

Office of the  
City Clerk

Metropolitan Tulsa Transit Authority  
BOARD of TRUSTEES MEETING  
Tuesday, October 31, 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 September 26, & September 29, 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 9](#)
2. Review and approval of September 2023 Financial Statements—Rebecca Walner (Action) [Page 15](#)
3. DART ILA – Rebecca Walner (Action) [Page 28](#)  
Approval to continue use of the Go-Pass as a 1 app, authorize the General Manager to negotiate final terms with DART & Kuba Denmark (formerly Unwire) for an amount not to exceed \$566,800 over 5 years.
4. Upcoming Procurements—Jack Van Hooser (Information) [Page 29](#)
5. ARP Spending – Rebecca Walner (Information)

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

1. Update on Customer Survey Results – *BreAnna (information)*
2. Go Pass Update – *Rebecca (Information)*
3. Calendars for 2024—*Scott Marr (Action)*
  - 2024 Board Meetings [Page 30](#)
  - 2024 Holidays [Page 31](#)
4. Re-Branding Update- Scott Marr (Information)
5. Award of Contract for CNG Fixed Route Buses – *Randy Cloud (Action)* [Page 33](#)  
Authorize the General Manager to enter a contract with Gillig for the purchase of nine (9) 40' CNG powered Fixed Route buses in an amount not to exceed \$7,200,000. This purchase will be made using the Washington State Transit Bus Cooperative Purchasing Contract.

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

1. Board Strategy Session  
Board will discuss dates, times, and agenda for the MTTA Strategic Planning Retreat.
2. Discussion of the Committees stated in the MTTA By-laws. [Page 34](#)

**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, December 5, 2023, at 12:00 PM**

**CALL TO ORDER/ROLL CALL**

<b>Trustee</b>	<b>In-Person</b>	<b>Absent</b>
Adam Doverspike, Chair	✓	
James Wagner, Vice Chair	✓	
Emily Hall	✓	
Tina Peña	✓	
Emeka Nnaka		✓
Phyllis Joseph	✓	
Ann Domin	✓	
<b>Totals</b>	<b>6</b>	<b>1</b>

**OTHERS PRESENT:**

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

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

In accordance with the Oklahoma Open Meetings Act, the meeting was preceded by advance notice of the date, time, and place filed with the Municipal City Clerk’s office on November 1, 2022. An announcement was also given at least twenty-four (24) hours in advance by posting notice of the date, time and place and agenda of the meeting on September 22, 2023 @ 12:54 pm, at the Municipal City Clerk’s office and at Tulsa Transit Administrative offices on September 22, 2023.

**I. CALL TO ORDER**

**Adam Doverspike** called the meeting to order at 12:07 pm.

**II. INTRODUCTIONS**

Scott Marr introduced the MTTA Staff and welcome new Board member, Jim East.

**III. APPROVAL OF THE August 29, 2023, MEETING MINUTES**

**James Wagner** and **Emily Hall** moved to approve the August 29, 2023, meeting minutes.

Yeas 4 Nays 0 Abstained 2 Absent 1 -- 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 August ridership. Fixed ridership exceeded the FY23 by 68k, BRT was 24k more than FY22 ridership, Lift ridership was 1866 less than FY23. Chase went over the ridership insights from free fares. The free fares months make them a different color going forward on the passengers per revenue hour add a dotted line at the 12.9 level.

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

Rebecca Walner presented the August financials. August total expenses were within 1% the projected budget. ODOT has not given the grant numbers as of date, so we budgeted what we received last year, by not using the grant revenues this extends the budget deficit. The payroll increased due to retirements and paying out the sick leave. We are monitoring Overtime to keep us in budget. Rebecca went over goals, complaints, absences, passenger per hour and cost per trip. Jim East asked if he could see an overtime chart, historical and what is expected.

**Jim East and Phyllis Joseph** moved to approve August 2023 Financial statements.

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

**3. General Manager Expenses – Rebecca Walner**

Rebecca presented the GM’s expenses for \$315.84 for trip to DART in Delaware.

**Jim East and Emily Hall** moved to approve the General Managers expenses in the amount of \$315.84.

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

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

Jack covered the upcoming procurements.

**James Wagner** left the meeting @ 12:50 pm.

**5. Update on Budget Initiatives – Rebecca/Scott**

Scott said that **Jim East** had sent him an email asking some questions and Scott thought that this was a good opportunity to bring the Board up today on where we are on the initiatives that was set. Rebecca covered going out for the build grant, but we did not get the match, MTTA was not added to the vision package, so FTA said try again next year. We will continue working with Olson. We are working on restructuring our buildings to how to make work. Rebecca covered the mobility service and customer experience upgrades. Jim East asked what the ODOT money is based on a formula: based om 20% money awarded.

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

1. Authorization of Free Fares for Veterans – Scott Marr

Scott asked the Board to approve veterans’ free fares starting November 11<sup>th</sup>. This would require City Council approval on November 1<sup>st</sup> and the Mayor’s signature on November 8<sup>th</sup>. Jim East asked what the impact to the budget is: less than \$1500.

**Jim East** and **Tina Peña** moved to approve authorize the General Manager to provide free fares for veterans starting November 11th, 2023, pending City Council approval.

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

2. Purchase of Security Gates and Perimeter Fencing -Randy Cloud

Randy asked the Board to authorize the General Manager to enter a contract with DH Pace as the prime contractor for the purchase and installation of Security Gates and new Perimeter Fencing. This would help to secure the facility.

**Emily Hall** and **Jim East** moved to authorize the General Manager to enter a contract with DH Pace as the prime contractor for the purchase and installation of Security Gates and new Perimeter Fencing in an amount not to exceed \$350,000 and to negotiate final terms and conditions.

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

3. Approval to Order Gillig LoNo Electric buses - Randy Cloud

Randy let the Board know that there was a last-minute price change last night. The lead time is around 18 to 24 months. After the APTA conference we expect this to lead time to increase to 3 years. We need to get these ordered before the lead time goes out even further.

This will be tabled for a special meeting due to price change from what is on the agenda.

4. Update on Micro Transit Ridership

Ofir and Valerie gave an update on the micro transit ridership.

5. Update on Customer Survey Results

Tabled

6. Go Pass Update

Tabled

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

1. General Manager Annual Review

**Adam Doverspike** and **Emily Hall** moved to enter executive session.

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

Jim East left during executive session.

**Emily Hall** and **Phyllis Joseph** moved to exit executive session.

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

**Emily Hall** and **Phyllis Joseph** made the motion to appoint **Adam Doverspike** to negotiate with Scott for the renewal of the General Manager contract.

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

VI. TRUSTEES AND GENERAL MANAGER COMMENTS

VII. NEW BUSINESS

None

VIII. ADJOURN

**Adam Doverspike** adjourned meeting at 2:09 pm.

Sincerely,

Lori Soderstrom  
Secretary to the Board of Trustees

**CALL TO ORDER/ROLL CALL**

<b>Trustee</b>	<b>In-Person</b>	<b>Absent</b>
Adam Doverspike, Chair	✓	
James Wagner, Vice Chair		✓
Tina Peña	✓	
Jim East	✓	
Emily Hall	✓	
Emeka Nnaka		✓
Phyllis Joseph	✓	
<b>Totals</b>	<b>5</b>	<b>2</b>

**OTHERS PRESENT:**

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

**IN ATTENDANCE:** Scott Marr, General Manager; Chase Phillips, MTTA Director of Planning; Jack Van Hooser, MTTA Procurement Specialist; Randy Cloud, MTTA Director of Maintenance.

An announcement was given at least forty-eight (48) hours in advance by posting notice of the date, time and place and agenda of the meeting on September 26, 2023 @ 3:50 pm, at the Municipal City Clerk’s office and at Tulsa Transit Administrative offices on September 26, 2023.

**I. CALL TO ORDER**

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

**II. PUBLIC COMMENTS**

None.

**III. COMMITTEE BUSINESS and REPORTS**

**A. Operating/Marketing Committee – Committee Chair**

**1. Approval to Order Gillig LoNo Electric buses – Randy Cloud**

Randy asked the Board to approve the purchase of 7 35’ EBus electric buses for the base price and any additional cost will be brought to the Board for approval.

**Jim East** asked for periodic updates with the discussions that is with PSO and ADP for the upgrades needed for electric stations.

**Emily Hall** and **Jim East** moved to Authorize the General Manager to enter a contract with Gillig for the purchase of seven (7) 35’ EBus electric buses rated at 688 KWH in an amount not to exceed \$9,360,000.

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

VI. TRUSTEES AND GENERAL MANAGER COMMENTS

VII. NEW BUSINESS  
None

VIII. ADJOURN

**Adam Doverspike** adjourned meeting at 12:25 pm.

Sincerely,

Lori Soderstrom  
Secretary to the Board of Trustees



# Fixed Route

**Passengers per Rev. hour:**  
15.39

\*APC Ridership

## Highest FX Ridership:

110: 15,956 – 14.0 Pass/Rev. Hr.

