

LEWISTON CITY COUNCIL  
BUDGET WORKSHOP AND SPECIAL MEETING AGENDA

Tuesday, March 28, 2023

City Council Chambers

6:00 pm Workshop

BUDGET WORK SESSION

Utilities	pgs. 80-96
Library	pgs. 73-74
Debt Service	pgs. 75
Intergovernmental Agencies (except 911)	pgs. 77 & attached handouts

WORKSHOP  
(Immediately following Budget Work Session)

Discussion regarding a city-sponsored summer special event.

EXECUTIVE SESSION  
(Immediately following Work Shop)

- ES-1. Executive Session to discuss Contract Negotiations regarding an Economic Development issue.



## MEMORANDUM

TO: Mayor Carl Sheline and Lewiston City Council  
City Administrator Heather Hunter  
Finance Director Tracy Roy  
FR: Lewiston-Auburn Transit Committee  
RE: FY 2024 Budget

The Lewiston-Auburn Transit Committee (LATC) is requesting \$901,566 in local share, \$450,783 per community for the FY 2024 budget to fund **citylink**, ADA Complementary Paratransit Services, and the operation of two bus stations.

### **citylink AND ADA SERVICES**

The Lewiston-Auburn Transit Committee (LATC), owners of the **citylink** bus system, has contracted with Western Maine Transportation Services, Inc. (WMTS), for operations and vehicle maintenance of the fixed route system and for operations of the ADA Complementary Paratransit Service since 2002. In FY2021, LATC went out to bid for this service, and entered a two-year contract with WMTS for FY 2022 and FY 2023. FY2024 is one of two eligible contract extension years and at last week's LATC meeting, the contract was extended for one year, FY2024.

LATC owns the 9 buses used to provide **citylink** service, as well as the Oak Street bus station in Lewiston (2003) and Downtown Auburn Transportation Center, Great Falls Plaza in Auburn (2016). 2 new Gillig transit buses have been ordered for delivery late summer 2023, these will replace 2 of the oldest buses in the fleet and bring the system up to its highest level of SGR (State of Good Repair) in decades. Funding for these 2 buses is covered 80% by Federal Formula 5339 Funds and the resulting local match has been satisfied with the capital reserve funds that the cities of Lewiston and Auburn have contributed over the most recent years.

#### Hours of Operation:

**citylink** and the ADA Complementary Paratransit service operate Monday through Friday between 6:00 AM to 6:15 PM and a limited Saturday schedule between 9:15 AM to 5:15 PM.

#### Level of Service:

During weekdays **citylink** operates ten (10) bus routes with buses departing every 60 and 30 minutes. **citylink's** Saturday service consists of seven (7) bus routes with buses departing every two (2) hours (Main Street, Sabattus Street, Lisbon Street and New Auburn), 60 minutes (Auburn Malls and College Street) and 30 minutes (Mall Shuttle).

#### ADA Complementary Paratransit Service:

**citylink's** ADA (Americans with Disabilities Act) Complementary Paratransit Service runs the same days and hours as the fixed route, serving a  $\frac{3}{4}$  mile radius area along each fixed bus route. The ADA service is for eligible individuals with disabilities that have trip origins and destinations in the ADA service area. All operators of fixed route systems are required by law to provide ADA Complementary Paratransit service.

## Transit Ridership

Ridership through the pandemic declined substantially in all transit districts, countrywide. What citylink has seen since the mask mandate was lifted in April of 2022 has been a slow increase in ridership that netted a 1.2% increase between 2021 and 2022 with a little over 200,000 boardings. Because of the catastrophic loss of 2 full size buses in October and December of 2021, the citylink system was constrained and the number of daily routes were reduced until the 2022 buses that were ordered in 2021 could be delivered and enter service. Capacity constraints resulted in an 8% reduction in route miles and hours, the system still had a net increase in ridership including a 55% increase, year over year, in wheelchair boardings.

## 2023 Transit Rider Survey Lewiston Highlights:

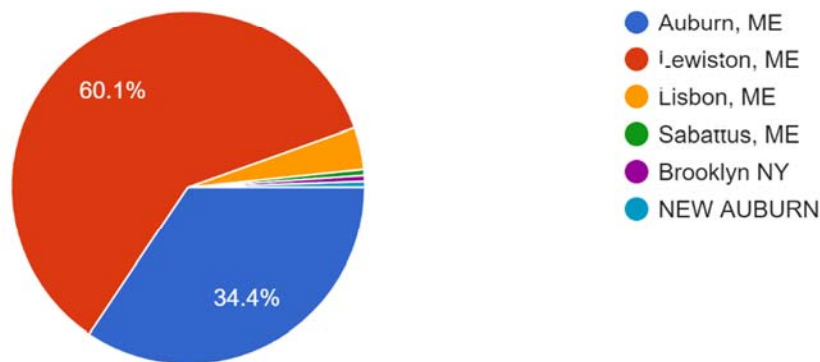
Lewiston residents are estimated to make up 60% of all transit ridership in the citylink system.

