

## TOPEKA METROPOLITAN TRANSIT AUTHORITY

### Board of Directors Meeting – Agenda Item

<b>ITEM</b>	February 2025 Finance Report
<b>CONTACT</b>	Richard Appelhanz
<b>RECOMMENDATION</b>	Approve
<b>SUMMARY</b>	Review February 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 February 28, 2025**

**Page 1**

	This Month	Net Changes	Last Month
<b>Assets and Deferred Outflows</b>			
<b>Current Assets</b>			
Cash - Operating	5,965,492.97	1,831,742.45	4,133,750.52
Cash - Encumbered Funds	3,383,689.00	0.00	3,383,689.00
Cash - Designated	17,522,480.35	(1,029,087.95)	18,551,568.30
Accounts Receivable	12,987.81	(7,626.77)	20,614.58
Fuel Inventory	47,494.84	(18,129.67)	65,624.51
Prepaid Expenses	75,501.71	(14,272.10)	89,773.81
Prepaid Insurance	129,501.99	(21,710.27)	151,212.26
Prepaid Employee Benefits	4,045.11	497.08	3,548.03
<b>Total Current Assets</b>	<b>27,141,193.78</b>	<b>741,412.77</b>	<b>26,399,781.01</b>
<b>Long-Term Assets</b>			
Buildings - Net	1,030,570.22	(16,013.06)	1,046,583.28
Bus Shelters - Net	1,593,503.98	(28,056.53)	1,621,560.51
Communication Equipment - Net	10,918.55	(496.30)	11,414.85
Computers - Net	0.00	0.00	0.00
Farebox Equipment - Net	0.00	0.00	0.00
Office Furniture & Equipment - Net	757.96	(252.58)	1,010.54
Improvements - Net	1,268,334.15	(18,492.45)	1,286,826.60
Maintenance Equipment - Net	277,953.51	(3,888.21)	281,841.72
Revenue Vehicles - Net	5,932,975.07	(86,980.38)	6,019,955.45
Service Vehicles - Net	65,514.21	(737.47)	66,251.68
Projects in Process	1,816,012.97	64,067.64	1,751,945.33
Land	3,600,255.44	0.00	3,600,255.44
<b>Total Long-Term Assets</b>	<b>15,596,796.06</b>	<b>(90,849.34)</b>	<b>15,687,645.40</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>44,130,692.84</b>	<b>650,563.43</b>	<b>43,480,129.41</b>
<b>Liabilities and Deferred Inflows</b>			
<b>Current Liabilities</b>			
Accounts Payable	55,409.96	(196,203.10)	251,613.06
Accrued Payables	391,365.82	(344.61)	391,710.43
Payroll Taxes Payable	855.92	358.88	497.04
Payroll Liabilities Payable	(1,002.63)	(158.13)	(844.50)
Unearned Revenue	6,850.00	(325.00)	7,175.00
Other Current Liabilities	160,000.00	0.00	160,000.00
<b>Total Current Liabilities</b>	<b>613,479.07</b>	<b>(196,671.96)</b>	<b>810,151.03</b>

**Topeka Metropolitan Transit Authority**

**Balance Sheet**

**As of February 28, 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	5,121,741.07	(196,671.96)	5,318,413.03
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)	694,073.00	847,235.39	(153,162.39)
Total Fund Balance	39,008,951.77	847,235.39	38,161,716.38
Total Liabilities, Deferred Inflows and Fund Balance	44,130,692.84	650,563.43	43,480,129.41

**Topeka Metropolitan Transit Authority**  
**Cash Balances**  
**As of February 28, 2025**

		This Month	Net Changes	Last Month
Cash Account Balances				
Operating				
Operating Cash	1100	586,896.84	429,540.25	157,356.59
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	70,434.91	(4,990.96)	75,425.87
MIP - General	1200	4,954,969.24	1,407,193.16	3,547,776.08
ST Investment - General Reserve	1230	352,391.98	0.00	352,391.98
Total Operating		5,965,492.97	1,831,742.45	4,133,750.52
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	17,022,480.35	(1,029,087.95)	18,051,568.30
Total Designated		20,906,169.35	(1,029,087.95)	21,935,257.30
Total Cash Account Balances		26,871,662.32	802,654.50	26,069,007.82

