

Board of Directors

February 29, 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/81569993494?pwd=MUQ2SzV3UzBuSkFFSmdsN1k3aVFhUT09>

Passcode: 131272 | Webinar ID: 815 6999 3494

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)	Mike Foley, Board President	N/A
2. Public Comment (4:00-4:05) The Board of Directors welcomes public comments at this time for items <u>not listed</u> on this agenda at this time. For items listed on the agenda, the chair will allow members of the public to comment following the staff presentation. There is a <i>three-minute time limit</i> per speaker. (Comments will be paraphrased in meeting minutes)	Mike Foley, Board President	Information
3. Meeting Minutes (4:00-4:05) Review and approve meetings minutes from the January 25, 2024 and February 14, 2024 meetings.	Mike Foley, Board President	ACTION
4. Executive Director's Report (4:05-4:15) The Executive Director will provide a brief report on current topics.	Greg Jordan, Executive Director	Information
5. Board Member Recognition (4:15-4:25) This is an opportunity to recognize and thank outgoing Board President Michael Foley's leadership and extensive contributions to GP Metro since first being appointed to the Board of Directors in 2007, and to welcome new Westbrook board member Michael Shaughnessy.	Greg Jordan, Executive Director	Information
6. FY 2024 Operating and Capital Budgets (4:25-4:50) Approve the final FY 2024 Operating and Capital Budgets. The Finance Committee reviewed and approved modifications to the proposed FY 2024 operating and capital budgets which were initially approved by the board in October 2023.	Greg Jordan, Executive Director	ACTION

<p>7. Future Agenda Items (4:50-5:00)</p> <ul style="list-style-type: none"> • Agency Strategic Planning (Ongoing) • Collective Bargaining Agreement Renewal • PACTS Initiatives and Reforms (Ongoing) • ADA Paratransit Service and Contract • Executive Director Search Process 	<p>Mike Foley, Board President</p>	<p>Information</p>
<p>8. Upcoming Meetings (4:50-5:00)</p> <ul style="list-style-type: none"> • Executive Committee – February 29, 2024 at 4:45 p.m. • Finance Committee – March 6, 2024 at 4:00 p.m. • Executive Committee – March 13, 2024 at 3:30 p.m. • Ridership Committee - TBD • Board of Directors – March 28, 2024 at 4:00 p.m. 	<p>Mike Foley, Board President</p>	<p>Information</p>
<p>9. Adjournment (5:00)</p>	<p>Mike Foley, Board President</p>	<p>ACTION</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.



**Board of Directors Meeting
January 25, 2024 at 4:00 p.m.
DRAFT Meeting Minutes**

Municipality	Representative	Title	Attendance
Brunswick	Ryan Leighton	Asst. Town Manager	Present
Falmouth	Merrill Barter	Community Member	Present
Falmouth	Hope Cahan	Town Council Member	Present
Freeport	Bill Rixon	Community Member	Not Present
Portland	Pious Ali	City Council Member	Present
Portland	Paul Bradbury	Jetport Director	Present
Portland	Jeff Levine	Community Member	Present
Portland	Ed Suslovic	Community Member	Present
Portland	Roberto Rodriguez	City Council Member	Present
Westbrook	Mike Foley	Mayor	Present
Westbrook	John Thompson	Community Member	Present
Westbrook	Prosper Lohomboli	DEI Administrator	Present
Yarmouth	Julie Dubovsky	Assistant Town Planner	Present

Staff Present	Identified Members of the Public
Greg Jordan, Executive Director Glenn Fenton, Chief Transportation Officer Mike Tremblay, Director of Transit Dev. Shelly Brooks, Chief Financial Officer	

1. **With a quorum in place, the meeting was called to order at 4:00 p.m. by Mike Foley, Board President.**
2. **Public comment:** None.
3. **Approval of September 28, 2023 Meeting Minutes**
John Thompson made a motion to approve the December 13, 2023 meeting minutes. Paul Bradbury seconded the motion. After a roll call vote of the members present, the minutes were unanimously approved by all members present.
4. **Welcome of Incoming Board Members**
Staff and members of the board express their appreciation and welcomed Yarmouth Assistant Town Planner Julie Dubovsky, and Portland City Councilor Roberto Rodriguez.
5. **Executive Director’s Report**
The December 13, 2023 Executive Director’s report is provided as Attachment A. Falmouth Town Council Member Hope Cahan discussed the importance of a robust marketing campaign for the Microtransit Pilot Project, and this will be a new service to the Town and the Region.
6. **Authorization for Purchase of Compressed Natural Gas Dispenser**
Chief Transportation Officer, Glenn Fenton, presented the item which requests authorization for the sole source purchase of a compressed natural gas (CNG) dispenser. Ed Suslovic made a motion to approve the recommendation. John Thompson seconded the motion. After a roll call vote of the members present, the motion was unanimously approved by all members present.

7. Future Agenda Items

No additional future agenda items were added.

8. Upcoming meetings

These are upcoming meetings as presently scheduled:

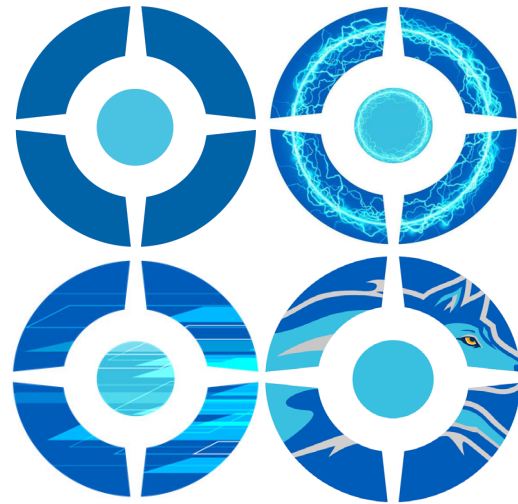
- Finance Committee – February 7, 2024 at 4:00 p.m.
- Executive Committee – February 14, 2024 at 3:30 p.m.
- Ridership Committee – TBD
- Board of Directors – February 22, 2024 at 4:00 p.m.

9. Adjournment

Following a motion by John Thompson to adjourn the meeting, and a second by Ed Suslovic, Mike Foley adjourned the meeting at 4:26 p.m.

GREATER PORTLAND METRO

Board of Director's Meeting
Executive Director's Report
December 13, 2023



METRO ALL STAFF MEETING

Welcome New and Returning Employees



Figo Tiago
Bus Operator



Lisa Demers
Bus Operator



Ismial Abdi
Bus Operator



Jessy Perry
Bus Operator



Kingsley Nwankwo
Bus Operator



Seth Vanausdoll
Mechanic



Kacy Woodworth
Bus Operator



Jean Bosco
Bus Operator



Jacques Kasakasa
Bus Operator



Meghan Heath
Admin Asst.



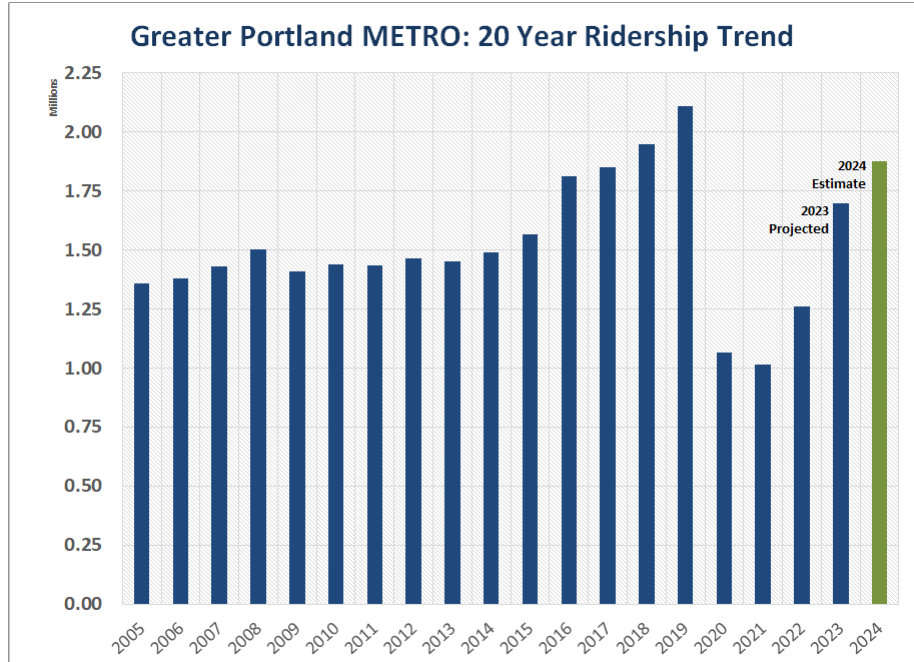
Nicholas Lane
Bus Operator



Osman Muhumed
Bus Operator

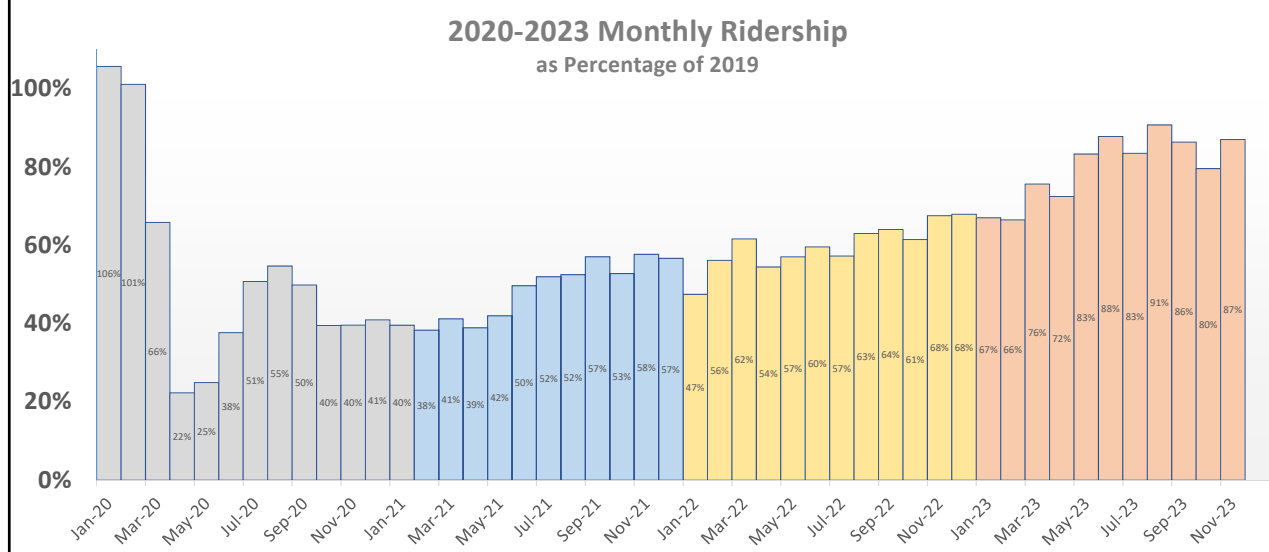
Executive Director's Report

Ridership



Executive Director's Report

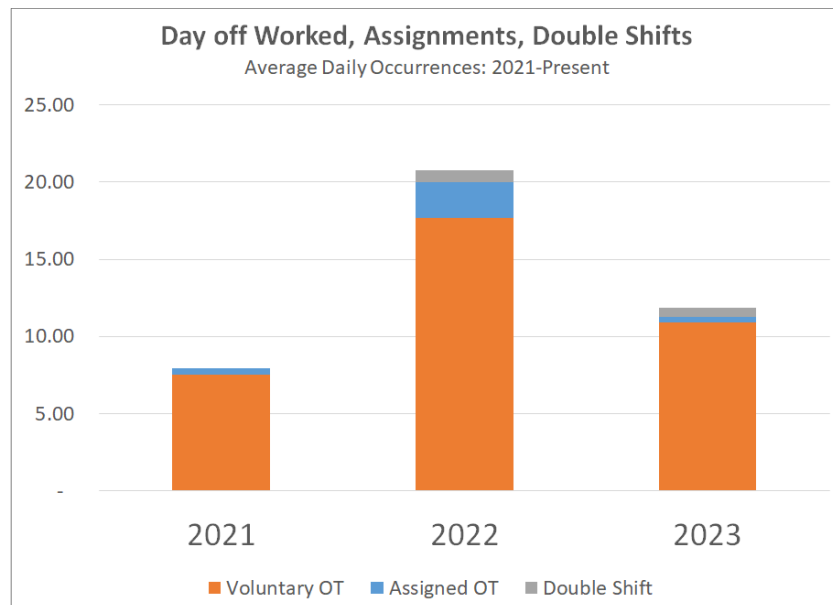
Recovery



Executive Director's Report 2024 Budget Adoption Calendar

Milestone	Action
✔	October 31 Date by which a preliminary operating budget must be approved along with the formula by which local contributions are determined and the local contribution amounts.
✔	November 1 Date by which Metro is required to submit the preliminary budget, local contribution formula, and local contribution amounts to the "municipal officers" (i.e., the city/town councils) of member municipalities.
✔	November 30 Date by which city/town councils are required to notify Metro of a rejection of the formula by which local assessments are determined. A rejection would trigger a mediation process through the Public Utilities Commission.
➔	February 29 Date by which Metro must approve a final budget.
➔	April 1 Date by which Metro transmits "warrants for taxes" to the member municipalities.
➔	July-August Local contributions due to Metro within 30 days after the date that taxes are due within each member municipality.

