

Finance Committee

September 9, 2026 | 1:00 pm – 3:00 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/83746486913?pwd=WWplCvksYLOkbafCTmn5glmQQlyHpP.1>

Passcode: 190105 | Webinar ID: 837 4648 6913

Phone: (646) 931-3860 | Telephone participants: *9 to raise hand, *6 to unmute

MEETING AGENDA

AGENDA ITEM	PRESENTER	ACTION or INFORMATION
1. Call Meeting to Order (1:00)	Josh Reny, Committee Chair	N/A
2. Public Comment (1:00-1:05) 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.	Josh Reny, Committee Chair	Information
3. Approval of Meeting Minutes (1:00-1:05) The committee will be asked to approve minutes from the June 3, 2026 meeting of the Finance Committee.	Josh Reny, Committee Chair	ACTION
4. Micro Transit Cost Allocation (1:05-1:25) 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 2027 Operating Budget.	Shelly Brooks, Chief Financial Officer	ACTION
5. 2027 Operating Budget Draft (1:25-2:25) Staff will present the draft 2027 Operating budget.	Shelly Brooks, Chief Financial Officer	Information
6. FTA Triennial Review (2:25-2:40) Staff will present the results of the FTA Triennial Review covering 2023-2026.	Shelly Brooks, Chief Financial Officer	Information
7. Future Agenda Items (2:40 – 2:45)	Josh Reny, Committee Chair	Information

Committee members may request future agenda items. • Long Range Financial Forecasting- October • Funding Strategy for CIP- October • Fleet Replacement Schedule- October • Facility Funding Strategy Follow-up- October • 2027 Operating and Capital Budget- October • 2026 FTA Triennial Review- October/November • Review Financial Policies- October/November • 2027 TAN Financing- November/December • Advertising Revenue Phase Out- TBD		
8. Upcoming Meetings (2:40 – 2:45) • Mkt/Coms Committee – September 9, 2026 at 3:30 pm • Plan/Ops Committee – September 16, 2026 at 10:30 am • Executive Committee – September 23, 2026 at 3:30 pm • Finance Committee – October 7, 2026 at 3:00 pm • Board of Directors – October 29, 2026 at 4:00 pm	Josh Reny, Committee Chair	Information
9. Adjournment (2:45)	Josh Reny, 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, June 3, 2026 at 3:00 pm

DRAFT Meeting Minutes:

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

Staff Present	Identified Members of the Public
Shelly Brooks – Chief Financial Officer Glenn Fenton – Executive Director Chad Heid – Chief Transportation Officer Denise Beck - Marketing	Casey Leonard - RKO Zack Srader- RKO

I. With a Quorum in place, this meeting was called to Order By: Josh Reny at 3:02 pm

II. Public Comment:
No members of public were present.

III. Approval of May 6, 2026 Draft Meeting Minutes:
Paul Bradbury motioned, seconded by Josh Reny to approve the May 1, 2026 meeting minutes. After a roll call vote, the motion passed unanimously of those present.

IV. 2025 Financial Audit
Casey Leonard from RKO presented the 2025 Financial Audit for Metro, noting that it is a clean audit with no findings. The audit included (two) recommendations -- to formalize IT policies for security improvements and review inventory management procedures.

Josh asked if there are any other take aways, from the audit, for the Finance Committee. Casey repeated that it was a clean audit with nothing that rose to a level of review. He did note the need to be aware and up-to-date of ever-changing new accounting standards. Paul Bradbury thanked Casey for the detailed review and graphs and recognized Shelly Brooks, Metro CFO, for her work on the audit.

Josh Reny **accepted a motion** from Paul Bradbury, which was seconded by Merrill Barter. After a roll call vote, the motion passed unanimously.

V. Selection of Financial Audit Firm:

Shelly Brooks reviewed summaries from proposals submitted through an RFP process to secure Metro's five -year contract for a new auditing service. She noted that the contract had just expired following the audit from RKO.

Shelly reviewed summaries from all firms and explained the scoring criteria. Final scoring showed a staff recommendation, with the highest score, for RKO. She said the Finance Committee could accept this staff recommendation or review the other firms.

Josh Reny asked how many years Metro has been with RKO and Shelly Brooks answered that this would be the third of a five-year contract, noting that they have rotated reviewers. Paul Bradbury asked if best practice recommends a fresh set of eyes/new firm, noting that that RKO had been Metro's auditor for ten years.

Ed Suslovic commented he had no concerns staying with the same firm and that he has seen no evidence to change for the sake of change, adding that they are familiar with Metro and knows the requirements. Merrill Barter agreed with Ed that the firm does a great job, and he would not look to change things.

Paul Bradbury motioned, seconded by Josh Reny to move acceptance. Motion passed unanimously to approve RKO as the auditing firm for a five-year contract.

VI. 2026 Budget Amendment

Glenn Fenton provided information for approval to amend the 2026 Operating and Capital Budget to add operating revenue and expenses related to Scarborough fixed route and micro transit service, scheduled to start in October 2026. He also included capital plans, related to facility acquisition and construction and vehicle purchases to apply for projects to be added to the PACTS regional's TIP and allow for future discretionary grant applications.

Glenn reviewed details to amend Metro's Capital Improvement Plan (CIP) and adjustments to bus purchase funding for 2028-2030 to include a bus replacement schedule, noting the need to make changes at this meeting to have them ready for board approval.

Paul Bradbury asked how the remaining funding is reallocated. Glenn Fenton said it could be used for Scarborough to help their funding to join as a member community in 2029. The committee discussed community participation and funding discussions from the Scarborough meeting that Glenn Fenton attended on May 6, 2026. He said a lot of people came out in favor of the service, and he is confident people will support membership when it's voted on. Paul Bradbury motioned to recommend the amendments to the Board. The motion was seconded by Josh Reny. After a roll call vote, the motion was passed unanimously.

VII. Future Agenda Items

- Long Range Financial Forecasting- September
- Funding Strategy for CIP- September
- Fleet Replacement Schedule- September
- **Advertising Revenue Phase Out- September**
New item for discussion around bus and bus shelter advertising.
- Facility Funding Strategy Follow-up- September
- 2027 Operating and Capital Budget - September/October
- 2026 FTA Triennial Review- October/November
- Review Financial Policies- October/November
- 2027 TAN Financing – November/December

VIII. Upcoming Meetings

- Staff Appreciation Day – June 24, 2026 at 11:00 am
The committee asked that a calendar invite for the BBQ be sent to the Metro Board.
- Board of Directors – June 25, 2026 at 4:00 pm
- Facility Meeting – June 22 at 4:40 pm
- ~~Finance Committee – August 5, 2026 at 3:00 pm – Cancelled~~
The Finance meeting may not be rescheduled for August. Next meeting Sept.
- Mkt/Coms Committee – August 12, 2026 at 3:30 pm
- Plan/Ops Committee – August 19, 2026 at 10:30 am
- Advocacy Committee – August 20, 2026 at 3:00 pm
- Executive Committee – August 26, 2026 at 3:30 pm

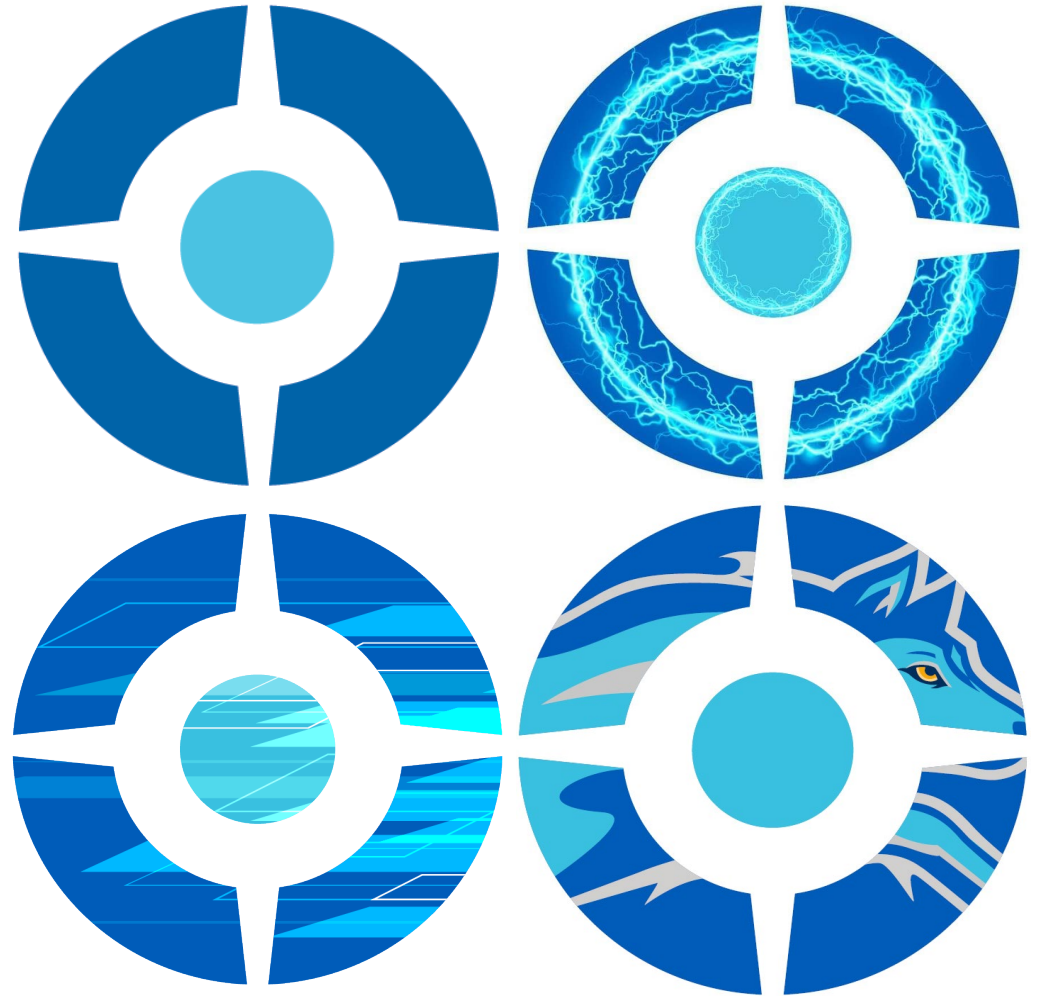
IX. Adjournment:

Motion to adjourn by Paul Bradbury, Josh Reny adjourned meeting at 4:10 pm.

Audit Services

Request for Proposals — Evaluation Results

Finance Committee | June 3, 2026



RFP Background & Process Overview

Background

Current Contract:

Metro’s audit services contract expires at the conclusion of this meeting (presentation of final year of audited financial statements). Per procurement policy, contracts of this value require a formal competitive solicitation.

Solicitation Issued:

RFP #2026-006 was released on May 4, 2026, with a submission deadline of May 27, 2026.

Responses Received:

Four (4) qualified proposals were received and reviewed by Metro’s Procurement Manager for completeness and responsiveness.

Evaluation Panel:

A panel of two (2) Finance staff members independently scored each proposal using the adopted criteria.

