



Finance Committee

September 6, 2023

Item 4: 2024 Draft Operating Budget

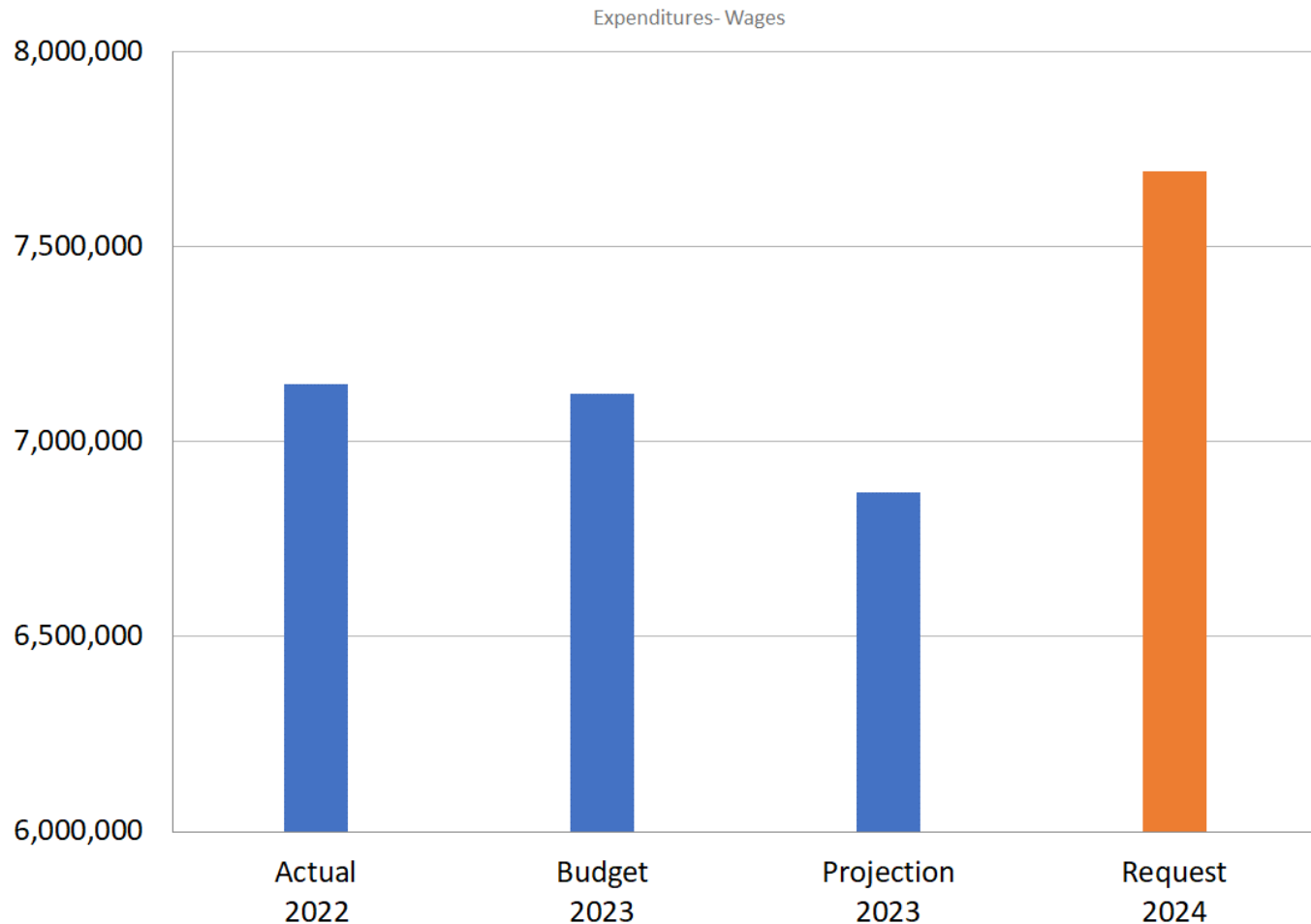
2024 Operating Budget- Summary

	2021 Actual	2022 Actual	2023 Budget	2023 Projection	2024 Request	2024 \$ +/-	2024 % +/-
Summary							
Base Bus Budget							
Total Base Bus Budget Expenditures	11,661,576	12,857,509	13,617,202	13,278,782	14,734,223	1,117,021	8.2%
Total Base Bus Budget Revenues	11,887,921	13,144,976	13,522,017	13,324,789	14,182,185	660,168	4.9%
Base Budget Surplus/(Deficit)	226,345	287,467	(95,185)	46,006	(552,038)	(456,853)	
ADA Paratransit							
ADA Paratransit Expenditures	350,479	408,210	416,404	471,194	507,402	90,998	21.9%
ADA PT - Municipal Funding	71,756	83,088	83,281	94,239	101,480	18,200	21.9%
ADA PT - Federal Funding	280,383	326,566	333,123	326,566	405,922	72,798	21.9%
ADA Paratransit Surplus/(Deficit)	1,660	1,444	-	(50,390)	-	-	
Lease Property							
115 St. John's Street Expenditures	70,169	476,344	503,321	477,809	496,981	(6,340)	-1.3%
115 St. John's Other Revenue	1,000	89,386	269,990	242,090	263,522	(6,468)	-2.4%
