



GoTriangle
Audit & Finance Committee
August 07, 2024
1:00 pm-2:30 pm Eastern Time

Board committee meetings are held remotely.

Microsoft Teams meeting | Join on your computer or mobile app

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Phone Conference ID: 674 708 49#*

I. Call to Order and Adoption of Agenda
(1 minute Susan Evans)

II. Draft Minutes | June 5, 2024

ACTION REQUESTED: Approve minutes.

III. Wake FY24 Period of Performance Extensions
(10 minutes Steven Schlossberg)

ACTION REQUESTED: Recommend the board approved the FY2024 Wake Transit Work Plan Period of Performance amendments.

Wake Requested POP Amendments

Wake Proj Amendment Request Forms

IV. Adjournment
(Susan Evans)



**BOARD OF TRUSTEES
AUDIT & FINANCE COMMITTEE
MEETING MINUTES**

4600 Emperor Boulevard
Suite 100
Durham, NC 27703

Wednesday, June 5, 2024

2:00 p.m.

Remote | Microsoft Teams

Members present | Corey Branch, Susan Evans, Patrick Hannah, Brenda Howerton, Vivian Jones, Michael Parker

Members absent | Mike Fox

Chair Evans called the meeting to order at 2:00 p.m. A quorum was present.

I. Adoption of Agenda

Action: The agenda was adopted by consensus.

II. Approval of Minutes

Action: A motion was made by Parker and seconded by Jones to adopt the agenda and approve the minutes of May 1, 2024. Upon vote by roll call, the motion was carried unanimously.

III. FY2024 Budget Ordinance Amendment

Harriet Lyons presented FY2024 budget amendments. She stated that each year near the end of the fiscal year finance reviews expenses to determine if any budget adjustments are necessary. She stated that insurance proceeds received following the fire at the Bus Operations and Maintenance Facility earlier in the year need to be included as well as the associated expenses for cleanup, parts replacements and repairs. Additionally there are amendments to adjust and balance expenses in various departments. There is no impact to fund balance for these amendments.

Action: A motion was made by Jones and seconded by Parker to recommend board approval of the FY2024 budget ordinance amendments. Upon vote by roll call, the motion was carried unanimously.

IV. FY2025 Budget Update

Jennifer Hayden stated that staff would be presenting changes to the proposed FY2025 budgets since the last committee meeting.

- \$1,145,198 additional revenues from the Wake Transit Plan for increased service on route 305 and paratransit service
- \$865,000 in capital projects being carried over from FY2024
- \$97,157 in reduced transportation demand management grant funds and \$81,173 in reduced expenditures for removal of a vacant position that will not be filled
- \$125,000 increase in expenditures to fund an HR audit

This brings GoTriangle's total revenues for FY2025 to \$111,689,057 and total expenditures to \$110,554,286, with an expected contribution to fund balance of \$1,004,214.

Evans asked about the HR audit. Hayden stated in addition to reviewing positions it will look at technology to assure all areas of the HR department are optimized.

Parker asked if it would also include policies and procedures. Hayden stated yes.

Parker then asked about the potential for changes related to the Wake conference committee. Hayden stated the current proposed budget retains the full vehicle rental tax. If the conference committee gives a different direction staff would adjust the budget.

Steve Schlossberg the provided an update on changes to the draft county work programs for FY2025.

FY2025 Durham County Transit Work Program

Revenue \$78.5M

- Half-cent sales tax \$43M
- Vehicle registration fees \$2.5M
- Prior year carry forward \$33M

Projects \$71M

- Operating expenses \$19.6M
- Transit infrastructure \$17.5M
- Regional connections \$.5M
- Vehicle acquisition \$.4M
- Carry forward \$33M

FY2025 Orange County Transit Work Program

Revenue \$21.5M

- Half-cent sales tax \$11.5M
- Vehicle registration fees \$1.2M
- Prior year carry forward \$8.8M

Projects \$20.5M

- Operating expenses \$6.4M
- Capital planning \$175,000
- Transit infrastructure \$665,000
- BRT \$4M
- Vehicle acquisition \$426,351
- Carry forward \$8.8M

FY2025 Wake County Transit Work Plan

Revenue \$570.6M (undetermined: \$5M vehicle rental tax)

- Half-cent sales tax \$140M
- Vehicle registration fees \$10.1M

- Other revenue \$86.5M
- Prior year carry forward \$334M

Projects \$ 586M

- Operating expenses \$49M
- Capital planning \$.7M
- Transit infrastructure \$28.9M
- BRT \$150.9M
- Vehicle acquisition \$22.5M
- Carry forward \$334M

V. **Deloitte Initial Report**

Scott Thomas introduced Jackie Norell, Joe Dipierro and Clinton Pfister from Deloitte. The presentation is attached and hereby made a part of these minutes. Norell presented a synopsis of their findings and preliminary recommendations from the financial process analysis. The focus areas included: reporting and forecasting; systems and data; operating environment; workforce and organizational structure; and functions, policies, processes.

Parker asked about the projected cost of the recommendations and whether funds have been included in the proposed FY25 budget. Thomas replied that a budget has not been determined.

