

Metro Transit

Agency Budget by Fund

Fund	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Metro Transit	56,320,261	63,875,096	57,618,835	68,023,312	71,507,129	73,172,071
Total	56,320,261	63,875,096	57,618,835	68,023,312	71,507,129	73,172,071

Agency Budget by Service

Service	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Fixed Route	52,937,670	59,117,759	53,668,524	63,411,737	66,917,634	67,832,577
Paratransit	3,382,591	4,757,337	3,950,311	4,611,576	4,589,495	5,339,495
Total	56,320,261	63,875,096	57,618,835	68,023,312	71,507,129	73,172,071

Agency Budget by Major-Revenue

Major Revenue	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
General Revenues	(6,902,604)	(6,000,000)	(6,868,624)	(6,833,578)	(6,833,578)	(6,833,578)
Intergov Revenues	(31,020,055)	(31,302,945)	(30,424,360)	(47,823,314)	(39,316,795)	(40,282,223)
Charges For Services	(9,462,864)	(12,045,587)	(10,256,328)	(10,716,334)	(10,716,334)	(10,656,461)
Misc Revenue	(51,888)	(200,000)	(114,203)	(640,422)	(640,422)	(640,422)
Other Finance Source	(5,800)	(5,200,000)	(828,757)	-	-	-
Transfer In	(8,877,050)	(9,126,564)	(9,126,564)	(2,009,664)	(14,000,000)	(14,759,387)
Total	(56,320,261)	(63,875,096)	(57,618,835)	(68,023,312)	(71,507,129)	(73,172,071)

Agency Budget by Major-Expense

Major Expense	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Salaries	28,389,786	31,490,209	30,830,017	34,334,325	36,734,842	37,003,182
Benefits	11,967,777	12,274,011	12,319,797	13,161,362	13,660,642	13,660,642
Supplies	4,151,740	4,817,183	4,526,616	5,864,000	5,864,000	6,472,571
Purchased Services	5,981,196	8,693,678	6,583,846	7,810,000	7,875,730	9,101,294
Debt Othr Financing	3,740,521	360,025	738,651	359,910	359,910	359,910
Inter Depart Charges	2,089,240	2,416,917	2,347,019	2,668,190	3,186,480	2,748,948
Transfer Out	-	3,823,073	272,890	3,825,525	3,825,525	3,825,525
Total	56,320,261	63,875,096	57,618,835	68,023,312	71,507,129	73,172,071



TO: Dave Schmiedicke, Finance Director
FROM: Justin Stuehrenberg, Metro General Manager
DATE: July 21, 2023
SUBJECT: 2024 Operating Budget Transmittal Memo – Metro Transit
CC: Mayor; Deputy Mayors; Budget & Program Evaluation Staff

Dear Mayor Rhodes-Conway and Mr. Schmiedicke,

I'm pleased to present Metro's proposed 2023 Operating Budget. The 2023 Metro budget continues to fund the operation of a safe and efficient transit system for the Madison region, while also advancing the goal of making significant investments in transit service in order to better connect people to opportunities and to reduce our region's carbon footprint. With the recent increases in revenue available to our partner communities, we have received several requests for additional service that this budget seeks to honor. Further, this will be the first budget with the introduction of our BRT system as well as having a second fully operational facility.

Major Changes in the 2024 Operating Request

Metro has a need to expand staffing in order to fully operationalize the new Hanson Road facility, expected to come online in mid-2024. Further, demands for more service from our partners require additional driver staff, supervisory staff, support staff, and marketing staff to ensure those service rollouts are successful.

Additional positions proposed here are fully funded by new or enhanced revenue source and do not require an increase in City subsidy as compared to previous projections.

