

Finance Committee

September 24, 2025 | 10:00 am – 11:30 am



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/85631151700?pwd=yrEg1G6gcM33iqD4CPMY1eleeyLgsb.1>

Passcode: 101710 | Webinar ID: 856 3115 1700

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

MEETING AGENDA

AGENDA ITEM	PRESENTER	ACTION or INFORMATION
1. Call Meeting to Order (10:00)	Paul Bradbury, Committee Chair	N/A
2. Public Comment (10:00-10:05) The Finance Committee welcomes public comment. For items NOT listed on this agenda, the chair will recognize speakers at this point on the agenda. For items on the agenda, the chair will recognize public comment following the staff presentation. There is a 3-minute time limit per speaker.	Paul Bradbury, Committee Chair	Information
3. Approval of Meeting Minutes (10:00-10:05) The committee will be asked to approve minutes from the August 13, 2025 meeting of the Finance Committee.	Paul Bradbury, Committee Chair	ACTION
4. Micro Transit Cost Allocation (10:05-10:30) Staff will review the operating cost of microtransit as it compares to fixed route bus service and how differences in these the two services could be accounted for in Metro's 2026 Operating Budget.	Shelly Brooks, Chief Financial Officer	Discussion
5. 2026 Operating Budget Draft (10:30 – 11:25) Staff will present the draft 2026 Operating budget.	Shelly Brooks, Chief Financial Officer	Information
6. Future Agenda Items (11:25-11:30) Committee members may request future agenda items. <ul style="list-style-type: none">• Workplan Development (Strategic Plan)- Ongoing• Review Financial Policies (Fund Balance/Procurement)- TBD• Long Range Financial Forecasting- Ongoing	Paul Bradbury, Committee Chair	Information

<ul style="list-style-type: none"> • Electric Buses- KPIs and Cost Analysis- TBD • Microtransit Cost Analysis- September/October 2025 • Federal and State Funding Outlook- Ongoing 		
7. Upcoming Meetings (11:25-11:30) <ul style="list-style-type: none"> • Executive Committee – September 24, 2025 at 3:30 pm • Finance Committee – October 8, 2025 at 4:00 pm • Finance Committee – October 15, 2025 at 4:00 pm • Board of Directors – October 23, 2025 at 4:00 pm • Mkt/Coms Committee – November 12, 2025 at 3:00 pm • Plan/Ops Committee – November 19, 2025 at 10:30 am • Advocacy Committee – November 19, 2025 at 4:30 pm 	Paul Bradbury, Committee Chair	Information
9. Adjournment (11:30)	Paul Bradbury, Committee Chair	ACTION

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 Metro Finance Committee
Wednesday, August 13, 2025 4:00pm
DRAFT Meeting Minutes:

Member:	Municipality:	Role:	Status:
Paul Bradbury	Portland	Chair	Present
Josh Reny	South Portland	Vice Chair	Present
Merrill Barter	Falmouth	Member	Present
Tom Poirier	Gorham	Member	Present
Ed Suslovic	Portland	Non-voting Attendee	Present

Staff Present	Identified Members of the Public
Shelly Brooks – Chief Financial Officer	Portland Chamber of Commerce

- I. With a Quorum in place, this meeting was called to Order By: Paul Bradbury at: 4:00 pm**
- II. Public Forum:**
No members of public requested to speak.
- III. Approval of April 2, 2025 Draft Meeting Minutes:**
Josh Reny motioned, seconded by Merrill Barter to approve the June 4, 2025 meeting minutes. After a roll call of the members present, it was unanimously approved.
- IV. 2026 Budget Process Overview:**
Shelly Brooks presented the 2026 budget process overview and timeline, along with suggestions for 3 Finance Committee meetings leading up to the Board of Director’s final approval of the 2026 at the October 23, 2025 meeting. Staff will poll the committee members for final meeting date for September, and calendar invites will be sent for the October 8th @ 4pm and October 15th @ 4pm meetings.
- V. Local Match Policy:**
Shelly Brooks presented a draft CIP Local Match policy for review and approval by the committee. Shelly explained the policy allows staff to re-allocate local match contributions to capital projects that are approved in the 5-year CIP. Josh Reny requested an amendment to the policy to require communication as informational items of such re-allocations to the Finance Committee and the Board of Directors at

their meetings following the re-allocation. Josh Reny motioned, seconded by Tom Poirier to approve the Local Match Policy. After a roll call of the members present, it was unanimously approved. The policy will be presented to the Executive Committee for approval on August 27, 2025.

VI. Committee Workplan Development:

The committee began the discussion of a workplan of the goals and strategic priorities of the Finance Committee from the April 2nd meeting.

Staff will work to develop a framework for financial best practices for the committee's review.

1. Plan for Long Term Financial Sustainability

- i. Achieving the industry benchmark by increasing fare recovery to 25%
 - I. The committee requested analysis of fare increases on ridership, best practices, indexing, etc. Staff will work to gather information for analysis- and will likely begin the analysis in Planning and Operations Committee, before moving back to the Finance Committee to review long term financial impacts of changes being considered.
- ii. Develop, maintain and monitor long-term financial forecast
- iii. Maintain clean audit reports with no material weaknesses
 - I. Staff will work to develop a framework for financial best practices for the committee's review.
- iv. Develop long-term plan to achieve targeted Fund Balance
- v. Carefully evaluate service expansion for fiscal sustainability

2. Diversify Revenue Sources

- i. Identify new funding sources
 - I. Engage member communities to assist with identifying new funding sources
- ii. State operational support advocacy
- iii. Identify new opportunities for Pass Programs
- iv. Evaluate revenue caps, minimum revenue guarantees, and annual contributions for route support
 - I. KPI's for pass programs (Planning and Operations Committee)
- v. Increase non-fare miscellaneous revenue

3. Asset Management

- i. Ensure assets are replaced on a coordinated, properly funded schedule
 - I. Work to develop a 5-year overall funding strategy of the CIP
- ii. Plan for major capital expenses and budget accordingly
 - I. Ed Suslovic began a discussion of a facility task force of the BOD for the Facility Master Plan project.

VII. Future Agenda Items:

- Goal Setting/Workplan Development (Strategic Plan)- Ongoing

- Review Financial Policies (Fund Balance/Procurement)- TBD
- Long Range Financial Forecasting- Ongoing
- Electric Buses- KPIs and Cost Analysis- TBD
- Microtransit Cost Analysis- Sept/Oct 2025 with 2026 Budget
- Federal and State Funding Outlook- Ongoing

VIII. Upcoming Meetings:

- Board of Directors – June 26, 2025 at 4:00 pm
- Finance Committee- (Tentative) September 10, 2025 at 4:00 pm- Will be Rescheduled after Availability Poll
- Market/Coms Committee – September 10, 2025 at 3:00 pm
- Plan/Ops Committee – August 20, 2025 at 10:30 am
- Advocacy Committee – August 20, 2025 at 4:30 pm
- Executive Committee – August 27, 2025 at 3:30 pm

IX. Adjournment: Tom Poirier motioned, Merrill Barter seconded. Paul Bradbury adjourned the meeting at 5:05 PM.



FINANCE COMMITTEE

AGENDA ITEM 4

DATE

September 24, 2025

SUBJECT

Evaluate Microtransit Rate for Metro's Operating Budget

PURPOSE

To present a methodology for allocating expenses for microtransit service to Metro member communities.

BACKGROUND/ANALYSIS

In October 2023 Metro's Board of Directors adopted a cost/revenue allocation formula used to determine local assessments for Metro member communities. This formula is used to allocate revenue and expenses to each member community. See Attachment A for summary explanation of cost allocation formula.

When the formula was adopted Metro only operated fixed route bus service. In January of 2025, Metro introduced microtransit service in Falmouth. During the 2025 budget year this new service was 100% funded by ARPA Grant funding. In 2026, the ARPA grant funding will be exhausted. This will require the microtransit to be folded into Metro's regular operating budget.

Due to the operating profile of microtransit being significantly different than fixed route bus service, staff compared the variable cost expenses of both services. Figure 1 represents most expenses associated with microtransit for the first eight months of operation. The figure does not include parts and maintenance costs as these costs are not currently available for reporting in an expense-based format. Maintenance staff report that Metro's new microtransit vehicle has not required any repairs to date and the only maintenance expenses associated with the vehicle are related to regular preventative maintenance.

Figure 1 – Microtransit expenses (Jan25-Aug25)

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25
Wages	\$ 5,463	\$ 6,474	\$ 8,346	\$ 6,994	\$ 8,643	\$ 6,382	\$ 9,263	\$ 7,441
Overtime	\$ 2,852	\$ 3,911	\$ 1,469	\$ 2,278	\$ 2,715	\$ 2,162	\$ 3,101	\$ 2,721
Bonus	\$ 172	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Holiday	\$ 516	\$ 532	\$ -	\$ -	\$ 272	\$ 532	\$ -	\$ -
Paid Absences	\$ 712	\$ 430	\$ 32	\$ 183	\$ 688	\$ 688	\$ 878	\$ 351
Training	\$ -	\$ -	\$ 423	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	\$ 3,629	\$ 3,820	\$ 6,523	\$ 5,148	\$ 5,886	\$ 5,254	\$ 6,187	\$ 5,301
Gasoline	\$ 937	\$ 879	\$ 976	\$ 963	\$ 953	\$ 1,111	\$ 1,205	\$ 1,238
Microtransit App	\$ 4,206	\$ 4,205	\$ 2,103	\$ 2,103	\$ 2,103		\$ 2,103	
Consultant/Misc Supplies	\$ 125	\$ 1,538		\$ 24		\$ 2,474	\$ 1,224	\$ 404
Total	\$ 18,612	\$ 21,789	\$ 19,872	\$ 17,694	\$ 21,260	\$ 18,602	\$ 23,961	\$ 17,455
Revenue Hours	436.1	402.9	447.3	429.4	435	431.7	431.9	445.6
Cost per Hour	\$ 42.39	\$ 50.26	\$ 44.43	\$ 41.15	\$ 48.87	\$ 37.36	\$ 52.64	\$ 38.27

Eight-month average variable cost for microtransit – \$44.42

Metro's 2025 variable rate for fixed route bus service – \$85.09

Microtransit percentage of fixed route variable rate – 52.2%

Based on the significant difference in expenses between the cost to operate microtransit and the cost to operate fixed route transit it would be justified that the expenses for these services be charged to Metro member communities at different rates. Similarly, revenues (with the exception of fare revenue) would also be applied at a reduced rate.

