

**Office of the  
City Clerk**

**Metropolitan Tulsa Transit Authority  
BOARD of TRUSTEES SPECIAL MEETING**  
Tuesday, March 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 28, 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 – *Rebecca Walner (Information)*
- 2. Review of GoPass- *Rebecca Walner (Information)*
- 3. Review and approval of February 2023 Financial Statements—*Rebecca Walner (Action)* [Page 7](#)
- 4. Review and approval of GM expenses- *Rebecca Walner (Action)* [Page 20](#)
- 5. Upcoming Procurements—*Jack Van Hooser (Information)* [Page 21](#)

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

1. MTTA Facility Feasibility Study Update—*Scott Marr (Information)*

2. Award of Contract for Procurement Software – *Jack Van Hooser (Action)* [Page 22](#)

Authorize the General Manager to negotiate final terms and conditions and enter a contract for an amount not to exceed \$60,000 with Bonfire Interactive Ltd (Bonfire) to provide a Procurement and Contract Management Software system to MTTA. This will be a three-year agreement with the option for two additional one-year terms.

3. Re-Branding Services – *BreAnna Hall (Action)*

Authorize the General Manager to enter a contract with Propeller Consulting for an amount not to exceed \$60,000 to provide Re-Branding Services for Tulsa Transit and to negotiate final terms and conditions.

4. Upcoming Route Changes for April – *Casey Graves (information)*

The Planning team will share the upcoming changes that continue to move Tulsa forward with added frequency, new route changes and overall better customer experience.

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, April 25, 2023, at 12:00 PM**

**CALL TO ORDER/ROLL CALL**

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

**OTHERS PRESENT:**

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

**IN ATTENDANCE:** Scott Marr, General Manager; Rebecca Walner, MTTA CFO; Jack Van Hooser, MTTA Procurement Specialist; Casey Graves, MTTA Planning Dept.; Randy Cloud, MTTA Director of Maintenance; Chase Phillips, MTTA Director of Grants and Procurement; Ofir Bar, MTTA Director of IT; Naaja Jefferies, MTTA Director of Call Center; Mike Colbert; Michelle Robertson, Grand Splash; Tammy Ewing, Attorney.

In accordance with the Oklahoma Open Meetings Act, the meeting was preceded by advance notice of the date, time, and place filed with the Municipal City Clerk’s office on 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 February 23, 2023, 2:29 pm at the Municipal City Clerk’s office and at Tulsa Transit Administrative offices on February 23, 2023.

**I. CALL TO ORDER**

**James Wagner** called the meeting to order at 12:00 pm.

**II. INTRODUCTIONS**

Scott Marr introduced the MTTA Staff and Michelle Robertson with Grand Splash.

**III. APPROVAL OF THE February 10, 2023, MEETING MINUTES**

**Emily Hall** and **Ann Domin** moved to approve the February 10, 2023, 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**

Casey presented the ridership for January fixed was 18% more than projected. BRT was 12k more than the FY22 ridership and 6k more than the previous 105 route. Lift ridership continues to exceed the projected number.

**2. Review and approval of January 2023 Financial Statements**

January operating expenses was 17% less than projections. Total expenses were 13% less than projections. GoPass numbers was presented, downloads, purchasing tickets continues trending upward. Emily Hall would like to see more detail on the map locations on ticket activation on the GoPass for next meeting.

**Ann Domin and Emily Hall** moved to approve January 2023 Financial statements.

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

**3. Paratransit Services**

Rebecca presented the board with cost analysis on bringing services in house. Presented the limit on TORT claims having a \$175,000 limit of liability as of right now. **Emily Hall** asked about additional insurance coverage for employees; Rebecca answered that our workers compensation plan will increase and that is included in the estimates. **Jean Ann Hudson** informed the Board that TORT claims is not the only thing you can be sued for, when you get into civil rights cases there are no caps. **Emily Hall** asked if all our bus lower; Randy answered yes, all fixed buses kneel, and majority of the lift fleet are low floor. **Tina Peña** asked when the last time was it was internally; Scott answered it was about 25 years ago.

**Ann Domin and Emily Hall** moved 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.

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

**8. Upcoming Procurements – Jack Van Hooser**

Jack went over the upcoming procurements.

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

**1. Re-Branding Tulsa Transit**

Scott reminded the Board of the RFP that went out in February 2022, for re-branding Tulsa Transit. Michelle Robertson with Grand Splash gave a presentation with new names and logos. Michelle’s team talked with all departments in Tulsa Transit. Michelle said she talked with youth

from 18 to 22 years old, interviewed 15 people. **Emily Hall** asked where the 15-youth come from, Michelle stated they are from RSU. **Emily Hall** said the youth piece is important and are there plans to engage the TPS students or other students in this conversation for the branding. Michelle said yes, but we need to approve the name and the branding to educate the internal teams, youth, and others. Michelle showed logos and proposed names of MetroLink, AccessLink, and MicroLink. **Tina Peña** said that the Metro makes her think that it only serves the “Metro” meaning downtown. Michelle said that Metro means the Tulsa area. **James Wagner** asked for the data on the perspective of our riders and future riders how they perceived what is being presented. **Emily Hall** asked for data on who gave input, copy of survey questions, what routes was used, and the demographics of people surveyed. **James Wagner** asked for the cost estimate for re-branding in whole. Board agreed that this be tabled until more information on the data is given.

2. Authorization of Free Fares for 18 and under.

Scott reminded the Board that TPS free rides was approved for 3 years. Tulsa Transit would like to approve all 18 and under to ride for free to include all youth not just TPS students.

**Emily Hall** and **James Wagner** moved to approve Free Fares for 18 and under, pending Tulsa City Council approval, starting July 1, 2023.

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

3. Award of Contract for 10 Microtransit Vehicles

Randy asked the Board to approve the purchase of 10 paratransit buses for the upcoming microtransit service. These will be purchased using the State of Oklahoma purchasing contract and will be paid with 80% federal dollars.

**Tina Peña** and **Emily Hall** moved to 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.

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

4. Award of Contract for purchase Eaton 93E UPS Power Management System

Ofir asked the Board to approve the purchase of power management battery. The current unit has reached end of life with 10 plus years and not able to purchase parts due to be discontinued.

**James Wagner** and **Emily Hall** moved to authorize the General Manager to purchase Eaton 93E UPS Power Management battery for an amount not to exceed \$29,268.00 with Eaton.

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

C. **Executive Committee** – Adam Doverspike, Committee 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 executive session regarding same. 25 O.S. 307(B)(4).

