

TOPEKA METROPOLITAN TRANSIT AUTHORITY

Board of Directors Meeting – Agenda Item

ITEM	January 2025 Finance Report
CONTACT	Richard Appelhanz
RECOMMENDATION	Approve
SUMMARY	Review January Financial Statements
FISCAL IMPACT (Current and Future)	N/A
PRIORITY/GOAL	N/A
ATTACHMENTS	Yes

Topeka Metropolitan Transit Authority

Balance Sheet

As of January 31, 2025

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	This Month	Net Changes	Last Month
Assets and Deferred Outflows			
Current Assets			
Cash - Operating	4,133,750.52	3,347,073.64	786,676.88
Cash - Encumbered Funds	3,383,689.00	0.00	3,383,689.00
Cash - Designated	18,551,568.30	(1,296,624.50)	19,848,192.80
Accounts Receivable	20,614.58	(6,240.73)	26,855.31
Fuel Inventory	65,624.51	10,776.69	54,847.82
Prepaid Expenses	89,773.81	10,166.12	79,607.69
Prepaid Insurance	151,212.26	145,166.70	6,045.56
Prepaid Employee Benefits	3,548.03	2,701.32	846.71
Total Current Assets	26,399,781.01	2,213,019.24	24,186,761.77
Long-Term Assets			
Buildings - Net	1,046,583.28	(16,013.06)	1,062,596.34
Bus Shelters - Net	1,621,560.51	(28,056.53)	1,649,617.04
Communication Equipment - Net	11,414.85	(496.30)	11,911.15
Computers - Net	0.00	0.00	0.00
Farebox Equipment - Net	0.00	0.00	0.00
Office Furniture & Equipment - Net	1,010.54	(252.58)	1,263.12
Improvements - Net	1,286,826.60	(18,492.45)	1,305,319.05
Maintenance Equipment - Net	281,841.72	(3,888.21)	285,729.93
Revenue Vehicles - Net	6,019,955.45	(86,980.38)	6,106,935.83
Service Vehicles - Net	66,251.68	(737.47)	66,989.15
Projects in Process	1,751,945.33	802,986.02	948,959.31
Land	3,600,255.44	0.00	3,600,255.44
Total Long-Term Assets	15,687,645.40	648,069.04	15,039,576.36
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	2,055.00	0.00	2,055.00
Total Deferred Outflows	1,392,703.00	0.00	1,392,703.00
Total Assets and Deferred Outflows	43,480,129.41	2,861,088.28	40,619,041.13
Liabilities and Deferred Inflows			
Current Liabilities			
Accounts Payable	251,613.06	195,719.38	55,893.68
Accrued Payables	391,710.43	47,053.43	344,657.00
Payroll Taxes Payable	497.04	(3,511.26)	4,008.30
Payroll Liabilities Payable	(844.50)	(132.77)	(711.73)
Unearned Revenue	7,175.00	575.00	6,600.00
Other Current Liabilities	160,000.00	0.00	160,000.00
Total Current Liabilities	810,151.03	239,703.78	570,447.25

Topeka Metropolitan Transit Authority

Balance Sheet

As of January 31, 2025

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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	5,318,413.03	239,703.78	5,078,709.25
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)	(153,162.39)	2,621,384.50	(2,774,546.89)
Total Fund Balance	38,161,716.38	2,621,384.50	35,540,331.88
Total Liabilities, Deferred Inflows and Fund Balance	43,480,129.41	2,861,088.28	40,619,041.13

Topeka Metropolitan Transit Authority
Cash Balances
As of January 31, 2025

		This Month	Net Changes	Last Month
Cash Account Balances				
Operating				
Operating Cash	1100	157,356.59	(50,412.56)	207,769.15
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	75,425.87	(7,235.20)	82,661.07
MIP - General	1200	3,547,776.08	3,404,721.40	143,054.68
ST Investment - General Reserve	1230	352,391.98	0.00	352,391.98
Total Operating		4,133,750.52	3,347,073.64	786,676.88
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	18,051,568.30	(1,296,624.50)	19,348,192.80
Total Designated		21,935,257.30	(1,296,624.50)	23,231,881.80
Total Cash Account Balances		26,069,007.82	2,050,449.14	24,018,558.68

Topeka Metropolitan Transit Authority
Organization Overall
From 07/01/2024 through 01/31/2025

