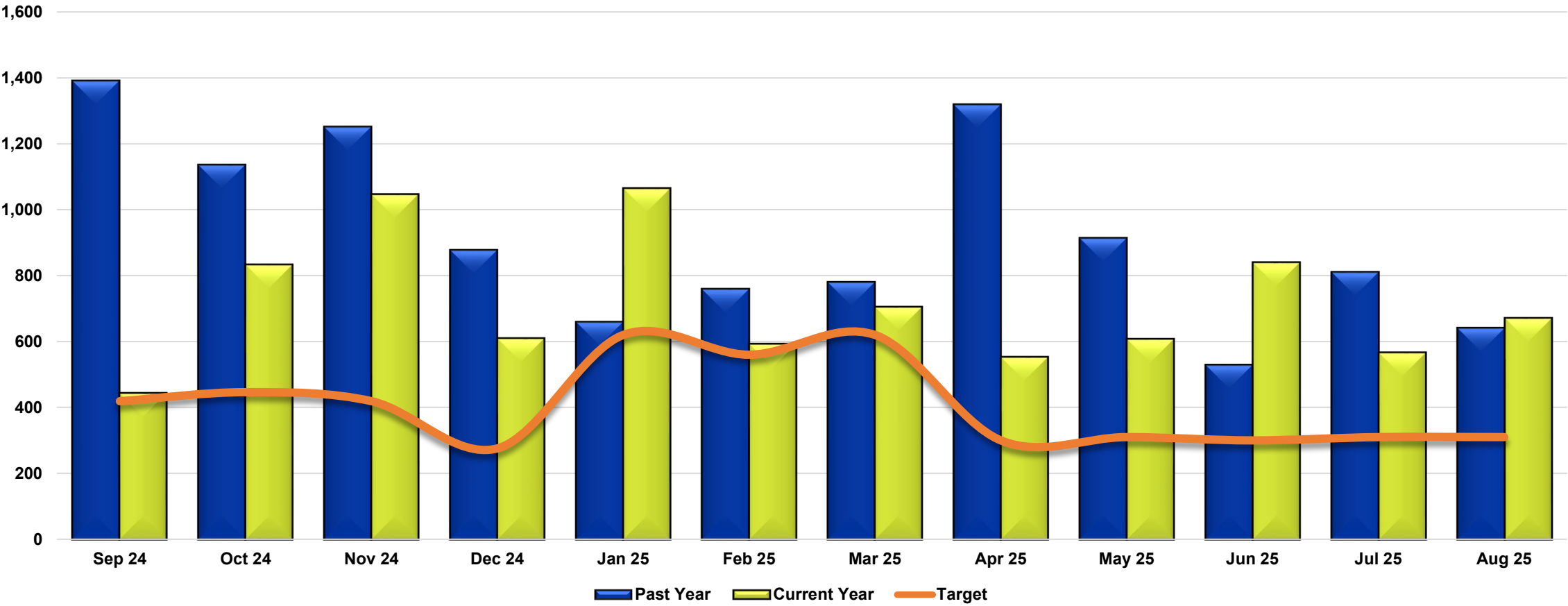
MetroNow On-Time Performance



MetroNow Service	Aug 25 Actual	Aug 25 KPI Target	Target Variance
On-Time Performance	97.5%	97.0%	0.5%