Lewiston Fixed Route Ridership is estimated at 490 resident riders while Lewiston ADA Paratransit Ridership is estimated at another 205 resident riders.

### Lewiston Resident Riders 695 est.

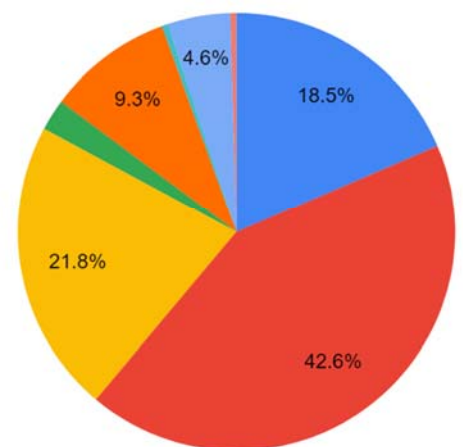
I live in the city of

183 responses



What is the main purpose of your trip today?

- Work
- Shopping
- Medical
- Visit/Personal
- School
- Going to NY
- N/A
- Banking



### Estimated Lewiston Fixed Route Riders

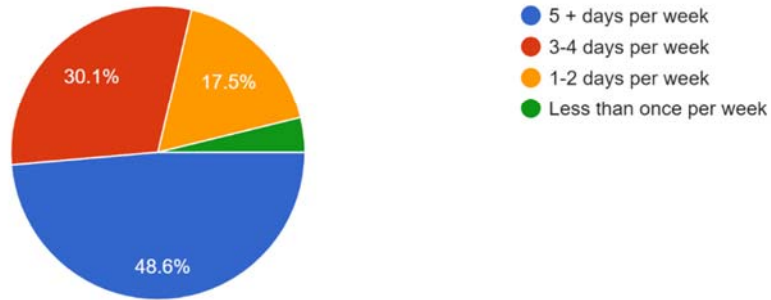
Purpose for Trip:

Employment/Work	144
Shopping / Food/Clothes	330
Medical Appointments	169
Access to School	72

Systemwide, the average person uses transit 3 or more times per week with 48.6% of respondents saying they use it 5+ days per week. And when asked why they were riding the bus, nearly 64% of respondents said they had NO OTHER WAY TO GO.

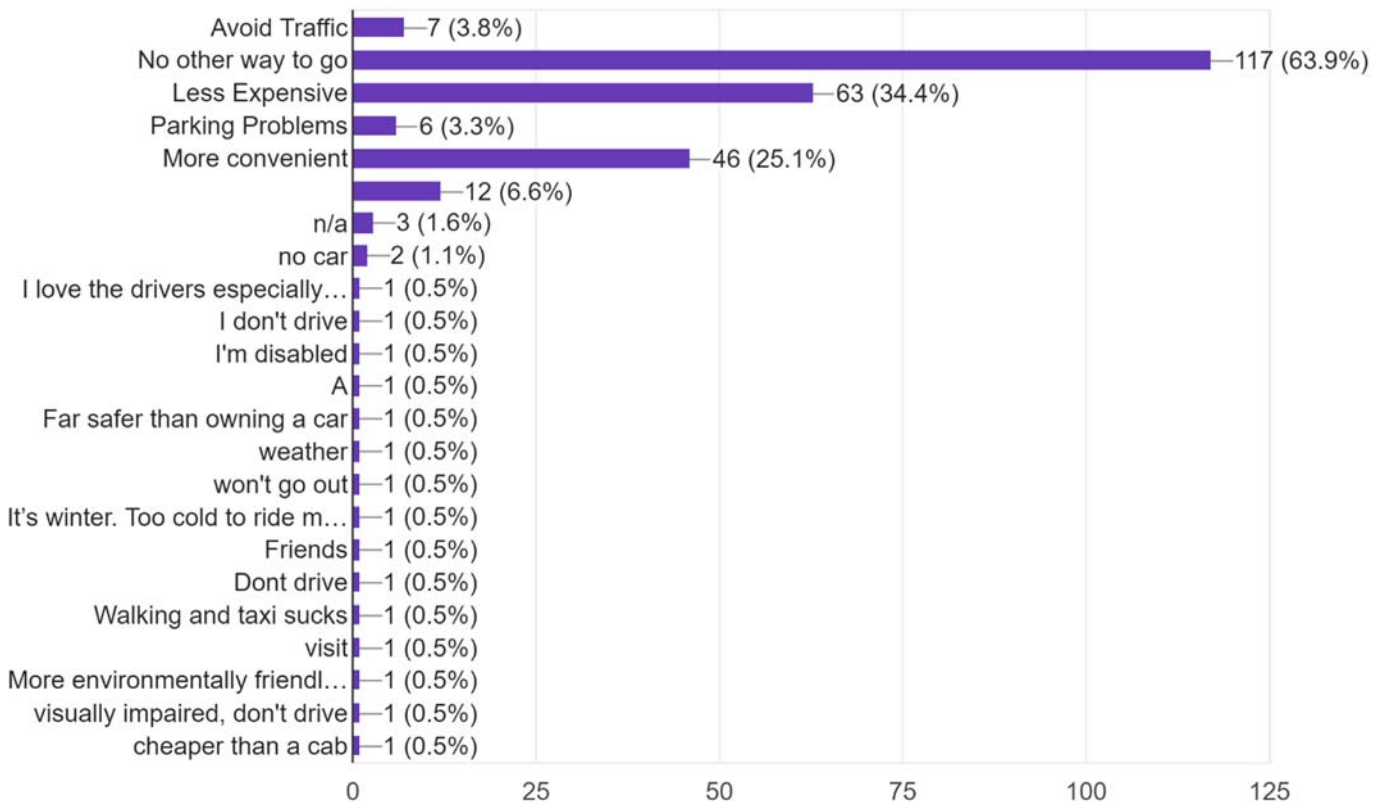
### How often do you ride the bus?

