

# Finance Committee

October 15, 2024 | 4:00 p.m. – 5:00 p.m.



## Onsite:

Greater Portland Transit District  
114 Valley Street, Conference Room A | Portland, ME 04102

## Remote:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84392662657?pwd=TW5oSnJNSjVZNFZoUFZoVWI4VGRkdz09>

Passcode: 146635 | Webinar ID: 834 9266 2657

Phone: (646) 558-8656 | Telephone participants: \*9 to raise hand, \*6 to unmute

## MEETING AGENDA

AGENDA ITEM	PRESENTER	ACTION or INFORMATION
<b>1. Call Meeting to Order (4:00)</b>	Paul Bradbury, Committee Chair	N/A
<b>2. Public Comment (4:00-4:05)</b> The Finance Committee welcomes public comment. For items NOT listed on this agenda, the chair will recognize speakers at this point on the agenda. For items on the agenda, the chair will recognize public comment following the staff presentation. There is a 3-minute time limit per speaker.	Paul Bradbury, Committee Chair	Information
<b>3. Approval of Meeting Minutes (4:05-4:05)</b> The committee will be asked to approve minutes from the June 11, 2024 meeting of the Finance Committee.	Paul Bradbury, Committee Chair	<b>ACTION</b>
<b>4. 2025 Draft Budget (4:05-4:55)</b> Staff will present the 2025 budget draft- Including CIP and Cost Allocation	Shelly Brooks, CFO	<b>ACTION</b>
<b>5. Future Agenda Items (4:55-5:00)</b> Committee members may request future agenda items. <ul style="list-style-type: none"><li>• Review board policies pertaining to procurement (TBD)</li><li>• Comprehensive review of board policies (TBD)</li><li>• Federal Grant Awards/Activity (TBD)</li><li>• Long Range Financial Forecasting (Ongoing)</li><li>• Transit Asset Management Plan (TBD)</li><li>• Cash Flow and TAN Borrowing (TBD)</li><li>• State Funding- baseline and recurring (Ongoing)</li><li>• CIP Development and Funding</li></ul>	Paul Bradbury, Committee Chair	Information

<p><b>7. Upcoming Meetings (4:55-5:00)</b></p> <ul style="list-style-type: none"> <li>• Executive Committee – Septmeber 11, 2024 at 3:30 p.m</li> <li>• Ridership Committee – Septmeber 18, 2024 at 3:30 p.m.</li> <li>• Board of Directors – September 25, 2024 at 4:00 p.m</li> <li>• Finance Committee – October 2, 2024 at 4:00 p.m</li> </ul>	<p>Paul Bradbury, Committee Chair</p>	<p>Information</p>
<p><b>8. Adjournment (5:00)</b></p>	<p>Paul Bradbury, Committee Chair</p>	<p><b>ACTION</b></p>

*As of November 9, 2022 Greater Portland METRO is holding meetings of the Board of Directors (and its committees) in hybrid format, both in person at METRO’s offices and via webinar. The remote portions of all meetings are conducted in accordance with the requirements of [METRO’s Remote Participation Policy](#) (adopted August 25, 2022) as well as LD 1772, PL 2022 Ch. 666, and 1 MRSA Chapter 13, Subchapter 1.*



**Greater Portland Metro Finance Committee**  
**Wednesday, September 4, 2024:**  
**DRAFT Meeting Minutes:**

Member:	Municipality:	Role:	Status:
Paul Bradbury	Portland	Chair	Present
Merrill Barter	Falmouth	Member	Present
Tom Poirier	Gorham	Member	Present
Jeff Levine	Portland	Member	Present
John Thompson	Westbrook	Member	Absent

Staff Present	Identified Members of the Public
Shelly Brooks – Chief Financial Officer Glenn Fenton – Executive Director, Interim Chief Transportation Officer Mike Tremblay – Director of Transit Development Deb Fitzpatrick – Accounting Manager Frank Suszczynski – Procurement Manager	Ed Suslovic – Board President

- I. **With a Quorum in place, this meeting was called to Order By: Paul Bradbury at: 4:02 pm**
  
- II. **Public Forum:**  
 No members of public present.
  
- III. **Approval of June 11, 2024 Meeting Minutes:**  
 Tom Poirier motions to approve the June 11, 2024 Finance Committee meeting minutes. Paul Bradbury seconded the motion. After a roll call vote of the members present, it was unanimously approved.
  
- IV. **2025 Draft Budget:**  
 Shelly Brooks leads item 4, 2025 Draft Budget. Committee requests about advertisements being expanded to Universities, Hospitals, and Credit Unions be brought up in Executive Committee, it's agreed upon.
  
- V. **South Portland Merger Cost Update:**  
 Glenn Fenton leads item 5, South Portland Merger Cost Update. Finance Committee suggests to meet after the 9<sup>th</sup> or the week of the 14<sup>th</sup>. The Committee should meet on the 2<sup>nd</sup> if there's a no next week, and then a second meeting in October for Finance to make sure that the budget is set for South Portland. Glenn will send out an email after the end of the workshop to let the

Committee and Board know what the outcome for the next steps for the Finance Committee meeting on October 2<sup>nd</sup>. If it doesn't go favorably, then we'll meet on the 2<sup>nd</sup>.

**VI. Future Agenda Items:**

- Review board policies pertaining to procurement (TBD)
- Comprehensive review of board policies (TBD)
- Federal Grant Awards/Activity (TBD)
- Long Range Financial Forecasting (Ongoing)
- Transit Asset Management Plan (TBD)
- Cash Flow and TAN Borrowing (TBD)
- State Funding: baseline and recurring (Ongoing)

**VII. Upcoming Meetings:**

- Executive Committee – September 11, 2024 at 3:30 pm
- Ridership Committee – September 18, 2024 at 3:30 pm
- Board of Directors – September 25, 2024 at 4:00 pm
- Finance Committee – October 2, 2024 at 4:00 pm

**VIII. Adjournment: Tom Poirier motions, Merrill Barter seconds. Paul Bradbury adjourns at 5:12 PM.**

**Greater Portland Transit District:  
FY 2025 Preliminary Operating and Capital Budget**

**FY 2025 OPERATING BUDGET- Draft**

The total operating budget for FY 2025 is \$19,233,067, an increase of 13.2% compared to FY 2024. Approximately \$1.3m of this increase is related to the ongoing operating and one-time expenses related to the merger of Metro and South Portland Bus Service.

Table 1: Total Budget Summary

	2021 Actual	2022 Actual	2023 Actual	2024 Final Request	2024 Projection	2025 Request	2025 \$ +/-	2025 % +/-
<b>EXPENDITURES</b>								
<b>Base Bus Budget</b>								
Wages	6,224,159	7,147,685	7,275,589	8,372,407	7,967,574	9,645,339	1,272,932	15.2%
Benefits	2,719,817	2,748,192	2,934,724	3,478,436	3,330,680	4,041,681	563,245	16.2%
Services and Fees	534,819	786,307	930,898	853,712	1,019,929	1,004,440	150,728	17.7%
Fuel-Fluids-Tires	660,413	627,682	716,703	1,073,046	1,025,922	1,352,479	279,433	26.0%
Supplies & Equipment	373,809	370,946	449,124	452,417	464,597	557,720	105,303	23.3%
Utilities	299,561	364,946	359,445	426,000	357,965	391,101	(34,899)	-8.2%
Insurance	325,138	345,754	375,431	401,625	402,154	473,713	72,088	17.9%
Miscellaneous Expenses	44,984	49,921	55,402	80,100	65,980	83,894	3,794	4.7%
Debt Service	231,494	236,824	298,479	313,365	304,988	299,524	(13,841)	-4.4%
Capital & Reserves	247,383	188,942	134,820	390,100	345,101	258,562	(131,538)	-33.7%
<b>Total Base Bus Budget</b>	<b>11,661,576</b>	<b>12,867,200</b>	<b>13,530,615</b>	<b>15,841,207</b>	<b>15,284,890</b>	<b>18,108,453</b>	<b>2,267,246</b>	<b>14.3%</b>
<b>Separate Budget Categories</b>								
ADA Paratransit	350,479	408,210	458,106	507,402	428,326	635,000	127,598	25.1%
115 St. John's Street	70,169	476,344	469,022	489,684	478,866	489,614	(70)	0.0%
Service Improvements	-	-	164,743	145,114	271,114	-	(145,114)	-100.0%
<b>Total Expenditures</b>	<b>12,012,055</b>	<b>13,751,754</b>	<b>14,622,486</b>	<b>16,983,407</b>	<b>16,463,196</b>	<b>19,233,067</b>	<b>2,249,660</b>	<b>13.2%</b>
<b>REVENUES</b>								
<b>Base Bus Funding</b>								
Fare Revenue	1,385,127	2,108,658	2,133,614	3,146,412	2,985,167	3,569,237	422,825	13.4%
Miscellaneous Revenue	314,751	496,006	494,723	463,310	656,476	549,500	86,190	18.6%
Municipal Funding	3,959,343	4,394,704	4,534,570	4,509,532	4,644,672	5,316,376	806,844	17.9%
State Funding	170,426	170,427	170,427	850,000	474,732	713,153	(136,847)	-16.1%
Federal Funding	6,058,274	5,975,181	6,287,950	5,689,234	5,855,779	6,366,224	676,990	11.9%
<b>Total Base Bus Budget</b>	<b>11,887,921</b>	<b>13,144,976</b>	<b>13,621,284</b>	<b>14,658,488</b>	<b>14,616,826</b>	<b>16,514,490</b>	<b>1,856,002</b>	<b>12.7%</b>
<b>Separate Budget Categories</b>								
ADA PT - Municipal Funding	71,756	83,088	89,339	101,480	85,665	127,000	25,520	25.1%
ADA PT - Federal Funding	280,383	326,566	346,387	405,922	342,661	508,000	102,078	25.1%
115 St. John's Other Revenue	1,000	89,386	249,656	258,524	243,018	253,277	(5,247)	-2.0%
115 St. John's Municipal Funding	-	90,938	93,862	94,245	94,245	96,130	1,885	2.0%
115 St. John's State Funding	37,500	227,344	234,654	239,347	239,347	244,134	4,787	2.0%
Service Imp. - Passenger Fares	-	-	53,467	-	-	-	-	-
Service Imp. - Federal Funding	-	-	111,277	1,225,400	848,294	1,490,036	264,636	21.6%
<b>Total Revenues</b>	<b>12,278,560</b>	<b>13,962,298</b>	<b>14,799,926</b>	<b>16,983,407</b>	<b>16,470,056</b>	<b>19,233,067</b>	<b>2,249,661</b>	<b>13.2%</b>
<b>Surplus/(Deficit)</b>	<b>266,505</b>	<b>210,545</b>	<b>177,440</b>	<b>0</b>	<b>6,860</b>	<b>0</b>		

**Major Budget Factors:**

- Base Bus Budget (Expenditures)
  - Service Improvements – ARPA funded service improvements implemented in May 2024, and scheduled for November 2024 are reported as included in the base budget expenditure numbers. The service improvements resulted in a net increase of 4 bus operator positions in 2023, 8 bus operator positions in 2024, and 2 non-CLD driver for a total of 75 bus operator positions and 3 non-CDL operators as of November 2024.

**Greater Portland Transit District:  
FY 2025 Preliminary Operating and Capital Budget**

- South Portland Bus Service – South Portland Bus Service expenditures related to current service levels are incorporated into the base budget total, resulting in approximately 8% of the total increase in base budget expenditures of 13.2%.
- Metro’s estimated expenditure increase related to current service levels account for approximately \$860k of this increase, or 5%.
- Base Bus Budget (Revenues) – revenue estimates include: increases in state and federal funding as well as increases in fares and miscellaneous revenue, all mainly related to the merger with South Portland Bus Service. Current municipal funding reflects an overall 17.9% increase, which includes a 23.6% increase in operating funding (over 2024 actual- Gorham’s assessment was not included in 2024 budget) and a 38.1% decrease in capital funding based on the 2025-2029 CIP. Revenue increases in all categories are mainly related to the merger with South Portland Bus Service, with small increases related to estimated ridership increases. ARPA funding will offset 100% of ARPA related service improvements.
- ADA Paratransit budget is increased based on the addition of South Portland Bus Service estimated ridership. However, Metro experienced actual decreased ridership in 2024.
- Lease Property (151 St. John’s Street) – total budget includes the anticipated expenditures and revenues associated with lease and operations of the property at 115 St. John’s Street. A projected \$103,928 surplus in this section can be available to offset a deficit(s) in other sections of the budget.

**BASE BUS SERVICE**

For 2025, baseline bus service (including ARPA funded service improvements) will total 118,214 revenue hours. Table 2 outlines service levels, projected revenue hours and estimated boardings by route. Also presented are the boardings per hour statistics which is a basic metric of route performance.