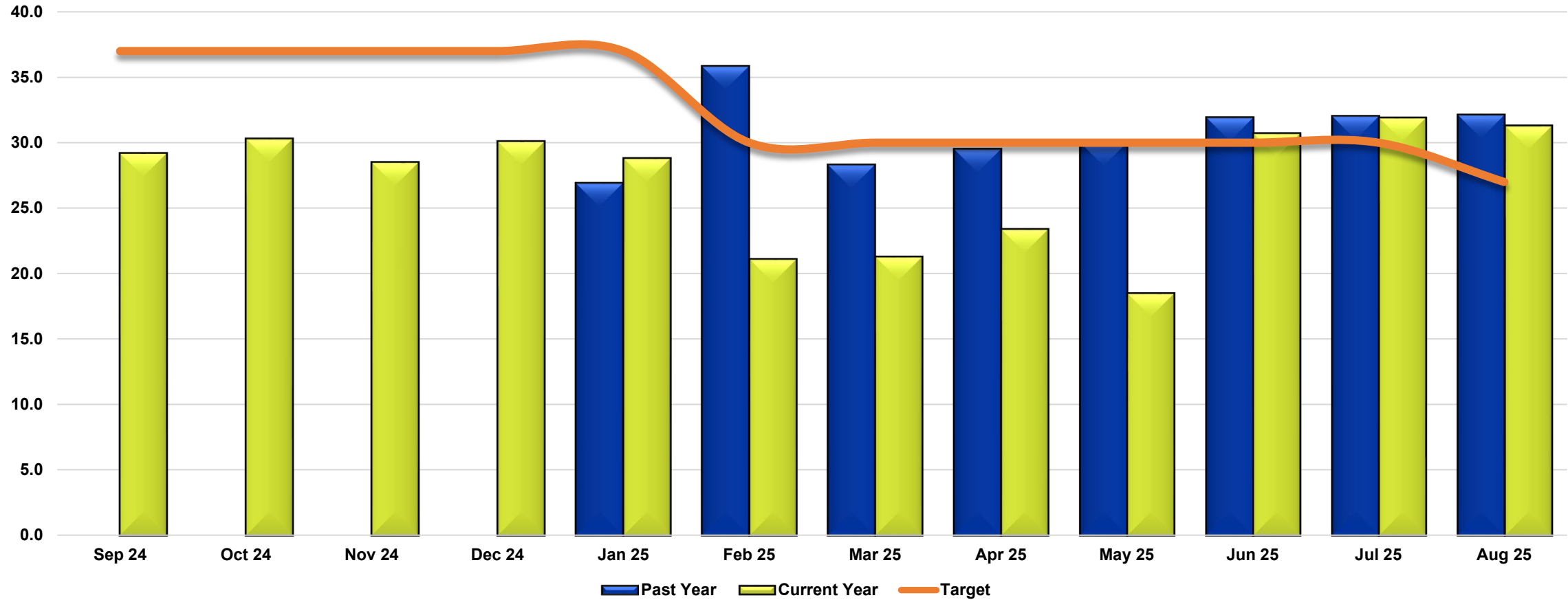
**percentage points*

Fixed-Route Missed Trips



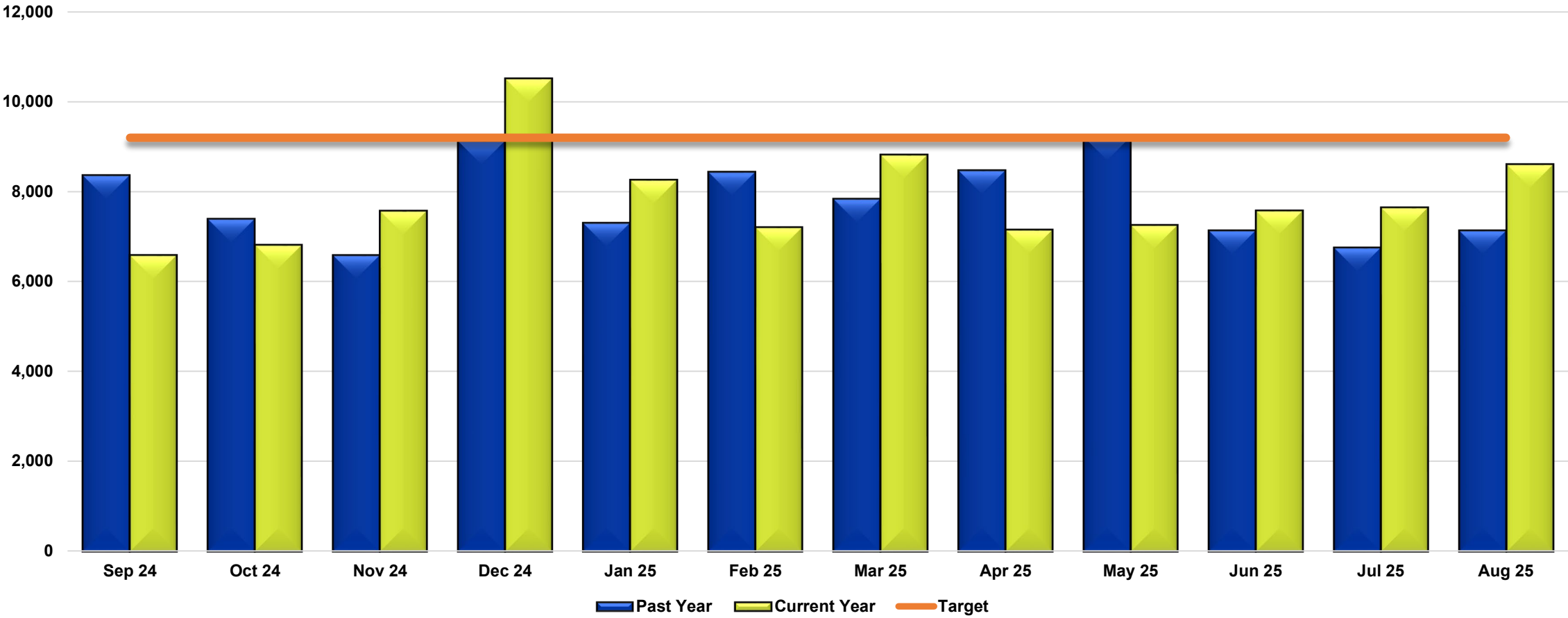
Fixed-Route Service	Aug 25 Actual Missed Trips	Aug 25 Trips Scheduled	% of Trips Operated	Monthly Target	End of Year Target
Missed Trips	671	75,569	99.1%	310	310

