

**Metropolitan Tulsa Transit Authority  
BOARD of TRUSTEES MEETING**  
Tuesday, March 26, 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 February 27, 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 7](#)
2. Review and approval of Financial Statements—*Rebecca Walner (Action)* [Page 18](#)
3. GM Expenses—*Rebecca Walner (Action)*
4. Discussion and possible vote to revise or amend MTTA’s Bylaws, Article IV, Section 9, to raise the General Manager’s authorization to approve contracts from \$25,000 or less to as much as \$75,000 or less. – *Scott Marr (Action)*
5. Upcoming Procurements—*Jack Van Hooser (Information)* [Page 30](#)

**B. Operating/Marketing**

1. MTTA Update on the Route 66 BRT- *Scott Marr (Information)*  
HNTB will provide an update on a possible phase out approach. Provide updates on the overall design and completing of the RT 66 BRT.

**Metropolitan Tulsa Transit Authority**

**BOARD of TRUSTEES MEETING**

Tuesday, March 26, 2024

R.O. Laird Board Room

510 South Rockford Avenue, Tulsa, Oklahoma

To Be Held 12:00 p.m.

2. Addressing the long-term Structural Deficit- *Scott Marr (Information)*

Update the Board on options when MTTA faces a structural deficit in the future.

3. Tire Supplier-*Randy Cloud (Action)* [Page 31](#)

Authorize the General Manager to negotiate final terms and conditions with Southern Tire Mart LLC to provide various sizes of tires to supply the entire revenue fleet in an amount not to exceed \$195,000 per year.

4. Call Center & Operations Restructure Project - *Billy Norman & Scott Marr (Action)*

MTTA has identified possible efficiencies in workflow and parking through the restructuring of the Call Center space and the current Operations space at the current facility. Phase 1 (*Architectural services, hired GH2*) and phase 2 (*Architectural/Engineering Design Phase, including schematic and final design*) of the project was approved by the Board in December of 2023 and now has been completed. The final phase is the construction where are currently.

a. General Contractor [Page 32](#)

Authorize the General Manager to negotiate final terms and conditions with Green Country Construction and Management LLC. to act as the General Contractor for the restructure project for an amount not to exceed \$190,000.

b. Plumbing company [Page 33](#)

Authorize the General Manager to negotiate final terms and conditions with Mullen Plumbing to act as the Plumbing Contractor for the restructure project for an amount not to exceed \$30,000.

c. Flooring company [Page 34](#)

Authorize the General Manager to negotiate final terms and conditions with Bert Henry Carpet and Tile to act as the Flooring Contractor for the restructure project for an amount not to exceed \$75,000.

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

**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, April 23, 2024, at 12:00 PM**

**METROPOLITAN TULSA TRANSIT AUTHORITY**

**Minutes of the Meeting of the Board of Trustees**

Thursday, February 27, 2024

R.O. Laird Board Room

510 South Rockford Avenue, Tulsa, Oklahoma

**CALL TO ORDER/ROLL CALL**

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

**OTHERS PRESENT:**

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

**IN ATTENDANCE:** Scott Marr, General Manager; 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; Corinne Donahue, Olsson.

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 February 23, 2024, @ 2:02 pm, at the Municipal City Clerk’s office and at Tulsa Transit Administrative offices on February 23, 2024.

**I. CALL TO ORDER**

**Adam Doverspike** called the meeting to order at 12:30 am.

**II. INTRODUCTIONS**

None.

**III. APPROVAL OF THE January 23, 2024, and February 1, 2024, MEETING MINUTES**

**Jim East** and **Emily Hall** moved to approve the January 23, 2024, and February 1, 2024, meeting minutes.

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

#### IV. PUBLIC COMMENTS

None

##### A. Finance/Budget

###### 1. Review of Ridership – *Chase Phillips*

Chase presented the January 2024 ridership. Ridership for fixed was at 151k, BRT was at 44k, Lift was at 5,694 and Microtransit trips was 5788. Jim East would like to see the bottom 8 routes for the last 12 months.

###### 2. Review and approval of Financial Statements—*Rebecca Walner*

Rebecca presented the financial statements for January. Planning, fuel & insurance is under budget. Adam Doverspike asked to look at the executive summary page, he thinks the % is off. Rebecca will get that corrected for next meeting.

**Jim East** and **James Wagner** moved to approve January Financial Statement Summary.

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

###### 3. GM Expenses—*Rebecca Walner*

Rebecca presented the General Manager's expenses in the amount of \$447.84 for January.

**Jim East** and **Emily Hall** moved to approve the General Managers expenses in the amount of \$447.84.

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

###### 4. MTTA Bylaws for GM Purchasing Amount—*Scott Marr*

Scott presented the Bylaws for the purchasing amount has not been changed since 2010. Board will table the item while Chair gets information on what other authorities' limits are.

###### 5. Upcoming Procurements—*Jack Van Hooser (Information)*

Jack presented the upcoming procurements.

##### B. Operating/Marketing

###### 1. MTTA Facility Feasibility Study Update – *Scott Marr*

Scott and Corinne from Olsson presented an update on the facility feasibility study on locations and phases.

###### 2. MTTA Service Performance Goals – *Scott Marr*

Scott presented the update performance goals for service and asked the Board to approve the new goals. James Wagner asked the goals to be presented yearly going forward.

**Jim East** and **James Wagner** moved to approve the MTTA updated service performance goals.

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

3. Strategic and Technology Plan—*Ofir Bar*

Ofir presented the progress of the 2018 technology action plan. Summarizing the recommended actions for improvements for current and future.

4. Digital Signage – *Ofir Bar*

Ofir asked the Board to approve the Message point system to improve communication and provide riders with real time information on digital displays. James Wagner asked if there was on going fees, yes a yearly license

**Emily Hall** and **Tina Peña** moved to 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.

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

C. Executive Committee

1. General Manager Performance and Compensation

**Emily Hall** and **James Wagner** moved to enter in executive session.

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

**Emily Hall** and **Jim East** moved to exit executive session.

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

**Emily Hall** and **James Wagner** moved to approve a 1-time performance compensation in the amount of \$15,000 for the MTTA General Manager.

Yeas 4      Nays 0      Abstained 1      Absent 2      --      Motion Carried.

**VI. TRUSTEES AND GENERAL MANAGER COMMENTS**

Scott invited the Board to the re-branding event on March 11 at the Midtown Memorial Station with the Mayor. Jim East asked if HNTB could come to the March meeting to present an update.

**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 1:51 pm.

Sincerely,

Lori Soderstrom  
Secretary to the Board of Trustees

# Fixed Route

**Passengers per Rev. hour:**  
13.0

\*APC Ridership

## Highest FX Ridership:

130: 15,249 – 17.8 Pass/Rev. Hr.  
110: 12,918– 13.8 prh  
140: 11,540 – 14.1 prh  
201: 9,439 – 16.0 prh  
150: 9,253 – 17.7 prh