FISCAL IMPACT

There is no fiscal impact to Metro's overall budget, however there will be a shifting of revenue and expenses between member communities.

RECOMMENDATION

This item is for first review by the Finance Committee. If the Committee would like to proceed with this evaluation, staff would return with a recommended procedure for allocating revenue and expenses for microtransit service at the Committee's next meeting.

ATTACHMENT

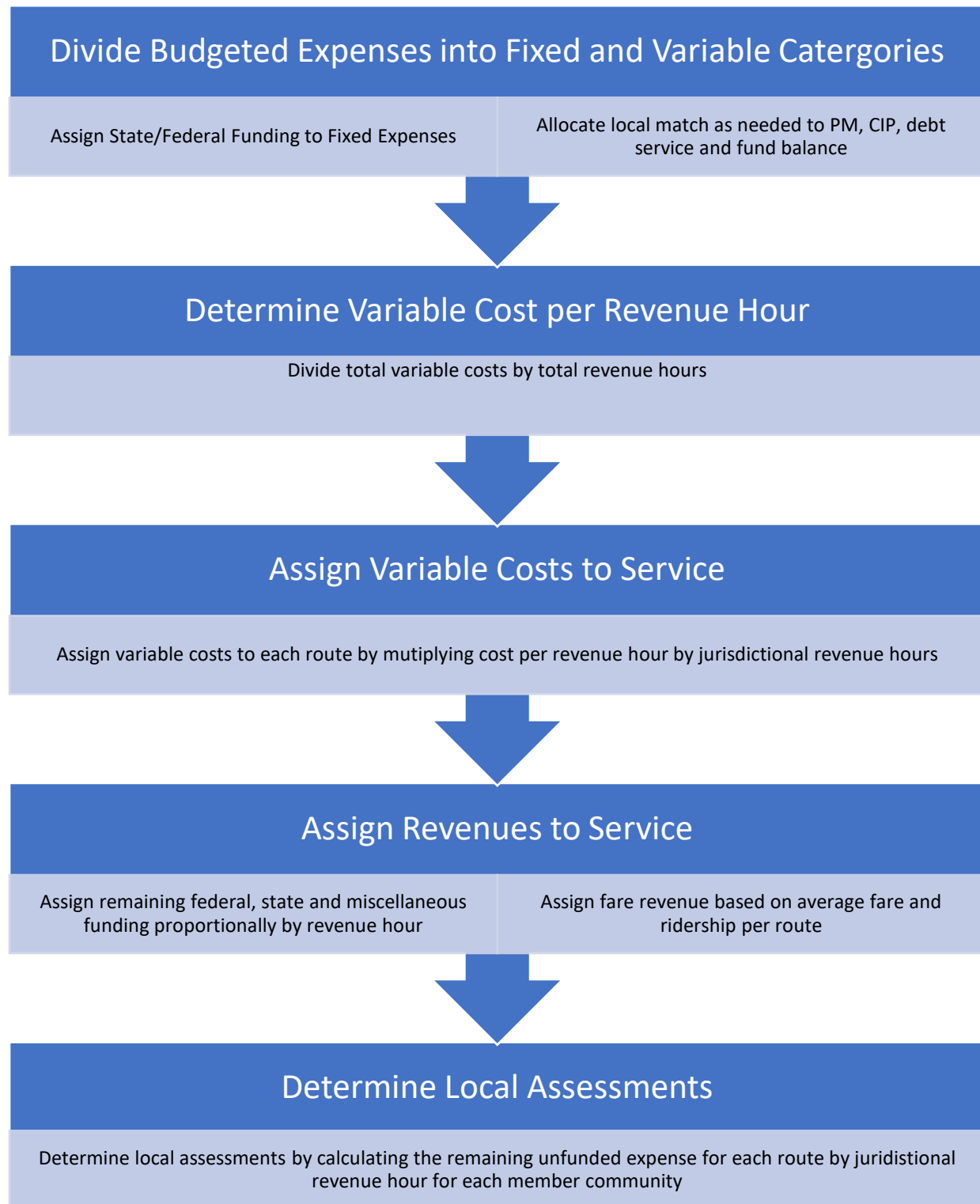
Attachment A – Summary of Cost Allocation Formula

CONTACT

Shelly Brooks, Chief Financial Officer

207-221-8710 - sbrooks@gpmetro.org

GP Metro Cost/Revenue Allocation Summary



FY 2026 OPERATING BUDGET- Draft

The total operating budget for FY 2026 is \$20,808,769, an increase of 8.08% compared to FY 2025. Staff continue to work to identify opportunities for savings to close the deficit of \$2,006,678. Items presented are working drafts/estimates.

Table 1: Total Budget Summary

	2023 Actual	2024 Actual	2025 Final Request	2025 Projection	2026 Request	2025 +/- \$	2025 +/- %
EXPENDITURES							
<u>Base Bus Budget</u>							
Wages	7,275,589	8,095,775	9,661,876	8,948,743	10,404,755	742,880	7.69%
Benefits	2,929,801	3,294,106	3,959,250	3,737,186	4,408,562	449,312	11.35%
Services and Fees	930,898	996,518	1,098,685	1,109,356	1,286,819	188,134	17.12%
Fuel-Fluids-Tires	716,703	957,750	1,359,084	1,206,939	1,199,700	(159,384)	-11.73%
Supplies & Equipment	449,124	456,601	552,220	576,799	613,250	61,030	11.05%
Utilities	359,445	308,708	391,101	377,348	398,174	7,073	1.81%
Insurance	375,431	402,432	476,610	476,610	514,739	38,129	8.00%
Miscellaneous Expenses	55,402	72,426	85,494	75,522	128,551	43,057	50.36%
Debt Service	298,479	304,274	302,524	280,896	297,750	(4,773)	-1.58%
Capital & Reserves	134,820	393,732	258,560	322,816	350,000	91,440	35.37%
Total Base Bus Budget	13,525,692	15,282,322	18,145,405	17,112,215	19,602,301	1,456,897	8.03%
<u>Separate Budget Categories</u>							
ADA Paratransit	458,106	410,475	615,000	648,870	698,340	83,340	13.55%
115 St. John's Street	469,022	477,017	491,898	493,359	508,127	16,230	3.30%
Service Improvements	164,743						
Total Expenditures	14,617,562	16,169,814	19,252,302	18,254,443	20,808,769	1,556,466	8.08%
REVENUES							
<u>Base Bus Funding</u>							
Fare Revenue	2,133,614	2,670,561	3,378,509	2,926,185	2,988,028	(390,481)	-11.56%
Miscellaneous Revenue	494,723	648,270	541,838	423,130	422,500	(119,338)	-22.02%
Municipal Funding	4,534,570	4,644,672	5,316,376	5,313,959	5,605,419	289,043	5.44%
State Funding	170,427	477,494	770,153	730,745	730,745	(39,408)	-5.12%
Federal Funding	6,287,950	6,027,495	6,544,835	6,544,835	7,309,652	764,817	11.69%
Total Base Bus Budget	13,621,284	14,468,492	16,551,711	15,938,854	17,056,344	504,633	3.05%
<u>Separate Budget Categories</u>							
ADA PT - Municipal Funding	89,339	81,764	123,000	129,774	139,668	16,668	13.55%
ADA PT - Federal Funding	346,387	328,380	492,000	492,000	558,672	66,672	13.55%
115 St. John's Other Revenue	249,656	252,785	255,287	255,287	263,529	8,241	3.23%
115 St. John's Municipal Funding	93,862	94,244	96,132	96,132	98,052	1,920	2.00%
115 St. John's State Funding	234,654	239,347	244,136	244,134	207,015	(37,121)	-15.21%
Service Imp. - Passenger Fares	53,467	-	-	-	-	-	0.00%
Service Imp. - Federal Funding	111,277	586,754	1,490,036	1,400,603	478,811	(1,011,225)	-67.87%
Total Revenues	14,799,926	16,051,766	19,252,302	18,556,784	18,802,090	(450,212)	-2.34%
Surplus/(Deficit)	182,363	(118,048)	(0)	302,341	(2,006,678)	(2,006,678)	

Major Budget Factors:

- Base Bus Budget (Expenditures) – Metro currently estimates a \$2,067,147 deficit for FY 2026. The FY 2026 Base Bus Budget is built on transit service levels that are mostly unchanged from FY 2025.
 - Service Improvements – ARPA funded service improvements implemented in May 2024 and 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.