Table 2: 2025 Service Levels and Estimated Ridership

ROUTE	MUNICIPALITIES	CORRIDORS	Max Service Headways			Revenue Hours	Estimated Boardings	Boardings/ Hour
			Wkdy	Sat	Sun			
Route 1	Portland	Congress	30 min	60 min	60 min	9,871	185,000	19
Route 2	Portland-Westbrook	Forest	30 min	60 min	60 min	9,835	270,000	27
Route 3	Portland-South Portland-Westbrook	Bridge-Spring	30 min	60 min	60 min	7,124	78,000	11
Route 4	Portland-Westbrook	Brighton-Main	30 min	45 min	45 min	13,707	310,000	23
Route 5	Portland-South Portland	Outer Congress-Maine Mall	30 min	45 min	45 min	10,298	236,000	23
Route 7	Falmouth-Portland	Congress-Rt. 1-Jetport	30 min	60 min	60 min	16,961	191,000	11
Route 8	Portland	Peninsula Circulator	30 min	60 min	60 min	6,768	100,000	15
Route 9	Falmouth-Portland	Congress-Washington-Stevens	30 min	30 min	60 min	19,807	445,800	23
Route 21	South Portland-Portland	Mill Creek-SMCC	45 min	45 min	75 min	5,331	81,700	15
Route 24A	South Portland-Portland	Mill Creek-Maine Mall Main St	120 min	120 min	75 min	5,871	88,900	15
Route 24B	South Portland-Portland	Mill Creek-Maine Mall Broadway	120 min	N/A	N/A	3,968	60,800	15
Husky Line	Gorham-Portland-Westbrook	Rt. 25-William Clark-Brighton	30 min.	45 min	45 min	14,675	199,000	14
Breez	Brunswick-Freeport-Yarmouth-Portland	I-295-Rt. 1	30-90 min	60-90 min	N/A	10,344	82,400	8
<b>Total</b>						<b>134,560</b>	<b>2,328,600</b>	<b>17</b>

**Greater Portland Transit District:  
FY 2025 Preliminary Operating and Capital Budget**

Table 3: Base Bus Budget Summary

	2021 Actual	2022 Actual	2023 Actual	2024 Final Request	2024 Projection	2025 Request	2025 \$ +/-	2025 % +/-
<b>EXPENDITURES</b>								
<b>Base Bus Budget</b>								
Wages	6,224,159	7,147,685	7,275,589	8,372,407	7,967,574	9,645,339	1,272,932	15.2%
Benefits	2,719,817	2,748,192	2,934,724	3,478,436	3,330,680	4,041,681	563,245	16.2%
Services and Fees	534,819	786,307	930,898	853,712	1,019,929	1,004,440	150,728	17.7%
Fuel-Fluids-Tires	660,413	627,682	716,703	1,073,046	1,025,922	1,352,479	279,433	26.0%
Supplies & Equipment	373,809	370,946	449,124	452,417	464,597	557,720	105,303	23.3%
Utilities	299,561	364,946	359,445	426,000	357,965	391,101	(34,899)	-8.2%
Insurance	325,138	345,754	375,431	401,625	402,154	473,713	72,088	17.9%
Misc Exp	44,984	49,921	55,402	80,100	65,980	83,894	3,794	4.7%
Debt Service	231,494	236,824	298,479	313,365	304,988	299,524	(13,841)	-4.4%
Capital & Reserves	247,383	188,942	134,820	390,100	345,101	258,562	(131,538)	-33.7%
Service Improvements				145,114	271,114			
<b>Total Base Bus Budget</b>	<b>11,661,576</b>	<b>12,867,200</b>	<b>13,530,615</b>	<b>15,986,321</b>	<b>15,556,004</b>	<b>18,108,453</b>	<b>2,267,246</b>	<b>14.2%</b>
<b>REVENUES</b>								
<b>Base Bus Funding</b>								
Fare Revenue	1,385,127	2,108,658	2,133,614	3,146,412	2,985,167	3,569,237	422,825	13.4%
Miscellaneous Revenue	314,751	496,006	494,723	463,310	656,476	549,500	86,190	18.6%
Municipal Funding	3,959,343	4,394,704	4,534,570	4,509,532	4,644,672	5,316,376	806,844	17.9%
State Funding	170,426	170,427	170,427	850,000	474,732	713,153	(136,847)	-16.1%
Federal Funding	6,058,274	5,975,181	6,287,950	5,689,234	5,855,779	6,366,224	676,990	11.9%
Svc Imp- Federal Funding				1,225,400	848,294	1,490,036	264,636	21.6%
<b>Total Base Bus Budget</b>	<b>11,887,921</b>	<b>13,144,976</b>	<b>13,621,284</b>	<b>15,883,888</b>	<b>15,465,120</b>	<b>18,004,526</b>	<b>2,120,638</b>	<b>13.4%</b>
<b>Surplus/(Deficit)</b>	<b>226,345</b>	<b>277,776</b>	<b>90,669</b>	<b>(102,433)</b>	<b>(90,884)</b>	<b>(103,927)</b>	<b>(1,495)</b>	<b>1%</b>

## TRANSIT OPERATIONS DEPARTMENT

### Overview and Staffing

The mission of the Transit Operations Department is to deliver safe and effective transit service on a daily basis in accordance with Metro’s published routes and schedules and provide an excellent rider experience across all touchpoints. In addition to Transit Operations, support functions include Safety-Training, Information Technology, and Customer Service sections.

- Transit Operations – deliver safe and effective bus operations on a daily basis in accordance with Metro’s published routes and schedules while providing an excellent rider experience.
- Safety-Training – effectively train and prepare new Bus Operators and manage Metro’s agency safety plan.
- Information Technology – manage the agency’s IT systems and assets to ensure proper availability, operability and security.
- Customer Service – Provide fare media sales and customer support to riders, members of the public, and pass program partners.

The Operations Department includes the following full-time equivalent (FTE) positions and number of employees. The addition of positions from 2023 to 2024 are related to ARPA service improvements, including Micro. The addition of positions from 2024 to 2025 are related to the Metro-South Portland Bus Service merger.

**Greater Portland Transit District:  
FY 2025 Preliminary Operating and Capital Budget**

**Table 4: Operations Staffing**

Staffing	2022	2023	2023	2024	2025	Change
Operations Manager	1.00	1.00	1.00	1.00	1.00	-
Safety and Training Manager	1.00	1.00	1.00	1.00	1.00	-
Dispatcher	4.00	4.00	4.00	4.00	4.00	-
Bus Operators	66.00	63.00	63.00	75.00	84.00	9.00
Operations Assistant	1.00	1.00	1.00	1.00	1.00	-
Shuttle Driver	1.00	1.00	1.00	3.00	3.00	-
Customer Service Manager	1.00	1.00	1.00	1.00	1.00	-
Customer Service Representative	2.00	2.00	2.00	2.00	2.00	-
IT Manager	1.00	1.00	1.00	1.00	1.00	-
<b>Totals</b>	<b>78.00</b>	<b>75.00</b>	<b>75.00</b>	<b>89.00</b>	<b>98.00</b>	<b>9</b>

\*Staffing is based on total position count, not amount budgeted.

**Table 5: Transit Operations Department Budget**

USES OF FUNDS	2022 Actual	2023 Budget	2023 Actual	2024 Final Request	2024 Projection	2025 Request	2025 \$ +/-	2025 % +/-	Notes
<b>Wages</b>									
Regular Wages	4,011,944	4,423,275	4,618,783	5,302,943	5,033,732	6,173,176	870,233	16.4%	
Overtime - Operations	814,135	452,218	504,636	509,469	491,098	641,417	131,948	25.9%	
Add'l Pay (PTO payout, Hlth opt out)	247,467	55,260	35,509	61,207	63,194	72,618	11,411	18.6%	1
Holiday Pay - Worked	111,395	105,769	100,244	110,553	123,194	138,424	27,871	25.2%	
<b>Wages</b>	<b>5,184,941</b>	<b>5,036,522</b>	<b>5,259,173</b>	<b>5,984,172</b>	<b>5,711,218</b>	<b>7,025,635</b>	<b>1,041,463</b>	<b>17.4%</b>	
<b>Benefits</b>									
FICA/FMLA	387,078	381,266	396,660	457,784	435,652	572,589	114,805	25.1%	
Health Ins	990,614	1,085,755	1,046,993	1,273,377	1,281,060	1,520,020	246,643	19.4%	
HRA Payments	58,729	80,000	72,773	80,000	67,500	85,000	5,000	6.3%	
Dental Insurance	45,527	46,608	45,900	51,029	49,236	56,931	5,902	11.6%	
Disability Insurance	38,222	46,212	46,573	57,941	47,131	58,832	891	1.5%	
Life Insurance	1,979	2,065	1,651	2,065	2,029	2,065	-	0.0%	2
Workers Comp	148,218	153,251	165,134	181,190	179,788	240,271	59,081	32.6%	
Unemployment	-	3,000	-	20,000	14,589	15,000	(5,000)	-25.0%	
Vision	2,004	2,132	2,041	2,150	2,090	2,385	235	10.9%	
Retirement	314,821	323,952	325,438	388,965	372,651	451,122	62,157	16.0%	
Uniforms/Reimbursements	13,975	24,800	28,579	36,100	14,344	33,892	(2,208)	-6.1%	
<b>Benefits</b>	<b>2,001,168</b>	<b>2,149,042</b>	<b>2,131,740</b>	<b>2,550,602</b>	<b>2,466,071</b>	<b>3,038,108</b>	<b>487,506</b>	<b>19.1%</b>	
<b>Total Wages &amp; Benefits</b>	<b>7,186,108</b>	<b>7,185,563</b>	<b>7,390,913</b>	<b>8,534,774</b>	<b>8,177,289</b>	<b>10,063,743</b>	<b>1,528,969</b>	<b>17.9%</b>	
<b>Services and Fees</b>									
Temporary Help	-	-	-	-	-	-	-	0%	
Technology Services	62,909	63,839	67,117	55,112	54,922	18,402	(36,710)	-66.6%	3
Other Contracted Services	72,885	91,029	88,964	95,000	100,316	107,500	12,500	13.2%	
<b>Services and Fees</b>	<b>135,794</b>	<b>154,868</b>	<b>156,081</b>	<b>150,112</b>	<b>155,238</b>	<b>125,902</b>	<b>(24,210)</b>	<b>-16.1%</b>	
<b>Supplies &amp; Equipment</b>									
Transportation Supplies	4,614	6,000	6,606	6,000	3,500	6,500	500	8.3%	
It Supplies	609	2,000	677	2,000	2,000	1,120	(880)	-44.0%	
Fare Media	1,690	6,000	19,950	10,000	22,383	15,000	5,000	50.0%	4
Minor Equipment	6,230	8,500	8,992	6,500	5,350	10,600	4,100	63.1%	5
<b>Supplies and Equipment</b>	<b>13,143</b>	<b>22,500</b>	<b>36,226</b>	<b>24,500</b>	<b>33,233</b>	<b>33,220</b>	<b>8,720</b>	<b>35.6%</b>	
<b>Utilities</b>									
Phone/Cell/Internet- AVL	4,800	4,800	4,800	4,800	4,800	4,800	-	0.0%	
Phone/Cell/Internet	26,262	26,640	25,692	26,640	24,674	30,120	3,480	13.1%	
<b>Utilities</b>	<b>31,062</b>	<b>31,440</b>	<b>30,492</b>	<b>31,440</b>	<b>29,474</b>	<b>34,920</b>	<b>3,480</b>	<b>11.1%</b>	
<b>Miscellaneous Expenses</b>									
Conferences and Travel	170	4,200	110	2,500	300	4,000	1,500	60.0%	6
<b>Miscellaneous Expenses</b>	<b>170</b>	<b>4,200</b>	<b>110</b>	<b>2,500</b>	<b>300</b>	<b>4,000</b>	<b>1,500</b>	<b>60.0%</b>	
<b>Total Non-Personnel Expenses</b>	<b>180,169</b>	<b>213,008</b>	<b>222,909</b>	<b>208,552</b>	<b>218,245</b>	<b>198,042</b>	<b>(10,510)</b>	<b>-5.0%</b>	
<b>Total Base Bus Budget</b>	<b>7,366,277</b>	<b>7,398,571</b>	<b>7,613,822</b>	<b>8,743,326</b>	<b>8,395,534</b>	<b>10,261,785</b>	<b>1,518,459</b>	<b>17.4%</b>	



**Greater Portland Transit District:  
FY 2025 Preliminary Operating and Capital Budget**

Note #	Line Item	Explanation
1	Wages	Increase in regular wages is driven mainly by the addition of 9 bus operators related to the merger, along with COLA increase (2% Jan 1, 2% July 1) in base wages and step increases as required by the Collective Bargaining Agreement with ATU and the Non-Union Salary Plan approved by the Board of Directors in 2022. Wages related to service improvement are included in this line as well. Staff are estimating the same COLA for non-union staff.
2	Benefits	Increase in benefits is driven mainly by the addition of 9 bus operators related to the merger, along with estimated premium increases for 2025. Staff are estimating a 10% increase in health insurance. Other benefit increases are estimated between 2-3% for 2025. Payroll taxes are increasing related to the 0.5% ME FMLA benefit eff 1/1/2025.
3	Technology Services	New CAD/AVL/Timekeeping system implementation is underway. The first year SaaS fees, along with initial setup fees, will be allocated to grants. The annual SaaS fees will return for the 2026 budget for this line item.
4	Fare Media	Due to increased demand for Fare Media in 2024, Metro has incurred larger than estimated production costs. Staff anticipate demand to remain high in 2025.
5	Minor Equipment	Increased based on anticipated need for additional on bus equipment.
6	Conference and Travel	Increased based on need for additional training for Operations staff and managers

**FLEET & FACILITIES MAINTENANCE**

**Overview and Staffing**

The mission of the Fleet and Facilities Maintenance Department is to maintain the agency’s physical assets in a state of good repair and ensure availability to deliver and support safe and effective transit services. This department maintains 51 revenue vehicles, 8 support vehicles, 4 facilities and 600 bus stops including 65 with shelters and other amenities. The following two divisions make up this department:

- Fleet Maintenance – deliver safe and effective bus operations on a daily basis in accordance with Metro’s published routes and schedules while providing an excellent rider experience.
- Facilities Maintenance – effectively train and prepare new Bus Operators and manage Metro’s agency safety plan.

The Fleet-Facilities Maintenance Department includes the following full-time equivalent (FTE) positions and number of employees. For base bus service, no additional positions or employees are proposed. However, there is some overstaffing expenses estimated due to anticipated long-term absences.

