



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

Tuesday, April 25, 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 March 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 – Chase Phillips (*Information*)
- 2. Review of GoPass- Rebecca Walner (*Information*)
- 3. Review and approval of March 2023 Financial Statements—Rebecca Walner (*Action*) [Page 4](#)
- 4. Approval of General Manager Expenses - Rebecca Walner (*Action*) [Page 19](#)
To Approve the General Managers Expenses from March 2023.
- 5. Rideshare Services Start Up- Rebecca Walner/Scott Marr (*Action*) [Page 20](#)
Discussion and possible vote to authorize the General Manager to take action to hire and train Up to 41 employees including staff to prepare for the Ride Share services coming in house on July 1st, 2023. Total cost not to exceed 40,230.80 dollars.
- 6. Upcoming Procurements—Jack Van Hooser (*Information*) [Page 21](#)
- 7. Review of Route 66 BRT update. – Chase Phillips (*Information*)



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

1. Re-Branding- *Scott Marr (Information)* [Page 22](#)
2. Award of Contract for 1 Service Truck – *Randy Cloud (Action)* [Page 23](#)
Authorize the General Manager to enter into a contract with Vendor TBD for the purchase of one (1) Heavy Duty Service Truck in an amount not to exceed \$78,000.00. This purchase will be made using the State of Oklahoma Purchasing Contract.
3. Revised Advertising Policy- *BreAnna Hall (Action)* [Page 24](#)
Discussion and possible vote on adopting a resolution establishing an advertising policy that creates standards for displaying advertising in and on property of the Metropolitan Tulsa Transit Authority.
4. Award of Contract for Janitorial Service -*Jack Van Hooser (Action)* [Page 33](#)
Authorize the General Manager to enter a three-year open-ended contract with Economy Janitorial for the purchase of janitorial services for all of MTTA’s facilities, including the bus terminal stations and to negotiate final terms and conditions. There are also two additional option years available after the initial term expires.
5. Micro Transit Presentation- *Naaja Jefferies/Ofir Bar (Information)*
The team will share information about the first 3 weeks of our new Micro Transit Service.

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

1. General Manager Annual Review
Discussion of and possible vote regarding annual review for the General Manager and possible vote to enter executive session regarding same. 25 O.S. 307(B)(1).

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, May 23, 2023, at 12:00 PM

METROPOLITAN TULSA TRANSIT AUTHORITY

Minutes of the Meeting of the Board of Trustees

Tuesday, March 28, 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

*Emeka Nnaka arrived at 12:03pm

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; Randy Cloud, MTTA Director of Maintenance; Ofir Bar, MTTA Director of IT; Naaja Jefferies, MTTA Director of Call Center; Jennifer Reed, MTTA Accounting Manager; BreAnna Hall, MTTA Marketing Manager; Corinne Donahue and Jason Muhler, Olsson; Alex Holt and Timothy Herzer, GH2

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 March 24, 2023, 10:07am at the Municipal City Clerk’s office and at Tulsa Transit Administrative offices on March 24, 2023.

I. CALL TO ORDER

Adam Doverspike called the meeting to order at 12:02 pm.

II. INTRODUCTIONS

Scott Marr introduced the MTTA Staff; Corrine Donahue and Jason Muhler with Olsen; Alex Holt and Timothy Herzer with GH2.

III. APPROVAL OF THE February 28, 2023, MEETING MINUTES

James Wagner and Emily Hall moved to approve the February 28, 2023, meeting minutes.

Yeas 4 Nays 0 Abstained 1 Absent 2 -- Motion Carried.

Emeka Nnaka joined meeting at 12:03pm.

IV. PUBLIC COMMENTS

None

V. COMMITTEE BUSINESS and REPORTS

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

1. Review of Ridership

Rebecca presented the ridership for February fixed was 17% more than projected. BRT was 17k more than the FY22 ridership and 6k more than the previous 105 route. Lift ridership continues to exceed the projected number.

2. Review of GoPass

Rebecca gave a presentation of the updated GoPass downloads, tickets and dollar amounts sold using GoPass. James Wagner asked where we stand on the real time information for the buses; Rebecca answered this Sunday.

3. Review and approval of February 2023 Financial Statements

February operating expenses was 35% less than projections. This was due to sick and vacation accruals larger than normal so decision was made to true up the accrual. Total expenses were 21% less than projections. The preventable accidents and absences for fixed and lift was presented.

Emily Hall and Phyllis Joseph moved to approve February 2023 Financial statements.

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

4. Review and approval of GM expenses.

Rebecca presented the General Managers expenses in the amount of \$995.81.

Emily Hall and Phyllis Joseph moved to approve the General Managers February expenses in the amount of \$995.81.

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

5. Upcoming Procurements – Jack Van Hooser

Jack went over the upcoming procurements.

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

1. MTTA Facility Feasibility Study Update

Corinne Donahue, Jason Muhler with Olsson and Alex Holt, Timothy Herzer with GH2 presented the board with an update on the facility feasibility study. Corinne did a recap of size of MTTA now and what MTTA will need in the future. Corinne went over the site criteria that will need to be followed and analysis of 8 sites. Things still to do refine estimates for buildings, site selections and draft report, funding and engagement with Board, technical committee and outreach to FTA and INCOG.

2. Award of Contract for Procurement Software

Jack presented the Board with the contract for procurement software with Bonfire Interactive not to exceed \$60,000.

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

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

3. Re-Branding Services

Jack and BreAnna presented the re-branding services with Propellor Consulting that is one of our on-call consultant. BreAnna went over the goals, plan and proposed time-line. Asking the Board to approve to enter a contract with Propellor.

Emily Hall and **Phyllis Joseph** moved to 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.

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

4. Upcoming Route changes for April

Casey Graves presented the upcoming route changes with better customer experience due to shorter lead times.

BreAnna let the board know that going forward our outreach meetings will change on how we present to the public, will be getting input before presenting the changes.

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

VI. TRUSTEES AND GENERAL MANAGER COMMENTS

Adam Doverspike is optimistic and excited about the Micro-transit. Would like to have an update next month on how it is working and customer comments. Scott informed the Board of MTTA night at the Drillers April 27 and if they would like to attend contact Lori for tickets.

VII. NEW BUSINESS

None

VIII. ADJOURN

Adam Doverspike adjourned meeting at 1:38pm.

Sincerely,

Lori Soderstrom
Secretary to the Board of Trustees

**METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
March 31th 2023
Finance/Audit Committee**

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

Recommendation:

Review and approve the FY23 March Financial Statement Summary.

Analysis:

March 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 18.7M which are \$3.4M or 15% less than projected. Revenues from Operations are up due to the sponsored rides in Oct 2022 and online sales continued during that time. The FY23 underspending of \$3.4M is reflected in the following areas: Salaries \$1.2M, Lift Program 650K, and Planning/Marketing \$350K. Below is a summary of our YTD FY23 operating results before audit:

Summary of Year to Date Expenses
As of March 31, 2023

<i>Item</i>	<i>Actual</i>	<i>Budget</i>	<i>Variance %</i>	<i>Prior Year</i>	<i>Variance %</i>
Revenue					
Revenue from Operations	\$1,945,425	\$1,540,192	26.31%	\$1,597,183	21.80%
Operating Grant Funding	\$16,762,271	\$20,570,085	(18.51%)	\$15,839,688	5.82%
Total Operating Revenue	\$18,707,696	\$22,110,277	(15.39%)	\$17,436,871	7.29%
Operating Expenses					
Labor and Fringe	\$10,582,183	\$11,828,378	(10.54%)	\$9,986,099	5.97%
Transportation Services	\$2,490,150	\$3,141,494	(20.73%)	\$2,441,056	2.01%
Administrative Services	\$772,088	\$1,226,304	(37.04%)	\$1,151,967	(32.98%)
Materials and Supplies	\$3,065,931	\$3,536,604	(13.31%)	\$2,471,896	24.03%
Utilities	\$419,891	\$495,372	(15.24%)	\$468,636	(10.40%)
Insurance	\$322,061	\$476,983	(32.48%)	\$307,562	4.71%
Marketing and Planning	\$1,055,392	\$1,405,135	(24.89%)	\$609,656	73.11%
Total Operating Expenses	\$18,707,696	\$22,110,270	(15.39%)	\$17,436,872	7.29%
Budget Surplus (Deficit)	\$0	\$7	(100.00%)	(\$1)	0.00%



