



**Biddeford Saco Old Orchard Beach Transit Committee**

**AGENDA**

**Remote Only – Zoom**

**October 26, 2023**

**4:00 PM – 5:30 PM**

<https://us06web.zoom.us/j/81769223713?pwd=arvyaahcXU2QYkvbsiBnjlhvmJYlyM.1>

Meeting ID: 817 6922 3713 | Passcode: 568972

- +1 929 205 6099 US (New York)
- +1 305 224 1968 US
- +1 309 205 3325 US

<b>Agenda Item</b>	<b>Responsibility</b>	<b>Action or Information</b>
1.) Call to Order	Chair	Action
2.) Roll Call / Ascertain Quorum	Chair	Action
3.) Public Comment	Chair	Information
4.) Approval of Previous Minutes <ul style="list-style-type: none"><li>• September 2023</li></ul>	Chair	Action
5.) Finance Subcommittee Report	Subcommittee Chair	Information
6.) Approve FY24 Budget Revision	Chair	Action
7.) Executive Director Report	Chad Heid	Information
8.) Administrative Discussion Items <ul style="list-style-type: none"><li>• Upcoming Meetings: Finance Subcommittee, <i>TBD</i> Committee Meeting, December <i>TBD</i></li></ul>	Staff	Information
9.) New Business	Chair	Information
10.) Adjournment	Chair	Action



Biddeford Saco Old Orchard Beach Transit Committee  
**Meeting Minutes**  
**September 28, 2023**  
**4:00 PM**  
**Saco Transportation Center**

1. **Call to Order** – Vice Chair Doris Ortiz called the meeting to order at 4:00 pm.
2. **Roll Call/ Ascertain Quorum** - Members present: Doris Ortiz, Curt Koehler, Phil Hatch, Jean Saunders, Tim Fleury, Maya Atlas. Absent: Kenny Blow, Eric Freeman, John Duross.  
Staff present: Chad Heid, Rod Carpenter, Caroline FreeSpirit, Anne Austin, Marianne Walters, Nelson Perez.
3. **Public Comment** – None.
4. **Approval of the Previous Meeting Minutes** –  
  
*Motion by Curt Koehler to approve the Transit Committee meeting minutes of August 24, 2023. Phil Hatch seconded. No discussion. All were in favor. Motion passed unanimously. Minutes approved.*
5. **Month End Financial Report** – Caroline FreeSpirit, Finance Manager, reviewed the financial report as of August 31, 2023.
  - August is the second month of the fiscal year and represents 16.7% of the total year.
  - Aggregate operating costs are at 17.8%.
  - Due to the trolley season, the beginning of the year sees fuel and driver wages increase at an accelerated pace for the year.
  - The trolley season ended on Labor Day weekend and the fuel expense, which is at 21.6%, should return to normal in the coming month or two.
  - Revenue from Municipal contributions is slower than the previous year. Saco is paying quarterly for the first time. Biddeford has paid the full contribution, but the deposit had not been recorded into MUNIS.Future Considerations:
  - All the grants approved and passed through the DOL review process. They will be available for drawdowns before the annual shut down of TrAMS.
  - We had been scheduled for the pre-auditing firm of Berry Dunn to have completed their work, and the Auditors were scheduled to start the audit September 25<sup>th</sup>. We have run into a problem that has caused these time frames to have to be rescheduled.
  - The City of Biddeford has some significant loss of key employees in the Finance Department over the past month. This is especially problematic for us because the shared bank is under the City’s control.
  - The pre-auditors had been talking with the City of Biddeford Finance Director and requested a copy of the reconciled bank statement for June 30, 2023. She replied that it was not done, and that she had only completed the month of October, 2022.
  - Without a reconciled cash account, everything is on hold.
  - RHR Smith (our auditors) have rescheduled starting our audit until November.



- BSOOB Transit has opened its own banking relationship with Bangor Savings Bank and we currently are making our cash deposits there.
- We are in the process of having the credit cards deposit there, as well as the drawdowns from FTA and State of Maine.
- After that is in place, we will have all our cash assets moved over to Bangor Savings and start using our own checks for payroll and accounts payable.
- The City of Biddeford will still do the physical printing of the checks and advices.

**6. Approve On Time Performance Definition** – BSOOB Transit will begin to report service reliability using an on time performance metric. Chad Heid, Executive Director is requesting the Transit Committee consider and approve an on time definition.

BSOOB Transit is nearing the completion of installation and adoption of onboard technology, which has the capability to report schedule adherence, stop level boarding activity, and a number of other service related datasets. In an effort to better understand service reliability, the Transit Committee will leverage this technology to measure on time performance (OTP). OTP is a standard metric in the public transportation industry. OTP can be used to understand the customer experience and is traditionally defined as a comparison between scheduled time point stop departures and actual time point stop departures.

Should the Committee adopt this definition, on time performance will be calculated as:

$$\text{On Time \%} = \frac{\text{Number of time points where bus departs between 1 minute early and 7 minutes late}}{\text{Total number of time points}}$$

Chad Heid and Committee members discussed time points, scheduled time, and on-time performance .

**Motion by Phil Hatch to approve an on time performance definition that recognizes time point stop departures within a window of one minute early and seven minutes late as “on time”. Seconded by Curt Koehler. All were in favor. Passed unanimously.**

**7. Executive Director Report** – Presented by Executive Director Chad Heid.

Ridership- September is the end of the Fare-Deal promotion. Ridership is climbing with 13,678 trips on the fixed route network. Ridership recovery is at 76.1%. October ridership numbers will be telling. Summer trolley ridership was shy of 2022 numbers at 42,081 riders.

Project Updates-

- Pomerleau Fence Project- Perimeter fence is almost completed. Next will be the powered gate, security and surveillance.
- Saco on-route charger – City of Saco gave feedback and there were additional requirements identified. Looking to 2024 construction season. Chad emphasized the urgency.
- Swiftly – CAD/AVL – The hardware install is 90% complete. Quality Assurance and customer info efforts commence.
- Stop signage - All municipalities agree to advance effort in October.
- TSAP improvements - 3 proposed locations in Saco, 1 in Biddeford.



- Bus wash RFP - Proposals due 10/13.
- SMART microgrid RFP - Proposals due 11/13.

#### Funding Updates –

##### 5307 – Urban

- Ongoing discussion with GPCOG and regional service providers on the timeline and approach for FY25

##### 5311 – Intercity

- MDOT views are application favorably, awaiting FTA determination on eligibility
- Will not include in-kind match, meaning 50% local funds required

##### 5311 – Rural

- TBD

#### External Engagement –

- Fall 2023 customer survey/ satisfaction survey. We want to collect as much information as we can to understand what our riders think of us and how to improve in the future.
- USDOT Smart Summit – was held in DC. Chad and Marianne attended. It was a useful and instructional workshop. Safety was a major focus.
- Expanding customer phone hours- 8:30am to 6:00pm.
- Portsmouth Naval Shipyard has reached out to us with service requests. Very early stages.

#### Other updates -

- Staffing updates\_– Chad Heid shared a newly created flyer we will use to help promote candidates and gain new hire CDL operators and/or new students for our CDL training program.
- Triennial follow up
- NTD
- Payroll process improvements
- STC public hours – the City of Saco is considering changing the hours.

### **8. Administrative Discussion Items**

#### Upcoming Meetings:

- Finance Subcommittee, October 23rd, 12:00p
- Committee Meeting, October 26th, 4:00p

