

**Metropolitan Tulsa Transit Authority
BOARD of TRUSTEES MEETING**
Tuesday, January 28, 2025
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 December 3, 2024, 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)*
2. MTTA Annual Audit – *Rebecca Walner (Information)*
3. MTTA Priorities and Goals – *Scott Marr (Action)*
4. FY2026 Budget – *Rebecca Walner (Action)*
5. Review and approval of Financial Statements—*Rebecca Walner (Action)*
6. Upcoming Procurements—*Rebecca Walner (Information)*

B. Operating/Marketing

1. Background Checks and New Hire Drug and DOT medical examinations – *Lori Soderstrom (Action)*

Authorize the General Manager to negotiate final terms and conditions with ADP, our current payroll provider, to provide background checks, new hire drug tests and DOT medical examinations.

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2. MTTA Public Transportation Agency Safety Plan – Will Reece (*Action*)
3. Update on Operations – *Naaja Jefferies (information)*

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
Tuesday, February 25, 2025, at 12:00 PM

Fixed Route

**Average Passengers
per Rev. Hr.**
12.3

*APC Ridership

Highest Ridership:

130: 13,297
110: 11,981
140: 11,239
250: 8,685
150: 8,512

*APC Ridership

Highest Passengers per Rev Hr.:

130: 17.9
150: 16.9
140: 15.3
114: 14.7
110: 14.5

*APC Ridership

Avg Weekday Ridership:
6503

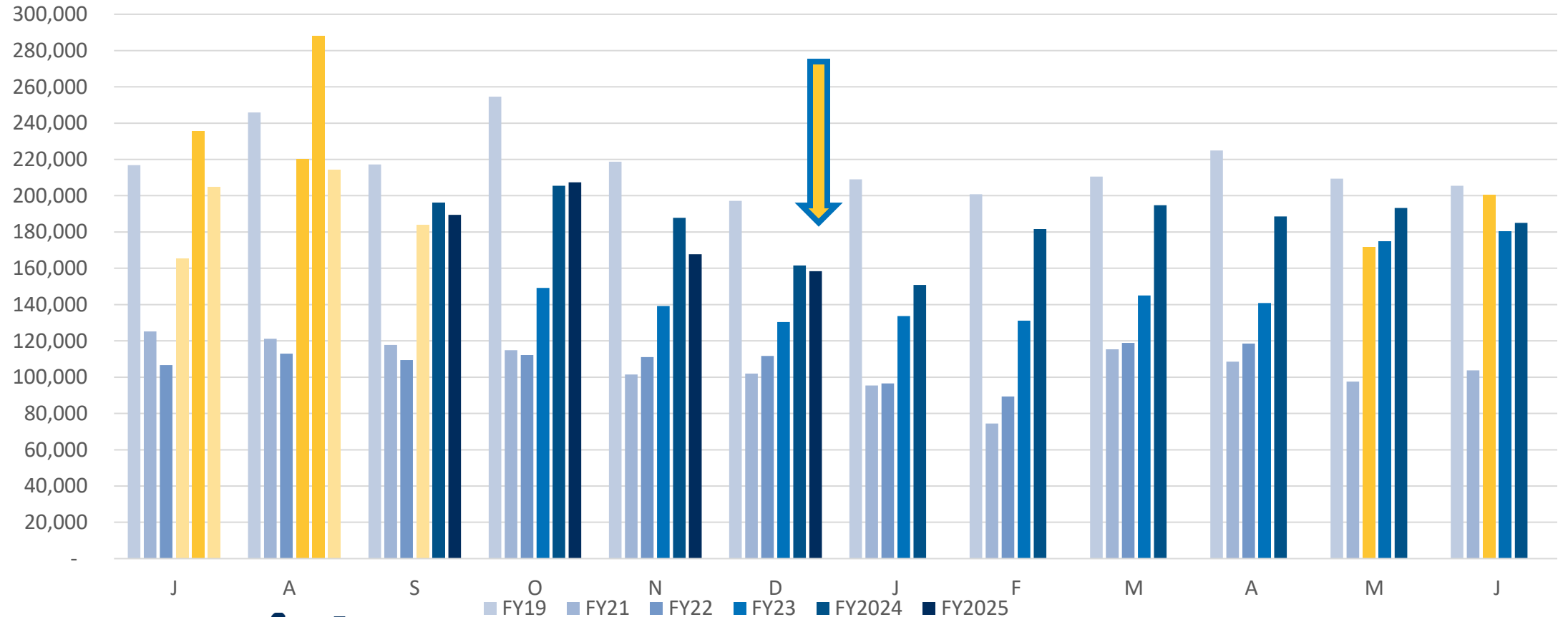
Avg Saturday Ridership:
4397

Avg Sunday Ridership:
792

Fixed Route Ridership

Ridership of 158K is 3K less than FY24

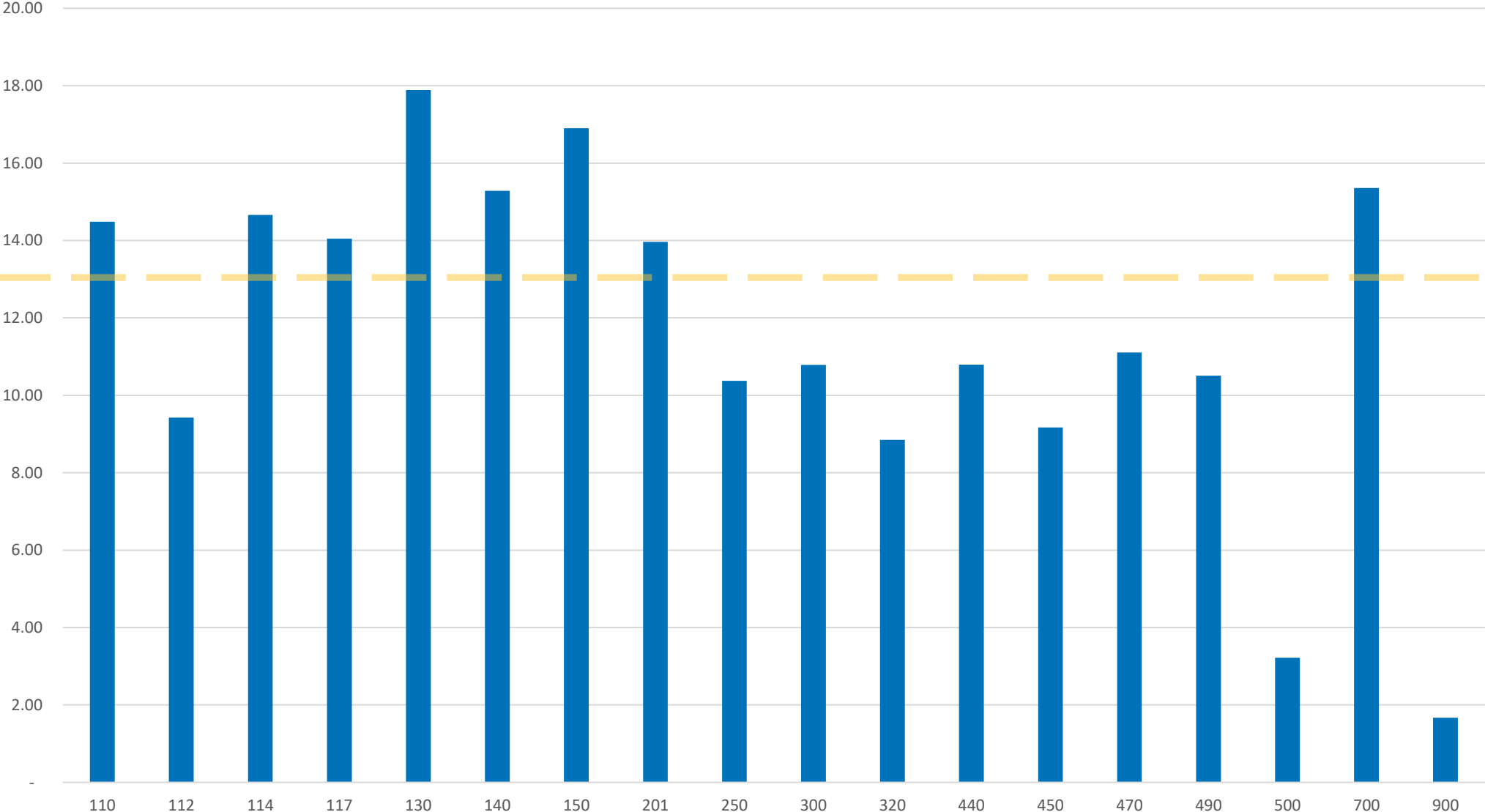
**Note: Lower # resulting from APC Issues. Farebox (GFI) #s were used for BRT Ridership, which has been notably lower than APC #s*



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



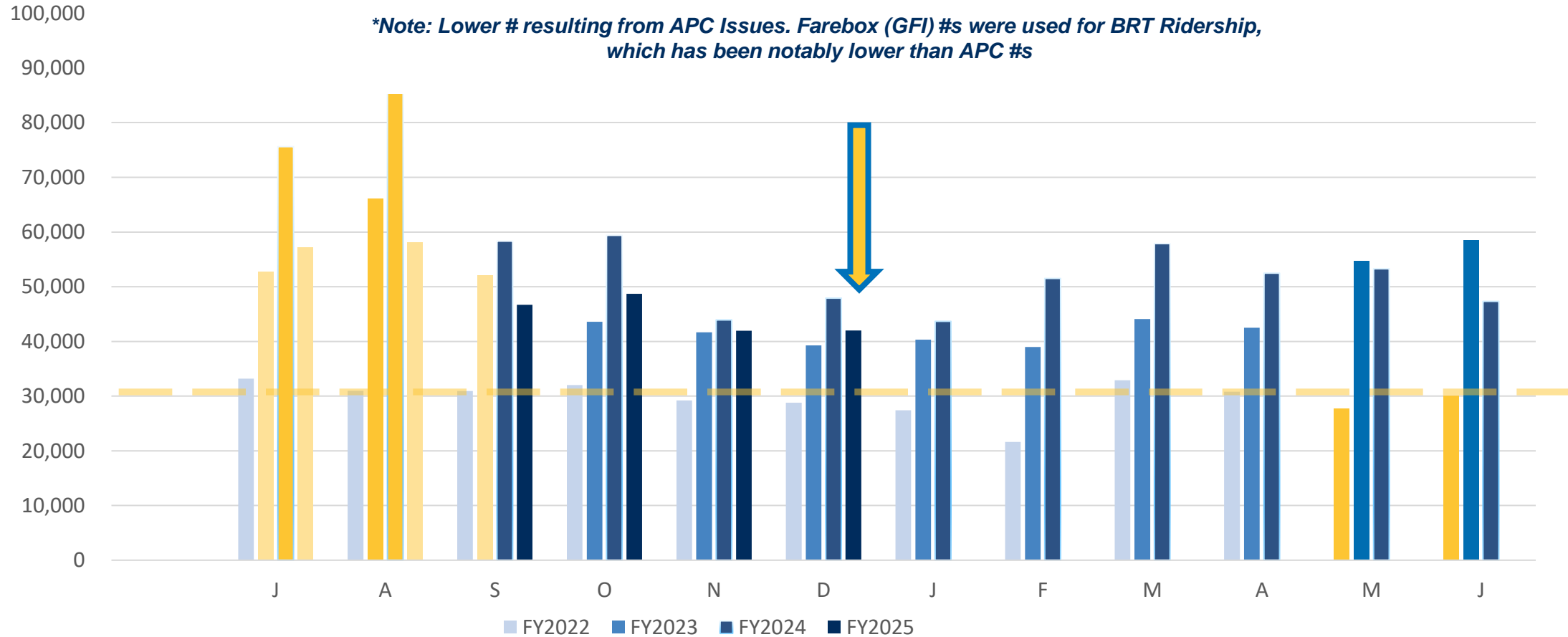
FX Service Benchmark is 13



BRT Ridership

Ridership of 42K is 6K less than FY24 & 8K more than Route 105 Avg.