Howerton asked if additional staff beyond the CFO are needed. Norell said a workforce assessment to identify existing capabilities of staff and gap areas is one of the recommendations in the report.

VI. **Adjournment**

Action: Chair Evans adjourned the meeting at 3:00 p.m.

Prepared by:

Michelle C. Dawson, CMC
Clerk to the Board of Trustees

AGENDA ACTION ITEM

Submitted by: Steven Schlossberg, Tax District Administration

Meeting date: August 7, 2024

SUBJECT: Wake Transit FY2024 Work Plan Amendments – Period of Performance Extensions

Strategic Objective or Initiative Supported

Implement the Wake Transit Plan with the Transit Planning Advisory Committee

Staff Recommendation

Staff requests that the GoTriangle Audit & Finance Committee recommend to the GoTriangle Board of Trustees the approval of the FY2024 Wake Transit Work Plan Period of Performance amendments.

Item Summary

There are 30 separate project agreement period of performance extensions included in the attachment for approval. These extensions involve extending the period of performance and re-encumbrance of the balance of funds for previously adopted projects. The current agreements are set to expire during FY2024. The extensions will allow for the continuance of funding for either one or two years, depending on the project status. These extensions will be considered as minor budget amendments according to the Wake Transit Work Plan Amendment Policy.

At the time the GoTriangle Audit and Finance Committee receives this item, TPAC will have already reviewed and recommended the listed amendments to both the CAMPO Executive Board and the GoTriangle Board of Trustees. The CAMPO Executive Board will be presented the FY 2024 Wake Transit Work Plan Period of Performance amendments during the August 21, 2024 Executive Board Meeting.

Financial Impact

The proposed amendments, if recommended by this committee and approved by the Board of Trustees will have no financial impact on the Wake Transit Work Plan.

Attachments

- Requested Period of Performance Amendments
- Project Amendment Request Forms

FY2024, Period of Performance Requested Wake Transit Work Plan Amendments

Capital Budget Period of Performance Amendment Requests							
Agency	Contract Number	Project ID	Project Title	Original Funding Allocation	Expiration Date	Recommended Extension	Reason for Major/Minor Amendment Status
GoCary	21-072	TC002-E	Regional Bus Operations & Maintenance Facility Design & Construction	\$35,000,000	12/31/2024	12/31/2026	Design is at 100% and we are finalizing QA/QC, expecting to bid for construction late summer/early fall.
GoCary	21-072	TC002-F	Downtown Multimodal Center Design & Land Acquisition	\$15,000,000	12/31/2024	12/31/2026	Project currently in land acquisition phase with master planning/design to begin later this fiscal year.
GoCary	21-072	TC002-F	Downtown Multimodal Center Design & Land Acquisition	\$10,000,000	12/31/2024	12/31/2026	Project currently in land acquisition phase with master planning/design to begin later this fiscal year.
GoCary	18-076	TC002-R	Bus Stop Improvements for New & Existing Routes (combines TC002-R and the old TC002-C)	\$896,000	12/31/2024	12/31/2026	Phase 3 design almost complete, expecting to bid for construction in early fall.
GoCary	19-044	TC002-R	Bus Stop Improvements for New & Existing Routes (combines TC002-R and the old TC002-C)	\$399,110	12/31/2024	12/31/2026	Phase 3 design almost complete, expecting to bid for construction in early fall.
GoCary	21-063	TC002-R	Bus Stop Improvements for New & Existing Routes (combines TC002-R and the old TC002-C)	\$776,000	9/30/2024	12/31/2026	Phase 3 design almost complete, expecting to bid for construction in early fall.
GoRaleigh	17-044	TC002-G	Construction of park and ride on Poole Road Amend #2	\$1,140,000	12/31/2024	12/31/2025	Project currently in final stages; anticipate will be complete by December 2024.
GoRaleigh	18-084	TC002-T	East Raleigh Transit Center Amend #1	\$350,000	12/31/2024	12/31/2026	Currently in design phase. Contract also includes contract management once construction begins, so will need to retain funding.
GoRaleigh	19-051	TC002-T	East Raleigh Transit Center - Amend #1	\$2,000,000	12/31/2024	12/31/2026	Extend project, construction will soon be underway.
GoRaleigh	19-047	TC001-F	Bus Replacement (40 foot CNG/electric buses) - Amend #2	\$6,531,846	12/31/2024	12/31/2025	Securing a purchase order is currently underway. Delivery may not be made before 2025
GoRaleigh	19-052	TC005-A1, TC005-A2, TC005-A3, TC005-A4	BRT Refinement & Proj Development New Bern, Southern, Western, Northern Corridors - Amend #1	\$21,000,000	12/31/2024	12/31/2026	The current encumbrances are supporting preliminary design and NEPA activities for Southern and Western Corridors. Additionally the remaining funds are needed for completing planning study and advancing design for Northern Corridors.
GoRaleigh	19-051	TC002-AC	Midtown Transit Center - Amend #1	\$364,000	12/31/2024	12/31/2026	Extend, still working with developer on land easement.

