



GoTriangle
Board of Trustees
May 26, 2021
12:00 pm-2:30 pm Eastern Time

Based on NC Safer At Home executive orders in response to COVID-19, the GoTriangle Board of Trustees will meet remotely on Wednesday, May 26, 2021, at 12:00 pm.

*Click here to: Join Webex Meeting
Or dial: +1 415-655-0003
Access code: 171 485 3127*

I. Call to Order and Adoption of Agenda

(1 minute Michael Parker)

ACTION REQUESTED: Adopt agenda with any changes requested.

II. Recognition

A. Employee Service Awards

(5 minutes Michael Parker)

III. Public Hearing

(Michael Parker)

A. FY 2022 Proposed Budget

IV. Public Comment

(Michael Parker)

The public comment period is held to give citizens an opportunity to speak on any item. The session is no more than thirty minutes long and speakers are limited to no more than three minutes each. Speakers are required to sign up in advance with the Clerk to the Board at mdawson@gotriangle.org.

V. Consent Agenda

(1 minute Michael Parker)

Items listed on the consent agenda are considered as a single motion. At the request of any Board member, or member of the public, items may be removed from the consent agenda and acted on by a separate motion. Items pulled from the consent agenda will be placed at the beginning of the general business agenda for discussion and action. Any Board member wishing to remove an item from the consent agenda should advise staff in advance.

ACTION REQUESTED: Approve consent agenda.

A. Minutes - April 21, 2021

B. Minutes - April 28, 2021

C. Interlocal Agreement with City of Durham

Authorize the President/CEO to execute ILA with the City of Durham for the review, approval, and implementation of transit improvements.

Interlocal Agreement

VI. General Business Agenda

Items listed on the general business agenda are for discussion and possible action. Such designation means that the Board intends to discuss the general subject area of that agenda item before making any motion concerning that item.

A. Items Removed from the Consent Agenda

(1 minute Michael Parker)

ACTION REQUESTED: Discuss and take action on any items removed from the consent agenda.

B. Sanitary Sewer Easement

(10 minutes Gary Tober)

ACTION REQUESTED: Authorize public sanitary sewer easement to Caruso Homes on property at 2512 Ellis Road, Durham.

Caruso Letter

Maps

C. Operations & Finance Committee Report

(20 minutes Vivian Jones)

1. Wake Transit FY21 Q4 Amendments

ACTION REQUESTED: Approve FY21 Q4 Wake Transit Work Plan amendments and budget ordinance amendments 0007 and 0008.

O 2021 0007 Operating Fund

O 2021 0008 Capital Fund

Budget Change Impact

TPAC Memorandum

2. Durham County Transit Plan Amendments

ACTION REQUESTED: Approve FY21 Durham County Transit Workplan budget amendments and adopt ordinances 0009 and 0010.

O 2021 0009 Operating Fund

O 2021 0010 Capital Fund

Budget Change Impact

Detailed Staff Working Group agenda

3. **Orange County Transit Plan Amendments**

ACTION REQUESTED: Approve FY21 Orange County Transit Workplan budget amendments and adopt ordinances 0011 and 0012.

O 2021 0011 Operating Fund

O 2021 0012 Capital Fund

Budget Change Impact

Documentation Submitted to SWG

4. **Vehicle Purchase Authorization**

ACTION REQUESTED: Authorize the President/CEO to execute a contract for the purchase of six (6) low-floor diesel Gillig buses with associated maintenance equipment from Gillig Corporation for fixed route service not to exceed the maximum dollar amount of \$3,480,000.

5. **FY22 Proposed Budget - First Reading**

(10 minutes Sandra Freeman)

VII. **Other Business**

A. **President & CEO's Report**

(5 minutes Charles Lattuca)

Contracts

New Hires & Promotions

1. **Operations Update**

(5 minutes Patrick Stephens)

2. **Return to Office Plan**

(10 minutes Sharon Chavis)

3. **Capital Projects Status Report**

Presentation - CRT Update

(10 minutes Katharine Eggleston)

B. **General Counsel's Report**

(5 minutes Shelley Read Curran)

C. **Chair's Report**

(5 minutes Michael Parker)

D. **Board Member Reports**

1. **CAMPO Executive Board Representative**

(5 minutes Will Allen III)

2. **DCHC MPO Board Representative**

(5 minutes Michael Parker)

3. Regional Transportation Alliance (RTA) Rep.
(5 minutes Will Allen III)

VIII. Closed Session - Personnel

(15 minutes Michael Parker)

NCGS §143 318.11.(a) (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of a prospective employee. Final action making an appointment by a public body having final authority for the appointment shall be taken in an open meeting.

NCGS §143 318.11.(a) (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

ACTION REQUESTED: Enter into closed session.

IX. Adjournment

(Michael Parker)

NOTICE OF PUBLIC HEARING
GoTriangle

The proposed FY 2022 Operating and Capital budgets for GoTriangle, the Durham Transit Plan, the Orange Transit Plan and the Wake Transit Plans have been submitted to the GoTriangle Board of Trustees. The draft budget is available for public inspection on the GoTriangle website: www.gotriangle.org in the **"Publications"** section.

Due to the restrictions of COVID-19 the GoTriangle Board of Trustees will hold a public hearing remotely on the proposed budget at 12:00 noon on Wednesday, May 26, 2021 via Webex. Information on how to listen or view the meeting will be posted on GoTriangle's website under the "Board of Trustees" link. The budget will be available online 10 days prior to the scheduled meeting. Persons wishing to comment on the proposed budget may do so in writing anytime from the date of this posting until 24 hours after the public hearing.

Persons with disabilities or who otherwise may need special accommodations for the public hearing should contact Michelle Dawson at (919) 485-7438 by 5 p.m. on May 19, 2021. GoTriangle will accommodate all reasonable requests. GoTriangle is an equal opportunity employer.

Saundra Freeman
CFO/Director of Administrative Services

GoTriangle Board of Trustees
Budget Work Session Meeting Minutes
April 21, 2021
Held Remotely via WebEx

Board Members Present Remotely:

Will Allen III	Vivian Jones
Corey Branch	Valerie Jordan
Michael Fox (arr. 12:30 p.m., left 1:00 p.m.)	Michael Parker, Chair
Brenda Howerton	Renée Price
Sig Hutchinson	Steve Schewel

Board Members Absent:

Jennifer Robinson	Stelfanie Williams
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Chair Michael Parker officially called the meeting to order at 12:02 p.m. A quorum was present.

Action: On motion by Allen and second by Schewel the agenda was adopted. Upon vote by roll call, the motion was carried unanimously.

Saundra Freeman reviewed the proposed FY 2022 budget workbook, which is attached and hereby made a part of these minutes.

Current GoTriangle budget assumptions for FY22:

- Total Revenue \$72.9 million (up from \$51 million in FY21).
- Total Expenditures \$71.2 million (up from \$53 million in FY21).
- Surplus of \$1.7 million, excluding estimated \$548,000 in recommendations from classification and compensation study.
- Relief funds \$10.7 million from DCHC (up from \$7.9 million FY21); CAMPO funds pending.
- No SMAP funding for the second year (just over \$2 million).
- Vehicle Rental Tax revenues \$4.1 million (down from \$5.2 million in FY21) – 50% allocated to Durham-Orange and Wake plans.
- Vehicle Registration Tax revenues of \$6.3 million (down from \$6.6 million in FY21).
- No fares or consignments revenues budgeted.
- Plaza building expenses \$572,000; no rental income budgeted.
- Total headcount of 280, including county transit plans (up from 270 in FY21).
- Average merit 3%; maximum merit 4% (no change from FY21).
- No increase in employee healthcare costs (no change in \$500 annual employee contribution for employee-only coverage).
- Bus revenue hours of 141,118, directly operated and including Durham, Orange and Wake (up slightly from FY21 total of 134,568).

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- Contracted bus service hours 11,724 (down from 11,744 hours in FY21).
- Bus service current cost per hour \$129; adding in recommendations from compensation study, \$132 (\$132 in FY21).
- Cost per hour including contracted services \$128, adding in recommendations from compensation study, \$131 (\$131 in FY21).
- Capital requests \$36.5 million (not yet budgeted).

Assumptions for the Durham Transit Plan:

- Total revenues \$34.4 million (up from \$32 million in FY21), which includes:
 - Half (1/2) cent sales tax \$31.2 million. Trending remarkably well!
 - Vehicle rental tax \$0.9 million.
 - \$7 county vehicle registration tax \$1.7 million. flat
 - \$3 regional vehicle registration tax \$0.7 million. flat
- Total expenditures:
 - Tax district administration \$0.4 million.
 - Transit plan administration \$1.9 million.
 - Transit operations \$8.1 million.
 - Capital Projects \$9.2 million, including vehicle acquisitions of \$4.7 million and \$4.2 million in transit infrastructure.

Assumptions for the Orange Transit Plan:

- Total revenues \$8.9 million (up slightly from \$8.8 million in FY21), which includes:
 - Half (1/2) cent sales tax \$7.4 million.
 - Vehicle rental tax \$0.4 million.
 - \$7 county vehicle registration tax \$0.8 million. flat
 - \$3 regional vehicle registration tax \$0.3 million.
 - Other revenue \$0.8 million.
- Total expenditures:
 - Tax district administration \$0.25 million.
 - Transit plan administration \$0.54 million.
 - Transit operations \$4.2 million.
 - Capital Projects \$3 million, including vehicle acquisitions of \$0.9 million and BRT of \$1.8 million.

Freeman reviewed assumptions of the Wake Operating Fund for FY22:

- Total revenues \$155.4 million (up from \$110.8 million in FY21).
 - Half (1/2) cent sales tax \$98 million. Significant increase conservative last year
 - Vehicle rental tax \$2.8 million.
 - \$7 county vehicle registration tax \$6.7 million.

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- \$3 regional vehicle registration tax \$2.9 million.
- Other revenue \$45 million.
- Total expenditures:
 - Tax district administration \$0.5 million.
 - Transit plan administration \$4.7 million.
 - Transit operations \$20.5 million.
 - Community Funding Area \$1.4 million.
 - Capital Projects \$81.2 million, including BRT of \$12 million, bus infrastructure of \$55.5 million and bus acquisitions of \$12.8 million.

Board members commented on and discussed:

- Relief funds estimated from CAMPO are typically much less than what is received from DCHC based on the 5307 allocation method which utilizes population.
- Allocating a greater share of Vehicle Rental Tax revenues to GoTriangle. Lattuca stated he would like to see this done over a two to three year period.
- The sustainability of GoTriangle's funding sources and a strategy for approaching the Legislature for increasing current revenues and/or adding new sources.
- The reinstatement of SMAP funding.
- Request for more information about GoTriangle's compensation practices.
- Request for a comparison of bus fares charged throughout the region.

Freeman stated that staff would continue to look for additional areas for reductions in departmental and capital spending and any revisions will be discussed with the Operations & Finance Committee in May.

Action: Chair Parker adjourned the meeting at 1:51 p.m.

Michael Parker, Chair

Attest:

Michelle C. Dawson, CMC
 Clerk to the Board

GoTriangle Board of Trustees
Meeting Minutes
April 28, 2021
Held Remotely via WebEx

Board Members Present Remotely:

Will Allen III

Brenda Howerton

Sig Hutchinson

Vivian Jones

Michael Parker, Chair

Renée Price (arr. 12:05 p.m.)

Jennifer Robinson

Steve Schewel (arr. 12:07 p.m.)

Stelfanie Williams (arr. 12:05 p.m.)

Board Members Absent:

Corey Branch

Michael Fox

Valerie Jordan

Chair Michael Parker officially called the meeting to order at 12:02 p.m. A quorum was present.

I. Adoption of Agenda

Action: On motion by Allen and second by Howerton the agenda was adopted. Upon vote by roll call, the motion was carried unanimously.

II. Recognition

Board Chair Parker recognized the first anniversary of President and CEO Charles Lattuca.

III. Public Comment

No comments.

Price and Williams arrived.

IV. Consent Agenda

Action: On motion by Howerton and second by Allen the consent agenda was approved. Upon vote by roll call, the motion was carried unanimously.

The following consent agenda items were approved:

- March 17, 2021 – Special Session Minutes;
- March 24, 2021 – Regular Session Minutes;
- March 24, 2021 – Closed Session Minutes;
- Wake County Transit Plan Update;
- Sole source purchase and awarded contract to Trapeze Software Group Inc. dba Trip Spark Technologies for CAD/AVL, OPS Workforce/Management, View Point

Business Intelligence and additional modules for the Enterprise Asset Management hardware and software products for a maximum dollar amount of \$2,875,000, which includes installation and annual maintenance, hosting fees and contingency; and

- Continuation of supplement benefits related to the Families First Coronavirus Response Act (FFCRA), retroactive to April 1, 2021, and through June 30, 2021.

The Wake County Transit Plan Update with appendices and the list of supplemental benefits are attached and hereby made a part of these minutes.

V. General Business Agenda

A. Items Removed from Consent Agenda

None.

B. RUS Bus Transit Design Advisory Services

Shelley Curran stated that RK&K has been selected as the preferred design consultant for the RUS Bus project. She stated the firm will be providing project quality and risk management as well as reviewing and analyzing transit facility designs cost estimates. She stated the contract amount is not to exceed \$900,000 and is within the project budget.

Schewel arrived.

Action: On motion by Allen and second by Hutchinson the Board authorized the President/CEO to execute an agreement with RK&K for RUS Bus Transit Design Advisory Services at a cost not to exceed \$900,000. Upon vote by roll call, the motion was carried unanimously.

C. Agreement for Railroad Capacity Modeling Reimbursement

Tom Henry requested Board approval for a reimbursement agreement with Norfolk Southern for railroad network capacity modeling for the Greater Triangle Commuter Rail study. He stated that GoTriangle would pay actual costs of the technical work performed. NCRR has agreed to provide one third of the funding, up to \$250,000. The budget and agreement anticipate \$400,000, but staff is requesting up to \$500,000 to cover unforeseen changes during the course of the study. NCDOT is a technical party to the agreement, but is not sharing in the funding. Henry added that Norfolk Southern could not commit to a prescribed schedule for the study and this agreement does not create any lasting or implementation decisions about the project. He said the study is intended to help refine the project concept to better understand the type of system that integrate with existing freight and Amtrak traffic on the NCRR corridor today. Lattuca added that the goal is to have the capacity study completed by December.

Robinson commented that in recent conversations with Wake County legislators, most of them were unfamiliar with the commuter rail project. She suggested that staff provide updates to them. Lattuca replied that meetings have begun on the county level and will expand to the Legislature.

Action: On motion by Allen and second by Howerton the Board authorized the President/CEO to execute an agreement with Norfolk Southern (NS) for the purpose of reimbursing NS for railroad capacity modeling. Upon vote by roll call, the motion was carried unanimously.

D. Amendment to Operating and Protocols Guidelines for Transit Advisory Committee

Scott Thomas requested approval of an amendment to the operating and protocols guidelines for the TAC related to member terms. Current guidelines state member terms shall not exceed two years and during the pandemic all member terms expired. Curran stated the proposed amendment would extend all terms by one year and provide opportunity to stagger the terms.

Action: On motion by Jones and second by Williams the Board approved the amendment to the Operating and Protocols Guidelines for Transit Advisory Committee. Upon vote by roll call, the motion was carried unanimously. The guidelines are attached and hereby made a part of these minutes.

E. Operations & Finance Committee Report

Vivian Jones reported that the Committee received an update on the RTP Connect pilot program, which is doing very well. She said staff will be bringing a proposal for permanent service design. There also was an update on the FY22 budget work.

1. 2021 Classification and Compensation Pay Plan

Jones presented a recommendation from the Committee for approval of the following steps related to the classification and compensation study, effective July 1, 2021:

- Increase minimum, midpoint and maximum pay ranges by 10%
- Minimum starting wage \$15 per hour; \$17 for operators
- Bring to minimum and realignment based on tenure at GoTriangle for current employees
- New job descriptions and FLSA status
- Increase tuition reimbursement from \$1,000 to \$3,000 annually
- Implement semi-annual \$200 service bonus for operators, service attendants and customer information specialists providing excellent service
- Provide career ladders for some departments

- Review and update benefits and policies (sick/vacation leave payout)
- Adjust operator progression between levels

Action: On motion by Allen and second by Hutchinson the Board approved the recommendations listed above related to the *2021 Classification and Compensation Pay Plan*. Upon vote by roll call, the motion was carried unanimously.

F. Planning & Legislative Committee Report

Will Allen III stated the Committee received presentations at its last meeting on the statewide passenger rail program by Julie White, NCDOT Deputy Secretary for Multimodal Transportation and on 15-501 corridor transit enhancement opportunities from Jay Heikes.

1. Regional Transit Center (RTC) Relocation Strategy

Allen stated the Committee recommends Board approval of the RTC relocation strategy. He recognized Jay Heikes' to make the presentation, which is attached and hereby made a part of these minutes.

Heikes explained that this feasibility study started in late 2019, with regular updates given to the P&L Committee. The first step in the process is to select a site which will enhance functionally, connectivity and mobility for the RTC in the areas of safety and functionality, access and connections and speed and reliability.

The existing Regional Transit Center (RTC) is located near I-40 and I-540, adjacent to GoTriangle's administrative offices. Although intended to serve employers in RTP, the current location is two miles outside of RTP. GoTriangle owns the office building, but leases the park-and-ride and RTC. The location serves ten routes and microtransit, with 1,000 boardings and 100 park-and-ride users daily.

Identified Improvements Needed

- Platform space limited and constrained
- Tight spaces between crosswalks and buses and on the platforms
- Shared driveway between buses and other vehicles
- Limited shelters, Duke Energy easement precludes additional shelters (A survey indicated more shelters is the top priority for riders.)
- Multimodal location for convenient transfers, with shops and services located nearby.
- Location near freeway network to reduce delays and missed transfers and improve bus speeds

Heikes stated the search process involved narrowing the initial 113 identified sites to six, which were evaluated base on these goals:

- Mobility 30% – improve bus speed and reliability
- Community 20% – improved access to goods, services and potential development
- Viability 20% – ease of acquisition and constructability
- Walk access 10% – access to existing employment
- Multimodal 20% – provide connections to BRT, CRT and Triangle bikeway.

Top Scores (out of 5.0)

- HUB – 3.64
- Park Point – 4.02
- TMC – 3.66
- Existing RTC – 1.88

Heikes stated the preferred site, Park Point, is located near the intersection of NC 54 and Miami Boulevard and adjacent to planned investments in commuter rail and BRT and the Triangle Bikeway.

Conceptual program

- Improved access to highway network
- Bus-only driveway and traffic signal at NC 54
- 10 boarding bays, 2 out-of-service bays
- Drop-off loop
- Pass sales and comfort station on platform
- Adjacent space for waiting/meeting/offices
- Potential administration offices on site

Implementation approach

- Begin design and implementation of transit center
- Fund design and land acquisition in FY22 county transit plans
- Continue to evaluate potential relocation of GoTriangle administrative space

Heikes requested Board approval of the relocation strategy including the preferred relocation site, the conceptual program and an implementation approach.

Parker asked how many users the proposed park-and-ride would serve. Heikes responded 200 spaces, with potential to expand to 500. He said there would be potential for structured parking in the future.

Hutchinson stated the rendering is aesthetically pleasing, but suggested a policy for art in capital projects, such as 1% of the project budget. Lattuca stated that there has been discussion about for Wake Transit, but federal grants do not allow for public art and would have to come from state or local funds.

Action: On motion by Allen and second by Price the Board adopted the Regional Transit Center relocation strategy including the preferred relocation site of Park Point, the conceptual program and the implementation approach. Upon vote by roll call, the motion was carried unanimously. The Regional Transit Center Relocation Study Executive Summary is attached and hereby made a part of these minutes.

VI. Other Business

A. President and CEO's Report

A list of contracts approved by the president and CEO is attached and hereby made a part of these minutes.

Lattuca stated that GoTriangle held a virtual Small and Minority Business Conference on March 26th. Sylvester Goodwin shared that participants received information on upcoming opportunities and how to do business with GoTriangle. Tammie Hall, with the State's Historically Underutilized Business office, as well as NCDOT participated in the conference. There were over 150 attendees representing a large variety of business types. Another outreach is being planned for the fall.

1. Capital Projects Status Report

The capital projects status report is attached and hereby made a part of these minutes.

