



**METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD of TRUSTEES REGULAR MEETING**

To Be Held 12:00 p.m. Tuesday, December 6, 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 October 25, 2022, MEETING MINUTES **Page 3****
- IV. PUBLIC COMMENTS**

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

V. COMMITTEE BUSINESS and REPORTS

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

Consideration and possible approval, adoption, denial, amendment of revision of the FY2023 budget, including, adding, deleting, increasing, or decreasing programs, appropriations, expenditures and amounts thereof.

- 1. Review of Ridership – Liann Alfaro (Information) **Page 7**
- 2. Review and approval of October 2022 Financial Statement - Rebecca Walner (Action) **Page 12**
- 3. Upcoming Procurements - Jack Van Hooser (Information) **Page 25**

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

1. Moving Tulsa Forward – December 2022 changes to service and Future – *Liann Alfaro (Information)* **Page 26**

2. Contract for General Maintenance & Facility Repair Contractor- *Randy Cloud (Action)* **Page 28**

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

1. Sale of Real Estate Property – *Scott Marr, Randy Cloud and Tammy Ewing, Attorney*
Discussion and possible action regarding the sale of real property located at 1332-1428 East 5th Place, Tulsa, and *MTTA v. Rusted Truck Property Company, LLC, et al.*, Tulsa County District Court case number CJ-2021-03580, and possible vote to enter executive session regarding same. 25 O.S. 307(B)(3) and (4).

VII. TRUSTEES AND GENERAL MANAGER COMMENTS

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

VIII. NEW BUSINESS

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

IX. ADJOURN

The next regularly scheduled meeting of the
Tulsa Transit Board of Trustees will be held on
Tuesday, January 12, 2022, at 8:30 A.M.

METROPOLITAN TULSA TRANSIT AUTHORITY

Minutes of the Meeting of the Board of Trustees

Tuesday, October 25, 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

*Phyllis Joseph joined meeting at 12:02pm

*Emeka Nnaka joined meeting at 12:25pm

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 CFO; Jack Van Hooser, MTTA Procurement Specialist; Liann Alfaro, MTTA Director of Planning; Randy Cloud, MTTA Director of Maintenance; Ofir Bar, MTTA Director of IT; Debbie Boudreaux, MTTA Director of HR; Bessy Knox, MTTA Quality Assurance Specialist.

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 October 21, 2022, 9:46 am at the Municipal City Clerk’s office and at Tulsa Transit Administrative offices on October 21, 2022.

I. CALL TO ORDER

Adam Doverspike called the meeting to order at 12:01 pm.

II. INTRODUCTIONS

Scott Marr introduced the MTTA Staff.

III. APPROVAL OF THE September 27, 2022, MEETING MINUTES

Emily Hall and **James Wagner** moved to approve the September 27, 2022, meeting minutes.

Yeas 3 Nays 0 Abstained 2 Absent 2 -- 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

Half of the month of September was free fares. Fixed ridership was 33% more than projected. BRT ridership was 18k more than the old 105 route and 21k more than FY22. Lift ridership is 30% more than projected.

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

September operating expenses was 17% less than projections. Total expenses are 10% less than projected. The marketing expenses was up due to the INCOG free fares. The maintenance is up due to the age of buses and the rising cost of replacement parts.

Adam Doverspike and **Phyllis Joseph** moved to approve September 2022 Financial statements.

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

3. Upcoming Procurements – Jack Van Hooser

Jack went over the upcoming procurements.

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

1. Calendars for 2023 – Scott Marr
2023 Board Meetings
2023 Holidays

James Wagner and **Emily Hall** moved to approve 2023 Board Meeting calendar and the 2023 MTTA Holiday calendar.

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

2. Approve the additional funding for purchase of about ground lifts. – Randy Cloud

Randy reminded the Board that last month they had approved the ground lifts to be purchased. The previous lifts were determined not to be fully Buy America compliant, so we need to go with a different lift with an \$60,000 additional cost.

*Emeka Nnaka joined meeting at 12:25pm

James Wagner and **Phyllis Joseph** moved to authorize the General Manager to enter a contract with Stertil-Koni USA, Inc., for the purchase of two sets of surface mount lifts for the maintenance facility in an amount not to exceed \$365,000.

Yeas 6 Nays 0 Abstained 0 Absent 1 -- Motion Carried.

Jump to B.5.

5. CNG Compressor Replacement & Contract Extension – Randy Cloud

Randy informed the Board that recent inspections revealed the IMW compressors need extensive overhauls. Currently we are operating with one as the second one is down. We have been waiting for over 6 months for needed parts to get back both operating.

James Wagner and **Adam Doverspike** moved to 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.

Yeas 6 Nays 0 Abstained 0 Absent 1 -- Motion Carried.

3. MTTA Facility Feasibility Study Phase 1 Architectural Services – Jack Van Hooser
The feasibility study phase 1 is the basic architectural services as indicated in Olsson’s facility feasibility project.

Emily Hall and **James Wagner** moved to authorize the General Manager to enter a contract with Stertil-Koni USA, Inc., for the purchase of two sets of surface mount lifts for the maintenance facility in an amount not to exceed \$365,000.

Yeas 6 Nays 0 Abstained 0 Absent 1 -- Motion Carried.

4. Award of Contract for Micro-transit Software – Ofir Bar & Naaja Jefferies
The Board was presented with the micro-transit software evaluations and a presentation from the MTTA committee.

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

Yeas 6 Nays 0 Abstained 0 Absent 1 -- Motion Carried.

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

VI. TRUSTEES AND GENERAL MANAGER COMMENTS

Adam Doverspike asked about the date of the 2023 Christmas and Christmas Eve on the Holiday schedule; Lori answered it was because of the holiday falling on the weekend in 2023. **Phyllis Joseph** asked Scott how many stakeholders visits he has done; **Adam Doverspike** and Scott answered that he just attended the City Council meeting and Scott said he did not know the number off hand but has attended several events.

VII. NEW BUSINESS
None

VIII. ADJOURN

Adam Doverspike adjourned meeting at 1:08pm.

