

Attachment E

Annual Project Activity and Expenditure Monitoring Review Question-Answer Matrix

Project Sponsor	Project	CAMPO Question	Project Sponsor Response
City of Raleigh	<b>Transit Operations</b>		
	FRX: Fuquay-Varina Express, TO003-A	This project only billed for 54% of its budgeted amount in FY23 and 14% within the first two quarters of FY24. Can this project’s budget be reduced? If not, why?	In Q4 FY23 GoRaleigh transitioned contractors operating the service. This transition brought a new accounting system for our services. The City and contractor are tracking the financial accounting and thus one reason for some of the routes going from close to 100% utilization of funding to 50% of available funding. The City will continue to monitor expenditures and when appropriate make adjustments on our WTP Funded projects.
	Route 7: South Saunders, TO004-D	This project used 89% of it’s FY2022 budget, and 81% of its FY2023 budget. This gives it a budget contingency of 11% and 19% which is alright (ideally, it would be anywhere from 10-15%). However, it looks to be projected to use up 100% of its budget for FY2024. Does this project need more funding allocated to it than the inflationary increase to \$143,815 in FY2026? If so, how much is projected to be needed?	In Q4 FY23 GoRaleigh transitioned contractors operating the service. This transition brought a new accounting system for our services. The City and contractor are tracking the financial accounting and thus one reason for some of the routes going from close to 100% utilization of funding to 50% of available funding. The City will continue to monitor expenditures and when appropriate make adjustments on our WTP Funded projects.
SE Raleigh Route Package, TO005-I	This project has gone from expending 100% of the budget in FY 2022 to 89% in FY2023 and now to a project 54% for FY2024. What is the cause of the lack of expenditures? Will this project continue to need the amount of funds it is projected to get in the FY2026 Work Plan? If yes, why? If no, how much can the budget for this project reasonably be reduced?	In Sept 2022 GoRaleigh reduced their levels of service on many routes due to the pandemic and lack of bus operators. This reduction in service remained in effect thru January 2024 and May 2024. Almost all services were returned in January 2024 and the remaining returned in May 2024. In May 2024 we also started the Glenwood package that had been shelved for the same reasons as above. In September 2024 Biltmore	

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			Hills and Hillsborough St will begin their new services.
	NW Raleigh Route Package, TO005-J	This project has grown from using 100% of the budget in FY 2022 to 70% in FY2023 and now to a projected 64% for FY2024. What is the cause of the lack of expenditures? Will this project continue to need the amount of funds it is projected to get in the FY2026 Work Plan? If yes, why? If no, how much can the budget for this project reasonably be reduced?	In Sept 2022 GoRaleigh reduced their levels of service on many routes due to the pandemic and lack of bus operators. This reduction in service remained in effect thru January 2024 and May 2024. Almost all services were returned in January 2024 and the remaining returned in May 2024. In May 2024 we also started the Glenwood package that had been shelved for the same reasons as above. In September 2024 Biltmore Hills and Hillsborough St will begin their new services.
	Routes 20: Garner, TO005-R	This project has grown from using 85% of the budget in FY 2022 to 91% in FY2023 and now to a projected 44% for FY2024. What is the cause of the lack of expenditures? Will this project continue to need the amount of funds it is projected to get in the FY2026 Work Plan? If yes, why? If no, how much can the budget for this project reasonably be reduced?	In Q4 FY23 GoRaleigh transitioned contractors operating the service. This transition brought a new accounting system for our services. The City and contractor are tracking the financial accounting and thus one reason for some of the routes going from close to 100% utilization of funding to 50% of available funding. The City will continue to monitor expenditures and when appropriate make adjustments on our WTP Funded projects.

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<p>Route 9 - Hillsborough Street, TO005-AD</p>	<p>The project has not had any reimbursements filed for it through the period of review (Q2 FY24). Is this project active? Is the budget allocated for this project necessary? Can it be reduced? If no, why not?</p>	<p>In September 2024 Route 9 Hillsborough St will begin service. This service was delayed as described above due to pandemic related conditions.</p>
<p><b>Bus Rapid Transit</b></p>		
<p>General Question on All BRT Projects</p>	<p>I believe that we have received adequate updates to understand that the budget allocations for BRT are required to stay on track. However, I want to give you all an opportunity to put in writing anything you believe would be beneficial for the expenditure and activity monitoring review for the four BRT projects.</p>	<p>No additional comments from BRT team. Updates will be provided through quarterly project reporting.</p>
<p><b>Transit Infrastructure</b></p>		
<p>Bus Stop Improvements TC002-BR</p>	<p>The 100% for the former two projects is from budget transfers to the consolidated project. The consolidated project had 0% budget expenditures through the review period. It is a new project, so this is understandable. What is the progress for these projects starting? Will you be ready for another budget allocation in FY26 and will be able to use the funds or would it be better for you to catch up on this project's activity?</p>	<p>Raleigh staff are actively working on bus stop improvements. The real estate staff funding received through the WTP (TO002-BB) is helping our work on Easements move much faster than prior to receiving that funding. We currently have a construction contract valued at over \$1.6 million dollars and have another set of projects ready to bid for construction this fall with early estimates for the next set valued at \$750k. Some of this funding is likely encumbered in PO's and will be expensed in Q3-Q4 or early in FY25.</p>

