

**Metropolitan Tulsa Transit Authority  
BOARD of TRUSTEES SPECIAL MEETING**

Thursday, April 3, 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 January 17, 2025, SPECIAL MEETING MINUTES and January 28, 2025, MEETING MINUTES** [Page 3 & 5](#)

**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 & April Route Changes– *Chase Phillips (Information)* [Page 8](#)
2. Review and approval of Financial Statements—*Rebecca Walner (Action)* [Page 18](#)
3. General Manager Expenses – *Rebecca Walner (Action)* [Page 28](#)
4. Upcoming Procurements—*Rebecca Walner (Information)* [Page 29](#)

**B. Operating/Marketing**

1. ADA RideCo Paratransit Eligibility Add On – *Rebecca Walner (Action)* [Page 30](#)  
MTTA is requesting board approval to add an ADA eligibility module to our existing RideCo software. The cost for implementation is \$15,750 upfront, with an annual fee of \$8,979.64

2. Advertising Contract – *Breanna McCutcheon –(Action)* [Page 31](#)  
It is recommended that the Board authorize the General Manager to enter a three-year contract with two options years with Adspouse , Inc. to provide advertising sales and related services, and to negotiate final terms and conditions. This is a revenue contract in which the contractor will provide services in exchange for an agreed commission on advertising sales revenue.

**Metropolitan Tulsa Transit Authority  
BOARD of TRUSTEES SPECIAL MEETING**

Thursday, April 3, 2025

R.O. Laird Board Room

510 South Rockford Avenue, Tulsa, Oklahoma

To Be Held 12:00 p.m.

3. Plumbing Contract – *Randy Cloud (Action)* [Page 33](#)

We request the Board's authorization for the General Manager to negotiate the final terms and conditions with Tulsa Plumbing and Remodeling and enter into a contract for ongoing plumbing services across all MTTA facilities. This contract will be executed in accordance with the terms outlined in RFP 25-07. Approval of this recommendation will ensure continuity of service and compliance with procurement requirements while securing a qualified vendor for MTTA's plumbing needs.

4. Proterra Electric Fleet Update – *Randy Cloud (Information)*

C. **Executive Committee**—*James Wagner, Board Chair*

**VI. TRUSTEES AND GENERAL MANAGER COMMENTS**

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

**VII. NEW BUSINESS**

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

**VIII. ADJOURN**

The next regularly scheduled meeting of the  
Metropolitan Tulsa Transit Authority Board of Trustees will be held on  
**Tuesday, April 29, 2025, at 12:00 PM**

**METROPOLITAN TULSA TRANSIT AUTHORITY**  
**Minutes of the Special Meeting of the Board of Trustees**  
 Friday, January 17, 2025  
 R.O. Laird Board Room  
 510 South Rockford Avenue, Tulsa, Oklahoma

**CALL TO ORDER/ROLL CALL**

Trustee	In-Person	Absent
James Wagner, Chair	✓	
Emily Hall, Vice Chair		✓
Adam Doverspike	✓	
Tina Peña	✓	
Emeka Nnaka	✓	
Phyllis Joseph	✓	
Kelsey Hubble-Dowdell	✓	
<b>Totals</b>	<b>6</b>	<b>1</b>

**OTHERS PRESENT:**

Lori Soderstrom, Secretary to the Board of Trustees.

**IN ATTENDANCE:** Scott Marr, MTTA General Manager; Rebecca Walner, MTTA CFO.

In accordance with the Oklahoma Open Meetings Act, the special meeting was filed with the Municipal City Clerk’s office on January 10, 2025. An announcement was also given at least forty-eight (48) hours in advance by posting notice of the date, time and place and agenda of the special meeting on January 10, 2025, at MTTA Administrative offices on January 10, 2025.

**I. CALL TO ORDER**

**James Wagner** called the meeting to order at 11:12am.

**II. INTRODUCTIONS**

No introductions

**III. PUBLIC COMMENTS**

**IV. BUSINESS and REPORTS**

**A. Finance/Budget**

1. MTTA Priorities and Goals – *Scott Marr*

Scott presented the goals from FY25, and making 1 change for FY26. We have continually exceeded last year’s MicroLink’s goal so that was increased. We will add service to the airport and partner with the airport in the advertising of the route.

2. FY2026 Budget Details—*Rebecca Walner*

Rebecca presented an overview of the budget. Increased legal due to the upcoming negotiations of the union contract. Insurance and utilities increase; 5% increase in the outer cities service contracts. Adam Doverspike would like to see a comparison of the cost of free fairs to the savings of fare boxes and fare cards.

**V. TRUSTEES AND GENERAL MANAGER COMMENTS**

**VI. NEW BUSINESS**

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

**VII. ADJOURN**

**James Wagner** adjourned meeting at 12:15pm.

Sincerely,

Lori Soderstrom  
Secretary to the Board of Trustees

**METROPOLITAN TULSA TRANSIT AUTHORITY**

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

Tuesday, January 28, 2025

R.O. Laird Board Room

510 South Rockford Avenue, Tulsa, Oklahoma

**CALL TO ORDER/ROLL CALL**

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

**OTHERS PRESENT:**

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

**IN ATTENDANCE:** Scott Marr, General Manager; Rebecca Walner, MTTA CFO; Chase Phillips, MTTA Director of Planning; Randy Cloud, MTTA Director of Maintenance; BreAnna Hall, MTTA Marketing Manager; Naaja Jefferies, MTTA Director of Transportation; Ofir Bar, MTTA Director of IT; Will Reece, MTTA Safety & Training Manager; and Ben Abrams NPR radio.

In accordance with the Oklahoma Open Meetings Act, the meeting was preceded by advance notice of the date, time, and place filed with the Municipal City Clerk’s office on November 6, 2024. An announcement was also given at least twenty-four (24) hours in advance by posting notice of the date, time and place and agenda of the meeting on January 23, 2025 @ 5:00pm, at the Municipal City Clerk’s office and at Tulsa Transit Administrative offices on January 23, 2025.

**I. CALL TO ORDER**

**James Wagner** called the meeting to order at 12:02 pm.

**II. INTRODUCTIONS**

Scott introduced the MTTA staff.

**III. APPROVAL OF THE December 3, 2024, MEETING MINUTES**

**Emily Hall and Tina Peña** moved to approve the December 3, 2024, meeting minutes.

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

**IV. PUBLIC COMMENTS**

None

**A. Finance/Budget**

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

Chase presented ridership. Ridership for fixed was at 158k, BRT was 42k, LinkAssist was 200 trips/day, and MicroTransit trips was 8,966. Board would like a note on the BRT slide that the Route 105 numbers is from 2019 and on Micro would like to see 13 months on slide.

**2. MTTA Annual Audit—Rebecca Walner**

Rebecca presented the annual audit; was a clean audit with only 3 minor findings.

**3. MTTA Priorities and Goals -Scott Marr**

Scott presented the goals with one change from last year, increasing the MicroLink goal to 9,000 & daily 300.

**Adam Doverspike** and **Emily Hall** moved to approve priorities and goals.

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

**4. FY2026 Budget—Rebecca Walner**

Rebecca presented the FY26 budget with a 3% increase over the FY25 budget. No changes were made to the budget since the budget meeting.

**Adam Doverspike** and **Tina Peña** moved to approve the FY26 MTTA Budget.

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

**5. Review and approval of Financial Statements – Rebecca Walner**

Rebecca presented the financial statements through December. Revenues from Operations are higher, Under budget by 8%, under budget on materials and supplies, utilities, and insurance and other misc. Board would like to see an Elerts presentation of how it works.

**Tina Peña** and **Adam Doverspike** moved to approve FY25 year to date financial statement summary.

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

**6. Upcoming Procurements- Rebecca Walner**

Rebecca presented the upcoming procurements; we will be sending the paratransit eligibility service out for bid.

**B. Operating/Marketing**

**1. Background Checks and the New Hire Drug and DOT medical examinations.**

*-Lori Soderstrom*

Lori presented the Board a contract add-on to ADP for background, drug, and DOT medical examinations. ADP has a contract with Concentra for the new hire drug testing and DOT medical cards at a cost savings for MTTA, we use Concentra now. ADP also has a background service that

is cheaper and easier to use than current service. The expected savings for 300 new hires would be \$20,000 compared to our current services.

**Emily Hall and Kelsey Hubble-Dowdell** moved to 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.

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

**2. MTTA Public Transportation Agency Safety Plan – Will Reece**

Will presented the Board with the updated PTASP, this plan is updated each year. Changes made were replacing the Tulsa Transit throughout to MetroLink Tulsa, updated names of Director and Safety Manager, renamed the Risk Reduction Program, added Assaults on Transit Workers, updated the HR contact information, updated At-Scene procedures to reflect handbook.

**Adam Doverspike and Tina Peña** moved to approve the updated MTTA Public Transportation Agency Safety Plan.

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

**3. Update on Operations – Naaja Jefferies**

Naaja updated the Board on where Operations stands on driver counts vs. bids. Current challenges are drivers out on FMLA, LOA & Workers Compensation. Things that are being done to help with service are: we have a rideshare new hire bonus, HR is doing multiple job fairs, Amin. is helping cover service and limiting approved time off requests.

**V. TRUSTEES AND GENERAL MANAGER COMMENTS**

**Emily Hall** said she witnessed an elderly couple hit our bus while raining, our driver got an umbrella and helped them on the bus out of the rain. **James Wagner** let the Board know of the Memo to Temporary Pause of Agency Grant, Loan, and Other Financial Assistance Programs that went out from the White House.

