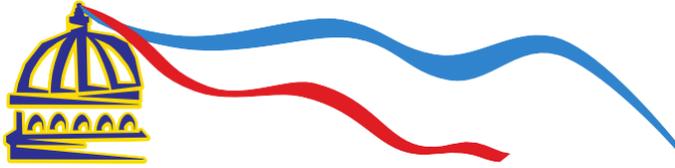


## TOPEKA METROPOLITAN TRANSIT AUTHORITY

### Board of Directors Meeting – Agenda Item

<b>ITEM</b>	February 2026 Finance Report
<b>CONTACT</b>	Richard Appelhanz
<b>RECOMMENDATION</b>	Approve
<b>SUMMARY</b>	Review February Financial Statements
<b>FISCAL IMPACT (Current and Future)</b>	N/A
<b>PRIORITY/GOAL</b>	N/A
<b>ATTACHMENTS</b>	Yes



## TOPEKA METROPOLITAN TRANSIT AUTHORITY

### Board of Directors Meeting – Agenda Item

<b>ITEM</b>	Award the Transit Supportive Principles Mobility Design Manual Contract
<b>CONTACT</b>	Richard Appelhanz
<b>RECOMMENDATION</b>	Approve
<b>SUMMARY</b>	Metro would like to award a contract to assist Metro in updating our 2018 Bus Stop Guidelines and expanding the document's content to illustrate transit supportive development principles and best practices in mobility design.
<b>FISCAL IMPACT (Current and Future)</b>	N/A
<b>PRIORITY/GOAL</b>	N/A
<b>ATTACHMENTS</b>	One



## **Transit Supportive Principles Mobility Design Manual RFP TM-26-01**

Publication Date: December 22, 2025  
Proposal Due Date: January 29, 2026  
Contract Term: Single Job  
Proposals Received: Two

### Summary of Specifications

This contract will be for a qualified firm who will assist Topeka Metro in updating its 2018 Bus Stop Guidelines and expanding the document's content to illustrate transit supportive development principles and best practices in mobility design.

### Evaluation

The evaluation committee reviewed the bids individually, met on multiple occasions to discuss the bids, and met with each bidder individually to review their bids and ask follow-up questions. After a thorough review, both bids were deemed to be responsive and both bidders to be responsible and qualified. The bids were scored based on Experience and Qualifications - 25%, Professional and Technical Expertise - 25%, Ability to Stay on Task, Schedule, and Within Budget - 25%, Price - 15%, and Required Items – 10%. The scores were then compiled, and the results were as follows:

	<u>Total Score</u>	<u>Cost</u>
Olsson, Inc.	8.68	\$197,552.00
WSP USA Inc.	9.42	\$189,881.50

### Recommendation

The committee recommends awarding the contract to WSP USA Inc. It is our determination that WSP USA Inc is the best choice 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.

**Topeka Metropolitan Transit Authority**

**Balance Sheet**

**As of February 28, 2026**

**Page 1**

	This Month	Net Changes	Last Month
<b>Assets and Deferred Outflows</b>			
<b>Current Assets</b>			
Cash - Operating	1,621,351.70	(2,948,134.81)	4,569,486.51
Cash - Encumbered Funds	3,090,157.50	0.00	3,090,157.50
Cash - Designated	27,240,021.09	3,086,258.56	24,153,762.53
Accounts Receivable	23,736.38	(3,070.51)	26,806.89
Fuel Inventory	50,100.47	(12,727.82)	62,828.29
Prepaid Expenses	80,663.50	(15,637.59)	96,301.09
Prepaid Insurance	268,303.48	(36,525.92)	304,829.40
Prepaid Employee Benefits	7,246.09	2,679.54	4,566.55
<b>Total Current Assets</b>	<b>32,381,580.21</b>	<b>72,841.45</b>	<b>32,308,738.76</b>
<b>Long-Term Assets</b>			
Buildings - Net	838,413.50	(16,013.06)	854,426.56
Bus Shelters - Net	1,257,625.63	(27,561.46)	1,285,187.09
Communication Equipment - Net	4,962.95	(496.30)	5,459.25
Computers - Net	10,902.40	(726.84)	11,629.24
Farebox Equipment - Net	0.00	0.00	0.00
Office Furniture & Equipment - Net	0.00	0.00	0.00
Improvements - Net	2,325,873.94	(30,573.72)	2,356,447.66
Maintenance Equipment - Net	243,480.93	(4,159.01)	247,639.94
Revenue Vehicles - Net	5,465,277.91	(99,359.22)	5,564,637.13
Service Vehicles - Net	64,480.07	(896.97)	65,377.04
Projects in Process	268,716.22	9,000.00	259,716.22
Land	3,600,255.44	0.00	3,600,255.44
<b>Total Long-Term Assets</b>	<b>14,079,988.99</b>	<b>(170,786.58)</b>	<b>14,250,775.57</b>
<b>Deferred Outflows</b>			
KPERS Deferred Outflows	1,137,166.00	0.00	1,137,166.00
KPERS OPEB Deferred Outflows	92,920.00	0.00	92,920.00
Metro OPEB Deferred Outflows	1,335.00	0.00	1,335.00
<b>Total Deferred Outflows</b>	<b>1,231,421.00</b>	<b>0.00</b>	<b>1,231,421.00</b>
<b>Total Assets and Deferred Outflows</b>	<b>47,692,990.20</b>	<b>(97,945.13)</b>	<b>47,790,935.33</b>
<b>Liabilities and Deferred Inflows</b>			
<b>Current Liabilities</b>			
Accounts Payable	23,026.13	(10,933.05)	33,959.18
Accrued Payables	449,566.23	(45,002.28)	494,568.51
Payroll Taxes Payable	881.36	372.05	509.31
Payroll Liabilities Payable	(738.10)	39.61	(777.71)
Unearned Revenue	8,112.50	(125.00)	8,237.50
Other Current Liabilities	200,000.00	0.00	200,000.00
<b>Total Current Liabilities</b>	<b>680,848.12</b>	<b>(55,648.67)</b>	<b>736,496.79</b>