**Ann Domin** and **Emily Hall** moved to enter executive session.

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

**James Wagner** and **Emily Hall** moved to exit executive session.

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

**Ann Domin** and **Emily Hall** made the motion to authorize the General Manager to sign the settlement and release agreement on 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 4      Nays 0      Abstained 0      Absent 3      --      Motion Carried.

VI. TRUSTEES AND GENERAL MANAGER COMMENTS

**James Wagner** mentioned he and **Adam Doverspike** had spoken about scheduling a strategic planning sometime during the summer for the Board. Three things to cover financial; 5-year plan; metrics to track those. **James Wagner** and **Adam Doverspike** will work on a plan over the next couple of months and bring to the Board.

VII. NEW BUSINESS  
None

VIII. ADJOURN

**James Wagner** adjourned meeting at 1:32pm.

Sincerely,

Lori Soderstrom  
Secretary to the Board of Trustees

**METROPOLITAN TULSA TRANSIT AUTHORITY**  
**BOARD MEETING**  
**March 28<sup>th</sup>, 2023**  
**Finance/Audit Committee**

To: Board of Trustees  
From: Rebecca Walner, Chief Financial Officer  
Subject: FY23 Financial Statement Summary through Feb 28th, 2023

**Recommendation:**

Review and approve the FY23 Feb Financial Statement Summary.

**Analysis:**

February operating expenses of 1.4M were \$809K or 35% less projections based on the FY2023 budget. After reviewing our vacation and sick accruals we noticed that is was a larger variance than normal at this time therefore decided to true up the accrual. This appears to get off when we have employees with long tenor retire and get their final pay check. As we move through the remaining of the year we are keeping an eye on this closer are we now have reports that will give us this information easier.

YTD we have minimal surplus, due to rounding, with total expenses of \$16.6M which are \$3M or 21% less than projected. Revenues from Operations are up due to the sponsored rides in October, and online sales continued during that time. The FY23 underspending of \$3M is reflected in the following areas: Fringe Benefits \$1.1M, Lift Program 581K, Materials and Supplies 470K, Administrative Services, 372K and Planning/Marketing \$270K. Below is a summary of our YTD FY23 operating results before audit:

**FY2023 Financial Summary**  
**YTD Feb 2023**

<i>Item</i>	<i>Actual</i>	<i>Budget</i>	<i>Variance %</i>	<i>Prior Year</i>	<i>Variance %</i>
<b>Revenue</b>					
Revenue from Operations	\$1,696,782	\$1,375,648	23.34%	\$1,415,826	19.84%
Operating Grant Funding	\$14,936,123	\$18,280,225	(18.29%)	\$14,405,411	3.68%
<b>Total Operating Revenues</b>	<b>\$16,632,905</b>	<b>\$19,655,873</b>	<b>(15.38%)</b>	<b>\$15,821,237</b>	<b>5.13%</b>
<b>Operating Expenses</b>					
Labor and Fringe	\$9,393,669	\$10,516,382	(10.68%)	\$9,196,891	2.14%
Transportation Services	\$2,211,141	\$2,792,439	(20.82%)	\$2,149,297	2.88%
Administrative Services	\$717,956	\$1,090,210	(34.15%)	\$1,054,717	(31.93%)
Materials and Supplies	\$2,674,207	\$3,143,648	(14.93%)	\$2,198,220	21.65%
Utilities	\$372,027	\$440,443	(15.53%)	\$426,452	(12.76%)
Insurance	\$286,229	\$424,131	(32.51%)	\$265,526	7.80%
Marketing and Planning	\$977,678	\$1,248,616	(21.70%)	\$530,135	84.42%
<b>Total Operating Expenses</b>	<b>\$16,632,907</b>	<b>\$19,655,869</b>	<b>(15.38%)</b>	<b>\$15,821,238</b>	<b>5.13%</b>
<b>Budget Surplus (Deficit)</b>	<b>(\$2)</b>	<b>\$4</b>	<b>(100.00%)</b>	<b>(\$1)</b>	<b>0.00%</b>



**FY23 Executive Summary**

For the Six Months Ending Feb 28, 2023

Summary of Activities*	Actual	Budget	Var%
Revenues From Operations	\$ 1,697	\$ 1,376	23%
Grant Revenues	14,936	18,280	-18%
<b>Total Operating Revenues</b>	<b>16,633</b>	<b>19,656</b>	<b>-15%</b>
Total Expenses	(16,633)	(19,656)	-15%
Surplus (Deficit)	\$ (0)	\$ 0	0%

Operating Revenues*	Actual	Budget	Var%
City of Tulsa	\$ 7,545	\$ 7,495	1%
Federal Grants	5,907	9,169	-36%
State Grants	1,137	767	48%
Other Grants	347	850	-59%
Fare Revenues	1,168	861	36%
Advertising Revenues	464	434	7%
Other Revenues	65	81	-19%
<b>Total Operating Revenues</b>	<b>\$ 16,633</b>	<b>\$ 19,656</b>	<b>-15%</b>

Operating Expenses*	Actual	Budget	Var%
Payroll & Fringe	\$ 9,394	\$ 10,516	-11%
Transportation Services	2,211	2,792	-21%
Administrative Services	718	1,090	-34%
Materials & Supplies	2,674	3,144	-15%
Utilities	372	440	-16%
Insurance	286	424	-33%
Marketing & Planning	978	1,249	-22%
<b>Total Expenses</b>	<b>\$ 16,633</b>	<b>\$ 19,656</b>	<b>-15%</b>

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

Accidents (Per 100K miles)	FY23	FY22	Change	Target
Fixed Route	2.68	1.35	99%	1.80
Lift Program	6.02	3.42	76%	1.20

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

Complaints	FY23	FY22	Change	Target
Fixed Route	2.51	4.59	0%	4.35
Lift Program	34.59	32.18	0.0749	23.00

**Goal 3. Maintain a Quality Workforce**

Absences (Per weekday)-Operators	FY23	FY22	Change	Target
Fixed Route	8	21	-62%	12
Lift Program	1	0	60%	0.50

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

Passengers Per Hour	FY23	FY22	Change	Target
Fixed Route	12.14	7.91	53.48%	14.00
Lift Program	2.06	2.03	1%	2.00

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

Cost Per Trip	FY23	FY22	Change	Target
Fixed Route	\$ 10.37	\$ 14.56	-17%	\$ 6.16
Lift Program	\$ 57.19	\$ 53.08	8%	\$ 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
<b>MONTH</b>								
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	3			1				4
March								0
April								0
May								0
June								0
<b>TOTAL</b>	<b>23</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>34</b>
<b>Percent of Total</b>	<b>68%</b>	<b>12%</b>	<b>9%</b>	<b>6%</b>	<b>3%</b>	<b>0%</b>	<b>3%</b>	<b>100%</b>

