TOPEKA METROPOLITAN TRANSIT AUTHORITY

Board of Directors Meeting – Agenda Item

ITEM	September 2026 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, 2026

	This Month	Net Changes	Last Month
Assets and Deferred Outflows			
Current Assets			
Cash - Operating	1,213,428.77	358,790.15	854,638.62
Cash - Encumbered Funds	4,150,000.00	0.00	4,150,000.00
Cash - Designated	23,994,094.49	(649,613.89)	24,643,708.38
Accounts Receivable	28,087.45	(24.30)	28,111.75
Fuel Inventory	100,605.95	18,922.76	81,683.19
Prepaid Expenses	187,705.17	(18,258.34)	205,963.51
Prepaid Insurance	89,479.48	(29,763.92)	119,243.40
Prepaid Employee Benefits	3,092.24	(1,394.55)	4,486.79
Total Current Assets	29,766,493.55	(321,342.09)	30,087,835.64
Long-Term Assets			
Buildings - Net	726,322.08	(16,013.06)	742,335.14
Bus Shelters - Net	1,062,621.90	(26,697.79)	1,089,319.69
Communication Equipment - Net	1,488.85	(496.30)	1,985.15
Computers - Net	5,814.52	(726.84)	6,541.36
Farebox Equipment - Net	0.00	0.00	0.00
Office Furniture & Equipment - Net	0.00	0.00	0.00
Improvements - Net	2,111,857.90	(30,573.72)	2,142,431.62
Maintenance Equipment - Net	214,367.86	(4,159.01)	218,526.87
Revenue Vehicles - Net	10,688,452.23	(160,835.34)	10,849,287.57
Service Vehicles - Net	67,051.28	(971.97)	68,023.25
Projects in Process	275,406.22	2,478.00	272,928.22
Land	3,600,255.44	0.00	3,600,255.44
Total Long-Term Assets	18,753,638.28	(237,996.03)	18,991,634.31
Deferred Outflows			
KPERS Deferred Outflows	1,096,028.00	0.00	1,096,028.00
KPERS OPEB Deferred Outflows	95,080.00	0.00	95,080.00
Metro OPEB Deferred Outflows	617.00	0.00	617.00
Total Deferred Outflows	1,191,725.00	0.00	1,191,725.00
Total Assets and Deferred Outflows	49,711,856.83	(559,338.12)	50,271,194.95
Liabilities and Deferred Inflows			
Current Liabilities			
Accounts Payable	48,244.43	12,846.65	35,397.78
Accrued Payables	886,564.05	(11,011.45)	897,575.50
Payroll Taxes Payable	1,280.72	434.02	846.70
Payroll Liabilities Payable	(1,300.29)	(480.23)	(820.06)
Unearned Revenue	5,287.50	(500.00)	5,787.50
Other Current Liabilities	200,000.00	0.00	200,000.00
Total Current Liabilities	1,140,076.41	1,288.99	1,138,787.42

Topeka Metropolitan Transit Authority

Balance Sheet

As of September 30, 2026

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	This Month	Net Changes	Last Month
Long-Term Liabilities			
KPERS Pension Liability	3,670,056.00	0.00	3,670,056.00
KPERS OPEB Liability	130,083.00	0.00	130,083.00
Metro OPEB Liability	36,243.00	0.00	36,243.00
Total Long-Term Liabilities	3,836,382.00	0.00	3,836,382.00
Deferred Inflows			
Metro OPEB Deferred Inflows	25,235.00	0.00	25,235.00
KPERS OPEB Deferred Inflows	47,312.00	0.00	47,312.00
KPERS Deferred Inflows	342,006.00	0.00	342,006.00
Total Deferred Inflows	414,553.00	0.00	414,553.00
Total Liabilities and Deferred Inflows	5,391,011.41	1,288.99	5,389,722.42
Fund Balance			
Fund Balance - Non-Designated	(7,262,504.84)	8,146,516.57	(15,409,021.41)
Fund Balance - Designated	29,275,085.07	(3,963,603.72)	33,238,688.79
Investment in Capital Assets	18,483,617.22	(4,182,912.85)	22,666,530.07
YTD Excess/(Deficit)	3,824,647.97	(560,627.11)	4,385,275.08
Total Fund Balance	44,320,845.42	(560,627.11)	44,881,472.53
Total Liabilities, Deferred Inflows and Fund Balance	49,711,856.83	(559,338.12)	50,271,194.95

