



**METROPOLITAN TULSA TRANSIT AUTHORITY**

**BOARD of TRUSTEES MEETING**

To Be Held 12:00 p.m. Tuesday, June 28, 2022  
10<sup>th</sup> Floor North Conference Center, City Hall  
175 East 2<sup>nd</sup> 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 May 24, 2022, MEETING MINUTES** [Page 4](#)
- 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 or revision of the FY2022 budget, including, adding, deleting, increasing, or decreasing programs, appropriations, expenditures and amounts thereof.

- 1. Review and approval of May 2022 Financial Statements—*Rebecca Walner (Action)* [Page 7](#)
- 2. Review of General Manager Submitted Expenses- *Rebecca Walner (Action)* [Page 21](#)
- 3. Upcoming Procurements—*Jack Van Hooser (Information)* [Page 22](#)
- 4. Renewal of Insurance Policies FY2022— *Rebecca Walner (Action)* [Page 23](#)  
Authorize the General Manager to renew existing insurance policies at a total cost not to exceed \$158,020.82. As a part of doing business and to protect MTTA’s assets and minimize liabilities, MTTA carries various insurance policies.

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

1. TPS Free Fares Renewal—*Scott Marr (Action) Page 25*

Approve of the continuation of the Tulsa Public Schools (TPS) Free Ride program for an additional 3 years beginning August 1, 2022, school year.

2. MTTA Facility Feasibility Study – *Scott Marr (Action) Page 27*

Authorize the General Manager be authorized to execute a task order with Olsson Associates, Inc. for the preparation of a Facility Assessment Study for a fee not to exceed \$123,050.

3. Turley Connector and Broken Arrow Connector Services Contract - *Naaaja Jefferies (Action) Page 38*

Authorize the General Manager to negotiate and execute a contract amendment with First Transit to operate the Turley Connector service from July 1, 2022, through August 20, 2022, and the Broken Arrow Connector service from August 22, 2022, through June 30, 2023.

4. Contract for Bus, Shelter, and Bench Advertising Services – *Rebecca Walner (Action) Page 39*

It is recommended that the Board authorize the General Manager to enter a three-year contract with two options years with Transit Advertising, Inc. to provide advertising sales and related services, and to negotiate final terms and conditions. This is a revenue contract in which the contractor will provide services in exchange for an agreed commission on advertising sales revenue.

5. (APTA) Membership Dues – *Scott Marr (Action)*

Authorize the General Manager to secure a membership with the American Public Transportation Association for an amount not to exceed 26,000 for July 1, 2022, thru June 30, 2023.

6. Award of Contract for CAD/AVL System – *Liann Alfaro & Ofir Bar (Action) Page 41*

Authorize the General Manager to negotiate final terms and conditions and enter a contract for an amount not to exceed \$2,300,000 with Avail Technologies to provide a comprehensive CAD/AVL (Computer Aided Dispatch/Automatic Vehicle Locator), system to MTTA

7. CNG Time Fill Fuel Posts – *Randy Cloud (Action) Page 43*

Authorize the General Manager to negotiate and execute a purchase order with Trillium Transportation Fuels, LLC to install fifteen (15) CNG Time Fill Fueling posts for the Tulsa Transit CNG fuel station. The amount of the purchase order is not to exceed \$192,595.

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

1. Authorization of Free Fares – *Scott Marr (Action)*

Discussion of and possible vote regarding free fares for Para Transit/Fixed Route Services from July 15, 2022, thru September 15, 2022, sponsored free rides on Tulsa Transit for two months not to exceed \$200,000 in total from CMAQ, pending INCOG Board approval.

**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, July 23, 2022, at 12:00 PM**

**METROPOLITAN TULSA TRANSIT AUTHORITY**

**Minutes of the Meeting of the Board of Trustees**

Tuesday, May 24, 2022

10<sup>th</sup> Floor North Conference Center, City Hall

175 East 2<sup>nd</sup> Street, Tulsa, Oklahoma

**CALL TO ORDER/ROLL CALL**

<b>Trustee</b>	<b>In-Person</b>	<b>Absent</b>
Adam Doverspike, Chair	✓	
James Wagner, Vice Chair		✓
Tina Peña	✓	
Ann Domin	✓	
Emily Hall		✓
Emeka Nnaka	✓	
Phyllis Joseph		✓
<b>Totals</b>	<b>4</b>	<b>3</b>

**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 Director of Finance; Jack Van Hooser, MTTA Accounting & Grants Manager; Liann Alfaro, Director of Planning & Marketing; Drew Druzynski, Marketing Communications Specialist; Naaja Jefferies, Director of Customer & Contracted Services; Debbie Boudreaux, Director of Human Resources; Mike Colbert, Interim Director of Transportation; Steve Kuperman; Attorney.

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 May 19, 2022, 9:04 am at the Municipal City Clerk’s office and at Tulsa Transit Administrative offices on May 19, 2022.

**I. CALL TO ORDER**

**Adam Doverspike** called the meeting to order at 12:13 pm.

**II. INTRODUCTIONS**

Scott Marr introduced the MTTA Staff and Steve Kuperman, Attorney.

**III. APPROVAL OF THE April 26, 2022, MEETING MINUTES**

**Tina Peña** and **Adam Doverspike** moved to approve the April 26, 2022, meeting minutes.

Yeas 2 Nays 0 Abstained 2 Absent 3 -- Motion Carried.

**IV. PUBLIC COMMENTS**

None

**V. COMMITTEE BUSINESS and REPORTS**

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

1. Review and approval of April 2022 Financial Statements – Rebecca Warner

Rebecca presented the April financials. MTTA’s FY22 budget is 4.36 % less than projected. Federal funding came in for more than expected. Fixed ridership has exceeded projections, BRT has exceeded the former 105 route ridership and the Lift ridership exceeded by 2,000 riders. Free Fares started May 1<sup>st</sup> and ridership is increasing. **Adam Doverspike** asked if the federal funding that came in more than expected, does that move the date of the financial cliff, Rebecca answered yes much further out. **Adam Doverspike** would like to see the 5-year vision again with updates, Rebecca can have that for him at the September meeting.

**Ann Domin** and **Tina Peña** moved to approve April 2022 Financial statements.

Yeas 4 Nays 0 Abstained 0 Absent 3 -- Motion Carried.

2. Review of General Manager submitted expenses – Rebecca Warner

There are no expenses for the month of April.

3. Upcoming Procurements – Jack Van Hooser

Jack informed the Board that we are not renewing the ETA option year because of performance. An RFP is already out for this service and hopefully presented at June meeting.

4. Authorization of Free Fares – Scott Marr

Scott asked the Board to approve the new date for the free fares May 31, 2022, to June 30, 2022. City Council has approved these dates. Drew has marketing in social media, radio, bus shelters, buses, press releases and there are ads in Spanish.

**Emeka Nnaka** and **Tina Peña** moved to approve free fares until June 30, 2022.

Yeas 4 Nays 0 Abstained 0 Absent 3 -- Motion Carried.

**B. Operating/Marketing Committee – Adam Doverspike**

1. Re-Branding Services – Liann Alfaro

Liann asked the Board to authorize the General Manager to enter a contract with Grand Splash Marketing for re-branding Tulsa Transit.

**Emeka Nnaka** and **Tina Peña** moved to authorize the General Manager to negotiate and execute a contract with Grand Splash Marketing for an amount not to exceed \$100,000 to provide re-branding services for Tulsa Transit.

Yeas 4 Nays 0 Abstained 0 Absent 3 -- Motion Carried.

2. Exercise Option Year for First Transit Lift Contract – Naaja Jefferies

Naaja asked the Board to authorize the General Manager to execute the second of two option years with First Transit. There is a 3.5% increase for this year option.

**Adam Doverspike and Emeka Nnaka** moved to 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.

Yeas 4 Nays 0 Abstained 0 Absent 3 -- Motion Carried.

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

1. Litigation – Debbie Boudreaux/ Steve Kuperman; Attorney

**Adam Doverspike and Ann Domin** made motion to enter executive session.

Yeas 4 Nays 0 Abstained 0 Absent 3 -- Motion Carried

**Ann Domin and Emeka Nnaka** made motion to exit executive session.

Yeas 4 Nays 0 Abstained 0 Absent 3 -- Motion Carried

**Ann Domin and Emeka Nnaka** made the motion to authorize Tulsa Transit’s attorney Steven Kuperman to negotiate a settlement in CJ-2020-3910.

Yeas 4 Nays 0 Abstained 0 Absent 3 -- Motion Carried

**VI. TRUSTEES AND GENERAL MANAGER COMMENTS**

Scott Marr thanked the Board for sending him to the Transportation Senior Executive Training program. June 16<sup>th</sup> is Dump the Pump (park & ride) event at the DAS station from 10 to 2.

**VII. NEW BUSINESS**

None

**VIII. ADJOURN**

**Adam Doverspike** adjourned meeting at 12:53 pm.

Sincerely,

Lori Soderstrom  
Secretary to the Board of Trustees

**METROPOLITAN TULSA TRANSIT AUTHORITY  
BOARD MEETING  
June 28<sup>th</sup>, 2022  
Finance/Audit Committee**

To: Board of Trustees  
From: Rebecca Walner, Director of Finance  
Subject: FY22 Financial Statement Summary through May 31, 2022

**Recommendation:**

Review and approve the FY22 May 31, 2022 Financial Statement Summary.

**Analysis:**

May operating expenses of \$1.8M were \$197K or 9% less projections based on the FY2022 budget.

YTD we have a zero surplus with total expenses of \$19.6M which are \$2.6M or 12% less than projected. Revenues from Operations are down due to the reduced ridership as a result of COVID-19. The FY22 underspending of \$2.6M to budget is reflected in the following areas: Salaries \$600K, Lift Program 208K, Material & Supplies 324K, and Planning/Marketing \$486K due to not completely Regional Transit Study. Below is a summary of our YTD FY22 operating results before audit:

**FY2022 Financial Summary  
YTD May 31, 2022**

<i>Item</i>	<i>Actual</i>	<i>Budget</i>	<i>Variance %</i>	<i>Prior Year</i>	<i>Variance %</i>
<b>Revenue</b>					
Revenue from Operations	\$1,826,257	\$1,716,180	6.41%	\$2,018,857	(9.54%)
Operating Grant Funding	\$19,634,241	\$23,991,859	(18.16%)	\$17,139,063	14.56%
<b>Total Operating Revenues</b>	<b>\$21,460,498</b>	<b>\$25,708,039</b>	<b>(16.52%)</b>	<b>\$19,157,920</b>	<b>12.02%</b>
<b>Operating Expenses</b>					
Labor and Fringe	\$12,160,433	\$12,749,742	(4.62%)	\$10,812,276	12.47%
Transportation Services	\$2,999,000	\$3,207,634	(6.50%)	\$2,704,850	10.87%
Administrative Services	\$1,437,776	\$1,451,058	(0.92%)	\$1,405,445	2.30%
Materials and Supplies	\$3,138,036	\$3,462,225	(9.36%)	\$2,801,303	12.02%
Utilities	\$566,666	\$552,603	2.54%	\$536,824	5.56%
Insurance	\$391,126	\$504,901	(22.53%)	\$422,555	(7.44%)
Marketing and Planning	\$767,460	\$2,075,936	(63.03%)	\$474,664	61.68%
<b>Total Operating Expenses</b>	<b>\$21,460,497</b>	<b>\$24,004,099</b>	<b>(10.60%)</b>	<b>\$19,157,917</b>	<b>12.02%</b>
<b>Budget Surplus (Deficit)</b>	<b>\$1</b>	<b>\$1,703,940</b>	<b>(100.00%)</b>	<b>\$3</b>	<b>(66.67%)</b>

