



**Metropolitan Tulsa Transit Authority
BOARD of TRUSTEES SPECIAL MEETING**

Friday, February 10, 2023
R.O. Laird Board Room
510 South Rockford Avenue, Tulsa, Oklahoma
To Be Held 12:00 p.m.

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 DECEMBER 6, 2022, AND JANUARY 12, 2023, 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 December 2022 Financial Statements—*Rebecca Walner (Action)* [Page 13](#)
- 3. Review and approval of Scott Marr Expenses – *Rebecca Walner (Action)* [Page 26](#)
- 4. Independent Audit Report for FY2022—*Rebecca Walner (Information)*

5. Paratransit Services – *Scott Marr (Action)*

Discussion of and possible vote to authorize the General Manager to take action related to paratransit services currently performed by an agreement with First Transit, Inc. which ends on June 30, 2023, and whether to continue contracting for the services with outside vendors or providing the services internally by MTTA.



6. FY2024 Budget—*Rebecca Walner (Action)*

Adopt the FY2024 MTTA Operating Budget for submission to the City of Tulsa by February 1, 2023. The FY2024 budget anticipates undertaking initiatives to better position the agency to weather rough times ahead. Staff request the Board of Trustees adopt the FY2024 budget as presented.

7. Workers Comp Insurance Renewal—*Rebecca Walner (Action) Page 27*

Authorize the General Manager to purchase a Workers Compensation Insurance Policy for Tulsa Transit from CompSource through Arthur J. Gallagher in an amount not to exceed \$162,429, subject to negotiating final terms and conditions.

8. Upcoming Procurements—*Jack Van Hooser (Information) Page 28*

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

1. GoPass/Unwire Contract—*Rebecca Walner (Action) Page 29*

Authorize the General Manager to approve the contract with Unwire/DART in the amount of \$33,000 for implementation and \$9,000 for recurring cost each year. This will allow our riders to have a 1 App experience for Microtransit.

2. PaperSave Renewal—*Rebecca Walner (Action) Page 30*

Authorize the General Manager to enter a contract with PairSoft for the continued contract with PairSoft/Paper Save for 3-year agreement in the amount to not exceed \$42,000.

3. MTTA Public Transportation Agency Safety Plan – *Valerie Courchesne (Action)*

4. Fixed route Scheduling, Planning, & Operations Software – *Liann Alfaro (Action) Page 31*

Authorize the General Manager to negotiate final terms and conditions and enter a contract for an amount not to exceed \$302,590.52 with Optibus Inc., to provide Fixed Route Scheduling, Planning, & Operations Software to MTTA. This will be a three-year agreement with the option for an additional two-year term.

5. Contract for Microtransit Vehicles – *Randy Cloud (Action) Page 33*

Authorize the General Manager to enter a contract with Creative Bus Sales for the purchase of two (2) Chrysler Voyager paratransit buses in an amount not to exceed \$155,000. This purchase will be made using the State of Oklahoma Purchasing Contract.

C. Executive Committee—*Adam Doverspike, Board 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, February 28, 2022, at 12:00 PM

METROPOLITAN TULSA TRANSIT AUTHORITY

Minutes of the Meeting of the Board of Trustees

Tuesday, December 6, 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 12:04pm

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; Tammy Ewing, Attorney at Law.

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 December 1, 2022, 2:48 pm at the Municipal City Clerk’s office and at Tulsa Transit Administrative offices on December 1, 2022.

I. CALL TO ORDER

Adam Doverspike called the meeting to order at 12:03 pm.

II. INTRODUCTIONS

Scott Marr introduced the MTTA Staff.

III. APPROVAL OF THE October 25, 2022, MEETING MINUTES

1 change to the minutes changing Scott Mar to Scott Marr.

James Wagner and Adam Doverspike moved to approve the October 25, 2022, meeting minutes.

Yeas 3 Nays 0 Abstained 1 Absent 3 -- 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

Liann presented the ridership for October, 14% more than projected with half of September being free ridership. BRT is 8k more than the FY22 ridership and 9k more than the 105 route. Lift ridership is above pre-pandemic numbers 21% more. APC will be installed on all buses; this is the automatic passenger counter.

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

October operating expenses was 20% less than projections. Total expenses are 13% less than projected. Oklahoma State funds will be less going forward. **Adam Doverspike** said on the Executive Summary sheet the Goal 4. And Goal 5. numbers are off, Rebecca will look at these for next meeting.

Ann Domin and **Phyllis Joseph** moved to approve October 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. Moving Tulsa Forward – December 2022 changes to service and Future – Liann Alfaro

Liann presented the Board with the route changes. Changes included eliminating routes and added frequency and more buses on other routes. Liann went presented possible changes being looked at for April 2023.

2. Contract for General Maintenance & Facility Repair Contractor – Randy Cloud

Randy informed the Board that an RFP went out and only received one responsive proposal from Doug Holloway, Inc.. Randy asked the Board to authorize the General Manager to enter contract with Doug Holloway, Inc.

James Wagner and **Tina Peña** moved to 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.

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

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

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

Ann Domin and **James Wagner** moved to enter executive session.

Phyllis Joseph and **James Wagner** moved to exit executive session.

James Wagner and **Phyllis Joseph** made the motion to designate the Board Chair, Adam Doverspike to represent Tulsa Transit regarding to settlement/negotiate of the 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.

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

VI. TRUSTEES AND GENERAL MANAGER COMMENTS

Phyllis Joseph made the comment that the Call Center is doing a marvelous job. Scott Marr thanked the Board for their support and invited them to the Tulsa Transit Christmas party, December 9th at 7 pm.

VII. NEW BUSINESS
None

VIII. ADJOURN

Adam Doverspike adjourned meeting at 1:07pm.

Sincerely,

Lori Soderstrom
Secretary to the Board of Trustees

METROPOLITAN TULSA TRANSIT AUTHORITY

Minutes of the Meeting of the Board of Trustees

Thursday, January 12, 2023

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

OTHERS PRESENT:

Lori Soderstrom, Secretary to the Board of Trustees.

IN ATTENDANCE: Scott Mar, General Manager; Rebecca Walner, MTTA Director of Finance.

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 January 10, 2023, 8:20 am at the Municipal City Clerk’s office and at Tulsa Transit Administrative offices on January 10, 2023.

I. CALL TO ORDER

Adam Doverspike called the meeting to order at 8:44 am.

II. MTTA Priorities and Goals

Scott Marr discussed micro-transit and new locations for Tulsa Transit. Scott would like to see in the future that Transit creates a boxed area around Tulsa and fill in the box using micro-transit.

III. Budget Details

Rebecca Walner discussed INCOG and free fares again. Price increases on everything, utilities, fuel, and the Lift.

IV. Discussion

Adam would like to have a Board retreat sometime soon to talk about the 5-year plan.

VIII. ADJOURN

Phyllis Joseph exited meeting at 9:37am, without a quorum meeting adjourned.

