



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

Tuesday, July 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 June 27, 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 7](#)
 2. Review and approval of June 2023 Financial Statements—Rebecca Walner (Action)[Page 22](#)
 3. Upcoming Procurements—Jack Van Hooser (Information) [Page 35](#)
 4. Contract to Provide Operator Uniforms - Jack Van Hooser (Action) [Page 36](#)
Authorize the General Manager to negotiate final terms and conditions with Unifirst to provide Operators with uniform services, include uniforms, repairs, and cleaning, for an amount not to exceed \$40,000. This will be a three-year agreement with an optional two years..
 - B. Operating/Marketing Committee— Ann Domin, Committee Chair**
 1. Upcoming Route Changes for August – Chase Phillips (information)
The Planning team will share the upcoming changes that continue to move Tulsa forward with added frequency, new route changes and overall better customer experience.



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

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).

2. Sanitary Sewer Easement to the City of Tulsa -*Scott Marr (Action) Page 37*

Approval of execution and conveyance of two sanitary sewer easements to the City of Tulsa through, over, under and across property owned by MTTA and located at 1332-1428 East 5th Place, Tulsa.

3. Board Officer Elections

Election of Board chairperson and vice chairperson as well as appointments of chairs of board committees.

Officer nominees to be submitted and voted upon at meeting.

- Chairperson
- Vice Chairperson

The committees with chairs to be appointed by Board Chairperson

- Finance/Budget—chair recommendation at meeting.
- Operating/Marketing— chair recommendation at meeting.
- Executive Committee—comprised of the Chairperson, and chairs of the Finance/Budget and Operating/Marketing committees.

4. Board Strategy Session

Board will discuss dates, times, and agenda for the MTTA Strategic Planning Retreat.

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, August 29, 2023, at 12:00 PM

METROPOLITAN TULSA TRANSIT AUTHORITY

Minutes of the Meeting of the Board of Trustees

Tuesday, June 27, 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; Chase Phillips, MTTA Director of Planning.; Randy Cloud, MTTA Director of Maintenance; Ofir Bar, MTTA Director of IT; BreAnna Hall, MTTA Marketing Manager; Letreece Davis; Tammy Ewing, Attorney; Elijah Rose, City Council Intern.

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 June 23, 2023 @ 1:34pm, at the Municipal City Clerk’s office and at Tulsa Transit Administrative offices on June 23, 2023.

I. CALL TO ORDER

James Wagner called the meeting to order at 12:18 pm.

II. INTRODUCTIONS

Scott Marr introduced the MTTA Staff.

III. APPROVAL OF THE May 23, 2023, MEETING MINUTES

Emeka Nnaka and **James Wagner** moved to approve the May 23, 2023, meeting minutes.

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

IV. PUBLIC COMMENTS

None

V. COMMITTEE BUSINESS and REPORTS

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

1. Review of Ridership

Chase Phillips gave an update on the May ridership. Fixed ridership was 38% more than targeted, BRT was 27k more than FY22, Paratransit was 31% more than targeted. BreAnna Hall spoke about the Dump the Pump event at the Gathering Place.

2. Review and approval of May 2023 Financial Statements

Rebecca Walner presented the May financials. May operating expenses were 11% less than projections. Total expenses were 15% less than projections, underspending was reflected in Payroll & Fringe, Lift Program, and Planning and Marketing. Rebecca went over goals, complaints, absences, passenger per hour and cost per trip.

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

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

3. Insurance Renewals

Rebecca presented the Insurance renewals with Arthur J. Gallagher. The premiums remained the same with the exception of Shelters and Benches, Cyber and Workers Compensation. Workers Compensation increase is primarily due to the increase in payroll for bringing in house the Paratransit employees, with the increase being around 14.51%.

Emily Hall and **Emeka Nnaka** moved to authorize the General Manager to renew existing insurance policies at a total cost not to exceed \$640,370.00.

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

4. Upcoming Procurements – Jack Van Hooser

Jack went over the upcoming procurements.

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

1. (APTA) Membership Dues

Scott Marr asked the Board to authorize him to renew the membership.

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

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

2. Award of Contract for Bus CCTV System

Jack Van Hooser went over the RFPs for the CCTV. Ofir Bar informed the Board that the current system is over 12 years old. Ofir presented the safety vision with new technology features of the CCTV system.

James Wagner and **Emeka Nnaka** 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 4 Nays 0 Abstained 0 Absent 3 -- Motion Carried.

3. Award of Contract for Bus Interior Cleaning Service

Jack went over the RFPs for the bus interior cleaning service. Economy Janitorial was chosen based on the Committee's scored proposals.

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

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

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).

Ann Domin and **Emeka Nnaka** moved to enter executive session.

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

Emeka Nnaka and **Ann Domin** moved to exit executive session.

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

Emily Hall and **Emeka Nnaka** move to authorize the General Manager to enter into the proposed contract to sell property located at 1132-1428 E. 5th Pl. to Halona Development, LLC, and to take necessary actions to close the transaction.

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

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).

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

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

Ann Domin and **Emeka Nnaka** moved to exit executive session.

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

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).

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

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

Emily Hall and **Emeka Nnaka** moved to exit executive session.

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

Ann Domin and **Emily Hall** moved to approve the Collective Bargaining Agreement contingent on the Union members also approving.

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

VI. TRUSTEES AND GENERAL MANAGER COMMENTS

Scott Marr thanked the Board for the support on bringing in the rideshare services in house starting July 1st and free fares starts the same day.

VII. NEW BUSINESS

None

VIII. ADJOURN

James Wagner adjourned meeting at 1:47pm.

Sincerely,

Lori Soderstrom
Secretary to the Board of Trustees

Fixed Route

Ridership per Rev. hour:
13.3

Highest FX Ridership

- 130 – 12,509; 22.3 (Pass/Rev. Hr.)
- 110 – 13,439; 10.8
- 201 – 10,919; 17.7
- 140 – 9,653; 15.8
- 114 – 8,894; 14.8

