

Durham Orange Joint Staff Working Group

Meeting Agenda

May 16, 2018

8:30-11:30 pm

Durham City Hall, Room 4B

1. Call to Order/Roll Call

2. Approval of Meeting Minutes

- a. March
- b. April

3. Open Issues

- a. FY19 Draft Work Plan – Mo Devlin, SWG Admin – See Memo from Mo Devlin

Action Step – Review May Draft Work Plan and Approve Release for Public Comment.

- b. FY18 Quarterly Reporting – Accounting, GoTriangle – See Report from Jennifer Keep, GoTriangle

- i. Public Comment, Board Presentations
- ii. FY19 GoTriangle Budget Ordinances

- c. FY19 GoTriangle Budget Process– John Tallmadge

1. Reading – May 23, 2018
2. Presentation and Adoption (Ordinances) – June 27, 2018

- d. Policies to be Developed – John Tallmadge, GoTriangle – See Memo from John Tallmadge

- i. Sequencing, Prioritization
- ii. Approach to Policy Development
 - Ad hoc
 - SWG meeting = 1-2 Processes
 - other?

4. New Business

5. Adjournment

March 14, 2018
Durham Orange Joint Staff Working Group
Minutes

Memorandum

To: Durham County Staff Working Group members

From: John Tallmadge, GoTriangle, Director of Regional Services Development

Date: March 14, 2018

Re: Re-prioritization of GoTriangle bus capital projects

In developing the 2017 Durham County Transit Plan, GoTriangle programmed a transit center in the vicinity of Streets at Southpoint to begin in FY2024. In FY2018, GoTriangle budgeted \$53,000 for improvements to bus stops at Patterson Place. In the fall of 2017, GoTriangle was approached by the Streets at Southpoint and the City of Durham with a request to work out an agreement that explored the opportunities of relocating the transit stop at Southpoint to a location in the public right-of-way, adjacent to their property. GoTriangle agreed to conduct a feasibility study and has secured the services of VHB to perform this study for less than \$50,000. Our goals for this study are to determine whether improvements can be made in the public right-of-way that provide safe, comfortable, accessible waiting areas for the bus and paths to both park-and-ride spaces and the shopping center, while improving travel times for the buses moving through this congested area. GoTriangle will also be seeking to secure additional park-and-ride spaces if it is determined that it is feasible to move the stop.

GoTriangle had not yet spent funds on the Patterson Place improvements, and so GoTriangle wishes to inform the Durham Staff Working Group that we intend to move up the spending on the Southpoint transit center to FY2018, and push back spending on other GoTriangle-sponsored bus capital projects to keep the plan whole. In the future, we expect to have project agreements that would require amending for this type of change, but those are not yet in place.

GoTriangle staff welcomes your questions or comments about this change.

DO Joint SWG April 11, Meeting - Minutes

Roll Call:

GoTriangle: John Tallmadge, Chair

DCHC MPO: Aaron Cain, Vice Chair, Meg Scully

Orange County: Travis Myren , Theo Letman

Durham County: Linda Thomas-Wallace, Evan Tennenbaum

SWG Admin: Mo Devlin, recorded minutes

Non-Voting Members listed on last page.

Item 3a. FY19 Work Plan

John Tallmadge said the most important item today was reviewing the plan

Travis commented that in reviewing the FY19 Work Plan and looking at the Request vs. Balances, and Carryforward, that the DOLRT (Durham Orange Light Rail) project line item needs to be changed. John said that Praveen has created a new form and amount for DOLRT, but acknowledged that a revised form had not been submitted for the March 16th revision deadline.

Travis asked about the capital balances and how to represent encumbered projects. Aaron Cain said that he and Mo had met at GoTriangle with their team to discuss processes that need to be developed and when. Travis said an encumbrance report needs to create 2 columns, with a separate carryforward balance, a table that sums the dollar amounts encumbered to date. John said that the GoTriangle budget has to show that. Sandra said that GoTriangle has been meeting this week (the week of April 9th) and GoTriangle will create a project authorization sheet/form, that will show an available balance. Mo asked the timeline and Sandra said that project authorization sheet/form would be ready for the GoTriangle Board in May, and it will show amounts authorized but not spent.

John said that in 2017, before the GoTriangle board approved, everyone had reviewed projects for what is important, what is preauthorized. Travis asked for clarification that preauthorized is “encumbered”, and ties to Article 43. John noted that the Project Requests have a “spent to date”, and as of 6.30.17 there was no spending.

Linda Thomas-Wallace asked are we making a distinction between available vs. spent and asked for clarification, including defining the “terms” so everyone is certain, and developing a policy that SWG can follow. Linda requested more information about balances, including how they are available for future spending, are they available to whole county (a pot of money) or by respective agency? Linda said that the work plan development seems backward – we are approving balances created. Sandra said everything spent is in budget. Linda asked why in 2018 cycle were the full Transit Plans funds not budgeted for Durham Access?

Craig Benedict asked about the Quarterly Reports, and if they would show revenues, and compare if actuals were “on track.” He asked that costs for the Light Rail and how does SWG know if there is a change?

Praveen Shridharan said Carryover is cumulative, \$ spending, we think it is online, we shift \$s to the right

Linda asked if revenues exceed plan but are programmed, where is carryover? Sandra said Sales Tax dollar overages go to Light Rail. Travis asked but if there is not sufficient PY balance, there is an amendment, what happens with a tax overage? Sandra said the financial model takes in revenue and expense, looks at actuals all the time, revenues will meet up shortly, team looks at them all the time. Praveen said revenues are tracking to Moody's, tracking closely. Don't want to allocate overage. Can't address on year to year basis, the project authorization form (coming) will help identify funding.

