



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

Tuesday, February 28, 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 February 10, 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 8](#)
- 2. Review and approval of January 2023 Financial Statements—*Rebecca Walner (Action)* [Page 13](#)
- 3. Paratransit Services – *Scott Marr (Action)* [Page 26](#)
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.
- 4. Upcoming Procurements—*Jack Van Hooser (Information)* [Page 27](#)



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

1. Re-Branding Tulsa Transit—*Scott Marr (Action)*

Discussion and possible action to authorize the General Manager to implement the Re-Branding for Tulsa Transit with new name and logo.

2. Authorization of Free Fares for 18 & under – *Scott Marr (Action)* [Page 28](#)

Authorize the General Manager to provide free fares for 18 and under for all services going forward.

3. Award of Contract for 10 Microtransit Vehicles – *Randy Cloud (Action)* [Page 30](#)

Authorize the General Manager to enter a contract with Creative Bus Sales for the purchase of ten (10) Chrysler Voyager paratransit buses in an amount not to exceed \$870,000. This purchase will be made using the State of Oklahoma Purchasing Contract.

4. Award of Contract for purchase Eaton 93E UPS Power Management System – *Ofir Bar (Action)* [Page 31](#)

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

1. Discussion and possible action regarding settlement of *MTTA v. Rusted Truck Property Company, LLC, et al.*, Tulsa County District Court case number CJ-2021-03580, and possible vote to enter into executive session regarding same. 25 O.S. 307(B)(4).

VII. TRUSTEES AND GENERAL MANAGER COMMENTS

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

VIII. NEW BUSINESS

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

IX. ADJOURN

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

METROPOLITAN TULSA TRANSIT AUTHORITY

Minutes of the Meeting of the Board of Trustees

Friday, February 10, 2023

R.O. Laird Board Room

510 South Rockford Avenue, Tulsa, Oklahoma

CALL TO ORDER/ROLL CALL

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

OTHERS PRESENT:

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

IN ATTENDANCE: Scott Marr, General Manager; Rebecca Walner, MTTA CFO; Jack Van Hooser, MTTA Procurement Specialist; Liann Alfaro, MTTA Director of Planning; Randy Cloud, MTTA Director of Maintenance; Valerie Courchesne, MTTA Director of Transportation; Chase Phillips, MTTA Director of Grants and Procurement; Ofir Bar, MTTA Director of IT; BreAnna Hall, MTTA Marketing Manager.

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 November 1, 2022. 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 31, 2023, 12:40 pm at the Municipal City Clerk’s office and at Tulsa Transit Administrative offices on January 31, 2023.

I. CALL TO ORDER

Adam Doverspike called the meeting to order at 12:00 pm.

II. INTRODUCTIONS

Scott Marr introduced the MTTA Staff.

III. APPROVAL OF THE December 6, 2022, and January 12, 2023, MEETING MINUTES

James Wagner and Phyllis Joseph moved to approve the December 6, 2022, and January 12, 2023, meeting minutes.

Yeas 4 Nays 0 Abstained 1 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 presented the ridership for November and December more than projected. BRT was 8k more than the FY22 ridership and more than the 105 route. Lift ridership continues to exceed the projected number.

2. Review and approval of December 2022 Financial Statements

December operating expenses was 16% less than projections. Total expenses are 17% less than projected. Below budget in salary, fringe and planning and marketing areas. Marketing will go up with the rebranding. **Adam Doverspike** noticed the goal 4 & 5 on page 14 is off.

Ann Domin and **Emily Hall** moved to approve December 2022 Financial statements.

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

3. Review and approval of General Manager Expenses

There was \$107.43 for December expenses for professional head shots taken.

Emily Hall and **Phyllis Joseph** moved to approve the General Managers December expenses for \$107.43.

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

4. Independent Audit Report for FY2022.

Rebecca presented the final findings report from RSM. Rainey Day fund was not reported correctly and has been corrected, problem with the GASBY findings. **James Wagner** asked about the software that was bought to help and Rebecca canceled, it was not working the way it should have been.

5. Paratransit Services

Scott reminded the Board that an RFP went out in October for the paratransit contract. The bids came in with an increase 150 to 155k per year. Scott had mentioned at the Budget meeting of trying to bring the paratransit services in house in 3 years but finically it makes sense to do it when the contract ends in June 2023. Bringing in house will save approximately 1-1.5 million per year. **James Wagner** asked about the liability of bringing this in house, cost of insurance, maintenance. **James Wagner** would like to table this action and have an analysis outlining all of the liabilities presented for the February 28, 2023 meeting.

6. FY2024 Budget

Rebecca presented the FY2024 MTTA Operating Budget with the cost of bringing the paratransit services in house including in the budget. Rebecca stated that there was 1 new position for community partnership added in the budget. Adam Doverspike asked about the increase employee count, were these new positions or were these for bringing the paratransit in house. Scott answered that this was for paratransit.

Ann Domin and **Phyllis Joseph** moved to adopt the FY2024 MTTA Operating Budget as presented.

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

7. Workers Comp Insurance Renewal

Rebecca talked about the increase in workers compensation. The experience modifier increased significantly from 1.10 to 1.35. She asked to approve for 6 months to bring the policy on a fiscal renewal. Cost for Feb. 1, 2023, to June 30, 2023, will not exceed \$162,429.

Emily Hall and **Ann Domin** moved to 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.

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

8. Upcoming Procurements – Jack Van Hooser

Jack went over the upcoming procurements.

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

1. GoPass/Unwire Contract

Rebecca presented the GoPass numbers of downloads, tickets sold and \$ collected. This new contract will create a link between RideCo and GoPass.

James Wagner and **Emily Hall** moved to 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.

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

2. PaperSave Renewal

Rebecca had a presentation on how PaperSave works in accounting.

James Wagner and **Emily Hall** moved to 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.

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

3. MTTA Public Transportation Agency Safety Plan

Valerie presented the updated Safety Plan, just a few changes including adding Valerie and Scott’s name in the plan.

James Wagner and **Emily Hall** moved to approved the updated MTTA Public Transportation Agency Safety Plan to be submitted to FTA.

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

4. Fixed route Scheduling, Planning, & Operations Software

Jack and Liann presented the Board with the RFP that went out and the outcome of the bids and interviews. Committee chose one company, Optibus Inc.

Adam Doverspike and **Phyliss Joseph** moved to authorize the General Manager 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, subject to negotiating final terms and conditions.

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

5. Contract for Microtransit Vehicles

Randy asked the Board to authorize buying 2 microtransit vans using the State of Oklahoma purchasing agreement.

James Wagner and **Emily Hall** moved to 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, subject to negotiating final terms and conditions.

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

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

VI. TRUSTEES AND GENERAL MANAGER COMMENTS

Adam Doverspike said sometime early Summer a Board retreat will be planned.
Emily Hall said during the ice storm she had interaction with a Tulsa Transit driver, she wanted to give a shout out to him. Scott let the Board know that the employees will be giving out flowers and valentines to the public.

VII. NEW BUSINESS
None

VIII. ADJOURN

Adam Doverspike adjourned meeting at 1:41pm.

