

# Board of Directors

February 23, 2022 | 4:00 p.m. – 5:00 p.m.



## Remote

**This will be a remote only meeting due to forecasted winter weather**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83603569172?pwd=TWF1NDJsSVpqSExxTkJldFB5aHhpUT09>

Passcode: 595806 | Webinar ID: 836 0356 9172

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

## MEETING AGENDA

AGENDA ITEM	PRESENTER	ACTION or INFORMATION
<b>1. Call Meeting to Order (4:00)</b>	Nat Tupper, Board Vice President	N/A
<b>2. Public Comment (4:00-4:05)</b> The Executive Committee 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)	Nat Tupper, Board Vice President	Information
<b>3. Approval of Meeting Minutes (4:05-4:10)</b> Review and approve the minutes from the December 21, 2022 meeting of the Board of Directors.	Nat Tupper, Board Vice President	<b>ACTION</b>
<b>4. Executive Director's Report (4:10-4:25)</b> Executive Director Greg Jordan will update the board on agency performance, current topics, and upcoming events.	Greg Jordan, Executive Director	Information
<b>5. FY 2023 Final Operating and Capital Budgets (4:25-4:50)</b> Staff is seeking approval of the FY 2023 final operating and capital budgets. The preliminary budget was approved in October 2022. Finance Committee reviewed the adjusted budget at its February 2023 meeting.	Shelly Brooks, Finance Director	<b>ACTION</b>
<b>6. Future Agenda Items (4:50-5:00)</b> <ul style="list-style-type: none"><li>• Metro Strategic Planning Effort</li><li>• Review of Board Policies</li><li>• PACTS Studies and Project Updates</li><li>• Gorham Connector</li></ul>	Nat Tupper, Board Vice President	Information
<b>7.. Upcoming Meetings (4:50-5:00)</b> <ul style="list-style-type: none"><li>• Executive Committee – March 8, 2023 at 3:30 p.m.</li><li>• Ridership Committee – TBD</li><li>• Board of Director – March 23, 2023 at 4:00 p.m.</li></ul>	Nat Tupper, Board Vice President	Information

<b>8. Adjournment (5:00)</b>	Nat Tupper, Board Vice President	N/A
------------------------------	----------------------------------	-----

*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 (Remote Meeting)  
December 21, 2022 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	Not 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	Andrew Zarro	City Council Member	Not Present
Westbrook	Mike Foley	Mayor	Present
Westbrook	John Thompson	Community Member	Present
Westbrook	Prosper Lohomboli	DEI Administrator	Present
Yarmouth	Nat Tupper	Town Manager	Present

Staff Present	Members of the Public
Greg Jordan, Executive Director Glenn Fenton, Chief Transportation Officer Mike Tremblay, Director of Transit Dev. Shelly Brooks, Finance Director Debbie Fitzpatrick, Accounting Manager	None

**Attendance roll call taken by Greg Jordan, Executive Director.**

- 1. With a quorum in place, the meeting was called to order at 4:01 p.m. by Mike Foley, Board President.**
- 2. Public comment:** No members of the public were present.
- 3. Recognition of New Board Member and 2021-2022 Officers**  
Board President Mike Foley welcomed new Westbrook board member Prosper Lohomboli who is the Diversity, Equity and Inclusion Administrator with the City of Westbrook. Mayor Foley also commended the service of 2021-2022 officers, Hope Cahan, Nat Tupper and Paul Bradbury.
- 4. Approval of October 27, 2022 Meeting Minutes**  
Ed Suslovic made a motion to approve the October 27, 2022 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.
- 5. 2023 Tax Anticipation Note**  
Accounting Manager Debbie Fitzpatrick presented the terms of the 2023 Tax Anticipation Note, as well as the process for selecting Camden National Bank. Paul Bradbury made a motion that the “authorization for Tax Anticipation Borrowing (\$5,600,000)” be approved in form presented to this meeting and that the Clerk file an attested copy of said vote with the minutes of this meeting. John Thompson seconded the motion. After a roll call vote of the members present, the motion was unanimously approved by all members present.

## 6. Agency Safety Plan

Glenn Fenton presented the revised Agency Safety Plan which includes new elements required by the Federal Transit Administration, including Infectious Disease Control Policy, and Risk Reduction Program.

Jeff Levine asked if there are any current safety concerns. Safety and Training Manager Jeremy Richard responded that there are no current major safety concerns and that we are closely tracking both workplace and system safety measures.

Ed Suslovic made a motion to approve the Agency Safety Plan. John Thompson seconded the motion. After a roll call vote of the members present, the motion was unanimously approved.

## 7. Metro Officer Selection

Mike Foley reported that the 2-year terms of current board officers will expire on December 31, 2022, and that the Executive Committee undertook a process to solicit interest and consider officer appointments for the 2023-2024 term. As a result of that process, the Executive Committee nominated the following slate of officers.

President:	Westbrook Mayor, Mike Foley
Vice President:	Yarmouth Town Manager, Nat Tupper
Treasurer:	Portland Jetport Director, Paul Bradbury
Secretary:	Westbrook Community Member, John Thompson

Ed Suslovic made a motion to approve the nominated 2023-2024 officers. Jeff Levine seconded the motion. After a roll call vote of the members present, the motion was unanimously approved.

## 8. Update on PACTS Items

Greg Jordan presented an informational update on PACTS items including, including the ARPA Split Letter, final outcomes of the Transportation Funding Framework Task Force, Transit Together, Rapid Transit Study, and Connect2045.

## 9. Executive Director's Report

Greg Jordan presented an informational update on agency items including ridership and fare revenue, staffing, and the upcoming strategic planning process.

## 10. Future Agenda Items

Ed Suslovic asked if the Board should consider broadening the geographic equity on Executive Committee. Greg Jordan responded that with officers being selected in December, and new committee assignments in January, there could be an opportunity to consider this.

Other future agenda items include:

- Final FY 2023 Operating-Capital Budgets
- Review of Board Policies
- Metro Strategic Planning Effort
- PACTS Studies and Project Updates
- Gorham Connector

## 11. Upcoming meetings

These are upcoming meetings as presently scheduled:

- Finance Committee – January 4, 2023 at 4:00 p.m.
- Executive Committee – January 11, 2023 at 3:30 p.m.

- Ridership Committee – January 19, 2023 at 4:00 p.m.
- Board of Directors – January 26, 2023 at 4:00 p.m.

## **12. Adjournment**

Ed Suslovic made a motion to adjourn the meeting. Paul Bradbury seconded the motion. After a roll call vote of the members present with all members voting in the affirmative, the meeting was adjourned at 4:55 p.m.

DRAFT



## BOARD OF DIRECTORS

## AGENDA ITEM 4

---

### DATE

February 23, 2023

### SUBJECT

2023 Operating Budget

### PURPOSE

Review revisions and approve final 2023 Operating Budget.

### BACKGROUND/ANALYSIS

The Board approved the preliminary FY 2023 budget and municipal assessments on October 27, 2022. In accordance with state statute, Metro staff submitted the preliminary budget and municipal assessments to the member municipalities by November 1, 2022 for the required 30-day review period. Either by action or non-action, all municipalities approved Metro's proposed method of allocating municipal contributions. At this stage, state statute requires Metro to approve a final budget before March 1. Following this board approval at the February 23<sup>rd</sup> Board of Directors meeting, Metro will provide each municipality the required "warrants for taxes" by April 1. Municipal payments are payable within 30 days following the commencement of the municipalities' 2023-24 fiscal year.

The Board of Directors approved the 2023 Operating Budget at the October 27, 2022 Board Meeting. The total operating budget is increasing by 4.2% from \$13,955,619 (FY 2022) to \$14,536,927 (FY 2023).

Staff is submitting a revised 2023 Operating Budget for approval, due to staffing changes and reconfiguration of the Human Resources Department, along with revised estimates for fuel and services, which is explained in further detail below. The municipal contributions remain unchanged from the preliminary budget.

### ***Revenue Changes***

1. Miscellaneous Revenue- The 2023 budget was revised to reduce sale of fuel by \$3,000. This is based on 2022 actual revenue collected.
2. Federal Funding- 2023 budget was revised to increase FTA Section 5307 formula funding for operations, as well as CARES Act funding based on a higher than anticipated remaining balance from the existing grant.

## ***Expenditure Changes***

1. Personnel – The 2022 budget for wages is revised to \$7,121,866, an increase of \$80,966. This increase is based on restructuring of the Human Resources Department, and reclassification of two positions. Additionally, the increase reflects the addition of the Procurement Manager for  $\frac{3}{4}$  of the year, a position that was initially presented as frozen for this budget year. Finally, the increase also reflects a proposed addition of an Administrative Assistant position.
2. Benefits – The 2023 budget for benefits is revised to \$3,011,731, an increase of \$5,604. The increase in FICA and Retirement benefits associated with the wage increase is \$11,457. There is an additional increase associated with expected unemployment costs in 2023. Health and dental insurance both decreased based on actual increases being lower than anticipated.
3. Services and Fees – 2023 budget for services and fees is revised to \$892,871, an increase of \$43,729. Several line items have been adjusted upward and downward based on year end actuals, and usage trends from 2022. A budget amount of \$30,000 is added for temporary help anticipated through Q1 of 2023. Additionally, an increase of \$17,500 was added to the fleet maintenance services line for contracted for body work and paint repairs on buses.
4. Fuel-Fluids-Tires – 2023 budget for fuel, fluids and tires is revised to \$823,718, and increase of \$43,084. Given the volatile market for fuel pricing, and the expiration of the district's fuel contract in late summer of 2023, the estimated price for a renewal diesel contract has been increased to \$4.25/gal from \$3.50/gal.
5. Supplies and Equipment – 2023 budget for supplies is revised to \$397,000, a decrease of \$41,350. Due to the fleet replacement program, parts costs for repair of buses has been decreasing over the past couple of years. As those buses exit the warranty coverage period, staff expect this cost to rebound, but feel the revised estimate is realistic for 2023.
6. Debt Service – 2023 budget for debt service is revised to \$331,328, an increase of \$30,000. This revised estimate is due to the interest rate for short-term borrowing being about 1% higher than the initial estimate.
7. 151 St. John Street – 2023 budget for the lease property is revised to reflect actual costs for insurance, CAM fees and property taxes. This adjustment reduced the estimated surplus from \$115,584 to \$95,185.

## FISCAL IMPACT

As described above and in Attachment A. As presented below, the local contributions needed to support the revised budget are unchanged since the Board adopted the budget in October 2022.

Municipalities	2021 Actual	2022 Projected	\$ +/-	% +/-	2023 Budget	\$ +/-	% +/-	Notes
<b>Base Bus Budget: Operating</b>								
Brunswick	80,872	81,393	521	0.6%	84,812	3,419	4.2%	
Falmouth	211,922	213,288	1,366	0.6%	222,246	8,958	4.2%	
Freeport	80,872	81,393	521	0.6%	84,812	3,419	4.2%	
Portland	2,944,856	2,963,839	18,983	0.6%	3,088,320	124,481	4.2%	1
Westbrook	771,962	776,938	4,976	0.6%	809,570	32,631	4.2%	
Yarmouth	80,872	81,393	521	0.6%	84,812	3,419	4.2%	
<b>Total</b>	<b>4,171,355</b>	<b>4,198,244</b>	<b>26,889</b>	<b>0.6%</b>	<b>4,374,570</b>	<b>176,326</b>	<b>4.2%</b>	
<b>Base Bus Budget: Capital Program</b>								
Brunswick	2,063	3,014	951	46.1%	2,423	(591)	-19.6%	
Falmouth	5,407	7,898	2,491	46.1%	6,351	(1,547)	-19.6%	
Freeport	2,063	3,014	951	46.1%	2,423	(591)	-19.6%	
Portland	75,134	109,750	34,617	46.1%	88,246	(21,504)	-19.6%	2
Westbrook	19,695	28,770	9,074	46.1%	23,133	(5,637)	-19.6%	
Yarmouth	2,063	3,014	951	46.1%	2,423	(591)	-19.6%	
<b>Total</b>	<b>106,426</b>	<b>155,460</b>	<b>49,034</b>	<b>46.1%</b>	<b>125,000</b>	<b>(30,460)</b>	<b>-19.6%</b>	
<b>151 St. John's Street</b>								
Brunswick	-	1,763	1,763	n/a	1,820	57	3.2%	
Falmouth	-	4,620	4,620	n/a	4,769	149	3.2%	
Freeport	-	1,763	1,763	n/a	1,820	57	3.2%	
Portland	-	64,200	64,200	n/a	66,263	2,064	3.2%	3
Westbrook	-	16,829	16,829	n/a	17,370	541	3.2%	
Yarmouth	-	1,763	1,763	n/a	1,820	57	3.2%	
<b>Total</b>	<b>-</b>	<b>90,938</b>	<b>90,938</b>	<b>n/a</b>	<b>93,861</b>	<b>2,923</b>	<b>100.0%</b>	
<b>ADA Paratransit</b>								
Brunswick	-	-	-	0.0%	-	-	0.0%	
Falmouth	477	563	86	18.0%	552	(11)	-2.0%	
Freeport	-	-	-	0.0%	-	-	0.0%	
Portland	57,516	67,895	10,379	18.0%	66,522	(1,373)	-2.0%	4
Westbrook	14,013	16,542	2,529	18.0%	16,207	(335)	-2.0%	
Yarmouth	-	-	-	0.0%	-	-	0.0%	
<b>Total</b>	<b>72,006</b>	<b>85,000</b>	<b>12,994</b>	<b>18.0%</b>	<b>83,281</b>	<b>(1,719)</b>	<b>-2.0%</b>	
<b>Total Municipal Expense</b>								
Brunswick	82,935	86,170	3,235	3.9%	89,055	2,885	3.3%	
Falmouth	217,806	226,369	8,563	3.9%	233,917	7,548	3.3%	
Freeport	82,935	86,170	3,235	3.9%	89,055	2,885	3.3%	
Portland	3,077,506	3,205,684	128,178	4.2%	3,309,352	103,668	3.2%	5
Westbrook	805,670	839,079	33,408	4.1%	866,280	27,201	3.2%	
Yarmouth	82,935	86,170	3,235	3.9%	89,055	2,885	3.3%	
<b>Total</b>	<b>4,349,787</b>	<b>4,529,642</b>	<b>179,855</b>	<b>4.1%</b>	<b>4,676,712</b>	<b>147,070</b>	<b>3.2%</b>	

## RECOMMENDATION

Approve the 2023 Operating and Capital Budgets as presented in Attachments A and B.

