



Biddeford Saco Old Orchard Beach Transit Committee

AGENDA

Remote Only – Zoom

<https://us06web.zoom.us/j/82470596391?pwd=WjFUVm9UV2JxeXpYbGdPWmlDTHY1UT09>

Meeting ID: 824 7059 6391 | Passcode: 792852

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January 26, 2022

4:00 PM – 5:30 PM

Agenda Item	Responsibility	Action or Information
1.) Call to Order	Kenny Blow	Action
2.) Roll Call / Ascertain Quorum	Kenny Blow	Action
3.) Public Comment	Kenny Blow	Information
4.) Approval of Previous Minutes <ul style="list-style-type: none">December 2022 Transit Committee	Kenny Blow	Action
5.) Election of Officers	Kenny Blow	Action
6.) Financial Subcommittee Report <ul style="list-style-type: none">November Month End Financial Report	Staff	Information
7.) Executive Director Report <ul style="list-style-type: none">Ridership ReportCAD/AVL AwardPACTS ActivitiesFY24 Budget Timeline	Chad Heid	Information
8.) Administrative Discussion Items <ul style="list-style-type: none">Upcoming Meetings: Finance Committee, February 20th, 12p Committee Meeting, February 23rd, 4p	Staff	Information
9.) New Business		Information
10.) Adjournment		Action



Biddeford Saco Old Orchard Beach Transit Committee
Meeting Minutes
December 8, 2022
4:00 PM
Saco Transportation Center

1. Call to Order – Phil Hatch called the meeting to order at 4:05pm

With the absence of both the Chair and Vice-Chair of the Committee, a temporary Chair was needed to facilitate the meeting.

Motion by Bryan Kaenrath to nominate Phil Hatch to the temporary Chair role. Curt Koehler seconded Maya Atlas, Eric Freeman, Tim Fleury, Bryan Kaenrath, Jean Saunders, and Curt Koehler all voted in favor. Motion passed unanimously. Phil Hatch named temporary Chair.

2. Roll Call –Members present: Maya Atlas, Tim Fleury, Eric Freeman, Bryan Kaenrath, Phil Hatch, Curt Koehler, Jean Saunders, Absent: Kenny Blow, Doris Ortiz. Staff present: Chad Heid, Caroline FreeSpirit, Marianne Walters

Phil Hatch noted the arrival of two new Committee Members, and suggested that all parties provide a brief introduction. Committee Members and Staff welcomed both Tim Fleury and Eric Freeman aboard. Tim works for and represents Old Orchard Beach. Eric Freeman works for and represents Biddeford.

3. Public Comment – None.

4. Approval of the Previous Meeting Minutes –

Motion by Maya Atlas to approve the Transit Committee meeting minutes of October 27, 2022. Curt Koehler seconded. Maya Atlas, Tim Fleury, Eric Freeman, Bryan Kaenrath, Phil Hatch, Curt Koehler, Jean Saunders all voted in favor. Motion passed unanimously. Minutes approved.

5. Financial Subcommittee Report –

Chad Heid provided a summary of the discussion at the Finance Subcommittee meeting on Monday, 12/5/22. He recognized that fare revenue is exceeding the budget projection. Discussion shifted to the process and outcome of a FY24 diesel supplier procurement, which has been finalized at a rate of \$3.63 per gallon for 80,000 gallons. There were no questions related to the October month end financial report.

Chad then introduced the subject of developing an operating reserve policy. The agency currently does not have this sort of policy, and staff and the Finance Subcommittee recognize it would be prudent to develop one to enhance financial sustainability. Over the next few months, staff and the Subcommittee will draft a policy to be consider for the Committee. Curt Koehler provided context to the Finance Subcommittee discussion, noting that there are many reasons to have an operating reserve policy, which he will get into at a future meeting.



The last topic covered was operator recruitment. Chad discussed the staffing crisis that is currently occurring, noting that even with the wage increases delivered as part of the CBA being implemented in January 2022, operator recruitment is not meeting the staffing needs. The agency has shifted to include a paid CDL training program, which has led to one operator being on boarded and is currently in training. Maya Atlas asked for a description of the training program. Chad gave details on the program and the amount of effort to bring on the 1 new operator, including the timeline for permit testing and licensing. Overall there have been 12-20 interested candidates, of which 4-5 have been extended offer letters. Unfortunately, a number of external factors that make BSOOB Transit wages and benefits less competitive have led to those candidates accepting employment elsewhere. Chad suggested that the agency may have to develop added incentives to attract new candidates and be competitive in the labor market.

6. FY23 Capital Reserve Funding

Chad Heid introduced this topic expressing to the committee that this action has been discussed in prior Committee meetings and there is past precedent at BSOOB Transit to have a designated capital fund. Curt Koehler provided a summary of the financial concepts that lead to an agency having a surplus of funds at the end of a fiscal year, the accounting protocols to be followed by the agency with undesignated and designated funds, and the procedure the Committee should consider if they wish to make a motion to reserve any funds for the presented capital projects.

Project	Total Cost	FTA or DOT Funding	BSOOB Obligation	Total Funding	Unfunded
Two Support Vehicles	\$ 190,348.00	\$ 152,278.40	\$ 38,069.60	\$ 190,348.00	\$ -
Security Fence	\$ 150,000.00	\$ 60,000.00	\$ 15,000.00	\$ 75,000.00	\$ 75,000.00
Replacement Van	\$ 75,000.00	\$ 60,000.00	\$ 15,000.00	\$ 75,000.00	\$ -
CAD/AVL System	\$ 297,000.00	\$ 261,000.00	\$ 36,000.00	\$ 297,000.00	\$ -
Stop Sign Improvements	\$ 50,000.00	\$ 40,000.00	\$ 10,000.00	\$ 50,000.00	\$ -
2 Proterra ZX5 buses	\$ 2,408,154.00	\$ 2,282,972.00	\$ 125,182.00	\$ 2,408,154.00	\$ -
STC On-Route Chargers	\$ 1,490,649.00	\$ 1,464,637.00	\$ 26,012.00	\$ 1,490,649.00	\$ -
Totals	\$ 4,661,151.00	\$ 4,320,887.40	\$ 265,263.60	\$ 4,586,151.00	\$ 75,000.00

Phil Hatch asked for some additional details on the Proterra performance and the timeline for the new vehicles. Chad detailed that these 2 new vehicles are expected in spring of 2024, almost two years after the initial Proterras began operation. Caroline Freespirit then explained the local match concept for the agency obligation. Bryan Kaenrath and Curt Koehler had discussion on the topic of the who will be empowered authorize the reserve funds. It was decided that a motion includes the agency role that would have the authority to expense the funds. Curt asked staff to provide details on the expected undesignated funds to be reported as part of the RKO audit report. Staff and Committee members expressed that the last two years have had sufficient surplus to meet the \$340,263.

Motion by Curt Koehler to authorize Management to transfer \$340,500 from undesignated/unreserved funds balance (30100) to a designated reserve account (30101) to be used on the projects presented at the 12/8 Committee Meeting, including the \$75,000 for the security fence and that Management be authorized to expend these reserved funds on the specific projects and only require board approval if there are changes. Phil Hatch seconded. Maya Atlas, Tim Fleury, Eric Freeman, Bryan Kaenrath, Phil Hatch, Curt Koehler, Jean Saunders all voted in favor. Motion passed unanimously. \$340,500 to be transferred to a designated reserve fund, Management will be authorized to spend the funds as detailed, and the Committee will be updated on the projects as they are completed.

7. Adoption of the Updated Title VI Program

Chad Heid explained the requirements of a transit agency to adhere to the elements of Title VI, and provided some examples of Title VI requirements, such as public outreach, fare equity analysis, and language services. Committee had discussion on the updated policy, including notes that the revision provide updated figures on regional demographics and populations, as well as being more proactive in our messaging to the community about the rights afforded by Title VI. Maya Atlas asked staff to review what larger and more progressive transit agencies Title VI programs and to identify opportunities to enhance community outreach and the public input process. Eric Freeman mentioned his experience with administering a Title VI Program at a previous job, including tailored Spanish language information where there was a dense population of Spanish-only speakers in that region.

Motion by Phil Hatch to approve and adopt the updated Title VI Program. Tim Fleury Seconded. Maya Atlas, Tim Fleury, Eric Freeman, Bryan Kaenrath, Phil Hatch, Curt Koehler, Jean Saunders all voted in favor. Motion passed unanimously. Updated Title VI Program adopted.

8. Adoption of Revised Agency Safety Plan (PTASP)

Chad Heid provided the Committee background on the PTASP and the historical context for the previous version developed by Maine DOT for a collective of state-wide small urban transit providers. This revised PTASP is the first developed by BSOOB Transit independently. Chad detailed the different sections of the PTASP, including plan development, safety performance targets, management policy, risk management, and safety promotion. Committee members asked questions about the staff hours required to develop and manage this plan. Chad expressed that safety is a high priority, and the agency will continue to make it a high priority.