Sincerely,

Lori Soderstrom
Secretary to the Board of Trustees

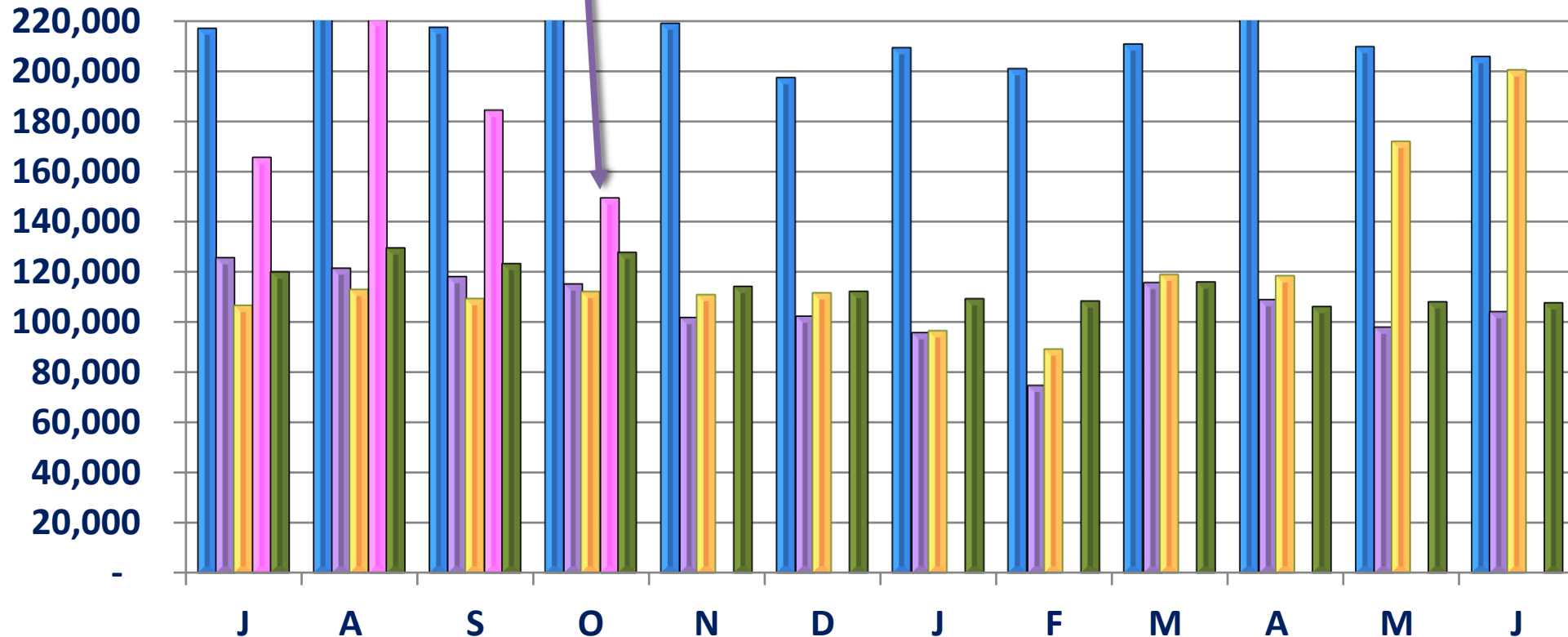
Fixed Route

- Decrease from free fare but ridership is still more than projected
- Ridership per hour on average = 11 YTD
- Highest Ridership per hour routes 110, 130 and 150 YTD
- Cost per trip is \$9.31 which is less than last year at \$14
- FY20 deleted

FIXED ROUTE RIDERSHIP

■ FY19
 ■ FY21
 ■ FY22
 ■ FY23
 ■ FY23 Projected

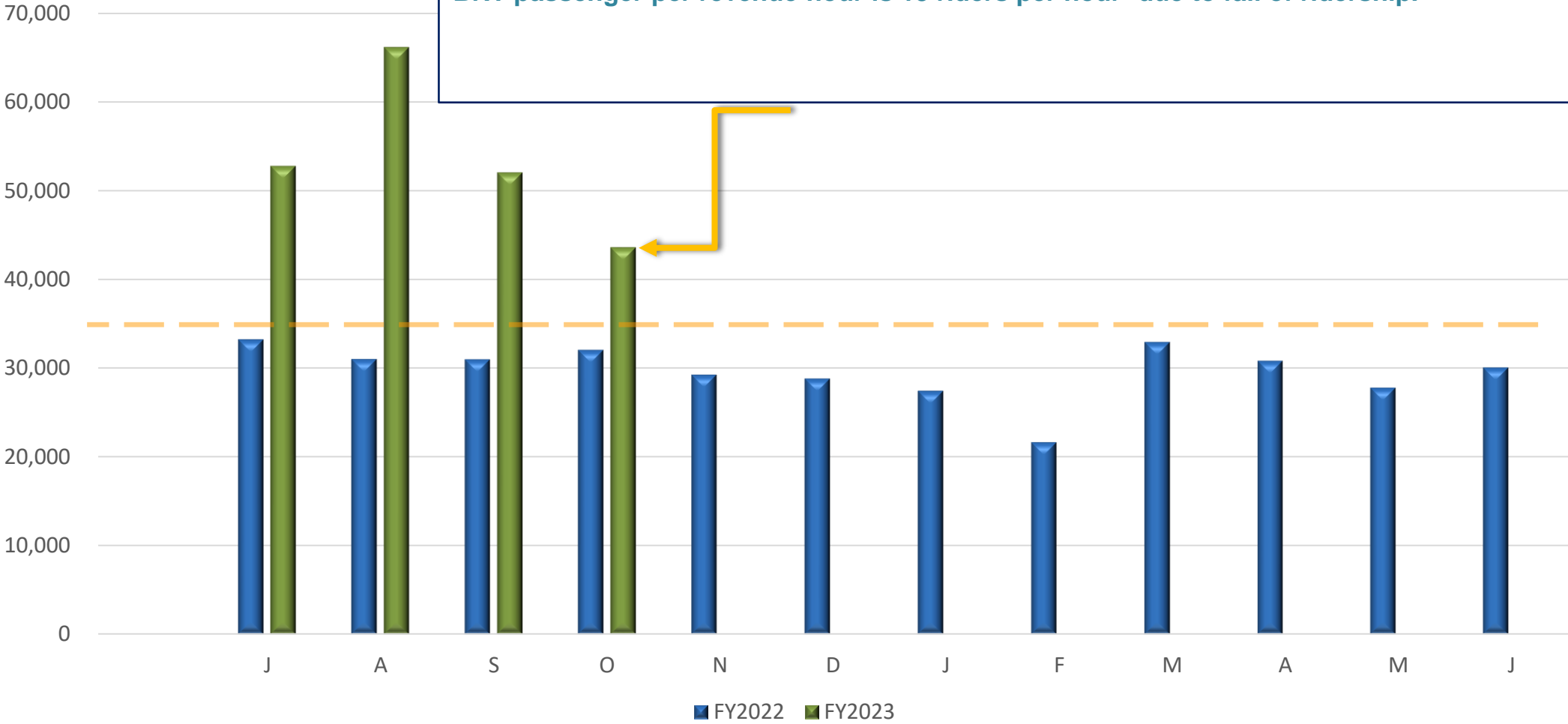
Oct 22 ridership of 149K was 22K or 14% more than target projection.
 Ridership
 Oct 22 Ridership is 35K less than Sept 22 (½ month free fare)



BRT RIDERSHIP

BRT ridership of 44K is 8K more than FY22 Ridership and 9K more than route 105

BRT passenger per revenue hour is 13 riders per hour- due to fall of ridership.