FY23 Executive Summary
For the Nine Months Ending March 31, 2023

Summary of Activities*	Actual	Budget	Var%
Revenues From Operations \$	1,945	\$ 1,540	26%
Grant Revenues	16,762	20,570	-19%
Total Operating Revenues	18,708	22,110	-15%
Total Expenses	(18,708)	(22,110)	-15%
Surplus (Deficit) \$	-	\$ 0	0%

Operating Revenues*	Actual	Budget	Var%
City of Tulsa \$	8,486	\$ 8,432	1%
Federal Grants	6,636	10,320	-36%
State Grants	1,257	862	46%
Other Grants	384	956	-60%
Fare Revenues	1,361	968	41%
Advertising Revenues	509	488	4%
Other Revenues	75	85	-12%
Total Operating Revenues \$	18,708	\$ 22,110	-15%

Operating Expenses*	Actual	Budget	Var%
Payroll & Fringe \$	10,582	\$ 11,828	-11%
Transportation Services	2,490	3,141	-21%
Administrative Services	772	1,226	-37%
Materials & Supplies	3,066	3,537	-13%
Utilities	420	495	-15%
Insurance	322	477	-32%
Marketing & Planning	1,055	1,405	-25%
Total Expenses \$	18,708	\$ 22,110	-15%

Goal 1. Operate a Safe Transit System

Accidents (Per 100K miles)	FY23	FY22	Change	Target
Fixed Route	3.00	1.36	121%	6.00
Lift Program	5.86	3.42	71%	1.20

Goal 2. Meet and Exceed Customer Expectations

Complaints	FY23	FY22	Change	Target
Fixed Route	2.85	4.46	0%	0.85
Lift Program	34.89	32.81	-0.0634	23

Goal 3. Maintain a Quality Workforce

Absences (Per weekday)	FY23	FY22	Change	Target
Operators	8	20	-58%	12
Total	1	0	50%	0.35

Goal 4. Operate an Effective Transit System

Passengers Per Hour	FY23	FY22	Change	Target
Fixed Route	11.78	8.01	47.07%	14.00
Lift Program	2.06	2.02	2%	2.00

Goal 5. Operate an Efficient Transit System

Cost Per Trip	FY23	FY22	Change	Target
Fixed Route	\$ 10.47	\$ 13.99	-25%	\$ 6.16
Lift Program	\$ 56.93	\$ 55.06	3%	\$ 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	3			1				4
March	3	1	7	1			1	13
April								0
May								0
June								0
TOTAL	26	5	10	3	1	0	2	47
Percent of Total	55%	11%	21%	6%	2%	0%	4%	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	5							5
March	3			1				4
April								0
May								0
June								0
Total	27	1	2	3	1	0	0	34
Percent of Total	79%	3%	6%	9%	3%	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	1,135,079.00	341,450.00	-36%	Fixed Route Revenues are higher due to INCOG partnership.
Advertising Revenue	509,405.00	21,628.00	4%	Advertising Revenue is on target for FY23.
Lift Program Revenues	226,162.00	52,076.00	30%	Lift Revenue is on target for FY23.
	YTD		YTD	
Expenses	\$		Var%	Details
Payroll and Fringe	10,582,183.00	(1,246,195.00)	-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	2,490,150.00	(651,344.00)	-21%	Transportation Services is less than expected as we have not got back to full capacity.
Advertising Commissions	210,664.00	40,323.00	24%	Advertising commission is higher than expected as we are expensing the commission expense as we invoices versus upon payment received.
Legal	65,216.00	(130.00)	0%	Legal expenses are on target of budget for FY 23
Audit Fees	31,275.00	56.00	0%	Audit fees are on target for FY23.
Bldg. & Facility Services	104,290.00	(21,720.00)	-17%	Building and Facility Services are currently under budget for FY23.
Professional and Technical	337,684.00	(485,271.00)	-59%	Professional & Technical is less than expected.
Fuel	777,558.00	(271,598.00)	-27%	Fuel is 27% less than expected due to budget was made with more miles expected.
Gasoline	110,021.00	8,105.00	8%	Gasoline prices reached much higher than expected rates which caused the increase in our gas budget line as well.
Oil & Lubricants	85,791.00	(44,979.00)	-34%	Due to less drive time, our oil and lubricants is under budget.
Tires & Tubes	120,743.00	(5,131.00)	-4%	Due to less drive time tire and tubes has not reach the expected budget amount.
Facility Repairs	518,650.00	179,935.00	53%	Facility Repairs is 53% higher due to annaul maintenance.
Service & Shop Equipment	28,186.00	(121,259.00)	-81%	Due to fewer buses pulling out our expenses have not reached the expected amount.
Other Shop & Garage	63,811.00	(16,253.00)	-20%	Due to fewer buses pulling out our expenses have not reached the expected amount.

Repair Parts	1,344,355.00	(78,608.00)	-6%	Aging bus's causing higher repair cost.
Servicing Supplies	33,120.00	(69,651.00)	-68%	Due to fewer buses pulling out our expenses have not reached the expected amount.
Utilities	419,891.00	(75,481.00)	-15%	Unexpected increase in Utilites has caused prices to surge, we are monitoring for future consumption.
Insurance	322,061.00	(154,922.00)	-32%	Insurance premiums did not increase as expected in FY 23.
Planning	373,507.00	(279,490.00)	-43%	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	320,310.00	(30,110.00)	-9%	Marketing and Advertising is currently over budget due to free fares and advertising around town to try to help increase ridership
General Office Expense	93,329.00	(20,574.00)	-18%	Office Supplies are 18% more than expected as desk were needed for different offices.
	YTD		YTD	
Grant Revenues	\$\$		Var%	Details
Other Operational Assistance	383,711.00	(572,107.00)	-60%	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	1,256,669.00	394,172.00	46%	Our FY23 apportionment saw an significant increase for this year only. Increased from 1.15M to 1.612
FTA Planning	744,615.00	(225,135.00)	-23%	YTD Planning expenses are 23% less than expected due to not doing a study at this time.
FTA Audit/Leases	111,152.00	30,152.00	37%	YTD Audit and Leases is on target with assumption.
FTA ADA Lift	501,750.00	501,750.00	0%	YTD ADA is on target with budget.
FTA - Operations	2,756,236.00	(3,416,821.00)	-55%	FTA is under budget as we have regained some of PY income in CFY.
FTA Preventive Maintenance	2,521,814.00	(72,436.00)	-3%	YTD PM is over due to increased cost in maintenance.

