

GO FORWARD

A COMMUNITY INVESTMENT IN TRANSIT

WAKE COUNTY

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

To: Wake County Transit Planning Advisory Committee (TPAC)

Date: 1/14/2019

Re: Summary of Requested FY 2019, 3rd Quarter Work Plan Amendments

Four (4) amendments to the Fiscal Year (FY) 2019 Wake Transit Work Plan have been submitted for consideration of approval in the 3rd quarter of FY 2019. The four (4) 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.

There was one (1) Major Amendment requests submitted involving Projects TO002-G and TO002-K (Multi-Year Bus Service Implementation Plan and Community Funding Area Program Management Plan). There were two (2) Major Amendment requests for two new staffing projects. Reasons for these amendments based on criteria outlined in the adopted amendment policy are:

- Amendment requests as proposed would require a change in budgeted reserves or fund balance (all requested Major Amendments);
- Amendment request involves a significant change in scope for the project (Amendment request for Projects TO002-G AND TO002-K); and
- Amendment request is a project requested to be added to the Work Plan (Amendment requests for two staffing projects).

There was one (1) Minor Amendment submitted involving Project TO004-A (GoCary Sunday Service on All Routes, Expanded Paratransit & Holiday Hours). The reason for the amendment, based on criteria outlined in the adopted amendment policy, is the amendment request involves a change in scope that does rise to the level of being a Major Amendment.

Both amendment requests were released for public comment on December 19, 2018. The public comment period closed for the Minor Amendment on January 2, 2019. The public comment period for the Major Amendment closes on January 18, 2019. No public comments were received for the Minor Amendment request, and no public comments have been received to date for the Major Amendment request.

Attached to this memorandum are the following:

- Proposed FY 2019 Q3 Amendment List
- Completed Amendment Request Forms
- Joint Budget & Finance/Planning and Prioritization Subcommittees Disposition Memo and Voting Record

These requested amendments will be considered for recommendation of approval to the Wake Transit governing boards by the TPAC at its January 22nd meeting.

FY 2019, Quarter 3, Requested Wake Transit Work Plan Amendments

Requested Major Amendments							
Project ID #	Agency	Project Title	FY18 Original Funding Allocation	FY19 Original Funding Allocation	FY19 Requested Funding Allocation	FY19 Funding Impact	Reason for Major/Minor Amendment Status
Transit Plan Administration							
TBD	GoTriangle	FTE for Commuter Rail Environmental Planner	\$ -	\$ -	\$ 75,000.00	\$ 75,000.00	1) Project requested to be added to the Work Plan AND 2) Requires a change in budgeted reserves or fund balance
TBD	GoTriangle	FTE for Manager of Commuter Rail Design	\$ -	\$ -	\$ 75,000.00	\$ 75,000.00	1) Project requested to be added to the Work Plan AND 2) Requires a change in budgeted reserves or fund balance
TO002-G and TO002-K (FY 2018 Work Plan projects)	GoTriangle/ CAMPO	Multi-Year Bus Service Implementation Plan (TO002-G) and Community Funding Area Program Management Plan (TO002-K)	\$ 1,467,000.00	\$ 500,000.00	\$ 702,000.00	\$ 202,000.00	1) Requires a change in budgeted reserves or fund balance AND 2) Is a significant change in scope of a project
Requested Minor Amendment							
Bus Operations							
TO004-A	Town of Cary	Sunday Service All Routes, Expanded Paratransit & Holiday Hours	\$ 476,182.00	\$ 575,285.00	\$ 575,285.00	\$ -	Any change that does not meet any of the criteria of a major amendment - Project scope change does not rise to the level of being significant. Project scope changing from Sunday service on all GoCary routes in existence in FY 2018, which originally included Routes 1 and 2 (Maynard Loop routes), to Sunday Service on all GoCary routes with a new Crossroads Plaza route replacing Routes 1 and 2.

FY 2019 Original Funding Allocation Amount for Project TO002-G is amount encumbered from FY 2018 to carry over to FY 2019

Distributed for Public Comment - 12/19/2018

Major Amendment - Public Comments Accepted through January 18, 2019

Minor Amendment - Public Comments Accepted through January 2, 2019

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

Wake Transit Project ID #
TBD

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

FY START DATE
1/1/2019

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	
TBD	GoTriangle	Jeff Mann jmann@gotriangle.org	Base Year	\$ 75,000
			Recurring	\$ 958,161
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
1/1/2019	6/30/2019	Requested position is associated with the Project Management Approach Document for the Greater Triangle Commuter Rail	Base Year	\$ -
			Cumulative	\$ -

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

In preparation for the Project Development application and movement into the New Starts program with a Commuter Rail project the project team must complete the NEPA process within 24 months. To accomplish this goal, an Environmental Planner dedicated to Commuter Rail will be needed. This position will report to the current GoTriangle lead Environmental Planner. Recruitment for this position should take place in early 2019 to meet the desired deadlines.

