

Metro Transit**Function: Transportation***Budget Overview*

Agency Budget by Fund

	2019 Actual	2020 Adopted	2020 Actual	2021 Adopted	2022 C2C	2022 Request
General	-	-	-	-	-	-
Metro Transit	58,125,655	59,413,849	55,724,897	62,234,102	61,667,659	61,394,749
TOTAL	\$ 58,125,655	\$ 59,413,849	\$ 55,724,897	\$ 62,234,102	\$ 61,667,659	\$ 61,394,749

Agency Budget by Service

	2019 Actual	2020 Adopted	2020 Actual	2021 Adopted	2022 C2C	2022 Request
Fixed Route	54,555,891	54,667,456	52,690,266	57,503,194	56,912,712	56,639,802
Paratransit	3,569,765	4,746,393	3,034,631	4,730,908	4,754,947	4,754,947
TOTAL	\$ 58,125,655	\$ 59,413,849	\$ 55,724,897	\$ 62,234,102	\$ 61,667,659	\$ 61,394,749

Agency Budget by Major-Revenue

	2019 Actual	2020 Adopted	2020 Actual	2021 Adopted	2022 C2C	2022 Request
General Revenues	-	-	(6,023,521)	-	-	-
Intergov Revenues	(28,394,856)	(28,487,200)	(40,854,639)	(33,977,200)	(33,155,418)	(34,382,508)
Charges For Services	(14,636,899)	(14,844,000)	(8,743,773)	(12,045,587)	(12,045,587)	(12,045,587)
Licenses & Permits	(5,775)	(7,330,000)	-	(7,500,000)	(7,500,000)	(6,000,000)
Misc Revenue	(577,175)	(200,000)	(85,431)	(200,000)	(200,000)	(200,000)
Other Financing Source	(7,752)	-	-	-	-	-
Transfer In	(14,503,198)	(8,552,649)	(17,532)	(8,511,315)	(8,766,654)	(8,766,654)
TOTAL	\$ (58,125,655)	\$ (59,413,849)	\$ (55,724,897)	\$ (62,234,102)	\$ (61,667,659)	\$ (61,394,749)

Agency Budget by Major-Expenses

	2019 Actual	2020 Adopted	2020 Actual	2021 Adopted	2022 C2C	2022 Request
Salaries	29,612,815	31,596,692	29,597,747	31,890,730	31,381,729	31,433,405
Benefits	14,085,290	11,484,950	11,289,791	12,300,718	12,241,016	12,241,016
Supplies	5,107,849	5,386,983	5,090,914	5,721,983	5,721,983	4,817,183
Purchased Services	6,914,171	8,242,337	5,338,960	8,141,204	8,143,464	8,693,678
Debt & Other Financing	563,677	1,062,630	2,742,611	-	-	-
Inter Depart Charges	1,841,853	1,640,257	1,664,874	2,114,977	2,114,977	2,144,977
Transfer Out	-	-	-	2,064,490	2,064,490	2,064,490
TOTAL	\$ 58,125,655	\$ 59,413,849	\$ 55,724,897	\$ 62,234,102	\$ 61,667,659	\$ 61,394,749



Department of Transportation

Metro Transit

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To: Satya Rhodes-Conway, Mayor
Dave Schmiedicke, Finance Director

From: Justin Stuehrenberg, Metro General Manager

Date: 7/12/2021

Subject: Metro 2022 Operating Budget Proposal

Dear Mayor Rhodes-Conway and Mr. Schmiedicke,

I'm pleased to present Metro's proposed 2022 Operating Budget. This budget reflects the current fiscal and public health realities to slow the growth in operating costs and to build back to 100% service due to service cuts made during the COVID-19 pandemic.

COVID RESPONSE & RECOVERY

Metro expects to see continued diminished revenues due to COVID-19. We are currently running at approximately 85% of previous service levels, and are planning to restore all pre-pandemic services by mid-2022. Our 2022 budget requests include reducing many supply items and shifting funds to fill the gap in lost revenues. Metro is focusing on continued driver recruitment in order to staff moving to 100% service levels, while also helping to reduce current overtime costs.