\*APC Ridership

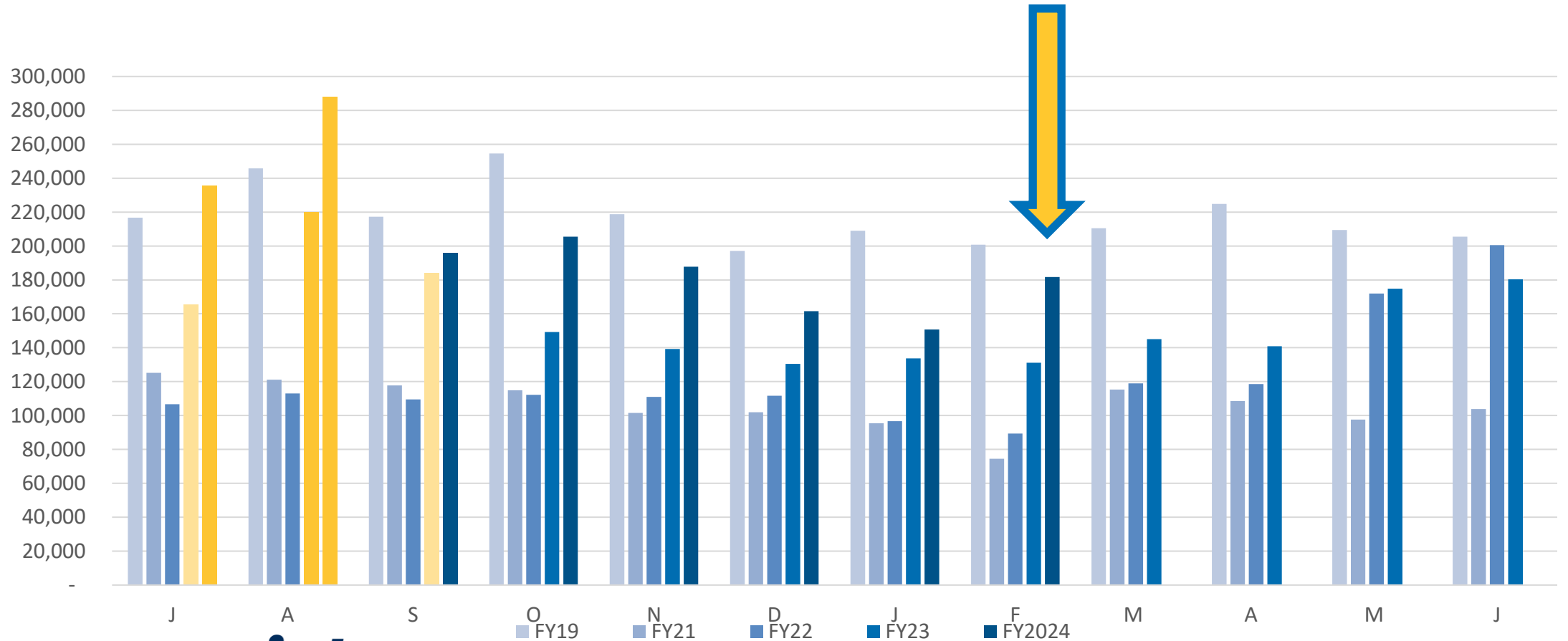
**Avg Weekday Ridership:**  
7525

**Avg Saturday Ridership:**  
4984

**Avg Sunday Ridership:**  
932

# Fixed Route Ridership

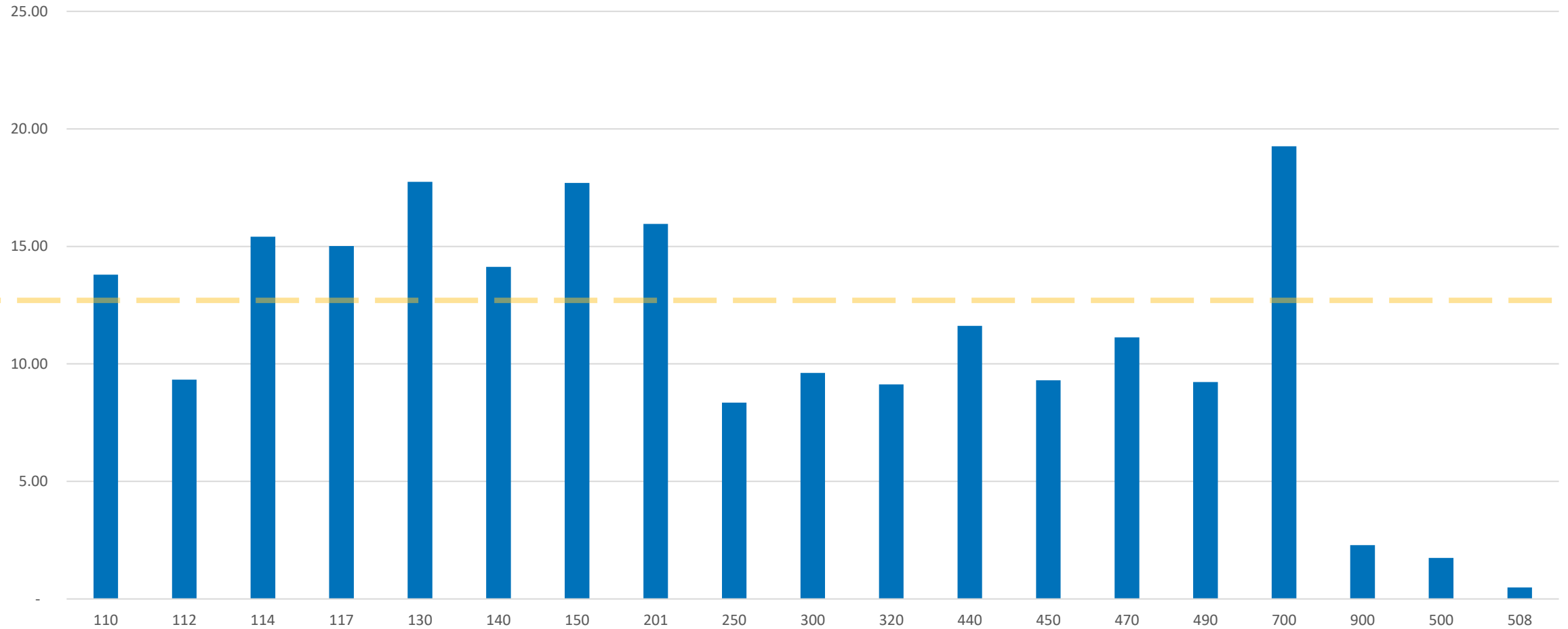
Ridership of 182K exceeded FY23 by 51K



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



# Passengers per Revenue Hour by Route

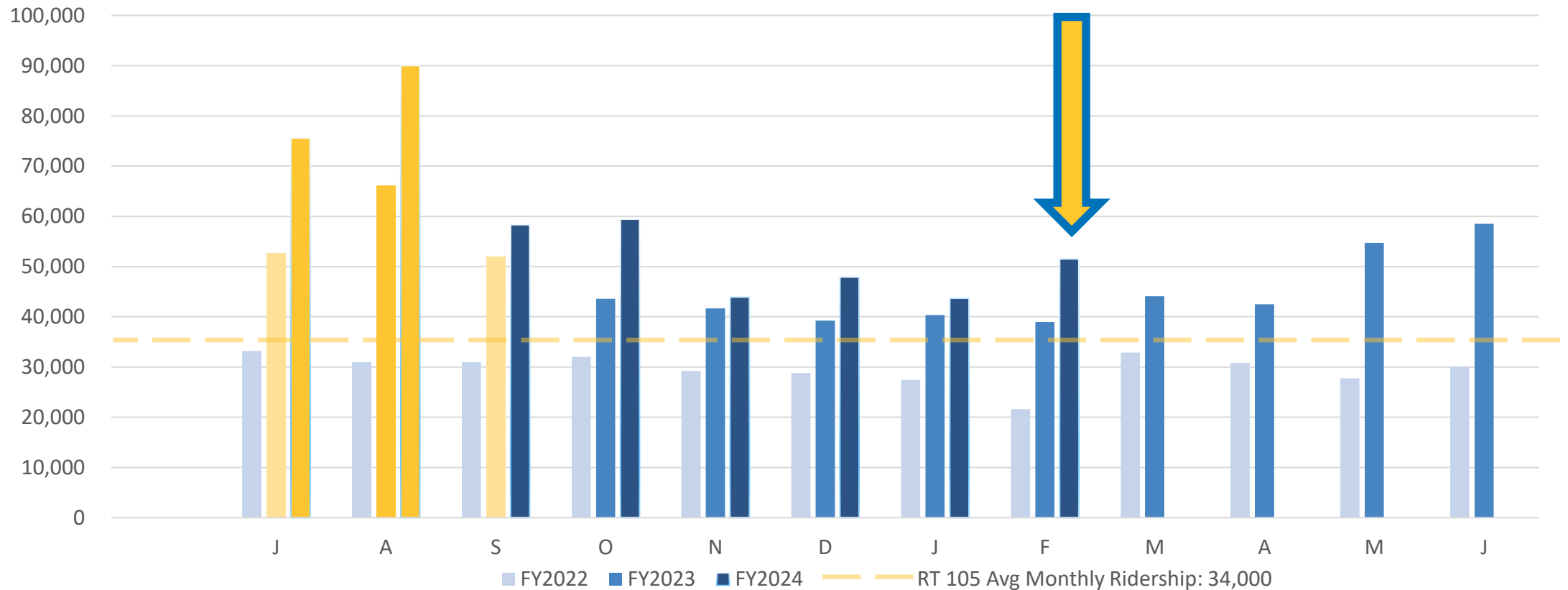


--- FX Service Benchmark is 13

# BRT Ridership

BRT ridership of 51K is 13K more than FY23 Ridership & 17K more than Route 105 Avg.