130: 13,029 – 25.2 prh

150: 11,137 – 22.3 prh

140: 10,551 – 18.7 prh

201: 10,452 – 18.5 prh

\*APC Ridership

**Avg Weekday Ridership:**

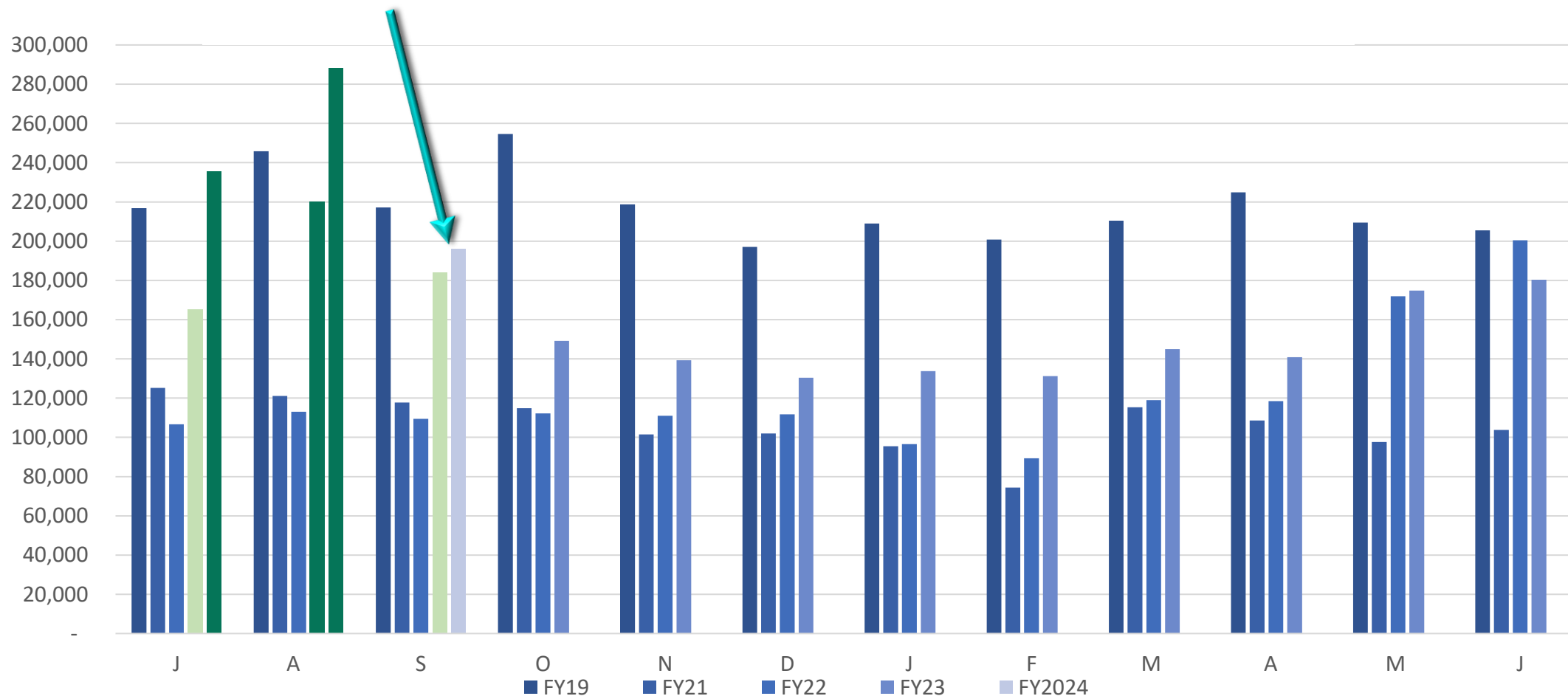
8057

**Avg Weekend Ridership:**

3572

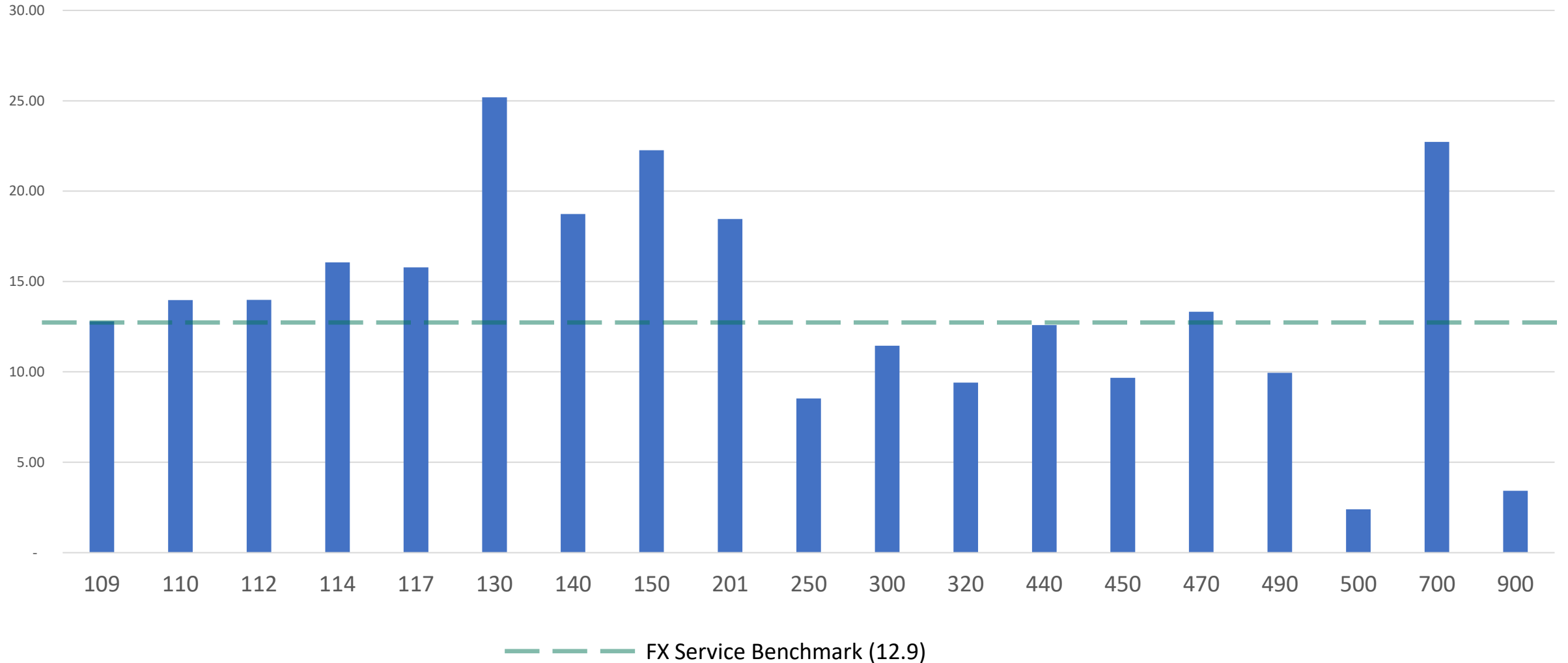
# Fixed Route Ridership

Ridership of 196K exceeded FY23 by 12K



NOTES: (1) FY20 Removed (2) Green = Free Fare Full Month (3) Light Green = Free Fare 1/2 Month

# Passengers per Revenue Hour by Route



# BRT Ridership

BRT ridership of 58K is 6K more than FY23 Ridership & 24K more than Route 105 Avg  
 BRT passenger per revenue hour is riders 22.7 per hour



NOTES: (1) FY20 Removed (2) Green = Free Fare Full Month (3) Light Green = Free Fare 1/2 Month

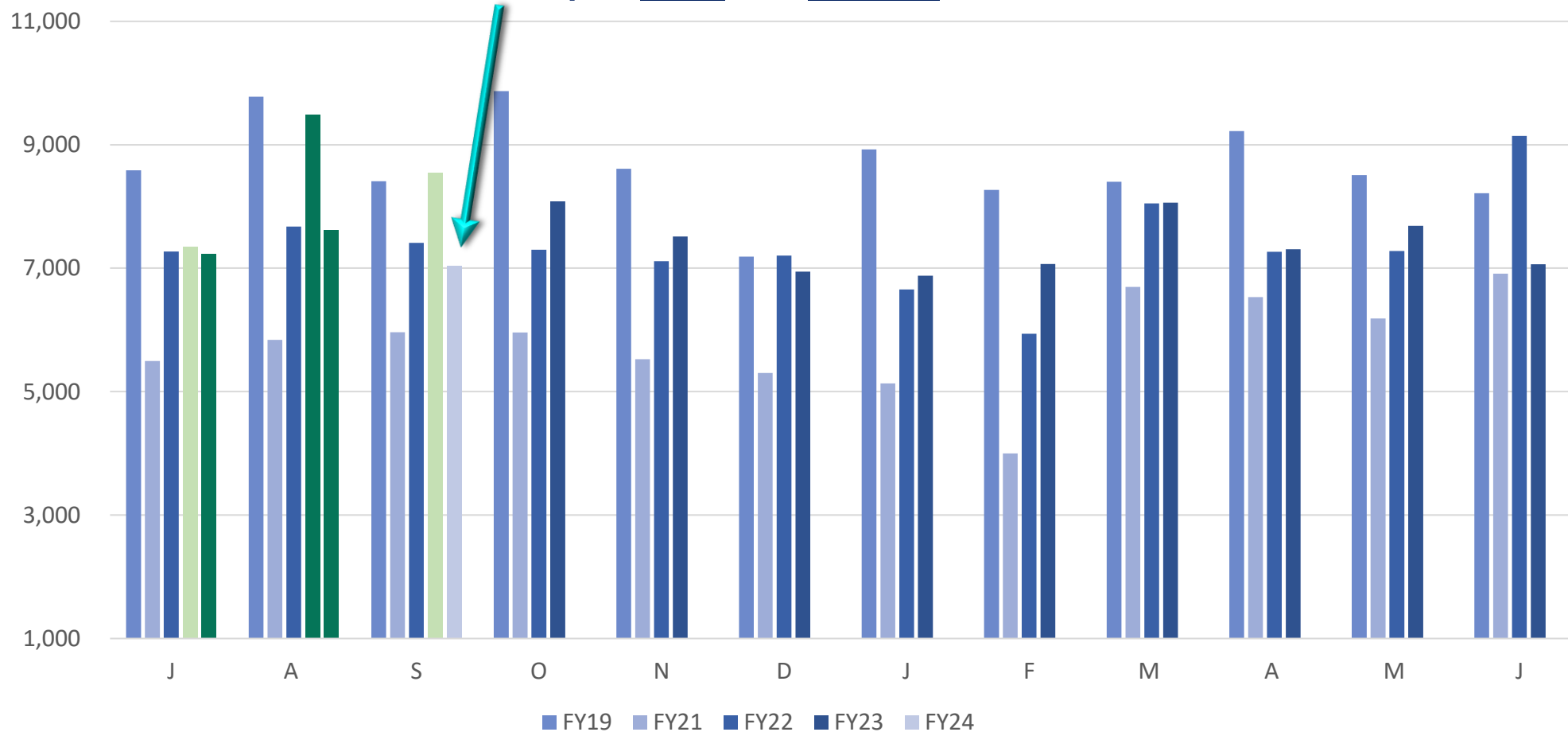
# Lift Ridership

Average: 305  
trips per day

FY24  
Ridership was  
less than FY23

# Lift Ridership

Ridership of 7,622 was 927 less than FY23



NOTES: (1) FY20 Removed, (2) Green = Free Fare Full Month (3) Light Green = Free Fare 1/2 Month

**METROPOLITAN TULSA TRANSIT AUTHORITY  
BOARD MEETING  
Sept 30<sup>th</sup> 2023  
Finance/Audit Committee**

To: Board of Trustees  
From: Rebecca Walner, Chief Financial Officer  
Subject: FY24 Financial Statement Summary through Sept 30, 2023

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**Recommendation:**

Review and approve the FY24 September Financial Statement Summary.