*Excludes Flex

Cost per trip:
\$9.36 YTD for entire
service

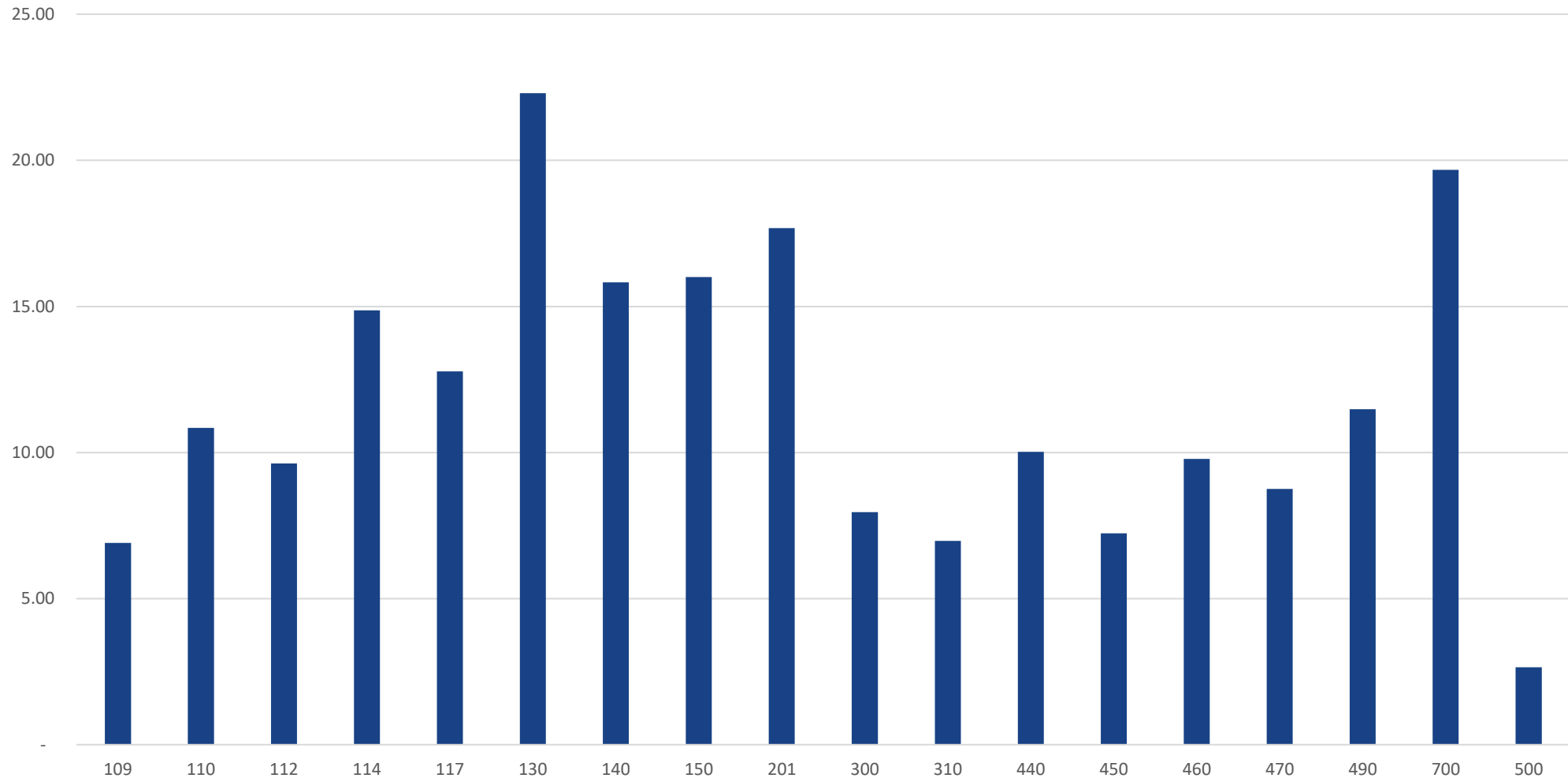
Avg Weekday Ridership:
7,509

*Includes Flex

Avg Weekend Ridership:
3,138

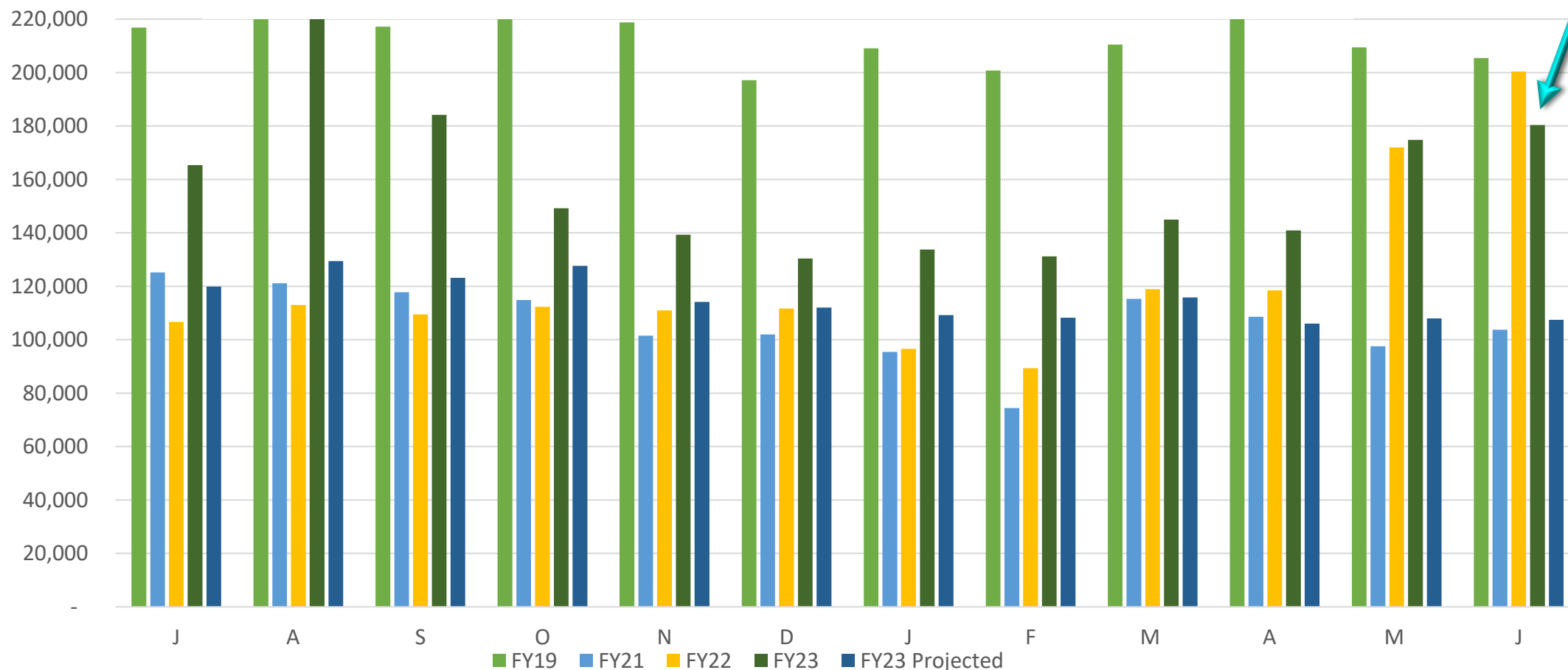
*Includes Flex

Passengers Per Revenue Hour By Route



Fixed Route Ridership

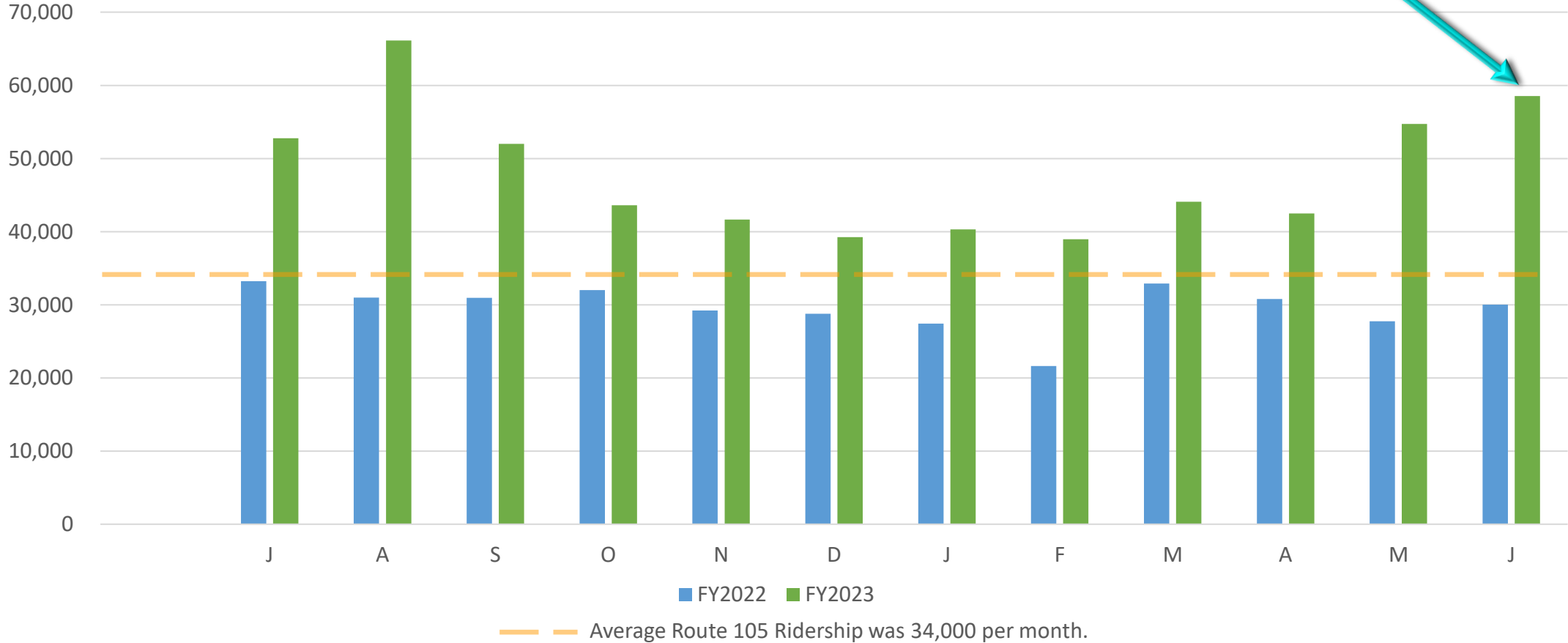
Last month's ridership of 180K is 93K (40%) more than target projection



*Note: Fy20 removed

BRT Ridership

Last month's BRT ridership of 58.6K is 29K more than FY22 Ridership and 25K more than Route 105 Avg.
 BRT passenger per revenue hour is 19.7 riders per hour.



Lift Ridership

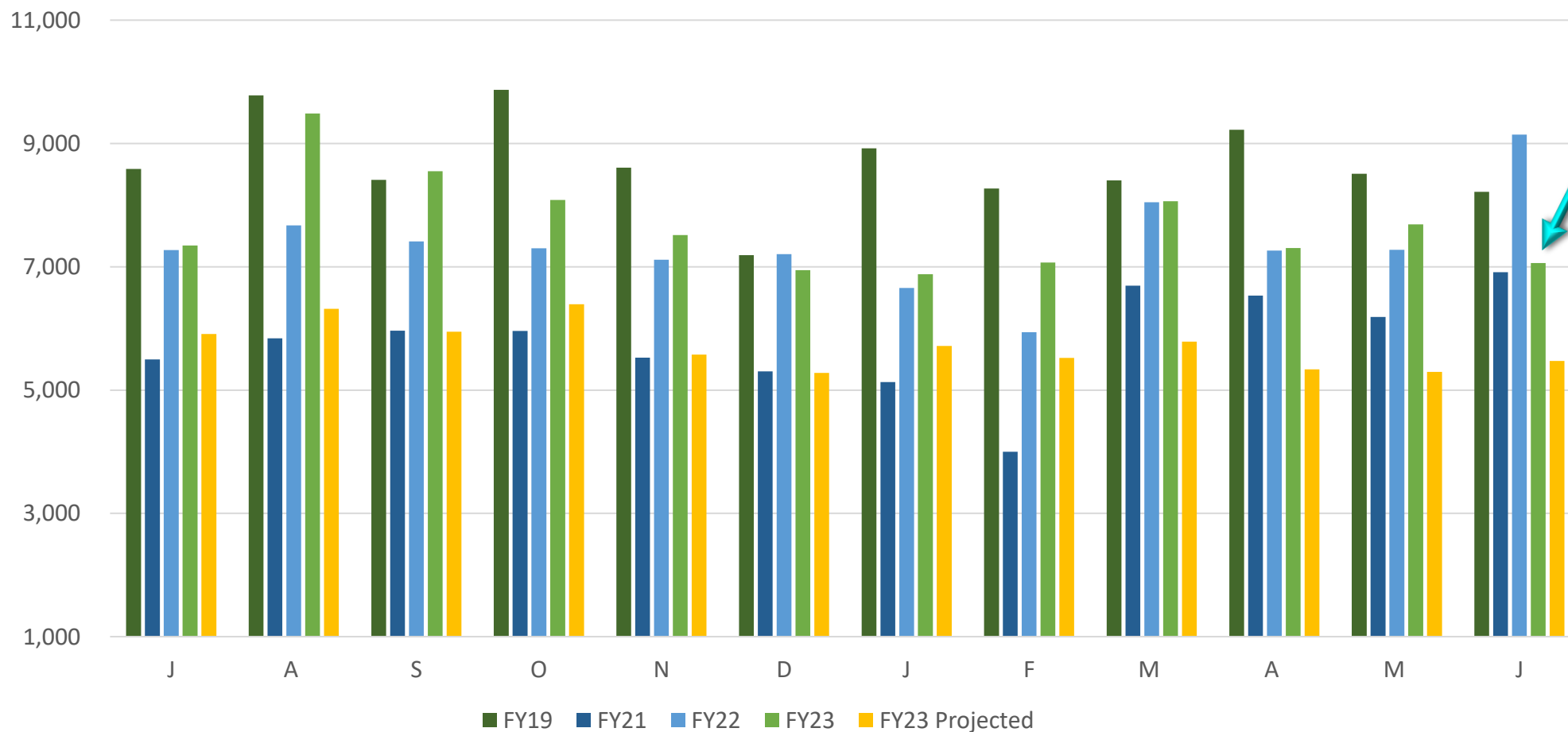
June average: 271
trips per day

June FY23
Ridership was the
less than FY22

Lift Ridership
continues to
exceed projections

Lift Ridership

Last month's ridership of 7,062 was 1,590 (23%) more than projected.



August 2023 Service Changes

Microtransit, Nightline & Sunday

- All routes change to Microtransit

Microtransit, Daytime

- Implementing Daytime Microtransit Zones (x2)

New Routes

- 250 Crosstown

Routes Eliminated

- 310, low ridership

Routes with Major Changes

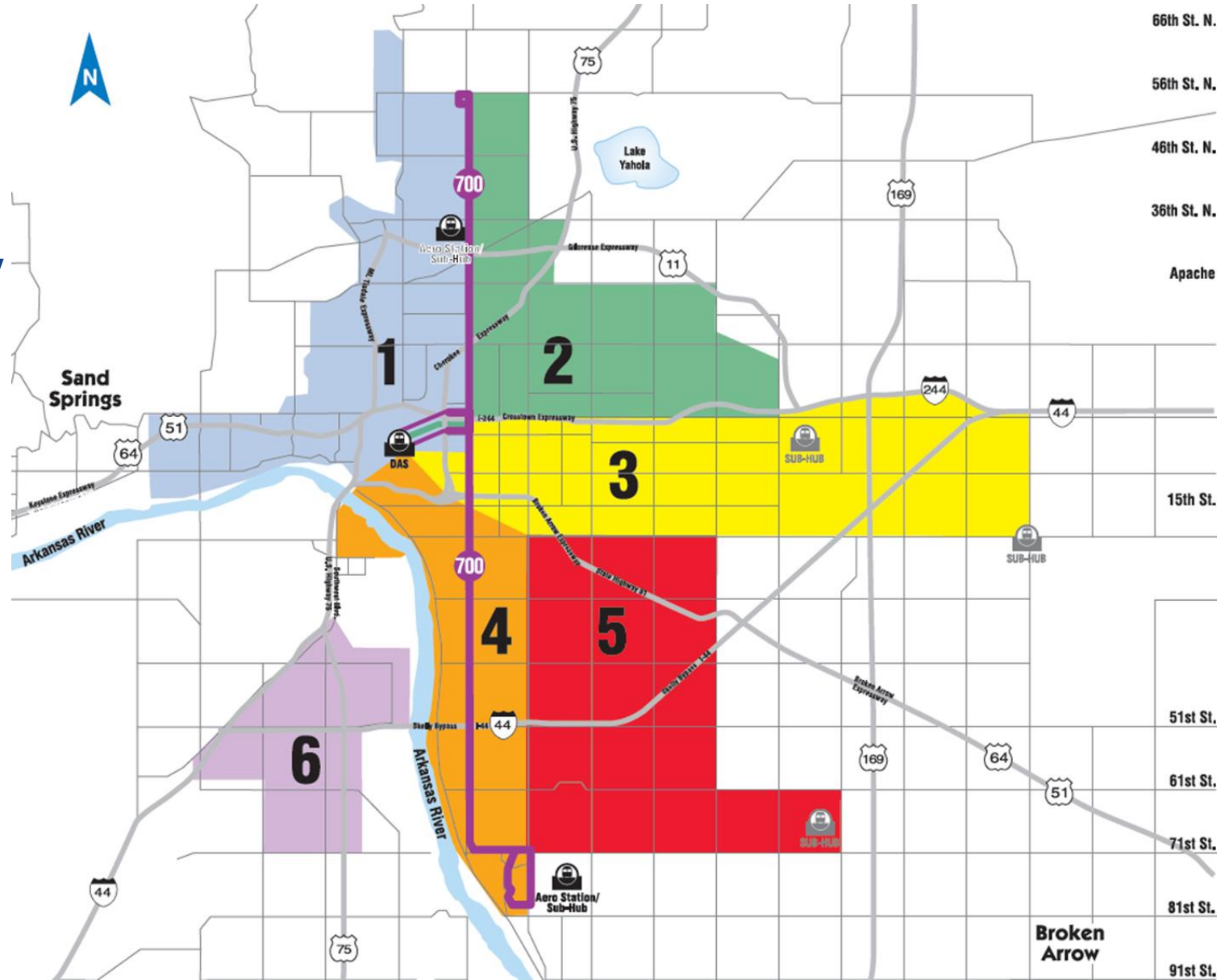
- Route 460 (renamed 320)
- Route 490

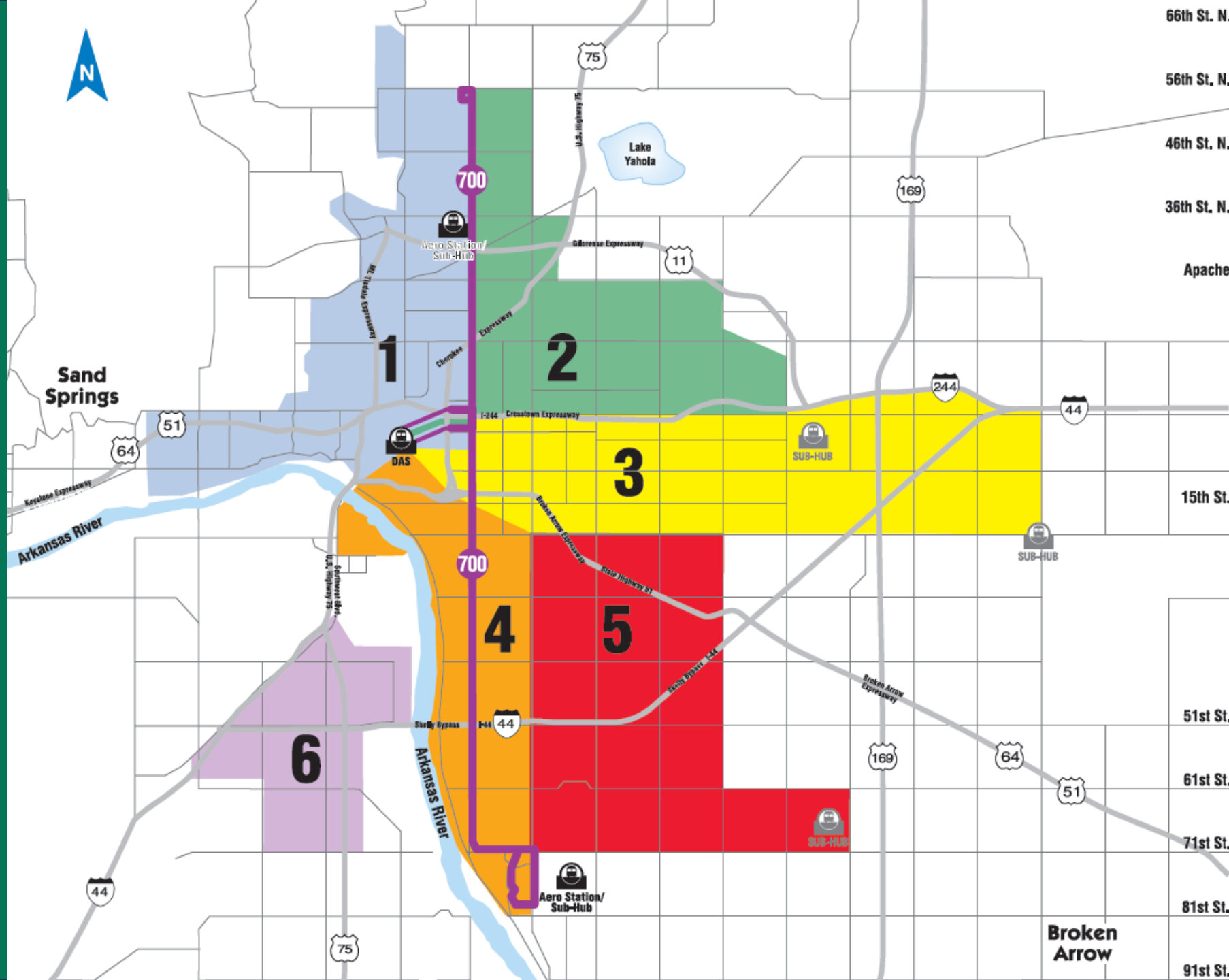
Routes with Minor Changes

- Route 109, timing
- Route 112, timing,
- Route 900, alignment

Microtransit Nightline / Sunday

- All NL/Sunday routes become Microtransit Zones
- Largely preserves the same service area and hours



