

Financial Report
May 18, 2020 Board Meeting

General

- 1) The CARES Act grant is now open, and the first draw of \$936,299 has been received.
- 2) We have completed the first draft of the FY2021 budget. An updated draft will be distributed for the June committee meeting, and the final budget will be ready for approval at the June board meeting.

Balance Sheet Review

- 1) Cash-Operating – received \$1.7M in federal funding.
- 2) Projects in Process – bus wash expenses.
- 2) All other changes were due to normal and customary activity.

Operating Statement Review

YTD percentage is 83%.

YTD expenses are \$89,245 under budget, mostly due to fuel cost.

Other Revenue: Donations and bike share sponsorships are over budget.

Expenses:

Equipment Leases – at budget.

South Topeka Service – we are reimbursed for all expenses.

Self-Insurance Payments – approved settlements.

Shuttles in FY2020:

Number - 3

Passengers – 786

Total Cost - \$1,685.35

Action required – accept the Financial Report

Topeka Metropolitan Transit Authority
Balance Sheet
As of April 30, 2020
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	This Month	Net Changes	Last Month
Assets and Deferred Outflows			
Current Assets			
Cash - Operating	3,941,350.88	918,077.66	3,023,273.22
Cash - Designated	8,955,264.50	9,954.84	8,945,309.66
Accounts Receivable	76,212.17	(9,667.78)	85,879.95
Fuel Inventory	26,302.83	(9,897.79)	36,200.62
Prepaid Expenses	117,216.84	62,081.45	55,135.39
Prepaid Insurance	156,636.48	(19,703.01)	176,339.49
Prepaid Employee Benefits	(547.03)	(960.80)	413.77
Total Current Assets	13,272,436.67	949,884.57	12,322,552.10
Long-Term Assets			
Buildings - Net	1,959,327.70	(16,013.06)	1,975,340.76
Bus Shelters - Net	1,892,803.58	(20,772.92)	1,913,576.50
Communication Equipment - Net	0.00	0.00	0.00
Computers - Net	2,360.13	(295.02)	2,655.15
Farebox Equipment - Net	144,450.00	(3,210.00)	147,660.00
Office Furniture & Equipment - Net	0.00	0.00	0.00
Leasehold Improvements - Net	1,004,715.53	(12,056.91)	1,016,772.44
Maintenance Equipment - Net	32,435.88	(1,836.44)	34,272.32
Revenue Vehicles - Net	3,857,358.10	(70,827.10)	3,928,185.20
Service Vehicles - Net	124,711.26	(2,878.11)	127,589.37
Projects in Process	781,866.85	145,119.44	636,747.41
Land	<u>3,600,255.44</u>	<u>0.00</u>	<u>3,600,255.44</u>
Total Long-Term Assets	13,400,284.47	17,229.88	13,383,054.59
Deferred Outflows			
KPERS Deferred Outflows	853,914.00	0.00	853,914.00
KPERS OPEB Deferred Outflows	34,227.00	0.00	34,227.00
Metro OPEB Deferred Outflows	<u>2,087.00</u>	<u>0.00</u>	<u>2,087.00</u>
Total Deferred Outflows	<u>890,228.00</u>	<u>0.00</u>	<u>890,228.00</u>
Total Assets and Deferred Outflows	<u>27,562,949.14</u>	<u>967,114.45</u>	<u>26,595,834.69</u>
Liabilities and Deferred Inflows			
Current Liabilities			
Accounts Payable	109,547.76	(36,654.54)	146,202.30
Accrued Payables	291,244.50	27,410.14	263,834.36
Payroll Taxes Payable	592.65	(1,560.83)	2,153.48
Payroll Liabilities Payable	(136.71)	619.05	(755.76)
Unearned Revenue	66,725.00	(20,450.00)	87,175.00
Other Current Liabilities	<u>64,000.00</u>	<u>0.00</u>	<u>64,000.00</u>
Total Current Liabilities	531,973.20	(30,636.18)	562,609.38

