

Finance Committee

September 4, 2024 | 4:00 p.m. – 5:30 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
1. Call Meeting to Order (4:00)	Paul Bradbury, Committee Chair	N/A
2. Public Comment (4:00-4:05) 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
3. Approval of Meeting Minutes (4:05-4:05) The committee will be asked to approve minutes from the June 11, 2024 meeting of the Finance Committee.	Paul Bradbury, Committee Chair	ACTION
5. 2025 Draft Budget (4:05-5:00) Staff will present the 2025 budget draft	Shelly Brooks, CFO	Information
4. South Portland Merger Cost Update (5:00-5:25) Staff will present draft an update on financial items related to Metro's proposal for South Portland to join Metro.	Glenn Fenton, Executive Director	Information
5. Future Agenda Items (5:25-5:30) Committee members may request future agenda items. <ul style="list-style-type: none">• 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)	Paul Bradbury, Committee Chair	Information

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

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, June 11, 2024:
DRAFT Meeting Minutes:

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

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

- I. **With a Quorum in place, this meeting was called to Order By: Paul at: 4:03 pm**

- II. **Public Forum:**
No members of the public were present

- III. **Approval of April 24, 2024 Meeting Minutes:**
John motions to approve the April 24, 2024 Finance Committee meeting minutes. Merrill Barter seconded the motion. After a roll call of the members present, it was unanimously approved.

- IV. **South Portland Merger Cost Sharing Analysis:**
Glenn Fenton leads the discussion on item IV, South Portland Merger Cost Sharing Analysis. The committee discussed the cost analysis proposal, which is based on Metro’s 2024 budget and forecasted for years 2025-2027. The committee discussed the region’s current Federal funding allocation and how that may change if the merger is approved. Finally, the committee discussed the outstanding issues of employee transition and payment for local share in capital assets.

- V. **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 (TBD)
- Transit Asset Management Plan (TBD)
- State Funding: baseline and recurring (Ongoing)
- Cash Flow and TAN Borrowing (TBD)

VI. Upcoming Meetings:

- Executive Committee – June 12, 2024 at 3:30 pm
- Ridership Committee – June 18, 2024 at 3:30 pm
- Board of Directors – June 27, 2024 at 4:00 pm
- Finance Committee – August 7, 2024 at 4:00 pm

VII. Adjournment: John Thompson motions, Tom Poirier seconds. Paul Bradbury adjourns at 5:11 pm.

DRAFT

FY 2025 OPERATING BUDGET- Draft

The total operating budget for FY 2025 is \$17,772,986, an increase of 4.7% compared to FY 2024. Staff are continuously working to identify opportunities for savings to close the deficit of \$758,376. Items presented are still working drafts/estimates.

Table 1: Total Budget Summary

	2022 Actual	2023 Actual	2024 Final Request	2024 YTD 6/30/24	2024 Projection	2025 Request	2025 \$ +/-	2025 % +/-
EXPENDITURES								
Base Bus Budget								
Wages	7,147,685	7,275,589	8,372,407	3,764,666	7,867,356	8,974,120	601,713	7.2%
Benefits	2,748,192	2,934,724	3,478,436	1,608,521	3,310,486	3,715,737	237,301	6.8%
Services and Fees	786,307	930,898	853,712	586,955	963,119	914,293	60,581	7.1%
Fuel-Fluids-Tires	627,682	716,703	1,073,046	478,150	1,024,922	1,175,671	102,625	9.6%
Supplies & Equipment	370,946	449,124	452,417	231,750	443,381	493,370	40,953	9.1%
Utilities	364,946	359,445	426,000	180,313	376,625	385,101	(40,899)	-9.6%
Insurance	345,754	375,431	401,625	286,819	401,625	441,788	40,163	10.0%
Miscellaneous Expenses	49,921	55,402	80,100	53,952	69,470	83,880	3,780	4.7%
Debt Service	236,824	298,479	313,365	9,792	308,660	305,750	(7,615)	-2.4%
Capital & Reserves	188,942	134,820	390,100	-	345,101	324,162	(65,938)	-16.9%
Total Base Bus Budget	12,867,200	13,530,615	15,841,207	7,200,918	15,110,746	16,813,872	972,665	6.1%
					730,461			
Separate Budget Categories								
ADA Paratransit	408,210	458,106	507,402	166,727	427,775	475,000	(32,402)	-6.4%
115 St. John's Street	476,344	469,022	489,684	271,869	478,866	489,614	(70)	0.0%
Service Improvements	-	164,743	145,114	26,580	271,114	-	(145,114)	-100.0%
Total Expenditures	13,751,754	14,622,486	16,983,407	7,666,094	16,288,500	17,778,485	795,079	4.7%
			0					
REVENUES								
Base Bus Funding								
Fare Revenue	2,108,658	2,133,614	3,146,412	1,240,201	2,985,167	3,359,237	212,825	6.8%
Miscellaneous Revenue	496,006	494,723	463,310	218,541	541,269	479,500	16,190	3.5%
Municipal Funding	4,394,704	4,534,570	4,509,532	4,644,672	4,644,672	4,790,709	281,177	6.2%
State Funding	170,427	170,427	850,000	474,732	474,732	602,679	(247,321)	-29.1%
Federal Funding	5,975,181	6,287,950	5,689,234	573,458	5,689,234	5,230,483	(458,751)	-8.1%
Total Base Bus Budget	13,144,976	13,621,284	14,658,488	7,151,604	14,335,074	14,462,608	(195,881)	-1.3%
					323,414			
Separate Budget Categories								
ADA PT - Municipal Funding	83,088	89,339	101,480	39,224	85,555	95,000	(6,480)	-6.4%
ADA PT - Federal Funding	326,566	346,387	405,922	-	342,220	380,000	(25,922)	-6.4%
115 St. John's Other Revenue	89,386	249,656	258,524	164,520	243,018	253,277	(5,247)	-2.0%
115 St. John's Municipal Funding	90,938	93,862	94,245	94,244	94,245	96,130	1,885	2.0%
115 St. John's State Funding	227,344	234,654	239,347	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	217,180	848,294	1,488,961	263,561	21.5%
Total Revenues	13,962,298	14,799,926	16,983,407	7,906,119	16,187,752	17,020,110	36,703	0.2%
			0					
Surplus/(Deficit)	210,545	177,440	0	240,026	(100,748)	(758,376)		