Sincerely,

Lori Soderstrom
Secretary to the Board of Trustees

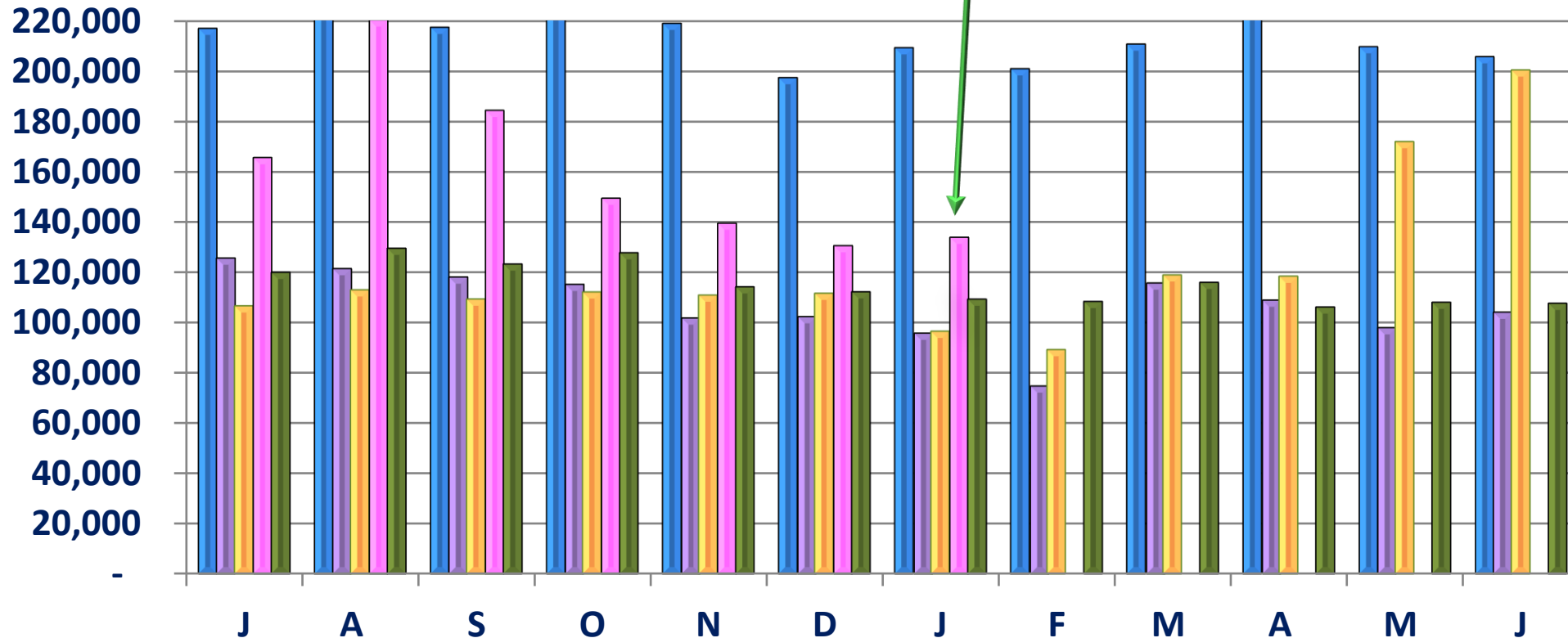
Fixed Route

- Ridership per hour on average over all = 7 YTD
- Highest Ridership routes 130- 10,699 17.98 PRH, 150 – 7,655 12.95 PRH and 110 6,674 12.82 PRH as of YTD
- Cost per trip is 10.42 YTD
- FY20 deleted

FIXED ROUTE RIDERSHIP

■ FY19
 ■ FY21
 ■ FY22
 ■ FY23
 ■ FY23 Projected

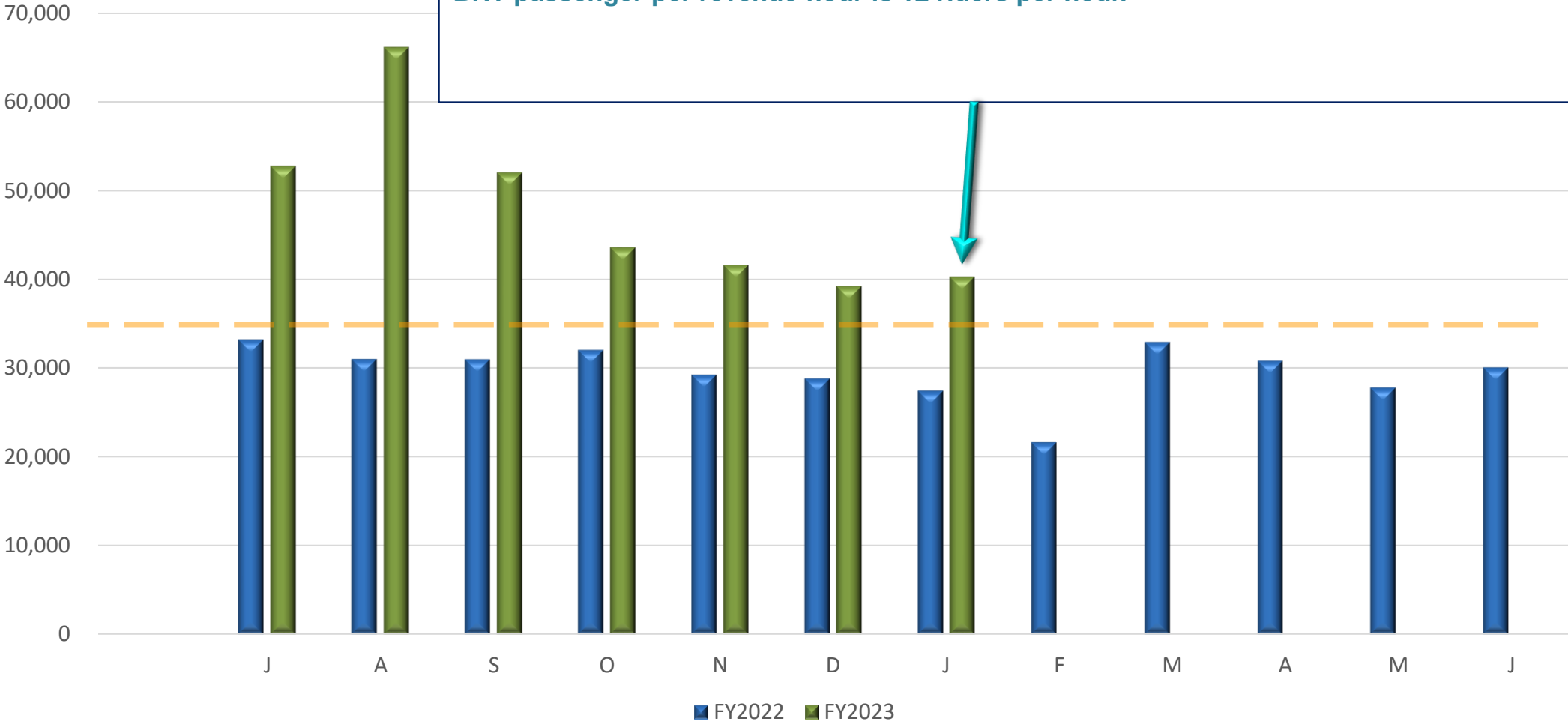
January ridership of 133K is 25K or 18% more than target projection.



