

ATTACHMENT A

WAKE COUNTY TRANSIT PLAN Transit Planning Advisory Committee

Planning & Prioritization Subcommittee

January 29th, 2019

Notes Regarding Standardization of Wake Transit Work Plan Project Reporting Deliverables

Proposed Reporting Deliverables for Operating Projects:

Staffing:

1. Status of hire
2. Quarterly employee functions, deliverables, or accomplishments

Transit Service:

1. Revenue hours of service
2. Ridership
3. Passenger boardings per revenue hour
4. Operating cost per passenger boarding
5. Farebox recovery
6. On-time performance

Fixed route and demand response service guidelines are found in the [Service Guidelines & Performance Measures](#) document (pg. 30-36)

Service guidelines for Community Funding Area Program projects are found in the [CFA Program Management Plan](#) (pg. 32-34)

Ongoing/Routine Contracted Services & Ongoing/Routine Administrative Expenses

Determined by project, not easily standardized

Technology

Mobile Ticketing

1. Total number of mobile passes issued by pass type

Fare Capping (reported with the Hold Harmless project)

1. Total number of passes issued above fare cap
2. Value of passes issued above fare cap

Bus Infrastructure Maintenance

More discussion needed – items discussed as options:

1. Number of work orders received by work task category
2. Number of work orders resolved by category
3. Expected routine maintenance / sanitation frequency as specified in agreements

Vehicle/Site Leasing

Vehicle Leasing

No vehicle leasing projects in FY20

Site Leasing

1. Status of executed lease agreement
2. Average daily use
 - a. Measured by vehicles present (sampled) – can be supported by boarding/alighting data for validation and where it makes sense

Proposed Reporting Deliverables for Capital Projects:

Vehicle Acquisition

1. Date of order / release of P.O., indicating number of vehicles
2. Date of receipt and date vehicles accepted, indicating number of vehicles

Bus Stop, Park-and-Ride Improvements, and Transfer Point Improvements – (Smaller Facility Improvements)

For Existing Sites

1. Contract award date for program
2. Number of sites improved by phase or for which each scoped phase is completed (on a rolling quarterly basis for multiple sites wrapped into single Work Plan project; as a proportion of total site improvement budget when alternate funding sources apply)

For New Bus Stop and Transfer Point Sites

1. Contract award date for program
2. Number of sites improved by phase or for which each scoped phase is completed (on a rolling quarterly basis for multiple sites wrapped into single Work Plan project; as proportion of total site improvement budget, when alternate funding sources apply)

Larger Facility Improvements (Maintenance Facilities and Transit Centers)

Plans/Studies

Technology Upgrades

To be discussed further at 2/26 meeting

BRT and CRT Project Development and Design

BRT Project Development and Design

No discussion held at meeting, but the following were determined for the New Bern Corridor BRT when Raleigh was assigned project sponsor status:

1. Date RFP/RFQ released for project development professional services
2. Date contract awarded for project development professional services
3. Date of concurrence for established concurrence points/milestones
4. Date of completion of 30% design and NEPA
5. Date of completion of final design

CRT Project Development and Design

No new CRT work plan project this year. Should be discussed as 2/26 meeting.