

GoTriangle  
Operations & Finance Committee  
Wed, January 24, 2018 10:30 am-11:45 am

I. Call to Order and Adoption of Agenda

**ACTION REQUESTED:** Adopt agenda.

*(1 minute Michael Parker)*

II. Draft Minutes - October 30, 2017

**ACTION REQUESTED:** Approve minutes.

*(1 minute Michelle Dawson)*

III. Revised Travel Policy

**ACTION REQUESTED:** Recommend Board approval of the revised Travel Policy.

*(15 minutes Sandra Freeman)*

Travel and Business Related Expense Policy - Revised

Reference A

IV. Draft Fare Change Proposal

**ACTION REQUESTED:** Provide comment on the draft fare change proposal prior to its release for public comment.

*(15 minutes John Tallmadge)*

Fare Schedule Comparison

V. Wake Transit FY 2018 Q2 Proposed Amendments

**ACTION REQUESTED:** Recommend Board approval of the proposed amendments.

*(15 minutes Steven Schlossberg)*

TPAC Q2 Amendment Packet

VI. Adjournment

*(Michael Parker)*

**GoTriangle Board of Trustees  
Operations & Finance Committee Meeting Minutes  
October 30, 2017**

Board Room, The Plaza, 4600 Emperor Blvd., Suite 100  
Durham, NC

**Committee Members Present:**

William V. "Bill" Bell (arr. 11:40 am)  
Ed Harrison, Committee Chair  
Sig Hutchinson

Barry Jacobs  
Ellen Reckhow

Committee Chair Ed Harrison called the meeting to order at 10:37 am.

**I. Adoption of Agenda**

**Action:** On motion by Reckhow and second by B. Jacobs the agenda was adopted. The motion was carried unanimously.

**II. Approval of Minutes**

**Action:** On motion by Reckhow and second by Hutchinson the Committee approved the minutes of the September 27, 2017, meeting. The motion was carried unanimously.

**III. 2018 Medical and Ancillary Benefits Package**

Janet Carter's presentation is attached and hereby made a part of these minutes.

Committee members offered suggestions on options for improving overall wellness and insurance rates based on their experiences.

**Action:** On motion by Reckhow and second by Hutchinson the Committee voted to recommend that the Board approve the 2018 medical and ancillary benefits package. The motion was carried unanimously.

**IV. Construction Management Consultant**

Dave Charters presented.

Dave Charters explained that five teams responded to the Request for Qualifications (RFQ) for the Construction Management Consultant (CMC) contract, which were narrowed to two by the evaluation committee. The two short-listed firms gave presentations and were interviewed. The committee recommends the Gannett Fleming/WSP Joint Venture team. A list of the sub consultants included on the team is attached and hereby made a part of these minutes. Charters added that the team has committed to a 16% DBE ratio. He added that the cost is still being negotiated, with a range of \$4-6 million.

Reckhow asked about termination and that the Board be given a copy of the draft contract to review. The draft contract was provided and is attached and hereby made a part of these minutes.

**Action:** On motion by Reckhow and second by Hutchinson the Committee voted to recommend that the Board authorize the GM to execute Phase 1 of an incrementally funded Contract for Construction Management Consultant (CMC) Services with Gannett Fleming/WSP Joint Venture (GF/WSP) for the Engineering (Final Design), Construction, Testing and Start-up Phases of the Durham-Orange (D-O) Light Rail Transit (LRT) Project for a term of up to thirty-two (32) months in an amount not to exceed \$TBD. The motion was carried unanimously.

**V. FY17 Financial Results**

**A. GoTriangle**

Harriet Lyons presented the GoTriangle FY17 annual financial results, which are attached and hereby made a part of these minutes.

**B. Durham-Orange**

Sharita Seibles presented the Durham-Orange FY17 annual financial results, which are attached and hereby made a part of these minutes.

Reckhow asked if the Boards of County Commissioners would receive this information. Freeman responded that GoTriangle has committed to do so.

B. Jacobs asked that this document along with a one sentence explanation of how the data compares to projected be sent to each of the county commissioners.

**C. Wake County Transit**

Saundra Freeman presented the Wake County Transit FY17 annual financial results, which are attached and hereby made a part of these minutes.

**VI. GoTransit Regional Information Center FY 2017 Annual Performance Report**

Juan Alencastro presented the FY17 annual performance report for the GoTransit Regional Information Center.

Bell arrived.

**VII. Annual Bus Service Performance Report**

Matthew Frazier's presentation is attached and hereby made a part of these minutes.

**VIII. Adjournment**

**Action:** On motion by Hutchinson second by Reckhow the meeting was adjourned at 12:12 pm.

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Ed Harrison, Committee Chair

Attest:

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

Draft

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## MEMORANDUM

**TO:** GoTriangle Operations & Finance Committee  
**FROM:** Finance and Administrative Services  
**DATE:** December 8, 2017  
**SUBJECT:** Revised GoTriangle Travel Policy ver3.8.1 Adopted 2004

### Strategic Objective or Initiative Supported

#### Action Requested

Staff requests that the Committee recommend Board approval of the revised GoTriangle Travel Policy ver3.8.1 initially adopted by the Board on June 23, 2004.

#### Background and Purpose

Staff decided to revisit the 2004 Board approved Travel Policy, which identifies the allowable rates for reimbursement by a Board member, staff and consultants. Historically, the General Services Administration (GSA) rate has been used to determine appropriate mileage reimbursement rates for GoTriangle. After a review of our partners' processes, we believe it is appropriate at this time to transition to the IRS mileage reimbursement rates. Staff recommends that GoTriangle begin using IRS rates for mileage reimbursement on the following schedule:

- Consultants – effective January 1, 2018
- Board Members and Staff – effective July 1, 2018

The standard mileage rate to determine deductible costs of operating a vehicle for business purposes will be available January 2018 by the IRS.

Staff also recommends that consideration be given on a case by case basis for a per diem allowance with no itemized receipt requirements for consultants.

Additional recommendations for changes to GoTriangle's Travel Policy will be forthcoming during the fiscal year.

#### Financial Impact

None.



### Attachments

- GoTriangle Travel policy ver3.8.1 Adopted 2004 (mark-up and clean versions)
- Reference A

### Staff Contact(s)

- Sandra Freeman, (919) 485-7415, [sfreeman@gotriangle.org](mailto:sfreeman@gotriangle.org)
- Mitchell Lodge, (919) 485-7550, [mlodge@gotriangle.org](mailto:mlodge@gotriangle.org)



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## **TRAVEL AND BUSINESS RELATED EXPENSE POLICY NUMBER 3.8.1**

### **3.8.1.1 POLICY PURPOSE**

The purpose of **TRAVEL AND BUSINESS RELATED EXPENSE POLICY NUMBER 3.8.1** (Policy) is to establish the overview, scope, responsibilities, and guidelines for Travel and Business Related Expenses for the Research Triangle Regional Public Transportation Authority d/b/a GoTriangle (GoTriangle).

### **3.8.1.2 POLICY OVERVIEWS**

- A. This Policy applies to all divisions of GoTriangle, GoTriangle's consultants and contractors, GoTriangle's employees (employees) and the GoTriangle Board of Trustees (Board).
- B. Board members and employees may have their Travel and Business Related Expenses reimbursed by GoTriangle subject to the limitations contained in this Policy. Under no circumstances shall duplicate reimbursement be made for that portion of a Board member's or employee's expenses paid or reimbursed from a non-GoTriangle source.
- C. All travel is contingent upon the availability of funds in the proper budget categories.
- D. A Board member, employee, or GoTriangle consultant traveling on GoTriangle business shall exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this Policy. Board members, employees, and GoTriangle consultants shall be responsible for unauthorized costs and any additional expenses incurred due to personal preference or convenience.

### **3.8.1.2 POLICY PRINCIPLES**

- A. All reimbursable Travel and Business Related Expenses must be generated for a business purpose. The purchase of personal items unrelated to related travel expenses will not be reimbursed by GoTriangle (e.g., room service, alcoholic beverages consumed while on company business). The application of this Policy shall be consistent throughout GoTriangle and any exceptions must be reported and reviewed by the Chief Financial Officer.
- B. The timely reporting of Travel and Business Related Expenses is important for GoTriangle to maintain accurate financial records and ensure the items purchased are recorded as expenses in the correct fiscal period. Expenses incurred during the period but not recorded in the financial records may result in the misstatement of GoTriangle's reported financial results or its failure to follow Generally Accepted Accounting Principles (GAAP). The GAAP rules require expenses to be recorded in the period that they were incurred.

### 3.8.1.4 **POLICY SCOPE**

- A. With prior approval of Travel and Advance Authorization Form, GoTriangle will pay and/or reimburse for the following expenses:
- A.1 All registration costs, including charges for any meals that are included as part of a registration fee, for a meeting, training, conference, workshop, or seminar.
  - A.2 Round trip train, bus, or coach air fare to destination and cab or transit fare between airports, hotels, and activity sites. The use of economy priced rental cars may be allowed upon prior approval by the Department Manager/Approving Authority when cost effective.
  - A.3.0 Employees on the basis of mileage for the use of a privately owned automobile (POA), providing this cost does not exceed the cost of air travel. Local travel by GoTriangle vehicles is encouraged whenever available.
    - A.3.1 For transportation by a POA, employees and Board members are eligible for reimbursement at the current U.S. General Services Administration rate per mile of travel (as updated or implemented annually by GoTriangle as the "GoTriangle Reimbursable Mileage Rate"; see **Reference A**, which is attached hereto and specifically incorporated by reference) and the actual costs of road, bridge, and ferry tolls paid.
    - A.3.2 [For transportation by a POA, GoTriangle Consultants are eligible for reimbursement at the current U.S. Internal Revenue Service standard business rate per mile of travel \(as updated annually by the IRS; see \*\*Reference A\*\*\) and the actual costs of road, bridge and ferry tolls paid.](#)
    - A.3.3 *Employees, Consultants, and Board members are cautioned that use of a POA is at their own risk. In the event of an accident, the owner or operator of the vehicle is responsible for losses or damages of any kind. GoTriangle will not be responsible for any further payment other than the reimbursement detailed above.*
    - A.3.4 For transportation by airline, bus, railroad, or other conveyance, the actual coach fare will be reimbursed. Ticket stubs or boarding passes must be included with expense reports.
  - A.4 The actual cost of lodging, including reasonable gratuities as shown in **Reference A**. If an activity is being held at a hotel, the employee may select that hotel for lodging. Itemized receipts are required.
  - A.5 Per Diem for meals including reasonable gratuities as shown in **Reference A**. Itemized receipts are required. ~~However, a per diem allowance for GoTriangle consultants may be considered on a case-by-case basis; any exception(s) to the requirement for itemized receipts shall be expressly approved in writing by the Chief Financial Officer, in consultation with the Office of General Counsel. Exceptions for itemized receipts replaced with a per diem allowance for consultants will be considered on a case by case basis.~~
  - A.6 Meals or banquets that are included in an activity's program or meals where the employee has no practical control over the site or food selection.