Motion by Bryan Kaenrath to approve and adopt the revised Agency Safety Plan. Tim Fleury Seconded. Maya Atlas, Tim Fleury, Eric Freeman, Bryan Kaenrath, Phil Hatch, Curt Koehler, Jean Saunders all voted in favor. Motion passed unanimously. Revised Agency Safety Plan adopted.

9. Executive Director Report

Chad Heid presented monthly ridership levels, calling out that the BSOOB Transit monthly ridership trends are mirroring nationwide trends, as reported by APTA. He then detailed his activity on various committees and boards. Lastly, he walked through the updates presented in the PowerPoint related to funding activities and the FY24 municipal budget timelines.

10. Adjournment - Meeting was adjourned at 5:09pm.

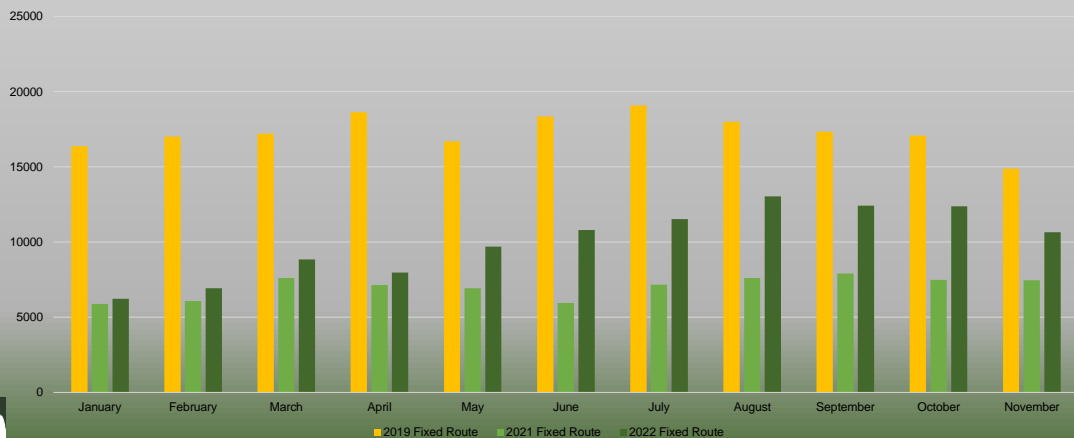
BSOOB Transit Committee Meeting

December 8, 2022



Monthly Ridership Comparison

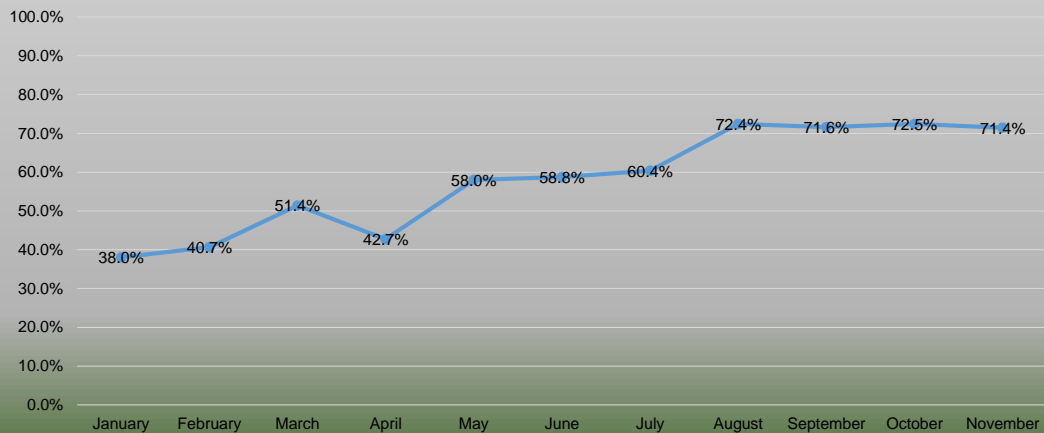
Fixed Route Ridership Comparison
2019, 2021 and 2022



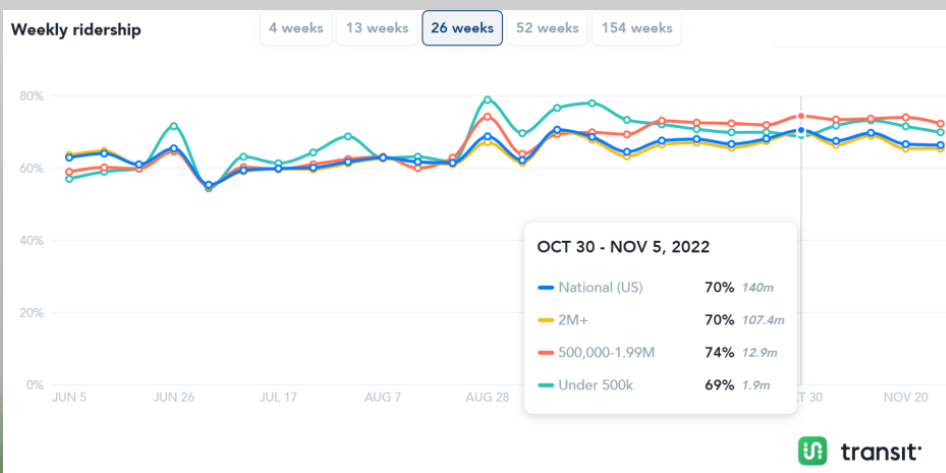
Ridership Trends



Fixed Route Ridership
(As % of 2019)

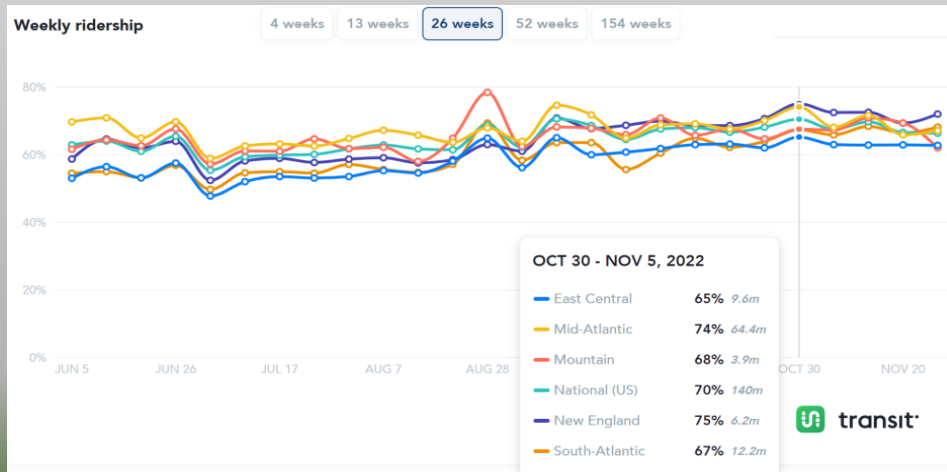


Ridership Trends



<https://transitapp.com/APTA>

Ridership Trends



<https://transitapp.com/APTA>

Executive Director Engagement



- Current committees / working groups Chad is on:
 - GPCOG RTAC Vice Chair
 - PACTS Policy Board
 - GPCOG / PACTS Vision Zero Advisory Panel
 - MTA Executive Committee
 - MTA Legislative Committee
 - MTA Clerk FY22 / Probable Treasurer FY23
 - Heart of Biddeford Board Liason
 - GrowSmart Transportation Policy Cohort

PACTS Funding Updates



- CARES AVL/APC Funding
 - BSOOB Transit receives \$117,176 of \$492,834
 - Brings total funding for CAD/AVL project to \$297k
- ARPA Funded Projects
 - BSOOB Transit receives \$780,000 of \$8.14million
 - Routes 1 & 111 service redesign
 - Half-fare promotion
 - TSAP
 - Regional Passenger Information Project (SPBS funded w/ planned MOU)
- 5307 Transit System Enhancements
 - Call for projects due 12/22



Other Items



- Municipal Budget Season
- Fleet Update
- Operator Work Picks
- Recruitment Issues
- Transit Stop Access Project
 - FY23 - Biddeford Crossing, SHMC, Alfred St Police Station, YMCA Biddeford
- Audit Timeline





**BSOOB Transit Finance Subcommittee
Meeting Agenda**

**Saco Transportation Center
Monday, January 23rd, 2023
12:00 PM – 1:30 PM**

Agenda Item	Responsibility	Action or Information
1.) Call to Order	Kenny Blow	Action
2.) Roll Call / Ascertain Quorum	Kenny Blow	Action
3.) Public Comment	Kenny Blow	Information
4.) November Month End Financial Report	Staff	Information
5.) Agency Operating Reserve Policy Discussion	Staff	Information
6.) FY24 Municipal Budget Cycle	Staff	Information
7.) Saco Transportation Center Lease Renewal	Staff	Information
8.) Executive Session – Executive Director Contract <i>The subcommittee will vote to enter into executive session to discuss status of the Executive Director contract pursuant to 1 MRSA Section 405 (6) (A).</i>	Kenny Blow	Information
9.) Administrative Discussion Items <ul style="list-style-type: none"> Upcoming Meetings: Thursday January 26th, 4p, Committee Monday, February 20th, 12p, Finance 		Information
10.) New Business		Information
11.) Adjournment		Action



Memorandum

1/20/2023

To: BSOOB Transit Committee Members
From: Caroline Freespirit, Finance Manager
Subject: Review of Financial Position as of November 30, 2022

Month End Details:

November is the fifth month for the fiscal year and as such, represents 42% of the year. The organization is tracking approximately 37% of the way through the total personnel expense budget and 55% through Other Expenses. Fuel is at 33%. Total expenses excluding the Capital projects is 41.4% of budget. We have not yet executed any of our large capital grant projects but are managing a number of these activities, including: completed engineering on the Pomerleau security fence, and in the manufacturing wait list for non-revenue replacement vehicles.

