



GoTriangle
 Operations & Finance Committee
 May 06, 2021
 8:30 am-10:00 am Eastern Time

Based on NC safer at home executive orders in response to COVID-19, the GoTriangle Operations & Finance Committee will meet remotely on Thursday, May 6, 2020, at 8:30 am.

Click here to: Join Webex Meeting
Meeting Number / Access code: #171 387 2144
Password: 1234
Or dial: +1 415-655-0003

I. Call to Order and Adoption of Agenda

(1 minute Vivian Jones)

ACTION REQUESTED: Adopt agenda with any changes requested.

II. Draft Minutes - April 1, 2021

(1 minute Michelle Dawson)

ACTION REQUESTED: Approve minutes.

III. Wake Transit Performance Tracker Overview and Beta Test Invitation

(10 minutes Sharon Chavis)

Stephanie Plancich, CAMPO

IV. Wake Transit FY21 Q4 Amendments

(10 minutes Steven Schlossberg)

ACTION REQUESTED: Recommend Board approval of the FY21 Q4 Wake Transit Work Plan amendments.

Budget Change Impact

TPAC Memorandum

V. Durham County Transit Plan Amendments

(5 minutes Praveen Sridharan)

ACTION REQUESTED: Recommend Board approval of the FY21 Durham County Transit Workplan budget amendments.

Budget Change Impact

Detailed Staff Working Group agenda

VI. Orange County Transit Plan Amendments

(5 minutes Praveen Sridharan)

ACTION REQUESTED: Recommend Board approval of the FY21 Orange County Transit Workplan budget amendments.

Budget Change Impact

Documentation Submitted to SWG

VII. Vehicle Purchase Authorization

(5 minutes Brian Mclean)

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

VIII. Audit Contract

(5 minutes Sandra Freeman)

ACTION REQUESTED: Recommend Board approval

IX. FY21 Q3 Financial Results

(10 minutes Sandra Freeman)

X. FY22 Budget

(20 minutes Sandra Freeman)

XI. Adjournment

(Vivian Jones)

**GoTriangle Board of Trustees
Operations & Finance Committee Meeting Minutes
April 1, 2021
Held Remotely via WebEx**

Committee Members Present:

Corey Branch
Vivian Jones, Committee Chair
Michael Parker
Steve Schewel
Stelfanie Williams

Committee Members Absent:

Valerie Jordan
Jennifer Robinson

Other Board Members Present:

Will Allen III
Sig Hutchinson

Committee Chair Vivian Jones called the meeting to order at 8:32 a.m. A quorum was present.

I. Adoption of Agenda

Action: A motion was made by Parker and seconded by Schewel to adopt the agenda.

II. Approval of Minutes

Action: A motion was made by Branch and seconded by Parker to approve the minutes of the March 4, 2021, meeting.

Action: Upon vote by roll call, the two prior motions were carried unanimously.

III. RTP Connect Pilot Evaluation

Jennifer Green’s presentation is attached and hereby made a part of these minutes. She shared the history of service in the Research Triangle Park area, which began as fixed route shuttle service and served about 180 riders per day up until 2016. She said at that time ridership began to decrease rapidly. In 2018 GoTriangle initiated its first pilot with OnDemand microtransit service; however, ridership continued to decline with complaints about long wait times and long travel times.

The RTP Connect pilot program began in August 2019. Service is provided through a partnership with Uber and Lyft. Customers book trips directly through the providers’ mobile application and receive up to \$10 off trips that meet the program criteria: trips must start or end at the RTC and connect to any points

within the RTP zone. In February 2021 the zone was extended to include Boxyard RTP, made possible by a partnership with Research Triangle Foundation.

Scott Levitan, president and CEO of Research Triangle Foundation, expressed appreciation to GoTriangle for the partnership and stated he believes Boxyard RTP will generate a tremendous ridership increase for RTP Connect.