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	Midtown Transit Center TC002-AC	This project has used 0% of its budget through the review period. What is the status of this project? Are you prepared for the projected 4,000,000 allocation for this project in FY2026 or should it be allocated at a later FY?	Staff continues to work with City Real Estate division to find land. The real estate market in Midtown is a challenging area to find land.
	Crabtree Valley Mall Transit Center TC002-AL	The budget for this project was allocated in FY2022. What progress has been made on this project?	Due to a lack of staffing this project has not been operationalized, but we are hoping to see progress in FY25 Q2-Q3. Our goal is to be fully staffed by the end of FY25 Q1 allowing us to move on some projects that have been delayed.
	Systemwide Transfer Point Improvements TC002-BG	What is the progress of this project? It will have a budget of ~\$2.5m with the FY2025 Work Plan allocation. I am assuming this is quite sufficient until the next projected allocation in FY27, but I want to give an opportunity for discussion on this project.	This project ID only receives \$500-\$600k every other year. Not sure where the \$2.5 million reference comes from unless that is total of previous year balances? We did just complete a construction contract with 7 Transfer Point improvements that had a contract value over \$1 million. That funding should start being drawn down late in FY24 or early FY25. We have an additional construction bid set to release this fall that includes systemwide transfer point improvements.
<b>Bus Acquisition</b>			
	Paratransit Replacement Vehicles TC001-J	This project continues to receive budget allocations with each Work Plan but does not have any expenditures outside of FY2022. What is the status of this project Are these allocations still necessary at the amount projected (i.e. \$354,000 in FY2026 and \$492,000 in FY2027)?	In April 2024 a Purchase Order for 8 ADA Vehicles was processed.
GoTriangle	<b>Tax District Administration</b>		
	Tax District Audits TO001-B	This project seems to have needed fund transfers from TO001-C (Financial Consulting) year over year. Does this project need an allocation increase?	The Tax District Administration annually reviews department funding requests and will advise on any necessary adjustments as part of the FY26 Work Plan.

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**Transit Plan Administration**

Property Maintenance, Repairs, & Appraisals TO002-I	This project continually utilizes very little budget. Is this there for emergencies/contingencies or can it be reduced?	GoTriangle is in the process appraising the entire 6.89 mile railroad corridor from downtown Raleigh to Old Wake Forest Road. The appraisals are necessary as we manage disposition of segments to NCDOT for its S-Line project. None of these have been billed yet. GoTriangle also demolished a vacant structure at 201 S. Morris Street; this was billed in FY 24 but may not be in the reporting data yet.
Regional Call Center CMS Technology TO002-J	This project is continuously utilizing 100% of the budget allocation. Is this simply how this operates as a portion funded through Wake Transit or is there a demonstrated need for a greater budget allocation?	The existing budgeted amount is acceptable, and the 2.5% inflationary increase year-over-year is currently seen as sufficient.

**Transit Operations**

Route 100 : RTC-RDU Airport TO005-A	For FY23 and Q1 and Q2 of FY24 this route is utilizing most of the funds provided. Is there a need for an increase in funding for this route?	Along with any increases in the WTP, this should be fine and we are utilizing the funds exactly as planned.
Route 300: Cary-Raleigh TO005-B	For FY23 and Q1 and Q2 of FY24 this route is utilizing most of the funds provided. Is there a need for an increase in funding for this route?	Along with any increases in the WTP, this should be fine and we are utilizing the funds exactly as planned.
Route 305: Holly Springs-Apex-Raleigh TO005-AC	This route is consistently underutilizing its budget allocation. Can this project allocation be reduced? If so, by how much?	This route was scheduled for span and frequency improvements in the WTP but those were put on hold due to the pandemic and persistent operator shortages. The first part of that implementation is occurring now (August of 2024) and by October full implementation is expected.
NRX: North Raleigh Express TO005-AS	This route seems to be suspended for the foreseeable future. Should we remove budget allocations for this project until it	This route is indeed suspended for the foreseeable future and would be programmed anew in any WTP update if needed.