METRO TULSA TRANSIT AUTHORITY
Income Statement
For the Nine Months Ending Friday, March 31, 2023

	Actual	Budget	Var %	PY	PY %	Act YTD	Bgt YTD	Var%	PY YTD	PY %
Operating Revenues										
Passenger	\$137,073	\$84,209	62.78%	\$98,256	39.51%	\$1,096,393	\$770,216	42.35%	\$784,697	39.72%
Nightline	\$1,520	\$1,518	0.10%	\$1,118	35.97%	\$23,512	\$13,889	69.29%	\$8,818	166.64%
Sunday Service	\$1,224	\$1,041	17.55%	\$939	30.28%	\$15,174	\$9,524	59.32%	\$6,569	131.00%
Advertising	\$45,794	\$54,197	(15.51%)	\$30,037	52.46%	\$509,405	\$487,777	4.43%	\$539,756	(5.62%)
Investments	\$8,117	\$200	3958.29%	\$1,005	707.63%	\$49,969	\$51,400	(2.78%)	\$6,510	667.61%
Lift Program - ADA	\$53,351	\$19,678	171.12%	\$48,753	9.43%	\$226,162	\$174,086	29.91%	\$228,703	(1.11%)
Other Revenue	\$1,564	\$3,700	(57.72%)	\$1,249	25.21%	\$24,810	\$33,300	(25.49%)	\$22,130	12.11%
Total Operating Revenues	\$248,643	\$164,543	51.11%	\$181,357	37.10%	\$1,945,425	\$1,540,192	26.31%	\$1,597,183	21.80%
Operating Expenses										
Labor:										
Operators	\$459,377	\$376,132	22.13%	\$240,778	90.79%	\$3,851,004	\$3,385,188	13.76%	\$3,359,406	14.63%
Transportation Administration	\$128,506	\$124,003	3.63%	\$73,571	74.67%	\$1,104,241	\$1,116,027	(1.06%)	\$1,106,262	(0.18%)
Maintenance	\$128,501	\$125,600	2.31%	\$59,654	115.41%	\$1,062,177	\$1,130,400	(6.04%)	\$994,769	6.78%
Maintenance Administration	\$31,635	\$32,267	(1.96%)	\$16,093	96.57%	\$252,806	\$290,403	(12.95%)	\$250,336	0.99%
Administration & Accounting	\$110,578	\$101,299	9.16%	\$71,719	54.18%	\$752,536	\$911,691	(17.46%)	\$589,296	27.70%
Total Labor	\$858,597	\$759,301	13.08%	\$461,815	85.92%	\$7,022,764	\$6,833,709	2.77%	\$6,300,069	11.47%
Fringe Benefits:										
FICA Taxes	\$70,571	\$61,680	14.42%	\$35,939	96.37%	\$601,758	\$555,422	8.34%	\$600,522	0.21%
Pension Plan Expense	\$100,025	\$99,438	0.59%	\$134,090	(25.40%)	\$870,035	\$894,945	(2.78%)	\$777,837	11.85%
Health & Dental Insurance	\$80,395	\$134,850	(40.38%)	\$105,417	(23.74%)	\$1,079,727	\$1,228,483	(12.11%)	\$1,000,936	7.87%
Life & Disability Insurance	\$16,595	\$8,467	96.00%	\$14,365	15.52%	\$85,457	\$76,067	12.34%	\$85,506	(0.06%)
Sick Leave	\$25,408	\$23,077	10.10%	\$21,917	15.93%	\$273,545	\$207,693	31.71%	\$306,747	(10.82%)
Holiday Pay	\$3,844	\$40,019	(90.39%)	(\$32,785)	(111.73%)	\$298,020	\$360,171	(17.26%)	\$313,142	(4.83%)
Vacation Pay	\$21,155	\$44,401	(52.35%)	\$26,154	(19.11%)	\$142,739	\$399,609	(64.28%)	\$400,703	(64.38%)
Uniform Allowance - Drivers	\$1,447	\$4,805	(69.89%)	\$1,658	(12.72%)	\$58,621	\$43,245	35.55%	\$53,225	10.14%
Clothing/Tool Allowance - Mechanics	(\$467)	\$3,150	(114.81%)	\$5,733	(108.14%)	\$12,088	\$28,350	(57.36%)	\$30,442	(60.29%)
Unemployment Compensation	(\$1,599)	\$4,655	(134.35%)	\$2,157	(174.13%)	\$6,274	\$42,069	(85.09%)	\$7,910	(20.68%)
Other Fringe Benefits	\$12,543	\$128,153	(90.21%)	\$12,749	(1.61%)	\$131,155	\$1,158,615	(88.68%)	\$109,060	20.26%
Total Fringe Benefits	\$329,917	\$552,695	(40.31%)	\$327,394	0.77%	\$3,559,419	\$4,994,669	(28.74%)	\$3,686,030	(3.43%)
Total Loaded Payroll	\$1,188,514	\$1,311,996	(9.41%)	\$789,209	50.60%	\$10,582,183	\$11,828,378	(10.54%)	\$9,986,099	5.97%
Transportation Services:										
Fixed Route	\$49,374	\$48,274	2.28%	\$49,210	0.33%	\$443,813	\$434,466	2.15%	\$434,960	2.04%
Sunday Service	\$21,671	\$24,070	(9.97%)	\$21,748	(0.35%)	\$201,760	\$216,630	(6.86%)	\$199,848	0.96%
Lift Program - ADA	\$207,965	\$228,272	(8.90%)	\$212,519	(2.14%)	\$1,844,577	\$2,054,448	(10.22%)	\$1,747,523	5.55%
Circulator Service-Downtown/Midtown	-	\$48,439	(100.00%)	\$8,283	(100.00%)	-	\$435,950	(100.00%)	\$51,525	(100.00%)
Lift Services - Meals On Wheels	-	-	0.00%	-	0.00%	-	-	0.00%	\$7,200	(100.00%)
Total Transportation Services	\$279,010	\$349,055	(20.07%)	\$291,760	(4.37%)	\$2,490,150	\$3,141,494	(20.73%)	\$2,441,056	2.01%
Administrative Services:										
Advertising	\$18,318	\$18,915	(3.16%)	\$13,517	35.52%	\$210,664	\$170,341	23.67%	\$245,922	(14.34%)
Legal Fees	(\$8,053)	\$7,200	(211.84%)	\$2,680	(400.52%)	\$65,216	\$65,346	(0.20%)	\$52,849	23.40%
Audit Fees	\$3,475	\$3,468	0.20%	\$3,342	3.99%	\$31,275	\$31,219	0.18%	\$30,075	3.99%
Office Equipment / Computers	\$1,565	\$470	233.06%	\$1,039	50.61%	\$16,828	\$4,234	297.44%	\$16,841	(0.08%)
Building & Facility Services	\$11,774	\$13,990	(15.84%)	\$10,222	15.18%	\$104,290	\$126,010	(17.24%)	\$110,821	(5.89%)