Sincerely,

Lori Soderstrom
Secretary to the Board of Trustees

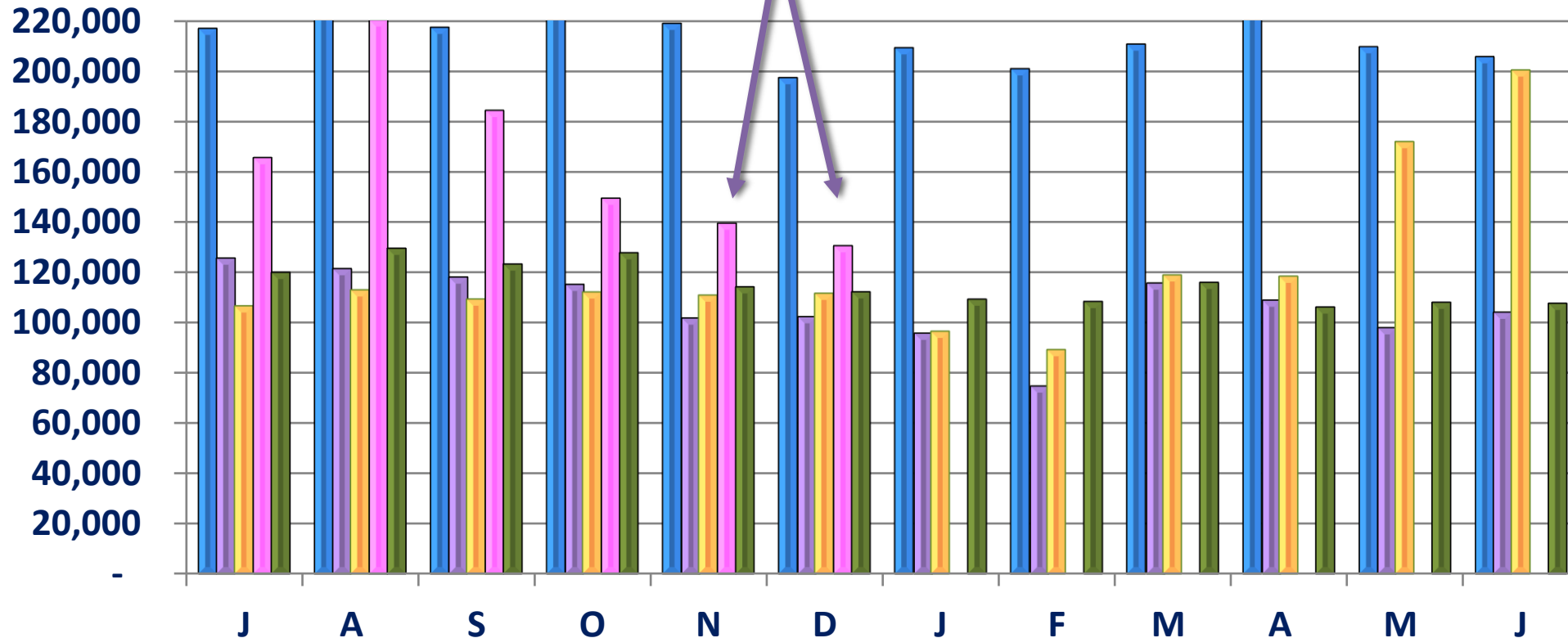
Fixed Route

- Ridership per hour on average = 9 YTD
- Highest Ridership per hour routes 130, 201 and 150 YTD
- Cost per trip is \$9.71 which is less then last year at \$14
- FY20 deleted

FIXED ROUTE RIDERSHIP

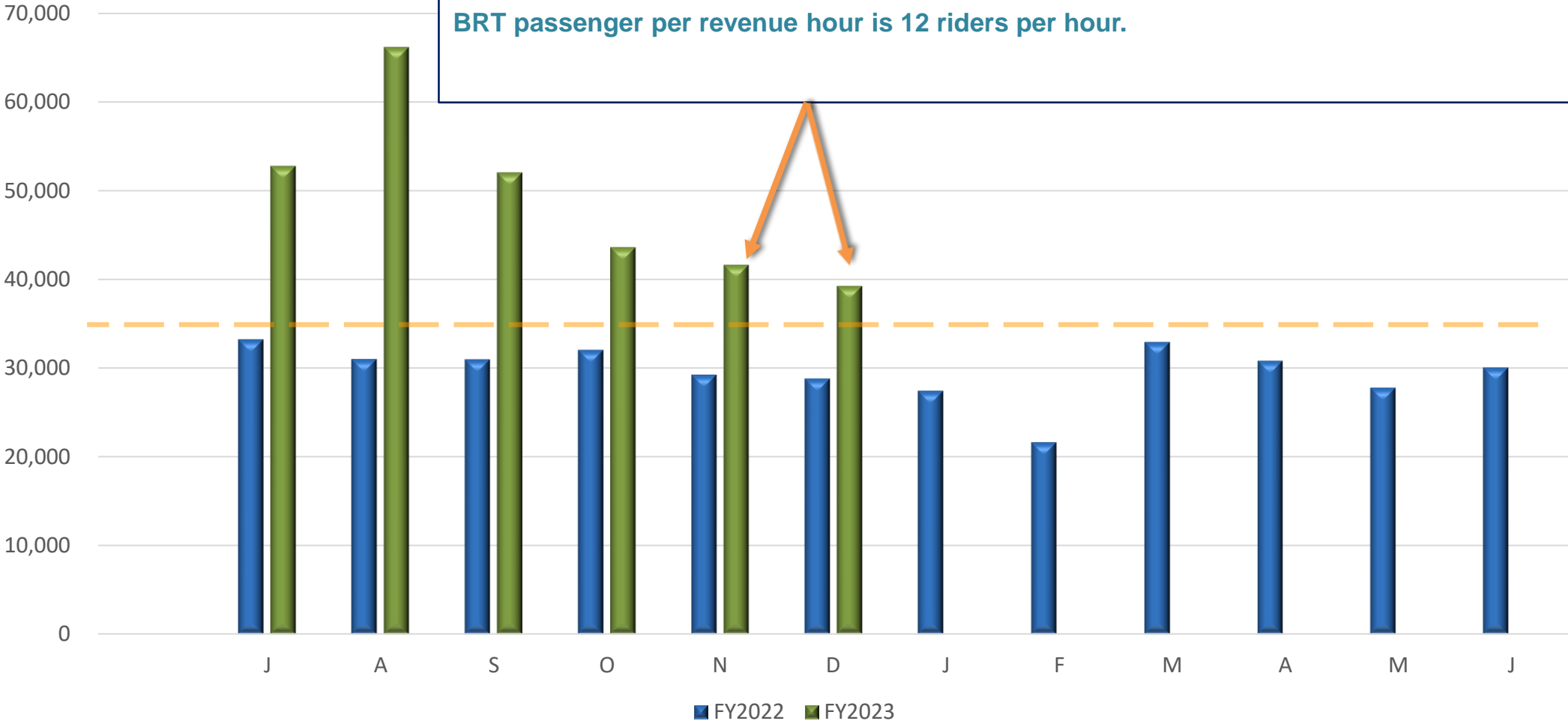
■ FY19
 ■ FY21
 ■ FY22
 ■ FY23
 ■ FY23 Projected

Nov ridership of 139K was 25K or 18% more than target projection.
 Dec ridership of 130397 was 18K or 14% more than target projection.



BRT RIDERSHIP

Nov BRT ridership of 42K is 8K more than FY22 Ridership and 8K more than route 105
 Dec BRT ridership of 39K is 8K more than FY22 Ridership and 5K more than route 105
 BRT passenger per revenue hour is 12 riders per hour.