Topeka Metropolitan Transit Authority
Balance Sheet
As of April 30, 2020
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	This Month	Net Changes	Last Month
Long-Term Liabilities			
KPERs Pension Liability	3,190,357.00	0.00	3,190,357.00
KPERs OPEB Liability	61,421.00	0.00	61,421.00
Metro OPEB Liability	<u>112,091.00</u>	<u>0.00</u>	<u>112,091.00</u>
Total Long-Term Liabilities	3,363,869.00	0.00	3,363,869.00
Deferred Inflows			
Metro OPEB Deferred Inflows	50,490.00	0.00	50,490.00
KPERs OPEB Deferred Inflows	7,283.00	0.00	7,283.00
KPERs Deferred Inflows	<u>173,529.00</u>	<u>0.00</u>	<u>173,529.00</u>
Total Deferred Inflows	<u>231,302.00</u>	<u>0.00</u>	<u>231,302.00</u>
Total Liabilities and Deferred Inflows	<u>4,127,144.20</u>	<u>(30,636.18)</u>	<u>4,157,780.38</u>
Fund Balance			
Fund Balance - Non-Designated	2,451,988.47	0.00	2,451,988.47
Fund Balance - Designated	7,742,685.79	0.00	7,742,685.79
Investment in Capital Assets	13,352,556.94	0.00	13,352,556.94
YTD Excess/(Deficit)	<u>(111,426.26)</u>	<u>997,750.63</u>	<u>(1,109,176.89)</u>
Total Fund Balance	<u>23,435,804.94</u>	<u>997,750.63</u>	<u>22,438,054.31</u>
Total Liabilities, Deferred Inflows and Fund Balance	<u>27,562,949.14</u>	<u>967,114.45</u>	<u>26,595,834.69</u>

Topeka Metropolitan Transit Authority
Cash Balances
As of April 30, 2020

		This Month	Net Changes	Last Month
Cash Account Balances				
Operating				
Operating Cash	1100	68,602.21	119,100.04	(50,497.83)
Customer Service Cash	1120	1,000.00	0.00	1,000.00
Cash in Machines	1130	3,976.00	0.00	3,976.00
Petty Cash	1140	200.00	0.00	200.00
Cash In Bank - Flex Spending	1150	41,596.95	(824.56)	42,421.51
MIP - General	1200	3,473,583.74	799,802.18	2,673,781.56
ST Investment - General Reserve	1230	<u>352,391.98</u>	<u>0.00</u>	<u>352,391.98</u>
Total Operating		3,941,350.88	918,077.66	3,023,273.22
Designated				
ST Investment - Insurance Reserve	1240	500,000.00	0.00	500,000.00
ST Investment - Capital Reserve	1250	<u>8,455,264.50</u>	<u>9,954.84</u>	<u>8,445,309.66</u>
Total Designated		<u>8,955,264.50</u>	<u>9,954.84</u>	<u>8,945,309.66</u>
Total Cash Account Balances		12,896,615.38	928,032.50	11,968,582.88

Topeka Metropolitan Transit Authority

May 18, 2020 Board Meeting

April 2020 Investment Summary

New Investments

none

Transfers

none

Renewals

none

Withdrawals

none

Bank and Investment Account Summary

<u>Bank / Rating</u>	<u>Designated</u>	<u>Operating</u>
CBW Bank - 5	\$ 101,819 (capital)	
Equity Bank – 3	\$ 500,000 (self-ins)	
U.S. Bank NA OH – 4	\$8,353,796 (capital)	\$ 352,392 (emergency)
U.S. Bank NA OH		\$ 68,602 (checking)
Other Cash		\$ 46,773
KMIP		\$3,473,584 (operating)
Total	<u>\$8,955,615</u>	<u>\$3,941,351</u>

Note: Bank ratings are obtained on www.bankrate.com – 5 is best.

Topeka Metropolitan Transit Authority
Organization Overall
From 07/01/2019 through 04/30/2020