- A.7 Lunch expenses only, for day activities. Exceptions due to early arrival or late departure must be approved in advance by the Department Manager/Approving Authority.
- A.8 Any necessary and reasonable out-of-town laundry costs only if the travel exceeds four (4) business days.
- A.9 Expenses for extended overnight stay when significant savings may be realized. Such extended stay must be approved in advance by the Department Manager/Approving Authority.
- B. GoTriangle shall not pay for personal expenses that are unrelated to the purpose of the travel activity. Expenses such as, but not limited to, alcoholic beverages, personal telephone calls (exception, reasonable calls, 15-minute maximum), newspapers, magazines, room service (exception, Refer to Travel and Business related Expense Standard Procedure for detail), movies, premium TV channels, and other entertainment shall not be reimbursed.

#### **3.8.1.5 POLICY RESPONSIBILITIES**

- A. **A member of the Board** shall approve in advance, all requests to travel on GoTriangle business by the Board Chair, **General Counsel and ~~and~~ General Manager**. Reimbursement for expenses incurred relative to this travel also requires Board member approval. GoTriangle will pay the actual costs of meals for official GoTriangle guests (including GoTriangle and non- GoTriangle employees) when accompanying the GoTriangle Board Chair, **General Counsel or ~~or~~ General Manager** in the course of conducting official GoTriangle business.
- B. **The Board Chair** shall approve in advance, all requests to travel on GoTriangle business by the GoTriangle Board officers, including the Vice-Chair, Secretary, and Treasurer, and other members of the Board. Reimbursement for expenses incurred relative to this travel also requires Board Chair approval. GoTriangle will pay the actual costs of meals for official GoTriangle guests (including GoTriangle and non- GoTriangle employees) when accompanying Board members in the course of conducting official GoTriangle business.
- C. **The Department Manager/Approving Authority** (or equivalent employee performing this function) shall approve, in advance, all requests to travel on GoTriangle business made by those in his or her department. Reimbursement for expenses incurred relative to this travel also requires approval of the Department Manager/Approving Authority. Because of his or her familiarity with the purpose of the travel and the personnel involved, the Department Manager/ Approving Authority shall closely monitor expenses and question any unreasonable charges incurred.
- D. **The Finance Department** shall review all travel related transactions and advise the Department Manager/Approving Authority of any apparent deviations from these procedures.
- E. **The General Manager** shall rule on any differences of opinion in the interpretation of the terms of this Policy that cannot be resolved to the mutual satisfaction of the Department Manager/Approving Authority and the Finance Department.

#### **3.8.1.6 POLICY PRACTICE STATEMENT**

- A. Travel and Advance Authorization and Travel and Business related Expense Reports must be

completed in order for an employee to be reimbursed for expenses. Refer to Travel and Business Related Expense Standard Procedure for detail.

- B. Receipts – GoTriangle requires all receipts to be attached to the expense report for reimbursement.
- C. Per Diem Plan – GoTriangle currently provides a per diem plan for travel and entertainment expenses. **See Reference A** and refer to Travel and Business Related Expense Standard Procedure for detail.
- D. Travel and Entertainment Advances – Refer to Travel and Business Related Expense Standard Procedure for detail.
- E. Reimbursement – Refer to Travel and Business Related Expense Standard Procedure for detail.



## TRAVEL AND BUSINESS RELATED EXPENSE POLICY NUMBER 3.8.1

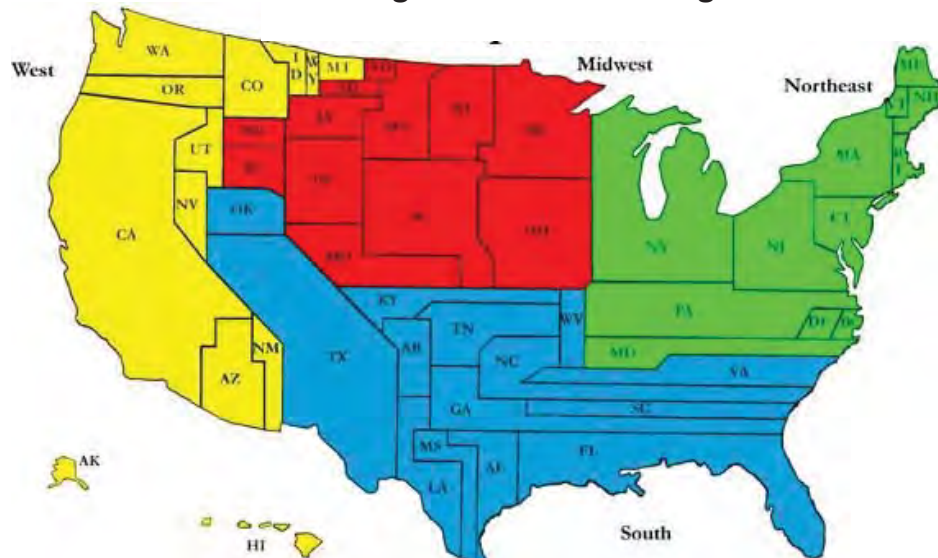
### REFERENCE A

#### 3.8.1.7 POLICY SCOPE

- A. The GoTriangle Reimbursable Mileage Rate and the U.S. Internal Revenue Service (IRS) standard business rate per mile of travel are updated annually.
  - A.1 The GoTriangle Reimbursable Mileage Rate for Employees, Consultants, and Board members for use of a Personally Operated Automobile (POA) when used for GoTriangle business travel is updated annually.
- B. Gratuities – a reasonable dollar amount per day will be considered for reimbursement. A receipt is optional, unless included with receipt for a meal.
- C. GoTriangle Reimbursable Rates –

Region	MEALS	LODGING	MAX REIMBURSABLE RATE
ZONE 1 - Midwest	\$60	\$175	\$235
ZONE 2 - Northeast	\$70	\$200	\$270
ZONE 3 – South	\$50	\$150	\$200
ZONE 5 –West	\$70	\$200	\$270

**GoTriangle Reimbursable Region**



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## MEMORANDUM

**TO:** GoTriangle Operations & Finance Committee  
**FROM:** Regional Services Development Department  
**DATE:** January 18, 2018  
**SUBJECT:** Draft Fare Change Proposal

### Strategic Objective or Initiative Supported

This proposal is intended to support the following objectives:

- 1.1 Increase number of customers served with sustainable transportation services
- 1.5 Maintain cost-effectiveness.

### Action Requested

Staff requests that the Committee provide comment on the draft fare change proposal prior to its release for public comment.

### Background and Purpose

GoTriangle Board of Trustees adopts the fare schedule for our transit services (see attached). This sets the prices for cash boardings as well as which passes will be offered and at what prices. Further, the Board establishes whether and which discounts will be available to any groups of customers. The last adjustment to the fare schedule was adopted by the Board of Trustees in 2014.

#### *Change to Youth pricing and fare type*

This past fall, GoTriangle staff began discussing a potential fare change with GoRaleigh, GoDurham, and GoCary to make transit use free to youth. These conversations were in response to independent deliberations in Durham and Raleigh, as well as to interest expressed from the Wake County Commissioners. In October, the Durham City Council approved a fare change to allow students (K-12 or pursuing a GED) to ride free with a student identification card between the hours of 8am and 8pm, Monday through Friday. A working group of staff from GoTriangle, Raleigh, Cary, and Wake County have continued preparing a common proposal for consideration by each of the three transit agencies' governing boards.

The draft proposal is to allow youth 12 years of age and younger to ride free of charge. Youth above 5 feet tall will be encouraged to get a transit Youth ID. Youth from the age of 13 through the 19<sup>th</sup> birthday will be eligible to board free on all buses with a Youth Pass and a student ID, Driver's License, or transit Youth ID. Individuals who are between 13 and 18 who do not have a

Youth Pass will be able to board the buses by paying the discount fare with a form of age identification.

The Youth Pass is intended to build a cohort of young residents who are familiar with riding transit in the Triangle, including using a pass to board the bus. The distribution process for passes is intended to allow youth to provide us with contact information so that we can provide them service updates and notify them in advance of their 19<sup>th</sup> birthday to encourage them to purchase a pass to continue riding.

### *Eliminate Transfers*

In addition to the free youth fare proposal, GoTriangle staff is interested in seeking public comment on the elimination of transfers. Our fareboxes are more than 13 years old and require more frequent maintenance. The most wear and tear on the mechanical components of the fareboxes is associated with the issuing of passes and transfers. By eliminating transfers, we expect to reduce more than 33,000 transfer issuances.

Most of our customers (62% according to our 2016 Customer Survey) are using multi-day passes or GoPasses. Another 12% reported using an unlimited ride DayPass. This corresponds to recent farebox data showing that 77% of boardings were paid for with these types of unlimited ride passes.

Of the remaining 23% of boardings, a small portion of customers used transfers to complete their trips. During calendar year 2017, GoTriangle issued 66,783 transfers through the farebox, of which 4,075 were issued on express routes. During that same period, only 33,582 were used by customers to board another bus, and only 134 of those were used on express routes. This is equivalent to just over 2% of boardings. Since each of these customers also made an initial boarding when issued the transfer, these customers made approximately 4.4% of all boardings. We do not have the data to determine what share of these customers only traveled one way during the day, or what share just chose to pay one way at a time, perhaps because they didn't know whether they would be making additional trips. Those in the former group would experience a fare increase if transfers were eliminated. Those in the latter groups would purchase a daypass at the same price as two one-way trips.

### **Financial Impact**

The fare change proposal will have an impact on revenues. The change to youth fares is anticipated to result in a reduction in revenues of approximately \$23,000 in FY2019. Impacts beyond FY19 are difficult to estimate. We would expect youth ridership to grow over time as we add service and as the youth population grows. Under the current fare schedule, that would lead to increasing future revenues that would be foregone under the proposal. However, we also expect that an impact of the Youth fare proposal is that we are creating new riders "for life" that we otherwise wouldn't be seeing as customers. As they become 19, these customers would be generating revenues for GoTriangle that we wouldn't otherwise realize. We do not have good estimates about how these two forces would offset one another. If they completely offset each other, we would continue to see a reduction in revenues of \$23,000 annually.

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The elimination of transfers is not intended to raise revenues. However, if all 33,582 customer boardings by transfer made last year were only made by customers traveling one-way that day, eliminating transfers would increase revenues by approximately \$75,500 if all customers continued riding and purchased daypasses instead. Since this would be a doubling of the fare for these customers, we would expect there to be price sensitivity resulting in 20% fewer boardings. The net impact would be approximately \$60,000 in additional revenue.

