

ATTACHMENT B



From: Bret Martin, Wake Transit Program Manager, Capital Area MPO

To: Wake County Transit Planning Advisory Committee (TPAC)

Date: 10/03/2018

Re: Summary of Requested FY 2019, 2nd Quarter Work Plan Amendments

Two (2) amendments to the Fiscal Year (FY) 2019 Wake Transit Work Plan were submitted for consideration of approval in the 2nd quarter of FY 2019. The two (2) amendment requests were each reviewed by CAMPO staff to determine their appropriate amendment type classifications (major versus minor) as outlined in the Wake Transit Work Plan Amendment Policy. Technical information related to the requests' portrayals as amendments were also reviewed.

One (1) of the amendment requests submitted was a Major Amendment that involves Project TO005-L (Youth GoPass Program). This amendment was subsequently withdrawn from further TPAC consideration on October 2nd, 2018. The other amendment request was a Minor Amendment submitted by the City of Raleigh that involves Project TC005-A (Future Fixed Guideways Alternatives Refinement & Project Development – BRT). The reason for the amendment, based on criteria outlined in the adopted amendment policy, is the amendment request involves a change (i.e., inclusion of a project sponsor for funds allocated to an existing scoped project in reserve) that does not meet any of the criteria of a Major Amendment.

The Minor Amendment request was released for public comment on September 7, 2018, and the public comment period closed on September 21, 2018. No public comments were received for the amendment request.

Attached to this memorandum are the following:

- Proposed FY 2019 Q2 Amendment List (originally released for public comment and includes Major Amendment)
- Completed Amendment Request Forms (originally released for both amendments)
- Joint Budget & Finance/Planning & Prioritization Subcommittee Disposition Memo and Voting Record (for Minor Amendment only)

The Minor Amendment request will be considered for recommendation of approval to the Wake Transit governing boards by the TPAC at its October 10th meeting.

FY 2019, Quarter 2, Requested Wake Transit Work Plan Amendments

Requested Major Amendment

| Project ID # | Agency | Project Title | FY18 Original Funding Allocation | FY19 Original Funding Allocation | FY19 Requested Funding Allocation | FY19 Funding Impact | Reason for Major Amendment Status |
|----------------|-------------------------------------|----------------------|----------------------------------|----------------------------------|-----------------------------------|---------------------|---|
| Bus Operations | | | | | | | |
| TO005-L | GoTriangle/ GoRaleigh/ GoCary | Youth GoPass Program | \$ - | \$ 230,000.00 | \$ 257,000.00 | \$ 27,000.00 | 1) Requires a change in budgeted reserves or fund balance AND 2) Is a significant change in scope of a project OR Is a project requested to be added to the Work Plan (CAMPO's recommendation is to portray the request as a standalone recurring staffing project for GoTriangle.) |

Requested Minor Amendment

| Project ID # | Agency | Project Title | FY18 Original Funding Allocation | FY19 Original Funding Allocation | FY 18 and FY19 Requested Funding Allocation | FY19 Funding Impact | Reason for Minor Amendment Status |
|-------------------|-----------------|--|----------------------------------|----------------------------------|---|---------------------|---|
| Bus Rapid Transit | | | | | | | |
| TC005-A | City of Raleigh | Future Fixed Guideways Alternatives Refinement & Project Development - BRT | \$ 1,360,000.00 | \$ 2,955,545.00 | \$ 4,315,545.00 | \$ - | Any change that does not meet any of the criteria of a major amendment - Inclusion of project sponsor |

Distributed for Public Comment - 9/7/2018

Major Amendment - Public Comments Accepted through October 7, 2018

Minor Amendment - Public Comments Accepted through September 21, 2018

Submit all comments to Bret Martin, Wake Transit Program Manager - Bret.Martin@campo-nc.us or 919-996-4410

| |
|----------------------------------|
| Wake Transit Project ID # |
| TO005-L |

**FY 2019
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital**

| |
|----------------------|
| FY START DATE |
| 7/1/2018 |

Type of Amendment **Minor** **Major**

Minor amendment – Required when there is:
 Less than a 20% change to budget appropriations for projects equal to or over \$500,000.
 Less than \$100,000 to a budget ordinance appropriation for projects less than \$500,000.
 Any change that does not meet any criteria of a major amendment.