**VI. NEW BUSINESS**

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**VII. ADJOURN**

**James Wagner** adjourned meeting at 1:11pm.

Sincerely,

Lori Soderstrom  
Secretary to the Board of Trustees

# Fixed Route

**Average Passengers  
per Rev. Hr.**  
12.2

\*APC Ridership

## Highest Ridership:

110: 11,272  
130: 10,859  
140: 8,785  
250: 7,705  
150: 6,787

\*APC Ridership

## Highest Passengers per Rev Hr.:

130: 16.1  
110: 15.0  
150: 14.4  
114: 13.3  
201: 13.2

\*APC Ridership

**Avg Weekday Ridership:**  
6989

**Avg Saturday Ridership:**  
4300

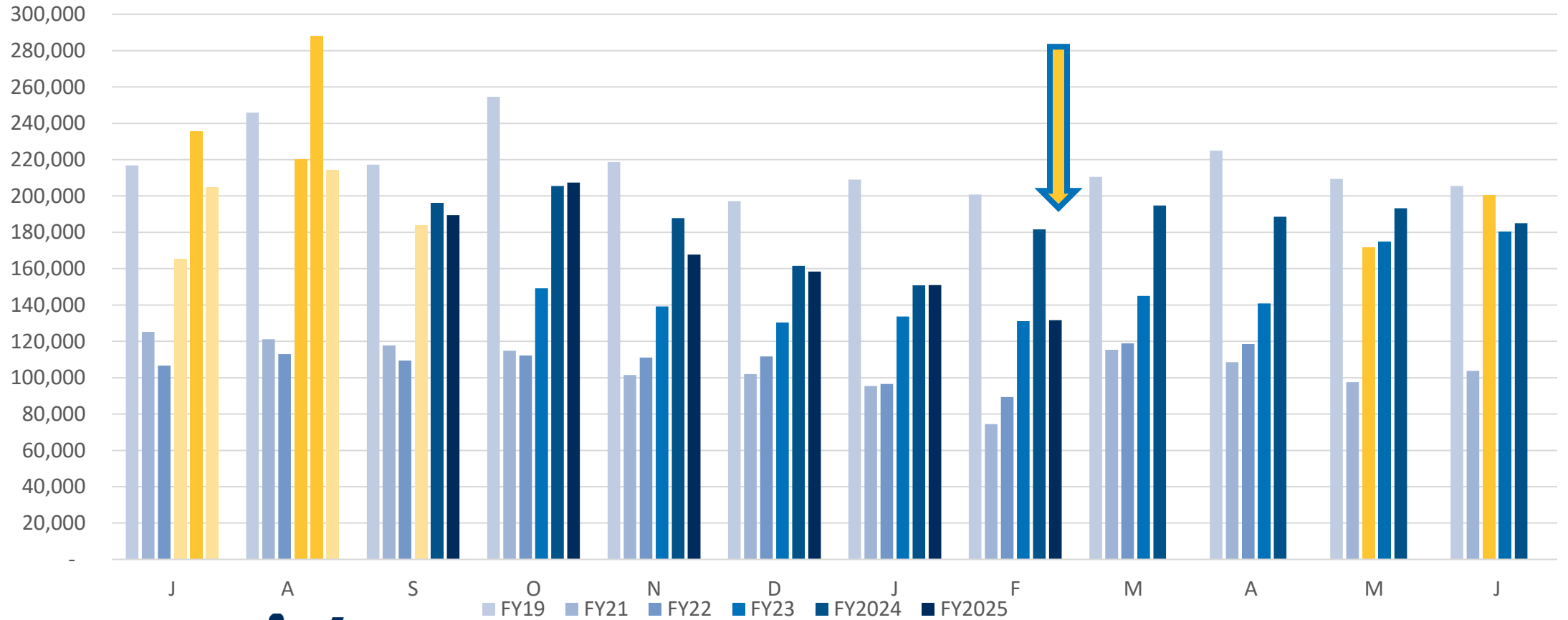
**Avg Sunday Ridership:**  
916



# Fixed Route Ridership

Ridership of 132K is 50K less than FY24

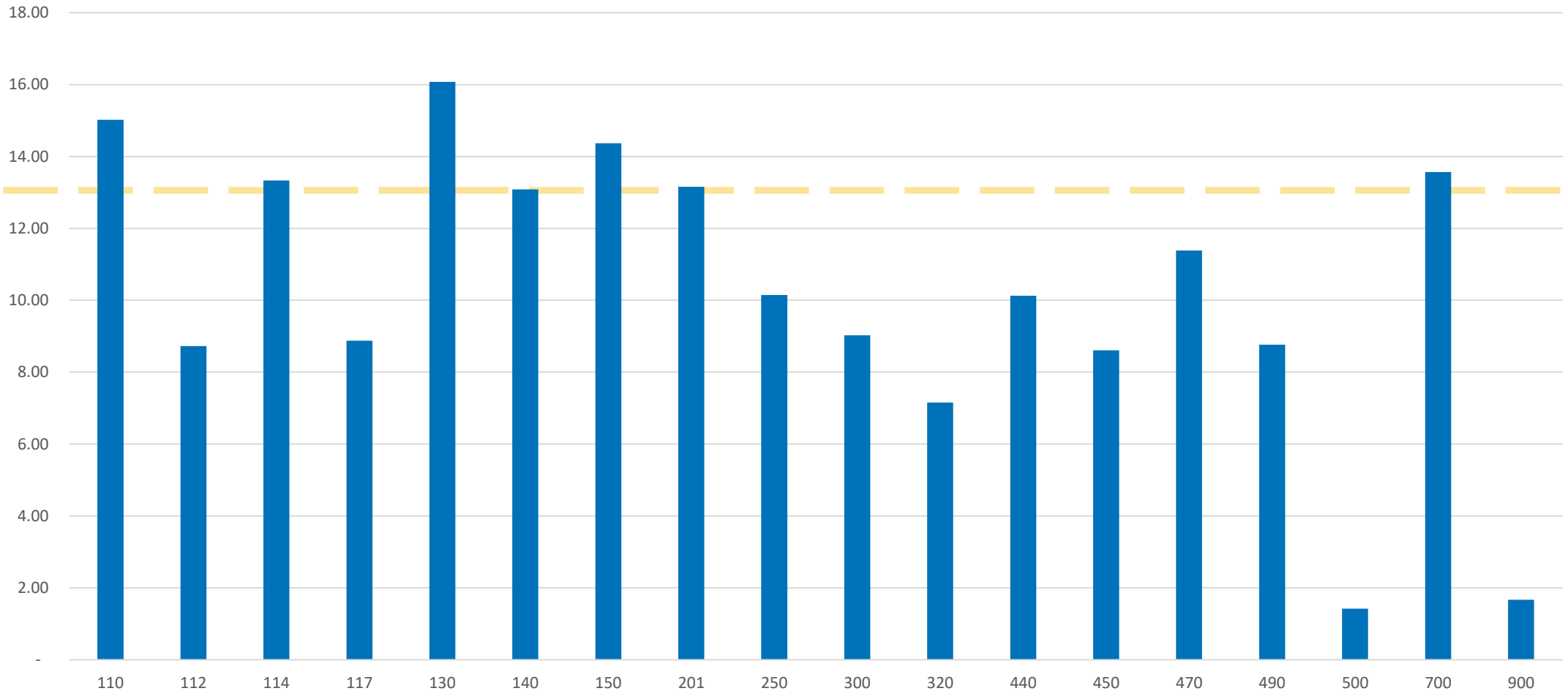
*\*Note: Lower # resulting from APC Issues. Farebox (GFI) #s were used for BRT Ridership, which has been notably lower than APC #s*