**Greater Portland Transit District:
FY 2026 Operating and Capital Budget- Draft**

- Base Bus Budget (Revenues) – revenue estimates include: decreases in fares and miscellaneous revenue as well as increases in federal funding. Current municipal funding reflects an overall 5.4% increase, which includes a 5% placeholder increase in operating funding and a 17.1% placeholder increase in capital funding. The 2026-2030 CIP is still being finalized and may adjust this figure. Staff anticipate a small balance of ARPA funding carrying into 2026, which will offset about ¼ year of ARPA related service improvements.
- ADA Paratransit budget is projected to increase based on actual increased ridership in 2025.
- 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 \$60,468 surplus in this section can be available to offset a deficit(s) in other sections of the budget.

BASE BUS SERVICE

For 2026, baseline bus service (including ARPA funded service improvements) will total approximately 137,403 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: 2026 Service Levels and Estimated Ridership

ROUTE	MUNICIPALITIES	CORRIDORS	Peak Headways			Revenue	Estimated	Boardings/
			Wkdy	Sat	Sun	Hours	Boardings	Hour
Route 1	Portland	Congress	30 min.	60 min	60 min	9,853	131,100	13
Route 2	Portland-Westbrook	Forest	30 min.	60 min	60 min	10,708	174,208	16
Route 3	Portland-South Portland-Westbrook	Bridge-Spring	60 min	60 min	60 min	6,174	62,527	10
Route 4	Portland-Westbrook	Brighton-Main	30 min.	45 min	45 min	13,680	222,586	16
Route 5	Portland-South Portland	Outer Congress	30 min.	45 min	45 min	10,526	166,963	16
Route 7	Falmouth-Portland	Congress-Rt. 1	40 min	60 min.	60 min	14,648	186,143	13
Route 8	Portland	Peninsula Circulator	30 min.	60 min	60 min	6,757	72,885	11
Route 9	Falmouth-Portland	Congress-Washington-Stever	30 min.	30 min	60 min	19,469	352,455	18
Route 21	Portland - SMCC	Pillsbury-Cottage-Broadway	50 min	120 min	90 min	5,315	58,595	11
Route 24A	South Portland - Maine Mall	Congress-Broadway-Main	120 min	120 min	90 min	5,367	60,513	11
Route 24B	South Portland - Maine Mall	Congress-Highland-Broadway	120 min	N/A	N/A	3,968	68,185	17
Husky Line	Gorham-Portland-Westbrook	Rt. 25-William Clark-Brighton	30 min.	45 min	45 min	14,764	163,894	11
Breez	Brunswick-Freeport-Yarmouth-Portland	I-295-Rt. 1	50 min	150 min	N/A	10,984	62,335	6
Micro	Falmouth	Falmouth On-Demand	On Demand			5,190	5,500	1
Total						137,403	1,787,890	13

Greater Portland Transit District:
FY 2026 Operating and Capital Budget- Draft

Table 3: Base Bus Budget Summary

	2023 Actual	2024 Actual	2025 Final Request	2025 Projection	2026 Request	2025 +/- \$	2025 +/- %
EXPENDITURES							
Base Bus Budget							
Wages	7,275,589	8,095,775	9,661,876	8,948,743	10,404,755	742,880	7.7%
Benefits	2,929,801	3,294,106	3,959,250	3,737,186	4,408,562	449,312	11.3%
Services and Fees	930,898	996,518	1,098,685	1,109,356	1,286,819	188,134	17.1%
Fuel-Fluids-Tires	716,703	957,750	1,359,084	1,206,939	1,199,700	(159,384)	-11.7%
Supplies & Equipment	449,124	456,601	552,220	576,799	613,250	61,030	11.1%
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Insurance	375,431	402,432	476,610	476,610	514,739	38,129	8.0%
Misc Exp	55,402	72,426	85,494	75,522	128,551	43,057	50.4%
Debt Service	298,479	304,274	302,524	280,896	297,750	(4,773)	-1.6%
Capital & Reserves	134,820	393,732	258,560	322,816	350,000	91,440	35.4%
Service Improvements							
Total Base Bus Budget	13,525,692	15,282,322	18,145,405	17,112,215	19,602,301	1,456,897	8.0%
REVENUES							
Base Bus Funding							
Fare Revenue	2,133,614	2,670,561	3,378,509	2,926,185	2,988,028	(390,481)	-11.6%
Miscellaneous Revenue	494,723	648,270	541,838	423,130	422,500	(119,338)	-22.0%
Municipal Funding	4,534,570	4,644,672	5,316,376	5,313,959	5,605,419	289,043	5.4%
State Funding	170,427	477,494	770,153	730,745	730,745	(39,408)	-5.1%
Federal Funding	6,287,950	6,027,495	6,544,835	6,544,835	7,309,652	764,817	11.7%
Svc Imp- Federal Funding		586,754	1,490,036	1,400,603	478,811	(1,011,225)	-67.9%
Total Base Bus Budget	13,621,284	15,055,246	18,041,747	17,339,457	17,535,155	(506,592)	-2.8%
Surplus/(Deficit)	95,592	(227,076)	(103,658)	227,242	(2,067,147)	(1,963,489)	

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.

- 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.

The Operations Department includes the following full-time equivalent (FTE) positions and number of employees. Several positions have been reclassified out of the Operations Department for 2026; Information Technology will be reported as a separate department budget. Additionally, Customer Service has been moved to the Planning and Marketing Department budget. The Safety and Training Manager position has been reclassified as the Assistant Transit Operations Manager and finally, two new positions are being requested, a Training Supervisor and a Scheduler/Data Analyst.

The Training Supervisor will perform the majority of the “hands on” new and refresher Bus Operator training. The Assistant Transit Operations Manager will provide support for the Transit Operations Manager in the areas of; dispatch oversight, operations, ITS systems and safety. This position is budgeted for the full year in 2026.

The Scheduler/Data Analyst position will primarily gather data and provide reports on a variety of KPIs. This position will make recommendations for schedule adjustments to improve on-time performance and will produce Metro’s operator and customer facing schedules. This position is budgeted for ½ year in 2026.

Table 4: Transit Operations Department Staffing

Staffing	2023	2024	2025	2026		
Transit Operations Manager	1.00	1.00	1.00	1.00	0.00	
Transit Operations Assistant Manager				1.00	1.00	*Reclassification
Safety and Training Manager	1.00	1.00	1.00	0.00	-1.00	*Reclassification
Training Supervisor				1.00	1.00	*Additional Position
Scheduler/Data Analyst	0.00	0.00	0.00	1.00	1.00	*Additional Position
Dispatcher	4.00	4.00	4.00	4.00	0.00	
Bus Operators	63.00	75.00	84.00	83.00	-1.00	
Operations Assistant	1.00	1.00	1.00	1.00	0.00	
Shuttle Driver	1.00	3.00	3.00	3.00	0.00	
Customer Service Manager	1.00	1.00	1.00	0.00	-1.00	* Moved to Planning/Marketing
Customer Service Representative	2.00	2.00	2.00	0.00	-2.00	* Moved to Planning/Marketing
IT Manager	1.00	1.00	1.00	0.00	-1.00	* Moved to IT Department
Totals	75.00	89.00	98.00	95.00	-3.00	

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

Greater Portland Transit District:
FY 2026 Operating and Capital Budget- Draft

Table 5: Transit Operations Department Budget

USES OF FUNDS	2023 Actual	2024 Actual	2025 Final Request	2025 Projection	2026 Request	2025 +/- \$	2025 +/- %	Notes
Wages								
Regular Wages	4,545,926	5,025,804	6,092,300	5,646,087	6,359,995	267,695	4.4%	1
New Positions					43,987	43,987	100.0%	2
Overtime - Operations	504,636	544,757	641,417	696,621	710,154	68,737	10.7%	3
Add'l Pay (PTO payout, Hlth opt out)	35,509	54,606	72,618	52,438	74,796	2,179	3.0%	
Holiday Pay - Worked	100,244	123,060	138,424	145,627	149,995	11,572	8.4%	4
Wages	5,186,316	5,748,227	6,944,759	6,540,773	7,338,928	394,169	5.7%	
Benefits								
FICA/FMLA	391,936	438,594	570,516	526,468	591,558	21,042	3.7%	
Health Ins	1,033,410	1,219,143	1,517,434	1,423,674	1,599,910	82,475	5.4%	5
HRA Payments	72,773	85,114	85,000	73,176	75,335	(9,665)	-11.4%	6
Dental Insurance	45,282	45,563	56,122	50,640	56,816	694	1.2%	
Disability Insurance	41,049	46,564	58,232	53,599	45,669	(12,563)	-21.6%	7
Life Insurance	1,651	2,066	2,065	2,117	2,117	52	2.5%	
Workers Comp	165,008	179,662	152,503	167,503	263,215	110,712	72.6%	8
Unemployment	-	12,207	15,000	774	5,000	(10,000)	-66.7%	9
Vision	2,011	2,029	2,355	2,341	2,148	(208)	-8.8%	*
Retirement	320,702	347,659	445,865	413,929	467,807	21,942	4.9%	
New Positions					17,659	17,659	100.0%	10
Uniforms/Reimbursements	28,579	16,792	33,892	15,783	28,092	(5,800)	-17.1%	*
Benefits	2,102,401	2,395,393	2,938,985	2,730,005	3,155,326	216,341	7.4%	
Total Wages & Benefits	7,288,717	8,143,621	9,883,744	9,270,778	10,494,254	610,510		
USES OF FUNDS	2023 Actual	2024 Actual	2025 Final Request	2025 Projection	2026 Request	2025 Balance	%	
Services and Fees								
Temporary Help	-	-	-	-	-	-	0.0%	
Technology Services					-	-	0.0%	
Other Contracted Services	88,964	99,472	107,500	88,946	112,500	5,000	4.7%	
Services and Fees	88,964	99,472	107,500	88,946	112,500	5,000	4.7%	
Supplies & Equipment								
Transportation Supplies	6,606	1,086	6,500	4,135	7,000	500	7.7%	
It Supplies	0	(0)	-	-	-	-	0.0%	
Fare Media	19,950	21,498	15,000	15,000	-	(15,000)	-100.0%	*
Minor Equipment	1,666	(0)	2,000	1,000	1,500	(500)	-25.0%	11
Supplies and Equipment	28,223	22,583	23,500	20,135	8,500	(15,000)	-63.8%	
Utilities								
Phone/Cell/Internet- AVL	-	-	-	-	-	-	0.0%	
Phone/Cell/Internet	1,684	1,959	1,920	2,294	1,920	-	0.0%	
Utilities	1,684	1,959	1,920	2,294	1,920	-	0.0%	
Miscellaneous Expenses								
Conferences and Travel	110	1,796	4,000	2,085	6,000	2,000	50.0%	12
Miscellaneous Expenses	110	1,796	4,000	2,085	6,000	2,000	50.0%	
Total Non-Personnel Expenses	118,981	125,810	136,920	113,460	128,920	(8,000)	-5.8%	
Total Base Bus Budget	7,407,698	8,269,431	10,020,664	9,384,238	10,623,174	602,510	6.0%	