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

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
NEW	Commuter Rail Environmental Planner	Transit Plan Administration	\$ 75,000	\$ 150,000	The Greater Triangle Commuter Rail Project - Project Management Approach highlighted three (3) positions that are critical for the early stages of the Commuter Rail. The CRT Environmental Planner is included as one of the three positions.
TOTAL			\$ 75,000	\$ 150,000	

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	\$ -
		Recurring	\$ -
	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?

Partial Funds for FY19 and Full funds for future years

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

Requested funds will allow the Commuter Rail project to proceed towards meeting the deadlines and goals outlined in the program management plan.

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

8. List any other relevant information not addressed.

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	75,000	150,000	153,750	157,594	161,534	165,572	169,711
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	75,000	150,000	153,750	157,594	161,534	165,572	169,711

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.

The above FY19 assumes half-year hire of Salary, Benefits and Expenses.

Wake Transit Project ID #
TBD

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

FY START DATE
1/1/2019

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	
TBD	GoTriangle	Jeff Mann jmann@gotriangle.org	Base Year	\$ 75,000
			Recurring	\$ 958,161
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
1/1/2019	6/30/2019	Requested position is associated with the Project Management Approach Document for the Greater Triangle Commuter Rail	Base Year	\$ -
			Cumulative	\$ -
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
In preparation for entering Project Development, the Manager of Rail Design in consultation and collaboration with the project team, will manage the day-to-day work of the consultant team to progress the overall design, including establishing the technical working groups that will assist in moving the project forward. Recruitment for this position should take place in early 2019 to meet the desired deadlines.				

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

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
NEW	Commuter Rail Manager of Rail Design	Transit Plan Administration	\$ 75,000	\$ 150,000	The Greater Triangle Commuter Rail Project - Project Management Approach highlighted three (3) positions that are critical for the early stages of the Commuter Rail. The CRT Design Manager is included as one of the three positions.
TOTAL			\$ 75,000	\$ 150,000	

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	\$ 75,000
		Recurring	\$ 150,000
	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?

Partial Funds for FY19 and Full funds for future years

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

Requested funds will allow the Commuter Rail project to proceed towards meeting the deadlines and goals outlined in the program management plan.

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

8. List any other relevant information not addressed.

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 (Design Manager)	75,000	150,000	153,750	157,594	161,534	165,572	169,711
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	75,000	150,000	153,750	157,594	161,534	165,572	169,711

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.

The above FY19 assumes half-year hire of Salary, Benefits and Expenses.

Wake Transit Project ID #
TO002-G and TO002-K (FY 2018 Work Plan Projects)

**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:

- 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	
Multi-Year Bus Service Implementation Plan and Community Funding Area Program Management Plan	GoTriangle/CAMPO	Steve Schlossberg, GoTriangle; Bret Martin, CAMPO	Base Year	\$ 702,000
		Sschlossberg@gotriangle.org ; bret.martin@campo-nc.us	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
07/01/2017	06/30/2019		Base Year	\$ -
			Cumulative	\$ -
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
The requested amendment to two projects included in the FY 2018 Work Plan, for which funding was encumbered to carry over as an appropriation in the FY 2019 Work Plan, can be described as follows: 1) Projects TO002-G (\$1,292K) and TO002-K (\$175K) for a total of \$1,467K should be collapsed into a single line and single project, with the respective scopes of each included as authorized scope for the new single project; 2) Expand scope of new single project to include expenditures for the Wake Transit implementation staffing plan and Wake Transit implementation public engagement policy; and 3) Add \$202,000 that should have been encumbered with the \$500,000 that was originally encumbered from FY 2018 to FY 2019 for Project TO002-G to bring the total amount of funds appropriated to the new single project to \$702,000. The total project cost is expected to actualize at approximately \$1,200K compared to an original budget of \$1,467K.				
1. Enter Wake Transit Project ID(s) to Increase				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO002-G	Multi-Year Bus Service Implementation Plan	Transit Plan Admin	\$ 702,000	\$ -	Requesting increase to amount originally encumbered from FY 2018 to FY 2019. The increase does not require additional funding beyond the amount originally budgeted for the impacted projects. However, it does require an increase above what was encumbered from FY 2018 to FY 2019 for TO002-G.
TOTAL			\$ 702,000	\$ -	

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	\$ 702,000
		Recurring	\$ -
	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?