Professional & Technical Services	\$22,496	\$29,576	(23.94%)	\$33,492	(32.83%)	\$246,004	\$266,353	(7.64%)	\$387,090	(36.45%)
Software Maintenance & Service	\$4,150	\$61,786	(93.28%)	\$32,504	(87.23%)	\$91,680	\$556,602	(83.53%)	\$305,167	(69.96%)
Security Services	\$406	\$689	(41.09%)	\$454	(10.68%)	\$6,131	\$6,199	(1.09%)	\$3,202	91.47%
Total Administrative Services	\$54,131	\$136,094	(60.22%)	\$97,250	(44.34%)	\$772,088	\$1,226,304	(37.04%)	\$1,151,967	(32.98%)
Total Services	\$333,141	\$485,149	(31.33%)	\$389,010	(14.36%)	\$3,262,238	\$4,367,798	(25.31%)	\$3,593,023	(9.21%)
Materials & Supplies:										
Fuel	\$40,887	\$110,330	(62.94%)	\$95,587	(57.23%)	\$721,372	\$992,970	(27.35%)	\$644,768	11.88%
Gasoline	\$11,158	\$11,324	(1.47%)	\$4,962	124.87%	\$110,021	\$101,916	7.95%	\$61,881	77.79%
Oil & Lubricants	\$7,156	\$14,530	(50.75%)	\$10,089	(29.08%)	\$85,791	\$130,770	(34.40%)	\$92,570	(7.32%)
Tires & Tubes	\$25,980	\$13,986	85.76%	\$9,312	179.00%	\$120,743	\$125,874	(4.08%)	\$98,228	22.92%
Facility Repairs & Maintenance	\$42,822	\$37,635	13.78%	\$50,755	(15.63%)	\$518,650	\$338,715	53.12%	\$502,123	3.29%
Service & Shop Equipment	\$1,510	\$16,605	(90.91%)	\$347	334.76%	\$28,186	\$149,445	(81.14%)	\$25,291	11.45%
Other Shop & Garage Expense	\$7,314	\$8,896	(17.78%)	\$4,577	59.82%	\$63,811	\$80,064	(20.30%)	\$47,930	33.14%
Repair Parts	\$234,229	\$158,107	48.15%	\$92,417	153.45%	\$1,344,355	\$1,422,963	(5.52%)	\$938,244	43.28%
Servicing Supplies	\$4,128	\$11,419	(63.85%)	\$6,564	(37.11%)	\$33,120	\$102,771	(67.77%)	\$38,639	(14.28%)
Transportation & Safety	\$2,257	\$4,042	(44.15%)	-	0.00%	\$10,652	\$36,378	(70.72%)	\$10,083	5.64%
Schedules	-	\$3,798	(100.00%)	\$11,323	(100.00%)	\$7,229	\$34,182	(78.85%)	\$14,848	(51.31%)
Passes & Transfers	\$14,283	\$2,284	525.35%	(\$12,258)	(216.52%)	\$22,001	\$20,556	7.03%	(\$2,709)	(912.08%)
Total Materials & Supplies	\$391,724	\$392,956	(0.31%)	\$273,675	43.14%	\$3,065,931	\$3,536,604	(13.31%)	\$2,471,896	24.03%
Utilities:										
Light, Heat, Power, and Water	\$31,951	\$31,700	0.79%	\$27,362	16.77%	\$263,254	\$285,940	(7.93%)	\$265,987	(1.03%)
Communications	\$15,913	\$23,229	(31.49%)	\$14,823	7.35%	\$156,637	\$209,432	(25.21%)	\$202,649	(22.71%)
Total Utilities	\$47,864	\$54,929	(12.86%)	\$42,185	13.46%	\$419,891	\$495,372	(15.24%)	\$468,636	(10.40%)
Insurance:										
Insurance Premiums	\$26,704	\$52,852	(49.47%)	\$37,910	(29.56%)	\$330,300	\$476,983	(30.75%)	\$279,455	18.19%
Self Insurance	\$9,128	-	0.00%	\$4,127	121.19%	(\$8,239)	-	0.00%	\$28,107	(129.31%)
Total Insurance	\$35,832	\$52,852	(32.20%)	\$42,037	(14.76%)	\$322,061	\$476,983	(32.48%)	\$307,562	4.71%
Miscellaneous:										
Planning & Rideshare	\$33,735	\$72,510	(53.48%)	\$15,269	120.93%	\$373,507	\$652,997	(42.80%)	\$257,814	44.87%
Dues & Subscriptions	\$3,924	\$2,152	82.35%	\$3,530	11.17%	\$21,188	\$19,260	10.01%	\$25,226	(16.01%)
Travel & Meetings - Staff	\$8,494	\$4,514	88.16%	\$2,987	184.33%	\$80,603	\$39,234	105.44%	\$40,800	97.55%
Travel & Meetings - Board	-	\$563	(100.00%)	-	(100.00%)	-	\$5,069	(100.00%)	\$396	(100.00%)
Marketing & Advertising	\$15,778	\$39,038	(59.58%)	\$17,892	(11.82%)	\$320,310	\$350,420	(8.59%)	\$51,991	516.09%
General Office Expense	\$5,980	\$12,648	(52.72%)	\$12,393	(51.75%)	\$93,329	\$113,903	(18.06%)	\$118,156	(21.01%)
Other Miscellaneous Expenses	(\$181)	\$17,926	(101.01%)	\$17,232	(101.05%)	\$76,711	\$161,843	(52.60%)	\$38,449	99.52%
Bank & Credit Card Fees	\$6,937	\$2,904	138.86%	\$5,622	23.39%	\$43,431	\$26,163	66.00%	\$37,520	15.75%
Leases & Rentals	\$3,046	\$4,264	(28.56%)	\$4,596	(33.72%)	\$46,313	\$36,246	27.77%	\$39,304	17.83%
Total Miscellaneous	\$77,713	\$156,519	(50.35%)	\$79,521	(2.27%)	\$1,055,392	\$1,405,135	(24.89%)	\$609,656	73.11%
Total Expenses	\$2,074,788	\$2,454,401	(15.47%)	\$1,615,637	28.42%	\$18,707,696	\$22,110,270	(15.39%)	\$17,436,872	7.29%
Net Operating Loss	(\$1,826,145)	(\$2,289,858)	(20.25%)	(\$1,434,280)	27.32%	(\$16,762,271)	(\$20,570,078)	(18.51%)	(\$15,839,689)	5.82%
Operational Grant Funding										
Operating Assistance - Other	\$36,905	\$106,202	(65.25%)	\$40,291	(8.40%)	\$383,711	\$955,818	(59.86%)	\$420,406	(8.73%)
Oklahoma State Funding	\$119,445	\$95,833	24.64%	\$95,833	24.64%	\$1,256,669	\$862,497	45.70%	\$862,497	45.70%
FTA - Planning Assistance	\$68,571	\$107,750	(36.36%)	\$47,216	45.23%	\$744,615	\$969,750	(23.22%)	\$473,204	57.36%
FTA - Leases / Audit	\$38,147	\$9,000	323.86%	-	0.00%	\$111,152	\$81,000	37.22%	\$4,000	2678.80%
FTA - ADA LIFT	\$55,750	\$55,750	0.00%	-	0.00%	\$501,750	\$501,750	0.00%	\$277,602	80.74%

FTA - CMAQ	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
FTA - Preventative Maintenance	\$318,744	\$288,250	10.58%	\$146,313	117.85%	\$2,521,814	\$2,594,250	(2.79%)	\$2,539,135	(0.68%)
FTA - Operations	\$246,961	\$690,190	(64.22%)	\$402,267	(38.61%)	\$2,756,236	\$6,173,057	(55.35%)	\$4,345,495	(36.57%)
COT - Vision Assistance	\$328,408	\$323,635	1.47%	\$214,140	53.36%	\$2,967,371	\$2,912,715	1.88%	\$2,523,396	17.59%
COT - Operating Assistance	\$613,217	\$613,250	(0.01%)	\$488,217	25.60%	\$5,518,953	\$5,519,248	(0.01%)	\$4,393,953	25.60%
Total Operational Grant Funding	\$1,826,148	\$2,289,860	(20.25%)	\$1,434,277	27.32%	\$16,762,271	\$20,570,085	(18.51%)	\$15,839,688	5.82%
Budget Surplus (Deficit)	\$3	\$2	(82.90%)	(\$3)	(227.78%)	-	\$7	(65.50%)	(\$1)	(351.11%)
Capital Revenues										
Capital Assistance - FTA	\$316,685	\$7,667	4030.49%	\$464,107	(31.76%)	\$2,305,977	\$127,165	1713.37%	\$2,127,414	8.39%
Capital Assistance - COT	\$45,736	\$183,836	(75.12%)	\$269,788	(83.05%)	\$160,736	\$1,654,522	(90.29%)	\$984,788	(83.68%)
Capital Assistance - Other	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
Gain (Loss) on Sale of Assets	-	-	0.00%	-	0.00%	(\$20,338)	-	0.00%	(\$29,375)	(30.76%)
Total Capital Revenues	\$362,421	\$191,503	89.25%	\$733,895	(50.62%)	\$2,446,375	\$1,781,687	37.31%	\$3,082,827	(20.65%)
Depreciation	\$345,040	\$360,000	(4.16%)	\$327,653	5.31%	\$3,155,231	\$3,240,000	(2.62%)	\$3,097,057	1.88%
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	\$17,384	(\$168,495)	(110.32%)	\$406,239	(95.72%)	(\$708,856)	(\$1,458,306)	(51.39%)	(\$14,231)	4881.38%