### **9. New Business – None.**

### **10. Adjournment – Motion to adjourn at 5:00pm.**



# BSOOB Transit Committee Meeting

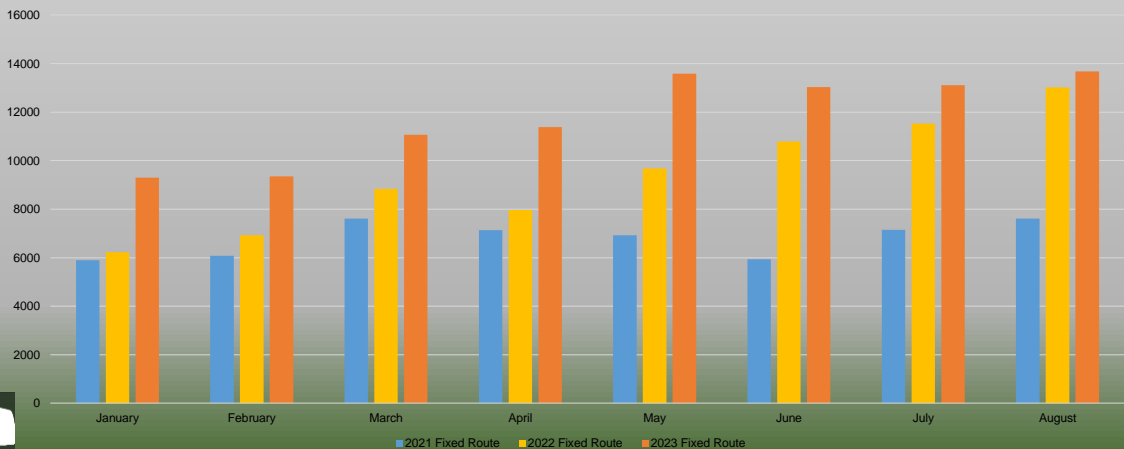
September 28, 2023



## Monthly Ridership Comparison



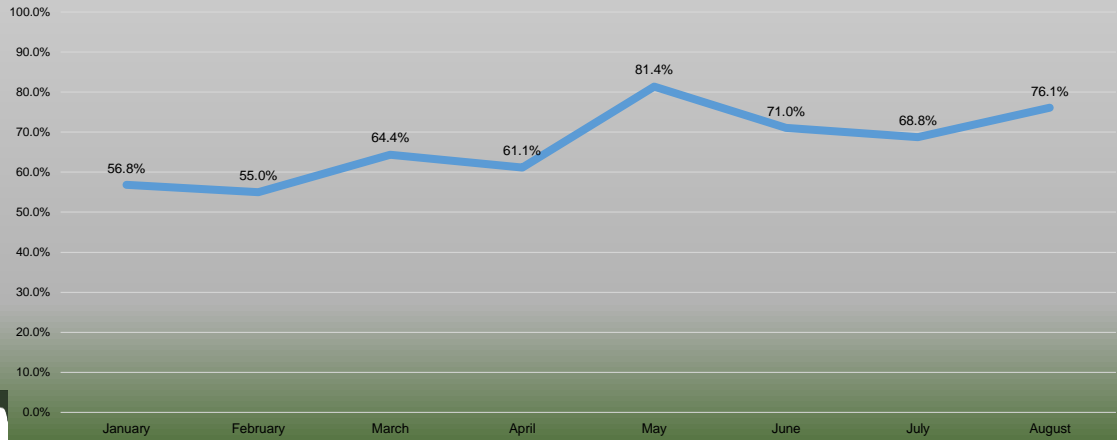
Fixed Route Ridership Comparison  
2021-2023





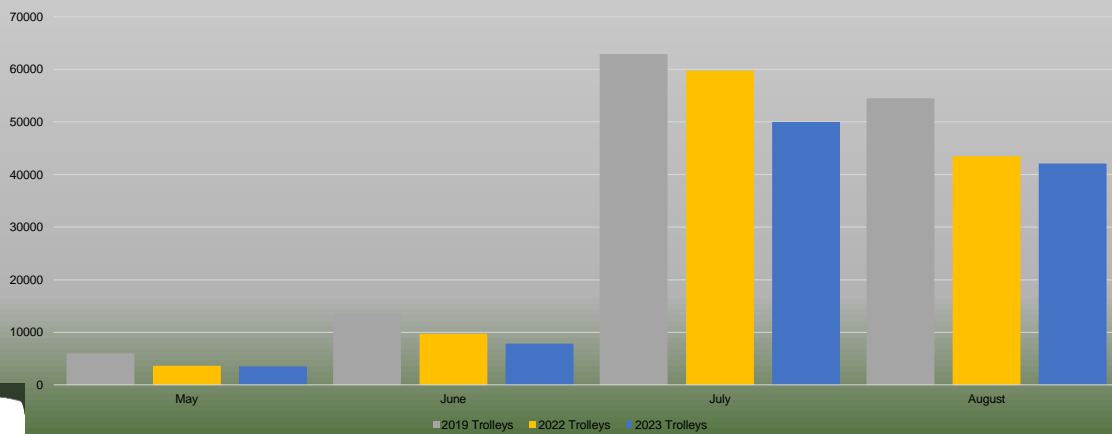
# Ridership Recovery

2023 Fixed Route Ridership  
(As % of 2019)



# Summer Trolley Ridership

Summer Trolley Ridership  
2019, 2022, and 2023



## Project Updates



- Pomerleau fence project
  - New perimeter fence almost completed
  - Next steps include powered gate and security / surveillance
- Saco on-route charger
  - Just received City feedback
  - Additional requirements identified
  - Looking to 2024 construction season
- Swiftly – CAD/AVL
  - Hardware install 90% complete
  - QA and customer info efforts commence



## Project Updates



- Stop signage
  - All muni's agree to advance effort in October
- TSAP improvements
  - 3 proposed locations in Saco, 1 in Biddeford
- Bus wash RFP
  - Proposals due 10/13
- SMART microgrid RFP
  - Proposals due 11/13



## Funding Updates



- 5307 – Urban
  - Ongoing discussion with GPCOG and regional service providers on the timeline and approach for FY25
- 5311 – Intercity
  - MDOT views are application favorably, awaiting FTA determination on eligibility
  - Will not include in-kind match, meaning 50% local funds required
- 5311 – Rural
  - TBD



## External Engagement



- Fall 2023 – customer survey
- USDOT Smart Summit
- Expanding customer phone hours
- PNS service requests





## Other Items

- Staffing updates
- Triennial follow up
- NTD
- Operator work pick
- Payroll process improvements
- STC public hours



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\*Qualified candidates must be at least 21 years old and hold a valid driver's license. BSO08 Transit is an Equal Opportunity Employer.



**BSOOB Transit Finance Subcommittee**  
**Meeting Agenda**  
**Monday, October 23<sup>rd</sup>, 2023**  
**12:00pm – 1:30pm**

**Saco Transportation Center**

<b>Agenda Item</b>	<b>Responsibility</b>	<b>Action or Information</b>
1.) Call to Order	Chair	Action
2.) Roll Call / Ascertain Quorum	Chair	Action
3.) Public Comment	Chair	Information
4.) September Month End Financial Report	Staff	Information
5.) FY24 Budget Revision Discussion	Staff	Information
6.) Intercity Funding Outcome	Staff	Information
7.) Maine DOT Office of Audit Requirements	Staff	Information
8.) Administrative Discussion Items <ul style="list-style-type: none"> <li>• Upcoming Meetings:</li> <li>• Committee, Thursday, 10/26, 4p</li> <li>• Finance Subcommittee - <i>Will await Committee November-December scheduling</i></li> </ul>	Staff	Information
9.) New Business	Chair	Information
10.) Adjournment	Chair	Action



## **Memorandum**

*10/23/23*

To: BSOOB Transit Committee Members  
From: Caroline Freespirit, Finance Manager  
Subject: Review of Financial Position as of 9/30/23

### **Month End Details:**

September is the third month of the fiscal year and represents 25% of the total year. Aggregate operating costs are at 25.1%. Fuel and driver wages were higher during the summer Trolley months and the higher than budgeted fuel and payroll expenses are expected to come into line in the near future.

### **Future Considerations:**

We have started the process of updating our FY24 budget to take into account several changes that have occurred since 6/30/23. We did get the renewal of the Intercity contract which is good news, but the State has decided to not match the 50% grant with their own 50% which had historically been the case.

BSOOB Transit has opened its own banking relationship with Bangor Savings Bank and we currently are making our cash deposits there. Paymode ACH deposits from the State of Maine and UNE are also being deposited there. FTA TrAMS is still making the deposits to the old account. The new account has been entered into the Sam.gov website (the official U.S website for contracting and reporting). We expect this information to transfer to TrAMS but has not yet, his will be an action item to follow up on.

The Fence Project is nearing completion with the fencing and gates installed. We are waiting for the final step of installing the automatic gate controls. Expenses for this project have not yet been invoiced but should be in October or November reports. Likewise, the Swiftly CAD/AVL project has passed the third milestone, with approximately 12% of the total project expenses remaining unpaid.

The agency has reached an agreement with Paychex to provide Payroll and Human Resources services beginning in 2024. Over the next few weeks Transit staff will provide employee and financial data to Paychex to prepare for the transition.

**Statement of Revenues, Expenses and Changes in Fund Equity**  
**As of SEPTEMBER 2023 FY24**

	<b>Fund 801 Transit Agency</b>	<b>Last Year</b>
<b>Revenues</b>		
Fares:		
Intercity fares	\$ 10,833.80	7,110.56
Urban fares	25,570.82	23,986.42
Trolley fares	95,254.43	92,259.49
Zoom fares	7,434.12	2,938.25
Noreaster UNE fares	0.00	0.00
Total fares	139,093.17	126,294.72
Grant revenues, including this month unbilled:		
FTA-Urban, Planning & Capital	428,354.41	369,882.40
MDOT-Urban	49,208.03	0.00
MDOT-Intercity	168,555.79	134,141.15
MDOT-RTAP	0.00	0.00
MDOT-ZOOM	91,394.79	72,225.43
MTA-ZOOM	0.00	11,879.30
FTA-Capital-Mobility	9,598.02	6,382.86
MDOT-Interline	0.00	0.00
Other grant revenue	0.00	0.00
MDOT-Capital grant	0.00	0.00
Total grant revenues	747,111.04	594,511.14
Insurance claims revenue	0.00	0.00
Fuel & miscellaneous operating revenue	0.00	14,375.00
Contract repair parts & labor revenue	23,023.65	32,207.04
Municipal contributions	337,500.00	775,000.00
Greyhound ticket sales	50.83	7.17
Contract stops - all	75,199.66	118,900.00
Contract revenue - UNE annual contribution	30,000.00	0.00
Advertising revenue - urban	39,683.25	69,246.25
Advertising revenue - intercity	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	(12,217.53)	(6,463.64)
Other income	0.00	0.00
<b>Total revenues</b>	<b>1,379,444.07</b>	<b>1,724,077.68</b>
Reconciliation (for Finance Dept. use only)		
Revenue Control	1,239,571.62	1,607,156.36
Add current month unbilled grants	139,870.01	116,920.67
Less nonoperating income	(2.40)	(0.65)
Adjusted Revenue Control to tie to above	1,379,444.03	1,724,077.68
Difference	0.04	0.00

