

**Metropolitan Tulsa Transit Authority
BOARD of TRUSTEES MEETING**
Tuesday, February 27, 2024
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 January 23, 2024, and February 1, 2024, 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**
 1. Review of Ridership – *Chase Phillips (Information) **Page 9***
 2. Review and approval of Financial Statements—*Rebecca Walner (Action) **Page 18***
 3. GM Expenses—*Rebecca Walner (Action) **Page 31***
 4. Discussion and possible vote to revise or amend MTTA’s Bylaws, Article IV, Section 9, that authorizes the General Manager to approve contracts of \$25,000 or less. – *Scott Marr (Action)*
 5. Upcoming Procurements—*Jack Van Hooser (Information) **Page 32***

B. Operating/Marketing

1. MTTA Facility Feasibility Study Update— *Scott Marr (Information)*
Olsson will present an update on the on the MTTA facility feasibility study, FTA requirements, environmental, design, construction, site locations, and phases.
2. MTTA Service Performance Goals—*Scott Marr (Action)*
Discussion of and possible vote to update the MTTA service performance goals.
3. Strategic and Technology Plan- *Scott/Ofir (information)*
Update of the progress of the 2018 (5-year plan) technology action plan. Summarizing the deployment, needs, and recommend actions for improvements in MTTA’s technology strategy for current and future.
4. Digital Signage -*Ofir Bar* **Page 33**
Authorize the General Manager to negotiate final terms and conditions with Message Point Media to provide digital signage and content Management for an amount not to exceed \$345,000. This project is expected to improve communication and provide riders with real-time information on digital displays located within the Fixed route and the BRT Fleet. Additionally, MPM will provide real-time displays and kiosks for riders at the DAS and MMS stations.

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

1. General Manager Performance and Compensation
Discussion of and possible vote regarding the General Manager’s performance and award of additional compensation if merited for achieving or exceeding performance standards during the prior contract term, and possible vote to enter executive session regarding same. 25 OS §307(B)(1).

VII. TRUSTEES AND GENERAL MANAGER COMMENTS

Members of the Board of Trustees and the General Manager will have an opportunity to comment on Tulsa Transit, its services and/or other issues related to Tulsa Transit. Action will not be taken by the Board of Trustees on these comments.

VIII. NEW BUSINESS

Pursuant to the Oklahoma Open Meetings Act, new business is any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda. Title 25 O.S. sec. 311(A)(9).

IX. ADJOURN

The next regularly scheduled meeting of the
Tulsa Transit Board of Trustees will be held on
Tuesday, March 26, 2024, at 12:00 PM

METROPOLITAN TULSA TRANSIT AUTHORITY

Minutes of the Meeting of the Board of Trustees

Tuesday, January 23, 2024

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		✓
Jim East	✓	
Totals	5	2

*Emeka Nnaka arrived 12:20pm

*Tina Peña left 1:45pm

*Emily Hall left 1:45pm

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; Naaja Jefferies, MTTA Director of Transportation; Crystal Carter, MTTA Safety & Training 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 16, 2023. 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 January 19, 2024, @ 4:48 pm, at the Municipal City Clerk’s office and at Tulsa Transit Administrative offices on January 19, 2024.

I. CALL TO ORDER

James Wagner called the meeting to order at 12:17 pm.

II. INTRODUCTIONS

No introductions.

IV. PUBLIC COMMENTS

None

A. Finance/Budget

1. Review of Ridership – *Chase Phillips*

Chase presented the November and December 2023 ridership. Due to technology problems the ridership was under reporting for these two months. Fixed ridership for November was at 188k and December was at 162k. BRT ridership for November was at 44k and December was at 47k. Microtransit for November was 6016 and December was 6581. Lift ridership for November 6,099 and December was at 5682.

2. MTTA Priorities and Goals – *Scott Marr (Action)*

Scott recapped the FY25 priorities and goals. The re-branding, fare revision and improving customer experience. Brand strategy, BreAnna will go over this later in the meeting. Increase fixed route by .25 and lift by .50, add tap cards and fare capping, and always customer experience, improving frequency.

3. FY2025 Budget – *Rebecca Walner (Action)*

Rebecca presented the FY25 budget with no changes made since the budget meeting. **Jim East** asked the process for the budget to the City of Tulsa. **James Wagner** answered, turned into the budget division at the City of Tulsa, then goes to the Major and then the Major will make a proposal to Council in April. **Jim East** wants to know why the fare increase, what reasoning are you going to give the mayor. Scott answered we have not had an increase in 10 years, expenses have gone up, these increases are not too impactful to our customers. **Jim East** asked if there will be a written proposal to the mayor for fare increases, **James Wagner** said this is presented to the Council for their vote.

Jim East and **Emily Hall** moved to approve the MTTA FY2025 Budget.

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

4. Review and approval of Financial Statements—*Rebecca Walner (Action)*

Rebecca presented the financial statements through December. Total expenses are 6.85% less than projected. FY24 underspending of \$932k in fuel, repair parts and planning.

Jim East and **Tina Peña** moved to approve FY24 Financial Statement Summary through Dec 31, 2023.

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

5. GM Expenses—*Rebecca Walner (Action)*

Rebecca presented the General Manager’s expenses for November.

Emeka Nnaka and **Jim East** moved to approve the General Managers expenses in the amount of \$252.18.

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

6. Financial Audit Report—*Rebecca Walner (Information)*

Rebecca presented the financial audit report.

7. Upcoming Procurements—*Jack Van Hooser (Information)*

Jack presented the upcoming procurements.

B. Operating/Marketing

1. MTTA Public Transportation Agency Safety Plan – *Crystal Carter (Action)*

Crystal presented the updated Safety Plan.

Jim East and **Emily Hall** moved to approve the MTTA Public Transportation Agency Safety Plan.

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

2. MTTA Safety Sensitive Drug & Alcohol Policy – *Lori Soderstrom (Action)*

Lori presented the new Safety Sensitive Drug and Alcohol policy recommended by FTA during the December audit.

Emily Hall and **Tina Peña** moved to approve the MTTA Safety Sensitive Drug & Alcohol Policy.

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

3. MTTA Performance Goals—*Scott Marr (Action)*

Scott presented the updated service goals. **James Wagner** commented on the cost per trip is too close to Uber pricing and feels like the goal is too high. **Jim East** asked about getting Medicaid money to fund some of these costs.

Board tabled this until February meeting.

4. “Re-branding” Marketing Approach- *BreAnna Hall (Action)*

BreAnna presented the marketing plan for the re-branding. There will be an announce at SWTA, employees will be informed before the public announcement. March 11 will be the unveiling of the wrapped bus, lift van with the mayor and media. There will be social media posts leading up March 11th.

5. On Board Validators—*Rebecca Walner (Action)*

Rebecca presented validators and tap cards, using RFID cards. Customers can use Cash app, and can reload at multiple places like CVS, Wal-Mart, and Walgreens.

Jim East and **Tina Peña** moved to authorize the General Manager to negotiate final terms with Kuba for an amount not to exceed \$485,000 over 5 years.

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

6. Route 66 discussion – *Scott Marr & Chase Phillips (Information)*

Jim East informed the Board he asked this project to be added to the agenda. **Jim East** asked to come up with a plan to do the Route 66 in phases and give the Board a plan. Scott gave an update we have contracted with HNTB to apply for a raise grant, with the City of Tulsa and INCOG being involved and including city sidewalks. Scott asked Jim if he wants a plan before we find out if we awarded the grant, **Jim East** said yes. Scott will bring a plan to the March meeting.

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

James Wagner tabled items C.1. & C.2. and asked for a special meeting to be held before next regular meeting. Lori will circulate times and dates to setup a meeting date.

1. General Manager Employment Agreement

Discussion of and possible vote regarding the continued employment of the General Manager, and possible vote to enter executive session regarding same. 25 O.S. 307(B)(1).

2. General Manager Employment Agreement

Discussion of and possible vote regarding the terms of the General Manager's employment agreement and whether to extend, amend or renew, and possible vote to enter executive session regarding the same. 25 O.S. 307(B)(1).

VI. TRUSTEES AND GENERAL MANAGER COMMENTS

VII. 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).

VIII. ADJOURN

James Wagner adjourned meeting at 1:53 pm.

Sincerely,

Lori Soderstrom
Secretary to the Board of Trustees

METROPOLITAN TULSA TRANSIT AUTHORITY

Minutes of the Meeting of the Board of Trustees

Thursday, February 1, 2024

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		✓
Jim East	✓	
Totals	6	1

*Emeka Nnaka joined during executive session.

OTHERS PRESENT:

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

IN ATTENDANCE: Scott Marr, General Manager;

In accordance with the Oklahoma Open Meetings Act, the meeting was given at least twenty-four (24) hours in advance by posting notice of the date, time and place and agenda of the meeting on January 26, 2024, @ 4:49 pm, at the Municipal City Clerk’s office and at Tulsa Transit Administrative offices on January 26, 2024.

