

TOPEKA METROPOLITAN TRANSIT AUTHORITY

Board of Directors Meeting – Agenda Item

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

Topeka Metropolitan Transit Authority

Balance Sheet

As of August 31, 2024

Page 1

	This Month	Net Changes	Last Month
Assets and Deferred Outflows			
Current Assets			
Cash - Operating	1,807,466.22	(427,331.59)	2,234,797.81
Cash - Encumbered Funds	3,611,689.00	0.00	3,611,689.00
Cash - Designated	18,961,282.34	220,989.09	18,740,293.25
Accounts Receivable	50,614.92	(711,446.74)	762,061.66
Fuel Inventory	49,345.74	(23,510.08)	72,855.82
Prepaid Expenses	82,405.53	(15,238.77)	97,644.30
Prepaid Insurance	98,590.92	(24,134.93)	122,725.85
Prepaid Employee Benefits	<u>9,694.22</u>	<u>316.41</u>	<u>9,377.81</u>
Total Current Assets	24,671,088.89	(980,356.61)	25,651,445.50
Long-Term Assets			
Buildings - Net	1,126,648.58	(16,013.06)	1,142,661.64
Bus Shelters - Net	1,767,527.89	(30,153.06)	1,797,680.95
Communication Equipment - Net	13,896.35	(496.30)	14,392.65
Computers - Net	0.00	0.00	0.00
Farebox Equipment - Net	0.00	0.00	0.00
Office Furniture & Equipment - Net	2,273.44	(252.58)	2,526.02
Improvements - Net	1,379,288.85	(18,492.45)	1,397,781.30
Maintenance Equipment - Net	280,637.84	(3,555.22)	284,193.06
Revenue Vehicles - Net	6,454,857.35	(86,980.38)	6,541,837.73
Service Vehicles - Net	52,133.59	(1,704.28)	53,837.87
Projects in Process	867,370.52	0.00	867,370.52
Land	<u>3,600,255.44</u>	<u>0.00</u>	<u>3,600,255.44</u>
Total Long-Term Assets	15,544,889.85	(157,647.33)	15,702,537.18
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>41,608,681.74</u>	<u>(1,138,003.94)</u>	<u>42,746,685.68</u>
Liabilities and Deferred Inflows			
Current Liabilities			
Accounts Payable	19,672.20	(611,014.67)	630,686.87
Accrued Payables	404,908.09	48,481.26	356,426.83
Payroll Taxes Payable	2,272.10	1,109.12	1,162.98
Payroll Liabilities Payable	(462.19)	345.23	(807.42)
Unearned Revenue	<u>5,375.00</u>	<u>(750.00)</u>	<u>6,125.00</u>
Total Current Liabilities	431,765.20	(561,829.06)	993,594.26

Topeka Metropolitan Transit Authority

Balance Sheet

As of August 31, 2024

Page 2

	<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	<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
KPERS OPEB Deferred Inflows	54,095.00	0.00	54,095.00
KPERS 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>4,940,027.20</u>	<u>(561,829.06)</u>	<u>5,501,856.26</u>
Fund Balance			
Fund Balance - Non-Designated	<u>(7,031,329.21)</u>	0.00	<u>(7,031,329.21)</u>
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>5,265,182.60</u>	<u>(576,174.88)</u>	<u>5,841,357.48</u>
Total Fund Balance	<u>36,668,654.54</u>	<u>(576,174.88)</u>	<u>37,244,829.42</u>
Total Liabilities, Deferred Inflows and Fund Balance	<u>41,608,681.74</u>	<u>(1,138,003.94)</u>	<u>42,746,685.68</u>

Topeka Metropolitan Transit Authority
Cash Balances
As of August 31, 2024

		<u>This Month</u>	<u>Net Changes</u>	<u>Last Month</u>
Cash Account Balances				
Operating				
Operating Cash	1100	393,555.23	(27,570.17)	421,125.40
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	32,953.84	(4,334.25)	37,288.09
MIP - General	1200	1,027,765.17	(395,427.17)	1,423,192.34
ST Investment - General Reserve	1230	<u>352,391.98</u>	<u>0.00</u>	<u>352,391.98</u>
Total Operating		1,807,466.22	(427,331.59)	2,234,797.81
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>18,461,282.34</u>	<u>220,989.09</u>	<u>18,240,293.25</u>
Total Designated		<u>22,572,971.34</u>	<u>220,989.09</u>	<u>22,351,982.25</u>
Total Cash Account Balances		24,380,437.56	(206,342.50)	24,586,780.06