Passengers per Revenue Hour: 15.4

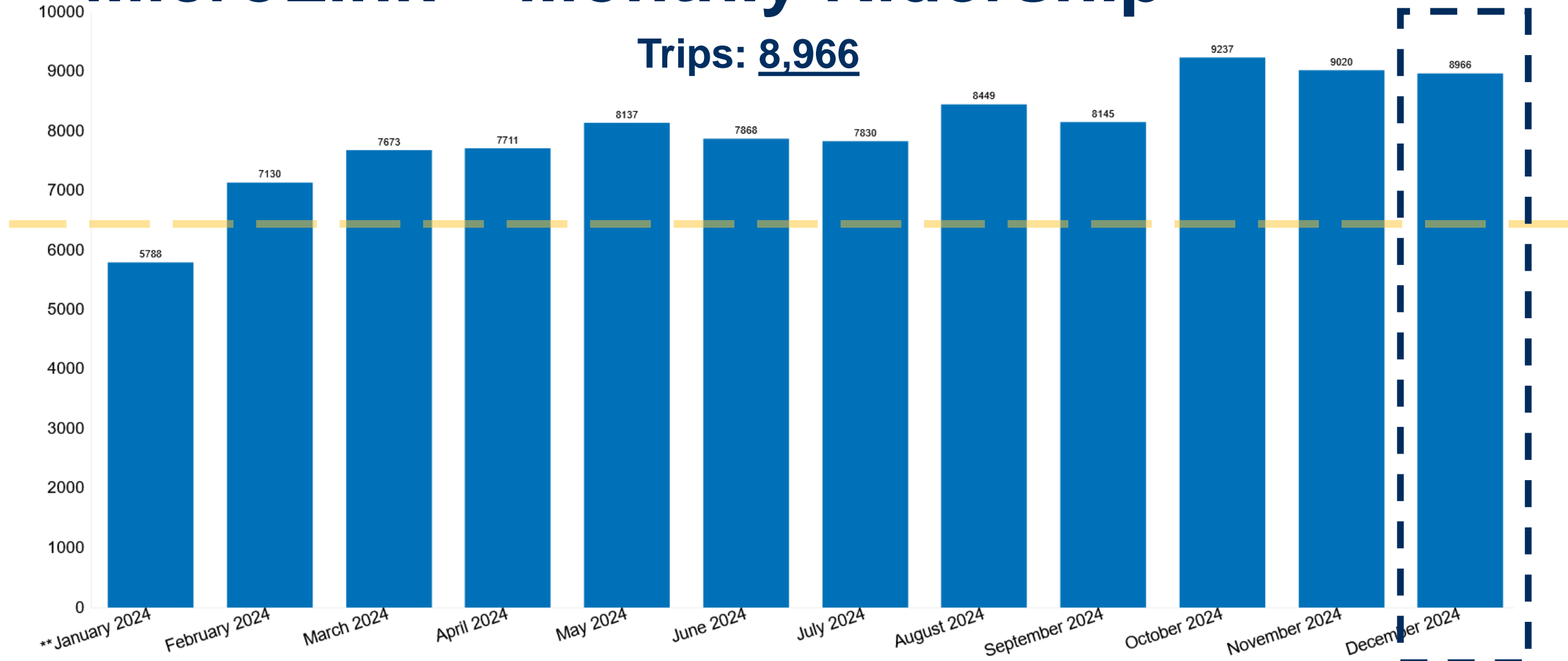


NOTES: (1) FY20 Removed (2) Gold = Free Fare Full Month (3) Light Gold = Free Fare 1/2 Month OR half off fares

RT 105 Avg Monthly Ridership: 34,000

MicroLink – Monthly Ridership

Trips: 8,966



MicroLink 2024 Trips



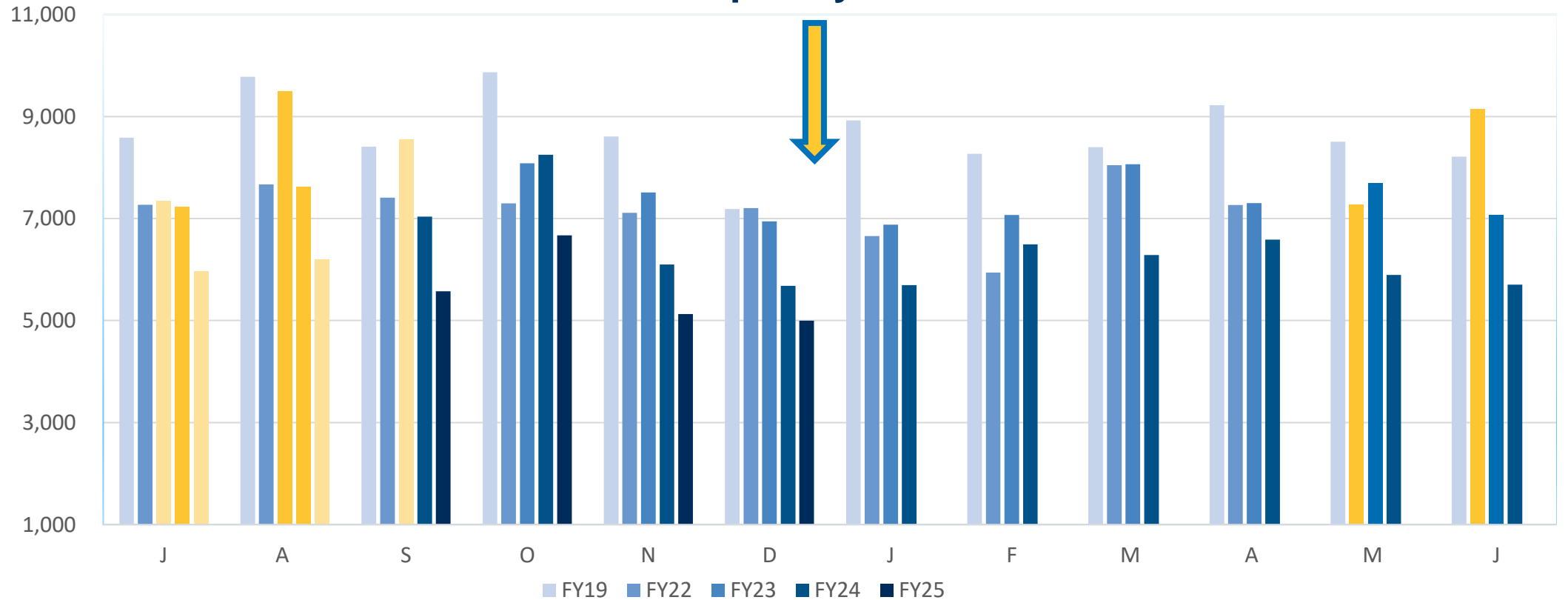
Performance Goal: 6.6K



LinkAssist Ridership

Ridership of 4,999 was 683 less than FY24

200 trips/day

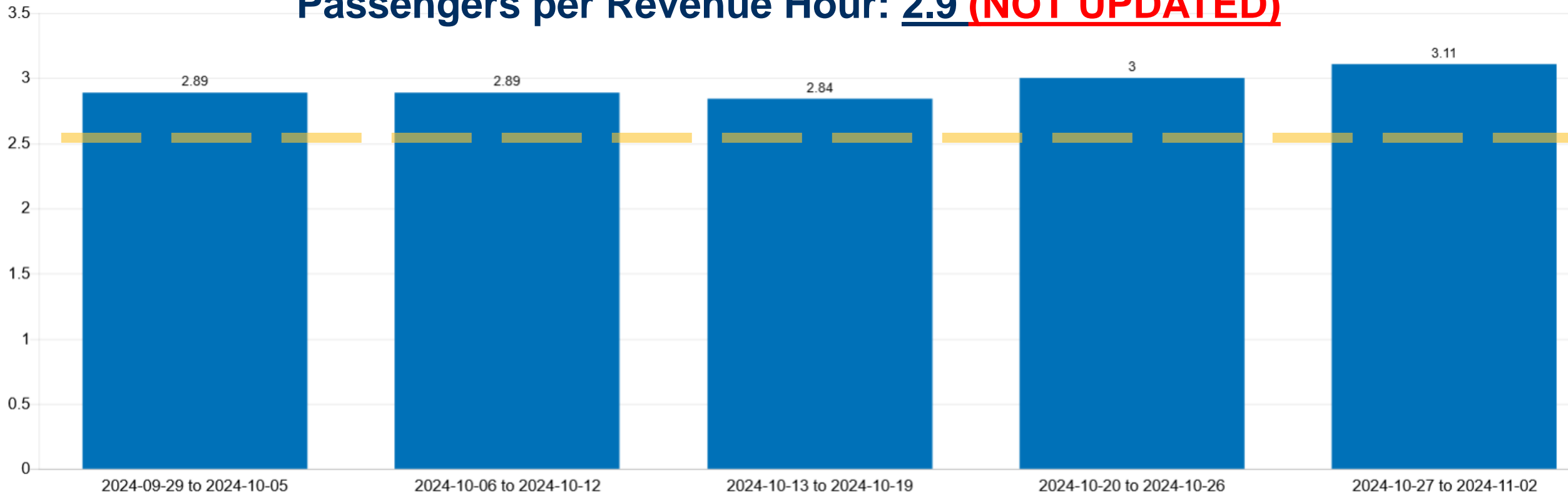


NOTES: (1) FY20 Removed, (2) Gold = Free Fare Full Month (3) Light Gold = Free Fare 1/2 Month

DELETE! REMINDER OF DECISION TO REMOVING THIS SLIDE

MicroLink – Monthly Ridership

Passengers per Revenue Hour: 2.9 (NOT UPDATED)