Summary of Activities*	Actual	Budget	Var%
Revenues From Operations \$	1,826	\$ 1,716	6%
Grant Revenues	19,634	23,992	-18%
<b>Total Operating Revenues</b>	<b>21,460</b>	<b>25,708</b>	<b>-17%</b>
Total Expenses	(21,460)	(24,004)	-11%
Surplus (Deficit) \$	0	\$ 1,704	-100%

Operating Revenues*	Actual	Budget	Var%
City of Tulsa \$	8,498	\$ 9,959	-15%
Federal Grants	9,585	12,617	-24%
State Grants	1,054	1,008	5%
Other Grants	497	407	22%
Fare Revenues	1,177	1,208	-3%
Advertising Revenues	613	465	32%
Other Revenues	37	43	-13%
<b>Total Operating Revenues \$</b>	<b>21,460</b>	<b>\$ 25,708</b>	<b>-17%</b>

Operating Expenses*	Actual	Budget	Var%
Payroll & Fringe \$	12,160	\$ 12,750	-5%
Transportation Services	2,999	3,208	-7%
Administrative Services	1,438	1,451	-1%
Materials & Supplies	3,138	3,462	-9%
Utilities	567	553	3%
Insurance	391	505	-23%
Marketing & Planning	767	2,076	-63%
<b>Total Expenses \$</b>	<b>21,460</b>	<b>\$ 24,004</b>	<b>-11%</b>

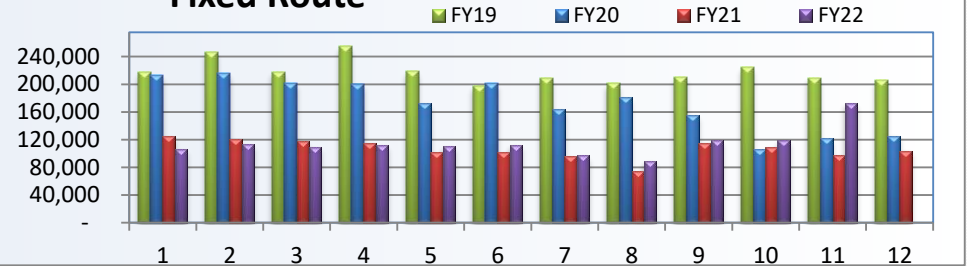
Ridership	Current Year	Prior Year	Change
Fixed Route **	1,259,379	1,173,847	7%
Lift Program	79,153	62,626	26%

Tulsa Transit connects people to progress and prosperity.

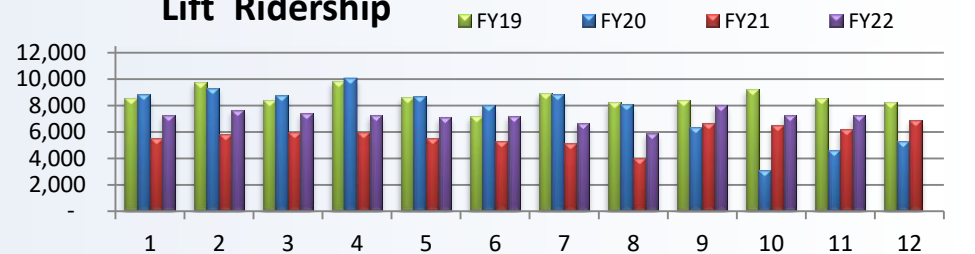
\* Numbers shown in thousands

\*\* Includes Nightline

### Fixed Route



### Lift Ridership



#### Goal 1. Operate a Safe Transit System

Accidents (Per 100K miles)	FY22	FY21	Change	Target
Fixed Route	1.30	1.69	-23%	1.80
Lift Program	3.03	2.37	28%	1.20

#### Goal 2. Meet and Exceed Customer Expectations

Complaints	FY22	FY21	Change	Target
Fixed Route	4.06	4.09	-1%	4.35
Lift Program	33.98	26.03	31%	23.00

#### Goal 3. Maintain a Quality Workforce

Absences (Per weekday)	FY22	FY21	Change	Target
Operators	16	19	-16%	9
Total	17	21	-19%	12

#### Goal 4. Operate an Effective Transit System

Passengers Per Hour	FY22	FY21	Change	Target
Fixed Route	8.50	7.38	15%	14.00
Lift Program	2.01	1.93	4%	2.00

#### Goal 5. Operate an Efficient Transit System

Cost Per Trip	FY22	FY21	Change	Target
Fixed Route	\$ 13.25	\$ 11.50	15%	\$ 6.16
Lift Program	\$ 56.64	\$ 66.99	-15%	\$ 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
<b>MONTH</b>								
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	2							2
June								0
<b>TOTAL</b>	<b>23</b>	<b>2</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33</b>
<b>Percent of Total</b>	<b>70%</b>	<b>6%</b>	<b>21%</b>	<b>3%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>100%</b>

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
<b>MONTH</b>								
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
<b>TOTAL</b>	<b>35</b>	<b>4</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>47</b>
<b>Percent of Total</b>	<b>74%</b>	<b>9%</b>	<b>11%</b>	<b>4%</b>	<b>0%</b>	<b>0%</b>	<b>2%</b>	<b>100%</b>

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	1							1
June								0
<b>Total</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31</b>
<b>Percent of Total</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

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
<b>Total</b>	<b>13</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>24</b>
<b>Percent of Total</b>	<b>54%</b>	<b>21%</b>	<b>13%</b>	<b>8%</b>	<b>0%</b>	<b>4%</b>	<b>0%</b>	<b>100%</b>

**SUMMARY OF OPERATING BUDGET VARIANCE ANALYSIS**

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

<b>Operating Revenues</b>	<b>YTD \$</b>	<b>YTD Var\$</b>	<b>YTD Var%</b>	<b>Details</b>
Fixed Route Revenues	885,886.00	(130,520.00)	-40%	Fixed Route Revenues are lower due to Free Fare ridership in May.
Advertising Revenue	612,528.00	147,568.00	32%	Advertising Revenue is 35% higher than original projected.
Lift Program Revenues	290,632.00	98,718.00	51%	Lift is significantly higher than projected as our Lift ridership also increases and we begin to navigate back to new normal.
<b>Expenses</b>	<b>YTD \$</b>		<b>YTD Var%</b>	<b>Details</b>
Payroll and Fringe	12,160,433.00	(589,309.00)	-5%	Payroll & Fringe is 5% 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	2,999,000.00	(208,634.00)	-7%	Transportation Services is less than expected as we have not got back to full capacity.
Advertising Commissions	275,823.00	66,591.00	32%	Advertising commission is higher than expected as we are expensing the commission expense as we invoices versus upon payment received.
Legal	98,612.00	58,597.00	146%	Legal expenses are higher than expected due on going property disputes and other unexpected disputes.
Audit Fees	36,758.00	(2,586.00)	-7%	Audit Fees are under projected due to the budget line item not being submitted correctly.
Bldg. & Facility Services	137,002.00	(16,080.00)	-11%	Building and Facility Services are currently 11% lower than expected.
Professional and Technical	861,539.00	(134,636.00)	-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	788,191.00	373,025.00	90%	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	75,952.00	20,688.00	37%	Gasoline prices reached much higher than expected rates which caused the increase in our gas budget line as well.
Oil & Lubricants	111,949.00	(48,338.00)	-30%	Due to less drive time, our oil and lubricants is under budget.
Tires & Tubes	119,804.00	(34,475.00)	-22%	Due to less drive time tire and tubes has not reach the expected budget amount.
Facility Repairs	640,786.00	226,799.00	55%	Due to aging facility it has cost more to repair as issues arise.
Service & Shop Equipment	37,861.00	(145,317.00)	-79%	Due to few buses pulling out our expenses have not reached the expected amount.
Other Shop & Garage	66,520.00	(31,610.00)	-32%	Due to few buses pulling out our expenses have not reached the expected amount.

Repair Parts	1,215,751.00	(528,643.00)	-30%	Due to few buses pulling out our expenses have not reached the expected amount.
Servicing Supplies	52,028.00	(73,936.00)	-59%	Due to few buses pulling out our expenses have not reached the expected amount.
Utilities	566,666.00	14,063.00	3%	Utilites are about on target with budget
Insurance	391,126.00	(113,775.00)	-23%	Insurance premiums did not increase as expected in FY 22 and we are negotiting for FY23 currently.
Planning	315,779.00	(486,304.00)	-61%	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, and a larger expensed item did not happen in 2022, possibly happening in 2023.
Marketing & Advertising	83,360.00	(437,806.00)	-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	150,628.00	10,716.00	8%	Office supplies are 10% over projection due to change in staffing positions.
	<b>YTD</b>		<b>YTD</b>	
<b>Grant Revenues</b>	<b>\$\$</b>		<b>Var%</b>	<b>Details</b>
Other Operational Assistance	496,903.00	89,467.00	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	1,054,163.00	45,826.00	5%	Our FY22 annual ODOT apportionment is \$95K per month and is consistant with projections.
FTA Planning	580,685.00	197,111.00	51%	YTD planning revenues of \$538K are \$185k or 54% more than projected.
FTA Audit/Leases	4,000.00	(29,141.00)	-88%	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	72,313.00	35%	YTD ADA Lift revenues of \$277K are 90K more than expected due to transferring funds in the budget with the FTA.
FTA - CARES	5,324,153.00	(4,542,936.00)	-46%	YTD CARES is 4.8M are 4M or 45% less than projected due to using older grants and moving funds to Prevenative Mainteance.
FTA Preventive Maintenance	3,398,835.00	1,271,037.00	60%	YTD Preventative Maintence is 2.9M or 1.05M or 55% more than projected due to moving funds from Operations
FTA Operations	5,324,153.00	(4,816,151.00)	-23%	YTD Operations revenues of \$4.8M are \$4.3M or 23% less than projected.

