

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

### Requested Major Amendments

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 - 9/6/2019

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

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	\$ -
		<a href="mailto:david.eatman@raleighnc.gov">david.eatman@raleighnc.gov</a>	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
<b>Project Description</b>	<b>Enter below a summary of the project amendment and impact on approved plan.</b>			
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					
<b>TOTAL</b>			\$ -	\$ -	

**2. Wake Transit Project ID(s) to Reduce**

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

**3. Impact on Transit Plan Project Costs**

From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.	<b>Estimated Operating Cost</b>		Current Year	\$ -
			Recurring	\$ -
	<b>Estimated Capital Cost</b>		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)	
c)	

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							
<b>TOTAL OPERATING COSTS</b>	-	-	-	-	-	-	-

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	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>380,000</b>	-	-	-	-	-	-

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**

<b>FY START DATE</b>
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	\$ 75,000
		<a href="mailto:David.Eatman@raleighnc.gov">David.Eatman@raleighnc.gov</a>	Recurring	\$ 958,161
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	\$ 75,000	\$ 150,000	
<b>TOTAL</b>			<b>\$ 75,000</b>	<b>\$ 150,000</b>	

**2. Wake Transit Project ID(s) to Reduce**

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
<b>TOTAL</b>			<b>\$ -</b>	<b>\$ -</b>	

**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?

1/1/20 - 6/30/20: Requesting partial year funding for FY20 and full year of funds 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?

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	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			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>75,000</b>	<b>150,000</b>	<b>153,750</b>	<b>157,594</b>	<b>161,534</b>	<b>165,572</b>	<b>169,711</b>

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			-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

*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**

<b>FY START DATE</b>
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	\$ 75,000
		<a href="mailto:David.Eatman@raleighnc.gov">David.Eatman@raleighnc.gov</a>	Recurring	\$ 958,161
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.				
<b>1. Enter Wake Transit Project ID(s) to Increase</b>				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
NEW	Transportation Analyst	Transit Plan Administration	\$ 75,000	\$ 150,000	
<b>TOTAL</b>			<b>\$ 75,000</b>	<b>\$ 150,000</b>	

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

<b>3. Impact on Transit Plan Project Costs</b>				
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?

1/1/20 - 6/30/20: Requesting partial year funding for FY20 and full year of funds 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?

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	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			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>75,000</b>	<b>150,000</b>	<b>153,750</b>	<b>157,594</b>	<b>161,534</b>	<b>165,572</b>	<b>169,711</b>

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	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

*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