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



# Passenger per Revenue Hour

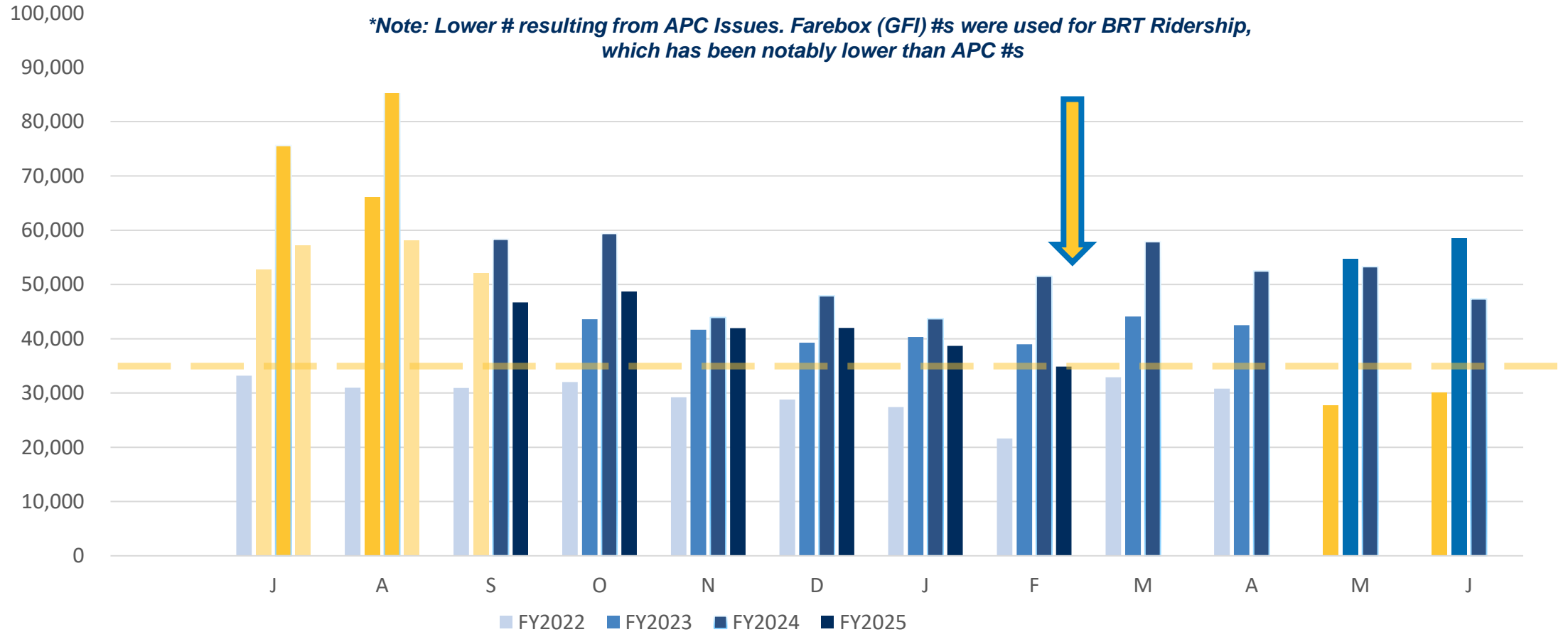


--- FX Service Benchmark is 13

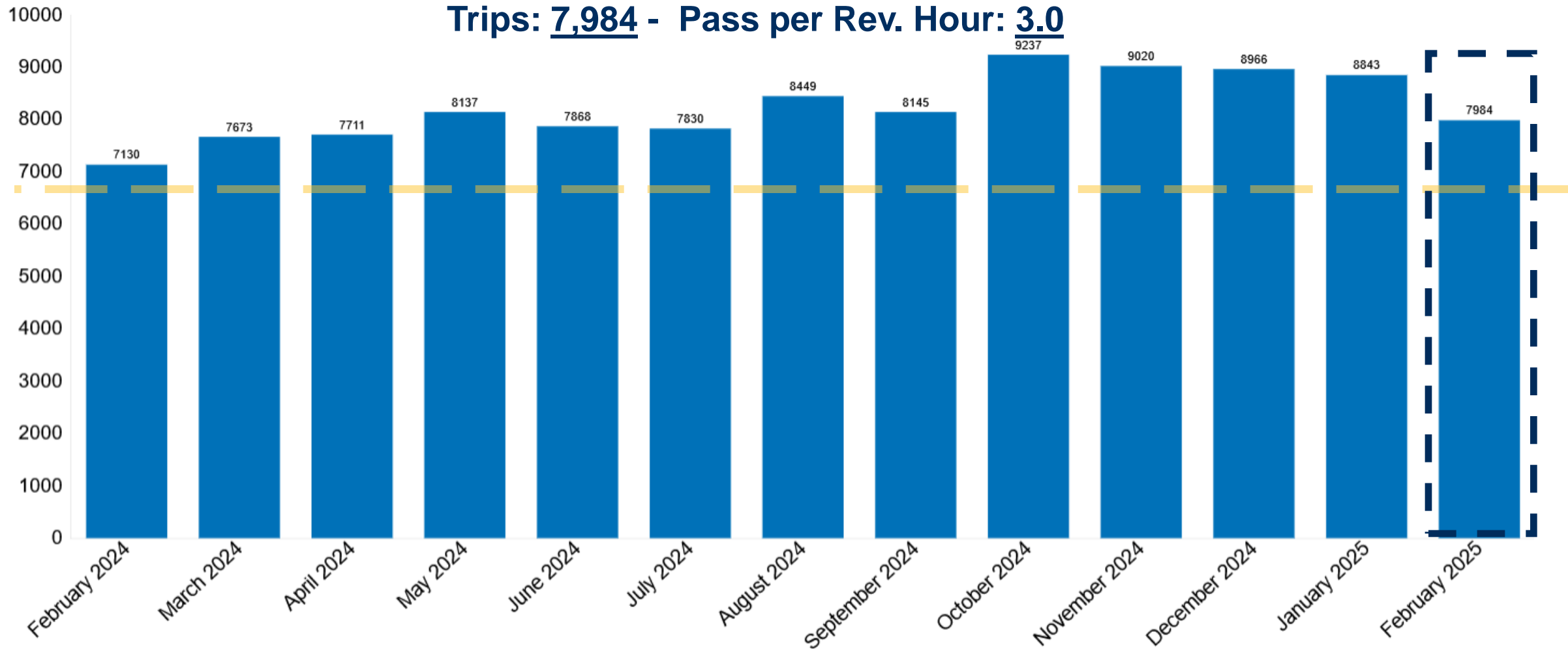
# BRT Ridership

Ridership of 39K is 17K less than FY24 & 5K more than Route 105 Avg.

Passengers per Revenue Hour: 13.6



# MicroLink – Monthly Ridership



MicroLink 2024-2025 Trips



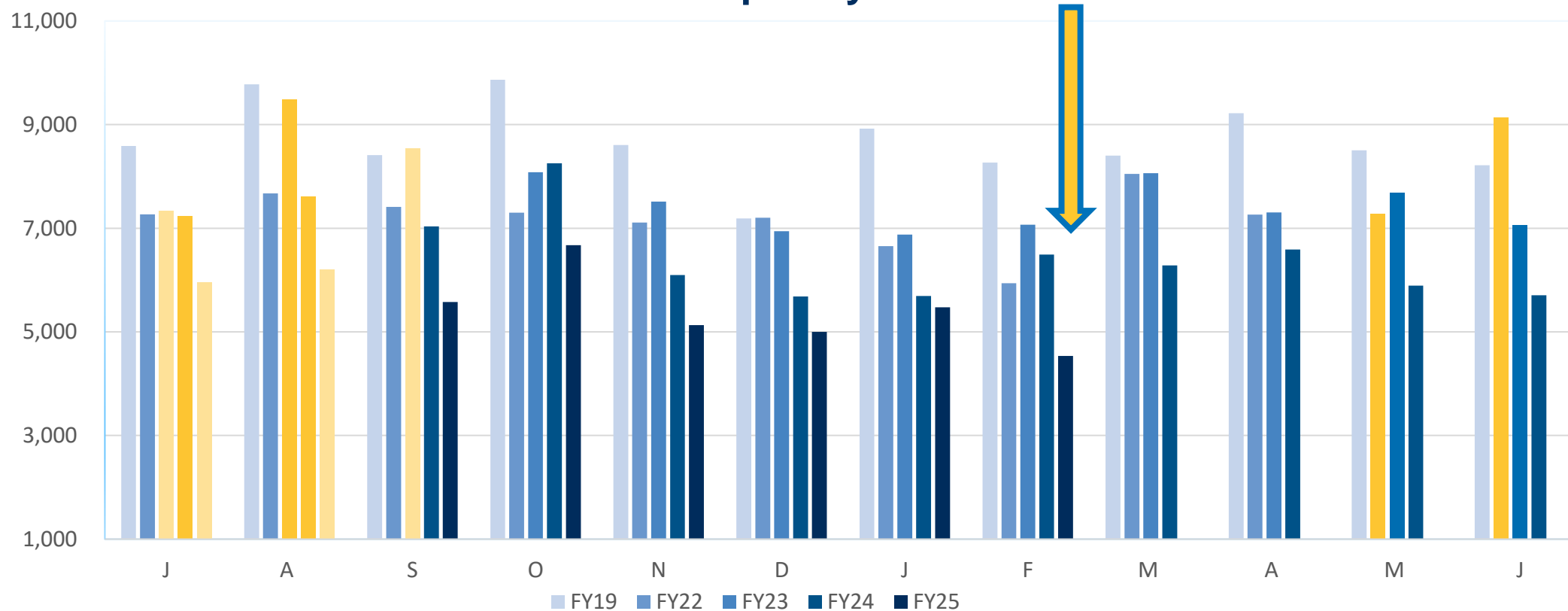
Performance Goal: 6.6K



# LinkAssist Ridership

Ridership of 4,538 was 2K less than FY24

211 trips/day



# *April 2025 – Service Changes*

## **Routes / Zones**

- Route 201 – Adding Tulsa International Airport
- Route 112 – Removing Downtown
- Route 490 – Minor end-of-line change
- Zone 6 – Adding Crystal City Shopping Center