METRO TULSA TRANSIT AUTHORITY  
Income Statement  
For the Eleven Months Ending Tuesday, May 31, 2022

	Actual	Budget	Var %	PY	PY %	Act YTD	Bgt YTD	Var%	PY YTD	PY %
<b>Operating Revenues</b>										
Passenger	-	\$84,021	(100.00%)	\$115,528	(100.00%)	\$868,633	\$986,422	(11.94%)	\$1,111,256	(21.83%)
Nightline	-	\$1,515	(100.00%)	\$1,300	(100.00%)	\$10,008	\$17,787	(43.74%)	\$13,096	(23.58%)
Sunday Service	-	\$1,039	(100.00%)	\$968	(100.00%)	\$7,245	\$12,197	(40.60%)	\$9,987	(27.46%)
Advertising	\$43,602	\$42,269	3.15%	\$47,655	(8.50%)	\$612,528	\$464,960	31.74%	\$656,661	(6.72%)
Investments	\$1,051	\$200	425.71%	\$274	283.09%	\$8,539	\$2,200	288.15%	\$3,468	146.26%
Lift Program - ADA	\$50,559	\$16,116	213.73%	\$45,338	11.51%	\$290,632	\$191,914	51.44%	\$214,963	35.20%
Other Revenue	\$5,349	\$3,700	44.57%	\$285	1780.23%	\$28,672	\$40,700	(29.55%)	\$9,426	204.20%
<b>Total Operating Revenues</b>	<b>\$100,561</b>	<b>\$148,860</b>	<b>(32.45%)</b>	<b>\$211,348</b>	<b>(52.42%)</b>	<b>\$1,826,257</b>	<b>\$1,716,180</b>	<b>6.41%</b>	<b>\$2,018,857</b>	<b>(9.54%)</b>
<b>Operating Expenses</b>										
<b>Labor:</b>										
Operators	\$390,611	\$417,533	(6.45%)	\$305,700	27.78%	\$4,127,684	\$4,592,864	(10.13%)	\$3,550,147	16.27%
Transportation Administration	\$89,454	\$64,521	38.64%	\$67,065	33.39%	\$865,272	\$709,727	21.92%	\$668,060	29.52%
Maintenance	\$120,356	\$115,587	4.13%	\$105,395	14.19%	\$1,242,371	\$1,271,459	(2.29%)	\$1,205,958	3.02%
Maintenance Administration	\$33,771	\$28,555	18.27%	\$28,773	17.37%	\$310,657	\$314,105	(1.10%)	\$280,047	10.93%
Administration & Accounting	\$137,489	\$151,612	(9.32%)	\$115,850	18.68%	\$1,233,990	\$1,667,736	(26.01%)	\$1,291,489	(4.45%)
<b>Total Labor</b>	<b>\$771,681</b>	<b>\$777,808</b>	<b>(0.79%)</b>	<b>\$622,783</b>	<b>23.91%</b>	<b>\$7,779,974</b>	<b>\$8,555,891</b>	<b>(9.07%)</b>	<b>\$6,995,701</b>	<b>11.21%</b>
<b>Fringe Benefits:</b>										
FICA Taxes	\$59,992	\$63,025	(4.81%)	\$49,620	20.90%	\$720,805	\$693,276	3.97%	\$567,497	27.01%
Pension Plan Expense	\$89,908	\$95,042	(5.40%)	\$65,719	36.81%	\$956,303	\$1,045,458	(8.53%)	\$786,494	21.59%
Health & Dental Insurance	\$119,388	\$95,415	25.12%	\$115,201	3.63%	\$1,236,885	\$1,049,568	17.85%	\$1,202,010	2.90%
Life & Disability Insurance	(\$6,310)	\$8,372	(175.37%)	\$9,625	(165.56%)	\$86,644	\$92,097	(5.92%)	\$100,027	(13.38%)
Sick Leave	\$22,138	\$28,384	(22.00%)	\$16,535	33.89%	\$352,104	\$312,227	12.77%	\$292,088	20.55%
Holiday Pay	(\$23,288)	\$27,679	(184.14%)	\$3,962	(687.71%)	\$352,675	\$304,469	15.83%	\$320,205	10.14%
Vacation Pay	\$35,870	\$34,296	4.59%	\$21,039	70.49%	\$450,602	\$377,251	19.44%	\$355,616	26.71%
Uniform Allowance - Drivers	\$1,160	\$3,154	(63.21%)	\$3,428	(66.15%)	\$55,171	\$34,696	59.01%	\$42,046	31.21%
Clothing/Tool Allowance - Mechanics	\$1,509	\$3,150	(52.09%)	\$1,950	(22.60%)	\$34,161	\$34,650	(1.41%)	\$27,316	25.06%
Unemployment Compensation	(\$4,314)	\$1,206	(457.58%)	\$2,000	(315.70%)	\$5,753	\$13,271	(56.65%)	\$40,581	(85.82%)
Other Fringe Benefits	\$15,191	\$21,535	(29.46%)	\$4,522	235.94%	\$129,356	\$236,888	(45.39%)	\$82,695	56.43%
<b>Total Fringe Benefits</b>	<b>\$311,244</b>	<b>\$381,258</b>	<b>(18.36%)</b>	<b>\$293,601</b>	<b>6.01%</b>	<b>\$4,380,459</b>	<b>\$4,193,851</b>	<b>4.45%</b>	<b>\$3,816,575</b>	<b>14.77%</b>
<b>Total Loaded Payroll</b>	<b>\$1,082,925</b>	<b>\$1,159,066</b>	<b>(6.57%)</b>	<b>\$916,384</b>	<b>18.17%</b>	<b>\$12,160,433</b>	<b>\$12,749,742</b>	<b>(4.62%)</b>	<b>\$10,812,276</b>	<b>12.47%</b>
<b>Transportation Services:</b>										
Fixed Route	\$45,442	\$46,723	(2.74%)	\$44,814	1.40%	\$528,731	\$513,955	2.88%	\$509,736	3.73%
Sunday Service	\$24,014	\$24,214	(0.82%)	\$24,035	(0.09%)	\$246,067	\$266,352	(7.62%)	\$245,764	0.12%
Lift Program - ADA	\$200,820	\$220,666	(8.99%)	\$177,195	13.33%	\$2,142,513	\$2,427,327	(11.73%)	\$1,892,546	13.21%
Circulator Service-Downtown/Midtown	\$22,964	-	0.00%	\$23,119	(0.67%)	\$74,489	-	0.00%	\$23,119	222.20%
Lift Services - Meals On Wheels	-	-	0.00%	\$1,447	(100.00%)	\$7,200	-	0.00%	\$33,685	(78.62%)
<b>Total Transportation Services</b>	<b>\$293,240</b>	<b>\$291,603</b>	<b>0.56%</b>	<b>\$270,610</b>	<b>8.36%</b>	<b>\$2,999,000</b>	<b>\$3,207,634</b>	<b>(6.50%)</b>	<b>\$2,704,850</b>	<b>10.87%</b>

Administrative Services:										
Advertising	\$16,775	\$19,021	(11.81%)	(\$9,647)	(273.89%)	\$275,823	\$209,232	31.83%	\$320,203	(13.86%)
Legal Fees	\$37,958	\$3,638	943.45%	\$9,066	318.67%	\$98,612	\$40,015	146.44%	\$63,410	55.52%
Audit Fees	\$3,342	\$3,577	(6.57%)	\$858	289.32%	\$36,758	\$39,344	(6.57%)	\$32,942	11.59%
Office Equipment / Computers	\$2,438	\$469	419.75%	\$44	5434.95%	\$22,989	\$5,159	345.62%	\$4,358	427.51%
Building & Facility Services	\$11,912	\$13,917	(14.40%)	\$12,755	(6.61%)	\$137,002	\$153,082	(10.50%)	\$131,921	3.85%
Professional & Technical Services	\$53,483	\$29,721	79.95%	\$34,967	52.95%	\$495,096	\$326,927	51.44%	\$564,950	(12.36%)
Software Maintenance & Service	\$27,975	\$60,841	(54.02%)	(\$6,737)	(515.27%)	\$366,443	\$669,248	(45.25%)	\$285,698	28.26%
Security Services	\$170	\$732	(76.77%)	\$565	(69.89%)	\$5,053	\$8,051	(37.24%)	\$1,963	157.45%
Total Administrative Services	\$154,053	\$131,916	16.78%	\$41,871	267.90%	\$1,437,776	\$1,451,058	(0.92%)	\$1,405,445	2.30%
<hr/>										
Total Services	\$447,293	\$423,519	5.61%	\$312,481	43.14%	\$4,436,776	\$4,658,692	(4.76%)	\$4,110,295	7.94%
<hr/>										
Materials & Supplies:										
Fuel	\$65,790	\$37,742	74.31%	\$38,987	68.75%	\$788,191	\$415,166	89.85%	\$390,865	101.65%
Gasoline	\$9,263	\$5,024	84.38%	\$4,494	106.12%	\$75,952	\$55,264	37.44%	\$30,566	148.49%
Oil & Lubricants	\$8,003	\$14,572	(45.08%)	\$11,045	(27.54%)	\$111,949	\$160,287	(30.16%)	\$130,478	(14.20%)
Tires & Tubes	\$10,985	\$14,025	(21.68%)	\$15,985	(31.28%)	\$119,804	\$154,279	(22.35%)	\$126,280	(5.13%)
Facility Repairs & Maintenance	\$36,814	\$37,635	(2.18%)	\$50,220	(26.69%)	\$640,786	\$413,987	54.78%	\$654,128	(2.04%)
Service & Shop Equipment	\$9,610	\$16,653	(42.29%)	\$2,359	307.42%	\$37,861	\$183,178	(79.33%)	\$36,115	4.84%
Other Shop & Garage Expense	\$12,762	\$8,921	43.06%	\$16,061	(20.54%)	\$66,520	\$98,130	(32.21%)	\$62,587	6.28%
Repair Parts	\$100,274	\$158,581	(36.77%)	\$107,115	(6.39%)	\$1,215,751	\$1,744,394	(30.31%)	\$1,246,214	(2.44%)
Servicing Supplies	\$8,578	\$11,451	(25.09%)	\$4,083	110.08%	\$52,028	\$125,964	(58.70%)	\$55,548	(6.34%)
Transportation & Safety	\$307	\$4,049	(92.43%)	\$3,878	(92.09%)	\$11,627	\$44,544	(73.90%)	\$36,418	(68.07%)
Schedules	-	\$3,805	(100.00%)	\$1,350	(100.00%)	\$14,848	\$41,856	(64.53%)	\$14,728	0.81%
Passes & Transfers	\$4,429	\$2,289	93.50%	-	0.00%	\$2,719	\$25,176	(89.20%)	\$17,376	(84.35%)
Total Materials & Supplies	\$266,815	\$314,747	(15.23%)	\$255,577	4.40%	\$3,138,036	\$3,462,225	(9.36%)	\$2,801,303	12.02%
<hr/>										
Utilities:										
Light, Heat, Power, and Water	\$28,677	\$28,588	0.31%	\$24,068	19.15%	\$325,620	\$314,464	3.55%	\$298,864	8.95%
Communications	\$17,126	\$21,649	(20.89%)	\$18,670	(8.27%)	\$241,046	\$238,139	1.22%	\$237,960	1.30%
Total Utilities	\$45,803	\$50,237	(8.82%)	\$42,738	7.17%	\$566,666	\$552,603	2.54%	\$536,824	5.56%
<hr/>										
Insurance:										
Insurance Premiums	\$37,615	\$45,900	(18.05%)	\$78,565	(52.12%)	\$354,685	\$504,901	(29.75%)	\$403,757	(12.15%)
Self Insurance	\$4,167	-	0.00%	(\$338)	(1332.92%)	\$36,441	-	0.00%	\$18,798	93.85%
Total Insurance	\$41,782	\$45,900	(8.97%)	\$78,227	(46.59%)	\$391,126	\$504,901	(22.53%)	\$422,555	(7.44%)
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Miscellaneous:										
Planning & Rideshare	\$13,612	\$72,917	(81.33%)	\$4,315	215.47%	\$315,779	\$486,304	(60.63%)	\$48,921	545.49%
Dues & Subscriptions	\$1,189	\$3,022	(60.68%)	\$395	200.90%	\$28,961	\$33,247	(12.89%)	\$22,065	31.26%
Travel & Meetings - Staff	\$5,893	\$14,624	(59.70%)	\$3,390	73.82%	\$49,210	\$160,866	(69.41%)	\$21,859	125.13%
Travel & Meetings - Board	-	\$576	(100.00%)	-	0.00%	\$396	\$6,339	(93.75%)	\$738	(46.29%)
Marketing & Advertising	\$6,836	\$47,379	(85.57%)	\$4,640	47.33%	\$83,360	\$521,166	(84.01%)	\$151,903	(45.12%)
General Office Expense	\$10,909	\$12,719	(14.23%)	(\$13,832)	(178.87%)	\$150,628	\$139,912	7.66%	\$162,675	(7.41%)
Other Miscellaneous Expenses	\$5,073	\$15,121	(66.45%)	\$3,041	66.83%	\$45,107	\$166,329	(72.88%)	\$21,802	106.89%
Bank & Credit Card Fees	\$4,486	\$2,750	63.13%	\$3,132	43.25%	\$46,371	\$30,251	53.29%	\$26,398	75.66%
Leases & Rentals	\$4,023	\$19,613	(79.49%)	\$3,265	23.20%	\$47,648	\$215,743	(77.91%)	\$18,303	160.33%