Green reviewed the goals and objectives of the pilot program and key findings:

- *Increase ridership within the RTP service area*
 - *Increase daily passenger trips* – Ridership immediately increased to 99 passengers per day, but plummeted to 15 in March 2020 due to the Covid-19 pandemic. Indications shows there is potential to reach the goal of 180 passengers per day.
 - *Improve service productivity* – This metric has remained stable or increased as trips are only provided when requested.
- *Provide a cost effective service*
 - *Reduce GoTriangle expenses* – GoTriangle resources within the RTP area have been reduced and reallocated to higher ridership express services.
 - *Reduce subsidy per trip* – Cost per passenger is below \$10.
- *Provide first/last mile connections to-and-from the Regional Transit Center*
 - *Most customers transfer to regional transit routes* – Based on a study by a UNC graduate student researcher in February 2020, up to a third of the RTP Connect trips are not connecting to transit and 20% of customers are taking two RTP Connect trips in their one-way journey.
 - *Encourage new customers to use transit* – 43% of RTP Connect riders are new transit riders to GoTriangle, attracting new riders at a higher rate than the system average.
- *Improve customer satisfaction*
 - *Customers report high satisfaction* – 83% of customers rater the service very high, noting the benefits of saving money and providing access to folks without a car. RTC wait times and lack wayfinding are listed as the biggest negatives.
- *Provide equitable transit access*
 - *Improve transit access for underserved populations* – The rider base is comparable to the base for the RTP with the exception of lower participation for the black population in the pilot compared to RTP shuttles.

Green stated that evaluation of key performance metrics against targets has shown the RTP Connect to be successful in meeting the program goals. She highlighted additional considerations of the program:

- Lyft and Uber currently do not offer shared rides, so GoTriangle can't submit the passenger trips to the National Transit Database.
- Lack of data availability about deadhead miles makes the environmental impacts of the partnership with ride hailing companies unclear.
- The planning and implementation of the pilot program has required participation of staff in many GoTriangle departments.

Green stated that staff, in collaboration with the Research Triangle Foundation, will be developing a proposal for permanent service design in the next few months, followed by procurement of services for the next phase of RTP Connect. She said that other areas within the GoTriangle service area have been identified for further study for OnDemand service and collaboration with other entities initiating microtransit.

Steve Schewel asked for more into about the challenge of environmental reporting related to the deadhead miles. Green explained that deadhead miles are the times between customer drop-off and when the next rider is picked up (non-revenue service). She said there is no data for this time, but some studies estimate it to be 40% of total revenue hours. Matthew Frazier added that this suggests ride hailing services could increase vehicle miles traveled rather than reduce it. He said this needs to be evaluated in more detail, but the data is not available. Green said adding shared rides is something that would be of interest in the next phase and could lower those deadhead miles.

Schewel reference the statistic that one third of the trips were not connecting to transit and asked the goal. Green stated when the pilot was proposed initially the Board wanted to focus on the first/last mile. She said this number indicates other purposes for the program and different trip purposes such as providing mobility from apartments surrounding RTP and for employees trying to reach other services throughout the day.

Levitan suggested the data could help in approaching apartment owners for additional support of the program.

Schewel added he looks forward for additional information on the equity impacts of the service. Green shared that initial exploration indicate warehouse jobs in the RTP area whose shift times do not match the hours of the RTP Connect program, which was set up to support the nine to five commuter market into RTP. She said longer service hours and more days of the week are things to explore for the program.

IV. Sole Source Purchase of Streets CAD/AVL System

Patrick Stephens requested approval of a sole source contract with Trapeze Software Group, DBA Trip Spark Technology, for the replacement of GoTriangle's

CAD system. He said the initial project budget was \$3 million, but the expected cost is \$2.875 million, which includes installation and first year maintenance and hosting fees and contingency. Stephens added that the current AVL system is no longer supported by the vendor. He justified the request for a sole source after a Request for Information determined that no single vendor could integrate our Trapeze current systems without some replacement or duplication. He said this purchase will improve service delivery through better route management and have better integration with the maintenance, scheduling and yard management systems.

Michael Parker asked if there are opportunities to coordinate with other systems in the region using this kind of software. Stephens said Cary also uses Trapeze, Raleigh a different system and Durham is in the process of researching. Parker responded that he would like to see the different transit systems in the region work more effectively together.

Action: On motion by Parker and second by Schewel the Committee voted to recommend Board approval of a Sole Source purchase and award a contract to Trapeze Software Group Inc., dba TripSpark Technologies, for the replacement of GoTriangle's computer aided dispatch and automatic vehicle location (CAD/AVL) for a maximum dollar amount of \$2,875,000, and authorize the President/CEO to execute the contract consistent with those terms. Upon vote by roll call, the motion was carried unanimously.