Major amendment - Required when there is:
 A project requested to be added to the Work Plan
 A project requested to be removed from the Work Plan
 A cardinal change in scope as defined by the Federal Transit Administration
 A transfer between budget ordinance appropriations that requests or requires equal to or more than a 20% change to a budget appropriation for projects equal to or over \$500,000
 A transfer between budget ordinance appropriations that requests or requires equal to or more than a \$100,000 change to a budget appropriation for projects less than \$500,000
 Any change that requires a change in budgeted reserves or fund balance

| New/Amended Project Name | Requesting Agency | Project Contact | Estimated Operating Cost | |
|---|---|--|--------------------------|------------|
| TO005-L | GoTriangle | John Tallmadge | Base Year | \$ 27,000 |
| | | jtallmadge@gotriangle.org | Recurring | \$ 176,781 |
| Estimated Start Date | Estimated Completion | Notes | Estimated Capital Cost | |
| 7/1/2018 | 6/30/2019 | Funding for administrative costs not included in original FY19 project request | Base Year | \$ - |
| | | | Cumulative | \$ - |
| Project Description | Enter below a summary of the project amendment and impact on approved plan. | | | |
| Included in the FY19 Adopted Wake Transit Work Plan is \$230,000, which will offset farebox revenue that would have been collected by the transit providers and miscellaneous supplies that will be needed for this project. The administrative support that will be needed to track, collect and distribute Youth GoPass information was not included in the original submission for the Youth GoPass project, and no separate staffing project was submitted to cover the administrative support for the program. | | | | |
| 1. Enter Wake Transit Project ID(s) to Increase | | | | |

| Project ID | Project | Appropriation Category | Amount | Recurring Amount | Notes |
|--------------|----------------------|------------------------|--------|------------------|---|
| TO005-L | Youth GoPass Program | Bus Operations | | \$ 27,000 | The amendment request is to increase the approved amount for project TO005-L in FY 2019 by \$27,000 from \$230,000 to \$257,000. The increase represents 35% of Youth GoPass administrator employee expense |
| TOTAL | | | \$ - | \$ 27,000 | |

| 2. Wake Transit Project ID(s) to Reduce | | | | | |
|---|---------|------------------------|--------|------------------|-------|
| Project ID | Project | Appropriation Category | Amount | Recurring Amount | Notes |
| | | | | | |
| TOTAL | | | \$ - | \$ - | |

| 3. Impact on Transit Plan Project Costs | | | |
|--|--------------------------|--------------|-----------|
| From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan. | Estimated Operating Cost | Current Year | \$ 27,000 |
| | | Recurring | \$ 27,000 |
| | Estimated Capital Cost | Base Year | \$ - |
| | | Cumulative | |

Project Justification / Business Case Provide responses to EACH of the questions below. Answer the questions as fully as possible. Enter Non-Applicable (N/A) as appropriate.

4. Is this New/Amended project Operating, Capital or Both? **Operating** Capital Both

5. What is the timeframe for the request? Are you requesting a full year of funds or a partial year to be annualized in future fiscal years?

Full-Year recurring cost

6. What is the expected outcome(s) if this request is funded? What is the alternative if the request is not funded?

Requested funds are needed to meet the expectations and deliverables of the Wake County Youth GoPass program. If not funded, the ability to meet the guidelines, reporting and administrative needs will not occur.

7. List below the Key Performance Indicators (deliverables) while this project is in progress. These performance measures will be reported quarterly. Are these the same measures as currently being reported?

- a) 1. Youth Ridership (ages 13-18) - Totals & By Route - broken down by month
- b) 2. Number of Passes Provided by Transit Provider
- c)

8. List any other relevant information not addressed.

The request is for the additional funding to be allocated from the operating fund balance. This request does not involve a transfer from any other project allocations or operating budget ordinance appropriations.