There was no fare revenue reported in November, and the City has assured that cash reconciliation would be updated in December for both November and December. The FY23 5307 funds still have yet to be released, with a likely execution in February, 2023.

Future Considerations:

We are still not in receipt of the final audit report, the remaining delay is based on continued analysis of a joint BSOOB Transit and City of Biddeford account. We will continue to coordinate with RKO staff to have the audit presentation be timely in our fiscal cycle.

The City of Saco has provided a directive on the timeline for the municipal funding request (due 2/28), and BSOOB Transit has yet to receive specifics from Biddeford or Old Orchard Beach. The information is expected in the coming days.

We are in the process of finalizing a PACTS transit enhancement project application for Microtransit program development, and we are finalizing the documentation for the CAD/AVL and ARPA FTA grant funds, which will be used to support enhanced service along the Route 1 & 111 corridor.

Staffing the operator positions continues to be a challenge, and the agency may have to review the wage and compensation package if we're unable to compete with other CDL specific agencies in the region.

Statement of Revenues, Expenses and Changes in Fund Equity
As of NOVEMBER 2022 FY23

	Fund 801 Transit Agency	Last Year
Revenues		
Fares:		
Intercity fares	\$ 13,745.76	20,049.64
Urban fares	33,895.41	32,802.60
Trolley fares	119,858.77	103,175.72
Zoom fares	4,299.34	11,248.50
Noreaster UNE fares	0.00	7,200.00
Total fares	171,799.28	174,476.46
Grant revenues, including this month unbilled:		
FTA-Urban, Planning & Capital	632,802.65	1,024,876.88
MDOT-Urban	36,863.93	40,086.20
MDOT-Intercity	278,454.35	189,503.81
MDOT-RTAP	0.00	0.00
MDOT-ZOOM	134,080.83	177,744.04
MTA-ZOOM	10,626.03	13,814.22
FTA-Capital-Mobility	7,124.78	27,463.63
MDOT-Interline	0.00	0.00
Other grant revenue	0.00	440,000.00
MDOT-Capital grant	0.00	0.00
Total grant revenues	1,099,952.57	1,913,488.78
Insurance claims revenue	23,430.71	0.00
Fuel & miscellaneous operating revenue	42,251.30	7,182.72
Contract repair parts & labor revenue	57,445.73	63,449.24
Municipal contributions	775,000.00	625,000.00
Greyhound ticket sales	51.28	35.69
Contract stops - all	122,400.00	36,389.75
Contract revenue - UNE annual contribution	0.00	24,000.00
Advertising revenue - urban	71,668.25	21,656.25
Advertising revenue - intercity	0.00	0.00
Advertising revenue - zoom	0.00	2,261.54
Advertising Commissions Paid	(7,778.51)	(12,997.32)
Other income	0.00	37,596.42
Total revenues	2,356,220.61	2,892,539.53
Reconciliation (for Finance Dept. use only)		
Revenue Control	2,248,197.98	2,791,284.58
Add current month unbilled grants	108,021.85	101,252.35
Less nonoperating income	(0.65)	(1.94)
Adjusted Revenue Control to tie to above	<u>2,356,220.48</u>	<u>2,892,538.87</u>
Difference	0.13	0.66

Expenses

Indirect Expenses		
Administrative Salaries	187,795.40	166,500.53
Administrative Benefits	58,296.05	76,640.13
Employee's Expense	14,455.96	3,240.99
Travel	1,773.73	5,985.27
Training	9,169.27	1,384.08
Utilities	5,300.80	5,549.79
Telephone	9,888.00	1,900.00
Postage	362.88	312.79
Office Supplies	4,544.16	8,487.22
Miscellaneous Office	39,475.05	37,651.90
Advertising	10,012.33	7,497.00
Professional Services	18,786.91	33,446.57
Insurance	92,824.50	81,079.83
Facility Repairs & Maint.	503.37	919.72
Vehicle Fuel	0.00	1,496.40
Depreciation	283,011.07	219,716.83
Total indirect expenses	736,199.48	651,809.05
Direct expenses:		
Operating wages-Drivers	463,307.06	414,751.21
Operating wages-Repair	98,086.68	104,334.50
Operating benefits-Drivers	89,233.52	83,630.76
Operating benefits-Repair	40,399.44	41,874.13
Miscellaneous supplies & costs	13,603.77	19,038.46
Vehicle Fuel	90,996.25	54,002.16
Vehicle Maintenance	94,159.94	105,728.65
Preventive Maintenance, all sources	167,906.78	78,864.06
Total operations expenses	1,057,693.44	902,223.93
Total operating expenses	1,793,892.92	1,554,032.98
Reconciliation (for Finance Dept. use only)		
Appropriation Control	1,848,041.30	1,612,719.49
Encumbrance Control		
Less nonoperating expense	(54,147.19)	(58,692.00)
Adjusted Approp. Control to tie to above	1,793,894.11	1,554,027.49
Difference	(1.19)	5.49
Operating income (loss)	562,327.69	1,338,506.55
Nonoperating revenues (expenses):		
Sale of surplus property	0.00	0.00
Loss on disposal of capital assets	0.00	0.00
Capital expense	(54,147.19)	(58,692.00)
Interest revenue (expense)	0.00	0.00
Total nonoperating revenue (expense)	(54,147.19)	(58,692.00)
Net income (loss)	508,180.50	1,279,814.55
Fund equity, beginning of year		
adjust reserve for inventory	3,317,938.44	3,317,938.44
change in value of fixed assets	4,417,356.16	840,779.15
loss on disposal of capital assets		
prior year adjustment		
Fund equity, end of year	\$ 8,243,475.10	5,438,532.14
To tie to balance sheet fund equity	8,243,471.80	5,438,532.14
Difference	(3.30)	0.00

Balance Sheet**As of NOVEMBER 2022 FY23**

	Fund 801 Transit Agency	Fund 801 Transit Agency
ASSETS		
Current assets:		
Petty Cash	200.00	200.00
Cash on Hand	200.00	200.00
Accounts Receivable		
Billed	1,423,477.99	507,986.01
Unbilled, this month	108,021.85	101,252.35
Inventory	345,800.64	311,142.67
Total current assets	1,877,700.48	920,781.03
Fixed assets:		
Property, plant and equipment	9,962,443.04	7,630,421.53
Less accumulated depreciation	(3,772,806.08)	(3,563,938.40)
Total fixed assets	6,189,636.96	4,066,483.13
Other assets:		
Prepaid expenses	(4,828.33)	(17,025.00)
Total prepaids	(4,828.33)	(17,025.00)
Total assets	8,062,509.11	4,970,239.16
LIABILITIES AND EQUITY		
Current liabilities:		
Accounts payable	(3,792.50)	(2,913.00)
Payroll liabilities outstanding	14,980.50	12,151.28
Accrued payroll	21,178.26	58,911.67
Accrued compensated absences	110,753.02	99,075.35
Unearned receipts	(70,884.28)	11,115.72
Total current liabilities	72,235.00	178,341.02
Non-current liabilities:		
Owed to (from) City of Biddeford	(253,197.69)	(646,634.00)
Total non-current liabilities	(253,197.69)	(646,634.00)
Total liabilities	(180,962.69)	(468,292.98)
Equity		
Retained earnings, end of prior year	7,735,293.27	4,158,714.70
Net income, current year	508,178.53	1,279,817.44
Total equity	8,243,471.80	5,438,532.14
Total liabilities and fund equity	\$ 8,062,509.11	4,970,239.16
Difference - Assets - (Liab. + Fund Equity)	0.00	0.00

YTD Cost Center Analysis - Local Service As of NOVEMBER 2022 FY23	Agency	Agency
Revenues		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	33,895.41	32,802.60
Trolley fares	119,858.77	103,175.72
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	7,200.00
Total fares	153,754.18	143,178.32
Grant revenues:		
FTA-Urban, including this month unbilled	632,802.65	571,371.88
MDOT-Urban	36,863.93	40,086.20
MDOT-Intercity	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Total grant revenues	669,666.58	611,458.08
Insurance claims revenue	23,430.71	0.00
Fuel & miscellaneous operating revenue	41,371.30	7,182.72
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	122,400.00	36,389.75
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	24,000.00
Advertising revenue - local (budget here)	0.00	0.00
Advertising revenue - intercity (charge to grant here)	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	(4,583.56)	(7,464.55)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	982,608.50	814,744.32

