

WAKE TRANSIT PLAN

Transit Planning Advisory Committee

REGULAR MEETING

October 9, 2019

9:30 AM

GO FORWARD
A COMMUNITY INVESTMENT IN TRANSIT

I. Welcome and Introductions

Shannon Cox, TPAC Chair

II. Adjustments to the Agenda

Shannon Cox, TPAC Chair

III. General Public or Agency Comment

Shannon Cox, TPAC Chair

IV. TPAC Meeting Minutes

Attachments A & B

Requested Action:

Consider approval of the June 12th and September 11th 2019 TPAC meeting minutes.

Stephanie Plancich, TPAC Administrator

V. Work Plan Reporting, Reimbursement and Amendment Structures

Bret Martin, CAMPO Staff

Each project in the annual Work Plan is broken into individual implementation elements that each have a unique project ID

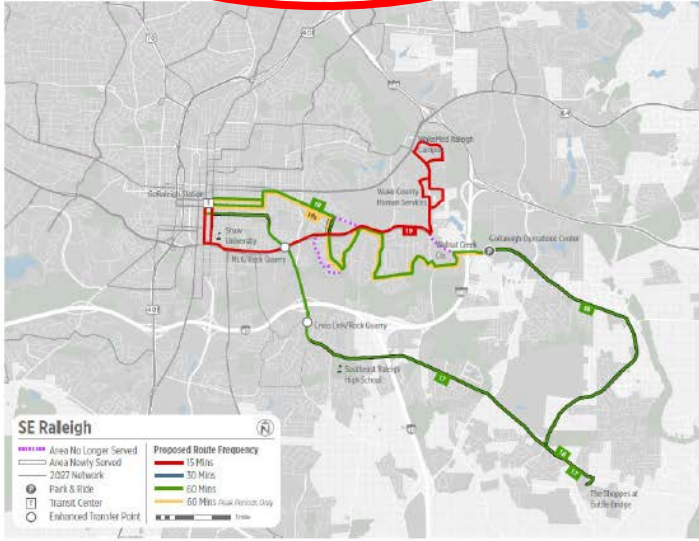
Bus Service		Subcategory Total	\$11,155,620	\$20,708,727	\$21,664,520
<i>City of Raleigh</i>		<i>Agency Subtotal</i>	\$7,288,875	\$15,377,392	\$15,761,825
TO004-D	Increase Frequency on Route 7 (South Saunders)		\$242,381	\$254,164	\$260,518
TO004-E	Increase Sunday Service Span		\$1,850,796	\$1,817,018	\$1,862,443
TO005-I	SE Raleigh Route Package (4 Routes)		\$2,738,718	\$5,656,452	\$5,797,863
TO005-J	NW Raleigh Route Package (4 Routes)		\$2,291,980	\$4,742,163	\$4,860,717
TO005-L3	Youth GoPass Program		\$165,000	\$201,443	\$206,479
TO005-P	Route 33 / New Hope - Knightdale			\$520,414	\$533,424
TO005-Q	Route 401 / Rolesville			\$208,165	\$213,369
TO005-R	Routes 20 & 20L / Garner - Garner South			\$1,977,573	\$2,027,012

Each implementation element with a unique project ID also has a specific approved scope of work

Next Slide



Project ID	TO005-I	Project Category	Bus Operations	Project Subcategory	Bus Service
Project Description:				Project at a Glance	
<p>The City of Raleigh will continue to provide local bus services throughout the southeastern area of Raleigh. The Southeast Raleigh Route Package includes services along the following primary corridors:</p> <ul style="list-style-type: none"> - MLK Boulevard – High Frequency Corridor - Poole Road/Barwell Road/Rock Quarry Road - Poole Road (Peak Only) - Rock Quarry Road <p>These routes replaced and covered the Route 18 Worthdale and Route 19 Apollo Heights. Southeast Raleigh received new service along Barwell Road and Rock Quarry Road to the Shoppes at Battle Bridge. Martin Luther King Blvd and Sunnybrook became the ridership (mainline, high frequency) route with 15-minute service. Coverage areas have varying peak period service frequencies and hourly service during off-peak periods.</p>				<p>Project Title SE Raleigh Route Package (4 Routes)</p> <p>Agency City of Raleigh</p> <p>FY 2020 Cost \$5,656,452</p> <p>FY 2021 Programmed Cost \$5,797,863</p> <p>Funding Source Wake Transit Tax Proceeds</p> <p>Start Date January 2019</p> <p>Service Span 6am-11pm</p> <p>Off Peak Frequency MLK Blvd – 15 & 30 minute Poole/Barwell/Rock Quarry – 60 minute Rock Quarry – 60 minute</p> <p>Peak Frequency MLK Blvd – 15 minute Poole/Barwell/Rock Quarry – 60 minute Poole Rd – 60 minute (AM)</p> <p>Assets Multiple 40' Buses</p> <p>Major Destinations Downtown Raleigh, Barwell Road, Rock Quarry/Battle Bridge Road, Sunnybrook Road</p> <p>Transit Center GoRaleigh Station</p>	