**Greater Portland Transit District:  
FY 2025 Preliminary Operating and Capital Budget**

Table 6: Department Budgets- Maintenance

USES OF FUNDS	2022 Actual	2023 Actual	2024 Final Request	2024 Projection	2025 Request	2025 \$ +/-	2025 % +/-	Notes
<b>Wages</b>								
Regular Wages	850,791	1,008,634	1,108,400	1,029,146	1,218,787	110,387	10.0%	1
Overtime - Maintenance	66,218	49,082	42,877	40,020	52,269	9,393	21.9%	2
Add'l Pay (PTO payout, Hlth opt out)	39,476	7,052	16,619	14,500	16,500	(119)	-0.7%	
Holiday Pay - Worked	19,875	19,161	21,829	24,160	24,889	3,060	14.0%	
<b>Wages</b>	<b>976,360</b>	<b>1,083,929</b>	<b>1,189,725</b>	<b>1,107,825</b>	<b>1,312,445</b>	<b>122,721</b>	<b>10.3%</b>	
<b>Benefits</b>								
FICA/FMLA	71,682	79,514	91,014	86,613	106,964	15,951	17.5%	3
Health Ins	233,652	249,070	252,676	257,512	258,194	5,518	2.2%	
HRA Payments	10,094	7,283	-	6,000	-	-	0.0%	
Dental Insurance	9,823	9,845	10,234	9,735	9,778	(456)	-4.5%	
Disability Insurance	6,919	10,095	11,490	10,449	10,449	(1,041)	-9.1%	
Life Insurance	-	114	-	185	-	-	0	
Workers Comp	27,293	30,408	29,637	29,356	36,195	6,558	22.1%	4
Unemployment	-	1	-	2	3	3	0.0%	
Vision	436	472	431	390	431	-	0.0%	
Retirement	39,378	45,018	75,020	71,874	87,008	11,988	16.0%	
Uniforms	8,153	6,462	8,800	4,855	9,950	1,150	13.1%	
<b>Benefits</b>	<b>407,429</b>	<b>438,283</b>	<b>479,304</b>	<b>476,977</b>	<b>518,978</b>	<b>39,674</b>	<b>8.3%</b>	
<b>Total Wages &amp; Benefits</b>	<b>1,383,789</b>	<b>1,522,212</b>	<b>1,669,029</b>	<b>1,584,802</b>	<b>1,831,423</b>	<b>162,395</b>	<b>9.7%</b>	
<b>Staffing</b>								
	2022	2023	2024	2025	Change			
Maintenance Manager	1.00	1.00	1.00	1.00	-			
Master Technician	1.00	-	-	-	-			
Technician	1.00	1.00	1.00	2.00	1.00			
Mechanic II (1 PT Employee)	4.00	5.00	5.50	4.50	(1.00)			
Mechanic I	2.00	1.00	1.00	1.00	-			
Fleet Care	4.00	4.00	4.00	4.00	-			
Utility	1.00	1.00	1.00	1.00	-			
Building Maintenance	1.00	1.00	1.00	1.00	-			
Bus Cleaner	-	1.00	1.00	1.00	-			
Inventory Clerk	1.00	1.00	1.00	1.00	-			
Totals	16.00	16.00	16.50	16.50	0.00			

\*Staffing is based on total position count, not amount budgeted.

Note #	Line Item	Explanation
1	Wages	Increase in regular wages is driven mainly by the COLA increase (2% Jan 1, 2% July 1) in base wages and step increases as required by the Collective Bargaining Agreement with ATU and the Non-Union Salary Plan approved by the Board of Directors in 2022. Staff are estimating the same COLA for non-union staff.  Increase in wages is also related to the promotional opportunities negotiated as part of the new CBA for Mechanic positions.
2	Overtime	Overtime is budgeted at 8% of wages, which is the historical average. The expenditure is allocated to departments based on % of expenditures from 2024 actuals.
3	Payroll Taxes	Payroll taxes are increasing related to the 0.5% ME FMLA benefit eff 1/1/2025.
4	Workers Compensation	Workers Compensation expenditures have historically averaged around 2.75% of wages. Staff are using this as an estimate, and will update once initial discussions for 2025 policy renewals begin.

**Greater Portland Transit District:  
FY 2025 Preliminary Operating and Capital Budget**

Table 7: Department Budgets- Maintenance, continued

USES OF FUNDS	2022 Actual	2024 Projection	2024 Final Request	2024 Projection	2025 Request	2025 \$ +/-	2025 % +/-	Notes
<b>Services and Fees</b>								
Arch & Engineer Fees	-	-	5,000	-	5,000	-	0.0%	
Temporary Help	-	-	-	-	-	-	0.0%	
Other Contracted Services	-	-	5,000	3,000	5,000	-	0.0%	
Maint Software	2,690	2,690	4,000	10,428	6,700	2,700	67.5%	5
Maintenance Services	174,340	204,274	194,161	231,894	298,125	103,964	53.5%	6
Snow Plowing/Removal	3,625	2,675	9,000	3,500	9,900	900	10.0%	
Custodial Services	21,734	46,697	48,000	47,069	48,131	131	0.3%	
<b>Services and Fees</b>	<b>202,389</b>	<b>256,336</b>	<b>265,161</b>	<b>295,891</b>	<b>372,856</b>	<b>107,695</b>	<b>40.6%</b>	
<b>Fuel-Fluids-Tires- Non-Revenue Vehicles</b>								
CNG Fuel	106,653	91,032	133,851	86,646	95,000	(38,851)	-29.0%	7
Diesel Fuel	386,878	484,297	749,877	745,959	1,048,650	298,773	39.8%	8
Gasoline	-	-	-	-	5,500	5,500	100.0%	9
Greases and Fluids	64,174	60,945	81,514	98,514	98,550	17,036	20.9%	
Electricity as a Fuel	9,732	14,219	28,000	15,000	16,000	(12,000)	-42.9%	10
Tires and Tubes	60,245	66,209	79,804	79,804	94,279	14,475	18.1%	
<b>Fuel-Fluids-Tires- Non-Revenue Vehicl</b>	<b>627,682</b>	<b>716,703</b>	<b>1,073,046</b>	<b>1,025,922</b>	<b>1,357,979</b>	<b>284,933</b>	<b>26.6%</b>	
<b>Supplies &amp; Equipment</b>								
Servicing/Fueling Supplies	3,905	4,902	3,500	4,500	5,000	1,500	42.9%	11
Shop Supplies	22,836	30,346	32,000	29,879	36,050	4,050	12.7%	
Shelter Supplies	3,658	1,793	5,000	5,000	14,750	9,750	195.0%	12
Building Supplies	30,754	30,577	35,000	35,000	36,750	1,750	5.0%	
Parts	239,852	300,481	305,817	314,986	382,950	77,133	25.2%	
Minor Equipment	19,143	6,868	4,500	7,500	8,500	4,000	88.9%	13
Veh Ops- Other Supplies	-	5,142	2,000	3,000	5,000	3,000	150%	14
<b>Supplies and Equipment</b>	<b>320,148</b>	<b>380,108</b>	<b>387,817</b>	<b>399,865</b>	<b>489,000</b>	<b>101,183</b>	<b>26.1%</b>	
<b>Utilities</b>								
Phone/Cell/Internet	443	481	480	480	480	-	0.0%	
<b>Utilities</b>	<b>443</b>	<b>481</b>	<b>480</b>	<b>480</b>	<b>480</b>	<b>-</b>	<b>0.0%</b>	
<b>Miscellaneous Expenses</b>								
Liscenses and Permits	575	202	1,500	500	1,000	(500)	-33.3%	
<b>Miscellaneous Expenses</b>	<b>575</b>	<b>202</b>	<b>1,500</b>	<b>500</b>	<b>1,000</b>	<b>(500)</b>	<b>-33.3%</b>	
<b>Total Non-Personnel Expenses</b>	<b>1,151,237</b>	<b>1,353,831</b>	<b>1,728,003</b>	<b>1,722,658</b>	<b>2,221,315</b>	<b>493,312</b>	<b>28.5%</b>	
<b>Total Base Bus Budget</b>	<b>2,535,026</b>	<b>2,876,043</b>	<b>3,397,032</b>	<b>3,307,460</b>	<b>4,052,739</b>	<b>655,707</b>	<b>19.3%</b>	

Note #	Line Item	Explanation
5	Maintenance Software	Increase is related to the addition of annual fees for electric bus monitoring software.
6	Maintenance Services	Increased based on 2024 actuals. Category includes services for maintenance of fleet, buildings and grounds. Insurance claim revenue has been increased as well, as some of the increase is related to accident repairs.
7	CNG Fuel	Working with CES Energy Brokers, staff were able to secure a contract with lower supply rates for CNG fuel resulting in a budgetary savings.
8	Diesel Fuel	By purchasing diesel futures, Staff was able to secure a favorable rate for METRO's 24-25 diesel contract of \$2.78/gal. The current contract will expire late summer of 2025, and will secure a new contract. Estimates for fuel purchases beyond contract expiration are currently estimated at the current contract rate of \$2.78/gal. Increase is mainly related to increased fuel costs related to the merger.
9	Gasoline	Addition of Gasoline for Micro Transit revenue vehicles.
10	Electricity Fuel	Based on historical usage, staff have reduced this expenditure line.

**Greater Portland Transit District:  
FY 2025 Preliminary Operating and Capital Budget**

Note #	Line Item	Explanation
11	Servicing/Fueling Supplies	Based on current year estimates of higher expenses, staff have increased this expenditure request.
12	Shelter Supplies	Increase related to shelter glass replacement costs.
13	Minor Equipment	Increases in minor equipment is related to historical spending trends, and the addition of shelter sites related to the merger.
14	Other Supplies	Increased based on historical costs of supplies, and projected increased expenditures related to on-bus equipment.

**PLANNING AND MARKETING**

Table 8: Department Budgets- Planning & Marketing

USES OF FUNDS	2022 Actual	2023 Budget	2023 Actual	2024 Final Request	2024 Projection	2025 Request	2025 \$ +/-	2025 % +/-	Notes
<b>Wages</b>									
Regular Wages	80,186	189,153	193,172	200,439	194,635	213,619	13,180	6.6%	1
New Positions	-	-	-	-	-	-	-	0.0%	
Overtime - Administration	-	-	-	-	-	-	-	0.0%	
Add'l Pay (PTO payout, Hlth opt out)	2,800	-	-	-	-	-	-	0.0%	
Holiday Pay - Worked	-	-	-	-	1	2	2	0.0%	
<b>Wages</b>	<b>82,986</b>	<b>189,153</b>	<b>193,172</b>	<b>200,439</b>	<b>194,636</b>	<b>213,621</b>	<b>13,182</b>	<b>6.6%</b>	
<b>Benefits</b>									
FICA/FMLA	6,143	6,503	13,933	15,334	14,592	17,410	2,076	13.5%	
Health Ins	21,317	18,518	46,038	42,570	40,925	42,025	(545)	-1.3%	
HRA Payments	476	-	5,692	-	4,000	-	-	0.0%	
Dental Insurance	672	798	1,887	1,719	1,656	1,592	(127)	-7.4%	
Disability Insurance	1,329	802	1,430	1,929	1,977	1,977	48	2.5%	
Life Insurance	-	-	-	-	-	-	-	0.0%	
Workers Comp	210	217	234	227	225	278	50	22.1%	2
Unemployment	-	-	-	-	2	3	3	0.0%	
Vision	31	36	53	74	46	74	-	0.0%	
Retirement	6,162	5,525	14,376	13,029	12,482	15,111	2,082	16.0%	
Uniforms	-	-	-	-	-	-	-	0.0%	
<b>Benefits</b>	<b>36,340</b>	<b>32,400</b>	<b>83,643</b>	<b>74,881</b>	<b>75,905</b>	<b>78,469</b>	<b>3,588</b>	<b>4.8%</b>	
<b>Total Wages &amp; Benefits</b>	<b>119,326</b>	<b>221,553</b>	<b>276,815</b>	<b>275,320</b>	<b>270,541</b>	<b>292,090</b>	<b>16,770</b>	<b>6.1%</b>	
<b>Staffing</b>									
Director of Transit Development	1.00	1.00	1.00	1.00		1.00	-		
Marketing Manager	1.00	1.00	1.00	1.00		1.00	-		
<b>Totals</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>		<b>2.00</b>	<b>0.00</b>		

\*Staffing is based on total position count, not amount budgeted.

Note #	Line Item	Explanation
1	Wages	Increase in regular wages is driven mainly by the COLA increase (2% Jan 1, 2% July 1) in base wages and step increases as required the Non-Union Salary Plan approved by the Board of Directors in 2022. Staff are estimating the same COLA for non-union staff.
2	Workers Compensation	Workers Compensation expenditures have historically averaged around 2.75% of wages. Staff are using this as an estimate, and will update once initial discussions for 2025 policy renewals begin.

**Greater Portland Transit District:  
FY 2025 Preliminary Operating and Capital Budget**

Table 9: Department Budgets- Planning & Marketing, continued

USES OF FUNDS	2022 Actual	2023 Budget	2024 Projection	2024 Final Request	2024 Projection	2025 Request	2024 Request	2024 % +/-	Notes
<b>Services and Fees</b>									
Technology Services	9,512	17,400	16,450	21,400	21,067	24,000	2,600	12.1%	3
Advertising	41,694	106,000	74,957	60,000	55,496	57,000	(3,000)	-5.0%	
Other Contracted Services	62,308	76,500	42,924	39,500	25,225	32,000	(7,500)	-19.0%	4
<b>Services and Fees</b>	<b>113,514</b>	<b>199,900</b>	<b>134,331</b>	<b>120,900</b>	<b>101,788</b>	<b>113,000</b>	<b>(7,900)</b>	<b>-6.5%</b>	
<b>Supplies &amp; Equipment</b>									
Supplies Cust Rel	9,948	7,500	9,618	11,500	10,000	10,000	(1,500)	-13.0%	
Supplies Promo	3,172	3,000	4,109	3,000	3,000	4,000	1,000	33.3%	5
<b>Supplies and Equipment</b>	<b>13,120</b>	<b>10,500</b>	<b>13,727</b>	<b>14,500</b>	<b>13,000</b>	<b>14,000</b>	<b>(500)</b>	<b>-3.4%</b>	
<b>Utilities</b>									
Phone/Cell/Internet	481	480	972	960	960	960	0	0.0%	
<b>Utilities</b>	<b>481</b>	<b>480</b>	<b>972</b>	<b>960</b>	<b>960</b>	<b>960</b>	<b>0</b>	<b>0.0%</b>	
<b>Miscellaneous Expenses</b>									
Dues, Subscriptions & Certifications	4,061	3,000	2,972	3,000	3,000	3,500	500	16.7%	
Conferences and Travel	395	1,610	2,394	4,000	1,138	5,000	1,000	25.0%	6
<b>Miscellaneous Expenses</b>	<b>4,456</b>	<b>4,610</b>	<b>5,366</b>	<b>7,000</b>	<b>4,138</b>	<b>8,500</b>	<b>1,500</b>	<b>21.4%</b>	
<b>Total Non-Personnel Expenses</b>	<b>131,572</b>	<b>215,490</b>	<b>154,396</b>	<b>143,360</b>	<b>119,886</b>	<b>136,460</b>	<b>(6,900)</b>	<b>-4.8%</b>	
<b>Total Base Bus Budget</b>	<b>250,898</b>	<b>437,043</b>	<b>431,212</b>	<b>418,680</b>	<b>390,427</b>	<b>428,550</b>	<b>9,870</b>	<b>2.4%</b>	

Note #	Line Item	Explanation
3	Technology Services	Increase is related to website hosting changes anticipated for early 2025.
4	Other Contracted Services	Staff anticipate slight decreases in expenditures for contract services related to Marketing and Planning.
5	Supplies-Promotion	Increased based on historical spending for supplies needed for promotion.
6	Dues, Subscriptions, Conferences	Increased are related to additional conference attendance anticipated for 2025, as well as anticipated increases in fees for dues and subscriptions.

