

GO FORWARD

A COMMUNITY INVESTMENT IN TRANSIT

WAKE COUNTY

To: TPAC Members/Alternates & Stakeholders
From: Adam Howell, TPAC Administrator
Date: May 2, 2018
Re: Memo – Summary of FY 2018 Q4 Proposed Amendment

Per the adopted Wake Transit Work Plan Amendment Process, there was one (1) amendment proposed to the FY 2018 Wake Transit Work Program in the fourth quarter. Amendment requests were reviewed and categorized by the TPAC Administrator, and reviewed for fiscal impact by the TPAC Budget & Finance Committee.

There was one (1) Major Amendments submitted. Reasons for submission based on definitions outlined in currently adopted amendment process policy are:

- The project amendment request as proposed would a new project added to the Work Plan (Project Amendment ID TO002-18A-I)

Attached with this memorandum are the following:

- Proposed FY 2018 Q4 Amendment List
- Detailed Individual Project Amendment Requests
- Budget & Finance Disposition Memo and Table Summary

NOTE: No comments were received regarding this proposed work plan amendment request.

This packet is distributed with the May 9th TPAC Agenda materials. It is to serve as an aid to the discussion for the TPAC when asked to take action for potential recommendation to both Wake Transit Governing Boards. These requested amendments will be discussed and considered for approval by TPAC and recommendation to the Wake Transit Governing Boards at the May 9th TPAC meeting.

Adam Howell
TPAC Administrator

FY 2018, Quarter 4, Submitted Amendments from Wake Transit Project Sponsors

Proposed Major Amendments

Ordinance ID/Amendment ID#	Agency	Project Title	FY18 Original Funds	FY18 Amended Request	FY19 Funding Impact	Reason for Major Amendment Status
Transit Plan Administration						
TO002-18A-I	GoTriangle	Youth GoPass Supplies & Materials	\$ -	\$ 20,300.00	\$ -	Project proposed to be added to Work Plan

Distributed for Public Comment - 4/2/2018

Major Amendments - Public Comments Accepted through May 1, 2018

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

Wake Transit Project ID #
TBD

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

FY START DATE
7/1/2018

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

Minor amendment – Required when there is:

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

Major amendment - Required when there is:

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

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
	GoTriangle	John Tallmadge jtallmadge@gotriangle.org	Base Year	\$ 20,300
			Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
5/1/2018	6/30/2018	For the ordering of Youth GoPasses, and setup for pass tracking database	Base Year	\$ -
			Cumulative	\$ -

Project Description Enter below a summary of the project amendment and impact on approved plan.

Wake Transit Providers are coordinating as part of the Wake Bus Plan to design and implement a youth fare program. This program will provide, with a pass provided by GoRaleigh, GoCary, or GoTriangle, bus service for youth below age 19 in conjunction with program guidelines. The goal of this program is to increase ridership, and to provide cost-effective traffic-reducing and equity-enhancing supplement to yellow buses and parent vehicles. This amendment will allow us to order passes in April for delivery in May or June. This will allow us to begin distribution of passes by July 1st.

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

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
				\$ -	This will be an increase to the FY18 Budget
TOTAL			\$ -	\$ -	

2. Wake Transit Project ID(s) to Reduce

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
			\$ 20,300	\$ -	This will be an increase to the FY18 Budget
TOTAL			\$ 20,300	\$ -	

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	\$ (20,300)
		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?

One time purchase to make sure that passes are in hand and database is set up in time to begin program on July 1, 2018.

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

Youth GoPasses will be ordered in April for delivery in May or June. Pass distribution database will be built and hosted in time for July 1. If the request is not funded, GoTriangle would wait until June to order the passes for delivery in mid-July or August in order for reimbursement to hit FY19.

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)	Delivery of passes and "live" data for pass tracking database
b)	Number of Passes Distributed by Transit Provider
c)	Project approval and launch in FY19

8. List any other relevant information not addressed.

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

Cost Break Down of Project Request							
OPERATING COSTS	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other: Pass Order	10,000		-	-	-	-	-
Other: Database Hosting	300		-	-	-	-	-
Other: Supplies and Materials	10,000		-	-	-	-	-
TOTAL OPERATING COSTS	20,300	-	-	-	-	-	-

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

CAPITAL COSTS	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Design	-	-	-	-	-	-	-
Construction - Implementation	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
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.

Purchase of 10,000 passes at a conservative cost of \$1.00 per pass. Hosting of pass distribution database at cost of \$100 per month for 3 months. Cost of purchasing other supplies and materials associated with rolling out the Youth GoPass program (for example, blank card stock for Youth IDs).

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

Financial Disposition: April 26, 2018

Discussion:

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

Additional review as to purpose, scope, and prioritization, including recommendations for approval or the need for additional review will be discussed at the May 9th TPAC Meeting. 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 Item for Committee Disposition:

Materials and supplies are needed for the *FY19 Youth GoPass program* which is scheduled to begin implementation on July 1st. Included in this amendment is the purchase of 10,000 passes at a conservative cost of \$1.00 per pass. Also included are hosting costs for a pass distribution database at approximately \$100 per month for 3 months and other miscellaneous items necessary for rolling out the *Youth GoPass program*.

Financial Impact:

The FY18 GoTriangle Bus Operations budget increases by \$20,300. FY19 costs are included in the FY19 Recommended Wake Transit Work Plan project *TO005-L – Youth GoPass Program*.

FY18 Amendment Financial Impact

Ordinance Tag	Agency	Description	FY 2018 Adopted Budget	FY 2018 Proposed Amended Budget	FY18 Impact - Increase/ (Decrease)	FY19 Incremental Impact
Bus Operations	GoTriangle	Youth GoPass Supplies and Materials	-	20,300	20,300	-
Total Financial Impact			\$0	\$ 20,300	\$ 20,300	\$ -