



METROPOLITAN TULSA TRANSIT AUTHORITY

BOARD of TRUSTEES REGULAR MEETING

To Be Held 12:00 p.m. Tuesday, October 25, 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 September 27, 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 of revision of the FY2023 budget, including, adding, deleting, increasing, or decreasing programs, appropriations, expenditures and amounts thereof.

- 1. Review of Ridership – *Liann Alfaro (Information)* [Page 8](#)
- 2. Review and approval of September 2022 Financial Statement - *Rebecca Walner (Action)* [Page 13](#)
- 3. Upcoming Procurements - *Jack Van Hooser (Information)* [Page 26](#)

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

1. Calendars for 2023—Scott Marr (*Action*) [Page 27](#)
 - 2023 Board Meetings
 - 2023 Holidays

2. Approve additional funding for purchase of above ground Lifts - Randy Cloud (*Action*) [Page 30](#)

Authorize the General Manager to enter a contract with Stertil-Koni USA, Inc., for the purchase of two (2) sets of surface mount lifts for the Maintenance facility in an amount not to exceed \$365,000. This purchase will be made using the NASPO (National Association of State Procurement Officials) ValuePoint Purchasing Contract.

3. MTTA Facility Feasibility Study Phase 1 Architectural Services – Jack Van Hooser (*Action*) [Page 31](#)

Authorize the General Manager to execute a task order with GH2 Architects, LLC., for the preparation of Architectural Services with regards to MTTA Facility Feasibility Study Phase 1 services to include documenting existing conditions, site selection and other preparatory tasks for a fee not to exceed \$69,100.

4. Award of Contract for Microtransit Software – Ofir Bar & Naaja Jefferies (*Action*) [Page 33](#)

Authorize the General Manager to negotiate final terms and conditions and enter a contract for an amount not to exceed \$355,000 with RideCo U.S. Inc. (RideCo) to provide a Micro-Transit and Paratransit Software system to MTTA. This will be a three-year agreement with the option for an additional two-year term.

5. CNG Compressor Replacement & Contract Extension – Randy Cloud (*Action*) [Page 34](#)

Authorize the General Manager to negotiate and execute a purchase order with Trillium Transportation Fuels, LLC to replace all the IMW CNG Compressor Units for the Tulsa Transit CNG fuel station with 200 HP Ariel Compressors. The amount of the purchase order is not to exceed \$1,196,253. In addition, we would like to exercise the five additional option years with Trillium and spread this cost across the period from Feb 2023 until the last year of the term in January 2029.

C. Executive Committee – Adam Doverspike, Committee Chair

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, December 6, 2022, at 12:00 PM

METROPOLITAN TULSA TRANSIT AUTHORITY

Minutes of the Meeting of the Board of Trustees

Tuesday, September 27, 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	4	3

*Emeka Nnaka joined meeting at 12:39pm

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 Administrator of Grants & Procurements; Liann Alfaro, MTTA Director of Planning; Chase Phillips, MTTA Director of Grants & Procurement; Randy Cloud, MTTA Director of Maintenance; Ofir Bar, MTTA Director of IT; Tammy Ewing, Attorney; William Greener; Alicia Moore; Mr. Gorley.

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 September 23, 2022, 10:27 am at the Municipal City Clerk’s office and at Tulsa Transit Administrative offices on September 23, 2022.

I. CALL TO ORDER

Adam Doverspike called the meeting to order at 12:04 pm.

II. INTRODUCTIONS

Scott Marr introduced the MTTA Staff,

III. APPROVAL OF THE August 23, 2022, MEETING MINUTES

Emily Hall and Tina Peña moved to approve the August 23, 2022, meeting minutes.

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

IV. PUBLIC COMMENTS

None

V. COMMITTEE BUSINESS and REPORTS

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

1. Review of Ridership – Liann Alfaro

Fixed ridership for August was 41% more than projected with the month of free fares. BRT was well over the Route 105 average. Lift ridership is 33% more than projected.

2. Review and approval of August 2022 Financial Statements – Rebecca Warner

Total expenses are 13% less than projected. Revenues from Operations are up due to sponsored rides in August. Repairs for the old buses, fuel and utilities cost are up.

3. Review of General Manager submitted expenses – Rebecca Warner

None

Emily Hall and Tina Peña moved to approve August 2022 Financial statements.

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

4. Upcoming Procurements – Jack Van Hooser

Jack went over the upcoming procurement.

B. Operating/Marketing Committee – Adam Doverspike

1. Autonomous Vehicles – Chase Phillips

Tulsa Transit was approached by INCOG to work on a Department of Energy grant opportunity. It would be a pilot program and focus on autonomous vehicles research and energy reductions. This is a 2-step application process. The status right now is the research partners have submitted initial paper – DOE invites selected projects to submit a more formal proposal.

Moved to C.1.

C. Executive Committee – Adam Doverspike, Committee Chair

1. Sale of Real Estate Property – Scott Marr, Randy Cloud and Tammy Ewing, Attorney

Officer nominations for Vice-Chair and Chair

Emily Hall and Tina Peña made motion to enter executive session.

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

Emeka Nnaka joined executive session @ 12:39pm.

Emily Hall and **Emeka Nnaka** made motion to exit executive session.

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

Emily Hall and **Emeka Nnaka** made the motion to reject the counteroffer on the sale of the real estate property and then to settle the litigation authorize our attorney to offer the maximum of \$5,000 to settle all claims regarding the real estate property.

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

Return to B. 2.

2. Driver Shields – Scott Marr

Scott presented the submitted bids for driver protective shields, Midwest Bus was chosen by the committee.

Emily Hall and **Tina Peña** made the motion to authorize the General Manager to negotiate and execute a contract with Midwest Bus for the purchase of Protective Driver Barriers to be installed in all fixed route buses in an amount not to exceed \$450,000 and to negotiate final terms and conditions.

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

3. Award of Contract for Low Floor Paratransit Vehicles – Randy cloud

Randy presented the need to replace some paratransit buses that have mileage over 200k.

Emeka Nnaka and **Emily Hall** made the motion to authorize the General Manager to enter a contract with Creative Bus Sales for the purchase of six (6) Dodge Promaster paratransit buses in an amount not to exceed \$1,200,000. This purchase will be made using the State of Oklahoma Purchasing Contract.

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

4. Approve purchase of above ground lifts – Randy Cloud

Randy presented the need to replace in-ground lifts that has deteriorated over the years and replace them with surface mounted lifts.

Emeka Nnaka and **Emily Hall** made the motion to authorize the General Manager to enter a contract with Mohawk Lifts for the purchase of two (2) sets of surface mount lifts for the Maintenance facility in an amount not to exceed \$304,134.47. This purchase will be made using the State of Oklahoma Purchasing Contract.

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

5. Increase Accessibility & Anti-Human Trafficking Service – Ofir Bar
Ofir showed a presentation on visual interpreting services to help improve accessibility service.
Ofir also presented an anti-human trafficking program that will have QR codes placed in Tulsa Transit areas.

VI. TRUSTEES AND GENERAL MANAGER COMMENTS

Scott informed the Board of the Tulsa Transit night at the Oilers Hockey game on October 21st.

VII. NEW BUSINESS
None

VIII. ADJOURN

James Wagner adjourned meeting at 1:37pm.

