

# Board of Directors

February 27, 2025 | 4:00 pm – 4:45 pm



## 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/84326190473?pwd=Ih7qRyWTD6oJdTbn36cPY0HcatRRbE.1>

Passcode: 241260 | Webinar ID: 843 2619 0473

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

## MEETING AGENDA

AGENDA ITEM	PRESENTER	ACTION or INFORMATION
<b>1. Call Meeting to Order (4:00)</b>	Ed Suslovic, Board President	N/A
<b>2. Public Comment (4:00-4:05)</b> 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
<b>3. Meeting Minutes (4:00-4:05)</b> Review and approve meeting minutes from the January 23, 2025 Board of Directors meeting.	Ed Suslovic, Board President	<b>ACTION</b>
<b>4. Executive Directors Report (4:05-4:15)</b> The Executive Director will provide a brief report on current topics.	Glenn Fenton, Executive Director	Information
<b>5. Review of Metro's 2024 Operating Budget (4:15-4:25)</b> Staff will report on the final actual expenses and revenues of Metro's 2024 operating budget.	Shelly Brooks, Chief Financial Officer	Information
<b>6. Review and approval of Metro's 2025 Operating Budget and Capital Improvement Program (4:25-4:40)</b> Staff will present Metro's final operating budget for 2025 and updated capital improvement program.	Shelly Brooks, Chief Financial Officer	<b>ACTION</b>
<b>7. Future Agenda Items (4:40-4:45)</b> <ul style="list-style-type: none"><li>• Bus Rapid Transit Conceptual Design</li><li>• Microtransit Pilot</li><li>• Agency Strategic Plan</li><li>• Federal Funding Status</li></ul>	Ed Suslovic, Board President	Information

<b>8. Upcoming Meetings (4:40-4:45)</b> <ul style="list-style-type: none"> <li>• Metro Facility Tour and Board Member Orientation – February 27, 2025 3:00 pm (Optional)</li> <li>• Board of Directors – February 27, 2025 at 4:00 pm</li> <li>• All February Committee Meetings to immediately follow conclusion of February Board Meeting.</li> </ul>	Ed Suslovic, Board President	Information
<b>9. Adjournment (4:45)</b> Note: Metro Advocacy, Planning & Operations, Marketing & Communications and Finance Committee meetings to immediately follow adjournment of Board of Directors Meeting.	Ed Suslovic, Board President	<b>ACTION</b>

*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, January 23, 2025**  
**DRAFT Meeting Minutes**

Member:	Municipality:	Role:	Status:
Ed Suslovic	Portland	President	Present
Julie Dubovsky	Yarmouth	Vice President	Present
John Thompson	Westbrook	Secretary	Present
Paul Bradbury	Portland	Treasurer	Present
Hope Cahan	Falmouth	Past President	Present
Chrissy Adamowicz	Brunswick	Member	Present
Anna Bullett	Portland	Member	Present
Linda Cohen	South Portland	Member	Present
Gabe Faulkner-Macklin	South Portland	Member	Absent
April Fournier	Portland	Member	Absent
Jeff Levine	Portland	Member	Absent
David Morse	Westbrook	Member	Present
Tom Poirier	Gorham	Member	Absent
Joshua Reny	South Portland	Member	Present
Bill Rixon	Freeport	Member	Present
Steven Riley	South Portland	Member	Absent
Michael Shaughnessy	Westbrook	Member	Present
Seven Siegel	Gorham	Member	Present

Staff Present	Identified Members of the Public
Glenn Fenton, Executive Director Mike Tremblay, Director of Transit Development Shelly Brooks, Chief Financial Officer Chad Heid, Chief Transportation Officer	Marion Killian, Portland Resident

- I.     **The meeting was called to order by: Ed Suslovic at: 4:02 pm.**
- II.    **Introductions**
- III.   **Public Comment.**  
Marion Killian of Portland commented that she was looking forward to the next Ridership Committee Meeting.
- IV.    **Approval of the October 24, 2024 minutes from the Board of Directors meeting.**  
Paul Bradbury noted that minutes should reflect “vote” not “voted” and the minutes should be amended to include a copy of the TAN. With these corrections Josh Reny moved passage of the

minutes, seconded by Paul Bradbury. A roll call voted was called and the Board of Director's meeting minutes were unanimously approved.

**V. Authorization for Tax Anticipation Borrowing of \$5,600,000 for 2025**

Shelly Brooks requested that the Board approve an amended TAN with a different rate than originally presented.

Paul Bradbury moved passage by reading of the specific language in the TAN authorization with the new rate. Seconded by Josh Reny. A roll call vote was taken and the motion passed unanimously.

Shelly Brooks presented a change to Metro's line of credit document to allow the CFO and Executive Director to exercise the line of credit. Paul Bradbury moved passage reading the specific language contained in the authorizing document. Motion was seconded by John Thompson. A roll call vote was taken and the motion passed unanimously.

**VI. Executive Director's Report**

Glenn Fenton presented his Executive Director's Report. He provided updates on various initiatives that Metro staff are working on as well as a brief update on ridership performance over recent months. There was discussion about Metro's new microtransit service Metro Connect.

**VII. Board of Directors Retreat**

Glenn Fenton presented a summary of the outcomes of Metro's Board of Directors Retreat including the SWOT analysis that was conducted.

**VIII. Change to Metro Bylaws**

Glenn Fenton presented on proposed changes to Metro's bylaws to authorize the Executive Committee to take certain actions on behalf of the full board of directors. John Thompson motioned passage of the revised bylaws. Motion was seconded by Michael Shaughnessy. A roll call vote was taken and the motion passed unanimously.

**IX. Election of Metro Board Officer**

Ed Suslovic reviewed the nominated Metro Board Officers; Ed Suslovic, President, Julie Dubovsky, Vice President, John Thompson, Secretary, Paul Bradbury, Treasurer, Hope Cahan, Past President. Linda Cohen motioned to elect the Metro Board Officers as presented. This motion was seconded by John Thompson. A roll call vote was taken and the motion passed unanimously.

**X. Metro Committee Structure**

Ed Suslovic presented the new slate of Metro Committees and the committee assignments. It was noted that there were misspellings of Counselors' Bullett and Siegel names in the committee assignment materials. It was suggested that Executive Committee members be liaisons to the committees to assist with quorum. Hope Cahan motioned that the new committee structure be adopted as presented. This motion was seconded by Julie Dubovsky. A roll call vote was taken and the motion passed unanimously.



**XI. Future Agenda Items**

- Bus Rapid Transit
- Agency Strategic Planning
- PACTS Initiatives and Reforms
- 2025 Final Budget

**XII. Upcoming Meetings:**

- Metro Facility Tour and Board Member Orientation – February 27, 2025 3:00 pm (Optional)
- Board of Directors – February 27, 2025 at 4:00 pm
- All February Committee Meetings to immediately follow conclusion of February Board Meeting.

**XIII. Adjournment:**

Paul Bradbury motioned to adjourn; Josh Reny seconded. Meeting was adjourned at 4:50 pm by Board President Ed Suslovic.

**Motion:** I move that the vote entitled, "Amendment to Prior FY25 TAN Vote" be approved in the form presented to this meeting and that the Clerk file an attested copy of said vote with the minutes of this meeting.

I hereby certify that this is a true copy of the  
order adopted by the Greater Portland Transit  
District Board of Directors on January 23, 2025

A true copy.

Attest:   
Clerk, Greater Portland Transit District

Date: January 23, 2025

**TITLE: Amendment to Prior FY25 TAN Vote**

***By the Board of Directors of the Greater Portland Transit District (the “District”) be it hereby voted, ordered and resolved as follows:***

VOTED: That the 2<sup>nd</sup> paragraph of the prior December 2, 2024 vote of the Board (the “Prior Vote”) authorizing the District’s FY25 \$5,600,000 TAN (the “Note”), be amended to read as follows:

“That the winning bid for the Note is awarded to Camden National Bank (the “Bank”), with an interest rate not to exceed 5.57%.

VOTED: That the Treasurer, Chief Financial Officer, Accounting Manager and Executive Director of the District, any other person designated and approved by the Treasurer, are each hereby individually authorized to request and approve the advance and disbursement of proceeds under the Note.

VOTED: That in all other respects, the Prior Vote is hereby ratified and confirmed, the terms of which are hereby incorporated herein by reference as if more fully set forth herein.

**Motion:** I move that the vote entitled, “Authorization for FY25 Tax Anticipation Borrowing (\$5,600,000)” be approved in the form presented to this meeting and that the Clerk file an attested copy of said vote with the minutes of this meeting.

I hereby certify that this is a true copy of the order adopted by the Greater Portland Transit District Board of Directors on December 2, 2024

A true copy,

Attest:   
Clerk, Greater Portland Transit District

Date: December 2, 2024

**TITLE: Authorization for FY25 Tax Anticipation Borrowing (\$5,600,000)**

***By the Board of Directors of the Greater Portland Transit District (the "District") be it hereby voted, ordered and resolved as follows:***

- VOTED: That, pursuant to Sections 3504 and 3512 of Title 30-A of the Maine Revised Statutes, the Treasurer of the District is hereby authorized, in the name of and on behalf of the District, to borrow, at one time or from time to time during the fiscal year ending December 31, 2025, an aggregate amount not to exceed \$5,600,000 in anticipation of the collection of taxes, such borrowing to be evidenced by the issuance of the District's tax anticipation note (the "Note").
- VOTED: That the winning bid for the Note is awarded to Camden National Bank (the "Bank"), with an interest rate of 5.814%.
- VOTED: That the Note shall be executed in the name of and on behalf of the District by the Treasurer, countersigned by the President (or if the President is unavailable, the Vice President) of the District, attested to by the Clerk.
- VOTED: That the Note shall mature on or before December 31, 2025, and shall be in such form and contain such terms and provisions, not inconsistent herewith, as shall be approved by the officers and officials signing the same, which approval shall be conclusively evidenced by their execution thereof.
- VOTED: That the Treasurer is hereby authorized, in the name of and on behalf of the District, to designate the Note as a qualified tax-exempt obligation for purposes of Section 265(b) of the Internal Revenue Code of 1986, as amended (the "Code").
- VOTED: That the Treasurer is hereby authorized, in the name of and on behalf of the District, to covenant with the Bank that the District shall take whatever steps, including filing any reports and rebating any excess earnings, as may be required by federal law, and shall refrain from taking any action, as may be necessary or appropriate to ensure that interest on the Note is and will remain exempt from federal income taxes.
- VOTED: That the Treasurer, President (or if the President is unavailable, the Vice President) and Clerk of the District are hereby authorized, in the name of and on behalf of the District, to do or cause to be done all such acts and things, and to execute, deliver and approve all agreements, tax compliance or arbitrage certificates, closing certificates, instruments, and any other document (the "Financing Documents") as may be necessary or advisable, in connection with the issuance of the Note, which Financing Documents shall be in such form and contain such terms and provisions including, without limitation, the waiving of the District's sovereign or governmental immunity with respect to the enforceability of any of the forgoing, which waiver of sovereign or governmental immunity is hereby authorized, confirmed and approved, and such other details as he shall establish, determine and approve, such establishment, determination and approval to be conclusively evidenced by the execution thereof.
- VOTED: That if the Treasurer, President, Vice President, or Clerk are for any reason unavailable to approve and execute the Note or any related documents, the person or persons then acting in such capacity, whether on an interim or acting basis, as an assistant, a deputy, or otherwise, are hereby authorized, in the name of and on behalf of the District, to act for such official with the same force and effect as if such official had performed such act.

## Attachment D

**Motion:** I move that the vote entitled, "Vote Regarding Revolving Line of Credit" be approved in the form presented to this meeting and that the Clerk file an attested copy of said vote with the minutes of this meeting.

I hereby certify that this is a true copy of the  
order adopted by the Greater Portland Transit  
District Board of Directors on January 23, 2025

A true copy,

Attest:   
Clerk, Greater Portland Transit District

Date: January 23, 2025

## Attachment D

### **TITLE: Vote Regarding Revolving Line of Credit**

WHEREAS, the Greater Portland Transit District (the "District") has entered into a renewing, Revolving Line of Credit Loan (the "Line of Credit") with Camden National Bank (the "Bank") pursuant to certain votes adopted by the Board of Directors on June 28, 2018;

WHEREAS, the Bank has requested that the District clarify and confirm who can request advances under the Line of Credit;

***Now, therefore, by the Board of Directors of the Greater Portland Transit District be it hereby voted, ordered and resolved as follows:***

**VOTED:** That the Treasurer, Chief Financial Officer, Accounting Manager and Executive Director of the District, any other person designated and approved by the Treasurer, are each hereby individually authorized to request and approve advances under and pursuant to the Line of Credit.

## **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”).

**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, 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 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.

**Section 2.** The Board of Directors shall appoint and fix the salary of an Executive Director 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 shall appoint such other employees as are required for District purposes, including without limitation a Financial Officer, 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 and salaries established by the Executive Director shall require confirmation of the Board of Directors.

**Section 4.** The President, Treasurer, Executive Director, and Financial Officer shall give bond in such sum as the Board may designate. The premium of said bond(s) will be paid by the District.

## **Article VI. Committees**

**Section 1.** The Board of Directors shall designate an Executive Committee, which shall consist of the officers of the District and the immediate past President of the District. In the event the immediate past President is no longer a director, the Board of Directors shall appoint one additional director to serve on the Executive Committee. The Executive Committee shall be presided over by the President. The Executive Committee may, when the Board of Directors is not in session, exercise all the powers of the Board of Directors except those set forth in this Article VI, Section 3, and, to the extent it deems necessary or appropriate, the Board of Directors shall confirm and ratify any lawful actions of the Executive Committee.

**Section 2.** The Board of Directors may designate such other committees for such purposes as the Board of Directors deems expedient. Such committees shall be composed of any number of directors that the Board of Directors shall designate, shall serve for such term as the Board of Directors determines, and may exercise only such powers as the Board of Directors expressly delegates to them. Any such committee may be created or dissolved by the Board of Directors at any time.

Vacancies in the membership of such committees may be filled by the Executive Committee.

**Section 3.** No committee shall have or exercise the authority of the Board of Directors to: (i) elect or remove a director or officer; (ii) accept or refuse a municipal application of membership or withdrawal; (iii) fix the salary of the Executive Director; (iv) take, purchase, hold, maintain, operate, lease, rent, mortgage, or convey any real or personal property, or lease or sublease the same; (v) authorize the voluntary dissolution of the District; (vi) approve the District's annual capital and operating budgets; (vii) exercise the District's power of eminent domain; (ix) issue bonds, notes (including temporary notes), or other securities in the name of the District; (x) enter into written contracts with duly authorized labor organizations representing any of the District's employees; (xi) fix any rates of fare; (xii) authorize any transit service reductions; or (xiii) amend or repeal these By-laws. The delegation of a committee and the delegation to it of authority shall not relieve the Board of Directors, or any director, of any responsibility imposed by law.

**Section 4.** A majority of committee members then in office shall constitute a quorum for the transaction of business by a committee.

**Section 5.** Each committee may adopt rules for its meetings not inconsistent with these By-laws, rules or policies adopted by the Board of Directors, or laws applicable to the District.

## **Article VII. Meetings**

**Section 1.** Regular Board meetings shall be held as determined by the Board of Directors. There shall be at least four scheduled meetings of the Board of Directors 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 of the Board of Directors, the Executive Committee, and any other committee designated by the Board of Directors shall be sent by the Secretary/Clerk or designate to each director or committee member, as applicable, 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 or committee members, as applicable.

## **Article VIII. 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 Financial Officer.

## **Article IX. Amendments**

**Section 1.** These By-laws may be amended or altered by the Board of 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.



## BOARD OF DIRECTORS

## AGENDA ITEM 5

---

### DATE

February 27, 2025

### SUBJECT

2024 Budget to Actual- Year End (Pre-Audit)

### PURPOSE

Provide information on the 2024 budget performance through year end December 31, 2024.

### BACKGROUND/ANALYSIS

The 2024 comparative budget to actual report through December for revenue and expenditures is included in Attachment A.

### Revenues

- Passenger Fare revenue collected at 84.9% of the budgeted amount, with a total of \$2,670,561, \$475k under targeted amount. ARPA funded service improvements planned for implementation in 2024 were delayed, causing the estimated fare revenue to be higher than actual. Additionally, Fare revenue and ridership have not fully recovered from pre-pandemic levels.
- Miscellaneous Revenue is over the budgeted amount by \$175k. This is mostly contributed to maintenance and management contracts with South Portland Bus Service, and higher than estimated interest income.
- Municipal Assessments are over budget amount by approximately \$115k, which is related to Gorham joining the District in 2024 and lower than anticipated ADA ridership billing.
- State operating assistance under budgeted amount by about 50%, or \$372k. The budget line for State funding for operations was increased for 2024, however the operating funding was switched to discretionary funding.
- Federal funding as a whole is under budgeted amounts by about \$378k.
  - Operating and Preventative Maintenance funding is higher than budgeted amount by approximately \$213k. Excess funding in the 2024 Operating grant was drawn up to the allowable amount to lessen the impact of lower fare revenue and State operating assistance.
  - Fuel reimbursement reflects \$0.50 per gallon of CNG fuel for the period of 2021-2024. This credit was last claimed by Metro in 2017, when legislation was revised to remove this allowance. New legislation was issued in 2019 in which this credit became

available again, and Metro is able to claim the credit retroactively back to 2021. Unfortunately, were we past the filing dates for 2018-2020.

- ARPA funded service improvement implementation was delayed, causing less expenditures allowable for this funding source. Additionally, a portion of the budgeted funds were related to anticipated capital lease expenditures for vehicles, which ultimately were purchased rather than leased.

### **Expenditures**

- Total wages and benefits paid is at 96.2% of the budgeted amounts, or about \$447k under budget. Although overtime, holiday wages and HRA lines are over budget, budgetary savings were achieved in base wages and other various benefit lines, which covered those overages.
- Services and Fees are at 101.9% of the budgeted amounts, or approximately \$25k over budget. Overages in legal fees relates to CBA negotiations and the South Portland merger. Contracted services for HR is also significantly over budget due to the Executive Director recruitment contract. Savings in other line items softened the impact of these overages.
- Fuel, fluids and tires are under budgeted amounts by about \$115k, or 89% of budget. Overages seen greases and fluids were offset by savings in diesel, mostly due to timing of deliveries.
- Supplies and Equipment is 101.2% of budgeted amounts, or \$5k over budget mostly due to fare media.
- Utilities are at 85.2% of budgeted amounts, or about \$119k under budget. Metro was able to secure contracted rates for supply of heating fuel and electricity, which resulted in budgetary savings.
- Debt Service is 97.1% of budgeted amounts, or about \$9k under budget. Less than anticipated usage of the TAN for cash flow provided interest expense savings.

### **FISCAL IMPACT**

Metro's total budget for 2024 was \$16,983,407, of which revenues were under budgeted amounts by \$936k, or collected at 94.5% of budgeted amounts. Total expenses were under budgeted amounts by about \$765k, or 95.5%. Although under budgeted amounts on expenditures, total expenditures did exceed total revenues, which resulted in a budget to actual deficit of \$170,970.

### **PRIOR COMMITTEE REVIEW**

None

### **RECOMMENDATION**

This item is for information and discussion.

### **CONTACT**

Shelly Brooks  
207-423-5052  
[sbrooks@gpmetro.org](mailto:sbrooks@gpmetro.org)

**ATTACHMENTS**

Attachment A – 2024 Comparative Budget Worksheets

## Greater Portland Transit District

### 2024 Comparative Budget to Actual - Expenditures

January 1 through December 31, 2024- Pre-Audit

Uses of Funds	2024 Budget	2024 Actual	Balance	% Exp	2023 Actual	2022 Actual	2021 Actual	2020 Actual	YTD 2024-2023	%
<b>Personnel Expenses</b>										
<b>Wages</b>										
Wages	\$ 7,609,518	\$ 7,309,877	\$ 299,641	96.1%	\$ 5,939,463	\$ 5,167,187	\$ 5,037,638	\$ 5,006,808	\$ 1,370,414	18.7%
Overtime	551,570	584,628	(33,058)	106.0%	529,338	785,083	307,822	405,223	\$ 55,290	9.5%
Add'l Pay (PTO payout, Hlth opt out)	78,850	60,690	18,160	77.0%	32,743	270,585	32,290	36,757	\$ 27,947	46.0%
Holiday Pay - Worked	132,383	149,018	(16,635)	112.6%	119,405	121,627	97,404	93,167	\$ 29,613	19.9%
<b>Total Wages</b>	<b>8,372,321</b>	<b>8,104,213</b>	<b>268,108</b>	<b>96.8%</b>	<b>6,620,950</b>	<b>6,344,482</b>	<b>5,475,153</b>	<b>5,541,955</b>	<b>\$ 1,483,264</b>	<b>18.3%</b>
<b>Benefits</b>										
FICA	641,362	617,452	23,910	96.3%	494,066	472,277	497,575	409,714	\$ 123,386	20.0%
MEPFML		2,382	(2,382)	0.0%						
Health Ins	1,759,851	1,681,804	78,047	95.6%	1,368,279	1,237,216	1,243,167	1,261,485	\$ 313,526	18.6%
HRA Payments	80,000	100,223	(20,223)	125.3%	65,278	62,370	77,870	65,851	\$ 34,945	34.9%
Dental Ins	71,584	64,464	7,120	90.1%	57,696	59,116	56,635	52,520	\$ 6,769	10.5%
Disability Ins	80,442	74,980	5,462	93.2%	68,122	57,276	42,137	41,100	\$ 6,858	9.1%
Life Ins	2,426	2,265	161	93.4%	1,648	2,168	2,160	1,593	\$ 618	27.3%
Workers Comp	217,475	215,446	2,029	99.1%	187,545	181,371	171,347	133,174	\$ 27,901	13.0%
Unemployment	31,000	14,121	16,879	45.6%	7,467	-	39	16,825	\$ 6,654	47.1%
Vision Ins	2,982	2,804	178	94.0%	2,656	2,629	2,653	2,428	\$ 148	5.3%
Retirement	549,199	490,555	58,644	89.3%	403,852	362,234	312,723	299,521	\$ 86,704	17.7%
Uniforms	37,200	27,606	9,594	74.2%	21,180	19,325	28,238	21,282	\$ 6,426	23.3%
Contract reimbursements	-	-	-	0.0%	-	-	-	8,216	\$ -	0.0%
<b>Total Benefits</b>	<b>3,473,521</b>	<b>3,294,103</b>	<b>179,418</b>	<b>94.8%</b>	<b>2,677,788</b>	<b>2,455,980</b>	<b>2,434,544</b>	<b>2,313,709</b>	<b>\$ 616,315</b>	<b>18.7%</b>
<b>Total Wages &amp; Benefits</b>	<b>11,845,842</b>	<b>11,398,316</b>	<b>447,526</b>	<b>96.2%</b>	<b>9,298,738</b>	<b>8,800,462</b>	<b>7,909,697</b>	<b>7,855,664</b>	<b>\$ 2,099,578</b>	<b>18.4%</b>
<b>Non-Personnel Expenses</b>										
<b>Services and Fees</b>										
Tuition Reimbursement	5,000	960	4,040	19%	1,500	1,950	975	-	\$ (540)	-56.3%
Wellnes Program	10,000	314	9,686	3.1%	-	1,789	1,065	1,499	\$ 314	100.0%
Relocation Reimbursement	5,000	-	-	0.0%	10,903	-	-	-	\$ (10,903)	0.0%
Legal Fees	40,000	177,754	(137,754)	444.4%	61,728	48,263	61,622	33,546	\$ 116,026	65.3%
Audit Fees	27,500	26,500	1,000	96.4%	25,000	23,500	20,500	20,000	\$ 1,500	5.7%
Arch & Engineer Fees	5,000	-	5,000	0.0%	-	-	2,850	-	\$ -	0.0%
Temporary Help	-	4,674	(4,674)	0.0%	82,181	36,235	13,613	-	\$ (77,508)	-1658.4%
Employment Services	14,500	10,581	3,919	73.0%	12,515	12,642	6,429	6,482	\$ (1,934)	-18.3%
Benefit Administration Fees	10,000	7,255	2,745	72.5%	8,098	9,064	8,309	8,571	\$ (843)	-11.6%
Technology Services	200,841	200,456	385	99.8%	214,813	156,629	115,013	106,060	\$ (14,357)	-7.2%
Bank and CC Fees	24,600	38,300	(13,700)	155.7%	15,436	16,558	16,515	9,762	\$ 22,864	59.7%
Advertising	64,840	74,793	(9,953)	115.4%	112,251	84,161	22,824	37,592	\$ (37,458)	-50.1%
Postage	3,000	2,239	761	74.6%	2,178	2,280	2,149	4,260	\$ 61	2.7%
Other Contracted Services - Operations	240,114	99,472	140,642	41.4%	73,820	58,705	47,982	220	\$ 25,652	25.8%
Other Contracted Services- HR	18,000	77,215	(59,215)	429.0%	14,131	13,082	2,976	20,704	\$ 63,084	81.7%