## ATTACHMENTS

Attachment A – 2023 Operating Budget

Attachment B – 2023-2027 Capital Improvement Program





**2023**

# Operating Budget



**Greater Portland  
Transit District**

Fiscal Year 2023 1/1/2023 - 12/31/2023

# Greater Portland Transit District

[www.gpmetro.org](http://www.gpmetro.org)

Main Offices  
114 Valley Street  
Portland, Maine 04102  
207-774-0351

Downtown Transit Hub (Pulse)  
21 Elm Street  
Portland, Maine 040101  
207-774-0351

## 2022-2023 Board of Directors

### 2022-2023 Officers

President, Michael Foley, Westbrook  
Vice-President, Nat Tupper, Yarmouth  
Treasurer, Paul Bradbury, Portland  
Secretary, John Thompson, Jr., Westbrook

### 2022-2023 Members

Ryan Leighton, Brunswick  
Hope Cahan, Falmouth  
Merrill Barter, Falmouth  
William Rixon, Freeport  
Pious Ali, Portland  
Jeff Levine, Portland  
Ed Suslovic, Portland  
Andrew Zarro, Portland  
Prosper Lohomboli, Westbrook

### Agency Staff

Greg Jordan, Executive Director  
Glenn Fenton, Chief Transportation Officer  
Shelly Brooks, Chief Financial Officer  
Mike Tremblay, Transit Development Director

## CURRENT MISSION, VALUES, AND STRATEGIC PRIORITIES

Approved in 2016 (to be updated in 2023)

### MISSION

Provide safe, frequent, efficient, reliable, and affordable transportation throughout the Greater Portland Region.

### CORE VALUES

- We are committed to **SAFETY** – the safety of our customers, employees and the general public is priority number one.
- We are connected to our **CUSTOMERS** – Our customers are our top stakeholders in designing and providing a transit system that meets their transportation needs.
- We act with **INTEGRITY** – We work to uphold the highest standards of fairness, transparency, accountability, dependability and respect.
- We pursue **SUSTAINABILITY** – We strive to be responsible stewards of the environment and advocates of transit-oriented regional economic growth and a strong community.

### STRATEGIC PRIORITIES

#### Priority 1 – Maintain what we have

Protect today's service through a well-equipped and developed staff and properly maintained and managed physical assets.

#### Priority 2 – Increase service levels in Metro's core service area

Improve frequency and hours of operation where ridership demand reasonably warrants within the current service area.

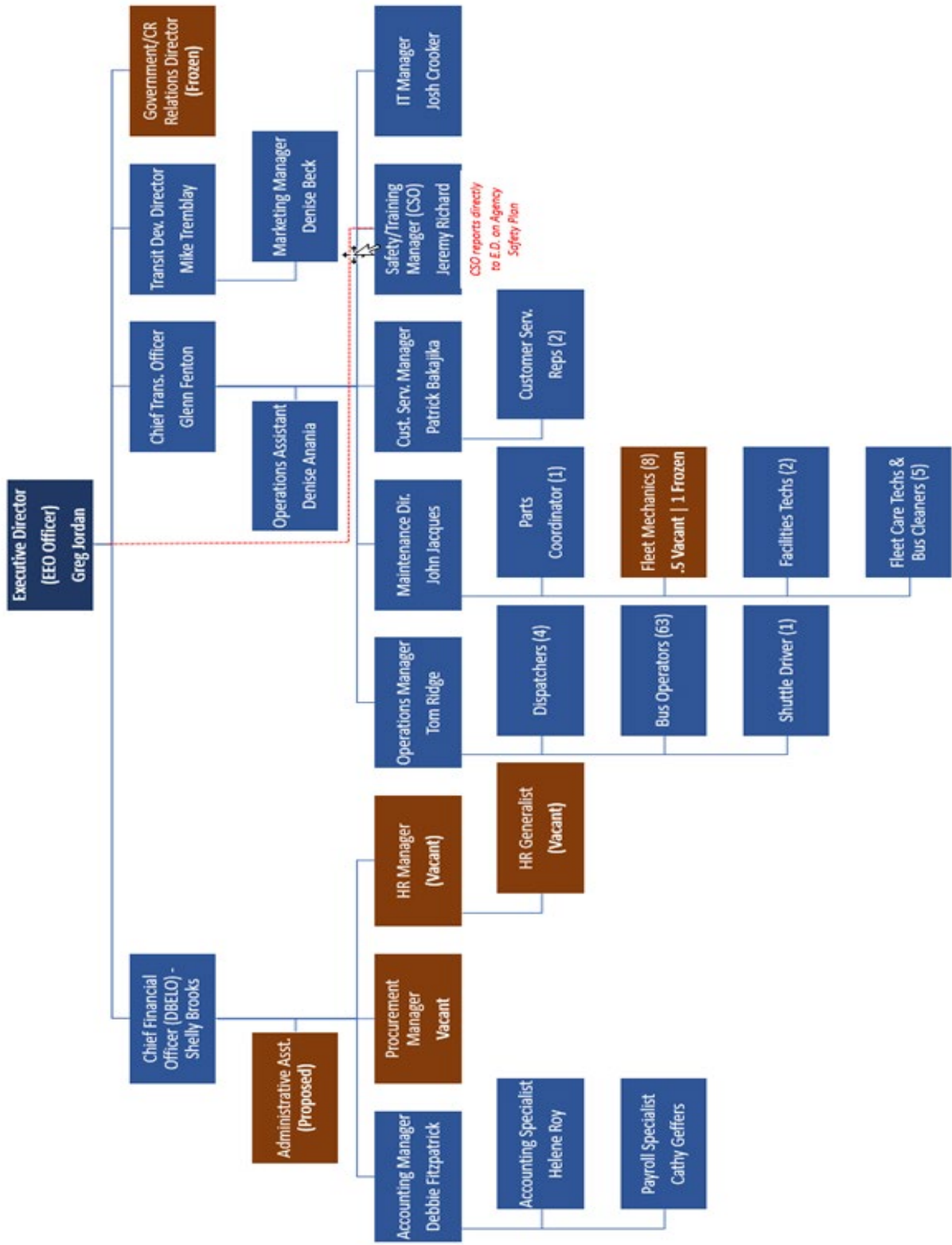
#### Priority 3 – Improve the Customer Experience

Introduce enhancements that improve the customer experience including (for example) an electronic fare collection system, smart cards, mobile payment, automatic on-board voice announcements, on-board Wi-Fi, and upgraded bus shelters/transit centers.

#### Priority 4 – Expand the Metro Service Area

Based on demonstrated ridership demand, add service to areas within the Metro service area that lack transit service or introduce service to jurisdictions outside the current Metro service area.

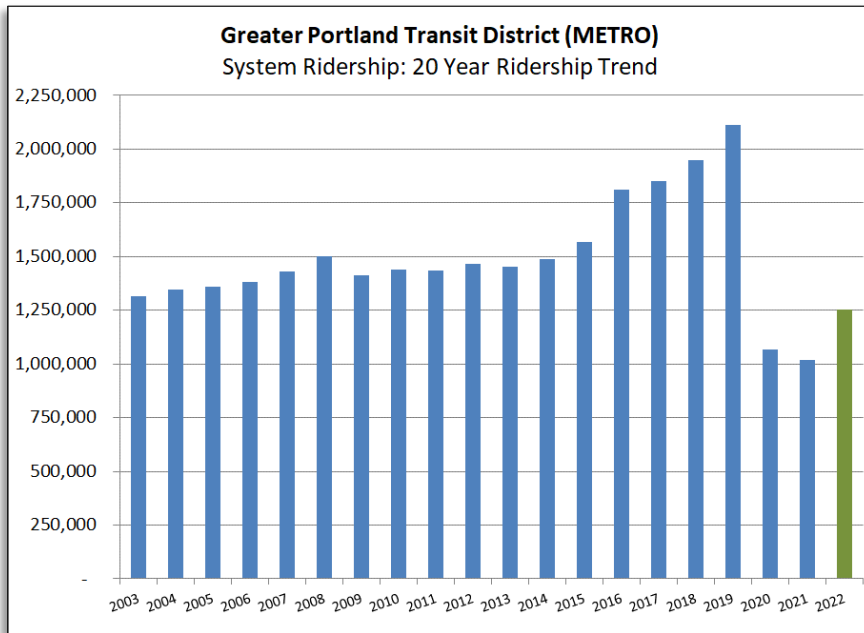
### CURRENT ORGANIZATIONAL CHART



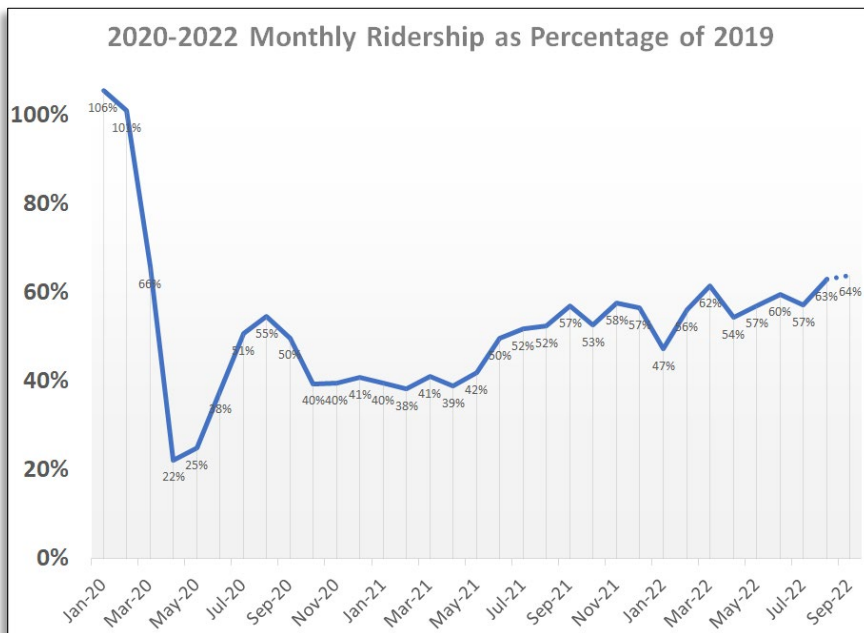
## RIDERSHIP

The COVID-19 pandemic and related effects on the economy and travel have had significant impacts on public transportation ridership across the country. Metro’s ridership declines since 2020, and slow recovery, illustrated in the two charts below are generally in alignment with national trends.

**Chart 1: Metro Annual Ridership**



**Chart 2: Ridership Recovery Trend**



## 2023 SERVICE LEVELS

Table 1 details transit service levels by route. Service frequencies (or “Headways”) refers to the period of time between buses. Most of Metro’s weekday service operates at 30-minute headways which is considered a fair baseline level of service. Most of the weekend service operates at 60-minute headways which is considered to be life-line service. Lower headways mean buses come more often and passengers have less waiting time. For 2023, certain routes will be temporarily reduced below the current standard due to staffing shortages.

**Table 1: 2023 Anticipated Service Levels (Headways)**

Route	Corridor	Service Type	Municipalities	SERVICE FREQUENCIES			
				Weekday Peak	Weekday Off-Peak	Sat.	Sun.
Route 1	Congress	Local Route	Portland	30 min	30 min	60 min	60 min
Route 2	Forest	Local Route	Portland-Westbrook	30 min	30 min	60 min	60 min
Route 3	Bridge-Spring	Local Route	Portland-Westbrook-South Portland	45 min	45 min	60 min	60 min
Route 4	Main-Brighton	Local Route	Portland-Westbrook	30 min	30 min	30 min	45 min
Route 5	Outer Congress	Local Route	Portland-South Portland	30 min	45 min	45 min	45 min
Route 7	Route 1	Local Route	Portland-Falmouth	60 min	60 min	60 min	60 min
Route 8	Peninsula	Circulator	Portland	30-35 min	30-35 min	60 min	60 min
Route 9	Wash.-Stevens-Congress	Local Route	Portland-Falmouth	15-30 min	60 min	60 min	60 min
Husky Line	Route 25-WCD-Brighton	BRT-Lite	Portland-Westbrook-Gorham	30 min	30 min	45 min	90 min
BREEZ	I-295/Route 1	Express	Portland-Yarmouth-Freeport-Brunswick	35-60 min	40-150 min	150 min	N/A
<b>LEVEL OF SERVICE (HEADWAYS - minutes between buses)</b>							
20 minutes or Under		Frequent Service (Ridership Producing).					
30 minutes		Baseline Service					
45 min. or Longer		Coverage Service (Lifeline Service)					
Service Reduction due to staffing							

Metro is planning to temporarily reduce revenue hours by 4% in 2023 in order to mitigate a staffing shortage as well as for budget balancing purposes. Metro aims to restore these reductions subject to staffing and budget availability as soon as possible in 2023.