2. Operations Update

Patrick Stephens' monthly report is attached and hereby made a part of these minutes. He highlighted three items:

- Ridership is now at 55-60% pre-Covid levels on weekdays, 80-90% on weekends and there have been Sundays with ridership higher than pre-Covid.
- To date GoTriangle has provided 94 trips for vaccinations.
- 85-90% of transit operations personnel have received at least the first vaccine.
- The department is down approximately 17 fixed route operators and 10 paratransit operators. This is requiring a lot of overtime from operators in addition to supervisors driving routes. Staff is working on recruiting efforts.

3. Commuter Rail Website

Scott Thomas and Liz Raskopf gave a tour of the new commuter rail project website, Readyforrailinc.com. Board members offered suggestions:

- Address the criticisms to commuter rail
- Make the point that commuter rail will be the backbone of a regional transit system that is integrated
- A map that shows the entire system and all modes
- Include information on land use
- Explain the difference between light rail and commuter rail
- PSA to be shared on municipal public access channels to increase public awareness of the project
- Accommodations on the site for the visually impaired
- Highlight the benefits to individuals

B. Chair's Report

- Chair Parker noted that GoTriangle's employer services will offer a webinar tomorrow on the trail system in the Triangle led by Sig Hutchinson.
- GoTriangle, GoDurham and Chapel Hill Transit made a joint funding request to Congressman Price's office for electric buses.
- Fare free transit in the Triangle is proposed to be extended for another year.

C. Board Member Reports

1. CAMPO Executive Board Representative

Will Allen III reported the board received updates on NCDOT's Multimodal Connected Vehicle Pilot Project, the findings and recommendations from the completed Triangle Region ITS Strategic Deployment Plan and the 2050 MTP process. The board also adopted the Wake Transit update, approved recommendations for US House Member Designated Project Funding support and approved and replenished LAP funding.

2. DCHC MPO Board Representative

Michael Parker stated that updates were received on the Wake, Durham and Orange transit plans as well as commuter rail and Chapel Hill's North-South BRT.

3. Regional Transportation Alliance (RTA) Representative

No report.

Schewel thanked Lattuca for his leadership and stated his confidence. He suggested that plans begin for resuming in-person meetings.

VII. Adjournment

Action: Chair Parker adjourned the meeting at 1:54 p.m.

Michael Parker, Chair

Attest:

Michelle C. Dawson, CMC
Clerk to the Board

Draft

*Connecting all points of the Triangle*

MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Capital Development and Planning Department
DATE: May 11, 2021
SUBJECT: Interlocal Agreement with the City of Durham

Strategic Objective or Initiative Supported

2.4 Ensure an attractive and accessible transit environment

Action Requested

Staff requests that the Board of Trustees authorize the President & CEO to execute an interlocal agreement (ILA) with the City of Durham for the review, approval, and implementation of transit improvements.

Background and Purpose

The GoTriangle Planning and Capital Development department manages a program of systemwide bus stop improvements for the GoDurham system through the City of Durham's contract with GoTriangle. Given the significant amount of funding allocated to bus stop improvements in the Durham County Transit Plan, the City of Durham and GoTriangle propose to enter an ILA which formalizes the framework for GoTriangle to act as project sponsor for bus stop improvements, and to handle the development, acquisition, design, construction, and delivery of bus stop improvements to be accepted by the City. This ILA outlines responsible parties and coordination between the City and GoTriangle at each step of the process.

At its January 2021 meeting, the Planning & Legislative Committee received a presentation from staff providing an overview of the bus stop improvement process, which includes prioritization, planning, design, permitting, right-of-way acquisition, and construction of flatwork (e.g., boarding/alighting pad, passenger waiting area, sidewalk connections) and amenities (e.g., seating, shelters, lighting). Making these types of improvements connects transit customers with safe, comfortable, and ADA accessible locations to board and disembark from the bus. This ILA will help to streamline the improvement process, resulting in lower costs, faster delivery of improvements, and continuity during any staff transitions.

Financial Impact

None

Attachments

- Interlocal Cooperation Agreement

Staff Contacts

- Erin Convery, Sr. Transportation Planner, 919-314-8701, econvery@gotriangle.org
- Thomas Henry, Assistant General Counsel, 919-485-7589, thenry@gotriangle.org
- Katharine Eggleston, Chief Dev't Officer, 919-485-7564, keggleston@gotriangle.org



INTERLOCAL COOPERATION AGREEMENT FOR REVIEW, APPROVAL, AND IMPLEMENTATION OF TRANSIT IMPROVEMENTS

This Agreement made, dated, and entered into as of the _____ day of _____, 2021, (“Effective Date”) between the City of Durham, a North Carolina municipal corporation, hereinafter referred to as the “City” and Research Triangle Regional Public Transportation Authority, a unit of local government existing under the laws of the State of North Carolina (hereinafter referred to as “GoTriangle”). The City and GoTriangle shall be collectively referred to as the “Parties.” This Agreement is made pursuant to Article 20 of Chapter 160A of the North Carolina General Statutes.

WITNESSETH:

WHEREAS, in 2010, the City contracted with GoTriangle to provide a substantial portion of the management and administration of the GoDurham bus system, including operations management, service planning, marketing, and administration of capital project delivery;

WHEREAS, significant additional funding for bus transit improvements has become available through the Durham County Transit Plan. A portion of this funding is allocated for physical improvements to bus stops within the City of Durham, including design and construction of accessibility improvements (landing pads, sidewalk connections, curb ramps) and passenger amenities (shelters, benches, lighting). The Parties have agreed on a framework that will facilitate GoTriangle’s role as project sponsor under the Durham County Transit Plan, to handle the development, acquisition, design, construction and delivery of the bus stop improvements to be accepted by the City for its bus transit infrastructure;

WHEREAS, the Parties wish to collaborate to improve and streamline the process for advancing the bus stop improvements, resulting in faster delivery timeframes and lower costs; and

WHEREAS, GoTriangle and the City seek to document their common understanding of the roles and responsibilities of each Party in this streamlined process, to support continuity in the process through inevitable staff transitions at each organization.

NOW THEREFORE, for and in consideration of mutual covenants contained herein and the mutual benefits to result therefrom, the Parties hereby agree as follows:

1. DEFINITIONS

- A. Bus Stop Improvement – discrete proposed physical improvements to the bus transit systems operated by the Parties, including design and construction of accessibility improvements (for example, landing pads, sidewalk connections, curb ramps, and crosswalks) and passenger amenities (for example, shelters, benches, lighting, and real-time arrival displays) to be located on existing or newly acquired right of way.

Interlocal Cooperation Agreement for Review, Approval and Implementation of Transit Improvements

- B. Bus Stop Improvement Plan – the documentation for a proposed Bus Stop Improvement, which includes all information required by the department responsible for the review and approval of the Bus Stop Improvement prior to implementation. The Bus Stop Improvement Plan may include proposed location, property ownership details (if not located in the right of way), schematics, design, construction drawings and specifications of materials and improvements, and any other reasonable documentation that may be required by the Reviewing Departments.
- C. City Coordinator (COORD) – the person designated by the City as responsible for oversight and management of the review and approval process for the Bus Stop Improvement Plans submitted to the City. The City COORD shall communicate with the GoTriangle COORD to coordinate information between GoTriangle and the Reviewing Departments in order to facilitate implementation of the Bus Stop Improvements. The City COORD is authorized to provide final approval and acceptance of completed Bus Stop Improvements on behalf of the City.
- D. City Requirements -- the Durham City Charter, the Durham City Code of Ordinances, Unified Development Ordinance, and City administrative policies and procedures established by the City.
- E. Construction Activities – the portion of the Work performed by GoTriangle, or its agents or contractors relating to the purchase of materials or supplies; and the act of grading, excavating, filling, installing concrete, fabricating, finishing, painting and performing general construction of a Bus Stop Improvement.
- F. Development Services Center – the City office housed within the City-County Planning Department that will accept Bus Stop Improvement Plans for distribution among the Reviewing Departments.
- G. GoTriangle Coordinator (COORD) – the person designated by GoTriangle as responsible for sharing GoTriangle information and documents relating to proposed Bus Stop Improvements. The GoTriangle COORD shall be responsible for implementing and following through with requests for review and approval of Bus Stop Improvement Plans with the Reviewing Departments and the City COORD.
- H. Priority Implementation List – The list of proposed Bus Stop Improvements, including location, nature of improvement, and schedule for delivery by GoTriangle. The Priority Implementation List includes the Bus Stop Improvements GoTriangle intends to be implemented over the next fiscal year or other appropriate time frame as agreed to by the Parties.
- I. Reviewing Departments – the City (and/or County) Department, Division or Office responsible for review and approval of any element of the Bus Stop Improvement, including City-County Planning Department, the City Public Works, City Transportation Department and the Department of General Services.

Interlocal Cooperation Agreement for Review, Approval and Implementation of Transit Improvements

- J. Work – means all the activities performed by GoTriangle or caused to be performed by GoTriangle, as described in this Agreement, necessary to deliver final completion of the Bus Stop Improvements.

2. PURPOSE

This Agreement establishes the roles and responsibilities of the Parties in facilitating the review and approval process for funding, design and construction of Bus Stop Improvement(s) for the public transit system(s) operated by the Parties. The Agreement designates project administrators from both Parties to be responsible for coordinating the regulatory review process required for final approval and acceptance of the Bus Stop Improvements by the City for long term maintenance.

3. INITIAL APPROVALS

- A. Prioritizing Bus Stop Improvements. Prior to submitting any Bus Stop Improvement Plan to the Development Services Center, the Parties acting through their respective COORDs shall mutually concur on a Priority Implementation List (“PIL”) for the Bus Stop Improvements to be implemented, including the schedule of prioritization. GoTriangle will develop the PIL and submit it to the City COORD for review and concurrence. The PIL shall be prepared in the same or substantively similar form as that provided in Exhibit A, titled “Sample Priority Implementation List.” In reaching concurrence on the PIL, the Parties shall take into consideration all relevant factors, including: ridership demand; need; cost; estimated design, permitting, real estate acquisition, and construction schedules; time required for review and approval; and any other factors determined by the Parties to be in the best interest of the GoDurham transit operations. During the term of this Agreement, the PIL shall be periodically updated by the Parties with added Bus Stop Improvements and potential adjustment of priorities in order to maintain a manageable planning and construction delivery schedule.
- B. Prior approval of Real Property Interest Acquisition. If GoTriangle determines that a proposed Bus Stop Improvement will likely require the acquisition of real property interest in addition to the existing right of way, GoTriangle shall indicate all such acquisitions when it submits the PIL to the City COORD for review and concurrence. GoTriangle shall not, however, acquire any real property interest for any such sites until after review and approval of the Bus Stop Improvement Plan by the Reviewing Departments as described in Section 4 below. Before submitting the associated Bus Stop Improvement Plan for review and approval by the City Reviewing Departments, the City COORD must concur in the proposed acquisition on behalf of the City, with such concurrence documented on the PIL. To provide such concurrence, the City COORD may need to consult with other City departments including Transportation, Public Works, and the Real Estate Division of General Services.

4. SUBMISSION OF BUS STOP IMPROVEMENT PLANS AND PERMITTING

Interlocal Cooperation Agreement for Review, Approval and Implementation of Transit Improvements

- A. Submission of Bus Stop Improvement Plans to Development Services Center. After the Parties have concurred on the PIL and the requirements of Section 3 have been met, GoTriangle shall submit completed Bus Stop Improvement Plans (for individual Bus Stop Improvements that appear on the approved PIL) to the Development Services Center.
- B. Review by City Reviewing Department. The Development Services Center will be responsible for distributing the Bus Stop Improvement Plans to the relevant Reviewing Departments. The City COORD and GoTriangle COORD shall work together to assist the Reviewing Departments by providing any additional information or documents necessary to facilitate completion of review of the Bus Stop Improvement Plans.
- C. Notification of Approval. Following the City's approval of each Bus Stop Improvement Plan, the City COORD shall notify the GoTriangle COORD in writing to such effect.

5. REAL ESTATE ACQUISITION

- A. Conveyances – Following completion of the requirements set forth in Section 3 and Section 4 above, GoTriangle shall initiate any real estate acquisition necessary for the completion of the associated Bus Stop Improvement. All property acquired shall be conveyed to the "City of Durham" as grantee.
- B. Form of Deed Instrument – If the acquisition of a real property interest is required to complete the associated Bus Stop Improvement, GoTriangle may exercise its lawful powers to acquire the real property interest on behalf of the City consistent with the terms of this Agreement. In the event of a negotiated acquisition, GoTriangle shall use a deed of easement in the form of Exhibit B1, "Sample Deed of Easement to City," attached hereto. Exhibit B1 combines a temporary construction easement with a right of way easement to accommodate the Bus Stop Improvement. Exhibit B1 may be modified as necessary to address the particulars of a given Bus Stop Improvement, upon confirmation in writing from either the Real Estate Division of General Services or the City Attorney's Office. If the real property interest is to be acquired through plat dedication only, GoTriangle shall prepare the appropriate plat for review and concurrence by the City COORD. The plat dedication language addressing the Bus Stop Improvement area must be substantially similar to the form of language provided in Exhibit B2, "Sample Plat Bus Stop Improvement Dedication Language." If GoTriangle wishes to make any substantive modifications to the sample language provided in Exhibit B2 for a particular Bus Stop Improvement, confirmation in writing must be obtained from either the City Attorney's Office or the Real Estate Division of General Services. GoTriangle shall submit any final plat to the Development Services Center as part of the Bus Stop Improvement Plans and shall be responsible for recording any deeds or the final plat with the Durham County Register of Deeds after execution.

- C. Right of Entry to Construct Bus Stop Improvements – Subject to the terms of this Agreement and City Requirements, GoTriangle, its agents, and contractors shall have a right to enter in, over and upon the right of way as reasonably necessary to perform the Work required for implementation of the Bus Stop Improvements.

6. CONSTRUCTION OF BUS STOP IMPROVEMENTS

- A. Initiation of Construction Activities. After a Bus Stop Improvement Plan has been reviewed and approved by the Reviewing Departments, all required property interests have been deeded and recorded, and requisite permits or certifications have been issued, GoTriangle may begin Construction Activities consistent with City Requirements. GoTriangle may follow its own solicitation and contracting procedures to procure the necessary services and materials for completion of the Bus Stop Improvements.

- (1) Insurance – GoTriangle shall require all contractor(s) responsible for performing any of the Work, including all Construction Activities, to maintain minimum insurance requirements and list the City of Durham as an additional insured under the contractor's insurance policy. The insurance requirements shall, at a minimum, meet the requirements of Exhibit C1. The City shall retain the right to modify these insurance requirements at any time in the future to make them consistent with then current City insurance requirements.
- (2) Encroachment Agreements – GoTriangle shall be required to obtain, secure and execute under its own name, or that of its contractor, all necessary encroachment agreements to perform work in and on right of way or property not owned or controlled by the City. This includes North Carolina Department of Transportation (NCDOT) right of way and NCDOT encroachment agreements. GoTriangle, or its contractor, shall assume all liability, including any required indemnification of NCDOT, for work it performs in the NCDOT right of way necessary to deliver the Bus Stop Improvement before acceptance by the City. The City agrees to accept all liability and maintenance responsibilities after it has accepted the completed Bus Stop Improvement consistent with the terms of this Agreement.
- (3) Indemnification – GoTriangle shall require all contractor(s) responsible for performing any of the Work, including all Construction Activities, to indemnify the City to the maximum extent authorized by law. Although the City and GoTriangle agree to negotiate and adopt the precise language to be used for indemnification of the City, the City's standard, recommended language is provided in Exhibit C2. If GoTriangle fails to require such indemnification from its contractors and the City incurs claims, losses or damages as a result, GoTriangle shall be directly liable to the City for such claims, losses or damages.

Interlocal Cooperation Agreement for Review, Approval and Implementation of Transit Improvements

- (4) City Third Party Beneficiary – GoTriangle shall name the City as a third-party beneficiary in its contracts with contractors responsible for performing any of the Work.

B. Acceptance of Completed Bus Stop Improvement. One Year Warranty. During the period of construction of a Bus Stop Improvement, GoTriangle shall oversee and manage all Construction Activities, including all portions of the Work undertaken by contractors. Upon completion of a Bus Stop Improvement, the GoTriangle COORD shall notify the City COORD that a Bus Stop Improvement is ready for inspection and acceptance by the City.

- (1) Notice of Substantial Completion – The GoTriangle COORD shall provide to the City COORD a notice of Substantial Completion issued by the engineer or project manager responsible for direct oversight of the Bus Stop Improvement and a statement from the engineer responsible for the final approval of the Bus Stop Improvement indicating that the Bus Stop Improvement is ready for a Substantial Completion Inspection (“SCI”) based on apparent completion in accordance with the approved Bus Stop Improvement Plans and related construction drawings, including any supplemented shop-drawings or approved as-built drawings (hereinafter collectively referred to as “Acceptance Documents”).

- (2) Substantial Completion Inspection and Punch List – The GoTriangle COORD and the City COORD shall cooperate to schedule the SCI no later than 15 days following issuance of the Notice of Substantial Completion. GoTriangle and its general contractor will attend the SCI. The City may direct the attendance of any City personnel deemed necessary for the SCI. If necessary, a punch list of repairs and corrections regarding the Work or the Acceptance Documents will be developed as a result of the SCI. If the City elects not to participate in the SCI, GoTriangle may unilaterally develop the punch list if one is necessary. If the City does participate in the SCI, the punch list will be developed through joint cooperation between the Parties. GoTriangle shall ensure that all punch-list items are completed in a timely manner. If the punch-list items are considered major, preventing acceptance and use of the improvement, additional inspections will be scheduled as necessary to ensure satisfactory completion. The City may waive participation at both initial and follow-up SCIs. In the event the City does not participate in the SCI, GoTriangle is authorized to unilaterally accept the Bus Stop Improvement, and the contractor’s certifications related thereto, and to recommend disbursement of all payment to the contractor. In the event the City participates in the SCI process, acceptance of the Bus Stop Improvement will be determined by the Parties acting jointly.

- (3) Date of Acceptance – Acceptance of a Bus Stop Improvement will be evidenced by the execution of a Certificate of Substantial Completion by

Interlocal Cooperation Agreement for Review, Approval and Implementation of Transit Improvements

the contractor and either (i) GoTriangle acting unilaterally (in the event the City declines participation in the SCI process) or (ii) GoTriangle and the City acting jointly (in the event the City participates in the SCI process). The Date of Acceptance will be the date so noted on the Certificate of Substantial Completion.

- (3) Warranty – GoTriangle shall require its contractors to provide warranties for the Work in substantial conformance with the provisions set forth in Exhibit D attached hereto. If during the period of warranty, any Work is found to be defective, or if the repair of any damages to the Bus Stop Improvement is found to be defective, GoTriangle shall promptly and without cost to the City ensure that any such defective conditions are remedied.
- (4) Limitation to GoTriangle’s Warranty – GoTriangle’s warranty and guarantee hereunder excludes defects or damage caused by (a) abuse, modification, or improper maintenance or operation by persons other than GoTriangle, its contractors, or any other individual or entity for whom GoTriangle is responsible; or (b) normal wear and tear under normal usage.

E. Ownership of Materials

- (1) Ownership and Licensing of Work Product -- GoTriangle shall require its contractors and consultants to assign, grant or license the same rights GoTriangle secures for itself to the City, without reservation, in all Work-related documents (hereinafter, “Work Product”), including sketches, models, photographs, reports, data, design drawings, and construction documents.

5. METHOD OF FINANCING BUS STOP IMPROVEMENTS:

- A. Financial Responsibility of the City – The City shall be financially responsible for funding all services and participation, including services performed by the City COORD and the Reviewing Departments, required of the City under this Agreement. Upon approval of this Agreement by the City Council, the Bus Stop Improvements will be exempted from City-collected review fees.
- B. Financial Responsibility of GoTriangle – GoTriangle shall be financially responsible for all costs and expenses associated with the implementation of Bus Stop Improvements other than those described in Section 5(A) above.
- C. Funding Sources – It is anticipated that the funding sources required for implementation and completion of the Work will be from Durham transit tax revenue sources authorized under State law and allocated for use by GoTriangle. GoTriangle shall be responsible for identifying and designating all funding sources necessary for GoTriangle to perform the Work described in this Agreement. The funding sources used to deliver the Bus Stop Improvements are subject to approval by the GoTriangle

Interlocal Cooperation Agreement for Review, Approval and Implementation of Transit Improvements

governing board.

- D. City not Responsible for Cost of Work – Except to the extent otherwise specifically stated in this Agreement, GoTriangle shall obtain and provide, without additional cost to the City, all labor, materials, equipment, transportation, facilities, services, permits, and licenses necessary to perform the Work required for completion of the Bus Stop Improvements.