V. Classification & Compensation Study

Kristen Dixon shared data regarding GoTriangle's workforce as context for the recommendations from the classification and compensation study:

- GoTriangle has 252 employees, with an average tenure of 7 years.
- 80% is over age 40 with 25% at or approaching retirement eligibility.
- Current policy allows for payout of up to 75% sick leave balance at separation totaling over \$160,000 in 2019-2020.
- GoTriangle spent \$2.7 million in overtime costs from 2018-2020, with costs increasing 148% from 2016 to 2019; overtime grew on average 37% annually since 2016 (with the exception of 2020 due to Covid-19).
- GoTriangle has 34 different salary grades and just over 85 different jobs.
- 63% of GoTriangle's workforce was hired into a position with a starting rate of \$15.25 per hour or below.
- GoTriangle had 131 separations from 2019-2020: 65% were voluntary, 91 were in positions earning \$15.25 per hour or less, 75 were in the operations department.
- Operations has the highest turnover rate with separations typically occurring within 3.5 years.

- Operator pay was last adjusted in 2017; training rate is \$13-14.50 per hour based on experience.

Mark Holcomb of Evergreen Solutions presented the study findings and recommendations, which are attached and hereby made a part of these minutes.

Holcomb explained the process of the study and said in addition to the recommendations today, next steps will include updated job descriptions and FLSA determinations, the creation of career ladders for select departments and recommendations for policy revisions.

Holcombe shared the following takeaways from the employee survey:

- Job stability was the top reason given for employee satisfaction.
- Employees also find satisfaction from work that contributes to their community with meaningful work and the benefits package.
- Health insurance is the top benefit as rated by employees, followed by paid time off and the retirement plan.
- Over 70% of employees believe their job is important and believe in the mission and purpose of GoTriangle.
- Approximately 85% of employees do not have a clear path to promotion.
- Employees’ priorities for the study were related to individual pay – merit increase percentage, annual base pay and pay ranges of classifications

Holcombe said GoTriangle’s current pay structure is well-defined with a simple and consistent progression between grades. He also praised GoTriangle for progressing employees along the ranges. He noted several weaknesses:

- More than 20% of employees are capped at the maximum of their range
- 16% of employees are approaching grade maximum
- 10% of employees are near their grade minimum, most in operations

The following peers were surveyed:

NCDOT	Raleigh
GoDurham	Durham
Raleigh Transit Authority	Charlotte
FAST (Fayetteville)	Cary
GRTC (Richmond)	Wake County
Sound Transit (Seattle)	Durham County
COTA (Columbus)	University of North Carolina
DART (Dallas)	NC State University

Results:

- GoTriangle pay ranges significantly lag the market at minimums and also lag at the midpoints; ranges are more competitive at the maximum of the range.
- GoTriangle's employee-only health care cost is cheaper for employees than the market average.
- GoTriangle's contribution to retirement accounts is higher than peer average.
- GoTriangle's vacation and sick time accruals match the market, but payouts upon separation are significantly more generous.
- GoTriangle's annual tuition reimbursement amount is significantly lower than peer average.

Recommendations:

- Update pay plan with 10% increase to the minimum, midpoint and maximum.
- Make individual reclassification and pay grade reassignments for positions even further behind market average.
- Implement \$15 per hour starting wage.
- Implement methodology for realignment based on employees' time with GoTriangle.
- Update job descriptions and FLSA status.
- Develop career ladders for certain departments.
- Consider policy changes to bring benefits closer in line with the market.

Additional recommendations for transit operations:

- Increase starting wage to \$17 per hour.
- Speed up progression between levels for high performing employees.
- Implement new \$200 semi-annual performance bonus for operators, service attendants and customer information specialists.

Holcombe estimated the total annual recurring cost for all the recommendations at just under \$250,000.

Corey Branch asked if staff had reviewed these recommendations and when could they reasonably be implemented. Charles Lattuca responded that the recommendations would be incorporated into the FY22 budget.

Stefanie Williams asked if GoTriangle conducts exit surveys and if that information was made available to Evergreen. She also encouraged GoTriangle to consider about pathways to employment particularly in regards to operators. Carolyn Lyons responded that exit discussions are held with employees, but the

information was not shared with Evergreen; however, it is being used in a parallel project related to diversity and inclusion.