**Table 2: Change in Revenue Hours by Route by Municipality (2023 compared to 2022)**

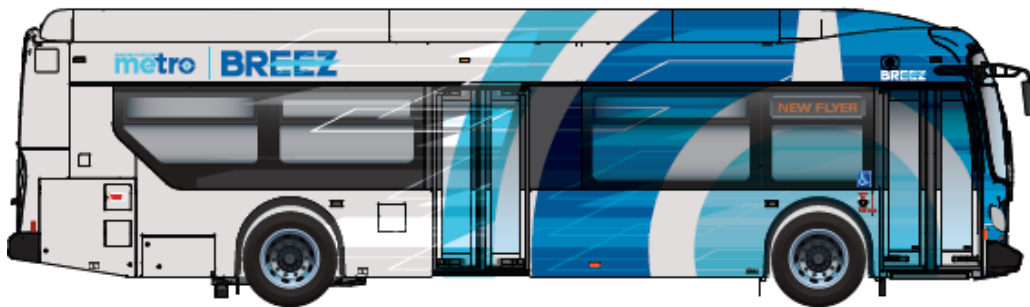
Change in Revenue Hours									
	Brunswick	Falmouth	Freeport	Gorham	Portland	S. Portland	Westbrook	Yarmouth	Total Annual
Route 1					-7.2%				-7.2%
Route 2					-0.5%		-3.2%		-0.9%
Route 3					-16.5%	-15.9%	-16.1%		-16.1%
Route 4					-5.3%		-6.0%		-5.7%
Route 5					-9.0%	-9.3%			-9.0%
Route 7		-0.1%			-0.1%				-0.1%
Route 8					-1.1%				-1.1%
Route 9A					3.3%				3.3%
Route 9B		-1.0%			-1.1%				-1.1%
Breez	-0.1%		-0.1%		-0.1%			-0.1%	-0.1%
Husky Line				-3.4%	-3.4%		-3.4%		-3.4%
<b>Totals</b>	<b>-0.1%</b>	<b>-0.3%</b>	<b>-0.1%</b>	<b>-3.4%</b>	<b>-3.2%</b>	<b>-12.4%</b>	<b>-8.9%</b>	<b>-0.1%</b>	<b>-4.4%</b>



## Key Achievements in 2022

### Greater Portland Metro Awarded \$1.9 million in Federal Funding to Replace BREEZ Buses

Greater Portland Metro was awarded \$1,887,000 by the US Department of Transportation in federal discretionary funding to fund 85% of the cost to replace and upgrade four existing METRO BREEZ shuttles. The existing smaller shuttles will be replaced with larger buses that have greater passenger capacity, more room for bikes and people using mobility devices, a longer useful life, and can be operated on all METRO's routes. The new buses paint scheme and BREEZ logo will be adapted to fall within the Metro parent brand (created in 2018). The buses will be delivered in February 2023 and are expected to be placed in service in March 2023.

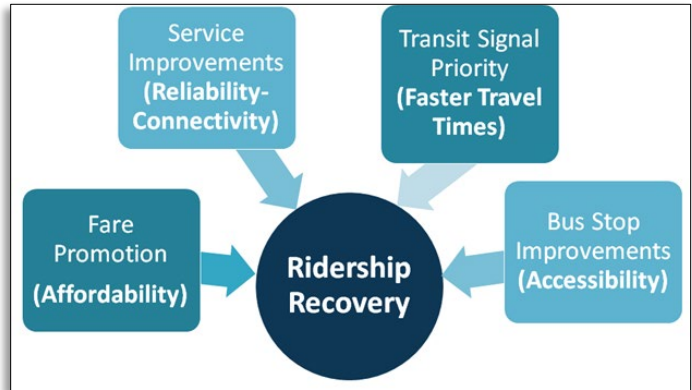


**Launch of four (4) Battery Electric Buses to southern Maine's public transit fleets.** The electric buses replaced four (4) twenty-year-old diesel buses. These buses are the first set of electric transit buses in Maine since the early 2000s. Using a combination of federal, state and local funding, Greater Portland METRO and Biddeford-Saco-Old Orchard Beach (BSOOB) Transit each received two (2) 35-foot Battery Electric Buses with associated charging infrastructure. The buses will be used on the two transit agencies local and express transit routes and represent the first phase of long-term plans to operate zero-emission transit fleets.



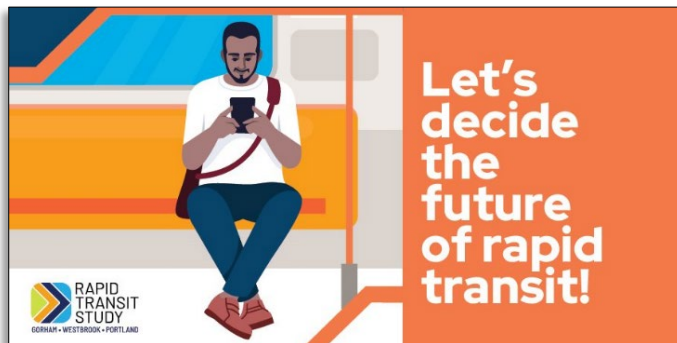
**PACTS Policy Board awards Greater Portland METRO \$4.3 million in American Rescue Plan Act (ARPA) funding aimed at improving the transit system and recovering ridership lost to the pandemic.** This funding award is aimed squarely at helping Metro (and the region’s other transit agencies) make service and infrastructure improvements in order to build new ridership and fare revenue.

For Metro’s part, this project would *improve headways and lengthen operating hours* on several bus routes helping to make the overall network more usable over more of the day. In addition, this funding would allow Metro to extend several routes and *add new destinations* (or improve access to current destinations) including Portland’s Eastern Waterfront, Maine Medical Center, and Portland Transportation Center. The project would *pilot Microtransit*, which is a new form of on-demand transportation as well as *improve bus stops*, introduce *transit signal priority technology* to make transit faster, and *implement a fare promotion*.



The project would *pilot Microtransit*, which is a new form of on-demand transportation as well as *improve bus stops*, introduce *transit signal priority technology* to make transit faster, and *implement a fare promotion*.

The PACTS Policy Board approved this allocation of funding in March 2022. Final distribution of this funding is waiting on formal execution by the region’s “designated recipients” for federal transit funding. To date, only Metro has signed off on the required letter which communicates the funding allocations to the Federal Transit Administration.



**Greater Portland METRO is participating in two important studies that will shape the future of public transit in our region.**

The Portland Area Comprehensive Transportation System (PACTS) is coordinating the “Transit Together” Project and the Gorham-Westbrook-Portland Rapid Transit Study. The Transit Together Project is examining ways that we can improve the existing bus network to make it simpler, more seamless and

better integrated. The Rapid Transit Study is examining the feasibility of rapid transit along the corridor connecting Gorham, Westbrook, and Portland. The study will identify the preferred route alignment and most advantageous mode and technology (e.g., Bus Rapid Transit, Light Rail, Streetcar, or Commuter Rail).



**Phase 2 of the Creative Bus Shelter Project was implemented in September 2022.** Metro and the Greater Portland Council of Governments (GPCOG) have partnered with project lead Creative Portland to bring local artwork to Metro's bus shelters. The second round of the project culminated in the September 2022 unveiling of 5 pieces of art applied to 5 bus shelters across Portland. There are now 9 bus shelters in Portland with art overlays. The project celebrates our region's diversity, gives voice to local artists, and seeks to transform the *humble bus stop* into attractions that catch the eye while also helping to build connection and community. While this is currently a Portland based project, Metro hopes to expand this work to other communities.

SEPTEMBER / OCTOBER 2022

### Creative Bus Shelters Phase 2:

Ribbon cutting celebrations were held September 8, 2022 for five new shelters. Bus shelter names & locations listed below

(Left) 'We the People,' is located in front of the Portland Public Library. Event participants pictured included: Portland Schools superintendent Xavier Botana; METRO Executive Director (ED) Greg Jordan; Immigrant Welcome Center ED Reza Jalali; GPCOG ED Kristina Egan; Kat Violette, community engagement coordinator - GPCOG; Portland Mayor Kate Snyder; shelter artist Zenab Bastawala; and Dinah Minot, ED of Creative Portland.

(Left) Photographer Jocelyn Lee with one of the 'models' included in her shelter design 'Youth in Bloom,' located across from Deering High School

(Left) Ribbon cutting for 'Ghost Gear,' located at the entrance to the Deerings Corner Roundabout. Participants included: Artist Carter Shappy, Kate Anker and Dinah Minot (Creative Portland); Denise Beck (METRO); and Kat Violette (GPCOG)

"Oxbow" shelter, located on Fore River Parkway, near Mercy Hospital and "The Reason We Come Together," on Congress St.

9

**Two (2) new unlimited access transit pass programs approved for implementation will help grow ridership and improve transit access.** Following the implementation of the Dirigo UMO fare payment system in 2020, Metro (along with transit partners City of South Portland and Biddeford-Saco-Old Orchard Beach Transit) have been working to increase the number of pass programs with major employers, schools and universities.

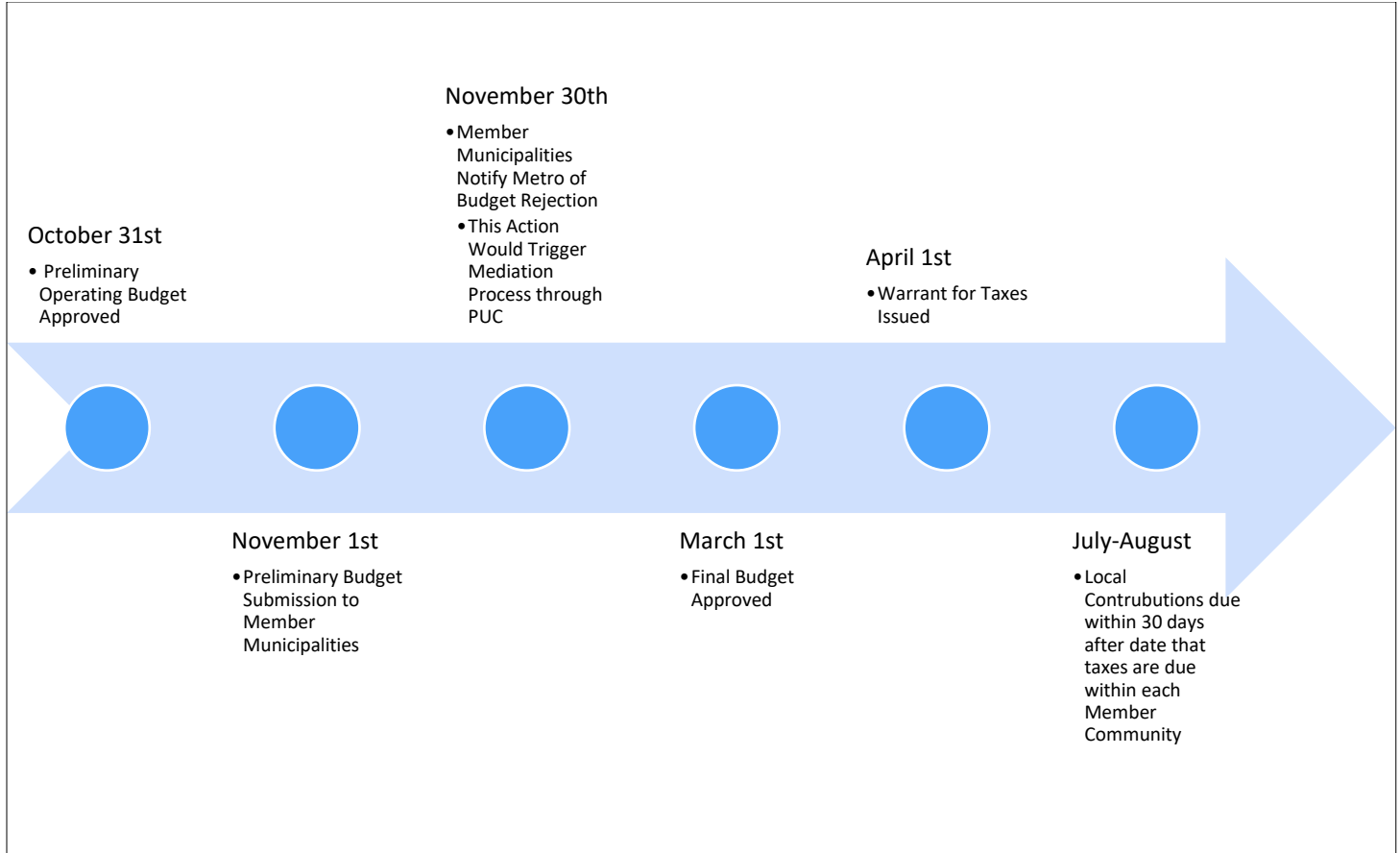
- ***In November 2022, Metro and the City of Portland will launch an unlimited access pass program for asylum seekers participating in the city's resettlement program.*** The program will provide permanent transit passes for most asylum seekers (during the period of funding) in the greater Portland region. The passes are free of charge to the individuals and will allow unlimited access to bus routes operated by Metro, South Portland, and Biddeford-Saco-Old Orchard Beach Transit.

The program is planned to be implemented for a limited duration (8 months) subject to the City of Portland's available funding from the Federal Emergency Management Agency (FEMA). The agreement contemplates additional one-year terms subject to the identification of successor funding. Metro staff plan to convene all appropriate partners and work through the complexities of developing a broader unlimited access transit pass program for low income individuals and/or recipients of General Assistance.



- ***In December 2022, Metro and Dirigo Center Developers, LLC (the developers of the Rock Row development in the City of Westbrook) will launch an unlimited access transit pass program for all current and future employees and residents working/living at the Rock Row site.*** This is a first of its kind transit pass program in Maine, in which a commercial real-estate developer will be funding transit access for current and future workers and residents on a large-scale development. Subject to lessons learned during implementation of this program, this concept can serve as a model for municipalities to utilize when working with developers on transit supportive land-uses, transportation demand management, parking requirements, and traffic mitigation.

## BUDGET ADOPTION TIMELINE 30-A-MRS §3516



**Table 3: 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.

# MAJOR BUDGET GOALS/CHALLENGES

## Overview

Greater Portland Transit District (“Metro”) provides fixed-route and express bus service, as well as contracted ADA paratransit services, throughout the Greater Portland region, including the communities of Brunswick, Falmouth, Freeport, Gorham, Portland, South Portland, Westbrook, and Yarmouth.

In the last decade, national transit ridership has fallen due to a variety of factors. These include changes in travel behavior due to third party ride sharing services, pre-pandemic increases in telecommuting, historically low fuel prices, shifts in federal funding from bus to major rail projects, and broader trends related to urban gentrification and the suburbanization of poverty.

