

Attachment C

WAKE COUNTY TRANSIT PLAN: IMPLEMENTATION

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

To: Wake County Transit Planning Advisory Committee (TPAC)

Date: 9/30/2019

Re: Summary of Requested FY 2020, 2nd Quarter Work Plan Amendments

Three (3) amendments to the Fiscal Year (FY) 2020 Wake Transit Work Plan were submitted for consideration of approval in the 2nd quarter of FY 2020. The three (3) 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. All three (3) of the amendment requests submitted are categorized as Major Amendments for the following reasons:

- 1) The requested amendments would require a change in budgeted reserves or fund balance; and
- 2) The requested amendments involve the addition of three (3) new projects to the FY 2020 Work Plan.

The amendment requests were released for public comment on September 6, 2019, and the public comment period closes on October 7, 2019. No public comments have been received to date for the amendment requests. Two (2) TPAC member agency comments have been received to date for the amendment requests and were shared with the Planning and Prioritization and Budget and Finance Subcommittees at their joint review meeting held on September 19th.

One (1) of the amendment requests is for acquisition of four (4) paratransit expansion vehicles to serve new areas of responsibility for GoRaleigh. Two (2) of the amendment requests are for the addition of two (2) new staffing resources for the City of Raleigh. One is for a procurement analyst, and the other is for a transportation planning analyst for GoRaleigh's paratransit service planning and operations. When the requests were originally submitted, the City of Raleigh requested an FY 2020 allocation of \$75,000, and an annualized allocation of \$150,000 for each position. Subsequent to the Planning and Prioritization and Budget and Finance Subcommittees' joint review meeting, the City of Raleigh submitted revisions to its amendment to lower the amount of the requests to \$55,000 for the procurement analyst and \$69,000 for the transportation planning analyst positions. The supporting attachments to this memo reflect the revised requested amounts.

Attached to this memorandum are the following:

- Proposed FY 2020 Q2 Amendment List (released for public comment)
- Completed Amendment Request Forms (released for public comment)
- Joint Budget & Finance/Planning & Prioritization Subcommittee Disposition Memo and Voting Record

All three (3) of the amendment requests were recommended for approval by the Planning and Prioritization and Budget and Finance Subcommittees and will be considered for recommendation of approval to the Wake Transit governing boards by the TPAC at its October 9th meeting.

FY 2020, Quarter 2, Requested Wake Transit Work Plan Amendments

REQUESTED MAJOR AMENDMENTS - ORIGINAL REQUEST AUGUST 30, 2019

Project ID #	Agency	Project Title	FY19 Original Funding Allocation	FY 20 Original Funding Allocation	FY20 Requested Funding Allocation	FY 20 Funding Impact	Reason for Major Amendment Status
Capital - Vehicle Acquisition - Paratransit Expansion Vehicles							
New Project	City of Raleigh	Acquisition of four (4) expansion vehicles for expanded service area of demand-response/paratransit operations	\$ -	\$ -	\$ 380,000.00	\$ 380,000.00	1) Is a project requested to be added to the Work Plan AND 2) Requires a change in budgeted reserves or fund balance
Operating - Transit Plan Administration - Staffing							
New Project	City of Raleigh	1.0 FTE for Procurement Analyst	\$ -	\$ -	\$ 75,000.00	\$ 75,000.00	1) Is a project requested to be added to the Work Plan AND 2) Requires a change in budgeted reserves or fund balance
New Project	City of Raleigh	1.0 FTE for Transportation Planning Analyst to support paratransit operations growth	\$ -	\$ -	\$ 75,000.00	\$ 75,000.00	1) Is a project requested to be added to the Work Plan AND 2) Requires a change in budgeted reserves or fund balance