6. DURATION AND TERMINATION:

- A. Term of Agreement. This Agreement shall take effect upon the Effective Date provided above and shall endure until July 1, 2030 unless terminated earlier as provided below.
- B. Termination for Convenience. Either Party may terminate this Agreement for its convenience. The terminating party shall notify the other party in writing at least six (6) months in advance of such election to terminate this Agreement.
- C. Termination for Default. Either Party may terminate this Agreement for the material breach of the other Party following written notice to the breaching Party, specifying the nature of the breach and providing a 30-day cure period in which to cure the breach to the reasonable satisfaction of the notifying Party. The 30-day cure period shall commence upon receipt of the written notice by the breaching Party. If the breach is not cured in the cure period, the non-breaching party may terminate the Agreement. If the breach cannot reasonably be cured in the cure period, the Parties may agree in writing to extend the cure period beyond 30 days, or the non-breaching Party may terminate the Agreement upon expiration of the cure period.
- D. For Insufficient Funds. This Agreement is void and unenforceable if all or part of Federal, State, or local funds applicable to this Agreement are not available to GoTriangle. GoTriangle's obligations under this Agreement are subject to the availability of authorized funds, determined by GoTriangle's fiscal budget, which runs from July 1 to June 30 of each fiscal year. After first providing a 30-day prior notice to the City pursuant to Section 8, GoTriangle may terminate this Agreement, or any part of the Work, without prejudice to any right or remedy of GoTriangle, for insufficient funds. If this Agreement is terminated for insufficient funds: (a) GoTriangle will be liable only for payment in accordance with the terms of this Agreement for any incomplete Bus Stop Improvement and for payments committed or otherwise obligated to third parties, prior to the termination date designated by GoTriangle in its notice of termination; and (b) City shall be released from the obligation to perform further Work pursuant to this Agreement.
- E. In the event of termination of this Agreement for any reason, GoTriangle shall liable for the cost of completion of any Bus Stop Improvement for which construction has been initiated.

Interlocal Cooperation Agreement for Review, Approval and Implementation of Transit Improvements

7. **COMPLETION OF WORK BY THE CITY.** If GoTriangle fails to complete any Bus Stop Improvement initiated as part of this Agreement which has been approved by the Reviewing Departments pursuant to Section 4, the City may, in its discretion, in order to deliver the approved Bus Stop Improvement, perform or cause to be performed some or all of the Work, and doing so shall not waive any of the City's rights and remedies. Before doing so, the City shall give GoTriangle notice of its intention. GoTriangle shall reimburse the City for additional costs incurred by the City in exercising its right to perform or cause to be performed some or all of the Work pursuant to this section, if GoTriangle retains funding sources dedicated to the GoDurham transit system.
8. **NOTICE.** All notices, communications, documents, and other materials submitted or exchanged between the Parties pursuant to this Agreement shall be in writing and shall be addressed to the representatives for each party as set forth below and shall be deemed to have been duly given (i) on the date of delivery, if delivered personally to the party to whom notice is given, or (ii) on the date of actual receipt if mailed by United States mail, postage prepaid, return receipt requested. Telephonic and electronic mail communications and facsimile transmittals may be used to expedite communications, but neither shall be considered official communications under this Agreement unless and until confirmed in writing by the party to whom the communication was sent. A party shall promptly notify the other party if there is a change regarding the person(s) to whom notices and other communications shall be directed. Notices and other communications shall be directed to the parties at the addresses listed below:

A. If to GoTriangle: GoTriangle
 Attn: President and CEO
 Delivery: 4600 Emperor Boulevard, Suite 100
 Durham, NC 27703
 US Mail: P.O. Box 13787, RTP, NC 27709
 Email: clattuca@gotriangle.org

With a copy to: GoTriangle
 Attn: Legal Department
 Delivery: 4600 Emperor Boulevard, Suite 100
 Durham, NC 27703
 US Mail: P.O. Box 13787, RTP, NC 27709
 Email: thenry@gotriangle.org

B. If to City: Attn: Director of Transportation, City of Durham
 Delivery and US Mail: 101 City Hall Plaza,
 Durham, NC 27701
 Email: sean.egan@durhamnc.gov

With a copy to: Attn: Senior Assistant City Attorney, City of Durham
 Delivery and US Mail: 101 City Hall Plaza,
 Durham, NC 27701
 Email: fred.lamar@durhamnc.gov

*Interlocal Cooperation Agreement for Review, Approval and Implementation of Transit Improvements*9. STATE LAW REQUIREMENTS.

- A. City and GoTriangle agree, pursuant to NCGS 147-86.55 et seq., that each will not do business with any company appearing on the list of companies determined to be engaged in investment activities in Iran by the North Carolina State Treasurer.
- B. City and GoTriangle agree, pursuant to NCGS 147-86.80 et seq., that each will not do business with any company appearing on the list of companies determined to be engaged in a boycott of Israel by the North Carolina State Treasurer.
- C. GoTriangle further agrees to not contract with any entity suspended, debarred, or otherwise ineligible for engaging in business under public contracts.
- D. City and GoTriangle agree to comply, and to require their contractors to comply, with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (E-Verify).

10. GENERAL PROVISIONS.

- A. Compliance with Applicable Laws and Regulations. Each Party shall be responsible for compliance with legal and regulatory requirements applicable to procurement, implementation and construction of the Bus Stop Improvements.
- B. Amendments. Any changes, amendments, corrections, modifications, or additions to this Agreement shall be by an amendment in writing; shall be executed and approved by the duly authorized representative (or her/his designee) of each respective Party; shall be in accordance with applicable law; and shall become effective upon approval by both GoTriangle and City.
- C. Appointment of Personnel. The Durham City Manager shall designate persons to carry out the City's obligations under this Agreement. The CEO for GoTriangle shall designate persons to carry out the GoTriangle's obligations under this Agreement.
- D. Governing Law. The laws of the State of North Carolina shall control and govern this Agreement.
- E. Waiver. No action or failure to act by the City or GoTriangle shall constitute a waiver of any of its rights or remedies that arise out of this contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.
- F. Performance of Government Functions. Nothing contained in this Agreement shall be deemed or construed so as to in any way estop, limit, or impair the City from exercising or performing any regulatory, policing, legislative, governmental,

Interlocal Cooperation Agreement for Review, Approval and Implementation of Transit Improvements

or other powers or functions.

- G. Severability. If any provision of this Agreement shall be unenforceable, the remainder of this Agreement shall be enforceable to the extent permitted by law.
- H. Notice of City Policy. THE CITY OPPOSES DISCRIMINATION ON THE BASIS OF RACE AND SEX AND URGES ALL OF ITS CONTRACTORS TO PROVIDE A FAIR OPPORTUNITY FOR MINORITIES AND WOMEN TO PARTICIPATE IN THEIR WORK FORCE AND AS SUBCONTRACTORS AND VENDORS UNDER CITY CONTRACTS.
- I. Limited Third-Party Rights Created. This Agreement is intended for the benefit of the City and GoTriangle and not any other person, except to the extent otherwise expressly stated in this contract.
- J. Principles of Interpretation and Definitions. (1) The singular includes the plural and the plural the singular. The pronouns “it” and “its” include the masculine and feminine. References to statutes or regulations include all statutory or regulatory provisions consolidating, amending, or replacing the statute or regulation. References to contracts and agreements shall be deemed to include all amendments to them. The words “include,” “including,” etc. mean include, including, etc. without limitation. (2) References to a “Section” or “section” shall mean a section of this contract. (3) “Contract” and “Agreement,” whether or not capitalized, refer to this instrument. (4) “Duties” includes obligations. (5) The word “person” includes natural persons, firms, companies, associations, partnerships, trusts, corporations, governmental agencies and units, and other legal entities. (6) The word “shall” is mandatory. (7) The word “day” means calendar day. (8) The word “Work” is defined in Section 1. (9) The word “Holiday” means legal holiday observed by the City of Durham pursuant to City Code section 42-16 or any successor provision. (10) A definition in this contract will not apply to the extent the context requires otherwise.
- K. Choice of Law and Forum. Any claims, disputes or other controversies arising out of, and between parties to this Agreement which may ensue shall be subject to and decided by the appropriate division of the General Court of Justice of Durham County, North Carolina.

[Signatures appear on the following pages]

Interlocal Cooperation Agreement for Review, Approval and Implementation of Transit Improvements

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be signed on the day and year first above written, in their respective names by their proper officials.

ATTEST:

CITY OF DURHAM

BY: _____

Preaudit Certification, if necessary: _____

DRAFT

*Interlocal Cooperation Agreement for Review, Approval and Implementation of Transit Improvements***RESEARCH TRIANGLE REGIONAL PUBLIC TRANSPORTATION AUTHORITY
d/b/a GOTRIANGLE**

BY: _____

Title: President and CEO

Print Name: Charles E. Lattuca

Date: _____

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act by GoTriangle. Reviewed and approved as to legal form by GoTriangle.

Saundra Freeman

Chief Financial Officer

Shelley Curran

General Counsel

EXHIBIT A

Sample Priority Implementation List

GODURHAM BUS STOP IMPROVEMENT PRIORITY IMPLEMENTATION LIST (FY ____)

DATE: _____

(Signatures)

GoTriangle COORD: _____

City COORD: _____

Project No.	Bus Stop Location/Name	Description of Improvements	Property Acquisition Likely? (Y/N)	Proposed Completion Date

EXHIBIT B1

Sample Deed of Easement to City
(combined TCE and ROW easement)

STATE OF NORTH CAROLINA
COUNTY OF DURHAM,

RIGHT OF WAY AND TEMPORARY
CONSTRUCTION EASEMENT

PROJECT NO: _____

Brief Description for the Index: Right of way and temporary construction easement for bus stop improvements and bus operations.

Prepared by: _____

Return after recording to City of Durham, Attention: Real Estate Division, General Services, 101 City Hall Plaza, Durham, NC 27701

Excise Tax: _____

THIS RIGHT OF WAY EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT is made this _____ day of _____, 2020 by and between _____, whose mailing address is _____ (“Grantor”), and the City of Durham, a N.C. municipal corporation, 101 City Hall Plaza, Durham, N.C. 27701 (hereinafter “Grantee” or “City”);

For valuable consideration to Grantor in hand paid, the receipt of which is hereby fully acknowledged, Grantor has given granted, bargained and sold and does by these presents gives, grants, bargains, sells, and conveys unto it, the City and its successors and assigns, the easements on the following parcel of land, lying and being in said County and State, bounded and described as follows:

SECTION I: RIGHT OF WAY EASEMENT. A permanent right of way easement (hereinafter “ROW Easement Area”) containing +/- _____ square feet, which

EXHIBIT B1

Sample Deed of Easement to City
(combined TCE and ROW easement)

runs across a portion of parcel # _____ (*insert property address in parentheses*) and is shown on Exhibit A, which is attached hereto and is fully incorporated herein.

SECTION II: TEMPORARY CONSTRUCTION EASEMENT. a temporary construction easement (hereinafter "Construction Easement Area") containing +/- _____ square feet, which runs across a portion of parcel # _____ (*insert property address in parentheses*) and is shown on Exhibit A, which is attached hereto and is fully incorporated herein.

Grantor acquired the above referenced parcel on _____ (*insert date of deed*) by the deed recorded in Deed Book _____, Page _____ in the office of the Register of Deeds of Durham County.

(a) Rights of the City in ROW Easement Area. The ROW Easement Area shall be subject to the following terms: The City, its agents, contractors, and franchisees, and any public transportation authority authorized by law to operate a public transportation system within the City of Durham, shall have the right to do any of the following: (1) clear the ROW Easement Area of structures, encroachments, obstructions, improvements, fill, embankments, plants, flora, and vegetation; (2) place materials and equipment on the ROW Easement Area; (3) modify the grade of the ROW Easement Area; and (4) construct, operate, maintain, replace, and inspect facilities to be used by the public including, but not limited to, the construction, operation, and maintenance of a bus stop and other public transit improvements.

(b) Rights of City in Construction Easement Area. The Construction Easement Area shall be subject to the following terms: the City, its agents, contractors, and franchisees, and any public transportation authority authorized by law to operate a public transportation system within the City of Durham, shall have the right to do any of the following: (1) move soil from place to place in the Construction Easement Area; (2) remove vegetation from the Construction Easement Area; and (3) place materials and equipment in the Construction Easement Area for construction purposes. This easement shall terminate when construction adjacent to the Construction Easement Area has been completed. The City shall have the right to take soil from and/or add soil to the Construction Easement Area so that at the termination of this easement, there shall be a slope within the Construction Easement Area that does not exceed 2.5 horizontal to 1.0 vertical. The City shall seed with grass the portions of the Construction Easement Area that it has disturbed in exercising its rights under this easement. Nothing in this easement shall prevent the owner of the fee simple estate in the Construction Easement Area from using the Construction Easement Area in a manner that does not interfere with the foregoing easement.

No portion of the ROW Easement Area or the Construction Easement Area includes the primary residence of the Grantor.

EXHIBIT B1

Sample Deed of Easement to City
(combined TCE and ROW easement)

This paragraph applies to **SECTION I** only: **TO HAVE AND TO HOLD** all and singular said easement in said parcel of land to the Grantee and to its successors and assigns forever.

This paragraph applies to **SECTION II** only: **TO HAVE AND TO HOLD** all and singular said easement in said parcel of land to the Grantee.

The Grantor hereby, for itself, its heirs, successors, and assigns, hereby warrants and covenants that it is the fee simple owner of the property described; that it has the right to grant these easements; that the same are free from encumbrances except as may be hereinafter stated; and that it will warrant and defend the title to the same against lawful claims of all persons whomsoever.

The designation "Grantor," "Grantee," and "City" as used herein shall include said parties, their heirs, successors and assigns, and shall include singular, plural, masculine, feminine, or neuter as required by context.

[EXECUTION APPEARS ON FOLLOWING PAGE]

EXHIBIT B1

Sample Deed of Easement to City
(combined TCE and ROW easement)

IN TESTIMONY WHEREOF, Grantor has set its hand and seal, or if corporate, has executed this deed by its proper officers under seal, as of the date first above written.

GRANTOR:

_____,
a _____

By: _____ (SEAL)

Name: _____

Title: _____

State of _____

County of _____

I, _____, a Notary Public in and for the above County and State, certify that _____ personally came before me this day and acknowledged that such person, being authorized to do so, executed the foregoing instrument under seal in the capacity indicated.

Witness my hand and official seal, this ____ day of _____, 20__.

Notary Public

My Commission Expires:

(Official Seal)

EXHIBIT B2

Sample Plat Bus Stop Improvement Dedication Language

_____ [insert property owner entity name] (“Owner”) grants and dedicates to the City of Durham (the “City”) a right of way easement area for public use, to include construction, maintenance and use of a public bus shelter area, as shown on this plat as the “Bus Shelter Area”. The rights granted to the City herein may also be concurrently exercised by any public transportation authority authorized by law to operate a public transportation system within the City of Durham. In the exercise of these rights by either the City or a public transportation authority, third-party contractors may be used.

The easement granted and dedicated by this plat shall not divest the Owner of any rights or interests not herein mentioned. References to “Owner” shall include Owner’s successors and assigns.

[END OF DEDICATION LANGUAGE]

EXHIBIT C1

Sample Contractor Insurance Requirements

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this Agreement the following applicable coverage's and limits. The requirements contained herein, as well as City's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under this Contract.

Commercial General Liability – Combined single limit of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability, Cross Liability, or Personal and Advertising injury Liability.

Automobile Liability – Limits of no less than \$1,000,000 Combined Single Limit. Coverage shall include liability for Owned, Non-Owned and Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Auto Liability policy. Automobile coverage is only necessary if vehicles are used in the provision of services under this Contract and/or are brought on a City of Durham site.

Umbrella or Excess Liability – Contractor may satisfy the minimum liability limits required above under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability, however, the Annual Aggregate limits shall not be less than the highest 'Each Occurrence' limit for required policies. Contractor agrees to endorse City of Durham as an 'Additional Insured' on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a 'Follow-Form' basis.

Worker's Compensation & Employers Liability – Contractor agrees to maintain Worker's Compensation Insurance in accordance with North Carolina General Statute Chapter 97 and with Employer Liability limits of no less than \$500,000 each accident, each employee and policy limit. This policy must include a Waiver of Subrogation.

Additional Insured – Contractor agrees to endorse the City as an Additional Insured on the Commercial General Liability. The Additional Insured shall read 'City of Durham as its interest may appear'.

EXHIBIT C2

Sample Contractor Indemnification Language

Sec _____. Indemnification. (a) In general. The terms of subsection (c) (Standard Indemnification Provision) below shall apply to the Contractor, subject to subsections (d) through (k), where applicable.

(b) Definitions. These definitions apply to this Section unless otherwise stated.

Contractor – Each party to this contract except the City of Durham.

Construction agreement -- any promise or agreement in, or in connection with, a contract or agreement relative to the design, planning, construction, alteration, repair, or maintenance of a building, structure, highway, road, appurtenance, or appliance, including moving, demolition, and excavating connected therewith.

Defend –In this Section except in subsection (c), defend means to pay for or furnish counsel at the expense of the Contractor to defend any of the Indemnitees against claims alleged or brought against any of the Indemnitees by a third party alleged or brought in any court or other tribunal, including forms of alternative dispute resolution required by law or contract, before the court or tribunal has reached a final determination of fault.

Derivative parties -- with respect to a party, any of that party's subcontractors, agents, employees, or other persons or entities for which the party may be liable or responsible as a result of any statutory, tort, or contractual duty.

Design professional -- a person or entity who is licensed under and provides professional services regulated by Chapters 83A, 89A, 89C, 89E, or 89F of the N. C. General Statutes.

Design professional agreement -- any promise or agreement in, or in connection with, a contract or agreement with a design professional to provide design professional services.

Design professional services -- a service or work performed by a design professional for which licensure is required under Chapters 83A, 89A, 89C, 89E, or 89F of the N. C. General Statutes.

Fault – a breach of contract; negligent, reckless, or intentional act or omission constituting a tort under applicable statutes or common law; or violations of applicable statutes or regulations.

Indemnitees -- City and its officers, officials, independent contractors, agents, and employees, excluding the Contractor.

Subcontractor – any person or entity, of any tier, providing labor or material through the Contractor for use on the project at issue in the applicable construction agreement or design professional agreement.

(c) Standard Indemnification Provision. (i) The Contractor shall defend, indemnify, and hold harmless Indemnitees from and against all Charges that arise in any manner from, in connection with, or out of this contract as a result of acts or omissions of the Contractor or its derivative parties. In performing its duties under this subsection “c,” the Contractor shall at its sole expense defend Indemnitees with legal counsel reasonably acceptable to City. (ii) “Charges” means claims, judgments, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, settlements, and expenses. Included without limitation within “Charges” are (1) interest and reasonable attorney’s fees assessed as part of any such

EXHIBIT C2

Sample Contractor Indemnification Language

item, and (2) amounts for alleged violations of sedimentation pollution, erosion control, pollution, or other environmental laws, regulations, ordinances, rules, or orders -- including but not limited to any such alleged violation that arises out of the handling, transportation, deposit, or delivery of the items that are the subject of this contract. By appropriate litigation, each Indemnitee, severally, shall have the right to enforce this section (titled "Indemnification") directly against the Contractor, but not against the City of Durham.

(d) Restriction regarding Indemnitees' Negligence. This contract shall not require the Contractor to indemnify or hold harmless Indemnitees against liability for damages arising out of bodily injury to persons or damage to property proximately caused by or resulting from the negligence, in whole or in part, of Indemnitees.

(e) Restriction regarding Fault in Construction Agreements and Design Professional Agreements. If this contract is a construction agreement or design professional agreement, nothing in this contract requires the Contractor to indemnify or hold harmless Indemnitees or any other person or entity against losses, damages, or expenses unless the fault of the Contractor or its derivative parties is a proximate cause of the loss, damage, or expense indemnified.

(f) Restriction regarding Negligence of Design Professionals. Nothing in this contract requires the Contractor, provided that it is a design professional, to defend Indemnitees or any other person or entity against liability or claims for damages, or expenses, including attorney's fees, proximately caused or allegedly caused by the professional negligence, in whole or in part, of the Contractor, the City, or their derivative parties, whether the claim is alleged or brought in tort or contract.