Fixed Route and Nightline Preventable Accidents - FY22								
	\$0 to \$500	\$500 to \$1,000	\$1,000 to \$2,500	\$2,500 to \$5,000	\$5,000 to \$10,000	\$10,000 to \$20,000	Over \$20,000	Total
<b>MONTH</b>								
July	3							3
August	2							2
September	0	1	3					4
October	2		3	1				6
November	3							3
December	3							3
January	0	1	1					2
February	2							2
March	4							4
April	2							2
May	2							2
June	0							0
<b>TOTAL</b>	<b>23</b>	<b>2</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33</b>
<b>Percent of Total</b>	<b>70%</b>	<b>6%</b>	<b>21%</b>	<b>3%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>100%</b>

Lift Preventable Accidents - FY23								
<i>Month</i>	<i>Pr</i>	<i>\$500 to \$1,000</i>	<i>\$1,000 to \$2,500</i>	<i>\$2,500 to \$5,000</i>	<i>\$5,000 to \$10,000</i>	<i>\$10,000 to \$20,000</i>	<i>Over \$20,000</i>	<i>Total</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	5							5
March								0
April								0
May								0
June								0
<b>Total</b>	<b>24</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>30</b>
<b>Percent of Total</b>	<b>80%</b>	<b>3%</b>	<b>7%</b>	<b>7%</b>	<b>3%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

Lift Preventable Accidents - FY22								
<i>Month</i>	<i>\$0 to \$500</i>	<i>\$500 to \$1,000</i>	<i>\$1,000 to \$2,500</i>	<i>\$2,500 to \$5,000</i>	<i>\$5,000 to \$10,000</i>	<i>\$10,000 to \$20,000</i>	<i>Over \$20,000</i>	<i>Total</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
<b>Total</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33</b>
<b>Percent of Total</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>100%</b>

**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
<b>Operating Revenues</b>				
Fixed Route Revenues	995,262.00	288,402.00	-34%	Fixed Route Revenues are higher due to INCOG partnership and increase in ridership.
Advertising Revenue	463,611.00	30,031.00	7%	Advertising Revenue is 7% higher than projection.
Lift Program Revenues	172,810.00	18,402.00	12%	Lift Revenue is 12% higher than projection.
	<b>YTD</b>		<b>YTD</b>	
<b>Expenses</b>	<b>\$</b>		<b>Var%</b>	<b>Details</b>
Payroll and Fringe	9,393,669.00	(1,122,713.00)	-11%	Payroll & Fringe is 11% less than projected as we have not yet been at full capacity for drivers, however have been paying sign-on bonus's and overtime, and trainees.
Transportation Services	2,211,141.00	(581,298.00)	-21%	Transportation Services is less than expected as we have not got back to full capacity.
Advertising Commissions	192,347.00	40,921.00	27%	Advertising commission is higher than expected as we are expensing the commission expense as we invoices versus upon payment received.
Legal	73,269.00	15,123.00	26%	Legal expenses are higher than expected from multiple litigations.
Audit Fees	27,800.00	49.00	0%	Audit fees are on target for FY23.
<b>Bldg. &amp; Facility Services</b>	<b>92,515.00</b>	<b>(19,505.00)</b>	<b>-17%</b>	<b>Building and Facility Services are currently on target for FY23</b>
<b>Professional and Technical</b>	<b>311,038.00</b>	<b>(420,555.00)</b>	<b>-57%</b>	<b>Professional &amp; Technical is less than expected.</b>
Fuel	736,671.00	(202,155.00)	-23%	Fuel is 23% less than expected due to budget was made with more miles expected.
Gasoline	98,863.00	8,271.00	9%	Gasoline prices reached much higher than expected rates which caused the increase in our gas budget line as well.
Oil & Lubricants	78,635.00	(37,605.00)	-32%	Due to less drive time, our oil and lubricants is under budget.
Tires & Tubes	94,763.00	(17,125.00)	-15%	Due to less drive time tire and tubes has not reach the expected budget amount.
<b>Facility Repairs</b>	<b>475,828.00</b>	<b>174,748.00</b>	<b>58%</b>	<b>Facility Repairs is 58% higher due to annaul maintenance.</b>
Service & Shop Equipment	26,677.00	(106,163.00)	-80%	Due to fewer buses pulling out our expenses have not reached the expected amount.
Other Shop & Garage	56,497.00	(14,671.00)	-21%	Due to fewer buses pulling out our expenses have not reached the expected amount.

Repair Parts	1,110,126.00	(154,730.00)	-12%	Aging bus's causing higher repair cost, however in the next 12 months we expected to retire 3 more diesels,
Servicing Supplies	28,992.00	(62,360.00)	-68%	Due to fewer buses pulling out our expenses have not reached the expected amount.
Utilities	372,027.00	(68,416.00)	-16%	Unexpected increase in Utilites has caused prices to surge, we are monitoring for future consumption.
Insurance	286,229.00	(137,902.00)	-33%	Insurance premiums did not increase as expected in FY 23.
Planning	339,772.00	(240,715.00)	-41%	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	304,532.00	(6,850.00)	-2%	Marketing and Advertising is currently over budget due to free fares and advertising around town to try to help increase ridership
General Office Expense	87,348.00	(13,907.00)	-14%	Office Supplies are 14% more than expected as desk were needed for different offices.
	<b>YTD</b>		<b>YTD</b>	
<b>Grant Revenues</b>	<b>\$\$</b>		<b>Var%</b>	<b>Details</b>
Other Operational Assistance	346,806.00	(502,810.00)	-59%	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	1,137,224.00	370,560.00	48%	Our FY23 apportionment saw an significant increase for this year only. Increased from 1.15M to 1.612
FTA Planning	676,044.00	(185,956.00)	-22%	YTD Planning expenses are 22% less than expected due to not doing a study at this time.
FTA Audit/Leases	73,005.00	1,005.00	1%	YTD Audit and Leases is on target with assumption.
FTA ADA Lift	446,000.00	446,000.00	0%	YTD ADA is on target with budget.
FTA - Operations	2,509,275.00	(2,973,592.00)	-54%	FTA is under budget as we have regained some of PY income in CFY.
FTA Preventive Maintenance	2,203,070.00	(102,930.00)	-4%	YTD PM is within range of expected draw.