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

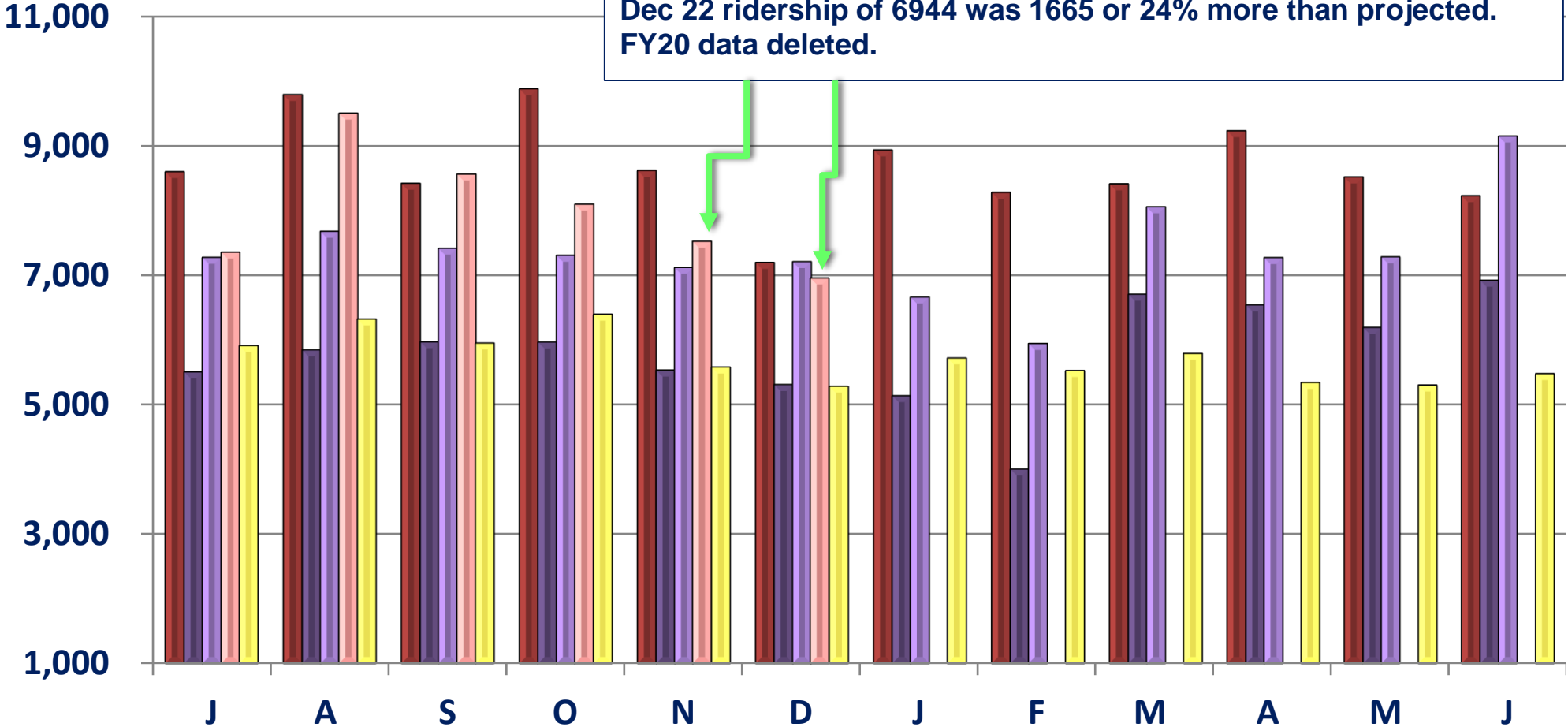
Lift Ridership

- Lift Ridership continues to exceed the projected number.

LIFT RIDERSHIP

■ FY19
 ■ FY21
 ■ FY22
 ■ FY23
 ■ FY23 Projected

Nov 22 ridership of 7513 was 1,936 or 26% more than projected.
 Dec 22 ridership of 6944 was 1665 or 24% more than projected.
 FY20 data deleted.



**METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
Jan 24th 2023
Finance/Audit Committee**

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

Recommendation:

Review and approve the FY23 Dec Financial Statement Summary.

Analysis:

December operating expenses of \$2M were \$407K or 16% less projections based on the FY2023 budget.

YTD we have a zero surplus with total expenses of \$11.2M which are \$2.3M or 17% less than projected. Revenues from Operations are up due to the sponsored rides in Oct and increased ridership from projection. The FY23 underspending of \$2.3M is reflected in the following areas: Salarys \$113K, Fringe \$829K Lift Program 387K, and Planning/Marketing \$184K. Below is a summary of our YTD FY23 operating results before audit:

**FY2023 Financial Summary
YTD Dec 2022**

<i>Item</i>	<i>Actual</i>	<i>Budget</i>	<i>Variance %</i>	<i>Prior Year</i>	<i>Variance %</i>
Revenue					
Revenue from Operations	\$1,269,107	\$1,059,528	19.78%	\$1,056,036	20.18%
Operating Grant Funding	\$11,293,558	\$13,687,538	(17.49%)	\$10,871,833	3.88%
Total Operating Revenues	\$12,562,665	\$14,747,066	(14.81%)	\$11,927,869	5.32%
Operating Expenses					
Labor and Fringe	\$6,948,704	\$7,892,389	(11.96%)	\$6,926,280	0.32%
Transportation Services	\$1,706,989	\$2,094,329	(18.49%)	\$1,639,888	4.09%
Administrative Services	\$548,533	\$818,022	(32.94%)	\$813,070	(32.54%)
Materials and Supplies	\$2,062,233	\$2,357,736	(12.53%)	\$1,638,510	25.86%
Utilities	\$283,954	\$330,585	(14.11%)	\$317,155	(10.47%)
Insurance	\$246,677	\$318,427	(22.53%)	\$186,606	32.19%
Marketing and Planning	\$765,575	\$935,578	(18.17%)	\$406,360	88.40%
Total Operating Expenses	\$12,562,665	\$14,747,066	(14.81%)	\$11,927,869	5.32%
Budget Surplus (Deficit)	0	\$0	(100.00%)	\$0	0.00%



FY23 Executive Summary
For the Six Months Ending Dec 31, 2022

Summary of Activities*	Actual	Budget	Var%
Revenues From Operations \$	1,269	\$ 1,060	20%
Grant Revenues	11,294	13,688	-17%
Total Operating Revenues	12,563	14,747	-15%
Total Expenses	(12,563)	(14,747)	-15%
Surplus (Deficit) \$	0	\$ 0	0%

Operating Revenues*	Actual	Budget	Var%
City of Tulsa \$	5,541	\$ 5,621	-1%
Federal Grants	4,581	6,854	-33%
State Grants	898	575	56%
Other Grants	273	637	-57%
Fare Revenues	900	661	36%
Advertising Revenues	322	325	-1%
Other Revenues	46	73	-36%
Total Operating Revenues \$	12,563	\$ 14,747	-15%

Operating Expenses*	Actual	Budget	Var%
Payroll & Fringe \$	6,949	\$ 7,892	-12%
Transportation Services	1,707	2,094	-18%
Administrative Services	549	818	-33%
Materials & Supplies	2,062	2,358	-13%
Utilities	284	331	-14%
Insurance	247	318	-23%
Marketing & Planning	766	936	-18%
Total Expenses \$	12,563	\$ 14,747	-15%

Goal 1. Operate a Safe Transit System

Accidents (Per 100K miles)	FY23	FY22	Change	Target
Fixed Route	2.38	1.46	63%	6.00
Lift Program	6.59	2.97	122%	1.20

Goal 2. Meet and Exceed Customer Expectations

Complaints	FY23	FY22	Change	Target
Fixed Route	2.23	4.88		0.85
Lift Program	37.35	31.84	0.17	23

Goal 3. Maintain a Quality Workforce

Absences (Per weekday)	FY23	FY22	Change	Target
Operators	8	21	-64%	12
Total	1	1	63%	0.35

