



2024 Operating Budget Greater Portland Metro Transit District

Fiscal Year: 2024
Jan 1, 2024 - Dec 31, 2024



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Glenn Fenton, Interim Executive Director/Chief Transportation Officer
Shelly Brooks, Chief Financial Officer
Mike Tremblay, Transit Development Director

Main Office

Greater Portland Metro
114 Valley Street
Portland, ME 04102

Downtown Transit Hub

21 Elm Street
Portland, ME 04102
Open M-F, 7am - 7pm



MISSION-VISION-VALUES

(Adopted September 2023)

OUR MISSION IS TO:

Provide a public transportation experience that is frequent, fast, safe, and simple.

OUR VISION FOR THE FUTURE IS TO

Be the mobility option of choice that connects people to each other and all the places that make for a full life;

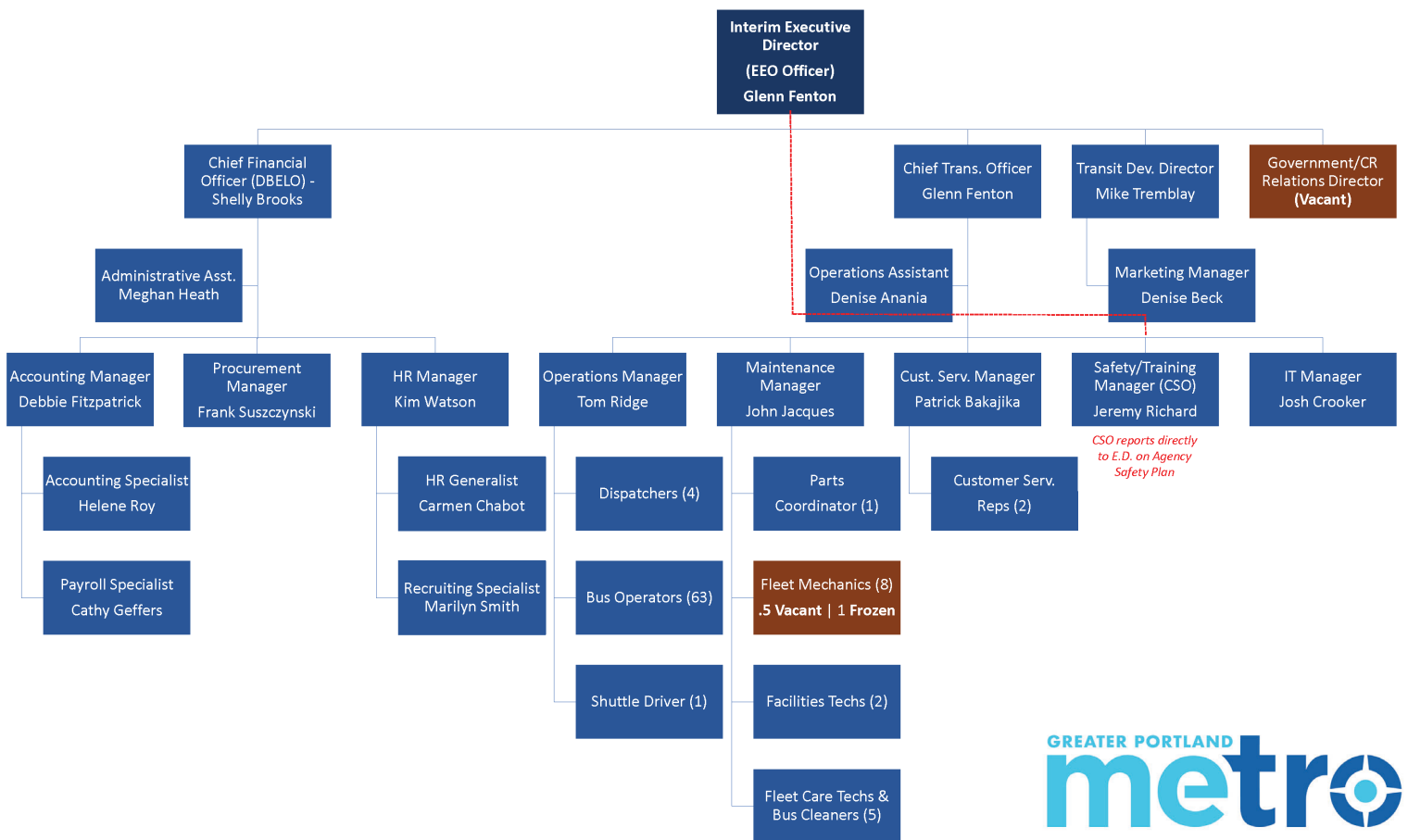
Serve as a foundation for regional prosperity, growing communities, and a healthy environment.