**Analysis:**

September operating expenses of \$2.1M were \$166K or 7.3% less projections based on the FY2024 budget.

YTD we have a zero surplus with total expenses of \$6.2M which are 600K or 9% less than projected. Revenues from Operations are up 20% due to the sponsored rides in July and August and maintaining ridership. The FY24 underspending of \$600K is reflected in the following areas Fuel \$100K, Repair Parts \$137K, Planning- \$100K. Below is a summary of our YTD FY23 operating results before audit:

Summary of Year to Date Expenses  
As of September 30<sup>th</sup> , 2023

<i>Item</i>	<i>Actual</i>	<i>Budget</i>	<i>Variance %</i>	<i>Prior Year</i>	<i>Variance %</i>
<b>Revenue</b>					
<b>Revenue from Operations</b>	\$637,683	\$630,120	1.20%	\$739,565	(13.78%)
<b>Operating Grant Funding</b>	\$5,587,228	\$6,177,591	(9.56%)	\$5,854,940	(4.57%)
<b>Total Operating Revenues</b>	\$6,224,911	\$6,807,711	(8.56%)	\$6,594,505	(5.60%)
<b>Operating Expenses</b>					
<b>Labor and Fringe</b>	\$4,335,879	\$4,341,388	(0.13%)	\$3,531,941	22.76%
<b>Transportation Services</b>	\$0	\$0	0.00%	\$906,084	(100.00%)
<b>Administrative Services</b>	\$218,134	\$259,607	(15.98%)	\$334,296	(34.75%)
<b>Materials and Supplies</b>	\$1,086,133	\$1,299,557	(16.42%)	\$1,085,731	0.04%
<b>Utilities</b>	\$162,280	\$198,757	(18.35%)	\$188,619	(13.96%)
<b>Insurance</b>	\$154,530	\$239,707	(35.53%)	\$120,627	28.11%
<b>Marketing and Planning</b>	\$267,953	\$468,697	(42.83%)	\$427,205	(37.28%)
<b>Total Operating Expenses</b>	\$6,224,909	\$6,807,713	(8.56%)	\$6,594,503	(5.60%)
<b>Budget Surplus (Deficit)</b>	\$2	(\$2)	(100.00%)	\$2	0.00%



**FY24 Executive Summary**  
For the Three Months Ending Sept 30, 2023

Summary of Activities*	Actual	Budget	Var%
Revenues From Operations \$	638	\$ 630	1%
Grant Revenues	5,587	6,178	-10%
<b>Total Operating Revenues</b>	<b>6,225</b>	<b>6,808</b>	<b>-9%</b>
Total Expenses	(6,225)	(6,808)	-9%
<b>Surplus (Deficit) \$</b>	<b>0</b>	<b>\$ (0)</b>	<b>0%</b>

Operating Revenues*	Actual	Budget	Var%
City of Tulsa \$	3,148	\$ 2,931	7%
Federal Grants	1,969	2,838	-31%
State Grants	287	288	0%
Other Grants	183	121	51%
Fare Revenues	398	389	2%
Advertising Revenues	202	195	4%
Other Revenues	37	46	-20%
<b>Total Operating Revenues \$</b>	<b>6,225</b>	<b>\$ 6,808</b>	<b>-9%</b>

Operating Expenses*	Actual	Budget	Var%
Payroll & Fringe \$	4,336	\$ 4,341	0%
Transportation Services	-	-	0%
Administrative Services	218	260	-16%
Materials & Supplies	1,086	1,300	-16%
Utilities	162	199	-18%
Insurance	155	240	-36%
Marketing & Planning	268	469	-43%
<b>Total Expenses \$</b>	<b>6,225</b>	<b>\$ 6,808</b>	<b>-9%</b>

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

Accidents (Per 100K miles)	FY24	FY23	Change	Target
Fixed Route	1.66	1.64	1%	1.80
Lift Program	-	9.03	-100%	10.00

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

Complaints	FY24	FY23	Change	Target
Fixed Route	3.19	2.84	0%	4.35
Lift Program	154.92	21.06	-0.0206	23.00

**Goal 3. Maintain a Quality Workforce**

Absences (Per weekday)	FY24	FY23	Change	Target
Operators	6	7	-7%	12
Lift Program	1	1	-51%	0.5

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

Passengers Per Hour	FY24	FY23	Change	Target
Fixed Route	13.94	14.79	-5.75%	14.00
Lift Program	1.96	2.09	-6%	2.00

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

Cost Per Trip	FY24	FY23	Change	Target
Fixed Route \$	9.10	\$ 9.31	-56%	\$ 6.16
Lift Program \$	71.15	\$ 61.46	-31%	\$ 50.91

Tulsa Transit connects people to progress and prosperity.



Fixed Route and Nightline Preventable Accidents - FY24								
	\$0 to \$500	\$500 to \$1,000	\$1,000 to \$2,500	\$2,500 to \$5,000	\$5,000 to \$10,000	\$10,000 to \$20,000	Over \$20,000	Total
<b>MONTH</b>								
July	6							6
August	2							2
September			3	1				4
October								0
November								0
December								0
January								0
February								0
March								0
April								0
May								0
June								0
<b>TOTAL</b>	<b>8</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>
<b>Percent of Total</b>	<b>67%</b>	<b>0%</b>	<b>25%</b>	<b>8%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>100%</b>

Fixed Route and Nightline Preventable Accidents - FY23								
	\$0 to \$500	\$500 to \$1,000	\$1,000 to \$2,500	\$2,500 to \$5,000	\$5,000 to \$10,000	\$10,000 to \$20,000	Over \$20,000	Total
<b>MONTH</b>								
July	1		1					2
August	2		1					3
September	1		1					2
October	3	1						4
November								0
December	5	1					1	7
January	8	2		1	1			12
February	3			1				4
March	3	1	7	1			1	13
April	8	1		1				10
May	3		1					4
June	1			1				2
<b>TOTAL</b>	<b>38</b>	<b>6</b>	<b>11</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>63</b>
<b>Percent of Total</b>	<b>60%</b>	<b>10%</b>	<b>17%</b>	<b>8%</b>	<b>2%</b>	<b>0%</b>	<b>3%</b>	<b>100%</b>

Lift Preventable Accidents - FY24								
	\$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	3							3
August	4							4
September	0							0
October								0
November								0
December								0
January								0
February								0
March								0
April								0
May								0
June								0
<b>Total</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>
<b>Percent of Total</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

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	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
<b>Total</b>	<b>32</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>44</b>
<b>Percent of Total</b>	<b>73%</b>	<b>5%</b>	<b>11%</b>	<b>7%</b>	<b>5%</b>	<b>0%</b>	<b>0%</b>	<b>100%</b>

**SUMMARY OF OPERATING BUDGET VARIANCE ANALYSIS**

				Projected expenses within +/- \$1,000 and +/- 5% YTD variance are considered consistent with projections.
	YTD	YTD	YTD	
Operating Revenues	\$	Var\$	Var%	Details
Fixed Route Revenues	332,722.00	10,011.00	3%	Fixed Route Ridership (including Micro Transit) is 3% above projected revenue. This is in due to increased ridership.
Advertising Revenue	202,180.00	7,180.00	4%	Advertising revenue for the month of Sept is lower, however year to date is on track for budget.
Lift Program Revenues	65,530.00	(410.00)	-1%	As we continue to work with RideCo (our software company) we are hopeful that ridership will begin to increase as well.
Expenses	YTD		YTD	
	\$		Var%	Details
Payroll and Fringe	4,335,879.00	(5,509.00)	0%	Payroll and fringe is on target fo the year.
Transportation Services	-	-	0%	This has been removed in FY24, keeping on list for FY24 to be removed in FY25 as we watch budget to actuals in totals.
Advertising Commissions	63,878.00	(15,122.00)	-19%	As we dropped in advertising revenue, commissions dropped as well.
Legal	19,593.00	(8,722.00)	-31%	Legal expenses are currently lower than budgeted as we have wrapped up union negotiations and fewer pending issues.
Audit Fees	10,850.00	-	0%	Audit fees are on target for FY24.
Bldg. & Facility Services	35,450.00	(15,345.00)	-30%	Building and Facility Services are currently under budgeted as we have not ramped up any new projects.
Professional and Technical	84,597.00	8,237.00	11%	Due to increase in turnover, background checks are costing more than expected.
Fuel	304,712.00	(120,413.00)	-33%	Fuel cost is less as the contract value is lower the prior years.
Gasoline	49,750.00	(3,851.00)	-7%	Gasoline is starting to level out as MicroTransit Vans have started service.
Oil & Lubricants	39,530.00	(2,511.00)	-6%	With the Eletric vehicles in service it has decrease oil and lubricant needs.
Tires & Tubes	52,825.00	10,815.00	26%	Still in tire replacement for many buses and cost is starting to level out.
Facility Repairs	216,879.00	27,184.00	14%	As our building infrastructure beging to deteriorate is it cost more to repair, we had a major sewer problem, coil replament, and electrical issues in maintainance facility.
Service & Shop Equipment	17,931.00	10,107.00	129%	Air Compressor had a few additional parts that added to this cost. September leveled out.
Other Shop & Garage	17,014.00	(6,213.00)	-27%	Due to fewer buses pulling out our expenses have not reached the expected amount.

