

**TPAC**  
**FY 2020 Work Plan Calendar**  
**&**  
**FY 2019 Quarterly Reporting**  
*WORKING DRAFT WITH NOTES AUGUST 1, 2018*

<b>KEY</b>	FY 20 Work Plan	FY 19 Amendments	Quarterly Reporting	Annual Report
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Date	Process	Committee and/or Parties Responsible	Task	Notes
September 19	FY 2020 Work Plan	Tax District; Budget & Finance Subcommittee	Work Plan Kick-off that includes ongoing funds and one-time funds modeled for FY 2020. Includes updates of model from Wake Bus Plan.	TPAC Meeting
Week of September 17	FY 19 Amendments	Budget & Finance and Planning & Prioritization Subcommittees	Review FY 19 Work Plan Major Amendments (if applicable)	Joint B&F/P&P Meeting if Necessary
September 20	FY 19 Amendments	Budget & Finance Subcommittee	Review FY 19 Work Plan Minor Amendments	B&F Meeting if Necessary
September 25	FY 2020 Work Plan	Planning & Prioritization Subcommittee	Discuss amounts and priorities compared to amounts currently modeled and status of studies to inform FY 2020 submissions.	P&P Meeting
October 18	FY 2018 Annual Report	Tax District	Draft Basic Financial Statements, Individual Fund Statements and Schedules shared with Budget and Finance Subcommittee	B&F Meeting
October 19	FY 2020 Work Plan	Project Sponsors	FY 2020 Work Plan Requests Due via Sharepoint	
October 30	FY 2020 Work Plan	Planning & Prioritization Subcommittee	Conduct vetting of project requests and develop prioritization for inclusion in FY 2020 Work Plan	P&P Meeting

<b>Date</b>	<b>Process</b>	<b>Committee and/or Parties Responsible</b>	<b>Task</b>	<b>Notes</b>
October 31	FY 2019 Reporting	Project Sponsors	FY 2019 First Quarter Deliverables Indicators/Measures due to GoTriangle	
By November 9	FY 2020 Work Plan	Planning & Prioritization Subcommittee	Send prioritized requests to Budget & Finance Subcommittee	
By November 15	FY 2018 Annual Report	Tax District	Draft Annual Report Shared	Joint B&F/P&P/Comm Meeting
By November 30	FY 2019 Reporting	Tax District	FY 2019 First Quarter Financial and Status Report produced for all agencies and sent to TPAC	
December 6	FY 2020 Work Plan	Budget & Finance Subcommittee & Planning & Prioritization Subcommittee	Two subcommittees discussing choices and trade-offs	Joint B&F/P&P Meeting
By December 15	FY 2018 Annual Report	Tax District	FY 2018 Annual Wake Transit Report Presented to CAMPO, GoTriangle, Wake County per ILA	
December 20	FY 2020 Work Plan	Budget & Finance Subcommittee & Planning & Prioritization Subcommittee	Meeting to discuss projects for inclusion in FY 2020 Draft Work Plan (if needed)	Joint B&F/P&P Meeting
December 24-26	<i>Government Offices Closed</i>			
January 3	FY 19 Amendments	Budget & Finance Subcommittee	Review FY 19 Work Plan Minor Amendments	B&F Meeting if Necessary
Week of January 7	FY 19 Amendments	Budget & Finance and Planning & Prioritization Subcommittees	Review FY 19 Work Plan Major Amendments (if applicable)	Joint B&F/P&P Meeting if Necessary
January 9	FY 2020 Work Plan	CAMPO	Draft FY 2020 Draft Work Plan Distributed to TPAC	

