

Financial Report
July 20, 2020 Board Meeting

General

- 1) Since the July committee meeting: Interest Earned, Mill Levy revenue and Contracted Lift Service invoices have been posted.
- 2) We have started preparing for the single audit – the auditors will be on-site September 8-11.
- 3) The taxi contract may not be ready for award in July. We are still asking questions and conducting interviews of one of the proposers.

Balance Sheet Review

- 1) Cash-Operating – received \$1.9M mill levy payment.
- 2) Projects in Process –bus stop expenses.
- 3) All other changes were due to normal and customary activity.

Operating Statement Review

YTD percentage is 100%.

YTD expenses are \$135,017 under budget at this point.

Other Revenue: Donations and bike share sponsorships are over budget.

Expenses:

Other Supplies – pandemic expenses.

South Topeka Service – we are reimbursed for all expenses.

Shuttles in FY2020:

Number - 3

Passengers – 786

Total Cost - \$1,685.35

Action required – accept the Financial Report

Topeka Metropolitan Transit Authority

Balance Sheet

As of June 30, 2020

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Preliminary	This Month	Net Changes	Last Month
Assets and Deferred Outflows			
Current Assets			
Cash - Operating	4,702,364.59	1,301,971.37	3,400,393.22
Cash - Designated	8,970,553.90	7,404.67	8,963,149.23
Accounts Receivable	60,779.09	(15,541.56)	76,320.65
Fuel Inventory	33,982.84	13,257.00	20,725.84
Prepaid Expenses	107,899.14	5,766.41	102,132.73
Prepaid Insurance	117,230.50	(19,702.97)	136,933.47
Prepaid Employee Benefits	(611.45)	863.17	(1,474.62)
Total Current Assets	13,992,198.61	1,294,018.09	12,698,180.52
Long-Term Assets			
Buildings - Net	1,927,301.58	(16,013.06)	1,943,314.64
Bus Shelters - Net	2,012,677.53	(22,129.40)	2,034,806.93
Communication Equipment - Net	0.00	0.00	0.00
Computers - Net	1,770.09	(295.02)	2,065.11
Farebox Equipment - Net	138,030.00	(3,210.00)	141,240.00
Office Furniture & Equipment - Net	0.00	0.00	0.00
Leasehold Improvements - Net	980,601.71	(12,056.91)	992,658.62
Maintenance Equipment - Net	258,392.48	(5,728.46)	264,120.94
Revenue Vehicles - Net	3,715,703.90	(70,827.10)	3,786,531.00
Service Vehicles - Net	118,271.53	(2,650.29)	120,921.82
Projects in Process	602,364.42	75,799.00	526,565.42
Land	3,600,255.44	0.00	3,600,255.44
Total Long-Term Assets	13,355,368.68	(57,111.24)	13,412,479.92
Deferred Outflows			
KPERS Deferred Outflows	853,914.00	0.00	853,914.00
KPERS OPEB Deferred Outflows	34,227.00	0.00	34,227.00
Metro OPEB Deferred Outflows	2,087.00	0.00	2,087.00
Total Deferred Outflows	890,228.00	0.00	890,228.00
Total Assets and Deferred Outflows	<u>28,237,795.29</u>	<u>1,236,906.85</u>	<u>27,000,888.44</u>
Liabilities and Deferred Inflows			
Current Liabilities			
Accounts Payable	120,358.26	18,433.60	101,924.66
Accrued Payables	350,260.45	27,670.69	322,589.76
Payroll Taxes Payable	14,655.76	10,587.51	4,068.25
Payroll Liabilities Payable	(795.76)	45.12	(840.88)
Unearned Revenue	23,900.00	(21,400.00)	45,300.00
Construction Retention	5,987.19	0.00	5,987.19
Other Current Liabilities	64,000.00	0.00	64,000.00
Total Current Liabilities	578,365.90	35,336.92	543,028.98