Local Service	Agency	Agency
Expenses		
Administrative expenses:		
Administrative Salaries	125,135.22	95,559.77
Administrative Benefits	40,206.79	48,743.64
Employee's Expense	9,970.28	2,120.90
Travel	1,223.34	3,916.76
Training	6,324.05	905.74
Utilities	3,256.00	3,000.99
Telephone	6,819.75	1,079.76
Postage	250.28	204.69
Office Supplies	3,134.11	5,554.04
Miscellaneous Office	22,077.31	18,694.74
Advertising	7,096.34	4,436.75
Professional Services	12,165.96	16,849.16
Insurance	60,364.03	52,125.45
Facility Repairs & Maint.	347.17	601.86
Vehicle Fuel	0.00	943.46
Depreciation	2,009.93	7,471.48
Total administrative expenses	300,380.56	262,209.19
Operations expenses:		
Operating wages-Drivers	334,401.47	285,541.05
Operating wages-Repair	52,819.68	53,435.04
Operating benefits-Drivers	60,580.64	53,451.44
Operating benefits-Repair	21,755.10	21,445.89
Miscellaneous supplies & costs	6,878.21	5,997.58
Vehicle Fuel	52,090.14	27,657.27
Vehicle Maint.- regular	9,759.14	32,856.63
Preventive Maintenance	79,071.12	54,503.96
Total operations expenses	617,355.50	534,888.86
Total operating expenses	917,736.06	797,098.05
Municipal Contribution needed	(64,872.44)	(17,646.27)
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Intercity Service As of NOVEMBER 2022 FY23	Agency	Agency
Revenues		
Fares:		
Portland fares	\$ 13,745.76	20,049.64
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Total fares	13,745.76	20,049.64
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	278,454.35	189,503.81
MDOT-Interline	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	278,454.35	189,503.81
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	25,000.00	25,000.00
Greyhound ticket sales	51.28	35.69
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - zoom (charge to grant here)	0.00	2,261.54
Advertising revenue - intercity (budget here)	0.00	0.00
Advertising Commissions Paid	(2,120.63)	(2,801.48)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	315,130.76	234,049.20

Intercity Service	Agency	Agency
Expenses		
Administrative expenses:		
Administrative Salaries	40,496.13	29,424.35
Administrative Benefits	13,011.68	15,008.93
Employee's Expense	3,226.57	653.06
Travel	395.90	1,206.03
Training	2,046.58	278.89
Utilities	1,053.70	924.05
Telephone	2,207.00	332.48
Postage	80.99	63.03
Office Supplies	1,014.26	1,710.17
Miscellaneous Office	7,259.33	5,819.89
Advertising	1,935.47	1,549.54
Professional Services	3,937.14	5,188.12
Insurance	16,182.81	13,501.02
Facility Repairs & Maint.	112.35	185.32
Vehicle Fuel	0.00	312.98
Depreciation	929.92	2,804.08
Total administrative expenses	93,889.83	78,961.94
Operations expenses:		
Operating wages-Drivers	92,734.95	69,497.97
Operating wages-Repair	30,043.95	25,773.20
Operating benefits-Drivers	20,612.94	17,594.15
Operating benefits-Repair	12,374.35	10,343.95
Miscellaneous supplies & costs	2,819.50	2,873.50
Vehicle Fuel	25,822.19	13,339.87
Vehicle Maint.	6,420.01	12,910.48
Preventive Maintenance	70,807.67	10,026.11
Total operations expenses	261,635.56	162,359.23
Total operating expenses	355,525.39	241,321.17
Municipal Contribution needed	40,394.63	7,271.97
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Zoom Service As of NOVEMBER 2022 FY23	Agency	Agency
Revenues		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	4,299.34	11,248.50
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	4,299.34	11,248.50
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	134,080.83	177,744.04
MTA-ZOOM	10,626.03	13,814.22
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	144,706.86	191,558.26
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local (charge to grant here)	71,668.25	21,656.25
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom (budget here)	0.00	0.00
Advertising Commissions Paid	(1,074.32)	(2,731.28)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	219,600.13	221,731.73

ZOOM Service	Agency	Agency
Expenses		
Administrative expenses:		
1 Administrative Salaries	15,802.92	21,042.42
1 Administrative Benefits	5,077.59	10,733.43
1 Employee's Expense	1,259.11	467.03
2 Travel	154.49	862.48
9 Training	798.64	199.45
3 Utilities	411.19	660.82
3 Telephone	861.24	237.77
9 Postage	31.61	45.07
9 Office Supplies	395.80	1,223.01
9 Miscellaneous Office	2,877.24	4,253.87
11 Advertising	980.52	1,510.71
5 Professional Services	1,536.40	3,710.21
4 Insurance	16,277.66	15,453.36
6 Facility Repairs & Maint.	43.84	132.53
7 Vehicle Fuel	0.00	239.96
10 Depreciation	471.10	2,733.82
Total administrative expenses	46,979.35	63,505.94
Operations expenses:		
1 Operating wages-Divers	36,170.64	49,712.19
1 Operating wages-Repair	15,223.05	25,126.26
1 Operating benefits-Divers	8,039.94	12,585.17
1 Operating benefits-Repair	6,269.99	10,084.30
9 Miscellaneous supplies & costs	3,906.06	9,094.38
7 Vehicle Fuel	13,083.92	13,005.02
8 Vehicle Maint.	849.38	4,927.17
12 Preventive Maintenance	18,027.99	14,333.98
Total operations expenses	101,570.97	138,868.47
Total operating expenses	148,550.32	202,374.41
Municipal Contribution needed	(71,049.81)	(19,357.32)
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Mobility/Outreach As of NOVEMBER 2022 FY23	Agency	Agency
Revenues		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	0.00	0.00
Grant revenues:		
FTA-Urban	0.00	0.00
MDOT-Intercity	0.00	0.00
FTA-Capital/Mobility/Outreach	7,124.78	27,463.63
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
Total grant revenues	7,124.78	27,463.63
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	7,124.78	27,463.63

Mobility/Outreach Coordinator	Agency	Agency
Expenses		
Administrative expenses:		
Administrative Salaries	6,361.13	20,473.99
Administrative Benefits	0.00	2,154.12
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	579.90	963.92
Telephone	0.00	250.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	2,486.28	3,658.43
Advertising	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
Total administrative expenses	9,427.31	27,500.46
Operations expenses:		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	1,073.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	0.00	0.00
Preventive Maintenance	0.00	0.00
Total operations expenses	0.00	1,073.00
Total operating expenses	9,427.31	28,573.46
Municipal Contribution needed	2,302.53	1,109.83
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Outside Repair/Sales As of NOVEMBER 2022 FY23	Agency	Agency
Revenues		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	0.00	0.00
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	0.00	0.00
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	57,445.73	63,449.24
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	57,445.73	63,449.24

Outside Agency Repairs & Fuel Sales	Agency	Agency
Expenses		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	0.00	0.00
Advertising	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
Total administrative expenses	0.00	0.00
Operations expenses:		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	53,536.66	55,034.37
Total operations expenses	53,536.66	55,034.37
Total operating expenses	53,536.66	55,034.37
Municipal Contribution needed	(3,909.07)	(8,414.87)
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Items not Allocated As of NOVEMBER 2022 FY23	Agency	Agency
Revenues		
Grant revenues:		
FTA non-operating grant revenue	0.00	453,505.00
MDOT non-operating grant revenue	0.00	440,000.00
MDOT RTAP grant revenue	0.00	0.00
Other grant revenue	0.00	0.00
MDOT capital grant revenue	0.00	0.00
Total grant revenues	0.00	893,505.00
Municipal contributions	750,000.00	600,000.00
Fuel & miscellaneous operating revenue	880.00	0.00
Other income	0.00	37,596.42
Total revenues	750,880.00	1,531,101.42
Expenses		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Miscellaneous & Office	4,774.88	300.00
RTAP Grant Expense	0.00	0.00
Advertising	0.00	0.00
Professional Services	1,147.41	7,699.07
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	279,600.12	206,707.44
Total administrative expenses	285,522.41	214,706.51
Operations expenses:		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	23,594.75	0.00
Total operations expenses	23,594.75	0.00
Items Paid from Restricted Fund Balance	0.00	0.00
Loss on Disposal of Capital Assets	0.00	0.00
Building Construc/Repair Capital	0.00	0.00
Equipment Purchase Capital	15,978.60	1,176.38
Vehicles Purchase Capital	38,168.59	57,515.62
Total capital expenses	54,147.19	58,692.00
Total expenses	363,264.35	273,398.51
Non-allocated items income (loss)	387,615.65	1,257,702.91
Income (loss) before depreciation	667,215.77	1,464,410.35
Municipal Contributions needed to fund operations	(97,134.16)	(37,036.66)
Excess (shortfall) in Municipal Contributions	764,349.93	1,501,447.01