I. CALL TO ORDER

Adam Doverspike called the meeting to order at 11:30 am.

II. INTRODUCTIONS

None.

III. APPROVAL OF THE December 8, 2023, and January 12, 2024, MEETING MINUTES

Jim East and Tina Peña moved to approve the December 8, 2023, and the January 12, 2024, meeting minutes.

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

IV. PUBLIC COMMENTS

None

C. **Executive Committee**

1. General Manager Employment

Discussion of and possible vote regarding the General Manager’s performance review, compensation, and other terms of employment, and possible vote to enter executive session regarding same. 25 O.S. 307(B)(1).

Jim East and **James Wagner** moved to enter in executive session.

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

Emily Hall and **James Wagner** moved to exit executive session.

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

Emily Hall and **Tina Peña** moved to approve the first amendment to the MTTA General Managers contract with a change in the commencing date to be February 5, 2024.

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

VI. TRUSTEES AND GENERAL MANAGER COMMENTS

Scott thanked the Board for their support. **Jim East** asked Scott about if the salary that he has for Scott’s direct reports is the current salary after the 3% increase. Scott informed him that it was a 2% increase, and those amounts are after the increase.

VII. 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).

VIII. ADJOURN

Adam Doverspike adjourned meeting at 11:54 am.

Sincerely,

Lori Soderstrom
Secretary to the Board of Trustees

Fixed Route

Passengers per Rev. hour:
10.4

*APC Ridership

Highest FX Ridership:

130: 12,581 – 14.2 Pass/Rev. Hr.

110: 10,995 – 11.3 prh

140: 9,109 – 10.8 prh

114: 8,181 – 13.64prh

150: 8,037 – 14.8 prh

*APC Ridership

Avg Weekday Ridership:

5,990

Avg Saturday Ridership:

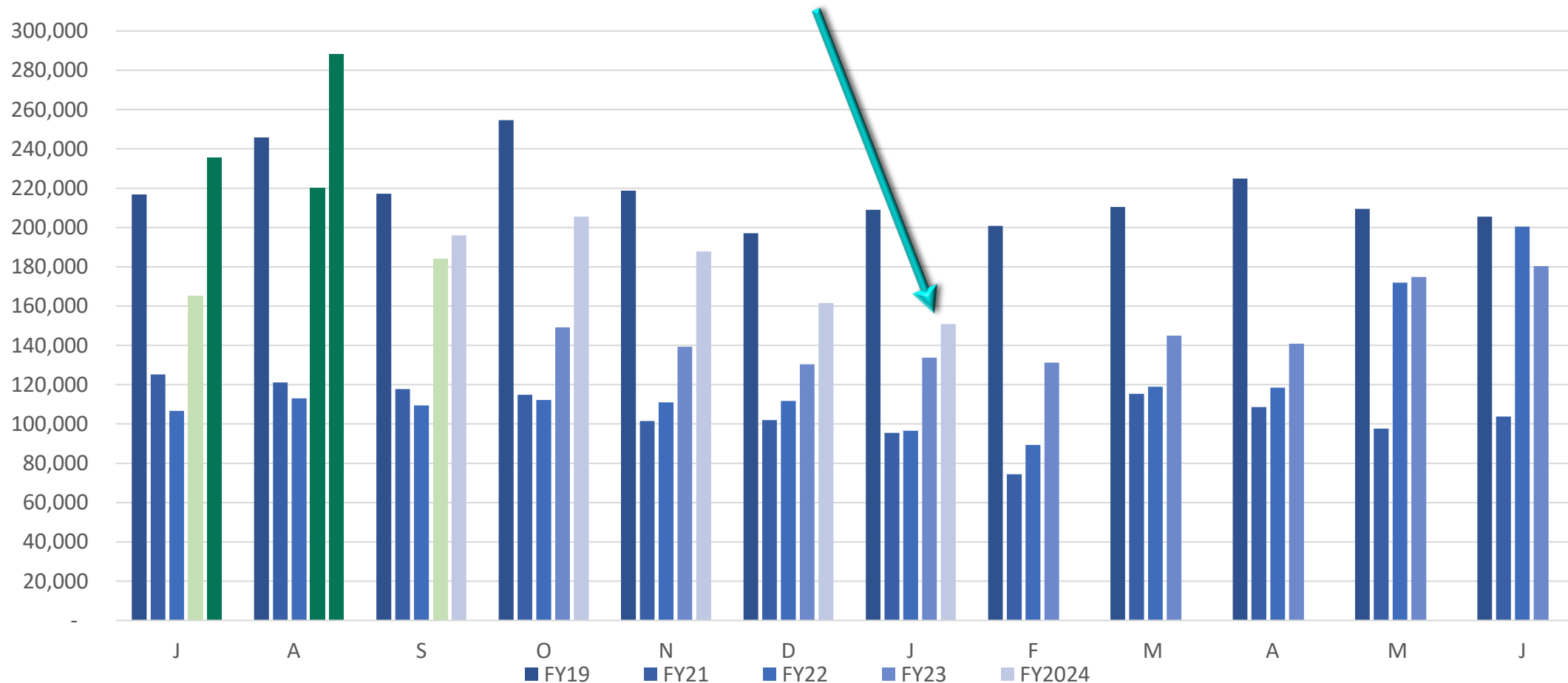
4,157

Avg Sunday Ridership:

933

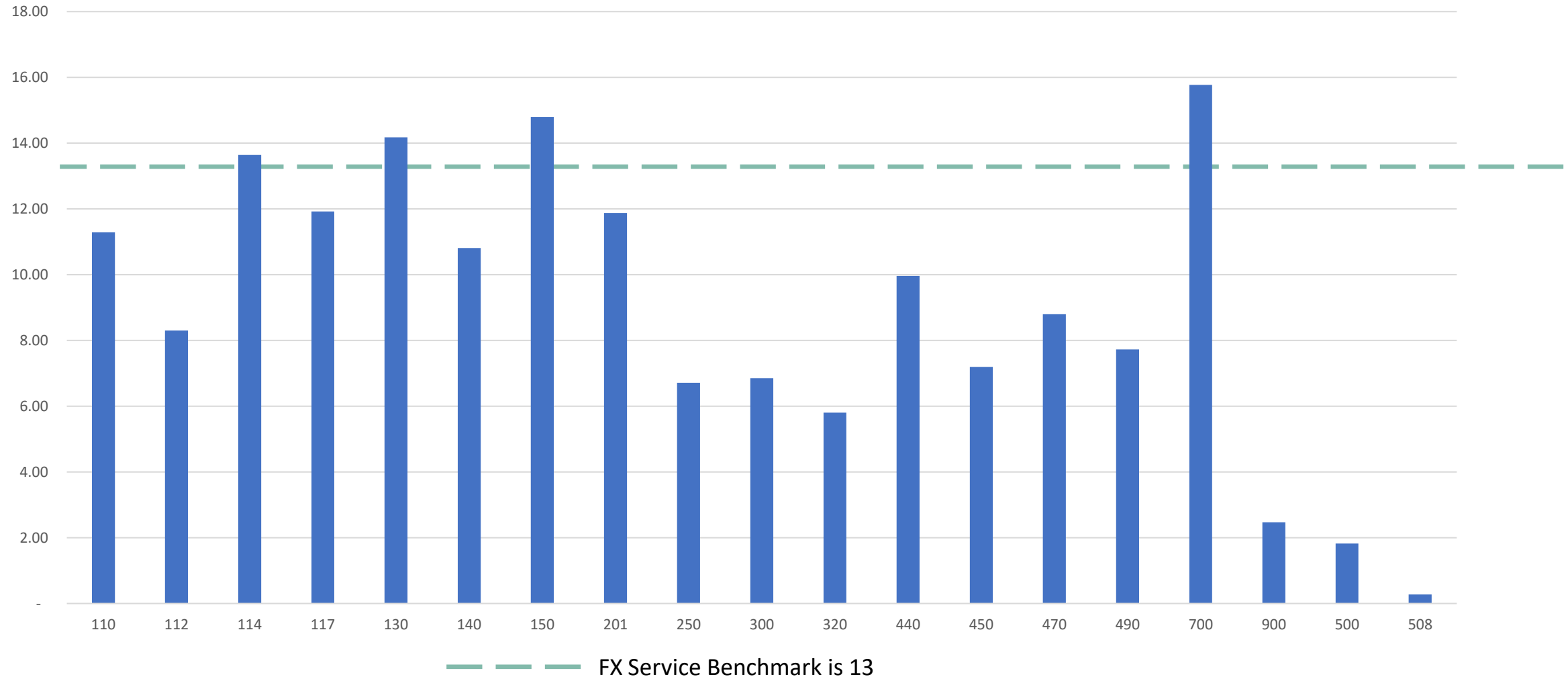
Fixed Route Ridership

Ridership of 151K exceeded FY23 by 17K



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

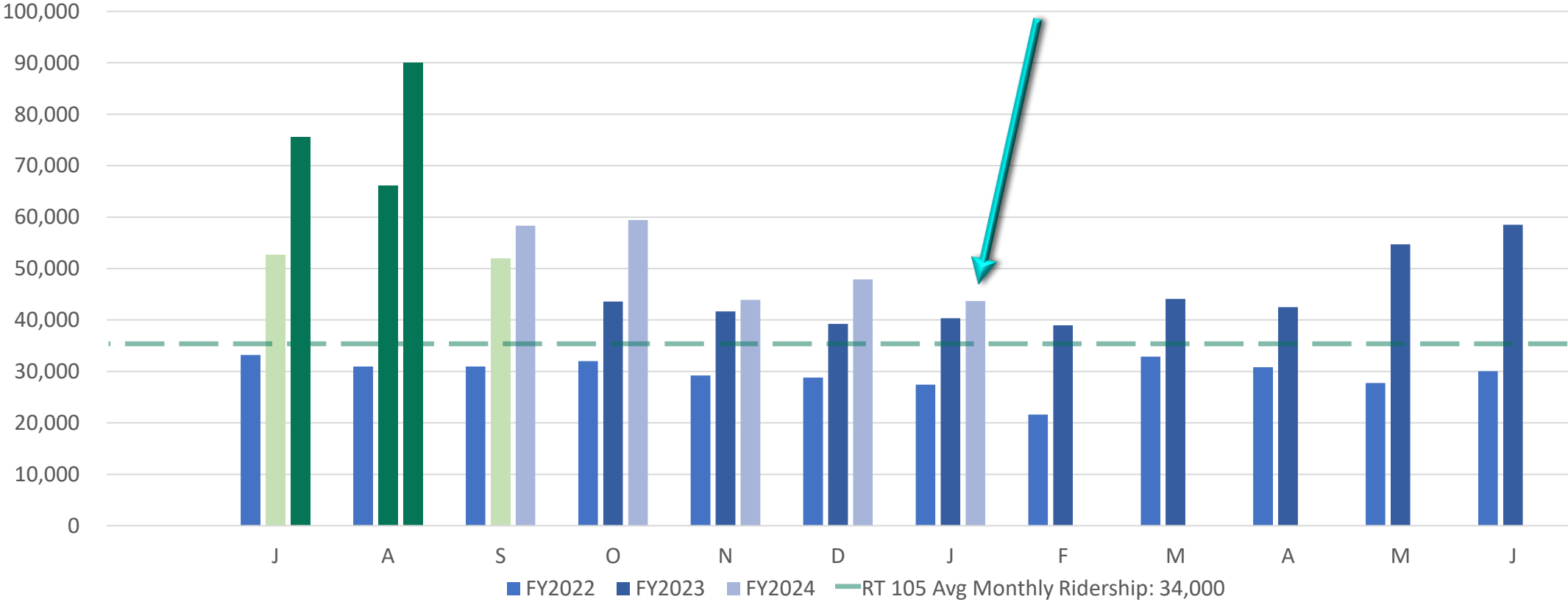
Passengers per Revenue Hour by Route



BRT Ridership

BRT ridership of 44K is 3K more than FY23 Ridership & 10K more than Route 105 Avg.