Executive Director's Report Bus Operator Staffing



Executive Director's Report

ARPA Project Update

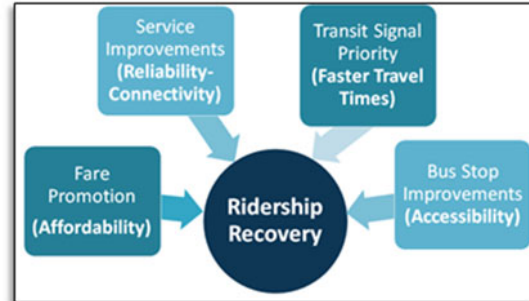
Fare Reduction – Complete

ADA Bus Stop Improvements – In progress

- 23 stops in 2024
- 27 stops in 2025

Transit Signal Priority - In progress

- Phase 1 (2024): Forest, Washington, key spots on Brighton, Congress
- Phase 2: Additional locations on Brighton, Congress, William Clark



Service improvements:

August 2023: Husky Line Extension; improved headways to Route 9 and BREEZ – Complete

May 2024: Route 7 headway improvement and route modification; Route 5 route modification – In Progress

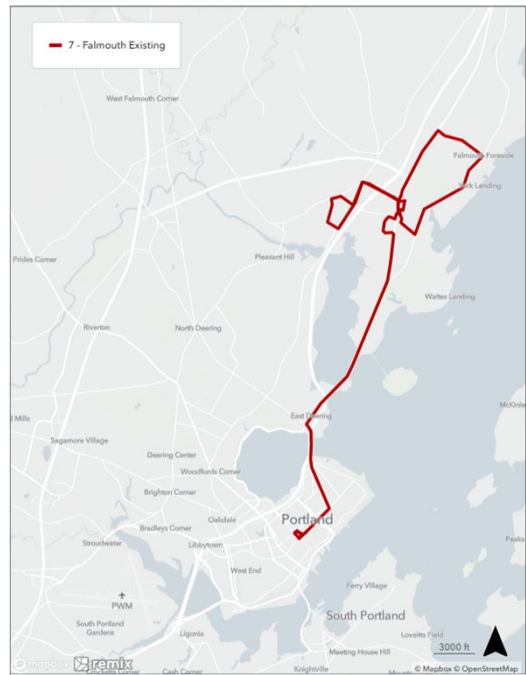
Fall 2024: Introduce microtransit pilot project – In Progress

Executive Director's Report

ARPA Funded Service Improvements

EXISTING ROUTE 7

- Falmouth-Portland
- US Route 1; Washington/Congress
- 60 minute headways Mon-Sun.
- Hours: 6:30am-7:30pm (Mon-Sat); 8:30-4:30pm (Sun).
- Destinations:
 - Falmouth Village
 - Ocean View Community
 - Town Landing and Falmouth Foreside
 - Martin's Point Healthcare
 - Downtown Portland



Executive Director's Report

ARPA Funded Service Improvements

ROUTE 7 IMPROVEMENTS

- Falmouth-Portland
- US Route 1; Washington/Congress
- 30 minute headways Mon-Fri; 60 minute headways Sat-Sun.
- Hours: 6:00am-10:00pm (Mon-Sat); 8:00am-7:00pm (Sun).
- Route Adjustments:
 - Remove Oceanview, Foreside loops
 - Extend to Jetport
- Revised Destinations:
 - Falmouth Village
 - Martin's Point Healthcare
 - Downtown Portland
 - **Maine Medical Center**
 - **Walking distance to PTC**
 - **Westgate**
 - **Jetport**

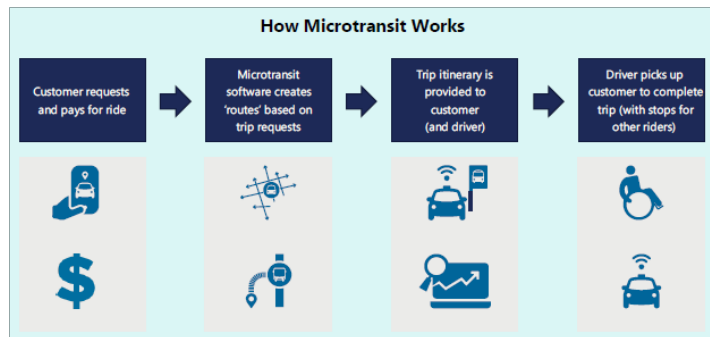


METRO PROJECTS

Microtransit Pilot Project

Microtransit Refresher:

- Accessible mobility in lower-density areas.
- On-demand, shared ride transit service.
- Smaller accessible vehicles.
- Can be “curb to curb” or “virtual stops.”
- Operates within bounded geographic zone while offering connections to area bus routes
- Affordable fares aligned with transit network.
- Professionally trained drivers employed by Metro.



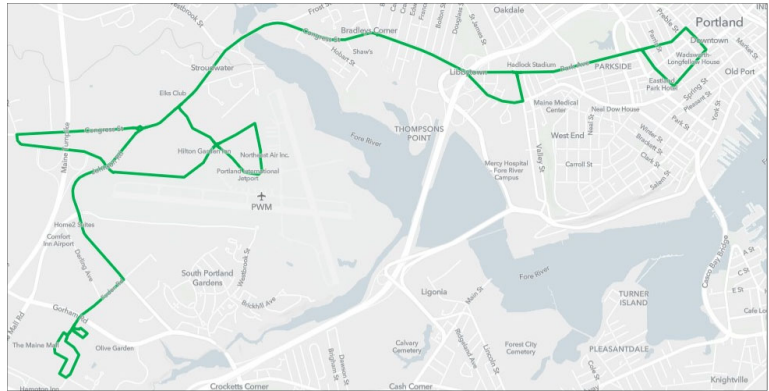
Source: PACTS Transit Together Study (2023)

Executive Director's Report

ARPA Funded Service Improvements

EXISTING ROUTE 5

- Portland-South Portland
- Congress-Outer Congress
- 30 minute headways Mon-Sat.
- Hours: 6:00am-10:30pm (Mon-Sat);
8:30-4:30pm (Sun).
- Destinations:
 - Downtown Portland
 - Hadlock Field/IRIS Network
 - Westgate
 - Intermittent trips to Jetport/Hutchins Dr.
 - Maine Mall

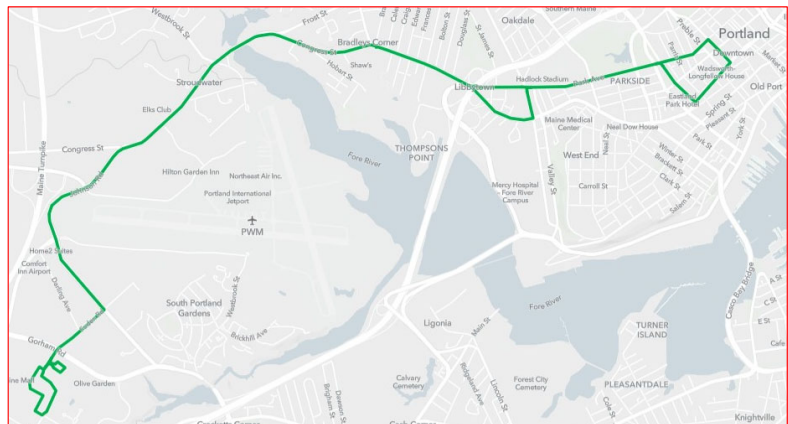


Executive Director's Report

ARPA Funded Service Improvements

EXISTING ROUTE 5

- Portland-South Portland
- Congress-Outer Congress
- 30 minute headways Mon-Sat.
- Hours: 6:00am-10:30pm (Mon-Sat);
8:30-4:30pm (Sun).
- Destinations:
 - Downtown Portland
 - Hadlock Field/IRIS Network
 - Westgate
 - ~~Jetport/Hutchins Dr.~~
 - Maine Mall



Executive Director's Report
 ARPA Funded Service Improvements

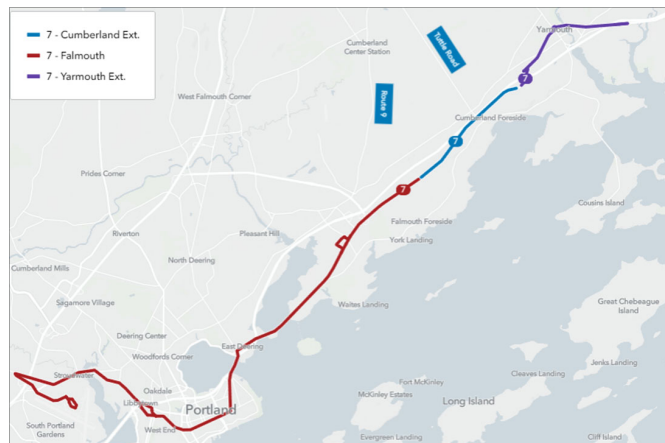


CONGRESS STREET HIGH FREQUENCY CORRIDOR

Executive Director's Report

Exploration of Route 7 Extension to Cumberland-Yarmouth

- **Extend Route 7 to Cumberland-Yarmouth**
- **Potential Benefits**
 - Improves regional inter-city/town transit connectivity
 - Brings service to Cumberland while Route 1 development is in early stages.
 - Improves service to Yarmouth
 - Allows Breez to bypass most of Yarmouth and shorten travel times for thru riders.
- **Additional planning and decision-points**
 - Project to be evaluated and sequenced in relation to other service development and funding priorities.
 - Committee and Board approval
 - Town Council approvals
 - Seek start-up federal funding



Executive Director's Report

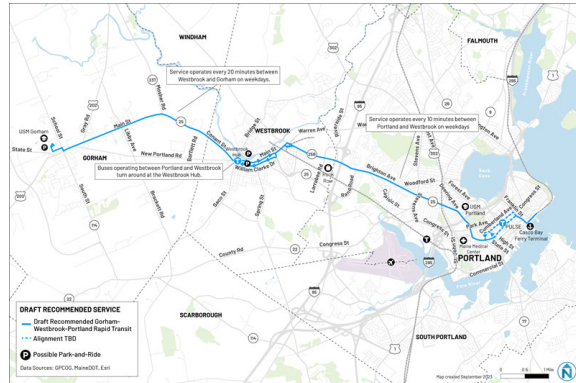
Rapid Transit Project – Project Status

- **Phase I study complete.**
- **Seeking endorsements of Locally Preferred Alternative (Alignment & Mode):**
 - Metro Board of Directors: October 2023
 - City of Portland: 2024
 - City of Westbrook: 2024
 - Town of Gorham: 2024
 - Maine DOT: 2024
 - PACTS Policy Board: 2024
- **Next Step Determination:**
 - a. Pursue 2024 RAISE Planning Grant to address state and municipal concerns and reach 30% design.

OR

 - a. Use available state and local funding to conduct further study on state and municipal concerns prior to seeking 2025 RAISE Planning Grant.

Recommended LPA



Executive Director's Report

4 Day Work Week / 10 Hour Work Days

Admin staff will test 4 day work week from 1/1/24 thru 6/30/24.

- Local experience/research suggests benefits exceed costs:
 - **Potential Benefits:** improve job satisfaction and employee well-being, boost productivity, enhance employee retention, improve morale, environmental benefits.
 - **Possible Drawbacks:** availability to on-site staff, scheduling conflicts, may create stress, may not work for everyone's schedule.
- Staff survey indicates strong support to pilot a compressed work week schedule, with about 93% at least somewhat interested.
- Staff will monitor effectiveness during pilot phase; conduct post implementation survey in May 2024; decide on program continuation in June 2024.

Pros and Cons of the 4-Day Workweek

Pros:	Cons:
Boosted employee motivation	Inadequate coverage for customers and coworkers
Cost savings	Scheduling conflicts
Less downtime	Reduced hours can mean reduced work
Increased productivity	Compression may cost money
Talent attraction and retention	Added stress
Autonomy	More work for others
Environmental benefits	Might not work for every employee

Executive Director's Report

Giving Tree Project

Thank You



Special thanks to

Cathy Geffers and Helene Roy!

And to Michael Augustino, Denise Anania, and Meghan Heath

And, thank you to all who participated.





**Board of Directors Meeting
February 14, 2023 at 3:30 p.m.
DRAFT Meeting Minutes**

Municipality	Representative	Title	Attendance
Brunswick	Ryan Leighton	Asst. Town Manager	Present
Falmouth	Merrill Barter	Community Member	Present
Falmouth	Hope Cahan	Town Council Member	Present
Freeport	Bill Rixon	Community Member	Not Present
Portland	Pious Ali	City Council Member	Present
Portland	Paul Bradbury	Jetport Director	Present
Portland	Jeff Levine	Community Member	Not Present
Portland	Ed Suslovic	Community Member	Present
Portland	Roberto Rodriguez	City Council Member	Present
Westbrook	Mike Foley	Mayor	Present
Westbrook	John Thompson	Community Member	Present
Westbrook	Prosper Lohomboli	DEI Administrator	Present
Yarmouth	Julie Dubovsky	Assistant Town Planner	Present

Staff Present	Identified Members of the Public
Greg Jordan, Executive Director Glenn Fenton, Chief Transportation Officer Mike Tremblay, Director of Transit Dev. Shelly Brooks, Chief Financial Officer	

1. With a quorum in place, the meeting was called to order at 3:30 p.m. by Mike Foley, Board President.

2. Public comment: None.

3. Executive Director’s Report

The February 14, 2024 Executive Director’s report is provided as Attachment A.

4. Selection of Board Officers

Due to the resignations from the Board of President Mike Foley (as of February 29, 2024) and Vice President Nat Tupper, Pious Ali made a motion to appoint Portland Board Member Ed Suslovic as Board President, and Falmouth Board Member as Vice President, effective March 1, 2024. Merrill Barter seconded the motion. After a roll call vote of the members present, the motion was unanimously approved by all members present.