Goal 4. Operate an Effective Transit System

Passengers Per Hour	FY23	FY22	Change	Target
Fixed Route	6,796.00	4,465.00	0.52	10,000.00
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 \$	0.77	\$ 0.89	-13%	\$ 0.78
Lift Program \$	56.58	\$ 49.14	15%	\$ 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	5	1					1	7
January								0
February								0
March								0
April								0
May								0
June								0
TOTAL	12	2	3	0	0	0	1	18
Percent of Total	67%	11%	17%	0%	0%	0%	6%	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	3		1					4
January								0
February								0
March								0
April								0
May								0
June								0
Total	18	1	2	2	1	0	0	24
Percent of Total	75%	4%	8%	8%	4%	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	757,196.00	213,225.00	-41%	Fixed Route Revenues are higher due to INCOG partnership.
Advertising Revenue	322,254.00	(2,931.00)	-1%	Advertising Revenue is on target for FY23.
Lift Program Revenues	143,210.00	25,837.00	22%	Lift Revenue is on target for FY23.
	YTD		YTD	
Expenses	\$		Var%	Details
Payroll and Fringe	6,948,704.00	(943,685.00)	-12%	Payroll & Fringe is 12% 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	1,706,989.00	(387,340.00)	-18%	Transportation Services is less than expected as we have not got back to full capacity.
Advertising Commissions	133,570.00	19,974.00	18%	Advertising commission is higher than expected as we are expensing the commission expense as we invoices versus upon payment received.
Legal	62,816.00	19,070.00	44%	Legal expenses are higher than expected from multiple litigations.
Audit Fees	20,850.00	35.00	0%	Audit fees are on target for FY23.
Bldg. & Facility Services	64,873.00	(19,167.00)	-23%	Building and Facility Services are currently on target for FY23
Professional and Technical	248,322.00	(300,547.00)	-55%	Professional & Technical is less than expected.
Fuel	548,745.00	(169,421.00)	-26%	Fuel is 26% less than expected due to budget was made with more miles expected.
Gasoline	81,627.00	13,683.00	20%	Gasoline prices reached much higher than expected rates which caused the increase in our gas budget line as well.
Oil & Lubricants	53,848.00	(33,332.00)	-38%	Due to less drive time, our oil and lubricants is under budget.
Tires & Tubes	76,809.00	(7,107.00)	-8%	Due to less drive time tire and tubes has not reach the expected budget amount.
Facility Repairs	353,707.00	127,897.00	57%	Facility Repairs is 57% higher but is showing signs off leveling out.
Service & Shop Equipment	21,587.00	(78,043.00)	-78%	Due to fewer buses pulling out our expenses have not reached the expected amount.
Other Shop & Garage	40,973.00	(12,403.00)	-23%	Due to fewer buses pulling out our expenses have not reached the expected amount.

Repair Parts	898,084.00	(50,558.00)	-5%	Aging bus's causing higher repair cost.
Servicing Supplies	24,690.00	(43,824.00)	-64%	Due to fewer buses pulling out our expenses have not reached the expected amount.
Utilities	283,954.00	(46,631.00)	-14%	Unexpected increase in Utilites has caused prices to surge, we are monitoring for future consumption.
Insurance	246,677.00	(71,750.00)	-23%	Insurance premiums did not increase as expected in FY 23.
Planning	250,602.00	(184,865.00)	-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	250,412.00	17,106.00	7%	Marketing and Advertising is currently over budget due to free fares and advertising around town to try to help increase ridership
General Office Expense	69,642.00	(6,317.00)	-8%	Office Supplies are 18% more than expected as desk were needed for different offices.
	YTD		YTD	
Grant Revenues	\$\$		Var%	Details
Other Operational Assistance	273,095.00	(364,117.00)	-57%	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	898,334.00	323,336.00	56%	Our FY23 apportionment saw an significant increase for this year only. Increased from 1.15M to 1.612
FTA Planning	488,279.00	(158,221.00)	-24%	YTD Planning expenses are 24% less than expected due to not doing a study at this time.
FTA Audit/Leases	53,302.00	(698.00)	-1%	YTD Audit and Leases is on target with assumption.
FTA ADA Lift	334,500.00	334,500.00	0%	YTD ADA is on target with budget.
FTA - Operations	1,963,726.00	(2,125,794.00)	-52%	FTA is under budget as we have regained some of PY income in CFY.
FTA Preventive Maintenance	1,741,058.00	11,558.00	1%	YTD PM is over due to increased cost in maintenance.

METRO TULSA TRANSIT AUTHORITY
Income Statement
For the Six Months Ending , Saturday December 31, 2022