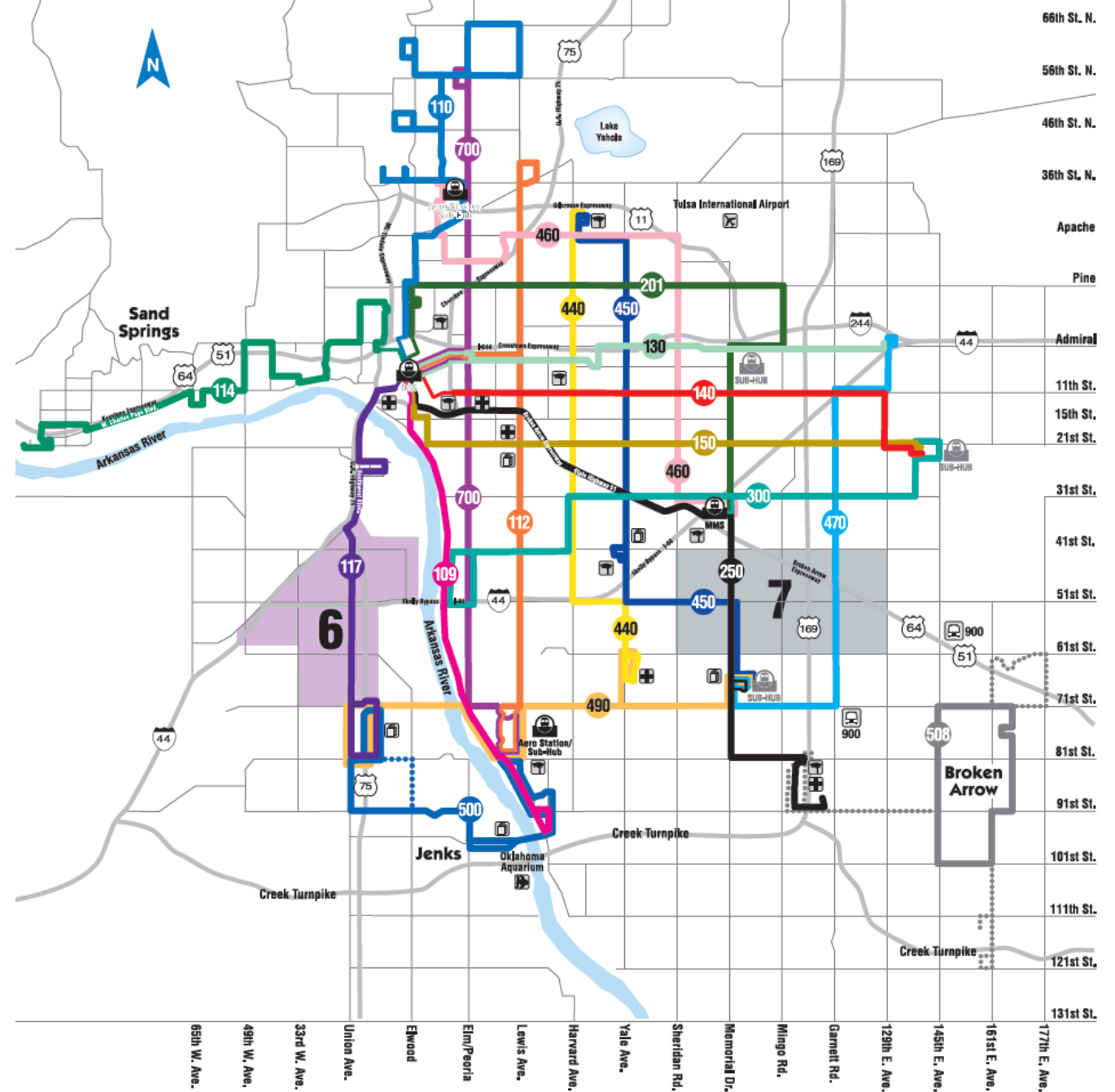


66th St. N.
 56th St. N.
 46th St. N.
 36th St. N.
 Apache
 15th St.
 51st St.
 61st St.
 71st St.
 81st St.
 91st St.

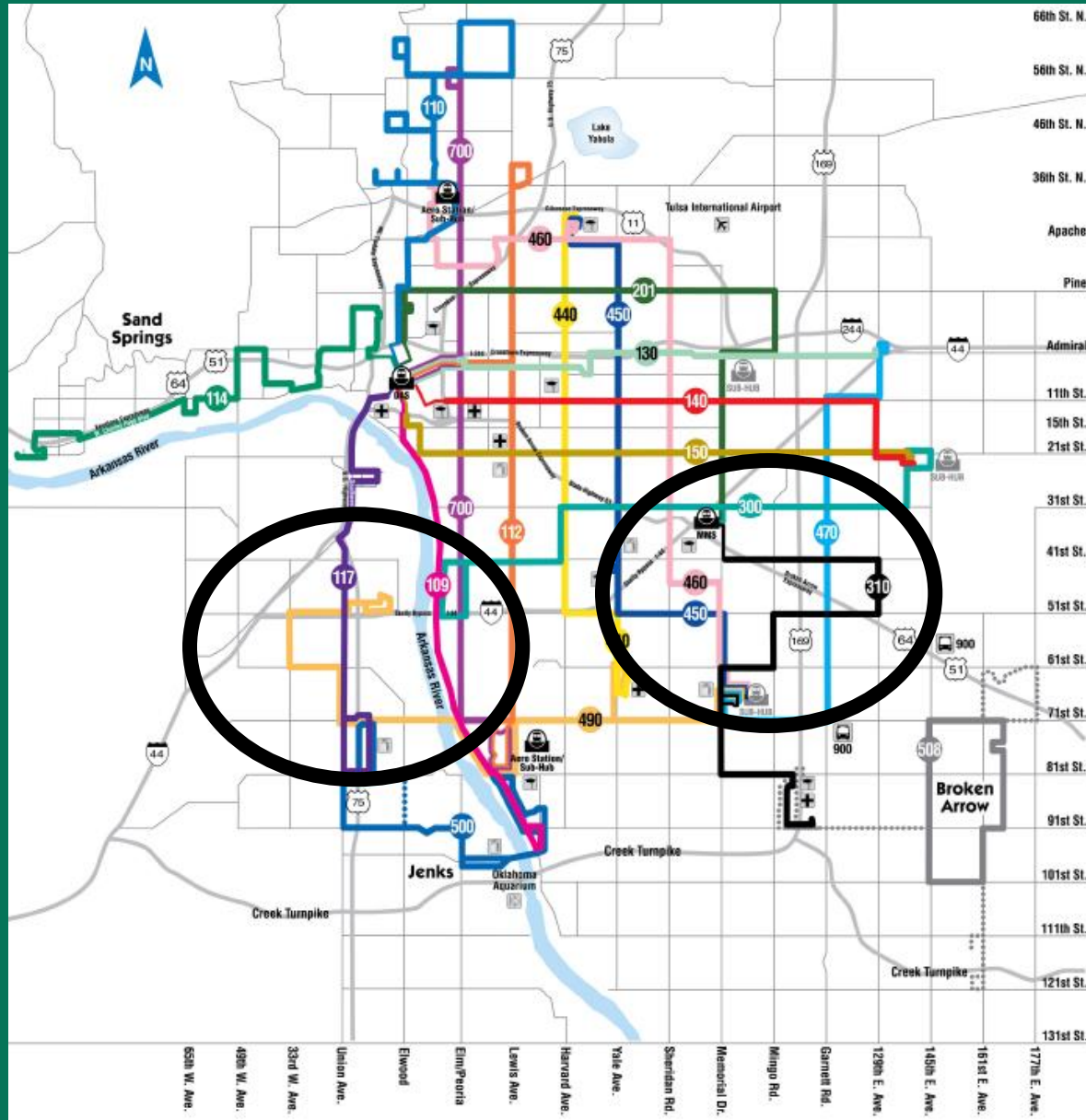
Broken Arrow

Microtransit Daytime

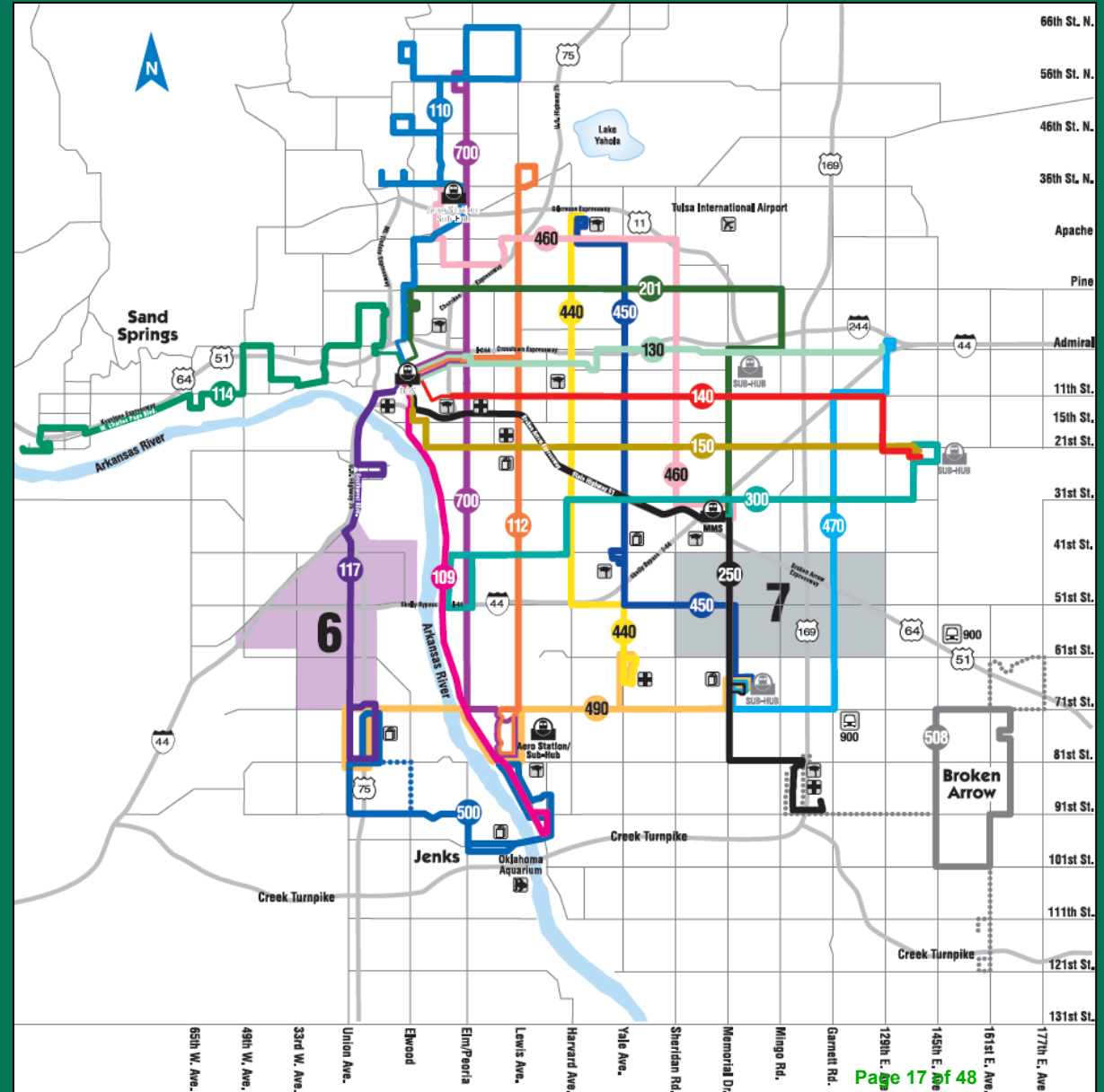
- Zone #6
 - West Tulsa
 - Replaces geography removed from Route 490
- Zone #7
 - Southeast Zone Tulsa
 - Replaces geography removed 310
 - Preserves access to Tulsa Health Department