## Greater Portland Transit District

### 2024 Comparative Budget to Actual - Expenditures

January 1 through December 31, 2024- Pre-Audit

Uses of Funds	2024 Budget	2024 Actual	Balance	% Exp	2023 Actual	2022 Actual	2021 Actual	2020 Actual	YTD 2024-2023	%
Other Contracted Services- Veh Maint	5,000	3,570	1,430	71.4%	-	-	1,880	-	\$ 3,570	100.0%
Other Contracted Services Mktg	60,570	36,115	24,455	59.6%	63,419	40,953	7,130	25,446	\$ (27,304)	-75.6%
Other Contracted Services	5,000	-	5,000	0.0%	-	350	-	8,810	\$ -	0.0%
RE Broker, MGMT, CAM	77,884	78,031	(147)	100.2%	79,232	63,783	-	-	\$ (1,201)	-1.5%
Software Lic	4,000	9,132	(5,132)	228.3%	2,690	2,690	3,424	2,496	\$ 6,442	70.5%
Office Machine Maintenance	8,000	5,653	2,347	70.7%	4,106	5,955	2,862	4,332	\$ 1,547	27.4%
Maintenance Services	204,161	175,578	28,583	86.0%	195,389	149,621	152,377	122,344	\$ (19,811)	-11.3%
Maintenance Services- Accident Repair	-	34,897	(34,897)	0.0%	-	-	-	-	\$ 34,897	100.0%
Snow Plowing and Removal Svc	9,000	-	9,000	0.0%	9,000	3,625	-	1,610	\$ (9,000)	0.0%
Custodial Services	48,000	47,069	931	98.1%	42,797	17,233	-	-	\$ 4,273	9.1%
Miscellaneous Services	2,800	2,641	160	94.3%	2,228	2,176	2,968	3,136	\$ 412	15.6%
<b>Total Services and Fees</b>	<b>1,092,810</b>	<b>1,113,198</b>	<b>(25,388)</b>	<b>101.9%</b>	<b>1,033,414</b>	<b>751,242</b>	<b>493,462</b>	<b>416,870</b>	<b>\$ 79,784</b>	<b>7.2%</b>
<b>Fuel-Fluids-Tires</b>										
CNG Fuel	133,851	61,884	71,967	46.2%	83,998	96,306	81,787	85,562	\$ (22,114)	-35.7%
Diesel Fuel	749,877	723,877	26,000	96.5%	435,954	347,280	402,323	384,339	\$ 287,923	39.8%
Electricity- Fuel	28,000	13,778	14,222	49.2%	12,850	9,214	-	-	\$ 928	6.7%
Greases and Fluids	81,514	86,517	(5,003)	106.1%	71,865	62,133	45,312	41,254	\$ 14,652	16.9%
Tires and Tubes	79,804	71,694	8,110	89.8%	74,237	52,780	70,771	44,302	\$ (2,543)	-3.5%
<b>Total Fuel, Tires and Fluids</b>	<b>1,073,046</b>	<b>957,750</b>	<b>115,296</b>	<b>89.3%</b>	<b>678,904</b>	<b>567,714</b>	<b>600,193</b>	<b>555,457</b>	<b>\$ 278,846</b>	<b>29.1%</b>
<b>Supplies &amp; Equipment</b>										
Shop Supplies	41,500	35,838	5,662	86.4%	40,067	28,606	28,951	66,981	\$ (4,229)	-11.8%
Shelter Supplies	5,000	4,375	625	87.5%	1,578	3,263	6,773	2,309	\$ 2,797	63.9%
Building Supplies	37,000	27,048	9,952	73.1%	29,435	29,995	29,679	35,018	\$ (2,387)	-8.8%
HR Supplies	500	60	440	12.0%	-	-	3,530	-	\$ 60	100.0%
IT Supplies	2,000	2,515	(515)	125.7%	439	609	714	2,637	\$ 2,076	82.5%
Supplies Cust Rel & Promo	14,500	12,021	2,479	82.9%	13,801	12,393	5,574	7,003	\$ (1,780)	-14.8%
Office Supplies	18,100	14,648	3,452	80.9%	12,524	19,517	14,261	14,782	\$ 2,124	14.5%
Fare Media	10,000	21,498	(11,498)	215.0%	22,880	1,690	5,400	1,417	\$ (1,383)	-6.4%
Parts	305,817	297,183	8,634	97.2%	299,256	207,748	226,807	282,730	\$ (2,073)	-0.7%
Parts- Accident Repair	-	23,035	(23,035)	0.0%	-	9,691	-	9,556	\$ 23,035	100.0%
Veh Ops Eq- Other Supplies	2,000	3,639	(1,639)	181.9%	5,142	-	197	-	\$ (1,503)	-41.3%
Minor Equipment	16,000	15,978	22	99.9%	16,819	25,441	27,753	15,291	\$ (841)	-5.3%
<b>Total Supplies and Equipment</b>	<b>452,417</b>	<b>457,838</b>	<b>(5,421)</b>	<b>101.2%</b>	<b>441,941</b>	<b>338,954</b>	<b>349,638</b>	<b>437,724</b>	<b>\$ 15,897</b>	<b>3.5%</b>
<b>Utilities</b>										
Heating Fuel	170,844	93,540	77,304	54.8%	127,648	125,262	91,499	79,048	\$ (34,108)	-36.5%
Electricity	133,986	108,206	25,780	80.8%	97,574	102,561	91,625	94,470	\$ 10,632	9.8%
Water/Sewer/Stormwater	43,674	32,908	10,766	75.3%	29,519	32,262	29,806	28,596	\$ 3,388	10.3%
Phone/Cell/Internet	77,496	73,574	3,922	94.9%	59,633	57,501	50,020	50,598	\$ 13,941	18.9%
Real Estate Taxes	41,000	39,151	1,849	73.4%	37,288	35,302	8,643	-	\$ 1,863	4.8%
Operating Lease	339,257	339,257	(0)	100.0%	332,605	326,083	54,167	-	\$ 6,652	2.0%
<b>Total Utilities</b>	<b>806,257</b>	<b>686,636</b>	<b>119,621</b>	<b>85.2%</b>	<b>684,267</b>	<b>678,971</b>	<b>325,761</b>	<b>252,712</b>	<b>\$ 2,369</b>	<b>0.3%</b>

## Greater Portland Transit District

### 2024 Comparative Budget to Actual - Expenditures

January 1 through December 31, 2024- Pre-Audit

Uses of Funds	2024 Budget	2024 Actual	Balance	% Exp	2023 Actual	2022 Actual	2021 Actual	2020 Actual	YTD 2024-2023	%
<b>Insurance</b>										
Auto/Liability Insurance	421,168	423,011	(1,843)	100.4%	394,403	364,131	325,138	299,877	\$ 28,608	6.8%
<b>Total Insurance</b>	<b>421,168</b>	<b>423,011</b>	<b>(1,843)</b>	<b>100.4%</b>	<b>394,403</b>	<b>364,131</b>	<b>325,138</b>	<b>299,877</b>	<b>\$ 28,608</b>	<b>6.8%</b>
<b>Miscellaneous Expenses</b>										
Dues and Subscriptions	40,500	38,453	2,047	94.9%	26,559	28,077	28,215	25,440	\$ 11,894	30.9%
Confernces and Travel	22,000	13,162	8,838	59.8%	11,445	9,534	9,956	3,994	\$ 1,717	13.0%
Meals and Hosting	17,000	20,639	(3,639)	121.4%	10,134	8,502	4,869	7,714	\$ 10,505	50.9%
Liscenses and Permits	1,500	173	1,328	11.5%	-	575	576	374	\$ 173	100.0%
<b>Total Misc</b>	<b>81,000</b>	<b>72,426</b>	<b>8,574</b>	<b>89.4%</b>	<b>48,138</b>	<b>46,688</b>	<b>43,616</b>	<b>37,522</b>	<b>\$ 24,288</b>	<b>33.5%</b>
<b>ADA Paratransit Services</b>										
ADA Paratransit Services	507,402	410,475	96,927	80.9%	386,637	338,893	295,195	240,911	\$ 23,838	5.8%
<b>Total ADA Paratransit Services</b>	<b>507,402</b>	<b>410,475</b>	<b>96,927</b>	<b>80.9%</b>	<b>386,637</b>	<b>338,893</b>	<b>295,195</b>	<b>240,911</b>	<b>\$ 23,838</b>	<b>5.8%</b>
<b>Debt Service</b>										
Interest Expense	114,215	105,124	9,091	92.0%	94,513	25,726	43,883	72,052	\$ 10,611	10.1%
Debt Service Principal	199,150	199,150	-	100.0%	199,150	182,500	182,500	436,066	\$ -	0.0%
<b>Total Debt Service</b>	<b>313,365</b>	<b>304,274</b>	<b>9,091</b>	<b>97.1%</b>	<b>293,663</b>	<b>208,226</b>	<b>226,383</b>	<b>508,118</b>	<b>\$ 10,611</b>	<b>3.5%</b>
<b>Capital &amp; Reserves</b>										
Contribution to Unrest Balance	45,000	-	45,000	0.0%	-	-	45,000	-	\$ -	0.0%
Transfers	-	14,266	(14,266)	0.0%	848	2,935	84,225	-	\$ 13,418	94.1%
GF Cap Outlay for Oth Cap Itms	345,100	345,100	-	100.0%	125,960	155,460	106,649	25,162	\$ 219,140	63.5%
Other Capital Expenses	-	34,366	(34,366)	0.0%	13,621	-	-	-	\$ 20,745	60.4%
<b>Total Capital</b>	<b>390,100</b>	<b>393,732</b>	<b>30,734</b>	<b>100.9%</b>	<b>140,430</b>	<b>158,395</b>	<b>235,874</b>	<b>25,162</b>	<b>\$ 253,303</b>	<b>64.3%</b>
<b>Total Non-Personnel Expenses</b>	<b>5,137,565</b>	<b>4,819,340</b>	<b>318,225</b>	<b>93.8%</b>	<b>4,101,797</b>	<b>3,453,214</b>	<b>2,895,259</b>	<b>2,774,353</b>	<b>\$ 717,544</b>	<b>14.9%</b>
<b>Total</b>	<b>\$ 16,983,407</b>	<b>\$ 16,217,656</b>	<b>765,751</b>	<b>95.5%</b>	<b>\$ 13,400,535</b>	<b>\$ 12,253,676</b>	<b>\$ 10,804,956</b>	<b>10,630,017</b>	<b>2,817,122</b>	<b>17.4%</b>



Greater Portland Transit District  
2024 Expenditure and Revenue Report - 151 St John Street Lease  
January 1 through December 31, 2024- Pre-Audit

Uses of Funds	2024 Budget	2024 Actual	2024 Balance	% Exp	2023 Actual	2022 Actual	2021 Actual
<b>Non-Personnel Expenses</b>							
<b>Services and Fees</b>							
Arch & Engineer Fees	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -
Legal Fees	-	-	-	0.0%	162	6,095	-
Real Estate Taxes	41,000	39,151	1,849	95.5%	37,288	35,302	-
Operating Lease	339,257	339,257	(0)	100.0%	332,605	326,083	-
Maintenance Services	10,000	-	10,000	0.0%	-	4,298	-
Snow Plowing and Removal Svc	-	-	-	0.0%	-	-	-
RE Broker, MGMT, CAM	77,884	78,031	(147)	100.2%	79,232	63,783	-
<b>Total Services and Fees</b>	<b>468,141</b>	<b>456,438</b>	<b>11,703</b>	<b>97.5%</b>	<b>449,287</b>	<b>435,560</b>	<b>-</b>
<b>Supplies &amp; Equipment</b>							
Building Supplies	2,000	-	2,000	0.0%	-	714	-
Minor Equipment	-	-	-	0.0%	-	-	-
<b>Total Supplies and Equipment</b>	<b>2,000</b>	<b>-</b>	<b>2,000</b>	<b>0</b>	<b>-</b>	<b>714</b>	<b>-</b>
<b>Utilities</b>							
Heating Fuel	-	-	-	0.0%	-	8,535	-
Electricity	-	-	-	0.0%	1,296	7,037	-
Water/Sewer/Stormwater	-	-	-	0.0%	870	5,547	-
Phone/Cell/Internet	-	-	-	0.0%	-	-	-
<b>Total Utilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>2,166</b>	<b>21,119</b>	<b>-</b>
<b>Insurance</b>							
Auto/Liability Insurance	19,543	20,579	(1,036)	105.3%	18,972	18,377	-
<b>Total Insurance</b>	<b>19,543</b>	<b>20,579</b>	<b>(1,036)</b>	<b>105.3%</b>	<b>18,972</b>	<b>18,377</b>	<b>-</b>
<b>Miscellaneous Expenses</b>							
	-	-	-	0	-	-	-
	-	-	-	0	-	-	-
	-	-	-	0	-	-	-
	-	-	-	0	-	-	-
<b>Total Misc</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenses</b>	<b>489,684</b>	<b>477,017</b>	<b>12,667</b>	<b>97.4%</b>	<b>470,425</b>	<b>475,770</b>	<b>-</b>
Sources of Funds	2024 Budget	2024 YTD Coll	2024 Balance	% Coll	2023 YTD Coll	2022 YTD Coll	2021 YTD Coll
<b>Miscellaneous Revenue</b>							
Rental of Property	258,524	247,706	(10,818)	95.8%	243,134	101,547	-
<b>Total Miscellaneous Revenue</b>	<b>258,524</b>	<b>247,706</b>	<b>(10,818)</b>	<b>95.8%</b>	<b>243,134</b>	<b>101,547</b>	<b>-</b>
<b>Municipal Funding</b>							
Municipal Assessment for Oper	94,245	94,244	(1)	100.0%	93,862	90,938	-
<b>Total Municipal Funding</b>	<b>94,245</b>	<b>94,244</b>	<b>(1)</b>	<b>100.0%</b>	<b>93,862</b>	<b>90,938</b>	<b>-</b>
<b>State Funding</b>							
State Operating Subsidy- Lease	239,347	239,347	-	100.0%	234,654	227,344	-
<b>Total State Funding</b>	<b>239,347</b>	<b>239,347</b>	<b>-</b>	<b>100.0%</b>	<b>234,654</b>	<b>227,344</b>	<b>-</b>
<b>Federal Funding</b>							
Federal Operating Assistance	-	-	-	0	-	-	-
<b>Total Federal Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$ 592,116</b>	<b>\$ 581,297</b>	<b>\$ (10,819)</b>	<b>98.2%</b>	<b>\$ 571,650</b>	<b>\$ 419,829</b>	<b>\$ -</b>
<b>Total Expenditures</b>	<b>489,684</b>	<b>477,017</b>			<b>470,425</b>	<b>475,770</b>	<b>-</b>
<b>Net Revenue less Expenditures</b>	<b>\$ 102,432</b>	<b>\$ 104,280</b>			<b>\$ 101,225</b>	<b>\$ (55,941)</b>	<b>\$ -</b>

Greater Portland Transit District  
2024 Comparative Budget to Actual - Revenue  
January 1 through December 31, 2024- Pre-Audit

Sources of Funds	2024 Budget	2024 YTD Coll	2024 Balance	% Coll	2023 YTD Coll	2022 YTD Coll	2021 YTD Coll	2020 YTD Coll	YTD 2024-2023	%
<b>Passenger Fares</b>										
Passenger Fares	\$ 2,164,632	\$ 1,734,225	\$ 430,407	80.1%	\$ 1,055,682	\$ 1,209,864	\$ 1,048,582	\$ 462,828	\$ 678,543	39.1%
Organization Paid Fares	651,614	606,169	45,445	93.0%	800,604	720,203	214,263	186,706	(194,435)	-32.1%
Organization Route Guarantee	330,167	330,167	0	100.0%	78,750	-	-	-	251,417	76.1%
<b>Total Passenger Fares</b>	<b>3,146,413</b>	<b>2,670,561</b>	<b>475,852</b>	<b>84.9%</b>	<b>1,935,036</b>	<b>1,930,066</b>	<b>1,262,845</b>	<b>649,534</b>	<b>735,525</b>	<b>27.5%</b>
<b>Miscellaneous Revenue</b>										
Advertising Revenue	300,000	236,907	63,093	79.0%	139,626	244,183	122,622	130,761	97,282	41.1%
Vehicle Maint Services	5,000	40,465	(35,465)	809.3%	5,500	5,500	9,415	5,946	34,965	86.4%
Sale of Fuel	7,000	50	6,950	0.7%	4,137	7,384	14,679	13,086	(4,088)	-8243.3%
Interest Income	90,000	152,185	(62,185)	169.1%	137,064	40,432	5,599	13,197	15,120	9.9%
Reimbursement of Autofare Fees	15,810	17,463	(1,653)	110.5%	14,591	12,672	8,197	-	2,872	16.4%
Wellness & Training Grant	5,500	5,218	282	94.9%	210	3,156	1,014	-	5,008	96%
Miscellaneous Income	20,000	93,832	(73,832)	469.2%	27,242	25,918	23,282	187,947	66,590	71.0%
Rental of Property	258,524	247,706	10,818	95.8%	243,134	101,547	39,228	38,271	4,572	1.8%
Claims Recovery	20,000	102,151	(82,151)	510.8%	36,652	24,477	11,672	6,114	65,499	64.1%
<b>Total Miscellaneous Revenue</b>	<b>721,834</b>	<b>895,976</b>	<b>(174,142)</b>	<b>124.1%</b>	<b>608,157</b>	<b>465,268</b>	<b>235,708</b>	<b>395,322</b>	<b>287,819</b>	<b>32.1%</b>
<b>Municipal Funding</b>										
Municipal Payments for Oper	35,000	-	35,000	0.0%	35,000	33,000	33,000	33,000	(35,000)	0.0%
Municipal Payments for Cap	-	-	-	0.0%	-	-	-	-	-	0.0%
Municipal Payments for ADA	101,480	81,764	19,716	80.6%	75,228	69,424	60,744	49,553	6,536	8.0%
Municipal Assessment for Oper	4,223,677	4,393,814	(170,137)	104.0%	4,468,433	4,289,182	4,171,355	4,084,717	(74,619)	-1.7%
Municipal CARES Credit	-	-	-	0.0%	-	-	(351,661)	-	-	0.0%
Municipal Assessment for Cap	345,100	345,102	(2)	100.0%	124,999	155,460	106,649	25,162	220,103	63.8%
<b>Total Municipal Funding</b>	<b>4,705,257</b>	<b>4,820,680</b>	<b>(115,423)</b>	<b>102.5%</b>	<b>4,703,660</b>	<b>4,547,066</b>	<b>4,020,087</b>	<b>4,192,432</b>	<b>117,020</b>	<b>2.4%</b>
<b>State Funding</b>										
State Operating Subsidy	850,000	477,494	372,506	56.2%	170,426	170,426	170,426	170,426	307,068	64.3%
State Operating Subsidy- Lease	239,347	239,347	-	100.0%	234,654	227,344	37,500	-	4,693	2.0%
<b>Total State Funding</b>	<b>1,089,347</b>	<b>716,841</b>	<b>372,506</b>	<b>65.8%</b>	<b>405,080</b>	<b>397,770</b>	<b>207,926</b>	<b>170,426</b>	<b>311,761</b>	<b>43.5%</b>
<b>Federal Funding</b>										
Federal Operating Assistance	4,416,000	4,617,398	(201,398)	104.6%	2,984,182	2,440,750	2,466,349	1,404,765	1,633,216	35.4%
Federal MTA Operating Assistance	-	-	-	0.0%	2,500	2,500	-	-	(2,500)	0.0%
Federal Transit West Operating Assistance	-	-	-	0.0%	-	219,674	-	-	-	0.0%
Federal CARES funding	-	-	-	0.0%	865,292	1,400,000	2,039,840	3,861,373	(865,292)	0%
Federal Prev Maint Assistance	1,273,234	1,285,278	(12,044)	100.9%	1,004,502	864,262	848,681	425,346	280,776	21.8%
Federal Paratransit Assistance	405,922	328,380	77,542	80.9%	309,309	87,031	236,156	44,641	19,071	5.8%
Federal ARPA Assistance	1,225,400	586,754	638,646	47.9%	583,842	-	-	-	2,912	0.5%
Federal Fuel Reimbursement	-	124,819	(124,819)	0.0%	-	-	-	-	124,819	100.0%
<b>Total Federal Revenue</b>	<b>7,320,556</b>	<b>6,942,629</b>	<b>377,927</b>	<b>94.8%</b>	<b>5,749,627</b>	<b>5,014,217</b>	<b>5,591,026</b>	<b>5,736,125</b>	<b>1,193,002</b>	<b>17.2%</b>
<b>Total Revenue</b>	<b>\$ 16,983,407</b>	<b>\$ 16,046,687</b>	<b>\$ 936,720</b>	<b>94.5%</b>	<b>\$ 13,401,560</b>	<b>\$ 12,354,387</b>	<b>\$ 11,317,592</b>	<b>\$ 11,143,839</b>	<b>\$ 2,645,127</b>	<b>16.5%</b>
(0)										
<b>Total Expenditures</b>	<b>-</b>	<b>16,217,656</b>			<b>13,400,535</b>	<b>12,253,676</b>	<b>10,804,956</b>	<b>10,630,017</b>		
<b>Net Revenue less Expenditures</b>		<b>\$ (170,970)</b>			<b>\$ 1,025</b>	<b>\$ 100,711</b>	<b>\$ 512,636</b>	<b>\$ 513,822</b>		



# 2025 Operating Budget Greater Portland Metro Transit District



**Fiscal Year: 2025**

January 1, 2025 - December 31, 2025

GREATER PORTLAND  
**metro**





# MISSION-VISION-VALUES

(Adopted September 2023)