2022 REQUEST & EQUITY

Metro service serves a critical need in job access for disadvantaged communities. For many, Metro is the only way that they have to get to gainful employment, shopping, and education. Our 2022 budget proposal includes a line item for an onboard survey, which is critical to obtaining necessary data from current riders. This data will allow us to make more informed decisions on routing and scheduling to better serve all area residents and community members.

2022 REQUEST & SUSTAINABILITY

Metro service has a tremendous impact on both environmental and economic sustainability for the City of Madison. Transit offers a way to move about the city without a car, reducing the harmful effects of pollutants and traffic dangers. Transit also allows people to move without putting additional stress on our street network, without which there would be far more cars on the roads and requiring more dollars be spent to expand and maintain streets.

MAJOR CHANGES IN 2022 OPERATING REQUEST

Overall, there is little change compared with our cost to continue budget. However, there are some changes:

- Several changes to assist with network redesign and getting to pre-pandemic service levels:
 - On-board rider survey, which can be reimbursed up to 80% with federal grant funding
 - Addition of a Data Analyst position
 - Increased recruitment to fill open vacancies for driver positions, will increase service and reduce overtime
- Reduction in fuel costs due to timely contracting at a low rate
- Reduction in overtime & premium pay with changes in staff scheduling
- Changes due to the acquisition of the FedEx location to prepare for increased service levels & future BRT
 - Three new staff (1 custodian & 2 utility workers)
 - Increase in utility costs
 - Addition of an Office Administrative Assistant

SUMMARY OF REDUCTIONS

Metro is expecting a reduction in fare revenues and in state revenues. Fortunately, CARES act funding will be used to offset those reductions in 2022.

I look forward to additional discussion.

Sincerely,

Justin Stuehrenberg
Metro General Manager

2022 Operating Budget

Service Budget Proposal

IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Metro Transit

SELECT YOUR AGENCY'S SERVICE:

Fixed Route

SERVICE NUMBER:

851

SERVICE DESCRIPTION:

This service is responsible for: (1) planning and coordinating all fixed route transit improvements and programs and (2) the repair and maintenance of the 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

	2019 Actual	2020 Adopted	2020 Actual	2021 Adopted	2022 C2C	2022 Request
<i>Budget by Fund</i>						
General-Net	\$0	\$0	\$0	\$0	\$0	\$0
Other-Expenditures	\$54,555,891	\$54,667,456	\$52,690,266	\$57,503,194	\$56,912,712	\$56,639,802
<i>Total</i>	<i>\$54,555,891</i>	<i>\$54,667,456</i>	<i>\$52,690,266</i>	<i>\$57,503,194</i>	<i>\$56,912,712</i>	<i>\$56,639,802</i>
<i>Budget by Major</i>						
Revenue	(\$53,673,294)	(\$56,156,533)	(\$54,432,548)	(\$57,506,562)	(\$56,825,353)	(\$56,552,443)
Personnel	\$43,187,592	\$42,503,095	\$40,328,433	\$43,648,302	\$43,055,560	\$43,107,236
Non-Personnel	\$9,537,068	\$10,537,708	\$10,710,563	\$11,811,452	\$11,813,712	\$11,459,126
Agency Billings	\$1,831,232	\$1,626,653	\$1,651,270	\$2,043,440	\$2,043,440	\$2,073,440
<i>Total</i>	<i>\$882,598</i>	<i>(\$1,489,077)</i>	<i>(\$1,742,282)</i>	<i>(\$3,368)</i>	<i>\$87,359</i>	<i>\$87,359</i>
FTEs		452.17		457.36	458.99	462.00

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 339 employee positions in the operations department including 306 full-time drivers and 1 part-time driver.
marketing, advertising, community outreach	3%	This service is responsible for creating relationships and satisfying customers. Fifteen 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 advertising program, branding, media and communications design, and promoting programs such as the Commute Card Program.
planning and scheduling	1%	

This service includes five 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-three employee positions service, clean, and repair buses to ensure that the fleet is safe, reliable and attractive.

Eleven transit building and grounds employees maintain bus shelters, transfer points and the major bus facilities.

administration and finance

4%

Nine employees perform administrative and ten financial services. Administration addresses the policies and procedures of Metro Transit. IT maintains Metro's technology systems. Finance is responsible 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. Two new organizational positions are being proposed for 2021: a data analyst and office administrative assistant. These positions will be offset with a reduction in cleaner positions.

