

Board of Directors

October 24, 2024 | 4:00 p.m. – 5:00 p.m.



Onsite:

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

Remote:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81569993494?pwd=MUQ2SzV3UzBuSkFFSmdsN1k3aVFhUT09>

Passcode: 131272 | Webinar ID: 815 6999 3494

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

MEETING AGENDA

AGENDA ITEM	PRESENTER	ACTION or INFORMATION
1. Call Meeting to Order (4:00)	Ed Suslovic, Board President	N/A
2. Public Comment (4:00-4:05) The Board of Directors welcomes public comments at this time for items <u>not listed</u> on this agenda at this time. For items listed on the agenda, the chair will allow members of the public to comment following the staff presentation. There is a <i>three-minute time limit</i> per speaker. (Comments will be paraphrased in meeting minutes)	Ed Suslovic, Board President	Information
3. Meeting Minutes (4:00-4:05) Review and approve meeting minutes from the September 26, 2024 Board of Directors meeting.	Ed Suslovic, Board President	ACTION
4. Executive Director's Report (4:05-4:15) The Executive Director will provide a brief report on current topics.	Glenn Fenton, Executive Director	Information
5. Update to Bylaws and Approval of Merger MOU (4:15-4:30) Accept proposed changes to Greater Portland Transit District's bylaws to add South Portland as a member community and authorized executive director to sign MOU with South Portland to facilitate merger of the two operations.	Glenn Fenton, Executive Director	ACTION
6. South Portland Presentation (4:30-4:40) Staff will present a resolution regarding South Portland operations.	Glenn Fenton, Executive Director	ACTION
7. Preliminary 2025 Operating-Capital Budgets (4:40-4:55) Staff will present Metro's preliminary 2025 Operating and Capital Budgets for approval.	Glenn Fenton, Executive Director	ACTION

<p>8. Future Agenda Items (4:55-5:00)</p> <ul style="list-style-type: none"> • Rock Row Agreement Amendment • Bus Rapid Transit MOU with MaineDOT • Board and Committee Structure Discussion • Agency Strategic Planning (Ongoing) • PACTS Initiatives and Reforms (Ongoing) 	<p>Ed Suslovic, Board President</p>	<p>Information</p>
<p>9. Upcoming Meetings (4:55-5:00)</p> <ul style="list-style-type: none"> • Finance Committee – November 6, 2024 at 4:00 pm • Executive Committee – November 13, 2024 at 3:30 pm • Ridership Committee – November 20, 2024 at 3:30 pm • Board of Directors – Retreat T.B.D. (Week of December 2-6) 	<p>Ed Suslovic, Board President</p>	<p>Information</p>
<p>10. Adjournment (5:00)</p>	<p>Ed Suslovic, Board President</p>	<p>ACTION</p>

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



Greater Portland Board of Directors

Thursday: September 26, 2024:

DRAFT Meeting Minutes:

Member:	Municipality:	Role:	Status:
Ed Suslovic	Portland	President	Present
Hope Cahan	Falmouth	Vice President	Present
Paul Bradbury	Portland	Treasurer	Present
John Thompson	Westbrook	Secretary	Present
Michael Shaughnessy	Falmouth	Member	Present
Merrill Barter	Falmouth	Member	Present
Christine Adamowicz	Brunswick	Member	Present
Jeff Levine	Portland	Member	Absent
Pious Ali	Portland	Member	Present
Julie Dubovsky	Yarmouth	Member	Present
Prosper Lohomboli	Westbrook	Member	Absent
Bill Rixon	Freeport	Member	Absent
Roberto Rodriguez	Portland	Member	Absent
Seven Siegel	Gorham	Member	Present
Tom Poirier	Gorham	Member	Present

Staff Present	Identified Members of the Public
Glenn Fenton – Executive Director, Interim Chief Transportation Officer Mike Tremblay – Director of Transit Development Denise Beck – Marketing Manager	

- I. With a Quorum in Place, the Meeting was Called to Order by: Ed Suslovic at: 4:00 pm**

- II. Public Comment:** No members of public present.

