

## TOPEKA METROPOLITAN TRANSIT AUTHORITY

### Board of Directors Meeting – Agenda Item

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

**Topeka Metropolitan Transit Authority**

**Balance Sheet**

**As of December 31, 2024**

**Page 1**

	This Month	Net Changes	Last Month
<b>Assets and Deferred Outflows</b>			
<b>Current Assets</b>			
Cash - Operating	786,676.88	4,748.50	781,928.38
Cash - Encumbered Funds	3,383,689.00	0.00	3,383,689.00
Cash - Designated	19,848,192.80	(553,375.84)	20,401,568.64
Accounts Receivable	26,855.31	(5,005.23)	31,860.54
Fuel Inventory	54,847.82	5,429.64	49,418.18
Prepaid Expenses	79,607.69	2,349.43	77,258.26
Prepaid Insurance	6,045.56	(24,113.77)	30,159.33
Prepaid Employee Benefits	846.71	(1,826.24)	2,672.95
<b>Total Current Assets</b>	<b>24,186,761.77</b>	<b>(571,793.51)</b>	<b>24,758,555.28</b>
<b>Long-Term Assets</b>			
Buildings - Net	1,062,596.34	(16,013.06)	1,078,609.40
Bus Shelters - Net	1,649,617.04	(28,843.72)	1,678,460.76
Communication Equipment - Net	11,911.15	(496.30)	12,407.45
Computers - Net	0.00	0.00	0.00
Farebox Equipment - Net	0.00	0.00	0.00
Office Furniture & Equipment - Net	1,263.12	(252.58)	1,515.70
Improvements - Net	1,305,319.05	(18,492.45)	1,323,811.50
Maintenance Equipment - Net	285,729.93	(3,888.21)	289,618.14
Revenue Vehicles - Net	6,106,935.83	(86,980.38)	6,193,916.21
Service Vehicles - Net	66,989.15	(737.47)	67,726.62
Projects in Process	948,959.31	3,250.00	945,709.31
Land	3,600,255.44	0.00	3,600,255.44
<b>Total Long-Term Assets</b>	<b>15,039,576.36</b>	<b>(152,454.17)</b>	<b>15,192,030.53</b>
<b>Deferred Outflows</b>			
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	2,055.00	0.00	2,055.00
<b>Total Deferred Outflows</b>	<b>1,392,703.00</b>	<b>0.00</b>	<b>1,392,703.00</b>
<b>Total Assets and Deferred Outflows</b>	<b>40,619,041.13</b>	<b>(724,247.68)</b>	<b>41,343,288.81</b>
<b>Liabilities and Deferred Inflows</b>			
<b>Current Liabilities</b>			
Accounts Payable	55,893.68	(30,807.46)	86,701.14
Accrued Payables	344,657.00	37,598.58	307,058.42
Payroll Taxes Payable	4,008.30	1,180.21	2,828.09
Payroll Liabilities Payable	(711.73)	(470.23)	(241.50)
Unearned Revenue	6,600.00	1,850.00	4,750.00
Other Current Liabilities	160,000.00	0.00	160,000.00
<b>Total Current Liabilities</b>	<b>570,447.25</b>	<b>9,351.10</b>	<b>561,096.15</b>

**Topeka Metropolitan Transit Authority**

**Balance Sheet**

**As of December 31, 2024**

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	<u>This Month</u>	<u>Net Changes</u>	<u>Last Month</u>
Long-Term Liabilities			
KPERS Pension Liability	3,917,019.00	0.00	3,917,019.00
KPERS OPEB Liability	91,557.00	0.00	91,557.00
Metro OPEB Liability	53,916.00	0.00	53,916.00
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
KPERS OPEB Deferred Inflows	54,095.00	0.00	54,095.00
KPERS Deferred Inflows	363,026.00	0.00	363,026.00
Total Deferred Inflows	445,770.00	0.00	445,770.00
Total Liabilities and Deferred Inflows	5,078,709.25	9,351.10	5,069,358.15
Fund Balance			
Fund Balance - Non-Designated	749,515.16	0.00	749,515.16
Fund Balance - Designated	22,572,379.84	0.00	22,572,379.84
Investment in Capital Assets	14,992,983.77	0.00	14,992,983.77
YTD Excess/(Deficit)	(2,774,546.89)	(733,598.78)	(2,040,948.11)
Total Fund Balance	35,540,331.88	(733,598.78)	36,273,930.66
Total Liabilities, Deferred Inflows and Fund Balance	40,619,041.13	(724,247.68)	41,343,288.81

