

**Metropolitan Tulsa Transit Authority  
BOARD of TRUSTEES MEETING**  
Tuesday, April 23, 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 March 26, 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 6](#)
2. Review and approval of Financial Statements—*Rebecca Walner (Action)* [Page 16](#)
3. FY2025 Budget – *Rebecca Walner (Possible Action)*  
Review MTTA’s proposed FY2025 Budget, and the budget recommendations submitted by the Mayor to the Tulsa City Council, and discussion and possible vote to revise or amend MTTA’s proposed FY2025 Budget and/or take action to respond to the Mayor’s recommendation of same.
4. Upcoming Procurements—*Jack Van Hooser (Information)* [Page 28](#)

**B. Operating/Marketing**

1. INCOG Contract for Dept. of Energy AV Pilot Project - *Chase Phillips (Action)* [Page 29](#)  
Authorize the General Manager to negotiate final terms and conditions with INCOG to purchase vehicles and related equipment, for an amount not to exceed \$720,164. These purchases serve as the local match for the INCOG/Univ. Cornell Autonomous Vehicle (AV) Pilot Project, funded by Dept. of Energy (DOE).

**Metropolitan Tulsa Transit Authority**  
**BOARD of TRUSTEES MEETING**  
Tuesday, April 23, 2024  
R.O. Laird Board Room  
510 South Rockford Avenue, Tulsa, Oklahoma  
To Be Held 12:00 p.m.

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, May 28, 2024, at 12:00 PM**

**METROPOLITAN TULSA TRANSIT AUTHORITY**

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

Thursday, March 26, 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>6</b>	<b>1</b>

**OTHERS PRESENT:**

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

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

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 March 22, 2024, @ 1:45 pm, at the Municipal City Clerk’s office and at Tulsa Transit Administrative offices on March 22, 2024.

**I. CALL TO ORDER**

**Adam Doverspike** called the meeting to order at 12:03 pm.

**II. INTRODUCTIONS**

None.

**III. APPROVAL OF THE February 27, 2024, MEETING MINUTES**

**Jim East** and **Emily Hall** moved to approve the February 27, 2024, meeting minutes.

Yeas 5 Nays 0 Abstained 1 Absent 1 -- Motion Carried.

**IV. PUBLIC COMMENTS**

None

**A. Finance/Budget**

1. Review of Ridership – *Chase Phillips*

Chase presented the February 2024 ridership. Ridership for fixed was at 182k, BRT was at 51k, Lift was at 6,494 and Microtransit trips was 7,130.

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

Rebecca presented the financial statements for February. Under budget by 6%, the surplus is a misclassification and will be fixed for next month.

**Jim East** and **Phyllis Joseph** moved to approve February Financial Statement Summary.

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

3. GM Expenses—*Rebecca Walner*

Rebecca presented the General Manager’s expenses in the amount of \$989.00 for February.

**Jim East** and **James Wagner** moved to approve the General Managers expenses in the amount of \$989.00.

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

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

**Adam Doverspike** reached out to other authorities to see what their purchasing amounts where. The amounts ranged from \$75,000 to \$125,000.

**Adam Doverspike** and **Jim East** moved to amend MTTA’s Bylaws, Article IV, Section 9, changing the amount from \$25,000 to \$50,000.

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

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

Jack presented the upcoming procurements. Jim East recommended reaching out to the City of Tulsa to work with their print shop for our new bus stop signs.

**B. Operating/Marketing**

1. MTTA update of the Route 66 BRT – *Scott Marr*

Scott introduced John Dobies with HNTB to bring the board up to date on where we stand with the Route 66 BRT. John talked about background and the anticipated funding. John informed the Board that if RAISE grant application is not successful there are several options for developing the BRT line

2. Addressing the long-term Structural Deficit – *Scott Marr*

Scott presented the Board with 3 options that will include a little of each option for the overall changes. Adam asked to see some ideas that we could do to prevent the deficit before 5 years.

3. Tire Supplier—*Randy Cloud*

Randy asked the Board to authorize the GM to negotiate terms with Southern Tire Mart LLC for our tire needs for the fleet.

**Jim East** and **Phyllis Joseph** moved to 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.

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

4. Call Center & Operations Restructure Project – *Billy Norman & Scott Marr*

Scott informed the Board of the need to restructure the call center. Billy Norman presented the cost and contractors for the project.

**James Wagner** and **Jim East** moved to authorize the General Manager to negotiate final terms and conditions with Green Country Construction and Management LLC., as the General Contractor for amount not to exceed \$190,000; Mullen Plumbing to act as the Plumbing Contractor for amount not to exceed \$30,000; Bert Henry Carpet act as the Flooring Contractor for amount not to exceed \$75,000.

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

C. Executive Committee

V. TRUSTEES AND GENERAL MANAGER COMMENTS

VI. 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).

VII. ADJOURN

**Adam Doverspike** adjourned meeting at 1:21 pm.

Sincerely,

Lori Soderstrom  
Secretary to the Board of Trustees

# Fixed Route

**Avg Passengers per Rev. Hr.**  
13.9

\*APC Ridership

## Highest Ridership:

130: 15,197 – 17.7 Pass/Rev. Hr.  
110: 14,888 – 15.9  
140: 11,825 – 14.5  
150: 10,051 – 19.2  
201: 9,499 – 16.1