Between 2014 and 2019, Metro’s ridership increased by 45% due to a range of system improvements and programs that counteracted these trends locally. However, going forward Metro is not immune from the structural reasons causing nationwide ridership declines. More urgently, the COVID-19 pandemic has led to steep reductions in ridership nationally and in Southern Maine. While the lasting effects of the pandemic remain unclear, there is emerging consensus that some degree of remote work/school will persist as well as public fears, however unfounded, about the safety of transit spaces. These trends will have lasting impacts on public transit’s primary market of commuter riders.

With the recognition that societal trends around travel and commuting have changed, a 2022-2023 strategic planning process will strive to update Metro’s mission, vision, values and strategic goals in order to position the agency to adapt to the changing environment.

## 2023 Budgetary Goals

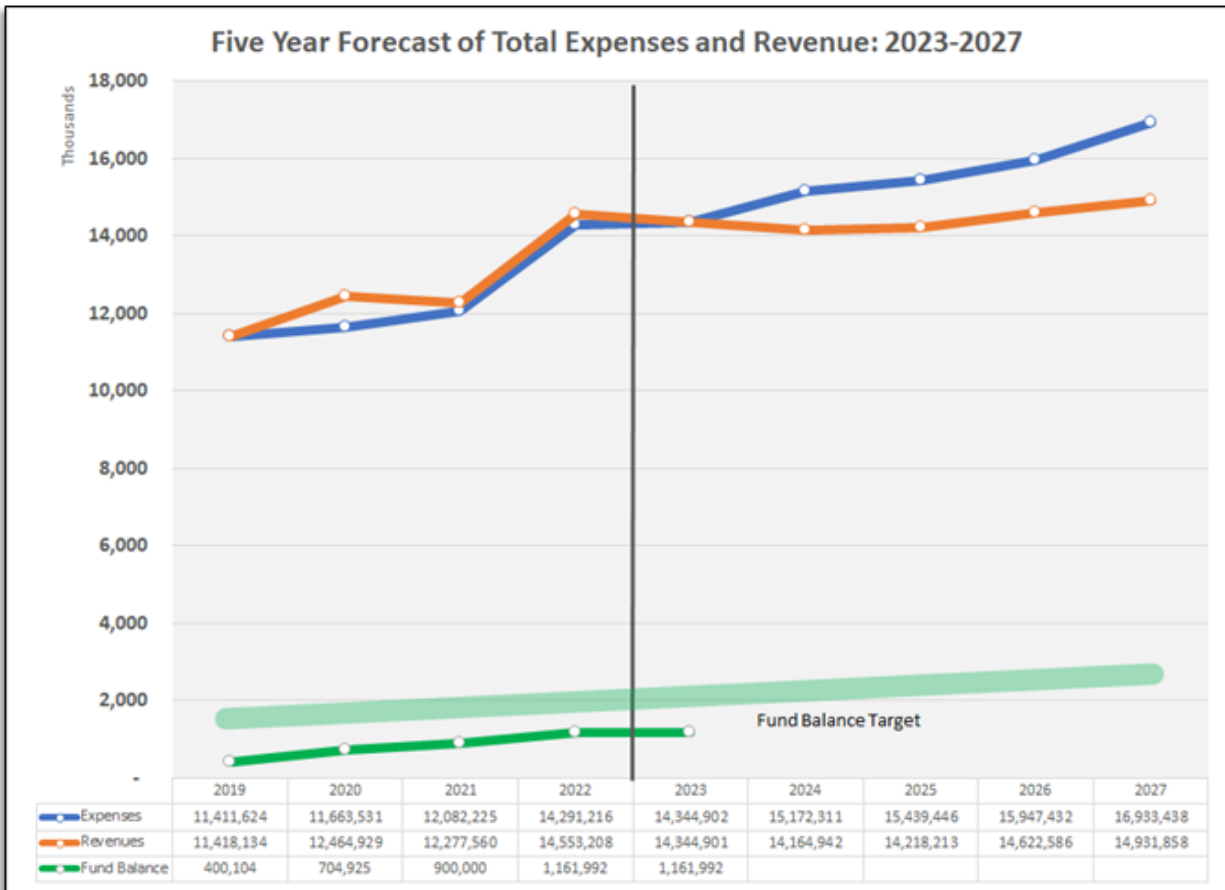
- Maintain service levels for 2023 while preparing for implementation of the Metro Board approved strategic plan, adoption of Transit Together recommendations, and implementation of American Rescue Plan Act funded service improvements.
- Grow ridership and fare revenue through tactical measures such as new pass programs, marketing initiatives, and bus stop improvements.
- Maximize non-local sources of funding while containing growth of member municipality contributions.
- Use innovative strategies to recruit and retain qualified staff.
- Maintain assets and infrastructure in a state of good repair.

## FIVE YEAR FINANCIAL FORECAST (2023-2027)

The FY 2023 operating budget was able to be balanced through a combination of minor service reductions, positions reductions or freezes, program scale backs, and utilization of remaining CARES Act funding. For reasons noted below, Metro is forecasting structural deficits in 2024-2027. Staff will be working with the Finance Committee over the next few months to develop measures to resolve this financial challenge.

- Slow ridership and fare revenue recovery.
- Phase out of CARES Act funding in 2023.
- Cost increases due to broad economic inflation as well as increases in fuel-energy prices, and labor market shortages that are driving up wages.
- Phase out of Congestion Mitigation and Air Quality funding in 2022 which had supported the pilot years for BREEZ and Transit West Routes (Husky Line and Route 3).
- Static state level funding.

**Chart 3: Five Year Financial Forecast**



## FY 2023 OPERATING BUDGET

The total operating budget for FY 2023 is \$14,536,927, an increase of 4.2% compared to FY 2022.

**Table 4: Total Budget Summary**

	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Projection	2022 Actual	2023 Budget	2022 \$ +/-	2022 % +/-
<b>EXPENDITURES</b>									
<b>Base Bus Budget</b>									
Wages	5,887,568	6,226,929	6,224,159	6,990,683	7,416,727	7,147,685	7,121,866	131,183	1.9%
Benefits	2,438,113	2,460,339	2,719,817	2,954,355	2,846,970	2,748,192	3,011,731	57,376	1.9%
Services and Fees	412,118	433,098	534,819	773,071	818,234	786,307	892,871	119,800	15.5%
Fuel-Fluids-Tires	695,059	619,587	660,413	620,375	651,609	627,682	823,718	203,343	32.8%
Supplies & Equipment	457,292	450,273	373,809	465,350	495,365	370,946	397,000	(68,350)	-14.7%
Utilities	356,264	300,840	299,561	388,165	389,637	364,946	432,803	44,638	11.5%
Insurance	227,911	299,877	325,138	361,884	350,286	345,754	376,335	14,451	4.0%
Miscellaneous Expenses	42,226	39,032	44,984	58,250	50,876	49,921	59,550	1,300	2.2%
Debt Service	297,275	505,460	231,494	263,338	263,338	236,824	331,328	67,990	25.8%
Capital & Reserves	166,000	25,162	247,383	200,460	203,395	188,942	170,000	(30,460)	-15.2%
<b>Total Base Bus Budget</b>	<b>10,979,825</b>	<b>11,360,596</b>	<b>11,661,576</b>	<b>13,075,931</b>	<b>13,486,437</b>	<b>12,867,200</b>	<b>13,617,202</b>	<b>541,271</b>	<b>4.1%</b>
<b>Separate Budget Categories</b>									
ADA Paratransit	434,324	290,551	350,479	425,000	382,022	408,210	416,404	(8,596)	-2.0%
115 St. John's Street	-	-	70,169	454,688	483,857	476,344	503,321	48,633	10.7%
Service Improvements	-	-	-	-	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>11,414,149</b>	<b>11,651,147</b>	<b>12,082,225</b>	<b>13,955,619</b>	<b>14,352,316</b>	<b>13,751,753</b>	<b>14,536,927</b>	<b>581,308</b>	<b>4.2%</b>
<b>REVENUES</b>									
<b>Base Bus Funding</b>									
Passenger Fares	2,418,290	758,856	1,385,127	1,668,609	1,954,993	2,108,658	2,360,736	692,127	41.5%
Miscellaneous Revenue	393,577	440,226	314,751	265,986	395,002	496,006	413,950	147,964	55.6%
Municipal Funding	3,892,192	3,767,878	3,959,343	4,386,704	4,386,704	4,394,704	4,534,570	147,866	3.4%
State Funding	170,426	170,426	170,426	170,426	170,426	170,427	170,426	-	0.0%
Federal Funding	4,067,553	7,052,180	6,058,274	6,584,206	6,878,842	5,975,181	6,042,335	(541,871)	-8.2%
<b>Total Base Bus Budget</b>	<b>10,942,038</b>	<b>12,189,565</b>	<b>11,887,921</b>	<b>13,075,931</b>	<b>13,785,967</b>	<b>13,144,976</b>	<b>13,522,017</b>	<b>446,086</b>	<b>3.4%</b>
<b>Separate Budget Categories</b>									
ADA PT - Municipal Funding	87,905	59,471	71,756	85,000	76,404	83,088	83,281	(1,719)	-2.0%
ADA PT - Federal Funding	347,459	225,084	280,383	340,000	305,618	326,566	333,123	(6,877)	-2.0%
115 St. John's Other Revenue	-	-	1,000	136,416	94,989	89,386	269,990	133,574	97.9%
115 St. John's Municipal Funding	-	-	-	90,938	90,938	90,938	93,861	2,923	3.2%
115 St. John's State Funding	-	-	37,500	227,334	227,344	227,344	234,654	7,320	3.2%
Service Imp. - Passenger Fares	-	-	-	-	-	-	-	-	n/a
Service Imp. - Federal Funding	-	-	-	-	-	-	-	-	n/a
<b>Total Revenues</b>	<b>11,377,402</b>	<b>12,474,120</b>	<b>12,278,560</b>	<b>13,955,619</b>	<b>14,581,261</b>	<b>13,962,298</b>	<b>14,536,927</b>	<b>581,308</b>	<b>4.2%</b>
<b>Surplus/(Deficit)</b>	<b>(36,747)</b>	<b>822,973</b>	<b>196,336</b>	<b>0</b>	<b>228,945</b>	<b>210,545</b>	<b>0</b>	<b>-</b>	<b>-</b>

### Major Budget Factors:

- The Base Bus Budget for FY 2023 is built on transit service levels that are slightly reduced from FY 2022. The change results in a net decrease of 2-3 bus operator positions. If ultimately implemented, the position savings will be achieved through attrition and will not require layoffs. In addition, several vacant positions have been temporarily frozen.
- Base Bus Budget expenditure increases are anticipated in all major categories except supplies and equipment, and capital and reserves. Additional explanations are provided within the Notes tables associated with each section of the budget.
- Base Bus Budget revenue changes include: increased fare revenue, decreased federal funding, and stabilized municipal funding. Additional explanations are provided within the Notes tables associated with each section of the budget.



- The ADA Paratransit budget is projected to decline slightly based on forecasted ridership in FY 2023.
- The total budget includes the anticipated expenditures and revenues associated with lease and operations of the property at 115 St. John’s Street as approved by the Board in July 2021.

**BASE BUS BUDGET – PERSONNEL EXPENSES**

**Table 5: Base Bus Budget: Personnel**

USES OF FUNDS	2019 Actual	2020 Actual	2021 Actual	2022-B Budget	2022-A Actual	2023 Request	2023 Revision	2023 Revised Request	2022 \$ +/-	2022 % +/-	Notes
<b>Wages</b>											
Regular Wages	5,078,260	5,615,565	5,714,716	6,266,549	5,818,519	6,349,837	80,966	6,430,803	164,254	2.6%	1
Overtime - Operations	605,180	395,523	317,205	491,210	812,996	450,210	-	450,210	(41,000)	-8.3%	2
Overtime - Maintenance	53,072	56,010	28,261	41,527	65,751	41,527	-	41,527	-	0.0%	2
Overtime - Administration	6,035	2,223	242	5,198	3,303	5,198	-	5,198	-	0.0%	2
Add'l Pay (PTO payout, Hlth opt out)	57,592	63,087	63,478	67,675	315,847	68,220	-	68,220	545	0.8%	
Holiday Pay - Worked	87,429	94,520	100,256	118,525	131,270	125,910	-	125,910	7,385	6.2%	3
<b>Total Wages</b>	<b>5,887,568</b>	<b>6,226,929</b>	<b>6,224,159</b>	<b>6,990,683</b>	<b>7,147,685</b>	<b>7,040,900</b>	<b>80,966</b>	<b>7,121,866</b>	<b>131,183</b>	<b>1.9%</b>	
<b>Benefits</b>											
FICA	432,426	368,092	552,282	534,729	530,561	538,628	6,194	544,822	10,093	1.9%	
Health Ins	1,358,389	1,397,007	1,401,771	1,544,929	1,396,591	1,566,054	(14,554)	1,551,500	6,571	0.4%	4
HRA Payments	73,622	74,726	87,893	80,000	72,434	80,000	-	80,000	-	0.0%	
Dental Insurance	65,412	59,330	64,478	71,996	65,550	67,986	(1,299)	66,688	(5,308)	-7.4%	5
Disability Insurance	40,896	41,124	49,121	56,670	59,618	65,631	-	65,631	8,961	15.8%	6
Life Insurance	1,767	1,729	2,363	2,630	2,349	2,426	-	2,426	(204)	-7.8%	
Workers Comp	92,619	133,174	171,347	174,760	181,371	187,530	-	187,530	12,770	7.3%	7
Unemployment	9,467	14,080	39	3,000	4,311	3,000	10,000	13,000	10,000	333.3%	
Vision	2,689	2,580	2,953	2,702	2,847	3,012	-	3,012	311	11.5%	5
Retirement	324,641	335,523	356,029	448,289	410,184	457,659	5,263	462,921	14,632	3.3%	8
Uniforms	27,252	21,282	31,541	34,650	22,376	34,200	-	34,200	(450)	-1.3%	
Contract Reimb	8,933	11,691	-	-	-	-	-	-	-	0%	
<b>Total Benefits</b>	<b>2,438,113</b>	<b>2,460,339</b>	<b>2,719,817</b>	<b>2,954,355</b>	<b>2,748,192</b>	<b>3,006,127</b>	<b>5,604</b>	<b>3,011,731</b>	<b>57,376</b>	<b>1.9%</b>	
<b>Total Wages &amp; Benefits</b>	<b>\$ 8,325,681</b>	<b>\$ 8,687,268</b>	<b>\$ 8,943,976</b>	<b>\$ 9,945,038</b>	<b>\$ 9,895,878</b>	<b>\$ 10,047,027</b>	<b>\$ 86,570</b>	<b>\$ 10,133,597</b>	<b>\$ 188,559</b>	<b>1.9%</b>	

Note #	Line Item	Explanation
1	Regular Wages	Increase in regular wages is driven mainly by 3% 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.  Staff projections include a freeze for several open positions including Sr. Management Asst/Chief of Staff, Master Technician and 3 Bus Operator positions.
2	Overtime	Overtime averages between 8-9% of regular wages. Overtime is driven by vacancies and absences primarily among bus operators. 2022 overtime is projected to be about \$200k over budget due to higher than anticipated leaves and vacancies. Staff is optimistic that the combined impact of wage adjustments and the addition of part-time Bus Operator staffing will allow OT to be contained within average budgeted amounts of 8% of wages for 2023.
3	Holiday Pay	Increase in Holiday is due to increase in wage rates in 2022 and a 3% COLA estimated in 2023.
4	Health Insurance	Staff has adjusted the request to reflect the actual 7% increase in the cost of health insurance, compared to the 2022 budget amount, through the ME Municipal Health Trust. The MMEHT board votes on the next year’s increase in mid-to-late October.
5	Dental/Vision Insurance	Staff has adjusted the request to reflect the actual 3% increase in the cost of dental and vision insurance. The increase for 2023 is based on 2022 projected year end balances instead of 2022 budget.