## OUR MISSION IS TO:

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

## OUR VISION FOR THE FUTURE IS TO

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

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

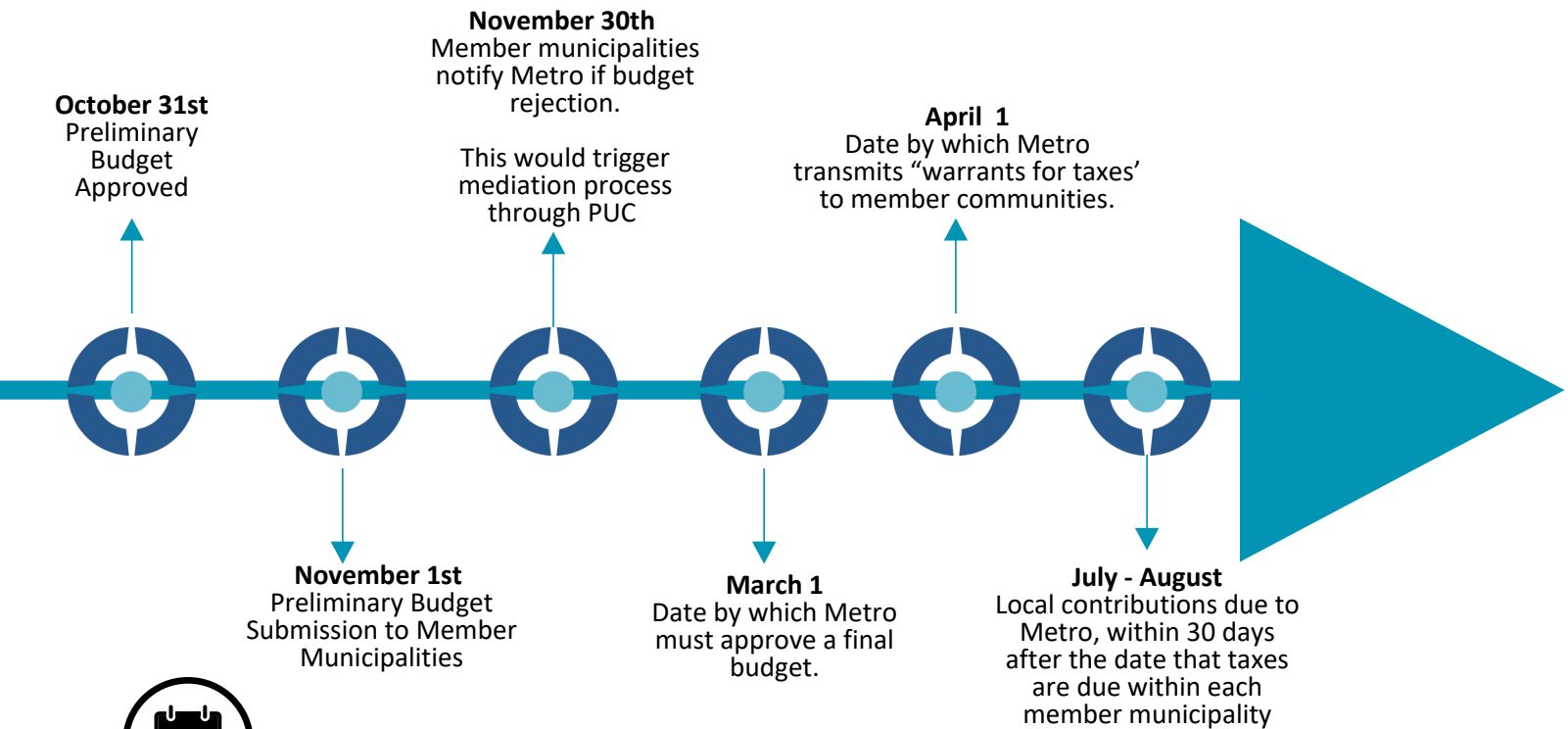
## OUR CORE VALUES ARE:

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





# Greater Portland Transit District Budget Adoption Timeline



## Budget Adoption Calendar:

### October 31

- Date by which the preliminary operating budget must be approved along with the formula by which local contributions are determined and the local contribution amounts.

### November 1

- Date by which Metro is required to submit the preliminary budget, local contribution formula, and the local contribution amounts to the 'municipal officers' (i.e, the city/town councils) of the member municipalities

### November 30

- Date by which city/town councils are required to notify Metro of a rejection of the formula by which local assessments are determined. A rejection would trigger a mediation process through the Public Utilities Commission.

### March 1

- Date by which Metro must approve a final budget.

### April 1

- Date by which Metro transmits "warrants for taxes" to member municipalities.

### July - August:

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



# Greater Portland Transit District

## 2025 Board of Directors

### Officers

Board President and Chair - **Ed Suslovic, Portland**

Vice President and Chair - **Julie Dubovsky, Yarmouth**

Treasurer - **Paul Bradbury, Portland**

Secretary - **John Thompson, Westbrook**

Past President - **Hope Cahan, Falmouth**

### Members

**Chrissy Adamowicz, Brunswick**

**Merrill Barter, Falmouth**

**Anna Bullett, Portland**

**Linda Cohen, South Portland**

**Gabe Faulkner-Macklin, South Portland**

**April Fournier, Portland**

**Jeff Levine, Portland**

**David Morse, Westbrook**

**Tom Poirier, Gorham**

**Joshua Reny, South Portland**

**Steven Riley, South Portland**

**Bill Rixon, Freeport**

**Michael Shaughnessy, Westbrook**

**Seven Siegel, Gorham**

### Agency Staff

**Glenn Fenton, Executive Director**

**Shelly Brooks, Chief Financial Officer**

**Mike Tremblay, Transit Development Director**

**Chad Heid, Chief Transportation Officer**

#### Main Office

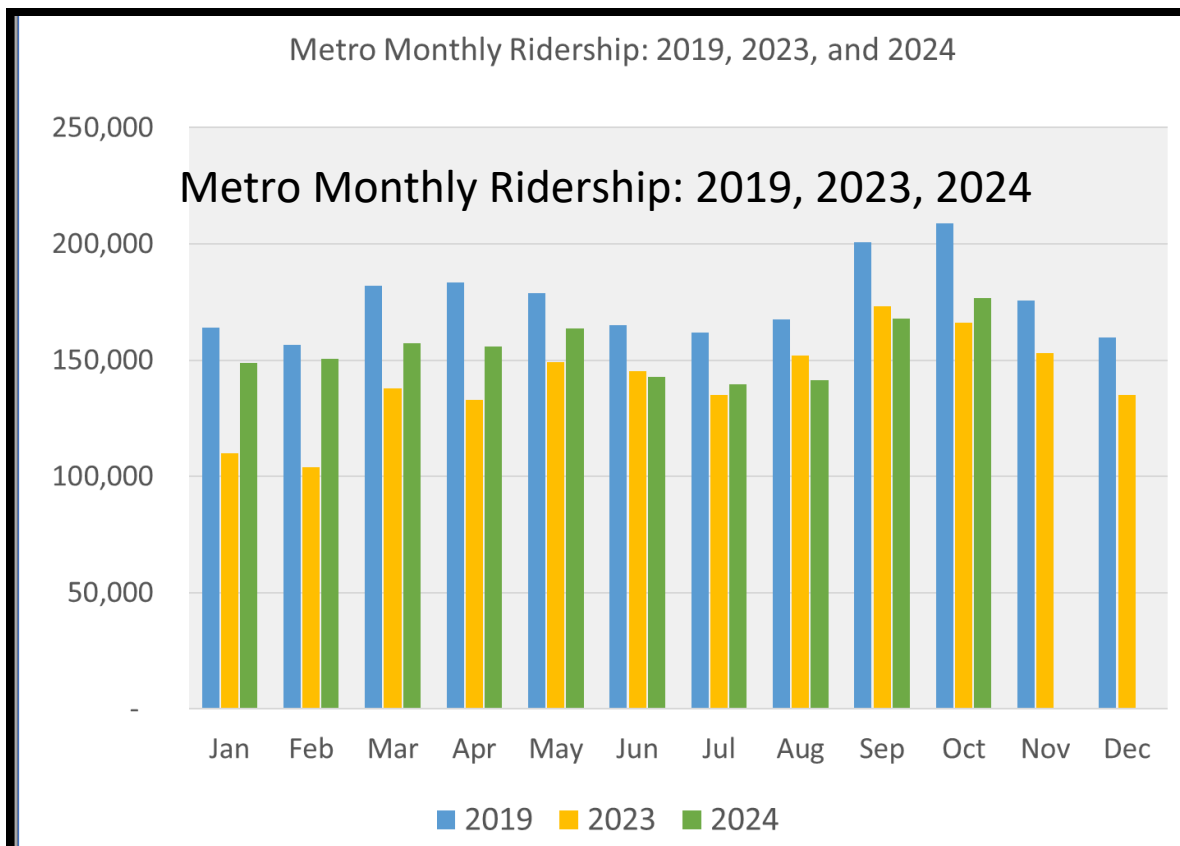
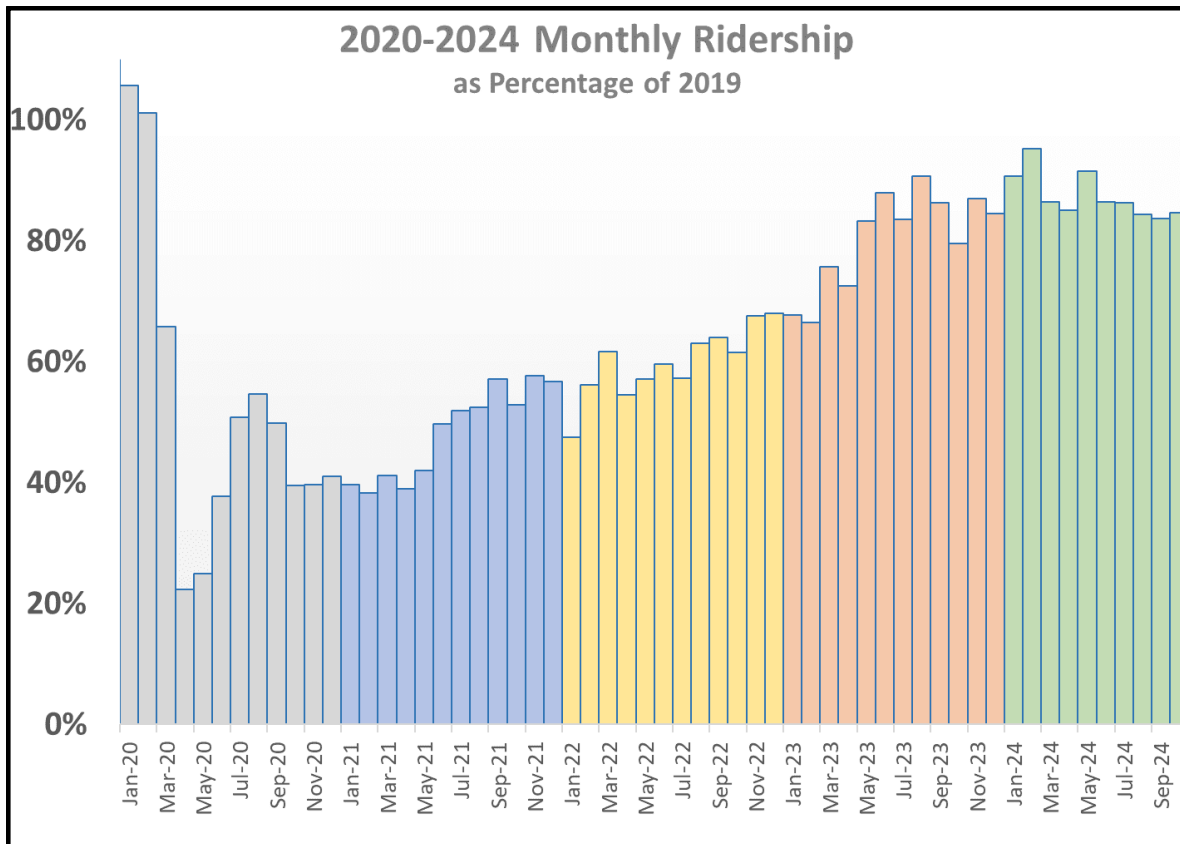
Greater Portland Metro  
114 Valley Street  
Portland, ME 04102

#### Downtown Transit Hub

21 Elm Street  
Portland, ME 04101  
Open M-F, 7am - 7pm



# 2024 Greater Portland Metro Ridership Trends







# Key Achievements in 2024

## Town of Gorham Joins Greater Portland Transit District

On March 12, 2024, the Gorham Town Council voted to become a member of GP Metro. The Husky Line was launched as a pilot in 2018 as a limited stop express service for Gorham, Westbrook, and Portland and the two USM campuses.

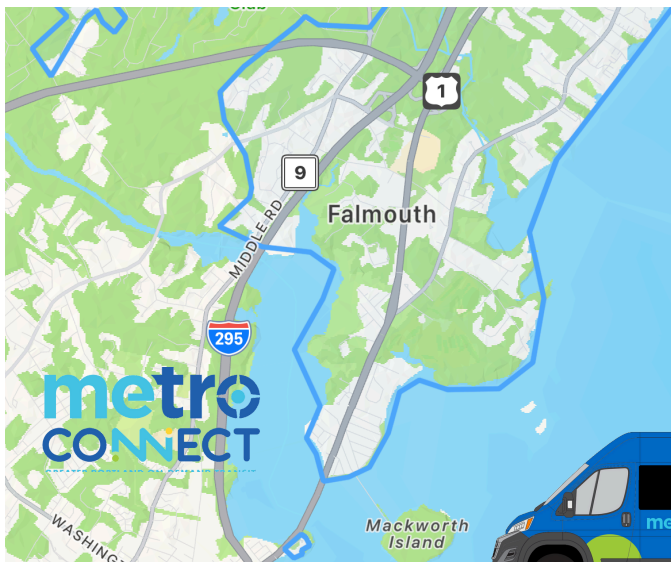


## Service Improvements, Technology upgrades.

In June, 2024, Metro increased frequency and expanded Route 7 service, between Falmouth and Downtown Portland, to include the Portland Jetport. Later in the summer, Metro partnered with the City Of Portland to implement Transit Signal Priority, which allows buses to communicate with traffic signals to allow transit vehicles to get through intersections faster. And, plans to install a new Intelligent Transportation System (ITS) in 2025 were developed.

## City of South Portland Joins Metro

On October 24, 2024, Greater Portland Metro's Board of Directors voted to approve merging South Portland's city-run bus system into Greater Portland Transit District (Metro). South Portland left Metro in 1983 and had operated its own system since. Rejoining Metro improves regional connections between South Portland and Greater Portland region.



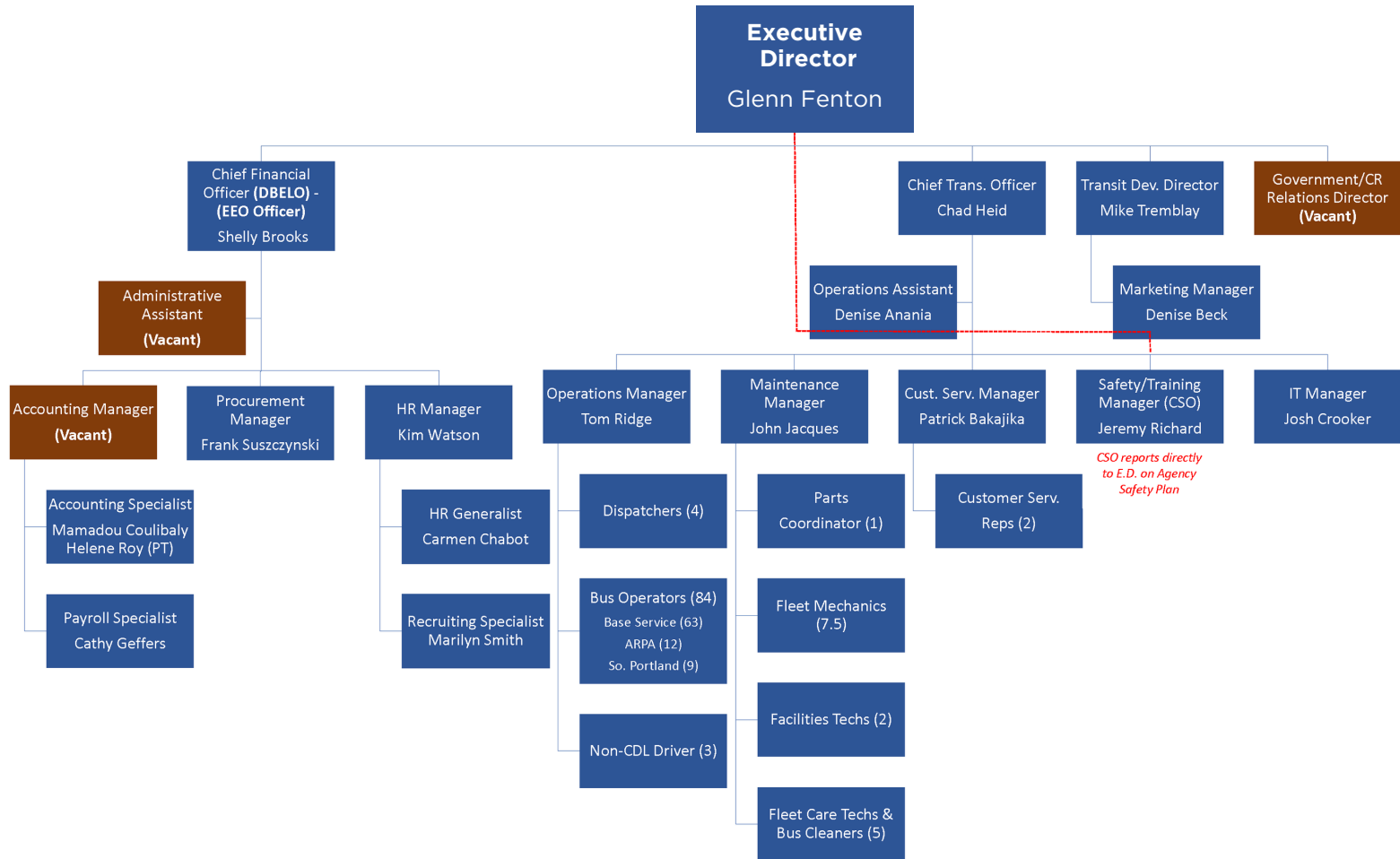
## New Microtransit, On-Demand service

In the fall, Metro started piloting a new on-demand, microtransit service in parts of Falmouth. The new service, called Metro Connect, improves public transit options in parts of Falmouth that were previously underserved or not serviced. Riders are dropped off at locations within the specific zones or at a bus stop to transfer to regular fixed route service to travel into Portland and beyond.





# 2025 Greater Portland Metro Organizational Chart



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

## Final FY 2025 OPERATING BUDGET

The total operating budget for FY 2025 is \$19,252,302, an increase of 13.4% compared to FY 2024. Approximately \$1.38m 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

	2023 Actual	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-
<b>EXPENDITURES</b>								
<b>Base Bus Budget</b>								
Wages	7,275,589	8,372,407	8,104,213	9,645,339	16,533	9,661,872	1,289,465	15.4%
Benefits	2,934,724	3,478,436	3,294,103	4,041,681	(82,427)	3,959,254	480,818	13.8%
Services and Fees	930,898	854,812	1,035,168	1,004,440	94,245	1,098,685	243,873	28.5%
Fuel-Fluids-Tires	716,703	1,073,046	957,750	1,357,979	1,105	1,359,084	286,038	26.7%
Supplies & Equipment	449,124	452,417	457,838	552,220	-	552,220	99,803	22.1%
Utilities	359,445	426,000	308,228	391,101	-	391,101	(34,899)	-8.2%
Insurance	375,431	401,625	402,432	473,713	2,897	476,610	74,985	18.7%
Miscellaneous Expenses	55,402	79,000	72,426	83,894	1,600	85,494	6,494	8.2%
Debt Service	298,479	313,365	304,274	299,524	3,000	302,524	(10,841)	-3.5%
Capital & Reserves	134,820	390,100	393,732	258,560	-	258,560	(131,540)	-33.7%
<b>Total Base Bus Budget</b>	<b>13,530,615</b>	<b>15,841,207</b>	<b>15,330,164</b>	<b>18,108,451</b>	<b>36,953</b>	<b>18,145,404</b>	<b>2,304,197</b>	<b>14.5%</b>
<b>Separate Budget Categories</b>								
ADA Paratransit	458,106	507,402	410,475	635,000	(20,000)	615,000	107,598	21.2%
115 St. John's Street	469,022	489,684	477,018	489,614	2,284	491,898	2,214	0.5%
Service Improvements	164,743	145,114		-	-	-	(145,114)	-100.0%
<b>Total Expenditures</b>	<b>14,622,486</b>	<b>16,983,407</b>	<b>16,217,657</b>	<b>19,233,065</b>	<b>19,237</b>	<b>19,252,302</b>	<b>2,268,895</b>	<b>13.4%</b>
<b>REVENUES</b>								
<b>Base Bus Funding</b>								
Fare Revenue	2,133,614	3,146,412	2,670,561	3,569,237	(190,728)	3,378,509	232,097	7.4%
Miscellaneous Revenue	494,723	463,310	648,269	549,500	(7,662)	541,838	78,528	16.9%
Municipal Funding	4,534,570	4,509,532	4,644,672	5,316,376	-	5,316,376	806,844	17.9%
State Funding	170,427	850,000	477,494	713,153	57,000	770,153	(79,847)	-9.4%
Federal Funding	6,287,950	5,689,234	6,027,495	6,366,224	178,611	6,544,835	855,601	15.0%
<b>Total Base Bus Budget</b>	<b>13,621,284</b>	<b>14,658,488</b>	<b>14,468,491</b>	<b>16,514,490</b>	<b>37,221</b>	<b>16,551,711</b>	<b>1,893,223</b>	<b>12.9%</b>
<b>Separate Budget Categories</b>								
ADA PT - Municipal Funding	89,339	101,480	81,764	127,000	(4,000)	123,000	21,520	21.2%
ADA PT - Federal Funding	346,387	405,922	328,380	508,000	(16,000)	492,000	86,078	21.2%
115 St. John's Other Revenue	249,656	258,524	247,706	253,277	2,010	255,287	(3,237)	-1.3%
115 St. John's Municipal Funding	93,862	94,245	94,245	96,130	-	96,132	1,887	2.0%
115 St. John's State Funding	234,654	239,347	239,347	244,134	-	244,136	4,789	2.0%
Service Imp. - Passenger Fares	53,467	-	-	-	-	-	-	-
Service Imp. - Federal Funding	111,277	1,225,400	586,754	1,490,036	-	1,490,036	264,636	21.6%
<b>Total Revenues</b>	<b>14,799,926</b>	<b>16,983,407</b>	<b>16,046,687</b>	<b>19,233,067</b>	<b>19,231</b>	<b>19,252,302</b>	<b>2,268,896</b>	<b>13.4%</b>
<b>Surplus/(Deficit)</b>	<b>177,440</b>	<b>0</b>	<b>(170,970)</b>	<b>0</b>	<b>0</b>	<b>0</b>		

### 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.
  - 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 13.4%.