BRT RIDERSHIP

Jan BRT ridership of 40K is 12K more than FY22 Ridership and 6K more than route 105

BRT passenger per revenue hour is 12 riders per hour.



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

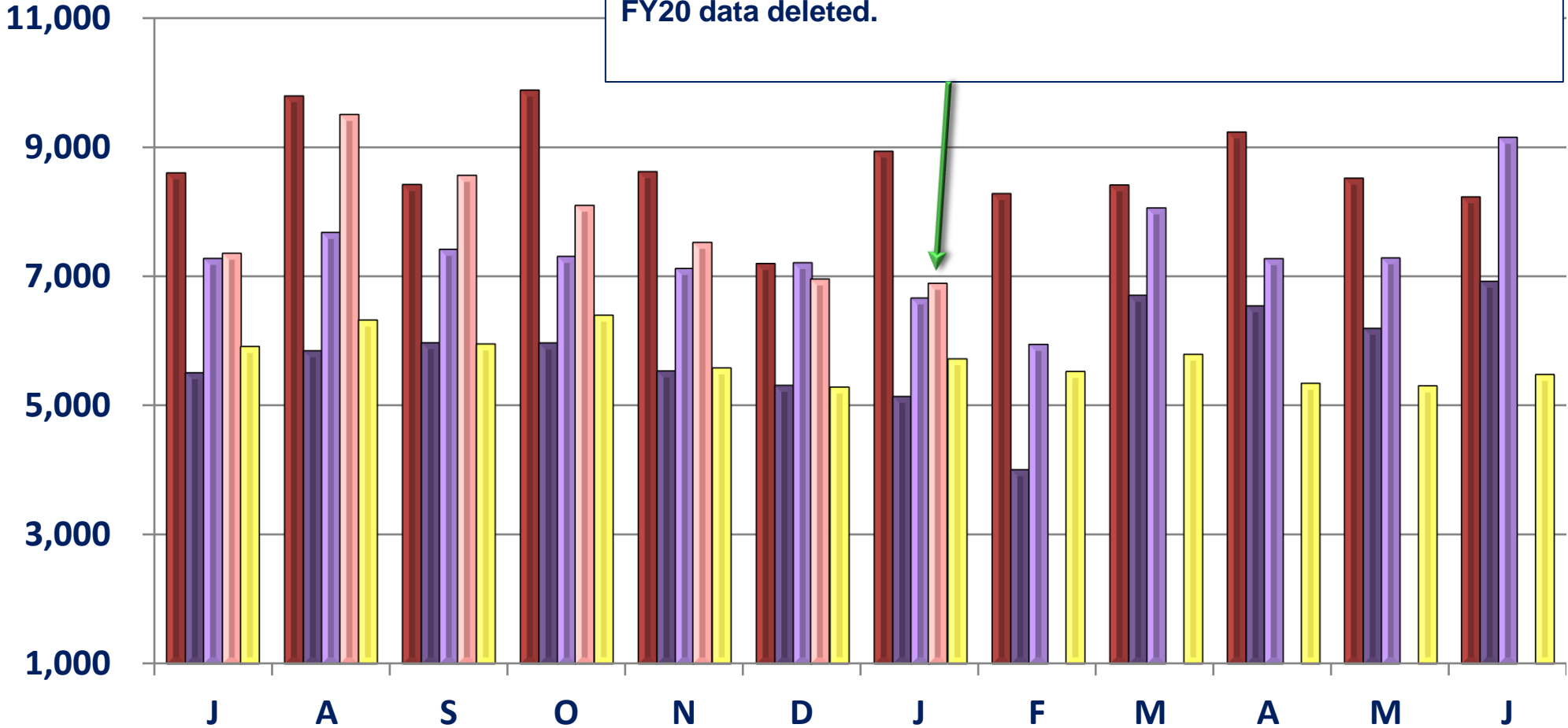
Lift Ridership

- Lift Ridership continues to exceed the projected number.
- Lift Ridership in Fy23 is more than FY22 for the month of January
- In January we provided 340 trips per day.

LIFT RIDERSHIP

■ FY19
 ■ FY21
 ■ FY22
 ■ FY23
 ■ FY23 Projected

Jan 23 ridership of 6878 was 1,161 or 17% more than projected.
 FY20 data deleted.



**METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
Feb 28th 2023
Finance/Audit Committee**

To: Board of Trustees
From: Rebecca Walner, Chief Financial Officer
Subject: FY23 Financial Statement Summary through Jan 31, 2023

Recommendation:

Review and approve the FY23 Jan Financial Statement Summary.

Analysis:

Jan operating expenses of \$2M were \$436K or 17% less projections based on the FY2023 budget.

YTD we have a zero surplus with total expenses of \$14.935M which are \$2.26M or 13% less than projected. Revenues from Operations are up due to the sponsored rides in Oct and online sales continued during that time as well as increased ridership. The FY23 underspending of \$2.26M is reflected in the following areas: Salaries \$765K, Lift Program 489K, and Planning/Marketing 239K. Below is a summary of our YTD FY23 operating results before audit:

**FY2023 Financial Summary
YTD Jan 2023**

<i>Item</i>	<i>Actual</i>	<i>Budget</i>	<i>Variance %</i>	<i>Prior Year</i>	<i>Variance %</i>
Revenue					
Revenue from Operations	\$1,486,711	\$1,218,342	22.03%	\$1,233,599	20.52%
Operating Grant Funding	\$13,448,323	\$15,983,126	(15.86%)	\$12,794,128	5.11%
Total Operating Revenues	\$14,935,034	\$17,201,468	(13.18%)	\$14,027,727	6.47%
Operating Expenses					
Labor and Fringe	\$8,439,126	\$9,204,385	(8.31%)	\$8,222,342	2.64%
Transportation Services	\$1,954,196	\$2,443,384	(20.02%)	\$1,902,360	2.72%
Administrative Services	\$626,522	\$954,116	(34.33%)	\$955,953	(34.46%)
Materials and Supplies	\$2,391,815	\$2,750,692	(13.05%)	\$1,879,065	27.29%
Utilities	\$322,012	\$385,514	(16.47%)	\$371,211	(13.25%)
Insurance	\$348,309	\$371,279	(6.19%)	\$223,744	55.67%
Marketing and Planning	\$853,052	\$1,092,097	(21.89%)	\$473,055	80.33%
Total Operating Expenses	\$14,935,032	\$17,201,467	(13.18%)	\$14,027,730	6.47%
Budget Surplus (Deficit)	\$2	\$1	(100.00%)	(\$3)	0.00%



FY23 Executive Summary
For the Seven Months Ending Jan 31, 2023

Summary of Activities*	Actual	Budget	Var%
Revenues From Operations \$	1,487	\$ 1,218	22%
Grant Revenues	13,448	15,983	-16%
Total Operating Revenues	14,935	17,201	-13%
Total Expenses	(14,935)	(17,201)	-13%
Surplus (Deficit) \$	0	\$ 0	0%

Operating Revenues*	Actual	Budget	Var%
City of Tulsa \$	6,649	\$ 6,558	1%
Federal Grants	5,472	8,011	-32%
State Grants	1,018	671	52%
Other Grants	310	743	-58%
Fare Revenues	1,056	762	39%
Advertising Revenues	374	379	-1%
Other Revenues	56	77	-27%
Total Operating Revenues \$	14,935	\$ 17,201	-13%