	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>\$ Remaining</u>	<u>% Used</u>	<u>YTD Last Year</u>
Operating Revenue					
Fares	869,898.31	1,154,989.00	(285,090.69)	75.31%	926,074.12
Advertising	41,922.50	66,000.00	(24,077.50)	63.51%	41,362.82
Product Sales	1,045.00	1,560.00	(515.00)	66.98%	1,360.00
Other Revenue	<u>121,431.31</u>	<u>71,300.00</u>	<u>50,131.31</u>	<u>170.31%</u>	<u>135,731.59</u>
Total Operating Revenue	<u>1,034,297.12</u>	<u>1,293,849.00</u>	<u>(259,551.88)</u>	<u>79.94%</u>	<u>1,104,528.53</u>
Operating Expense					
Salaries and Wages	3,142,115.91	3,678,925.00	536,809.09	85.40%	3,136,015.08
Payroll Taxes	374,601.05	468,645.00	94,043.95	79.93%	383,530.49
Paid Time Off	396,732.52	461,200.00	64,467.48	86.02%	391,015.80
Insurance	526,124.09	629,373.00	103,248.91	83.59%	577,570.27
KPERS	341,171.50	386,985.00	45,813.50	88.16%	339,618.16
Other Benefits	20,917.02	29,500.00	8,582.98	70.90%	25,267.84
Legal Services	202.50	10,000.00	9,797.50	2.02%	13,149.60
Audit Services	16,025.00	22,600.00	6,575.00	70.90%	22,400.00
Maintenance Services	196,830.53	337,748.00	140,917.47	58.27%	277,540.67
Other Services	111,319.28	157,335.00	46,015.72	70.75%	246,732.47
Fuel, Lubricants and Tires	380,519.42	540,674.00	160,154.58	70.37%	451,807.98
Maintenance Supplies	258,838.02	285,900.00	27,061.98	90.53%	234,360.92
Other Supplies	383,553.84	418,261.00	34,707.16	91.70%	272,904.66
Utilities and Telephones	121,382.00	174,795.00	53,413.00	69.44%	137,320.01
Insurance	86,208.05	114,498.00	28,289.95	75.29%	78,232.25
Taxes	50,989.15	65,885.00	14,895.85	77.39%	50,697.55
Contracted Lift Service	322,413.00	396,000.00	73,587.00	81.41%	327,387.00
South Topeka Service	120,745.00	78,000.00	(42,745.00)	154.80%	99,987.00
Continuing Education	3,924.50	17,725.00	13,800.50	22.14%	8,482.11
Advertising	5,529.50	12,450.00	6,920.50	44.41%	6,071.56
Equipment Leases	955.49	960.00	4.51	99.53%	955.40
Self-Insurance Payments	54,700.00	60,000.00	5,300.00	91.16%	35,710.54
Other Expenses	21,905.97	28,200.00	6,294.03	77.68%	21,562.63
Depreciation	<u>1,308,045.09</u>	<u>1,576,148.00</u>	<u>268,102.91</u>	<u>82.98%</u>	<u>1,261,385.82</u>
Total Operating Expense	<u>8,245,748.43</u>	<u>9,951,807.00</u>	<u>1,706,058.57</u>	<u>82.86%</u>	<u>8,399,705.81</u>
Operating Excess/(Deficit)	<u>(7,211,451.31)</u>	<u>(8,657,958.00)</u>	<u>1,446,506.69</u>	<u>83.29%</u>	<u>(7,295,177.28)</u>
Non-Operating Revenue					
Mill Levy	3,207,558.86	5,135,098.00	(1,927,539.14)	62.46%	3,064,410.28
Federal Operating Funds	2,248,122.00	2,310,000.00	(61,878.00)	97.32%	562,245.00
State Operating Funds	823,493.15	878,108.00	(54,614.85)	93.78%	730,530.00
Other Grants	3,000.00	0.00	3,000.00	0.00%	0.00
MTPO & JEDO Grants	163,179.82	138,000.00	25,179.82	118.24%	234,959.96
Interest Earned	145,155.37	228,000.00	(82,844.63)	63.66%	161,515.70
Gain/(Loss) on Disposal	<u>13,112.50</u>	<u>0.00</u>	<u>13,112.50</u>	<u>0.00%</u>	<u>(3,981.99)</u>
Total Non-Operating Revenue	<u>6,603,621.70</u>	<u>8,689,206.00</u>	<u>(2,085,584.30)</u>	<u>76.00%</u>	<u>4,749,678.95</u>
Net Excess/(Deficit)	<u>(607,829.61)</u>	<u>31,248.00</u>	<u>(639,077.61)</u>	<u>(1,945.17)%</u>	<u>(2,545,498.33)</u>
Capital Items					
Capital Grants	<u>496,403.35</u>	<u>66,080.00</u>	<u>430,323.35</u>	<u>751.21%</u>	<u>309,330.00</u>
Total Capital Items	<u>496,403.35</u>	<u>66,080.00</u>	<u>430,323.35</u>	<u>751.22%</u>	<u>309,330.00</u>
Change in Net Assets	<u>(111,426.26)</u>	<u>97,328.00</u>	<u>(208,754.26)</u>	<u>(114.48)%</u>	<u>(2,236,168.33)</u>

Procurement Calendar
Board Meeting
For Calendar Year 2020
May 18, 2020

January 10 – at committee meeting
a) award bus stop 9.2.1 contract (complete)

February 18 – at board meeting
a) award single audit contract (complete)
b) award bus stop 9.2.2 contract (complete)

March 16 – at board meeting
a) ok the tire lease RFB (complete)
b) ok the paratransit vehicle RFP (complete)
6) award bus stop 9.3 contract (complete)

April 20 – at board meeting
a) ok the taxi RFP (complete)

May 18 – at board meeting
a) award the tire lease contract
b) award bus stop 8.6 contract