115 St. John's Municipal Funding	-	90,938	93,861	93,861	94,245	384	0.4%
115 St. John's State Funding	37,500	227,344	234,654	234,654	248,490	13,836	5.9%
Lease Property Surplus/(Deficit)	(31,669)	(68,676)	95,185	92,796	109,277	14,092	
Service Improvements							
Service Improvements Expenditures	-	-	213,306	213,306	1,148,990	935,684	438.7%
Service Imp. - Passenger Fares	-	-	21,331	21,331	172,348	151,017	708.0%
Service Imp. - Federal Funding	-	-	191,975	191,975	976,642	784,667	408.7%
Service Improvements Surplus/(Deficit)	-	-	-	(0)	-	-	
Total Budget							
Expenditures	12,082,225	13,742,062	14,750,233	14,441,092	16,887,596	2,137,363	14.5%
Revenues	12,278,560	13,962,298	14,750,233	14,529,505	16,444,834	1,694,602	11.5%
Total Budget Surplus/(Deficit)	196,336	220,236	(0)	88,413	(442,761)	(442,761)	

- 2024 Draft Budget Summary

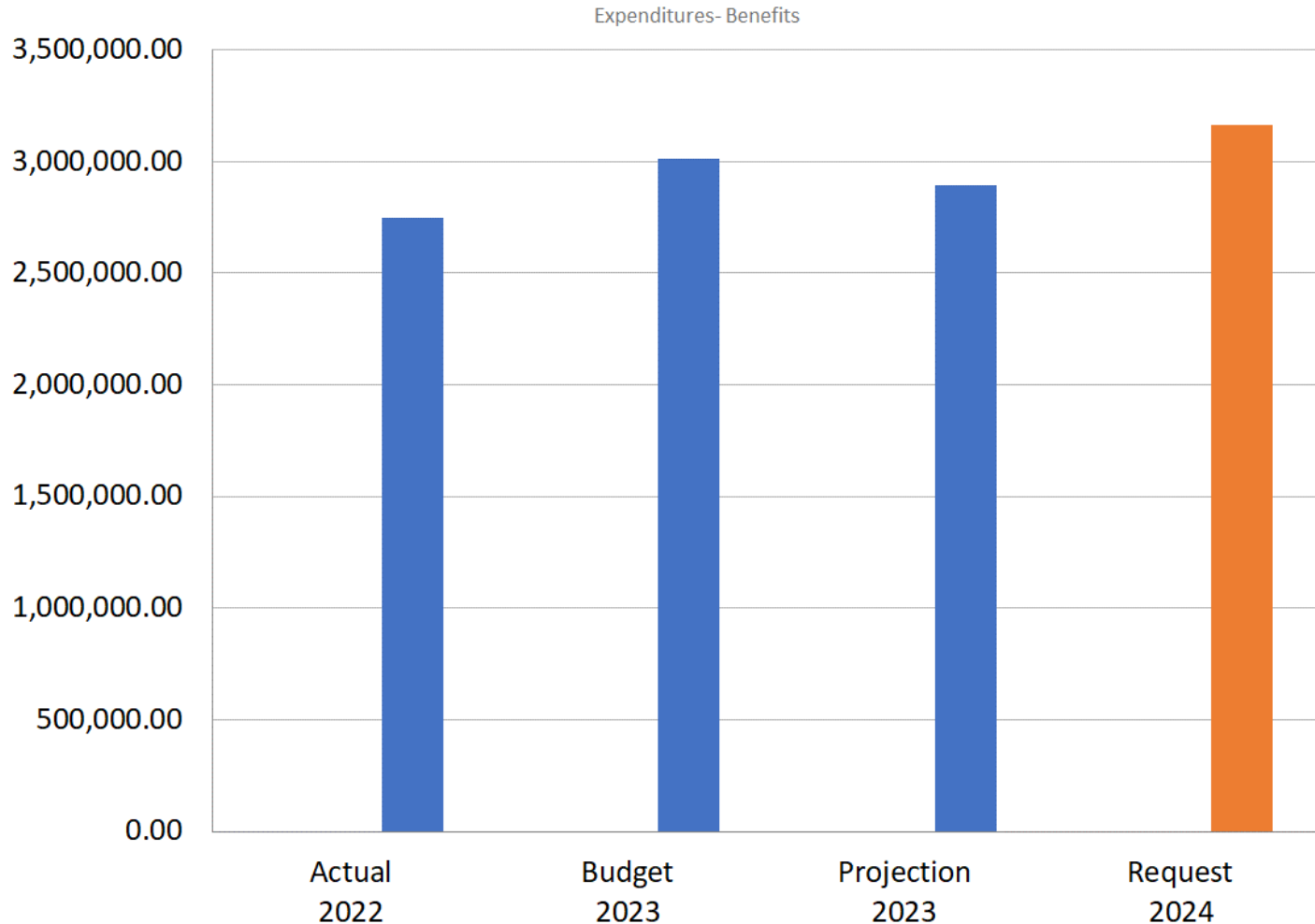
- \$16,887,596 Total budget, which represents an overall increase of 14.5%.
- Service Improvements are a large portion of increase