- III. Approval of August 22, 2024 Meeting Minutes:**
Hope Cahan made a motion to approve. Paul Bradbury seconded the motion. After a roll call vote of the members present, the August 22, 2024 Board of Director’s meeting minutes were unanimously approved.

- IV. Executive Director’s Report:**
Glenn leads Item 4, Executive Director’s Report, providing updates on ridership and various initiatives that Metro staff are working on. Ed reminded Board members that the November and December Board meetings will be consolidated into one Board retreat. Ed noted that Metro needs to continue to focus on growing ridership.

V. South Portland Merger:

Glenn leads item 5, South Portland Merger. Glenn provides an update on how the last South Portland Council workshop went, reporting that 6 city councilors stated they would support a merger with the seventh councilor not commenting. Glenn then explained the next steps in formalizing the merger. This included; official action by the South Portland City Council at its meeting on October 8, 2024, followed by Metro's executive committee and board accepting changes to Metro's bylaws that adds South Portland as a member community. Next Glenn reviews the terms of an MOU that will facilitate the merger. The MOU provides South Portland with four board seats, protections against service reductions, guarantees that employees will be transferred and get to do the same work they currently do in South Portland and payment for assets that are transferring. Glenn explained that 7 buses would be transferring but Metro would retire 2 buses after the transfer to keep the fleet size below 50 buses. Glenn explained that South Portland would be charged \$700,000 for its first year as a member community and then would be subject to Metro's regular cost allocation formula. Seven asked how much South Portland currently pays for its bus service, Glenn answered that South Portland's current taxation amount for its bus service is \$801,000. Seven asked Glenn to explain the 50 bus fleet size threshold. Glenn explained that per FTA regulations transit agencies with fleet sizes of 50 buses or more must maintain a 20% or less spare ratio which makes operations more challenging so it's advisable to keep the fleet size below 50 buses for as long as possible. Michael asked how South Portland operations compares to Metro's. Glenn answered that the buses are the same manufacturer as some of Metro's buses and that most of their operations are identical to Metro's.

VI. Future Agenda Items:

- South Portland merger vote
- PACTS Initiatives and Reforms (Ongoing)
- Metro 2025 Budget

VII. Upcoming Meetings:

- Finance Committee – October 15, 2024 at 4:00 pm
- Executive Committee – October 9, 2024 at 3:30 pm
- Ridership Committee – October 16, 2024 at 3:30 pm
- Board of Directors – October 24, 2024 at 4:00 pm

VIII. Adjournment: Hope Motions, Paul seconds. Adjourned at 4:40 pm by Ed.



BOARD OF DIRECTORS

AGENDA ITEM 5

DATE

October 24, 2024

SUBJECT

South Portland Merger

PURPOSE

Seek approval of an MOU to facilitate South Portland rejoining Metro. Seek approval of updated bylaws that include South Portland as a Metro member community.

BACKGROUND/ANALYSIS

Over the past six months Metro staff have worked closely with South Portland staff to negotiate terms of an MOU that would allow South Portland to merge its bus service with Metro's. The terms of the MOU are:

1. **Membership Effective Date** – South Portland will become a full Metro member community on December 29, 2024.
2. **Board Representation** – South Portland will have four seats on Metro's Board of Directors.
3. **Employee Transition** – Current South Portland employees will be subject to the terms of the MOU signed August 25, 2024 (Attachment B) with Metro's union (ATU 714). These terms include:
 - a. South Portland employees will be credited for their previous service at South Portland. This credit will be applied to wage progression and vacation accrual.
 - b. South Portland employees will have a separate seniority list and will bid for work currently operated by South Portland, separately from current Metro bus operators.
4. **Levels of Service** – Guarantees that Metro will not reduce bus service levels in South Portland for a period of three years. Exceptions to this section include:
 - a. Reduction unanimously approved by South Portland's four board members.
 - b. A directive from the FTA of other governmental authority with lawful jurisdiction over the matter.
 - c. In response to emergencies, including without limitation significant reductions in state or federal funding.
5. **Asset Transfer** – Metro will determine which assets to transfer and a good faith price will be negotiated for the assets to be transferred.
6. **Property Transfer** – South Portland will provide Metro with a list of properties to be transferred (if any).