9. Please enter estimated appropriations to support expenses identified above. Enter FY 2018 and the estimated annualized cost in FY 2019 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2020 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2020 and/or beyond, delete the calculation(s) in columns E-H.

| Cost Break Down of Project Request | | | | | | | |
|------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| OPERATING COSTS | FY19 | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 |
| Growth Factors | | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% |
| Salary & Fringes | | | - | - | - | - | - |
| Contracts | | | - | - | - | - | - |
| Bus Operations: | | | | | | | |
| Estimated Hours | | | - | - | - | - | - |
| Cost per Hour | | | - | - | - | - | - |
| Estimated Operating Cost | - | - | - | - | - | - | - |
| Bus Leases | | | - | - | - | - | - |
| Park & Ride Lease | | | - | - | - | - | - |
| Other | | | - | - | - | - | - |
| Other | | | - | - | - | - | - |
| Subtotal: Bus Operations | - | - | - | - | - | - | - |
| Other: Administrative | 27,000 | 27,675 | 28,367 | 29,076 | 29,803 | 30,548 | 31,312 |
| Other: Database Hosting | | | - | - | - | - | - |
| Other: Supplies and Materials | | | - | - | - | - | - |
| TOTAL OPERATING COSTS | 27,000 | 27,675 | 28,367 | 29,076 | 29,803 | 30,548 | 31,312 |

10. Please enter estimated appropriations to support contractual commitments and other expenses related to proposed capital projects identified above.

| CAPITAL COSTS | FY19 | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 |
|----------------------------|----------|----------|----------|----------|----------|----------|----------|
| Design and/or Construction | - | - | - | - | - | - | - |
| Equipment | - | - | - | - | - | - | - |
| Land - Right of Way | - | - | - | - | - | - | - |
| TOTAL CAPITAL COSTS | - | - | - | - | - | - | - |

Assumptions for Costs and Revenues Above:

11. Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above.

35% of Youth GoPass administrator employee expense

| |
|----------------------------------|
| Wake Transit Project ID # |
| TC005-A |

**FY 2019
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital**

| |
|----------------------|
| FY START DATE |
| 7/1/2018 |

Type of Amendment **Minor** **Major**

Minor amendment – Required when there is:
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 Less than \$100,000 to a budget ordinance appropriation for projects less than \$500,000.
 Any change that does not meet any criteria of a major amendment.

Major amendment - Required when there is:
 A project requested to be added to the Work Plan
 A project requested to be removed from the Work Plan
 A cardinal change in scope as defined by the Federal Transit Administration
 A transfer between budget ordinance appropriations that requests or requires equal to or more than a 20% change to a budget appropriation for projects equal to or over \$500,000
 A transfer between budget ordinance appropriations that requests or requires equal to or more than a \$100,000 change to a budget appropriation for projects less than \$500,000
 Any change that requires a change in budgeted reserves or fund balance

| New/Amended Project Name | Requesting Agency | Project Contact | Estimated Operating Cost | |
|---|--|---|--------------------------|--------------|
| Future Fixed Guideways Alternatives Refinement & Project Development - BRT | City of Raleigh | Mila Vega | Base Year | \$ - |
| | | mila.vega@raleighnc.gov | Recurring | \$ - |
| Estimated Start Date | Estimated Completion | Notes | Estimated Capital Cost | |
| 01/01/2019 | 01/01/2027 | Move funding from reserve to a specific project sponsor to initiate BRT Project Development | Base Year | \$ 4,315,545 |
| | | | Cumulative | \$ 4,315,545 |
| Project Description | Enter below a summary of the project amendment and impact on approved plan. | | | |
| Included in the FY19 Adopted Wake Transit Work Plan is \$2,955,545 (FY19 funding) and \$1,360,000 (FY18 funding) for the BRT segment of the Future Fixed Guideway Alternatives Refinement and Project Development Studies project. The funds are currently in reserve. GoRaleigh was invited to be the Project Sponsor for one or more BRT projects. Project Sponsor will use the funds to advance BRT design and environmental work. | | | | |

