



## VI. Proposed Budget Amendment Process

Tim Gardiner  
Co-Chair of Process Subcommittee






# Proposed Wake Transit Amendment Process

November 14, 2017





# Goals

- A transparent process where important changes are highlighted.
  - Adequate time for public comment.
  - The right-sized process but not too cumbersome or bureaucratic.
  - A process that left the recommendation role with the TPAC.
  - A process that worked within existing committees and structures as the standard.
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# Budget Ordinance Provides Starting Guidance


2018

2018

GOTRIANGLE  
FISCAL YEAR 2018  
TRIANGLE TAX DISTRICT -- WAKE OPERATING FUND ORDINANCE

GOTRIANGLE  
FISCAL YEAR 2018  
TRIANGLE TAX DISTRICT -- WAKE CAPITAL FUND ORDINANCE

**Section 3.** The GoTriangle General Manager, or his or her designee, is hereby authorized to transfer funds within appropriations under the following conditions:

- A) No transfer may be made that changes the adopted allocations to fund balance.
  - B) All budget transfers will be reported to the Transit Planning Advisory Committee.
  - C) All increases to an appropriation, and all transfers between appropriations, must be reviewed by the Transit Planning Advisory Committee and approved by the CAMPO and GoTriangle governing boards.
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# Budget Appropriations

**Section 2.** The following amounts hereby are appropriated in the **Triangle Tax District -- Wake Operating Fund** for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

Tax District Administration (GoTriangle)	\$373,083
Transit Plan Administration	
GoTriangle	\$2,417,902
Capital Area Metropolitan Planning Organization (CAMPO)	\$150,000
City of Raleigh	\$1,025,000
Town of Cary	\$182,413
Reserve	\$370,000
Bus Operations	
GoTriangle	\$1,749,590
City of Raleigh	\$1,550,920
Town of Cary	\$938,522
Wake County	\$175,000
Town of Knightdale	\$43,000
Town of Wendell	\$4,200
Town of Zebulon	\$5,516
Transfer to Triangle Tax District -- Wake Capital	\$83,693,000
Allocation to Wake Operating Fund Balance	\$1,580,854
<b>Total</b>	<b>\$94,259,000</b>

**Section 2.** The following amounts hereby are appropriated in the **Triangle Tax District -- Wake Capital Fund** for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

Capital Planning	
GoTriangle	\$2,042,000
Future Fixed Guideway Studies	\$2,300,000
Bus Infrastructure	
GoTriangle	\$2,900,000
City of Raleigh	\$3,140,000
Town of Cary	\$1,838,000
Bus Acquisition	
GoTriangle	\$4,000,000
City of Raleigh	\$4,000,000
Allocation to Wake Capital Fund	\$63,473,000
Balance	
<b>Total</b>	<b>\$83,693,000</b>



# Included

- Any transfers amongst appropriations during the budget cycle.
- Any change that requires new monies (from fund balance or reserves)
- Any cardinal change to a project scope (new project, project elimination, project change)

# Not Included


- Transfers within Budget Appropriations that are not a cardinal change, elimination of project, or addition of new project (e.g. changes that impact project scope or transfers within same budget appropriation)
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# Agreement Types

## Major

Any changes that require new monies (from fund balance or reserves)

- A transfer between budget ordinance appropriations of equal to or over 20% for projects over \$500,000 and equal to or over \$100,000 for projects under \$500,000.
  - Any new project, project elimination, or cardinal change to a project as defined by FTA.
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# Cardinal Change

A cardinal change has been defined as one which cannot be redressed within the contract by an equitable adjustment to the contract price.








