

Office of the
City Clerk

Metropolitan Tulsa Transit Authority
BOARD of TRUSTEES SPECIAL MEETING
Tuesday, June 27, 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 May 23, 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

With respect to any action on a financial matter below, the Board may also consider and possibly approve, adopt, deny, or amend its current or proposed budget as warranted to add, delete, increase, or decrease programs, appropriations, expenditures, and amounts thereof.

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

1. Review of Ridership – Chase Phillips (Information) [Page 6](#)
2. Review and approval of May 2023 Financial Statements—Rebecca Walner (Action) [Page 12](#)
3. Insurance Renewals – Rebecca Walner (Action) [Page 26](#)

Fiduciary - AJ Gallagher
Compsource WC Policy (AJG)
General Liability Renewal (Shelters & TPS
Antenna)
Crime Renewal
23-24 GL Tower
Auto Liability Renewal
15/16 D & O Policy - AJ Gallagher
Cyber Renewal

4. Upcoming Procurements—Jack Van Hooser (Information) [Page 27](#)



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

1. (APTA) Membership Dues – *Scott Marr (Action) Page 28*

Authorize the General Manager to renew the membership with the American Public Transportation Association for an amount not to exceed 26,000 for July 1st, 2023, thru June 30, 2024.

2. Award of Contract for Bus CCTV System – *Ofir Bar (Action) Page 29*

Authorize the General Manager to enter a contract with Safety Vision LLC for the purchase and installation of a Bus CCTV System in an amount not to exceed \$568,000 and to negotiate final terms and conditions. The not to exceed amount includes 5% of the bid price for unforeseen contingencies. This CCTV System will be installed in all MTTA fleet vehicles, including Fixed Route, Paratransit and Microtransit fleet vehicles.

3. Award of Contract for Bus Interior Cleaning Service – *Jack Van Hooser (Action) Page 31*

Authorize the General Manager to enter a three-year open-ended contract with Economy Janitorial for the purchase of Bus Interior Cleaning services for all MTTA's fleet, including Fixed Route and Paratransit fleet vehicles in amount not to exceed \$282,000 and to negotiate final terms and conditions. There are also two additional option years available after the initial term expires.

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

1. Discussion and possible action regarding the sale of real property located at 1332-1428 East 5th Place, Tulsa, and possible vote to enter into executive session regarding same. 25 O.S. 307(B)(3).

2. 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).

3. Collective Bargaining Agreement – *Scott Marr (Information)*

Discussion and possible action/vote on the status of collective bargaining agreement negotiations with Amalgamated Transit Union (ATU), and possible vote to enter executive session regarding same. 25 OS 307(B)(2).

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, June 27, 2023, at 12:00 PM

METROPOLITAN TULSA TRANSIT AUTHORITY

Minutes of the Meeting of the Board of Trustees

Tuesday, May 23, 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	4	3

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; Debbie Boudreaux, MTTA Director of Human Resources; BreAnna Hall, MTTA Marketing Manager.

In accordance with the Oklahoma Open Meetings Act, the meeting was preceded by advance notice of the date, time, and place filed with the Municipal City Clerk’s office on November 1, 2022. An announcement was also given at least twenty-four (24) hours in advance by posting notice of the date, time and place and agenda of the meeting on May 19, 2023, 4:33pm at the Municipal City Clerk’s office and at Tulsa Transit Administrative offices on May 19, 2023.

I. CALL TO ORDER

Adam Doverspike called the meeting to order at 12:10 pm.

II. INTRODUCTIONS

Scott Marr introduced the MTTA Staff.

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

Skipping to Item A.5. Authorization of Free Fares

IV. PUBLIC COMMENTS

None

V. COMMITTEE BUSINESS and REPORTS

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

1. Review of Ridership
2. Review of GoPass
3. Review and approval of April 2023 Financial Statements

Adam Doverspike and **Phyllis Joseph** moved to approve March 2023 Financial statements.

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

4. Upcoming Procurements

5. Authorization of Free Fares

Scott presented the Board with the INCOG sponsored free fares for all services from July 1, 2023 to August 31, 2023, pending INCOG Board approval and City of Tulsa approval.

James Wagner and **Emeka Nnaka** moved to approve the sponsored free fares on MTTA vehicles for all Services from July 1st, 2023, thru August 31st, 2023. Not to exceed \$200,000 in total from INCOG and not to exceed \$40,000 from MTTA budgeted in FY24 for free fares. Pending INCOG Board approval and City Council approval of Mayors budget proposal in June 2023.

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

Moving to B.1. Alcohol and Substance Abuse Program

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

1. Alcohol and Substance Abuse Program

Debbie Boudreaux presented the revised policies to include the rideshare employees, added new labs for safety sensitive and non-safety sensitive.

James Wagner and **Phyllis Joseph** moved to approve revised Alcohol & Substance Abuse policies as of July 1, 2023.

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

Moving to B.2. Award of the Contract for one Air Compressor

2. Award of Contract for one Air Compressor

Randy asked the board to approve the purchase of a new air compressor for the maintenance department, the one that is in use is 17 years old and has reached end of life.

Emeka Nnaka and **James Wager** moved to authorize the General Manager to enter into a contract with Air Compressor Supply for the purchase and installation of one (1) 30 HP Rotary Screw Air Compressor in an amount not to exceed \$30,500.00.

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

Skip to C.1. Discussion and possible action regarding the sale of real property located at 1332-1428 East 5th Place, Tulsa, and possible vote to enter into executive session regarding same. 25 O.S. 307(B)(3).

3. Micro Transit Update.

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

1. Discussion and possible action regarding the sale of real property located at 1332-1428 East 5th Place, Tulsa, and possible vote to enter into executive session regarding same. 25 O.S. 307(B)(3).

Phyllis Joseph and Emeka Nnaka moved to enter executive session.

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

Phyllis Joseph and Emeka Nnaka moved to exit executive session.

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

Adam Doverspike and **Phyllis Joseph** moved to authorize the General Manager and Tammy Ewing to negotiate the purchase agreement to sale the real property located at 1332-1428 East 5th Place, Tulsa.

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

Skip to B.3. Micro Transit Update.

Phyllis Joseph left meeting at 12:38 pm. Meeting ended due to no quorum.

VI. TRUSTEES AND GENERAL MANAGER COMMENTS

VII. NEW BUSINESS
None

VIII. ADJOURN

Sincerely,

Lori Soderstrom
Secretary to the Board of Trustees

Fixed Route

Ridership per Rev. hour:
7.7

Highest FX Ridership

- 130 – 13,157; 22.5 (Pass/Rev. Hr.)
- 110 – 11,509; 8.9
- 201 – 10,455; 16.1
- 140 – 10,158; 16.0
- 150 – 8,568; 15.1