Expenditures: Wages



- Total Wages \$7.69m for 2024, 8% Increase
 - Includes OT at about 8% of regular wages
 - Includes Estimated COLA- CBA Renewal 1/1/24
 - Steps
- Positions
 - Director of Government and Community Relations
 - PT Mechanic

Expenditures: Benefits



- Total Benefits \$3.16m for 2024, 5.1% Increase
 - HI assumed at 8% increase
 - MMEHT Increase usually provided late October
 - WC- Increased payroll
 - Retirement remains at 7.5%
 - increase due to wage increase

Department Budgets: Operations

USES OF FUNDS	2022 Actual	2023 Budget	2023 Projection	2024 Request	2024 \$ +/-	2024 % +/-	Notes
Services and Fees							
Temporary Help	-	-	-	-	-	0%	
Technology Services	62,909	63,839	62,100	65,000	1,161	1.8%	
Other Contracted Services	72,885	91,029	91,915	95,000	3,971	4.4%	
Services and Fees	135,794	154,868	154,015	160,000	5,132	3.3%	
Supplies & Equipment							
Transportation Supplies	4,614	6,000	2,500	3,000	(3,000)	-50.0%	
It Supplies	609	2,000	426	2,000	-	0.0%	
Fare Media	1,690	6,000	11,120	8,000	2,000	33.3%	6
Minor Equipment	6,230	8,500	6,666	6,500	(2,000)	-23.5%	
Supplies and Equipment	13,143	22,500	20,712	19,500	(3,000)	-13.3%	
Utilities							
Phone/Cell/Internet- AVL	4,800	4,800	4,800	4,800	-	0.0%	
Phone/Cell/Internet	26,262	26,640	26,415	26,640	-	0.0%	
Utilities	31,062	31,440	31,215	31,440	-	0.0%	
Miscellaneous Expenses							
Conferences and Travel	170	4,200	4,200	2,500	(1,700)	-40.5%	
Miscellaneous Expenses	170	4,200	4,200	2,500	(1,700)	-40.5%	
Total Non-Personnel Expenses	180,169	213,008	210,142	213,440	432	0.2%	
Total Base Bus Budget	7,366,277	7,398,571	7,255,880	7,714,713	316,142	4.3%	

- Ops Budget 2024, 4.3% Increase
 - Almost Entirely Personnel
 - Wages- COLA/Steps
 - HI Opt Out
 - Hiring Bonus
 - Benefits
 - Add Relocation
 - Increase UIB