Procurement Timeline



May 4th	RFP Issued / Advertised
May 13th	Deadline for Written Questions
May 18th	Responses to Question Issued
May 27	Proposals Due
Jun 2026	Finance Committee Presentation
Jun 2026	Anticipated Contract Award

Proposer Summaries

LARGE LOCAL FIRM

BDMP Assurance LLP (BerryDunn)

HQ: Portland, ME

Founded: 1974 | Size: ~950 professionals , 30 Government Focused Professionals

Gov't Experience: 50+ years serving municipalities & public entities

Current Transit Clients:: Casco Bay Island Transit and Massachusetts Department of Transportation

Proposed Fee: \$52,000 / year, escalated by 5% each year (5-year term)

Deep governmental practice; strong GASB expertise. Proposed dedicated public sector team.

LARGE NATIONAL FIRM

CBIZ CPAs P.C.

HQ: Cleveland, OH | Office: Providence, RI

Size: ~140+ Offices | 130 Government Focused Professionals in New England Office

Gov't Experience: 500 State, local and quasi-municipal agencies served in New England

Current Transit Clients:: CTTransit and Rhode Island Public Transit Authority

Proposed Fee: \$51,000 / year, escalated by 4% each year (5-year term)

Regional specialist; extensive regional transit portfolio. Demonstrated experience with FTA/NTD..

MEDIUM SIZED LOCAL FIRM

Runyon Kersteen Oullette

HQ: South Portland, ME

Founded: 1979 | Size: 16 Government Focused Professionals

Gov't Experience: 70+ Government/Quasi-Governmental Clients; extensive ACFR preparation support

Current Transit Clients:: City of Bangor- Including BACTS and Metro's Current Auditor

Proposed Fee: \$40,000 / year, escalated by 5% each year (5-year term)

Strong GASB experience,. extensive local government portfolio, competitive fee structure.

LARGE NATIONAL FIRM

Wipfli

HQ: Milwaukee, WI | Office: Providence, RI

Founded: 1930 | Size: 3,000+ professionals

Gov't Experience: 50+ years; 15 Partners and 131 Associates Dedicated to Government Engagements- Unknown Location

Current Transit Clients:: Northern New England Passenger Rail and Manchester Transit Authority

Proposed Fee: \$35,000 / year, escalated by 5% each year (5-year term)

Lowest fee proposer. Limited detail provided on staff experience. Audit approach includes assumption that is a change from current process.

Evaluation Criteria & Scoring Methodology

Methodology

Independent Scoring

Two (2) staff evaluators independently scored each proposal against the published criteria before convening.

Price

Factored in mathematically based on lowest cost proposal

Final Scoring

Represents the average of independent evaluations.

Clear Consensus

Although individual scores given to each firm differ for each scoring criteria, there is a clear census among scorers.

Scoring Criteria

Evaluation Criterion	Weight	Max Points
Firm Qualifications & Experience Governmental audit experience, client portfolio, peer review status	30%	30
Engagement Team Qualifications Partner/manager credentials, GASB knowledge, continuing education	25%	25
Technical Approach & Audit Plan Understanding of scope, methodology, technology tools, timeline	20%	20
Price Calculated mathematically based on the lowest-cost proposal.	25%	25
TOTAL	100%	100

Scoring Results — All Proposers

Firm	Firm Qual (30)	Team Qual (25)	Tech Approach (20)	Price (25)	TOTAL SCORE	Proposed Fee (5 yr. Contract Price)
BerryDunn	30.0	24.0	18.5	17.0	89.5	\$290,000
CBIZ	30.0	25.0	20.0	18.0	93.0	\$275,000
RKO	30.0	25.0	20.0	22.0	97.0	\$221,400
Wipfli	22.5	12.5	12.5	25.0	72.5	\$193,350

★ Green highlight = Staff recommended proposer | Score bars show % of maximum points earned

Staff Recommendation

STAFF RECOMMENDS AWARD TO:

Runyon Kersteen Oullette

Proposed 5-Year Fee: \$40,000 / year (Escalated by 5% Each Year) | Total Contract Value (est.): \$221,400

Panel Score: 97.0/ 100 — HIGHEST RANKED PROPOSER

Score Summary

Firm Qualifications	30 / 30
Team Qualifications	25 / 25
Technical Approach	20 / 20
Price	22 / 25
TOTAL	97 / 100

Basis for Recommendation

Highest Overall Score

RKO earned the highest overall panel score (97/100), providing a clear and detailed audit plan, detailed background information on their proposed audit team, and strong local firm experience in conducting government audits.

Competitive Fee

At \$40,000/year, RKO's proposed fee represents a strong value — \$68,600 less over the contract term than BerryDunn and \$53,600 less than CBIZ

Committee Action Options

The Finance Committee has final authority in the selection and award of this contract. The following options are available for the Committee's consideration:

STAFF RECOMMENDED

Option A Accept Staff Recommendation & Award Contract

The Committee accepts staff's recommendation and awards the Audit Services contract to Runyon Kersteen Oulette for a five (5) year term at \$40,000 per year, subject to successful contract negotiations.

✔ Advantages

- Highest-ranked proposer by panel score (97/100)
- Proven local government expertise
- Competitive fee — best value among top-scoring firms
- Timely contract execution prior to FY2027 audit commencement

✕ Considerations

- No opportunity for direct committee engagement with firms prior to award
- GFOA Best Practices suggest replacing audit firms each contract. However, rotation of partners and/or managers assigned can provide continuity and fresh eyes.

EXTENDED PROCESS

Option B Direct Interviews Prior to Award

The Committee elects to conduct interviews with all four (4) proposers — or a shortlisted subset — before making a final award determination.

✔ Advantages

- Allows Committee members to directly evaluate firm representatives
- Provides additional qualitative data for decision-making
- May be appropriate given contract size and multi-year term

✕ Considerations

- Extends timeline by approximately 4–6 weeks
- Requires Committee members' availability for interview sessions
- Moves contract award to after next Finance Committee meeting (August), or requires scheduling of an additional meeting



FINANCE COMMITTEE

AGENDA ITEM 4

DATE

September 9, 2026

SUBJECT

Evaluation of Microtransit Rate for Metro's 2027 Operating Budget

PURPOSE

To recommend a methodology for allocating expenses for microtransit service to Metro member communities as the service transitions into the Operating Budget.

BACKGROUND/ANALYSIS

In October 2023 Metro's Board of Directors adopted a cost and revenue allocation formula to determine local assessments for Metro member communities. This formula was designed for fixed route bus operations. See Attachment A for a summary of the cost-revenue allocation process.

In January of 2025, Metro introduced microtransit service in Falmouth. During the 2025 budget year this new service was fully funded by ARPA Grant funding. For the 2026 budget, the ARPA grant funding was expected to be fully exhausted, requiring microtransit expenses to be incorporated into Metro's regular operating budget.

Because microtransit has a significantly different cost profile than fixed-route service, staff analyzed the first eight months of operating data (January-August 2025), and proposed the following:

- Average variable cost per service hour (Microtransit) – \$45.06
- Variable cost per service hour (Fixed Route) – \$85.09
- Microtransit as a percentage of fixed route cost – 52.96%

While early maintenance costs for Microtransit service were minimal, staff proposed a modest upward adjustment to account for ongoing maintenance needs, resulting in a recommended allocation rate of 55% of the fixed-route variable rate per service hour for Metro's 2026 Budget.

Figure 1 – Microtransit expenses (Jan25-Aug25)- 2026 Budget

Microtransit Rate Analysis								
	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25
Micro								
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
Maintenance Costs		59			59	257	920	1,144
Microtransit Vehicle								
Microtransit App Build	2,103	2,103	2,103	2,103	2,103	2,103	2,103	2,103
Total Monthly Cost- Micro	16,384	18,208	19,872	17,670	21,319	18,488	23,657	20,298
Revenue Hours	436	403	447	429	435	432	432	446
Cost per Hour	37.57	45.19	44.43	41.15	49.01	42.83	54.77	45.55
Average Cost per Hour								45.06
Fixed Route Cost per Hour 2025								85.09
Microtransit Rate								52.96%

With a full year of operating data now available, staff have refreshed this analysis for the 2027 budget cycle, which yields an updated rate of 57%.

Staff have reviewed the actual microtransit cost per hour using two data points; the average cost per hour for microtransit operations for the last twelve months (September 2025 – August 2026) which is calculated to be \$49.25, and the 2026 (January 2026 – August 2026) actual average cost per hour which equals \$49.81. These two rates, when compared to the final 2026 budget variable cost per service hour rate for fixed route of \$86.94, both provide a microtransit rate as a percentage of the fixed route rate of 57% (56.65% and 57.29% respectively).

Figure 2 – Microtransit expenses (Sept25-Aug26)- 2027 Budget Analysis

Micro Cost Summary									
	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Total 2026
Variable Costs									
Micro									-
Wages	5,700	6,538	7,407	7,213	7,088	7,052	9,201	7,528	57,726
Overtime	2,447	2,655	2,757	3,274	2,759	3,300	4,328	4,089	25,609
Bonus	598	-	-	47	-	-	95	-	740
Holiday	280	280	-	420	-	578	-	-	1,558
Paid Absences	789	1,103	939	1,307	934	934	758	-	6,764
Training	-	-	-	-	-	-	-	-	-
Benefits	5,678	6,244	5,808	5,975	5,816	5,813	7,047	5,693	48,074
Gasoline	1,055	1,134	933	891	872	1,756	1,952	1,708	10,301
Parts	9	-	89	225.6	-	5	499.59	304	1,132
									-
Total Monthly Cost- Micro	16,556	17,954	17,934	19,353	17,469	19,437	23,880	19,322	151,904
Revenue Hours	413	368	382	382	366	382	382	381	
Cost per Hour	40	49	47	51	48	51	63	51	
Average Cost per Hour	43.18	43.93	44.53	45.74	46.05	46.99	47.57	49.25	49.81
								Rolling 12 Month Average	2026 Average Cost per Hour
Fixed Route Variable Cost per Hour 2026								86.94	86.94
Microtransit Rate 2026								56.65%	57.29%

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

That the Finance Committee recommend to the Board of Directors allocating Microtransit service expenses at 57% of fixed route variable rate per service hour, for the 2027 Operating budget.