YTD Cost Center Analysis - COVID RELATED As of NOVEMBER 2022 FY23	Agency	Agency
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Revenues		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Biddeford rural loop fares	0.00	0.00
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	0.00	0.00

Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
MDOT-Biddeford rural loop	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	0.00	0.00
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract stops - Biddeford rural loop	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - Biddeford rural loop	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	0.00	0.00
Agency		
Agency		
Expenses		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	0.00	4,924.98
Advertising / Printing	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
Total administrative expenses	0.00	4,924.98
Operations expenses:		
Operating wages-Drivers	0.00	10,000.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	0.00	0.00
Preventive Maintenance	0.00	0.00
Total operations expenses	0.00	10,000.00
Total operating expenses	0.00	14,924.98
Operating income (loss)	0.00	(14,924.98)
YTD Cost Center Analysis -		
As of NOVEMBER 2022 FY23		
Revenues		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00

Biddeford-Old Orchard Beach-Saco Transit Committee

Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	0.00	0.00
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MDOT-Trolley	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	0.00	0.00
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	0.00	0.00
	Agency	Agency
Expenses		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	0.00	0.00
Advertising	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
Total administrative expenses	0.00	0.00
Operations expenses:		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	0.00	0.00
Preventive Maintenance	0.00	0.00
Total operations expenses	0.00	0.00
Total operating expenses	0.00	0.00
Operating income (loss)	0.00	0.00
Biddeford-Saco-OOB Transit Committee		
YTD Cost Center Analysis - Total of all Areas	FY23	Last Year
As of NOVEMBER 2022 FY23	Totals	F.S. Totals
Revenues		
Fares:		

Biddeford-Old Orchard Beach-Saco Transit Committee

Portland fares	\$ 13,745.76	20,049.64
Shuttle fares	33,895.41	32,802.60
Trolley fares	119,858.77	103,175.72
Zoom fares	4,299.34	11,248.50
Noreaster UNE fares	0.00	7,200.00
Total fares	171,799.28	174,476.46
Grant revenues:		
FTA-Urban	632,802.65	1,024,876.88
MDOT-Urban	36,863.93	40,086.20
MDOT-Intercity	278,454.35	189,503.81
MDOT-RTAP	0.00	0.00
MDOT-ZOOM	134,080.83	177,744.04
MTA-ZOOM	10,626.03	13,814.22
Planning/Mobility/Outreach	7,124.78	27,463.63
Interline grant revenue	0.00	0.00
MDOT-Other grants	0.00	440,000.00
Capital grants	0.00	0.00
Total grant revenues	1,099,952.57	1,913,488.78
Insurance claims revenue	23,430.71	0.00
Fuel & miscellaneous operating revenue	42,251.30	7,182.72
Contract repair parts & labor revenue	57,445.73	63,449.24
Municipal contributions	775,000.00	625,000.00
Greyhound ticket sales	51.28	35.69
Contract stops - Local	122,400.00	36,389.75
Contract revenue - UNE annual contribution	0.00	24,000.00
Advertising revenue - local	71,668.25	21,656.25
Advertising revenue - intercity	0.00	0.00
Advertising revenue - zoom	0.00	2,261.54
Advertising Commissions Paid	(7,778.51)	(12,997.32)
Other income	0.00	37,596.42
Total revenues	2,356,220.61	2,892,539.53
Expenses		
Administrative expenses:		
Administrative Salaries	187,795.40	166,500.53
Administrative Benefits	58,296.05	76,640.13
Employee's Expense	14,455.96	3,240.99
Travel	1,773.73	5,985.27
Training	9,169.27	1,384.08
Utilities	5,300.80	5,549.79
Telephone	9,888.00	1,900.00
Postage	362.88	312.79
Office Supplies	4,544.16	8,487.22
Miscellaneous Office	39,475.05	37,651.90
Advertising	10,012.33	7,497.00
Professional Services	18,786.91	33,446.57
Insurance	92,824.50	81,079.83
Facility Repairs & Maint.	503.37	919.72
Vehicle Fuel	0.00	1,496.40
Total administrative expenses	453,188.41	432,092.22
Operations expenses:		
Operating wages-Drivers	463,307.06	414,751.21
Operating wages-Repair	98,086.68	104,334.50
Operating benefits-Drivers	89,233.52	83,630.76
Operating benefits-Repair	40,399.44	41,874.13
Miscellaneous supplies & costs	13,603.77	19,038.46
Vehicle Fuel	90,996.25	54,002.16
Vehicle Maint.	94,159.94	105,728.65
Preventive Maintenance	167,906.78	78,864.06
Depreciation	283,011.07	219,716.83
Total operations expenses	1,340,704.51	1,121,940.76
Total operating expenses	1,793,892.92	1,554,032.98
Operating income (loss)	562,327.69	1,338,506.55
Contingency fund	0.00	0.00
Loss on disposal of capital assets	0.00	0.00
Capital expense	54,147.19	58,692.00
Interest expense (included in office supplies allocation)		
Total non-operating expenses	54,147.19	58,692.00

Biddeford-Old Orchard Beach-Saco Transit Committee

Total expenses	<u>1,848,040.11</u>	<u>1,612,724.98</u>
Net income (loss)	<u>508,180.50</u>	<u>1,279,814.55</u>

B-S-OOB Transit Committee
Monthly Financial Report - Revenues
Month Ending SEPTEMBER 2022

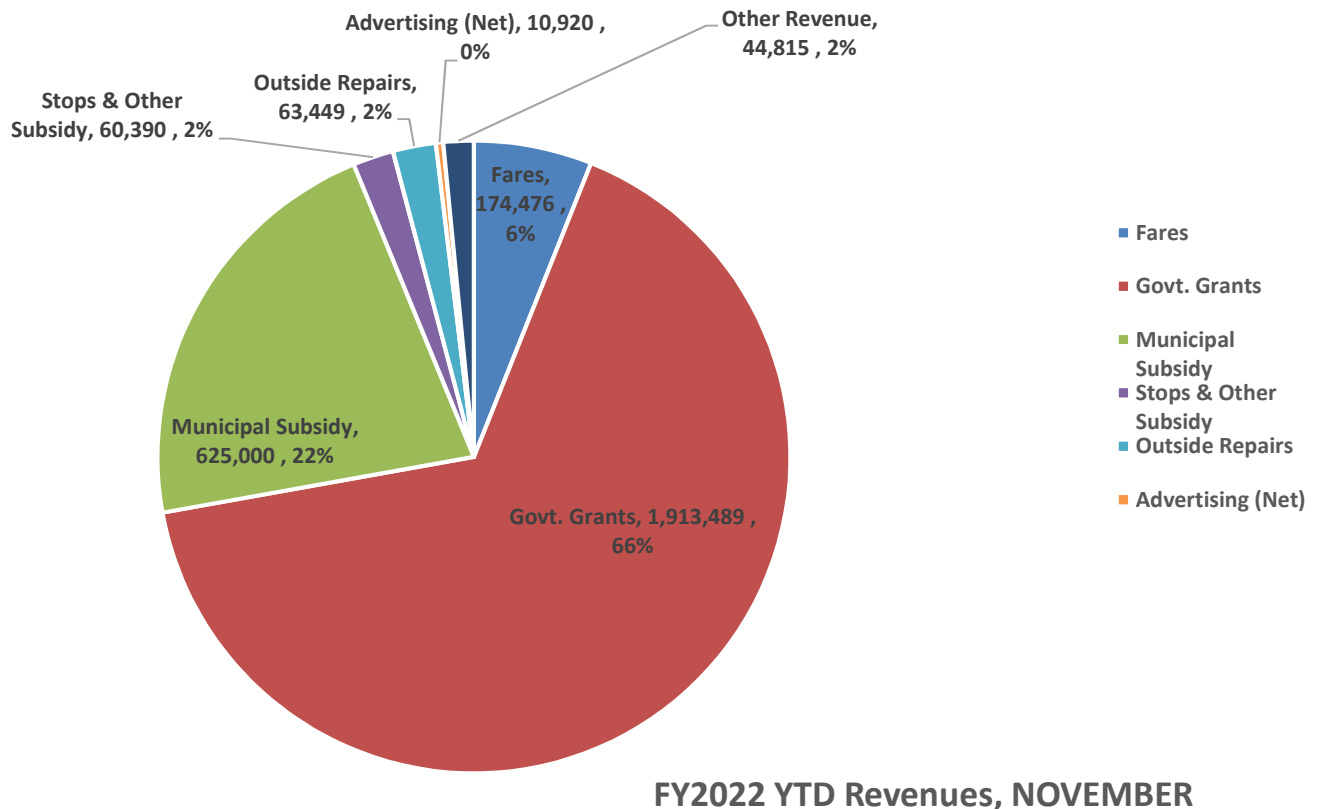
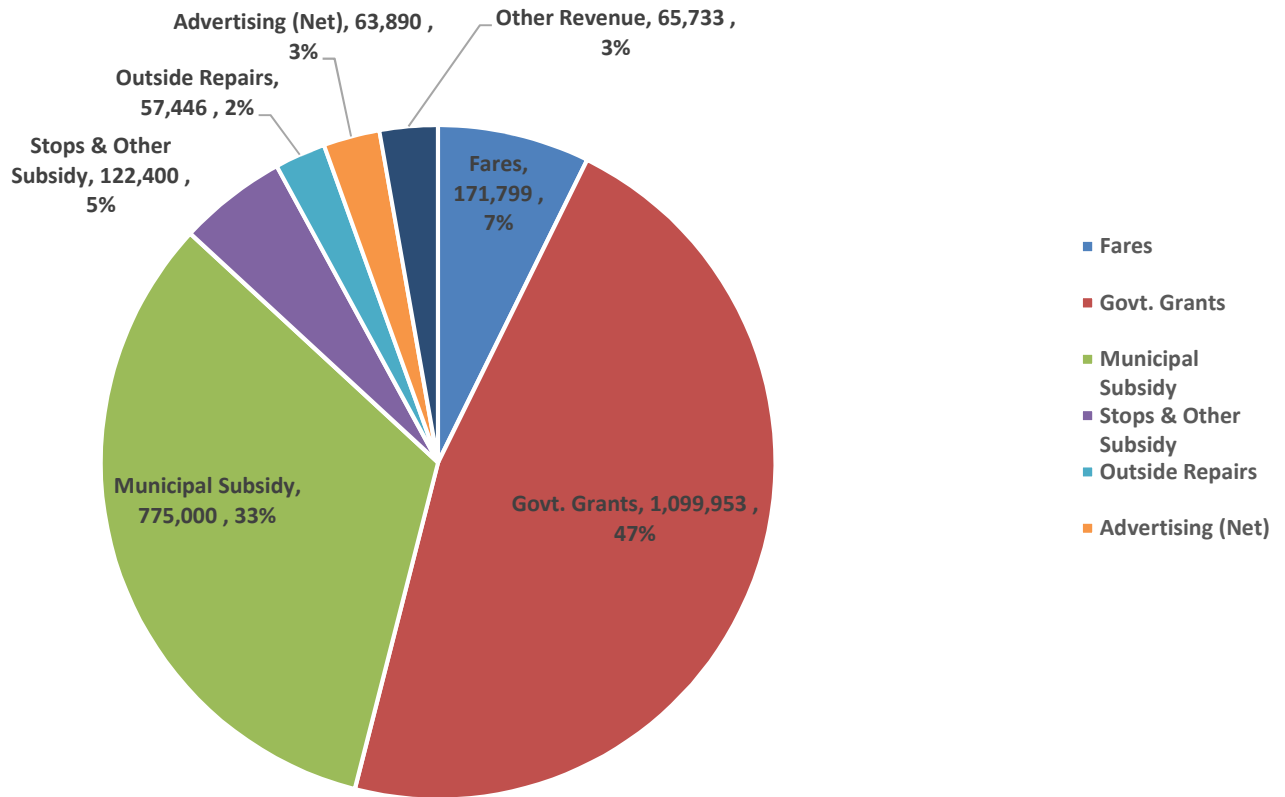
Target %: 42