**Greater Portland Transit District:  
FY 2025 Preliminary Operating and Capital Budget**

**ADMINISTRATION**

Table 10: Department Budgets- Administration

USES OF FUNDS	2022 Actual	2023 Actual	2024 Final Request	2024 Projection	2025 Request	2024 \$ +/-	2024 % +/-	Notes
<b>Wages</b>								
Regular Wages	875,598	737,243	995,206	950,883	1,090,164	94,958	9.5%	1
Overtime - Administration	1,696	1,078	1,839	1,511	1,974	135	7.3%	
Add'l Pay (PTO payout, Hlth opt out)	26,104	994	1,024	1,500	1,500	476	46.5%	
<b>Total Wages</b>	<b>903,399</b>	<b>739,316</b>	<b>998,071</b>	<b>953,898</b>	<b>1,093,643</b>	<b>95,572</b>	<b>9.6%</b>	
<b>Benefits</b>								
FICA/FMLA	65,658	56,187	76,353	72,662	89,131	12,778	16.7%	
Health Ins	151,008	122,902	198,884	144,119	210,896	12,013	6.0%	
HRA Payments	3,135	3,252	-	5,000	-	-	0.0%	
Dental Insurance	9,528	6,411	8,024	6,728	7,987	(37)	-0.5%	
Disability Insurance	13,148	14,485	9,008	15,727	15,727	6,719	74.6%	2
Life Insurance	370	31	361	-	361	-	0.0%	
Workers Comp	5,651	6,296	6,136	6,078	7,493	1,358	22.1%	
Unemployment	4,311	8,613	11,000	-	-	(11,000)	-100.0%	3
Vision	375	306	327	302	327	-	0.0%	
Retirement	49,823	62,549	63,550	60,885	73,706	10,155	16.0%	
Uniforms	248	27	-	228	500	500	0.0%	
<b>Total Benefits</b>	<b>303,255</b>	<b>281,059</b>	<b>373,645</b>	<b>311,732</b>	<b>406,134</b>	<b>32,489</b>	<b>8.7%</b>	
<b>Total Wages &amp; Benefits</b>	<b>1,206,654</b>	<b>1,020,375</b>	<b>1,371,716</b>	<b>1,265,629</b>	<b>1,499,777</b>	<b>128,061</b>	<b>9.3%</b>	
<b>Staffing</b>								
	2022	2023	2024	2025	Change			
Executive Director	1.00	1.00	1.00	1.00	-			
Chief Transportation Officer	1.00	1.00	1.00	1.00	-			
Chief Financial Officer	-	1.00	1.00	1.00	-			
Finance Director	1.00	-	-	-	-			
Director of Gov. and Community Relations	1.00	-	1.00	1.00	-			
HR Director	1.00	-	-	-	-			
HR Manager	-	1.00	1.00	1.00	-			
Accounting Manager	1.00	1.00	1.00	1.00	-			
Procurement Manager	1.00	1.00	1.00	1.00	-			
Payroll Specialist	1.00	1.00	1.00	1.00	-			
Accounting Assistant	1.00	1.00	1.00	1.00	-			
HR Generalist	1.00	1.00	1.00	1.00	-			
Recruiting Specialist (Request to add Permanent)	-	-	0.50	0.50	-			
Administrative Assistant	-	1.00	1.00	1.00	-			
Cash Counting Assistant (2 PT Staff)	0.50	0.50	0.50	0.50	-			
<b>Totals</b>	<b>10.50</b>	<b>10.50</b>	<b>12.00</b>	<b>12.00</b>	<b>0.00</b>			

\*Staffing is based on total position count, not amount budgeted.

Note #	Line Item	Explanation
1	Wages	Increase in regular wages is driven mainly by the COLA increase (2% Jan 1, 2% July 1) in base wages and step increases as required by the Collective Bargaining Agreement with ATU and the Non-Union Salary Plan approved by the Board of Directors in 2022. Staff are estimating the same COLA for non-union staff.
2	Disability Insurance	Metro's current Disability Insurance provider was quoting an overall increase of 25% for 2025. Staff have secured a new provider of insurance which resulted in no overall increase. Changes reflected in the department budgets are based on reallocation of total expense to departments based on 2024 projections.
3	Unemployment	Metro does not anticipate any unemployment related expenses for 2025 in the Admin department.

**Greater Portland Transit District:  
FY 2025 Preliminary Operating and Capital Budget**

Table 11: Department Budgets- Administration, continued

USES OF FUNDS	2022 Actual	2024 Projection	2024 Final Request	2024 Projection	2025 Request	2024 \$/-	2024 % +/-	Notes
<b>Services and Fees</b>								
Tuition Reimbursement	2,955	1,500	5,000	1,920	6,000	1,000	20.0%	
Wellness Program	1,789	-	10,000	2,000	10,000	-	0.0%	
Legal Fees	43,492	74,384	40,000	140,126	80,000	40,000	100.0%	4
Audit Fees	23,500	25,000	27,500	35,500	29,500	2,000	7.3%	
Temporary Help	46,915	82,182	-	-	-	-	0%	
Employment Services	13,898	13,402	14,500	9,370	19,500	5,000	34.5%	
Benefit Administration Fees	8,514	8,098	10,000	8,000	15,000	5,000	50.0%	5
Technology Services	102,762	103,468	124,139	124,188	127,149	3,010	2.4%	
Bank and CC Fees	20,622	20,971	24,600	32,819	37,933	13,333	54.2%	6
Advertising	45,168	31,654	25,000	36,627	35,500	10,500	42.0%	7
Postage	2,254	2,156	3,000	3,000	3,000	-	0.0%	
Other Contracted Services	14,144	14,461	23,000	64,540	20,000	(3,000)	-13.0%	
Office Machines Maintenance	6,236	4,543	8,000	6,100	6,100	(1,900)	-23.8%	
Miscellaneous Services	2,361	2,331	2,800	2,821	3,000	200	7.1%	
<b>Services and Fees</b>	<b>334,611</b>	<b>384,150</b>	<b>317,539</b>	<b>467,012</b>	<b>392,682</b>	<b>75,143</b>	<b>23.7%</b>	
<b>Supplies &amp; Equipment</b>								
HR Supplies	-	-	2,500	1,000	2,500	-	0.0%	
Office Supplies	20,981	15,832	18,100	15,000	15,000	(3,100)	-17.1%	
Minor Equipment	3,554	3,231	5,000	2,500	4,000	(1,000)	-20.0%	8
<b>Supplies and Equipment</b>	<b>24,535</b>	<b>19,063</b>	<b>25,600</b>	<b>18,500</b>	<b>21,500</b>	<b>(4,100)</b>	<b>-16.0%</b>	
<b>Utilities</b>								
Heating Fuel	156,711	146,979	170,844	125,874	133,210	(37,634)	-22.0%	9
Electricity	114,470	114,597	133,986	125,000	140,415	6,429	4.8%	
Water/Sewer/Stormwater	30,104	31,530	43,674	32,791	36,500	(7,174)	-16.4%	
Phone/Cell/Internet	31,674	34,394	44,616	43,386	44,616	-	0.0%	
<b>Utilities</b>	<b>332,960</b>	<b>327,500</b>	<b>393,120</b>	<b>327,051</b>	<b>354,741</b>	<b>(38,379)</b>	<b>-9.8%</b>	
<b>Insurance</b>								
Auto/Liability/Property Insurance	345,754	375,431	401,625	402,154	473,713	72,088	17.9%	
<b>Insurance</b>	<b>345,754</b>	<b>375,431</b>	<b>401,625</b>	<b>402,154</b>	<b>473,713</b>	<b>72,088</b>	<b>17.9%</b>	
<b>Miscellaneous Expenses</b>								
Dues, Subscriptions & Certifications	25,321	25,247	37,500	36,402	37,894	394	1.1%	
Conferences and Travel	8,939	11,947	16,600	9,639	17,500	900	5.4%	
Meals and Hosting	10,460	12,530	15,000	15,000	15,000	-	0.0%	
<b>Miscellaneous Expenses</b>	<b>44,720</b>	<b>49,724</b>	<b>69,100</b>	<b>61,041</b>	<b>70,394</b>	<b>1,294</b>	<b>1.9%</b>	
<b>Total Non-Personnel Expenses</b>	<b>1,082,580</b>	<b>1,155,867</b>	<b>1,206,984</b>	<b>1,275,757</b>	<b>1,313,031</b>	<b>106,047</b>	<b>8.8%</b>	
<b>Total Base Bus Budget</b>	<b>2,289,233</b>	<b>2,176,242</b>	<b>2,578,700</b>	<b>2,541,387</b>	<b>2,812,808</b>	<b>234,107</b>	<b>9.1%</b>	

Note #	Line Item	Explanation
4	Legal Fees	The increase in this line item reflects increased usage of legal services related to personnel and contracting consultation. Staff estimates continued increased usage of legal services in 2025.
5	Emp Svc/Benefit Admin	Increase mainly related to increased staffing levels due to merger.
6	Banking and Credit Card Fees	Increased costs related to credit card processing fees for sales of fare media.
7	Advertising	Increased costs related to advertising for job postings. Staff continue to evaluate opportunities for effective alternate methods of advertising.
8	Minor Equipment	Reduced request related to projected budgetary saving in 2024, and continued lower spending estimates.
9	Heating Fuel	Working with CES Energy Brokers, staff were able to secure a contract with lower supply rates for heating fuel resulting in a budgetary savings.

**CAPITAL AND RESERVES**

Table 12: Base Bus Budget: Capital

USES OF FUNDS	2022 Actual	2023 Actual	2024 Final Request	2024 Projection	2025 Request	2025 \$ +/-	2025 % +/-	Notes
<b>Debt Service</b>								
Interest Expense Short Term	23,053	66,570	85,000	76,623	70,000	(15,000)	-17.6%	1
Interest Expense Long Term	31,271	32,758	29,215	29,215	30,374	1,159	4.0%	2
Debt Service Principal	182,500	199,150	199,150	199,150	199,150	-	0.0%	
<b>Debt Service</b>	<b>236,824</b>	<b>298,479</b>	<b>313,365</b>	<b>304,988</b>	<b>299,524</b>	<b>(13,841)</b>	<b>-4.4%</b>	
<b>Capital &amp; Reserves</b>								
Contribution to Unrest Balance	-	-	45,000	-	45,000	-	0.0%	
GF Cap Outlay for Oth Cap Itms	155,460	125,960	345,100	345,100	213,560	(131,540)	-38.1%	3
GF Cap Outlay for Capital	30,547	13,621	-	-	-	-	0.0%	
Transfers	2,935	(4,761)	-	-	-	-	0.0%	
<b>Capital &amp; Reserves</b>	<b>188,942</b>	<b>134,820</b>	<b>390,100</b>	<b>345,100</b>	<b>258,560</b>	<b>(131,540)</b>	<b>-33.7%</b>	
<b>Total Base Bus Budget</b>	<b>425,766</b>	<b>433,299</b>	<b>703,465</b>	<b>650,088</b>	<b>558,084</b>	<b>(145,381)</b>	<b>-21%</b>	

Note #	Line Item	Explanation
1	Short Term Interest	Interest expense related to TAN borrowing for cash flow at beginning of year. 2025 estimate is slightly lower based on anticipated lower borrowing rates for the coming year.
2	Long Term Interest	Interest expense related to long term borrowing. Slightly increased based on CIP for additional borrowing in Spring 2025.
3	Capital Items	Reduced based on CIP.