ATTACHMENT

Attachment A – Summary of Cost Allocation Formula

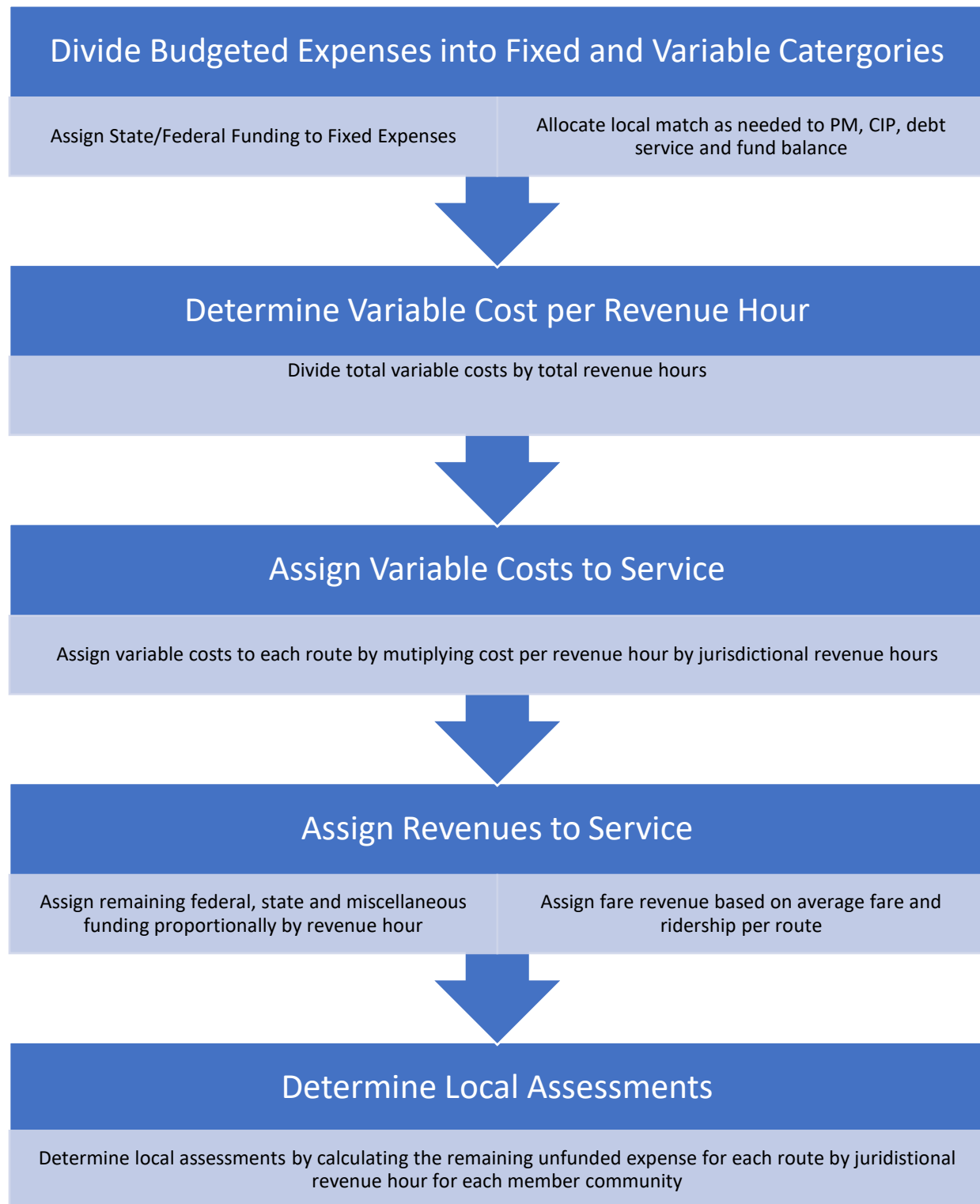
Prior Committee Review

Recurring with annual budget process.

CONTACT

Shelly Brooks, Chief Financial Officer
207-221-8710 - sbrooks@gpmetro.org

GP Metro Cost/Revenue Allocation Summary



FY 2027 OPERATING BUDGET- Draft

The total operating budget for FY 2027 is \$24,623,292, an increase of 19.74% compared to FY 2026. Staff continue to work to identify opportunities for savings to close the deficit of \$3,354,659. Items presented are working drafts/estimates.

Table 1: Total Budget Summary

	2024 Actual	2025 Actual	2026 Final Request	2026 Projection	2027 Request	2026 +/- \$	2026 +/- %
EXPENDITURES							
<u>Base Bus Budget</u>							
Wages	8,095,775	9,532,338	10,359,445	9,678,004	12,220,879	1,861,434	17.97%
Benefits	3,294,106	3,867,180	4,425,183	4,265,029	5,533,688	1,108,506	25.05%
Services and Fees	996,518	894,046	1,200,928	1,092,861	1,424,233	223,305	18.59%
Fuel-Fluids-Tires	957,750	1,125,923	1,247,201	1,170,740	1,647,829	400,627	32.12%
Supplies & Equipment	456,601	567,092	614,695	564,150	752,000	137,305	22.34%
Utilities	308,708	356,517	427,618	489,098	555,880	128,262	29.99%
Insurance	402,432	460,824	489,385	499,385	538,324	48,939	10.00%
Miscellaneous Expenses	72,426	75,261	98,551	77,382	126,698	28,147	28.56%
Debt Service	304,274	279,430	267,818	274,818	298,632	30,814	11.51%
Capital & Reserves	393,732	288,387	219,089	199,558	220,000	911	0.42%
Total Base Bus Budget	15,282,322	17,446,998	19,349,914	18,311,025	23,318,163	3,968,249	20.51%
<u>Separate Budget Categories</u>							
ADA Paratransit	410,475	627,580	713,905	713,905	794,148	80,243	11.24%
115 St. John's Street Service Improvements	477,017	493,620	499,510	499,510	510,980	11,470	2.30%
Total Expenditures	16,169,814	18,568,198	20,563,330	19,524,440	24,623,292	4,059,962	19.74%
REVENUES							
<u>Base Bus Funding</u>							
Fare Revenue	2,670,561	2,980,994	3,279,972	3,105,093	3,342,375	62,403	1.90%
Miscellaneous Revenue	648,270	511,135	449,100	425,062	399,700	(49,400)	-11.00%
Municipal Funding	4,644,672	5,358,510	5,984,171	5,984,169	6,419,333	435,162	7.27%
State Funding	477,494	773,874	931,503	931,503	1,246,324	314,821	33.80%
Federal Funding	6,027,495	6,560,133	8,113,002	7,463,052	8,495,585	382,583	4.72%
Total Base Bus Budget	14,468,492	16,184,646	18,757,747	17,908,879	19,903,317	1,145,570	6.11%
<u>Separate Budget Categories</u>							
ADA PT - Municipal Funding	81,764	125,485	139,668	142,781	158,830	19,162	13.72%
ADA PT - Federal Funding	328,380	492,000	558,672	571,124	635,319	76,647	13.72%
115 St. John's Other Revenue	252,785	255,287	257,649	257,649	266,100	8,452	3.28%
115 St. John's Municipal Funding	94,244	96,132	98,052	98,052	98,052	-	0.00%
115 St. John's State Funding	239,347	244,134	207,015	207,015	207,015	-	0.00%
Service Imp. - Passenger Fares	-	-	-	-	-	-	0.00%
Service Imp. - Federal Funding	586,754	1,304,552	544,527	529,949	-	(544,527)	-100.00%
Total Revenues	16,051,766	18,702,237	20,563,330	19,715,449	21,268,632	705,303	3.43%
Surplus/(Deficit)	(118,048)	134,038	(0)	191,008	(3,354,659)	(3,354,659)	

Major Budget Factors:

- Base Bus Budget (Expenditures) – Metro currently estimates a \$3,414,846 deficit for FY 2027. The FY 2027 Base Bus Budget is built on transit service levels that include the new route 25, serving Portland, South Portland and Scarborough; as well as Scarborough on-demand service.
 - 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-CLD operators as of November 2024.

**Greater Portland Transit District:
FY 2027 Operating and Capital Budget- Draft**

- Service Improvements- Route 25 (Portland, South Portland, Scarborough) and Scarborough on-demand service is scheduled to launch in the fall of 2026. These services improvements are funded through a combination of Maine DOT, Maine Turnpike Authority, 5307 Federal funding and non-member contributions from Scarborough. The service improvements resulted in a net increase of 7 bus operators and 5 non-CDL operators, and has a total estimated cost of \$1.5mm for the full 2027 budget year.
- Base Bus Budget (Revenues) – revenue estimates include: decreases in miscellaneous revenue as well as State and Federal operating revenue, and increases in fare revenue, Municipal funding and Service Improvement funding. Current municipal funding reflects an overall 7.3% increase, which includes a 5% placeholder increase in operating funding and a 0.5% placeholder increase in capital funding, and the addition of non-member funding from the Town of Scarborough. The 2027-2031 CIP is still being finalized and may adjust this figure.
- ADA Paratransit budget is projected to increase based on actual increased ridership in 2026 (approximately 8%), and a 3% rate increase.
- 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 \$60,187 surplus in this section can be available to offset a deficit(s) in other sections of the budget.

BASE BUS SERVICE

For 2027, baseline bus service (including Route 25 and Scarborough on-demand service improvements) will total approximately 153,178 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: 2027 Service Levels and Estimated Ridership

ROUTE	MUNICIPALITIES	CORRIDORS	Peak Headways			Revenue Hours	Estimated Boardings	Boardings/ Hour
			Wkdy	Sat	Sun			
Route 1	Portland	Congress	30 min.	60 min	60 min	9,854	142,237	14
Route 2	Portland-Westbrook	Forest	30 min.	60 min	60 min	11,172	194,400	17
Route 3	Portland-South Portland-Westbrook	Bridge-Spring	60 min	60 min	60 min	6,709	53,700	8
Route 4	Portland-Westbrook	Brighton-Main	30 min.	45 min	45 min	14,188	239,800	17
Route 5	Portland-South Portland	Outer Congress	30 min.	45 min	45 min	10,135	168,900	17
Route 7	Falmouth-Portland	Congress-Rt. 1	40 min	60 min.	60 min	11,073	191,500	17
Route 8	Portland	Peninsula Circulator	30 min.	60 min	60 min	6,758	93,200	14
Route 9	Falmouth-Portland	Congress-Washington-Stevens	30 min.	30 min	60 min	19,698	357,200	18
Route 21	Portland - SMCC	Pillsbury-Cottage-Broadway	50 min	120 min	90 min	5,333	78,900	15
Route 24A	South Portland - Maine Mall	Congress-Broadway-Main	120 min	120 min	90 min	5,775	61,600	11
Route 24B	South Portland - Maine Mall	Congress-Highland-Broadway	120 min	N/A	N/A	3,968	38,300	10
Route 25	Portland- South Portland - Scarborough	Route 1	45 min	45 min	45 min	12,089	84,600	7
Husky Line	Gorham-Portland-Westbrook	Rt. 25-William Clark-Brighton	30 min.	45 min	45 min	14,694	181,700	12
Breez	Brunswick-Freeport-Yarmouth-Portland	I-295-Rt. 1	50 min	150 min	N/A	10,314	62,700	6
Micro	Falmouth	Falmouth On-Demand	On Demand			4,518	5,300	1
Micro	Scarborough	Scarborough On-Demand	On Demand			7,100	6,000	1
Total						153,378	1,960,037	13

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Table 3: Base Bus Budget Summary

	2024 Actual	2025 Actual	2026 Final Request	2026 Projection	2027 Request	2026 +/- \$	2026 +/- %
EXPENDITURES							
<u>Base Bus Budget</u>							
Wages	8,095,775	9,532,338	10,359,445	9,678,004	12,220,879	1,861,434	18.0%
Benefits	3,294,106	3,867,180	4,425,183	4,265,029	5,533,688	1,108,506	25.0%
Services and Fees	996,518	894,046	1,200,928	1,092,861	1,424,233	223,305	18.6%
Fuel-Fluids-Tires	957,750	1,125,923	1,247,201	1,170,740	1,647,829	400,627	32.1%
Supplies & Equipment	456,601	567,092	614,695	564,150	752,000	137,305	22.3%
Utilities	308,708	356,517	427,618	489,098	555,880	128,262	30.0%
Insurance	402,432	460,824	489,385	499,385	538,324	48,939	10.0%
Misc Exp	72,426	75,261	98,551	77,382	126,698	28,147	28.6%
Debt Service	304,274	279,430	267,818	274,818	298,632	30,814	11.5%
Capital & Reserves	393,732	288,387	219,089	199,558	220,000	911	0.4%
Service Improvements							
Total Base Bus Budget	15,282,322	17,446,998	19,349,914	18,311,025	23,318,163	3,968,249	20.5%
REVENUES							
<u>Base Bus Funding</u>							
Fare Revenue	2,670,561	2,980,994	3,279,972	3,105,093	3,342,375	62,403	1.9%
Miscellaneous Revenue	648,270	511,135	449,100	425,062	399,700	(49,400)	-11.0%
Municipal Funding	4,644,672	5,358,510	5,984,171	5,984,169	6,419,333	435,162	7.3%
State Funding	477,494	773,874	931,503	931,503	1,246,324	314,821	33.8%
Federal Funding	6,027,495	6,560,133	7,934,652	7,284,702	7,782,185	(152,467)	-1.9%
Svc Imp- Federal Funding	586,754	1,304,552	544,527	708,299	713,400	168,873	31.0%
Total Base Bus Budget	15,055,246	17,489,198	19,123,924	18,438,828	19,903,317	779,393	4.1%
Surplus/(Deficit)	(227,076)	42,200	(225,990)	127,802	(3,414,846)	(3,188,856)	1411%

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. The Scheduler/Data Analyst position added in the 2026 budget has been reclassified to the Planning and Customer Service Department for 2027. No additional positions or employees are proposed.