Note #	Line Item	Explanation
6	Disability Insurance	Staff is currently assuming an 8% increase in the cost of disability insurance. 2022 projections indicate Disability Insurance will be over budgeted amounts. 8% increase for 2023 is based on 2022 projected year end balances instead of 2022 budget.
7	Workers Compensation	Increased overall payroll and higher "Experience Modification Rating" is driving increase in worker's compensation insurance costs.
8	Retirement Benefit	Metro's contribution to retirement remains unchanged at 7.5%. Increases in 2023 budget are due to projected wage increases.

**BASE BUS BUDGET – NON-PERSONNEL EXPENSES**

**Table 6: Base Bus Budget: Non-Personnel**

USES OF FUNDS	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Projection	2022 Actual	2023 Request	2023 Revision	2023 Revised Request	2023 \$ +/-	2023 % +/-	Notes
<b>Services and Fees</b>												
Tuition Reimbursement	-	-	975	5,000	3,000	2,955	5,000	-	5,000	-	0.0%	
Wellness Program	2,444	1,499	2,563	4,500	4,500	1,789	10,000	-	10,000	5,500	122.2%	1
Legal Fees	22,502	41,195	75,765	33,500	34,432	43,492	35,000	5,000	40,000	6,500	19.4%	
Audit Fees	21,366	20,000	20,500	24,500	23,500	23,500	26,000	-	26,000	1,500	6.1%	
Arch & Engineer Fees	-	-	350	7,500	500	-	5,000	-	5,000	(2,500)	-33.3%	
Temporary Help	44,990	-	21,810	-	71,682	46,915	-	30,000	30,000	30,000	0	
Employment Services	11,470	7,402	6,754	11,000	8,771	13,898	12,287	-	12,287	1,287	11.7%	2
Benefit Administration Fees	7,923	8,571	7,759	7,204	9,942	8,514	8,636	-	8,636	1,432	19.9%	3
Technology Services	116,468	108,397	128,586	176,119	166,348	175,183	195,165	(10,700)	184,465	8,346	4.7%	4
Bank and CC Fees	11,781	11,793	19,645	25,000	20,515	20,622	29,050	(5,000)	24,050	(950)	-3.8%	5
Advertising	24,929	38,727	21,569	127,500	120,204	86,862	124,500	-	124,500	(3,000)	-2.4%	
Postage	2,785	4,619	2,130	4,934	2,472	2,254	2,954	-	2,954	(1,980)	-40.1%	
Other Contracted Services	34,167	55,525	73,048	150,600	148,536	149,337	184,100	6,929	191,029	40,429	26.8%	6
Maint Software	2,006	3,634	3,424	3,950	3,000	2,690	3,950	-	3,950	-	0.0%	
Office Machines Maintenance	6,419	4,997	2,862	5,000	7,144	6,236	8,000	-	8,000	3,000	60.0%	7
Maintenance Services	97,993	123,626	142,188	134,664	158,138	174,340	140,000	17,500	157,500	22,836	17.0%	
Snow Plowing/Removal	1,690	1,610	-	9,000	7,125	3,625	9,000	-	9,000	-	0.0%	
Custodial Services	-	-	-	40,000	25,493	21,734	48,000	-	48,000	8,000	20.0%	8
Miscellaneous Services	3,185	1,502	4,891	3,100	2,930	2,361	2,500	-	2,500	(600)	-19.4%	
<b>Total Services and Fees</b>	<b>412,118</b>	<b>433,098</b>	<b>534,819</b>	<b>773,071</b>	<b>818,234</b>	<b>786,307</b>	<b>849,142</b>	<b>43,729</b>	<b>892,871</b>	<b>119,800</b>	<b>15.5%</b>	

Note #	Line Item	Explanation
1	Wellness Prog.	The increase in this line item reflects a strategy to expand the wellness program from nutrition/fitness to also include mental/psychological health. Program will be principally directed at front-line staff who manage an increasingly volatile and stressful public setting.
2	Emp. Services	Increased costs and higher turnover expected for new hire and return to work screenings.
3	Benefit Admin. Fees	HRA plan fees, ICMA plan fees and HRA annual Federal fees that were not previously budgeted caused the increase for this line item.
4	Technology Services	Increases are related to price increases for Tyler Munis (Finance, Payroll, HR, Purchasing) and Clever Devices (AVL). Increase also reflects the addition of a transit planning software
5	Bank/CC Fees	Increased volume of credit card transaction processing.
6	Other Contracted Serv.	The proposed increase reflects consultant services related to introducing transit security services, system mapping, and bus stop improvements
7	Office Machines Maintenance	Increase is due to the addition of a copier in the Admin wing of Metro offices. Budgeted amounts reflect maintenance and overages charges for two copiers.
8	Custodial Services.	Metro budgeted for custodial services in 2022 and is in the process of executing a contract for these services. The contract will provide services for Admin and Operations offices and common areas at Valley Street, along with services at the Pulse. Introducing contracted custodial services will improve workplace cleanliness while allowing Maintenance staff to focus on bus stop cleaning and maintenance.



Table 7: Base Bus Budget: Non-Personnel (Continued)

USES OF FUNDS	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Projection	2022 Actual	2023 Request	2023 Revision	2023 Revised Request	2022 \$ +/-	2022 % +/-	Notes
<b>Fuel-Fluids-Tires</b>												
CNG Fuel	221,985	96,442	99,606	99,500	119,471	106,653	130,000	-	130,000	30,500	30.7%	11
Diesel Fuel	366,962	431,341	439,224	405,600	401,900	386,878	482,844	43,084	525,928	120,328	29.7%	12
Greases and Fluids	49,572	45,134	55,298	51,900	55,238	64,174	68,040	-	68,040	16,140	31.1%	13
Electricity as a Fuel	-	-	-	5,000	12,000	9,732	30,000	-	30,000	25,000	500.0%	14
Tires and Tubes	56,540	46,670	66,285	58,375	63,000	60,245	69,750	-	69,750	11,375	19.5%	15
<b>Total Fuel, Tires and Fluids</b>	<b>695,059</b>	<b>619,587</b>	<b>660,413</b>	<b>620,375</b>	<b>651,609</b>	<b>627,682</b>	<b>780,634</b>	<b>43,084</b>	<b>823,718</b>	<b>203,343</b>	<b>32.8%</b>	
<b>Supplies &amp; Equipment</b>												
Transportation Supplies	689	22,972	4,232	3,000	3,616	4,614	6,000	-	6,000	3,000	100.0%	16
Servicing/Fueling Supplies	-	18,458	6,123	7,000	3,500	3,905	3,500	-	3,500	(3,500)	-50.0%	
Shop Supplies	25,071	28,268	21,366	32,000	30,492	22,836	32,000	-	32,000	-	0.0%	
Shelter Supplies	2,306	387	6,798	3,000	3,000	3,658	5,000	-	5,000	2,000	66.7%	17
Building Supplies	51,566	37,356	31,996	45,000	33,167	30,754	26,000	-	26,000	(19,000)	-42.2%	
HR Supplies	-	-	5,402	-	-	-	-	-	-	-	0.0%	
IT Supplies	2,066	2,708	861	2,000	1,500	609	2,000	-	2,000	-	0.0%	
Supplies Cust Rel	19,007	861	5,816	7,500	7,000	9,948	7,500	-	7,500	-	0.0%	18
Supplies Promo	4,999	6,143	-	3,000	2,000	3,172	3,000	-	3,000	-	0.0%	19
Office Supplies	16,105	16,160	15,236	17,500	18,697	20,981	17,500	-	17,500	-	0.0%	
Fare Media	8,578	1,254	5,720	11,000	6,000	1,690	6,000	-	6,000	(5,000)	-45.5%	
Parts	320,474	298,829	237,833	301,350	283,372	239,852	301,350	(41,350)	260,000	(41,350)	-13.7%	
Minor Equipment	6,431	7,978	32,229	28,000	101,021	28,926	23,500	-	23,500	(4,500)	-16.1%	
Veh Ops- Other Supplies	-	8,900	197	5,000	2,000	-	5,000	-	5,000	-	0%	
<b>Total Supplies and Equipment</b>	<b>457,292</b>	<b>450,273</b>	<b>373,809</b>	<b>465,350</b>	<b>495,365</b>	<b>370,946</b>	<b>438,350</b>	<b>(41,350)</b>	<b>397,000</b>	<b>(68,350)</b>	<b>-14.7%</b>	
<b>Utilities</b>												
Heating Fuel	129,746	111,665	108,119	153,686	167,472	156,711	175,469	-	175,469	21,783	14.2%	20
Electricity	132,436	102,654	105,780	133,330	128,215	114,470	137,711	-	137,711	4,381	3.3%	
Water/Sewer/Stormwater	35,495	31,137	32,784	38,610	29,740	30,104	43,563	-	43,563	4,953	12.8%	
Phone/Cell/Internet	58,587	55,384	52,878	62,539	64,210	63,660	73,240	2,820	76,060	13,521	21.6%	21
<b>Total Utilities</b>	<b>356,264</b>	<b>300,840</b>	<b>299,561</b>	<b>388,165</b>	<b>389,637</b>	<b>364,946</b>	<b>429,983</b>	<b>2,820</b>	<b>432,803</b>	<b>44,638</b>	<b>11.5%</b>	

Note #	Line Item	Explanation
11	CNG Fuel	CNG fuel usage continues to decrease as the CNG sub-fleet makes up a smaller percentage of METRO's overall fleet. However, pricing for CNG fuel has significantly increased from prior years, which is the reason for the 2023 increase budget amount.
12	Diesel Fuel	By purchasing diesel futures, staff was able to secure a favorable rate for METRO's 21-23 diesel contract. Staff estimates the current contract will expire in late summer of 2023, and will either secure a new contract with higher pricing or will pay market rate. Estimates for fuel purchases beyond contract expiration were initially estimated at \$3.50/gal. Staff has revised this estimate to \$4.25/gal. due to continued volatility in the market pricing.
13	Greases & Fluids	Inflationary pricing increases caused increased budget amounts for 2023.
14	Electricity-Fuel	Estimates for full year usage of two Battery Electric Buses purchased in 2022, based on YTD usage from 2022.
15	Tires and Tubes	Inflationary pricing increases caused increased budget amounts for 2023.
16	Transportation Supplies	Increased based on 2022 actuals. Category includes supplies for maintenance of driver partitions, masks, misc. supplies.
17	Shelter Supplies	Glass and supplies needed for shelter maintenance.
18/19	Supplies- Cust. Relations	Anticipated outreach events related to service changes/improvements, fare reduction, etc. Staff anticipate costs to be higher, as well as increased usage for public outreach.
20	Heating Fuel	Pricing for heating fuel has significantly increased from prior years.
21	Phone-Cell-Int	The phone system was changed to a fiber system in late summer 2022. The budgeted amounts are estimates based on current pricing for that system.