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

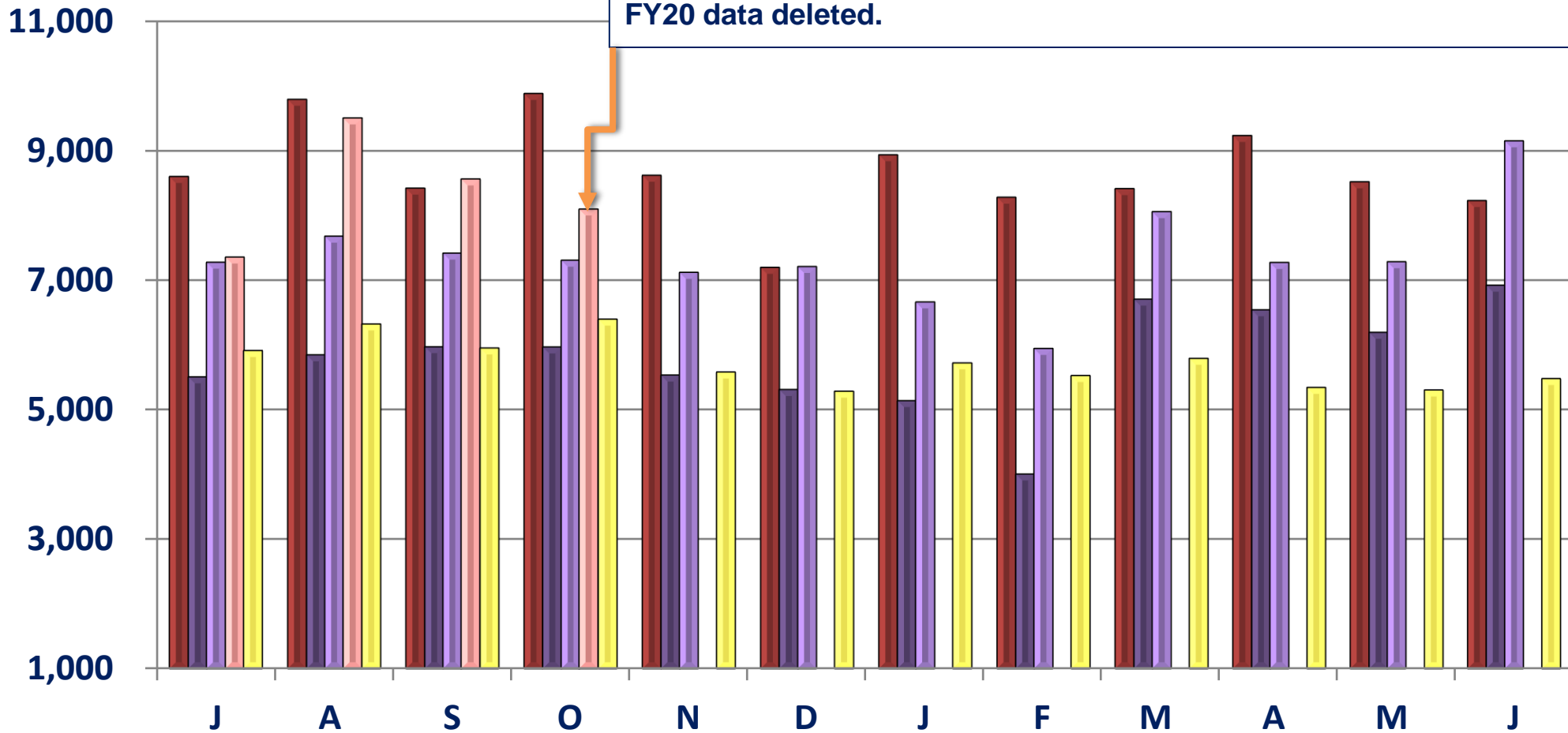
Lift Ridership

- Lift Ridership this month is trending above Pre-Pandemic numbers.

LIFT RIDERSHIP

■ FY19
 ■ FY21
 ■ FY22
 ■ FY23
 ■ FY23 Projected

Oct 22 ridership of 8,084 was 1,692 or 21% more than projected. FY20 data deleted.



METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
Dec 6th, 2022
Finance/Audit Committee

To: Board of Trustees
From: Rebecca Walner, Chief Financial Officer
Subject: FY23 Financial Statement Summary through Oct 31, 2022

Recommendation:

Review and approve the FY23 Oct Financial Statement Summary.

Analysis:

Oct operating expenses of \$1.9M were \$497KK or 20% less projections based on the FY2023 budget.

YTD we have a zero surplus with total expenses of \$8.5M which are \$1.28M or 13% 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 1.28M is reflected in the following areas: Salarys \$548K, Lift Program 232K, and Planning/Marketing \$126K. Below is a summary of our YTD FY23 operating results before audit:

FY2023 Financial Summary
YTD Oct 2022

<i>Item</i>	<i>Actual</i>	<i>Budget</i>	<i>Variance %</i>	<i>Prior Year</i>	<i>Variance %</i>
Revenue					
Revenue from Operations	\$956,371	\$737,610	29.66%	\$737,337	29.71%
Operating Grant Funding	\$7,595,509	\$9,100,653	(16.54%)	\$6,896,759	10.13%
Total Operating Revenues	\$8,551,880	\$9,838,263	(13.08%)	\$7,634,096	12.02%
Operating Expenses					
Labor and Fringe	\$4,719,486	\$5,268,396	(10.42%)	\$4,429,318	6.55%
Transportation Services	\$1,164,089	\$1,396,219	(16.63%)	\$1,110,019	4.87%
Administrative Services	\$398,467	\$545,834	(27.00%)	\$518,580	(23.16%)
Materials and Supplies	\$1,369,470	\$1,571,824	(12.87%)	\$975,872	40.33%
Utilities	\$241,971	\$220,727	9.62%	\$218,875	10.55%
Insurance	\$162,445	\$212,723	(23.64%)	\$134,799	20.51%
Marketing and Planning	\$495,952	\$622,540	(20.33%)	\$246,633	101.09%
Total Operating Expenses	\$8,551,880	\$9,838,263	(13.08%)	\$7,634,096	12.02%
Budget Surplus (Deficit)	\$0	\$0	(100.00%)	\$0	0.00%



FY23 Executive Summary
For the Four Months Ending Oct 31, 2022

Summary of Activities*	Actual	Budget	Var%
Revenues From Operations \$	956	\$ 738	30%
Grant Revenues	7,596	9,101	-17%
Total Operating Revenues	8,552	9,838	-13%
Total Expenses	(8,552)	(9,838)	-13%
Surplus (Deficit) \$	-	-	0%

Operating Revenues*	Actual	Budget	Var%
City of Tulsa \$	3,598	\$ 3,748	-4%
Federal Grants	3,139	4,545	-31%
State Grants	659	383	72%
Other Grants	199	425	-53%
Fare Revenues	715	456	57%
Advertising Revenues	214	217	-1%
Other Revenues	28	65	-57%
Total Operating Revenues \$	8,552	\$ 9,838	-13%