183 responses



### Why are you riding the bus today instead of some other mode of transportation? (Check all that apply)

183 responses



## **FY 2024 BUDGET HIGHLIGHTS**

- WMTS's contract increased 4.2% for a net increase of \$83,775.
- Fuel increased from \$3.15/gallon (FY2023 budget) to \$3.65/gallon (fuel is purchased from the City of Lewiston) for a net increase of \$48,000.
- Bus station expenses increased overall by \$5,000. Utilities costs being the greatest driver but does include small increases in Snow Removal.
- Staff decreased \$17,900 due to role consolidation.
- Fare box revenue remains flat for both fixed route and ADA.
- Advertising revenue is projected \$5,000 more than FY23 due to the new buses being attractive to advertisers.
- Local share increased 4.4% over FY2023 budget request.

## **Federal Carry Forward Funds**

In March 2020 the Lewiston-Auburn urbanized area was awarded a CARES Act grant in the amount of \$2.5 million dollars. In addition, two ARPA grants were awarded in May 2022 totaling \$401,646. These grants supported 100% of operating costs and did not replace the regular federal apportionment. These unused funds are carried forward and used to maximize the amount of federal funding that can be used at appropriate percentages (i.e., 50% for operating and 80% for preventive maintenance and ADA). This has provided relief on increasing local contributions. We anticipate using the remaining federal carry forward monies in FY25.