**Table 8: Base Bus Budget: Non-Personnel (Continued)**

USES OF FUNDS	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Projection	2022 Actual	2023 Request	2023 Revision	2023 Revised Request	2022 \$ +/-	2022 % +/-	Notes
<b>Insurance</b>												
Auto/Liability/Property Insurance	227,911	299,877	325,138	361,884	350,286	345,754	376,335	-	376,335	14,451	4.0%	21
<b>Total Insurance</b>	<b>227,911</b>	<b>299,877</b>	<b>325,138</b>	<b>361,884</b>	<b>350,286</b>	<b>345,754</b>	<b>376,335</b>	<b>-</b>	<b>376,335</b>	<b>14,451</b>	<b>4.0%</b>	
<b>Miscellaneous Expenses</b>												
Dues, Subscriptions & Certifications	23,172	24,738	28,439	28,890	30,376	29,382	30,120	-	30,120	1,230	4.3%	
Conferences and Travel	10,826	4,414	9,976	19,430	10,500	9,504	19,430	-	19,430	-	0.0%	
Meals and Hosting	7,127	9,506	5,993	8,500	8,500	10,460	8,500	-	8,500	-	0.0%	
Licenses and Permits	1,101	374	576	1,430	1,500	575	1,500	-	1,500	70	4.9%	
<b>Total Misc</b>	<b>42,226</b>	<b>39,032</b>	<b>44,984</b>	<b>58,250</b>	<b>50,876</b>	<b>49,921</b>	<b>59,550</b>	<b>-</b>	<b>59,550</b>	<b>1,300</b>	<b>2.2%</b>	
<b>Debt Service</b>												
Interest Expense Short Term	51,485	32,958	15,408	40,000	40,000	23,053	70,000	30,000	100,000	60,000	150.0%	22
Interest Expense Long Term	36,842	36,437	33,586	40,838	40,838	31,271	32,178	-	32,178	(8,660)	-21.2%	23
Debt Service Principal	208,948	436,066	182,500	182,500	182,500	182,500	199,150	-	199,150	16,650	9.1%	24
<b>Total Debt Service</b>	<b>297,275</b>	<b>505,460</b>	<b>231,494</b>	<b>263,338</b>	<b>263,338</b>	<b>236,824</b>	<b>301,328</b>	<b>30,000</b>	<b>331,328</b>	<b>67,990</b>	<b>25.8%</b>	
<b>Capital &amp; Reserves</b>												
Contribution to Unrest Balance	-	-	45,000	45,000	45,000	-	45,000	-	45,000	-	0.0%	
GF Cap Outlay for Oth Cap Itms	166,000	25,162	106,649	155,460	155,460	155,460	125,000	-	125,000	(30,460)	-19.6%	25
GF Cap Outlay for Service Vehicle	-	-	-	-	-	30,547	-	-	-	-	-	
Transfers	-	-	95,734	-	2,935	2,935	-	1	2	2	0	
<b>Total Capital</b>	<b>166,000</b>	<b>25,162</b>	<b>247,383</b>	<b>200,460</b>	<b>203,395</b>	<b>188,942</b>	<b>170,000</b>	<b>-</b>	<b>170,000</b>	<b>(30,460)</b>	<b>-15.2%</b>	
<b>Total Non-Personnel Expenses</b>	<b>2,654,145</b>	<b>2,673,328</b>	<b>2,717,600</b>	<b>3,130,893</b>	<b>3,222,740</b>	<b>2,971,322</b>	<b>3,405,322</b>	<b>78,283</b>	<b>3,483,605</b>	<b>352,712</b>	<b>11.3%</b>	
<b>Total Personnel Expenses</b>	<b>8,325,681</b>	<b>8,687,268</b>	<b>8,943,976</b>	<b>9,945,038</b>	<b>10,263,697</b>	<b>9,895,878</b>	<b>10,047,027</b>	<b>86,570</b>	<b>10,133,597</b>	<b>188,559</b>	<b>1.9%</b>	
<b>Total Base Bus Budget</b>	<b>10,979,825</b>	<b>11,360,596</b>	<b>11,661,576</b>	<b>13,075,931</b>	<b>13,486,437</b>	<b>12,867,200</b>	<b>13,452,349</b>	<b>164,853</b>	<b>13,617,202</b>	<b>541,271</b>	<b>4.1%</b>	

Note #	Line Item	Explanation
21	Insurance	Staff estimate a 3% increase in premium rates for auto/liability/property insurance. The cost increase accounts for a rate increase as well as the inclusion of the 2022 Battery Electric Buses which replaced 2 2004 diesel Gillig buses. However, the premium increase associated with the replacement of the Breez buses has not been factored in, but will be in connection with preparation of the final 2023 budget in February.
22	Short-term Int.	Need for short-term borrowing has increased due to CARES funding being fully expended. Additionally, interest rates have increased significantly 4%+ from our 2022 financing rate of 1.67%. Staff has increase the projected interest expense by \$30k, due to the actual rate obtained for short-term financing being a full basis point higher than initially projected.
23	Long-term Int.	Financing for 2022 bus purchases is lower than anticipated due to MDOT matching grant.
24	Debt Service Principal	Increased due to financing of local match for 2023 bus purchased.
25	Capital Prog.	Amount reflects the amount of new municipal funding needed to implement the proposed FY 2023 CIP.

Table 9: Base Bus Budget: Revenue

SOURCES OF FUNDS	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Projection	2022 Actual	2023 Request	2023 Revision	2023 Revised Request	2023 \$ +/-	2023 % +/-	Notes
<b>Passenger Fares</b>												
Passenger Fares	1,688,314	564,588	1,140,893	1,067,511	1,260,064	1,325,270	1,510,307		1,510,307	442,796	41.5%	1
Organization Paid Fares	647,929	194,268	244,234	601,098	694,929	783,388	850,429		850,429	249,331	41.5%	2
<b>Total Passenger Fares</b>	<b>2,418,290</b>	<b>758,856</b>	<b>1,385,127</b>	<b>1,668,609</b>	<b>1,954,993</b>	<b>2,108,658</b>	<b>2,360,736</b>	<b>-</b>	<b>2,360,736</b>	<b>692,127</b>	<b>41.5%</b>	
<b>Miscellaneous Revenue</b>												
Advertising Revenue	288,995	165,793	194,244	195,000	300,000	349,816	355,000		355,000	160,000	82.1%	3
Vehicle Maint Services	13,150	6,776	9,915	5,000	6,000	6,000	5,000		5,000	-	0.0%	
Sale of Fuel	33,107	14,449	15,884	22,800	7,933	7,868	10,000	(3,000)	7,000	(15,800)	-69.3%	4
Interest Income	32,884	14,219	6,109	15,000	21,106	48,027	15,000		15,000	-	0.0%	
Reimbursements of Auto Fare fees	-	-	10,088	13,286	14,507	13,887	14,450		14,450	1,164	8.8%	
Wellness Grant Reimbursements	-	-	3,014	6,000	4,500	1,284	5,500		5,500	(500)	-8.3%	
Training Grant Reimbursements	-	-	-	-	1,872	1,872	2,000		2,000	2,000	100	
Miscellaneous Income	25,441	188,044	20,462	8,900	15,000	29,427	10,000		10,000	1,100	12.4%	
Rental of Property	41,750	40,228	-	-	-	-	-		-	-	0%	
Claims Recovery	9,195	14,807	-	-	24,085	37,826	-		-	-	0%	
<b>Total Other Revenue</b>	<b>393,577</b>	<b>440,226</b>	<b>314,751</b>	<b>265,986</b>	<b>395,002</b>	<b>496,006</b>	<b>416,950</b>	<b>(3,000)</b>	<b>413,950</b>	<b>147,964</b>	<b>55.6%</b>	
<b>Municipal Funding</b>												
Non-Member Municipal Funding	33,000	33,000	33,000	33,000	33,000	33,000	35,000		35,000	2,000	6.1%	4
Member Municipal Funding: Operations	3,576,162	4,084,716	4,171,355	4,198,244	4,198,244	4,198,244	4,374,570		4,374,570	176,326	4.2%	5
Municipal Credit	-	(375,000)	(351,661)	-	-	-	-		-	-	0.0%	
Municipal Funding: CIP Local Match	166,000	25,162	106,649	155,460	155,460	155,460	125,000		125,000	(30,460)	-19.6%	6
Municipal Funding: Svc Veh Local Match	-	-	-	-	-	8,000	-		-	-	-	
<b>Total Municipal Revenue</b>	<b>3,892,192</b>	<b>3,767,878</b>	<b>3,959,343</b>	<b>4,386,704</b>	<b>4,386,704</b>	<b>4,394,704</b>	<b>4,534,570</b>	<b>-</b>	<b>4,534,570</b>	<b>147,866</b>	<b>3.4%</b>	
<b>State Funding</b>												
State Operating Subsidy	170,426	170,426	170,426	170,426	170,426	170,427	170,426		170,426	-	0.0%	
<b>Total State Revenue</b>	<b>170,426</b>	<b>170,426</b>	<b>170,426</b>	<b>170,426</b>	<b>170,426</b>	<b>170,427</b>	<b>170,426</b>	<b>-</b>	<b>170,426</b>	<b>-</b>	<b>0.0%</b>	
<b>Federal Funding</b>												
Federal Operating Assistance	2,029,157	2,176,812	2,424,171	3,477,838	3,958,021	3,247,517	3,869,668	59,106	3,928,774	450,936	13.0%	7
TW Fed Operating Assistance	623,822	519,633	650,000	174,000	219,674	219,674	-		-	(174,000)	-100.0%	8
Federal Prev Maint Assistance	1,058,372	612,720	944,263	1,025,000	1,172,000	1,107,990	1,248,269		1,248,269	223,269	21.8%	9
Federal CARES Act	-	3,743,015	2,039,840	1,907,368	1,529,147	1,400,000	736,145	129,147	865,292	(1,042,076)	-54.6%	10
<b>Total Federal Revenue</b>	<b>4,067,553</b>	<b>7,052,180</b>	<b>6,058,274</b>	<b>6,584,206</b>	<b>6,878,842</b>	<b>5,975,181</b>	<b>5,854,082</b>	<b>188,253</b>	<b>6,042,335</b>	<b>(541,871)</b>	<b>-8.2%</b>	
<b>Total Revenue</b>	<b>\$ 10,942,038</b>	<b>\$ 12,189,565</b>	<b>\$ 11,887,921</b>	<b>\$ 13,075,931</b>	<b>\$ 13,785,967</b>	<b>\$ 13,144,976</b>	<b>\$ 13,336,764</b>	<b>\$ 185,253</b>	<b>\$ 13,522,017</b>	<b>446,086</b>	<b>3.4%</b>	

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 as the pandemic has receded.
2	Org. Fares	Amount reflects continued incremental improvement in fare revenue from pass programs as well as the resumption of all funding terms associated with Metro's pass program agreement with the University of Southern Maine.
3	Advertising	Advertising revenue to projected to exceed estimates in 2022. Using this as a baseline, but adding modest increase for 2023 based on a loosening of fleet advertising restrictions.
4	Non-Member Mun. Funding	Metro and Gorham agreed to continue the pilot phase of the Husky Line for an additional year (2021-22) and are in process of preparing another 1-year extension which includes a modest increase in the town's contribution. In connection with this extension, staff have begun discussions with Gorham about transitioning from the pilot phase to permanency and joining Metro has full members.
5	Member Mun. Funding	Amount reflects the local funding from member municipalities to support planned programs and bus operations in FY 2023. Current figure represents a 4.2% increase compared to 2022. However, the increase in this line item will be partially offset by decreases in the local contributions required for ADA Paratransit, the capital program, and 151 St. John Street Lease funding.

Note #	Line Item	Explanation
6	Municipal Funding (CIP)	Amount reflects the estimated amount of new municipal funding needed (\$125,000) to implement the proposed FY 2023-2027 CIP. The outer years of the CIP remain under development and staff will be working with the Finance Committee during the months of Nov-Jan to refine and finalize the long-range CIP.
7	Federal 5307 (Operating)	<p>Original FY 2023 amount reflected an 8.2% increase in Federal 5307 formula funding for operations compared to the amount originally budgeted for FY 2022.</p> <p>The original FY 2022 budget amount was \$3,477,838. Based on Metro’s request to PACTS, the amount was increased to \$3,690,000 based on increases in the cost of labor and commodities. Additionally, the actual FY 2022 amount reflects carry-forward funding from FY 2021.</p> <p>Revisions reflect an increase in FY 2023 operating funding based on higher than anticipated remaining balance from the existing grant.</p> <p>The original FY 2023 amount of \$3,763,800 reflected the standard 2% escalation assumed by PACTS programming. However, staff’s revised FY 2023 budget includes an additional \$106,482. This amount must be requested and justified through the PACTS process in early 2023. As a result, this amount should be viewed as contingent on future PACTS approval.</p> <p>If this request is approved, then the actual FY 2023 budget amount would represent an 11% increase compared to the original budget estimate for FY 2022. The justification for this increase is directly related to increases in the cost of labor, fuel, supplies and commodities.</p> <p>Based on federal regulations, Metro is eligible to use federal formula funding for operations up to approximately \$4.5 million. This figure represents 50% of the agency’s net cost to operate service (net cost is defined as total expenditures less all other forms of revenue and funding).</p>
8	Federal CMAQ (Operating)	This federal funding was awarded to Metro by Maine DOT in order to support the operations of the Husky Line and Route 3 during a 3-year pilot phase from 2018-19 thru 2020-21. A portion of this funding was retained in FY 2021 in order to extend its use in FY 2022. FY 2022 was the final year of this funding.
9	Federal 5307 (Prev. Maint.)	The original amount reflected a 11.5% increase as stipulated in PACTS programming. Revisions include an increase in 5307 PM funding of an additional \$105,868, contingent upon PACTS approval in early 2023.
10	Federal CARES Act (Operating)	Amount reflect the CARES Act funding awarded in 2022 that will be used in FY 2023. This is the final amount of available funding based on the allocation PACTS provided to Metro in early 2022. Revisions reflect an increase in FY 2023 CARES funding based on higher than anticipated remaining balance from the existing grant.