5. Executive Session (1)

John Thompson made a motion to enter executive session pursuant to 1 MRSA Section 405 (6) (A) to discuss a personnel matter. Ed Suslovic seconded the motion. After a roll call vote of the members present, the motion was unanimously approved by all members present.

The board exited executive session 3:55.

John Thompson made a motion to a) accept the resignation of the Executive Director Greg Jordan, and b) waive the notice requirement included in the Executive Director’s employment agreement and set his last day of

employment with the agency as March 15, 2024. Ed Suslovic seconded the motion. After a roll call vote of the members present, the motion was unanimously approved by all members present.

As part of the discussion, board members expressed appreciation for Mr. Jordan's over 10 years of service to the agency and noted the major transformation of the agency during that time as well as the significant improvements made to the region's transit system.

6. Executive Session (2)

John Thompson made a motion to enter executive session pursuant to 1 MRSA Section 405 (6) (A) to discuss a personnel matter. Ed Suslovic seconded the motion. After a roll call vote of the members present, the motion was unanimously approved by all members present.

The board exited executive session 4:25.

Pious Ali made a motion to a) appoint Chief Transportation Officer, Glenn Fenton as Interim Executive Director effective at the close of business on March 15, 2024, and b) to increase his base salary by 20% during such time as he serves as Interim Executive Director. John Thompson seconded the motion. After a roll call vote of the members present, the motion was unanimously approved by all members present.

As part of the discussion, board members expressed full faith and confidence in Mr. Fenton's ability to lead the agency during this transition.

At the close of this item, Ed Suslovic made a motion to amend the agenda to include an item pertaining to the immediate next steps needed to start a process of selecting a permanent Executive Director. John Thompson seconded the motion. After a roll call vote of the members present, the motion was unanimously approved by all members present.

6A. Process to Select Permanent Executive Director

Mr. Jordan advised the board to secure the services of an executive search firm with public transportation experience and capable of conducting a nationwide search. Because time is of the essence, Mr. Jordan also that suggested the board waive the agency's procurement rules in order to allow for a still competitive, but expedited bid process by engaging with 2 to 3 firms known to be effective and credible in this field.

John Thompson made a motion to a) direct staff to commence the necessary steps to secure an executive search firm, b) waive the agency's procurement rules to allow bids with 2-3 known firms, and c) appoint the Executive Committee as the Search Committee. Ed Suslovic seconded the motion. After a roll call vote of the members present, the motion was unanimously approved by all members present.

7. Future Agenda Items

The following item was added to future agenda items:

- Process for Selecting Executive Director

8. Upcoming meetings

These are upcoming meetings as presently scheduled:

- Ridership Committee – February 28, 2024 at 4:00 p.m.
- Board of Directors – February 29, 2024 at 4:00 p.m.
- Finance Committee – March 6, 2024 at 4:00 p.m.
- Executive Committee – March 13, 2024 at 3:30 p.m.

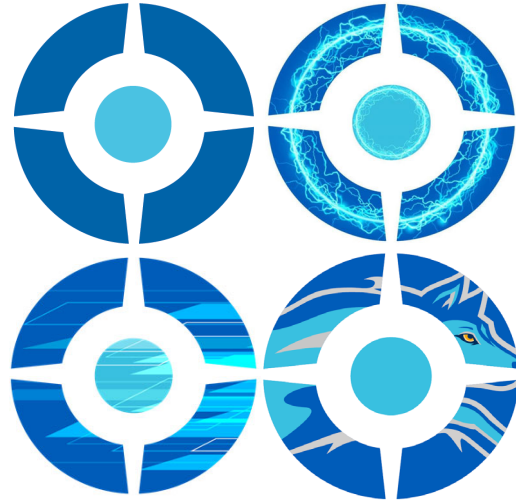
9. Adjournment

Following a motion by John Thompson to adjourn the meeting, and a second Ed Suslovic, Mike Foley adjourned the meeting at 4:56 p.m.

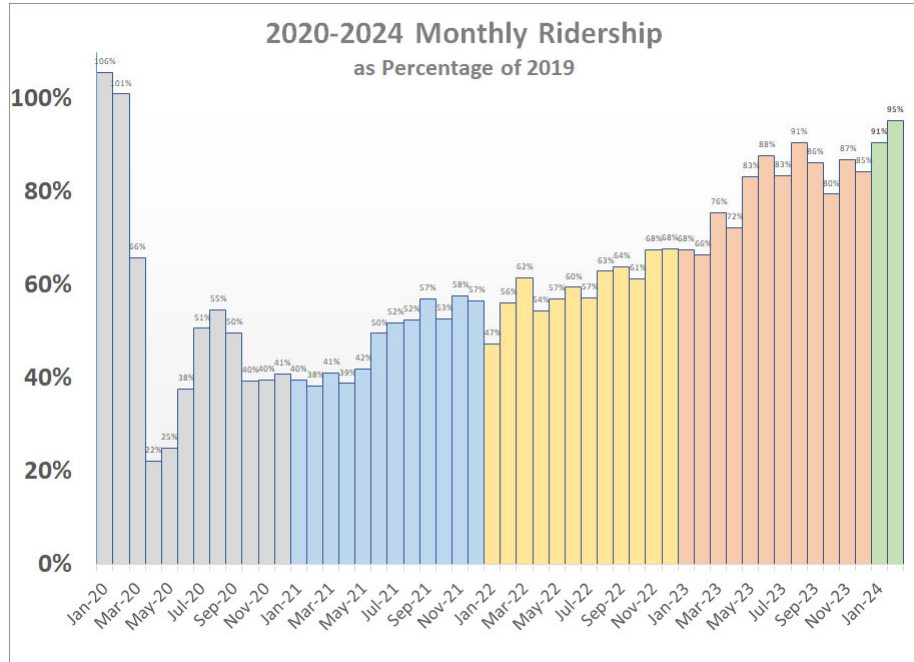
GREATER PORTLAND METRO

Executive Director's Report

February 14, 2024



Ridership Recovery



Husky Line & Town of Gorham

Proposed Next Steps

Proposed Next Steps:

Milestone	Timeframe
Gorham Town Council workshop(s)	January-February
Gorham Town Council vote to consider joining Metro	February-March
Metro board action to accept town membership	February-March
Town representative seated on board	April
Formal notice of local assessment issued	April
Local assessment due from member municipalities	July
Process starts to develop agency's FY 2025 budget	August



Board of Directors

AGENDA ITEM 6

DATE

February 29, 2024

SUBJECT

FY 2024 Final Operating and Capital Budgets

PURPOSE

Review and approve the FY 2024 final operating and capital budgets.

BACKGROUND/ANALYSIS

The proposed FY 2024 Operating Budget is presented in detail as part of Attachment A. The proposed 2024-2028 Capital Improvement Program (CIP) is provided as Attachment B. In accordance with 30-A-MRS §3516, Metro is required to adopt and implement its annual budget according to the following timeline:

Table 1: Metro’s Budget Adoption Calendar

Milestone	Action
October 31	Date by which a preliminary operating budget must be approved along with the formula by which local contributions are determined and the local contribution amounts.
November 1	Date by which Metro is required to submit the preliminary budget, local contribution formula, and local contribution amounts to the “municipal officers” (i.e., the city/town councils) of member municipalities.
November 30	Date by which city/town councils are required to notify Metro of a rejection of the formula by which local assessments are determined. A rejection would trigger a mediation process through the Public Utilities Commission.
March 1	Date by which Metro must approve a final budget.
April 1	Date by which Metro transmits “warrants for taxes” to the member municipalities.
July-August	Local contributions due to Metro within 30 days after the date that taxes are due within each member municipality.

The table below outlines the “Local Assessment” for each municipality related to Base Bus Service and the Property Lease. The Local Assessment does not include ADA paratransit costs, which are separately listed. ADA paratransit costs are ridership driven, so municipalities are billed monthly for 20% of the cost of actual trips taken (federal funding covers 80% of the cost).

Table 2: Local Assessments for Bus Service and ADA Paratransit

Municipality	Bus Service Variable	Bus Service Fixed	Property Lease	Local Assess. Total	\$ Compared to 2023	% Compared to 2023	ADA Paratransit	Total w/ ADA Paratransit	% Compared to 2023
Brunswick	68,230	25,210	2,325	95,766	6,711	7.5%	-	95,766	7.5%
Falmouth	203,892	36,918	3,405	244,215	10,849	4.6%	1,156	245,371	4.9%
Freeport	68,230	25,210	2,325	95,766	6,711	7.5%	-	95,766	7.5%
Portland	2,310,279	715,910	66,033	3,092,221	(150,608)	-4.6%	80,028	3,172,250	-4.1%
Westbrook	733,896	193,316	17,831	945,043	94,969	11.2%	19,523	964,566	11.3%
Yarmouth	68,230	25,210	2,325	95,766	6,711	7.5%	-	95,766	7.5%
Annual Total	3,452,758	1,021,774	94,245	4,568,777	(24,655)	-0.5%	100,708	4,669,485	-0.2%

FISCAL IMPACT

The total operating budget for fiscal year 2024 is \$16,983,407 and represents a 15.1% compared to FY 2023. The total local funding required from member municipalities is programmed to decrease by 0.2% from \$4,676,712 in FY 2023 to \$4,669,485 in FY 2024.

PRIOR COMMITTEE REVIEW

On October 26, 2023, Metro’s Board of Directors unanimously approved the fiscal year 2024 preliminary budget and municipal assessments.

RECOMMENDATION

Approve the FY 2024 final operating and capital budgets.

CONTACT

Shelly Brooks
 Chief Financial Officer
 207-221-8710
sbrooks@gpmetro.org

ATTACHMENTS

Attachment A – FY 2024 Final Operating Budget
 Attachment B – FY 2024-2028 Final Capital Budget

FY 2024 OPERATING BUDGET

The total operating budget for FY 2024 is \$16,983,407 and spans four major operational sections of the agency: Base Bus Service, ADA Paratransit, Property Lease Arrangement and ARPA Service Improvements. The overall budget represents a 15.1% compared to FY 2023.

Table 1: Total Budget Summary

	2021 Actual	2022 Actual	2023 Budget	2023 Projection	2024 Request	2024 Revision	2024 Final Request	2024 \$ +/-	2024 % +/-
Summary									
Base Bus Budget									
Total Base Bus Budget Expenditures	11,661,576	12,857,509	13,617,202	13,448,791	14,562,766	6,256	14,569,022	951,820	7.0%
Total Base Bus Budget Revenues	11,887,921	13,144,976	13,522,017	13,640,811	14,456,589	10,000	14,466,589	944,572	7.0%
Base Budget Surplus/(Deficit)	226,345	287,467	(95,185)	192,021	(106,177)	3,744	(102,432)	(7,248)	7.6%
ADA Paratransit									
ADA Paratransit Expenditures	350,479	408,210	416,404	458,106	507,402	-	507,402	90,998	21.9%
ADA PT - Municipal Funding	71,756	83,088	83,281	91,621	101,480	-	101,480	18,200	21.9%
ADA PT - Federal Funding	280,383	326,566	333,123	346,387	405,922	-	405,922	72,798	21.9%
ADA Paratransit Surplus/(Deficit)	1,660	1,444	-	(20,098)	-	-	-	-	0
Lease Property									
115 St. John's Street Expenditures	70,169	476,344	503,321	476,978	493,185	(3,501)	489,684	(13,637)	-2.7%
115 St. John's Other Revenue	1,000	89,386	269,990	249,656	258,524	-	258,524	(11,466)	-4.2%
115 St. John's Municipal Funding	-	90,938	93,861	93,862	94,245	-	94,245	384	0.4%
115 St. John's State Funding	37,500	227,344	234,654	234,654	246,592	(7,245)	239,347	4,693	2.0%
Lease Property Surplus/(Deficit)	(31,669)	(68,676)	95,185	101,194	106,177	(3,744)	102,433	7,248	7.6%
Service Improvements									
Service Improvements Expenditures	-	-	213,306	213,306	1,279,326	137,973	1,417,299	1,203,993	564.4%
Service Imp. - Passenger Fares	-	-	21,331	21,331	191,899	-	191,899	170,568	799.6%
Service Imp. - Federal Funding	-	-	191,975	191,975	1,087,427	137,973	1,225,400	1,033,425	538.3%
Service Improvements Surplus/(Deficit)	-	-	-	(0)	-	0	0	0	0.0%
Total Budget									
Expenditures	12,082,225	13,742,062	14,750,233	14,597,181	16,842,679	140,728	16,983,407	2,233,174	15.1%
Revenues	12,278,560	13,962,298	14,750,233	14,870,298	16,842,679	140,728	16,983,407	2,233,174	15.1%
Total Budget Surplus/(Deficit)	196,336	220,236	(0)	273,117	(0)	0	0	1	0%

Major Budget Factors:

- Baseline Bus Budget (Expenditures) – The FY 2024 Base Bus Budget is built on transit service levels that are mostly unchanged from FY 2023, except for the restoration of 30-minute headways on the Husky Line during summer months.
- Base Bus Budget (Revenues) – revenue estimates include: increases in state and federal funding as well as increases in fares and miscellaneous revenue. Current municipal funding reflects an overall -0.6% decrease, which includes a 5.6% decrease in operating funding and a 176.1% increase in capital funding based on the 2024-2028 CIP.
- ADA Paratransit budget is projected to increase based on actual increased ridership in 2023, and additional forecasted ridership increases in FY 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 \$102,433 surplus in this section can be available to offset a deficit(s) in other sections of the budget.
- Service Improvements – ARPA funded service improvements scheduled in May 2024 and August 2024 are reported as a separate line item. The service improvements result in a net increase of 4 bus operator positions in 2023, 8 bus operator positions in 2024 and 2 non-CDL driver position for Micro Transit, for a total of 75 bus operator positions and 3 non-CDL as of May 2024 and August 2024 respectively.