Distributed for Public Comment - September 6, 2019

Public Comments Accepted through October 7, 2019

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

REQUESTED MAJOR AMENDMENTS - REVISED REQUEST SEPTEMBER 27, 2019

Project ID #	Agency	Project Title	FY19 Original Funding Allocation	FY 20 Original Funding Allocation	FY20 Requested Funding Allocation	FY 20 Funding Impact	Reason for Major Amendment Status
Capital - Vehicle Acquisition - Paratransit Expansion Vehicles							
New Project	City of Raleigh	Acquisition of four (4) expansion vehicles for expanded service area of demand-response/paratransit operations	\$ -	\$ -	\$ 380,000.00	\$ 380,000.00	1) Is a project requested to be added to the Work Plan AND 2) Requires a change in budgeted reserves or fund balance
Operating - Transit Plan Administration - Staffing							
New Project	City of Raleigh	1.0 FTE for Procurement Analyst	\$ -	\$ -	\$ 55,000.00	\$ 55,000.00	1) Is a project requested to be added to the Work Plan AND 2) Requires a change in budgeted reserves or fund balance
New Project	City of Raleigh	1.0 FTE for Transportation Planning Analyst to support paratransit operations growth	\$ -	\$ -	\$ 69,000.00	\$ 69,000.00	1) Is a project requested to be added to the Work Plan AND 2) Requires a change in budgeted reserves or fund balance

Wake Transit Project ID #
N/A

FY 2020
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

FY START DATE
7/1/2019

Type of Amendment Minor Major

Minor amendment – Required when there is:
 A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000
 A transfer of funds between budget ordinance appropriations but requires less than a \$100,000 change to a project 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
 Significant changes in scope of funded project
 A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000
 A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project 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	
Expansion Transit Vehicles for Demand-Response Operation (GoRaleigh Access)	City of Raleigh/ GoRaleigh Access	David Eatman	Base Year	\$ -
		david.eatman@raleighnc.gov	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
Issue IFB: November 2019// Submittal IFB: December 2019/ January 2020'	Approval of Contract: Winter 2020 // Delivery of Purchase: 4-5 months from approval of contract	N/A	Base Year	\$ 380,000
			Cumulative	\$ 380,000
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
City of Raleigh/GoRaleigh Access is acquiring 4 expansion transit vehicles for the demand-response/paratransit operations.				
1. Enter Wake Transit Project ID(s) to Increase				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
N/A					
TOTAL			\$ -	\$ -	

2. Wake Transit Project ID(s) to Reduce					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
N/A					
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	\$ 380,000
		Cumulative	\$ 380,000

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?

City of Raleigh/GoRaleigh Access is requesting funds for acquisition of vehicles for this fiscal year.

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

The project sponsor anticipates the need for additional vehicle support for the expanded service area. In October 2019, the GoRaleigh service area will expand to Garner and Knightdale, which will also require complimentary paratransit service. As a result, the project sponsor requires additional vehicles to support the expanded service area. If the request is not funded, the project sponsor will utilize local funding to support as much of the additional need as possible.

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)

Status of the Vehicle Purchase

- b)

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- c)

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8. List any other relevant information not addressed.

N/A

9. Please enter estimated appropriations to support expenses identified above. Enter FY 2020 and the estimated annualized cost in FY 2021 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2021 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2021 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS	FY20	FY21	FY22	FY23	FY24	FY25	FY26
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	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Design/NEPA	\$ -	-	-	-	-	-	-
Equipment	380,000	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	380,000	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

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

Staff calculated the four (4) vehicles at \$95,000 each, totally \$380,000.

Wake Transit Project ID #

FY 2020
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

FY START DATE
7/1/2019

Type of Amendment Minor Major

Minor amendment – Required when there is:
 A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000
 A transfer of funds between budget ordinance appropriations but requires less than a \$100,000 change to a project 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
 Significant changes in scope of funded project
 A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000
 A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project 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	
Procurement Analyst	City of Raleigh	David Eatman	Base Year	\$ 55,000
		David.Eatman@raleighnc.gov	Recurring	\$ 720,217
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
1/1/20	6/30/20		Base Year	\$ -
			Cumulative	\$ -

Project Description Enter below a summary of the project amendment and impact on approved plan.

Procurement Analyst position is requested to monitor purchasing activities, contract development, and compliance efforts. This position would manage the growth in procurement activities associated with WTP implementation, increased service demand and new technology needs. This individual would provide direction on Federal and State clauses and ensure that procurement activity, including contract terms, are in compliance with federal, state and local requirements.

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

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
NEW	Procurement Analyst	Transit Plan Administration	\$ 55,000	\$ 110,000	
TOTAL			\$ 55,000	\$ 110,000	

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	\$ 55,000
		Recurring	\$ 110,000
	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?

1/1/20 - 6/30/20: Requesting partial year funding for FY20 and full year of funds in future fiscal years
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6. What is the expected outcome(s) if this request is funded? What is the alternative if the request is not funded?