**Topeka Metropolitan Transit Authority**  
**Organization Overall**  
**From 07/01/2024 through 02/28/2025**

	YTD Actual	Annual Budget	\$ Remaining	% Used	YTD Last Year
<b>Operating Revenue</b>					
Fares	498,991.09	688,080.00	(189,088.91)	72.51%	486,177.93
Advertising	45,831.50	81,666.68	(35,835.18)	56.12%	70,699.20
Product Sales	808.00	1,080.00	(272.00)	74.81%	924.00
Other Revenue	4,770.75	7,400.00	(2,629.25)	64.46%	5,492.89
<b>Total Operating Revenue</b>	<b>550,401.34</b>	<b>778,226.68</b>	<b>(227,825.34)</b>	<b>70.73%</b>	<b>563,294.02</b>
<b>Operating Expense</b>					
Salaries and Wages	2,692,301.44	4,145,568.00	1,453,266.56	64.94%	2,592,717.24
Payroll Taxes	324,743.61	513,111.00	188,367.39	63.28%	287,782.57
Paid Time Off	406,480.57	566,078.00	159,597.43	71.80%	344,466.16
Employee Insurance	526,522.97	810,975.54	284,452.57	64.92%	465,764.68
KPERS	312,827.68	483,267.00	170,439.32	64.73%	273,375.98
Other Benefits	20,097.85	35,455.00	15,357.15	56.68%	9,054.07
Legal Services	4,530.00	3,000.00	(1,530.00)	151.00%	1,290.00
Audit Services	16,200.00	16,200.00	0.00	100.00%	16,100.00
Maintenance Services	623,123.73	1,329,458.00	706,334.27	46.87%	252,276.50
Other Services	121,842.03	166,636.00	44,793.97	73.11%	104,772.05
Fuel, Lubricants and Tires	316,222.62	727,140.00	410,917.38	43.48%	388,488.51
Maintenance Supplies	194,861.07	399,600.00	204,738.93	48.76%	259,593.38
Other Supplies	179,739.10	293,049.00	113,309.90	61.33%	146,049.19
Utilities and Telephones	109,963.80	175,886.00	65,922.20	62.51%	93,690.24
Casualty Insurance	99,413.17	175,029.00	75,615.83	56.79%	64,762.08
Taxes	33,184.24	57,684.00	24,499.76	57.52%	38,729.28
Contracted Lift Service	171,361.50	360,000.00	188,638.50	47.60%	225,234.00
Continuing Education	4,187.70	14,820.00	10,632.30	28.25%	9,884.19
Advertising	2,971.60	19,200.00	16,228.40	15.47%	9,451.92
Equipment Leases	705.47	984.00	278.53	71.69%	677.03
Self-Insurance Payments	4,386.53	60,000.00	55,613.47	7.31%	2,518.17
Other Expenses	18,197.68	46,410.00	28,212.32	39.21%	17,976.66
Depreciation	1,250,713.53	1,886,820.00	636,106.47	66.28%	1,056,681.84
<b>Total Operating Expense</b>	<b>7,434,577.89</b>	<b>12,286,370.54</b>	<b>4,851,792.65</b>	<b>60.51%</b>	<b>6,661,335.74</b>
<b>Operating Excess/(Deficit)</b>	<b>(6,884,176.55)</b>	<b>(11,508,143.86)</b>	<b>4,623,967.31</b>	<b>59.82%</b>	<b>(6,098,041.72)</b>
<b>Non-Operating Revenue</b>					
Mill Levy	3,987,762.16	6,847,385.00	(2,859,622.84)	58.23%	3,984,381.68
Federal Operating Funds	1,561,389.00	2,900,000.00	(1,338,611.00)	53.84%	1,433,580.00
State Operating Funds	802,544.00	802,544.00	0.00	100.00%	807,433.00
MTPO & JEDO Grants	25,524.48	51,149.00	(25,624.52)	49.90%	21,528.76
Interest Earned	536,696.55	804,000.00	(267,303.45)	66.75%	408,812.77
Gain/(Loss) on Disposal	1,600.00	0.00	1,600.00	0.00%	28,330.00
<b>Total Non-Operating Revenue</b>	<b>6,915,516.19</b>	<b>11,405,078.00</b>	<b>(4,489,561.81)</b>	<b>60.64%</b>	<b>6,684,066.21</b>
<b>Net Excess/(Deficit)</b>	<b>31,339.64</b>	<b>(103,065.86)</b>	<b>134,405.50</b>	<b>(30.40)%</b>	<b>586,024.49</b>
<b>Capital Items</b>					
Capital Grants	662,733.36	0.00	662,733.36	0.00%	5,366,456.72
<b>Total Capital Items</b>	<b>662,733.36</b>	<b>0.00</b>	<b>662,733.36</b>	<b>0.00%</b>	<b>5,366,456.72</b>
<b>Change in Net Assets</b>	<b>694,073.00</b>	<b>(103,065.86)</b>	<b>797,138.86</b>	<b>(673.42)%</b>	<b>5,952,481.21</b>

Grant Status  
Board Meeting  
March 17, 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 revision submitted on 2/27/25 to extend the period of performance end date to 12/31/27 and to remove Proterra from the grant was approved on 3/6/25.</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. 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  
March 17, 2025

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

January 21 – at board meeting

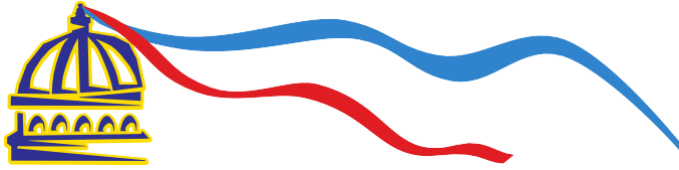
- a. Award the Electric Van Charging Infrastructure and Installation RFB Contract (complete)
- b. Provide update to QSS Back-Up Generator project regarding screen and privacy fencing. (complete)