Major Budget Factors:

- Base Bus Budget (Expenditures) – Metro currently estimates a \$862,303 deficit for FY 2025. The FY 2025 Base Bus Budget is built on transit service levels that are mostly unchanged from FY 2024.
 - 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.
- Base Bus Budget (Revenues) – revenue estimates include: decreases in state and federal funding as well as increases in fares and miscellaneous revenue. Current municipal funding reflects an overall 3.2% increase, which includes a 5% placeholder increase in operating funding (over 2024 actual- Gorham's

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assessment was not included in 2024 budget) and a 20% decrease in capital funding based on the 2024-2028 CIP. The 2025-2029 CIP is still being finalized and may adjust this figure. ARPA funding will offset 100% of ARPA related service improvements.

- ADA Paratransit budget is projected to decrease based on 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	9,839	200,200	20
Route 2	Portland-Westbrook	Forest	30 min	60 min	60 min	10,686	286,000	27
Route 3	Portland-South Portland-Westbrook	Bridge-Spring	60 min	60 min	60 min	6,171	77,200	13
Route 4	Portland-Westbrook	Brighton-Main	30 min	45 min	45 min	13,662	349,100	26
Route 5	Portland-South Portland	Outer Congress	30 min	45 min	45 min	11,116	275,600	25
	ARPA impacts					(538)	(11,023)	20
	Falmouth-Portland					4,366	64,100	15
Route 7	ARPA impacts	Congress-Rt. 1	30 min	60 min	60 min	12,581	127,430	10
Route 8	Portland	Peninsula Circulator	30 min	60 min	60 min	6,746	116,100	17
Route 9	Falmouth-Portland	Congress-Washington-Stevens	30 min	30 min	60 min	16,286	438,800	27
	ARPA impacts					3,397	65,800	19
Husky Line	Gorham-Portland-Westbrook	Rt. 25-William Clark-Brighton	30 min	45 min	45 min	13,274	190,500	14
	ARPA impacts					1,570	8,850	6
	Brunswick-Freeport-Yarmouth-Portland					9,058	73,750	8
Breez	ARPA impacts	I-295-Rt. 1	40 min	120 min	N/A	1,232	9,525	8
Micro	Falmouth -- All ARPA	Falmouth Foreside		N/A		4,705	13,300	3
Total						118,214	2,262,407	19

Table 3: Base Bus Budget Summary

	2022 Actual	2023 Actual	2024 Final Request	2024 YTD 6/30/24	2024 Projection	2025 Request	2025 \$/-	2025 % +/-
EXPENDITURES								
Base Bus Budget								
Wages	7,147,685	7,275,589	8,372,407	3,764,666	7,867,356	8,974,120	601,713	7.2%
Benefits	2,748,192	2,934,724	3,478,436	1,608,521	3,310,486	3,715,737	237,301	6.8%
Services and Fees	786,307	930,898	853,712	586,955	963,119	914,293	60,581	7.1%
Fuel-Fluids-Tires	627,682	716,703	1,073,046	478,150	1,024,922	1,175,671	102,625	9.6%
Supplies & Equipment	370,946	449,124	452,417	231,750	443,381	493,370	40,953	9.1%
Utilities	364,946	359,445	426,000	180,313	376,625	385,101	(40,899)	-9.6%
Insurance	345,754	375,431	401,625	286,819	401,625	441,788	40,163	10.0%
Miscellaneous Expenses	49,921	55,402	80,100	53,952	69,470	83,880	3,780	4.7%
Debt Service	236,824	298,479	313,365	9,792	308,660	305,750	(7,615)	-2.4%
Capital & Reserves	188,942	134,820	390,100	-	345,101	324,162	(65,938)	-16.9%
Service Improvements	-	164,743	145,114	26,580	271,114	-	(145,114)	-100.0%
Total Base Bus Budget	12,867,200	13,695,358	15,986,321	7,227,498	15,381,860	16,813,872	827,551	5.2%
REVENUES								
Base Bus Funding								
Fare Revenue	2,108,658	2,133,614	3,146,412	1,240,201	2,985,167	3,359,237	212,825	6.8%
Miscellaneous Revenue	496,006	494,723	463,310	218,541	541,269	479,500	16,190	3.5%
Municipal Funding	4,394,704	4,534,570	4,509,532	4,644,672	4,644,672	4,790,709	281,177	6.2%
State Funding	170,427	170,427	850,000	474,732	474,732	602,679	(247,321)	-29.1%
Federal Funding	5,975,181	6,287,950	5,689,234	573,458	5,689,234	5,230,483	(458,751)	-8.1%
Service Imp. - Passenger Fares	-	53,467	-	-	-	-	-	-
Service Imp. - Federal Funding	-	111,277	1,225,400	217,180	848,294	1,488,961	263,561	21.5%
Total Base Bus Budget	13,144,976	13,786,028	15,883,888	7,368,784	15,183,368	15,951,568	67,680	0.4%
Surplus/(Deficit)	277,776	90,670	(102,433)	141,286	(198,492)	(862,303)		