Sincerely,

Lori Soderstrom
Secretary to the Board of Trustees

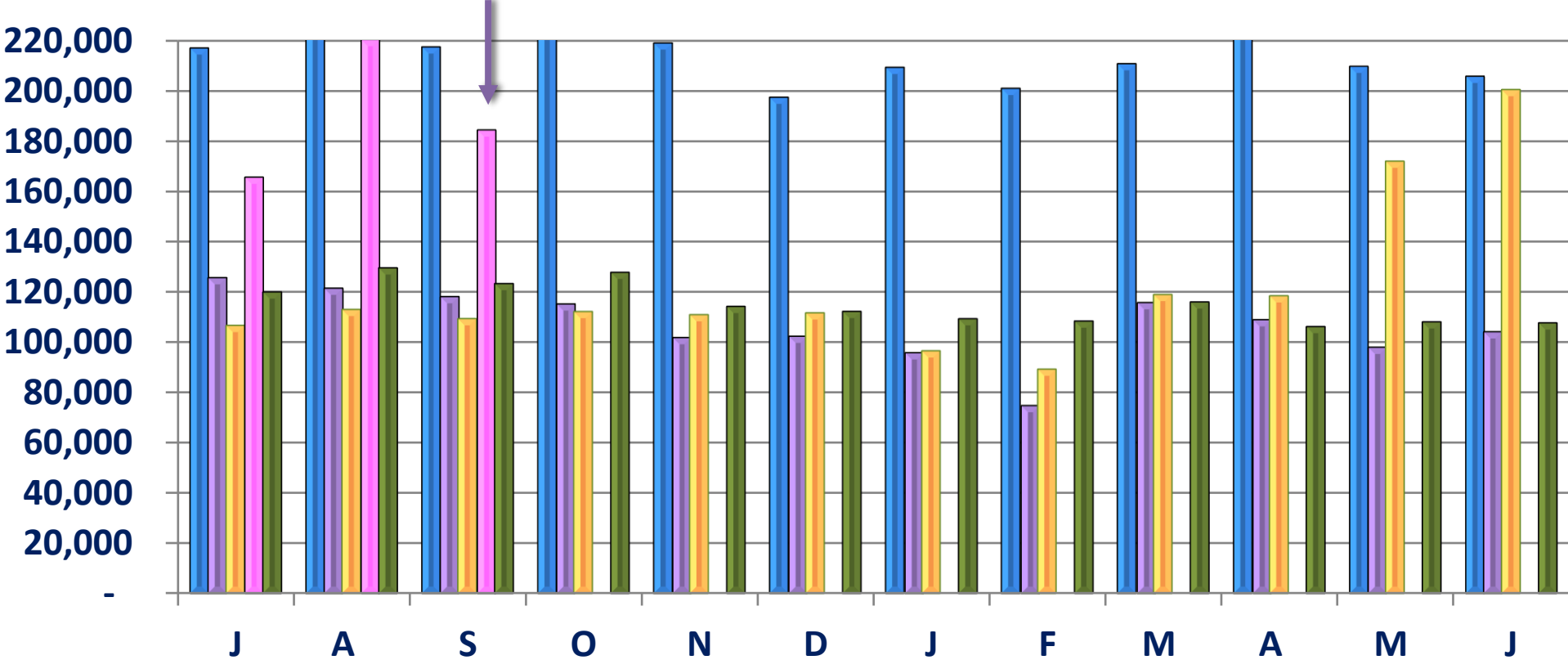
Fixed Route

- FY20 is deleted from chart
- September reflects half a month of free fare Sept 1-15th

FIXED ROUTE RIDERSHIP

■ FY19
 ■ FY21
 ■ FY22
 ■ FY23
 ■ FY23 Projected

Sept 22 ridership of 184K was 61K or 33% more than target projection.
 Sept 22 ridership reflects half a month of free fare.

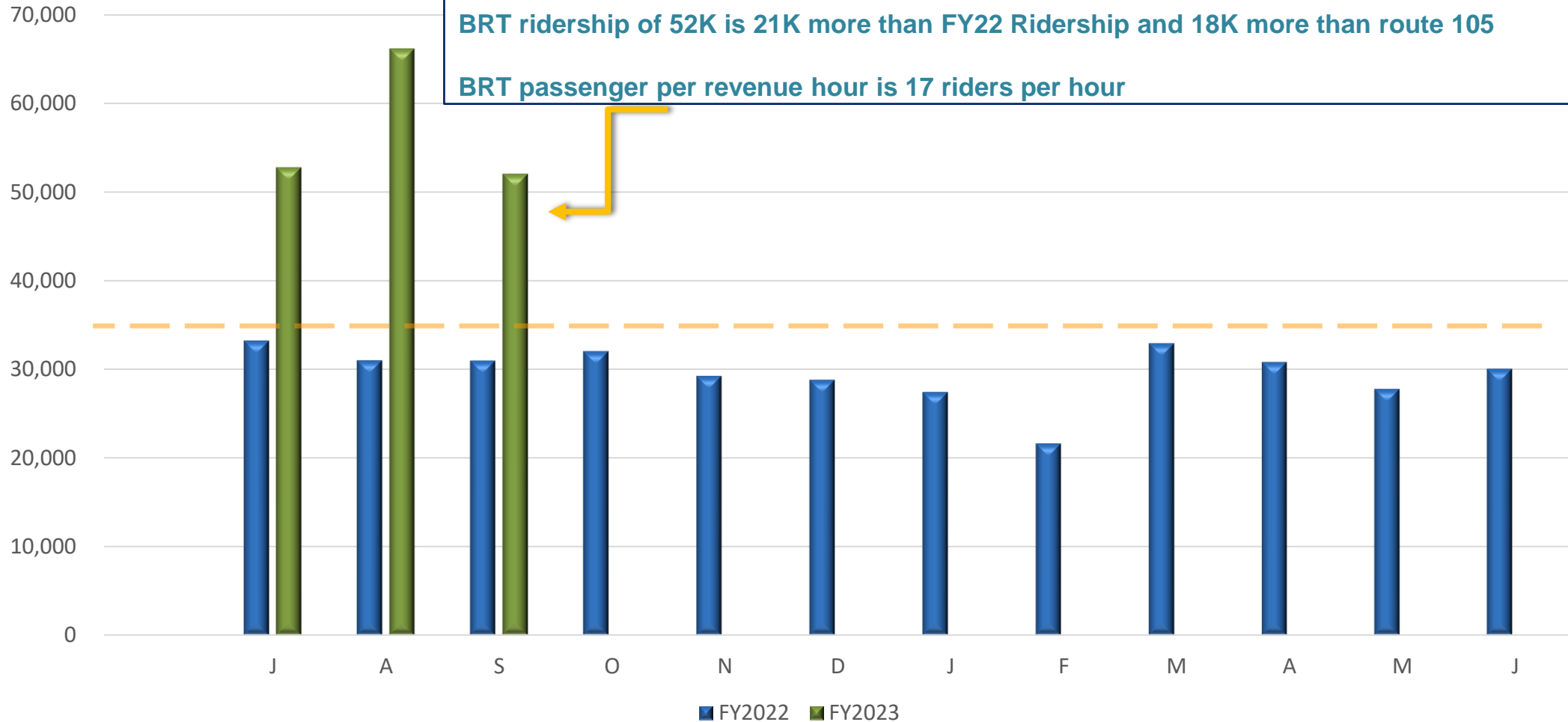


BRT RIDERSHIP

BRT ridership is down 14k from August a full month of free fare, but only down 748 from July another half free month