February 18 – at board meeting

- a. Approve the Demand Response Service RFP (complete)

March 17 – at board meeting

- b. Award the Uniform and Linen Services RFB Contract
- c. Award the Maintenance Facility Roof Replacement RFB Contract



## TOPEKA METROPOLITAN TRANSIT AUTHORITY

### Board of Directors Meeting – Agenda Item

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





## Uniform and Linen Service RFB TO-25-05

Publication Date: October 14, 2024  
Proposal Due Date: November 21, 2024  
Contract Term: Five Years  
Proposals Received: Three

### Summary of Specifications

This contract will be to provide uniforms, linen service, and other rental products for the following Topeka Metro locations: 201 N Kansas Ave, 200 NW Crane, and 820 SE Quincy Ave all in Topeka, Kansas. The current contract expired on December 9, 2024.

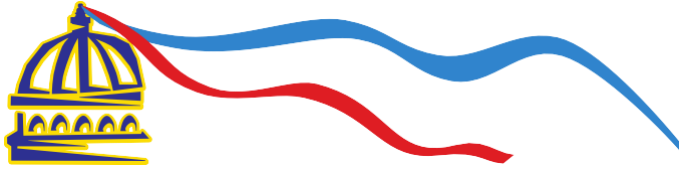
### Evaluation

There were six members on the evaluation committee representing Maintenance, Operations and Bus Operators. The committee members received the bids on November 22, 2024, for individual evaluation. The committee then met on multiple occasions to discuss the bids and also met with each bidder individually to review their products and ask follow-up questions. After a thorough review, all 3 bids were deemed to be responsive and all 3 bidders to be responsible and qualified. The bids were scored based on Customer Satisfaction and Service – 40%, Quality of Materials 30%, Price – 15%, and Required Items – 15%. The scores were then compiled, and the results were as follows:

	<u>Total Score</u>	<u>5-Year Bid Price</u>
UniFirst	8.61	\$144,190.63
Cintas	7.98	\$189,452.41
Vestis	6.85	\$115,842.87

### Recommendation

The committee members preferred the uniform products offered by UniFirst due to better overall fit and comfort. The committee acknowledges that Unifirst is not the low bidder, but Unifirst received the highest total score based on the evaluation criteria. The committee recommends awarding the contract to Unifirst. It is our determination that Unifirst is the best choice for Topeka Metro, their bid was responsive, the company is responsible, and the price quoted is fair and reasonable.



## TOPEKA METROPOLITAN TRANSIT AUTHORITY

### Board of Directors Meeting – Agenda Item

<b>ITEM</b>	Award the Maintenance Facility Roof Replacement Contract
<b>CONTACT</b>	Richard Appelhanz
<b>RECOMMENDATION</b>	Approve
<b>SUMMARY</b>	Metro would like to award a contract to replace the roof at our Maintenance Facility per the attached recommendation.
<b>FISCAL IMPACT</b> (Current and Future)	N/A
<b>PRIORITY/GOAL</b>	N/A
<b>ATTACHMENTS</b>	One



**Maintenance Facility Roof Replacement  
RFB TO-25-07**

Publication Date: January 13, 2025  
Proposal Due Date: February 13, 2025  
Contract Term: Single Job  
Bids Received: Six

Specifications of Service

This contract will be to replace the roof at our Maintenance Facility located at 200 NW Crane in Topeka, Kansas.

Evaluation

All three members of the evaluation committee reviewed the bids individually, then met on February 21, 2025, and March 7, 2025, to discuss the bids. After review, all six bids were deemed to be responsive and all bidders to be responsible and qualified. The committee chose Alternate #2 – Base Bid Plus 30-Year Warranty with 135 Mil Membrane and 3” Hail Protection for project award specification. Therefore, the committee decided to award the contract to the lowest bidder.

Prior to RFB publication, our architect, who is an expert in roof projects, estimated the price for this 30-year warranty roof project to be \$87,000.00. The low bidder’s price quote is \$91,069.00, which is above the ICE, but since we received six total bids providing adequate competition, the committee deemed the price to be fair and reasonable. Our Architectural Firm, Civium Architecture and Planning also reviewed all of the bids and agreed with the committee’s recommendation that we award the contract to Alpha Roofing.

<u>Bidder</u>	<u>Cost</u>
Alpha Roofing	\$ 91,069
Danker Roofing	126,053
Delta Innovative Services	132,000
JB Turner and Sons Roofing	98,279
Meridian Roofing Solutions	103,060
Midwest Coating, Inc.	106,785

Recommendation

We recommend awarding the contract to replace the roof at our Maintenance Facility to Alpha Roofing. 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 our Architectural Firm also recommends the Alpha Roofing bid.