

TOPEKA METROPOLITAN TRANSIT AUTHORITY

Board of Directors Meeting – Agenda Item

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

Topeka Metropolitan Transit Authority

Balance Sheet

As of April 30, 2025

Page 1

	This Month	Net Changes	Last Month
Assets and Deferred Outflows			
Current Assets			
Cash - Operating	5,300,078.66	(401,710.51)	5,701,789.17
Cash - Encumbered Funds	3,383,689.00	0.00	3,383,689.00
Cash - Designated	17,263,596.43	87,368.20	17,176,228.23
Accounts Receivable	25,203.22	(341.92)	25,545.14
Fuel Inventory	50,627.14	(1,789.60)	52,416.74
Prepaid Expenses	87,135.70	25,906.07	61,229.63
Prepaid Insurance	204,760.67	(23,078.16)	227,838.83
Prepaid Employee Benefits	9,728.60	2,840.87	6,887.73
Total Current Assets	26,324,819.42	(310,805.05)	26,635,624.47
Long-Term Assets			
Buildings - Net	998,544.10	(16,013.06)	1,014,557.16
Bus Shelters - Net	1,537,390.92	(28,056.53)	1,565,447.45
Communication Equipment - Net	9,925.95	(496.30)	10,422.25
Computers - Net	0.00	0.00	0.00
Farebox Equipment - Net	0.00	0.00	0.00
Office Furniture & Equipment - Net	252.80	(252.58)	505.38
Improvements - Net	1,231,349.25	(18,492.45)	1,249,841.70
Maintenance Equipment - Net	270,177.09	(3,888.21)	274,065.30
Revenue Vehicles - Net	6,471,291.75	(117,948.94)	6,589,240.69
Service Vehicles - Net	73,449.77	8,673.03	64,776.74
Projects in Process	1,256,599.02	87,492.71	1,169,106.31
Land	3,600,255.44	0.00	3,600,255.44
Total Long-Term Assets	15,449,236.09	(88,982.33)	15,538,218.42
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	43,166,758.51	(399,787.38)	43,566,545.89
Liabilities and Deferred Inflows			
Current Liabilities			
Accounts Payable	200,706.96	38,242.71	162,464.25
Accrued Payables	472,175.31	41,592.98	430,582.33
Payroll Taxes Payable	462.54	(744.06)	1,206.60
Payroll Liabilities Payable	(1,168.88)	(121.68)	(1,047.20)
Unearned Revenue	8,025.00	275.00	7,750.00
Other Current Liabilities	160,000.00	0.00	160,000.00
Total Current Liabilities	840,200.93	79,244.95	760,955.98

Topeka Metropolitan Transit Authority

Balance Sheet

As of April 30, 2025

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	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	5,348,462.93	79,244.95	5,269,217.98
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)	(496,583.19)	(479,032.33)	(17,550.86)
Total Fund Balance	37,818,295.58	(479,032.33)	38,297,327.91
Total Liabilities, Deferred Inflows and Fund Balance	43,166,758.51	(399,787.38)	43,566,545.89

Topeka Metropolitan Transit Authority
Cash Balances
As of April 30, 2025

		This Month	Net Changes	Last Month
Cash Account Balances				
Operating				
Operating Cash	1100	340,890.10	211,691.50	129,198.60
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	55,643.66	(7,374.75)	63,018.41
MIP - General	1200	4,550,352.92	(606,027.26)	5,156,380.18
ST Investment - General Reserve	1230	352,391.98	0.00	352,391.98
Total Operating		5,300,078.66	(401,710.51)	5,701,789.17
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	16,763,596.43	87,368.20	16,676,228.23
Total Designated		20,647,285.43	87,368.20	20,559,917.23
Total Cash Account Balances		25,947,364.09	(314,342.31)	26,261,706.40

Topeka Metropolitan Transit Authority
Organization Overall
From 07/01/2024 through 04/30/2025