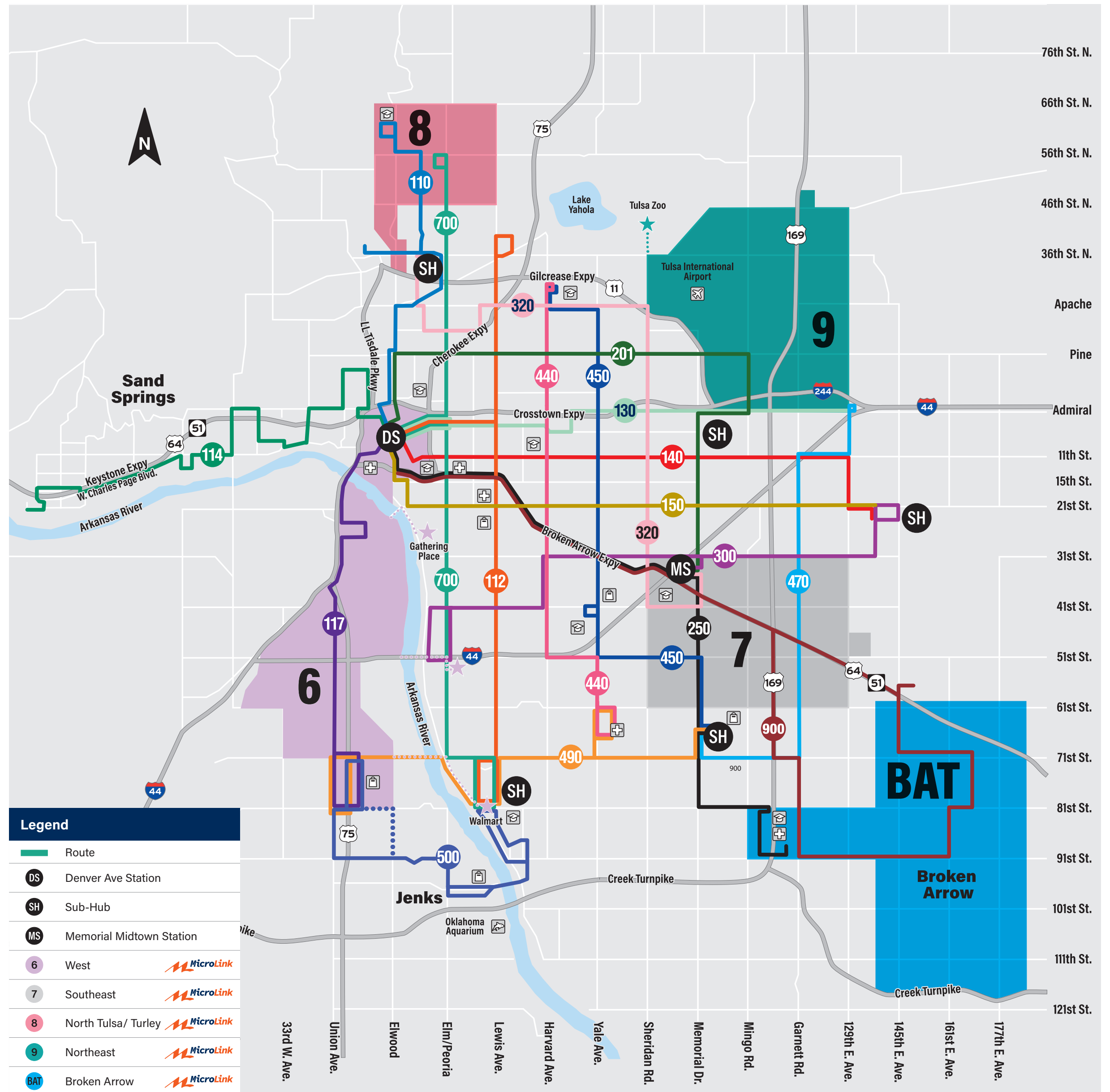
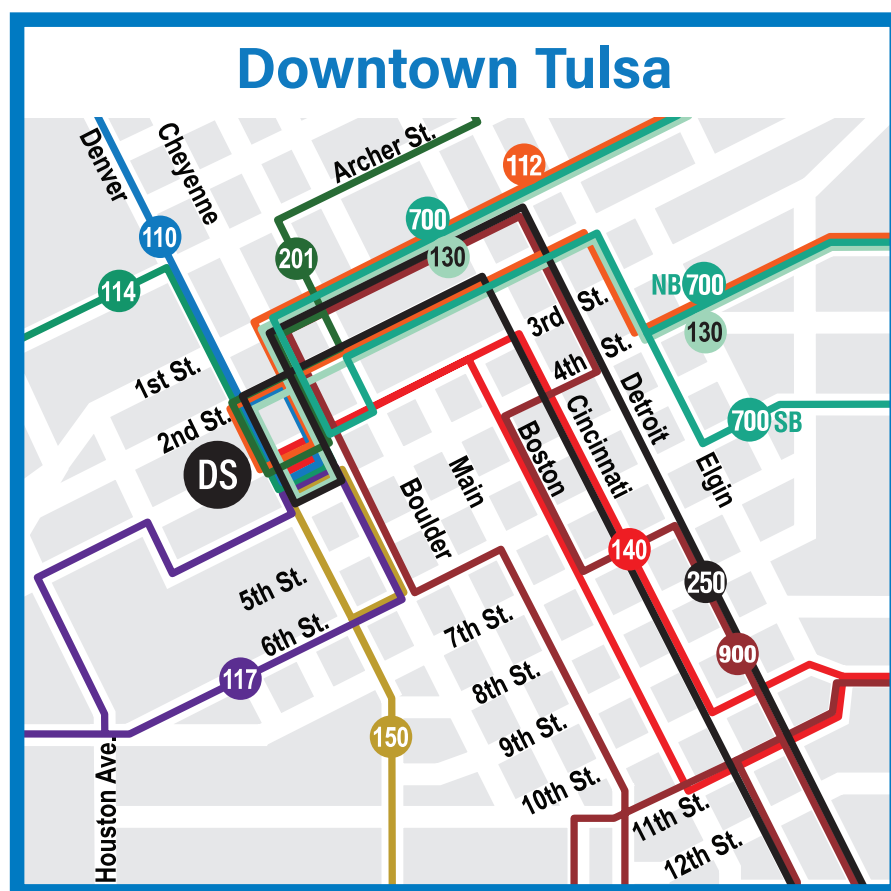


MetroLinkOK.org

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



Legend	
	Route
	Denver Ave Station
	Sub-Hub
	Memorial Midtown Station
	West
	Southeast
	North Tulsa/ Turley
	Northeast
	Broken Arrow



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.

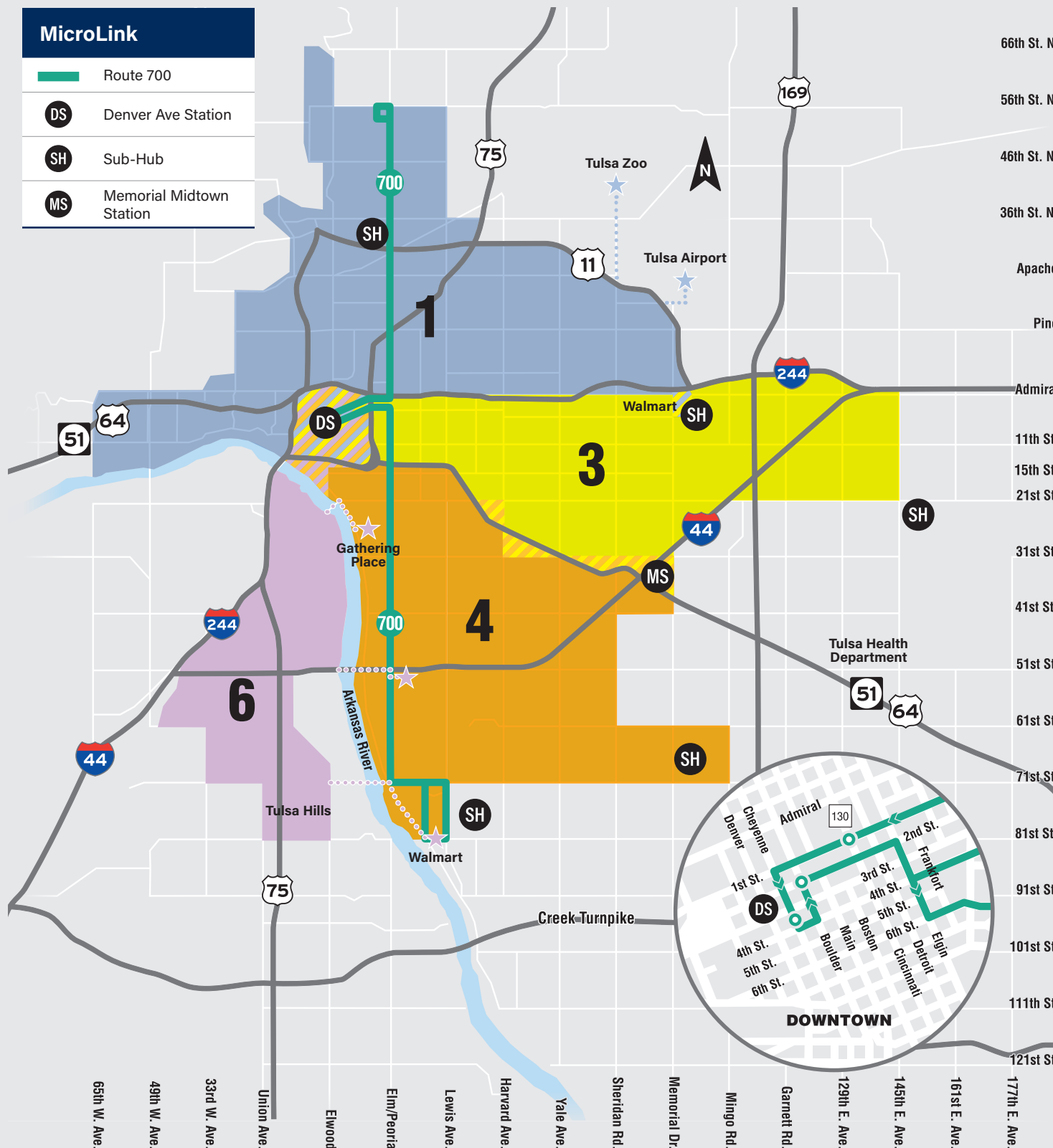
MicroLink

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

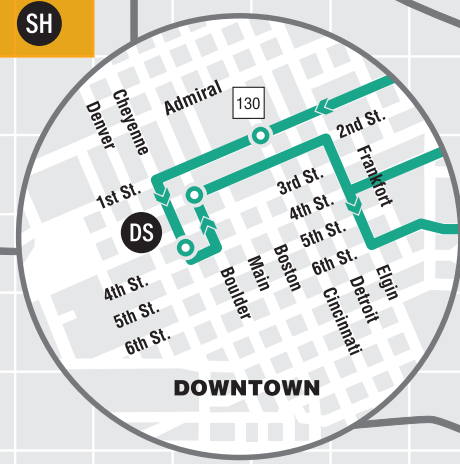
Passengers will receive credit for future rides if they are dropped off later than the guaranteed arrival time or if the driver misses the estimated pickup time. Refunds won't be given for cancellations, but credits will be valid for 120 days after being issued. If a passenger doesn't show up, the original 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



FY2026

**BOARD OF TRUSTEES
METROPOLITAN TULSA TRANSIT AUTHORITY**



Metrolink
TULSA

**BUDGET & CAPITAL
PLAN**

JANUARY 10, 2025

Metropolitan Tulsa Transit Authority 2025 - 2026 Budget and Capital Plan

EXECUTIVE SUMMARY

This proposed Metropolitan Tulsa Transit Authority's (MTTA's) is total operating budget of \$28,510, 371 which is 2.8% increase over 2024-2025 budget. This Plan includes financial projections through FY2031. Included is a discussion of agency goals and objectives as well as information regarding budget assumptions. Staff seeks approval of the budget from the Board of Trustees.