**Topeka Metropolitan Transit Authority
Organization Overall
From 07/01/2024 through 08/31/2024**

	YTD Actual	Annual Budget	\$ Remaining	% Used	YTD Last Year
Operating Revenue					
Fares	152,228.10	688,080.00	(535,851.90)	22.12%	129,157.89
Advertising	15,080.00	81,666.68	(66,586.68)	18.46%	19,206.20
Product Sales	250.00	1,080.00	(830.00)	23.14%	216.00
Other Revenue	<u>1,727.99</u>	<u>7,400.00</u>	<u>(5,672.01)</u>	<u>23.35%</u>	<u>1,397.21</u>
Total Operating Revenue	<u>169,286.09</u>	<u>778,226.68</u>	<u>(608,940.59)</u>	<u>21.75%</u>	<u>149,977.30</u>
Operating Expense					
Salaries and Wages	711,734.02	4,145,568.00	3,433,833.98	17.16%	624,549.65
Payroll Taxes	80,831.99	513,111.00	432,279.01	15.75%	66,959.74
Paid Time Off	68,981.81	566,078.00	497,096.19	12.18%	68,975.72
Employee Insurance	124,237.13	810,975.54	686,738.41	15.31%	115,006.31
KPERS	80,636.43	483,267.00	402,630.57	16.68%	64,504.51
Other Benefits	6,967.44	35,455.00	28,487.56	19.65%	(1,740.50)
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	272,858.30	1,329,458.00	1,056,599.70	20.52%	79,800.02
Other Services	32,265.34	166,636.00	134,370.66	19.36%	32,453.35
Fuel, Lubricants and Tires	91,102.31	727,140.00	636,037.69	12.52%	101,723.28
Maintenance Supplies	35,517.18	399,600.00	364,082.82	8.88%	56,217.38
Other Supplies	49,185.11	293,049.00	243,863.89	16.78%	31,355.44
Utilities and Telephones	23,445.45	175,886.00	152,440.55	13.32%	23,908.37
Casualty Insurance	27,922.42	175,029.00	147,106.58	15.95%	26,457.44
Taxes	8,147.07	57,684.00	49,536.93	14.12%	10,094.31
Contracted Lift Service	52,272.00	360,000.00	307,728.00	14.52%	60,497.50
Continuing Education	927.16	14,820.00	13,892.84	6.25%	3,671.84
Advertising	636.90	19,200.00	18,563.10	3.31%	2,213.00
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	2,213.98	46,410.00	44,196.02	4.77%	3,175.91
Depreciation	<u>315,259.34</u>	<u>1,886,820.00</u>	<u>1,571,560.66</u>	<u>16.70%</u>	<u>247,202.51</u>
Total Operating Expense	<u>1,988,793.91</u>	<u>12,286,370.54</u>	<u>10,297,576.63</u>	<u>16.19%</u>	<u>1,617,271.78</u>
Operating Excess/(Deficit)	<u>(1,819,507.82)</u>	<u>(11,508,143.86)</u>	<u>9,688,636.04</u>	<u>15.81%</u>	<u>(1,467,294.48)</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%	0.00
Interest Earned	11,683.59	804,000.00	(792,316.41)	1.45%	54,764.02
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>13,283.59</u>	<u>11,405,078.00</u>	<u>(11,391,794.41)</u>	<u>0.12%</u>	<u>54,764.02</u>
Net Excess/(Deficit)	<u>(1,806,224.23)</u>	<u>(103,065.86)</u>	<u>(1,703,158.37)</u>	<u>1,752.49%</u>	<u>(1,412,530.46)</u>
Change in Net Assets	<u>(1,806,224.23)</u>	<u>(103,065.86)</u>	<u>(1,703,158.37)</u>	<u>1,752.49%</u>	<u>(1,412,530.46)</u>

Grant Status
Board Meeting
September 16, 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
September 16, 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

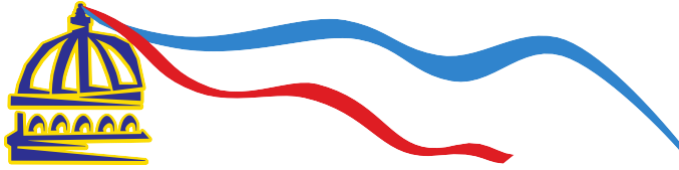
- a. Approve the QSS HVAC System and HVAC Controls Projects RFBs(complete)

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



TOPEKA METROPOLITAN TRANSIT AUTHORITY

Board of Directors Meeting – Agenda Item

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



Asphalt Mill & Overlay Project RFB TO-25-01

Publication Date: July 22, 2024
Proposal Due Date: August 29, 2024
Contract Term: Single Job
Bids Received: Three

Specifications of Service

This contract will be to perform a 2” asphalt mill and overlay to approximately 10,762 square yards of asphalt pavement at our Ryan Administration Building, Maintenance Facility, and employee parking area under the Kansas Avenue Bridge all located together at 201 N. Kansas Avenue in Topeka, Kansas.

Evaluation

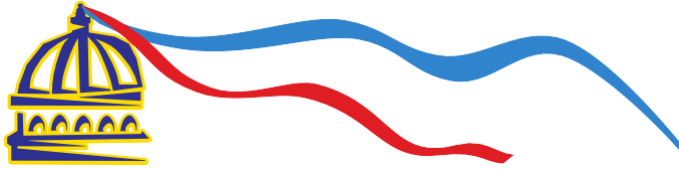
All three members of the evaluation committee reviewed the bids individually, then met on August 30, 2024, to discuss. After review, all bids were deemed to be responsive and all bidders to be responsible and qualified. Therefore, the committee decided to award the contract to the lowest bidder.

