

**Metropolitan Tulsa Transit Authority
BOARD of TRUSTEES MEETING**
Tuesday, December 3, 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 October 29, 2024, SPECIAL MEETING MINUTES**

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 3](#)
- 2. Review and approval of Financial Statements—Rebecca Walner (Action) [Page 12](#)
- 3. General Manager Expenses – Rebecca Walner (Action) [Page 22](#)
- 4. Upcoming Procurements—Rebecca Walner (Information) [Page 23](#)

B. Operating/Marketing

- 1. Facility Electrical Contract – Randy Cloud (Action) [Page 24](#)

Authorize the General Manager to execute agreements with Service 1 Electric for On-Call Electrical for all facilities, for 3 years and two, 1 -year options.

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C. **Executive Committee**—*James Wagner, 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
Friday, January 10, 2025, at 12:00 PM

Fixed Route

**Average Passengers
per Rev. Hr.**
15.0

*APC Ridership

Highest Ridership:

130: 19,338
110: 16,692
140: 13,323
150: 12,613
250: 12,245

*APC Ridership

Highest Passengers per Rev Hr.:

130: 22.7
150: 21.6
117: 18.6
110: 17.6
140: 15.8

*APC Ridership

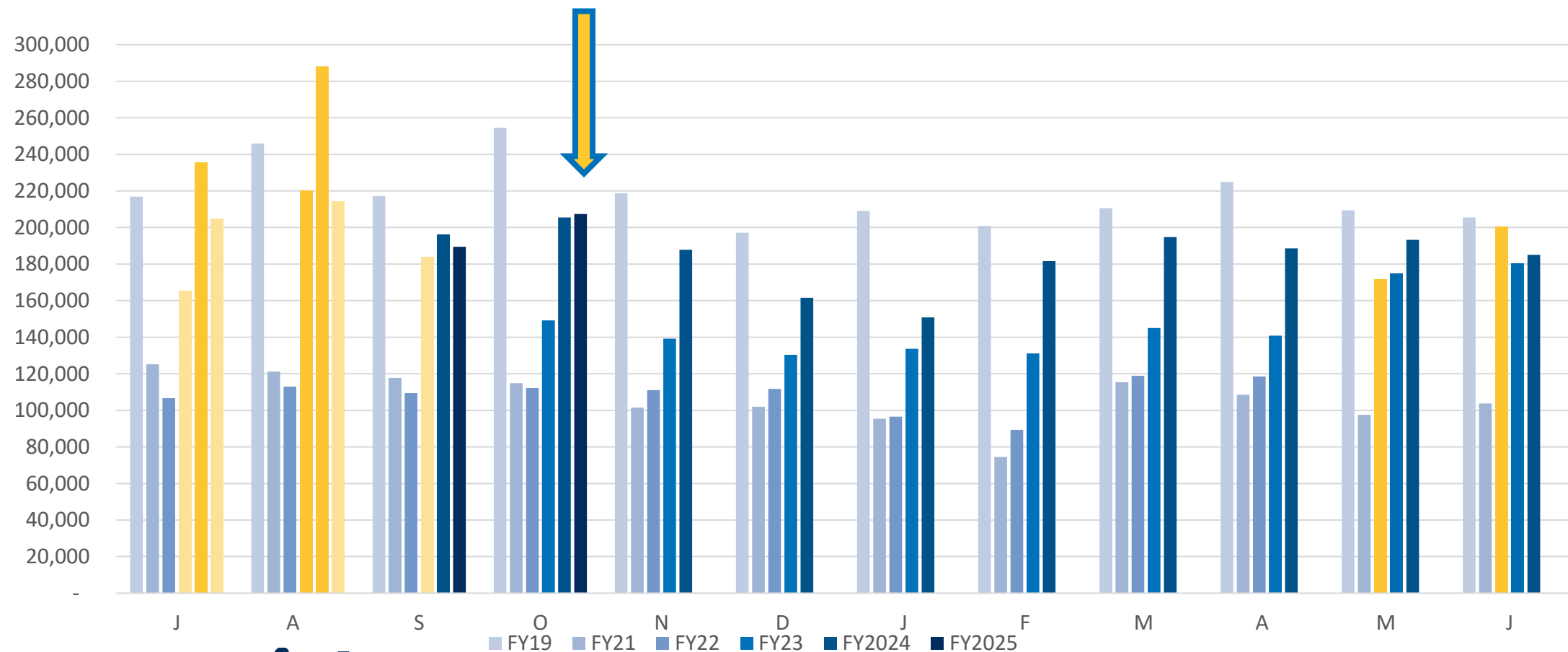
Avg Weekday Ridership:
7904

Avg Saturday Ridership:
5449

Avg Sunday Ridership:
948

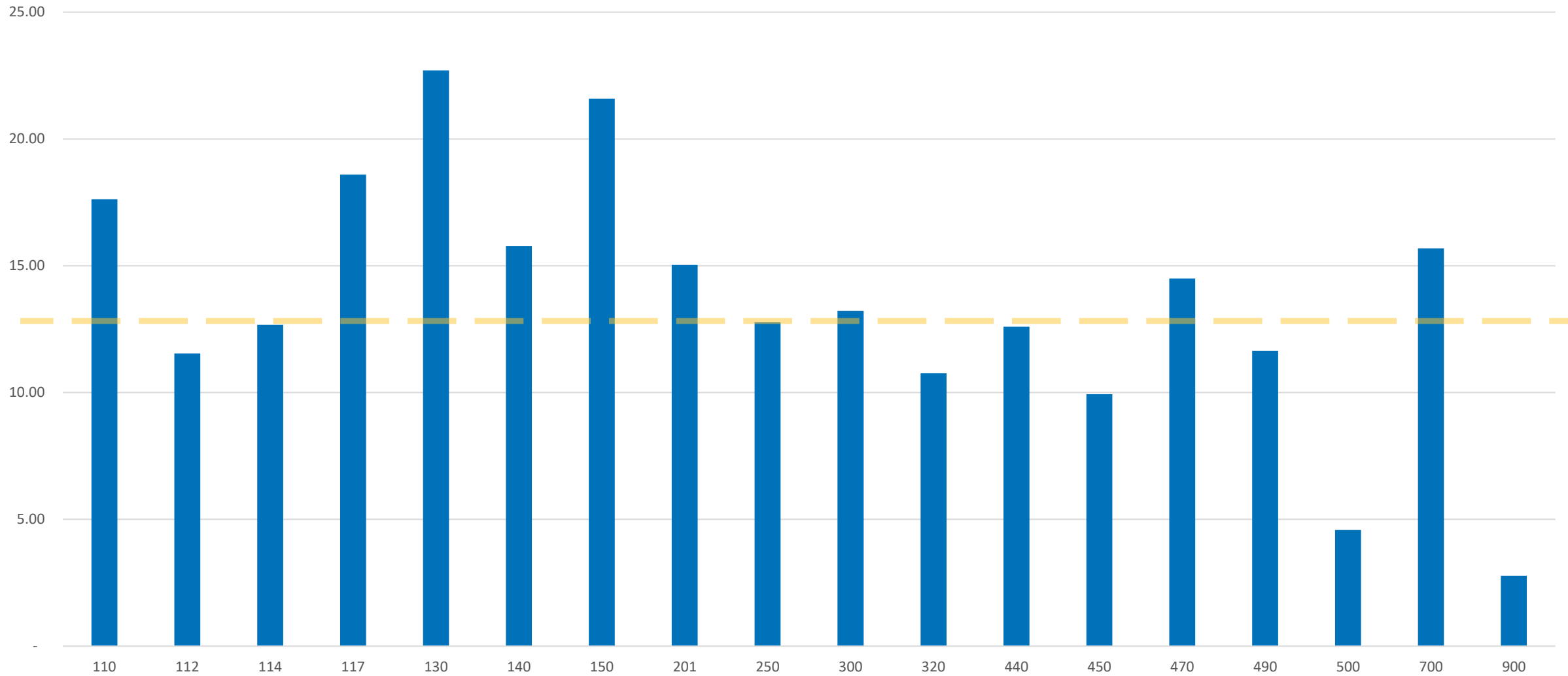
Fixed Route Ridership

Ridership of 207K is 2K more than FY24



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

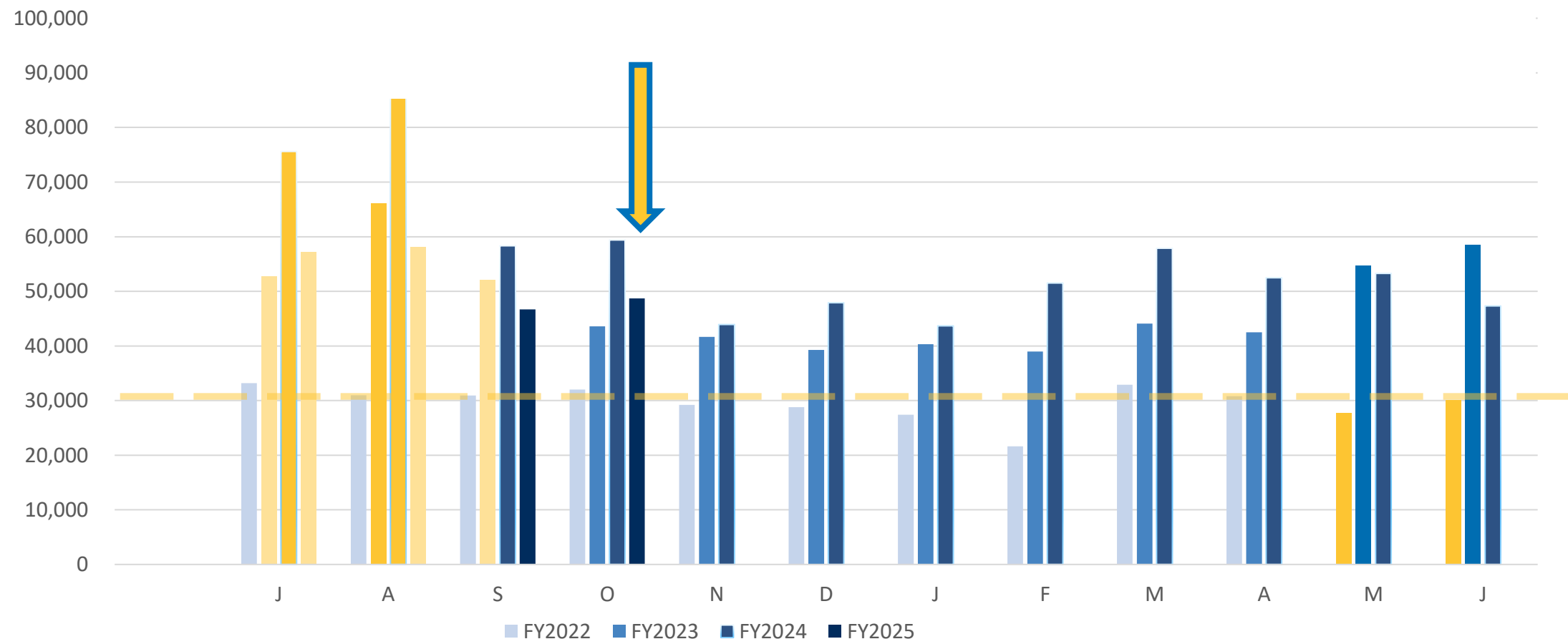
Passengers per Rev. Hour



BRT Ridership

Ridership of 48.7K is 10.7K less than FY24 & 15K more than Route 105 Avg.

Passengers per Revenue Hour: 15.7

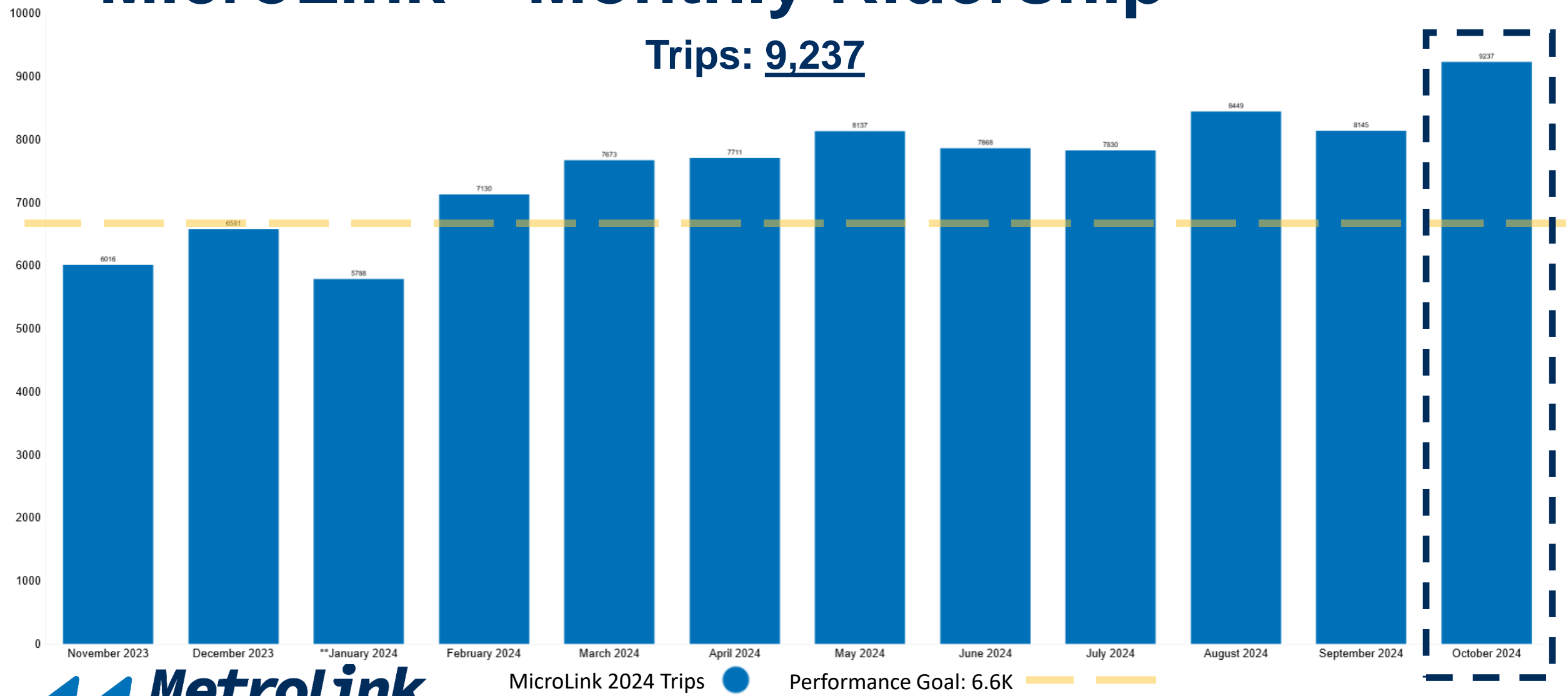


NOTES: (1) FY20 Removed (2) Gold = Free Fare Full Month (3) Light Gold = Free Fare 1/2 Month OR half off fares