**Expenses**

Indirect Expenses		
Administrative Salaries	147,999.00	111,636.15
Administrative Benefits	48,850.47	35,544.49
Employee's Expense	7,281.95	7,339.73
Travel	2,854.31	379.14
Training	1,074.33	1,676.27
Utilities	3,464.30	3,510.40
Telephone	1,400.13	1,200.00
Postage	0.00	240.00
Office Supplies	2,646.05	1,894.89
Miscellaneous Office	51,349.86	20,669.36
Advertising	5,537.45	7,222.61
Professional Services	8,284.49	1,553.25
Insurance	109,797.33	92,824.50
Facility Repairs & Maint.	0.00	98.07
Vehicle Fuel	1,283.30	0.00
Depreciation	161,025.48	125,058.81
<b>Total indirect expenses</b>	<b>552,848.45</b>	<b>410,847.67</b>
Direct expenses:		
Operating wages-Drivers	369,440.96	297,948.19
Operating wages-Repair	22,733.71	59,463.69
Operating benefits-Drivers	67,710.56	54,892.74
Operating benefits-Repair	22,397.60	23,473.29
Miscellaneous supplies & costs	7,532.81	9,726.86
Vehicle Fuel	90,650.60	51,200.46
Vehicle Maintenance	28,751.51	36,331.85
Preventive Maintenance, all sources	119,669.25	83,419.36
<b>Total operations expenses</b>	<b>728,887.00</b>	<b>616,456.44</b>
<b>Total operating expenses</b>	<b>1,281,735.45</b>	<b>1,027,304.11</b>
Reconciliation (for Finance Dept. use only)		
Appropriation Control	1,382,568.81	1,059,528.14
Encumbrance Control		
Less nonoperating expense	(100,825.76)	(32,223.29)
Adjusted Approp. Control to tie to above	1,281,743.05	1,027,304.85
Difference	(7.60)	(0.74)
<b>Operating income (loss)</b>	<b>97,708.62</b>	<b>696,773.57</b>
Nonoperating revenues (expenses):		
Sale of surplus property	0.00	0.00
Loss on disposal of capital assets	0.00	0.00
Capital expense	(100,825.76)	(32,223.29)
Interest revenue (expense)	0.00	0.00
<b>Total nonoperating revenue (expense)</b>	<b>(100,825.76)</b>	<b>(32,223.29)</b>
<b>Net income (loss)</b>	<b>(3,117.14)</b>	<b>664,550.28</b>
Fund equity, beginning of year		
adjust reserve for inventory	3,317,938.44	3,317,938.44
change in value of fixed assets	4,284,042.71	2,683,448.74
loss on disposal of capital assets	73,627.18	
prior year adjustment		
<b>Fund equity, end of year</b>	<b>\$ 7,672,491.19</b>	<b>6,665,937.46</b>
To tie to balance sheet fund equity	7,627,727.76	6,665,937.46
Difference	(44,763.43)	0.00

**Balance Sheet**

**As of SEPTEMBER 2023 FY24**

	<b>Fund 801 Transit Agency</b>	<b>Fund 801 Transit Agency</b>
<b>ASSETS</b>		
Current assets:		
Petty Cash	200.00	200.00
Cash on Hand	200.00	500.00
Accounts Receivable		
Billed	632,631.52	944,926.45
Unbilled, this month	139,870.01	116,920.67
Inventory	326,707.71	342,441.43
Total current assets	1,099,609.24	1,404,988.55
Fixed assets:		
Property, plant and equipment	10,111,267.81	7,423,393.03
Less accumulated depreciation	(4,367,116.55)	(3,548,111.83)
Total fixed assets	5,744,151.26	3,875,281.20
Other assets:		
Prepaid expenses	(19,909.52)	(4,828.33)
Total prepaids	(19,909.52)	(4,828.33)
<b>Total assets</b>	<b>6,823,850.98</b>	<b>5,275,441.42</b>
<b>LIABILITIES AND EQUITY</b>		
Current liabilities:		
Accounts payable	(372.00)	(181,306.87)
Payroll liabilities outstanding	6,575.57	9,865.66
Accrued payroll	39,999.93	0.00
Accrued compensated absences	105,560.37	110,753.02
Unearned receipts	5,115.72	(70,884.28)
Total current liabilities	156,879.59	(131,572.47)
Non-current liabilities:		
Owed to (from) City of Biddeford	(960,756.37)	(1,258,923.57)
Total non-current liabilities	(960,756.37)	(1,258,923.57)
<b>Total liabilities</b>	<b>(803,876.78)</b>	<b>(1,390,496.04)</b>
Equity		
Retained earnings, end of prior year	7,630,854.94	6,001,388.57
Net income, current year	(3,127.18)	664,548.89
Total equity	7,627,727.76	6,665,937.46
<b>Total liabilities and fund equity</b>	<b>\$ 6,823,850.98</b>	<b>5,275,441.42</b>
Difference - Assets - (Liab. + Fund Equity)	0.00	0.00

YTD Cost Center Analysis - Local Service As of SEPTEMBER 2023 FY24	Agency	Agency
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	25,570.82	23,986.42
Trolley fares	95,254.43	92,259.49
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
<b>Total fares</b>	<b>120,825.25</b>	<b>116,245.91</b>
Grant revenues:		
FTA-Urban, including this month unbilled	403,972.41	369,882.40
MDOT-Urban	49,208.03	0.00
MDOT-Intercity	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
<b>Total grant revenues</b>	<b>453,180.44</b>	<b>369,882.40</b>
Insurance claims revenue	0.00	0.00
Fuel & miscellaneous operating revenue	0.00	14,375.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	75,199.66	118,900.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	30,000.00	0.00
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	(7,360.09)	(3,808.76)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>671,845.26</b>	<b>615,594.55</b>

<b>Local Service</b>	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	94,908.10	73,084.40
Administrative Benefits	31,768.33	24,515.03
Employee's Expense	4,923.56	5,062.21
Travel	1,894.69	261.49
Training	726.39	1,156.12
Utilities	2,126.11	2,158.32
Telephone	879.06	827.64
Postage	0.00	165.53
Office Supplies	1,789.08	1,306.91
Miscellaneous Office	22,245.63	12,137.47
Advertising	3,973.99	5,452.48
Professional Services	5,331.16	543.14
Insurance	71,274.31	60,364.03
Facility Repairs & Maint.	0.00	67.64
Vehicle Fuel	867.68	0.00
Depreciation	1,493.98	1,205.96
<b>Total administrative expenses</b>	<b>244,202.07</b>	<b>188,308.37</b>
Operations expenses:		
Operating wages-Drivers	259,569.98	219,292.42
Operating wages-Repair	12,620.74	32,021.20
Operating benefits-Drivers	44,986.90	37,266.68
Operating benefits-Repair	12,434.15	12,640.37
Miscellaneous supplies & costs	3,306.03	5,439.22
Vehicle Fuel	52,093.61	28,945.38
Vehicle Maint.- regular	5,585.75	4,234.88
Preventive Maintenance	75,607.17	43,725.03
<b>Total operations expenses</b>	<b>466,204.33</b>	<b>383,565.18</b>
<b>Total operating expenses</b>	<b>710,406.40</b>	<b>571,873.55</b>
<b>Municipal Contribution needed</b>	<b>38,561.14</b>	<b>(43,721.00)</b>
Operating income (loss)	0.00	0.00



YTD Cost Center Analysis - Intercity Service As of SEPTEMBER 2023 FY24	Agency	Agency
<b>Revenues</b>		
Fares:		
Portland fares	\$ 10,833.80	7,110.56
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Total fares	10,833.80	7,110.56
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	168,555.79	134,141.15
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	168,555.79	134,141.15
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	25,000.00
Greyhound ticket sales	50.83	7.17
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	0.00
Advertising revenue - intercity (budget here)	0.00	0.00
Advertising Commissions Paid	(3,223.63)	(1,762.17)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>176,216.79</b>	<b>164,496.71</b>