*Excludes Flex

Cost per trip:
\$11.96 YTD for entire service

Avg Weekday Ridership:
6,862

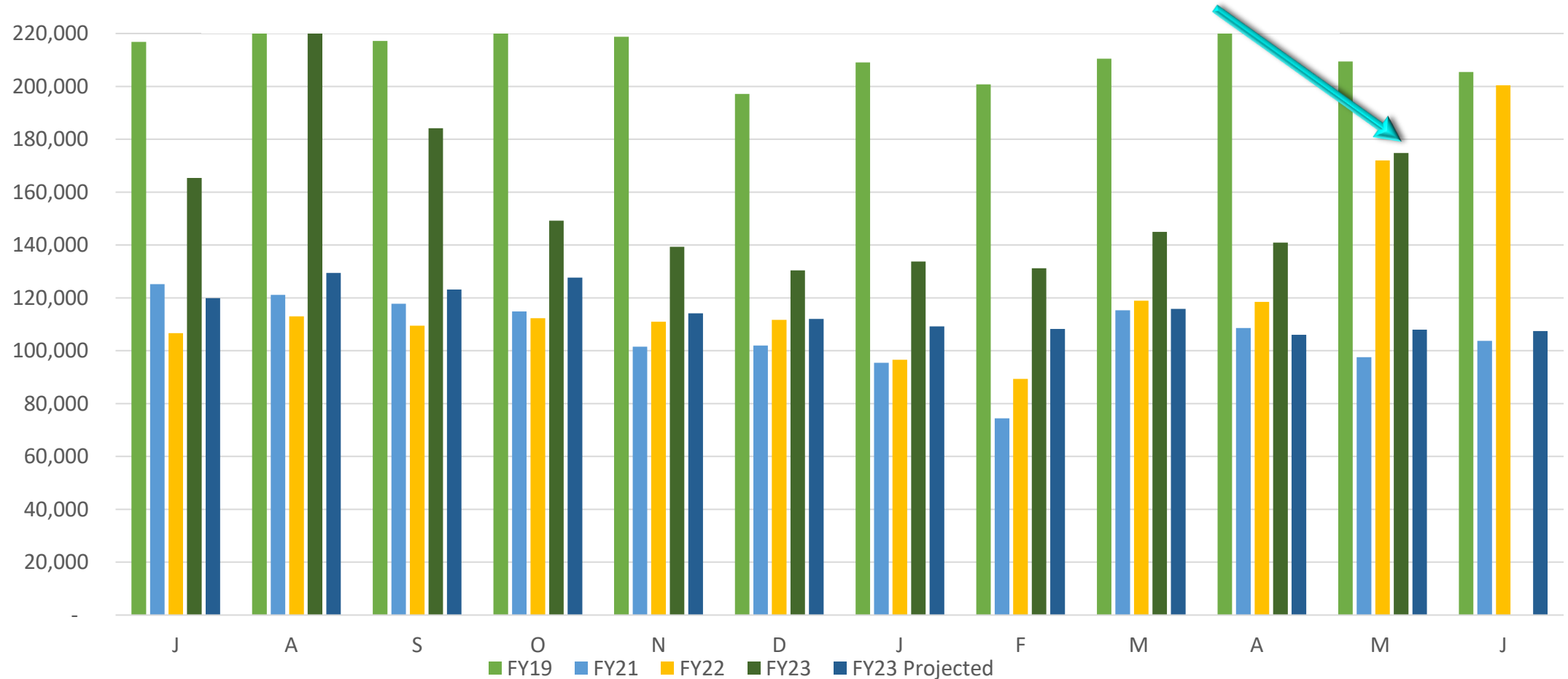
*Includes Flex

Avg Weekend Ridership:
2,978

*Includes Flex

Fixed Route Ridership

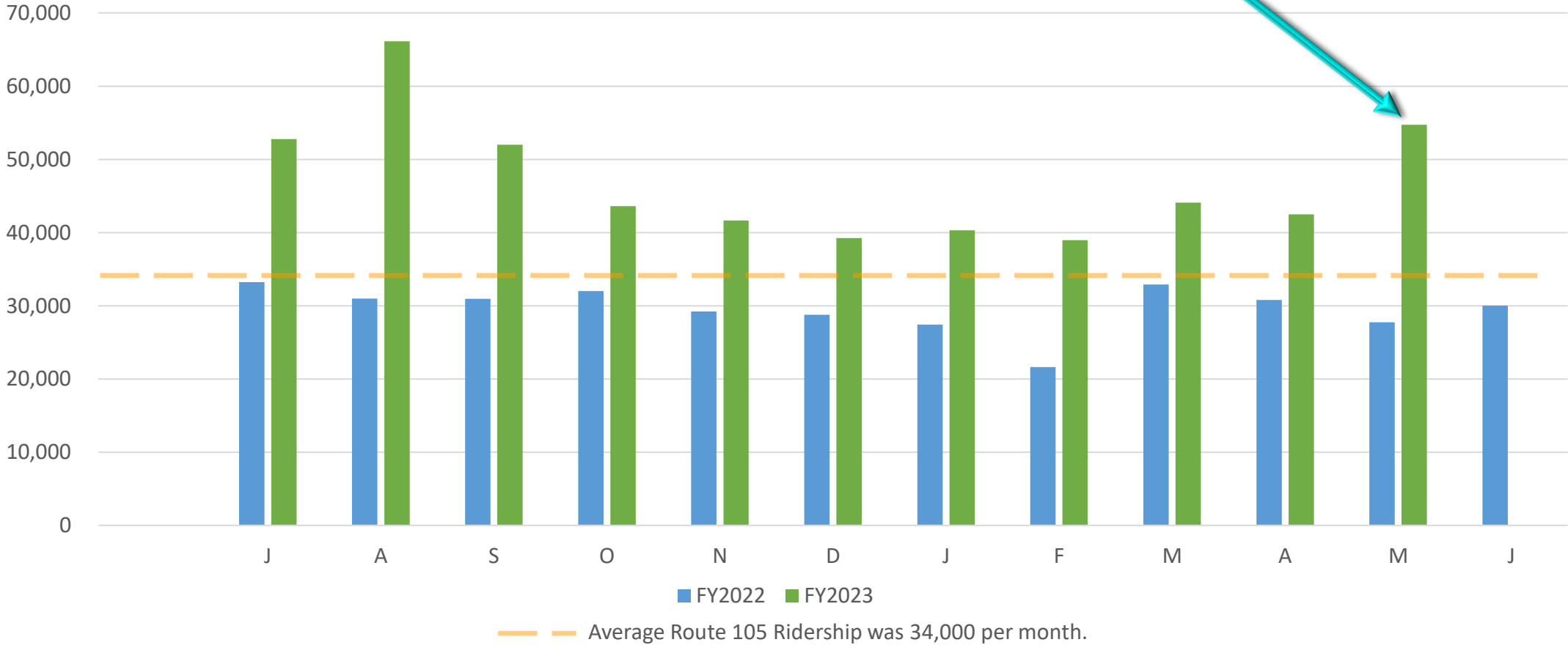
May ridership of 175K is 64K (38%) more than target projection



*Note: Fy20 removed

BRT Ridership

May BRT ridership of 54.7K is 27K more than FY22 Ridership and 20K more than Route 105 Avg.
BRT passenger per revenue hour is 19.1 riders per hour.