Department Budgets: Maintenance

USES OF FUNDS	2022 Actual	2023 Budget	2023 Projection	2024 Request	2024 \$ +/-	2024 % +/-	Notes
Services and Fees							
Arch & Engineer Fees	-	5,000	-	5,000	-	0.0%	
Temporary Help	-	-	-	-	-	0.0%	
Other Contracted Services	-	5,000	-	5,000	-	0.0%	
Maint Software	2,690	3,950	4,090	4,000	50	1.3%	
Maintenance Services	174,340	157,500	170,574	167,000	9,500	6.0%	
Snow Plowing/Removal	3,625	9,000	7,000	9,000	-	0.0%	
Custodial Services	21,734	48,000	46,806	48,000	-	0.0%	
Services and Fees	202,389	228,450	228,470	238,000	9,550	4.2%	
Fuel-Fluids-Tires- Non-Revenue Vehicles							
CNG Fuel	106,653	130,000	125,000	130,000	-	0.0%	
Diesel Fuel	386,878	525,928	548,500	638,500	112,572	21.4%	5
Greases and Fluids	64,174	68,040	57,951	67,600	(440)	-0.6%	
Electricity as a Fuel	9,732	30,000	22,626	27,000	(3,000)	-10.0%	
Tires and Tubes	60,245	69,750	72,150	70,750	1,000	1.4%	
Fuel-Fluids-Tires- Non-Revenue Vehicle:	627,682	823,718	826,227	933,850	110,132	13.4%	
Supplies & Equipment							
Servicing/Fueling Supplies	3,905	3,500	4,000	3,500	-	0.0%	
Shop Supplies	22,836	32,000	34,782	32,000	-	0.0%	
Shelter Supplies	3,658	5,000	2,000	5,000	-	0.0%	
Building Supplies	30,754	26,000	35,000	30,000	4,000	15.4%	6
Parts	230,161	260,000	265,000	270,000	10,000	3.8%	
Minor Equipment	19,143	10,000	1,686	4,500	(5,500)	-55.0%	
Veh Ops- Other Supplies	-	5,000	-	2,000	(3,000)	-60%	
Supplies and Equipment	310,457	341,500	342,468	347,000	5,500	1.6%	
Utilities							
Phone/Cell/Internet	443	480	462	480	-	0.0%	
Utilities	443	480	462	480	-	0.0%	
Miscellaneous Expenses							
Liscenses and Permits	575	1,500	1,500	1,500	-	0.0%	
Miscellaneous Expenses	575	1,500	1,500	1,500	-	0.0%	
Total Non-Personnel Expenses	1,141,546	1,395,648	1,399,127	1,520,830	125,182	9.0%	
Total Base Bus Budget	2,525,335	2,905,707	2,898,086	3,206,464	300,757	10.4%	

- Maint Budget 2024, 10.4% Increase
 - 2/3 of Increase Related to Personnel
 - Addition of PT Mechanic
 - Fleet Care Correction
 - Hiring Bonus
- Diesel- Higher Contract Pricing through 9/24.
- Building Supplies- Increase Based on Historical Spending

Department Budgets: Planning & Marketing

USES OF FUNDS	2022 Actual	2023 Budget	2023 Projection	2024 Request	2024 Request	2024 % +/-	Notes
Services and Fees							
Technology Services	9,512	17,400	17,400	17,400	-	0.0%	
Advertising	41,694	106,000	106,000	62,000	(44,000)	-41.5%	
Other Contracted Services	62,308	76,500	61,500	56,500	(20,000)	-26.1%	
Services and Fees	113,514	199,900	184,900	135,900	(64,000)	-32.0%	
Supplies & Equipment							
Supplies Cust Rel	9,948	7,500	7,500	7,500	-	0.0%	
Supplies Promo	3,172	3,000	3,000	3,000	-	0.0%	
Supplies and Equipment	13,120	10,500	10,500	10,500	-	0.0%	
Utilities							
Phone/Cell/Internet	481	480	462	960	480	100.0%	2
Utilities	481	480	462	960	480	100.0%	
Miscellaneous Expenses							
Dues, Subscriptions & Certifications	4,061	3,000	3,000	3,000	-	0.0%	
Conferences and Travel	395	1,610	1,610	4,000	2,390	148.4%	3
Miscellaneous Expenses	4,456	4,610	4,610	7,000	2,390	51.8%	
Total Non-Personnel Expenses	131,572	215,490	200,472	154,360	(61,130)	-28.4%	
Total Base Bus Budget	250,898	437,043	445,072	432,349	(4,694)	-1.1%	

