



METROPOLITAN TULSA TRANSIT AUTHORITY

BOARD of TRUSTEES MEETING

To Be Held 12:00 p.m. Tuesday, May 24, 2022
10th Floor North Conference Center, City Hall
175 East 2nd Street, Tulsa, Oklahoma

AGENDA

INTRODUCTION AND NOTICE TO THE PUBLIC: The Board of Trustees will consider, discuss, and may take action on, adopt, amend, reject, or defer action on any item listed on this Agenda.

- I. CALL TO ORDER and BOARD MEMBER ROLL CALL**
- II. INTRODUCTIONS**
- III. APPROVAL OF THE April 26, 2022, MEETING MINUTES** [Page 3](#)
- IV. PUBLIC COMMENTS**

Anyone wishing to comment on an agenda item shall notify the board secretary of their wish to speak, as well as the specific agenda item that they wish to speak about. Each speaker will be allowed three minutes to present. No person shall be allowed to comment without registering with the board secretary.

V. COMMITTEE BUSINESS and REPORTS

A. Finance/Budget Committee – James Wagner, Committee Chair

Consideration and possible approval, adoption, denial, amendment of revision of the FY2022 budget, including, adding, deleting, increasing, or decreasing programs, appropriations, expenditures and amounts thereof.

- 1. Review and approval of April 2022 Financial Statements—*Rebecca Walner (Action)* [Page 6](#)
- 2. Review of General Manager Submitted Expenses- *Rebecca Walner (Action)* [Page 20](#)
- 3. Upcoming Procurements—*Jack Van Hooser (Information)* [Page 21](#)
- 4. Authorization of Free Fares – *Scott Marr (Action)*

Authorize the updated timeline for free fares for the Fixed Route Service as a promotion from May 31, 2022, thru June 30, 2022, as approved by the Tulsa City Council. Previous approval timeline was for April 4, 2022, to May 30, 2022.

B. Operating/Marketing Committee—*Ann Domin, Committee Chair*

1. Re-Branding Services – *Liann Alfaro (Action)* [Page 22](#)

Authorize the General Manager to enter a contract with Grand Splash Marketing for an amount not to exceed \$100,000 to provide Re-Branding Services for Tulsa Transit and to negotiate final terms and conditions.

2. Exercise Option Year for First Transit Lift Contract —*Naaja Jefferies (Action)* [Page 24](#)

Authorize the General Manager to execute the second of two option years with First Transit to provide ADA Paratransit, Fixed Route Flexible, and Other Services.

C. Executive Committee—*Adam Doverspike, Board Chair*

1. Litigation—*Deborah Boudreaux and Steven Kuperman (Action)*

Discussion and possible vote regarding settlement proposal in *Tiffany Molina v Tria Shaske and Metropolitan Tulsa Transit Authority, CJ-2020-3910, Tulsa Co District Court*, and possible vote to enter executive session regarding same. 25 OS 307(B)(4).

VII. TRUSTEES AND GENERAL MANAGER COMMENTS

Members of the Board of Trustees and the General Manager will have an opportunity to comment on Tulsa Transit, its services and/or other issues related to Tulsa Transit. Action will not be taken by the Board of Trustees on these comments.

VIII. NEW BUSINESS

Pursuant to the Oklahoma Open Meetings Act, new business is any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda. Title 25 O.S. sec. 311(A)(9).

IX. ADJOURN

The next regularly scheduled meeting of the
Tulsa Transit Board of Trustees will be held on
Tuesday, June 28, 2022, at 12:00 PM

METROPOLITAN TULSA TRANSIT AUTHORITY

Minutes of the Meeting of the Board of Trustees

Tuesday, April 26, 2022

10th Floor North Conference Center, City Hall

175 East 2nd Street, Tulsa, Oklahoma

CALL TO ORDER/ROLL CALL

Trustee	In-Person	Absent
Adam Doverspike, Chair	✓	
James Wagner, Vice Chair	✓	
Tina Peña	✓	
Ann Domin		✓
Emily Hall	✓	
Emeka Nnaka		✓
Phyllis Joseph	✓	
Totals	5	2

OTHERS PRESENT:

Lori Soderstrom, Secretary to the Board of Trustees; Jean Ann Hudson, City-Appointed Attorney.

IN ATTENDANCE: Scott Mar, General Manager; Rebecca Walner, MTTA Controller; Jack Van Hooser, MTTA Accounting & Grants Manager; Randy Cloud, Director of Maintenance.

In accordance with the Oklahoma Open Meetings Act, the meeting was preceded by advance notice of the date, time, and place filed with the Municipal City Clerk’s office on October 26, 2021. An announcement was also given at least twenty-four (24) hours in advance by posting notice of the date, time and place and agenda of the meeting on April 21, 2022, 3:24 pm at the Municipal City Clerk’s office and on the entry door at Tulsa Transit Administrative offices on April 21, 2022.

I. CALL TO ORDER

Adam Doverspike called the meeting to order at 12:02 pm.

II. INTRODUCTIONS

Scott Marr introduced the MTTA Staff, Rebecca Walner, and Randy Cloud.

III. APPROVAL OF THE March 22, 2022, MEETING MINUTES

Emily Hall and **Phyllis Joseph** moved to approve the March 22, 2022, meeting minutes.

Yeas 5 Nays 0 Abstained 0 Absent 2 -- Motion Carried.

IV. PUBLIC COMMENTS

None

V. COMMITTEE BUSINESS and REPORTS

A. Finance/Budget Committee – James Wagner, Committee Chair

1. Review and approval of March 2022 Financial Statements – Rebecca Warner
Rebecca presented the March financials. We are 11% less than projected on FY22 budget expenses. Rainy Day fund is fully funded. FTA sent a spreadsheet for the grants that we need to use and apply for, total equals \$25 million. Going forward Chase Phillips will be keeping up with applying for the grants. Fixed ridership has exceeded projections, BRT has exceeded the former 105 route ridership and the Lift ridership exceeded by 2,200 riders.

2. Review of Scott Marr submitted expenses – Rebecca Warner
Scott’s expenses \$5,537.89 are for his upcoming trip to Washington D.C. for the 2022 Transportation Senior Executive Training program May 14-20, 2022.

Phyllis Joseph and Emily Hall moved to approve March 2022 Financial statements and the General Managers March 2022 expenses for \$5,537.89.

Yeas 5 Nays 0 Abstained 0 Absent 2 -- Motion Carried

3. Upcoming Procurements – Jack Van Hooser
Jack informed the Board that the re-branding will be presented in May, cleaning, bus shelter advertising and the Call Center roof replacement will be upcoming.

B. Operating/Marketing Committee – Adam Doverspike

1. Exercise of On-Call Consulting (Planning) Option Year 2 – Scott Marr
Scott presented the Board with the renewal of second year of the two option years for on-call consulting services with HNTB Corporation; IBI Group; Olsson; RLS Associates, Inc. The contracts were for three-years with two one-year options, this is the last year option.

James Wagner and Phyllis Joseph moved to authorize the General Manager to exercise the second of the two option years for the on-call consulting services with HNTB Corporation; IBI Group; Olsson; and RLS Associates, Inc.

Yeas 5 Nays 0 Abstained 0 Absent 2 -- Motion Carried

2. MTTA Rockford Facility – Randy Cloud/Scott Marr
Scott and Randy presented the Board with the current challenges/problems of the Rockford facility. The facility has electrical and plumbing issues. MTTA has outgrown the facility for office space, employee parking, and bus parking. There are CNG problems with low PSI causing slower filling times. Electric is the same problem with charging the electric buses, don’t have the power to charge them fully. Scott let the Board know that at the next meeting he will be asking for approval to hire a consulting firm to start looking for a new location for Tulsa Transit. This is best time to start looking with Federal funding available for infrastructure.