OUR CORE VALUES ARE:

- **Safety** – our highest priority is the safety of our riders, employees, and the public.
- **Service** – we serve our riders and communities, support our employees, and act in the public interest.
- **Simplicity** – we do the hard work to make transit easy for all.
- **Sustainability** – We commit to responsible and equitable practices today to ensure a sustainable and better future.
- **Innovation** – with imagination and determination we never stop building a better public transportation experience for riders.



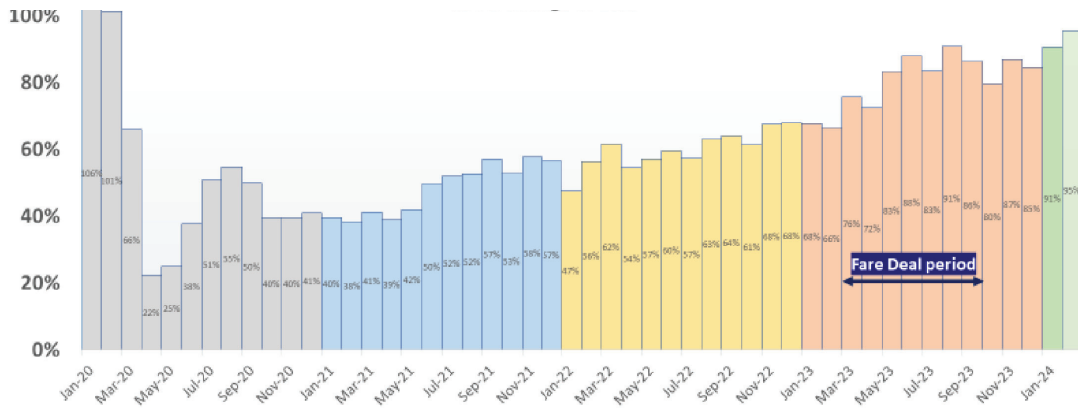
2024 Greater Portland Metro Organizational Chart



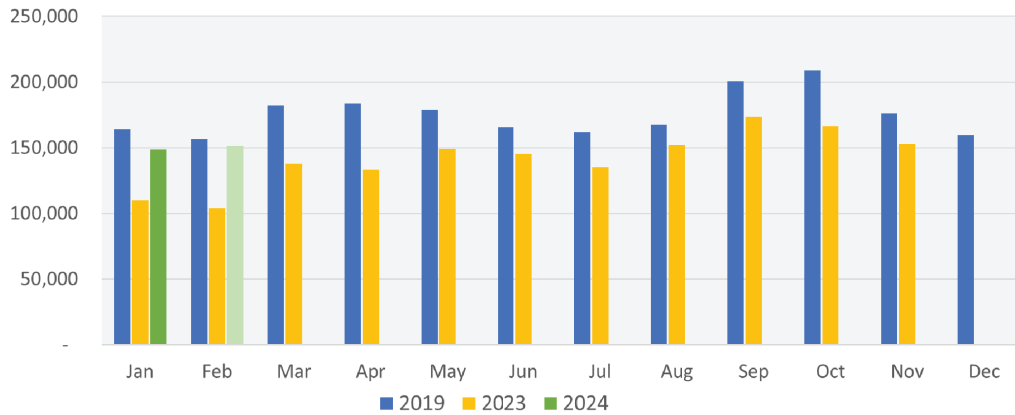


2023 Greater Portland Metro Ridership Trends

2020-2024 Monthly Ridership as percentage of 2019



Metro Monthly Ridership: 2019, 2023, 2024





Key Achievements in 2023

New BREEZ buses

Four new Metro BREEZ buses were added to the fleet in April 2023. The new 35-foot buses replaced the aging smaller vehicles that had run on the BREEZ route since launch. The new buses feature premium seats, device charging, and a sleek new design. The new buses were launched during Earth Day weekend, with events at Bowdoin College, and at Payson Park.



Service Improvements

Metro added new service in 2023

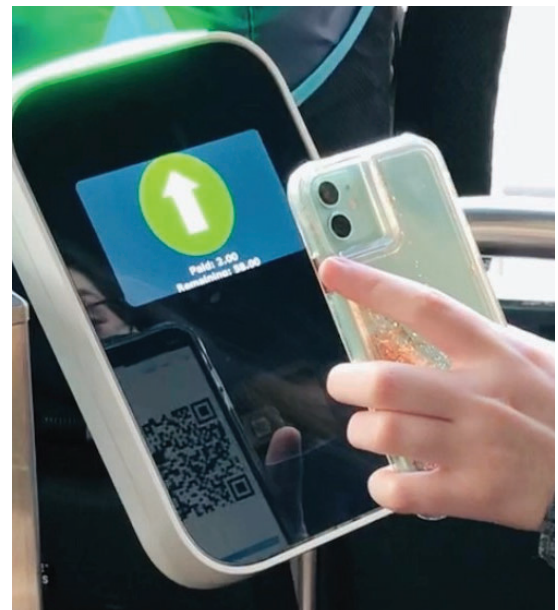
- **Extension of the Husky Line** to Portland's Eastern Waterfront
- Off-peak **service frequency improvements** and **span of service improvements** on Route 9
- Added **more weekday BREEZ trips** and improved off-peak headways