<b>Intercity Service</b>	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	32,702.73	23,651.50
Administrative Benefits	10,946.50	7,933.53
Employee's Expense	1,696.52	1,638.23
Travel	652.86	84.62
Training	250.29	374.14
Utilities	732.60	698.47
Telephone	302.90	267.84
Postage	0.00	53.57
Office Supplies	616.47	422.94
Miscellaneous Office	7,665.24	4,022.13
Advertising	1,037.59	1,174.92
Professional Services	1,836.97	175.77
Insurance	19,389.17	16,182.81
Facility Repairs & Maint.	0.00	21.89
Vehicle Fuel	298.98	0.00
Depreciation	654.35	557.95
<b>Total administrative expenses</b>	<b>78,783.17</b>	<b>57,260.31</b>
Operations expenses:		
Operating wages-Drivers	79,031.15	56,585.12
Operating wages-Repair	6,711.66	18,213.73
Operating benefits-Drivers	16,345.33	12,680.22
Operating benefits-Repair	6,612.43	7,189.87
Miscellaneous supplies & costs	1,758.13	2,000.99
Vehicle Fuel	25,589.08	14,770.81
Vehicle Maint.	1,211.39	2,083.79
Preventive Maintenance	32,603.60	30,930.04
<b>Total operations expenses</b>	<b>169,862.77</b>	<b>144,454.57</b>
<b>Total operating expenses</b>	<b>248,645.94</b>	<b>201,714.88</b>
<b>Municipal Contribution needed</b>	<b>72,429.15</b>	<b>37,218.17</b>
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Zoom Service As of SEPTEMBER 2023 FY24	Agency	Agency
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	7,434.12	2,938.25
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	7,434.12	2,938.25
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	91,394.79	72,225.43
MTA-ZOOM	0.00	11,879.30
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	91,394.79	84,104.73
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)	39,683.25	69,246.25
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	(1,633.81)	(892.72)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>136,878.35</b>	<b>155,396.51</b>

<b>ZOOM Service</b>	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
Administrative expenses:		
1 Administrative Salaries	12,758.28	9,229.59
1 Administrative Benefits	4,270.54	3,095.93
1 Employee's Expense	661.86	639.29
2 Travel	254.70	33.02
9 Training	97.65	146.00
3 Utilities	285.81	272.57
3 Telephone	118.17	104.52
9 Postage	0.00	20.90
9 Office Supplies	240.50	165.04
9 Miscellaneous Office	2,990.43	1,606.05
11 Advertising	525.87	595.22
5 Professional Services	716.66	68.59
4 Insurance	19,133.86	16,277.66
6 Facility Repairs & Maint.	0.00	8.54
7 Vehicle Fuel	116.64	0.00
10 Depreciation	331.64	282.66
<b>Total administrative expenses</b>	<b>42,502.61</b>	<b>32,545.58</b>
Operations expenses:		
1 Operating wages-Drivers	30,839.83	22,070.65
1 Operating wages-Repair	3,401.30	9,228.76
1 Operating benefits-Drivers	6,378.33	4,945.84
1 Operating benefits-Repair	3,351.02	3,643.05
9 Miscellaneous supplies & costs	2,468.66	2,286.65
7 Vehicle Fuel	12,967.91	7,484.26
8 Vehicle Maint.	35.10	51.25
12 Preventive Maintenance	11,458.48	8,764.29
<b>Total operations expenses</b>	<b>70,900.63</b>	<b>58,474.75</b>
<b>Total operating expenses</b>	<b>113,403.24</b>	<b>91,020.33</b>
<b>Municipal Contribution needed</b>	<b>(23,475.11)</b>	<b>(64,376.18)</b>
<b>Operating income (loss)</b>	<b>0.00</b>	<b>0.00</b>

YTD Cost Center Analysis - Mobility/Outreach As of SEPTEMBER 2023 FY24	Agency	Agency
<b>Revenues</b>		
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	9,598.02	6,382.86
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
Total grant revenues	9,598.02	6,382.86
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
<b>Total revenues</b>	<b>9,598.02</b>	<b>6,382.86</b>

<b>Mobility/Outreach Coordinator</b>	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	7,629.89	5,670.66
Administrative Benefits	1,865.10	0.00
Employee's Expense	0.00	0.00
Travel	52.07	0.00
Training	0.00	0.00
Utilities	319.78	381.04
Telephone	100.00	0.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	2,084.47	2,446.28
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
<b>Total administrative expenses</b>	<b>12,051.31</b>	<b>8,497.98</b>
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
<b>Total operations expenses</b>	<b>0.00</b>	<b>0.00</b>
<b>Total operating expenses</b>	<b>12,051.31</b>	<b>8,497.98</b>
<b>Municipal Contribution needed</b>	<b>2,453.29</b>	<b>2,115.12</b>
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Outside Repair/Sales As of SEPTEMBER 2023 FY24	Agency	Agency
<b>Revenues</b>		
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	23,023.65	32,207.04
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
<b>Total revenues</b>	<b>23,023.65</b>	<b>32,207.04</b>

<b>Outside Agency Repairs &amp; Fuel Sales</b>	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
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.	21,519.26	29,961.93
Total operations expenses	21,519.26	29,961.93
<b>Total operating expenses</b>	21,519.26	29,961.93
<b>Municipal Contribution needed</b>	(1,504.39)	(2,245.11)
Operating income (loss)	0.00	0.00



<b>YTD Cost Center Analysis - Items not Allocated</b> <b>As of SEPTEMBER 2023 FY24</b>	<b>Agency</b>	<b>Agency</b>
<b>Revenues</b>		
Grant revenues:		
FTA non-operating grant revenue	24,382.00	0.00
MDOT non-operating grant revenue	0.00	0.00
MDOT RTAP grant revenue	0.00	0.00
Other grant revenue	0.00	0.00
MDOT capital grant revenue	0.00	0.00
<b>Total grant revenues</b>	<b>24,382.00</b>	<b>0.00</b>
Municipal contributions	337,500.00	750,000.00
Fuel & miscellaneous operating revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>361,882.00</b>	<b>750,000.00</b>
<b>Expenses</b>		
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	7,087.59	457.43
RTAP Grant Expense	9,276.50	0.00
Advertising	0.00	0.00
Professional Services	399.70	765.75
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	158,545.52	123,012.23
<b>Total administrative expenses</b>	<b>175,309.31</b>	<b>124,235.41</b>
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.	400.00	0.00
<b>Total operations expenses</b>	<b>400.00</b>	<b>0.00</b>
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	31,608.73	4,828.33
Vehicles Purchase Capital	69,217.03	27,394.96
<b>Total capital expenses</b>	<b>100,825.76</b>	<b>32,223.29</b>
<b>Total expenses</b>	<b>276,535.07</b>	<b>156,458.70</b>
Non-allocated items income (loss)	85,346.93	593,541.30
Income (loss) before depreciation	243,892.45	716,553.53
Municipal Contributions needed to fund operations	88,464.08	(71,009.00)
Excess (shortfall) in Municipal Contributions	155,428.37	787,562.53

<b>YTD Cost Center Analysis - COVID RELATED</b> <b>As of SEPTEMBER 2023 FY24</b>	<b>Agency</b>	<b>Agency</b>
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<b>Revenues</b>		
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
<b>Total fares</b>	<b>0.00</b>	<b>0.00</b>

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
<b>Total grant revenues</b>	<b>0.00</b>	<b>0.00</b>
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
<b>Total revenues</b>	<b>0.00</b>	<b>0.00</b>
	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
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 / 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
<b>Total administrative expenses</b>	<b>0.00</b>	<b>0.00</b>
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
<b>Total operations expenses</b>	<b>0.00</b>	<b>0.00</b>
<b>Total operating expenses</b>	<b>0.00</b>	<b>0.00</b>
Operating income (loss)	0.00	0.00
<b>YTD Cost Center Analysis -</b>	<b>Agency</b>	<b>Agency</b>
<b>As of SEPTEMBER 2023 FY24</b>		
<b>Revenues</b>		
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
<b>Total fares</b>	<b>0.00</b>	<b>0.00</b>
<b>Grant revenues:</b>		
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
<b>Total grant revenues</b>	<b>0.00</b>	<b>0.00</b>
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
<b>Total revenues</b>	<b>0.00</b>	<b>0.00</b>
	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
<b>Administrative expenses:</b>		
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
<b>Total administrative expenses</b>	<b>0.00</b>	<b>0.00</b>
<b>Operations expenses:</b>		
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
<b>Total operations expenses</b>	<b>0.00</b>	<b>0.00</b>
<b>Total operating expenses</b>	<b>0.00</b>	<b>0.00</b>
Operating income (loss)	0.00	0.00
<b>Biddeford-Saco-OOB Transit Committee</b>		
<b>YTD Cost Center Analysis - Total of all Areas</b>	<b>FY23</b>	<b>Last Year</b>
<b>As of SEPTEMBER 2023 FY24</b>	<b>Totals</b>	<b>F.S. Totals</b>
<b>Revenues</b>		
Fares:		