\*APC Ridership

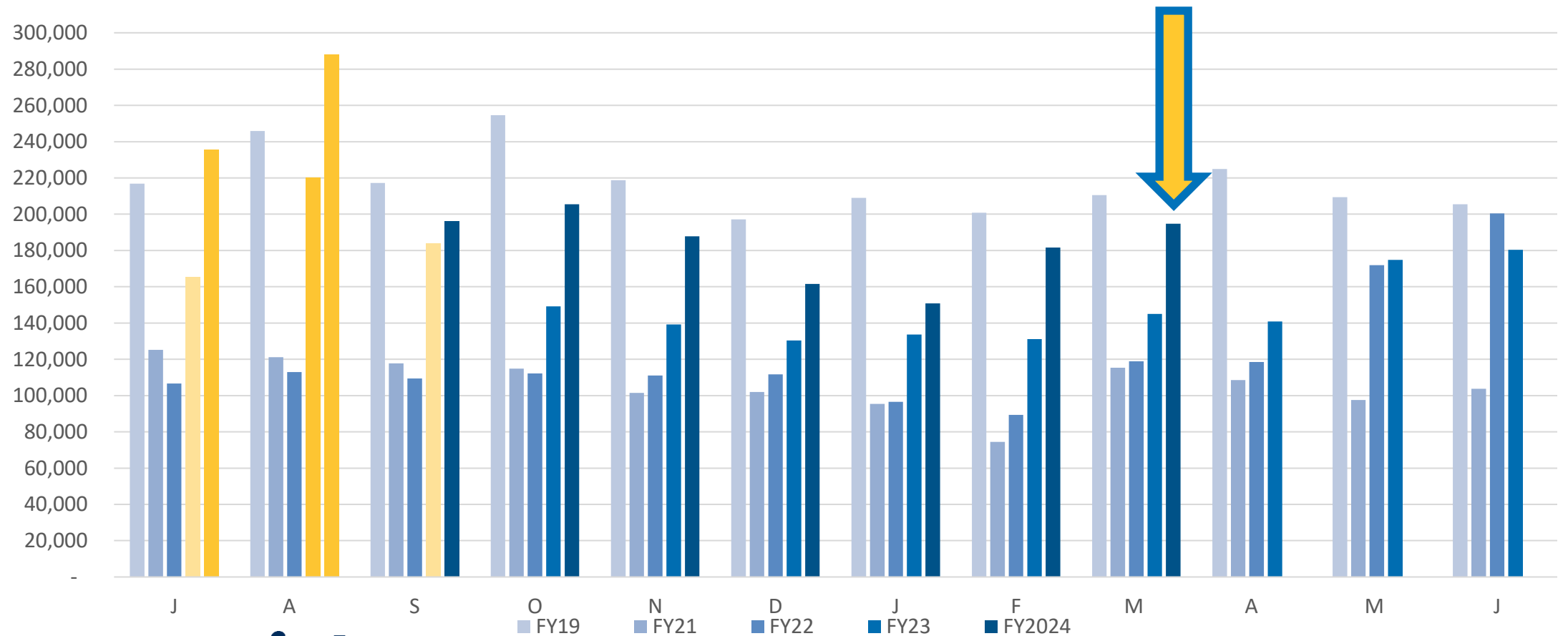
**Avg Weekday Ridership:**  
7686

**Avg Saturday Ridership:**  
5727

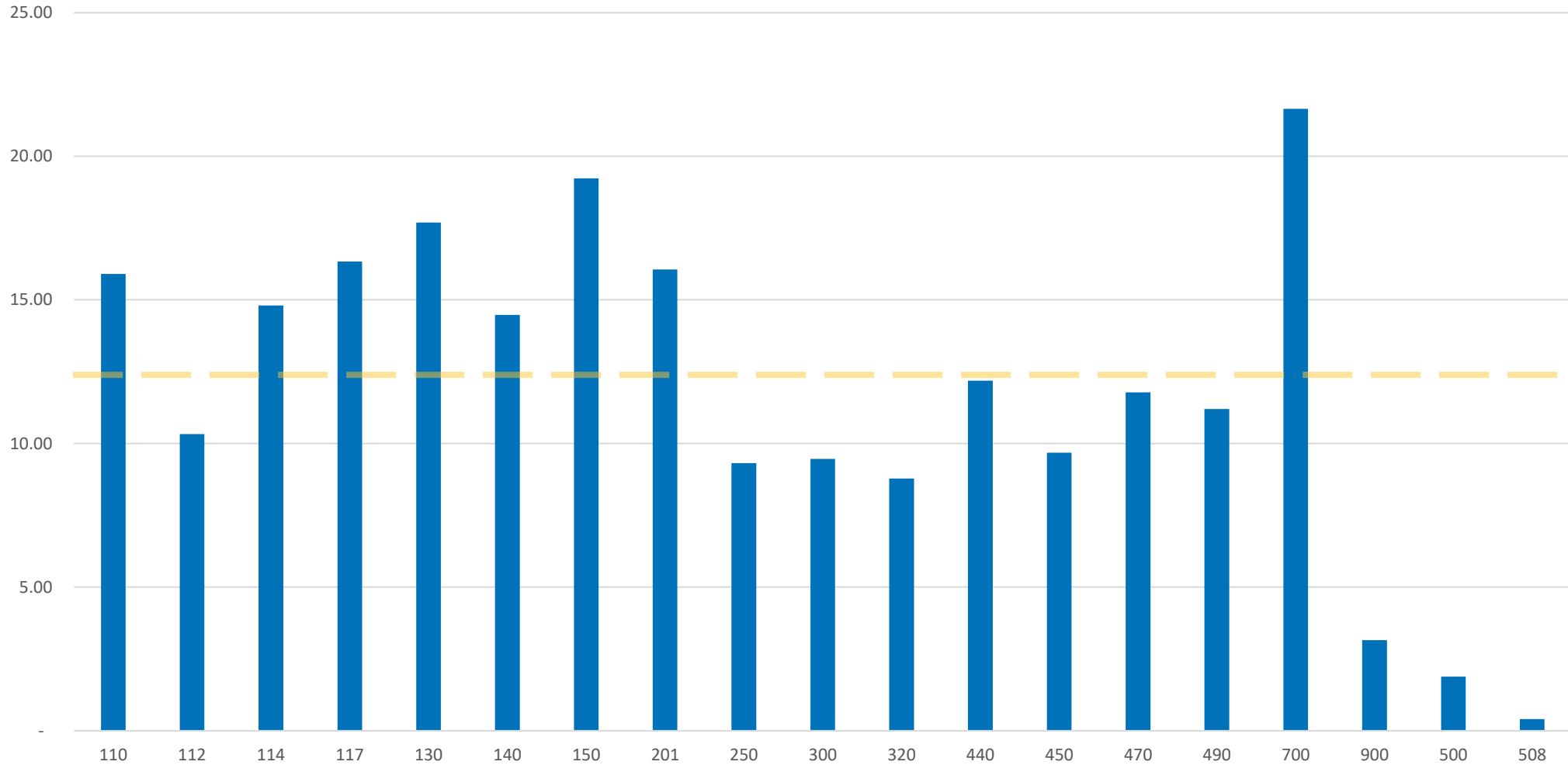
**Avg Sunday Ridership:**  
932

# Fixed Route Ridership

Ridership of 195K exceeded FY23 by 50K



# Passengers per Revenue Hour by Route



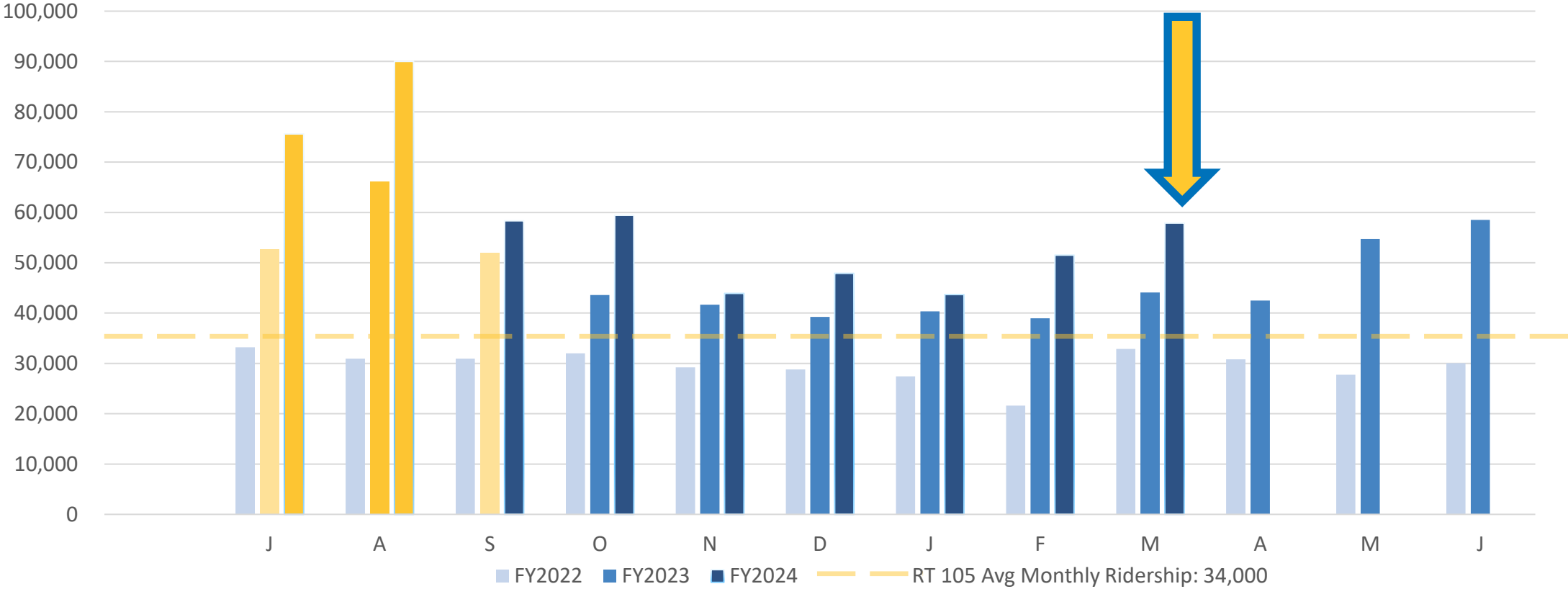
--- FX Service Benchmark is 13



# BRT Ridership

BRT ridership of 51K is 14K more than FY23 Ridership & 17K more than Route 105 Avg.