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

- Metro’s estimated expenditure increase related to current service levels account for approximately \$890k 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 \$103,658 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	9,820	164,600	17
Route 2	Portland-Westbrook	Forest	30 min	60 min	60 min	10,660	264,100	25
Route 3	Portland-South Portland-Westbrook	Bridge-Spring	30 min	60 min	60 min	6,160	73,600	12
Route 4	Portland-Westbrook	Brighton-Main	30 min	45 min	45 min	13,630	275,900	20
Route 5	Portland-South Portland	Outer Congress-Maine Mall	30 min	45 min	45 min	10,490	204,400	19
Route 7	Falmouth-Portland	Congress-Rt. 1-Jetport	40 min	60 min	60 min	14,570	173,700	12
Route 8	Portland	Peninsula Circulator	30 min	60 min	60 min	6,730	89,400	13
Route 9a	Falmouth-Portland	Congress-Washington-Stevens	30 min	30 min	60 min	9,050	205,700	23
Route 9b	Falmouth-Portland	Congress-Washington-Stevens	30 min	30 min	60 min	8,800	213,100	24
Route 21	South Portland-Portland	Mill Creek-SMCC	45 min	45 min	75 min	5,300	77,600	15
Route 24A	South Portland-Portland	Mill Creek-Maine Mall Main St	120 min	120 min	75 min	5,360	85,100	16
Route 24B	South Portland-Portland	Mill Creek-Maine Mall Broadway	120 min	N/A	N/A	3,940	58,960	15
Husky Line	Gorham-Portland-Westbrook	Rt. 25-William Clark-Brighton	30 min.	45 min	45 min	14,720	169,200	11
Breez	Brunswick-Freeport-Yarmouth-Portland	I-295-Rt. 1	30-90 min	60-90 min	N/A	10,250	70,800	7
Mirco	Falmouth	Falmouth Foreside		On Demand		4,930	7,300	1
<b>Total</b>						<b>134,410</b>	<b>2,133,460</b>	<b>16</b>

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

**Table 3: Base Bus Budget Summary**

	2021 Actual	2022 Actual	2023 Actual	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-
<b>EXPENDITURES</b>										
<b>Base Bus Budget</b>										
Wages	6,224,159	7,147,685	7,275,589	8,372,407	8,104,213	9,645,339	16,533	9,661,872	1,289,465	15.4%
Benefits	2,719,817	2,748,192	2,934,724	3,478,436	3,294,103	4,041,681	(82,427)	3,959,254	480,818	13.8%
Services and Fees	534,819	786,307	930,898	854,812	1,035,168	1,004,440	94,245	1,098,685	243,873	28.5%
Fuel-Fluids-Tires	660,413	627,682	716,703	1,073,046	957,750	1,357,979	1,105	1,359,084	286,038	26.7%
Supplies & Equipment	373,809	370,946	449,124	452,417	457,838	552,220	-	552,220	99,803	22.1%
Utilities	299,561	364,946	359,445	426,000	308,228	391,101	-	391,101	(34,899)	-8.2%
Insurance	325,138	345,754	375,431	401,625	402,432	473,713	2,897	476,610	74,985	18.7%
Misc Exp	44,984	49,921	55,402	79,000	72,426	83,894	1,600	85,494	6,494	8.2%
Debt Service	231,494	236,824	298,479	313,365	304,274	299,524	3,000	302,524	(10,841)	-3.5%
Capital & Reserves	247,383	188,942	134,820	390,100	393,732	258,560	-	258,560	(131,540)	-33.7%
Service Improvements				145,114						
<b>Total Base Bus Budget</b>	<b>11,661,576</b>	<b>12,867,200</b>	<b>13,530,615</b>	<b>15,986,321</b>	<b>15,330,164</b>	<b>18,108,451</b>	<b>36,953</b>	<b>18,145,404</b>	<b>2,304,197</b>	<b>14.4%</b>
<b>REVENUES</b>										
<b>Base Bus Funding</b>										
Fare Revenue	1,385,127	2,108,658	2,133,614	3,146,412	2,670,561	3,569,237	(190,728)	3,378,509	232,097	7.4%
Miscellaneous Revenue	314,751	496,006	494,723	463,310	648,269	549,500	(7,662)	541,838	78,528	16.9%
Municipal Funding	3,959,343	4,394,704	4,534,570	4,509,532	4,644,672	5,316,376	-	5,316,376	806,844	17.9%
State Funding	170,426	170,427	170,427	850,000	477,494	713,153	57,000	770,153	(79,847)	-9.4%
Federal Funding	6,058,274	5,975,181	6,287,950	5,689,234	6,027,495	6,366,224	178,611	6,544,835	855,601	15.0%
Svc Imp- Federal Funding				1,225,400	586,754	1,490,036	-	1,490,036	264,636	21.6%
<b>Total Base Bus Budget</b>	<b>11,887,921</b>	<b>13,144,976</b>	<b>13,621,284</b>	<b>15,883,888</b>	<b>15,055,245</b>	<b>18,004,526</b>	<b>37,221</b>	<b>18,041,747</b>	<b>2,157,859</b>	<b>13.6%</b>
<b>Surplus/(Deficit)</b>	<b>226,345</b>	<b>277,776</b>	<b>90,669</b>	<b>(102,433)</b>	<b>(274,919)</b>	<b>(103,925)</b>	<b>268</b>	<b>(103,657)</b>	<b>(1,225)</b>	<b>1%</b>

## 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.

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

**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	-
<b>Totals</b>	<b>78.00</b>	<b>75.00</b>	<b>75.00</b>	<b>89.00</b>	<b>98.00</b>	<b>9</b>

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

**Table 5: Transit Operations Department Budget**

USES OF FUNDS	2022 Actual	2023 Actual	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>Wages</b>										
Regular Wages	4,011,944	4,618,783	5,302,943	5,095,252	6,173,176	-	6,173,178	870,235	16.4%	1
Overtime - Operations	814,135	504,636	509,469	544,757	641,417	-	641,417	131,948	25.9%	
Add'l Pay (PTO payout, Hlth opt out)	247,467	35,509	61,207	54,606	72,618	-	72,618	11,411	18.6%	
Holiday Pay - Worked	111,395	100,244	110,553	123,060	138,424	-	138,424	27,871	25.2%	
<b>Wages</b>	<b>5,184,941</b>	<b>5,259,173</b>	<b>5,984,172</b>	<b>5,817,675</b>	<b>7,025,635</b>	<b>-</b>	<b>7,025,637</b>	<b>1,041,465</b>	<b>17.4%</b>	
<b>Benefits</b>										
FICA/FMLA	387,078	396,660	457,784	439,392	572,589	-	572,589	114,805	25.1%	2
Health Ins	990,614	1,046,993	1,273,377	1,232,478	1,520,020	15,200	1,535,220	261,843	20.6%	
HRA Payments	58,729	72,773	80,000	85,114	85,000	-	85,000	5,000	6.3%	
Dental Insurance	45,527	45,900	51,029	46,169	56,931	-	56,931	5,902	11.6%	
Disability Insurance	38,222	46,573	57,941	47,164	58,832	-	58,832	891	1.5%	
Life Insurance	1,979	1,651	2,065	2,066	2,065	-	2,065	-	0.0%	
Workers Comp	148,218	165,134	181,190	179,788	240,271	(87,642)	152,629	(28,561)	-15.8%	
Unemployment	-	-	20,000	12,207	15,000	-	15,000	(5,000)	-25.0%	
Vision	2,004	2,041	2,150	2,059	2,385	-	2,385	235	10.9%	
Retirement	314,821	325,438	388,965	352,311	451,122	-	451,122	62,157	16.0%	
Uniforms/Reimbursements	13,975	28,579	36,100	16,792	33,892	-	33,892	(2,208)	-6.1%	
<b>Benefits</b>	<b>2,001,168</b>	<b>2,131,740</b>	<b>2,550,602</b>	<b>2,415,540</b>	<b>3,038,108</b>	<b>(72,442)</b>	<b>2,965,666</b>	<b>415,065</b>	<b>16.3%</b>	
<b>Total Wages &amp; Benefits</b>	<b>7,186,108</b>	<b>7,390,913</b>	<b>8,534,774</b>	<b>8,233,215</b>	<b>10,063,743</b>	<b>(72,442)</b>	<b>9,991,303</b>	<b>1,456,529</b>	<b>17.1%</b>	
<b>USES OF FUNDS</b>	<b>2022 Actual</b>	<b>2024 Projection</b>	<b>2024 Final Request</b>	<b>2024 12/31/24 Prelim</b>	<b>2025 Request</b>	<b>2025 Revision</b>	<b>2025 Final Request</b>	<b>2025 \$ +/-</b>	<b>2025 % +/-</b>	<b>Notes</b>
<b>Services and Fees</b>										
Temporary Help	-	-	-	-	-	-	-	-	0%	3
Technology Services	62,909	67,117	55,112	54,139	18,402	-	18,402	(36,710)	-66.6%	
Other Contracted Services	72,885	88,964	95,000	99,472	107,500	-	107,500	12,500	13.2%	
<b>Services and Fees</b>	<b>135,794</b>	<b>156,081</b>	<b>150,112</b>	<b>153,610</b>	<b>125,902</b>	<b>-</b>	<b>125,902</b>	<b>(24,210)</b>	<b>-16.1%</b>	
<b>Supplies &amp; Equipment</b>										
Transportation Supplies	4,614	6,606	6,000	1,086	6,500	-	6,500	500	8.3%	4
It Supplies	609	677	2,000	2,515	1,120	-	1,120	(880)	-44.0%	
Fare Media	1,690	19,950	10,000	21,498	15,000	-	15,000	5,000	50.0%	
Minor Equipment	6,230	8,992	6,500	8,364	5,600	-	5,600	(900)	-13.8%	5
<b>Supplies and Equipment</b>	<b>13,143</b>	<b>36,226</b>	<b>24,500</b>	<b>33,462</b>	<b>28,220</b>	<b>-</b>	<b>28,220</b>	<b>3,720</b>	<b>15.2%</b>	
<b>Utilities</b>										
Phone/Cell/Internet- AVL	4,800	4,800	4,800	4,800	4,800	-	4,800	-	0.0%	6
Phone/Cell/Internet	26,262	25,692	26,640	25,407	30,120	-	30,120	3,480	13.1%	
<b>Utilities</b>	<b>31,062</b>	<b>30,492</b>	<b>31,440</b>	<b>30,207</b>	<b>34,920</b>	<b>-</b>	<b>34,920</b>	<b>3,480</b>	<b>11.1%</b>	
<b>Miscellaneous Expenses</b>										
Conferences and Travel	170	110	2,500	1,796	4,000	-	4,000	1,500	60.0%	6
<b>Miscellaneous Expenses</b>	<b>170</b>	<b>110</b>	<b>2,500</b>	<b>1,796</b>	<b>4,000</b>	<b>-</b>	<b>4,000</b>	<b>1,500</b>	<b>60.0%</b>	
<b>Total Non-Personnel Expenses</b>	<b>180,169</b>	<b>222,909</b>	<b>208,552</b>	<b>219,075</b>	<b>193,042</b>	<b>-</b>	<b>193,042</b>	<b>(15,510)</b>	<b>-7.4%</b>	
<b>Total Base Bus Budget</b>	<b>7,366,277</b>	<b>7,613,822</b>	<b>8,743,326</b>	<b>8,452,290</b>	<b>10,256,785</b>	<b>(72,442)</b>	<b>10,184,345</b>	<b>1,441,019</b>	<b>16.5%</b>	

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

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. <b>Revisions to benefits include the increased cost of Health Insurance (10% budgeted, actual increase was 11%) and lower than estimated costs of Workers Compensation Insurance.</b>
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.

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

**Table 6: Department Budgets- Maintenance**

USES OF FUNDS	2022 Actual	2023 Actual	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>Wages</b>										
Regular Wages	850,791	1,008,634	1,108,400	1,073,640	1,218,787	-	1,218,787	110,387	10.0%	1
Overtime - Maintenance	66,218	49,082	42,877	38,739	52,269	-	52,269	9,393	21.9%	2
Add'l Pay (PTO payout, Hlth opt out)	39,476	7,052	16,619	6,084	16,500	-	16,500	(119)	-0.7%	
Holiday Pay - Worked	19,875	19,161	21,829	25,958	24,889	-	24,889	3,060	14.0%	
<b>Wages</b>	<b>976,360</b>	<b>1,083,929</b>	<b>1,189,725</b>	<b>1,144,421</b>	<b>1,312,445</b>	<b>-</b>	<b>1,312,445</b>	<b>122,721</b>	<b>10.3%</b>	
<b>Benefits</b>										
FICA/FMLA	71,682	79,514	91,014	86,020	106,964	-	106,964	15,951	17.5%	3
Health Ins	233,652	249,070	252,676	260,546	258,194	2,582	260,776	8,099	3.2%	4
HRA Payments	10,094	7,283	-	7,110	-	-	-	-	0.0%	
Dental Insurance	9,823	9,845	10,234	9,875	9,778	-	9,778	(456)	-4.5%	
Disability Insurance	6,919	10,095	11,490	10,469	10,449	-	10,449	(1,041)	-9.1%	
Life Insurance	-	114	-	184	-	-	-	-	0	
Workers Comp	27,293	30,408	29,637	29,356	36,195	(13,203)	22,992	(6,645)	-22.4%	5
Unemployment	-	-	-	-	-	-	-	-	0.0%	
Vision	436	472	431	396	431	-	431	-	0.0%	
Retirement	39,378	45,018	75,020	47,663	87,008	-	87,008	11,988	16.0%	
Uniforms	8,153	6,462	8,800	10,559	9,950	-	9,950	1,150	13.1%	
<b>Benefits</b>	<b>407,429</b>	<b>438,282</b>	<b>479,304</b>	<b>462,181</b>	<b>518,975</b>	<b>(10,615)</b>	<b>508,356</b>	<b>29,052</b>	<b>6.1%</b>	
<b>Total Wages &amp; Benefits</b>	<b>1,383,789</b>	<b>1,522,211</b>	<b>1,669,029</b>	<b>1,606,602</b>	<b>1,831,420</b>	<b>(10,615)</b>	<b>1,820,802</b>	<b>151,773</b>	<b>9.1%</b>	
<b>Staffing</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Change</b>					
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	Health Insurance	Revisions to benefits include the increased cost of Health Insurance (10% budgeted, actual increase was 11%) and lower than estimated costs of Workers Compensation Insurance.
5	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. Revision included lower than estimated costs of Workers Compensation Insurance.



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

**Table 7: Department Budgets- Maintenance, continued**

USES OF FUNDS	2022 Actual	2024 Projection	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>Services and Fees</b>										
Arch & Engineer Fees	-	-	5,000	-	5,000	-	5,000	-	0.0%	
Temporary Help	-	-	-	-	-	-	-	-	0.0%	
Other Contracted Services	-	-	5,000	3,570	5,000	-	5,000	-	0.0%	
Maint Software	2,690	2,690	4,000	9,132	6,700	1,044	7,744	3,744	93.6%	6
Maintenance Services	174,340	204,274	194,161	210,475	298,125	1,000	299,125	104,964	54.1%	7
Snow Plowing/Removal	3,625	2,675	9,000	-	9,900	-	9,900	900	10.0%	
Custodial Services	21,734	46,697	48,000	47,069	48,131	-	48,131	131	0.3%	
<b>Services and Fees</b>	<b>202,389</b>	<b>256,336</b>	<b>265,161</b>	<b>270,246</b>	<b>372,856</b>	<b>2,044</b>	<b>374,900</b>	<b>109,739</b>	<b>41.4%</b>	
<b>Fuel-Fluids-Tires- Non-Revenue Vehicles</b>										
CNG Fuel	106,653	91,032	133,851	61,884	95,000	-	95,000	(38,851)	-29.0%	8
Diesel Fuel	386,878	484,297	749,877	723,877	1,048,650	1,105	1,049,755	299,878	40.0%	9
Gasoline	-	-	-	-	5,500	-	5,500	5,500	100.0%	10
Greases and Fluids	64,174	60,945	81,514	86,517	98,550	-	98,550	17,036	20.9%	
Electricity as a Fuel	9,732	14,219	28,000	13,778	16,000	-	16,000	(12,000)	-42.9%	11
Tires and Tubes	60,245	66,209	79,804	71,694	94,279	-	94,279	14,475	18.1%	
<b>Fuel-Fluids-Tires- Non-Revenue Vehicle</b>	<b>627,682</b>	<b>716,703</b>	<b>1,073,046</b>	<b>957,750</b>	<b>1,357,979</b>	<b>1,105</b>	<b>1,359,084</b>	<b>286,038</b>	<b>26.7%</b>	
<b>Supplies &amp; Equipment</b>										
Servicing/Fueling Supplies	3,905	4,902	3,500	4,994	5,000	-	5,000	1,500	42.9%	12
Shop Supplies	22,836	30,346	32,000	29,758	36,050	-	36,050	4,050	12.7%	
Shelter Supplies	3,658	1,793	5,000	4,375	14,750	-	14,750	9,750	195.0%	13
Building Supplies	30,754	30,577	35,000	27,048	36,750	-	36,750	1,750	5.0%	
Parts	239,852	300,481	305,817	320,218	382,950	-	382,950	77,133	25.2%	
Minor Equipment	19,143	6,868	4,500	6,112	8,000	-	8,000	3,500	77.8%	14
Veh Ops- Other Supplies	-	5,142	2,000	3,639	5,000	-	5,000	3,000	150%	15
<b>Supplies and Equipment</b>	<b>320,148</b>	<b>380,108</b>	<b>387,817</b>	<b>396,144</b>	<b>488,500</b>	<b>-</b>	<b>488,500</b>	<b>100,683</b>	<b>26.0%</b>	
<b>Utilities</b>										
Phone/Cell/Internet	443	481	480	483	480	-	480	-	0.0%	
<b>Utilities</b>	<b>443</b>	<b>481</b>	<b>480</b>	<b>483</b>	<b>480</b>	<b>-</b>	<b>480</b>	<b>-</b>	<b>0.0%</b>	
<b>Miscellaneous Expenses</b>										
Liscenses and Permits	575	202	1,500	173	1,000	-	1,000	(500)	-33.3%	
<b>Miscellaneous Expenses</b>	<b>575</b>	<b>202</b>	<b>1,500</b>	<b>173</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>	<b>(500)</b>	<b>-33.3%</b>	
<b>Total Non-Personnel Expenses</b>	<b>1,151,237</b>	<b>1,353,831</b>	<b>1,728,003</b>	<b>1,624,796</b>	<b>2,220,815</b>	<b>3,149</b>	<b>2,223,964</b>	<b>495,961</b>	<b>28.7%</b>	
<b>Total Base Bus Budget</b>	<b>2,535,026</b>	<b>2,876,042</b>	<b>3,397,032</b>	<b>3,231,398</b>	<b>4,052,236</b>	<b>(7,466)</b>	<b>4,044,766</b>	<b>647,734</b>	<b>19.1%</b>	

Note #	Line Item	Explanation
6	Maintenance Software	Increase is related to the addition of annual fees for electric bus monitoring software.
7	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.
8	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.
9	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.
10	Gasoline	Addition of Gasoline for Micro Transit revenue vehicles.
11	Electricity Fuel	Based on historical usage, staff have reduced this expenditure line.

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

Note #	Line Item	Explanation
12	Servicing/Fueling Supplies	Based on current year estimates of higher expenses, staff have increased this expenditure request.
13	Shelter Supplies	Increase related to shelter glass replacement costs.
14	Minor Equipment	Increases in minor equipment is related to historical spending trends, and the addition of shelter sites related to the merger.
15	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 Actual	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>Wages</b>										
Regular Wages	80,186	193,172	200,439	216,184	213,619	-	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	-	-	-	-	-	-	-	-	0.0%	
<b>Wages</b>	<b>82,986</b>	<b>193,172</b>	<b>200,439</b>	<b>216,184</b>	<b>213,619</b>	<b>-</b>	<b>213,619</b>	<b>13,180</b>	<b>6.6%</b>	
<b>Benefits</b>										
FICA/FMLA	6,143	13,933	15,334	16,360	17,410	-	17,410	2,076	13.5%	
Health Ins	21,317	46,038	42,570	39,946	42,025	420	42,445	(125)	-0.3%	
HRA Payments	476	5,692	-	3,400	-	-	-	-	0.0%	
Dental Insurance	672	1,887	1,719	1,640	1,592	-	1,592	(127)	-7.4%	
Disability Insurance	1,329	1,430	1,929	1,792	1,977	-	1,977	48	2.5%	
Life Insurance	-	-	-	-	-	-	-	-	0.0%	
Workers Comp	210	234	227	225	278	(101)	176	(51)	-22.4%	2
Unemployment	-	-	-	-	-	-	-	-	0.0%	
Vision	31	53	74	45	74	-	74	-	0.0%	
Retirement	6,162	14,376	13,029	16,262	15,111	-	15,111	2,082	16.0%	
Uniforms	-	-	-	-	-	-	-	-	0.0%	
<b>Benefits</b>	<b>36,340</b>	<b>83,643</b>	<b>74,881</b>	<b>79,670</b>	<b>78,466</b>	<b>319</b>	<b>78,785</b>	<b>3,903</b>	<b>5.2%</b>	
<b>Total Wages &amp; Benefits</b>	<b>119,326</b>	<b>276,815</b>	<b>275,320</b>	<b>295,854</b>	<b>292,085</b>	<b>319</b>	<b>292,404</b>	<b>17,083</b>	<b>6.2%</b>	
<b>Staffing</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Change</b>					
Director of Transit Development	1.00	1.00	1.00	1.00	-					
Marketing Manager	1.00	1.00	1.00	1.00	-					
Totals	2.00	2.00	2.00	2.00	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	Benefits	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. Revisions to benefits include the increased cost of Health Insurance (10% budgeted, actual increase was 11%) and lower than estimated costs of Workers Compensation Insurance.

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

Table 9: Department Budgets- Planning & Marketing, continued

USES OF FUNDS	2022 Actual	2024 Projection	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 Request	2025 % +/-	Notes
<b>Services and Fees</b>										
Technology Services	9,512	16,450	21,460	21,614	24,000	3,540	27,540	6,080	28.3%	3
Advertising	41,694	74,957	39,940	26,734	57,000	-	57,000	17,060	42.7%	
Other Contracted Services	62,308	42,924	60,600	36,115	32,000	24,450	56,450	(4,150)	-6.8%	4
<b>Services and Fees</b>	<b>113,514</b>	<b>134,331</b>	<b>122,000</b>	<b>84,463</b>	<b>113,000</b>	<b>27,990</b>	<b>140,990</b>	<b>18,990</b>	<b>15.6%</b>	
<b>Supplies &amp; Equipment</b>										
Supplies Cust Rel	9,948	9,618	11,500	11,235	10,000	-	10,000	(1,500)	-13.0%	
Supplies Promo	3,172	4,109	3,000	787	4,000	-	4,000	1,000	33.3%	5
<b>Supplies and Equipment</b>	<b>13,120</b>	<b>13,727</b>	<b>14,500</b>	<b>12,021</b>	<b>14,000</b>	<b>-</b>	<b>14,000</b>	<b>(500)</b>	<b>-3.4%</b>	
<b>Utilities</b>										
Phone/Cell/Internet	481	972	960	956	960	-	960	0	0.0%	
<b>Utilities</b>	<b>481</b>	<b>972</b>	<b>960</b>	<b>956</b>	<b>960</b>	<b>-</b>	<b>960</b>	<b>0</b>	<b>0.0%</b>	
<b>Miscellaneous Expenses</b>										
Dues, Subscriptions & Certifications	4,061	2,972	3,000	1,672	3,500	-	3,500	500	16.7%	
Conferences and Travel	395	2,394	2,900	1,539	5,000	-	5,000	2,100	72.4%	6
<b>Miscellaneous Expenses</b>	<b>4,456</b>	<b>5,366</b>	<b>5,900</b>	<b>3,211</b>	<b>8,500</b>	<b>-</b>	<b>8,500</b>	<b>2,600</b>	<b>44.1%</b>	
<b>Total Non-Personnel Expenses</b>	<b>131,572</b>	<b>154,396</b>	<b>143,360</b>	<b>100,652</b>	<b>136,460</b>	<b>27,990</b>	<b>164,450</b>	<b>21,090</b>	<b>14.7%</b>	
<b>Total Base Bus Budget</b>	<b>250,898</b>	<b>431,212</b>	<b>418,680</b>	<b>396,505</b>	<b>428,545</b>	<b>28,309</b>	<b>456,854</b>	<b>38,174</b>	<b>9.1%</b>	

Note #	Line Item	Explanation
3	Technology Services	Increase is related to website hosting changes anticipated for early 2025. <b>Revision is related to an increase in Remix software costs for South Portland addition.</b>
4	Other Contracted Services	Staff anticipate slight decreases in expenditures for contract services related to Marketing and Planning. <b>Revision to increase due to new website implementation partially expended in 2024, remaining implementation costs will be paid in 2025.</b>
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.