Each implementation element with a unique project ID also has an approved budgeted amount

Next Slide



Project ID	T0005-I	Project Category	Bus Operations	Project Subcategory	Bus Service
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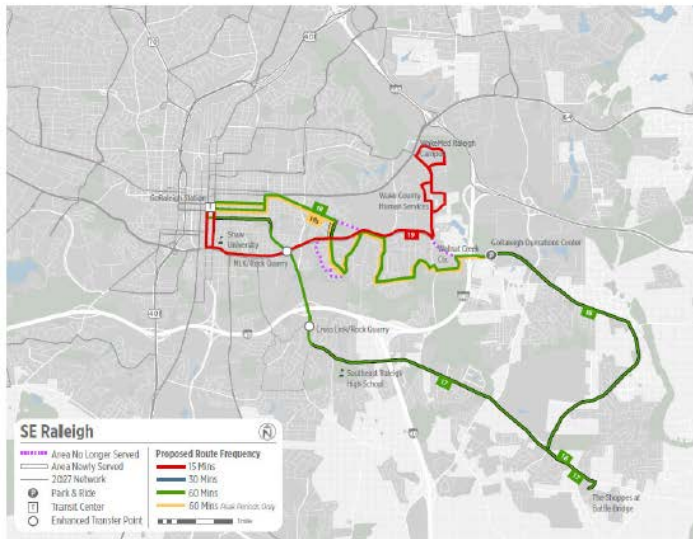
Project Description:

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- MLK Boulevard – High Frequency Corridor
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Project at a Glance	
Project Title	SE Raleigh Route Package (4 Routes)
Agency	City of Raleigh
FY 2020 Cost	\$5,656,452
FY 2021	\$5,797,863
Programmed Cost	
Funding Source	Wake Transit Tax Proceeds
Start Date	January 2019
Service Span	6am-11pm
Off Peak Frequency	MLK Blvd – 15 & 30 minute Poole/Barwell/Rock Quarry – 60 minute Rock Quarry – 60 minute
Peak Frequency	MLK Blvd – 15 minute Poole/Barwell/Rock Quarry – 60 minute Poole Rd – 60 minute (AM)
Assets	Multiple 40' Buses
Major Destinations	Downtown Raleigh, Barwell Road, Rock Quarry/Battle Bridge Road, Sunnybrook Road
Transit Centers	GoRaleigh Station



Bus Service		Subcategory Total	\$11,155,620	\$20,708,727	\$21,664,520
<i>City of Raleigh</i>		<i>Agency Subtotal</i>	<i>\$7,288,875</i>	<i>\$15,377,392</i>	<i>\$15,761,825</i>
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Reason for the Established Structure

- All performance/progress reporting and project expenses are tracked at the individual implementation element level
- The granularity/work breakdown structure of implementation elements is important for maintaining appropriate program control over Wake Transit Plan implementation
- Project Sponsors are allocated money to be used for a specific reason and **ONLY** for the reason indicated in the approved scope
- Both scope of and budgeted funding for implementation elements matter
 - Neither are ever considered in isolation from the other
 - Every implementation element involves financial **AND** programmatic requirements