Fare Payment and Partnership Updates

In November 2023, Metro, along with transit partners Biddeford Saco Old Orchard Transit and South Portland Bus Service, introduced a new **DiriGo Ten Ride Pass**. This new fare option will make it easier for bus passengers who travel by bus only occasionally or for those travelling in small groups. Ten Ride Passes can be purchased for a DiriGo Pass mobile app or smartcard.

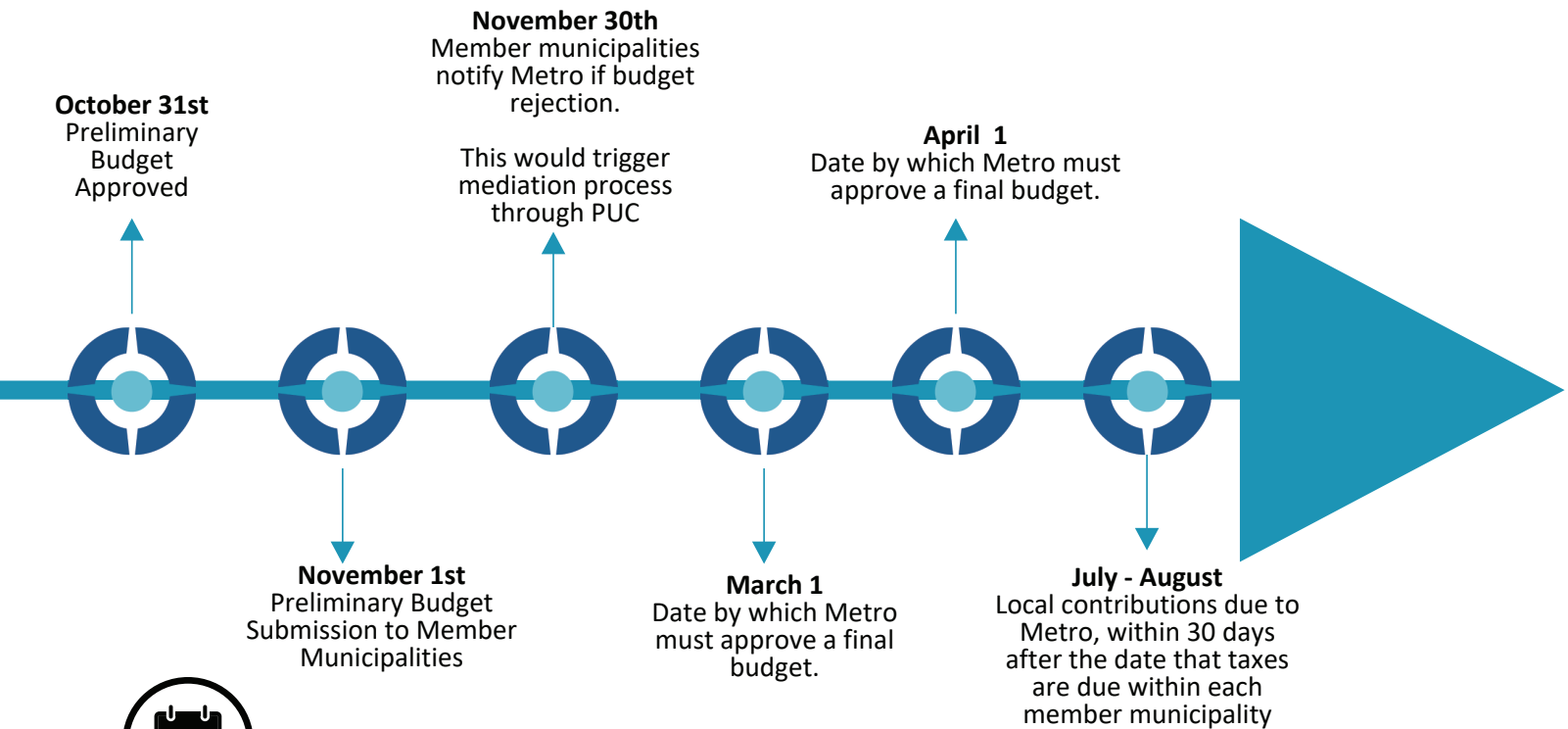
Educational Partners

Two new educational partnerships were launched in 2023. Students attending Portland Adult Education (PAE) and The Roux Institute (Northeastern University) can now ride free with their student IDs.