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

**ADMINISTRATION**

Table 10: Department Budgets- Administration

USES OF FUNDS	2022 Actual	2023 Actual	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>Wages</b>										
Regular Wages	875,598	737,243	995,206	924,799	1,090,164	16,533	1,106,697	111,491	11.2%	1
Overtime - Administration	1,696	1,078	1,839	1,132	1,974	-	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%	
<b>Total Wages</b>	<b>903,399</b>	<b>739,316</b>	<b>998,071</b>	<b>925,935</b>	<b>1,093,643</b>	<b>16,539</b>	<b>1,110,178</b>	<b>112,107</b>	<b>11.2%</b>	
<b>Benefits</b>										
FICA/FMLA	65,658	56,187	76,353	78,062	89,131	1,342	90,474	14,121	18.5%	
Health Ins	151,008	122,902	198,884	148,827	210,896	2,109	213,005	14,122	7.1%	
HRA Payments	3,135	3,252	-	4,599	-	-	-	-	0.0%	
Dental Insurance	9,528	6,411	8,024	6,780	7,987	-	7,987	(37)	-0.5%	
Disability Insurance	13,148	14,485	9,008	15,555	15,727	-	15,727	6,719	74.6%	2
Life Insurance	370	31	361	16	361	-	361	-	0.0%	
Workers Comp	5,651	6,296	6,136	6,078	7,493	(2,733)	4,760	(1,376)	-22.4%	
Unemployment	4,311	8,613	11,000	1,914	-	-	-	(11,000)	-100.0%	3
Vision	375	306	327	303	327	-	327	-	0.0%	
Retirement	49,823	62,549	63,550	74,320	73,706	(402)	73,304	9,753	15.3%	
Uniforms	248	27	-	254	500	-	500	500	0.0%	
<b>Total Benefits</b>	<b>303,255</b>	<b>281,059</b>	<b>373,645</b>	<b>336,712</b>	<b>406,134</b>	<b>322</b>	<b>406,453</b>	<b>32,807</b>	<b>8.8%</b>	
<b>Total Wages &amp; Benefits</b>	<b>1,206,654</b>	<b>1,020,375</b>	<b>1,371,716</b>	<b>1,262,647</b>	<b>1,499,777</b>	<b>16,861</b>	<b>1,516,630</b>	<b>144,914</b>	<b>10.6%</b>	
<b>Staffing</b>										
	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		1.50			0.50		
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		12.50			0.50		

\*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. <b>Revision includes wage adjustment due to vacancies in the Finance Department. Included in the revision is an added Part-Time Accounting Assistant position for the 2025 Budget year. Staff will continue to evaluate department needs and may adjust positions with the 2026 budget development.</b>
2	Benefits	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. <b>Revisions to benefits include the increased cost of Health Insurance (10% budgeted, actual increase was 11%) and lower than estimated costs of Workers Compensation Insurance.</b>
3	Unemployment	Metro does not anticipate any unemployment related expenses for 2025 in the Admin department.

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

**Table 11: Department Budgets- Administration, continued**

USES OF FUNDS	2022 Actual	2024 Projection	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>Services and Fees</b>										
Tuition Reimbursement	2,955	1,500	5,000	960	6,000	-	6,000	1,000	20.0%	
Wellness Program	1,789	-	10,000	314	10,000	-	10,000	-	0.0%	
Legal Fees	43,492	74,384	40,000	177,754	80,000	-	80,000	40,000	100.0%	4
Audit Fees	23,500	25,000	27,500	26,500	29,500	2,083	31,583	4,083	14.8%	
Temporary Help	46,915	82,182	-	4,674	-	50,400	50,400	50,400	100%	5
Employment Services	13,898	13,402	14,500	10,581	19,500	-	19,500	5,000	34.5%	
Benefit Administration Fees	8,514	8,098	10,000	7,255	15,000	-	15,000	5,000	50.0%	6
Technology Services	102,762	103,468	124,139	124,704	127,149	1,728	128,877	4,738	3.8%	
Bank and CC Fees	20,622	20,971	24,600	38,300	37,933	-	37,933	13,333	54.2%	7
Advertising	45,168	31,654	25,000	48,059	35,500	-	35,500	10,500	42.0%	8
Postage	2,254	2,156	3,000	2,239	3,000	-	3,000	-	0.0%	
Other Contracted Services	14,144	14,461	23,000	77,215	20,000	10,000	30,000	7,000	30.4%	
Office Machines Maintenance	6,236	4,543	8,000	5,653	6,100	-	6,100	(1,900)	-23.8%	
Miscellaneous Services	2,361	2,331	2,800	2,641	3,000	-	3,000	200	7.1%	
<b>Services and Fees</b>	<b>334,611</b>	<b>384,150</b>	<b>317,539</b>	<b>526,848</b>	<b>392,682</b>	<b>64,211</b>	<b>456,893</b>	<b>139,354</b>	<b>43.9%</b>	
<b>Supplies &amp; Equipment</b>										
HR Supplies	-	-	2,500	60	2,500	-	2,500	-	0.0%	
Office Supplies	20,981	15,832	18,100	14,648	15,000	-	15,000	(3,100)	-17.1%	
Minor Equipment	3,554	3,231	5,000	1,502	4,000	-	4,000	(1,000)	-20.0%	9
<b>Supplies and Equipment</b>	<b>24,535</b>	<b>19,063</b>	<b>25,600</b>	<b>16,211</b>	<b>21,500</b>	<b>-</b>	<b>21,500</b>	<b>(4,100)</b>	<b>-16.0%</b>	
<b>Utilities</b>										
Heating Fuel	156,711	146,979	170,844	93,540	133,210	-	133,210	(37,634)	-22.0%	10
Electricity	114,470	114,597	133,986	108,206	140,415	-	140,415	6,429	4.8%	
Water/Sewer/Stormwater	30,104	31,530	43,674	32,908	36,500	-	36,500	(7,174)	-16.4%	
Phone/Cell/Internet	31,674	34,394	44,616	41,929	44,616	-	44,616	-	0.0%	
<b>Utilities</b>	<b>332,960</b>	<b>327,500</b>	<b>393,120</b>	<b>276,583</b>	<b>354,741</b>	<b>-</b>	<b>354,741</b>	<b>(38,379)</b>	<b>-9.8%</b>	
<b>Insurance</b>										
Auto/Liability/Property Insurance	345,754	375,431	401,625	402,432	473,713	2,897	476,610	74,985	18.7%	
<b>Insurance</b>	<b>345,754</b>	<b>375,431</b>	<b>401,625</b>	<b>402,432</b>	<b>473,713</b>	<b>2,897</b>	<b>476,610</b>	<b>74,985</b>	<b>18.7%</b>	
<b>Miscellaneous Expenses</b>										
Dues, Subscriptions & Certifications	25,321	25,247	37,500	36,781	37,894	-	37,894	394	1.1%	
Conferences and Travel	8,939	11,947	16,600	9,827	17,500	1,600	19,100	2,500	15.1%	
Meals and Hosting	10,460	12,530	15,000	20,639	15,000	-	15,000	-	0.0%	
<b>Miscellaneous Expenses</b>	<b>44,720</b>	<b>49,724</b>	<b>69,100</b>	<b>67,247</b>	<b>70,394</b>	<b>1,600</b>	<b>71,994</b>	<b>2,894</b>	<b>4.2%</b>	
<b>Total Non-Personnel Expenses</b>	<b>1,082,580</b>	<b>1,155,867</b>	<b>1,206,984</b>	<b>1,289,320</b>	<b>1,313,031</b>	<b>68,708</b>	<b>1,381,739</b>	<b>174,755</b>	<b>14.5%</b>	
<b>Total Base Bus Budget</b>	<b>2,289,233</b>	<b>2,176,242</b>	<b>2,578,700</b>	<b>2,551,967</b>	<b>2,812,808</b>	<b>85,569</b>	<b>2,898,369</b>	<b>319,669</b>	<b>12.4%</b>	

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	Temporary Help	Due to vacancies in the Finance Department, temporary help was added to assist with annual audit activities and training of new staff members.
6	Emp Svc/Benefit Admin	Increase mainly related to increased staffing levels due to merger.
7	Banking and Credit Card Fees	Increased costs related to credit card processing fees for sales of fare media.
8	Advertising	Increased costs related to advertising for job postings. Staff continue to evaluate opportunities for effective alternate methods of advertising.
9	Minor Equipment	Reduced request related to projected budgetary saving in 2024, and continued lower spending estimates.
10	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.

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

## CAPITAL AND RESERVES

Table 12: Base Bus Budget: Capital

USES OF FUNDS	2022 Actual	2023 Actual	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>Debt Service</b>										
Interest Expense Short Term	23,053	66,570	85,000	76,623	70,000	3,000	73,000	(12,000)	-14.1%	1
Interest Expense Long Term	31,271	32,758	29,215	28,501	30,374	-	30,374	1,159	4.0%	2
Debt Service Principal	182,500	199,150	199,150	199,150	199,150	-	199,150	-	0.0%	
<b>Debt Service</b>	<b>236,824</b>	<b>298,479</b>	<b>313,365</b>	<b>304,274</b>	<b>299,524</b>	<b>3,000</b>	<b>302,524</b>	<b>(10,841)</b>	<b>-3.5%</b>	
<b>Capital &amp; Reserves</b>										
Contribution to Unrest Balance	-	-	45,000	-	45,000	-	45,000	-	0.0%	
GF Cap Outlay for Oth Cap Itms	155,460	125,960	345,100	345,100	213,560	-	213,560	(131,540)	-38.1%	3
GF Cap Outlay for Capital	30,547	13,621	-	34,366	-	-	-	-	0.0%	
Transfers	2,935	(4,761)	-	14,266	-	-	-	-	0.0%	
<b>Capital &amp; Reserves</b>	<b>188,942</b>	<b>134,820</b>	<b>390,100</b>	<b>393,732</b>	<b>258,560</b>	<b>-</b>	<b>258,560</b>	<b>(131,540)</b>	<b>-33.7%</b>	
<b>Total Base Bus Budget</b>	<b>425,766</b>	<b>433,299</b>	<b>703,465</b>	<b>698,006</b>	<b>558,084</b>	<b>3,000</b>	<b>561,084</b>	<b>(142,381)</b>	<b>-20%</b>	

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. <b>Revision to increase interest expense slightly based on historical draw patterns.</b>
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.

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

**REVENUE**

Table 13: Base Bus Budget: Revenue

SOURCES OF FUNDS	2022 Actual	2023 Actual	2024 Budget	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>Fare Revenue</b>										
Passenger Fares	1,325,270	1,163,873	2,164,631	1,734,225	2,512,128	(190,728)	2,321,400	156,769	7.2%	1
Organization Paid Fares	783,388	864,741	651,614	606,169	693,004		693,004	41,390	6.4%	
Organization Route Guarantees		105,000	330,167	330,167	364,105		364,105	33,938	10.3%	
<b>Total Fare Revenue</b>	<b>2,108,658</b>	<b>2,133,614</b>	<b>3,146,412</b>	<b>2,670,561</b>	<b>3,569,237</b>	<b>(190,728)</b>	<b>3,378,509</b>	<b>232,097</b>	<b>7.4%</b>	
<b>Miscellaneous Revenue</b>										
Advertising Revenue	349,816	243,637	300,000	236,907	330,000	(7,662)	322,338	22,338	7.4%	2
Vehicle Maint Services	6,000	6,000	5,000	40,465	5,000		5,000	-	0.0%	
Sale of Fuel	7,868	4,137	7,000	50	-		-	(7,000)	-100.0%	3
Interest Income	48,027	150,889	90,000	152,185	110,000		110,000	20,000	22.2%	4
Reimbursements of Auto Fare fees	13,887	15,861	15,810	17,463	19,000		19,000	3,190	20.2%	5
Wellness Grant Reimbursements	1,284	210	3,500	1,300	3,500		3,500	-	0.0%	
Training Grant Reimbursements	1,872	150	2,000	3,918	2,000		2,000	-	0.0%	
Miscellaneous Income	29,427	29,143	20,000	93,830	15,000		15,000	(5,000)	-25.0%	6
Rental of Property	-	-	-	-	-		-	-	0.0%	
Claims Recovery	37,826	44,696	20,000	102,151	65,000		65,000	45,000	225.0%	
<b>Total Other Revenue</b>	<b>496,006</b>	<b>494,723</b>	<b>463,310</b>	<b>648,269</b>	<b>549,500</b>	<b>(7,662)</b>	<b>541,838</b>	<b>78,528</b>	<b>16.9%</b>	
<b>Municipal Funding</b>										
Non-Member Municipal Funding (Gorham)	33,000	35,000	35,000	-	-		-	(35,000)	-100.0%	7
Member Municipal Funding: Operations	4,198,244	4,374,571	4,129,432	4,299,570	5,102,816		5,102,816	973,384	23.6%	8
Municipal Credit	-	-	-	-	-		-	-	0.0%	
Municipal Funding: CIP Local Match	155,460	124,999	345,100	345,102	213,560		213,560	(131,540)	-38.1%	9
Municipal Funding: Svc Veh Local Match	8,000	-	-	-	-		-	-	0.0%	
<b>Total Municipal Revenue</b>	<b>4,394,704</b>	<b>4,534,570</b>	<b>4,509,532</b>	<b>4,644,672</b>	<b>5,316,376</b>	<b>-</b>	<b>5,316,376</b>	<b>806,844</b>	<b>17.9%</b>	
<b>State Funding</b>										
State Operating Subsidy	170,427	170,427	850,000	477,494	713,153	57,000	770,153	156,769	18.4%	10
<b>Total State Revenue</b>	<b>170,427</b>	<b>170,427</b>	<b>850,000</b>	<b>477,494</b>	<b>713,153</b>	<b>57,000</b>	<b>770,153</b>	<b>156,769</b>	<b>18.4%</b>	
<b>Federal Funding</b>										
Federal Operating Assistance	3,247,517	3,717,037	4,100,000	4,301,398	4,690,835		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	219,674	-	-	-	-		-	-	0.0%	
Federal Fuel Reimbursement				124,819	25,000		25,000	25,000		
BREEZ Operating Assistance			-	-	-		-	-	0.0%	
Federal Prev Maint Assistance	1,107,990	1,211,036	1,273,234	1,285,278	1,650,389	178,611	1,829,000	555,766	43.6%	12
Federal CARES Act	1,400,000	865,292	-	-	-		-	-	0.0%	
Federal ARPA	-	494,585	1,225,400	586,754	1,490,036		1,490,036	264,636	21.6%	13
<b>Total Federal Revenue</b>	<b>5,975,181</b>	<b>6,287,950</b>	<b>6,914,635</b>	<b>6,614,249</b>	<b>7,856,260</b>	<b>178,611</b>	<b>8,034,871</b>	<b>1,120,236</b>	<b>16.2%</b>	
<b>Total Revenue</b>	<b>\$ 13,144,976</b>	<b>\$ 13,621,284</b>	<b>\$ 15,883,888</b>	<b>\$ 15,055,245</b>	<b>\$ 18,004,526</b>	<b>\$ 37,221</b>	<b>\$ 18,041,747</b>	<b>2,157,859</b>	<b>13.6%</b>	

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. <b>Revision to reduce fare revenue as updated projections based on 2024 actual ridership is slightly lower than originally estimated.</b>
2	Advertising	Anticipated increase in Advertising revenue is mainly related to additional buses related to the merger. <b>Revision to reduce advertising revenue based on 2024 actuals.</b>
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.



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

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. <b>Revision includes State funding allocation to assist with the South Portland Merger, and this funding is specifically allocated to the rebranding of revenue vehicles.</b>
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.  <b>Revision to Federal funding includes an increase in PM funding. This funding is available through the 2024 Federal funding allocation to South Portland Bus Service that is in the process of transferring over to Metro.</b>
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
<b>Annual Total</b>	<b>\$ 5,435,704</b>	<b>\$ 96,130</b>	<b>\$ 305,750</b>	<b>\$ 671,157</b>	<b>\$ 4,334,964</b>	<b>\$ 5,408,002</b>	<b>-0.5%</b>	<b>\$ (27,702)</b>
* Estimated								



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 Final Operating and Capital Budget

## ADA PARATRANSIT

Table 15: ADA Paratransit Budget

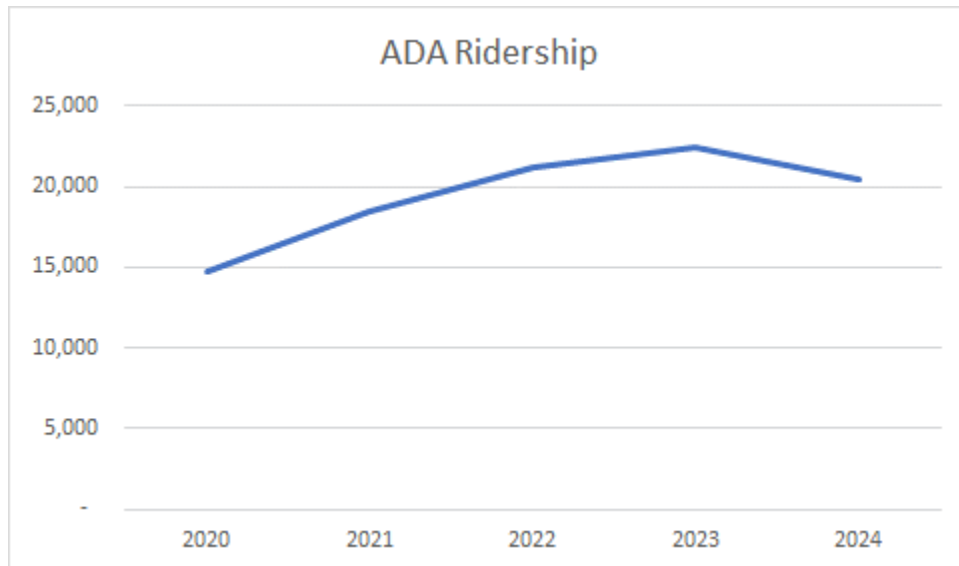
USES OF FUNDS	2022 Actual	2023 Actual	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>ADA Paratransit</b>										
Contracted Services	\$ 408,210	\$ 458,106	\$ 507,402	\$ 410,475	\$ 635,000	\$ (20,000)	\$ 615,000	107,598	21.2%	1
<b>Total ADA Paratransit Service</b>	<b>408,210</b>	<b>458,106</b>	<b>507,402</b>	<b>410,475</b>	<b>635,000</b>	<b>(20,000)</b>	<b>615,000</b>	<b>107,598</b>	<b>21.2%</b>	
<b>Total Expenditures</b>	<b>408,210</b>	<b>458,106</b>	<b>507,402</b>	<b>410,475</b>	<b>635,000</b>	<b>(20,000)</b>	<b>615,000</b>	<b>107,598</b>	<b>21.2%</b>	
SOURCES OF FUNDS	2022-A Actual	2023 Actual	2024 Final Request	2024 Projection	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>Municipal Funding</b>										
Municipal Funding	83,088	89,339	101,480	81,764	127,000	(4,000)	123,000	21,520	21.2%	2
<b>Total Municipal Funding</b>	<b>83,088</b>	<b>89,339</b>	<b>101,480</b>	<b>81,764</b>	<b>127,000</b>	<b>(4,000)</b>	<b>123,000</b>	<b>21,520</b>	<b>21.2%</b>	
<b>Federal Funding</b>										
FTA Section 5307	326,566	346,387	405,922	328,380	508,000	(16,000)	492,000	86,078	21.2%	3
FTA CARES Act								-	0%	4
<b>Total Federal</b>	<b>326,566</b>	<b>346,387</b>	<b>405,922</b>	<b>328,380</b>	<b>508,000</b>	<b>(16,000)</b>	<b>492,000</b>	<b>86,078</b>	<b>21.2%</b>	
<b>Total Revenue</b>	<b>409,654</b>	<b>435,726</b>	<b>507,402</b>	<b>410,144</b>	<b>635,000</b>	<b>(20,000)</b>	<b>615,000</b>	<b>107,598</b>	<b>21.2%</b>	
<b>Surplus/(Deficit)</b>	<b>1,444</b>	<b>(22,380)</b>	<b>0.00</b>	<b>(331)</b>	<b>-</b>	<b>-</b>	<b>-</b>			

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. <b>Revision to decrease estimated expenses for ADA based on continued declining ridership.</b>
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 Final Operating and Capital Budget**

**Table 16: ADA Paratransit Ridership: 2022-2024**

<b>2022</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>	<b>%</b>
Falmouth	13	10	32	37	26	39	24	39	34	18	10	14	296	1%
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	60%
South Portland	396	305	376	345	385	441	432	516	500	443	440	253	4,832	23%
Westbrook	137	160	246	242	241	262	248	323	392	367	333	321	3,272	15%
<b>Total</b>	<b>1,397</b>	<b>1,354</b>	<b>1,701</b>	<b>1,664</b>	<b>1,741</b>	<b>1,924</b>	<b>1,798</b>	<b>2,177</b>	<b>2,089</b>	<b>1,866</b>	<b>1,853</b>	<b>1,616</b>	<b>21,180</b>	<b>100%</b>
<b>2023</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>	<b>%</b>
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	60%
South Portland	436	379	418	413	473	451	370	345	344	352	313	313	4,607	21%
Westbrook	307	302	394	324	331	310	326	336	329	321	295	305	3,880	17%
<b>Total</b>	<b>1,843</b>	<b>1,781</b>	<b>2,116</b>	<b>1,935</b>	<b>2,058</b>	<b>1,984</b>	<b>1,833</b>	<b>1,864</b>	<b>1,730</b>	<b>1,811</b>	<b>1,715</b>	<b>1,717</b>	<b>22,387</b>	<b>100%</b>
<b>2024</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>	<b>%</b>
Falmouth	20	23	25	17	18	10	16	17	19	17	17	15	214	1%
Gorham	18	23	24	18	19	19	18	14	27	27	20	18	245	1%
Portland	1,036	1,012	936	948	1,008	915	971	1,085	961	1,144	1,077	1,002	12,095	59%
South Portland	370	359	305	346	357	351	378	393	377	427	381	357	4,401	21%
Westbrook	255	249	287	269	341	275	320	329	315	317	306	299	3,562	17%
<b>Total</b>	<b>1,699</b>	<b>1,666</b>	<b>1,577</b>	<b>1,598</b>	<b>1,743</b>	<b>1,570</b>	<b>1,703</b>	<b>1,838</b>	<b>1,699</b>	<b>1,932</b>	<b>1,801</b>	<b>1,691</b>	<b>20,517</b>	<b>100%</b>
<b>2025</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>	<b>%</b>
Falmouth	15												15	1%
Gorham	25												25	2%
Portland	1,012												1,012	64%
South Portland	254												254	16%
Westbrook	266												266	17%
<b>Total</b>	<b>1,572</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,572</b>	<b>100%</b>