Reclassifications*

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Note #	Line Item	Explanation
1	Wages	Increase in regular wages is driven mainly by the COLA increase (3% 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	New Positions- Wages	This amount reflects the request for two new positions. One, full year, Training Supervisor, and one, ½ year Scheduler/Data Analyst.
3	Overtime	Overtime increase is related to the 3% COLA as required by the CBA. Additionally, this includes an addition of Overtime expected for Micro Transit drivers.
4	Holiday Pay	Increase is related to COLA as required by the CBA. Additionally, 2025 projection estimates to be slightly over budget on this line, so increase is based on 2025 projection and not 2025 budget.
5	Health Insurance	Health Insurance is estimated at an increase of 11% over 2025 budgeted amount.
6	HRA Payments	Historically, HRA payments were budgeted fully in Operations, as this department carried the majority of the expenses, and allocated to the departments based on actual expenditures. For 2026, we are budgeting an amount for each department. For 2026, Operations is showing a slight decrease, but this is based on the allocation to other departments. Overall, HRA Payments requested increase is about 20%, which is based on historical usage and added staff.
7	Disability Insurance	Metro's broker for Disability Insurance was able to negotiate a rate reduction on STD benefits only, which is contributed to the addition of MEPFML benefits, starting in 2026. The Oct 2025 renewal includes a decrease in the STD rate, and no change in the rate for LTD benefits.
8	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 2026 policy renewals begin.
9	Unemployment	Metro is self-insured for unemployment benefits, therefore, only has expenditures when claims are filed. So far, 2025 has been minimal. Staff have adjusted the budget request downward based on 2025 actuals.
10	New Positions- Benefits	This amount reflects an estimate of benefit expenditures for new positions. Staff are using 45% of wages as an estimate, which is in line with actual overall benefit costs related to wages.
11	Minor Equipment	Staff have adjusted this request downward, based on historical usage.
12	Conference and Travel	Increased based on need for additional training for Operations staff and managers

INFORMATION TECHNOLOGY DEPARTMENT

Overview and Staffing

The mission of the Information Technology Department is to provide secure, reliable, and innovative technology solutions that support Metro’s operations, enhance the rider experience, and safeguard agency data and systems. The department ensures the availability and integrity of critical technology infrastructure, applications, and digital services.

- **Systems & Infrastructure** – Maintain Metro’s hardware, software, and network infrastructure to ensure availability, operability, and business continuity.
- **Cybersecurity** – Protect agency systems, data, and digital assets through proactive monitoring, risk management, and compliance with security standards.
- **Application Support** – Manage, update, and support agency business systems, including financial, operational, and customer-facing platforms.
- **Innovation & Data** – Advance technology initiatives, data management, and analytics to improve decision-making, service delivery, and rider experience.

The Information Technology Department includes the following full-time equivalent (FTE) positions and number of employees. No additional positions or employees are proposed.

Table 6: Information Technology Department Staffing

Staffing	2023	2024	2025	2026	
IT Manager	1.00	1.00	1.00	1.00	0.00
Totals	1.00	1.00	1.00	1.00	0.00

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

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Table 7: Information Technology Department Budget

USES OF FUNDS	2023 Actual	2024 Actual	2025 Final Request	2025 Projection	2026 Request	2025 +/- \$	2025 +/- %	NOTES
Wages								
Regular Wages	72,857	71,565	80,882	78,573	87,524	6,642	8.2%	1
New Positions						-	0.0%	
Add'l Pay (PTO payout, Hlth opt out)						-	0.0%	
Holiday Pay - Worked						-	0.0%	
Wages	72,857	71,565	80,882	78,573	87,524	6,642	8.2%	
Benefits								
FICA/FMLA	4,723	4,640	6,592	6,083	7,133	541	8.2%	
Health Ins	13,583	13,343	17,794	14,482	19,457	1,663	9.3%	2
HRA Payments	-	-	-	1,200	1,500	1,500	100.0%	3
Dental Insurance	617	606	809	658	691	(118)	-14.6%	
Disability Insurance	600	600	600	574	555	(45)	-7.4%	4
Life Insurance						-	0.0%	
Workers Comp	126	126	126	126	198	72	57.1%	5
Vision	30	30	30	30	26	(4)	-12.9%	
Retirement	4,736	4,652	5,257	4,881	5,689	432	8.2%	
New Positions						-	0.0%	
Benefits	24,416	23,996	31,208	28,035	35,249	4,041	12.9%	
Total Wages & Benefits	97,273	95,561	112,090	106,608	122,773	10,683		
USES OF FUNDS	2023 Actual	2024 Actual	2025 Final Request	2025 Projection	2026 Request	2025 Balance	%	
Services and Fees								
Technology Services	187,036	188,456	174,819	175,503	319,432	144,613	82.7%	6
Other Contracted Services						-	0.0%	
Services and Fees	187,036	188,456	174,819	175,503	319,432	144,613	82.7%	
Supplies & Equipment								
It Supplies	677	2,515	1,120	1,500	2,500	1,380	123.2%	7
Minor Equipment	7,326	8,364	3,600	7,500	10,000	6,400	177.8%	8
Supplies and Equipment	8,003	10,879	4,720	9,000	12,500	7,780	164.8%	
Utilities								
Phone/Cell/Internet	61,961	68,248	74,736	68,524	65,960	(8,776)	-11.7%	
Utilities	61,961	68,248	74,736	68,524	65,960	(8,776)	-11.7%	
Miscellaneous Expenses								
Conferences and Travel						-	0.0%	
Miscellaneous Expenses	-	-	-	-	-	-	0.0%	
Total Non-Personnel Expenses	257,000	267,583	254,275	253,027	397,892	143,617	56.5%	
Total Base Bus Budget	354,272	363,144	366,365	359,635	520,666	154,301	42.1%	

Note #	Line Item	Explanation
1	Wages	Increase in regular wages is driven mainly by the COLA increase (3% 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	Health Insurance	Health Insurance is estimated at an increase of 11% over 2025 budgeted amount.
3	HRA Payments	Historically, HRA payments were budgeted fully in Operations, as this department carried the majority of the expenses, and allocated to the departments based on actual expenditures. For 2026, we are budgeting an amount for each department. Overall, HRA Payments requested increase is about 20%, which is based on historical usage and added staff.

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Note #	Line Item	Explanation
4	Disability Insurance	Metro's broker for Disability Insurance was able to negotiate a rate reduction on STD benefits only, which is contributed to the addition of MEPFML benefits, starting in 2026. The Oct 2025 renewal includes a decrease in the STD rate, and no change in the rate for LTD benefits.
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.
6	Technology Services	This line reflects all of Metro's Technology Services agreements and miscellaneous technology fees. Table 8 provides the detail of the items covered by this line. The increase is attributed mostly to new SaaS agreements for CAD/AVL, Timekeeping and microtransit.
7	IT Supplies	Includes items like keyboards, mice, wires, etc. Increase is related to anticipation of replacements of aging equipment, along with normal equipment failure replacements.
8	Minor Equipment	Includes items like replacement monitors, docks, etc. Increase is related to anticipation of replacements of aging equipment.

Table 8: Technology Services Detail

Technology Services- SaaS Agreements		
Provider	Service	Amount (annual)
Equans	CAD/AVL	36,246
Optibus	Schd/Timekeeping	64,310
Tyler/Munis	Financials/HRIS/Payroll/Purchasing	87,907
ClearGov	Budgeting Software	5,354
Macola	Inventory	2,187
Colbi Technologies	Secure Bidding	2,500
Planetaria	Website	6,250
Spare	Micro App	24,030
ChargePoint	Electric Bus	3,744
Samsara	Maint/Fleet Tracking Tool	1,661
Remix	Planning	18,648
		252,838
Technology Services- Misc		
Provider	Service	Amount (annual)
Seacoast Security	Door Access Control/Camera System	6,740
CDW	Cradlepoint License	9,015
Avenu HRS	Unclaimed Property Submission	450
Warp & Weft	DiriGO Website Hosting	828
Constant Contact	Newsletter/Email	785
Canva	Design	120
PC Rescue	Contracted Service	2,400
Snipe-It	IT Tools	480
Zendesk	IT Ticketing System	500
Screenly	IT Tools	960
Anydesk	IT Tools	1,000
Ubiquiti	IT Tools	100
Ninjio Tech	Training Tool	1,500
Secure Fax	Secure Fax for HR	264
Google	Workspace/Voice	16,560
Google	Domain&Device Consultant	15,000
Zoom	Board and Committee Meetings	4,823
Misc	Misc Support (software/tech/camera)	5,070
		66,595

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 49 transit buses, 10 support vehicles, 3 facilities and 500+ bus stops including 50+ bus 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. An additional full-time Mechanic is requested for ½ year 2026, which also assumes elimination of the part-time Mechanic at ½ year.