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Assets

Current Assets:

Cash and Cash Equivalents		\$1,228,913
Restricted Cash		\$3,911,946
Trade Accounts Receivable	\$145,907	
FTA Operating & Capital Grants Receivable	\$25,879,998	
COT Operating & Capital Grants Receivable	<u>\$52,327,383</u>	
		\$78,353,288
Inventories		\$1,023,042
Prepaid Expenses		<u>\$349,439</u>
Total Current Assets		<u>\$84,866,629</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	\$1,496,041	
Less: Accumulated Depreciation	(\$44,799,058)	
Non- Depreciating Assets	<u>\$1,981,512</u>	
Total Capital Assets		\$23,776,864

Total Assets		<u><u>\$108,643,492</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	\$2,444,888	
Accrued Wages & Withholdings	\$418,071	
Accrued Insurance	\$73,400	
Deferred Grant Revenues	\$78,394,556	
Other Current Liabilities	<u>\$225,391</u>	
Total Current Liabilities		\$81,556,306

Noncurrent Liabilities:

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

Total Liabilities		\$88,594,303
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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	\$23,776,864	
Restricted for Capital Acquisitions	\$689,944	
Restricted for Workmen's Comp.	\$178,350	
Unrestricted	<u>(\$4,595,969)</u>	
Total Net Assets		\$20,049,189

Total Liabilities & Net Assets		<u><u>\$108,643,492</u></u>
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For the Nine Months Ending March 31, 2023	METROPOLITAN TULSA TRANSIT AUTHORITY PERFORMANCE INDICATOR SUMMARY
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Fixed Route	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	5.27	3.00	1.80	There were 5.27 preventable accidents in March and average 3 for FY23YTD accidents are 0 vs. 1.4 in prior year.	●
OSHA Accidents per 200k Manhours	-	-	6.00		●
*Total Complaints Per 10,000 boarding's	5.75	3.53	2.00	Of the 62 total complaints Attitude - 10 Incorrect Info/Order -4 No Show - 5 Not on Time -13 Other - 15 Pass Up - 23 Reckless Driving - 9 Scheduling/On-Board Time -1 Verbal Abuse (Threatening Behavior By Employee) - 1 Incorrect Order via CSR - 2	●
On-time Performance	0%	-	0.85	RTIS Feed is not capable at this time to properly record OTP.	✓
Miles between road calls	7,482	7,089	7,500	YTD is 5% less than target.	✓
Operator Absences per weekday	11.00	8.00	12.00	YTD Operator Absences are 4% more than target.	✓
Passengers per Hour (PPH)	9.39	11.78	14.00	YTD PPH is 16% less than target.	●
Cost per Trip (CPT)	\$ 11.30	\$ 10.47	\$ 6.16	YTD CPT is 70% more than target and is due to reduced frequency in routes.	✓

Lift Operation	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	4.68	3.42	1.20	There were 4.68 preventable accidents in March an average 3.42 for FY23YTD accidents are 5.86 vs. 3.42 in prior year.	✓
Total Complaints per Per 10,000 boarding's	37.21	34.89	23.00	Of the 22 total complaints Attitude -1 Customer/Customer Incident - 1 Incorrect Info/Order - 1 No Show - 8 Not on Time - 4 Other - 9 Reckless Driving - 6	✓
OSHA Accidents per 200k Manhours	0.00	0.00	10.00		✓
On-time performance	92%	95%	95%	YTD On-time Performance is consistent with target.	●
Miles Between Road Calls	14,249	17,463	22,500	YTD Miles Between Road Calls is 22% less than target,.	●
Passengers per hour (PPH)	2.04	2.06	2.00	YTD PPH is 6% more than target.	●
Cost per Trip (CPT)	\$ 54.96	\$ 56.93	\$ 50.91	YTD CPT is 12% more than target projected .	✓

<ul style="list-style-type: none"> * Includes Nightline and Sunday Service ✓ Inconsistance or worse than target ● Consistent with or better than target 	<ul style="list-style-type: none"> DA = Driver Attitude II = Incorrect Information CC = Call Center 	<ul style="list-style-type: none"> Reckless Driving = RD Route Driven Wrong = RDW No Show = NS 	
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Fixed Route Report (July 2022 to March 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	5.27	1.40	276.43%	3.00	1.36	120.59%	1.80
OSHA Accidents per 200k Manhours	-	-	-	-	-	-	6.00
2) Meet and Exceed Customer Expectations							
Complaints per 10k Boardings	5.75	3.53	62.89%	2.85	4.46	-36.10%	4.35
On-time Performance	0.00%	92.92%	0.00%	0.00%	81.13%	0.00%	85.00%
Miles Between Road Calls	7,482.00	8,902.00	-15.95%	7,089.00	8,173.00	-13.27%	7,500.00
3) Maintain a Quality Workforce							
Operator Absences per Weekday	8.00	12.00	-38.61%	6.00	17.00	-64.90%	9.00
Total Absences per Weekday	11.00	14.00	-20.52%	8.00	20.00	-58.40%	12.00
Employee Turnover	47.52%	56.25%	-14.29%	71.55%	47.74%	50.00%	35.00%
4) Operate an Effective System							
Ridership	144,454.00	118,953.00	21.44%	155,314.00	107,689.00	44.22%	235,416.00
Passengers per Service Hour	9.39	8.77	7.07%	11.78	8.01	47.07%	14.00
Average Weekday Ridership	5,655.00	5,292.00	6.87%	6,395.00	4,483.00	42.63%	10,000.00
Average Saturday Ridership	3,596.00	984.00	265.37%	4,360.00	2,585.00	68.67%	4,500.00
5) Operate an Efficient System							
Cost Per Service Hour	106.09	86.78	22.25%	123.35	111.97	10.16%	82.50
Cost Per Trip	11.30	9.90	14.14%	10.47	13.99	-25.16%	6.16
Fare Revenue per Trip	0.97	0.84	15.48%	0.81	0.94	-13.83%	0.78

*Note: Includes Nightline

Lift Key Performance Indicators: For the Nine Months Ending March 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	4.68	3.42	36.84%	5.86	3.42	71.35%	1.20
OSHA Accidents per 200k Manhours	-	-	0.00%	-	5.93	0.00%	10.00
2) Meet and Exceed Customer Expectations							
Complaints per 10k Boardings	37.21	37.28	-0.19%	34.89	32.81	-6.34%	23.00
On-time Performance	92.19%	93.26%	-1.08%	95.35%	94.13%	1.06%	95.00%
Miles Between Road Calls	14,249.00	21,913.00	-34.98%	17,463.00	20,659.00	-15.47%	22,500.00
Average Call Center Minutes on Hold Time	0.68	0.98	-30.61%	0.95	1.02	-6.86%	1.00
3) Maintain a Quality Workforce							
Employee Turnover	22.64%	38.71%	-41.03%	27.32%	45.60%	-41.30%	50.00%
4) Operate an Effective System							
Ridership	8,063.00	8,048.00	0.19%	7,770.00	7,179.00	8.23%	9,082.00
Van Passengers per Service Hour	2.04	1.93	5.70%	2.06	2.02	1.98%	2.00
Average Weekday Ridership	351.00	350.00	0.19%	362.00	331.00	9.36%	470.00
5) Operate an Efficient System							
Cost Per Service Hour	112.16	133.45	-15.95%	117.09	110.96	5.52%	72.25
Cost Per Trip	54.96	69.01	-20.36%	56.93	55.06	3.40%	50.91
Fare Revenue per Trip	6.62	6.27	5.58%	3.23	3.46	-6.65%	2.79