June 22 – at board meeting
a) award the taxi contract(s)

July 20 – at board meeting

August 17 – at board meeting

September 21 – at board meeting

October 19 – at board meeting

November 16 – at board meeting
a) ok the bus stop amenity installation RFB

December 21 – at board meeting

Grant Projects to be Scheduled

Security Cameras - \$70,905
Paratransit Vehicles - \$729,122

Waiting for Grant Contract

Lift System - \$140,000
Operator Barriers - \$137,670
Skid Loader - \$55,000
Backup Generator - \$86,000

To be scheduled: Bus stops 9.4

Recent History of Transfers to Capital Reserves
 Board Meeting
 May 18, 2020

<u>Fiscal Year</u>	<u>Non-Cash Expenses</u>	<u>Excess/ Deficit</u>	<u>Asset Purchases*</u>	<u>Transfer to Cap Reserve</u>	<u>Transfer Shortfall</u>
2015	1,339,430.34	357,296.63	virtually 0	1,700,000.00	n/a
2016	1,613,413.20	126,966.44	536,688.14	1,000,000.00	613,413
2017	1,641,185.00	374,702.49	448,346.37	800,000.00	841,185
2018	1,553,034.67	503,346.28	178,319.62	870,000.00	683,035
2019 Actual	1,511,328.04	212,731.63	201,731.72	1,100,000.00	<u>411,328</u>
Total Shortfall					2,548,961

* Assets purchased with operating funds during the fiscal year, net of grants.

Pandemic-Related Expenses
 As of April 30, 2020
 For the Board Meeting of May 18, 2020

The Families First Act allows employees (starting April 1, 2020) to take off work with pay if they are quarantined, are being tested for Covid-19, are caring for a family member with Covid-19, or are staying home with their child due to school/daycare closing. All expenses incurred by Metro are reimbursed at 100%.

Through the Coronavirus Aid, Relief and Economic Security (CARES) Act, Metro was allocated \$6,580,905 to pay for: (1) expenses related to the pandemic; (2) lost revenue; (3) furloughed employees; and, (4) all operating and maintenance expenses normally eligible under our 5307 annual operating grant. Expenses incurred starting January 20, 2020 are eligible and are reimbursed at 100%.

All expenses listed below are directly related to the Covid-19 pandemic. All listed expenses qualify for 100% reimbursement, so will not have a negative impact on the bottom line.

<u>Type of Expense</u>	<u>To-Date Cost</u>
Sweeper routes	\$ 55,431.49
Lost revenue	81,333.35
Lift fare paid to CC Taxi	1,088.00
Computer equipment	3,972.18
Covid-19 signs for buses	1,625.00
Supplies*	7,906.66
Operator barriers	0.00
Families First Act	<u>2,854.81</u>
 Total	 \$154,211.49

* Cleaning supplies, hand sanitizers, masks, gloves, disinfectant wipes, etc.



Phase 8.6 Bus Stop Pads RFB TO-20-16

Publication Date: April 13, 2020
Proposal Due Date: April 30, 2020
Contract Term: Single Job – 17 bus stops
Proposals Received: Two

Previous Experience with the Bidders

We have worked with Ben J Schreiner Construction LLC and Joe Schreiner Concrete Construction in the past. They have both done good work and completed their projects in a timely fashion.

Evaluation

Both bids were responsive. The estimate provided by Kevin Holland, engineer, was \$191,079. The bids prices are:

Ben J Schreiner	\$161,942.00
Joe Schreiner	\$150,297.00

Kevin Holland reviewed Joe Schreiner's bid and found the price and profit to be reasonable.

Recommendation

We recommend awarding the contract to Joe Schreiner Concrete Construction because they had the lowest bid price.



Transit Bus Tire Lease RFB TO-20-18

Publication Date: March 23, 2020
Proposal Due Date: May 7, 2020
Contract Term: Five Years
Bids Received: Two

Specifications of Service

The contract will be for transit bus tires provided under a lease contract. Our current contract expires June 30, 2020. The current contract is with Goodyear.

Evaluation

The estimated price for this contract is \$226,608, based on current contract pricing plus inflation. The evaluation committee reviewed the bids individually, then discussed via e-mail. After review, both bids were deemed responsive and included all required elements. Therefore, the committee decided to award the contract to the lowest bidder.

Bidder	5-Year Bid Price
Goodyear	\$164,482.98
Bridgestone	179,553.06

Recommendation

We recommend awarding the contract to Goodyear. Their bid was responsive, the company is responsible, and the price quoted is fair and reasonable.