BRT ridership of 52K is 21K more than FY22 Ridership and 18K more than route 105

BRT passenger per revenue hour is 17 riders per hour



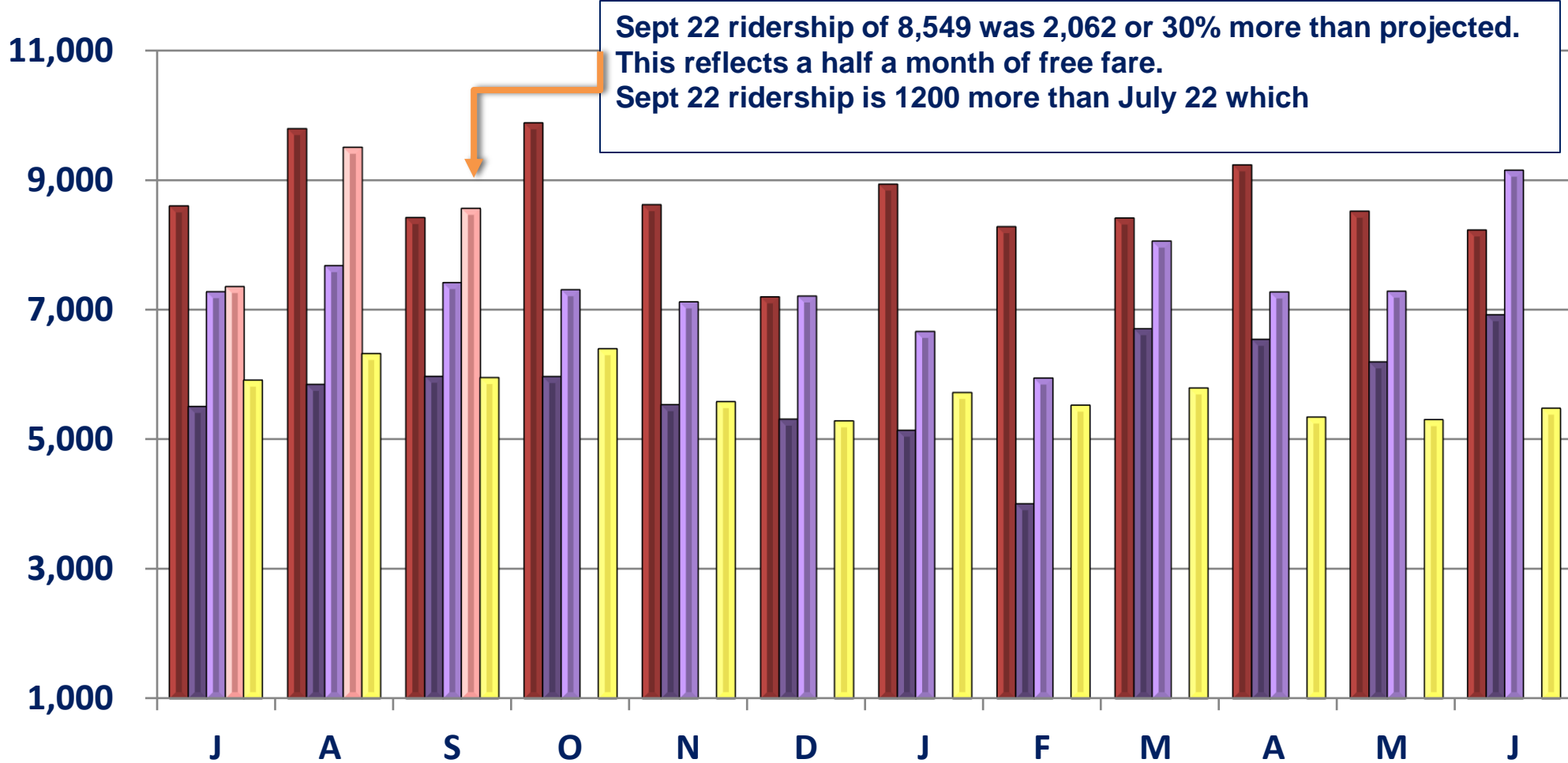
*Average Route 105 Ridership was 34,000 per month.

Lift Ridership

- Lift Ridership this month is trending above Pre-Pandemic numbers.
 - September 2022 half month of free fare.
 - We are little over the budgeted projection.

LIFT RIDERSHIP – July 2022

■ FY19
 ■ FY21
 ■ FY22
 ■ FY23
 ■ FY23 Projected



**METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
October 25th, 2022
Finance/Audit Committee**

To: Board of Trustees
From: Rebecca Walner, Chief Financial Officer
Subject: FY23 Financial Statement Summary through Sept 30, 2022

Recommendation:

Review and approve the FY23 Sept Financial Statement Summary.

Analysis:

Sept operating expenses of \$6.5M were \$436K or 17% less projections based on the FY2023 budget.

YTD we have a zero surplus with total expenses of \$3.95M which are \$789K or 10% less than projected. Revenues from Operations are up due to the sponsored rides in Sept, and online sales continued during that time. The FY23 underspending of \$789K is reflected in the following areas: Salaries \$424K, Lift Program 141K, and Planning/Marketing \$38K. Below is a summary of our YTD FY23 operating results before audit:

**FY2023 Financial Summary
YTD Sept 2022**

<i>Item</i>	<i>Actual</i>	<i>Budget</i>	<i>Variance %</i>	<i>Prior Year</i>	<i>Variance %</i>
Revenue					
Revenue from Operations	\$739,565	\$562,831	31.40%	\$588,885	25.59%
Operating Grant Funding	\$5,854,940	\$6,821,031	(14.16%)	\$5,004,110	17.00%
Total Operating Revenues	\$6,594,505	\$7,383,862	(10.69%)	\$5,592,995	17.91%
Operating Expenses					
Labor and Fringe	\$3,531,941	\$3,956,400	(10.73%)	\$3,231,652	9.29%
Transportation Services	\$906,084	\$1,047,164	(13.47%)	\$837,330	8.21%
Administrative Services	\$334,296	\$409,740	(18.41%)	\$395,292	(15.43%)
Materials and Supplies	\$1,085,731	\$1,178,868	(7.90%)	\$709,614	53.00%
Utilities	\$188,619	\$165,798	13.76%	\$166,203	13.49%
Insurance	\$120,627	\$159,871	(24.55%)	\$101,368	19.00%
Marketing and Planning	\$427,205	\$466,021	(8.33%)	\$147,690	189.26%
Total Operating Expenses	\$6,594,503	\$7,383,862	(10.69%)	\$5,589,149	17.99%
Budget Surplus (Deficit)	\$2	\$0	(100.00%)	\$3,846	(99.95%)



FY23 Executive Summary

For the Three Months Ending Sept 30, 2022

Summary of Activities*	Actual	Budget	Var%
Revenues From Operations \$	740	\$ 563	31%
Grant Revenues	5,855	6,821	-14%
Total Operating Revenues	6,595	7,384	-11%
Total Expenses	(6,595)	(7,384)	-11%
Surplus (Deficit) \$	0	\$ -	0%

Operating Revenues*	Actual	Budget	Var%
City of Tulsa \$	2,720	\$ 2,811	-3%
Federal Grants	2,432	3,404	-29%
State Grants	540	287	88%
Other Grants	163	319	-49%
Fare Revenues	551	339	63%
Advertising Revenues	173	163	6%
Other Revenues	15	61	-75%
Total Operating Revenues \$	6,595	\$ 7,384	-11%

Operating Expenses*	Actual	Budget	Var%
Payroll & Fringe \$	3,532	\$ 3,956	-11%
Transportation Services	906	1,047	-13%
Administrative Services	334	410	-18%
Materials & Supplies	1,086	1,179	-8%
Utilities	189	166	14%
Insurance	121	160	-25%
Marketing & Planning	427	466	-8%
Total Expenses \$	6,595	\$ 7,384	-11%

Goal 1. Operate a Safe Transit System

Accidents (Per 100K miles)	FY23	FY22	Change	Target
Fixed Route	1.64	1.38	19%	1.80
Lift Program	8.31	4.24	96%	1.20

Goal 2. Meet and Exceed Customer Expectations

Complaints	FY23	FY22	Change	Target
Fixed Route	2.84	4.55	-38%	4.35
Lift Program	32.7	27.29	0.1982	23

Goal 3. Maintain a Quality Workforce

Absences (Per weekday)	FY23	FY22	Change	Target
Operators	6	19	-69%	9
Total	7	23	-71%	12

Goal 4. Operate an Effective Transit System

Passengers Per Hour	FY23	FY22	Change	Target
Fixed Route	14.79	8.03	0.84	14.00
Lift Program	2.07	2.06	0%	2.00

Goal 5. Operate an Efficient Transit System

Cost Per Trip	FY23	FY22	Change	Target
Fixed Route	\$ 8.86	\$ 13.16	-33%	\$ 6.16
Lift Program	\$ 57.38	\$ 56.05	2%	\$ 50.91

Tulsa Transit connects people to progress and prosperity.

Fixed Route and Nightline Preventable Accidents - FY23								
	\$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	1		1					2
August	2		1					3
September	5							5
October								0
November								0
December								0
January								0
February								0
March								0
April								0
May								0
June								0
TOTAL	8	0	2	0	0	0	0	10
Percent of Total	80%	0%	20%	0%	0%	0%	0%	100%

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	2							2
June	0							0
TOTAL	23	2	7	1	0	0	0	33
Percent of Total	70%	6%	21%	3%	0%	0%	0%	100%

Lift Preventable Accidents - FY23								
	\$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					2
August	6				1			7
September	5	1			1	1		8
October								0
November								0
December								0
January								0
February								0
March								0
April								0
May								0
June								0
Total	12	1	1	2	1	0	0	17
Percent of Total	71%	6%	6%	12%	6%	0%	0%	0%