Customer Service Reports per 100k Rides



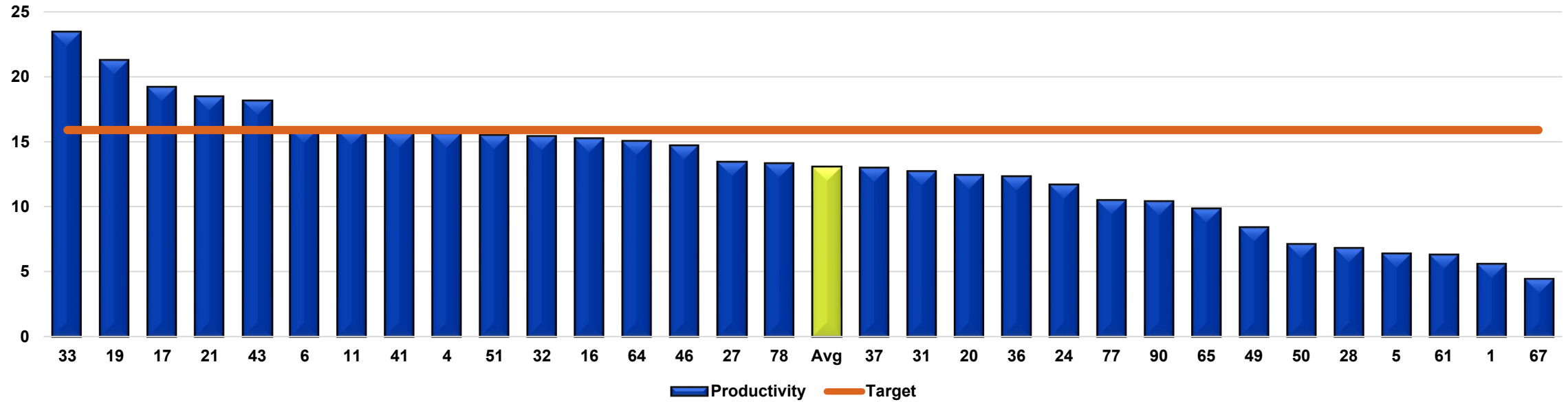
Fixed-Route Service	Aug 25 Reports Per 100k Rides Made	Aug 25 Reports Per 100k Rides Target	Aug 25 Target Per 100k Rides Variance	Aug 24 Reports Per 100k Rides Made	Aug 24 vs 25 Reports Per 100k Rides Variance
Customer Service Reports	31.3	27.0	4.3	32.1	-0.8