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

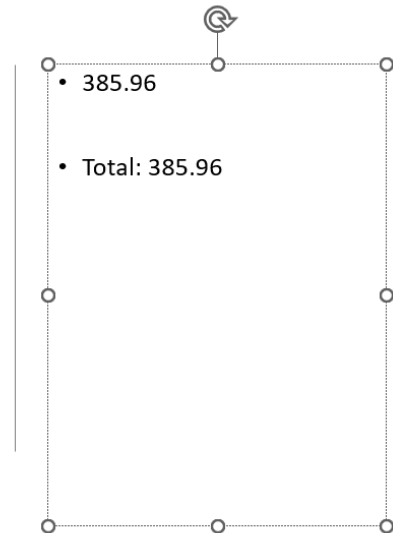
To: Board of Trustees
From: Scott Marr, General Manager
Subject: Approval of Scott Marr Expenses

Recommendation

To Approve the General Managers Expenses from March 2023.



- 3/31/23- Southwest



• 385.96
• Total: 385.96

**METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
March 25, 2023
Finance/Budget Committee**

To: Board of Trustees
From: Rebecca Walner, CFO
Subject: Approval of Paratransit/MicroTransit (RideShare) onboarding in June 2023

Background:

Paratransit, Nightline, Sunday Service which contain MicroTransit, contract will be ending on June 30th, 2023. As approved in the February board meeting MTTA will start those services on July 1, 2023. To prepare for July 1st, we are asking to onboard new employees in June, so we do not see a disruption in service due to the transition.

	Monthly Wage	Taxes	Uniform	Background Check	Drug Test	Total
Current First Transit Employees:	1,980.00	158.40	1,800.00	1,944.60	7,485.00	13,368.00
New Employees:	16,500.00	1,320.00	600.00	648.20	2,495.00	21,563.20
Manager:	4,616.00	369.28	-	64.82	249.50	5,299.60
Total:	23,096.00	1,847.68	2,400.00	2,657.62	10,229.50	40,230.80

Recommendation:

To approve MTTA to begin onboarding up to 30 currently employed First Transit employees who have completed training, 10 new hires that will require full paratransit training and MTTA training, as well as 1 new Manager for paratransit. This is an estimated cost of \$40,230.80. The cost difference we believe will be shown in the final invoice of the First Transit invoice.

Upcoming Procurements

Est. Board Date	Good/Service	Type	Estimated Amt.	Status
Apr-23	Janitorial Service	RFP	>\$100,000	Need Board Approval
	Janitorial service for MTTA facilities including the Administration Building, Call Center, Maintenance and DAS.			
May-23	Shop Truck	State Contract	\$90-\$140k	Grant 2020-030
	Maintenance shop truck to replace old vehicle/Future grant to fund.			
May-23	Commercial Maintenance Shop Air Compressor	RFQ	\$30,000	Grants funds available
	Maintenance shop needs a new commercial air compressor to replace one that has reached it's end of life.			
Jun-23	Bus Camera Hardware & Software Replacement	RFP	Budget \$800,000	ARP
	Bus CCTV System			
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	In Progress
	Cleaning of the interior of the fixed route buses. Updating scope to include COVID cleaning.			
Jul-23	Digital Signage @DAS	RFP	Budget \$50,000	ARP
	Infrastructure - IT			
Jul-23	Perimeter Fence Repair	IFB	Budget \$270,000	BBF FY19-21
	Security Access			
Jul-23	Tap Card	RFQ	\$100,000	Working on scope/explanation
	Fare payment card			
Jul-23	Rolling Stock - Fixed Route	RFP	>\$250,000	Preparing Scope
	Contract for purchase of Fixed Route Vehicles			
Jul-23	Rolling Stock - ADA Lift & Microtransit Vehicles	RFP	>\$250,000	Preparing Scope
	Contract for purchase of ADA Lift & Microtransit Vehicles			
Dec-23	Bus Stop Signs	RFQ	\$150,000	????
	Replace bus stop signs along all routes with new name and look			

**TULSA TRANSIT AUTHORITY
Rebranding Project – Outline of Project
April 25, 2023**

EXTERNAL RESEARCH

Methodology not yet determined but will be a blend of digital surveys, individual interviews, potentially focus groups.

Step 1: Let the Customer’s Views Paint a Rough Sketch

- Frequent riders
- Occasional riders
- Future riders
- Choice riders
- Reduced riders such as veterans
- Varying ages
- Varying use of technology

Step 2: Ask Partner Groups What They Think of the Rough Sketch

- Schools – TPS, TCC, Tulsa Tech, CCC, TU
- Service Providers – Family & Children’s Services, Tulsa Housing Solutions, Tulsa City-County Library
- Corporate – QuikTrip, Williams
- Future Service Partners – Zoo, Airport
- Elected/Appointed Officials – Mayor, City Council, County Commission, Partner Tulsa, Downtown Tulsa Partnership

Step 3: Validate and Fine-Tune with Internal Stakeholders

- Select Employees
- Board
- Look at peer community transit systems as examples (Dallas, Oklahoma City, Little Rock, Colorado Springs, Kansas City)

TIMELINE: Approximately 3 months

BRAND DEVELOPMENT

Begin developing options for name, logo, slogan and other identity elements.

TIMELINE: Approximately 2 months

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
April 25, 2023
Operating/Marketing Committee

To: Board of Trustees
From: Randy Cloud, Director of Maintenance
Subject: Award of Contract for 1 Service Truck

Recommendation

Authorize the General Manager to enter into a contract with Vendor TBD for the purchase of one (1) Heavy Duty Service Truck in an amount not to exceed \$78,000.00. This purchase will be made using the State of Oklahoma Purchasing Contract.

Background

We have been needing to replace the 1999 Ford shop truck for some time, but the availability of one ton chassis has been and still is an issue. These vehicles sell as fast as they hit the lot. We are asking for pre-authorization with the exact vehicle and vendor unknown currently. We have located a couple of vehicles in the past, but they sell before we can get the procurement to the board for approval. This vehicle is essential to our daily operation and is the platform used for road service calls and flat tire issues on the fleet. This vehicle will be equipped with a service body with liftgate for those heavy tires and an onboard air compressor.

Financial Impact

The vehicles will be paid for with 70% federal dollars and 30% local match.

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
March 25, 2023
Finance/Budget Committee

To: Board of Trustees

From: General Manager

Resolution Establishing an Advertising Policy that Creates Standards for Displaying Advertising In and On Property of the Metropolitan Tulsa Transit Authority.

Background: Tulsa Transit’s mission is to provide dependable multimodal public transportation services to the residents and visitors of the greater Tulsa metropolitan area so they can experience friendly, convenient, safe and affordable transit services.

Tulsa Transit’s operations are funded by a combination of federal, state, and local funds, including grants and taxes, as well as, fares and fees. Tulsa Transit seeks to establish a formal advertising, sponsorship and naming rights program (together “Advertising”), to strengthen Tulsa Transit’s fiscal sustainability.

Tulsa Transit’s acceptance of Advertising through contractors is not intended to create a public forum, but rather to make use of its assets held in a proprietary capacity in order to generate revenue. To that end, Tulsa Transit proposes the adoption of the attached policy on Advertising, in order that, Tulsa Transit may retain control over the Advertising allowed by subjecting all proposed Advertising content, messages, and agreements to the standards established by this policy.