Travis said each plan has a cash balance, can't go over what is authorized, each county has a minimum cash balance.

Praveen said when GoTriangle issues debt, there will be debt costs.

Craig said that using a simple example, if model says receive \$1 million, but revenue is up to \$1.1 million, we may have that for many years, and accrue a balance.

Linda Thomas-Wallace asked if they have exceeded sales tax revenues, and Praveen said we are tracking to Plans. Travis asked if the Article 43 revenues are tracked and reported separately? By Fund and County in the CAFR? Sandra said the Financial Audit will show Fund and by County.

Rick Shreve said he was accustomed to encumbrance accounting, typically, notes lay out that there is an obligation in place Sandra said amounts are encumbered in system, they are done off life. At some point the amounts will be spent, need to preserve.

Meg asked about the Project Requests not in Plan, can we amend the Plan for them? Why are they separate (hanging out) on this sheet. Craig said we need to know how we fund these projects, and amend with Revenue. John said this the reason why they are called out is for SWG to meet and decides. Carryover \$s are a one-time use of funds. SWG can make a resolution. Aaron said we don't want to amend the Plans.

Meg asked where are the GoTriangle staff in the budget? Are they all part of Light Rail? Bergen Watterson said that in her notes from March say these new staff were to be paid with carry over. Meg said it there a definition of what can be used when? Craig wanted to know what is the threshold? Aaron said it is part of a larger conversation.

Linda said that GoTriangle has given the \$ amount available, in 18/19 cycle, I was told I could make my own requests. Once a year do have a chance to ask for more money. Project Sponsors are still leveraging old \$s/funding. Durham County Access want to see a way to save \$s and find cost savings. When GoTriangle asked SWG members in Fall, the question is "what are your needs", so why would I as a Project Sponsor ask for more if we are constrained. It is a lot of work to make a project request, but then there is no change in what you can ask for.

DO Joint SWG April 11, Meeting
Minutes

Theo Letman asked if reports are quarterly or monthly? Saundra said GoTriangle gets information monthly and makes quarterly reports.

Craig asked, if using the same example if the model projected \$1 million, and needs a million, no problem, but if both the amounts received and the need are greater, SWG should make a conscious decision. Is there a check on revenues? We need to track revenues; they need to be accounted for. All new positions and new request should be tracked because there are not a lot of contingencies in the plan.

Linda said she agrees with this, SWG should not agree until we know how they will be paid for.

John said that GoTriangle sees unspent funds and we are trying to communicate a shared burden, a project we want to pursue. Happens 1 time a year during the work plan. The guide post is the plan, these requests are small

Linda said we need to think about the public perspective, why weren't these projects encumbered in the the original? What is the expectation for amendments, over allocations. Why didn't we plan for it in the 2017 balances, or are we recognizing there is carry forward? It is confusing to us (SWG) and confusing to the public.

Saundra asked what kind of carryover are you talking about? Praveen said there is multi-year, capital vs. operation, can't reallocate.

Linda said GoTriangle is asking for requests over authorized but SWG doesn't know what is available. John Tallmadge said the process and creation of the Work Plan, that is when SWG makes decision about requests and what is available. Linda asked what is available for additional requests. John Tallmadge asked about new projects, and about Orange Public Transportation's request. Mo Devlin said that based on the March 2018 meeting, where the item was discussed as being funded with OPT carryover, she had moved it into OPT's operating (transit service) line.

Craig Benedict said that the SWG needs to make a form for these requests, and Travis Myren asked what happened with the Admin position (.5 FTE to Tax District), at the March meeting GoTriangle said they would withdraw the request.

Saundra Freeman said we don't want to throw requests out, and Travis said the position is not funded in the Transit Plans. He suggested that these projects cannot be funded unless there is carryover. Saundra said it needs to work in the model.

Travis suggested that a small group from SWG meet about these projects, he volunteered to make time, and group would review the financial tables, and review Linda's questions about carryover balances.

Saundra said that when forecasting against full year, everyone has fallen short, but at the half-year, people should know activity (what the projects will charge). Travis said by the time this

goes to GoTriangle Board it needs to be ready for a rubber stamp, so it is just a technical approval.

Mo asked to understand how DOLRT would change, Sandra said a DOLRT final sheets won't be done until the budget is done, with a carryover sheet. It will need a Project Authorization form, and dollar amounts will change and timing will change.

Item 3b. Policies:

John Tallmadge said that they have been talking about policies. He asked for SWG input of future policies (to be created):

1. Carryover policy (definition, tracking, decisions about disposition, etc.)
2.
 - a. MD - Changes to Transit Plan, and what triggers a change, and a Plan amendment.
 - b. JT - Requests for changes to projects/services to be funded (how are these made, what are thresholds for approval - SWG vs. managers vs. GoTriangle Board vs. all 3 Boards)
3. Decisions about Revenue Surplus (definition, reporting, decisions about disposition, etc.)
4. Capital project encumbrances (accounting and legal documentation, tracking, reporting, etc.)