Total Miscellaneous	\$52,021	\$188,721	(72.43%)	\$8,346	523.37%	\$767,460	\$2,075,936	(63.03%)	\$474,664	61.68%
Total Expenses	\$1,936,639	\$2,182,190	(11.25%)	\$1,613,753	20.01%	\$21,460,497	\$24,004,099	(10.60%)	\$19,157,917	12.02%
Net Operating Loss	(\$1,836,078)	(\$2,033,330)	(9.70%)	(\$1,402,405)	30.92%	(\$19,634,240)	(\$22,287,919)	(11.91%)	(\$17,139,060)	14.56%
Operational Grant Funding										
Operating Assistance - Other	\$45,875	\$37,040	23.85%	-	0.00%	\$496,903	\$407,436	21.96%	\$321,780	54.42%
Oklahoma State Funding	\$95,833	\$91,667	4.55%	\$95,833	0.00%	\$1,054,163	\$1,008,337	4.54%	\$1,054,163	0.00%
FTA - Planning Assistance	\$42,205	\$34,870	21.03%	\$29,342	43.84%	\$580,685	\$383,574	51.39%	\$272,659	112.97%
FTA - Leases / Audit	-	\$3,013	(100.00%)	\$4,954	(100.00%)	\$4,000	\$33,141	(87.93%)	\$128,088	(96.88%)
FTA - ADA LIFT	-	\$18,663	(100.00%)	\$401,769	(100.00%)	\$277,602	\$205,289	35.23%	\$1,707,146	(83.74%)
FTA - CMAQ	-	-	0.00%	-	0.00%	-	-	0.00%	\$144,434	(100.00%)
FTA - Preventative Maintenance	\$406,011	\$193,436	109.89%	-	0.00%	\$3,398,835	\$2,127,798	59.73%	\$2,471,686	37.51%
FTA - Operations	\$426,033	\$897,008	(52.51%)	\$254,104	67.66%	\$5,324,153	\$9,867,089	(46.04%)	\$3,522,502	51.15%
COT - Vision Assistance	\$331,904	\$273,215	21.48%	\$140,830	135.68%	\$3,127,513	\$3,005,362	4.06%	\$2,285,302	36.85%
COT - Operating Assistance	\$488,217	\$632,167	(22.77%)	\$475,573	2.66%	\$5,370,387	\$6,953,833	(22.77%)	\$5,231,303	2.66%
Total Operational Grant Funding	\$1,836,078	\$2,181,079	(15.82%)	\$1,402,405	30.92%	\$19,634,241	\$23,991,859	(18.16%)	\$17,139,063	14.56%
Budget Surplus (Deficit)	-	\$147,749	(100.00%)	-	108.33%	\$1	\$1,703,940	(100.00%)	\$3	(93.33%)
Capital Revenues										
Capital Assistance - FTA	\$23,799	\$65,832	(63.85%)	\$280,221	(91.51%)	\$2,248,889	\$724,149	210.56%	\$280,221	702.54%
Capital Assistance - COT	-	\$181,920	(100.00%)	\$314,783	(100.00%)	\$984,788	\$2,001,115	(50.79%)	\$613,874	60.42%
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	\$23,799	\$247,752	(90.39%)	\$595,004	(96.00%)	\$3,204,302	\$2,725,264	17.58%	\$918,890	248.71%
Depreciation	\$360,882	\$310,000	16.41%	\$268,986	34.16%	\$3,779,005	\$3,410,000	10.82%	\$3,623,920	4.28%
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	(\$337,083)	\$85,501	(494.26%)	\$326,018	(203.39%)	(\$574,702)	\$1,019,204	(156.39%)	(\$2,705,027)	(78.75%)

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**Metropolitan Tulsa Transit Authority  
Summary Balance Sheet  
For the Eleven Months Ending May 31, 2022**

Assets

Current Assets:

Cash and Cash Equivalents		\$2,320,876
Restricted Cash		\$3,675,986
Trade Accounts Receivable	\$104,982	
COT Operating & Capital Grants Receivable	\$54,774,298	
		\$54,879,279
Inventories		\$981,179
Prepaid Expenses		\$494,205
Total Current Assets		\$62,351,526

Capital Assets, at cost:

Revenue Equipment	\$38,656,303	
Service Equipment	\$620,415	
Security Equipment	\$895,871	
Buildings & Improvements	\$12,261,898	
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	\$3,319,809	
Construction in Progress	\$154,461	
Less: Accumulated Depreciation	(\$42,224,545)	
Total Capital Assets	\$24,536,413	

Total Assets		\$86,887,939
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Deferred outflows of resources, pension related amounts		\$1,775,085
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Liabilities

Current Liabilities:

Trade Accounts Payable	\$1,405,302	
Accrued Wages & Withholdings	\$493,816	
Accrued Insurance	\$118,401	
Deferred Grant Revenues	\$66,990,103	
Other Current Liabilities	\$128,502	
Total Current Liabilities	\$69,136,123	

Noncurrent Liabilities:

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

Total Liabilities		\$83,129,403
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Deferred inflows of resources, pension related amounts		\$1,460,756
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Net Position:

Invested in Capital Assets	\$24,536,413	
Restricted for Capital Acquisitions	\$865,587	
Restricted for Workmen's Comp.	\$181,875	
Unrestricted	(\$21,825,340)	
Total Net Assets	\$3,758,536	

Total Liabilities & Net Assets		\$86,887,939
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For the Eleven Months Ending May 31, 2022

**METROPOLITAN TULSA TRANSIT AUTHORITY  
PERFORMANCE INDICATOR SUMMARY**

Fixed Route	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	1.02	1.30	1.80	There were 1.02 preventable accidents in May and average 1.3 for FY22YTD accidents are 1.3 vs. 0.93 in prior year.	●
*Total Complaints per Per 10,000 boarding's	1.74	4.06	4.35	There were 30 total complaints in May vs. 42 in prior year. The current month breakdown is as follows: DA-2, Discrimination-1, II-0, Maintenance-0, No Show-0, Not on Time-1, Other-6, Pass Up-8, RD-6, RDW-0, Scheduling/On-Board Time-0, CC-	●
*Total Valid Complaints Per 10,000 boarding's	1.74	4.30	2.00	Of the 30 total complaints, 7 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%	84%	85%		✓
Miles between road calls	7,541	8,081	7,500	YTD is 7% less than target.	✓
Operator Absences per weekday	9.00	16.00	9.00	YTD Operator Absences are 10% more than target.	✓
Passengers per Hour (PPH)	12.90	8.50	14.00	YTD PPH is 39% less than target.	✓
Cost per Trip (CPT)	\$ 8.84	\$ 13.25	\$ 6.16	YTD CPT is 115% more than target and is due to reduced ridership.	✓
Lift Operation	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	0.00	2.92	1.20	There were 0 preventable accidents in May an average 2.92 for FY22YTD accidents are 3.03 vs. 2.37 in prior year.	✓
Total Complaints per Per 10,000 boarding's	24.74	33.98	23.00	There were 18 total Lift complaints in May vs. 16 in prior year. The current month breakdown is as follows: DA-5, Discrimination-0, II-0, Maintenance-0, No Show-2, Not on Time-1, Other-2, Pass Up-1, RD-2, RDW-0, Scheduling/On-Board Time-0, CC-7	✓
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-, Discrimination-, II-, Maintenance-, No Show-1, Not on Time-1, Other-1, Pass Up-, RD-, RDW-, Scheduling/On-Board Time-, CC-1	●
On-time performance	96%	94%	0.95	YTD On-time Performance is consistent with target.	●
Miles Between Road Calls	19,071	19,940	22,500	YTD Miles Between Road Calls is 11% less than target,.	●
Passengers per hour (PPH)	2.00	2.01	2.00	YTD PPH is 1% more than target.	●
Cost per Trip (CPT)	\$ 62.70	\$ 56.64	\$ 50.91	YTD CPT is 11% 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 Eleven Months Ending May 31, 2022

	Month			YTD Average			Target
	Current	Prior Year	% Change	Current	Prior Year	% Change	
<b>1) Operate a Safe Transit System</b>							
Preventable Vehicle Accidents per 100k Miles	1.02	0.93	0.10	1.30	1.69	-0.23	1.80
OSHA Accidents per 200k Manhours	0.00	0.00	0.00	0.00	0.00	0.00	6.00
<b>2) Meet and Exceed Customer Expectations</b>							
Complaints per 10k Boardings	1.74	4.30	-0.60	4.06	4.09	-0.01	4.35
On-time Performance	94%	80%	18%	84%	80%	5%	85%
Miles Between Road Calls	7541.00	12626.00	-0.40	8081.00	8662.00	-0.07	7500.00
<b>3) Maintain a Quality Workforce</b>							
Operator Absences per Weekday	9.00	22.00	-0.60	16.00	19.00	-0.15	9.00
Total Absences per Weekday	11.00	24.00	-0.56	17.00	21.00	-0.17	12.00
Employee Turnover	130%	39%	233%	55%	39%	41%	35%
<b>4) Operate an Effective System</b>							
Ridership	171939.00	97598.00	0.76	114513.00	106720.00	0.07	235416.00
Passengers per Service Hour	12.90	7.49	0.72	8.50	7.38	0.15	14.00
Average Weekday Ridership	7159.00	4163.00	0.72	4762.00	4572.00	0.04	10000.00
Average Saturday Ridership	5399.00	2869.00	0.88	2816.00	2545.00	0.11	4500.00
<b>5) Operate an Efficient System</b>							
Cost Per Service Hour	114.01	97.15	0.17	112.67	84.85	0.33	82.50
Cost Per Trip	8.84	12.97	-0.32	13.25	11.50	0.15	6.16
Fare Revenue per Trip	0.00	1.31	0.00	0.79	0.96	-0.18	0.78