Table 4: Transit Operations Department Staffing

Staffing	2024	2025	2026	2027	
Transit Operations Manager	1.00	1.00	1.00	1.00	0.00
Transit Operations Assistant Manager			1.00	1.00	0.00
Safety and Training Manager	1.00	1.00	0.00	0.00	0.00
Training Supervisor			1.00	1.00	0.00
Scheduler/Data Analyst	0.00	0.00	1.00	0.00	-1.00
Dispatcher	4.00	4.00	4.00	4.00	0.00
Bus Operators	75.00	84.00	80.50	87.50	7.00
Operations Assistant	1.00	1.00	1.00	1.00	0.00
Non-CDL/Shuttle Driver	3.00	3.00	3.00	8.00	5.00
Customer Service Manager	1.00	1.00	0.00	0.00	0.00
Customer Service Representative	2.00	2.00	0.00	0.00	0.00
IT Manager	1.00	1.00	0.00	0.00	0.00
Totals	89.00	98.00	92.50	103.50	11.00

* Reclassified to Planning/CS

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

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Table 5: Transit Operations Department Budget

USES OF FUNDS	2024 Actual	2025 Actual	2026 Final Request	2026 Projection	2027 Request	2026 +/- \$	2026 +/- %	Notes
Wages								
Regular Wages	5,025,804	5,993,269	6,219,469	5,911,654	7,231,258	1,011,789	16.3%	1
New Positions	-	-	43,987	-	-	(43,987)	-100.0%	
Overtime - Operations	544,757	700,828	730,959	728,305	731,059	100	0.0%	
Add'l Pay (PTO payout, Hlth opt out)	54,606	64,796	79,832	74,369	70,000	(9,832)	-12.3%	
Holiday Pay - Worked	123,060	148,004	152,309	156,288	156,116	3,808	2.5%	
Wages	5,748,227	6,906,896	7,226,556	6,870,616	8,188,433	961,878	13.3%	
Benefits								
FICA/FMLA	438,594	558,462	594,734	564,744	672,425	77,691	13.1%	
Health Ins	1,219,143	1,503,472	1,694,399	1,662,115	2,056,121	361,723	21.3%	2
HRA Payments	85,114	75,099	75,941	75,941	83,681	7,740	10.2%	3
Dental Insurance	45,563	53,595	56,775	54,387	65,994	9,220	16.2%	4
Disability Insurance	46,564	48,990	39,656	34,801	43,183	3,527	8.9%	
Life Insurance	2,066	2,342	2,154	2,298	2,600	446	20.7%	
Workers Comp	179,662	160,803	209,282	236,791	224,447	15,165	7.2%	
Unemployment	12,207	852	5,000	4,256	5,000	-	0.0%	
Vision	2,029	2,365	2,184	1,510	1,890	(293)	-13.4%	
Retirement	347,659	399,419	437,771	376,555	491,306	53,535	12.2%	
New Positions	-	-	17,659	-	-	(17,659)	-100.0%	
Uniforms/Reimbursements	16,792	22,912	21,148	29,193	24,500	3,352	15.9%	
Benefits	2,395,393	2,828,311	3,156,702	3,042,593	3,671,147	514,446	16.3%	
Total Wages & Benefits	8,143,621	9,735,208	10,383,257	9,913,208	11,859,581	1,476,324	14.2%	
USES OF FUNDS	2024 Actual	2025 Actual	2026 Final Request	2026 Projection	2027 Request	2025 Balance	%	
Services and Fees								
Temporary Help	-	-	-	-	-	-	0.0%	
Technology Services	-	-	-	-	-	-	0.0%	
Other Contracted Services	99,472	84,749	112,500	77,692	140,000	27,500	24.4%	5
Services and Fees	99,472	84,749	112,500	77,692	140,000	27,500	24.4%	
Supplies & Equipment								
Transportation Supplies	1,086	5,341	7,000	2,000	10,000	3,000	42.9%	6
It Supplies	(0)	(0)	-	-	-	-	0.0%	
Fare Media	21,498	8,869	-	-	-	-	0.0%	
Minor Equipment	(0)	588	1,500	500	1,500	-	0.0%	
Supplies and Equipment	22,583	14,797	8,500	2,500	11,500	3,000	35.3%	
Utilities								
Phone/Cell/Internet- AVL	-	4,400	-	-	-	-	0.0%	
Phone/Cell/Internet	1,959	2,136	1,440	1,440	1,440	-	0.0%	
Utilities	1,959	6,536	1,440	1,440	1,440	-	0.0%	
Miscellaneous Expenses								
Conferences and Travel	1,796	2,053	6,000	1,500	6,000	-	0.0%	
Miscellaneous Expenses	1,796	2,053	6,000	1,500	6,000	-	0.0%	
Total Non-Personnel Expenses	125,810	108,135	128,440	83,132	158,940	30,500	23.7%	
Total Base Bus Budget	8,269,431	9,843,343	10,511,697	9,996,340	12,018,521	1,506,824	14.3%	

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Note #	Line Item	Explanation
1	Wages	Increase in regular wages is driven mainly by the COLA increase (2% Jan 1, estimate 5% 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 2% Jan 1 and 3% July 1 COLA for non-union staff.
2	Health Insurance	Health Insurance is estimated at an increase of 14% over 2026 projected amount.
3	HRA Payments	HRA payments is estimated at an increase of about 10%. This estimate is based on an increase in staffing along with an increase in deductible amounts with the District's health plan that occurred in 2026.
4	Dental Insurance	Dental insurance is estimated to increase by 6% for 2027. The increase for Operations is estimated to be higher due to increased positions.
5	Other Contracted Services	This amount reflects an increase of \$27,500 requested for the implementation of a Learning Management System Training Module as well as Automated Passenger Count data consultant.
6	Transportation Supplies	This amount reflects an increase of \$3,000 which provides misc. supplies for transportation services as well as safety and training.

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	2024	2025	2026	2027	
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	2024 Actual	2025 Actual	2026 Final Request	2026 Projection	2027 Request	2026 +/- \$	2026 +/- %	NOTES
Wages								
Regular Wages	71,565	72,439	87,524	81,312	96,740	9,216	10.5%	1
New Positions						-	0.0%	
Add'l Pay (PTO payout, Hlth opt out)						-	0.0%	
Holiday Pay - Worked						-	0.0%	
Wages	71,565	72,439	87,524	81,312	96,740	9,216	10.5%	
Benefits								
FICA/FMLA	4,640	823	7,133	6,627	7,884	751	10.5%	
Health Ins	13,343	2,985	20,658	30,612	34,897	14,239	68.9%	2
HRA Payments	-	1,200	1,500	1,500	1,377	(123)	-8.2%	
Dental Insurance	606	78	704	710	752	48	6.8%	
Disability Insurance	600	426	483	992	1,141	657	136.0%	3
Life Insurance						-	0.0%	
Workers Comp	126	150	146	153	2,652	2,506	1717.7%	4
Vision	30	6	27	25	26	(0)	-1.7%	
Retirement	4,652	5,257	5,339	-	5,804	465	8.7%	
New Positions						-	0.0%	
Benefits	23,996	10,925	35,991	40,619	54,534	18,544	51.5%	
Total Wages & Benefits	95,561	83,364	123,515	121,931	151,274	27,760	22.5%	
USES OF FUNDS	2024 Actual	2025 Actual	2026 Final Request	2026 Projection	2027 Request	2026 +/- \$	2026 +/- %	NOTES
Services and Fees								
Technology Services	188,456	161,029	266,257	266,257	298,198	31,941	12.0%	5
Other Contracted Services						-	0.0%	
Services and Fees	188,456	161,029	266,257	266,257	298,198	31,941	12.0%	
Supplies & Equipment								
It Supplies	2,515	2,051	2,500	2,500	3,000	500	20.0%	6
Minor Equipment	8,364	12,286	5,000	5,000	7,500	2,500	50.0%	7
Supplies and Equipment	10,879	14,337	7,500	7,500	10,500	3,000	40.0%	
Utilities								
Phone/Cell/Internet	68,248	63,558	67,364	74,668	70,684	3,320	4.9%	
Utilities	68,248	63,558	67,364	74,668	70,684	3,320	4.9%	
Miscellaneous Expenses								
Conferences and Travel						-	0.0%	
Miscellaneous Expenses	-	-	-	-	-	-	0.0%	
Total Non-Personnel Expenses	267,583	238,924	341,121	348,425	379,382	38,261	11.2%	
Total Base Bus Budget	363,144	322,288	464,636	470,355	530,656	66,021	14.2%	

Note #	Line Item	Explanation
1	Wages	Increase in regular wages is driven mainly by wage increased programmed as part of the Non-Union Salary Plan approved by the Board of Directors in 2022. Staff are estimating COLA increases at 2% Jan 1 and 3% July 1 for non-union staff.
2	Health Insurance	Health Insurance is estimated at an increase of 14% over 2026 projected amount.
4	Workers Compensation	Workers Compensation expenditures have historically averaged around 2.75% of wages. Staff are using this as an estimate, and will update once initial discussions for 2027 policy renewals begin. The large increase in the IT Department is related to a reallocation of expenditures between departments, and not an overall expenditure increase.

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Note #	Line Item	Explanation
5	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. For 2026, CAD/AVL and Microtransit software services were budgeted in the CIP and 5307 mobility funds were allocated to cover the costs of those services. For 2027, those services have been moved back into the operating budget with the corresponding revenue to allow for better expense tracking. The overall technology services budget when including those two costs decreased from 2026 by \$29,535.
6	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.
7	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	45,300
Optibus	Schd/Timekeeping	48,000
Tyler/Munis	Financials/HRIS/Payroll/Purchasing	89,800
ClearGov	Budgeting Software	
Macola	Inventory	-
Colbi Technologies	Secure Bidding	3,000
Planetaria	Website	6,250
VIA	Micro App	12,000
ChargePoint	Electric Bus	-
Samsara	Maint/Fleet Tracking Tool	7,000
Remix	Planning	18,222
		229,572
Technology Services- Misc		
Provider	Service	Amount (annual)
Seacoast Security	Door Access Control/Camera System	1,080
CDW	Cradlepoint License	11,393
Avenu HRS	Unclaimed Property Submission	450
Warp & Weft	DiriGO Website Hosting	900
Constant Contact	Newsletter/Email	800
Canva	Design	120
PC Rescue	Contracted Service	2,400
Snipe-It	IT Tools	480
Zendesk	IT Ticketing System	500
Screenly	IT Tools	1,277
Anydesk	IT Tools	1,000
Ubiquiti	IT Tools	100
Ninjio Tech	Training Tool	1,376
Secure Fax	Secure Fax for HR	264
Adobe	PDF Tool	7,800
Google	Workspace/Voice	20,000
IT Support		10,000
Zoom	Board and Committee Meetings	3,000
Misc	Misc Support (software/tech/camera)	5,686
		68,626

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 – Responsible for the inspection, preventive maintenance, and repair of the agency's 52 transit buses and 10 support vehicles, ensuring a safe, reliable, and compliant fleet is available to meet daily service demands.
- Facilities Maintenance – Responsible for the upkeep and repair of the agency's 3 facilities, 500+ bus stops, and 50+ bus shelters and amenities, ensuring safe, clean, and functional infrastructure for both staff and riders.