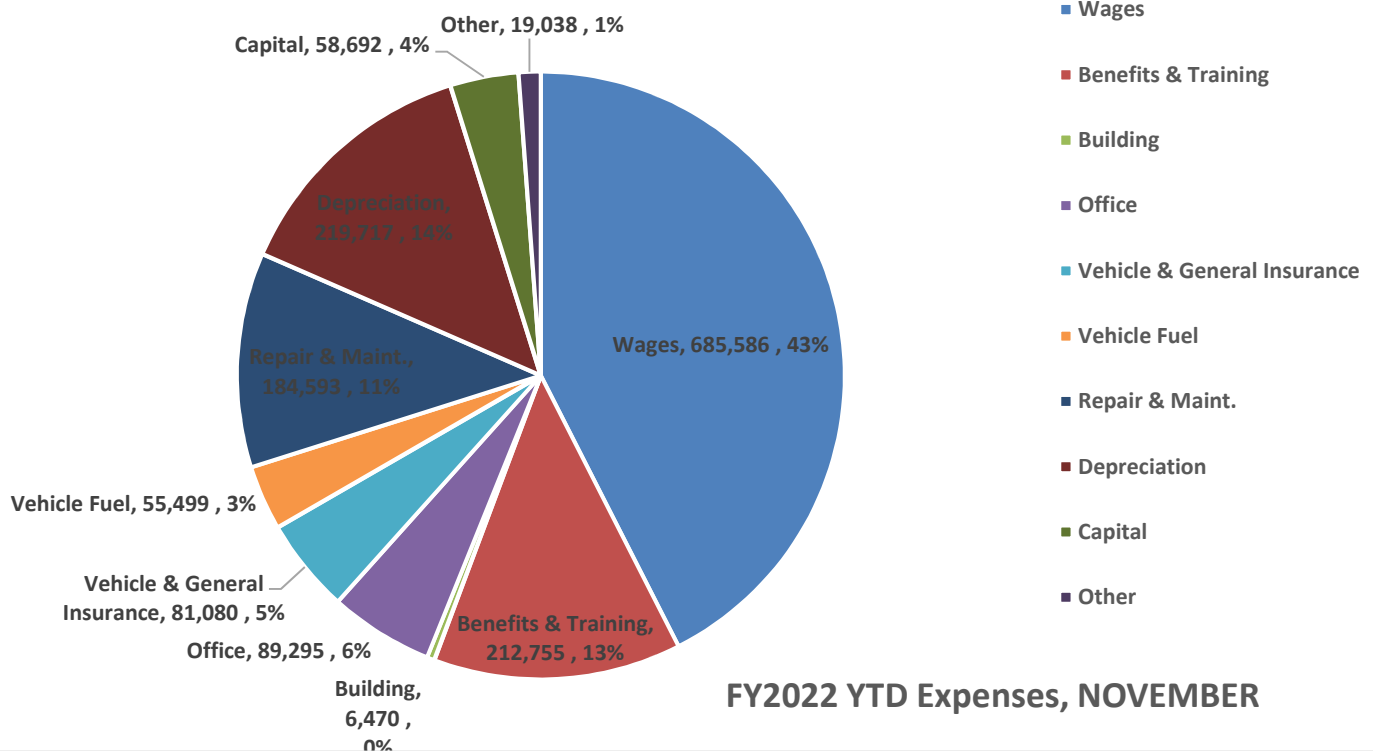
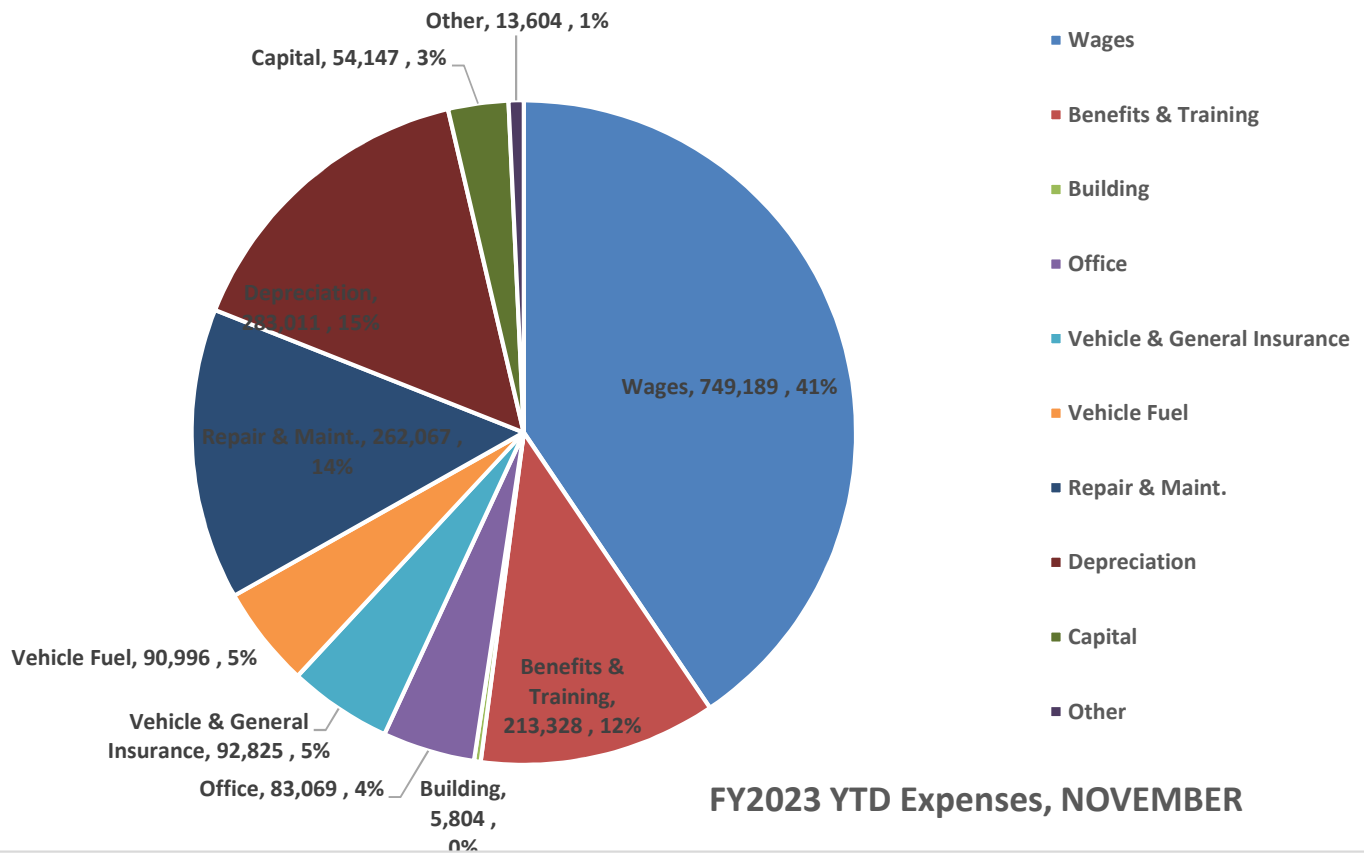
	FY2023				FY2022		
	Estimate	Month Ended November	Remaining Estimate	Percentage Realized	Revised Estimate	Month Ended November	Percentage Realized
General Revenues:							
Sale of surplus property	0	0	0	0.0%	0	37,596	0.0%
Donations	0	0	0	0.0%	0	0	0.0%
Interest earned	0	0	0	0.0%	0	0	0.0%
Advertising commissions paid	(13,480)	(7,779)	(5,701)	57.7%	(13,200)	(13,000)	98.5%
Miscellaneous revenue	500	64,802	(64,302)	12960.4%	500	7,183	1436.6%
YCCTC Repairs Revenues:							
Repair parts	52,000	25,209	26,791	48.5%	27,022	22,746	84.2%
Repair labor	63,000	16,471	46,529	26.1%	27,022	19,088	70.6%
Other Agency Repairs Revenues:							0.0%
Repair parts	20,000	6,556	13,444	32.8%	3,333	13,258	397.8%
Repair labor	15,000	9,211	5,789	61.4%	3,333	8,358	250.8%
Local Service Revenues:							
FTA Urban grant	1,650,391	632,803	1,017,588	38.3%	1,473,970	571,372	38.8%
Local fares	176,000	153,754	22,246	87.4%	69,878	143,178	204.9%
Advertising sales	47,650	71,668	(24,018)	150.4%	31,553	21,656	68.6%
Contract stops	87,150	122,400	(35,250)	140.4%	103,282	36,390	35.2%
MDOT grants	120,862	36,864	83,998	30.5%	0	40,086	0.0%
UNE contribution	90,000	0	90,000	0.0%	62,000	24,000	38.7%
Other local service revenues	0	0			0	0	
Zoom Service Revenues:							
Zoom fares	26,000	4,299	21,701	16.5%	27,942	11,249	40.3%
Advertising sales	0	0	0	0.0%	7,888	2,262	28.7%
MDOT Zoom grant	256,281	134,081	122,200	52.3%	440,655	177,744	40.3%
MTA Zoom grant	0	10,626	(10,626)	0.0%	0	13,814	0.0%
Intercity Service Revenues:							
Intercity fares/ticket sales	35,300	13,797	21,503	39.1%	50,250	20,085	40.0%
Advertising sales	0	0	0	0.0%	0	0	0.0%
MDOT Intercity grant	804,828	278,454	526,374	34.6%	687,104	189,504	27.6%
Municipal contributions	25,000	25,000	0	100.0%	25,000	25,000	100.0%
Mobility/Outreach Coordinator							
FTA Planning grant	52,211	7,125	45,086	13.6%	52,953	27,464	51.9%
Fuel Sales Revenue:							
Fuel sales	0	0	0	0.0%	0	0	0.0%
Non-operating Revenues:							
FTA non-operating grants	1,821,970	0	1,821,970	0.0%	3,927,739	453,505	11.5%
MDOT non-operating grants	136,059	0	136,059	0.0%	0	440,000	0.0%
MDOT RTAP grant	0	0	0	0.0%	0	0	0.0%
Other grants	20,800	0	20,800	0.0%	104,860	0	0.0%
Capital grants	0	0	0	0.0%	0	0	0.0%
Municipal contributions	750,000	750,000	0	100.0%	600,000	600,000	100.0%
Other non-operating revenues	43,125	880	42,245	2.0%	0	0	0.0%
TOTAL REVENUES	6,280,647	2,356,221	3,924,426	37.5%	7,713,084	2,892,538	37.5%
Total, less Municipal contributions	5,530,647	1,606,221	3,924,426	29.0%	7,113,084	2,292,538	32.2%
Total fares	237,300	171,850	65,450	72.4%	148,070	174,512	117.9%
Total less fares & Municipal conts.	5,293,347	1,434,371	3,858,976	27.1%	6,965,014	2,118,026	30.4%
Total external repairs/fuel sales	150,000	57,447	92,553	38.3%	60,710	63,450	104.5%
Total operating revenues	3,508,693	1,605,341	1,903,352	45.8%	3,080,485	1,399,033	45.4%