# Certification of *Automated Passenger Counters* (APC)

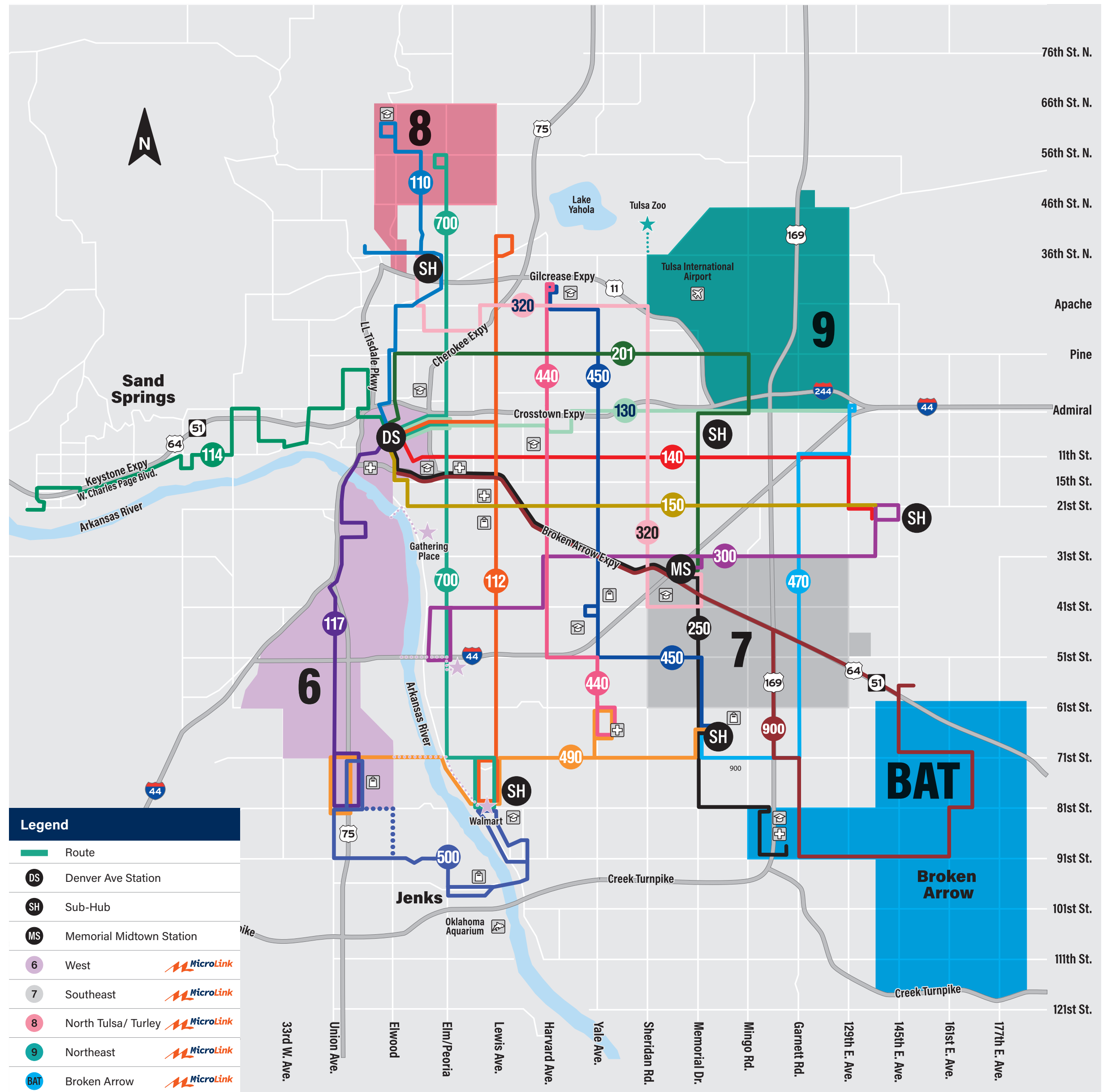
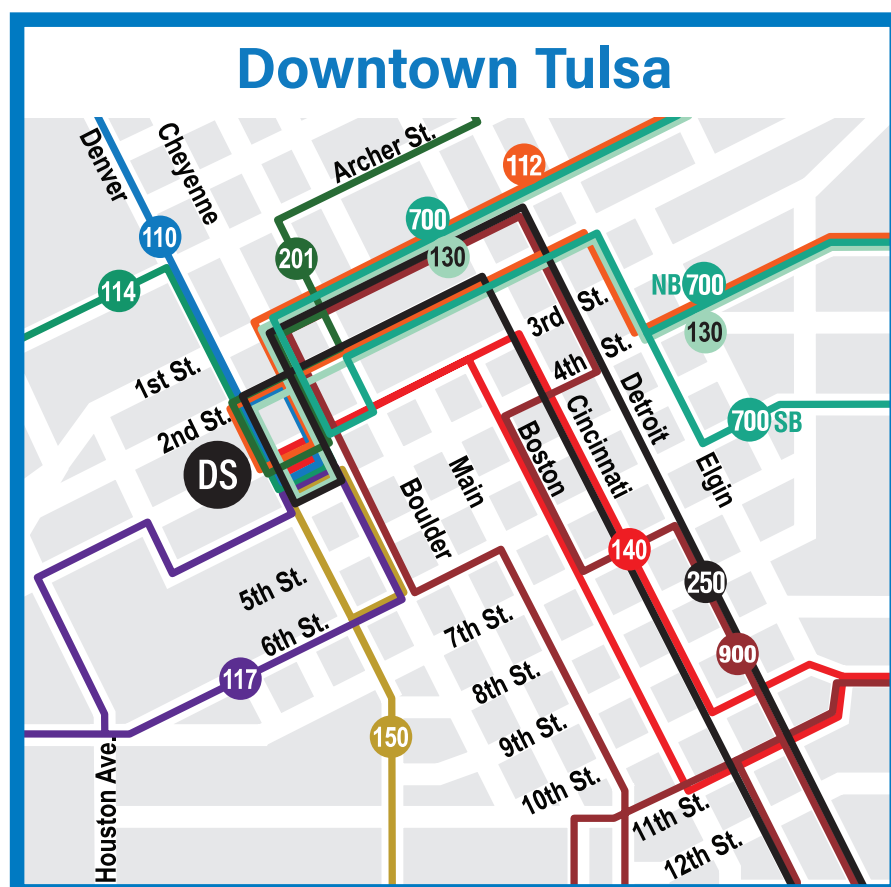
- Submitting in April
- Expected timeline
- Will use APC ridership data for federal reporting

### MetroLinkOK.org

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

#### Route Listing

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



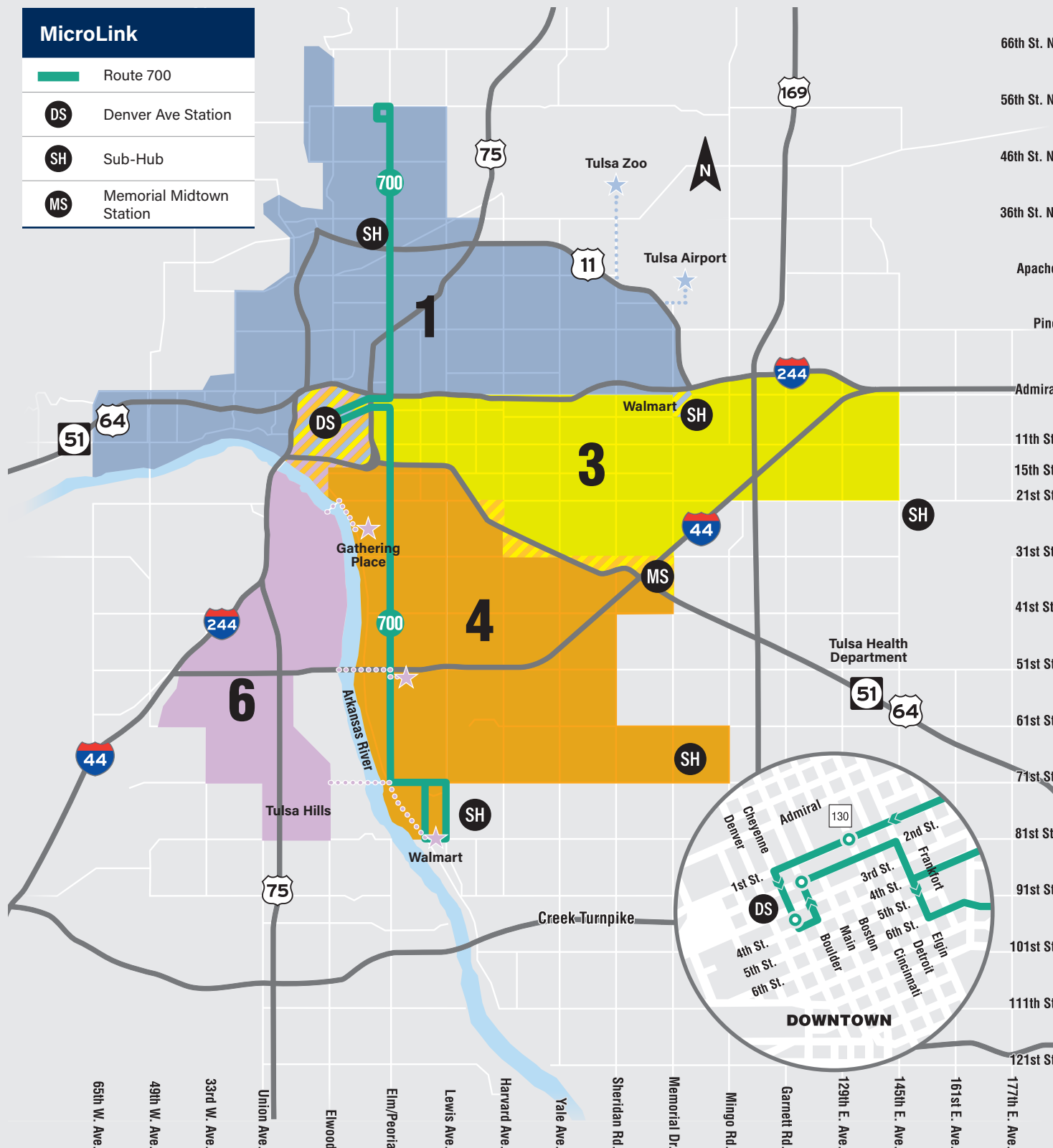
## MicroLink

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:

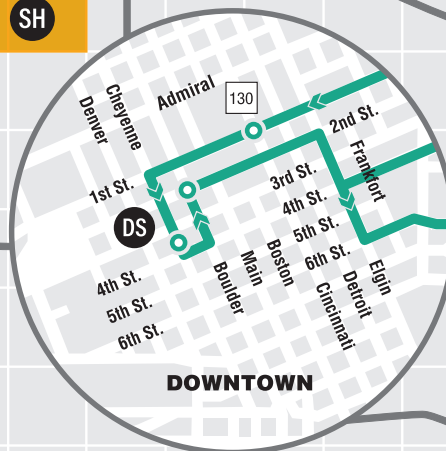
Check out our maps for Points of Interest (POI) and zoning. Points of interest are cool places you can head to from outside your zone!

## 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



**METROPOLITAN TULSA TRANSIT AUTHORITY  
BOARD MEETING  
March 25, 2025**

To: Board of Trustees  
From: Rebecca Walner, Chief Financial Officer  
Subject: FY25 Financial Statement Summary through February 28, 2025

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**Recommendation:**

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

**Analysis:**

February operating expenses of \$1.9M and around 15% less than projections based on the FY2025 budget.