	Actual	Budget	Var %	PY	PY %	Act YTD	Bgt YTD	Var%	PY YTD	PY %
Operating Revenues										
Passenger	\$93,138	\$81,456	14.34%	\$78,909	18.03%	\$725,526	\$527,923	37.43%	\$472,423	53.58%
Nightline	\$1,010	\$1,469	(31.26%)	\$1,157	(12.76%)	\$19,528	\$9,520	105.14%	\$5,847	234.00%
Sunday Service	\$1,793	\$1,007	78.00%	\$743	141.13%	\$12,142	\$6,528	86.00%	\$4,193	189.61%
Advertising	\$72,905	\$54,197	34.52%	\$68,725	6.08%	\$322,254	\$325,185	(0.90%)	\$402,664	(19.97%)
Investments	\$7,166	\$200	3483.07%	\$367	1851.83%	\$26,889	\$50,800	(47.07%)	\$1,723	1460.47%
Lift Program - ADA	\$12,155	\$17,501	(30.55%)	\$47,614	(74.47%)	\$143,210	\$117,373	22.01%	\$150,352	(4.75%)
Other Revenue	\$1,723	\$3,700	(53.42%)	\$1,221	41.12%	\$19,558	\$22,200	(11.90%)	\$18,834	3.84%
Total Operating Revenues	\$189,890	\$159,530	19.03%	\$198,736	(4.45%)	\$1,269,107	\$1,059,529	19.78%	\$1,056,036	20.18%
Operating Expenses										
Labor:										
Operators	\$365,290	\$376,132	(2.88%)	\$481,399	(24.12%)	\$2,463,404	\$2,256,792	9.16%	\$2,356,122	4.55%
Transportation Administration	\$88,883	\$124,003	(28.32%)	\$128,676	(30.93%)	\$709,784	\$744,018	(4.60%)	\$784,251	(9.50%)
Maintenance	\$102,906	\$125,600	(18.07%)	\$147,452	(30.21%)	\$661,593	\$753,600	(12.21%)	\$693,658	(4.62%)
Maintenance Administration	\$23,916	\$32,267	(25.88%)	\$31,491	(24.05%)	\$158,276	\$193,602	(18.25%)	\$173,261	(8.65%)
Administration & Accounting	\$63,219	\$101,299	(37.59%)	\$65,033	(2.79%)	\$449,028	\$607,794	(26.12%)	\$381,016	17.85%
Total Labor	\$644,214	\$759,301	(15.16%)	\$854,051	(24.57%)	\$4,442,085	\$4,555,806	(2.50%)	\$4,388,308	1.23%
Fringe Benefits:										
FICA Taxes	\$53,836	\$61,680	(12.72%)	\$84,559	(36.33%)	\$385,045	\$370,382	3.96%	\$436,261	(11.74%)
Pension Plan Expense	\$102,571	\$99,438	3.15%	\$122,183	(16.05%)	\$549,168	\$596,630	(7.96%)	\$478,301	14.82%
Health & Dental Insurance	\$122,210	\$134,850	(9.37%)	\$106,049	15.24%	\$698,190	\$823,933	(15.26%)	\$669,976	4.21%
Life & Disability Insurance	\$6,961	\$8,467	(17.79%)	\$5,827	19.45%	\$82,537	\$50,666	62.90%	\$45,395	81.82%
Sick Leave	\$25,202	\$23,077	9.21%	\$38,884	(35.19%)	\$194,307	\$138,462	40.33%	\$180,993	7.36%
Holiday Pay	\$39,240	\$40,019	(1.95%)	\$153,895	(74.50%)	\$189,419	\$240,114	(21.11%)	\$263,640	(28.15%)
Vacation Pay	\$34,728	\$44,401	(21.79%)	\$76,024	(54.32%)	\$254,439	\$266,406	(4.49%)	\$309,471	(17.78%)
Uniform Allowance - Drivers	\$416	\$4,805	(91.34%)	\$6,150	(93.24%)	\$50,460	\$28,830	75.03%	\$50,422	0.08%
Clothing/Tool Allowance - Mechanics	\$2,403	\$3,150	(23.73%)	\$2,192	9.60%	\$9,554	\$18,900	(49.45%)	\$21,529	(55.63%)
Unemployment Compensation	(\$7,226)	\$4,655	(255.23%)	(\$13,874)	(47.92%)	\$3,559	\$28,104	(87.34%)	\$7,893	(54.91%)
Other Fringe Benefits	\$12,779	\$128,153	(90.03%)	\$16,029	(20.28%)	\$89,941	\$774,156	(88.38%)	\$74,091	21.39%
Total Fringe Benefits	\$393,120	\$552,695	(28.87%)	\$597,918	(34.25%)	\$2,506,619	\$3,336,583	(24.87%)	\$2,537,972	(1.24%)
Total Loaded Payroll	\$1,037,334	\$1,311,996	(20.93%)	\$1,451,969	(28.56%)	\$6,948,704	\$7,892,389	(11.96%)	\$6,926,280	0.32%
Transportation Services:										
Fixed Route	\$67,250	\$48,274	39.31%	\$47,522	41.51%	\$301,480	\$289,644	4.09%	\$294,339	2.43%
Sunday Service	\$28,959	\$24,070	20.31%	\$21,348	35.65%	\$141,356	\$144,420	(2.12%)	\$131,708	7.33%
Lift Program - ADA	\$252,939	\$228,272	10.81%	\$197,043	28.37%	\$1,264,153	\$1,369,632	(7.70%)	\$1,164,014	8.60%
Circulator Service-Downtown/Midtown	-	\$48,439	(100.00%)	-	0.00%	-	\$290,633	(100.00%)	\$43,242	(100.00%)
Lift Services - Meals On Wheels	-	-	0.00%	\$1,371	(100.00%)	-	-	0.00%	\$6,585	(100.00%)
Total Transportation Services	\$349,148	\$349,055	0.03%	\$267,284	30.63%	\$1,706,989	\$2,094,329	(18.49%)	\$1,639,888	4.09%

Administrative Services:										
Advertising	\$30,668	\$18,915	62.14%	\$29,186	5.08%	\$133,570	\$113,596	17.58%	\$184,231	(27.50%)
Legal Fees	\$5,074	\$7,200	(29.52%)	\$16,959	(70.08%)	\$62,816	\$43,746	43.59%	\$43,664	43.86%
Audit Fees	\$3,475	\$3,468	0.20%	\$3,342	3.99%	\$20,850	\$20,815	0.17%	\$20,050	3.99%
Office Equipment / Computers	\$1,911	\$470	306.70%	\$2,128	(10.17%)	\$12,386	\$2,824	338.59%	\$10,063	23.08%
Building & Facility Services	\$12,751	\$13,990	(8.86%)	\$12,475	2.21%	\$64,873	\$84,040	(22.81%)	\$78,163	(17.00%)
Professional & Technical Services	\$25,105	\$29,576	(15.12%)	\$41,272	(39.17%)	\$176,641	\$177,625	(0.55%)	\$266,494	(33.72%)
Software Maintenance & Service	\$5,044	\$61,786	(91.84%)	\$33,073	(84.75%)	\$71,681	\$371,244	(80.69%)	\$207,657	(65.48%)
Security Services	\$531	\$689	(22.94%)	\$1,658	(67.98%)	\$5,716	\$4,132	38.35%	\$2,748	108.04%
Total Administrative Services	\$84,559	\$136,094	(37.87%)	\$140,093	(39.64%)	\$548,533	\$818,022	(32.94%)	\$813,070	(32.54%)
<hr/>										
Total Services	\$433,707	\$485,149	(10.60%)	\$407,377	6.46%	\$2,255,522	\$2,912,351	(22.55%)	\$2,452,958	(8.05%)
<hr/>										
Materials & Supplies:										
Fuel	\$116,699	\$110,330	5.77%	\$69,143	68.78%	\$492,559	\$661,980	(25.59%)	\$390,242	26.22%
Gasoline	\$10,674	\$11,324	(5.74%)	\$7,354	45.15%	\$81,627	\$67,944	20.14%	\$43,287	88.57%
Oil & Lubricants	\$19,053	\$14,530	31.13%	(\$3,168)	(701.38%)	\$53,848	\$87,180	(38.23%)	\$47,591	13.15%
Tires & Tubes	\$15,205	\$13,986	8.72%	\$10,404	46.15%	\$76,809	\$83,916	(8.47%)	\$71,383	7.60%
Facility Repairs & Maintenance	\$67,512	\$37,635	79.38%	\$74,371	(9.22%)	\$353,707	\$225,810	56.64%	\$344,133	2.78%
Service & Shop Equipment	\$1,618	\$16,605	(90.25%)	\$9,151	(82.31%)	\$21,587	\$99,630	(78.33%)	\$22,295	(3.17%)
Other Shop & Garage Expense	\$8,656	\$8,896	(2.69%)	\$10,842	(20.16%)	\$40,973	\$53,376	(23.24%)	\$35,683	14.82%
Repair Parts	\$200,846	\$158,107	27.03%	\$160,186	25.38%	\$898,084	\$948,642	(5.33%)	\$638,580	40.64%
Servicing Supplies	\$2,777	\$11,419	(75.68%)	\$5,427	(48.82%)	\$24,690	\$68,514	(63.96%)	\$25,452	(3.00%)
Transportation & Safety	\$598	\$4,042	(85.20%)	\$426	40.29%	\$6,455	\$24,252	(73.38%)	\$8,207	(21.35%)
Schedules	-	\$3,798	(100.00%)	\$525	(100.00%)	\$7,229	\$22,788	(68.28%)	\$3,525	105.08%
Passes & Transfers	(\$78)	\$2,284	(103.42%)	\$6,345	(101.23%)	\$4,665	\$13,704	(65.96%)	\$8,132	(42.64%)
Total Materials & Supplies	\$443,560	\$392,956	12.88%	\$351,006	26.37%	\$2,062,233	\$2,357,736	(12.53%)	\$1,638,510	25.86%
<hr/>										
Utilities:										
Light, Heat, Power, and Water	(\$21,784)	\$31,700	(168.72%)	\$25,640	(184.96%)	\$167,617	\$190,840	(12.17%)	\$172,980	(3.10%)
Communications	\$9,134	\$23,229	(60.68%)	\$18,608	(50.92%)	\$116,337	\$139,745	(16.75%)	\$144,175	(19.31%)
Total Utilities	(\$12,650)	\$54,929	(123.03%)	\$44,248	(128.59%)	\$283,954	\$330,585	(14.11%)	\$317,155	(10.47%)
<hr/>										
Insurance:										
Insurance Premiums	\$37,949	\$52,852	(28.20%)	\$28,805	31.75%	\$227,697	\$318,427	(28.49%)	\$175,125	30.02%
Self Insurance	\$4,167	-	0.00%	-	0.00%	\$18,980	-	0.00%	\$11,481	65.32%
Total Insurance	\$42,116	\$52,852	(20.31%)	\$28,805	46.21%	\$246,677	\$318,427	(22.53%)	\$186,606	32.19%
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Miscellaneous:										
Planning & Rideshare	\$38,213	\$72,510	(47.30%)	\$38,184	0.08%	\$250,602	\$435,467	(42.45%)	\$195,717	28.04%
Dues & Subscriptions	\$1,447	\$2,152	(32.74%)	\$344	320.63%	\$11,678	\$12,804	(8.80%)	\$14,016	(16.68%)
Travel & Meetings - Staff	\$6,576	\$4,514	45.67%	\$5,764	14.08%	\$56,806	\$25,692	121.10%	\$29,648	91.60%
Travel & Meetings - Board	-	\$563	(100.00%)	-	0.00%	-	\$3,380	(100.00%)	\$256	(100.00%)
Marketing & Advertising	\$13,950	\$39,038	(64.26%)	\$9,420	48.09%	\$250,412	\$233,306	7.33%	\$25,971	864.19%
General Office Expense	\$8,503	\$12,648	(32.78%)	\$17,344	(50.98%)	\$69,642	\$75,959	(8.32%)	\$76,605	(9.09%)
Other Miscellaneous Expenses	\$12,675	\$17,926	(29.30%)	\$2,126	496.31%	\$63,110	\$108,065	(41.60%)	\$16,066	292.82%
Bank & Credit Card Fees	\$5,539	\$2,904	90.73%	\$3,770	46.92%	\$26,450	\$17,451	51.57%	\$21,419	23.49%
Leases & Rentals	\$15,874	\$4,264	272.29%	\$4,296	269.50%	\$36,875	\$23,454	57.22%	\$26,662	38.31%