7. **Contracts** – South Portland will provide Metro with a list of all active contracts related to its transit operations so that they can be transferred to Metro where applicable.
8. **Records** – South Portland will provide Metro with financial and legal records related to its transit operations.
9. **Negotiations** – The parties agree to negotiate in good faith.
10. **Expenses** – Metro and South Portland will be responsible for their own expenses related to merging. South Portland agrees to transfer any remaining federal or state grant funding to Metro after the merger.
11. **Termination/Amendment** – This agreement can be amended or terminated prior to the merger. After the merger the MOU expires.
12. **Counterparts** – Agreement may be executed in counterparts.
13. **State of Maine** – The terms the MOU shall be governed by the laws of the State of Maine.

The Greater Portland Transit District (GPTD) accepts new member communities' membership applications by adopting revised bylaws that include the new member municipality. Revised bylaws that add South Portland as a GPTD member with four directors on GPTD's Board of Directors can be found in Attachment C.

The revised bylaws include corrections to the title of Metro's executive director and chief financial officer. Language regarding prospective changes to state statute to allow municipalities contiguous to the PACTS region to join Metro has been deleted, as this statute has been revised to include the necessary changes.

FISCAL IMPACT

The cost to purchase South Portland's vehicles to be transferred is \$251,255. This covers the depreciated local interest remaining in the vehicles. MaineDOT has committed covering the cost of the vehicle acquisition. Additionally, MaineDOT has offered to provide \$10,000 in assistance with marketing related expenses associated with the merger. Staff project there to be approximately \$70,000 in additional costs related to merging. These costs would be absorbed in Metro's 2024 and 2025 operating budgets.

Merging with South Portland increases Metro's overall federal and state funding. A comparison of Metro's draft 2025 budget with and without South Portland as member community indicates that all current Metro member communities will have a lower local assessment than they would have had without South Portland as member community, additionally South Portland's assessment amount will be less than the taxation amount that the City currently budgets for its bus service.

PRIOR COMMITTEE REVIEW

Executive Committee, August 14, 2024

Executive Committee, September 12, 2024

Executive Committee, October 9, 2024

RECOMMENDATION

Recommend approval MOU to facilitate South Portland merging with Metro. Recommend changing Metro's bylaws to add South Portland as a member municipality.

CONTACT

Glenn Fenton

Executive Director

207-517-3025

gfenton@gpmetro.org

ATTACHMENTS

Attachment A – Draft merger MOU

Attachment B – MOU with ATU regarding employee transition

Attachment C – Amended GPTD bylaws

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING (“MOU”) by and between the City of South Portland (the “City”), with an address of 25 Cottage Road, South Portland, ME 04106, and the Greater Portland Transit District (“METRO”), with an address of 114 Valley Street, Portland, ME 04102, sets forth certain understandings with respect to the parties’ mutual desire and intention to (1) add the City as a member of the METRO Board of Directors and (2) consolidate the City’s bus transit services with METRO’s bus transit services, and to transfer the City’s public bus transit operations, physical assets, and contractual obligations to METRO (the “Consolidation”). In consideration of the mutual covenants contained herein, the parties agree as follows:

1. Membership; Effective Date. The City Council will vote to petition to join METRO in October 2024, subject to the terms of this MOU. The METRO Board of Directors will accept the City’s petition for membership at its next regularly scheduled meeting after receipt of the City’s petition, subjecting the petition for membership only to the terms of this MOU. The effective date of the City joining METRO will be December 29, 2024 (the “Date of Consolidation”).

2. METRO Board Membership. The City will have four seats on METRO’s governing Board of Directors, each of which will be apportioned a voting weight of 1.0. The METRO Board of Directors will revise its bylaws consistent with this provision by the Date of Consolidation.