Williams asked if that is something Evergreen would typically look at in their studies. Lyons stated that it was considered but her experience is most employees leave because there is no opportunity for advancement. She noted this did come out in the employee survey conducted by Evergreen.

Parker asked about working conditions and environment for operators working split shifts. Patrick Stephens responded GoTriangle provides sleep rooms and break rooms for operators. He said some agencies are providing fitness rooms and study rooms.

Schewel also encouraged GoTriangle to be involved in trying to create a pipeline for jobs. He added that the city and county of Durham have adopted a minimum livable wage of \$16.98 per hour.

Vivian Jones asked if there are plans for conducting a regular classification and compensation study. She shared that the town of Wake Forest surveys a third of its positions every year to keep from getting behind.

Action: On motion by Parker and second by Branch the Committee voted to recommend that the Board approve the 2021 Classification and Compensation Pay Plan and designate the President/CEO the authority to administer the new Plan based on the findings of the Study. Upon vote by roll call, the motion was carried unanimously.

VI. FY22 Budget

Sandra Freeman presented updated information on the FY22 budget, which is attached and hereby made a part of these minutes. She noted that the recommendations from the classification and compensation study had not been incorporated into the budget, but would be for the April budget workshop.

Freeman said since the last meeting staff had identified \$4.5 million in additional grant revenue, in addition to reducing department expenses, bringing the projected budget deficit to \$246,000. She pointed out the budget does not include any capital at this point. She also said the budget assumes the resumption of fare collection on July 1.

Freeman asked for direction on moving forward to increase GoTriangle's share of the vehicle rental tax that also is split with the three county transit plans. Parker stated his concerned with making changes to the split this late in the budget preparation cycle. He suggested starting the conversations this year for implementation in FY23.

Freeman stated that staff would continue to make sure all sources of revenue have been identified and also potential for further reductions in expenditures. Additionally, capital requests will be considered, focusing on available grant revenue to fund those.

VII. Adjournment

Action: Committee Chair Jones adjourned the meeting at 10:10 a.m.

Vivian Jones, Committee Chair

Attest:

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

Draft

MEMORANDUM

TO: GoTriangle Board of Trustees Operations & Finance Committee
FROM: Finance & Administrative Services
DATE: April 21, 2021
SUBJECT: Wake Transit FY 2021 Q4 Wake Transit Work Plan/Budget Amendment

Strategic Objective or Initiative Supported

Implement the Wake Transit Plan with Transit Planning Advisory Committee.

Action Requested

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

Background and Purpose

Seven (7) major amendments

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

One (1) minor amendment

1. Increase Midday Frequencies on Pre-Existing Routes

Included in these attachments has been submitted for approval:

- Memorandum from TPAC Administrator
- Proposed FY 2019 Q1 Amendment List
- Detailed Individual Project Amendment Request
- TPAC Budget & Finance committee Disposition Memo & Table Summary

At the time of the Operations & Finance Committee receiving this item, TPAC will have reviewed and recommended this amendment to both the CAMPO Executive Board and the GoTriangle Board of Trustees. The CAMPO Executive Board will be reviewing this item during the May 19th Executive Board Meeting.

Financial Impact

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

Attachments

- Budget change impact
- TPAC memorandum and background

Staff Contacts

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



FY21 Budget Change Impact -Wake Transit Plan

	<u>Revenue</u>	<u>Expenditures</u>	<u>Reserve/Cash Impact</u>	<u>Fund Affected</u>	<u>Comments</u>
FY21 Approved Budget	\$ 228,095,113	\$ 208,239,169	\$19,855,944		
Amended FY21 Budget (Jan 2021)	\$ 237,394,923	\$ 217,538,979	\$ 19,855,944		
Town of Wake Forest (Community Funding Area - Operating)	-	19,266	19,266	43	Add Saturday Service to the Wake Forest Reverse Circulator
City of Raleigh (GoRaleigh - Capital)	-	500,000	500,000	43	Allocate funds to the City of Raleigh's New Bern BRT project to incorporate Art
Project Capital Reserve	(1,200,000)	(1,200,000)	0	43	Eliminate the funding allocation for the local match to purchase Alternative Fuel Vehicles
Prior Year Reserve	519,266	-	(519,266)	43	Allocate prior year fund balance for FY21-Q4 Amendments
Changes from Amendments	\$ 236,714,189	\$ 216,858,245	\$ 19,855,944		