The FY2026 budget is sound but a challenging financial future for MTTA is looming. The FY2026 Budget anticipates undertaking initiatives to better position the agency for future expansion and technological advancements.

MTTA PRIORITIES & GOALS

The FY2026 Budget is grounded with the following MTTA's priorities and goals.

Mission

MetroLink Tulsa connects people to progress and Prosperity.

Vision

Leading the Way to Safer, Smarter, and More Efficient Transportation.

Strategic Priority Areas

- *Engaging with surrounding communities for Growth Opportunities*
- *MetroLink Tulsa recognized as a vital economic development player*
- *MetroLink Tulsa an enviable workplace*
- *Ensure Safety in all aspects of MetroLink Tulsa; customer, employee, community.*

MTTA PRIORITIES & GOALS

	Fy25 Goal	Fy26 Goal
Average Call Center Minutes on Hold Time	1	1
Average Absense Per Day	30	30
Employee Turnover	35%	35%
OSHA Accidents per 200K Manhours	2	2
1) Operate a Safe Transit System		
Preventable Vehicle Accidents per 100k Miles-Fixed Route	2	2
Preventable Van Accidents per 100k Miles-RideShare	1.2	1.2
2) Meet and Exceed Customer Expectations		
Complaints per 10k Boardings-Fixed Route	25	25.00
Complaints per 10k Boardings-LinkAssist	25	25.00
Complaints per 10k Boardings-MicroLink	25	25.00
On-time Performance-Fixed Route	90%	90.00
On-time Performance-LinkAssist	95%	95.00
On-time Performance-MicroLink	95%	95.00
Miles Between Road Calls-Fixed Route	7,500.00	7,500.00
Miles Between Road Calls-RideShare	18,000.00	18,000.00
3) Maintain a Quality Workforce		
Operator Absences-Fixed Route	9	9.00
Operator Absences-RideShare	5	5.00
Employee Turnover-Fixed Route	50%	50.00
Employee Turnover-RideShare	50%	50.00
4) Operate an Effective System		
Ridership-Fixed Route	195,000.00	195,000.00
Ridership-LinkAssist	6,200.00	6,200.00
Ridership-MicroLink	6,600.00	9,000.00
Passengers per Service Hour-Fixed Route	13.00	13.00
Passengers per Service Hour-LinkAssist	2.00	2.00
Passengers per Service Hour-MicroLink	2.50	2.50
Average Ridership-Fixed Route	8,125.00	8,125.00
Average Ridership-LinkAssist	222.00	222.00
Average Ridership-MicroLink	236.00	300.00
5) Operate an Efficient System		
Cost Per Service Hour-Fixed Route	115	115.00
Cost Per Service Hour-LinkAssist	137	137.00
Cost Per Service Hour-MicroLink	89	80.00
Cost Per Trip-Fixed Route	8.71	8.71
Cost Per Trip-LinkAssist	57	57.00
Cost Per Trip-MicroLink	30	25.00
Fare Revenue per Trip-Fixed Route	0.78	0.78
Fare Revenue per Trip-LinkAssist	3	3.00
Fare Revenue per Trip-MicroLink	0.78	1.00

BUDGET INITIATIVES

While the FY2026 Budget is financially sound, it also recognizes the tremendous financial challenges facing MTTA in FY2029 and beyond. The overarching goal of the FY2026 is to create a safe, smart, and efficient system for all the community and its surrounding.

1. Engaging with surrounding communities for Growth Opportunities
 - i. As MicroLink grows it gives MTTA the ability to show surrounding communities how they can have safe and dependable public transportation.
2. MetroLink Tulsa recognized as a vital economic development player
 - i. Public transportation helps communities by providing accessible and affordable mobility for residents, which in turn stimulates the local economy by increasing access to jobs, businesses, healthcare, and other essential services, while also contributing to environmental benefits through reduced traffic congestion and emissions.
3. To become a workplace people Aspire to Join
 - i. Ensuring to keep benefit cost low in comparison to quality of benefits and increase retirement benefits
4. Prioritize Safety Across All Areas of MetroLink Tulsa: Customer, Employee, and Community
 - i. Increase Security both digitally and physically for drivers, riders and the community as whole.

FY2026 BUDGET DETAILS

As in prior years, staff builds the agency from the “ground up” following this basic process:

1. Quantify the services MTTA intends to operate during the year.
2. Translate the “service plan” into staffing requirements.
3. Determines goods and services needed to support the plan including, but not limited to, fuel and vehicle maintenance parts.
4. Research trend in costs such as forecast of fuel prices in the coming year.
5. Work with department heads on establishing needs.
6. Informally present to the City of Tulsa/Board Finance Committee
7. Present draft to Board.
8. Finalize for Board action.

MASTER BUDGET

Functional Area	FY2026		FY2025		YE Difference
	FTE*	Headcount	FTE*	Headcount	
Trans Admin	13.0	13.0	18.0	18.0	(5.0)
Command Center Staff	5.0	5.0	-	-	5.0
Security	8.0	8.0	8.0	8.0	-
Safety and Training	4.0	4.0	4.0	4.0	-
Operations	160.0	162.0	162.0	163.0	(1.0)
Maintenance	30.0	30.0	30.0	30.0	-
Maintenance Admin	8.0	8.0	7.0	7.0	1.0
Admin	5.0	5.0	5.0	5.0	-
Finance	7.0	7.0	7.0	7.0	-
Human Resources	7.0	7.0	4.0	5.0	2.0
IT	4.0	4.0	4.0	4.0	-
Customer Service	11.0	12.0	11.0	12.0	-
Totals	262.0	265.0	260.0	263.0	2.0

*Based on number of people working the equivalent of full time for a year

**Includes positions added after the budget as well as vacancies

REVENUES

Where the money comes from:

GENERAL FUND

Vision Tulsa, passed in 2016, provides capital and operational funding for Sunday service (began in July 2017), the Peoria Aero Bus Rapid Transit(BRT) began November 2019, and a downtown/midtown circulator. The fund also provides investments in a second BRT in the US Route 66 Corridor and a downtown transit hub. According to the Vision Tulsa ordinance, the funding is to only support these designated projects.

In addition to Vision Tulsa, about 31% of MTTA’s operation is partly supported by “General Fund” allocations from the City of Tulsa. This funding source can be used for regular operations as well as services associated with Vision Tulsa.

The FY2026 budget allocates costs for Vision and General Fund related services. About 19% of the overall FY2026 budget is being supported by Vision Tulsa funds.

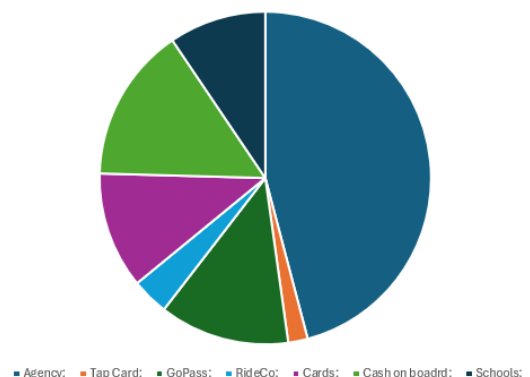
FY2026 Budget Assumptions due summarizes the FY2026 proposed budget. Table 2 shows:

- FY2026 budget with General Fund and Vision Tulsa funds allocations
- FY2025 projected revenues and expenses
- FY2025 Budget
- FY2024 Actual (Per Audit)

Passenger Fares

MTTA receives about 6% of their revenue from passenger fares. Of the total amount of passenger fares the breakdown is as follows:

AGENCY	46%	CARDS	11%
TAP CARD	2%	CASH ON BOARD	15%
GOPASS	13%	SCHOOLS	9%
RIDECO	4%		



REVENUES

Where the money comes from:

Advertising

MTTA receives less than 1% of their revenue on advertising, however, it does make up for items that we are not otherwise reimbursed for from the Federal government, such as, employee morale events and non-educational travel, visiting sites to see what they are doing, etc.

As of the Audit Financial for FY24 the breakdown for the different types of advertising is as follows:

BUS	74%
BENCH	9%
SHELTER	17%



Rental Lease

MTTA has a long term contract with Tulsa Tech for use of the facility at MMS. This is minor amount for their use of the outer circle at our location for students who attend both high schools and Tulsa Tech.

Contracting Cities

MTTA contracts with the City of Broken Arrow, City of Jenks and the City of Sand Springs to run various services in connection with our system. Each city is responsible for paying for the cost of their services. Each year the this increases in the amount of around 5%-7% as the cost of materials and labor increases.

Federal Transit Authority

The Federal Transit Authority has annual apportionments to help offset Urban areas for operations, planning, preventative maintenance, leases, safety and security, audit. For MTTA these are noted as 5307 funds. The calculation components for this are based off a year report that MTTA is required to do each October. The FTA takes the population of our Urbanized Area (UZA), population density and the amount of revenue miles operated with in this area. Currently the population is from the 2020 census and is updated with every census. The current formulas are based from two years prior to the year of allocation. FY26 funds will be based on the revenue miles and other factors listed above as of June 2024.

REVENUES

cont.

Incog

MTTA over the prior two years has engaged with helping lower our carbon emissions by partnering with Indian Nation Council or Governments (INCOG) with Free Fare and Half Price Fares. For the FY25 year we had success with half price fares for July and August. For the FY26 budget year we are planning to proceed with half price fare for three months.

State of Oklahoma

The State of Oklahoma for many years did not increase the amount of contribution it made to public transportation. Over the last three years we have seen an increase of 44%, thanks to the hard work and dedication of Oklahoma Transit Association. As of this year it has been written in the State Transportation Improvement Plan and we are expecting this amount for this year.

Operating Revenues

The **Table 2** shows an increase in FY2026 versus FY2025 (projection) of 1.5M (2.5%) due to increase in repairs parts, aging facility, technology cost increase, CBA agreement with Union and increase in wages. As of date, we are in a driver shortage and therefore had to bring on bonuses and other bonuses to help increase retention. With new services, MicroTransit (MicroLink) and changes of services MTTA has significantly increased the marketing budgeted with the expectation of increased rider knowledge of services.