GoRaleigh	21-020	TC001-J	Paratransit Replacement Vehicles Amend #1	\$380,000	12/31/2024	12/31/2026	Securing a purchase order is currently underway. Delivery may not be made before 2025
GoRaleigh	20-053	TC005-A1	New Bern BRT Art Q4 Amendment - Amend #3	\$500,000	12/31/2025	12/31/2026	The current encumbrances and available budget are being used to manufacture/furnish railing, concrete and glass art pieces and will be installed as part of the construction activities for the project.
GoRaleigh	21-074	TC005-A3	Western Corridor Bus Rapid Transit Facility - Amend #1	\$12,000,000	9/30/2024	12/31/2026	The current encumbrances and remaining budget will be utilized for the final design of Western BRT corridor. Final design phase has begun with initial task work order. Additional encumbrances for final design are anticipated Fall 2024.
GoRaleigh	21-065	TC002-AL	Crabtree Valley Mall Transit Center Updates	\$323,904	9/30/2024	12/31/2026	Have not been able to target any improvements at this location due to staffing issues. Hope to start project later this summer.
GoRaleigh	21-065	TC002-AM	Triangle Town Center Transit Center Updates	\$323,904	9/30/2024	12/31/2025	Have not been able to target any improvements at this location due to staffing issues. Hope to start project later this summer.
GoRaleigh	21-065	TC002-BG	GoRaleigh Systemwide Transfer Point Improvements	\$544,800	9/30/2024	12/31/2025	Project underway. Anticipate will be able to close out over next several months with current work being performed.
GoRaleigh	21-067	TC001-J	Paratransit Replacement Vehicles	\$395,200	9/30/2024	12/31/2025	Securing a purchase order is currently underway. Delivery may not be made before 2025
GoRaleigh	21-074	TC005-A3	Western Corridor BRT Art (FY2 Q3 amendment) - Amend #1	\$30,000	9/30/2024	12/31/2025	The current encumbrance is for Western Corridor Artist-in-Residence retention. An artist has been selected and has begun public engagement process to develop themes for art inclusion in the Western Corridor.
GoRaleigh		TC002-BQ	NEW Bus Stop Improvements for New and Existing Routes			12/31/2025	Contract expires summer 2025, so work will not be completed before 2025. The project is partly delayed due to not receiving enough bids when advertised and having to be rebid.
GoTriangle	17-045	TC001-A	Bus Purchases (FY18)	\$4,000,000	12/31/2024	12/31/2025	Extend, Combined with Project ID
GoTriangle	18-080	TC001-C	Bus Purchases (FY19)	\$2,500,000	12/31/2024	12/31/2025	TC001-D; Gillig Buses expected delivery
GoTriangle	18-080	TC001-D	Bus Purchases (FY19 & FY23)	\$2,500,000	12/31/2024	12/31/2025	Date Spring 2025

GoTriangle	21-064	TC002-A	Raleigh Union Station Bus Facility	\$30,000	9/30/2024	9/30/2026	Extend, Art Funding \$280,000 for
GoTriangle	22-062	TC002-A	Raleigh Union Station Bus Facility	\$250,000	12/31/2025	9/30/2026	Raleigh Union Station
GoTriangle	19-055	TC002-AB	Mobile Ticketing Technology	\$1,400,000	12/31/2024	12/31/2025	Extend, funding expected to be spent in Q1 & Q2 FY25
GoTriangle	21-064	TC002-AI	District Drive Park-and-Ride	\$2,220,000	9/30/2024	9/30/2026	** Project Name Changed from Hillsborough I-440 Park and Ride, Extend construction beginning in FY24-Q2 and funding will be needed
GoTriangle	21-064	TC002-AK	Downtown Apex Transfer Point	\$166,500	9/30/2024	9/30/2026	Extend
GoTriangle	21-064	TC002-N	Triangle Mobility Hub	\$6,000,000	9/30/2024	9/30/2026	Extend
GoTriangle	20-021	TC004-A1	CRT - Garner to Wester Durham	\$5,666,667	9/30/2024	9/30/2026	Extend

Wake Transit Project ID #
Various - Attached

FY 2024
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

FY START DATE
7/1/2023

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

Minor Amendments:

- a. An amendment that requires a transfer between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or less than \$500,000;
- b. Changes to any adopted financial assumptions supporting the applicable Work Plan;
- c. Changes to periods of performance for project funding agreements tying to capital project funding allocations for implementation elements in the applicable Work Plan;
- d. Changes in reporting requirements for performance on implementation elements authorized in the applicable Work Plan;
- e. Changes in scope for implementation elements programmed in future fiscal years;
- f. Changes in funding amounts for implementation elements programmed in future fiscal years;
- g. Any amendment that requires a transfer of funds between or among implementation elements in separate funding subcategories (i.e., bus stop improvements, maintenance facility improvements, park-and-ride improvements, and transit center/transfer point improvements) within the bus infrastructure funding category in the applicable Work Plan; and
- h. Any other change that does not meet any of the criteria of a Major Amendment.

Major Amendments are required when:

- a. A project requested to be added to the Work Plan
- b. A project requested to be removed from the Work Plan
- c. Significant changes in scope of funded project
- d. 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
- e. 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
- f. Any change that requires a change in budgeted reserves or fund balance

These definitions are based on the Wake Transit Work Plan Amendment Policy Update (Draft 2023), which gives more clarity to the definitions without changing their meaning. The Amendment Policy Update has been approved by the TPAC and will go to the Wake Transit Governing Boards in the Fall of Calendar Year 2023.