Total Miscellaneous	\$102,777	\$156,519	(34.34%)	\$81,248	26.50%	\$765,575	\$935,578	(18.17%)	\$406,360	88.40%
Total Expenses	\$2,046,844	\$2,454,401	(16.61%)	\$2,364,653	(13.44%)	\$12,562,665	\$14,747,066	(14.81%)	\$11,927,869	5.32%
Net Operating Loss	(\$1,856,954)	(\$2,294,871)	(19.08%)	(\$2,165,917)	(14.26%)	(\$11,293,558)	(\$13,687,537)	(17.49%)	(\$10,871,833)	3.88%
Operational Grant Funding										
Operating Assistance - Other	\$36,805	\$106,202	(65.34%)	\$36,452	0.97%	\$273,095	\$637,212	(57.14%)	\$291,959	(6.46%)
Oklahoma State Funding	\$119,445	\$95,833	24.64%	\$95,833	24.64%	\$898,334	\$574,998	56.23%	\$574,998	56.23%
FTA - Planning Assistance	\$117,333	\$107,750	8.89%	\$172,482	(31.97%)	\$488,279	\$646,500	(24.47%)	\$325,874	49.84%
FTA - Leases / Audit	\$6,292	\$9,000	(30.09%)	-	0.00%	\$53,302	\$54,000	(1.29%)	\$4,000	1232.55%
FTA - ADA LIFT	\$55,750	\$55,750	0.00%	(\$1,793,600)	(103.11%)	\$334,500	\$334,500	0.00%	\$277,602	20.50%
FTA - CMAQ	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
FTA - Preventative Maintenance	\$199,825	\$288,250	(30.68%)	\$1,990,430	(89.96%)	\$1,741,058	\$1,729,500	0.67%	\$1,986,097	(12.34%)
FTA - Operations	\$242,919	\$695,201	(65.06%)	\$880,204	(72.40%)	\$1,963,726	\$4,089,520	(51.98%)	\$2,905,647	(32.42%)
COT - Vision Assistance	\$465,368	\$323,635	43.79%	\$295,896	57.27%	\$1,861,966	\$1,941,810	(4.11%)	\$1,576,354	18.12%
COT - Operating Assistance	\$613,217	\$613,250	(0.01%)	\$488,217	25.60%	\$3,679,302	\$3,679,498	(0.01%)	\$2,929,302	25.60%
Total Operational Grant Funding	\$1,856,954	\$2,294,871	(19.08%)	\$2,165,914	(14.26%)	\$11,293,562	\$13,687,538	(17.49%)	\$10,871,833	3.88%
Budget Surplus (Deficit)	-	-	1533.33%	(\$3)	(322.73%)	\$4	\$1	445.45%	-	(407.69%)
Capital Revenues										
Capital Assistance - FTA	\$576,104	\$7,667	7414.07%	\$132,855	333.63%	\$1,621,637	\$104,164	1456.81%	\$1,582,919	2.45%
Capital Assistance - COT	-	\$183,836	(100.00%)	-	0.00%	\$167,500	\$1,103,015	(84.81%)	\$115,000	45.65%
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%	\$13,275	(253.21%)
Total Capital Revenues	\$576,104	\$191,503	200.83%	\$132,855	333.63%	\$1,768,799	\$1,207,179	46.52%	\$1,711,194	3.37%
Depreciation	\$354,590	\$360,000	(1.50%)	\$361,206	(1.83%)	\$2,120,125	\$2,160,000	(1.85%)	\$2,113,296	0.32%
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	\$221,514	(\$168,497)	(231.47%)	(\$228,354)	(197.01%)	(\$351,322)	(\$952,820)	(63.13%)	(\$402,102)	(12.63%)

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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:

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	<u>(\$43,034,538)</u>	
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		<u>\$110,629,706</u>
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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	<u>(\$14,612,837)</u>	
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 Six Months Ending Dec 31, 2022

METROPOLITAN TULSA TRANSIT AUTHORITY
PERFORMANCE INDICATOR SUMMARY

Fixed Route	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	4.64	2.38	1.80	There were 4.64 preventable accidents in Dec and average 2.38 for FY23YTD accidents are - vs. 1.8 in prior year.	●
OSHA Accidents per 200k Manhours	-	-	6.00		●
*Total Complaints Per 10,000 boarding's	3.60	4.83	2.00	Of the 47 total complaints Attitude 6 - Maintenance 1 - No Show 1 - Not on Time 7 - Other 6 - Pass Up 18 - Ramp 1 - Reckless Driving 7	●
On-time Performance	0%	-	0.85	RTIS Feed is not capable at this time to properly record OTP.	✓
Miles between road calls	6,967	6,766	7,500	YTD is 9% less than target.	✓
Operator Absences per weekday	11.00	8.00	12.00	YTD Operator Absences are 4% more than target.	✓
Passengers per Hour (PPH)	9.69	13.00	14.00	YTD PPH is 1% less than target.	●
Cost per Trip (CPT)	\$ 11.98	\$ 9.87	\$ 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	5.42	-	1.20	There were 5.42 preventable accidents in Dec an average - for FY23YTD accidents are 6.59 vs. 2.97 in prior year.	✓
Total Complaints per Per 10,000 boarding's	43.20	37.35	23.00	Of the 36 total complaints Attitude 4 - Incorrect/Info/ Order 1 - No Show 5 - Not on Time 5 - Other 10 - Pass Up 1 Reckless Driving 3 -	✓
OSHA Accidents per 200k Manhours	-	-	10.00		✓
On-time performance	96%	96%	95%	YTD On-time Performance is consistent with target.	●
Miles Between Road Calls	14,760	17,875	22,500	YTD Miles Between Road Calls is 21% less than target,.	●
Passengers per hour (PPH)	2.04	2.07	2.00	YTD PPH is 7% more than target.	●
Cost per Trip (CPT)	\$ 69.86	\$ 56.58	\$ 50.91	YTD CPT is 11% more than target projected .	✓