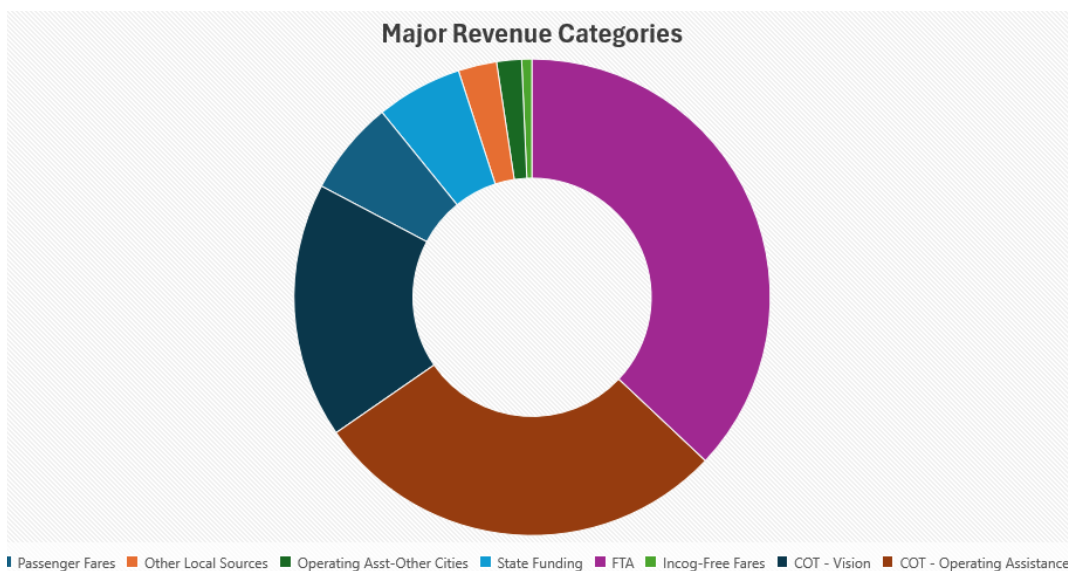


TABLE 2

Metropolitan Tulsa Transit Authority
FY2026 Operating Budget Summary

	FY2026 Budget (Proposed)		Totals	FY2025 Projection 2024)	FY2025 Budget (adopted June 2024)	FY2024 Actual (audited)
	General Fund	Vision Tulsa				
Operating Revenue						
<u>Passenger Fares</u>						
Fixed Route	\$ 1,397,964	\$ 138,260	\$ 1,536,224	\$ 1,536,224	\$ 1,591,099	\$ 1,299,614
MicroTransit	15,929	47,796	63,714	49,011	43,269	46,048
Link Assist	219,701	11,563	231,264	231,264	250,000	244,405
Total Passenger Fares	\$ 1,633,593	\$ 197,609	\$ 1,831,202	\$ 1,816,499	\$ 1,884,362	\$ 1,590,067
Advertising, Investments, and other revenue	\$ 691,750	\$ 53,250	\$ 745,000	\$ 851,726	\$ 865,000	\$ 699,385
Total Operating Revenue	\$ 2,325,343	\$ 250,859	\$ 2,576,202	\$ 2,668,225	\$ 2,749,362	\$ 2,289,452
Operating Expenses						
<u>Salaries, Wages, Benefits, & Taxes</u>						
<u>Salaries and Wages</u>						
Operations	\$ 6,980,389	\$ 2,452,569	\$ 9,432,958	\$ 8,943,307	\$ 8,947,839	\$ 8,457,180
Vehicle and Facility Maintenance	1,635,595	574,669	2,210,264	2,125,254	2,266,007	1,907,472
General Office	1,261,377	443,186	1,704,563	1,671,140	1,700,796	1,490,429
Total Salaries and Wages	\$ 9,877,361	\$ 3,470,424	\$ 13,347,785	\$ 12,739,701	\$ 12,914,642	\$ 11,855,081
Benefits and Taxes	4,697,333	1,650,414	6,347,747	5,902,722	5,905,662	4,807,669
Total Salaries, Wages, Benefits, & Taxes	\$ 14,574,694	\$ 5,120,838	\$ 19,695,532	\$ 18,642,424	\$ 18,820,304	\$ 16,662,750
<u>Administrative Services</u>	\$ 1,050,931	\$ 103,938	\$ 1,154,869	\$ 1,053,586	\$ 1,058,654	\$ 948,575
<u>Materials and Supplies</u>						
Fuel	\$ 1,016,589	\$ 120,525	\$ 1,137,114	\$ 1,137,114	\$ 1,269,506	\$ 939,694
Vehicle Materials & Supplies	166,749	24,916	191,665	191,665	200,521	167,577
Oil & Lubricants						
Tires & Tubes, Service & Shop Equip,	338,812	50,627	389,439	316,717	319,385	308,252
Other Shop, Servicing Supplies						
Facility & Bus Repairs & Maintenance	2,726,473	407,404	3,133,877	3,133,877	2,784,061	2,847,579
Other	51,604	7,711	59,315	112,037	113,853	199,116
Total Materials and Supplies	\$ 4,300,227	\$ 611,183	\$ 4,911,410	\$ 4,893,410	\$ 4,687,326	\$ 4,462,218
<u>Insurance</u>	\$ 655,366	\$ 94,634	\$ 750,000	\$ 680,477	\$ 1,030,800	\$ 728,717
<u>Utilities</u>	\$ 499,902	\$ 72,185	\$ 572,087	\$ 614,498	\$ 665,588	\$ 625,729
<u>Other Expenses</u>	\$ 1,246,482	\$ 179,991	\$ 1,426,473	\$ 1,119,404	\$ 1,251,095	\$ 1,220,104
Total Operating Expenses	\$ 22,327,601	\$ 6,182,770	\$ 28,510,371	\$ 27,001,799	\$ 27,513,767	\$ 24,648,093

OPERATING EXPENSES

In general, operating expenses for FY2026 will be higher than what is projected for FY2025.

- **Salaries and Wages** show a nearly 3.2% (\$600K) increase wages of the CBA contract as well as overall salary increases.
- **Benefits** increased by about 7.2% (\$445K) due to increase in wages, overflow effect to taxes, pension, sick, holiday, and vacation as well as insurance.
- **Administrative Services** includes various professional fees for legal, audit, information technology related items as well as commissions for selling advertising on MTTA buses and shelters. These services are budgeted to increase by about 8% due to increase in advertising, legal rates, audit rate, and services agreements for cleaning increased.
- **Materials and Supplies** include fuel, goods and services needed to maintain and operate the vehicle fleet. This is expected to remain flat for the FY26 year due to new buses, resumption of normal operations, rising fuel cost, with the newer buses set to come in this year we will no longer have diesels buses in our fleet.
- **Insurance** is expected to decrease by almost \$69K or 31% due to bringing the cost of subrogation being brought in house vs a 3rd party.
- **Utilities** are expected to decrease about 18% due to the diligence of our IT department and other facility upgrades to decrease the cost of internet, heat, water.
- **Other Expenses** which mainly include planning, marketing, and advertising expenses are budgeted to increase by just over 24% or 307K because investment in service development planning, marketing, and staff training and morale. Some highlights include:

Planning

- Study & Planning Software \$250,000

Marketing

- Fare Partnership \$95,000

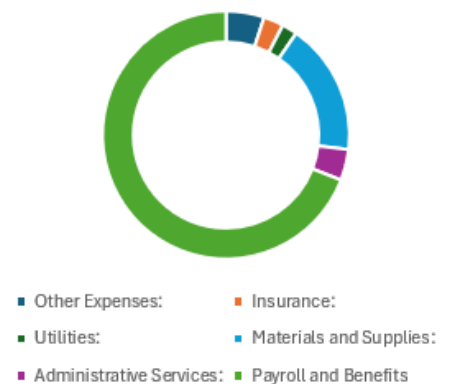
15 Free Fare Days-to encourage Ridership, emergency weather, etc

Staff development and morale

- Training (accounting, software, regulations) \$202,959

■ Morale building (incentives and recognitions) \$100,000

Major Expenditure Categories



FY2026 to FY2031 PROJECTIONS

On Table 3 shows budgetary projections through FY2031. The projections have these basic assumptions:

- **Operating revenue** will begin to increase beginning in FY2023 with a minimum 2% annual increase thereafter to show a slow return to pre-pandemic servicelevel and reflect the Aero and micro transit expansion.
- **Operating expenses** increase by about 5% annually.
- **Intergovernmental Funding**
 - Formula Federal shows underlying no increase until FY2027 when MTTA should receive credit for operating more service with the Aero. The formula allocations return to normal in FY2026 and beyond.
 - CMAQ shows \$200,000 funding starting in FY2025 since those funds are discretionary from the Oklahoma Department of Transportation (ODOT) via the Indian Nations Council of Governments (INCOG). MTTA has partnered with Incog to help with the offsetting cost of fares during the months of May-August each year for Ozone Alert days. In FY2025 we did half price fares and plan to continue to do half price fares for FY2026 and FY2027.
 - State of Oklahoma funding shows no increase.
 - City of Tulsa (General Fund) anticipates a 2% annual increase started in FY2024 and every year thereafter, is shown in the current budget.
 - Vision Tulsa (City of Tulsa) -In 2018, the City expected no growth in Vision Tulsa receipts over 15 years. No change in that forecast is anticipated in these projections once the next BRT is in place we will receive an increase and then it will level out.

The General Fund services show increasing deficits starting in FY2030 of approximately \$5 million Other than the US66 Aero line, no other new Vision services are anticipated. As indicated previously, MTTA is pursuing an increase in State of Oklahoma funding and, if successful, can help address the General Fund deficits. If additional State funding does not materialize, then MTTA will need to begin discussions on how we can maintain the levels we are at without increasing the budget. The year of the deficit did not change from FY25 Budget meeting to the current budget proposal.