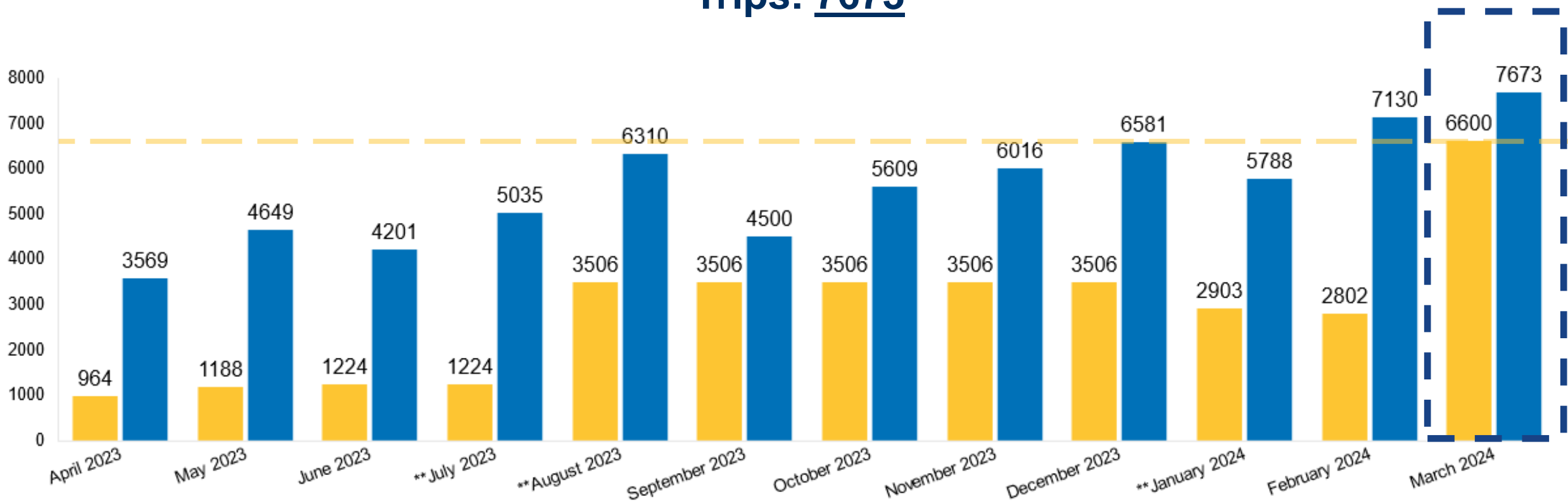
Passengers per Revenue Hour: 21.7



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

# Microtransit – Monthly Ridership

Trips: 7673

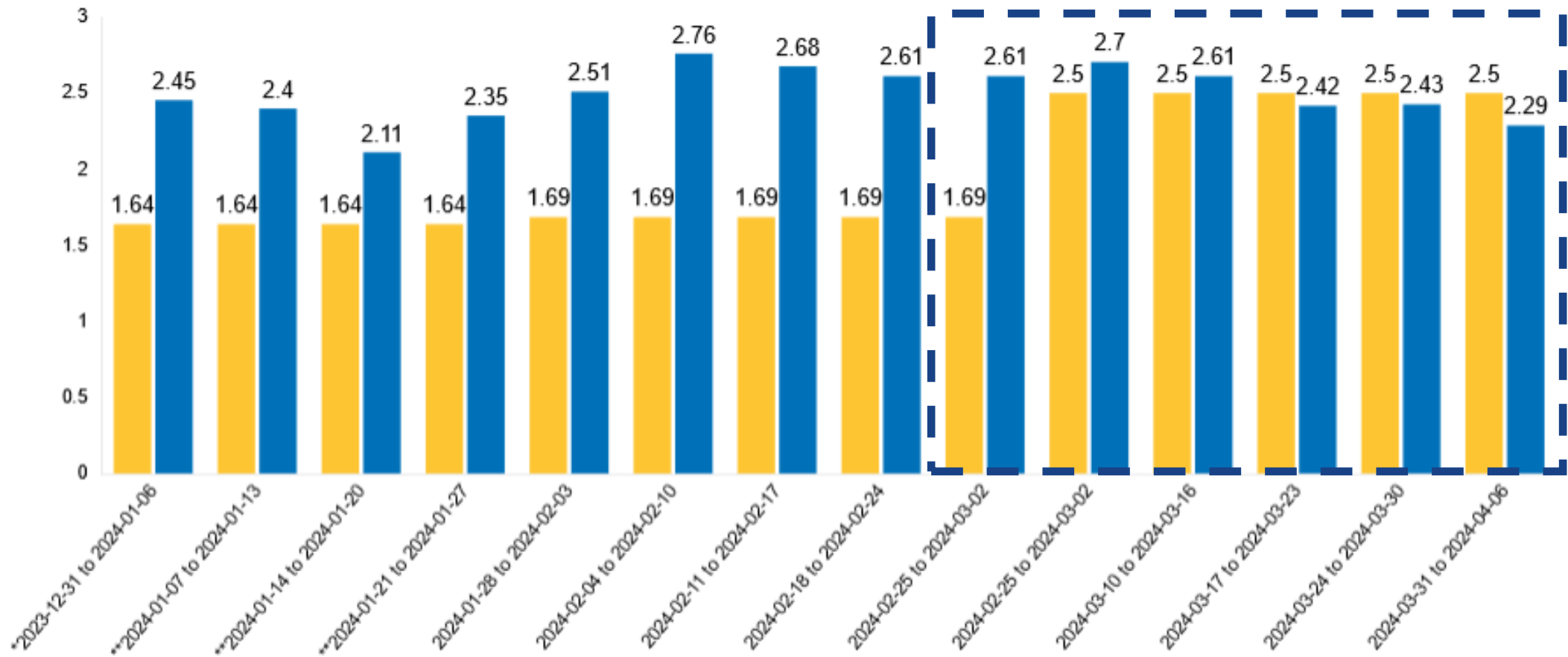


● Agency KPI / Goal - Ridership ● Passengers Completed - Microtransit

--- Performance Goal: 6.6K

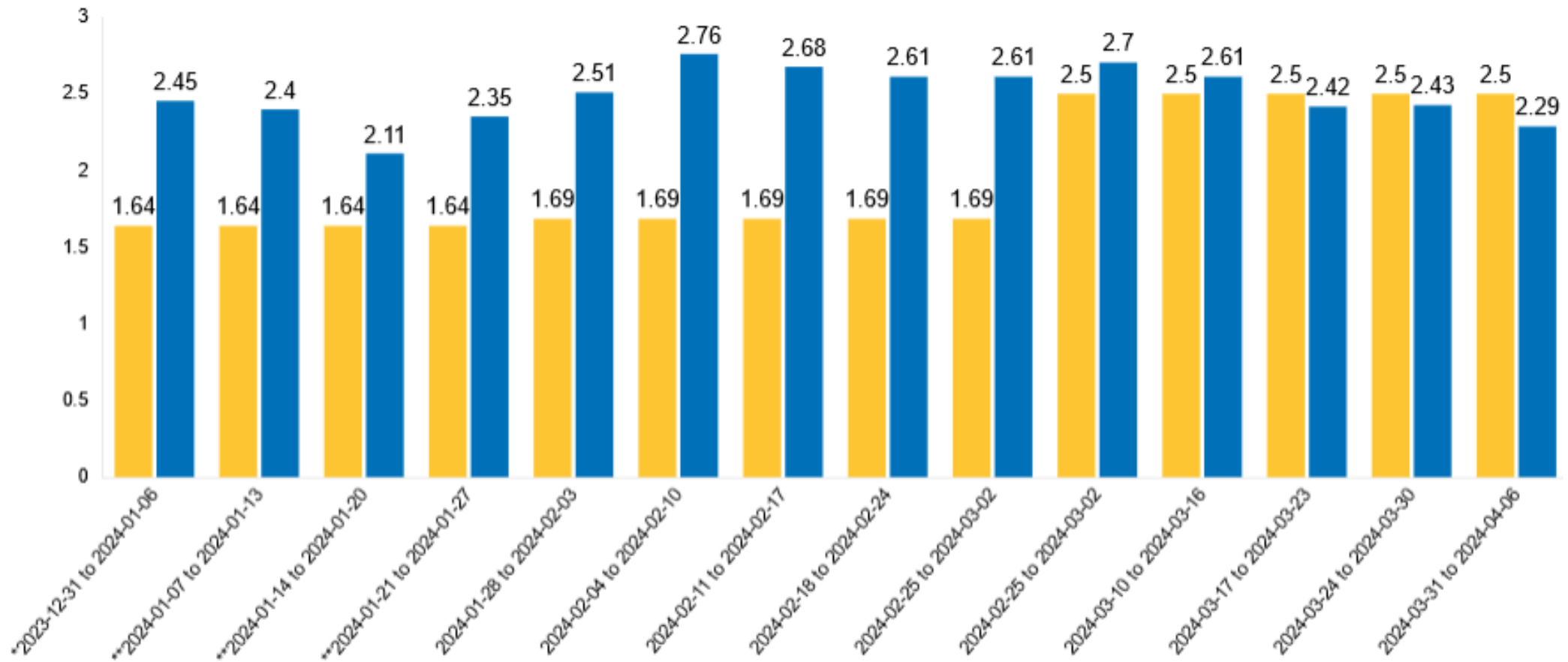
# Microtransit – Monthly Ridership

Passengers per Revenue Hour: 2.5



# Microtransit – Monthly Ridership

Passengers per Revenue Hour: 2.5



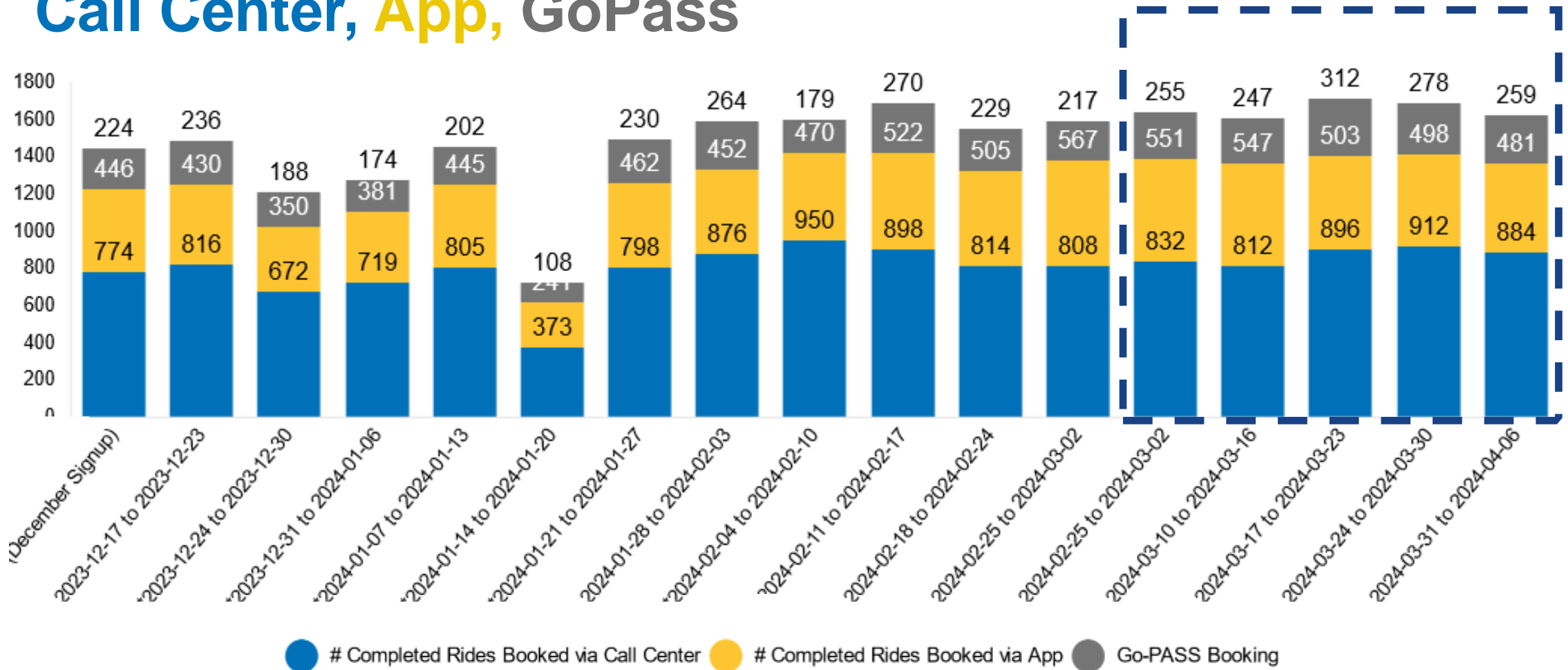
**KPI Note:** Performance KPI of 2.5 was Board approved March 2024 (shown above). The PVH prior to this was based on Ridership per Rev hour, not established KPIs & only intended as a temporary reference until Micro a full year of comparions.

This number (previously shown as 2.25) was also adjusted and only shows 2023 monthly PVH comparison; 1.64 (Jan '23) & 1.69 (Feb '23). (March shows 2.5 KPI.) After April 2024, this reference will be removed and only show Year 1-Micro, Year 2-Micro, and KPI.