Lift Ridership

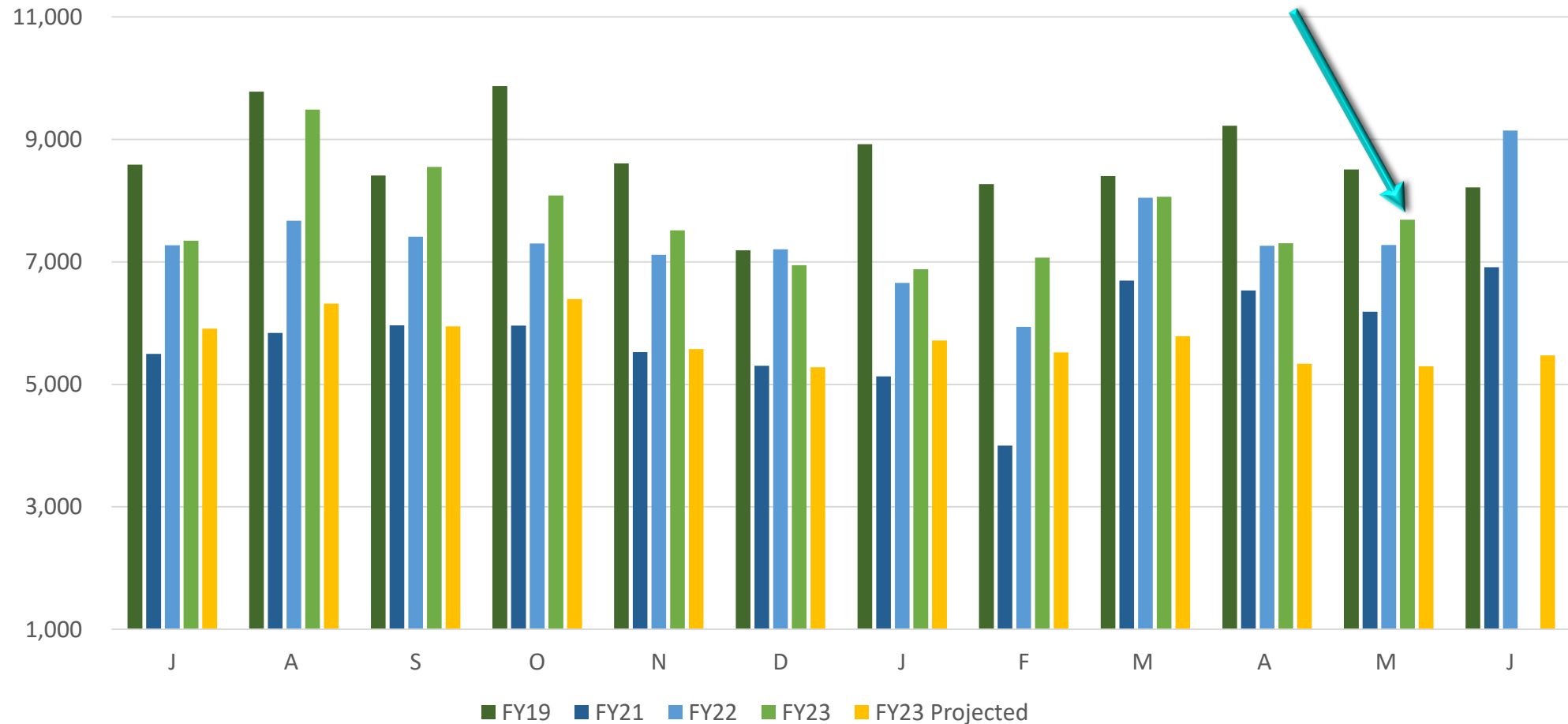
April average: 284
trips per day

March FY23
Ridership was the
same for FY22

Lift Ridership
continues to
exceed projections

Lift Ridership

May '23 ridership of 7,686 was 2,389 (31%) more than projected.



Dump the Pump 2023!

TULSA TRANSIT
Dump the Pump

Avoid parking & Ride the 109

Free Fare!

meet us at
GATHERING PLACE
TULSA'S RIVERFRONT PARK
2650 S John Williams Way
Tulsa, OK

June 15
10 a.m. - 2 p.m.

- FREE Face Painting
- Ice Cream
- Give aways
- Bubble Art

TULSA TRANSIT PARTNERS: abc, GATHERING PLACE, Tulsa, OK, Center MACHINE

9:45 | 66°
8 abc



**METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
June 27, 2023
Finance/Audit Committee**

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

Recommendation:

Review and approve the FY23 May Financial Statement Summary.

Analysis:

May operating expenses of \$2.1M were 263K or 11% less projections based on the FY2023 budget.

YTD we have a zero surplus with total expenses of 22.8M which are \$4.1M 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 \$4.1M is reflected in the following areas: Payroll & Fringe \$1.4M, Lift Program 815K, and Planning/Marketing \$489K. Below is a summary of our YTD FY23 operating results before audit:

Summary of Year to Date Expenses
As of May 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	\$2,319,363	\$1,852,289	25.22%	\$1,826,257	27.00%
Operating Grant Funding	\$20,516,469	\$25,166,793	(18.48%)	\$19,634,241	4.49%
Total Operating Revenue	\$22,835,832	\$27,019,082	(15.48%)	\$21,460,498	6.41%
Operating Expenses					
Labor and Fringe	\$12,970,960	\$14,452,371	(10.25%)	\$12,160,434	6.67%
Transportation Services	\$3,024,810	\$3,839,604	(21.22%)	\$2,999,000	0.86%
Administrative Services	\$949,822	\$1,498,492	(36.61%)	\$1,437,776	(33.94%)
Materials and Supplies	\$3,711,048	\$4,322,516	(14.15%)	\$3,138,036	18.26%
Utilities	\$506,262	\$605,230	(16.35%)	\$566,666	(10.66%)
Insurance	\$443,479	\$582,687	(23.89%)	\$391,126	13.39%
Marketing and Planning	\$1,229,451	\$1,718,173	(28.44%)	\$767,460	60.20%
Total Operating Expense	\$22,835,832	\$27,019,073	(15.48%)	\$21,460,498	6.41%
Budget Surplus (Deficit)	\$0	\$9	(100.00%)	\$0	0.00%



FY23 Executive Summary

For the Eleven Months Ending May 31, 2023

Summary of Activities*	Actual	Budget	Var%
Revenues From Operations \$	2,319	\$ 1,852	25%
Grant Revenues	20,516	25,167	-18%
Total Operating Revenues	22,836	27,019	-15%
Total Expenses	(22,836)	(27,019)	-15%
Surplus (Deficit) \$	-	\$ 0	0%

Operating Revenues*	Actual	Budget	Var%
City of Tulsa \$	10,294	\$ 10,306	0%
Federal Grants	8,271	12,639	-35%
State Grants	1,494	1,054	42%
Other Grants	458	1,168	-61%
Fare Revenues	1,607	1,164	38%
Advertising Revenues	613	596	3%
Other Revenues	99	93	7%
Total Operating Revenues \$	22,836	\$ 27,019	-15%

Operating Expenses*	Actual	Budget	Var%
Payroll & Fringe \$	12,971	\$ 14,452	-10%
Transportation Services	3,025	3,840	-21%
Administrative Services	950	1,498	-37%
Materials & Supplies	3,711	4,323	-14%
Utilities	506	605	-16%
Insurance	443	583	-24%
Marketing & Planning	1,229	1,718	-28%
Total Expenses \$	22,836	\$ 27,019	-15%

Goal 1. Operate a Safe Transit System

Accidents (Per 100K miles)	FY23	FY22	Change	Target
Fixed Route	2.63	1.30	102%	6.00
Lift Program	5.61	3.03	85%	1.20

Goal 2. Meet and Exceed Customer Expectations

Complaints	FY23	FY22	Change	Target
Fixed Route	3.28	4.06	0%	0.85
Lift Program	36.62	33.98	0.0777	23

Goal 3. Maintain a Quality Workforce

Absences (Per weekday)	FY23	FY22	Change	Target
Operators	8	17	-54%	12
Total	1	1	22%	0.35

Goal 4. Operate an Effective Transit System

Passengers Per Hour	FY23	FY22	Change	Target
Fixed Route	11.31	8.50	33.06%	14.00
Lift Program	2.06	2.01	2%	2.00