YTD we have a total expenses of 16.6M which are 1.5M or 8% less than projected. Revenues from Operations are on target higher. The FY25 underspending of 1.5M 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:

		<b><i>FY25 Executive Summary</i></b>		
		For the Eight Months Ending Feb 28, 2025		
<b>Summary of Activities*</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Var%</b>	
Revenues From Operations	\$ 1,759	\$ 1,832	-4%	
Grant Revenues	14,931	16,324	-9%	
<b>Total Operating Revenues</b>	<b>16,690</b>	<b>18,156</b>	<b>-8%</b>	
Total Expenses	(16,690)	(18,156)	-8%	
Surplus (Deficit)	\$ -	\$ -	0%	
<b>Operating Revenues*</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Var%</b>	
City of Tulsa	\$ 7,775	\$ 8,047	-3%	
Federal Grants	5,759	7,230	-20%	
State Grants	1,113	767	45%	
Other Local	284	280	1%	
Fare Revenues	1,279	1,255	2%	
Advertising Revenues	387	467	-17%	
Other Revenues	94	110	-14%	
<b>Total Operating Revenues</b>	<b>\$ 16,690</b>	<b>\$ 18,156</b>	<b>-8%</b>	
<b>Operating Expenses*</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Var%</b>	
Payroll & Fringe	\$ 11,831	\$ 12,547	-6%	
Administrative Services	710	706	1%	
Materials & Supplies	2,850	3,125	-9%	
Utilities	390	444	-12%	
Insurance	364	500	-27%	
Miscellaneous	546	834	-35%	
<b>Total Expenses</b>	<b>\$ 16,690</b>	<b>\$ 18,156</b>	<b>-8%</b>	



**FY25 Executive Summary**  
For the Eight Months Ending Feb 28, 2025

Summary of Activities*	Actual	Budget	Var%
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Miscellaneous	546	834	-35%
<b>Total Expenses \$</b>	<b>16,690</b>	<b>\$ 18,156</b>	<b>-8%</b>

Goal 1. Operate a Safe Transit System				
Accidents (Per 100K miles)	FY25	FY24	Change	Target
Fixed Route	3.13	3.00	4%	2.00
RideShare	1.10	2.00	-45%	1.20

Goal 2. Meet and Exceed Customer Expectations				
Complaints	FY25	FY24	Change	Target
Fixed Route	13.00	10.00	30%	25.00
MicroLink	42.00	22.00	-100%	25.00
LinkAssist	30.00	25.00	20%	25.00

Goal 3. Maintain a Quality Workforce				
Absences (Per weekday)	FY25	FY24	Change	Target
Fixed Route	9	5	80%	9
Rideshare	11	2	461%	5.0

Goal 4. Operate an Effective Transit System				
Passengers Per Hour	FY25	FY24	Change	Target
Fixed Route	10.86	12.32	-12%	13.00
MicroLink	2.97	2.40	24%	2.50
LinkAssist	1.51	1.58	-4%	2.00

Goal 5. Operate an Efficient Transit System				
Cost Per Trip	FY25	FY24	Change	Target
Fixed Route	\$ 10.16	\$ 8.38	21%	\$ 8.71
MicroLink	\$ 32.46	\$ 23.78	37%	\$ 30.00
LinkAssist	\$ 61.38	\$ 63.00	-3%	\$ 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
<b>MONTH</b>								
July	0							0
August	2							2
September	8							8
October	2		2					6
November	2	2						4
December	3							3
January	3							3
February	6							6
March								0
April								0
May								0
June								0
<b>TOTAL</b>	<b>26</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32</b>
<b>Percent of Total</b>	<b>81%</b>	<b>13%</b>	<b>6%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>100%</b>

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
<b>MONTH</b>								
July	6							6
August	2							2
September			3	1				4
October	6							6
November	3							3
December	2					1		3
January	1	1						2
February								0
March	5	1	2					8
April	1	1	1	1				4
May	2		1					3
June	1							1
<b>TOTAL</b>	<b>29</b>	<b>3</b>	<b>7</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>42</b>
<b>Percent of Total</b>	<b>69%</b>	<b>7%</b>	<b>17%</b>	<b>5%</b>	<b>0%</b>	<b>2%</b>	<b>0%</b>	<b>100%</b>

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	3							3
February	1							1
March								0
April								0
May								0
June								0
<b>Total</b>	<b>14</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19</b>
<b>Percent of Total</b>	<b>74%</b>	<b>21%</b>	<b>5%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

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
<b>Total</b>	<b>32</b>	<b>22</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>58</b>
<b>Percent of Total</b>	<b>55%</b>	<b>38%</b>	<b>2%</b>	<b>3%</b>	<b>0%</b>	<b>2%</b>	<b>0%</b>	<b>100%</b>

**For the Eight Months Ending Feb 28, 2025**  
**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	\$1,139,124	\$1,060,729	7.39%	Fixed Route Ridership revenue is trending above average
MicroLink	\$53,307	\$27,996	90.41%	As we have added more MicroLink service the revenue has surpassed expected budgeted amount.
LinkAssist	\$86,244	\$166,667	(48.25%)	As MicroLink has expanded the use for our LinkAssist customers have been converting more to that system.
Advertising	\$386,612	\$466,667	(17.15%)	Advertising revenue for the they year is less than projected. Currently reviewing contracts.
Investments	\$76,741	\$96,667	(20.61%)	Investments revenue for the year are slightly lower than targeted due to fluxuation of markets.
Other Revenue	\$17,349	\$13,333	30.12%	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	\$11,830,552	\$12,546,869	-6%	Payroll and fringe is on target for the year.
Advertising	\$155,919	\$186,667	-16%	Advertising Commission is in alignment with more advertising.
Legal Fees	\$76,123	\$51,671	47%	Mutiple litigations have increased the cost in legal expenses.
Audit Fees	\$28,933	\$30,667	-6%	Audit fees are on target for FY25.
Office Equipment / Computers	\$9,239	\$25,635	-64%	Office Equipment is under budget as we move through wrapping up the Remodel project.
Building & Facility Services	\$130,168	\$152,119	-14%	Building Services is currently lower than expected as we did not have 1 facility open for majority of the year.
Professional & Technical Services	\$272,484	\$210,031	30%	Reclass for Eligibility will be in February report
Software Maintenance & Service	\$20,486	\$36,515	-44%	Reclass for Eligibility will be in February report
Security Services	\$16,290	\$6,232	31%	Yearly cost allocated and classes have been taken. Will level out throughout the year.
Fuel	\$436,737	\$723,659	-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	\$196,373	\$122,679	60%	As we increase the MicroLink Vehicles it has fluated our cost between CNG to Gasoline.
Oil & Lubricants	\$87,254	\$133,681	-35%	New vehicles have decreased the amounts oil and lubricats we have needed.
Tires & Tubes	\$117,562	\$126,609	-7%	Tires have began to level out for FY25.
Facility Repairs & Maintenance	\$719,898	\$570,251	26%	Reclass for Eligibility will be in February report
Service & Shop Equipment	\$19,543	\$22,079	-11%	On Target
Other Shop & Garage Expense	\$57,571	\$64,235	-10%	On Target
Repair Parts	\$1,160,956	\$1,285,789	-10%	On Target
Servicing Supplies	\$15,067	\$38,553	-61%	Reclass for Repairs will be in February report
Transportation & Safety	\$834	\$6,091	-86%	Working with our traning company for train the trainers.
Schedules	\$7,587	\$9,754	-22%	New Schedules will come out in April.
Passes & Transfers	\$30,514	\$21,485	42%	Purchased new LinkAssist books and the cost has gone up. Looking into options for future.
Utilities	\$389,903	\$443,726	-12%	New CNG station does not pull as much energy as old in FY25 it is reflecting that.
Insurance	\$364,234	\$500,000	-27%	At budget season it was unknown on workers compensations, therefore we had to highly over estimate the cost.
Planning	\$256,267	\$320,000	-20%	No study has been issued for this year to date.
Dues & Subscriptions	\$25,588	\$40,000	-36%	Dues stayed level so far for FY25 therefore we are not seeing as significant of increase as thought.
Travel & Meetings - Staff	\$41,205	\$41,600	-1%	Few employees travelled in December for various Conferences, majority for Safety and Security.
Travel & Meetings - Board	\$2,061	\$2,000	3%	On Target
Marketing & Advertising	\$59,976	\$154,426	-61%	Preparing for June half price fair. Has started increasing the sticker change out on buses, expected to be completed in April and seen on the May board.
General Office Expense	\$99,045	\$107,426	-8%	Office Equipment is under budget as we move through wrapping up the Remodel project.
Other Miscellaneous Expenses	(\$3,227)	\$80,000	-104%	This account is to limited in use due to FTA requirements of everything needs a specific requirement.
Bank & Credit Card Fees	\$36,459	\$60,608	-40%	Reclass on payroll expenses required.
Leases & Rentals	\$28,655	\$28,291	1%	On Target
Operational Grant Funding	YTD Act	YTD Budget	Var%	Details
Operating Assistance - Other	\$283,785	\$280,000	1%	On Target
Oklahoma State Funding	\$1,113,041	\$766,667	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	\$346,462	\$754,409	-54%	Due to not doing a planning project, cost of planning draw downs are lower.
FTA - Leases / Audit	\$49,799	\$120,213	-59%	We have reduced the amount of Leases in FY25 therefore the amount to draw down is less.
FTA - Preventative Maintenance	\$2,388,877	\$3,659,991	-37%	Preventative Maintenance cost is down so we are not needing to defer at the rate budget expected.
FTA - Operations	\$2,973,943	\$2,694,907	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, however, it will be requested at a later time.
COT - Vision Assistance	\$2,720,308	\$2,992,667	-9%	however, it will be requested at a later time.
COT - Operating Assistance	\$5,054,664	\$5,054,667	0%	On Target
Capital Funding	YTD Act	YTD Budget	Var%	Details
Capital Assistance - FTA	\$5,232,939	\$2,043,888	156%	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	\$1,470,687	69%	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 Eight Months Ending Friday, February 28, 2025