Table 9: Maintenance Department Staffing

Staffing	2023	2024	2025	2026	
Maintenance Manager	1.00	1.00	1.00	1.00	-
Master Technician	-	-	-	-	-
Technician	1.00	1.00	1.00	3.00	2.00
Mechanic II (1 PT Employee)	5.00	5.50	5.50	4.00	(1.50) *Net Add of .5 Position
Mechanic I	1.00	1.00	1.00	1.00	-
Fleet Care	4.00	4.00	4.00	4.00	-
Building Maintenance	1.00	1.00	1.00	1.00	-
Bus Cleaner	1.00	1.00	1.00	1.00	-
Totals	14.00	14.50	14.50	15.00	0.50

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

Table 10: Maintenance Department Budget

USES OF FUNDS	2023 Actual	2024 Actual	2025 Final Request	2025 Projection	2026 Request	2025 +/- \$	2025 +/- %	Notes
Wages								
Regular Wages	1,008,634	1,073,640	1,218,787	1,112,397	1,274,132	55,345	4.5%	1
New Positions					19,496	19,496	100.0%	2
Overtime - Maintenance	49,082	38,739	52,269	71,400	97,803	45,533	87.1%	3
Add'l Pay (PTO payout, Hlth opt out)	7,052	6,084	16,500	15,750	16,995	495	3.0%	
Holiday Pay - Worked	19,161	25,958	24,889	23,486	24,191	(698)	-2.8%	
Wages	1,083,929	1,144,421	1,312,445	1,223,033	1,432,616	120,171	9.2%	
Benefits								
FICA/FMLA	79,514	91,382	110,851	102,292	116,368	5,517	5.0%	
Health Ins	249,070	260,546	260,776	300,704	305,685	44,909	17.2%	4
HRA Payments	7,283	7,110	-	16,855	17,698	17,698	100.0%	5
Dental Insurance	9,845	9,875	9,778	10,582	10,856	1,077	11.0%	
Disability Insurance	10,095	10,469	10,449	11,499	8,726	(1,724)	-16.5%	6
Life Insurance	114	184	-	64	64	64	0.0%	
Workers Comp	30,408	29,356	22,992	22,992	36,130	13,138	57.1%	7
Unemployment	-	-	-	-	-	-	0.0%	
Vision	472	396	431	433	410	(21)	-4.8%	
Retirement	45,018	47,663	87,008	80,776	89,381	2,372	2.7%	
New Positions	-	-	-	-	8,773	8,773	100.0%	8
Uniforms	6,462	10,559	9,950	6,520	10,950	1,000	10.1%	
Benefits	438,282	467,539	512,236	552,719	605,041	92,805	18.1%	
Total Wages & Benefits	1,522,211	1,611,960	1,824,681	1,775,752	2,037,657	212,976	11.7%	

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Note #	Line Item	Explanation
1	Wages	Increase in regular wages is driven mainly by the COLA increase (3% 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	New Positions- Wages	This amount reflects the request for one new position. One, ½ year Mechanic II, and also assuming removal of the one Part-time Mechanic II position.
3	Overtime	Increase in Overtime is related to staffing coverage of long-term absences. 2025 amounts are projected to be over budget for same reasons.
4	Health Insurance	Health Insurance is estimated at an increase of 11% over 2025 budgeted amount.
5	HRA Payments	Historically, HRA payments were budgeted fully in Operations, as this department carried the majority of the expenses, and allocated to the departments based on actual expenditures. For 2026, we are budgeting an amount for each department. Overall, HRA Payments requested increase is about 20%, which is based on historical usage and added staff.
6	Disability Insurance	Metro's broker for Disability Insurance was able to negotiate a rate reduction on STD benefits only, which is contributed to the addition of MEPFML benefits, starting in 2026. The Oct 2025 renewal includes a decrease in the STD rate, and no change in the rate for LTD benefits.
7	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.
8	New Positions- Benefits	This amount reflects an estimate of benefit expenditures for new positions. Staff are using 45% of wages as an estimate, which is in line with actual overall benefit costs related to wages.

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Table 11: Department Budgets- Maintenance, continued

USES OF FUNDS	2023 Actual	2024 Actual	2025 Final Request	2025 Projection	2026 Request	2025 Balance	%	
Services and Fees								
Arch & Engineer Fees	-	-	5,000	2,500	2,500	(2,500)	-50.0%	9
Temporary Help	-	-	-	-	-	-	0.0%	
Other Contracted Services	-	3,570	5,000	6,000	10,000	5,000	100.0%	10
Maint Software	2,690	9,132	7,744	7,744	13,000	5,256	67.9%	11
Maintenance Services	204,274	210,475	299,125	318,478	304,125	5,000	1.7%	
Snow Plowing/Removal	2,675	-	9,900	6,113	9,900	-	0.0%	
Custodial Services	46,697	47,069	48,131	48,311	48,881	750	1.6%	
Services and Fees	256,336	270,246	374,900	389,145	388,406	13,506	3.6%	
Fuel-Fluids-Tires- Non-Revenue Vehicles								
CNG Fuel	91,032	61,884	95,000	89,966	95,000	-	0.0%	
Diesel Fuel	484,297	723,877	1,049,755	900,000	850,000	(199,755)	-19.0%	12
Gasoline	-	-	5,500	11,637	15,000	9,500	172.7%	13
Greases and Fluids	60,945	86,517	98,550	98,550	100,200	1,650	1.7%	
Electricity as a Fuel	14,219	13,778	16,000	12,508	22,000	6,000	37.5%	14
Tires and Tubes	66,209	71,694	94,279	94,279	117,500	23,221	24.6%	15
Fuel-Fluids-Tires- Non-Revenue Vehicl	716,703	957,750	1,359,084	1,206,939	1,199,700	(159,384)	-11.7%	
Supplies & Equipment								
Servicing/Fueling Supplies	4,902	4,994	5,000	6,000	6,500	1,500	30.0%	16
Shop Supplies	30,346	29,758	36,050	28,207	40,000	3,950	11.0%	
Shelter Supplies	1,793	4,375	14,750	20,846	14,750	-	0.0%	
Building Supplies	30,577	27,048	36,750	25,744	30,000	(6,750)	-18.4%	17
Parts	300,481	320,218	382,950	426,922	435,000	52,050	13.6%	
Minor Equipment	6,868	6,112	8,000	3,500	10,000	2,000	25.0%	18
Veh Ops- Other Supplies	5,142	3,639	5,000	3,500	3,500	(1,500)	-30.0%	19
Supplies and Equipment	380,108	396,144	488,500	514,719	539,750	51,250	10.5%	
Utilities								
Phone/Cell/Internet	481	483	480	214	480	-	0.0%	
Utilities	481	483	480	214	480	-	0.0%	
Miscellaneous Expenses								
Liscenses and Permits	202	173	1,000	1,000	1,000	-	0.0%	
Miscellaneous Expenses	202	173	1,000	1,000	1,000	-	0.0%	
Total Non-Personnel Expenses	1,353,831	1,624,796	2,223,964	2,112,016	2,129,336	(94,628)	-4.3%	
Total Base Bus Budget	2,876,042	3,236,757	4,048,646	3,887,768	4,166,993	118,347	2.9%	

Note #	Line Item	Explanation
9	Architecture & Engineering Services	Historically no expenses allocated to this line. Reduced slightly based on non-usage.
10	Other Contracted Services	Expenditures related to contract service for Maintenance staff training. Increased based on additional training sessions planned in 2026.
11	Maintenance Software	Covers maintenance software licensing for Maintenance computers. Increase is related to inventory system addition for 2026,
12	Diesel Fuel	By purchasing diesel futures, Staff was able to secure a favorable rate for METRO's 25-26 diesel contract of \$2.37/gal. The current contract will expire late summer of 2026, and will secure a new contract. Estimates for fuel purchases beyond contract expiration are currently estimated at an increased contract rate of \$2.55/gal.
13	Gasoline	Increase of Gasoline for Micro Transit revenue vehicles. 2025 was estimated with no historical data, and is estimated to be over budget.
14	Electricity Fuel	Increase based on assumption of additional usage in 2026.

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Note #	Line Item	Explanation
15	Tires and Tubes	Increase based on assumptions of price increases for 2026, as well as additional vehicle tires to purchase/maintain.
16	Servicing & Fueling Supplies	2025 Projection estimates are over 2025 budgeted amount. Increase for 2026 based on this overage, and slight pricing increases.
17	Building Supplies	Decreased budget request for 2026 based on historical spending being under budgeted amounts.
18	Minor Equipment	Increased budget request based on anticipated need for additional small equipment for shop use.
19	Other Supplies	Decreased budget request for 2026 based on historical spending being under budgeted amounts.

PLANNING, MARKETING and CUSTOMER SERVICE

Overview and Staffing

The mission of the Planning, Marketing, and Customer Service Department is to ensure Metro's services remain responsive to community needs by planning future transit improvements, engaging riders and stakeholders, and providing clear, accessible information and assistance. The department advances Metro's visibility, ridership, and rider satisfaction through effective service planning, communications, and customer support.

