

Transit Governance ILA Responsibility (Section 3.03)	Recommended Lead Agency	Notes
a. Wake County Transit Work Plan, including all of its separate elements defined in Section 2.38:	CAMPO	Process Committee recommends CAMPO be the lead agency to pull together separate components of the Wake County Transit Work Plan and prepare the full package for review by TPAC, GoTriangle Board and CAMPO Board.
<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	Must spell out level of flexibility for moving funds between elements, budgets and/or projects. This gets adopted as final action by GoTriangle.
<u>Annual Tax District</u> administration budget for the Wake Transit major operating or capital fund	GoTriangle	Including staffing/admin costs as noted in staffing development plan (c. on this document). This item is included within the Annual Operating Budget Ordinance.
<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	Policy for project prioritization to be led by CAMPO, via planning committee. This document will be contained in the Budget Book document. CIP for 5years, tied to the financial model. Will reflect local (non Wake Tax) money for capital and operating over the 5 years. This will help locals identify future local funding needs and potential LAPP applications. Need to determine at what \$ amt something becomes "capital expenditure." CIP should be a ten year plan with first five as set and next five as supplemental (like the STIP).
<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	Must spell out level of flexibility for moving funds between elements, budgets and/or projects. This gets adopted as final action by GoTriangle.
<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 and GoTriangle	This will outline services being deployed, and should be reported in conjunction with CIP. Marketing/admin/tax district administration should show as "overhead" in this doc. This should be done simultaneously with CIP.
<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)	TPAC will review assumptions contained in model, and will approve changes before they are changed within the model. Need to also account for how local / non-supplantation funds will be accounted for and shown in Budget Book (and ordinance?).

<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)	Process committee will develop template for agreements. While agreement content will be initiated by GoTriangle, all signatories to each agreement will be involved in scope and terms development. For projects of regional significance or those that involve federal or state funding that is otherwise under CAMPO's distribution and program management responsibility, CAMPO will be party to agreement as well (per ILA). The TPAC will approve agreement templates and will assign Wake Transit Plan implementation elements or specific projects to specific agencies. GoTriangle will work with specific agencies/project sponsors to develop agreement scope & terms. As part of annual work plans, the GoTriangle & CAMPO Boards are approving the content of the items covered by agreements.
<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)	Process committee will develop template for agreements. While agreement content will be initiated by GoTriangle, all signatories to each agreement will be involved in scope and terms development. For projects of regional significance or those that involve federal or state funding that is otherwise under CAMPO's distribution and program management responsibility, CAMPO will be party to agreement as well (per ILA). The TPAC will approve agreement templates and will assign Wake Transit Plan implementation elements or specific projects to specific agencies. GoTriangle will work with specific agencies/project sponsors to develop agreement scope & terms. As part of annual work plans, the GoTriangle & CAMPO Boards are approving the content of the items covered by agreements.
b. Detailed elements of a Multi-Year Service Implementation Plan	GoTriangle, via individual transit agencies	Expectation is there would be a steering committee of technical staff, plus a larger stakeholder committee of TPAC members/others to guide development of the plan. Public engagement will need to be figured out as part of consultant task scope.
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;	GoTriangle and CAMPO, with approval by TPAC as part of Annual Work Plan	Each of these bodies may have administrative needs pertaining to the Wake Transit Plan, TPAC, financial model and tax district administration. COR and TOC may have additional staffing needs as well. We need to look at the costs of expanding staff and achieve efficiencies so as not to duplicate staff responsibilities across agencies. Multi year implementation plan and capital planning needs to include other related admin costs. Annual work Program should include the costs outlined in the implmenetation and capital plans. The creation of staffing model and expectations plan will be performed by consultant in on-call program.
d. Program management policy and plan for the community funding areas identified in Wake County Transit Plan	CAMPO, via Process Committee	Process Committee recommends itself as steering committee for development of this program, including prioritization of projects, applicable policies, etc. Will be done through on-call program.
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, via Finance Committee	Some of this work is currently underway by Finance Committee for financial reports. Process committee should develop template standards for Project Reports and forward to Planning Committee. Templates should accommodate reporting of federal, state, Wake Transit Tax new funds, and existing local funds.

f. Project prioritization policy that guides the development of the CIP and longer term operating program and annual budgets	CAMPO, via Planning Committee	Policy will be developed with consultant assistance, with a target for FY 19 use in CIP development. Policy should include geographic equity component, address betterment costs that are local responsibility, demographic equity (Title VI, EJ), ridership v coverage service deployment (70/30 % target). This should be done as first step in CIP task order in on-call program.
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	This is part of (b) Multi Year Implementation Plan element for operating; part of CIP (a) for capital. Planning process should identify lead agencies for major projects to move forward.
h. Multiyear vision plan	CAMPO	MTP is done every 4 years, should guide vision plan updates; when actual Wake Transit Plan needs to be updated, TPAC can decide if County will oversee again, or another agency to take lead. This will include placeholder for things beyond current 10 year plan.
i. An articulated 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	This is the merger type process; this strategy will be developed as a master polciy to be deployed by each project sponsor. It will become an element of the Capital or Project Funding Agreements. Need to review examples of other agreements (hotel tax, Alameda Co, Sound Transit). The tax district funds will provide a certain dollar amount for a service through an agreement and this will outline standards to be met for those services to be funded via tax. This process will outline what agency is assigned to various project phases and responsibilities of that agency to engage TPAC or other agencies. A consultant will develop this via a TPAC steering committee.
j. 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	GoTriangle and CAMPO via Communications Group	This will be an early consultant task order. Need to identify expectation sof outreach on all recurring items, and outline in project agreement what the expectations of documentation and outreach will be standard for each type of project/service/planning document. Lead agency for each project/service will provide documentation of public outreach standard minimums being met. Need to include Title VI, EJ. Need to develop a baseline of what outreach is expected and who will perform it. CAMPO/Wake Co/GoTriangle to meet with Communications Group to work on this task. This should be FY 17 Task Order for on-call program.
Others in Bylaws/Purpose of TPAC:		
<i>Receiving, reviewing and providing feedback on a quarterly and annual financial and project status reports relating to the Wake County Transit Work Plan</i>	CAMPO, via GoTriangle and Project Sponsors	Reporting expectations should be included in project agreements. GoTriangle would prepare financial reports & send to CAMPO for inclusion in TPAC agenda. The Planning Committee is doing project status report template (may want to look at DCHC template for STPDA reporting from local gov's). Finance Committee will develop financial report templates, to include non-tax (purely local) funds to give full picture of Transit Plan implementation efforts. Planning Committee should develop performance metrics (hrs of service provided, # riders, \$ investment in frequency v coverage, #bus shelters built, etc.); CAMPO will collect performance metric data and report out to TPAC. GoTriangle will collect financial reports for new and existing money and report out to TPAC. Should look at some real-time dashboard reports on website.
<i>Identification of one or more parties to the ILA to serve as lead agencies for responsibilities in 3.03</i>	Process Committee recommendations	

Identification of and request to partner agency of staff resources to meet administrative needs of TPAC	CAMPO	
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