Position needed to ensure that procurement activities are successfully completed in a timely manner and in compliance with all Federal, State and local requirements. The procurement process will move forward more quickly, which will allow projects to start sooner.

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) Status of Hire
- b)
- c)

8. List any other relevant information not addressed.

9. Please enter estimated appropriations to support expenses identified above. Enter FY 2020 and the estimated annualized cost in FY 2021 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2021 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2021 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes	55,000	112,750	115,569	118,458	121,419	124,455	127,566
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	55,000	112,750	115,569	118,458	121,419	124,455	127,566

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

CAPITAL COSTS	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Design/NEPA	\$ -	-	-	-	-	-	-
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.

1/1/20 - 6/30/20: Requesting partial year funding for FY20 and full year of funds in future fiscal years

Wake Transit Project ID #

FY 2020
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

FY START DATE
7/1/2019

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

Minor amendment – Required when there is:
 A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000
 A transfer of funds between budget ordinance appropriations but requires less than a \$100,000 change to a project 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
 Significant changes in scope of funded project
 A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000
 A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project 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	
Transportation Analyst	City of Raleigh	David Eatman	Base Year	\$ 69,000
		David.Eatman@raleighnc.gov	Recurring	\$ 903,545
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
1/1/20	6/30/20		Base Year	\$ -
			Cumulative	\$ -

Project Description Enter below a summary of the project amendment and impact on approved plan.

Transportation Analyst position is requested to provide analysis of paratransit growth and the future of mobility on demand services. This position would assist in new software implementation, perform strategic planning for the paratransit program, and provide analysis for overall program operations.

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

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
NEW	Transportation Analyst	Transit Plan Administration	\$ 69,000	\$ 138,000	
TOTAL			\$ 69,000	\$ 138,000	

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	\$ 69,000
		Recurring	\$ 138,000
	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?

1/1/20 - 6/30/20: Requesting partial year funding for FY20 and full year of funds in future fiscal years
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6. What is the expected outcome(s) if this request is funded? What is the alternative if the request is not funded?

Position needed to ensure that paratransit program can effectively meet growing demand. Position will implement operational improvements and also perform long-term planning activities, including explore new technology solutions, to help ensure that the program continues to provide quality service and meet the needs of the community.

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) Status of Hire
- b)
- c)

8. List any other relevant information not addressed.

9. Please enter estimated appropriations to support expenses identified above. Enter FY 2020 and the estimated annualized cost in FY 2021 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2021 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2021 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes	69,000	141,450	144,986	148,611	152,326	156,134	160,038
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	69,000	141,450	144,986	148,611	152,326	156,134	160,038

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

CAPITAL COSTS	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Design/NEPA	\$ -	-	-	-	-	-	-
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.

1/1/20 - 6/30/20: Requesting partial year funding for FY20 and full year of funds in future fiscal years

WAKE COUNTY TRANSIT PLAN: IMPLEMENTATION

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

Joint Disposition for FY 2020 – Q2 Work Plan Amendment Requests

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 tradeoffs associated with proposed amendments, creating a disposition for TPAC consideration. 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.

Amendments Reviewed:

1) Major Amendment – Acquisition of four (4) expansion vehicles for expanded service area of demand-response/paratransit operations

The City of Raleigh anticipates the need for additional vehicle support for an expanded paratransit service area. In October 2019, the GoRaleigh service area will expand to Garner and Knightdale, which will also require complementary paratransit service. As a result, the project sponsor requires additional vehicles to support the expanded service area. If the request is not funded, the project sponsor will utilize local funding to support as much of the additional need as possible. The cost estimate for each of the vehicles is \$95,000, resulting in a total one-time request of \$380,000.

There is a one-time financial impact from transferring \$380,000 in funds held by the tax district in capital fund balance to the project sponsor. No scope issues have been identified with this amendment request, as it is expected that the additional responsibility for providing paratransit service to an expanded area will require the necessary supporting capital resources. However, the Planning and Prioritization Subcommittee has asked that information shared by City of Raleigh staff at the September 19th joint subcommittee review meeting that provides further justification for the number of vehicles being requested be provided to the TPAC for its consideration of the request. The Planning and Prioritization Subcommittee also requested that the City of Raleigh and other project sponsors that will need paratransit expansion and replacement vehicles work to produce a strategic vehicle expansion and replacement schedule that corresponds to the demands outlined in the adopted Wake Bus Plan.