3. Employment Matters. To resolve certain issues as between the parties related to City bus transit service employees, including CBA treatment, EE seniority, and route assignments, METRO has entered into a memorandum of understanding with Local Union #714 (“Union MOU”), attached hereto as Attachment A.

4. Levels of Service.

a. Except as provided in paragraphs 4.b and 4.c, below, METRO will not reduce existing levels of service (i.e., bus headways and hours of operation) within South Portland for a period of at least 3 years from the Date of the Consolidation. For the avoidance of doubt, reallocations of service within South Portland are not a reduction of existing levels of service.

b. During the 3-year period, METRO may reduce existing levels of service within South Portland only (i) with unanimous consent from the METRO Directors representing the City; (ii) upon a directive from the FTA or other governmental authority with lawful jurisdiction over the matter; or (iii) in response to emergencies, including without limitation significant reductions in state or federal funding.

c. Upon the expiration of the 3-year period, METRO will have the right to revise levels of service within South Portland using its customary public process, which includes consultation with the City on any proposed service level changes.

5. Transit Assets. The City will provide METRO with a complete list of its transit-related physical assets and equipment (“Transit Assets”), and METRO will independently determine which of the Transit Assets it wishes to acquire as part of the Consolidation. The parties will in good faith negotiate on a price, identify methods of funding, and effectuate the transfer of all such Transit Assets by the Date of Consolidation.

6. Real Property. The City will provide METRO with a complete list of all bus shelters, including their locations and the nature of the City’s property rights (if known), as well as real estate documents regarding its ownership of the wash facility and any known encumbrances, and METRO will independently determine which of the City’s transit-related real property it wishes to acquire as part of the Consolidation. The parties will in good faith negotiate on a price and effectuate the transfer of all such real property rights, including the form of transfer (whether in fee or by easement or license agreement) by the Date of Consolidation.

7. Solicitations and Contracts. The City will provide METRO with all solicitations (RFPs, RFQs, RFIs, bidding packages, etc.) published in the past five years related to the City’s bus transit services; a list of all of its existing transit-related third-party contracts for goods and services, purchase orders, and other vendor obligations, including transit pass agreements and any advertising, procurement, and services contracts (“Contracts”), and the dates that such Contracts are due to expire; and copies of all written agreements, purchase orders, and other instruments that set forth the terms and conditions of any such Contracts. METRO will independently determine which Contracts, if any, will be assumed by METRO as part of the Consolidation, and which Contracts are to be terminated. The parties will work in good faith to effectuate the assumption or termination of all Contracts by the Date of Consolidation. During the term of this MOU, the City will not publish any new solicitations or enter into any new agreements related to the City’s bus transit services without the prior written consent of METRO.

8. Records and Information. The City will forthwith provide METRO with all financial and legal records pertaining to the City’s bus transit services, including: records of revenues and expenses, bank statements, lines of credit, bonds and notes, FTA and state funding records, loan/debt agreements, lease-to-purchase agreements, FTA obligations, records of prior litigation, settlements and consent agreements, lists of current liabilities, and disclosure of any threats of litigation.

9. Negotiations in Good Faith. The parties agree to negotiate with each other in good faith with respect to the terms of any documents, certifications, contracts, and agreements necessary to effectuate the Consolidation and as otherwise may be required with regard to the acquisition, disposition, and transfer of real estate and personal property and FTA assets.

10. Expenses. Upon request by METRO or FTA, the City will assign to METRO any state and federal transit funding it may receive on or after the date of Consolidation. Except as otherwise described herein, the parties will be responsible for their own costs and fees; provided, however, the parties will cooperate to identify methods of funding all one-time costs

*Memorandum of Understanding
Between City of South Portland and Greater Portland Transit District*

that are directly attributable to the Consolidation, including: Transit Assets, City bus employee training, rebranding, communications, and legal expenses.

11. Amendment; Termination; Expiration. This MOU may be amended or terminated at any time by mutual agreement. This MOU shall expire on January 1, 2025.