Repair Parts	414,496.00	(137,506.00)	-25%	We are currently looking into why we are under budget. Some old buses are stationary at this time due to prepping for auction as they were replaced with a few new parts.
Servicing Supplies	12,635.00	1,789.00	17%	Purchasing of supplies has cost us for this quarter. Expected to level out.
Utilities	162,280.00	(36,477.00)	-18%	Communication amounts have significantly decreased by using 3CX phones vs land lines.
Insurance	154,530.00	(85,177.00)	-36%	The amounts for is Workers Comp came in lower than expected, budget revision may need to be done later in FY24.
Planning	105,353.00	(96,526.00)	-48%	Studies have not kicked off yet.
Marketing & Advertising	88,917.00	2,389.00	3%	Marketing and Advertising in on budget for FY24.
General Office Expense	49,151.00	(104,256.00)	202%	Lease and rentals are being evaluated.
	<b>YTD</b>		<b>YTD</b>	
<b>Grant Revenues</b>	<b>\$\$</b>		<b>Var%</b>	<b>Details</b>
Other Operational Assistance	182,597.00	61,384.00	51%	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 a 5% increase for FY24 for the city contract as well as college contracts.
Oklahoma State Funding	287,499.00	(1.00)	0%	ODOT Funding has not been released and the the current budget amount is on target.
FTA Planning	217,639.00	(65,264.00)	-23%	YTD Planning expenses are 23% less than expected due to not doing a study at this time.
FTA Audit/Leases	3,601.00	(41,479.00)	-92%	
FTA ADA Lift	-	-	0%	All Budgeted Revenue was moved to Operations.
FTA - Operations	886,693.00	(497,021.00)	-36%	Operations is currently under budget significantly due to the amount reimbused coming in under budget as we have moved the ADA revenue to Operational Revenue as that is majority of the cost.
FTA Preventive Maintenance	861,006.00	(265,425.00)	-24%	PM is under budget due to Repair Parts being significantly under budget.

METRO TULSA TRANSIT AUTHORITY  
Income Statement  
For the Three Months Ending Saturday, September 30, 2023

	Actual	Budget	Var %	PY	PY %	Act YTD	Bgt YTD	Var%	PY YTD	PY %
<b>Operating Revenues</b>										
Passenger	\$105,583	\$104,397	1.14%	\$212,973	(50.42%)	\$327,046	\$313,191	4.42%	\$461,292	(29.10%)
Nightline	\$1,936	\$1,883	2.82%	\$2,963	(34.67%)	\$3,688	\$5,648	(34.70%)	\$14,340	(74.28%)
Sunday Service	\$875	\$1,291	(32.19%)	\$1,634	(46.42%)	\$1,988	\$3,872	(48.67%)	\$7,511	(73.54%)
Advertising	\$35,377	\$65,000	(45.57%)	\$52,324	(32.39%)	\$202,180	\$195,000	3.68%	\$173,082	16.81%
Investments	\$9,873	\$11,790	(16.26%)	\$2,585	281.87%	\$29,761	\$35,369	(15.85%)	\$7,221	312.13%
Lift Program - ADA	\$13,158	\$21,980	(40.14%)	\$34,425	(61.78%)	\$65,530	\$65,940	(0.62%)	\$68,224	(3.95%)
Other Revenue	\$1,007	\$3,700	(72.77%)	\$1,878	(46.34%)	\$7,490	\$11,100	(32.52%)	\$7,895	(5.13%)
<b>Total Operating Revenues</b>	<b>\$167,809</b>	<b>\$210,041</b>	<b>(20.11%)</b>	<b>\$308,782</b>	<b>(45.65%)</b>	<b>\$637,683</b>	<b>\$630,120</b>	<b>1.20%</b>	<b>\$739,565</b>	<b>(13.78%)</b>
<b>Operating Expenses</b>										
<b>Labor:</b>										
Operators	\$515,165	\$570,032	(9.63%)	\$438,144	17.58%	\$1,691,590	\$1,710,095	(1.08%)	\$1,275,163	32.66%
Transportation Administration	\$148,244	\$138,757	6.84%	\$116,761	26.96%	\$487,687	\$416,271	17.16%	\$374,738	30.14%
Maintenance	\$119,848	\$110,937	8.03%	\$109,645	9.31%	\$389,991	\$332,810	17.18%	\$324,927	20.02%
Maintenance Administration	\$31,967	\$32,673	(2.16%)	\$24,812	28.84%	\$92,881	\$98,019	(5.24%)	\$83,828	10.80%
Administration & Accounting	\$75,029	\$118,704	(36.79%)	\$72,981	2.81%	\$261,194	\$356,112	(26.65%)	\$229,471	13.82%
<b>Total Labor</b>	<b>\$890,253</b>	<b>\$971,103</b>	<b>(8.33%)</b>	<b>\$762,343</b>	<b>16.78%</b>	<b>\$2,923,343</b>	<b>\$2,913,307</b>	<b>0.34%</b>	<b>\$2,288,127</b>	<b>27.76%</b>
<b>Fringe Benefits:</b>										
FICA Taxes	\$82,767	\$87,108	(4.98%)	\$67,414	22.77%	\$253,282	\$261,324	(3.08%)	\$199,731	26.81%
Pension Plan Expense	\$103,787	\$105,539	(1.66%)	\$89,057	16.54%	\$314,946	\$316,617	(0.53%)	\$275,522	14.31%
Health & Dental Insurance	\$133,199	\$122,712	8.55%	\$94,245	41.33%	\$379,526	\$368,137	3.09%	\$322,031	17.85%
Life & Disability Insurance	\$14,183	\$14,375	(1.34%)	\$666	2028.01%	\$45,973	\$43,124	6.61%	\$17,065	169.39%
Sick Leave	\$69,142	\$36,555	89.15%	\$16,296	324.29%	\$123,158	\$109,664	12.30%	\$58,788	109.50%
Holiday Pay	\$47,490	\$36,478	30.19%	\$68,821	(31.00%)	\$100,560	\$109,433	(8.11%)	\$113,227	(11.19%)
Vacation Pay	\$50,320	\$43,918	14.58%	\$46,777	7.57%	\$135,813	\$131,754	3.08%	\$149,474	(9.14%)
Uniform Allowance - Drivers	\$143	\$10,417	(98.62%)	\$1,118	(87.17%)	\$20,675	\$31,250	(33.84%)	\$48,837	(57.66%)
Clothing/Tool Allowance - Mechanics	\$2,345	\$2,678	(12.45%)	\$1,905	23.07%	\$14,793	\$8,035	84.11%	\$4,924	200.44%
Unemployment Compensation	\$2,157	\$2,167	(0.45%)	\$2,157	0.00%	(\$8,424)	\$6,500	(229.60%)	\$6,471	(230.19%)
Other Fringe Benefits	\$18,471	\$14,081	31.18%	\$20,319	(9.09%)	\$32,234	\$42,243	(23.69%)	\$47,744	(32.49%)
<b>Total Fringe Benefits</b>	<b>\$524,004</b>	<b>\$476,028</b>	<b>10.08%</b>	<b>\$408,775</b>	<b>28.19%</b>	<b>\$1,412,536</b>	<b>\$1,428,081</b>	<b>(1.09%)</b>	<b>\$1,243,814</b>	<b>13.56%</b>
<b>Total Loaded Payroll</b>	<b>\$1,414,257</b>	<b>\$1,447,131</b>	<b>(2.27%)</b>	<b>\$1,171,118</b>	<b>20.76%</b>	<b>\$4,335,879</b>	<b>\$4,341,388</b>	<b>(0.13%)</b>	<b>\$3,531,941</b>	<b>22.76%</b>
<b>Transportation Services:</b>										
Fixed Route	-	-	0.00%	\$53,703	(100.00%)	-	-	0.00%	\$152,810	(100.00%)
Sunday Service	-	-	0.00%	\$19,500	(100.00%)	-	-	0.00%	\$71,607	(100.00%)
Lift Program - ADA	-	-	0.00%	\$264,389	(100.00%)	-	-	0.00%	\$681,667	(100.00%)
Circulator Service-Downtown/Midtown	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
Lift Services - Meals On Wheels	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
<b>Total Transportation Services</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>\$337,592</b>	<b>(100.00%)</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>\$906,084</b>	<b>(100.00%)</b>
<b>Administrative Services:</b>										
Advertising	\$11,357	\$26,333	(56.87%)	\$22,250	(48.96%)	\$63,878	\$79,000	(19.14%)	\$80,084	(20.24%)
Legal Fees	\$3,490	\$9,438	(63.03%)	\$46,554	(92.50%)	\$19,593	\$28,315	(30.80%)	\$58,141	(66.30%)
Audit Fees	\$3,617	\$3,617	0.00%	\$3,475	4.08%	\$10,850	\$10,850	0.00%	\$10,425	4.08%
Office Equipment / Computers	\$1,681	\$3,204	(47.54%)	\$1,788	(5.96%)	\$3,357	\$9,613	(65.07%)	\$5,893	(43.02%)
Building & Facility Services	\$13,434	\$16,932	(20.66%)	\$10,865	23.64%	\$35,450	\$50,795	(30.21%)	\$38,391	(7.66%)
Professional & Technical Services	\$30,178	\$16,028	88.28%	\$32,139	(6.10%)	\$77,549	\$48,084	61.28%	\$81,136	(4.42%)
Software Maintenance & Service	(\$2,554)	\$9,425	(127.09%)	(\$29,251)	(91.27%)	\$7,048	\$28,276	(75.07%)	\$57,533	(87.75%)
Security Services	\$409	\$1,558	(73.75%)	\$2,441	(83.25%)	\$409	\$4,674	(91.25%)	\$2,693	(84.81%)
<b>Total Administrative Services</b>	<b>\$61,612</b>	<b>\$86,535</b>	<b>(28.80%)</b>	<b>\$90,261</b>	<b>(31.74%)</b>	<b>\$218,134</b>	<b>\$259,607</b>	<b>(15.97%)</b>	<b>\$334,296</b>	<b>(34.75%)</b>