Insert item

SERVICE BUDGET CHANGES

Service Impact

What is the proposed change to the service's budget from cost to continue to agency request?

What are the service level impacts of the proposed funding changes?

Metro is proposing several budget neutral changes to personnel. We currently have 3 vacant bus cleaner positions, which we will not fill in order to use the salary availability to add two new positions: Data Analyst and Office Administrative Assistant.

Personnel-Permanent Positions

Are you proposing an allocation change to the FTEs for this service?

Type	Fund	Amount	Description
Perm Wages	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text" value="\$0"/>	

Explain the assumptions behind the allocation change.

What is the justification behind the allocation change?

Personnel-Other Personnel Spending

Are you requesting additional personnel spending for non-annualized pay?

Type	Fund	Amount	Description
Overtime	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hourly	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text" value="\$0"/>	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Revenue

Are you proposing a change to the service's budgeted revenue?

Are you proposing an increase or a decrease to the budgeted revenue?

Select... ▼

Fund Major Amount Description

Form fields for Fund, Major, Amount, and Description.

Insert item

Explain the assumptions behind the change to budgeted revenue.

Based on the cut in state funding to Metro as signed into the biennial budget, we will be supplementing with additional rescue funds to make up the difference.

What is the justification behind the proposed change?

Text input field for justification.

Non-Personnel

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

No ▼

Fund Major Amount Description

Form fields for Fund, Major, Amount, and Description.

Insert item

Explain the assumptions behind the requested funding.

Text input field for assumptions.

What is the justification behind the increased funding?

Text input field for justification.

Part 2: Racial Equity and Social Justice

We are continuing our efforts to articulate and prioritize racial equity and social justice in the City's budget and operations. Please respond to the following questions and incorporate these responses into your budget narrative to ensure racial equity is included in decision-making.

1. Describe how Black, Indigenous, and People of Color (BIPOC), people living with lower incomes, and people who are otherwise marginalized (because of gender, age, home language, etc.) would be affected by the proposed budget or budget change(s)? Please consider the following to answer this question:

Metro's budget is in support of the essential service of public transportation. The core population served by public transit is transit dependent. People with lower incomes (BIPOC are overrepresented in this group) are more often transit dependent. Maintaining and improving transit service provides access to jobs, education, child care, medical appointments, food shopping and more.

Specific budget requests, such as for additional personnel – converting a part-time Graphics Technician to full-time and creating an Administrative Assistant position – will help create better conditions for transit riders. The Graphic Artist will have more time to devote to materials to help riders understand and use the redesigned service (maps, Ride Guide). The Administrative Assistant will relieve those duties from our Assistant to the General Manager who can focus more time on recruitment and hiring which is essential for obtaining and retaining staff in order for transit service to be able to recover to pre-pandemic levels.

a. Describe who directly benefits, who indirectly benefits, and who does not benefit from the proposed budget or budget change from 2021. Are there any opportunities in this budget to address gaps, remove barriers, or more equitably distribute services?

Transit dependent populations, commuters and businesses who need employees all benefit from a robust transit service. Metro is currently undergoing a network redesign process. This will include an Equity Analysis to ensure the redesigned service does not disproportionately burden marginalized communities.

b. What information or data do you have about how this service is accessed by or affects BIPOC populations, people living with lower incomes, and people who are otherwise marginalized (because of disability, age, gender, etc.)? Have you asked for their perspectives directly and, if so, how have you incorporated their feedback?

Our Title VI plan has maps that track service area population by race, disability, income and age (over 65). We can overlay this with our service area. These demographics are considered when redesigning our network in order to make sure we are not disproportionately burdening those populations with service changes.

c. List any community partners and other City agencies who are affected by, care about, or already working on issues related to this service. Have you asked for their perspectives directly and, if so, how have you incorporated their feedback?

Text input field for community partners.

A variety of agencies and businesses in our service area would be affected and care about public transit in order to make sure customers can take advantage of their services and employees can get to work. This includes public facing City agencies. Our 7 service partners have been consulted on the network redesign and over 100 smaller business pass partners would also be interested.

In addition, we have a variety of standard ways we inform the public and gather feedback from both individuals and organizations.