METRO TULSA TRANSIT AUTHORITY  
Income Statement  
For the Six Months Ending Tuesday, February 28, 2023

	Actual	Budget	Var %	PY	PY %	Act YTD	Bgt YTD	Var%	PY YTD	PY %
<b>Operating Revenues</b>										
Passenger	\$96,030	\$78,701	22.02%	\$131,006	(26.70%)	\$959,320	\$686,007	39.84%	\$686,441	39.75%
Nightline	\$1,123	\$1,419	(20.84%)	\$856	31.30%	\$21,992	\$12,370	77.79%	\$7,700	185.61%
Sunday Service	\$987	\$973	1.41%	\$614	60.75%	\$13,950	\$8,483	64.45%	\$5,630	147.80%
Advertising	\$89,449	\$54,197	65.04%	\$36,671	143.92%	\$463,611	\$433,580	6.93%	\$509,719	(9.05%)
Investments	\$7,109	\$200	3454.51%	\$880	707.44%	\$41,853	\$51,200	(18.26%)	\$5,505	660.31%
Lift Program - ADA	\$13,500	\$18,115	(25.48%)	\$11,267	19.81%	\$172,810	\$154,408	11.92%	\$179,950	(3.97%)
Other Revenue	\$1,874	\$3,700	(49.34%)	\$933	100.85%	\$23,246	\$29,600	(21.47%)	\$20,881	11.33%
<b>Total Operating Revenues</b>	<b>\$210,072</b>	<b>\$157,305</b>	<b>33.54%</b>	<b>\$182,227</b>	<b>15.28%</b>	<b>\$1,696,782</b>	<b>\$1,375,648</b>	<b>23.34%</b>	<b>\$1,415,826</b>	<b>19.84%</b>
<b>Operating Expenses</b>										
<b>Labor:</b>										
Operators	\$360,470	\$376,132	(4.16%)	\$336,721	7.05%	\$3,391,628	\$3,009,056	12.71%	\$3,118,628	8.75%
Transportation Administration	\$129,039	\$124,003	4.06%	\$129,109	(0.05%)	\$975,736	\$992,024	(1.64%)	\$1,032,691	(5.52%)
Maintenance	\$115,588	\$125,600	(7.97%)	\$112,320	2.91%	\$933,676	\$1,004,800	(7.08%)	\$935,115	(0.15%)
Maintenance Administration	\$31,480	\$32,267	(2.44%)	\$29,514	6.66%	\$221,171	\$258,136	(14.32%)	\$234,242	(5.58%)
Administration & Accounting	\$101,403	\$101,299	0.10%	\$69,624	45.64%	\$641,958	\$810,392	(20.78%)	\$517,578	24.03%
<b>Total Labor</b>	<b>\$737,980</b>	<b>\$759,301</b>	<b>(2.81%)</b>	<b>\$677,288</b>	<b>8.96%</b>	<b>\$6,164,169</b>	<b>\$6,074,408</b>	<b>1.48%</b>	<b>\$5,838,254</b>	<b>5.58%</b>
<b>Fringe Benefits:</b>										
FICA Taxes	\$58,087	\$61,680	(5.83%)	\$52,379	10.90%	\$531,186	\$493,742	7.58%	\$564,584	(5.92%)
Pension Plan Expense	\$129,717	\$99,438	30.45%	\$87,843	47.67%	\$770,010	\$795,507	(3.21%)	\$643,747	19.61%
Health & Dental Insurance	\$169,132	\$134,850	25.42%	\$105,231	60.73%	\$999,332	\$1,093,633	(8.62%)	\$895,518	11.59%
Life & Disability Insurance	(\$6,702)	\$8,467	(179.16%)	\$16,100	(141.63%)	\$68,862	\$67,600	1.87%	\$71,141	(3.20%)
Sick Leave	\$27,749	\$23,077	20.24%	\$16,887	64.32%	\$248,137	\$184,616	34.41%	\$284,831	(12.88%)
Holiday Pay	(\$23,787)	\$40,019	(159.44%)	(\$20,354)	16.87%	\$294,176	\$320,152	(8.11%)	\$345,927	(14.96%)
Vacation Pay	(\$158,919)	\$44,401	(457.92%)	\$22,803	(796.91%)	\$121,584	\$355,208	(65.77%)	\$374,549	(67.54%)
Uniform Allowance - Drivers	\$3,783	\$4,805	(21.27%)	\$922	310.28%	\$57,174	\$38,440	48.73%	\$51,567	10.87%
Clothing/Tool Allowance - Mechanics	\$1,414	\$3,150	(55.10%)	\$1,550	(8.75%)	\$12,554	\$25,200	(50.18%)	\$24,709	(49.19%)
Unemployment Compensation	\$2,157	\$4,655	(53.66%)	\$2,157	0.00%	\$7,873	\$37,414	(78.96%)	\$5,753	36.86%
Other Fringe Benefits	\$13,930	\$128,153	(89.13%)	\$11,745	18.61%	\$118,612	\$1,030,462	(88.49%)	\$96,311	23.15%
<b>Total Fringe Benefits</b>	<b>\$216,561</b>	<b>\$552,695</b>	<b>(60.82%)</b>	<b>\$297,263</b>	<b>(27.15%)</b>	<b>\$3,229,500</b>	<b>\$4,441,974</b>	<b>(27.30%)</b>	<b>\$3,358,637</b>	<b>(3.84%)</b>
<b>Total Loaded Payroll</b>	<b>\$954,541</b>	<b>\$1,311,996</b>	<b>(27.25%)</b>	<b>\$974,551</b>	<b>(2.05%)</b>	<b>\$9,393,669</b>	<b>\$10,516,382</b>	<b>(10.68%)</b>	<b>\$9,196,891</b>	<b>2.14%</b>
<b>Transportation Services:</b>										
Fixed Route	\$43,048	\$48,274	(10.83%)	\$44,987	(4.31%)	\$394,439	\$386,192	2.14%	\$385,751	2.25%
Sunday Service	\$24,485	\$24,070	1.72%	\$21,521	13.78%	\$180,090	\$192,560	(6.48%)	\$178,100	1.12%
Lift Program - ADA	\$189,411	\$228,272	(17.02%)	\$180,431	4.98%	\$1,636,612	\$1,826,176	(10.38%)	\$1,535,004	6.62%
Circulator Service-Downtown/Midtown	-	\$48,439	(100.00%)	-	0.00%	-	\$387,511	(100.00%)	\$43,242	(100.00%)
Lift Services - Meals On Wheels	-	-	0.00%	-	0.00%	-	-	0.00%	\$7,200	(100.00%)
<b>Total Transportation Services</b>	<b>\$256,944</b>	<b>\$349,055</b>	<b>(26.39%)</b>	<b>\$246,939</b>	<b>4.05%</b>	<b>\$2,211,141</b>	<b>\$2,792,439</b>	<b>(20.82%)</b>	<b>\$2,149,297</b>	<b>2.88%</b>
<b>Administrative Services:</b>										
Advertising	\$36,568	\$18,915	93.33%	\$16,502	121.60%	\$192,347	\$151,426	27.02%	\$232,405	(17.24%)
Legal Fees	\$955	\$7,200	(86.74%)	\$1,773	(46.15%)	\$73,269	\$58,146	26.01%	\$50,170	46.04%
Audit Fees	\$3,475	\$3,468	0.20%	\$3,342	3.99%	\$27,800	\$27,751	0.18%	\$26,733	3.99%
Office Equipment / Computers	\$1,310	\$470	178.66%	\$2,387	(45.13%)	\$15,262	\$3,764	305.48%	\$15,802	(3.42%)
Building & Facility Services	\$15,416	\$13,990	10.19%	\$10,371	48.64%	\$92,515	\$112,020	(17.41%)	\$100,599	(8.04%)