This request applies to FY 2019 only. The project cost does not recur after FY 2019.

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

The expected outcome is that we will be able to finish paying the consultant responsible for producing the range of on-call transit planning services ordered by the TPAC and contracted by GoTriangle, CAMPO and the City of Raleigh, including the Wake Bus Plan, Community Funding Area Program Management Plan, Staffing Plan, and Public Engagement Policy. If the request is not funded, CAMPO, GoTriangle and City of Raleigh will not be able to meet their contract liability to the consultant. The scope of work for the new project needs to be expanded to include all of the services originally ordered by the TPAC and the three noted clients.

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) Same as project TO002-G
- b)
- c)

8. List any other relevant information not addressed.

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	702,000		-	-	-	-	-
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	702,000	-	-	-	-	-	-

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	\$ -	-	-	-	-	-	-
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.

The additional \$202,000 above what was originally encumbered was calculated based on projected remaining contract liability to the consultant. The original \$500,000 encumbered was a portion of unspent funds and the desire at the time was to proactively free up operating expense and return to fund balance. The calculation was an estimate at the time and after conversations with the consultant, \$702,000 should have been encumbered (compared to \$500,000).

Wake Transit Project ID #
TO004-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:
 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	
Sunday Service	GoCary	Kevin Wyrach	Base Year	\$ -
		kevin.wyrach@townofcary.org	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
05/01/2019	01/01/2027	Geographic change of GoCary Route 1 and 2 alignment	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 \$575,285 for Sunday service on all six GoCary routes. Recommended service adjustments identified in the Western Wake Comprehensive Operations Analysis include modifying the current GoCary Routes 1 and 2 to provide more direct service to Crossroads Plaza. This geographic re-alignment includes a reduction of service along certain segments of Maynard Rd.				
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	\$ -
		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?

Partial year to be annualized in future fiscal years.

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

The scope change will allow GoCary to implement recommended changes identified in the Western Wake Comprehensive Operations Analysis. Failure to amend the project scope will result in continued operation of inefficient service with an impact to overall system performance metrics.

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)
- b)
- c)

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	\$ -	-	-	-	-	-	-
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.

Costs are consistent with FY19 Adopted Wake Transit Work Plan.

GO FORWARD

A COMMUNITY INVESTMENT IN TRANSIT

Wake County Transit Planning Advisory Committee

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

Voting Record for Work Plan Amendment Requests Projects TO002-G, TO002-K, TO004-A, and Two Projects Requested to be Added

Following is the voting record from the joint January 3, 2019, meeting of the Budget & Finance and Planning & Prioritization Subcommittees, where the requested amendments to the FY 2019 Work Plan were reviewed.

Voting Member Agencies in Attendance for Planning & Prioritization Subcommittee:

CAMPO

City of Raleigh

Town of Cary

Wake County

GoTriangle

Town of Rolesville

Town of Garner

Town of Fuquay-Varina

Voting Member Agencies in Attendance for Budget and Finance Subcommittee:

CAMPO

City of Raleigh

GoTriangle

Wake County

Town of Cary

Town of Rolesville

Town of Garner

Town of Fuquay-Varina

Amendment Requests Reviewed:

- **Major Amendment** – Multi-Year Bus Service Implementation Plan (TO002-G) and Community Funding Area Program Management Plan (TO002-K)
- **Major Amendment** – New Project: FTE for Commuter Rail Environmental Planner
- **Major Amendment** – New Project: FTE for Manager of Commuter Rail Design
- **Minor Amendment** – Sunday Service on All Routes, Expanded Paratransit & Holiday Hours

The amendment requests reviewed were unanimously recommended by both subcommittees. It was noted by Budget and Finance Subcommittee that the amendment request for the Commuter Rail-related FTEs would need to be cost allocated between Wake and Durham Counties. It was also noted by the Planning and Prioritization Subcommittee that an approval of an amendment request for staffing related to a Commuter Rail project does not pre-suppose the outcome of what any additional pre-project development planning work yields for next steps associated with Commuter Rail implementation.

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GO FORWARD

A COMMUNITY INVESTMENT IN TRANSIT

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

Joint Disposition for FY 2019 – Q3 Work Plan Amendment Request Projects TO002-G, TO002-K, TO004-A, and Two Projects Requested to be Added

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.