* Includes Nightline and Sunday Service
 ✓ Inconsistance or worse than target
 ● Consistent with or better than target

DA = Driver Attitude Reckless Driving = RD
 II = Incorrect Information Route Driven Wrong = RDW
 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	5	1.80	2	2	1	1	1.80
OSHA Accidents per 200k Manhours		-	-	-	-	-	6.00
2) Meet and Exceed Customer Expectations							
Complaints per 10k Boardings	3.60	4.83	(0.25)	2.23	4.88	(0.54)	4.35
On-time Performance		0.79		-	0.79		0.85
Miles Between Road Calls	6,967.00	9,259.00	(0.25)	6,766.00	8,460.00	(0.20)	7,500.00
3) Maintain a Quality Workforce							
Operator Absences per Weekday	8.00	16.00	(0.49)	6.00	18.00	(0.67)	9.00
Total Absences per Weekday	11.00	18.00	(0.37)	8.00	21.00	(0.64)	12.00
Employee Turnover	0.75	0.46	0.63	0.83	0.51	0.63	0.35
4) Operate an Effective System							
Ridership	130,397.00	111,695.00	0.17	164,748.00	110,723.00	0.49	235,416.00
Passengers per Service Hour	9.69	7.92	0.22	13.00	8.07	0.61	14.00
Average Weekday Ridership	5,453.00	4,458.00	0.22	6,796.00	4,465.00	0.52	10,000.00
Average Saturday Ridership	3,178.00	2,288.00	0.39	4,645.00	2,874.00	0.62	4,500.00
5) Operate an Efficient System							
Cost Per Service Hour	116.09	133.82	(0.13)	128.36	113.27	0.13	82.50
Cost Per Trip	11.98	16.90	(0.29)	9.87	14.04	(0.30)	6.16
Fare Revenue per Trip	0.73	0.72	0.01	0.77	0.89	(0.13)	0.78

*Note: Includes Nightline

Lift Key Performance Indicators: For the Six Months Ending Dec 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	5.42			6.59	2.97	1.22	1.20
OSHA Accidents per 200k Manhours	-						10.00
2) Meet and Exceed Customer Expectations							
Complaints per 10k Boardings	43.20	40.26	0.07	37.35	31.84	0.17	23.00
On-time Performance	0.96	0.95	0.01	0.96	0.94	0.02	0.95
Miles Between Road Calls	14,760.00	19,723.00	(0.25)	17,875.00	20,501.00	(0.13)	22,500.00
Average Call Center Minutes on Hold Time	1.10	0.68	0.62	1.01	1.05	(0.04)	1.00
3) Maintain a Quality Workforce							
Employee Turnover	0.42	0.56	(0.25)	0.38	0.49	(0.22)	0.50
4) Operate an Effective System							
Ridership	6,944.00	7,204.00	(0.04)	7,987.00	7,328.00	0.09	9,082.00
Van Passengers per Service Hour	2.04	2.00	0.02	2.07	2.06	-	2.00
Average Weekday Ridership	316.00	313.00	0.01	374.00	336.00	0.12	470.00
5) Operate an Efficient System							
Cost Per Service Hour	142.55	132.32	0.08	116.84	101.25	0.15	72.25
Cost Per Trip	69.86	66.27	0.05	56.58	49.14	0.15	50.91
Fare Revenue per Trip	1.75	6.65	(0.74)	2.99	3.20	(0.07)	2.79

GM Expenses

12/05/2022-	Andrea Murphy- Head Shot	107.43
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METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
January 31, 2022
Finance/Budget Committee

To: Board of Trustees
From: Rebecca Walner-Chief Financial Officer
Subject: Purchase of Comprehensive Workers Compensation Insurance Policy (*Action*)

Recommendation

Authorize the General Manager to purchase of a Workers Compensation Insurance Policy for Tulsa Transit from CompSource through Arthur J. Gallagher in an amount not to exceed \$162,429, subject to negotiating final terms and conditions.

Background

The current Workers Compensation policy expires January 31, 2023. The premium for the next period (February 1, 2023 to June 30, 2023) of \$162,429 would exceed the current year premium of \$297,373 by \$92,456.60 or 31%, if annualized. The renewal premiums are based upon the estimated annual payroll provided by MTTA which are then premium rated by payroll and type of work classification. In addition to these rating factors the NCCI experience modifier based on the last three years claim is then multiplied into that calculation to determine earned premium then any tier discounts which may be applied are factored for a final premium quoted. MTTA does have a higher-than-average experience modifier factor which increased significantly from 1.10 to 1.35 this year which means that the claim experience is still higher than its classification peer grouping (1.0). Our experience rating and the 2% increase in labor as of 1/1/23 are contributing factor in this year's increase in premium.

Staff will continue to work through Arthur J Gallagher to settled claims and take advantage of risk assessment tools and training.

MTTA carries various insurance policies including workers compensation coverage. MTTA contracts with Arthur J. Gallagher to provide insurance brokerage and consulting services. Arthur J. Gallagher consultants recommended we continue with this policy.

Several factors went into their recommendation:

- The policy is placed with Oklahoma's largest single workers' compensation insurance carrier and negotiated for the highest level of credits allowable.
- The carrier will provide coverage for the unique needs of a public service organization while also exhibiting financial strength.
- This will begin the sixth year with this insurance carrier which brings consistency in the service and flexibility in terms. Standard risk management best practices recommend that an insurance coverage line be re-marketed every 3-5 years. MTTA workers compensation policy was marked to multiple insurance companies as part of this year's renewal process.

Financial Impact

The policy will be funded by MTTA's normal operating dollars provided by the City of Tulsa and other sources.

Upcoming Procurements

Est. Board Date	Good/Service	Type	Estimated Amt.	Status
Jan-23	Fixed Route Scheduling Software To automate compiling of Operations timekeeping, bidding, dispatch, workforce & yard management	RFP	\$100,000.00	Requesting Board Approval
Jan-23	Lift Vehicles Revenue vehicles for Lift service	State Contract	\$200,000	Requesting Board Approval
Feb-23	Procurement Software Procurement Software	RFP	\$30,000	In Progress
Feb-23	ADA Paratransit /Microtransit & Other Services Contractor to oversee Lift/Paratransit as well as other services as defined by MTTA	RFP	Over \$150,000	In Progress
Feb-23	UPS Battery Backups Infrastructure - IT	IFB/RFP	Budget \$50,000	ARP
Feb-23	Micro-Transit Vans Vehicles for microtransit day service	State Contract	Budget \$1,000,000	In Progress
Mar-23	Bus Interior Cleaning Cleaning of the interior of the fixed route buses. Updating scope to include COVID cleaning.	New RFP	Over \$50,000	Scope Ready
Mar-23	Shop Truck Maintenance shop truck to replace old vehicle/Future grant to fund. Do the same time as the CC roof.	State Contract	\$90-\$140k	Grant 2020-030
30-Mar	Bus Camera Hardware & Software Replacement Infrastructure - IT	RFP	Budget \$400,000	ARP
30-Mar	Perimeter Fence Repair Security Access	IFB	Budget \$270,000	BBF FY19-21
23-Mar	Parking Lot Repair Maintenance - Repairs needed to current parking lot.	IFB	Budget \$60,000	BBF FY19-21
30-Apr	Digital Signage @DAS Infrastructure - IT	RFP	Budget \$50,000	ARP
May-23	On Call Printing Services On Call contract for various printing needs of the agency - Waiting on confirmation of final scope & feedback from .	New RFP	Under \$50,000	Working on scope in mkt/planning dept
Jun-23	Computer Replacements - Agency wide Infrastructure - IT	RFQ	Budget \$250,000	ARP
Jun-23	Tap Card Fare payment card	RFQ	Budget \$100,000	Working on scope in mkt/planning dept