Professional & Technical Services	\$24,728	\$29,576	(16.39%)	\$32,933	(24.91%)	\$223,508	\$236,777	(5.60%)	\$353,597	(36.79%)
Software Maintenance & Service	\$8,973	\$61,786	(85.48%)	\$31,457	(71.47%)	\$87,530	\$494,816	(82.31%)	\$272,663	(67.90%)
Security Services	\$9	\$689	(98.69%)	-	0.00%	\$5,725	\$5,510	3.91%	\$2,748	108.36%
Total Administrative Services	\$91,434	\$136,094	(32.82%)	\$98,765	(7.42%)	\$717,956	\$1,090,210	(34.15%)	\$1,054,717	(31.93%)
<b>Total Services</b>	<b>\$348,378</b>	<b>\$485,149</b>	<b>(28.19%)</b>	<b>\$345,704</b>	<b>0.77%</b>	<b>\$2,929,097</b>	<b>\$3,882,649</b>	<b>(24.56%)</b>	<b>\$3,204,014</b>	<b>(8.58%)</b>
<b>Materials &amp; Supplies:</b>										
Fuel	\$125,575	\$110,330	13.82%	\$122,464	2.54%	\$680,485	\$882,640	(22.90%)	\$549,181	23.91%
Gasoline	\$9,650	\$11,324	(14.78%)	\$6,757	42.82%	\$98,863	\$90,592	9.13%	\$56,919	73.69%
Oil & Lubricants	\$14,769	\$14,530	1.65%	\$9,285	59.07%	\$78,635	\$116,240	(32.35%)	\$82,481	(4.66%)
Tires & Tubes	\$3,718	\$13,986	(73.42%)	\$3,633	2.35%	\$94,763	\$111,888	(15.31%)	\$88,915	6.58%
Facility Repairs & Maintenance	\$48,810	\$37,635	29.69%	\$55,604	(12.22%)	\$475,828	\$301,080	58.04%	\$451,368	5.42%
Service & Shop Equipment	\$1,390	\$16,605	(91.63%)	\$1,636	(15.03%)	\$26,677	\$132,840	(79.92%)	\$24,943	6.95%
Other Shop & Garage Expense	\$7,728	\$8,896	(13.12%)	\$3,510	120.19%	\$56,497	\$71,168	(20.61%)	\$43,353	30.32%
Repair Parts	\$73,114	\$158,107	(53.76%)	\$112,587	(35.06%)	\$1,110,126	\$1,264,856	(12.23%)	\$845,828	31.25%
Servicing Supplies	\$2,646	\$11,419	(76.83%)	\$2,674	(1.06%)	\$28,992	\$91,352	(68.26%)	\$32,075	(9.61%)
Transportation & Safety	\$1,022	\$4,042	(74.72%)	\$582	75.50%	\$8,394	\$32,336	(74.04%)	\$10,083	(16.74%)
Schedules	-	\$3,798	(100.00%)	-	0.00%	\$7,229	\$30,384	(76.21%)	\$3,525	105.08%
Passes & Transfers	(\$6,030)	\$2,284	(364.00%)	\$424	(1521.29%)	\$7,718	\$18,272	(57.76%)	\$9,549	(19.17%)
Total Materials & Supplies	\$282,392	\$392,956	(28.14%)	\$319,156	(11.52%)	\$2,674,207	\$3,143,648	(14.93%)	\$2,198,220	21.65%
							\$469,441			
<b>Utilities:</b>										
Light, Heat, Power, and Water	\$34,365	\$31,700	8.41%	\$35,834	(4.10%)	\$231,303	\$254,240	(9.02%)	\$238,626	(3.07%)
Communications	\$15,650	\$23,229	(32.63%)	\$19,407	(19.36%)	\$140,724	\$186,203	(24.42%)	\$187,826	(25.08%)
Total Utilities	\$50,015	\$54,929	(8.95%)	\$55,241	(9.46%)	\$372,027	\$440,443	(15.53%)	\$426,452	(12.76%)
<b>Insurance:</b>										
Insurance Premiums	\$37,949	\$52,852	(28.20%)	\$37,615	0.89%	\$303,596	\$424,131	(28.42%)	\$241,545	25.69%
Self Insurance	(\$100,029)	-	0.00%	\$4,167	(2500.69%)	(\$17,367)	-	0.00%	\$23,981	(172.42%)
Total Insurance	(\$62,080)	\$52,852	(217.46%)	\$41,782	(248.58%)	\$286,229	\$424,131	(32.51%)	\$265,526	7.80%
<b>Miscellaneous:</b>										
Planning & Rideshare	\$37,426	\$72,510	(48.38%)	\$11,305	231.05%	\$339,772	\$580,487	(41.47%)	\$242,545	40.09%
Dues & Subscriptions	\$4,625	\$2,152	114.92%	\$7,372	(37.26%)	\$17,264	\$17,108	0.91%	\$21,696	(20.43%)
Travel & Meetings - Staff	\$9,698	\$4,514	114.84%	\$6,032	60.76%	\$72,109	\$34,720	107.69%	\$37,813	90.70%
Travel & Meetings - Board	-	\$563	(100.00%)	-	0.00%	-	\$4,506	(100.00%)	\$396	(100.00%)
Marketing & Advertising	\$33,136	\$39,038	(15.12%)	\$6,169	437.12%	\$304,532	\$311,382	(2.20%)	\$34,099	793.09%
General Office Expense	\$24,407	\$12,648	92.97%	\$15,044	62.24%	\$87,348	\$101,255	(13.73%)	\$105,763	(17.41%)
Other Miscellaneous Expenses	\$7,614	\$17,926	(57.52%)	\$3,253	134.10%	\$76,892	\$143,917	(46.57%)	\$21,217	262.41%
Bank & Credit Card Fees	\$4,375	\$2,904	50.66%	\$6,338	(30.96%)	\$36,494	\$23,259	56.90%	\$31,898	14.41%
Leases & Rentals	\$3,345	\$4,264	(21.55%)	\$1,567	113.44%	\$43,267	\$31,982	35.28%	\$34,708	24.66%
Total Miscellaneous	\$124,626	\$156,519	(20.38%)	\$57,080	118.34%	\$977,678	\$1,248,616	(21.70%)	\$530,135	84.42%
<b>Total Expenses</b>	<b>\$1,697,872</b>	<b>\$2,454,401</b>	<b>(30.82%)</b>	<b>\$1,793,514</b>	<b>(5.33%)</b>	<b>\$16,632,907</b>	<b>\$19,655,869</b>	<b>(15.38%)</b>	<b>\$15,821,238</b>	<b>5.13%</b>
<b>Net Operating Loss</b>	<b>(\$1,487,800)</b>	<b>(\$2,297,096)</b>	<b>(35.23%)</b>	<b>(\$1,611,287)</b>	<b>(7.66%)</b>	<b>(\$14,936,125)</b>	<b>(\$18,280,221)</b>	<b>(18.29%)</b>	<b>(\$14,405,412)</b>	<b>3.68%</b>
<b>Operational Grant Funding</b>										
Operating Assistance - Other	\$36,905	\$106,202	(65.25%)	\$51,704	(28.62%)	\$346,806	\$849,616	(59.18%)	\$380,115	(8.76%)
Oklahoma State Funding	\$119,445	\$95,833	24.64%	\$95,833	24.64%	\$1,137,224	\$766,664	48.33%	\$766,664	48.33%
FTA - Planning Assistance	\$101,077	\$107,750	(6.19%)	\$44,045	129.49%	\$676,044	\$862,000	(21.57%)	\$425,988	58.70%
FTA - Leases / Audit	\$3,360	\$9,000	(62.67%)	-	0.00%	\$73,005	\$72,000	1.40%	\$4,000	1725.13%
FTA - ADA LIFT	\$55,750	\$55,750	0.00%	-	0.00%	\$446,000	\$446,000	0.00%	\$277,602	60.66%