(g) Liability When at Fault. The parties intend that nothing in this contract shall be construed to exclude from any indemnity or hold harmless provisions enforceable under subsection (d) (Restriction regarding Indemnitees' Negligence) and subsection (e) (Restriction regarding Fault in Construction Agreements and Design Professional Agreements) any attorneys' fees, litigation or arbitration expenses, or court costs actually incurred by the City to defend against third party claims alleged in any court, tribunal, or alternative dispute resolution procedure required of the City by law or by contract, if the fault of the Contractor or its derivative parties is a proximate cause of the attorney's fees, litigation or arbitration expenses, or court costs to be indemnified. Every provision in this contract that violates the parties' intent expressed in the preceding sentence shall be construed and revised to the extent that it is lawful in order to make the provision conform with such intent.

(h) Insurance Contracts and Bonds. This Section does not affect an insurance contract, workers' compensation, or any other agreement issued by an insurer; and this Section does not apply to lien or bond claims asserted under Chapter 44A of the N.C. General Statutes.

(i) Other Provisions. Every provision in this contract that violates subsection (d) (Restriction regarding Indemnitees' Negligence), subsection (e) (Restriction regarding Fault in Construction Agreements and Design Professional Agreements), or subsection (f) (Restriction Regarding Negligence of Design Professionals) shall be construed and revised to the extent that it is lawful in order to make the provision conform with those subsections.

(j) Survival. This Section shall remain in force despite termination of this contract (whether by expiration of the term or otherwise) and termination of the services of the Contractor under this contract.

EXHIBIT C2

Sample Contractor Indemnification Language

(k) Compliance with Law. This Section shall be applied to the maximum extent allowed by law but it shall be construed and limited as necessary to comply with N.C.G.S. § 22B-1. This Section is not to be construed in favor or against any party as the drafter. The preceding sentence is not intended to imply or direct how the remainder of this Section or of this contract is to be construed.

DRAFT

EXHIBIT D

Sample General Warranty and Guarantee

1.0 Contractor's General Warranty and Guarantee

1.1 Contractor warrants and guarantees to the owner, GoTriangle and the City that all Work will be in accordance with the Contract Documents and will not be defective. Engineer, owner, GoTriangle and the City shall be entitled to rely on representation of Contractor's warranty and guarantee.

1.2. Contractor's warranty and guarantee hereunder excludes defects or damage caused by:

- .1 abuse, modification, or improper maintenance or operation by persons other than Contractor, Sub- contractors, Suppliers, or any other individual or entity for whom Contractor is responsible; or
- .2 normal wear and tear under normal usage.

2.0 If within one year after the date of Substantial Completion (or such longer period of time as may be prescribed by the terms of any applicable special guarantee required by the Contract Documents) or by any specific provision of the Contract Documents, any Work is found to be defective, or if the repair of any damages to the land or areas made available for Contractor's use by owner or permitted by applicable laws and regulations is found to be defective, Contractor shall promptly (but in any event, commencing within thirty (30) days after receipt of said instructions and proceeding promptly to completion), without cost to owner GoTriangle or the City and in accordance with owner's written instructions:

- 2.1 repair such defective land or areas; or
- 2.2 correct such defective Work; or
- 2.3 if the defective Work has been rejected by owner, remove it from the Project and replace it with Work that is not defective, and
- 2.4 satisfactorily correct or repair or remove and replace any damage to other Work, to the work of others or other land or areas resulting therefrom.



Connecting all points of the Triangle

MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Director of Real Estate and Facilities
DATE: May 12, 2021
SUBJECT: Sanitary Sewer Easement

Strategic Objective or Initiative Supported

Action Requested

GoTriangle staff requests the board authorize it to grant a public sanitary sewer easement across the GoTriangle owned property located at 2512 Ellis Road, Durham (PIN # 0749-02-45-9730). The proposed easement has been evaluated by GoTriangle staff and is approximately 16,592 sq. ft.

Background and Purpose

The easement will support 52 townhomes being constructed by Caruso Homes. Moreover, the easement could potentially benefit the GoTriangle parcel as it considers future uses that would support additional development. The easement does not impact the railroad right-of-way adjacent to the parcel.

Financial Impact

Caruso Homes will pay \$15,000 for the proposed easement.

Attachments

- Letter from Caruso Homes

Staff Contacts

- Gary Tober, 919.485.7577, gtober@gotriangle.org
- Richard Major, 919.485.7483, rmajor@gotriangle.org





2120 Baldwin Avenue, Suite 200, Crofton, MD 21114

April 20, 2021

GoTriangle
C/o: Gary Tober

RE: 30' Sanitary Sewer Easement Agreement – Ellis Road

Gary:

Caruso Land Development, LLC or an affiliate entity is interested in purchasing a portion of land for a sanitary sewer easement agreement from you. This letter is meant to outline the seminal business terms to be incorporated in a formal purchase agreement that we will draft following the execution of this letter.

If you wish to proceed, please sign below. We will prepare an agreement based on the following terms:

PROPERTY: Approximately 16,592 Sq. Ft. Located at 2512 Ellis Rd, Durham (PIN # 0749-02-45-9730). Please see attached exhibit for location and details of the proposed easement.

PURCHASE PRICE: The aggregate purchase price shall be \$15,000.

CLOSING: Closing shall occur with thirty (30) days after confirmation that all conditions precedent, listed below, have been met.

CONDITIONS PRECEDENT TO SETTLEMENT: The following conditions will be conditions precedent to Settlement:

1. Buyer has received approval from City of Durham and Durham County of acceptance of easement agreement and sewer line connection.

Once you have an opportunity to review, please call Josh Nance at 919-818-8189 or Michael Fleming at 919-348-6014 if you wish to further discuss any of the terms of this letter.

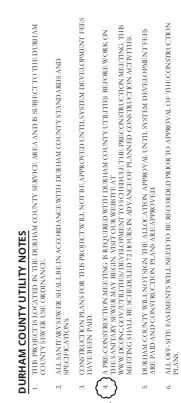
Best Regards,

Jeffrey V. Caruso

Caruso Land Development, LLC
By: Caruso Homes, Inc., its Manager
Cell – 202-409-1900

X _____
GoTriangle

Date: _____



**CITY OF DURHAM
PUBLIC WORKS DEPARTMENT
APPROVED**

CITY MGR.

CITY ATTY.

CITY ENGR.

DEPT. CHIEF

PLANNING DIVISION

UTILITY DIVISION

TRAFFIC DIVISION

WATER DIVISION

SEWERAGE DIVISION

STREET LIGHTS DIVISION

PARKS & RECREATION DIVISION

CONSTRUCTION DIVISION

INFORMATION SERVICES DIVISION

SALES & ENGINEERING DIVISION

OFFICE

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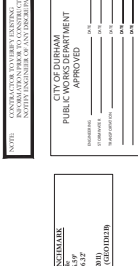
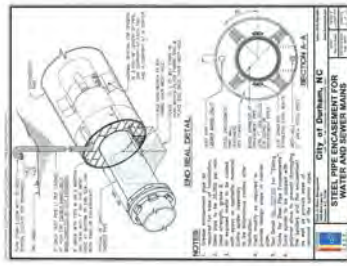
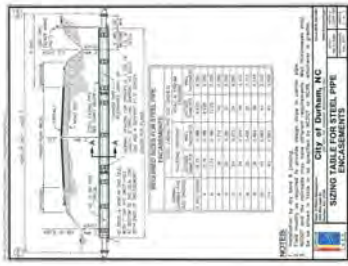
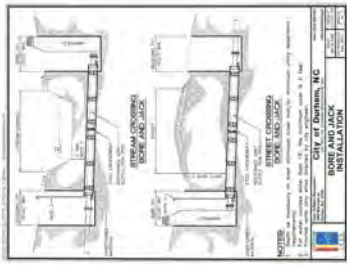
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Connecting all points of the Triangle

MEMORANDUM

TO: GoTriangle Board of Trustees Operations & Finance Committee
FROM: Finance & Administrative Services
DATE: May 14, 2021
SUBJECT: Wake Transit FY 2021 Q4 Wake Transit Work Plan/Budget Amendment

Strategic Objective or Initiative Supported

Implement the Wake Transit Plan with Transit Planning Advisory Committee.

Action Requested

Staff requests that the GoTriangle Operations & Finance Committee recommend Board approval of the FY21 Q4 Wake Transit Work Plan amendments. A total of eight (8) amendments have been included for a total financial impact \$680,734.

Background and Purpose

Seven (7) major amendments

1. Wake Forest Loop (B): Reverse Circulator
2. GoCary Complementary ADA Services
3. Weston Parkway Route
4. Sunday Service, Holiday Hours and Extended Paratransit
5. Alternative Fuel Vehicle Acquisition Matching Grants
6. Wake Bus Rapid Transit (BRT) Facility: Northern Corridor - Alternatives Refinement, Project Development, and Final Design
7. New Bern Corridor Bus Rapid Transit Facility

One (1) minor amendment

1. Increase Midday Frequencies on Pre-Existing Routes

Included in these attachments has been submitted for approval:

- Detailed Project Amendment Request

At the time of the GoTriangle Board of Trustees receiving this item, TPAC will have reviewed and recommended this amendment to both the CAMPO Executive Board and the GoTriangle Board of Trustees. The GoTriangle Operations & Finance Committee recommended the amendments to the

GoTriangle Board of Trustees during the May meeting. The CAMPO Executive Board will be reviewing this item during the May 19th Executive Board Meeting.

Financial Impact

The proposed amendments, if recommended by this committee and approved by the Board of Trustees, will increase the Wake Transit Work Plan by \$680,734.

Attachments

- Budget change impact
- TPAC memorandum and background

Staff Contacts

- Steven Schlossberg, (919) 485-7590, sschlossberg@gotriangle.org
- Sandra Freeman, (919) 485-7415, sfreeman@gotriangle.org



2021 0007

**GOTRIANGLE
FISCAL YEAR 2021
TRIANGLE TAX DISTRICT -- WAKE OPERATING FUND BUDGET ORDINANCE**

BE IT ORDAINED by the Research Triangle Regional Public Transportation Authority Board of Trustees:

Section 1. It is estimated that the following revenues will be available in the **Triangle Tax District - Wake Operating Fund** for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

	Original	Revised
Article 43 ½ Cent Local Option Sales Tax	\$ 29,786,770	\$ 10,340,693
Vehicle Rental Tax	3,524,800	3,524,800
\$7.00 Vehicle Registration Tax	7,088,000	7,088,000
\$3.00 Vehicle Registration Tax (Transfer from Wake Tax District)	3,037,000	3,037,000
Farebox	161,480	161,480
Other/Miscellaneous	246,000	246,000
Total	\$43,844,050	\$ 24,397,973

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District - Wake Operating Fund** for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

	Original	Revised
Tax District Administration (GoTriangle)	\$ 489,110	\$ 489,110
Transit Plan Administration	0	0
GoTriangle	1,848,138	1,957,457
Capital Area Metropolitan Planning Organization (CAMPO)	409,999	409,999
City of Raleigh	1,102,625	1,102,625
Town of Cary	556,714	624,214
Community Funding Areas	0	0
Town of Wake Forest	337,888	357,154
Town of Apex	115,000	115,000
Town of Morrisville	0	33,000
Reserve	282,626	230,360
Bus Operations	0	0
GoTriangle	3,225,480	3,907,073
City of Raleigh	11,970,871	12,588,666
Town of Cary	1,983,341	1,983,341
Wake County	374,495	472,621
Town of Wendell	4,413	4,413
Town of Zebulon	5,940	5,940
Reserve	117,000	117,000
Allocation to Wake Operating Fund Balance	0	0
Transfer to Triangle Tax District – Wake Capital	21,020,410	0
Total	\$43,844,050	\$ 24,397,973

Section 3. The GoTriangle President/CEO, or his or her designee, is hereby authorized to transfer funds within appropriations under the following conditions:

- A) No transfer may be made that changes the adopted allocations to fund balance.
- B) All budget transfers will be reported to the Transit Planning Advisory Committee.
- C) All increases to an appropriation, and all transfers between appropriations, must be reviewed by the Transit Planning Advisory Committee and approved by the CAMPO and GoTriangle governing boards.

Section 4. Triangle Tax District Wake Operating funds encumbered as of June 30, 2020, by GoTriangle as the Tax District Administrator are hereby appropriated to this budget.

Section 5. Copies of the Budget Ordinance shall be furnished to the Clerk, to the Board of Trustees, to the Finance Officer, and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds. Copies shall also be furnished to representatives of the Agencies under Section 2. The Budget Ordinance shall be entered into the Board minutes.

ADOPTED THIS 26TH DAY OF MAY 2021.

Michael Parker, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2021 0007

**GOTRIANGLE
FISCAL YEAR 2021
TRIANGLE TAX DISTRICT - WAKE CAPITAL FUND BUDGET ORDINANCE**

BE IT ORDAINED by the Research Triangle Regional Public Transportation Authority Board of Trustees, that pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby adopted:

Section 1. It is estimated that the following revenues will be available in the **Triangle Tax District - Wake Capital Fund** for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

	Original	Revised
Article 43 ½ Cent Local Option Sales Tax	\$0	\$ 28,745,886
Allocation from Wake Capital Fund Balance	\$28,073,369	\$ 28,573,369
Transfer from Wake Operating	<u>21,020,410</u>	<u>0</u>
Total	\$ 43,038,553	\$ 95,813,299

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District - Wake Capital Fund** for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

	Original	Revised
Capital Planning		
GoTriangle	\$ 458,333	\$ 558,333
CAMPO	0	400,000
City of Raleigh	75,000	75,000
Wake County	30,000	30,000
Community Funding Area	0	0
Town of Apex	207,000	207,000
Town of Morrisville	248,000	248,000
Bus Infrastructure	0	0
GoTriangle	0	114,800
City of Raleigh	0	1,491,263
Bus Acquisition	0	0
City of Raleigh	0	5,619,413
Bus Rapid Transit	0	0
City of Raleigh	28,220,000	28,720,000
Allocation to Wake Capital Fund Balance	<u>19,855,446</u>	<u>19,855,446</u>
Total	\$ 43,038,553	\$ 95,813,299

Section 8. The GoTriangle President/CEO, or his or her designee, is hereby authorized to transfer funds within appropriations under the following conditions:

- A) No transfer may be made that changes the adopted allocations to fund balance.
- B) All budget transfers will be reported to the Transit Planning Advisory Committee.

- C) All increases to an appropriation, and all transfers between appropriations, must be reviewed by the Transit Planning Advisory Committee and approved by the CAMPO and GoTriangle governing boards.

Section 4H Triangle Tax District – Wake Capital Funds are appropriated pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina; therefore, appropriations do not lapse at the end of the fiscal year and are available for duration of the project unless subsequently recommended for reallocation by the Transit Planning Advisory Committee and approved by the CAMPO and GoTriangle governing boards, or as specified in Section 5.

Section 9H GoTriangle Finance Department has authority to close projects and/or programs and reduce appropriations upon notification of project completion by the project sponsor. When actual revenues are available in projects to be closed or which are substantially complete, GoTriangle Finance may transfer savings to Triangle Tax District Wake Capital fund balance. These funds will be then available for future appropriations which require recommendation by the Transit Planning Advisory Committee and approval by the CAMPO and GoTriangle governing boards. This section applies to current and prior year appropriations. A list of project closeouts shall be provided quarterly to the Transit Planning Advisory Committee.

Section 6. If received, Small Starts Funding from the FTA in support of the New Bern Avenue project will be awarded directly to the City of Raleigh. Expenditures funded by these federal funds will be budgeted by the City of Raleigh in their respective Transit Grant Fund. Dollars budgeted above are the local funds budgeted by the tax district and allocated to the City of Raleigh in support of this project.

Section 5. Copies of the Budget Ordinance shall be furnished to the Clerk, to the Board of Trustees, to the Finance Officer, and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds. Copies shall also be furnished to representatives of the Agencies under Section 2. The Budget Ordinance shall be entered into the Board minutes.

ADOPTED TMS 26TM DAY OF : AY 2021.

Michael Parker, Board of Trustees Chair

ATTESTH

Michelle C. Dawson, Clerk to the Board

FY21 Budget Change Impact - Wake Transit Plan

	<u>Revenue</u>	<u>Expenditures</u>	<u>Reserve/Cash Impact</u>	<u>Fund Affected</u>	<u>Comments</u>
FY21 Approved Budget	\$ 228,095,113	\$ 208,239,169	\$19,855,944		
Amended FY21 Budget (Jan 2021)	\$ 237,394,923	\$ 217,538,979	\$ 19,855,944		
Town of Wake Forest (Community Funding Area - Operating)	-	19,266	19,266	43	Add Saturday Service to the Wake Forest Reverse Circulator
Community Funding Area - Reserve	-	(19,266)	(19,266)	43	Unallocated FY21 Community Funding Area funds to offset the Work Forest Amendment
City of Raleigh (GoRaleigh - Capital)	-	500,000	500,000	43	Allocate funds to the City of Raleigh's New Bern BRT project to incorporate Art
Project Capital Reserve	(1,200,000)	(1,200,000)	0	43	Eliminate the funding allocation for the local match to purchase Alternative Fuel Vehicles
Prior Year Reserve	500,000	-	(500,000)	43	Allocate prior year fund balance for FY21-Q4 Amendments
Changes from Amendments	\$ 236,694,923	\$ 216,838,979	\$ 19,855,944		

ATTACHMENT 1**WAKE COUNTY TRANSIT PLAN: IMPLEMENTATION**

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

To: Wake County Transit Planning Advisory Committee (TPAC)

Date: 4/13/2021

Re: Summary of Requested FY 2021, 4th Quarter Work Plan Amendments

A total of eight (8) amendments to the fiscal year (FY) 2021 or a prior year Wake Transit Work Plan have been requested by various project sponsors, including the Towns of Wake Forest and Cary, City of Raleigh, and CAMPO, for consideration by the TPAC. The amendment requests were reviewed by CAMPO staff to determine the appropriate amendment type classifications (major versus minor) as outlined in the Wake Transit Work Plan Amendment Policy. Seven (7) of the amendment requests were categorized as 'Major Amendments' for at least one (1) of the following reasons:

- 1) Amendment request involves a significant change in scope;
- 2) Amendment request involves a financial impact requiring a change in fund balance; or
- 3) Amendment request involves a project requested to be removed from a Work Plan.

One (1) of the amendment requests falls into the 'Minor Amendment' category. The amendment requests were released for public comment between March 19, 2021, and April 18, 2021. No public comments have been received to date in response to the amendment requests.

Attached to this memorandum are the following:

- Proposed FY 2021 Q4 Amendment List (released for public comment) and Financial Disposition
- Completed Amendment Request Forms for Amendment Requests (released for public comment)
- Joint Budget & Finance/Planning & Prioritization Subcommittee Disposition Memo and Voting Record

A scope and financial disposition for the amendment requests was developed by the Planning & Prioritization and Budget & Finance Subcommittees and recommended to the TPAC at a joint meeting held on April 6th, with a unanimous finding that the changes to the scopes of work for the projects requested to be modified are appropriate for the continued implementation of the Wake County Transit Plan and that funding the requests does not involve an unwarranted use of funds, with one exception. For the amendment request to include design and integration of art elements into the construction of the New Bern Avenue Bus Rapid Transit (BRT) facility (project TC005-A1) and to add commensurate funding, the subcommittees rendered the following recommendation:

- Up to \$250,000 of the requested \$500,000 should be made available to the project immediately upon approval by the CAMPO Executive Board and GoTriangle Board of Trustees of the amendment request;
- That the full amount requested for the design and integration of art be made available (\$500,000) to the project if and when an art funding eligibility policy currently under development is adopted by the CAMPO Executive Board and GoTriangle Board of Trustees if the policy ultimately allows for the requested amount of \$500,000 to be funded under the policy; and
- If the adopted art funding eligibility policy's allowable amount for the subject project is more restrictive than the \$500,000 request, the amount made available to the project should be the greater of \$250,000 or the maximum permissible amount allowable for the subject project under the adopted policy, up to \$500,000.