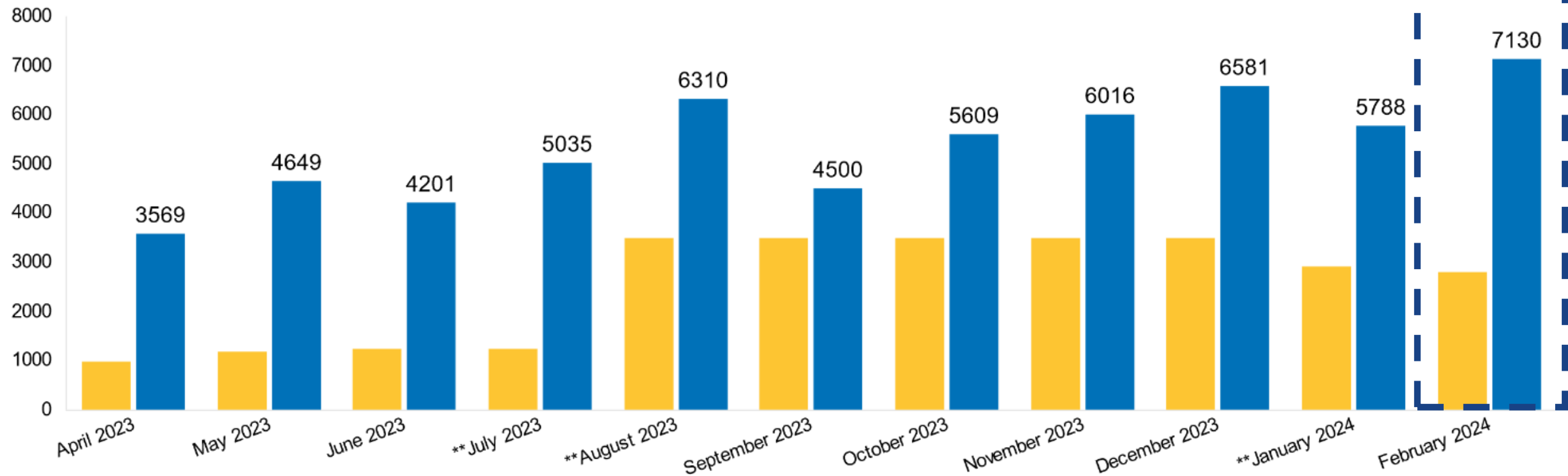
Passengers per Revenue Hour: 19.3



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

# Microtransit – Monthly Ridership

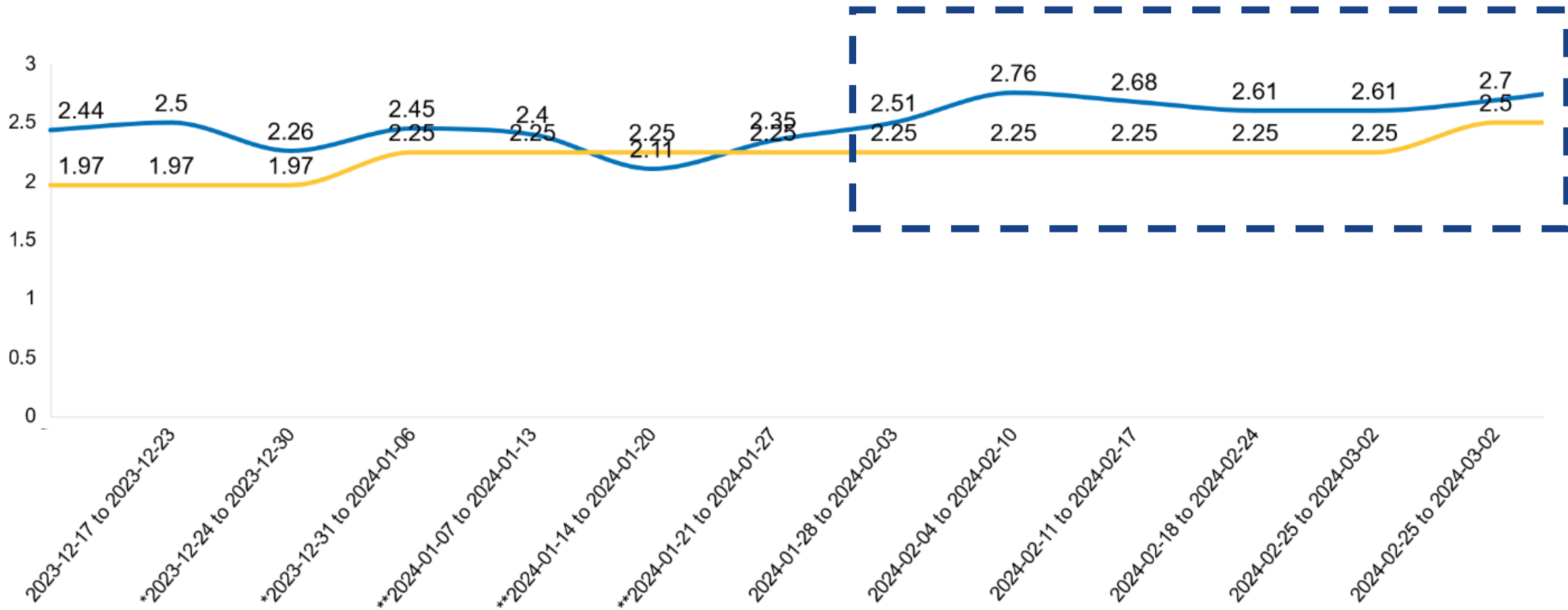
Trips: 7130



● Agency KPI / Goal - Ridership ● Passengers Completed - Microtransit

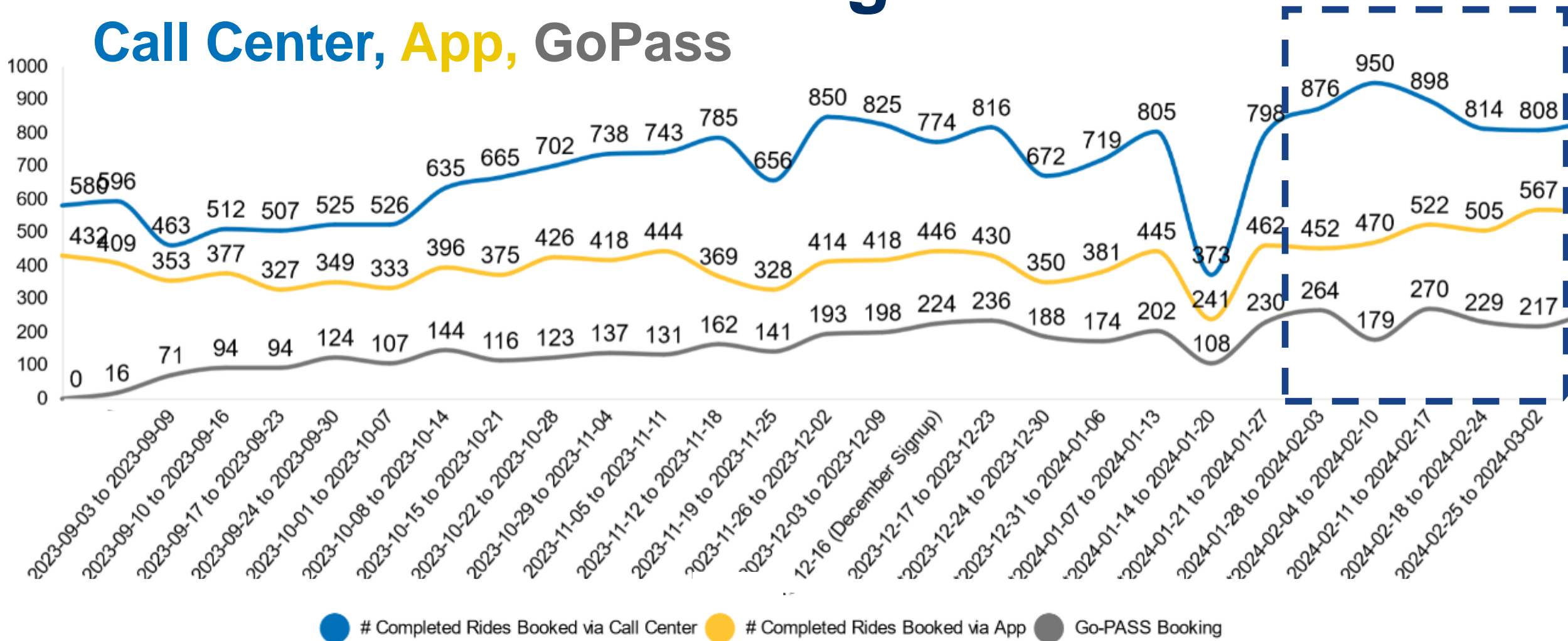
# Microtransit – Monthly Ridership

Passengers per Revenue Hour: 2.6

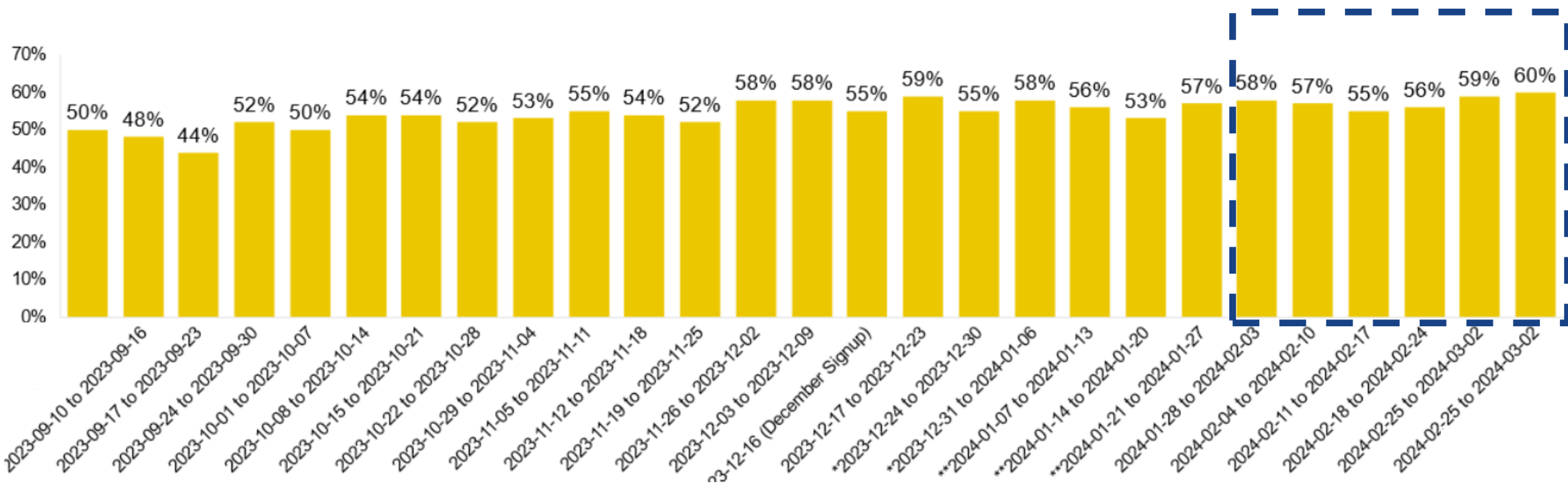


# Microtransit – Booking

## Call Center, App, GoPass



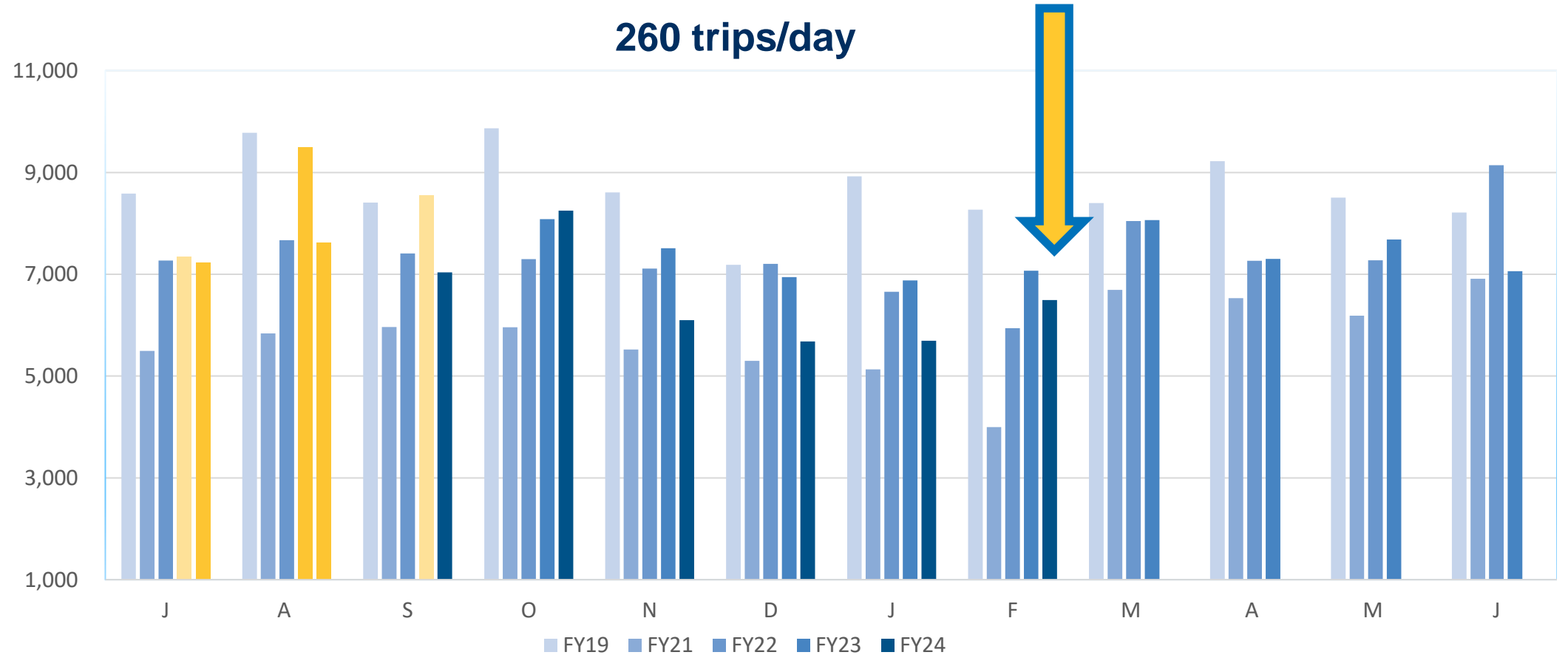
# Microtransit – Percent of Shared Rides



# Lift Ridership

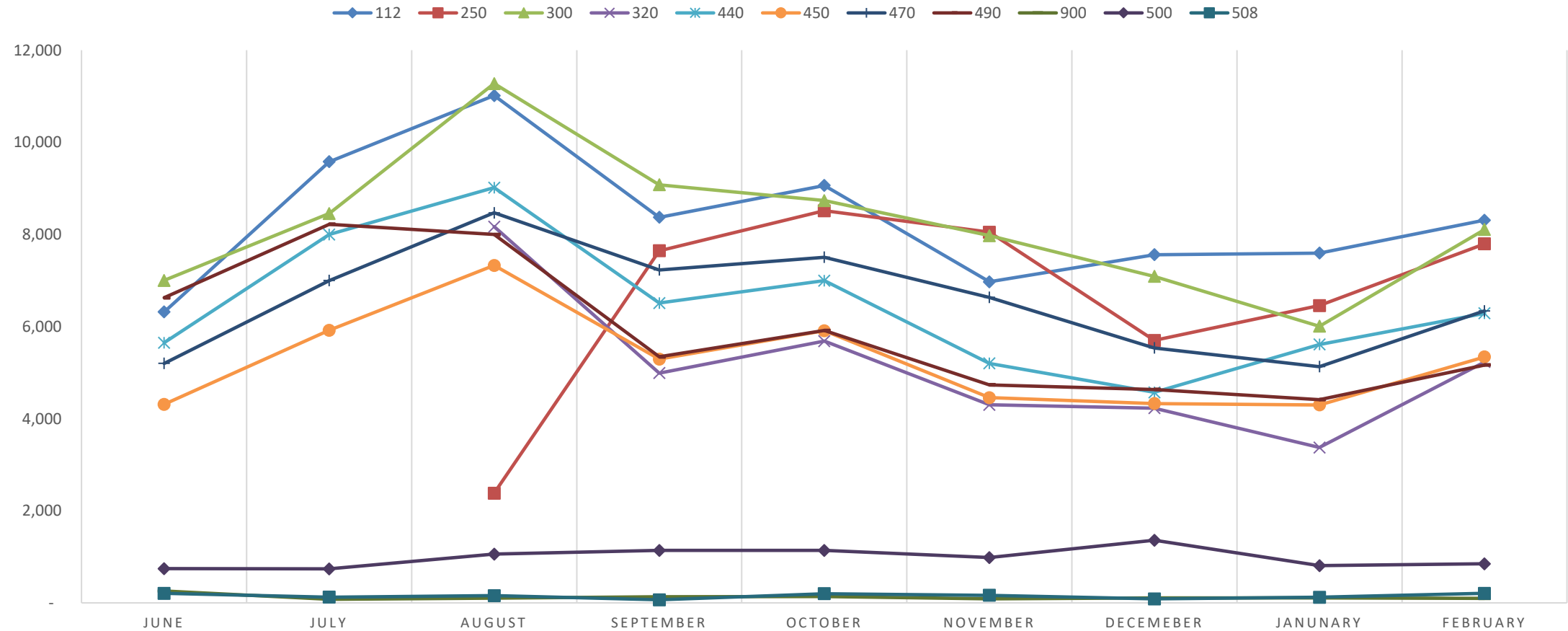