Total Services	\$61,612	\$86,535	(28.80%)	\$427,853	(85.60%)	\$218,134	\$259,607	(15.97%)	\$1,240,380	(82.41%)
Materials & Supplies:										
Fuel	\$80,085	\$122,980	(34.88%)	\$68,091	17.61%	\$248,526	\$368,939	(32.64%)	\$227,372	9.30%
Gasoline	\$18,338	\$17,867	2.64%	\$26,745	(31.43%)	\$49,750	\$53,601	(7.18%)	\$61,488	(19.09%)
Oil & Lubricants	\$12,441	\$14,014	(11.22%)	\$320	3786.32%	\$39,530	\$42,041	(5.97%)	\$26,986	46.48%
Tires & Tubes	\$11,739	\$14,003	(16.17%)	\$15,695	(25.20%)	\$52,825	\$42,010	25.74%	\$38,730	36.39%
Facility Repairs & Maintenance	\$99,919	\$63,232	58.02%	\$88,680	12.67%	\$216,879	\$189,695	14.33%	\$188,646	14.97%
Service & Shop Equipment	\$3,257	\$2,608	24.88%	(\$80)	(4148.71%)	\$17,931	\$7,824	129.18%	\$18,914	(5.20%)
Other Shop & Garage Expense	\$5,403	\$7,742	(30.21%)	\$3,088	75.00%	\$17,014	\$23,227	(26.75%)	\$18,744	(9.23%)
Repair Parts	\$205,664	\$184,001	11.77%	\$153,835	33.69%	\$414,496	\$552,002	(24.91%)	\$488,740	(15.19%)
Servicing Supplies	\$9,843	\$3,615	172.27%	\$3,714	165.03%	\$12,635	\$10,846	16.50%	\$10,993	14.94%
Transportation & Safety	\$2,147	\$837	156.51%	\$469	357.85%	\$3,949	\$2,510	57.31%	\$3,010	31.18%
Schedules	-	\$1,446	(100.00%)	-	0.00%	\$6,096	\$4,337	40.55%	-	0.00%
Passes & Transfers	\$3,138	\$842	272.75%	\$646	385.49%	\$6,502	\$2,525	157.47%	\$2,108	208.37%
Total Materials & Supplies	\$451,974	\$433,187	4.34%	\$361,203	25.13%	\$1,086,133	\$1,299,557	(16.42%)	\$1,085,731	0.04%
Utilities:										
Light, Heat, Power, and Water	\$42,074	\$36,188	16.26%	\$33,498	25.60%	\$118,601	\$108,565	9.24%	\$113,528	4.47%
Communications	\$18,619	\$30,064	(38.07%)	\$23,109	(19.43%)	\$43,679	\$90,192	(51.57%)	\$75,091	(41.83%)
Total Utilities	\$60,693	\$66,252	(8.39%)	\$56,607	7.22%	\$162,280	\$198,757	(18.35%)	\$188,619	(13.96%)
Insurance:										
Insurance Premiums	\$53,387	\$79,902	(33.18%)	\$37,949	40.68%	\$160,161	\$239,707	(33.18%)	\$113,848	40.68%
Self Insurance	(\$11,651)	-	0.00%	-	0.00%	(\$5,631)	-	0.00%	\$6,779	(183.06%)
Total Insurance	\$41,736	\$79,902	(47.77%)	\$37,949	9.98%	\$154,530	\$239,707	(35.53%)	\$120,627	28.10%
Miscellaneous:										
Planning & Rideshare	\$32,831	\$67,293	(51.21%)	\$90,181	(63.59%)	\$105,353	\$201,879	(47.81%)	\$149,083	(29.33%)
Dues & Subscriptions	\$3,587	\$4,150	(13.55%)	\$514	598.14%	\$10,318	\$12,450	(17.12%)	\$7,901	30.59%
Travel & Meetings - Staff	(\$7,021)	\$4,769	(247.22%)	\$7,621	(192.13%)	\$13,351	\$14,308	(6.68%)	\$31,993	(58.27%)
Travel & Meetings - Board	\$299	\$42	617.76%	-	0.00%	\$863	\$125	590.33%	-	0.00%
Marketing & Advertising	\$20,235	\$28,843	(29.84%)	\$83,829	(75.86%)	\$88,917	\$86,528	2.76%	\$153,844	(42.20%)
General Office Expense	\$7,356	\$13,138	(44.01%)	\$11,052	(33.44%)	\$28,024	\$39,415	(28.90%)	\$44,983	(37.70%)
Other Miscellaneous Expenses	\$3,538	\$13,680	(74.14%)	\$4,324	(18.17%)	(\$10,046)	\$41,041	(124.48%)	\$19,822	(150.68%)
Bank & Credit Card Fees	\$7,080	\$4,974	42.35%	\$4,302	64.56%	\$19,545	\$14,921	30.99%	\$11,325	72.58%
Leases & Rentals	\$4,768	\$19,343	(75.35%)	\$1,462	226.07%	\$11,628	\$58,030	(79.96%)	\$8,254	40.88%
Total Miscellaneous	\$72,673	\$156,232	(53.48%)	\$203,285	(64.25%)	\$267,953	\$468,697	(42.83%)	\$427,205	(37.28%)
Total Expenses	\$2,102,945	\$2,269,239	(7.33%)	\$2,258,015	(6.87%)	\$6,224,909	\$6,807,713	(8.56%)	\$6,594,503	(5.60%)
Net Operating Loss	(\$1,935,136)	(\$2,059,198)	(6.02%)	(\$1,949,233)	(0.72%)	(\$5,587,226)	(\$6,177,593)	(9.56%)	(\$5,854,938)	(4.57%)
Operational Grant Funding										
Operating Assistance - Other	\$94,008	\$40,404	132.67%	\$37,033	153.85%	\$182,597	\$121,213	50.64%	\$162,679	12.24%
Oklahoma State Funding	\$95,833	\$95,833	(0.00%)	\$179,166	(46.51%)	\$287,499	\$287,500	(0.00%)	\$539,999	(46.76%)
FTA - Planning Assistance	\$57,943	\$94,301	(38.56%)	\$66,663	(13.08%)	\$217,639	\$282,903	(23.07%)	\$219,955	(1.05%)
FTA - Leases / Audit	-	\$15,027	(100.00%)	\$5,203	(100.00%)	\$3,601	\$45,080	(92.01%)	\$20,304	(82.26%)
FTA - ADA LIFT	-	-	0.00%	\$55,750	(100.00%)	-	-	0.00%	\$167,250	(100.00%)
FTA - CMAQ	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
FTA - Preventative Maintenance	\$285,514	\$375,477	(23.96%)	\$327,973	(12.95%)	\$861,006	\$1,126,431	(23.56%)	\$1,040,271	(17.23%)
FTA - Operations	\$354,927	\$461,238	(23.05%)	\$370,523	(4.21%)	\$886,693	\$1,383,714	(35.92%)	\$984,594	(9.94%)
COT - Vision Assistance	\$427,495	\$357,500	19.58%	\$293,706	45.55%	\$1,289,945	\$1,072,500	20.27%	\$880,237	46.55%
COT - Operating Assistance	\$619,416	\$619,417	(0.00%)	\$613,217	1.01%	\$1,858,248	\$1,858,250	(0.00%)	\$1,839,651	1.01%
Total Operational Grant Funding	\$1,935,136	\$2,059,197	(6.02%)	\$1,949,234	(0.72%)	\$5,587,228	\$6,177,591	(9.56%)	\$5,854,940	(4.57%)
Budget Surplus (Deficit)	-	(\$1)	94.29%	\$1	(241.67%)	\$2	(\$2)	(2.86%)	\$2	(700.00%)

Capital Revenues

Capital Assistance - FTA	\$519,080	\$255,486	103.17%	\$341,298	52.09%	\$2,138,244	\$766,458	178.98%	\$471,456	353.54%
Capital Assistance - COT	-	\$183,836	(100.00%)	\$17,500	(100.00%)	\$743,286	\$551,507	34.77%	\$167,500	343.75%
Capital Assistance - Other	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
Gain (Loss) on Sale of Assets	(\$147)	-	0.00%	-	0.00%	(\$147)	-	0.00%	(\$20,338)	(99.28%)
<b>Total Capital Revenues</b>	<b>\$518,933</b>	<b>\$439,322</b>	<b>18.12%</b>	<b>\$358,798</b>	<b>44.63%</b>	<b>\$2,881,383</b>	<b>\$1,317,965</b>	<b>118.62%</b>	<b>\$618,618</b>	<b>365.78%</b>
Depreciation	\$372,663	\$470,000	(20.71%)	\$352,671	5.67%	\$1,100,798	\$1,410,000	(21.93%)	\$1,058,477	4.00%
Debt Service	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
COT Pass Through	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
<b>Change in Net Assets</b>	<b>\$146,270</b>	<b>(\$30,679)</b>	<b>(576.78%)</b>	<b>\$6,128</b>	<b>2286.99%</b>	<b>\$1,780,587</b>	<b>(\$92,037)</b>	<b>(2034.67%)</b>	<b>(\$439,857)</b>	<b>(504.81%)</b>

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Assets

Current Assets:

Cash and Cash Equivalents		\$47,021
Restricted Cash		\$3,824,636
Trade Accounts Receivable	\$372,018	
FTA Operating & Capital Grants Receivable	\$19,253,147	
COT Operating & Capital Grants Receivable	<u>\$23,814,243</u>	
		\$43,439,408
Inventories		\$1,221,079
Prepaid Expenses		<u>\$544,325</u>
Total Current Assets		\$49,076,469

Capital Assets, at cost:

Revenue Equipment	\$39,427,969	
Service Equipment	\$574,172	
Security Equipment	\$927,974	
Buildings & Improvements	\$12,920,749	
Passenger Shelters	\$2,092,715	
Shop and Garage Equipment	\$3,297,444	
Computers & Other Equipment	\$6,385,548	
Office Furniture and Fixtures	\$209,681	
Land & Improvements	\$3,333,309	
Construction in Progress	\$2,393,211	
Less: Accumulated Depreciation	(\$45,547,008)	
Non- Depreciating Assets	<u>\$1,876,280</u>	
Total Capital Assets		\$26,015,764