**Topeka Metropolitan Transit Authority**  
**Cash Balances**  
**As of December 31, 2024**

		This Month	Net Changes	Last Month
Cash Account Balances				
Operating				
Operating Cash	1100	207,769.15	(52,371.00)	260,140.15
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	82,661.07	56,728.40	25,932.67
MIP - General	1200	143,054.68	391.10	142,663.58
ST Investment - General Reserve	1230	352,391.98	0.00	352,391.98
Total Operating		786,676.88	4,748.50	781,928.38
Designated				
Cash - Encumbered Funds	1160	3,383,689.00	0.00	3,383,689.00
ST Investment - Insurance Reserve	1240	500,000.00	0.00	500,000.00
ST Investment - Capital Reserve	1250	19,348,192.80	(553,375.84)	19,901,568.64
Total Designated		23,231,881.80	(553,375.84)	23,785,257.64
Total Cash Account Balances		24,018,558.68	(548,627.34)	24,567,186.02

**Topeka Metropolitan Transit Authority**  
**Organization Overall**  
**From 07/01/2024 through 12/31/2024**

	YTD Actual	Annual Budget	\$ Remaining	% Used	YTD Last Year
<b>Operating Revenue</b>					
Fares	403,765.26	688,080.00	(284,314.74)	58.67%	364,636.29
Advertising	39,942.50	81,666.68	(41,724.18)	48.90%	51,721.80
Product Sales	624.00	1,080.00	(456.00)	57.77%	670.00
Other Revenue	3,422.95	7,400.00	(3,977.05)	46.25%	4,080.00
<b>Total Operating Revenue</b>	<b>447,754.71</b>	<b>778,226.68</b>	<b>(330,471.97)</b>	<b>57.54%</b>	<b>421,108.09</b>
<b>Operating Expense</b>					
Salaries and Wages	2,056,119.35	4,145,568.00	2,089,448.65	49.59%	1,976,948.84
Payroll Taxes	248,908.51	513,111.00	264,202.49	48.50%	212,492.40
Paid Time Off	248,263.35	566,078.00	317,814.65	43.85%	223,704.06
Employee Insurance	387,621.09	810,975.54	423,354.45	47.79%	338,391.32
KPERS	236,655.84	483,267.00	246,611.16	48.96%	208,230.28
Other Benefits	17,417.48	35,455.00	18,037.52	49.12%	6,692.10
Legal Services	810.00	3,000.00	2,190.00	27.00%	1,290.00
Audit Services	15,900.00	16,200.00	300.00	98.14%	15,800.00
Maintenance Services	540,168.17	1,329,458.00	789,289.83	40.63%	203,889.29
Other Services	87,905.04	166,636.00	78,730.96	52.75%	77,965.32
Fuel, Lubricants and Tires	244,612.29	727,140.00	482,527.71	33.64%	311,884.58
Maintenance Supplies	140,891.56	399,600.00	258,708.44	35.25%	212,365.89
Other Supplies	137,229.97	293,049.00	155,819.03	46.82%	112,353.91
Utilities and Telephones	74,520.46	175,886.00	101,365.54	42.36%	71,546.36
Casualty Insurance	83,724.90	175,029.00	91,304.10	47.83%	34,590.54
Taxes	26,018.79	57,684.00	31,665.21	45.10%	29,411.71
Contracted Lift Service	140,652.50	360,000.00	219,347.50	39.07%	175,769.00
Continuing Education	3,889.33	14,820.00	10,930.67	26.24%	8,677.44
Advertising	2,809.60	19,200.00	16,390.40	14.63%	8,263.73
Equipment Leases	495.77	984.00	488.23	50.38%	492.00
Self-Insurance Payments	3,406.53	60,000.00	56,593.47	5.67%	560.00
Other Expenses	14,030.44	46,410.00	32,379.56	30.23%	14,611.99
Depreciation	940,879.57	1,886,820.00	945,940.43	49.86%	789,313.75
<b>Total Operating Expense</b>	<b>5,652,930.54</b>	<b>12,286,370.54</b>	<b>6,633,440.00</b>	<b>46.01%</b>	<b>5,035,244.51</b>
<b>Operating Excess/(Deficit)</b>	<b>(5,205,175.83)</b>	<b>(11,508,143.86)</b>	<b>6,302,968.03</b>	<b>45.23%</b>	<b>(4,614,136.42)</b>
<b>Non-Operating Revenue</b>					
Mill Levy	485,746.70	6,847,385.00	(6,361,638.30)	7.09%	582,802.79
Federal Operating Funds	871,188.00	2,900,000.00	(2,028,812.00)	30.04%	700,163.00
State Operating Funds	645,964.85	802,544.00	(156,579.15)	80.48%	476,003.00
MTPO & JEDO Grants	20,018.17	51,149.00	(31,130.83)	39.13%	21,528.76
Interest Earned	375,136.86	804,000.00	(428,863.14)	46.65%	253,357.60
Gain/(Loss) on Disposal	1,600.00	0.00	1,600.00	0.00%	28,330.00
<b>Total Non-Operating Revenue</b>	<b>2,399,654.58</b>	<b>11,405,078.00</b>	<b>(9,005,423.42)</b>	<b>21.04%</b>	<b>2,062,185.15</b>
<b>Net Excess/(Deficit)</b>	<b>(2,805,521.25)</b>	<b>(103,065.86)</b>	<b>(2,702,455.39)</b>	<b>2,722.06%</b>	<b>(2,551,951.27)</b>
<b>Capital Items</b>					
Capital Grants	30,974.36	0.00	30,974.36	0.00%	1,750,921.05
<b>Total Capital Items</b>	<b>30,974.36</b>	<b>0.00</b>	<b>30,974.36</b>	<b>0.00%</b>	<b>1,750,921.05</b>
<b>Change in Net Assets</b>	<b>(2,774,546.89)</b>	<b>(103,065.86)</b>	<b>(2,671,481.03)</b>	<b>2,692.01%</b>	<b>(801,030.22)</b>