**Attachments**

- Table Comparing Current Fare Schedule with Proposed Fare Schedule

**Staff Contact(s)**

- John Tallmadge, [jtallmadge@gotriangle.org](mailto:jtallmadge@gotriangle.org), 919.485.7430



## Fare Schedule for Comparison

SERVICE TYPE	FARE TYPE	CURRENT*		PROPOSED	
		Full Fare	Discount Fare	Full Fare	Discount Fare
Regional	Cash Fare	\$2.25	\$1.00	\$2.25	\$1.00
	Transfer to Regional Route	Free	Free	\$2.25	\$1.00
	Transfer to Express Route	\$0.75	\$0.25	\$3.00	\$0.25
	DayPass (unlimited rides)	\$4.50	\$2.00	\$4.50	\$2.00
	7-Day Pass (unlimited rides)	\$16.50	\$7.50	\$16.50	\$7.50
	31-DayPass (unlimited rides)	\$76.50	\$34.00	\$76.50	\$34.00
Express	Cash Fare	\$3.00	\$1.25	\$3.00	\$1.25
	Transfer	Free	Free	\$3.00	\$1.25
	DayPass (unlimited rides)	\$6.00	\$2.50	\$6.00	\$2.50
	7-Day Pass (unlimited rides)	\$22.00	\$9.25	\$22.00	\$9.25
	31-DayPass (unlimited rides)	\$102.00	\$42.50	\$102.00	\$42.50
Paratransit	Cash Fare	\$4.50	\$4.50	\$4.50	\$4.50
	11-Ride Card	\$45.00	\$45.00	\$45.00	\$45.00
	Monthly Pass	\$153.00	\$153.00	\$153.00	\$153.00
Discounts	Children (12 and under)	Free		Free	
	Youth (ages 13 through 18)	Pay Discount Rates		Free with Youth Pass, else Pay Discount Rates	
	Seniors (ages 65+)	Pay Discount Rates		Pay Discount Rates	
	Persons w/ Disabilities	Pay Discount Rates		Pay Discount Rates	
	Social Service Org's	25% discount off DayPass		25% discount off DayPass	
	\$13.50 Stored Value	\$12.00		\$12.00	
	\$25 Stored Value	\$20.00		\$20.00	
	\$50 Stored Value	\$40.00		\$40.00	

\*Adopted by GoTriangle Board of Trustees on June 25, 2014.

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## MEMORANDUM

**TO:** GoTriangle Operations & Finance Committee  
**FROM:** Regional Services Development  
**DATE:** January 23, 2018  
**SUBJECT:** Wake Transit FY 2018 Q2 Proposed Amendments

### Strategic Objective or Initiative Supported

Implement the Wake Transit Plan with Transit Planning Advisory Committee

### Action Requested

Staff requests that the Committee recommend Board approval of the Wake Transit FY2018 Q2 proposed amendments.

### Background and Purpose

In December 2017, both the CAMPO Executive Board and GoTriangle Board of Trustees approved the Wake Transit Work Plan Amendment Policy. Project-sponsoring agencies submitted proposed amendments to the TPAC Administrator and were published for TPAC and public/stakeholder comment between December 12, 2017 and January 11, 2018. During that time, the TPAC Budget & Finance Subcommittee reviewed the financial impacts of the submitted proposed amendment requests to the overall Wake Transit Plan financial model.

As a part of the packet presented with this memorandum, the committee will find:

- Memorandum from TPAC Administrator
- Revised Proposed FY 2018 Q2 Amendment List
- Detailed Individual Project Amendment Requests
- Budget & Finance Disposition Memo & Table Summary
- Comment Disposition Matrix

At the time of the Operations & Finance Committee meeting, TPAC has reviewed the amendments. TPAC will meet on February 14<sup>th</sup> and recommend the amendments that will be presented to both the CAMPO Executive Board and the GoTriangle Board of Trustees. Also, the CAMPO Executive Board will review the recommendation from TPAC on February 21<sup>st</sup> and provide a decision on the recommended amendments.





### Financial Impact

The proposed amendments, if approved, will impact the Wake Transit Tax District by a decrease of \$43,000 compared to the FY18 adopted budget.

### Attachments

- TPAC FY 2018 Q2 Amendment Packet

### Staff Contact(s)

- Jennifer Keep, [jkeep@gotriangle.org](mailto:jkeep@gotriangle.org), (919) 485-7418
- Steven Schlossberg, [sschlossberg@gotriangle.org](mailto:sschlossberg@gotriangle.org), (919) 485-7590



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To: TPAC Members/Alternates & Stakeholders  
 From: Adam Howell, TPAC Administrator  
 Date: January 10, 2018  
 Re: Memo – Summary of FY 2018 Q2 Proposed Amendments

Per the adopted Wake Transit Work Plan Amendment Process, there were thirteen (13) amendments proposed to the FY 2018 Wake Transit Work Program in the second quarter. Amendment requests were reviewed and categorized by the TPAC Administrator, and reviewed for fiscal impact by the TPAC Budget & Finance Committee.

There were ten (10) Major Amendments submitted. Reasons for submission based on definitions outlined in currently adopted amendment process policy are:

- Eight (8) are project amendment requests proposed to be added to the Work Plan (Project Amendment ID TO001-18A-A:B; TO002-18A-A:F)
- One (1) is a project amendment request proposed to be removed from the Work Plan (Project Amendment ID TO002-18A-G)
- One (1) is a project amendment request with a proposed change in budgeted reserves. The proposed change also requests more than \$100,000 to a budget appropriation for projects less than \$500,000 (Project Amendment ID TO002-18A-H)

There were three (3) Minor Amendments submitted. Reasons for submission based on definitions outlined in currently adopted amendment process policy are:

- Two (2) are project amendment requests that propose less than \$100,000 change to a budget appropriation for projects less than \$500,000 (Project Amendment ID TO002-18A-I:J)
- One (1) is a project amendment request that is seeking a minor change in scope language (Project Amendment TC001-18A-A)

Attached with this memorandum are the following:

- Revised Proposed FY 2018 Amendment List
- Detailed Individual Project Amendment Requests
- Budget & Finance Disposition Memo and Table Summary
- Comment Disposition Matrix

This packet is distributed with the January 17<sup>th</sup> TPAC Agenda materials. It is to serve as an aid to the discussion for the TPAC when asked to take action for potential recommendation to both Wake Transit Governing Boards. These requested amendments will be discussed and considered for approval at the January 17 TPAC meeting.

## FY 2018, Quarter 2, Submitted Amendments from Wake Transit Project Sponsors - Revised

### Proposed Major Amendments

Ordinance ID/Amendment ID#	Agency	Project Title	FY18 Original Funds	FY18 Amended Request	FY19 Funding Impact	Reason for Major Amendment Status
Tax District Administration						
TO001-18A-A	GoTriangle	1.0 FTE: Budget & Financial Manager	\$ -	\$ 31,875.00	\$ 127,500.00	Project proposed to be added to Work Plan
TO001-18A-B	GoTriangle	0.5 FTE: Tax District Administrative Assistant	\$ -	\$ 7,500.00	\$ 30,000.00	Project proposed to be added to Work Plan
Transit Plan Administration						
TO002-18A-A	CAMPO	1.0 FTE: Wake Transit Program/Project Manager	\$ -	\$ 75,000.00	\$ 153,750.00	Project proposed to be added to Work Plan
TO002-18A-B	CAMPO	1.0 FTE: Transit Planner	\$ -	\$ 75,000.00	\$ 153,750.00	Project proposed to be added to Work Plan
TO002-18A-C	GoTriangle	1.0 FTE: Paralegal	\$ -	\$ 41,250.00	\$ 82,500.00	Project proposed to be added to Work Plan
TO002-18A-D	GoTriangle	1.0 FTE: Wake Transit Program Director	\$ -	\$ 50,000.00	\$ 150,000.00	Project proposed to be added to Work Plan
TO002-18A-E	GoTriangle	1.0 FTE: Wake Transit Administration Coordinator	\$ -	\$ 16,875.00	\$ 67,500.00	Project proposed to be added to Work Plan
TO002-18A-F	GoTriangle	0.4 FTE: Performance Data Specialist	\$ -	\$ 13,200.00	\$ 26,400.00	Project proposed to be added to Work Plan
TO002-18A-G	GoTriangle	MYBSIP	\$ 1,292,000.00	\$ -		Project proposed to be removed from Work Plan - <i>supported by other funding</i>
TO002-18A-H	Tax District/Variations	Reserve for additional staff	\$ 370,000.00	\$ 59,300.00		Proposed change in budgeted reserves; More than \$100,00 to a budget appropriation for projects less than \$500,000

### Proposed Minor Amendments

Ordinance ID/Amendment ID#	Agency	Project Title	FY18 Original Funds	FY18 Amended Request	FY19 Funding Impact	Reason for Minor Amendment Status
Transit Plan Administration						
TO002-18A-I	GoTriangle	1.0 FTE: BRT Project Engineer (position renamed/release \$)	\$ 153,750.00	\$ 78,750.00		Less than \$100,000 change to a budget appropriation for projects less than \$500,000
TO002-18A-J	GoTriangle	Creative Design Consultant	\$ 97,000.00	\$ 129,500.00		Less than \$100,000 change to a budget appropriation for projects less than \$500,000
Bus Acquisition						
TC001-18A-A	GoTriangle	Acquisition of 8 Buses (Scope Change to TC001-A)				Minor change in scope language

Distributed for Public Comment - 12/11/2017

Major Amendments - Public Comments Accepted through January 11, 2018

Minor Amendments - Public Comments Accepted through December 25, 2017

Submit all comments to Adam Howell, TPAC Administrator - adam.howell@campo-nc.us or 919-996-4401

Items highlighted in yellow are the revised updates to the original published amendment list.

<b>Wake Transit Project ID #</b>
TO001-18A-A

**FY 2018**  
**Wake Transit Work Plan**  
**Project Amendment Request Form**  
**Operating and/or Capital**

<b>FY START DATE</b>
7/1/2017

Type of Amendment      **Minor** ☐      **Major** ☒

Minor amendment – Required when there is:

Less than a 20% change to budget appropriations for projects equal to or over \$500,000.  
Less than \$100,000 to a budget ordinance appropriation for projects less than \$500,000.  
Any change that does not meet any criteria of a major amendment.

Major amendment - Required when there is:

A project requested to be added to the Work Plan  
A project requested to be removed from the Work Plan  
A cardinal change in scope as defined by the Federal Transit Administration  
A transfer between budget ordinance appropriations that requests or requires equal to or more than a 20% change to a budget appropriation for projects equal to or over \$500,000  
A transfer between budget ordinance appropriations that requests or requires equal to or more than a \$100,000 change to a budget appropriation for projects less than \$500,000  
Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Budget and Financial Manager	GoTriangle	Saundra Freeman	Base Year	\$ 31,875
		<a href="mailto:sfreeman@gotriangle.org">sfreeman@gotriangle.org</a>	Recurring	\$ 814,436
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
April 2018	On-Going		Base Year	\$ -
			Cumulative	\$ -
<b>Project Description</b>	<b>Enter below a summary of the project amendment and impact on approved plan.</b>			
GoTriangle is proposing to fill a Budget and Financial Manager position effective April 1, 2018, that will manage the Wake Transit Plan budget development and financial reporting processes. This position will report to the Finance Department will be tasked with coordinating proposed plans into the budget, and monitoring spending to ensure the budget stays balanced through the quarterly reporting process. The potential budget source for this amendment is \$31,875 of the \$370,000 Reserve for Additional Staff as Directed by Staffing Plan.				
<b>1. Enter Wake Transit Project ID(s) to Increase</b>				

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

<b>2. Wake Transit Project ID(s) to Reduce</b>					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO002-Q	Reserve for Additional Staff as Directed by Staffing Plan	Tax District Administration	\$ 31,875		
<b>TOTAL</b>			\$ 31,875	\$ -	

<b>3. Impact on Transit Plan Project Costs</b>				
From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.		Estimated Operating Cost	Current Year	\$ (31,875)
			Recurring	\$ -
		Estimated Capital Cost	Base Year	
			Cumulative	

<b>Project Justification / Business Case</b>	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?

This position is expected to be filled by April 1, 2018, so this amendment requests one third year of salary and benefits in FY 2018 and 100% salary and benefits in future years.