	YTD Actual	Annual Budget	\$ Remaining	% Used	YTD Last Year
Operating Revenue					
Fares	639,789.18	688,080.00	(48,290.82)	92.98%	627,676.68
Advertising	65,262.17	81,666.68	(16,404.51)	79.91%	86,949.20
Product Sales	1,041.00	1,080.00	(39.00)	96.38%	1,225.00
Other Revenue	5,976.05	7,400.00	(1,423.95)	80.75%	6,815.77
Total Operating Revenue	712,068.40	778,226.68	(66,158.28)	91.50%	722,666.65
Operating Expense					
Salaries and Wages	3,400,980.74	4,145,568.00	744,587.26	82.03%	3,257,990.02
Payroll Taxes	401,452.28	513,111.00	111,658.72	78.23%	362,969.09
Paid Time Off	475,420.93	566,078.00	90,657.07	83.98%	390,921.69
Employee Insurance	667,629.58	810,975.54	143,345.96	82.32%	596,312.23
KPERS	392,058.65	483,267.00	91,208.35	81.12%	339,947.09
Other Benefits	22,660.71	35,455.00	12,794.29	63.91%	11,009.19
Legal Services	13,410.00	3,000.00	(10,410.00)	447.00%	1,290.00
Audit Services	16,200.00	16,200.00	0.00	100.00%	16,100.00
Maintenance Services	695,465.04	1,329,458.00	633,992.96	52.31%	342,806.06
Other Services	138,602.19	166,636.00	28,033.81	83.17%	142,814.47
Fuel, Lubricants and Tires	397,382.25	727,140.00	329,757.75	54.65%	472,686.08
Maintenance Supplies	242,838.37	399,600.00	156,761.63	60.77%	296,767.27
Other Supplies	234,036.02	293,049.00	59,012.98	79.86%	179,486.83
Utilities and Telephones	152,676.54	175,886.00	23,209.46	86.80%	123,078.68
Casualty Insurance	123,025.23	175,029.00	52,003.77	70.28%	95,753.24
Taxes	42,182.97	57,684.00	15,501.03	73.12%	47,760.94
Contracted Lift Service	235,518.50	360,000.00	124,481.50	65.42%	275,773.00
Continuing Education	5,461.80	14,820.00	9,358.20	36.85%	9,920.44
Advertising	3,535.31	19,200.00	15,664.69	18.41%	10,491.45
Equipment Leases	705.47	984.00	278.53	71.69%	677.03
Self-Insurance Payments	7,886.53	60,000.00	52,113.47	13.14%	2,518.17
Other Expenses	22,068.93	46,410.00	24,341.07	47.55%	22,743.65
Depreciation	1,591,675.55	1,886,820.00	295,144.45	84.35%	1,370,761.97
Total Operating Expense	9,282,873.59	12,286,370.54	3,003,496.95	75.55%	8,370,578.59
Operating Excess/(Deficit)	(8,570,805.19)	(11,508,143.86)	2,937,338.67	74.47%	(7,647,911.94)
Non-Operating Revenue					
Mill Levy	4,289,067.11	6,847,385.00	(2,558,317.89)	62.63%	4,186,904.98
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	36,562.46	51,149.00	(14,586.54)	71.48%	21,528.76
Interest Earned	720,326.07	804,000.00	(83,673.93)	89.59%	629,560.90
Gain/(Loss) on Disposal	1,600.00	0.00	1,600.00	0.00%	75,295.00
Total Non-Operating Revenue	7,411,488.64	11,405,078.00	(3,993,589.36)	64.98%	7,154,302.64
Net Excess/(Deficit)	(1,159,316.55)	(103,065.86)	(1,056,250.69)	1,124.83%	(493,609.30)
Capital Items					
Capital Grants	662,733.36	0.00	662,733.36	0.00%	5,366,456.72
Total Capital Items	662,733.36	0.00	662,733.36	0.00%	5,366,456.72
Change in Net Assets	(496,583.19)	(103,065.86)	(393,517.33)	481.81%	4,872,847.42

Grant Status
Board Meeting
May 19, 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 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	\$6,673,767	Grant is open. Drew funds for 7 electric vans for \$631,759 on 2/19/25.
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	\$0	Grant is open. Received funds for Jan-Mar 25 for \$86,011 on 5/2.
FTA 5307	FY2023 Operating Funding	\$3,055,486	\$1,545,887	Grant is open. Received funds for Jan-Mar 25 for \$310,434 on 5/2.
FTA 5307	FY2024 Operating Funding	\$2,940,580	\$2,682,062	Grant is open. Received funds for Jan-Mar 25 for \$258,518 on 5/2.
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
May 19, 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)