FY 2021, Quarter 4, Requested Wake Transit Work Plan Amendments

REQUESTED MAJOR/MINOR AMENDMENTS

Project ID #	Agency	Project Title	FY20 Original Funding Allocation	FY 21 Original Funding Allocation	FY21 Requested Funding Allocation	FY 21 Funding Impact	Reason for Major/Minor Amendment Status
Operating Budget Amendment Requests							
TO005-AA	Town of Wake Forest	Wake Forest Loop: Reverse Circulator	\$ 214,057	\$ 337,888	\$ 357,154	\$ 19,266	Major Amendment: Amendment request involves a change in scope to include Saturday service and involves a financial impact requiring a change in fund balance.
TO004-B	Town of Cary	Increase Midday Frequencies on Pre-Existing Routes	\$ 455,471	\$ 438,962	\$ 475,000	\$ 36,038	Minor Amendment: Change to budget allocation that, combined with the other Town of Cary amendment requests, does not require a change in fund balance or reserves.
TO005-BI		GoCary Complementary ADA Services	\$ -	\$ 86,668	\$ 125,000	\$ 38,332	Major Amendment: Amendment request involves a change in scope to include complementary ADA services on Sundays and holidays originally included under project TO004-A. Does not require a change in fund balance or reserves when combined with the other Town of Cary amendment requests.
TO004-A		Sunday Service, Holiday Hours and Extended Paratransit	\$ 598,676	\$ 528,177	\$ 453,807	\$ (74,370)	Major Amendment: Amendment request involves a change in scope to remove ADA/paratransit service on Sundays and holidays from the project and include it under project TO005-BI.
TO005-H		Weston Parkway Route	\$ 824,919	\$ 758,874	\$ 758,874	\$ -	Major Amendment: Amendment request involves a change in scope to operate the service at a frequency of 30 minutes during its full span rather than at 30 minutes during peak periods and 60 minutes during off-peak periods.
Total Operating Funding Impact							\$ 19,266
Capital Budget Amendment Requests							
Project ID #	Agency	Project Title	Original Prior Year Funding Allocation	Requested Funding Allocation	Funding Impact	Reason for Major/Minor Amendment Status	
TC001-G	Capital Area MPO	Alternative Fuel Vehicle Acquisition Matching Grants	\$ 1,200,000	\$ -	\$ (1,200,000)	Major Amendment: Project funding was originally allocated/encumbered in the FY 2019 Wake Transit Work Plan. Amendment request involves a project requested to be removed from the FY 2019 Work Plan.	
TC005-A4	City of Raleigh	Wake Bus Rapid Transit (BRT) Facility: Northern Corridor - Alternatives Refinement, Project Development, and Final Design	\$ 5,539,515	\$ 5,539,515	\$ -	Major Amendment: Amendment request involves a change in scope to expand the study area for further alternatives refinement and analysis, project development, and final design FROM between downtown Raleigh and Crabtree Blvd TO between downtown Raleigh and Triangle Town Center and between downtown Raleigh and North Hills.	

TC005-A1	New Bern Corridor Bus Rapid Transit Facility	\$	28,220,000	\$ 28,720,000	\$ 500,000	Major Amendment: Amendment request involves a change in scope to include design and integration of art elements into the construction of the New Bern Corridor BRT facility and involves a financial impact requiring a change in fund balance.
Total Capital Funding Impact						\$ (700,000)

Distributed for Public Comment on 3/19/2021
Public Comments Accepted Through 4/18/2021
Submit all comments to Bret Martin, Wake Transit Program Manager - Bret.Martin@campo-nc.us or 919-996-4410



Wake County Transit Planning Advisory Committee TPAC Budget and Finance

Financial Disposition: April 6, 2021

Discussion:

The Budget Amendment process requires the review and provision of a financial disposition of all Major/Minor amendments that are submitted by the Transit Planning Advisory Committee (TPAC) Budget and Finance Subcommittee.

All minor and major budget amendments must be approved by the Capital Area Metropolitan Planning Organization (CAMPO) Executive Board and GoTriangle Board of Trustees.

Requested Items for Committee Disposition:

Major Amendment – Seven (7) Amendments

- 1) **Wake Forest Loop (B): Reverse Circulator** - The Town of Wake Forest, in partnership with GoRaleigh, implemented a reverse circulator that adds service in the opposite direction of the original circulator loop. The current agreement provides matching funding for weekday service only. The proposed amendment requests matching funding to operate Saturday service on the reverse circulator.
- 2) **GoCary Complementary ADA Services** – The Town of Cary amendment impacts only FY21 and consolidates all Complementary ADA Services into one project. The request more accurately reflects the inclusion of associated capital costs and allows for improved tracking and reporting.
- 3) **Weston Parkway Route** – The Town of Cary amendment includes a scope adjustment for this project. In previous work plans, the scope was inaccurately described as having non-peak frequencies of 60 minutes and peak frequencies of 30 minutes. The amendment is submitted to include 30-minute frequencies for the full span of service to match the rest of GoCary's service.
- 4) **Sunday Service, Holiday Hours and Extended Paratransit** – The Town of Cary amendment request involves a change in scope to remove ADA/paratransit service on Sundays and holidays from the project and include it under project TO005-BI (*GoCary Complementary ADA Services*).
- 5) **Alternative Fuel Vehicle Acquisition Matching Grants** – The amendment request is to remove Project TC001-G from the FY 2019 Work Plan capital budget unencumbering \$1.2M from the project and reclassifying it as unassigned in the fund balance. The project is currently indexed under the reserve title and has zero project activity since inspection.
- 6) **Wake Bus Rapid Transit (BRT) Facility: Northern Corridor - Alternatives Refinement, Project Development, and Final Design** – The City of Raleigh amendment incorporates additional analysis for the Wake BRT Northern Corridor to include a larger study area (Triangle Town Center and North Hills) for further corridor refinement prior to identification of a Locally Preferred Alternative (LPA) and entrance into Project Development (PD).
- 7) **New Bern Corridor Bus Rapid Transit Facility** – The City of Raleigh amendment allows for the integration of art to the Wake Bus Rapid Transit (Wake BRT) New Bern Avenue.

Minor Amendment – One (1) Amendment

- 1) **Increase Midday Frequencies on Pre-Existing Routes** – The Town of Cary adjustment only impacts FY21 and more accurately reflects the inclusion of associated capital costs. Funds are re-allocated from another project within the budget ordinance, and the scope of the project does not change.

Financial Impact of Proposed Amendments:

The FY21 Town of Wake Forest Community Funding Area Operating budget will increase \$19,266

The FY21 City of Raleigh Bus Rapid Transit Capital budget will increase \$500,000

The FY21 Town of Cary budget amendments will have a net \$0 effect to the budget

The Prior year adopted Reserve Bus Acquisition Capital budget will decrease \$1,200,000

Net Impact to Wake Transit Plan = \$680,734

FY21-Q4 Amendment Financial Impact

Ordinance Tag	Agency	Description	Wake Transit Adopted Funding	Wake Transit Proposed Amended Budget	Revised Adopted Wake Transit Plan Funding
Community Funding Area	Town of Wake Forest	Wake Forest Loop B: Reverse Circulator	337,888	19,266	357,154
Bus Operations	Town of Cary	GoCary Complementary ADA Services	86,668	38,332	125,000
Bus Operations	Town of Cary	Increase Midday Frequencies on Pre-Existing Routes	438,962	36,038	475,000
Bus Operations	Town of Cary	Sunday Service, Holiday Hours and Extended Paratransit	528,177	(74,370)	453,807
Bus Operations	Town of Cary	Weston Parkway Route	758,874	-	758,874
Wake Transit Operating Expenditures				\$ 19,266	
Bus Rapid Transit	City of Raleigh	Wake Bus Rapid Transit (BRT) Facility: Northern Corridor - Alternatives Refinement, Project Development, and Final Design	5,539,515	-	5,539,515
Bus Rapid Transit	City of Raleigh	New Bern Corridor Bus Rapid Transit Facility	28,220,000	500,000	28,720,000
Bus Acquisition	CAMPO / Reserve	Alternative Fuel Vehicle Acquisition Matching Grants	1,200,000	(1,200,000)	-
Wake Transit Capital Expenditures				\$ (700,000)	
Total Financial Impact - FY21 Wake Transit Work Plan				\$ (680,734)	

Wake Transit Project ID #
TO005-AA

FY 2021
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

FY START DATE
7/1/2020

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	
Wake Forest Loop: Reverse Circulator	Town of Wake Forest	Dylan Bruchhaus - Planner II	Base Year	\$ 357,154
		dbruchhaus@wakeforestnc.gov	Recurring	\$ 2,338,442
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
N/A	N/A	N/A	Base Year	\$ -
			Cumulative	\$ -
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
As part of the Community Funding Area Program, the Town of Wake Forest, in partnership with the City of Raleigh/GoRaleigh, implemented a reverse circulator that adds service in the opposite direction of the original circulator loop. The current agreement provided matching funding for weekday service only. The proposed amendment requests matching funding for currently operating Saturday service on the reverse circulator.				
1. Enter Wake Transit Project ID(s) to Increase				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO005-AA	Wake Forest Loop: Reverse Circulator	Bus Operations	\$ 19,266		Increase of \$19,266 from \$337,888 to the FY21 CFA program 30% cap of \$357,154
TOTAL			\$ 19,266	\$ -	

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	\$ 19,266
		Recurring	
	Estimated Capital Cost	Base Year	\$ -
		Cumulative	\$ -

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

The requested funds would be for FY2021 and 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?

If the request is funded, the Town will continue to operate Saturday service along the reverse circulator (Loop B). If the request is denied, there will be no change in service.

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) Revenue hours of service, ridership, passenger boarding's per revenue hour, operating cost per passenger boarding, on-time performance
- b)
- c)

8. List any other relevant information not addressed.

Saturday service is already counting towards the Wake Transit quarterly performance measures and reported statistics. The Town is currently using portion of the cost of Loop A Saturday service as the local match for Loop B.

9. Please enter estimated appropriations to support expenses identified above. Enter FY 2021 and the estimated annualized cost in FY 2022 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2023 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2023 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes	-	-	-	-	-	-	-
Contracts	-	-	-	-	-	-	-
Bus Operations:							
Estimated Hours	4,413	4,413	4,413	4,413	4,413	4,413	4,413
Cost per Hour	88	93	93	93	93	93	93
Estimated Operating Cost	386,094	411,422	411,422	411,422	411,422	411,422	411,422
Bus Leases	-	-	-	-	-	-	-
Park & Ride Lease	-	-	-	-	-	-	-
Other (Loop A Local Match)	(44,401)	(47,313)	(47,313)	(47,313)	(47,313)	(47,313)	(47,313)
Other	-	-	-	-	-	-	-
Subtotal: Bus Operations	341,693	364,108	364,108	364,108	364,108	364,108	364,108
Other: Overage	15,461	1,975	11,127	20,508	30,123	39,979	50,081
Other: Database Hosting	-	-	-	-	-	-	-
Other: Supplies and Materials	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	357,154	366,083	375,235	384,616	394,231	404,087	414,189

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

CAPITAL COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
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 future cost of \$93.24 FY22-FY27 is based on our GoRaleigh contracted rate that will increase from \$87.50 in year FY21. The growth (Other: overage) is based on escalating \$357,154 by 2.5% through FY27.

Wake Transit Project ID #
TO004-B

FY 2021
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

FY START DATE
7/1/2020

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	
Increase Midday Frequencies	Town of Cary / GoCary	Kelly Blazey, Transit Administrator	Base Year	\$ -
		kelly.blazey@townofcary.org	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
July 1, 2020	June 30, 2021		Base Year	\$ -
			Cumulative	\$ -
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
The Town of Cary is adjusting five (5) bus operations projects to more accurately reflect the cost of service and associated capital (vehicles). This results in minor budgetary and scope changes to each.				
1. Enter Wake Transit Project ID(s) to Increase				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO004-B	Increase Midday Frequencies	Bus Operations	\$ 36,038		This change is only for FY21. A corrected amount for FY22 has already been submitted as a comment to the FY22 Draft Work Plan.
TOTAL			\$ 36,038	\$ -	

2. Wake Transit Project ID(s) to Reduce					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO004-A	Sunday Service All Routes, Expanded Paratransit & Holiday Hours	Bus Operations	\$ (36,038)		This change is only for FY21. A corrected amount for FY22 has already been submitted as a comment to the FY22 Draft Work Plan.
TOTAL			\$ (36,038)	\$ -	

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 <u>EACH</u> 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 adjustment is for FY21. It more accurately reflects the inclusion of associated capital costs. This adjustment only impacts FY21 - a corrected budget for FY22 has been submitted as a comment on the Draft Work Plan.. There is no change to the scope.

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

If this request is funded, we will be able to request full reimbursement of the costs associated with an Increase in Midday Frequencies for FY21. If this request is not funded, we will have a shortfall, with excess remaining in TO004-A.

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)	Revenue Hours of Service
b)	Ridership / Passenger Boardings per Revenue Hour / Operating Cost per Passenger Boarding
c)	Farebox Recovery / On-time Performance

8. List any other relevant information not addressed.

9. Please enter estimated appropriations to support expenses identified above. Enter FY 2021 and the estimated annualized cost in FY 2022 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2023 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2023 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
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	FY21	FY22	FY23	FY24	FY25	FY26	FY27
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.

FY21 actual costs for Q1 and Q2 equal \$235,000, to include fuel and vehicle costs.

Wake Transit Project ID #
TO005-BI

FY 2021
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

FY START DATE
7/1/2020

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	
GoCary Complementary ADA Services	Town of Cary / GoCary	Kelly Blazey, Transit Administrator	Base Year	\$ -
		kelly.blazey@townofcary.org	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
July 1, 2020	June 30, 2021		Base Year	\$ -
			Cumulative	\$ -
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
The Town of Cary is adjusting five (5) bus operations projects to more accurately reflect the cost of service and associated capital (vehicles). This results in minor budgetary and scope changes to each.				
1. Enter Wake Transit Project ID(s) to Increase				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO004-BI	GoCary Complementary ADA Services	Bus Operations	\$ 38,332		This change is only for FY21. A corrected amount for FY22 has already been submitted as a comment to the FY22 Draft Work Plan.
TOTAL			\$ 38,332	\$ -	

2. Wake Transit Project ID(s) to Reduce					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO004-A	Sunday Service All Routes, Expanded Paratransit & Holiday Hours	Bus Operations	\$ (38,332)		This change is only for FY21. A corrected amount for FY22 has already been submitted as a comment to the FY22 Draft Work Plan.
TOTAL			\$ (38,332)	\$ -	

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 <u>EACH</u> 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 adjustment is for FY21. It consolidates all Complementary ADA Services into one project, which also more accurately reflects the inclusion of associated capital costs and allows for improved tracking and reporting. This adjustment only impacts FY21 - a corrected budget for FY22 has been submitted as a comment on the Draft Work Plan.

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

If this request is funded, we will be able to request full reimbursement of the costs associated with Complementary ADA Services for FY21. If this request is not funded, we will have a shortfall, with excess remaining in TO004-A.

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)	Revenue Hours of Service
b)	Ridership / Passenger Boardings per Revenue Hour / Operating Cost per Passenger Boarding
c)	Farebox Recovery / On-time Performance

8. List any other relevant information not addressed.**9. Please enter estimated appropriations to support expenses identified above. Enter FY 2021 and the estimated annualized cost in FY 2022 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2023 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2023 and/or beyond, delete the calculation(s) in columns E-H.**

Cost Break Down of Project Request							
OPERATING COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
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	FY21	FY22	FY23	FY24	FY25	FY26	FY27
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.**

FY21 actual costs for Q1 and Q2 equal \$58,690, to include fuel and vehicle costs. Q3 and Q4 will see a slight increase with the expansion of our Tier 1 service boundary in January.

Wake Transit Project ID #
TO005-H

FY 2021
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

FY START DATE
7/1/2020

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	
New Route - Weston Parkway	Town of Cary / GoCary	Kelly Blazey, Transit Administrator	Base Year	\$ -
		kelly.blazey@townofcary.org	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
July 1, 2020	June 30, 2021		Base Year	\$ -
			Cumulative	\$ -
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
The Town of Cary is adjusting five (5) bus operations projects to more accurately reflect the cost of service and associated capital (vehicles). This results in minor budgetary and scope changes to each.				
1. Enter Wake Transit Project ID(s) to Increase				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO004-H	New Route - Weston Parkway	Bus Operations	\$ -		This is a scope change only. There is no financial impact to FY21. A corrected budget for FY22 has already been submitted as a comment to the FY22 Draft Work Plan.
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 <u>EACH</u> 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 is a scope adjustment is for FY21. In previous work plans, the scope was inaccurately described as having non-peak frequencies of 60 minutes and peak frequencies of 30 minutes. This should be revised to included 30-minute frequencies for the full span of service, to match the rest of our service. There is no financial impact in FY21. A corrected budget for FY22 has been submitted as a comment on the Draft Work Plan.
--

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

If this request is funded, we will be able to request full reimbursement of the costs associated with Complementary ADA Services for FY21. If this request is not funded, we will have a shortfall, with excess remaining in TO004-A.

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)	Revenue Hours of Service
b)	Ridership / Passenger Boardings per Revenue Hour / Operating Cost per Passenger Boarding
c)	Farebox Recovery / On-time Performance

8. List any other relevant information not addressed.

9. Please enter estimated appropriations to support expenses identified above. Enter FY 2021 and the estimated annualized cost in FY 2022 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2023 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2023 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
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	FY21	FY22	FY23	FY24	FY25	FY26	FY27
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.**

Wake Transit Project ID #
TC001-G

FY 2021
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

FY START DATE
7/1/2020

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	
Alternative Fuel Vehicle Acquisition	CAMPO	Bret Martin, Wake Transit Program Manager	Base Year	\$ -
		bret.martin@campo-nc.us	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
05/2021	05/2021		Base Year	\$ -
			Cumulative	\$ -
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
This request is to remove Project TC001-G from the FY 2019 Work Plan capital budget and unencumber the associated funds (\$1.2M) and allowing the funds to fall to fund balance. This funding was first encumbered in FY 2019 to a reserve allocation that was not assigned to a project sponsor. No project activity has occurred to date for this project, and no sub-allocations have been requested by project sponsors on the originally intended timeframe for the project.				
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
TC001-G	Alternative Fuel Vehicle Acquisition	Vehicle Acquisition	\$ (1,200,000)	\$ -	
TOTAL			\$ (1,200,000)	\$ -	

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	\$ (1,200,000)
		Cumulative	\$ -

Project Justification / Business Case	Provide responses to <u>EACH</u> 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?

These unused funds should be unencumbered as quickly as possible to free up encumbered cash that will not be used.
--

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

If the project is not unfunded, it will continue to tie up cash that could be assumed for other potential investments or cost overruns for already committed investments.

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)	N/A
b)	N/A
c)	N/A

8. List any other relevant information not addressed.

9. Please enter estimated appropriations to support expenses identified above. Enter FY 2021 and the estimated annualized cost in FY 2022 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2023 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2023 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
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	FY21	FY22	FY23	FY24	FY25	FY26	FY27
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.

Wake Transit Project ID #
TC005-A4

FY 2021
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

FY START DATE
7/1/2020

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	
Wake BRT: Northern Corridor	City of Raleigh	Mila Vega, Planning Supervisor	Base Year	\$ -
		mila.vega@raleighnc.gov	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
April 2020	December 2030		Base Year	
			Cumulative	\$ -
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
Based on the Wake Transit Vision Plan Update recommendation, incorporate additional analysis for the Wake BRT Northern Corridor to include larger study area (Triangle Town Center and North Hills) for further corridor refinement prior to identification of a Locally Preferred Alternative (LPA) and entrance into Project Development (PD).				

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 <u>EACH</u> 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?

N/A

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

The City of Raleigh will conduct alternatives analysis for the Wake BRT: Northern Corridor.

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) | Date of Locally Preferred Alternative Selection (LPA) |
| b) | Date for entrance into Project Development (PD) for FTA Small Starts Grant |
| c) | Date of completion of final design for Wake BRT: Northern Corridor |

8. List any other relevant information not addressed.

N/A

9. Please enter estimated appropriations to support expenses identified above. Enter FY 2021 and the estimated annualized cost in FY 2022 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2023 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2023 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
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	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Design/NEPA		-	-	-	-	-	-
Construction							
Equipment		-	-	-	-	-	-
Other (unallocated contingency)							
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.

Wake Transit Project ID #
TC005-A1

FY 2021
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

FY START DATE
7/1/2020

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	
Wake BRT: New Bern Avenue	City of Raleigh	Mila Vega, Planning Supervisor	Base Year	\$ -
		mila.vega@raleighnc.gov	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
March 2019	December 2023		Base Year	\$ 500,000
			Cumulative	\$ 28,750,000
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
Advance design for Wake Bus Rapid Transit (Wake BRT) New Bern Avenue corridor project identified in Wake Transit Plan to Final Design (30-100%), including the integration of art.				