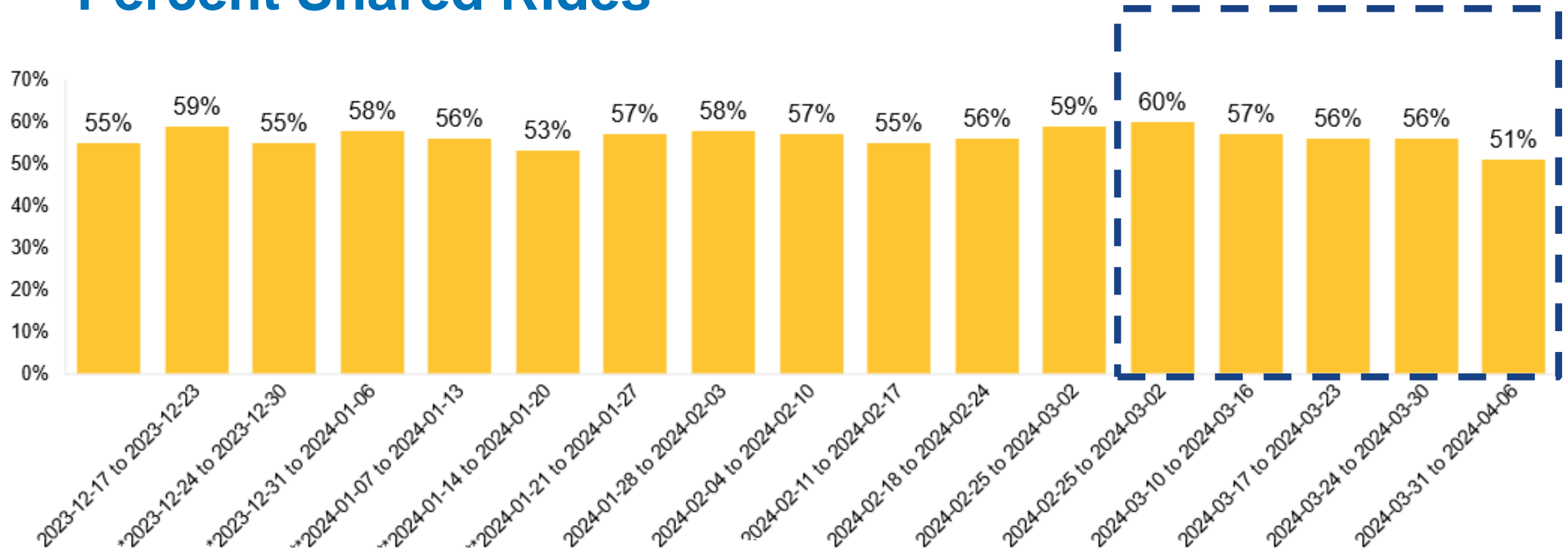
# Microtransit – Booking

## Call Center, App, GoPass



# Microtransit Efficiency

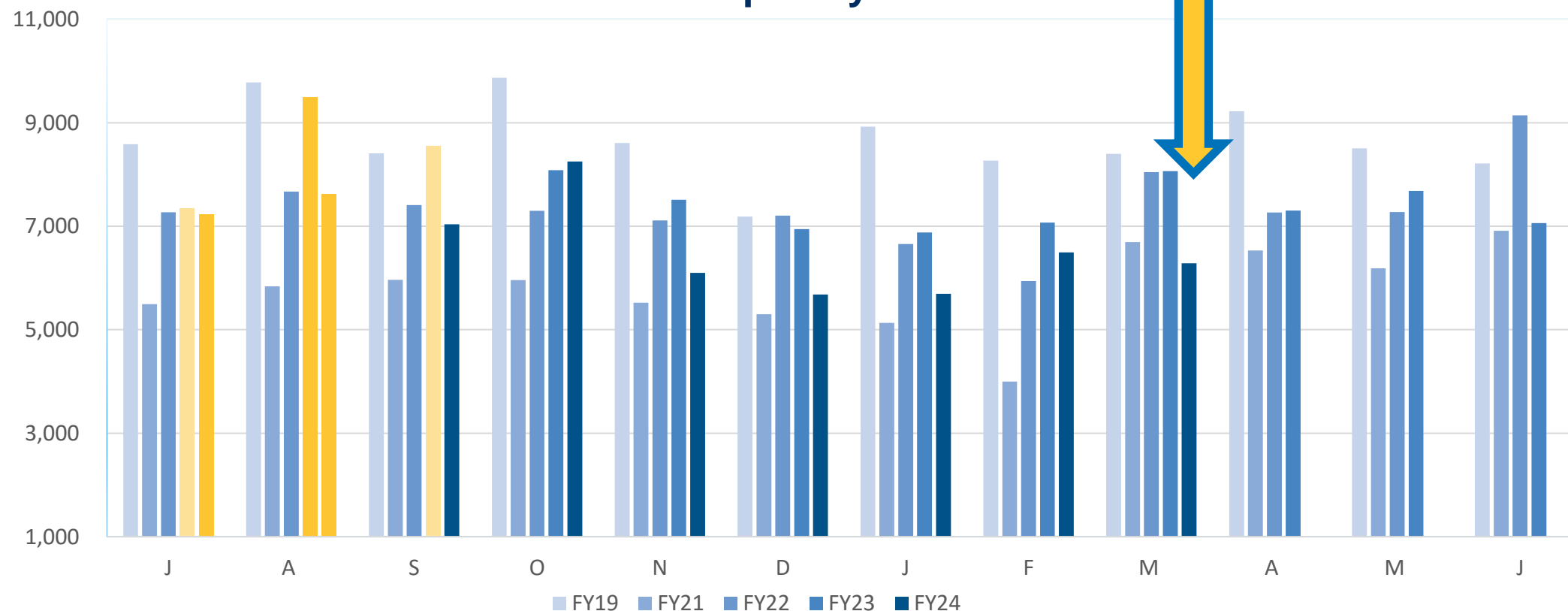
## Percent Shared Rides



# Lift Ridership

Ridership of 6,285 was 1,778 less than FY23.

242 trips/day



**METROPOLITAN TULSA TRANSIT AUTHORITY  
BOARD MEETING  
April 23, 2024**

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


**Recommendation:**

Review and approve the FY24 March Financial Statement Summary.

**Analysis:**

March operating expenses of \$2.2M were \$60K or 2.68% less projections based on the FY2024 budget.

YTD we have a total expenses of 19.234M which are 1.1M or 6% less than projected. Revenues from Operations are on target. The FY24 underspending of 1.1M is reflected in the following areas Administrative Services \$85,000, Materials and Supplies, 443K, Utilities 113K, Insurance \$176K. Below is a summary of our YTD FY24 operating results before audit:

		<b>FY24 Executive Summary</b>		
		For the Nine Months Ending Mar 31, 2024		
<b>Summary of Activities*</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Var%</b>	
Revenues From Operations	\$ 1,811	\$ 1,890	-4%	
Grant Revenues	17,423	18,533	-6%	
<b>Total Operating Revenues</b>	<b>19,234</b>	<b>20,423</b>	<b>-6%</b>	
Total Expenses	(19,234)	(20,423)	-6%	
Surplus (Deficit)	\$ (0)	\$ (0)	0%	
<b>Operating Revenues*</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Var%</b>	
City of Tulsa	\$ 9,145	\$ 8,792	4%	
Federal Grants	6,497	8,514	-24%	
State Grants	1,295	863	50%	
Other Grants	487	364	34%	
Fare Revenues	1,161	1,166	0%	
Advertising Revenues	541	585	-8%	
Other Revenues	110	139	-21%	
<b>Total Operating Revenues</b>	<b>\$ 19,234</b>	<b>\$ 20,423</b>	<b>-6%</b>	
<b>Operating Expenses*</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Var%</b>	
Payroll & Fringe	\$ 13,244	\$ 13,024	2%	
Transportation Services	-	-	0%	
Administrative Services	694	779	-11%	
Materials & Supplies	3,456	3,899	-11%	
Utilities	483	596	-19%	
Insurance	544	719	-24%	
Marketing & Planning	814	1,406	-42%	
<b>Total Expenses</b>	<b>\$ 19,234</b>	<b>\$ 20,423</b>	<b>-6%</b>	





**FY24 Executive Summary**  
For the Nine Months Ending Mar 31, 2024

Summary of Activities*	Actual	Budget	Var%
Revenues From Operations \$	1,811	\$ 1,890	-4%
Grant Revenues	17,423	18,533	-6%
<b>Total Operating Revenues</b>	<b>19,234</b>	<b>20,423</b>	<b>-6%</b>
Total Expenses	(19,234)	(20,423)	-6%
<b>Surplus (Deficit) \$</b>	<b>(0)</b>	<b>(0)</b>	<b>0%</b>

Operating Revenues*	Actual	Budget	Var%
City of Tulsa \$	9,145	\$ 8,792	4%
Federal Grants	6,497	8,514	-24%
State Grants	1,295	863	50%
Other Grants	487	364	34%
Fare Revenues	1,161	1,166	0%
Advertising Revenues	541	585	-8%
Other Revenues	110	139	-21%
<b>Total Operating Revenues \$</b>	<b>19,234</b>	<b>\$ 20,423</b>	<b>-6%</b>

Operating Expenses*	Actual	Budget	Var%
Payroll & Fringe \$	13,244	\$ 13,024	2%
Transportation Services	-	-	0%
Administrative Services	694	779	-11%
Materials & Supplies	3,456	3,899	-11%
Utilities	483	596	-19%
Insurance	544	719	-24%
Marketing & Planning	814	1,406	-42%
<b>Total Expenses \$</b>	<b>19,234</b>	<b>\$ 20,423</b>	<b>-6%</b>

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

Accidents (Per 100K miles)	FY24	FY23	Change	Target
Fixed Route	3.33	9.40	-65%	2.00
RideShare	5.36	6.75	-21%	1.20

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

Complaints	FY24	FY23	Change	Target