TABLE 3

FY2026-FY2031 Operating Budget Projections

Item	Projection					
	FY2026 Budget (Proposed)	FY2027	FY2028	FY2029	FY2030	FY2031
Operating Revenue						
General Fund	\$ 2,325,343	\$ 2,232,329	\$ 2,276,976	\$ 2,322,516	\$ 2,368,966	\$ 2,416,345
Vision Tulsa	250,859	501,718	511,753	521,988	532,427	543,076
Total Operating Revenue	\$ 2,576,202	\$ 2,734,048	\$ 2,788,729	\$ 2,844,503	\$ 2,901,393	\$ 2,959,421
Operating Expenses						
General Fund	\$ 22,327,601	\$ 23,443,981	\$ 24,616,180	\$ 25,846,989	\$ 27,139,338	\$ 28,496,305
Vision Tulsa	6,182,770	6,491,909	6,816,504	7,157,329	7,515,196	7,890,956
Total Operating Expenses	\$ 28,510,371	\$ 29,935,890	\$ 31,432,684	\$ 33,004,318	\$ 34,654,534	\$ 36,387,261
Net Operating Loss	\$ (25,934,169)	\$ (27,201,842)	\$ (28,643,956)	\$ (30,159,815)	\$ (31,753,141)	\$ (33,427,840)
Intergovernmental Revenue						
General Fund	\$ 9,737,026	\$ 9,737,025	\$ 9,931,765	\$ 9,931,765	\$ 9,931,765	\$ 10,130,401
Federal (formula)-FY24	9,931,767	1,666,725	1,666,725	1,666,725	1,666,725	1,666,725
Federal (formula)-Future	1,666,725	506,035	531,337	557,903	585,799	615,088
State of Oklahoma	481,938	8,082,000	8,243,640	8,408,513	8,576,683	8,748,217
Suburban City Contracts	8,082,000	624,739	9,537,026	7,534,548	4,575,792	398,849
City of Tulsa	30,524,194	29,690,450	28,072,888	25,308,868	21,331,355	21,335,395
Prior year carry forward	4,947,000	5,045,940	5,146,859	5,249,796	5,354,792	5,461,888
Total Vision Tulsa	4,947,000	5,045,940	5,146,859	5,249,796	5,354,792	5,461,888
Total Intergovernmental Revenue	\$ 35,471,194	\$ 34,736,390	\$ 33,219,747	\$ 30,558,664	\$ 26,686,147	\$ 26,797,283
Surplus (Deficit)						
General Fund	\$ 10,521,937	\$ 8,478,799	\$ 5,733,684	\$ 1,784,395	\$ (3,439,017)	\$ (4,744,565)
Vision Tulsa	\$ (984,911)	\$ (944,251)	\$ (1,157,893)	\$ (1,385,546)	\$ (1,627,977)	\$ (1,885,992)
Total Surplus (Deficit)	9,537,026	7,534,548	4,575,792	398,849	(5,066,994)	(6,630,557)
	2026	2027	2028	2029	2030	2031

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
January 28,2025

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


Recommendation:

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

Analysis:

December operating expenses of \$1.9M and around 6% less than projections based on the FY2025 budget.

YTD we have a total expenses of 12.5M which are 1M or 8% less than projected. Revenues from Operations are on target higher. The FY25 underspending of 1M is reflected in largely in Material 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:

		<i>FY25 Executive Summary</i> For the Six Months Ending Dec 31, 2024		
Summary of Activities*				
	Actual	Budget	Var%	
Revenues From Operations \$	1,374	\$ 1,373	0%	
Grant Revenues	11,155	12,243	-9%	
Total Operating Revenues	12,529	13,617	-8%	
Total Expenses	(12,529)	(13,617)	-8%	
Surplus (Deficit) \$	-	\$ -	0%	
Operating Revenues*				
	Actual	Budget	Var%	
City of Tulsa \$	5,944	\$ 6,038	-2%	
Federal Grants	4,165	5,420	-23%	
State Grants	835	575	45%	
Other Local	211	210	1%	
Fare Revenues	993	941	6%	
Advertising Revenues	305	350	-13%	
Other Revenues	75	83	-9%	
Total Operating Revenues \$	12,529	\$ 13,617	-8%	
Operating Expenses*				
	Actual	Budget	Var%	
Payroll & Fringe \$	8,850	\$ 9,410	-6%	
Administrative Services	531	529	0%	
Materials & Supplies	2,158	2,344	-8%	
Utilities	277	333	-17%	
Insurance	277	375	-26%	
Miscellaneous	435	626	-30%	
Total Expenses \$	12,529	\$ 13,617	-8%	



FY25 Executive Summary
For the Six Months Ending Dec 31, 2024

Summary of Activities*	Actual	Budget	Var%
Revenues From Operations \$	1,374	\$ 1,373	0%
Grant Revenues	11,155	12,243	-9%
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Total Operating Revenues \$	12,529	\$ 13,617	-8%

Operating Expenses*	Actual	Budget	Var%
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Administrative Services	531	529	0%
Materials & Supplies	2,158	2,344	-8%
Utilities	277	333	-17%
Insurance	277	375	-26%
Miscellaneous	435	626	-30%
Total Expenses \$	12,529	\$ 13,617	-8%

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	-	2.00	-100%	1.20

Goal 2. Meet and Exceed Customer Expectations				
Complaints	FY25	FY24	Change	Target
Fixed Route	9.00	11.00	-18%	25.00
MicroLink	32.00	22.00	-100%	25.00
LinkAssist	23.00	24.00	-4%	25.00

Goal 3. Maintain a Quality Workforce				
Absences (Per weekday)	FY25	FY24	Change	Target
Fixed Route	5	13	-62%	9
Rideshare	2	2	-10%	5.0

Goal 4. Operate an Effective Transit System				
Passengers Per Hour	FY25	FY24	Change	Target
Fixed Route	10.93	10.32	6%	13.00
MicroLink	3.00	2.40	25%	2.50
LinkAssist	1.61	1.58	2%	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	\$ 28.88	\$ 23.78	21%	\$ 30.00
LinkAssist	\$ 68.00	\$ 63.00	8%	\$ 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					6
November	2	2						4
December	3							3
January								0
February								0
March								0
April								0
May								0
June								0
TOTAL	17	4	2	0	0	0	0	23
Percent of Total	74%	17%	9%	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	3	3						6
December	0	0						0
January								0
February								0
March								0
April								0
May								0
June								0
Total	10	4	1	0	0	0	0	15
Percent of Total	67%	27%	7%	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						4
August	6	4						10
September	5	0						5
October	3	3						6
November		2		1				3
December	3	4						7
January	1	1	1					3
February	5							5
March	3					1		4
April		3		1				4
May	3	1						4
June	2	1						3
Total	32	22	1	2	0	0	0	57
Percent of Total	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

For the Six Months Ending Dec 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	\$885,582	\$795,547	11.32%	Fixed Route Ridership revenue is trending above average
MicroLink	\$37,819	\$20,360	85.75%	As we have added more MicroLink service the revenue has surpassed expected budgeted amount.
LinkAssist	\$70,062	\$125,000	(43.95%)	As MicroLink has expanded the use for our LinkAssist customers have been converting more to that system.
Advertising	\$305,050	\$350,000	(12.84%)	Advertising revenue for the they year is less than projected. Currently reviewing contracts.
Investments	\$60,712	\$72,500	(16.26%)	Investments revenue fot the year are slightly lower than targeted due to fluxuation of markets.
Other Revenue	\$14,469	\$10,000	44.69%	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	\$8,850,237	\$9,410,151	-6%	Payroll and fringe is on target fo the year.
Advertising	\$123,298	\$140,000	-12%	Advertising Commission is in alightment with more advertising.
Legal Fees	\$53,652	\$38,753	38%	Mutple litigations have increased the cost in legal expenses.
Audit Fees	\$21,700	\$23,000	-6%	Audit fees are on target for FY25.
Office Equipment / Computers	\$6,990	\$19,226	-64%	Office Equipment is under budget as we move through wrapping up the Remodel project.
Building & Facility Services	\$99,477	\$114,089	-13%	
Professional & Technical Services	\$203,799	\$157,524	29%	Reclass for Eligibility will be in February report
Software Maintenance & Service	\$16,815	\$27,386	-39%	Reclass for Eligibility will be in February report
Security Services	\$5,625	\$6,232	-40%	Classes to be administered in near future.
Fuel	\$323,613	\$542,744	-40%	As we increase the MicroLink Vehicles it has fluated our cost between CNG to Gasoline and set contract rate has kept cost lower.
Gasoline	\$166,875	\$92,009	81%	As we increase the MicroLink Vehicles it has fluated our cost between CNG to Gasoline.
Oil & Lubricants	\$58,548	\$100,260	-42%	New vehicles have decreased the amounts oil and lubricats we have needed.
Tires & Tubes	\$99,398	\$94,957	5%	Tires continue to be side rubbed, working with training on prevention.
Facility Repairs & Maintenance	\$520,358	\$427,689	22%	Reclass for Eligibility will be in February report
Service & Shop Equipment	\$14,559	\$16,559	-12%	On Target
Other Shop & Garage Expense	\$43,028	\$48,177	-11%	On Target
Repair Parts	\$893,270	\$964,342	-7%	On Target
Servicing Supplies	\$11,162	\$28,915	-61%	Reclass for Repairs will be in February report
Transportation & Safety	\$664	\$4,568	-85%	Few trainings for training are coming up in February with the expectation to level out budget.
Schedules	\$4,377	\$7,315	-40%	New Schedules will come out in December.
Passes & Transfers	\$21,963	\$16,113	36%	Purchased new LinkAssist books and the cost has gone up. Looking into options for future.
Utilities	\$277,293	\$332,794	-17%	New CNG station does not pull as much energy as old in FY25 it is reflecting that.
Insurance	\$277,331	\$375,000	-26%	At budget season it was unknown on workers compensations, therefore we had to highly over estimate the cost.
Planning	\$197,739	\$240,000	-18%	No study has been issued for this year to date.
Dues & Subscriptions	\$19,614	\$30,000	-35%	Dues stayed level so far for FY25 therefore we are not seeing as significant of increase as thought.
Travel & Meetings - Staff	\$37,382	\$31,200	20%	Few employees travelled in December for various Conferences, majority for Safety and Security.
Travel & Meetings - Board	\$1,475	\$1,500	-2%	On Target
Marketing & Advertising	\$52,280	\$115,820	-55%	Preparing for June half price fair. Has started increasing the sticker change out on buses.
General Office Expense	\$74,684	\$80,569	-7%	Office Equipment is under budget as we move through wrapping up the Remodel project.
Other Miscellaneous Expenses	(\$2,865)	\$60,000	-105%	This account is to limited in use due to FTA requirements of everything needs a specific requirement.
Bank & Credit Card Fees	\$31,275	\$45,456	-31%	Reclass on payroll expenses required.
Leases & Rentals	\$23,353	\$21,218	10%	On Target
Operational Grant Funding	YTD Act	YTD Budget	Var%	Details
Operating Assistance - Other	\$211,297	\$210,000	1%	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	\$834,781	\$575,000	45%	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	\$273,295	\$565,806	-52%	Due to not doing a planning project, cost of planning draw downs are lower.
FTA - Leases / Audit	\$36,740	\$90,160	-59%	We have reduced the amount of Leases in FY25 therefore the amount to draw down is less.
FTA - Preventative Maintenance	\$1,633,415	\$2,744,994	-40%	Preventative Maintenance cost is down so we are not needing to defer at the rate budget expected.
FTA - Operations	\$2,221,296	\$2,019,277	10%	Operations is drawing down at a higher rate due to Safety and Security amounts being required as well for FY24 and beyond. 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,
COT - Vision Assistance	\$2,153,453	\$2,247,038	-7%	however, it will be requested at a later time.
COT - Operating Assistance	\$3,790,998	\$3,791,000	0%	On Target
Capital Funding	YTD Act	YTD Budget	Var%	Details
Capital Assistance - FTA	\$5,232,939	\$1,532,916	241%	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	\$1,103,015	126%	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 Six Months Ending Tuesday, December 31, 2024