Linda Thomas-Wallace asked if there is excess in one programmatic area, goes into carryover, or a pot available (in current year). Linda used example of having excess Capital available, and would the Sponsor be allowed to move it into Operating/Transit Service, or does it default go into a carryover pot. Sandra asked which pot, is it shared or to the Sponsor. Linda gave the example of GoDurham having Capital available, can they leverage it for service? In the past, the Tax District has approached this by issuing a letter. But it doesn't clear tie to the Plan or Budget. Pierre asked if the SWG has a multi-year approach, does it need to think about carryover? Sandra Freeman said they need to make an annual budget.
5. Federal policies (particularly FTA and Transit) – from Pierre O-O
6. Invoicing of Projects and Reimbursement Procedures. (How the Plan outlines projects "other revenues" such as farebox and grants. Sandra said that Transit Service providers need to be kept whole.
7. Debt Policy
8. Revenue Policy or Process for accounting for fares in reimbursements. Mo Devlin asked for reporting of revenues by Source, eg. Interest income, and Grants, by Federal, State, Local. Praveen said GoTriangle needs to talk to SWG about interest income, it is not programmed by the Tax District. Sandra Freeman said SWG doesn't need a policy, just a format on GoTriangle reports it. GoTriangle can change format.

Item 3c. Invoicing Calendar

John Tallmadge reminded group of the invoicing calendar, and that GoTriangle would be producing reports on 5/11 for the 5/16 meeting.

Item 3c. SWG Admin Review of invoices

John said to send to Mo SWG Admin. Mo clarified that the invoices go to GoTriangle. Meg Scully asked if SWG Admin was approving invoices, and Mo said that they was discussed at a GoTriangle meeting, but to date, SWG Admin's review of Transit Service invoices was not productive, and in the absence of a policy about invoices, guideline is the Plans, and said that her comments had not added value to the process. Sandra said that GoTriangle would be reviewing their own invoices.

Mo Devlin also brought up steps taken to understand how to make Project Agreements for Capital Projects when GoTriangle is proposing the Capital Project. She had reached out to CAMPO, who were establishing the agreements for TPAC and GoTriangle. John Tallmadge said that CAMPO lists all the agreements and Shelly in Legal Team working with them. John will have Shelly contact Mo with information.

Adjourn 1:40 pm.

Non-voting members in attendance:

1. Pierre Osei-Owusu, GoDurham,
2. Ellen Beckman, City of Durham
3. Rick Shreve, Chapel Hill Transit
4. Tom Altieri, Orange County Planning
5. Bergen Watterson, Town of Chapel Hill
6. Antony Wambui, City of Durham
7. Kevin Lewis , GoTriangle
8. Jennifer Keep, GoTriangle
9. Praveen Sridharan, GoTriangle
10. Kayla Seibel , Town of Chapel Hill
11. Craig Benedict, Orange County Planning
12. Nick Pittman; Chapel Hill Transit
13. Tina Moon, Town of Carrboro
14. Sandra Freeman; GoTriangle
15. Erik Landfried, GoTriangle
16. Geoff Green , GoTriangle
17. Matthew Clark , GoTriangle
18. Neeton Nichols, City of Durham
19. Zach Anderson, Durham County
20. Matt Cecil, CH Transit
21. Liz Reiskoff, GoTriangle

MEMORANDUM

Date: May 11, 2018

Subject: FY 2019 Work Plan Activities, April to May 2018 and Release of Draft Work Plans

From: Mo Devlin, SWG Admin

Overview: April to May 2018 activity to the Work Plan generated major and minor changes to the Work Plan. An overview of activities and changes are below. Per discussion at the April Meeting and the Ad hoc committee, the Plans now include additional information and projects that received funding in prior years. The Plan intro now includes a summary at the Tax District Level to assist in understanding the GoTriangle Budget to the SWG Work Plan. See the list of Activities and April to May Changes below.

Activities:

April 17th: Ad Hoc Committee, see Memo
April – May: ICES for Orange Recalculated
May 7th: GoTriangle with DCHC MPO meeting
May 8th: GoTriangle updated DOLRT Project Cost Estimate for FY 2019

April to May Plan Changes:

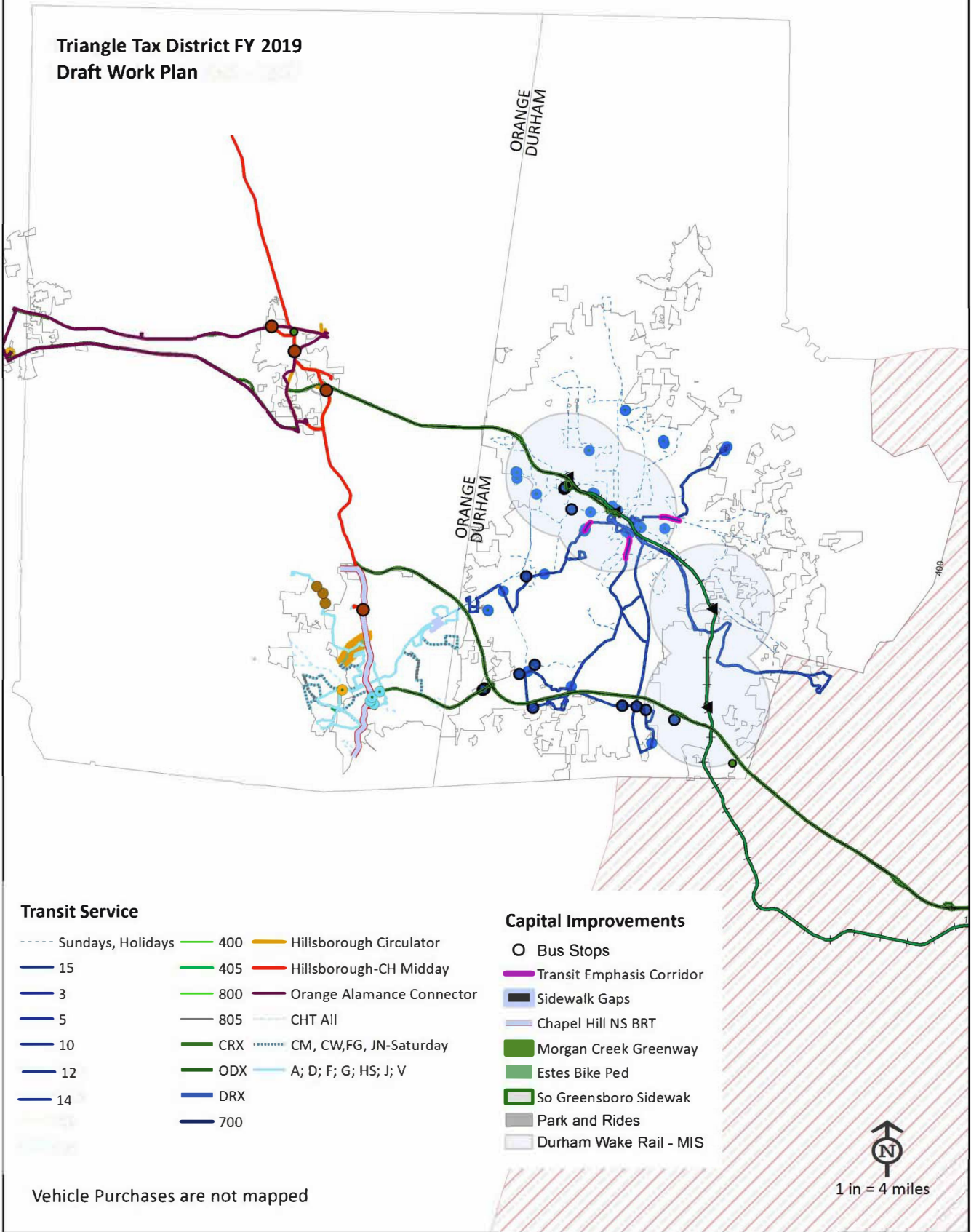
Project	County Name	was	Is	Change	Reason
18GOT_CD4	D Patterson Place	260,000	183,000	(77,000)	GoTriangle Request
18GOT_CD2	D Southpoint Park & Ride	102,000	-	(102,000)	GoTriangle Request
18GOT_TS7	D DRX	43,691	48,495	4,804	Revised Funding Request
19GOT_TS3	O Holidays - O	7,095	4,730	(2,365)	Incorrect Split between Counties
19GOT_TS1	O Sundays - O	29,646	19,764	(9,882)	Incorrect Split between Counties
19OPT_TS1	O OPT - Exp	423,980	391,390	(32,590)	Match funding available to need
19OPT_TS2	O OPT - ICES	-	47,977	47,977	Match funding available to need
19CHT_TS1	O CHT - ICES	742,427	816,473	74,046	Match funding available to need
19H-TR_STn	O Hillsborough Train Static	-	116,000	TBD	Added to Work Plan
18GOT_CD7	O Hillsborough Park&Ride	80,000	TBD	TBD	Additional Revenue Source*
19GOT-ERP-D	D ERP	25,000	50,000	25,000	Request is a one-time amount of \$100K total
19GOT-ERP-O	O ERP	25,000	50,000	25,000	Request is a one-time amount of \$100K total
DOLRT	D FY19 Request	52,160,491	66,015,000	13,854,509	Revised Estimate (May 8, 2018)
DOLRT	O FY19 Request	11,840,112	14,985,000	3,144,888	Revised Estimate (May 8, 2018)

Next Steps: On May 16th, The SWGs will review and take an action step to release the Draft Work Plans for Public Comment. The Work Plans may still have minor edits (\$ amounts, text, mapping) but are largely representative of the FY 2019 Work. Public Comment period will be an opportunity for everyone to provide feedback, and material changes will be incorporated to the Final Work Plan). The Public Comment Period will run from May 18th to June 7th (21 days) and during this period the Work Plans will be made public on the DCHC MPO site. The Work Plans will be presented to various Boards, see below.

Schedule:

May 23rd - MPO Tech
June 7th - MPO Board
June 4th - Durham County Commissioners
June 5th - Orange County Commissioners
June 12th – SWG reviews Final Work Plan
June 27th – Presentation to GoTriangle Board for Adoption

**Triangle Tax District FY 2019
Draft Work Plan**



Transit Service

- Sundays, Holidays
- 15
- 3
- 5
- 10
- 12
- 14
- 400
- 405
- 800
- 805
- CRX
- ODX
- DRX
- 700
- Hillsborough Circulator
- Hillsborough-CH Midday
- Orange Alamance Connector
- CHT All
- CM, CW,FG, JN-Saturday
- A; D; F; G; HS; J; V

Capital Improvements

- Bus Stops
- Transit Emphasis Corridor
- Sidewalk Gaps
- Chapel Hill NS BRT
- Morgan Creek Greenway
- Estes Bike Ped
- So Greensboro Sidewak
- Park and Rides
- Durham Wake Rail - MIS

Vehicle Purchases are not mapped

1 in = 4 miles

The Triangle Tax District and FY 2019 Work Plan:

The Triangle Tax District manages the funds of the combined Durham and Orange 2017 Transit Plans.