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

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TC005-A1	Wake BRT: New Bern Avenue		\$ 500,000	\$ -	Maximum amount of project funds to be spent on art will not exceed 1% of total construction costs (\$500k).
TOTAL			\$ 500,000	\$ -	

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	\$ 500,000
		Cumulative	\$ 28,750,000

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

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

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

Full year of funding

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

The City of Raleigh will incorporate art into the Wake BRT: New Bern Avenue project.

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)	Date RFP/RFQ released for 30-100% design
b)	Date contract awarded for 30-100% design
c)	Date contract awarded for construction

8. List any other relevant information not addressed.

9. Please enter estimated appropriations to support expenses identified above. Enter FY 2021 and the estimated annualized cost in FY 2022 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2023 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2023 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
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	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Design/NEPA	\$ 1,953,000	-	-	-	-	-	-
Construction	\$ 19,204,000						
Equipment	\$ 4,024,000	-	-	-	-	-	-
Other (unallocated contingency)	\$ 2,995,000						
Land - Right of Way	\$ 44,000	-	-	-	-	-	-
Art integration	\$ 500,000						
TOTAL CAPITAL COSTS	\$ 28,720,000	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

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

WAKE COUNTY TRANSIT PLAN: IMPLEMENTATION

Joint Disposition and Voting Record

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

April 6, 2021 – 2:30pm-4:30pm

Per the Wake Transit 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 Major Amendment requests are submitted. The subcommittees consider appropriateness of changes in scope and, if applicable, financial choices and tradeoffs associated with the proposed amendments and create a disposition for TPAC consideration. Upon review of the disposition and related amendment requests, 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. Following is the voting record and disposition from the joint meeting of the Budget & Finance and Planning & Prioritization Subcommittees held on April 6th, where the requested amendments were reviewed.

Voting Member Agencies for Budget & Finance and Planning & Prioritization Subcommittees

CAMPO
Wake County
City of Raleigh
Town of Cary
GoTriangle
Town of Apex
Town of Wake Forest
Town of Knightdale
Town of Garner
Town of Holly Springs
Town of Fuquay-Varina

Amendment Requests Description: A total of eight (8) amendments to the fiscal year (FY) 2021 or a prior year Wake Transit Work Plan have been requested by various project sponsors, including the Towns of Wake Forest and Cary, City of Raleigh, and CAMPO, for consideration by the TPAC. Seven (7) of the requests fall into the 'Major Amendment' category and required a 30-day public comment period, while one (1) of the amendments falls into the 'Minor Amendment' category.

These requests include a number of scope changes to various Town of Cary bus operations projects/implementation elements that would better align components thereof with both the focus of each project and how the Town tracks corresponding budget information. An additional Town of Cary amendment request was submitted to increase Monday-Saturday off-peak service frequency from 60 minutes to 30 minutes on the Weston Parkway route. A request from the Town of Wake Forest was submitted to expand the scope of the Town's reverse circulator service to include Saturday service.

In terms of amendment requests that pertain to capital projects, CAMPO submitted a request to remove a prior \$1.2 million allocation/encumbrance for alternative fuel vehicle matching grants from a prior Work Plan. The City of Raleigh submitted two (2) requests pertaining to bus rapid transit (BRT) implementation. These include a request to expand the scope of a prior alternatives analysis/refinement and project development funding allocation for the Northern BRT corridor to include a larger study area and a request to increase the budget for and include design and integration of art elements into the construction of the New Bern Corridor BRT facility.

WAKE COUNTY TRANSIT PLAN: IMPLEMENTATION

Joint Disposition and Voting Record

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

April 6, 2021 – 2:30pm-4:30pm

Subcommittees' Disposition: The Planning & Prioritization and Budget & Finance Subcommittees found that the changes to the scopes of work for the projects requested to be modified are appropriate for the continued implementation of the Wake County Transit Plan and that funding the requests does not involve an unwarranted use or re-appropriation of funds, with one exception. For the amendment request to include design and integration of art elements into the construction of the New Bern Avenue Bus Rapid Transit (BRT) facility (project TC005-A1) and to add commensurate funding, the subcommittees rendered the following recommendation:

- Up to \$250,000 of the requested \$500,000 should be made available to the project immediately upon approval by the CAMPO Executive Board and GoTriangle Board of Trustees of the amendment request;
- That the full amount requested for the design and integration of art be made available (\$500,000) to the project if and when an art funding eligibility policy currently under development is adopted by the CAMPO Executive Board and GoTriangle Board of Trustees if the policy ultimately allows for the requested amount of \$500,000 to be funded under the policy; and
- If the adopted art funding eligibility policy's allowable amount for the subject project is more restrictive than the \$500,000 request, the amount made available to the project should be the greater of \$250,000 or the maximum permissible amount allowable for the subject project under the adopted policy, up to \$500,000.

Discussion: In the subcommittees' discussion of the amendment requests, and particularly for the request to expand the scope of the Wake Forest reverse circulator to include Saturday service, it was further discussed whether there was a set standard for allowing Saturday or weekend service under the scope of Community Funding Area (CFA) projects. CAMPO staff and other partners involved in the discussion revealed that Saturday or weekend service had been included under the scope of other CFA-funded projects, including the GoApex Route 1 service and the Town of Morrisville microtransit service. It was further explained that there is no set standard one way or the other for span of service for CFA transit service projects.

For the request to include design and integration of art elements into the construction of the New Bern Corridor BRT facility, subcommittee membership expressed concern about project funding requests for art elements getting ahead of the art funding eligibility policy currently under development, particularly without understanding the impacts of a final adopted policy on the full program of projects to which it would be applicable. Concern also stemmed from the TPAC not yet having had the opportunity to discuss reasonable levels of funding for that purpose.

For the case of the City of Raleigh's request, it was explained that the City made an attempt through the proper channels to have an art funding eligibility policy developed almost one (1) year ago, but there has been very little or no movement on the development of such a policy until recently. The City made this request knowing that it would need clarity on the ability to fund art elements in the New Bern Avenue BRT project by the time the development of the project got to 60% design. The City is certainly ok with waiting on the development of the policy for the remainder of its applicable projects, but movement on the issue for the New Bern Avenue corridor would need to happen now.

The subcommittees were amenable to negotiating a middle ground on the issue to allow the City to move forward in some fashion to incorporate art elements into the New Bern Avenue BRT project

WAKE COUNTY TRANSIT PLAN: IMPLEMENTATION

Joint Disposition and Voting Record

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

April 6, 2021 – 2:30pm-4:30pm

but without allowing the full funding request to be made available until a policy is adopted that could solidify or possibly reduce the allowable amount. This negotiation resulted in the subcommittee's recommendation as expressed in its disposition described above.

Vote: The subcommittees voted unanimously to forward the disposition, as described above, to the TPAC for the requested amendments.



NC Capital Area Metropolitan Planning Organization

Staff Report

One City Plaza
421 Fayetteville Street
Suite 203
Raleigh, NC 27601

Agenda Date: 5/19/2021

Agenda Item: 5.3

To: Executive B

FY 2021, 4th Quarter Wake Transit Work Plan Amendment Requests

Bret Martin, MPO Staff

A total of eight (8) amendments to the fiscal year FY 2021 or a prior year Wake Transit Work Plan have been requested by various project sponsors, including the Towns of Wake Forest and Cary, City of Raleigh, and CAMPO. Seven (7) of the requests fall into the 'Major Amendment' category and required a 30-day public comment period, while one (1) of the requests falls into the 'Minor Amendment' category.

These requests include a number of scope changes to various Town of Cary bus operations projects/implementation elements that would better align components thereof with both the focus of each project and how the Town tracks corresponding budget information. An additional Town of Cary amendment request was submitted to increase Monday-Saturday off-peak service frequency from 60 minutes to 30 minutes on the Weston Parkway route. A request from the Town of Wake Forest was submitted to expand the scope of the Town's reverse circulator service to include Saturday service.

In terms of amendment requests that pertain to capital projects, CAMPO submitted a request to remove a prior \$1.2 million allocation/encumbrance for alternative fuel vehicle matching grants from a prior Work Plan. The City of Raleigh submitted two (2) requests pertaining to bus rapid transit (BRT) implementation. These include a request to expand the scope of a prior alternatives analysis/refinement and project development funding allocation for the Northern BRT corridor to include a larger study area and a request to increase the budget for and include design and integration of art elements into the construction of the New Bern Corridor BRT facility. Documentation for the amendment requests, including more information on the nature of each request as provided to the Wake County Transit Planning Advisory Committee (TPAC), is provided in [Attachment 1](#).

The amendment requests were released for public comment between March 19, 2021, and April 18, 2021. No public comments were received in response to the amendment requests. The TPAC recommended approval of the requests at its April 21st regular meeting with a finding that the changes in scope of work for the projects requested to be modified are appropriate for the continued implementation of the Wake County Transit Plan and that funding the requests does not involve an unwarranted use of funds, with one exception. For the amendment request to include design and integration of art elements into the construction of the New Bern Avenue Bus Rapid Transit (BRT) facility (project TC005-A1) and to add commensurate funding, the TPAC made the following recommendation:

- Up to \$250,000 of the requested \$500,000 should be made available to the project immediately upon approval by the CAMPO Executive Board and GoTriangle Board of Trustees of the amendment request;
- That the full amount requested for the design and integration of art be made available (\$500,000) to the project if and when an art funding eligibility policy currently under development is adopted by the CAMPO Executive Board and GoTriangle Board of Trustees if the policy ultimately allows for the requested amount of \$500,000 to be funded under the policy; and
- If the adopted art funding eligibility policy's allowable amount for the subject project is more restrictive than the \$500,000 request, the amount made available to the project should be the greater of \$250,000

Agenda Date: 5/19/2021
To: Executive B

Agenda Item: 5.3

or the maximum permissible amount allowable for the subject project under the adopted policy, up to \$500,000.

Requested Action: Approve the FY 2021, 4th Quarter Wake Transit Work Plan Amendment Requests, with the noted exception to the amendment request for project TC005-A1, and authorize the Executive Director to sign the applicable project-level agreements to which CAMPO is a party.



Connecting all points of the Triangle

MEMORANDUM

TO: GoTriangle Board of Trustees Operations & Finance Committee
FROM: Finance & Administrative Services
DATE: April 23, 2021
SUBJECT: FY 2021 Durham Transit Budget Amendment #3

Strategic Objective or Initiative Supported

This item supports initiative 1.2, "Pursue service improvements and expansion opportunities."

Action Requested

The GoTriangle Board of Trustees is requested to approve the FY 2021 budget amendments for the Durham Transit Workplan Budget. These amendments were recommended for approval by Durham County Staff Working Group on February 26, March 30, and April 11, 2021.

Background and Purpose

Durham Capital Ordinance Amendments listed below have been submitted for approval:

1. Transit Tax allocation adjustments for Increased Cost of Existing Service (ICES) as per the terms of the Durham County Implementation Agreement:
 - i. GoDurham ICES
2. City of Durham / GoDurham
 - i. Increase budget for Durham Station improvement
3. GoTriangle
 - i. Release from reserve Durham Bus Plan
4. Durham County
 - i. Durham Transit Governance Plan

Financial Impact

The proposed amendments, if approved by the Board of Trustees, will increase the FY21 Durham Transit Work Plan capital expenses by \$150,732 when compared to the current FY21 Amended Budget.

Attachments

- Proposed FY 2021 Amendment List and financial impact
- Detailed Staff Working Group agenda and Project Amendment Request

Staff Contacts

- Praveen Sridharan, Senior Financial Analyst, psridharan@gotriangle.org, (919) 485-7502
- Sandra Freeman, CFO, sfreeman@gotriangle.org, 919-485-7415



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www.gotriangle.org

2021 0009

**GOTRIANGLE
FISCAL YEAR 2021
TRIANGLE TAX DISTRICT – DURHAM OPERATING FUND
BUDGET ORDINANCE AMENDMENT**

BE IT ORDAINED by the Research Triangle Regional Public Transportation Authority Board of Trustees:

Section 1. It is estimated that the following revenues will be available in the **Triangle Tax District Durham Operating Fund** for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

	Original	Revised
Article 43½ Cent Sales Tax	\$ 28,539,000	\$ 6,802,299
Vehicle Rental Tax	1,114,500	1,114,500
\$7 County Vehicle Registration Tax	1,630,000	1,630,000
\$3 Vehicle Registr Transfer from Dur/Orange Special Tax District	<u>699,000</u>	<u>699,000</u>
Total	\$ 31,982,500	\$ 10,245,799

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District Durham Operating Fund** for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

	Original	Revised
Tax District Administration	\$ 405,700	\$ 405,700
Transit Plan Administration		0
DCHC MPO	56,750	56,750
GoTriangle	1,616,000	1,616,000
Durham County	200,900	200,900
Bus Operations		0
Durham County Access	190,500	191,995
GoDurham	5,715,100	5,415,032
GoTriangle	1,598,400	1,598,400
Transfer to Triangle Tax District - Durham Capital Fund	21,568,250	0
Allocation to Durham Operating Fund Balance	<u>630,900</u>	<u>761,022</u>
Total	\$ 31,982,500	\$ 10,245,799

Section 3. The FY21 Durham Transit Work Plan reflects an amendment of new projects or areas of investment to address uncertainty on revenue due to anticipated economic impact of the Coronavirus Disease 2019 (COVID-19) health crisis.

DCHC MPO, GoTriangle and Durham County will monitor the actual data for sales tax collections for the period between March and July 2020 and will continue to analyze the opportunity to minimize the drawdown of unallocated reserves in fiscal year 2021. The current project budgets identified are those that are deemed time-sensitive ongoing efforts or involve time-sensitive external grant sources as part of

their overall funding mechanism. The FY21 Durham Transit Work Plan also identifies a list of projects that were assigned to an unbudgeted reserve cache that will be reevaluated for potential investment in the second quarter of fiscal year 2021 (October – December 2020) when revenue data for the period of March – July 2020 will have been collected.

Section 4. Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Trustees and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds.

ADOPTED THIS 26TH DAY OF MAY 2021.

Michael Parker, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2021 0010

**GOTRIANGLE
FISCAL YEAR 2021
TRIANGLE TAX DISTRICT – DURHAM CAPITAL FUND
BUDGET ORDINANCE AMENDMENT**

BE IT ORDAINED by the Research Triangle Regional Public Transportation Authority Board of Trustees:

Section 1. It is estimated that the following revenues will be available in the **Triangle Tax District – Durham Capital Fund** for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

	Original	Revised
Transfer from Triangle Tax Dist – Durham		
Operating Fund	\$ <u>21,568,250</u>	\$ <u>21,736,701</u>
Total	\$ <u>21,568,250</u>	\$ <u>21,736,701</u>

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District – Durham Capital Fund** for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

	Original	Revised
Transit Infrastructure	0	0
GoTriangle	\$ 5,900,000	\$ 5,918,760
City of Durham/GoDurham	8,863,750	8,869,990
Vehicle Purchase	0	0
GoTriangle	1,445,000	1,445,000
City of Durham/GoDurham	2,148,000	3,222,000
Capital – Planning	0	0
GoTriangle	1,475,000	1,537,500
Durham County	0	75,000
Allocation to Durham Capital Fund Balance	<u>1,736,500</u>	<u>668,451</u>
Total	\$ <u>21,568,250</u>	\$ <u>21,736,701</u>

Section 3. The FY21 Durham Transit Work Plan reflects an amendment of new projects or areas of investment to address uncertainty on revenue due to anticipated economic impact of the Coronavirus Disease 2019 (COVID-19) health crisis.

DCHC MPO, GoTriangle and Durham County will monitor the actual data for sales tax collections for the period between March and July 2020 and will continue to analyze the opportunity to minimize the drawdown of unallocated reserves in fiscal year 2021. The current project budgets identified are those that are deemed time-sensitive ongoing efforts or involve time-sensitive external grant sources as part of their overall funding mechanism. The FY21 Durham Transit Work Plan also identifies a list of projects that were assigned to an unbudgeted reserve cache that will be reevaluated for potential investment in the second quarter of fiscal year 2021 (October – December 2020) when revenue data for the period of March – July 2020 will have been collected.

Section 4. Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Trustees and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds.

ADOPTED THIS 26TH DAY OF MAY 2021.

Michael Parker, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

FY21 Budget Change Impact - Durham Transit Plan

	<u>Revenue</u>	<u>Expenditures</u>	<u>Reserve/Cash Impact</u>	<u>Fund Affected</u>	<u>Comments</u>
FY21 Approved Budget	\$ 43,025,832	\$ 40,658,432	\$ 2,367,400		
Amended FY21 Budget (Oct 2020)	\$ 43,025,832	\$ 40,371,627	\$ 2,654,205		
Amended FY21 Budget (Jan 2021)	\$ 43,025,832	\$ 40,676,150	\$ 2,349,682		
City of Durham / GoDurham (ICES)		(11,768)	11,768	41	Administrative adjustment of ICES to match the terms of the ILA based on performance of \$7 Vehicle Registration Tax*
City of Durham / GoDurham (Capital)		25,000	(25,000)	41	Add budget: Increase in project budget based on increased scope.
GoTriangle		62,500	(62,500)	41	Add budget: Release from reserve the budget of the Durham Bus Plan budget to aid in coordination with Bus Plans in Orange and Wake
Durham County		75,000	(75,000)	41	Add budget: Durham Transit Governance Plan recommended in FY22 annual workprogram, brought forward as a FY21 budget amendment in order to meet Transit Plan timeline
Amended FY21 Budget (May 2021)	\$ 43,025,832	\$ 40,826,882	\$ 2,198,950		
Changes from Amendments		\$ 150,732	\$ (150,732)		

* Durham County Implementation agreement terms: The maximum allocation of Increased Cost of existing Service (ICES) should equal 50% of the prior year Durham County local vehicle registration fee of \$7.00 permitted by Article 52 of NCGS 105



Connecting all points of the Triangle

MEMORANDUM

TO: Sean Egan, City of Durham
Tom Devlin, City of Durham
Mindy Taylor, City of Durham

CC: Sandra Freeman, GoTriangle
Praveen Sridharan, GoTriangle
Sharita Seibles, GoTriangle
Priscilla Bond, GoTriangle
Aaron Cain, DCHC MPO

FROM: Jennifer Hayden, GoTriangle

DATE: February 17, 2021

RE: FY2021 Final and FY2022 Estimated Increased Cost of Existing Services (ICES)

The ICES allocation for FY2021 has been recalculated per the ICES agreement. The ICES budget is originally based 50% of the *prior year's budgeted* \$7 vehicle registration tax. The ICES budget is recalculated mid-year to equal 50% of the *prior year's actual* \$7 vehicle registration tax.

The original FY2021 ICES budget for GoDurham was \$827,445, which was calculated at 50% of the FY2020 budgeted \$7 vehicle registration tax, which totaled \$1,701,600. The FY2021 ICES budget for GoDurham has been amended to equal 50% of the FY2020 *actual* \$7 vehicle registration tax, which was \$1,606,864. Thus, the revised ICES allocation for GoDurham in FY2021 decreased by \$24,013 to \$803,432.

At this time, the FY2021 budgeted \$7 vehicle registration tax is \$1,630,000. Based on that, the FY2022 ICES allocation will be budgeted at \$815,000 (\$1,630,000 x 50%). The final FY2022 ICES allocation will be reviewed and amended as needed mid-year FY2022.

If you have any questions, please let me know. I can be reached at 919-485-7418 or jhayden@gotriangle.org.



TRANSPORTATION

CITY OF DURHAM

February 16, 2021

To: Durham – Staff Working Group
 From: Tom Devlin – City of Durham
 Subject: GoDurham FY21 Work Plan Amendments

GoDurham was awarded \$25,000 from the Durham Transit Tax in FY21 for landscaping improvements at Durham Station to repair the muddy center court that transit users walk across to transfer buses.

The original plan to cover the space with Chapel Hill Gravel was determined to be an inadequate solution for the area. The City's General Services Department Staff recommended that we utilize pavers for the high traffic areas. Not only will these pavers reduce erosion and eliminate muddy pathways, it will provide a cost-efficient solution that will be effective until Durham Station undergoes its long-term improvements.

Summary of Project Requests (Administration and Operations)

		<u>FY21 Approved</u>	<u>FY21 Amendment Request</u>	<u>Difference</u>
21DCI_CD2	Durham Station Landscaping	\$ 25,000	\$ 45,000	\$ 20,000



Connecting all points of the Triangle

March 23, 2021

To: Durham – Staff Working Group
From: GoTriangle
Subject: FY21 Work Plan Amendment Request – 21GOTCO02 Durham Bus Plan

Action Requested

GoTriangle requests that the Staff Working Group recommend a Durham Transit Plan FY2021 Work Plan Amendment to move \$62,500 out of reserve for the Durham Bus Plan (21GOTCO02).