Biddeford-Old Orchard Beach-Saco Transit Committee

Portland fares	\$ 10,833.80	7,110.56
Shuttle fares	25,570.82	23,986.42
Trolley fares	95,254.43	92,259.49
Zoom fares	7,434.12	2,938.25
Noreaster UNE fares	0.00	0.00
<b>Total fares</b>	<b>139,093.17</b>	<b>126,294.72</b>
<b>Grant revenues:</b>		
FTA-Urban	428,354.41	369,882.40
MDOT-Urban	49,208.03	0.00
MDOT-Intercity	168,555.79	134,141.15
MDOT-RTAP	0.00	0.00
MDOT-ZOOM	91,394.79	72,225.43
MTA-ZOOM	0.00	11,879.30
Planning/Mobility/Outreach	9,598.02	6,382.86
Interline grant revenue	0.00	0.00
MDOT-Other grants	0.00	0.00
Capital grants	0.00	0.00
<b>Total grant revenues</b>	<b>747,111.04</b>	<b>594,511.14</b>
Insurance claims revenue	0.00	0.00
Fuel & miscellaneous operating revenue	0.00	14,375.00
Contract repair parts & labor revenue	23,023.65	32,207.04
Municipal contributions	337,500.00	775,000.00
Greyhound ticket sales	50.83	7.17
Contract stops - Local	75,199.66	118,900.00
Contract revenue - UNE annual contribution	30,000.00	0.00
Advertising revenue - local	39,683.25	69,246.25
Advertising revenue - intercity	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	(12,217.53)	(6,463.64)
Other income	0.00	0.00
<b>Total revenues</b>	<b>1,379,444.07</b>	<b>1,724,077.68</b>
<b>Expenses</b>		
<b>Administrative expenses:</b>		
Administrative Salaries	147,999.00	111,636.15
Administrative Benefits	48,850.47	35,544.49
Employee's Expense	7,281.95	7,339.73
Travel	2,854.31	379.14
Training	1,074.33	1,676.27
Utilities	3,464.30	3,510.40
Telephone	1,400.13	1,200.00
Postage	0.00	240.00
Office Supplies	2,646.05	1,894.89
Miscellaneous Office	51,349.86	20,669.36
Advertising	5,537.45	7,222.61
Professional Services	8,284.49	1,553.25
Insurance	109,797.33	92,824.50
Facility Repairs & Maint.	0.00	98.07
Vehicle Fuel	1,283.30	0.00
<b>Total administrative expenses</b>	<b>391,822.97</b>	<b>285,788.86</b>
<b>Operations expenses:</b>		
Operating wages-Drivers	369,440.96	297,948.19
Operating wages-Repair	22,733.71	59,463.69
Operating benefits-Drivers	67,710.56	54,892.74
Operating benefits-Repair	22,397.60	23,473.29
Miscellaneous supplies & costs	7,532.81	9,726.86
Vehicle Fuel	90,650.60	51,200.46
Vehicle Maint.	28,751.51	36,331.85
Preventive Maintenance	119,669.25	83,419.36
Depreciation	161,025.48	125,058.81
<b>Total operations expenses</b>	<b>889,912.48</b>	<b>741,515.25</b>
<b>Total operating expenses</b>	<b>1,281,735.45</b>	<b>1,027,304.11</b>
<b>Operating income (loss)</b>	<b>97,708.62</b>	<b>696,773.57</b>
Contingency fund	0.00	0.00
Loss on disposal of capital assets	0.00	0.00
Capital expense	100,825.76	32,223.29
Interest expense (included in office supplies allocation)		
<b>Total non-operating expenses</b>	<b>100,825.76</b>	<b>32,223.29</b>

Biddeford-Old Orchard Beach-Saco Transit Committee

<b>Total expenses</b>	<u>1,382,561.21</u>	<u>1,059,527.40</u>
Net income (loss)	<u>(3,117.14)</u>	<u>664,550.28</u>

**B-S-OOB Transit Committee**  
**Monthly Financial Report - Revenues**  
**Month Ending JANUARY 2023**

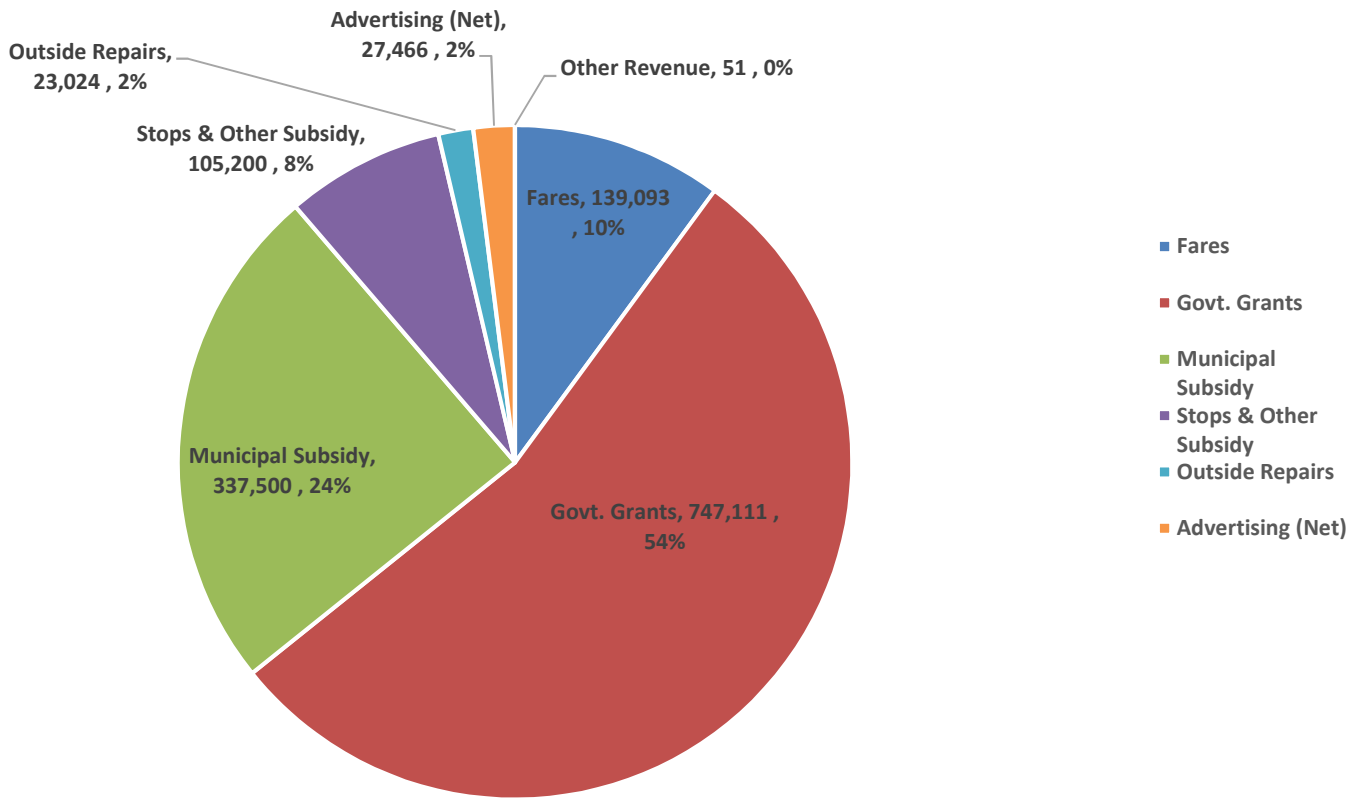
**Target %: 25%**

	FY2024				FY2023		
	Estimate	Month Ended September	Remaining Estimate	Percentage Realized	Revised Estimate	Month Ended September	Percentage Realized
<b>General Revenues:</b>							
Sale of surplus property	0	0	0	0.0%	0	0	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	(26,000)	(12,220)	(13,780)	47.0%	(13,200)	(6,464)	49.0%
Miscellaneous revenue	55,500	0	55,500	0.0%	500	14,375	2875.0%
<b>YCCTC Repairs Revenues:</b>							
Repair parts	0	5,160	(5,160)	0.0%	27,022	15,115	55.9%
Repair labor	0	4,936	(4,936)	0.0%	27,022	8,951	33.1%
<b>Other Agency Repairs Revenues:</b>							
Repair parts	15,000	6,172	8,828	41.1%	3,333	3,091	92.7%
Repair labor	20,000	6,755	13,245	33.8%	3,333	5,051	151.5%
<b>Local Service Revenues:</b>							
FTA Urban grant	1,310,142	403,972	906,170	30.8%	1,473,970	369,882	25.1%
Local fares	200,000	120,825	79,175	60.4%	69,878	116,246	166.4%
Advertising sales	60,000	39,683	20,317	66.1%	31,553	69,246	219.5%
Contract stops	200,000	75,200	124,800	37.6%	103,282	118,900	115.1%
MDOT grants	120,862	49,208	71,654	40.7%	0	0	0.0%
UNE contribution	90,000	30,000	60,000	33.3%	62,000	0	0.0%
Other local service revenues	0	0	0	0.0%	0	0	0.0%
<b>Zoom Service Revenues:</b>							
Zoom fares	26,000	7,434	18,566	28.6%	27,942	2,938	10.5%
Advertising sales	0	0	0	0.0%	7,888	0	0.0%
MDOT Zoom grant	284,438	91,395	193,043	32.1%	440,655	72,225	16.4%
	0	0	0	0.0%	0	11,879	0.0%
<b>Intercity Service Revenues:</b>							
Intercity fares/ticket sales	35,300	10,885	24,415	30.8%	50,250	7,118	14.2%
Advertising sales	0	0	0	0.0%	0	0	0.0%
MDOT Intercity grant	962,466	168,556	793,910	17.5%	687,104	134,141	19.5%
Municipal contributions	0	0	0	0.0%	25,000	25,000	100.0%
<b>Mobility/Outreach Coordinator</b>							
FTA Planning grant	53,256	9,598	43,658	18.0%	52,953	6,383	12.1%
<b>Fuel Sales Revenue:</b>							
Fuel sales	0	0	0	0.0%	0	0	0.0%
<b>Non-operating Revenues:</b>							
FTA non-operating grants	3,886,071	24,382	3,861,689	0.6%	3,927,739	0	0.0%
MDOT non-operating grants	489,046	0	489,046	0.0%	0	0	0.0%
MDOT RTAP grant	350,000	0	350,000	0.0%	0	0	0.0%
Other grants	65,800	0	65,800	0.0%	104,860	0	0.0%
Capital grants	0	0	0	0.0%	0	0	0.0%
Municipal contributions	775,000	337,500	437,500	43.5%	600,000	750,000	125.0%
Other non-operating revenues	662,875	0	662,875	0.0%	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>9,635,756</b>	<b>1,379,441</b>	<b>8,256,315</b>	<b>14.3%</b>	<b>7,713,084</b>	<b>1,724,077</b>	<b>22.4%</b>
Total, less Municipal contributions	8,860,756	1,041,941	7,818,815	11.8%	7,113,084	974,077	13.7%
Total fares	261,300	139,144	122,156	53.3%	148,070	126,302	85.3%
Total less fares & Municipal conts.	8,599,456	902,797	7,696,659	10.5%	6,965,014	847,775	12.2%
Total external repairs/fuel sales	35,000	23,023	11,977	65.8%	60,710	32,208	53.1%
Total operating revenues	3,406,964	1,017,559	2,389,405	29.9%	3,080,485	974,077	31.6%