**Greater Portland Transit District:  
FY 2025 Preliminary Operating and Capital Budget**

**REVENUE**

Table 13: Base Bus Budget: Revenue

SOURCES OF FUNDS	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Projection	2025 Request	2025 \$ +/-	2025 % +/-	Notes
<b>Fare Revenue</b>									
Passenger Fares	1,140,893	1,325,270	1,163,873	2,164,631	2,064,421	2,512,128	347,497	16.1%	1
Organization Paid Fares	244,234	783,388	864,741	651,614	590,579	693,004	41,390	6.4%	
Organization Route Guarantees			105,000	330,167	330,167	364,105	33,938	10.3%	
<b>Total Fare Revenue</b>	<b>1,385,127</b>	<b>2,108,658</b>	<b>2,133,614</b>	<b>3,146,412</b>	<b>2,985,167</b>	<b>3,569,237</b>	<b>422,825</b>	<b>13.4%</b>	
<b>Miscellaneous Revenue</b>									
Advertising Revenue	194,244	349,816	243,637	300,000	300,000	330,000	30,000	10.0%	2
Vehicle Maint Services	9,915	6,000	6,000	5,000	30,681	5,000	-	0.0%	
Sale of Fuel	15,884	7,868	4,137	7,000	100	-	(7,000)	-100.0%	3
Interest Income	6,109	48,027	150,889	90,000	136,896	110,000	20,000	22.2%	4
Reimbursements of Auto Fare fees	10,088	13,887	15,861	15,810	18,798	19,000	3,190	20.2%	5
Wellness Grant Reimbursements	3,014	1,284	210	3,500	650	3,500	-	0.0%	
Training Grant Reimbursements	-	1,872	150	2,000	618	2,000	-	0.0%	
Miscellaneous Income	20,462	29,427	29,143	20,000	74,312	15,000	(5,000)	-25.0%	6
Rental of Property	40,228	-	-	-	-	-	-	0.0%	
Claims Recovery	14,807	37,826	44,696	20,000	94,420	65,000	45,000	225.0%	
<b>Total Other Revenue</b>	<b>314,751</b>	<b>496,006</b>	<b>494,723</b>	<b>463,310</b>	<b>656,476</b>	<b>549,500</b>	<b>86,190</b>	<b>18.6%</b>	
<b>Municipal Funding</b>									
Non-Member Municipal Funding (Gorham)	33,000	33,000	35,000	35,000	-	-	(35,000)	-100.0%	7
Member Municipal Funding: Operations	4,171,355	4,198,244	4,374,571	4,129,432	4,299,570	5,102,816	973,384	23.6%	8
Municipal Credit	(351,661)	-	-	-	-	-	-	0.0%	
Municipal Funding: CIP Local Match	106,649	155,460	124,999	345,100	345,102	213,560	(131,540)	-38.1%	9
Municipal Funding: Svc Veh Local Match	-	8,000	-	-	-	-	-	0.0%	
<b>Total Municipal Revenue</b>	<b>3,959,343</b>	<b>4,394,704</b>	<b>4,534,570</b>	<b>4,509,532</b>	<b>4,644,672</b>	<b>5,316,376</b>	<b>806,844</b>	<b>17.9%</b>	
<b>State Funding</b>									
State Operating Subsidy	170,426	170,427	170,427	850,000	474,732	713,153	(136,847)	-16.1%	10
<b>Total State Revenue</b>	<b>170,426</b>	<b>170,427</b>	<b>170,427</b>	<b>850,000</b>	<b>474,732</b>	<b>713,153</b>	<b>(136,847)</b>	<b>-16.1%</b>	
<b>Federal Funding</b>									
Federal Operating Assistance	2,424,171	3,247,517	3,717,037	4,100,000	4,100,000	4,690,835	590,835	14.4%	11
Federal Operating Assistance- Prior Year	-	-	-	316,000	316,000	-	(316,000)	-100.0%	12
TW Fed Operating Assistance	650,000	219,674	-	-	-	-	-	0.0%	
Federal Fuel Reimbursement	-	-	-	-	166,545	25,000	-	0.0%	
BREEZ Operating Assistance	-	-	-	-	-	-	-	0.0%	
Federal Prev Maint Assistance	944,263	1,107,990	1,211,036	1,273,234	1,273,234	1,650,389	377,155	29.6%	12
Federal CARES Act	2,039,840	1,400,000	865,292	-	-	-	-	0.0%	
Federal ARPA	-	-	494,585	1,225,400	848,294	1,490,036	264,636	21.6%	13
<b>Total Federal Revenue</b>	<b>6,058,274</b>	<b>5,975,181</b>	<b>6,287,950</b>	<b>6,914,635</b>	<b>6,704,073</b>	<b>7,856,260</b>	<b>941,625</b>	<b>13.6%</b>	
<b>Total Revenue</b>	<b>\$ 11,887,921</b>	<b>\$ 13,144,976</b>	<b>\$ 13,621,284</b>	<b>\$ 15,883,888</b>	<b>\$ 15,465,120</b>	<b>\$ 18,004,526</b>	<b>2,120,638</b>	<b>13.4%</b>	

Note #	Line Item	Explanation
1	Pass. Fares	Anticipated increase in fare revenue is based on anticipated increases in ridership from ARPA related service improvements and South Portland merger.
2	Advertising	Anticipated increase in Advertising revenue is mainly related to additional buses related to the merger.
3	Sale of Fuel	Staff are removing revenue estimated related to sale of fuel. PPS has retired their CNG buses, and was the main revenue source for this line.
4	Interest Income	Interest income is estimated based on current interest earning rates. For 2025, the projection assumes a slow decrease in the interest rate throughout the year.
5	Reimbursements for Auto Fare Fees	Increase based on estimated increase in sales of fare media, and associated fee increases as well.
6	Miscellaneous Income	2024 Misc. Income estimates include contracted services related to South Portland Bus Service contracts for management and vehicle maintenance services, which are not expected to continue into 2025.

**Greater Portland Transit District:  
FY 2025 Preliminary Operating and Capital Budget**

Note #	Line Item	Explanation
7	Non-Member Mun. Funding	Line item related Metro and Gorham agreements for continuing the pilot phase of the Husky Line. Gorham voted to join Metro as a Municipal Member Community in 2024. Therefore, their assessment is included in the Member Municipal Funding line item below.
8	Member Mun. Funding	Amount reflects the local funding from member municipalities to support planned programs and operations in FY 2025. Current figure represents the addition of Gorham and South Portland as Metro member communities, which account for the majority of the 17.9% increase.
9	Municipal Funding (CIP)	Amount reflects the estimated amount of new municipal funding needed to implement the proposed FY 2025-2028 CIP.
10	State Funding	Actual State Operating funding received was significantly lower than estimated for 2024. Staff have confirmed award of the \$602k entered here. An additional \$110k is added related to the State funding allocation for South Portland Bus Service for 2025. Staff are continuing to work with the State to discuss additional funding opportunities for operations.
11	Federal 5307 (Operating)	Amount reflects a decrease in Federal 5307 formula funding for operations for FY 2025. This is related to a major capital asset expenditure in the region, resulting in less funding availability for operations. Funding is projected to return to historical levels in 2026.  An additional \$806k operating and \$304k PM is added related to the Federal funding allocation for South Portland Bus Service for 2025.
12	Federal 5307 (Prior Year)	The amount reflects the carry forward funding allocated to Westbrook and BREEZ communities to smooth the impacts related to loss of pilot funding for BREEZ and Transit West. Staff are not estimating carry forward funding usage in 2025.
13	Federal ARPA (Service Improvements)	Estimates ARPA Act funding for FY 2025 service improvements.

## MUNICIPAL ASSESSMENTS

The table below lists local funding needed per municipality and adds in the local funding associated with the agency’s property lease. Both of these cost elements impact local assessments. ADA paratransit costs do not impact the local assessment. These costs are ridership driven, so municipalities are billed monthly for 20% of the cost of these trips.

Table 14: 2025 Municipal Assessments- Cost Allocation

Municipality	FY 2024 Actual	FY 2025					Change	
		Lease	Debt Service	Fixed	Variable	Total	%	\$
Brunswick	\$ 95,766	\$ 1,864	\$ 3,583	\$ 14,042	\$ 98,612	\$ 118,101	23.3%	\$ 22,335
Falmouth	\$ 244,215	\$ 4,884	\$ 10,967	\$ 20,424	\$ 197,181	\$ 233,457	-4.4%	\$ (10,758)
Freeport	\$ 95,766	\$ 1,864	\$ 3,583	\$ 14,042	\$ 98,612	\$ 118,101	23.3%	\$ 22,335
Gorham	\$ 170,139	\$ -	\$ 2,934	\$ 25,891	\$ 98,531	\$ 127,356	-25.1%	\$ (42,783)
Portland	\$ 3,092,221	\$ 67,864	\$ 217,069	\$ 401,336	\$ 2,313,238	\$ 2,999,507	-3.0%	\$ (92,714)
South Portland*	\$ 696,788	\$ -	\$ 8,845	\$ 76,512	\$ 612,555	\$ 697,912	0.2%	\$ 1,124
Westbrook	\$ 945,043	\$ 17,790	\$ 55,184	\$ 104,869	\$ 817,623	\$ 995,466	5.3%	\$ 50,423
Yarmouth	\$ 95,766	\$ 1,864	\$ 3,583	\$ 14,042	\$ 98,612	\$ 118,101	23.3%	\$ 22,335
<b>Annual Total</b>	<b>\$ 5,435,704</b>	<b>\$ 96,130</b>	<b>\$ 305,750</b>	<b>\$ 671,157</b>	<b>\$ 4,334,964</b>	<b>\$ 5,408,002</b>	<b>-0.5%</b>	<b>\$ (27,702)</b>
* Estimated								

Metro’s revised cost/revenue allocation method was approved by Metro’s Board of Directors for the 2024 budget. This resulted in significant increases in the local funding required from Brunswick, Freeport, Westbrook and Yarmouth (as a Breez community, Portland was impacted similarly but the effects are offset due to other changes affecting the city). These increases result from the collective impact of the following factors:

- Drawdown of start-up funding during (or just prior to) the pandemic and temporary replacement with emergency federal funding.
- Pandemic impacts on ridership and fare revenue that stunted the growth potential of new routes.
- Overall cost increases in labor, fuel, contracted services, and commodities.
- Recent changes in service levels between communities which create cost increases/decreases in other communities.
- Transition from small to large buses on the Breez Line which increased the operating cost of this route.

To mitigate these impacts, the Finance Committee and Board of Directors approved a one-year funding bridge for these communities (as well as Portland) for the 2024 budget. The funding bridge allocated an additional \$37,000 to each of the four (4) Breez municipalities (\$148,000), and \$168,000 to the City of Westbrook. The source of funding for the bridge was surplus FY 2023 federal funding. The 2025 local assessments provided in the table above do not assume any additional bridge funding for these communities, which results in a higher increase.

Additionally, South Portland will be a member community in 2025, and their assessment has been set at \$700,000. This method of first year “flat” funding has been a consistent offer to member communities upon joining.

Finally, Gorham’s assessment is seeing the most significant decrease. This, as with other communities, although not as apparent due to circumstances explained above, is related to increased fare, state and federal revenues related to the merger with South Portland Bus Service. Also, the Husky Support payment received from the University of Southern Maine has increased from 2024 to 2025. This support payment is used to offset part of the variable expense associated with operating the Husky Line, thus reducing the local assessment for the communities that the Husky Line operates in (Gorham, Westbrook and Portland).

Staff have included the full cost allocation model memo provided to the Board of Directors with the 2024 budget request as attachment A. This model illustrates each step of the cost allocation process, which results in the final municipal assessment allocation. Please note that the numbers in the attachment are only there to illustrate how assessments are calculated and **have not** been updated with the 2025 budget numbers.

**Greater Portland Transit District:  
FY 2025 Preliminary Operating and Capital Budget**

**ADA PARATRANSIT**

Table 15: ADA Paratransit Budget

USES OF FUNDS	2021 Actual	2022 Actual	2023 Actual	2024 Final Request	2024 Projection	2025 Request	2025 \$ +/-	2025 % +/-	Notes
<b>ADA Paratransit</b>									
Contracted Services	\$ 350,479	\$ 408,210	\$ 458,106	\$ 507,402	\$ 428,326	\$ 635,000	127,598	25.1%	1
<b>Total ADA Paratransit Service</b>	<b>350,479</b>	<b>408,210</b>	<b>458,106</b>	<b>507,402</b>	<b>428,326</b>	<b>635,000</b>	<b>127,598</b>	<b>25.1%</b>	
<b>Total Expenditures</b>	<b>350,479</b>	<b>408,210</b>	<b>458,106</b>	<b>507,402</b>	<b>428,326</b>	<b>635,000</b>	<b>127,598</b>	<b>25.1%</b>	
SOURCES OF FUNDS	2021 Actual	2022-A Actual	2023 Actual	2024 Final Request	2024 Projection	2025 Request	2021 \$ +/-	2021 % +/-	Notes
<b>Municipal Funding</b>									
Municipal Funding	71,756	83,088	89,339	101,480	85,665	127,000	25,520	25.1%	2
<b>Total Municipal Funding</b>	<b>71,756</b>	<b>83,088</b>	<b>89,339</b>	<b>101,480</b>	<b>85,665</b>	<b>127,000</b>	<b>25,520</b>	<b>25.1%</b>	
<b>Federal Funding</b>									
FTA Section 5307	280,383	326,566	346,387	405,922	342,661	508,000	102,078	25.1%	3
FTA CARES Act	-	-	-	-	-	-	-	0%	4
<b>Total Federal</b>	<b>280,383</b>	<b>326,566</b>	<b>346,387</b>	<b>405,922</b>	<b>342,661</b>	<b>508,000</b>	<b>102,078</b>	<b>25.1%</b>	
<b>Total Revenue</b>	<b>352,139</b>	<b>409,654</b>	<b>435,726</b>	<b>507,402</b>	<b>428,326</b>	<b>635,000</b>	<b>127,598</b>	<b>25.1%</b>	
<b>Surplus/(Deficit)</b>	<b>1,660.20</b>	<b>1,444</b>	<b>(22,380)</b>	<b>0.00</b>	<b>0</b>	<b>-</b>			

Note #	Line Item	Explanation
1	Contracted Serv.	Metro has a contract with the Regional Transportation Program (RTP) to provide complementary ADA Paratransit services. Metro’s cost is based on a negotiated net cost per trip boardings, which was increased in 2023. Ridership decreased from 2023 to 2024. For FY 2025, staff are assuming small ridership increases.
2	Mun. Funding	Municipalities are billed directly for 20% of the actual cost of ADA paratransit trips that originate in their jurisdictions.
3	Federal Funding (5307)	Metro receives federal funding to cover 80% of the cost of ADA paratransit. Additional funding is added related to the Federal funding allocation for South Portland Bus Service for 2025.