Operating Expenses*	Actual	Budget	Var%
Payroll & Fringe \$	8,439	\$ 9,204	-8%
Transportation Services	1,954	2,443	-20%
Administrative Services	627	954	-34%
Materials & Supplies	2,392	2,751	-13%
Utilities	322	386	-16%
Insurance	348	371	-6%
Marketing & Planning	853	1,092	-22%
Total Expenses \$	14,935	\$ 17,201	-13%

Goal 1. Operate a Safe Transit System

Accidents (Per 100K miles)	FY23	FY22	Change	Target
Fixed Route	2.81	1.40	101%	6.00
Lift Program	5.92	3.29	80%	1.20

Goal 2. Meet and Exceed Customer Expectations

Complaints	FY23	FY22	Change	Target
Fixed Route	2.70	4.78	0%	0.85
Lift Program	35.04	32.4	0.0815	23

Goal 3. Maintain a Quality Workforce

Absences (Per weekday)	FY23	FY22	Change	Target
Operators	6	18	-67%	9
Total	8	21	-63%	12.00

Goal 4. Operate an Effective Transit System

Passengers Per Hour	FY23	FY22	Change	Target
Fixed Route	12.52	8.02	56.11%	14.00
Lift Program	2.06	2.04	1%	2.00

Goal 5. Operate an Efficient Transit System

Cost Per Trip	FY23	FY22	Change	Target
Fixed Route \$	10.42	\$ 14.44	-28%	\$ 6.16
Lift Program \$	57.58	\$ 51.28	12%	\$ 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	8	2		1	1			12
February								0
March								0
April								0
May								0
June								0
TOTAL	20	4	3	1	1	0	1	30
Percent of Total	67%	13%	10%	3%	3%	0%	3%	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	1							1
February								0
March								0
April								0
May								0
June								0
Total	19	1	2	2	1	0	0	25
Percent of Total	76%	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	897,123.00	271,356.00	-40%	Fixed Route Revenues are higher due to INCOG partnership.
Advertising Revenue	374,162.00	(5,220.00)	-1%	Advertising Revenue is on target for FY23.
Lift Program Revenues	159,311.00	23,018.00	17%	Lift Revenue is on target for FY23.
	YTD		YTD	
Expenses	\$		Var%	Details
Payroll and Fringe	8,439,126.00	(765,259.00)	-8%	Payroll & Fringe is 8% 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	1,954,196.00	(489,188.00)	-20%	Transportation Services is less than expected as we have not got back to full capacity.
Advertising Commissions	155,779.00	23,268.00	18%	Advertising commission is higher than expected as we are expensing the commission expense as we invoices versus upon payment received.
Legal	72,314.00	21,368.00	42%	Legal expenses are higher than expected from multiple litigations.
Audit Fees	24,325.00	42.00	0%	Audit fees are on target for FY23.
Bldg. & Facility Services	77,100.00	(20,930.00)	-21%	Building and Facility Services are currently on target for FY23
Professional and Technical	277,335.00	(362,896.00)	-57%	Professional & Technical is less than expected.
Fuel	611,096.00	(217,400.00)	-28%	Fuel is 28% less than expected due to budget was made with more miles expected.
Gasoline	89,213.00	9,945.00	13%	Gasoline prices reached much higher than expected rates which caused the increase in our gas budget line as well.
Oil & Lubricants	63,866.00	(37,844.00)	-37%	Due to less drive time, our oil and lubricants is under budget.
Tires & Tubes	91,045.00	(6,857.00)	-7%	Due to less drive time tire and tubes has not reach the expected budget amount.
Facility Repairs	427,018.00	163,573.00	62%	Facility Repairs is 62 % higher due to annaul maintenance.
Service & Shop Equipment	25,287.00	(90,948.00)	-78%	Due to fewer buses pulling out our expenses have not reached the expected amount.
Other Shop & Garage	48,768.00	(13,504.00)	-22%	Due to fewer buses pulling out our expenses have not reached the expected amount.

Repair Parts	1,037,012.00	(69,737.00)	-6%	Aging bus's causing higher repair cost.
Servicing Supplies	26,346.00	(53,587.00)	-67%	Due to fewer buses pulling out our expenses have not reached the expected amount.
Utilities	322,012.00	(63,502.00)	-16%	Unexpected increase in Utilites has caused prices to surge, we are monitoring for future consumption.
Insurance	348,309.00	(22,970.00)	-6%	Insurance premiums did not increase as expected in FY 23.
Planning	302,346.00	(205,631.00)	-40%	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	271,396.00	(948.00)	0%	Marketing and Advertising is currently over budget due to free fares and advertising around town to try to help increase ridership
General Office Expense	62,942.00	(25,665.00)	-29%	Office Supplies are 29% more than expected as desk were needed for different offices.
	YTD		YTD	
Grant Revenues	\$\$		Var%	Details
Other Operational Assistance	309,901.00	(433,513.00)	-58%	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	1,017,779.00	346,948.00	52%	Our FY23 apportionment saw an significant increase for this year only. Increased from 1.15M to 1.612
FTA Planning	574,967.00	(179,283.00)	-24%	YTD Planning expenses are 24% less than expected due to not doing a study at this time.
FTA Audit/Leases	69,645.00	6,645.00	11%	YTD Audit and Leases is on target with assumption.
FTA ADA Lift	390,250.00	390,250.00	0%	YTD ADA is on target with budget.
FTA - Operations	2,324,540.00	(2,460,898.00)	-51%	FTA is under budget as we have regained some of PY income in CFY.
FTA Preventive Maintenance	2,112,320.00	94,570.00	5%	YTD PM is over due to increased cost in maintenance.

METRO TULSA TRANSIT AUTHORITY
Income Statement
For the Seven Months Ending Tuesday, January 31, 2023