3. Free Fares – Scott Marr

Scott updated the Board on the free fares being approved at the City of Tulsa council meeting. There has been lots of positive feedback from TV and Facebook. **Emily Hall** also has received positive feedback.

C. **Executive Committee** – Adam Doverspike, Committee Chair

1. Universal Field Services Contract – Randy Cloud/Scott Marr

Randy updated the Board on where we are on using UFS on the acquisition of property. MTTA is now working with the estate.

Emily Hall and **Phyllis Joseph** made motion to terminate the Real Estate Services contract dated November 19, 2020, with Universal Field Services, Inc.

Yeas 5 Nays 0 Abstained 0 Absent 2 -- Motion Carried

VI. TRUSTEES AND GENERAL MANAGER COMMENTS

Scott invited the Board to attend the Tulsa Transit Family Night at the Drillers Stadium on April 30, 2022.

VII. NEW BUSINESS

None

VIII. ADJOURN

Adam Doverspike adjourned meeting at 12:47 pm.

Sincerely,

Lori Soderstrom
Secretary to the Board of Trustees

**METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
May 24, 2022
Finance/Audit Committee**

To: Board of Trustees
From: Rebecca Walner, Controller
Subject: FY22 Financial Statement Summary through April 30, 2022.

Recommendation:

Review and approve the FY22 April Financial Statement Summary.

Analysis:

April operating expenses of \$2M were \$95K or 4.36% less projections based on the FY2022 budget.

YTD we have a zero surplus with total expenses of \$19.5M which are \$2.2M or 10% less than projected. The FY22 underspending of \$2.2M to budget is reflected in the following areas: Total Payroll 769K, Repair Parts 470K, Shop and Equipemnt 138K, and Planning/Marketing \$1.1M. Below is a summary of our YTD FY22 operating results before audit:

**FY2022 Financial Summary
YTD April 2022**

<i>Item</i>	<i>Actual</i>	<i>Budget</i>	<i>Variance %</i>	<i>Prior Year</i>	<i>Variance %</i>
Revenue					
Revenue from Operations	\$1,725,696	\$1,567,322	10.10%	\$1,807,509	(4.53%)
Operating Grant Funding	\$17,798,163	\$21,810,781	(18.40%)	\$15,736,658	13.10%
Total Operating Revenues	\$19,523,859	\$23,378,103	(16.49%)	\$17,544,167	11.28%
Operating Expenses					
Labor and Fringe	\$11,077,506	\$11,590,676	(4.43%)	\$9,895,894	11.94%
Transportation Services	\$2,705,759	\$2,916,031	(7.21%)	\$2,434,240	11.15%
Administrative Services	\$1,283,727	\$1,319,143	(2.68%)	\$1,363,571	(5.86%)
Materials and Supplies	\$2,871,223	\$3,147,479	(8.78%)	\$2,545,728	12.79%
Utilities	\$520,863	\$502,366	3.68%	\$494,086	5.42%
Insurance	\$349,344	\$459,001	(23.89%)	\$344,328	1.46%
Marketing and Planning	\$715,439	\$1,887,216	(62.09%)	\$466,320	53.42%
Total Operating Expenses	\$19,523,860	\$21,821,912	(10.53%)	\$17,544,167	11.28%
Budget Surplus (Deficit)	(\$1)	\$1,556,191	(100.00%)	\$0	0

Summary of Activities*	Actual	Budget	Var%
Revenues From Operations	\$ 1,726	\$ 1,567	10%
Grant Revenues	17,798	21,811	-18%
Total Operating Revenues	19,524	23,378	-16%
Total Expenses	(19,524)	(21,822)	-11%
Surplus (Deficit)	\$ (0)	\$ 1,556	-100%

Operating Revenues*	Actual	Budget	Var%
City of Tulsa	\$ 7,678	\$ 9,054	-15%
Federal Grants	8,711	11,470	-24%
State Grants	958	917	5%
Other Grants	451	370	22%
Fare Revenues	1,126	1,106	2%
Advertising Revenues	569	423	35%
Other Revenues	31	39	-21%
Total Operating Revenues	\$ 19,524	\$ 23,378	-16%

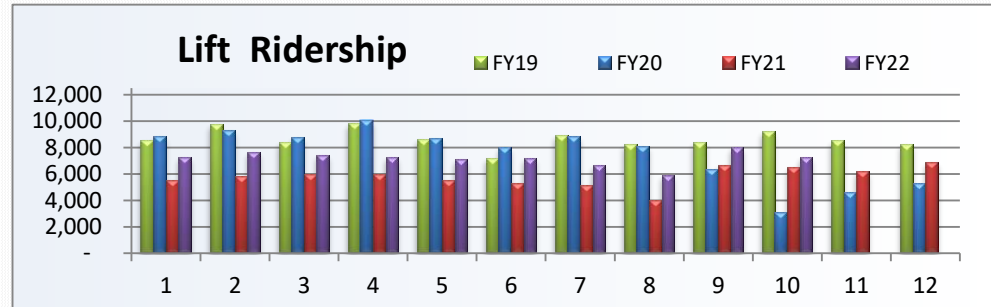
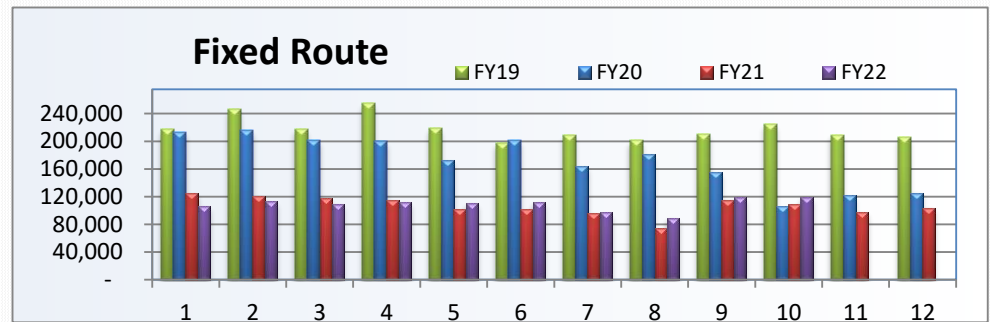
Operating Expenses*	Actual	Budget	Var%
Payroll & Fringe	\$ 11,078	\$ 11,591	-4%
Transportation Services	2,706	2,916	-7%
Administrative Services	1,284	1,319	-3%
Materials & Supplies	2,871	3,147	-9%
Utilities	521	502	4%
Insurance	349	459	-24%
Marketing & Planning	715	1,887	-62%
Total Expenses	\$ 19,524	\$ 21,822	-11%

Ridership	Current Year	Prior Year	Change
Fixed Route **	1,087,440	1,076,249	1%
Lift Program	71,876	56,440	27%

Tulsa Transit connects people to progress and prosperity.