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. For base bus service, no additional positions or employees are proposed.

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	75.00	-
Operations Assistant	1.00	1.00	1.00	1.00	1.00	-
Non-CDL 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	-
Totals	78.00	75.00	75.00	89.00	89.00	-

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

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2025 Department Budget

Table 5: Transit Operations Department Budget

USES OF FUNDS	2022 Actual	2023 Budget	2023 Actual	2024 Final Request	2024 Projection	2025 Request	2024 \$ +/-	2024 % +/-	Notes
Wages									
Regular Wages	4,011,944	4,423,275	4,618,783	5,302,943	5,012,074	5,597,714	294,771	5.6%	1
Overtime - Operations	814,135	452,218	504,636	509,469	454,026	589,299	79,830	15.7%	2
Add'l Pay (PTO payout, Hlth opt out)	247,467	55,260	35,509	61,207	63,194	66,000	4,793	7.8%	
Holiday Pay - Worked	111,395	105,769	100,244	110,553	118,708	122,293	11,740	10.6%	
Wages	5,184,941	5,036,522	5,259,173	5,984,172	5,648,002	6,375,306	391,134	6.5%	
Benefits									
FICA	387,078	381,266	396,660	457,784	430,172	487,711	29,927	6.5%	
Health Ins	990,614	1,085,755	1,046,993	1,273,377	1,275,736	1,352,369	78,991	6.2%	
HRA Payments	58,729	80,000	72,773	80,000	66,000	85,000	5,000	6.3%	
Dental Insurance	45,527	46,608	45,900	51,029	49,550	51,052	23	0.0%	
Disability Insurance	38,222	46,212	46,573	57,941	47,131	52,214	(5,727)	-9.9%	3
Life Insurance	1,979	2,065	1,651	2,065	1,975	2,065	-	0.0%	
Workers Comp	148,218	153,251	165,134	181,190	181,190	205,882	24,692	13.6%	4
Unemployment	-	3,000	-	20,000	7,449	15,000	(5,000)	-25.0%	
Vision	2,004	2,132	2,041	2,150	2,097	2,150	-	0.0%	
Retirement	314,821	323,952	325,438	388,965	367,964	419,729	30,765	7.9%	
Uniforms/Reimbursements	13,975	24,800	28,579	36,100	14,447	33,892	(2,208)	-6.1%	
Benefits	2,001,168	2,149,042	2,131,740	2,550,602	2,443,712	2,707,064	156,462	6.1%	
Total Wages & Benefits	7,186,108	7,185,563	7,390,913	8,534,774	8,091,714	9,082,370	547,596	6.4%	
USES OF FUNDS									
	2022 Actual	2023 Budget	2024 Projection	2024 Final Request	2024 Projection	2025 Request	2024 \$ +/-	2024 % +/-	Notes
Services and Fees									
Temporary Help	-	-	-	-	-	-	-	0%	
Technology Services	62,909	63,839	67,117	55,112	43,286	24,000	(31,112)	-56.5%	5
Other Contracted Services	72,885	91,029	88,964	95,000	99,390	104,000	9,000	9.5%	
Services and Fees	135,794	154,868	156,081	150,112	142,676	128,000	(22,112)	-14.7%	
Supplies & Equipment									
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	18,685	15,000	5,000	50.0%	6
Minor Equipment	6,230	8,500	8,992	6,500	5,350	5,600	(900)	-13.8%	
Supplies and Equipment	13,143	22,500	36,226	24,500	29,535	28,220	3,720	15.2%	
Utilities									
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	24,622	27,120	480	1.8%	
Utilities	31,062	31,440	30,492	31,440	29,422	31,920	480	1.5%	
Miscellaneous Expenses									
Conferences and Travel	170	4,200	110	2,500	500	4,000	1,500	60.0%	7
Miscellaneous Expenses	170	4,200	110	2,500	500	4,000	1,500	60.0%	
Total Non-Personnel Expenses	180,169	213,008	222,909	208,552	202,133	192,140	(16,412)	-7.9%	
Total Base Bus Budget	7,366,277	7,398,571	7,613,822	8,743,326	8,293,848	9,274,510	531,184	6.1%	

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. Wages related to service improvement are included in this line as well. Staff are estimating the same COLA for non-union staff.
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 2023 actuals.
3	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.