**Topeka Metropolitan Transit Authority**

**Balance Sheet**

**As of February 28, 2026**

**Page 2**

	<u>This Month</u>	<u>Net Changes</u>	<u>Last Month</u>
Long-Term Liabilities			
KPERS Pension Liability	3,781,044.00	0.00	3,781,044.00
KPERS OPEB Liability	144,745.00	0.00	144,745.00
Metro OPEB Liability	56,675.00	0.00	56,675.00
Total Long-Term Liabilities	3,982,464.00	0.00	3,982,464.00
Deferred Inflows			
Metro OPEB Deferred Inflows	14,844.00	0.00	14,844.00
KPERS OPEB Deferred Inflows	45,722.00	0.00	45,722.00
KPERS Deferred Inflows	342,560.00	0.00	342,560.00
Total Deferred Inflows	403,126.00	0.00	403,126.00
Total Liabilities and Deferred Inflows	5,066,438.12	(55,648.67)	5,122,086.79
Fund Balance			
Fund Balance - Non-Designated	884,011.73	0.00	884,011.73
Fund Balance - Designated	25,311,481.35	0.00	25,311,481.35
Investment in Capital Assets	14,300,704.37	0.00	14,300,704.37
YTD Excess/(Deficit)	2,130,354.63	(42,296.46)	2,172,651.09
Total Fund Balance	42,626,552.08	(42,296.46)	42,668,848.54
Total Liabilities, Deferred Inflows and Fund Balance	47,692,990.20	(97,945.13)	47,790,935.33

**Topeka Metropolitan Transit Authority**  
**Cash Balances**  
**As of February 28, 2026**

		This Month	Net Changes	Last Month
Cash Account Balances				
Operating				
Operating Cash	1100	194,699.47	81,663.14	113,036.33
Operating Cash SLB	1101	848.35	524.15	324.20
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	0.00	(25,380.69)	25,380.69
Cash in Bank - Flex Spending SLB	1151	55,897.65	(7,267.93)	63,165.58
MIP - General	1200	1,016,714.25	(2,997,673.48)	4,014,387.73
ST Investment - General Reserve	1230	352,391.98	0.00	352,391.98
Total Operating		1,621,351.70	(2,948,134.81)	4,569,486.51
Designated				
Cash - Encumbered Funds	1160	3,090,157.50	0.00	3,090,157.50
ST Investment - Insurance Reserve	1240	500,000.00	0.00	500,000.00
ST Investment - Capital Reserve	1250	26,740,021.09	3,086,258.56	23,653,762.53
Total Designated		30,330,178.59	3,086,258.56	27,243,920.03
Total Cash Account Balances		31,951,530.29	138,123.75	31,813,406.54