These plans, adopted in April 2017, provide dedicated funding for transit in the two counties, including supporting the Durham Orange Light Rail (DOLRT). This local funding, that crosses municipal and county lines, supports seamless mobility among Durham, Orange, and Wake County, and also support areas in Alamance and Chatham Counties.

Tax District Funds are generated from a ½ cent sales tax, two vehicle registration fees, and rental tax. The two counties track revenues received and allocate funds separately within the Tax District fund. The Tax District has collected revenues since 2013, and has allocated funding since 2014. From July 2013 to June 2018, an estimated \$18.3 million of Tax District revenues will have been spent towards transit service in Durham and Orange. This service includes providing greater frequency and more hours on most routes and creating new routes to serve growth. These funds support providers' rising costs of continuing services. Transit facilities receive funds to improve bus stops and shelters, park and rides, and train stations. Long-range planning, design, and engineering funds are in place to support the future transit infrastructure, including the Hillsborough Train Station, a Bus Rapid Transit in Chapel Hill (the NSBRT), and study of the demand for passenger rail in Durham, part of the Durham-Wake Commuter Rail, or the Major Investment Study (MIS). And Transit Plan funds are there to support the system long-term health, providing money to replace an aging fleet, and grow it, to support the growing number of service hours. These investments make the Durham and Orange Counties better places to move around, support equitable access for people no matter where they live or their income level, and support the future of the region. These connections are to our universities, new housing, major employment centers. The investments are modern – they incorporate standards for ADA access and Complete Streets, and with Wifi capacity, our buses bring information access to the systems riders.

The FY 2019 Work Plan includes the projects underway or to be started after July 2018.

This Work Plan document provides detailed project information in the Project Requests, found at the end of this Work Plan. The Work Plans support the understanding of the financial commitments of the Tax District in the current year, and prior year financial commitments that are available to support FY 2019 activity. . The exception is the DOLRT, which is reported only as a summary,

The Work Plan is a product of the Transit Plans technical committee, or the Staff Working Group. (SWG). Administrative support for the development of the Work Plan is from the Durham Chapel Hill Carrboro Metropolitan Planning Organization (DCHC MPO).

On the following page you will find a summary of the Durham and Orange FY 2019 Transit Plan activity at the Tax District level.



Durham Transit Plan 2017

Orange Transit Plan 2017



Triangle Tax District Fund and Special Tax District

Revenues	FY 2019		
	Orange	Durham	Proposed
\$7 Vehicle registration tax	\$ 851,035	\$ 1,701,600	\$ 2,552,635
\$3 Vehicle registration tax	364,752	729,218	1,093,970
1/2 Cent Sales Tax	7,400,189	30,664,248	38,064,437
Vehicle Rental Tax	637,012	1,305,694	1,942,706
Farebox	148,564	555,628	704,192
Federal Transit Administration:TOD Pilot Program	60,075	272,006	332,081
Federal Transit Administration:Transit Svcs			-
State Grant Revenue	111,660		111,660
Investment Earnings/Unrealized Gain (Loss)			-
Total revenue			44,801,682

