

Transit Governance ILA Responsibility (Section 3.03)	Recommended Lead Agency
a. Wake County Transit Work Plan, including all of its separate elements defined in Section 2.38:	CAMPO to compile and maintain
<u>Annual Operating Budget Ordinance</u> . This shall be supplied for the Wake Transit major operating fund which will appropriate funds for the operation and administration of transit projects as well as for any other agencies involved in producing products for TPAC review	GoTriangle (as Tax District Administrator) to compile and maintain
<u>Annual Tax District</u> administration budget for the Wake Transit major operating or capital fund	GoTriangle (as Tax District Administrator) to compile and maintain
<u>Multi-Year Capital Improvement Plan (CIP)</u> supplied for the Wake Transit major capital fund that clearly identifies specific projects, project sponsors responsible for undertaking those projects, project funding sources, and project expenditures. (NOTE: The Multi-year CIP shall be updated annually to coincide with the annual capital budget always being the first year of appropriation of funding for capital projects identified in the CIP. The Multi-year CIP shall be coordinated with the Metropolitan Transportation Plan, Transportation Improvement Program, and annual program of projects developed and maintained by the Raleigh Urbanized Area designated recipient of federal formula transit grants so as to be consistent with submittal deadlines for the final horizon year of the Metropolitan Transportation Plan.)	CAMPO to compile and maintain
<u>Annual Capital Budget Ordinance</u> supplied for the Wake Transit major capital fund that allocates financial resources to specific project sponsors for specific projects, and represents the first year of appropriation of funding for capital projects identified in the Multi-Year CIP	GoTriangle (as Tax District Administrator) to compile and maintain
<u>Multi-year Operating Program</u> -the annual document describing the development of local bus, express bus, Bus Rapid Transit, and commuter rail services to be funded by the Tax District. It will describe service changes planned for the year and preliminary service proposals and financial projection for the subsequent years. A detailed report on the status of each bus and rail route shall also be included, along with performance objectives for the coming year. The document shall also describe administrative, planning, marketing, or other functions that are not directly accounted for in specific infrastructure project delivery or allocated to service delivery, but which are essential to the implementation of the Transit Plan.	CAMPO to compile and maintain
<u>Update of the Wake Transit Financial Plan and financial model assumptions</u> and corresponding update of the planning horizon of Wake Transit Work Plan future projects not included in the current Multi-year CIP. The parties shall use good faith efforts to align planning horizon year with the horizon year of the current CAMPO MTP. The Financial Model shall contain agreed upon financial assumptions of the TPAC for Wake Transit Work Plan revenues involving federal, state and local sources and multi-year capital and operating costs including liquidity targets and debt ratios relevant to rating agency metrics.	GoTriangle (as Tax District Administrator) to compile and maintain

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<u>Capital Funding Agreements or Master Agreements</u> - an agreement between an agency and other agencies to provide an Implementation Element or a project plan if the implementation element is to be provided by the Agency. The agreement or project plan shall state the details of the capital improvements to be provided and detail expectations on funding, responsibilities, schedule and performance and shall adhere to minimum standards outlined in Section 7.01 of [the Governance ILA]. Master agreements mean an Operating or Capital Funding agreement that directs a discrete logical grouping of projects, operations or studies.	GoTriangle (as tax district administrator)
<u>Operating Agreements or Master Agreements</u>- an agreement between an agency tasked to provide an Implementation Element, the Tax District and other agencies as needed, or an operating plan if the Implementation Element is to be provided by the Agency. The agreement shall state the details of the service to be provided and detail expectations on funding, responsibilities, schedule and performance. The agreement shall adhere to minimum standards outlined in Section 8.02 of [the Transit Governance ILA]. Master agreements mean an Operating or Capital Funding agreement that directs a discrete logical grouping of projects, operations or studies.	GoTriangle (as tax district administrator)
b. Initial detailed elements of a Multi-Year Service Implementation Plan (Wake Bus Plan - which includes the Coordinated Human Services Transportation Plan through the scope of the Bus Plan)	GoTriangle
c. Staffing model and staffing expectations plan, including requested consideration of any costs associated with additional staff required to administer the Wake County Work Plan;	CAMPO to lead development and any updates thereto
d. Program management policy and plan for the community funding areas identified in Wake County Transit Plan	CAMPO to lead development and any updates thereto
e. Templates containing minimum standards for project and financial reports for the major funds of the separate component unit(s) and others to follow (first version by October 1, 2016);	GoTriangle
f. Development and ongoing administration of a Project prioritization policy that guides the development of the CIP and longer term operating program and annual budgets	CAMPO
g. Designation of project sponsors (agencies responsible for each respective capital and operating project), including agencies responsible for each Implementation Element	CAMPO via individual transit agencies
h. Multiyear vision plan	CAMPO
i. Development of and Ongoing Administration of the Wake Transit Project Endorsement Process: to include a strategy for each Implementation Element or agreement, which shall include scope, geography, purpose and goals, processes for allowing amendments, and processes for addressing Significant Concerns. Very detailed strategies shall be developed for capital/infrastructure projects exceeding \$1,000,000	CAMPO
j. Development of an articulated strategy for incorporating or accounting for public outreach, involvement, and communication with the deliverables set forth in a, b, d, f, g, and h; the ongoing administration to include oversight and management of public engagement/involvement activities.	CAMPO

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New	
TPAC Administration	CAMPO
Oversee and Implement Community Funding Area Program	CAMPO
Technical Assistance for Community Funding Areas	CAMPO
Public Engagement/Involvement	GoTriangle via the Communications Steering Committee