**Topeka Metropolitan Transit Authority**  
**Organization Overall**  
**From 07/01/2025 through 02/28/2026**

	YTD Actual	Annual Budget	\$ Remaining	% Used	YTD Last Year
<b>Operating Revenue</b>					
Fares	491,273.28	693,480.00	(202,206.72)	70.84%	507,911.09
Advertising	55,921.16	84,166.00	(28,244.84)	66.44%	45,831.50
Product Sales	821.00	1,080.00	(259.00)	76.01%	808.00
Other Revenue	3,384.82	6,400.00	(3,015.18)	52.88%	4,770.75
<b>Total Operating Revenue</b>	<b>551,400.26</b>	<b>785,126.00</b>	<b>(233,725.74)</b>	<b>70.23%</b>	<b>559,321.34</b>
<b>Operating Expense</b>					
Salaries and Wages	2,832,150.77	4,535,916.00	1,703,765.23	62.43%	2,692,301.44
Payroll Taxes	329,048.58	551,573.00	222,524.42	59.65%	324,743.61
Paid Time Off	393,759.78	617,828.00	224,068.22	63.73%	406,480.57
Employee Insurance	545,017.24	881,592.35	336,575.11	61.82%	526,522.97
KPERS	338,563.39	550,942.00	212,378.61	61.45%	312,827.68
Other Benefits	14,416.57	38,295.00	23,878.43	37.64%	20,097.85
Legal Services	13,952.50	33,000.00	19,047.50	42.28%	4,530.00
Audit Services	29,050.00	29,050.00	0.00	100.00%	16,200.00
Maintenance Services	345,303.85	473,969.00	128,665.15	72.85%	623,123.73
Other Services	73,427.40	157,489.00	84,061.60	46.62%	121,842.03
Fuel, Lubricants and Tires	341,213.91	738,060.00	396,846.09	46.23%	316,222.62
Maintenance Supplies	212,472.14	397,200.00	184,727.86	53.49%	194,861.07
Other Supplies	156,995.41	319,412.00	162,416.59	49.15%	179,739.10
Utilities and Telephones	119,498.31	177,782.00	58,283.69	67.21%	109,963.80
Casualty Insurance	128,675.49	165,465.00	36,789.51	77.76%	99,413.17
Taxes	35,032.11	55,584.00	20,551.89	63.02%	33,184.24
Contracted Lift Service	278,924.00	420,000.00	141,076.00	66.41%	171,361.50
Continuing Education	2,468.74	16,020.00	13,551.26	15.41%	4,187.70
Advertising	8,129.53	11,700.00	3,570.47	69.48%	2,971.60
Equipment Leases	419.40	840.00	420.60	49.92%	705.47
Self-Insurance Payments	102,136.66	60,000.00	(42,136.66)	170.22%	4,386.53
Other Expenses	30,191.18	47,610.00	17,418.82	63.41%	18,197.68
Depreciation	1,458,198.63	2,176,890.00	718,691.37	66.98%	1,250,713.53
<b>Total Operating Expense</b>	<b>7,789,045.59</b>	<b>12,456,217.35</b>	<b>4,667,171.76</b>	<b>62.53%</b>	<b>7,434,577.89</b>
<b>Operating Excess/(Deficit)</b>	<b>(7,237,645.33)</b>	<b>(11,671,091.35)</b>	<b>4,433,446.02</b>	<b>62.01%</b>	<b>(6,875,256.55)</b>
<b>Non-Operating Revenue</b>					
Mill Levy	4,200,904.51	7,075,072.00	(2,874,167.49)	59.37%	3,987,762.16
Federal Operating Funds	3,233,062.00	2,900,000.00	333,062.00	111.48%	1,561,389.00
State Operating Funds	685,080.00	685,080.00	0.00	100.00%	802,544.00
MTPO & JEDO Grants	20,320.68	50,957.00	(30,636.32)	39.87%	25,524.48
Interest Earned	560,513.77	876,000.00	(315,486.23)	63.98%	536,696.55
Gain/(Loss) on Disposal	0.00	0.00	0.00	0.00%	1,600.00
<b>Total Non-Operating Revenue</b>	<b>8,699,880.96</b>	<b>11,587,109.00</b>	<b>(2,887,228.04)</b>	<b>75.08%</b>	<b>6,915,516.19</b>
<b>Net Excess/(Deficit)</b>	<b>1,462,235.63</b>	<b>(83,982.35)</b>	<b>1,546,217.98</b>	<b>(1,741.12)%</b>	<b>40,259.64</b>
<b>Capital Items</b>					
Capital Grants	668,119.00	0.00	668,119.00	0.00%	662,733.36
<b>Total Capital Items</b>	<b>668,119.00</b>	<b>0.00</b>	<b>668,119.00</b>	<b>0.00%</b>	<b>662,733.36</b>
<b>Change in Net Assets</b>	<b>2,130,354.63</b>	<b>(83,982.35)</b>	<b>2,214,336.98</b>	<b>(2,536.66)%</b>	<b>702,993.00</b>

Grant Status  
Board Meeting  
March 16, 2026

Grant	Project	Grant Amount	Amount Remaining	Status
FTA Low-No	Electric Bus Purchase (3) 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.	\$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	\$6,005,648	Grant is open. Received funds for electric charging infrastructure for \$668,119.00 on 1/7/26.
FTA 5307	FY2023 Operating Funding	\$3,055,486	\$0	Grant is open. Received funds for Apr-Jun 25 for \$275,810 on 8/5. Received funds for 10/22-06/25 for Gen Ops and Cust Serv for \$1,270,077 on 8/28.
FTA 5307	FY2024 Operating Funding	\$2,940,580	\$391,443	Grant is open. Received funds for 7/1-9/30 for \$992,451 on 11/4/25. Recd. Funds for 10/1-12/31 for \$570,024 on 2/4.
FTA 5307	FY25 Operating Funding	\$2,998,704		Grant has been apportioned. We will wait until the Spring of 2026 to apply, per the FTA, as we are still using FY23 and FY24 funding.
KDOT PT-0726	FY2026 Operating Funding	\$685,080	\$0	Grant is open. <b>Recd. funds for 10/1-12/31 for \$157,661.22 on 02/19/26.</b>
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 2026  
March 16, 2026

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

January 20 – None

February 17 – None

March 16 – at board meeting

- a. Award the Transit Supportive Principles Mobility Design Manual RFP Contract