RT 105 Avg Monthly Ridership: 34,000

MicroLink – Monthly Ridership

Trips: 9,237



MicroLink 2024 Trips

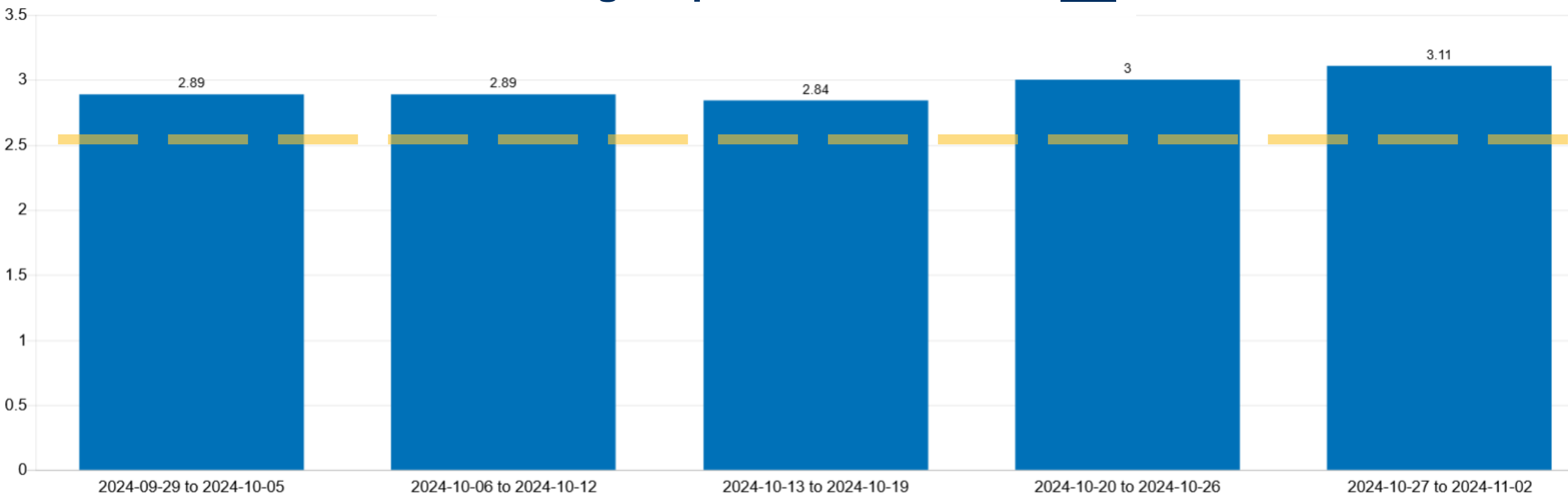


Performance Goal: 6.6K



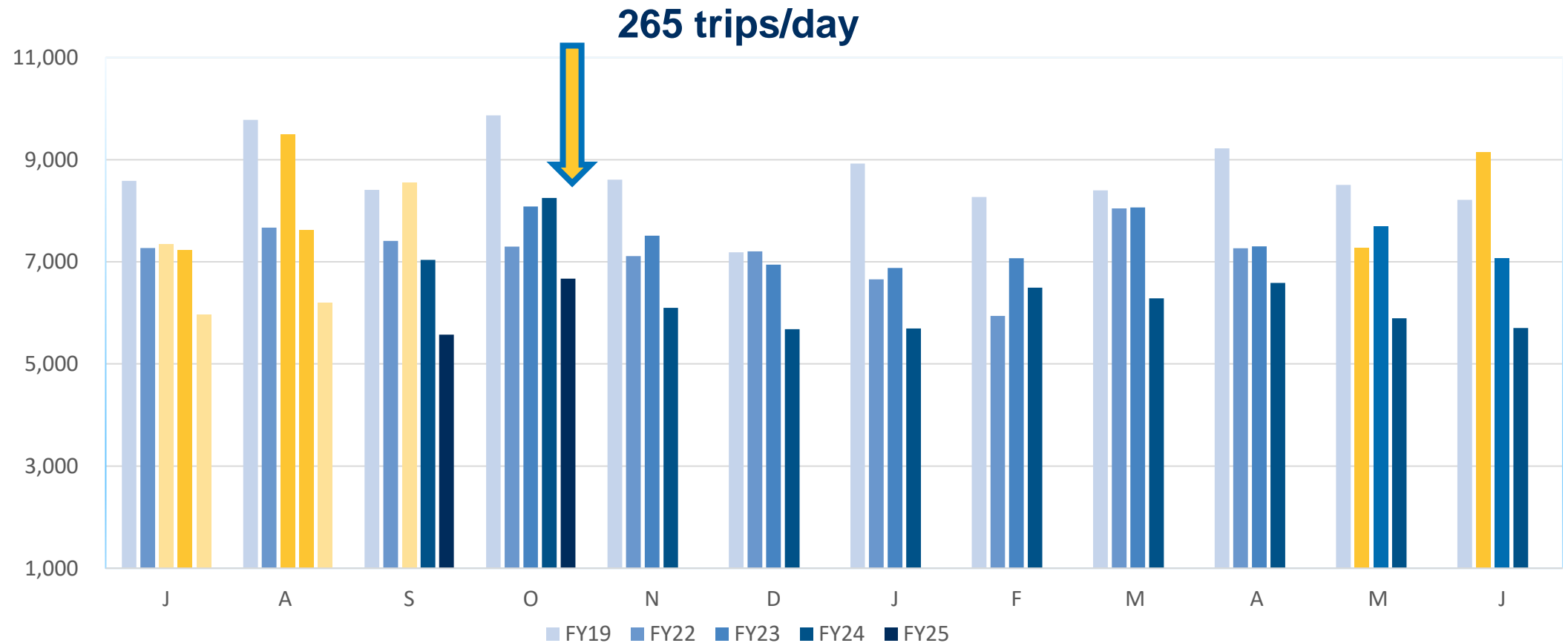
MicroLink – Monthly Ridership

Passengers per Revenue Hour: 2.9



LinkAssist Ridership

Ridership of 6,357 was 1.6K less than FY24



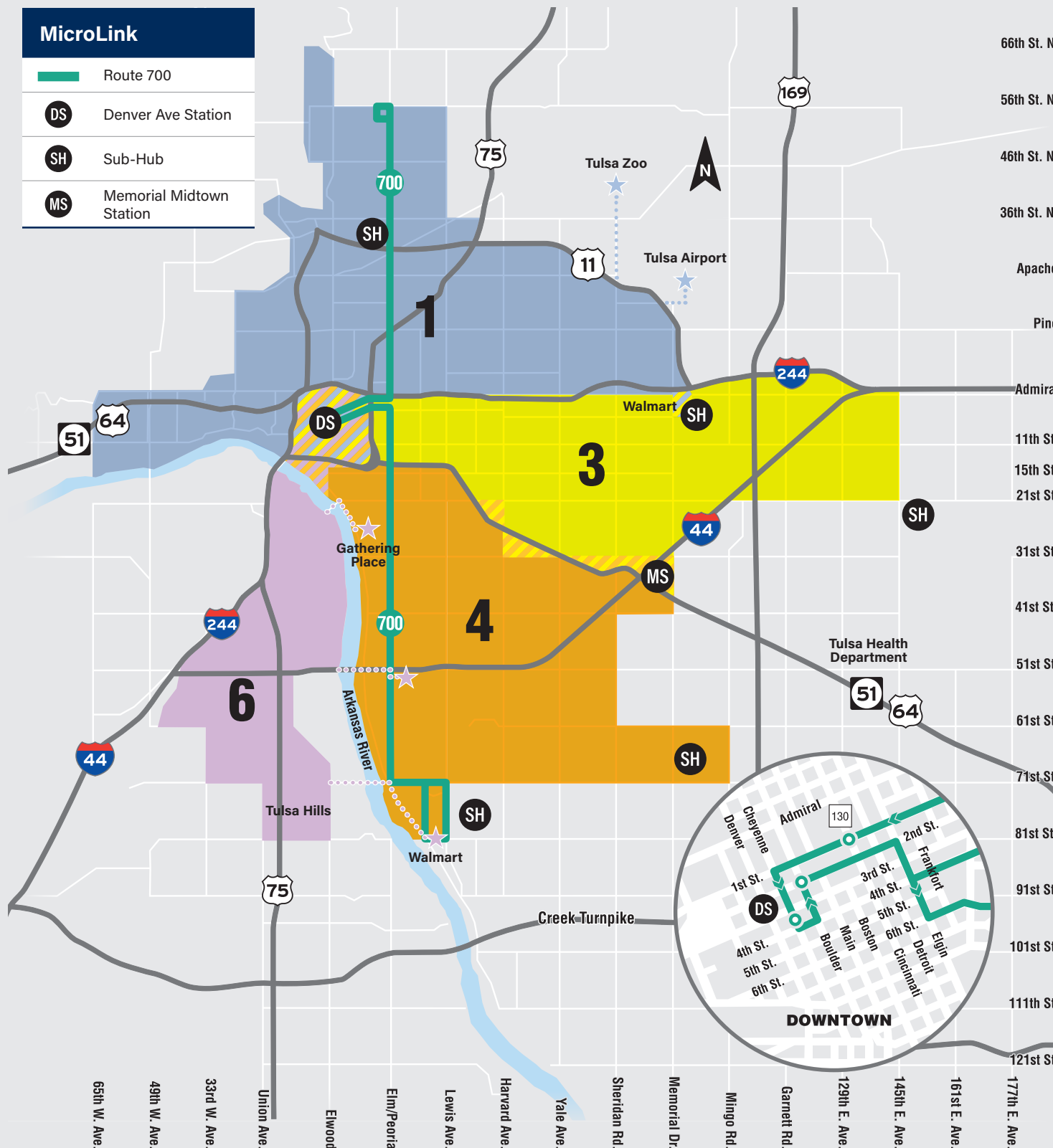
MicroLink

Route 700

DS Denver Ave Station

SH Sub-Hub

MS Memorial Midtown Station



What is MicroLink?

MicroLink is a flexible and on-demand transportation service operating within specific zones or areas that may connect you to fixed route service to get to the final destination. It allows passengers to request rides using a smartphone app, website, or phone call, offering more convenient and flexible service. MicroLink vehicles pick up passengers from designated locations and take them to their destinations within the defined service area, often utilizing real-time scheduling to optimize routes and reduce wait times. It's a responsive and adaptable transit solution that aims to cater to individual travel needs within a certain geographic area.

How to Book:

Get the App: Download our app—it's your ticket to a ride!

Choose Your Way to Pay: Purchase a pass or opt for "pay with cash" during booking.

Plan Your Trip: Tap on PLAN & ROUTE / STOP DETAILS. Allow up to 20 minutes for pickup in Tulsa. Allow up to 1 hour for pickup in BAT (Broken Arrow).

Pick Your Stops: Select where you want to be picked up and dropped off. Select the "MicroLink" logo.

Book Your Ride: Hit that book button!

After booking, you'll get a notification showing where your ride is in real-time and when it's arriving. Keep an eye on it—times might change for a faster service. When it's close, be ready to hop on!