* Numbers shown in thousands

** Includes Nightline



Goal 1. Operate a Safe Transit System

Accidents (Per 100K miles)	FY22	FY21	Change	Target
Fixed Route	1.32	1.76	-25%	1.80
Lift Program	3.33	2.31	44%	1.20

Goal 2. Meet and Exceed Customer Expectations

Complaints	FY22	FY21	Change	Target
Fixed Route	4.42	4.07	9%	4.35
Lift Program	34.92	26.05	34%	23.00

Goal 3. Maintain a Quality Workforce

Absences (Per weekday)	FY22	FY21	Change	Target
Operators	17	18	-6%	9
Total	18	21	-14%	12

Goal 4. Operate an Effective Transit System

Passengers Per Hour	FY22	FY21	Change	Target
Fixed Route	8.07	7.37	9%	14.00
Lift Program	2.01	1.92	5%	2.00

Goal 5. Operate an Efficient Transit System

Cost Per Trip	FY22	FY21	Change	Target
Fixed Route	\$ 13.95	\$ 11.36	23%	\$ 6.16
Lift Program	\$ 56.03	\$ 67.47	-17%	\$ 50.91

• Consistent with or better than target

✓ Inconsistent with or worse than target

Fixed Route and Nightline Preventable Accidents - FY22								
	\$0 to \$500	\$500 to \$1,000	\$1,000 to \$2,500	\$2,500 to \$5,000	\$5,000 to \$10,000	\$10,000 to \$20,000	Over \$20,000	Total
MONTH								
July	3							3
August	2							2
September	0	1	3					4
October	2		3	1				6
November	3							3
December	3							3
January	0	1	1					2
February	2							2
March	4							4
April	2							2
May								0
June								0
TOTAL	21	2	7	1	0	0	0	31
Percent of Total	68%	6%	23%	3%	0%	0%	0%	100%

Fixed Route and Nightline Preventable Accidents - FY21								
	\$0 to \$500	\$500 to \$1,000	\$1,000 to \$2,500	\$2,500 to \$5,000	\$5,000 to \$10,000	\$10,000 to \$20,000	Over \$20,000	Total
MONTH								
July	2	1						3
August	2		2					4
September	3		1				1	5
October	3							3
November	1							1
December	1	1		1				3
January		1	2	1				4
February	11							11
March	1							1
April	3	1						4
May	2							2
June	6							6
TOTAL	35	4	5	2	0	0	1	47
Percent of Total	74%	9%	11%	4%	0%	0%	2%	100%

Lift Preventable Accidents - FY22								
	\$0 to \$500	\$500 to \$1,000	\$1,000 to \$2,500	\$2,500 to \$5,000	\$5,000 to \$10,000	\$10,000 to \$20,000	Over \$20,000	Total
<i>Month</i>								
July	5							5
August	4							4
September	1							1
October	4							4
November	4							4
December	0							0
January	4							4
February	3							3
March	3							3
April	2							2
May								0
June								0
Total	30	0	0	0	0	0	0	30
Percent of Total	100%	0%	0%	0%	0%	0%	0%	0%

Lift Preventable Accidents - FY21								
	\$0 to \$500	\$500 to \$1,000	\$1,000 to \$2,500	\$2,500 to \$5,000	\$5,000 to \$10,000	\$10,000 to \$20,000	Over \$20,000	Total
<i>Month</i>								
July			1					1
August		1	1					2
September					1			1
October		4						4
November						1		1
December								0
January			1	1				2
February	1							1
March	3							3
April	2							2
May	5							5
June	2							2
Total	13	5	3	2	0	1	0	24
Percent of Total	54%	21%	13%	8%	0%	4%	0%	100%

SUMMARY OF OPERATING BUDGET VARIANCE ANALYSIS

Projected expenses within +/- \$1,000 and +/- 5% YTD variance are considered consistent with projections.

Operating Revenues	YTD \$	YTD Var\$	YTD Var%	Details
Fixed Route Revenues	885,886.00	(43,946.00)	-39%	Fixed Route Revenues are lower than expected as we navigate out of COVID-19 into a new normal.
Advertising Revenue	568,926.00	146,235.00	35%	Advertising Revenue is 35% higher than original projected.
Lift Program Revenues	240,073.00	64,274.00	37%	Lift is significantly higher than projected as our Lift ridership also increases and we begin to navigate back to new normal.
Expenses	YTD \$		YTD Var%	Details
Payroll and Fringe	11,077,506.00	(513,170.00)	-4%	Payroll & Fringe is 4% less than projected as we have not yet been at full capacity for drivers, however have been paying sign-on bonus's and overtime.
Transportation Services	2,705,759.00	(210,272.00)	-7%	Transportation Services is less than expected as we have not got back to full capacity.
Advertising Commissions	259,049.00	68,838.00	36%	Advertising commission is higher than expected as we are expensing the commission expense as we invoices versus upon payment received.
Legal	60,655.00	24,278.00	67%	Legal expenses are higher than expected due on going property disputes and other unexpected disputes.
Audit Fees	33,417.00	(2,350.00)	-7%	Audit Fees are under projected due to the budget line item not being submitted correctly.
Bldg. & Facility Services	125,090.00	(14,075.00)	-10%	Building and Facility Services appears to 14K lower due to an invoices not submitted for 2 months.
Professional and Technical	780,081.00	(125,533.00)	-14%	Due to prepayments in prior year reclass, it made the budget appear to be larger than necessary. This should level out over the next few months.
Fuel	722,401.00	344,977.00	91%	Fuel increase is higher than expected with the price of fuel surging and not having a locked in rate for more than 50% of our CNG. We now have it locked in for up to 80%. As well as we added "electric fuel" as an expense after budget was made. \$17,500 monthly, that is reimbursed with IOT funds.
Gasoline	66,689.00	16,449.00	33%	Gasoline prices reached much higher than expected rates which caused the increase in our gas budget line as well.
Oil & Lubricants	103,946.00	(41,770.00)	-29%	Due to less drive time, our oil and lubricants is under budget.
Tires & Tubes	108,819.00	(31,435.00)	-22%	Due to less drive time tire and tubes has not reach the expected budget amount.
Facility Repairs	603,972.00	227,620.00	60%	Due to aging facility it has cost more to repair as issues arise.
Service & Shop Equipment	28,251.00	(138,274.00)	-83%	Due to few buses pulling out our expenses have not reached the expected amount.
Other Shop & Garage	53,758.00	(35,451.00)	-40%	Due to few buses pulling out our expenses have not reached the expected amount.

Repair Parts	1,115,478.00	(470,335.00)	-30%	Due to few buses pulling out our expenses have not reached the expected amount.
Servicing Supplies	43,450.00	(71,063.00)	-62%	Due to few buses pulling out our expenses have not reached the expected amount.
Utilities	520,863.00	18,497.00	4%	Utilities are about on target with budget
Insurance	349,344.00	(109,657.00)	-24%	Insurance premiums did not increase as expected in FY 22 and we are negotiating for FY23 currently.
Planning	302,167.00	(427,000.00)	-59%	Planning currently appears to be under budget, however, in the next few months we are expecting projects to come to closure which will pull this number closer to budgeted expectation.
Marketing & Advertising	76,524.00	(397,264.00)	-84%	Similar to Planning, we do have projects that we are expecting to come to closure as our fiscal years comes to closer to close.
General Office Expense	139,718.00	12,525.00	10%	Office supplies are 10% over projection due to change in staffing positions.
Grant Revenues	YTD \$\$		YTD Var%	Details
Other Operational Assistance	451,028.00	80,632.00	22%	These revenues represent contracts with the City of Broken Arrow, Jenks, and Sand Springs. YTD revenues of \$451K are \$80K or 22% more than projected. This increase represents the TTC lease of MMS.
Oklahoma State Funding	958,330.00	41,659.00	5%	Our FY22 annual ODOT apportionment is \$95K per month and is consistent with projections.
FTA Planning	538,480.00	189,777.00	54%	YTD planning revenues of \$538K are \$185k or 54% more than projected.
FTA Audit/Leases	4,000.00	(26,128.00)	-87%	YTD Audit/Lease revenues are lower than expected as we did not have a grant that would help cover the cost. We are currently in process for future years to secure the funding for Audits and Leases.
FTA ADA Lift	277,602.00	90,976.00	49%	YTD ADA Lift revenues of \$277K are 90K more than expected due to transferring funds in the budget with the FTA.
FTA - CARES	4,898,120.00	(4,071,961.00)	-45%	YTD CARES is 4.8M are 4M or 45% less than projected due to using older grants and moving funds to Preventative Maintenance.
FTA Preventive Maintenance	2,992,824.00	1,058,462.00	55%	YTD Preventative Maintenance is 2.9M or 1.05M or 55% more than projected due to moving funds from Operations
FTA Operations	4,898,120.00	(4,345,176.00)	-23%	YTD Operations revenues of \$4.8M are \$4.3M or 23% less than projected.