Scopes of Work

- **Should be prescriptive enough to adequately define the project....**
- **But broad enough to allow for some flexibility in project delivery**
- **Scopes of work are recommended by the TPAC and approved by the Wake Transit governing boards**
- **Draft scopes of work are developed by CAMPO staff each Work Plan development cycle based on content provided in request forms and are distributed for review with a draft Work Plan every January**
- **Project funding agreements tie the ability to receive reimbursements to performance of the prescribed scope of work for an implementation element**
- **Spending tax district funding out of scope is a breach**

Scope Performance Reporting Tool - Input

Wake Transit Quarterly Project Updates

FY 2019

Project Sponsor	CAMPO
Project Code	TO002-W
Project Name	1 FTE for Transit Planner
Implementing / Operating Agency	CAMPO
Project Agreement Executed	Yes
Implementation Date	FY 2019 Q1
Performance Measures Base Year	n/a

Project Scope

resources for adequately supporting its responsibilities related to Wake Transit Plan Implementation. This particular FTE will continue to serve as a transit planner that provides technical and administrative coordination for the Wake Transit Program Manager and the TPAC Administrator in their ongoing responsibilities. Costs associated with this FTE included salary, benefits, professional development needs & supplies.

Project Status Updates

Quarter 1:

Employee hired to fill the FTE on 09/10/2018. Employee began reworking CAMPO's Wake Transit web presence, setting up the administrative infrastructure for the Community Funding Area program, and assisting in preparation of CAMPO's role in facilitating development of the annual Wake Transit Work Plan.

Documents Enclosed (if any)

Quarter 2:

Employee in FTE continued ongoing maintenance of CAMPO's Wake Transit web presence, facilitated the first annual CFA call for projects, and assisted on a technical level with development of the draft FY 2020 Wake Transit Work Plan.

Documents Enclosed (if any)

Project Reporting Deliverables

- Each category of projects/implementation elements has defined reporting deliverables
- Intended to demonstrate progress and performance or productivity outcomes
- Used to make sure projects are meeting goals/objectives of the overall Wake Transit program
- Used to inform project implementation planning
 - Should more resources be directed toward the project or similar type of project?
 - Is the project performing at a level that justifies the expense or that provides the intended benefits
 - Is the project progressing on schedule and should there be any changes to the timing of project phasing?

