

**Metro Transit****Function: Public Works & Transportation***Budget Overview*

## Agency Budget by Fund

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Actual</b>	<b>2020 Adopted</b>	<b>2021 C2C</b>	<b>2021 Request</b>
Metro Transit	57,559,388	56,796,149	58,125,655	59,413,849	60,628,793	59,856,902
<b>TOTAL</b>	<b>\$ 57,559,388</b>	<b>\$ 56,796,149</b>	<b>\$ 58,125,655</b>	<b>\$ 59,413,849</b>	<b>\$ 60,628,793</b>	<b>\$ 59,856,902</b>

## Agency Budget by Service

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Actual</b>	<b>2020 Adopted</b>	<b>2021 C2C</b>	<b>2021 Request</b>
Fixed Route	53,063,059	51,764,250	54,555,891	54,667,456	55,643,268	55,129,432
Paratransit	4,496,329	5,031,899	3,569,765	4,746,393	4,985,525	4,727,470
<b>TOTAL</b>	<b>\$ 57,559,388</b>	<b>\$ 56,796,149</b>	<b>\$ 58,125,655</b>	<b>\$ 59,413,849</b>	<b>\$ 60,628,793</b>	<b>\$ 59,856,902</b>

## Agency Budget by Major-Revenue

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Actuals</b>	<b>2020 Adopted</b>	<b>2021 C2C</b>	<b>2021 Request</b>
Intergov Revenues	(28,599,275)	(28,120,000)	(28,394,856)	(28,487,200)	(31,358,478)	(31,600,000)
Charges For Services	(15,470,381)	(14,265,000)	(14,636,899)	(14,844,000)	(12,559,000)	(12,045,587)
Licenses & Permits	-	-	(5,775)	(7,330,000)	(8,000,000)	(7,500,000)
Investments & Other Contributions	(10,000)	-	-	-	-	-
Misc Revenue	(718,964)	(200,000)	(577,175)	(200,000)	(200,000)	(200,000)
Other Financing Source	(391,319)	-	(7,752)	-	-	-
General Fund Subsidy	(12,369,449)	(14,211,149)	(14,503,198)	(8,552,649)	(8,511,315)	(8,511,315)
<b>TOTAL</b>	<b>(57,559,388)</b>	<b>(56,796,149)</b>	<b>(58,125,655)</b>	<b>(59,413,849)</b>	<b>(60,628,793)</b>	<b>(59,856,902)</b>

## Agency Budget by Major-Expenses

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Actuals</b>	<b>2020 Adopted</b>	<b>2021 C2C</b>	<b>2021 Request</b>
Salaries	29,517,962	28,142,341	29,612,815	31,596,692	32,838,356	31,947,186
Benefits	12,417,514	10,919,919	14,085,290	11,484,950	11,633,723	11,810,149
Supplies	4,495,385	5,464,000	5,107,849	5,386,983	5,466,983	5,721,983
Purchased Services	7,481,825	7,920,320	6,914,171	8,242,337	8,462,015	8,149,868
Debt & Other Financing	2,214,677	2,516,909	563,677	1,062,630	562,630	562,630
Inter Depart Charges	1,432,024	1,832,660	1,841,853	1,640,257	1,665,086	1,665,086
Inter Depart Billing	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 57,559,388</b>	<b>\$ 56,796,149</b>	<b>\$ 58,125,655</b>	<b>\$ 59,413,849</b>	<b>\$ 60,628,793</b>	<b>\$ 59,856,902</b>



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: 7/10/2020

Subject: Metro 2021 Operating Budget Proposal

Dear Mayor Rhodes-Conway and Mr. Schmiedicke,

I'm pleased to present Metro's proposed 2021 Operating Budget. This budget reflects the current fiscal and public health realities to slow the growth in operating costs and to maintain a standard of cleanliness that has come to be expected with the COVID-19 pandemic.

### **COVID RESPONSE & RECOVERY**

Metro expects to see diminished revenues due to COVID-19 and is therefore not planning to restore all pre-pandemic services. This represents approximately 85% of previous service levels. At the same time, with COVID-19 there is a much greater need to sanitize the bus on a regular basis. To accomplish this, we propose to convert 16 vacant bus driver positions into lower paid bus cleaner positions, while also building a service plan around the drivers that we actually have, rather than stretching our drivers to provide the service planned. This will reduce our overtime costs.

### **2021 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.

### **2021 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 2021 OPERATING REQUEST

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

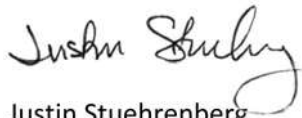
- Several changes intended to reduce overtime expenses
  - Reduced service level to lessen the scheduled overtime
  - Improved temporary restroom facilities at the transfer points to reduce driver stress, which has led to turnover and additional overtime
  - Expected new absence policy in the CBA to encourage more pre-scheduled absences
  - Pre-filling expected attrition so that new operators are trained and ready for service (takes 2+ months) when current employees leave
- Convert 16 vacant bus driver positions to lower paid bus cleaner positions
- Reclassification of the IT Project Manager Position (currently unfilled) to be a Manager level (14) to provide departmental direction as we embark on a major technology upgrade project
- Addition of one position, a Risk and Safety Coordinator. This position will focus on mitigating risks throughout our organization.
- Net change as compared with the Cost of Continue budget is a *reduction* of approximately \$223,000.

## SUMMARY OF REDUCTIONS

Metro is expecting a reduction in fare revenues and in state revenues. Fortunately, CARES act funding can be used to offset those reductions in 2021.