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	2							2
Total	33	0	0	0	0	0	0	33
Percent of Total	100%	0%	0%	0%	0%	0%	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	483,143.00	204,203.00	-38%	Fixed Route Revenues are higher due to increased ridership and partnership with INCOG.
Advertising Revenue	173,082.00	10,490.00	6%	Advertising Revenue is 6% higher than original projected.
Lift Program Revenues	68,224.00	8,225.00	14%	Lift Revenue is higher than expected due to increased ridership and Partnership with INCOG.
Expenses	YTD \$		YTD Var%	Details
Payroll and Fringe	3,531,941.00	(424,459.00)	-11%	Payroll & Fringe is 11% less than projected as we have not yet been at full capacity for drivers, however have been paying sign-on bonus's and overtime, and trainees.
Transportation Services	906,084.00	(141,080.00)	-13%	Transportation Services is less than expected as we have not got back to full capacity.
Advertising Commissions	80,084.00	23,233.00	41%	Advertising commission is higher than expected as we are expensing the commission expense as we invoices versus upon payment received.
Legal	58,141.00	35,995.00	163%	Legal expenses are higher than expected from multiple litigations.
Audit Fees	10,425.00	14.00	0%	Audit fees are on target for FY23.
Bldg. & Facility Services	38,391.00	(3,679.00)	-9%	Building and Facility Services are currently on target for FY23
Professional and Technical	138,669.00	(136,114.00)	-50%	Professional & Technical is higher than expected due to multiple contract employees.
Fuel	283,558.00	(103,618.00)	-31%	Fuel is 31% less than expected due to budgets at full capacity.
Gasoline	61,488.00	27,516.00	81%	Gasoline prices reached much higher than expected rates which caused the increase in our gas budget line as well.
Oil & Lubricants	26,986.00	(16,604.00)	-38%	Due to less drive time, our oil and lubricants is under budget.
Tires & Tubes	38,730.00	(3,228.00)	-8%	Due to less drive time tire and tubes has not reach the expected budget amount.
Facility Repairs	188,646.00	75,741.00	67%	Facility Repairs is 67% higher than expected due to vandalism and other repairs around the main location.
Service & Shop Equipment	18,914.00	(30,901.00)	-62%	Due to few buses pulling out our expenses have not reached the expected amount.
Other Shop & Garage	18,744.00	(7,944.00)	-30%	Due to few buses pulling out our expenses have not reached the expected amount.

Repair Parts	488,740.00	14,419.00	3%	Aging bus's causing higher repair cost.
Servicing Supplies	10,993.00	(23,264.00)	-68%	Due to few buses pulling out our expenses have not reached the expected amount.
Utilities	188,619.00	22,821.00	14%	Unexpected increase in Utilites has caused prices to surge, we are monitoring for future consumption.
Insurance	120,627.00	(39,244.00)	-25%	Insurance premiums did not increase as expected in FY 23.
Planning	149,083.00	(68,854.00)	-32%	FY23 had a study spread over the year that has not currently taken off. This line item may stay under budget, depending on cost of the location move consultants.
Marketing & Advertising	153,844.00	37,652.00	32%	Marketing and Advertising is currently over budget due to free fares and advertising around town to try to help increase ridership
General Office Expense	44,983.00	6,968.00	18%	Office Supplies are 18% more than expected as desk were needed for different offices.
	YTD		YTD	
Grant Revenues	\$\$		Var%	Details
Other Operational Assistance	162,679.00	(155,927.00)	-49%	These revenues represent contracts with the City of Broken Arrow, Jenks, and Sand Springs, as we as MMS. Under investigation.
Oklahoma State Funding	539,999.00	252,500.00	88%	OUT FY23 apportionment saw an significant increase for this year only. Increased from 1.15M to 2.15M.
FTA Planning	219,955.00	(103,295.00)	-32%	YTD Planning expenses are 32% less than expected due to not doing a study at this time.
FTA Audit/Leases	20,304.00	(6,696.00)	-25%	YTD Audit and Leases is on target with assumption.
FTA ADA Lift	167,250.00	167,250.00	0%	YTD ADA is on target with budget.
FTA - Operations	984,594.00	(1,037,427.00)	-51%	FTA is under budget as we have regained some of PY income in CFY.
FTA Preventive Maintenance	1,040,271.00	175,521.00	20%	YTD PM is about on target.

METRO TULSA TRANSIT AUTHORITY
Income Statement
For the Three Months Ending Friday, September 30, 2022

	Actual	Budget	Var %	PY	PY %	Act YTD	Bgt YTD	Var%	PY YTD	PY %
Operating Revenues										
Passenger	\$212,973	\$89,495	137.97%	\$88,221	141.41%	\$461,292	\$270,711	70.40%	\$252,524	82.67%
Nightline	\$2,963	\$1,614	83.57%	\$884	235.12%	\$14,340	\$4,882	193.76%	\$3,015	375.56%
Sunday Service	\$1,634	\$1,107	47.58%	\$732	123.09%	\$7,511	\$3,347	124.42%	\$2,008	274.04%
Advertising	\$52,324	\$54,197	(3.46%)	\$111,182	(52.94%)	\$173,082	\$162,592	6.45%	\$237,518	(27.13%)
Investments	\$2,585	\$200	1192.66%	\$266	872.36%	\$7,221	\$50,200	(85.61%)	\$815	785.88%
Lift Program - ADA	\$34,425	\$19,746	74.34%	\$48,193	(28.57%)	\$68,224	\$59,999	13.71%	\$77,229	(11.66%)
Other Revenue	\$1,878	\$3,700	(49.25%)	\$11,566	(83.77%)	\$7,895	\$11,100	(28.88%)	\$15,776	(49.96%)
Total Operating Revenues	\$308,782	\$170,059	81.57%	\$261,044	18.29%	\$739,565	\$562,831	31.40%	\$588,885	25.59%
Operating Expenses										
Labor:										
Operators	\$438,144	\$376,132	16.49%	\$346,825	26.33%	\$1,275,163	\$1,128,396	13.01%	\$1,013,491	25.82%
Transportation Administration	\$116,761	\$124,003	(5.84%)	\$116,957	(0.17%)	\$374,738	\$372,009	0.73%	\$390,074	(3.93%)
Maintenance	\$109,645	\$125,600	(12.70%)	\$106,386	3.06%	\$324,927	\$376,800	(13.77%)	\$287,255	13.11%
Maintenance Administration	\$24,812	\$32,267	(23.11%)	\$27,732	(10.53%)	\$83,828	\$96,801	(13.40%)	\$80,197	4.53%
Administration & Accounting	\$72,981	\$101,299	(27.95%)	\$73,717	(1.00%)	\$229,471	\$303,897	(24.49%)	\$175,834	30.50%
Total Labor	\$762,343	\$759,301	0.40%	\$671,617	13.51%	\$2,288,127	\$2,277,903	0.45%	\$1,946,851	17.53%
Fringe Benefits:										
FICA Taxes	\$67,414	\$61,680	9.30%	\$107,925	(37.54%)	\$199,731	\$185,342	7.76%	\$223,226	(10.53%)
Pension Plan Expense	\$89,057	\$99,438	(10.44%)	\$98,335	(9.44%)	\$275,522	\$298,315	(7.64%)	\$237,382	16.07%
Health & Dental Insurance	\$94,245	\$134,850	(30.11%)	\$105,692	(10.83%)	\$322,031	\$436,181	(26.17%)	\$338,342	(4.82%)
Life & Disability Insurance	\$666	\$8,467	(92.13%)	\$8,694	(92.33%)	\$17,065	\$8,467	101.55%	\$23,781	(28.24%)
Sick Leave	\$16,296	\$23,077	(29.39%)	\$18,411	(11.49%)	\$58,788	\$69,231	(15.08%)	\$76,203	(22.85%)
Holiday Pay	\$68,821	\$40,019	71.97%	\$62,118	10.79%	\$113,227	\$120,057	(5.69%)	\$111,336	1.70%
Vacation Pay	\$46,777	\$44,401	5.35%	\$40,861	14.48%	\$149,474	\$133,203	12.22%	\$171,846	(13.02%)
Uniform Allowance - Drivers	\$1,118	\$4,805	(76.73%)	\$1,514	(26.16%)	\$48,837	\$14,415	238.79%	\$41,627	17.32%
Clothing/Tool Allowance - Mechanics	\$1,905	\$3,150	(39.52%)	\$1,628	17.03%	\$4,924	\$9,450	(47.90%)	\$16,338	(69.86%)
Unemployment Compensation	\$2,157	\$4,655	(53.66%)	\$3,553	(39.30%)	\$6,471	\$14,139	(54.23%)	\$14,660	(55.86%)
Other Fringe Benefits	\$20,319	\$128,153	(84.14%)	\$13,322	52.53%	\$47,744	\$389,697	(87.75%)	\$30,060	58.83%
Total Fringe Benefits	\$408,775	\$552,695	(26.04%)	\$462,053	(11.53%)	\$1,243,814	\$1,678,497	(25.90%)	\$1,284,801	(3.19%)
Total Loaded Payroll	\$1,171,118	\$1,311,996	(10.74%)	\$1,133,670	3.30%	\$3,531,941	\$3,956,400	(10.73%)	\$3,231,652	9.29%
Transportation Services:										
Fixed Route	\$53,703	\$48,274	11.25%	\$56,038	(4.17%)	\$152,810	\$144,822	5.52%	\$152,817	(0.00%)
Sunday Service	\$19,500	\$24,070	(18.99%)	\$21,435	(9.03%)	\$71,607	\$72,210	(0.84%)	\$64,278	11.40%
Lift Program - ADA	\$264,389	\$228,272	15.82%	\$191,231	38.26%	\$681,667	\$684,816	(0.46%)	\$586,206	16.28%
Circulator Service-Downtown/Midtown	-	\$48,438	(100.00%)	\$10,392	(100.00%)	-	\$145,316	(100.00%)	\$31,495	(100.00%)
Lift Services - Meals On Wheels	-	-	0.00%	\$770	(100.00%)	-	-	0.00%	\$2,534	(100.00%)
Total Transportation Services	\$337,592	\$349,054	(3.28%)	\$279,866	20.63%	\$906,084	\$1,047,164	(13.47%)	\$837,330	8.21%
Administrative Services:										
Advertising	\$22,250	\$18,915	17.63%	\$55,164	(59.67%)	\$80,084	\$56,851	40.87%	\$111,656	(28.28%)
Legal Fees	\$46,554	\$7,200	546.58%	\$2,095	2122.68%	\$58,141	\$22,146	162.53%	\$4,600	1163.93%
Audit Fees	\$3,475	\$3,468	0.20%	\$3,342	3.99%	\$10,425	\$10,411	0.13%	\$10,025	3.99%
Office Equipment / Computers	\$1,788	\$470	280.35%	\$1,632	9.53%	\$5,893	\$1,414	316.74%	\$2,603	126.39%
Building & Facility Services	\$10,865	\$13,990	(22.34%)	\$13,670	(20.52%)	\$38,391	\$42,070	(8.74%)	\$38,389	0.01%
Professional & Technical Services	\$32,139	\$29,576	8.67%	\$53,782	(40.24%)	\$81,136	\$88,897	(8.73%)	\$124,623	(34.89%)
Software Maintenance & Service	(\$29,251)	\$61,786	(147.34%)	\$43,979	(166.51%)	\$57,533	\$185,886	(69.05%)	\$102,344	(43.78%)
Security Services	\$2,441	\$689	254.21%	\$812	200.63%	\$2,693	\$2,065	30.40%	\$1,052	155.96%
Total Administrative Services	\$90,261	\$136,094	(33.68%)	\$174,476	(48.27%)	\$334,296	\$409,740	(18.41%)	\$395,292	(15.43%)

