

**Metropolitan Tulsa Transit Authority
BOARD of TRUSTEES MEETING**
Tuesday, December 5, 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 October 31, 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 October 2023 Financial Statements—Rebecca Walner (Action) [Page 20](#)
3. Upcoming Procurements—Jack Van Hooser (Information) [Page 33](#)

B. Operating/Marketing Committee— Committee Chair

1. Re-Branding – Scott Marr (Action)

Discussion and possible vote to authorize the General Manager to implement the Re-Branding for Tulsa Transit with new name and logo.

2. Call Center & Operations Restructure Project Management – Jack Van Hooser (Action) [Page 34](#)
Authorize the General Manager to execute a task order with GH2 Architects, LLC., for the preparation of Architectural Services with regards to the Call Center & Operations Restructure project, to include blueprint preparation, creation of a scope of work and general project management for a fee not to exceed \$38,250.

3. INCOG-University of Cornell Autonomous Vehicle Pilot Project – *Chase Phillips (Information)*
Staff would like to update MTTA Board Members on the status of the INCOG-University of Cornell Autonomous Vehicle Pilot Project, funded by a grant through the Department of Energy. The project was awarded in May 2023 and is moving forward as the final scope is being outlined, project roles, budget details, etc.

4. Open Loop Payment System- *Rebecca Walner (Information)*
Update the Board on future customer pay opportunities using contactless resources.

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

1. MTTA By-Laws – *(Action) Redlined page 36, clean page 43*

Discussion of and possible vote to revise the MTTA By-Laws to abolish the Finance/Budget Committee and the Operating/Marketing Committee and to re-establish the Executive Committee and authorize the Board to establish other committees as needed.

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 Special scheduled meeting of the
Tulsa Transit Board of Trustees will be held on
Tuesday, December 8, 2023, at 12:00 PM

The next regularly scheduled meeting of the
Tulsa Transit Board of Trustees will be held on
Friday, January 12, 2024, at 12:00 PM

METROPOLITAN TULSA TRANSIT AUTHORITY

Minutes of the Meeting of the Board of Trustees

Tuesday, October 31, 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	✓	
Emily Hall	✓	
Tina Peña	✓	
Emeka Nnaka		✓
Phyllis Joseph	✓	
Ann Domin	✓	
Totals	6	1

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; Dharani Ganesan, MTTA Scheduling and Planning Analyst; Randy Cloud, MTTA Director of Maintenance; Ofir Bar, MTTA Director of IT; BreAnna Hall, MTTA Marketing Manager; Jesse Boudiette and Christy White with Propeller; Jessica and Paul with Black Matter.

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 October 26, 2023 @ 3:47 pm, at the Municipal City Clerk’s office and at Tulsa Transit Administrative offices on October 26, 2023.

I. CALL TO ORDER

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

II. INTRODUCTIONS

Scott Marr introduced the MTTA Staff; Jesse Boudiette and Christy White with Propeller; Jessica and Paul with Black Matter.

III. APPROVAL OF THE September 26, 2023, and September 29, 2023, MEETING MINUTES

Emily Hall and **Phyllis Joseph** moved to approve the September 26, 2023, and September 29, 2023, meeting minutes. Yeas 6 Nays 0 Abstained 0 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 September ridership. Fixed ridership exceeded the FY23 by 12k, BRT was 6k more than FY23 ridership, Lift ridership was 927 less than FY23.

2. Review and approval of August 2023 Financial Statements

Rebecca Walner presented the September financials. September has 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.

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

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

3. DART ILA

Rebecca presented the DART ILA. 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.

Jim East and Emily Hall moved to 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.

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

4. Upcoming Procurements – Jack Van Hooser

Jack covered the upcoming procurements.

5. ARP Spending

Rebecca went over the ARP funding that expires in September and needs to fully be spent by then. Wanted to bring to the Boards attention when we ask for approval over the next few months, how we are spending it and trying to be strategic. There is 1.1 million in ARP funding and will go quickly with the asked items being expensive.

B. Operating/Marketing Committee –

1. Update on Customer Survey Results

BreAnna covered the results from the customer survey that was done in September.

2. Go Pass Update

Rebecca covered the GoPass and \$17,000 in ticket sells last month, each month there is an increase. The elerts is increasing with complaints, we expected the increase due to all the ways that you can now report complaints or comments.

3. Calendars for 2024

- 2024 Board Meetings
- 2024 Holidays

Jim East and **James Wagner** moved to approve the 2024 Board Meeting dates and the 2024 MTTA Holiday's.

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

3. Re-Branding Update

Jesse with Propeller summed up the process they went through to get where we are today. Paul with Black Matter presented name changes and new logos for Tulsa Transit. **Jim East** asked for the positive and negative impact on advertising wraps. **James Wagner** asked for the financial impact on re-branding.

4. CNG Buses

Randy informed the Board that there are nine low floor fixed route transit buses that have reached the end of their useful life and become eligible for replacement. These vehicles are in service, for 12 years before we can replace them. We are asking you to approve the purchase of nine (9) 40' CNG powered Fixed Route buses in an amount not to exceed \$7,200,000. The vehicles will be paid for with a LoNo Grant with 80% paid for with federal dollars and 20% local match.

Jim East and **Emily Hall** moved to 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.

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

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

1. Board Strategy Session

Adam Doverspike asked the Board to narrow down a date for the retreat, no date was decided on using the survey sent out. Board decide December 8th from noon to 5 pm.

2. Discussion of the Committees stated in the MTTA By-laws.
Board asked Jean Ann to look at the MTTA by-laws to remove the committees. By-laws will be added to next agenda.

VI. TRUSTEES AND GENERAL MANAGER COMMENTS

Scott informed the Board of the SWTA conference February 4-7, and invited them to attend. Lori will send info to the Board.

VII. NEW BUSINESS

None

VIII. ADJOURN

Adam Doverspike adjourned meeting at 1:30 pm.

Sincerely,

Lori Soderstrom
Secretary to the Board of Trustees

Fixed Route

Passengers per Rev. hour:
14.9

*APC Ridership

Highest FX Ridership:

110: 17,301 – 14.0 Pass/Rev. Hr.

130: 14,445 – 25.8 prh

201: 11,315 – 18.4 prh

140: 11,090 – 18.2 prh

150: 10,964 – 20.2 prh

*APC Ridership

Avg Weekday Ridership:

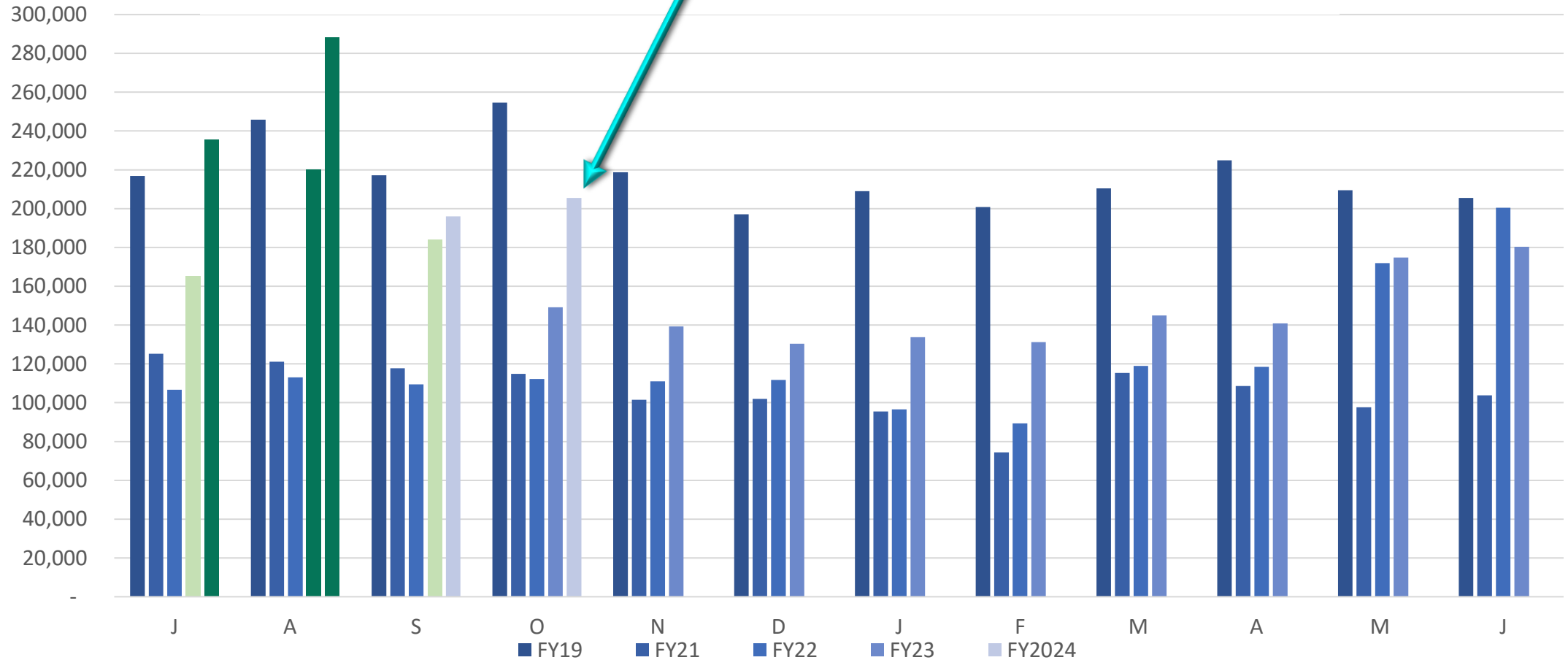
8060

Avg Weekend Ridership:

3120

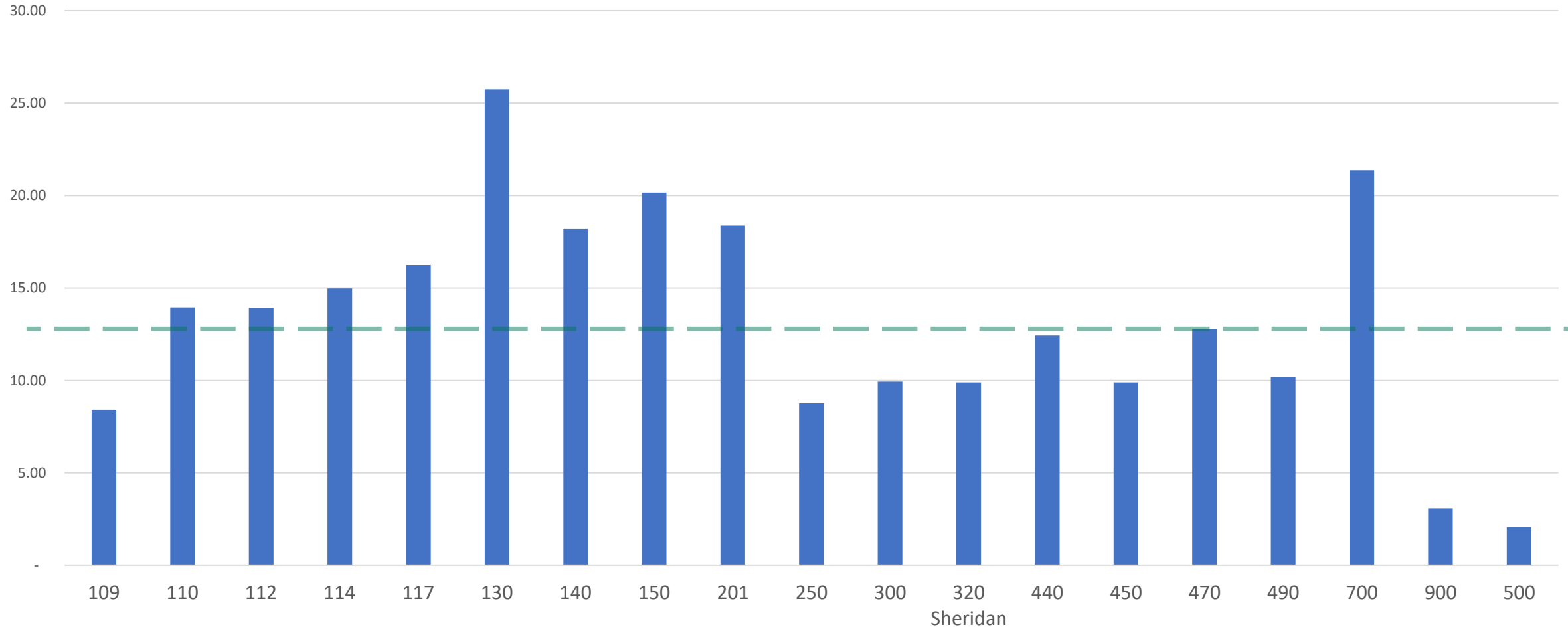
Fixed Route Ridership

Ridership of 205K exceeded FY23 by 56K



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

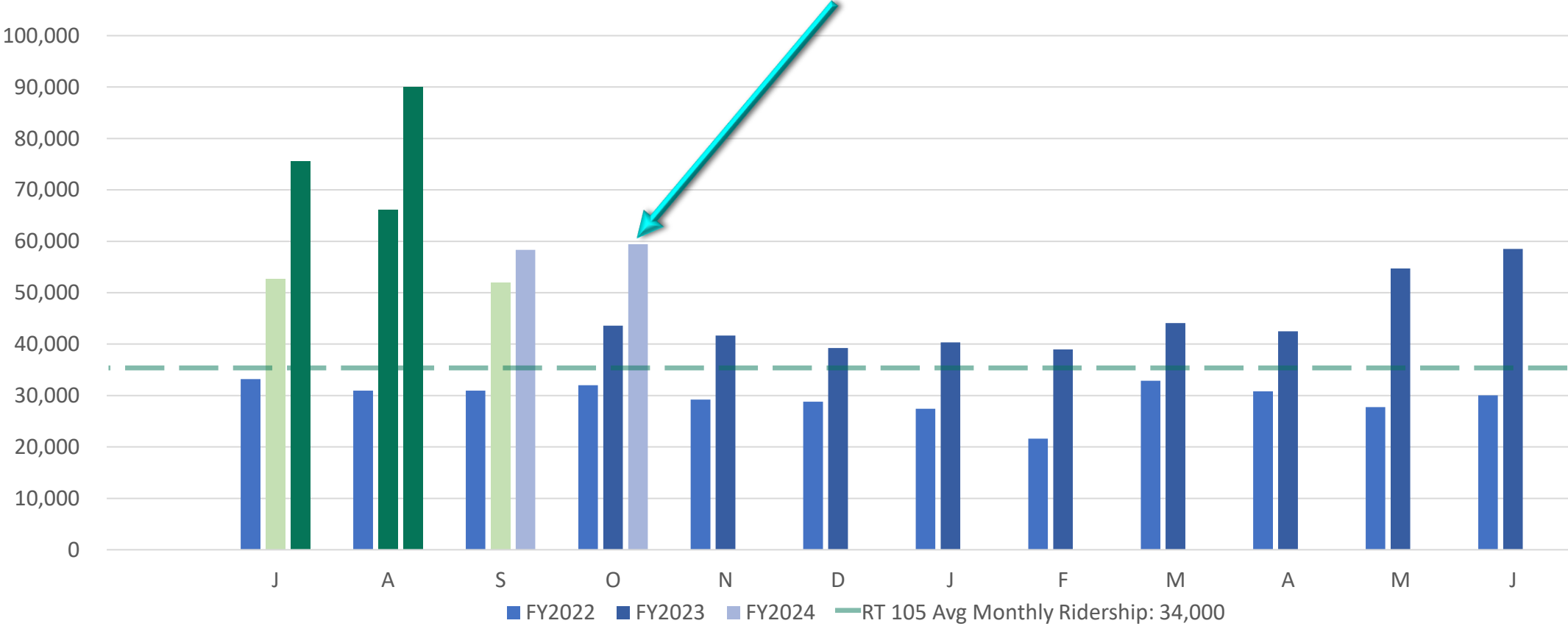
Passengers per Revenue Hour by Route



FX Service Benchmark (12.9)

BRT Ridership

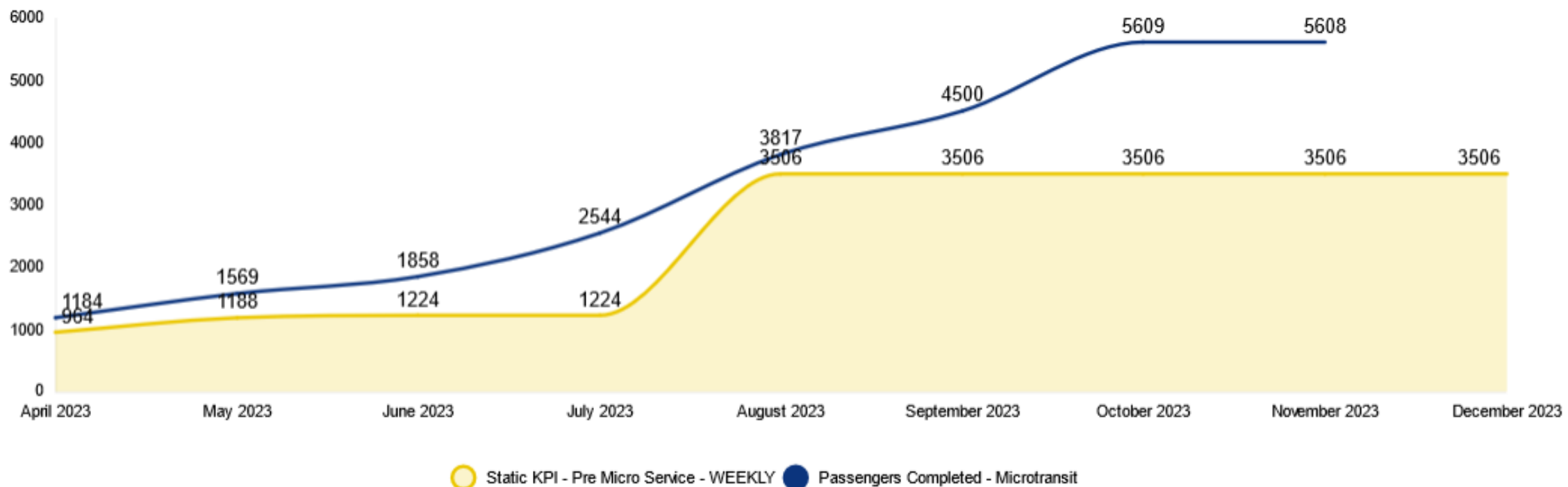
BRT ridership of 58K is 16K more than FY23 Ridership & 24K more than Route 105 Avg
 BRT passenger per revenue hour is riders 21.4 per hour



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

Microtransit

Microtransit Total Ridership - Monthly



Microtransit

Monthly Ridership:

5609

Passengers per Rev Hour:

2.7

Avg Weekly Ridership:

801

Booking:

56% via Call Center

34% via App

10% GoPass

Lift Ridership

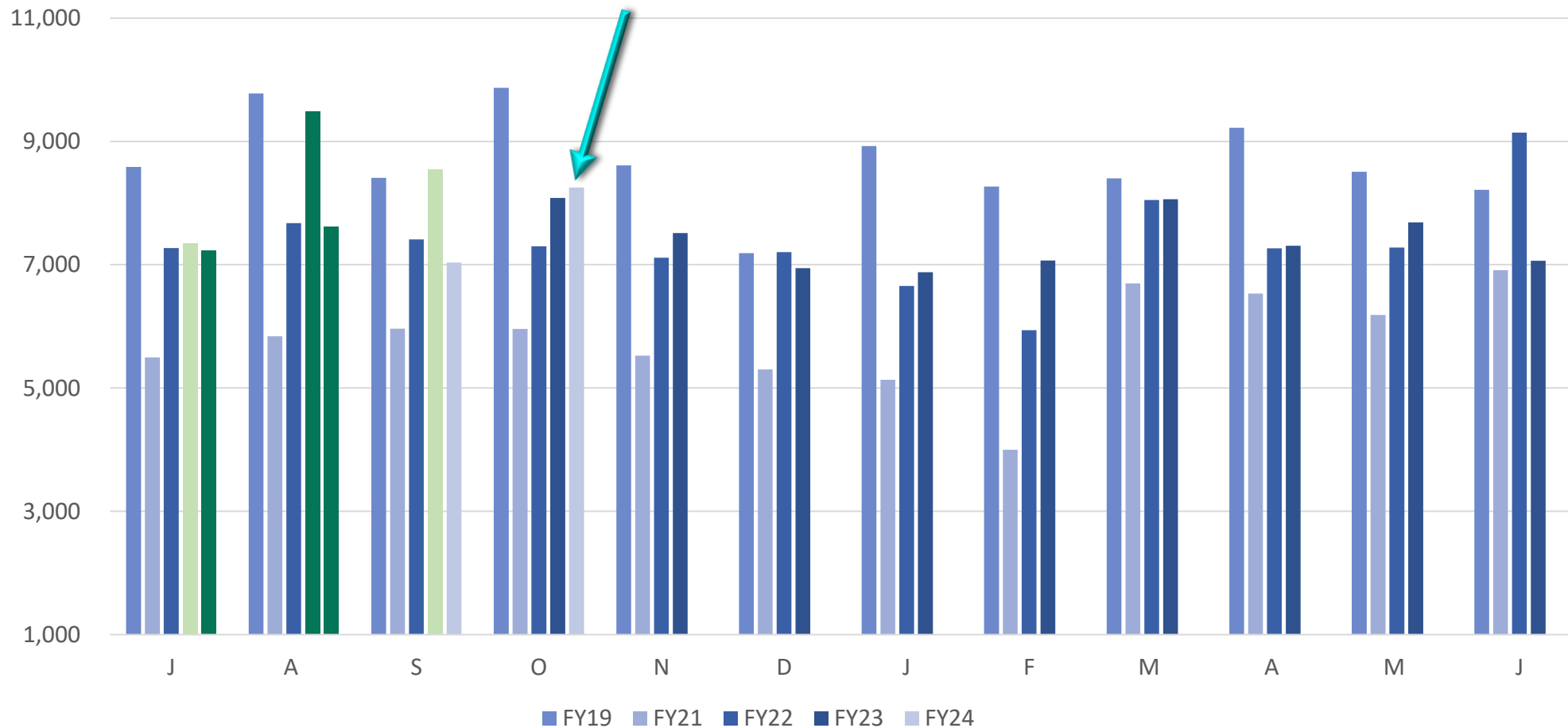
Average:
306 trips per day

FY24 Ridership was
more than FY23

*First increase in FY24

Lift Ridership

Ridership of 8,252 was 168 more than FY23

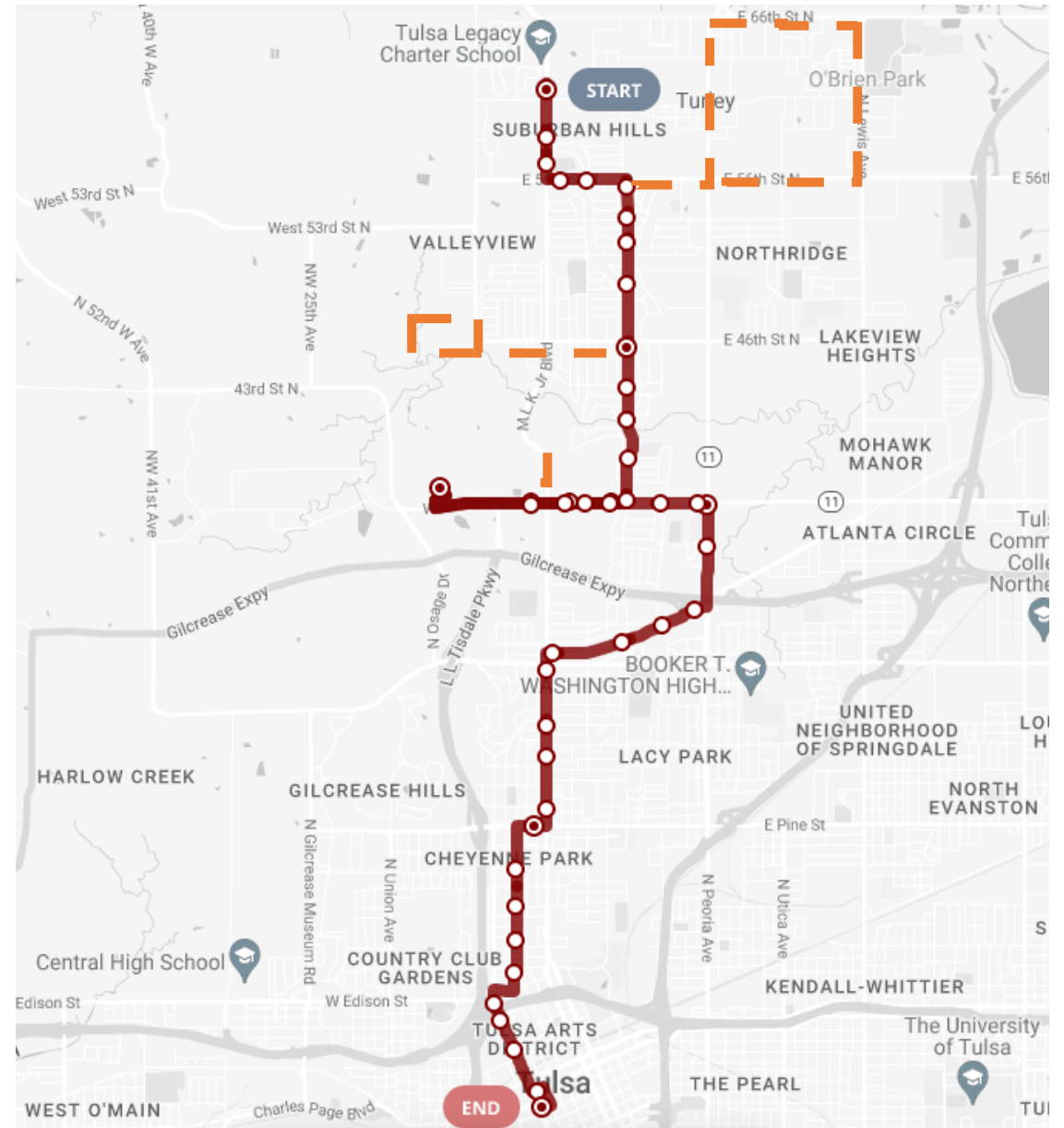


NOTES: (1) FY20 Removed, (2) Green = Free Fare Full Month (3) Light Green = Free Fare 1/2 Month