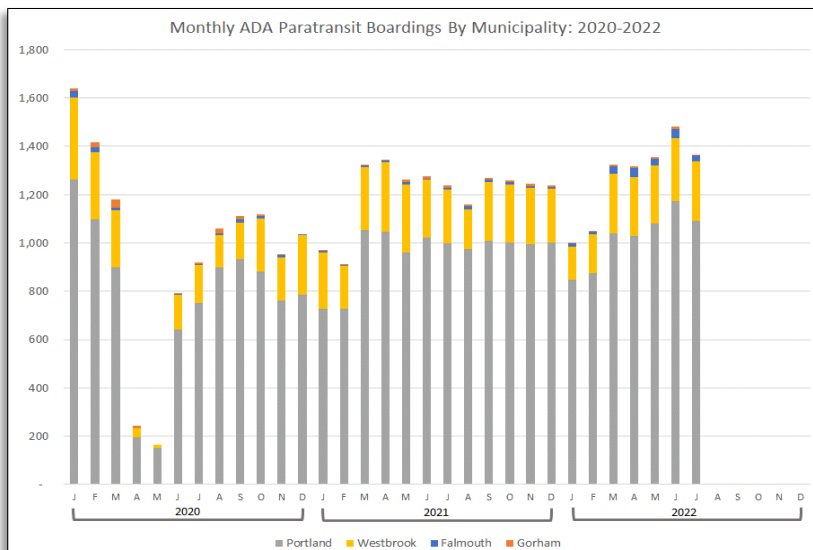
**ADA PARATRANSIT – EXPENSES & REVENUES**

**Table 10: ADA Paratransit Budget**

USES OF FUNDS	2019 Actual	2020 Actual	2021 Actual	2022-B Budget	2022-P Projection	2023 Request	2023 \$ +/-	2023 % +/-	Notes
<b>ADA Paratransit</b>									
Contracted Services	\$ 434,324	\$ 290,551	\$ 350,479	\$ 425,000	\$ 382,022	\$ 416,404	(8,596)	-2.0%	1
<b>Total ADA Paratransit Service</b>	<b>434,324</b>	<b>290,551</b>	<b>350,479</b>	<b>425,000</b>	<b>382,022</b>	<b>416,404</b>	<b>(8,596)</b>	<b>-2.0%</b>	
<b>Total</b>	<b>434,324</b>	<b>290,551</b>	<b>350,479</b>	<b>425,000</b>	<b>382,022</b>	<b>416,404</b>	<b>(8,596)</b>	<b>-2.0%</b>	
<b>SOURCES OF FUNDS</b>									
	2019 Actual	2020 Actual	2021 Actual	2022 Request	2023 Request	2021 \$ +/-	2021 % +/-	Notes	
<b>Municipal Funding</b>									
Municipal Funding	87,905	59,471	71,756	85,000	76,404	83,281	(1,719)	-2.0%	2
<b>Total Municipal Funding</b>	<b>87,905</b>	<b>59,471</b>	<b>71,756</b>	<b>85,000</b>	<b>76,404</b>	<b>83,281</b>	<b>(1,719)</b>	<b>-2.0%</b>	
<b>Federal Funding</b>									
FTA Section 5307	347,459	106,726	280,383	340,000	305,618	333,123	(6,877)	-2.0%	3
FTA CARES Act	-	118,358	-	-	-	-	-	0%	4
<b>Total Federal</b>	<b>347,459</b>	<b>225,084</b>	<b>280,383</b>	<b>340,000</b>	<b>305,618</b>	<b>333,123</b>	<b>(6,877)</b>	<b>-2.0%</b>	
<b>Total Revenue</b>	<b>435,364</b>	<b>284,555</b>	<b>352,139</b>	<b>425,000</b>	<b>382,022</b>	<b>416,404</b>	<b>(8,596)</b>	<b>-2.0%</b>	

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 which is expected to remain stable into 2023. While trips remain below pre-pandemic levels, staff gradual increases in use.
2	Mun. Funding	Municipalities are billed directly for 20% of the actual cost of ADA paratransit trips that originate in their jurisdictions. In relation to the anticipated reduction in overall cost, staff are forecasting a smaller budget need compared to 2022.
3	Federal Funding (5307)	Metro receives federal funding to cover 80% of the cost of ADA paratransit. In relation to anticipated reduction in cost, staff are forecasting a smaller grant need compared to 2022.
4	Federal Funding (CARES Act)	Metro sought CARES Act funding support in 2020 for ADA paratransit. The combination of reduced ridership and cost along with the supplemental CARES Act funding created a surplus in the agency's regular 5307 funding in 2020.

**ADA Paratransit Ridership: 2020-2022**



115 ST. JOHN'S PROPERTY – EXPENSES & REVENUES

Table 11: 115 St. John's Street Property

USES OF FUNDS	2021 Actual	2022 Request	2022 Actual	2023 Request	2023 Revision	2023 Revised Request	2023 \$ +/-	2023 % +/-	Notes
<b>Services and Fees</b>									
Arch/Eng Fees	1,511	-	-	-	-	-	-	0.0%	
Legal Fees	-	-	6,095	5,000	-	5,000	5,000	100.0%	
Property Management Fees- Broker, Cam, Etc	-	15,000	63,783	8,766	-	8,766	(6,234)	-41.6%	
Maintenance Services- 115 St John St.	3,202	17,000	4,298	15,000	-	15,000	(2,000)	-11.8%	
Snow Plowing/Removal- 115 St John St.	-	13,000	-	10,000	-	10,000	(3,000)	-23.1%	
Supplies	-	-	714	3,500	-	3,500	3,500	100.0%	
<b>Total Services and Fees</b>	<b>4,713</b>	<b>45,000</b>	<b>74,889</b>	<b>42,266</b>	<b>-</b>	<b>42,266</b>	<b>(2,734)</b>	<b>-6.1%</b>	<b>1</b>
<b>Utilities</b>									
Heating Fuel- 115 St. John St.	425	10,000	8,535	-	-	-	(10,000)	-100.0%	
Electricity- 115 St. John St.	1,217	24,000	7,176	-	-	-	(24,000)	-100.0%	
Water/Sewer/Stormwater- 115 St. John St.	1,004	6,000	5,982	-	-	-	(6,000)	-100.0%	
<b>Total Utilities</b>	<b>2,646</b>	<b>40,000</b>	<b>21,693</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(40,000)</b>	<b>-100.0%</b>	<b>2</b>
<b>Rental Fees</b>									
Rental Fees	54,167	329,688	326,083	332,605	-	332,605	2,917	0.9%	
Property Taxes	8,643	32,000	35,302	36,500	3,682	40,182	8,182	25.6%	
<b>Total Rental Fees</b>	<b>62,810</b>	<b>361,688</b>	<b>361,385</b>	<b>369,105</b>	<b>3,682</b>	<b>372,787</b>	<b>11,099</b>	<b>3.1%</b>	<b>3</b>
<b>CAM Charges</b>									
Management Fees	-	-	-	13,304	-	13,304	13,304	0.0%	
General R&M	-	-	-	5,254	2,446	7,700	7,700	0.0%	
General Administration	-	-	-	30,336	17,954	48,290	48,290	0.0%	
<b>Total CAM Charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>48,894</b>	<b>20,400</b>	<b>69,294</b>	<b>69,294</b>	<b>0.0%</b>	<b>4</b>
<b>Property Insurance</b>									
Property Insurance- 115 St. John Street	-	8,000	18,377	15,883	3,091	18,974	10,974	137.2%	
<b>Total Insurance</b>	<b>-</b>	<b>8,000</b>	<b>18,377</b>	<b>15,883</b>	<b>3,091</b>	<b>18,974</b>	<b>10,974</b>	<b>137.2%</b>	<b>5</b>
<b>Total</b>	<b>70,169</b>	<b>454,688</b>	<b>476,344</b>	<b>476,149</b>	<b>27,172</b>	<b>503,321</b>	<b>48,633</b>	<b>10.7%</b>	
<b>SOURCES OF FUNDS</b>									
	2021 Projection	2022-B Request	2022 Actual	2023 Request	2023 Revision	2023 Revised Request	2023 \$ +/-	2023 % +/-	Notes
<b>Other Revenue</b>									
Reimbursements- Insurance	-	-	7,657	15,883	3,091	18,974	18,974	100.0%	
Reimbursements- Taxes	-	-	15,230	36,500	3,682	40,182	40,182	100.0%	
Reimbursements- Maintenance and Repair	-	-	4,502	28,500	-	28,500	28,500	100.0%	
Management Fees	-	-	2,384	7,013	-	7,013	7,013	100.0%	
Rental of Property- 115 St. John's St.	1,000	136,416	59,612	175,321	-	175,321	38,905	28.5%	
<b>Total Other Revenue</b>	<b>1,000</b>	<b>136,416</b>	<b>89,386</b>	<b>263,218</b>	<b>6,773</b>	<b>269,990</b>	<b>133,574</b>	<b>98%</b>	<b>6</b>
<b>Municipal Funding</b>									
Municipal Assessment for Operating	-	90,938	90,938	93,861	-	93,861	2,923	3.2%	
<b>Total Municipal Funding</b>	<b>-</b>	<b>90,938</b>	<b>90,938</b>	<b>93,861</b>	<b>-</b>	<b>93,861</b>	<b>2,923</b>	<b>3.2%</b>	<b>7</b>
<b>State Funding</b>									
State Operating Subsidy	37,500	227,334	227,344	234,654	-	234,654	7,320	3.2%	
<b>Total State Funding</b>	<b>37,500</b>	<b>227,334</b>	<b>227,344</b>	<b>234,654</b>	<b>-</b>	<b>234,654</b>	<b>7,320</b>	<b>3.2%</b>	<b>8</b>
<b>Total Revenue</b>	<b>38,500</b>	<b>454,688</b>	<b>407,668</b>	<b>591,733</b>	<b>6,773</b>	<b>598,505</b>	<b>143,817</b>	<b>31.6%</b>	
Surplus/(Deficit)	(31,669)	-	(68,676)	115,584	(20,399)	95,185	95,185		

Note #	Line Item	Explanation
1	Service-Fees	Anticipated services and maintenance expenses for building.
2	Utilities	Utilities will be transferred to sub-tenant upon occupancy in 2022.
3	Rental Fees	This figure represents the base lease cost and taxes for FY 2023.
4	CAM Charges	Based on 2022 actual, increased by 3% estimate. Updated to reflect actual increase.
5	Insurance	Based on 2022 actual, increased by 8% estimate. Updated to reflect actual increase.
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.

LOCAL CONTRIBUTIONS

Table 12: Proposed FY 2023 Local Contributions

Municipalities	2021 Actual	2022 Projected	\$ +/-	% +/-	2023 Budget	\$ +/-	% +/-	Notes
<b>Base Bus Budget: Operating</b>								
Brunswick	80,872	81,393	521	0.6%	84,812	3,419	4.2%	1
Falmouth	211,922	213,288	1,366	0.6%	222,246	8,958	4.2%	
Freeport	80,872	81,393	521	0.6%	84,812	3,419	4.2%	
Portland	2,944,856	2,963,839	18,983	0.6%	3,088,320	124,481	4.2%	
Westbrook	771,962	776,938	4,976	0.6%	809,570	32,631	4.2%	
Yarmouth	80,872	81,393	521	0.6%	84,812	3,419	4.2%	
<b>Total</b>	<b>4,171,355</b>	<b>4,198,244</b>	<b>26,889</b>	<b>0.6%</b>	<b>4,374,570</b>	<b>176,326</b>	<b>4.2%</b>	
<b>Base Bus Budget: Capital Program</b>								
Brunswick	2,063	3,014	951	46.1%	2,423	(591)	-19.6%	2
Falmouth	5,407	7,898	2,491	46.1%	6,351	(1,547)	-19.6%	
Freeport	2,063	3,014	951	46.1%	2,423	(591)	-19.6%	
Portland	75,134	109,750	34,617	46.1%	88,246	(21,504)	-19.6%	
Westbrook	19,695	28,770	9,074	46.1%	23,133	(5,637)	-19.6%	
Yarmouth	2,063	3,014	951	46.1%	2,423	(591)	-19.6%	
<b>Total</b>	<b>106,426</b>	<b>155,460</b>	<b>49,034</b>	<b>46.1%</b>	<b>125,000</b>	<b>(30,460)</b>	<b>-19.6%</b>	
<b>151 St. John's Street</b>								
Brunswick	-	1,763	1,763	n/a	1,820	57	3.2%	3
Falmouth	-	4,620	4,620	n/a	4,769	149	3.2%	
Freeport	-	1,763	1,763	n/a	1,820	57	3.2%	
Portland	-	64,200	64,200	n/a	66,263	2,064	3.2%	
Westbrook	-	16,829	16,829	n/a	17,370	541	3.2%	
Yarmouth	-	1,763	1,763	n/a	1,820	57	3.2%	
<b>Total</b>	<b>-</b>	<b>90,938</b>	<b>90,938</b>	<b>n/a</b>	<b>93,861</b>	<b>2,923</b>	<b>100.0%</b>	
<b>ADA Paratransit</b>								
Brunswick	-	-	-	0.0%	-	-	0.0%	4
Falmouth	477	563	86	18.0%	552	(11)	-2.0%	
Freeport	-	-	-	0.0%	-	-	0.0%	
Portland	57,516	67,895	10,379	18.0%	66,522	(1,373)	-2.0%	
Westbrook	14,013	16,542	2,529	18.0%	16,207	(335)	-2.0%	
Yarmouth	-	-	-	0.0%	-	-	0.0%	
<b>Total</b>	<b>72,006</b>	<b>85,000</b>	<b>12,994</b>	<b>18.0%</b>	<b>83,281</b>	<b>(1,719)</b>	<b>-2.0%</b>	
<b>Total Municipal Expense</b>								
Brunswick	82,935	86,170	3,235	3.9%	89,055	2,885	3.3%	5
Falmouth	217,806	226,369	8,563	3.9%	233,917	7,548	3.3%	
Freeport	82,935	86,170	3,235	3.9%	89,055	2,885	3.3%	
Portland	3,077,506	3,205,684	128,178	4.2%	3,309,352	103,668	3.2%	
Westbrook	805,670	839,079	33,408	4.1%	866,280	27,201	3.2%	
Yarmouth	82,935	86,170	3,235	3.9%	89,055	2,885	3.3%	
<b>Total</b>	<b>4,349,787</b>	<b>4,529,642</b>	<b>179,855</b>	<b>4.1%</b>	<b>4,676,712</b>	<b>147,070</b>	<b>3.2%</b>	