Total Services	\$427,853	\$485,148	(11.81%)	\$454,342	(5.83%)	\$1,240,380	\$1,456,904	(14.86%)	\$1,232,622	0.63%
Materials & Supplies:										
Fuel	\$68,091	\$110,330	(38.28%)	\$97,171	(29.93%)	\$227,372	\$330,990	(31.31%)	\$189,003	20.30%
Gasoline	\$26,745	\$11,324	136.18%	\$6,038	342.94%	\$61,488	\$33,972	80.99%	\$21,452	186.63%
Oil & Lubricants	\$320	\$14,530	(97.80%)	\$13,015	(97.54%)	\$26,986	\$43,590	(38.09%)	\$34,973	(22.84%)
Tires & Tubes	\$15,695	\$13,986	12.22%	\$10,074	55.79%	\$38,730	\$41,958	(7.69%)	\$35,048	10.50%
Facility Repairs & Maintenance	\$88,680	\$37,635	135.63%	\$43,997	101.56%	\$188,646	\$112,905	67.08%	\$141,094	33.70%
Service & Shop Equipment	(\$80)	\$16,605	(100.48%)	\$467	(117.23%)	\$18,914	\$49,815	(62.03%)	\$5,485	244.84%
Other Shop & Garage Expense	\$3,088	\$8,896	(65.29%)	\$5,478	(43.64%)	\$18,744	\$26,688	(29.77%)	\$15,166	23.59%
Repair Parts	\$153,835	\$158,107	(2.70%)	\$81,666	88.37%	\$488,740	\$474,321	3.04%	\$249,123	96.18%
Servicing Supplies	\$3,714	\$11,419	(67.47%)	\$2,307	60.96%	\$10,993	\$34,257	(67.91%)	\$12,490	(11.99%)
Transportation & Safety	\$469	\$4,042	(88.40%)	\$756	(37.96%)	\$3,010	\$12,126	(75.17%)	\$4,030	(25.29%)
Schedules	-	\$3,798	(100.00%)	-	0.00%	-	\$11,394	(100.00%)	\$325	(100.00%)
Passes & Transfers	\$646	\$2,284	(71.70%)	-	0.00%	\$2,108	\$6,852	(69.23%)	\$1,425	47.96%
Total Materials & Supplies	\$361,203	\$392,956	(8.08%)	\$260,969	38.41%	\$1,085,731	\$1,178,868	(7.90%)	\$709,614	53.00%
Utilities:										
Light, Heat, Power, and Water	\$33,498	\$31,700	5.67%	\$28,623	17.03%	\$113,528	\$95,740	18.58%	\$85,721	32.44%
Communications	\$23,109	\$23,229	(0.52%)	\$22,978	0.57%	\$75,091	\$70,058	7.18%	\$80,482	(6.70%)
Total Utilities	\$56,607	\$54,929	3.06%	\$51,601	9.70%	\$188,619	\$165,798	13.76%	\$166,203	13.49%
Insurance:										
Insurance Premiums	\$37,949	\$52,852	(28.20%)	\$29,264	29.68%	\$113,848	\$159,871	(28.79%)	\$87,792	29.68%
Self Insurance	-	-	0.00%	\$6,143	(100.00%)	\$6,779	-	0.00%	\$13,576	(50.07%)
Total Insurance	\$37,949	\$52,852	(28.20%)	\$35,407	7.18%	\$120,627	\$159,871	(24.55%)	\$101,368	19.00%
Miscellaneous:										
Planning & Rideshare	\$90,181	\$72,510	24.37%	\$11,712	669.99%	\$149,083	\$217,937	(31.59%)	\$41,919	255.65%
Dues & Subscriptions	\$514	\$2,152	(76.12%)	\$4,680	(89.02%)	\$7,901	\$6,348	24.46%	\$12,514	(36.86%)
Travel & Meetings - Staff	\$7,621	\$4,514	68.83%	\$2,017	277.89%	\$31,993	\$12,150	163.32%	\$17,338	84.52%
Travel & Meetings - Board	-	\$563	(100.00%)	-	0.00%	-	\$1,691	(100.00%)	\$170	(100.00%)
Marketing & Advertising	\$83,829	\$39,038	114.74%	\$914	9071.82%	\$153,844	\$116,192	32.41%	\$12,729	1108.57%
General Office Expense	\$11,052	\$12,648	(12.62%)	\$7,960	38.84%	\$44,983	\$38,015	18.33%	\$27,184	65.47%
Other Miscellaneous Expenses	\$4,324	\$17,926	(75.88%)	\$8,584	(49.63%)	\$19,822	\$54,287	(63.49%)	\$10,787	83.75%
Bank & Credit Card Fees	\$4,302	\$2,904	48.15%	\$3,599	19.54%	\$11,325	\$8,739	29.60%	\$10,693	5.92%
Leases & Rentals	\$1,462	\$4,264	(65.71%)	\$6,402	(77.16%)	\$8,254	\$10,662	(22.59%)	\$14,356	(42.51%)
Total Miscellaneous	\$203,285	\$156,519	29.88%	\$45,868	343.20%	\$427,205	\$466,021	(8.33%)	\$147,690	189.26%
Total Expenses	\$2,258,015	\$2,454,400	(8.00%)	\$1,981,857	13.93%	\$6,594,503	\$7,383,862	(10.69%)	\$5,589,149	17.99%
Net Operating Loss	(\$1,949,233)	(\$2,284,341)	(14.67%)	(\$1,720,813)	13.27%	(\$5,854,938)	(\$6,821,031)	(14.16%)	(\$5,000,264)	17.09%
Operational Grant Funding										
Operating Assistance - Other	\$37,033	\$106,202	(65.13%)	\$36,202	2.30%	\$162,679	\$318,606	(48.94%)	\$184,582	(11.87%)
Oklahoma State Funding	\$179,166	\$95,833	86.96%	\$95,833	86.96%	\$539,999	\$287,499	87.83%	\$287,499	87.83%
FTA - Planning Assistance	\$66,663	\$107,750	(38.13%)	\$32,149	107.36%	\$219,955	\$323,250	(31.96%)	\$89,466	145.85%
FTA - Leases / Audit	\$5,203	\$9,000	(42.19%)	\$4,000	30.08%	\$20,304	\$27,000	(24.80%)	\$4,000	407.60%
FTA - ADA LIFT	\$55,750	\$55,750	0.00%	\$409,940	(86.40%)	\$167,250	\$167,250	0.00%	\$1,095,245	(84.73%)
FTA - CMAQ	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
FTA - Preventative Maintenance	\$327,973	\$288,250	13.78%	-	0.00%	\$1,040,271	\$864,750	20.30%	(\$4,333)	(24108.05%)
FTA - Operations	\$370,523	\$684,671	(45.88%)	\$398,588	(7.04%)	\$984,594	\$2,022,021	(51.31%)	\$1,128,799	(12.78%)
COT - Vision Assistance	-	\$323,635	(100.00%)	\$255,884	(100.00%)	\$586,531	\$970,905	(39.59%)	\$754,201	(22.23%)
COT - Operating Assistance	\$906,923	\$613,250	47.89%	\$488,217	85.76%	\$2,133,357	\$1,839,750	15.96%	\$1,464,651	45.66%
Total Operational Grant Funding	\$1,949,234	\$2,284,341	(14.67%)	\$1,720,813	13.27%	\$5,854,940	\$6,821,031	(14.16%)	\$5,004,110	17.00%
Budget Surplus (Deficit)	\$1	-	(237.14%)	-	(84.42%)	\$2	-	(19.05%)	\$3,846	(100.00%)