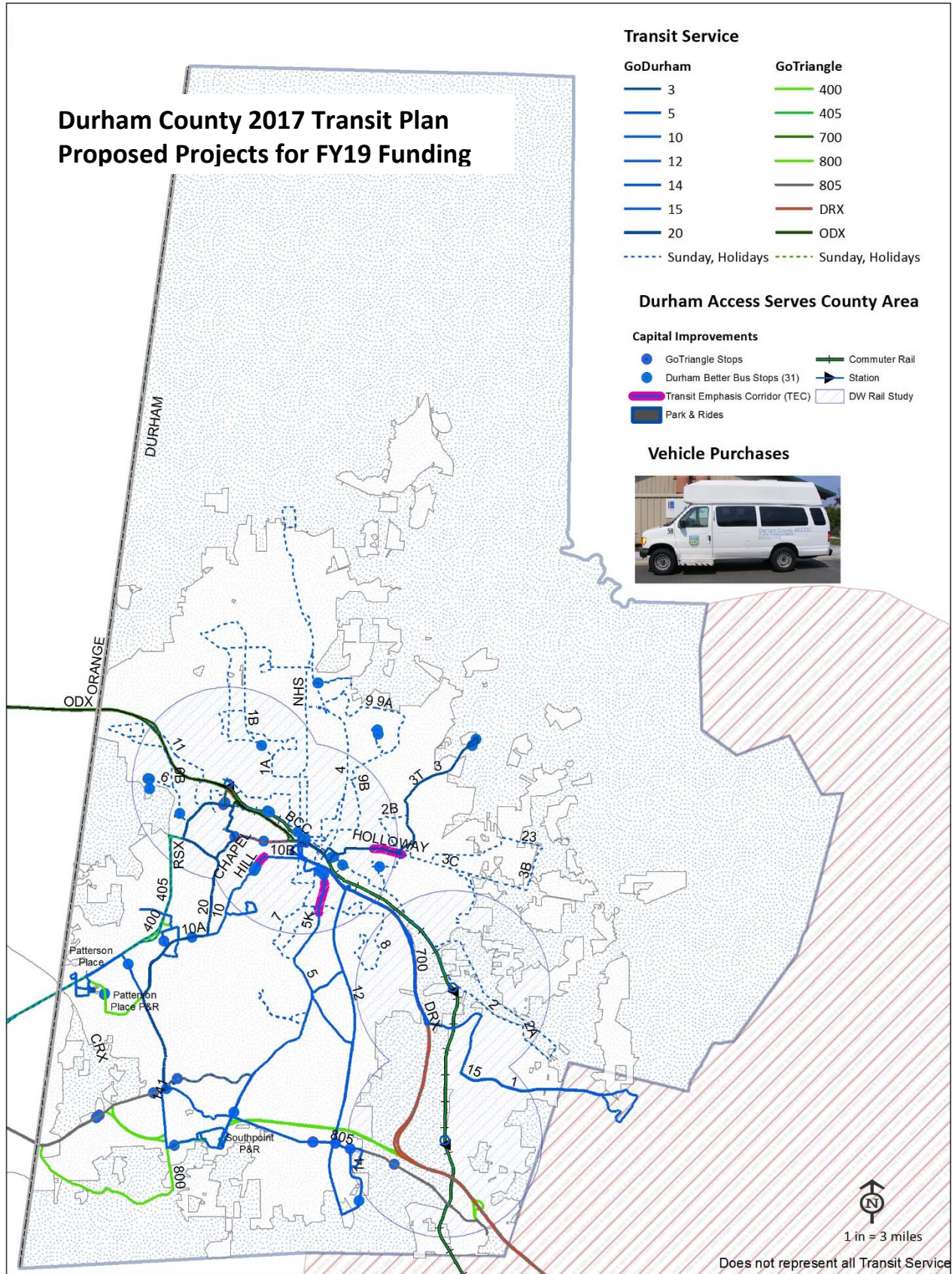
Expenditure by Program

Transit Services	3,466,656	4,455,024	7,988,533
Capital	1,330,513	1,977,445	3,141,291
Hillsborough Park & Ride	116,000		116,000
NSBRT	1,531,250		1,531,250
DOLRT	15,040,500	66,259,500	81,300,000
Total FY19 Work Plan	42,898,681	145,255,467	94,077,074

Expenditures by Tax District Treatment

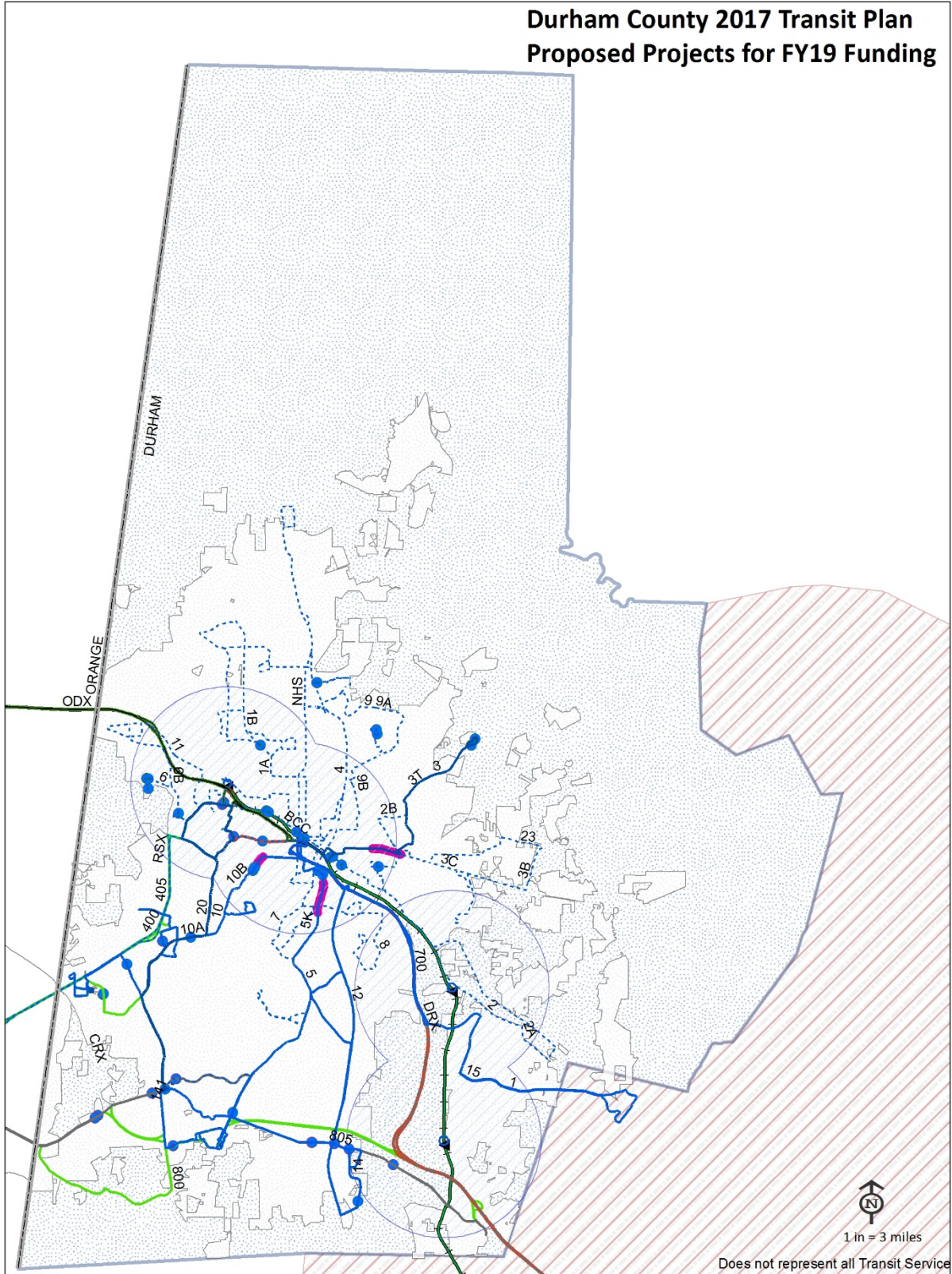
Operating transfer to Transit Partners	2,751,552	3,113,087	5,584,824
Capital transfer to Transit Partners	2,796,363	277,783	3,074,146
Operating transfer to DCHC MPO	26,850	26,850	53,700
Operating transfer to GoTriangle Regional Services*	-	204,167	204,167
Operating transfer to GoTriangle Bus Fund	868,254	1,277,587	2,145,842
Capital transfer to GoTriangle Capital Group	131,400	1,482,995	1,614,395
Operating transfer to GoTriangle IT Group	50,000	50,000	100,000
DOLRT expenditures at GoTriangle	15,040,500	66,259,500	81,300,000
Total FY19 Work Plan	21,449,340	72,627,733	94,077,074