Night and Sunday Hours:

Zones 1-6: Mon-Sat: 8 PM to 12 AM

Zones 1-6: Sunday: 8 AM to 6:30 PM

Where We Go:

Check out our maps for Points of Interest (POI) and zoning. Points of interest are cool places you can head to from outside your zone!

Cancellations & No Shows

Passengers will receive credit for future rides if they are dropped off later than the guaranteed arrival time or if the driver misses the estimated pickup time. Refunds won't be given for cancellations, but credits will be valid for 120 days after being issued. If a passenger doesn't show up, the original charge won't be refunded. Excessive cancellations will be noted on a customer's record, and those canceling more than 5 trips per month may face suspension.

Customers who receive a total of 5 No Shows in a 30 day period will receive a written notice of Service Suspension, and a 30-day service suspension will be imposed. Customers will be given 14 calendar days from the date the suspension letter is mailed to appeal the decision.

MetroLink C/O Call Center
510 S. Rockford Ave.
Tulsa, OK 74120





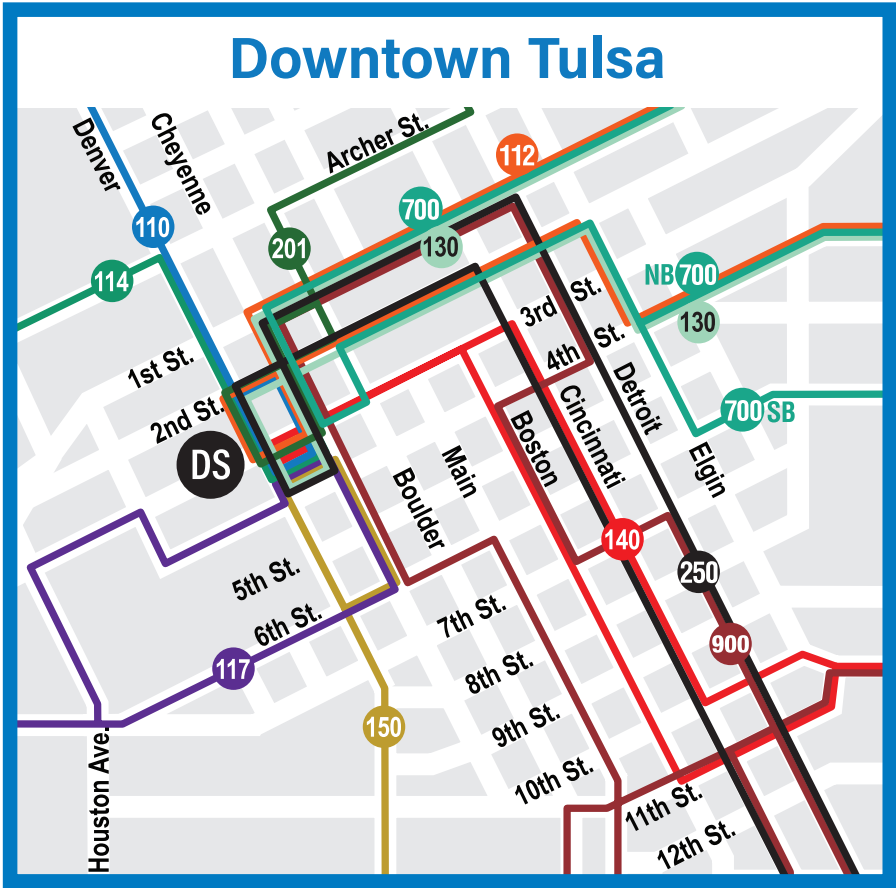
Daytime Map

MetroLinkOK.org

For information on Express Routes and Park & Ride locations, see Route 900.

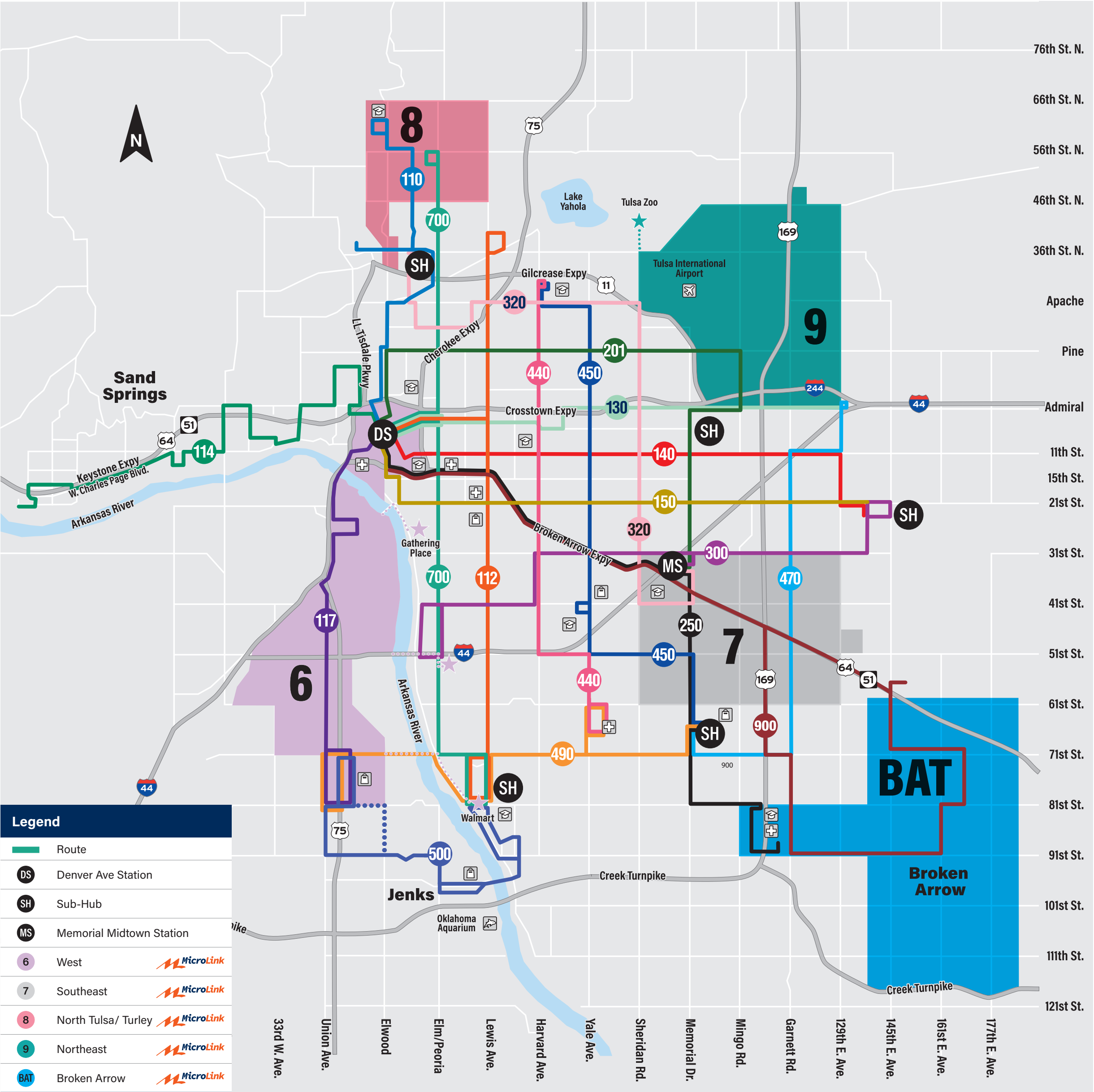
Route Listing

110	MLK/ Hartford	300	31st Street
112	Lewis	320	Sheridan
114	Charles Page/ Sand Springs	440	Harvard
117	Southwest Blvd./ Union	450	Yale
130	Admiral	470	Garnett
140	11th Street	490	West Tulsa/ 71st Street
150	21st Street	500	Jenks Connector
201	Pine/ Memorial	700	AERO Peoria
250	Crosstown	900	Union Express



MicroLink Service Hours:

Zones 6-9
Mon-Sat: 6 AM to 6:30 PM
Zone BAT
Mon-Fri: 8 AM to 5 PM



Airports Hospitals University, College Malls Park & Ride All routes are wheelchair accessible.

Note: See individual route maps for detailed routing information.

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
Dec 3, 2024

To: Board of Trustees
From: Rebecca Walner, Chief Financial Officer
Subject: FY25 Financial Statement Summary through October 31, 2024


Recommendation:

Review and approve the FY25 year to date Financial Statement Summary.

Analysis:

October operating expenses of \$1.9M and around 12% less than projections based on the FY2025 budget. October operating expenses of 1.9M were 280K or approx 12% less projections based on the FY25 budget.