First, with the operationalizing of the Hanson Rd facility, we have a need for additional maintenance and operations staff to ensure a smooth operation of that facility. This includes a total of 18 positions. Metro's federal grants are eligible to fund certain preventative maintenance activities to repair and inspect the fleet, which would fund some of these, while others would be funded by a reduced overtime need, and still more would be funded by the increase in service to partner communities. These positions include:

- *(5x) Transit Service Workers and (1x) Transit Bus Cleaner:* Necessary to conduct cleaning, fueling, charging, and farebox servicing of the buses stationed at Hanson Rd.
- *(1x) Transit Utility Worker and (1x) Transit Custodian:* Necessary to clean and maintain the facilities at Hanson Rd.
- *(2x) Transit Maintenance Supervisors:* Necessary to provide direction and oversight to the maintenance activities at Hanson Rd.
- *(3x) C Mechanic:* Necessary to provide inspections for the new fleet at Hanson Rd.
- *(1x) Garage Dispatcher:* Necessary to ensure that buses are properly staged for servicing, charging, and pullout.
- *(3x) Operations Desk Supervisors:* Necessary to conduct driver check in, run assignment, and filling call-offs from drivers at Hanson Rd. This could be a regular Operations Supervisor, or a more junior supervisor position could be created without the road supervision component.
- *(1x) Parts Specialist:* Necessary to staff the parts distribution and management at Hanson Rd.

Second, with the planned increases in partner service, Metro has a need to add driver and other support positions to provide that service. These would be 10 positions, fully funded by an increase in revenue from partners, including:

- *(up to 8x) Bus Operators:* Union staff to provide the additional service requested by partners. Note that only those operators needed to support contracted service will be hired.
- *(2x) Marketing Specialist:* Necessary to message the service increases to the public with the goal of increasing ridership.
- *(1x) HR Coordinator:* Metro has been struggling to keep up with hiring based on our current authorized staffing levels. With additional positions, more support is needed.

There are also a few personnel gaps that Metro has identified which need to be filled, and one vacant position that is no longer necessary and can be eliminated, for a total net increase of 3 positions. These include:

- *(1x) Safety & Training Manager:* New position to provide leadership, guidance, and additional capacity to two existing positions – the Safety Coordinator and the Training Coordinator. This is critical as we ramp up our training needs as well as a renewed focus on safety across the entire region. This is an eligible expense under our federal grants.
- *(1x) Accountant 2/3:* This position would have primary responsibility for the Metro Audit and financial reporting. It's possible that this position would also take on more responsibility for the DBE program. This is funded by an increase in the amount of State subsidy.
- *(1x) Vehicle & Charging Engineer:* With the shift to electric vehicles and the addition of advanced charging systems, Metro has a need for a dedicated project manager to troubleshoot equipment, develop specifications, run RFP's, and otherwise be a technical resource for the maintenance unit. This would be funded from transfers from capital projects.
- *(0.5x) Traffic Engineer:* This would be a shared position with Traffic Engineering, with the Metro responsibility encompassing monitoring and maintaining the Traffic Signal Priority system. The intent is to ensure the buses are moving as quickly as possible to reduce costs and improve service. This would be funded from transfers from capital projects.
- *(-0.5x) Part Time Call Center Rep:* Removing this position that is currently unfilled.

Finally, Metro anticipates an additional \$535,000 in new non-personnel expenses, over and above the cost to continue. These include:

- \$50,000 in additional parts for vehicle servicing related to the increase in miles
- A reduction of \$100,000 in diesel fuel due to the switch to electric
- \$225,000 in electricity and other utility costs related to the switch to electric buses, additional miles served, and Hanson Rd facility needs
- \$110,000 for events and systems to establish and promote an improved safety culture
- \$250,000 for additional paratransit trips to newly served areas of the Madison region

These positions and new costs would be funded by the following savings or new revenues, totaling \$3.5 million:

- *Increase in partner revenues (+\$1,800,000):* Partners have committed to several significant increases in service.
- *New State subsidies (+\$530,000):* This is comprised of \$350,000 increase in the baseline state subsidy recently passed in the state budget, plus \$180,000 in subsidies that were previously passed along to partners that are now available for use in Madison.

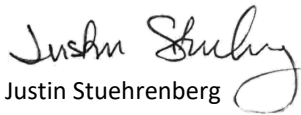
- *Federally funded preventative maintenance (+\$570,000)*: Many of the new positions would be eligible to be funded, by up to an 80% share, in Metro's existing federal grants.
- *Reduction in overtime expenses (+\$400,000)*: Many of the new positions would offset overtime costs currently being incurred by other staff to ensure that the work is being done.
- *Capital project billing (+\$135,000)*: A few positions will primarily be working on capital projects and are eligible to pull in capital funding to offset those costs.
- *Reduction in advertising revenue (-\$50,000)*: This is related to a change in strategy for BRT vehicles to not do full advertising wraps.