December Service Changes

December Changes Fixed Route

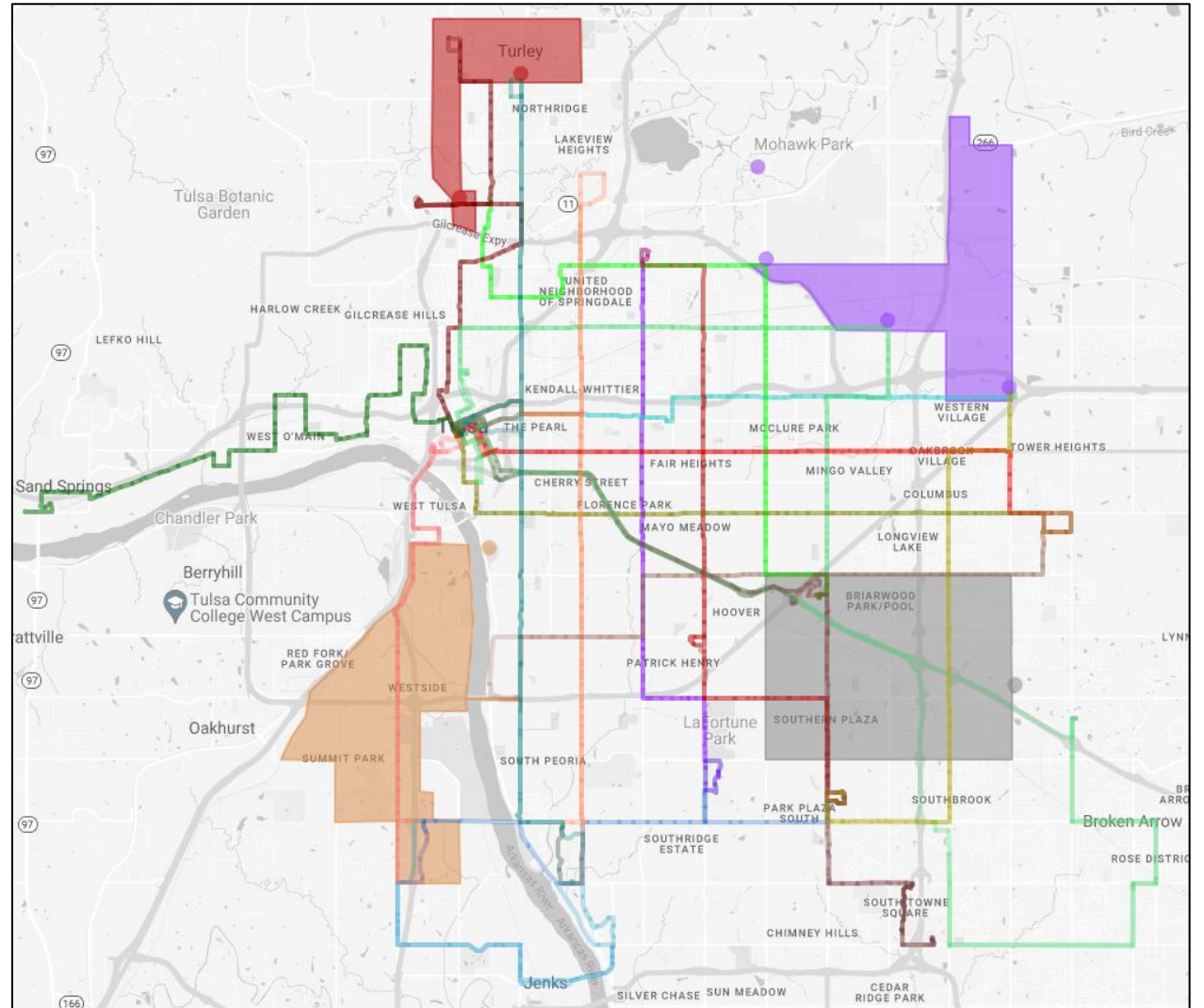
- Route 110 Redesign
 - Removed Geography: Warehouse Market, Dream Center, Westview Clinic
 - Maintained 30min frequency
 - Reduced total trip time
 - Reallocated a bus/drivers
- Eliminating Route 109
- Better frequency & OTP on 130, 140, & 112
- Improving OTP on 114 & 320



December Changes

Micro

- New Daytime Zones
 - North Tulsa / Turley
 - Northeast Tulsa
- Minor changes to existing zones
 - Consolidated 4 & 5
 - Zone 6
 - Expanded Zone 7



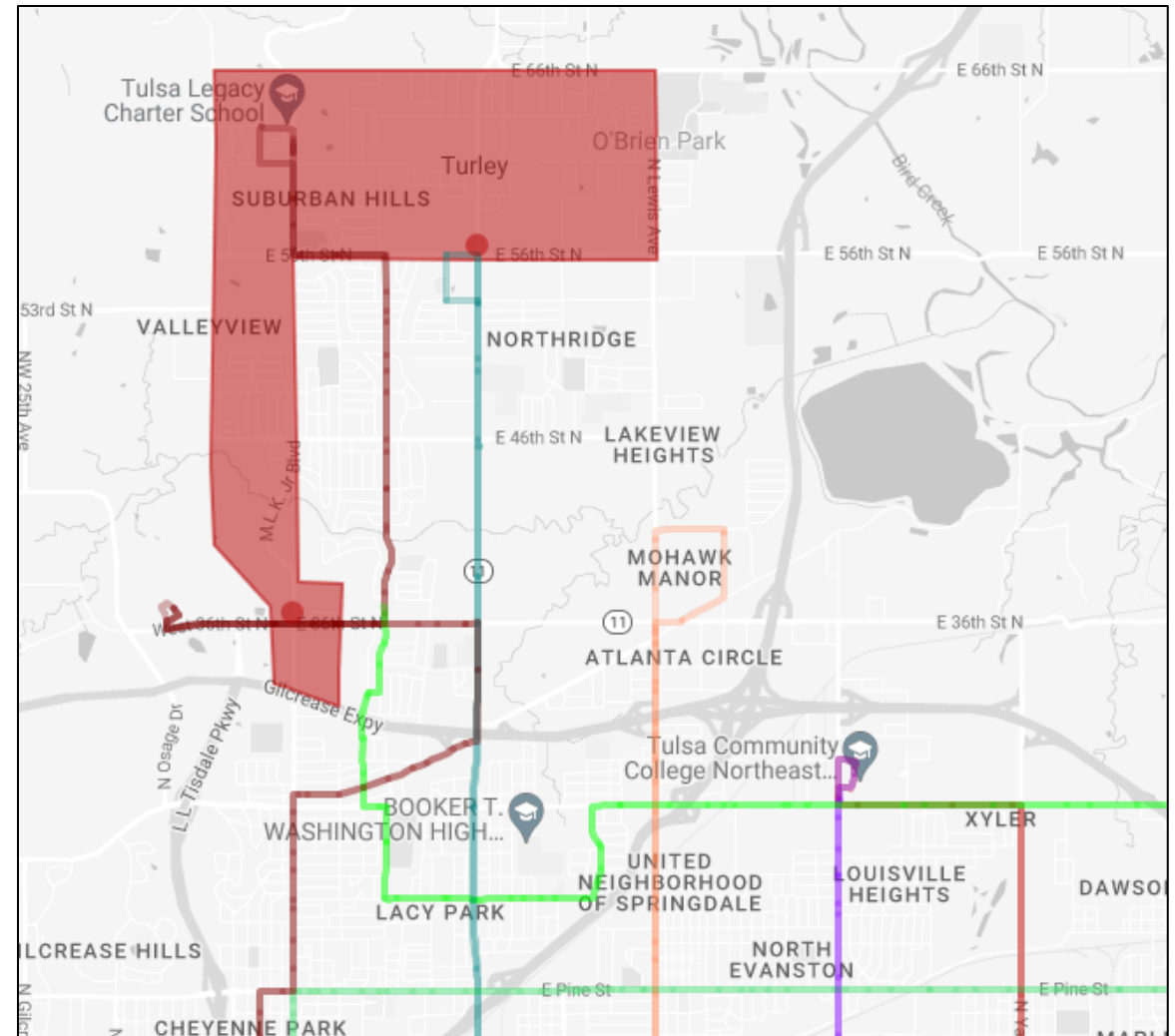
December Changes

Micro

New Zone 8 - North Tulsa / Turley

- Maintains service to Turley, Warehouse Market, Dream Center, & Westview Clinic
- Expands service to senior living at Crestview & Northwind apts
- Accessed by Routes 110, 320, and 700