Fixed Route	141.00	2.77	-3301%	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	7	-22%	9
Rideshare	5	n/a	2%	5.0

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

Passengers Per Hour	FY24	FY23	Change	Target
Fixed Route	12.32	12.04	-5%	13.00
MicroLink	2.66	n/a		2.50
LinkAssist	1.80	2.05	-12%	2.00

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

Cost Per Trip	FY24	FY23	Change	Target
Fixed Route \$	8.15	\$ 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	5	1	2					8
April								0
May								0
June								0
<b>TOTAL</b>	<b>25</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>34</b>
<b>Percent of Total</b>	<b>74%</b>	<b>6%</b>	<b>15%</b>	<b>3%</b>	<b>0%</b>	<b>3%</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					1			1
April								0
May								0
June								0
<b>Total</b>	<b>17</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>20</b>
<b>Percent of Total</b>	<b>85%</b>	<b>5%</b>	<b>5%</b>	<b>0%</b>	<b>5%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

Lift Preventable Accidents - FY23								
	\$0 to \$500	\$500 to \$1,000	\$1,000 to \$2,500	\$2,500 to \$5,000	\$5,000 to \$10,000	\$10,000 to \$20,000	Over \$20,000	Total
<i>Month</i>								
July	1		1					2
August	6			1				7
September	5	1		1	1			8
October	3							3
November								0
December	3		1					4
January	1							1
February	5							5
March	3			1				4
April			3					3
May	3	1						4
June	2					1		3
<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.
	<b>YTD</b>	<b>YTD</b>	<b>YTD</b>	
	<b>\$</b>	<b>Var\$</b>	<b>Var%</b>	<b>Details</b>
<b>Operating Revenues</b>				
Fixed Route Revenues	970,309.00	2,175.00	0%	Fixed Route Ridership (including Micro Transit) is on target to projected revenue.
Advertising Revenue	540,781.00	(44,219.00)	-8%	Advertising revenue for the month of March is lower, however, we are starting to see more ad's being purchased.
Lift Program Revenues	190,286.00	(7,534.00)	-4%	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	13,244,120.00	219,956.00	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	197,694.00	(39,306.00)	-17%	As we dropped in advertising revenue, commissions dropped as well.
Legal	58,797.00	(26,147.00)	-31%	Legal expenses are currently lower than budgeted as we have wrapped up union negotiations and fewer pending issues.
Audit Fees	32,550.00	-	0%	Audit fees are on target for FY24.
Bldg. & Facility Services	123,671.00	(28,713.00)	-19%	Building and Facility Services are currently under budgeted as we have not ramped up any new projects.
Professional and Technical	262,242.00	33,163.00	14%	Due to increase in turnover, background checks and drug testing are costing more than expected.
Fuel	658,936.00	(504,066.00)	-46%	Fuel cost is less as the contract value is lower the prior years.
Gasoline	142,287.00	(18,517.00)	-12%	Gasoline is starting to level out as MicroTransit Vans have started service.
Oil & Lubricants	122,463.00	(3,661.00)	-3%	With the Eletric vehicles in service it has decrease oil and lubricant needs.
Tires & Tubes	137,419.00	11,390.00	9%	Still in tire replacement for many buses and cost is starting to level out.
Facility Repairs	747,980.00	178,895.00	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	36,751.00	13,279.00	57%	Air Compressor had a few additional parts that added to this cost.
Other Shop & Garage	63,092.00	(6,590.00)	-9%	Due to fewer buses pulling out our expenses have not reached the expected amount.

