

Financial Report
June 15, 2020 Board Meeting

General

- 1) We recognized twelve more bus stops with a total value of \$162,776. I will draw \$126,621 from the grant as soon as the pending budget amendment has been processed.

Balance Sheet Review

- 1) Bus Shelters – completed 12 stops.
- 2) Maintenance Equipment – completed the bus wash project.
- 3) Projects in Process – bus stops and bus wash complete, bus stop expenses.
- 4) All other changes were due to normal and customary activity.

Operating Statement Review

YTD percentage is 92%.

YTD expenses are \$95,766 under budget due to fuel cost.

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

Expenses:

Other Supplies – pandemic expenses.

South Topeka Service – we are reimbursed for all expenses.

Equipment Leases – at budget.

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 May 31, 2020
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	This Month	Net Changes	Last Month
Assets and Deferred Outflows			
Current Assets			
Cash - Operating	3,400,393.22	(540,957.66)	3,941,350.88
Cash - Designated	8,963,149.23	7,884.73	8,955,264.50
Accounts Receivable	76,320.65	108.48	76,212.17
Fuel Inventory	20,725.84	(5,576.99)	26,302.83
Prepaid Expenses	102,132.73	(15,084.11)	117,216.84
Prepaid Insurance	136,933.47	(19,703.01)	156,636.48
Prepaid Employee Benefits	(1,474.62)	(927.59)	(547.03)
Total Current Assets	12,698,180.52	(574,256.15)	13,272,436.67
Long-Term Assets			
Buildings - Net	1,943,314.64	(16,013.06)	1,959,327.70
Bus Shelters - Net	2,034,806.93	142,003.35	1,892,803.58
Communication Equipment - Net	0.00	0.00	0.00
Computers - Net	2,065.11	(295.02)	2,360.13
Farebox Equipment - Net	141,240.00	(3,210.00)	144,450.00
Office Furniture & Equipment - Net	0.00	0.00	0.00
Leasehold Improvements - Net	992,658.62	(12,056.91)	1,004,715.53
Maintenance Equipment - Net	264,120.94	231,685.06	32,435.88
Revenue Vehicles - Net	3,786,531.00	(70,827.10)	3,857,358.10
Service Vehicles - Net	120,921.82	(3,789.44)	124,711.26
Projects in Process	526,565.42	(255,301.43)	781,866.85
Land	<u>3,600,255.44</u>	<u>0.00</u>	<u>3,600,255.44</u>
Total Long-Term Assets	13,412,479.92	12,195.45	13,400,284.47
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	<u>2,087.00</u>	<u>0.00</u>	<u>2,087.00</u>
Total Deferred Outflows	<u>890,228.00</u>	<u>0.00</u>	<u>890,228.00</u>
Total Assets and Deferred Outflows	<u>27,000,888.44</u>	<u>(562,060.70)</u>	<u>27,562,949.14</u>
Liabilities and Deferred Inflows			
Current Liabilities			
Accounts Payable	101,924.66	(7,623.10)	109,547.76
Accrued Payables	322,589.76	31,345.26	291,244.50
Payroll Taxes Payable	4,068.25	3,475.60	592.65
Payroll Liabilities Payable	(840.88)	(704.17)	(136.71)
Unearned Revenue	45,300.00	(21,425.00)	66,725.00
Construction Retention	5,987.19	5,987.19	0.00
Other Current Liabilities	<u>64,000.00</u>	<u>0.00</u>	<u>64,000.00</u>
Total Current Liabilities	543,028.98	11,055.78	531,973.20

Topoka Metropolitan Transit Authority
Balance Sheet
As of May 31, 2020
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	<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>4,138,199.98</u>	<u>11,055.78</u>	<u>4,127,144.20</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>(684,542.74)</u>	<u>(573,116.48)</u>	<u>(111,426.26)</u>
Total Fund Balance	<u>22,862,688.46</u>	<u>(573,116.48)</u>	<u>23,435,804.94</u>
Total Liabilities, Deferred Inflows and Fund Balance	<u>27,000,888.44</u>	<u>(562,060.70)</u>	<u>27,562,949.14</u>