In total, these new savings and revenues exceed new expenditures by \$250,000.

Enterprise Agencies

No changes to user fares are proposed, and City subsidies are in line with projections from previous years. The changes proposed here will be funded by Federal grants, Capital project funds, additional revenue from Partners, and a reduction in overtime needs.

Thank you for your consideration and I look forward to further discussion.



Justin Stuehrenberg
General Manager, Metro Transit

Service Changes - Official Request

The table below summarizes the Agency request compared to cost-to-continue. Data is based on the line item budget entered in Munis Central Budget. The table is organized by Fund, Service, and Major Expenditure/ Revenue category.

Projection Number	(Multiple Items)
Segment 3	85 - METRO TRANSIT

Fund/Service/Major	Cost to Continue (C2C)	Request	Change: Request v. C2C
2150 - METRO TRANSIT	\$0	\$0	\$0
851 - FIXED ROUTE	\$2,652,227	\$0	-\$2,652,227
41 - GENERAL REVENUES	-\$6,833,578	-\$6,833,578	\$0
42 - INTERGOV REVENUES	-\$39,316,795	-\$40,282,223	-\$965,428
43 - CHARGES FOR SERVICES	-\$9,875,193	-\$9,815,320	\$59,873
44 - LICENSES AND PERMITS	\$0	\$0	\$0
46 - INVEST OTHER CONTRIB	\$0	\$0	\$0
47 - MISC REVENUE	-\$640,422	-\$640,422	\$0
48 - OTHER FINANCE SOURCE	\$0	\$0	\$0
49 - TRANSFER IN	-\$7,599,419	-\$10,261,034	-\$2,661,615
51 - SALARIES	\$36,351,988	\$36,620,328	\$268,340
52 - BENEFITS	\$13,503,239	\$13,503,239	\$0
53 - SUPPLIES	\$5,823,237	\$6,431,808	\$608,571
54 - PURCHASED SERVICES	\$3,950,669	\$4,426,233	\$475,564
56 - DEBT OTHR FINANCING	\$359,910	\$359,910	\$0
57 - INTER DEPART CHARGES	\$3,103,066	\$2,665,534	-\$437,532
59 - TRANSFER OUT	\$3,825,525	\$3,825,525	\$0
852 - PARATRANSIT	-\$2,652,227	\$0	\$2,652,227
42 - INTERGOV REVENUES	\$0	\$0	\$0
43 - CHARGES FOR SERVICES	-\$841,141	-\$841,141	\$0
44 - LICENSES AND PERMITS	\$0	\$0	\$0
49 - TRANSFER IN	-\$6,400,581	-\$4,498,354	\$1,902,227
51 - SALARIES	\$382,854	\$382,854	\$0
52 - BENEFITS	\$157,403	\$157,403	\$0
53 - SUPPLIES	\$40,763	\$40,763	\$0
54 - PURCHASED SERVICES	\$3,925,061	\$4,675,061	\$750,000
56 - DEBT OTHR FINANCING	\$0	\$0	\$0
57 - INTER DEPART CHARGES	\$83,414	\$83,414	\$0
59 - TRANSFER OUT	\$0	\$0	\$0

2024 Operating Budget Service Budget Proposal Form

Instructions: Complete one form per Service. When saving the file, add the Agency and Service name to the file name. Submit by saving a copy of the proposal form in you F:/Common Drive Folder.

Part 1. Identifying Information	
Select your Agency:	METRO TRANSIT
Enter your Service:	Fixed Route Service
Review the "Service Description" in the 2023 Adopted Budget . Do you have any updates?	
<input checked="" type="checkbox"/> No – No change to description <input type="checkbox"/> Yes – Description needs to be updated	
<i>If yes, enter updated Service Description here:</i>	
Click or tap here to enter text.	
Review the "Activities Performed by Service" in the 2023 Adopted Budget . Do you have any updates?	
<input checked="" type="checkbox"/> No – No change to activities <input type="checkbox"/> Yes – Activities need to be updated	
<i>If yes, enter updated Activities Performed by Service here:</i>	
Click or tap here to enter text.	