Repair Parts	1,500,948.00	(155,057.00)	-9%	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	43,229.00	10,692.00	33%	Purchasing of supplies has cost us for this quarter. Expected to level out.
Utilities	483,123.00	(113,148.00)	-19%	Communication amounts have significantly decreased by using 3CX phones vs land lines.
Insurance	543,565.00	(175,557.00)	-24%	The amounts for is Workers Comp came in lower than expected, budget revision may need to be done later in FY24.
Planning	286,105.00	(319,532.00)	-53%	Studies have not kicked off yet.
Marketing & Advertising	222,180.00	(37,405.00)	-14%	Marketing and Advertising in on budget for FY24.
General Office Expense	185,393.00	(274,826.00)	-60%	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	487,005.00	123,366.00	34%	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	1,294,585.00	432,085.00	50%	ODOT increased the FY24 amount
FTA Planning	574,416.00	(274,294.00)	-32%	YTD Planning expenses are 32% less than expected due to not doing a study at this time.
FTA Audit/Leases	105,907.00	(29,333.00)	-22%	
FTA ADA Lift	-	-	0%	All Budgeted Revenue was moved to Operations.
FTA - Operations	3,004,228.00	(1,146,914.00)	-28%	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	2,812,457.00	(566,836.00)	-17%	PM is under budget due to Repair Parts being significantly under budget.

METRO TULSA TRANSIT AUTHORITY  
Income Statement  
For the Nine Months Ending Sunday, March 31, 2024

	Actual	Budget	Var %	PY	PY %	Act YTD	Bgt YTD	Var%	PY YTD	PY %
<b>Operating Revenues</b>										
Passenger	\$100,820	\$104,397	(3.43%)	\$137,073	(26.45%)	\$938,899	\$939,574	(0.07%)	\$1,096,393	(14.36%)
Nightline	\$4,039	\$1,883	114.57%	\$1,520	165.75%	\$24,893	\$16,943	46.93%	\$23,512	5.87%
Sunday Service	-	\$1,291	(100.00%)	\$1,224	(100.00%)	\$6,517	\$11,617	(43.91%)	\$15,174	(57.05%)
Advertising	\$45,225	\$65,000	(30.42%)	\$45,794	(1.24%)	\$540,781	\$585,000	(7.56%)	\$509,405	6.16%
Investments	\$10,900	\$11,790	(7.55%)	\$8,117	34.29%	\$92,871	\$106,106	(12.47%)	\$49,969	85.86%
Lift Program - ADA	\$18,016	\$21,980	(18.04%)	\$53,351	(66.23%)	\$190,286	\$197,820	(3.81%)	\$226,162	(15.86%)
Other Revenue	\$2,071	\$3,700	(44.04%)	\$1,564	32.37%	\$16,977	\$33,300	(49.02%)	\$24,810	(31.57%)
<b>Total Operating Revenues</b>	<b>\$181,071</b>	<b>\$210,041</b>	<b>(13.79%)</b>	<b>\$248,643</b>	<b>(27.18%)</b>	<b>\$1,811,224</b>	<b>\$1,890,360</b>	<b>(4.19%)</b>	<b>\$1,945,425</b>	<b>(6.90%)</b>
<b>Operating Expenses</b>										
<b>Labor:</b>										
Operators	\$597,877	\$570,032	4.88%	\$459,377	30.15%	\$5,148,180	\$5,130,286	0.35%	\$3,851,004	33.68%
Transportation Administration	\$152,025	\$138,757	9.56%	\$128,506	18.30%	\$1,422,854	\$1,248,813	13.94%	\$1,104,241	28.85%
Maintenance	\$125,565	\$110,937	13.19%	\$128,501	(2.28%)	\$1,153,861	\$998,429	15.57%	\$1,062,177	8.63%
Maintenance Administration	\$34,045	\$32,673	4.20%	\$31,635	7.62%	\$293,622	\$294,056	(0.15%)	\$252,806	16.15%
Administration & Accounting	\$109,821	\$118,704	(7.48%)	\$110,578	(0.68%)	\$851,435	\$1,068,336	(20.30%)	\$752,536	13.14%
<b>Total Labor</b>	<b>\$1,019,333</b>	<b>\$971,103</b>	<b>4.97%</b>	<b>\$858,597</b>	<b>18.72%</b>	<b>\$8,869,952</b>	<b>\$8,739,920</b>	<b>1.49%</b>	<b>\$7,022,764</b>	<b>26.30%</b>
<b>Fringe Benefits:</b>										
FICA Taxes	\$80,460	\$87,108	(7.63%)	\$70,571	14.01%	\$754,847	\$783,973	(3.72%)	\$601,758	25.44%
Pension Plan Expense	\$104,603	\$105,539	(0.89%)	\$100,025	4.58%	\$943,498	\$949,851	(0.67%)	\$870,035	8.44%
Health & Dental Insurance	\$116,656	\$122,712	(4.94%)	\$80,395	45.10%	\$1,141,158	\$1,104,411	3.33%	\$1,079,727	5.69%
Life & Disability Insurance	(\$6,396)	\$14,375	(144.50%)	\$16,595	(138.54%)	\$172,314	\$129,373	33.19%	\$85,457	101.64%
Sick Leave	\$18,909	\$36,555	(48.27%)	\$25,408	(25.58%)	\$370,531	\$328,993	12.63%	\$273,545	35.46%
Holiday Pay	\$47,101	\$36,478	29.12%	\$3,844	1125.16%	\$413,520	\$328,299	25.96%	\$298,020	38.76%
Vacation Pay	\$27,061	\$43,918	(38.38%)	\$21,155	27.92%	\$338,566	\$395,261	(14.34%)	\$142,739	137.19%
Uniform Allowance - Drivers	\$4,712	\$10,417	(54.77%)	\$1,447	225.61%	\$48,701	\$93,750	(48.05%)	\$58,621	(16.92%)
Clothing/Tool Allowance - Mechanics	\$2,030	\$2,678	(24.22%)	(\$467)	(534.99%)	\$23,873	\$24,105	(0.96%)	\$12,088	97.50%
Unemployment Compensation	\$2,157	\$2,167	(0.45%)	(\$1,599)	(234.90%)	\$31,826	\$19,500	63.21%	\$6,274	407.28%
Other Fringe Benefits	\$7,682	\$14,081	(45.45%)	\$12,543	(38.76%)	\$135,334	\$126,728	6.79%	\$131,155	3.19%
<b>Total Fringe Benefits</b>	<b>\$404,975</b>	<b>\$476,028</b>	<b>(14.93%)</b>	<b>\$329,917</b>	<b>22.75%</b>	<b>\$4,374,168</b>	<b>\$4,284,244</b>	<b>2.10%</b>	<b>\$3,559,419</b>	<b>22.89%</b>
<b>Total Loaded Payroll</b>	<b>\$1,424,308</b>	<b>\$1,447,131</b>	<b>(1.58%)</b>	<b>\$1,188,514</b>	<b>19.84%</b>	<b>\$13,244,120</b>	<b>\$13,024,164</b>	<b>1.69%</b>	<b>\$10,582,183</b>	<b>25.15%</b>
<b>Transportation Services:</b>										
Fixed Route	-	-	0.00%	\$49,374	(100.00%)	-	-	0.00%	\$443,813	(100.00%)
Sunday Service	-	-	0.00%	\$21,671	(100.00%)	-	-	0.00%	\$201,760	(100.00%)
Lift Program - ADA	-	-	0.00%	\$207,965	(100.00%)	-	-	0.00%	\$1,844,577	(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>\$279,010</b>	<b>(100.00%)</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>\$2,490,150</b>	<b>(100.00%)</b>
<b>Administrative Services:</b>										
Advertising	\$15,584	\$26,333	(40.82%)	\$18,318	(14.92%)	\$197,694	\$237,000	(16.58%)	\$210,664	(6.16%)
Legal Fees	\$8,329	\$9,438	(11.76%)	(\$8,053)	(203.43%)	\$58,797	\$84,944	(30.78%)	\$65,216	(9.84%)
Audit Fees	\$3,617	\$3,617	0.00%	\$3,475	4.08%	\$32,550	\$32,550	0.00%	\$31,275	4.08%
Office Equipment / Computers	\$2,625	\$3,204	(18.08%)	\$1,565	67.70%	\$16,821	\$28,839	(41.67%)	\$16,828	(0.04%)
Building & Facility Services	\$19,060	\$16,932	12.57%	\$11,774	61.88%	\$123,671	\$152,384	(18.84%)	\$104,290	18.58%
Professional & Technical Services	\$35,392	\$16,028	120.81%	\$22,496	57.33%	\$240,567	\$144,252	66.77%	\$246,004	(2.21%)
Software Maintenance & Service	\$2,598	\$9,425	(72.43%)	\$4,150	(37.40%)	\$21,675	\$84,827	(74.45%)	\$91,680	(76.36%)
Security Services	\$497	\$1,558	(68.10%)	\$406	22.46%	\$1,733	\$14,022	(87.64%)	\$6,131	(71.74%)
<b>Total Administrative Services</b>	<b>\$87,702</b>	<b>\$86,535</b>	<b>1.35%</b>	<b>\$54,131</b>	<b>62.01%</b>	<b>\$693,508</b>	<b>\$778,818</b>	<b>(10.95%)</b>	<b>\$772,088</b>	<b>(10.18%)</b>