BASELINE BUS SERVICE

FY 2024 baseline bus service (excluding ARPA funded service improvements) includes 101,305 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: 2024 Service Levels and Estimated Ridership

ROUTE	MUNICIPALITIES	CORRIDORS	Peak Headways			Revenue Hours	Estimated Boardings	Boardings/ Hour
			Wkdy	Sat	Sun			
Route 1	Portland	Congress	30 min.	60 min	60 min	9,831	190,000	19
Route 2	Portland-Westbrook	Forest	30 min.	60 min	60 min	8,766	209,500	24
Route 3	Portland-South Portland-Westbrook	Bridge-Spring	30 min.	60 min	60 min	8,254	76,000	9
Route 4	Portland-Westbrook	Brighton-Main	30 min.	45 min	45 min	13,662	312,000	23
Route 5	Portland-South Portland	Outer Congress	30 min.	45 min	45 min	10,836	285,500	26
Route 7	Falmouth-Portland	Congress-Rt. 1	30-60 min.	60 min.	60 min	4,366	60,000	14
Route 8	Portland	Peninsula Circulator	30 min.	60 min	60 min	6,745	105,000	16
Route 9	Falmouth-Portland	Congress-Washington-Stevens	30 min.	30 min	60 min	16,392	392,500	24
Husky Line	Gorham-Portland-Westbrook	Rt. 25-William Clark-Brighton	30 min.	150 min	N/A	13,374	179,000	13
Breez	Brunswick-Freeport-Yarmouth-Portland	I-295-Rt. 1	75 min.	45 min	45 min.	9,079	67,000	7
Total						101,305	1,876,500	19

Table 3: Base Bus Budget Summary

	2021 Actual	2022 Actual	2023 Budget	2023 Projection	2024 Request	2024 Revision	2024 Final Request	2024 \$ +/-	2024 % +/-
EXPENDITURES									
Base Bus Budget									
Wages	6,224,159	7,147,685	7,121,866	7,195,189	7,568,529	25,924	7,594,453	472,586	6.6%
Benefits	2,719,817	2,748,192	3,011,731	2,926,856	3,142,088	22,380	3,164,467	152,736	5.1%
Services and Fees	534,819	786,307	892,871	927,420	861,264	(13,552)	847,712	(45,159)	-5.1%
Fuel-Fluids-Tires	660,413	627,682	823,718	730,833	943,600	(5,000)	938,600	114,882	13.9%
Supplies & Equipment	373,809	361,255	397,000	445,612	407,600	5,000	412,600	15,600	3.9%
Utilities	299,561	364,946	432,803	352,367	448,980	(22,980)	426,000	(6,803)	-1.6%
Insurance	325,138	345,754	376,335	375,431	409,741	(8,116)	401,625	25,290	6.7%
Misc Exp	44,984	49,921	59,550	57,603	77,500	2,600	80,100	20,550	34.5%
Debt Service	231,494	236,824	331,328	297,898	313,365	-	313,365	(17,963)	-5.4%
Capital & Reserves	247,383	188,942	170,000	139,581	390,100	-	390,100	220,100	129.5%
Total Base Bus Budget	11,661,576	12,857,509	13,617,202	13,448,791	14,562,766	6,256	14,569,022	951,820	7.0%
REVENUES									
Base Bus Funding									
Fare Revenue	1,385,127	2,108,658	2,360,736	2,043,599	2,624,346	-	2,624,346	263,610	11.2%
Miscellaneous Revenue	314,751	496,006	413,950	599,211	783,477	10,000	793,477	379,527	91.7%
Municipal Funding	3,959,343	4,394,704	4,534,570	4,534,571	4,509,532	-	4,509,532	(25,038)	-0.6%
State Funding	170,426	170,427	170,426	170,426	850,000	-	850,000	679,574	398.8%
Federal Funding	6,058,274	5,975,181	6,042,335	6,293,004	5,689,234	-	5,689,234	(353,101)	-5.8%
Total Base Bus Budget	11,887,921	13,144,976	13,522,017	13,640,811	14,456,589	10,000	14,466,589	944,572	7.0%
Surplus/(Deficit)	226,345	287,467	(95,185)	192,021	(106,177)	3,744	(102,432)	(7,248)	8%

In an effort to provide more transparency, and a more granular detail of yearly expenditures, staff has provided Department Budgets below. Staff has reviewed the position assignments for staffing in all departments, and did reallocate some of the positions. Also, of note is that this reallocation created some one time increases/decreases in the areas of wages and benefits within the department reports. As you can see from the Base Budget Summary table provided above, when pulled all together the increases/decreases are within normal ranges as a whole.

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/prepare new Bus Operators; 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	2024	Change
Operations Manager	1.00	1.00	1.00	-
Safety and Training Manager	1.00	1.00	1.00	-
Dispatcher	4.00	4.00	4.00	-
Bus Operators	66.00	63.00	63.00	-
Operations Assistant	1.00	1.00	1.00	-
Shuttle Driver	1.00	1.00	1.00	-
Customer Service Manager	1.00	1.00	1.00	-
Customer Service Representative	2.00	2.00	2.00	-
IT Manager	1.00	1.00	1.00	-
Totals	78.00	75.00	75.00	-

Major Achievements and Challenges (2023)

During 2023, the Transit Operations Department made the following major achievements and worked to manage a range of challenges:

Major Achievements:

- Forthcoming

Top Challenges:

- Forthcoming

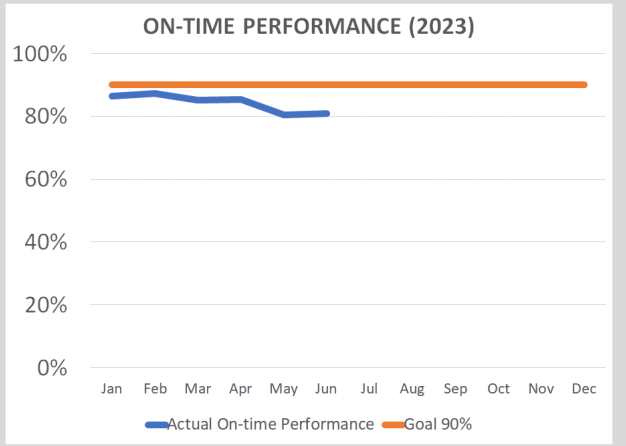
Performance (2023)

Department performance is measured and managed across several dimensions including service reliability, service availability, safety, employee retention, and customer satisfaction:

Service Reliability

Metro’s goal for system level on-time performance (OTP) is 90% with a minimum standard of 85% reliability for individual routes. Major factors impacting OTP include:

- Scheduled run/recovery times.
- Bus operator and dispatch performance
- Traffic volumes and construction activity.
- Ridership levels and fare payment speed.
- Bus stop placement.
- Staffing levels.



Service Availability

Service availability is measured by the percentage of scheduled trips (or Revenue Hours) completed. Metro’s goal for service completion is 100% at both system and route levels. Major factors impacting service availability include:

- Scheduled run/recovery times.
- Bus operator and dispatch performance
- Traffic volumes and construction activity.
- Vehicle maintenance.
- Service disruptions (e.g., detours, accidents, incidents, weather).

Safety

Safety is measured by the rate of accidents which could have been reasonably prevented (Preventable Accidents). Metro’s goal is 0 preventable accidents per 100,000 vehicle miles. Major factors impacting preventable accidents include:

- Bus operator performance
- Bus operator training
- Vehicle maintenance
- Route design
- Weather
- Parking at bus stops

Employee Retention

Employee turnover is highest for Bus Operators in the first 1-2 years of employment and can have a detrimental impact on staff and service. Metro's Bus Operator turnover goal is to be under x%. Major factors impacting preventable accidents include:

- Effective candidate screening.
- Bus operator training and support.
- Demands of job.
- Bus operator scheduling and hours.
- Workplace culture and morale.

Customer Complaints

Metro's goal for customer complaints related to transit operations is no more than x per 100,000 boardings. Major factors impacting preventable accidents include:

- Service availability (i.e., service completion).
- System reliability (i.e., on-time performance).
- Bus operator performance.
- Vehicle maintenance.
- Agency policies and communications.
- Service changes

2024 Transit Operations Department Goals

Based on the Metro 2030 Strategic Plan, and in connection with the development of the 2024 operating and capital budgets, the Transit Operations Department will work to achieve the following goals and complete the following initiatives in 2024.

Performance Goals:

- a. Achieve system level on-time performance of at least 90% - this goal is shared with the Planning-Marketing Department which is responsible for route and schedule development.
- b. Reduce Preventable Accidents to x per 100,000 vehicle miles or lower.
- c. Reduce customer complaints to no more than x per 100,000 boardings.
- d. Manage Bus Operator employee retention so as not to exceed x% in year 1 of employment, y% in year 2, and z% for the whole workgroup.
- e. Maintain service completion at no less than x% of scheduled service.

Department Projects and Initiatives

- a. Forthcoming
- b. Forthcoming

2024 Transit Operations Department Budget

Table 5: Transit Operations Department Budget

USES OF FUNDS	2022 Actual	2023 Budget	2023 Projection	2024 Request	2024 Revision	2024 Final Request	2024 \$ +/-	2024 % +/-	Notes
Wages									
Regular Wages	4,011,944	4,423,275	4,560,793	4,594,205	(11,964)	4,582,240	158,965	3.6%	1
Overtime - Operations	814,135	452,218	504,636	452,218	-	452,218	-	0.0%	
Add'l Pay (PTO payout, Hlth opt out)	247,467	55,260	35,509	61,207	-	61,207	5,947	10.8%	2
Holiday Pay - Worked	111,395	105,769	100,244	110,553	-	110,553	4,784	4.5%	
Wages	5,184,941	5,036,522	5,201,183	5,218,183	(11,964)	5,206,218	169,696	3.4%	
Benefits									
FICA	387,078	381,266	387,062	399,192	(915)	398,277	17,011	4.5%	
Health Ins	990,614	1,085,755	1,076,036	1,113,849	(3,816)	1,110,025	24,270	2.2%	
HRA Payments	58,729	80,000	73,949	80,000	-	80,000	-	0.0%	
Dental Insurance	45,527	46,608	44,974	44,542	-	44,542	(2,066)	-4.4%	
Disability Insurance	38,222	46,212	47,159	50,421	-	50,421	4,209	9.1%	3
Life Insurance	1,979	2,065	1,651	2,065	-	2,065	-	0.0%	
Workers Comp	148,218	153,251	153,262	160,925	23	160,948	7,697	5.0%	
Unemployment	-	3,000	-	5,000	15,000	20,000	17,000	566.7%	4
Vision	2,004	2,132	2,113	2,150	-	2,150	18	0.8%	
Retirement	314,821	323,952	312,763	339,182	(778)	338,404	14,453	4.5%	
Uniforms/Reimbursements	13,975	24,800	28,579	29,800	-	29,800	5,000	20.2%	5
Benefits	2,001,168	2,149,042	2,127,548	2,227,126	9,515	2,236,633	87,591	4.1%	
Total Wages & Benefits	7,186,108	7,185,563	7,328,731	7,445,309	(2,449)	7,442,851	257,287	3.6%	
Services and Fees									
Temporary Help	-	-	-	-	-	-	-	0%	
Technology Services	62,909	63,839	67,117	65,000	(9,888)	55,112	(8,727)	-13.7%	
Other Contracted Services	72,885	91,029	88,964	95,000	-	95,000	3,971	4.4%	
Services and Fees	135,794	154,868	156,081	160,000	(9,888)	150,112	(4,756)	-3.1%	
Supplies & Equipment									
Transportation Supplies	4,614	6,000	6,606	3,000	3,000	6,000	-	0.0%	
It Supplies	609	2,000	677	2,000	-	2,000	-	0.0%	
Fare Media	1,690	6,000	19,950	8,000	2,000	10,000	4,000	66.7%	6
Minor Equipment	6,230	8,500	8,992	6,500	-	6,500	(2,000)	-23.5%	
Supplies and Equipment	13,143	22,500	36,226	19,500	5,000	24,500	2,000	8.9%	
Utilities									
Phone/Cell/Internet- AVL	4,800	4,800	4,800	4,800	-	4,800	-	0.0%	
Phone/Cell/Internet	26,262	26,640	25,677	26,640	-	26,640	-	0.0%	
Utilities	31,062	31,440	30,477	31,440	-	31,440	-	0.0%	
Miscellaneous Expenses									
Conferences and Travel	170	4,200	110	2,500	-	2,500	(1,700)	-40.5%	
Miscellaneous Expenses	170	4,200	110	2,500	-	2,500	(1,700)	-40.5%	
Total Non-Personnel Expenses	180,169	213,008	222,894	213,440	(4,888)	208,552	(4,456)	-2.1%	
Total Base Bus Budget	7,366,277	7,398,571	7,551,625	7,658,749	(7,337)	7,651,403	252,831	3.4%	

Note #	Line Item	Explanation
1	Wages	Increase in regular wages is driven mainly by an estimated COLA increase 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. The current CBA is set to expire on December 31, 2023. Wages related to service improvement are listed separately. Revision to decrease wages reflects turnover/transfer of senior employees resulting in savings in wages and corresponding benefits.
2	Additional Pay	Increase in additional pay is related to increased Health Insurance Opt Out payments for eligible employees. Increase is also related to hiring bonus for operations and maintenance staff.