Fixed-Route Miles between Mechanical Service Interruptions

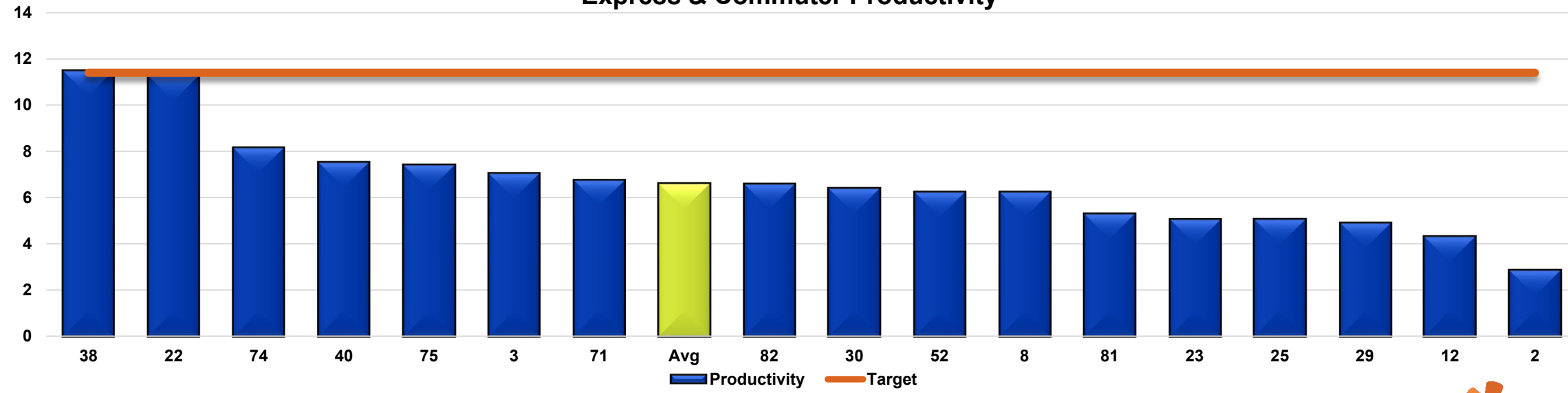


Fixed-Route Service	Aug 25 MSI Actual	Aug 25 MSI Target	Aug 25 Target Variance	Aug 24 MSI Actual	Aug 25 vs. 24 MSI Variance
Miles Between Mechanical Service Interruptions (MSI)	8,607	9,200	-593	7,130	1,477