Operating Expenses*	Actual	Budget	Var%
Payroll & Fringe \$	4,719	\$ 5,268	-10%
Transportation Services	1,164	1,396	-17%
Administrative Services	398	546	-27%
Materials & Supplies	1,369	1,572	-13%
Utilities	242	221	10%
Insurance	162	213	-24%
Marketing & Planning	496	623	-20%
Total Expenses \$	8,552	\$ 9,838	-13%

Goal 1. Operate a Safe Transit System

Accidents (Per 100K miles)	FY23	FY22	Change	Target
Fixed Route	1.71	1.73	-1%	6.00
Lift Program	7.18	4.45	61%	1.20

Goal 2. Meet and Exceed Customer Expectations

Complaints	FY23	FY22	Change	Target
Fixed Route	2.41	4.55	0%	0.85
Lift Program	35.56	27.99	0.2705	23

Goal 3. Maintain a Quality Workforce

Absences (Per weekday)	FY23	FY22	Change	Target
Operators	6	22	-72%	12
Total	1	1	43%	0.35

Goal 4. Operate an Effective Transit System

Passengers Per Hour	FY23	FY22	Change	Target
Fixed Route	7,344.00	4,461.00	0.65	10,000.00
Lift Program	2.07	2.08	0%	2.00

Goal 5. Operate an Efficient Transit System

Cost Per Trip	FY23	FY22	Change	Target
Fixed Route	\$ 0.88	\$ 1.01	-13%	\$ 0.78
Lift Program	\$ 55.54	\$ 56.77	-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	1		1					2
October	3	1						4
November								0
December								0
January								0
February								0
March								0
April								0
May								0
June								0
TOTAL	7	1	3	0	0	0	0	11
Percent of Total	64%	9%	27%	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	3							3
November								0
December								0
January								0
February								0
March								0
April								0
May								0
June								0
Total	15	1	1	2	1	0	0	20
Percent of Total	75%	5%	5%	10%	5%	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.

	YTD	YTD	YTD	
	\$	Var\$	Var%	Details
Operating Revenues				
Fixed Route Revenues	633,685.00	259,118.00	-43%	Fixed Route Revenues are higher due to INCOG partnership.
Advertising Revenue	214,007.00	(2,783.00)	-1%	Advertising Revenue is on target for FY23.
Lift Program Revenues	80,915.00	(138.00)	0%	Lift Revenue is on target for FY23.
	YTD		YTD	
Expenses	\$		Var%	Details
Payroll and Fringe	4,719,486.00	(548,910.00)	-10%	Payroll & Fringe is 10% 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	1,164,089.00	(232,130.00)	-17%	Transportation Services is less than expected as we have not got back to full capacity.
Advertising Commissions	92,230.00	16,464.00	22%	Advertising commission is higher than expected as we are expensing the commission expense as we invoices versus upon payment received.
Legal	55,773.00	26,427.00	90%	Legal expenses are higher than expected from multiple litigations.
Audit Fees	13,900.00	21.00	0%	Audit fees are on target for FY23.
Bldg. & Facility Services	40,669.00	(15,391.00)	-27%	Building and Facility Services are currently on target for FY23
Professional and Technical	184,018.00	(182,127.00)	-50%	Professional & Technical is less than expected.
Fuel	371,970.00	(125,536.00)	-28%	Fuel is 28% less than expected due to budget was made with more miles expected.
Gasoline	60,025.00	14,729.00	33%	Gasoline prices reached much higher than expected rates which caused the increase in our gas budget line as well.
Oil & Lubricants	33,414.00	(24,706.00)	-43%	Due to less drive time, our oil and lubricants is under budget.
Tires & Tubes	49,721.00	(6,223.00)	-11%	Due to less drive time tire and tubes has not reach the expected budget amount.
Facility Repairs	220,282.00	69,742.00	46%	Facility Repairs is 46% higher but is showing signs off leveling out.
Service & Shop Equipment	19,125.00	(47,295.00)	-71%	Due to fewer buses pulling out our expenses have not reached the expected amount.
Other Shop & Garage	25,061.00	(10,523.00)	-30%	Due to fewer buses pulling out our expenses have not reached the expected amount.

Repair Parts	617,747.00	(14,681.00)	-2%	Aging bus's causing higher repair cost.
Servicing Supplies	19,743.00	(25,933.00)	-57%	Due to fewer buses pulling out our expenses have not reached the expected amount.
Utilities	241,971.00	21,244.00	10%	Unexpected increase in Utilites has caused prices to surge, we are monitoring for future consumption.
Insurance	162,445.00	(50,278.00)	-24%	Insurance premiums did not increase as expected in FY 23.
Planning	169,363.00	(121,084.00)	-42%	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	167,069.00	11,839.00	8%	Marketing and Advertising is currently over budget due to free fares and advertising around town to try to help increase ridership
General Office Expense	51,870.00	1,207.00	2%	Office Supplies are 18% more than expected as desk were needed for different offices.
	YTD		YTD	
Grant Revenues	\$\$		Var%	Details
Other Operational Assistance	199,484.00	(225,324.00)	-53%	These revenues represent contracts with the City of Broken Arrow, Jenks, and Sand Springs, as well as MMS. Broken Arrow Contract has been reduced due to one express versus two and there was no increase for FY23 for the city contracts.
Oklahoma State Funding	659,444.00	276,112.00	72%	Our FY23 apportionment saw an significant increase for this year only. Increased from 1.15M to 1.612
FTA Planning	284,425.00	(146,575.00)	-34%	YTD Planning expenses are 32% less than expected due to not doing a study at this time.
FTA Audit/Leases	35,128.00	(872.00)	-2%	YTD Audit and Leases is on target with assumption.
FTA ADA Lift	223,000.00	223,000.00	0%	YTD ADA is on target with budget.
FTA - Operations	1,228,059.00	(1,473,916.00)	-55%	FTA is under budget as we have regained some of PY income in CFY.
FTA Preventive Maintenance	1,368,119.00	215,119.00	19%	YTD PM is over due to increased cost in maintenance.

METRO TULSA TRANSIT AUTHORITY
Income Statement
For the Four Months Ending Monday, October 31, 2022