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

**115 ST. JOHN'S Property**

Table 17: 115 St. John's Street Property

USES OF FUNDS	2022 Actual	2023 Actual	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>Services and Fees</b>										
Arch/Eng Fees		-	-				-	-	0.0%	
Legal Fees	6,095	162	-				-	-	0.0%	
Property Management Fees- Broker, Cam, Etc	63,783	8,766	8,941	8,941	9,119		9,119	178	2.0%	
Maintenance Services- 115 St John St.	4,298	-	10,000				-	(10,000)	-100.0%	
Snow Plowing/Removal- 115 St John St.	-	-	-				-	-	0.0%	
Supplies	714	-	2,000				-	(2,000)	-100.0%	
<b>Total Services and Fees</b>	<b>74,889</b>	<b>8,928</b>	<b>20,941</b>	<b>8,941</b>	<b>9,119</b>	<b>-</b>	<b>9,119</b>	<b>(11,822)</b>	<b>-56.5%</b>	<b>1</b>
<b>Utilities</b>										
Heating Fuel- 115 St. John St.	8,535	-	-				-	-	0.0%	
Electricity- 115 St. John St.	7,176	1,296	-				-	-	0.0%	
Water/Sewer/Stormwater- 115 St. John St.	5,982	870	-				-	-	0.0%	
<b>Total Utilities</b>	<b>21,693</b>	<b>2,166</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>2</b>
<b>Rental Fees</b>										
Rental Fees	326,083	332,605	339,257	339,257	346,042		346,042	6,785	2.0%	
Property Taxes	35,302	37,288	41,000	39,151	42,230		42,230	1,230	3.0%	
<b>Total Rental Fees</b>	<b>361,385</b>	<b>369,893</b>	<b>380,257</b>	<b>378,408</b>	<b>388,272</b>	<b>-</b>	<b>388,272</b>	<b>8,015</b>	<b>2.1%</b>	<b>3</b>
<b>CAM Charges</b>										
Management Fees		13,308	13,570	13,570	13,842		13,842	271	2.0%	
General R&M		7,704	3,095	3,242	3,188	1,842	5,030	1,935	62.5%	
General Administration		48,051	52,278	52,278	53,846	(1,568)	52,278	0	0.0%	
<b>Total CAM Charges</b>	<b>-</b>	<b>69,063</b>	<b>68,943</b>	<b>69,090</b>	<b>70,876</b>	<b>274</b>	<b>71,150</b>	<b>2,207</b>	<b>3.2%</b>	<b>4</b>
<b>Property Insurance</b>										
Property Insurance- 115 St. John Street	18,377	18,972	19,543	20,579	21,347	2,010	23,357	3,814	19.5%	
<b>Total Insurance</b>	<b>18,377</b>	<b>18,972</b>	<b>19,543</b>	<b>20,579</b>	<b>21,347</b>	<b>2,010</b>	<b>23,357</b>	<b>3,814</b>	<b>19.5%</b>	<b>5</b>
<b>Total Expenditures</b>	<b>476,344</b>	<b>469,022</b>	<b>489,684</b>	<b>477,018</b>	<b>489,614</b>	<b>2,284</b>	<b>491,898</b>	<b>2,214</b>	<b>0.5%</b>	
<b>SOURCES OF FUNDS</b>										
SOURCES OF FUNDS	2022 Actual	2023 Actual	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>Other Revenue</b>										
Reimbursements- Insurance	7,657	18,974	19,543	20,725	21,347	2,010	23,357	3,814	19.5%	
Reimbursements- Taxes	15,230	40,182	41,000	41,000	42,230	-	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	-	7,296	143	2.0%	
Rental of Property- 115 St. John's St.	59,612	175,321	178,828	178,828	182,404		182,404	3,577	2.0%	
<b>Total Other Revenue</b>	<b>89,386</b>	<b>249,656</b>	<b>258,524</b>	<b>247,706</b>	<b>253,277</b>	<b>2,010</b>	<b>255,287</b>	<b>(3,237)</b>	<b>-1%</b>	<b>6</b>
<b>Municipal Funding</b>										
Municipal Assessment for Operating	90,938	93,862	94,245	94,245	96,130	-	96,132	1,887	2.0%	
<b>Total Municipal Funding</b>	<b>90,938</b>	<b>93,862</b>	<b>94,245</b>	<b>94,245</b>	<b>96,130</b>	<b>-</b>	<b>96,132</b>	<b>1,887</b>	<b>2.0%</b>	<b>7</b>
<b>State Funding</b>										
State Operating Subsidy	227,344	234,654	239,347	239,347	244,134	-	244,136	4,789	2.0%	
<b>Total State Funding</b>	<b>227,344</b>	<b>234,654</b>	<b>239,347</b>	<b>239,347</b>	<b>244,134</b>	<b>-</b>	<b>244,136</b>	<b>4,789</b>	<b>2.0%</b>	<b>8</b>
<b>Total Revenue</b>	<b>407,668</b>	<b>578,172</b>	<b>592,116</b>	<b>581,298</b>	<b>593,541</b>	<b>2,010</b>	<b>595,555</b>	<b>3,439</b>	<b>0.6%</b>	
Surplus/(Deficit)	(68,676)	109,150	102,433	104,280	103,928	(274)	103,658	1,225	1%	

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

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.

## Final FY 2025 OPERATING BUDGET

The total operating budget for FY 2025 is \$19,252,302, an increase of 13.4% compared to FY 2024. Approximately \$1.38m 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

	2023 Actual	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-
<b>EXPENDITURES</b>								
<b>Base Bus Budget</b>								
Wages	7,275,589	8,372,407	8,104,213	9,645,339	16,533	9,661,872	1,289,465	15.4%
Benefits	2,934,724	3,478,436	3,294,103	4,041,681	(82,427)	3,959,254	480,818	13.8%
Services and Fees	930,898	854,812	1,035,168	1,004,440	94,245	1,098,685	243,873	28.5%
Fuel-Fluids-Tires	716,703	1,073,046	957,750	1,357,979	1,105	1,359,084	286,038	26.7%
Supplies & Equipment	449,124	452,417	457,838	552,220	-	552,220	99,803	22.1%
Utilities	359,445	426,000	308,228	391,101	-	391,101	(34,899)	-8.2%
Insurance	375,431	401,625	402,432	473,713	2,897	476,610	74,985	18.7%
Miscellaneous Expenses	55,402	79,000	72,426	83,894	1,600	85,494	6,494	8.2%
Debt Service	298,479	313,365	304,274	299,524	3,000	302,524	(10,841)	-3.5%
Capital & Reserves	134,820	390,100	393,732	258,560	-	258,560	(131,540)	-33.7%
<b>Total Base Bus Budget</b>	<b>13,530,615</b>	<b>15,841,207</b>	<b>15,330,164</b>	<b>18,108,451</b>	<b>36,953</b>	<b>18,145,404</b>	<b>2,304,197</b>	<b>14.5%</b>
<b>Separate Budget Categories</b>								
ADA Paratransit	458,106	507,402	410,475	635,000	(20,000)	615,000	107,598	21.2%
115 St. John's Street	469,022	489,684	477,018	489,614	2,284	491,898	2,214	0.5%
Service Improvements	164,743	145,114		-	-	-	(145,114)	-100.0%
<b>Total Expenditures</b>	<b>14,622,486</b>	<b>16,983,407</b>	<b>16,217,657</b>	<b>19,233,065</b>	<b>19,237</b>	<b>19,252,302</b>	<b>2,268,895</b>	<b>13.4%</b>
<b>REVENUES</b>								
<b>Base Bus Funding</b>								
Fare Revenue	2,133,614	3,146,412	2,670,561	3,569,237	(190,728)	3,378,509	232,097	7.4%
Miscellaneous Revenue	494,723	463,310	648,269	549,500	(7,662)	541,838	78,528	16.9%
Municipal Funding	4,534,570	4,509,532	4,644,672	5,316,376	-	5,316,376	806,844	17.9%
State Funding	170,427	850,000	477,494	713,153	57,000	770,153	(79,847)	-9.4%
Federal Funding	6,287,950	5,689,234	6,027,495	6,366,224	178,611	6,544,835	855,601	15.0%
<b>Total Base Bus Budget</b>	<b>13,621,284</b>	<b>14,658,488</b>	<b>14,468,491</b>	<b>16,514,490</b>	<b>37,221</b>	<b>16,551,711</b>	<b>1,893,223</b>	<b>12.9%</b>
<b>Separate Budget Categories</b>								
ADA PT - Municipal Funding	89,339	101,480	81,764	127,000	(4,000)	123,000	21,520	21.2%
ADA PT - Federal Funding	346,387	405,922	328,380	508,000	(16,000)	492,000	86,078	21.2%
115 St. John's Other Revenue	249,656	258,524	247,706	253,277	2,010	255,287	(3,237)	-1.3%
115 St. John's Municipal Funding	93,862	94,245	94,245	96,130	-	96,132	1,887	2.0%
115 St. John's State Funding	234,654	239,347	239,347	244,134	-	244,136	4,789	2.0%
Service Imp. - Passenger Fares	53,467	-	-	-	-	-	-	-
Service Imp. - Federal Funding	111,277	1,225,400	586,754	1,490,036	-	1,490,036	264,636	21.6%
<b>Total Revenues</b>	<b>14,799,926</b>	<b>16,983,407</b>	<b>16,046,687</b>	<b>19,233,067</b>	<b>19,231</b>	<b>19,252,302</b>	<b>2,268,896</b>	<b>13.4%</b>
<b>Surplus/(Deficit)</b>	<b>177,440</b>	<b>0</b>	<b>(170,970)</b>	<b>0</b>	<b>0</b>	<b>0</b>		

### 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.
  - 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 13.4%.

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

- Metro’s estimated expenditure increase related to current service levels account for approximately \$890k 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 \$103,658 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	9,820	164,600	17
Route 2	Portland-Westbrook	Forest	30 min	60 min	60 min	10,660	264,100	25
Route 3	Portland-South Portland-Westbrook	Bridge-Spring	30 min	60 min	60 min	6,160	73,600	12
Route 4	Portland-Westbrook	Brighton-Main	30 min	45 min	45 min	13,630	275,900	20
Route 5	Portland-South Portland	Outer Congress-Maine Mall	30 min	45 min	45 min	10,490	204,400	19
Route 7	Falmouth-Portland	Congress-Rt. 1-Jetport	40 min	60 min	60 min	14,570	173,700	12
Route 8	Portland	Peninsula Circulator	30 min	60 min	60 min	6,730	89,400	13
Route 9a	Falmouth-Portland	Congress-Washington-Stevens	30 min	30 min	60 min	9,050	205,700	23
Route 9b	Falmouth-Portland	Congress-Washington-Stevens	30 min	30 min	60 min	8,800	213,100	24
Route 21	South Portland-Portland	Mill Creek-SMCC	45 min	45 min	75 min	5,300	77,600	15
Route 24A	South Portland-Portland	Mill Creek-Maine Mall Main St	120 min	120 min	75 min	5,360	85,100	16
Route 24B	South Portland-Portland	Mill Creek-Maine Mall Broadway	120 min	N/A	N/A	3,940	58,960	15
Husky Line	Gorham-Portland-Westbrook	Rt. 25-William Clark-Brighton	30 min.	45 min	45 min	14,720	169,200	11
Breez	Brunswick-Freeport-Yarmouth-Mirco	I-295-Rt. 1	30-90 min	60-90 min	N/A	10,250	70,800	7
Mirco	Falmouth	Falmouth Foreside	On Demand			4,930	7,300	1
Total						134,410	2,133,460	16

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

**Table 3: Base Bus Budget Summary**

	2021 Actual	2022 Actual	2023 Actual	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-
<b>EXPENDITURES</b>										
<b>Base Bus Budget</b>										
Wages	6,224,159	7,147,685	7,275,589	8,372,407	8,104,213	9,645,339	16,533	9,661,872	1,289,465	15.4%
Benefits	2,719,817	2,748,192	2,934,724	3,478,436	3,294,103	4,041,681	(82,427)	3,959,254	480,818	13.8%
Services and Fees	534,819	786,307	930,898	854,812	1,035,168	1,004,440	94,245	1,098,685	243,873	28.5%
Fuel-Fluids-Tires	660,413	627,682	716,703	1,073,046	957,750	1,357,979	1,105	1,359,084	286,038	26.7%
Supplies & Equipment	373,809	370,946	449,124	452,417	457,838	552,220	-	552,220	99,803	22.1%
Utilities	299,561	364,946	359,445	426,000	308,228	391,101	-	391,101	(34,899)	-8.2%
Insurance	325,138	345,754	375,431	401,625	402,432	473,713	2,897	476,610	74,985	18.7%
Misc Exp	44,984	49,921	55,402	79,000	72,426	83,894	1,600	85,494	6,494	8.2%
Debt Service	231,494	236,824	298,479	313,365	304,274	299,524	3,000	302,524	(10,841)	-3.5%
Capital & Reserves	247,383	188,942	134,820	390,100	393,732	258,560	-	258,560	(131,540)	-33.7%
Service Improvements				145,114						
<b>Total Base Bus Budget</b>	<b>11,661,576</b>	<b>12,867,200</b>	<b>13,530,615</b>	<b>15,986,321</b>	<b>15,330,164</b>	<b>18,108,451</b>	<b>36,953</b>	<b>18,145,404</b>	<b>2,304,197</b>	<b>14.4%</b>
<b>REVENUES</b>										
<b>Base Bus Funding</b>										
Fare Revenue	1,385,127	2,108,658	2,133,614	3,146,412	2,670,561	3,569,237	(190,728)	3,378,509	232,097	7.4%
Miscellaneous Revenue	314,751	496,006	494,723	463,310	648,269	549,500	(7,662)	541,838	78,528	16.9%
Municipal Funding	3,959,343	4,394,704	4,534,570	4,509,532	4,644,672	5,316,376	-	5,316,376	806,844	17.9%
State Funding	170,426	170,427	170,427	850,000	477,494	713,153	57,000	770,153	(79,847)	-9.4%
Federal Funding	6,058,274	5,975,181	6,287,950	5,689,234	6,027,495	6,366,224	178,611	6,544,835	855,601	15.0%
Svc Imp- Federal Funding				1,225,400	586,754	1,490,036	-	1,490,036	264,636	21.6%
<b>Total Base Bus Budget</b>	<b>11,887,921</b>	<b>13,144,976</b>	<b>13,621,284</b>	<b>15,883,888</b>	<b>15,055,245</b>	<b>18,004,526</b>	<b>37,221</b>	<b>18,041,747</b>	<b>2,157,859</b>	<b>13.6%</b>
<b>Surplus/(Deficit)</b>	<b>226,345</b>	<b>277,776</b>	<b>90,669</b>	<b>(102,433)</b>	<b>(274,919)</b>	<b>(103,925)</b>	<b>268</b>	<b>(103,657)</b>	<b>(1,225)</b>	<b>1%</b>

## 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.



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

**Table 4: Operations Staffing**

<b>Staffing</b>	<b>2022</b>	<b>2023</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Change</b>
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	-
<b>Totals</b>	<b>78.00</b>	<b>75.00</b>	<b>75.00</b>	<b>89.00</b>	<b>98.00</b>	<b>9</b>

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

**Table 5: Transit Operations Department Budget**

<b>USES OF FUNDS</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Final Request</b>	<b>2024 12/31/24 Prelim</b>	<b>2025 Request</b>	<b>2025 Revision</b>	<b>2025 Final Request</b>	<b>2025 \$ +/-</b>	<b>2025 % +/-</b>	<b>Notes</b>
<b>Wages</b>										
Regular Wages	4,011,944	4,618,783	5,302,943	5,095,252	6,173,176	-	6,173,178	870,235	16.4%	1
Overtime - Operations	814,135	504,636	509,469	544,757	641,417	-	641,417	131,948	25.9%	
Add'l Pay (PTO payout, Hlth opt out)	247,467	35,509	61,207	54,606	72,618	-	72,618	11,411	18.6%	
Holiday Pay - Worked	111,395	100,244	110,553	123,060	138,424	-	138,424	27,871	25.2%	
<b>Wages</b>	<b>5,184,941</b>	<b>5,259,173</b>	<b>5,984,172</b>	<b>5,817,675</b>	<b>7,025,635</b>	<b>-</b>	<b>7,025,637</b>	<b>1,041,465</b>	<b>17.4%</b>	
<b>Benefits</b>										
FICA/FMLA	387,078	396,660	457,784	439,392	572,589	-	572,589	114,805	25.1%	2
Health Ins	990,614	1,046,993	1,273,377	1,232,478	1,520,020	15,200	1,535,220	261,843	20.6%	
HRA Payments	58,729	72,773	80,000	85,114	85,000	-	85,000	5,000	6.3%	
Dental Insurance	45,527	45,900	51,029	46,169	56,931	-	56,931	5,902	11.6%	
Disability Insurance	38,222	46,573	57,941	47,164	58,832	-	58,832	891	1.5%	
Life Insurance	1,979	1,651	2,065	2,066	2,065	-	2,065	-	0.0%	
Workers Comp	148,218	165,134	181,190	179,788	240,271	(87,642)	152,629	(28,561)	-15.8%	
Unemployment	-	-	20,000	12,207	15,000	-	15,000	(5,000)	-25.0%	
Vision	2,004	2,041	2,150	2,059	2,385	-	2,385	235	10.9%	
Retirement	314,821	325,438	388,965	352,311	451,122	-	451,122	62,157	16.0%	
Uniforms/Reimbursements	13,975	28,579	36,100	16,792	33,892	-	33,892	(2,208)	-6.1%	
<b>Benefits</b>	<b>2,001,168</b>	<b>2,131,740</b>	<b>2,550,602</b>	<b>2,415,540</b>	<b>3,038,108</b>	<b>(72,442)</b>	<b>2,965,666</b>	<b>415,065</b>	<b>16.3%</b>	
<b>Total Wages &amp; Benefits</b>	<b>7,186,108</b>	<b>7,390,913</b>	<b>8,534,774</b>	<b>8,233,215</b>	<b>10,063,743</b>	<b>(72,442)</b>	<b>9,991,303</b>	<b>1,456,529</b>	<b>17.1%</b>	
<b>USES OF FUNDS</b>	<b>2022 Actual</b>	<b>2024 Projection</b>	<b>2024 Final Request</b>	<b>2024 12/31/24 Prelim</b>	<b>2025 Request</b>	<b>2025 Revision</b>	<b>2025 Final Request</b>	<b>2025 \$ +/-</b>	<b>2025 % +/-</b>	<b>Notes</b>
<b>Services and Fees</b>										
Temporary Help	-	-	-	-	-	-	-	-	0%	3
Technology Services	62,909	67,117	55,112	54,139	18,402	-	18,402	(36,710)	-66.6%	
Other Contracted Services	72,885	88,964	95,000	99,472	107,500	-	107,500	12,500	13.2%	
<b>Services and Fees</b>	<b>135,794</b>	<b>156,081</b>	<b>150,112</b>	<b>153,610</b>	<b>125,902</b>	<b>-</b>	<b>125,902</b>	<b>(24,210)</b>	<b>-16.1%</b>	
<b>Supplies &amp; Equipment</b>										
Transportation Supplies	4,614	6,606	6,000	1,086	6,500	-	6,500	500	8.3%	4
It Supplies	609	677	2,000	2,515	1,120	-	1,120	(880)	-44.0%	
Fare Media	1,690	19,950	10,000	21,498	15,000	-	15,000	5,000	50.0%	
Minor Equipment	6,230	8,992	6,500	8,364	5,600	-	5,600	(900)	-13.8%	5
<b>Supplies and Equipment</b>	<b>13,143</b>	<b>36,226</b>	<b>24,500</b>	<b>33,462</b>	<b>28,220</b>	<b>-</b>	<b>28,220</b>	<b>3,720</b>	<b>15.2%</b>	
<b>Utilities</b>										
Phone/Cell/Internet- AVL	4,800	4,800	4,800	4,800	4,800	-	4,800	-	0.0%	6
Phone/Cell/Internet	26,262	25,692	26,640	25,407	30,120	-	30,120	3,480	13.1%	
<b>Utilities</b>	<b>31,062</b>	<b>30,492</b>	<b>31,440</b>	<b>30,207</b>	<b>34,920</b>	<b>-</b>	<b>34,920</b>	<b>3,480</b>	<b>11.1%</b>	
<b>Miscellaneous Expenses</b>										
Conferences and Travel	170	110	2,500	1,796	4,000	-	4,000	1,500	60.0%	6
<b>Miscellaneous Expenses</b>	<b>170</b>	<b>110</b>	<b>2,500</b>	<b>1,796</b>	<b>4,000</b>	<b>-</b>	<b>4,000</b>	<b>1,500</b>	<b>60.0%</b>	
<b>Total Non-Personnel Expenses</b>	<b>180,169</b>	<b>222,909</b>	<b>208,552</b>	<b>219,075</b>	<b>193,042</b>	<b>-</b>	<b>193,042</b>	<b>(15,510)</b>	<b>-7.4%</b>	
<b>Total Base Bus Budget</b>	<b>7,366,277</b>	<b>7,613,822</b>	<b>8,743,326</b>	<b>8,452,290</b>	<b>10,256,785</b>	<b>(72,442)</b>	<b>10,184,345</b>	<b>1,441,019</b>	<b>16.5%</b>	

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

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. Revisions to benefits include the increased cost of Health Insurance (10% budgeted, actual increase was 11%) and lower than estimated costs of Workers Compensation Insurance.
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.

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

**Table 6: Department Budgets- Maintenance**

USES OF FUNDS	2022 Actual	2023 Actual	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>Wages</b>										
Regular Wages	850,791	1,008,634	1,108,400	1,073,640	1,218,787	-	1,218,787	110,387	10.0%	1
Overtime - Maintenance	66,218	49,082	42,877	38,739	52,269	-	52,269	9,393	21.9%	2
Add'l Pay (PTO payout, Hlth opt out)	39,476	7,052	16,619	6,084	16,500	-	16,500	(119)	-0.7%	
Holiday Pay - Worked	19,875	19,161	21,829	25,958	24,889	-	24,889	3,060	14.0%	
<b>Wages</b>	<b>976,360</b>	<b>1,083,929</b>	<b>1,189,725</b>	<b>1,144,421</b>	<b>1,312,445</b>	<b>-</b>	<b>1,312,445</b>	<b>122,721</b>	<b>10.3%</b>	
<b>Benefits</b>										
FICA/FMLA	71,682	79,514	91,014	86,020	106,964	-	106,964	15,951	17.5%	3
Health Ins	233,652	249,070	252,676	260,546	258,194	2,582	260,776	8,099	3.2%	4
HRA Payments	10,094	7,283	-	7,110	-	-	-	-	0.0%	
Dental Insurance	9,823	9,845	10,234	9,875	9,778	-	9,778	(456)	-4.5%	
Disability Insurance	6,919	10,095	11,490	10,469	10,449	-	10,449	(1,041)	-9.1%	
Life Insurance	-	114	-	184	-	-	-	-	0	
Workers Comp	27,293	30,408	29,637	29,356	36,195	(13,203)	22,992	(6,645)	-22.4%	5
Unemployment	-	-	-	-	-	-	-	-	0.0%	
Vision	436	472	431	396	431	-	431	-	0.0%	
Retirement	39,378	45,018	75,020	47,663	87,008	-	87,008	11,988	16.0%	
Uniforms	8,153	6,462	8,800	10,559	9,950	-	9,950	1,150	13.1%	
<b>Benefits</b>	<b>407,429</b>	<b>438,282</b>	<b>479,304</b>	<b>462,181</b>	<b>518,975</b>	<b>(10,615)</b>	<b>508,356</b>	<b>29,052</b>	<b>6.1%</b>	
<b>Total Wages &amp; Benefits</b>	<b>1,383,789</b>	<b>1,522,211</b>	<b>1,669,029</b>	<b>1,606,602</b>	<b>1,831,420</b>	<b>(10,615)</b>	<b>1,820,802</b>	<b>151,773</b>	<b>9.1%</b>	
<b>Staffing</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Change</b>					
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	Health Insurance	Revisions to benefits include the increased cost of Health Insurance (10% budgeted, actual increase was 11%) and lower than estimated costs of Workers Compensation Insurance.
5	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. Revision included lower than estimated costs of Workers Compensation Insurance.