<b>Date</b>	<b>Process</b>	<b>Committee and/or Parties Responsible</b>	<b>Task</b>	<b>Notes</b>
January 22	FY 2020 Work Plan	CAMPO & Tax District with Budget & Finance Subcommittee & Planning & Prioritization Subcommittee	FY 2020 Draft Work Plan Considered for Release by TPAC (Special TPAC meeting)	Reschedule January TPAC Meeting to Fourth Tuesday
January 28 - February 28	FY 2020 Work Plan	Tax District/GoTriangle	Public Comment Period (30 days)	
January 31	FY 2019 reporting	Project Sponsors	FY 2019 Second Quarter Deliverables Indicators/Measures due to GoTriangle	
February 28	FY 2019 reporting	Tax District	FY 2019 Second Quarter Financial and Status Report produced for all agencies and sent to TPAC	
March 8	FY 2020 Work Plan	Project Sponsors	Revised FY 2020 Work Plan Requests Due Via Sharepoint	
March 9 – March 28	FY 2020 Work Plan	Planning & Prioritization and Budget & Finance Subcommittees	Make any necessary changes to Upcoming Work Plan	
April 4	FY 2020 Work Plan	Planning & Prioritization and Budget & Finance Subcommittees	Meeting to discuss projects for inclusion in FY 2020 Recommended Work Plan (if needed)	Joint B&F/P&P Meeting
April 4	FY 19 Amendments	Budget & Finance Subcommittee	Review FY 19 Work Plan Minor Amendments	B&F Meeting if Necessary
April 4	FY 19 Amendments	Budget & Finance and Planning & Prioritization Subcommittees	Review FY 19 Work Plan Major Amendments (if applicable)	Joint B&F/P&P Meeting if Necessary
April 9	FY 2020 Work Plan	CAMPO	Distribute DRAFT Recommended FY 2020 Work Plan for TPAC Consideration Including Agreement Groupings and Deliverables	
April 23	FY 2020 Work Plan	CAMPO & Tax District with Budget & Finance Subcommittee & Planning & Prioritization Subcommittee	TPAC Consider Recommended FY 2020 Work Plan Including Agreement Groupings and Deliverables	Reschedule April TPAC Meeting to Fourth Tuesday

Date	Process	Committee and/or Parties Responsible	Task	Notes
April 30	FY 2019 reporting	Project Sponsors	FY 2019 Third Quarter Deliverables Indicators/Measures due to GoTriangle	
By May 31	FY 2019 reporting	Tax District	FY 2019 Third Quarter Financial and Status Report distributed to TPAC	
By June 30	FY 2020 Work Plan	GoTriangle & CAMPO	Adoption of FY 2020 Work Plan and Wake Operating and Wake Capital Ordinances	

REQUEST #

**FY 2020  
Wake Transit Work Plan  
Request Form  
Operating and/or Capital**

FY START DATE	
Jan	2020
Total Project Cost	
\$	-

Project Name	Requesting Agency	Project Contact	Wake Transit Estimated Operating Cost	
			Base Year	\$ -
			FY 2021	\$ -
			Cumulative	\$ -
Estimated Start Date	Estimated Completion	Notes	Wake Transit Estimated Capital Cost	
XXXX			Base Year	\$ -
			Cumulative	\$ -

**Project Description/Scope** Enter below a summary of the project that may later be used as the project description in the FY 2020 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.

1. Is this a New Project, Scope Change or Financial Change? New Scope Financial

*See Instructions for definitions*

1a. If Scope Change or Financial Change - Indicate previous project ID

2. Is this project Operating, Capital or Both? Operating Capital Both

3. Is this a one-time request? Yes No

4. What is the timeframe for the request? Are you requesting a full year in of funds in FY20 or a partial year to be annualized in future fiscal years?

5. Where is this project located, who will this project serve and how will it improve service?

6. Was this project contemplated in the Adopted Wake Transit Plan? Yes No

6a. If yes, how does this request relate to what was envisioned in the Adopted Wake Transit Plan? Specify which component(s) of the Wake Transit Plan the request supports.

6b. If no, is this project in addition to projects and services included in the Wake Transit Plan or in lieu of projects and services included in the Adopted Plan?