	Actual	Budget	Var %	PY	PY %	Act YTD	Bgt YTD	Var%	PY YTD	PY %
<b>Operating Revenues</b>										
Passenger	\$128,577	\$132,591	(3.03%)	\$65,620	95.94%	\$1,139,124	\$1,060,729	7.39%	\$838,079	35.92%
MicroLink	\$7,854	\$3,818	105.71%	\$7,553	3.99%	\$53,307	\$27,996	90.41%	\$27,371	94.76%
LinkAssist	\$7,408	\$20,833	(64.44%)	\$20,493	(63.85%)	\$86,244	\$166,667	(48.25%)	\$172,270	(49.94%)
Advertising	\$38,310	\$58,333	(34.33%)	\$82,280	(53.44%)	\$386,612	\$466,667	(17.15%)	\$495,556	(21.98%)
Investments	\$6,193	\$12,083	(48.75%)	\$9,749	(36.47%)	\$76,741	\$96,667	(20.61%)	\$81,971	(6.38%)
Other Revenue	\$1,392	\$1,667	(16.51%)	\$347	300.73%	\$17,349	\$13,333	30.12%	\$14,906	16.39%
<b>Total Operating Revenues</b>	<b>\$189,734</b>	<b>\$229,325</b>	<b>(17.26%)</b>	<b>\$186,042</b>	<b>1.98%</b>	<b>\$1,759,377</b>	<b>\$1,832,059</b>	<b>(3.97%)</b>	<b>\$1,630,153</b>	<b>7.93%</b>
<b>Operating Expenses</b>										
<b>Labor:</b>										
Operators	\$606,095	\$613,849	(1.26%)	\$589,280	2.85%	\$4,911,095	\$4,910,794	0.01%	\$4,550,303	7.93%
Transportation Administration	\$102,799	\$131,804	(22.01%)	\$122,954	(16.39%)	\$887,631	\$1,054,432	(15.82%)	\$1,054,250	(15.80%)
Maintenance	\$108,288	\$128,655	(15.83%)	\$124,136	(12.77%)	\$953,172	\$1,029,240	(7.39%)	\$1,028,296	(7.31%)
Maintenance Administration	\$35,769	\$60,179	(40.56%)	\$35,515	0.71%	\$262,726	\$481,432	(45.43%)	\$259,577	1.21%
Administration & Accounting	\$137,787	\$141,733	(2.78%)	\$157,507	(12.52%)	\$1,123,301	\$1,133,864	(0.93%)	\$958,193	17.23%
<b>Total Labor</b>	<b>\$990,738</b>	<b>\$1,076,220</b>	<b>(7.94%)</b>	<b>\$1,029,392</b>	<b>(3.76%)</b>	<b>\$8,137,925</b>	<b>\$8,609,762</b>	<b>(5.48%)</b>	<b>\$7,850,619</b>	<b>3.66%</b>
<b>Fringe Benefits:</b>										
FICA Taxes	\$78,045	\$95,111	(17.94%)	\$83,399	(6.42%)	\$672,811	\$760,885	(11.58%)	\$674,387	(0.23%)
Pension Plan Expense	\$106,492	\$109,167	(2.45%)	\$105,274	1.16%	\$843,905	\$873,333	(3.37%)	\$838,895	0.60%
Health & Dental Insurance	\$98,534	\$124,894	(21.11%)	\$113,658	(13.31%)	\$880,774	\$999,149	(11.85%)	\$1,024,502	(14.03%)
Life & Disability Insurance	\$13,527	\$22,642	(40.25%)	\$14,895	(9.18%)	\$120,723	\$181,133	(33.35%)	\$178,710	(32.45%)
Sick Leave	\$29,760	\$31,585	(5.78%)	\$73,815	(59.68%)	\$228,610	\$252,682	(9.53%)	\$351,622	(34.98%)
Holiday Pay	\$10,521	\$40,015	(73.71%)	(\$13,782)	(176.34%)	\$361,564	\$320,122	12.95%	\$366,419	(1.32%)
Vacation Pay	\$20,049	\$41,061	(51.17%)	\$23,222	(13.66%)	\$344,939	\$328,489	5.01%	\$311,505	10.73%
Uniform Allowance - Drivers	\$7,322	\$6,250	17.16%	\$3,317	120.73%	\$56,762	\$50,000	13.52%	\$43,990	29.03%
Clothing/Tool Allowance - Mechanics	\$1,698	\$3,000	(43.42%)	\$1,972	(13.92%)	\$26,572	\$24,000	10.72%	\$21,844	21.65%
Unemployment Compensation	\$18,866	\$4,333	335.37%	\$2,183	764.33%	\$27,308	\$34,667	(21.23%)	\$29,669	(7.96%)
Other Fringe Benefits	\$17,290	\$14,081	22.79%	\$11,632	48.64%	\$128,659	\$112,647	14.21%	\$127,653	0.79%
<b>Total Fringe Benefits</b>	<b>\$402,104</b>	<b>\$492,139</b>	<b>(18.29%)</b>	<b>\$419,585</b>	<b>(4.17%)</b>	<b>\$3,692,627</b>	<b>\$3,937,107</b>	<b>(6.21%)</b>	<b>\$3,969,196</b>	<b>(6.97%)</b>
<b>Total Loaded Payroll</b>	<b>\$1,392,842</b>	<b>\$1,568,359</b>	<b>(11.19%)</b>	<b>\$1,448,977</b>	<b>(3.87%)</b>	<b>\$11,830,552</b>	<b>\$12,546,869</b>	<b>(5.71%)</b>	<b>\$11,819,815</b>	<b>0.09%</b>
<b>Administrative Services:</b>										
Advertising	\$15,324	\$23,333	(34.33%)	\$32,912	(53.44%)	\$155,919	\$186,667	(16.47%)	\$182,109	(14.38%)
Legal Fees	\$11,625	\$6,459	79.98%	\$10,620	9.46%	\$76,123	\$51,671	47.32%	\$50,469	50.83%
Audit Fees	\$3,617	\$3,833	(5.65%)	\$3,617	0.00%	\$28,933	\$30,667	(5.65%)	\$28,934	(0.00%)
Office Equipment / Computers	\$1,440	\$3,204	(55.05%)	\$2,311	(37.69%)	\$9,239	\$25,635	(63.96%)	\$14,196	(34.92%)
Building & Facility Services	\$15,650	\$19,015	(17.70%)	\$12,086	29.49%	\$130,168	\$152,119	(14.43%)	\$104,611	24.43%
Professional & Technical Services	\$40,214	\$26,254	53.17%	\$23,536	70.86%	\$272,484	\$210,031	29.73%	\$205,174	32.81%
Software Maintenance & Service	\$3,527	\$4,564	(22.72%)	\$4,515	(21.87%)	\$20,486	\$36,515	(43.90%)	\$19,077	7.39%
Security Services	\$35	\$1,558	(97.75%)	\$67	(47.71%)	\$16,290	\$12,464	30.69%	\$1,236	1218.33%
<b>Total Administrative Services</b>	<b>\$91,432</b>	<b>\$88,220</b>	<b>3.64%</b>	<b>\$89,664</b>	<b>1.97%</b>	<b>\$709,642</b>	<b>\$705,769</b>	<b>0.55%</b>	<b>\$605,806</b>	<b>17.14%</b>
<b>Total Services</b>	<b>\$91,432</b>	<b>\$88,220</b>	<b>3.64%</b>	<b>\$89,664</b>	<b>1.97%</b>	<b>\$709,642</b>	<b>\$705,769</b>	<b>0.55%</b>	<b>\$605,806</b>	<b>17.14%</b>
<b>Materials &amp; Supplies:</b>										
Fuel	\$55,733	\$90,457	(38.39%)	\$59,720	(6.68%)	\$436,737	\$723,659	(39.65%)	\$533,957	(18.21%)
Gasoline	\$13,600	\$15,335	(11.32%)	\$10,893	24.85%	\$196,373	\$122,679	60.07%	\$125,847	56.04%
Oil & Lubricants	\$16,958	\$16,710	1.48%	\$24,873	(31.82%)	\$87,254	\$133,681	(34.73%)	\$101,499	(14.03%)
Tires & Tubes	\$7,048	\$15,826	(55.47%)	\$17,955	(60.75%)	\$117,562	\$126,609	(7.15%)	\$126,056	(6.74%)