B-S-OOB Transit Committee
Monthly Financial Report - Expenditures
Month Ending October 2022

Target %: 42

	FY2023				FY2022		
	Budget	Month Ended November	Remaining Budget	Percentage Expended	Budget	Month Ended November	Percentage Expended
Admin/Overhead Expenditures:							
Salaries & wages	501,050	181,434	319,616	36.2%	342,361	146,027	42.7%
Employee benefits	252,033	58,296	193,737	23.1%	204,064	74,486	36.5%
Other employment costs	42,000	25,399	16,601	60.5%	30,300	10,610	35.0%
Purchased professional svcs.	74,000	27,625	46,375	37.3%	67,000	29,274	43.7%
General operating costs	237,200	334,349	(97,149)	141.0%	169,850	274,339	161.5%
Insurances	224,739	92,825	131,914	41.3%	196,363	81,086	41.3%
Borrowing costs	0	0	0	0.0%	0	0	0.0%
Contingency	0	0	0	0.0%	0	0	0.0%
Garage Operating Expenditures:							
Salaries & wages, regular	383,481	157,801	225,680	41.1%	354,061	131,989	37.3%
Overtime wages	33,187	23,744	9,443	71.5%	39,252	24,469	62.3%
Employee benefits	126,382	40,399	85,983	32.0%	118,488	41,878	35.3%
Other employment costs	2,000	1,348	652	67.4%	2,000	1,178	58.9%
Reclassification to external repairs	(80,000)	(83,459)	3,459	104.3%	(115,000)	(52,113)	45.3%
General operating costs	439,352	145,448	293,904	33.1%	159,430	55,471	34.8%
YCCTC Repairs Expenditures:							
All costs	75,000	38,863	36,137	51.8%	110,000	35,310	32.1%
Other Agency Repairs Expenditures:							
All costs	35,000	14,674	20,326	41.9%	20,000	19,725	98.6%
Bus Services Expenditures:							
Salaries & wages, regular	1,108,724	447,664	661,060	40.4%	959,126	396,554	41.3%
Overtime wages	55,644	41,200	14,444	74.0%	34,627	32,368	93.5%
Employee benefits	272,626	97,296	175,330	35.7%	248,755	90,898	36.5%
Other employment costs	0	1,921	(1,921)	0.0%	0	40	0.0%
Advertising costs	7,500	2,913	4,587	38.8%	7,500	308	4.1%
Fuel costs	251,200	84,304	166,896	33.6%	210,410	54,008	25.7%
General operating costs	78,500	14,214	64,286	18.1%	123,500	54,627	44.2%
Mobility/Outreach Coordinator							
Salaries & wages, regular	51,031	0	51,031	0.0%	47,326	19,730	41.7%
Overtime wages	0	0	0	0.0%	0	744	0.0%
Employee benefits	5,528	0	5,528	0.0%	5,125	2,154	42.0%
Other employment costs	0	0	0	0.0%	0	0	0.0%
General operating costs	13,845	3,066	10,779	22.1%	13,020	5,945	45.7%
Fuel Sales Expenditures:							
Fuel costs	0	0	0	0.0%	0	0	0.0%
Non-operating Expenditures							
Training/Travel/Lodging	0	0	0	0.0%	0	0	0.0%
Consultants	73,560	1,147	72,413	1.6%	19,200	7,699	40.1%
RTAP grant expenses	0	0	0	0.0%	0	0	0.0%
Repairs & maintenance, non-cap	0	23,595	(23,595)	0.0%	0	0	0.0%
Loss on disposal of assets	0	0	0	0.0%	0	0	0.0%
Capital equipment	1,927,330	54,147	1,873,183	2.8%	4,013,368	58,692	1.5%
Other non-oper. Expense	35,435	4,775	30,660	13.5%	169,665	300	0.2%
Total Expenditures	6,226,347	1,834,988	4,391,359	29.5%	7,549,791	1,597,796	21.2%
Total Personnel Costs	2,863,686	1,046,580	1,817,106	36.5%	2,400,485	976,047	40.7%
Total Fuel Costs	251,200	84,304	166,896	33.6%	210,410	54,008	25.7%
Total Capital Equipment Costs, net	1,927,330	54,147	1,873,183	2.8%	4,013,368	58,692	1.5%
Total Other Costs	1,184,131	649,957	534,174	54.9%	925,528	509,049	55.0%





Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
FTA: ME-2019-011-00									
	441	A3	5307 Funds Planning Consultant	FTA: ME-2019-011-00 1,522.00		Start Date 7/25/2019 - End Date 6/30/22 3,619.50	20%		
FTA: ME-2020-031-01-00									
	117	A2	5307 Funds FY21 Preventive Maintenance	FTA: ME-2020-031-01-00 163,560.00	0.00	Start Date 8/21/20 - End Date 6/30/23 -	#DIV/0!	163,560.00	204,450.00
	114	A4	Cap-Surv/Security	54,497.00	41,503.00	10,375.75	20%	96,000.00	120,000.00
	117	A2	Mobility Management	51,660.00	0.00	-	20%	51,660.00	64,575.00
	441	A3	Planning Consultant	0.00	17,600.00	4,400.00	20%	17,600.00	22,000.00
FTA: ME-2021019									
	300	A1	5307 Funds FY22 Service Operations	FTA: ME-2021019 728,810.00	0.00	Start Date 8/23/21 - End Date 6/30/24 0.00	#DIV/0!	728,810.00	1,457,620.00
	117	A4	Preventive Maintenance	50,472.00	116,359.00	29,089.75	20%	166,831.00	195,920.75
	114	A3	Cap-Surv/Security	0.00	60,000.00	15,000.00	20%	60,000.00	75,000.00
	114	A3	2 Support Vehicles	38,608.00	121,392.00	30,348.00	20%	160,000.00	190,348.00
	111	A5	Replacement VANS	0.00	60,000.00	15,000.00	20%	60,000.00	75,000.00
	117	A4	Mobility Management	19,223.00	31,965.00	7,991.25	20%	51,188.00	59,179.25
	441	A2	Planning Consultant	0.00	19,200.00	4,800.00	20%	19,200.00	24,000.00
FTA: ME-2022 DRAFT									
	300	xx	5307 Funds FY23 Service Operations			Start Date 8/23/21 - End Date 6/30/24 858,000.00	50%	858,000.00	1,716,000.00
	117	xx	Preventive Maintenance	0.00	170,168.00	42,542.00	20%	170,168.00	212,710.00
	114	xx	AVL	0.00	144,000.00	36,000.00	20%	144,000.00	180,000.00
	xx	xx	Improve Shelters	0.00	40,000.00	10,000.00	20%	40,000.00	50,000.00
	xx	xx	Scissor Lift	0.00	68,000.00	17,000.00	20%	68,000.00	85,000.00
	xx	xx	Onroute Charger Overage	0.00	104,047.00	26,011.75	20%	104,047.00	130,058.75
	117	xx	Mobility Management	0.00	52,211.00	13,052.75	20%	52,211.00	65,263.75
	441	xx	Planning Consultant	0.00	20,800.00	5,200.00	20%	20,800.00	26,000.00
FTA: ME-2020-022-00									
	111	A1	Zoom Coaches Zoom Coaches	FTA: ME-2020-022-00 854,154.00	191,306.00	47,826.50	20%		
FTA: ME-2022-007-01-00									
			CARE 5307 Funds PHASE V All Covid	395,649.00	396,824.00			792,473.00	

Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
Second LONO Grant Place Holder									
			FTA XXX	0.00	1,224,531.00				
			MEDOT CSN 43211	0.00	136,059.00				
			Total Project	0.00	1,360,590.00				
					1,224,531.00	0%		1,224,531.00	
FTA: ME-2019-020-00			FTA: ME-2019-020-00	1,003,327.00	266,673.00	10,919.74		1,270,000.00	1,329,225.00
			MEDOT CSN 42857	1,500,000.00	0.00			1,500,000.00	1,500,000.00
MDOT: ME-2018-024-00, CSN 41564	Intercity 2020-2		Intercity 2020-2		MDOT: ME-2018-024-00, CSN 41564				
				119,121.08	384,331.92	384,331.92	50%	50% covered by Greyhound	
Intercity CARISSA			Intercity CARISSA		1/1/21 through 6/30/2023				
			Intercity CARISSA	641,213.10	58,786.90				
Intercity ARPA			Intercity ARPA		7/1/22 through 12/31/2023				
			Intercity ARPA	-	1,032,000	0	0%	1,032,000	1,032,000
MDOT: ME-2019-019-00, CSN 40774	Zoom 2020		Operating	132,069.13	39,930.87	39,930.87	50%	50% covered by MTA in the past, but that is uncertain now	
MDOT: ME-2021-005-00, CSN 43013	ZOOM Carissa		ZOOM Carissa		MDOT: ME-2021-005-00, CSN 43013				
				550,000.00	0.00	0	0%		
MDOT: ME-2022-006-00, CSN 44083	ZOOM ARPA		ZOOM ARPA		MDOT: ME-2022-006-00, CSN 44083				
				19,250.98	171,749.02				

Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
Assignment Letter 25 CSN 44162			Urban State 2022	46,798.60	73,758.40	0			Supplements 5307 funds and silver line for 3 years, this is t

Memorandum

1/20/2023

To: BSOOB Transit Finance Subcommittee Members
From: Caroline Freespirit, Finance Manager
Subject: Drafting an Operating Reserve Policy

Purpose:

The purpose of the Operating Reserve Policy for Biddeford Saco Old Orchard Beach Transit (BSOOB) is to ensure the stability of the mission, programs, employment, and ongoing operations of the organization. The Operating Reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The Reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment in infrastructure.

Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of BSOOB for Operating Reserves to be used and replenished within a reasonably short period of time. The Operating Reserve Policy will be implemented in concert with the other governance and financial policies of BSOOB and is intended to support the goals and strategies contained in these related policies and in strategic and operational plans.

The remainder of the document is the suggested details for an agency operating reserve policy, and it is expected that the Finance Subcommittee will help to guide staff in advance of presenting to the full committee.

Definitions and Goals:

The Operating Reserve Fund is defined as a designated fund set aside by action of the Transit Committee. The minimum amount to be designated as Operating Reserve will be established in an amount sufficient to maintain ongoing operations and programs for a set period of time, measured in months. The Operating Reserve serves a dynamic role and will be reviewed and adjusted in response to internal and external changes.

The target minimum Operating Reserve Fund is equal to three (3) months of average operating costs. The calculation of average monthly operating costs includes all recurring, predictable expenses such as salaries and benefits, occupancy, office, travel, program, and ongoing professional services. Depreciation, in-kind, and other non-cash expenses are not included in the calculation.

Accounting for Reserves:

The Operating Reserve Fund will be recorded in the financial records as Board-Designated Operating Reserve. The Fund will be funded and available in cash or cash equivalent funds. It is suggested that Operating Reserves be maintained in a segregated bank account or investment fund, in accordance with investment policies. This consideration would require BSOOB to activate an independent banking account.

Funding of Reserves:

The Operating Reserve will be funded with surplus unrestricted operating funds. The Transit Committee may direct that a specific source of revenue be set aside for Operating Reserves.

Use of Reserves:

Use of the Operating Reserves requires three steps:

1. Identification of appropriate use of reserve funds -

The Executive Director and staff will identify the need to access reserve funds and confirm that the use is consistent with the purpose of the reserves. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be required and replenished.

2. Authority to use operating reserves -

The Executive Director will submit a request to use Operating Reserves to the Finance Subcommittee or the Transit Committee. The request will include the analysis and determination of the use of funds and plans for replenishment. The organizational goal would be to replenish the funds used within twelve months to restore the Operating Reserve to the target minimum. The Transit Committee would be tasked with reviewing and making a determination to the request.

3. Reporting and monitoring -

The Executive Director will be responsible for ensuring that the Operating Reserve Fund is maintained and used only as described in this Policy. Upon approval for the use of Operating Reserve funds, the Executive Director will maintain records of the use of funds and plan for replenishment. He/she will provide regular reports of the progress to restore the Fund to the target minimum amount.

Review of Policy:

This Policy will be reviewed every other year, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Finance Subcommittee to the Transit Committee.

The amount of the Operating Reserve Fund target minimum will be calculated each year after approval of the annual budget, reported to the Finance Subcommittee, and included in the regular financial reports.