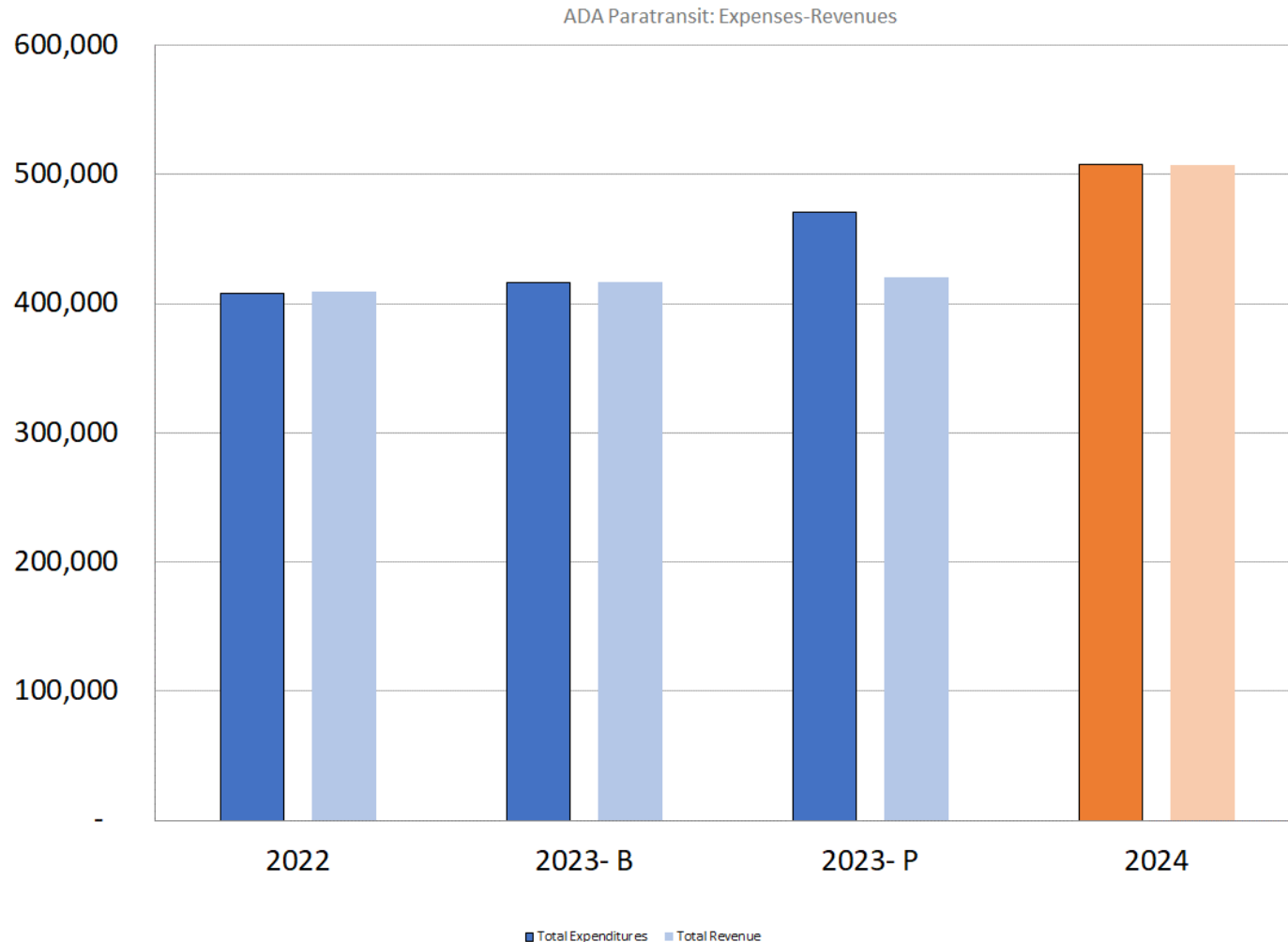
- Marketing & Planning Budget 2024, 1.1% Decrease
 - Benefits Increases Due to Reallocation of Staffing
 - One Time Issue
- Advertising and Contracted Services- Decreased
- Phone- Reallocation Issue
- Conferences- Additional Planned Attendance