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

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

To: Wake County Transit Planning Advisory Committee (TPAC)

Date: 4/13/2021

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

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

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

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

Attached to this memorandum are the following:

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

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

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

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

REQUESTED MAJOR/MINOR AMENDMENTS

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

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

Distributed for Public Comment on 3/19/2021

Public Comments Accepted Through 4/18/2021

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



Wake County Transit Planning Advisory Committee TPAC Budget and Finance

Financial Disposition: April 6, 2021

Discussion:

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

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

Requested Items for Committee Disposition:

Major Amendment – Seven (7) Amendments

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

Minor Amendment – One (1) Amendment

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

Financial Impact of Proposed Amendments:

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

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

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

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

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

FY21-Q4 Amendment Financial Impact

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

Wake Transit Project ID #
TO005-AA

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

FY START DATE
7/1/2020

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

Minor amendment – Required when there is:

- A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000
- A transfer of funds between budget ordinance appropriations bus requires less than a \$100,000 change to a project appropriation for projects less than \$500,000
- Any change that does not meet any criteria of a major amendment

Major amendment - Required when there is:

- A project requested to be added to the Work Plan
- A project requested to be removed from the Work Plan
- Significant changes in scope of funded project
- A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000
- A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project appropriation for projects less than \$500,000
- Any change that requires a change in budgeted reserves or fund balance

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

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

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

2. Wake Transit Project ID(s) to Reduce

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

3. Impact on Transit Plan Project Costs

From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.	Estimated Operating Cost	Current Year	\$ 19,266
		Recurring	
	Estimated Capital Cost	Base Year	\$ -
		Cumulative	\$ -

Project Justification / Business Case Provide responses to 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?

The requested funds would be for FY2021 and future fiscal years.

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

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

7. List below the Key Performance Indicators (deliverables) while this project is in progress. These performance measures will be reported quarterly. Are these the same measures as currently being reported?

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

8. List any other relevant information not addressed.

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

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

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

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

CAPITAL COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Design/NEPA	\$ -	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	-	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

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

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

Wake Transit Project ID #
TO004-B

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

FY START DATE
7/1/2020

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

Minor amendment – Required when there is:

A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000

A transfer of funds between budget ordinance appropriations but requires less than a \$100,000 change to a project appropriation for projects less than \$500,000

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

Major amendment - Required when there is:

A project requested to be added to the Work Plan

A project requested to be removed from the Work Plan

Significant changes in scope of funded project

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

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

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

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

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

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

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

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

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

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

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

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

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

7. List below the Key Performance Indicators (deliverables) while this project is in progress. These performance measures will be reported quarterly. Are these the same measures as currently being reported?

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

8. List any other relevant information not addressed.

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

Cost Break Down of Project Request							
OPERATING COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other: Administrative							
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
TOTAL OPERATING COSTS	-	-	-	-	-	-	-

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

CAPITAL COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Design/NEPA	\$ -	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	-	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

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

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

Wake Transit Project ID #
TO005-BI

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

FY START DATE
7/1/2020

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

Minor amendment – Required when there is:

- A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000
- A transfer of funds between budget ordinance appropriations bus requires less than a \$100,000 change to a project appropriation for projects less than \$500,000
- Any change that does not meet any criteria of a major amendment

Major amendment - Required when there is:

- A project requested to be added to the Work Plan
- A project requested to be removed from the Work Plan
- Significant changes in scope of funded project
- A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000
- A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project appropriation for projects less than \$500,000
- Any change that requires a change in budgeted reserves or fund balance

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

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

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

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

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

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

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

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

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

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

7. List below the Key Performance Indicators (deliverables) while this project is in progress. These performance measures will be reported quarterly. Are these the same measures as currently being reported?