Goal 5. Operate an Efficient Transit System

Cost Per Trip	FY23	FY22	Change	Target
Fixed Route \$	11.96	\$ 8.84	35%	\$ 6.16
Lift Program \$	60.93	\$ 56.64	1%	\$ 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	8	1		1				10
May	3		1					4
June								0
TOTAL	37	6	11	4	1	0	2	61
Percent of Total	61%	10%	18%	7%	2%	0%	3%	100%

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

Lift Preventable Accidents - FY23								
	\$0 to \$500	\$500 to \$1,000	\$1,000 to \$2,500	\$2,500 to \$5,000	\$5,000 to \$10,000	\$10,000 to \$20,000	Over \$20,000	Total
<i>Month</i>								
July	1		1					2
August	6				1			7
September	5	1			1	1		8
October	3							3
November								0
December	3		1					4
January	1							1
February	5							5
March	3				1			4
April			3					3
May	3	1						4
June								0
Total	30	2	5	3	1	0	0	41
Percent of Total	73%	5%	12%	7%	2%	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	1,353,561.00	399,622.00	-36%	Fixed Route Revenues are higher due to INCOG partnership.
Advertising Revenue	612,597.00	16,425.00	3%	Advertising Revenue is on target for FY23.
Lift Program Revenues	253,809.00	44,131.00	21%	Lift Revenue is on target for FY23.
	YTD		YTD	
Expenses	\$		Var%	Details
Payroll and Fringe	12,970,960.00	(1,481,411.00)	-10%	Payroll & Fringe is 10% less than projected as we have not yet been at full capacity for drivers, however have been paying sign-on bonus's and overtime, and trainees.
Transportation Services	3,024,810.00	(814,794.00)	-21%	Transportation Services is less than expected as we have not got back to full capacity.
Advertising Commissions	251,257.00	43,086.00	21%	Advertising commission is higher than expected as we are expensing the commission expense as we invoices versus upon payment received.
Legal	93,056.00	13,310.00	17%	Legal expenses are higher than expected from multiple litigations and union negotiations
Audit Fees	38,225.00	70.00	0%	Audit fees are on target for FY23.
Bldg. & Facility Services	135,033.00	(18,957.00)	-12%	Building and Facility Services are currently on target for FY23
Professional and Technical	406,301.00	(599,378.00)	-60%	Professional & Technical is less than expected.
Fuel	907,050.00	(362,766.00)	-30%	Fuel is 30% less than expected due to budget was made with more miles expected.
Gasoline	137,430.00	12,866.00	10%	Gasoline prices reached much higher than expected rates which caused the increase in our gas budget line as well.
Oil & Lubricants	123,779.00	(36,051.00)	-23%	Due to less drive time, our oil and lubricants is under budget.
Tires & Tubes	121,996.00	(31,850.00)	-21%	Due to less drive time tire and tubes has not reach the expected budget amount.
Facility Repairs	728,447.00	314,462.00	76%	Facility Repairs is 76% higher due to annaul maintenance.
Service & Shop Equipment	41,782.00	(140,873.00)	-77%	Due to fewer buses pulling out our expenses have not reached the expected amount.

Other Shop & Garage	80,866.00	(16,990.00)	-17%	Due to fewer buses pulling out our expenses have not reached the expected amount.
Repair Parts	1,535,622.00	(203,555.00)	-12%	Aging bus's causing higher repair cost.
Servicing Supplies	41,240.00	(84,369.00)	-67%	Due to fewer buses pulling out our expenses have not reached the expected amount.
Utilities	506,262.00	(98,968.00)	-16%	Unexpected increase in Utilites has caused prices to surge, we are monitoring for future consupcion.
Insurance	443,479.00	(139,208.00)	-24%	Insurance premiums did not increase as expected in FY 23.
Planning	457,538.00	(340,479.00)	-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	343,044.00	(85,452.00)	-20%	Marketing and Advertising is currently 20% under budget as the year has settled down, however, we do expect to get closer to budget in June for out Dump the Pump event.
General Office Expense	107,898.00	(31,301.00)	-22%	Office Supplies are 22% less than expected as desk were needed for different offices.
	YTD		YTD	
Grant Revenues	\$\$		Var%	Details
Other Operational Assistance	457,522.00	(710,700.00)	-61%	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	1,494,307.00	440,144.00	42%	Our FY23 apportionment saw an significant increase for this year only. Increased from 1.15M to 1.612
FTA Planning	913,277.00	(271,973.00)	-23%	YTD Planning expenses are 23% less than expected due to not doing a study at this time.
FTA Audit/Leases	124,116.00	25,116.00	25%	YTD Audit and Leases is on target with assumption.
FTA ADA Lift	613,250.00	613,250.00	0%	YTD ADA is on target with budget.
FTA - Operations	3,305,370.00	(4,265,057.00)	-56%	FTA is under budget as we have regained some of PY income in CFY.
FTA Preventive Maintenance	3,314,987.00	144,237.00	5%	YTD PM is over due to increased cost in maintenance.

METRO TULSA TRANSIT AUTHORITY
Income Statement
For the Eleven Months Ending Wednesday, May 31, 2023