12. Counterparts. This MOU may be executed in counterparts and delivered by facsimile or electronically-scanned copy, which shall constitute one and the same instrument.

13. This MOU shall be governed by the laws of the State of Maine.

IN WITNESS WHEREOF, METRO and the City have caused this MOU to be executed by their duly authorized representatives as of the date last affixed below.

CITY OF SOUTH PORTLAND

GREATER PORTLAND TRANSIT DISTRICT

By: Scott T. Morelli, CMM, ICMA-CM
Its: City Manager

By: Glenn Fenton
Its: Executive Director

Date

Date

Memorandum of Understanding

The Greater Portland Transit District (the “Agency”) and Local Union #714 of the Amalgamated Transit Union (the “Union”) (together the “Parties”) hereby make and enter into this Memorandum of Understanding (the “Agreement”).

WHEREAS, the Agency is currently involved in negotiations with the City of South Portland for the purpose of providing transit services within the City of South Portland (the “Merger”), and

WHEREAS, the City of South Portland employs bus operators (the “South Portland Operators”) who intend to become employees of the Agency and will be represented by the Union in the event that the Merger occurs,

NOW, THEREFORE, for good and valuable consideration, the Parties agree as follows.


1. Any bus operator who was employed by the City of South Portland as of the Merger, and who becomes an employee of the Agency on January 1, 2025, shall be considered a “bus operator” as that term is used in the collective bargaining agreement between the Parties (the “CBA”).
2. The South Portland Operators shall be subject to the same rules and regulations as all bus operators employed by the Agency, and shall be entitled to all the rights to which bus operators are entitled pursuant to the terms of the CBA, except as set forth herein.
3. The Agency shall maintain a separate seniority list for assignment, selection, and application of seniority as it pertains to South Portland Operators, whereby South Portland Operators will continue to work within the territory served by the City of South Portland prior to the Merger.
4. The Agency shall develop a work assignment process for South Portland Operators that is consistent with the work assignment process in the Parties’ CBA, for the purpose of assigning work within the territory served by the City of South Portland prior to the Merger.
5. Upon hire by the Agency, the South Portland Operators shall retain seniority accrued with the City of South Portland, and such seniority shall be honored by the Agency, with respect to vacation accrual (as set forth in Article 27.4 of the CBA) and wage progression (as set forth in Article 5.3 of the CBA). The South Portland Operators shall not retain seniority for any other purposes.
6. This Agreement shall become effective on January 1, 2025. In the event that the Merger does not occur on or before January 1, 2025, this Agreement shall never take effect, and neither of the Parties shall be bound by any of its terms.

7. This Agreement shall expire on June 30, 2027. The Parties agree that prior to the expiration of this Agreement, they shall meet to negotiate how the job duties and working conditions governed by this Agreement shall be incorporated into the CBA.
8. This Agreement is a tentative agreement, subject to a ratification vote by the Union, with such ratification vote to be held by the Union on August 25, 2024.


Greater Portland Transit District

By: Glenn Fenton
Its: Executive Director

Date: 8/23/24


Local Union #714 of the
Amalgamated Transit Union

By: Michael Frager
Its: Vice President

Date: August 23, 2024

Revised ~~03/28/2024~~; 10/24/2024
Adopted by the Board: ~~03/28/2024~~ 10/24/2024

Greater Portland Transit District By-Laws

Article I Name

Section 1. The name of the District shall be GREATER PORTLAND TRANSIT DISTRICT.

Article II Purpose

Section 1. To furnish motor vehicle mass transportation for public purposes in the interest of public health, safety, comfort, and convenience on the inhabitants of the municipality or municipalities comprising the District, in accordance with the provisions of 30-A, Chapter 163 of the Maine Revised Statutes, as the same now exists or may hereafter be amended.

Section 2. To take, purchase, hold, maintain, operate, lease, rent, mortgage and convey any and all real and personal property, or to lease or sublease the same, or to enter into contracts with private companies, for the purpose of providing mass transportation services and for such purpose to contract with the Federal, State and municipal governments for donations, loans, grants, gifts, or other assistance and in such contracts to agree to be bound by all applicable provisions of Federal, State and municipal statutes and regulations as the case may be.