Topeka Metropolitan Transit Authority
Cash Balances
As of May 31, 2020

		<u>This Month</u>	<u>Net Changes</u>	<u>Last Month</u>
Cash Account Balances				
Operating				
Operating Cash	1100	129,742.99	61,140.78	68,602.21
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	39,495.86	(2,101.09)	41,596.95
MIP - General	1200	2,873,586.39	(599,997.35)	3,473,583.74
ST Investment - General Reserve	1230	<u>352,391.98</u>	<u>0.00</u>	<u>352,391.98</u>
Total Operating		3,400,393.22	(540,957.66)	3,941,350.88
Designated				
ST Investment - Insurance Reserve	1240	500,000.00	0.00	500,000.00
ST Investment - Capital Reserve	1250	<u>8,463,149.23</u>	<u>7,884.73</u>	<u>8,455,264.50</u>
Total Designated		<u>8,963,149.23</u>	<u>7,884.73</u>	<u>8,955,264.50</u>
Total Cash Account Balances		12,363,542.45	(533,072.93)	12,896,615.38

Topeka Metropolitan Transit Authority

June 15, 2020 Board Meeting

May 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	\$ 101,819 (capital)	
Equity Bank - 3	\$ 500,000 (self-ins)	
U.S. Bank NA OH - 4	\$8,361,330 (capital)	\$ 352,392 (emergency)
U.S. Bank NA OH		\$ 129,743 (checking)
Other Cash		\$ 44,672
KMIP		\$2,873,586 (operating)
Total	<u>\$8,963,149</u>	<u>\$3,400,393</u>

Note: Bank ratings are obtained on www.bankrate.com - 5 is best.

**Topeka Metropolitan Transit Authority
Organization Overall
From 07/01/2019 through 05/31/2020**

	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>\$ Remaining</u>	<u>% Used</u>	<u>YTD Last Year</u>
Operating Revenue					
Fares	895,937.09	1,154,989.00	(259,051.91)	77.57%	1,028,725.33
Advertising	44,357.50	66,000.00	(21,642.50)	67.20%	47,196.82
Product Sales	1,051.00	1,560.00	(509.00)	67.37%	1,517.00
Other Revenue	<u>121,867.61</u>	<u>71,300.00</u>	<u>50,567.61</u>	<u>170.92%</u>	<u>143,988.22</u>
Total Operating Revenue	<u>1,063,213.20</u>	<u>1,293,849.00</u>	<u>(230,635.80)</u>	<u>82.17%</u>	<u>1,221,427.37</u>
Operating Expense					
Salaries and Wages	3,446,002.27	3,678,925.00	232,922.73	93.66%	3,477,613.76
Payroll Taxes	410,466.62	468,645.00	58,178.38	87.58%	423,197.33
Paid Time Off	446,025.50	461,200.00	15,174.50	96.70%	432,568.15
Insurance	579,021.84	629,373.00	50,351.16	91.99%	625,263.52
KPERS	375,810.56	386,985.00	11,174.44	97.11%	376,959.39
Other Benefits	21,939.26	29,500.00	7,560.74	74.37%	26,222.81
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	249,879.08	337,748.00	87,868.92	73.98%	297,509.92
Other Services	128,048.96	157,335.00	29,286.04	81.38%	265,104.27
Fuel, Lubricants and Tires	397,573.72	540,674.00	143,100.28	73.53%	498,351.96
Maintenance Supplies	274,951.36	285,900.00	10,948.64	96.17%	254,771.80
Other Supplies	431,507.49	418,261.00	(13,246.49)	103.16%	302,975.25
Utilities and Telephones	132,227.99	174,795.00	42,567.01	75.64%	146,762.52
Insurance	97,353.06	114,498.00	17,144.94	85.02%	83,252.26
Taxes	52,979.31	65,885.00	12,905.69	80.41%	58,510.15
Contracted Lift Service	337,733.00	396,000.00	58,267.00	85.28%	363,199.00
South Topeka Service	128,949.00	78,000.00	(50,949.00)	165.31%	99,987.00
Continuing Education	4,266.00	17,725.00	13,459.00	24.06%	9,352.11
Advertising	7,093.38	12,450.00	5,356.62	56.97%	13,998.63
Equipment Leases	955.49	960.00	4.51	99.53%	955.40
Self-Insurance Payments	54,700.00	60,000.00	5,300.00	91.16%	35,710.54
Other Expenses	22,963.03	28,200.00	5,236.97	81.42%	22,307.40
Depreciation	<u>1,435,706.83</u>	<u>1,576,148.00</u>	<u>140,441.17</u>	<u>91.08%</u>	<u>1,387,625.77</u>
Total Operating Expense	<u>9,052,381.25</u>	<u>9,951,807.00</u>	<u>899,425.75</u>	<u>90.96%</u>	<u>9,237,748.54</u>
Operating Excess/(Deficit)	<u>(7,989,168.05)</u>	<u>(8,657,958.00)</u>	<u>668,789.95</u>	<u>92.27%</u>	<u>(8,016,321.17)</u>
Non-Operating Revenue					
Mill Levy	3,207,558.86	5,135,098.00	(1,927,539.14)	62.46%	3,064,410.28
Federal Operating Funds	2,248,122.00	2,310,000.00	(61,878.00)	97.32%	1,703,416.00
State Operating Funds	823,493.15	878,108.00	(54,614.85)	93.78%	730,530.00
Other Grants	3,000.00	0.00	3,000.00	0.00%	0.00
MTPO & JEDO Grants	170,502.82	138,000.00	32,502.82	123.55%	248,265.96
Interest Earned	153,071.78	228,000.00	(74,928.22)	67.13%	179,429.94
Gain/(Loss) on Disposal	<u>28,873.35</u>	<u>0.00</u>	<u>28,873.35</u>	<u>0.00%</u>	<u>(3,981.99)</u>
Total Non-Operating Revenue	<u>6,634,621.96</u>	<u>8,689,206.00</u>	<u>(2,054,584.04)</u>	<u>76.35%</u>	<u>5,922,070.19</u>
Net Excess/(Deficit)	<u>(1,354,546.09)</u>	<u>31,248.00</u>	<u>(1,385,794.09)</u>	<u>(4,334.82)%</u>	<u>(2,094,250.98)</u>
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>309,330.00</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>309,330.00</u>
Change in Net Assets	<u>(684,542.74)</u>	<u>97,328.00</u>	<u>(781,870.74)</u>	<u>(703.33)%</u>	<u>(1,784,920.98)</u>