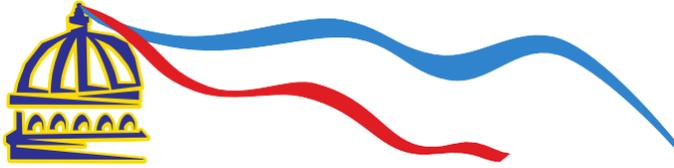
March 17 – at board meeting

- a. Award the Uniform and Linen Services RFB Contract (complete)
- b. Award the Maintenance Facility Roof Replacement RFB Contract (complete)

April 21 – None

May 19 – at board meeting

- b. Award the Transit Bus and Van Tire Lease RFB Contract
- c. Award the Audit Services RFB Contract



TOPEKA METROPOLITAN TRANSIT AUTHORITY

Board of Directors Meeting – Agenda Item

ITEM	Award the Transit Bus and Van Tire Lease Contract
CONTACT	Richard Appelhanz
RECOMMENDATION	Approve
SUMMARY	Metro would like to award a contract to lease transit bus and van tires per the attached recommendation.
FISCAL IMPACT (Current and Future)	N/A
PRIORITY/GOAL	N/A
ATTACHMENTS	One



Transit Bus and Van Tire Lease RFB TO-25-10

Publication Date: March 10, 2025
Proposal Due Date: April 17, 2025
Contract Term: Five Years
Bids Received: Two

Specifications of Service

This contract will be for transit bus and van tires provided under a lease contract. Our current contract expires June 30, 2025. The current contract is with Goodyear.

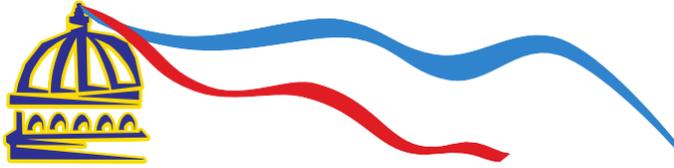
Evaluation

The evaluation committee reviewed the bids individually, then met on April 23, 2025, to discuss. After review, both bids were deemed to be responsive, both bidders responsible, and both bids included all required elements. Therefore, the committee decided to award the contract to the lowest bidder. The Independent Cost Estimate or ICE for this project is \$195,558 based on current contract pricing plus inflation. Both bids exceeded the ICE. Because we received 2 bids for this RFB, and that our current 5-year contract was well below the previous ICE, we determined the price to be fair and reasonable.

<u>Bidder</u>	<u>5-Year Bid Price</u>
Goodyear	\$224,006.30
Bridgestone	269,634.76

Recommendation

We recommend awarding the contract for bus and van tires under a lease contract to Goodyear. 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, and the price quoted is fair and reasonable.



TOPEKA METROPOLITAN TRANSIT AUTHORITY

Board of Directors Meeting – Agenda Item

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



Audit Services

RFB TO-25-11

Publication Date: March 31, 2025
Proposal Due Date: May 8, 2025
Contract Term: Five Years
Bids Received: One – BT&Co., P.A.
Tire Lease Bid Materials

Specifications of Service

This contract will be for audit services. Our current contract expires June 18, 2025. The audits for fiscal years 2025-2029 will be performed under this contract. Since only one bid was received, the evaluation committee will determine if the proposer is responsible, if the bid is responsive, and if the price quoted is fair and reasonable.

Metro notified eight companies both in and outside of the Topeka area about this bid opportunity and followed up with all potential bidders' multiple times in order to ensure adequate competition. Please see Section 5 of the procurement folder for the Notification Detail.

Evaluation

The members of the evaluation committee reviewed the bid individually, then met on May 16 to discuss. All required elements were included with the bid, so it was deemed to be responsive. The proposer has previously completed more than 10 annual audits for Topeka Metro, therefore the proposer was deemed responsible.

Prior to RFB publication, we estimated the 5-Year contract price at \$112,500.00. The ICE-Independent Cost Estimate was based on what we are currently paying for audit services adjusted for inflation. The bidder's 5-Year price quote is \$155,750.00 which is greater than the ICE. A breakdown of the bid by materials, labor, and profit was requested and provided by BT&Co. The breakdown indicated that BT&Co completed the FY24 Topeka Metro audit at a loss of **\$15,089** (\$15,900-\$30,989), and that the FY25 audit would be completed at a loss of **\$15** (\$28,750-\$28,765). Therefore, the committee deemed the price to be fair and reasonable.

Recommendation

We recommend awarding the contract to BT&Co., P.A. Their bid was responsive, the company is responsible, and the price quoted is fair and reasonable.