The Fleet-Facilities Maintenance Department includes the following full-time equivalent (FTE) positions and number of employees. The following four positions are being requested:

Body Repair Tech — The Body Repair Technician will complete all fleet body repair work in-house, including collision, corrosion, and structural repairs currently outsourced to contractors. This position is budgeted for the full year in 2027.

2nd Shift Parts Clerk — The Parts Clerk will receive, stock, and stage parts for second-shift and overnight technicians, ensuring materials are available at the start of each shift. This position is budgeted for the full year in 2027.

ITS Technician — The ITS Technician will install, program, troubleshoot, and repair onboard systems including radios, fare collection equipment, cameras, destination signs, and passenger counters. This position is budgeted for the full year in 2027.

Additional Utility Staff — The second Utility Technician will provide general labor and support across Metro facilities, fleet, bus stops, and shelters, including cleaning, snow removal, landscaping, and shelter installation and repair. This position is budgeted for the full year in 2027.

Table 9: Maintenance Department Staffing

Staffing	2024	2025	2026	2027	
Maintenance Manager	1.00	1.00	1.00	1.00	-
Master Technician	-	-	-	-	-
Technician	1.00	1.00	3.00	3.00	-
Mechanic II (1 PT Employee)	5.50	5.50	4.00	4.00	-
Mechanic I	1.00	1.00	1.00	1.00	-
Fleet Care	4.00	4.00	4.00	4.00	-
Inventory Clerk	1.00	1.00	1.00	2.00	1.00 * New Position Request
Building Maintenance	1.00	1.00	1.00	1.00	-
Utility	1.00	1.00	1.00	2.00	1.00 * New Position Request
Bus Cleaner	1.00	1.00	1.00	1.00	-
ITS Technician	-	-	-	1.00	1.00 * New Position Request
Body Repair Technician	-	-	-	1.00	1.00 * New Position Request
Totals	16.50	16.50	17.00	19.00	4.00

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

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Table 10: Maintenance Department Budget

USES OF FUNDS	2024 Actual	2025 Actual	2026 Final Request	2026 Projection	2027 Request	2026 +/- \$	2026 +/- %	Notes
Wages								
Regular Wages	1,073,640	1,135,324	1,273,781	1,146,271	1,377,014	103,233	8.1%	1
New Positions			19,496	-	293,712	274,216	1406.5%	2
Overtime - Maintenance	38,739	80,269	83,911	88,318	123,973	40,062	47.7%	3
Add'l Pay (PTO payout, Hlth opt out)	6,084	10,367	20,823	16,000	16,500	(4,323)	-20.8%	
Holiday Pay - Worked	25,958	24,904	24,191	24,902	24,796	605	2.5%	
Wages	1,144,421	1,250,864	1,422,201	1,275,491	1,835,995	413,794	29.1%	
Benefits								
FICA/FMLA	91,382	103,788	114,201	104,886	127,151	12,951	11.3%	
Health Ins	260,546	338,639	321,922	376,439	429,140	107,218	33.3%	4
HRA Payments	7,110	12,668	17,698	17,698	14,537	(3,160)	-17.9%	5
Dental Insurance	9,875	10,958	10,978	9,865	10,457	(521)	-4.7%	
Disability Insurance	10,469	11,203	7,534	3,708	4,265	(3,270)	-43.4%	
Life Insurance	184	32	64	-	-	(64)	-100.0%	
Workers Comp	29,356	24,244	26,619	33,258	41,543	14,924	56.1%	6
Unemployment	-	-	-	-	-	-	0.0%	
Vision	396	468	415	294	309	(106)	-25.6%	
Retirement	47,663	66,917	83,199	56,398	90,936	7,737	9.3%	
New Positions	-	-	8,773	-	132,170	123,397	1406.5%	7
Uniforms	10,559	10,319	8,450	6,614	13,250	4,800	56.8%	8
Benefits	467,539	579,235	599,854	609,160	863,759	263,905	44.0%	
Total Wages & Benefits	1,611,960	1,830,100	2,022,055	1,884,651	2,699,754	677,699	33.5%	

Note #	Line Item	Explanation
1	Wages	Increase in regular wages is driven mainly by the COLA increase (2% Jan 1, estimate 5% 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 2% Jan 1 and 3% July 1 COLA for non-union staff.
2	New Positions- Wages	This amount reflects the request for four new positions.
3	Overtime	Overtime is estimated at about 8% of wages.
4	Health Insurance	Health Insurance is estimated at an increase of 14% over 2026 projected amount.
5	HRA Payments	HRA payments is estimated at an increase of about 10%. This estimate is based on an increase in staffing along with an increase in deductible amounts with the District's health plan that occurred in 2026.
6	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. The large increase in the IT Department is related to a reallocation of expenditures between departments, and not an overall expenditure increase.
7	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.
8	Uniforms	Uniform/Reimbursements amount is based the amounts established in the CBA for uniform and tool allowances per classification, as well as sundry amount required for all union employees.

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Table 11: Department Budgets- Maintenance, continued

USES OF FUNDS	2024 Actual	2025 Actual	2026 Final Request	2026 Projection	2027 Request	2026 +/- \$	2026 +/- %	Notes
Services and Fees								
Arch & Engineer Fees	-	-	2,500	-	2,500	-	0.0%	
Temporary Help	-	-	-	-	-	-	0.0%	
Other Contracted Services	3,570	241	6,000	6,000	15,000	9,000	150.0%	9
Maint Software	9,132	5,687	13,000	10,870	17,000	4,000	30.8%	10
Maintenance Services	210,475	201,203	304,125	270,711	321,625	17,500	5.8%	
Snow Plowing/Removal	-	3,613	9,900	5,000	9,900	-	0.0%	
Custodial Services	47,069	47,401	48,881	46,873	47,341	(1,540)	-3.1%	
Services and Fees	270,246	258,144	384,406	339,454	413,366	28,960	7.5%	
Fuel-Fluids-Tires- Non-Revenue Vehicles								
CNG Fuel	61,884	86,005	134,117	128,577	179,700	45,583	34.0%	11
Diesel Fuel	723,877	827,491	868,946	810,526	1,170,000	301,054	34.6%	12
Gasoline	-	11,797	19,890	19,889	50,400	30,510	153.4%	13
Greases and Fluids	86,517	84,820	102,748	102,748	124,129	21,380	20.8%	14
Electricity as a Fuel	13,778	13,049	14,000	1,500	-	(14,000)	-100.0%	15
Tires and Tubes	71,694	102,760	107,500	107,500	123,600	16,100	15.0%	
Fuel-Fluids-Tires- Non-Revenue Vehicl	957,750	1,125,923	1,247,201	1,170,740	1,647,829	400,627	32.1%	
Supplies & Equipment								
Servicing/Fueling Supplies	4,994	6,746	6,500	6,500	13,000	6,500	100.0%	16
Shop Supplies	29,758	29,402	36,000	30,000	36,000	-	0.0%	
Shelter Supplies	4,375	21,218	14,750	14,000	50,000	35,250	239.0%	17
Building Supplies	27,048	28,374	30,000	30,000	50,000	20,000	66.7%	18
Parts	320,218	407,060	435,000	399,937	496,500	61,500	14.1%	
Minor Equipment	6,112	4,750	10,000	7,500	12,000	2,000	20.0%	19
Veh Ops- Other Supplies	3,639	4,748	3,500	1,500	5,000	1,500	42.9%	20
Supplies and Equipment	396,144	502,298	535,750	489,437	662,500	126,750	23.7%	
Utilities								
Phone/Cell/Internet	483	116	480	480	480	-	0.0%	
Utilities	483	116	480	480	480	-	0.0%	
Miscellaneous Expenses								
Liscenses and Permits	173	177	1,000	1,000	1,500	500	50.0%	
Miscellaneous Expenses	173	177	1,000	1,000	1,500	500	50.0%	
Total Non-Personnel Expenses	1,624,796	1,886,658	2,168,837	2,001,111	2,725,675	556,838	25.7%	
Total Base Bus Budget	3,236,757	3,716,758	4,190,892	3,885,762	5,425,429	1,234,537	29.5%	

Note #	Line Item	Explanation
9	Other Contracted Services	Expenditures related to contract service for Maintenance staff training. Increased based on additional training sessions planned in 2027.
10	Maintenance Software	Covers maintenance software licensing for Maintenance computers; Inventory Software and Diagnostic Software.
11	CNG Fuel	Increase in CNG fuel is related to natural gas supply contract renewal in 2026 with a 65% rate increase. The 2026 budget was adjusted in February to add capacity to this line in anticipation of this increase.
12	Diesel Fuel	Metro's current diesel contract price of \$2.37/gal will expire in Oct 2026. Staff are estimating \$4.00/gal for the 2027 budget, and are weighing the options for ongoing pricing in the current market.
13	Gasoline	Increase of Gasoline for Micro Transit revenue vehicles. 2027 request includes Scarborough on-demand service costs as well as the existing Falmouth service.
14	Greases and Fluids	Increase based on assumption of additional usage in 2027.

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Note #	Line Item	Explanation
15	Electricity Fuel	Reduced to \$0 based on inability to use vehicles.
16	Servicing & Fueling Supplies	Increase based on added service in 2027.
17	Shelter Supplies	Significant wear and age warrant investment for glass, lexane, lights, garbage, etc.
18	Building Supplies	Increased is related to CNG Compressor facility maintenance supplies
19	Minor Equipment	Increased budget request based on anticipated need for additional small equipment for shop use.
20	Vehicle Operations Other Supplies	Increase is related to microtransit vehicle maintenance services.

MARKETING and ADVOCACY

Overview and Staffing

The mission of the Marketing and Advocacy Department is to ensure Metro’s external communications and policy efforts are seamless, strategic, and deeply rooted in Metro’s overarching mission. By intentionally engaging riders, non-riders, municipal partners, business leaders and elected officials, the department cultivates the community buy-in and financial resilience necessary to continue, improve, expand, and sustain transit services throughout Greater Portland.

- **Advocacy & Policy** – Promote Metro’s value in meeting statewide and local goals by demonstrating social, environmental and economic value to local, regional and statewide decision-makers. This secures sustainable municipal, state and federal funding; drives pro-transit legislative priorities, and establishes long-term policy alignment for future expansion.
- **Marketing & Communications** – Promote Metro’s services through strategic communications, branding, outreach, and public engagement to build awareness, grow ridership, and strengthen community connections.

