



FY 2019 Wake Transit Budget Request Instructions

Wake Transit Share Point Site

For the FY 2019 Work Plan Budget Process, agencies are to submit operating expansion and capital budget requests and changes to the FY 2019 base budget through the Wake Transit Share Point Site.

The Wake Share Point Site is accessible at:

<https://teams.wakegov.com/sites/Transit/SitePages/Home.aspx>

If you do not have access, or need help with logging in or passwords, please email Tim Gardiner at Tim.Gardiner@wakegov.com

The FY 2019 Budget Process information can be found under **FY 19 Budget Requests**.

The screenshot shows the Wake Transit SharePoint site interface. In the left-hand navigation menu, the link 'FY 19 Budget Requests' is circled in red and has a red arrow pointing to it. The main content area displays a newsfeed with three posts. The first post is from Nicole D. Kreiser, dated 'A few seconds ago', with the text 'FY 2019 Wake Transit Work Plan Budget Request Information and Instructions can be found under FY 19 Budget Requests'. The second post is from Tim S. Gardiner, dated 'Friday, July 29, 2016', with the text 'This site is now setup to handle the TPAC'. The third post is from Nicole D. Kreiser, dated 'Wednesday, September 05, 2015', with the text 'I have posted the bus facility template examples Jason shared with Erik'. Below the newsfeed, there is a post from Erik Landfried, dated 'Wednesday, September 02, 2015', with the text 'Added a meeting for the Bus Network committee on 9/22'. The Wake Transit logo is visible on the right side of the page.

FY 2019 Base Budget

For FY 2019, agencies are being presented with a FY 2019 base budget. The base budget represents assumed recurring appropriations for FY 2019. These FY 2019 base budgets assume the amounts reported by agencies as the recurring cost for FY 2018 operating appropriations, inflated at 2.5 percent. This amount ties to the amounts shown in the multi-year operating program in the 2018 Wake Transit Work Plan.



Base Budgets for each agency and municipality are located here:

Wake Transit
FY 19 Budget Requests

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Name	Modified	Modified By
FY 2019 Base Budgets	2 minutes ago	Nicole D. Kreiser
FY 2019 Budget Request Forms Submitted	32 minutes ago	Nicole D. Kreiser
FY 2019 Budget Request Form (Summary and Detail)	29 minutes ago	Nicole D. Kreiser

Detailed, line item information that comprise amounts shown in the multi-year operating program presented on pages 16-17 of the FY 2018 Wake Transit Work Plan are located here:

Wake Transit
FY 19 Budget Requests > FY 2019 Base Budgets

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Name	Modified	Modified By
CAMPO Base Budget	Yesterday at 6:52 PM	Nicole D. Kreiser
GoCary Base Budget	Yesterday at 6:53 PM	Nicole D. Kreiser
GoRaleigh Base Budget	Yesterday at 6:53 PM	Nicole D. Kreiser
GoTriangle Base Budget	Yesterday at 6:53 PM	Nicole D. Kreiser
Knightdale Base Budget	Yesterday at 6:53 PM	Nicole D. Kreiser
TRACS Base Budget	Yesterday at 6:53 PM	Nicole D. Kreiser
Wendell Base Budget	Yesterday at 6:53 PM	Nicole D. Kreiser
Zebulon Base Budget	Yesterday at 6:53 PM	Nicole D. Kreiser

Agencies and municipalities who received Wake Transit bus operations, transit plan administration, and tax district administration appropriations for FY 2018 shall review and verify these amounts and purposes. If annualized costs for bus operations, transit plan administration, or tax district administration are projected to be less than what was previously identified and what is currently calculated as part of the FY 2019 base budget, agencies are requested to enter adjustments in the base budget adjustment column located in the individual agency FY 2019 base budget spreadsheet. If annualized costs for these items are projected to cost more than what is included in the base budget, that is considered an expansion request, and a project request form must be submitted.



Project Request Forms (Operating Expansion and Capital Requests)

Agencies are greatly encouraged to take time and effort, and to coordinate internally, before submitting requests for which funds are requested from Wake Transit. Inadequate information submitted in support of projects greatly diminishes the ability of TPAC’s Planning & Prioritization and Budget & Finance subcommittees to evaluate projects for which Wake Transit funds are requested. It also prevents sufficient narrative to be developed in order to tell public, agency, and other stakeholders about future Wake Transit projects for the Draft Wake Transit Work Plan to be released in January.

In order for an operating or expansion capital request to be submitted, it must be submitted on the FY 2019 Wake Transit Work Plan Project Request Form. A form should be submitted for each operating and/or capital project requested by an agency.

This form is in Microsoft Excel. The request form includes much of the narrative and financial information required to support the expansion request.