METRO TULSA TRANSIT AUTHORITY
Income Statement
For the Ten Months Ending Saturday, April 30, 2022

	Actual	Budget	Var %	PY	PY %	Act YTD	Bgt YTD	Var%	PY YTD	PY %
Operating Revenues										
Passenger	\$83,936	\$83,282	0.78%	\$139,943	(40.02%)	\$868,633	\$902,402	(3.74%)	\$995,729	(12.76%)
Nightline	\$1,190	\$1,502	(20.78%)	\$1,369	(13.10%)	\$10,008	\$16,272	(38.50%)	\$11,796	(15.16%)
Sunday Service	\$676	\$1,030	(34.33%)	\$844	(19.85%)	\$7,245	\$11,158	(35.07%)	\$9,019	(19.67%)
Advertising	\$29,170	\$42,269	(30.99%)	\$63,313	(53.93%)	\$568,926	\$422,691	34.60%	\$609,006	(6.58%)
Investments	\$978	\$200	389.08%	\$266	268.35%	\$7,488	\$2,000	274.39%	\$3,193	134.50%
Lift Program - ADA	\$11,370	\$16,238	(29.98%)	\$12,053	(5.67%)	\$240,073	\$175,799	36.56%	\$169,625	41.53%
Other Revenue	\$1,193	\$3,700	(67.76%)	\$384	210.65%	\$23,323	\$37,000	(36.96%)	\$9,141	155.15%
Total Operating Revenues	\$128,513	\$148,221	(13.30%)	\$218,172	(41.10%)	\$1,725,696	\$1,567,322	10.10%	\$1,807,509	(4.53%)
Operating Expenses										
Labor:										
Operators	\$377,667	\$417,533	(9.55%)	\$312,039	21.03%	\$3,737,073	\$4,175,331	(10.50%)	\$3,244,448	15.18%
Transportation Administration	\$64,135	\$64,521	(0.60%)	\$55,349	15.87%	\$775,817	\$645,207	20.24%	\$600,995	29.09%
Maintenance	\$127,246	\$115,587	10.09%	\$123,112	3.36%	\$1,122,015	\$1,155,872	(2.93%)	\$1,100,562	1.95%
Maintenance Administration	\$26,551	\$28,555	(7.02%)	\$26,673	(0.46%)	\$276,886	\$285,550	(3.03%)	\$251,275	10.19%
Administration & Accounting	\$112,626	\$151,612	(25.71%)	\$113,177	(0.49%)	\$1,096,502	\$1,516,124	(27.68%)	\$1,175,639	(6.73%)
Total Labor	\$708,225	\$777,808	(8.95%)	\$630,350	12.35%	\$7,008,293	\$7,778,084	(9.90%)	\$6,372,919	9.97%
Fringe Benefits:										
FICA Taxes	\$60,290	\$63,025	(4.34%)	\$53,061	13.62%	\$660,813	\$630,251	4.85%	\$517,877	27.60%
Pension Plan Expense	\$88,558	\$95,042	(6.82%)	\$66,323	33.52%	\$866,395	\$950,416	(8.84%)	\$720,775	20.20%
Health & Dental Insurance	\$116,562	\$95,415	22.16%	\$108,080	7.85%	\$1,117,498	\$954,153	17.12%	\$1,086,809	2.82%
Life & Disability Insurance	\$7,447	\$8,372	(11.05%)	\$9,042	(17.64%)	\$92,954	\$83,724	11.02%	\$90,402	2.82%
Sick Leave	\$23,218	\$28,384	(18.20%)	\$25,512	(8.99%)	\$329,965	\$283,843	16.25%	\$275,553	19.75%
Holiday Pay	\$62,821	\$27,679	126.96%	\$32,167	95.30%	\$375,963	\$276,790	35.83%	\$316,243	18.88%
Vacation Pay	\$14,029	\$34,296	(59.09%)	\$20,074	(30.12%)	\$414,732	\$342,956	20.93%	\$334,577	23.96%
Uniform Allowance - Drivers	\$785	\$3,154	(75.12%)	\$3,745	(79.04%)	\$54,010	\$31,542	71.23%	\$38,619	39.86%
Clothing/Tool Allowance - Mechanics	\$2,209	\$3,150	(29.87%)	\$2,159	2.32%	\$32,651	\$31,500	3.66%	\$25,366	28.72%
Unemployment Compensation	\$2,157	\$1,206	78.79%	(\$4,000)	(153.93%)	\$10,067	\$12,065	(16.56%)	\$38,581	(73.91%)
Other Fringe Benefits	\$5,105	\$21,535	(76.29%)	\$18,647	(72.62%)	\$114,165	\$215,352	(46.99%)	\$78,173	46.04%
Total Fringe Benefits	\$383,181	\$381,258	0.50%	\$334,810	14.45%	\$4,069,213	\$3,812,592	6.73%	\$3,522,975	15.51%
Total Loaded Payroll	\$1,091,406	\$1,159,066	(5.84%)	\$965,160	13.08%	\$11,077,506	\$11,590,676	(4.43%)	\$9,895,894	11.94%
Transportation Services:										
Fixed Route	\$48,329	\$46,723	3.44%	\$45,945	5.19%	\$483,289	\$467,232	3.44%	\$464,922	3.95%
Sunday Service	\$22,205	\$24,214	(8.29%)	\$20,680	7.38%	\$222,053	\$242,138	(8.29%)	\$221,729	0.15%
Lift Program - ADA	\$194,169	\$220,666	(12.01%)	\$184,584	5.19%	\$1,941,692	\$2,206,661	(12.01%)	\$1,715,351	13.20%
Circulator Service-Downtown/Midtown	-	-	0.00%	-	0.00%	\$51,525	-	0.00%	-	0.00%
Lift Services - Meals On Wheels	-	-	0.00%	\$1,653	(100.00%)	\$7,200	-	0.00%	\$32,238	(77.66%)
Total Transportation Services	\$264,703	\$291,603	(9.22%)	\$252,862	4.68%	\$2,705,759	\$2,916,031	(7.21%)	\$2,434,240	11.15%

Administrative Services:

Advertising	\$13,127	\$19,021	(30.99%)	\$62,660	(79.05%)	\$259,049	\$190,211	36.19%	\$329,849	(21.46%)
Legal Fees	\$7,806	\$3,638	114.58%	\$18,634	(58.11%)	\$60,655	\$36,377	66.74%	\$54,344	11.61%
Audit Fees	\$3,342	\$3,577	(6.57%)	\$3,208	4.16%	\$33,417	\$35,767	(6.57%)	\$32,083	4.16%
Office Equipment / Computers	\$3,710	\$469	691.10%	-	0.00%	\$20,552	\$4,690	338.21%	\$4,314	376.39%
Building & Facility Services	\$14,269	\$13,917	2.53%	\$11,450	24.62%	\$125,090	\$139,165	(10.11%)	\$119,166	4.97%
Professional & Technical Services	\$54,524	\$29,721	83.45%	\$33,341	63.54%	\$441,613	\$297,207	48.59%	\$529,983	(16.67%)
Software Maintenance & Service	\$33,301	\$60,841	(45.27%)	\$35,103	(5.13%)	\$338,468	\$608,407	(44.37%)	\$292,434	15.74%
Security Services	\$1,681	\$732	129.65%	-	0.00%	\$4,883	\$7,319	(33.28%)	\$1,398	249.25%
Total Administrative Services	\$131,760	\$131,916	(0.12%)	\$164,396	(19.85%)	\$1,283,727	\$1,319,143	(2.68%)	\$1,363,571	(5.86%)

Total Services	\$396,463	\$423,519	(6.39%)	\$417,258	(4.98%)	\$3,989,486	\$4,235,174	(5.80%)	\$3,797,811	5.05%
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Materials & Supplies:

Fuel	\$77,633	\$37,742	105.69%	\$31,525	146.26%	\$722,401	\$377,424	91.40%	\$351,878	105.30%
Gasoline	\$4,808	\$5,024	(4.29%)	\$3,944	21.93%	\$66,689	\$50,240	32.74%	\$26,072	155.79%
Oil & Lubricants	\$11,376	\$14,572	(21.93%)	\$17,298	(34.23%)	\$103,946	\$145,716	(28.67%)	\$119,433	(12.97%)
Tires & Tubes	\$10,592	\$14,025	(24.48%)	\$7,308	44.93%	\$108,819	\$140,254	(22.41%)	\$110,295	(1.34%)
Facility Repairs & Maintenance	\$101,849	\$37,635	170.62%	\$65,406	55.72%	\$603,972	\$376,352	60.48%	\$603,909	0.01%
Service & Shop Equipment	\$2,961	\$16,653	(82.22%)	\$2,351	25.94%	\$28,251	\$166,525	(83.03%)	\$33,756	(16.31%)
Other Shop & Garage Expense	\$5,828	\$8,921	(34.67%)	\$3,827	52.27%	\$53,758	\$89,209	(39.74%)	\$46,527	15.54%
Repair Parts	\$177,233	\$158,581	11.76%	\$69,448	155.20%	\$1,115,478	\$1,585,813	(29.66%)	\$1,139,099	(2.07%)
Servicing Supplies	\$4,811	\$11,451	(57.99%)	\$4,284	12.30%	\$43,450	\$114,513	(62.06%)	\$51,465	(15.57%)
Transportation & Safety	\$1,238	\$4,049	(69.42%)	\$470	163.68%	\$11,321	\$40,495	(72.04%)	\$32,540	(65.21%)
Schedules	-	\$3,805	(100.00%)	-	0.00%	\$14,848	\$38,051	(60.98%)	\$13,378	10.99%
Passes & Transfers	\$999	\$2,289	(56.34%)	-	0.00%	(\$1,710)	\$22,887	(107.47%)	\$17,376	(109.84%)
Total Materials & Supplies	\$399,328	\$314,747	26.87%	\$205,861	93.98%	\$2,871,223	\$3,147,479	(8.78%)	\$2,545,728	12.79%

Utilities:

Light, Heat, Power, and Water	\$30,956	\$28,588	8.28%	\$26,910	15.04%	\$296,943	\$285,876	3.87%	\$274,796	8.06%
Communications	\$21,271	\$21,649	(1.75%)	\$27,233	(21.89%)	\$223,920	\$216,490	3.43%	\$219,290	2.11%
Total Utilities	\$52,227	\$50,237	3.96%	\$54,143	(3.54%)	\$520,863	\$502,366	3.68%	\$494,086	5.42%

Insurance:

Insurance Premiums	\$37,615	\$45,900	(18.05%)	\$12,318	205.35%	\$317,070	\$459,001	(30.92%)	\$325,192	(2.50%)
Self Insurance	\$4,167	-	0.00%	(\$53,106)	(107.85%)	\$32,274	-	0.00%	\$19,136	68.65%
Total Insurance	\$41,782	\$45,900	(8.97%)	(\$40,788)	(202.44%)	\$349,344	\$459,001	(23.89%)	\$344,328	1.46%

Miscellaneous:

Planning & Rideshare	\$44,353	\$72,917	(39.17%)	\$14,673	202.28%	\$302,167	\$729,167	(58.56%)	\$44,606	577.42%
Dues & Subscriptions	\$2,547	\$3,022	(15.75%)	\$569	347.55%	\$27,773	\$30,225	(8.11%)	\$21,670	28.16%
Travel & Meetings - Staff	\$2,516	\$14,624	(82.79%)	\$3,149	(20.10%)	\$43,317	\$146,241	(70.38%)	\$18,468	134.54%
Travel & Meetings - Board	-	\$576	(100.00%)	-	0.00%	\$396	\$5,763	(93.12%)	\$738	(46.29%)
Marketing & Advertising	\$24,533	\$47,379	(48.22%)	\$9,984	145.72%	\$76,524	\$473,788	(83.85%)	\$147,263	(48.04%)
General Office Expense	\$21,562	\$12,719	69.53%	\$14,906	44.66%	\$139,718	\$127,193	9.85%	\$176,508	(20.84%)
Other Miscellaneous Expenses	\$1,585	\$15,121	(89.52%)	(\$349)	(553.82%)	\$40,034	\$151,208	(73.52%)	\$18,762	113.38%
Bank & Credit Card Fees	\$4,366	\$2,750	58.74%	\$3,352	30.24%	\$41,885	\$27,501	52.31%	\$23,267	80.02%
Leases & Rentals	\$4,321	\$19,613	(77.97%)	\$1,522	184.01%	\$43,625	\$196,130	(77.76%)	\$15,038	190.10%