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
			Base Year	\$ -
Various - Attached	Town of Cary	Kelly Blazey, Transit Director	Recurring	\$ -
		kelly.blazey@carync.gov		
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
N/A	N/A		Base Year	\$ -
			Cumulative	\$ -
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
This amendment is to request to extend the Period of Performance as outlined in the funding agreements for the attached projects. A reason for each requested extension is included in the attached materials.				
1. Enter Wake Transit Project ID(s) to Increase				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TOTAL			\$ -	\$ -	

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

3. Impact on Transit Plan Project Costs			
From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.	Estimated Operating Cost	Current Year	\$ -
		Recurring	\$ -
	Estimated Capital Cost	Base Year	\$ -
		Cumulative	\$ -

Project Justification / Business Case Provide responses to EACH of the questions below. Answer the questions as thoroughly 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?

N/A

7. In the spring of 2019, the TPAC endorsed a set of reporting deliverables for various categories of Wake Transit Work Plan projects. A listing of these reporting deliverables by category is available here:

[Wake Transit Work Plan Project Reporting Deliverables](#)

If reporting deliverables are not already established for the category of the amended/requested project, or if there is a need to deviate from the TPAC-endorsed reporting deliverables, please list the reporting deliverables that should be considered for this project below:

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

8. Does the amendment request involve new acquisition of real property or a change to the scope or funding amount for a prior approved funding allocation for real property acquisition? If so, please refer to the adopted Policy Framework for Use of Wake Transit Funds to Acquire Real Property (available below) and submit the requested information outlined in Part III of the policy in a separate document if the subject real property acquisition meets the applicability thresholds outlined in Part II of the policy.

[Policy Framework for Use of Wake Transit Funds to Acquire Real Property](#)

9. List any other relevant information not addressed.

Included in attached materials.

10. Please enter estimated appropriations below that will support expenses identified above. Enter FY 2024 and the estimated annualized cost in FY 2025 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2025 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2025 and/or beyond, delete the calculation(s) in columns E-I.

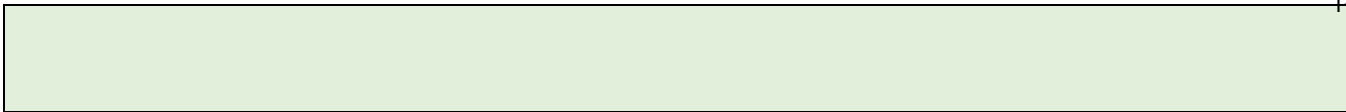
Cost Break Down of Project Request							
OPERATING COSTS	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other: Administrative							
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
TOTAL OPERATING COSTS	-	-	-	-	-	-	-

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

CAPITAL COSTS	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Design/NEPA	\$ -	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	-	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

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



FY24 Wake Transit Period of Performance Extensions

Contract Type	Allocation Year	Project Description	WTP Project ID	Allocation Amount	Town Contract #	GoTriangle Contract #	Expiration Date	Executed ?	Reason for Extension
Capital	FY22	Regional Bus Operations & Maintenance Facility Design & Construction	TC002-E	\$35,000,000	EN22-071-02	21-072	12/31/2024	Yes	Design is at 100% and we are finalizing QA/QC, expecting to bid for construction late summer/early fall.
Capital	FY22	Downtown Multimodal Center Design & Land Acquisition	TC002-F	\$15,000,000	EN22-071-02	21-072	12/31/2024	Yes	Project currently in land acquisition phase with master planning/design to begin later this fiscal year.
Capital	FY24	Downtown Multimodal Center Design & Land Acquisition	TC002-F	\$10,000,000	EN22-071-02	21-072	12/31/2024	Yes	Project currently in land acquisition phase with master planning/design to begin later this fiscal year.
Capital	FY19	Bus Stop Improvements for New & Existing Routes	TC002-R	\$ 896,000	EN19-024-02	18-076	12/31/2024	Yes	Phase 3 design almost complete, expecting to bid for construction in early fall.
Capital	FY20	Bus Stop Improvements for New & Existing Routes	TC002-R	\$ 399,110	EN20-023-01	19-044	12/31/2024	Yes	Phase 3 design almost complete, expecting to bid for construction in early fall.
Capital	FY22	Bus Stop Improvements for New & Existing Routes	TC002-R	\$ 776,000	EN22-070-00	21-063	9/30/2024	Yes	Phase 3 design almost complete, expecting to bid for construction in early fall.

The funds have been fully expended and the agreements do not need to be extended.