- Transportation Commission and Transportation Policy and Planning Board meetings and public hearings
- Polls and surveys, including our most recent about BRT service
- News releases
- Rider update emails
- Text alerts
- Social media
- Digital information displays
- Print newsletters for paratransit riders (language of choice and large print)
- Website (English, Spanish and screen-reader accessible)
- Bus flyers
- Bus stop flyers
- Targeted mailings

d. Does the proposed budget, or budget change from 2021, potentially harm specific populations or communities? Consider that not changing a budget item might also be considered an "action" and could affect populations differently.

No

e. How will you continue to communicate with your stakeholders (from 1b and 1c above) in this process?

Major Metro initiatives, including the BRT and Network Redesign include robust public engagement processes that are actively seeking input broadly across the community. We also have \$400,000 in the 2022 budget for an on-board survey.

2. Is the proposed budget or budget change related to a recommendation from any of the City's teams or initiatives that connect community need with opportunities to advance racial equity, inclusion, and social justice (e.g., NRTs, RESJI, LCET, MAC, WIC, Equitable Workforce Plans)?

If so, please identify the respective group and recommendation.

Yes No

Part 3: Proposed Budget Reduction

What is 5% of the agency's net budget?

\$438,333

What is the proposed reduction to this service's budget?

\$438,333

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

Activity	\$Amount	Description
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Activity	\$Amount	Description
Consultant Services	320,000	We currently have consultant services in the budget for \$400,000. This is to hire a company to complete an on-board rider survey, in accordance with Title VI. We are applying for a federal grant which could cover 80% of this cost for tranist planning, which would save potentially \$320,000 by getting additional funds elsewhere.
Overtime Costs	150,000	We are working on a number of different ways to reduce overtime costs overall. One group alone has saved \$100,000 in OT costs just in the first 6 months of 2021 by scheduling their staff in a different manner. We are also looking to fill open positions that are budgeted for, reducing the need for overtime for the staff currently working extra to complete work due to vacant positions.
<input type="checkbox"/> Insert item		
Total	\$470,000	

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

Name	\$ Amount	Description
Personnel	\$150,000	Overtime costs
Non-Personnel	\$320,000	Consultant services
Agency Billings		
Total	\$470,000	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities.

Metro is required to complete an on-board survey in accordance with Title VI. We will need to go through and complete the survey that has been added to the budget regardless, but would use additional rescue funds to fill in the gap, if necessary.

Has this reduction been proposed in prior years?

No

Does the proposed reduction result in eliminating permanent positions?

No

If yes, what is the decrease in FTEs:

Does the proposed reduction impact other agencies (i.e. Fleet Services)?

No

If yes, which agencies:

Describe why the proposed reduction was chosen.

The proposed reductions are the easiest ways to continue service at current levels, and even work back to pre-pandemic levels, without causing additional strain on our staff or resources. With know we are required to complete a survey this coming next year, we did our due dilligence to see if there was a grant or other funding to help offset this cost, which there was. We have also been working on ways to try to lessen employee overtime costs, and are currently working on a plan to present at bargaining for the represented employees. If we are able to fill the vacancies in operations (drivers and mechanics/maintenance/buildings and grounds), the current staff would not have as much overtime, but also have a better work/life balance, and increase morale.

Of special mention, Metro also reduced the line item for diesel fuel by \$1,000,000 for 2022. This is due to the ability to capture a large savings by contracting almost a million gallons at a much lower price than we've seen in years, due to the pandemic. This is also helped by the fact that service continues to run at about 80%, but it is expected to get back to full service by summer of 2022. As such, this \$1m savings is in the budget but won't be a possible means for savings in future years if contract prices aren't as beneficial.

Explain the impacts of the proposed reduction on the end user of the service. Summarize these impacts in the context of the questions asked in Part 2 of this form. How can impacts of this reduction be mitigated?

These changes should really benefit the end user. The consultant services for the on-board survey will continue to give Metro necessary ridership data, and be very timely for our current route study. Also, with additional drivers and staff in operations (resulting in fewer overtime hours), the staff we do have working will be better rested, and thus better able to give their best performance while either interacting with riders, or cleaning/maintaining the buses and buidlings.