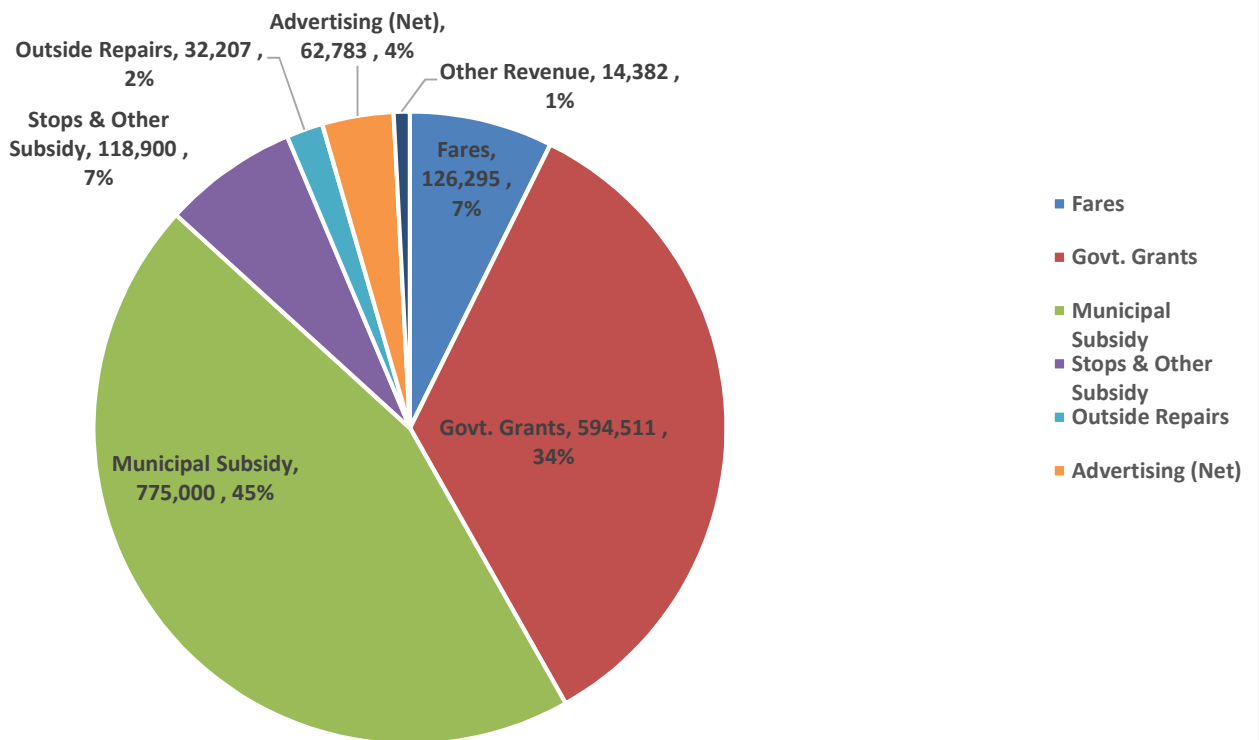
**B-S-OOB Transit Committee**  
**Monthly Financial Report - Expenditures**  
**Month Ending January 2023**

**Target %: 25%**

	FY2024				FY2023		
	Budget	Month Ended September	Remaining Budget	Percentage Expended	Budget	Month Ended September	Percentage Expended
<b>Admin/Overhead Expenditures:</b>							
Salaries & wages	678,173	140,355	537,818	20.7%	342,361	105,965	31.0%
Employee benefits	276,865	42,139	234,726	15.2%	204,064	35,544	17.4%
Other employment costs	58,000	15,999	42,001	27.6%	30,300	9,395	31.0%
Purchased professional svcs.	166,300	20,901	145,399	12.6%	67,000	4,458	6.7%
General operating costs	244,600	195,333	49,267	79.9%	169,850	29,696	17.5%
Insurances	274,792	109,813	164,979	40.0%	196,363	92,825	47.3%
Borrowing costs	0	0	0	0.0%	0	0	0.0%
Contingency	0	0	0	0.0%	0	0	0.0%
<b>Garage Operating Expenditures:</b>							
Salaries & wages, regular	440,957	74,591	366,366	16.9%	354,061	88,812	25.1%
Overtime wages	37,394	19,869	17,525	53.1%	39,252	15,035	38.3%
Employee benefits	148,670	22,400	126,270	15.1%	118,488	23,473	19.8%
Other employment costs	4,000	904	3,096	22.6%	2,000	895	44.8%
Reclassification to external repairs	(202,000)	(71,725)	(130,275)	35.5%	(115,000)	(44,384)	38.6%
General operating costs	473,700	103,878	369,822	21.9%	159,430	7,546	4.7%
<b>YCCTC Repairs Expenditures:</b>							
All costs	0	9,620	(9,620)	0.0%	110,000	22,336	20.3%
<b>Other Agency Repairs Expenditures:</b>							
All costs	35,000	11,899	23,101	34.0%	20,000	7,626	38.1%
<b>Bus Services Expenditures:</b>							
Salaries & wages, regular	1,197,048	345,322	851,726	28.8%	959,126	236,613	24.7%
Overtime wages	72,688	37,635	35,053	51.8%	34,627	24,055	69.5%
Employee benefits	290,598	73,063	217,535	25.1%	248,755	53,215	21.4%
Other employment costs	0	0	0	0.0%	0	1,921	0.0%
Advertising costs	7,500	1,605	5,895	21.4%	7,500	2,913	38.8%
Fuel costs	290,400	86,684	203,716	29.8%	210,410	34,547	16.4%
General operating costs	80,500	8,175	72,325	10.2%	123,500	95,228	77.1%
<b>Mobility/Outreach Coordinator</b>							
Salaries & wages, regular	55,731	7,630	48,101	13.7%	47,326	5,671	12.0%
Overtime wages	0	0	0	0.0%	0	0	0.0%
Employee benefits	7,232	1,865	5,367	25.8%	5,125	0	0.0%
Other employment costs	0	0	0	0.0%	0	291	0.0%
General operating costs	11,125	2,556	8,569	23.0%	13,020	2,518	19.3%
<b>Fuel Sales Expenditures:</b>							
Fuel costs	0	0	0	0.0%	0	0	0.0%
<b>Non-operating Expenditures</b>							
Training/Travel/Lodging	0	0	0	0.0%	0	766	0.0%
Consultants	390,000	400	389,600	0.1%	19,200	0	0.0%
RTAP grant expenses	50,000	9,277	40,723	18.6%	0	0	0.0%
Repairs & maintenance, non-cap	0	400	(400)	0.0%	0	4,828	0.0%
Loss on disposal of assets	0	0	0	0.0%	0	0	0.0%
Capital equipment	4,573,484	100,826	4,472,658	2.2%	4,013,368	27,395	0.7%
Other non-oper. Expense	0	7,088	(7,088)	0.0%	169,665	0	0.0%
<b>Total Expenditures</b>	<b>9,662,757</b>	<b>1,378,502</b>	<b>8,284,255</b>	<b>14.3%</b>	<b>7,549,791</b>	<b>889,183</b>	<b>11.8%</b>
<b>Total Personnel Costs</b>	<b>3,100,356</b>	<b>731,566</b>	<b>2,368,790</b>	<b>23.6%</b>	<b>2,400,485</b>	<b>586,463</b>	<b>24.4%</b>
<b>Total Fuel Costs</b>	<b>290,400</b>	<b>86,684</b>	<b>203,716</b>	<b>29.8%</b>	<b>210,410</b>	<b>34,547</b>	<b>16.4%</b>
<b>Total Capital Equipment Costs, net</b>	<b>4573484</b>	<b>100826</b>	<b>4472658</b>	<b>2.2%</b>	<b>4013368</b>	<b>27395</b>	<b>0.7%</b>
<b>Total Other Costs</b>	<b>1,698,517</b>	<b>459,426</b>	<b>1,239,091</b>	<b>27.0%</b>	<b>925,528</b>	<b>240,778</b>	<b>26.0%</b>