Capital	FY18	Regional Bus Operations & Maintenance Facility Design & Construction	TC002-E	\$ 991,139	EN18-076-05	18-023	12/31/2024	Yes	No need to extend, funds have all been spent.
Capital	FY18	Downtown Multimodal Center Feasibility	TC002-F	\$ 300,000	EN18-076-05	18-023	12/31/2024	Yes	No need to extend, funds have all been spent.
Capital	FY18	Bus Stop Improvements for New & Existing Routes	TC002-R	\$ 495,000	EN18-075-03	17-043	12/31/2024	Yes	No need to extend, funds have all been spent.
Capital	FY18	Bus Stop Sign Replacements	TC002-D	\$ 43,000	EN18-075-03	17-043	12/31/2024	Yes	No need to extend, funds have all been spent.
Capital	FY19	Downtown Multimodal Center Feasibility	TC002-F	\$ 208,861	EN18-076-05	18-023	12/31/2024	Yes	No need to extend, funds have all been spent.
Capital	FY19	Downtown Multimodal Center Design & Land	TC002-F	\$ 2,000,000	EN19-025-02	18-083	12/31/2024	Yes	No need to extend, funds have all been spent.
Capital	FY19	Passenger Information Materials	TC002-Q	\$ 100,000	EN19-024-02	18-076	12/31/2024	Yes	No need to extend, funds have all been spent.
Capital	FY20	Regional Bus Operations & Maintenance Facility Design & Construction	TC002-E	\$ 1,500,000	EN20-057-01	19-050	12/31/2024	Yes	No need to extend, funds have all been spent.
Capital	FY20	Farebox Technology Upgrade to Smart Card System	TC003-F	\$ 200,000	EN20-055-00	19-055	9/30/2022	No	We never received an executed extension for this project, but it can be closed.

Wake Transit Project ID #
Various - Attached

**FY 2024
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital**

FY START DATE
7/1/2023

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

Minor Amendments:

- a. An amendment that requires a transfer between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or less than \$500,000;
- b. Changes to any adopted financial assumptions supporting the applicable Work Plan;
- c. Changes to periods of performance for project funding agreements tying to capital project funding allocations for implementation elements in the applicable Work Plan;
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- e. Changes in scope for implementation elements programmed in future fiscal years;
- f. Changes in funding amounts for implementation elements programmed in future fiscal years;
- g. Any amendment that requires a transfer of funds between or among implementation elements in separate funding subcategories (i.e., bus stop improvements, maintenance facility improvements, park-and-ride improvements, and transit center/transfer point improvements) within the bus infrastructure funding category in the applicable Work Plan; and
- h. Any other change that does not meet any of the criteria of a Major Amendment.

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- e. 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
- f. Any change that requires a change in budgeted reserves or fund balance

These definitions are based on the Wake Transit Work Plan Amendment Policy Update (Draft 2023), which gives more clarity to the definitions without changing their meaning. The Amendment Policy Update has been approved by the TPAC and will go to the Wake Transit Governing Boards in the Fall of Calendar Year 2023.

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Various - Attached	City of Raleigh	Shavon Tucker	Base Year	\$ -
		shavon.tucker@raleighnc.gov	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
n/a	n/a		Base Year	\$ -
			Cumulative	\$ -
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
The amendment is to request to extend the Period of Performance as outlined in the funding agreements for the attached projects. A reason for each requested extension is included in attached materials.				
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 thoroughly 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?

n/a

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

n/a

7. In the spring of 2019, the TPAC endorsed a set of reporting deliverables for various categories of Wake Transit Work Plan projects. A listing of these reporting deliverables by category is available here:

[Wake Transit Work Plan Project Reporting Deliverables](#)

If reporting deliverables are not already established for the category of the amended/requested project, or if there is a need to deviate from the TPAC-endorsed reporting deliverables, please list the reporting deliverables that should be considered for this project below:

a)	n/a
b)	n/a
c)	n/a

8. Does the amendment request involve new acquisition of real property or a change to the scope or funding amount for a prior approved funding allocation for real property acquisition? If so, please refer to the adopted Policy Framework for Use of Wake Transit Funds to Acquire Real Property (available below) and submit the requested information outlined in Part III of the policy in a separate document if the subject real property acquisition meets the applicability thresholds outlined in Part II of the policy.

[Policy Framework for Use of Wake Transit Funds to Acquire Real Property](#)

9. List any other relevant information not addressed.

Included in attached materials

10. Please enter estimated appropriations below that will support expenses identified above. Enter FY 2024 and the estimated annualized cost in FY 2025 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2025 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2025 and/or beyond, delete the calculation(s) in columns E-I.

Cost Break Down of Project Request							
OPERATING COSTS	FY24	FY25	FY26	FY27	FY28	FY29	FY30
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

CAPITAL COSTS	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Planning	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Right of Way / Land Acquisition	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL CONTRIBUTIONS	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Grant Contribution	-	-	-	-	-	-	-
Project Sponsor Contribution	-	-	-	-	-	-	-
Wake Transit Requested	-	-	-	-	-	-	-

TOTAL	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
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Assumptions for Costs and Revenues Above:

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

n/a

FY24 Wake Transit Period of Performance Extensions

Contract Type	Allocation Year	Project Description	WTP Project ID	Allocation Amount	Administrative Transfer	City Contract #	GoTriangle Contract #	Expiration Date	Executed ?	PS ID	REASON FOR EXTENSION
Capital	FY18	Construction of park and ride on Poole Road Amend #2	TC002-G	1,140,000		2666	17-044	12/31/24	Y	85510554	Project currently in final stages; anticipate will be complete by December 2024.
Capital	FY19	Bus Shelters / Amenities Amend #1	TC002-S	1,205,000	(1,205,000)	2668	18-078	12/31/24	Y	85510261	
Capital	FY19	East Raleigh Transit Center Amend #1	TC002-T	350,000		2671	18-084	12/31/24	Y	85510262	includes contract management once construction begins, so will need to retain FY24 CLOSE; do not extend, \$0 remaining
Capital	FY19	ADA Facility (Feasibility & Design) Amend #1	TC002-V	350,000		2671	18-084	12/31/24	Y	85510277	
Capital	FY20	East Raleigh Transit Center - Amend #1	TC002-T	2,000,000		3191	19-051	12/31/24	Y	85510262	Extend project, construction will soon be underway.
Capital	FY20	ADA Facility (Land acquisition) - Amend #1	TC002-V	2,750,000		3191	19-051	12/31/24	Y	85510277	
Capital	FY20	Bus Replacement (40 foot CNG/electric buses) - Amend #2	TC001-F	6,531,846		3189	19-047	12/31/24	Y	85510920	FY24 CLOSE; do not extend; \$0 remaining
Capital	FY20	BRT Refinement & Proj Development New Bern, Southern, Western, Northern Corridors - Amend #1	TC005-A1, TC005-A2, TC005-A3, TC005-A4	21,000,000		3192	19-052	12/31/24	Y		Securing a purchase order is currently underway. Delivery may not be made before 2025
Capital	FY20	Midtown Transit Center - Amend #1	TC002-AC	364,000		3191	19-051	12/31/24	Y	85510563	
Capital	FY20	Cross Link / Rock Quarry Transfer Point	TC002-AD	62,623	(62,623)	3190	19-046	12/31/24	Y	85510559	preliminary design and NEPA activities for Southern and Western Corridors. Additionally the remaining funds are needed for completing planning study and Extend, still working with developer on
Capital	FY20	Hillsborough / Gorman Transfer Point Improvements	TC002-AE	62,624	(62,624)	3190	19-046	12/31/24	Y	85510559	
Capital	FY20	MLK / Rock Quarry Transfer Point Improvements	TC002-AG	308,624	(308,624)	3190	19-046	12/31/24	Y	85510559	
Capital	FY20	Hillsborough / Jones Franklin Transfer Point	TC002-AH	62,624	(62,624)	3190	19-046	12/31/24	Y	85510559	
Capital	FY21	Construction of Cross Link / Rock Quarry Transfer Point Improvements Amend #1	TC002-AD	246,000	(246,000)	1553	21-019	12/31/24	Y	85510559	
Capital	FY21	Hillsborough / Gorman Street Transfer Point Improvements Amend #1	TC002-AE	246,000	(246,000)	1553	21-019	12/31/24	Y	85510559	
Capital	FY21	Hillsborough / Jones Franklin Transfer Point Improvements Amend #1	TC002-AH	246,000	(246,000)	1553	21-019	12/31/24	Y	85510559	
Capital	FY21	Capital / Millbrook Transfer Point Improvements Amend #1	TC002-AN	152,421	(152,421)	1553	21-019	12/31/24	Y	85510559	
Capital	FY21	WakeMed North Transfer Point Improvements Amend #1	TC002-AO	152,421	(152,421)	1553	21-019	12/31/24	Y	85510559	
Capital	FY21	Pleasant Valley Shopping Center Transfer Point Improvements Amend #1	TC002-AQ	152,421	(152,421)	1553	21-019	12/31/24	Y	85510559	
Capital	FY21	Paratransit Replacement Vehicles Amend #1	TC001-J	380,000		1554	21-020	12/31/24	Y	74470002	underway. Delivery may not be made before 2025
Capital	FY21	New Bern BRT Art Q4 Amendment - Amend #3	TC005-A1	500,000		1053	20-053	12/31/25	Y	85510283	budget are being used to manufacture/furnish railing, concrete and glass art pieces and will be installed as