2) Major Amendment – New Project: FTE for Procurement Analyst

The City of Raleigh is requesting funding for a full-time equivalent staff resource to serve as a procurement analyst to support the City's procurement and contracting responsibilities for Wake Transit-funded projects. The requested staff resource is needed to ensure that procurement activities are successfully completed in a timely manner and in compliance with all Federal, State and local requirements. It is anticipated that the staff resource will allow procurement processes to move forward more quickly, which will allow projects to start sooner and to stay on schedule.

There is an FY 2020 financial impact of \$55,000 (annualized recurring impact of \$110,000 in subsequent fiscal years) in funds held by the tax district in fund balance/reserve being transferred to the project sponsor. These funds would be transferred from a line in the FYs 2020-2027 multi-year operating program for miscellaneous operating expenses that are intended to cover operating expenses that are not related to bus operations, maintenance of facilities, etc. This will result in a decrease from \$1,000,000 to \$890,000 in FY 2021 and beyond (decrease to \$752,000 when combined with request for Transportation Planning Analyst FTE).

WAKE COUNTY TRANSIT PLAN: IMPLEMENTATION

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

Joint Disposition for FY 2020 – Q2 Work Plan Amendment Requests

No scope issues have been identified with this amendment request, as the City of Raleigh's workload for implementation of Wake Transit-funded projects substantiates the need for a staff resource to handle procurement and contracting responsibilities. However, the Planning and Prioritization Subcommittee has asked that information shared by City of Raleigh staff at the September 19th joint subcommittee review meeting that provides further justification for the requested staff resource be provided to the TPAC for its consideration of the request. The Planning and Prioritization and Budget and Finance Subcommittees also requested that the City of Raleigh provide a more realistic annualized recurring cost for the request. The blanket \$150,000 per year assumption for staff will not likely be accepted by the TPAC in the recommended FY 2021 Wake Transit Work Plan. Subsequent to the original submission of this amendment request, the City of Raleigh submitted a reduction to its original request of \$75,000 for FY 2020 to \$55,000 for FY 2020.

3) Major Amendment – New Project: FTE for Transportation Planning Analyst

The City of Raleigh is requesting funding for a full-time equivalent staff resource to serve as a transportation planning analyst to support GoRaleigh's expansion of paratransit service to new regions of responsibility. The requested staff resource is needed to ensure that paratransit program can effectively meet growing demand. The requested staff resource will implement operational improvements and also perform long-term planning activities, including exploration of new technology solutions, to help ensure that the program continues to provide quality service and meet the needs of the community.

There is an FY 2020 financial impact of \$69,000 (annualized recurring impact of \$138,000 in subsequent fiscal years) in funds held by the tax district in fund balance/reserve being transferred to the project sponsor. These funds would be transferred from a line in the FYs 2020-2027 multi-year operating program for miscellaneous operating expenses that are intended to cover operating expenses that are not related to bus operations, maintenance of facilities, etc. This will result in a decrease from \$1,000,000 to \$862,000 in FY 2021 and beyond (decrease to \$752,000 when combined with request for Procurement Analyst FTE).

No scope issues have been identified with this amendment request, as the City of Raleigh's expanded paratransit operations responsibility substantiates the need for a staff resource to handle additional planning and deployment responsibilities. However, the Planning and Prioritization Subcommittee has asked that information shared by City of Raleigh staff at the September 19th joint subcommittee review meeting that provides further justification for the requested staff resource be provided to the TPAC for its consideration of the request. The Planning and Prioritization and Budget and Finance Subcommittees also requested that the City of Raleigh provide a more realistic annualized recurring cost for the request. The blanket \$150,000 per year assumption for staff will not likely be accepted by the TPAC in the recommended FY 2021 Wake Transit Work Plan. Subsequent to the original submission of this amendment request, the City of Raleigh submitted a reduction to its original request of \$75,000 for FY 2020 to \$69,000 for FY 2020.