- **Planning** – Develop and evaluate service plans, monitor system performance, and recommend improvements to ensure Metro's network remains efficient, effective, and aligned with community needs.
- **Marketing & Communications** – Promote Metro's services through strategic communications, branding, outreach, and public engagement to build awareness, grow ridership, and strengthen community connections.
- **Customer Service** – Provide fare media sales, trip planning assistance, and responsive support to riders, partners, and the public across multiple communication channels.

The Planning, Marketing and Customer Service Department includes the following full-time equivalent (FTE) positions and number of employees. No additional positions or employees are proposed.

Table 12: Planning, Marketing and Customer Service Staffing

Staffing	2023	2024	2025	2026		
Director of Transit Development	1.00	1.00	1.00	1.00	-	
Marketing Manager	1.00	1.00	1.00	1.00	-	
Customer Service Manager				1.00	1.00	*Moved from Operations
Customer Service Representative				2.00	2.00	*Moved from Operations
Totals	2.00	2.00	2.00	5.00	3.00	

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

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Table 13: Planning, Marketing and Customer Service Department Budget

USES OF FUNDS	2023 Actual	2024 Actual	2025 Final Request	2025 Projection	2026 Request	2025 +/- \$	2025 +/- %	Notes
Wages								
Regular Wages	193,172	203,851	213,619	199,632	372,761	159,142	74.5%	1
Overtime - Administration	-	-	-	-	3,000	3,000	100.0%	1
Add'l Pay (PTO payout, Hlth opt out)	-	-	-	-	-	-	0.0%	
Holiday Pay - Worked	-	-	-	-	-	-	0.0%	
Wages	193,172	203,851	213,619	199,632	375,761	162,142	75.9%	
Benefits								
FICA/FMLA	13,933	16,360	17,410	16,066	30,625	13,215	75.9%	1
Health Ins	46,038	39,946	42,445	38,698	83,532	41,087	96.8%	2
HRA Payments	5,692	3,400	-	22	23	23	100.0%	3
Dental Insurance	1,887	1,640	1,592	1,542	2,607	1,015	63.8%	1
Disability Insurance	1,430	1,792	1,977	3,306	2,384	407	20.6%	4
Life Insurance	-	-	-	-	-	-	0.0%	
Workers Comp	234	225	176	176	277	101	57.1%	5
Unemployment	-	-	-	-	-	-	0.0%	
Vision	53	45	74	73	112	38	51.6%	1
Retirement	14,376	16,262	15,111	14,028	24,424	9,314	61.6%	1
Uniforms	-	-	-	-	800	800	0.0%	
Benefits	83,643	79,670	78,785	73,911	144,785	66,000	83.8%	
Total Wages & Benefits	276,815	283,521	292,404	273,543	520,546	228,142	78.0%	

Note #	Line Item	Explanation
1	Wages	<p>Increase in regular wages is driven mainly by the COLA increase (3% 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.</p> <p>Additionally, Customer Service staff have been moved to the Planning and Marketing Department, accounting for the majority of the increase is wages seen here. There are several benefit lines that are showing significant increases based on this move as well.</p>
2	Health Insurance	Health Insurance is estimated at an increase of 11% over 2025 budgeted amount.
3	HRA Payments	Historically, HRA payments were budgeted fully in Operations, as this department carried the majority of the expenses, and allocated to the departments based on actual expenditures. For 2026, we are budgeting an amount for each department. Overall, HRA Payments requested increase is about 20%, which is based on historical usage and added staff.
4	Disability Insurance	Metro's broker for Disability Insurance was able to negotiate a rate reduction on STD benefits only, which is contributed to the addition of MEPFML benefits, starting in 2026. The Oct 2025 renewal includes a decrease in the STD rate, and no change in the rate for LTD benefits.
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.

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Table 14: Planning, Marketing and Customer Service Department Budget, continued

USES OF FUNDS	2023 Actual	2024 Actual	2025 Final Request	2025 Projection	2026 Request	2025 Balance	2025 +/- %	Notes
Services and Fees								
Technology Services					-	-	0.0%	
Advertising	74,957	26,734	57,000	44,258	60,000	3,000	5.3%	
Other Contracted Services	42,924	9,465	56,450	61,835	90,000	33,550	59.4%	5
Services and Fees	117,881	36,199	113,450	106,093	150,000	36,550	32.2%	
Supplies & Equipment								
Fare Media					13,000	13,000	100.0%	6
Supplies Cust Rel	9,618	9,998	10,000	10,000	10,000	-	0.0%	
Supplies Promo	4,109	787	4,000	4,000	5,000	1,000	25.0%	7
Supplies and Equipment	13,727	10,785	14,000	14,000	28,000	14,000	100.0%	
Utilities								
Phone/Cell/Internet	972	956	960	907	1,440	480	50.0%	8
Utilities	972	956	960	907	1,440	480	50.0%	
Miscellaneous Expenses								
Dues, Subscriptions & Certifications	2,972	1,672	3,500	3,500	4,500	1,000	28.6%	9
Conferences and Travel	2,394	1,539	5,000	5,000	12,000	7,000	140.0%	10
Miscellaneous Expenses	5,366	3,211	8,500	8,500	16,500	8,000	94.1%	
Total Non-Personnel Expenses	137,946	51,151	136,910	129,500	195,940	59,030	43.1%	
Total Base Bus Budget	414,761	334,672	429,314	403,043	716,486	287,172	66.9%	

Note #	Line Item	Explanation
5	Other Contracted Services	Increase is related to addition of \$50,000 for on-call engineering support related to service expansions and bus stops.
6	Fare Media	This line was moved from Operations, along with other Customer Service expenditure lines. This amount reflects a small decrease from 2025.
7	Supplies Promotion	Increased based on historical spending for supplies needed for promotion.
8	Phone/Cell/Internet	Increase is related to the addition of Customer Service staff members to this department.
9	Dues, Subscriptions and Certifications	Increase is related to the anticipation of increases in dues related to current memberships.
10	Conferences and Travel	Increase is related to the addition of Customer Service staff members to this department, and additional conference attendance planned for 2026.

ADMINISTRATION

Overview and Staffing

The mission of the Administration Department is to provide strategic leadership and essential business functions that ensure Metro operates effectively, responsibly, and in alignment with organizational goals. The department supports the District through financial stewardship, human resource management, and advocacy and executive leadership.

- **Finance** – Manage the District’s financial resources through budgeting, accounting, reporting, grants administration, and long-term financial planning to ensure fiscal responsibility and sustainability.
- **Human Resources** – Recruit, retain, and support Metro’s workforce through employee relations, benefits administration, professional development, and compliance with employment policies and regulations.
- **Executive Leadership** – Provide organizational leadership, oversight, and policy direction to advance Metro’s mission, foster regional partnerships, and ensure accountability to the Board of Directors and the community.

The Administration Department includes the following full-time equivalent (FTE) positions and number of employees. No additional positions or employees are proposed.

Table 15: Administration Department Staffing

Staffing	2023	2024	2025	2026		
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	1.00	-	
Finance Director	-	-	-	-	-	
Director of Gov. and Community Relations	-	1.00	1.00	1.00	-	
HR Director	-	-	-	-	-	
HR Manager	1.00	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	1.50	1.00	(0.50)	* Eliminated Position
HR Generalist	1.00	1.00	1.00	1.00	-	
Recruiting Specialist	-	0.50	0.50	0.50	-	
Administrative Assistant	1.00	1.00	1.00	1.00	-	
Cash Counting Assistant (2 PT Staff)	0.50	0.50	0.50	0.50	-	
Totals	10.50	12.00	12.50	12.00	(0.50)	

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

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Table 16: Administration Department Budgets

USES OF FUNDS	2023 Actual	2024 Actual	2025 Final Request	2025 Projection	2026 Request	2025 +/- \$	2025 +/- %	Notes
Wages								
Regular Wages	737,243	926,579	1,106,697	901,132	1,167,278	60,581	5%	1
Overtime - Administration	1,078	1,132	1,974	100	1,103	(871)	-44%	2
Add'l Pay (PTO payout, Hlth opt out)	994	-	1,500	5,500	1,545	45	3%	
Holiday Pay - Worked	-	-	-	-	-	-	0%	
Total Wages	739,315	927,711	1,110,171	906,732	1,169,926	59,755	5%	
Benefits								
FICA/FMLA	56,187	68,861	82,065	75,729	89,150	7,085	9%	
Health Ins	122,902	148,827	213,005	173,141	268,530	55,525	26%	3
HRA Payments	3,252	4,599	-	6,813	7,153	7,153	0%	
Dental Insurance	6,411	6,780	7,987	6,978	9,305	1,318	17%	
Disability Insurance	14,485	15,555	15,727	18,319	7,665	(8,062)	-51%	4
Life Insurance	31	16	361	-	-	(361)	-100%	
Workers Comp	6,296	6,078	4,760	4,760	7,480	2,720	57%	5
Unemployment	8,613	1,914	-	(1,595)	-	-	0%	
Vision	306	303	327	318	360	33	10%	
Retirement	62,549	74,320	73,304	68,053	78,517	5,213	7%	
Uniforms	27	254	500	-	-	(500)	-100%	
Total Benefits	281,059	327,507	398,037	352,516	468,162	70,125	18%	
Total Wages & Benefits	1,020,374	1,255,218	1,508,207	1,259,248	1,638,088	129,880	9%	

Note #	Line Item	Explanation
1	Wages	Increase in regular wages is driven mainly by the COLA increase (3% 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	Health Insurance	Health Insurance is estimated at an increase of 11% over 2025 budgeted amount.
3	HRA Payments	Historically, HRA payments were budgeted fully in Operations, as this department carried the majority of the expenses, and allocated to the departments based on actual expenditures. For 2026, we are budgeting an amount for each department. Overall, HRA Payments requested increase is about 20%, which is based on historical usage and added staff.
4	Disability Insurance	Metro's broker for Disability Insurance was able to negotiate a rate reduction on STD benefits only, which is contributed to the addition of MEPFML benefits, starting in 2026. The Oct 2025 renewal includes a decrease in the STD rate, and no change in the rate for LTD benefits.
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.

