

TOPEKA METROPOLITAN TRANSIT AUTHORITY

Board of Directors Meeting – Agenda Item

ITEM	September 2024 Finance Report
CONTACT	Richard Appelhanz
RECOMMENDATION	Approve
SUMMARY	Review September Financial Statements
FISCAL IMPACT (Current and Future)	N/A
PRIORITY/GOAL	N/A
ATTACHMENTS	Yes

Topeka Metropolitan Transit Authority

Balance Sheet

As of September 30, 2024

Page 1

	This Month	Net Changes	Last Month
Assets and Deferred Outflows			
Current Assets			
Cash - Operating	1,088,824.33	(718,641.89)	1,807,466.22
Cash - Encumbered Funds	3,611,689.00	0.00	3,611,689.00
Cash - Designated	19,093,226.46	131,944.12	18,961,282.34
Accounts Receivable	23,811.60	(26,838.32)	50,649.92
Fuel Inventory	48,018.35	(1,327.39)	49,345.74
Prepaid Expenses	100,388.66	17,983.13	82,405.53
Prepaid Insurance	74,455.99	(24,134.93)	98,590.92
Prepaid Employee Benefits	<u>8,384.55</u>	<u>(1,309.67)</u>	<u>9,694.22</u>
Total Current Assets	24,048,798.94	(622,324.95)	24,671,123.89
Long-Term Assets			
Buildings - Net	1,110,635.52	(16,013.06)	1,126,648.58
Bus Shelters - Net	1,737,501.26	(30,026.63)	1,767,527.89
Communication Equipment - Net	13,400.05	(496.30)	13,896.35
Computers - Net	0.00	0.00	0.00
Farebox Equipment - Net	0.00	0.00	0.00
Office Furniture & Equipment - Net	2,020.86	(252.58)	2,273.44
Improvements - Net	1,360,796.40	(18,492.45)	1,379,288.85
Maintenance Equipment - Net	277,082.62	(3,555.22)	280,637.84
Revenue Vehicles - Net	6,367,876.97	(86,980.38)	6,454,857.35
Service Vehicles - Net	50,929.21	(1,204.38)	52,133.59
Projects in Process	919,090.52	51,720.00	867,370.52
Land	<u>3,600,255.44</u>	<u>0.00</u>	<u>3,600,255.44</u>
Total Long-Term Assets	15,439,588.85	(105,301.00)	15,544,889.85
Deferred Outflows			
KPERS Deferred Outflows	1,334,973.00	0.00	1,334,973.00
KPERS OPEB Deferred Outflows	55,675.00	0.00	55,675.00
Metro OPEB Deferred Outflows	<u>2,055.00</u>	<u>0.00</u>	<u>2,055.00</u>
Total Deferred Outflows	<u>1,392,703.00</u>	<u>0.00</u>	<u>1,392,703.00</u>
Total Assets and Deferred Outflows	<u>40,881,090.79</u>	<u>(727,625.95)</u>	<u>41,608,716.74</u>
Liabilities and Deferred Inflows			
Current Liabilities			
Accounts Payable	61,766.44	42,094.24	19,672.20
Accrued Payables	419,493.44	14,585.35	404,908.09
Payroll Taxes Payable	3,329.42	1,057.32	2,272.10
Payroll Liabilities Payable	(1,047.57)	(585.38)	(462.19)
Unearned Revenue	<u>4,925.00</u>	<u>(450.00)</u>	<u>5,375.00</u>
Total Current Liabilities	488,466.73	56,701.53	431,765.20