Supplementing Fixed Route with Micro



December Changes

Micro

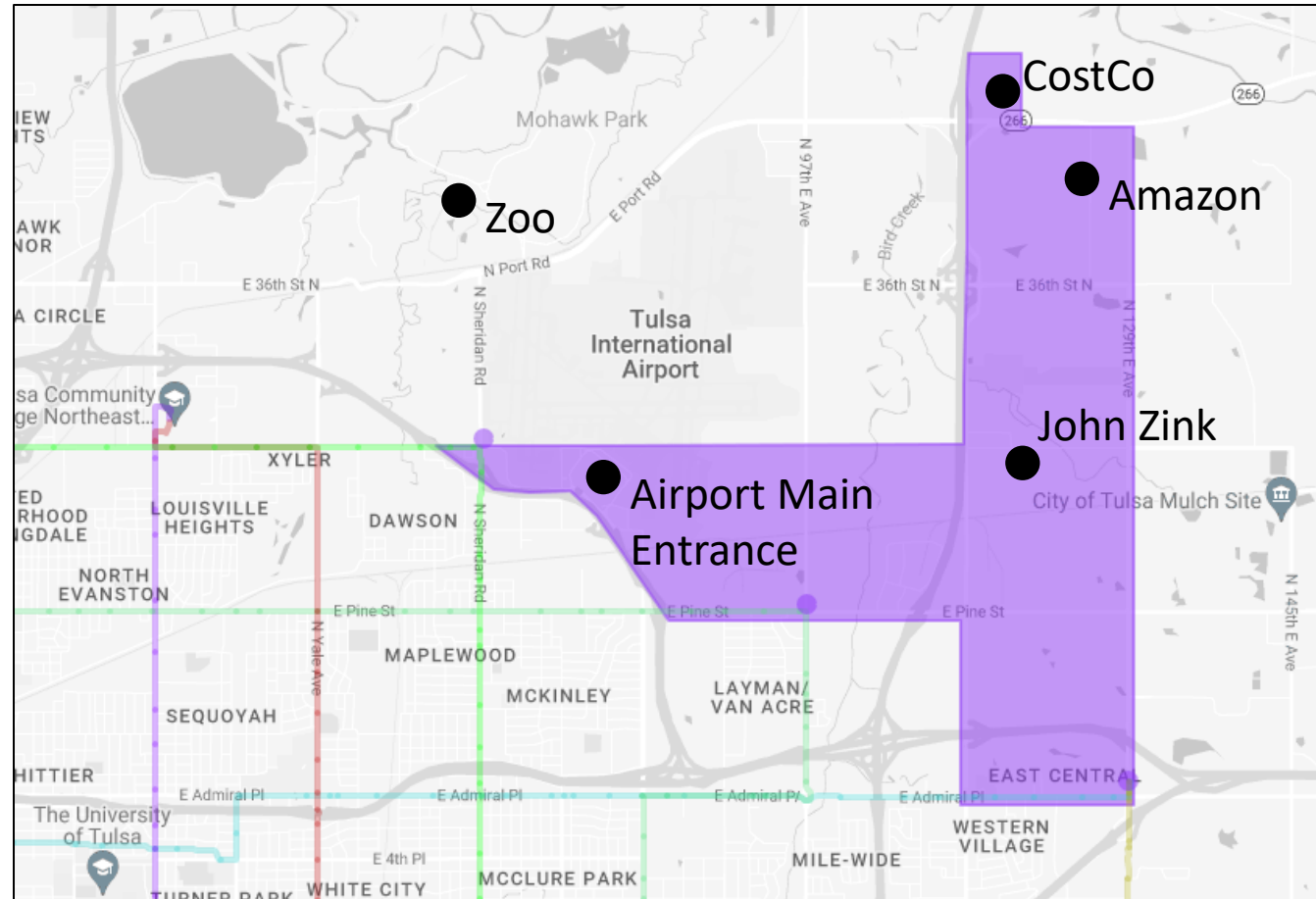
New Zone #9 - Northeast Tulsa

- Daytime
- Services airport & employers Amazon, CostCo, and various others
- Zoo is POI

2nd iteration of the WEN service and provides job access

Accessed by Routes 130, 201, 320, & 470

Anticipate popularity during holiday season and seasonal employers



**METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
December 5th 2023
Finance/Audit Committee**

To: Board of Trustees
From: Rebecca Walner, Chief Financial Officer
Subject: FY24 Financial Statement Summary through Oct 31, 2023

Recommendation:

Review and approve the FY24 October Financial Statement Summary.

Analysis:

September operating expenses of \$2.1M were \$86K or 3.82% less projections based on the FY2024 budget.

YTD we have a zero surplus with total expenses of \$8.4M which are 669K or 7.38% 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 \$226K, Repair Parts \$142K, Planning-\$147K. Below is a summary of our YTD FY23 operating results before audit:

Summary of Year to Date Expenses
As of October 31th, 2023

<i>Item</i>	<i>Actual</i>	<i>Budget</i>	<i>Variance %</i>	<i>Prior Year</i>	<i>Variance %</i>
<i>Revenue</i>					
<i>Revenue from Operations</i>	\$832,266	\$840,159	-0.94%	\$956,371	-12.98%
<i>Operating Grant Funding</i>	\$7,575,239	\$8,236,788	-8.03%	\$7,595,509	-0.27%
<i>Total Operating Revenues</i>	\$8,407,505	\$9,076,947	-8.56%	\$8,551,880	-5.60%
<i>Operating Expenses</i>					
<i>Labor and Fringe</i>	\$5,857,342	\$5,788,518	1.19%	\$4,719,486	24.11%
<i>Transportation Services</i>	\$0	\$0	0.00%	\$1,164,089	-100.00%
<i>Administrative Services</i>	\$297,361	\$346,141	-14.09%	\$398,467	-80.97%
<i>Materials and Supplies</i>	\$1,440,349	\$1,732,743	-16.87%	\$1,369,470	5.18%
<i>Utilities</i>	\$216,927	\$265,009	-18.14%	\$241,971	-10.35%
<i>Insurance</i>	\$235,300	\$319,610	-26.38%	\$162,445	44.85%
<i>Marketing and Planning</i>	\$360,226	\$624,929	-42.36%	\$495,952	-27.37%
<i>Total Operating Expenses</i>	\$8,407,505	\$9,076,950	-8.56%	\$8,551,880	-5.60%
<i>Budget Surplus (Deficit)</i>	\$0	(\$3)	-100.00%	\$0	0.00%



FY24 Executive Summary
For the Four Months Ending Oct 31, 2023

Summary of Activities*	Actual	Budget	Var%
Revenues From Operations \$	832	\$ 840	-1%
Grant Revenues	7,575	8,237	-8%
Total Operating Revenues	8,408	9,077	-7%
Total Expenses	(8,408)	(9,077)	-7%
Surplus (Deficit) \$	-	\$ (0)	0%

Operating Revenues*	Actual	Budget	Var%
City of Tulsa \$	4,125	\$ 3,908	6%
Federal Grants	2,844	3,784	-25%
State Grants	383	383	0%
Other Grants	223	162	38%
Fare Revenues	539	518	4%
Advertising Revenues	242	260	-7%
Other Revenues	51	62	-17%
Total Operating Revenues \$	8,408	\$ 9,077	-7%

Operating Expenses*	Actual	Budget	Var%
Payroll & Fringe \$	5,857	\$ 5,789	1%
Transportation Services	-	-	0%
Administrative Services	297	346	-14%
Materials & Supplies	1,440	1,733	-17%
Utilities	217	265	-18%
Insurance	235	320	-26%
Marketing & Planning	360	625	-42%
Total Expenses \$	8,408	\$ 9,077	-7%

Goal 1. Operate a Safe Transit System

Accidents (Per 100K miles)	FY24	FY23	Change	Target
Fixed Route	2.09	1.71	22%	1.80
Lift Program	4.87	3.59	36%	10.00

Goal 2. Meet and Exceed Customer Expectations

Complaints	FY24	FY23	Change	Target
Fixed Route	8.46	0.74	81%	4.35
Lift Program	46.05	44.53	-1%	23.00

Goal 3. Maintain a Quality Workforce

Absences (Per weekday)	FY24	FY23	Change	Target
Operators	6	6	-8%	12
Lift Program	1	1	-44%	0.5

Goal 4. Operate an Effective Transit System

Passengers Per Hour	FY24	FY23	Change	Target
Fixed Route	13.49	14.10	-4%	14.00
Lift Program	1.34	2.07	-35%	2.00

Goal 5. Operate an Efficient Transit System

Cost Per Trip	FY24	FY23	Change	Target
Fixed Route	\$ 9.23	\$ 10.43	-51%	\$ 6.16
Lift Program	\$ 63.39	\$ 49.73	-14%	\$ 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
MONTH								
July	6							6
August	2							2
September			3	1				4
October	6							6
November								0
December								0
January								0
February								0
March								0
April								0
May								0
June								0
TOTAL	14	0	3	1	0	0	0	18
Percent of Total	78%	0%	17%	6%	0%	0%	0%	100%

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%

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	3							3
November								0
December								0
January								0
February								0
March								0
April								0
May								0
June								0
Total	10	0	0	0	0	0	0	10
Percent of Total	100%	0%	0%	0%	0%	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	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%	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	451,496.00	21,215.00	5%	Fixed Route Ridership (including Micro Transit) is 5% above projected revenue. This is in due to increased ridership.
Advertising Revenue	241,625.00	(18,375.00)	-7%	Advertising revenue for the month of Oct is lower, however year to date is on track for budget.
Lift Program Revenues	87,843.00	(77.00)	0%	As we continue to work with RideCo (our software company) we are hopeful that ridership will begin to increase as well.
	YTD		YTD	
Expenses	\$		Var%	Details
Payroll and Fringe	5,857,342.00	68,824.00	1%	Payroll and fringe is on target for the year.
Transportation Services	-	#VALUE!	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	79,656.00	(25,677.00)	-24%	As we dropped in advertising revenue, commissions dropped as well.
Legal	24,930.00	(12,823.00)	-34%	Legal expenses are currently lower than budgeted as we have wrapped up union negotiations and fewer pending issues.
Audit Fees	14,467.00	-	0%	Audit fees are on target for FY24.
Bldg. & Facility Services	46,852.00	(20,874.00)	-31%	Building and Facility Services are currently under budgeted as we have not ramped up any new projects.
Professional and Technical	123,277.00	21,464.00	21%	Due to increase in turnover, background checks are costing more than expected.
Fuel	321,753.00	(226,351.00)	-46%	Fuel cost is less as the contract value is lower the prior years.
Gasoline	64,354.00	(7,114.00)	-10%	Gasoline is starting to level out as MicroTransit Vans have started service.
Oil & Lubricants	49,697.00	(6,358.00)	-11%	With the Electric vehicles in service it has decrease oil and lubricant needs.
Tires & Tubes	71,864.00	15,851.00	28%	Still in tire replacement for many buses and cost is starting to level out.
Facility Repairs	306,133.00	53,206.00	21%	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	21,752.00	11,320.00	109%	Air Compressor had a few additional parts that added to this cost. October leveled out.
Other Shop & Garage	28,987.00	(1,983.00)	-6%	Due to fewer buses pulling out our expenses have not reached the expected amount.
Repair Parts	593,605.00	(142,397.00)	-19%	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	15,821.00	1,360.00	9%	Purchasing of supplies has cost us for this quarter. Expected to level out.
Utilities	216,927.00	(48,082.00)	-18%	Communication amounts have significantly decreased by using 3CX phones vs land lines.
Insurance	235,300.00	(84,310.00)	-26%	The amounts for is Workers Comp came in lower than expected, budget revision may need to be done later in FY24.
Planning	121,226.00	(147,946.00)	-55%	Studies have not kicked off yet.
Marketing & Advertising	103,836.00	(11,535.00)	-10%	Marketing and Advertising in on budget for FY24.
General Office Expense	83,161.00	(121,381.00)	166%	Lease and rentals are being evaluated.
	YTD		YTD	
Grant Revenues	\$\$		Var%	Details
Other Operational Assistance	223,005.00	61,388.00	38%	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	383,332.00	(1.00)	0%	ODOT Funding has not been released and the the current budget amount is on target.
FTA Planning	284,593.00	(92,611.00)	-25%	YTD Planning expenses are 23% less than expected due to not doing a study at this time.
FTA Audit/Leases	20,489.00	(39,618.00)	-66%	
FTA ADA Lift	-	-	0%	All Budgeted Revenue was moved to Operations.
FTA - Operations	1,297,472.00	(547,480.00)	-30%	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	1,241,239.00	(260,669.00)	-17%	PM is under budget due to Repair Parts being significantly under budget.