7. Is the request identified in the Wake Bus Plan Yes  No

7a. If yes, how does this request relate to what was envisioned in the Wake Bus Plan? Specify which component(s) of the Wake Bus Plan the request supports. Please attach a detail map showing the route or routes included in the request.

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

9. List below the Key Performance Indicators (deliverables) while this project is in progress. These performance measures will be reviewed by the Planning and Prioritization subcommittee in finalizing the metrics to be used in quarterly reporting.

- a)
- b)
- c)

10. For capital projects, how can outcomes be measured once this project is built/implemented? For operating service, how can outcomes be measured once operations are underway?

11. For bus operating projects, please provide:

a) Target Start Date	N/A
b) Span	N/A
c) Frequency	N/A
d) Assets Used	N/A
e) Geographic Termini	N/A
f) Major Destinations Served	N/A
g) Revenue Hours	N/A

12. If this is an expansion project, which organization will operate this expansion and how will it improve services?

13. If applicable, describe proposed responsibilities and duties for new position requests. Provide each major intended function, and the percentage of time devoted to each function.

14. List any other relevant information not addressed.

15. Please enter estimated revenues below. If there are other revenues besides Wake County Tax Revenue to support this request, please enter the anticipated revenue amounts next to the appropriate funding source for each fiscal year shown below.

<b>Revenue</b>							
<b>Tax Revenue</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
Wake County Tax Revenue (Operating)	-	-	-	-	-	-	-
Wake County Tax Revenue (Capital)	-	-	-	-	-	-	-
<b>Other Revenue</b>							
Federal	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Subtotal Other</b>	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	-	-	-	-	-	-	-

16. For Non Wake County Tax Revenue (federal, state, other), who is the proposed recipient(s) and who will be in charge of applying for the revenue(s)? Please provide status of other revenues (Application submitted, Committed, Awarded, Other).

17. Please enter estimated appropriations to support expenses. Enter FY 2020 and the estimated annualized cost in FY 2021 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2022 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2021 and/or beyond, delete the calculation(s) in columns E-H.

<b>Cost Break Down of Project Request</b>							
<b>OPERATING COSTS</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
<b>Bus Operations:</b>							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
<b>Estimated Operating Cost</b>							
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	-	-	-	-	-	-	-

18. Please enter Operating category that best represents the project above (This will be reviewed during workplan development)

Bus Operations Transit Plan Administration Tax District Administration

19. Please enter estimated appropriations to support contractual commitments and other expenses related to proposed capital projects.

<b>CAPITAL COSTS</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
Design							
Construction							
Equipment							
Land - Right of Way							
Other							
<b>TOTAL CAPITAL COSTS</b>	-	-	-	-	-	-	-

20. Please indicate what month and year each phase will begin in the capital project timeline below.

Design	N/A	N/A
Construction	N/A	N/A
Equipment	N/A	N/A
Land - Right of Way	N/A	N/A
Other	N/A	N/A

21. Please enter Capital category that best represents the project above (This will be reviewed during workplan development)

Bus Infrastructure Bus Acquisition BRT CRT Other

Assumptions for Costs and Revenues Above:



**22. Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above.**

# FY 2020 Wake Transit Work Plan Request Instructions

## Wake Transit Share Point Site

For the FY 2020 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://wakecountync.sharepoint.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](mailto:Tim.Gardiner@wakegov.com)

The FY 2020 Work Plan Budget Process information can be found under Wake Transit Work Plan Requests and then select the folder FY 2020 Work Plan Development.