Topeka Metropolitan Transit Authority
Balance Sheet
As of June 30, 2020
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Preliminary	<u>This Month</u>	<u>Net Changes</u>	<u>Last Month</u>
Long-Term Liabilities			
KPERs Pension Liability	3,190,357.00	0.00	3,190,357.00
KPERs OPEB Liability	61,421.00	0.00	61,421.00
Metro OPEB Liability	<u>112,091.00</u>	<u>0.00</u>	<u>112,091.00</u>
Total Long-Term Liabilities	3,363,869.00	0.00	3,363,869.00
Deferred Inflows			
Metro OPEB Deferred Inflows	50,490.00	0.00	50,490.00
KPERs OPEB Deferred Inflows	7,283.00	0.00	7,283.00
KPERs Deferred Inflows	<u>173,529.00</u>	<u>0.00</u>	<u>173,529.00</u>
Total Deferred Inflows	<u>231,302.00</u>	<u>0.00</u>	<u>231,302.00</u>
Total Liabilities and Deferred Inflows	<u>4,173,536.90</u>	<u>35,336.92</u>	<u>4,138,199.98</u>
Fund Balance			
Fund Balance - Non-Designated	2,451,988.47	0.00	2,451,988.47
Fund Balance - Designated	7,742,685.79	0.00	7,742,685.79
Investment in Capital Assets	13,352,556.94	0.00	13,352,556.94
YTD Excess/(Deficit)	<u>524,834.19</u>	<u>1,209,376.93</u>	<u>(684,542.74)</u>
Total Fund Balance	<u>24,072,065.39</u>	<u>1,209,376.93</u>	<u>22,862,688.46</u>
Total Liabilities, Deferred Inflows and Fund Balance	<u>28,245,602.29</u>	<u>1,244,713.85</u>	<u>27,000,888.44</u>

Topeka Metropolitan Transit Authority
Cash Balances
As of June 30, 2020

Preliminary		This Month	Net Changes	Last Month
Cash Account Balances				
Operating				
Operating Cash	1100	59,139.37	(70,603.62)	129,742.99
Customer Service Cash	1120	1,000.00	0.00	1,000.00
Cash in Machines	1130	3,976.00	0.00	3,976.00
Petty Cash	1140	200.00	0.00	200.00
Cash In Bank - Flex Spending	1150	35,644.01	(3,851.85)	39,495.86
MIP - General	1200	4,250,013.23	1,376,426.84	2,873,586.39
ST Investment - General Reserve	1230	<u>352,391.98</u>	<u>0.00</u>	<u>352,391.98</u>
Total Operating		4,702,364.59	1,301,971.37	3,400,393.22
Designated				
ST Investment - Insurance Reserve	1240	500,000.00	0.00	500,000.00
ST Investment - Capital Reserve	1250	<u>8,470,553.90</u>	<u>7,404.67</u>	<u>8,463,149.23</u>
Total Designated		<u>8,970,553.90</u>	<u>7,404.67</u>	<u>8,963,149.23</u>
Total Cash Account Balances		13,672,918.49	1,309,376.04	12,363,542.45

Topeka Metropolitan Transit Authority

July 20, 2020 Board Meeting

June 2020 Investment Summary

New Investments

none

Transfers

none

Renewals

none

Withdrawals

none

Bank and Investment Account Summary

<u>Bank / Rating</u>	<u>Designated</u>	<u>Operating</u>
CBW Bank - 5	\$ 101,896 (capital)	
Equity Bank – 3	\$ 500,000 (self-ins)	
U.S. Bank NA OH – 4	\$8,368,658 (capital)	\$ 352,392 (emergency)
U.S. Bank NA OH		\$ 59,140 (checking)
Other Cash		\$ 40,820
KMIP		\$4,250,013 (operating)
Total	<u>\$8,970,554</u>	<u>\$4,702,365</u>

Note: Bankrate.com no longer has a bank rating function. I am looking for another website that offers this information. Ratings above are the most recent available.

Topeka Metropolitan Transit Authority
Organization Overall
From 07/01/2019 through 06/30/2020