METRO TULSA TRANSIT AUTHORITY
Income Statement
For the Four Months Ending Tuesday, October 31, 2023

	Actual	Budget	Var %	PY	PY %	Act YTD	Bgt YTD	Var%	PY YTD	PY %
Operating Revenues										
Passenger	\$115,124	\$104,397	10.28%	\$147,835	(22.13%)	\$442,170	\$417,588	5.89%	\$609,127	(27.41%)
Nightline	\$2,426	\$1,883	28.88%	\$1,460	66.18%	\$6,114	\$7,530	(18.81%)	\$15,800	(61.31%)
Sunday Service	\$1,225	\$1,291	(5.14%)	\$1,247	(1.77%)	\$3,212	\$5,163	(37.79%)	\$8,758	(63.32%)
Advertising	\$39,445	\$65,000	(39.32%)	\$40,925	(3.62%)	\$241,625	\$260,000	(7.07%)	\$214,007	12.91%
Investments	\$10,274	\$11,790	(12.86%)	\$5,229	96.49%	\$40,035	\$47,158	(15.10%)	\$12,450	221.57%
Lift Program - ADA	\$22,313	\$21,980	1.52%	\$12,691	75.82%	\$87,843	\$87,920	(0.09%)	\$80,915	8.56%
Other Revenue	\$3,777	\$3,700	2.08%	\$7,419	(49.09%)	\$11,267	\$14,800	(23.87%)	\$15,314	(26.42%)
Total Operating Revenues	\$194,584	\$210,041	(7.36%)	\$216,806	(10.25%)	\$832,266	\$840,159	(0.94%)	\$956,371	(12.98%)
Operating Expenses										
Labor:										
Operators	\$601,943	\$570,032	5.60%	\$417,312	44.24%	\$2,293,533	\$2,280,127	0.59%	\$1,692,476	35.51%
Transportation Administration	\$179,299	\$138,757	29.22%	\$139,243	28.77%	\$666,986	\$555,028	20.17%	\$513,981	29.77%
Maintenance	\$139,715	\$110,937	25.94%	\$120,089	16.34%	\$529,706	\$443,746	19.37%	\$445,016	19.03%
Maintenance Administration	\$36,930	\$32,673	13.03%	\$27,601	33.80%	\$129,811	\$130,692	(0.67%)	\$111,429	16.50%
Administration & Accounting	\$97,553	\$118,704	(17.82%)	\$80,966	20.49%	\$358,747	\$474,816	(24.44%)	\$310,437	15.56%
Total Labor	\$1,055,440	\$971,103	8.68%	\$785,211	34.41%	\$3,978,783	\$3,884,409	2.43%	\$3,073,339	29.46%
Fringe Benefits:										
FICA Taxes	\$83,200	\$87,108	(4.49%)	\$60,340	37.88%	\$336,482	\$348,432	(3.43%)	\$260,071	29.38%
Pension Plan Expense	\$74,396	\$105,539	(29.51%)	\$89,426	(16.81%)	\$389,342	\$422,156	(7.77%)	\$364,949	6.68%
Health & Dental Insurance	\$139,401	\$122,712	13.60%	\$144,986	(3.85%)	\$518,927	\$490,849	5.72%	\$467,018	11.12%
Life & Disability Insurance	\$15,291	\$14,375	6.37%	\$69,747	(78.08%)	\$61,264	\$57,499	6.55%	\$86,812	(29.43%)
Sick Leave	\$36,240	\$36,555	(0.86%)	\$20,536	76.47%	\$159,399	\$146,219	9.01%	\$79,324	100.95%
Holiday Pay	\$9,529	\$36,478	(73.88%)	(\$29,522)	(132.28%)	\$110,089	\$145,911	(24.55%)	\$83,705	31.52%
Vacation Pay	\$46,422	\$43,918	5.70%	\$27,160	70.92%	\$182,235	\$175,672	3.74%	\$176,634	3.17%
Uniform Allowance - Drivers	\$7,541	\$10,417	(27.61%)	(\$29)	(26058.66%)	\$28,216	\$41,667	(32.28%)	\$48,808	(42.19%)
Clothing/Tool Allowance - Mechanics	\$1,490	\$2,678	(44.38%)	\$703	111.86%	\$16,283	\$10,713	51.99%	\$5,627	189.37%
Unemployment Compensation	\$29,439	\$2,167	1258.74%	\$2,157	1264.83%	\$21,015	\$8,667	142.48%	\$8,628	143.57%
Other Fringe Benefits	\$23,073	\$14,081	63.86%	\$16,827	37.12%	\$55,307	\$56,324	(1.80%)	\$64,571	(14.35%)
Total Fringe Benefits	\$466,022	\$476,028	(2.10%)	\$402,331	15.83%	\$1,878,559	\$1,904,109	(1.34%)	\$1,646,147	14.12%
Total Loaded Payroll	\$1,521,462	\$1,447,131	5.14%	\$1,187,542	28.12%	\$5,857,342	\$5,788,518	1.19%	\$4,719,486	24.11%
Transportation Services:										
Fixed Route	-	-	0.00%	\$44,889	(100.00%)	-	-	0.00%	\$197,700	(100.00%)
Sunday Service	-	-	0.00%	\$21,055	(100.00%)	-	-	0.00%	\$92,662	(100.00%)
Lift Program - ADA	-	-	0.00%	\$192,060	(100.00%)	-	-	0.00%	\$873,727	(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%
Total Transportation Services	-	-	0.00%	\$258,004	(100.00%)	-	-	0.00%	\$1,164,089	(100.00%)
Administrative Services:										
Advertising	\$15,778	\$26,333	(40.08%)	\$12,146	29.90%	\$79,656	\$105,333	(24.38%)	\$92,230	(13.63%)
Legal Fees	\$5,337	\$9,438	(43.46%)	(\$2,368)	(325.41%)	\$24,930	\$37,753	(33.97%)	\$55,773	(55.30%)
Audit Fees	\$3,617	\$3,617	0.00%	\$3,475	4.08%	\$14,467	\$14,467	0.00%	\$13,900	4.08%
Office Equipment / Computers	\$4,419	\$3,204	37.90%	\$3,226	36.99%	\$7,776	\$12,817	(39.33%)	\$9,118	(14.72%)
Building & Facility Services	\$11,402	\$16,932	(32.66%)	\$2,278	400.62%	\$46,852	\$67,726	(30.82%)	\$40,669	15.20%
Professional & Technical Services	\$36,838	\$16,028	129.84%	\$42,945	(14.22%)	\$114,387	\$64,112	78.42%	\$124,081	(7.81%)
Software Maintenance & Service	\$1,842	\$9,425	(80.45%)	\$2,404	(23.35%)	\$8,890	\$37,701	(76.42%)	\$59,937	(85.17%)
Security Services	(\$6)	\$1,558	(100.39%)	\$66	(109.09%)	\$403	\$6,232	(93.53%)	\$2,759	(85.40%)
Total Administrative Services	\$79,227	\$86,535	(8.45%)	\$64,172	23.46%	\$297,361	\$346,141	(14.09%)	\$398,467	(25.37%)