WAKE COUNTY SharePoint

BROWSE PAGE

Wake Transit EDIT LINKS

Home

Group Calendar

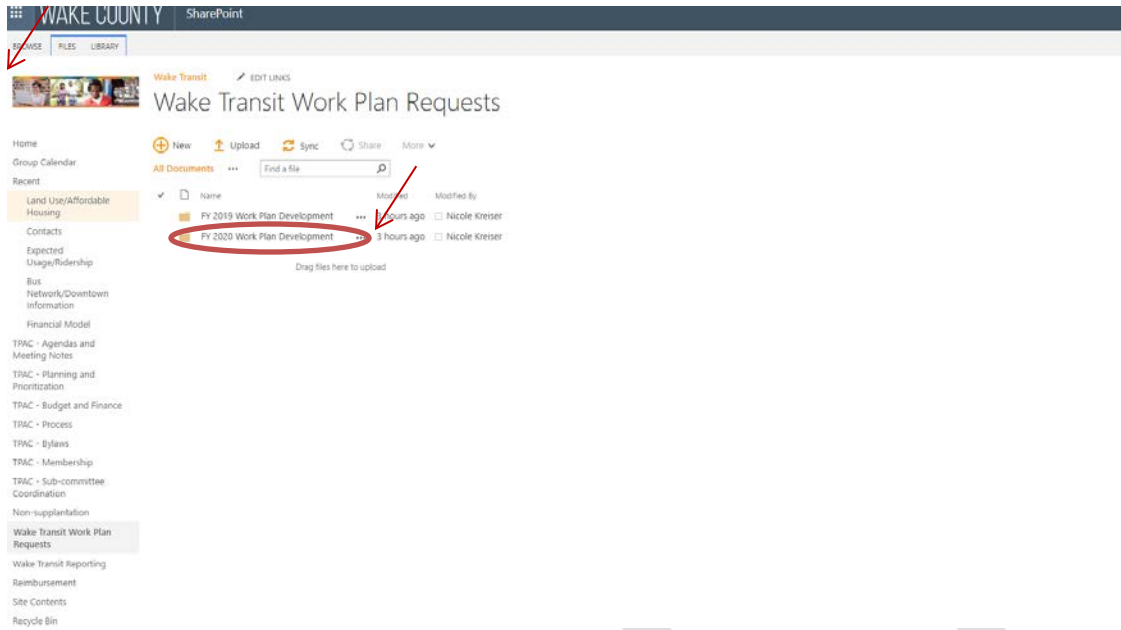
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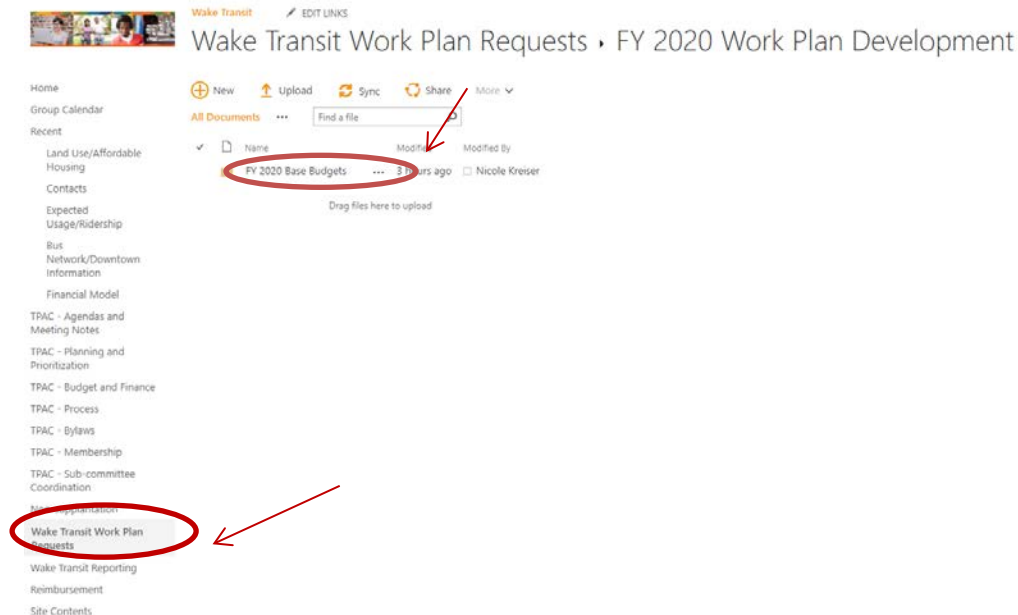
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## FY 2020 Base Budget

For FY 2020, agencies are being presented with a FY 2020 base budget. These FY 2020 base budgets assume the amounts reported by agencies as the recurring cost for FY 2019 operating appropriations, which include the annualized cost of FY 2019 partial year funding and other full year FY 2019 recurring appropriations inflated at 2.5 percent. This amount ties to the amounts shown in the multi-year operating program in the 2019 Wake Transit Work Plan.