Topeka Metropolitan Transit Authority
Cash Balances
As of September 30, 2026

		This Month	Net Changes	Last Month
Cash Account Balances				
Operating				
Operating Cash	1100	92,557.19	9,430.34	83,126.85
Operating Cash SLB	1101	198,708.07	3,023.20	195,684.87
Customer Service Cash	1120	800.00	0.00	800.00
Petty Cash	1140	200.00	0.00	200.00
Cash in Bank - Flex Spending SLB	1151	25,584.71	(3,093.18)	28,677.89
MIP - General	1200	543,186.82	349,429.79	193,757.03
ST Investment - General Reserve	1230	352,391.98	0.00	352,391.98
Total Operating		1,213,428.77	358,790.15	854,638.62
Designated				
Cash - Encumbered Funds	1160	4,150,000.00	0.00	4,150,000.00
ST Investment - Insurance Reserve	1240	500,000.00	0.00	500,000.00
ST Investment - Capital Reserve	1250	23,494,094.49	(649,613.89)	24,143,708.38
Total Designated		28,144,094.49	(649,613.89)	28,793,708.38
Total Cash Account Balances		29,357,523.26	(290,823.74)	29,648,347.00

Topeka Metropolitan Transit Authority
Organization Overall
From 07/01/2026 through 09/30/2026

	YTD Actual	Annual Budget	$ Remaining	% Used	YTD Last Year
Operating Revenue					
Fares	177,429.43	699,280.00	(521,850.57)	25.37%	185,761.41
Advertising	21,249.99	85,000.00	(63,750.01)	24.99%	20,679.00
Product Sales	383.00	1,080.00	(697.00)	35.46%	294.00
Other Revenue	1,556.14	5,200.00	(3,643.86)	29.92%	1,070.14
Total Operating Revenue	200,618.56	790,560.00	(589,941.44)	25.38%	207,804.55
Operating Expense					
Salaries and Wages	1,155,051.11	4,654,824.00	3,499,772.89	24.81%	1,075,795.19
Payroll Taxes	126,052.98	568,116.00	442,063.02	22.18%	117,824.36
Paid Time Off	144,248.81	622,448.00	478,199.19	23.17%	124,027.36
Employee Insurance	236,431.28	989,427.37	752,996.09	23.89%	196,950.16
KPERS	136,908.76	563,970.00	427,061.24	24.27%	127,795.66
Other Benefits	5,858.12	38,295.00	32,436.88	15.29%	3,828.09
Legal Services	990.00	33,000.00	32,010.00	3.00%	2,297.50
Audit Services	0.00	30,200.00	30,200.00	0.00%	0.00
Maintenance Services	87,250.43	473,269.00	386,018.57	18.43%	135,506.13
Other Services	25,618.34	139,333.00	113,714.66	18.38%	33,013.08
Fuel, Lubricants and Tires	118,198.43	738,060.00	619,861.57	16.01%	157,996.17
Maintenance Supplies	85,804.81	397,200.00	311,395.19	21.60%	77,825.16
Other Supplies	90,800.83	312,497.51	221,696.68	29.05%	85,629.55
Utilities and Telephones	57,918.46	175,116.00	117,197.54	33.07%	41,527.40
Casualty Insurance	50,154.77	213,453.00	163,298.23	23.49%	43,003.93
Taxes	10,457.25	55,684.00	45,226.75	18.77%	15,610.82
Contracted Lift Service	117,865.00	432,600.00	314,735.00	27.24%	101,968.00
Continuing Education	4,132.45	16,020.00	11,887.55	25.79%	1,999.38
Advertising	499.15	10,500.00	10,000.85	4.75%	2,419.00
Equipment Leases	209.70	840.00	630.30	24.96%	209.70
Self-Insurance Payments	0.00	60,000.00	60,000.00	0.00%	15,500.00
Other Expenses	5,143.00	47,610.00	42,467.00	10.80%	6,574.24
Depreciation	645,981.44	2,437,539.24	1,791,557.80	26.50%	551,097.37
Total Operating Expense	3,105,575.12	13,010,002.12	9,904,427.00	23.87%	2,918,398.25
Operating Excess/(Deficit)	(2,904,956.56)	(12,219,442.12)	9,314,485.56	23.77%	(2,710,593.70)
Non-Operating Revenue					
Mill Levy	348,908.66	7,059,058.00	(6,710,149.34)	4.94%	329,944.04
Federal Operating Funds	0.00	2,900,000.00	(2,900,000.00)	0.00%	1,670,587.00
State Operating Funds	0.00	683,891.00	(683,891.00)	0.00%	0.00
MTPO & JEDO Grants	18,160.83	51,149.00	(32,988.17)	35.50%	0.00
Interest Earned	(202,126.75)	1,050,000.00	(1,252,126.75)	(19.25)%	98,390.39
Total Non-Operating Revenue	164,942.74	11,744,098.00	(11,579,155.26)	1.40%	2,098,921.43
Net Excess/(Deficit)	(2,740,013.82)	(475,344.12)	(2,264,669.70)	576.42%	(611,672.27)
Change in Net Assets	(2,740,013.82)	(475,344.12)	(2,264,669.70)	576.42%	(611,672.27)