Total Services	\$87,702	\$86,535	1.35%	\$333,141	(73.67%)	\$693,508	\$778,818	(10.95%)	\$3,262,238	(78.74%)
Materials & Supplies:										
Fuel	\$68,793	\$122,980	(44.06%)	\$40,887	68.25%	\$602,750	\$1,106,816	(45.54%)	\$721,372	(16.44%)
Gasoline	\$16,440	\$17,867	(7.99%)	\$11,158	47.34%	\$142,287	\$160,804	(11.52%)	\$110,021	29.33%
Oil & Lubricants	\$20,964	\$14,014	49.60%	\$7,156	192.98%	\$122,463	\$126,124	(2.90%)	\$85,791	42.75%
Tires & Tubes	\$11,363	\$14,003	(18.85%)	\$25,980	(56.26%)	\$137,419	\$126,029	9.04%	\$120,743	13.81%
Facility Repairs & Maintenance	\$83,580	\$63,232	32.18%	\$42,822	95.18%	\$747,980	\$569,085	31.44%	\$518,650	44.22%
Service & Shop Equipment	\$6,849	\$2,608	162.61%	\$1,510	353.65%	\$36,751	\$23,472	56.57%	\$28,186	30.39%
Other Shop & Garage Expense	\$5,226	\$7,742	(32.50%)	\$7,314	(28.55%)	\$63,092	\$69,682	(9.46%)	\$63,811	(1.13%)
Repair Parts	\$232,876	\$184,001	26.56%	\$234,229	(0.58%)	\$1,500,948	\$1,656,005	(9.36%)	\$1,344,355	11.65%
Servicing Supplies	\$3,463	\$3,615	(4.21%)	\$4,128	(16.11%)	\$43,229	\$32,537	32.86%	\$33,120	30.52%
Transportation & Safety	\$1,395	\$837	66.66%	\$2,257	(38.21%)	\$8,805	\$7,531	16.91%	\$10,652	(17.34%)
Schedules	-	\$1,446	(100.00%)	-	0.00%	\$9,482	\$13,012	(27.13%)	\$7,229	31.16%
Passes & Transfers	\$3,970	\$842	371.60%	\$14,283	(72.21%)	\$40,821	\$7,576	438.84%	\$22,001	85.54%
Total Materials & Supplies	\$454,919	\$433,187	5.02%	\$391,724	16.13%	\$3,456,027	\$3,898,673	(11.35%)	\$3,065,931	12.72%
Utilities:										
Light, Heat, Power, and Water	\$32,891	\$36,188	(9.11%)	\$31,951	2.94%	\$331,042	\$325,694	1.64%	\$263,254	25.75%
Communications	\$20,234	\$30,064	(32.70%)	\$15,913	27.15%	\$152,081	\$270,577	(43.79%)	\$156,637	(2.91%)
Total Utilities	\$53,125	\$66,252	(19.81%)	\$47,864	10.99%	\$483,123	\$596,271	(18.98%)	\$419,891	15.06%
Insurance:										
Insurance Premiums	\$53,387	\$79,902	(33.18%)	\$26,704	99.92%	\$480,483	\$719,122	(33.18%)	\$330,300	45.47%
Self Insurance	\$6,528	-	0.00%	\$9,128	(28.48%)	\$63,082	-	0.00%	(\$8,239)	(865.67%)
Total Insurance	\$59,915	\$79,902	(25.01%)	\$35,832	67.21%	\$543,565	\$719,122	(24.41%)	\$322,061	68.78%
Miscellaneous:										
Planning & Rideshare	\$56,579	\$67,293	(15.92%)	\$33,735	67.72%	\$286,105	\$605,637	(52.76%)	\$373,507	(23.40%)
Dues & Subscriptions	\$4,913	\$4,150	18.38%	\$3,924	25.20%	\$44,467	\$37,350	19.05%	\$21,188	109.87%
Travel & Meetings - Staff	\$11,631	\$4,769	143.87%	\$8,494	36.93%	\$73,852	\$42,923	72.06%	\$80,603	(8.38%)
Travel & Meetings - Board	\$164	\$42	293.28%	-	0.00%	\$2,143	\$375	471.42%	-	0.00%
Marketing & Advertising	\$28,731	\$28,843	(0.39%)	\$15,778	82.10%	\$222,180	\$259,585	(14.41%)	\$320,310	(30.64%)
General Office Expense	\$10,912	\$13,138	(16.94%)	\$5,980	82.47%	\$102,990	\$118,245	(12.90%)	\$93,329	10.35%
Other Miscellaneous Expenses	\$1,189	\$13,680	(91.31%)	(\$181)	(758.12%)	(\$12,871)	\$123,122	(110.45%)	\$76,711	(116.78%)
Bank & Credit Card Fees	\$6,434	\$4,974	29.37%	\$6,937	(7.24%)	\$62,997	\$44,763	40.73%	\$43,431	45.05%
Leases & Rentals	\$7,885	\$19,343	(59.24%)	\$3,046	158.83%	\$32,277	\$174,089	(81.46%)	\$46,313	(30.31%)
Total Miscellaneous	\$128,438	\$156,232	(17.79%)	\$77,713	65.27%	\$814,140	\$1,406,089	(42.10%)	\$1,055,392	(22.86%)
Total Expenses	\$2,208,407	\$2,269,239	(2.68%)	\$2,074,788	6.44%	\$19,234,483	\$20,423,137	(5.82%)	\$18,707,696	2.82%
Net Operating Loss	(\$2,027,336)	(\$2,059,198)	(1.55%)	(\$1,826,145)	11.02%	(\$17,423,259)	(\$18,532,777)	(5.99%)	(\$16,762,271)	3.94%
Operational Grant Funding										
Operating Assistance - Other	\$49,600	\$40,404	22.76%	\$36,905	34.40%	\$487,005	\$363,639	33.93%	\$383,711	26.92%
Oklahoma State Funding	\$123,843	\$95,833	29.23%	\$119,445	3.68%	\$1,294,585	\$862,500	50.10%	\$1,256,669	3.02%
FTA - Planning Assistance	\$66,894	\$94,301	(29.06%)	\$68,571	(2.45%)	\$574,416	\$848,710	(32.32%)	\$744,615	(22.86%)
FTA - Leases / Audit	\$36,298	\$15,027	141.56%	\$38,147	(4.85%)	\$105,907	\$135,240	(21.69%)	\$111,152	(4.72%)
FTA - ADA LIFT	-	-	0.00%	\$55,750	(100.00%)	-	-	0.00%	\$501,750	(100.00%)
FTA - CMAQ	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
FTA - Preventative Maintenance	\$316,944	\$375,477	(15.59%)	\$318,744	(0.56%)	\$2,812,457	\$3,379,293	(16.77%)	\$2,521,814	11.53%
FTA - Operations	\$432,451	\$461,238	(6.24%)	\$246,961	75.11%	\$3,004,228	\$4,151,142	(27.63%)	\$2,756,236	9.00%
COT - Vision Assistance	\$357,500	\$357,500	0.00%	\$328,408	8.86%	\$3,569,916	\$3,217,500	10.95%	\$2,967,371	20.31%
COT - Operating Assistance	\$619,416	\$619,417	(0.00%)	\$613,217	1.01%	\$5,574,744	\$5,574,750	(0.00%)	\$5,518,953	1.01%
Total Operational Grant Funding	\$2,002,946	\$2,059,197	(2.73%)	\$1,826,148	9.68%	\$17,423,258	\$18,532,774	(5.99%)	\$16,762,271	3.94%
Budget Surplus (Deficit)	(\$24,390)	(\$1)	6968914.29%	\$3	(5302610.87%)	(\$1)	(\$3)	(85.40%)	-	(120.35%)
Capital Revenues										