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Note #	Line Item	Explanation
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.
5	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.
6	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.
7	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 44 transit buses, 5 support vehicles, 3 facilities and 500 bus stops including 50 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.

Table 5: Department Budgets- Maintenance

USES OF FUNDS	2022	2023	2024	2024	2025	2024	2024	Notes
	Actual	Actual	Final Request	Projection	Request	\$ +/-	% +/-	
Wages								
Regular Wages	850,791	1,008,634	1,108,400	1,002,112	1,192,970	84,570	7.6%	1
Overtime - Maintenance	66,218	49,082	42,877	38,450	57,317	14,440	33.7%	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	20,880	21,511	(318)	-1.5%	
Wages	976,360	1,083,929	1,189,725	1,075,943	1,288,298	98,573	8.3%	
Benefits								
FICA	71,682	79,514	91,014	85,524	98,555	7,541	8.3%	
Health Ins	233,652	249,070	252,676	259,968	272,399	19,723	7.8%	
HRA Payments	10,094	7,283	-	6,000	-	-	0.0%	
Dental Insurance	9,823	9,845	10,234	9,795	10,316	82	0.8%	
Disability Insurance	6,919	10,095	11,490	10,449	10,449	(1,041)	-9.1%	
Life Insurance	-	114	-	187	-	-	0	
Workers Comp	27,293	30,408	29,637	29,637	33,676	4,039	13.6%	3
Unemployment	-	1	-	2	3	3	0.0%	
Vision	436	472	431	393	431	-	0.0%	
Retirement	39,378	45,018	75,020	70,970	80,954	5,933	7.9%	
Uniforms/Reimbursements	8,153	6,462	8,800	3,700	9,950	1,150	13.1%	4
Benefits	407,429	438,283	479,304	476,630	516,738	37,434	7.8%	
Total Wages & Benefits	1,383,789	1,522,212	1,669,029	1,552,572	1,805,036	136,008	8.1%	
Staffing								
	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 I (1 PT Employee)	4.00	5.00	5.50	4.50	(1.00)			
Mechanic II	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.

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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 2023 actuals.
3	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.
4	Uniforms/Reimbursements	Increased tool allowance and the addition of sundry allocation for the Maintenance Department.

Table 6: Department Budgets- Maintenance, continued

USES OF FUNDS	2022 Actual	2024 Projection	2024 Final Request	2024 Projection	2025 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	3,000	5,000	-	0.0%	
Maint Software	2,690	2,690	4,000	4,000	6,700	2,700	67.5%	5
Maintenance Services	174,340	204,274	194,161	235,477	225,000	30,839	15.9%	6
Snow Plowing/Removal	3,625	2,675	9,000	3,500	9,000	-	0.0%	
Custodial Services	21,734	46,697	48,000	47,069	48,131	131	0.3%	
Services and Fees	202,389	256,336	265,161	293,046	298,831	33,670	12.7%	
Fuel-Fluids-Tires- Non-Revenue Vehicles								
CNG Fuel	106,653	91,032	133,851	86,646	84,117	(49,734)	-37.2%	7
Diesel Fuel	386,878	484,297	749,877	745,959	898,650	148,773	19.8%	8
Gasoline	-	-	-	-	5,500	5,500	100.0%	9
Greases and Fluids	64,174	60,945	81,514	97,514	87,600	6,086	7.5%	
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	83,804	4,000	5.0%	
Fuel-Fluids-Tires- Non-Revenue Vehicle:	627,682	716,703	1,073,046	1,024,922	1,175,671	102,625	9.6%	
Supplies & Equipment								
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	29,279	32,000	-	0.0%	
Shelter Supplies	3,658	1,793	5,000	5,000	8,000	3,000	60.0%	12
Building Supplies	30,754	30,577	35,000	35,000	36,750	1,750	5.0%	
Parts	239,852	300,481	305,817	300,567	340,400	34,583	11.3%	
Minor Equipment	19,143	6,868	4,500	7,500	2,500	(2,000)	-44.4%	13
Veh Ops- Other Supplies	-	5,142	2,000	3,000	5,000	3,000	150%	14
Supplies and Equipment	320,148	380,108	387,817	384,846	429,650	41,833	10.8%	
Utilities								
Phone/Cell/Internet	443	481	480	480	480	-	0.0%	
Utilities	443	481	480	480	480	-	0.0%	
Miscellaneous Expenses								
Liscenses and Permits	575	202	1,500	1,000	1,000	(500)	-33.3%	
Miscellaneous Expenses	575	202	1,500	1,000	1,000	(500)	-33.3%	
Total Non-Personnel Expenses	1,151,237	1,353,831	1,728,003	1,704,295	1,905,632	177,629	10.3%	
Total Base Bus Budget	2,535,026	2,876,043	3,397,032	3,256,867	3,710,668	313,637	9.2%	

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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.
9	Gasoline	Addition of Gasoline for Micro Transit revenue vehicles.
10	Electricity Fuel	Based on historical usage, staff have reduced this expenditure line.
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	Reduction in minor equipment is related to reclassification of shelter glass replacement to shelter supplies (see above).
14	Other Supplies	Increased based on historical costs of supplies, and projected increased expenditures.