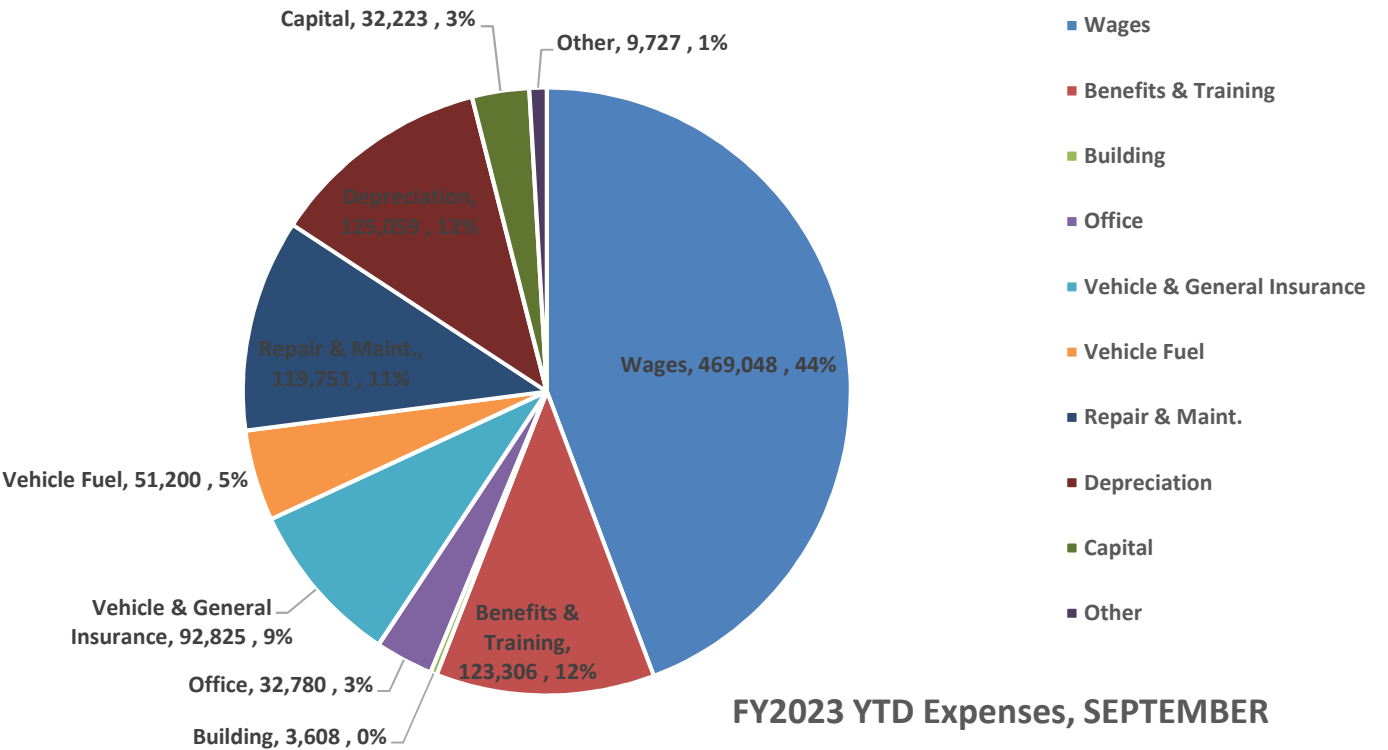
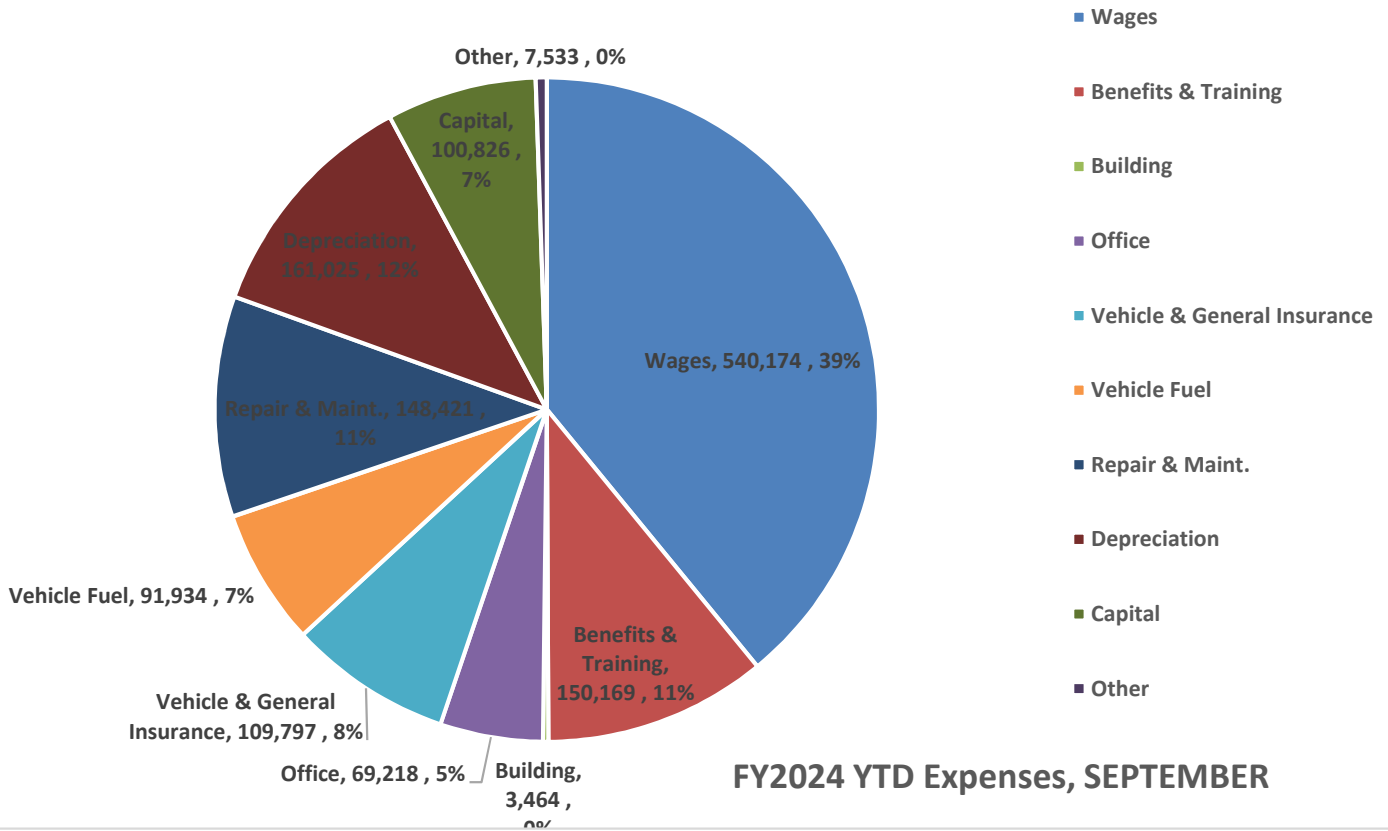