**Greater Portland Transit District:  
FY 2025 Preliminary Operating and Capital Budget**

Table 16: ADA Paratransit Ridership: 2022-2024

<b>2022</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>	<b>%</b>
Falmouth	13	10	32	37	26	39	24	39	34	18	10	14	296	2%
Gorham	4	3	6	9	8	10	3	11	8	9	22	18	111	1%
Portland	847	876	1,041	1,031	1,081	1,172	1,091	1,288	1,155	1,029	1,048	1,010	12,669	77%
Westbrook	137	160	246	242	241	262	248	323	392	367	333	321	3,272	20%
<b>Total</b>	<b>1,001</b>	<b>1,049</b>	<b>1,325</b>	<b>1,319</b>	<b>1,356</b>	<b>1,483</b>	<b>1,366</b>	<b>1,661</b>	<b>1,589</b>	<b>1,423</b>	<b>1,413</b>	<b>1,363</b>	<b>16,348</b>	<b>100%</b>
<b>2023</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>	<b>%</b>
Falmouth	12	12	18	14	15	15	9	11	21	16	20	26	189	1%
Gorham	18	13	17	20	23	20	19	25	21	30	19	17	242	1%
Portland	1,070	1,075	1,269	1,164	1,216	1,188	1,109	1,147	1,015	1,092	1,068	1,056	13,469	76%
Westbrook	307	302	394	324	331	310	326	336	329	321	295	305	3,880	22%
<b>Total</b>	<b>1,407</b>	<b>1,402</b>	<b>1,698</b>	<b>1,522</b>	<b>1,585</b>	<b>1,533</b>	<b>1,463</b>	<b>1,519</b>	<b>1,386</b>	<b>1,459</b>	<b>1,402</b>	<b>1,404</b>	<b>17,780</b>	<b>100%</b>
<b>2024</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>	<b>%</b>
Falmouth	20	23	25	17	18	10	16	17	19				165	1%
Gorham	18	23	24	18	19	19	18	14	27				180	2%
Portland	1,036	1,012	936	948	1,008	915	971	1,085	961				8,872	75%
Westbrook	255	249	287	269	341	275	320	329	315				2,640	22%
<b>Total</b>	<b>1,329</b>	<b>1,307</b>	<b>1,272</b>	<b>1,252</b>	<b>1,386</b>	<b>1,219</b>	<b>1,325</b>	<b>1,445</b>	<b>1,322</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,857</b>	<b>100%</b>

**Greater Portland Transit District:  
FY 2025 Preliminary Operating and Capital Budget**

**115 ST. JOHN'S Property**

Table 17: 115 St. John's Street Property

USES OF FUNDS	2021 Actual	2022 Actual	2023 Actual	2024 Final Request	2024 Projection	2025 Request	2025 \$ +/-	2025 % +/-	Notes
<b>Services and Fees</b>									
Arch/Eng Fees	1,511		-	-			-	0.0%	
Legal Fees	-	6,095	162	-			-	0.0%	
Property Management Fees- Broker, Cam, Etc	-	63,783	8,766	8,941	8,941	9,119	178	2.0%	
Maintenance Services- 115 St John St.	3,202	4,298	-	10,000			(10,000)	-100.0%	
Snow Plowing/Removal- 115 St John St.	-	-	-	-			-	0.0%	
Supplies	-	714	-	2,000			(2,000)	-100.0%	
<b>Total Services and Fees</b>	<b>4,713</b>	<b>74,889</b>	<b>8,928</b>	<b>20,941</b>	<b>8,941</b>	<b>9,119</b>	<b>(11,822)</b>	<b>-56.5%</b>	<b>1</b>
<b>Utilities</b>									
Heating Fuel- 115 St. John St.	425	8,535	-	-			-	0.0%	
Electricity- 115 St. John St.	1,217	7,176	1,296	-			-	0.0%	
Water/Sewer/Stormwater- 115 St. John St.	1,004	5,982	870	-			-	0.0%	
<b>Total Utilities</b>	<b>2,646</b>	<b>21,693</b>	<b>2,166</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>2</b>
<b>Rental Fees</b>									
Rental Fees	54,167	326,083	332,605	339,257	339,257	346,042	6,785	2.0%	
Property Taxes	8,643	35,302	37,288	41,000	41,000	42,230	1,230	3.0%	
<b>Total Rental Fees</b>	<b>62,810</b>	<b>361,385</b>	<b>369,893</b>	<b>380,257</b>	<b>380,257</b>	<b>388,272</b>	<b>8,015</b>	<b>2.1%</b>	<b>3</b>
<b>CAM Charges</b>									
Management Fees	-		13,308	13,570	13,570	13,842	271	2.0%	
General R&M			7,704	3,095	3,095	3,188	93	3.0%	
General Administration			48,051	52,278	52,278	53,846	1,568	3.0%	
<b>Total CAM Charges</b>	<b>-</b>	<b>-</b>	<b>69,063</b>	<b>68,943</b>	<b>68,943</b>	<b>70,876</b>	<b>1,933</b>	<b>2.8%</b>	<b>4</b>
<b>Property Insurance</b>									
Property Insurance- 115 St. John Street	-	18,377	18,972	20,725	20,725	21,347	622	3.0%	
<b>Total Insurance</b>	<b>-</b>	<b>18,377</b>	<b>18,972</b>	<b>19,543</b>	<b>20,725</b>	<b>21,347</b>	<b>1,804</b>	<b>9.2%</b>	<b>5</b>
<b>Total Expenditures</b>	<b>70,169</b>	<b>476,344</b>	<b>469,022</b>	<b>489,684</b>	<b>478,866</b>	<b>489,614</b>	<b>(70)</b>	<b>0.0%</b>	
<b>SOURCES OF FUNDS</b>									
SOURCES OF FUNDS	2021 Actual	2022 Actual	2023 Actual	2024 Final Request	2024 Projection	2025 Request	2024 \$ +/-	2024 % +/-	Notes
<b>Other Revenue</b>									
Reimbursements- Insurance	-	7,657	18,974	19,543	19,543	21,347	1,804	9.2%	
Reimbursements- Taxes		15,230	40,182	41,000	41,000	42,230	1,230	3.0%	
Reimbursements- Maintenance and Repair		4,502	8,166	12,000	-		(12,000)	-100.0%	
Management Fees	-	2,384	7,013	7,153	7,153	7,296	143	2.0%	
Rental of Property- 115 St. John's St.	1,000	59,612	175,321	178,828	175,321	182,404	3,577	2.0%	
<b>Total Other Revenue</b>	<b>1,000</b>	<b>89,386</b>	<b>249,656</b>	<b>258,524</b>	<b>243,018</b>	<b>253,277</b>	<b>(5,247)</b>	<b>-2%</b>	<b>6</b>
<b>Municipal Funding</b>									
Municipal Assessment for Operating	-	90,938	93,862	94,245	94,245	96,130	1,885	2.0%	
<b>Total Municipal Funding</b>	<b>-</b>	<b>90,938</b>	<b>93,862</b>	<b>94,245</b>	<b>94,245</b>	<b>96,130</b>	<b>1,885</b>	<b>2.0%</b>	<b>7</b>
<b>State Funding</b>									
State Operating Subsidy	37,500	227,344	234,654	239,347	239,347	244,134	4,787	2.0%	
<b>Total State Funding</b>	<b>37,500</b>	<b>227,344</b>	<b>234,654</b>	<b>239,347</b>	<b>239,347</b>	<b>244,134</b>	<b>4,787</b>	<b>2.0%</b>	<b>8</b>
<b>Total Revenue</b>	<b>38,500</b>	<b>407,668</b>	<b>578,172</b>	<b>592,116</b>	<b>576,610</b>	<b>593,541</b>	<b>1,425</b>	<b>0.2%</b>	
Surplus/(Deficit)	(31,669)	(68,676)	109,150	102,433	97,744	103,928	1,495	1%	

**Greater Portland Transit District:  
FY 2025 Preliminary Operating and Capital Budget**

---

Note #	Line Item	Explanation
1	Service-Fees	Anticipated services and maintenance expenses for building.
2	Utilities	Utilities have been transferred to sub-tenant upon occupancy in 2022.
3	Rental Fees	This figure represents the base lease cost and taxes for FY 2024.
4	CAM Charges	Based on 2024 actual, increased by 3% estimate.
5	Insurance	Based on 2024 actual, increased by 3% estimate.
6	Other Revenue	Anticipated revenue from sub-leasing entire building.
7	Mun. Funding	Municipal funding approved by the Board of Directors in July 2021.
8	State Funding	Funding committed to Metro by the Maine Department of Transportation.

## **Background**

Prior to fiscal year 2022, Metro determined local assessments based on a cost allocation model that allocated gross costs in proportion to revenue hours by route and municipality. Under this framework, no distinction was made between fixed costs (overhead) and variable costs (costs that fluctuate with service levels). As a result, changes to service levels in one municipality would create modest ripple effects in other municipalities as the share of fixed costs was redistributed.

Under this approach, revenues from fares were allocated based on anticipated fare revenue by route and municipality in relation to anticipated ridership. Federal and other non-local forms of funding were generally allocated in proportion to revenue hours by route and municipality.

Certain forms of funding were allocated to certain routes only, such as CMAQ start-up funding for the first 3-4 years of the Breez, Husky Line and Route 3. Because CMAQ start-up funding can cover 80% of net operating costs, the local assessments required for these expansion routes were low during the pilot phases. These amounts were fully drawn down for the Breez in 2020, and Husky Line/Route 3 in 2022.

In fiscal years 2022 and 2023, the board approved simple uniform percentage increases in local funding in place of using the precise cost/revenue allocations. This was done to mitigate major year-to-year volatility in local assessments stemming from the impacts of the pandemic just as CMAQ start-up funding was being drawn down, as well as the more recent impacts related to cost increases and service changes. This broad measure was made possible by federal emergency funding which was finally drawn down in 2023.

Starting in June 2023, staff have been working with the Finance Committee on the reinstatement of a cost/revenue allocation model for the purpose of precisely and fairly determining local assessments.

The Finance Committee reviewed several cost-revenue allocation scenarios at its September and October meetings. These were narrowed down to two (2) scenarios for further evaluation and discussion at the committee's October 24, 2023 meeting. Scenario 2 was selected for adoption by the Finance Committee.

- Scenario 1 represented a return to the method of making no distinction between fixed and variable costs and allocating most costs/revenues in proportion to revenue hours per municipality.
- Scenario 2 separates fixed from variable costs and assigns more stable funding sources to cover fixed costs, and less stable funding sources to cover variable costs. Revenue hours remains the primary anchor for allocating costs/revenue by municipality.



## Overview of Scenario 2: Fixed-Variable Split Approach

Scenario 2 distinguishes fixed and variable costs and uses two methods to determine the local assessment required for each.

- Fixed costs represent ~40% of the agency’s budget and include expenses such as non-union salaries and benefits, facility expenses, insurances, debt service and the local portion of the capital program. Fixed costs generally do not change when service levels change.
- Variable costs make up ~60% of the agency’s budget and include expenses that fluctuate with service levels such as bus operator wages and benefits, fuel and fluids costs, and vehicle maintenance costs.

This approach carries the following benefits: greater clarity and linearity between service level changes and local funding needs among Metro’s member municipalities; reduces distortion effects as service levels change in each community; establishes clearer method of determining portion of local assessments that may be funded by Tax Increment Financing district.

There are four (4) steps to implement that lead to the determination of local assessments.

### ***Step 1: Determine and Segment Fixed-Variable Costs and Assign Funding***

The table below illustrates the segmentation of fixed and variable costs and outlines the assignment of funding sources. Please note this step excludes cost associated with the property lease and ADA paratransit.

Table 1 – Funding Assignments

	<b>Total</b> 100%	<b>Fixed</b> 40%	<b>Variable</b> 60%
<b>1 Gross Costs</b>	\$ 14,562,766	\$ 5,825,106	\$ 8,737,660
<i>Funding Categories</i>			
2 Federal Funding - Preventive Maintenance	\$ 1,273,234	\$ 1,273,234	\$ -
3 Federal Funding - Operations	\$ 4,100,002	\$ 3,270,612	\$ 829,390
4 Miscellaneous Revenue-Cost Reimbursements	\$ 153,310	\$ 153,310	\$ -
5 Surplus Revenue: 115 St. John's Property	\$ 106,177	\$ 106,177	\$ -
6 Advertising Revenue	\$ 300,000	\$ -	\$ 300,000
7 Fare Revenue	\$ 2,624,346	\$ -	\$ 2,624,346
8 University of Maine Funding	\$ 330,167	\$ -	\$ 330,167
9 State Funding	\$ 850,000	\$ -	\$ 850,000
10 Local Funding - Gorham	\$ 35,000	\$ -	\$ 35,000
11 Member Municipal Funding	\$ 4,790,530	\$ 1,021,774	\$ 3,768,756
<b>Totals</b>	<b>\$ 14,562,766</b>	<b>\$ 5,825,106</b>	<b>\$ 8,737,660</b>

### Step 2: Determine Local Funding Allocation for Fixed Cost/Uses

Certain fixed costs or uses must be locally funded including (refer to Line 11 above): local match for preventive maintenance federal funding, local match for the Capital Improvement Program, debt service, and contribution to reserves.

The total local funding is apportioned for these uses is based on the anticipated revenue hours in 2024. A stable allocation method is best to apportion this funding among municipalities. Options include population, board voting weight, and the 3-year average of revenue hours. Because population and board voting weight would create significant changes in allocations, staff recommend a gradual shift to using the 3-year average of revenue hours commencing with FY 2024.

Table 2: Local Funding for Fixed Uses

Funding Categories	Local Funding
Local Match: PM	\$ 318,309
Debt Service	\$ 313,365
Local Match: CIP	\$ 345,100
Reserves	\$ 45,000
<b>Total</b>	<b>\$ 1,021,774</b>

Table 3: Municipal Allocation

Municipality	Rev. Hours	%	Allocation
Brunswick	2,270	2.5%	\$ 25,210
Falmouth	3,324	3.6%	\$ 36,918
Freeport	2,270	2.5%	\$ 25,210
Portland	64,463	70.1%	\$ 715,910
Westbrook	17,407	18.9%	\$ 193,316
Yarmouth	2,270	2.5%	\$ 25,210
<b>Totals</b>	<b>92,003</b>	<b>100.0%</b>	<b>\$ 1,021,774</b>

### Step 3: Allocate Variable Costs

The variable cost of \$8,737,698 divided by total revenue hours (101,307) equals \$86.25 per revenue hour. The variable cost model begins by multiplying the revenue hours by route and municipality by the variable cost per hour. Consistent with past practice, Breez revenue hours are allocated evenly between the 4 municipalities (Brunswick, Freeport, Portland and Yarmouth). Also note that Breez costs are higher due to the 2023 transition to larger buses.