PLANNING AND MARKETING

Table 7: Department Budgets- Planning & Marketing

USES OF FUNDS	2022 Actual	2023 Budget	2023 Actual	2024 Final Request	2024 Projection	2025 Request	2024 \$ +/-	2024 % +/-	Notes
Wages									
Regular Wages	80,186	189,153	193,172	200,439	190,383	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%	
Wages	82,986	189,153	193,172	200,439	190,384	213,621	13,182	6.6%	
Benefits									
FICA	6,143	6,503	13,933	15,334	14,409	16,342	1,008	6.6%	
Health Ins	21,317	18,518	46,038	42,570	42,540	45,168	2,598	6.1%	
HRA Payments	476	-	5,692	-	4,000	-	-	0.0%	
Dental Insurance	672	798	1,887	1,719	1,695	1,711	(8)	-0.5%	
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	227	258	31	13.6%	2
Unemployment	-	-	-	-	2	3	3	0.0%	
Vision	31	36	53	74	47	74	-	0.0%	
Retirement	6,162	5,525	14,376	13,029	12,325	14,059	1,030	7.9%	
Uniforms	-	-	-	-	-	-	-	0.0%	
Benefits	36,340	32,400	83,643	74,881	77,223	79,592	4,711	6.3%	
Total Wages & Benefits	119,326	221,553	276,815	275,320	267,607	293,213	17,893	6.5%	
Staffing									
	2022	2023	2023	2024		2025	Change		
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	-		
Totals	2.00	2.00	2.00	2.00		2.00	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.
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.

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Table 8: 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
Services and Fees									
Technology Services	9,512	17,400	16,450	21,400	20,819	29,500	8,100	37.9%	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	25,000	32,000	(7,500)	-19.0%	4
Services and Fees	113,514	199,900	134,331	120,900	101,315	118,500	(2,400)	-2.0%	
Supplies & Equipment									
Supplies Cust Rel	9,948	7,500	9,618	11,500	7,500	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
Supplies and Equipment	13,120	10,500	13,727	14,500	10,500	14,000	(500)	-3.4%	
Utilities									
Phone/Cell/Internet	481	480	972	960	960	960	0	0.0%	
Utilities	481	480	972	960	960	960	0	0.0%	
Miscellaneous Expenses									
Dues, Subscriptions & Certifications	4,061	3,000	2,972	3,000	3,000	3,500	500	16.7%	6
Conferences and Travel	395	1,610	2,394	4,000	1,138	5,000	1,000	25.0%	
Miscellaneous Expenses	4,456	4,610	5,366	7,000	4,138	8,500	1,500	21.4%	
Total Non-Personnel Expenses	131,572	215,490	154,396	143,360	116,913	141,960	(1,400)	-1.0%	
Total Base Bus Budget	250,898	437,043	431,212	418,680	384,520	435,173	16,493	3.9%	

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.

ADMINISTRATION

Table 9: Department Budgets- Administration

USES OF FUNDS	2022 Actual	2023 Actual	2024 Final Request	2024 Projection	2025 Request	2024 \$ +/-	2024 % +/-	Notes
Wages								
Regular Wages	875,598	737,243	995,206	950,026	1,094,136	98,930	9.9%	1
Overtime - Administration	1,696	1,078	1,839	1,500	1,259	(580)	-31.5%	
Add'l Pay (PTO payout, Hlth opt out)	26,104	994	1,024	1,500	1,500	476	46.5%	
Total Wages	903,399	739,316	998,071	953,030	1,096,900	98,829	9.9%	
Benefits								
FICA	65,658	56,187	76,353	71,748	83,912	7,559	9.9%	
Health Ins	151,008	122,902	198,884	146,800	227,359	28,475	14.3%	
HRA Payments	3,135	3,252	-	5,000	-	-	0.0%	
Dental Insurance	9,528	6,411	8,024	6,854	8,611	587	7.3%	
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	6,136	6,972	836	13.6%	
Unemployment	4,311	8,613	11,000	-	-	(11,000)	-100.0%	3
Vision	375	306	327	309	327	-	0.0%	
Retirement	49,823	62,549	63,550	60,119	68,577	5,026	7.9%	
Uniforms	248	27	-	228	500	500	0.0%	
Total Benefits	303,255	281,059	373,645	312,925	412,351	38,706	10.4%	
Total Wages & Benefits	1,206,654	1,020,375	1,371,716	1,265,955	1,509,251	137,535	10.0%	
Staffing								
	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	-			
Totals	10.50	10.50	12.00	12.00	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.
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.