Ridership of 6,494 was 575K less than FY23.

260 trips/day



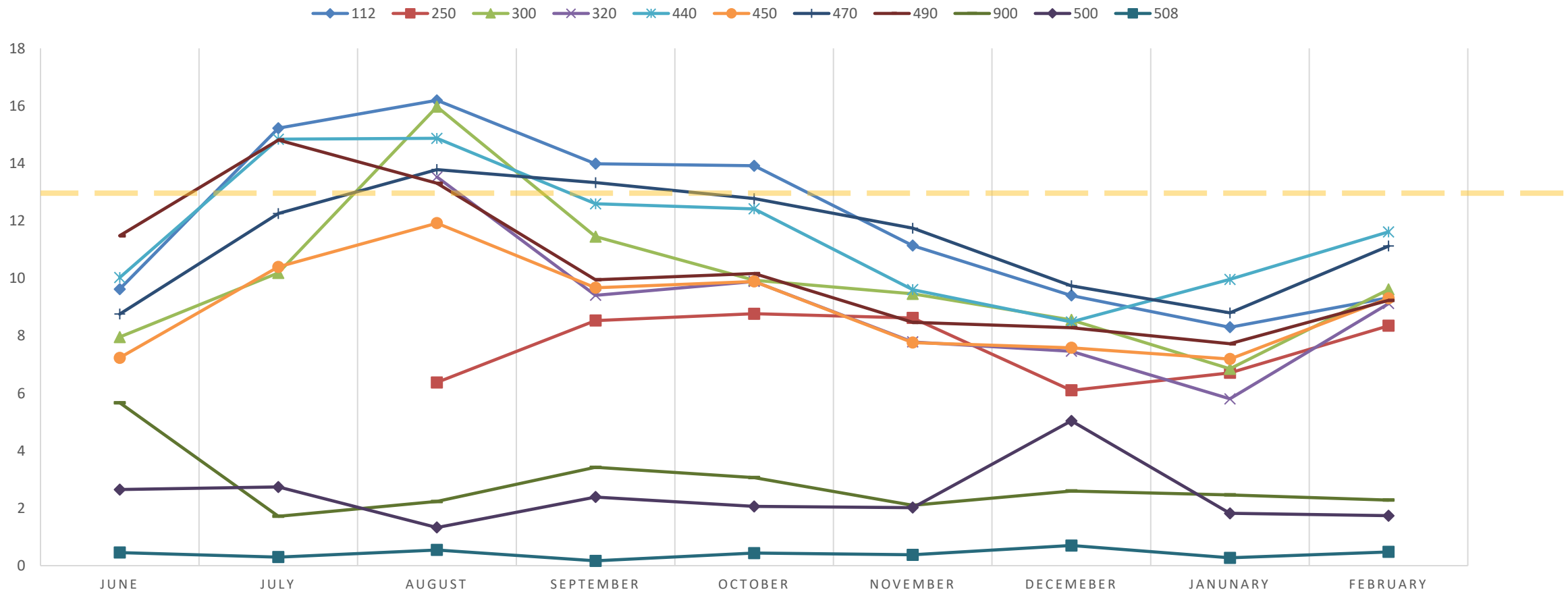
# Monthly Trend: Ridership

## Underperforming Routes





# Monthly Trend: Passengers Per Rev. Hour Underperforming Routes



--- FX Service Benchmark is 13

**METROPOLITAN TULSA TRANSIT AUTHORITY  
BOARD MEETING  
March 26, 2024  
Finance/Audit Committee**

To: Board of Trustees  
From: Rebecca Walner, Chief Financial Officer  
Subject: FY24 Financial Statement Summary through Feb 29, 2024


**Recommendation:**

Review and approve the FY24 February Financial Statement Summary.