Base Budgets for each agency and municipality are located here:



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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All Documents ... Find a file

✓	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 2019 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 2020 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 2020 Wake Transit Work Plan Project Request Form. A form should be submitted for each operating and/or capital project requested by an agency. Request forms are required for:

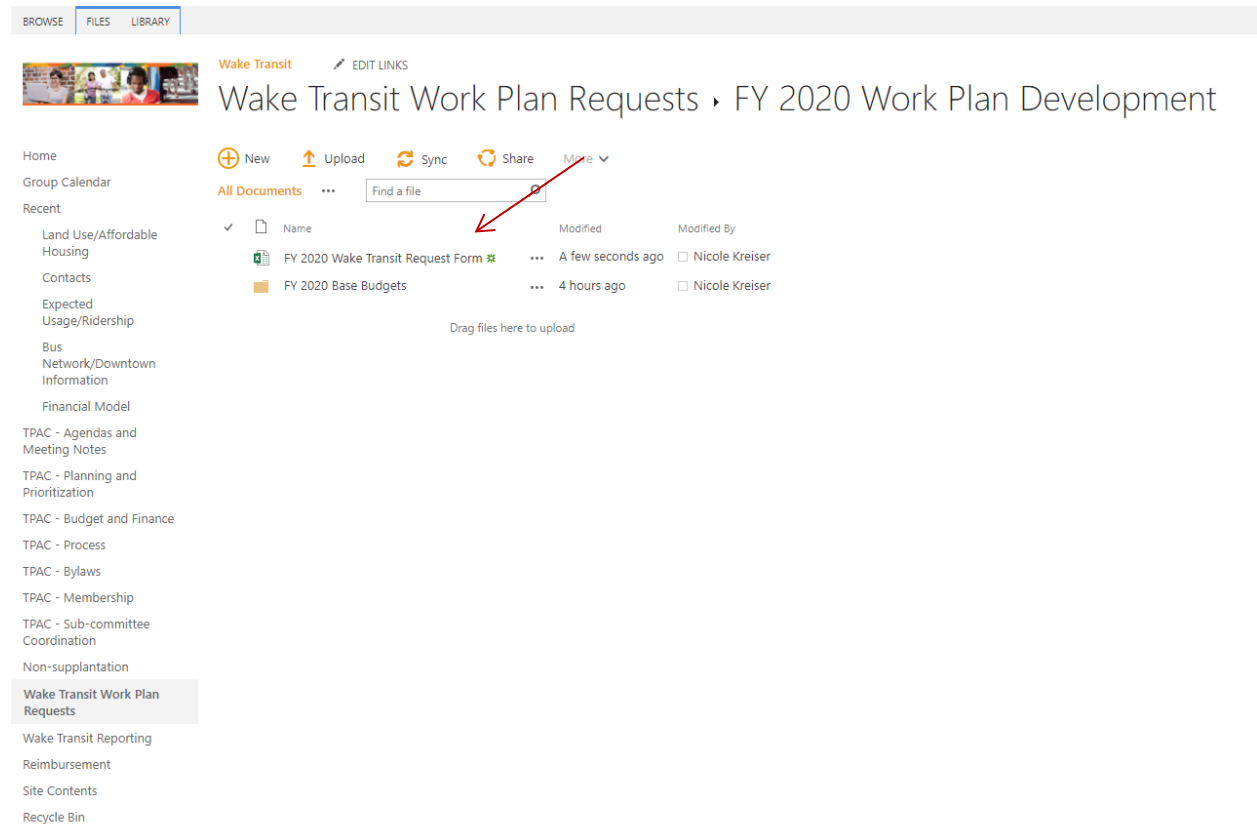
- Scope Changes to existing Projects
- Financial changes that are above the amount programmed for FY 2020 for recurring operating appropriations
- New operating and capital projects requesting appropriation; projects previously only shown as programmed in FY 2020 require a Wake Transit Work Plan Request Form to be filled out to be considered for appropriation of funds and elevation from programming.