	Actual	Budget	Var %	PY	PY %	Act YTD	Bgt YTD	Var%	PY YTD	PY %
Operating Revenues										
Passenger	\$147,835	\$92,807	59.29%	\$73,726	100.52%	\$609,127	\$363,517	67.56%	\$326,250	86.71%
Nightline	\$1,460	\$1,673	(12.76%)	\$792	84.43%	\$15,800	\$6,555	141.04%	\$3,807	315.02%
Sunday Service	\$1,247	\$1,148	8.59%	\$714	74.56%	\$8,758	\$4,495	94.84%	\$2,722	221.71%
Advertising	\$40,925	\$54,197	(24.49%)	\$59,931	(31.71%)	\$214,007	\$216,790	(1.28%)	\$297,449	(28.05%)
Investments	\$5,229	\$200	2514.26%	\$275	1802.59%	\$12,450	\$50,400	(75.30%)	\$1,090	1042.22%
Lift Program - ADA	\$12,691	\$21,054	(39.72%)	\$12,319	3.01%	\$80,915	\$81,053	(0.17%)	\$89,549	(9.64%)
Other Revenue	\$7,419	\$3,700	100.51%	\$694	968.81%	\$15,314	\$14,800	3.47%	\$16,470	(7.02%)
Total Operating Revenues	\$216,806	\$174,779	24.04%	\$148,451	46.04%	\$956,371	\$737,610	29.66%	\$737,337	29.71%
Operating Expenses										
Labor:										
Operators	\$417,312	\$376,132	10.95%	\$478,708	(12.83%)	\$1,692,476	\$1,504,528	12.49%	\$1,492,199	13.42%
Transportation Administration	\$139,243	\$124,003	12.29%	\$126,006	10.50%	\$513,981	\$496,012	3.62%	\$516,080	(0.41%)
Maintenance	\$120,089	\$125,600	(4.39%)	\$139,898	(14.16%)	\$445,016	\$502,400	(11.42%)	\$427,153	4.18%
Maintenance Administration	\$27,601	\$32,267	(14.46%)	\$28,502	(3.16%)	\$111,429	\$129,068	(13.67%)	\$108,699	2.51%
Administration & Accounting	\$80,966	\$101,299	(20.07%)	\$74,346	8.90%	\$310,437	\$405,196	(23.39%)	\$250,180	24.09%
Total Labor	\$785,211	\$759,301	3.41%	\$847,460	(7.35%)	\$3,073,339	\$3,037,204	1.19%	\$2,794,311	9.99%
Fringe Benefits:										
FICA Taxes	\$60,340	\$61,680	(2.17%)	\$68,397	(11.78%)	\$260,071	\$247,022	5.28%	\$291,623	(10.82%)
Pension Plan Expense	\$89,426	\$99,438	(10.07%)	\$81,258	10.05%	\$364,949	\$397,753	(8.25%)	\$318,640	14.53%
Health & Dental Insurance	\$144,986	\$134,850	7.52%	\$114,899	26.19%	\$467,018	\$554,233	(15.74%)	\$453,241	3.04%
Life & Disability Insurance	\$69,747	\$8,467	723.75%	\$7,252	861.82%	\$86,812	\$33,732	157.36%	\$31,032	179.75%
Sick Leave	\$20,536	\$23,077	(11.01%)	\$44,510	(53.86%)	\$79,324	\$92,308	(14.07%)	\$120,713	(34.29%)
Holiday Pay	(\$29,522)	\$40,019	(173.77%)	(\$19,597)	50.65%	\$83,705	\$160,076	(47.71%)	\$91,740	(8.76%)
Vacation Pay	\$27,160	\$44,401	(38.83%)	\$37,100	(26.79%)	\$176,634	\$177,604	(0.55%)	\$208,946	(15.46%)
Uniform Allowance - Drivers	(\$29)	\$4,805	(100.60%)	\$1,015	(102.86%)	\$48,808	\$19,220	153.95%	\$42,643	14.46%
Clothing/Tool Allowance - Mechanics	\$703	\$3,150	(77.68%)	\$1,384	(49.21%)	\$5,627	\$12,600	(55.34%)	\$17,722	(68.25%)
Unemployment Compensation	\$2,157	\$4,655	(53.66%)	\$3,553	(39.30%)	\$8,628	\$18,794	(54.09%)	\$18,214	(52.63%)
Other Fringe Benefits	\$16,827	\$128,153	(86.87%)	\$10,433	61.29%	\$64,571	\$517,850	(87.53%)	\$40,493	59.46%
Total Fringe Benefits	\$402,331	\$552,695	(27.21%)	\$350,204	14.88%	\$1,646,147	\$2,231,192	(26.22%)	\$1,635,007	0.68%
Total Loaded Payroll	\$1,187,542	\$1,311,996	(9.49%)	\$1,197,664	(0.85%)	\$4,719,486	\$5,268,396	(10.42%)	\$4,429,318	6.55%
Transportation Services:										
Fixed Route	\$44,889	\$48,274	(7.01%)	\$47,921	(6.33%)	\$197,700	\$193,096	2.38%	\$200,738	(1.51%)
Sunday Service	\$21,055	\$24,070	(12.52%)	\$24,640	(14.55%)	\$92,662	\$96,280	(3.76%)	\$88,918	4.21%
Lift Program - ADA	\$192,060	\$228,272	(15.86%)	\$186,913	2.75%	\$873,727	\$913,088	(4.31%)	\$773,118	13.01%
Circulator Service-Downtown/Midtown	-	\$48,439	(100.00%)	\$11,747	(100.00%)	-	\$193,755	(100.00%)	\$43,242	(100.00%)
Lift Services - Meals On Wheels	-	-	0.00%	\$1,470	(100.00%)	-	-	0.00%	\$4,003	(100.00%)
Total Transportation Services	\$258,004	\$349,055	(26.08%)	\$272,691	(5.39%)	\$1,164,089	\$1,396,219	(16.63%)	\$1,110,019	4.87%

Administrative Services:

Advertising	\$12,146	\$18,915	(35.79%)	\$27,081	(55.15%)	\$92,230	\$75,766	21.73%	\$138,737	(33.52%)
Legal Fees	(\$2,368)	\$7,200	(132.88%)	\$7,501	(131.56%)	\$55,773	\$29,346	90.05%	\$12,101	360.90%
Audit Fees	\$3,475	\$3,468	0.20%	\$3,342	3.99%	\$13,900	\$13,879	0.15%	\$13,367	3.99%
Office Equipment / Computers	\$3,226	\$470	586.29%	\$2,455	31.39%	\$9,118	\$1,884	383.98%	\$5,058	80.28%
Building & Facility Services	\$2,278	\$13,990	(83.72%)	\$16,759	(86.41%)	\$40,669	\$56,060	(27.45%)	\$55,147	(26.25%)
Professional & Technical Services	\$42,945	\$29,576	45.20%	\$35,005	22.68%	\$124,081	\$118,473	4.73%	\$159,628	(22.27%)
Software Maintenance & Service	\$2,404	\$61,786	(96.11%)	\$31,108	(92.27%)	\$59,937	\$247,672	(75.80%)	\$133,452	(55.09%)
Security Services	\$66	\$689	(90.42%)	\$38	74.60%	\$2,759	\$2,754	0.17%	\$1,090	153.14%
Total Administrative Services	\$64,172	\$136,094	(52.85%)	\$123,289	(47.95%)	\$398,467	\$545,834	(27.00%)	\$518,580	(23.16%)

Total Services	\$322,176	\$485,149	(33.59%)	\$395,980	(18.64%)	\$1,562,556	\$1,942,053	(19.54%)	\$1,628,599	(4.06%)
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Materials & Supplies:

Fuel	\$88,412	\$110,330	(19.87%)	\$71,034	24.46%	\$315,784	\$441,320	(28.45%)	\$260,037	21.44%
Gasoline	(\$1,463)	\$11,324	(112.92%)	\$6,155	(123.77%)	\$60,025	\$45,296	32.52%	\$27,607	117.42%
Oil & Lubricants	\$6,428	\$14,530	(55.76%)	\$6,402	0.42%	\$33,414	\$58,120	(42.51%)	\$41,374	(19.24%)
Tires & Tubes	\$10,991	\$13,986	(21.41%)	\$13,459	(18.34%)	\$49,721	\$55,944	(11.12%)	\$48,507	2.50%
Facility Repairs & Maintenance	\$31,636	\$37,635	(15.94%)	\$73,212	(56.79%)	\$220,282	\$150,540	46.33%	\$214,307	2.79%
Service & Shop Equipment	\$211	\$16,605	(98.73%)	\$3,434	(93.85%)	\$19,125	\$66,420	(71.21%)	\$8,919	114.43%
Other Shop & Garage Expense	\$6,317	\$8,896	(28.99%)	\$3,855	63.87%	\$25,061	\$35,584	(29.57%)	\$19,021	31.75%
Repair Parts	\$129,006	\$158,107	(18.41%)	\$81,633	58.03%	\$617,747	\$632,428	(2.32%)	\$330,756	86.77%
Servicing Supplies	\$8,750	\$11,419	(23.37%)	\$2,646	230.73%	\$19,743	\$45,676	(56.78%)	\$15,136	30.44%
Transportation & Safety	\$1,720	\$4,042	(57.44%)	\$4,419	(61.07%)	\$4,731	\$16,168	(70.74%)	\$8,449	(44.01%)
Schedules	-	\$3,798	(100.00%)	-	0.00%	-	\$15,192	(100.00%)	\$325	(100.00%)
Passes & Transfers	\$1,729	\$2,284	(24.31%)	\$9	19746.84%	\$3,837	\$9,136	(58.00%)	\$1,434	167.63%
Total Materials & Supplies	\$283,737	\$392,956	(27.79%)	\$266,258	6.56%	\$1,369,470	\$1,571,824	(12.87%)	\$975,872	40.33%

Utilities:

Light, Heat, Power, and Water	\$42,266	\$31,700	33.33%	\$30,768	37.37%	\$155,794	\$127,440	22.25%	\$116,489	33.74%
Communications	\$11,086	\$23,229	(52.28%)	\$21,903	(49.39%)	\$86,177	\$93,287	(7.62%)	\$102,386	(15.83%)
Total Utilities	\$53,352	\$54,929	(2.87%)	\$52,671	1.29%	\$241,971	\$220,727	9.62%	\$218,875	10.55%

Insurance:

Insurance Premiums	\$37,949	\$52,852	(28.20%)	\$29,264	29.68%	\$151,798	\$212,723	(28.64%)	\$117,056	29.68%
Self Insurance	\$3,868	-	0.00%	\$4,167	(7.18%)	\$10,647	-	0.00%	\$17,743	(39.99%)
Total Insurance	\$41,817	\$52,852	(20.88%)	\$33,431	25.09%	\$162,445	\$212,723	(23.64%)	\$134,799	20.51%

Miscellaneous:

Planning & Rideshare	\$20,280	\$72,510	(72.03%)	\$76,392	(73.45%)	\$169,363	\$290,447	(41.69%)	\$118,311	43.15%
Dues & Subscriptions	\$1,587	\$2,152	(26.26%)	\$833	90.42%	\$9,488	\$8,500	11.62%	\$13,347	(28.91%)
Travel & Meetings - Staff	\$9,331	\$4,514	106.72%	\$2,339	298.92%	\$41,325	\$16,664	147.99%	\$19,677	110.01%
Travel & Meetings - Board	-	\$563	(100.00%)	-	0.00%	-	\$2,254	(100.00%)	\$170	(100.00%)
Marketing & Advertising	\$13,224	\$39,038	(66.12%)	\$89	14762.12%	\$167,069	\$155,230	7.63%	\$12,818	1203.35%
General Office Expense	\$6,887	\$12,648	(45.55%)	\$12,071	(42.95%)	\$51,870	\$50,663	2.38%	\$39,256	32.13%
Other Miscellaneous Expenses	\$3,668	\$17,926	(79.54%)	(\$470)	(879.62%)	\$23,489	\$72,213	(67.47%)	\$10,317	127.68%
Bank & Credit Card Fees	\$5,045	\$2,904	73.72%	\$3,712	35.91%	\$16,370	\$11,643	40.60%	\$14,404	13.65%
Leases & Rentals	\$8,724	\$4,264	104.60%	\$3,977	119.37%	\$16,978	\$14,926	13.75%	\$18,333	(7.39%)

Total Miscellaneous	\$68,746	\$156,519	(56.08%)	\$98,943	(30.52%)	\$495,952	\$622,540	(20.33%)	\$246,633	101.09%
Total Expenses	\$1,957,370	\$2,454,401	(20.25%)	\$2,044,947	(4.28%)	\$8,551,880	\$9,838,263	(12.85%)	\$7,634,096	12.02%
Net Operating Loss	(\$1,740,564)	(\$2,279,622)	(23.65%)	(\$1,896,496)	(8.22%)	(\$7,595,509)	(\$9,100,653)	(16.31%)	(\$6,896,759)	10.13%
Operational Grant Funding										
Operating Assistance - Other	\$36,805	\$106,202	(65.34%)	\$36,452	0.97%	\$199,484	\$424,808	(53.04%)	\$221,034	(9.75%)
Oklahoma State Funding	\$119,445	\$95,833	24.64%	\$95,833	24.64%	\$659,444	\$383,332	72.03%	\$383,332	72.03%
FTA - Planning Assistance	\$64,470	\$107,750	(40.17%)	\$29,480	118.69%	\$284,425	\$431,000	(34.01%)	\$118,946	139.12%
FTA - Leases / Audit	\$14,824	\$9,000	64.71%	-	0.00%	\$35,128	\$36,000	(2.42%)	\$4,000	778.20%
FTA - ADA LIFT	\$55,750	\$55,750	0.00%	\$429,396	(87.02%)	\$223,000	\$223,000	0.00%	\$1,524,641	(85.37%)
FTA - CMAQ	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
FTA - Preventative Maintenance	\$327,848	\$288,250	13.74%	-	0.00%	\$1,368,119	\$1,153,000	18.66%	(\$4,333)	(31674.33%)
FTA - Operations	\$243,465	\$679,954	(64.19%)	\$538,397	(54.78%)	\$1,228,059	\$2,701,975	(54.55%)	\$1,667,196	(26.34%)
COT - Vision Assistance	\$264,745	\$323,635	(18.20%)	\$274,874	(3.68%)	\$1,144,982	\$1,294,540	(11.55%)	\$1,029,075	11.26%
COT - Operating Assistance	\$613,217	\$613,248	(0.01%)	\$488,217	25.60%	\$2,452,868	\$2,452,998	(0.01%)	\$1,952,868	25.60%
Total Operational Grant Funding	\$1,740,569	\$2,279,622	(23.65%)	\$1,892,649	(8.04%)	\$7,595,509	\$9,100,653	(16.54%)	\$6,896,759	10.13%
Budget Surplus (Deficit)	\$5	-	348.89%	(\$3,847)	(100.05%)	-	-	(99.99%)	-	28.82%
Capital Revenues										
Capital Assistance - FTA	-	\$7,667	(100.00%)	\$34,521	(100.00%)	\$471,456	\$88,830	430.74%	\$1,290,794	(63.48%)
Capital Assistance - COT	-	\$183,836	(100.00%)	-	0.00%	\$167,500	\$735,343	(77.22%)	-	0.00%
Capital Assistance - Other	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
Gain (Loss) on Sale of Assets	-	-	0.00%	\$7,875	(100.00%)	(\$20,338)	-	0.00%	\$13,275	(253.21%)
Total Capital Revenues	-	\$191,503	(100.00%)	\$42,396	(100.00%)	\$618,618	\$824,173	(24.94%)	\$1,304,069	(52.56%)
Depreciation	\$352,907	\$360,000	(1.97%)	\$357,052	(1.16%)	\$1,411,384	\$1,440,000	(1.99%)	\$1,394,147	1.24%
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	(\$352,902)	(\$168,497)	109.44%	(\$318,503)	10.80%	(\$792,766)	(\$615,827)	34.24%	(\$90,078)	780.11%

