Agency	MET	RO TRANSIT				
Budget by Fund						
	2	2018 Actual	2019 Adopted	2020 C2C	2020 Request	\$ Change
General		12,369,449	14,211,148	15,995,713	15,995,713	1,784,565
Other-Expenditures		54,340,793	42,585,000	42,585,000	 43,184,000	599,000
TOTAL	\$	66,710,242	\$ 56,796,148	\$ 58,580,713	\$ 59,179,713	\$ 2,383,565
Budget by Service						
	2	2018 Actual	2019 Adopted	2020 C2C	2020 Request	\$ Change
FIXED ROUTE		62,213,913	51,764,250	53,555,540	54,451,905	2,687,655
PARATRANSIT		4,496,329	5,031,899	5,025,173	4,727,808	(304,091
TOTAL	\$	66,710,242	\$ 56,796,149	\$ 58,580,713	\$ 59,179,713	\$ 2,383,564
Budget by Major						
	2	2018 Actual	2019 Adopted	2020 C2C	2020 Request	\$ Change
Revenue		(12,369,449)	(14,211,148)	(15,995,713)	(15,995,713)	(1,784,565
Personnel		41,222,938	39,062,260	41,116,720	41,198,679	2,136,419
Non-Personnel		36,424,728	30,112,377	31,773,238	32,290,279	2,177,902
Agency Billings		1,432,024	1,832,660	1,686,468	 1,686,468	 (146,192
TOTAL	\$	66,710,242	\$ 56,796,149	\$ 58,580,713	\$ 59,179,713	\$ 2,383,564



Department of Transportation

Metro Transit

Chuck Kamp, General Manager
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July 10, 2019

2020 Operating budget Request

Mayor Rhodes-Conway and David Schmiedicke, Finance Director,

Metro's operational successes in the last year include: staffing long hours during the flood of 2018; maintaining service during the brutal -40° F temperatures of the polar vortex; bringing years delayed driver scheduling software online; attaining most improved system from our insurance company for fewer accidents resulting in a claim; starting the first phase of the bus garage reconstruction for a new service lane and electric buses; and now, sitting on the cusp of delivering service to Sun Prairie in August. Next, the 2020 budget continues Metro's focus on maintaining quality while planning for improved and expanded services. Attached is Metro's 2020 operating budget request for your consideration. Below is a discussion of proposals to meet our budget targets, plus our priorities for 2020.

Targets - Fixed Route Service

To meet our target *increase* of 2.5%, Metro proposes increasing frequency from hourly service to 30-minute service on weekends for E. Washington and Monroe Street corridors. Bringing service to a standard frequency of 30 minutes instead of hourly improves the likelihood of customers choosing Metro over other transportation options.

To meet our target *decrease* of 2.5%, Metro proposes scaling back Sunday and holiday services to an 8-hour span. This would not eliminate any days of service and would not cause a cut in any staff. Details on this and all the items above are included in the Sharepoint sections of our budget, and are available to you or your staff.

Targets - Paratransit Service

To meet our target *increase* of 2.5% for paratransit service, Metro anticipates that our contracting costs will increase by 10% mid-year and that will easily overtake the 2.5% target.

To meet our target *decrease* of 2.5% for paratransit service, Metro proposes increasing the paratransit fare from \$3.25 to \$3.50. After weathering the tremendous changes in our service provision in 2018 and uncertainty about which contractors will continue when Metro requests proposals for new contracts in 2020, a modest fare change seems the least disruptive option for our customers. This also meets our requirement under the Americans with Disabilities Act requires that ADA complementary paratransit fares not exceed 2 times our regular adult cash fare.

Operating Priorities

- 1. Increase ridership.
- 2. Add a Buildings & Grounds Supervisor.

- 3. Add a night operation supervisor for better late night coverage.
- 4. Attain effective staffing levels.

To that end, Metro has the following budget requests.

Increase Ridership: While declining ridership is a national trend, Metro sees opportunities to increase ridership by meeting the needs of dedicated riders. We continue to see a need for regular 30-minute frequency service along E. Washington and Monroe Street corridors as higher density developments, important economic development, and new businesses need access to entry level workers. Hourly service isn't cutting it. For the cost of \$519,000, Metro would be able to better serve transit-dependent individuals and attract riders. This can be achieved without adding vehicles to our fleet.