Department Budgets: Administration

USES OF FUNDS	2022 Actual	2023 Budget	2023 Projection	2024 Request	2024 \$ +/-	2024 % +/-	Notes
Services and Fees							
Tuition Reimbursement	2,955	5,000	1,920	5,000	-	0.0%	
Wellness Program	1,789	10,000	3,500	10,000	-	0.0%	
Legal Fees	43,492	40,000	65,000	55,000	15,000	37.5%	3
Audit Fees	23,500	26,000	25,000	27,500	1,500	5.8%	
Temporary Help	46,915	30,000	82,693	-	(30,000)	-100%	
Employment Services	13,898	12,287	13,438	14,500	2,213	18.0%	4
Benefit Administration Fees	8,514	8,636	9,780	10,000	1,364	15.8%	5
Technology Services	102,762	103,226	108,790	117,139	13,913	13.5%	6
Bank and CC Fees	20,622	24,050	20,200	24,600	550	2.3%	
Advertising	45,168	18,500	33,743	32,500	14,000	75.7%	7
Postage	2,254	2,954	2,482	3,000	46	1.6%	
Other Contracted Services	14,144	18,500	14,972	20,000	1,500	8.1%	
Office Machines Maintenance	6,236	8,000	7,876	8,000	-	0.0%	
Miscellaneous Services	2,361	2,500	2,350	2,625	125	5.0%	
Services and Fees	334,611	309,653	391,744	329,864	20,211	6.5%	
Supplies & Equipment							
HR Supplies	-	-	-	2,500	2,500	100.0%	8
Office Supplies	20,981	17,500	17,754	18,100	600	3.4%	
Minor Equipment	3,554	5,000	2,879	5,000	-	0.0%	
Supplies and Equipment	24,535	22,500	20,633	25,600	3,100	13.8%	
Utilities							
Heating Fuel	156,711	175,469	172,232	180,844	5,375	3.1%	
Electricity	114,470	137,711	133,320	143,986	6,275	4.6%	
Water/Sewer/Stormwater	30,104	43,563	43,198	46,654	3,091	7.1%	
Phone/Cell/Internet	31,674	43,660	40,615	44,136	476	1.1%	
Utilities	332,960	400,403	389,365	415,619	15,217	3.8%	
Insurance							
Auto/Liability/Property Insurance	345,754	376,335	372,492	409,741	33,406	8.9%	
Insurance	345,754	376,335	372,492	409,741	33,406	8.9%	
Miscellaneous Expenses							
Dues, Subscriptions & Certifications	25,321	27,120	26,165	28,000	880	3.2%	
Conferences and Travel	8,939	13,620	14,575	14,000	380	2.8%	
Meals and Hosting	10,460	8,500	10,500	15,000	6,500	76.5%	9
Miscellaneous Expenses	44,720	49,240	51,240	57,000	7,760	15.8%	
Debt Service							
Interest Expense Short Term	23,053	100,000	75,000	85,000	(15,000)	-15.0%	
Interest Expense Long Term	31,271	32,178	33,487	29,215	(2,963)	-9.2%	
Debt Service Principal	182,500	199,150	199,150	199,150	-	0.0%	
Debt Service	236,824	331,328	307,637	313,365	(17,963)	-5.4%	
Capital & Reserves							
Contribution to Unrest Balance	-	45,000	45,000	45,000	-	0.0%	
GF Cap Outlay for Oth Cap Itms	155,460	125,000	125,000	389,460	264,460	211.6%	10
GF Cap Outlay for Service Vehicle	30,547	-	-	-	-	0.0%	
Transfers	2,935	-	-	-	-	0.0%	
Capital & Reserves	188,942	170,000	170,000	434,460	264,460	155.6%	
Total Non-Personnel Expenses	1,508,345	1,659,459	1,703,111	1,985,649	326,191	19.7%	
Total Base Bus Budget	2,714,999	2,875,881	2,679,743	3,380,697	504,816	17.6%	

- Administration Budget 2024, 17.6% Increase
 - Director of Government & Community Relations
 - Benefits Increases Due to Reallocation of Staffing
 - One Time Issue
 - Legal Services
 - Advertising
 - Meals and Hosting
 - Capital- Still Working to Finalize