Note #	Line Item	Explanation
3	Disability Insurance	There will be no premium increase in the cost of disability insurance. 2023 projections indicate Disability Insurance will be over budgeted amounts. Increase for 2024 is based on 2023 projected year end balances instead of 2023 budget, adjusted for department budget allocation.
4	Unemployment	Reallocating unemployment expenses to departments. Total unemployment budgeted expense increased overall based on anticipated upcoming claims. Revision to increase unemployment based on potential assessment notification.
5	Uniforms/Reimbursements	Addition of estimated relocation expense reimbursement for new employees.
6	Technology Services	Revision to decrease due to cancellation of TextMark services.
7	Fare Media	Due to increased demand for Fare Media in 2023, Metro has incurred larger than estimated production costs. Staff anticipate demand to remain high in 2024.

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 – maintain bus fleet and non-revenue service vehicles in a state of good repair to ensure safe, effective and accessible service.
- Facilities Maintenance – maintain operations/maintenance facilities, and passenger facilities, in a state of good repair to ensure agency employees can carry out duties in a safe and productive environment, and transit passengers have access to safe and effective waiting areas.

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 6: Maintenance Staffing

Staffing	2022	2023	2024	Change
Maintenance Manager	1.00	1.00	1.00	-
Master Technician	1.00	-	-	-
Technician	1.00	1.00	1.00	-
Mechanic I (1 PT Employee)	4.00	5.00	5.50	0.50
Mechanic II	2.00	1.00	1.00	-
Fleet Care	4.00	4.00	4.00	-
Utility	1.00	1.00	1.00	-
Building Maintenance	1.00	1.00	1.00	-
Bus Cleaner	-	1.00	1.00	-
Inventory Clerk	1.00	1.00	1.00	-
Totals	16.00	16.00	16.50	0.50

Major Achievements and Challenges (2023)

During 2023, the Fleet and Facilities Maintenance Department made the following major achievements and worked to manage a range of challenges:

Major Achievements:

- Forthcoming

Top Challenges:

- Forthcoming

Performance Metrics (2023)

- Forthcoming

2024 Maintenance Department Goals

- Forthcoming

Table 7: Fleet & Facilities Maintenance Department Budget

USES OF FUNDS	2022 Actual	2023 Budget	2023 Projection	2024 Request	2024 Revision	2024 Final Request	2024 \$ +/-	2024 % +/-	Notes
Wages									
Regular Wages	850,791	998,715	1,005,405	1,112,369	(3,969)	1,108,400	109,685	11.0%	1
Overtime - Maintenance	66,218	42,877	49,082	42,877	-	42,877	-	0.0%	
Add'l Pay (PTO payout, Hlth opt out)	39,476	6,552	7,052	16,619	-	16,619	10,067	153.7%	2
Holiday Pay - Worked	19,875	20,141	19,161	21,829	-	21,829	1,688	8.4%	
Wages	976,360	1,068,285	1,080,700	1,193,694	(3,969)	1,189,725	121,440	11.4%	
Benefits									
FICA	71,682	81,724	79,484	91,318	(304)	91,014	9,290	11.4%	3
Health Ins	233,652	232,717	249,070	253,800	(1,124)	252,676	19,959	8.6%	
HRA Payments	10,094	-	7,283	-	-	-	-	0.0%	
Dental Insurance	9,823	10,033	9,845	10,234	-	10,234	201	2.0%	
Disability Insurance	6,919	10,085	10,095	11,490	-	11,490	1,405	13.9%	4
Life Insurance	-	-	114	-	-	-	-	0	
Workers Comp	27,293	28,220	28,222	29,633	4	29,637	1,417	5.0%	
Unemployment	-	-	-	-	-	-	-	0.0%	
Vision	436	457	472	431	-	431	(26)	-5.7%	
Retirement	39,378	69,439	45,018	75,278	(258)	75,020	5,582	8.0%	
Uniforms	8,153	9,100	6,462	8,800	-	8,800	(300)	-3.3%	
Benefits	407,429	441,774	436,066	480,984	(1,681)	479,304	37,530	8.5%	
Total Wages & Benefits	1,383,789	1,510,059	1,516,766	1,674,677	(5,650)	1,669,029	158,970	10.5%	

Note #	Line Item	Explanation
1	Wages	Increase in regular wages is driven mainly by COLA increase in base wages and step increases as required by the CBA with ATU and Non-Union Salary Plan. The current CBA is set to expire on December 31, 2023. Increase in wages is also related to the addition of a part-time Mechanic. Revision to decrease wages reflects turnover/transfer of senior employees resulting in savings in wages and corresponding benefits.
2	Additional Pay	Increase in additional pay is related to increased Health Insurance Opt Out payments for eligible employees. Increase is also related to hiring bonus for operations and maintenance staff.
3	FICA	Increase is related to the addition of a part-time mechanic
4	Disability Insurance	There will be no premium increase in the cost of disability insurance. 2024 Increase based on 2023 actual experience, adjusted for department budget allocation.

Table 8: Fleet & Facilities Maintenance Department Budget, continued

USES OF FUNDS	2022 Actual	2023 Budget	2023 Projection	2024 Request	2024 Revision	2024 Final Request	2024 \$ +/-	2024 % +/-	Notes
Services and Fees									
Arch & Engineer Fees	-	5,000	-	5,000	-	5,000	-	0.0%	
Temporary Help	-	-	-	-	-	-	-	0.0%	
Other Contracted Services	-	-	-	5,000	-	5,000	5,000	100.0%	
Maint Software	2,690	3,950	2,690	4,000	-	4,000	50	1.3%	
Maintenance Services	174,340	162,500	204,274	187,000	7,161	194,161	31,661	19.5%	5
Snow Plowing/Removal	3,625	9,000	2,675	9,000	-	9,000	-	0.0%	
Custodial Services	21,734	48,000	46,697	48,000	-	48,000	-	0.0%	
Services and Fees	202,389	228,450	256,336	258,000	7,161	265,161	36,711	16.1%	
Fuel-Fluids-Tires- Non-Revenue Vehicles									
CNG Fuel	106,653	130,000	92,081	130,000	(10,000)	120,000	(10,000)	-7.7%	6
Diesel Fuel	386,878	525,928	494,091	638,500	10,000	648,500	122,572	23.3%	6
Greases and Fluids	64,174	68,040	61,674	74,600	-	74,600	6,560	9.6%	
Electricity as a Fuel	9,732	30,000	14,219	27,000	(5,000)	22,000	(8,000)	-26.7%	6
Tires and Tubes	60,245	69,750	68,767	73,500	-	73,500	3,750	5.4%	
Fuel-Fluids-Tires- Non-Revenue Vehicle:	627,682	823,718	730,833	943,600	(5,000)	938,600	114,882	13.9%	
Supplies & Equipment									
Servicing/Fueling Supplies	3,905	3,500	4,902	3,500	-	3,500	-	0.0%	
Shop Supplies	22,836	32,000	30,819	32,000	-	32,000	-	0.0%	
Shelter Supplies	3,658	5,000	1,758	5,000	-	5,000	-	0.0%	
Building Supplies	30,754	26,000	30,577	35,000	-	35,000	9,000	34.6%	7
Parts	230,161	260,000	296,384	270,000	-	270,000	10,000	3.8%	
Minor Equipment	19,143	10,000	6,868	4,500	-	4,500	(5,500)	-55.0%	
Veh Ops- Other Supplies	-	5,000	5,142	2,000	-	2,000	(3,000)	-60%	
Supplies and Equipment	310,457	341,500	376,450	352,000	-	352,000	10,500	3.1%	
Utilities									
Phone/Cell/Internet	443	480	480	480	-	480	-	0.0%	
Utilities	443	480	480	480	-	480	-	0.0%	
Miscellaneous Expenses									
Licenses and Permits	575	1,500	202	1,500	-	1,500	-	0.0%	
Miscellaneous Expenses	575	1,500	202	1,500	-	1,500	-	0.0%	
Total Non-Personnel Expenses	1,141,546	1,395,648	1,364,301	1,555,580	2,161	1,557,741	162,093	11.6%	
Total Base Bus Budget	2,525,335	2,905,707	2,881,067	3,230,257	(3,489)	3,226,770	321,063	11.0%	

Note #	Line Item	Explanation
5	Maintenance Services	Increased based on 2023 projections. Metro staff have been working to maintain the appearance of vehicles, and thus has seen an increase in this budgeted line. Also, accident insurance claims offset some of these expenses as well. This line item has been increased, with a corresponding revenue addition to account for those expenses as well. Revision reflects increase in HVAC maintenance contract fees.
6	Diesel Fuel/CNG Fuel/Electricity as a Fuel	By purchasing diesel futures, Staff was able to secure a favorable rate for METRO's 23-24 diesel contract. Staff estimates that the current contract will early fall of 2024, and will secure a new contract. Estimates for fuel purchases beyond contract expiration are currently estimated at \$2.73/gal. Revision reflects increase in diesel price per gallon from \$2.73/gal to \$2.78/gal, based on recent bid award for contract beginning in the fall of 2024. Working with our energy broker, staff was able to secure fixed rates for supply of natural gas and electricity which has resulted in budgetary savings in fuel and utilities.
7	Building Supplies	Increased based on 2023 actuals. Category includes supplies for maintenance of buildings and grounds.

PLANNING & MARKETING DEPARTMENT

Overview and Staffing

The Planning-Marketing 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 9: Planning & Marketing Staffing

Staffing	2022	2023	2024	Change
Director of Transit Development	1.00	1.00	1.00	1.00
Marketing Manager	1.00	1.00	1.00	1.00
Totals	2.00	2.00	0.00	2.00

Major Achievements and Challenges (2023)

During 2023, the Planning and Marketing Department made the following major achievements and worked to manage a range of challenges:

Major Achievements:

- Forthcoming

Top Challenges:

- Forthcoming

Performance Metrics (2023)

- Forthcoming

2024 Planning-Marketing Department Goals

- Forthcoming

Table 10: Planning & Marketing Department Budget

USES OF FUNDS	2022 Actual	2023 Budget	2023 Projection	2024 Request	2024 Revision	2024 Final Request	2024 \$ +/-	2024 % +/-	Notes
Wages									
Regular Wages	80,186	189,153	191,711	200,439	-	200,439	11,286	6.0%	1
Overtime - Administration	-	-	-	-	-	-	-	0.0%	
Add'l Pay (PTO payout, Hlth opt out)	2,800	-	-	-	-	-	-	0.0%	
Holiday Pay - Worked	-	-	-	-	-	-	-	0.0%	
Wages	82,986	189,153	191,711	200,439	-	200,439	11,286	6.0%	
Benefits									
FICA	6,143	6,503	13,933	15,334	-	15,334	8,831	135.8%	
Health Ins	21,317	18,518	46,038	42,617	(47)	42,570	24,052	129.9%	
HRA Payments	476	-	5,692	-	-	-	-	0.0%	
Dental Insurance	672	798	1,887	1,719	-	1,719	921	115.4%	
Disability Insurance	1,329	802	1,430	1,929	-	1,929	1,127	140.4%	2
Life Insurance	-	-	-	-	-	-	-	0.0%	
Workers Comp	210	217	217	227	0	227	11	5.0%	
Unemployment	-	-	-	-	-	-	-	0.0%	
Vision	31	36	53	74	-	74	38	103.4%	
Retirement	6,162	5,525	14,376	13,029	-	13,029	7,503	135.8%	
Uniforms	-	-	-	-	-	-	-	0.0%	
Benefits	36,340	32,400	83,627	74,928	(47)	74,881	42,481	131.1%	
Total Wages & Benefits	119,326	221,553	275,338	275,367	(47)	275,320	53,767	24.3%	
Services and Fees									
Technology Services	9,512	17,400	16,450	17,400	4,000	21,400	4,000	23.0%	
Advertising	41,694	106,000	74,957	62,000	(10,000)	52,000	(54,000)	-50.9%	3
Other Contracted Services	62,308	76,500	42,724	56,500	(15,000)	41,500	(35,000)	-45.8%	4
Services and Fees	113,514	199,900	134,131	135,900	(21,000)	114,900	(85,000)	-42.5%	
Supplies & Equipment									
Supplies Cust Rel	9,948	7,500	9,764	7,500	-	7,500	-	0.0%	
Supplies Promo	3,172	3,000	4,109	3,000	-	3,000	-	0.0%	
Supplies and Equipment	13,120	10,500	13,873	10,500	-	10,500	-	0.0%	
Utilities									
Phone/Cell/Internet	481	480	960	960	-	960	480	100.0%	5
Utilities	481	480	960	960	-	960	480	100.0%	
Miscellaneous Expenses									
Dues, Subscriptions & Certifications	4,061	3,000	3,522	3,000	-	3,000	-	0.0%	
Conferences and Travel	395	1,610	2,394	4,000	-	4,000	2,390	148.4%	6
Miscellaneous Expenses	4,456	4,610	5,916	7,000	-	7,000	2,390	51.8%	
Total Non-Personnel Expenses	131,572	215,490	154,880	154,360	(21,000)	133,360	(82,130)	-38.1%	
Total Base Bus Budget	250,898	437,043	430,218	429,727	(21,047)	408,680	(28,363)	-6.5%	

Note #	Line Item	Explanation
1	Wages	Increase in regular wages is driven mainly by an estimated COLA increase 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. The current CBA is set to expire on December 31, 2023.
2	Benefits	Increases shown in benefits is due to reallocation of staff from Administration to Planning. This is a one-time adjustment needed to present budget amounts by departments.
3	Advertising	Revised to reclassify a portion of the advertising request to ARPA Service Improvements
4	Other Contracted Services	Revised to remove \$15,000 request for mapping consultant project. This project will be reevaluated for a future budget year.
5	Utilities	Increases shown are due to reallocation of staff from Administration to Planning. This is a one-time adjustment needed to present budget amounts by departments.
6	Conferences & Travel	Increase related to anticipated additional conference attendance in 2024.