Total Services	\$79,227	\$86,535	(8.45%)	\$322,176	(75.41%)	\$297,361	\$346,141	(14.09%)	\$1,562,556	(80.97%)
Materials & Supplies:										
Fuel	\$17,041	\$122,980	(86.14%)	\$88,412	(80.73%)	\$265,567	\$491,918	(46.01%)	\$315,784	(15.90%)
Gasoline	\$14,604	\$17,867	(18.26%)	(\$1,463)	(1098.21%)	\$64,354	\$71,468	(9.95%)	\$60,025	7.21%
Oil & Lubricants	\$10,168	\$14,014	(27.45%)	\$6,428	58.17%	\$49,697	\$56,055	(11.34%)	\$33,414	48.73%
Tires & Tubes	\$19,039	\$14,003	35.96%	\$10,991	73.22%	\$71,864	\$56,013	28.30%	\$49,721	44.53%
Facility Repairs & Maintenance	\$89,254	\$63,232	41.15%	\$31,636	182.13%	\$306,133	\$252,927	21.04%	\$220,282	38.97%
Service & Shop Equipment	\$3,820	\$2,608	46.48%	\$211	1709.00%	\$21,752	\$10,432	108.51%	\$19,125	13.73%
Other Shop & Garage Expense	\$11,974	\$7,742	54.65%	\$6,317	89.55%	\$28,987	\$30,970	(6.40%)	\$25,061	15.67%
Repair Parts	\$179,109	\$184,001	(2.66%)	\$129,006	38.84%	\$593,605	\$736,002	(19.35%)	\$617,747	(3.91%)
Servicing Supplies	\$3,185	\$3,615	(11.89%)	\$8,750	(63.59%)	\$15,821	\$14,461	9.40%	\$19,743	(19.87%)
Transportation & Safety Schedules	\$1,157	\$837	38.25%	\$1,720	(32.74%)	\$5,106	\$3,347	52.54%	\$4,731	7.94%
Passes & Transfers	-	\$1,446	(100.00%)	-	0.00%	\$6,096	\$5,783	5.41%	-	0.00%
Total Materials & Supplies	\$4,865	\$842	477.99%	\$1,729	181.44%	\$11,367	\$3,367	237.60%	\$3,837	196.24%
	\$354,216	\$433,187	(18.23%)	\$283,737	24.84%	\$1,440,349	\$1,732,743	(16.87%)	\$1,369,470	5.18%
Utilities:										
Light, Heat, Power, and Water	\$38,079	\$36,188	5.23%	\$42,266	(9.91%)	\$156,680	\$144,753	8.24%	\$155,794	0.57%
Communications	\$16,568	\$30,064	(44.89%)	\$11,086	49.45%	\$60,247	\$120,256	(49.90%)	\$86,177	(30.09%)
Total Utilities	\$54,647	\$66,252	(17.52%)	\$53,352	2.43%	\$216,927	\$265,009	(18.14%)	\$241,971	(10.35%)
Insurance:										
Insurance Premiums	\$53,387	\$79,902	(33.18%)	\$37,949	40.68%	\$213,548	\$319,610	(33.18%)	\$151,798	40.68%
Self Insurance	\$27,383	-	0.00%	\$3,868	607.99%	\$21,752	-	0.00%	\$10,647	104.30%
Total Insurance	\$80,770	\$79,902	1.09%	\$41,817	93.15%	\$235,300	\$319,610	(26.38%)	\$162,445	44.85%
Miscellaneous:										
Planning & Rideshare	\$15,873	\$67,293	(76.41%)	\$20,280	(21.73%)	\$121,226	\$269,172	(54.96%)	\$169,363	(28.42%)
Dues & Subscriptions	\$6,492	\$4,150	56.44%	\$1,587	309.11%	\$16,811	\$16,600	1.27%	\$9,488	77.18%
Travel & Meetings - Staff	\$20,880	\$4,769	337.81%	\$9,331	123.76%	\$34,231	\$19,077	79.44%	\$41,325	(17.16%)
Travel & Meetings - Board	\$98	\$42	134.34%	-	0.00%	\$961	\$167	476.33%	-	0.00%
Marketing & Advertising	\$14,919	\$28,843	(48.27%)	\$13,224	12.82%	\$103,836	\$115,371	(10.00%)	\$167,069	(37.85%)
General Office Expense	\$20,424	\$13,138	55.46%	\$6,887	196.55%	\$48,448	\$52,553	(7.81%)	\$51,870	(6.60%)
Other Miscellaneous Expenses	\$3,255	\$13,680	(76.21%)	\$3,668	(11.25%)	(\$6,791)	\$54,721	(112.41%)	\$23,489	(128.91%)
Bank & Credit Card Fees	\$7,322	\$4,974	47.22%	\$5,045	45.15%	\$26,868	\$19,895	35.05%	\$16,370	64.13%
Leases & Rentals	\$3,008	\$19,343	(84.45%)	\$8,724	(65.52%)	\$14,636	\$77,373	(81.08%)	\$16,978	(13.79%)
Total Miscellaneous	\$92,271	\$156,232	(40.94%)	\$68,746	34.22%	\$360,226	\$624,929	(42.36%)	\$495,952	(27.37%)
Total Expenses	\$2,182,593	\$2,269,239	(3.82%)	\$1,957,370	11.51%	\$8,407,505	\$9,076,950	(7.38%)	\$8,551,880	(1.69%)
Net Operating Loss	(\$1,988,009)	(\$2,059,198)	(3.46%)	(\$1,740,564)	14.22%	(\$7,575,239)	(\$8,236,791)	(8.03%)	(\$7,595,509)	(0.27%)
Operational Grant Funding										
Operating Assistance - Other	\$40,409	\$40,404	0.01%	\$36,805	9.79%	\$223,005	\$161,617	37.98%	\$199,484	11.79%
Oklahoma State Funding	\$95,833	\$95,833	0.00%	\$119,445	(19.77%)	\$383,332	\$383,333	0.00%	\$659,444	(41.87%)
FTA - Planning Assistance	\$66,954	\$94,301	(29.00%)	\$64,470	3.85%	\$284,593	\$377,204	(24.55%)	\$284,425	0.06%
FTA - Leases / Audit	\$16,888	\$15,027	12.39%	\$14,824	13.92%	\$20,489	\$60,107	(65.91%)	\$35,128	(41.67%)
FTA - ADA LIFT	-	-	0.00%	\$55,750	(100.00%)	-	-	0.00%	\$223,000	(100.00%)
FTA - CMAQ	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
FTA - Preventative Maintenance	\$380,233	\$375,477	1.27%	\$327,848	15.98%	\$1,241,239	\$1,501,908	(17.36%)	\$1,368,119	(9.27%)
FTA - Operations	\$410,779	\$461,238	(10.94%)	\$243,465	68.72%	\$1,297,472	\$1,844,952	(29.67%)	\$1,228,059	5.65%
COT - Vision Assistance	\$357,500	\$357,500	0.00%	\$264,745	35.04%	\$1,647,445	\$1,430,000	15.21%	\$1,144,982	43.88%
COT - Operating Assistance	\$619,416	\$619,417	0.00%	\$613,217	1.01%	\$2,477,664	\$2,477,667	0.00%	\$2,452,868	1.01%
Total Operational Grant Funding	\$1,988,012	\$2,059,197	(3.46%)	\$1,740,569	14.22%	\$7,575,239	\$8,236,788	(8.03%)	\$7,595,509	(0.27%)
Budget Surplus (Deficit)	\$3	(\$1)	(71.43%)	\$5	(104.95%)	-	(\$3)	(20.00%)	-	(151.14%)

Capital Revenues

Capital Assistance - FTA	\$196,666	\$255,486	(23.02%)	-	0.00%	\$2,334,910	\$1,021,944	128.48%	\$471,456	395.26%
Capital Assistance - COT	-	\$183,836	(100.00%)	-	0.00%	\$743,286	\$735,343	1.08%	\$167,500	343.75%
Capital Assistance - Other	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
Gain (Loss) on Sale of Assets	-	-	0.00%	-	0.00%	(\$147)	-	0.00%	(\$20,338)	(99.28%)
Total Capital Revenues	\$196,666	\$439,322	(55.23%)	-	0.00%	\$3,078,049	\$1,757,287	75.16%	\$618,618	397.57%
Depreciation	\$394,865	\$470,000	(15.99%)	\$352,907	11.89%	\$1,495,663	\$1,880,000	(20.44%)	\$1,411,384	5.97%
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	(\$198,196)	(\$30,679)	546.05%	(\$352,902)	(43.84%)	\$1,582,386	(\$122,716)	(1389.49%)	(\$792,766)	(299.60%)

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Assets

Current Assets:

Cash and Cash Equivalents		\$1,474,812
Restricted Cash		\$3,844,782
Trade Accounts Receivable	\$399,921	
FTA Operating & Capital Grants Receivable	\$17,423,259	
COT Operating & Capital Grants Receivable	<u>\$20,845,651</u>	
		\$38,668,831
Inventories		\$1,241,482
Prepaid Expenses		<u>\$549,989</u>
Total Current Assets		\$45,779,895

Capital Assets, at cost:

Revenue Equipment	\$41,612,710	
Service Equipment	\$574,172	
Security Equipment	\$1,336,879	
Buildings & Improvements	\$12,920,749	
Passenger Shelters	\$2,092,715	
Shop and Garage Equipment	\$3,490,039	
Computers & Other Equipment	\$6,491,433	
Office Furniture and Fixtures	\$209,681	
Land & Improvements	\$2,633,707	
Construction in Progress	\$280,793	
Less: Accumulated Depreciation	(\$46,314,536)	
Non- Depreciating Assets	<u>\$1,854,139</u>	
Total Capital Assets		\$25,328,343

Total Assets		<u><u>\$71,108,238</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	\$2,871,451	
Accrued Wages & Withholdings	\$675,704	
Accrued Insurance	\$73,400	
Deferred Grant Revenues	\$38,488,074	
Other Current Liabilities	<u>\$24,010</u>	
Total Current Liabilities		\$42,132,640

Noncurrent Liabilities:

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

Total Liabilities		\$49,356,387
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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	\$25,328,343	
Restricted for Capital Acquisitions	\$670,370	
Restricted for Workmen's Comp.	\$73,946	
Unrestricted	<u>(\$4,320,807)</u>	
Total Net Assets		\$21,751,851

Total Liabilities & Net Assets		<u><u>\$71,108,238</u></u>
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For the Four Months Ending Oct 31, 2023

METROPOLITAN TULSA TRANSIT AUTHORITY
PERFORMANCE INDICATOR SUMMARY

Fixed Route	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	3.46	2.09	1.80	There were 3.46 preventable accidents in Oct and average 2.09 for FY24YTD accidents are 0 vs. 1.9 in prior year.	●
OSHA Accidents per 200k Manhours	-	-	6.00	No reported OSHA Accidents in October	●
*Total Complaints Per 10,000 boarding's	8.46	0.74	2.00	152 total complaints for fixed route. 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	5,640	6,725	7,500	YTD is 9% 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)	12.11	13.49	14.00	YTD PPH is 4% less than target.	●
Cost per Trip (CPT)	\$ 9.23	\$ 7.83	\$ 6.16	YTD CPT is 27% more than target and is due to reduced frequency in routes.	✓
Lift Operation	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	4.87	3.59	10.00	There were 4.87 preventable accidents in Oct an average 3.59 for FY24YTD accidents are 0 vs. 0 in prior year.	✓
Total Complaints per Per 10,000 boarding's	46.05	44.53	23.00	38 total Complaints for Fixed Route 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	-	13,951	22,500		●
Passengers per hour (PPH)	1.34	2.07	2.00	YTD PPH is 17% less than target.	●
Cost per Trip (CPT)	\$ 63.39	\$ 66.00	\$ 50.91	YTD CPT is 30% more than target projected .	✓
<p>* 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</p>					