This form is in Microsoft Excel. The request form includes much of the narrative and financial information required to support the FY 2020 Work Plan Request.

REQUEST #	FY 2020 Wake Transit Work Plan Request Form Operating and/or Capital		FY START DATE	
			Jan	2020
			Total Project Cost	
			\$	-
Project Name	Requesting Agency	Project Contact	Wake Transit Estimated Operating Cost	
			Base Year	\$ -
			FY 2021	\$ -
			Cumulative	\$ -
Estimated Start Date	Estimated Completion	Notes	Wake Transit Estimated Capital Cost	
			Base Year	\$ -
			Cumulative	\$ -
Project Description/Scope	Enter below a summary of the project that may later be used as the project description in the FY 2020 Work Plan.			
Project Justification / Business Case	Provide responses to <u>EACH</u> of the questions below. Answer the questions as fully as possible. Enter Non-Applicable (N/A) as appropriate.			
1. Is this a New Project, Scope Change or Financial Change?	New <input type="checkbox"/> Scope <input type="checkbox"/> Financial <input checked="" type="checkbox"/>			
<i>See Instructions for definitions</i>				
1a. If Scope Change or Financial Change - Indicate previous project ID	<input type="text"/>			
2. Is this project Operating, Capital or Both?	Operating <input type="checkbox"/> Capital <input type="checkbox"/> Both <input checked="" type="checkbox"/>			

All requests are required to state the anticipated start date in the fiscal year. Furthermore, capital requests are required to be identified by phase, with anticipated start dates for each phase.

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



## How to Submit Requests

Operating Expansion and Capital project requests to be funded in FY 2020 in full or in part from Wake Transit are due by October 19, 2018.

Each agency should make sure to save a copy of ALL of 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 2020 Budget Request Forms Submitted. Project Requests should be saved with a version and date so that changes can be tracked as the FY 2020 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.



# Wake Transit Work Plan Requests ▸ FY 2020 Work Plan Development

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  - Wake Transit Work Plan Requests**
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Name	Modified	Modified By
FY 2020 Base Budgets	5 hours ago	Nicole Kreiser
FY 2020 Work Plan Requests	A few seconds ago	Nicole Kreiser
FY 2020 Wake Transit Request Form	2 minutes ago	Nicole Kreiser

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# FY 2020 Work Plan Development ▸ FY 2020 Work Plan Requests