FINANCE-ADMINISTRATION DEPARTMENT

Overview and Staffing

The Administration Department includes the following full-time equivalent (FTE) positions and number of employees. While no new permanent positions are proposed, staff propose budgeting for the Director of Government/Community Relations position which was temporarily frozen in 2023. **The budget also includes addition of a part-time temporary Recruiting Specialist position to support the increase in staffing levels related to the ARPA Service Improvements. This position will be temporary through December 31, 2024.**

Table 11: Administration Staffing

Staffing	2022	2023	2024	Change
Executive Director	1.00	1.00	1.00	-
Chief Transportation Officer	1.00	1.00	1.00	-
Chief Financial Officer	-	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	-
Accounting Manager	1.00	1.00	1.00	-
Procurement Manager	1.00	1.00	1.00	-
Payroll Specialist	1.00	1.00	1.00	-
Accounting Assistant	1.00	1.00	1.00	-
HR Generalist	1.00	1.00	1.00	-
Recruiting Specialist (P/T Temp- 12/24)	-	-	0.50	0.50
Administrative Assistant	-	1.00	1.00	-
Cash Counting Assistant (2 PT Staff)	0.50	0.50	0.50	-
Totals	10.50	10.50	12.00	1.50

Major Achievements and Challenges (2023)

During 2023, the Finance-Administration Department made the following major achievements and worked to manage a range of challenges:

Major Achievements:

- Forthcoming

Top Challenges:

- Forthcoming

Performance Metrics (2023)

- Forthcoming

2024 Finance-Administration Department Goals

- Forthcoming

Table 12: Administration Department Budget

USES OF FUNDS	2022 Actual	2023 Budget	2023 Projection	2024 Request	2024 Revision	2024 Final Request	2024 \$ +/-	2024 % +/-	Notes
Wages									
Regular Wages	875,598	819,660	719,822	953,350	41,856	995,206	175,546	21.4%	1
Overtime - Administration	1,696	1,839	778	1,839	-	1,839	-	0.0%	
Add'l Pay (PTO payout, Hlth opt out)	26,104	6,408	994	1,024	-	1,024	(5,384)	-84.0%	
Total Wages	903,399	827,907	721,595	956,213	41,857	998,071	170,164	20.6%	
Benefits									
FICA	65,658	75,329	56,187	73,150	3,203	76,353	1,024	1.4%	
Health Ins	151,008	214,510	121,902	190,214	8,669	198,884	(15,626)	-7.3%	
HRA Payments	3,135	-	3,252	-	-	-	-	0.0%	
Dental Insurance	9,528	9,249	6,411	8,024	-	8,024	(1,225)	-13.2%	
Disability Insurance	13,148	8,532	14,485	9,008	-	9,008	476	5.6%	2
Life Insurance	370	361	31	361	-	361	-	0.0%	
Workers Comp	5,651	5,842	5,843	6,135	1	6,136	293	5.0%	
Unemployment	4,311	10,000	8,613	11,000	-	11,000	1,000	10.0%	3
Vision	375	387	305	327	-	327	(59)	-15.3%	
Retirement	49,823	64,005	62,549	60,830	2,721	63,550	(455)	-0.7%	
Uniforms	248	300	37	-	-	-	(300)	-100.0%	
Total Benefits	303,255	388,515	279,615	359,050	14,595	373,645	(14,870)	-3.8%	

Note #	Line Item	Explanation
1	Wages	<p>Increase in regular wages is driven mainly by an estimated COLA increase 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. The current CBA is set to expire on December 31, 2023.</p> <p>Increases are also related to the addition of the Director of Government and Community Relations position that was frozen for the 2023 budget, but added back for 2024 for ½ of the year. Revision to increase wages is related to the addition of a part-time temporary Recruiting Specialist position through December 31, 2024, as well as turnover in the HR Generalist position, along with corresponding increase to benefits.</p>
2	Disability Insurance	There will be no premium increase in the cost of disability insurance. 2023 projections indicate Disability Insurance will be over budgeted amounts. Increase for 2024 is based on 2023 projected year end balances instead of 2023 budget, adjusted for department budget allocation.
3	Unemployment Insurance	Reallocating unemployment expenses to departments. Total unemployment budgeted expense increased overall based on anticipated upcoming claims.

Table 13: Administration Department Budget, continued

USES OF FUNDS	2022 Actual	2023 Budget	2023 Projection	2024 Request	2024 Revision	2024 Final Request	2024 \$ +/-	2024 % +/-	Notes
Services and Fees									
Tuition Reimbursement	2,955	5,000	1,500	5,000	-	5,000	-	0.0%	
Wellness Program	1,789	10,000	-	10,000	-	10,000	-	0.0%	
Legal Fees	43,492	40,000	74,384	40,000	-	40,000	-	0.0%	4
Audit Fees	23,500	26,000	25,000	27,500	-	27,500	1,500	5.8%	
Temporary Help	46,915	30,000	82,182	-	-	-	(30,000)	-100%	
Employment Services	13,898	12,287	13,402	14,500	-	14,500	2,213	18.0%	5
Benefit Administration Fees	8,514	8,636	8,098	10,000	-	10,000	1,364	15.8%	6
Technology Services	102,762	103,226	103,468	117,139	7,000	124,139	20,913	20.3%	7
Bank and CC Fees	20,622	24,050	17,706	24,600	-	24,600	550	2.3%	
Advertising	45,168	18,500	31,654	25,000	-	25,000	6,500	35.1%	8
Postage	2,254	2,954	2,282	3,000	-	3,000	46	1.6%	
Other Contracted Services	14,144	18,500	14,461	20,000	3,000	23,000	4,500	24.3%	9
Office Machines Maintenance	6,236	8,000	4,543	8,000	-	8,000	-	0.0%	
Miscellaneous Services	2,361	2,500	2,191	2,625	175	2,800	300	12.0%	
Services and Fees	334,611	309,653	380,871	307,364	10,175	317,539	7,886	2.5%	
Supplies & Equipment									
HR Supplies	-	-	-	2,500	-	2,500	2,500	100.0%	10
Office Supplies	20,981	17,500	15,832	18,100	-	18,100	600	3.4%	
Minor Equipment	3,554	5,000	3,231	5,000	-	5,000	-	0.0%	
Supplies and Equipment	24,535	22,500	19,063	25,600	-	25,600	3,100	13.8%	
Utilities									
Heating Fuel	156,711	175,469	140,171	180,844	(10,000)	170,844	(4,625)	-2.6%	11
Electricity	114,470	137,711	114,597	143,986	(10,000)	133,986	(3,725)	-2.7%	11
Water/Sewer/Stormwater	30,104	43,563	31,530	46,654	(2,980)	43,674	111	0.3%	
Phone/Cell/Internet	31,674	43,660	34,152	44,616	-	44,616	956	2.2%	
Utilities	332,960	400,403	320,450	416,100	(22,980)	393,120	(7,283)	-1.8%	
Insurance									
Auto/Liability/Property Insurance	345,754	376,335	375,431	409,741	(8,116)	401,625	25,290	6.7%	
Insurance	345,754	376,335	375,431	409,741	(8,116)	401,625	25,290	6.7%	
Miscellaneous Expenses									
Dues, Subscriptions & Certifications	25,321	27,120	25,247	37,500	-	37,500	10,380	38.3%	12
Conferences and Travel	8,939	13,620	13,598	14,000	2,600	16,600	2,980	21.9%	
Meals and Hosting	10,460	8,500	12,530	15,000	-	15,000	6,500	76.5%	13
Miscellaneous Expenses	44,720	49,240	51,376	66,500	2,600	69,100	19,860	40.3%	
Total Non-Personnel Expenses	1,082,580	1,158,131	1,147,191	1,225,305	(18,321)	1,206,984	48,853	4.2%	
Total Base Bus Budget	2,289,233	2,374,553	2,148,401	2,540,567	38,131	2,578,700	204,147	8.6%	

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 2024.
5	Employment Services	Increased costs related to new hire and return to work screenings.
6	Benefit Administration Fees	HRA plan fees and HRA annual Federal fees that were not previously budgeted caused the increase for this line item.
7	Technology Services	Increase costs related to Munis financial software. Also, planned addition of Budget Book software contribute to the increases in this budget line. Revisions reflect the addition of budget book building software.
8	Advertising	Increases due to hire costs related to job advertisements.
9	Other Contracted Services	Revision reflect an increase for the Actuarial Evaluation full report. 2023 budget included fees for a roll forward report.
10	HR Supplies	Supplies related to HR Department needs, includes labor posters and other miscellaneous items.
11	Utilities	Working with our energy broker, staff was able to secure fixed rates for supply of natural gas and electricity which has resulted in budgetary savings in fuel and utilities.

Note #	Line Item	Explanation
12	Dues & Subscriptions	Increases based on anticipation of increased MTA dues.
13	Meals & Hosting	Increases based on historical expenses related to employee events. Staff estimates higher expenses in 2024 as planning for additional employee recognition/appreciation events.

CAPITAL PROGRAM & DEBT SERVICE

Table 14: Debt Service & Capital Budget

USES OF FUNDS	2022 Actual	2023 Budget	2023 Projection	2024 Request	2024 Revision	2024 Final Request	2024 \$ +/-	2024 % +/-	Notes
Debt Service									
Interest Expense Short Term	23,053	100,000	66,570	85,000	-	85,000	(15,000)	-15.0%	
Interest Expense Long Term	31,271	32,178	32,178	29,215	-	29,215	(2,963)	-9.2%	
Debt Service Principal	182,500	199,150	199,150	199,150	-	199,150	-	0.0%	
Debt Service	236,824	331,328	297,898	313,365	-	313,365	(17,963)	-5.4%	
Capital & Reserves									
Contribution to Unrest Balance	-	45,000	-	45,000	-	45,000	-	0.0%	
GF Cap Outlay for Oth Cap Itms	155,460	125,000	125,960	345,100	-	345,100	220,100	176.1%	1
GF Cap Outlay for Capital	30,547	-	13,621	-	-	-	-	0.0%	
Transfers	2,935	-	-	-	-	-	-	0.0%	
Capital & Reserves	188,942	170,000	139,581	390,100	-	390,100	220,100	129.5%	
Total Base Bus Budget	425,766	501,328	437,479	703,465	-	703,465	202,137	40%	

Note #	Line Item	Explanation
1	Capital Prog.	Increase reflects the amount of new municipal funding needed to implement the proposed FY 2024 CIP (refer to Attachment C).

FUNDING AND REVENUES

Table 15: Base Bus Budget: Revenue

SOURCES OF FUNDS	2021 Actual	2022 Actual	2023 Budget	2023 Projection	2024 Request	2024 Revision	2024 Final Request	2024 \$ +/-	2024 % +/-	Notes
Fare Revenue										
Passenger Fares	1,140,893	1,325,270	1,510,307	1,178,858	1,972,732		1,972,732	462,425	30.6%	1
Organization Paid Fares	244,234	783,388	850,429	864,741	651,614		651,614	(198,815)	-23.4%	2
Total Fare Revenue	1,385,127	2,108,658	2,360,736	2,043,599	2,624,346	-	2,624,346	263,610	11.2%	
Miscellaneous Revenue										
Advertising Revenue	194,244	349,816	355,000	243,637	300,000		300,000	(55,000)	-15.5%	3
Route Support Funding (Huskey Line)	-	-	-	105,000	330,167		330,167	330,167	100.0%	4
Vehicle Maint Services	9,915	6,000	5,000	6,000	5,000		5,000	-	0.0%	
Sale of Fuel	15,884	7,868	7,000	4,137	7,000		7,000	-	0.0%	
Interest Income	6,109	48,027	15,000	150,889	90,000		90,000	75,000	500.0%	5
Reimbursements of Auto Fare fees	10,088	13,887	14,450	15,861	15,810		15,810	1,360	9.4%	
Wellness Grant Reimbursements	3,014	1,284	5,500	210	3,500		3,500	(2,000)	-36.4%	
Training Grant Reimbursements	-	1,872	2,000	-	2,000		2,000	-	0.0%	
Miscellaneous Income	20,462	29,427	10,000	28,781	10,000	10,000	20,000	10,000	100.0%	6
Rental of Property	40,228	-	-	-	-		-	-	0.0%	
Claims Recovery	14,807	37,826	-	44,696	20,000		20,000	20,000	100.0%	
Total Other Revenue	314,751	496,006	413,950	599,211	783,477	10,000	793,477	379,527	91.7%	
Municipal Funding										
Non-Member Municipal Funding (Gorham)	33,000	33,000	35,000	35,000	35,000		35,000	-	0.0%	7
Member Municipal Funding: Operations	4,171,355	4,198,244	4,374,570	4,374,572	4,129,432		4,129,432	(245,138)	-5.6%	8
Municipal Credit	(351,661)	-	-	-	-		-	-	0.0%	
Municipal Funding: CIP Local Match	106,649	155,460	125,000	124,999	345,100		345,100	220,100	176.1%	9
Municipal Funding: Svc Veh Local Match	-	8,000	-	-	-		-	-	0.0%	
Total Municipal Revenue	3,959,343	4,394,704	4,534,570	4,534,571	4,509,532	-	4,509,532	(25,038)	-0.6%	
State Funding										
State Operating Subsidy	170,426	170,427	170,426	170,426	850,000		850,000	679,574	398.8%	
Total State Revenue	170,426	170,427	170,426	170,426	850,000	-	850,000	679,574	398.8%	
Federal Funding										
Federal Operating Assistance	2,424,171	3,247,517	3,928,774	3,722,091	4,100,000		4,100,000	171,226	4.4%	10
Federal Operating Assistance- Prior Year	-	-	-	-	316,000		316,000	316,000	100.0%	11
TW Fed Operating Assistance	650,000	219,674	-	-	-		-	-	0.0%	12
Federal Prev Maint Assistance	944,263	1,107,990	1,248,269	1,211,036	1,273,234		1,273,234	24,965	2.0%	13
Federal CARES Act	2,039,840	1,400,000	865,292	865,292	-		-	(865,292)	-100.0%	14
Federal ARPA	-	-	-	494,585	-		-	-	100.0%	
Total Federal Revenue	6,058,274	5,975,181	6,042,335	6,293,004	5,689,234	0	5,689,234	(353,101)	-5.8%	
Total Revenue	\$ 11,887,921	\$ 13,144,976	\$ 13,522,017	\$ 13,640,811	\$ 14,456,589	\$ 10,000	\$ 14,466,589	944,572	7.0%	

Note #	Line Item	Explanation
1	Pass. Fares	Anticipated increase in fare revenue is based on anticipated increases in ridership as transit ridership patterns continue to show slow, but steady improvements.
2	Org. Fares	Amount reflects continued incremental improvement in fare revenue from pass programs as well as a change in the funding terms associated with Metro's pass program agreement with the University of Southern Maine.
3	Advertising	Advertising revenue is projected to be under budget for 2023 based on changes in national advertising patterns. Using that as baseline for 2024 as a conservative estimate. In 2023, Metro was advertising for positions on 7 buses. 2024 revenue estimates assume these vehicles are available for outside advertising.
4	Route Support Funding	Amount is based on Metro's renewed pass program agreement with the University of Southern Maine, which applies funding to directly support the Husky line.
5	Interest Income	Interest income is estimated based on current interest earning rates. For 2024, the projection assumes a slow decrease in the interest rate throughout the year.
6	Miscellaneous Income	Revision to increase miscellaneous income, as historical analysis shows it has consistently been higher than originally budgeted amount of \$10,000.
7	Non-Member Mun. Funding	Metro and Gorham agreed to continue the pilot phase of the Husky Line. As a result, Gorham's pilot phase contribution is remaining stable.