Topeka Metropolitan Transit Authority

Balance Sheet

As of September 30, 2024

Page 2

	<u>This Month</u>	<u>Net Changes</u>	<u>Last Month</u>
Long-Term Liabilities			
KERS Pension Liability	3,917,019.00	0.00	3,917,019.00
KERS OPEB Liability	91,557.00	0.00	91,557.00
Metro OPEB Liability	<u>53,916.00</u>	<u>0.00</u>	<u>53,916.00</u>
Total Long-Term Liabilities	4,062,492.00	0.00	4,062,492.00
Deferred Inflows			
Metro OPEB Deferred Inflows	28,649.00	0.00	28,649.00
KERS OPEB Deferred Inflows	54,095.00	0.00	54,095.00
KERS Deferred Inflows	<u>363,026.00</u>	<u>0.00</u>	<u>363,026.00</u>
Total Deferred Inflows	<u>445,770.00</u>	<u>0.00</u>	<u>445,770.00</u>
Total Liabilities and Deferred Inflows	<u>4,996,728.73</u>	<u>56,701.53</u>	<u>4,940,027.20</u>
Fund Balance			
Fund Balance - Non-Designated	(7,031,329.21)	0.00	(7,031,329.21)
Fund Balance - Designated	22,572,379.84	0.00	22,572,379.84
Investment in Capital Assets	15,862,421.31	0.00	15,862,421.31
YTD Excess/(Deficit)	<u>4,480,890.12</u>	<u>(784,327.48)</u>	<u>5,265,217.60</u>
Total Fund Balance	<u>35,884,362.06</u>	<u>(784,327.48)</u>	<u>36,668,689.54</u>
Total Liabilities, Deferred Inflows and Fund Balance	<u>40,881,090.79</u>	<u>(727,625.95)</u>	<u>41,608,716.74</u>

Topeka Metropolitan Transit Authority
Cash Balances
As of September 30, 2024

		<u>This Month</u>	<u>Net Changes</u>	<u>Last Month</u>
Cash Account Balances				
Operating				
Operating Cash	1100	74,724.10	(318,831.13)	393,555.23
Customer Service Cash	1120	600.00	0.00	600.00
Petty Cash	1140	200.00	0.00	200.00
Cash In Bank - Flex Spending	1150	30,245.67	(2,708.17)	32,953.84
MIP - General	1200	630,662.58	(397,102.59)	1,027,765.17
ST Investment - General Reserve	1230	<u>352,391.98</u>	<u>0.00</u>	<u>352,391.98</u>
Total Operating		1,088,824.33	(718,641.89)	1,807,466.22
Designated				
Cash - Encumbered Funds	1160	3,611,689.00	0.00	3,611,689.00
ST Investment - Insurance Reserve	1240	500,000.00	0.00	500,000.00
ST Investment - Capital Reserve	1250	<u>18,593,226.46</u>	<u>131,944.12</u>	<u>18,461,282.34</u>
Total Designated		<u>22,704,915.46</u>	<u>131,944.12</u>	<u>22,572,971.34</u>
Total Cash Account Balances		23,793,739.79	(586,697.77)	24,380,437.56

Topeka Metropolitan Transit Authority
Organization Overall
From 07/01/2024 through 09/30/2024