REQUEST #		FY 2019			FY START DATE	
Requesting Agency to type in their Request # using their own numbering convention		Wake Transit Work Plan Project Request Form Operating and/or Capital			7/1/2018	
Project Name	Requesting Agency	Project Contact		Estimated Operating Cost		
(Brief, descriptive name for the project)		(Contact Person)		Base Year	\$ -	
		contact person e-mail@dogwoodnc.gov		Cumulative	\$ -	
Estimated Start Date	Estimated Completion	Notes		Estimated Capital Cost		
(Estimated Month & Year)	(Estimated Month & Year)	(Add notes as appropriate)		Base Year	\$ -	
				Cumulative	\$ -	
Project Description	Enter below a summary of the project that may later be used for the FY 2019 Wake Transit Work Plan.					
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.				



Blank project request forms are available on the Wake Transit Share Point Site:

Wake Transit

FY 19 Budget Requests

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✓	Name	Modified	Modified By
	FY 2019 Base Budgets	... Yesterday at 6:55 PM	Nicole D. Kreiser
	FY 2019 Budget Request Forms Submitted	... Yesterday at 6:25 PM	Nicole D. Kreiser
	Budget and Reporting Calendar Aug 29 Kickoff	... 4 hours ago	Nicole D. Kreiser
	FY 2019 Wake Transit Work Plan Budget Request Form	... A few seconds ago	Nicole D. Kreiser
	Kick Off Powerpoint	... 5 hours ago	Nicole D. Kreiser

How to Submit Requests

Operating Expansion and Capital project requests, to be funded in FY 2019 in full or in part from Wake Transit, are due by October 16, 2017.

Each agency should make sure to save a copy of ALL their expansion requests and capital project requests, in the unique folder for all of their requests, on the Wake Transit Share Point site under FY 2019 Budget Request Forms Submitted. Project Requests should be saved with a version and date so that changes can be tracked as the FY 2019 process moves forward and subsequent versions are created. Agencies are encouraged to coordinate requests internally and to have one point of contact for submitting requests in agency folders.

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Wake Transit

FY 19 Budget Requests

Home

Group Calendar

Recent

TPAC - Agendas and Meeting Notes

TPAC - Planning and Prioritization

TPAC - Budget and Finance

TPAC - Process

TPAC - Bylaws

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	FY 2019 Base Budgets	... 2 minutes ago	Nicole D. Kreiser
✓	FY 2019 Budget Request Forms Submitted	... 32 minutes ago	Nicole D. Kreiser
	FY 2019 Budget Request Form (Summary and Detail)	... 29 minutes ago	Nicole D. Kreiser



Wake Transit

FY 19 Budget Requests • FY 2019 Budget Request Forms Submitted

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✓	Name	Modified	Modified By
	Apex	... 2 minutes ago	<input type="checkbox"/> Nicole D. Kreiser
	CAMPO	... A few seconds ago	<input type="checkbox"/> Nicole D. Kreiser
	Fuquay Varina	... 2 minutes ago	<input type="checkbox"/> Nicole D. Kreiser
	Garner	... About a minute ago	<input type="checkbox"/> Nicole D. Kreiser
	GoCary	... Yesterday at 6:22 PM	<input type="checkbox"/> Nicole D. Kreiser
	GoRaleigh	... Yesterday at 6:22 PM	<input type="checkbox"/> Nicole D. Kreiser
	GoTriangle	... Yesterday at 6:24 PM	<input type="checkbox"/> Nicole D. Kreiser
	Holly Springs	... About a minute ago	<input type="checkbox"/> Nicole D. Kreiser
	Knightdale	... About a minute ago	<input type="checkbox"/> Nicole D. Kreiser
	Morrisville	... About a minute ago	<input type="checkbox"/> Nicole D. Kreiser
	NCSU	... About a minute ago	<input type="checkbox"/> Nicole D. Kreiser
	Rolesville	... About a minute ago	<input type="checkbox"/> Nicole D. Kreiser
	RTP	... A few seconds ago	<input type="checkbox"/> Nicole D. Kreiser
	Wake County	... A few seconds ago	<input type="checkbox"/> Nicole D. Kreiser
	Wake Forest	... 3 minutes ago	<input type="checkbox"/> Nicole D. Kreiser
	Wendell	... About a minute ago	<input type="checkbox"/> Nicole D. Kreiser
	Zebulon	... About a minute ago	<input type="checkbox"/> Nicole D. Kreiser

FY 2019 Overall Process and Questions

The Wake Transit Share Point Site has the FY 2019 Kick-Off Presentation, the 2019 Budget Process and Reporting Calendar.

Questions concerning the FY 2019 Budget Process should be directed to Jennifer Keep, jkeep@gotriangle.org or 919-485-7418. Questions will then be coordinated among the TPAC Budget and Finance and Planning and Prioritization co-chairs.