Service	Customer Name	Account ID	Product Term	Principal Balance	Interest Rate	Accrued Interest	Account Status	Maturity Date
ICS	TOPEKA METROPOLITAN TRANSIT AUTHORITY			$1,420,082.28	3.48%	$1,885.13	Active	
CDARS	TOPEKA METROPOLITAN TRANSIT AUTHORITY	2695	26-week CD	$239,904.19	3.92%	$4,343.90	Active	10/29/2026
CDARS	TOPEKA METROPOLITAN TRANSIT AUTHORITY	7982	26-week CD	$4,245,000.00	3.73%	$60,722.32	Active	11/27/2026
CDARS	TOPEKA METROPOLITAN TRANSIT AUTHORITY	7007	52-week CD	$3,162,500.00	3.92%	$103,608.03	Active	12/17/2026
CDARS	TOPEKA METROPOLITAN TRANSIT AUTHORITY	0794	52-week CD	$3,000,000.00	3.83%	$79,975.68	Active	2/4/2027
CDARS	TOPEKA METROPOLITAN TRANSIT AUTHORITY	4767	52-week CD	$4,236,000.00	3.83%	$109,735.86	Active	2/11/2027
CDARS	TOPEKA METROPOLITAN TRANSIT AUTHORITY	3463	26-week CD	$1,800,000.00	3.83%	$3,777.41	Active	3/25/2027
CDARS	TOPEKA METROPOLITAN TRANSIT AUTHORITY	7031	52-week CD	$3,568,000.00	3.83%	$76,351.87	Active	3/25/2027
CDARS	TOPEKA METROPOLITAN TRANSIT AUTHORITY	6646	52-week CD	$3,900,000.00	3.83%	$65,958.15	Active	5/6/2027
CDARS	TOPEKA METROPOLITAN TRANSIT AUTHORITY	9037	52-week CD	$2,100,000.00	3.83%	$10,592.25	Active	8/26/2027
				$27,671,486.47		$516,950.60		

Grant Status
Board Meeting
October 19, 2026

Grant	Project	Grant Amount	Amount Remaining	Status
FTA Low-No 2023	Electric Bus Purchase (4) Electric Van Purchase (7) Charging Infrastructure, Contingency, Training	$7,305,526	$4,907,724	Grant is open. Received funds for 4th electric bus for $1,097,924 on 6/16/26.
FTA 5307	FY2024 Operating Funding	$2,940,580	$0	Grant is open. Received funds for 1/1-3/31 for $361,624 on 8/18/26. Recd. Funds for 4/1-6/30 $29,819 on 8/24/26.
FTA 5307	FY25 Operating Funding	$2,998,704	$1,246,762	Grant is open. Received funds for 1/1-3/31 for $799,574 on 8/20/26. Recd. Funds for 4/1-6/30 $952,368 on 8/25/26.
FTA 5307	FY26 Operating Funding	$3,085,217		Grant has been apportioned. We will submit our application once FY25 operating funds are nearly spent.
KDOT PT-0726-27	FY2027 Operating Funding	$683,891	$683,891	Grant Agreement has been signed for FY27. Grant is open.
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	$221,097	$221,097	Grant amount increased by $43,372 from $177,725 to $221,097 by KDOT 6/17/2026.