Total Miscellaneous	\$105,783	\$188,721	(43.95%)	\$47,806	121.28%	\$715,439	\$1,887,216	(62.09%)	\$466,320	53.42%
Total Expenses	\$2,086,989	\$2,182,190	(4.36%)	\$1,649,440	26.53%	\$19,523,861	\$21,821,912	(10.53%)	\$17,544,167	11.28%
Net Operating Loss	(\$1,958,476)	(\$2,033,969)	(3.71%)	(\$1,431,268)	36.83%	(\$17,798,165)	(\$20,254,590)	(12.13%)	(\$15,736,658)	13.10%
Operational Grant Funding										
Operating Assistance - Other	\$30,622	\$37,040	(17.33%)	-	0.00%	\$451,028	\$370,396	21.77%	\$321,780	40.17%
Oklahoma State Funding	\$95,833	\$91,667	4.55%	\$95,833	0.00%	\$958,330	\$916,671	4.54%	\$958,330	0.00%
FTA - Planning Assistance	\$65,276	\$34,870	87.20%	\$26,609	145.32%	\$538,480	\$348,703	54.42%	\$243,317	121.31%
FTA - Leases / Audit	-	\$3,013	(100.00%)	\$1,217	(100.00%)	\$4,000	\$30,128	(86.72%)	\$123,134	(96.75%)
FTA - ADA LIFT	-	\$18,663	(100.00%)	\$272,430	(100.00%)	\$277,602	\$186,626	48.75%	\$1,305,377	(78.73%)
FTA - CMAQ	-	-	0.00%	-	0.00%	-	-	0.00%	\$144,434	(100.00%)
FTA - Preventative Maintenance	\$453,689	\$193,436	134.54%	-	0.00%	\$2,992,824	\$1,934,362	54.72%	\$2,471,686	21.08%
FTA - Operations	\$552,625	\$897,008	(38.39%)	\$340,946	62.09%	\$4,898,120	\$8,970,081	(45.39%)	\$3,268,398	49.86%
COT - Vision Assistance	\$272,213	\$273,215	(0.37%)	\$218,660	24.49%	\$2,795,609	\$2,732,147	2.32%	\$2,144,472	30.36%
COT - Operating Assistance	\$488,217	\$632,167	(22.77%)	\$475,573	2.66%	\$4,882,170	\$6,321,667	(22.77%)	\$4,755,730	2.66%
Total Operational Grant Funding	\$1,958,475	\$2,181,079	(10.21%)	\$1,431,268	36.83%	\$17,798,163	\$21,810,781	(18.40%)	\$15,736,658	13.10%
Budget Surplus (Deficit)	(\$1)	\$147,110	(100.00%)	-	(146.15%)	(\$2)	\$1,556,191	(100.00%)	-	(166.67%)
Capital Revenues										
Capital Assistance - FTA	\$97,676	\$65,832	48.37%	-	0.00%	\$2,225,090	\$658,317	238.00%	-	0.00%
Capital Assistance - COT	-	\$181,920	(100.00%)	-	0.00%	\$984,788	\$1,819,195	(45.87%)	\$299,091	229.26%
Capital Assistance - Other	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
Gain (Loss) on Sale of Assets	-	-	0.00%	-	0.00%	(\$29,375)	-	0.00%	\$24,795	(218.47%)
Total Capital Revenues	\$97,676	\$247,752	(60.58%)	-	0.00%	\$3,180,503	\$2,477,512	28.37%	\$323,886	881.98%
Depreciation	\$321,067	\$310,000	3.57%	\$329,174	(2.46%)	\$3,418,123	\$3,100,000	10.26%	\$3,354,933	1.88%
Debt Service	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
COT Pass Through	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
Change in Net Assets	(\$223,392)	\$84,862	(363.25%)	(\$329,174)	(32.14%)	(\$237,622)	\$933,703	(125.45%)	(\$3,031,047)	(92.16%)

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**Metropolitan Tulsa Transit Authority
Summary Balance Sheet
For the Ten Months Ending Apr 30, 2022**

Assets

Current Assets:	
Cash and Cash Equivalents	\$1,077,179
Restricted Cash	\$3,674,942
Trade Accounts Receivable	\$65,544
COT Operating & Capital Grants Receivable	\$55,510,778
	<u>\$55,576,322</u>
Inventories	\$1,002,429
Prepaid Expenses	\$440,292
Total Current Assets	<u>\$61,771,165</u>

Capital Assets, at cost:	
Revenue Equipment	\$37,981,345
Service Equipment	\$620,415
Security Equipment	\$895,871
Buildings & Improvements	\$12,256,524
Passenger Shelters	\$2,099,813
Shop and Garage Equipment	\$3,131,019
Computers & Other Equipment	\$5,256,398
Office Furniture and Fixtures	\$364,971
Land & Improvements	\$3,233,707
Construction in Progress	\$638,227
Less: Accumulated Depreciation	(\$41,863,663)
Total Capital Assets	<u>\$24,614,627</u>

Total Assets	<u><u>\$86,385,792</u></u>
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Deferred outflows of resources, pension related amounts	<u>\$1,775,085</u>
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Liabilities

Current Liabilities:	
Trade Accounts Payable	\$807,825
Accrued Wages & Withholdings	\$431,010
Accrued Insurance	\$118,401
Deferred Grant Revenues	\$68,804,105
Other Current Liabilities	\$79,515
Total Current Liabilities	<u>\$70,240,855</u>

Noncurrent Liabilities:	
Advance Payable to COT	\$326,674
Net Pension Liability	\$12,818,422
Accrued Compensated Absences	\$848,183
Total Noncurrent Liabilities	<u>\$13,993,279</u>

Total Liabilities	\$84,234,135
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Deferred inflows of resources, pension related amounts	<u>\$1,460,756</u>
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Net Position:

Invested in Capital Assets	\$24,614,627
Restricted for Capital Acquisitions	\$865,369
Restricted for Workmen's Comp.	\$181,830
Unrestricted	(\$23,510,169)
Total Net Assets	<u>\$2,151,657</u>

Total Liabilities & Net Assets	<u><u>\$86,385,792</u></u>
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For the Ten Months Ending Apr 30, 2022

**METROPOLITAN TULSA TRANSIT AUTHORITY
PERFORMANCE INDICATOR SUMMARY**

Fixed Route	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	0.99	1.32	1.80	There were 0.99 preventable accidents in Apr and average 1.32 for FY22YTD accidents are 1.32 vs. 1.87 in prior year.	●
*Total Complaints per Per 10,000 boarding's	4.13	4.42	4.35	There were 42 total complaints in Apr vs. 37 in prior year. The current month breakdown is as follows: DA-9, Discrimination-0, II-3, Maintenance-0, No Show-0, Not on Time-7, Other-6, Pass Up-12, RD-4, RDW-5, Scheduling/On-Board Time-0, CC-	●
*Total Valid Complaints Per 10,000 boarding's	4.13	3.41	2.00	Of the 42 total complaints, 6 were classified as valid complaints with the current month breakdown as follows: DA-1, Discrimination-0, II-1, Maintenance-1, No Show-0, Not on Time-3, Other-2, Pass Up-2, RD-0, RDW-0, Scheduling/On-Board Time-0, CC-	●
On-time Performance	94%	82%	85%		✓
Miles between road calls	7,788	8,135	7,500	YTD is 8% less than target.	✓
Operator Absences per weekday	10.00	17.00	9.00	YTD Operator Absences are 10% more than target.	✓
Passengers per Hour (PPH)	8.61	8.07	14.00	YTD PPH is 42% less than target.	✓
Cost per Trip (CPT)	\$ 13.65	\$ 13.95	\$ 6.16	YTD CPT is 126% more than target and is due to reduced ridership.	✓
Lift Operation	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	2.54	2.68	1.20	There were 2.54 preventable accidents in Apr an average 2.68 for FY22YTD accidents are 3.33 vs. 2.31 in prior year.	✓
Total Complaints per Per 10,000 boarding's	53.69	34.92	23.00	There were 39 total Lift complaints in Apr vs. 20 in prior year. The current month breakdown is as follows: DA-5, Discrimination-0, II-4, Maintenance-, No Show-10, Not on Time-5, Other-5, Pass Up-2, RD-3, RDW-, Scheduling/On-Board Time-2, CC-0	✓
Total Valid Complaints per 10,000 boarding's	0.00	0.00	12.00	Of the 30 total Lift complaints, 10 were classified as valid with the current month breakdown as follows: DA-1, Discrimination-1, II-4, Maintenance-, No Show-5, Not on Time-5, Other-2, Pass Up-2, RD-3, RDW-, Scheduling/On-Board Time-1, CC-0	●
On-time performance	95%	94%	0.95	YTD On-time Performance is consistent with target.	●
Miles Between Road Calls	15,747	20,029	22,500	YTD Miles Between Road Calls is 11% less than target,.	●
Passengers per hour (PPH)	1.95	2.01	2.00	YTD PPH is 1% more than target.	●
Cost per Trip (CPT)	\$ 64.64	\$ 56.03	\$ 50.91	YTD CPT is 10% more than target projected .	✓
* Includes Nightline and Sunday Service		DA = Driver Attitude		Reckless Driving = RD	
✓ Inconsistance or worse than target		II = Incorrect Information		Route Driven Wrong = RDW	
● Consistent with or better than target		CC = Call Center		No Show = NS	