Project Progress/Scope Performance Reporting Tool - Output

		<i>BUDGET TO ACTUAL, CASH BASIS¹</i>				<i>BUDGET TO ACTUAL²</i>				Progress Report
		Current Year Budget	Actual YTD	Percent Spent YTD	Budget Remaining	Reimbursement Pending Submittal	Total Expense Projected	Percent Spent YTD Projected	Budget Remaining Projected	
Tax District Administration										
GoTriangle	2.5 FTE for Financial Oversight	\$ 295,094	\$ -	0%	\$ 295,094	\$ 122,740	\$ 122,740	42%	\$ 172,354	
GoTriangle	Tax District Audits/Financial Consulting*	\$ 216,000	\$ -	0%	\$ 216,000	\$ 69,651	\$ 69,651	32%	\$ 146,349	
Total Tax District Administration		\$ 511,094	\$ -	0%	\$ 511,094	\$ 192,391	\$ 192,391	38%	\$ 318,703	
Transit Plan Administration										
CAMPO	Salaries & Benefits, 3 FTE	\$ 453,750	\$ 136,073	30%	\$ 317,677	\$ -	\$ 136,073	30%	\$ 317,677	
CAMPO	Community Funding Area	\$ 100,000	\$ -	0%	\$ 100,000	\$ -	\$ -	0%	\$ 100,000	
Cary	Salaries & Benefits, 4 FTE	\$ 515,875	\$ -	0%	\$ 515,875	\$ 87,045	\$ 87,045	17%	\$ 428,830	
Cary	Marketing	\$ 60,875	\$ -	0%	\$ 60,875	\$ 51,981	\$ 51,981	85%	\$ 8,894	
Cary	NCDOT Apprentice Local Match	\$ 20,629	\$ -	0%	\$ 20,629	\$ -	\$ -	0%	\$ 20,629	
GoTriangle	Salaries & Benefits, 8.5 FTE*	\$ 1,225,228	\$ -	0%	\$ 1,225,228	\$ 429,743	\$ 429,743	35%	\$ 795,485	
GoTriangle	Travel & Training / Legal / Utilities	\$ 61,613	\$ -	0%	\$ 61,613	\$ 9,121	\$ 9,121	15%	\$ 52,492	
GoTriangle	Transit Customer Surveys*	\$ 228,125	\$ -	0%	\$ 228,125	\$ 86,339	\$ 86,339	38%	\$ 141,786	
GoTriangle	Multi Year Bus Plan**	\$ 702,000	\$ -	0%	\$ 702,000	\$ -	\$ -	0%	\$ 702,000	
GoTriangle	Property Maint, Repairs & Appraisals/Utilities	\$ 51,308	\$ -	0%	\$ 51,308	\$ 540	\$ 540	1%	\$ 50,768	
GoTriangle	Creative Design Contractor / Outreach mktg communication	\$ 179,425	\$ -	0%	\$ 179,425	\$ 78,302	\$ 78,302	44%	\$ 101,123	
GoTriangle	Paratransit Office Space Lease	\$ 127,959	\$ -	0%	\$ 127,959	\$ -	\$ -	0%	\$ 127,959	
GoTriangle	Systemwide Studies Incidentals	\$ 20,500	\$ -	0%	\$ 20,500	\$ -	\$ -	0%	\$ 20,500	
GoTriangle	Customer Feedback Mgmt System	\$ 35,875	\$ -	0%	\$ 35,875	\$ -	\$ -	0%	\$ 35,875	
GoTriangle	Passenger Amenity Storage Facility	\$ 10,000	\$ -	0%	\$ 10,000	\$ -	\$ -	0%	\$ 10,000	
Raleigh	Salaries & Benefits, 5 FTE	\$ 716,250	\$ 57,538	8%	\$ 658,713	\$ -	\$ 57,538	8%	\$ 658,713	
Raleigh	Marketing	\$ 250,000	\$ 2,620	1%	\$ 247,380	\$ -	\$ 2,620	1%	\$ 247,380	
Raleigh	Downtown Operations Plan*	\$ 875,000	\$ 707,382	81%	\$ 167,618	\$ -	\$ 707,382	81%	\$ 167,618	
Total Transit Plan Administration		\$ 5,634,412	\$ 903,613	16%	\$ 4,730,799	\$ 743,071	\$ 1,646,684	29%	\$ 3,987,728	

Project Financial Reporting Tool - Input

Wake Transit Work Plan Reimbursement Request and Financial Report Town of Apex



ACTIVITY PERIOD:
 SUBMISSION DATE:

Cost Category	Work Plan Item	Agency Accounting Code	GoTriangle Accounting Code	Project Code	FY19 Adopted Work Plan Amount	FY19 Work Plan Amendments	Wake Transit Work Plan Authorized Appropriation	Previous Amount Reimbursed To Date, by GoTriangle	Amount Requested, by Apex	Appropriation Remaining	Reimbursement Pending Submittal	Balance Projected	
Wake Revenue													
Farebox (excl. Youth GoPass)								-		-		-	
TOTALS - WAKE OPERATING								-		-		-	
WAKE OPERATING													
TRANSIT PLAN ADMINISTRATION/IMPLEMENTATION													
Community Funding Area	Service Planning for Proposed Apex Circulator Fixed-Route Bus Service		43 23-00-8531	TO002-AB	25,178.00	0.00	25,178.00			25,178.00		25,178.00	
TOTALS - WAKE OPERATING								25,178.00		-		25,178.00	
WAKE CAPITAL													
CAPITAL PLANNING													
BUS INFRASTRUCTURE								-		-		-	
BUS ACQUISITION								-		-		-	
TOTALS - WAKE CAPITAL								-		-		-	
TOTALS FOR OPERATING & CAPITAL							\$ 25,178.00		\$ -		\$ 25,178.00		\$ 25,178.00