	Actual	Budget	Var %	PY	PY %	Act YTD	Bgt YTD	Var%	PY YTD	PY %
Operating Revenues										
Passenger	\$110,981	\$78,482	41.41%	-	0.00%	\$1,310,677	\$925,798	41.57%	\$868,633	50.89%
Nightline	\$1,451	\$1,415	2.55%	-	0.00%	\$25,955	\$16,694	55.47%	\$10,008	159.35%
Sunday Service	\$863	\$970	(11.06%)	-	0.00%	\$16,929	\$11,447	47.89%	\$7,245	133.66%
Advertising	\$58,268	\$54,197	7.51%	\$43,602	33.64%	\$612,597	\$596,172	2.76%	\$612,528	0.01%
Investments	\$10,452	\$200	5126.05%	\$1,051	894.09%	\$70,387	\$51,800	35.88%	\$8,539	724.28%
Lift Program - ADA	\$13,610	\$17,902	(23.97%)	\$50,559	(73.08%)	\$253,809	\$209,678	21.05%	\$290,632	(12.67%)
Other Revenue	\$3,821	\$3,700	3.27%	\$5,349	(28.57%)	\$29,009	\$40,700	(28.72%)	\$28,672	1.17%
Total Operating Revenues	\$199,446	\$156,866	27.14%	\$100,561	98.33%	\$2,319,363	\$1,852,289	25.22%	\$1,826,257	27.00%
Operating Expenses										
Labor:										
Operators	\$419,861	\$376,132	11.63%	\$390,611	7.49%	\$4,651,797	\$4,137,452	12.43%	\$4,127,684	12.70%
Transportation Administration	\$130,327	\$124,003	5.10%	\$135,098	(3.53%)	\$1,339,663	\$1,364,033	(1.79%)	\$1,344,230	(0.34%)
Maintenance	\$142,375	\$125,600	13.36%	\$120,356	18.30%	\$1,319,187	\$1,381,600	(4.52%)	\$1,242,371	6.18%
Maintenance Administration	\$31,677	\$32,267	(1.83%)	\$33,771	(6.20%)	\$312,044	\$354,937	(12.08%)	\$310,657	0.45%
Administration & Accounting	\$111,644	\$101,299	10.21%	\$91,845	21.56%	\$959,184	\$1,114,289	(13.92%)	\$755,033	27.04%
Total Labor	\$835,884	\$759,301	10.09%	\$771,681	8.32%	\$8,581,875	\$8,352,311	2.75%	\$7,779,975	10.31%
Fringe Benefits:										
FICA Taxes	\$71,918	\$61,680	16.60%	\$59,992	19.88%	\$735,216	\$678,782	8.31%	\$720,805	2.00%
Pension Plan Expense	\$105,358	\$99,438	5.95%	\$89,908	17.18%	\$1,058,191	\$1,093,822	(3.26%)	\$956,303	10.65%
Health & Dental Insurance	\$94,441	\$134,850	(29.97%)	\$119,388	(20.90%)	\$1,300,371	\$1,498,183	(13.20%)	\$1,236,885	5.13%
Life & Disability Insurance	(\$9,856)	\$8,467	(216.41%)	(\$6,310)	56.20%	\$90,007	\$93,001	(3.22%)	\$86,644	3.88%
Sick Leave	\$59,244	\$23,077	156.72%	\$22,138	167.61%	\$373,531	\$253,847	47.15%	\$352,104	6.09%
Holiday Pay	\$9,794	\$40,019	(75.53%)	(\$23,288)	(142.06%)	\$349,021	\$440,209	(20.71%)	\$352,675	(1.04%)
Vacation Pay	\$50,742	\$44,401	14.28%	\$35,870	41.46%	\$226,916	\$488,411	(53.54%)	\$450,602	(49.64%)
Uniform Allowance - Drivers	\$2,683	\$4,805	(44.17%)	\$1,160	131.22%	\$66,564	\$52,855	25.94%	\$55,171	20.65%
Clothing/Tool Allowance - Mechanic	\$6,744	\$3,150	114.09%	\$1,509	346.84%	\$20,402	\$34,650	(41.12%)	\$34,161	(40.28%)
Unemployment Compensation	\$2,157	\$4,655	(53.66%)	(\$4,314)	(150.00%)	\$10,588	\$51,379	(79.39%)	\$5,753	84.06%
Other Fringe Benefits	\$20,607	\$128,153	(83.92%)	\$15,191	35.65%	\$158,278	\$1,414,921	(88.81%)	\$129,356	22.36%
Total Fringe Benefits	\$413,832	\$552,695	(25.12%)	\$311,244	32.96%	\$4,389,085	\$6,100,060	(28.05%)	\$4,380,459	0.20%
Total Loaded Payroll	\$1,249,716	\$1,311,996	(4.75%)	\$1,082,925	15.40%	\$12,970,960	\$14,452,371	(10.25%)	\$12,160,434	6.67%
Transportation Services:										
Fixed Route	\$48,788	\$48,274	1.07%	\$45,442	7.36%	\$541,671	\$531,014	2.01%	\$528,731	2.45%
Sunday Service	\$25,022	\$24,070	3.96%	\$24,014	4.20%	\$251,805	\$264,770	(4.90%)	\$246,067	2.33%

Lift Program - ADA	\$193,316	\$228,272	(15.31%)	\$200,820	(3.74%)	\$2,231,334	\$2,510,992	(11.14%)	\$2,142,513	4.15%
Circulator Service-Downtown/Midto	-	\$48,439	(100.00%)	\$22,964	(100.00%)	-	\$532,828	#####	\$74,489	#####
Lift Services - Meals On Wheels	-	-	0.00%	-	0.00%	-	-	0.00%	\$7,200	#####
Total Transportation Services	\$267,126	\$349,055	(23.47%)	\$293,240	(8.91%)	\$3,024,810	\$3,839,604	(21.22%)	\$2,999,000	0.86%

Administrative Services:

Advertising	\$22,325	\$18,915	18.03%	\$16,775	33.09%	\$251,257	\$208,171	20.70%	\$275,823	(8.91%)
Legal Fees	\$7,632	\$7,200	5.99%	\$37,958	(79.89%)	\$93,056	\$79,746	16.69%	\$98,612	(5.63%)
Audit Fees	\$3,475	\$3,468	0.20%	\$3,342	3.99%	\$38,225	\$38,155	0.18%	\$36,758	3.99%
Office Equipment / Computers	\$860	\$470	82.94%	\$2,438	(64.73%)	\$19,426	\$5,174	275.46%	\$22,989	(15.50%)
Building & Facility Services	\$14,130	\$13,990	1.00%	\$11,912	18.62%	\$135,033	\$153,990	(12.31%)	\$137,002	(1.44%)
Professional & Technical Services	\$29,450	\$29,576	(0.43%)	\$53,483	(44.94%)	\$301,919	\$325,505	(7.25%)	\$495,096	(39.02%)
Software Maintenance & Service	\$9,399	\$61,786	(84.79%)	\$27,975	(66.40%)	\$104,382	\$680,174	(84.65%)	\$366,443	(71.51%)
Security Services	\$9	\$689	(98.69%)	\$170	(94.71%)	\$6,524	\$7,577	(13.90%)	\$5,053	29.11%
Total Administrative Services	\$87,280	\$136,094	(35.87%)	\$154,053	(43.34%)	\$949,822	\$1,498,492	(36.61%)	\$1,437,776	(33.94%)

Total Services	\$354,406	\$485,149	(26.95%)	\$447,293	(20.77%)	\$3,974,632	\$5,338,096	(25.54%)	\$4,436,776	(10.42%)
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Materials & Supplies:

Fuel	\$66,432	\$110,330	(39.79%)	\$65,790	0.98%	\$850,864	\$1,213,630	(29.89%)	\$788,191	7.95%
Gasoline	\$14,591	\$11,324	28.85%	\$9,263	57.52%	\$137,430	\$124,564	10.33%	\$75,952	80.94%
Oil & Lubricants	\$10,960	\$14,530	(24.57%)	\$8,003	36.95%	\$123,779	\$159,830	(22.56%)	\$111,949	10.57%
Tires & Tubes	\$1,004	\$13,986	(92.82%)	\$10,985	(90.86%)	\$121,996	\$153,846	(20.70%)	\$119,804	1.83%
Facility Repairs & Maintenance	\$137,161	\$37,635	264.45%	\$36,814	272.58%	\$728,447	\$413,985	75.96%	\$640,786	13.68%
Service & Shop Equipment	(\$1,316)	\$16,605	(107.92%)	\$9,610	(113.69%)	\$41,782	\$182,655	(77.12%)	\$37,861	10.36%
Other Shop & Garage Expense	\$9,843	\$8,896	10.64%	\$12,762	(22.88%)	\$80,866	\$97,856	(17.36%)	\$66,520	21.57%
Repair Parts	\$79,670	\$158,107	(49.61%)	\$100,274	(20.55%)	\$1,535,622	\$1,739,177	(11.70%)	\$1,215,751	26.31%
Servicing Supplies	\$6,606	\$11,419	(42.15%)	\$8,578	(22.98%)	\$41,240	\$125,609	(67.17%)	\$52,028	(20.73%)
Transportation & Safety	\$1,094	\$4,042	(72.94%)	\$307	256.81%	\$13,520	\$44,462	(69.59%)	\$11,627	16.28%
Schedules	-	\$3,798	(100.00%)	-	0.00%	\$8,943	\$41,778	(78.59%)	\$14,848	(39.77%)
Passes & Transfers	\$5,778	\$2,284	152.96%	\$4,429	30.46%	\$26,559	\$25,124	5.71%	\$2,719	876.95%
Total Materials & Supplies	\$331,823	\$392,956	(15.56%)	\$266,815	24.36%	\$3,711,048	\$4,322,516	(14.15%)	\$3,138,036	18.26%