Grant Status  
Board Meeting  
January 21, 2025

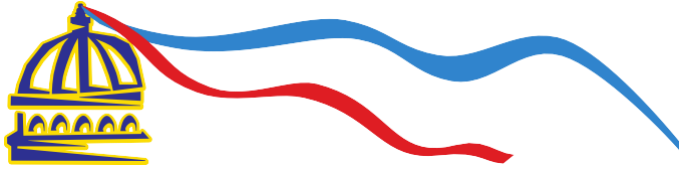
Grant	Project	Grant Amount	Amount Remaining	Status
FTA 5307	Bus Stops Phase 9 and Bike Stations Shifted remaining funds of \$116,155 to purchase a back-up generator at QSS which was approved by the FTA on 2/28/24.	\$739,634	\$116,155	Drew funds for bike racks in inventory for \$9,135 on 2/24.
FTA Low-No	Electric Bus Purchase (3) <b>Budget amendment submitted on 12/20/24 to shift \$409,965 in federal funding from the purchase of electric buses to the purchase of electric charging infrastructure and to reduce the number of electric buses to be purchased from 3 to 2 and remove Proterra from the grant.</b>	\$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. <b>Second Budget Revision submitted on 11/8/24 to shift remaining funding of \$115,017 from the purchase of buses to the purchase of HVAC Equipment and Controls at QSS which was approved by the FTA on 1/6/25.</b>	\$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	\$417,682	Grant is open. Received funds for Jul-Sept 24 for \$543,203 on 11/4.
FTA 5307	FY2023 Operating Funding	\$3,055,486	\$2,214,851	Grant is open. Received funds for Jul-Sept 24 for \$327,985 on 11/4.
FTA 5307	FY2024 Operating Funding	\$2,940,580	\$2,940,580	Grant is open.
KDOT PT-0726	FY2025 Operating Funding	\$802,544	\$156,579	Grant is open. Requested funds for Jul-Sept 24 for \$645,965 on 10/31.
KDOT 5339-21	Bus Stops Phase 10, Security Barriers, Maintenance & Security Equipment	\$1,304,840	\$760,202	Grant is open. Received fourth draw for \$30,974.36 on 10/22.
KDOT Access	Bus Stops and Sidewalks	\$177,725	\$177,725	

Procurement Calendar  
Board Meeting  
For Calendar Year 2025  
January 21, 2025

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

January 21 – at board meeting

- a. Award the Electric Van Charging Infrastructure and Installation RFB Contract
- b. Provide update to QSS Back-Up Generator project regarding screen and privacy fencing.



## TOPEKA METROPOLITAN TRANSIT AUTHORITY

### Board of Directors Meeting – Agenda Item

<b>ITEM</b>	Award the Electric Van Charging Infrastructure and Installation Contract
<b>CONTACT</b>	Richard Appelhanz
<b>RECOMMENDATION</b>	Approve
<b>SUMMARY</b>	Metro would like to award a contract for the Electric Van Charging Infrastructure Project per the attached recommendation.
<b>FISCAL IMPACT</b> (Current and Future)	N/A
<b>PRIORITY/GOAL</b>	N/A
<b>ATTACHMENTS</b>	One





## **Electric Van Charging Infrastructure and Installation RFB TO-25-06**

Publication Date: December 16, 2024  
Proposal Due Date: January 9, 2025  
Contract Term: Single Job  
Bids Received: Two

### Specifications of Service

This contract will be to install the required infrastructure to be able to charge electric vans at our Maintenance Facility location at 200 NW Crane in Topeka, Kansas.

### Evaluation

All three members of the evaluation committee reviewed the bids individually, then met on January 13, 2025, to discuss. After review, both bids were deemed to be responsive and both bidders to be responsible and qualified. Therefore, the committee decided to award the contract to the lowest bidder.

Prior to RFB publication, our engineer who is an expert in determining electric van energy needs, estimated the price for this project to be \$97,400. The low bidder's price quote is \$60,054.50. Since the bid price is below the ICE, the committee deemed the price to be fair and reasonable.

<u>Bidder</u>	<u>Cost</u>
Lesser Electric	\$60,054.50
KC Electrical Contractors	81,850.00

### Recommendation

We recommend awarding the contract to install the required infrastructure to be able to charge electric vans at our Maintenance Facility location to Lesser Electric. 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 and below the ICE.