Part 2. Base Budget Proposal: Significant Changes (\$10,000 or more)
Agencies can propose net neutral reallocations within their budget, but must explain changes of \$10,000 or more at the Service and/or Major level .
Examples of changes that do need to be detailed:
<ul style="list-style-type: none"> • Moving \$10,000+ within a Service from one Major to another Major • Moving \$10,000+ within a Major from one Service to another Service
Examples of changes that do not need to be detailed:
<ul style="list-style-type: none"> • Total changes of less than \$10,000 at the Major and Service level. • Object level changes do not need additional justification if the net change to the Major is less than \$10,000. For example, if you propose moving \$15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service.
If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below.

Summary Table of Service and/or Major Changes of \$10,000 or More

Complete the table below to detail changes at the Service and/or Major level and answer the narrative questions to describe your changes. **If you have no significant changes, skip this section**

Fund	Major	\$ Change	Description
2150 - METRO TRANSIT	42 - INTERGOV REVENUES	-\$965,428	Additional funding from state after a 2% increase in the biennial budget, and additional funding from local partners who will be increasing hours.
2150 - METRO TRANSIT	43 - CHARGES FOR SERVICES	\$59,873	This assumes a slight decrease in revenue for advertising, as well as fewer youth passes sold, since Metro will be only serving the 4 MMSD high schools next year.
2150 - METRO TRANSIT	49 - TRANSFER IN	-2,661,615	This is a technical change and moving funds that were allocated to be transferred in to the paratransit service, which should go to fixed route service instead.
2150 - METRO TRANSIT	51 - SALARIES	\$268,340	Salaries are set to increase \$268,340 after taking salaries savings into account, and proposing 32.5 new FTE.
2150 - METRO TRANSIT	53 - SUPPLIES	\$608,571	The increase in supplies is a technical correction to parts, along with an increase in parts for buses of \$150,000. There are also smaller increases in tires, lubricants and work supplies as a result of going back to 100% service hours and working on implementing BRT.
2150 - METRO TRANSIT	54 - PURCHASED SERVICES	\$475,564	Purchased services will see an increase in electricity, which offsets some decrease in less diesel fuel, due to the implementation of additional electric buses. There are additional electric & natural gas costs for the Hanson Road facility being fully operational by the end of the year. There is a technical correction in facility rental, which is based on the lease on the Metro Administration Office at 1245 East Washington Avenue. There is a \$20,000 increase in communication maintenance, which is the contract increase in our current software systems, which will be switching in 2025. Printing services sees a small increase due to anticipated costs for marking materials for the BRT service preparation. The final increase is for conferences/training, as all Metro staff will be needing training either on the new electric buses, and/or the new fare collection and communication systems during 2024.
2150 - METRO TRANSIT	57 - INTER DEPART CHARGES	-\$437,532	In ID charges from other agencies, there is a technical correction to the charge from Traffic Engineering. The larger change is a reduction to IT of just over \$350,000, as much of their work on Metro projects should be billed to the capital projects as grant related, and not going to operating budget.
Select	Select	Enter \$.	Click or tap here to enter text.

Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
<p>Explain the impact of your proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?</p> <p>All of our proposed changes are required so that Metro can continue to move forward, completing projects that will help achieve additional operational efficiencies, while utilizing new technologies to benefit both Metro staff and riders. These additions and changes are in preparation for BRT service and making sure the Hanson Road facility can be fully operational in the second half of 2024, with staffing, equipment and service ready for additional buses and service to the community at large.</p>			
<p>Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.</p> <p>Metro’s proposed changes continue to focus on bringing more direct and expedient service to the community and riders who need it most. By ensuring the Hanson Road facility is fully staffed and operational for BRT, it creates an additional hub for service, and is another step closer to enhancing BRT service to the North and South, and some of the riders who have the greatest need for Metro service.</p>			