Note #	Line Item	Explanation
8	Member Mun. Funding	Amount reflects the local funding from member municipalities to support planned programs and operations in FY 2024. Current figure represents an amount equal to a 3.3% increase compared to 2023.
9	Municipal Funding (CIP)	Amount reflects the estimated amount of new municipal funding needed to implement the proposed FY 2024-2028 CIP.
10	Federal 5307 (Operating-FY 2024)	Amount reflects a 4.1% increase in Federal 5307 formula funding for operations for FY 2024.
11	Federal 5307 (Operating-FY 2023)	Amount reflects carry-forward funding from 2023 Operating grant that will be applied to the 2024 budget.
12	Federal 5307 (Prev. Maint.)	The amount reflects a 2% increase in funding for Preventative Maintenance for FY 2024.
13	Federal CARES Act (Operating)	CARES Act funding was fully exhausted in FY2023.
14	Federal ARPA (Operating/Service Improvements)	ARPA Act funding for FY 2024 service improvements are reported separately.

ADA COMPLEMENTARY PARATRANSIT

In accordance with the Americans with Disabilities Act (1991) and associated federal regulations, Metro is required to provide ADA complementary paratransit services to eligible passengers with ¼ mile radius around existing local fixed route bus service.

Annual boardings have bounced back from 2020 lows. Staff expect 2023 rider use to equal 2019 boardings and grow further in 2024. Additionally, the cost per boarding trip charged by Metro contractor (RTP) increased by 2% from \$24.97 to 25.47 in 2023. Metro staff are exploring the potential of a free ADA Transit Pass which would create an incentive for ADA eligible passengers to choose using the bus system instead of paratransit for certain trips.

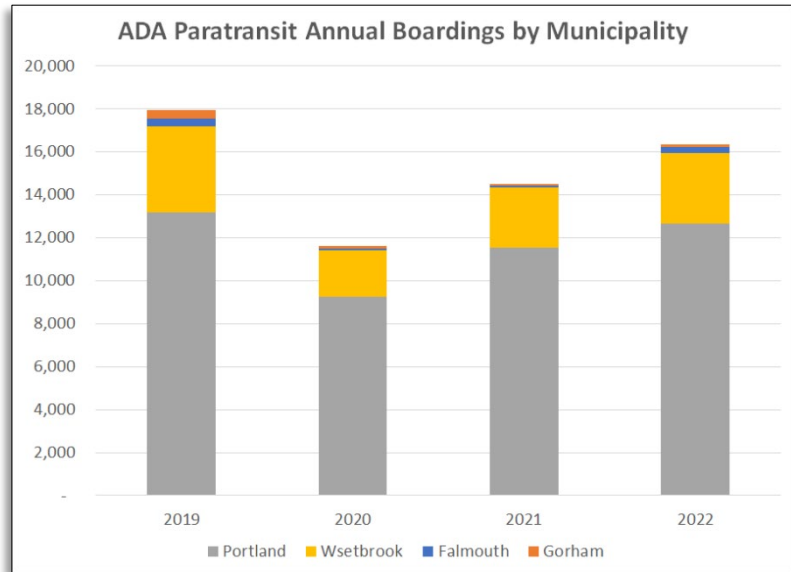


Table 16: ADA Paratransit

USES OF FUNDS	2021 Actual	2022 Actual	2023 Budget	2023 Projection	2024 Request	2024 Revision	2024 Final Request	2024 \$ +/-	2024 % +/-	Notes
ADA Paratransit										
Contracted Services	\$ 350,479	\$ 408,210	\$ 416,404	\$ 458,106	\$ 507,402	\$ -	\$ 507,402	90,998	21.9%	1
Total ADA Paratransit Service	350,479	408,210	416,404	458,106	507,402	-	507,402	90,998	21.9%	
Total Expenditures	350,479	408,210	416,404	458,106	507,402	-	507,402	90,998	21.9%	
SOURCES OF FUNDS	2021 Actual	2022-A Actual	2023 Request	2023 Projection	2024 Request	2024 Revision	2024 Final Request	2021 \$ +/-	2021 % +/-	Notes
Municipal Funding										
Municipal Funding	71,756	83,088	83,281	91,621	101,480	-	101,480	18,200	21.9%	2
Total Municipal Funding	71,756	83,088	83,281	91,621	101,480	-	101,480	18,200	21.9%	
Federal Funding										
FTA Section 5307	280,383	326,566	333,123	346,387	405,922	-	405,922	72,798	21.9%	3
FTA CARES Act	-	-	-	-	-	-	-	-	0%	4
Total Federal	280,383	326,566	333,123	346,387	405,922	-	405,922	72,798	21.9%	
Total Revenue	352,139	409,654	416,404	438,008	507,402	-	507,402	90,998	21.9%	
Surplus/(Deficit)	1,660.20	1,444	-	(20,098)	0.00	-	0.00			

Note #	Line Item	Explanation
1	Contracted Serv.	Metro contracts with the Regional Transportation Program (RTP) to provide ADA Paratransit services. Cost is based on a negotiated net cost per trip boardings, which has increased in 2023.
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.
4	Federal Funding (CARES Act)	Metro used CARES Act funding support in 2020 for ADA paratransit.

LEASE PROPERTY

In accordance with program approved by the board in 2021, Metro is leasing the adjacent property located at 151 St. John’s Street. The lease agreement includes a right to purchase provision which Metro intends to activate subject to sufficient funding to complete the acquisition. The purpose of acquiring the property is to support construction of a larger operations-maintenance facility which can accommodate up to 100 buses. A combination of state, local and sub-lease revenue are in place to allow Metro time to secure the funding needed to purchase the site.

Table 18: 115 St. John’s Street Property

USES OF FUNDS	2021 Actual	2022 Actual	2023 Budget	2023 Projection	2024 Request	2024 Revision	2024 Final Request	2024 \$ +/-	2024 % +/-	Notes
Services and Fees										
Arch/Eng Fees	1,511	-	-	-	-	-	-	-	0	
Legal Fees	-	6,095	5,000	500	-	-	-	(5,000)	-100.0%	
Property Management Fees- Broker, Cam, Etc	-	63,783	8,766	8,766	8,941	-	8,941	174	2.0%	
Maintenance Services- 115 St John St.	3,202	4,298	15,000	5,000	10,000	-	10,000	(5,000)	-33.3%	
Snow Plowing/Removal- 115 St. John St.	-	-	10,000	-	-	-	-	(10,000)	-100.0%	
Supplies	-	714	3,500	1,000	2,000	-	2,000	(1,500)	-42.9%	
Total Services and Fees	4,713	74,889	42,266	15,266	20,941	-	20,941	(21,326)	-50.5%	1
Utilities										
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%	
Total Utilities	2,646	21,693	-	2,166	-	-	-	-	0.0%	2
Rental Fees										
Rental Fees	54,167	326,083	332,605	332,605	339,257	-	339,257	6,652	2.0%	
Property Taxes	8,643	35,302	40,182	37,500	41,000	-	41,000	818	2.0%	
Total Rental Fees	62,810	361,385	372,787	370,105	380,257	-	380,257	7,470	2.0%	3
CAM Charges										
Management Fees	-	-	13,304	13,308	13,570	-	13,570	266	2.0%	
General R&M	-	-	7,700	7,704	7,935	(4,840)	3,095	(4,605)	-59.8%	
General Administration	-	-	48,290	49,455	50,939	1,339	52,278	3,988	8.3%	
Total CAM Charges	-	-	69,294	70,467	72,444	(3,501)	68,943	(351)	-0.5%	4
Property Insurance										
Property Insurance- 115 St. John Street	-	18,377	18,974	18,974	19,543	1,182	20,725	1,751	9.2%	
Total Insurance	-	18,377	18,974	18,974	19,543	-	19,543	569	3.0%	5
Total Expenditures	70,169	476,344	503,321	476,978	493,185	(3,501)	489,684	(13,637)	-2.7%	
SOURCES OF FUNDS										
Other Revenue										
Reimbursements- Insurance	-	7,657	18,974	18,974	19,543	-	19,543	569	3.0%	
Reimbursements- Taxes	-	15,230	40,182	40,182	41,000	-	41,000	818	2.0%	
Reimbursements- Maintenance and Repair	-	4,502	28,500	8,166	12,000	-	12,000	(16,500)	-57.9%	
Management Fees	-	2,384	7,013	7,013	7,153	-	7,153	140	2.0%	
Rental of Property- 115 St. John's St.	1,000	59,612	175,321	175,321	178,828	-	178,828	3,506	2.0%	
Total Other Revenue	1,000	89,386	269,990	249,656	258,524	-	258,524	(11,466)	-4%	6
Municipal Funding										
Municipal Assessment for Operating	-	90,938	93,861	93,862	94,245	-	94,245	384	0.4%	
Total Municipal Funding	-	90,938	93,861	93,862	94,245	-	94,245	384	0.4%	7
State Funding										
State Operating Subsidy	37,500	227,344	234,654	234,654	246,592	(7,245)	239,347	4,693	2.0%	
Total State Funding	37,500	227,344	234,654	234,654	246,592	(7,245)	239,347	4,693	2.0%	8
Total Revenue	38,500	407,668	598,505	578,172	599,361	(7,245)	592,116	(6,389)	-1.1%	
Surplus/(Deficit)	(31,669)	(68,676)	95,185	101,194	106,177	(3,744)	102,433	10,992	12%	

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.

Note #	Line Item	Explanation
4	CAM Charges	Based on 2023 actual, increased by 4% estimate. Revision to decrease to actual CAM fees for 2024.
5	Insurance	Based on 2023 actual, increased by 3% estimate. Revision to decrease to actual insurance fees for 2024.
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. Revisions include a correction to actual funding amount.

SERVICE IMPROVEMENTS

Metro was awarded \$4.8 million in American Rescue Plan Act funding by PACTS in 2022. A majority of the funding \$2.6 million is aimed at making various service improvements including headway improvements as well as route extensions and re-alignments. Phase I of these improvements were implemented in August 2023 and included headway improvements to the Route 9 and Breez as well as extension of the Husky Line in Portland to the Eastern Waterfront. Phase II is planned for mid-2024 and includes re-alignment of the Route 5, re-alignment and extension of the Route 7, headway improvements to the Route 7, and introduction of a microtransit pilot project in Falmouth.