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

**Table 7: Department Budgets- Maintenance, continued**

USES OF FUNDS	2022 Actual	2024 Projection	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>Services and Fees</b>										
Arch & Engineer Fees	-	-	5,000	-	5,000	-	5,000	-	0.0%	
Temporary Help	-	-	-	-	-	-	-	-	0.0%	
Other Contracted Services	-	-	5,000	3,570	5,000	-	5,000	-	0.0%	
Maint Software	2,690	2,690	4,000	9,132	6,700	1,044	7,744	3,744	93.6%	6
Maintenance Services	174,340	204,274	194,161	210,475	298,125	1,000	299,125	104,964	54.1%	7
Snow Plowing/Removal	3,625	2,675	9,000	-	9,900	-	9,900	900	10.0%	
Custodial Services	21,734	46,697	48,000	47,069	48,131	-	48,131	131	0.3%	
<b>Services and Fees</b>	<b>202,389</b>	<b>256,336</b>	<b>265,161</b>	<b>270,246</b>	<b>372,856</b>	<b>2,044</b>	<b>374,900</b>	<b>109,739</b>	<b>41.4%</b>	
<b>Fuel-Fluids-Tires- Non-Revenue Vehicles</b>										
CNG Fuel	106,653	91,032	133,851	61,884	95,000	-	95,000	(38,851)	-29.0%	8
Diesel Fuel	386,878	484,297	749,877	723,877	1,048,650	1,105	1,049,755	299,878	40.0%	9
Gasoline	-	-	-	-	5,500	-	5,500	5,500	100.0%	10
Greases and Fluids	64,174	60,945	81,514	86,517	98,550	-	98,550	17,036	20.9%	
Electricity as a Fuel	9,732	14,219	28,000	13,778	16,000	-	16,000	(12,000)	-42.9%	11
Tires and Tubes	60,245	66,209	79,804	71,694	94,279	-	94,279	14,475	18.1%	
<b>Fuel-Fluids-Tires- Non-Revenue Vehicle</b>	<b>627,682</b>	<b>716,703</b>	<b>1,073,046</b>	<b>957,750</b>	<b>1,357,979</b>	<b>1,105</b>	<b>1,359,084</b>	<b>286,038</b>	<b>26.7%</b>	
<b>Supplies &amp; Equipment</b>										
Servicing/Fueling Supplies	3,905	4,902	3,500	4,994	5,000	-	5,000	1,500	42.9%	12
Shop Supplies	22,836	30,346	32,000	29,758	36,050	-	36,050	4,050	12.7%	
Shelter Supplies	3,658	1,793	5,000	4,375	14,750	-	14,750	9,750	195.0%	13
Building Supplies	30,754	30,577	35,000	27,048	36,750	-	36,750	1,750	5.0%	
Parts	239,852	300,481	305,817	320,218	382,950	-	382,950	77,133	25.2%	
Minor Equipment	19,143	6,868	4,500	6,112	8,000	-	8,000	3,500	77.8%	14
Veh Ops- Other Supplies	-	5,142	2,000	3,639	5,000	-	5,000	3,000	150%	15
<b>Supplies and Equipment</b>	<b>320,148</b>	<b>380,108</b>	<b>387,817</b>	<b>396,144</b>	<b>488,500</b>	<b>-</b>	<b>488,500</b>	<b>100,683</b>	<b>26.0%</b>	
<b>Utilities</b>										
Phone/Cell/Internet	443	481	480	483	480	-	480	-	0.0%	
<b>Utilities</b>	<b>443</b>	<b>481</b>	<b>480</b>	<b>483</b>	<b>480</b>	<b>-</b>	<b>480</b>	<b>-</b>	<b>0.0%</b>	
<b>Miscellaneous Expenses</b>										
Liscenses and Permits	575	202	1,500	173	1,000	-	1,000	(500)	-33.3%	
<b>Miscellaneous Expenses</b>	<b>575</b>	<b>202</b>	<b>1,500</b>	<b>173</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>	<b>(500)</b>	<b>-33.3%</b>	
<b>Total Non-Personnel Expenses</b>	<b>1,151,237</b>	<b>1,353,831</b>	<b>1,728,003</b>	<b>1,624,796</b>	<b>2,220,815</b>	<b>3,149</b>	<b>2,223,964</b>	<b>495,961</b>	<b>28.7%</b>	
<b>Total Base Bus Budget</b>	<b>2,535,026</b>	<b>2,876,042</b>	<b>3,397,032</b>	<b>3,231,398</b>	<b>4,052,236</b>	<b>(7,466)</b>	<b>4,044,766</b>	<b>647,734</b>	<b>19.1%</b>	

Note #	Line Item	Explanation
6	Maintenance Software	Increase is related to the addition of annual fees for electric bus monitoring software.
7	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.
8	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.
9	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.
10	Gasoline	Addition of Gasoline for Micro Transit revenue vehicles.
11	Electricity Fuel	Based on historical usage, staff have reduced this expenditure line.

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

Note #	Line Item	Explanation
12	Servicing/Fueling Supplies	Based on current year estimates of higher expenses, staff have increased this expenditure request.
13	Shelter Supplies	Increase related to shelter glass replacement costs.
14	Minor Equipment	Increases in minor equipment is related to historical spending trends, and the addition of shelter sites related to the merger.
15	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 Actual	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>Wages</b>										
Regular Wages	80,186	193,172	200,439	216,184	213,619	-	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	-	-	-	-	-	-	-	-	0.0%	
<b>Wages</b>	<b>82,986</b>	<b>193,172</b>	<b>200,439</b>	<b>216,184</b>	<b>213,619</b>	<b>-</b>	<b>213,619</b>	<b>13,180</b>	<b>6.6%</b>	
<b>Benefits</b>										
FICA/FMLA	6,143	13,933	15,334	16,360	17,410	-	17,410	2,076	13.5%	
Health Ins	21,317	46,038	42,570	39,946	42,025	420	42,445	(125)	-0.3%	
HRA Payments	476	5,692	-	3,400	-	-	-	-	0.0%	
Dental Insurance	672	1,887	1,719	1,640	1,592	-	1,592	(127)	-7.4%	
Disability Insurance	1,329	1,430	1,929	1,792	1,977	-	1,977	48	2.5%	
Life Insurance	-	-	-	-	-	-	-	-	0.0%	
Workers Comp	210	234	227	225	278	(101)	176	(51)	-22.4%	2
Unemployment	-	-	-	-	-	-	-	-	0.0%	
Vision	31	53	74	45	74	-	74	-	0.0%	
Retirement	6,162	14,376	13,029	16,262	15,111	-	15,111	2,082	16.0%	
Uniforms	-	-	-	-	-	-	-	-	0.0%	
<b>Benefits</b>	<b>36,340</b>	<b>83,643</b>	<b>74,881</b>	<b>79,670</b>	<b>78,466</b>	<b>319</b>	<b>78,785</b>	<b>3,903</b>	<b>5.2%</b>	
<b>Total Wages &amp; Benefits</b>	<b>119,326</b>	<b>276,815</b>	<b>275,320</b>	<b>295,854</b>	<b>292,085</b>	<b>319</b>	<b>292,404</b>	<b>17,083</b>	<b>6.2%</b>	
<b>Staffing</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Change</b>					
Director of Transit Development	1.00	1.00	1.00	1.00	-					
Marketing Manager	1.00	1.00	1.00	1.00	-					
Totals	2.00	2.00	2.00	2.00	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	Benefits	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. Revisions to benefits include the increased cost of Health Insurance (10% budgeted, actual increase was 11%) and lower than estimated costs of Workers Compensation Insurance.

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

Table 9: Department Budgets- Planning & Marketing, continued

USES OF FUNDS	2022 Actual	2024 Projection	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 Request	2025 % +/-	Notes
<b>Services and Fees</b>										
Technology Services	9,512	16,450	21,460	21,614	24,000	3,540	27,540	6,080	28.3%	3
Advertising	41,694	74,957	39,940	26,734	57,000	-	57,000	17,060	42.7%	
Other Contracted Services	62,308	42,924	60,600	36,115	32,000	24,450	56,450	(4,150)	-6.8%	4
<b>Services and Fees</b>	<b>113,514</b>	<b>134,331</b>	<b>122,000</b>	<b>84,463</b>	<b>113,000</b>	<b>27,990</b>	<b>140,990</b>	<b>18,990</b>	<b>15.6%</b>	
<b>Supplies &amp; Equipment</b>										
Supplies Cust Rel	9,948	9,618	11,500	11,235	10,000	-	10,000	(1,500)	-13.0%	
Supplies Promo	3,172	4,109	3,000	787	4,000	-	4,000	1,000	33.3%	5
<b>Supplies and Equipment</b>	<b>13,120</b>	<b>13,727</b>	<b>14,500</b>	<b>12,021</b>	<b>14,000</b>	<b>-</b>	<b>14,000</b>	<b>(500)</b>	<b>-3.4%</b>	
<b>Utilities</b>										
Phone/Cell/Internet	481	972	960	956	960	-	960	0	0.0%	
<b>Utilities</b>	<b>481</b>	<b>972</b>	<b>960</b>	<b>956</b>	<b>960</b>	<b>-</b>	<b>960</b>	<b>0</b>	<b>0.0%</b>	
<b>Miscellaneous Expenses</b>										
Dues, Subscriptions & Certifications	4,061	2,972	3,000	1,672	3,500	-	3,500	500	16.7%	
Conferences and Travel	395	2,394	2,900	1,539	5,000	-	5,000	2,100	72.4%	6
<b>Miscellaneous Expenses</b>	<b>4,456</b>	<b>5,366</b>	<b>5,900</b>	<b>3,211</b>	<b>8,500</b>	<b>-</b>	<b>8,500</b>	<b>2,600</b>	<b>44.1%</b>	
<b>Total Non-Personnel Expenses</b>	<b>131,572</b>	<b>154,396</b>	<b>143,360</b>	<b>100,652</b>	<b>136,460</b>	<b>27,990</b>	<b>164,450</b>	<b>21,090</b>	<b>14.7%</b>	
<b>Total Base Bus Budget</b>	<b>250,898</b>	<b>431,212</b>	<b>418,680</b>	<b>396,505</b>	<b>428,545</b>	<b>28,309</b>	<b>456,854</b>	<b>38,174</b>	<b>9.1%</b>	

Note #	Line Item	Explanation
3	Technology Services	Increase is related to website hosting changes anticipated for early 2025. Revision is related to an increase in Remix software costs for South Portland addition.
4	Other Contracted Services	Staff anticipate slight decreases in expenditures for contract services related to Marketing and Planning. Revision to increase due to new website implementation partially expended in 2024, remaining implementation costs will be paid in 2025.
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.

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

**ADMINISTRATION**

Table 10: Department Budgets- Administration

USES OF FUNDS	2022 Actual	2023 Actual	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>Wages</b>										
Regular Wages	875,598	737,243	995,206	924,799	1,090,164	16,533	1,106,697	111,491	11.2%	1
Overtime - Administration	1,696	1,078	1,839	1,132	1,974	-	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%	
<b>Total Wages</b>	<b>903,399</b>	<b>739,316</b>	<b>998,071</b>	<b>925,935</b>	<b>1,093,643</b>	<b>16,539</b>	<b>1,110,178</b>	<b>112,107</b>	<b>11.2%</b>	
<b>Benefits</b>										
FICA/FMLA	65,658	56,187	76,353	78,062	89,131	1,342	90,474	14,121	18.5%	
Health Ins	151,008	122,902	198,884	148,827	210,896	2,109	213,005	14,122	7.1%	
HRA Payments	3,135	3,252	-	4,599	-	-	-	-	0.0%	
Dental Insurance	9,528	6,411	8,024	6,780	7,987	-	7,987	(37)	-0.5%	
Disability Insurance	13,148	14,485	9,008	15,555	15,727	-	15,727	6,719	74.6%	2
Life Insurance	370	31	361	16	361	-	361	-	0.0%	
Workers Comp	5,651	6,296	6,136	6,078	7,493	(2,733)	4,760	(1,376)	-22.4%	
Unemployment	4,311	8,613	11,000	1,914	-	-	-	(11,000)	-100.0%	3
Vision	375	306	327	303	327	-	327	-	0.0%	
Retirement	49,823	62,549	63,550	74,320	73,706	(402)	73,304	9,753	15.3%	
Uniforms	248	27	-	254	500	-	500	500	0.0%	
<b>Total Benefits</b>	<b>303,255</b>	<b>281,059</b>	<b>373,645</b>	<b>336,712</b>	<b>406,134</b>	<b>322</b>	<b>406,453</b>	<b>32,807</b>	<b>8.8%</b>	
<b>Total Wages &amp; Benefits</b>	<b>1,206,654</b>	<b>1,020,375</b>	<b>1,371,716</b>	<b>1,262,647</b>	<b>1,499,777</b>	<b>16,861</b>	<b>1,516,630</b>	<b>144,914</b>	<b>10.6%</b>	
<b>Staffing</b>										
	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		1.50				0.50	
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				-	
<b>Totals</b>	<b>10.50</b>	<b>10.50</b>	<b>12.00</b>		<b>12.50</b>			<b>0.50</b>		

\*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. Revision includes wage adjustment due to vacancies in the Finance Department. Included in the revision is an added Part-Time Accounting Assistant position for the 2025 Budget year. Staff will continue to evaluate department needs and may adjust positions with the 2026 budget development.
2	Benefits	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. Revisions to benefits include the increased cost of Health Insurance (10% budgeted, actual increase was 11%) and lower than estimated costs of Workers Compensation Insurance.
3	Unemployment	Metro does not anticipate any unemployment related expenses for 2025 in the Admin department.



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

**Table 11: Department Budgets- Administration, continued**

USES OF FUNDS	2022 Actual	2024 Projection	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>Services and Fees</b>										
Tuition Reimbursement	2,955	1,500	5,000	960	6,000	-	6,000	1,000	20.0%	
Wellness Program	1,789	-	10,000	314	10,000	-	10,000	-	0.0%	
Legal Fees	43,492	74,384	40,000	177,754	80,000	-	80,000	40,000	100.0%	4
Audit Fees	23,500	25,000	27,500	26,500	29,500	2,083	31,583	4,083	14.8%	
Temporary Help	46,915	82,182	-	4,674	-	50,400	50,400	50,400	100%	5
Employment Services	13,898	13,402	14,500	10,581	19,500	-	19,500	5,000	34.5%	
Benefit Administration Fees	8,514	8,098	10,000	7,255	15,000	-	15,000	5,000	50.0%	6
Technology Services	102,762	103,468	124,139	124,704	127,149	1,728	128,877	4,738	3.8%	
Bank and CC Fees	20,622	20,971	24,600	38,300	37,933	-	37,933	13,333	54.2%	7
Advertising	45,168	31,654	25,000	48,059	35,500	-	35,500	10,500	42.0%	8
Postage	2,254	2,156	3,000	2,239	3,000	-	3,000	-	0.0%	
Other Contracted Services	14,144	14,461	23,000	77,215	20,000	10,000	30,000	7,000	30.4%	
Office Machines Maintenance	6,236	4,543	8,000	5,653	6,100	-	6,100	(1,900)	-23.8%	
Miscellaneous Services	2,361	2,331	2,800	2,641	3,000	-	3,000	200	7.1%	
<b>Services and Fees</b>	<b>334,611</b>	<b>384,150</b>	<b>317,539</b>	<b>526,848</b>	<b>392,682</b>	<b>64,211</b>	<b>456,893</b>	<b>139,354</b>	<b>43.9%</b>	
<b>Supplies &amp; Equipment</b>										
HR Supplies	-	-	2,500	60	2,500	-	2,500	-	0.0%	
Office Supplies	20,981	15,832	18,100	14,648	15,000	-	15,000	(3,100)	-17.1%	
Minor Equipment	3,554	3,231	5,000	1,502	4,000	-	4,000	(1,000)	-20.0%	9
<b>Supplies and Equipment</b>	<b>24,535</b>	<b>19,063</b>	<b>25,600</b>	<b>16,211</b>	<b>21,500</b>	<b>-</b>	<b>21,500</b>	<b>(4,100)</b>	<b>-16.0%</b>	
<b>Utilities</b>										
Heating Fuel	156,711	146,979	170,844	93,540	133,210	-	133,210	(37,634)	-22.0%	10
Electricity	114,470	114,597	133,986	108,206	140,415	-	140,415	6,429	4.8%	
Water/Sewer/Stormwater	30,104	31,530	43,674	32,908	36,500	-	36,500	(7,174)	-16.4%	
Phone/Cell/Internet	31,674	34,394	44,616	41,929	44,616	-	44,616	-	0.0%	
<b>Utilities</b>	<b>332,960</b>	<b>327,500</b>	<b>393,120</b>	<b>276,583</b>	<b>354,741</b>	<b>-</b>	<b>354,741</b>	<b>(38,379)</b>	<b>-9.8%</b>	
<b>Insurance</b>										
Auto/Liability/Property Insurance	345,754	375,431	401,625	402,432	473,713	2,897	476,610	74,985	18.7%	
<b>Insurance</b>	<b>345,754</b>	<b>375,431</b>	<b>401,625</b>	<b>402,432</b>	<b>473,713</b>	<b>2,897</b>	<b>476,610</b>	<b>74,985</b>	<b>18.7%</b>	
<b>Miscellaneous Expenses</b>										
Dues, Subscriptions & Certifications	25,321	25,247	37,500	36,781	37,894	-	37,894	394	1.1%	
Conferences and Travel	8,939	11,947	16,600	9,827	17,500	1,600	19,100	2,500	15.1%	
Meals and Hosting	10,460	12,530	15,000	20,639	15,000	-	15,000	-	0.0%	
<b>Miscellaneous Expenses</b>	<b>44,720</b>	<b>49,724</b>	<b>69,100</b>	<b>67,247</b>	<b>70,394</b>	<b>1,600</b>	<b>71,994</b>	<b>2,894</b>	<b>4.2%</b>	
<b>Total Non-Personnel Expenses</b>	<b>1,082,580</b>	<b>1,155,867</b>	<b>1,206,984</b>	<b>1,289,320</b>	<b>1,313,031</b>	<b>68,708</b>	<b>1,381,739</b>	<b>174,755</b>	<b>14.5%</b>	
<b>Total Base Bus Budget</b>	<b>2,289,233</b>	<b>2,176,242</b>	<b>2,578,700</b>	<b>2,551,967</b>	<b>2,812,808</b>	<b>85,569</b>	<b>2,898,369</b>	<b>319,669</b>	<b>12.4%</b>	

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	Temporary Help	Due to vacancies in the Finance Department, temporary help was added to assist with annual audit activities and training of new staff members.
6	Emp Svc/Benefit Admin	Increase mainly related to increased staffing levels due to merger.
7	Banking and Credit Card Fees	Increased costs related to credit card processing fees for sales of fare media.
8	Advertising	Increased costs related to advertising for job postings. Staff continue to evaluate opportunities for effective alternate methods of advertising.
9	Minor Equipment	Reduced request related to projected budgetary saving in 2024, and continued lower spending estimates.
10	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.

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

## CAPITAL AND RESERVES

Table 12: Base Bus Budget: Capital

USES OF FUNDS	2022 Actual	2023 Actual	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>Debt Service</b>										
Interest Expense Short Term	23,053	66,570	85,000	76,623	70,000	3,000	73,000	(12,000)	-14.1%	1
Interest Expense Long Term	31,271	32,758	29,215	28,501	30,374	-	30,374	1,159	4.0%	2
Debt Service Principal	182,500	199,150	199,150	199,150	199,150	-	199,150	-	0.0%	
<b>Debt Service</b>	<b>236,824</b>	<b>298,479</b>	<b>313,365</b>	<b>304,274</b>	<b>299,524</b>	<b>3,000</b>	<b>302,524</b>	<b>(10,841)</b>	<b>-3.5%</b>	
<b>Capital &amp; Reserves</b>										
Contribution to Unrest Balance	-	-	45,000	-	45,000	-	45,000	-	0.0%	
GF Cap Outlay for Oth Cap Itms	155,460	125,960	345,100	345,100	213,560	-	213,560	(131,540)	-38.1%	3
GF Cap Outlay for Capital	30,547	13,621	-	34,366	-	-	-	-	0.0%	
Transfers	2,935	(4,761)	-	14,266	-	-	-	-	0.0%	
<b>Capital &amp; Reserves</b>	<b>188,942</b>	<b>134,820</b>	<b>390,100</b>	<b>393,732</b>	<b>258,560</b>	<b>-</b>	<b>258,560</b>	<b>(131,540)</b>	<b>-33.7%</b>	
<b>Total Base Bus Budget</b>	<b>425,766</b>	<b>433,299</b>	<b>703,465</b>	<b>698,006</b>	<b>558,084</b>	<b>3,000</b>	<b>561,084</b>	<b>(142,381)</b>	<b>-20%</b>	

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. Revision to increase interest expense slightly based on historical draw patterns.
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.