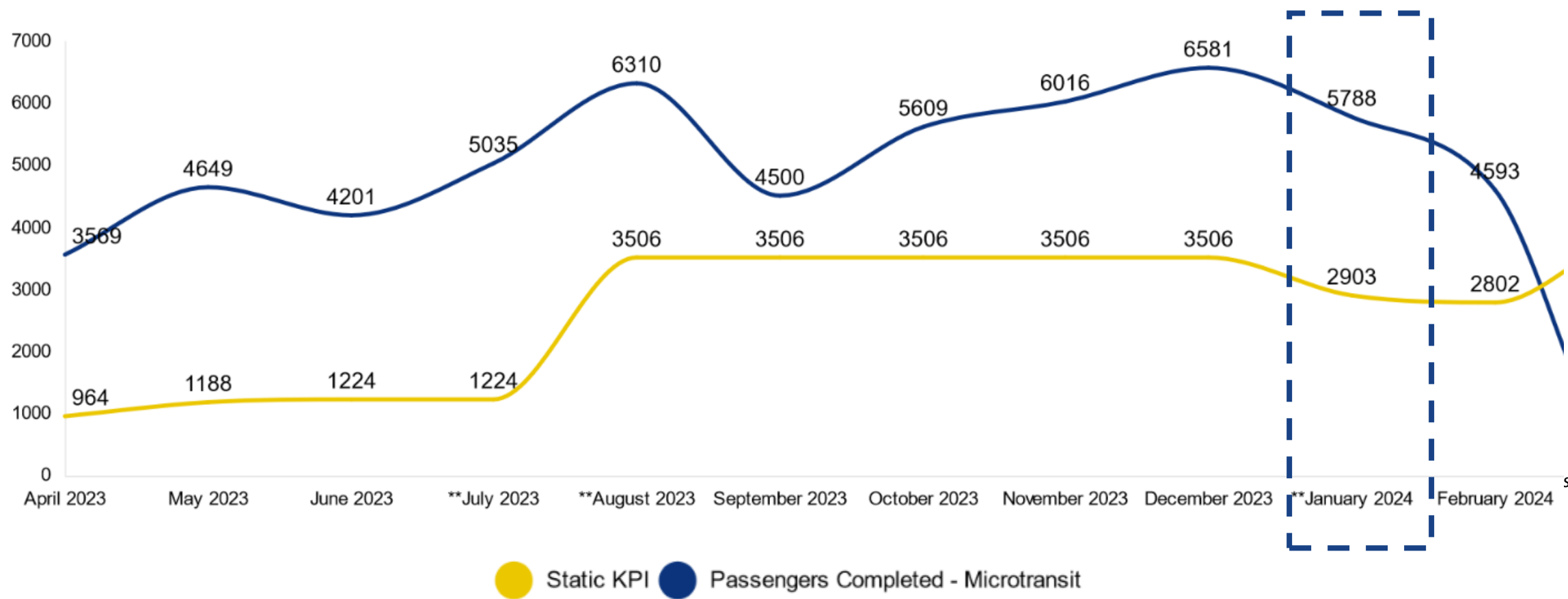
Passengers per Revenue Hour: 15.8



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

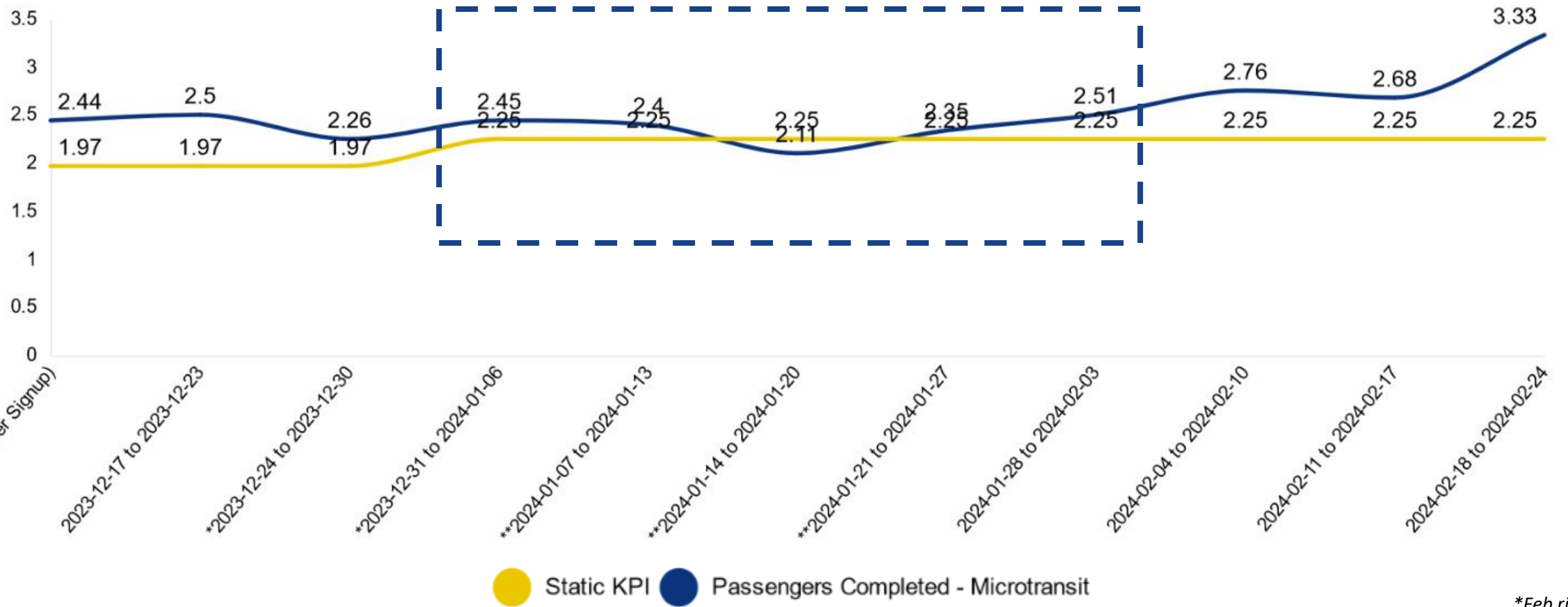
Microtransit – Monthly Ridership

Trips: 5788



Microtransit – Monthly Ridership

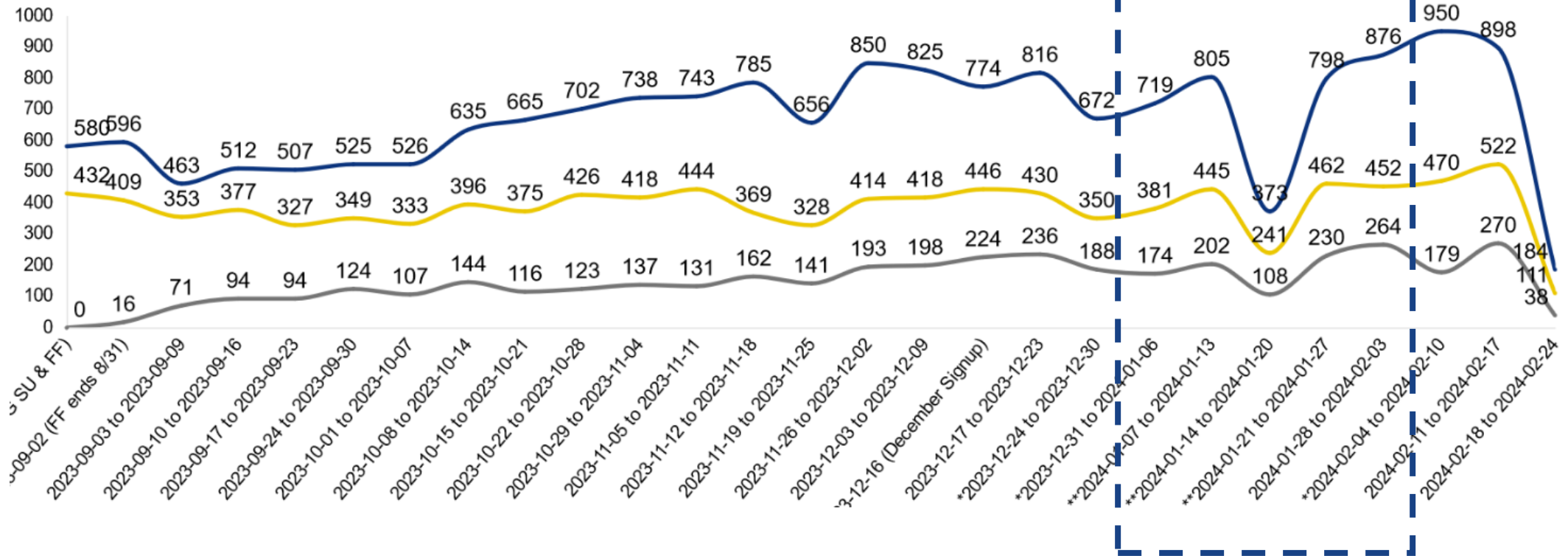
Passengers per Revenue Hour: 2.4



*Feb ridership as of 2/19/24

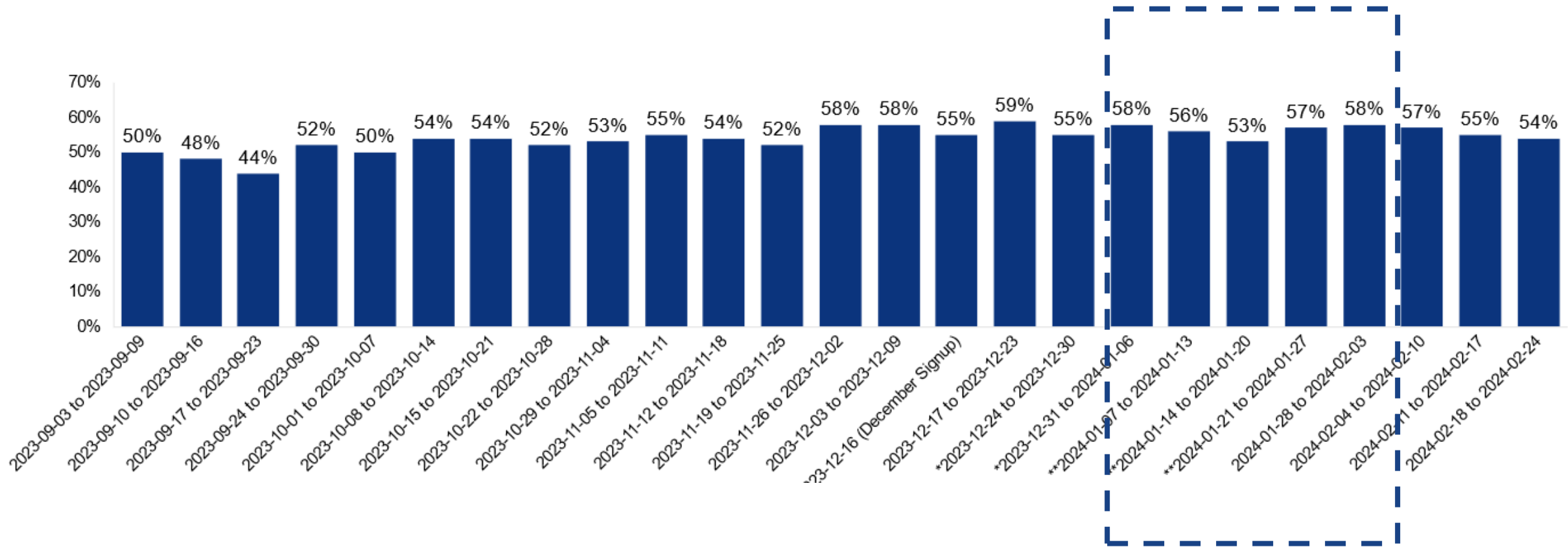
Microtransit – Booking

Call Center, App, GoPass



● # Completed Rides Booked via Call Center ● # Completed Rides Booked via App ● Go-PASS Booking

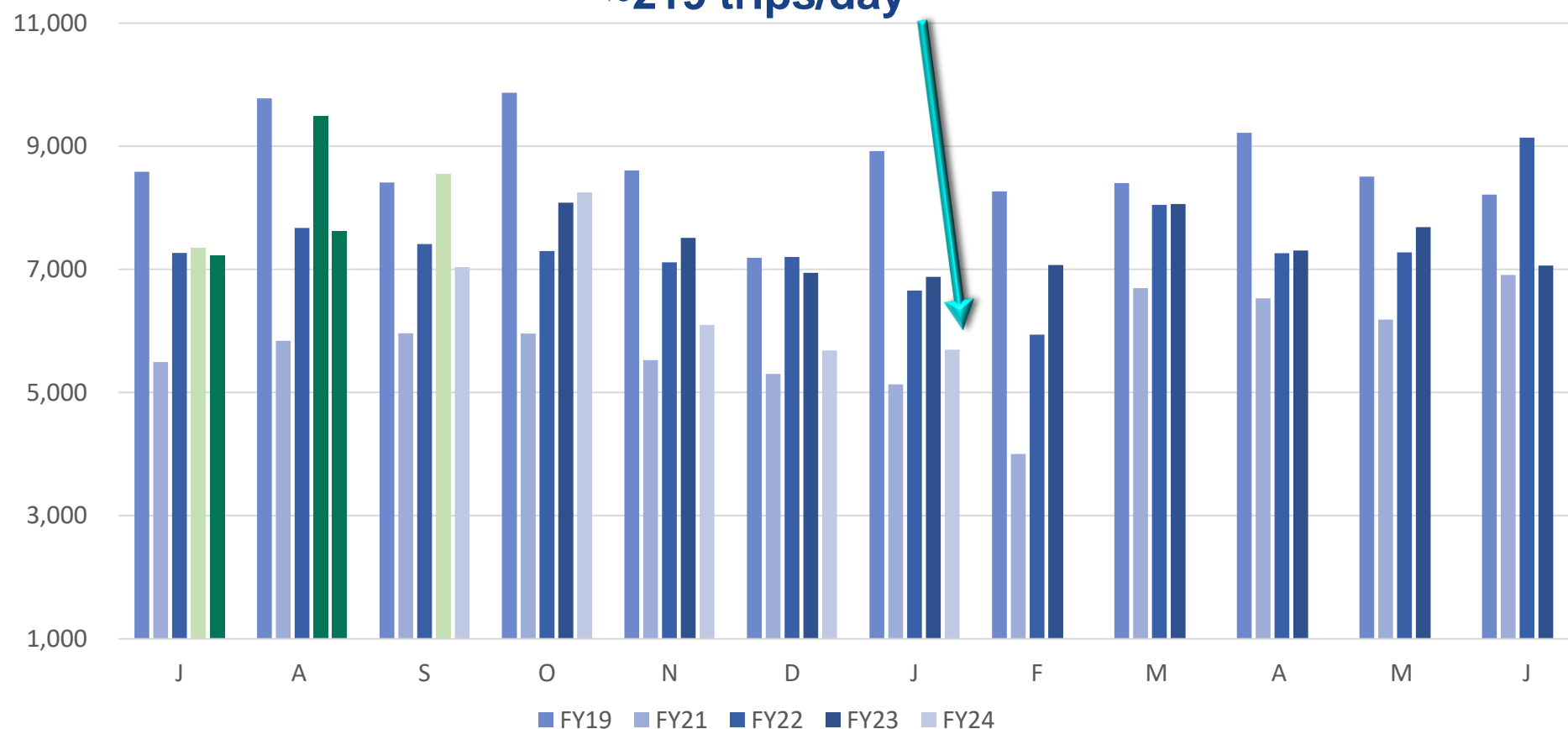
Microtransit – Shared Ride %



Lift Ridership

Ridership of 5,694 was 1.2K less than FY23.