Fixed Route Key Performance Indicators For the Ten Months Ending Apr 30, 2022

	Month			YTD Average			Target
	Current	Prior Year	% Change	Current	Prior Year	% Change	
1) Operate a Safe Transit System							
Preventable Vehicle Accidents per 100k Miles	0.99	1.87	-47.06%	1.32	1.76	-25.00%	1.80
OSHA Accidents per 200k Manhours	-	-	0.00%	-	-	0.00%	6.00
2) Meet and Exceed Customer Expectations							
Complaints per 10k Boardings	4.13	3.41	21.11%	4.42	4.07	8.60%	4.35
On-time Performance	0.94	0.80	17.50%	0.82	0.80	2.50%	0.85
Miles Between Road Calls	7,788.00	9,739.00	-20.03%	8,135.00	8,413.00	-3.30%	7,500.00
3) Maintain a Quality Workforce							
Operator Absences per Weekday	10.00	22.00	-55.26%	17.00	18.00	-9.82%	9.00
Total Absences per Weekday	-	24.00	0.00%	18.00	21.00	-12.41%	12.00
Employee Turnover	0.49	0.32	53.13%	0.48	0.39	23.08%	0.35
4) Operate an Effective System							
Ridership	118,503.00	108,600.00	9.12%	108,771.00	107,632.00	1.06%	235,416.00
Passengers per Service Hour	8.61	8.05	6.96%	8.07	7.37	9.50%	14.00
Average Weekday Ridership	4,923.00	4,396.00	12.00%	4,527.00	4,612.00	-1.85%	10,000.00
Average Saturday Ridership	2,550.00	2,973.00	-14.23%	2,581.00	2,512.00	2.77%	4,500.00
5) Operate an Efficient System							
Cost Per Service Hour	117.46	94.71	24.02%	112.53	83.75	34.36%	82.50
Cost Per Trip	13.65	11.77	15.97%	13.95	11.36	22.80%	6.16
Fare Revenue per Trip	0.72	1.29	-44.19%	0.91	0.93	-2.15%	0.78

*Note: Includes Nightline

Lift Key Performance Indicators: For the Ten Months Ending Apr 30, 2022							
	Month			YTD Average			Target
	Current	Prior Year	% Change	Current	Prior Year	% Change	
1) Operate a Safe Transit System							
Preventable Van Accidents per 100k Miles	2.54	2.68	-5.22%	3.33	2.31	44.16%	1.20
OSHA Accidents per 200k Manhours	-	-	0.00%	5.27	2.23	136.32%	10.00
2) Meet and Exceed Customer Expectations							
Complaints per 10k Boardings	53.69	30.62	75.34%	34.92	26.05	34.05%	23.00
On-time Performance	0.95	0.95	0.00%	0.94	0.98	-4.08%	0.95
Miles Between Road Calls	15,747.00	18,685.00	-15.72%	20,029.00	14,425.00	38.85%	22,500.00
Average Call Center Minutes on Hold Time	1.23	0.65	89.23%	1.04	0.55	89.09%	1.00
3) Maintain a Quality Workforce							
Employee Turnover	5.14	0.86	497.67%	0.58	0.46	26.09%	0.50
4) Operate an Effective System							
Ridership	7,264.00	6,531.00	11.22%	7,188.00	5,644.00	27.35%	9,082.00
Van Passengers per Service Hour	1.95	1.92	1.56%	2.01	1.92	4.69%	2.00
Average Weekday Ridership	346.00	297.00	16.52%	333.00	264.00	26.17%	470.00
5) Operate an Efficient System							
Cost Per Service Hour	126.31	117.04	7.92%	112.55	129.73	-13.24%	72.25
Cost Per Trip	64.64	61.04	5.90%	56.03	67.47	-16.96%	50.91
Fare Revenue per Trip	1.57	1.85	-15.14%	3.26	3.05	6.89%	2.79

MTTA Fixed Route and Nightline Ridership History

	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY22 Projection	Month PY Diff%	Month Proj Diff %	YTD PY Diff%	YTD Proj Diff%
Jul	257,721	220,171	214,937	216,788	212,515	125,211	106,645	118,165	-14.83%	-9.75%	-14.83%	-9.75%
Aug	258,098	253,038	252,561	245,858	216,104	121,119	112,994	127,798	-6.71%	-11.58%	-6.71%	-10.67%
Sep	260,554	249,130	234,852	217,214	201,697	117,755	109,442	122,573	-7.06%	-10.71%	-7.06%	-10.68%
Oct	268,644	247,638	242,265	254,630	200,505	114,865	112,255	128,128	-2.27%	-12.39%	-2.27%	-11.11%
Nov	222,594	242,690	230,162	218,731	171,745	101,516	111,004	112,541	9.35%	-1.37%	9.35%	-9.16%
Dec	244,645	215,699	208,189	197,135	201,209	101,976	111,695	112,220	9.53%	-0.47%	9.53%	-7.71%
Jan	224,215	224,716	219,230	209,048	163,707	95,464	96,613	109,929	1.20%	-12.11%	1.20%	-8.34%
Feb	240,783	225,744	203,274	200,767	181,626	74,422	89,303	108,807	20.00%	-17.93%	20.00%	-9.54%
Mar	245,657	243,908	234,842	210,497	155,244	115,321	118,986	114,060	3.18%	4.32%	3.18%	-8.00%
Apr	229,500	216,617	218,701	224,886	105,403	108,600	118,503	107,186	9.12%	10.56%	9.12%	-6.14%
May	221,301	236,228	236,600	209,452	122,303	97,598		108,136	0.00%	0.00%	0.00%	-5.58%
Jun	232,721	231,947	219,008	205,464	125,492	103,753		108,906	0.00%	0.00%	0.00%	-5.12%
Total	2,906,433	2,807,526	2,714,621	2,610,470	2,057,550	1,277,600	1,087,440	1,378,449	2.69%	-7.68%	2.69%	-101.80%

MTTA Lift Program Ridership History

	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY22 Projection	Month PY Diff%	Month Proj Diff %	YTD PY Diff%	YTD Proj Diff%
Jul	10,612	9,449	8,453	8,587	8,890	5,496	7,269	5,908	32.26%	23.04%	32.26%	23.04%
Aug	10,315	11,288	9,768	9,779	9,305	5,838	7,672	6,317	31.41%	21.45%	31.41%	22.24%
Sep	10,527	10,536	8,636	8,410	8,797	5,963	7,411	5,947	24.28%	24.62%	24.28%	23.03%
Oct	10,598	10,395	9,470	9,868	10,084	5,958	7,299	6,392	22.51%	14.19%	22.51%	20.82%
Nov	8,979	9,856	8,686	8,609	8,734	5,525	7,113	5,577	28.74%	27.54%	28.74%	22.17%
Dec	9,265	9,345	7,750	7,188	8,009	5,302	7,204	5,279	35.87%	36.47%	35.87%	24.55%
Jan	9,569	9,413	8,771	8,923	8,851	5,132	6,657	5,717	29.72%	16.44%	29.72%	23.39%
Feb	10,076	9,704	8,353	8,269	8,100	4,000	5,939	5,522	48.48%	7.55%	48.48%	21.41%
Mar	10,743	10,833	9,652	8,401	6,364	6,695	8,048	5,788	20.21%	39.05%	20.21%	23.37%
Apr	10,213	9,425	8,871	9,221	3,103	6,531	7,264	5,337	11.22%	36.11%	11.22%	24.64%
May	9,746	9,570	9,264	8,507	4,660	6,186		5,297	0.00%	0.00%	0.00%	22.40%
Jun	10,605	9,215	9,114	8,216	5,276	6,911		5,472	0.00%	0.00%	0.00%	20.54%
Total	121,248	119,029	106,788	103,978	90,173	69,537	71,876	68,553	35.59%	30.81%	48.48%	271.62%

GM April 2022 Expenses

- No Charges in the month of April for Scott Marr.