Facility Repairs & Maintenance	\$90,446	\$71,281	26.89%	\$139,368	(35.10%)	\$719,898	\$570,251	26.24%	\$664,400	8.35%
Service & Shop Equipment	\$3,069	\$2,760	11.19%	\$2,881	6.51%	\$19,543	\$22,079	(11.49%)	\$29,902	(34.64%)
Other Shop & Garage Expense	\$3,925	\$8,029	(51.11%)	\$7,583	(48.24%)	\$57,571	\$64,235	(10.37%)	\$57,865	(0.51%)
Repair Parts	\$93,805	\$160,724	(41.64%)	\$153,560	(38.91%)	\$1,160,956	\$1,285,789	(9.71%)	\$1,268,071	(8.45%)
Servicing Supplies	\$2,323	\$4,819	(51.80%)	\$7,744	(70.00%)	\$15,067	\$38,553	(60.92%)	\$39,766	(62.11%)
Transportation & Safety Schedules	\$170	\$761	(77.67%)	\$1,536	(88.93%)	\$834	\$6,091	(86.31%)	\$7,410	(88.75%)
Passes & Transfers	-	\$1,219	(100.00%)	-	0.00%	\$7,587	\$9,754	(22.21%)	\$9,482	(19.98%)
Total Materials & Supplies	\$4,326	\$2,686	61.10%	(\$820)	(627.88%)	\$30,514	\$21,485	42.03%	\$36,851	(17.20%)
	\$291,403	\$390,607	(25.40%)	\$425,293	(31.48%)	\$2,849,896	\$3,124,865	(8.80%)	\$3,001,106	(5.04%)
Utilities:										
Light, Heat, Power, and Water	\$46,438	\$37,944	22.38%	\$36,016	28.93%	\$288,407	\$303,554	(4.99%)	\$298,150	(3.27%)
Communications	\$11,926	\$17,521	(31.94%)	\$14,218	(16.12%)	\$101,496	\$140,172	(27.59%)	\$131,847	(23.02%)
Total Utilities	\$58,364	\$55,465	5.22%	\$50,234	16.18%	\$389,903	\$443,726	(12.13%)	\$429,997	(9.32%)
Insurance:										
Insurance Premiums	\$56,243	\$62,500	(10.01%)	\$53,387	5.35%	\$451,277	\$500,000	(9.74%)	\$427,096	5.66%
Self Insurance	(\$20,926)	-	0.00%	\$4,336	(582.63%)	(\$87,043)	-	0.00%	\$56,554	(253.91%)
Total Insurance	\$35,317	\$62,500	(43.49%)	\$57,723	(38.82%)	\$364,234	\$500,000	(27.15%)	\$483,650	(24.69%)
Miscellaneous:										
Planning & Rideshare	\$28,838	\$40,000	(27.90%)	\$48,960	(41.10%)	\$256,267	\$320,000	(19.92%)	\$229,526	11.65%
Dues & Subscriptions	\$3,247	\$5,000	(35.06%)	\$8,448	(61.56%)	\$25,588	\$40,000	(36.03%)	\$39,554	(35.31%)
Travel & Meetings - Staff	\$320	\$5,200	(93.85%)	\$17,024	(98.12%)	\$41,205	\$41,600	(0.95%)	\$62,222	(33.78%)
Travel & Meetings - Board	-	\$250	(100.00%)	\$121	(100.00%)	\$2,061	\$2,000	3.05%	\$1,979	4.14%
Marketing & Advertising	\$3,946	\$19,303	(79.56%)	\$23,254	(83.03%)	\$59,976	\$154,426	(61.16%)	\$193,449	(69.00%)
General Office Expense	\$12,868	\$13,428	(4.17%)	\$9,625	33.70%	\$99,045	\$107,426	(7.80%)	\$92,078	7.57%
Other Miscellaneous Expenses	(\$1,970)	\$10,000	(119.70%)	(\$3,496)	(43.66%)	(\$3,227)	\$80,000	(104.03%)	(\$14,060)	(77.05%)
Bank & Credit Card Fees	\$1,646	\$7,576	(78.27%)	\$8,232	(80.00%)	\$36,459	\$60,608	(39.84%)	\$56,563	(35.54%)
Leases & Rentals	\$1,795	\$3,536	(49.25%)	\$1,567	14.52%	\$28,655	\$28,291	1.28%	\$24,392	17.48%
Total Miscellaneous	\$50,690	\$104,293	(51.40%)	\$113,735	(55.43%)	\$546,029	\$834,351	(34.56%)	\$685,703	(20.37%)
Total Expenses	\$1,920,048	\$2,269,444	(15.40%)	\$2,185,626	(12.15%)	\$16,690,256	\$18,155,580	(8.07%)	\$17,026,077	(1.97%)
Net Operating Loss	(\$1,730,314)	(\$2,040,119)	(15.19%)	(\$1,999,584)	(13.47%)	(\$14,930,879)	(\$16,323,521)	(8.53%)	(\$15,395,924)	(3.02%)
Operational Grant Funding										
Operating Assistance - Other	\$32,700	\$35,000	(6.57%)	\$94,674	(65.46%)	\$283,785	\$280,000	1.35%	\$437,406	(35.12%)
Oklahoma State Funding	\$139,130	\$95,833	45.18%	\$123,843	12.34%	\$1,113,041	\$766,667	45.18%	\$1,170,742	(4.93%)
FTA - Planning Assistance	\$25,000	\$94,301	(73.49%)	\$51,606	(51.56%)	\$346,462	\$754,409	(54.08%)	\$507,522	(31.73%)
FTA - Leases / Audit	\$8,093	\$15,027	(46.14%)	-	0.00%	\$49,799	\$120,213	(58.57%)	\$69,609	(28.46%)
FTA - ADA LIFT	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
FTA - CMAQ	-	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%
FTA - Preventative Maintenance	\$296,349	\$457,499	(35.22%)	\$448,802	(33.97%)	\$2,388,877	\$3,659,991	(36.80%)	\$2,495,513	(7.31%)
FTA - Operations	\$329,615	\$336,543	(2.06%)	\$308,591	6.81%	\$2,973,943	\$2,694,907	10.46%	\$2,571,777	15.64%
COT - Vision Assistance	\$267,594	\$374,083	(28.47%)	\$357,500	(25.15%)	\$2,720,308	\$2,992,667	(9.10%)	\$3,212,416	(15.32%)
COT - Operating Assistance	\$631,833	\$631,833	(0.00%)	\$619,416	2.00%	\$5,054,664	\$5,054,667	(0.00%)	\$4,955,328	2.00%
Total Operational Grant Funding	\$1,730,314	\$2,040,119	(15.19%)	\$2,004,432	(13.68%)	\$14,930,879	\$16,323,521	(8.98%)	\$15,420,313	(3.67%)
Budget Surplus (Deficit)	-	-	(123.57%)	\$4,848	(100.01%)	-	-	2885.18%	\$24,389	(410.52%)
Capital Revenues										
Capital Assistance - FTA	-	\$255,486	(100.00%)	\$828,628	(100.00%)	\$5,232,939	\$2,043,888	156.03%	\$3,626,854	44.28%
Capital Assistance - COT	-	\$183,836	(100.00%)	\$452,514	(100.00%)	\$2,489,713	\$1,470,687	69.29%	\$1,195,800	108.20%
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	-	\$439,322	(100.00%)	\$1,281,142	(100.00%)	\$7,722,652	\$3,514,575	119.73%	\$4,822,507	60.14%



Depreciation	\$353,269	\$470,000	(24.84%)	\$311,251	13.50%	\$3,037,359	\$3,760,000	(19.22%)	\$2,913,900	4.24%
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>(\$353,269)</u>	<u>(\$30,678)</u>	1051.59%	<u>\$974,739</u>	(136.24%)	<u>\$4,685,293</u>	<u>(\$245,425)</u>	(1958.97%)	<u>\$1,932,996</u>	138.47%

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Assets

Current Assets:

Cash and Cash Equivalents		\$406,630
Restricted Cash		\$3,950,060
Trade Accounts Receivable	\$82,665	
FTA Operating & Capital Grants Receivable	\$3,338,675	
COT Operating & Capital Grants Receivable	\$19,756,877	
ODOT Operating & Capital Grants Receivable	<u>\$556,521</u>	
		\$23,734,738
Inventories		\$1,163,356
Prepaid Expenses		<u>\$638,234</u>
Total Current Assets		<u>\$29,893,018</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	\$2,981,298	
Less: Accumulated Depreciation	(\$52,075,571)	
Non- Depreciating Assets	<u>\$1,983,909</u>	
Total Capital Assets		\$32,154,197

Total Assets		<u><u>\$62,047,216</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	\$2,204,509	
Accrued Wages & Withholdings	\$570,742	
Accrued Insurance	\$82,610	
Deferred Grant Revenues	\$20,835,546	
Other Current Liabilities	<u>\$12,178</u>	
Total Current Liabilities		\$23,705,584

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		\$34,635,572
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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	\$32,154,197	
Restricted for Capital Acquisitions	\$871,777	
Restricted for Workmen's Comp.	\$74,115	
Unrestricted	<u>(\$5,688,445)</u>	
Total Net Assets		\$27,411,643

Total Liabilities & Net Assets		<u><u>\$62,047,216</u></u>
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**MetroLink (July 2024 to Feb 2025)**

	Current Month	Prior Year	Percent Change	YTD Monthly Average	Prior Year	Percent Change	Goal
Average Call Center Minutes on Hold Time	1.63	2	-25%	3.11	3	9%	1
Average Absense Per Day	14	9	56%	17	21	19%	30
Employee Turnover	3%	4%	-30%	3%	4%	29%	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	3.13	3	2%	4.5	7.25	38%	2
Preventable Van Accidents per 100k Miles-RideShare	1.1	2	-100%	5.36	3.99	-34%	1.2

**2) Meet and Exceed Customer Expectations**

Complaints per 10k Boardings-Fixed Route	13	10	-30%	12	7	-71%	25
Complaints per 10k Boardings-LinkAssist	42	25	-68%	49	61.23	20%	25
Complaints per 10k Boardings-MicroLink	30	22	-100%	34.71	22	100.00%	25
On-time Performance-Fixed Route	92%	92%	0%	95%	95%	0%	85%
On-time Performance-LinkAssist	95%	94%	-1%	95%	97%	2%	95%
On-time Performance-MicroLink	91%	94%	3%	84%	85%	1%	95%
Miles Between Road Calls-Fixed Route	5,992.00	5,586.00	-7%	6,359.00	7,463.00	15%	7,500.00
Miles Between Road Calls-RideShare	12,385.00	14,166.00	13%	13,566.00	12,322.00	-10%	18,000.00

**3) Maintain a Quality Workforce**

Operator Absences-Fixed Route	9	5	-80%	5	5	0%	9
Operator Absences-RideShare	11.21	2	-461%	2.5	2	-25%	5
Employee Turnover-Fixed Route	4.63%	86.00%	95%	4.57%	4.36%	-5%	50%
Employee Turnover-RideShare	17.00%	14.67%	-16%	2.84%	11.58%	75%	50%

**4) Operate an Effective System**

Ridership-Fixed Route	131,663.00	181,686.00	28%	183,751.00	235,416.00	22%	195,000.00
Ridership-LinkAssist	4,538.00	5,682.00	20%	6,023.00	7,252.00	17%	6,200.00
Ridership-MicroLink	7,984.00	3,773.00	-112%	5,703.00	3,773.00	-51%	6,600.00
Passengers per Service Hour-Fixed Route	10.86	12.32	12%	11.92	12.96	8%	13.00
Passengers per Service Hour-LinkAssist	1.51	1.58	4%	1.77	1.87	5%	2.00
Passengers per Service Hour-MircoLink	2.97	2.40	-24%	2.68	2.55	-5%	2.50
Average Ridership-Fixed Route	6,989.00	7,686.00	9%	7,392.00	7,458.00	1%	8,125.00
Average Ridership-LinkAssist	162.00	266.00	39%	194.00	234.00	17%	222.00
Average Ridership-MicroLink	94.85	122.00	22.25%	271.00	121.00	-124%	236.00

**5) Operate an Efficient System**

Cost Per Service Hour-Fixed Route	114.03	100.35	-14%	97.17	96.26	-1%	115
Cost Per Service Hour-LinkAssist	92.91	166	44%	98	132	26%	137
Cost Per Service Hour-MicroLink	97.61	57.07	-71%	109	115.92	6%	89
Cost Per Trip-Fixed Route	10.16	8.38	-21%	8.26	8.39	2%	8.71
Cost Per Trip-LinkAssist	61.38	63	3%	50	67	25%	57
Cost Per Trip-MicroLink	32.46	23.78	-37%	44.37	26	-71%	30
Fare Revenue per Trip-Fixed Route	0.95	0.53	-79%	0.76	0.54	-41%	0.78
Fare Revenue per Trip-LinkAssist	1.63	3	46%	2	1.85	-8%	3
Fare Revenue per Trip-MicroLink	0.95	1.65	42%	0.65	1.67	61%	0.78

**METROPOLITAN TULSA TRANSIT AUTHORITY  
BOARD MEETING  
March 25, 2025**

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

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**Recommendation:**

Review and approve the General Manager Expenses for February 2025.