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

8. List any other relevant information not addressed.

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

Cost Break Down of Project Request							
OPERATING COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other: Administrative							
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
TOTAL OPERATING COSTS	-	-	-	-	-	-	-

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

CAPITAL COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Design/NEPA	\$ -	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	-	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

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

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

Wake Transit Project ID #
TO005-H

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

FY START DATE
7/1/2020

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

Minor amendment – Required when there is:

- A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000
- A transfer of funds between budget ordinance appropriations bus requires less than a \$100,000 change to a project appropriation for projects less than \$500,000
- Any change that does not meet any criteria of a major amendment

Major amendment - Required when there is:

- A project requested to be added to the Work Plan
- A project requested to be removed from the Work Plan
- Significant changes in scope of funded project
- A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000
- A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project appropriation for projects less than \$500,000
- Any change that requires a change in budgeted reserves or fund balance

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

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO004-H	New Route - Weston Parkway	Bus Operations	\$ -		This is a scope change only. There is no financial impact to FY21. A corrected budget for FY22 has already been submitted as a comment to the FY22 Draft Work Plan.
TOTAL			\$ -	\$ -	

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

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

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

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

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

This is a scope adjustment is for FY21. In previous work plans, the scope was inaccurately described as having non-peak frequencies of 60 minutes and peak frequencies of 30 minutes. This should be revised to included 30-minute frequencies for the full span of service, to match the rest of our service. There is no financial impact in FY21. A corrected budget for FY22 has been submitted as a comment on the Draft Work Plan.

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

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

7. List below the Key Performance Indicators (deliverables) while this project is in progress. These performance measures will be reported quarterly. Are these the same measures as currently being reported?

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

8. List any other relevant information not addressed.

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

Cost Break Down of Project Request							
OPERATING COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other: Administrative							
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
TOTAL OPERATING COSTS	-	-	-	-	-	-	-

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

CAPITAL COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Design/NEPA	\$ -	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	-	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

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

Wake Transit Project ID #
TC001-G

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

FY START DATE
7/1/2020

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

Minor amendment – Required when there is:

- A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000
- A transfer of funds between budget ordinance appropriations bus requires less than a \$100,000 change to a project appropriation for projects less than \$500,000
- Any change that does not meet any criteria of a major amendment

Major amendment - Required when there is:

- A project requested to be added to the Work Plan
- A project requested to be removed from the Work Plan
- Significant changes in scope of funded project
- A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000
- A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project appropriation for projects less than \$500,000
- Any change that requires a change in budgeted reserves or fund balance

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

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

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

2. Wake Transit Project ID(s) to Reduce

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TC001-G	Alternative Fuel Vehicle Acquisition	Vehicle Acquisition	\$ (1,200,000)	\$ -	
TOTAL			\$ (1,200,000)	\$ -	

3. Impact on Transit Plan Project Costs

From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.	Estimated Operating Cost	Current Year	\$ -
		Recurring	\$ -
	Estimated Capital Cost	Base Year	\$ (1,200,000)
		Cumulative	\$ -

Project Justification / Business Case Provide responses to *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?

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

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

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

7. List below the Key Performance Indicators (deliverables) while this project is in progress. These performance measures will be reported quarterly. Are these the same measures as currently being reported?

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

8. List any other relevant information not addressed.

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

Cost Break Down of Project Request							
OPERATING COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other: Administrative							
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
TOTAL OPERATING COSTS	-	-	-	-	-	-	-

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

CAPITAL COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Design/NEPA	\$ -	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	-	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

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

Wake Transit Project ID #
TC005-A4

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

FY START DATE
7/1/2020

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

Minor amendment – Required when there is:

- A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000
- A transfer of funds between budget ordinance appropriations but requires less than a \$100,000 change to a project appropriation for projects less than \$500,000
- Any change that does not meet any criteria of a major amendment

Major amendment - Required when there is:

- A project requested to be added to the Work Plan
- A project requested to be removed from the Work Plan
- Significant changes in scope of funded project
- A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000
- A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project appropriation for projects less than \$500,000
- Any change that requires a change in budgeted reserves or fund balance

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

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

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

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

Project Justification / Business Case Provide responses to 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?

N/A

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

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

7. List below the Key Performance Indicators (deliverables) while this project is in progress. These performance measures will be reported quarterly. Are these the same measures as currently being reported?