<h3>Part 3. Supplemental Requests</h3>
<p>Agencies may submit up to one (1) supplemental request to address citywide priorities or urgent needs. Before submitting a supplemental request, agencies should first examine whether they can address their needs through reallocations within the base budget or by implementing operational efficiencies. If you are not submitting a supplemental request, skip this section.</p>
<p>Describe your supplemental proposal. What citywide priority or urgent need does the proposal address? What data informed your proposal?</p> <p>Click or tap here to enter text.</p>
<p>Estimated Costs:</p> <ul style="list-style-type: none"> • Personnel: \$Click or tap here to enter text. • Non-Personnel: \$Click or tap here to enter text. • Explain the assumptions you used to estimate costs: Click or tap here to enter text.
<p>What efforts have you taken to reallocate resources, identify process improvements, or implement other operational efficiencies prior to submitting this request?</p> <p>Click or tap here to enter text.</p>

If funded, what performance measures will you track to determine whether the additional funding is meeting the stated goals?

Click or tap here to enter text.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

Click or tap here to enter text.

Part 4. Personnel Changes

All proposed personnel change must be submitted for review, even if the change is net neutral. Agencies should contact their HR Analyst to discuss proposed changes prior to submitting their request. Any proposal that adds a completely new position (i.e. a position that does not have an existing classification) must include a draft job description.

If the proposed personnel changes require supplemental funding, be sure to complete "Part 3. Supplemental Request" above. **If you are not submitting personnel changes, skip this section.**

Allocation Changes: Does your proposal change the position allocations of existing positions?

- No – No allocation changes
 Yes – Includes proposed allocation changes

If yes, complete the "Position Allocation Change Form" and submit as part of your proposal.

Reclassifications: Does your proposal reclassify existing positions?

- No – No reclassifications
 Yes – Includes proposed reclassifications

If yes, provide the position number and briefly describe the change:

Click or tap here to enter text.

of FTEs: Does your proposal change the total number of FTE positions for an existing classification?

- No – No change to # of FTEs
 Yes – Includes proposed change to # of FTEs

If yes, provide the position classification and briefly describe the change:

Transit Service Worker – Range 41/3 – Add 5 FTE

Transit Utility Worker – Range 41/6 – Add 1 FTE

Transit Custodian – Range 41/3 – Add 1 FTE

Transit Bus Cleaner – Range 41/2 – Add 1 FTE

Transit Parts Specialist – Range 42/10 – Add 1 FTE

Transit Garage Dispatcher – Range 41/5 – Add 1 FTE

Transit Maintenance Supervisor – Range 44/8 – Add 2 FTE

Transit Class C Mechanic – Range 41/9 – Add 3 FTE

Transit Operator – Range 41/5A – Add 8 FTE
Transit Marketing Specialist – Range 44/10 – Add 2 FTE
Traffic Engineer – Range 18/12 – Add .5 (Add 1 FTE, but share a half with TE, who holds the classification)
Transit HR Coordinator – Range 44/6 – Add 1 FTE
Transit Accountant 2/3 – Range 44/10 – Add 1 FTE
Transit Graphics Tech – Range 42/11 – Add .5 FTE
Transit Customer Service Rep (PT) – Range 42/7 – Remove .5 FTE currently vacant

New Positions: Does your proposal create a new position? (i.e. position with no existing classification)

- No – No new positions
 Yes – Includes proposed new positions

If yes, submit a draft position description with your proposal and briefly describe the change here:

Transit Operations Desk Supervisor – Proposed Range 44/5 – Add 3 FTE
Transit Safety & Training Manager – Proposed Range 44/12 – Add 1 FTE
Transit Vehicle & Charging Engineer – Proposed Range 44/12 – Add 1 FTE

Explain the impact of your proposed personnel change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

The proposed increase in personnel is in direct response to Metro’s service growing and needing additional staff, in all facets, to continue to serve Madison and surrounding communities. Metro service was restored to 2019 levels in mid-June 2023, and is expected to continue to grow due to the needs of the community and service partners. All of the proposed staff are in response to those needs, and will ensure Metro can continue to provide a beneficial service to more riders.

Explain how your proposed personnel change(s) will align with your draft Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals?