~219 trips/day



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

**METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
February 27, 2024
Finance/Audit Committee**

To: Board of Trustees
From: Rebecca Walner, Chief Financial Officer
Subject: FY24 Financial Statement Summary through Jan 31, 2024

Recommendation:

Review and approve the FY24 January Financial Statement Summary.

Analysis:

January operating expenses of \$2.1M were \$130K or 4.65% less projections based on the FY2024 budget.

YTD we have a zero surplus with total expenses of 14.8M which are 1,044K or 7% less than projected. Revenues from Operations are down 2% due to the bad weather and advertiments from 3rd party. The FY24 underspending of 1044K is reflected in the following areas Fuel \$386K, Repair Parts \$173K, Planning- \$290K. Below is a summary of our YTD FY24 operating results before audit:

Summary of Year to Date Expenses
As of Jan 31th, 2024
Chart is in 1000's

Item	Actual	Budget	Variance	Prior Year	Variance
Revenue for Ops	1,444	1,470.0	-2%	1,486,711	-2.63%
Grant Revenues	13,396	14,414.0	-7%	13,448,323	1.36%
Total Operating Revenues	14,840	15,884	2%	14,935,034	2%

Operating Expense

Payroll & Fringe	10,371	10,130	1%	8,439,126	26.45%
Transportation Services	-	-	0%	1,954,196	-100.00%
Administrative Services	516	606	-16%	626,522	-80.60%
Materials & Supplies	2,576	3,032	-13%	2,391,815	9.28%
Utilities	380	464	-17%	322,012	15.87%
Insurance	426	559	-24%	348,309	48.34%
Marketing & Planning	572	1,094	-46%	853,052	-33.32%
Total Expenses	14,841	15,885	0	14,935,032	0

Budget Surplus (Deficit) 1.00 1.00 7% -2.00 0.39%

**Dollar difference due to rounding



FY24 Executive Summary

For the Seven Months Ending Jan 31, 2024

Summary of Activities*	Actual	Budget	Var%
Revenues From Operations \$	1,444	\$ 1,470	-2%
Grant Revenues	13,396	14,414	-7%
Total Operating Revenues	14,840	15,885	-7%
Total Expenses	(14,840)	(15,885)	-7%
Surplus (Deficit) \$	0	\$ (0)	0%

Operating Revenues*	Actual	Budget	Var%
City of Tulsa \$	7,191	\$ 6,838	5%
Federal Grants	4,816	6,622	-27%
State Grants	1,047	671	56%
Other Grants	343	283	21%
Fare Revenues	944	907	4%
Advertising Revenues	413	455	-9%
Other Revenues	87	108	-20%
Total Operating Revenues \$	14,840	\$ 15,885	-7%

Operating Expenses*	Actual	Budget	Var%
Payroll & Fringe \$	10,371	\$ 10,130	2%
Transportation Services	-	-	0%
Administrative Services	516	606	-15%
Materials & Supplies	2,576	3,032	-15%
Utilities	380	464	-18%
Insurance	426	559	-24%
Marketing & Planning	572	1,094	-48%
Total Expenses \$	14,840	\$ 15,885	-7%

Goal 1. Operate a Safe Transit System

Accidents (Per 100K miles)	FY24	FY23	Change	Target
Fixed Route	1.73	2.81	-38%	1.80
Lift Program	4.02	1.36	196%	10.00

Goal 2. Meet and Exceed Customer Expectations

Complaints	FY24	FY23	Change	Target
Fixed Route	10.45	6.21	147%	4.35
Lift Program	98.35	18.90	-1%	23.00

Goal 3. Maintain a Quality Workforce

Absences (Per weekday)	FY24	FY23	Change	Target
Operators	9	8	22%	12
Lift Program	1	1	-31%	0.5

Goal 4. Operate an Effective Transit System

Passengers Per Hour	FY24	FY23	Change	Target
Fixed Route	12.19	12.52	-3%	14.00
Lift Program	1.63	2.02	-19%	2.00

Goal 5. Operate an Efficient Transit System

Cost Per Trip	FY24	FY23	Change	Target
Fixed Route \$	10.85	\$ 14.42	-34%	\$ 6.16
Lift Program \$	90.69	\$ 64.51	-9%	\$ 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	3							3
December	2					1		3
January	1	1						2
February								0
March								0
April								0
May								0
June								0
TOTAL	20	1	3	1	0	1	0	26
Percent of Total	77%	4%	12%	4%	0%	4%	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	2		1					3
December	4							4
January	1	1						2
February								0
March								0
April								0
May								0
June								0
Total	17	1	1	0	0	0	0	19
Percent of Total	89%	5%	5%	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	
Operating Revenues	\$	Var\$	Var%	Details
Fixed Route Revenues	792,277.00	39,283.00	5%	Fixed Route Ridership (including Micro Transit) is 5% above projected revenue. This is in due to increased ridership.
Advertising Revenue	413,276.00	(41,724.00)	-9%	Advertising revenue for the month of Jan is lower, we are reviewing with our 3rd party contractor to see how we can generate more ad space.
Lift Program Revenues	151,776.00	(2,084.00)	-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	10,370,835.00	240,929.00	2%	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	149,197.00	(35,136.00)	-19%	As we dropped in advertising revenue, commissions dropped as well.
Legal	39,848.00	(26,220.00)	-40%	Legal expenses are currently lower than budgeted as we have wrapped up union negotiations and fewer pending issues.
Audit Fees	25,317.00	-	0%	Audit fees are on target for FY24.
Bldg. & Facility Services	92,524.00	(25,997.00)	-22%	Building and Facility Services are currently under budgeted as we have not ramped up any new projects.
Professional and Technical	196,200.00	18,028.00	10%	Due to increase in turnover, background checks and drug testing are costing more than expected.
Fuel	530,423.00	(386,620.00)	-45%	Fuel cost is less as the contract value is lower the prior years.
Gasoline	114,954.00	(10,116.00)	-8%	Gasoline is starting to level out as MicroTransit Vans have started service.
Oil & Lubricants	76,626.00	(21,470.00)	-22%	With the Eletric vehicles in service it has decrease oil and lubricant needs.
Tires & Tubes	108,100.00	10,077.00	10%	Still in tire replacement for many buses and cost is starting to level out.
Facility Repairs	525,031.00	82,409.00	19%	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	27,021.00	8,765.00	48%	Air Compressor had a few additional parts that added to this cost. October leveled out.
Other Shop & Garage	50,282.00	(3,915.00)	-7%	Due to fewer buses pulling out our expenses have not reached the expected amount.

Repair Parts	1,114,511.00	(173,493.00)	-13%	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	32,022.00	6,715.00	27%	Purchasing of supplies has cost us for this quarter. Expected to level out.
Utilities	379,763.00	(84,003.00)	-18%	Communication amounts have significantly decreased by using 3CX phones vs land lines.
Insurance	425,927.00	(133,390.00)	-24%	The amounts for is Workers Comp came in lower than expected, budget revision may need to be done later in FY24.
Planning	180,566.00	(290,485.00)	-62%	Studies have not kicked off yet.
Marketing & Advertising	170,195.00	(31,704.00)	-16%	Marketing and Advertising in on budget for FY24.
General Office Expense	143,045.00	(214,903.00)	-60%	Lease and rentals are being evaluated.
	YTD		YTD	
Grant Revenues	\$\$		Var%	Details
Other Operational Assistance	342,732.00	59,902.00	21%	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	1,046,899.00	376,066.00	56%	ODOT increased the FY24 amount
FTA Planning	455,916.00	(204,192.00)	-31%	YTD Planning expenses are 31% less than expected due to not doing a study at this time.
FTA Audit/Leases	69,609.00	(35,578.00)	-34%	
FTA ADA Lift	-	-	0%	All Budgeted Revenue was moved to Operations.
FTA - Operations	2,243,640.00	(985,026.00)	-31%	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	2,046,711.00	(581,628.00)	-22%	PM is under budget due to Repair Parts being significantly under budget.