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

8. List any other relevant information not addressed.

N/A

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

Cost Break Down of Project Request							
OPERATING COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other: Administrative							
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
TOTAL OPERATING COSTS	-	-	-	-	-	-	-

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

CAPITAL COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Design/NEPA		-	-	-	-	-	-
Construction							
Equipment		-	-	-	-	-	-
Other (unallocated contingency)							
Land - Right of Way		-	-	-	-	-	-
TOTAL CAPITAL COSTS	-	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

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

Wake Transit Project ID #
TC005-A1

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

FY START DATE
7/1/2020

Type of Amendment Minor Major

Minor amendment – Required when there is:

- A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000
- A transfer of funds between budget ordinance appropriations bus requires less than a \$100,000 change to a project appropriation for projects less than \$500,000
- Any change that does not meet any criteria of a major amendment

Major amendment - Required when there is:

- A project requested to be added to the Work Plan
- A project requested to be removed from the Work Plan
- Significant changes in scope of funded project
- A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000
- A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project appropriation for projects less than \$500,000
- Any change that requires a change in budgeted reserves or fund balance

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

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

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

2. Wake Transit Project ID(s) to Reduce

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

3. Impact on Transit Plan Project Costs

From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.	Estimated Operating Cost	Current Year	\$ -
		Recurring	\$ -
	Estimated Capital Cost	Base Year	\$ 500,000
		Cumulative	\$ 28,750,000

Project Justification / Business Case Provide responses to 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?

Full year of funding

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

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

7. List below the Key Performance Indicators (deliverables) while this project is in progress. These performance measures will be reported quarterly. Are these the same measures as currently being reported?

- a)

Date RFP/RFQ released for 30-100% design
--
- b)

Date contract awarded for 30-100% design
--
- c)

Date contract awarded for construction
--

8. List any other relevant information not addressed.

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

Cost Break Down of Project Request							
OPERATING COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other: Administrative							
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
TOTAL OPERATING COSTS	-	-	-	-	-	-	-

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

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

Assumptions for Costs and Revenues Above:

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

WAKE COUNTY TRANSIT PLAN: IMPLEMENTATION

Joint Disposition and Voting Record

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

April 6, 2021 – 2:30pm-4:30pm

Per the Wake Transit Plan Amendment Policy, the TPAC Budget & Finance and Planning & Prioritization Subcommittees are tasked with jointly reviewing the quarterly Work Plan draft amendment list and amendment request forms when Major Amendment requests are submitted. The subcommittees consider appropriateness of changes in scope and, if applicable, financial choices and tradeoffs associated with the proposed amendments and create a disposition for TPAC consideration. Upon review of the disposition and related amendment requests, the TPAC will make recommendations to the GoTriangle Board of Trustees and CAMPO Executive Board for approval or disapproval of requested amendments to the Work Plan. Following is the voting record and disposition from the joint meeting of the Budget & Finance and Planning & Prioritization Subcommittees held on April 6th, where the requested amendments were reviewed.

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

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

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

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

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

WAKE COUNTY TRANSIT PLAN: IMPLEMENTATION

Joint Disposition and Voting Record

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

April 6, 2021 – 2:30pm-4:30pm

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

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

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

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

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

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

WAKE COUNTY TRANSIT PLAN: IMPLEMENTATION

Joint Disposition and Voting Record

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

April 6, 2021 – 2:30pm-4:30pm

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

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



Connecting all points of the Triangle

MEMORANDUM

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

Strategic Objective or Initiative Supported

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

Action Requested

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

Background and Purpose

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

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

Financial Impact

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

Attachments

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

Staff Contacts

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



PO Box 13787
Research Triangle Park, NC 27709
P: 919.485.7510 | F: 919.485.7547

www.gotriangle.org

FY21 Budget Change Impact - Durham Transit Plan

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

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



Connecting all points of the Triangle

MEMORANDUM

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

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

FROM: Jennifer Hayden, GoTriangle

DATE: February 17, 2021

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

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

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

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

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



February 16, 2021

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

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

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

Summary of Project Requests (Administration and Operations)