**Analysis:**

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

YTD we have a twenty thousand in surplus with total expenses of 17M which are 1.M or 6% less than projected. The surplus is currently do to a reclassification in revenues from asset to operating in prior month for a subscription. Revenues from Operations are on target. The FY24 underspending of 1127K is reflected in the following areas Fuel \$450K, Repair Parts \$200K, Planning \$300K. Below is a summary of our YTD FY24 operating results before audit:

		<b>FY24 Executive Summary</b>	
		For the Eight Months Ending Feb 29, 2024	
<b>Summary of Activities*</b>			
	Actual	Budget	Var%
Revenues From Operations	\$ 1,680	\$ 1,680	0%
Grant Revenues	15,365	16,474	-7%
<b>Total Operating Revenues</b>	<b>17,046</b>	<b>18,154</b>	<b>-6%</b>
Total Expenses	(17,026)	(18,154)	-6%
Surplus (Deficit)	\$ 20	\$ (0)	0%

<b>Operating Revenues*</b>	Actual	Budget	Var%
City of Tulsa	\$ 8,168	\$ 7,815	5%
Federal Grants	5,644	7,568	-25%
State Grants	1,171	767	53%
Other Grants	383	323	18%
Fare Revenues	1,088	1,036	5%
Advertising Revenues	496	520	-5%
Other Revenues	97	124	-22%
<b>Total Operating Revenues</b>	<b>\$ 17,046</b>	<b>\$ 18,154</b>	<b>-6%</b>

<b>Operating Expenses*</b>	Actual	Budget	Var%
Payroll & Fringe	\$ 11,820	\$ 11,577	2%
Transportation Services	-	-	0%
Administrative Services	606	692	-12%
Materials & Supplies	3,001	3,465	-13%
Utilities	430	530	-19%
Insurance	484	639	-24%
Marketing & Planning	686	1,250	-45%
<b>Total Expenses</b>	<b>\$ 17,026</b>	<b>\$ 18,154</b>	<b>-6%</b>



**FY24 Executive Summary**  
For the Eight Months Ending Feb 29, 2024

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

Accidents (Per 100K miles)	FY24	FY23	Change	Target
Fixed Route	1.73	2.68	-35%	2.00
RideShare	5.36	6.75	-21%	1.20

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

Complaints	FY24	FY23	Change	Target
Fixed Route	9.30	2.51	-179%	25.00
MicroLink	34.71	n/a	#VALUE!	25.00
LinkAssist	44.26	34.59	40%	25.00

**Goal 3. Maintain a Quality Workforce**

Absences (Per weekday)	FY24	FY23	Change	Target
Fixed Route	5	6	#REF!	9
Rideshare	5	1	100%	5.0

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

Passengers Per Hour	FY24	FY23	Change	Target
Fixed Route	13.00	12.14	100%	13.00
MicroLink	2.88	n/a		236.00
LinkAssist	1.80	2.05	-12%	222.00

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

Cost Per Trip	FY24	FY23	Change	Target
Fixed Route \$	9.61	\$ 10.03	29%	\$ 8.71
MicroLink \$	38.08	n/a		\$ 30.00
LinkAssist \$	62.22	\$ 57.19	0%	\$ 57.00

MetroLink Tulsa connects people to progress and prosperity.

Fixed Route and Nightline Preventable Accidents - FY24								
	\$0 to \$500	\$500 to \$1,000	\$1,000 to \$2,500	\$2,500 to \$5,000	\$5,000 to \$10,000	\$10,000 to \$20,000	Over \$20,000	Total
<b>MONTH</b>								
July	6							6
August	2							2
September			3	1				4
October	6							6
November	3							3
December	2					1		3
January	1	1						2
February								0
March								0
April								0
May								0
June								0
<b>TOTAL</b>	<b>20</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>26</b>
<b>Percent of Total</b>	<b>77%</b>	<b>4%</b>	<b>12%</b>	<b>4%</b>	<b>0%</b>	<b>4%</b>	<b>0%</b>	<b>100%</b>

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

Lift Preventable Accidents - FY24								
	\$0 to \$500	\$500 to \$1,000	\$1,000 to \$2,500	\$2,500 to \$5,000	\$5,000 to \$10,000	\$10,000 to \$20,000	Over \$20,000	Total
<i>Month</i>								
July	3							3
August	4							4
September	0							0
October	3							3
November	2		1					3
December	4							4
January	1	1						2
February								0
March								0
April								0
May								0
June								0
<b>Total</b>	<b>17</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19</b>
<b>Percent of Total</b>	<b>89%</b>	<b>5%</b>	<b>5%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

Lift Preventable Accidents - FY22								
	\$0 to \$500	\$500 to \$1,000	\$1,000 to \$2,500	\$2,500 to \$5,000	\$5,000 to \$10,000	\$10,000 to \$20,000	Over \$20,000	Total
<i>Month</i>								
July	1		1					2
August	6				1			7
September	5	1			1	1		8
October	3							3
November								0
December	3		1					4
January	1							1
February	5							5
March	3				1			4
April			3					3
May	3	1						4
June	2					1		3
<b>Total</b>	<b>32</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>44</b>
<b>Percent of Total</b>	<b>73%</b>	<b>5%</b>	<b>11%</b>	<b>7%</b>	<b>5%</b>	<b>0%</b>	<b>0%</b>	<b>100%</b>

**SUMMARY OF OPERATING BUDGET VARIANCE ANALYSIS**

Projected expenses within +/- \$1,000 and +/- 5% YTD variance are considered consistent with projections.

	YTD	YTD	YTD	
	\$	Var\$	Var%	Details
<b>Operating Revenues</b>				
Fixed Route Revenues	915,470.00	54,906.00	6%	Fixed Route Ridership (including Micro Transit) is 6% above projected revenue. This is in due to increased ridership.
Advertising Revenue	495,556.00	(24,444.00)	-5%	Advertising revenue for the month of Feb is lower, we are starting to see more ad's being purchased.
Lift Program Revenues	172,270.00	(3,570.00)	-2%	As we continue to work with RideCo (our software company) we are hopeful that ridership will begin to increase as well.
	<b>YTD</b>		<b>YTD</b>	
<b>Expenses</b>	<b>\$</b>		<b>Var%</b>	<b>Details</b>
Payroll and Fringe	11,819,814.00	242,778.00	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	182,109.00	(28,558.00)	-14%	As we dropped in advertising revenue, commissions dropped as well.
Legal	50,469.00	(25,037.00)	-33%	Legal expenses are currently lower than budgeted as we have wrapped up union negotiations and fewer pending issues.
Audit Fees	28,934.00	1.00	0%	Audit fees are on target for FY24.
Bldg. & Facility Services	104,611.00	(30,842.00)	-23%	Building and Facility Services are currently under budgeted as we have not ramped up any new projects.
Professional and Technical	224,251.00	20,626.00	10%	Due to increase in turnover, background checks and drug testing are costing more than expected.
Fuel	590,143.00	(449,879.00)	-46%	Fuel cost is less as the contract value is lower the prior years.
Gasoline	125,847.00	(17,090.00)	-12%	Gasoline is starting to level out as MicroTransit Vans have started service.
Oil & Lubricants	101,499.00	(10,611.00)	-9%	With the Eletric vehicles in service it has decrease oil and lubricant needs.
Tires & Tubes	126,056.00	14,030.00	13%	Still in tire replacement for many buses and cost is starting to level out.
Facility Repairs	664,400.00	158,547.00	31%	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	29,902.00	9,038.00	43%	Air Compressor had a few additional parts that added to this cost. October leveled out.
Other Shop & Garage	57,865.00	(4,074.00)	-7%	Due to fewer buses pulling out our expenses have not reached the expected amount.
Repair Parts	1,268,071.00	(203,933.00)	-14%	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	39,766.00	10,844.00	37%	Purchasing of supplies has cost us for this quarter. Expected to level out.
Utilities	429,997.00	(100,021.00)	-19%	Communication amounts have significantly decreased by using 3CX phones vs land lines.
Insurance	483,650.00	(155,569.00)	-24%	The amounts for is Workers Comp came in lower than expected, budget revision may need to be done later in FY24.
Planning	229,526.00	(308,818.00)	-57%	Studies have not kicked off yet.
Marketing & Advertising	193,449.00	(37,293.00)	-16%	Marketing and Advertising in on budget for FY24.
General Office Expense	158,973.00	(250,110.00)	-61%	Lease and rentals are being evaluated.
	<b>YTD</b>		<b>YTD</b>	
<b>Grant Revenues</b>	<b>\$\$</b>		<b>Var%</b>	<b>Details</b>
Other Operational Assistance	382,540.00	59,305.00	18%	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	1,170,742.00	404,075.00	53%	ODOT increased the FY24 amount
FTA Planning	507,522.00	(246,887.00)	-33%	YTD Planning expenses are 31% less than expected due to not doing a study at this time.
FTA Audit/Leases	69,609.00	(50,604.00)	-42%	
FTA ADA Lift	-	-	0%	All Budgeted Revenue was moved to Operations.
FTA - Operations	2,571,777.00	(1,118,127.00)	-30%	Operations is currently under budget significantly due to the amount reimbursed coming in under budget as we have moved the ADA revenue to Operational Revenue as that is majority of the cost.
FTA Preventive Maintenance	2,495,513.00	(508,303.00)	-17%	PM is under budget due to Repair Parts being significantly under budget.