# Agreement Types

## Minor

- Any changes to an appropriation that DO NOT require new monies (from fund balance or reserves)
  - A transfer between budget ordinance appropriations of under 20% for projects over \$500,000 and under \$100,000 for projects under \$500,000.
  - A non cardinal change to project scope that is not a new project or a deletion of a project.
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# Standard Process Flow

- 1) Quarterly submittal based on calendar.
- 2) TPAC Administrator receives forms, compiles list and starts public notification process.
- 3) Budget and Finance Sub-committee reviews forms and list and prepares information for TPAC of choices and tradeoffs, if required, to accommodate budget/work plan amendment
- 4) TPAC reviews list and information and makes recommendation.
- 5) CAMPO and GoTriangle Boards consider adoption
- 6) Update of Documentation





# Public Comment Period

- At least 30 days for Major.
- At least 14 days for Minor. \*
- Hope to be able to align the TPAC public comment period, TPAC Board Meeting, and Board Meetings to streamline process while allowing appropriate public comment and review

\*schedule would require a special TPAC meeting to meet the 14 day timeframe.



# Illustrative Minor Amendment Example

Raleigh had cost savings for bus purchases but increased costs for the refueling station.

They are able to purchase all buses and the scope of the refueling station has not changed.

They are requesting a reallocation of \$480,000 from bus purchases to the refueling station.

The amount being reallocated is 12 percent (less than 20 percent).

<b>Bus Infrastructure</b>		
<b>Town of Cary</b>		
ADA Bus Stop Improvements	\$ 495,000	
Bus Stop Sign Replacement	\$ 43,000	
Downtown Cary Multimodal Facility Feasibility Study	\$ 300,000	
GoCary Regional Operations & Maintenance Facility (Design)	\$ 1,000,000	
<b>GoRaleigh</b>		
Poole Road Park-and-Ride Facility	\$ 1,140,000	
Refueling Station	\$ 1,500,000	480,000
Bus Shelters and Stop Improvements	\$ 500,000	
<b>GoTriangle</b>		
Raleigh Union Station Bus Facility (Design)	\$ 2,700,000	
Bus Operations and Maintenance Facility Expansion	\$ 200,000	
<b>Bus Acquisitions</b>		
<b>GoRaleigh</b>		
Expansion Buses (2)	\$ 4,000,000	(480,000)
<b>GoTriangle</b>		
Expansion Buses (2)	\$ 4,000,000	

# Illustrative Major Amendment Example

GoTriangle wants to reduce by half improvements funded by Wake Transit for Route 300 and instead start 30 minute service to Fuquay-Varina.

Projects are within same appropriation.


However, the change to Route 300 is a Cardinal Change.

The Change to FRX is a Cardinal Change.

<b>Transit Operations</b>		
<b>GoCary</b>		
Increase Sunday Service (all routes)	\$ 476,182	
Increase Midday Service (specified routes)	\$ 362,340	
Lease for Expansion Vehicles	\$ 100,000	
<b>GoTriangle</b>		
Route 100 Frequency Improvements	\$ 433,080	
Route 300 Frequency Improvements	\$ 265,833	
Route 300 Night and Sunday Service	\$ 231,813	(115,907)
Route 300 Peak Service	\$ 412,644	(206,322)
Fuquay-Varina Express Route	\$ 406,220	322,229



# Illustrative Timeline

- December 4<sup>th</sup>: Submit amendment requests to TPAC Administrator December 4<sup>th</sup>
  - December 8<sup>th</sup>: TPAC Administrator Opens 3rd Quarter 30 Day Public Comment Period and Distributes Summary of Amendments and Forms to Budget and Finance Committee
  - December 21<sup>st</sup>: TPAC Budget and Finance Reviews Amendments
  - January 3<sup>rd</sup>: Materials Distributed to TPAC
  - January 10<sup>th</sup>: TPAC Recommends Budget Amendments
  - January 17<sup>th</sup>: CAMPO Board Considers Amendment (TIP Public Comment for Projects in TIP)
  - January 24<sup>th</sup>: GoTriangle Board Considers Budget Amendments
  - February 21: TIP Amendment (for Wake Transit Projects in the TIP)
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## Questions?

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