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Table 10: Department Budgets- Administration, continued

USES OF FUNDS	2022 Actual	2024 Projection	2024 Final Request	2024 Projection	2025 Request	2024 \$/-	2024 % +/-	Notes
Services and Fees								
Tuition Reimbursement	2,955	1,500	5,000	1,920	5,000	-	0.0%	
Wellness Program	1,789	-	10,000	4,000	10,000	-	0.0%	
Legal Fees	43,492	74,384	40,000	99,169	80,000	40,000	100.0%	3
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	10,360	14,500	-	0.0%	
Benefit Administration Fees	8,514	8,098	10,000	8,000	10,000	-	0.0%	
Technology Services	102,762	103,468	124,139	123,568	126,429	2,290	1.8%	
Bank and CC Fees	20,622	20,971	24,600	32,819	37,933	13,333	54.2%	4
Advertising	45,168	31,654	25,000	32,347	35,500	10,500	42.0%	5
Postage	2,254	2,156	3,000	3,000	3,000	-	0.0%	
Other Contracted Services	14,144	14,461	23,000	66,345	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	2,952	3,000	200	7.1%	
Services and Fees	334,611	384,150	317,539	426,081	380,962	63,423	20.0%	
Supplies & Equipment								
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%	6
Minor Equipment	3,554	3,231	5,000	2,500	4,000	(1,000)	-20.0%	7
Supplies and Equipment	24,535	19,063	25,600	18,500	21,500	(4,100)	-16.0%	
Utilities								
Heating Fuel	156,711	146,979	170,844	150,607	133,210	(37,634)	-22.0%	8
Electricity	114,470	114,597	133,986	118,159	138,915	4,929	3.7%	
Water/Sewer/Stormwater	30,104	31,530	43,674	32,791	35,000	(8,674)	-19.9%	9
Phone/Cell/Internet	31,674	34,394	44,616	44,205	44,616	-	0.0%	
Utilities	332,960	327,500	393,120	345,763	351,741	(41,379)	-10.5%	
Insurance								
Auto/Liability/Property Insurance	345,754	375,431	401,625	401,625	441,788	40,163	10.0%	
Insurance	345,754	375,431	401,625	401,625	441,788	40,163	10.0%	
Miscellaneous Expenses								
Dues, Subscriptions & Certifications	25,321	25,247	37,500	36,723	37,880	380	1.0%	
Conferences and Travel	8,939	11,947	16,600	12,109	17,500	900	5.4%	
Meals and Hosting	10,460	12,530	15,000	15,000	15,000	-	0.0%	
Miscellaneous Expenses	44,720	49,724	69,100	63,832	70,380	1,280	1.9%	
Total Non-Personnel Expenses	1,082,580	1,155,867	1,206,984	1,255,801	1,266,371	59,387	4.9%	
Total Base Bus Budget	2,289,233	2,176,242	2,578,700	2,521,756	2,775,622	196,922	7.6%	

Note #	Line Item	Explanation
3	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.
4	Banking and Credit Card Fees	Increased costs related to credit card processing fees for sales of fare media.
5	Advertising	Increased costs related to advertising for job postings. Staff continue to evaluate opportunities for effective alternate methods of advertising.
6	Office Supplies	Reduced request related to projected budgetary saving in 2024, and continued lower spending estimates.
7	Minor Equipment	Reduced request related to projected budgetary saving in 2024, and continued lower spending estimates.
8	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.
9	Water/Stormwater/Sewer	Reduced request related to projected budgetary saving in 2024 and historical costs related to this line item.

CAPITAL AND RESERVES

Table 11: Base Bus Budget: Capital

USES OF FUNDS	2022 Actual	2023 Actual	2024 Final Request	2024 Projection	2025 Request	2024 \$ +/-	2024 % +/-	Notes
Debt Service								
Interest Expense Short Term	23,053	66,570	85,000	80,295	76,226	(8,774)	-10.3%	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%	
Debt Service	236,824	298,479	313,365	308,660	305,750	(7,615)	-2.4%	
Capital & Reserves								
Contribution to Unrest Balance	-	-	45,000	45,000	45,000	-	0.0%	
GF Cap Outlay for Oth Cap Itms	155,460	125,960	345,100	345,100	279,160	(65,940)	-19.1%	3
GF Cap Outlay for Capital	30,547	13,621	-	-	-	-	0.0%	
Transfers	2,935	(4,761)	-	-	-	-	0.0%	
Capital & Reserves	188,942	134,820	390,100	390,100	324,160	(65,940)	-16.9%	
Total Base Bus Budget	425,766	433,299	703,465	698,760	629,910	(73,555)	-10%	

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. This may be adjusted once CIP is finalized.
3	Capital Items	Reduced based on CIP. This may be adjusted once CIP is finalized.