Table 4: Allocating Variable Costs

ROUTE	MUNICIPALITY	Rev. Hours	Cost/Hour	Total Costs
			\$86.25	
Route 1	Portland	9,831	\$86.25	\$ 847,927
Route 2	Portland	7,539	\$86.25	\$ 650,244
Route 2	Westbrook	1,227	\$86.25	\$ 105,854
Route 3	Portland	572	\$86.25	\$ 49,341
Route 3	South Portland	2,207	\$86.25	\$ 190,316
Route 3	Westbrook	5,476	\$86.25	\$ 472,266
Route 4	Portland	7,104	\$86.25	\$ 612,742
Route 4	Westbrook	6,558	\$86.25	\$ 565,608
Route 5	Portland	8,018	\$86.25	\$ 691,578
Route 5	South Portland	2,817	\$86.25	\$ 242,987
Route 7	Falmouth	2,750	\$86.25	\$ 237,225
Route 7	Portland	1,615	\$86.25	\$ 139,323
Route 8	Portland	6,745	\$86.25	\$ 581,753
Route 9	Falmouth	574	\$86.25	\$ 49,483
Route 9	Portland	15,818	\$86.25	\$ 1,364,319
Husky Line	Gorham	4,280	\$86.25	\$ 369,148
Husky Line	Portland	4,949	\$86.25	\$ 426,849
Husky Line	Westbrook	4,146	\$86.25	\$ 357,590
Breez	Brunswick	2,270	\$86.25	\$ 195,786
Breez	Freeport	2,270	\$86.25	\$ 195,786
Breez	Portland	2,270	\$86.25	\$ 195,786
Breez	Yarmouth	2,270	\$86.25	\$ 195,786
<b>Totals</b>		<b>101,307</b>	<b>\$86.25</b>	<b>\$ 8,737,698</b>

### Step 4: Allocate Fare Revenue

Fare revenue is allocated by route and municipality based on the estimated ridership by route (within each municipality) multiplied by average fare.

- Note: Because Breez revenue hours are allocated uniformly, so is ridership. Also note the different average fares for local and express (i.e., Breez) bus service.
- Note: Fare Recovery % reflect fare revenue as a percentage of variable costs only. Fare recovery as a performance metric also takes fixed costs into account.

Table 5: Allocating Variable Costs

ROUTE	MUNICIPALITY	Est. Ridership	Est. Avg. Fare	Fare Revenue	Fare Recovery %
Route 1	Portland	190,000	\$ 1.33	\$ 252,700	30%
Route 2	Portland	205,000	\$ 1.33	\$ 272,650	42%
Route 2	Westbrook	4,500	\$ 1.33	\$ 5,985	6%
Route 3	Portland	12,000	\$ 1.33	\$ 15,960	32%
Route 3	South Portland	32,000	\$ 1.33	\$ 42,560	22%
Route 3	Westbrook	32,000	\$ 1.33	\$ 42,560	9%
Route 4	Portland	220,000	\$ 1.33	\$ 292,600	48%
Route 4	Westbrook	92,000	\$ 1.33	\$ 122,360	22%
Route 5	Portland	257,500	\$ 1.33	\$ 342,475	50%
Route 5	South Portland	28,000	\$ 1.33	\$ 37,240	15%
Route 7	Falmouth	21,000	\$ 1.33	\$ 27,930	12%
Route 7	Portland	39,000	\$ 1.33	\$ 51,870	37%
Route 8	Portland	105,000	\$ 1.33	\$ 139,650	24%
Route 9	Falmouth	1,500	\$ 1.33	\$ 1,995	4%
Route 9	Portland	391,000	\$ 1.33	\$ 520,030	38%
Husky Line	Gorham	50,000	\$ 1.33	\$ 66,500	18%
Husky Line	Portland	92,000	\$ 1.33	\$ 122,360	29%
Husky Line	Westbrook	37,000	\$ 1.33	\$ 49,210	14%
Breez	Brunswick	16,750	\$ 3.25	\$ 54,438	28%
Breez	Freeport	16,750	\$ 3.25	\$ 54,438	28%
Breez	Portland	16,750	\$ 3.25	\$ 54,438	28%
Breez	Yarmouth	16,750	\$ 3.25	\$ 54,438	28%
<b>Totals</b>		<b>1,876,500</b>	<b>\$ 1.40</b>	<b>\$ 2,624,385</b>	<b>30%</b>

### Step 5: Non-Local Funding

Remaining federal funding for operations, roughly half of state funding, and advertising revenue are allocated in proportion to revenue hours. Funding from the University of Maine directly supports the Husky Line and is allocated only Gorham, Westbrook and Portland. The remaining half of new state funding is proposed to be allocated to cover the local funding requirements associated with service to non-member municipalities (Gorham and South Portland).

Table 6: Allocating Remaining Non-Local Funding

ROUTE	MUNICIPALITY	Fed 5307 Operating	Fed 5307 FY23 Carry Forward	Directly Gen. Revenue	U-Maine	Non-Member Municipal Funding	State Funding (Non-Member Cities)	State Funding	Local Funding	\$ per Boarding
Route 1	Portland	\$ 80,486		\$ 29,113	\$ -	\$ -	\$ -	\$ 46,827	\$ 438,802	\$ 2.31
Route 2	Portland	\$ 61,722		\$ 22,325	\$ -	\$ -	\$ -	\$ 35,910	\$ 257,637	\$ 1.26
Route 2	Westbrook	\$ 10,048		\$ 3,634	\$ -	\$ -	\$ -	\$ 5,846	\$ 80,341	\$ 17.85
Route 3	Portland	\$ 4,683		\$ 1,694	\$ -	\$ -	\$ -	\$ 2,725	\$ 24,279	\$ 2.02
Route 3	South Portland	\$ 18,065		\$ 6,534	\$ -	\$ -	\$ 123,157	\$ -	\$ -	\$ 3.85
Route 3	Westbrook	\$ 44,828	\$ -	\$ 16,215	\$ -	\$ -	\$ -	\$ 26,081	\$ 342,582	\$ 10.71
Route 4	Portland	\$ 58,162		\$ 21,038	\$ -	\$ -	\$ -	\$ 33,839	\$ 207,103	\$ 0.94
Route 4	Westbrook	\$ 53,688		\$ 19,420	\$ -	\$ -	\$ -	\$ 31,236	\$ 338,905	\$ 3.68
Route 5	Portland	\$ 65,645		\$ 23,745	\$ -	\$ -	\$ -	\$ 38,192	\$ 221,521	\$ 0.86
Route 5	South Portland	\$ 23,064		\$ 8,343	\$ -	\$ -	\$ 174,340	\$ -	\$ -	\$ 6.23
Route 7	Falmouth	\$ 22,518		\$ 8,145	\$ -	\$ -	\$ -	\$ 13,101	\$ 165,532	\$ 7.88
Route 7	Portland	\$ 13,225		\$ 4,784	\$ -	\$ -	\$ -	\$ 7,694	\$ 61,751	\$ 1.58
Route 8	Portland	\$ 55,220		\$ 19,974	\$ -	\$ -	\$ -	\$ 32,127	\$ 334,781	\$ 3.19
Route 9	Falmouth	\$ 4,697		\$ 1,699	\$ -	\$ -	\$ -	\$ 2,733	\$ 38,359	\$ 25.57
Route 9	Portland	\$ 129,502		\$ 46,843	\$ -	\$ -	\$ -	\$ 75,344	\$ 592,600	\$ 1.52
Husky Line	Gorham	\$ 35,040		\$ 12,674	\$ 105,653	\$ 35,000	\$ 114,280	\$ -	\$ -	\$ 2.29
Husky Line	Portland	\$ 40,517		\$ 14,655	\$ 122,168	\$ -	\$ -	\$ 23,573	\$ 103,576	\$ 1.13
Husky Line	Westbrook	\$ 33,943		\$ 12,278	\$ 102,346	\$ -	\$ -	\$ 19,748	\$ 140,067	\$ 3.79
Breez	Brunswick	\$ 18,584	\$ -	\$ 6,722	\$ -	\$ -	\$ -	\$ 10,812	\$ 105,230	\$ 6.28
Breez	Freeport	\$ 18,584	\$ -	\$ 6,722	\$ -	\$ -	\$ -	\$ 10,812	\$ 105,230	\$ 6.28
Breez	Portland	\$ 18,584	\$ -	\$ 6,722	\$ -	\$ -	\$ -	\$ 10,812	\$ 105,230	\$ 6.28
Breez	Yarmouth	\$ 18,584	\$ -	\$ 6,722	\$ -	\$ -	\$ -	\$ 10,812	\$ 105,230	\$ 6.28
<b>Totals</b>		<b>\$ 829,388</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 330,167</b>	<b>\$ 35,000</b>	<b>\$ 411,777</b>	<b>\$ 438,223</b>	<b>\$ 3,768,757</b>	<b>\$ 2.23</b>

\* \$ per boarding reflects the estimated local funding per boarding which is a measure of route ridership productivity.

### Step 6: Determine Local Assessments

After implementing steps 1-5, the model outlines the remaining local cost to be covered by member municipalities.

The table below lists local funding needed per municipality and adds in the local funding associated with the agency’s property lease (also allocated in proportion to revenue hours). Both of these cost elements impact local assessments. ADA paratransit costs do not impact the local assessment. These costs are ridership driven, so municipalities are billed monthly for 20% of the cost of these trips.

Table 7: Baseline Local Assessments + ADA Paratransit Local Funding

Municipality	Bus Service - Variable Costs	Bus Service - Fixed Costs	Property Lease	Local Assess. Total	\$ Compared to 2023	% Compared to 2023	ADA Paratransit*	Total
Brunswick	105,230	25,210	2,325	132,766	43,711	49.1%	-	132,766
Falmouth	203,892	36,918	3,405	244,215	10,849	4.6%	1,156	245,371
Freeport	105,230	25,210	2,325	132,766	43,711	49.1%	-	132,766
Portland	2,347,278	715,910	66,033	3,129,221	(113,608)	-3.5%	80,028	3,209,250
Westbrook	901,896	193,316	17,831	1,113,043	262,969	30.9%	19,523	1,132,566
Yarmouth	105,230	25,210	2,325	132,766	43,711	49.1%	-	132,766
<b>Annual Total</b>	<b>3,768,757</b>	<b>1,021,774</b>	<b>94,245</b>	<b>4,884,777</b>	<b>291,345</b>	<b>6.3%</b>	<b>100,708</b>	<b>4,985,485</b>

The reinstatement of a formal cost/revenue allocation method results in significant increases in the local funding required from Brunswick, Freeport, Westbrook and Yarmouth (as a Breez community, Portland is impacted similarly but the effects are offset due to other changes affecting the city). These increases result from the collective impact of the following factors:

- Drawdown of start-up funding during (or just prior to) the pandemic and temporary replacement with emergency federal funding.
- Pandemic impacts on ridership and fare revenue that stunted the growth potential of new routes.
- Overall cost increases in labor, fuel, contracted services, and commodities.
- Recent changes in service levels between communities which create cost increases/decreases in other communities.
- Transition from small to large buses on the Breez Line which increased the operating cost of this route.

To mitigate these impacts, the Finance Committee approved a one-year funding bridge for these communities (as well as Portland) and tasked staff with developing a set of strategies to create cost-funding alignment in 2025, including possible service adjustments or reductions.

The funding bridge allocates an additional \$37,000 to each of the four (4) Breez municipalities (\$148,000), and \$168,000 to the City of Westbrook. The source of funding for the bridge is surplus FY 2023 federal funding.

Based on the funding bridge plan, Table 8 outlines the adjusted local assessments.

**Table 8: Adjusted Local Assessments + ADA Paratransit Local Funding**

Municipality	Bus Service - Variable Costs	Bus Service - Fixed Costs	Property Lease	Local Assess. Total	\$ Compared to 2023	% Compared to 2023	ADA Paratransit*	Total
Brunswick	68,230	25,210	2,325	95,766	6,711	7.5%	-	95,766
Falmouth	203,892	36,918	3,405	244,215	10,849	4.6%	1,156	245,371
Freeport	68,230	25,210	2,325	95,766	6,711	7.5%	-	95,766
Portland	2,310,279	715,910	66,033	3,092,221	(150,608)	-4.6%	80,028	3,172,250
Westbrook	733,896	193,316	17,831	945,043	94,969	11.2%	19,523	964,566
Yarmouth	68,230	25,210	2,325	95,766	6,711	7.5%	-	95,766
<b>Annual Total</b>	<b>3,452,758</b>	<b>1,021,774</b>	<b>94,245</b>	<b>4,568,777</b>	<b>(24,655)</b>	<b>-0.5%</b>	<b>100,708</b>	<b>4,669,485</b>

# REVISED 2025-2029 CAPITAL IMPROVEMENT PROGRAM

PROGRAM SUMMARY		2024	2025	2026	2027	2028	2029
<b>Total</b>		<b>5,228,620</b>	<b>5,200,000</b>	<b>6,106,924</b>	<b>29,372,818</b>	<b>4,912,122</b>	<b>4,536,324</b>
Federal (5307)		4,162,241	2,600,000	5,055,539	16,123,254	4,149,698	3,829,059
Federal (CARES)		-	1,560,000	-	-	-	0
Federal (ARPA)		-	-	-	-	-	0
Federal (CRRSAA)							
Federal (5310)		219,529	-	-	-	-	0
State		250,875	300,000	390,000	7,777,500	330,000	300,000
Local (Bond)		250,875	1,040,000	300,000	5,187,500	330,000	300,000
Local (Assessment)		345,100	205,000	271,385	224,564	102,424	107,265
<b>Total</b>		<b>5,228,620</b>	<b>5,200,000</b>	<b>6,106,924</b>	<b>29,372,818</b>	<b>4,912,122</b>	<b>4,536,324</b>
Local Assess (Projects)		345,100	205,000	271,385	224,564	102,424	107,265
Local Assess (Cap Res.)		-	-	-	35,436	157,576	152,735
Local (Debt Service)		228,365	366,977	393,303	387,038	685,963	685,964
<b>Total</b>		<b>573,465</b>	<b>571,977</b>	<b>664,688</b>	<b>647,038</b>	<b>945,963</b>	<b>945,964</b>