Upcoming Procurements

Est. Board Date	Good/Service	Type	Estimated Amt.	Status
May Board	MTTA Branding	RFP in Progress	Over \$50,000	Seeking Approval from Board
	Branding project for the agency. Waiting on scope			
June Board	Bus and Shelter Advertising	New RFP	Revenue	Waiting on Proposals from Vendors
	Contract for advertising from bus wraps and shelter advertising			
June Board	CAD/AVL Services	New RFP	Over \$100,000	Procurement is currently on the street
	Computer Aided Dispatch and Automatic Vehicle Location. Might also include APC's (Automatic Passenger Counters).			
Aug-22	Bus Interior Cleaning	New RFP	Over \$50,000	Developing Scope
	Cleaning of the interior of the fixed route buses. Updating scope to include COVID cleaning.			
Aug-22	Call Center/DAS Roof Replacement	RFP	Over \$100,000	Architects are preparing their report.
	Recent hail storm requires replacement of roof at DAS and Call Center. Pending scope from On Call Architect			
Sep-22	General Maintenance & Facility Repair	New RFP	Over \$50,000	Review & confirm scope w/Randy
	General contractor for Tulsa Transit on as needed basis. Review & confirm scope with Project Manager			
Oct-22	On Call Printing Services	New RFP	Under \$50,000	Tweaking project scope details before releasing to Procurement
	On Call contract for various printing needs of the agency - Waiting on confirmation of final scope & feedback from .			
Oct-22	APC	Sole Source	\$60,000	Identifying Grant Funds This may be part of the CAD/AVL Contract
	Purchase 10 sets (20 individual) need ~30/Make determination as to which grant(s) to use. This could possibly be integrated in another procurement project.			
Oct-22	Lift Vehicle Replacement	State Contract	Under \$100,000	Determining exact vehicle to purchase
	Replacement of Lift Vehicle totalled in accident.			
Nov-22	Offsite Backup Solution	New RFP	Approx \$50,000	Planning
	FTA requires MTTA to have an offsite backup solution to prevent data loss			
Nov-22	CNG Fueling Posts	New RFP	Over \$50,000	Waiting on bids from CNG Contractors
	CNG fueling posts for additional buses in the fleet - pending quotes from CNG Fuel Station Vendor and outside vendors.			
Nov-22	CNG Compressors & Contract/-Trillium	Sole Source	Over \$150,000	Waiting on bids from CNG Contractors
	Existing pumps going out. Trillium wants to extend 10 years from now if we get new equipment. Will they prorate it for the remainder of the original contract?			
Dec-22	Shop Truck	State Contract	\$90-\$140k	Future Grant
	Maintenance shop truck to replace old vehicle/Future grant to fund.			
22-Dec	In Ground Lifts	IFB	Over \$300,000	Scope Needed
	Replacement of In-Ground Lifts for Maintenance Shop -Waiting on Scope			
22-Dec	OPS Module	Sole Source	\$600,000 - \$960,000	Identifying Grant Funds
	To automate compiling of Operations timekeeping, bidding, dispatch, workforce & yard management			

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
May 23, 2022
Marketing and Operations Committee

To: Board of Trustees
From: Liann Alfaro, Director of Planning and Marketing
Subject: Re-Branding Services (*Action*)

Recommendation

Authorize the General Manager to enter a contract with Grand Splash Marketing for an amount not to exceed \$100,000 to provide Re-Branding Services for Tulsa Transit and to negotiate final terms and conditions.

Background

On February 14, 2022, Tulsa Transit requested proposals from firms for ***Re-Branding Services***. It is estimated that the current dba name and logo have been used since sometime in the 1980's. This solicitation was put on the street to provide comprehensive branding services relating to develop and execute Tulsa rebranding research, discovery, and design including all branding elements. The Re-Branding services contract is intended to provide timely and professional services for a wide variety of tasks associated with the development of a new brand (and possibly doing business as name) for Tulsa Transit and various departments within MTTA

The RFP was advertised on two consecutive Sundays, February 20th and February 27th, in the Legal Notices section of the Tulsa World newspaper. In addition, advertisements were placed on the South West Transit Association (SWTA) web site. Tulsa Transit received five proposals from regional, and local firms. Two of the firms were eliminated because it was felt that the two firms did not adequately understand the full scope of work. This was indicated by their very low costs and one firm failed to completely fill out the RFP documents as required.

A five-member evaluation committee consisting of the Director of Planning & Marketing, the Marketing Communications Specialist, the Accounting Lead, the Director of Maintenance and the Accounting & Grants Manager discussed and scored the proposals according to the criteria set forth in the RFP document.

The criteria included for this project included the following with maximum possible points (considering 5 reviewers):

- Work Plan and Quality Control Plan in executing the scope of work – 150 pts (30 points time 5)
- The proposers' experience with projects to include Marketing, advertising, promotions and market research services – 100 pts. (20 points times 5)

- The proposers' past record of performance on contracts, including factors such as cost control, quality of work, and ability to meet schedules – 100 pts. (20 points times 5)
- The qualifications and experience of the key project members – 100 pts. (20 points times 5)
- Price – 50 pts. (10 points times 5)
- Proposers that are DBE or that are willing to use a DBE firm as a subcontractor when subcontractors are proposed as part of a team – 25 pts. (5 points times 5)

Total points possible =525 (105 points times 5)

22-15 Re Branding TOTALS				
Evaluation Criteria & Possible Points	Points Possible	Think Propeller	Grand Splash	Resolute
Work Plan & Quality Control	150	145	135	127
Proposer Experience	100	80	99	83
Past Record of Performance	100	97	98	33
Qualifications & Experience of Principals	100	93	100	82
Price	50	50	35	50
DBE - 5 Points	25	0	25	25
Total Points	105	465	492	400

Financial Impact

This project will be funded up to 80% by federal funds under FTA grants.

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
May 23, 2022
Marketing and Operations Committee

To: Board of Trustees

From: Naaja Jefferies, Director of Customer and Contracted Services

Subject: Exercise Option Year for First Transit Lift Contract (*Action*)

Recommendation

Authorize the General Manager to execute the second of two option years with First Transit to provide ADA Paratransit, Fixed Route Flexible, and Other Services.

Background

The initial term of this contract was for a thirty-two (32) month period commencing on Sunday, October 28, 2018, and expiring at the close of operations on Saturday, June 26, 2021. This first option year was June 27, 2021 and end at the close of operations on Saturday, June 25, 2022. The second option year would begin on Sunday June 26, 2022 and end at the close of operations on Friday June 30, 2023.

The pricing of the option year was agreed upon in 2018 based on then service levels for Lift, Nightline, and Sunday service. This yields an annual cost of the operation will be about \$3,478,000 which is reflected in the FY2023 budget. Actual service levels continue to remain lower than in 2018, but each following show a steady increase. The option price increase is about 3.5% above the budgeted amount for the current contract period ending in June 2022.