FTA - CMAQ	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
FTA - Preventative Maintenance	\$90,750	\$288,250	(68.52%)	-	0.00%	\$2,203,070	\$2,306,000	(4.46%)	\$2,392,822	(7.93%)
FTA - Operations	\$184,735	\$697,429	(73.51%)	\$467,919	(60.52%)	\$2,509,275	\$5,482,867	(54.23%)	\$3,943,228	(36.36%)
COT - Vision Assistance	\$282,561	\$323,635	(12.69%)	\$463,564	(39.05%)	\$2,638,963	\$2,589,080	1.93%	\$2,309,256	14.28%
COT - Operating Assistance	\$613,217	\$613,250	(0.01%)	\$488,217	25.60%	\$4,905,736	\$4,905,998	(0.01%)	\$3,905,736	25.60%
Total Operational Grant Funding	\$1,487,800	\$2,297,099	(35.23%)	\$1,611,282	(7.66%)	\$14,936,123	\$18,280,225	(18.29%)	\$14,405,411	3.68%
Budget Surplus (Deficit)	-	\$3	(118.54%)	(\$5)	(333.33%)	(\$2)	\$4	(53.37%)	(\$1)	(433.33%)
Capital Revenues										
Capital Assistance - FTA	\$106,716	\$7,667	1291.89%	\$80,388	32.75%	\$1,989,292	\$119,498	1564.71%	\$1,663,307	19.60%
Capital Assistance - COT	-	\$183,836	(100.00%)	\$600,000	(100.00%)	\$115,000	\$1,470,687	(92.18%)	\$715,000	(83.92%)
Capital Assistance - Other	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
Gain (Loss) on Sale of Assets	-	-	0.00%	(\$47,015)	(100.00%)	(\$20,338)	-	0.00%	(\$29,375)	(30.76%)
Total Capital Revenues	\$106,716	\$191,503	(44.27%)	\$633,373	(83.15%)	\$2,083,954	\$1,590,185	31.05%	\$2,348,932	(11.28%)
Depreciation	\$344,988	\$360,000	(4.17%)	\$327,437	5.36%	\$2,810,191	\$2,880,000	(2.42%)	\$2,769,403	1.47%
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	(\$238,272)	(\$168,494)	41.41%	\$305,931	(177.88%)	(\$726,239)	(\$1,289,811)	(43.69%)	(\$420,472)	72.72%

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Assets

Current Assets:

Cash and Cash Equivalents		\$2,354,633
Restricted Cash		\$3,903,830
Trade Accounts Receivable	\$140,854	
FTA Operating & Capital Grants Receivable	\$26,696,171	
COT Operating & Capital Grants Receivable	\$52,627,444	
		<u>\$79,464,469</u>
Inventories		\$1,110,635
Prepaid Expenses		\$195,174
Total Current Assets		<u>\$87,028,742</u>

Capital Assets, at cost:

Revenue Equipment	\$39,113,276	
Service Equipment	\$620,415	
Security Equipment	\$908,189	
Buildings & Improvements	\$12,872,249	
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	\$1,218,896	
Less: Accumulated Depreciation	(\$44,454,018)	
Non- Depreciating Assets	\$2,002,558	
Total Capital Assets		<u>\$23,844,758</u>

Total Assets		<u><u>\$110,873,500</u></u>
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Deferred outflows of resources, pension related amounts		<u>\$1,586,911</u>
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Liabilities

Current Liabilities:

Trade Accounts Payable	\$2,751,150	
Accrued Wages & Withholdings	\$317,493	
Accrued Insurance	\$73,400	
Deferred Grant Revenues	\$80,500,484	
Other Current Liabilities	\$168,414	
Total Current Liabilities		<u>\$83,810,941</u>

Noncurrent Liabilities:

Advance Payable to COT	\$326,674	
Net Pension Liability	\$6,022,964	
Accrued Compensated Absences	\$688,360	
Total Noncurrent Liabilities		<u>\$7,037,998</u>

Total Liabilities		\$90,848,938
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Deferred inflows of resources, pension related amounts		<u>\$7,191,815</u>
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Net Position:

Invested in Capital Assets	\$23,844,758	
Restricted for Capital Acquisitions	\$688,649	
Restricted for Workmen's Comp.	\$178,036	
Unrestricted	(\$4,686,881)	
Total Net Assets		<u>\$20,024,562</u>