Operating transfer to GoTriangle Regional Services for Surveys + Major Investment Study



Funded with Sales Tax, Vehicle Registration Fees and Rental Tax.
Some Projects receive other Funds, such as City of Durham General Funds.

**Durham County 2017 Transit Plan
Proposed Projects for FY19 Funding**



Funded with Sales Tax, Vehicle Registration Fees and Rental Tax.
Some Projects receive other Funds, such as City of Durham General Funds.

Draft Work Plan – May 2018

Summary:

In FY 2019, requests for Durham County’s Tax District Funding were submitted to support existing transit services, including rising costs for services, and enhancements in service to meet demand for transit, particularly by expanding hours of service. GoDurham has increased its Sunday and Holiday Service, including expanding its New Year’s Eve up until midnight (from 7pm). GoTriangle has added holiday and Sunday hours, and is requesting additional hours for its express from Durham to Raleigh, the #DRX. Tax District Funds have been requested for capital investments, such as Durham County Access’s request for funds to improve its fleet, by purchasing new and rehabilitating its existing existing vehicles. GoTriangle and the City of Durham will make improvements at bus stops and other transit enhancements at 48 stops and along three Transit Emphasis Corridors (TECs), where transit frequency and transit use are high.

A summary of the requests can be found below. The Project Requests, as submitted to the Staff Working Group, are also included as an attachment.

Durham Draft Work Plan: Summary of Proposed Projects			
Transit Services	FY 2019	FY18	Y to Y Change
GoDurham	\$2,906,087	\$2,366,632	23%
GoTriangle	1,277,587	1,042,395	23%
Durham Access - 1	207,000	447,000	-54%
Transit O & M (Admin)	64,350	124,500	-47%
Total - 2	\$4,455,024	\$3,980,527	11%

Capital	FY 2019	FY18	Y to Y Change
Vehicle Purchases - 3	\$191,333	\$3,791,000	*
Bus Stops, Park & Rides, TEC	1,569,445	1,113,958	41%
ERP System at GoTriangle	50,000	-	-
Commuter/Passenger Rail Study - 4	166,667	TBD	-
	\$1,977,445	\$5,588,291	-66%

Total Requests (before DOLRT) - 5	\$6,432,469	\$9,568,818	-33%
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1. Durham Access used FY18 Vehicle Purchase Funds to increase Transit Services funds available.
2. Total Funding for Transit Services in FY18 was \$4,147,959 (Durham Transit Plan Cash Flow), though not all available funds were programmed during FY18. The resulting “carryover” balances will FY 2019 requests above the FY 2019 Total Funding for Transit Services.
3. During the FY18 year GoDurham received funding for 6 buses. The FY18 Budget amended Vehicle Purchases for GoDurham to cover all costs in FY18. They do not plan to ask for additional Transit Plan funding until later years . During the FY18 year GoTriangle bought 2 buses for the Durham portion of the Tax District, budgeted at \$945,000.
* Year to Year Change for Vehicle Purchases is not a useful metric.
4. A major investment study (MIS) for commuter rail (CRT) and bus rapid transit (BRT) began in FY18. This work, done in collaboration with Wake County, will continue into FY 2019. The FY18 Budget and Work Plan included a total project funding amount of \$850,000. Unspent funding will cover the FY 2019 work, estimated at 166,667, and includes a study of rail traffic control.
5. A Summary Funding Request for the Durham Orange Light Rail (DOLRT) is included. More information about the DOLRT FY 2019 activities is available at ourtransitfuture.com

Draft Work Plan – May 2018

Carryover Balances:

The Orange Transit Plan, and its predecessor, the Bus and Rail Investment Plan, developed a funding schedule to control expenditure amounts available per year by agency (or sponsor). These expenditure limits are to protect the Transit Plan balances over the life of the plan. During the years 2014 to 2017, many sponsors were not able to use the available cash flow at the level planned. This has created “carryover balances” or additional funds available in FY 2019 for transit needs. These balances are being utilized to provide additional service or make additional, one-time, capital investments in the FY 2019 Work Plan.

Overview of the Development of FY 2019 Work Plan:

The FY 2019 Work Plan was developed through the technical committee of the Orange Transit Plan, the Staff Working Group (SWG). Project Sponsors submitted Project Requests for projects for SWG review. SWG has considered how the allocations align to the Durham Transit Plan, Plan goals, current needs. The SWG process has included approval of previous years carryover balances for FY 2019 activity.