Capital	FY22	Western Corridor Bus Rapid Transit Facility - Amend #1	TC005-A3	12,000,000		2119 21-074	09/30/24	Y	74580101	budget will be utilized for the final design of Western BRT corridor. Final design phase has begun with initial task work order. Additional encumbrances for final improvements at this location due to staffing issues. Hope to start project later Have not been able to target any improvements at this location due to staffing issues. Hope to start project later this summer.
Capital	FY22	Crabtree Valley Mall Transit Center Updates	TC002-AL	323,904		2125 21-065	09/30/24	Y	74540101	
Capital	FY22	Triangle Town Center Transit Center Updates	TC002-AM	323,904		2125 21-065	09/30/24	Y	74560101	
Capital	FY22	GoRaleigh Systemwide Transfer Point Improvements	TC002-BG	544,800	1,691,758	2125 21-065	09/30/24	Y	85510559	Project underway. Anticipate will be able to close out over next several months with current work being performed.
Capital	FY22	Purchase 40-Foot Diesel (CNG or Electric Buses)	TC001-E	3,304,219		2124 21-067	09/30/24	Y	74550101	FY24 CLOSE; do not extend, \$0 remaining
Capital	FY22	Purchase 40-Foot Diesel (CNG or Electric Buses)	TC001-F	9,073,893		2124 21-067	09/30/24	Y	74550101	FY24 CLOSE; do not extend, \$0 remaining
Capital	FY22	Paratransit Replacement Vehicles	TC001-J	395,200		2124 21-067	09/30/24	Y	74570101	underway. Delivery may not be made before 2025
Capital	FY22	Systemwide Bus Stop Improvements	TC002-I	1,761,600	(1,761,600)	2125 21-065	09/30/24	Y	74530101	
Capital	FY22	Bus Stop Improvements for New Stop Locations	TC002-S	237,952	(237,952)	2125 21-065	09/30/24	Y	74530101	
Capital	FY22	GoRaleigh / GoWake Access Paratransit Maintenance and Operations Facility	TC002-V	4,000,000		2120 21-071	09/30/24	Y	85510277	FY24 CLOSE; do not extend; \$0 remaining budget
Capital	FY22	Western Corridor BRT Art (FY2 Q3 amendment) - Amend #1	TC005-A3	30,000		2119 21-074	09/30/24	Y	85510284	The current encumbrance is for Western Corridor Artist-in-Residence retention. An artist has been selected and has begun public engagement process to develop themes for art inclusion in the Western Corridor.
		NEW Bus Stop Improvements for New and Existing Routes	TC002-BQ		3,204,552					Contract expires summer 2025, so work will not be completed before 2025. The project is partly delayed due to not receiving enough bids when advertised and having to be rebid.

Wake Transit Project ID #
Various - Attached

FY 2024
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

FY START DATE
7/1/2023

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

Minor Amendments:

- a. An amendment that requires a transfer between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or less than \$500,000;
- b. Changes to any adopted financial assumptions supporting the applicable Work Plan;
- c. Changes to periods of performance for project funding agreements tying to capital project funding allocations for implementation elements in the applicable Work Plan;
- d. Changes in reporting requirements for performance on implementation elements authorized in the applicable Work Plan;
- e. Changes in scope for implementation elements programmed in future fiscal years;
- f. Changes in funding amounts for implementation elements programmed in future fiscal years;
- g. Any amendment that requires a transfer of funds between or among implementation elements in separate funding subcategories (i.e., bus stop improvements, maintenance facility improvements, park-and-ride improvements, and transit center/transfer point improvements) within the bus infrastructure funding category in the applicable Work Plan; and
- h. Any other change that does not meet any of the criteria of a Major Amendment.

Major Amendments are required when:

- a. A project requested to be added to the Work Plan
- b. A project requested to be removed from the Work Plan
- c. Significant changes in scope of funded project
- d. 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
- e. 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
- f. Any change that requires a change in budgeted reserves or fund balance

These definitions are based on the Wake Transit Work Plan Amendment Policy Update (Draft 2023), which gives more clarity to the definitions without changing their meaning. The Amendment Policy Update has been approved by the TPAC and will go to the Wake Transit Governing Boards in the Fall of Calendar Year 2023.

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Various - Attached	GoTriangle	Steve Schlossberg	Base Year	\$ -
		ssschlossberg@gotriangle.org	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
n/a	n/a		Base Year	\$ -
			Cumulative	\$ -
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
The amendment is to request to extend the Period of Performance as outlined in the funding agreements for the attached projects. A reason for each requested extension is included in attached materials.				
1. Enter Wake Transit Project ID(s) to Increase				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TOTAL			\$ -	\$ -	

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

3. Impact on Transit Plan Project Costs			
From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.	Estimated Operating Cost	Current Year	\$ -
		Recurring	\$ -
	Estimated Capital Cost	Base Year	\$ -
		Cumulative	\$ -

Project Justification / Business Case Provide responses to EACH of the questions below. Answer the questions as thoroughly 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?

n/a

7. In the spring of 2019, the TPAC endorsed a set of reporting deliverables for various categories of Wake Transit Work Plan projects. A listing of these reporting deliverables by category is available here:

[Wake Transit Work Plan Project Reporting Deliverables](#)

If reporting deliverables are not already established for the category of the amended/requested project, or if there is a need to deviate from the TPAC-endorsed reporting deliverables, please list the reporting deliverables that should be considered for this project below:

a)	n/a
b)	n/a
c)	n/a

8. Does the amendment request involve new acquisition of real property or a change to the scope or funding amount for a prior approved funding allocation for real property acquisition? If so, please refer to the adopted Policy Framework for Use of Wake Transit Funds to Acquire Real Property (available below) and submit the requested information outlined in Part III of the policy in a separate document if the subject real property acquisition meets the applicability thresholds outlined in Part II of the policy.

[Policy Framework for Use of Wake Transit Funds to Acquire Real Property](#)

9. List any other relevant information not addressed.

Included in attached materials

10. Please enter estimated appropriations below that will support expenses identified above. Enter FY 2024 and the estimated annualized cost in FY 2025 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2025 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2025 and/or beyond, delete the calculation(s) in columns E-I.