The Marketing and Advocacy Department includes the following full-time equivalent (FTE) positions and number of employees. The following position is being requested:

Marketing Coordinator — The Marketing Coordinator will support the Marketing Manager with schedule production, public notices, in-house marketing materials, and day-to-day social media management. This position is budgeted for a full year in 2027.

Table 12: Planning, Marketing and Customer Service Staffing

Staffing	2024	2025	2026	2027	
Director of Transit Development	1.00	1.00	1.00	-	(1.00) * Reclassified to Planning/CS
Director of Gov. Affairs and Community Relations	-	-	-	1.00	1.00 * Reclassified from Admin
Marketing Manager	1.00	1.00	1.00	1.00	-
Marketing Coordinator	-	-	-	1.00	1.00 * New Position Request
Customer Service Manager	-	-	1.00	-	(1.00) * Reclassified to Planning/CS
Customer Service Representative	-	-	2.00	-	(2.00) * Reclassified to Planning/CS
Totals	2.00	2.00	5.00	3.00	(2.00)

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

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Table 13: Marketing and Advocacy Department Budget

USES OF FUNDS	2024 Actual	2025 Actual	2026 Final Request	2026 Projection	2027 Request	2026 +/- \$	2026 +/- %	Notes
Wages								
Regular Wages	203,851	270,941	212,182	372,709	216,434	4,252	2.0%	1
New Positions					72,671	-	0.0%	
Overtime - Administration	-	208	7,893	7,836	-	(7,893)	-100.0%	
Add'l Pay (PTO payout, Hlth opt out)	-	1,024	11,000	-	-	(11,000)	-100.0%	
Holiday Pay - Worked	-	-	1,709	3,529	-	(1,709)	-100.0%	
Wages	203,851	272,173	232,784	384,074	289,105	56,321	24.2%	
Benefits								
FICA/FMLA	16,360	18,917	32,059	31,302	17,639	(14,420)	-45.0%	
Health Ins	39,946	45,563	91,286	45,757	52,163	(39,123)	-42.9%	2
HRA Payments	3,400	2,540	23	23	2,914	2,891	12504.4%	3
Dental Insurance	1,640	1,813	2,746	2,636	1,527	(1,219)	-44.4%	
Disability Insurance	1,792	2,142	2,136	2,446	2,813	676	31.6%	4
Life Insurance	-	18	-	87	100	100	0.0%	
Workers Comp	225	186	204	258	5,933	5,728	2804.7%	5
Unemployment	-	-	-	-	-	-	0.0%	
Vision	45	80	118	82	41	(76)	-64.8%	
Retirement	16,262	17,046	23,592	25,150	12,986	(10,606)	-45.0%	
New Positions					32,702	32,702	0.0%	
Uniforms	-	-	800	273	-	(800)	-100.0%	
Benefits	79,670	88,304	152,965	108,014	128,819	(24,147)	-15.8%	
Total Wages & Benefits	283,521	360,477	385,749	492,088	417,924	32,174	8.3%	

Note #	Line Item	Explanation
1	Wages	Increase in regular wages is driven mainly by the COLA increase (2% Jan 1, estimate 5% 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 2% Jan 1 and 3% July 1 COLA for non-union staff. Additionally, there have been several reclassifications, accounting for the majority of the decreases in wages seen here. There are several benefit lines that are showing significant decreases based on these moves as well.
2	Health Insurance	Health Insurance is estimated at an increase of 14% over 2026 projected amount.
3	HRA Payments	HRA payments is estimated at an increase of about 10%. This estimate is based on an increase in staffing along with an increase in deductible amounts with the District's health plan that occurred in 2026.
4	Disability Insurance	Disability insurance is showing an increase based on reallocation of expenses between departments. Overall Disability Insurance is estimated at 15% increase.
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 2027 policy renewals begin. The large increase in the IT Department is related to a reallocation of expenditures between departments, and not an overall expenditure increase.

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Table 14: Marketing and Advocacy Department Budget, continued

USES OF FUNDS	2024 Actual	2025 Actual	2026 Final Request	2026 Projection	2027 Request	2025 Balance	2025 +/- %	Notes
Services and Fees								
Technology Services			-	-	-	-	0.0%	
Advertising	26,734	26,707	92,142	43,642	140,142	48,000	52.1%	6
Other Contracted Services	9,465	29,006	26,000	58,211	55,000	29,000	111.5%	7
Services and Fees	36,199	55,713	118,142	101,853	195,142	77,000	65.2%	
Supplies & Equipment								
Supplies Cust Rel	9,998	11,967	10,000	10,667	10,000	-	0.0%	
Supplies Promo	787	3,899	4,000	7,383	6,000	2,000	50.0%	8
Supplies and Equipment	10,785	15,866	14,000	18,050	16,000	2,000	14.3%	
Utilities								
Phone/Cell/Internet	956	1,005	1,440	1,440	960	(480)	-33.3%	
Utilities	956	1,005	1,440	1,440	960	(480)	-33.3%	
Miscellaneous Expenses								
Dues, Subscriptions & Certifications	1,672	2,467	4,500	4,500	4,500	-	0.0%	
Conferences and Travel	1,539	5,886	6,000	2,830	21,829	15,829	263.8%	9
Miscellaneous Expenses	3,211	8,353	10,500	7,330	26,329	15,829	150.8%	
Total Non-Personnel Expenses	51,151	80,937	144,082	128,673	238,431	94,349	65.5%	
Total Base Bus Budget	334,672	441,413	529,832	620,761	656,355	126,523	23.9%	

Note #	Line Item	Explanation
6	Advertising	Advertising for public meetings, service improvements and brand awareness.
7	Other Contracted Services	Increase is related to addition of branding and marketing support related to service expansions and BRT.
8	Supplies Promotion	Increased based on historical spending for supplies needed for promotion.
9	Conferences and Travel	Increase is related to the addition of Advocacy staff members to this department, and additional conference attendance planned for 2027.

PLANNING and CUSTOMER SERVICE

Overview and Staffing

The mission of the Planning and Customer Service Department is to ensure Metro's services remain responsive to community needs by planning future transit improvements, identifying new potential riders and stakeholders, and selling fare media and providing information to existing and potential customers. The department advances Metro's ridership and rider satisfaction through effective service planning, customer support, and data analysis.

- **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.
- **Customer Service** – Provide fare media sales, trip planning assistance, and responsive support to riders, partners, and the public across multiple communication channels.
- **Data analysis** – Provide Metro staff, the Board of Directors, and the public with clear Key Performance Indicators (KPI's) to support the agency's goals, improve customer service, and identify areas for improvement

The Planning and Customer Service Department includes the following full-time equivalent (FTE) positions and number of employees. The following two positions are being requested:

Transit Planner — The Transit Planner will support the Director of Transit Development with schedule development, project management, and stakeholder engagement. This position is budgeted for the full year in 2027.

Customer Service Representative — The additional Customer Service Representative will expand CSR staffing from two to three, providing weekend coverage and backup support during absences. This position is budgeted for the full year in 2027.

Table 12: Planning and Customer Service Staffing

Staffing	2027	
Director of Transit Development	1.00	1.00 * Reclassified from Marketing
Scheduler/Data Analyst	1.00	1.00 * Reclassified from Operations
Transit Planner	1.00	1.00 * New Position Request
Customer Service Manager	1.00	1.00 * Reclassified from Marketing
Customer Service Representative	3.00	3.00 * Reclassified from Marketing/New Position Request
Totals	7.00	7.00

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

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Table 13: Planning and Customer Service Department Budget

USES OF FUNDS	2026 Final Request	2026 Projection	2027 Request	2026 Balance	2026 +/- %	Notes
Wages						
Regular Wages	325,878	-	425,859	99,981	30.7%	
New Positions			125,036	-	0.0%	
Overtime - Customer Service	-	-	15,968	15,968	0.0%	
Add'l Pay (PTO payout, Hlth opt out)	-	4,500	5,000	5,000	0.0%	
Holiday Pay - Worked	-	-	3,504	3,504	0.0%	
Wages	325,878	4,500	575,367	249,489	76.6%	1
Benefits						
FICA/FMLA	-	367	36,702	36,702	0.0%	
Health Ins	-	110,689	126,185	126,185	0.0%	
HRA Payments	-	-	2,500	2,500	0.0%	
Dental Insurance	-	-	2,926	2,926	0.0%	
Disability Insurance	-	2,742	3,153	3,153	0.0%	
Life Insurance	-	-	-	-	0.0%	
Workers Comp	-	-	12,344	12,344	0.0%	
Unemployment	-	-	-	-	0.0%	
Vision	-	-	95	95	0.0%	
Retirement	-	-	27,020	27,020	0.0%	
New Positions			56,266	56,266	0.0%	
Uniforms	-	200	700	700	0.0%	
Benefits	-	113,997	267,891	267,891	0.0%	2

Note #	Line Item	Explanation
1	Wages	Increase in regular wages is driven mainly by the COLA increase (2% Jan 1, estimate 5% 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 2% Jan 1 and 3% July 1 COLA for non-union staff. Additionally, this is a newly established department. Therefore, it will take some time to develop some historical budget detail.
2	Benefits	This is a newly established department. It will take some time to develop historical budget detail for benefits, and budget adjustments between departments will likely be needed.

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

USES OF FUNDS	2026 Final Request	2026 Projection	2027 Request	2025 Balance	2025 +/- %	Notes
Services and Fees						
Other Contracted Services	-	-	50,000	50,000	0.0%	3
Services and Fees	-	-	50,000	50,000	0.0%	
Supplies & Equipment						
Fare Media	17,445	17,445	23,000	5,555	31.8%	4
Supplies Planning	-	-	1,000	1,000	0.0%	
Supplies and Equipment	17,445	17,445	24,000	6,555	37.6%	
Utilities						
Phone/Cell/Internet	-	-	960	960	0.0%	
Utilities	-	-	960	960	0.0%	
Miscellaneous Expenses						
Dues, Subscriptions & Certifications	-	-	-	-	0.0%	
Conferences and Travel	-	-	3,000	3,000	0.0%	
Miscellaneous Expenses	-	-	3,000	3,000	0.0%	
Total Non-Personnel Expenses	17,445	17,445	77,960	60,515	346.9%	
Total Base Bus Budget	343,323	135,942	921,218	577,895	168.3%	

Note #	Line Item	Explanation
3	Other Contracted Services	Increase is related to addition of \$50,000 for on-call engineering support related to route map and schedule overhaul.
4	Fare Media	This line was moved from Operations, along with other Customer Service expenditure lines. This amount reflects an increase from 2026 based on estimated smart card and token orders.

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. The following position is being requested:

Accounting Assistant, Part-Time — The part-time Accounting Assistant I will provide additional capacity for transaction processing and administrative support in Finance, addressing increased volume driven by Tap to Ride. This position is budgeted for the full year in 2027.