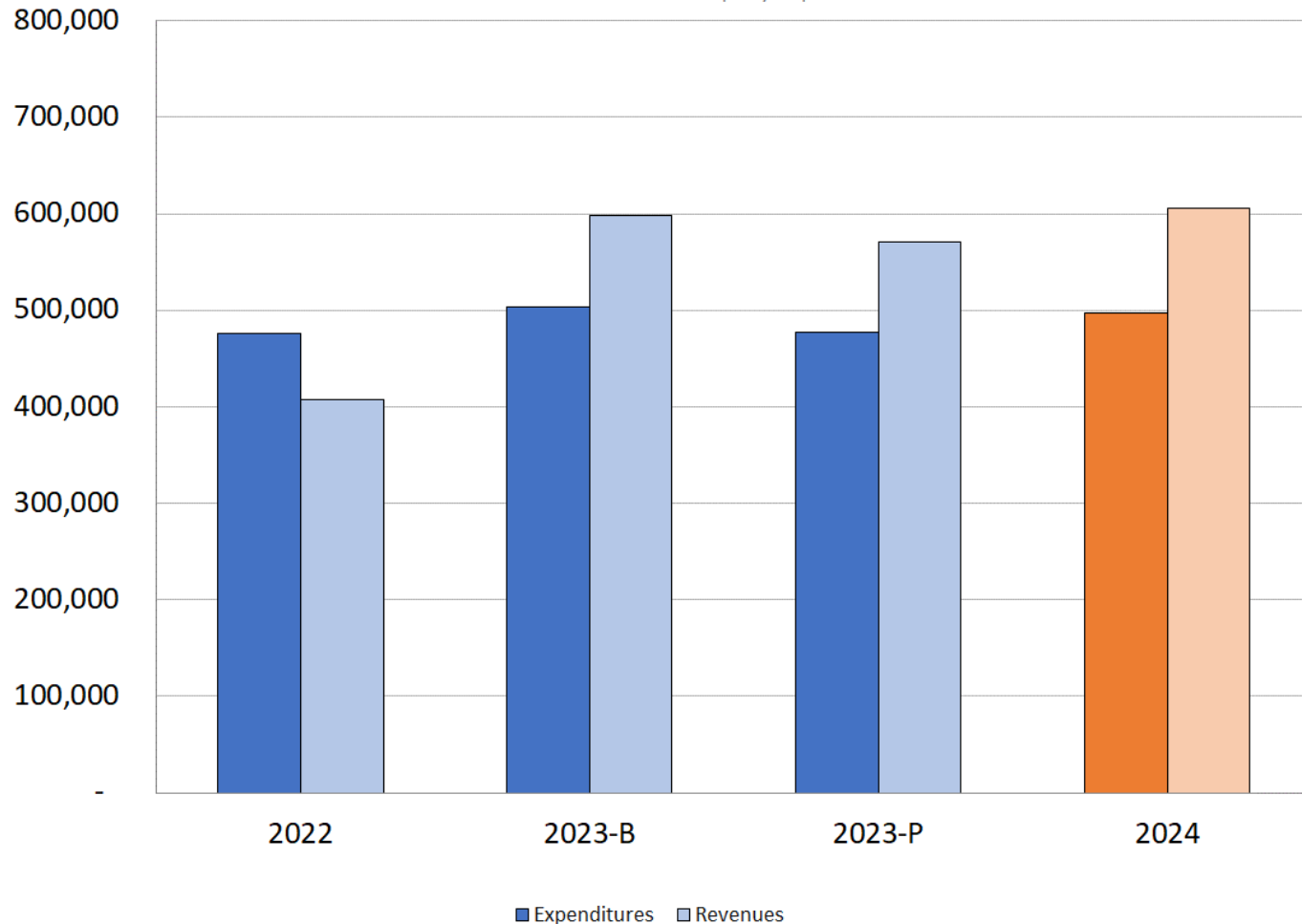
Expenditures: ADA Paratransit



- ADA paratransit ridership returning to near pre-pandemic levels.
- RTP cost per trip anticipated to remain fixed at \$25.47.
- Municipal funding for ADA is paid on a monthly basis based on actual ridership – *does not factor into annual assessment for bus service.*

Expenditures: 151 St. John's Street

151 St. John's Street Property: Expenses-Revenues



- Expenditures decreasing by 1.3% mainly due maintenance services.
- Revenues increasing in line with sub-lease agreement.
- Continuation of planned state and municipal funding.
- \$109,277 surplus contributing to overall budget balancing.

Expenditures: Service Improvements

USES OF FUNDS	2023 Budget	2023 Projection	2024 Request	2024 \$ +/-	2024 % +/-	Notes
Wages & Benefits						
Wages	\$ 135,000	\$ 133,763	\$ 691,440	627,584	465%	1
Benefits	\$ 50,000	\$ 51,829	\$ 293,288	262,488	525%	1
Total Wages & Benefits	185,000	185,592	984,728	890,072	481%	
Fuel & Fluids						
CNG Fuel	3,306	3,339	13,851	10,718	324%	2
Diesel Fuel	25,000	24,375	101,377	77,645	311%	2
Greases and Fluids			6,914	7,000	0%	2
Tires and Tubes			6,304	6,382	0%	2
Total Fuel & Fluids	28,306	27,714	128,446	101,746	359%	
Supplies & Equipment						
Parts	-	-	35,817	25,801	100%	3
Total Supplies & Equipment	-	-	35,817	25,801	100%	
Total	213,306	213,306	1,148,990	1,017,619	477%	
SOURCES OF FUNDS	2023 Budget	2023 Projection	2024 Request	2024 \$ +/-	2024 % +/-	Notes
Passenger Fares						
Passenger Fares	21,331	21,331	172,348	180,211	845%	4
Total Passenger Fares	21,331	21,331	172,348	180,211	845%	
Municipal Funding						
Municipal Funding	-	-	-	-	0%	
Total Municipal Funding	-	-	-	-	0%	
Federal Funding						
FTA Section 5307			-	-	0%	
FTA CARES Act			-	-	0%	
FTA American Rescue Plan	191,975	191,975	976,642	837,408	436%	5
FHWA CMAQ	-	-	-	-	0%	
Total Federal Revenue	191,975	191,975	976,642	837,408	436%	
Total Revenue	213,306	213,306	1,148,990	1,017,619	477%	