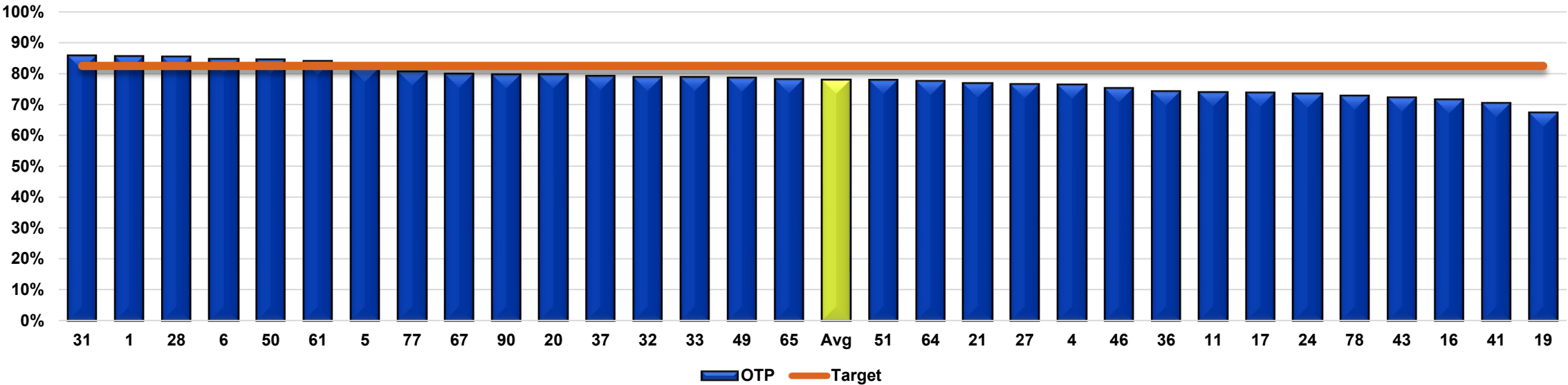
Local Productivity



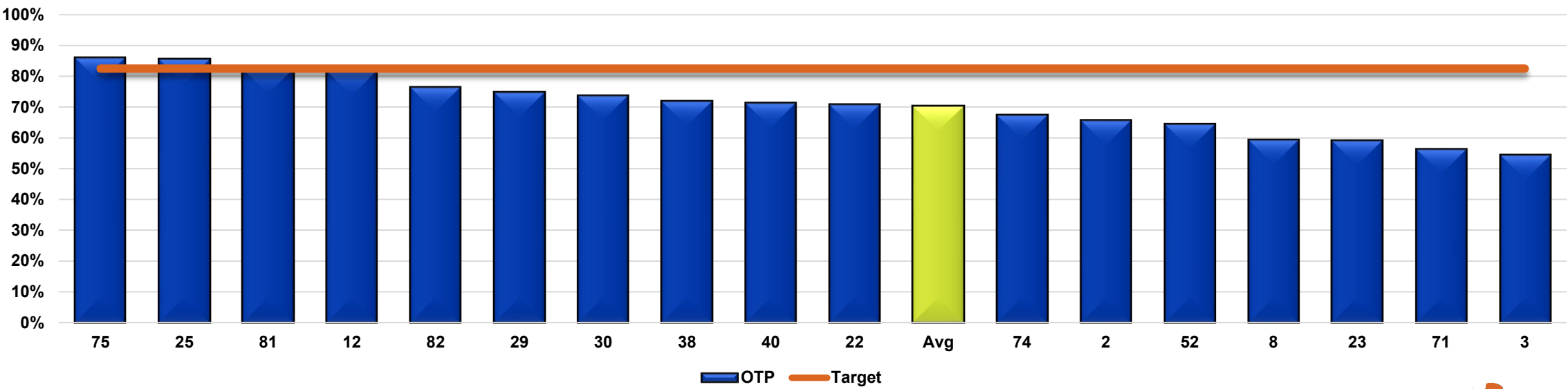
Express & Commuter Productivity



Local OTP



Express & Commuter OTP





Planning & Ops Committee MetroRAPID Update

September 2025

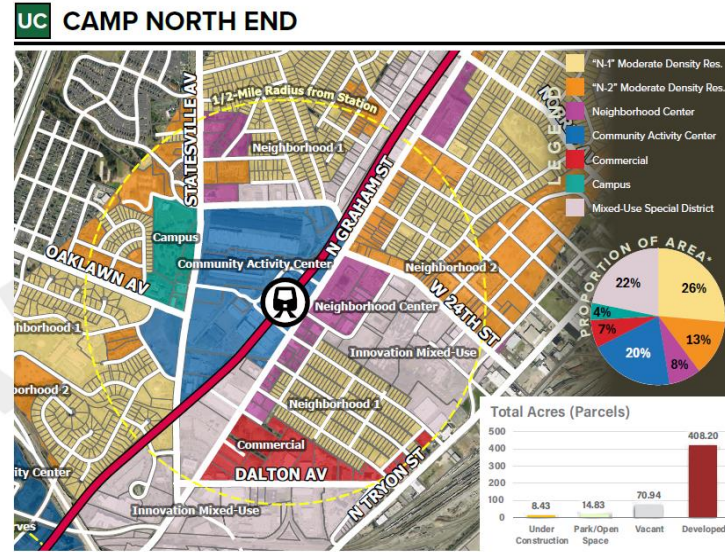
Project Development Progress



MetroRapid Transit-Oriented Development

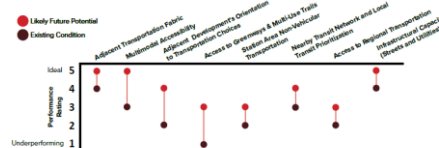
- Transit-oriented development guidelines

- Establish a vision for future TOD
- Develop guiding principles
 - Development
 - Redevelopment
 - Affordable Housing
- Define typology types
- Conduct a market assessment
- Develop a TOD process for partnering with the Cities, Hamilton County, and ODOT
- Initiates a dialogue with developers



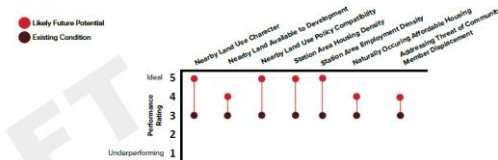
UC CAMP NORTH END

TRANSPORTATION FACTORS



UC CAMP NORTH END

LAND USE FACTORS



Why Talk About a TOD Framework?

A shared vision will expedite implementation, development, and public-private partnerships

A shared vision is the essential first step to fostering connected, walkable, affordable, and sustainable urban development.