Cost Break Down of Project Request							
OPERATING COSTS	FY24	FY25	FY26	FY27	FY28	FY29	FY30
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

CAPITAL COSTS	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Planning	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Right of Way / Land Acquisition	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL CONTRIBUTIONS	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Grant Contribution	-	-	-	-	-	-	-
Project Sponsor Contribution	-	-	-	-	-	-	-
Wake Transit Requested	-	-	-	-	-	-	-

TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Assumptions for Costs and Revenues Above:

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

n/a

Period of Performance - Wake Transit Plan Capital Projects									
Project Sponsor	Project ID	Project	Original Allocation	Re-Encumber Amount	Appropriation Category	Expiration / Recommended Extension	Contract Number	Adopted Ordinance	
GoTriangle	TC001-A	Bus Purchases (FY18)	\$ 4,000,000	\$ 590,536	Bus Acquisition	Expiration 12/31/24	17-045	FY18 - 2017 0002	Extend, Combined with Project ID TC001-D; Gillig Buses expected delivery Date Spring 2025
GoTriangle	TC001-C	Bus Purchases (FY19)	\$ 2,500,000	\$ 174,523	Bus Acquisition	Expiration 12/31/24	18-080	FY19 - 2019 0002	
GoTriangle	TC001-D	Bus Purchases (FY19 & FY23)	\$ 2,500,000	\$ 1,687,947	Bus Acquisition	Expiration 12/31/24	18-080	FY19 - 2019 0002	
GoTriangle	TC002-A	Raleigh Union Station Bus Facility	\$ 7,260,000	\$ 1,636,500	Bus Infrastructure	Expiration 12/31/24	19-045	FY20 - 2020 0011	Funding on this Contract will be spent by 12/31/24
GoTriangle	TC002-A	Raleigh Union Station Bus Facility	\$ 30,000	\$ 30,000	Bus Infrastructure	Expiration 9/30/24	21-064	FY22 - 2021 0033	Extend, Art Funding \$280,000 for Raleigh Union Station
GoTriangle	TC002-A	Raleigh Union Station Bus Facility	\$ 250,000	\$ 250,000	Bus Infrastructure	Expiration: 12/31/25	22-062	FY23 - 2022 0028	
GoTriangle	TC002-AB	Mobile Ticketing Technology	\$ 1,400,000	\$ 508,947	Bus Infrastructure	Expiration 12/31/24	19-055	FY20 - 2020 0011	Extend, funding expected to be spent in Q1 & Q2 FY25
GoTriangle	TC002-AI	District Drive Park-and-Ride	\$ 2,220,000	\$ 2,185,960	Bus Infrastructure	Expiration 9/30/24	21-064	FY22 - 2021 0033	** Project Name Changed from Hillsborough I-440 Park and Ride, Extend construction beginning in FY24-Q2 and funding will be needed
GoTriangle	TC002-AK	Downtown Apex Transfer Point	\$ 166,500	\$ 165,300	Bus Infrastructure	Expiration 9/30/24	21-064	FY22 - 2021 0033	Extend
GoTriangle	TC002-B	Regional Bus Operation & Maint Facility	\$ 200,000	\$ -	Bus Infrastructure	Expiration 12/31/24	19-088	FY18 - 2017 0002	\$0.00 remaining on this contract
GoTriangle	TC002-M	Bus Stop Improvements	\$ 425,000	\$ -	Bus Infrastructure	Expiration 12/31/24	18-077	FY19 - 2019 0002	\$0.00 remaining on this contract
GoTriangle	TC002-M	Bus Stop Improvements	\$ 494,000	\$ 428,507	Bus Infrastructure	Expiration 12/31/24	19-045	FY20 - 2020 0011	Do not Extend, funding expect to be spent by 12/31/24
GoTriangle	TC002-N	Triangle Mobility Hub	\$ 312,500	\$ -	Bus Infrastructure	Expiration 12/31/24	18-087	FY19 - 2019 0002	\$0.00 remaining on this contract
GoTriangle	TC002-N	Triangle Mobility Hub	\$ 6,000,000	\$ 5,918,251	Bus Infrastructure	Expiration 9/30/24	21-064	FY22 - 2021 0033	Extend
GoTriangle	TC002-Y	Bus Stop Improvements	\$ 250,000	\$ 77,164	Bus Infrastructure	Expiration 12/31/24	19-045	FY20 - 2020 0011	Do not Extend, funding expect to be spent by 12/31/24
GoTriangle	TC003-D	ERP System	\$ 458,333	\$ -	Capital Planning	Expiration 12/31/24	18-088	FY19 - 2019 0002	Do not Extend, Funding expected to be spent by 12/31/24
GoTriangle	TC003-D	ERP System	\$ 458,333	\$ -	Capital Planning	Expiration 12/31/24	19-053	FY20 - 2020 0011	
GoTriangle	TC003-D	ERP System	\$ 458,333	\$ 49,745	Capital Planning	Expiration 12/31/24	20-054	FY21 - 2020 0025	
GoTriangle	TC004-A1	CRT - Garner to Wester Durham	\$ 5,666,667	\$ 1,147,595	Commuter Rail	Expiration 9/30/24	20-021	FY20 - 2020 0011	Extend