Note #	Line Item	Explanation
1	Bus Budget-Operating	<p>For operations, the proposed increase in local funding is 4.2%. For FY 2023, staff is recommending an additional year in which there is a uniform percentage increases all 6-member municipalities.</p> <p>Precise allocations of costs, revenue and funding by route and jurisdiction have been complicated by the impacts of the pandemic on ridership and revenue as well as recent large fluctuations in federal funding, the phase out of start-up funding for Breez, Transit West routes, CARES Act funding, and the ongoing distortions created by the legacy practice of allocating operating cost with FIXED and VARIABLE cost elements combined rather than segmented.</p> <p>Importantly, the PACTS Transit Together Bus Network Redesign study is anticipated to produce recommendations that contain significant changes to routes and service levels across all Metro member communities. To the extent Metro adopts these changes, there will be material changes to revenue hours and ridership leading to changes in municipal contributions in 2024.</p> <p>A recommended 2022 review of cost, revenue and funding allocation policies is proposed to be deferred until 2023 following the completion of the Transit Together study as well as the scoping and implementation of ARPA funded service improvements.</p> <p>Note that Gorham’s annual contribution is captured separately in the Base Bus Budget under non-member municipal contributions.</p>
2	Base Budget-Capital	The local funding needed to support the capital program is decreasing by 20%. As with operations, the decrease is applied uniformly across all 6-member municipalities.
3	151 St. John’s Street	The local funding amounts are those that were formally approved by the Board in July 2021 as a part of approving the lease agreement with the North River Company.
4	ADA Paratransit	<p>Municipalities are billed directly for 20% of the actual cost of ADA paratransit trips that originate in their jurisdictions. As such, these amounts are not included in the formal assessment and warrants for taxes.</p> <p>In relation to the anticipated reduction in overall cost, staff are forecasting a smaller budget need compared to 2021. The figures per municipality are estimates based on prior year’s ridership.</p>
5	<b>Total Municipal Contribution</b>	<b>The total municipal contributions are proposed to increase by 3.2%. The minor net differences between municipalities relate to the impact of the large percentage reduction in the capital program.</b>



# ATTACHMENT B: 2023-2027 CAPITAL IMPROVEMENT PROGRAM

	2023	2024	2025	2026	2027
<b>Total</b>	5,093,710	9,470,809	4,533,454	3,991,232	27,334,688
<i>Federal</i>	4,617,250	6,068,069	3,626,763	3,192,986	13,805,824
<i>State</i>	184,000	1,796,640	302,585	340,963	8,061,926
<i>Local</i>	292,460	1,696,100	604,105	457,283	5,466,938
<i>Local: Bonding</i>	166,500	1,216,640	242,585	280,963	5,374,618
<i>Local: Mun.</i>	125,960	479,460	361,520	176,320	92,320
<i>Local: Debt Serv.</i>	232,637	343,361	371,861	404,735	899,597
<b>Total</b>	358,597	822,821	733,381	581,055	991,917

1	METRO REPLACEMENT FACILITY	2023	2024	2025	2026	2027	
1a.	<b>Property Acquisition: 151 St. John's Street</b> <i>Federal assistance estimated at 50%; State assistance estimated at 30%. Local funding assumed to come from bonding.</i>						
		<b>Total</b>	-	5,200,000	-	-	-
		<i>Federal</i>	-	2,600,000	-	-	-
		<i>State</i>	-	1,560,000	-	-	-
		<i>Local</i>	-	1,040,000	-	-	-
1b.	<b>Replacement Facility: Planning-Design</b> <i>Common practice is to budget 8% of a facility's estimated construction cost for planning-design-engineering.</i>						
		<b>Total</b>	175,000	600,000	600,000	600,000	-
		<i>Federal</i>	140,000	480,000	480,000	480,000	-
		<i>State</i>	17,500	60,000	60,000	60,000	-
		<i>Local</i>	17,500	60,000	60,000	60,000	-
1c.	<b>Replacement Facility</b> <i>Federal assistance estimated at 50%; State assistance estimated at 30%. Local funding assumed to come from bonding.</i>						
		<b>Total</b>	-	-	-	-	25,000,000
		<i>Federal</i>	-	-	-	-	12,500,000
		<i>State</i>	-	-	-	-	7,500,000
		<i>Local</i>	-	-	-	-	5,000,000

## ATTACHMENT B: 2023-2027 CAPITAL IMPROVEMENT PROGRAM

2	FLEET STATE OF GOOD REPAIR	2023	2024	2025	2026	2027	
2a.	<b>Mid-Life Fleet Refurbishment (2018 Series)</b> <i>Replacement of major components and vehicle refurbishment of 11 2018 New Flyers. 7 buses programmed for 2024 and 4 programmed for 2025.</i>	<b>Total</b>	-	420,000	247,200	-	-
		Federal	-	336,000	197,760	-	-
		State	-	-	-	-	-
		Local	-	84,000	49,440	-	-
2b.	<b>Mid-Life Fleet Refurbishment (2019 Series)</b> <i>Replacement of major components and vehicle refurbishment of 6 2019 New Flyers. 3 buses programmed for 2025 and 3 programmed for 2026.</i>	<b>Total</b>	-	-	185,400	190,800	-
		Federal	-	-	148,320	152,640	-
		State	-	-	-	-	-
		Local	-	-	37,080	38,160	-
2c.	<b>Mid-Life Fleet Refurbishment (2020 Series)</b> <i>Replacement of major components and vehicle refurbishment of 7 2020 New Flyers. 3 buses programmed for 2026 and 4 programmed for 2027.</i>	<b>Total</b>	-	-	-	190,800	261,600
		Federal	-	-	-	152,640	209,280
		State	-	-	-	-	-
		Local	-	-	-	38,160	52,320
3	BUS PURCHASES (REPLACEMENTS)	2023	2024	2025	2026	2027	
3a.	<b>Breez Bus Replacements</b> <i>Federal funding awarded in FY 2022 to replace 4 original Breez buses. Buses scheduled for delivery in early 2023. Local match sourced with bond funds and state funding.</i>	<b>Total</b>	2,220,000	-	-	-	-
		Federal	1,887,000	-	-	-	-
		State	166,500	-	-	-	-
		Local	166,500	-	-	-	-
3b.	<b>Seven 2011 Series Buses Replacements</b> <i>The OEM useful life for heavy duty buses is 12 years; the FTA Useful Life Benchmark (ULB) is 14 years. Metro aims to replace buses between years 13 and 14 in order to allow flexibility based on individual buses' condition. Replacement buses assumed to be diesel.</i>	<b>Total</b>		1,766,399	2,425,854		
		Federal	-	1,413,119	1,940,683	-	-
		State	-	176,640	242,585	-	-
		Local	-	176,640	242,585	-	-
3c.	<b>Five 2014 Series Buses Replacements</b> <i>The OEM useful life for heavy duty buses is 12 years; the FTA Useful Life Benchmark (ULB) is 14 years. Metro aims to replace buses between years 13 and 14 in order to allow flexibility based on individual buses' condition. Replacement buses assumed to be battery-electric.</i>	<b>Total</b>		-	-	2,809,632	1,873,088
		Federal	-	-	-	2,247,706	936,544
		State	-	-	-	280,963	561,926
		Local	-	-	-	280,963	374,618

# ATTACHMENT B: 2023-2027 CAPITAL IMPROVEMENT PROGRAM

4 BUS PURCHASES (EXPANSION)		2023	2024	2025	2026	2027
4a. ARPA Funded Service Improvements <i>TBD</i>	<b>Total</b>	-	-	-	-	-
	<i>Federal</i>	-	-	-	-	-
	<i>State</i>	-	-	-	-	-
	<i>Local</i>	-	-	-	-	-
4b. Transit Together Service Improvements <i>TBD</i>	<b>Total</b>	-	-	-	-	-
	<i>Federal</i>	-	-	-	-	-
	<i>State</i>	-	-	-	-	-
	<i>Local</i>	-	-	-	-	-
4c. Breez South <i>TBD</i>	<b>Total</b>	-	-	-	-	-
	<i>Federal</i>	-	-	-	-	-
	<i>State</i>	-	-	-	-	-
	<i>Local</i>	-	-	-	-	-
4d. Rapid Transit Implementation <i>TBD</i>	<b>Total</b>	-	-	-	-	-
	<i>Federal</i>	-	-	-	-	-
	<i>State</i>	-	-	-	-	-
	<i>Local</i>	-	-	-	-	-
5 BATTERY ELECTRIC BUS INFRASTRUCTURE		2023	2024	2025	2026	2027
5a. Garage Chargers-Dispensers <i>TBD</i>	<b>Total</b>	-	-	-	-	-
	<i>Federal</i>	-	-	-	-	-
	<i>State</i>	-	-	-	-	-
	<i>Local</i>	-	-	-	-	-
5b. On-Route Charging <i>TBD</i>	<b>Total</b>	-	-	-	-	-
	<i>Federal</i>	-	-	-	-	-
	<i>State</i>	-	-	-	-	-
	<i>Local</i>	-	-	-	-	-

# ATTACHMENT B: 2023-2027 CAPITAL IMPROVEMENT PROGRAM

6 EXISTING FACILITIES		2023	2024	2025	2026	2027
6a. <b>HVAC Replacement</b> <i>TBD</i>	<b>Total</b>	-	-	-	-	-
	<i>Federal</i>	-	-	-	-	-
	<i>State</i>	-	-	-	-	-
	<i>Local</i>	-	-	-	-	-
6b. <b>Back-up Generator</b> <i>TBD</i>	<b>Total</b>	125,000	-	-	-	-
	<i>Federal</i>	100,000	-	-	-	-
	<i>State</i>	-	-	-	-	-
	<i>Local</i>	25,000	-	-	-	-
6c. <b>Compressed Natural Gas Station</b> <i>Station rehabilitation and compressor replacement.</i>	<b>Total</b>	-	300,000	-	-	-
	<i>Federal</i>	-	240,000	-	-	-
	<i>State</i>	-	-	-	-	-
	<i>Local</i>	-	60,000	-	-	-
6d. <b>Safety-Security Maintenance/Upgrades</b> <i>Replace/upgrade facility surveillance system, integrate ID badging access, harden access/exit points.</i>	<b>Total</b>	-	50,000	-	-	-
	<i>Federal</i>	-	40,000	-	-	-
	<i>State</i>	-	-	-	-	-
	<i>Local</i>	-	10,000	-	-	-
7 SUPPORT VEHICLES		2023	2024	2025	2026	2027
7a. <b>Support vehicle replacement</b> <i>Replace operations support vehicle acquired in 2013. Add CARES Funded Shuttle</i>	<b>Total</b>	50,000	-	-	-	-
	<i>Federal</i>	40,000	-	-	-	-
	<i>State</i>	-	-	-	-	-
	<i>Local</i>	10,000	-	-	-	-
7b. <b>Bus Operator Shuttle</b> <i>CARES Act funded employee shuttle intended to accommodate transport of drivers to/from base to Elm Street transit center.</i>	<b>Total</b>	55,000	-	-	-	-
	<i>Federal</i>	55,000	-	-	-	-
	<i>State</i>	-	-	-	-	-
	<i>Local</i>	-	-	-	-	-
7c. <b>Maintenance/Plow Truck</b> <i>Replacement of 2013 GMC Sierra 3500 Pick-up with plow which as exceeded its useful life.</i>	<b>Total</b>	-	65,000	-	-	-
	<i>Federal</i>	-	52,000	-	-	-
	<i>State</i>	-	-	-	-	-
	<i>Local</i>	-	13,000	-	-	-
7d. <b>Skid Steer: Bus Stop/Sidewalk Plow</b> <i>Equipment to improve snow clearing from bus stops, adjacent sidewalks, and facility.</i>	<b>Total</b>	-	-	100,000	-	-
	<i>Federal</i>	-	-	80,000	-	-
	<i>State</i>	-	-	-	-	-
	<i>Local</i>	-	-	20,000	-	-

## ATTACHMENT B: 2023-2027 CAPITAL IMPROVEMENT PROGRAM

8	BUS STOP IMPROVEMENTS	2023	2024	2025	2026	2027	
8a.	<b>General Bus Stop Improvements</b> <i>Comprehensive improvements including accessibility, shelters, signs, amenities, lighting, information.</i>	<b>Total</b>	-	<b>125,000</b>	<b>125,000</b>	<b>200,000</b>	<b>200,000</b>
		<i>Federal</i>	-	<i>100,000</i>	<i>100,000</i>	<i>160,000</i>	<i>160,000</i>
		<i>State</i>	-	-	-	-	-
		<i>Local</i>	-	<i>25,000</i>	<i>25,000</i>	<i>40,000</i>	<i>40,000</i>
8b	<b>Transit Stop Access Project</b> <i>Planning and design work completed in prior years. Amounts shown are for construction. Additional funding awarded as part of the 2022 ARPA funding allocation. Metro is applying for \$850,000 in FTA Section 5307 formula funding through PACTS set-aside program for transit enhancements.</i>	<b>Total</b>	<b>1,559,060</b>	<b>624,410</b>	<b>850,000</b>		
		<i>Federal</i>	<i>1,485,600</i>	<i>550,950</i>	<i>680,000</i>	-	-
		<i>State</i>	-	-	-	-	-
		<i>Local</i>	<i>73,460</i>	<i>73,460</i>	<i>170,000</i>	-	-
9	TECHNOLOGY INTEGRATIONS	2023	2024	2025	2026	2027	
9a.	<b>Staff Timekeeping Software</b> <i>Identified need, as yet unfunded. There may be an alignment with the AVL project.</i>	<b>Total</b>	-	<b>150,000</b>	-	-	-
		<i>Federal</i>	-	<i>120,000</i>	-	-	-
		<i>State</i>	-	-	-	-	-
		<i>Local</i>	-	<i>120,000</i>	-	-	-
8b	<b>Transit Signal Priority</b> <i>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.</i>	<b>Total</b>	<b>500,000</b>	<b>170,000</b>	-		
		<i>Federal</i>	<i>500,000</i>	<i>136,000</i>	-	-	-
		<i>State</i>	-	-	-	-	-
		<i>Local</i>	-	<i>34,000</i>	-	-	-
8b	<b>CAD/AVL System Replacement</b> <i>This project consolidates prior CARES Act funding amounts for Automatic Voice Announcement (\$84k), UV Light Equipment (\$84k), and CARES Act funding recently allocated by PACTS for CAD/AVL replacement (\$242k). Approximately \$750k will be require to replace the existing AVL system to include AVL, CAD, APC, AVA</i>	<b>Total</b>	<b>409,650</b>	-	-		
		<i>Federal</i>	<i>409,650</i>	-	-	-	-
		<i>State</i>	-	-	-	-	-
		<i>Local</i>	-	-	-	-	-