Metro has an urgent need for an additional supervisory staff person to support our foreman. Our Building Maintenance Foreman is integral to our now annual process of design and construction in addition to his usual duties. In addition to satellite facility conceptions, Metro is heavily involved in renovations at our E. Washington facility that requires keeping the building fully functional while performing facility upgrades. While accommodating site construction Phase 1 in 2019, we are working to design Phase 2. Next year, while we construct Phase 2, we will meet to design Phase 3, and so on into 2021, 2022, 2023, 2024, and possibly longer with the acquisition of a satellite property. The time required to carry out his daily activities and be available for extensive consultation for design work and daily construction communications is taking its toll.

Metro continues to struggle to provide sufficient operational supervision late into the evenings and would like to discuss how fund this. It's been at least 20 years since Metro has added a supervisor position in our Operations unit. In that same time frame, we've increased total vehicle hours by 4.8%. Our current coverage leaves one person on the radio to also cover the street late at night, and this is not adequately supporting our drivers who are out on the street until 3 AM.

Attain Effective Staffing Levels: In anticipation of tremendous change as Metro expands to Bus Rapid Transit service, a system re-design to flow into the BRT system, and transition to new technologies, *Metro advises that a staffing study is overdue* that examines current needs for effectiveness, stability, and meeting projections for the next several years. Metro has identified areas where staffing has not kept pace with expanded service, maintenance, and administrative tasks. Metro's 2008 management performance audit indicated that Metro administrative functions were understaffed by 25% when compared to peer systems. Correspondingly, Metro has had only minor staffing changes since.

Metro has included \$66,000 for 150 additional low-income bus passes per month. Additional passes will be paid for by ad revenue increases and contributions from Dane County.

With your support, we look forward to fulfilling the promise of Metro's bright future.

Thank you,

Chuck Kamp

Transit General Manager

Church Kamp

2020 Operating Budget

Service Budget Proposal

IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Metro Transit

SELECT YOUR AGENCY'S SERVICE:

Fixed Route

SERVICE NUMBER:

SERVICE DESCRIPTION:

851

This service is responsible for: (1) planning and coordinating all fixed route transit improvements and programs, and (2) the repair and maintenance of Metro transit bus fleet. The goal of this service is to provide transportation for customers to a comprehensive network of destinations throughout the City.

Part 1: Base Budget Proposal

BUDGET INFORMATION

		2017 Actual	2018 Adopted	2018 Actual	2019 Adopted	2020 C2C	2020 Request
Bud	get by Fund	•					
	General-Net	\$8,730,840	\$9,090,320	\$9,090,320	\$10,396,124	\$12,383,523	\$12,927,905
	Other-Expenditures	\$55,071,536	\$39,861,308	\$53,854,649	\$41,376,526	\$41,172,017	\$41,524,000
Total		\$63,802,376	\$48,951,628	\$62,944,969	\$51,772,650	\$53,555,540	\$54,451,905
Bud	Budget by Major						
	Revenue						
	Personnel	\$40,846,462	\$37,390,237	\$40,869,233	\$38,496,589	\$40,556,758	\$40,638,758
	Non-Personnel	\$21,690,700	\$10,134,822	\$20,663,317	\$11,458,022	\$11,325,918	\$12,140,283
	Agency Billings	\$1,265,215	\$1,426,569	\$1,412,419	\$1,818,039	\$1,672,864	\$1,672,864
Tota	ıl	\$63,802,377	\$48,951,628	\$62,944,969	\$51,772,650	\$53,555,540	\$54,451,905
	FTEs		454.08		453.17	453.38	453.38

PRIORITY

Citywide Element Land Use and Transportation

Describe how this service advances the Citywide Element:

Loss of the ability to provide for current levels are projected to impact those routes which are more vulnerable due to ridership, but more necessary to ensure equitable transit to all parts of the City. Structural inequities present in the community could be exacerbated by the loss of these critical transit services. For every dollar of transit service, APTA estimates a four dollar return to the economy.

ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
transporting passengers	74%	This service addresses the need of individuals who are seeking transportation to get safely, reliably and equitably to their jobs, health care, educational facilities and other essential destinations for a productive and satisfied life. There are currently 334 employees in the operations department including 298 full-time and 20 part-time drivers.
marketing, advertising, community outreach	3%	This service is responsible for creating relationships and satisfying customers. Sixteen employees are responsible for various tasks such as answering customer questions in the call center. Several provide counter assistance at

			the pass sales window. Other responsibilities include managing the advertisng program, branding, media and communications design, and promoting programs such as the Commute Card Program.
planning and scheduling	2%		This service includes six employees responsible for bus stop and shelter amenities, route planning and analysis for existing and potential new private sector and municipal customers, special event detour management along with ridership data collection and maintenance.
bus and facilities maintenance	18%		Seventy-five employees service, clean, and repair buses to ensure that the fleet is safe, reliable and attractive.
			Eight transit building and grounds employees maintain bus shelters, transfer points and three major bus facilities.
administration and finance	3%		Seven employees perform administrative and nine financial services. Administration addresses the policies and procedures of Metro Transit. Finance is repsonsible for planning, organizing, auditing, accounting and controlling Metro's finances. This service also is responsible for routine and specialized grant management, as well as, federal compliance with all relevant laws and regulations.
SERVICE BUDGET CHANGES Service Impact			
Service Impact What is the proposed change to the service.	vice's budget from	cost to continue to	p agency request? \$0
			φυ
What are the service level impacts of th	e proposed funding	g changes?	
Metro will be providing approximately 1285 add with the increased partner investment offseting		vith the Sun Prairie ex	pansion. The \$120,000 budget impact for Metro is projected to be net-neutral
Metro is proposing to provide approximately 73 program.	3 youth summer passe	es (\$26,000 revenue re	duction) for MMSD summer students that qualify for the free/reduced meal
exceeded budget so a \$30,000 adjustment to re a replacement cycle for video and computer had	venue has been made dware along with the Additional responsibili	. The revenue increase cost of new software tes for current staff ca	the associated increase in production charges. Senior disabled pass sales have so offset with an increase in expenses totaling \$92,000 related to establishing maintenance agreements for diagnostic equipment. A new tire lease contract II for re-class requests that total \$10,000. Lastly, Metro is rebranding to ated to increase expenses by \$28,000.
	in the exection that	No	
Are you proposing an allocation change	to the FIES for this	service? NO	
<i>Type</i> Perm Wages	Fund	Amount	Description
Benefits			
Total			
Explain the assumptions behind the allo	cation change.		
What is the justification behind the alloc	cation change?		
Davis and Other Davis and Counting			
Personnel-Other Personnel Spending Are you requesting additional personnel	spending for non-	annualized pay?	/es
Туре	Fund	Amount	Description
Overtime	2150	\$72,000	
		112,300	additional service to Sun Prairie will add 1285 service hours without an increase to current staff levels, thereby resulting in overtime, under current practice. A metro staffing model for drivers is currently under review by Metro and Finance staff.

Premium Pay					
Hourly					
Total		\$72,000			
Explain the assumptions behind the	requested fund				
Without an increase in drivers, salaries will These costs are net-neutral because of the What is the justification behind the i	be at an overtime revenue from Sun ncreased fundi he first strategy in	rate of \$55.86/hour or \$ Prairie's partner investn ng? Imagine Madison's city	st per total system vehicle hours is \$124.28 per hour per audited NTD report. 72,000 including benefits . The remainder is non-personnel calculated to be \$48,000. nent. rwide element for land use and transportation. The goal is to pursue improvements		
Revenue					
Are you proposing a change to the s	ervice's budget	ed revenue?			
Yes Are you proposing an increase or a decr Increase	rease to the budg	geted revenue?			
Fund	Major	Amount	Description		
2150	42310	\$120,000	Sun Prairie's share of the partner investment for new service.		
2150	43823	\$225,000	Increase in revenue from advertising program on buses		
2150	43833	\$30,000	Adjustment for senior/disabled pass revenue		
2150	43834	(\$26,000)			
			Metro is proposing to provide approximately 733 youth summer passes (\$ 26,000 revenue reduction) for MMSD summer students that qualify for the free/reduced meal program.		
Explain the assumptions behind the ch	ange to budgete	d revenue.			
Advertising projections are based on actual approximately 33% or \$75,000. An adjusted increase of \$30,000 was made	I sales annualized	from 2019. Production o	evenue increase is net-neutral because of the increased costs for this service. costs will offset the \$225,00 projected advertising revenue increase by venue to actual from 2017 and 2018. enue reduction) for MMSD summer students that qualify for the free/reduced meal		
What is the justification behind the pro	posed change?				
The justification for this change is to meet the first strategy in Imagine Madison's citywide element for land use and transportation. The goal is to pursue improvements to transit service in peripheral areas and adjacent municipalities. Sun Prairie is the fastest growing and the largest of the suburban communities in both job and residential density. This improvement will address both equity and economic development goals for the City of Madison and Metro Transit.					
Non-Personnel					
Are you requesting additional non-pers	sonnel funding fo	or this service?			
Yes Fund	Major	Amount	Description		
2150	53450	\$48,000	fuel and inventory		
	54650	\$75,000			