\*Note: Includes Nightline

<b>Lift Key Performance Indicators: For the Eleven Months Ending May 31, 2022</b>							
	Month			YTD Average			Target
	Current	Prior Year	% Change	Current	Prior Year	% Change	
<b>1) Operate a Safe Transit System</b>							
Preventable Van Accidents per 100k Miles	-	2.92	-	3.03	2.37	0.28	1.20
OSHA Accidents per 200k Manhours	24.25	-	-	7.12	2.23	2.19	10.00
<b>2) Meet and Exceed Customer Expectations</b>							
Complaints per 10k Boardings	24.74	25.86	(0.04)	33.98	26.03	0.31	23.00
On-time Performance	96%	95%	1%	94%	97%	-3%	95%
<b>Miles Between Road Calls</b>	19,071.00	13,700.00	0.39	19,940.00	14,352.00	0.39	22,500.00
Average Call Center Minutes on Hold Time	0.80	0.98	(0.18)	1.02	0.59	0.73	1.00
<b>3) Maintain a Quality Workforce</b>							
<b>Employee Turnover</b>	67%	42%	60%	60%	45%	33%	50%
<b>4) Operate an Effective System</b>							
Ridership	7,277.00	6,186.00	0.18	7,196.00	5,693.00	0.26	9,082.00
<b>Van Passengers per Service Hour</b>	2.00	1.95	0.03	2.01	1.93	0.04	2.00
Average Weekday Ridership	347.00	281.00	0.23	334.00	265.00	0.26	470.00
<b>5) Operate an Efficient System</b>							
<b>Cost Per Service Hour</b>	125.39	121.99	0.03	113.74	128.97	(0.12)	72.25
Cost Per Trip	62.70	62.59	0.00	56.64	66.99	(0.15)	50.91
Fare Revenue per Trip	6.95	7.70	(0.10)	3.60	3.51	0.03	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	171,939	108,136	76.17%	59.00%	76.17%	-0.22%
Jun	232,721	231,947	219,008	205,464	125,492	103,753		108,906	0.00%	0.00%	0.00%	-0.20%
<b>Total</b>	<b>2,906,433</b>	<b>2,807,526</b>	<b>2,714,621</b>	<b>2,610,470</b>	<b>2,057,550</b>	<b>1,277,600</b>	<b>1,259,379</b>	<b>1,378,449</b>	<b>12.21%</b>	<b>-0.30%</b>	<b>12.21%</b>	<b>-91.52%</b>

**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	7,277	5,297	17.64%	37.38%	17.64%	25.80%
Jun	10,605	9,215	9,114	8,216	5,276	6,911		5,472	0.00%	0.00%	0.00%	23.65%
<b>Total</b>	<b>121,248</b>	<b>119,029</b>	<b>106,788</b>	<b>103,978</b>	<b>90,173</b>	<b>69,537</b>	<b>79,153</b>	<b>68,553</b>	<b>37.79%</b>	<b>35.48%</b>	<b>48.48%</b>	<b>278.13%</b>

# GM May 2022 Expenses

• CVS	COVID-Test for Conference	5.15.22	\$25.48
• Giant	Travel Food	5.15.22	\$14.49
• Expedia	Hotel	5.14.22- 5.15.22	\$270.07
• Metro Airpt	Transportation	5.14.22	\$14.00
• TGI Fridays	Lunch	5.14.22	\$18.00
• Panera Bread	Lunch	5.15.22	\$17.56
• LYFT	Transportation	5.15.22	\$27.61
• Panda Exp.	Dinner	5.17.22	\$17.28
• Hyatt	Lodging	5.15.22-5.20.22	\$1,285.58
• District Bar	Lunch	5.21.22	\$28.15
• 7-Eleven	Snacks	5.18.22	\$11.72

## Upcoming Procurements

Est. Board Date	Good/Service	Type	Estimated Amt.	Status	
June Board	<b>Facility Feasibility Study</b>	Task Order from On Call Consulting Contract	Over \$100,000	Seeking Approval from Board	Olsson
	Evaluation and Assessment of existing facility, development of site criteria, alternative possible sites and Title VI Equity Analysis				
June Board	<b>Bus and Shelter Advertising</b>	New RFP	Revenue	Seeking Approval from Board	Rebecca
	Contract for advertising from bus wraps and shelter advertising				
June Board	<b>CAD/AVL Services</b>	New RFP	Over \$100,000	Seeking Approval from Board	Ofir/Liann
	Computer Aided Dispatch and Automatic Vehicle Location. Might also include APC's (Automatic Passenger Counters).				
June Board	<b>CNG Fueling Posts</b>	Sole Source	Over \$100,000	Seeking Approval from Board	Randy
	CNG fueling posts for additional buses in the fleet - pending quotes from CNG Fuel Station Vendor and outside vendors.				
June Board	<b>Hopthru</b>	Sole Source	Over \$100,000	Seeking Approval from Board	Liann
	Data Management System				
July Board	<b>Bus Interior Cleaning</b>	New RFP	Over \$50,000	Seeking Approval from Board	
	Cleaning of the interior of the fixed route buses. Updating scope to include COVID cleaning.				
Aug-22	<b>Call Center/DAS Roof Replacement</b>	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	<b>General Maintenance &amp; Facility Repair</b>	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	<b>On Call Printing Services</b>	New RFP	Under \$50,000	Working on scope in mkt/planning dept	
	On Call contract for various printing needs of the agency - Waiting on confirmation of final scope & feedback from .				
Oct-22	<b>APC</b>	Sole Source	\$60,000	Identifying Grant Funds This may be part of the CAD/AVL Contract	FY22 \$\$
	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	<b>Lift Vehicle Replacement</b>	State Contract	Under \$100,000	Determining exact vehicle to purchase	
	Replacement of Lift Vehicle totalled in accident.				
Nov-22	<b>Offsite Backup Solution</b>	New RFP	Approx \$50,000	Planning	
	FTA requires MTTA to have an offsite backup solution to prevent data loss				
Nov-22	<b>CNG Compressors &amp; Contract/-Trillium</b>	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	<b>Shop Truck</b>	State Contract	\$90-\$140k	Grant w/ preaward approval	
	Maintenance shop truck to replace old vehicle/Future grant to fund.				
22-Dec	<b>In Ground Lifts</b>	IFB	Over \$300,000	Scope Needed	
	Replacement of In-Ground Lifts for Maintenance Shop -Waiting on Scope				
22-Dec	<b>Dispatch Module Software</b>	Sole Source	\$600,000 - \$960,000	Identifying Grant Funds	
	To automate compiling of Operations timekeeping, bidding, dispatch, workforce & yard management				
23-Jan	<b>Microtransit Software</b>	RFP	Over \$100,000	Planning	
	Microtransit Software				
23-Feb	<b>ADA Paratransit /Microtransit &amp; Other Services</b>	RFP	Over \$150,000	Planning	
	Contractor to oversee Lift/Paratransit as well as other services as defined by MTTA				

**METROPOLITAN TULSA TRANSIT AUTHORITY**  
**BOARD MEETING**  
**June 28, 2022**  
**Finance/Budget Committee**

To: Board of Trustees  
From: Rebecca Walner, Director of Finance  
Subject: Renewal of Insurance Policies FY2023

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Recommendation

Authorize the General Manager to renew existing insurance policies at a total cost not to exceed \$158,020.82.

Background

As a part of doing business and to protect MTTA's assets and minimize liabilities, MTTA carries various insurance policies. To aid in the process of evaluating individual company offerings, MTTA contracts with Arthur J. Gallagher (AJG), a professional risk management firm to provide insurance brokerage and consulting services. AJG has submitted a proposal to renew existing insurance policies for Fiscal Year 2023. All insurance coverage's have remained the same, and in all material respects, premiums have remained virtually flat. Our premiums for FY22 were \$153,716.08 versus of \$158,020.82 for FY23; an increase of 2.72% or \$4,304.74.

Executive Summary

AJG is pleased to offer Metropolitan Tulsa Transit Authority (MTTA) renewal of its property and casualty coverages with a variety of highly rated insurance companies. Many of these policies are placed on Advantage products to provide broader terms creating additional value. This renewal represents an overall 4% increase for the 7-1-2022/23 renewal year which is very favorable in the current market.

The premiums are based upon current risk exposures and market conditions. The cyber liability line of insurance along with some other liability coverages have seen the greatest increases nationally this year. However, MTTA's proposal results are better than average compared to our national public entity practice with only the cyber liability insurance premium increasing and other coverages remaining relatively flat including the Directors and Officers / Employment Practices Liability Insurance. This increase of attacks has impacted the cyber liability marketplace but also highlights the benefit of having a policy in place to support MTTA's staff in the event of an attack. In addition to coverage placements, we will also continue to work with MTTA to assist them in identifying improvements to reduce the risk exposure.

In summary of the proposed coverages, premium costs and placements, we have provided the following two page premium summary identifying the expiring and proposed insurance placements which premiums are totaled on the second page of that document.

Financial Impact

This contract will be funded by MTTA's normal operating dollars provided by fare and advertising revenues and the City of Tulsa General Fund.

# Premium Summary FY22-FY23

<b>Typed Coverage</b>	<b>FY22</b>	<b>FY23</b>	<b>\$Difference</b>	<b>%Difference</b>
General Liability- Tower	\$ 927.50	\$ 927.50	\$ -	0.00%
General Liability-Shelter, Benches	\$ 5,345.58	\$ 5,711.28	\$ 365.70	6.40%
Crime	\$ 5,869.00	\$ 5,869.00	\$ -	0.00%
Fiduciary Liability	\$ 4,602.00	\$ 4,618.00	\$ 16.00	0.35%
Automobile	\$ 39,373.00	\$ 39,373.00	\$ -	0.00%
Cyber Liability	\$ 6,122.00	\$ 8,940.04	\$ 2,818.04	31.52%
Directors & Officers/EPLI	\$ 91,477.00	\$ 92,582.00	\$ 1,105.00	1.19%
Total	\$ 153,716.08	\$158,020.82	\$ 4,304.74	2.72%



**METROPOLITAN TULSA TRANSIT AUTHORITY  
BOARD MEETING**

June 28, 2022

**Marketing & Operations Committee**

To: Board of Trustees  
From: Scott Marr, General Manager  
Subject: Tulsa Public Schools (TPS) Free Fare Program (*Action*)

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Recommendation

Approve of the continuation of the Tulsa Public Schools (TPS) Free Ride program for an additional 3 years beginning August 1, 2022, school year. The program would continue with these key elements from the 2021-2022 school year:

- The TPS Free Rides program would allow TPS high school students to ride Tulsa Transit for free upon showing a valid student ID card as approved by Tulsa Transit.
- As in the current school year, free rides would be in effect year around.
- The renewed program will begin August 1, 2022, and end July 31, 2025.
- Continue effort to establish a free-rides evaluation program in coordination with TPS and such program reflects the respective objectives of TPS and MTTA.
- \*The MTTA Board of Trustees will make the determination whether to continue the free-rides program on a year-to-year basis subject to the attainment of evaluation program goals including, but not limited to, the availability of funding.

\*Changing the year-to-year basis to a three-year basis.