Section 3. To do any and all other things, which may be necessary or useful in order to accomplish the foregoing purposes.

Article III Membership

Section 1. The membership of the District shall be comprised of the following municipalities: Brunswick, Falmouth, Freeport, Gorham, Portland, South Portland, Westbrook and Yarmouth (“member municipalities”). ~~Brunswick’s membership is subject to a change to state statute that will allow municipalities contiguous to the Portland Area Comprehensive Transportation System (“PACTS”) to join the Greater Portland Transit District.~~

Section 2. The Board of Directors of the District shall consist of 5 directors appointed from the City of Portland, 3 directors appointed from the City of Westbrook, 2 directors appointed from the Town of Falmouth, 1 director appointed from the Town of Brunswick, 1 director appointed from the Town of Freeport, 1 director appointed from the Town of Yarmouth, ~~and~~ 2 directors appointed from the Town of Gorham and 4 directors appointed from the City of South Portland. The member municipalities may, by ordinance, provide that their appointees serve at the will of the appointing power or for terms that are shorter than those established in Article IV, Section 1.

Section 3. After the formation of the District, the Board of Directors shall have the right to accept or to refuse the application of any other municipality located wholly or partially within, or contiguous to, the Portland Area Comprehensive Transportation System as may apply for membership in the District.

Section 4. A member municipality may withdraw from the District at the end of the District's fiscal year provided that it has given the Board of Directors at least one year's written notice of its intention to do so. Such municipality shall be permitted to withdraw only if it pays its proportionate share of the current indebtedness of the District before withdrawal and agrees by appropriate written documentation to pay its proportionate share of any long-term indebtedness of the District as that indebtedness becomes due and payable. During the period of notice, the withdrawing municipality does not become liable for any capital expenditure or borrowings which may be made by the District. The proportionate share of the withdrawing municipality in any current and long-term indebtedness of the District shall be in accordance with the formula then in effect for payment of the current and long-term indebtedness.

Article IV Board of Directors

Section 1. Subject to the provisions to Article III, Section 2, the members of the Board of Directors shall serve for three years and until their successors have been appointed, with vacancies being filled by the appointing authority for the unexpired portion of the respective terms.

Section 2. A majority of the directors so appointed shall constitute a quorum for the transaction of business, and action taken by 2/3 of those directors physically present at any meeting at which a quorum is in attendance shall be deemed to be the action of the full board of directors.

Section 3. Each year the Board of Directors of the District, by a 2/3 vote of its entire membership physically present at a meeting of the Board, shall establish a formula for contributions to be made by each participating municipality in order to defray any projected deficit.

Section 4. The Board of Directors shall have full power and authority to manage and control the affairs and business of the District including, without limitation, all powers granted to Boards of Directors of Transit Districts by Title 30-A, Chapter 163 of the Maine Revised Statutes, as the same now exists or may hereafter be amended, and may adopt such rules and regulations for the conduct of their meetings and management of the affairs of the District as they may deem proper.

Section 5. The Board of Directors may appoint such committees for such purposes as they deem expedient.

Section 6. The directors shall cast weighted votes, which shall be apportioned as follows: Each of Portland's directors shall be apportioned a voting weight of 2.0; all other directors shall be apportioned a voting weight of 1.0. This apportionment of votes shall apply to any votes cast by directors while serving on the Board of Directors or while serving on any of the Board's duly appointed committees.

Article V Officers

Section 1. The officers of the District shall be a President, a Vice President, a Treasurer, and a Secretary/Clerk who shall be elected by a majority vote of the Board of Directors from their own membership and who shall serve for two years. The duties of the President, Vice President, Treasurer, and Secretary/Clerk shall be such as are usually imposed upon such officials and as are required by law and such as may be assigned to them respectively by the Board of Directors from time to time. The President, Treasurer, ~~Executive Director~~General Manager, and Director of Finance shall give bond in such sum as the Board may designate. The premium of said bond(s) will be paid by the District.