- Staffing for Service Improvements
 - 4 Operators- August 2023
 - 8 Operators- May 2024
- Estimates for increased usage
 - Fuel
 - Parts
- Funding
 - Estimates for increase Fare Revenue
 - Balance funded by ARPA- 100%

Revenues

SOURCES OF FUNDS	2021 Actual	2022 Actual	2023 Budget	2023 Projection	2024 Request	2024 \$ +/-	2024 % +/-	Notes
Passenger Fares								
Passenger Fares	1,140,893	1,325,270	1,510,307	1,030,910	1,774,575	264,268	17.5%	1
Organization Paid Fares	244,234	783,388	850,429	786,085	586,161	(264,268)	-31.1%	2
Total Passenger Fares	1,385,127	2,108,658	2,360,736	1,816,995	2,360,736	-	0.0%	
Miscellaneous Revenue								
Advertising Revenue	194,244	349,816	355,000	220,000	260,000	(95,000)	-26.8%	3
Vehicle Maint Services	9,915	6,000	5,000	6,000	5,000	-	0.0%	
Sale of Fuel	15,884	7,868	7,000	6,936	7,000	-	0.0%	
Interest Income	6,109	48,027	15,000	97,741	90,000	75,000	500.0%	4
Reimbursements of Auto Fare fees	10,088	13,887	14,450	14,988	15,438	988	6.8%	
Wellness Grant Reimbursements	3,014	1,284	5,500	210	3,500	(2,000)	-36.4%	
Training Grant Reimbursements	-	1,872	2,000	-	2,000	-	0.0%	
Miscellaneous Income	20,462	29,427	10,000	10,000	10,000	-	0.0%	
Rental of Property	40,228	-	-	-	-	-	0.0%	
Claims Recovery	14,807	37,826	-	5,000	-	-	0.0%	
Total Other Revenue	314,751	496,006	413,950	360,875	392,938	(21,012)	-5.1%	
Municipal Funding								
Non-Member Municipal Funding (Gorham)	33,000	33,000	35,000	35,000	35,000	-	0.0%	5
Non-Member Municipal Funding (Huskey Line)	-	-	-	105,000	330,167			
Member Municipal Funding: Operations	4,171,355	4,198,244	4,374,570	4,374,572	4,593,301	218,730	5.0%	6
Municipal Credit	(351,661)	-	-	-	-	-	0.0%	
Municipal Funding: CIP Local Match	106,649	155,460	125,000	125,000	389,460	264,460	211.6%	7
Municipal Funding: Svc Veh Local Match	-	8,000	-	-	-	-	0.0%	
Total Municipal Revenue	3,959,343	4,394,704	4,534,570	4,639,572	5,347,928	813,357	17.9%	
State Funding								
State Operating Subsidy	170,426	170,427	170,426	170,426	800,000	629,574	369.4%	
Total State Revenue	170,426	170,427	170,426	170,426	800,000	629,574	369.4%	
Federal Funding								
Federal Operating Assistance	2,424,171	3,247,517	3,928,774	3,728,774	4,007,349	78,575	2.0%	8
TW Fed Operating Assistance	650,000	219,674	-	-	-	-	0.0%	9
Federal Prev Maint Assistance	944,263	1,107,990	1,248,269	1,248,269	1,273,234	24,965	2.0%	10
Federal CARES Act	2,039,840	1,400,000	865,292	865,292	-	(865,292)	-100.0%	11
Federal ARPA	-	-	-	494,586	-	-	100.0%	
Total Federal Revenue	6,058,274	5,975,181	6,042,335	6,336,921	5,280,584	(761,751)	-12.6%	
Total Revenue	\$ 11,887,921	\$ 13,144,976	\$ 13,522,017	\$ 13,324,789	\$ 14,182,185	660,168	4.9%	

- Fare revenue anticipated to grow as ridership gradually returns with easing of the pandemic.
- USM Pass Program
- Misc Revenue
 - Advertising- Decreased based on info from ATA
 - Interest- Increased based on interest rates
- Municipal Revenue
 - 5% Placeholder for Operating Support
 - CIP still being developed
- State Revenue
 - Based on assumptions for increased operating support in 2024
- Federal Revenue
 - CARES exhausted in 2023
 - 2% increase assumed for Operating and PM support