METRO TULSA TRANSIT AUTHORITY  
Income Statement  
For the Eight Months Ending Thursday, February 29, 2024

	Actual	Budget	Var %	PY	PY %	Act YTD	Bgt YTD	Var%	PY YTD	PY %
<b>Operating Revenues</b>										
Passenger	\$115,640	\$104,397	10.77%	\$96,030	20.42%	\$888,099	\$835,177	6.34%	\$959,320	(7.42%)
Nightline	\$7,553	\$1,883	301.20%	\$1,123	572.31%	\$20,854	\$15,060	38.47%	\$21,992	(5.18%)
Sunday Service	-	\$1,291	(100.00%)	\$987	(100.00%)	\$6,517	\$10,327	(36.89%)	\$13,950	(53.29%)
Advertising	\$82,280	\$65,000	26.58%	\$89,449	(8.01%)	\$495,556	\$520,000	(4.70%)	\$463,611	6.89%
Investments	\$9,749	\$11,790	(17.31%)	\$7,109	37.13%	\$81,971	\$94,316	(13.09%)	\$41,853	95.86%
Lift Program - ADA	\$20,493	\$21,980	(6.76%)	\$13,500	51.81%	\$172,270	\$175,840	(2.03%)	\$172,810	(0.31%)
Other Revenue	\$347	\$3,700	(90.61%)	\$1,874	(81.47%)	\$14,906	\$29,600	(49.64%)	\$23,246	(35.88%)
<b>Total Operating Revenues</b>	<b>\$236,062</b>	<b>\$210,041</b>	<b>12.39%</b>	<b>\$210,072</b>	<b>12.37%</b>	<b>\$1,680,173</b>	<b>\$1,680,320</b>	<b>(0.01%)</b>	<b>\$1,696,782</b>	<b>(0.98%)</b>
<b>Operating Expenses</b>										
<b>Labor:</b>										
Operators	\$589,280	\$570,032	3.38%	\$360,470	63.48%	\$4,550,303	\$4,560,255	(0.22%)	\$3,391,628	34.16%
Transportation Administration	\$159,425	\$138,757	14.89%	\$129,039	23.55%	\$1,270,829	\$1,110,056	14.48%	\$975,736	30.24%
Maintenance	\$124,136	\$110,937	11.90%	\$115,588	7.40%	\$1,028,296	\$887,493	15.87%	\$933,676	10.13%
Maintenance Administration	\$35,515	\$32,673	8.70%	\$31,480	12.82%	\$259,577	\$261,383	(0.69%)	\$221,171	17.36%
Administration & Accounting	\$121,036	\$118,704	1.96%	\$101,403	19.36%	\$741,613	\$949,632	(21.91%)	\$641,958	15.52%
<b>Total Labor</b>	<b>\$1,029,392</b>	<b>\$971,103</b>	<b>6.00%</b>	<b>\$737,980</b>	<b>39.49%</b>	<b>\$7,850,618</b>	<b>\$7,768,819</b>	<b>1.05%</b>	<b>\$6,164,169</b>	<b>27.36%</b>
<b>Fringe Benefits:</b>										
FICA Taxes	\$83,399	\$87,108	(4.26%)	\$58,087	43.58%	\$674,387	\$696,865	(3.23%)	\$531,186	26.96%
Pension Plan Expense	\$105,274	\$105,539	(0.25%)	\$129,717	(18.84%)	\$838,895	\$844,312	(0.64%)	\$770,010	8.95%
Health & Dental Insurance	\$113,658	\$122,712	(7.38%)	\$169,132	(32.80%)	\$1,024,502	\$981,699	4.36%	\$999,332	2.52%
Life & Disability Insurance	\$14,895	\$14,375	3.62%	(\$6,702)	(322.25%)	\$178,710	\$114,998	55.40%	\$68,862	159.52%
Sick Leave	\$73,815	\$36,555	101.93%	\$27,749	166.01%	\$351,622	\$292,439	20.24%	\$248,137	41.70%
Holiday Pay	(\$13,782)	\$36,478	(137.78%)	(\$23,787)	(42.06%)	\$366,419	\$291,821	25.56%	\$294,176	24.56%
Vacation Pay	\$23,222	\$43,918	(47.12%)	(\$158,919)	(114.61%)	\$311,505	\$351,343	(11.34%)	\$121,584	156.21%
Uniform Allowance - Drivers	\$3,317	\$10,417	(68.15%)	\$3,783	(12.31%)	\$43,990	\$83,333	(47.21%)	\$57,174	(23.06%)
Clothing/Tool Allowance - Mechanics	\$1,972	\$2,678	(26.37%)	\$1,414	39.44%	\$21,844	\$21,427	1.95%	\$12,554	73.99%
Unemployment Compensation	\$2,183	\$2,167	0.74%	\$2,157	1.19%	\$29,669	\$17,333	71.17%	\$7,873	276.85%
Other Fringe Benefits	\$11,632	\$14,081	(17.39%)	\$13,930	(16.50%)	\$127,653	\$112,647	13.32%	\$118,612	7.62%
<b>Total Fringe Benefits</b>	<b>\$419,585</b>	<b>\$476,028</b>	<b>(11.86%)</b>	<b>\$216,561</b>	<b>93.75%</b>	<b>\$3,969,196</b>	<b>\$3,808,217</b>	<b>4.23%</b>	<b>\$3,229,500</b>	<b>22.90%</b>
<b>Total Loaded Payroll</b>	<b>\$1,448,977</b>	<b>\$1,447,131</b>	<b>0.13%</b>	<b>\$954,541</b>	<b>51.80%</b>	<b>\$11,819,814</b>	<b>\$11,577,036</b>	<b>2.10%</b>	<b>\$9,393,669</b>	<b>25.83%</b>
<b>Transportation Services:</b>										
Fixed Route	-	-	0.00%	\$43,048	(100.00%)	-	-	0.00%	\$394,439	(100.00%)
Sunday Service	-	-	0.00%	\$24,485	(100.00%)	-	-	0.00%	\$180,090	(100.00%)
Lift Program - ADA	-	-	0.00%	\$189,411	(100.00%)	-	-	0.00%	\$1,636,612	(100.00%)
Circulator Service-Downtown/Midtown	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
Lift Services - Meals On Wheels	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
<b>Total Transportation Services</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>\$256,944</b>	<b>(100.00%)</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>\$2,211,141</b>	<b>(100.00%)</b>
<b>Administrative Services:</b>										
Advertising	\$32,912	\$26,333	24.98%	\$36,568	(10.00%)	\$182,109	\$210,667	(13.56%)	\$192,347	(5.32%)
Legal Fees	\$10,620	\$9,438	12.52%	\$955	1012.07%	\$50,469	\$75,506	(33.16%)	\$73,269	(31.12%)
Audit Fees	\$3,617	\$3,617	0.00%	\$3,475	4.08%	\$28,934	\$28,933	0.00%	\$27,800	4.08%
Office Equipment / Computers	\$2,311	\$3,204	(27.86%)	\$1,310	76.49%	\$14,196	\$25,635	(44.62%)	\$15,262	(6.99%)
Building & Facility Services	\$12,086	\$16,932	(28.62%)	\$15,416	(21.60%)	\$104,611	\$135,453	(22.77%)	\$92,515	13.07%
Professional & Technical Services	\$23,536	\$16,028	46.84%	\$24,728	(4.82%)	\$205,174	\$128,224	60.01%	\$223,508	(8.20%)
Software Maintenance & Service	\$4,515	\$9,425	(52.10%)	\$8,973	(49.69%)	\$19,077	\$75,401	(74.70%)	\$87,530	(78.21%)
Security Services	\$67	\$1,558	(95.70%)	\$9	643.78%	\$1,236	\$12,464	(90.09%)	\$5,725	(78.42%)
<b>Total Administrative Services</b>	<b>\$89,664</b>	<b>\$86,535</b>	<b>3.62%</b>	<b>\$91,434</b>	<b>(1.94%)</b>	<b>\$605,806</b>	<b>\$692,283</b>	<b>(12.49%)</b>	<b>\$717,956</b>	<b>(15.62%)</b>