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

If funded, this position will manage the Wake Transit Plan Budget Development and Financial Reporting. If not funded, budget and financial tasks will be performed by existing GoTriangle staff, and while the tasks will be completed, they will be done within limited time frames and with the minimal output.

**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)	Hire the position.
b)	Ensure the budget is approved on time.
c)	Ensure financial reports are one time.

**8. List any other relevant information not addressed.**

Manage the Wake Transit Plan budget development and financial reporting - 100% of the time. Activities include:

Budget Development	50%
Financial Reporting	50%
Total	100%

**9. Please enter estimated appropriations to support expenses identified above. Enter FY 2018 and the estimated annualized cost in FY 2019 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2020 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2020 and/or beyond, delete the calculation(s) in columns E-H.**

Cost Break Down of Project Request							
OPERATING COSTS	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes	31,875	127,500	130,688	133,955	137,304	140,736	144,255
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>31,875</b>	<b>127,500</b>	<b>130,688</b>	<b>133,955</b>	<b>137,304</b>	<b>140,736</b>	<b>144,255</b>

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

CAPITAL COSTS	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Design	-	-	-	-	-	-	-
Construction - Implementation	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Assumptions for Costs and Revenues Above:**

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

Salary and Benefits based on estimated actuals for the position.

<b>Wake Transit Project ID #</b>
TO001-18A-B

**FY 2018**  
**Wake Transit Work Plan**  
**Project Amendment Request Form**  
**Operating and/or Capital**

<b>FY START DATE</b>
7/1/2017

Type of Amendment      **Minor** ☐      **Major** ☒

Minor amendment – Required when there is:

Less than a 20% change to budget appropriations for projects equal to or over \$500,000.  
Less than \$100,000 to a budget ordinance appropriation for projects less than \$500,000.  
Any change that does not meet any criteria of a major amendment.

Major amendment - Required when there is:

A project requested to be added to the Work Plan  
A project requested to be removed from the Work Plan  
A cardinal change in scope as defined by the Federal Transit Administration  
A transfer between budget ordinance appropriations that requests or requires equal to or more than a 20% change to a budget appropriation for projects equal to or over \$500,000  
A transfer between budget ordinance appropriations that requests or requires equal to or more than a \$100,000 change to a budget appropriation for projects less than \$500,000  
Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Tax District Administrative Assistant	GoTriangle	Saundra Freeman	Base Year	\$ 7,500
		<a href="mailto:sfreeman@gotriangle.org">sfreeman@gotriangle.org</a>	Recurring	\$ 191,632
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
April 1, 2018	On-Going		Base Year	\$ -
			Cumulative	\$ -
<b>Project Description</b>	<b>Enter below a summary of the project amendment and impact on approved plan.</b>			
GoTriangle is proposing to fill a .5 FTE Administrative Assistant position to provide administrative support for the GoTriangle Finance Department's Wake Transit activities, potentially starting April 1, 2018. This person will be tasked with scheduling meetings, assisting with the preparation of the budget development and financial reporting calendar, and other administrative functions. The potential budget source for this amendment is \$7,500 of the \$370,000 Reserve for Additional Staff as Directed by Staffing Plan.				
<b>1. Enter Wake Transit Project ID(s) to Increase</b>				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
<b>TOTAL</b>			<b>\$ -</b>	<b>\$ 30,000</b>	

<b>2. Wake Transit Project ID(s) to Reduce</b>					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO002-Q	Reserve for Additional Staff as Directed by Staffing Plan	Tax District Administration	7,500		
<b>TOTAL</b>			<b>\$ 7,500</b>	<b>\$ -</b>	

<b>3. Impact on Transit Plan Project Costs</b>				
From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.		Estimated Operating Cost	Current Year	\$ (7,500)
			Recurring	\$ -
		Estimated Capital Cost	Base Year	
			Cumulative	

<b>Project Justification / Business Case</b>	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?

This position is expected to be filled in January 2018, so this amendment requests one half year of salary and benefits in FY 2018 and 100% salary and benefits in future years.

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

If funded, this position will help facilitate administrative needs to improve efficiency. If not funded, administrative tasks may be prioritized on an as-needed basis reducing efficiency to provide data, reports, etc.

**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)	Hire the position.
b)	Schedule meetings.
c)	Prepare and submit the annual Budget and Finance calendar.

**8. List any other relevant information not addressed.**

Wake Administrative Duties - 50% of the time. Activities include:

Scheduling meetings	75%
Preparing and submitting the annual budget and finance calendar	25%
Total	100%

**9. Please enter estimated appropriations to support expenses identified above. Enter FY 2018 and the estimated annualized cost in FY 2019 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2020 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2020 and/or beyond, delete the calculation(s) in columns E-H.**

Cost Break Down of Project Request							
OPERATING COSTS	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes	7,500	30,000	30,750	31,519	32,307	33,114	33,942
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>7,500</b>	<b>30,000</b>	<b>30,750</b>	<b>31,519</b>	<b>32,307</b>	<b>33,114</b>	<b>33,942</b>

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

CAPITAL COSTS	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Design	-	-	-	-	-	-	-
Construction - Implementation	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Assumptions for Costs and Revenues Above:**

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

Salary and Benefits based on estimated actuals for the position.

Wake Transit Project ID #
TO002-18A-A

**FY 2018**  
**Wake Transit Work Plan**  
**Project Amendment Request Form**  
**Operating and/or Capital**

<b>FY START DATE</b>
1/1/2018

Type of Amendment      **Minor** ☐      **Major** ☒

Minor amendment – Required when there is:

Less than a 20% change to budget appropriations for projects equal to or over \$500,000.

Less than \$100,000 to a budget ordinance appropriation for projects less than \$500,000.

Any change that does not meet any criteria of a major amendment.

Major amendment - Required when there is:

A project requested to be added to the Work Plan

A project requested to be removed from the Work Plan

A cardinal change in scope as defined by the Federal Transit Administration

A transfer between budget ordinance appropriations that requests or requires equal to or more than a 20% change to a budget appropriation for projects equal to or over \$500,000

A transfer between budget ordinance appropriations that requests or requires equal to or more than a \$100,000 change to a budget appropriation for projects less than \$500,000

Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
1.0 FTE for Wake Transit Program/Project Manager	Capital Area MPO	Shelby Powell	Base Year	\$ 75,000
		<a href="mailto:shelby.powell@campo-nc.us">shelby.powell@campo-nc.us</a>	Recurring	\$ 982,115
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
1/1/2018	Ongoing	(Add notes as appropriate)	Base Year	\$ -
			Cumulative	\$ -

Project Description	Enter below a summary of the project amendment and impact on approved plan.
<p>CAMPO is requesting funding to support an additional full-time equivalent employees (1.0 FTE) to augment its technical resources for adequately supporting its responsibilities related to Wake Transit Plan implementation as detailed by the Governance ILA and the TPAC's lead agency assignments. This project identifies the need for an FTE that would be generally known as CAMPO's Wake Transit Program/Project Manager and will be responsible for: 1) Overseeing the development, coordination and maintenance of annual work plan components that are under the responsibility of CAMPO (including the multi-year operating program and the capital improvement program); 2) Managing ongoing planning and other related tasks and studies at the county/systemwide level and subsequent updates thereto (including the MYBSIP, MIS, technology plans, etc.); 3) Serving as CAMPO's representative on the TPAC; 4) Representing CAMPO's interests on TPAC sub-committees and study- of plan-specific core technical teams; 5) Manages coordination and implementation of project-level decision making structures (concurrence check process), as developed by the TPAC via the MYBSIP and transit corridors MIS; 6) Managing development of the multi-year vision plan (10-year extension of the current horizon of the Wake County Transit Plan); and 7) Managing and providing ongoing maintenance of planning and professional services procurement and task development/deployment process. This position is reflected in the Wake Transit Implementation Staffing Model and Expectations Plan Core Technical Team recommendations for the final staffing plan. This staffing plan is anticipated to be forwarded to the TPAC soon, guiding the development of future FTE's to support the plan implementation efforts.</p>	

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

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

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

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO002-Q	Reserve for Additional Staff as Directed by Staffing Plan	Transit Plan Administration	75000		
TOTAL			\$ 75,000.00	\$ -	

**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	\$ (75,000)
	Estimated Capital Cost	Base Year Cumulative	

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

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

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



CAMPO is requesting partial year of funds to be annualized in the future to support ongoing tasks associated with this FTE request.

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

The request would allow CAMPO staff to adequately fulfill its responsibilities to the TPAC and our Wake Transit partners more effectively and at a level of service that should be expected in those roles. If this position is not funded, CAMPO staff capacity will be insufficient to properly manage its responsibilities, and other core CAMPO responsibilities will suffer from redirected attention to Wake Transit Plan implementation activities, creating a lose-lose situation. There are currently three FTE employees with CAMPO that spend the majority of their time on Wake Transit implementation activities and coordination, and two of these positions were justified to support core CAMPO roles before the creation of new roles related to Wake Transit Plan implementation. If this request is funded, these two positions can revert back to supporting core CAMPO responsibilities, and Wake Transit implementation responsibilities will have proper support.

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)	Quarterly employee deliverables
b)	Quarterly employee functions and accomplishments
c)	

8. List any other relevant information not addressed.

N/A
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9. Please enter estimated appropriations to support expenses identified above. Enter FY 2018 and the estimated annualized cost in FY 2019 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2020 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2020 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes	75,000	153,750	157,594	161,534	165,572	169,711	173,954
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>75,000</b>	<b>153,750</b>	<b>157,594</b>	<b>161,534</b>	<b>165,572</b>	<b>169,711</b>	<b>173,954</b>

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

CAPITAL COSTS	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Design	-	-	-	-	-	-	-
Construction - Implementation	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

*Assumptions for Costs and Revenues Above:*

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

<p>The assumption being used to complete this request is \$150,000 per FTE, per previous practice. As actual costs are tracked after implementation, this assumed amount</p>
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<b>Wake Transit Project ID #</b>
TO002-18A-B

**FY 2018**  
**Wake Transit Work Plan**  
**Project Amendment Request Form**  
**Operating and/or Capital**

<b>FY START DATE</b>
1/1/2018

Type of Amendment      **Minor** ☐      **Major** ☒

Minor amendment – Required when there is:

Less than a 20% change to budget appropriations for projects equal to or over \$500,000.

Less than \$100,000 to a budget ordinance appropriation for projects less than \$500,000.

Any change that does not meet any criteria of a major amendment.