1. Enter Wake Transit Project ID(s) to Increase

| Project ID | Project | Appropriation Category | Amount | Recurring Amount | Notes |
|--------------|---------|------------------------|--------|------------------|-------|
| | | | | | |
| TOTAL | | | \$ - | \$ - | |

2. Wake Transit Project ID(s) to Reduce

| Project ID | Project | Appropriation Category | Amount | Recurring Amount | Notes |
|--------------|---------|------------------------|--------|------------------|-------|
| | | | | | |
| TOTAL | | | \$ - | \$ - | |

3. Impact on Transit Plan Project Costs

| | | | |
|--|---------------------------------|------------------------|--------------|
| From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan. | Estimated Operating Cost | Current Year Recurring | \$ - |
| | Estimated Capital Cost | Base Year | \$ 4,315,545 |
| Cumulative | | \$ 4,315,545 | |

Project Justification / Business Case Provide responses to EACH of the questions below. Answer the questions as fully as possible. Enter Non-Applicable (N/A) as appropriate.

4. Is this New/Amended project Operating, Capital or Both? **Operating** **Capital** **Both**

5. What is the timeframe for the request? Are you requesting a full year of funds or a partial year to be annualized in future fiscal years?

Capital project - single allocation from FYs 2018 and 2019 budgets to be expended for a multi-year period for project development activities

6. What is the expected outcome(s) if this request is funded? What is the alternative if the request is not funded?

This funds will allow the City of Raleigh to advance BRT implementation as defined in the adopted Wake Transit Plan. The funds are already included in the FY19 Work Plan (in reserve).

7. List below the Key Performance Indicators (deliverables) while this project is in progress. These performance measures will be reported quarterly. Are these the same measures as currently being reported?

- a) Refine LPA
- b) Initiate Design
- c) Initiate NEPA

8. List any other relevant information not addressed.

N/A

9. Please enter estimated appropriations to support expenses identified above. Enter FY 2018 and the estimated annualized cost in FY 2019 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2020 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2020 and/or beyond, delete the calculation(s) in columns E-H.

| Cost Break Down of Project Request | | | | | | | |
|------------------------------------|------|-------|-------|-------|-------|-------|-------|
| OPERATING COSTS | FY19 | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 |
| Growth Factors | | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% |
| Salary & Fringes | | | - | - | - | - | - |
| Contracts | | | - | - | - | - | - |
| Bus Operations: | | | | | | | |
| Estimated Hours | | | - | - | - | - | - |
| Cost per Hour | | | - | - | - | - | - |
| Estimated Operating Cost | - | - | - | - | - | - | - |
| Bus Leases | | | - | - | - | - | - |
| Park & Ride Lease | | | - | - | - | - | - |
| Other | | | - | - | - | - | - |
| Other | | | - | - | - | - | - |
| Subtotal: Bus Operations | - | - | - | - | - | - | - |
| Other: Administrative | | | | | | | |
| Other: Database Hosting | | | - | - | - | - | - |
| Other: Supplies and Materials | | | - | - | - | - | - |
| TOTAL OPERATING COSTS | - | - | - | - | - | - | - |

10. Please enter estimated appropriations to support contractual commitments and other expenses related to proposed capital projects identified above.

| CAPITAL COSTS | FY19 | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 |
|----------------------------|------------------|------|------|------|------|------|------|
| Design/NEPA | \$ 4,315,545 | - | - | - | - | - | - |
| Equipment | - | - | - | - | - | - | - |
| Land - Right of Way | - | - | - | - | - | - | - |
| TOTAL CAPITAL COSTS | 4,315,545 | - | - | - | - | - | - |

Assumptions for Costs and Revenues Above:

11. Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above.

FY20-FY25 cost projections will be developed once the Project Sponsor receives defined projects. Implementation schedule will also impact the level of required resources. This information will be developed as one of the first steps of LPA refinement and Project Development. Additional funds for design will be requested through FY20 Wake Transit Work Plan process.