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Assets

Current Assets:

Cash and Cash Equivalents		\$1,280,586
Restricted Cash		\$4,134,715
Trade Accounts Receivable	\$440,173	
FTA Operating & Capital Grants Receivable	\$30,950,713	
COT Operating & Capital Grants Receivable	\$56,767,585	
ODOT Operating & Capital Grants Receivable	\$2,150,000	
		<u>\$90,308,471</u>
Inventories		\$993,560
Prepaid Expenses		\$420,231
Total Current Assets		<u>\$97,137,563</u>

Non- Depreciating Assets

Capital Assets, at cost:	\$2,283,317	
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	\$764,884	
Less: Accumulated Depreciation	(\$43,034,538)	
Total Capital Assets		<u>\$23,481,583</u>

Total Assets		<u><u>\$120,619,146</u></u>
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Deferred outflows of resources, pension related amounts		<u>\$1,775,085</u>
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Liabilities

Current Liabilities:

Trade Accounts Payable	\$3,414,421	
Accrued Wages & Withholdings	\$464,024	
Accrued Insurance	\$118,401	
Deferred Grant Revenues	\$92,500,452	
Other Current Liabilities	\$112,555	
Total Current Liabilities		<u>\$96,609,852</u>

Noncurrent Liabilities:

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

Total Liabilities		\$110,629,706
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Deferred inflows of resources, pension related amounts		<u>\$1,460,756</u>
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Net Position:

Invested in Capital Assets	\$23,481,583	
Restricted for Capital Acquisitions	\$938,361	
Restricted for Workmen's Comp.	\$182,334	
Unrestricted	(\$14,612,837)	
Total Net Assets		<u>\$9,989,440</u>

Total Liabilities & Net Assets		<u><u>\$120,619,146</u></u>
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For the Four Months Ending Oct 31, 2022

METROPOLITAN TULSA TRANSIT AUTHORITY
PERFORMANCE INDICATOR SUMMARY

Fixed Route	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	1.90	1.71	1.80	There were 1.9 preventable accidents in Oct and average 1.71 for FY23YTD accidents are 0 vs. 2.79 in prior year.	●
OSHA Accidents per 200k Manhours	-	-	6.00		●
*Total Complaints Per 10,000 boarding's	0.74	4.54	2.00	Of the 61 total complaints Attitude7-Customer/Customer Incident1-Incorrect Info/Order2-Injury1-No Show4-Not on Time9-Other8-Pass Up20-Ramp1-Reckless Driving8-	●
On-time Performance	0%	-	0.85	RTIS Feed is not capable at this time to properly record OTP.	✓
Miles between road calls	6,391	6,828	7,500	YTD is 8% less than target.	✓
Operator Absences per weekday	6.00	6.00	12.00	YTD Operator Absences are 4% more than target.	✓
Passengers per Hour (PPH)	11.97	14.10	14.00	YTD PPH is 1% less than target.	●
Cost per Trip (CPT)	\$ 10.43	\$ 9.18	\$ 6.16	YTD CPT is 49% more than target and is due to reduced frequency in routes.	✓
Lift Operation	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	3.59	5.11	1.20	There were 3.59 preventable accidents in Oct an average 5.11 for FY23YTD accidents are 7.18 vs. 4.45 in prior year.	✓
Total Complaints per Per 10,000 boarding's	44.53	35.56	23.00	Of the 36 total complaints,Attitude6-Incorrect Info/Order1-Incorrect Order via CSR1-Maintenance1-No Show12-Other6-Reckless Driving7-Verbal Abuse (Threatening Behavior By Employee)1-Scheduling on Board CSR1	✓
OSHA Accidents per 200k Manhours	0.00	0.00	10.00		✓
On-time performance	96%	96%	95%	YTD On-time Performance is consistent with target.	●
Miles Between Road Calls	20,871	19,351	22,500	YTD Miles Between Road Calls is 14% less than target,.	●
Passengers per hour (PPH)	2.07	2.07	2.00	YTD PPH is 7% more than target.	●
Cost per Trip (CPT)	\$ 49.73	\$ 55.54	\$ 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 Report (July 2022 to October 2022)

Description	Current Month	Prior Year	Percent Change	YTD Monthly Average	Prior Year	Percent Change	Goal
1) Operate a Safe Transit System							
Preventable Vehicle Accidents per 100k Miles	2	2.79	(0)	2	2	(0)	1.80
OSHA Accidents per 200k Manhours	-	-	-	-	-	-	6.00
2) Meet and Exceed Customer Expectations							
Complaints per 10k Boardings	0.74	4.54	(0.84)	2.41	4.55	(0.47)	4.35
On-time Performance	-	0.80	-	-	0.78	-	0.85
Miles Between Road Calls	6,391.00	7,969.00	(0.20)	6,828.00	8,331.00	(0.18)	7,500.00
3) Maintain a Quality Workforce							
Operator Absences per Weekday	4.00	18.00	(0.78)	6.00	19.00	(0.71)	9.00
Total Absences per Weekday	6.00	21.00	(0.73)	6.00	22.00	(0.72)	12.00
Employee Turnover	0.63	0.57	0.11	0.77	0.54	0.43	0.35
4) Operate an Effective System							
Ridership	149,193.00	112,255.00	0.33	179,704.00	110,409.00	0.63	235,416.00
Passengers per Service Hour	11.97	8.24	0.45	14.10	8.08	0.75	14.00
Average Weekday Ridership	6,117.00	4,602.00	0.33	7,344.00	4,461.00	0.65	10,000.00
Average Saturday Ridership	4,145.00	3,124.00	0.33	5,256.00	2,963.00	0.77	4,500.00
5) Operate an Efficient System							
Cost Per Service Hour	124.80	118.46	0.05	129.49	108.85	0.19	82.50
Cost Per Trip	10.43	14.38	(0.27)	9.18	13.47	(0.32)	6.16
Fare Revenue per Trip	1.01	0.66	0.53	0.88	1.01	(0.13)	0.78