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		resumes? Is there an estimated date as to when it will resume?	
	Route 310: Cary-RTC TO005-X	This route is consistently underutilizing its budget allocation. Can this project allocation be reduced? If so, by how much?	This route was underperforming during the pandemic and had many dropped trips due to the operator shortage—if we were short of operators this route was often the one we pulled operators from due to the low ridership. Ridership has rebounded and the operator shortage is abating; we expect this to be back at budgeted levels in FY 25.
	Mobile Ticketing Software TO005-Y	This project is consistently underutilizing its budget allocation. Is return to fares demonstrating a demand for this budget allocation?	While we were fare free, there were no “per tap” charges being paid to our vendor. With the return to fare in July of 2024 this will return to budgeted levels for GoTriangle.
	Park & Ride Bus Stop Leases O&M TO005-F	This project is down from utilizing 100% of the budget in FY2022 to 10% in FY2023 and a projected 10% in FY2024. Can this project’s budget be reduced? How much of a reduction in this project is feasible?	This program can be reduced. How much it can be reduced will require additional evaluation and discussion.
	Youth GoPass TO005-L1	Does the Youth GoPass continue to require budget allocations?	Since we just returned to fares, this will need to stay in the budget, yes.

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	<b>Transit Infrastructure</b>		
<p>Bus Stop Improvements TC002-M &amp; TC002-Y</p>	<p>The two flagged bus stop improvement projects that were highlighted seem to be making slow progress. \$533,330 has been slated for this project in FY26 in the FY25 work plan. Should this allocation be saved so that you may catch up on bus stop improvements before your next allocation? If not, why?</p>	<p>All of the LAPP funds for FY 21, 22, and 24 had been delayed in the federal "flex" process that moves the funds from Federal Highway to Federal Transit. This process was completed for those years at the end of May 2024. This allowed FTA to review the projects for compliance with the National Environmental Protection Act (NEPA). All of the stops for both LAPP and TIG that were submitted to FTA were given the Categorical Exclusion (CE) determination in July which allowed the stop improvements to proceed. All of the stops in FY 21, 22, and 24 were done with pre-pandemic cost estimate assumptions; the stop average was \$11,600. Summer of 2023 bid tab averages for our bus stop program came in at \$66,400 and we anticipate significant cost increased compared to the original budgets. With 35 stops in that category and a potential per stop increase of over \$55,000, this will be just under \$2 million of potential cost escalation we may need to cover.</p>	
<p>Town of Cary</p>	<b>Transit Operations</b>		
<p>Sunday and Holiday Service TO004-A, Increase Midday Frequencies TO004-B, and Route ACX: Apex-Cary Express TO005-BE</p>	<p>These projects have expended 100% of their budget in FY2022 and FY2023 (or very close to it for TO005-BE). They appear to be projected to only require 80-84% of their FY2024 budget, which is beneficial for having a contingency budget for these. Is this assumption correct or will they be expending close to 100% for FY2024? If they are near 100% is a greater funding</p>	<p>The delay in spending thru Q2 is due to the natural delay in invoices for contracted service. Cary had paid invoices for service thru November. For final Q4 financial reporting Cary's Bus Operations projects ended roughly 92% spent. Because we budget based on scheduled service, we are comfortable with our budgeted amounts and do not expect an additional contingency budget.</p>	

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		need expected for these to provide a contingency budget?	
	Fare Collection Technology TO005-O	This project is projected to expend 28% of its FY2024 funds with future allocations slated. Can the future allocations be reduced? The FY2025 MYOP has a projected allocation of 16,557 for FY2026.	Cary is remaining fare free thru June 30, 2025 and will reassess a return to fare for FY26 during this year. The FY25 Work Plan budgets \$3,000 in this project which is the amount Cary is contractually obligated to pay Delerrok/UMO to maintain licensing etc. in FY25. Since we have not yet decided if Cary will return to fares in FY26, I recommend keeping this project budget as is.
	Youth GoPass Program TO005-L2	There has not been any activity on this project from FY2022 on to the end of the review period. In the FY2025 MYOP this continues to receive allocation from FY2026 on. Is it expected that this project will begin to encumber expenses? If not, can allocations be eliminated until it is anticipated that it will be needed again?	Cary is remaining fare free thru June 30, 2025 and will reassess a return to fare for FY26 during this year. The FY25 Work Plan budgets \$0 in this project. Since we have not yet decided if Cary will return to fares in FY26, I recommend keeping this project budget as is.
<b>Transit Infrastructure</b>			
	Bus Stop Improvements TC002-R	What is the progress on this project? Will you be ready for another budget allocation in FY2026 or would it be ideal to allow any project catch up to occur until another budget allocation for this project?	Phase 3 of Cary's bus stop improvements includes the new stops for Routes 11 and 12. We initially broke this project into two bid sets based on complexity and expected NCDOT encroachment review, however at this time both are on schedule to go out to bid for construction this fall with estimates at roughly \$1M. We also have a few smaller bus stop improvement projects in process. At this time we are comfortable with our existing budget to complete this work and would recommend shifting the FY25 budget allocation for this project to FY26.