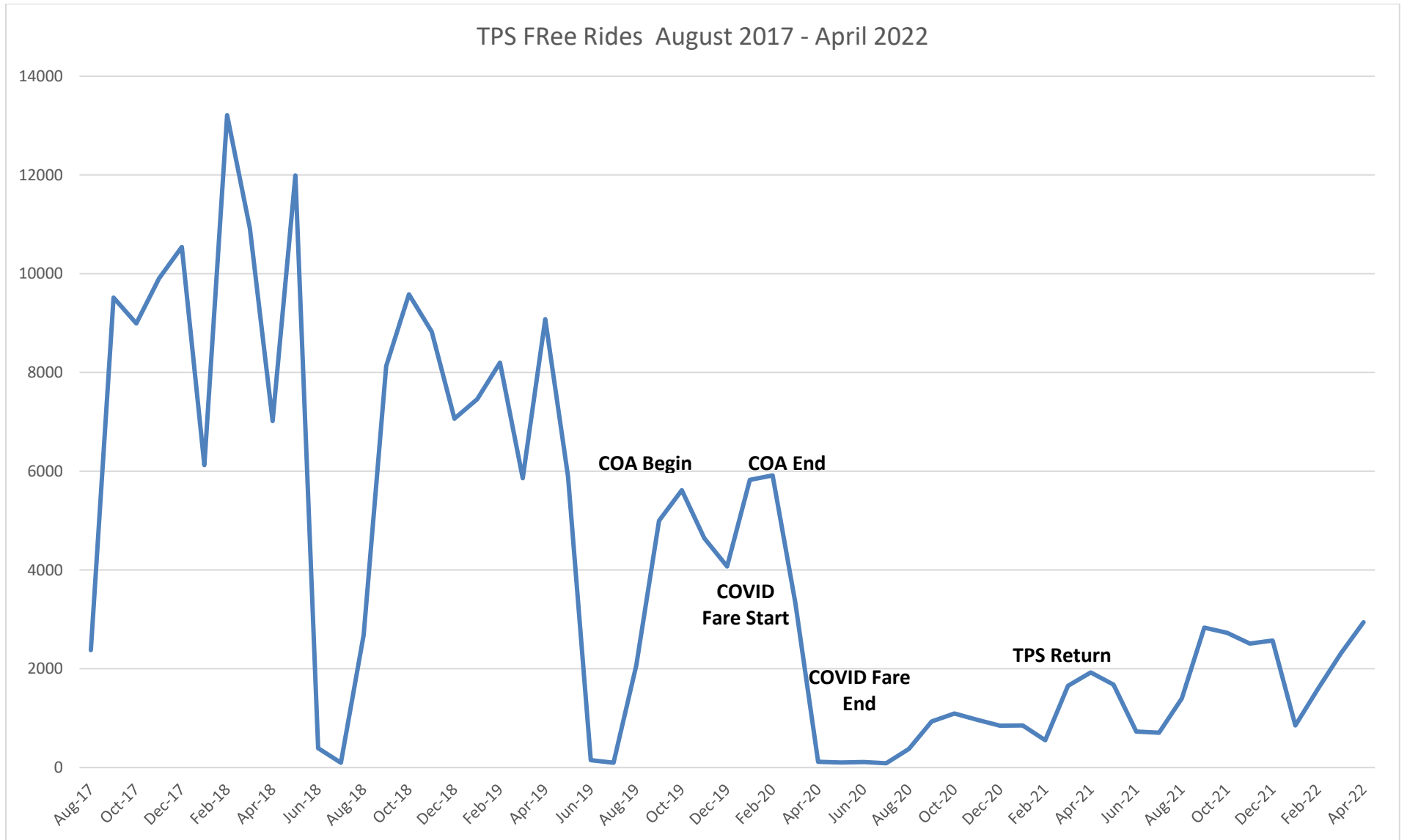
Background

In July 2018, the MTTA Board of Trustees approved of a free ride program for TPS high school students without funding. The Tulsa City Council approved of this program in August 2018.

TPS and MTTA have been unable to get together to establish a program evaluation process as school schedules were upset by the coronavirus pandemic.

The graph on the next page indicates the trend in TPS free rides.

**Figure 1: TPS Free Rides Trend**



**METROPOLITAN TULSA TRANSIT AUTHORITY**  
**BOARD MEETING**  
**June 28, 2022**  
**Consent Calendar Item**

To: Board of Trustees  
From: Olsson Associates Rep. – Corinne Donahue Intro by Scott Marr  
Subject: MTTA Facility Feasibility Study

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Recommendation

Authorize the General Manager be authorized to execute a task order with Olsson Associates, Inc. for the preparation of a Facility Assessment Study for a fee not to exceed \$123,050. This Facility Feasibility Study is Phase 1 of 3 for completion of the facility project.

Background

In January of 2018, the Board of Trustees authorized the General Manager to enter into a three year open ended contract, with two option years, with IBI Group, RLS Associates, Inc., Olsson Associates, and HNTB Corporation for the purchase of On Call Consulting Services. On Call Consulting contracts are for Planning, Technology, and Management Analysis Services to provide short notice and as-needed services relating to transit planning, financial analysis, grants preparation and management, management consulting, as well as governmental compliance assistance. All on call services will be initiated and governed by task orders. Task orders are brought to the Board for approval when they exceed \$25,000 in value.

Facility Assessment Study

The MTTA Facility Feasibility Study focuses on planning services for a full-service transit operation, maintenance, garage, call center, and administration facility. Potential sites will be identified for development of the MTTA facility. This Feasibility Study is Phase 1 of the Transit Facility Project. Phase 2 is the Architectural/Engineering Design Phase, including schematic and final design and construction documents. Phase 3 is Construction, including bidding/award, and construction services.

For MTTA to apply for federal funding, existing FTA guidance specifically requires any new or renovated maintenance or administrative facilities be documented in a feasibility study, including the elements of:

- Evaluation of the existing facility for condition and adequacy
- Development of site criteria
- Evaluation of alternative sites
- Completion of Title VI Equity Analysis

Final site selection and preliminary concept building design, environmental documentation, implementation, and financial plan will be prepared for MTTA.

As part of the Feasibility Study, a public engagement plan will be developed to identify key stakeholders and an Advisory Committee to meet regularly throughout the project and coordinate with the consultant team. As required by the FTA, MTTA and the consultant will coordinate with INCOG to ensure the facility project is consistent with regional plans and included in the Transportation Improvement Program, Long-Range Transportation Plan, and ODOT's Transportation Improvement Program.

Initial steps for the Feasibility Study include a comprehensive review of potential sites and a Level 1 screening process. For example, 10 initial sites may be selected as suitable locations, and then be narrowed to 2 or 3 sites, then ultimately one preferred location. Specific criteria will be developed for Level 1 and Level 2 screening processes to narrow the candidate sites.

Another initial step in the process is determining spatial parameters for the future facility. MTTA staff will coordinate with the consultant team to provide detailed service plans from the *Moving Tulsa Forward* planning process and for future service levels. These data feed directly into the sizing of the facility and site. Other site spacing elements include administration, operations, maintenance, call center, parking, circulation, stormwater, charging and fuel stations, stormwater and setback requirements, and others. The future facility will accommodate existing transit services and the needs for the future planned transit network. The consultant team will also review other peer transit agencies with comparable facilities using FTA requirements. The review provides a bird's eye view perspective of the facility footprint with operational data.

### Financial Impact

This project will be funded by FTA Grants, which includes Planning funds and may involve local match.

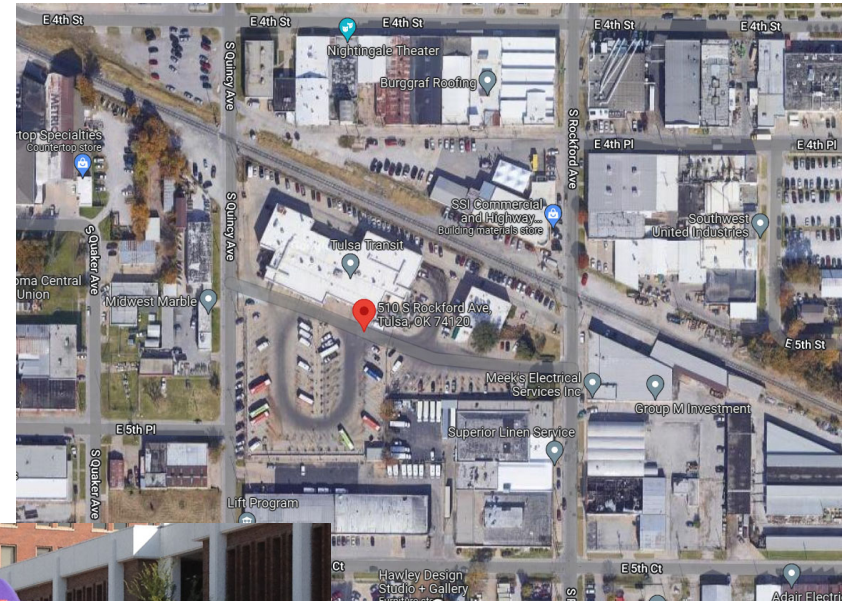
# Tulsa Transit – Facility Feasibility Study

Tulsa Transit Board of Trustees

OLSSON TEAM

*Corinne Donahue, AICP*  
*Austin Mayes, PE*  
*Jon Tabor, PE*

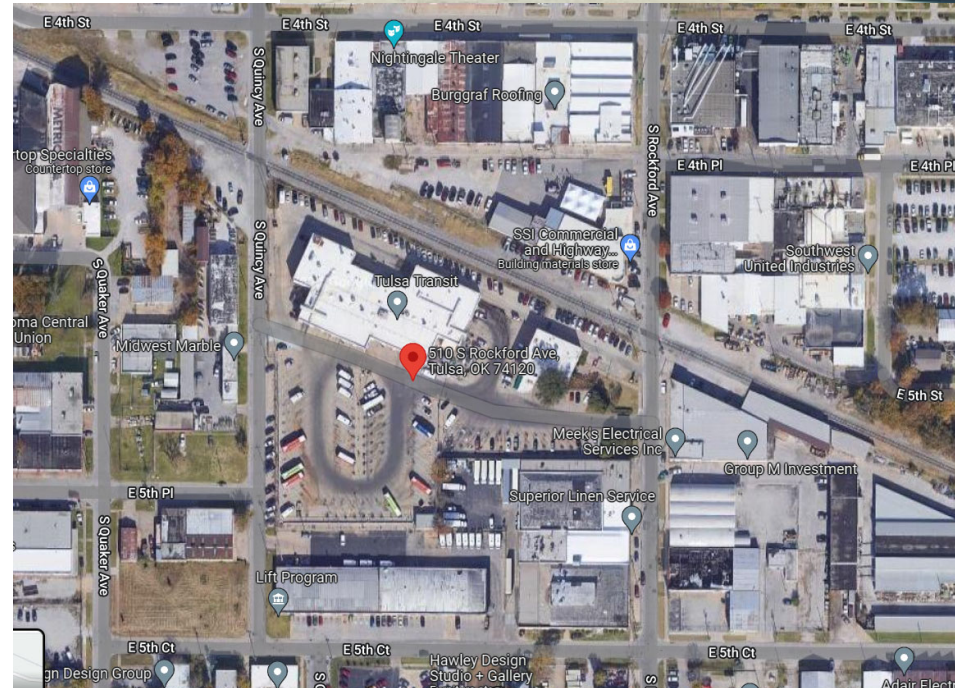
June 23, 2022





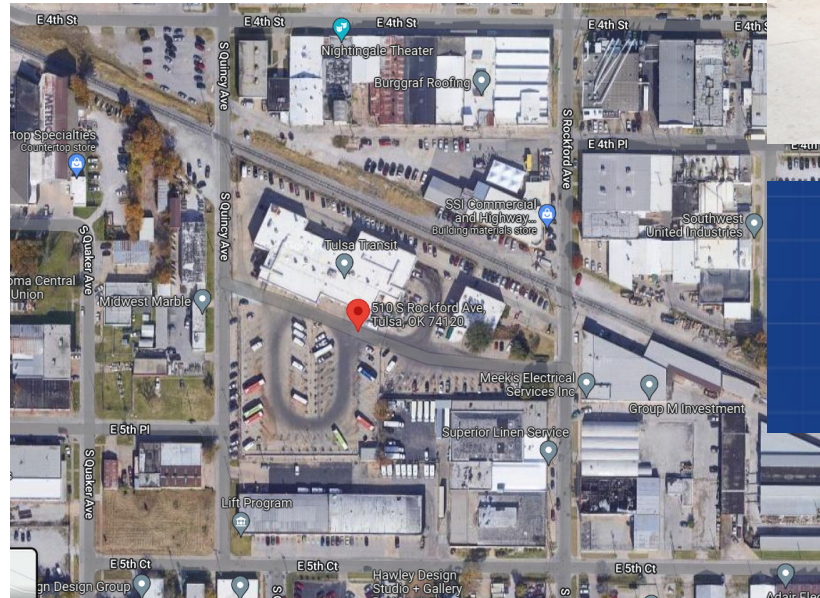
# AGENDA

- Overview
- Assumptions
- Scope of Services/Tasks
- Next Steps



# WHY A TRANSIT FACILITY NOW?

- Existing Transit Campus is at Capacity
- Growth on the Horizon
- Significant increase in Federal Transit Administration Funding
- Opportunity for Increased Operational Functions