**Analysis:**

The General Manager Expenses for the month of February were in the total amount of 262.58. To show appreciation for the Mechanics and Drivers during the Winter Storm he brought in Donuts (166.58) and then on another day for Love Squad, a community outreach event that we host yearly, he purchased his team lunch in the amount of \$96.00 from Tally's Café. He had a group of 4-5.

# PROCUREMENTS



## Paratransit Eligibility Service

**MARCH 2025 / RFP**

To determine if customer is eligible for paratransit service.



## Bus, Shelter, Bench, & Media Adv.

**MARCH 2025 / RFP**

3rd party advertising for rolling stock, bench, bus, and media.



## Plumbing

**MARCH 2025 / RFP**

Contract for on-call plumbing.



## On-Call A&E Services

**APRIL 2025 / RFP**

Design and construction contract.



## BRT Cleaning

**APRIL 2025 / RFP**

New Firm to help implementing new Accounting Software.



## Onboard Survey

**MAY 2025 / RFP**

Customer on-board survey- requirement from FTA every 3 years.



## Bus Wash & Vacuum

**MAY 2025 / RFP**

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.



## Accounting Firm for Implementation

**MAY 2025 / RFP**

New Firm to help implementing new Accounting Software

## Fork Lift

**MAY 2025 / TBD**

To replace the current Fork Lift (1996).



## > 30 Paratransit Vehicles

**June 2025 / RFP**

Contract for purchase of ADA Lift & Microtransit Vehicles.



## Rolling Stock - Fixed Route

**June 2025 / RFP**

Contract for purchase of Fixed Route Vehicles.



## Bus Radio Replacement

**December 2025 / RFP**

To replace radios in buses.



## Bus Stop Signs

**Pending COT Convo./ TBD**

Rebranding of current bus stop signs.



**METROPOLITAN TULSA TRANSIT AUTHORITY**  
**BOARD MEETING**  
**March 25<sup>th</sup>, 2025, Consent Calendar Item**

To: Board of Trustees  
From: Rebecca Walner  
Subject: ADA RideCo Paratransit Eligibility Add On

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Recommendation

MTTA is requesting board approval to add an ADA eligibility module to our existing RideCo software.

Background

Currently, MTTA utilizes a third-party vendor for paratransit eligibility assessments, at an annual cost of \$93,204. This vendor is based in California, does not integrate with our current software, and is costly. RideCo, our existing software provider, offers an in-house eligibility module that would streamline operations and improve efficiency.

The cost for implementation is \$15,750 upfront, with an annual fee of \$8,979.64—resulting in substantial cost savings. Over two years, MTTA would save approximately \$150,000, allowing these funds to be redirected to other critical area.

Additionally, Clem, our Mobility Coordinator, has been actively engaged in the community and, as part of MTTA’s leadership team, is well-positioned to oversee the eligibility process.

We appreciate your consideration and look forward to your support in enhancing MTTA’s efficiency and cost-effectiveness.

Financial Impact

Approving MTTA to bring the ADA add on to MTTA and have MTTA be in control of approvals, it has a significant savings as well brings a face to our community to be able to ask questions in person if they have concerns.

**METROPOLITAN TULSA TRANSIT AUTHORITY**  
**BOARD MEETING**  
**March 25, 2025**

**Finance/Audit Committee**

To: Board of Trustees

Subject: Contract for Bus, Shelter, and Bench Media Advertising Services

Presented by: BreAnna McCutcheon (*Action*)

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Recommendation

It is recommended that the Board authorize the General Manager to enter a three-year contract with two options years with Adspore , Inc. to provide advertising sales and related services, and to negotiate final terms and conditions. This is a revenue contract in which the contractor will provide services in exchange for an agreed commission on advertising sales revenue.

Background

On February 7, 2025, MTTA issued a Request for Proposals (RFP) to provide advertising sales, produce and deliver advertising materials and maintain benches and shelters. There were 10 firms interested during pre-proposal, of which four firms that responded to the RFP with proposals. Two dropped out soon after pre-proposal meeting as they were able to meet requirements, two dropped out right before proposals were due as they were unable to submit in time. Of the remaining MTTA had a review team of 5 individuals between staff level through director review the RFP for scoring with 2 additional directors for oversight of interviews and financial review.

Creative Advertising proposed on the bench and shelter part of the contract. For the benches and shelters that contained advertising Creative would pay us a fixed amount each year per bench/shelter. Creative would clean the benches and shelters once a week.

Houck Transit Advertising submitted proposals where they would be selling advertising on Bus, Bench, Shelter and Media only. This is common to what we are seeing throughout the industry.

Transit Advertising Inc. submitted a proposal to maintain and sell advertising for all the different advertising types: bus, shelter, and bench. No change in agreement if we chose to stay with Transit Advertising agreement. Transit Advertising Inc is the only proposer that submitted cleaning as part of their proposal.

Adspore Inc, submitted proposals where they would be selling advertising on Bus, Bench, Shelter and Media only. This is common to what we are seeing throughout the industry.

Comments from Team:

“The vendor demonstrated a clear and comprehensive understanding of the project’s scope, objectives, and key requirements. Their presentation effectively outlined a well-structured approach, showcasing their familiarity with our organization’s needs and industry-specific challenges. Overall, the vendor’s presentation reflected thorough preparation, strong industry knowledge, and a well-thought-out approach that aligns well with our expectations.”

“Adsposure offered an incredible integrated system that offers transparency and clarity for both us and the clients.”

“The team seems to have great depth and very forward-thinking approaches to transit advertising. Projects presented from other agencies far exceeded what we have historically used.”

“Adsposure currently holds contracts with similar size agencies in our region that are comparable in market size and have been extremely successful.”

“Although a relatively young company the work they are doing at other agencies similar to Tulsa is very impressive. Their creativity is on a level we have not experienced in the past.”

Scoring Summary	Total:55	Project Understanding-10	Technical Capacity-10	Quality of Key Personnel-10	Vendor Past Project Experience-10	Cost-10	DBE-5
Adsposure	48.4	9.6	9.2	9.4	9.2	9	2
Houch Transit	37.8	8.4	8	7.8	8.6	5	0
Creative Outdoor	22.6	3.6	4.6	4.2	5.2	5	0
Transit Advertising Inc	22	2.8	2.2	3.8	3.2	10	0

**Financial Impact**

MTTA will receive 60% of all advertising sales revenue collected with the remaining 40% to be retained by Adsposure, Inc.



**METROPOLITAN TULSA TRANSIT AUTHORITY**  
**BOARD MEETING**  
**January 28<sup>th</sup>, 2025, Consent Calendar Item**

To: Board of Trustees  
From: Randy Cloud  
Subject: Plumbing Contract

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Recommendation

We request the Board's authorization for the General Manager to negotiate the final terms and conditions with Tulsa Plumbing and Remodeling and enter into a contract for ongoing plumbing services across all MTTA facilities. This contract will be executed in accordance with the terms outlined in RFP 25-07. Approval of this recommendation will ensure continuity of service and compliance with procurement requirements while securing a qualified vendor for MTTA's plumbing needs.

Background

In January 2025, MTTA's contract with its current plumbing service provider was set to expire. To maintain compliance with procurement guidelines while the new Request for Proposal (RFP) process was underway, MTTA utilized the services of both Mullin Plumbing and Tulsa Plumbing on an interim basis. This followed a failed attempt to establish a new plumbing contract through the previous RFP issued in November 2024.

On January 30, 2025, MTTA issued RFP 25-07 for Plumbing and HVAC services. The deadline for submitting questions was February 25, 2025, with final bid submissions due by March 6, 2025. Evaluations were completed by March 17, 2025.

Throughout this process, MTTA proactively reached out to over 23 vendors through our procurement portal. Of these, three vendors submitted an intent to bid, two ultimately submitted proposals, and one—Tulsa Plumbing and Remodeling—was determined to be the qualified bidder.

Upon inquiry, several vendors cited concerns about the Davis-Bacon Act requirements, indicating that the associated paperwork was overly burdensome. Additionally, one of the two submitted bids was disqualified due to incomplete documentation, as the bidder failed to submit the necessary proposal details beyond contract paperwork. Had they engaged with the process and sought clarification, we would have been open to working with them to ensure compliance.

As a result, Tulsa Plumbing and Remodeling has been identified as the most qualified bidder for this contract.

Financial Impact

MTTA estimates around \$80,000 a year in plumbing work between Rockford, Maintenance, Operations Center, Midtown Memorial Station and Denver Avenue Station. Funds for this paid with an 80/20 split for federal and local apportionment with 5307 Funds from the FTA.