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
January 31, 2022
Operating/Marketing Committee

To: Board of Trustees
From: Rebecca Walner, Chief Financial Officer
Subject: Approve purchase of integration RideCo & GoPass

Recommendation

Authorize the General Manager to enter a contract with DART for the purchase of integrating RideCo app and the GoPass app. This purchase will be made using old capital grant money and recurring allocation.

Background

In November 2019 the board approved for MTTA to purchase an App, GoPass, for mobile fares. Soon after the Covid-19 pandemic hit and we started the launch of GoPass in August of 2020, after being free fare for 4 months. Slow process getting customers to buy into the mobile ticketing, however since January 2021 we have had 5,771 downloads, collected over 114 thousand dollars, and sold over 39,000 tickets, saving over 4600 in ticket cost. In October of 2022 MTTA board approved the software Rideco for Microtransit and in future use, Paratransit.

Objective:

Authorize the General Manager to approve the contract with Unwire/DART in the amount of \$24,000 for implementation and \$9,000 for recurring cost so our riders will have a 1 App experience for Microtransit. This will create a deep link between the apps so our customers can book the ride and pay for the ride all in one location.

Financial Impact

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

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
January 31, 2022
Operating/Marketing Committee

To: Board of Trustees
From: Rebecca Walner, Chief Financial Officer
Subject: PaperSave/PairSoft-AP Automation

Recommendation

Authorize the General Manager to enter a contract with Pairsoft for the continued contract with Pairsoft/PaperSave . This purchase will be made using old capital software money and recurring allocation.

Background

In January 2022 the MTTA realized they needed a way for directors and staff to better process invoices and have visibility into what is outstanding. Prior to using Papersave, Accounts payable would hand deliver paper invoices to the directors for signature and then once signed they would bring back to AP to be entered into the Great Plains system. This could take a few days and possibilities of invoices being lost on desk and not returned. This could take 5-7 business days and require all employees to be in office. Last year, MTTA purchased a 1-year usage to ensure quality before agreeing to multi-year contract.

Objective:

MTTA would like the board to approve the cost of \$42,000 for 3-year agreement. Over the last year we have been able to track invoices and get them approved 3-5 days sooner than prior. Also gives us insight for accruals. This gives the directors the visibility too see old invoices and the check it was paid with (or ACH) and also allows them to add additional information to the system. We are able to pull reports for auditors quickly.

Financial Impact

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

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
January 31, 2023, Consent Calendar Item

To: Board of Trustees

From: Liann Alfaro - Director of Planning

Subject: Award of Contract for Fixed route Scheduling, Planning, & Operations Software

Recommendation

Authorize the General Manager to negotiate final terms and conditions and enter a contract for an amount not to exceed \$302,590.52 with Optibus Inc., to provide Fixed Route Scheduling, Planning, & Operations Software to MTTA. This will be a three-year agreement with the option for an additional two-year term.

MTTA received two proposals for Fixed Route Scheduling and Planning Software, one from VIA (Remix software) and the other from Optibus LLC. An evaluation committee consisting of the Director of Planning, the Operations Director, and the GM were paneled. Staff had expected to receive a proposal from our incumbent provider but did not. With our current provider we are spending approximately \$167,000 per year. The two firms were invited to present demonstrations of their products and participate in a Q & A session with the evaluation committee. The selection committee determined Optibus LLC 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. A common comment from the attendees was that the Remix scheduling tools are still in development while Optibus' tool suite is more robust, and the company has more experience and deployments with fixed route scheduling. Table 1 on the page 2 shows the points distribution for each evaluated firm.

In addition, MTTA presently contracts with Remix for transit planning software for approximately \$24,000/year. Optibus provides a similar tool suite which will likely render the existing software redundant and unnecessary, providing additional savings to MTTA.

Background

MTTA has been working for the last few years to upgrade technology that will provide efficiencies and potential cost savings to the agency across the board. The existing scheduling software has been in place for 24+ years. During this time, much of the industry has shifted from a server-based, modular, restrictive software to cloud-based, open-platform, software-as-a-service. Though there are many benefits to this change, the distinctions are with software upgrades and integration with other vendors. Software upgrades will now be automatic, included in the base price, and require no time/labor from MTTA during upgrades. This is not the case with the existing software provider. MTTA staff have had past challenges derived from choosing to not complete routine software upgrades due to high cost. When an upgrade was made, issues then arose from making large leaps between versions. This will not be an issue with Optibus. In terms of integration, Optibus is designed to integrate with other software, including Avail Technologies (MTTA's CAD/AVL provider) whom Optibus has an established, working relationship with various agencies around the country. If able, integration with the existing software is very expensive.

In addition, MTTA has experienced declining customer service and excessive costs for new tools, maintenance, integration, and minor data-related tasks. As an example of the cost, we recently sought to obtain an Operations Module for the Fixed Route service to aid in driver timekeeping, Dispatch's ability to assign Extra Board operators to unassigned routes and other aspects of the Fixed Route Service. We were disappointed to learn it was going to cost approximately \$900,000 to implement which doesn't include maintenance or upgrades. Contrasting this, the stated Optibus costs noted above includes a robust Operations Module, priced at under \$30,000/year, which includes maintenance or upgrades.

Financial Impact

The up-front costs of the ITS will be funded with the Federal CARES Grant. The recurring fees will be provided by formula funding source 5339 at 80% and local match at 20%. These funds are presently being used for the existing software and will be used for this new software going forward.

Table 1.

<i>Evaluation Criteria Scoring Sheet Summary</i>			
Criterion	Max Value	Remix	Optibus
1. Product Understanding & Approach	60	48	60
2. Technical Capabilities & Solution Functionality	75	60	75
3. Quality Experience of Proposed Key Project Personnel	45	36	45
4. Vendor Past Project-Related Experience and Client References	45	36	45
5. Price (Evaluated Separately)	60	39	60
6. DBE	15	0	0
TOTAL	300	219	285

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
January 31, 2023
Operating/Marketing Committee

To: Board of Trustees
From: Randy Cloud, Director of Maintenance
Subject: Award of Contract for Microtransit Vehicles

Recommendation

Authorize the General Manager to enter a contract with Creative Bus Sales for the purchase of two (2) Chrysler Voyager paratransit buses in an amount not to exceed \$155,000. This purchase will be made using the State of Oklahoma Purchasing Contract.

Background

With the upcoming Microtransit On Demand service MTTA needs vehicles for which to operate the service. This first purchase is for two (2) full ADA compliant mini vans. Once we get the service in operations with these vehicles, the service will be evaluated to determine if and what kind of vehicles we need to purchase to fulfill the needs of our riders.

TTA has elected to utilize the state purchasing contract for this procurement to take advantage of the combined purchasing power of the state to negotiate more favorable pricing.

Financial Impact

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