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





Connecting all points of the Triangle

March 23, 2021

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

Action Requested

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

Issues and Background

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

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

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

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

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

Financial Impact

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

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

Attachment

- 21GOTCO02 Durham Bus Plan FY21 Project Sheet

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

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

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

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

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

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

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

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



Connecting all points of the Triangle

MEMORANDUM

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

Strategic Objective or Initiative Supported

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

Action Requested

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

Background and Purpose

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

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

Financial Impact

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

Attachments

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

Staff Contacts

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



PO Box 13787
Research Triangle Park, NC 27709
P: 919.485.7510 | F: 919.485.7547

www.gotriangle.org

FY21 Budget Change Impact - Orange Transit Plan

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

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

The determination of Chapel Hill Transit share and Orange County Public Transit share is made each year based upon the most recently audited annual expenditures for bus service by both



Connecting all points of the Triangle

MEMORANDUM

TO: Nicholas Pittman, CHT
 Theo Letman, OPT

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

FROM: Jennifer Hayden, GoTriangle

DATE: March 15, 2021

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

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

The FY2021 final ICES allocation is as follows:

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

GoTriangle will prepare a budget amendment.

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

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

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

Enclosures





April 15, 2021

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

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

FY21 Workplan Amendments:

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

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

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

Action

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

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

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

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





Committing all pieces of the puzzle

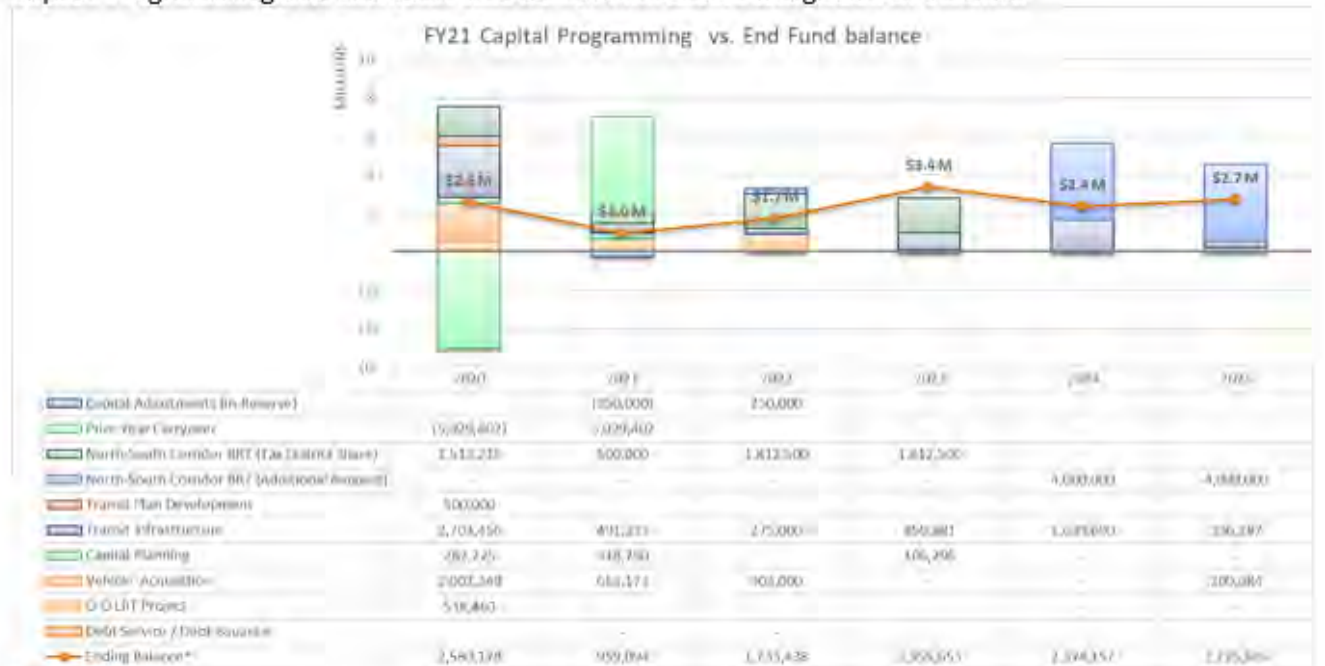
different time windows and by different vendors. This funding is essential to create a single, up-to-date regional transit on-board origin-destination survey.

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

Action

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

Capital Programming and End Balance after recommended budget amendments:



Note:

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

MEMORANDUM

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

Strategic Objective or Initiative Supported

Action Requested

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

Background & Purchase

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

Financial Impact

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

Attachments

- None

Staff Contacts

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