Metro’s proposed personnel additions are in relation to additional needs in the community. As many as 8 additional operators are requested, as a direct response to adding service and reaching as many people in the community, including riders who are more economically disadvantaged and rely more heavily on Metro service. The addition of electric buses, and the need for staff to maintain those buses, will also help the community as a whole with lower emissions and provide a greater environmental impact overall.

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Select your Agency:	METRO TRANSIT
Enter your Service:	Paratransit
Review the "Service Description" in the 2023 Adopted Budget . Do you have any updates?	
<input checked="" type="checkbox"/> No – No change to description <input type="checkbox"/> Yes – Description needs to be updated	
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If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below.

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2150 - METRO TRANSIT	49 - TRANSFER IN	\$1,902,227	A reduction in transfer in from the GF, which was allocated instead to fixed route service
2150 - METRO TRANSIT	54 - PURCHASED SERVICES	\$750,000	Paratransit utilizes third party contractors to provide the service within the City of Madison and partner municipalities. New contracts were recently completed after an RFP, with increased rates from previous years due to inflation, including higher fuel, staffing, & vehicle costs. Additional costs are anticipated with an increase in paratransit rides, which are still rebounding from pre-COVID, as well as adding all day service to Sun Prairie, which automatically adds paratransit service to that area.
Select	Select	Enter \$.	Click or tap here to enter text.
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Explain the impact of your proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Our proposed change in costs is to maintain current service with the anticipation of additional service requested. Metro must provide this service to all areas where we currently have all day fixed route service, as required under federal law.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

This service and the proposed change makes sure that we plan ahead to be able to provide essential transportation to those individuals in the community who qualify as elderly or disabled. This group of riders have the highest need, in not being able to utilize fixed route bus service and rely on this service to get to crucial appointments, retail stops, jobs and other community resources.

Part 3. Supplemental Requests

Agencies may submit up to one (1) supplemental request to address citywide priorities or urgent needs. Before submitting a supplemental request, agencies should first examine whether they can address their needs through reallocations within the base budget or by implementing operational efficiencies. **If you are not submitting a supplemental request, skip this section.**

Describe your supplemental proposal. What citywide priority or urgent need does the proposal address? What data informed your proposal?

Click or tap here to enter text.

Estimated Costs:

- Personnel: \$Click or tap here to enter text.
- Non-Personnel: \$Click or tap here to enter text.
- Explain the assumptions you used to estimate costs: Click or tap here to enter text.

What efforts have you taken to reallocate resources, identify process improvements, or implement other operational efficiencies prior to submitting this request?

Click or tap here to enter text.

If funded, what performance measures will you track to determine whether the additional funding is meeting the stated goals?

Click or tap here to enter text.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

Click or tap here to enter text.

Part 4. Personnel Changes

All proposed personnel change must be submitted for review, even if the change is net neutral. Agencies should contact their HR Analyst to discuss proposed changes prior to submitting their request. Any proposal that adds a completely new position (i.e. a position that does not have an existing classification) must include a draft job description.

If the proposed personnel changes require supplemental funding, be sure to complete “Part 3. Supplemental Request” above. **If you are not submitting personnel changes, skip this section.**

Allocation Changes: Does your proposal change the position allocations of existing positions?

No – No allocation changes

Yes – Includes proposed allocation changes

If yes, complete the “Position Allocation Change Form” and submit as part of your proposal.

Reclassifications: Does your proposal reclassify existing positions?

No – No reclassifications

Yes – Includes proposed reclassifications

If yes, provide the position number and briefly describe the change:

Click or tap here to enter text.

of FTEs: Does your proposal change the total number of FTE positions for an existing classification?

No – No change to # of FTEs

Yes – Includes proposed change to # of FTEs

If yes, provide the position classification and briefly describe the change:

Click or tap here to enter text.

New Positions: Does your proposal create a new position? (i.e. position with no existing classification)

No – No new positions

Yes – Includes proposed new positions

If yes, submit a draft position description with your proposal and briefly describe the change here:

Click or tap here to enter text.

Explain the impact of your proposed personnel change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Click or tap here to enter text.

Explain how your proposed personnel change(s) will align with your draft Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals?

Click or tap here to enter text.