Major amendment - Required when there is:

A project requested to be added to the Work Plan

A project requested to be removed from the Work Plan

A cardinal change in scope as defined by the Federal Transit Administration

A transfer between budget ordinance appropriations that requests or requires equal to or more than a 20% change to a budget appropriation for projects equal to or over \$500,000

A transfer between budget ordinance appropriations that requests or requires equal to or more than a \$100,000 change to a budget appropriation for projects less than \$500,000

Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
1.0 FTE for Transit Planner	Capital Area MPO	Shelby Powell	Base Year	\$ 75,000
		<a href="mailto:shelby.powell@campo-nc.us">shelby.powell@campo-nc.us</a>	Recurring	\$ 982,115
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
1/1/2018	Ongoing	(Add notes as appropriate)	Base Year	\$ -
			Cumulative	\$ -
<b>Project Description</b>	<b>Enter below a summary of the project amendment and impact on approved plan.</b>			
CAMPO is requesting funding to support an additional full-time equivalent employee (1.0 FTE) to augment its technical resources for adequately supporting its responsibilities related to Wake Transit Plan implementation as detailed by the Governance ILA and the TPAC's lead agency assignments. This particular FTE will be a transit planner that provides technical and administrative coordination support for the Wake Transit Program/Project Manager and the TPAC Administrator in their ongoing responsibilities. This position is reflected in the Wake Transit Implementation Staffing Model and Expectations Plan Core Technical Team recommendations for the final staffing plan. This staffing plan is anticipated to be forwarded to the TPAC soon, and will serve as a guide to fulfill FTE's for the purpose of Wake Transit Plan Implementation efforts.				
<b>1. Enter Wake Transit Project ID(s) to Increase</b>				

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

<b>2. Wake Transit Project ID(s) to Reduce</b>					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO002-Q	Reserve for Additional Staff as Directed by Staffing Plan	Transit Plan Administration	75000		
<b>TOTAL</b>			\$ 75,000.00	\$ -	

<b>3. Impact on Transit Plan Project Costs</b>			
From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.	Estimated Operating Cost	Current Year Recurring	\$ (75,000)
	Estimated Capital Cost	Base Year Cumulative	

<b>Project Justification / Business Case</b>	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?

CAMPO is requesting partial year of funds to be annualized in the future to support ongoing tasks associated with this FTE request.

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

The request would allow CAMPO staff to adequately fulfill its responsibilities to the TPAC and our Wake Transit partners more effectively and at a level of service that should be expected in those roles. If these positions are not funded, CAMPO staff capacity will be insufficient to properly manage its responsibilities, and other core CAMPO responsibilities will suffer from redirected attention to Wake Transit Plan implementation activities, creating a lose-lose situation. There are currently three FTE employees with CAMPO that spend the majority of their time on Wake Transit implementation activities and coordination, and two of these positions were justified to support core CAMPO roles before the creation of new roles related to Wake Transit Plan implementation. If this request is funded, these two positions can revert back to supporting core CAMPO responsibilities, and Wake Transit implementation responsibilities will have proper support.

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)	Quarterly employee deliverables
b)	Quarterly employee functions and accomplishments
c)	

8. List any other relevant information not addressed.

N/A
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9. Please enter estimated appropriations to support expenses identified above. Enter FY 2018 and the estimated annualized cost in FY 2019 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2020 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2020 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes	75,000	153,750	157,594	161,534	165,572	169,711	173,954
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>75,000</b>	<b>153,750</b>	<b>157,594</b>	<b>161,534</b>	<b>165,572</b>	<b>169,711</b>	<b>173,954</b>

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

CAPITAL COSTS	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Design	-	-	-	-	-	-	-
Construction - Implementation	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

*Assumptions for Costs and Revenues Above:*

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

<p>The assumption being used to complete this request is \$150,000 per FTE, per previous practice. As actual costs are tracked after implementation, this assumed amount</p>
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<b>Wake Transit Project ID #</b>
TO002-18A-C

**FY 2018**  
**Wake Transit Work Plan**  
**Project Amendment Request Form**  
**Operating and/or Capital**

<b>FY START DATE</b>
7/1/2017

Type of Amendment      **Minor** ☐      **Major** ☒

Minor amendment – Required when there is:

Less than a 20% change to budget appropriations for projects equal to or over \$500,000.

Less than \$100,000 to a budget ordinance appropriation for projects less than \$500,000.

Any change that does not meet any criteria of a major amendment.

Major amendment - Required when there is:

A project requested to be added to the Work Plan

A project requested to be removed from the Work Plan

A cardinal change in scope as defined by the Federal Transit Administration

A transfer between budget ordinance appropriations that requests or requires equal to or more than a 20% change to a budget appropriation for projects equal to or over \$500,000

A transfer between budget ordinance appropriations that requests or requires equal to or more than a \$100,000 change to a budget appropriation for projects less than \$500,000

Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Paralegal	GoTriangle	Shelley Blake	Base Year	\$ 41,250
		<a href="mailto:sblake@gotriangle.org">sblake@gotriangle.org</a>	Recurring	\$ 526,988
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
January 2018	On-Going		Base Year	\$ -
			Cumulative	\$ -
<b>Project Description</b>	<b>Enter below a summary of the project amendment and impact on approved plan.</b>			
GoTriangle is proposing to fill a Paralegal position as early as January 1, 2018. This position will provide paralegal duties to facilitate the legal aspects of the Wake Transit Plan, and will be tasked with facilitating the contract process for both Wake Partners and GoTriangle's Wake-related projects. Due to the hire date, GoTriangle is requesting a Pre-Award Authority. The potential budget source for this amendment is \$41,250 of the \$370,000 Reserve for Additional Staff as Directed by Staffing Plan.				
<b>1. Enter Wake Transit Project ID(s) to Increase</b>				

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

<b>2. Wake Transit Project ID(s) to Reduce</b>					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO002-Q	Reserve for Additional Staff as Directed by Staffing Plan	Transit Plan Administration	\$ 41,250		
<b>TOTAL</b>			\$ 41,250	\$ -	

<b>3. Impact on Transit Plan Project Costs</b>				
From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.		Estimated Operating Cost	Current Year	\$ (41,250)
			Recurring	\$ -
		Estimated Capital Cost	Base Year	
			Cumulative	

<b>Project Justification / Business Case</b>	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?

This position is expected to be filled in January 2018, so this amendment requests one half year of salary and benefits in FY 2018 and 100% salary and benefits in future years.

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

If funded, this position will provide paralegal duties to facilitate the legal aspects of the Wake Transit Plan. If not funded, legal tasks will continue to be performed by existing GoTriangle legal staff, and while the tasks will be completed, they will be done within limited time frames and with the minimal output.

**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) | Hire the position.   |
| b) | Timely completion of Wake Transit Partner annual contracts.    |
| c) | Timely completion of GoTriangle's contracts for Wake projects. |

**8. List any other relevant information not addressed.**

Perform paralegal tasks for the Wake Transit Plan - 100% of the time. Activities include:

Assisting with Wake Transit Partner annual contracts	75%
Assisting with GoTriangle's project contracts	<u>25%</u>
Total	100%

**9. Please enter estimated appropriations to support expenses identified above. Enter FY 2018 and the estimated annualized cost in FY 2019 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2020 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2020 and/or beyond, delete the calculation(s) in columns E-H.**

Cost Break Down of Project Request							
OPERATING COSTS	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes	41,250	82,500	84,563	86,677	88,843	91,065	93,341
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>41,250</b>	<b>82,500</b>	<b>84,563</b>	<b>86,677</b>	<b>88,843</b>	<b>91,065</b>	<b>93,341</b>

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

CAPITAL COSTS	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Design	-	-	-	-	-	-	-
Construction - Implementation	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Assumptions for Costs and Revenues Above:**

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

Salary and Benefits based on estimated actuals for the position.

<b>Wake Transit Project ID #</b>
TO002-18A-D

**FY 2018**  
**Wake Transit Work Plan**  
**Project Amendment Request Form**  
**Operating and/or Capital**

<b>FY START DATE</b>
7/1/2017

Type of Amendment      **Minor** ☐      **Major** ☒

Minor amendment – Required when there is:

Less than a 20% change to budget appropriations for projects equal to or over \$500,000.

Less than \$100,000 to a budget ordinance appropriation for projects less than \$500,000.

Any change that does not meet any criteria of a major amendment.

Major amendment - Required when there is:

A project requested to be added to the Work Plan

A project requested to be removed from the Work Plan

A cardinal change in scope as defined by the Federal Transit Administration

A transfer between budget ordinance appropriations that requests or requires equal to or more than a 20% change to a budget appropriation for projects equal to or over \$500,000

A transfer between budget ordinance appropriations that requests or requires equal to or more than a \$100,000 change to a budget appropriation for projects less than \$500,000

Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Wake Transit Program Director	GoTriangle	Jeff Mann	Base Year	\$ 50,000
		<a href="mailto:jmann@gotriangle.org">jmann@gotriangle.org</a>	Recurring	\$ 958,161
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
March 1, 2018	On-Going		Base Year	\$ -
			Cumulative	\$ -
<b>Project Description</b>	<b>Enter below a summary of the project amendment and impact on approved plan.</b>			
GoTriangle is proposing to add a position for a Wake Transit Program Director as early as March 1, 2018. This person will be tasked with managing all GoTriangle's Wake Transit program responsibilities and activities including Program planning, process development, and budget and finance activities. Specific tasks include but are not limited to oversight of project planning, budget development and monthly management, quarterly reporting, reimbursement request submittals from GoTriangle, processing reimbursement requests received from Wake partners, the Wake Transit program website and all other administrative functions. Due to the hire date, GoTriangle is requesting a Pre-Award Authority. The potential budget source for this amendment is \$50,000 of the \$370,000 Reserve for Additional Staff as Directed by Staffing Plan.				

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

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

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

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO002-Q	Reserve for Additional Staff as Directed by Staffing Plan	Transit Plan Administration	\$ 50,000		
<b>TOTAL</b>			\$ 50,000	\$ -	

**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	\$ (50,000)
		Recurring	
	Estimated Capital Cost	Base Year	
		Cumulative	

<b>Project Justification / Business Case</b>	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 position is expected to be filled March 1, 2018, so this amendment requests one-third year of salary and benefits in FY 2018 and 100% salary and benefits in future years.



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

If funded, this position will direct activities pertaining to the Wake Transit Plan program. If not funded, Wake Transit Plan activities will continue to be managed, monitored and performed by existing GoTriangle staff, and while the tasks will be completed, they will be done within limited time frames and with the minimal output.

**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)	Hire the position.
b)	Ensure the budget is approved on time.
c)	Ensure financial reports are one time.

**8. List any other relevant information not addressed.**

Direct the Wake Transit Plan Program - 100% of the time. Activities include:

Planning	33.3%
Budget Development	33.3%
Financial Reporting	33.3%
Total	100%

**9. Please enter estimated appropriations to support expenses identified above. Enter FY 2018 and the estimated annualized cost in FY 2019 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2020 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2020 and/or beyond, delete the calculation(s) in columns E-H.**

Cost Break Down of Project Request							
OPERATING COSTS	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes	50,000	150,000	153,750	157,594	161,534	165,572	169,711
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>50,000</b>	<b>150,000</b>	<b>153,750</b>	<b>157,594</b>	<b>161,534</b>	<b>165,572</b>	<b>169,711</b>

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

CAPITAL COSTS	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Design	-	-	-	-	-	-	-
Construction - Implementation	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Assumptions for Costs and Revenues Above:**

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

Salary and Benefits based on estimated actuals for the position.

<b>Wake Transit Project ID #</b>
TO002-18A-E

**FY 2018**  
**Wake Transit Work Plan**  
**Project Amendment Request Form**  
**Operating and/or Capital**

<b>FY START DATE</b>
7/1/2017

Type of Amendment      **Minor** ☐      **Major** ☒

Minor amendment – Required when there is:

Less than a 20% change to budget appropriations for projects equal to or over \$500,000.

Less than \$100,000 to a budget ordinance appropriation for projects less than \$500,000.

Any change that does not meet any criteria of a major amendment.