	YTD Actual	Annual Budget	\$ Remaining	% Used	YTD Last Year
Operating Revenue					
Fares	208,623.57	688,080.00	(479,456.43)	30.31%	192,816.41
Advertising	21,677.50	81,666.68	(59,989.18)	26.54%	26,704.60
Product Sales	359.00	1,080.00	(721.00)	33.24%	344.00
Other Revenue	<u>1,727.99</u>	<u>7,400.00</u>	<u>(5,672.01)</u>	<u>23.35%</u>	<u>1,410.21</u>
Total Operating Revenue	<u>232,388.06</u>	<u>778,226.68</u>	<u>(545,838.62)</u>	<u>29.86%</u>	<u>221,275.22</u>
Operating Expense					
Salaries and Wages	1,018,026.24	4,145,568.00	3,127,541.76	24.55%	996,549.16
Payroll Taxes	118,337.80	513,111.00	394,773.20	23.06%	105,990.48
Paid Time Off	115,591.99	566,078.00	450,486.01	20.41%	111,946.68
Employee Insurance	188,909.78	810,975.54	622,065.76	23.29%	172,313.08
KPERS	116,795.02	483,267.00	366,471.98	24.16%	104,342.58
Other Benefits	9,056.89	35,455.00	26,398.11	25.54%	(300.81)
Legal Services	0.00	3,000.00	3,000.00	0.00%	0.00
Audit Services	0.00	16,200.00	16,200.00	0.00%	0.00
Maintenance Services	439,146.70	1,329,458.00	890,311.30	33.03%	96,123.92
Other Services	46,741.89	166,636.00	119,894.11	28.05%	39,931.47
Fuel, Lubricants and Tires	133,101.74	727,140.00	594,038.26	18.30%	156,353.94
Maintenance Supplies	67,358.24	399,600.00	332,241.76	16.85%	92,460.92
Other Supplies	79,232.18	293,049.00	213,816.82	27.03%	57,065.90
Utilities and Telephones	39,146.73	175,886.00	136,739.27	22.25%	34,838.69
Casualty Insurance	41,883.63	175,029.00	133,145.37	23.92%	39,973.15
Taxes	12,370.03	57,684.00	45,313.97	21.44%	14,511.67
Contracted Lift Service	60,272.00	360,000.00	299,728.00	16.74%	90,847.50
Continuing Education	1,641.04	14,820.00	13,178.96	11.07%	5,080.63
Advertising	1,101.88	19,200.00	18,098.12	5.73%	3,866.14
Equipment Leases	246.00	984.00	738.00	25.00%	246.00
Self-Insurance Payments	3,406.53	60,000.00	56,593.47	5.67%	0.00
Other Expenses	6,383.24	46,410.00	40,026.76	13.75%	4,991.14
Depreciation	<u>472,280.34</u>	<u>1,886,820.00</u>	<u>1,414,539.66</u>	<u>25.03%</u>	<u>382,730.32</u>
Total Operating Expense	<u>2,971,029.89</u>	<u>12,286,370.54</u>	<u>9,315,340.65</u>	<u>24.18%</u>	<u>2,509,862.56</u>
Operating Excess/(Deficit)	<u>(2,738,641.83)</u>	<u>(11,508,143.86)</u>	<u>8,769,502.03</u>	<u>23.79%</u>	<u>(2,288,587.34)</u>
Non-Operating Revenue					
Mill Levy	0.00	6,847,385.00	(6,847,385.00)	0.00%	0.00
Federal Operating Funds	0.00	2,900,000.00	(2,900,000.00)	0.00%	0.00
State Operating Funds	0.00	802,544.00	(802,544.00)	0.00%	0.00
MTPO & JEDO Grants	0.00	51,149.00	(51,149.00)	0.00%	20,703.29
Interest Earned	146,525.12	804,000.00	(657,474.88)	18.22%	97,291.25
Gain/(Loss) on Disposal	<u>1,600.00</u>	<u>0.00</u>	<u>1,600.00</u>	<u>0.00%</u>	<u>0.00</u>
Total Non-Operating Revenue	<u>148,125.12</u>	<u>11,405,078.00</u>	<u>(11,256,952.88)</u>	<u>1.30%</u>	<u>117,994.54</u>
Net Excess/(Deficit)	<u>(2,590,516.71)</u>	<u>(103,065.86)</u>	<u>(2,487,450.85)</u>	<u>2,513.45%</u>	<u>(2,170,592.80)</u>
Capital Items					
Capital Grants	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>72,818.05</u>
Total Capital Items	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>72,818.05</u>
Change in Net Assets	<u>(2,590,516.71)</u>	<u>(103,065.86)</u>	<u>(2,487,450.85)</u>	<u>2,513.45%</u>	<u>(2,097,774.75)</u>

Grant Status
Board Meeting
October 21, 2024

Grant	Project	Grant Amount	Amount Remaining	Status
FTA 5307	Bus Stops Phase 9 and Bike Stations Shifted remaining funds of \$116,155 to purchase a back-up generator at QSS which was approved by the FTA on 2/28/24.	\$739,634	\$116,155	Drew funds for bike racks in inventory for \$9,135 on 2/24.
FTA Low-No	Electric Bus Purchase (3)	\$1,737,825	\$1,737,825	Grant is open.
FTA Low-No 2023	Electric Bus Purchase (4) Electric Van Purchase (7) Charging Infrastructure, Contingency, Training	\$7,305,526	\$7,305,526	Grant is open.
FTA 5339	Buses, Signs, Radios, Redundancy Shifted remaining funds of \$532,508 from redundancy, radios, & bus signage to the purchase of 6 additional diesel buses. Budget Revision was approved by the FTA on 12/1/23.	\$4,987,500	\$115,017	Redundancy project in progress. Received funds for 6 diesel buses for \$3,194,380 on 2/27.
FTA 5307	FY2022 Operating Funding	\$2,992,021	\$960,885	Grant is open. Received funds for Apr-Jun 24 for \$342,926 on 8/2.
FTA 5307	FY2023 Operating Funding	\$3,055,486	\$2,542,836	Grant is open. Received funds for Apr-Jun 24 for \$391,741 on 8/2.
FTA 5307	FY2024 Operating Funding	\$2,940,580	\$2,940,580	Grant is open.
KDOT PT-0726	FY2024 Operating Funding	\$807,433	\$0	Grant is open. Requested funds for Oct-Dec for \$331,430 on 2/1.
KDOT PT-0726	FY2025 Operating Funding	\$802,544	\$802,544	Grant is open.
KDOT 5339-21	Bus Stops Phase 10, Security Barriers, Maintenance & Security Equipment	\$1,304,840	\$791,176	Second draw for \$314,538.80 and third draw for \$58,717.74 received on 1/30/24.
KDOT Access	Bus Stops and Sidewalks	\$177,725	\$177,725	