YTD we have a total expenses of 8.4M which are 613K or 9% less than projected. Revenues from Operations are 2.5% higher. The FY25 underspending of 613K is reflected in largely in Marterial and supplies, utilities and insurance expenses and other Miscellaneous being under budget. However, some of these items will level out by fiscal year end and have another month of half price fares. Below is a summary of our YTD FY25 operating results before audit:



FY25 Executive Summary

For the Four Months Ending Oct 31, 2024

Summary of Activities*	Actual	Budget	Var%
Revenues From Operations \$	938	\$ 917	2%
Grant Revenues	7,526	8,160	-8%
Total Operating Revenues	8,464	9,078	-7%
Total Expenses	(8,464)	(9,078)	-7%
Surplus (Deficit) \$	-	\$ -	0%

Operating Revenues*	Actual	Budget	Var%
City of Tulsa \$	3,855	\$ 4,024	-4%
Federal Grants	2,869	3,613	-21%
State Grants	557	383	45%
Other Local	246	140	76%
Fare Revenues	653	629	4%
Advertising Revenues	235	233	1%
Other Revenues	12	7	73%
Total Operating Revenues \$	8,426	\$ 9,029	-7%

Operating Expenses*	Actual	Budget	Var%
Payroll & Fringe \$	5,945	\$ 6,273	-5%
Administrative Services	365	353	3%
Materials & Supplies	1,497	1,562	-4%
Utilities	175	222	-21%
Insurance	175	250	-30%
Miscellaneous	309	417	-26%
Total Expenses \$	8,464	\$ 9,078	-7%



FY25 Executive Summary
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Goal 1. Operate a Safe Transit System				
Accidents (Per 100K miles)	FY25	FY24	Change	Target
Fixed Route	3.50	3.00	17%	2.00
RideShare	5.17	2.00	159%	1.20

Goal 2. Meet and Exceed Customer Expectations				
Complaints	FY25	FY24	Change	Target
Fixed Route	14.00	7.95	76%	25.00
MicroLink	23.00	22.00	-100%	25.00
LinkAssist	23.09	24.00	-4%	25.00

Goal 3. Maintain a Quality Workforce				
Absences (Per weekday)	FY25	FY24	Change	Target
Fixed Route	3	4	-25%	9
Rideshare	4	2	95%	5.0

Goal 4. Operate an Effective Transit System				
Passengers Per Hour	FY25	FY24	Change	Target
Fixed Route	13.31	13.85	-4%	13.00
MicroLink	3.00	2.40	25%	2.50
LinkAssist	1.81	1.95	-7%	2.00

Goal 5. Operate an Efficient Transit System				
Cost Per Trip	FY25	FY24	Change	Target
Fixed Route \$	6.93	\$ 8.38	-17%	\$ 8.71
MicroLink \$	26.00	\$ 23.78	9%	\$ 30.00
LinkAssist \$	49.00	\$ 63.00	-22%	\$ 57.00

MetroLink Tulsa connects people to progress and prosperity.

Fixed Route Preventable Accidents - FY25								
	\$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	0							0
August	2							2
September	8							8
October	2	2	2					6
November								0
December								0
January								0
February								0
March								0
April								0
May								0
June								0
TOTAL	12	2	2	0	0	0	0	16
Percent of Total	75%	13%	13%	0%	0%	0%	0%	100%

Fixed Route 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	5	1	2					8
April	1	1	1	1				4
May	2		1					3
June	1							1
TOTAL	29	3	7	2	0	1	0	42
Percent of Total	69%	7%	17%	5%	0%	2%	0%	100%

Rideshare 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			1					1
August	1							1
September	4							4
October	2	1						3
November								0
December								0
January								0
February								0
March								0
April								0
May								0
June								0
Total	7	1	1	0	0	0	0	9
Percent of Total	78%	11%	11%	0%	0%	0%	0%	0%

Rideshare 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	1	3						
August	6	4						
September	5	0						
October	3	3						
November		2		1				
December	3	4						
January	1	1	1					
February	5							
March	3					1		
April		3		1				
May	3	1						
June	2	1						
Total	32	22	1	2	0	0	0	0
Percent of Total	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

For the Four Months Ending Oct 31, 2024
SUMMARY OF OPERATING BUDGET VARIANCE ANALYSIS

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

Operating Revenues	YTD Act	YTD Budget	Var%	Details
Passenger	\$581,113	\$530,364	9.57%	Fixed Route Ridership (including Micro Transit) is on target to projected revenue.
MicroLink	\$19,860	\$12,724	56.08%	As we have added more MicroLink service the revenue has surpassed expected budgeted amount.
LinkAssist	\$52,104	\$83,333	(37.48%)	As MicroLink has expanded the use for our LinkAssist customers have been converting more to that system.
Advertising	\$235,268	\$233,333	0.83%	Advertising revenue for the they year is on target for FY25.
Investments	\$38,403	\$48,333	(20.55%)	Investments revenue fot the year are slightly lower than targeted due to
Other Revenue	\$11,565	\$6,667	73.48%	Due to increase in Credit card usage, we have received a larger increase in rebate.
Expenses	YTD Act	YTD Budget	Var%	Details
Payroll and Fringe	\$5,944,741	\$6,273,435	(5.24%)	Payroll and fringe is on target fo the year.
Advertising	\$95,135	\$93,333	1.93%	Advertising Commission is in alightment with more advertising.
Legal Fees	\$42,801	\$25,836	65.67%	Mutple litigations have increased the cost in legal expenses.
Audit Fees	\$14,467	\$15,333	(5.65%)	Audit fees are on target for FY25.
Office Equipment / Computers	\$4,827	\$12,817	(62.34%)	Office Equipment is under budget as we move through wrapping up the Remodel project.
Building & Facility Services	\$69,448	\$76,060	(8.69%)	
Professional & Technical Services	\$121,177	\$105,016	15.39%	Reclass for Eligibilty will be in Novemeber report
Software Maintenance & Service	\$15,079	\$18,258	(17.41%)	Reclass for Eligibilty will be in Novemeber report
Security Services	\$1,778	\$6,232	(71.47%)	Classes to be administered in near future.
Fuel	\$199,952	\$361,829	(44.74%)	As we increase the MicroLink Vehicles it has fluated our cost between CNG to Gasoline and set contract rate has kept cost lower.
Gasoline	\$133,420	\$61,339	117.51%	As we increase the MicroLink Vehicles it has fluated our cost between CNG to Gasoline.
Oil & Lubricants	\$57,242	\$66,840	(14.36%)	New vehicles have decreased the amounts oil and lubricats we have needed.
Tires & Tubes	\$69,828	\$63,305	10.30%	Tires continue to be side rubbed, working with training on prevention.
Facility Repairs & Maintenance	\$321,881	\$285,126	12.89%	Classification to be done in November to correct vendor.
Service & Shop Equipment	\$9,458	\$11,039	(14.32%)	On Target
Other Shop & Garage Expense	\$32,696	\$32,118	1.80%	On Target
Repair Parts	\$639,222	\$642,895	(0.57%)	On Target
Servicing Supplies	\$16,418	\$19,277	(14.83%)	Reclass for supplies originally un repair maintenance
Transportation & Safety	\$184	\$3,045	(93.97%)	
Schedules	\$1,935	\$4,877	(60.32%)	New Schedules will come out in December.
Passes & Transfers	\$14,332	\$10,742	33.41%	Purchased new Lift books and the cost has gone up. Looking into options for future.
Utilities	\$174,622	\$221,863	(21.29%)	New CNG station does not pull as much energy as old in FY25 it is reflecting that.
Insurance	\$174,736	\$250,000	(67.08%)	At budget season it was unknown on workers compensations, therefore we had to highly over estimate the cost.
Planning & Rideshare	\$138,631	\$160,000	(13.36%)	No study has been issued for this year to date.
Dues & Subscriptions	\$13,790	\$20,000	(31.05%)	Dues stayed level so far for FY25 therefore we are not seeing as significant of increase as thought.
Travel & Meetings - Staff	\$31,040	\$20,800	49.23%	First of the year heavy on travel. Should level out.
Travel & Meetings - Board	\$1,170	\$1,000	16.98%	On Target
Marketing & Advertising	\$47,751	\$77,213	(38.16%)	Preparing for June half price fair. Has started increasing the sticker change out on buses.
General Office Expense	\$44,854	\$53,713	(16.49%)	Office Equipment is under budget as we move through wrapping up the Remodel project.
Other Miscellaneous Expenses	(\$338)	\$40,000	(100.84%)	This account is to limited in use due to FTA requirements of everything needs a specific requirement.
Bank & Credit Card Fees	\$17,727	\$30,304	(41.50%)	Reclass on payroll expenses required.
Leases & Rentals	\$14,246	\$14,146	0.71%	On Target
Operational Grant Funding	YTD Act	YTD Budget	Var%	Details
Operating Assistance - Other	\$245,837	\$140,000	75.60%	All of Tulsa Tech Lease is under this item, as the months move forward this should level out. Also, increase in BA Contract from original budget has increased funding.
Oklahoma State Funding	\$556,521	\$383,333	45.18%	In October we received official notice of State funding amount and trued up the amount for FY25 to date. We received 1,666,340 instead of 1,150,656.
FTA - Planning Assistance	\$190,705	\$377,204	(49.44%)	Due to not doing a planning project, cost of planning draw downs are lower.
FTA - Leases / Audit	\$26,678	\$60,107	(55.62%)	We have reduced the amount of Leases in FY25 therefore the amount to draw down is less.
FTA - Preventative Maintenance	\$1,193,363	\$1,829,996	(34.79%)	Preventative Maintenance cost is down so we are not needing to defer at the rate budget expected.
FTA - Operations	\$1,457,787	\$1,346,185	8.29%	Operations is drawing down at a higher rate due to Safety and Security amounts being required as well for FY24 and beyond.
COT - Vision Assistance	\$1,327,714	\$1,496,333	(11.27%)	With the State of Oklahoma increasing their amount for the year to keep a level budget, we have requested less in Vision funds for the month, however, it will be requested at a later time.
COT - Operating Assistance	\$2,527,332	\$2,527,333	(0.00%)	On Target
Capital Funding	YTD Act	YTD Budget	Var%	Details
Capital Assistance - FTA	\$5,143,532	\$1,021,944	403.31%	In FY25 we have added 9 Gillig Buses, Validators for the buses, a new truck, and the call center remodel.
Capital Assistance - COT	\$2,489,713	\$735,343	238.58%	In FY25 we have added 9 Gillig Buses, Validators for the buses, a new truck, and the call center remodel.