**Lewiston-Auburn Transit Committee**  
**FY 2024 Proposed Budget**  
**- Fixed Route, ADA, Bus Station/LATC Operating**

	FY 2022 Approved Budget	FY 2022 Actual  Tentative	FY 2023 Approved Budget w/ Federal Carry Forward	FY 2024 Proposed Budget  In Progress
<b>Fixed Route</b>				
Expenses:				
WMTS Contract	\$1,711,113	\$1,722,118	\$1,791,587	\$1,885,275
Operating	\$1,197,738	\$1,335,245	\$1,390,050	\$1,463,250
Preventive Maintenance (PM) Capital	\$513,375	\$386,873	\$401,537	\$422,025
COVID - WMTS staff & cleaning exp.	\$0	\$0	\$0	\$0
Fuel	\$152,400	\$106,145	\$189,000	\$237,000
Equipment Maintenance	\$1,210	\$0	\$0	\$0
Staff (Project administration)	\$125,000	\$150,152	\$210,000	\$192,100
<b>Total Expense</b>	<b>\$1,989,723</b>	<b>\$1,978,415</b>	<b>\$2,190,587</b>	<b>\$2,314,375</b>
Revenue:				
Federal (5307 Operating - 50%)	\$688,174	\$586,855	\$837,025	\$888,675
Federal (5307 PM** Capital - 80%)	\$410,700	\$257,915	\$321,230	\$337,620
ARPA (100%)	\$0	\$372,582	\$0	\$0
State (match 5307 Operating)	\$98,115	\$98,115	\$98,115	\$98,115
Local (match 5307 Operating 50%)	\$590,059	\$488,740	\$738,910	\$790,560
Local (Operating 100%)	\$0	\$0	\$0	\$0
Local (match 5307 PM Capital 20%)	\$102,675	\$64,479	\$80,307	\$84,405
Fare Box	\$100,000	\$109,729	\$115,000	\$115,000
<b>Total Revenue</b>	<b>\$1,989,723</b>	<b>\$1,978,415</b>	<b>\$2,190,587</b>	<b>\$2,314,375</b>
<b>ADA Complementary Paratransit:</b>				
Expenses:				
WMTS Contract	\$203,833	\$192,870	\$195,763	\$185,850
COVID - WMTS staff exp	\$0	\$0	\$0	\$0
<b>Total Expense</b>	<b>\$203,833</b>	<b>\$192,870</b>	<b>\$195,763</b>	<b>\$185,850</b>
Revenue:				
Federal (5307 ADA -80%)	\$89,342	\$89,419	\$89,419	\$115,012
Federal (5307 Operating - 50%)	\$44,857	\$16,970	\$29,495	\$8,543
ARPA (100%)	\$0	\$29,064	\$0	\$0
Local (match 5307 ADA - 20%)	\$22,336	\$22,355	\$22,355	\$28,753
Local (match 5307 Operating - 50%)	\$22,299	\$16,970	\$29,495	\$8,543
Fare Box	\$25,000	\$18,093	\$25,000	\$25,000
<b>Total Revenue</b>	<b>\$203,833</b>	<b>\$192,871</b>	<b>\$195,763</b>	<b>\$185,850</b>
<b>Local Subsidy:</b>				
<b>Bus Station/LATC Operating</b>	<b>-\$10,444</b>	<b>-\$19,603</b>	<b>-\$7,444</b>	<b>-\$10,694</b>
<b>Fixed Route</b>	<b>\$692,734</b>	<b>\$553,219</b>	<b>\$819,217</b>	<b>\$874,965</b>
<b>ADA Comp. Paratransit</b>	<b>\$44,634</b>	<b>\$39,325</b>	<b>\$51,849</b>	<b>\$37,296</b>
	<b>\$726,924</b>	<b>\$572,940</b>	<b>\$863,623</b>	<b>\$901,567</b>
<b>Less Reserves (negative is a surplus)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Auburn</b>	<b>\$363,462</b>	<b>\$286,470</b>	<b>\$431,811</b>	<b>\$450,783</b>
<b>Lewiston</b>	<b>\$363,462</b>	<b>\$286,470</b>	<b>\$431,811</b>	<b>\$450,783</b>
<b>Use of Local FY2020 Share (FY2020 and FY2021)</b>	<b>\$166,295</b>	<b>\$166,295</b>	<b>\$0</b>	
<b>Auburn FY2020 Local Share Carry Forward</b>	<b>\$81,693</b>	<b>\$81,693</b>		
<b>Lewiston FY2020 Local Share Carry Forward</b>	<b>\$84,603</b>	<b>\$84,603</b>		
<b>Auburn Local after using FY2020 Carry Forward</b>	<b>\$281,770</b>	<b>\$204,778</b>	<b>\$431,811</b>	<b>\$450,783</b>
<b>Lewiston Local after using FY2020 Carry Forward</b>	<b>\$278,860</b>	<b>\$201,868</b>	<b>\$431,811</b>	<b>\$450,783</b>

\*\* PM - Preventive Maintenance - allowable operating costs that can be reimbursed at 80/20.

FY2022 fuel projection is based on \$2.54/gallon, 60,000 gallons

FY2023 fuel projection is based on \$3.15/gallon, 60,000 gallons; FY21 usage 56,000 gal

FY2024 fuel projection is based on \$3.95/gallon, 60,000 gallons, FY22 usages was lower due to reduced operating due to equipm

\*FY2023 budget without Federal Carry Forward is to show what costs would have been without CARES Act funds in FY2020/2021

# LEWISTON CITY COUNCIL

## MEETING OF MARCH 28, 2023

**AGENDA INFORMATION SHEET:            AGENDA ITEM NO.    ES-1**

**SUBJECT:**

Executive Session to discuss Contract Negotiations regarding an Economic Development issue.

**INFORMATION:**

The Maine State Statutes, Title 1, section 405, define the permissible grounds and subject matters of executive sessions for public meetings.

**APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:**

The City Administrator recommends approval of the requested action .

*HAH/kmm*

**REQUESTED ACTION:**

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To enter into an Executive Session, pursuant to MRSA Title 1, section 405 (6)(c), to discuss Contract Negotiations regarding an Economic Development issue.