Total Assets		<u><u>\$75,092,233</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	\$2,385,452	
Accrued Wages & Withholdings	\$500,715	
Accrued Insurance	\$73,400	
Deferred Grant Revenues	\$43,108,137	
Other Current Liabilities	<u>\$19,143</u>	
Total Current Liabilities		\$46,086,847

Noncurrent Liabilities:

Advance Payable to COT	\$326,674	
Net Pension Liability	\$6,022,964	
Accrued Compensated Absences	<u>\$874,110</u>	
Total Noncurrent Liabilities		<u>\$7,223,747</u>

Total Liabilities		\$53,310,594
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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	\$26,015,764	
Restricted for Capital Acquisitions	\$666,935	
Restricted for Workmen's Comp.	\$73,705	
Unrestricted	<u>(\$4,974,766)</u>	
Total Net Assets		\$21,781,639

Total Liabilities & Net Assets		<u><u>\$75,092,233</u></u>
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For the Three Months Ending Sept 30, 2023

**METROPOLITAN TULSA TRANSIT AUTHORITY  
PERFORMANCE INDICATOR SUMMARY**

Fixed Route	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	1.67	1.66	1.80	There were 1.67 preventable accidents in Sept and average 1.66 for FY24YTD accidents are 0 vs. 2.47 in prior year.	●
OSHA Accidents per 200k Manhours	-	-	6.00	No reported OSHA Accidents in Septemner	●
*Total Complaints Per 10,000 boarding's	7.95	2.66	2.00	Of the 140 total complaints Bus Late/No Show - Customer ServiceComplaint - Customer ServiceDisruptive Behavior - Safety/SecurityDriver Attitude issue - Customer ServiceGoPass Issue - Customer ServiceEquipment Issues - Customer ServiceIncorrect LIFT order - Customer ServiceNo TypeOther Customer Service Issue - Customer ServiceOther ADA issue - ADA complaintOther IssueTrash Full - Customer ServiceOther Safety/Security Issue - Safety/SecurityVandalism - Safety/SecurityVehicle Did Not Stop/Pass Up - Customer Service	●
On-time Performance	90%	91%	85%	Based off the 10 minutes late window.	●
Miles between road calls	7,484	7,166	7,500	YTD is 4% less than target.	✓
Operator Absences per weekday	5.00	6.00	12.00	YTD Operator Absences are 50% more than target.	✓
Passengers per Hour (PPH)	11.49	13.94	14.00	YTD PPH is 19% less than target.	●
Cost per Trip (CPT)	\$ 9.10	\$ 7.43	\$ 6.16	YTD CPT is 21% more than target and is due to reduced frequency in routes.	✓
Lift Operation	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	0.00	0.00	10.00	There were 0 preventable accidents in Sept an average 0 for FY24YTD accidents are 0 vs. 0 in prior year.	✓
Total Complaints per Per 10,000 boarding's	154.92	21.06	23.00	Of the 101 total complaints Bus Late/No Show - Customer ServiceComplaint - Customer ServiceDisruptive Behavior - Safety/SecurityDriver Attitude issue - Customer ServiceGoPass Issue - Customer ServiceEquipment Issues - Customer ServiceIncorrect LIFT order - Customer ServiceNo TypeOther Customer Service Issue - Customer ServiceOther ADA issue - ADA complaintOther IssueTrash Full - Customer ServiceOther Safety/Security Issue - Safety/SecurityVandalism - Safety/SecurityVehicle Did Not Stop/Pass Up - Customer Service	✓
OSHA Accidents per 200k Manhours	0.00	0.00	0.00	No reported OSHA accidents	✓
On-time performance	95%	95%	95%	YTD On-time Performance is consistent with target.	●
Miles Between Road Calls	-	10,326	22,500		●
Passengers per hour (PPH)	1.96	1.83	2.00	YTD PPH is 17% less than target.	●
Cost per Trip (CPT)	\$ 71.15	\$ 66.98	\$ 50.91	YTD CPT is 32% 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 2023 to September 2023)

Description	Current Month	Prior Year	Percent Change	YTD Monthly Average	Prior Year	Percent Change	Goal
<b>1) Operate a Safe Transit System</b>							
Preventable Vehicle Accidents per 100k Miles	1.67	2.47	-32.39%	1.66	1.64	1.22%	1.80
OSHA Accidents per 200k Manhours	-	-	-	-	-	-	6.00
<b>2) Meet and Exceed Customer Expectations</b>							
Complaints per 10k Boardings	7.95	2.66	198.87%	3.19	2.84	12.32%	4.35
On-time Performance	92.01%	0.00%	0.00%	91.08%	0.00%	0.00%	85.00%
Miles Between Road Calls	7,484.00	6,522.00	14.75%	7,166.00	6,993.00	2.46%	7,500.00
<b>3) Maintain a Quality Workforce</b>							
Operator Absences per Weekday	4.00	7.00	-43.98%	6.00	6.00	-6.55%	9.00
Total Absences per Weekday	5.00	-	0.00%	6.00	7.00	-7.20%	12.00
Employee Turnover	22.54%	57.97%	-60.34%	39.85%	82.14%	-51.22%	35.00%
<b>4) Operate an Effective System</b>							
Ridership	176,161.00	184,161.00	-4.34%	212,208.00	189,874.00	11.76%	235,416.00
Passengers per Service Hour	11.49	15.09	-23.86%	13.94	14.79	-5.75%	14.00
Average Weekday Ridership	7.00	7,724.00	-99.91%	6,141.00	7,746.00	-20.73%	10,000.00
Average Saturday Ridership	6,450.00	5,489.00	17.50%	6,128.00	5,683.00	7.83%	4,500.00
<b>5) Operate an Efficient System</b>							
Cost Per Service Hour	104.52	140.49	-25.60%	103.61	131.01	-20.91%	82.50
Cost Per Trip	9.10	9.31	-2.26%	7.43	8.86	-16.14%	6.16
Fare Revenue per Trip	0.62	1.18	-47.46%	0.37	0.85	-56.47%	0.78

\*Note: Includes Nightline

Lift Program Report (July 2023 to September 2023)

Description	Current Month	Prior Year	Percent Change	YTD Monthly Average	Prior Year	Percent Change	Goal
<b>1) Operate a Safe Transit System</b>							
Preventable Van Accidents per 100k Miles	-	9.03	0.00%	3.99	8.31	-51.99%	1.20
OSHA Accidents per 200k Manhours	-	-	-	-	-	-	10.00
<b>2) Meet and Exceed Customer Expectations</b>							
Complaints per 10k Boardings	154.92	21.06	635.61%	61.22	32.70	87.22%	23.00
On-time Performance	94.99%	96.52%	-2.06%	95.49%	96.56%	-2.06%	95.00%
Miles Between Road Calls	-	22,143.00	0.00%	10,326.00	18,917.00	-45.41%	22,500.00
Average Call Center Minutes on Hold Time	4.73	1.05	3.50	5.79	0.95	5.09	1.00
<b>3) Maintain a Quality Workforce</b>							
Employee Turnover	1.47	-	0.00%	1.24	0.62	100.00%	0.50
<b>4) Operate an Effective System</b>							
Ridership	7,036.00	8,549.00	(0.18)	7,296.00	8,460.00	(0.14)	9,082.00
Van Passengers per Service Hour	1.96	2.09	-6.22%	1.83	2.07	-11.59%	2.00
Average Weekday Ridership	335.00	407.00	-17.70%	337.00	397.00	-15.09%	470.00
<b>5) Operate an Efficient System</b>							
Cost Per Service Hour	139.09	128.52	8.22%	122.88	118.92	3.33%	72.25
Cost Per Trip	71.15	61.46	0.16	66.98	57.38	0.17	50.91
Fare Revenue per Trip	1.87	4.03	-53.60%	1.85	2.69	-31.23%	2.79

**METROPOLITAN TULSA TRANSIT AUTHORITY**  
**BOARD MEETING**  
**October 31, 2023 Consent Calendar Item**

To: Board of Trustees  
Subject: Approval to continue use of Go-Pass as a 1 app

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Recommendation

Authorize the General Manager to negotiate final terms with DART & Kuba Denmark (formerly Unwire) for an amount not to exceed \$566,800 over 5 years.

Background

In 2020 MTTA came to the board for approval to begin mobile ticket. When Covid happened MTTA went free fare and GoPass mostly became a back seat trip planner. Over the course of the 3 years, we have had this in place we have seen more users adapt to the software. This past year we have integrated, RideCo for MicroTransit, and Avail for our Fixed Route real time tracking into the GoPass app so customers can use one app, regardless of fixed Route. Elerts, which allows users to communicate issues or compliments directly to MTTA, including pictures. As we continue to invest in technology and become a one app shop it has come time to review the contract with DART/Kuba Denmark. In the new ILA proposed from DART it includes one of two of the last pieces we need for to become technology driven and all customers friendly: Paratransit integration. If approved, all customers, regardless of ability, will be able to use the GoPass app, store their funds; if desired, in one app, as well as see all possible ways to book mode of transportation. The last piece to be discussed, is tap cards integration, cards and readers that will also integrate with the App.

Financial Impact

The up-front costs of para transit integration will be used using ARP software funding at 100% federal, \$49,000. The recurring cost of hosting, support, and integration cost will be included in software cost apart of annual budget.