bus advertising production costs

bus diagnostic hardware and video equipment hardware

2150

53140

\$72,000

2150	53145	\$20,000	bus diagnostic software
2150	53415	\$24,000	new tire lease contract
2150	53245	\$28,000	new driver uniform contract and rebranding

Explain the assumptions behind the requested funding.

It is anticipated that the new service will provide 1285 vehicle hours. Total system cost per total system vehicle hours is \$124.28 per hour per audited NTD report. Without an increase in drivers, salaries will be at an overtime rate calculated to be \$55.86/hour or \$72,000 including benefits. The remainder is non-personnel calculated to be \$48,000. These costs are net-neutral because of the revenue from Sun Prairie's partner investment.

Production costs will offset the \$225,00 projected advertising revenue increase by approximately 33% or \$75,000.

Tire lease costs are expected to increase 10% for the second half of 2020 with the award of a new contract. New tires for electric buses will also be required so the total estimated increase for tires is \$24,000

A new driver uniform contract is anticipated to increase expenses by \$28,000 based on previous year quantities purchased.

Metro has also established a replacement cycle with annual equipment upgrades for bus diagnostic hardware and video cameras that are more reliable. Diagnostic hardware and software will be replaced 4 per year over a 4 year cycle at a cost of \$46,000 for hardware and \$20,000 for software in 2020. Video cameras will be upgraded to a 360 degree view with 13 replacements annually at a cost of \$26,000.

What is the justification behind the proposed change?

The justification for this change is to meet the first strategy in Imagine Madison's citywide element for land use and transportation. The goal with Sun Prairie service is to pursue improvements to transit service in peripheral areas and adjacent municipalities.

New diagnostic equipment will ensure that the fleet remains safe and reliable as service and vehicle demand is increased.

Lastly, Metro is rebranding to coincide with the receipt of its first electric vehicles. Drivers will transition to a new higher quality uniform that conforms to Madison's sweat-free ordinance.

Part 2: Scaling Service Delivery

What amount is 2.5% of the service expenditure budget?	\$365,582
--------------------------------------------------------	-----------

Increase

Explain how you would change the service activities and the level of service as a result of implementing a 2.5% funding increase to this service:

Replace route 7 with route 3 on Monroe Street plus an increase in frequency of route 6 on East Washington Avenue from 60 minutes to 30 minutes.

Ridership has deteriorated mostly on weekends and frequency is likely a contributing factor as thirty-six buses per hour travel East Washington during the weekday peak, but only one per hour on the weekend. Weekend service hasn't kept pace with increased housing density along these east-west routes that are critical links to East Towne and West Towne Mall areas where many entry level jobs exist.

Explain the changes by major expenditure category that your agency would implement as a result of a 2.5 % funding increase to this service:

The estimated cost is \$518,182 leaving a deficit of \$152,600 that will be offset with a targeted fare increase to unlimited rides currently at \$1.35 and an equal increase to the commute card fare currently at \$1.40. The fare increase projection is based on 5.2M unlimited ride pass rides in 2018 at a nickel fare increase to raise \$260,000 covering the \$152,600 deficit. Personnel costs for the service (51) will increase by \$300,000 while supplies (53) will increase by \$220,000.