	Actual	Budget	Var %	PY	PY %	Act YTD	Bgt YTD	Var%	PY YTD	PY %
Operating Revenues										
Passenger	\$145,156	\$132,591	9.48%	\$100,108	45.00%	\$885,582	\$795,547	11.32%	\$672,060	31.77%
MicroLink	\$9,253	\$3,818	142.34%	\$3,756	146.37%	\$37,819	\$20,360	85.75%	\$16,571	128.23%
LinkAssist	\$9,129	\$20,833	(56.18%)	\$14,540	(37.21%)	\$70,062	\$125,000	(43.95%)	\$135,711	(48.37%)
Advertising	\$39,370	\$58,333	(32.51%)	\$45,820	(14.08%)	\$305,050	\$350,000	(12.84%)	\$336,320	(9.30%)
Investments	\$11,199	\$12,083	(7.32%)	\$10,455	7.12%	\$60,712	\$72,500	(16.26%)	\$61,768	(1.71%)
Other Revenue	\$1,241	\$1,667	(25.55%)	\$296	318.86%	\$14,469	\$10,000	44.69%	\$13,320	8.63%
Total Operating Revenues	\$215,348	\$229,325	(6.10%)	\$174,975	23.07%	\$1,373,694	\$1,373,407	0.02%	\$1,235,750	11.16%
Operating Expenses										
Labor:										
Operators	\$579,761	\$613,849	(5.55%)	\$577,187	0.45%	\$3,666,198	\$3,683,095	(0.46%)	\$3,415,631	7.34%
Transportation Administration	\$114,868	\$131,804	(12.85%)	\$135,414	(15.17%)	\$664,258	\$790,824	(16.00%)	\$823,385	(19.33%)
Maintenance	\$111,630	\$128,655	(13.23%)	\$121,086	(7.81%)	\$721,048	\$771,930	(6.59%)	\$770,815	(6.46%)
Maintenance Administration	\$28,014	\$60,179	(53.45%)	\$32,032	(12.54%)	\$191,932	\$361,074	(46.84%)	\$192,609	(0.35%)
Administration & Accounting	\$123,920	\$141,733	(12.57%)	\$112,277	10.37%	\$838,305	\$850,398	(1.42%)	\$670,686	24.99%
Total Labor	\$958,193	\$1,076,220	(10.97%)	\$977,996	(2.02%)	\$6,081,741	\$6,457,321	(5.82%)	\$5,873,126	3.55%
Fringe Benefits:										
FICA Taxes	\$85,251	\$95,111	(10.37%)	\$81,639	4.43%	\$505,217	\$570,664	(11.47%)	\$500,454	0.95%
Pension Plan Expense	\$106,084	\$109,167	(2.82%)	\$125,742	(15.63%)	\$631,178	\$655,000	(3.64%)	\$621,832	1.50%
Health & Dental Insurance	\$99,924	\$124,894	(19.99%)	\$131,255	(23.87%)	\$662,083	\$749,361	(11.65%)	\$766,592	(13.63%)
Life & Disability Insurance	\$17,051	\$22,642	(24.69%)	\$48,519	(64.86%)	\$66,440	\$135,850	(51.09%)	\$120,057	(44.66%)
Sick Leave	\$32,524	\$31,585	2.97%	\$69,154	(52.97%)	\$173,269	\$189,511	(8.57%)	\$255,775	(32.26%)
Holiday Pay	\$144,439	\$40,015	260.96%	\$86,789	66.43%	\$264,699	\$240,092	10.25%	\$282,403	(6.27%)
Vacation Pay	\$39,077	\$41,061	(4.83%)	\$44,805	(12.78%)	\$293,855	\$246,367	19.28%	\$268,161	9.58%
Uniform Allowance - Drivers	\$9,356	\$6,250	49.70%	\$2,096	346.37%	\$47,761	\$37,500	27.36%	\$36,079	32.38%
Clothing/Tool Allowance - Mechanics	\$2,140	\$3,000	(28.66%)	\$1,553	37.83%	\$22,668	\$18,000	25.93%	\$18,885	20.03%
Unemployment Compensation	\$1,519	\$4,333	(64.95%)	\$2,157	(29.59%)	\$6,924	\$26,000	(73.37%)	\$25,329	(72.67%)
Other Fringe Benefits	\$16,527	\$14,081	17.37%	\$22,625	(26.95%)	\$94,402	\$84,485	11.74%	\$92,636	1.91%
Total Fringe Benefits	\$553,892	\$492,139	12.55%	\$616,334	(10.13%)	\$2,768,496	\$2,952,830	(6.24%)	\$2,988,203	(7.35%)
Total Loaded Payroll	\$1,512,085	\$1,568,359	(3.59%)	\$1,594,330	(5.16%)	\$8,850,237	\$9,410,151	(5.95%)	\$8,861,329	(0.13%)
Administrative Services:										
Advertising	\$15,758	\$23,333	(32.47%)	\$19,688	(19.96%)	\$123,298	\$140,000	(11.93%)	\$118,895	3.70%
Legal Fees	\$3,794	\$6,459	(41.26%)	\$3,763	0.83%	\$53,652	\$38,753	38.45%	\$35,751	50.07%
Audit Fees	\$3,617	\$3,833	(5.65%)	\$3,617	0.00%	\$21,700	\$23,000	(5.65%)	\$21,700	(0.00%)
Office Equipment / Computers	\$1,075	\$3,204	(66.47%)	\$1,756	(38.81%)	\$6,990	\$19,226	(63.64%)	\$10,801	(35.28%)
Building & Facility Services	\$5,409	\$19,015	(71.55%)	\$12,777	(57.67%)	\$99,477	\$114,089	(12.81%)	\$72,895	36.47%
Professional & Technical Services	\$41,880	\$26,254	59.52%	\$25,376	65.04%	\$203,799	\$157,524	29.38%	\$164,689	23.75%
Software Maintenance & Service	\$441	\$4,564	(90.34%)	\$1,293	(65.88%)	\$16,815	\$27,386	(38.60%)	\$11,629	44.60%
Security Services	\$1,476	\$1,558	(5.27%)	\$526	180.64%	\$5,625	\$9,348	(39.83%)	\$1,134	396.18%
Total Administrative Services	\$73,450	\$88,220	(16.74%)	\$68,796	6.76%	\$531,356	\$529,326	0.38%	\$437,494	21.45%
Total Services	\$73,450	\$88,220	(16.74%)	\$68,796	6.76%	\$531,356	\$529,326	0.38%	\$437,494	21.45%
Materials & Supplies:										
Fuel	\$105,343	\$90,457	16.46%	\$69,552	51.46%	\$323,613	\$542,744	(40.37%)	\$411,359	(21.33%)
Gasoline	\$14,529	\$15,335	(5.25%)	\$27,273	(46.73%)	\$166,875	\$92,009	81.37%	\$106,585	56.57%
Oil & Lubricants	(\$10,351)	\$16,710	(161.95%)	\$13,656	(175.80%)	\$58,548	\$100,260	(41.60%)	\$80,806	(27.54%)
Tires & Tubes	\$16,318	\$15,826	3.11%	\$15,272	6.85%	\$99,398	\$94,957	4.68%	\$98,752	0.65%

Facility Repairs & Maintenance	\$98,073	\$71,281	37.59%	\$103,694	(5.42%)	\$520,358	\$427,689	21.67%	\$486,488	6.96%
Service & Shop Equipment	\$3,525	\$2,760	27.72%	\$3,294	7.03%	\$14,559	\$16,559	(12.08%)	\$25,085	(41.96%)
Other Shop & Garage Expense	\$5,565	\$8,029	(30.69%)	\$4,903	13.51%	\$43,028	\$48,177	(10.69%)	\$40,664	5.81%
Repair Parts	\$158,658	\$160,724	(1.29%)	\$118,387	34.02%	\$893,270	\$964,342	(7.37%)	\$946,070	(5.58%)
Servicing Supplies	\$1,988	\$4,819	(58.75%)	\$1,526	30.31%	\$11,162	\$28,915	(61.40%)	\$19,918	(43.96%)
Transportation & Safety	\$163	\$761	(78.57%)	\$350	(53.42%)	\$664	\$4,568	(85.47%)	\$5,299	(87.47%)
Schedules	\$2,442	\$1,219	100.30%	\$3,386	(27.87%)	\$4,377	\$7,315	(40.17%)	\$9,482	(53.84%)
Passes & Transfers	\$2,157	\$2,686	(19.70%)	\$1,356	59.00%	\$21,963	\$16,113	36.30%	\$23,083	(4.85%)
Total Materials & Supplies	\$398,410	\$390,607	2.00%	\$362,649	9.86%	\$2,157,815	\$2,343,648	(7.93%)	\$2,253,591	(4.25%)
Utilities:										
Light, Heat, Power, and Water	\$29,888	\$37,944	(21.23%)	\$34,421	(13.17%)	\$202,509	\$227,665	(11.05%)	\$228,229	(11.27%)
Communications	\$12,025	\$17,521	(31.37%)	\$21,159	(43.17%)	\$74,784	\$105,129	(28.86%)	\$100,801	(25.81%)
Total Utilities	\$41,913	\$55,465	(24.44%)	\$55,580	(24.59%)	\$277,293	\$332,794	(16.68%)	\$329,030	(15.72%)
Insurance:										
Insurance Premiums	\$56,243	\$62,500	(10.01%)	\$53,387	5.35%	\$340,061	\$375,000	(9.32%)	\$320,322	6.16%
Self Insurance	(\$24,144)	-	0.00%	\$9,002	(368.20%)	(\$62,730)	-	0.00%	\$45,610	(237.54%)
Total Insurance	\$32,099	\$62,500	(48.64%)	\$62,389	(48.55%)	\$277,331	\$375,000	(26.05%)	\$365,932	(24.21%)
Miscellaneous:										
Planning & Rideshare	\$29,397	\$40,000	(26.51%)	\$19,575	50.18%	\$197,739	\$240,000	(17.61%)	\$152,881	29.34%
Dues & Subscriptions	\$3,312	\$5,000	(33.76%)	\$5,957	(44.40%)	\$19,614	\$30,000	(34.62%)	\$27,799	(29.44%)
Travel & Meetings - Staff	\$5,471	\$5,200	5.22%	\$5,030	8.77%	\$37,382	\$31,200	19.81%	\$42,445	(11.93%)
Travel & Meetings - Board	\$306	\$250	22.26%	\$300	1.81%	\$1,475	\$1,500	(1.64%)	\$1,681	(12.24%)
Marketing & Advertising	\$1,742	\$19,303	(90.97%)	\$21,913	(92.05%)	\$52,280	\$115,820	(54.86%)	\$160,096	(67.34%)
General Office Expense	\$12,697	\$13,428	(5.45%)	\$8,350	52.06%	\$74,684	\$80,569	(7.30%)	\$75,492	(1.07%)
Other Miscellaneous Expenses	(\$712)	\$10,000	(107.12%)	\$16	(4579.50%)	(\$2,865)	\$60,000	(104.77%)	(\$10,666)	(73.14%)
Bank & Credit Card Fees	\$9,632	\$7,576	27.14%	\$5,975	61.21%	\$31,275	\$45,456	(31.20%)	\$40,411	(22.61%)
Leases & Rentals	\$5,600	\$3,536	58.36%	\$2,650	111.31%	\$23,353	\$21,218	10.06%	\$20,333	14.86%
Total Miscellaneous	\$67,445	\$104,293	(35.33%)	\$69,766	(3.33%)	\$434,937	\$625,763	(30.49%)	\$510,472	(14.80%)
Total Expenses	\$2,125,402	\$2,269,444	(6.35%)	\$2,213,510	(3.98%)	\$12,528,969	\$13,616,682	(7.99%)	\$12,757,848	(1.79%)
Net Operating Loss	(\$1,910,054)	(\$2,040,119)	(6.38%)	(\$2,038,535)	(6.30%)	(\$11,155,275)	(\$12,243,275)	(8.89%)	(\$11,522,098)	(3.18%)
Operational Grant Funding										
Operating Assistance - Other	\$49,904	\$35,000	42.58%	\$39,809	25.36%	\$211,297	\$210,000	0.62%	\$302,623	(30.18%)
Oklahoma State Funding	\$139,130	\$95,833	45.18%	\$428,892	(67.56%)	\$834,781	\$575,000	45.18%	\$908,057	(8.07%)
FTA - Planning Assistance	\$42,010	\$94,301	(55.45%)	\$62,247	(32.51%)	\$273,295	\$565,806	(51.70%)	\$392,542	(30.38%)
FTA - Leases / Audit	\$5,141	\$15,027	(65.79%)	-	0.00%	\$36,740	\$90,160	(59.25%)	\$20,489	79.32%
FTA - ADA LIFT	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
FTA - CMAQ	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
FTA - Preventative Maintenance	\$274,418	\$457,499	(40.02%)	\$185,060	48.29%	\$1,633,415	\$2,744,994	(40.49%)	\$1,749,439	(6.63%)
FTA - Operations	\$392,618	\$336,546	16.66%	\$328,257	19.61%	\$2,221,296	\$2,019,277	10.00%	\$1,954,580	13.65%
COT - Vision Assistance	\$375,000	\$374,080	0.25%	\$374,852	0.04%	\$2,153,453	\$2,247,038	(7.43%)	\$2,497,416	(16.81%)
COT - Operating Assistance	\$631,833	\$631,833	(0.00%)	\$619,416	2.00%	\$3,790,998	\$3,791,000	(0.00%)	\$3,716,496	2.00%
Total Operational Grant Funding	\$1,910,054	\$2,040,119	(6.38%)	\$2,038,533	(6.30%)	\$11,155,275	\$12,243,275	(9.49%)	\$11,541,642	(4.00%)
Budget Surplus (Deficit)	-	-	0.00%	(\$2)	(606.45%)	-	-	0.00%	\$19,544	(487.51%)
Capital Revenues										
Capital Assistance - FTA	\$63,584	\$255,486	(75.11%)	\$30,033	111.71%	\$5,232,939	\$1,532,916	241.37%	\$2,764,896	89.26%
Capital Assistance - COT	-	\$183,836	(100.00%)	-	0.00%	\$2,489,713	\$1,103,015	125.72%	\$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	\$63,584	\$439,322	(85.53%)	\$30,033	111.71%	\$7,722,652	\$2,635,931	192.98%	\$3,508,035	120.14%