This policy advances Tulsa Transit’s objective while establishing uniform, reasonable, and viewpoint-neutral standards for the display of Advertising in and on the facilities, transit and fleet vehicles and other property of Tulsa Transit and its family of services.

RECOMMENDATION: Adopt Resolution.

Scott Marr
General Manager

**RESOLUTION ESTABLISHING AN ADVERTISING POLICY THAT CREATES
STANDARDS FOR DISPLAYING ADVERTISING IN AND ON PROPERTY OF THE
METROPOLITAN TULSA TRANSIT AUTHORITY**

WITNESSETH

WHEREAS, the Metropolitan Tulsa Transit Authority (“Tulsa Transit”) is tasked with owning and/or operating buses, bus shelters, and other properties (together “Properties”) through its operation of public transportation services (together “Services”); and

WHEREAS, Tulsa Transit is funded by a combination of federal, state, and local funds, including grants and taxes, as well as, fares and fees; and

WHEREAS, an advertising, sponsorship and naming rights (together “Advertising”) program will supplement existing funding sources that support the operation and maintenance of Tulsa Transit Properties and Services; and

WHEREAS, acceptance of Advertising through contractors is not intended to create a public forum; and

WHEREAS, Tulsa Transit retains control over the Advertising allowed by subjecting all proposed Advertising content, messages, and agreements to the standards established by this policy;

NOW, THEREFORE BE IT RESOLVED by the Metropolitan Tulsa Transit Authority Board of Directors on this ____ day of _____, 2023, that they do hereby establish an Advertising Program; and adopt the Advertising Policy declaring Tulsa Transit as a non-public forum; and establish uniform, reasonable, and viewpoint-neutral standards for the display of Advertising on Tulsa Transit Properties.

**METROPOLITAN TULSA
TRANSIT AUTHORITY**

Chairman

ATTEST:

Secretary

Director

TULSA TRANSIT POLICY OF ADVERTISING
Board Approved as of _____, 2023

I. Purpose

- A. To establish uniform, reasonable, and viewpoint-neutral standards for the display of advertising, and sponsorship and/or naming rights (together “Advertising”) in and on the facilities, transit and fleet vehicles and other property (together “Property”) of the Metropolitan Tulsa Transit Authority and its family of services (together “Tulsa Transit”).
- B. To establish Tulsa Transit as a non-public forum.

II. Objective

Tulsa Transit’s mission is to provide dependable multimodal public transportation to the residents and visitors of the greater Tulsa metropolitan area so they can experience friendly, convenient, safe and affordable transit services.

Tulsa Transit’s operations are funded by a combination of federal, state, and local funds, including grants and taxes, as well as, fares and fees. Revenue from advertising is an important supplemental funding source that supports the operation of Tulsa Transit’s family of services.

Tulsa Transit’s acceptance of advertising through contractors is not intended to create a public forum, but rather to make use of Tulsa Transit’s assets held in a proprietary capacity in order to generate revenue. Tulsa Transit retains control over the advertising allowed by subjecting all proposed advertising content, messages, and agreements to the standards established herein.

In establishing and enforcing this policy, Tulsa Transit seeks to fulfill the following objectives:

- Maximize advertising revenue opportunities
- Clarify Tulsa Transit’s position as a non-public forum
- Maximize customer and service growth
- Maintain secure and orderly property and operating environment
- Minimize confusion related to permitted and prohibited advertising
- Maintain a safe and welcoming environment for all Tulsa Transit employees, representatives, and customers
- Avoid the appearance of endorsement by Tulsa Transit displayed in or on property, including the associated messages, products, services, or events being proposed or promoted.

III. Endorsement

Acceptance of an advertisement does not constitute express or implied endorsement of the content or message of the advertisement, including any person, organization, product, service information and viewpoint contained therein, or of the advertisement sponsor(s) itself. This endorsement disclaimer extends to and includes, but is not limited to, content that may be found via internet addresses, quick response (QR) codes, and phone numbers that may appear in posted advertisements and that direct viewers to external sources of information.

IV. Non-Public Forum

Tulsa Transit's Advertising Policy is intended to be an objective and enforceable standard for advertising that is consistently applied. It is also Tulsa Transit's declared intent not to allow any of its Property to become a public forum for dissemination, debate or discussion of issues that are political, religious, or otherwise prohibited under this Advertising Policy. Tulsa Transit expressly states that it is a non-public forum under this Advertising Policy.

V. Advertising Standards

Placing reasonable limits on permitted advertising displayed on Tulsa Transit Properties will enable Tulsa Transit to realize the maximum benefit from the sale of advertising space. Further, Tulsa Transit retains control over the type of display and location/placement of approved advertising.

A. PERMITTED ADVERTISING

The following classes of advertising are authorized on Tulsa Transit Property if the advertising does not include any content or message that qualifies as Prohibited Advertising as described in subsection B:

1. Commercial Advertising

Paid advertisements that propose, promote, or solicit the sale, rent, lease, license, distribution, or availability of some other commercial transaction concerning goods, products, services, or events for the advertiser's commercial or proprietary interest, or more generally promote an entity that engages in such activities.

2. Governmental Advertising

Notices or messages from Tulsa Transit that promote its services or any of its functions or programs, and also paid notices or messages of the United States government, the State of Oklahoma and its agencies, the City of Tulsa and its departments, or a State of Oklahoma County government within the Tulsa Transit service area that advance specific governmental purposes.

3. Public Service Announcements

Public service announcements not otherwise prohibited under subsection B of this Section, which are sponsored by either a governmental entity or a nonprofit corporation that is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code and which are directed to the general public and relate directly to:

- Prevention or treatment of illnesses;
- Promotion of safety or personal well-being;
- Education or training;
- Art or culture;
- Provision of children and family services;
- Provision of services and programs that provide support to residents, seniors or people with disabilities; or
- Solicitation by broad-based contribution campaigns that provide funds to multiple charitable organizations active in the above-listed areas.

B. PROHIBITED ADVERTISING

Advertising is prohibited on Tulsa Transit property if it includes any content that falls under one or more of the following categories:

1. Political and Public Issue

Any material that:

- a. Promotes or opposes a political party, promotes or opposes any state or local ballot measure or the election of any candidate or group of candidates for federal, state, judicial or local government offices; or
- b. Is political in nature or contains political messages, including advertisements involving political or judicial figures and/or advertisements involving that is political in nature in that it directly or indirectly implicates the action, inaction, prospective action or policies of a governmental entity; or
- c. Expresses or advocates an opinion, position or viewpoint on a matter of public debate about economic, political, religious or social issues and is intended to further public discourse.

2. False or Misleading

Any material that is, or the sponsor reasonably should have known is, false, fraudulent, misleading, deceptive, or would constitute a tort of defamation or invasion of privacy.

3. Copyright, Trademark or Otherwise Unlawful Infringement

Any material that infringes on any copyright, trade or service mark, title or slogan.

4. Obscene or Pornographic.

Any material that is obscene or pornographic. Any material that glamorizes, promotes, or depicts images of sexual conduct, pornography, nudity, sexually-oriented goods or services or businesses that traffic in such goods or services; that appeal to prurient interests; or are otherwise obscene.

5. Defamation or Lawless Action

Any material that is clearly defamatory or advocates imminent lawlessness or violent action or advertisements that are unlawful, misleading, libelous, slanderous, or fraudulent.

6. Smoking Products/ Tobacco

Any material that constitutes commercial advertising of smoking products, tobacco-related products, or electronic cigarettes.

7. Violence

Any material that glamorizes, promotes or depicts images of violence; conduct that is violent, criminal or otherwise illegal; or gore, including images and/or promotion or commercialization of firearms, weapons, and dead or mutilated bodies, body parts, or fetuses (of humans or animals); or any images portraying or describing graphic violence, including death, mutilation, disfigurement or intentional infliction of pain or violent action; or depictions of weapons or devices that appear to be aimed or pointed at the viewer or observer.