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:

Major Amendment – Multi-Year Bus Service Implementation Plan (TO002-G) and Community Funding Area Program Management Plan (TO002-K)

The requested amendment to the two (2) projects included in the FY 2018 Work Plan, for which funding was encumbered to carry over as an appropriation in the FY 2019 Work Plan, can be described as follows: 1) Projects TO002-G (\$1,292K) and TO002-K (\$175K) for a total of \$1,467K should be collapsed into a single line and single project, with the respective scopes of each included as authorized scope for the new single project; 2) Expand scope of new single project to include expenditures for the Wake Transit Implementation Staffing Plan and Wake Transit Implementation Public Engagement Policy; and 3) Add \$202,000 that should have been encumbered with the \$500,000 that was originally encumbered from FY 2018 to FY 2019 for Project TO002-G to bring the total amount of funds appropriated to the new single project to \$702,000. The total project cost is expected to actualize at approximately \$1,200K compared to an original budget of \$1,467K.

There is a one-time financial impact from transferring \$202,000 in funds held by the tax district in reserve to the project sponsor. However, this requested transfer is a result of an underestimation of funding that should have been encumbered to carry over from FY 2018 to FY 2019. With the requested transfer, the total project cost is still less than the original FY 2018 appropriation for the impacted projects. No scope issues have been identified with this amendment request as the request only expands scope to capture all of the contracted planning activities under the on-call transit planning services program deployed by GoTriangle, CAMPO, and the City of Raleigh.

Major Amendment – New Project: FTE for Commuter Rail Environmental Planner

In preparation for a Commuter Rail Project Development application and movement into the Federal Transit Administration New Starts program, GoTriangle must complete the National Environmental Policy Act (NEPA) process within 24 months from the time an application is submitted to the FTA. To accomplish this goal, an Environmental Planner dedicated to Commuter Rail will be needed. This position will report

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to the current GoTriangle lead Environmental Planner. Recruitment for this position should take place in early 2019 to meet the desired deadlines. Six months of funding is requested for FY 2019.

The total FY 2019 cost of the FTE is \$75,000. However, the cost of the FTE would be split between Wake County (67% share) and Durham County (33% share) for a total FY 2019 impact to Wake Transit funds of \$50,025. This would result in an FY 2019 annualized recurring impact of \$100,050 held by the tax district in reserve being transferred to the project sponsor. The financial model includes a line for other operating costs that anticipates staffing and other operating items that have not yet been appropriated. The position is accommodated within the model. No scope issues have been identified with this amendment request. It was noted by the Planning and Prioritization Subcommittee that the approval of an amendment request for staffing related to a Commuter Rail project does not pre-suppose the outcome of what any additional pre-project development planning work yields for next steps associated with Commuter Rail implementation.

Major Amendment – New Project: FTE for Manager of Commuter Rail Design

In preparation for entering Project Development for a Commuter Rail project, the Manager of Rail Design, in consultation and collaboration with a GoTriangle project team, will manage the day-to-day work of a consultant team to progress the overall design, including establishing the technical working groups that will assist in moving the project forward. Recruitment for this position should take place in early 2019 to meet the desired deadlines. Six months of funding is requested for FY 2019.

The total FY 2019 cost of the FTE is \$75,000. However, the cost of the FTE would be split between Wake County (67% share) and Durham County (33% share) for a total FY 2019 impact to Wake Transit funds of \$50,025. This would result in an FY 2019 annualized recurring impact of \$100,050 held by the tax district in reserve being transferred to the project sponsor. The financial model includes a line for other operating costs that anticipates staffing and other operating items that have not yet been appropriated. The position is accommodated within the model. No scope issues have been identified with this amendment request. It was noted by the Planning and Prioritization Subcommittee that the approval of an amendment request for staffing related to a Commuter Rail project does not pre-suppose the outcome of what any additional pre-project development planning work yields for next steps associated with Commuter Rail implementation.

Minor Amendment – Sunday Service on All Routes, Expanded Paratransit & Holiday Hours

The FY 2019 Adopted Wake Transit Work Plan includes \$575,285 for Sunday service on all six GoCary routes. Recommended service adjustments identified in the Western Wake Comprehensive Operations Analysis include modifying the current GoCary Routes 1 and 2 to provide more direct service to Crossroads Plaza. This geographic re-alignment includes a reduction of service along certain segments of Maynard Road. These service changes are not considered significant changes in the project scope and fall under a minor amendment: a change that does not meet any of the criteria for a major amendment.

This amendment request has no financial impact. There were no scope issues identified with this amendment request.

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