Capital Revenues

Capital Assistance - FTA	\$341,298	\$7,667	4351.52%	\$1,159,233	(70.56%)	\$471,456	\$81,163	480.88%	\$1,256,273	(62.47%)
Capital Assistance - COT	\$17,500	\$183,836	(90.48%)	-	0.00%	\$167,500	\$532,341	(68.54%)	-	0.00%
Capital Assistance - Other	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
Gain (Loss) on Sale of Assets	-	-	0.00%	-	0.00%	(\$20,338)	-	0.00%	\$5,400	(476.63%)
Total Capital Revenues	\$358,798	\$191,503	87.36%	\$1,159,233	(69.05%)	\$618,618	\$613,504	0.83%	\$1,261,673	(50.97%)
Depreciation	\$352,671	\$360,000	(2.04%)	\$357,025	(1.22%)	\$1,058,477	\$1,080,000	(1.99%)	\$1,037,095	2.06%
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	\$6,128	(\$168,497)	(103.64%)	\$802,208	(99.24%)	(\$439,857)	(\$466,496)	(5.71%)	\$228,424	(292.56%)

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Assets

Current Assets:

Cash and Cash Equivalents		\$1,554,473
Restricted Cash		\$4,129,486
Trade Accounts Receivable	\$369,304	
FTA Operating & Capital Grants Receivable	\$31,810,190	
COT Operating & Capital Grants Receivable	\$57,096,291	
		\$89,275,785
Inventories		\$977,958
Prepaid Expenses		\$484,367
Total Current Assets		\$96,422,068

Non- Depreciating Assets

Capital Assets, at cost:

Revenue Equipment	\$38,357,156	
Service Equipment	\$620,415	
Security Equipment	\$908,189	
Buildings & Improvements	\$12,299,725	
Passenger Shelters	\$2,099,813	
Shop and Garage Equipment	\$3,138,369	
Computers & Other Equipment	\$4,784,581	
Office Furniture and Fixtures	\$209,681	
Land & Improvements	\$3,333,309	
Construction in Progress	\$617,368	
Less: Accumulated Depreciation	(\$42,681,630)	
Total Capital Assets		\$23,686,975

Total Assets

\$120,109,043

Deferred outflows of resources, pension related amounts

\$1,775,085

Liabilities

Current Liabilities:

Trade Accounts Payable	\$2,976,177	
Accrued Wages & Withholdings	\$442,396	
Accrued Insurance	\$118,401	
Deferred Grant Revenues	\$92,054,216	
Other Current Liabilities	\$206,843	
Total Current Liabilities		\$95,798,033

Noncurrent Liabilities:

Advance Payable to COT	\$326,674	
Net Pension Liability	\$12,818,422	
Accrued Compensated Absences	\$874,758	
Total Noncurrent Liabilities		\$14,019,854

Total Liabilities

\$109,817,886

Deferred inflows of resources, pension related amounts

\$1,460,756

Net Position:

Invested in Capital Assets	\$23,686,975	
Restricted for Capital Acquisitions	\$937,315	
Restricted for Workmen's Comp.	\$182,167	
Unrestricted	(\$14,515,300)	
Total Net Assets		\$10,291,157

Total Liabilities & Net Assets

\$120,109,043

For the Three Months Ending Sept 30, 2022

METROPOLITAN TULSA TRANSIT AUTHORITY
PERFORMANCE INDICATOR SUMMARY

Fixed Route	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	2.47	1.64	1.80	There were 2.47 preventable accidents in Sept and average 1.64 for FY23YTD accidents are 1.64 vs. 1.86 in prior year.	●
*Total Complaints per Per 10,000 boarding's	2.66	2.84	4.35	There were 49 total complaints in Sept vs. 50 in prior year. The current month breakdown is as follows: Attitude5-Incorrect Info/Order2-Maintenance1-No Show1-Not on Time4-Other10-Pass Up18-Reckless Driving7-Call Center1	●
*Total Valid Complaints Per 10,000 boarding's	2.66	5.56	2.00	Of the 49 total complaints, 11 were classified as valid complaints with the current month breakdown as follows: Attitude1-Incorrect Info/Order1-Maintenance1-No Show1-Not on Time2-Other1-Pass Up4-	●
On-time Performance	0%	0%	85%		✓
Miles between road calls	6,522	6,993	7,500	YTD is 3% less than target.	✓
Operator Absences per weekday	7.00	6.00	9.00	YTD Operator Absences are 4% more than target.	✓
Passengers per Hour (PPH)	15.09	14.79	14.00	YTD PPH is 5% less than target.	✓
Cost per Trip (CPT)	\$ 9.31	\$ 8.86	\$ 6.16	YTD CPT is 40% more than target and is due to reduced ridership.	✓
Lift Operation	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	9.03	1.28	1.20	There were 9.03 preventable accidents in Sept an average 1.28 for FY23YTD accidents are 8.31 vs. 4.24 in prior year.	✓
Total Complaints per Per 10,000 boarding's	21.06	32.70	23.00	There were 18 total Lift complaints in Sept vs. 50 in prior year. The current month breakdown is as follows: Attitude2-Maintenance1-Not on Time1-5-Reckless Driving1-Scheduling/On-Board Time1-Incorrect Order via CSR1	✓
Total Valid Complaints per 10,000 boarding's	0.00	0.00	12.00	Of the 18 total Lift complaints, 5 were classified as valid with the current month breakdown as follows: No Show2-Not on Time1-Other1-Incorrect Order via CSR1	●
On-time performance	97%	97%	0.95	YTD On-time Performance is consistent with target.	●
Miles Between Road Calls	22,143	18,917	22,500	YTD Miles Between Road Calls is 22% less than target,.	●
Passengers per hour (PPH)	2.09	2.07	2.00	YTD PPH is 6% more than target.	●
Cost per Trip (CPT)	\$ 61.46	\$ 57.38	\$ 50.91	YTD CPT is 9% 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 Three Months Ending Sept 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	2.47	1.86	0.33	1.64	1.38	0.19	1.80
OSHA Accidents per 200k Manhours	0.00	0.00	0.00	0.00	0.00	0.00	6.00
2) Meet and Exceed Customer Expectations							
Complaints per 10k Boardings	2.66	5.56	-0.52	2.84	4.55	-0.38	4.35
On-time Performance	0%	76%	0%	0%	77%	0%	85%
Miles Between Road Calls	6522.00	8606.00	-0.24	6993.00	8458.00	-0.17	7500.00
3) Maintain a Quality Workforce							
Operator Absences per Weekday	7.00	18.00	-0.60	6.00	19.00	-0.69	9.00
Total Absences per Weekday	0.00	20.00	0.00	7.00	23.00	-0.71	12.00
Employee Turnover	58%	51%	14%	82%	53%	55%	35%
4) Operate an Effective System							
Ridership	184161.00	109742.00	0.68	189874.00	109794.00	0.73	235416.00
Passengers per Service Hour	15.09	8.06	0.87	14.79	8.03	0.84	14.00
Average Weekday Ridership	7724.00	4453.00	0.73	7746.00	4416.00	0.75	10000.00
Average Saturday Ridership	5489.00	2865.00	0.92	5683.00	2900.00	0.96	4500.00
5) Operate an Efficient System							
Cost Per Service Hour	140.49	113.73	0.24	131.01	105.66	0.24	82.50
Cost Per Trip	9.31	14.11	-0.34	8.86	13.16	-0.33	6.16
Fare Revenue per Trip	1.18	0.80	0.48	0.85	1.13	-0.25	0.78