Table 15: Administration Department Staffing

Staffing	2024	2025	2026	2027	
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. Affairs and Community Relations	1.00	1.00	1.00	-	(1.00) * Reclassified to Marketing
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	1.50	1.00	1.50	0.50 * New Position Request
HR Generalist	1.00	1.00	1.00	1.00	-
Recruiting Specialist	0.50	0.50	0.50	0.50	-
Executive Assistant	-	-	-	1.00	1.00 * Reclassified from Admin Ast
Administrative Assistant	1.00	1.00	1.00	-	(1.00) * Reclassified to Ex Ast Position
Cash Counting Assistant (2 PT Staff)	0.50	0.50	0.50	0.50	-
Totals	12.00	12.50	12.00	11.50	(0.50)

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

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Table 16: Administration Department Budgets

USES OF FUNDS	2024 Actual	2025 Actual	2026 Final Request	2026 Projection	2027 Request	2026 +/- \$	2026 +/- %	Notes
Wages								
Regular Wages	926,579	1,022,673	1,055,400	1,051,512	1,175,643	120,243	11%	1
New Positions					42,766	-	0%	
Overtime - Administration	1,132	14	1,103	-	3,000	1,897	172%	
Add'l Pay (PTO payout, Hlth opt out)	-	7,279	8,000	10,500	13,830	5,830	73%	2
Holiday Pay - Worked						-	0%	
Total Wages	927,711	1,029,966	1,064,503	1,062,012	1,235,239	170,736	16%	
Benefits								
FICA/FMLA	68,861	73,426	89,676	80,832	90,664	988	1%	
Health Ins	148,827	183,303	286,635	159,858	316,663	30,029	10%	3
HRA Payments	4,599	4,349	7,153	7,153	4,990	(2,163)	-30%	
Dental Insurance	6,780	7,326	9,539	7,208	6,811	(2,728)	-29%	
Disability Insurance	15,555	15,839	6,708	10,196	11,725	5,016	75%	4
Life Insurance	16	86	-	265	400	400	0%	
Workers Comp	6,078	5,019	5,511	6,886	33,417	27,906	506%	5
Unemployment	1,914	(1,595)	-	-	5,000	5,000	0%	
Vision	303	339	370	244	231	(138)	-37%	
Retirement	74,320	72,224	74,079	78,004	71,384	(2,695)	-4%	
New Positions					6,252	6,252	0%	
Uniforms	254	88	-	-	-	-	0%	
Total Benefits	327,507	360,405	479,671	350,646	547,538	67,867	14%	
Total Wages & Benefits	1,255,218	1,390,371	1,544,174	1,412,658	1,782,777	238,603	15%	

Note #	Line Item	Explanation
1	Wages	Increase in regular wages is driven mainly by the Non-Union Salary Plan approved by the Board of Directors in 2022. Staff are estimating 2% Jan 1 and 3% July 1 COLA for non-union staff.
2	Add Pays	Estimated increase related to expected health insurance opt out payments.
3	Health Insurance	Health Insurance is estimated at an increase of 14% over 2026 projected amount.
4	Disability Insurance	Disability insurance is showing an increase based on reallocation of expenses between departments. Overall Disability Insurance is estimated at 15% increase.
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 2027 policy renewals begin. The large increase in the IT Department is related to a reallocation of expenditures between departments, and not an overall expenditure increase.

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Table 17: Department Budgets- Administration, continued

USES OF FUNDS	2024 Actual	2025 Actual	2026 Final Request	2026 Projection	2027 Request	2026 +/- \$	2026 +/- %	Notes
Services and Fees								
Tuition Reimbursement	960	1,026	6,000	474	6,000	-	0%	
Wellness Program	314	439	5,000	5,000	5,000	-	0%	
Legal Fees	177,754	64,627	83,000	79,415	81,000	(2,000)	-2%	6
Audit Fees	26,500	30,800	33,450	32,450	46,200	12,750	38%	
Temporary Help	4,674	88,832	-	-	-	-	0%	
Employment Services	10,581	15,532	22,000	16,926	20,000	(2,000)	-9%	
Benefit Administration Fees	7,255	9,762	10,000	7,226	10,100	100	1%	
Technology Services						-	0%	
Bank and CC Fees	38,300	58,768	76,531	76,531	75,727	(804)	-1%	
Advertising	48,059	40,403	54,642	70,972	62,500	7,858	14%	7
Postage	2,239	2,772	3,000	2,500	3,000	-	0%	
Other Contracted Services	77,215	12,255	14,500	5,500	10,500	(4,000)	-28%	
Office Machines Maintenance	5,653	5,510	7,000	6,111	7,500	500	7%	
Miscellaneous Services	2,641	3,685	4,500	4,500	-	(4,500)	-100%	
Services and Fees	402,144	334,411	319,623	307,605	327,527	7,904	2%	
Supplies & Equipment								
HR Supplies	60	599	2,500	1,000	2,500	-	0%	
Office Supplies	14,648	19,137	15,000	14,218	15,000	-	0%	
Minor Equipment	1,502	57	14,000	14,000	10,000	(4,000)	-29%	
Supplies and Equipment	16,211	19,794	31,500	29,218	27,500	(4,000)	-13%	
Utilities								
Heating Fuel	93,540	112,190	159,000	180,000	230,000	71,000	45%	8
Electricity	108,206	135,602	160,000	190,370	210,000	50,000	31%	9
Water/Sewer/Stormwater	32,908	35,257	35,014	37,821	38,956	3,942	11%	
Phone/Cell/Internet	2,408	2,252	2,880	2,880	2,400	(480)	-17%	
Utilities	237,062	285,302	356,894	411,071	481,356	124,462	35%	
Insurance								
Auto/Liability/Property Insurance	402,432	460,824	489,385	499,385	538,324	48,939	10%	10
Insurance	402,432	460,824	489,385	499,385	538,324	48,939	10%	
Miscellaneous Expenses								
Dues, Subscriptions & Certifications	36,781	36,937	43,315	39,815	49,029	5,714	13%	
Conferences and Travel	9,827	13,663	22,736	12,738	25,840	3,104	14%	
Meals and Hosting	20,639	14,078	15,000	15,000	15,000	-	0%	
Miscellaneous Expenses	67,247	64,679	81,051	67,553	89,869	8,818	11%	
Total Non-Personnel Expenses	1,125,095	1,165,009	1,278,453	1,314,831	1,464,575	186,122	15%	
Total Base Bus Budget	2,380,313	2,555,380	2,822,627	2,727,489	3,247,352	424,725	15%	

Note #	Line Item	Explanation
6	Audit Fees	The increase in audit fees is related to the new contract with RKO for a 5-year term with increased rates, as well as an estimate for annual ADA Paratransit service provider audit to maintain compliance with FTA requirements.
7	Advertising	Increased costs related to advertising for job postings. Staff continue to evaluate opportunities for effective alternate methods of advertising.
8	Heating Fuel	Increase in heating fuel is related to natural gas supply contract renewal in 2026 with a 65% rate increase. The 2026 budget was adjusted in February to add capacity to this line in anticipation of this increase.
9	Electricity	2026 Projection estimates over budget. Increase bases on 2026 projection and estimated price increases.
10	Auto/Liability/Property Insurance	Increased by estimated 10%, will update once initial discussions for 2027 policy renewals begin

CAPITAL AND RESERVES

Table 18: Base Bus Budget: Capital

USES OF FUNDS	2024 Actual	2025 Actual	2026 Final Request	2026 Projection	2027 Request	2026 +/- \$	2026 +/- %	Notes
Debt Service								
Interest Expense Short Term	76,623	56,296	43,000	50,000	50,000	7,000	16.3%	1
Interest Expense Long Term	28,501	23,984	25,668	25,668	23,157	(2,511)	-9.8%	
Debt Service Principal	199,150	199,150	199,150	199,150	225,475	26,325	13.2%	2
Debt Service	304,274	279,430	267,818	274,818	298,632	30,814	11.5%	
Capital & Reserves								
Contribution to Unrest Balance	-	-	20,000	-	20,000	-	0.0%	
GF Cap Outlay for Oth Cap Itms	345,100	213,560	199,089	199,089	200,000	911	0.5%	
GF Cap Outlay for Capital	34,366	74,827	-	469	-	-	0.0%	
Transfers	14,266	-	-	-	-	-	0.0%	
Capital & Reserves	393,732	288,387	219,089	199,558	220,000	911	0.4%	
Total Base Bus Budget	698,006	567,817	486,907	474,376	518,632	31,725	6.5%	

Note #	Line Item	Explanation
1	Long Term Interest	Interest expense related to Bond payments and interest due.
2	Fund Balance Contribution	Fund balance contribution to continue working toward a 2025 Strategic Plan goal of increasing Fund Balance to 16.6% of budgeted expenses.
3	Capital Items	The 2027-2031 CIP is still being finalized and may adjust this figure.

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REVENUE

Table 19: Base Bus Budget: Revenue

SOURCES OF FUNDS	2024 Actual	2025 Actual	2026 Final Request	2026 Projection	2027 Request	2026 +/- \$	2026 +/- %	Notes
Fare Revenue								
Passenger Fares	1,734,225	1,972,265	2,149,315	1,967,687	2,191,749	42,434	2.0%	
Passenger Fares- Micro				2,695	16,506	16,506	0.0%	
Organization Paid Fares	606,169	589,723	669,004	673,058	747,842	78,838	11.8%	
Organization Route Guarantees	330,167	419,006	461,653	461,653	386,278	(75,375)	-16.3%	
Total Fare Revenue	2,670,561	2,980,994	3,279,972	3,105,093	3,342,375	62,403	1.9%	1
Miscellaneous Revenue		397,515						
Advertising Revenue	236,907	241,819	243,600	243,600	226,200	(17,400)	-7.1%	2
Vehicle Maint Services	40,465	6,540	5,000	5,000	5,000	-	0.0%	
Sale of Fuel	50	1,334	-	65	-	-	0.0%	
Interest Income	152,185	129,396	110,000	87,490	80,000	(30,000)	-27.3%	
Reimbursements of Auto Fare fees	17,463	5,811	5,000	6,261	6,000	1,000	20.0%	
Wellness Grant Reimbursements	1,300	605	3,500	3,500	3,500	-	0.0%	
Training Grant Reimbursements	3,918	-	2,000	-	-	(2,000)	-100.0%	
Miscellaneous Income	93,832	36,116	5,000	4,146	4,000	(1,000)	-20.0%	
Claims Recovery	102,151	89,514	75,000	75,000	75,000	-	0.0%	
Total Other Revenue	648,270	511,135	449,100	425,062	399,700	(49,400)	-11.0%	
Municipal Funding								
Non-Member Municipal Funding (Gorham/Scarborough)			-		145,000	145,000	100.0%	3
Member Municipal Funding: Operations	4,299,570	5,100,399	5,785,082	5,785,079	6,074,333	289,251	5.0%	4
Municipal Funding: CIP Local Match	345,102	213,560	199,089	199,090	200,000	911	0.5%	5
Municipal Funding: Svc Veh Local Match		44,551	-		-	-	0.0%	
Total Municipal Revenue	4,644,672	5,358,510	5,984,171	5,984,169	6,419,333	435,162	7.3%	
State Funding								
Maine Turnpike Funding- Svc Imp			130,500	130,500	522,000	391,500	300.0%	6
State Operating Subsidy- Svc Imp- Micro			47,850	47,850	191,400	143,550	300.0%	7
State Operating Subsidy	477,494	773,874	753,153	753,153	532,924	(220,229)	-29.2%	8
Total State Revenue	477,494	773,874	931,503	931,503	1,246,324	314,821	33.8%	
Federal Funding								
Federal Operating Assistance	4,617,398	4,690,835	5,584,652	5,000,000	5,696,345	111,693	2.0%	9
Federal Operating Assistance- Mobility 80/20					45,840	45,840	0.0%	10
Federal Operating Assistance- Prior Year			325,000	325,000		(325,000)	-100.0%	11
Federal Operating Assistance- Svs Imp			130,500	130,500	522,000	391,500	300.0%	12
Federal Operating Assistance- Micro Svs Imp			47,850	47,850	191,400	143,550	300.0%	13
Federal Fuel Reimbursement	124,819	40,298	25,000	(40,298)	-	(25,000)	-100.0%	14
Federal Prev Maint Assistance	1,285,278	1,829,000	2,000,000	2,000,000	2,040,000	40,000	2.0%	15
Federal ARPA	586,754	1,304,552	544,527	529,949	-	(544,527)	-100.0%	16
Total Federal Revenue	6,614,249	7,864,685	8,657,529	7,993,001	8,495,585	-161,944	-1.9%	
Total Revenue	\$ 15,055,246	\$ 17,489,198	\$ 19,302,274	\$ 18,438,828	\$ 19,903,317	\$ 601,043	3.1%	