Section 2. The Board of Directors shall appoint and fix the salary of an ~~Executive Director~~District manager who shall be the chief executive officer of the District. The duties shall be such as are usually imposed upon such an official and as are required by law and such as may be assigned by the Board of Directors from time to time. The ~~Executive Director~~General Manager shall appoint such other employees as are required for District purposes and shall recommend annual salary adjustments of such employees to the Board. No District employee shall be a Director of the District.

Section 3. The Board of Directors may by resolution indicate which appointments by the ~~Executive Director~~District Manager and salaries established by the ~~Executive Director~~District Manager shall require confirmation of the Board of Directors.

Article VI Meetings

Section 1. Regular Board meetings shall be held as determined by the Board of Directors. There shall be at least four scheduled meetings per year. A Board Meeting may be canceled by the President. Special meetings of the Board of Directors may be called by the President at any time and shall be called by the President upon written request directed to the President and signed by at least one-third of the members of the Board of Directors.

Section 2. Notice of meetings shall be sent by the Secretary/Clerk or designate to each Director not less than four days before the date thereof. Notice of the holding of any meeting may be waived by a written statement signed by all of the Directors.

Article VII Seal

Section 1. The District shall have a seal of such design as the Board of Directors may adopt. Such seal shall be in the custody of legal counsel and the ~~Director of Finance~~Chief Financial Officer.

Article VIII Amendments

Section 1. These By-laws may be amended or altered by the Directors at any meeting, regular or

special, provided that notice of the proposed change shall have been sent by the Secretary/Clerk or designate to each Director not less than four days before the date of such meeting.

ITEM 7 – PRELIMINARY FY 2025 OPERATING BUDGET

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

Table 1: Total Budget Summary

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

Major Budget Factors:

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

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

BASE BUS SERVICE

For 2025, baseline bus service (including ARPA funded service improvements) will total 134,560 revenue hours. Table 2 outlines service levels, projected revenue hours and estimated boardings by route. Also presented are the boardings per hour statistics which is a basic metric of route performance.

Table 2: 2025 Service Levels and Estimated Ridership

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

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Table 3: Base Bus Budget Summary

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

TRANSIT OPERATIONS DEPARTMENT

Overview and Staffing

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

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

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

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Table 4: Operations Staffing

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

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

Table 5: Transit Operations Department Budget

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

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

FLEET & FACILITIES MAINTENANCE

Overview and Staffing

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

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

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

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Table 6: Department Budgets- Maintenance

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

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

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

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Table 7: Department Budgets- Maintenance, continued

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

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

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

PLANNING AND MARKETING

Table 8: Department Budgets- Planning & Marketing

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

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

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

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Table 9: Department Budgets- Planning & Marketing, continued

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

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

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ADMINISTRATION

Table 10: Department Budgets- Administration

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

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

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

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Table 11: Department Budgets- Administration, continued

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

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

CAPITAL AND RESERVES

Table 12: Base Bus Budget: Capital

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

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

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REVENUE

Table 13: Base Bus Budget: Revenue

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

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

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

MUNICIPAL ASSESSMENTS

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

Table 14: 2025 Municipal Assessments- Cost Allocation

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

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

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

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

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

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

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

ADA PARATRANSIT

Table 15: ADA Paratransit Budget

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

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

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

Table 16: ADA Paratransit Ridership: 2022-2024

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

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

115 ST. JOHN'S Property

Table 17: 115 St. John's Street Property

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

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

REVISED 2025-2029 CAPITAL IMPROVEMENT PROGRAM

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

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

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

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

300 VEHICLE MAINTENANCE & ACQUISITION 2024 2025 2026 2027 2028 2029

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

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

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

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

400 BUS STOP IMPROVEMENTS 2024 2025 2026 2027 2028 2029

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

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

500 TECHNOLOGY INTEGRATIONS 2024 2025 2026 2027 2028 2029

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

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

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