Section 4: Optional Supplemental Request

NOTE: Agencies may submit one supplemental request in their 2022 budget request. Please include the request in the most relevant service. If multiple supplemental requests are submitted, agencies will be required to choose one to be presented for consideration for the Executive Budget. Requests should only be submitted if agencies identify a critical need. Agencies should first consider reallocating base resources within and among services before proposing budget increases. Agencies should not include Town of Madison requests in this section.

What is the proposed funding increase? Explain how you would change the activities and the level of service as a result of implementing the funding increase to this service. List changes by service activity identified above.

Activity	\$Amount	Description

Insert item

Total	0
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Explain the changes by major expenditure category that your agency would implement as a result of the funding increase to this service.

Name	\$Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	0	

How will this increase be funded (e.g., General Fund, Library Fund, Capital Fund, Enterprise Fund, Grant Fund, etc.)? Please list the most applicable funding source(s). Follow up with your budget analyst if you are uncertain.

What are the implications of this service increase over the next five years? Identify if this increase is ongoing and if additional increases to funding or personnel would be needed to support this increase.

Does the proposed increase affect workload for any administrative or internal service agencies (e.g., IT, Finance, HR, Fleet)?

If yes, which agencies?

Describe why the proposed increase is critical.

2022 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

	2019 Actual	2020 Adopted	2020 Actual	2021 Adopted	2022 C2C	2022 Request
<i>Budget by Fund</i>						
General-Net	\$0	\$0	\$0	\$0	\$0	\$0
Other-Expenditures	\$3,569,765	\$4,746,393	\$3,034,631	\$4,730,908	\$4,754,947	\$4,754,947
Total	\$3,569,765	\$4,746,393	\$3,034,631	\$4,730,908	\$4,754,947	\$4,754,947
<i>Budget by Major</i>						
Revenue	(\$4,452,361)	(\$3,257,316)	(\$1,292,348)	(\$4,727,540)	(\$4,842,306)	(\$4,842,306)
Personnel	\$510,514	\$578,547	\$559,105	\$543,146	\$567,185	\$567,185
Non-Personnel	\$3,048,630	\$4,154,242	\$2,461,922	\$4,116,225	\$4,116,225	\$4,116,225
Agency Billings	\$10,621	\$13,604	\$13,604	\$71,537	\$71,537	\$71,537
Total	(\$882,596)	\$1,489,077	\$1,742,283	\$3,368	(\$87,359)	(\$87,359)
FTEs		5.00		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 ensures compliance with laws and contractor management.

Insert item

SERVICE BUDGET CHANGES

Service Impact

What is the proposed change to the service's budget from cost to continue to agency request?

\$0

What are the service level impacts of the proposed funding changes?

Personnel-Permanent Positions

Are you proposing an allocation change to the FTEs for this service? No

Type	Fund	Amount	Description
Perm Wages			
Benefits			
Total		\$0	

Explain the assumptions behind the allocation change.

What is the justification behind the allocation change?

Personnel-Other Personnel Spending

Are you requesting additional personnel spending for non-annualized pay? No

Type	Fund	Amount	Description
Overtime			
Premium Pay			
Hourly			
Total		\$0	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Revenue

Are you proposing a change to the service's budgeted revenue?

No

Are you proposing an increase or a decrease to the budgeted revenue?

Select...

Fund	Major	Amount	Description

Insert item

Explain the assumptions behind the change to budgeted revenue.

What is the justification behind the proposed change?

Non-Personnel

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

No

Fund	Major	Amount	Description

Insert item

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

We are continuing our efforts to articulate and prioritize racial equity and social justice in the City's budget and operations. Please respond to the following questions and incorporate these responses into your budget narrative to ensure racial equity is included in decision-making.

1. Describe how Black, Indigenous, and People of Color (BIPOC), people living with lower incomes, and people who are otherwise marginalized (because of gender, age, home language, etc.) would be affected by the proposed budget or budget change(s)? Please consider the following to answer this question:

Metro's budget is in support of the essential service of public transportation. The core population served by public transit is transit dependent. People with lower incomes (BIPOC are overrepresented in this group) are more often transit dependent. Maintaining and improving transit service provides access to jobs, education, child care, medical appointments, food shopping and more. Specifically, paratransit services help to provide travel for those who find it difficult or are unable to ride the fixed routes to get to jobs, appointments and other necessary services.

a. Describe who directly benefits, who indirectly benefits, and who does not benefit from the proposed budget or budget change from 2021. Are there any opportunities in this budget to address gaps, remove barriers, or more equitably distribute services?