Total Services	\$89,664	\$86,535	3.62%	\$348,378	(74.26%)	\$605,806	\$692,283	(12.49%)	\$2,929,097	(79.32%)
Materials & Supplies:										
Fuel	\$59,720	\$122,980	(51.44%)	\$125,575	(52.44%)	\$533,957	\$983,836	(45.73%)	\$680,485	(21.53%)
Gasoline	\$10,893	\$17,867	(39.03%)	\$9,650	12.88%	\$125,847	\$142,937	(11.96%)	\$98,863	27.29%
Oil & Lubricants	\$24,873	\$14,014	77.49%	\$14,769	68.41%	\$101,499	\$112,110	(9.46%)	\$78,635	29.08%
Tires & Tubes	\$17,955	\$14,003	28.22%	\$3,718	382.94%	\$126,056	\$112,026	12.52%	\$94,763	33.02%
Facility Repairs & Maintenance	\$139,368	\$63,232	120.41%	\$48,810	185.53%	\$664,400	\$505,853	31.34%	\$475,828	39.63%
Service & Shop Equipment	\$2,881	\$2,608	10.47%	\$1,390	107.31%	\$29,902	\$20,864	43.32%	\$26,677	12.09%
Other Shop & Garage Expense	\$7,583	\$7,742	(2.06%)	\$7,728	(1.88%)	\$57,865	\$61,939	(6.58%)	\$56,497	2.42%
Repair Parts	\$153,560	\$184,001	(16.54%)	\$73,114	110.03%	\$1,268,071	\$1,472,004	(13.85%)	\$1,110,126	14.23%
Servicing Supplies	\$7,744	\$3,615	114.19%	\$2,646	192.68%	\$39,766	\$28,922	37.49%	\$28,992	37.16%
Transportation & Safety Schedules	\$1,536	\$837	83.55%	\$1,022	50.34%	\$7,410	\$6,695	10.69%	\$8,394	(11.72%)
Schedules	-	\$1,446	(100.00%)	-	0.00%	\$9,482	\$11,567	(18.03%)	\$7,229	31.16%
Passes & Transfers	(\$820)	\$842	(197.37%)	(\$6,030)	(86.41%)	\$36,851	\$6,734	447.24%	\$7,718	377.47%
Total Materials & Supplies	\$425,293	\$433,187	(1.82%)	\$282,392	50.60%	\$3,001,106	\$3,465,487	(13.40%)	\$2,674,207	12.22%
Utilities:										
Light, Heat, Power, and Water	\$36,016	\$36,188	(0.47%)	\$34,365	4.81%	\$298,150	\$289,505	2.99%	\$231,303	28.90%
Communications	\$14,218	\$30,064	(52.71%)	\$15,650	(9.15%)	\$131,847	\$240,513	(45.18%)	\$140,724	(6.31%)
Total Utilities	\$50,234	\$66,252	(24.18%)	\$50,015	0.44%	\$429,997	\$530,018	(18.87%)	\$372,027	15.58%
Insurance:										
Insurance Premiums	\$53,387	\$79,902	(33.18%)	\$37,949	40.68%	\$427,096	\$639,219	(33.18%)	\$303,596	40.68%
Self Insurance	\$4,336	-	0.00%	(\$100,029)	(104.33%)	\$56,554	-	0.00%	(\$17,367)	(425.65%)
Total Insurance	\$57,723	\$79,902	(27.76%)	(\$62,080)	(192.98%)	\$483,650	\$639,219	(24.34%)	\$286,229	68.97%
Miscellaneous:										
Planning & Rideshare	\$48,960	\$67,293	(27.24%)	\$37,426	30.82%	\$229,526	\$538,344	(57.36%)	\$339,772	(32.45%)
Dues & Subscriptions	\$8,448	\$4,150	103.57%	\$4,625	82.66%	\$39,554	\$33,200	19.14%	\$17,264	129.11%
Travel & Meetings - Staff	\$17,024	\$4,769	256.95%	\$9,698	75.54%	\$62,222	\$38,153	63.08%	\$72,109	(13.71%)
Travel & Meetings - Board	\$121	\$42	191.14%	-	0.00%	\$1,979	\$333	493.69%	-	0.00%
Marketing & Advertising	\$23,254	\$28,843	(19.38%)	\$33,136	(29.82%)	\$193,449	\$230,742	(16.16%)	\$304,532	(36.48%)
General Office Expense	\$9,625	\$13,138	(26.74%)	\$24,407	(60.56%)	\$92,078	\$105,107	(12.40%)	\$87,348	5.41%
Other Miscellaneous Expenses	(\$3,496)	\$13,680	(125.55%)	\$7,614	(145.91%)	(\$14,060)	\$109,441	(112.85%)	\$76,892	(118.29%)
Bank & Credit Card Fees	\$8,232	\$4,974	65.50%	\$4,375	88.14%	\$56,563	\$39,789	42.16%	\$36,494	54.99%
Leases & Rentals	\$1,567	\$19,343	(91.90%)	\$3,345	(53.15%)	\$24,392	\$154,746	(84.24%)	\$43,267	(43.62%)
Total Miscellaneous	\$113,735	\$156,232	(27.20%)	\$124,626	(8.74%)	\$685,703	\$1,249,855	(45.14%)	\$977,678	(29.86%)
Total Expenses	\$2,185,626	\$2,269,239	(3.68%)	\$1,697,872	28.73%	\$17,026,076	\$18,153,898	(6.21%)	\$16,632,907	2.36%
Net Operating Loss	(\$1,949,564)	(\$2,059,198)	(5.32%)	(\$1,487,800)	31.04%	(\$15,345,903)	(\$16,473,578)	(6.85%)	(\$14,936,125)	2.74%
Operational Grant Funding										
Operating Assistance - Other	\$39,809	\$40,404	(1.47%)	\$36,905	7.87%	\$382,540	\$323,235	18.35%	\$346,806	10.30%
Oklahoma State Funding	\$123,843	\$95,833	29.23%	\$119,445	3.68%	\$1,170,742	\$766,667	52.71%	\$1,137,224	2.95%
FTA - Planning Assistance	\$51,606	\$94,301	(45.28%)	\$101,077	(48.94%)	\$507,522	\$754,409	(32.73%)	\$676,044	(24.93%)
FTA - Leases / Audit	-	\$15,027	(100.00%)	\$3,360	(100.00%)	\$69,609	\$120,213	(42.10%)	\$73,005	(4.65%)
FTA - ADA LIFT	-	-	0.00%	\$55,750	(100.00%)	-	-	0.00%	\$446,000	(100.00%)
FTA - CMAQ	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
FTA - Preventative Maintenance	\$448,802	\$375,477	19.53%	\$90,750	394.55%	\$2,495,513	\$3,003,816	(16.92%)	\$2,203,070	13.27%
FTA - Operations	\$308,591	\$461,238	(33.10%)	\$184,735	67.05%	\$2,571,777	\$3,689,904	(30.30%)	\$2,509,275	2.49%
COT - Vision Assistance	\$357,500	\$357,500	0.00%	\$282,561	26.52%	\$3,212,416	\$2,860,000	12.32%	\$2,638,963	21.73%
COT - Operating Assistance	\$619,416	\$619,417	(0.00%)	\$613,217	1.01%	\$4,955,328	\$4,955,333	(0.00%)	\$4,905,736	1.01%
Total Operational Grant Funding	\$1,949,567	\$2,059,197	(5.32%)	\$1,487,800	31.04%	\$15,365,447	\$16,473,577	(6.73%)	\$14,936,123	2.87%
Budget Surplus (Deficit)	\$3	(\$1)	(180.00%)	-	(150.00%)	\$19,544	(\$1)	(698130.00%)	(\$2)	1085724.44%
Capital Revenues										

Capital Assistance - FTA	\$828,628	\$255,486	224.33%	\$106,716	676.48%	\$3,626,854	\$2,043,888	77.45%	\$1,989,292	82.32%
Capital Assistance - COT	\$452,514	\$183,836	146.15%	-	0.00%	\$1,195,800	\$1,470,687	(18.69%)	\$115,000	939.83%
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%)
<b>Total Capital Revenues</b>	<b>\$1,281,142</b>	<b>\$439,322</b>	<b>191.62%</b>	<b>\$106,716</b>	<b>1100.52%</b>	<b>\$4,822,507</b>	<b>\$3,514,575</b>	<b>37.21%</b>	<b>\$2,083,954</b>	<b>131.41%</b>
Depreciation	\$311,251	\$470,000	(33.78%)	\$344,988	(9.78%)	\$2,913,900	\$3,760,000	(22.50%)	\$2,810,191	3.69%
Debt Service	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
COT Pass Through	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
<b>Change in Net Assets</b>	<b>\$969,894</b>	<b>(\$30,679)</b>	<b>(3261.47%)</b>	<b>(\$238,272)</b>	<b>(507.05%)</b>	<b>\$1,928,151</b>	<b>(\$245,426)</b>	<b>(885.63%)</b>	<b>(\$726,239)</b>	<b>(365.50%)</b>

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Assets

Current Assets:

Cash and Cash Equivalents		\$748,455
Restricted Cash		\$3,913,765
Trade Accounts Receivable	\$215,131	
FTA Operating & Capital Grants Receivable	\$13,154,156	
COT Operating & Capital Grants Receivable	\$17,649,332	
ODOT Operating & Capital Grants Receivable	\$555,372	
		\$31,573,991
Inventories		\$1,229,131
Prepaid Expenses		\$365,799
Total Current Assets		\$37,831,141

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	\$2,077,016	
Less: Accumulated Depreciation	(\$47,732,773)	
Non- Depreciating Assets	\$1,823,844	
Total Capital Assets		\$25,776,223

Total Assets		\$63,607,363
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Deferred outflows of resources, pension related amounts		\$1,586,911
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Liabilities

Current Liabilities:

Trade Accounts Payable	\$2,911,524	
Accrued Wages & Withholdings	\$506,755	
Accrued Insurance	\$73,400	
Deferred Grant Revenues	\$30,485,860	
Other Current Liabilities	\$35,405	
Total Current Liabilities		\$34,012,943

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		\$41,273,227
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Deferred inflows of resources, pension related amounts		\$7,191,815
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Net Position:

Invested in Capital Assets	\$25,776,223	
Restricted for Capital Acquisitions	\$1,310,795	
Restricted for Workmen's Comp.	\$74,424	
Unrestricted	(\$4,827,306)	
Total Net Assets		\$22,334,136

Total Liabilities & Net Assets		\$64,812,629
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### Fixed Route Report (July 2023 to Feb 2024)

Description	Current Month	Prior Year	Percent Change	YTD Monthly Average	Prior Year	Percent Change	Goal
<b>1) Operate a Safe Transit System</b>							
Preventable Vehicle Accidents per 100k Miles	0	1.82	100%	1.73	2.68	35%	2
<b>2) Meet and Exceed Customer Expectations</b>							
Complaints per 10k Boardings	9.3	0.91	-922%	7	2.51	-179%	25
On-time Performance	92%	n/a	#VALUE!	93%	n/a	#VALUE!	90%
Miles Between Road Calls	6,288	8,127	23%	6,558	7,035	7%	7,500
<b>3) Maintain a Quality Workforce</b>							
Operator Absences	5	5	0	5	6	17%	9
Fixed Route Employee Turnover	3%	36%	92%	0%	75%	100%	50%
<b>4) Operate an Effective System</b>							
Ridership	181,686	131,168	0	185,105	156,672	-18%	195,000
Passengers per Service Hour	13	9.6	-35%	0	12.14	100%	13
Average Ridership	6,265	5,790	0	0	6,495	100%	8,125
<b>5) Operate an Efficient System</b>							
Cost Per Service Hour	114.25	96.21	-19%	110.07	125.92	13%	115
Cost Per Trip	9.61	10.03	4%	9.15	10.37	12%	8.71
Fare Revenue per Trip	0.64	0.75	0.15	0.56	0.79	29%	0.78

Rideshare Programs Report (July 2023 to January 2024)