	Actual	Budget	Var %	PY	PY %	Act YTD	Bgt YTD	Var%	PY YTD	PY %
Operating Revenues										
Passenger	\$137,764	\$79,383	73.54%	\$83,012	65.96%	\$863,291	\$607,306	42.15%	\$555,435	55.43%
Nightline	\$1,341	\$1,431	(6.34%)	\$998	34.36%	\$20,869	\$10,951	90.57%	\$6,845	204.90%
Sunday Service	\$822	\$982	(16.33%)	\$823	(0.19%)	\$12,963	\$7,510	72.61%	\$5,016	158.46%
Advertising	\$51,908	\$54,197	(4.22%)	\$70,383	(26.25%)	\$374,162	\$379,382	(1.38%)	\$473,048	(20.90%)
Investments	\$7,855	\$200	3827.39%	\$2,901	170.75%	\$34,744	\$51,000	(31.88%)	\$4,624	651.33%
Lift Program - ADA	\$16,101	\$18,920	(14.90%)	\$18,331	(12.17%)	\$159,311	\$136,293	16.89%	\$168,683	(5.56%)
Other Revenue	\$1,814	\$3,700	(50.99%)	\$1,114	62.82%	\$21,371	\$25,900	(17.48%)	\$19,948	7.14%
Total Operating Revenues	\$217,605	\$158,813	37.02%	\$177,562	22.55%	\$1,486,711	\$1,218,342	22.03%	\$1,233,599	20.52%
Operating Expenses										
Labor:										
Operators	\$567,754	\$376,132	50.95%	\$425,785	33.34%	\$3,031,158	\$2,632,924	15.13%	\$2,781,907	8.96%
Transportation Administration	\$136,913	\$124,003	10.41%	\$119,331	14.73%	\$846,697	\$868,021	(2.46%)	\$903,582	(6.30%)
Maintenance	\$156,494	\$125,600	24.60%	\$129,137	21.18%	\$818,088	\$879,200	(6.95%)	\$822,795	(0.57%)
Maintenance Administration	\$31,415	\$32,267	(2.64%)	\$31,468	(0.17%)	\$189,691	\$225,869	(16.02%)	\$204,729	(7.34%)
Administration & Accounting	\$91,527	\$101,299	(9.65%)	\$66,938	36.73%	\$540,555	\$709,093	(23.77%)	\$447,954	20.67%
Total Labor	\$984,103	\$759,301	29.61%	\$772,659	27.37%	\$5,426,189	\$5,315,107	2.09%	\$5,160,967	5.14%
Fringe Benefits:										
FICA Taxes	\$88,054	\$61,680	42.76%	\$75,944	15.95%	\$473,099	\$432,062	9.50%	\$512,205	(7.63%)
Pension Plan Expense	\$91,124	\$99,438	(8.36%)	\$77,603	17.42%	\$640,292	\$696,068	(8.01%)	\$555,904	15.18%
Health & Dental Insurance	\$132,010	\$134,850	(2.11%)	\$120,312	9.72%	\$830,200	\$958,783	(13.41%)	\$790,288	5.05%
Life & Disability Insurance	(\$6,973)	\$8,467	(182.36%)	\$9,646	(172.29%)	\$75,564	\$59,133	27.79%	\$55,041	37.29%
Sick Leave	\$26,082	\$23,077	13.02%	\$86,951	(70.00%)	\$220,389	\$161,539	36.43%	\$267,944	(17.75%)
Holiday Pay	\$128,543	\$40,019	221.20%	\$102,641	25.24%	\$317,962	\$280,133	13.50%	\$366,281	(13.19%)
Vacation Pay	\$26,064	\$44,401	(41.30%)	\$42,275	(38.35%)	\$280,503	\$310,807	(9.75%)	\$351,746	(20.25%)
Uniform Allowance - Drivers	\$2,931	\$4,805	(39.01%)	\$223	1211.72%	\$53,391	\$33,635	58.74%	\$50,645	5.42%
Clothing/Tool Allowance - Mechanics	\$1,586	\$3,150	(49.64%)	\$1,630	(2.65%)	\$11,140	\$22,050	(49.48%)	\$23,159	(51.90%)
Unemployment Compensation	\$2,157	\$4,655	(53.66%)	(\$4,298)	(150.19%)	\$5,716	\$32,759	(82.55%)	\$3,596	58.97%
Other Fringe Benefits	\$14,740	\$128,153	(88.50%)	\$10,476	40.71%	\$104,681	\$902,309	(88.40%)	\$84,566	23.79%
Total Fringe Benefits	\$506,318	\$552,695	(8.39%)	\$523,403	(3.26%)	\$3,012,937	\$3,889,278	(22.53%)	\$3,061,375	(1.58%)
Total Loaded Payroll	\$1,490,421	\$1,311,996	13.60%	\$1,296,062	15.00%	\$8,439,126	\$9,204,385	(8.31%)	\$8,222,342	2.64%
Transportation Services:										
Fixed Route	\$49,911	\$48,274	3.39%	\$46,425	7.51%	\$351,391	\$337,918	3.99%	\$340,764	3.12%
Sunday Service	\$14,249	\$24,070	(40.80%)	\$24,872	(42.71%)	\$155,604	\$168,490	(7.65%)	\$156,580	(0.62%)
Lift Program - ADA	\$183,048	\$228,272	(19.81%)	\$190,560	(3.94%)	\$1,447,201	\$1,597,904	(9.43%)	\$1,354,574	6.84%
Circulator Service-Downtown/Midtown	-	\$48,439	(100.00%)	-	0.00%	-	\$339,072	(100.00%)	\$43,242	(100.00%)
Lift Services - Meals On Wheels	-	-	0.00%	\$615	(100.00%)	-	-	0.00%	\$7,200	(100.00%)
Total Transportation Services	\$247,208	\$349,055	(29.18%)	\$262,472	(5.82%)	\$1,954,196	\$2,443,384	(20.02%)	\$1,902,360	2.72%