8. Profanity

Any material that contains, employs, or implies profane or vulgar language.

9. Hate Speech

Any material that directly or impliedly disparages, threatens or ridicules any person or group of persons on the basis of race, religious beliefs or lack thereof, age, gender, sexual orientation, alienage, national origin, disability or illness; or any material directed at a person or group that is intended to be (or reasonably could be interpreted as being) insulting, degrading, disparaging, demeaning or offensive so as to be reasonably foreseeable to incite or produce lawless action in the form of retaliation, vandalism or other breach of public safety, peace and order; or any material disparaging or disrespectful to persons, groups, governments, businesses or organizations, including advertisements that portray individuals as inferior, evil or contemptible.

10. Religious Speech

Any material that promotes the existence or non-existence of a supreme deity, deities, being or beings; that addresses or promotes a specific religion, religious beliefs or lack of religious beliefs; that directly quotes or cites to scriptures,

religious texts or texts involving religious beliefs or lack of religious beliefs; or are otherwise religious in nature.

11. Harmful or Disruptive to Tulsa Transit

Any material that is reasonably likely to cause harm to, disruption of or interference with Tulsa Transit Property and its family of services; or any material that suggests or otherwise tends to promote or encourage behavior or conduct on Tulsa Transit Property that would cause potential harm or injury to Tulsa Transit, its officers and employees, its contractors, or its patrons.

12. Speech Creating Criminal or Civil Liability

Any material that, if permitted, would subject Tulsa Transit to the risk of civil or criminal liability.

13. Unsafe Behavior

Any material that encourages or depicts unsafe behavior including, but not limited to, Tulsa Transit-related activities, such as non-use of normal safety precautions in awaiting, boarding, riding upon or disembarking from Tulsa Transit Property.

14. Adverse to Tulsa Transit

Any material that is directly adverse to the commercial or administrative interests of Tulsa Transit, or that tends to disparage the quality of service provided by Tulsa Transit, or that tends to disparage Tulsa Transit generally.

15. Tulsa Transit Graphics and References

Advertising that contains Tulsa Transit graphics, logos or representations without the express written consent of Tulsa Transit.

VI. Transit System Information and Promotion

Tulsa Transit reserves the right to display advertising and information that pertains to Tulsa Transit's operations, programs and promotions, including the distribution of materials, leaflets and literature within Tulsa Transit facilities and vehicles consistent with the standards herein. The Tulsa Transit General Manager or designee may authorize independent contractor(s) to self-promote for the purpose of selling the available inventory of advertising at the contractor's expense and is consistent with the standards herein.

VII. In-Kind Trade and Partnership Advertising

In-kind trade and partnership advertising resulting in an equal exchange of value from a third party may be executed at the discretion of the Tulsa Transit General Manager or designee. The Tulsa Transit General Manager or designee is authorized to grant use of the Tulsa Transit logo for in-kind and partnership advertising purposes.

VIII. Product Distribution & Leafleting

Tulsa Transit Properties are not public forums for public discourse or expressive activity. Literature or product distributions, leafleting and similar activities can disrupt or delay customers, cause maintenance issues, and otherwise create safety issues for customers, operation, and surrounding environments. Accordingly, petition initiatives, political campaign activities, distribution of political or issues campaign literature, leafleting, and other information or campaign activities are prohibited on or within Tulsa Transit Properties.

On a limited basis and in conjunction with a “partnering” opportunity approved by the General Manager or designee, Tulsa Transit may allow an advertiser to distribute items on or within Tulsa Transit Properties. Any distribution of literature, leaflets, coupons, products, samples or other items must be pre-approved by the Tulsa Transit General Manager or designee and must strictly comply with this policy and any terms and conditions established by Tulsa Transit.

IX. Approval

Tulsa Transit and or its independent contractor(s) shall reject advertising that does not comply with this policy.

Tulsa Transit and or its independent contractor(s) will work with advertisers to resolve issues regarding advertisements that do not comply with this policy. Resolution may include modification of the art, copy, or both, solely at the advertiser’s expense.

X. Appeals

An advertiser may appeal a decision to reject or remove a paid advertisement by filing a written request with the Tulsa Transit General Manager or designee within ten (10) calendar days after the rejection or removal decision. Any request made more than ten (1) calendar days after the rejection or removal decision shall not be considered by Tulsa Transit. The advertiser’s request must state why the advertiser disagrees with the decision in light of Tulsa Transit’s Policy on Advertising.

The Tulsa Transit General Manager or designee will review the basis for the rejected or removed advertisement and will consider the advertiser’s reasons for filing the request.

The Tulsa Transit General Manager or designee will make a decision on the request and will notify the advertiser of his/her decision in writing within ten (10) business days after receiving the advertiser’s appeal request. The Tulsa Transit General Manager or designee’s decision is final and not subject to appeal.

XI. Complaints

Complaints regarding any advertisement shall be directed to the General Manager or designee.

XII. Tulsa Transit's Rights

Tulsa Transit reserves the right to modify these policies as it deems necessary to comply with legal mandates, or to facilitate its primary function, or to fulfill the purpose of the advertising program, or to achieve the objectives of the advertising program.

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

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

Recommendation

Authorize the General Manager to enter a three-year open-ended contract with Economy Janitorial for the purchase of janitorial services for all of MTTA’s facilities, including the bus terminal stations and to negotiate final terms and conditions. There are also two additional option years available after the initial term expires.

Background

On March 9th, 2023, MTTA posted a Request for Proposal (RFP) for janitorial services. An RFP is used when the nature of the procurement does not lend itself to sealed bidding and the recipient expects that more than one source will be willing and able to submit an offer or proposal.

The RFP was advertised on two consecutive days, March 11th and March 12th, in the Legal Notices section of the Tulsa World newspaper. In addition, the state DBE database was consulted, and all DBE registered firms were offered the chance to submit a proposal through that channel.

MTTA received six proposals in all of which three were deemed responsive. In the initial RFP document, it was clearly noted that a *mandatory* pre-proposal conference was held. The only exception to attending the mandatory conference was the incumbent contractor. Three of the six proposals did not attend the pre-proposal conference and were eliminated as non-responsive.

A three-member evaluation committee consisting of The Maintenance Director, The HR Manager, and The Director of Customer & Contracted Services scored the proposals according to the criteria and point system show in the table below. Economy Janitorial was chosen as the best value for this procurement. Economy has had the janitorial contract for the last 9 to 10 years. They know what to expect from the project and are fully capable of performing the work that the contract entails.

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

FIRM	Year 1	Year 2	Year 3	Total 3 year
Queen Floor Tech	\$ 215,225	\$ 222,759	\$ 230,580	\$ 668,564
D & J Distributor	\$ 530,595	\$ 530,595	\$ 546,513	\$ 1,607,703
Economy	\$ 98,400	\$ 98,400	\$ 98,400	\$ 295,200

This chart displays the points distribution for each evaluated firm.

Evaluation Criteria Scoring Sheets - Total Summary				
Criterion	Possible Max Value	Queen Floor Tech	D & J Disdtributors	Economy
<i><u>Project Understanding and Approach: This criterion is a combination of the Proposer's approach to the problem and the quality of the RFP submission and response</u></i>	60	36	48	60
<i><u>Technical Capabilities and Solution Functionality: 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</u></i>	60	36	48	60
<i><u>Quality, Experience of Proposed Key Project Personnel</u></i>	60	36	48	60
<i><u>Vendor Past Project-Related Experience and Client References</u></i>	60	36	48	60
<i>Price (Evaluated Separately</i>	60	27	12	60
<i>DBE</i>	15	0	15	0
Totals	315	123	155	195

Financial Impact

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