Utilities:

Light, Heat, Power, and Water	\$32,377	\$31,700	2.14%	\$28,677	12.90%	\$326,592	\$349,340	(6.51%)	\$325,620	0.30%
Communications	\$10,102	\$23,229	(56.51%)	\$17,126	(41.02%)	\$179,670	\$255,890	(29.79%)	\$241,046	(25.46%)
Total Utilities	\$42,479	\$54,929	(22.67%)	\$45,803	(7.26%)	\$506,262	\$605,230	(16.35%)	\$566,666	(10.66%)

Insurance:

Insurance Premiums	\$110,209	\$52,852	108.52%	\$37,615	192.99%	\$467,213	\$582,687	(19.82%)	\$354,685	31.73%
Self Insurance	(\$8,276)	-	0.00%	\$4,167	(298.62%)	(\$23,734)	-	0.00%	\$36,441	#####
Total Insurance	\$101,933	\$52,852	92.87%	\$41,782	143.97%	\$443,479	\$582,687	(23.89%)	\$391,126	13.39%

Miscellaneous:

Planning & Rideshare	\$70,548	\$72,510	(2.71%)	\$13,612	418.27%	\$457,538	\$798,017	(42.67%)	\$315,779	44.89%
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Dues & Subscriptions	\$3,583	\$2,152	66.51%	\$1,189	201.48%	\$29,467	\$23,564	25.05%	\$28,961	1.75%
Travel & Meetings - Staff	\$3,171	\$4,514	(29.74%)	\$5,893	(46.19%)	\$87,242	\$48,262	80.77%	\$49,210	77.29%
Travel & Meetings - Board	-	\$563	(100.00%)	-	0.00%	-	\$6,195	#####	\$396	#####
Marketing & Advertising	\$12,997	\$39,038	(66.71%)	\$6,836	90.12%	\$343,044	\$428,496	(19.94%)	\$83,360	311.52%
General Office Expense	\$6,373	\$12,648	(49.61%)	\$10,909	(41.58%)	\$107,898	\$139,199	(22.49%)	\$150,628	(28.37%)
Other Miscellaneous Expenses	\$4,342	\$17,926	(75.78%)	\$5,073	(14.41%)	\$95,966	\$197,695	(51.46%)	\$45,107	112.75%
Bank & Credit Card Fees	\$6,030	\$2,904	107.64%	\$4,486	34.41%	\$55,592	\$31,971	73.88%	\$46,371	19.88%
Leases & Rentals	\$3,046	\$4,264	(28.56%)	\$4,023	(24.27%)	\$52,704	\$44,774	17.71%	\$47,648	10.61%
Total Miscellaneous	\$110,090	\$156,519	(29.66%)	\$52,021	111.63%	\$1,229,451	\$1,718,173	(28.44%)	\$767,460	60.20%
Total Expenses	\$2,190,447	\$2,454,401	(10.75%)	\$1,936,639	13.11%	\$22,835,832	\$27,019,073	(15.48%)	\$21,460,498	6.41%
Net Operating Loss	(\$1,991,001)	(\$2,297,535)	(13.34%)	(\$1,836,078)	8.44%	(\$20,516,469)	#####	(18.48%)	#####	4.49%
Operational Grant Funding		\$263,954					\$4,183,241			
Operating Assistance - Other	\$36,905	\$106,202	(65.25%)	\$45,875	(19.55%)	\$457,522	\$1,168,222	(60.84%)	\$496,903	(7.93%)
Oklahoma State Funding	\$118,193	\$95,833	23.33%	\$95,833	23.33%	\$1,494,307	\$1,054,163	41.75%	\$1,054,163	41.75%
FTA - Planning Assistance	\$114,350	\$107,750	6.13%	\$42,205	170.94%	\$913,277	\$1,185,250	(22.95%)	\$580,685	57.28%
FTA - Leases / Audit	\$6,187	\$9,000	(31.26%)	-	0.00%	\$124,116	\$99,000	25.37%	\$4,000	3002.90%
FTA - ADA LIFT	\$55,750	\$55,750	0.00%	-	0.00%	\$613,250	\$613,250	0.00%	\$277,602	120.91%
FTA - CMAQ	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
FTA - Preventative Maintenance	\$495,812	\$288,250	72.01%	\$406,011	22.12%	\$3,314,987	\$3,170,750	4.55%	\$3,398,835	(2.47%)
FTA - Operations	\$241,692	\$697,867	(65.37%)	\$426,033	(43.27%)	\$3,305,370	\$7,570,427	(56.34%)	\$5,324,153	(37.92%)
COT - Vision Assistance	\$308,895	\$323,635	(4.55%)	\$331,904	(6.93%)	\$3,548,253	\$3,559,985	(0.33%)	\$3,127,513	13.45%
COT - Operating Assistance	\$613,217	\$613,250	(0.01%)	\$488,217	25.60%	\$6,745,387	\$6,745,746	(0.01%)	\$5,370,387	25.60%
Total Operational Grant Funding	\$1,991,001	\$2,297,537	(13.34%)	\$1,836,078	8.44%	\$20,516,469	\$25,166,793	(18.48%)	\$19,634,241	4.49%
Budget Surplus (Deficit)	-	\$2	(83.72%)	-	(53.33%)	-	\$9	(70.96%)	-	2977.78%
Capital Revenues										
Capital Assistance - FTA	\$527,604	\$7,667	6781.49%	\$23,799	2116.92%	\$3,005,058	\$142,499	2008.83%	\$2,248,889	33.62%
Capital Assistance - COT	\$922,156	\$183,836	401.62%	-	0.00%	\$1,340,961	\$2,022,194	(33.69%)	\$984,788	36.17%
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	\$1,449,760	\$191,503	657.04%	\$23,799	5991.68%	\$4,325,681	\$2,164,693	99.83%	\$3,204,302	35.00%
Depreciation	\$358,509	\$360,000	(0.41%)	\$360,882	(0.66%)	\$3,867,355	\$3,960,000	(2.34%)	\$3,779,005	2.34%
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	\$1,091,251	(\$168,495)	(747.65%)	(\$337,083)	(423.73%)	\$458,326	(\$1,795,298)	#####	(\$574,703)	#####

Assets

Current Assets:

Cash and Cash Equivalents		\$1,309,580
Restricted Cash		\$3,932,364
Trade Accounts Receivable	\$140,470	
FTA Operating & Capital Grants Receivable	\$24,175,113	
COT Operating & Capital Grants Receivable	<u>\$50,534,587</u>	
		\$74,850,170
Inventories		\$1,121,422
Prepaid Expenses		<u>\$307,317</u>
Total Current Assets		\$81,520,853

Capital Assets, at cost:

Revenue Equipment	\$39,265,728	
Service Equipment	\$620,415	
Security Equipment	\$908,189	
Buildings & Improvements	\$12,920,749	
Passenger Shelters	\$2,099,813	
Shop and Garage Equipment	\$3,498,101	
Computers & Other Equipment	\$6,296,670	
Office Furniture and Fixtures	\$209,681	
Land & Improvements	\$3,333,309	
Construction in Progress	\$1,103,173	
Less: Accumulated Depreciation	(\$45,511,183)	
Non- Depreciating Assets	<u>\$1,939,419</u>	
Total Capital Assets		\$24,744,644