100 PLANNING & PROGRAMS		2024	2025	2026	2027	2028	2029
<b>101 Replacement Facility: Planning-Design</b>				<b>900,000</b>	<b>900,000</b>		
<i>Prior funding and 2023 funding will be used to hire a consultant firm to prepare conceptual design, capital cost estimate, operating cost forecasts, and develop project roadmap. Funding in outer years reflects 8% of a facility's estimated construction cost for planning-design-engineering.</i>				720,000	720,000	-	-
<b>Total</b>		-	-	900,000	900,000	-	-
Federal (5307)		-	-	720,000	720,000	-	-
Federal (CARES)		-	-	-	-	-	-
Federal (ARPA)		-	-	-	-	-	-
Federal (5310)		-	-	-	-	-	-
State		-	-	90,000	90,000	-	-
Local (Bond)		-	-	-	-	-	-
Local (Assessment)		-	120,000	30,000	30,000	-	-
<b>102 Service Planning</b>							
<i>Remaining funds are from 2016 Operating-Capital Grant. Staff propose utilizing these funds to augment Project 401 (General Bus Stop Improvements).</i>							
<b>Total</b>		-	-	-	-	-	-
Federal (5307)		-	-	-	-	-	-
Federal (CARES)		-	-	-	-	-	-
Federal (ARPA)		-	-	-	-	-	-
Federal (5310)		-	-	-	-	-	-
State		-	-	-	-	-	-
Local (Bond)		-	-	-	-	-	-
Local (Assessment)		-	-	-	-	-	-
<b>103 GPCOG Mobility Programs</b>							
<i>Metro has served as a pass-through of federal CARES Act funding in order to allow GPCOG to use federal CARES Act funding to implement a variety of mobility management programs.</i>							
<b>Total</b>		-	-	-	-	-	-
Federal (5307)		-	-	-	-	-	-
Federal (CARES)		-	-	-	-	-	-
Federal (ARPA)		-	-	-	-	-	-
Federal (CRRSAA)		-	-	-	-	-	-
State		-	-	-	-	-	-
Local (Bond)		-	-	-	-	-	-
Local (Assessment)		-	-	-	-	-	-
Local		-	-	-	-	-	-
<b>104 Planning Projects</b>							
<i>Bus Rapid Transit Project.</i>							
<b>Total</b>		-	-	-	-	-	-
Federal (5307)		-	-	-	-	-	-
Federal (CARES)		-	-	-	-	-	-
Federal (ARPA)		-	-	-	-	-	-
Federal (5310)		-	-	-	-	-	-
State		-	300,000	-	-	-	-
Maine Turnpike Auth.		-	96,000	-	-	-	-
Local (Bond)		-	-	-	-	-	-
Local (Assessment)		-	85,000	-	-	-	-

200 FACILITIES: MAINTENANCE-ACQUISITION-CONSTRUCTION		2024	2025	2026	2027	2028	2029
<b>201 Metro Facility Replacement-Expansion</b>			<b>5,200,000</b>		<b>25,000,000</b>		
<i>Phase 1: Acquire 151 St. John's Property - Federal assistance estimated at 50%; State assistance estimated at 30%. Local funding assumed to come from bonding. Bond insurance will be contingent on state-federal funding acquisition.</i>			2,600,000	-	12,500,000	-	-
<i>Phase 2: Construct replacement facility - Federal assistance estimated at 50%; State assistance estimated at 30%. Local funding assumed to come from bonding.</i>			1,560,000	-	-	-	-
<b>Total</b>			5,200,000	-	25,000,000	-	-
Federal (5307)			2,600,000	-	12,500,000	-	-
Federal (CARES)			1,560,000	-	-	-	-
Federal (ARPA)			-	-	-	-	-
Federal (5310)			-	-	-	-	-
State			-	-	7,500,000	-	-
Local (Bond)			1,040,000	-	5,000,000	-	-
Local (Assessment)			-	-	-	-	-
<b>202 Facility Renovations-Major Component Replacement</b>		<b>300,000</b>					
<i>Unspent funding (\$316,580) for facility renovations (\$96,580) and Bus Wash Rehab (\$150,000) and HVAC (\$70,000) - These projects are moving forward.</i>		240,000	-	-	-	-	-
<i>Replacement of back-up generator in 2023</i>		-	-	-	-	-	-
<i>CNG Station rehab/compressor replacement in 2024</i>		-	-	-	-	-	-
<b>Total</b>		300,000	-	-	-	-	-
Federal (5307)		240,000	-	-	-	-	-
Federal (CARES)		-	-	-	-	-	-
Federal (ARPA)		-	-	-	-	-	-
Federal (5310)		-	-	-	-	-	-
State		-	-	-	-	-	-
Local (Bond)		-	-	-	-	-	-
Local (Assessment)		60,000	-	-	-	-	-
<b>202 Safety-Security Maintenance/Upgrades</b>							
<i>Remaining funds (20,000) from 2016 Op-Cap Grant, and (\$53,000) from 2017 Op-Cap Grant</i>							
<i>These funds will be used to replace/upgrade facility surveillance system, integrate ID badging access to harden access/exit points.</i>							
<b>Total</b>		-	-	-	-	-	-
Federal (5307)		-	-	-	-	-	-
Federal (CARES)		-	-	-	-	-	-
Federal (ARPA)		-	-	-	-	-	-

<p>Local funding remains from prior year budgets for which local match was collected but project was not included in PACTS program of projects for federal funding.</p> <p>Original 2024 entries removed as project can completed with existing funding.</p>	Federal (5310)	-	-	-	-	-	-
	State	-	-	-	-	-	-
	Local (Bond)	-	-	-	-	-	-
	Local (Assessment)	-	-	-	-	-	-

**300 VEHICLE MAINTENANCE & ACQUISITION** 2024 2025 2026 2027 2028 2029

<p><b>301 Mid-Life Fleet Refurbishments</b></p> <p>Replacement of major components (engines, transmissions) and vehicle refurbishments of 5 2014 Gilligs (\$215,551) followed by 5 2018 New Flyers (2024); 6 2018 New Flyers (2025); 6 2019 New Flyers (2026); 5 2020 New Flyers (2027); 2 2020 New Flyers and 2 2021 New Flyers (2028).</p>	<b>Total</b>	<b>300,000</b>		<b>381,924</b>	<b>327,818</b>	<b>270,122</b>	<b>270,122</b>
	Federal (5307)	240,000		305,539	262,254	216,098	216,098
	Federal (CARES)	-		-	-	-	-
	Federal (ARPA)	-		-	-	-	-
	Federal (5310)	-		-	-	-	-
	State	-		-	-	-	-
	Local (Bond)	-		-	-	-	-
	Local (Assessment)	60,000		76,385	65,564	54,024	54,024

<p><b>302 Fleet Replacements</b></p> <p>GP Metro adheres manages to the FTA Uesful Life Benchmark (ULB) of 14 years, but aims to replace buses at years 13 and 14 in order to allow flexibility based on individual buses' condition.</p> <p>Replaced 4 original Breez buses in FY 2023 with diesel New Flyers</p> <p>Replace 3 2011 diesel Gillig buses in FY 2024 with electric buses &amp; related infrastructure</p> <p>Replace 4 2011 diesel Gillig buses in FY 2025 with diesel New Flyers using existing contract</p> <p>Replace 3 2014 CNG Gillig buses in FY 2027 with electric buses</p> <p>Replace 2 2014 CNG Gillig buses in FY 2028 with electric buses</p>	<b>Total</b>	<b>3,345,000</b>		<b>4,000,000</b>	<b>2,500,000</b>	<b>4,400,000</b>	<b>4,000,000</b>
	Federal (5307)	2,843,250		3,400,000	2,125,000	3,740,000	3,400,000
	Federal (CARES)						
	Federal (ARPA)						
	Federal (5310)						
	State	250,875		300,000	187,500	330,000	300,000
	Local (Bond)	250,875		300,000	187,500	330,000	300,000
	Local (Assessment)						

<p><b>303 Support Vehicle Replacement/Acquisitions</b></p> <p>2023 replacement of operations support vehicle acquired in 2013.</p> <p>2023 addition of employee shuttle to provide transport between base and relief point(s)</p> <p>2024 replacement of maintenance/plow truck</p> <p>2025 acquisition of diesel skid steer for bus stop/sidewalk/facility snow plowing.</p> <p>Remaining funds \$7,400 (from sale of retired vehicle) and \$1,730 (surplus from acquisition of operations shuttle) can be applied to future needs.</p>	<b>Total</b>	<b>65,000</b>		<b>100,000</b>	-	-	-
	Federal (5307)	52,000		80,000	-	-	-
	Federal (CARES)						
	Federal (ARPA)						
	Federal (5310)						
	State						
	Local (Bond)	-		-	-	-	-
	Local (Assessment)	13,000		20,000	-	-	-

<p><b>308 Fleet Expansion</b></p> <p>TBD</p>	<b>Total</b>	-	-	-	-	-	-
	Federal (5307)	-	-	-	-	-	-
	Federal (CARES)	-	-	-	-	-	-
	Federal (ARPA)	-	-	-	-	-	-
	Federal (5310)	-	-	-	-	-	-
	State	-	-	-	-	-	-
	Local (Bond)	-	-	-	-	-	-
	Local (Assessment)	-	-	-	-	-	-

**400 BUS STOP IMPROVEMENTS** 2024 2025 2026 2027 2028 2029

<p><b>401 General Bus Stop Improvements</b></p> <p>This project is aimed at general bus stop improvements including installation of shelters, seating, signage, and access improvements where needed. GP Metro plans to use consultant assistance to perform a full bus stop inventory and recommend design and amenity standards.</p> <p>Federal-Local funding remains from a 2016 project (\$38,642) which provided acquisition/installation of bus stop shelters and new bus stop signage across the region.</p> <p>Local funding remains from prior year budgets for which local match was collected but project was not included in PACTS program of projects for federal funding (\$70,000).</p>	<b>Total</b>	-		<b>200,000</b>	<b>220,000</b>	<b>242,000</b>	<b>266,200</b>
	Federal (5307)	-		160,000	176,000	193,600	212,960
	Federal (CARES)	-		-	-	-	-
	Federal (ARPA)						
	Federal (5310)						
	State						
	Local (Bond)						
	Local (Assessment)	-		40,000	44,000	48,400	53,240

<p><b>402 Transit Stop Access Project</b></p> <p>Planning-design work completed in prior years. Amounts shown are for construction. Remaining amount includes \$195,468 from prior grant which covers design-engineering as well as \$73,460 in local funding that was collected for construction but tied to federal funding in a future year.</p> <p>Amounts in FY 2023 are programmed for construction. Local match relates to Federal 5310 funding.</p> <p>Amounts in FY 2024 reflect the final allocation of federal formula funding for this project</p> <p>Amounts in FY 2025-26 represent new formula funding awarded to Metro thru PACTS formula set-aside application process.</p>	<b>Total</b>	<b>497,420</b>		<b>425,000</b>	<b>425,000</b>		
	Federal (5307)	210,031		340,000	340,000	-	-
	Federal (CARES)			-	-		
	Federal (ARPA)			-	-		
	Federal (5310)	219,529		-	-		
	State	-		-	-	-	-
	Local (Bond)			-	-		
	Local (Assessment)	67,860		85,000	85,000	-	-

**500 TECHNOLOGY INTEGRATIONS** 2024 2025 2026 2027 2028 2029

<p><b>501 Management Information Systems</b></p> <p>Remaining grant balance (\$97,415) earmarked for inventory tracking software (\$77,715), and Timekeeping software (\$19,700). Additional funding sought in 2024 to acquire and deploy timekeeping software. <i>The timekeeping project previously included under this project series (2024) is moved to Project 503 so it functions with the AVL system.</i></p>	<b>Total</b>	-	-	<b>100,000</b>	-	-	-
	Federal (5307)	-		50,000	-	-	-
	Federal (CARES)	-		-	-	-	-
	Federal (ARPA)	-		-	-	-	-
	Federal (5310)	-		-	-	-	-
	State	-		-	-	-	-
	Local (Bond)	-		-	-	-	-
	Local (Assessment)	-		20,000	-	-	-

<p><b>502 Transit Signal Priority</b></p> <p>Metro awarded \$500,000 in federal ARPA funding to install transit signal priority technology along Washington Avenue and Forest Avenue in Portland. Additional \$170,000 applied for through PACTS FTA Section 5307 formula set-aside program for transit enhancements (pending approval). Additional award would add TSP to Brighton Ave. and Congress Street.</p>	<b>Total</b>	<b>171,200</b>					<b>1</b>
	Federal (5307)	136,960					1
	Federal (CARES)	-					
	Federal (ARPA)	-					
	Federal (5310)	-					
	State	-					
	Local (Bond)	-					
	Local (Assessment)	34,240					

<b>503 CAD/AVL System Replacement</b> <i>Approximately \$1.0 million needed to replace the existing system to include AVL, CAD, APC, AVA</i> <i>Unspent funding (\$168,000) from CARES Act funding allocated to AVA System/UV Lighting</i> <i>CARES Act funding recently allocated by PACTS for CAD/AVL replacement (\$242k).</i> <i>Local funding remains from prior year budgets for which local match was collected but project was not included in PACTS program of projects for federal funding (\$42,958- Electronic Signs).</i>	<b>Total</b>	<b>550,000</b>	-	-	-	-	<b>1</b>
	Federal (5307)	440,000	-	-	-	-	1
	Federal (CARES)	-	-	-	-	-	0
	Federal (ARPA)	-	-	-	-	-	0
	Federal (5310)	-	-	-	-	-	0
	State	-	-	-	-	-	0
	Local (Bond)	-	-	-	-	-	0
	Local (Assessment)	110,000	-	-	-	-	0