Prior to RFB publication, our engineer who is an expert in asphalt projects, estimated the price for this asphalt project to be \$229,117.50. The low bidder’s price quote is \$197,368.40. Since the bid price is below the ICE, the committee deemed the price to be fair and reasonable.

<u>Bidder</u>	<u>Cost</u>
Bettis Asphalt & Construction, Inc.	\$197,368.40
All Pro Asphalt & Maintenance LLC	229,134.00
Sunflower Paving, Inc.	332,460.00

Recommendation

We recommend awarding the contract for the Asphalt Mill & Overlay Project to Bettis Asphalt & Construction, 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, the price quoted is fair and reasonable and below the ICE, and our Engineer states that Bettis has a solid reputation and also recommends the Bettis bid.



TOPEKA METROPOLITAN TRANSIT AUTHORITY

Board of Directors Meeting – Agenda Item

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



Quincy Street Station HVAC Controls RFB TO-25-02

Publication Date: August 5, 2024
Proposal Due Date: September 12, 2024
Contract Term: Single Job
Bids Received: Two

Specifications of Service

This contract will be to replace the HVAC Controls at our Quincy Street Station location at 820 SE Quincy Street in Topeka, Kansas.

Evaluation

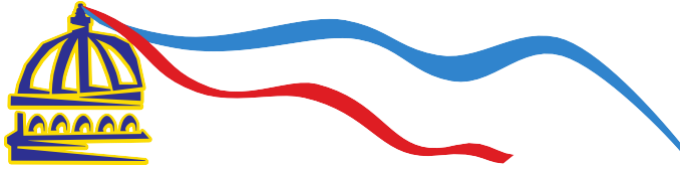
All three members of the evaluation committee reviewed the bids individually, then met on September 13, 2024, to discuss. After review, both bids were deemed to be responsive and both bidders to be responsible and qualified. Therefore, the committee decided to award the contract to the lowest bidder.

Prior to RFB publication, our engineer, who is an expert in HVAC Control projects, estimated the price for this HVAC Controls project to be \$195,000.00. The low bidder's price quote is \$58,380.00. Since the bid price is below the ICE, the committee deemed the price to be fair and reasonable. Our Engineer also reviewed both bids and recommended we award the contract to Automated Control Systems.

<u>Bidder</u>	<u>Cost</u>
Automated Control Systems	\$58,380.00
Johnson Controls Inc.	92,517.00

Recommendation

We recommend awarding the contract to replace the HVAC Controls at our Quincy Street Station to Automated Control Systems. 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, the price quoted is fair and reasonable and below the ICE, and our Engineer also recommends the Automated Control Systems bid.



TOPEKA METROPOLITAN TRANSIT AUTHORITY

Board of Directors Meeting – Agenda Item

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



Quincy Street Station HVAC Equipment Upgrade RFB TO-25-03

Publication Date: August 5, 2024
Proposal Due Date: September 12, 2024
Contract Term: Single Job
Bids Received: Two

Specifications of Service

This contract will be to upgrade the HVAC Equipment at our Quincy Street Station location at 820 SE Quincy Street in Topeka, Kansas.

Evaluation

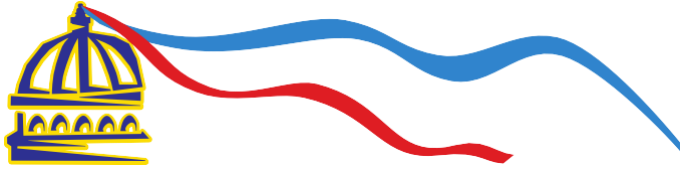
All three members of the evaluation committee reviewed the bids individually, then met on September 13, 2024, to discuss. After review, both bids were deemed to be responsive and both bidders to be responsible and qualified. Therefore, the committee decided to award the contract to the lowest bidder.

Prior to RFB publication, our engineer, who is an expert in HVAC Equipment projects, estimated the price for this HVAC Equipment project to be \$160,000.00. The low bidder's price quote is \$155,261.00. Since the bid price is below the ICE, the committee deemed the price to be fair and reasonable. Our Engineer also reviewed both bids and recommended we award the contract to McElroy's Inc..

<u>Bidder</u>	<u>Cost</u>
McElroy's Inc.	\$155,261.00
Samco, Inc.	237,334.00

Recommendation

We recommend awarding the contract to upgrade the HVAC Equipment at our Quincy Street Station to McElroy's 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, the price quoted is fair and reasonable and below the ICE, and our Engineer also recommends the McElroy's Inc. bid.



TOPEKA METROPOLITAN TRANSIT AUTHORITY

Board of Directors Meeting – Agenda Item

ITEM	Purchase 7 electric vans.
CONTACT	Richard Appelhanz
RECOMMENDATION	Approve
SUMMARY	Metro would like to move forward with purchasing 7 electric vans with 85% grant funding in a 2023 Low No Grant. Metro has FTA approval to purchase the vans from the State of Oklahoma Contract thus we would not need to put this project out for bids. The approximate cost of each van is \$125,000 with \$106,250 for each van funded from the grant.
FISCAL IMPACT (Current and Future)	N/A
PRIORITY/GOAL	N/A
ATTACHMENTS	None.