Total Assets		<u>\$106,265,497</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	\$3,492,395	
Accrued Wages & Withholdings	\$630,009	
Accrued Insurance	\$73,400	
Deferred Grant Revenues	\$73,687,727	
Other Current Liabilities	<u>\$109,552</u>	
Total Current Liabilities		\$77,993,084

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		\$85,031,082
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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	\$24,744,644	
Restricted for Capital Acquisitions	\$693,362	
Restricted for Workmen's Comp.	\$179,051	
Unrestricted	<u>(\$4,382,642)</u>	
Total Net Assets		\$21,234,415

Total Liabilities & Net Assets		<u>\$106,265,497</u>
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For the Eleven Months Ending May 31, 2023

METROPOLITAN TULSA TRANSIT AUTHORITY
PERFORMANCE INDICATOR SUMMARY

Fixed Route	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	1.50	2.63	1.80	There were 1.5 preventable accidents in March and average 2.63 for FY23YTD accidents are 0 vs. 1.02 in prior year.	●
OSHA Accidents per 200k Manhours	-	-	6.00		●
*Total Complaints Per 10,000 boarding's	4.82	1.74	2.00	Of the 84 total complaints Attitude - 11 Fall - 1 Incorrect Info/Order - 1 No Show - 8 Not on Time - 11 Other - 20 Pass Up - 25 Reckless Driving - 6 Pass Up - 1	●
On-time Performance	0%	-	0.85	RTIS Feed is not capable at this time to properly record OTP.	✓
Miles between road calls	7,844	6,668	7,500	YTD is 5% less than target.	✓
Operator Absences per weekday	6.00	8.00	12.00	YTD Operator Absences are 4% more than target.	✓
Passengers per Hour (PPH)	9.41	11.31	14.00	YTD PPH is 16% less than target.	●
Cost per Trip (CPT)	\$ 11.96	\$ 10.62	\$ 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	4.96	0.00	1.20	There were 4.96 preventable accidents in March an average 0 for FY23YTD accidents are 5.61 vs. 3.03 in prior year.	✓
Total Complaints per Per 10,000 boarding's	61.15	36.62	23.00	Of the 20 total complaints Attitude - 1 Customer/Customer Incident - 1 Incorrect Info/Order - 1 No Show - 5 Not on Time - 2 Other - 3 Pass Up - 1 Reckless Driving - 2 Scheduling on Board Scheduler - 1 Scheduling/On-Board Time - 1 Not on Time - 2	✓
OSHA Accidents per 200k Manhours	0.00	24.25	10.00		✓
On-time performance	90%	95%	95%	YTD On-time Performance is consistent with target.	●
Miles Between Road Calls	20,147	18,564	22,500	YTD Miles Between Road Calls is 22% less than target,.	●
Passengers per hour (PPH)	2.05	2.06	2.00	YTD PPH is 6% more than target.	●
Cost per Trip (CPT)	\$ 60.93	\$ 57.23	\$ 50.91	YTD CPT is 12% more than target projected .	✓
* Includes Nightline and Sunday Service				DA = Driver Attitude	Reckless Driving = RD
✓ Inconsistance or worse than target				II = Incorrect Information	Route Driven Wrong = RDW
● Consistent with or better than target				CC = Call Center	No Show = NS

Fixed Route Report (July 2022 to April 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	1.50	1.02	47.06%	2.63	1.30	102.31%	1.80
OSHA Accidents per 200k Manhours	-	-	-	-	-	-	6.00
2) Meet and Exceed Customer Expectations							
Complaints per 10k Boardings	4.82	1.74	177.01%	3.28	4.06	-19.21%	4.35
On-time Performance	0.00%	93.87%	0.00%	0.00%	83.57%	0.00%	85.00%
Miles Between Road Calls	7,844.00	7,541.00	4.01%	6,668.00	8,081.00	-17.48%	7,500.00
3) Maintain a Quality Workforce							
Operator Absences per Weekday	3.00	9.00	-63.44%	6.00	16.00	-64.80%	9.00
Total Absences per Weekday	6.00	11.00	-46.10%	8.00	17.00	-54.41%	12.00
Employee Turnover	30.30%	130.43%	-76.92%	66.76%	55.21%	21.82%	35.00%
4) Operate an Effective System							
Ridership	153,657.00	171,939.00	-10.63%	154,070.00	114,513.00	34.54%	235,416.00
Passengers per Service Hour	9.41	12.90	-27.05%	11.31	8.50	33.06%	14.00
Average Weekday Ridership	5,708.00	7,159.00	-20.27%	6,305.00	4,762.00	32.41%	10,000.00
Average Saturday Ridership	4,164.00	5,399.00	-22.87%	4,311.00	2,816.00	53.09%	4,500.00
5) Operate an Efficient System							
Cost Per Service Hour	112.50	114.01	-1.32%	120.10	112.67	6.59%	82.50
Cost Per Trip	11.96	8.84	35.29%	10.62	13.25	-19.85%	6.16
Fare Revenue per Trip	0.74	-	0.00%	0.80	0.79	1.27%	0.78

*Note: Includes Nightline

Lift Key Performance Indicators: For the Eleven Months Ending May 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	4.96	-	0.00%	5.61	3.03	85.15%	1.20
OSHA Accidents per 200k Manhours	-	24.25	0.00%	-	7.12	0.00%	10.00
2) Meet and Exceed Customer Expectations							
Complaints per 10k Boardings	61.15	24.74	147.17%	36.62	33.98	7.77%	23.00
On-time Performance	89.88%	96.07%	-6.25%	94.50%	94.41%	1.06%	95.00%
Miles Between Road Calls	20,147.00	19,071.00	5.64%	18,564.00	19,940.00	-6.90%	22,500.00
Average Call Center Minutes on Hold Time	1.13	0.80	41.25%	0.97	1.02	-4.90%	1.00
3) Maintain a Quality Workforce							
Employee Turnover	0.00%	66.67%	0.00%	24.19%	59.60%	-60.00%	50.00%
4) Operate an Effective System							
Ridership	7,686.00	7,277.00	5.62%	7,720.00	7,196.00	7.29%	9,082.00
Van Passengers per Service Hour	2.05	2.00	2.50%	2.06	2.01	2.49%	2.00
Average Weekday Ridership	334.00	347.00	-3.56%	360.00	334.00	7.74%	470.00
5) Operate an Efficient System							
Cost Per Service Hour	125.08	125.39	-0.25%	117.75	113.74	3.53%	72.25
Cost Per Trip	60.93	62.70	-2.82%	57.23	56.64	1.04%	50.91
Fare Revenue per Trip	1.77	6.95	-74.53%	2.99	3.60	-16.94%	2.79

Premium Summary FY22-FY23

<u>Typed Coverage</u>	<u>FY23</u>	<u>FY24</u>	<u>\$Difference</u>	<u>%Difference</u>
General Liability- Tower	\$ 927.50	\$ 927.50	\$ -	0.00%
General Liability-Shelter, Benches	\$ 5,711.28	\$ 7,336.26	\$ 1,624.98	22.15%
Crime	\$ 5,869.00	\$ 5,859.00	\$ (10.00)	-0.17%
Fiduciary Liability	\$ 4,618.00	\$ 4,227.00	\$ (391.00)	-9.25%
Automobile	\$ 39,373.00	\$ 40,967.00	\$ 1,594.00	3.89%
Cyber Liability	\$ 8,940.04	\$ 10,497.23	\$ 1,557.19	14.83%
Directors & Officers/EPLI	\$ 92,582.00	\$ 93,476.00	\$ 894.00	0.96%
Workers Compensation	\$ 389,445.00	\$ 477,076.00	\$ 87,631.00	18.37%
Total	\$ 547,465.82	\$ 640,365.99	\$ 92,900.17	14.51%