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REVENUE

Table 11: Base Bus Budget: Revenue

SOURCES OF FUNDS	2022 Actual	2023 Actual	2024 Budget	2024 Projection	2025 Request	2024 \$ +/-	2024 % +/-	Notes
Fare Revenue								
Passenger Fares	1,325,270	1,163,873	2,164,631	2,146,444	2,302,128	137,497	6.4%	1
Organization Paid Fares	783,388	864,741	651,614	508,556	693,004	41,390	6.4%	
Organization Route Guarantees		105,000	330,167	330,167	364,105	33,938	10.3%	
Total Fare Revenue	2,108,658	2,133,614	3,146,412	2,985,167	3,359,237	212,825	6.8%	
Miscellaneous Revenue								
Advertising Revenue	349,816	243,637	300,000	250,000	250,000	(50,000)	-16.7%	2
Vehicle Maint Services	6,000	6,000	5,000	15,563	5,000	-	0.0%	
Sale of Fuel	7,868	4,137	7,000	100	-	(7,000)	-100.0%	3
Interest Income	48,027	150,889	90,000	136,896	120,000	30,000	33.3%	4
Reimbursements of Auto Fare fees	13,887	15,861	15,810	18,798	19,000	3,190	20.2%	5
Wellness Grant Reimbursements	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	29,427	29,143	20,000	40,902	15,000	(5,000)	-25.0%	6
Rental of Property	-	-	-	-	-	-	0.0%	
Claims Recovery	37,826	44,696	20,000	77,742	65,000	45,000	225.0%	
Total Other Revenue	496,006	494,723	463,310	541,269	479,500	16,190	3.5%	
Municipal Funding								
Non-Member Municipal Funding (Gorham)	33,000	35,000	35,000	-	-	(35,000)	-100.0%	7
Member Municipal Funding: Operations	4,198,244	4,374,571	4,129,432	4,299,570	4,514,549	385,117	9.3%	8
Municipal Credit	-	-	-	-	-	-	0.0%	
Municipal Funding: CIP Local Match	155,460	124,999	345,100	345,102	276,160	(68,940)	-20.0%	9
Municipal Funding: Svc Veh Local Match	8,000	-	-	-	-	-	0.0%	
Total Municipal Revenue	4,394,704	4,534,570	4,509,532	4,644,672	4,790,709	281,177	6.2%	
						146,036	3.2%	
State Funding								
State Operating Subsidy	170,427	170,427	850,000	474,732	602,679	(247,321)	-29.1%	10
Total State Revenue	170,427	170,427	850,000	474,732	602,679	(247,321)	-29.1%	
Federal Funding								
Federal Operating Assistance	3,247,517	3,717,037	4,100,000	4,100,000	3,884,734	(215,266)	-5.3%	11
Federal Operating Assistance- Prior Year			316,000	316,000	-	(316,000)	-100.0%	12
TW Fed Operating Assistance	219,674	-	-	-	-	-	0.0%	
Federal Prev Maint Assistance	1,107,990	1,211,036	1,273,234	1,273,234	1,345,749	72,515	5.7%	
Federal CARES Act	1,400,000	865,292	-	-	-	-	0.0%	
Federal ARPA	-	494,585	-	-	1,488,961	1,488,961	0.0%	13
Total Federal Revenue	5,975,181	6,287,950	5,689,234	5,689,234	6,719,444	1,030,209	18.1%	
Total Revenue	\$ 13,144,976	\$ 13,621,284	\$ 14,658,488	\$ 14,335,074	\$ 15,951,568	1,293,080	8.8%	

Note #	Line Item	Explanation
1	Pass. Fares	Anticipated increase in fare revenue is based on anticipated increases in ridership from ARPA related service improvements.
2	Advertising	Advertising revenue is projected to be under budget for 2024 based on changes in national advertising patterns and restrictive advertising policy implemented by Metro. Using that as baseline for 2025 as a conservative estimate.
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.

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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 a “place-holder” amount equal to a 5% increase compared to 2024, with the addition of Gorham as a Metro Member Community.
9	Municipal Funding (CIP)	Amount reflects the estimated amount of new municipal funding needed to implement the proposed FY 2025-2028 CIP. The CIP remains under development.
10	State Funding	Actual State Operating funding received was significantly lower than estimated for 2024. Staff have confirmed award of the \$602k entered here. 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.
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.
13	Federal ARPA (Service Improvements)	Estimates ARPA Act funding for FY 2025 service improvements.