METRO TULSA TRANSIT AUTHORITY
Income Statement
For the Four Months Ending Thursday, October 31, 2024

	Actual	Budget	Var %	PY	PY %	Act YTD	Bgt YTD	Var%	PY YTD	PY %
Operating Revenues										
Passenger	\$150,138	\$132,591	13.23%	\$115,124	30.41%	\$581,113	\$530,362	9.57%	\$442,170	31.42%
MicroLink	\$6,688	\$3,818	75.15%	\$3,651	83.19%	\$19,860	\$15,272	56.08%	\$9,326	112.95%
LinkAssist	\$8,120	\$20,833	(61.02%)	\$22,313	(63.61%)	\$52,104	\$83,333	(37.48%)	\$87,843	(40.68%)
Advertising	\$37,353	\$58,333	(35.97%)	\$39,445	(5.30%)	\$235,268	\$233,333	0.83%	\$241,625	(2.63%)
Investments	\$11,400	\$12,083	(5.66%)	\$10,274	10.96%	\$38,403	\$48,333	(20.55%)	\$40,035	(4.08%)
Other Revenue	\$3,675	\$1,667	120.48%	\$3,777	(2.71%)	\$11,565	\$6,667	73.48%	\$11,267	2.64%
Total Operating Revenues	\$217,374	\$229,325	(5.21%)	\$194,584	11.71%	\$938,313	\$917,300	2.58%	\$832,266	12.74%
Operating Expenses										
Labor:										
Operators	\$630,451	\$613,849	2.70%	\$601,943	4.74%	\$2,503,324	\$2,455,397	1.95%	\$2,293,533	9.15%
Transportation Administration	\$109,292	\$131,804	(17.08%)	\$150,720	(27.49%)	\$441,944	\$527,216	(16.17%)	\$565,549	(21.86%)
Maintenance	\$123,425	\$128,655	(4.06%)	\$139,715	(11.66%)	\$498,402	\$514,620	(3.15%)	\$529,706	(5.91%)
Maintenance Administration	\$36,604	\$60,179	(39.17%)	\$36,930	(0.88%)	\$131,565	\$240,716	(45.34%)	\$129,811	1.35%
Administration & Accounting	\$146,697	\$141,733	3.50%	\$126,133	16.30%	\$585,435	\$566,932	3.26%	\$460,184	27.22%
Total Labor	\$1,046,469	\$1,076,220	(2.76%)	\$1,055,441	(0.85%)	\$4,160,670	\$4,304,881	(3.35%)	\$3,978,783	4.57%
Fringe Benefits:										
FICA Taxes	\$83,148	\$95,111	(12.58%)	\$83,200	(0.06%)	\$339,834	\$380,443	(10.67%)	\$336,482	1.00%
Pension Plan Expense	\$94,882	\$109,167	(13.09%)	\$74,396	27.54%	\$405,179	\$436,667	(7.21%)	\$389,342	4.07%
Health & Dental Insurance	\$88,991	\$124,894	(28.75%)	\$139,401	(36.16%)	\$443,244	\$499,574	(11.28%)	\$518,927	(14.58%)
Life & Disability Insurance	\$11,661	\$22,642	(48.50%)	\$15,291	(23.74%)	\$54,798	\$90,567	(39.49%)	\$61,264	(10.55%)
Sick Leave	\$28,955	\$31,585	(8.33%)	\$36,240	(20.10%)	\$107,228	\$126,341	(15.13%)	\$159,399	(32.73%)
Holiday Pay	\$4,240	\$40,015	(89.40%)	\$9,529	(55.50%)	\$101,223	\$160,061	(36.76%)	\$110,089	(8.05%)
Vacation Pay	\$46,217	\$41,061	12.56%	\$46,422	(0.44%)	\$220,464	\$164,244	34.23%	\$182,235	20.98%
Uniform Allowance - Drivers	\$5,115	\$6,250	(18.16%)	\$7,541	(32.17%)	\$31,918	\$25,000	27.67%	\$28,216	13.12%
Clothing/Tool Allowance - Mechanics	\$2,328	\$3,000	(22.40%)	\$1,490	56.28%	\$18,309	\$12,000	52.58%	\$16,283	12.45%
Unemployment Compensation	\$1,519	\$4,333	(64.95%)	\$29,439	(94.84%)	\$3,886	\$17,333	(77.58%)	\$21,015	(81.51%)
Other Fringe Benefits	\$16,085	\$14,081	14.23%	\$23,073	(30.29%)	\$57,988	\$56,324	2.96%	\$55,307	4.85%
Total Fringe Benefits	\$383,141	\$492,139	(22.15%)	\$466,022	(17.78%)	\$1,784,071	\$1,968,554	(9.37%)	\$1,878,559	(5.03%)
Total Loaded Payroll	\$1,429,610	\$1,568,359	(8.85%)	\$1,521,463	(6.04%)	\$5,944,741	\$6,273,435	(5.24%)	\$5,857,342	1.49%
Administrative Services:										
Advertising	\$14,941	\$23,333	(35.97%)	\$15,778	(5.30%)	\$95,135	\$93,333	1.93%	\$79,656	19.43%
Legal Fees	\$11,427	\$6,459	76.92%	\$5,337	114.12%	\$42,801	\$25,836	65.67%	\$24,930	71.68%
Audit Fees	\$3,617	\$3,833	(5.65%)	\$3,617	0.00%	\$14,467	\$15,333	(5.65%)	\$14,467	(0.00%)
Office Equipment / Computers	\$1,104	\$3,204	(65.55%)	\$4,419	(75.02%)	\$4,827	\$12,817	(62.34%)	\$7,776	(37.93%)
Building & Facility Services	\$22,757	\$19,015	19.68%	\$11,402	99.59%	\$69,448	\$76,060	(8.69%)	\$46,852	48.23%
Professional & Technical Services	\$14,757	\$26,254	(43.79%)	\$36,838	(59.94%)	\$121,177	\$105,016	15.39%	\$114,387	5.94%
Software Maintenance & Service	\$830	\$4,564	(81.81%)	\$1,842	(54.94%)	\$15,079	\$18,258	(17.41%)	\$8,890	69.61%
Security Services	\$1,092	\$1,558	(29.91%)	(\$6)	(18301.00%)	\$1,778	\$6,232	(71.47%)	\$403	341.25%
Total Administrative Services	\$70,525	\$88,220	(20.06%)	\$79,227	(10.98%)	\$364,712	\$352,885	3.35%	\$297,361	22.65%
Total Services	\$70,525	\$88,220	(20.06%)	\$79,227	(10.98%)	\$364,712	\$352,885	3.35%	\$297,361	22.65%
Materials & Supplies:										
Fuel	\$50,571	\$90,457	(44.09%)	\$17,041	196.77%	\$199,952	\$361,829	(44.74%)	\$265,567	(24.71%)
Gasoline	\$17,149	\$15,335	11.83%	\$14,604	17.43%	\$133,420	\$61,339	117.51%	\$64,354	107.32%