There are no proposed changes in this year's paratransit budget. This service is dependent on a rider meeting specific qualifications as directed by the ADA, which allows us to equally serve riders of all backgrounds who meet the federal guidelines.

b. What information or data do you have about how this service is accessed by or affects BIPOC populations, people living with lower incomes, and people who are otherwise marginalized (because of disability, age, gender, etc.)? Have you asked for their perspectives directly and, if so, how have you incorporated their feedback?

We have a robust feedback system which takes compliments, complaints and suggestions from all riders and the community. We have one section specific to paratransit riders as well. There are certain data points that are received from riders when they apply for qualification to use paratransit services. We also have a Title VI plan that obtains this data and is reviewed along with fixed route data.

c. List any community partners and other City agencies who are affected by, care about, or already working on issues related to this service. Have you asked for their perspectives directly and, if so, how have you incorporated their feedback?

A variety of agencies and businesses in our service area would be affected and care about public transit in order to make sure customers can take advantage of their services and employees can get to work. This includes public facing City agencies.

In addition, we have a variety of standard ways we inform the public and gather feedback from both individuals and organizations.

- Transportation Commission and Transportation Policy and Planning Board meetings and public hearings
- Polls and surveys, including our most recent about BRT service
- News releases
- Rider update emails
- Text alerts
- Social media
- Digital information displays
- Print newsletters for paratransit riders (language of choice and large print)
- Website (English, Spanish and screen-reader accessible)
- Bus flyers
- Bus stop flyers

Targeted mailings

d. Does the proposed budget, or budget change from 2021, potentially harm specific populations or communities? Consider that not changing a budget item might also be considered an "action" and could affect populations differently.

No.

e. How will you continue to communicate with your stakeholders (from 1b and 1c above) in this process?

As stated in 1c above.

2. Is the proposed budget or budget change related to a recommendation from any of the City's teams or initiatives that connect community need with opportunities to advance racial equity, inclusion, and social justice (e.g., NRTs, RESJI, LCET, MAC, WIC, Equitable Workforce Plans)?

Yes No

If so, please identify the respective group and recommendation.

Part 3: Proposed Budget Reduction

What is 5% of the agency's net budget?

What is the proposed reduction to this service's budget?

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

Activity	\$Amount	Description

Insert item

Total	\$0	
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Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	\$0	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities.

Has this reduction been proposed in prior years?

Does the proposed reduction result in eliminating permanent positions?

If yes, what is the decrease in FTEs:

Does the proposed reduction impact other agencies (i.e. Fleet Services)?

If yes, which agencies:

Describe why the proposed reduction was chosen.

Explain the impacts of the proposed reduction on the end user of the service. Summarize these impacts in the context of the questions asked in Part 2 of this form. How can impacts of this reduction be mitigated?

Section 4: Optional Supplemental Request

NOTE: Agencies may submit one supplemental request in their 2022 budget request. Please include the request in the most relevant service. If multiple supplemental requests are submitted, agencies will be required to choose one to be presented for consideration for the Executive Budget. Requests should only be submitted if agencies identify a critical need. Agencies should first consider reallocating base resources within and among services before proposing budget increases. Agencies should not include Town of Madison requests in this section.

What is the proposed funding increase? Explain how you would change the activities and the level of service as a result of implementing the funding increase to this service. List changes by service activity identified above.

Activity	\$Amount	Description

Insert item

Total	0	
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Explain the changes by major expenditure category that your agency would implement as a result of the funding increase to this service.

Name	\$Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	0	

How will this increase be funded (e.g., General Fund, Library Fund, Capital Fund, Enterprise Fund, Grant Fund, etc.)? Please list the most applicable funding source(s). Follow up with your budget analyst if you are uncertain.

What are the implications of this service increase over the next five years? Identify if this increase is ongoing and if additional increases to funding or personnel would be needed to support this increase.

Does the proposed increase affect workload for any administrative or internal service agencies (e.g., IT, Finance, HR, Fleet)?

If yes, which agencies?

Describe why the proposed increase is critical.