Procurement Calendar
Board Meeting
For Calendar Year 2024
October 21, 2024

Received Notice To Proceed
ADA Sidewalk Improvements - \$222,156

January 16 – None

February 20 – None

March 18 – at board meeting

- a. Award the Bus Technology RFP Contract (complete)
- b. Approve the QSS Back-Up Generator RFB (complete)

April 15 – None

May 20 – at board meeting

- a. Award the Environmental Services RFB Contract (complete)
- b. Award the QSS Back-Up Generator RFB Contract (complete)

June 17 – at board meeting

- a. Approve the Asphalt Paving Project RFB(complete)

July 22 – at board meeting

- a. Approve the QSS HVAC System and HVAC Controls Projects RFBs(complete)

August 19 – at board meeting

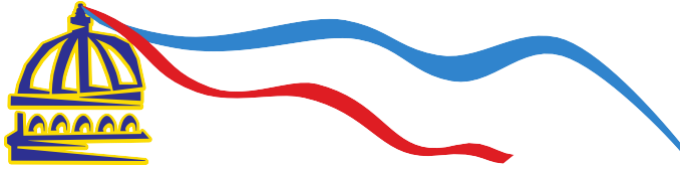
- a. Approve the Uniform and Linen Service RFB(complete)

September 16 – at board meeting

- a. Award the Asphalt Paving Project RFB Contract(complete)
- b. Approve the purchase of 7 electric vans with 85% grant funding from the State of Oklahoma procurement contract.(complete)
- c. Award the QSS HVAC Controls RFB Contract(complete)
- d. Award the QSS HVAC Equipment Upgrade RFB Contract(complete)

October 21 – at board meeting

- a. Award the Disposal and Recycling Services RFB Contract



TOPEKA METROPOLITAN TRANSIT AUTHORITY

Board of Directors Meeting – Agenda Item

ITEM	Award the Disposal and Recycling Services Contract
CONTACT	Richard Appelhanz
RECOMMENDATION	Approve
SUMMARY	Metro would like to award a contract for the Disposal and Recycling Services Project per the attached recommendation.
FISCAL IMPACT (Current and Future)	N/A
PRIORITY/GOAL	N/A
ATTACHMENTS	One



Disposal and Recycling Services RFB TO-25-04

Publication Date: August 12, 2024
Proposal Due Date: September 12, 2024
Contract Term: Five Years
Bids Received: Three

Specifications of Service

This contract will be for disposal and recycling services at our Administration, Maintenance, and Quincy Street locations. Our current contract expires December 1, 2024.

Evaluation

The evaluation committee reviewed the bids individually, then met on September 25th to discuss. After review, all bids were deemed to be responsive and all bidders to be responsible and qualified. Therefore, the committee decided to award the contract to the lowest bidder.

<u>Bidder</u>	<u>5-Year Bid Price</u>
Waste Management of Kansas, Inc	\$25,403.17
Shawnee County Solid Waste	31,894.14
LRS Topeka Waste Service	32,159.37

Recommendation

We recommend awarding the contract for disposal and recycling services to Waste Management of Kansas, Inc.. It is our determination that this is the best value for Topeka Metro, their bid was responsive, the company is responsible, they are the low bidder, and the price quoted is fair and reasonable.