Administrative Services:										
Advertising	\$22,209	\$18,915	17.42%	\$31,673	(29.88%)	\$155,779	\$132,511	17.56%	\$215,903	(27.85%)
Legal Fees	\$9,497	\$7,200	31.91%	\$4,732	100.71%	\$72,314	\$50,946	41.94%	\$48,396	49.42%
Audit Fees	\$3,475	\$3,468	0.20%	\$3,342	3.99%	\$24,325	\$24,283	0.17%	\$23,392	3.99%
Office Equipment / Computers	\$1,567	\$470	233.33%	\$3,352	(53.26%)	\$13,953	\$3,294	323.57%	\$13,415	4.01%
Building & Facility Services	\$12,227	\$13,990	(12.60%)	\$12,065	1.34%	\$77,100	\$98,030	(21.35%)	\$90,228	(14.55%)
Professional & Technical Services	\$22,138	\$29,576	(25.15%)	\$54,170	(59.13%)	\$198,779	\$207,201	(4.06%)	\$320,664	(38.01%)
Software Maintenance & Service	\$6,875	\$61,786	(88.87%)	\$33,550	(79.51%)	\$78,556	\$433,030	(81.86%)	\$241,207	(67.43%)
Security Services	-	\$689	(100.00%)	-	0.00%	\$5,716	\$4,821	18.57%	\$2,748	108.04%
Total Administrative Services	\$77,988	\$136,094	(42.70%)	\$142,884	(45.42%)	\$626,522	\$954,116	(34.33%)	\$955,953	(34.46%)
<hr/>										
Total Services	\$325,196	\$485,149	(32.97%)	\$405,356	(19.78%)	\$2,580,718	\$3,397,500	(24.04%)	\$2,858,313	(9.71%)
<hr/>										
Materials & Supplies:										
Fuel	\$62,350	\$110,330	(43.49%)	\$36,475	70.94%	\$554,910	\$772,310	(28.15%)	\$426,717	30.04%
Gasoline	\$7,585	\$11,324	(33.02%)	\$6,875	10.34%	\$89,213	\$79,268	12.55%	\$50,162	77.85%
Oil & Lubricants	\$10,018	\$14,530	(31.05%)	\$25,605	(60.87%)	\$63,866	\$101,710	(37.21%)	\$73,196	(12.75%)
Tires & Tubes	\$14,236	\$13,986	1.79%	\$13,900	2.42%	\$91,045	\$97,902	(7.00%)	\$85,283	6.76%
Facility Repairs & Maintenance	\$73,311	\$37,635	94.79%	\$51,631	41.99%	\$427,018	\$263,445	62.09%	\$395,764	7.90%
Service & Shop Equipment	\$3,700	\$16,605	(77.72%)	\$1,013	265.26%	\$25,287	\$116,235	(78.25%)	\$23,308	8.49%
Other Shop & Garage Expense	\$7,796	\$8,896	(12.37%)	\$4,159	87.42%	\$48,768	\$62,272	(21.68%)	\$39,843	22.40%
Repair Parts	\$138,928	\$158,107	(12.13%)	\$94,661	46.76%	\$1,037,012	\$1,106,749	(6.30%)	\$733,241	41.43%
Servicing Supplies	\$1,656	\$11,419	(85.50%)	\$3,948	(58.05%)	\$26,346	\$79,933	(67.04%)	\$29,401	(10.39%)
Transportation & Safety	\$918	\$4,042	(77.29%)	\$1,293	(29.04%)	\$7,373	\$28,294	(73.94%)	\$9,500	(22.40%)
Schedules	-	\$3,798	(100.00%)	-	0.00%	\$7,229	\$26,586	(72.81%)	\$3,525	105.08%
Passes & Transfers	\$9,083	\$2,284	297.69%	\$993	814.76%	\$13,748	\$15,988	(14.01%)	\$9,125	50.67%
Total Materials & Supplies	\$329,581	\$392,956	(16.13%)	\$240,553	37.01%	\$2,391,815	\$2,750,692	(13.05%)	\$1,879,065	27.29%
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Utilities:										
Light, Heat, Power, and Water	\$29,321	\$31,700	(7.51%)	\$29,811	(1.65%)	\$196,938	\$222,540	(11.50%)	\$202,792	(2.89%)
Communications	\$8,737	\$23,229	(62.39%)	\$24,245	(63.96%)	\$125,074	\$162,974	(23.26%)	\$168,419	(25.74%)
Total Utilities	\$38,058	\$54,929	(30.72%)	\$54,056	(29.60%)	\$322,012	\$385,514	(16.47%)	\$371,211	(13.25%)
<hr/>										
Insurance:										
Insurance Premiums	\$37,949	\$52,852	(28.20%)	\$28,805	31.75%	\$265,646	\$371,279	(28.45%)	\$203,930	30.26%
Self Insurance	\$63,682	-	0.00%	\$8,333	664.19%	\$82,663	-	0.00%	\$19,814	317.19%
Total Insurance	\$101,631	\$52,852	92.30%	\$37,138	173.66%	\$348,309	\$371,279	(6.19%)	\$223,744	55.67%
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Miscellaneous:										
Planning & Rideshare	\$51,744	\$72,510	(28.64%)	\$35,523	45.66%	\$302,346	\$507,977	(40.48%)	\$231,240	30.75%
Dues & Subscriptions	\$961	\$2,152	(55.34%)	\$309	211.02%	\$12,639	\$14,956	(15.49%)	\$14,325	(11.77%)
Travel & Meetings - Staff	\$5,605	\$4,514	24.17%	\$2,132	162.87%	\$62,411	\$30,206	106.62%	\$31,781	96.38%
Travel & Meetings - Board	-	\$563	(100.00%)	\$140	(100.00%)	-	\$3,943	(100.00%)	\$396	(100.00%)
Marketing & Advertising	\$20,983	\$39,038	(46.25%)	\$1,958	971.54%	\$271,396	\$272,344	(0.35%)	\$27,930	871.71%
General Office Expense	(\$6,700)	\$12,648	(152.97%)	\$14,113	(147.47%)	\$62,942	\$88,607	(28.97%)	\$90,719	(30.62%)
Other Miscellaneous Expenses	\$6,167	\$17,926	(65.60%)	\$1,898	224.89%	\$69,277	\$125,991	(45.01%)	\$17,964	285.64%
Bank & Credit Card Fees	\$5,669	\$2,904	95.21%	\$4,141	36.90%	\$32,119	\$20,355	57.79%	\$25,560	25.66%
Leases & Rentals	\$3,046	\$4,264	(28.56%)	\$6,478	(52.98%)	\$39,922	\$27,718	44.03%	\$33,140	20.46%

Total Miscellaneous	\$87,475	\$156,519	(44.11%)	\$66,692	31.16%	\$853,052	\$1,092,097	(21.89%)	\$473,055	80.33%
Total Expenses	\$2,372,362	\$2,454,401	(3.34%)	\$2,099,857	12.98%	\$14,935,032	\$17,201,467	(13.18%)	\$14,027,730	6.47%
Net Operating Loss	(\$2,154,757)	(\$2,295,588)	(6.13%)	(\$1,922,295)	12.09%	(\$13,448,321)	(\$15,983,125)	(15.86%)	(\$12,794,131)	5.11%
Operational Grant Funding										
Operating Assistance - Other	\$36,805	\$106,202	(65.34%)	\$36,452	0.97%	\$309,901	\$743,414	(58.31%)	\$328,410	(5.64%)
Oklahoma State Funding	\$119,445	\$95,833	24.64%	\$95,833	24.64%	\$1,017,779	\$670,831	51.72%	\$670,831	51.72%
FTA - Planning Assistance	\$86,688	\$107,750	(19.55%)	\$56,069	54.61%	\$574,967	\$754,250	(23.77%)	\$381,943	50.54%
FTA - Leases / Audit	\$16,343	\$9,000	81.59%	-	0.00%	\$69,645	\$63,000	10.55%	\$4,000	1641.13%
FTA - ADA LIFT	\$55,750	\$55,750	0.00%	-	0.00%	\$390,250	\$390,250	0.00%	\$277,602	40.58%
FTA - CMAQ	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
FTA - Preventative Maintenance	\$371,262	\$288,250	28.80%	\$406,725	(8.72%)	\$2,112,320	\$2,017,750	4.69%	\$2,392,822	(11.72%)
FTA - Operations	\$360,814	\$695,918	(48.15%)	\$569,662	(36.66%)	\$2,324,540	\$4,785,438	(51.42%)	\$3,475,309	(33.11%)
COT - Vision Assistance	\$494,436	\$323,635	52.78%	\$269,338	83.57%	\$2,356,402	\$2,265,445	4.01%	\$1,845,692	27.67%
COT - Operating Assistance	\$613,217	\$613,250	(0.01%)	\$488,217	25.60%	\$4,292,519	\$4,292,748	(0.01%)	\$3,417,519	25.60%
Total Operational Grant Funding	\$2,154,760	\$2,295,588	(6.13%)	\$1,922,296	12.09%	\$13,448,323	\$15,983,126	(15.86%)	\$12,794,128	5.11%
Budget Surplus (Deficit)	\$3	-	(110.00%)	\$1	0.00%	\$2	\$1	180.95%	(\$3)	(402.56%)
Capital Revenues										
Capital Assistance - FTA	\$260,939	\$7,667	3303.40%	-	0.00%	\$1,882,576	\$111,831	1583.41%	\$1,582,919	18.93%
Capital Assistance - COT	(\$52,500)	\$183,836	(128.56%)	-	0.00%	\$115,000	\$1,286,851	(91.06%)	\$115,000	0.00%
Capital Assistance - Other	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
Gain (Loss) on Sale of Assets	-	-	0.00%	\$4,365	(100.00%)	(\$20,338)	-	0.00%	\$17,640	(215.30%)
Total Capital Revenues	\$208,439	\$191,503	8.84%	\$4,365	4675.23%	\$1,977,238	\$1,398,682	41.36%	\$1,715,559	15.25%
Depreciation	\$345,078	\$360,000	(4.14%)	\$328,671	4.99%	\$2,465,203	\$2,520,000	(2.17%)	\$2,441,967	0.95%
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	(\$136,636)	(\$168,497)	(18.91%)	(\$324,305)	(57.87%)	(\$487,963)	(\$1,121,317)	(56.48%)	(\$726,411)	(32.83%)