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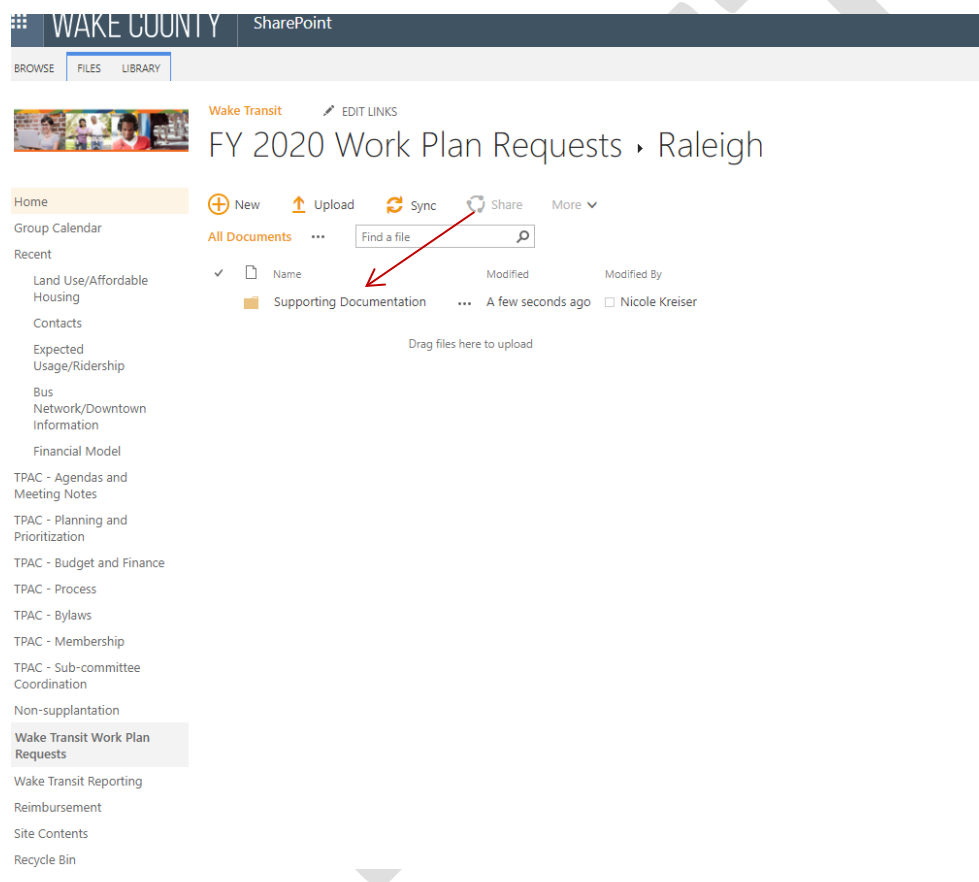
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Name	Modified	Modified By
Apex	2 minutes ago	Nicole Kreiser
CAMPO	2 minutes ago	Nicole Kreiser
Cary	About a minute ago	Nicole Kreiser
Fuquay-Varina	About a minute ago	Nicole Kreiser
Garner	About a minute ago	Nicole Kreiser
GoTriangle	About a minute ago	Nicole Kreiser
Holly Springs	About a minute ago	Nicole Kreiser
Knightdale	About a minute ago	Nicole Kreiser
Morrisville	About a minute ago	Nicole Kreiser
NCSU	About a minute ago	Nicole Kreiser
Raleigh	About a minute ago	Nicole Kreiser
Rolesville	About a minute ago	Nicole Kreiser
RTP	A few seconds ago	Nicole Kreiser
Wake County	A few seconds ago	Nicole Kreiser
Wake Forest	A few seconds ago	Nicole Kreiser
Wendell	A few seconds ago	Nicole Kreiser
Zebulon	A few seconds ago	Nicole Kreiser

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## Supporting Documentation

In addition to filling out the required information on the Wake Transit Work Plan Request Form, agencies are required to submit graphics and other images in their agency folders that support the requests, if applicable. For bus operating projects, agencies are requested to attach a detail map showing the route or routes included in the request. For capital projects, agencies are required to submit pictures or schematics of proposed capital projects. This information will be used in the generation of the Wake Transit FY 2020 Work Plan and to communicate project types during public comment, the GoForward site, and presentations to various elected boards and commissions. This information should be labeled and included in the FY 2020 Work Plan Development Supporting Information



## FY 2019 Overall Process and Questions

The Wake Transit Share Point Site has the FY 2020 Kick-Off Presentation, and the FY 2020 Work Plan, Amendment, and Quarterly and Annual Reporting Calendar.

Questions concerning the FY 2020 Work Plan Process should be directed to Steven Schlossberg, [sschlossberg@gotriangle.org](mailto:sschlossberg@gotriangle.org) or 919-485-7590. Questions will then be coordinated amongst



the TPAC Budget and Finance and Planning and Prioritization Chairs and CAMPO Wake Transit staff.

DRAFT