Major amendment - Required when there is:

A project requested to be added to the Work Plan

A project requested to be removed from the Work Plan

A cardinal change in scope as defined by the Federal Transit Administration

A transfer between budget ordinance appropriations that requests or requires equal to or more than a 20% change to a budget appropriation for projects equal to or over \$500,000

A transfer between budget ordinance appropriations that requests or requires equal to or more than a \$100,000 change to a budget appropriation for projects less than \$500,000

Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Wake Transit Administration Coordinator	GoTriangle	Saundra Freeman	Base Year	\$ 16,875
		<a href="mailto:sfreeman@gotriangle.org">sfreeman@gotriangle.org</a>	Recurring	\$ 431,172
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
April 1, 2018	On-Going		Base Year	\$ -
			Cumulative	\$ -
<b>Project Description</b>	<b>Enter below a summary of the project amendment and impact on approved plan.</b>			
GoTriangle is proposing to fill a Wake Transit Administration Coordinator position, reporting to the Wake Transit Program Director, potentially starting April 1, 2018. This person will provide administrative support including but not limited to scheduling, planning all TPAC and Wake Transit plan activities, developing presentations, facilitating internal and external and correspondence related to the plan. Specific tasks include but are not limited to providing administrative coordination for project planning, budget development and monthly management, quarterly reporting, reimbursement request submittals from GoTriangle, processing reimbursement requests received from Wake partners to ensure timely completion. The potential budget source for this amendment is \$16,875 of the \$370,000 Reserve for Additional Staff as Directed by Staffing Plan.				
<b>1. Enter Wake Transit Project ID(s) to Increase</b>				

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

2. Wake Transit Project ID(s) to Reduce					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO002-Q	Reserve for Additional Staff as Directed by Staffing Plan	Transit Plan Administration	\$ 16,875		
<b>TOTAL</b>			\$ 16,875	\$ -	

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	\$ (16,875) \$ -
		Estimated Capital Cost	Base Year Cumulative	 

<b>Project Justification / Business Case</b>	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 position is expected to be filled April 1, 2018, so this amendment requests one-quarter year of salary and benefits in FY 2018 and 100% salary and benefits in future years.

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

If funded, this position will coordinate administrative activities pertaining to the Wake Transit Plan program. If not funded, Wake Transit Plan activities will continue to be coordinated by existing GoTriangle staff, and while the tasks will be completed, they will be done within limited time frames and with the minimal output.

**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)	Hire the position.
b)	Ensure the budget is approved on time.
c)	Ensure financial reports are one time.

**8. List any other relevant information not addressed.**

Coordinate the Wake Transit Plan Program activities - 100% of the time. Activities include:

Planning	33.3%
Budget Development	33.3%
Financial Reporting	33.3%
Total	100%

**9. Please enter estimated appropriations to support expenses identified above. Enter FY 2018 and the estimated annualized cost in FY 2019 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2020 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2020 and/or beyond, delete the calculation(s) in columns E-H.**

Cost Break Down of Project Request							
OPERATING COSTS	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes	16,875	67,500	69,188	70,917	72,690	74,507	76,370
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>16,875</b>	<b>67,500</b>	<b>69,188</b>	<b>70,917</b>	<b>72,690</b>	<b>74,507</b>	<b>76,370</b>

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

CAPITAL COSTS	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Design	-	-	-	-	-	-	-
Construction - Implementation	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Assumptions for Costs and Revenues Above:**

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

Salary and Benefits based on estimated actuals for the position.

<b>Wake Transit Project ID #</b>
TO002-18A-F

**FY 2018**  
**Wake Transit Work Plan**  
**Project Amendment Request Form**  
**Operating and/or Capital**

<b>FY START DATE</b>
7/1/2017

Type of Amendment      **Minor** ☐      **Major** ☒

Minor amendment – Required when there is:

Less than a 20% change to budget appropriations for projects equal to or over \$500,000.  
Less than \$100,000 to a budget ordinance appropriation for projects less than \$500,000.  
Any change that does not meet any criteria of a major amendment.

Major amendment - Required when there is:

A project requested to be added to the Work Plan  
A project requested to be removed from the Work Plan  
A cardinal change in scope as defined by the Federal Transit Administration  
A transfer between budget ordinance appropriations that requests or requires equal to or more than a 20% change to a budget appropriation for projects equal to or over \$500,000  
A transfer between budget ordinance appropriations that requests or requires equal to or more than a \$100,000 change to a budget appropriation for projects less than \$500,000  
Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
.4 Performance Data Specialist	GoTriangle	Erik Landfried	Base Year	\$ 13,200
		<a href="mailto:elandfried@gotriangle.org">elandfried@gotriangle.org</a>	Recurring	\$ 168,636
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
January 1, 2018	On-Going		Base Year	\$ -
			Cumulative	\$ -
<b>Project Description</b>	<b>Enter below a summary of the project amendment and impact on approved plan.</b>			
GoTriangle is proposing to fill a Performance Data Specialist position in which 40% of the time, this person will be managing, tracking and monitoring service quality metrics and standards, to make recommendations that enable strategic decision-making in support of the Wake Transit Plan mission. The position will cultivate or coordinate the development of reports from Business Intelligence System and Project Management Software for standard performance reports and ad hoc analyses. Additionally, this position will work closely with the Marketing Team, IT and outside vendors on web enhancements and content audits as well as strategy development for web refresh products. Due to the hire date, GoTriangle is requesting a Pre-Award Authority. The potential budget source for this amendment is \$41,250 of the \$370,000 Reserve for Additional Staff as Directed by Staffing Plan.				
<b>1. Enter Wake Transit Project ID(s) to Increase</b>				

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

2. Wake Transit Project ID(s) to Reduce					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO002-Q	Reserve for Additional Staff as Directed by Staffing Plan	Transit Plan Administration	\$ 13,200		
<b>TOTAL</b>			\$ 13,200	\$ -	

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	\$ (13,200)
		Recurring	\$ -
	Estimated Capital Cost	Base Year	
		Cumulative	

<b>Project Justification / Business Case</b>	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?

This position is expected to be filled in January 2018, so this amendment requests one half year of salary and benefits in FY 2018 and 100% salary and benefits in future years.

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

If funded, this position will be assigned to analyze Wake Transit Plan activities in support of the Wake Transit Plan mission. If not funded, analysis will be performed by existing GoTriangle staff within limited time frames and with the minimal output.

**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) | Hire the position.  |
| b) | Manage, track and monitor service quality metrics and standards.  |
| c) | Make recommendations that enable strategic decision-making in support of the Wake Transit Plan mission. |

**8. List any other relevant information not addressed.**

Analyze Wake Transit Plan activities and make recommendations supporting the Wake Transit Plan mission - 40% of the time.

**9. Please enter estimated appropriations to support expenses identified above. Enter FY 2018 and the estimated annualized cost in FY 2019 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2020 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2020 and/or beyond, delete the calculation(s) in columns E-H.**

Cost Break Down of Project Request							
OPERATING COSTS	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes	13,200	26,400	27,060	27,737	28,430	29,141	29,869
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>13,200</b>	<b>26,400</b>	<b>27,060</b>	<b>27,737</b>	<b>28,430</b>	<b>29,141</b>	<b>29,869</b>

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

CAPITAL COSTS	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Design	-	-	-	-	-	-	-
Construction - Implementation	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Assumptions for Costs and Revenues Above:**

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

Salary and Benefits based on estimated actuals for the position.

<b>Wake Transit Project ID #</b>
TO002-18A-G

**FY 2018**  
**Wake Transit Work Plan**  
**Project Amendment Request Form**  
**Operating and/or Capital**

<b>FY START DATE</b>
7/1/2017

**Type of Amendment**Minor ☐Major ☒

Minor amendment – Required when there is:

Less than a 20% change to budget appropriations for projects equal to or over \$500,000.

Less than \$100,000 to a budget ordinance appropriation for projects less than \$500,000.

Any change that does not meet any criteria of a major amendment.

Major amendment - Required when there is:

A project requested to be added to the Work Plan

A project requested to be removed from the Work Plan

A cardinal change in scope as defined by the Federal Transit Administration

A transfer between budget ordinance appropriations that requests or requires equal to or more than a 20% change to a budget appropriation for projects equal to or over \$500,000

A transfer between budget ordinance appropriations that requests or requires equal to or more than a \$100,000 change to a budget appropriation for projects less than \$500,000

Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Multi-Year Bus Service Implementation Plan	GoTriangle	Erik Landfried	Base Year	\$ -
		<a href="mailto:elandfried@gotriangle.org">elandfried@gotriangle.org</a>	Recurring	\$ 1,426,126
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
July 1, 2017	June 30, 2018		Base Year	\$ -
			Cumulative	\$ -
<b>Project Description</b>	<b>Enter below a summary of the project amendment and impact on approved plan.</b>			
Funds were provided by GoTriangle, CAMPO and City of Raleigh in FY2017 for this project. These funds will fully fund the Multi-Year Bus Service Implementation Plan with expected completion by October 2018. Thus, no Wake Transit funds are required in FY18 for this study. The FY 2022 costs to update the Multi-Year Bus Service Implementation Plan is still needed.				
<b>1. Enter Wake Transit Project ID(s) to Increase</b>				

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

<b>2. Wake Transit Project ID(s) to Reduce</b>					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO002-G	Multi-Year Bus Service Implementation Plan	Transit Plan Administration	\$ 1,292,000		Remove the project from the FY18 Work Plan.
<b>TOTAL</b>			\$ 1,292,000	\$ -	

<b>3. Impact on Transit Plan Project Costs</b>			
From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.	Estimated Operating Cost	Current Year	\$ (1,292,000)
		Recurring	
	Estimated Capital Cost	Base Year	
		Cumulative	

<b>Project Justification / Business Case</b>	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?

Effective immediately.

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. 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)

c)

8. List any other relevant information not addressed.

N/A

9. Please enter estimated appropriations to support expenses identified above. Enter FY 2018 and the estimated annualized cost in FY 2019 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2020 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2020 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	1,426,126	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	-	-	-	-	1,426,126	-	-

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

CAPITAL COSTS	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Design		-	-	-	-	-	-
Construction - Implementation	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	-	-	-	-	-	-	-

*Assumptions for Costs and Revenues Above:*

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

There is an expected recurring cost in FY22 for the \$1,292,000 with an assumption of 2.5% growth per year. This is included in the table below at \$1,426,126 in FY22. There will be a need to update the Multi-Year Bus Service Implementation Plan in FY22.





This position is expected to be filled in January 2018, so this amendment requests one half year of salary and benefits in FY 2018 and 100% salary and benefits in future years.

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

If funded, this position will be assigned to analyze Wake Transit Plan activities in support of the Wake Transit Plan mission. If not funded, analysis will be performed by existing GoTriangle staff within limited time frames and with the minimal output.

**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) | Hire the position.  |
| b) | Manage, track and monitor service quality metrics and standards.  |
| c) | Make recommendations that enable strategic decision-making in support of the Wake Transit Plan mission. |

**8. List any other relevant information not addressed.**

Analyze Wake Transit Plan activities and make recommendations supporting the Wake Transit Plan mission - 40% of the time.

**9. Please enter estimated appropriations to support expenses identified above. Enter FY 2018 and the estimated annualized cost in FY 2019 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2020 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2020 and/or beyond, delete the calculation(s) in columns E-H.**

Cost Break Down of Project Request							
OPERATING COSTS	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes	59,300	-	-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>59,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

CAPITAL COSTS	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Design	-	-	-	-	-	-	-
Construction - Implementation	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Assumptions for Costs and Revenues Above:**

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

The \$209,300 listed under operating cost table above is what the T0002-Q should be reduced to.