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Table 17: Department Budgets- Administration, continued

USES OF FUNDS	2023 Actual	2024 Actual	2025 Final Request	2025 Projection	2026 Request	2025 Balance	%	Notes
Services and Fees								
Tuition Reimbursement	1,500	960	6,000	960	6,000	-	0%	
Wellness Program	-	314	10,000	3,000	5,000	(5,000)	-50%	6
Legal Fees	74,384	177,754	80,000	75,051	83,000	3,000	4%	
Audit Fees	25,000	26,500	31,583	30,800	33,450	1,867	6%	
Temporary Help	82,182	4,674	50,400	88,832	-	(50,400)	-100%	7
Employment Services	13,402	10,581	19,500	15,782	22,000	2,500	13%	
Benefit Administration Fees	8,098	7,255	15,000	12,220	14,000	(1,000)	-7%	
Technology Services						-	0%	
Bank and CC Fees	20,971	38,300	37,933	54,478	76,531	38,598	102%	8
Advertising	31,654	48,059	35,500	42,301	47,500	12,000	34%	9
Postage	2,156	2,239	3,000	2,609	3,000	-	0%	
Other Contracted Services	14,461	77,215	30,000	13,640	14,500	(15,500)	-52%	10
Office Machines Maintenance	4,543	5,653	6,100	6,500	7,000	900	15%	
Miscellaneous Services	2,331	2,641	3,000	3,496	4,500	1,500	50%	11
Services and Fees	280,681	402,144	328,016	349,669	316,481	(11,535)	-4%	
Supplies & Equipment								
HR Supplies	-	60	2,500	1,000	2,500	-	0%	
Office Supplies	15,832	14,648	15,000	15,446	18,000	3,000	20%	12
Minor Equipment	3,231	1,502	4,000	2,500	4,000	-	0%	
Supplies and Equipment	19,063	16,211	21,500	18,946	24,500	3,000	14%	
Utilities								
Heating Fuel	146,979	93,540	133,210	120,000	130,000	(3,210)	-2%	
Electricity	114,597	108,206	140,415	150,000	160,000	19,585	14%	13
Water/Sewer/Stormwater	31,530	32,908	36,500	33,346	35,014	(1,486)	-4%	
Phone/Cell/Internet	1,241	2,408	2,880	2,062	3,360	480	17%	14
Utilities	294,347	237,062	313,005	305,409	328,374	15,369	5%	
Insurance								
Auto/Liability/Property Insurance	375,431	402,432	476,610	476,610	514,739	38,129	8%	15
Insurance	375,431	402,432	476,610	476,610	514,739	38,129	8%	
Miscellaneous Expenses								
Dues, Subscriptions & Certifications	25,247	36,781	37,894	36,678	48,315	10,421	28%	16
Conferences and Travel	11,947	9,827	19,100	12,259	36,736	17,636	92%	17
Meals and Hosting	12,530	20,639	15,000	15,000	20,000	5,000	33%	18
Miscellaneous Expenses	49,724	67,247	71,994	63,937	105,051	33,057	46%	
Total Non-Personnel Expenses	1,019,246	1,125,095	1,211,125	1,214,571	1,289,145	78,020	6%	
Total Base Bus Budget	2,039,620	2,380,313	2,719,333	2,473,819	2,927,232	207,900	8%	

Note #	Line Item	Explanation
6	Wellness Program	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.
7	Temporary Help	Decreased as no known need for temporary help.
8	Bank and Credit Card Fees	Increased costs related to credit card processing fees for sales of fare media. Additional costs assumed related to open fare payments.
9	Advertising	Increased costs related to advertising for job postings. Staff continue to evaluate opportunities for effective alternate methods of advertising.
10	Other Contracted Services	2025 budget included costs associated with non-union compensation analysis, decreased as not needed in 2026.
11	Miscellaneous Services	Increased costs associated with shredding services added in 2025.

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Note #	Line Item	Explanation
13	Electricity	2025 Projection estimates slightly over budget. Increase bases on 2025 projection and estimated price increases.
14	Phone/Cell/Internet	Increase is related to added staff member.
15	Auto/Liability/Property Insurance	Increased by 8% bases on estimates received from Broker for 2026.
16	Dues, Subscriptions and Certifications	Increases are related to estimated increases in current dues, and added dues and memberships related to additional staff.
17	Conferences and Travel	Increase is related to the additional staff members to this department, and additional conference attendance planned for 2026.
8	Meals and Hosting	Increase is related to estimated pricing increases, as well as planned Board and Committee Meetings for 2026.

CAPITAL AND RESERVES

Table 18: Base Bus Budget: Capital

USES OF FUNDS	2023 Actual	2024 Actual	2025 Final Request	2025 Projection	2026 Request	2025 +/- \$	2025 +/- %	Notes
Debt Service								
Interest Expense Short Term	66,570	76,623	73,000	57,000	73,000	-	0.0%	
Interest Expense Long Term	32,758	28,501	30,374	24,746	25,600	(4,773)	-15.7%	1
Debt Service Principal	199,150	199,150	199,150	199,150	199,150	-	0.0%	
Debt Service	298,479	304,274	302,524	280,896	297,750	(4,773)	-1.6%	
Capital & Reserves								
Contribution to Unrest Balance	-	-	45,000	45,000	100,000	55,000	122.2%	2
GF Cap Outlay for Oth Cap Itms	125,960	345,100	213,560	213,560	250,000	36,440	17.1%	3
GF Cap Outlay for Capital	13,621	34,366	-	64,256	-	-	0.0%	
Transfers	(4,761)	14,266	-	-	-	-	0.0%	
Capital & Reserves	134,820	393,732	258,560	322,816	350,000	91,440	35.4%	
Total Base Bus Budget	433,299	698,006	561,084	603,712	647,750	86,667	15.4%	

Note #	Line Item	Explanation
1	Long Term Interest	Interest expense related to Bond payments and interest due. Staff are also assuming a fall interest payment due on a new bond related to bus purchases in 20262.
2	Fund Balance Contribution	One of the goals approved with the 2025 Strategic Plan includes increasing Fund Balance to 16.6% of budgeted expenses. Increases contribution to work towards achieving that goal.
3	Capital Items	The 2026-2030 CIP is still being finalized and may adjust this figure.

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REVENUE

Table 19: Base Bus Budget: Revenue

SOURCES OF FUNDS	2023 Actual	2024 Actual	2025 Final Request	2025 Projection	2026 Request	2025 +/- \$	2025 +/- %	Notes
Fare Revenue								
Passenger Fares	1,163,873	1,734,225	2,321,400	1,889,315	1,889,315	(432,085)	-18.6%	
Organization Paid Fares	864,741	606,169	693,004	608,185	608,185	(84,819)	-12.2%	
Organization Route Guarantees	105,000	330,167	364,105	428,685	490,528	126,423	34.7%	
Total Fare Revenue	2,133,614	2,670,561	3,378,509	2,926,185	2,988,028	(390,481)	-11.6%	1
Miscellaneous Revenue								
Advertising Revenue	243,637	236,907	322,338	221,757	220,000	(102,338)	-31.7%	2
Vehicle Maint Services	6,000	40,465	5,000	5,000	2,000	(3,000)	-60.0%	3
Sale of Fuel	4,137	50	-	372	-	-	0.0%	
Interest Income	150,889	152,185	110,000	110,662	110,000	-	0.0%	
Reimbursements of Auto Fare fees	15,861	17,463	19,000	6,315	5,000	(14,000)	-73.7%	4
Wellness Grant Reimbursements	210	1,300	3,500	-	3,500	-	0.0%	
Training Grant Reimbursements	150	3,918	2,000	-	2,000	-	0.0%	
Miscellaneous Income	29,143	93,832	15,000	4,024	5,000	(10,000)	-66.7%	5
Claims Recovery	44,696	102,151	65,000	75,000	75,000	10,000	15.4%	
Total Other Revenue	494,723	648,270	541,838	423,130	422,500	(119,338)	-22.0%	
Municipal Funding								
Non-Member Municipal Funding (Gorham)	35,000	-	-	-	-	-	0.0%	
Member Municipal Funding: Operations	4,374,571	4,299,570	5,102,816	5,100,399	5,355,419	252,603	5.0%	6
Municipal Funding: CIP Local Match	124,999	345,102	213,560	213,560	250,000	36,440	17.1%	7
Municipal Funding: Svc Veh Local Match	-	-	-	-	-	-	0.0%	
Total Municipal Revenue	4,534,570	4,644,672	5,316,376	5,313,959	5,605,419	289,043	5.4%	
State Funding								
State Operating Subsidy	170,427	477,494	770,153	730,745	730,745	(39,408)	-5.1%	8
Total State Revenue	170,427	477,494	770,153	730,745	730,745	(39,408)	-5.1%	
Federal Funding								
Federal Operating Assistance	3,717,037	4,617,398	4,690,835	4,690,835	4,784,652	93,817	2.0%	9
TW Fed Operating Assistance	-	-	-	-	-	-	0.0%	
Federal Fuel Reimbursement	-	124,819	25,000	25,000	25,000	-	0.0%	
Federal Prev Maint Assistance	1,211,036	1,285,278	1,829,000	1,829,000	2,500,000	671,000	36.7%	10
Federal CARES Act	865,292	-	-	-	-	-	0.0%	
Federal ARPA	494,585	586,754	1,490,036	1,400,603	478,811	(1,011,225)	-67.9%	11
Total Federal Revenue	6,287,950	6,614,249	8,034,871	7,945,438	7,788,463	-246,408	-3.1%	
Total Revenue	\$ 13,621,284	\$ 15,055,246	\$ 18,041,747	\$ 17,339,457	\$ 17,535,155	\$ (506,592)	-2.8%	