FASTER ROUTES 

MORE FREQUENCY 

DIGITAL FARE PAYMENT 

Table 19: ARPA Service Improvements

USES OF FUNDS	2023 Budget	2023 Projection	2024 Request	2024 Revision	2024 Final Request	2024 \$ +/-	2024 % +/-	Notes
Wages & Benefits								
Wages	\$ 135,000	\$ 133,763	\$ 788,991	\$(11,124)	\$ 777,867	642,867	476%	1
Benefits	\$ 50,000	\$ 51,829	\$ 326,073	\$(12,017)	\$ 314,056	264,056	528%	1
Total Wages & Benefits	185,000	185,592	1,115,064	(23,141)	1,091,923	906,923	490%	
Fuel & Fluids								
CNG Fuel	3,306	3,339	13,851		13,851	10,545	319%	2
Diesel Fuel	25,000	24,375	101,377		101,377	76,377	306%	2
Gasoline/Electricity as a Fuel				6,000	6,000	6,000	0%	
Greases and Fluids			6,914		6,914	6,914	100%	2
Tires and Tubes			6,304		6,304	6,304	100%	2
Total Fuel & Fluids	28,306	27,714	128,446	6,000	134,446	106,140	375%	
Supplies & Equipment								
Parts	-		35,817		35,817	35,817	100%	3
Advertising				10,000	10,000	10,000	-100%	
Lease Vehicles- Micro				24,000	24,000	24,000	0%	
Consultant- Micro				51,114	51,114	51,114	100%	
Program- Micro				50,000	50,000	50,000	0%	
Misc Supplies- Micro				20,000	20,000	20,000	0%	
Total Supplies & Equipment	-	-	35,817	155,114	190,931	190,931	100%	
Total	213,306	213,306	1,279,326	137,973	1,417,299	1,203,993	564%	
SOURCES OF FUNDS	2023 Budget	2023 Projection	2024 Request	2024 Revision	2024 Final Request	2024 \$ +/-	2024 % +/-	Notes
Passenger Fares								
Passenger Fares	21,331	21,331	191,899		191,899	170,568	800%	4
Total Passenger Fares	21,331	21,331	191,899	-	191,899	170,568	800%	
Municipal Funding								
Municipal Funding	-		-		-	-	0%	
Total Municipal Funding	-	-	-	-	-	-	0%	
Federal Funding								
FTA Section 5307			-		-	-	0%	
FTA CARES Act			-		-	-	0%	
FTA American Rescue Plan	191,975	191,975	1,087,427	137,973	1,225,400	1,033,425	538%	5
FHWA CMAQ	-		-		-	-	0%	
Total Federal Revenue	191,975	191,975	1,087,427	137,973	1,225,400	1,033,425	538%	
Total Revenue	213,306	213,306	1,279,326	137,973	1,417,299	1,203,993	564%	
Surplus/(Deficit)	-	-	-	0	0	0		

Note #	Line Item	Explanation
1	Wages/Benefits	Staffing for ARPA funded service improvements anticipate the addition of 4 Bus Operator positions for the August 2023 planned improvements, and an addition of 9 Bus Operator positions for the May 2024 planned improvements. Revisions to wages and benefits include changes in staffing needs from 9 Bus Operator positions in May 2024 to 8, along with the addition of 2 Non-CDL Operator positions for Micro Transit, scheduled to launch in August 2024.
2	Fuel, Fluids and Tires	Estimates of additional usage related to planned service improvements.
3	Supplies and Equipment	Estimates of additional usage related to planned service improvements. Revisions to increase reflect expenses related to consultant fees, program development, leasing and outfitting vehicles, and advertising for Micro Transit launch in August 2024. Approximately \$100,000 of the expenditures provided implementation related and not recurring.
4	Fare Revenue	Estimates of additional fare revenue for service improvements.
5	FTA ARPA	ARPA funds awarded for service improvements.

PROPOSED 2024-2024 CAPITAL IMPROVEMENT PROGRAM

PROGRAM SUMMARY

	Funds Rem.	2023	2024	2025	2026	2027	2028
	-	-	-	0	0	0	0
Total	1,622,693	4,467,551	8,883,620	5,403,800	1,606,924	29,078,181	2,296,038
Federal (5307)	801,357	2,167,000	5,358,991	4,323,040	1,285,539	15,762,545	1,836,830
Federal (CARES)	412,178	296,650	1,560,000	-	-	-	-
Federal (ARPA)	-	1,061,441	-	-	-	-	-
Federal (CRRSAA)	-	36,440	-	-	-	-	-
Federal (5310)	-	429,560	219,529	-	-	-	-
State	-	184,000	180,000	430,800	60,000	7,855,036	202,592
Local (Bond)	-	166,500	1,220,000	370,800	-	5,295,036	202,592
Local (Assessment)	409,158	125,960	345,100	279,160	261,385	165,564	54,024
Local Assess (Projects)		125,960	345,100	279,160	261,385	165,564	54,024
Local Assess (Cap Res.)		-	-	-	-	94,436	205,976
Local (Debt Service)		232,637	228,365	339,379	386,349	380,298	672,145
Total		358,597	573,465	618,539	647,734	640,298	932,145

100 PLANNING & PROGRAMS

	Funds Rem.	2023	2024	2025	2026	2027	2028	
101 Replacement Facility: Planning-Design <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>	Total	55,000	175,000	-	600,000	600,000	600,000	-
	Federal (5307)	40,000	140,000	-	480,000	480,000	480,000	-
	Federal (CARES)	-	-	-	-	-	-	-
	Federal (ARPA)	-	-	-	-	-	-	-
	Federal (5310)	-	-	-	-	-	-	-
	State	-	17,500	-	60,000	60,000	60,000	-
	Local (Bond)	-	-	-	-	-	-	-
	Local (Assessment)	15,000	17,500	-	60,000	60,000	60,000	-
102 Service Planning <i>Remaining funds are from 2016 Operating-Capital Grant. Staff propose utilizing these funds to augment Project 401 (General Bus Stop Improvements).</i>	Total	53,525	-	-	-	-	-	-
	Federal (5307)	42,820	-	-	-	-	-	-
	Federal (CARES)	-	-	-	-	-	-	-
	Federal (ARPA)	-	-	-	-	-	-	-
	Federal (5310)	-	-	-	-	-	-	-
	State	-	-	-	-	-	-	-
	Local (Bond)	-	-	-	-	-	-	-
	Local (Assessment)	10,705	-	-	-	-	-	-
103 GPCOG Mobility Programs <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>	Total	242,448	72,881	-	-	-	-	-
	Federal (5307)	-	-	-	-	-	-	-
	Federal (CARES)	242,448	-	-	-	-	-	-
	Federal (ARPA)	-	36,441	-	-	-	-	-
	Federal (CRRSAA)	-	36,440	-	-	-	-	-
	State	-	-	-	-	-	-	-
	Local (Bond)	-	-	-	-	-	-	-
	Local (Assessment)	-	-	-	-	-	-	-
	Local	-	-	-	-	-	-	-
104 GPCOG Planning Projects <i>Transit Together and Rapid Transit Project.</i>	Total	-	-	-	-	-	-	-
	Federal (5307)	-	-	-	-	-	-	-
	Federal (CARES)	-	-	-	-	-	-	-
	Federal (ARPA)	-	-	-	-	-	-	-
	Federal (5310)	-	-	-	-	-	-	-
	State	-	-	-	-	-	-	-
	Local (Bond)	-	-	-	-	-	-	-
	Local (Assessment)	-	-	-	-	-	-	-

200 FACILITIES: MAINTENANCE-ACQUISITION-CONSTRUCTION

	Funds Rem.	2023	2024	2025	2026	2027	2028	
201 Metro Facility Replacement-Expansion <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 issuance will be contingent on state-federal funding acquisition.</i> <i>Phase 2: Construct replacement facility - Federal assistance estimated at 50%; State assistance estimated at 30%. Local funding assumed to come from bonding.</i>	Total	-	-	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)	-	-	-	-	-	-	-
202 Facility Renovations-Major Component Replacement <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> <i>Replacement of back-up generator in 2023</i> <i>CNG Station rehab/compressor replacement in 2024</i>	Total	316,580	125,000	300,000	-	-	-	-
	Federal (5307)	253,264	100,000	240,000	-	-	-	-
	Federal (CARES)	-	-	-	-	-	-	-
	Federal (ARPA)	-	-	-	-	-	-	-
	Federal (5310)	-	-	-	-	-	-	-
	State	-	-	-	-	-	-	-
	Local (Bond)	-	-	-	-	-	-	-
	Local (Assessment)	63,316	25,000	60,000	-	-	-	-
202 Safety-Security Maintenance/Upgrades <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> <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.</i> <i>Original 2024 entries removed as project can completed with existing funding.</i>	Total	73,000	-	-	-	-	-	-
	Federal (5307)	50,400	-	-	-	-	-	-
	Federal (CARES)	-	-	-	-	-	-	-
	Federal (ARPA)	-	-	-	-	-	-	-
	Federal (5310)	-	-	-	-	-	-	-
	State	-	-	-	-	-	-	-
	Local (Bond)	-	-	-	-	-	-	-
	Local (Assessment)	22,600	-	-	-	-	-	-

300 VEHICLE MAINTENANCE & ACQUISITION		Funds Rem.	2023	2024	2025	2026	2027	2028
301 Mid-Life Fleet Refurbishments 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).	Total	215,551	-	300,000	370,800	381,924	327,818	270,122
	Federal (5307)	172,441	-	240,000	296,640	305,539	262,254	216,098
	Federal (CARES)	-	-	-	-	-	-	-
	Federal (ARPA)	-	-	-	-	-	-	-
	Federal (5310)	-	-	-	-	-	-	-
	State	-	-	-	-	-	-	-
	Local (Bond)	-	-	-	-	-	-	-
	Local (Assessment)	43,110	-	60,000	74,160	76,385	65,564	54,024
302 Fleet Replacements 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. Replaced 4 original Breez buses in FY 2023 with diesel New Flyers Replace 3 2011 diesel Gillig buses in FY 2024 with diesel New Flyers using existing contract Replace 4 2011 diesel Gillig buses in FY 2025 with electric buses Replace 3 2014 CNG Gillig buses in FY 2027 with electric buses Replace 2 2014 CNG Gillig buses in FY 2028 with electric buses	Total		2,220,000	1,800,000	3,708,000	-	2,950,363	2,025,916
	Federal (5307)		1,887,000	1,440,000	2,966,400	-	2,360,290	1,620,733
	Federal (CARES)							
	Federal (ARPA)							
	Federal (5310)							
	State		166,500	180,000	370,800	-	295,036	202,592
	Local (Bond)		166,500	180,000	370,800	-	295,036	202,592
	Local (Assessment)							
303 Support Vehicle Replacement/Acquisitions 2023 replacement of operations support vehicle acquired in 2013. 2023 addition of employee shuttle to provide transport between base and relief point(s) 2024 replacement of maintenance/plow truck 2025 acquisition of diesel skid steer for bus stop/sidewalk/facility snow plowing. Remaining funds \$7,400 (from sale of retired vehicle) and \$1,730 (surplus from acquisition of operations shuttle) can be applied to future needs.	Total	9,130	105,000	65,000	100,000	-	-	-
	Federal (5307)		40,000	52,000	80,000	-	-	-
	Federal (CARES)	1,730	55,000					
	Federal (ARPA)							
	Federal (5310)							
	State							
	Local (Bond)		-	-	-	-	-	-
	Local (Assessment)	7,400	10,000	13,000	20,000	-	-	-
308 Fleet Expansion TBD	Total	-	-	-	-	-	-	-
	Federal (5307)	-	-	-	-	-	-	-
	Federal (CARES)	-	-	-	-	-	-	-
	Federal (ARPA)	-	-	-	-	-	-	-
	Federal (5310)	-	-	-	-	-	-	-
	State	-	-	-	-	-	-	-
	Local (Bond)	-	-	-	-	-	-	-
	Local (Assessment)	-	-	-	-	-	-	-
400 BUS STOP IMPROVEMENTS		Funds Rem.	2023	2024	2025	2026	2027	2028
401 General Bus Stop Improvements 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. 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. 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).	Total	108,642	-	-	200,000	200,000	200,000	-
	Federal (5307)	30,914	-	-	160,000	160,000	160,000	-
	Federal (CARES)							
	Federal (ARPA)							
	Federal (5310)							
	State							
	Local (Bond)		-	-	-	-	-	-
	Local (Assessment)	77,728	-	-	40,000	40,000	40,000	-
402 Transit Stop Access Project 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. Amounts in FY 2023 are programmed for construction. Local match relates to Federal 5310 funding. Amounts in FY 2024 reflect the final allocation of federal formula funding for this project Amounts in FY 2025-26 represent new formula funding awarded to Metro thru PACTS formula set-aside application process.	Total	240,444	1,028,020	497,420	425,000	425,000	-	-
	Federal (5307)	133,586	-	210,031	340,000	340,000	-	-
	Federal (CARES)							
	Federal (ARPA)		525,000					
	Federal (5310)		429,560	219,529				
	State							
	Local (Bond)							
	Local (Assessment)	106,858	73,460	67,860	85,000	85,000	-	-
500 TECHNOLOGY INTEGRATIONS		Funds Rem.	2023	2024	2025	2026	2027	2028
501 Management Information Systems 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. The timekeeping project previously included under this project series (2024) is moved to Project 503 so it functions with the AVL system.	Total	97,415	-	-	-	-	-	-
	Federal (5307)	77,932	-	-	-	-	-	-
	Federal (CARES)	-	-	-	-	-	-	-
	Federal (ARPA)	-	-	-	-	-	-	-
	Federal (5310)	-	-	-	-	-	-	-
	State	-	-	-	-	-	-	-
	Local (Bond)	-	-	-	-	-	-	-
	Local (Assessment)	19,483	-	-	-	-	-	-
502 Transit Signal Priority 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.	Total	-	500,000	171,200	-	-	-	-
	Federal (5307)	-	-	136,960	-	-	-	-
	Federal (CARES)	-	-	-	-	-	-	-
	Federal (ARPA)	-	500,000	-	-	-	-	-
	Federal (5310)	-	-	-	-	-	-	-
	State	-	-	-	-	-	-	-
	Local (Bond)	-	-	-	-	-	-	-
	Local (Assessment)	-	-	34,240	-	-	-	-
503 CAD/AVL System Replacement Approximately \$1.0 million needed to replace the existing system to include AVL, CAD, APC, AVA Unspent funding (\$168,000) from CARES Act funding allocated to AVA System/UV Lighting CARES Act funding recently allocated by PACTS for CAD/AVL replacement (\$242k). 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).	Total	210,958	241,650	550,000	-	-	-	-
	Federal (5307)	-	-	440,000	-	-	-	-
	Federal (CARES)	168,000	241,650	-	-	-	-	-
	Federal (ARPA)	-	-	-	-	-	-	-
	Federal (5310)	-	-	-	-	-	-	-
	State	-	-	-	-	-	-	-
	Local (Bond)	-	-	-	-	-	-	-
	Local (Assessment)	42,958	-	110,000	-	-	-	-