GO FORWARD

A COMMUNITY INVESTMENT IN TRANSIT

Wake County Transit Planning Advisory Committee Budget & Finance and Planning & Prioritization Subcommittees

Joint Disposition for FY 2019 - Q2 Work Plan Amendment Request Project TC005-A

Per the Wake Transit Work Plan Amendment Policy, the TPAC Budget & Finance and Planning & Prioritization Subcommittees are tasked with jointly reviewing the quarterly Work Plan draft amendment list and amendment request forms when a Major Amendment request is submitted. The subcommittees consider appropriateness of changes in scope and, if applicable, financial choices and trade-offs associated with proposed amendments, creating a disposition for TPAC consideration. While a Major Amendment is not being considered by the TPAC at this time, a Major Amendment was originally requested by GoTriangle that triggered the need for a joint subcommittee review meeting. The Major Amendment was withdrawn by GoTriangle on October 2, 2018.

Upon review of the disposition and related amendment request, the TPAC will make recommendations to the GoTriangle Board of Trustees and CAMPO Executive Board for approval or disapproval of requested amendments to the Work Plan.

Amendment Reviewed:

Minor Amendment - Future Fixed Guideway Alternatives Refinement - BRT (TC005-A)

The adopted FY19 Wake Transit Work Plan sets aside \$2,955,545 (FY19 funding) and \$1,360,000 (FY18 funding) for the BRT segment of the Future Fixed Guideway Alternatives Refinement and Project Development Studies project. GoRaleigh has been invited to be the Project Sponsor for one or more BRT projects. The proposed amendment requests to transfer these funds from reserves to GoRaleigh.

There is no additional financial impact from transferring these funds held by the tax district in reserve to the project sponsor. Funds are budgeted in the Triangle Tax District Wake Capital Fund which is a multi-year fund. Now that GoRaleigh has been invited to be the Project Sponsor for one or more BRT projects, it is time to appropriate funds to GoRaleigh for alternatives refinement and project development. No scope issues have been identified with this amendment request.

Sept. 20, 2018

Wake County Transit Planning Advisory Committee

**Joint Meeting of the Budget and Finance/Planning and Prioritization
Subcommittees**

**Voting Record for Work Plan Minor Amendment Request
Project: TC005-A**

Following is the voting record from the joint September 20, 2018, meeting of the Budget & Finance and Planning & Prioritization Subcommittees, where the requested Minor Amendment to the FY19 Work Plan was reviewed.

Voting Members in Attendance for Planning & Prioritization:

*CAMPO, Bret Martin
City of Raleigh, David Walker
GoTriangle, Mary Kate Morookian*

*Town of Cary, Kelly Blazey
Wake County, Tim Gardiner*

Voting Members in Attendance for Budget and Finance:

*CAMPO, Bret Martin
City of Raleigh, David Eatman
GoTriangle, Steven Schlossberg*

*Town of Cary, Kelly Blazey
Wake County, Nicole Kreiser*

Amendment Reviewed:

Minor Amendment - Future Fixed Guideway Alternatives Refinement - BRT (TC005-A)

The adopted FY19 Wake Transit Work Plan sets aside \$2,955,545 (FY19 funding) and \$1,360,000 (FY18 funding) for the BRT segment of the Future Fixed Guideway Alternatives Refinement and Project Development Studies project. GoRaleigh has been invited to be the Project Sponsor for one or more BRT projects. The proposed amendment requests to transfer these funds from reserves to GoRaleigh.

The Planning & Prioritization Subcommittee is not required to vote on minor amendments, but a motion was made and seconded to accept the amendment as presented, with the condition that the parties to the related special agreement are presented at the next TPAC meeting. The motion passed unanimously.

A motion was made and seconded to approve the reallocation of \$4,315,545 held by the tax district for *Reserve for Future Fixed Guideway Alternatives Refinement and Project Development Studies* and to allocate them to the City of Raleigh for *Future Fixed Guideways Alternatives Refinement and Project Development Studies*, with the condition that the parties of the special agreement and reporting deliverables be presented at the next TPAC meeting. The motion passed unanimously by the Budget and Finance Subcommittee.