Oil & Lubricants	\$16,463	\$16,710	(1.48%)	\$10,168	61.92%	\$57,242	\$66,840	(14.36%)	\$49,697	15.18%
Tires & Tubes	\$16,322	\$15,826	3.13%	\$19,039	(14.27%)	\$69,828	\$63,305	10.30%	\$71,864	(2.83%)
Facility Repairs & Maintenance	\$81,091	\$71,281	13.76%	\$89,254	(9.15%)	\$321,881	\$285,126	12.89%	\$306,133	5.14%
Service & Shop Equipment	\$1,332	\$2,760	(51.74%)	\$3,820	(65.14%)	\$9,458	\$11,039	(14.32%)	\$21,752	(56.52%)
Other Shop & Garage Expense	\$10,629	\$8,029	32.38%	\$11,974	(11.23%)	\$32,696	\$32,118	1.80%	\$28,987	12.79%
Repair Parts	\$141,211	\$160,724	(12.14%)	\$179,109	(21.16%)	\$639,222	\$642,895	(0.57%)	\$593,605	7.68%
Servicing Supplies	\$10,897	\$4,819	126.12%	\$3,185	242.09%	\$16,418	\$19,277	(14.83%)	\$15,821	3.77%
Transportation & Safety	-	\$761	(100.00%)	\$1,157	(100.00%)	\$184	\$3,045	(93.97%)	\$5,106	(96.40%)
Schedules	-	\$1,219	(100.00%)	-	0.00%	\$1,935	\$4,877	(60.32%)	\$6,096	(68.26%)
Passes & Transfers	\$3,765	\$2,686	40.20%	\$4,865	(22.61%)	\$14,332	\$10,742	33.41%	\$11,367	26.08%
Total Materials & Supplies	\$349,430	\$390,607	(10.54%)	\$354,216	(1.35%)	\$1,496,568	\$1,562,432	(4.22%)	\$1,440,349	3.90%
Utilities:										
Light, Heat, Power, and Water	\$22,941	\$37,944	(39.54%)	\$38,079	(39.75%)	\$122,253	\$151,777	(19.45%)	\$156,680	(21.97%)
Communications	\$12,132	\$17,521	(30.76%)	\$16,568	(26.77%)	\$52,369	\$70,086	(25.28%)	\$60,247	(13.07%)
Total Utilities	\$35,073	\$55,465	(36.77%)	\$54,647	(35.82%)	\$174,622	\$221,863	(21.29%)	\$216,927	(19.50%)
Insurance:										
Insurance Premiums	\$57,076	\$62,500	(8.68%)	\$53,387	6.91%	\$227,575	\$250,000	(8.97%)	\$213,548	6.57%
Self Insurance	(\$24,819)	-	0.00%	\$27,383	(190.64%)	(\$52,839)	-	(118.82%)	\$21,752	(342.91%)
Total Insurance	\$32,257	\$62,500	(48.39%)	\$80,770	(60.06%)	\$174,736	\$250,000	(67.08%)	\$235,300	(25.74%)
Miscellaneous:										
Planning & Rideshare	\$23,041	\$40,000	(42.40%)	\$15,873	45.16%	\$138,631	\$160,000	(13.36%)	\$121,226	14.36%
Dues & Subscriptions	\$4,238	\$5,000	(15.23%)	\$6,492	(34.72%)	\$13,790	\$20,000	(31.05%)	\$16,811	(17.97%)
Travel & Meetings - Staff	\$16,628	\$5,200	219.77%	\$20,880	(20.36%)	\$31,040	\$20,800	49.23%	\$34,231	(9.32%)
Travel & Meetings - Board	\$251	\$250	0.35%	\$98	156.91%	\$1,170	\$1,000	16.98%	\$961	21.77%
Marketing & Advertising	\$2,846	\$19,303	(85.26%)	\$14,919	(80.93%)	\$47,751	\$77,213	(38.16%)	\$103,836	(54.01%)
General Office Expense	\$9,003	\$13,428	(32.95%)	\$20,424	(55.92%)	\$44,854	\$53,713	(16.49%)	\$48,448	(7.42%)
Other Miscellaneous Expenses	\$1,815	\$10,000	(81.85%)	\$3,255	(44.25%)	(\$338)	\$40,000	(100.84%)	(\$6,791)	(95.03%)
Bank & Credit Card Fees	\$11,002	\$7,576	45.22%	\$7,322	50.25%	\$17,727	\$30,304	(41.50%)	\$26,868	(34.02%)
Leases & Rentals	\$3,362	\$3,536	(4.93%)	\$3,008	11.76%	\$14,246	\$14,146	0.71%	\$14,636	(2.66%)
Total Miscellaneous	\$72,186	\$104,293	(30.79%)	\$92,271	(21.77%)	\$308,871	\$417,176	(25.96%)	\$360,226	(14.26%)
Total Expenses	\$1,989,081	\$2,269,444	(12.35%)	\$2,182,594	(8.87%)	\$8,464,250	\$9,077,791	(9.56%)	\$8,407,505	0.67%
Net Operating Loss	(\$1,771,707)	(\$2,040,119)	(13.16%)	(\$1,988,010)	(10.88%)	(\$7,525,937)	(\$8,160,491)	(10.87%)	(\$7,575,239)	(0.65%)
Operational Grant Funding										
Operating Assistance - Other	\$31,155	\$35,000	(10.99%)	\$40,409	(22.90%)	\$245,837	\$140,000	75.60%	\$223,005	10.24%
Oklahoma State Funding	\$184,992	\$95,833	93.04%	\$95,833	93.04%	\$556,521	\$383,333	45.18%	\$383,332	45.18%
FTA - Planning Assistance	\$42,253	\$94,301	(55.19%)	\$66,954	(36.89%)	\$190,705	\$377,204	(49.44%)	\$284,593	(32.99%)
FTA - Leases / Audit	\$1,454	\$15,027	(90.32%)	\$16,888	(91.39%)	\$26,678	\$60,107	(55.62%)	\$20,489	30.21%
FTA - Preventative Maintenance	\$327,498	\$457,499	(28.42%)	\$380,233	(13.87%)	\$1,193,363	\$1,829,996	(34.79%)	\$1,241,239	(3.86%)
FTA - Operations	\$365,559	\$336,546	8.62%	\$410,779	(11.01%)	\$1,457,787	\$1,346,185	8.29%	\$1,317,018	10.69%
COT - Vision Assistance	\$186,965	\$374,083	(50.02%)	\$357,500	(47.70%)	\$1,327,714	\$1,496,333	(11.27%)	\$1,647,445	(19.41%)
COT - Operating Assistance	\$631,833	\$631,833	(0.00%)	\$619,416	2.00%	\$2,527,332	\$2,527,333	(0.00%)	\$2,477,664	2.00%
Total Operational Grant Funding	\$1,771,709	\$2,040,122	(13.16%)	\$1,988,012	(10.88%)	\$7,525,937	\$8,160,491	(7.78%)	\$7,594,785	(0.91%)
Budget Surplus (Deficit)	\$2	\$3	(131.43%)	\$2	340.00%	-	-	(100.00%)	\$19,546	(100.01%)
Capital Revenues										
Capital Assistance - FTA	\$41,176	\$255,486	(83.88%)	\$196,666	(79.06%)	\$5,143,532	\$1,021,944	403.31%	\$2,334,910	120.29%
Capital Assistance - COT	-	\$183,836	(100.00%)	-	0.00%	\$2,489,713	\$735,343	238.58%	\$743,286	234.96%
Capital Assistance - Other	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
Gain (Loss) on Sale of Assets	-	-	0.00%	-	0.00%	-	-	0.00%	(\$147)	(100.00%)

Total Capital Revenues	\$41,176	\$439,322	(90.63%)	\$196,666	(79.06%)	\$7,633,245	\$1,757,287	334.38%	\$3,078,049	147.99%
Depreciation	\$413,538	\$470,000	(12.01%)	\$394,865	4.73%	\$1,516,177	\$1,880,000	(19.35%)	\$1,495,663	1.37%
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	(\$372,360)	(\$30,675)	1113.82%	(\$198,197)	87.87%	\$6,117,068	(\$122,713)	(1606.46%)	\$1,601,932	281.86%

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Assets

Current Assets:

Cash and Cash Equivalents		\$447,134
Restricted Cash		\$4,311,030
Trade Accounts Receivable	\$311,462	
FTA Operating & Capital Grants Receivable	\$6,520,376	
COT Operating & Capital Grants Receivable	<u>\$22,706,592</u>	
		\$29,538,430
Inventories		\$1,156,296
Prepaid Expenses		<u>\$778,079</u>
Total Current Assets		<u>\$36,230,968</u>

Capital Assets, at cost:

Revenue Equipment	\$49,921,969	
Service Equipment	\$660,601	
Security Equipment	\$2,259,693	
Buildings & Improvements	\$13,019,727	
Passenger Shelters	\$2,096,715	
Shop and Garage Equipment	\$3,517,524	
Computers & Other Equipment	\$6,928,854	
Office Furniture and Fixtures	\$209,681	
Land & Improvements	\$2,633,707	
Construction in Progress	\$214,424	
Less: Accumulated Depreciation	(\$50,554,390)	
Non- Depreciating Assets	<u>\$2,053,360</u>	
Total Capital Assets		\$30,908,505