Note #	Line Item	Explanation
1	Fare Revenue	Fare revenue for 2025 is projected to be under budget. With ridership trending downward so far in 2025, staff have held fare revenue estimates for 2026 at 2025 projected levels, while continuing analysis of these trends. Organization route guarantees are increased from 2025 based on the contract with USM and the addition of BIW.
2	Advertising	Advertising revenue is projected to be under budget for 2025. Staff are meeting with Metro's advertising vendor ATA Outdoor in the coming weeks to discuss 2025 projections and estimates for 2026.
3	Vehicle Maintenance Services	Staff are reducing revenue estimated related to sales of maintenance services based on historical downward trends on this revenue item.
4	Reimbursements for Auto Fare Fees	Reimbursements of Autofare fees is being adjusted downward. For 2025, the estimate included South Portland in error, which is being corrected for 2026.
5	Miscellaneous Income	Misc income estimates reduced based on 2025 projection, which is expected to hold for 2026 budget year.

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Note #	Line Item	Explanation
6	Member Mun. Funding	Amount reflects the local funding from member municipalities to support planned programs and operations in FY 2026. Current figure represents a “place-holder” amount equal to a 5% increase compared to 2025.
7	Municipal Funding (CIP)	Amount reflects a “place-holder” amount estimated for municipal funding needed to implement the proposed FY 2026-2030 CIP. The CIP remains under development.
8	State Funding	State funding for operations remains unchanged from 2025 to 2026. In 2025, there was a small amount of additional funding allocated to operating related to the South Portland Bus Service merger costs that is not recurring for 2026, therefore, showing a small decrease.
9	Federal 5307 (Operating)	Amount reflects a 2% increase in Federal 5307 formula funding for operations for FY 2026.
10	Federal 5307 (Preventative Maintenance)	Staff are proposing a higher allocation of 5307 preventative maintenance funding for 2026. This funding source requires a 20% match vs. a 50% match for operating funds, and there are adequate expenditures to support this amount of request.
11	Federal ARPA (Service Improvements)	Estimates ARPA Act funding remaining for FY 2026 service improvements to be about a ¼ year.

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ADA PARATRANSIT

Table 20: ADA Paratransit Budget

USES OF FUNDS	2023 Actual	2024 Actual	2025 Final Request	2025 Projection	2026 Request	2025 +/- \$	2025 +/- %	Notes
ADA Paratransit								
Contracted Services	\$ 458,106	\$ 410,475	\$ 615,000	\$ 648,870	\$ 698,340	\$ 83,340	13.6%	1
Total ADA Paratransit Service	458,106	410,475	615,000	648,870	698,340	83,340	13.6%	
Total Expenditures	458,106	410,475	615,000	648,870	698,340	83,340	13.6%	
SOURCES OF FUNDS	2023 Actual	2024 Projection	2025 Final Request	2025 Projection	2026 Request	2025 +/- \$	2025 +/- %	Notes
Municipal Funding								
Municipal Funding	89,339	81,764	123,000	129,774	139,668	16,668	13.6%	2
Total Municipal Funding	89,339	81,764	123,000	129,774	139,668	16,668	13.6%	
Federal Funding								
FTA Section 5307	346,387	328,380	492,000	492,000	558,672	66,672	13.6%	3
Total Federal	346,387	328,380	492,000	492,000	558,672	66,672	13.6%	
Total Revenue	435,726	410,144	615,000	621,774	698,340	83,340	13.6%	
Surplus/(Deficit)	(22,380)	(331)	-	(27,096)	-	-		

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 2025 and contracted to increase in 2026. Ridership has been increasing in 2025. For FY 2026, staff are assuming ridership continues to increase.
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.

Table 21: ADA Paratransit Ridership: 2022-2024

2023	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	%
Falmouth	12	12	18	14	15	15	9	11	21	16	20	26	189	1%
Gorham	18	13	17	20	23	20	19	25	21	30	19	17	242	1%
Portland	1,070	1,075	1,269	1,164	1,216	1,188	1,109	1,147	1,015	1,092	1,068	1,056	13,469	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%
Total	1,843	1,781	2,116	1,935	2,058	1,984	1,833	1,864	1,730	1,811	1,715	1,717	22,387	100%
2024	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	%
Falmouth	20	23	25	17	18	10	16	17	19	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%
Total	1,699	1,666	1,577	1,598	1,743	1,570	1,703	1,838	1,699	1,932	1,801	1,691	20,517	100%
2025	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	%
Falmouth	15	11	24	21	17	15	18	15					136	1%
Gorham	25	17	30	37	41	39	32	39					260	2%
Portland	1,012	858	1,079	1,130	1,148	1,051	1,058	988					8,324	59%
South Portland	254	286	363	342	354	390	414	463					2,866	20%
Westbrook	266	223	322	326	349	289	361	389					2,525	18%
Total	1,572	1,395	1,818	1,856	1,909	1,784	1,883	1,894	-	-	-	-	14,111	100%

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115 ST. JOHN'S Property

Table 22: 115 St. John's Street Property

USES OF FUNDS	2023 Actual	2024 Actual	2025 Request	2025 Projection	2026 Request	2025 +/- \$	2025 +/- %	Notes
Services and Fees								
Arch/Eng Fees	-					-	0.0%	
Legal Fees	162					-	0.0%	
Property Management Fees- Broker, Cam, Etc	8,766		9,119	9,119	9,305	186	2.0%	
Maintenance Services- 115 St John St.	-					-	0.0%	
Snow Plowing/Removal- 115 St John St.	-					-	0.0%	
Supplies	-					-	0.0%	
Total Services and Fees	8,928	-	9,119	9,119	9,305	186	2.0%	1
Utilities								
Heating Fuel- 115 St. John St.	-					-	0.0%	
Electricity- 115 St. John St.	1,296					-	0.0%	
Water/Sewer/Stormwater- 115 St. John St.	870					-	0.0%	
Total Utilities	2,166	-	-	-	-	-	0.0%	2
Rental Fees								
Rental Fees	332,605	339,257	346,042	346,042	352,963	6,921	2.0%	
Property Taxes	37,288	39,151	42,230	42,230	44,342	2,112	5.0%	
Total Rental Fees	369,893	378,408	388,272	388,272	397,305	9,032	2.3%	3
CAM Charges								
Management Fees	13,308	78,031	13,842	13,842	14,119	277	2.0%	
General R&M	7,704		3,188	5,030	5,282	252	5.0%	
General Administration	48,051		-	53,738	56,425	4,147	7.9%	
Total CAM Charges	69,063	78,031	17,030	72,610	75,825	4,675	6.6%	4
Property Insurance								
Property Insurance- 115 St. John Street	18,972	20,579	21,347	23,358	25,693	2,336	10.0%	
Total Insurance	18,972	20,579	21,347	23,358	25,693	2,336	10.0%	5
Total Expenditures	469,022	477,017	435,768	493,359	508,127	16,230	3.3%	
SOURCES OF FUNDS	2023 Actual	2024 Actual	2025 Request	2025 Projection	2026 Request	2025 +/- \$	2025 +/- %	Notes
Other Revenue								
Reimbursements- Insurance	18,974		21,347	23,357	25,693	2,336	10.0%	
Reimbursements- Taxes	40,182		42,230	42,230	44,342	2,112	5.0%	
Reimbursements- Maintenance and Repair	8,166			-		-	0.0%	
Management Fees	7,013		7,296	7,296	7,442	146	2.0%	
Rental of Property- 115 St. John's St.	175,321	252,785	182,404	182,404	186,052	3,648	2.0%	
Total Other Revenue	249,656	252,785	253,277	255,287	263,529	8,241	3.2%	6
Municipal Funding								
Municipal Assessment for Operating	93,862	94,244	96,130	96,132	98,052	1,920	2.0%	
Total Municipal Funding	93,862	94,244	96,130	96,132	98,052	1,920	2.0%	7
State Funding								
State Operating Subsidy	234,654	239,347	244,134	244,134	207,015	(37,121)	-15.2%	
Total State Funding	234,654	239,347	244,134	244,134	207,015	(37,121)	-15.2%	8
Total Revenue	578,172	586,376	593,541	595,553	568,596	(26,960)	-4.5%	
Surplus/(Deficit)	109,150	109,359	157,774	102,195	60,468	(43,189)	-41.7%	

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Note #	Line Item	Explanation
1	Service-Fees	Anticipated services and maintenance expenses for building.
2	Utilities	Utilities have been transferred to sub-tenant upon occupancy in 2022.
3	Rental Fees	This figure represents the base lease cost and taxes for FY 2026.
4	CAM Charges	Based on 2025 actual, increased by 5% estimate.
5	Insurance	Based on 2025 actual, increased by 10% 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. 15% decrease from 2025 funding amount. This is the last year of committed funding for this project from MDOT.