Wake Transit Project ID #
TO002-18A-I

**FY 2018**  
**Wake Transit Work Plan**  
**Project Amendment Request Form**  
**Operating and/or Capital**

FY START DATE
7/1/2017

Type of Amendment      Minor ☒      Major ☐

Minor amendment – Required when there is:

Less than a 20% change to budget appropriations for projects equal to or over \$500,000.

Less than \$100,000 to a budget ordinance appropriation for projects less than \$500,000.

Any change that does not meet any criteria of a major amendment.

Major amendment - Required when there is:

A project requested to be added to the Work Plan

A project requested to be removed from the Work Plan

A cardinal change in scope as defined by the Federal Transit Administration

A transfer between budget ordinance appropriations that requests or requires equal to or more than a 20% change to a budget appropriation for projects equal to or over \$500,000

A transfer between budget ordinance appropriations that requests or requires equal to or more than a \$100,000 change to a budget appropriation for projects less than \$500,000

Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
1.0 FTE BRT Project Engineer	GoTriangle	Patrick McDonough	Base Year	\$ 75,000
		<a href="mailto:pmcdonough@gotriangle.org">pmcdonough@gotriangle.org</a>	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
January 1, 2018	On-Going		Base Year	\$ -
			Cumulative	\$ -
Project Description		Enter below a summary of the project amendment and impact on approved plan.		
<p><b>Scope Change:</b> In the original FY18 Wake Transit Work Plan, GoTriangle requested one (1) FTE to manage the Wake County Fixed Guideway Corridors Major Investment Study. Instead, GoTriangle intended to hire a BRT(Bus Rapid Transit) Project Engineer who will focus 100% on the implementation of the Wake Transit Plan.</p> <p><b>Budget Change:</b> This position will not be hired until at least January 1, 2018, so GoTriangle would like to release half the budget to cover the cost of a Creative Design Consultant submitted as a FY18 Budget Amendment.</p>				
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
TO002-A	Salaries and Benefits for 3.5 FTEs	Transit Plan Administration	\$ 75,000	\$ -	
TOTAL			\$ 75,000	\$ -	

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
			\$ (75,000)
		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?

GoTriangle is requesting to release one half year of funds to be used to cover the cost of a Creative Design Consultant submitted via a FY18 Budget Amendment. The original budget amount for this newly named position will recur in future years.

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. 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) Hire the newly named position
- b)
- c)

8. List any other relevant information not addressed.

N/A

9. Please enter estimated appropriations to support expenses identified above. Enter FY 2018 and the estimated annualized cost in FY 2019 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2020 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2020 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes	75,000		-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>75,000</b>	-	-	-	-	-	-

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

CAPITAL COSTS	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Design	-	-	-	-	-	-	-
Construction - Implementation	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

*Assumptions for Costs and Revenues Above:*

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

N/A

<b>Wake Transit Project ID #</b>
TO002-18A-J

**FY 2018**  
**Wake Transit Work Plan**  
**Project Amendment Request Form**  
**Operating and/or Capital**

<b>FY START DATE</b>
7/1/2017

Type of Amendment      **Minor** ☒      **Major** ☐

Minor amendment – Required when there is:

Less than a 20% change to budget appropriations for projects equal to or over \$500,000.

Less than \$100,000 to a budget ordinance appropriation for projects less than \$500,000.

Any change that does not meet any criteria of a major amendment.

Major amendment - Required when there is:

A project requested to be added to the Work Plan

A project requested to be removed from the Work Plan

A cardinal change in scope as defined by the Federal Transit Administration

A transfer between budget ordinance appropriations that requests or requires equal to or more than a 20% change to a budget appropriation for projects equal to or over \$500,000

A transfer between budget ordinance appropriations that requests or requires equal to or more than a \$100,000 change to a budget appropriation for projects less than \$500,000

Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Outreach/Marketing/Communications for Transit Plan Implementation	GoTriangle	Mike Charbonneau	Base Year	\$ 32,000
		<a href="mailto:mcharbonneau@gotriangle.org">mcharbonneau@gotriangle.org</a>	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
March 1, 2018	June 30, 2018		Base Year	\$ -
			Cumulative	\$ -
<b>Project Description</b>	<b>Enter below a summary of the project amendment and impact on approved plan.</b>			
To support the creation of the Wake Transit Annual Report, factsheets, signs, web graphics, advanced PowerPoints, a dashboard graphic, etc., GoTriangle is going to need to contract with a local creative firm. We do not have the manpower to support this type of work in-house, and it goes beyond the ability of public engagement consultant. A new budget request will be submitted in FY19 to continue this service.				
<b>1. Enter Wake Transit Project ID(s) to Increase</b>				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO002-D	Outreach, marketing and communications materials and services for Wake Transit Plan implementation	Transit Plan Administration/Implementation	\$ 32,000	\$ -	
<b>TOTAL</b>			<b>\$ 32,000</b>	<b>\$ -</b>	

<b>2. Wake Transit Project ID(s) to Reduce</b>					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO002-A	Salaries/Benefits for 3.5 FTEs	Transit Plan Administration	\$ 32,000	\$ -	Proposing to use a portion of this budget apportioned for the Project Engineer position but is not expected to be spent until the position is filled on or after January 1, 2018 leaving \$76,875 (six months of \$153,750 original budget)
<b>TOTAL</b>			<b>\$ 32,000</b>	<b>\$ -</b>	

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

<b>Project Justification / Business Case</b>	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?

We would like to hire the consultant in March 2018, so we are requesting a quarter year of funding for FY18. A separate FY19 Budget Request will be submitted for this consultant.

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

This request will facilitate outreach/marketing/communications. If it is not funded, outreach projects will be reduced or eliminated.

## 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) | Enter into contract with a creative design firm.                                     |
| b) | Production of the Annual Report.   |
| c) | Monthly production of outreach materials such as Factsheets, web graphics and signs. |

## 8. List any other relevant information not addressed.

N/A

## 9. Please enter estimated appropriations to support expenses identified above. Enter FY 2018 and the estimated annualized cost in FY 2019 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2020 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2020 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts	32,000		-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>32,000</b>	-	-	-	-	-	-

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

CAPITAL COSTS	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Design	-	-	-	-	-	-	-
Construction - Implementation	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Assumptions for Costs and Revenues Above:

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

The request is equivalent to having the creative firm on retainer at a cost of \$6,000 a month for the full year, plus an additional \$8,000 in reserve should we identify any additional creative support needs outside of the monthly scope.

<b>Wake Transit Project ID #</b>
TC001-18A-A

**FY 2018**  
**Wake Transit Work Plan**  
**Project Amendment Request Form**  
**Operating and/or Capital**

<b>FY START DATE</b>
7/1/2017

Type of Amendment      **Minor** ☒      **Major** ☐

Minor amendment – Required when there is:

Less than a 20% change to budget appropriations for projects equal to or over \$500,000.

Less than \$100,000 to a budget ordinance appropriation for projects less than \$500,000.

Any change that does not meet any criteria of a major amendment.

Major amendment - Required when there is:

A project requested to be added to the Work Plan

A project requested to be removed from the Work Plan

A cardinal change in scope as defined by the Federal Transit Administration

A transfer between budget ordinance appropriations that requests or requires equal to or more than a 20% change to a budget appropriation for projects equal to or over \$500,000

A transfer between budget ordinance appropriations that requests or requires equal to or more than a \$100,000 change to a budget appropriation for projects less than \$500,000

Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Acquisition of 8 Buses	GoTriangle	Brian McLean	Base Year	\$ -
		<a href="mailto:bmclean@gotriangle.org">bmclean@gotriangle.org</a>	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
March 2018	September 2019	Vehicles ordered in March 2018 are expected to be delivered 18 months later.	Base Year	\$ 4,000,000
			Cumulative	\$ -
<b>Project Description</b>	<b>Enter below a summary of the project amendment and impact on approved plan.</b>			
SCOPE CHANGE (non-cardinal): The original request was for eight (8) expansion vehicles at a cost of \$4,000,000. As adjustments have been made to anticipated service expansion, we have revised the forecasted need for expansion vehicles for service to begin in FY2019 to 3 vehicles. GoTriangle has sufficient contingency vehicles in its fleet to begin service expansion in FY2019 while the expansion vehicles are on order. The remaining five (5) vehicles originally approved in the FY2018 Workplan would be changed to replacements. GoTriangle has a need to replace 25 vehicles in FY2020. Based on the split of FY2016 GoTriangle revenue miles by county, we are requesting that forty percent (40%) of those vehicles would be funded using Wake Transit revenues. That amounts to ten (10) vehicles. We are delaying our vehicle order until after we receive the results of an Alternative Fuels Fleet Assessment in late January. Depending upon the results of the assessment the vehicles could be ordered in March 2018 or later if we need to initiate a new procurement.				
<b>1. Enter Wake Transit Project ID(s) to Increase</b>				

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

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

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

<b>Project Justification / Business Case</b>	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?

We are not changing the encumbrance of the funds. The reimbursement request would likely be in FY2020.



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

If this change in scope is not approved, then GoTriangle would only order the three (3) expansion vehicles that have an identified need. The replacement requests would be added to the project submittal for the FY2019 Workplan.

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)	Purchase order date
b)	Vehicle Delivery dates
c)	Dates placed in service

8. List any other relevant information not addressed.

N/A

9. Please enter estimated appropriations to support expenses identified above. Enter FY 2018 and the estimated annualized cost in FY 2019 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2020 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2020 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS	FY18	FY19	FY20	FY21	FY22	FY23	FY24
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 (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	-	-	-	-	-	-	-

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

CAPITAL COSTS	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Design	-	-	-	-	-	-	-
Construction - Implementation	-	-	-	-	-	-	-
Equipment	4,000,000	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>4,000,000</b>	-	-	-	-	-	-

*Assumptions for Costs and Revenues Above:*

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

GoTriangle allocates the appropriate share of vehicle replacements to Wake Transit funds based upon the FY2016 base year revenue miles by county. Forty percent (40%) of the FY2016 revenue miles were for GoTriangle service operated in Wake County.



## Wake County Transit Planning Advisory Committee TPAC Budget and Finance

**Financial Disposition: January 4, 2018**

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### **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*.

Additional review as to purpose, scope, and prioritization, including recommendations for approval or the need for additional review will be discussed at the January 17<sup>th</sup> TPAC Meeting. All minor and major budget amendments must be approved by the Capital Area Metropolitan Planning Advisory Committee (CAMPO) and GoTriangle executive boards.

### **Requested Items for Committee Disposition:**

Eight new positions were submitted for budget amendments. An additional position was previously budgeted, beginning in the FY 2017 budget, but was never filled. This position was submitted as a position reclassification and is requested to be filled for FY 2018 at a half year funding. Other amendments requested include a portion of vacant salary funding to be used for consulting services in FY 2018 and change to purchase 3 expansion vehicles and 5 replacement vehicles to meet current need as compared to the original 8 expansion buses programmed in the FY 2018 Wake Transit Plan.