Total Assets	<u><u>\$67,139,473</u></u>
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Deferred outflows of resources, pension related amounts	<u>\$2,117,186</u>
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Liabilities

Current Liabilities:

Trade Accounts Payable	\$2,045,668	
Accrued Wages & Withholdings	\$288,166	
Accrued Insurance	\$82,610	
Deferred Grant Revenues	\$31,919,728	
Other Current Liabilities	<u>\$40,183</u>	
Total Current Liabilities		\$34,376,355

Noncurrent Liabilities:

Advance Payable to COT	\$326,674	
Net Pension Liability	\$10,131,541	
Accrued Compensated Absences	<u>\$471,773</u>	
Total Noncurrent Liabilities		<u>\$10,929,988</u>

Total Liabilities	\$45,306,343
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Deferred inflows of resources, pension related amounts	<u>\$3,001,470</u>
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Net Position:

Invested in Capital Assets	\$30,908,505	
Restricted for Capital Acquisitions	\$1,223,001	
Restricted for Workmen's Comp.	\$73,699	
Unrestricted	<u>(\$10,372,075)</u>	
Total Net Assets		\$21,833,130

Total Liabilities & Net Assets	<u><u>\$67,139,473</u></u>
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MetroLink (July 2024 to Oct 2024)

	Current Month	Prior Year	Percent Change	YTD Monthly Average	Prior Year	Percent Change	Goal
Average Call Center Minutes on Hold Time	3.36	4	-16%	3.25	6	49%	1
Average Absense Per Day	23	9	156%	17	21	19%	30
Employee Turnover	2%	4%	-51%	4%	4%	-5%	35%
OSHA Accidents per 200K Manhours	0	0	0%	0	0	0%	2

1) Operate a Safe Transit System

Preventable Vehicle Accidents per 100k Miles-Fixed Route	3.5	3	-17%	4	7.31	45%	2
Preventable Van Accidents per 100k Miles-RideShare	5.17	2	-100%	5.36	3.99	-34%	1.2

2) Meet and Exceed Customer Expectations

Complaints per 10k Boardings-Fixed Route	14	7.95	-76%	15.34	1.37	-1020%	25
Complaints per 10k Boardings-LinkAssist	23	24	4%	49	61.23	20%	25
Complaints per 10k Boardings-MicroLink	23.09	22	-100%	34.71	22	100.00%	25
On-time Performance-Fixed Route	93%	91%	-2%	93%	90%	-3%	90%
On-time Performance-LinkAssist	92%	94%	2%	95%	97%	2%	95%
On-time Performance-MicroLink	89%	94%	5%	84%	85%	1%	95%
Miles Between Road Calls-Fixed Route	5,556.00	7,484.00	26%	5,806.00	10,326.00	44%	7,500.00
Miles Between Road Calls-RideShare	10,026.00	7,083.00	-42%	13,566.00	12,322.00	-10%	18,000.00

3) Maintain a Quality Workforce

Operator Absences-Fixed Route	3	4	25%	4	7	43%	9
Operator Absences-RideShare	3.9	2	-95%	2.5	2	-25%	5
Employee Turnover-Fixed Route	7.00%	22.54%	69%	7.91%	7.06%	-12%	50%
Employee Turnover-RideShare	17.00%	14.67%	-16%	2.84%	11.58%	75%	50%

4) Operate an Effective System

Ridership-Fixed Route	207,374.00	205,404.00	-1%	201,948.00	231,510.00	13%	195,000.00
Ridership-LinkAssist	6,357.00	8,252.00	23%	6,023.00	7,252.00	17%	6,200.00
Ridership-MicroLink	9,237.00	3,773.00	-145%	8,415.00	3,773.00	-123%	6,600.00
Passengers per Service Hour-Fixed Route	13.31	13.85	4%	13.09	12.11	-8%	13.00
Passengers per Service Hour-LinkAssist	1.81	1.95	7%	2.23	1.83	-22%	2.00
Passengers per Service Hour-MicroLink	3.00	2.40	-25%	2.68	2.55	-5%	2.50
Average Ridership-Fixed Route	6,689.00	6,625.00	-1%	6,514.00	7,468.00	13%	8,125.00
Average Ridership-LinkAssist	205.00	266.00	23%	194.00	234.00	17%	222.00
Average Ridership-MicroLink	298.00	122.00	-144.26%	271.00	121.00	-124%	236.00

5) Operate an Efficient System

Cost Per Service Hour-Fixed Route	92.27	104.52	12%	99.06	103.28	4%	115
Cost Per Service Hour-LinkAssist	89	166	46%	98	132	26%	137
Cost Per Service Hour-MicroLink	76	57.07	-33%	109	115.92	6%	89
Cost Per Trip-Fixed Route	6.93	8.38	17%	7.78	7.42	-5%	8.71
Cost Per Trip-LinkAssist	49	63	22%	50	67	25%	57
Cost Per Trip-MicroLink	26	23.78	-9%	44.37	26	-71%	30
Fare Revenue per Trip-Fixed Route	0.72	0.57	-26%	1.87	0.66	-183%	0.78
Fare Revenue per Trip-LinkAssist	3	3	0%	2	1.85	-8%	3
Fare Revenue per Trip-MicroLink	1.46	1.65	12%	0.65	1.67	61%	0.78

**METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
Oct 29, 2024**

To: Board of Trustees
From: Rebecca Walner, Chief Financial Officer
Subject: FY25 General Manager Expenses

Recommendation:

Review and approve the General Manager Expenses for Oct 2024. Total Amount: \$921.21

Analysis:

OkTa conference held in Thackerville, OK. General Manager had expected expenses.

Merchant Name	Date	Total Amount	Description of Expense
WINSTAR WORLD HOTEL II	10/25/24	\$768.58	Hotel Stay For OKTA
KUM&GO 0874R TULSA	10/24/24	\$35.70	Gas From OKTA
MCDONALD'S F39016	10/24/24	\$10.39	Lunch
EDGEWATER GRILL	10/23/24	\$19.00	Lunch
PHILLIPS 66 - CTS 550	10/23/24	\$53.69	Gas to Conference
LE PARIS	10/22/24	\$9.63	Bottle Water
THE ISLE AT WINSTAR	10/21/24	\$12.51	Dinner at Hotel
MCDONALD'S F10181	10/21/24	\$11.71	Lunch

Est. Board Date	Good/Service	Type	Status
Jan-24	Plumbing/HVAC	RFQ	On the board
	Contract for On Call Plumbing/HVAC/Electrical services.		
Jan-25	On Call A&E Services	RFP	Prep Stage
	Design and Contraction Contract		
Feb-25	ADA Lift & Microtransit Vehicles	RFP	Push to Feb due to Holidays and ensuring a proper amount of time for procurement to be seen.
	Contract for purchase of ADA Lift & Microtransit Vehicles		
Feb-25	Bus Wash & Vacuum	RFP	Push to Feb due to Holidays and ensuring a proper amount of time for procurement to be seen.
	Existing Bus Wash & Vacuum is in need of replacement after reaching it's expected life. It will be allowed to bid on either option or both.		
Feb-25	On Board Survey	RFP	Prep Stage
	Customer on-board survey- requirement from FTA every 3 years.		
Feb-25	Paratransit Eligibility Service	RFP	Prep Stage
	To determine if customer is eligible for paratransit transit service		
Mar-25	Rolling Stock - Fixed Route	RFP	Prep Stage
	Contract for purchase of Fixed Route Vehicles		
May-25	Accounting Software	RFP	Prep Stage
	Non support of Great Plains is causing the agency to seek out new accounting software.		
May-25	BRT Cleaning	RFP	Prep Stage
	To clean both BRT (Peoria & Rt 66) Stations		
May-25	Bus Radio Replacement	RFP	Prep Stage
	Replacement of radios in buses		
Pending COT conversation	Bus Stop Signs	Pending	Pending other City Designs/Diminisions
	Replace bus stop signs along all routes with new name and look		

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
September 24th, 2024, Consent Calendar Item

To: Board of Trustees

From: Randy Cloud – Maintenance Director

Subject: Electrical Service Contract- 25-02

Recommendation

Authorize the General Manager to execute agreements with Service 1 Electric for On-Call Electrical for all facilities, for 3 years and two, 1 -year options.

Background

On October 8th , MTTA submitted and RFQ for electric contractors. After receiving 2 bids and reviewing both, only 1 bid was fully completed with details required for Federal Regulations. This is also our incumbent electrician who has worked on many of our facilities dating back to at least 2012.

Financial Impact

The project is 80% funded by federal funds under FTA 5307 grants for preventative maintenance of capital assets. The contract value is estimated to be \$80,000 per year. The labor rate is \$95.00 per hour. The contract will be for three years commencing December of 2024, with two option years, This would be a 15% increase over former contract that starting in 2018.