Depreciation	\$407,321	\$470,000	(13.34%)	\$398,052	2.33%	\$2,330,820	\$2,820,000	(17.35%)	\$2,291,391	1.72%
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	<u>(\$343,737)</u>	<u>(\$30,678)</u>	<u>1020.51%</u>	<u>(\$368,021)</u>	<u>(6.60%)</u>	<u>\$5,391,832</u>	<u>(\$184,069)</u>	<u>(2948.79%)</u>	<u>\$1,236,188</u>	<u>330.04%</u>

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Assets

Current Assets:

Cash and Cash Equivalents		\$203,195
Restricted Cash		\$4,051,433
Trade Accounts Receivable	\$95,923	
FTA Operating & Capital Grants Receivable	\$6,380,897	
COT Operating & Capital Grants Receivable	\$22,145,544	
ODOT Operating & Capital Grants Receivable	<u>\$1,113,043</u>	
		\$29,735,406
Inventories		\$1,138,104
Prepaid Expenses		<u>\$825,242</u>
Total Current Assets		<u>\$35,953,381</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	\$315,904	
Less: Accumulated Depreciation	(\$51,369,032)	
Non- Depreciating Assets	<u>\$2,019,490</u>	
Total Capital Assets		\$30,195,342

Total Assets \$66,148,723

Deferred outflows of resources, pension related amounts \$2,117,186

Liabilities

Current Liabilities:

Trade Accounts Payable	\$2,229,543	
Accrued Wages & Withholdings	\$413,476	
Accrued Insurance	\$82,610	
Deferred Grant Revenues	\$25,002,742	
Other Current Liabilities	<u>\$10,454</u>	
Total Current Liabilities		\$27,738,825

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 \$38,668,814

Deferred inflows of resources, pension related amounts \$3,001,470

Net Position:

Invested in Capital Assets	\$30,195,342	
Restricted for Capital Acquisitions	\$947,155	
Restricted for Workmen's Comp.	\$73,911	
Unrestricted	<u>(\$3,736,499)</u>	
Total Net Assets		\$27,479,909

Total Liabilities & Net Assets \$66,148,723

MetroLink (July 2024 to Dec 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	14	9	56%	17	21	19%	30
Employee Turnover	7%	4%	64%	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	-20%	4.33	7.67	44%	2
Preventable Van Accidents per 100k Miles-RideShare	0	2	-100%	5.36	3.99	-34%	1.2

2) Meet and Exceed Customer Expectations

Complaints per 10k Boardings-Fixed Route	9	11	18%	5.89	11	46%	25
Complaints per 10k Boardings-LinkAssist	32	24	-33%	49	61.23	20%	25
Complaints per 10k Boardings-MicroLink	23	22	-100%	34.71	22	100.00%	25
On-time Performance-Fixed Route	92%	90%	-2%	95%	95%	0%	85%
On-time Performance-LinkAssist	90%	94%	4%	95%	97%	2%	95%
On-time Performance-MicroLink	89%	94%	5%	84%	85%	1%	95%
Miles Between Road Calls-Fixed Route	7,669.00	7,463.00	-3%	6,502.00	7,463.00	13%	7,500.00
Miles Between Road Calls-RideShare	11,937.00	14,166.00	16%	13,566.00	12,322.00	-10%	18,000.00

3) Maintain a Quality Workforce

Operator Absences-Fixed Route	5	13	62%	5	5	0%	9
Operator Absences-RideShare	1.8	2	10%	2.5	2	-25%	5
Employee Turnover-Fixed Route	7.34%	7.00%	-5%	75.87%	75.00%	-1%	50%
Employee Turnover-RideShare	17.00%	14.67%	-16%	2.84%	11.58%	75%	50%

4) Operate an Effective System

Ridership-Fixed Route	158,353.00	161,386.00	2%	183,751.00	235,416.00	22%	195,000.00
Ridership-LinkAssist	4,999.00	5,682.00	12%	6,023.00	7,252.00	17%	6,200.00
Ridership-MicroLink	8,966.00	3,773.00	-138%	5,703.00	3,773.00	-51%	6,600.00
Passengers per Service Hour-Fixed Route	10.93	10.32	-6%	12.37	12.11	-2%	13.00
Passengers per Service Hour-LinkAssist	1.61	1.58	-2%	1.77	1.87	5%	2.00
Passengers per Service Hour-MircoLink	3.00	2.40	-25%	2.68	2.55	-5%	2.50
Average Ridership-Fixed Route	5,278.00	5,379.00	2%	6,223.00	7,084.00	12%	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	85.63	104.09	18%	104.09	103.28	-1%	115
Cost Per Service Hour-LinkAssist	111	166	33%	98	132	26%	137
Cost Per Service Hour-MicroLink	87	57.07	-52%	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	68	63	-8%	50	67	25%	57
Cost Per Trip-MicroLink	28.88	23.78	-21%	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	1.83	3	39%	2	1.85	-8%	3
Fare Revenue per Trip-MicroLink	1.03	1.65	38%	0.65	1.67	61%	0.78

Est. Board Date	Good/Service	Type	Status
Feb-25	Paratransit Eligibility Service To determine if customer is eligible for paratransit transit service	RFP	Prep Stage
Feb-25	On Board Survey Customer on-board survey- requirement from FTA every 3 years.	RFP	Prep Stage
Mar-25	Plumbing & HVAC Contract for On Call Plumbing/HVAC services.	RFP	Prep Stage
Mar-25	On Call A&E Services Design and Contraction Contract	RFP	Prep Stage
Mar-25	Bus Wash & Vacuum 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.	RFP	Prep Stage
Apr-25	ADA Lift & Microtransit Vehicles Contract for purchase of ADA Lift & Microtransit Vehicles	RFP	Prep Stage
May-25	Rolling Stock - Fixed Route Contract for purchase of Fixed Route Vehicles	RFP	Prep Stage
May-25	Accounting Software Non support of Great Plains is causing the agency to seek out new accounting software.	RFP	Prep Stage
May-25	BRT Cleaning To clean both BRT (Peoria & Rt 66) Stations	RFP	Prep Stage
May-25	Bus Radio Replacement Replacement of radios in buses	RFP	Prep Stage
May-25	Fork Lift To replace the current Fork Lift (1996)	Pending	Prep Stage
Pending COT conversation	Bus Stop Signs Replace bus stop signs along all routes with new name and took	Pending	Pending other City Designs/Diminisions

METROPOLITAN TULSA TRANSIT AUTHORITY
BOARD MEETING
January 28th, 2025, Consent Calendar Item

To: Board of Trustees

From: Lori Soderstrom

Subject: Background Checks and New Hire Drug tests and DOT medical examinations.

Recommendation

Authorize the General Manager to negotiate final terms and conditions with ADP, our current payroll provider, to provide background checks, new hire drug tests and DOT medical examinations.

Background

In September of 2024, MTTA was notified by our current background check provider, Trak-1/People Facts of an increase that was set to move forward in January of 2025 in the amount of 10%. ADP, our current payroll provider has a contract with the same vendor for an amount 10% less than we were paying in September of 2024, making it a savings regardless of increase. MTTA has also been informed that ADP has a contract with Concentra for pre-hire Drug testing and DOT medical card examinations that meets the requirements from the FTA and matches what we currently have in place for a rate of about \$60 less per test.

This request will add to the amount per month to our current ADP contract, however, the exact amount each month is dependent on the number of vacancies we have within the company.

Using ADP will only be for new hire drug tests & DOT medical card examinations; the randoms, DOT recertification or reasonable suspicion, will stay directly billed with Concentra or TOMO.

Financial Impact

At the current rate of hiring, we have an expected savings per year in the amount of \$20,000. We estimate the background and drug test around 300 individuals per year.