I hereby certify that to the best of my knowledge and belief, the amount being requested for reimbursement from the Triangle Tax District Wake Operating and/or Capital Fund is correct, and the expenditures are in accordance with the laws and the rules and regulations as outlined in the Wake Transit Master Participation Agreement, Wake Transit Governance Agreement, and Wake Transit Financial Plan Agreement. This request for funds includes only items due and payable per the terms and conditions of applicable Transit Operations, Transit Administration, Capital or Special Agreements with GoTriangle as administrator of the Triangle Tax District. CAMPO's expenditures funded from the Triangle Tax District Wake Operating and/or Capital Funds are reconciled quarterly to the Triangle Tax District's ledger and CAMPO is in compliance with reporting requirements outlined in any and all applicable Agreements. Supporting documentation for all expenditures is maintained on file at CAMPO and is available upon request. I acknowledge that the amounts listed as Reimbursement Pending Submittal contain expenses incurred but not yet submitted for reimbursement and that amounts subsequently requested for reimbursement may differ due to timing or further refinements.

Print Name

Signature

Chief Financial Officer/Finance Director
Title

Date

Tracking of Project Expenses and Reimbursements

- **Expenses are tracked for each individual implementation element via the reimbursement request form**
- **Used for requesting and processing reimbursements**
- **Also used to report expenses every quarter, regardless of whether project sponsor is asking for reimbursement**
- **Data on quarterly spending used for planning purposes to inform:**
 - **Whether the project needs more or less money within its approved budget**
 - **Whether the project is ready for funding of its next phase**
 - **Project cost curves**

Project Financial Reporting Tool - Output

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WHAT HAPPENS IF YOU NEED TO CHANGE THE SCOPE OR BUDGETED AMOUNT FOR A PROJECT????

Amendment to Budgeted Amount for Project

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District Wake Operating Fund** for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Tax District Administration (GoTriangle)	\$449,100
Transit Plan Administration	
GoTriangle	1,839,063
Capital Area Metropolitan Planning Organization (CAMPO)	400,000
City of Raleigh	675,000
Town of Cary	543,136
Community Funding Areas	
Town of Wake Forest	214,057
Bus Operations	
GoTriangle	2,939,574
City of Raleigh	15,578,862
Town of Cary	2,061,722
Wake County	365,362
Town of Wendell	4,305
Town of Zebulon	5,795
Reserve	58,500
Allocation to Wake Operating Fund Balance	0
Transfer to Triangle Tax District -- Wake Capital	82,114,525
Total	\$107,249,000

When Amendments Are Required

- Any amendment requiring a transfer from fund balance or reserves
- Any amendment that results in a change to a budget ordinance appropriation (e.g., transfer between/among appropriations)
 - New projects or projects to be removed
 - Project scope changes

ALL BUDGET TRANSFERS BETWEEN INDIVIDUAL PROJECTS WITHIN THE SAME BUDGET ORDINANCE APPROPRIATION MUST BE REPORTED TO THE TPAC

V. Work Plan Reporting, Reimbursement and Amendment Structures

Requested Action: Receive as information

VI. FY 2020 Work Plan 2nd Quarter Amendments

Bret Martin, CAMPO Staff

Attachment C

VI. FY 2020 Work Plan 2nd Quarter Amendments

Major Amendment (Capital):

- New City of Raleigh project - Acquisition of 4 paratransit vehicles - \$380,000 in FY 2020

Major Amendments (Operating):

- New City of Raleigh project - 1.0 FTE for Procurement Analyst - \$55,000 in FY 2020
- New City of Raleigh project - 1.0 FTE for Transportation Planning Analyst - \$69,000 in FY 2020

VI. FY 2020 Work Plan 2nd Quarter Amendments

Subcommittee Recommendations

Paratransit Vehicles:

- Produce paratransit vehicle and expansion and replacement schedule that corresponds with Wake Bus Plan

FTEs:

- More realistic annualized recurring cost estimates

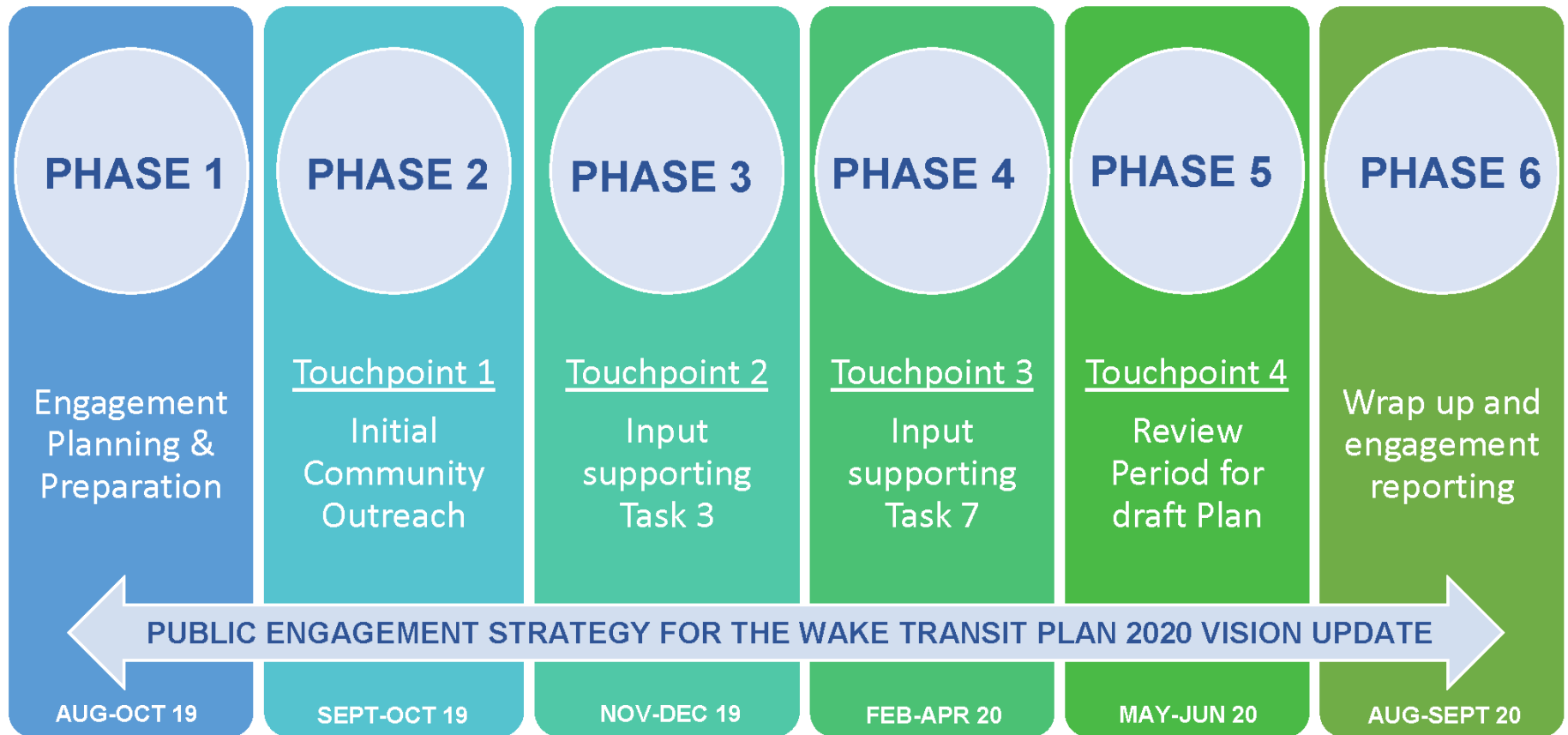
VI. FY 2020 Work Plan 2nd Quarter Amendments

Requested Action: Consider recommending approval of the FY 2020 Wake Transit Work Plan 2nd Quarter Amendments to the Wake Transit governing boards.

VII. 2020 Wake Transit Plan Update, Public Engagement Progress Report

Stephanie Plancich, TPAC Administrator

2020 Wake Transit Plan Update - Engagement Strategy



VII. 2020 Wake Transit Plan Update, Public Engagement Progress Report

Requested Action:

Receive as information

VIII. Subcommittee Chair Reports

Budget & Finance

VIII. Subcommittee Chair Reports

Planning & Prioritization

VIII. Subcommittee Chair Reports

Process

VIII. Subcommittee Chair Reports

Public Engagement & Communications

IX. Other Business

New Business

IX. Other Business



TPAC Administrator's Update

IX. Other Business

TPAC Member Discussion

IX. Other Business

Next Steps

X. Adjourn

Next Meeting:
November 13, 2019, 9:30am