## Upcoming Procurements

Est. Board Date	Good/Service	Type	Estimated Amt.	Status
Dec-23	<b>Call Center/Admin Facility Restructure</b>	RFP	\$38,000	Planning Stage
	Remodel and modernize the Call Center & Administration buildings to gain efficiencies.			
Dec-23	<b>Digital Signage @DAS</b>	RFP	Budget \$50,000	ARP
	Infrastructure - IT			
Jan-24	<b>Digital Signage for buses</b>	RFP	\$400,000	Planning Stage
	Infrastructure - IT			
Jan-24	<b>Replacement of mirror technology</b>	RFP	\$250,000	Planning Stage
	Mirror replacement on buses			
Jan-24	<b>Plumbing/HVAC/Electrical Contractor</b>	RFP	>\$100,000 Each	Will do as separate RFP's
	Contract for On Call Plumbing/HVAC/Electrical services.			
Feb-24	<b>Rolling Stock - ADA Lift &amp; Microtransit Vehicles</b>	RFP	>\$250,000	Prep Stage
	Contract for purchase of ADA Lift & Microtransit Vehicles			
Feb-24	<b>Bus Vacuum</b>	RFP	Budget \$318,811.25	Prep Stage
	Replacement of old bus vacuum that is worn out			
Mar-24	<b>Rolling Stock - Fixed Route</b>	RFP	>\$250,000	Prep Stage
	Contract for purchase of Fixed Route Vehicles			
Mar-24	<b>Tap Card</b>	Sole Source	\$150,000	Looking into CA coop contract?
	Fare payment card			
Mar-24	<b>Tap Card Validator</b>	RFP	\$150,000	Planning Stage
	Validator for Tap Card system			
May-24	<b>On Call Consulting</b>	RFQ	\$150,000	On hold
	On Call Consulting contract with 3 to 5 vendors to supply various consulting services.			
Jun-24	<b>Bus Stop Signs</b>	RFQ	\$150,000	On hold
	Replace bus stop signs along all routes with new name and look			
Jan-25	<b>Bus Wash</b>	RFP	\$350,000	Planning Stage
	Existing Bus Wash is in need of replacement after reaching it's expected life.			

# **2024 MEETING DATES MTTA BOARD OF TRUSTEES**

**Metropolitan Tulsa Transit Authority  
2<sup>nd</sup> Floor, R.O. Laird Board Room  
510 South Rockford, Tulsa, Oklahoma**

FRIDAY, JANUARY 12, 2024, at 12:00 P.M.\*

TUESDAY, JANUARY 23, 2024, at 12:00 P.M.

TUESDAY, FEBRUARY 27, 2024, at 12:00 P.M.

TUESDAY, MARCH 26, 2024, at 12:00 P.M.

TUESDAY, APRIL 23, 2024, at 12:00 P.M.

TUESDAY, MAY 28, 2024, at 12:00 P.M.

TUESDAY, JUNE 25, 2024, at 12:00 P.M.

TUESDAY, JULY 23, 2024, at 12:00 P.M.

TUESDAY, AUGUST 27, 2024, at 12:00 P.M.

TUESDAY, SEPTEMBER 24, 2024, at 12:00 P.M.

TUESDAY, OCTOBER 22, 2024, at 12:00 P.M.

TUESDAY, DECEMBER 3, 2024, at 12:00 P.M.\*

\*The January 12<sup>th</sup> meeting will be a FY2024 budget workshop 12:00pm to 2:00pm.

\* The December 3<sup>rd</sup> meeting will be the only meeting scheduled during November and December 2024. This is done to accommodate the Seasonal Holidays.

## 2024 ADMIN HOLIDAY SCHEDULE

<b>New Year's Day</b>	<b>Monday, January 1, 2024</b> – No service provided. Non-working holiday. Business office closed. Working holiday for scheduled Customer Service Rep. (4 hours).
<b>Martin Luther King, Jr. Day</b>	<b>Monday, January 15, 2024</b> –Regular service provided. Working holiday for security, Customer Service and office personnel scheduled to work. Business office closed.
<b>Good Friday</b>	<b>Friday, March 29, 2024</b> – Regular service provided. Working holiday for security, Customer Service and office personnel scheduled to work. Business office closed.
<b>Memorial Day</b>	<b>Monday, May 27, 2024</b> - No service provided. Non-working holiday. Working holiday for scheduled Customer Service Rep. (4 hours). Business office closed.
<b>Juneteenth</b>	<b>Wednesday, June 19, 2024</b> – Regular service provided. Working holiday for security, Customer Service and office personnel scheduled to work. Business office closed.
<b>Independence Day</b>	<b>Thursday, July 4, 2024</b> - No service provided. Non-working holiday. Working holiday for scheduled Customer Service Rep. (4 hours). Business office closed.
<b>Labor Day</b>	<b>Monday, September 2, 2024</b> - No service provided. Non-working holiday. Working holiday for scheduled Customer Service Rep. (4 hours). Business office closed.
<b>Veteran's Day</b>	<b>Monday, November 11, 2024</b> - Regular service provided. Working holiday for security, Customer Service and office personnel scheduled to work. Business office closed.
<b>Thanksgiving</b>	<b>Thursday, November 28, 2024</b> - No service provided. Non-working holiday. Working holiday for scheduled Customer Service Rep. (4 hours). Business office closed. <b>Friday, November 29, 2024</b> - Regular service provided. Working holiday for security, Customer Service and office personnel scheduled to work. Business office closed.
<b>Christmas Eve</b>	<b>Tuesday, December 24, 2024</b> – Regular service provided. Working holiday for security, Customer Service and office personnel scheduled to work. Business office closed.
<b>Christmas Day</b>	<b>Wednesday, December 25, 2024</b> – No service provided. Non-working holiday. Working holiday for scheduled Customer Service Rep. (4 hours). Business office closed.
<b>New Year's Day</b>	<b>Wednesday, January 1, 2025</b> - No service provided. Non-working holiday. Working holiday for scheduled Customer Service Rep. (4 hours). Business office closed.
<b>Two (2) Floating Holidays</b>	

## 2024 BARGAINING UNIT HOLIDAY SCHEDULE

<b>New Year's Day</b>	<b>Monday, January 1, 2024</b> - No service provided. Non-working holiday.
<b>Martin Luther King, Jr. Day</b>	<b>Monday, January 15, 2024</b> – Regular service provided. Working holiday for bus operators & maintenance.
<b>Good Friday</b>	<b>Friday, March 29, 2024</b> – Regular service provided. Working holiday for bus operators & maintenance.
<b>Memorial Day</b>	<b>Monday, May 27, 2024</b> – No service provided. Non-working holiday.
<b>Juneteenth</b>	<b>Wednesday, June 19, 2024</b> – Regular service provided. Working holiday for bus operators & maintenance.
<b>Independence Day</b>	<b>Thursday, July 4, 2024</b> - No service provided. Non-working holiday.
<b>Labor Day</b>	<b>Monday, September 4, 2024</b> – No service provided. Non-working holiday.
<b>Thanksgiving</b>	<b>Thursday, November 23, 2024</b> – No service provided. Non-working holiday.
<b>Christmas Eve</b>	<b>Tuesday, December 24, 2024</b> –Regular level service provided. Working holiday for bus operators & maintenance.
<b>Christmas Day</b>	<b>Wednesday, December 25, 2024</b> – No service provided. Non-working holiday.
<b>New Year's Day</b>	<b>Wednesday, January 1, 2025</b> - No service provided. Non-working holiday.
<b>Three (3) Floating Holidays</b>	<b>Maintenance</b>
<b>Two (2) Floating Holidays</b>	<b>Bus Operators &amp; Maintenance</b>



**METROPOLITAN TULSA TRANSIT AUTHORITY**  
**BOARD MEETING**  
**October 31, 2023**  
**Operating/Marketing Committee**

To: Board of Trustees  
From: Randy Cloud, Director of Maintenance  
Subject: Award of Contract for CNG Fixed Route Buses

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**Recommendation**

Authorize the General Manager to enter a contract with Gillig for the purchase of nine (9) 40' CNG powered Fixed Route buses in an amount not to exceed \$7,200,000 This purchase will be made using the Washington State Transit Bus Cooperative Purchasing Contract.

**Background**

MTTA has identified nine low floor fixed route transit buses that have reached the end of their useful life and become eligible for replacement. The buses to be replaced include 2004, 2009 vehicles which run on Diesel. There are also some 2011 vehicles that run on CNG. MTTA is required to maintain and keep these vehicles in service, for 12 years before we can replace them. The operational cost of these units continues to increase with age. This group of vehicles generate 3 times more repair orders than buses that are 2-3 years old.

Replacing these vehicles with new ones will reduce operating cost, convert the remaining Diesel vehicles to CNG and provide a more reliable service to our customers. MTTA has elected to utilize the state purchasing contract for this procurement to take advantage of the combined purchasing power of the state to negotiate more favorable pricing.

**Financial Impact**

The vehicles will be paid for with a LoNo Grant with 80% paid for with federal dollars and 20% local match.



**BY-LAWS  
OF  
METROPOLITAN TULSA TRANSIT AUTHORITY**

**ARTICLE I**

**Section 1:** The name of the Authority is the Metropolitan Tulsa Transit Authority.

**Section 2:** The principal office of the Authority is 510 South Rockford, Tulsa, Oklahoma 74120.

**ARTICLE II  
OFFICERS**

**Section 1:** The officers of the Authority shall be a Chairman and a Vice Chairman, who shall be selected from the members of the Board of Trustees, and the Board may also have a Secretary who may or may not be a member of the Board of Trustees.

**Section 2:** The Chairman and the Vice Chairman shall be elected by the Board of Trustees for respective terms of one (1) year at the first regular meeting of the Board of Trustees during the month of July in each year. The Secretary, if filled, may be elected or appointed by the Board of Trustees and shall serve during the pleasure of the Board.

**Section 3:** All officers shall continue to serve until their successors have been elected. In the event of a vacancy occurring in either the office of the Chairman or Vice Chairman, the position shall be filled at the first regular meeting, or at a special meeting called for this purpose, of the Board of Trustees following the date upon which the vacancy occurs. In the event of a vacancy occurring in the office of Secretary, the Chairman of the Board of Trustees, after consultation with the General Manager, may fill such vacancy.

**ARTICLE III  
DUTIES OF OFFICERS**

**Section 1:** The Chairman shall preside at all meetings of the Board of Trustees and, except as authorized by resolution of the Board, the Chairman shall sign all contracts, resolutions, minutes and other official instruments approved by the Board of Trustees. The Chairman shall serve as the official head of the Authority on formal occasions, shall serve as the leader in the activities and duties of the Board of Trustees, but his authority is restricted to that as a member of the Board of Trustees. The Chairman shall refer administrative and executive duties to the General Manager.