*Note: Includes Nightline

Lift Key Performance Indicators: For the Three Months Ending Sept 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	9.03	1.28	605.47%	8.31	4.24	95.99%	1.20
OSHA Accidents per 200k Manhours	-	-	0.00%	-	-	0.00%	10.00
2) Meet and Exceed Customer Expectations							
Complaints per 10k Boardings	21.06	39.13	-46.18%	32.70	27.29	19.82%	23.00
On-time Performance	97%	94%	3%	97%	96%	1%	95%
Miles Between Road Calls	22,143.00	26,072.00	-15.07%	18,917.00	18,157.00	4.18%	22,500.00
Average Call Center Minutes on Hold Time	1.05	0.83	26.51%	0.95	1.08	-12.04%	1.00
3) Maintain a Quality Workforce							
Employee Turnover	0%	43%	0%	62%	48%	29%	50%
4) Operate an Effective System							
Ridership	8,549.00	7,411.00	15.36%	8,460.00	7,451.00	13.55%	9,082.00
Van Passengers per Service Hour	2.09	2.09	0.00%	2.07	2.06	0.49%	2.00
Average Weekday Ridership	407.00	337.00	20.85%	397.00	339.00	17.10%	470.00
5) Operate an Efficient System							
Cost Per Service Hour	128.52	122.28	5.10%	118.92	115.25	3.18%	72.25
Cost Per Trip	61.46	58.41	5.22%	57.38	56.05	2.37%	50.91
Fare Revenue per Trip	4.03	6.82	-40.91%	2.69	3.60	-25.28%	2.79

Upcoming Procurements

Est. Board Date	Good/Service	Type	Estimated Amt.	Status
Oct-22	Facility Feasibility Architectural Services Phase 1	RFQ	~\$65,000	On Call Architectural Engineering Contract
	On Call Architectural work needed for Facility Feasibility Study			
Oct-22	CNG Compressors & Contract/-Trillium	Sole Source	Over \$150,000	Need Board Approval
	Extend contract w/Trillium to add 5 year option. They will prorate it for the remainder of the original contract plus the option yr. Need updated estimate.			
Oct-22	Microtransit Software	RFP	Over \$100,000	Need Board Approval
	Microtransit Software for Planning & OPS			
Oct-22	In Ground Lifts	State Contract	Over \$300,000	State Contract
	Replacement of In-Ground Lifts for Maintenance Shop -Buy America Complications			
Jan-23	Security Access	Researching	~\$50-60k	Grant funds available
	Replace RFID and other security related hardware.			
Jan-23	Scheduling & Maintenance Software	RFP	\$600,000 - \$960,000	Identifying Grant Funds
	To automate compiling of Operations timekeeping, bidding, dispatch, workforce & yard management			
Feb-23	Bus Interior Cleaning	New RFP	Over \$50,000	In Planning Stages
	Cleaning of the interior of the fixed route buses. Updating scope to include COVID cleaning.			
Feb-23	General Maintenance & Facility Repair	New RFP	~\$150,000	Review & confirm scope w/Randy
	General contractor for Tulsa Transit on as needed basis. Review & confirm scope with Project Manager			
Feb-23	Shop Truck	State Contract	\$90-\$140k	Grant 2020-030
	Maintenance shop truck to replace old vehicle/Future grant to fund. Do the same time as the CC roof.			
Feb-23	ADA Paratransit /Microtransit & Other Services	RFP	Over \$150,000	Finalizing RFP Doc
	Contractor to oversee Lift/Paratransit as well as other services as defined by MTTA			
CY 23	UPS Battery Backups	IFB/RFP	Budget \$50,000	ARP
	Infrastructure - IT			
CY 23	Digital Signage @DAS	RFP	Budget \$50,000	ARP
	Infrastructure - IT			
CY 23	On Call Printing Services	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 .			
CY 23	Bus Camera Hardware & Software	RFP	Budget \$400,000	ARP
	Infrastructure - IT			
CY 23	Perimeter Fencing	IFB	Budget \$284,000	BBF FY19-21
	Security Access			
CY 23	Parking Lot Repair	IFB	Budget \$60,000	BBF FY19-21
	Maintenance - Repairs needed to current parking lot.			
Jun-23	Computer Replacements - Agency wide	RFQ	Budget \$250,000	ARP
	Infrastructure - IT			

2023 MEETING DATES MTTA BOARD OF TRUSTEES

**Metropolitan Tulsa Transit Authority
2nd Floor, R.O. Laird Board Room
510 South Rockford, Tulsa, Oklahoma**

THURSDAY, JANUARY 12, 2023, at 8:30 A.M.*

TUESDAY, JANUARY 31, 2023, at 12:00 P.M.

TUESDAY, FEBRUARY 28, 2023, at 12:00 P.M.

TUESDAY, MARCH 28, 2023, at 12:00 P.M.

TUESDAY, APRIL 25, 2023, at 12:00 P.M.

TUESDAY, MAY 23, 2023, at 12:00 P.M.

TUESDAY, JUNE 27, 2023, at 12:00 P.M.

TUESDAY, JULY 25, 2023, at 12:00 P.M.

TUESDAY, AUGUST 29, 2023, at 12:00 P.M.

TUESDAY, SEPTEMBER 26, 2023, at 12:00 P.M.

TUESDAY, OCTOBER 31, 2023, at 12:00 P.M.

TUESDAY, DECEMBER 5, 2023, at 12:00 P.M.*

*The January 12th meeting will be a FY2024 budget workshop. 8:30am to 10:00am.

* The December 5th meeting will be the only meeting scheduled during November and December 2023. This is done to accommodate the Seasonal Holidays.



2023 ADMIN HOLIDAY SCHEDULE

New Year's Day	Monday, January 2, 2023 – Regular service provided. Working holiday for security and office personnel scheduled to work. Business office closed. Call Center Closed-Holiday Monitored Recording.
Martin Luther King, Jr. Day	Monday, January 16, 2023 –Regular service provided. Working holiday for security, and office personnel scheduled to work. Business office closed. Call Center Closed-Holiday Monitored Recording.
Good Friday	Friday, April 7, 2023 – Regular service provided. Working holiday for security, and office personnel scheduled to work. Business office closed. Call Center Closed-Holiday Monitored Recording.
Memorial Day	Monday, May 29, 2023 - No service provided. Non-working holiday. Business office closed. Call Center Closed-Holiday Monitored Recording.
Juneteenth	Monday, June 19, 2023 – Regular service provided. Working holiday for security, and office personnel scheduled to work. Business office closed. Call Center Closed-Holiday Monitored Recording.
Independence Day	Tuesday, July 4, 2023 - No service provided. Non-working holiday. Business office closed. Call Center Closed-Holiday Monitored Recording.
Labor Day	Monday, September 4, 2023 - No service provided. Non-working holiday. Business office closed. Call Center Closed-Holiday Monitored Recording.
Veteran's Day	Friday, November 10, 2023 -Regular service provided. Working holiday for security, and office personnel scheduled to work. Business office closed. Call Center Closed-Holiday Monitored Recording.
Thanksgiving	Thursday, November 23, 2023 -No service provided. Non-working holiday. Business office closed. Call Center Closed-Holiday Monitored Recording. Friday, November 24, 2023 - Regular service provided. Working holiday for security, and office personnel scheduled to work. Business office closed. Call Center Closed-Holiday Monitored Recording.
Christmas Eve	Monday, December 25, 2023 – No service provided. Non-working holiday. Business office closed. Call Center Closed-Holiday Monitored Recording.
Christmas Day	Tuesday, December 26, 2023 – Regular service provided. Working holiday for security, and office personnel scheduled to work. Business office closed. Call Center Closed-Holiday Monitored Recording.
New Year's Day	Monday, January 1, 2024 - No service provided. Non-working holiday. Business office closed. Call Center Closed-Holiday Monitored Recording.
Two (2) Floating Holidays	