Would the changes include an increase to permanent staffing levels for this service?	Yes	If ves. FTEs:	3.00
Would the changes include an increase to permanent stanning levels for this service:		II VC3, I IL3.	0.00

What impacts would City residents and visitors experience if this service is provided a 2.5% increase in funding?

This change will increase weekend frequency on Monroe St. and East Washington Avenue from 60 minutes to 30 minutes on weekends.

Decrease

Explain how you would change the service activities and the level of service as a result of implementing a 2.5% funding decrease to this service:

Decrease Sunday and holiday service levels.

Explain the changes by major expenditure category that your agency would implement as a result of a 2.5 % funding decrease to this service:

Salaries (OT and holiday pay) will decrease by \$215,000 and supply costs will decrease by \$150,000.

Would the changes include a decrease to permanent staffing levels for this service?	No	If yes, FTEs:
What impacts would City residents and visitors experience if this service is provided	a 2.5% decrease in	funding?
Sunday hours would be reduced by 8806 hours annually and 1752 holiday service hours would be elin	ninated annually over	the period of five holidays.

2020 Operating Budget

Service Budget Proposal

IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Metro Transit

SELECT YOUR AGENCY'S SERVICE:

Paratransit

SERVICE NUMBER:

852

SERVICE DESCRIPTION:

This service provides paratransit services for customers with disabilities in need of transportation services for work, post-secondary education, medical needs, sheltered workshops, and other personal purposes.

Part 1: Base Budget Proposal

BUDGET INFORMATION

	2017 Actual	2018 Adopted	2018 Actual	2019 Adopted	2020 C2C	2020 Request
udget by Fund						
General-Net	\$3,149,491	\$3,279,129	\$3,279,129	\$3,815,025	\$3,612,190	\$3,067,808
Other-Expenditures	\$3,931,657	\$4,696,183	\$1,217,200	\$1,216,874	\$1,412,983	\$1,660,000
Total	\$7,081,148	\$7,975,312	\$4,496,329	\$5,031,899	\$5,025,173	\$4,727,808
Budget by Major	Budget by Major					
Revenue						
Personnel	\$1,867,411	\$1,961,755	\$1,066,244	\$565,671	\$559,962	\$559,962
Non-Personnel	\$5,122,987	\$5,989,952	\$3,410,481	\$4,451,607	\$4,451,607	\$4,154,242
Agency Billings	\$90,749	\$23,605	\$19,605	\$14,621	\$13,604	\$13,604
Total	\$7,081,147	\$7,975,312	\$4,496,330	\$5,031,899	\$5,025,173	\$4,727,808
FTEs		22.00		5.00	5.00	5.00

PRIORITY

Citywide Element Land Use and Transportation

Describe how this service advances the Citywide Element:

The service is specifically for individuals with disabilities who cannot use fixed route service some or all of the time due to their disability. This activity provides a level of service, comparable to that available on fixed route, which maintains compliance with the American with Disabilities Act.

ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description	
transportation for individuals with disabilities	88%	This service addresses the need of individuals with disabilities who are seeking transportation to get safely, reliably and equitably to their jobs, health care, educational facilities and other essential destinations for leading productive and satisfied lives. This service is provided by contracted local contractors. This service is provided in accordance with federal ADA requirements.	
administrative support	12%	This service manages paratransit functions including customer service support functions like scheduling, taking ride requests, rider eligibility assessments, and	