**Section 2:** The Vice Chairman shall perform the duties of the Chairman in his absence or incapacity. In case of the resignation or death of the Chairman, the Vice Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall elect a new Chairman.

**Section 3:** The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board of Trustees or by the By-Laws.

**Section 4:** All office personnel employed from time to time by the Authority shall be bonded under a blanket fidelity bond in a bonding company approved by the Authority in an amount of not less than \$10,000.

## **ARTICLE IV GENERAL MANAGER**

**Section 1:** The Trustees shall appoint a General Manager who shall be responsible for and direct the operation of the transit system within the limits of the budget and policies established by the Trustees. The General Manager shall have all administrative duties not specifically required by statute, ordinance or these By-Laws to be performed by the Trustees. The members of the Board of Trustees shall act as a policy-making body, except as specifically provided otherwise by ordinance, statute or these By-Laws; and the General Manager shall act as the administrative and executive agent of the Authority. The General Manager shall attend all meetings of the Authority unless excused by authorization of or at the request of the Trustees.

**Section 2:** The General Manager with the assistance of the Committee on Budget and Finance shall prepare and submit the annual budget of the Authority for the approval and adoption by the Board of Trustees no later than the January meeting, indicating all sources of revenue and expenditures, and which shall be prepared in such form as the Authority and/or the Authority's beneficiary, The City of Tulsa, Oklahoma, may prescribe.

**Section 3:** The General Manager shall keep the trustees advised as to its financial condition and as to affairs and matters under the jurisdiction of the Trustees, and he shall make required studies, surveys, reports and recommendations on matters within the jurisdiction of the Trustees.

**Section 4:** The General Manager shall establish and maintain a personnel organization chart or table with position classification and salary and wage ranges, except for wages and salaries for employees covered by union agreement, which shall be approved by the Trustees. Any changes to such chart or table, and any personnel hired outside such chart or table parameters, shall be approved in advance by the Board. The General Manager shall be responsible for the employment of the personnel to carry out the functions of the Authority except that employment of professional services such as furnished by accountants, architects, attorneys, and other of similar professions may be authorized by appropriate action of the Trustees. The employed personnel of the Authority shall be subject to and under the direction of the General Manager.

**Section 5:** No member of the Board of Trustees shall interfere directly with the conduct or operations of any employee or section of the transit system or Authority. All instructions or directions to the General Manager shall come from the Trustees as a body at regular or special meetings and only after the approval of a majority of a proper quorum.

Nothing herein shall be deemed to prevent any member of the Board of Trustees, or any Committee of the Board, from consulting with and advising the General Manager at any time.

**Section 6:** The General Manager shall keep, or cause to be kept in the office of the Authority, the records of the proceedings and transactions of the Board of Trustees. He shall provide a clerk at all meetings of the Board of Trustees to record all motions, resolutions, votes and proceedings. All records of the meetings and proceedings of the Authority shall be kept in the Minute Records to be kept for such purpose.

**Section 7:** The General Manager shall be responsible for the funds and for keeping the financial records of the Authority and shall further have the responsibility for the employment of such persons as may be necessary to assist him in performing such duties. All funds of the Authority should be deposited with a bank or banks selected or designated by vote or resolution of the Board of Trustees.

**Section 8:** The General Manager or his designee shall sign all requisitions for the payment of money to be paid out and disbursed under the direction of the Trustees, except as otherwise authorized by vote or resolution of the Trustees. Notwithstanding the foregoing, any payment or reimbursement to the General Manager for business expenses shall be submitted to the Board of Trustees for review and approval. Separate and regular books of accounts shall be kept for the fund or funds of the Authority, showing all receipts and expenditures. There shall be rendered to the Board of Trustees at least once each month or oftener when requested, an account of the transactions and also of the financial condition of the Authority.

**Section 9:** The Board of Trustees shall approve all contract of the Authority in excess of \$25,000. Further, the Chairman shall administer all contracts where the potential for conflict of interest exists, either actual or perceived, including contract monitoring and approval of requests for payment.

**Section 10:** The Trustees shall require a surety bond of the General Manager, Assistant General Manager, and of such other of its officers and agents as the Trustees may deem necessary. The cost of such bond may be paid by the Authority.

## ARTICLE V COMMITTEES

**Section 1:** Committees may be standing or special. Standing committees shall be established by provision in the by-laws. Special committees shall be appointed by the Chairman. Committees shall meet at least monthly.

**Section 2:** The following standing committees are hereby established: (a) Finance/Budget Committee, (b) Operating/Marketing Committee, and (c) Executive Committee. The Finance/Budget Committee, and the Operating/Marketing Committee, shall consist of at least

three members and not more than five, three of which shall be members of the Board of Trustees. The remaining two members may be such persons as the Chairman may select, but no more than three members of the Board of Trustees may be members of a standing committee.

**Section 3:** The incoming Chairman of the Board of Trustees shall make appointments to the standing committees and shall appoint a member of the Board of Trustees as committee chairman for each. The Finance/Budget Committee and the Operating/Marketing Committee may make recommendations to the Board of Trustees for its action. The term of appointment of special committees shall expire at the conclusion of the business for which they were formed or at the end of the tenure of the Chairman of the Board of Trustees, whichever shall occur first.

**Section 4:** The Executive Committee shall be comprised of the Chairman of the Board of Trustees, and the Chairman of the Finance/Budget Committee and the Chairman of the Operating/Marketing Committee. If there are no committee chairs, then the Executive Committee shall consist of the Chair and Vice Chair. The Executive Committee shall meet prior to the regular monthly meeting of the other standing committees, and shall establish during the Executive Committee meeting an agenda for the monthly meeting of each of the other standing committees.

## **ARTICLE VI MEETINGS**

**Section 1:** Regular meetings of the trustees shall be held once each month at the time and place in the City of Tulsa, Oklahoma, designated by the Trustees. If the date of the regular meeting comes on a legal holiday, the Chairman shall designate at the next preceding meeting the date for such regular meeting. All meetings of the trustees shall be open to the press and to the public.

**Section 2:** The General Manager shall prepare a notice of meeting and for regular meetings an agenda of all matters to come before the Trustees at the meeting, and he shall provide the same to the members of the Board at least twenty-four (24) hours before the meeting. Any member of the Board of Trustees by notice to the General Manager may request any matter or item to be included upon the agenda. Upon receipt of a request, the General Manager shall include such matter or item upon the agenda of the next meeting for either action or discussion.

**Section 3:** No matters shall be presented which do not appear on the agenda.

**Section 4:** Special meeting of the Board of Trustees may be called by the Chairman or by any two members of the Board of Trustees.

**Section 5:** Four (4) members of the Board shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. All actions to be approved or directed by the Trustees shall be by motion or resolution and a majority vote of not less than four (4) Trustees shall be necessary for the adoption of any motion or resolution.

**Section 6:** The Chairman of the Authority shall preside at all meetings of the Board of Trustees. In the absence of the Chairman, the Vice Chairman shall preside. In the absence of both the Chairman and the Vice Chairman, the members of the Board of Trustees in attendance



at the meeting shall elect an acting Chairman. All contracts, resolutions, minutes and other official instruments shall be signed by the Chairman, or in his absence the Vice Chairman or other person authorized by the resolution of the Board.

**Section 7:** Motions, resolutions, minutes and all proceedings of the Board, including documents and records in possession of the Board, to the extent they are open records, shall be open to public inspection at reasonable times.

## **ARTICLE VII BOARD ACTION**

**Section 1:** At the regular meetings of the Board of Trustees, the following shall be the order of business:

1. Roll Call
2. Approval of minutes previous meetings
3. Reports
4. Unfinished business
5. New Business
6. Adjournment

**Section 2:** All members of the Board of Trustees shall discharge the responsibility of their office and shall vote on all matters coming before them, except in those particular cases of conflict of interest approved by the presiding officer, in which case a member may request permission and shall be authorized to pass his vote.

“Conflict of Interest” shall include but not be limited to (1) a direct or indirect interest in any firm or organization which supplies goods or services to the Authority and (2) any direct or indirect interest in any firm or organization which competes or tends to compete with any of the authorized operations of the Authority.

**Section 3:** The presiding officer may make motions, second motions and debate from the chair and shall not be deprived of any of the rights and privileges of a member of the Board of Trustees by reason of acting as the presiding officer. The presiding officer shall refrain from preempting the floor and shall recognize other members of the Board in their turn for comment, motion, and debate. The presiding officer shall direct the conduct of the meeting and shall preserve order and decorum in all meetings of the Board.

**Section 4:** The presiding officer shall decide all questions of order; however, any Trustee may appeal the decision, in which case the question shall be decided by a majority vote of the Board, which decision shall be final. Any such appeal must be made immediately following the ruling to be appealed.

**Section 5:** The rules contained in the current edition of Robert’s Rules of Order shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any rules of order the Board may adopt.

**ARTICLE VIII**  
**FISCAL MATTERS**

**Section 1:** The fiscal year of the Authority shall be July 1 to June 30.

**Section 2:** The General Manager shall cause an audit to be made of the books of the Authority within four (4) months of the end of each fiscal year by a Certified Public Accountant selected by the Board of Trustees, all in accordance with the provisions of the Oklahoma law.

**ARTICLE IX**  
**AMENDMENTS TO BY-LAWS**

**Section 1:** The By-Laws of the Authority may be amended with the approval or affirmative vote of at least four (4) of the members of the Board at any regular or special meeting.

**Section 2:** These By-Laws and any amendments shall be effective upon the adoption thereof by the Board of Trustees.

**Section 3:** The foregoing By-Laws constitute a contemporary restatement and revision of the By-Laws believed to be adopted on or about October 10, 1989.

APPROVED AND ADOPTED this 29<sup>th</sup> day of August, 2017.

METROPOLITAN TULSA TRANSIT AUTHORITY

By: \_\_\_\_\_

Marquay Baul, Chair  
Tulsa Transit Board of Trustees

ATTEST:

*Connie Mitchell*  
Secretary