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Assets

Current Assets:

Cash and Cash Equivalents		\$391,568
Restricted Cash		\$3,896,721
Trade Accounts Receivable	\$152,997	
FTA Operating & Capital Grants Receivable	\$27,698,109	
COT Operating & Capital Grants Receivable	\$54,278,824	
ODOT Operating & Capital Grants Receivable	\$1,612,500	
		<u>\$83,742,429</u>
Inventories		\$1,023,255
Prepaid Expenses		\$253,761
Total Current Assets		<u>\$89,307,734</u>

Non- Depreciating Assets

Capital Assets, at cost:		
Revenue Equipment	\$39,113,276	
Service Equipment	\$620,415	
Security Equipment	\$908,189	
Buildings & Improvements	\$12,851,575	
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	\$1,073,185	
Less: Accumulated Depreciation	(\$44,088,356)	
Non- Depreciating Assets	\$2,023,605	
Total Capital Assets		<u>\$24,044,036</u>

Total Assets \$113,351,769

Deferred outflows of resources, pension related amounts \$1,586,911

Liabilities

Current Liabilities:

Trade Accounts Payable		
Accrued Wages & Withholdings	\$3,194,816	
Accrued Insurance	\$369,885	
Deferred Grant Revenues	\$173,400	
Other Current Liabilities	\$82,058,095	
Total Current Liabilities	\$78,599	
		<u>\$85,874,795</u>

Noncurrent Liabilities:

Advance Payable to COT		
Net Pension Liability	\$326,674	
Accrued Compensated Absences	\$6,022,964	
Total Noncurrent Liabilities	\$874,758	
		<u>\$7,224,396</u>

Total Liabilities \$93,099,191

Deferred inflows of resources, pension related amounts \$7,191,815

Net Position:

Invested in Capital Assets	\$24,044,036	
Restricted for Capital Acquisitions	\$687,517	
Restricted for Workmen's Comp.	\$177,756	
Unrestricted	(\$4,656,730)	
Total Net Assets		<u>\$20,252,578</u>

Total Liabilities & Net Assets \$113,351,769

For the Seven Months Ending Jan 31, 2023

METROPOLITAN TULSA TRANSIT AUTHORITY
PERFORMANCE INDICATOR SUMMARY

Fixed Route	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	5.02	2.81	1.80	There were 5.02 preventable accidents in Dec and average 2.81 for FY23YTD accidents are 0 vs. 1.01 in prior year.	●
OSHA Accidents per 200k Manhours	-	-	6.00		●
*Total Complaints Per 10,000 boarding's	6.21	4.14	2.00	Of the 83 total complaints Attitude - 12 Incorrect Info/Order - 1 Injury -1 No Show -1 Not on Time - 14 Other - 17 Pass Up - 27 Reckless Driving -9 Route Driven Wrong - 1	●
On-time Performance	0%	-	0.85	RTIS Feed is not capable at this time to properly record OTP.	✓
Miles between road calls	7,704	6,900	7,500	YTD is 7% less than target.	✓
Operator Absences per weekday	9.00	8.00	12.00	YTD Operator Absences are 4% more than target.	✓
Passengers per Hour (PPH)	9.86	12.52	14.00	YTD PPH is 1% less than target.	●
Cost per Trip (CPT)	\$ 14.42	\$ 10.42	\$ 6.16	YTD CPT is 69% more than target and is due to reduced frequency in routes.	✓
Lift Operation	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	1.36	5.29	1.20	There were 1.36 preventable accidents in Dec an average 5.29 for FY23YTD accidents are 5.92 vs. 3.29 in prior year.	✓
Total Complaints per Per 10,000 boarding's	18.90	35.04	23.00	Of the 13 total complaints Incorrect Info/Order - 1 No Show - 4 Not on Time - 2 Other - 5 Pass Up - 1	✓
OSHA Accidents per 200k Manhours	0.00	24.38	10.00		✓
On-time performance	94%	96%	95%	YTD On-time Performance is consistent with target.	●
Miles Between Road Calls	24,475	18,514	22,500	YTD Miles Between Road Calls is 18% less than target,.	●
Passengers per hour (PPH)	2.02	2.06	2.00	YTD PPH is 6% more than target.	●
Cost per Trip (CPT)	\$ 64.51	\$ 57.58	\$ 50.91	YTD CPT is 13% 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 January 2023)

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	1.01	4	3	1	1	1.80
OSHA Accidents per 200k Manhours	-	-	-	-	-	-	6.00
2) Meet and Exceed Customer Expectations							
Complaints per 10k Boardings	6.21	4.14	50.00%	2.70	4.78	-43.51%	4.35
On-time Performance	0.00%	84.38%	0.00%	0.00%	79.46%	0.00%	85.00%
Miles Between Road Calls	7,704.00	7,066.00	9.02%	6,900.00	8,246.00	-16.33%	7,500.00
3) Maintain a Quality Workforce							
Operator Absences per Weekday	7.00	17.00	-61.35%	6.00	18.00	-66.65%	9.00
Total Absences per Weekday	9.00	19.00	-52.38%	8.00	21.00	-62.70%	12.00
Employee Turnover	59.70%	26.52%	122.22%	80.06%	47.78%	66.67%	35.00%
4) Operate an Effective System							
Ridership	133,716.00	96,613.00	38.40%	160,315.00	108,707.00	47.47%	235,416.00
Passengers per Service Hour	9.86	7.69	28.22%	12.52	8.02	56.11%	14.00
Average Weekday Ridership	5,402.00	4,339.00	24.51%	6,590.00	4,449.00	48.13%	10,000.00
Average Saturday Ridership	3,717.00	2,465.00	50.82%	4,526.00	2,819.00	60.53%	4,500.00
5) Operate an Efficient System							
Cost Per Service Hour	142.17	132.50	7.30%	130.45	115.81	12.64%	82.50
Cost Per Trip	14.42	17.23	-16.31%	10.42	14.44	-27.84%	6.16
Fare Revenue per Trip	1.05	0.88	19.32%	0.80	0.89	-10.11%	0.78