Note #	Line Item	Explanation
1	Fare Revenue	Fare revenue for 2026 is projected to be under budget. Staff are estimating a modest increase in fare revenue over the 2026 budget amount, due to the fare increase and tap to ride, both implemented in the fall of 2026. Organizational Route Guarantee revenue is decreasing due to the no-renewal of the BIW/BREEZ pilot route.
2	Advertising	Advertising revenue is trending to be on budget for 2026. However, Metro's new advertising contract signed in late summer of 2026 decreased Metro's share of the revenue. Therefore, staff are projecting a decrease in advertising revenue for 2027.
3	Non-Member Municipal Funding	Amount reflects local contribution from Scarborough for service improvements related to Route 25 and microtransit launch in the fall if 2026.
4	Member Mun. Funding	Amount reflects the local funding from member municipalities to support planned programs and operations in FY 2027. Current figure represents a "place-holder" amount equal to a 5% increase compared to 2026, as well as a non-member contribution from the Town of Scarborough.

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5	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.
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Note #	Line Item	Explanation
6	Maine Turnpike Funding	Maine Turnpike Authority funding is allocated to the Route 25 service improvements scheduled to launch in the fall of 2026.
7	State Funding Svc Improvements	Additional State funding is allocated to the Route 25 service improvements scheduled to launch in the fall of 2026.
8	State Operating Funding	State funding for operations decreased from 2026.
9	Federal 5307 (Operating)	Amount reflects a 2% increase in Federal 5307 formula funding for operations for FY 2027.
10	Federal 5307 (Preventative Maintenance)	Amount reflects a 2% increase in Federal 5307 formula funding for preventative maintenance for FY 2027.
11	Federal 5307 carryforward	At this time staff have not included an estimate of Federal carryforward funding in the 2027 budget draft.
12	Federal 5307 Funding Svc Improvements	Additional Federal 5307 funding is allocated to the Route 25 service improvements scheduled to launch in the fall of 2026.
13	Federal 5307 Funding Svc Improvements Micro	Additional Federal 5307 funding is allocated to the Route 25 service improvements scheduled to launch in the fall of 2026.
14	Federal Fuel Reimbursement	This was revised with the BBB in 2025. Metro accrued approximately \$40k in revenue related to this in 2025, which will be corrected in 2026. This has been removed as a revenue source for the 2027 budget.
15	Federal 5307 (Preventative Maintenance)	Amount reflects a 2% increase in Federal 5307 formula funding for preventative maintenance for FY 2027.
16	Federal ARPA (Service Improvements)	ARPA funding for service improvement fully exhausted in 2026.

ADA PARATRANSIT

Table 20: ADA Paratransit Budget

USES OF FUNDS	2024 Actual	2025 Actual	2026 Final Request	2026 Projection	2027 Request	2026 +/- \$	2026 +/- %	Notes
ADA Paratransit								
Contracted Services	\$ 410,475	\$ 627,580	\$ 713,905	\$ 713,905	\$ 794,148	80,243	11.2%	1
Total ADA Paratransit Service	410,475	627,580	713,905	713,905	794,148	80,243	11.2%	
Total Expenditures	410,475	627,580	713,905	713,905	794,148	80,243	11.2%	
SOURCES OF FUNDS	2024 Projection	2025 Actual	2026 Final Request			2026 +/- \$	2026 +/- %	Notes
Municipal Funding								
Municipal Funding	81,764	125,485	\$ 139,668	\$ 142,781	\$ 158,830	19,162	13.7%	2
Total Municipal Funding	81,764	125,485	139,668	142,781	158,830	19,162	13.7%	
Federal Funding								
FTA Section 5307	328,380	492,000	\$ 558,672	\$ 571,124	\$ 635,319	76,647	13.7%	3
Total Federal	328,380	492,000	558,672	571,124	635,319	76,647	13.7%	
Total Revenue	410,144	617,485	698,340	713,905	794,148	95,808	13.7%	
Surplus/(Deficit)	(331)	(10,095)	(15,565)	-	0	15,565	-100.0%	

Note #	Line Item	Explanation
1	Contracted Serv.	Metro has a contract with the Regional Transportation Program (RTP) to provide complementary ADA Paratransit services. Metro's cost is based on a negotiated net cost per trip boarding, which was increased in 2026 and contracted to increase in 2027. Ridership has been increasing in 2026. For FY 2027, 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

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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	12	12	6	20	186	1%
Gorham	25	17	30	37	41	39	32	39	36	40	37	42	415	2%
Portland	1,012	858	1,079	1,130	1,148	1,051	1,058	988	1,000	1,065	896	930	12,215	58%
South Portland	254	286	363	342	354	390	414	463	448	396	323	339	4,372	21%
Westbrook	266	223	322	326	349	289	361	389	385	418	325	333	3,986	19%
Total	1,572	1,395	1,818	1,856	1,909	1,784	1,883	1,894	1,881	1,931	1,587	1,664	21,174	100%
2026	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	%
Falmouth	10	7	8	10	8	20	20	16	13	13	6	22	153	1%
Gorham	30	31	35	19	31	47	57	42	39	43	40	45	460	2%
Portland	943	937	1,162	1,182	1,069	1,140	1,060	1,070	1,083	1,153	970	1,007	12,775	56%
South Portland	362	311	446	492	426	475	525	501	485	429	350	367	5,169	23%
Westbrook	357	315	327	291	270	295	291	421	417	453	352	361	4,149	18%
Total	1,702	1,601	1,978	1,994	1,804	1,977	1,953	2,051	2,037	2,091	1,718	1,802	22,707	100%
	0.08	0.15	0.09	0.07	(0.06)	0.11	0.04	0.08	0.08	0.08	0.08	0.08	0.07	

115 ST. JOHN'S Property

Table 22: 115 St. John's Street Property

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USES OF FUNDS	2024 Actual	2025 Actual	2026 Final Request	2026 Projection	2027 Request	2026 +/- \$	2026 +/- %	Notes
Services and Fees								
Arch/Eng Fees						-	0.0%	
Legal Fees						-	0.0%	
Property Management Fees- Broker, Cam, Etc		9,119	9,305	9,305	7,077	(2,228)	-23.9%	
Maintenance Services- 115 St John St.						-	0.0%	
Snow Plowing/Removal- 115 St John St.						-	0.0%	
Supplies						-	0.0%	
Total Services and Fees	-	9,119	9,305	9,305	7,077	(2,228)	-23.9%	1
Rental Fees								
Rental Fees	339,257	346,042	352,963	352,963	360,022	7,059	2.0%	
Property Taxes	39,151	41,759	45,702	45,702	49,356	3,654	8.0%	
Total Rental Fees	378,408	387,801	398,665	398,665	409,378	10,713	2.7%	2
CAM Charges								
Management Fees	78,031	12,851	14,119	14,119	14,401	282	2.0%	
General R&M		4,670	5,181	5,181	5,340	159	3.1%	
General Administration		49,892	53,788	53,788	55,404	1,616	3.0%	
Total CAM Charges	78,031	67,413	73,088	73,088	75,145	2,057	2.8%	3
Property Insurance								
Property Insurance- 115 St. John Street	20,579	29,287	18,452	18,452	19,380	928	5.0%	
Total Insurance	20,579	29,287	18,452	18,452	19,380	928	5.0%	4
Total Expenditures	477,017	493,620	499,510	499,510	510,980	11,470	2.3%	
SOURCES OF FUNDS	2024 Actual	2025 Actual	2026 Final Request	2026 Projection	2027 Request	2026 +/- \$	2026 +/- %	Notes
Other Revenue								
Reimbursements- Insurance		23,357	18,452	18,452	19,380	928	5.0%	
Reimbursements- Taxes		42,230	45,702	45,702	49,356	3,654	8.0%	
Reimbursements- Maintenance and Repair		-	-	-	-	-	0.0%	
Management Fees		7,296	7,442	7,442	7,591	149	2.0%	
Rental of Property- 115 St. John's St.	252,785	182,404	186,052	186,052	189,773	3,721	2.0%	
Total Other Revenue	252,785	255,287	257,649	257,649	266,100	8,452	3.3%	6
Municipal Funding								
Municipal Assessment for Operating	94,244	96,132	98,052	98,052	98,052	-	0.0%	
Total Municipal Funding	94,244	96,132	98,052	98,052	98,052	-	0.0%	6
State Funding								
State Operating Subsidy	239,347	244,134	207,015	207,015	207,015	-	0.0%	
Total State Funding	239,347	244,134	207,015	207,015	207,015	-	0.0%	7
Total Revenue	586,376	595,553	562,716	562,716	571,167	8,452	1.5%	
Surplus/(Deficit)	109,359	101,933	63,206	63,206	60,187	(3,019)	-4.8%	

Note #	Line Item	Explanation
1	Service-Fees	Anticipated services and maintenance expenses for building.
2	Rental Fees	This figure represents the base lease cost and taxes for FY 2027.

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3	CAM Charges	Based on 2026 actual, increased by 3% estimate.
4	Insurance	Based on 2026 actual, increased by 5% estimate.
5	Other Revenue	Anticipated revenue from sub-leasing entire building.
6	Mun. Funding	Municipal funding approved by the Board of Directors in July 2021 through 2026.
7	State Funding	Funding committed to Metro by the Maine Department of Transportation. This is the last year of committed funding for this project from MDOT.

FINANCE COMMITTEE

AGENDA ITEM 6

DATE

September 9, 2026

SUBJECT

FTA Triennial Review – Status Update

PURPOSE

To update the Finance Committee on the outcome of the Federal Transit Administration's (FTA) Triennial Review of Metro's compliance and management practices.

BACKGROUND/ANALYSIS

The FTA conducts a Triennial Review of every transit grantee's compliance and management practices once every three years, covering 18 focus areas agency-wide. Metro's current review cycle concluded with an exit conference held the week of August 31st, during which FTA reviewers presented preliminary results directly to staff. The final written report confirming these results is expected in November 2026.

Of the six focus areas most directly relevant to the Finance Committee, no findings were identified:

- Financial Management and Capacity
- Technical Capacity – Award Management
- Technical Capacity – Program Management and Subrecipient Oversight
- Technical Capacity – Project Management
- Satisfactory Continuing Control (capital asset tracking and disposal)
- Procurement

Agency-wide, across all 18 focus areas reviewed, the FTA identified 3 findings, all within the Public Transportation Agency Safety Plan (PTASP) section. Staff are actively working to correct these deficiencies so that they are listed as closed by the time the final report is issued.

FISCAL IMPACT

None.

RECOMMENDATION

This item is for information and discussion only.

ATTACHMENT

None.

Prior Committee Review

N/A

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