Capital Assistance - FTA	\$266,057	\$255,486	4.14%	\$316,685	(100.00%)	\$3,892,911	\$2,299,374	69.30%	\$2,305,977	68.82%
Capital Assistance - COT	\$27,437	\$183,836	(85.08%)	\$45,736	(100.00%)	\$1,223,237	\$1,654,522	(26.07%)	\$160,736	661.02%
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>\$293,494</b>	<b>\$439,322</b>	<b>(33.19%)</b>	<b>\$362,421</b>	<b>(100.00%)</b>	<b>\$5,116,001</b>	<b>\$3,953,896</b>	<b>23.39%</b>	<b>\$2,446,375</b>	<b>109.13%</b>
Depreciation	\$311,251	\$470,000	(33.78%)	\$345,040	(9.79%)	\$3,225,151	\$4,230,000	(23.76%)	\$3,155,231	2.22%
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>(\$42,147)</b>	<b>(\$30,679)</b>	<b>37.39%</b>	<b>\$17,384</b>	<b>(2031.02%)</b>	<b>\$1,890,849</b>	<b>(\$276,107)</b>	<b>(784.83%)</b>	<b>(\$708,856)</b>	<b>366.75%</b>

&P of &N



## Assets

### Current Assets:

Cash and Cash Equivalents		\$1,558,593
Restricted Cash		\$4,175,326
Trade Accounts Receivable	\$174,852	
FTA Operating & Capital Grants Receivable	\$12,107,029	
COT Operating & Capital Grants Receivable	\$14,998,567	
ODOT Operating & Capital Grants Receivable	\$555,372	
		<u>\$27,835,820</u>
Inventories		\$1,224,112
Prepaid Expenses		\$303,972
Total Current Assets		<u>\$35,097,823</u>

### 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	\$2,362,184	
Less: Accumulated Depreciation	(\$48,044,024)	
Non- Depreciating Assets	\$1,804,487	
Total Capital Assets		<u>\$25,750,141</u>

Total Assets \$60,847,963

Deferred outflows of resources, pension related amounts \$1,586,911

## Liabilities

### Current Liabilities:

Trade Accounts Payable	\$2,329,497	
Accrued Wages & Withholdings	\$588,058	
Accrued Insurance	\$73,400	
Deferred Grant Revenues	\$28,239,020	
Other Current Liabilities	\$41,178	
Total Current Liabilities		<u>\$31,271,153</u>

### Noncurrent Liabilities:

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

Total Liabilities \$38,531,438

Deferred inflows of resources, pension related amounts \$7,191,815

### Net Position:

Invested in Capital Assets	\$25,750,141	
Restricted for Capital Acquisitions	\$1,264,933	
Restricted for Workmen's Comp.	\$74,547	
Unrestricted	(\$4,773,095)	
Total Net Assets		<u>\$22,316,526</u>

Total Liabilities & Net Assets \$60,847,963

## Fixed Route Report (July 2023 to Mar 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	3.18	2.84	-12%	3.33	9.4	65%	2
<b>2) Meet and Exceed Customer Expectations</b>							
Complaints per 10k Boardings	141	5.75	-2352%	94.2	2.77	-3301%	25
On-time Performance	92%	n/a	#VALUE!	93%	n/a	#VALUE!	90%
Miles Between Road Calls	5,586	7,482	25%	7,241	7,035	-3%	7,500
<b>3) Maintain a Quality Workforce</b>							
Operator Absences	5	8	38%	4	7	43%	9
Fixed Route Employee Turnover	0.86%	3.96%	78%	73%	75%	2%	50%
<b>4) Operate an Effective System</b>							
Ridership	195,394	144,454	-35%	157,393	157,393	0%	195,000
Passengers per Service Hour	12.32	9.39	-31%	12.65	12.04	-5%	13
Average Ridership	6,303	5,790	0	0	6,495	100%	8,125
<b>5) Operate an Efficient System</b>							
Cost Per Service Hour	100.35	106.09	5%	96.22	122.47	21%	115
Cost Per Trip	8.15	10.03	19%	9.15	10.37	12%	8.71
Fare Revenue per Trip	0.52	0.75	0.31	0.56	0.79	29%	0.78

Rideshare Programs Report (July 2023 to March 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	2.66	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
Jun-24	<b>On Call Consulting</b>	RFP	\$150,000	On hold
	On Call Consulting contract with 3 to 5 vendors to supply various consulting services.			
Aug-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
	Project will be completed by various individual projects that will be brought to the board as they occur.			
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			
May-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.			
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.			

**METROPOLITAN TULSA TRANSIT AUTHORITY  
BOARD MEETING  
Contract Approval**

To: Board of Trustees

From: Chase Phillips & Randy Cloud – Director of Planning & Director of Maintenance

Subject: Approval of INCOG Contract for Autonomous Vehicle Pilot Project

---

Recommendation

Authorize the General Manager to negotiate final terms and conditions with INCOG to purchase vehicles and related equipment, for an amount not to exceed \$720,164. These purchases serve as the local match for the INCOG Autonomous Vehicle (AV) Pilot Project, funded by Dept. of Energy (DOE).

By leveraging previously planned investments in microtransit vehicles and electric charging infrastructure, MTTA is using this as an opportunity to (1) strengthen community/agency partnerships, (2) gain experience with maintaining and operating an AV fleet, (3) further public engagement with on-demand transportation, (4) receive additional federal funds to operate transit services as MTTA will receive \$258,583 for personnel costs, and (5) improve MTTA’s image as an innovative transit agency.

Background

INCOG was successfully awarded a Dept. of Energy grant with the University of Cornell, MIT, National Renewable Energy Lab, and MTTA to deploy on-demand, energy efficient autonomous vehicles (AV) in an underserved community in North Tulsa. As a DOE pilot project, the primary grant outcomes are research in dynamic AV deployment, public engagement for AV usage, energy consumption, etc. MTTA’s role is operating the vehicles with an on-board safety driver/attendant and maintaining the vehicle fleet. This will be a three-year project, taking place in a food-desert and underserved community directly north of the central business district in Tulsa- based on Creating Access to Nutrition (C.A.N.) Plan Area.

Financial Impact

MTTA will receive \$258,583 for personnel costs to operate the service. The local match for this grant must equate to \$720,164. MTTA’s plans to account for this through project-related capital purchases- vehicles, vehicle equipment, and a dual electric charger as it sees these as necessary to its existing operations, as well as added value to the project contributions. MTTA funds would come from Improve Our Tulsa 2 (Aging Vehicle Replacement and Transit Infrastructure).

The DOE has already confirmed the full cost of the vehicles will be count as local match. They haven’t determined the total local match value for the vehicle charger and equipment items, as they will not fully depreciate during the project. However, MTTA has options in how this is accounted, including leasing assets to the project. MTTA and INCOG are hopeful that PSO may contribute in-kind match. See table below for project items costs.

Item	Count	Unit Cost	Total Cost
Vehicles	4	\$111,549	\$446,196
Vehicle equip. (Farebox, Camera, Radio)	4	\$35,00, quoted	\$140,000
Vehicle Charger (Dual)	1	\$160,000 estimated	\$160,000
		<b>Total Capital Spending</b>	<b>\$746,196</b>
		<i>Overmatch of \$720,164, excluding depreciation</i>	<i>\$26,032</i>