# ASSUMPTIONS

- Tulsa Transit will Pursue and Maximize Federal Transit Administration Funding
- Follow FTA Requirements for Planning, Public Engagement, Environmental, Design, Construction
  - *Existing FTA guidance specifically indicates the basis for new or renovated maintenance, administrative facilities should be documented in a **feasibility study**, including the elements listed below.*
    - *Evaluation of the existing facility for condition and adequacy*
    - *Development of site criteria*
    - *Evaluation of alternative sites*
    - *Completion of Title VI Equity Analysis*
- Facility will House All Transit Functions – Operations, Maintenance, Garage, Call Center, Administration
- Eligible Sites within Proximity of Transit Routes





# SCOPE OF WORK / TASKS / TIMELINE – Feasibility Study

## Tulsa Transit Facility Feasibility Study – Phase 1

<b>Task 1</b>	Existing Conditions / Public Engagement
<b>Task 2</b>	Facility Planning
<b>Task 3</b>	Site Selection/Analysis
<b>Task 4</b>	Environmental Documentation
<b>Task 5</b>	Conceptual Layouts

### Phase 1 – Facility Feasibility Study and Master Planning

#### Olsson Schedule



# Feasibility Study – Task 1 and 2

## Tulsa Transit Facility Feasibility Study – Phase 1

<b>Task 1</b>	Existing Conditions / Public Engagement
<b>Task 2</b>	Facility Planning
<b>Task 3</b>	Site Selection/Analysis
<b>Task 4</b>	Environmental Documentation
<b>Task 5</b>	Conceptual Layouts

### Programming Examples – Maintenance/Admin Area

Program #	Space Name	Qty	Standard	Program Area
<b>Office Areas</b>				
MNT01	Office - Maintenance Manager	1	120 NASF	120 NASF
MNT02-03	Workstation - Lead Mechanic	2	60 NASF	120 NASF
MNT04	Maintenance Clerk	1	60 NASF	60 NASF
<b>Support Areas</b>				
MNT21	Small Conference Room	1	120 NASF	120 NASF
MNT22	Copy / File Area	1	120 NASF	120 NASF
MNT23	Money Counting Room *	1	123 NASF	123 NASF
MNT31	Lunch / Break Room	1	400 NASF	400 NASF
MNT32	Men's Shower *	1	51 NASF	51 NASF
MNT33	Women's Shower *	1	54 NASF	54 NASF
<b>Repair Bays</b>				
MNT41-47	Standard Bays	7	900 NASF	6,300 NASF
MNT48	PM / Inspection Bay	1	900 NASF	900 NASF
MNT49	Steam Bay	1	900 NASF	900 NASF
<b>Tire Shop / Bay</b>				
MNT51	Tire Shop	1	150 NASF	150 NASF
MNT52	Tire Storage	1	300 NASF	300 NASF
<b>Shop / Storage Areas</b>				
MNT53	Welding / Grinding Bay	1	150 NASF	150 NASF
MNT54	Battery Room	1	80 NASF	80 NASF
MNT55	Hotsy / Compressor Room *	1	168 NASF	168 NASF
MNT56	Portable Equipment & Shop Tool Storage	1	250 NASF	250 NASF
MNT57	Toolbox Storage	45	12 NASF	540 NASF
MNT58	Common Work Area	1	200 NASF	200 NASF
<b>Storeroom</b>				
MNT61	Office - Parts	1	120 NASF	120 NASF
MNT62	Parts Counter	1	60 NASF	60 NASF
MNT63	Parts Storeroom	1	800 NASF	800 NASF
MNT64	Lube / Fluids Room *	1	159 NASF	159 NASF

Program #	Space Name	Qty	Standard	Program Area
<b>Administration</b>				
ADM01-03	Office - Executive Officer	3	180 NASF	540 NASF
ADM04	Office - Safety Director	1	120 NASF	120 NASF
ADM05	Workstation - Administrative Assistant	1	120 NASF	120 NASF
ADM06	Workstation - Visitor	1	30 NASF	30 NASF
<b>Human Resources</b>				
ADM11	Office - HR Director	1	120 NASF	120 NASF
ADM12	Office - HR Assistant Director	1	120 NASF	120 NASF
ADM13	Workstation - HR Clerk	1	60 NASF	60 NASF
ADM14	File Storage (secure)	1	60 NASF	60 NASF
ADM19	RFTA Store	1	120 NASF	120 NASF
<b>Facilities</b>				
ADM21	Office - Facilities Manager	1	120 NASF	120 NASF
ADM22	Office - Facilities Assistant Manager	1	120 NASF	120 NASF
ADM23-24	Workstation - Visitor	2	60 NASF	120 NASF
<b>Technology</b>				
ADM31	Office - IT Director	1	120 NASF	120 NASF
ADM32-33	Workstation - IT Clerk (2)	2	120 NASF	240 NASF
ADM34	IT Workroom	1	240 NASF	240 NASF
ADM35-36	Data Equipment Room	2	120 NASF	240 NASF
ADM37-38	Bus IT Repair Workroom (Farebox +)	2	120 NASF	240 NASF
<b>Support Areas</b>				
ADM51	Reception Area	1	120 NASF	120 NASF
ADM52-53	Copy / Work Room	2	120 NASF	240 NASF
ADM54	Conference Room - Small (4-6)	1	120 NASF	120 NASF
ADM55-56	Conference Room - Standard (8-10)	2	240 NASF	480 NASF
ADM57-58	Kitchenette	2	120 NASF	240 NASF
ADM61	Training Room - Pre-Function	1	360 NASF	360 NASF
ADM62	Training Room - Flexible	1	900 NASF	900 NASF
ADM63	Table / Chair Storage & Media	1	120 NASF	120 NASF
<b>Storage</b>				
ADM71	Archive Record Storage	1	180 NASF	180 NASF
ADM72	Facilities Supplies Storage	1	500 NASF	500 NASF
ADM73	Facilities Parts Storage	1	500 NASF	500 NASF
<b>TOTAL Administration Building Space</b>				<b>6,490 NASF</b>

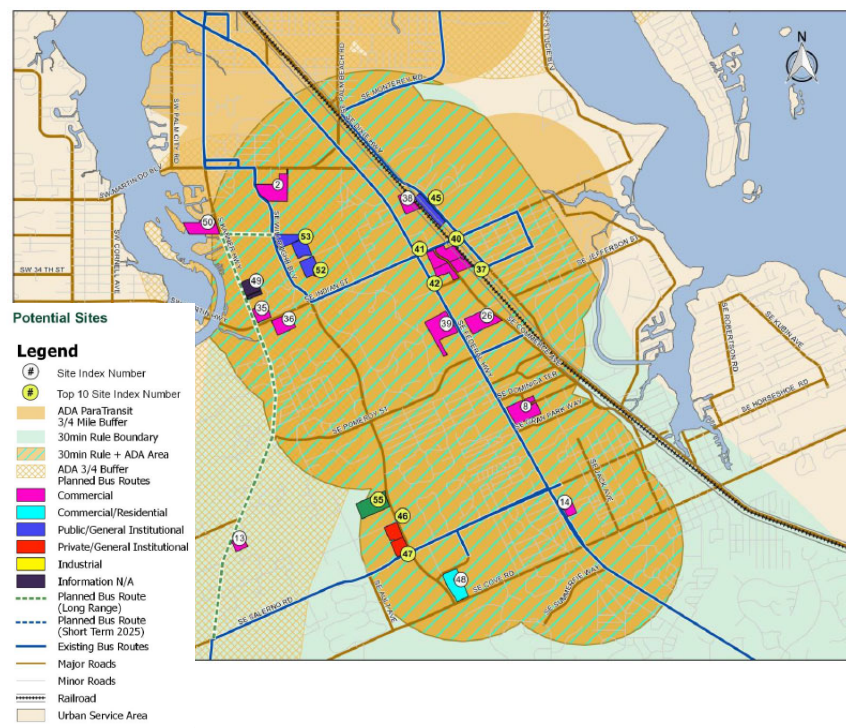
# Feasibility Study – Tasks 2 and 3



## Tulsa Transit Facility Feasibility Study – Phase 1

Task 1	Existing Conditions / Public Engagement
Task 2	Facility Planning
Task 3	Site Selection/Analysis
Task 4	Environmental Documentation
Task 5	Conceptual Layouts

## Site Selection Examples



### Original Site Candidates

	<b>Railyard</b> 10250 Church St	Private 4.7 Acres
	<b>Truckee Transit Center</b> 10065 Donner Pass Rd	Town / Amtrak 1.0 Acres
	<b>West River Street</b> 10250 West River St	Town 1.4 Acres
	<b>Former CHP Station</b> 10077 CA 89	CHP 1.7 Acres
	<b>Soaring Way</b> 10356 Truckee Airport Rd	Airport 1.7 Acres

### Sites Identified by PAC

	<b>Gray's Crossing</b> 11410 Henness Rd	Private 6.6 Acres
	<b>Former Catholic Church</b> 10930 Alder Drive	Private 7.8 Acres
	<b>Recreation Center</b> 8924 Donner Pass Rd	County 1.7 Acres
	<b>Forest Service Station</b> 10811 Stockrest Springs Rd	Federal 3.9 Acres
	<b>Regional Park</b> 10050 Brockway Rd	County 0.59 Acres
	<b>Brockway Site</b> 10040 Brockway Rd	Private 7.2 Acres
	<b>Truckee School District</b> 11603 Donner Pass Rd	School District 1.2 Acres
	<b>Crossroads Site 1</b> 11351 State Highway 89 S	Private 0.53 Acres
	<b>Crossroads Site 2</b> 11411 Deerfield Drive	Private 2.7 Acres

### Other Sites

	<b>Lumber Yard</b> 10242 Church Street	Private 3.5 Acres
	<b>Donner Pass Rd Railyard</b> 10000 Donner Pass Road	Town 1.2 Acres



# Feasibility Study – Phase 1, 2, and 3



## Phase 1 – Facility Feasibility Study and Master Planning

### Olsson Schedule



### Phase 2– A/E Design

- Schematic Design
- Final Design
- Contract Documents

### A/E Firm - Proposed Schedule – (Tulsa Transit Use On-call A/E Firm Options)



### Phase 3 – Construction

- Bidding Award
- Construction Services



# NEXT STEPS / DISCUSSION

- Board Discussion / Approval
- Project Kickoff Meeting
  - Tulsa Transit Internal Staff
  - Facility Advisory Committee
  - Public Engagement Plan
- Existing Conditions Analysis



**DISCUSSION / THANK YOU!**



**OLSSON TEAM**  
*Corinne Donahue, AICP*  
*Austin Mayes, PE*  
*Jon Tabor, PE*

**METROPOLITAN TULSA TRANSIT AUTHORITY  
BOARD MEETING**

**June 28, 2022**

**Consent Calendar Item**

To: Board of Trustees  
From: Naaja Jefferies, Director of Customer and Contracted Services  
Subject: Turley Connector and Broken Arrow Connector Services Contract

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Recommendation

Authorize the General Manager to negotiate and execute a contract amendment with First Transit to operate the Turley Connector service from July 1, 2022, through August 20, 2022, and the Broken Arrow Connector service from August 22, 2022, through June 30, 2023. The First Transit Turley Shuttle contract would be for the estimated amount of \$11,454.50. The Broken Arrow Connector would be for the estimated amount of \$122,413.87. MTTA would supply vehicles, maintenance, and fuel.