METRO TULSA TRANSIT AUTHORITY
Income Statement
For the Seven Months Ending Wednesday, January 31, 2024

	Actual	Budget	Var %	PY	PY %	Act YTD	Bgt YTD	Var%	PY YTD	PY %
Operating Revenues										
Passenger	\$100,399	\$104,397	(3.83%)	\$137,764	(27.12%)	\$772,459	\$730,780	5.70%	\$863,291	(10.52%)
Nightline	\$2,381	\$1,883	26.48%	\$1,341	77.61%	\$13,301	\$13,178	0.94%	\$20,869	(36.26%)
Sunday Service	\$866	\$1,291	(32.92%)	\$822	5.38%	\$6,517	\$9,036	(27.88%)	\$12,963	(49.73%)
Advertising	\$76,956	\$65,000	18.39%	\$51,908	48.25%	\$413,276	\$455,000	(9.17%)	\$374,162	10.45%
Investments	\$10,454	\$11,790	(11.33%)	\$7,855	33.09%	\$72,222	\$82,527	(12.49%)	\$34,744	107.87%
Lift Program - ADA	\$16,066	\$21,980	(26.91%)	\$16,101	(0.22%)	\$151,776	\$153,860	(1.35%)	\$159,311	(4.73%)
Other Revenue	\$1,239	\$3,700	(66.52%)	\$1,814	(31.68%)	\$14,559	\$25,900	(43.79%)	\$21,371	(31.88%)
Total Operating Revenues	\$208,361	\$210,041	(0.80%)	\$217,605	(4.25%)	\$1,444,110	\$1,470,281	(1.78%)	\$1,486,711	(2.87%)
Operating Expenses										
Labor:										
Operators	\$545,391	\$570,032	(4.32%)	\$567,754	(3.94%)	\$3,961,023	\$3,990,223	(0.73%)	\$3,031,158	30.68%
Transportation Administration	\$141,519	\$138,757	1.99%	\$136,913	3.36%	\$1,111,405	\$971,299	14.42%	\$846,697	31.26%
Maintenance	\$133,345	\$110,937	20.20%	\$156,494	(14.79%)	\$904,160	\$776,556	16.43%	\$818,088	10.52%
Maintenance Administration	\$31,452	\$32,673	(3.74%)	\$31,415	0.12%	\$224,061	\$228,710	(2.03%)	\$189,691	18.12%
Administration & Accounting	\$96,393	\$118,704	(18.80%)	\$91,527	5.32%	\$620,578	\$830,928	(25.32%)	\$540,555	14.80%
Total Labor	\$948,100	\$971,103	(2.37%)	\$984,103	(3.66%)	\$6,821,227	\$6,797,716	0.35%	\$5,426,189	25.71%
Fringe Benefits:										
FICA Taxes	\$90,534	\$87,108	3.93%	\$88,054	2.82%	\$590,988	\$609,757	(3.08%)	\$473,099	24.92%
Pension Plan Expense	\$111,789	\$105,539	5.92%	\$91,124	22.68%	\$733,621	\$738,773	(0.70%)	\$640,292	14.58%
Health & Dental Insurance	\$144,251	\$122,712	17.55%	\$132,010	9.27%	\$910,843	\$858,986	6.04%	\$830,200	9.71%
Life & Disability Insurance	\$43,758	\$14,375	204.41%	(\$6,973)	(727.50%)	\$163,815	\$100,623	62.80%	\$75,564	116.79%
Sick Leave	\$22,033	\$36,555	(39.73%)	\$26,082	(15.52%)	\$277,807	\$255,884	8.57%	\$220,389	26.05%
Holiday Pay	\$97,799	\$36,478	168.11%	\$128,543	(23.92%)	\$380,201	\$255,344	48.90%	\$317,962	19.57%
Vacation Pay	\$20,122	\$43,918	(54.18%)	\$26,064	(22.80%)	\$288,283	\$307,425	(6.23%)	\$280,503	2.77%
Uniform Allowance - Drivers	\$4,593	\$10,417	(55.91%)	\$2,931	56.73%	\$40,672	\$72,917	(44.22%)	\$53,391	(23.82%)
Clothing/Tool Allowance - Mechanics	\$987	\$2,678	(63.16%)	\$1,586	(37.79%)	\$19,871	\$18,748	5.99%	\$11,140	78.38%
Unemployment Compensation	\$2,157	\$2,167	(0.45%)	\$2,157	0.00%	\$27,486	\$15,167	81.23%	\$5,716	380.87%
Other Fringe Benefits	\$23,385	\$14,081	66.08%	\$14,740	58.65%	\$116,021	\$98,566	17.71%	\$104,681	10.83%
Total Fringe Benefits	\$561,408	\$476,028	17.94%	\$506,318	10.88%	\$3,549,608	\$3,332,190	6.52%	\$3,012,937	17.81%
Total Loaded Payroll	\$1,509,508	\$1,447,131	4.31%	\$1,490,421	1.28%	\$10,370,835	\$10,129,906	2.38%	\$8,439,126	22.89%
Transportation Services:										
Fixed Route	-	-	0.00%	\$49,911	(100.00%)	-	-	0.00%	\$351,391	(100.00%)
Sunday Service	-	-	0.00%	\$14,249	(100.00%)	-	-	0.00%	\$155,604	(100.00%)
Lift Program - ADA	-	-	0.00%	\$183,048	(100.00%)	-	-	0.00%	\$1,447,201	(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%	\$247,208	(100.00%)	-	-	0.00%	\$1,954,196	(100.00%)
Administrative Services:										
Advertising	\$30,302	\$26,333	15.07%	\$22,209	36.44%	\$149,197	\$184,333	(19.06%)	\$155,779	(4.22%)
Legal Fees	\$4,098	\$9,438	(56.58%)	\$9,497	(56.85%)	\$39,848	\$66,068	(39.69%)	\$72,314	(44.90%)
Audit Fees	\$3,617	\$3,617	0.00%	\$3,475	4.08%	\$25,317	\$25,317	0.00%	\$24,325	4.08%
Office Equipment / Computers	\$1,084	\$3,204	(66.17%)	\$1,567	(30.80%)	\$11,885	\$22,430	(47.02%)	\$13,953	(14.82%)
Building & Facility Services	\$19,630	\$16,932	15.93%	\$12,227	60.54%	\$92,524	\$118,521	(21.93%)	\$77,100	20.01%
Professional & Technical Services	\$16,949	\$16,028	5.75%	\$22,138	(23.44%)	\$181,638	\$112,196	61.89%	\$198,779	(8.62%)
Software Maintenance & Service	\$2,934	\$9,425	(68.87%)	\$6,875	(57.33%)	\$14,562	\$65,976	(77.93%)	\$78,556	(81.46%)
Security Services	\$35	\$1,558	(97.75%)	-	0.00%	\$1,169	\$10,906	(89.28%)	\$5,716	(79.56%)
Total Administrative Services	\$78,649	\$86,535	(9.11%)	\$77,988	0.85%	\$516,140	\$605,747	(14.79%)	\$626,522	(17.62%)