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

**REVENUE**

**Table 13: Base Bus Budget: Revenue**

SOURCES OF FUNDS	2022 Actual	2023 Actual	2024 Budget	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>Fare Revenue</b>										
Passenger Fares	1,325,270	1,163,873	2,164,631	1,734,225	2,512,128	(190,728)	2,321,400	156,769	7.2%	1
Organization Paid Fares	783,388	864,741	651,614	606,169	693,004		693,004	41,390	6.4%	
Organization Route Guarantees		105,000	330,167	330,167	364,105		364,105	33,938	10.3%	
<b>Total Fare Revenue</b>	<b>2,108,658</b>	<b>2,133,614</b>	<b>3,146,412</b>	<b>2,670,561</b>	<b>3,569,237</b>	<b>(190,728)</b>	<b>3,378,509</b>	<b>232,097</b>	<b>7.4%</b>	
<b>Miscellaneous Revenue</b>										
Advertising Revenue	349,816	243,637	300,000	236,907	330,000	(7,662)	322,338	22,338	7.4%	2
Vehicle Maint Services	6,000	6,000	5,000	40,465	5,000		5,000	-	0.0%	
Sale of Fuel	7,868	4,137	7,000	50	-		-	(7,000)	-100.0%	3
Interest Income	48,027	150,889	90,000	152,185	110,000		110,000	20,000	22.2%	4
Reimbursements of Auto Fare fees	13,887	15,861	15,810	17,463	19,000		19,000	3,190	20.2%	5
Wellness Grant Reimbursements	1,284	210	3,500	1,300	3,500		3,500	-	0.0%	
Training Grant Reimbursements	1,872	150	2,000	3,918	2,000		2,000	-	0.0%	
Miscellaneous Income	29,427	29,143	20,000	93,830	15,000		15,000	(5,000)	-25.0%	6
Rental of Property	-	-	-	-	-		-	-	0.0%	
Claims Recovery	37,826	44,696	20,000	102,151	65,000		65,000	45,000	225.0%	
<b>Total Other Revenue</b>	<b>496,006</b>	<b>494,723</b>	<b>463,310</b>	<b>648,269</b>	<b>549,500</b>	<b>(7,662)</b>	<b>541,838</b>	<b>78,528</b>	<b>16.9%</b>	
<b>Municipal Funding</b>										
Non-Member Municipal Funding (Gorham)	33,000	35,000	35,000	-	-		-	(35,000)	-100.0%	7
Member Municipal Funding: Operations	4,198,244	4,374,571	4,129,432	4,299,570	5,102,816		5,102,816	973,384	23.6%	8
Municipal Credit	-	-	-	-	-		-	-	0.0%	
Municipal Funding: CIP Local Match	155,460	124,999	345,100	345,102	213,560		213,560	(131,540)	-38.1%	9
Municipal Funding: Svc Veh Local Match	8,000	-	-	-	-		-	-	0.0%	
<b>Total Municipal Revenue</b>	<b>4,394,704</b>	<b>4,534,570</b>	<b>4,509,532</b>	<b>4,644,672</b>	<b>5,316,376</b>	<b>-</b>	<b>5,316,376</b>	<b>806,844</b>	<b>17.9%</b>	
<b>State Funding</b>										
State Operating Subsidy	170,427	170,427	850,000	477,494	713,153	57,000	770,153	156,769	18.4%	10
<b>Total State Revenue</b>	<b>170,427</b>	<b>170,427</b>	<b>850,000</b>	<b>477,494</b>	<b>713,153</b>	<b>57,000</b>	<b>770,153</b>	<b>156,769</b>	<b>18.4%</b>	
<b>Federal Funding</b>										
Federal Operating Assistance	3,247,517	3,717,037	4,100,000	4,301,398	4,690,835		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	219,674	-	-	-	-		-	-	0.0%	
Federal Fuel Reimbursement				124,819	25,000		25,000	25,000		
BREEZ Operating Assistance			-	-	-		-	-	0.0%	
Federal Prev Maint Assistance	1,107,990	1,211,036	1,273,234	1,285,278	1,650,389	178,611	1,829,000	555,766	43.6%	12
Federal CARES Act	1,400,000	865,292	-	-	-		-	-	0.0%	
Federal ARPA	-	494,585	1,225,400	586,754	1,490,036		1,490,036	264,636	21.6%	13
<b>Total Federal Revenue</b>	<b>5,975,181</b>	<b>6,287,950</b>	<b>6,914,635</b>	<b>6,614,249</b>	<b>7,856,260</b>	<b>178,611</b>	<b>8,034,871</b>	<b>1,120,236</b>	<b>16.2%</b>	
<b>Total Revenue</b>	<b>\$ 13,144,976</b>	<b>\$ 13,621,284</b>	<b>\$ 15,883,888</b>	<b>\$ 15,055,245</b>	<b>\$ 18,004,526</b>	<b>\$ 37,221</b>	<b>\$ 18,041,747</b>	<b>2,157,859</b>	<b>13.6%</b>	

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. Revision to reduce fare revenue as updated projections based on 2024 actual ridership is slightly lower than originally estimated.
2	Advertising	Anticipated increase in Advertising revenue is mainly related to additional buses related to the merger. Revision to reduce advertising revenue based on 2024 actuals.
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.

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

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. Revision includes State funding allocation to assist with the South Portland Merger, and this funding is specifically allocated to the rebranding of revenue vehicles.
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.  Revision to Federal funding includes an increase in PM funding. This funding is available through the 2024 Federal funding allocation to South Portland Bus Service that is in the process of transferring over to Metro.
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
<b>Annual Total</b>	<b>\$ 5,435,704</b>	<b>\$ 96,130</b>	<b>\$ 305,750</b>	<b>\$ 671,157</b>	<b>\$ 4,334,964</b>	<b>\$ 5,408,002</b>	<b>-0.5%</b>	<b>\$ (27,702)</b>
* Estimated								

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 Final Operating and Capital Budget

## ADA PARATRANSIT

Table 15: ADA Paratransit Budget

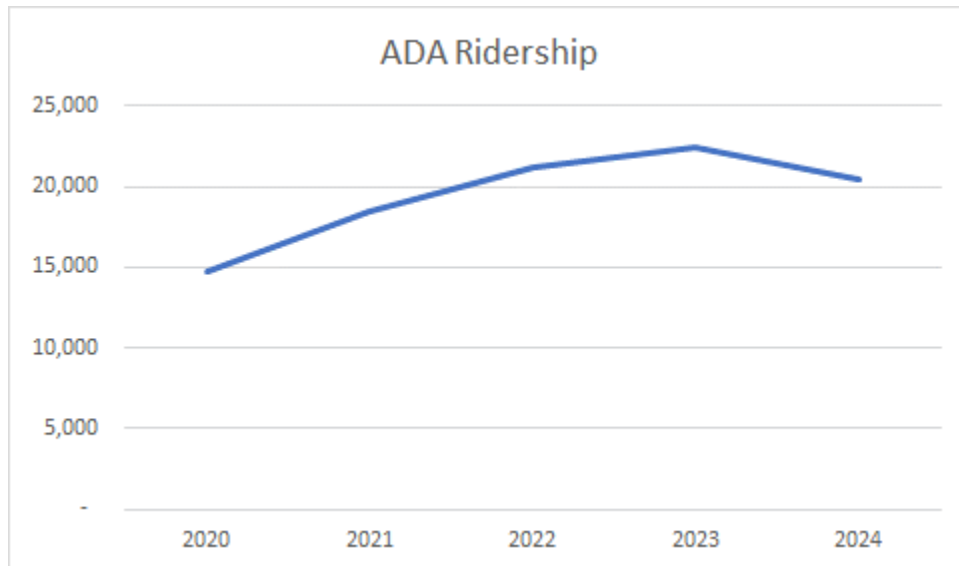
USES OF FUNDS	2022 Actual	2023 Actual	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>ADA Paratransit</b>										
Contracted Services	\$ 408,210	\$ 458,106	\$ 507,402	\$ 410,475	\$ 635,000	\$ (20,000)	\$ 615,000	107,598	21.2%	1
<b>Total ADA Paratransit Service</b>	<b>408,210</b>	<b>458,106</b>	<b>507,402</b>	<b>410,475</b>	<b>635,000</b>	<b>(20,000)</b>	<b>615,000</b>	<b>107,598</b>	<b>21.2%</b>	
<b>Total Expenditures</b>	<b>408,210</b>	<b>458,106</b>	<b>507,402</b>	<b>410,475</b>	<b>635,000</b>	<b>(20,000)</b>	<b>615,000</b>	<b>107,598</b>	<b>21.2%</b>	
SOURCES OF FUNDS	2022-A Actual	2023 Actual	2024 Final Request	2024 Projection	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>Municipal Funding</b>										
Municipal Funding	83,088	89,339	101,480	81,764	127,000	(4,000)	123,000	21,520	21.2%	2
<b>Total Municipal Funding</b>	<b>83,088</b>	<b>89,339</b>	<b>101,480</b>	<b>81,764</b>	<b>127,000</b>	<b>(4,000)</b>	<b>123,000</b>	<b>21,520</b>	<b>21.2%</b>	
<b>Federal Funding</b>										
FTA Section 5307	326,566	346,387	405,922	328,380	508,000	(16,000)	492,000	86,078	21.2%	3
FTA CARES Act								-	0%	4
<b>Total Federal</b>	<b>326,566</b>	<b>346,387</b>	<b>405,922</b>	<b>328,380</b>	<b>508,000</b>	<b>(16,000)</b>	<b>492,000</b>	<b>86,078</b>	<b>21.2%</b>	
<b>Total Revenue</b>	<b>409,654</b>	<b>435,726</b>	<b>507,402</b>	<b>410,144</b>	<b>635,000</b>	<b>(20,000)</b>	<b>615,000</b>	<b>107,598</b>	<b>21.2%</b>	
<b>Surplus/(Deficit)</b>	<b>1,444</b>	<b>(22,380)</b>	<b>0.00</b>	<b>(331)</b>	<b>-</b>	<b>-</b>	<b>-</b>			

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. Revision to decrease estimated expenses for ADA based on continued declining ridership.
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 Final Operating and Capital Budget**

**Table 16: ADA Paratransit Ridership: 2022-2024**

<b>2022</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>	<b>%</b>
Falmouth	13	10	32	37	26	39	24	39	34	18	10	14	296	1%
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	60%
South Portland	396	305	376	345	385	441	432	516	500	443	440	253	4,832	23%
Westbrook	137	160	246	242	241	262	248	323	392	367	333	321	3,272	15%
<b>Total</b>	<b>1,397</b>	<b>1,354</b>	<b>1,701</b>	<b>1,664</b>	<b>1,741</b>	<b>1,924</b>	<b>1,798</b>	<b>2,177</b>	<b>2,089</b>	<b>1,866</b>	<b>1,853</b>	<b>1,616</b>	<b>21,180</b>	<b>100%</b>
<b>2023</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>	<b>%</b>
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	60%
South Portland	436	379	418	413	473	451	370	345	344	352	313	313	4,607	21%
Westbrook	307	302	394	324	331	310	326	336	329	321	295	305	3,880	17%
<b>Total</b>	<b>1,843</b>	<b>1,781</b>	<b>2,116</b>	<b>1,935</b>	<b>2,058</b>	<b>1,984</b>	<b>1,833</b>	<b>1,864</b>	<b>1,730</b>	<b>1,811</b>	<b>1,715</b>	<b>1,717</b>	<b>22,387</b>	<b>100%</b>
<b>2024</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>	<b>%</b>
Falmouth	20	23	25	17	18	10	16	17	19	17	17	15	214	1%
Gorham	18	23	24	18	19	19	18	14	27	27	20	18	245	1%
Portland	1,036	1,012	936	948	1,008	915	971	1,085	961	1,144	1,077	1,002	12,095	59%
South Portland	370	359	305	346	357	351	378	393	377	427	381	357	4,401	21%
Westbrook	255	249	287	269	341	275	320	329	315	317	306	299	3,562	17%
<b>Total</b>	<b>1,699</b>	<b>1,666</b>	<b>1,577</b>	<b>1,598</b>	<b>1,743</b>	<b>1,570</b>	<b>1,703</b>	<b>1,838</b>	<b>1,699</b>	<b>1,932</b>	<b>1,801</b>	<b>1,691</b>	<b>20,517</b>	<b>100%</b>
<b>2025</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>	<b>%</b>
Falmouth	15												15	1%
Gorham	25												25	2%
Portland	1,012												1,012	64%
South Portland	254												254	16%
Westbrook	266												266	17%
<b>Total</b>	<b>1,572</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,572</b>	<b>100%</b>





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

**115 ST. JOHN'S Property**

Table 17: 115 St. John's Street Property

USES OF FUNDS	2022 Actual	2023 Actual	2024 Final Request	2024 12/31/24 Prelim	2025 Request	2025 Revision	2025 Final Request	2025 \$ +/-	2025 % +/-	Notes
<b>Services and Fees</b>										
Arch/Eng Fees		-	-				-	-	0.0%	
Legal Fees	6,095	162	-				-	-	0.0%	
Property Management Fees- Broker, Cam, Etc	63,783	8,766	8,941	8,941	9,119		9,119	178	2.0%	
Maintenance Services- 115 St John St.	4,298	-	10,000				-	(10,000)	-100.0%	
Snow Plowing/Removal- 115 St John St.	-	-	-				-	-	0.0%	
Supplies	714	-	2,000				-	(2,000)	-100.0%	
<b>Total Services and Fees</b>	<b>74,889</b>	<b>8,928</b>	<b>20,941</b>	<b>8,941</b>	<b>9,119</b>	<b>-</b>	<b>9,119</b>	<b>(11,822)</b>	<b>-56.5%</b>	<b>1</b>
<b>Utilities</b>										
Heating Fuel- 115 St. John St.	8,535	-	-				-	-	0.0%	
Electricity- 115 St. John St.	7,176	1,296	-				-	-	0.0%	
Water/Sewer/Stormwater- 115 St. John St.	5,982	870	-				-	-	0.0%	
<b>Total Utilities</b>	<b>21,693</b>	<b>2,166</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>2</b>
<b>Rental Fees</b>										
Rental Fees	326,083	332,605	339,257	339,257	346,042		346,042	6,785	2.0%	
Property Taxes	35,302	37,288	41,000	39,151	42,230		42,230	1,230	3.0%	
<b>Total Rental Fees</b>	<b>361,385</b>	<b>369,893</b>	<b>380,257</b>	<b>378,408</b>	<b>388,272</b>	<b>-</b>	<b>388,272</b>	<b>8,015</b>	<b>2.1%</b>	<b>3</b>
<b>CAM Charges</b>										
Management Fees		13,308	13,570	13,570	13,842		13,842	271	2.0%	
General R&M		7,704	3,095	3,242	3,188	1,842	5,030	1,935	62.5%	
General Administration		48,051	52,278	52,278	53,846	(1,568)	52,278	0	0.0%	
<b>Total CAM Charges</b>	<b>-</b>	<b>69,063</b>	<b>68,943</b>	<b>69,090</b>	<b>70,876</b>	<b>274</b>	<b>71,150</b>	<b>2,207</b>	<b>3.2%</b>	<b>4</b>
<b>Property Insurance</b>										
Property Insurance- 115 St. John Street	18,377	18,972	19,543	20,579	21,347	2,010	23,357	3,814	19.5%	
<b>Total Insurance</b>	<b>18,377</b>	<b>18,972</b>	<b>19,543</b>	<b>20,579</b>	<b>21,347</b>	<b>2,010</b>	<b>23,357</b>	<b>3,814</b>	<b>19.5%</b>	<b>5</b>
<b>Total Expenditures</b>	<b>476,344</b>	<b>469,022</b>	<b>489,684</b>	<b>477,018</b>	<b>489,614</b>	<b>2,284</b>	<b>491,898</b>	<b>2,214</b>	<b>0.5%</b>	
<b>SOURCES OF FUNDS</b>										
<b>Other Revenue</b>										
Reimbursements- Insurance	7,657	18,974	19,543	20,725	21,347	2,010	23,357	3,814	19.5%	
Reimbursements- Taxes	15,230	40,182	41,000	41,000	42,230	-	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	-	7,296	143	2.0%	
Rental of Property- 115 St. John's St.	59,612	175,321	178,828	178,828	182,404		182,404	3,577	2.0%	
<b>Total Other Revenue</b>	<b>89,386</b>	<b>249,656</b>	<b>258,524</b>	<b>247,706</b>	<b>253,277</b>	<b>2,010</b>	<b>255,287</b>	<b>(3,237)</b>	<b>-1%</b>	<b>6</b>
<b>Municipal Funding</b>										
Municipal Assessment for Operating	90,938	93,862	94,245	94,245	96,130	-	96,132	1,887	2.0%	
<b>Total Municipal Funding</b>	<b>90,938</b>	<b>93,862</b>	<b>94,245</b>	<b>94,245</b>	<b>96,130</b>	<b>-</b>	<b>96,132</b>	<b>1,887</b>	<b>2.0%</b>	<b>7</b>
<b>State Funding</b>										
State Operating Subsidy	227,344	234,654	239,347	239,347	244,134	-	244,136	4,789	2.0%	
<b>Total State Funding</b>	<b>227,344</b>	<b>234,654</b>	<b>239,347</b>	<b>239,347</b>	<b>244,134</b>	<b>-</b>	<b>244,136</b>	<b>4,789</b>	<b>2.0%</b>	<b>8</b>
<b>Total Revenue</b>	<b>407,668</b>	<b>578,172</b>	<b>592,116</b>	<b>581,298</b>	<b>593,541</b>	<b>2,010</b>	<b>595,555</b>	<b>3,439</b>	<b>0.6%</b>	
Surplus/(Deficit)	(68,676)	109,150	102,433	104,280	103,928	(274)	103,658	1,225	1%	

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

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	5,242,800	6,106,924	29,372,818	4,912,122	4,536,322
	Federal (5307)	4,162,241	2,634,240	5,055,539	16,123,254	4,149,698	3,829,058
	Federal (CARES)	-	1,560,000	-	-	-	-
	Federal (ARPA)	-	-	-	-	-	-
	Federal (CRRSAA)						
	Federal (5310)	219,529	-	-	-	-	-
	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	213,560	271,385	224,564	102,424	107,264
	Local Assess (Projects)	345,100	213,560	271,385	224,564	102,424	107,264
	Local Assess (Cap Res.)	-	-	-	35,436	157,576	152,736
	Local (Debt Service)	228,365	366,977	393,303	387,038	685,963	685,964
	Total	573,465	580,537	664,688	647,038	945,963	945,964
100 PLANNING & PROGRAMS		2024	2025	2026	2027	2028	2029
101 Replacement Facility: Planning-Design <i>Prior funding and 2023 funding will be used to hire a consultant firm to prepare conceptual design, capital cost estimate, operating cost forecasts, and develop project roadmap. Funding in outer years reflects 8% of a facility's estimated construction cost for planning-design-engineering.</i>	Total	-		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 FACILIITIES: MAINTENANCE-ACQUISITION-CONSTRUCTION		2024	2025	2026	2027	2028	2029
201 Metro Facility Replacement-Expansion <i>Phase 1: Acquire 151 St. John's Property - Federal assistance estimated at 50%; State assistance estimated at 30%. Local funding assumed to come from bonding. Bond insurance will be contingent on state-federal funding acquisition.  Phase 2: Construct replacement facility - Federal assistance estimated at 50%; State assistance estimated at 30%. Local funding assumed to come from bonding.</i>	Total		5,200,000	-	25,000,000	-	-
	Federal (5307)		2,600,000	-	12,500,000	-	-
	Federal (CARES)		1,560,000	-	-	-	-
	Federal (ARPA)		-	-	-	-	-
	Federal (5310)		-	-	-	-	-
	State		-	-	7,500,000	-	-
	Local (Bond)		1,040,000	-	5,000,000	-	-
	Local (Assessment)	-	-	-	-	-	-
202 Facility Renovations-Major Component Replacement <i>Unpsent funding (\$316,580) for facility renovations (\$96,580) and Bus Wash Rehab (\$150,000) and HVAC (\$70,000) - These projects are moving forward.  Replacement of back-up generator in 2023 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  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)	-	-	-	-	-	-

	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.	Federal (5310)	-	-	-	-	-	
		State	-	-	-	-	-	
	Original 2024 entries removed as project can completed with existing funding.	Local (Bond)	-	-	-	-	-	
		Local (Assessment)	-	-	-	-	-	
300 VEHICLE MAINTENANCE & ACQUISITION			2024	2025	2026	2027	2028	2029
301 Mid-Life Fleet Refurbishments <i>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).</i>	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	
302 Fleet Replacements GP Metro adheres manages to the FTA Uesful Life Benchmark (ULB) of 14 years, but aims to replace buses at years 13 and 14 in order to allow flexibility based on individual buses' condition.  Replaced 4 original Breez buses in FY 2023 with diesel New Flyers  Replace 3 2011 diesel Gillig buses in FY 2024 with electric buses & related infrastructure  Replace 4 2011 diesel Gillig buses in FY 2025 with diesel New Flyers using existing contract  Replace 3 2014 CNG Gillig buses in FY 2027 with electric buses  Replace 2 2014 CNG Gillig buses in FY 2028 with electric buses	Total	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)							
303 Support Vehicle Replacement/Acquistions <i>2023 replacement of operations support vehicle acquired in 2013.</i> <i>2023 addition of employee shuttle to provide transport between base and relief point(s)</i> <i>2024 replacement of maintenance/plow truck</i> <i>2025 acquisition of diesel skid steer for bus stop/sidewalk/facility snow plowing.</i> <i>Remaining funds \$7,400 (from sale of retired vehicle) and \$1,730 (surplus from acquisition of operations shuttle) can be applied to future needs.</i>	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	-	-	-	
308 Fleet Expansion <i>TBD</i>	Total	-	-	-	-	-	-	
	Federal (5307)	-	-	-	-	-	-	
	Federal (CARES)	-	-	-	-	-	-	
	Federal (ARPA)	-	-	-	-	-	-	
	Federal (5310)	-	-	-	-	-	-	
	State	-	-	-	-	-	-	
	Local (Bond)	-	-	-	-	-	-	
	Local (Assessment)	-	-	-	-	-	-	
400 BUS STOP IMPROVEMENTS			2024	2025	2026	2027	2028	2029
401 General Bus Stop Improvements <i>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.</i>  <i>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.</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 (\$70,000).</i>	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	
402 Transit Stop Access Project Planning-design work completed in prior years. Amounts shown are for construction. Remaining amount includes \$195,468 from prior grant which covers design-engineering as well as \$73,460 in local funding that was collected for construction but tied to federal funding in a future year.  <i>Amounts in FY 2023 are programmed for construction. Local match relates to Federal 5310 funding.</i> <i>Amounts in FY 2024 reflect the final allocation of federal formula funding for this project</i> <i>Amounts in FY 2025-26 represent new formula funding awarded to Metro thru PACTS formula set-aside application process.</i>	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
501 Management Information Systems <i>Remaining grant balance (\$97,415) earmarked for inventory tracking software (\$77,715), and Timekeeping software (\$19,700). Additional funding sought in 2024 to acquire and deploy timekeeping software. The timekeeping project previously included under this project series (2024) is moved to Project 503 so it functions with the AVL system.</i>	Total	-	-	100,000	-	-	-	
	Federal (5307)	-	-	50,000	-	-	-	
	Federal (CARES)	-	-	-	-	-	-	
	Federal (ARPA)	-	-	-	-	-	-	
	Federal (5310)	-	-	-	-	-	-	
	State	-	-	-	-	-	-	
	Local (Bond)	-	-	-	-	-	-	
	Local (Assessment)	-	-	20,000	-	-	-	
502 Transit Signal Priority <i>Metro awarded \$500,000 in federal ARPA funding to install transit signal priority technology along Washington Avenue and Forest Avenue in Portland. Additional \$170,000 applied for through PACTS FTA Section 5307 formula set-aside program for transit enhancements (pending approval). Additional award would add TSP to Brighton Ave. and Congress Street.</i>	Total	171,200	42,800	-	-	-	-	
	Federal (5307)	136,960	34,240	-	-	-	-	
	Federal (CARES)	-	-	-	-	-	-	
	Federal (ARPA)	-	-	-	-	-	-	
	Federal (5310)	-	-	-	-	-	-	
	State	-	-	-	-	-	-	
	Local (Bond)	-	-	-	-	-	-	
	Local (Assessment)	34,240	8,560	-	-	-	-	

503    **CAD/AVL System Replacement**  
*Approximately \$1.0 million needed to replace the existing system to include AVL, CAD, APC, AVA*  
*Unspent funding (\$168,000) from CARES Act funding allocated to AVA System/UV Lighting*  
*CARES Act funding recently allocated by PACTS for CAD/AVL replacement (\$242k).*  
*Local funding remains from prior year budgets for which local match was collected but project was not*  
*included in PACTS program of projects for federal funding (\$42,958- Electronic Signs).*

Total	550,000	-	-	-	-	-
Federal (5307)	440,000	-	-	-	-	-
Federal (CARES)	-	-	-	-	-	-
Federal (ARPA)	-	-	-	-	-	-
Federal (5310)	-	-	-	-	-	-
State	-	-	-	-	-	-
Local (Bond)	-	-	-	-	-	-
Local (Assessment)	110,000	-	-	-	-	-