2023 BARGAINING UNIT HOLIDAY SCHEDULE

New Year's Day	Sunday, January 1, 2023 - No service provided. Non-working holiday.
Martin Luther King, Jr. Day	Monday, January 16, 2023 – Regular service provided. Working holiday for bus operators & maintenance.
Good Friday	Friday, April 7, 2023 – Regular service provided. Working holiday for bus operators.
Memorial Day	Monday, May 29, 2023 – No service provided. Non-working holiday.
Independence Day	Tuesday, July 4, 2023 - No service provided. Non-working holiday.
Labor Day	Monday, September 4, 2023 – No service provided. Non-working holiday.
Veteran's Day	Monday, October 23, 2023 – Regular service provided. Working holiday for bus operators.
Thanksgiving	Thursday, November 23, 2023 – No service provided. Non-working holiday.
Christmas Eve	Sunday, December 24, 2023 –Regular level service provided. Working holiday for bus operators & maintenance.
Christmas Day	Monday, December 25, 2023 – No service provided. Non-working holiday.
New Year's Day	Monday, January 1, 2023 - No service provided. Non-working holiday.
Two (2) Floating/Personal Holidays	Maintenance
Employee's Birthday/Floating Holiday (Within 6 months of birthday)	Bus Operators & Maintenance

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
October 25, 2022
Operating/Marketing Committee

To: Board of Trustees
From: Randy Cloud, Director of Maintenance
Subject: Approve additional funding for purchase of above ground Lifts

Recommendation

Authorize the General Manager to enter a contract with Stertil-Koni USA, Inc., for the purchase of two (2) sets of surface mount lifts for the Maintenance facility in an amount not to exceed \$365,000. This purchase will be made using the NASPO (National Association of State Procurement Officials) ValuePoint Purchasing Contract.

Background

The original Maintenance Department in-ground lifts has deteriorated over the last several years with most becoming totally unusable. MTTA will be replacing these with surface mounted lifts that require less maintenance and will be able to be relocated to the new facility when we move. These lifts will improve our productivity as the current process is to move buses from one bay to another to accomplish different repairs. The surface mounted lifts will enable us to complete all repairs in one bay.

This request was previously made for surface mount lifts that were determined to not be fully Buy America compliant. The additional Buy America requirements mean the cost of the Lift themselves are higher because of the domestic content requirement. For manufactured goods the Buy America content is 100% of the goods is to be manufactured in America.

Per FTA guidelines:

Unlike rolling stock, manufactured goods must be 100-percent produced in the U.S. A manufactured good is considered produced in the United States if: (1) All of the manufacturing processes for the product take place in the United States; and (2) All of the components of the product are of U.S. origin. A component is considered of U.S. origin if it is manufactured in the United States, regardless of the origin of its subcomponents. 49 CFR 661.5(d).

Financial Impact

The Lifts will be paid for with 80% federal dollars and 20% local match.

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
October 25, 2022
Consent Calendar Item

To: Board of Trustees
From: Jack Van Hooser – Procurement Specialist
Subject: MTTA Facility Feasibility Study Phase 1 Architectural Services

Recommendation

Authorize the General Manager to execute a task order with GH2 Architects, LLC., for the preparation of Architectural Services with regards to MTTA Facility Feasibility Study Phase 1 services to include documenting existing conditions, site selection and other preparatory tasks for a fee not to exceed \$69,100.

Background

In March of 2021, the Board of Trustees authorized the General Manager to enter into a three year open ended contract, with two option years, with Cyntergy, LLC., EST Engineering, GH2 Architects, Olsson Inc, and Wallace Engineering for the purchase of On Call Architectural and Engineering Services. On Call Architectural contracts are for Architectural, Engineering, Design and related professional services. 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 portion of the Feasibility Study is Phase 1 of the Transit Facility Project and includes basic Architectural services as indicated in Olsson’s Facility Feasibility project. Phase 2 is the Architectural/Engineering Design Phase, including schematic and final design and construction documents. That phase and the others to follow will be submitted on the open market as an RFP for Architectural services. We will take it out for proposals because we estimate the cost to be greater than is allowed in our On-Call contract.

There are two Architectural firms on the On-Call contracts, GH2 and Cyntergy. Both were presented with the scope from Olsson Inc., and both submitted a proposal. Both bids were presented to the MTTA management team and our primary consultant Corinne with Olson. Corinne’s team reviewed both bids and determined that GH2 understood the tasks as written better than Cyntergy. They also agreed that GH2 understood the Phase 1 project included the advanced drawings as part of the work included, not broken out as separate cost. As an example, GH2’s cost is all inclusive of the tasks to be completed. The Cyntergy proposal indicated that for each site reviewed there would be an additional cost of \$5,145 per site. Here are the potential costs:

GH2 – \$69,100
Cyntergy - \$56,240 + \$5,145 per site.

For one site Cyntergy would charge \$61,385. For two site \$66,530 and so on for each site. It was determined that likely more than one site would be evaluated. GH2 is initially higher in cost, but their better understanding and all inclusiveness of their price make them the best value.

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.

Financial Impact

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

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
October 25, 2022, Consent Calendar Item

To: Board of Trustees
 From: Naaja Jefferies, Director of Customer & Contracted Services; Ofir Bar, Director of IT
 Subject: Award of Contract for Microtransit Software

Recommendation

Authorize the General Manager to negotiate final terms and conditions and enter a contract for an amount not to exceed \$355,000 with RideCo U.S. Inc. (RideCo) to provide a Micro-Transit and Paratransit Software 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 efficiencies and potential cost savings on our Lift and flexible fixed route services. It is also our hope that these efficiencies will extend to our riders by providing more options for transportation.

MTTA received eleven proposals for Micro-Transit Software. An evaluation committee consisting of the Director of Customer & Contracted Services, the IT Director, and the GM. From this set of eleven proposals the evaluation committee determined that four were within the competitive range for MTTA. These four are 1) Via Mobility, 2) Spare Labs, 3) Transloc and 4) RideCo 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 RideCo 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 below shows the points distribution for each evaluated firm.

<i>Evaluation Criteria Scoring Sheet Summary</i>					
Criterion	Max Value	Via Mobility	RideCo	Spare Labs	Transloc
1. Relevant related experience	90	75	85	89	35
2. Perceived quality and reliability of proposed product.	105	76	94	97	57
3. Price (evaluated separately)	105	96	105	81	54
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	5	5	0
Totals	105	247	289	272	146

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%.

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
October 25, 2022
Marketing and Operations Committee

To: Board of Trustees
From: Randy Cloud
Subject: CNG Compressor Replacement & Contract Extension (*Action*)

Recommendation

Authorize the General Manager to negotiate and execute a purchase order with Trillium Transportation Fuels, LLC to replace all of the IMW CNG Compressor Units for the Tulsa Transit CNG fuel station with 200 HP Ariel Compressors. The amount of the purchase order is not to exceed \$1,196,253. In addition we would like to exercise the five additional option years with Trillium and spread this cost across the time period from Feb 2023 until the last year of the term on January 2029

Background

In August 2018 MTTA released an RFP for CNG Fueling Station Maintenance at the Tulsa Transit CNG fuel station. The RFP called for the vendor to maintain and provide any necessary parts for the CNG fuel station located at the Tulsa Transit maintenance facility for five-years. The RFP also provided for an additional 5-year extension of the contract to January 2029.

Recent inspections of the compressors revealed that both of the IMW compressors need extensive overhauls. These compressors are vital to our operation and our ability to fuel the portion of our fleet that operates on CNG fuel. That portion is approximately 80% of our fleet.

Currently we are operating with one compressor, the second one is down. The parts supplier for the IMW equipment (Clean Energy) has been notoriously slow in shipping parts to us. To date we have been waiting over six months for the needed parts to get both of our current compressors up and running at their peak efficiency. We still do not have a firm date for when those parts will be delivered. Should both compressors quit it would be devastating to the agency in trying to keep our CNG fleet fueled.

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.