Total Services	\$78,649	\$86,535	(9.11%)	\$325,196	(75.82%)	\$516,140	\$605,747	(14.79%)	\$2,580,718	(80.00%)
Materials & Supplies:										
Fuel	\$62,878	\$122,980	(48.87%)	\$62,350	0.85%	\$474,237	\$860,857	(44.91%)	\$554,910	(14.54%)
Gasoline	\$8,369	\$17,867	(53.16%)	\$7,585	10.33%	\$114,954	\$125,070	(8.09%)	\$89,213	28.85%
Oil & Lubricants	(\$4,180)	\$14,014	(129.82%)	\$10,018	(141.72%)	\$76,626	\$98,096	(21.89%)	\$63,866	19.98%
Tires & Tubes	\$9,348	\$14,003	(33.24%)	\$14,236	(34.33%)	\$108,100	\$98,023	10.28%	\$91,045	18.73%
Facility Repairs & Maintenance	\$38,543	\$63,232	(39.04%)	\$73,311	(47.42%)	\$525,031	\$442,622	18.62%	\$427,018	22.95%
Service & Shop Equipment	\$1,936	\$2,608	(25.77%)	\$3,700	(47.67%)	\$27,021	\$18,256	48.01%	\$25,287	6.86%
Other Shop & Garage Expense	\$9,618	\$7,742	24.22%	\$7,796	23.37%	\$50,282	\$54,197	(7.22%)	\$48,768	3.10%
Repair Parts	\$168,441	\$184,001	(8.46%)	\$138,928	21.24%	\$1,114,511	\$1,288,004	(13.47%)	\$1,037,012	7.47%
Servicing Supplies	\$12,105	\$3,615	234.82%	\$1,656	630.89%	\$32,022	\$25,307	26.54%	\$26,346	21.54%
Transportation & Safety	\$575	\$837	(31.26%)	\$918	(37.33%)	\$5,874	\$5,858	0.28%	\$7,373	(20.32%)
Schedules	-	\$1,446	(100.00%)	-	0.00%	\$9,482	\$10,121	(6.32%)	\$7,229	31.16%
Passes & Transfers	\$14,588	\$842	1633.07%	\$9,083	60.60%	\$37,671	\$5,892	539.33%	\$13,748	174.01%
Total Materials & Supplies	\$322,221	\$433,187	(25.62%)	\$329,581	(2.23%)	\$2,575,811	\$3,032,303	(15.05%)	\$2,391,815	7.69%
Utilities:										
Light, Heat, Power, and Water	\$33,905	\$36,188	(6.31%)	\$29,321	15.64%	\$262,134	\$253,317	3.48%	\$196,938	33.10%
Communications	\$16,827	\$30,064	(44.03%)	\$8,737	92.61%	\$117,629	\$210,449	(44.11%)	\$125,074	(5.95%)
Total Utilities	\$50,732	\$66,252	(23.42%)	\$38,058	33.31%	\$379,763	\$463,766	(18.11%)	\$322,012	17.93%
Insurance:										
Insurance Premiums	\$53,387	\$79,902	(33.18%)	\$37,949	40.68%	\$373,709	\$559,317	(33.18%)	\$265,646	40.68%
Self Insurance	\$6,608	-	0.00%	\$63,682	(89.62%)	\$52,218	-	0.00%	\$82,663	(36.83%)
Total Insurance	\$59,995	\$79,902	(24.91%)	\$101,631	(40.97%)	\$425,927	\$559,317	(23.85%)	\$348,309	22.28%
Miscellaneous:										
Planning & Rideshare	\$27,685	\$67,293	(58.86%)	\$51,744	(46.50%)	\$180,566	\$471,051	(61.67%)	\$302,346	(40.28%)
Dues & Subscriptions	\$3,306	\$4,150	(20.33%)	\$961	244.04%	\$31,106	\$29,050	7.08%	\$12,639	146.11%
Travel & Meetings - Staff	\$2,753	\$4,769	(42.27%)	\$5,605	(50.88%)	\$45,198	\$33,384	35.39%	\$62,411	(27.58%)
Travel & Meetings - Board	\$177	\$42	323.93%	-	0.00%	\$1,858	\$292	536.91%	-	0.00%
Marketing & Advertising	\$10,099	\$28,843	(64.99%)	\$20,983	(51.87%)	\$170,195	\$201,899	(15.70%)	\$271,396	(37.29%)
General Office Expense	\$6,961	\$13,138	(47.02%)	(\$6,700)	(203.89%)	\$82,453	\$91,968	(10.35%)	\$62,942	31.00%
Other Miscellaneous Expenses	\$102	\$13,680	(99.25%)	\$6,167	(98.34%)	(\$10,564)	\$95,761	(111.03%)	\$69,277	(115.25%)
Bank & Credit Card Fees	\$7,920	\$4,974	59.24%	\$5,669	39.71%	\$48,331	\$34,816	38.82%	\$32,119	50.48%
Leases & Rentals	\$2,492	\$19,343	(87.12%)	\$3,046	(18.19%)	\$22,825	\$135,403	(83.14%)	\$39,922	(42.83%)
Total Miscellaneous	\$61,495	\$156,232	(60.64%)	\$87,475	(29.70%)	\$571,968	\$1,093,624	(47.70%)	\$853,052	(32.95%)
Total Expenses	\$2,082,600	\$2,269,239	(8.22%)	\$2,372,362	(12.21%)	\$14,840,444	\$15,884,663	(6.57%)	\$14,935,032	(0.63%)
Net Operating Loss	(\$1,874,239)	(\$2,059,198)	(8.98%)	(\$2,154,757)	(13.02%)	(\$13,396,334)	(\$14,414,382)	(7.06%)	(\$13,448,321)	(0.39%)
Operational Grant Funding										
Operating Assistance - Other	\$40,109	\$40,404	(0.73%)	\$36,805	8.98%	\$342,732	\$282,830	21.18%	\$309,901	10.59%
Oklahoma State Funding	\$138,842	\$95,833	44.88%	\$119,445	16.24%	\$1,046,899	\$670,833	56.06%	\$1,017,779	2.86%
FTA - Planning Assistance	\$63,374	\$94,301	(32.80%)	\$86,688	(26.89%)	\$455,916	\$660,108	(30.93%)	\$574,967	(20.71%)
FTA - Leases / Audit	\$49,120	\$15,027	226.89%	\$16,343	200.56%	\$69,609	\$105,187	(33.82%)	\$69,645	(0.05%)
FTA - ADA LIFT	-	-	0.00%	\$55,750	(100.00%)	-	-	0.00%	\$390,250	(100.00%)
FTA - CMAQ	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
FTA - Preventative Maintenance	\$297,272	\$375,477	(20.83%)	\$371,262	(19.93%)	\$2,046,711	\$2,628,339	(22.13%)	\$2,112,320	(3.11%)
FTA - Operations	\$308,606	\$461,238	(33.09%)	\$360,814	(14.47%)	\$2,243,640	\$3,228,666	(30.51%)	\$2,324,540	(3.48%)
COT - Vision Assistance	\$357,500	\$357,500	0.00%	\$494,436	(27.70%)	\$2,854,916	\$2,502,500	14.08%	\$2,356,402	21.16%
COT - Operating Assistance	\$619,416	\$619,417	(0.00%)	\$613,217	1.01%	\$4,335,912	\$4,335,917	(0.00%)	\$4,292,519	1.01%
Total Operational Grant Funding	\$1,874,239	\$2,059,197	(8.98%)	\$2,154,760	(13.02%)	\$13,396,335	\$14,414,380	(7.06%)	\$13,448,323	(0.39%)
Budget Surplus (Deficit)	-	(\$1)	(77.14%)	\$3	100.00%	\$1	(\$2)	(41.22%)	\$2	(161.02%)

Capital Revenues

Capital Assistance - FTA	\$5,846	\$255,486	(97.71%)	\$260,939	(97.76%)	\$2,770,742	\$1,788,402	54.93%	\$1,882,576	47.18%
Capital Assistance - COT	-	\$183,836	(100.00%)	(\$52,500)	(100.00%)	\$743,286	\$1,286,851	(42.24%)	\$115,000	546.34%
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	\$5,846	\$439,322	(98.67%)	\$208,439	(97.20%)	\$3,513,881	\$3,075,253	14.26%	\$1,977,238	77.72%
Depreciation	\$311,258	\$470,000	(33.77%)	\$345,078	(9.80%)	\$2,602,649	\$3,290,000	(20.89%)	\$2,465,203	5.58%
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	(\$305,412)	(\$30,679)	895.53%	(\$136,636)	123.52%	\$911,233	(\$214,749)	(524.32%)	(\$487,963)	(286.74%)

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Assets

Current Assets:

Cash and Cash Equivalents		\$767,866
Restricted Cash		\$3,922,263
Trade Accounts Receivable	\$132,872	
FTA Operating & Capital Grants Receivable	\$14,497,459	
COT Operating & Capital Grants Receivable	\$17,989,332	
ODOT Operating & Capital Grants Receivable	\$1,110,743	
		\$33,730,405
Inventories		\$1,229,888
Prepaid Expenses		\$455,277
Total Current Assets		\$40,105,699

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	\$3,517,524	
Computers & Other Equipment	\$6,533,843	
Office Furniture and Fixtures	\$209,681	
Land & Improvements	\$2,633,707	
Construction in Progress	\$696,472	
Less: Accumulated Depreciation	(\$47,421,522)	
Non- Depreciating Assets	\$1,842,912	
Total Capital Assets		\$24,706,930

Total Assets		\$64,812,629
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Deferred outflows of resources, pension related amounts		\$1,586,911
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Liabilities

Current Liabilities:

Trade Accounts Payable	\$1,953,643	
Accrued Wages & Withholdings	\$431,817	
Accrued Insurance	\$73,400	
Deferred Grant Revenues	\$33,723,790	
Other Current Liabilities	\$29,631	
Total Current Liabilities		\$36,212,281

Noncurrent Liabilities:

Advance Payable to COT	\$326,674	
Net Pension Liability	\$6,059,501	
Accrued Compensated Absences	\$874,110	
Total Noncurrent Liabilities		\$7,260,284

Total Liabilities		\$43,472,566
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Deferred inflows of resources, pension related amounts		\$7,191,815
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Net Position:

Invested in Capital Assets	\$24,706,930	
Restricted for Capital Acquisitions	\$1,325,802	
Restricted for Workmen's Comp.	\$74,309	
Unrestricted	(\$4,766,978)	
Total Net Assets		\$21,340,064