	YTD Actual	Annual Budget	\$ Remaining	% Used	YTD Last Year
Operating Revenue					
Fares	452,984.52	688,080.00	(235,095.48)	65.83%	425,357.84
Advertising	45,831.50	81,666.68	(35,835.18)	56.12%	61,170.20
Product Sales	730.00	1,080.00	(350.00)	67.59%	822.00
Other Revenue	4,770.75	7,400.00	(2,629.25)	64.46%	5,487.85
Total Operating Revenue	504,316.77	778,226.68	(273,909.91)	64.80%	492,837.89
Operating Expense					
Salaries and Wages	2,346,408.61	4,145,568.00	1,799,159.39	56.60%	2,279,107.10
Payroll Taxes	293,364.93	513,111.00	219,746.07	57.17%	254,063.41
Paid Time Off	391,141.98	566,078.00	174,936.02	69.09%	320,702.00
Employee Insurance	455,191.89	810,975.54	355,783.65	56.12%	404,192.62
KPERS	276,701.64	483,267.00	206,565.36	57.25%	242,099.98
Other Benefits	19,049.51	35,455.00	16,405.49	53.72%	8,038.47
Legal Services	3,150.00	3,000.00	(150.00)	105.00%	1,290.00
Audit Services	16,200.00	16,200.00	0.00	100.00%	16,100.00
Maintenance Services	601,812.64	1,329,458.00	727,645.36	45.26%	220,634.94
Other Services	104,531.86	166,636.00	62,104.14	62.73%	93,841.41
Fuel, Lubricants and Tires	277,286.32	727,140.00	449,853.68	38.13%	353,380.94
Maintenance Supplies	169,358.32	399,600.00	230,241.68	42.38%	229,051.97
Other Supplies	160,305.36	293,049.00	132,743.64	54.70%	128,354.13
Utilities and Telephones	94,185.27	175,886.00	81,700.73	53.54%	81,690.50
Casualty Insurance	84,406.15	175,029.00	90,622.85	48.22%	49,157.98
Taxes	30,883.49	57,684.00	26,800.51	53.53%	33,917.36
Contracted Lift Service	154,409.50	360,000.00	205,590.50	42.89%	199,744.00
Continuing Education	3,889.33	14,820.00	10,930.67	26.24%	9,884.19
Advertising	2,891.60	19,200.00	16,308.40	15.06%	8,778.73
Equipment Leases	495.77	984.00	488.23	50.38%	492.00
Self-Insurance Payments	4,386.53	60,000.00	55,613.47	7.31%	903.00
Other Expenses	15,864.06	46,410.00	30,545.94	34.18%	16,234.79
Depreciation	1,095,796.55	1,886,820.00	791,023.45	58.07%	924,837.12
Total Operating Expense	6,601,711.31	12,286,370.54	5,684,659.23	53.73%	5,876,496.64
Operating Excess/(Deficit)	(6,097,394.54)	(11,508,143.86)	5,410,749.32	52.98%	(5,383,658.75)
Non-Operating Revenue					
Mill Levy	3,987,762.16	6,847,385.00	(2,859,622.84)	58.23%	660,612.31
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	25,524.48	51,149.00	(25,624.52)	49.90%	21,528.76
Interest Earned	381,218.30	804,000.00	(422,781.70)	47.41%	279,868.71
Gain/(Loss) on Disposal	1,600.00	0.00	1,600.00	0.00%	28,330.00
Total Non-Operating Revenue	5,913,257.79	11,405,078.00	(5,491,820.21)	51.85%	2,166,505.78
Net Excess/(Deficit)	(184,136.75)	(103,065.86)	(81,070.89)	178.65%	(3,217,152.97)
Capital Items					
Capital Grants	30,974.36	0.00	30,974.36	0.00%	2,162,941.72
Total Capital Items	30,974.36	0.00	30,974.36	0.00%	2,162,941.72
Change in Net Assets	(153,162.39)	(103,065.86)	(50,096.53)	148.60%	(1,054,211.25)

Grant Status
Board Meeting
February 18, 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) 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.	\$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. 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.	\$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	\$86,011	Grant is open. Received funds for Oct-Dec 24 for \$331,671 on 2/4.
FTA 5307	FY2023 Operating Funding	\$3,055,486	\$1,856,321	Grant is open. Received funds for Oct-Dec 24 for \$358,530 on 2/4.
FTA 5307	FY2024 Operating Funding	\$2,940,580	\$2,940,580	Grant is open.
KDOT PT-0726	FY2025 Operating Funding	\$802,544	\$0	Grant is open. Received funds for Oct-Dec 24 for \$156,579 on 2/11.
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
February 18, 2025

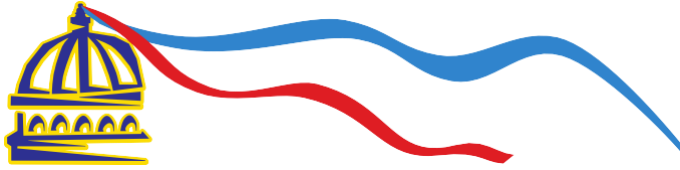
Received Notice To Proceed
ADA Sidewalk Improvements - \$222,156

January 21 – at board meeting

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

February 18 – at board meeting

- a. Approve the Demand Response Service RFP



TOPEKA METROPOLITAN TRANSIT AUTHORITY

Board of Directors Meeting – Agenda Item

ITEM	Post the Demand Response Service RFP
CONTACT	Richard Appelhanz
RECOMMENDATION	Approve
SUMMARY	Metro is seeking a partner to provide origin to destination demand response service for passengers who have a qualifying disability which prevents them from being functionally able to utilize the fixed route bus system. Demand Response Service may also be referred to as Lift Services or Paratransit Services.
FISCAL IMPACT (Current and Future)	We paid our current demand response service provider Capitol City Taxi \$354,325.50 in CY 2023 and \$289,503.50 in CY2024 for paratransit services.
PRIORITY/GOAL	This project is a priority as Metro may not always have the capacity to fulfill every demand response service request that we receive.
ATTACHMENTS	None.