Now, how do we activate the market and its actors to maximize potential development and redevelopment around stations?



A framework translates policy into parcel-level opportunity



Guides policy implementation - what happens where, when, and with what support



Energizes and equips staff, developers, and communities with shared expectations

How is a TOD Framework Helpful?



Jointly crafted by City, Metro, developers, and communities



For each station, it will assess:

Role in the network

Physical and policy constraints

Market readiness

Community and equity priorities

Funding or phasing strategies



Outputs: Typology map, fit assessments, readiness strategies, and phased priorities

What is the right fit?



Fall Outreach



- Final Station Locations*
- Community Benefits/Impacts
- Postcard Mailing to 32,000 residents
- MetroRapid Stakeholder Advisory Group - September 24
- 86 Representatives from more than 50 organizations:
 - City, Port, 3CDC, Development Corporations, Business Associations, Community Council Representatives

Fall Outreach

PUBLIC OPEN HOUSES

- Tangeman University Center Atrium, September 25 (Thursday)
- Avondale Town Center Holloman Center for Social Justice, September 29 (Monday)
- Downtown Library, September 30 (Tuesday)
- College Hill Recreation Center, October 1 (Wednesday)

METRO EMPLOYEE OPEN HOUSES

- Huntington Bank Building 23rd Floor conference room, September 23 (Tuesday)
- Bond Hill, September 24 (Wednesday)
- Queensgate, September 26 (Friday)
- Access, September 30 (Tuesday)
- Queensgate, October 1 (Wednesday)
- Bond Hill Thursday, October 2 (Thursday)

COMMUNITY COUNCIL MEETINGS

- Scheduling October and November at all Community Council's crossed by the MetroRapid

Downtown
Over-the-Rhine
Mt. Auburn
Corryville
CUF (Clifton Heights, University Heights, Fairview)
Clifton
Neighborhoods of Uptown
Avondale
North Avondale
Paddock Hills
Bond Hill
Roselawn
Northside
College Hill
North College Hill
Mt. Healthy

Project	Method	Vendor	Award	Term	Funding
106-2025* Info-Tech Research & Analysis Svcs.	Sole Source / State Contract	Info-Tech Research Group, Inc.	\$213,851	3 years Nov 2025 – Oct 2028	Budgeted Local Operating
107-2025* Tennessee Avenue Back Lot Lease	Sole Source / Real Estate	Ridge & Highland Properties, LLC	\$156,000	1 year Nov 2025 – Oct 2026	Budgeted Local Operating

*denotes non-competitive or non-negotiable award

Metro MAX Spend Summary
(Maximizing Access for XBE’s)

Total Awards for Month \$369,851
Total MAX Spend for Month \$--

Addressable Awards \$--
Effective MAX Participation Rate \$--

2025 Total Spend \$30,581,655
2025 MAX Spend \$3,938,564 (12.9%)

2025 Total Addressable Spend \$23,925,784
2025 Effective MAX Part. Rate 16.5%



BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 2025-xx

APPROVAL OF CONTRACT NO 106-2025 INFO-TECH RESEARCH AND ANALYSIS SERVICES

WHEREAS:

1. Metro utilizes third party resources to assist the Information Technology department with research, analysis, and process/workflow improvements.
2. Info-Tech is an IT company specializing in consulting and research services tailored for businesses seeking to optimize their technology strategies and operations.
3. Info-Tech helps Metro harness the power of IT through actionable roadmaps, benchmarking, and training, with a focus on producing measurable results that support strategic goals.
4. SORTA staff recommends approval to execute Contract No. 106-2025, on behalf of Metro and Info-Tech Research Group, Inc., at a total cost of \$213,851.
5. The expenditure will be financed using local operating funds.

THEREFORE, BE IT RESOLVED:

6. The board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 106-2025, on behalf of Metro and Info-Tech Research Group, Inc., at a total cost of \$213,851.



BOARD OF TRUSTEES ACTION ITEM

DATE: September 16, 2025

FROM: John Edmondson, Sr. Director of Procurement
Patrick Giblin, Sr. Director of IT / Chief Information Officer

PROJECT NO.: 106-2025 Info-Tech Advisory, Research, and Consulting Services

REQUEST: Contract Award

BACKGROUND

Metro utilizes third party resources to assist the Information Technology department with research, analysis, and process / workflow improvements. Info-Tech is an IT company specializing in consulting and research services tailored for businesses seeking to optimize their technology strategies and operations. Info-Tech helps Metro harness the power of IT through actionable roadmaps, benchmarking, and training, with a focus on producing measurable results that support strategic goals.