Total Liabilities & Net Assets		<u><u>\$110,873,500</u></u>
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Total Liabilities & Net Assets		<u><u>\$113,351,769</u></u>
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For the Six Months Ending Feb 28, 2023

METROPOLITAN TULSA TRANSIT AUTHORITY  
PERFORMANCE INDICATOR SUMMARY

Fixed Route	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	1.82	2.68	1.80	There were 1.82 preventable accidents in Feb and average 2.68 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	0.91	2.91	2.00	Of the 62 total complaints they were as follows: Attitude- 15 Incorrect Info/Order -1 No Show -1 Not on Time -13 Other -1 Pass Up -24 Reckless Driving- 5 Verbal Abuse (Threatening Behavior By Employee)- 1 Incorrect Info/Order - 1	•
On-time Performance	0%	-	0.85	RTIS Feed is not capable at this time to properly record OTP, this should be back up for the May board meeting.	✓
Miles between road calls	8,127	7,035	7,500	YTD is 6% 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)	9.60	12.14	14.00	YTD PPH is 13% less than target.	•
Cost per Trip (CPT)	\$ 10.03	\$ 10.37	\$ 6.16	YTD CPT is 68% more than target and is due to reduced frequency in routes.	✓

Lift Operation	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	6.75	4.44	1.20	There were 6.75 preventable accidents in Feb an average 4.44 for FY23YTD accidents are 6.02 vs. 3.42 in prior year.	✓
Total Complaints per Per 10,000 boarding's	31.12	34.59	23.00	Of the 22 total complaints Maintenance -1 No Show -6 Not on Time -3 Other - 6 Pass Up -1 Reckless Driving- 4 Attitude -1	✓
OSHA Accidents per 200k Manhours	0.00	26.83	10.00	No OSHA Accidents	✓
On-time performance	94%	96%	95%	YTD On-time Performance is consistent with target.	•
Miles Between Road Calls	14,808	17,999	22,500	YTD Miles Between Road Calls is 20% less than target,.	•
Passengers per hour (PPH)	2.05	2.06	2.00	YTD PPH is 6% more than target.	•
Cost per Trip (CPT)	\$ 54.16	\$ 57.19	\$ 50.91	YTD CPT is 12% more than target projected .	✓

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

DA = Driver Attitude  
 II = Incorrect Information  
 CC = Call Center

Reckless Driving = RD  
 Route Driven Wrong = RDW  
 No Show = NS

### Fixed Route Report (July 2022 to February 2023)

Description	Current Month	Prior Year	Percent Change	YTD Monthly Average	Prior Year	Percent Change	Goal
<b>1) Operate a Safe Transit System</b>							
Preventable Vehicle Accidents per 100k Miles	1.82	1.01	0.80	2.68	1.35	0.99	1.80
OSHA Accidents per 200k Manhours	-	-	-	-	-	-	6.00
<b>2) Meet and Exceed Customer Expectations</b>							
Complaints per 10k Boardings	0.91	2.91	-68.73%	2.51	4.59	-45.32%	4.35
On-time Performance	0.00%	80.95%	0.00%	0.00%	79.63%	0.00%	85.00%
Miles Between Road Calls	8,127.00	7,075.00	14.87%	7,035.00	8,090.00	-13.03%	7,500.00
<b>3) Maintain a Quality Workforce</b>							
Operator Absences per Weekday	5.00	17.00	-71.76%	6.00	18.00	-67.20%	9.00
Total Absences per Weekday	9.00	20.00	-54.73%	8.00	21.00	-61.82%	12.00
Employee Turnover	35.64%	38.71%	-7.69%	74.54%	46.65%	59.57%	35.00%
<b>4) Operate an Effective System</b>							
Ridership	131,168.00	89,303.00	46.88%	156,672.00	106,281.00	47.41%	235,416.00
Passengers per Service Hour	9.60	7.09	35.40%	12.14	7.91	53.48%	14.00
Average Weekday Ridership	5,790.00	3,899.00	48.50%	6,495.00	4,385.00	48.13%	10,000.00
Average Saturday Ridership	3,843.00	2,831.00	35.73%	4,447.00	2,821.00	57.68%	4,500.00
<b>5) Operate an Efficient System</b>							
Cost Per Service Hour	96.21	110.19	-12.69%	125.92	115.15	9.35%	82.50
Cost Per Trip	10.03	15.53	-35.42%	10.37	14.56	-28.78%	6.16
Fare Revenue per Trip	0.75	1.47	-48.98%	0.79	0.95	-16.84%	0.78

\*Note: Includes Nightline

Lift Key Performance Indicators: For the Six Months Ending Feb 28, 2023							
	Month			YTD Average			Target
	Current	Prior Year	% Change	Current	Prior Year	% Change	
<b>1) Operate a Safe Transit System</b>							
Preventable Van Accidents per 100k Miles	6.75	4.44	52.03%	6.02	3.42	76.02%	1.20
OSHA Accidents per 200k Manhours	-	26.83	0.00%	-	6.86	0.00%	10.00
<b>2) Meet and Exceed Customer Expectations</b>	-	-	-	-	-	-	-
Complaints per 10k Boardings	31.12	30.31	2.67%	34.59	32.18	7.49%	23.00
On-time Performance	93.52%	95.89%	-2.08%	95.76%	94.26%	2.13%	95.00%
Miles Between Road Calls	14,808.00	16,899.00	-12.37%	17,999.00	20,492.00	-12.16%	22,500.00
Average Call Center Minutes on Hold Time	1.01	1.03	-1.94%	0.99	1.03	-3.88%	1.00
<b>3) Maintain a Quality Workforce</b>	-	-	-	-	-	-	-
Employee Turnover	0.00%	38.71%	0.00%	27.85%	46.58%	-40.43%	0.5
<b>4) Operate an Effective System</b>	-	-	-	-	-	-	-
Ridership	7,069.00	5,939.00	19.03%	7,734.00	7,071.00	9.38%	9,082.00
Van Passengers per Service Hour	2.05	1.90	7.89%	2.06	2.03	1.48%	2.00
Average Weekday Ridership	353.00	297.00	19.03%	364.00	329.00	10.67%	470.00
<b>5) Operate an Efficient System</b>	-	-	-	-	-	-	-
Cost Per Service Hour	111.07	129.99	-14.55%	117.74	107.60	9.42%	72.25
Cost Per Trip	54.16	68.40	-20.82%	57.19	53.08	7.74%	50.91
Fare Revenue per Trip	1.91	1.96	-2.55%	2.79	3.05	-8.52%	2.79

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

To: Board of Trustees  
From: Scott Marr, General Manager  
Subject: Approval of Scott Marr Expenses

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Recommendation

To Approve the General Managers Expenses from February 2023.