Description	Current Month	Prior Year	Percent Change	YTD Monthly Average	Prior Year	Percent Change	Goal
<b>1) Operate a Safe Transit System</b>							
Preventable Van Accidents per 100k Miles	0	6.75	100%	5.36	6.02	11%	1.2
<b>2) Meet and Exceed Customer Expectations</b>							
Complaints per 10k Boardings-LinkAssist	29.25	31.12	6%	44.26	34.59	-28%	25
Complaints per 10k Boardings-MicroLink	33.66	n/a	#VALUE!	34.71	n/a	n/a	25
On-time Performance-LinkAssist	93%	94%	1%	95%	95.76	99%	95%
On-time Performance-MicroLink	95%	n/a	#VALUE!	84%	n/a	#VALUE!	95%
Miles Between Road Calls	11722	14808.00	21%	10882	17999	40%	18,000
<b>3) Maintain a Quality Workforce</b>							
Average Operator Absences per Day	5	n/a	#VALUE!	5	n/a	#VALUE!	5
Employee Turnover	3%	n/a	#VALUE!	2.7	27.85	90%	50%
<b>4) Operate an Effective System</b>							
Ridership-LinkAssist	6496	7069.00	8%	6315	7734.00	18%	6200
Van Passengers per Service Hour-LinkAssist	1.80	2.05	12%	1.72	2.05	16%	2
Average Ridership-LinkAssist	271	353	23%	271	364	26%	222
Ridership-MicroLink	7130	n/a	#VALUE!	4930.13	n/a	#VALUE!	6600
Van Passengers per Service Hour-MicroLink	2.88	n/a	#VALUE!	1.66	n/a	#VALUE!	2.50
Average WeekDay Ridership-MicroLink	245	n/a	#VALUE!	1,232	n/a	#VALUE!	236
<b>5) Operate an Efficient System</b>							
Cost Per Service Hour-LinkAssist	112.39	111.07	-1%	117.17	117.74	0%	137
Cost Per Trip-LinkAssist	62.22	54.16	-15%	68.14	57.19	-19%	57
Fare Revenue per Trip-LinkAssist	3.16	1.91	-65%	2.83	2.79	-1%	3.00
Cost Per Service Hour-MicroLink	110	n/a	#VALUE!	n/a	n/a	#VALUE!	89
Cost Per Trip-MicroLink	38.08	n/a	#VALUE!	n/a	n/a	#VALUE!	30
Fare Revenue per Trip-MicroLink	1.06	n/a	#VALUE!	n/a	n/a	#VALUE!	0.78

## Upcoming Procurements

Est. Board Date	Good/Service	Type	Estimated Amt.	Status
Mar-24	<b>Tires Contractor</b>	RFP	>\$100,000	Award
	Tires for Fixed Route, Lift and Microtransit Vehicles			
May-24	<b>Bus Vacuum</b>	RFP	\$315,000	Prep Stage
	Replacement of old bus vacuum that is worn out			
Jun-24	<b>On Call Consulting</b>	RFP	\$150,000	On hold
Jul-24	<b>Rolling Stock - ADA Lift &amp; Microtransit Vehicles</b>	RFP	>\$250,000	Prep Stage
	Contract for purchase of ADA Lift & Microtransit Vehicles			
Aug-24	<b>Bus Stop Signs</b>	RFQ	\$150,000	On hold
	Replace bus stop signs along all routes with new name and look			
Aug-24	<b>Bus Wash</b>	RFP	\$350,000	Planning Stage
	Existing Bus Wash is in need of replacement after reaching it's expected life.			
Sep-24	<b>Call Center/Admin Facility Restructure</b>	RFP	\$350,000	Proposal Discussion
Sep-24	<b>Plumbing/HVAC/Electrical Contractor</b>	RFP	>\$100,000 Each	On Hold
	Contract for On Call Plumbing/HVAC/Electrical services.			
Sep-24	<b>Replacement of mirror technology</b>	RFP	\$90,000	Planning Stage
	Mirror replacement on buses			
Sep-25	<b>Rolling Stock - Fixed Route</b>	RFP	>\$250,000	Prep Stage
	Contract for purchase of Fixed Route Vehicles			
Sep-25	<b>Cyber Security</b>	RFP	\$100,000	Planning Stage
	Strengthen security concerns and needs for the agency.			
Sep-25	<b>Accounting Software</b>	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  
March 26<sup>th</sup>, 2024, Consent Calendar Item**

To: Board of Trustees  
From: Jack Van Hooser – Procurement Manager  
Subject: Tire Supplier

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Recommendation

Authorize the General Manager to negotiate final terms and conditions with Southern Tire Mart LLC to provide various sizes of tires to supply the entire Revenue fleet in an amount not to exceed \$195,000 per year.

Analysis

MTTA advertised an RFP for purchasing tires and received a single proposal from Southern Tire Mart. Per FTA rules and procedures, upon receipt of a single bid proposal on a project, the agency should poll prospective vendors to determine if there was anything causing them to be unable to submit. Out of ten firms that were presented with the opportunity, eight chose to download the RFP and consider the project. In response to my inquiry one firm, Mileage Solutions, indicated they chose not to submit because they could not meet the 4-hour delivery requirement from time of order. They also indicated that they were a distribution center, and it made more sense for one of their dealers to propose as opposed to them.

The table below shows the pricing for each size and type of tire being utilized by the agency.

Item Number	Tire/Size	Quantity Requ	Unit Price	Manufacturer	Model Numbe
<b>Fixed Route Buses (4)</b>					
#1-1	31580R22.5 20 ply New	1	475	Firestone FS860	#244465
#1-2	27570R22.5 20ply New	1	340	Firestone FS561A	#012716
#1-3	31580R22.5 20 ply Retread	1	269	Bandag BRM 270 Retread	#004588
#1-4	27570R22.5 20ply Retread	1	165	Bandag BRM3	#004575
<b>Lift Program &amp; Mini buses/Vans (2)</b>					
#2-1	T225/75R16 New	1	122.02	Firestone Transforce AT2	#000180
#2-2	LT225/75R16 New	1	122.02	Firestone Transforce At2	#000180

The term of this agreement is one year, with four additional one-year options available.

**Financial Impact**

Based on the rates for the tires submitted, Tulsa Transit anticipates that the total cost of this contract will not exceed \$195,000 per year.

**METROPOLITAN TULSA TRANSIT AUTHORITY**  
**BOARD MEETING**  
**March 26<sup>th</sup>, 2024, Consent Calendar Item**

To: Board of Trustees

From: Billy Norman – Facilities Maintenance Manager

Subject: General Contractor OPS/CC Restructure Project

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Recommendation

Authorize the General Manager to negotiate final terms and conditions with Green Country Construction and Management LLC. to act as the General Contractor for the restructure project for an amount not to exceed \$190,000.

Background

MTTA has been in the same location and structure for at least the last 15 years. During that time, the Call Center has been housed, along with the Lift program, in an older building across from the Administration Building and the Maintenance Shop. The Drivers (Operations Department) has been located on the ground floor of the Administration Building.

As the agency grows, so does the need for our facilities to handle more things and to handle them in a more efficient manner. The plan is to house the employees more efficiently until such a time comes that we can move into a new building and property. The decision was made to move the operators from the Administration building to the more spacious Quincy Building where the Call Center is currently housed. The Call Center will in turn be moved to the smaller Administration Building. The biggest part of the agency payroll consists of operators (approx. 145) so it just made sense for all the operators and their staff be housed in the larger building space.

A project of this depth and magnitude requires the use of a General Contractor. The GC will be responsible for main project permitting, scheduling, demolition, millwork, doors and frames, hardware, drywall/framing, ceiling, paint, signage, and the construction of new walls. The place holder amount is expected to be larger than we believe will be needed, but we'd like to authorize this amount to ensure everything is taken into consideration.

Financial Impact

The costs of this project will be funded at 80% Federal funds and 20% Local. .



**METROPOLITAN TULSA TRANSIT AUTHORITY**  
**BOARD MEETING**  
**March 26<sup>th</sup>, 2024, Consent Calendar Item**

To: Board of Trustees

From: Billy Norman – Facilities Maintenance Manager

Subject: Plumbing Contractor OPS/CC Restructure Project

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Recommendation

Authorize the General Manager to negotiate final terms and conditions with Mullin Plumbing to provide plumbing services pertaining to the OPS/CC Restructure Project for an amount not to exceed \$35,000. This project is expected to facilitate the plumbing work required for the Operations/Call Center restructure plans in the works.

Background

MTTA has been in the same location and structure for at least the last 15 years. During that time, the Call Center has been housed, along with the Lift program, in an older building across from the Administration Building and the Maintenance Shop. The Drivers (Operations Department) has been located on the ground floor of the Administration Building.

One of the issues with the Quincy building was the restroom situation was less than desirable. At the current time, the facilities are being shared by a small number of employees. The restrooms can only fit 1 or 2 at a time. Part of the plumbing contract will be to install new fixtures and expand the restrooms to accommodate the larger employee base that will be headquartered in the Quincy building.

Financial Impact

The costs of this project will be funded at 80% Federal funds and 20% Local. .

**METROPOLITAN TULSA TRANSIT AUTHORITY**  
**BOARD MEETING**  
**March 26<sup>th</sup>, 2024, Consent Calendar Item**

To: Board of Trustees

From: Billy Norman – Facilities Maintenance Manager

Subject: Flooring for OPS/CC Restructure Project

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Recommendation

Authorize the General Manager to negotiate final terms and conditions with Burt Henry Carpet & Tile to provide flooring for an amount not to exceed \$75,000. This project is expected to facilitate the Operations/Call Center restructure plans in the works and is one component of the complete project.

Background

MTTA has been in the same location and structure for at least the last 15 years. During that time, the Call Center has been housed, along with the Lift program, in an older building across from the Administration Building and the Maintenance Shop. The Drivers (Operations Department) has been located on the ground floor of the Administration Building.

As the agency grows, so does the need for our facilities to handle more things and to handle them in a more efficient manner. The plan is to house the employees more efficiently until such a time comes that we can move into a new building and property. The decision was made to move the operators from the Administration building to the more spacious Quincy Building where the Call Center is currently housed. The Call Center will in turn be moved to the smaller Administration Building. The biggest part of the agency payroll consists of operators (approx. 162) so it just made sense for all the operators and their staff be housed in the larger building space.

The existing flooring has been in place for as long as the Call Center and The Lift have been located in the Quincy Building. The replacement is needed since the current flooring is so worn out. The amount requested includes a contingency for un-foreseen expenses.

Financial Impact

The costs of this project will be funded at 80% Federal funds and 20% Local.