BUSINESS PURPOSE

Metro has used Info-Tech to develop custom vendor landscapes for specific software such as labor relations and fare revenue. Additionally, we utilize workshops led by Info Tech in reviewing and updating our IT disaster recovery strategy and our data culture and governance. A renewal award is needed to continue leveraging this critical IT partner.

PROJECT FINANCING

The budget for this project is \$213,851 and will be financed using local operating funds from FY2026, 2027, and 2028. The annual cost is reflected in the table below:

FY2026	FY2027	FY2028	TOTAL
\$67,835	\$71,227	\$74,789	\$213,851

The annual fee reflected above will be included in the yearly budget review and approval process.

The pricing schedule reflects a 5% increase year over year. The previous contract was a fixed fee of \$59,743 per year for FY2023, 2024, and 2025. The FY2026 price is 12% higher than FY2025.

The final project cost of \$213,851 is flat to budget.

**PROJECT PROCUREMENT**

The contract leveraging a State of Ohio term contract. Under this method, public agencies who participate in the Ohio Buys purchasing consortium, of which Metro is a member, are able to purchase directly from state-sourced term contracts without requiring a competitive process.

The contract is a sole source award and is exempt from the competitive process. As such, no vendor outreach was conducted.

The contract will expire on November 30, 2028.

METRO MAX ENGAGEMENT

The contract is a sole source award and is exempt from the XBE participation review process. As such, no subcontracting opportunities are available and no XBE participation analysis has been performed.

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. 106-2025, on behalf of Metro with Info-Tech Research Group, Inc., with a not to exceed value of \$213,851.



BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 2025-xx

APPROVAL OF CONTRACT NO 107-2025 TENNESSEE AVENUE BACK LOT LEASE

WHEREAS:

1. Metro operates and maintains both the Access Program and Metro Now Program from its facility at 1801 Transpark Drive.
2. Access Facilities Operations has reduced parking due to the construction associated with the Access Fuel Island and Bus Canopy projects.
3. The amount of parking remaining is not enough to support employee parking.
4. SORTA staff recommends approval to execute Contract No. 107-2025, on behalf of Metro and Ridge & Highland Properties, LLC., at a total cost of \$156,000.
5. The expenditure will be financed using local operating funds.

THEREFORE, BE IT RESOLVED:

6. The board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 107-2025, on behalf of Metro and Ridge & Highland Properties, LLC., at a total cost of \$156,000.



BOARD OF TRUSTEES ACTION ITEM

DATE: September 16, 2025
FROM: John Edmondson, Sr. Director of Procurement
Khaled Shammout, Deputy Innovation and Vision Officer
PROJECT NO.: 107-2025
REQUEST: Contract Award

BACKGROUND

Metro operates and maintains both the Access Program and Metro Now Program from its facility at 1801 Transpark Drive. Access Facilities Operations has reduced parking due to the construction associated with the Access Fuel Island and Bus Canopy projects. The amount of parking remaining is not enough to support employee parking.

BUSINESS PURPOSE

Metro seeks to renew the lease with the adjacent Harley Davidson dealership for the purpose of providing additional vehicle parking for Access and MetroNOW employees. In addition, the renewed lease grants Metro the right to conduct surveys, studies, and tests on or about the property and complete 3.04-acre tracts that contains the property.

PROJECT FINANCING

The budget for this project is \$156,000 and will be financed using local operating funds. The award will cover FY2026 and will be included in the upcoming budget review and approval process.

The final project cost of \$156,000 is flat to budget.

PROJECT PROCUREMENT

The award is a sole source award / real estate transaction and is exempt from the competitive process. As such, no vendor outreach was conducted.

The agreement will expire on October 31, 2026.

METRO MAX ENGAGEMENT

The award is a sole source / real estate transaction and is exempt from the XBE participation review process. As such, no subcontracting opportunities are available and no XBE participation analysis has been performed.

**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. 107-2025, on behalf of Metro with Ridge and Highland Properties, L.L.C., with a not to exceed value of \$156,000.