



To: Wake Transit Governing Boards  
From: Adam Howell, TPAC Administrator  
Date: July 18, 2018  
Re: Memo – Summary of FY 2019 Q1 Proposed Amendment

Per the adopted Wake Transit Work Plan Amendment Process, there was one (1) amendment proposed to the FY 2019 Wake Transit Work Program in the first quarter. Amendment requests were reviewed and categorized by the TPAC Administrator, and reviewed for fiscal impact by the TPAC Budget & Finance Subcommittee.

There was one (1) Minor Amendment submitted. Reason for submission is based on definitions outlined in currently adopted amendment process policy are:

- The project amendment request as proposed presents a change to the project that does not meet any current criteria of a major amendment (Project ID TC002-A)

Attached with this memorandum are the following:

- Proposed FY 2019 Q1 Amendment List
- Detailed Individual Project Amendment Request
- Budget & Finance Disposition Memo and Table Summary

This amendment was reviewed and discussed by the Wake Transit Transit Planning Advisory Committee (TPAC) during its regular meeting on July 11, 2018. TPAC took action to post for public comment in accordance with the Wake Transit Work Plan Amendment Policy, following minor amendment protocols, as well as to recommend to the Wake Transit Governing Boards (Capital Area Metropolitan Planning Organization's [CAMPO's] Executive Board and GoTriangle's Board of Trustees). This information is to serve as an aid to the discussion for the Wake Transit Governing Boards when asked to take action for potential approval of the proposed amendment.

Adam Howell  
TPAC Administrator

## FY 2019, Quarter 1, Submitted Amendments from Wake Transit Project Sponsors

### Proposed Minor Amendments

Ordinance ID/Amendment ID#	Agency	Project Title	FY19 Original Funds	FY19 Amended Request	FY20 Funding Impact	Reason for Minor Amendment Status
Transit Plan Administration						
TC002-A	GoTriangle	Raleigh Union Station Bus Facility	\$ 700,000	\$ -	\$ 2,260,000.00	Any change that does not meet any criteria of a major amendment

Distributed for Public Comment - 7/18/2018

Minor Amendments - Public Comments Accepted through August 31, 2018

Submit all comments to Adam Howell, TPAC Administrator - [adam.howell@campo-nc.us](mailto:adam.howell@campo-nc.us) or 919-996-4401

Wake Transit Project ID #

TC002-A

FY 2019

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	Jeff Mann	Base Year	\$ -
		<a href="mailto:jmann@gotriangle.org">jmann@gotriangle.org</a>	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
7/1/2018	6/30/2020	Programming of additional funds for TC002-A in FY2020	Base Year	\$ 2,260,000
			Cumulative	\$ -
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
Included in the Adopted Wake Transit Work Plan(s), the Raleigh Union Station has \$3,400,000 appropriated through FY2019 and an additional \$1,600,000 programmed for FY2020. GoTriangle is requesting to amend the FY2019 -2028 Wake Transit Capital Improvement Program by programming an additional \$2,260,000 in FY2020. Upon completion of the request, the total Wake Transit appropriated and programmed funds would be \$7,260,000.				
1. Enter Wake Transit Project ID(s) to Increase				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TC002-A	Raleigh Union Station Bus Facility	Bus Infrastructure	\$ 2,260,000	\$ -	The amendment request is to increase the programmed amount for project TC002-A in FY 2020 by \$2,260,000 from \$1,600,000 to \$3,860,000.
TOTAL			\$ 2,260,000	\$ -	

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 Cumulative	\$ 2,260,000

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?

One time request to increase programmed amount in FY20.

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

The increase in programmed funding will demonstrate local funding match requirements made available for federal grant applications. These grants are being pursued by GoTriangle to support the design and/or construction phases of the Raleigh Union Station Bus Facility. If this increase in programming does not occur, the ability to demonstrate increased local funding matches on federal grant applications would not be possible, and will jeopardize the ability to seek federal assistance with this 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)	Award Contract to Design Firm
b)	Completed Design of Raleigh Union Station Bus Facility
c)	

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			-	-	-	-	-
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	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Design and/or Construction	-	2,260,000	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	-	2,260,000	-	-	-	-	-

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 Planning Advisory Committee TPAC Budget and Finance**

**Financial Disposition: July 18, 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 was discussed at the July 11th 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:**

Included in the Adopted Wake Transit Work Plan(s), the Raleigh Union Station has \$3,400,000 appropriated through FY2019 and an additional \$1,600,000 programmed for FY2020. GoTriangle is requesting to amend the FY2019 -2028 Wake Transit Capital Improvement Program by programming an additional \$2,260,000 in FY2020. Upon completion of the request, the total Wake Transit appropriated and programmed funds would be \$7,260,000.

### **Financial Impact:**

The above request does not impact FY19 Wake Transit funding. If approved and amended FY20 programmed projects will increase to \$14,793,333.

**FY19 Amendment Financial Impact**

<b>Ordinance Tag</b>	<b>Agency</b>	<b>Description</b>	<b>FY 2020 Programmed Funds - All Capital Projects</b>	<b>FY 2020 Amendment Program Request</b>	<b>FY20 Revised Program Funds - All Capital Projects</b>
Bus Infrastructure*	GoTriangle	Raleigh Union Station - FY20 Capital Funds Request	12,533,333	2,260,000	14,793,333
<b>Total Financial Impact</b>			<b>\$12,533,333</b>	<b>\$ 2,260,000</b>	<b>\$ 14,793,333</b>

*\* - This request does not impact FY19 Funds*