*Note: Includes Nightline

Lift Key Performance Indicators: For the Seven Months Ending Jan 31, 2023							
	Month			YTD Average			Target
	Current	Prior Year	% Change	Current	Prior Year	% Change	
1) Operate a Safe Transit System							
Preventable Van Accidents per 100k Miles	1.36	5.29	-74.29%	5.92	3.29	79.94%	1.20
OSHA Accidents per 200k Manhours	-	24.38	0.00%	-	3.93	0.00%	10.00
2) Meet and Exceed Customer Expectations							
Complaints per 10k Boardings	18.90	36.05	-47.57%	35.04	32.40	8.15%	23.00
On-time Performance	93.97%	97.04%	-3.09%	96.06%	94.06%	2.13%	95.00%
Miles Between Road Calls	24,475.00	25,217.00	-2.94%	18,514.00	21,045.00	-12.03%	22,500.00
Average Call Center Minutes on Hold Time	0.83	0.87	-4.60%	0.98	1.03	-4.85%	1.00
3) Maintain a Quality Workforce							
Employee Turnover	0.00%	40.00%	0.00%	31.81%	47.87%	-33.33%	50.00%
4) Operate an Effective System							
Ridership	6,878.00	6,657.00	3.32%	7,829.00	7,232.00	8.25%	9,082.00
Van Passengers per Service Hour	2.02	1.94	4.12%	2.06	2.04	0.98%	2.00
Average Weekday Ridership	313.00	317.00	-1.38%	365.00	333.00	9.69%	470.00
5) Operate an Efficient System							
Cost Per Service Hour	130.62	126.69	3.10%	118.60	104.78	13.19%	72.25
Cost Per Trip	64.51	65.39	-1.35%	57.58	51.28	12.29%	50.91
Fare Revenue per Trip	2.34	3.05	-23.28%	2.91	3.18	-8.49%	2.79

**METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
February 28, 2023
Finance/Budget Committee**

To: Board of Trustees
From: Scott Marr, General Manager
Subject: Moving Paratransit from Contractor to In-House

Recommendation

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.

Background

For the Paratransit, Nightline, and Sunday Service contract in 2012, the contract rate was on average \$30.51 an hour, by 2018 it increased to \$40.33 an hour on average and FY23 MTTA is expected to pay out on average \$42.45 an hour to run the contracted services. After the Request for proposal, MTTA saw rates between \$47-60 an hour and increasing by 10% over the next 5 years. Tasking the team with what it would cost to bring Paratransit in house MTTA came to conclusion it would cost internally \$38.96 an hour for FY24.

Executive Summary

After reviewing wages, vacation, sick, holiday, uniforms, benefits, employment screenings, supplies, legal expenses, added vehicle maintenance and repairs and the difference between FTA/Local matches, it came to a cost savings of 1.5M.

Financial Impact

	Contractor	MTTA
Estimate	4,222,560.00	2,719,662.05
FTA Max Allowance	913,667.20	913,667.20
Local Requirement	3,308,892.80	1,805,994.85
Savings		(1,502,897.95)

Upcoming Procurements

Est. Board Date	Good/Service	Type	Estimated Amt.	Status
Feb-23	Micro-Transit Vans	State Contract	Budget \$1,000,000	In Progress
	10 Vehicles for microtransit day service			
Mar-23	Procurement Software	RFP	\$45,000	In Progress
	Procurement Software			
Mar-23	UPS Battery Backups	IFB/RFP	Budget \$50,000	ARP
	Infrastructure - IT			
Mar-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.			
Mar-23	Bus Camera Hardware & Software Replacement	RFP	Budget \$400,000	ARP
	Infrastructure - IT			
Apr-23	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			
May-23	Bus Stop Signs	RFQ	\$150,000	Need to get with Facility Manager
	Replace bus stop signs along all routes with new name and look			
Jun-23	Perimeter Fence Repair	IFB	Budget \$270,000	BBF FY19-21
	Security Access			
Jun-23	Parking Lot Repair	IFB	Budget \$60,000	BBF FY19-21
	Maintenance - Repairs needed to current parking lot.			
Jun-23	Bus Interior Cleaning	New RFP	Over \$50,000	Scope Ready
	Cleaning of the interior of the fixed route buses. Updating scope to include COVID cleaning.			
Jun-23	Computer Replacements - Agency wide	RFQ	Budget \$250,000	ARP
	Infrastructure - IT			
Jun-23	Tap Card	RFQ	\$100,000	Working on scope in mkt/planning dept
	Fare payment card			
Jun-23	Rolling Stock - Fixed Route	RFP	>\$250,000	Scope Ready?
	Contract for purchase of Fixed Route Vehicles			
Jun-23	Rolling Stock - ADA Lift & Microtransit Vehicles	RFP	>\$250,000	Scope Ready?
	Contract for purchase of ADA Lift & Microtransit Vehicles			

Free Fares 18 & Under

- ▶ We currently offer free fares to TPS students
- ▶ FY22: 21,141 FY23: thru Jan: 15,798 total TPS students
- ▶ FY22: 3,167 passengers between the ages of 5-18 Fixed Route
- ▶ FY23 thru Jan: 2,206 passengers between the ages of 5-18 FR
- ▶ Lift: 11 Riders 18 and under FY22. 10 Riders 18 and under FY23
- ▶ Will require each rider to get a MTTA ID from the DAS or at events we put together. (Schools/MMS)
- ▶ Individual would need to fill an application and present a state issued ID, school ID or birth certificate.
- ▶ First ID is free second ID would be 5.00

Free Fares 18 & Under

- ▶ Current Policies:
- ▶ TPS Students must show school ID
- ▶ Children age 12 and under must be accompanied by an adult or guardian that is at least 14 years old
- ▶ 4 and under ride free
- ▶ Met with City Council last year and this was a request
- ▶ Met with our Attorney and there were no concerns with this new policy change
- ▶ Next Steps:
- ▶ Request Board Approval
- ▶ Present to City Council and ask for approval
- ▶ Start this policy July 1st 2023

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
February 28, 2023
Operating/Marketing Committee

To: Board of Trustees
From: Randy Cloud, Director of Maintenance
Subject: Award of Contract for 10 Microtransit Vehicles

Recommendation

Authorize the General Manager to enter a contract with Creative Bus Sales for the purchase of ten (10) Chrysler Voyager paratransit buses in an amount not to exceed \$870,000. 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 is the second purchase is of fully ADA compliant mini vans. Our planning department has visited different agencies that are implementing Microtransit services. These Chrysler Voyager mini vans were found to be the most efficient and cost effective way to implement and grow the service for our riders.

MTTA 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.

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
February 28th, 2023 Consent Calendar Item

To: Board of Trustees
Subject: Award of Contract for purchase Eaton 93E UPS Power Management System

Recommendation

Authorize the General Manager to purchase Eaton 93E UPS Power Management battery for an amount not to exceed \$29,268.00 with Eaton.

Background

The current unit, Liebert NX unit, has reached end of life (10+ years) and in its current states does not provide adequate runtime to support our critical server infrastructure or gracefully shutdown servers in the event of an extended outage. We are unable to purchase new battery cells or other maintenance items as the Liebert NX has been discontinued; This is currently the weakest link in our IT infrastructure.

The Eaton 93E UPS is three-phase, network enabled UPS that helps address our biggest data center challenges:
operating costs,
remote management,
unplanned downtime.

With internal batteries that provide up to 60 minutes of runtime (this runtime is at our current load and can change), the 93E UPS maximizes the protection we get for every square foot of floor space and every utility dollar we spend.

A detachable maintenance-bypass allows for safe & easy maintenance of the battery cells, cutting repair time to less than 30 minutes, and enhanced network management and monitoring capabilities increase the reliability of the system and the amount of control we have without even setting foot in the data center.

Financial Impact

The up-front costs of the system will be funded Federal ARP grant funds. Routine maintenance cost will be allocated from operating funds.