Greater Portland Transit District Budget Adoption Timeline



Budget Adoption Calendar:

October 31

- Date by which the 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 the local contribution amounts to the 'municipal officers' (i.e, the city/town councils) of the 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 member municipalities.

July - August:

- Local contributions are due to Metro within 30 days of taxes being due in each member municipality.

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	2022	2023	2023	2024	2024	2024	2024	2024
	Actual	Actual	Budget	Projection	Request	Revision	Final Request	\$ +/-	% +/-
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	-

2024 Transit Operations Department Budget

Table 5 – Operations 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.
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/Reimb Reimbursements	Addition of estimated relocation expense reimbursement for new employees.
6	Technology Service	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

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%	

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									
Liscenses 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
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.
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	2.00	2.00

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	0.00	0.00	12.00	1.50

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	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. 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.

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.
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.
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.

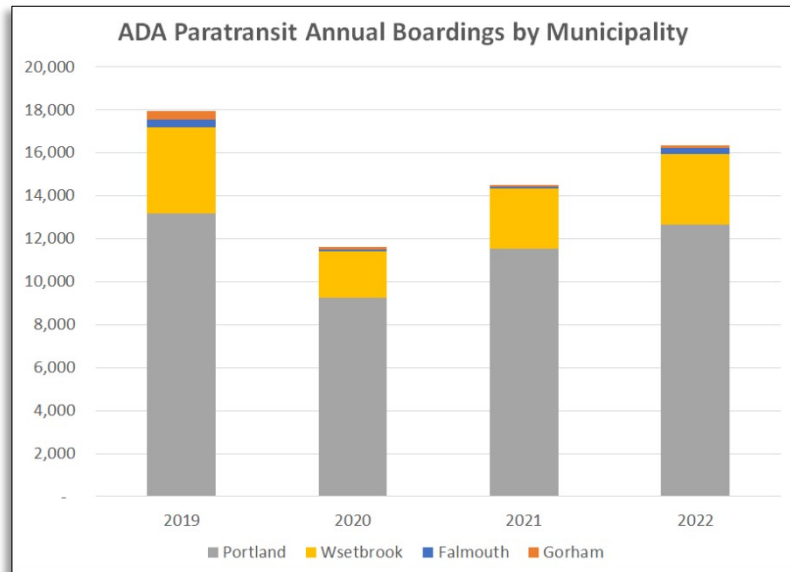


Table 16: ADA Paratransit

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	2021 Actual	2022 Actual	2023 Request	2023 Projection	2024 Request	2024 Revision	2024 Final Request	2024 \$ +/-	2024 % +/-	Notes
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%	

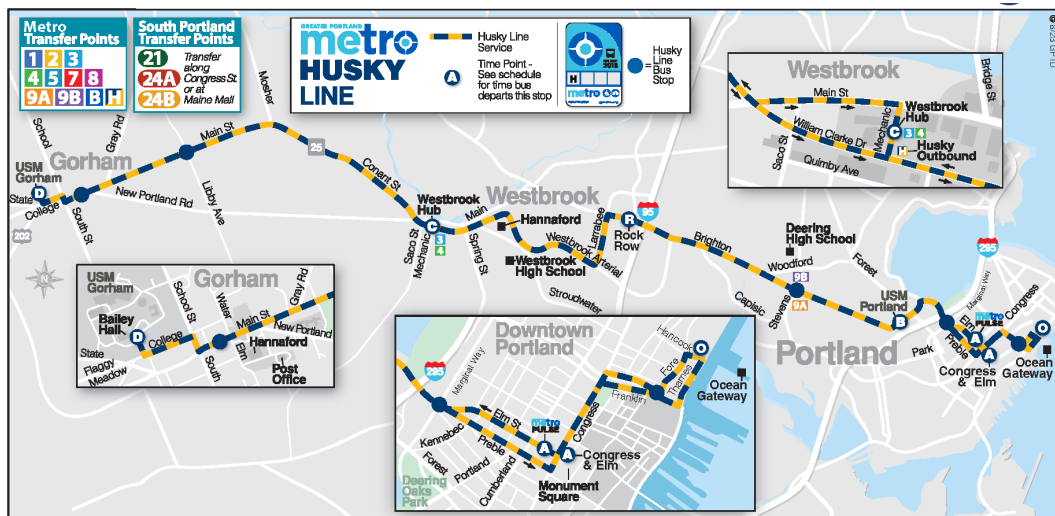
Note #	Line Item	Explanation
1	Service-Fees	Anticipated services and maintenance expenses for building.
2	Utilities	Utilities have been transferred to sub-tenant upon occupancy in 2022.
3	Rental Fees	This figure represents the base lease cost and taxes for FY 2024.
4	CAM Charges	Based on 2023 actual, 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.



In August 2023, the Husky Line route was extended to the Portland waterfront.

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.