Daytime: Before

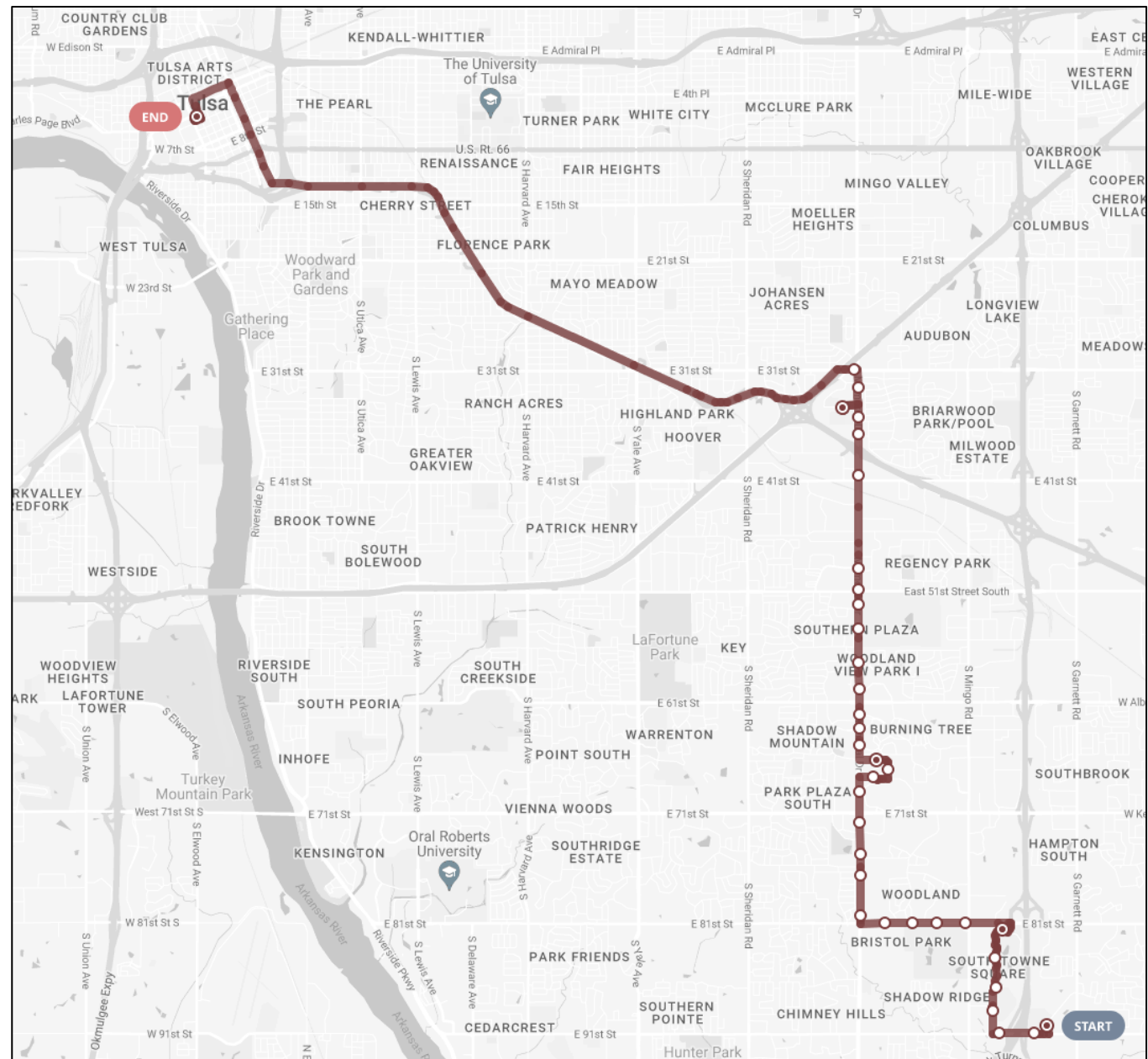


Daytime: After



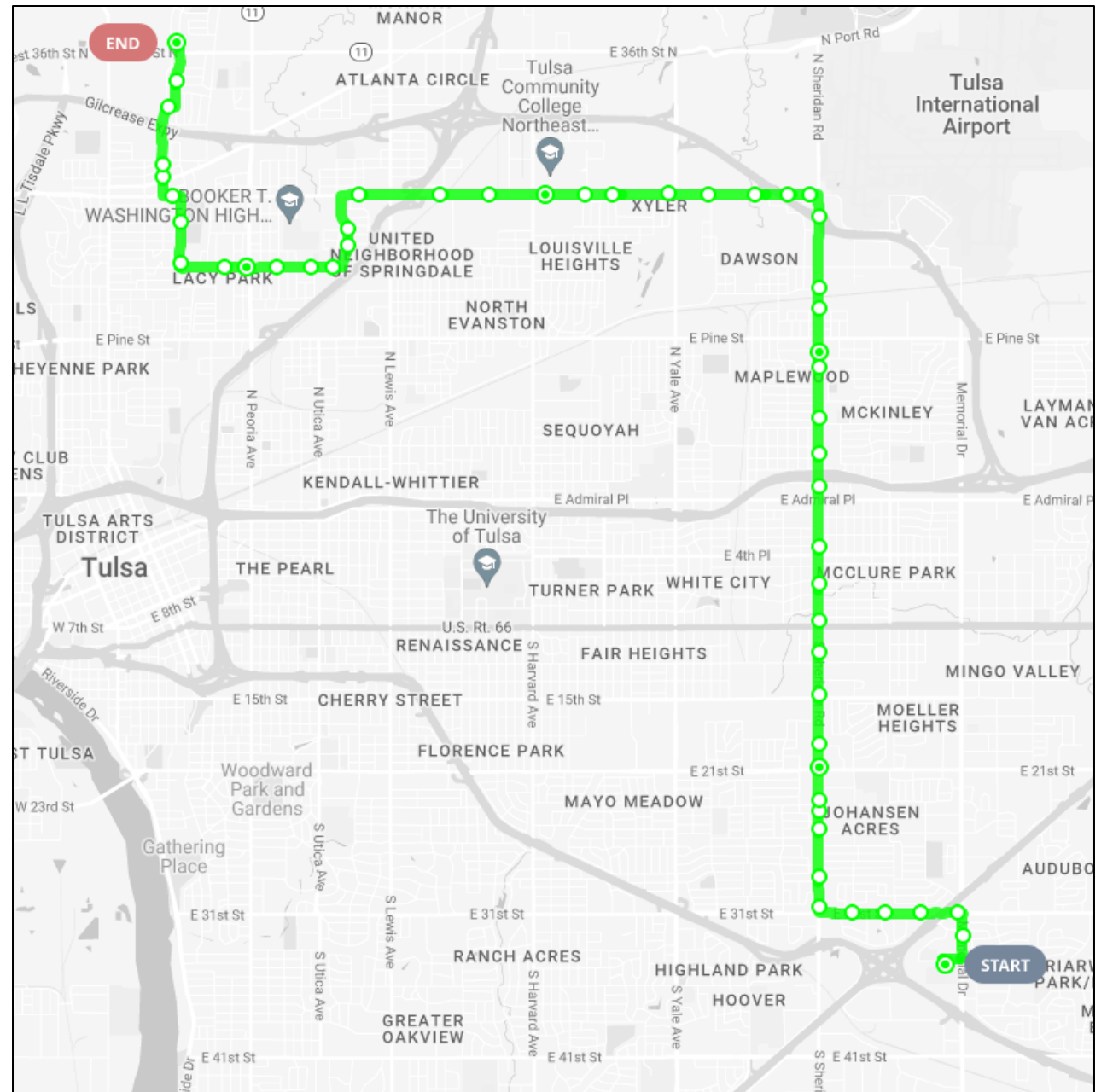
Route 250 Crosstown

- Former Route 251 *Crosstown*;
- Most requested service by riders
- Now serves Woodland Hills and St. Francis South, in addition to MMS



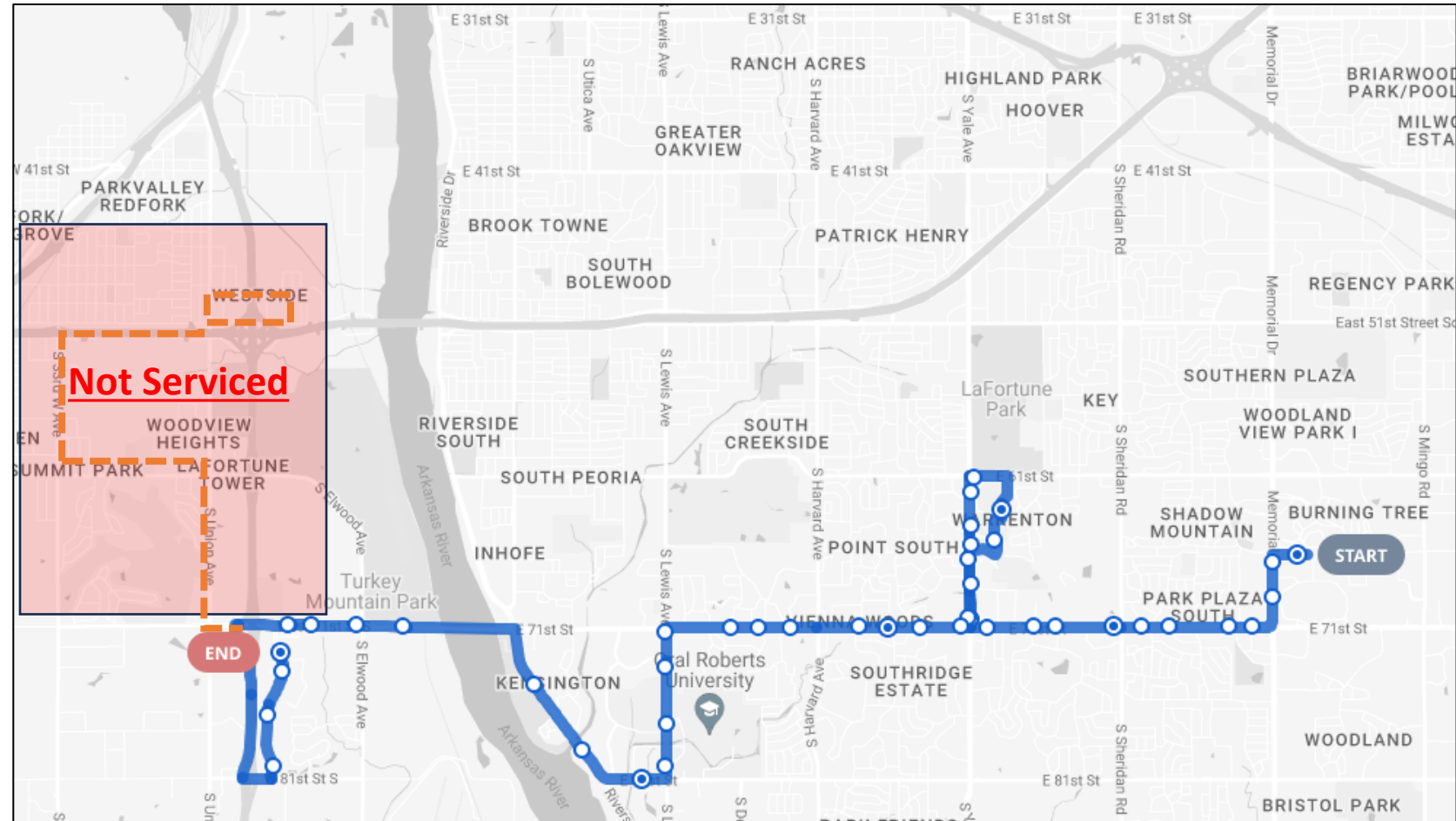
Route 460: Redesigned and Renamed 320

- On-time Performance Issues
- Reduced Geography, ends at MMS instead of Woodland Hills
- Improved frequency (from 60 to 45min)
- Helps OTP



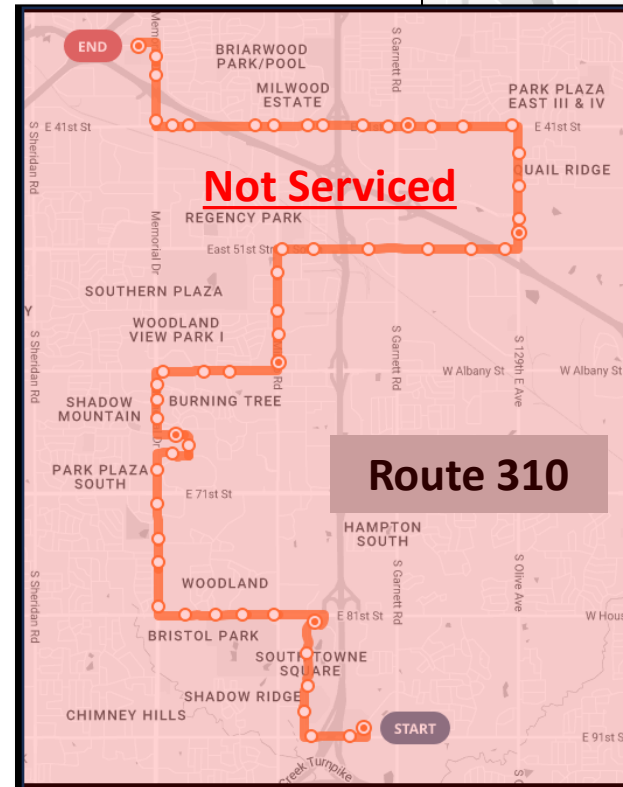
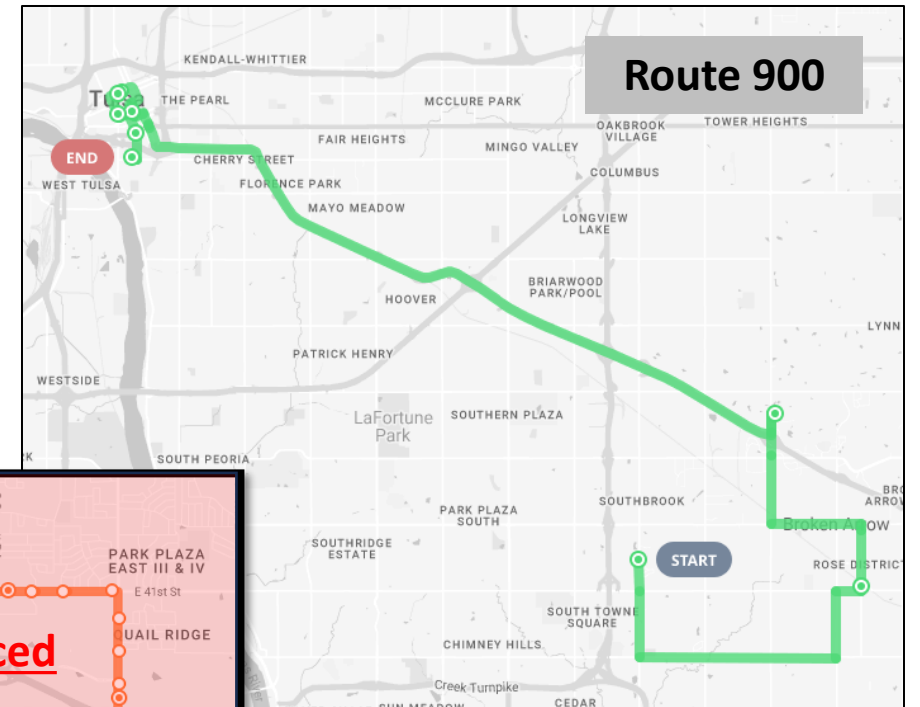
Route 490

- On-time Performance Issues
- Reduced Geography, ends at Tulsa Hills Improved frequency (from 60 to 45min)
- Helps OTP



Other Changes

- Route 310 was **eliminated**, low ridership
 - Service was replaced by Daytime Microtransit Zone #7 & Route 250 Crosstown
- Route 900
 - Minor alignment changes
- Route 109
 - Reduced frequency from 30min to 60



**METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
June 30th 2023
Finance/Audit Committee**

To: Board of Trustees
From: Rebecca Walner, Chief Financial Officer
Subject: FY23 Financial Statement Summary through June 30, 2023

Recommendation:

Review and approve the FY23 June Financial Statement Summary.