ADA PARATRANSIT

Table 7: ADA Paratransit Budget

2025 ADA PARATRANSIT									
USES OF FUNDS	2022 Actual	2023 Actual	2024 Final Request	2024 YTD 6/30/24	2024 Projection	2025 Request	2024 \$ +/-	2024 % +/-	Notes
ADA Paratransit									
Contracted Services	\$ 408,210	\$ 458,106	\$ 507,402	\$ 166,727	\$ 427,775	\$ 475,000	(32,402)	-6.4%	1
Total ADA Paratransit Service	408,210	458,106	507,402	166,727	427,775	475,000	(32,402)	-6.4%	
Total Expenditures	408,210	458,106	507,402	166,727	427,775	475,000	(32,402)	-6.4%	
SOURCES OF FUNDS	2022-A Actual	2023 Actual	2024 Final Request	2024 YTD 6/30/24	2024 Projection	2025 Request	2021 \$ +/-	2021 % +/-	Notes
Municipal Funding									
Municipal Funding	83,088	89,339	101,480	39,224	85,555	95,000	(6,480)	-6.4%	2
Total Municipal Funding	83,088	89,339	101,480	39,224	85,555	95,000	(6,480)	-6.4%	
Federal Funding									
FTA Section 5307	326,566	346,387	405,922	-	342,220	380,000	(25,922)	-6.4%	3
Total Federal	326,566	346,387	405,922	-	342,220	380,000	(25,922)	-6.4%	
Total Revenue	409,654	435,726	507,402	39,224	427,775	475,000	(32,402)	-6.4%	
Surplus/(Deficit)	1,444	(22,380)	0.00	(127,503)	0	-			

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 ridership continues to increase.
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.

ADA Paratransit Ridership: 2022-2024

2022	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	%
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%
Total	1,001	1,049	1,325	1,319	1,356	1,483	1,366	1,661	1,589	1,423	1,413	1,363	16,348	100%
2023	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	%
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%
Total	1,407	1,402	1,698	1,522	1,585	1,533	1,463	1,519	1,386	1,459	1,402	1,404	17,780	100%
2024	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	%
Falmouth	20	23	25	17	18	10	16						129	1%
Gorham	18	23	24	18	19	19	18						139	2%
Portland	1,036	1,012	936	948	1,008	915	971						6,826	75%
Westbrook	255	249	287	269	341	275	320						1,996	22%
Total	1,329	1,307	1,272	1,252	1,386	1,219	1,325	-	-	-	-	-	9,090	100%

115 ST. JOHN'S Property

Table 8: 115 St. John's Street Property

2025 115 ST. JOHN'S STREET PROPERTY									
USES OF FUNDS	2022 Actual	2023 Actual	2024 Final Request	2024 YTD 6/30/24	2024 Projection	2025 Request	2024 \$/-	2024 % +/-	Notes
Services and Fees									
Arch/Eng Fees			-	-			-	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.	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%	
Total Services and Fees	74,889	8,928	20,941	-	8,941	9,119	(11,822)	-56.5%	1
Utilities									
Heating Fuel- 115 St. John St.	8,535	-	-	-	-	-	-	0.0%	
Electricity- 115 St. John St.	7,176	1,296	-	-	-	-	-	0.0%	
Water/Sewer/Stormwater- 115 St. John St.	5,982	870	-	-	-	-	-	0.0%	
Total Utilities	21,693	2,166	-	-	-	-	-	0.0%	2
Rental Fees									
Rental Fees	326,083	332,605	339,257	197,243	339,257	346,042	6,785	2.0%	
Property Taxes	35,302	37,288	41,000	22,372	41,000	42,230	1,230	3.0%	
Total Rental Fees	361,385	369,893	380,257	219,615	380,257	388,272	8,015	2.1%	3
CAM Charges									
Management Fees		13,308	13,570	7,916	13,570	13,842	271	2.0%	
General R&M		7,704	3,095	1,805	3,095	3,188	93	3.0%	
General Administration		48,051	52,278	30,589	52,278	53,846	1,568	3.0%	
Total CAM Charges	-	69,063	68,943	40,311	68,943	70,876	1,933	2.8%	4
Property Insurance									
Property Insurance- 115 St. John Street	18,377	18,972	20,725	11,943	20,725	21,347	622	3.0%	
Total Insurance	18,377	18,972	19,543	11,943	20,725	21,347	1,804	9.2%	5
Total Expenditures	476,344	469,022	489,684	271,869	478,866	489,614	(70)	0.0%	
SOURCES OF FUNDS	2022 Actual	2023 Actual	2024 Final Request	2024 YTD 6/30/24	2024 Projection	2025 Request	2024 \$/-	2024 % +/-	Notes
Other Revenue									
Reimbursements- Insurance	7,657	18,974	19,543	13,029	19,543	21,347	1,804	9.2%	
Reimbursements- Taxes	15,230	40,182	41,000	27,333	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	4,940	7,153	7,296	143	2.0%	
Rental of Property- 115 St. John's St.	59,612	175,321	178,828	119,218	175,321	182,404	3,577	2.0%	
Total Other Revenue	89,386	249,656	258,524	164,520	243,018	253,277	(5,247)	-2%	6
Municipal Funding									
Municipal Assessment for Operating	90,938	93,862	94,245	94,244	94,245	96,130	1,885	2.0%	
Total Municipal Funding	90,938	93,862	94,245	94,244	94,245	96,130	1,885	2.0%	7
State Funding									
State Operating Subsidy	227,344	234,654	239,347	239,347	239,347	244,134	4,787	2.0%	
Total State Funding	227,344	234,654	239,347	239,347	239,347	244,134	4,787	2.0%	8
Total Revenue	407,668	578,172	592,116	498,111	576,610	593,541	1,425	0.2%	
Surplus/(Deficit)	(68,676)	109,150	102,433	226,243	97,744	103,928	1,495	1%	

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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.