### **Financial Impact:**

Based on the timing of the hires, the amount budgeted in FY 2018 in the salary reserve covers the amount requested in the budget amendments, leaving \$59,300 remaining in the FY 2018 budget for the salary reserve. The full year incremental impact of the positions is \$412,150. This amount has been included in the FY 2019 model.

The FY 2019 Draft Transit Work Plan shows these positions (as well as an additional 1/4-year funding for a Senior Engineer for the City of Raleigh) as staffing reserve contingent upon decisions made by the TPAC. The FY 2019 Draft Transit Work Plan also includes the full year of funding for the creative design consultant. Attached is a listing amendments submitted and the financial impact of the amendments for FY 2018 and FY 2019.

### FY18 Amendment Financial Impact

Ordinance Tag	Agency	Description	FY 2018 Adopted Budget	FY 2018 Proposed Amended Budget	FY18 Impact - Increase/ (Decrease)	FY19 Incremental Impact
Tax District Administration	Tax District (Go Triangle)	Budget and Financial Manager	\$ -	\$ 31,875	\$ 31,875	\$ 127,500
Tax District Administration	Tax District (Go Triangle)	Tax District Administrative Assistant	-	7,500	7,500	30,000
Transit Plan Administration	GoTriangle	Paralegal	-	41,250	41,250	82,500
Transit Plan Administration	GoTriangle	Wake Transit Program Director	-	50,000	50,000	150,000
Transit Plan Administration	GoTriangle	Wake Transit Administration Coordinator	-	16,875	16,875	67,500
Transit Plan Administration	GoTriangle	Performance Data Specialist	-	13,200	13,200	26,400
Transit Plan Administration	CAMPO	Wake Transit Program Manager	-	75,000	75,000	153,750
Transit Plan Administration	CAMPO	Transit Planner	-	75,000	75,000	153,750
Transit Plan Administration	Tax District (Go Triangle)	Reserve for additional staff	370,000	59,300	(310,700)	(379,250)
Transit Plan Administration	GoTriangle	BRT Project Engineer *	153,750	78,750	(75,000)	-
Transit Plan Administration	GoTriangle	Creative Design Consultant	97,500	129,500	32,000	-
<b>Total Financial Impact</b>			<b>\$ 621,250</b>	<b>\$ 578,250</b>	<b>\$ (43,000)</b>	<b>\$ 412,150</b>
Bus Acquisition	GoTriangle	Acquisition of 8 Buses**	\$ 4,000,000	\$ 4,000,000	\$ -	\$ -

\*- Title change from FY18 Adopted budget.

\*\* - Repurpose funds from eight (8) service expansion vehicles to a mix of eight (8) service expansion/replacement.

Major Amendments							
Amendment ID	Agency	Project Name	Original Budget	Amended Request	Comments		
					Wake County	Raleigh	Town of Cary
TO001-18A-A	GoTriangle	1.0 FTE Budget & Financial Manager		\$ 31,875	This request should be reviewed after the CTT and TPAC has reviewed the consultant's staffing plan and considered at a different B&F and TPAC than January.		
TO001-18A-B	GoTriangle	0.5 FTE Tax District Administrative Assistant		\$ 7,500	This request should be reviewed after the CTT and TPAC has reviewed the consultant's staffing plan and considered at a later B&F and TPAC meeting than January. Also, could the cost allocation attributed to this position be allocated similar to the cost allocation done for the ERP system (25% Wake Transit)?		
TO002-18A-A	CAMPO	1.0 FTE Wake Transit Program/Project Manager		\$ 75,000	and TPAC has reviewed the consultant's staffing plan and considered at a later B&F and TPAC meeting than January. This position is also written/scoped as a project manager in the budget request and the scope is different than tasks assigned appear different than in the staffing study.		
TO002-18A-B	CAMPO	1.0 FTE Wake Transit Planner		\$ 75,000	and TPAC has reviewed the consultant's staffing plan and considered at a later B&F and TPAC meeting than January. This position is shown in the table but not tasks assigned to it in the staffing report.		
TO0002-18A-C	GoTriangle	1.0 FTE Paralegal		\$ 41,250	This request should be reviewed after the CTT and TPAC has reviewed the consultant's staffing plan and considered at a later B&F and TPAC meeting than January.		
TO0002-18A-D	GoTriangle	1.0 FTE Wake Transit Program Director		\$ 50,000	This request should be reviewed after the CTT and TPAC has reviewed the consultant's staffing plan and considered at a later B&F and TPAC meeting than January. The tasks in the budget amendment form are different than in the staffing plan.		
TO0002-18A-E	GoTriangle	1.0 FTE Wake Transit Administration Coordinator		\$ 16,875	This request should be reviewed after the CTT and TPAC has reviewed the consultant's staffing plan and considered at a later B&F and TPAC meeting than January. This position description is not that different in duties from the administrative assistant.		
TO0002-18A-F	GoTriangle	1.0 FTE Performance Data Specialist		\$ 13,200	This request should be reviewed after the CTT and TPAC has reviewed the consultant's staffing plan and considered at a later B&F and TPAC meeting than January. The tasks in the budget amendment form are different than in the staffing plan. It is also not clear if this is for all Wake Transit services for just GoTriangle services.		
TO0002-18A-G	GoTriangle	MYBSIP	\$ 1,292,000	\$ -			

TO002-18A-H	Tax District/Vari ous	Reserve for Staff	\$ 370,000	\$ 59,300	The materials prepared by CAMPO show that the reserve for staffing line as \$230,000. This number needs to also account for CAMPOs use of reserve. The full year impact of all positions is \$791,400. This has been modeled in FY 2019.		<i>Response from TPAC Administrator: Amendment List revised to reflect what the Town of Cary proposed through their comment regarding the change of responsible agency for 'Reserve' from 'GoTriangle' to Various; Also revised the fiscal impact to denote the amount the Reserve would be reduced to.</i>  Why is the amendment matrix implying that GoTriangle is in control of or is the project sponsor for the staffing reserve? I know GoTriangle submitted a form implying this, but GoTriangle is not in control of how much staffing reserve is preserved based on their requests alone. GoTriangle’s requested reduction only matches up with what it is requesting to come out of the reserve and does not account for CAMPO’s request. Suggest removing GoTriangle as the responsible party for this and replacing with “Various” as reflected in the FY 2018 Wake Transit Work Plan. Also suggest adjusting the \$209,300 amount reflected in the FY19 Funding Impact column to account for what CAMPO is requesting, which reduces the amount attributable to major amendments to staffing to \$59,300. The way this is currently laid out in the matrix is confusing and doesn’t reflect the true impact of staffing requests on the FY 2018 reserve. The staffing allocation change reflected in the proposed minor amendments will also have an impact on modifying what is left of the reserve.
Minor Amendments							
Amendment ID	Agency	Project Name	Original Budget	Amended Request	Comments		
					Wake County	Raleigh	Town of Cary
TO001-18A-I	GoTriangle	1.0 FTE BRT Engineer	\$ 153,750	\$ 78,750	This is not a minor amendment as it is a change in scope. Also, project sponsors have not been selected for the BRTs; GoRaleigh's request for a project engineer was budgeted as reserve for the Draft 19 Work Plan under the tax district until project sponsors are decided. Could these funds be submitted as a scope change and fund one of the other positions requested?	Transit Agencies have generally been silent on other providers requests for positions; however, our request for a Project Engineer in FY2019 was met with resistance and this position is currently in FY2019 reserve. This was due to the determination that “Project” related positions would not be funded until Project sponsors were chosen within the Bus Implementation and MIS Studies. I am confused on the logic for an amendment approval for a GoTriangle Project Engineer position in FY2018 when our identical FY2019 request is in reserve. It would seem that the TPAC should be consistent with an approach; either they would approve both for funding beginning in January of 2018 and July of 2018 respectively or all agencies would wait for the determination of project sponsors as previously described.	The Town of Cary supports the release of \$75K from the GoTriangle FTE that was originally scoped to manage the Fixed Guideway Corridors MIS. However, the Town <b><u>does not support</u></b> the repurposing/re-scoping of this FTE to “BRT Project Engineer.” GoTriangle should not have a BRT project engineer added to the work plan unless GoTriangle has been identified as a project sponsor or co-sponsor in some capacity for one or more of the proposed BRT projects. This position was intended to generally be a “Project Engineer” to manage the MIS and to potentially transition into a general project engineer FTE resource for CRT or BRT development, should GoTriangle be assigned a project sponsor for either of those technologies, and minimally for GoTriangle’s implementation of bus infrastructure projects as a transit provider, which would be similar to Raleigh’s and Cary’s already approved FTEs for implementing their projects. There is no reason at this point in our planning processes for GoTriangle to have a project engineer specified as “BRT Project Engineer.”

TO001-18A-J	GoTriangle	Creative Design Consultant	\$ 97,500	\$ 129,500	How much of the \$97,500 has been spent to date of the FY 18 appropriation before approving the amendment. A full year was funded in the draft 19 work plan. Also, the bus plans and MIS have marketing funds. This is also a change in scope and not a minor amendment.	I do not feel that outside agencies are in a position to determine another agencies staffing needs but I would like a better understanding for how this position will be utilized. The Wake Transit Plan will have many peaks and valleys as our need for labor and special skills escalates and deescalates as the plan is implemented. This should be met with a combination of contracted and in-house services. The marketing and promotion of the Wake Transit Plan will be extremely important as we continue to communicate our efforts to the citizens of Wake County; GoTriangle has been tasked with this major endeavor. As we fund short term needs we must not forget about the future implementation of major capital projects and the Marketing / Design / Community Engagement efforts that will be required by the implementing agencies. GoRaleigh provides twice as many peak fixed route buses as any other provider in Wake County, with such a large existing and anticipated future transit presence I want to ensure our resources are used wisely and that we consider future needs and funding.	For the creative design consultant, from what source is the “FY 18 Original funds” coming? The FY 2018 work plan budget sets aside \$97,000 for Project TO002-D (Outreach/Marketing/Communications for Transit Plan Implementation), not \$97,500 as indicated in the amendment matrix. Is this supposed to be \$97K? The accounting as presented here seems to be off a bit. Consequently, the total request for this budget line would be \$129K and not \$129,500.  Is the intent of this amendment to retain what was originally scoped for the project covered by this budget line and include additional financial resources for the creative design consultant, or is it to supplant the original scope with a creative design consultant for different things? It is not clear what is being proposed for this amendment versus what is being retained for the scope of the project covered by this budget line.
TC001-18A-A	GoTriangle	Acquisition of 8 Buses (Scope Change)	\$ 4,000,000	\$ 4,000,000	Agree that this is a non cardinal scope change, but request as part of this amendment and FY 19 budget requests that GoTriangle submit a bus replacement plan that contemplates replacements by year and funding source (Wake/DurhamOrange/Regional)		
General Comments Received							
Agency	Comment						
Town of Cary	There should be the elimination of Project TO002-K (Community Funding Areas Program Management Plan), which was budgeted at a cost of \$175K. This is a task that is being covered by the funding contributions from Raleigh, CAMPO and GoTriangle that fall outside of the tax district’s purview. This task and the MYBSIP task were both assumed to be covered by the funding provided by these parties in FY 2017 to kick start the planning we needed to do.						
Town of Cary	Is the major/minor amendment determination based on an annualized amount, or the amount of the amendment request in the current year? It is feasible to have an amendment that would be considered "minor" based on the amount requested in FY18, but would be considered major when looking at the annualized change in future years.						