Upcoming Procurements

Est. Board Date	Good/Service	Type	Estimated Amt.	Status
Jul-23	Parking Lot Repair	IFB	Budget \$60,000	BBF FY19-21
	Maintenance - Repairs needed to current parking lot.			
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	Sole Source	\$100,000	Working on scope/explanation
	Fare payment card			
Sep-23	Rolling Stock - Fixed Route	RFP	>\$250,000	Prep Stage
	Contract for purchase of Fixed Route Vehicles			
Sep-23	Rolling Stock - ADA Lift & Microtransit Vehicles	RFP	>\$250,000	Prep Stage
	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			
Feb-24	Plumbing/HVAC Contractor	RFP	>\$250,000	Prep Stage
	Contract for On Call Plumbing/HVAC services.			
Feb-24	Bus Vacuum	RFP	>\$250,000	Prep Stage
	Replacement of old bus vacuum that is worn out			
Feb-24	Call Center Remodel	RFP	>\$250,000	Prep Stage
	Remodel and modernize the Call Center Phone Rep area.			
Feb-24	Call Center Parking Lot	RFP	\$100,000	Prep Stage
	Re-design and replace the parking area for the Call Center			

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
June 27, 2023
Marketing and Operations Committee

To: Board of Trustees
From: Scott Marr
Subject: Renew APTA Membership (*Action*)

Recommendation

Authorize the General Manager to renew MTTA's annual membership with the American Public Transportation Association for an amount not to exceed 26,000. This membership will be from July 1st, 2023, thru June 30th, 2024.

Background

At the June 2022 Board Meeting the Board approved MTTA's membership with the American Public Transportation Association for FY23.

Over the last year our APTA membership has give the team opportunities to attend seminars, receive training and be part of committees that help us improve our organization. In addition, APTA offers professional and educational development opportunities & programs for all our employees.

Financial

This membership was budgeted for FY24.

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
June 27th, 2023, Consent Calendar Item

To: Board of Trustees

From: Ofir Barr – IT Director with introduction by Jack Van Hooser – Procurement Manager

Subject: Award of Contract for Bus CCTV System

Recommendation

Authorize the General Manager to enter a contract with Safety Vision LLC for the purchase and installation of a Bus CCTV System in an amount not to exceed \$568,000 and to negotiate final terms and conditions. The not to exceed amount includes 5% of the bid price for unforeseen contingencies. This CCTV System will be installed in all MTTA fleet vehicles, including Fixed Route, Paratransit and Microtransit fleet vehicles.

Background

On March 24th, 2023, MTTA posted a Request for Proposal (RFP) for a new Bus CCTV System. 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. With this project there were four firms willing to submit a proposal.

The RFP was advertised on two separate days, March 26th, and April 7th, 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 four proposals that were all of which all deemed responsive. Further inspection and evaluation of two of the proposals revealed that 1) Angel Trax was priced extremely low for the requested system as compared to the other firms. Safe Fleet had the highest price for a base system by far. Safe Fleet is the incumbent provider of CCTV equipment. We were a little disappointed that they failed to provide us with a competitive bid taking price into consideration. For these reasons both firms were eliminated for being outside the competitive range.

Based on their competitive pricing and offerings, Gate Keeper Systems and Safety Vision were invited to MTTA headquarters for a Demo//Q & A session. Both firms seemed capable enough to provide the systems requested. In the end, Safety Vision received the most points from the evaluation team.

A three-member evaluation committee consisting of The Maintenance Director, The IT Director, and The General Manager scored the proposals according to the criteria and point system shown in the table below. Safety Vision LLC was chosen as the best value for this procurement. They seemed to have a realistic view in terms of project timelines, and they were willing to work on the exact configurations for the different vehicles in our fleet.

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

FIRM	Base System	Annual Fees	Total Cost
Angel Trax	\$ 335,534	\$ 15,750	\$ 351,285
Safe Fleet	\$ 623,165	\$ 94,125	\$ 717,290
Gate Keeper Sys	\$ 610,386	\$ 62,440	\$ 672,826
Safety Vision LLC	\$ 516,489	\$ 0	\$ 516,489

This chart displays the points distribution for each evaluated firm.

Evaluation Criteria Scoring Sheets - Total Summary			
Criterion	Possible Max Value	Safety Vision	Gatekeeper Systems
<i>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</i>	20	16	12
<i>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</i>	20	20	16.25
<i>Quality, Experience of Proposed Key Project Personnel</i>	20	12	7.5
<i>Vendor Past Project-Related Experience and Client References</i>	20	13.5	4.5
<i>Price (Evaluated Separately)</i>	20	20	15.35
<i>DBE</i>	5	0	
Totals	105	81.5	55.6

Financial Impact

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

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
June 27th, 2023, Consent Calendar Item

To: Board of Trustees

From: Jack Van Hooser – Procurement Manager

Subject: Award of Contract for Bus Interior Cleaning Service

Recommendation

Authorize the General Manager to enter a three-year open-ended contract with Economy Janitorial for the purchase of Bus Interior Cleaning services for all MTTA’s fleet, including Fixed Route and Paratransit fleet vehicles and to negotiate final terms and conditions. There are also two additional option years available after the initial term expires.

Background

On May 5th, 2023, MTTA posted a Request for Proposal (RFP) for Bus Interior Cleaning 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. There were in fact three firms willing to submit a proposal.

The RFP was advertised on two consecutive days, May 7th, and May 14th, 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 three proposals in all of which all three were deemed responsive. Further inspection and evaluation of two of the proposals revealed that Chandler & Campbelle Investment Group were priced completely out of our normal budget for this service. One of the evaluators noted that the proposal far exceeded the scope. In other words, for the price they would be charging they would have to do way more than we requested. This caused their price to be outside the competitive range.

QueenFloor Tech also submitted a proposal. The price was competitive with the other firm, but their proposal failed to provide insight into staffing and a work plan. The evaluation committee had real concerns as to whether they can perform throughout the entire contract period.

Finally, the proposal from Economy Janitorial was evaluated. Economy has been the contractor for the interior cleaning of the fleet for the last 10 years or more. They know what it takes to complete the cleaning in an acceptable manner.

A three-member evaluation committee consisting of The Maintenance Director, The Maintenance Manager, and The Procurement Manager scored the proposals according to the criteria and point system shown in the table below. Economy Janitorial was chosen as the best value for this procurement. 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	\$ 92,643	\$ 97,359	\$ 102,263	\$ 292,265
Chandler & Campbelle	\$ 711,525	\$ 744,255	\$ 778,4941	\$ 2,234,271
Economy	\$ 90,000	\$ 96,000	\$ 96,000	\$ 282,000

This chart displays the points distribution for each evaluated firm.

Evaluation Criteria Scoring Sheets - Total Summary				
Criterion	Possible Max Value	Queen Floor Tech	Chandler & Campbelle	Economy
<i>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</i>	20	10	10.67	17.33
<i>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</i>	20	9.333	18	17.33
<i>Quality, Experience of Proposed Key Project Personnel</i>	20	10.67	14	16
<i>Vendor Past Project-Related Experience and Client References</i>	20	8.667	14.67	17.33
<i>Price (Evaluated Separately)</i>	20	19.72	2.524	20
<i>DBE</i>	5	5	5	0
Totals	105	63.38	64.86	88

Financial Impact

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