Analysis:

June operating expenses of \$2M were \$327K or 13% less projections based on the FY2023 budget.

YTD we have a zero surplus with total expenses of \$24.9M which are \$4.5M 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 \$4.5M is reflected in the following areas: Salaries \$1.5M, Lift Program 898K, and Planning/Marketing \$544K. Below is a summary of our YTD FY23 operating results before audit:

Summary of Year to Date Expenses
As of June 30th, 2023

<i>Item</i>	<i>Actual</i>	<i>Budget</i>	<i>Variance %</i>	<i>Prior Year</i>	<i>Variance %</i>
Revenue					
Revenue from Operations	\$2,531,107	\$2,009,313	25.97%	\$1,948,910	29.87%
Operating Grant Funding	\$22,431,507	\$27,464,172	(18.32%)	\$22,842,226	(1.80%)
Total Operating Revenues	\$24,962,614	\$29,473,485	(15.30%)	\$24,791,136	0.69%
Operating Expenses					
Labor and Fringe	\$14,196,306	\$15,764,366	(9.95%)	\$13,167,696	7.81%
Transportation Services	\$3,290,140	\$4,188,659	(21.45%)	\$3,286,343	0.12%
Administrative Services	\$1,046,287	\$1,634,586	(35.99%)	\$1,574,162	(33.53%)
Materials and Supplies	\$4,065,640	\$4,715,472	(13.78%)	\$3,286,152	23.72%
Utilities	\$555,489	\$660,159	(15.86%)	\$594,340	(6.54%)
Insurance	\$478,487	\$635,539	(24.71%)	\$432,845	10.54%
Marketing and Planning	\$1,330,266	\$1,874,692	(29.04%)	\$846,838	57.09%
Total Operating Expenses	\$24,962,615	\$29,473,473	(15.30%)	\$23,188,376	7.65%
Budget Surplus (Deficit)	(\$1)	\$12	(100.00%)	\$1,602,760	0.00%



FY23 Executive Summary

For the Twelve Months Ending June 30, 2023

Summary of Activities*	Actual	Budget	Var%
Revenues From Operations \$	2,531	\$ 2,009	26%
Grant Revenues	22,432	27,464	-18%
Total Operating Revenues	24,963	29,473	-15%
Total Expenses	(24,963)	(29,473)	-15%
Surplus (Deficit) \$	(0)	\$ 0	0%

Operating Revenues*	Actual	Budget	Var%
City of Tulsa \$	11,535	\$ 11,243	3%
Federal Grants	8,788	13,797	-36%
State Grants	1,613	1,150	40%
Other Grants	496	1,274	-61%
Fare Revenues	1,736	1,263	38%
Advertising Revenues	685	650	5%
Other Revenues	110	96	14%
Total Operating Revenues \$	24,963	\$ 29,473	-15%

Operating Expenses*	Actual	Budget	Var%
Payroll & Fringe \$	14,196	\$ 15,764	-10%
Transportation Services	3,290	4,189	-21%
Administrative Services	1,046	1,635	-36%
Materials & Supplies	4,066	4,715	-14%
Utilities	555	660	-16%
Insurance	478	636	-25%
Marketing & Planning	1,330	1,875	-29%
Total Expenses \$	24,963	\$ 29,473	-15%

Goal 1. Operate a Safe Transit System

Accidents (Per 100K miles)	FY23	FY22	Change	Target
Fixed Route	2.46	1.19	107%	6.00
Lift Program	5.70	2.98	91%	1.20

Goal 2. Meet and Exceed Customer Expectations

Complaints	FY23	FY22	Change	Target
Fixed Route	3.15	3.71	0%	0.85
Lift Program	31.31	32.5	0.1145	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	11.40	9.09	25.41%	14.00
Lift Program	2.03	2.04	0%	2.00

Goal 5. Operate an Efficient Transit System

Cost Per Trip	FY23	FY22	Change	Target
Fixed Route \$	9.36	\$ 7.58	15%	\$ 0.78
Lift Program \$	62.44	\$ 49.84	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	8	1		1				10
May	3		1					4
June	1			1				2
TOTAL	38	6	11	5	1	0	2	63
Percent of Total	60%	10%	17%	8%	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	2					1		3
Total	32	2	5	3	2	0	0	44
Percent of Total	73%	5%	11%	7%	5%	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	1,467,756.00	433,316.00	-34%	Fixed Route Revenues are higher due to INCOG partnership.
Advertising Revenue	684,874.00	34,505.00	5%	Advertising Revenue is on target for FY23.
Lift Program Revenues	268,570.00	40,466.00	18%	Lift Revenue is on target for FY23.
	YTD		YTD	
Expenses	\$		Var%	Details
Payroll and Fringe	14,196,306.00	(1,568,060.00)	-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	3,290,140.00	(898,519.00)	-21%	Transportation Services is less than expected as we have not got back to full capacity.
Advertising Commissions	280,168.00	53,082.00	23%	Advertising commission is higher than expected as we are expensing the commission expense as we invoices versus upon payment received.
Legal	104,521.00	17,575.00	20%	Legal expenses are higher than expected from multiple litigations and union negotiations
Audit Fees	41,700.00	77.00	0%	Audit fees are on target for FY23.
Bldg. & Facility Services	147,679.00	(20,301.00)	-12%	Building and Facility Services are currently on target for FY23
Professional and Technical	443,905.00	(653,136.00)	-60%	Professional & Technical is less than expected.
Fuel	975,088.00	(405,058.00)	-31%	Fuel is 31% less than expected due to budget was made with more miles expected.
Gasoline	152,735.00	16,847.00	12%	Gasoline prices reached much higher than expected rates which caused the increase in our gas budget line as well.
Oil & Lubricants	113,785.00	(60,575.00)	-35%	Due to less drive time, our oil and lubricants is under budget.
Tires & Tubes	156,312.00	(11,520.00)	-7%	Due to less drive time tire and tubes has not reach the expected budget amount.
Facility Repairs	812,816.00	361,196.00	80%	Facility Repairs is 80% higher due to annaul maintenance.

Service & Shop Equipment	47,522.00	(151,738.00)	-76%	Due to fewer buses pulling out our expenses have not reached the expected amount.
Other Shop & Garage	93,361.00	(13,391.00)	-13%	Due to fewer buses pulling out our expenses have not reached the expected amount.
Repair Parts	1,691,960.00	(205,324.00)	-11%	Aging bus's causing higher repair cost.
Servicing Supplies	42,280.00	(94,748.00)	-69%	Due to fewer buses pulling out our expenses have not reached the expected amount.
Utilities	555,489.00	(104,670.00)	-16%	Unexpected increase in Utilites has caused prices to surge, we are monitoring for future consupcion.
Insurance	478,487.00	(157,052.00)	-25%	Insurance premiums did not increase as expected in FY 23.
Planning	485,289.00	(385,238.00)	-44%	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	362,679.00	(104,855.00)	-22%	Marketing and Advertising is currently 22% under budget as the year has settled down, however, we do expect to get closer to budget in June for our Dump the Pump event.
General Office Expense	117,102.00	(34,745.00)	-23%	Office Supplies are 23% less than expected as desk were needed for different offices.
	YTD		YTD	
Grant Revenues	\$\$		Var%	Details
Other Operational Assistance	495,528.00	(778,896.00)	-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	1,612,500.00	462,504.00	40%	Our FY23 apportionment saw an significant increase for this year only. Increased from 1.15M to 1.612
FTA Planning	963,860.00	(329,140.00)	-25%	YTD Planning expenses are 25% less than expected due to not doing a study at this time.
FTA Audit/Leases	124,116.00	16,116.00	15%	YTD Audit and Leases is on target with assumption.
FTA ADA Lift	669,943.00	669,000.00	0%	YTD ADA is on target with budget.
FTA - Operations	3,529,202.00	(4,612,129.00)	-57%	FTA is under budget as we have regained some of PY income in CFY.
FTA Preventive Maintenance	3,501,347.00	(84,458.00)	-2%	YTD PM is under due to increased cost in maintenance.

METRO TULSA TRANSIT AUTHORITY
Income Statement
For the Eleven Months Ending Friday, June 30, 2023

	Actual	Budget	Var %	PY	PY %	Act YTD	Bgt YTD	Var%	PY YTD	PY %
Operating Revenues										
Passenger	\$112,344	\$78,126	43.80%	-	0.00%	\$1,423,021	\$1,003,924	41.75%	\$868,633	63.82%
Nightline	\$1,078	\$1,409	(23.45%)	-	0.00%	\$27,033	\$18,103	49.33%	\$10,008	170.12%
Sunday Service	\$773	\$966	(20.02%)	-	0.00%	\$17,702	\$12,413	42.61%	\$7,245	144.33%
Advertising	\$72,277	\$54,197	33.36%	\$105,596	(31.55%)	\$684,874	\$650,369	5.31%	\$718,124	(4.63%)
Investments	\$10,140	\$200	4969.81%	\$1,370	639.85%	\$80,527	\$52,000	54.86%	\$9,910	712.60%
Lift Program - ADA	\$14,761	\$18,426	(19.89%)	\$14,577	1.27%	\$268,570	\$228,104	17.74%	\$305,209	(12.00%)
Other Revenue	\$371	\$3,700	(89.98%)	\$1,109	(66.56%)	\$29,380	\$44,400	(33.83%)	\$29,781	(1.35%)
Total Operating Revenues	\$211,744	\$157,024	34.85%	\$122,652	72.64%	\$2,531,107	\$2,009,313	25.97%	\$1,948,910	29.87%
Operating Expenses										
Labor:										
Operators	\$399,323	\$376,132	6.17%	\$358,999	11.23%	\$5,051,120	\$4,513,584	11.91%	\$4,486,683	12.58%
Transportation Administration	\$128,244	\$124,003	3.42%	\$109,177	17.46%	\$1,467,906	\$1,488,036	(1.35%)	\$1,453,407	1.00%
Maintenance	\$114,588	\$125,600	(8.77%)	\$98,392	16.46%	\$1,433,775	\$1,507,200	(4.87%)	\$1,340,763	6.94%
Maintenance Administration	\$30,980	\$32,267	(3.99%)	\$31,192	(0.68%)	\$343,024	\$387,204	(11.41%)	\$341,849	0.34%
Administration & Accounting	\$83,693	\$101,299	(17.38%)	\$86,786	(3.56%)	\$1,042,878	\$1,215,588	(14.21%)	\$841,818	23.88%
Total Labor	\$756,828	\$759,301	(0.33%)	\$684,546	10.56%	\$9,338,703	\$9,111,612	2.49%	\$8,464,520	10.33%
Fringe Benefits:										
FICA Taxes	\$69,301	\$61,680	12.35%	\$422	16339.07%	\$804,516	\$740,462	8.65%	\$721,226	11.55%
Pension Plan Expense	\$60,796	\$99,438	(38.86%)	\$91,724	(33.72%)	\$1,118,987	\$1,193,260	(6.22%)	\$1,048,026	6.77%
Health & Dental Insurance	\$125,345	\$134,850	(7.05%)	\$96,366	30.07%	\$1,425,716	\$1,633,032	(12.70%)	\$1,333,252	6.94%
Life & Disability Insurance	\$28,887	\$8,467	241.17%	\$102	28164.93%	\$118,894	\$101,468	17.17%	\$86,746	37.06%
Sick Leave	\$31,518	\$23,077	36.58%	\$50,267	(37.30%)	\$405,049	\$276,924	46.27%	\$402,371	0.67%
Holiday Pay	\$60,472	\$40,019	51.11%	\$34,869	73.43%	\$409,493	\$480,228	(14.73%)	\$387,544	5.66%
Vacation Pay	\$63,021	\$44,401	41.93%	\$30,384	107.41%	\$289,936	\$532,812	(45.58%)	\$480,986	(39.72%)
Uniform Allowance - Drivers	\$625	\$4,805	(86.99%)	\$514	21.55%	\$67,189	\$57,660	16.53%	\$55,685	20.66%
Clothing/Tool Allowance - Mechanics	\$1,781	\$3,150	(43.46%)	\$11,481	(84.49%)	\$22,182	\$37,800	(41.32%)	\$45,642	(51.40%)
Unemployment Compensation	(\$484)	\$4,655	(110.41%)	(\$3,262)	(85.15%)	\$10,103	\$56,034	(81.97%)	\$2,491	305.64%
Other Fringe Benefits	\$27,261	\$128,153	(78.73%)	\$9,851	176.73%	\$185,538	\$1,543,074	(87.98%)	\$139,207	33.28%
Total Fringe Benefits	\$468,523	\$552,695	(15.23%)	\$322,718	45.18%	\$4,857,603	\$6,652,754	(26.98%)	\$4,703,176	3.28%
Total Loaded Payroll	\$1,225,351	\$1,311,996	(6.60%)	\$1,007,264	21.65%	\$14,196,306	\$15,764,366	(9.95%)	\$13,167,696	7.81%
Transportation Services:										
Fixed Route	\$56,084	\$48,274	16.18%	\$48,904	14.68%	\$597,754	\$579,288	3.19%	\$577,635	3.48%
Sunday Service	\$15,951	\$24,070	(33.73%)	\$21,569	(26.05%)	\$267,756	\$288,840	(7.30%)	\$267,636	0.04%
Lift Program - ADA	\$193,296	\$228,272	(15.32%)	\$206,810	(6.53%)	\$2,424,630	\$2,739,264	(11.49%)	\$2,349,323	3.21%
Circulator Service-Downtown/Midtown	-	\$48,439	(100.00%)	\$10,060	(100.00%)	-	\$581,267	(100.00%)	\$84,549	(100.00%)
Lift Services - Meals On Wheels	-	-	0.00%	-	0.00%	-	-	0.00%	\$7,200	(100.00%)
Total Transportation Services	\$265,331	\$349,055	(23.99%)	\$287,343	(7.66%)	\$3,290,140	\$4,188,659	(21.45%)	\$3,286,343	0.12%

Administrative Services:

Advertising	\$28,911	\$18,915	52.85%	\$36,397	(20.57%)	\$280,168	\$227,086	23.38%	\$312,220	(10.27%)
Legal Fees	\$11,465	\$7,200	59.24%	\$18,245	(37.16%)	\$104,521	\$86,946	20.21%	\$116,857	(10.56%)
Audit Fees	\$3,475	\$3,468	0.20%	\$3,342	3.99%	\$41,700	\$41,623	0.18%	\$40,100	3.99%
Office Equipment / Computers	\$1,958	\$470	316.51%	\$1,959	(0.09%)	\$21,384	\$5,644	278.88%	\$24,949	(14.29%)
Building & Facility Services	\$12,646	\$13,990	(9.61%)	\$12,967	(2.47%)	\$147,679	\$167,980	(12.09%)	\$149,969	(1.53%)
Professional & Technical Services	\$33,421	\$29,576	13.00%	\$39,169	(14.68%)	\$335,339	\$355,081	(5.56%)	\$534,266	(37.23%)
Software Maintenance & Service	\$4,184	\$61,786	(93.23%)	\$22,989	(81.80%)	\$108,566	\$741,960	(85.37%)	\$389,433	(72.12%)
Security Services	\$406	\$689	(41.09%)	\$1,315	(69.13%)	\$6,930	\$8,266	(16.16%)	\$6,368	8.82%
Total Administrative Services	\$96,466	\$136,094	(29.12%)	\$136,383	(29.27%)	\$1,046,287	\$1,634,586	(35.99%)	\$1,574,162	(33.53%)

Total Services	\$361,797	\$485,149	(25.43%)	\$423,726	(14.62%)	\$4,336,427	\$5,823,245	(25.53%)	\$4,860,505	(10.78%)
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Materials & Supplies:

Fuel	\$68,037	\$110,330	(38.33%)	(\$136,456)	(149.86%)	\$918,902	\$1,323,960	(30.59%)	\$651,735	40.99%
Gasoline	\$15,304	\$11,324	35.15%	\$18,069	(15.30%)	\$152,735	\$135,888	12.40%	\$94,021	62.45%
Oil & Lubricants	(\$9,994)	\$14,530	(168.78%)	\$14,701	(167.98%)	\$113,785	\$174,360	(34.74%)	\$126,650	(10.16%)
Tires & Tubes	\$34,315	\$13,986	145.35%	\$20,091	70.80%	\$156,312	\$167,832	(6.86%)	\$139,896	11.73%
Facility Repairs & Maintenance	\$84,369	\$37,635	124.18%	\$74,545	13.18%	\$812,816	\$451,620	79.98%	\$715,331	13.63%
Service & Shop Equipment	\$5,740	\$16,605	(65.43%)	\$1,545	271.49%	\$47,522	\$199,260	(76.15%)	\$39,406	20.60%
Other Shop & Garage Expense	\$12,496	\$8,896	40.46%	\$10,251	21.89%	\$93,361	\$106,752	(12.54%)	\$76,771	21.61%
Repair Parts	\$156,338	\$158,107	(1.12%)	\$140,567	11.22%	\$1,691,960	\$1,897,284	(10.82%)	\$1,356,318	24.75%
Servicing Supplies	\$1,039	\$11,419	(90.90%)	\$2,469	(57.91%)	\$42,280	\$137,028	(69.15%)	\$54,497	(22.42%)
Transportation & Safety	\$1,609	\$4,042	(60.20%)	\$1,629	(1.25%)	\$15,129	\$48,504	(68.81%)	\$13,256	14.13%
Schedules	-	\$3,798	(100.00%)	-	0.00%	\$8,943	\$45,576	(80.38%)	\$14,848	(39.77%)
Passes & Transfers	(\$14,664)	\$2,284	(742.04%)	\$705	(2181.10%)	\$11,895	\$27,408	(56.60%)	\$3,423	247.47%
Total Materials & Supplies	\$354,589	\$392,956	(9.76%)	\$148,116	139.40%	\$4,065,640	\$4,715,472	(13.78%)	\$3,286,152	23.72%

Utilities:

Light, Heat, Power, and Water	\$32,991	\$31,700	4.07%	\$30,174	9.34%	\$359,582	\$381,040	(5.63%)	\$355,794	1.06%
Communications	\$16,236	\$23,229	(30.10%)	(\$2,501)	(749.33%)	\$195,907	\$279,119	(29.81%)	\$238,546	(17.87%)
Total Utilities	\$49,227	\$54,929	(10.38%)	\$27,673	77.89%	\$555,489	\$660,159	(15.86%)	\$594,340	(6.54%)

Insurance:

Insurance Premiums	\$26,704	\$52,852	(49.47%)	\$37,553	(28.89%)	\$493,917	\$635,539	(22.28%)	\$392,238	25.92%
Self Insurance	\$8,304	-	0.00%	\$4,167	99.30%	(\$15,430)	-	0.00%	\$40,607	(138.00%)
Total Insurance	\$35,008	\$52,852	(33.76%)	\$41,720	(16.09%)	\$478,487	\$635,539	(24.71%)	\$432,845	10.54%

Miscellaneous:

Planning & Rideshare	\$27,751	\$72,510	(61.73%)	\$14,680	89.04%	\$485,289	\$870,527	(44.25%)	\$330,459	46.85%
Dues & Subscriptions	\$6,715	\$2,152	212.02%	\$672	899.57%	\$36,182	\$25,716	40.70%	\$29,633	22.10%
Travel & Meetings - Staff	\$14,346	\$4,514	217.80%	\$4,676	206.79%	\$101,587	\$52,776	92.49%	\$53,886	88.52%
Travel & Meetings - Board	\$210	\$563	(62.76%)	-	0.00%	\$210	\$6,758	(96.90%)	\$396	(47.10%)
Marketing & Advertising	\$19,635	\$39,038	(49.70%)	\$71,888	(72.69%)	\$362,679	\$467,534	(22.43%)	\$155,248	133.61%
General Office Expense	\$9,204	\$12,648	(27.23%)	\$8,240	11.70%	\$117,102	\$151,847	(22.88%)	\$158,868	(26.29%)
Other Miscellaneous Expenses	\$13,637	\$17,926	(23.93%)	\$4,491	203.66%	\$109,603	\$215,621	(49.17%)	\$49,597	120.98%
Bank & Credit Card Fees	\$6,270	\$2,904	115.92%	\$3,091	102.88%	\$61,863	\$34,875	77.38%	\$49,462	25.07%
Leases & Rentals	\$3,046	\$4,264	(28.56%)	(\$28,360)	(110.74%)	\$55,751	\$49,038	13.69%	\$19,289	189.03%

Total Miscellaneous	\$100,814	\$156,519	(35.59%)	\$79,378	27.01%	\$1,330,266	\$1,874,692	(29.04%)	\$846,838	57.09%
Total Expenses	\$2,126,786	\$2,454,401	(13.35%)	\$1,727,877	23.09%	\$24,962,615	\$29,473,473	(15.30%)	\$23,188,376	7.65%
Net Operating Loss	(\$1,915,042)	(\$2,297,377)	(16.64%)	(\$1,605,225)	19.30%	(\$22,431,508)	(\$27,464,160)	(18.32%)	(\$21,239,466)	5.61%
Operational Grant Funding										
Operating Assistance - Other	\$38,005	\$106,202	(64.21%)	\$30,625	24.10%	\$495,528	\$1,274,424	(61.12%)	\$527,528	(6.07%)
Oklahoma State Funding	\$118,193	\$95,833	23.33%	\$95,841	23.32%	\$1,612,500	\$1,149,996	40.22%	\$1,150,004	40.22%
FTA - Planning Assistance	\$50,583	\$107,750	(53.06%)	\$33,478	51.09%	\$963,860	\$1,293,000	(25.46%)	\$614,163	56.94%
FTA - Leases / Audit	-	\$9,000	(100.00%)	-	0.00%	\$124,116	\$108,000	14.92%	\$4,000	3002.90%
FTA - ADA LIFT	\$56,693	\$55,750	1.69%	-	0.00%	\$669,943	\$669,000	0.14%	\$277,602	141.33%
FTA - CMAQ	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
FTA - Preventative Maintenance	\$186,360	\$415,055	(55.10%)	\$392,508	(52.52%)	\$3,501,347	\$3,585,805	(2.36%)	\$3,791,343	(7.65%)
FTA - Operations	\$223,832	\$570,904	(60.79%)	\$620,444	(63.92%)	\$3,529,202	\$8,141,331	(56.65%)	\$5,944,597	(40.63%)
COT - Vision Assistance	\$628,154	\$323,635	94.09%	\$279,372	124.85%	\$4,176,407	\$3,883,620	7.54%	\$3,406,885	22.59%
COT - Operating Assistance	\$613,217	\$613,250	(0.01%)	\$1,755,717	(65.07%)	\$7,358,604	\$7,358,996	(0.01%)	\$7,126,104	3.26%
Total Operational Grant Funding	\$1,915,037	\$2,297,379	(16.64%)	\$3,207,985	(40.30%)	\$22,431,507	\$27,464,172	(18.32%)	\$22,842,226	(1.80%)
Budget Surplus (Deficit)	(\$5)	\$2	(82.63%)	\$1,602,760	(100.00%)	(\$1)	\$12	(72.70%)	\$1,602,760	(100.00%)
Capital Revenues										
Capital Assistance - FTA	-	\$7,667	(100.00%)	\$1,786,008	(100.00%)	\$3,005,058	\$150,166	1901.16%	\$4,034,897	(25.52%)
Capital Assistance - COT	(\$319,995)	\$183,836	(274.07%)	\$430,065	(174.41%)	\$1,020,966	\$2,206,030	(53.72%)	\$1,414,853	(27.84%)
Capital Assistance - Other	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
Gain (Loss) on Sale of Assets	(\$70,938)	-	0.00%	-	0.00%	(\$91,276)	-	0.00%	(\$29,375)	210.73%
Total Capital Revenues	(\$390,933)	\$191,503	(304.14%)	\$2,216,073	(117.64%)	\$3,934,748	\$2,356,196	67.00%	\$5,420,375	(27.41%)
Depreciation	\$420,264	\$360,000	16.74%	\$374,340	12.27%	\$4,287,620	\$4,320,000	(0.75%)	\$4,153,345	3.23%
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	(\$811,202)	(\$168,495)	381.44%	\$3,444,493	(123.55%)	(\$352,873)	(\$1,963,792)	(82.03%)	\$2,869,790	(112.30%)

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Assets

Current Assets:

Cash and Cash Equivalents		\$405,638
Restricted Cash		\$3,817,502
Trade Accounts Receivable	\$152,132	
FTA Operating & Capital Grants Receivable	\$22,203,930	
COT Operating & Capital Grants Receivable	<u>\$11,788,284</u>	
		\$34,144,345
Inventories		\$1,205,073
Prepaid Expenses		<u>\$309,493</u>
Total Current Assets		<u>\$39,882,052</u>

Capital Assets, at cost:

Revenue Equipment	\$38,567,739	
Service Equipment	\$574,172	
Security Equipment	\$908,189	
Buildings & Improvements	\$12,920,749	
Passenger Shelters	\$2,092,715	
Shop and Garage Equipment	\$3,276,044	
Computers & Other Equipment	\$6,087,656	
Office Furniture and Fixtures	\$209,681	
Land & Improvements	\$3,333,309	
Construction in Progress	\$1,128,408	
Less: Accumulated Depreciation	(\$44,800,985)	
Non- Depreciating Assets	<u>\$1,918,373</u>	
Total Capital Assets		<u>\$24,297,677</u>

Total Assets		<u><u>\$64,179,729</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	\$2,756,113	
Accrued Wages & Withholdings	\$258,091	
Accrued Insurance	\$73,400	
Deferred Grant Revenues	\$33,470,410	
Other Current Liabilities	<u>\$151,882</u>	
Total Current Liabilities		\$36,709,895

Noncurrent Liabilities:

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

Total Liabilities		\$43,747,893
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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	\$24,297,677	
Restricted for Capital Acquisitions	\$570,105	
Restricted for Workmen's Comp.	\$179,397	
Unrestricted	<u>(\$4,615,344)</u>	
Total Net Assets		\$20,431,835

Total Liabilities & Net Assets		<u><u>\$64,179,729</u></u>
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For the Twelve Months Ending June 30, 2023

METROPOLITAN TULSA TRANSIT AUTHORITY
PERFORMANCE INDICATOR SUMMARY

Fixed Route	Month	YTD	Target	Details
Preventable accidents per 100,000 miles	0.84	2.46	1.80	There were 0.84 preventable accidents in June and average 2.46 for FY23YTD accidents are 0 vs. 0 in prior year.
OSHA Accidents per 200k Manhours	-	-	6.00	
*Total Complaints Per 10,000 boarding's	1.88	1.50	2.00	Of the 34 total complaints ADA - 2 Attitude - 6 Maintenance - 1 Not on Time - 4 Other - 4 Pass Up - 7 Reckless Driving - 9 Verbal Abuse (Threatening Behavior By Employee) - 1
On-time Performance	90%	-	0.85	Based off the 10 minutes late window. We are not showing a YTD as we cannot go back far enough.
Miles between road calls	6,618	6,664	7,500	YTD is 10% less than target.
Operator Absences per weekday	8.00	8.00	12.00	YTD Operator Absences are 4% more than target.
Passengers per Hour (PPH)	12.36	11.40	14.00	YTD PPH is 19% less than target.
Cost per Trip (CPT)	\$ 9.36	\$ 10.50	\$ 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	7.05	2.44	1.20	There were 7.05 preventable accidents in June an average 2.44 for FY23YTD accidents are 5.7 vs. 2.98 in prior year.
Total Complaints per Per 10,000 boarding's	31.31	36.22	23.00	Of the 22 total complaints ADA - 1 Attitude - 1 Incorrect Info/Order - 1 Injury - 2 No Show - 3 Other - 9 Route Driven Wrong - 1 Incorrect Order via CSR - 2 Not on Time - 1 Scheduling on Board
OSHA Accidents per 200k Manhours	0.00	0.00	10.00	
On-time performance	92%	94%	95%	YTD On-time Performance is consistent with target.
Miles Between Road Calls	14,186	18,227	22,500	YTD Miles Between Road Calls is 19% less than target.
Passengers per hour (PPH)	1.79	2.03	2.00	YTD PPH is 3% more than target.
Cost per Trip (CPT)	\$ 62.44	\$ 57.63	\$ 50.91	YTD CPT is 13% more than target projected .