GM  
Expenses  
Feb 2023  
(Travel for  
SWTA)

- |   |                 |
|---|-----------------|
| • <u>2/22/23- Hudson St _____</u>           | • 10.84         |
| • <u>2/22/23-Austin Airport-Snack</u>       | • 9.18          |
| • <u>2/23/23-Lyft-To the airport</u>        | • 31.89         |
| • <u>2/24/23-Gaylord Rockies-Food</u>       | • 27.00         |
| • <u>2/22/23-Gaylord Rockies-<br/>Hotel</u> | • 856.27        |
| <u>4 Nights</u>                             |                 |
| • <u>2/27/23-Lyft- From the Airport</u>     | • 20.63         |
| • <u>2/27/23-Smash Burger-Lunch</u>         | • 40.00         |
|   | • Total: 995.81 |

## Upcoming Procurements

Est. Board Date	Good/Service	Type	Estimated Amt.	Status
Apr-23	<b>Bus Camera Hardware &amp; Software Replacement</b>	RFP	Budget \$400,000	ARP
	Infrastructure - IT			
Apr-23	<b>Janitorial Service</b>	RFP	>\$100,000	In Progress
	Janitorial service for MTTA facilities including the Administration Building, Call Center, Maintenance and DAS.			
Apr-23	<b>Vending Service</b>	RFP	Revenue Contract	In Progress
	Provide Vending machines at all MTTA facilities. Revenue producing for DAS machines.			
May-23	<b>Shop Truck</b>	State Contract	\$90-\$140k	Grant 2020-030
	Maintenance shop truck to replace old vehicle/Future grant to fund.			
May-23	<b>Digital Signage @DAS</b>	RFP	Budget \$50,000	ARP
	Infrastructure - IT			
May-23	<b>On Call Printing Services</b>	New RFP	Under \$50,000	Working on scope in mkt/planning dept
	On Call contract for various printing needs of the agency - Waiting on confirmation of final scope & feedback from			
May-23	<b>Bus Stop Signs</b>	RFQ	\$150,000	Need to get with Facility Manager
	Replace bus stop signs along all routes with new name and look			
Jun-23	<b>Perimeter Fence Repair</b>	IFB	Budget \$270,000	BBF FY19-21
	Security Access			
Jun-23	<b>Parking Lot Repair</b>	IFB	Budget \$60,000	BBF FY19-21
	Maintenance - Repairs needed to current parking lot.			
Jun-23	<b>Bus Interior Cleaning</b>	New RFP	Over \$50,000	Scope Ready
	Cleaning of the interior of the fixed route buses. Updating scope to include COVID cleaning.			
Jun-23	<b>Tap Card</b>	RFQ	\$100,000	Working on scope/explanation
	Fare payment card			
Jun-23	<b>Rolling Stock - Fixed Route</b>	RFP	>\$250,000	Preparing Scope
	Contract for purchase of Fixed Route Vehicles			
Jun-23	<b>Rolling Stock - ADA Lift &amp; Microtransit Vehicles</b>	RFP	>\$250,000	Preparing Scope
	Contract for purchase of ADA Lift & Microtransit Vehicles			

**METROPOLITAN TULSA TRANSIT AUTHORITY**  
**BOARD MEETING**  
**March 28<sup>th</sup>, 2023, Consent Calendar Item**

To: Board of Trustees  
 From: Jack Van Hooser – Procurement Specialist  
 Subject: Award of Contract for Procurement Software

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Recommendation

Authorize the General Manager to negotiate final terms and conditions and enter a contract for an amount not to exceed \$60,000 with Bonfire Interactive Ltd (Bonfire) to provide a Procurement and Contract Management Software system to MTTA. This will be a three-year agreement with the option for two additional one-year terms.

Background

MTTA has been working for the last few years to upgrade technology that will provide efficiencies and potential cost savings throughout the agency. One area that has lagged in technology is the Procurement Department. This software will automate many of the functions that are now managed manually, which is time-consuming. By automating many of these functions MTTA expects to make the procurement process more efficient and accurate.

MTTA received six proposals for Procurement Software. The evaluation committee consisted of the CFO, the Director of Grants and Procurement, and the Procurement Specialist. From this set of six proposals the evaluation committee determined that the highest and lowest price proposals were automatically thrown out because they were outside the competitive range. Furthermore, one of the firms was eliminated due to the lack of detail in their proposal. The three remaining proposing vendors included 1) Bonfire, 2) Cobblestone, and 3) OpenGov. These were invited to present demonstrations of their products and participate in a Q & A session with the evaluation committee.

While it was determined that all the short-listed firms could provide similar core functions, all evaluation committee members agreed that Bonfire’s user interface was easiest to understand and use. The selection committee determined Bonfire offered a responsive proposal that is most advantageous to MTTA with price and other factors considered, including the ability to grow with the agency as our needs expand.

The tables included below shows the pricing for each evaluated firm.

<b>FIRM</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total 3 year</b>
<b>Bonfire</b>	\$ 18,450.00	\$ 18,450.00	\$ 18,450.00	<b>\$ 55,350.00</b>
<b>Cobblestone</b>	\$ 40,365.65	\$ 20,502.15	\$ 21,527.27	\$ 82,395.07
<b>OpenGov</b>	\$ 31,306.00	\$ 15,714.30	\$ 16,500.00	\$ 63,520.30

The chart on the next page shows the points distribution for each evaluated firm.

## Evaluation Criteria Scoring Sheets - Total Summary

Criterion	Possible Max Value	OpenGov	Bonfire	Cobblestone
<i><u>Project Understanding and Approach</u>: This criterion is a combination of the Proposer's approach to the problem and the quality of the RFP submission and response</i>	60	48	60	36
<i><u>Technical Capabilities and Solution Functionality</u>: This criterion refers to the Proposer's technical capabilities, the proposed solution functionality, and the ability to best meet the performance specifications outlined in the RFP and Scope of Work</i>	75	60	75	45
<i><u>Quality, Experience of Proposed Key Project Personnel</u></i>	45	39	42	27
<i><u>Vendor Past Project-Related Experience and Client References</u></i>	45	36	45	27
<i>Price (Evaluated Separately)</i>	60	39	60	60
<i>DBE</i>	15	0	0	0
<i>Totals</i>	300	222	282	195

### Financial Impact

The costs of the software will be funded by formula funding source 5339 at 80% and local match at 20%.