Procurement Calendar
Board Meeting
For Calendar Year 2026
October 19, 2026

<u>Received Notice To Proceed</u>
ADA Sidewalk Improvements - $276,371.25

January 20 – None

February 17 – None

March 16 – at board meeting

a. Award the Transit Supportive Principles Mobility Design Manual RFP Contract (complete)

April 20 – None

June 15 – at board meeting

a) Award the Uniform and Linen Service RFB Contract (complete)
b) Approve Purchasing 4 Fixed Route Diesel Buses (complete)
c) Approve Purchasing 3 Fixed Route Hybrid Buses pending FTA Approval (complete)
d) Approve the Building Garage Addition Architect RFB (complete)
e) Approve the Website Builder RFB (complete)
f) Approve the Bus Garage Drainage Project RFB (complete)
g) Approve the Advertising RFB (complete)
h) Approve the Natural Gas RFB (complete)
i) Approve the QSS HVAC Maintenance RFB (complete)

July 20 – at board meeting

a) Award the Bus Stop Connecting Sidewalks RFB Contract(compete)

August 17 – None

September 21 – at board meeting

a) Award the Natural Gas RFB Contract (complete)

September 21 – at board meeting

a) Award the Bus Advertising RFB Contract

TOPEKA METROPOLITAN TRANSIT AUTHORITY

Board of Directors Meeting – Agenda Item

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

TOPEKA METRO

Bus Advertising
RFB TO-27-02

Publication Date:	September 14, 2026
Proposal Due Date:	October 8, 2026
Contract Term:	Five Years
Bids Received:	One: Houck Transit Advertising

Specifications of Service

This contract will be for advertising on the Metro fixed route and paratransit buses. Our current contract expires October 15, 2026. Houck Transit Advertising is our current contractor. Topeka Metro has received an average of $89,243 in advertising income each year for the past three years.

Evaluation

Since this is a single-bid procurement, we must perform a Cost Analysis in order to determine that the proposed revenue is fair and reasonable. We also must perform a Responsibility Determination to show that the proposer is able and willing to perform the services in the contract. We performed a cost analysis by comparing the guaranteed annual income and % of estimated revenue to Metro for the prior 5 years to the Houck proposal for the next 5 years. The guaranteed income for the proposed 5 years is $50,500 less than the previous 5 years and the % of estimated revenue to Metro is equal to the previous 5 years. The reduction in guaranteed income was anticipated due to the reduction in bus inventory available for advertising from 35 to 27. Based on these two factors Houck's proposed guaranteed revenue and % of estimate revenue to Metro are fair and reasonable. Based on our prior experience of over 15 years with Houck we determined that Houck has the ability and willingness to complete the contract, and that Houck has the integrity to perform the services within the contract. The evaluation committee also scored the Houck bid with Experience and Qualifications worth 30%, Guaranteed Revenue to Metro worth 30%, Flexibility to Meet Metro Specifications worth 30%, and Required Elements was worth 10%. The total score (10 being best) based on the evaluation committee's individual scores for Houck Transit Advertising was 9.55.

Proposed Revenue – Metro receives 52% of gross revenues:

Year 1 - guaranteed $65,000 annual income; estimated $91,000 annual income
Year 2 - guaranteed $68,000 annual income; estimated $93,600 annual income
Year 3 - guaranteed $70,000 annual income; estimated $96,200 annual income
Year 4 - guaranteed $72,000 annual income; estimated $101,400 annual income
Year 5 - guaranteed $75,000 annual income; estimated $109,200 annual income

Previous Revenue – Metro receives 52% of gross revenues:

Year 1 - guaranteed $75,000 annual income; estimated $78,000 annual income
Year 2 - guaranteed $78,000 annual income; estimated $83,200 annual income
Year 3 - guaranteed $80,000 annual income; estimated $88,400 annual income
Year 4 - guaranteed $82,500 annual income; estimated $96,200 annual income
Year 5 - guaranteed $85,000 annual income; estimated $104,000 annual income

Recommendation

Since the proposal was responsive, the contractor is responsible, and the revenue quoted is fair and reasonable, the evaluation committee recommends awarding the contract to Houck Transit Advertising.