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

- DA = Driver Attitude
- Reckless Driving = RD
- II = Incorrect Information
- Route Driven Wrong = RDW
- CC = Call Center
- No Show = NS

Fixed Route Report (July 2022 to June 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	0.84	-	0.00%	2.46	1.19	106.72%	1.80
OSHA Accidents per 200k Manhours	-	-	-	-	-	-	6.00
2) Meet and Exceed Customer Expectations							
Complaints per 10k Boardings	1.88	1.50	25.33%	3.15	3.71	-15.09%	4.35
On-time Performance	0.00%	95.29%	0.00%	0.00%	84.57%	0.00%	85.00%
Miles Between Road Calls	6,618.00	7,518.00	-11.97%	6,664.00	8,032.00	-17.04%	7,500.00
3) Maintain a Quality Workforce							
Operator Absences per Weekday	5.00	7.00	-27.86%	6.00	15.00	-63.28%	9.00
Total Absences per Weekday	8.00	13.00	-42.39%	8.00	17.00	-53.62%	12.00
Employee Turnover	70.59%	50.26%	42.00%	67.08%	54.79%	21.82%	35.00%
4) Operate an Effective System							
Ridership	180,401.00	200,447.00	-10.00%	156,264.00	121,674.00	28.43%	235,416.00
Passengers per Service Hour	12.36	16.00	-22.75%	11.40	9.09	25.41%	14.00
Average Weekday Ridership	7,395.00	8,033.00	-7.94%	6,394.00	5,042.00	26.82%	10,000.00
Average Saturday Ridership	5,127.00	5,932.00	-13.56%	4,374.00	3,056.00	43.14%	4,500.00
5) Operate an Efficient System							
Cost Per Service Hour	115.69	121.30	-4.62%	119.71	113.34	5.62%	82.50
Cost Per Trip	9.36	7.58	23.48%	10.50	12.47	-15.80%	6.16
Fare Revenue per Trip	0.63	-	0.00%	0.78	0.68	14.71%	0.78

*Note: Includes Nightline

Lift Key Performance Indicators: For the Twelve Months Ending June 30, 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	7.05	2.44	188.93%	5.70	2.98	91.28%	1.20
OSHA Accidents per 200k Manhours	-	-	0.00%	-	6.47	0.00%	10.00
2) Meet and Exceed Customer Expectations	-	-	-	-	-	-	-
Complaints per 10k Boardings	31.31	19.69	59.01%	36.22	32.50	11.45%	23.00
On-time Performance	92.14%	96.45%	-4.17%	94.31%	94.59%	-1.05%	95.00%
Miles Between Road Calls	14,186.00	13,658.00	3.87%	18,227.00	19,171.00	-4.92%	22,500.00
Average Call Center Minutes on Hold Time	1.97	1.10	79.09%	1.06	1.03	2.91%	1.00
3) Maintain a Quality Workforce	-	-	-	-	-	-	-
Employee Turnover	0.00%	0.00%	0.00%	22.13%	53.73%	-59.26%	50.00%
4) Operate an Effective System	-	-	-	-	-	-	-
Ridership	7,026.00	9,142.00	-23.15%	7,662.00	7,358.00	4.14%	9,082.00
Van Passengers per Service Hour	1.79	2.38	-24.79%	2.03	2.04	-0.49%	2.00
Average Weekday Ridership	319.00	416.00	-23.15%	356.00	341.00	4.54%	470.00
5) Operate an Efficient System	-	-	-	-	-	-	-
Cost Per Service Hour	111.62	118.41	-5.73%	117.21	114.15	2.68%	72.25
Cost Per Trip	62.44	49.84	25.28%	57.63	55.94	3.02%	50.91
Fare Revenue per Trip	2.10	1.59	32.08%	2.92	3.40	-14.12%	2.79

Upcoming Procurements

Est. Board Date	Good/Service	Type	Estimated Amt.	Status
Aug-23	Liability Claims Adjuster	RFP	\$57,500/Yr	Grant
	Liabililty Claims services - Previous firm has retired.			
Aug-23	Parking Lot Repair	IFB	Budget \$60,000	Grant
	Maintenance - Repairs needed to current parking lot.			
Aug-23	Digital Signage @DAS	RFP	Budget \$50,000	ARP
	Infrastructure - IT			
Aug-23	Perimeter Fence Repair	IFB	Budget \$270,000	BBF FY19-21
	Security Access			
Feb-24	Rolling Stock - Fixed Route	RFP	>\$250,000	Prep Stage
	Contract for purchase of Fixed Route Vehicles			
Feb-24	Rolling Stock - ADA Lift & Microtransit Vehicles	RFP	>\$250,000	Prep Stage
	Contract for purchase of ADA Lift & Microtransit Vehicles			
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	Tap Card	Sole Source	\$100,000	Working on scope/explanation
	Fare payment card			
Feb-24	Call Center Parking Lot	RFP	\$100,000	Prep Stage
	Re-design and replace the parking area for the Call Center			
Jun-24	Bus Stop Signs	RFQ	\$150,000	On hold
	Replace bus stop signs along all routes with new name and look			

**METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
July 25th, 2023, Consent Calendar Item**

To: Board of Trustees

From: Jack Van Hooser – Procurement Manager

Subject: Award of Contract to Provide Operator Uniforms

Recommendation

Authorize the General Manager to negotiate final terms and conditions with Unifirst to provide Operators with uniform services, include uniforms, repairs and cleaning, for an amount not to exceed \$40,000. This will be a three-year agreement with an optional two years.

Background

With MTTA taking over the Lift and Microtransit programs, the need for consistent and fashionable uniforms has become apparent. Previously our Fixed Route bus operators were awarded a uniform allowance with which they purchased uniform shirts and pants on an annual basis. The reality is that when awarded the allowance if they already have uniforms, many times they would not use the allowance on uniforms until the old one was worn out, then they would make the purchase. The result is that a lot of operators look less than professional due to not keeping up with their uniform needs.

MTTA received three price proposals to provide our Operators with the necessary uniforms and services to keep them looking fresh and professional. Of the three firms to provide a quote Unifirst had the lowest price at \$31,831.80. This price will supply all the operators (Rideshare and Fixed Route) with uniforms and will care for those uniforms in a proper manner.

The requested amount of \$40,000 is being used until we have better pricing history for this type of service. Increasing head counts due to the growth of our various programs and Operator turnover make estimation of annual cost difficult. After the three-year agreement we will have better cost estimates to use on a future procurement for these services.

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

FIRM	YEARLY COST
ARAMARK	\$ 37,065.60
CINTAS	\$100,042.80
UNIFIRST	\$ 31,831.80

SANITARY SEWER EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, **METROPOLITAN TULSA TRANSIT AUTHORITY, a public Trust** (Grantor), the owner of the legal and equitable title to the following real estate, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) cash in hand paid by the **CITY OF TULSA, OKLAHOMA, a municipal corporation**, (CITY) and other good and valuable considerations, receipt of which is hereby acknowledged, does hereby grant and convey unto the said City, a perpetual easement, through, over, under and across the following described property:

See Exhibit "A"

for the purpose of permitting the City, to construct a **sanitary sewer** thereon through, over, under, and across said property, together with all necessary and convenient appurtenances thereto; and to use and maintain the same and of affording the City, its officers, agents, employees, and/or all persons under contract with it, the right to enter upon said premises and strip of land for the purpose of surveying, excavating for, constructing, operating, repairing, and maintaining of such construction.

The City is hereby given and granted possession of said above premises for the purposes aforesaid an Grantor, for itself and its administrators, successors and assigns, covenants and agrees that no building, structure, fence, wall or other above ground obstruction will be placed, erected, installed or permitted upon the above described land; and further covenants and agrees that in the event the terms of this paragraph are violated by the Grantor, or any person in privity with it, such violation will be promptly corrected and eliminated immediately upon receipt of notice from City, or City shall have the right to remove or otherwise eliminate such violation, and Grantor, its administrators, successors and assigns, shall promptly pay the actual cost thereof.

TO HAVE AND TO HOLD such easement and right-of-way unto the City, its successors or assigns, forever.

Dated this ____ day of _____, 2023.

**METROPOLITAN TULSA TRANSIT
AUTHORITY, a public Trust**

By: _____
Chair, Board of Trustees

Name: _____

Date: _____

ATTEST:

By: _____
Secretary, Board of Trustees

Name: _____

STATE OF OKLAHOMA)
) ss.
COUNTY OF TULSA)

Before me, the undersigned, a Notary Public, in and for the County and State on this _____ day of _____, 2023, personally appeared Adam Doverspike, to me known to be the identical person who subscribed his name to the foregoing as the Chair of the Metropolitan Tulsa Transit Authority Board of Trustees, and acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed of METROPOLITAN TULSA TRANSIT AUTHORITY, a Public trust, for the uses and purposes therein set forth.

Notary Public

My commission expires:

APPROVED AS TO FORM:

APPROVED AS TO SUBSTANCE:

Assistant City Attorney

Director

ACCEPTED BY CITY COUNCIL:

Date: _____

BY: _____
Crista Patrick, Chair

STATE OF OKLAHOMA)
) ss.
COUNTY OF TULSA)

Before me, a Notary Public in and for said County and State, on the ____ day of _____, 2023, personally appeared Crista Patrick , to me known to be the identical person who accepted the within and foregoing instrument as Chair of the City Council of the City of Tulsa, Oklahoma, and acknowledged to me that she accepted the within and foregoing instrument as her free and voluntary act and deed and as the free and voluntary act and deed of the City Council of the City of Tulsa, Oklahoma, for the uses and purposes therein set forth.

Notary Public

My commission expires:

APPROVED BY MAYOR:

CITY OF TULSA, OKLAHOMA,
a municipal corporation

Date: _____

BY: _____
G.T. Bynum, Mayor

ATTEST:

City Clerk

STATE OF OKLAHOMA)
) ss.
COUNTY OF TULSA)

Before me, a Notary Public in and for said County and State, on the ____ day of _____, 2023, personally appeared G.T. Bynum, to me known to be the identical person who approved the within and foregoing instrument as Mayor of the City of Tulsa, Oklahoma, and acknowledged to me that he approved the within and foregoing instrument as his free and voluntary act and deed and as the free and voluntary act and deed of the City of Tulsa, Oklahoma, for the uses and purposes therein set forth.

Notary Public

My commission expires: _____

LEGAL DESCRIPTION

**METROPOLITAN TULSA TRANSIT AUTHORITY
Permanent Easement**

A part of Lot Six (6), Block Two (2), SUNSET ADDITION to the City of Tulsa, Tulsa County, State of Oklahoma, according to the recorded plat thereof, and being more particularly described as follows:

BEGINNING at the Southwest corner of said Lot 6; thence North 01°15'04" West and along the West line of said Lot 6, for a distance of 8.67; thence North 88°25'49" East, for a distance of 41.81 feet; thence North 02°11'07" West, for a distance of 71.20 feet to a point on the North line of said Lot 6; thence North 89°11'03" East and along said North line, for a distance of 10.75 feet to the Northeast corner of said Lot 6; thence South 01°15'04" East and along the East of said Lot 6, for a distance of 80.40 feet to the Southeast corner of said Lot 6; thence South 89°11'03" West and along the South line of said Lot 6, for a distance of 51.40 feet to the **POINT OF BEGINNING**.

Containing 1,186.00 square feet or 0.0272 acres, more or less.

Basis of Bearings: Based on the East line of Lot Six (6), Block Two (2), SUNSET ADDITION, being North 01°15'04" West and based on Oklahoma State Plane Coordinate System, North Zone (3501) NAD 83 (1993).

REAL PROPERTY CERTIFICATION:

I, Nathaniel J. Reed, certify that the attached legal description closes in accord with existing records, is a true representation of the real property as described, and meets the minimum technical standards for land surveying of the State of Oklahoma.



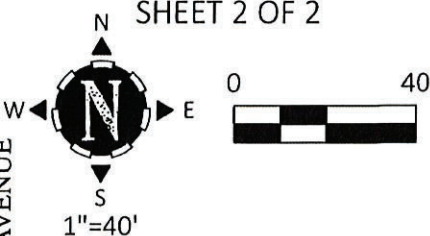
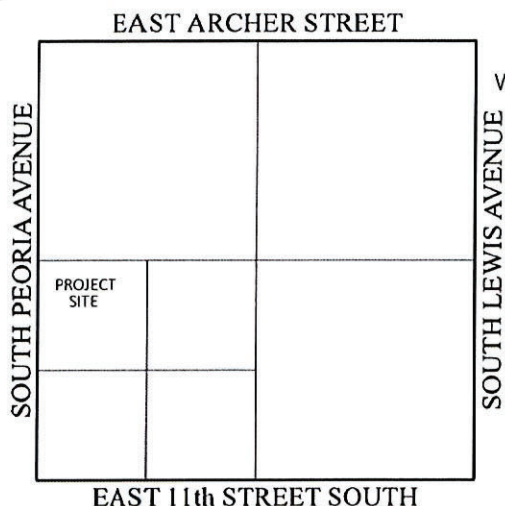
 Nathaniel J. Reed, L.S. 1744

 Date of Signature: 8.11.2022



NATIVE PLAINS
 Surveying & Mapping, LLC
 A Native American Owned Business
 5807 South Garnett Road, Suite K, Tulsa, Oklahoma, 74146
 Telephone: 918.234.7596, Fax: 918.893.5552
 Certificate of Authorization No. 4916 Expires June 30, 2023