Issues and Background

The Durham Bus Plan will further refine GoTriangle and GoDurham bus service concepts and associated capital facilities identified in the adopted Durham Transit Plan. The project will produce Short Range Transit Plans for GoTriangle and GoDurham for service adjustments in FY24-27.

There are several regional tasks that require coordination with the Wake and Orange counties.

- Regional Travel Market Assessment
- GoTriangle Short Range Transit Plan, and
- Public engagement

The regional travel market assessment and the GoTriangle Short Range Transit Plan can proceed prior to an adopted Durham Transit Plan.

GoTriangle will initiate a similar Wake Bus Plan planning effort by FY21 Q4. To ensure availability of funds for the Durham piece of the regionally coordinated tasks, GoTriangle requests that the Staff Working Group move the \$62,500 in the FY21 Recommended Work Plan out of reserve. This would adjust the FY22 Work Plan request to \$250,000. This action will enable GoTriangle to procure planning services for Bus Plan projects in Wake, Durham and Orange counties at one time.

Financial Impact

The requested amendment would amend the Durham Transit Work Plan as such:

- FY21 - \$62,500
- FY22 - \$250,000

Attachment

- 21GOTCO02 Durham Bus Plan FY21 Project Sheet

Date: March 1, 2021
To: Durham Staff Working Group
From: Ellen Beckmann, Durham County
Subject: FY21 Work Plan Amendment

Durham County is requesting a FY21 work plan amendment to fund a Governance Study for the Durham Transit Plan. The purpose of the Governance Study is to update the agreements, policies, and procedures that guide the implementation of the Durham Transit Plan. The estimated project cost for the study is \$75,000.

While Durham County is the project sponsor, the Governance Study will be a coordinated effort among all transit plan partners including Durham County, GoTriangle, the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization, and the City of Durham. The study will involve hiring a consultant to provide a more objective evaluation of governance options, a comparison with other regions, data analysis, and the facilitation of open discussions among all partners.

The overall purpose of the Governance Study is to advance the Durham Transit Plan's core principle to improve "Community Trust" by providing all transit plan partners clarity in their roles and responsibilities, ensuring appropriate oversight and accountability, and fostering the successful implementation of projects. The current process is governed by the existing Interlocal Agreement (ILA) approved in 2013. This ILA was focused on the implementation of the Durham-Orange Light Rail Transit project by GoTriangle. With a new Transit Plan, the ILA must be revised to reflect the current projects and the new responsibilities for implementation. Many issues were not contemplated or addressed in detail in the existing ILA such as significant responsibility for project implementation by the City of Durham, financing of major projects, coordination with Wake County on a major project, oversight of many smaller capital projects, staffing necessary for Tax District and Transit Plan Administration, and other issues.

The intended products of the Governance Study include the following. This list will be refined and prioritized based on schedule and budget:

- Interlocal Agreement
- Staff Working Group bylaws, voting procedures, subcommittee guidelines
- Workplan development and amendment processes
- Financial processes
- Project prioritization process
- Service guidelines and performance measures
- Staffing model and staffing expectation plan
- Public engagement policy
- Annual report development process
- Project tracking responsibilities
- Website maintenance, marketing responsibilities
- Implementation dashboard

This is being requested as a FY21 work plan amendment in order to more quickly make progress on the development of the new ILA with the goal to develop it concurrently with the final Durham Transit Plan. It is important for the transit partners to be able to demonstrate changes in roles, responsibilities, oversight, and accountability to help address community concerns. It is also important for Durham to be able to quickly implement the projects in the plan and not be delayed due to insufficient staffing or administrative procedures.

The cost estimate is based on the MPO Governance Study that was recently bid.



Connecting all points of the Triangle

MEMORANDUM

TO: GoTriangle Board of Trustees Operations & Finance Committee
FROM: Finance & Administrative Services
DATE: April 23, 2021
SUBJECT: FY 2021 Orange Transit Budget Amendment #2

Strategic Objective or Initiative Supported

This item supports initiative 1.2, "Pursue service improvements and expansion opportunities."

Action Requested

The GoTriangle Board of Trustees is requested to approve the FY 2021 budget amendments for the Orange Transit Workplan Budget. These amendments were recommended for approval by Orange County Staff Working Group on April 15, 2020.

Background and Purpose

Orange Capital Ordinance Amendments listed below have been submitted for approval:

1. Transit Tax allocation adjustments for Increased Cost of Existing Service (ICES) as per the terms of the Orange County Implementation Agreement:
 - i. Orange County Public Transit ICES
 - ii. Chapel Hill Transit ICES
2. GoTriangle
 - i. Release of Orange County share of Bus Acquisition from reserve to be included in the capital budget

Financial Impact

The proposed amendments, if approved by the Board of Trustees, will increase the FY21 Orange Transit Work Plan capital expenses by \$119,031 when compared to the current FY21 Amended Budget.

Attachments

- Proposed FY 2021 Amendment List and financial impact
- Documentation submitted to SWG

Staff Contacts

- Praveen Sridharan, Senior Financial Analyst, psridharan@gotriangle.org, (919) 485-7502
- Sandra Freeman, CFO, sfreeman@gotriangle.org, 919-485-7415



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www.gotriangle.org

2021 0011

**GOTRIANGLE
FISCAL YEAR 2021
TRIANGLE TAX DISTRICT – ORANGE OPERATING FUND
BUDGET ORDINANCE**

BE IT ORDAINED by the Research Triangle Regional Public Transportation Authority Board of Trustees:

Section 1. It is estimated that the following revenues will be available in the **Triangle Tax District Orange Operating Fund** for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

	Original	Revised
Article 43½ Cent Sales Tax	\$ 8,104,000	\$ 4,012,050
Vehicle Rental Tax	544,300	544,300
\$8 County Vehicle Registration Tax	885,000	885,000
\$3 Vehicle Registr Transfer from 6 urV range Special Tax 6 istrict	332,000	332,000
Total	\$ 8,755,300	\$ 5,663,350

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District Orange Operating Fund** for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

	Original	Revised
Tax 6 istrict Administration	\$ 245,800	\$ 245,800
Transit Administration	0	0
6 CDC / P7	50,850	50,850
HoTriangle	502,300	502,300
Bus 7 perations	0	0
Chapel Hill Transit	2,166,800	2,218,111
7 range County Public Transit	843,600	832,380
HoTriangle	110,000	110,000
Transfer to Triangle Tax 6 istrict - 7 range Capital Fund	3,264,250	0
Allocation to 7 range 7 perating Fund Balance	<u>833,600</u>	<u>636,311</u>
Total	\$ 8,755,300	\$ 5,663,350

Section 3. The FY21 7 range Transit Work Plan reflects an amendment of new projects or areas of investment to address uncertainty on revenue due to anticipated economic impact of the Coronavirus disease 2019 (COVID-19) health crisis.

6 CDC / P7, HoTriangle and 7 range County will monitor the actual data for sales tax collections for the period between March and July 2020 and will continue to analyze the opportunity to minimize the drawdown of unallocated reserves in fiscal year 2021. The current project budgets identified are those that are deemed time-sensitive ongoing efforts or involve time-sensitive external grant sources as part of their overall funding mechanism. The FY21 7 range Transit Work Plan also identifies a list of projects that

were assigned to an unbudgeted reserve cache that will be reevaluated for potential investment in the second quarter of fiscal year 2021 (October – December 2020) when revenue data for the period of March – July 2020 will have been collected.

Section 4. Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Trustees and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds.

ADOPTED THIS 26TH DAY OF MAY 2021.

Michael Parker, Board of Trustees Chair

ATTEST:

Michelle C. Lawson, Clerk to the Board

2021 0012

**GOTRIANGLE
FISCAL YEAR 2021
TRIANGLE TAX DISTRICT – ORANGE CAPITAL FUND
BUDGET ORDINANCE**

BE IT ORDAINED by the Research Triangle Regional Public Transportation Authority Board of Trustees:

Section 1. It is estimated that the following revenues will be available in the **Triangle Tax District – Orange Capital Fund** for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

	Original	Revised
Transfer from Triangle Tax Dist – Orange Operating Fund	\$ <u>3,284,250</u>	\$ <u>3,091,950</u>
Total	\$ 3,284,250	\$ 3,091,950

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District – Orange Capital Fund** for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

	Original	Revised
Vehicle Purchase		
GoTriangle		\$ 903,000
BRT		0
Chapel Hill Transit – N-S BRT		500,000
Capital – Planning		0
GoTriangle	\$ 37,500	68,750
Allocation to Orange Capital Fund Balance	<u>3,246,750</u>	<u>1,620,200</u>
Total	\$ 3,284,250	\$ 3,091,950

Section 3. The FY21 Orange Transit Work Plan reflects an amendment of new projects or areas of investment to address uncertainty on revenue due to anticipated economic impact of the Coronavirus Disease 2019 (COVID-19) health crisis.

DCHC MPO, GoTriangle and Orange County will monitor the actual data for sales tax collections for the period between March and July 2020 and will continue to analyze the opportunity to minimize the drawdown of unallocated reserves in fiscal year 2021. The current project budgets identified are those that are deemed time-sensitive ongoing efforts or involve time-sensitive external grant sources as part of their overall funding mechanism. The FY21 Orange Transit Work Plan also identifies a list of projects that were assigned to an unbudgeted reserve cache that will

be reevaluated for potential investment in the second quarter of fiscal year 2021 (October – December 2020) when revenue data for the period of March – July 2020 will have been collected.

Section 4. Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Trustees and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds.

ADOPTED THIS 26TH DAY OF MAY 2021.

Michael Parker, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

FY21 Budget Change Impact - Orange Transit Plan

Page 98 of 113

	<u>Revenue</u>	<u>Expenditures</u>	<u>Reserve/Cash Impact</u>	<u>Fund Affected</u>	<u>Comments</u>
FY21 Approved Budget	\$ 15,411,210	\$ 10,995,760	\$ 4,415,450		
Amended FY21 Budget (Jan 2021)	\$ 15,411,210	\$ 10,772,210	\$ 4,639,000		
Orange County Public Transit		(11,430)	11,430	42	Administrative adjustment of ICES to match the terms of the ILA between transit providers and the performance of \$7 Vehicle Registration Tax*
Chapel Hill Transit		99,211	(99,211)	42	Administrative adjustment of ICES to match the terms of the ILA between transit providers and the performance of \$7 Vehicle Registration Tax*
GoTriangle		31,250	(31,250)	42	Add budget: Release from reserve to the budget for Orange share of GoTriangle Short Range Transit Plan to aid in coordination with Bus Plans in Durham and Wake
Amended FY21 Budget (May 2021)	\$ -	\$ 10,891,241	\$ 4,519,969		
Changes from Amendments		\$ 119,031	\$ (119,031)		

* Orange County Implementation agreement terms: The maximum allocation of Increased Cost of existing Service (ICES) should equal the prior year Orange County local vehicle registration fee of \$7.00 permitted by Article 52 of NCGS 105
The determination of Chapel Hill Transit share and Orange County Public Transit share is made each year based upon the most recently audited annual expenditures for bus service by both



Connecting all points of the Triangle

MEMORANDUM

TO: Nicholas Pittman, CHT
Theo Letman, OPT

CC: Rick Shreve, CHT
Saundra Freeman, GoTriangle
Praveen Sridharan, GoTriangle
Sharita Seibles, GoTriangle
Priscilla Bond, GoTriangle
Aaron Cain, DCHC MPO

FROM: Jennifer Hayden, GoTriangle

DATE: March 15, 2021

RE: FY2021 Final and FY2022 Estimated Increased Cost of Existing Services (ICES)

Please find attached the FY2021 Final Increased Cost of Existing Services (ICES) calculations. The FY2021 ICES calculation was updated to reflect the actual FY2020 \$7 registration fee and each Partner's contribution to transit services.

The FY2021 final ICES allocation is as follows:

CHT = \$687,911
OPT = \$67,270

GoTriangle will prepare a budget amendment.

Please also find the FY2022 Estimated Increased Cost of Existing Services (ICES) calculations. At this time, the FY2022 estimated ICES will be used in the FY2022 work plan. The FY2022 estimated ICES allocation is as follows:

CHT = \$705,965
OPT = \$69,035

If you have any questions, please let me know. I can be reached at 919-485-7418 or jhayden@gotriangle.org.

Enclosures



April 15, 2021

To: Orange - SWG
 From: GoTriangle
 Subject: Orange County FY21 Workplan Amendments

This memo addresses proposed FY21 Workplan amendments with a brief introduction and financial impact for each.

FY21 Workplan Amendments:

- i. Orange County Transit Plan
 21GOT_CO2 – GoTriangle Short Range Transit Plan.

A GoTriangle Short Range Transit Plan will study the service needs and adjustments envisioned based on upcoming updates to all three county plans (Durham, Orange, and Wake). These funds need to be released in order to proceed with a regional procurement that is anticipated in April.

Orange County FY21 Workplan budget impact = \$31,250

Action

Recommend release of \$31,250 from the un-budgeted reserve fund for the Orange County portion of the Short Range Transit Plan in the FY21 Workplan budget.

- ii. Orange County Transit Plan
 21GOT_CO1– Origin Destination Survey.

This request is to move the full budget amount of \$250,000 from the un-budgeted reserve fund to the FY22 workplan budget to allow this regional project to progress for Wake, Durham and Orange counties.

This project is a tablet-based transit on-board origin and destination survey to record transit travel behavior and produce data available for analysis about transit travel markets. This information is an essential input into the Triangle Regional Model and FTA's Simplified Trips on Project Software. All projects that receive federal Capital Improvement Grants, or that receive state funding, rely on this data. The last transit on-board survey was conducted in 2014 in Orange Durham counties, and in 2015 for Wake County. The FY21 Wake and Durham County Transit Plans have funding to conduct surveys for all transit agencies in their respective counties. FTA and industry best practice is to conduct a regional survey at a single point in time. Doing so will allow for more timely and less costly post-processing than if studies are conducted in





Connecting all parts of the Triangle

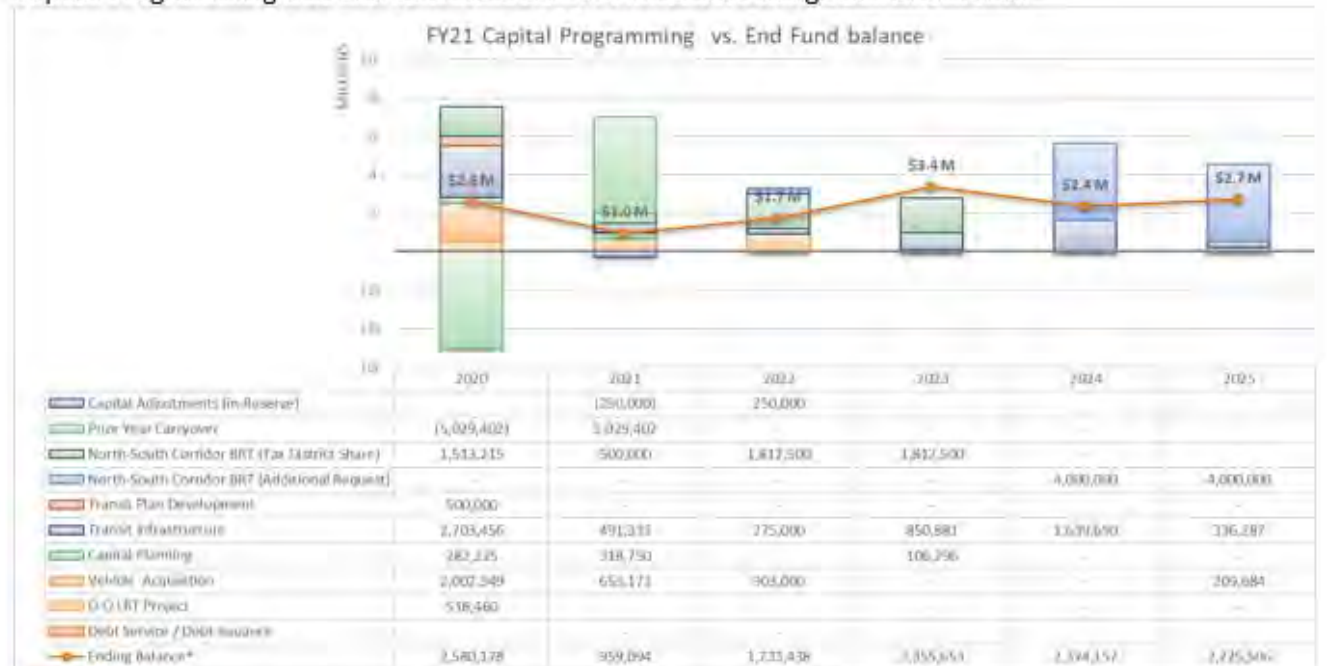
different time windows and by different vendors. This funding is essential to create a single, up-to-date regional transit on-board origin-destination survey.

Orange County FY21 Workplan budget impact = \$250,000

Action

Recommend release of \$250,000 from the un-budgeted reserve fund for the Orange County portion of the regional survey in the FY22 annual work program based on anticipated execution.

Capital Programming and End Balance after recommended budget amendments:



Note:

- Operation expenditure not included in the above graph, but is included in End Balance calculations.
- Ending Balance does not include restricted 90 day operating reserve, estimated at \$927,951 for FY21.
- Capital Adjustments – Programmed projects current in un-budgeted reserve assumed to carry over into following year.
- Revenue forecast scenario adjustment:
 - Vehicle Rental fee FY21 Budget of \$544,300 has been lowered to FY21 forecast of \$450,000 due to current level of performance. This scenario forecast assumes a 4-year recovery of vehicle rental fee to FY20 (pre-Covid level).



Connecting all points of the Triangle

MEMORANDUM

TO: GoTriangle Board of Trustees Operations & Finance Committee
FROM: Transit Operations
DATE: April 23, 2021
SUBJECT: Vehicle Purchase Authorization

Strategic Objective or Initiative Supported

Action Requested

Staff requests that the Operations & Finance Committee recommend that the Board authorize the CEO to execute a contract for the purchase of six (6) low-floor diesel Gillig buses with associated maintenance equipment from Gillig Corporation for fixed route service not to exceed the maximum dollar amount of \$3,480,000.

Background & Purchase

Transit Operations is seeking approval to purchase six buses total. Board authorization will result in GoTriangle receiving the buses 12 months from placing the order. Six of these buses are for replacement due to the recommended useful life of 500,000 miles/12 years, per Federal Transit Administration guidelines for replacement. In addition to the recommended FTA guidelines, the Transit Division has experienced an increase in repair costs in maintaining these buses.

Financial Impact

The cost to purchase six buses and associated maintenance equipment is \$3,480,000, with a Wake Transit Plan contribution of \$1,740,000, and a Durham Transit Plan and Orange Transit Plan contribution of \$1,044,000 and \$696,000, respectively pending approval. Buses will be purchased from the City of Durham IFB# 16-009 with funds that are approved in the bus capital project budget. The funding for the local match is GoTriangle's General Fund and the Wake Tax Districts.