FY2024 YTD Revenues, SEPTEMBER



FY2023 YTD Revenues, SEPTEMBER





Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
<b>FTA: ME-2020-031-01-00</b>			<b>5307 Funds FY21</b>	<b>FTA: ME-2020-031-01-00</b>		<b>Start Date 8/21/20 - End Date 6/30/23</b>			
	117	A2	Preventive Maintenance	163,560.00	0.00	-	#DIV/0!	163,560.00	204,450.00
	114	A4	Cap-Surv/Security	59,315.00	36,685.00	9,171.25	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	2,799.00	14,801.00	3,700.25	20%	17,600.00	22,000.00
<b>FTA: ME-2021019</b>			<b>5307 Funds FY22</b>	<b>FTA: ME-2021019</b>		<b>Start Date 8/23/21 - End Date 6/30/24</b>			
	300	A1	Service Operations	728,810.00	0.00	0.00	#DIV/0!	728,810.00	1,457,620.00
	117	A4	Preventive Maintenance	166,831.00	0.00	-	#DIV/0!	166,831.00	166,831.00
	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	138,043.00	957.00	239.25	20%	139,000.00	139,239.25
	111	A5	Replacement VANS	77,786.00	3,214.00	803.50	20%	81,000.00	81,803.50
	117	A4	Mobility Management	51,188.00	0.00	-	#DIV/0!	51,188.00	51,188.00
	441	A2	Planning Consultant	0.00	19,200.00	4,800.00	20%	19,200.00	24,000.00
<b>FTA: ME-2023-016-00</b>			<b>ARPA FY23</b>						
			Route 111 Enhancements	0.00	600,000.00	\$ -		600,000.00	600,000.00
			Bus Stop Improvement	0.00	75,000.00	\$ -		75,000.00	75,000.00
			Regional Signage Project	0.00	15,500.00	\$ -		15,500.00	15,500.00
			Half Fare Promotion	90,000.00	0.00	\$ -		90,000.00	90,000.00
<b>CARES AVL-APC</b>			<b>CARES AVL-APC</b>						
			AVL - APC	67,088.00	50,088.00	\$ -	0%	117,176.00	117,176.00
<b>FTA ME-2023-041</b>			<b>5310 Transit Stop Access Project</b>						
	11300	xx	Bus Stop Shelters and Signage	0.00	61,366.00	-	0%	61,366.00	61,366.00
<b>FTA: ME-2023-006-00</b>			<b>5307 Funds FY23</b>			<b>Start Date 8/23/21 - End Date 6/30/24</b>			
	300	A1/A8	Service Operations	858,000.00	0.00	0.00	#DIV/0!	858,000.00	1,716,000.00
	117	A2/A7	Preventive Maintenance	81,492.00	88,676.00	22,169.00	20%	170,168.00	192,337.00
	114	A4/A5	AVL	144,000.00	0.00	-		144,000.00	144,000.00
	xx	B3/B2	Improve Shelters	7,421.00	32,579.00	8,144.75	20%	40,000.00	48,144.75
	xx	A4/A5	Harness System for Safety	0.00	68,000.00	17,000.00	20%	68,000.00	85,000.00
	xx	A9/B1	Onroute Charger Coverage	0.00	104,047.00	26,011.75	20%	104,047.00	130,058.75
	117	A4/A4	Mobility Management	4,260.00	47,951.00	11,987.75	20%	52,211.00	64,198.75
	441	A2/A2	Planning Consultant	0.00	20,800.00	5,200.00	20%	20,800.00	26,000.00
								<b>1,457,226.00</b>	

Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
<b>FTA: ME- 2023-042-00</b>				<b>5307 Funds FY24</b>				<b>Start Date 7/1/23 - End Date 6/30/26</b>	
	300	A3	Service Operations	254,967.00	651,175.00	651,175.00	50%	906,142.00	1,812,284.00
	117	xx	Preventive Maintenance	0.00	300,000.00	75,000.00	20%	300,000.00	375,000.00
	114	A8	ERP FINANCE	0.00	8,898.00	2,224.50	20%	8,898.00	11,122.50
	114	xx	BUS WASH	0.00	68,000.00	17,000.00	20%	68,000.00	85,000.00
	114	xx	Facilities	0.00	100,000.00	25,000.00	20%	100,000.00	125,000.00
	117	xx	Mobility Management	0.00	53,256.00	13,314.00	20%	53,256.00	66,570.00
	441-80	xx	Planning Consultant	0.00	22,400.00	5,600.00	20%	22,400.00	28,000.00
								<b>1,458,696.00</b>	

<b>FTA: ME-2020-022-00</b>			<b>Zoom Coaches</b>	<b>FTA: ME-2020-022-00</b>					
	111	A1	Zoom Coaches	854,154.00	191,306.00	47,826.50	20%		

**LONO 3**

<b>FTA: ME- 2023-040-00</b>			Buses	0.00	1,843,888.00			1,843,888	2,169,280
			Tool	11,452.00	100,328.00			111,780	124,200
			Human Resource	0.00	91,739.00			91,739	114,674
			<b>MEDOT CSN 5101</b>	0.00	235,565.00				
			<b>Total Project</b>	0.00				2,047,407.00	2,408,154.00

**FTA: ME- 2023-007-00**

<b>FTA: ME- 2023-007-00</b>	0.00	1,224,531.00		
<b>MEDOT CSN 43211</b>	0.00	136,059.00		
<b>Total Project</b>	0.00	1,360,590.00		

1,224,531.00 0%

1,224,531.00

<b>FTA: ME-2019-020-00</b>	<b>FTA: ME-2019-020-00</b>	1,024,015.00	120,985.00	10,919.74	1,145,000.00	1,204,225.00
	<b>MEDOT CSN 42857</b>	1,500,000.00	0.00		1,500,000.00	1,500,000.00

Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
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 ARPA			Intercity ARPA Intercity ARPA	7/1/22 through 12/31/2023 665,101.48	366,899	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-2020-027, CSN 45327			ZOOM 2023 Operating Prev Maint	0.00 0.00	137,000.00 31,000.00	137,000 7,750	50% 20%		
MDOT: ME-2021-005-00, CSN 43013			ZOOM Carissa ZOOM Carissa	MDOT: ME-2021-005-00, CSN 43013 682,573.14	17,426.86	0	0%		
Assignment Letter 27 CSN 45352			Urban State 2024	57,336.39	63,220.61	0			Supplements 5307 funds and silver line for 3 years, this is t

# **BSOOB Transit Agenda Action Proposal**

**Agenda Item:**

Approve FY24 Budget Revision

**Subcommittee:**

Finance

**Committee Meeting Date:**

October 26, 2023

**Transit Committee Action Date:**

October 26, 2023

**Staff Resource:**

Chad Heid

**Purpose:**

Update the FY24 budget to include updated revenue amounts across four revenue accounts.

**Background:**

The 2024 fiscal year budget that was approved by the Committee in the July 2023 included assumptions regarding multiple revenue accounts. With the outcomes of multiple funding arrangements now finalized, the FY24 budget requires an update.

**Attachments:**

- FY24 Budget Revision Recommendations Memo

**Financial Impact and Source of Funds:**

Net zero revenue change, with four specific revenue accounts seeing adjustments:

- 81001-48000 Miscellaneous Operating Revenue
- 81005-48100 MDOT Grant Revenue
- 81007-48100 MDOT Intercity Grant Revenue
- 81011-4800 Cash Asset Reductions – Positive Cash Flow

**Recommendation:**

The Transit Committee approves the recommended revenue adjustments as detailed in the FY24 budget revision memo

**Prepared by: Chad Heid**

## Memorandum

*October 23, 2023*

To: BSOOB Transit Finance Subcommittee  
From: Chad Heid, Executive Director  
Subject: FY24 Budget Revision Recommendations

### **Purpose:**

This document details revisions to the FY24 agency budget, which was initially ratified in July, 2023, Transit Committee meeting. This budget is remaining balanced with expenses and revenues each totaling \$9,635,756. The items prompting this revision are each substantial revenue adjustments. Two revenue accounts will see additional funding from new or existing sources. A third revenue account will be reduced, and these three adjustments lead to a modification in the expected use of BSOOB Transit reserve funds. The BSOOB Transit fiscal year runs from July 1 to June 30. Should the Transit Committee adopt these revisions, a new balanced budget will go into effect immediately.

### **Operating Support Partnerships: +\$250,000**

BSOOB Transit has begun operating the #71 – Biddeford to Sanford via Kennebunk. This service provides multiple AM and PM commuter oriented connections between the aforementioned communities. This service is a partnership with the Kennebunk-Kennebunkport-Arundel Chamber of Commerce (KKACC), and is primarily funded through a MDOT Workforce Transportation Grant awarded to KKACC.

- 81001-48000 Miscellaneous Operating Revenue

### **Increasing State Allocation: +\$62,000**

As presented in prior Subcommittee Meetings, and after much legislative advocacy, there will be increasing contributions from the State in 2023-24 and 2024-25. These increases are based on a general fund allocation towards transit. Based on conversations with MDOT staff, the new funds will be distributed following the same proportions as the existing multimodal allocation. That said, it's still unclear if the total BSOOB allocation (\$120,862) will be distributed in the new proportion or the non-circulator funding state amount (\$31,450). This budget revision proposed that we consider the lower amount for budgeting purposes. Staff will continue to work with MDOT to get clarity.

- 81005-48100 MDOT Grant Revenue

### **Decrease of Intercity Grant : -\$134,813**

This reduction is due to the initial budget anticipating a continuation of the 2018-2023 approach towards 100% funding through 5311(f) and an interlining in-kind match. MDOT and the FTA both approve of the continuing eligibility of the #60 Green Line route for intercity funding, but the in-kind match arrangement is no longer feasible. Due to this, the service will require additional

funding support. The proposed revision anticipates the use of remaining CARES Intercity funds and then leveraging 5311(f) intercity funds for remainder of FY24. Importantly, the agency will need to develop strategies for funding in FY25 and beyond.

- 81007-48100 MDOT Intercity Grant Revenue

### **Impacts to Cash Reserves: -\$177,187**

The current FY24 budget requires \$662,875.48 from the agency's cash reserves. Based on the changes in revenue defined in this document, and assuming there are no adjustments to planned expenses, the revised FY24 budget will require \$177,187 less from the reserves, or \$485,688.48.

- 81011-4800 Cash Asset Reductions – Positive Cash Flow

### **Project Expenses**

This budget revision does not propose any adjustments in FY24 expenses. There are a number of projects that are underway, or will commence before the end of the fiscal year. As structured, the budget allocations for these projects should cover the full costs of each. That said, staff will continue to monitor sectors of the market to for any dynamic pricing shifts. Projects of particular importance include:

- CAD/AVL implementation
- Security fence
- Bus wash and storage enhancements
- BEB on-route charger installation