Total Liabilities & Net Assets		\$64,812,629
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For the Seven Months Ending Jan 31, 2024

**METROPOLITAN TULSA TRANSIT AUTHORITY
PERFORMANCE INDICATOR SUMMARY**

Fixed Route	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	0.81	1.73	1.80	There were 0.81 preventable accidents in Jan and average 1.73 for FY24YTD accidents are 0 vs. 5.02 in prior year.	●
OSHA Accidents per 200k Manhours	-	-	6.00	No reported OSHA Accidents in October	●
*Total Complaints Per 10,000 boarding's	10.45	6.21	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	6,709	6,829	7,500	YTD is 8% less than target.	✓
Operator Absences per weekday	14.00	9.00	12.00	YTD Operator Absences are 25% more than target.	✓
Passengers per Hour (PPH)	9.64	12.19	14.00	YTD PPH is 13% less than target.	●
Cost per Trip (CPT)	\$ 10.85	\$ 8.69	\$ 6.16	YTD CPT is 41% more than target and is due to reduced frequency in routes.	✓
Lift Operation	Month	YTD	Target	Details	
Preventable accidents per 100,000 miles	4.02	1.36	10.00	There were 4.02 preventable accidents in Jan an average 1.36 for FY24YTD accidents are 0 vs. 0 in prior year.	✓
Total Complaints per Per 10,000 boarding's	98.35	18.90	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	93%	95%	95%	YTD On-time Performance is consistent with target.	●
Miles Between Road Calls	8,287	10,043	22,500		●
Passengers per hour (PPH)	1.63	2.02	2.00	YTD PPH is 2% more than target.	●
Cost per Trip (CPT)	\$ 90.69	\$ 74.06	\$ 50.91	YTD CPT is 45% more than target projected .	✓
* Includes Nightline and Sunday Service				DA = Driver Attitude	Reckless Driving = RD
✓ Inconsistence 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 January 2024)

Description	Current Month	Prior Year	Percent Change	YTD Monthly Average	Prior Year	Percent Change	Goal
1) Operate a Safe Transit System							
Preventable Vehicle Accidents per 100k Miles	0.81	5.02	-83.86%	1.73	2.81	-38.43%	1.8
OSHA Accidents per 200k Manhours	0	0	0.00%	0	0	0.00%	6
2) Meet and Exceed Customer Expectations							
Complaints per 10k Boardings	10.45	6.21	68.28%	6.67	2.7	147.04%	4.35
On-time Performance	92%	0%	0.00%	91%	0%	0%	85%
Miles Between Road Calls	6,709	7,704	-12.91%	6,829	6,900	-1.03%	7,500
3) Maintain a Quality Workforce							
Operator Absences per Weekday	4	7	-41.43%	7	6	9.12%	9
Total Absences per Weekday	14	9	51.56%	9	8	21.94%	12
Employee Turnover	27%	60%	-55.00%	55%	80%	-31%	35%
4) Operate an Effective System							
Ridership	151,208	133,716	13.08%	185,594	160,315	15.77%	235,416
Passengers per Service Hour	9.64	9.86	-2.23%	12.19	12.52	-2.64%	14
Average Weekday Ridership	5,990	5,402	10.88%	7,584	6,590	15.08%	10,000
Average Saturday Ridership	4,157	3,717	11.84%	5,254	4,526	16.10%	4,500
5) Operate an Efficient System							
Cost Per Service Hour	104.66	142.17	-26.38%	105.89	130.45	-18.83%	82.5
Cost Per Trip	10.85	14.42	-24.76%	8.69	10.42	-16.60%	6.16
Fare Revenue per Trip	0.69	1.05	-34.29%	0.53	0.8	-33.75%	0.78

*Note: Includes Nightline

Lift Program Report (July 2023 to January 2024)

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	4.02	1.36	195.59%	5.36	5.92	-9.46%	1.2
OSHA Accidents per 200k Manhours	0	0	0.00%	0	0	0.00%	10
2) Meet and Exceed Customer Expectations							
Complaints per 10k Boardings	98.35	18.9	420.37%	76.44	35.04	118.15%	23
On-time Performance	93%	94%	-1%	95%	96%	-1%	95%
Miles Between Road Calls	8,287	24,475	-66.14%	10,043	18,514	-45.75%	22,500
Average Call Center Minutes on Hold Time	2	0.83	140.96%	3.78	0.98	285.71%	1
3) Maintain a Quality Workforce							
Employee Turnover	80%	0%	0%	99%	32%	209%	50%
4) Operate an Effective System							
Ridership	5,694	6,878	-17.21%	6,802	7,829	-13.11%	9,082
Van Passengers per Service Hour	2	2	-19.31%	2	2	-19.90%	2
Average Weekday Ridership	259	313	-17.21%	317	365	-13.11%	470
5) Operate an Efficient System							
Cost Per Service Hour	148	131	12.92%	122	119	2.83%	72
Cost Per Trip	90.69	64.51	40.58%	74.06	57.58	28.62%	50.91
Fare Revenue per Trip	2.82	2.34	20.51%	2.66	2.91	-8.59%	2.79

General Manager Expenses- Jan 2024

Tulsa Regional Chamber -\$300- Rebecca & Scott for State of the City

Travel- for RideCo Presentation and to be refunded

Food-147.84

Upcoming Procurements

Est. Board Date	Good/Service	Type	Estimated Amt.	Status
Feb-24	Digital Signage	RFP	\$400,000	In Progress
	Infrastructure - IT			
Feb-24	Call Center/Admin Facility Restructure	RFP	\$350,000	Proposal Discussion
	Project Management and Scope of work to remodel and modernize the Call Center & Administration buildings to gain efficiencies.			
Mar-24	Tires Contractor	RFP	>\$100,000	Prep Stage
	Tires for Fixed Route, Lift and Microtransit Vehicles			
Apr-24	Plumbing/HVAC/Electrical Contractor	RFP	>\$100,000 Each	Will do as separate RFP's
	Contract for On Call Plumbing/HVAC/Electrical services.			
Apr-24	Replacement of mirror technology	RFP	\$90,000	Planning Stage
	Mirror replacement on buses			
May-24	Bus Vacuum	RFP	\$315,000	Prep Stage
	Replacement of old bus vacuum that is worn out			
Jun-24	On Call Consulting	RFP	\$150,000	On hold
	On Call Consulting contract with 3 to 5 vendors to supply various consulting services.			
Jul-24	Rolling Stock - ADA Lift & Microtransit Vehicles	RFP	>\$250,000	Prep Stage
	Contract for purchase of ADA Lift & Microtransit Vehicles			
Aug-24	Bus Stop Signs	RFQ	\$150,000	On hold
	Replace bus stop signs along all routes with new name and look			
Sep-25	Rolling Stock - Fixed Route	RFP	>\$250,000	Prep Stage
	Contract for purchase of Fixed Route Vehicles			
Sep-25	Bus Wash	RFP	\$350,000	Planning Stage
	Existing Bus Wash is in need of replacement after reaching it's expected life.			
Sep-25	Cyber Security	RFP	\$100,000	Planning Stage
	Strengthen security concerns and needs for the agency.			
Sep-25	Accounting Software	RFP	\$100,000	Planning Stage
	Non support of Great Plains is causing the agency to seek out new accounting software.			

**METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
February 27th, 2024, Consent Calendar Item**

To: Board of Trustees

From: Jack Van Hooser & Ofir Barr – IT Director & Procurement Manager

Subject: Digital Signage

Recommendation

Authorize the General Manager to negotiate final terms and conditions with Message Point Media to provide digital signage and content Management for an amount not to exceed \$345,000. This project is expected to improve communication and provide riders with real-time information on digital displays located within the Fixed route and the BRT Fleet. Additionally, MPM will provide real-time displays and kiosks for riders at the DAS and MMS stations.

Background

The agency has been on a mission to upgrade and update processes to improve efficiency as well as providing a dependable platform for riders use throughout the system. For this RFP we received 3 proposals. Upon initial reviewing of the proposals, one was deemed outside the competitive range for the project based on their extremely low bid price. While the others were in the \$400k range, Malor Company’s bid was barely in excess of \$100k. It was clear from their bid that they were not understanding our Scope of work.

Of the other two proposals both were for more than we expected, so we ask the firms to give us a more specific Best and Final Offer to see if we could improve on that aspect of the project. In the end we whittled down the project from all the bells and whistles to a more lean and efficient Digital Signage solution. Ford Audio and Message Point Media were the only two responsive and responsible vendors to submit a proposal. It was determined that MPM provided the most value to MTTA, so we ask the board to support this decision.

The table below shows the pricing for each evaluated firm. The difference between the quoted price and the requested amount of \$345,000 is for contingencies like material price changes and spare parts.

FIRM	TOTAL COST
FORD AUDIO	507,557.68
MESSAGE POINT MEDIA	\$334,912.76

Financial Impact

The costs of this project will be funded by formula ARP funding at 100% federal.