I look forward to additional discussion.

Sincerely,



Justin Stuehrenberg  
Metro General Manager

# 2021 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 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

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
<i>Budget by Fund</i>						
General-Net	\$9,090,320	\$10,396,124	\$8,663,394	\$6,955,333	\$4,685,790	\$4,685,790
Other-Expenditures	\$43,785,972	\$41,105,888	\$45,892,497	\$49,201,200	\$50,957,478	\$50,443,572
<i>Total</i>	<i>\$52,876,292</i>	<i>\$51,502,012</i>	<i>\$54,555,891</i>	<i>\$56,156,533</i>	<i>\$55,643,268</i>	<i>\$55,129,362</i>
<i>Budget by Major</i>						
Revenue	(\$41,774,484)	(\$41,175,000)	(\$41,900,740)	(\$49,201,200)	(\$50,957,478)	(\$50,443,572)
Personnel	\$40,869,233	\$38,496,589	\$43,187,592	\$42,503,095	\$43,902,333	\$43,217,557
Non-Personnel	\$10,781,407	\$11,449,622	\$9,537,068	\$10,537,708	\$10,087,386	\$10,318,256
Agency Billings	\$1,412,419	\$1,818,039	\$1,831,232	\$1,626,653	\$1,653,549	\$1,593,549
<i>Total</i>	<i>\$11,288,575</i>	<i>\$10,589,250</i>	<i>\$12,655,152</i>	<i>\$5,466,256</i>	<i>\$4,685,790</i>	<i>\$4,685,790</i>
FTEs		453.17		452.17	458.07	459.07

### PRIORITY

Citywide Element

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	72%	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 344 employee positions in the operations department including 308 full-time drivers and 16 part-time drivers. Metro is proposing to reduce sixteen positions to match the service levels anticipated for 2021.

marketing, advertising, community outreach	3%	This service is responsible for creating relationships and satisfying customers. Eighteen 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	2%	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	20%	Seventy-nine employee positions service, clean, and repair buses to ensure that the fleet is safe, reliable and attractive. Metro is proposing to add sixteen bus cleaners to address COVID-19 and sanitation of buses.  Eight transit building and grounds employees maintain bus shelters, transfer points and the major bus facilities.
administration and finance	3%	Nine employees perform administrative and nine 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. A new organizational safety position is being proposed for 2021.

**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.

1. In response to COVID-19 Metro has a request to reduce the number of bus operators by sixteen while adding sixteen bus cleaners. These positions will be used to sanitize buses.
2. Metro is maintaining funding for an IT position subject to the HR classification study.
3. Metro is requesting a new position for an agency wide safety coordinator responsible for addressing safety issues across all Metro departments.

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"/>
<b>Total</b>		<input type="text" value="\$0"/>	

Explain the assumptions behind the allocation change.

What is the justification behind the allocation change?

2021 Operating Budget: Agency Reuqests

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"/>
<b>Total</b>		<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?

Fund	Major	Amount	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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?

Fund	Major	Amount	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

**Part 2: 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
<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Total</b>	\$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		
<b>Total</b>	\$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. How can impacts of this reduction be mitigated?

# 2021 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

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
<i>Budget by Fund</i>						
General-Net	\$3,279,129	\$3,815,025	\$3,815,025	\$1,597,316	\$3,825,525	\$3,825,525
Other-Expenditures	\$3,415,455	\$1,216,874	\$3,569,765	\$1,660,000	\$1,160,000	\$902,015
<b>Total</b>	<b>\$6,694,584</b>	<b>\$5,031,899</b>	<b>\$7,384,790</b>	<b>\$3,257,316</b>	<b>\$4,985,525</b>	<b>\$4,727,540</b>
<i>Budget by Major</i>						
Revenue	(\$3,415,455)	(\$1,410,000)	(\$1,748,753)	(\$1,660,000)	(\$1,160,000)	(\$902,015)
Personnel	\$1,066,244	\$565,671	\$510,514	\$578,547	\$569,746	\$539,778
Non-Personnel	\$3,410,481	\$4,451,607	\$3,048,630	\$4,154,242	\$4,404,242	\$4,116,225
Agency Billings	\$19,605	\$14,621	\$10,621	\$13,604	\$11,537	\$71,537
<b>Total</b>	<b>\$1,080,875</b>	<b>\$3,621,899</b>	<b>\$1,821,012</b>	<b>\$3,086,393</b>	<b>\$3,825,525</b>	<b>\$3,825,525</b>
FTEs		5.00		5.00	5.00	5.00

### PRIORITY

Citywide Element

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



**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?

**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"/>
<b>Total</b>		<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"/>
<b>Total</b>		<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?

Fund	Major	Amount	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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?  
 2021 Operating Budget: Agency Reuquests

No

<i>Fund</i>	<i>Major</i>	<i>Amount</i>	<i>Description</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

**Part 2: Proposed Budget Reduction**

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

\$0

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

\$0

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.

<b>Activity</b>	<b>\$Amount</b>	<b>Description</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>	\$0 <input type="text"/>	

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

<b>Name</b>	<b>\$ Amount</b>	<b>Description</b>
Personnel	<input type="text"/>	<input type="text"/>
Non-Personnel	<input type="text"/>	<input type="text"/>
Agency Billings	<input type="text"/>	<input type="text"/>
Total	\$0 <input type="text"/>	

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?

Select...

Does the proposed reduction result in eliminating permanent positions?

Select...

If yes, what is the decrease in FTEs:

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

Select...

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. How can impacts of this reduction be mitigated?