505 Turley Connector Service: Monday thru Saturday

The Turley Connector service from July 1, 2022, thru August 20, 2022.

Service Hours (Gate to Gate): 0600-1800 with 12 hours gate to gate, 20 minutes dead head to and from service area, plus added 10 minutes for daily fueling enroute back to base.

- a. 12.5 service hours per day
- b. 31 Service days which does not include July 4 Holiday
- c. 2 Non CDL Buses provided by Tulsa Transit for the service.
- d. Tulsa Transit provides maintenance on the vehicles.
- e. Rate of \$29.56 per hour (Gate to Gate plus fueling time)

Approximate Annual Hours: 369.5

Estimated Annual Cost: \$11,454.50.

Broken Arrow Connector: Monday thru Friday

The Broken Arrow Connector service from August 22, 2022, thru June 30, 2023.

Service Hours 0750-1730 with (Gate to Gate) include deadhead each way and fueling time of 15 minutes per bus.

- a. 17.85 Service hours per day (gate to gate)- (17.4 hours per day, gate to gate plus .45 hours per day for refueling)
- b. 232 Service days which does not include Labor Day, Thanksgiving and Memorial Day. Note, in contract year 22/23, Christmas and New Year's Day fall on Sunday.
- c. 2 Non CDL Buses provided by Tulsa Transit for the service.
- d. Tulsa Transit provides maintenance on the vehicles.
- e. Rate of \$29.56 per hour (Gate to Gate plus fueling time)

Approximate Annual Hours: 4141.2

Estimated Annual Cost: \$122,413.87.



**METROPOLITAN TULSA TRANSIT AUTHORITY  
BOARD MEETING  
June 28, 2022**

**Finance/Audit Committee**

To: Board of Trustees

Subject: Contract for Bus, Shelter and Bench Advertising Services

Presented by: Rebecca Walner (*Action*)

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Recommendation

It is recommended that the Board authorize the General Manager to enter a three-year contract with two options years with Transit Advertising, Inc. to provide advertising sales and related services, and to negotiate final terms and conditions. This is a revenue contract in which the contractor will provide services in exchange for an agreed commission on advertising sales revenue.

Background

On April 18, 2022, MTTA issued a Request For Proposals (RFP) to provide advertising sales, produce and deliver advertising materials and maintain benches and bus shelters. There were three firms that responded to the RFP with proposals.

Creative Advertising and Houck Transit Advertising submitted proposals where each one would do part of the contract. In their proposals, Creative Advertising would maintain and sell advertising on the benches and shelters. For the benches and shelters that contained advertising Creative would pay us a fixed amount each year per bench/shelter. Houck Transit proposed to do the bus wrap advertising. They both indicated in their proposals that the “missing” services would be provided by the other firm. If we chose Creative or Houck we would have to contract with the other firm to get all the forms of advertising and maintenance covered.

Transit Advertising also submitted a proposal to maintain and sell advertising for all the different advertising types: bus, shelter, and bench. Transit Advertising is the incumbent firm, so we know what we are getting with them. Their offer raised the percentage they would pay MTTA increased from 55% of gross revenues to 60%. The chart on the next page indicates how the points were distributed in the final evaluation by firm.

<b>22-18 Bus, Bench &amp; Shelter Advertising Points Distribution</b>			
<b>Evaluation Criteria &amp; Possible Points</b>	<b>Points Possible</b>	<b>Transit Advertising</b>	<b>Houck/Creative</b>
<b>Financial Status - 10 Points</b>	<b>50</b>	<b>47</b>	<b>40</b>
<b>Experience &amp; References - 20 Points</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>Firm &amp; Staff Background - 20 Points</b>	<b>100</b>	<b>90</b>	<b>86</b>
<b>Fee Proposal - 30</b>	<b>150</b>	<b>150</b>	<b>105</b>
<b>Adequacy of Resources &amp; Ability to Respond in a Timely Manner - 20</b>	<b>100</b>	<b>98</b>	<b>80</b>
<b>DBE - 5 Points</b>	<b>5</b>	<b>0</b>	<b>0</b>
<b>Total Points</b>	<b>505</b>	<b>485</b>	<b>411</b>

Financial Impact

Tulsa Transit will receive 60% of all advertising sales revenue collected with the remaining 40% to be paid to Transit Advertising, Inc. Transit Advertising will be responsible for cleaning and maintaining all bus shelters and benches at no cost to Tulsa Transit.



**METROPOLITAN TULSA TRANSIT AUTHORITY**  
**BOARD MEETING**  
**June 28, 2022, Consent Calendar Item**

To: Board of Trustees

From: Liann Alfaro, Director of Planning; Ofir Bar, Director of IT

Subject: Award of Contract for CAD/AVL System

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Recommendation

Authorize the General Manager to negotiate final terms and conditions and enter a contract for an amount not to exceed \$2,500,000 with Avail Technologies to provide a comprehensive CAD/AVL (Computer Aided Dispatch/Automatic Vehicle Locator), system to MTTA. This will be a three-year agreement with the option for an additional two-year term.

Background

MTTA has been working for the last few years to upgrade technology that will provide information services to bus riders and provide ridership data for the National Transit Database (NTD) as well as other planning activities. The main component of the project is a system that will provide bus tracking and the ability to provide data on passengers boarding and de-boarding buses as well as provide the capability to upgrade the service to include APC's (Automatic Passenger Counters). This system, as part of the base proposal) also includes the ability to cleanse and certify our NTD reporting numbers. The bus tracking system will give MTTA and its customers the ability to view the location and status of its vehicles in real-time. The GPS-based bus tracking system and APCs will increase security, reduce customer dependence on MTTA's Call Center, improve the Operations Department's ability to track on-time performance, and expand the Planning Department's access to data for reporting and future service planning purposes.

MTTA received eight proposals for the CAD/AVL project. An evaluation committee consisting of the Planning Director, the Marketing Communications Specialist, IT Director, Maintenance Director and Director of Customer and Contracted Services was convened. From this set of eight proposals the evaluation committee determined that four were within the competitive range for MTTA. These four are 1) Avail Technologies, 2) Equans Services, 3) ETA Transit (our most recent provider of GPS Bus Tracking), and 4) Strategic Mapping Inc. These four were invited to present demonstrations of their products and participate in a Q & A session with the evaluation committee.

The selection committee determined Avail Technologies offered a responsive proposal that is most advantageous to MTTA with price and other factors considered, including the ability to grow with the agency as our needs expand. The chart on the next page shows the points distribution for each evaluated firm.

<b>Evaluation Criteria Scoring</b>					
<b>Criterion</b>	<b>Max Value</b>	<b>ETA</b>	<b>Avail Tech</b>	<b>Equans</b>	<b>Strategic Mapping</b>
1. The proposers' experience with projects similar to those listed in Section 3.0	30	100	140	91	127
2. The proposers' past record of performance on contracts, including factors such as cost control, quality of work, and ability to meet schedules	35	93	168	108	129
3. Price (evaluated separately)	35	175	115	130	120
4. 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.	5	0	0	25	25
<b>Totals</b>	<b>105</b>	<b>368</b>	<b>423</b>	<b>354</b>	<b>401</b>

Financial Impact

The up-front costs of the ITS will be funded with Federal Cares Grant and ARP grant funds. The recurring fees will be provided by formula funding source 5339 at 80% and local match at 20%. The breakdown of costs is as follows:

Total Year 1 Base cost, which includes Hardware, software, training, warranty, and project management is \$1,395,350. Adding an additional year 1 cost for adding the Paratransit Service and enough additional APCs for the entire fleet brings the total Year 1 cost for Base services and Options to \$2,076,300

Recurring fees includes warranty for the Base services and options. That amount comes to \$383,400 for year 2 and 3. This brings the estimated total for the 3 year period of \$2,459,700 per Avail's price sheet. We are asking for \$2.5 to account for unforeseen occurrences. There is also a possibility that the cost will not be as high as estimated due to MTTA already having some hardware items that don't need to be re-purchased.

**METROPOLITAN TULSA TRANSIT AUTHORITY**  
**BOARD MEETING**  
June 28, 2022  
**Marketing and Operations Committee**

To: Board of Trustees  
From: Randy Cloud  
Subject: CNG Time Fill Fuel Posts (*Action*)

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Recommendation

Authorize the General Manager to negotiate and execute a purchase order with Trillium Transportation Fuels, LLC to install fifteen (15) CNG Time Fill Fueling posts for the Tulsa Transit CNG fuel station. The amount of the purchase order is not to exceed \$192,595.

Background

In August 2018 MTTA released an RFP for CNG Fueling Station Maintenance at the Tulsa Transit CNG fuel station. Trillium Transportation Fuels, LLC was the successful vendor chosen to maintain and provide any necessary parts for the CNG fuel station located at the Tulsa Transit maintenance facility for five-years.

As the fleet of our fixed route service, specifically the Peoria BRT and the upcoming Route 66 BRT line, has grown, so has our need to quickly and efficiently fuel our CNG vehicles. MTTA currently services fifty-one (51) fixed route CNG buses and thirty-one (31) CNG powered cutaway buses with only forty-five (45) time fill posts. This requires us to shuffle buses around the lot every day to fuel the fleet. This creates a loss of efficiency and more opportunity for accidents with buses being moved from one spot to another after dark. The additional fuel post would streamline the fueling process by allowing the fixed route buses to be parked and remain in that spot throughout the night.

Randy Cloud, Director of Maintenance, sought out quotes from other firms that supply CNG fueling products and services. The firms contacted were Trillium, Tulsa Gas Technologies, and Preferred Service CNG. Of the firms contacted only Trillium submitted a quote. Tulsa Gas Technologies would not respond to Randy's request and Preferred Service has apparently gone out of business.

Financial

This project is funded by our annual FTA 5307 apportionment, which includes preventive maintenance funds and is based on an 80% federal match and a 20% local match.