*Note: Includes Nightline

Lift Key Performance Indicators: For the Four Months Ending Oct 31, 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	3.59	5.11	-29.75%	7.18	4.45	61.35%	1.20
OSHA Accidents per 200k Manhours	-	-	0.00%	-	-	0.00%	10.00
2) Meet and Exceed Customer Expectations							
Complaints per 10k Boardings	44.53	30.14	47.74%	35.56	27.99	27.05%	23.00
On-time Performance	96%	88%	9%	96%	94%	2%	95%
Miles Between Road Calls	20,871.00	26,100.00	-20.04%	19,351.00	19,647.00	-1.50%	22,500.00
Average Call Center Minutes on Hold Time	0.83	1.42	-41.55%	0.92	1.17	-21.37%	1.00
3) Maintain a Quality Workforce							
Employee Turnover	0%	47%	0%	46%	48%	-4%	50%
4) Operate an Effective System							
Ridership	8,084.00	7,299.00	10.75%	8,366.00	7,413.00	12.86%	9,082.00
Van Passengers per Service Hour	2.07	2.16	-4.17%	2.07	2.08	-0.48%	2.00
Average Weekday Ridership	385.00	348.00	10.75%	394.00	341.00	15.52%	470.00
5) Operate an Efficient System							
Cost Per Service Hour	102.77	127.56	-19.43%	115.01	118.17	-2.67%	72.25
Cost Per Trip	49.73	58.97	-15.67%	55.54	56.77	-2.17%	50.91
Fare Revenue per Trip	1.57	1.69	-7.10%	2.42	3.13	-22.68%	2.79

Upcoming Procurements

Est. Board Date	Good/Service	Type	Estimated Amt.	Status
12/6/2022	General Maintenance & Facility Repair	RFP	\$150,000	Need Board Approval
	General contractor for Tulsa Transit on as needed basis. Review & confirm scope with Project Manager			
Jan-23	Security Access	Researching	~\$50-60k	Grant funds available
	Replace RFID and other security related hardware.			
Jan-23	Fixed Route Scheduling Software	RFP	\$100,000.00	Preparing Scope of Work for RFP
	To automate compiling of Operations timekeeping, bidding, dispatch, workforce & yard management			
Jan-23	Maintenance Software	RFP	\$100,000	Preparing Scope of Work for RFP
	Automates inventory tracking and facilitates FTA maintenance requirements.			
Jan-23	UPS Battery Backups	IFB/RFP	Budget \$50,000	ARP
	Infrastructure - IT			
Feb-23	Bus Interior Cleaning	New RFP	Over \$50,000	Work w/Randy
	Cleaning of the interior of the fixed route buses. Updating scope to include COVID cleaning.			
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	In Progress
	Contractor to oversee Lift/Paratransit as well as other services as defined by MTTA			
23-Feb	Bus Camera Hardware & Software Replacement	RFP	Budget \$400,000	ARP
	Infrastructure - IT			
23-Feb	Perimeter Fence Repair	IFB	Budget \$270,000	BBF FY19-21
	Security Access			
23-Mar	Parking Lot Repair	IFB	Budget \$60,000	BBF FY19-21
	Maintenance - Repairs needed to current parking lot.			
30-Apr	Digital Signage @DAS	RFP	Budget \$50,000	ARP
	Infrastructure - IT			
May-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 .			
Jun-23	Computer Replacements - Agency wide	RFQ	Budget \$250,000	ARP
	Infrastructure - IT			

**METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
December 6, 2022
Marketing and Operations Committee**

**To: Board of Trustees
From: Liann Alfaro, Director of Planning**

Subject: Moving Tulsa Forward – December 2022 changes to service and Future

Introduction

Since mid-2020 Tulsa Transit has been on Saturday/Reduced level service due to the manpower issues we've experienced during the pandemic. During this period, we've seen the ridership decline 40 to 50%. The Planning team is looking at making the service more connectible, reliable, and dependable for our customers.

For the December 2022 route changes, the planning staff evaluated the service, with this evaluation it was determined to start to offer some services at a higher frequency as manpower will allow. The evaluation also took into the account of some routes that had low ridership per hour and looked at using those resources in other areas, to develop the Monday-Saturday service in the right direction.

Summary of changes

December 2022

- Frequency changes on many routes**
- Eliminate 401 with addition on route 110 and 460**
- Route 130 extension on route**
- Route 300 turn around**
- Eliminate route 310 Saturday service**
- Route 440 extension on route**
- Route 450 extension on route**

Public meetings: The staff held public meetings to discuss changes and gain feedback

Meetings held at Lacy Park, Virtual and Denver Avenue station

Customer feedback:

1. No feedback received on the changes at this time

Possible April 2023 changes:

410 go into downtown

Add Crosstown route

End route 440 at St Francis

End 470 at Flying J

310 routing

Microtransit Pilot roll out for two zones- Night service and Sunday Service

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To: Board of Trustees
From: Randy Cloud, Director of Maintenance
Subject: General Maintenance & Facility Repair Contractor

Recommendation

Authorize the General Manager to enter into a five-year contract, with Doug Holloway, Inc., to work on an as needed basis performing General Maintenance & Facility Repairs at all MTTA facilities and to negotiate final terms and conditions. In addition, there is an additional five-year term that may be exercised after the initial term is over.

Background

On October 28, 2022, MTTA posted a Request for Proposal (RFP) for General Maintenance & Facility Repair services. The contract will include work at all MTTA facilities doing such projects as Flooring installation & repair, Interior and Exterior painting, Drywall, Window installation & repair, door installation, some limited plumbing & electrical work as well as miscellaneous installation and repairs on an “as-need” basis.

The RFP was advertised on two consecutive Sundays, October 30th and November 6th, in the Legal Notices section of the Tulsa World newspaper. In addition, an advertisement was placed on the Southwest Transit Association website for further exposure.

During the initial stages of the procurement another firm, Third Generation submitted a Notice of Intent to Bid on this contract. In the end MTTA received only one responsive proposal from Doug Holloway, Inc. Per FTA C 4220.1F Page VI-17 Section 2 Single Bid or Single Proposal, “Upon receiving a single bid or single proposal in response to a solicitation, the recipient should determine if competition was adequate. This should include a review of the specifications for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal”. The contract that is just ending is with Doug Holloway, Inc. We have always found his work to be outstanding while keeping his rates reasonable. On this new contract the rates he charged is raising represents an 18% increase in the hourly rate from the previous periods. This is the first rate increase he has charged us with since taking over the duties almost 10 years ago.

Other firms were questions to determine why they did not submit a proposal. None of them have responded to my inquiry.

Financial Impact

The project is 80% funded by federal funds under FTA grants for preventative maintenance of capital assets. The contract value is estimated to be \$100,000 per year. The negotiated labor rate represents an 18% increase over the previous contracted amount.