WAKE COUNTY TRANSIT PLAN: IMPLEMENTATION

Wake County Transit Planning Advisory Committee Joint Meeting of the Budget and Finance/Planning and Prioritization Subcommittees

Voting Record for Major Amendment Requests

Following is the voting record from the September 19, 2019, meeting of the Budget & Finance and Planning & Prioritization Subcommittees, where the three (3) requested Major Amendments to the FY 2020 Wake Transit Work Plan were reviewed.

Voting Members in Attendance for Budget & Finance Subcommittee

CAMPO, Bret Martin	GoTriangle, Sandra Freeman
Town of Cary, Christine Sondej	Wake County, Nicole Kreiser
City of Raleigh, Shavon Tucker	

Voting Members in Attendance for Planning & Prioritization Subcommittee

CAMPO, Bret Martin	GoTriangle, Erik Landfried
Town of Cary, Christine Sondej	Wake County, Tim Gardiner
City of Raleigh, David Walker	

The City of Raleigh requested three (3) separate Major amendments to the FY20 Wake Transit Work Plan. They were considered Major because each was a new project requiring an adjustment to the budgeted reserves or fund balance of the FY 2020 Wake Transit Work Plan budget.

The first focus of discussion was on the capital request to fund the purchase of four (4) new paratransit vehicles to support new routes that will be serving Garner and Knightdale. The request is for expansion vehicles, rather than replacement vehicles, directly related to the need created by the conversion of express or regional routes to all-day local routes in those communities. Both subcommittees unanimously voted to recommend approval of the amendment as presented with two conditions:

Condition #1: GoRaleigh will not request more than 3-4 vehicles in FY 2021 and will work with the other regional providers to develop a comprehensive vehicle replacement and expansion schedule through 2027 that aligns with the recommendations of the Wake Transit Bus Plan to be incorporated into the FY21 Wake Transit Work Plan.

Condition #2: City of Raleigh staff will provide more detailed justification for the amendment request beyond that provided in the submitted amendment request form for the TPAC's consideration of the amendments at its October regular meeting.

Next, subcommittee members discussed two (2) amendment requests for additional staff support. Both roles were discussed as immediate needs due to Wake Transit program growth across GoRaleigh services and programs.

The Procurement Analyst will take on contract management and procurement responsibilities for the range of GoRaleigh's Wake Transit-funded projects. It was discussed that the sheer amount and complexity of the current and expected procurement responsibilities requires a dedicated staff person to manage, oversee and monitor the procurement process. As implementation of the Wake Transit Plan began, existing staff were able to fit the procurement responsibilities into their work programs with some additional effort, but it was discussed that this is no longer a reasonable or effective strategy.

WAKE COUNTY TRANSIT PLAN: IMPLEMENTATION

Wake County Transit Planning Advisory Committee Joint Meeting of the Budget and Finance/Planning and Prioritization Subcommittees

Voting Record for Major Amendment Requests

The Transportation Planning Analyst position is being created in direct response to the systemwide growth of the GoRaleigh paratransit program. In the next 2-3 months, the installation of new software to better track and streamline taxis providing paratransit trips will go into effect. This FTE will be responsible for managing the software, data analysis, and compliance reviews and in the future would play a significant role in developing and implementing a ticketless travel option for riders.

Both subcommittees unanimously voted to recommend approval of the two (2) staffing amendment requests as presented with two conditions:

Condition #1: City of Raleigh staff will provide more detailed justification for the amendment requests beyond that provided in the submitted amendment request form for the TPAC's consideration of the amendments at its October regular meeting.

Condition #2: For the FY 2021 Work Plan, a more realistic annualized recurring cost for each FTE should be calculated for each of the analyst roles. The blanket \$150,000 per year will not likely be accepted by the TPAC in the recommended plan next spring.

SUMMARY

Both the Budget & Finance and Planning & Prioritization Subcommittee members voted unanimously to recommend approval to the TPAC of the three (3) FY 2020 Work Plan Major Amendment requests submitted by the City of Raleigh, with the following conditions:

- 1) That GoRaleigh provide more detailed justification of its staffing requests for the TPAC's consideration of the requests at its October 9th, 2019, regular meeting;
- 2) That GoRaleigh evaluate and update the two new FTE annualized staffing costs before the recommended version of the FY 2021 Wake Transit Work Plan is considered by the TPAC; and
- 3) That GoRaleigh develop a paratransit vehicle replacement and expansion schedule, in conjunction with the other providers, from FY 2021 through the current planning horizon of FY27.