Attachments

- None

Staff Contacts

- Brian McLean, Manager of Fleet Maintenance, 919-485-7472, bmclean@gotriangle.org
- David Moore, Senior Procurement Manager, 919-485-7559, dmoore@gotriangle.org



Contract Work Orders – April 2021 (< \$100K)

Contract #	Contractor (or subject if no contractor listed)	Contract Amount	Subject	Comments	Date Executed
20-044	Wake County	\$0	Amendment One to General Operating Agreement for Bus Operations	Adding Project TO005-G1 as shown on Exhibit A	04/01/2021
20-008	Hoffman & Associates	\$0	Amendment Three to Memorandum of Understanding	Extends term to 10/31/2021	04/01/2021
18-041E	Kimley-Horn and Associates, Inc.	\$0	Amendment Four to Task Order 2	Extends expiration date to 09/30/2021	04/07/2021
18-041E	Kimley-Horn and Associates, Inc.	\$0	Amendment Four to Task Order 1	Extends the expiration date to 06/30/2021	04/08/2021
18-041H	Terracon	\$33,800	RUS Bus Brownfields Data Gap Assessment	Task Order 3. Lump Sum contract \$33,800.	04/20/2021
21-020	City of Raleigh	\$0	General Capital Funding Agreement for Bus Acquisition	Budget in Exhibit A. Term from Effective Date until 09/30/2023.	04/22/2021
18-122	e-Builder	\$93,171.45	License Renewal	Annual license renewal for two years. Total Software Subscription 02/01/2021 – 01/31/2022, \$45,449.49. Total Software Subscription 02/01/2022 – 01/31/2023, \$47,721.96	04/22/2021
20-041	CAMPO	\$0	Amendment One General Operating Agreement for Bus Operations	Budget in Exhibit A.	04/30/2021
20-050	CAMPO	\$0	Amendment One General Operating Agreement for Transit Plan Administration	Budget in Exhibit A.	04/30/2021
21-015	CAMPO / Town of Morrisville	\$0	General Operating Agreement for Bus Operations-Community Funding Area Program	Budget in Exhibit A. Term from Effective Date until 09/30/2021.	04/30/2021
21-017	CAMPO	\$0	General Capital Funding Agreement for Bus Infrastructure	Budget in Exhibit A. Term from Effective Date until 09/30/2023.	04/30/2021

Contract Work Orders – April 2021 (< \$100K)

Contract #	Contractor (or subject if no contractor listed)	Contract Amount	Subject	Comments	Date Executed
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21-018	CAMPO	\$0	General Capital Funding Agreement for Capital Planning	Budget in Exhibit A. Term from Effective Date until 09/30/2023.	04/30/2021
21-019	CAMPO	\$0	General Capital Funding Agreement for Bus Infrastructure	Budget in Exhibit A. Term from Effective Date until 09/30/2023.	04/30/2021

HR Board Report – May 2021

NEW HIRES

Rocio Antelis – Public Engagement Specialist

PROMOTIONS

Kelly Houston – Administrative Assistant to Chief Executive Assistant

Sharon Chavis – Program Coordinator to Chief of Staff

SERVICE AWARDS

None

RECRUITING

Bus Operator I

Electronics Technician II

Manager of Transit Design & Construction

Paratransit Operator I

Service Attendant

Talent Acquisition Partner

Wake Transit Communications Coordinator

MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Planning and Capital Development
DATE: May 19, 2021
SUBJECT: Capital Projects Status Report

Strategic Objective or Initiative Supported

2.4 Ensure an attractive and accessible transit environment

Action Requested

None

Background and Purpose

The Wake, Durham, and Orange transit plans and the GoTriangle Capital Improvement Program include funds to support planning, development, and delivery of transit capital infrastructure projects ranging from bus stop amenities to commuter rail infrastructure. This report includes a brief snapshot of the status, upcoming activities, and notable risks to on-time/on-budget delivery for active capital projects. The report is organized into the following sections:

- Bus Passenger Facilities
- Bus Operations and Maintenance Facilities
- Rail Transit Infrastructure Development

This report is updated monthly. New/updated information from the previous month's report is shown in underlined green text.

Financial Impact

None

Attachments

- None

Staff Contact(s)

- Katharine Eggleston, 919-485-7564, keggleston@gotriangle.org

Bus Passenger Facilities

Projects Under Construction

GoDurham Bus Stop Improvements FY19 (18DCI CD4)

Description – This project includes site selection, design, and construction of passenger amenities at 21 bus stops in the GoDurham system.

Status – Construction at 20 stops is complete.

Upcoming Activities – The final bus stop is scheduled for construction as part of a group of 17 bus stops [currently underway](#).

GoDurham Bus Stop Improvements FY20 (20GOT CD2)

Description – This project includes site selection, design, and construction of passenger amenities at 50 bus stops in the GoDurham system for which design began in FY20.

Status – The City of Durham has approved construction drawings for 35 stops, with an additional 14 stops under review. Construction of the first group of 16 bus stop improvements is [complete and final seating installation is underway](#). GoTriangle issued a Notice to Proceed for the next group of 17 GoDurham bus stop improvements on April 14, 2021; and GoTriangle has begun real estate acquisition activities for 19 additional stops.

Upcoming Activities – Completion of design, plan approval, right-of-way acquisition, and construction procurement for the remaining groups of stops is planned to continue through the remainder of the fiscal year and into the next fiscal year.

GoTriangle Bus Stop Improvements In Wake County (TC002-L/M/Y)

Description – The Wake Transit Plan includes funding for improvements at existing and new GoTriangle bus stops throughout Wake County.

Status – [Bus stop construction activities are complete at the Wake Tech RTP campus on Watkins Road, and 12 other locations throughout the county are now under construction.](#)

Upcoming Activities – [Construction activities for this package of 12 will proceed in the coming months.](#)

Projects in Design

Patterson Place Improvements (18GOT CD4)

Description – Nearly 200 riders per day board buses at the existing transfer point and park-and-ride served by GoTriangle route 400 and GoDurham routes 10 and 10A. This project includes new and additional concrete shelter pads and shelters at Witherspoon Boulevard and McFarland Drive. Improvements include: landscaping, curb-radius improvement to allow buses to turn right from southbound Witherspoon Boulevard onto westbound McFarland Drive to reduce bus travel time and serve additional future park-and-ride spaces.

Status – [The designer is preparing plans for a second submittal into the City of Durham. Easement exhibits preparation is also underway.](#)

Upcoming Activities – Pending construction drawing approval, GoTriangle will schedule necessary right-of-way acquisition activities.

Hillsborough Park-and-Ride (18GOT CD8)

Description – This project includes site selection, real estate acquisition, design, and construction of a permanent park-and-ride for GoTriangle route ODX in Hillsborough. Park-and-ride utilization at the current leased lot for the ODX in Hillsborough is approximately 15 spaces per day. The original plan for the new lot included 35-50 spaces across two parcels of land; right-of-way for the full facility was acquired, however due to increased construction cost estimates, the scope was reduced to 31 spaces to allow for some growth in utilization while deferring full build-out to a future phase.

Status – Staff and outside counsel have identified the need for additional real estate agreements related to use of property that had previously been identified as an existing undeveloped right-of-way within the

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site, and are currently coordinating with Orange county staff to evaluate the procedural steps and time required to resolve. The design is currently awaiting to advance through the plan approval process with Orange County once the property issues are resolved. The Real Estate consultant is performing appraisals on the properties as a step in a resolution of related issues.

Upcoming Activities – Plan approval is expected within 60 days following resolution of the real estate issue. Orange County will schedule a Neighborhood Information Meeting when final plans are available, to inform neighbors of the upcoming construction project.

Schedule Risks – As noted above, a need for additional real estate agreements was identified during site plan review. Coordination with Orange County and NCDOT staff to resolve this is ongoing. The schedule for plan approval and turnover of the project to Orange County for construction is dependent on resolution of the real estate issue.

GoTriangle Bus Stop Improvements in Orange County (18GOT_CD12)

Description – This project includes site selection, design, and construction of passenger amenities at up to 10 bus stops in the GoTriangle system within Orange County.

Status – Designs for four stops are complete and have been turned over to Orange County for construction, Orange County forecasts construction to start by the end of FY21. Design of an additional six stops is under review by Town of Chapel Hill, UNC and NCDOT.

Upcoming Activities – Orange County will initiate construction on the initial group of four. GoTriangle expects to complete design and permitting for the additional six stops in the coming months.

GoTriangle Bus Stop Improvements In Wake County (TC002-L/M/Y)

Description – The Wake Transit Plan includes funding for improvements at existing and new GoTriangle bus stops throughout Wake County.

Status – A task order for design of 23 stops was issued in early May 2020. [Of these, 12 are now under construction and 11 are under review with NCDOT, NCR, or municipalities.](#)

Upcoming Activities – [Completion of plan approval, right-of-way acquisition, and construction procurement for the remaining stops is planned to continue through the remainder of the fiscal year and into the next fiscal year.](#)

GoTriangle Bus Stop Improvements in Durham County (18GOT_CD7)

Description – This project includes site selection, design, and construction of passenger amenities at up to 10 bus stops in the GoTriangle system within Durham County.

Status – Coordination with RTP regarding stop improvements at the future HUB site is ongoing. RTP has added bus stop art to their shelters. Coordination with the Durham VA Medical Center and Duke University regarding stops on Erwin Road and on campus is ongoing; [plans for eight bus stop locations were submitted to the City of Durham for review in April 2021.](#)

Upcoming Activities – GoTriangle will continue to coordinate with RTP stops at HUB RTP. [Completion of plan approval, right-of-way acquisition, and construction procurement for the remaining stops is planned to continue through the remainder of the fiscal year and into the next fiscal year.](#)

Raleigh Union Station Bus Facility (TC002-A)

Description – This project includes publicly-funded design and construction of an eight-bay off-street bus facility and related transit access improvements adjacent to Raleigh Union Station in downtown Raleigh, in conjunction with a privately-funded mixed-use air rights development above the bus facility. The project was awarded a \$20 million BUILD grant from the US Department of Transportation (USDOT).

Status – GoTriangle and the preferred developer are progressing in the Interim Design/Administrative Site Review process as well as developing an agreed upon scope for the remaining design work. [GoTriangle is onboarding a design review consultant to assist in project delivery.](#) The NEPA/Section 106 process is anticipated to reach conclusion in the coming quarter. The developer agreements are progressing and are anticipated to be completed later this calendar year; [term sheets were signed in April.](#) Coordination with FTA, City of Raleigh, SHPO, NCDOT and other stakeholders is ongoing to confirm

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third-party requirements affecting the project definition. Monthly federal oversight meetings are continuing with the PMOC assigned to the project.

Upcoming Activities – Completion of the developer agreements, Interim Design Phase (beginning of Design Development phases), coordination activities, management meetings, and agreement negotiations will continue on the project. The project schedule and cost estimates continue to be evaluated and updated.

Schedule Risks – The structure of the delivery approach for the project is complex, and will require coordination and partnership with FTA region IV and headquarters staff to ensure grant requirements are appropriately met and documented as the contracting process with the development partner progresses. Development and execution of the Joint Development Agreement is critical.

Cost Risks – Continued design advancement is critical to begin advancing design to obtain a more detailed basis to refine cost estimates and obtain a clear cost risk profile for the project. Key cost risk areas include unknown geotechnical conditions, JDA project structure and negotiations, final rezoning commitments, and design details.

I-540 Bus On Shoulder (TC002-BC)

Description – This project will design, purchase, and install signage along the northwest leg of I-540 to facilitate Bus on Shoulder implementation. GoTriangle's NRX route would benefit by the ability to use the shoulder during times of heavy traffic.

Status – NCDOT has completed sign designs, cost estimates, and plans. NCDOT confirmed in April that the agreement on an approach for project completion is still under review. As an element of the proposed agreement, NCDOT will commit to have the signs made if GoTriangle will commit to provide funds in advance for that task. NCDOT will also work to expedite the sign fabrication; and proposes to install the signage, with reimbursement from GoTriangle. The formal agreement with NCDOT is anticipated to be complete by May 2021.

Upcoming Activities – NCDOT staff are working with GoTriangle to finalize approval of agreement details for procurement of sign fabrication and responsibility for contracting services to install the signs. Upon execution of the agreement, a schedule for fabrication and installation of the signage will be confirmed.

Durham Station Improvements Preliminary Design (21GOT CD03)

Description – This project will develop a Schematic Design package for improvements to the passenger experience and functional operations of Durham Station. Upon completion of the design, the project will be handed off to the City of Durham for design development and construction.

Status – The core review team continues to meet and coordinate efforts with other initiatives and projects in the City that are being developed adjacent to Durham Station. Conceptual design is complete, and the consultant is progressing the schematic design.

Upcoming Activities – Completion of schematic design, updated cost estimate, and turnover of the project to the City of Durham for further design development and construction.



Projects in the Planning Phase

Park-and-Ride Improvements in Wake County (Short-Term) (TC002-K)

Description – The Wake Transit Plan includes funding for short-term improvements to existing park-and-ride locations, in anticipation of more substantive investments that may be identified through the park-and-ride feasibility study. One such improvement is currently in the planning phase; this project includes signs, markings, and passenger amenities at a new/replacement leased park-and-ride for GoTriangle route WRX at a new location to be determined.

Status – GoTriangle signed a lease agreement with the Town of Wake Forest to lease the SunTrust lot until June 30, 2021. A bus stop has been added at this location. Design of the Bent Tree Plaza Park and Ride is scheduled to begin in May 2021. Scoping of improvements to Apex park and rides in coordination with the Town is underway.

Schedule Risks – Ongoing coordination with GoRaleigh and Wake County to identify a new location off US 1 halted because of COVID 19.

Regional Transit Center Feasibility Study (TC002-N)

Description – The Regional Transit Center (RTC) is the primary hub for GoTriangle regional bus services connecting Wake, Durham, and Orange Counties. The current location of the RTC on Slater Road in Durham creates overlapping routes leading to inefficiency. This feasibility study is evaluating location options that improve route efficiency and improve passenger amenities.

Status – Initial public engagement, including a web and social media presence and a survey was completed in June as a part of GoTriangle’s virtual engagement initiative. Identification of site operational requirements is complete. The consulting team has identified and screened initial alternative sites that meet those criteria and prepared preliminary evaluation criteria for each of those sites in coordination with GoTriangle. Four virtual workshops with stakeholder groups have been conducted to date. The site selection evaluation is complete, yielding two final alternative partnership-based relocation sites and stakeholder engagement is ongoing. A third site will be carried forward for continued consideration resulting from stakeholder engagement. Site visits and virtual design coordination workshops were completed with property owners in December. Due diligence and further evaluation of the three final sites as well as development of a conceptual program “test-fit” site layouts were prepared in January. Refinements to the conceptual program and stakeholder coordination are ongoing in February. In January 2021, the GoTriangle Planning and Legislative Committee reviewed preliminary study results and recommended a relocation strategy. [The Board adopted the relocation strategy at its April 28, 2021 meeting. The local funding match for the project is included in the recommended Wake and Durham county transit plans; the Durham Board of County Commissioners and Durham-Chapel Hill-Carrboro MPO Board approved inclusion of local funding in the FY22 Durham County work program.](#)

Upcoming Activities Once this study is complete, and a relocation strategy adopted by the GoTriangle Board, additional planning, design, and land acquisition efforts may proceed. Additional tasks to be completed as a part of the feasibility study include support of grant applications and preparation for environmental review.

Schedule Risks – The primary risk to continued progress is [securing Federal funding to implement the project.](#)



Wake Transit Long-Term Park-and-Ride Feasibility Study (TC002-O)

Description – This feasibility study will assess potential locations for park-and-ride facilities throughout Wake County. Many municipalities within the county have expressed a desire for a park and ride facility to meet the long-term needs of residents. While many communities currently lease space in existing lots, mainly within commercial developments, their locations lack amenities and proximity to major thoroughfares. This study will determine the best location for park-and-ride lots in the county.

Status – Initial public engagement, including a web and social media presence and a survey was completed in June as a part of GoTriangle’s virtual engagement initiative. Search criteria for new park and rides in Northern Wake and West Raleigh, identified in the Wake Bus Plan, have been finalized. The consulting team has identified and screened initial alternative sites for the two new park and rides that meet those criteria and prepared preliminary evaluation criteria for each of those sites in coordination with GoTriangle. Review of the site selection evaluation is complete and stakeholder engagement is ongoing. A single viable site was identified for the West Raleigh Park and Ride and an initial design concept has been produced and is being reviewed by GoTriangle staff. Recommendations for improvements, and in some cases relocation/expansion of, existing park and ride lots have been produced and will support the design and construction of FY22 and future year improvements to existing park and ride lots.

Upcoming Activities – Remaining tasks for a new park and ride lot in Northern Wake, selection of a preferred site, and development of a conceptual design for the preferred site. The need for additional coordination with Wake County and NCDOT regarding land use regulation and site access prior to selecting a preferred site has been identified. Projected budget at completion of this study is less than originally budgeted; remaining funds will be used to conduct feasibility, site selection, and conceptual design for two additional park and ride lots included in the Wake Transit Plan – Gorman Street and Wake Forest.

Schedule Risks – The primary risk to continued progress is potential postponement of community/rider engagement related to COVID-19.



Bus Operations and Maintenance Facilities

Projects in the Design Phase

Paratransit Office Space Upfit (TC002-J)

Description – This project will upfit office space and the parking lot at the Plaza building to facilitate moving Paratransit operations from the Nelson Road Facility.

Status – The consultant continues to develop and resolve project related issues, including confirming furniture and information technology scope, and is working with GoTriangle to complete construction documentation and prepare for permitting and contractor procurement.

Upcoming Activities – The project schedule and budget are being updated with the consultant team. GoTriangle and the consultant will finalize construction documentation and obtain construction permits and site plan approvals. GoTriangle will prepare for procurement of a contractor to perform the construction. Grant funding reporting is ongoing for the project.

Projects in the Planning Phase

Regional Fleet and Facilities Study (CD-21-19 A)

Description – This study includes three components: (1) assessing fleet and maintenance facility needs for GoDurham and developing a conceptual design for these needs, (2) assessing fleet and maintenance facility needs for GoTriangle and developing a conceptual design for these needs, and (3) planning for potential regional electric bus charging infrastructure and other potential shared operations and maintenance resources for GoTriangle and partners in the region. The scope of services includes planning, conceptual design, and cost estimating to assess needs for expansion of existing maintenance facility sites and evaluate up to four alternative sites for new facilities for GoDurham and GoTriangle. The Study will identify potential expansions and alternatives to current utilization of existing facilities that will improve cost-efficiency and provide responsive services.

Status – At its November meeting, the GoTriangle Board of Trustees authorized GoTriangle to enter into negotiations with the selected consultant. GoTriangle staff has finalized the scope, schedule, and cost and [a notice to proceed was issued on April 5 and a kickoff was held on April 20. Initial site visits to GoDurham and GoTriangle maintenance facilities were conducted the first week of May. Data collection and analysis of existing conditions and existing route network is ongoing.](#)

Upcoming Activities – [Develop stakeholder outreach plan, Prepare and conduct front-line user and stakeholder workshops and develop functional and locational needs for expanded and/or new facilities.](#)



Rail Transit Infrastructure Development

Greater Triangle Commuter Rail Study (19GOT CO2/20GOT CD1/TC004-A)

Description – The current phase of study is evaluating the potential for new commuter rail service in the North Carolina Railroad Company (NCRR) corridor in Durham, Wake, and Johnston counties, and will refine the project definition; engage community members, municipalities, and institutional stakeholders; and better understand critical project success factors. In coordination with project partners, GoTriangle will conduct preliminary engineering analysis in areas of concern along the corridor, model rail traffic on the corridor with the inclusion of commuter rail to better define infrastructure needs, and better refine cost and ridership estimates.

Status and Upcoming Activities – As of April 6, 2020, all parties to the Memorandum of Understanding in Support of Continued Development of the GTCR Project, including Johnston county, had voted to proceed with further study. Authorizations for additional consultant support were approved by the GoTriangle Board in May 2020. Study activities across a range of tasks were initiated in June and were ongoing through the summer. Priority activities in this phase of work are as follows:

- Railroad Coordination – GoTriangle and NCRR resolved initial discussions regarding liability, indemnification, and insurance. [As of May 17, all parties have signed the railroad capacity modeling agreement and Norfolk Southern is set to begin work.](#) NCRR has requested that Norfolk Southern complete capacity modeling no later than December 1, 2021.
- Engagement with “resource partners” including local governments, institutions, and other regional partners – GoTriangle is continuing meetings with municipalities individually and as a group with institutional partners on a monthly basis as needed. [Conceptual design options for downtown Durham and downtown Cary are under review by the municipalities.](#)
- Community Engagement – [The project website launched in late April, and the website is being updated based on user feedback. Staff is preparing for education-focused public involvement in the coming months.](#)
- Schedule Management – The initial baseline schedule is complete; GoTriangle and the consultant are meeting monthly to formally assess progress and manage interfaces between dependent tasks.

Schedule Risks – To date, primary risks to timely completion of the next steps are related to coordination with entities that are not party to the MOU (e.g. railroads, municipalities, affected major institutions), identification and resolution of competing/conflicting stakeholder goals, and satisfactory engagement with the public under COVID restrictions. These are key priorities with the next steps defined in the MOU. Without mitigation, continued delay in initiating the railroad capacity modeling will result in delay to study completion.

Cost Risks – To date, it appears that primary risks to setting a budget within the range of \$1.4B to \$1.8B identified during the earlier phase of study for the Durham-Garner project concept are related to the infrastructure requirements resulting from rail network modeling and related negotiation, design for engineering solutions to engineering constraints in downtown Durham and downtown Cary, quantification of necessary levels of contingency required to address FTA risk management guidelines, and [emerging interest in evaluation of additional off-peak service and level boarding.](#) These are key priorities with the next steps defined in the MOU.