Procurement Calendar
Board Meeting
For Calendar Year 2020
June 15, 2020

January 10 – at committee meeting	<u>Grant Projects to be Scheduled</u>
a) award bus stop 9.2.1 contract (complete)	Security Cameras - \$70,905
February 18 – at board meeting	
a) award single audit contract (complete)	<u>Waiting for Grant Contract</u>
b) award bus stop 9.2.2 contract (complete)	Lift System - \$140,000
March 16 – at board meeting	Operator Barriers - \$137,670
a) ok the tire lease RFB (complete)	Skid Loader - \$55,000
b) ok the paratransit vehicle RFP (complete)	Backup Generator - \$86,000
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	
a) award the taxi contract (if ready)	
b) award the bus stop 9.4 contract	
c) award the QSS roof replacement contract (if ready)	
July 20 – at board meeting	
a) award the taxi contract (if not done in June)	
b) award the QSS roof replacement contract (if not done in June)	
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
 June 15, 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 May 31, 2020
 For the Board Meeting of June 15, 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.

<u>Type of Expense</u>	<u>To-Date Cost</u>
Rescue Mission routes	\$113,218.49
Lost revenue ¹	150,522.19
Lift fare paid to CC Taxi	5,080.00
Ambassadors	986.06
Operator barriers	17,250.00
Computer equipment	7,402.29
Covid-19 signs for buses	1,625.00
Supplies ²	11,742.23
Families First Act	<u>11,192.05</u>
 Total	 \$319,018.31

¹ Lost 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.



Phase 9.4 Bus Stop Pads RFB TO-20-20

Publication Date: May 25, 2020
Proposal Due Date: June 11, 2020
Contract Term: Single Job
Proposals Received: One – Conroy Contractors, Inc.

Evaluation

Since this is a single-bid procurement, we must determine that the proposal is responsive, the proposer is responsible, and that the proposed price is fair and reasonable.

We reviewed Conroy's proposal and determined that all required elements were present, so the proposal was deemed responsive. We have worked with Conroy several times in the past, and they have always been able to perform the work required and complete it in a timely fashion; we therefore deemed the proposer to be responsible.

Kevin Holland of CFS Engineers supplied a price estimate of \$120,603; Conroy's bid is \$85,985.33. Mr. Holland also reviewed the proposed price and profit margin and determined that both were fair and reasonable.

Recommendation

We recommend awarding the contract to Conroy Contractors, Inc. because their bid price was below the engineer's estimate and found to be fair and reasonable.