Fixed Route Report (July 2023 to October 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	3.46	1.90	82.11%	2.09	1.71	22.22%	1.80
OSHA Accidents per 200k Manhours	-	-	-	-	-	-	6.00
2) Meet and Exceed Customer Expectations							
Complaints per 10k Boardings	8.46	0.74	1043.24%	4.35	2.41	80.50%	4.35
On-time Performance	91.51%	0.00%	0.00%	91.20%	0.00%	0.00%	85.00%
Miles Between Road Calls	5,640.00	6,391.00	-11.74%	6,725.00	6,828.00	-1.50%	7,500.00
3) Maintain a Quality Workforce							
Operator Absences per Weekday	5.00	4.00	21.26%	5.00	6.00	-1.81%	9.00
Total Absences per Weekday	5.00	6.00	-9.11%	6.00	6.00	-7.58%	12.00
Employee Turnover	50.97%	63.16%	-19.05%	43.45%	77.23%	-44.16%	35.00%
4) Operate an Effective System							
Ridership	179,699.00	149,193.00	20.45%	204,081.00	179,704.00	13.56%	235,416.00
Passengers per Service Hour	12.11	11.97	1.17%	13.49	14.10	-4.33%	14.00
Average Weekday Ridership	7,585.00	6,117.00	23.98%	8,365.00	7,344.00	13.91%	10,000.00
Average Saturday Ridership	4,911.00	4,145.00	18.46%	5,728.00	5,256.00	8.98%	4,500.00
5) Operate an Efficient System							
Cost Per Service Hour	111.86	124.80	-10.37%	105.64	129.49	-18.42%	82.50
Cost Per Trip	9.23	10.43	-11.51%	7.83	9.18	-14.71%	6.16
Fare Revenue per Trip	0.66	1.01	-34.65%	0.43	0.88	-51.14%	0.78

*Note: Includes Nightline

Lift Program Report (July 2023 to October 2023)

Description	Current Month	Prior Year	Percent Change	YTD Monthly Average	Prior Year	Percent Change	Goal
1) Operate a Safe Transit System							
Preventable Van Accidents per 100k Miles	4.87	3.59	35.65%	5.48	7.18	-23.68%	1.20
OSHA Accidents per 200k Manhours	-	-	-	-	-	-	10.00
2) Meet and Exceed Customer Expectations							
Complaints per 10k Boardings	46.05	44.53	3.41%	57.07	35.56	60.49%	23.00
On-time Performance	94.99%	95.95%	-1.04%	95.37%	96.41%	-1.04%	95.00%
Miles Between Road Calls	-	20,871.00	0.00%	13,951.00	19,351.00	-27.91%	22,500.00
Average Call Center Minutes on Hold Time	2.50	0.83	201.20%	4.97	0.92	440.22%	1.00
3) Maintain a Quality Workforce							
Employee Turnover	78.26%	0.00%	0.00%	111.63%	46.35%	143.48%	50.00%
4) Operate an Effective System							
Ridership	8,252.00	8,084.00	2.08%	7,535.00	8,366.00	-9.93%	9,082.00
Van Passengers per Service Hour	1.34	2.07	-93.24%	0.42	2.07	-79.71%	2.00
Average Weekday Ridership	375.00	385.00	-2.56%	346.00	394.00	-12.00%	470.00
5) Operate an Efficient System							
Cost Per Service Hour	85.03	102.77	-91.60%	27.41	115.01	-76.17%	72.25
Cost Per Trip	63.39	49.73	27.47%	66.00	55.54	18.83%	50.91
Fare Revenue per Trip	2.70	1.57	71.97%	2.08	2.42	-14.05%	2.79

Upcoming Procurements

Est. Board Date	Good/Service	Type	Estimated Amt.	Status
Dec-23	Call Center/Admin Facility Restructure Project Management	Task Order	\$38,000	Planning Stage
	Project Management and Scope of work to remodel and modernize the Call Center & Administration buildings to gain efficiencies.			
Jan-24	Digital Signage	RFP	\$400,000	In Progress
	Infrastructure - IT			
Jan-24	Replacement of mirror technology	RFP	\$250,000	Planning Stage
	Mirror replacement on buses			
Jan-24	Tap Card & Validator	State Contra	\$150,000	Looking into CA coop contract?
	Fare payment card			
Feb-24	Plumbing/HVAC/Electrical Contractor	RFP	>\$100,000 Each	Will do as separate RFP's
	Contract for On Call Plumbing/HVAC/Electrical services.			
Feb-24	Bus Vacuum	RFP	\$315,000	Prep Stage
	Replacement of old bus vacuum that is worn out			
Mar-24	Tires Contractor	RFP	>\$100,000	Prep Stage
	Tires for Fixed Route, Lift and Microtransit Vehicles			
May-24	On Call Consulting	RFQ	\$150,000	On hold
	On Call Consulting contract with 3 to 5 vendors to supply various consulting services.			
Jun-24	Bus Stop Signs	RFQ	\$150,000	On hold
	Replace bus stop signs along all routes with new name and look			
Jul-24	Rolling Stock - ADA Lift & Microtransit Vehicles	RFP	>\$250,000	Prep Stage
	Contract for purchase of ADA Lift & Microtransit Vehicles			
Jul-24	Rolling Stock - Fixed Route	RFP	>\$250,000	Prep Stage
	Contract for purchase of Fixed Route Vehicles			
Jan-25	Bus Wash	RFP	\$350,000	Planning Stage
	Existing Bus Wash is in need of replacement after reaching it's expected life.			

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
October 25, 2022
Consent Calendar Item

To: Board of Trustees
From: Jack Van Hooser – Procurement Specialist
Subject: Call Center & Operations Restructure Project Management

Recommendation

Authorize the General Manager to execute a task order with GH2 Architects, LLC., for the preparation of Architectural Services with regards to the Call Center & Operations Restructure project, to include blueprint preparation, creation of a scope of work and general project management for a fee not to exceed \$38,250.

Background

In March of 2021, the Board of Trustees authorized the General Manager to enter into a three year open ended contract, with two option years, with Cyntergy, LLC., EST Engineering, GH2 Architects, Olsson Inc, and Wallace Engineering for the purchase of On Call Architectural and Engineering Services. On Call Architectural contracts are for Architectural, Engineering, Design and related professional services. All on call services will be initiated and governed by task orders. Task orders are brought to the Board for approval when they exceed \$25,000 in value.

Call Center/Operations Restructure

MTTA has identified possible efficiencies in work flow and parking through the restructuring of the Call Center space and the current Operations space at the current facility. This portion of the project is considered to be Phase 1. This phase of the project includes basic Architectural services as indicated in Olsson's Facility Feasibility project. Phase 2 is the Architectural/Engineering Design Phase, including schematic and final design and construction documents. That phase and the others to follow will be submitted on the open market as an RFP for Architectural services. We will take it out for proposals because we estimate the cost to be greater than is allowed in our On-Call contract.

There are two Architectural firms on the On-Call contracts, GH2 and Cyntergy. Both were presented with a preliminary scope and both submitted a proposal. Both bids were presented to the MTTA management team where the proposals were discussed. The proposals were reviewed and it was determined that GH2 appeared to understand the project as written better than Cyntergy. While Cyntergy's proposal included line details, they only provided a price for Pre-Design services. The GH2 project is a complete project management proposal from beginning to end.

At a discussion with GH2 it was determined that the final project would be completed in phases. GH2 will be the project manager on both Phase 1 and Phase 2 of the project included the advanced drawings as part of the work included. The bids were priced as follows.

GH2 – \$38,250
Cyntergy - \$10,000.

GH2 is initially higher in cost, but their apparent better understanding and all-inclusiveness of their price make them the best value.

Financial Impact

This project will be funded by FTA Grants, which includes Planning funds and may involve 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: There is hereby established an Executive Committee comprised of the Board Chair, Vice Chair, and up to one other member of the Board of Trustees appointed by the Chair. The Executive Committee may meet prior to the regular monthly meeting of the Board of Trustees, and at such other times as the Chair determines necessary, to set agenda items for the Board or discuss other Board issues. 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 Board may establish other committees as needed and the Chair will appoint members to those committees. Any such committees established can have up to five committee members total, comprised of up to three members of the Board of Trustees and up to two non-Board members as the Chair may select. The committees will expire at the conclusion of the business for which they were formed or at the end of the tenure of the Chair of the Board of Trustees, whichever occurs first. 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 ~~5th~~^{29th} day of ~~December~~^{August}, 20~~23~~¹⁷.

METROPOLITAN TULSA TRANSIT AUTHORITY

By: _____
Adam Doverspike~~Marquay Baul~~, Chair
Tulsa Transit Board of Trustees

ATTEST:

Redlined



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

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

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“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.

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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 5th day of December, 2023.

METROPOLITAN TULSA TRANSIT AUTHORITY

By: _____
Adam Doverspike, Chair
Tulsa Transit Board of Trustees

ATTEST:

Secretary