PROJECT NO. ENG 2022-15
 PARCEL NO. 1A
 COUNTY TULSA
 PAGE 2 of 2

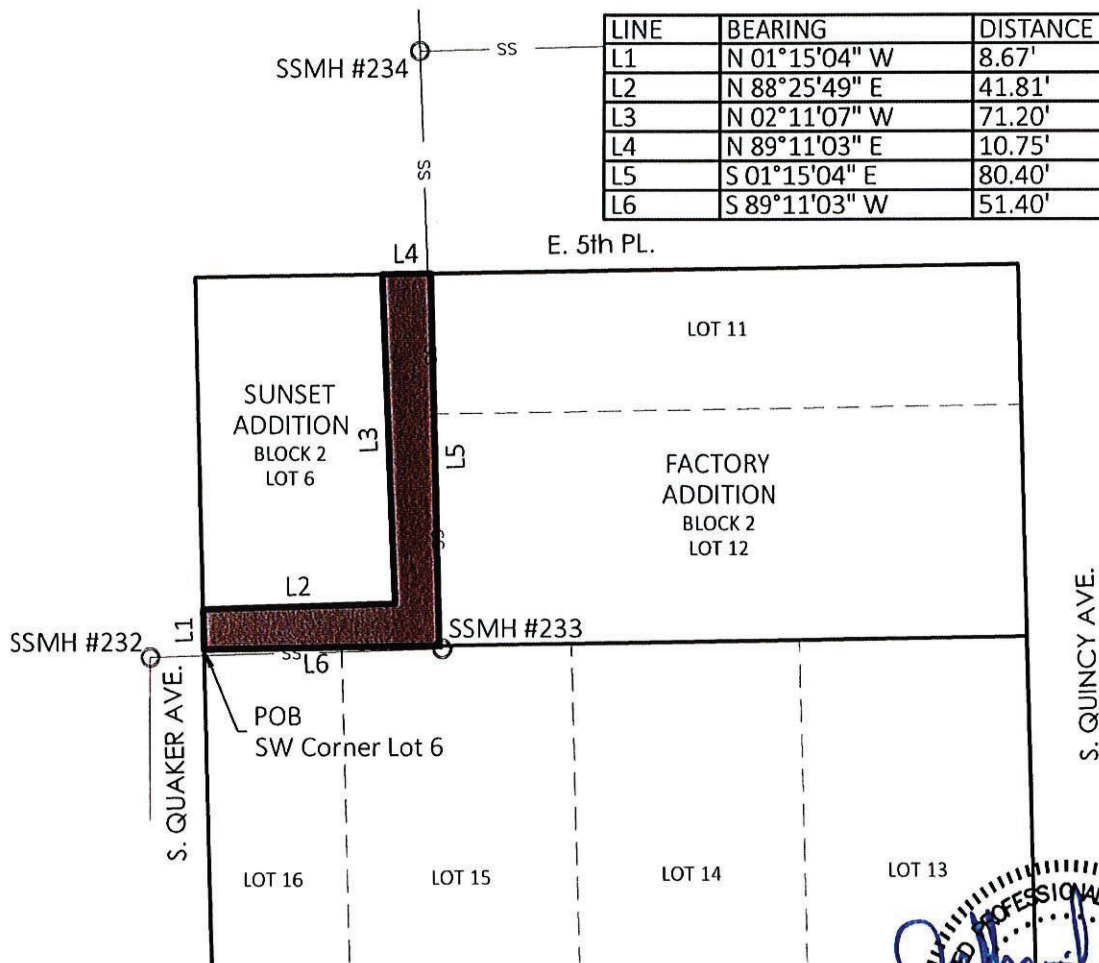


LEGAL DESCRIPTION: A part of Lot 6, Block 2,
SUNSET ADDITION, an Addition to the City of
Tulsa, Tulsa County, State of Oklahoma

SEC 6 T 19 N R 13 E

PERMANENT EASEMENT _____ 1,186.00 SF 0.0272 ACRES
 TEMP CONST EASEMENT _____ 0.00 SF 0.00 ACRES

LINE	BEARING	DISTANCE
L1	N 01°15'04" W	8.67'
L2	N 88°25'49" E	41.81'
L3	N 02°11'07" W	71.20'
L4	N 89°11'03" E	10.75'
L5	S 01°15'04" E	80.40'
L6	S 89°11'03" W	51.40'



LEGEND

POB Point of Beginning
 POC Point of Commencement



SANITARY SEWER EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, **METROPOLITAN TULSA TRANSIT AUTHORITY, a public Trust** (Grantor), the owner of the legal and equitable title to the following real estate, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) cash in hand paid by the **CITY OF TULSA, OKLAHOMA, a municipal corporation**, (CITY) and other good and valuable considerations, receipt of which is hereby acknowledged, does hereby grant and convey unto the said City, a perpetual easement, through, over, under and across the following described property:

See Exhibit "A"

for the purpose of permitting the City, to construct a **sanitary sewer** thereon through, over, under, and across said property, together with all necessary and convenient appurtenances thereto; and to use and maintain the same and of affording the City, its officers, agents, employees, and/or all persons under contract with it, the right to enter upon said premises and strip of land for the purpose of surveying, excavating for, constructing, operating, repairing, and maintaining of such construction.

The City is hereby given and granted possession of said above premises for the purposes aforesaid an Grantor, for itself and its administrators, successors and assigns, covenants and agrees that no building, structure, fence, wall or other above ground obstruction will be placed, erected, installed or permitted upon the above described land; and further covenants and agrees that in the event the terms of this paragraph are violated by the Grantor, or any person in privity with it, such violation will be promptly corrected and eliminated immediately upon receipt of notice from City, or City shall have the right to remove or otherwise eliminate such violation, and Grantor, its administrators, successors and assigns, shall promptly pay the actual cost thereof.

TO HAVE AND TO HOLD such easement and right-of-way unto the City, its successors or assigns, forever.

Dated this ____ day of _____, 2023.

**METROPOLITAN TULSA TRANSIT
AUTHORITY, a public Trust**

By: _____
Chair, Board of Trustees

Name: _____

Date: _____

ATTEST:

By: _____
Secretary, Board of Trustees

Name: _____

STATE OF OKLAHOMA)
) ss.
COUNTY OF TULSA)

Before me, the undersigned, a Notary Public, in and for the County and State on this ____ day of _____, 2023, personally appeared Adam Doverspike, to me known to be the identical person who subscribed his name to the foregoing as the Chair of the Metropolitan Tulsa Transit Authority Board of Trustees, and acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed of METROPOLITAN TULSA TRANSIT AUTHORITY, a Public trust, for the uses and purposes therein set forth.

Notary Public

My commission expires:

APPROVED AS TO FORM:

APPROVED AS TO SUBSTANCE:

Assistant City Attorney

Director

ACCEPTED BY CITY COUNCIL:

Date: _____

BY: _____
Crista Patrick, Chair

STATE OF OKLAHOMA)
) ss.
COUNTY OF TULSA)

Before me, a Notary Public in and for said County and State, on the ____ day of _____, 2023, personally appeared Crista Patrick, to me known to be the identical person who accepted the within and foregoing instrument as Chair of the City Council of the City of Tulsa, Oklahoma, and acknowledged to me that she accepted the within and foregoing instrument as her free and voluntary act and deed and as the free and voluntary act and deed of the City Council of the City of Tulsa, Oklahoma, for the uses and purposes therein set forth.

Notary Public

My commission expires:

APPROVED BY MAYOR:

CITY OF TULSA, OKLAHOMA,
a municipal corporation

Date: _____

BY: _____
G.T. Bynum, Mayor

ATTEST:

City Clerk

STATE OF OKLAHOMA)
) ss.
COUNTY OF TULSA)

Before me, a Notary Public in and for said County and State, on the ____ day of _____, 2023, personally appeared G.T. Bynum, to me known to be the identical person who approved the within and foregoing instrument as Mayor of the City of Tulsa, Oklahoma, and acknowledged to me that he approved the within and foregoing instrument as his free and voluntary act and deed and as the free and voluntary act and deed of the City of Tulsa, Oklahoma, for the uses and purposes therein set forth.

Notary Public

My commission expires: _____

LEGAL DESCRIPTION

**METROPOLITAN TULSA TRANSIT AUTHORITY
Permanent Easement**

A part of Lots Eleven (11) and Twelve (12), Block Two (2), FACTORY ADDITION to the City of Tulsa, Tulsa County, State of Oklahoma, according to the recorded plat thereof, and being more particularly described as follows:

BEGINNING at the Southwest corner of said Lot 12; thence North 01°15'04" West and along the West line of said Lots 11 and 12, for a distance of 80.40; thence North 89°11'03" East and parallel with the North line of said Lot 11, for a distance of 9.26 feet; thence South 02°11'07" East, for a distance of 80.42 feet to a point on the South line of said Lot 12; thence South 89°11'03" West and along said South line, for a distance of 10.57 feet to the **POINT OF BEGINNING**.

Containing 797.03 square feet or 0.0183 acres, more or less.

Basis of Bearings: Based on the West line of Lot Twelve (12), Block Two (2), SUNSET ADDITION, being North 01°15'04" West and based on Oklahoma State Plane Coordinate System, North Zone (3501) NAD 83 (1993).


REAL PROPERTY CERTIFICATION:

I, Nathaniel J. Reed, certify that the attached legal description closes in accord with existing records, is a true representation of the real property as described, and meets the minimum technical standards for land surveying of the State of Oklahoma.



 Nathaniel J. Reed L.S. 1744

 Date of Signature 8.11.2022

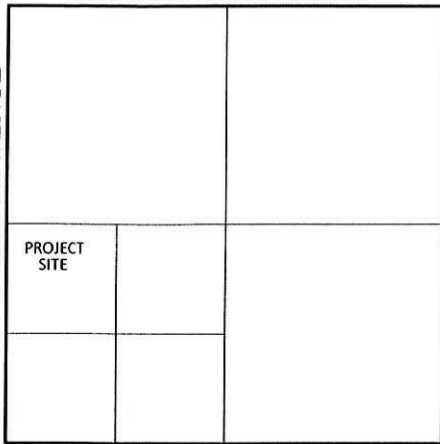


NATIVE PLAINS
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 5807 South Garnett Road, Suite K, Tulsa, Oklahoma, 74146
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 Certificate of Authorization No. 4916 Expires June 30, 2023

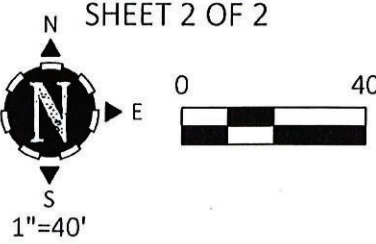
PROJECT NO. ENG 2022-15
 PARCEL NO. 2A
 COUNTY TULSA
 PAGE 2 of 2

SOUTH PEORIA AVENUE

EAST ARCHER STREET



SOUTH LEWIS AVENUE



LEGAL DESCRIPTION: A part of Lots 11 and 12,
Block 2, FACTORY ADDITION, an Addition in the
City of Tulsa, Tulsa County, State of Oklahoma

SEC 6 T 19 N R 13 E

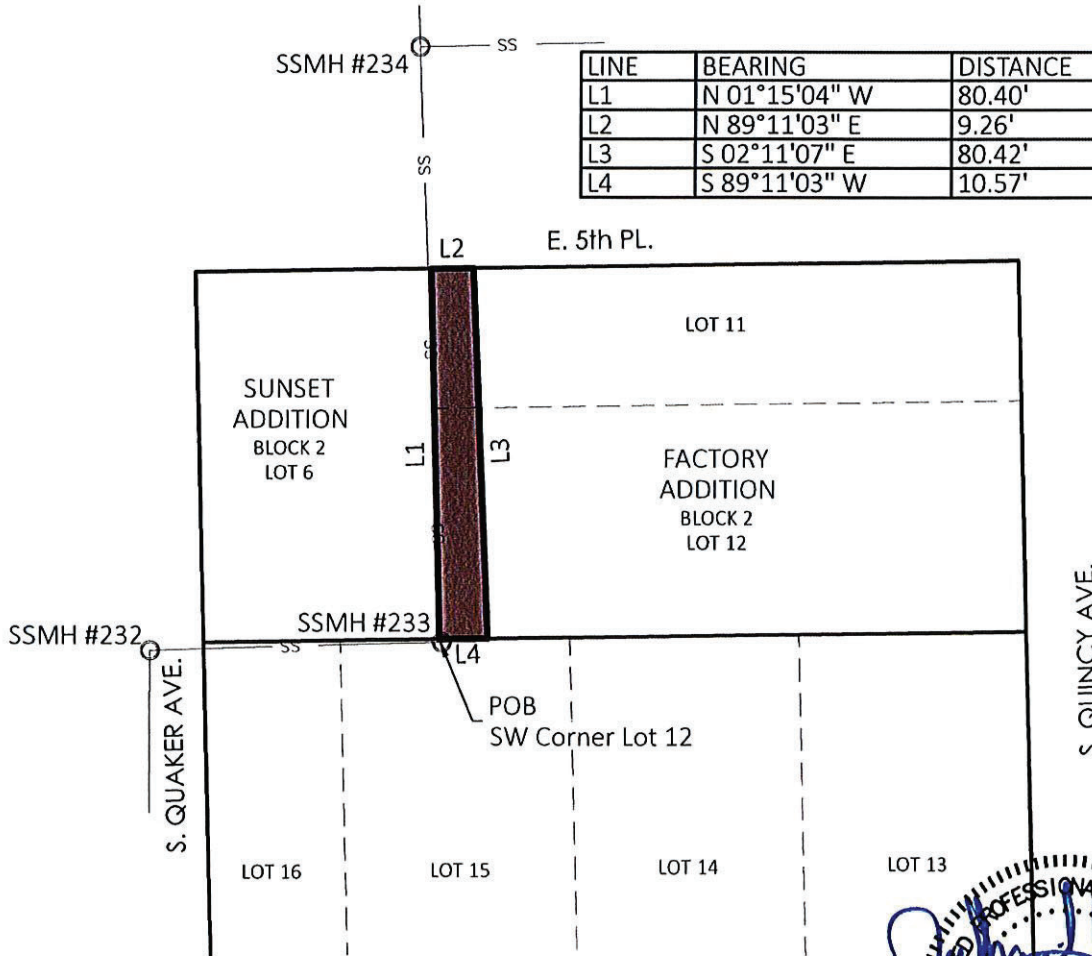
EAST 11th STREET SOUTH

PERMANENT EASEMENT	797.03	SF	0.0183	ACRES
TEMP CONST EASEMENT	0.00	SF	0.00	ACRES

SSMH #234

LINE	BEARING	DISTANCE
L1	N 01°15'04" W	80.40'
L2	N 89°11'03" E	9.26'
L3	S 02°11'07" E	80.42'
L4	S 89°11'03" W	10.57'

E. 5th PL.



LEGEND

POB Point of Beginning
 POC Point of Commencement