	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>\$ Remaining</u>	<u>% Used</u>	<u>YTD Last Year</u>
Operating Revenue					
Fares	928,490.38	1,154,989.00	(226,498.62)	80.38%	1,107,793.79
Advertising	44,357.50	66,000.00	(21,642.50)	67.20%	64,749.32
Product Sales	1,077.00	1,560.00	(483.00)	69.03%	1,602.00
Other Revenue	<u>122,069.10</u>	<u>71,300.00</u>	<u>50,769.10</u>	<u>171.20%</u>	<u>154,078.89</u>
Total Operating Revenue	<u>1,095,993.98</u>	<u>1,293,849.00</u>	<u>(197,855.02)</u>	<u>84.71%</u>	<u>1,328,224.00</u>
Operating Expense					
Salaries and Wages	3,761,114.39	3,678,925.00	(82,189.39)	102.23%	3,798,829.04
Payroll Taxes	444,812.34	468,645.00	23,832.66	94.91%	450,379.40
Paid Time Off	468,512.74	461,200.00	(7,312.74)	101.58%	481,125.27
Insurance	631,708.70	629,373.00	(2,335.70)	100.37%	671,752.35
KPERS	408,255.81	386,985.00	(21,270.81)	105.49%	370,093.30
Other Benefits	24,326.13	29,500.00	5,173.87	82.46%	29,133.84
KPERS Pension Expense	0.00	0.00	0.00	0.00%	(21,130.00)
Legal Services	202.50	10,000.00	9,797.50	2.02%	13,149.60
Audit Services	16,025.00	22,600.00	6,575.00	70.90%	22,400.00
Maintenance Services	276,004.75	337,748.00	61,743.25	81.71%	320,848.29
Other Services	142,476.83	157,335.00	14,858.17	90.55%	305,779.10
Fuel, Lubricants and Tires	417,016.93	540,674.00	123,657.07	77.12%	545,334.40
Maintenance Supplies	302,303.94	285,900.00	(16,403.94)	105.73%	261,637.43
Other Supplies	462,084.01	418,261.00	(43,823.01)	110.47%	345,367.10
Utilities and Telephones	134,362.94	174,795.00	40,432.06	76.86%	161,861.57
Insurance	107,537.29	114,498.00	6,960.71	93.92%	92,568.11
Taxes	58,910.85	65,885.00	6,974.15	89.41%	62,982.62
Contracted Lift Service	361,733.00	396,000.00	34,267.00	91.34%	396,645.00
South Topeka Service	136,668.00	78,000.00	(58,668.00)	175.21%	126,176.00
Continuing Education	3,791.00	17,725.00	13,934.00	21.38%	10,463.98
Advertising	9,282.73	12,450.00	3,167.27	74.56%	15,015.92
Equipment Leases	955.49	960.00	4.51	99.53%	959.31
Self-Insurance Payments	54,767.00	60,000.00	5,233.00	91.27%	52,710.54
Other Expenses	25,320.02	28,200.00	2,879.98	89.78%	26,856.20
Depreciation	<u>1,568,617.07</u>	<u>1,576,148.00</u>	<u>7,530.93</u>	<u>99.52%</u>	<u>1,516,897.04</u>
Total Operating Expense	<u>9,816,789.46</u>	<u>9,951,807.00</u>	<u>135,017.54</u>	<u>98.64%</u>	<u>10,057,835.41</u>
Operating Excess/(Deficit)	(8,720,795.48)	(8,657,958.00)	(62,837.48)	100.72%	(8,729,611.41)
Non-Operating Revenue					
Mill Levy	5,133,982.98	5,135,098.00	(1,115.02)	99.97%	5,033,959.65
Federal Operating Funds	2,248,122.00	2,310,000.00	(61,878.00)	97.32%	2,274,001.00
State Operating Funds	823,493.15	878,108.00	(54,614.85)	93.78%	749,853.79
Other Grants	3,000.00	0.00	3,000.00	0.00%	0.00
MTPO & JEDO Grants	178,706.82	138,000.00	40,706.82	129.49%	285,802.25
Interest Earned	159,448.02	228,000.00	(68,551.98)	69.93%	200,402.08
Gain/(Loss) on Disposal	<u>28,873.35</u>	<u>0.00</u>	<u>28,873.35</u>	<u>0.00%</u>	<u>118.01</u>
Total Non-Operating Revenue	<u>8,575,626.32</u>	<u>8,689,206.00</u>	<u>(113,579.68)</u>	<u>98.69%</u>	<u>8,544,136.78</u>
Net Excess/(Deficit)	(145,169.16)	<u>31,248.00</u>	(176,417.16)	(464.57)%	(185,474.63)
Capital Items					
Capital Grants	<u>670,003.35</u>	<u>66,080.00</u>	<u>603,923.35</u>	<u>1,013.92%</u>	<u>577,768.69</u>
Total Capital Items	<u>670,003.35</u>	<u>66,080.00</u>	<u>603,923.35</u>	<u>1,013.93%</u>	<u>577,768.69</u>
Change in Net Assets	<u>524,834.19</u>	<u>97,328.00</u>	<u>427,506.19</u>	<u>539.24%</u>	<u>392,294.06</u>

Procurement Calendar
Board Meeting
For Calendar Year 2020
July 20, 2020

January 10 – at committee meeting

- a) award bus stop 9.2.1 contract **(complete)**

Grant Projects to be Scheduled

Security Cameras - \$70,905

February 18 – at board meeting

- a) award single audit contract **(complete)**
- b) award bus stop 9.2.2 contract **(complete)**