other customer support functions. This service also

SERVICE BUD	GET CHANGES			
ervice Impac	t			
What is	the proposed change to	the service's budget f	rom cost to continu	se to agency request? \$0
What ar	e the service level impac	ts of the proposed fu	nding changes?	
cost to co		0,000 annualized increase		ndicate that Metro will receive an additional \$350,000 in agency pass revenue from ew paratransit provider contracts. Federal funding has been adjusted to accurately
Personnel-Per	rmanent Positions			
Are you	proposing an allocation of	change to the FTEs for	this service? No	
	Туре	Fund	Amount	Description
	Perm Wages			
	Benefits			
	Total			
Explain t	the assumptions behind t	the allocation change		
Explain	the assumptions benind t	ine unocation change	•	
What is	the justification behind t	ho allocation change	•	
vviiat is	the justification bening t	ne anocation change:		
ersonnel-Otl	her Personnel Spending			
Are you	requesting additional pe	rsonnel spending for	non-annualized pay	No ç _î
	_			
	<i>Type</i> Overtime	Fund	Amount	Description
	Premium Pay			
	Hourly			
	Total		\$0	
Explain	the assumptions behind	the requested funding	5 .	
\A/batia	the instification helpind t	ha ingrassed funding	<u> </u>	
wnat is	the justification behind t	ne increased funding	f	
Revenue				
Are you	proposing a change to the	ne service's budgeted	revenue?	
	Yes			
Are you	proposing an increase or a	decrease to the budget	ed revenue?	
	Increase			
	Fund	Major	Amount	Description
	2150	43833	\$350,000	increase in agency pass sales
	2150	42110	(\$100,000)	adjusted to correct federal funding amount for paratransit
				·
Explain	the assumptions behind th	e change to budgeted r	evenue.	
Pass sale	e projections are based on act	ual sales annualized from	the second half of 201	8 and beginning of 2019. Revenue has remained consistent at around \$100,000 per
month.	The revenue increase is anticip	pated to offset the annual	ized increased cost of r	new paratransit contracts.

What is the justification behind the proposed change?

This service is provided in accordance with federal ADA requirements. The revenue increase will allow residents to experience the current level of service without reductions that would need to be implemented to address the anticipated deficit when the new contracts take effect in the second half of 2020.

Non-Personnel

Are you requesting additional non-personnel funding for this service?

Yes			
Fund	Major	Amount	Description
2150	54689	\$250,000	Anticipated increase for cost of contracted paratransit service with new contracts in the second half of 2020.

Explain the assumptions behind the requested funding.

Metro's paratransit contracts expire 6/30/20 and the labor shortage will increase the cost of these contracts. For major 54, it is anticipated that contracted service expenditures will increase 10% for the second half of 2020. Subcontracted rides are estimated to cost \$23.86 per ride in 2019. Therefore, a 10% increase for 75,000 estimated rides in the second half of 2020 equals a total increase of \$178,950. It is anticipated that this increase will be offset by an increase in agency pass sales. What is the justification behind the proposed change?

This service is provided in accordance with federal ADA requirements. The funding increase will allow residents to experience the current level of service without reductions that would need to be implemented to address the anticipated deficit. \$250,000 is being requested to smooth the annualized cost of the new contracts and this amount is offset with the net increase in revenue from agency pass sales.

Part 2: Scaling Service Delivery

What amount is 2.5% of the service expenditure budget? \$34,311

Increase

Explain how you would change the service activities and the level of service as a result of implementing a 2.5% funding increase to this service:

A funding increase will help to offset the anticipated 5-10% increase in contracted costs due to labor shortages and other market factors. This will allow Metro to maintain current service levels as the increase will help absorb the anticipated deficit.

Explain the changes by major expenditure category that your agency would implement as a result of a 2.5 % funding increase to this service:

For major 54, it is anticipated that contracted service expenditures will increase 10% for the second half of 2020. Subcontracted rides are estimated to cost \$23.86 per ride in 2019. Therefore, a 10% increase for 75,000 estimated rides in the second half of 2020 equals a total increase of \$178,950. If the 2.5% funding increase is implemented, Metro will only need to absorb \$145,000 of the anticipated deficit with the contract increases.

Would the changes include an increase to permanent staffing levels for this service? No	ves. FTEs:	
-----------------------------------------------------------------------------------------	------------	--

What impacts would City residents and visitors experience if this service is provided a 2.5% increase in funding?

Residents would experience the current level of service without reductions that would need to be implemented to address the anticipated deficit.

Decrease

Explain how you would change the service activities and the level of service as a result of implementing a 2.5% funding decrease to this service:

Explain the changes by major expenditure category that your agency would implement as a result of a 2.5 % funding decrease to this service:

Paratransit fare revenue would increase by approximately \$37,500 assuming 150,000 rides at a twenty-five cent revenue increase per ride.

Metro must comply with ADA so Metro is proposing a fare increase from \$3.25 to \$3.50 per ride to meet the targeted decrease.

Would the changes include a decrease to permanent staffing levels for this service? No If yes, FTEs:

What impacts would City residents and visitors experience if this service is provided a 2.5% decrease in funding?

All customers would see a fare increase and this would have a more difficult impact on low income riders.