Waiting for Grant Contract

Lift System - \$140,000

Operator Barriers - \$137,670

Skid Loader - \$55,000

Backup Generator - \$86,000

March 16 – at board meeting

- a) ok the tire lease RFB **(complete)**
- b) ok the paratransit vehicle RFP **(complete)**
- 6) award bus stop 9.3 contract **(complete)**

April 20 – at board meeting

- a) ok the taxi RFP **(complete)**

May 18 – at board meeting

- a) award the tire lease contract **(complete)**
- b) award bus stop 8.6 contract **(complete)**

June 15 – at board meeting

- b) award the bus stop 9.4 contract **(complete)**
- c) award the QSS roof replacement contract **(not awarded)**

July 20 – at board meeting

- a) award the taxi contract (if ready)

August 17 – at board meeting

- a) award the paratransit vehicle contract

September 21 – at board meeting

October 19 – at board meeting

November 16 – at board meeting

- a) ok the bus stop amenity installation RFB

December 21 – at board meeting

Recent History of Transfers to Capital Reserves
Board Meeting
July 20, 2020

Fiscal Year	Non-Cash Expenses	Excess/ Deficit	Asset Purchases*	Transfer to Cap Reserve	Transfer Over/ Short
2015	1,339,430.34	357,296.63	virtually 0	1,700,000.00	--
2016	1,613,413.20	126,966.44	536,688.14	1,000,000.00	613,413
2017	1,641,185.00	374,702.49	448,346.37	800,000.00	841,185
2018	1,553,034.67	503,346.28	178,319.62	870,000.00	683,035
2019	1,511,328.04	212,731.63	201,731.72	1,100,000.00	411,328
Total Over/ Short					2,548,961

* Assets purchased with operating funds during the fiscal year, net of grants.

Pandemic-Related Expenses
 As of June 30, 2020
 For the Board Meeting of July 20, 2020

The Families First Act allows employees (starting April 1, 2020) to take off work with pay if they are quarantined, are being tested for Covid-19, are caring for a family member with Covid-19, or are staying home with their child due to school/daycare closing. All expenses incurred by Metro are reimbursed at 100%.

Through the Coronavirus Aid, Relief and Economic Security (CARES) Act, Metro was allocated \$6,580,905 to pay for: (1) expenses related to the pandemic; (2) lost revenue; (3) furloughed employees; and, (4) all operating and maintenance expenses normally eligible under our 5307 annual operating grant. Expenses incurred starting January 20, 2020 are eligible and are reimbursed at 100%.

All expenses listed below are directly related to the Covid-19 pandemic. All listed expenses qualify for 100% reimbursement, so will not have a negative impact on the bottom line.

Preliminary

<u>Type of Expense</u>	<u>To-Date Cost</u>
Rescue Mission routes	\$145,502.49
Reduced fare revenue ¹	220,701.19
Lift fare paid to CC Taxi	11,256.00
Computer equipment	5,192.29
Covid-19 signs for buses	1,625.00
Supplies ²	20,884.37
Operator safety barriers	17,250.00
Ambassadors	4,149.01
Families First Act	<u>15,538.21</u>
 Total	 \$442,098.56

¹ Reduced fare revenue is reimbursed indirectly. For operating grants, fare revenue must be deducted from operating expenses prior to grant reimbursement. When fare revenue decreases, the reimbursement amount increases.

² Cleaning supplies, hand sanitizers, masks, gloves, disinfectant wipes, etc.



Demand Response Service RFP TM-20-02

Publication Date: May 4, 2020
Proposal Due Date: June 11, 2020
Contract Term: Five Years
Bids Received: Two – Capital City Taxi and Speedy’s Taxi

Specifications of Service

This contract will be for demand response service. Our current contract with Capital City Taxi expires on September 30, 2020.

Evaluation

Both bids were responsive and included all required elements. Capital City Taxi was deemed qualified and able to meet the specifications due to Metro’s experience with them. To determine if Speedy was qualified and able to meet the specifications, the evaluation committee asked several questions via email and contacted their references. We also held an interview with Speedy (via Zoom) on July 15. Afterward, all committee members expressed concerns about Speedy’s ability to meet the specifications, meet passenger demand and follow federal requirements. All four members of the evaluation committee then individually scored both proposals. Experience and qualifications were worth 60%, price 30%, and proposal responsiveness 10%. The scores were then combined and the results (out of 10 possible points) were:

Bidder	Score	5-Year Cost
Capitol City Taxi	9.55	\$1,861,734
Speedy’s Taxi	5.65	\$1,548,307

Recommendation

Based on the evaluation scoring, we recommend awarding the contract to Capital City Taxi.