Staff Working Group and Development of Work Plan

Oct to Dec 2017	Jan to Feb 2018	Mar-May 2018	May 2018	May 2018	May 2018	June 2018
Call For Projects	Call Extension	Revisions	Draft Work Plan	Public Comment	Board Review	Adoption

Draft Work Plan – May 2018

Transit Service

Durham's transit providers connect residents to school and to work, in Durham and the Triangle Region. These transit services create access to existing passenger rail service at Durham's Amtrak station, and to air connections at Raleigh-Durham's International Airport.

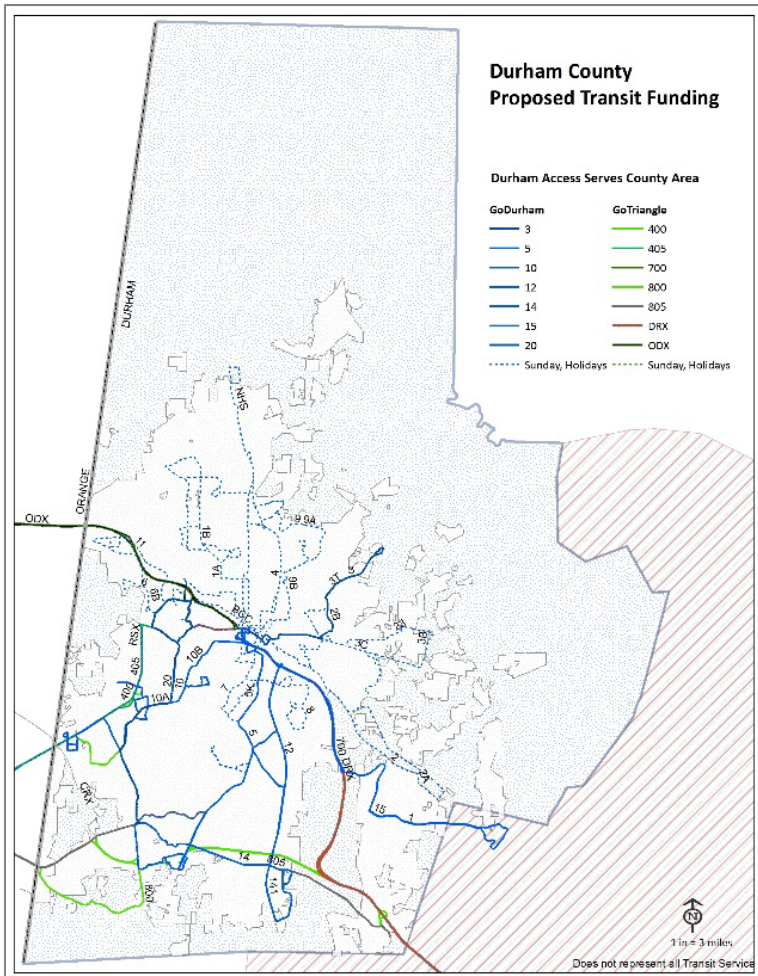
GoDurham, GoTriangle and Durham Access provide complimentary service. GoDurham serves the City of Durham area, and is the 2nd largest service provider in the state of North Carolina. GoTriangle's regional service connects Durham to neighboring Orange and Wake Counties, including service to and the Research Triangle Park (RTP). Durham County Access meets the paratransit needs of residents who live in the County of Durham, providing a demand response service.

In FY 2019, all operators are struggling to meet the demand with funding available. Durham Access has seen a 41 percent increase in requests, helping the community reach medical appointments, employment and routine shopping. GoDurham's ridership remains high, but with new free services to students, has less farebox revenue to cover rising operating costs. GoTriangle's planning efforts are focusing on increasing services where there is known demand, particularly in the Durham-Raleigh corridor (#DRX).



Draft Work Plan – May 2018

Transit Service Requests = \$4,455,024



GoDurham	
#3	64,236
#5	554,450
#10	378,806
#12-14	263,215
#15	319,254
#20	291,803
Sunday Service	167,782
New Year's Eve	7,360
Increasing Costs of Existing Service	859,182
	\$2,906,087

GoTriangle,	
#800 Off Peak	256,841
#400	280,402
#800 Add Peak	112,545
#700	272,670
#DRX-Add Peak	48,495
#DRX-Add Frequency*	119,612
#ODX	123,891
All - Sunday	26,390
All - Holidays	7,095
All - Paratransit	29,646
	\$1,277,587

Durham Access	
Purchase of Service	187,000
Pilot of Paratransit	
Alternative Service	20,000
	\$207,000

Transit Services requests include funding for Transit Support or Operations and Maintenance (O&M):

Transit Surveys by GoTriangle	\$37,500
SWG Admin .25 FTE at the DCHC MPO	\$26,850

Draft Work Plan – May 2018

Capital:

Capital improvements, including new bus purchases, are led by agencies throughout the County, including the City's Department of Transportation. FY 2019 work will enhance the transit experience, by improving existing stops with shelters and seating, and creating transit emphasis corridors (TECs). These will also address sidewalk gaps and focus on improved pedestrian and bike facilities in high use transit areas. New vehicles will be purchased, and existing vehicles maintained and rebranded. Though not included in the FY 2019 Plan, GoDurham recently purchased 12 buses, using Durham Transit Plan funds as a 50% match.

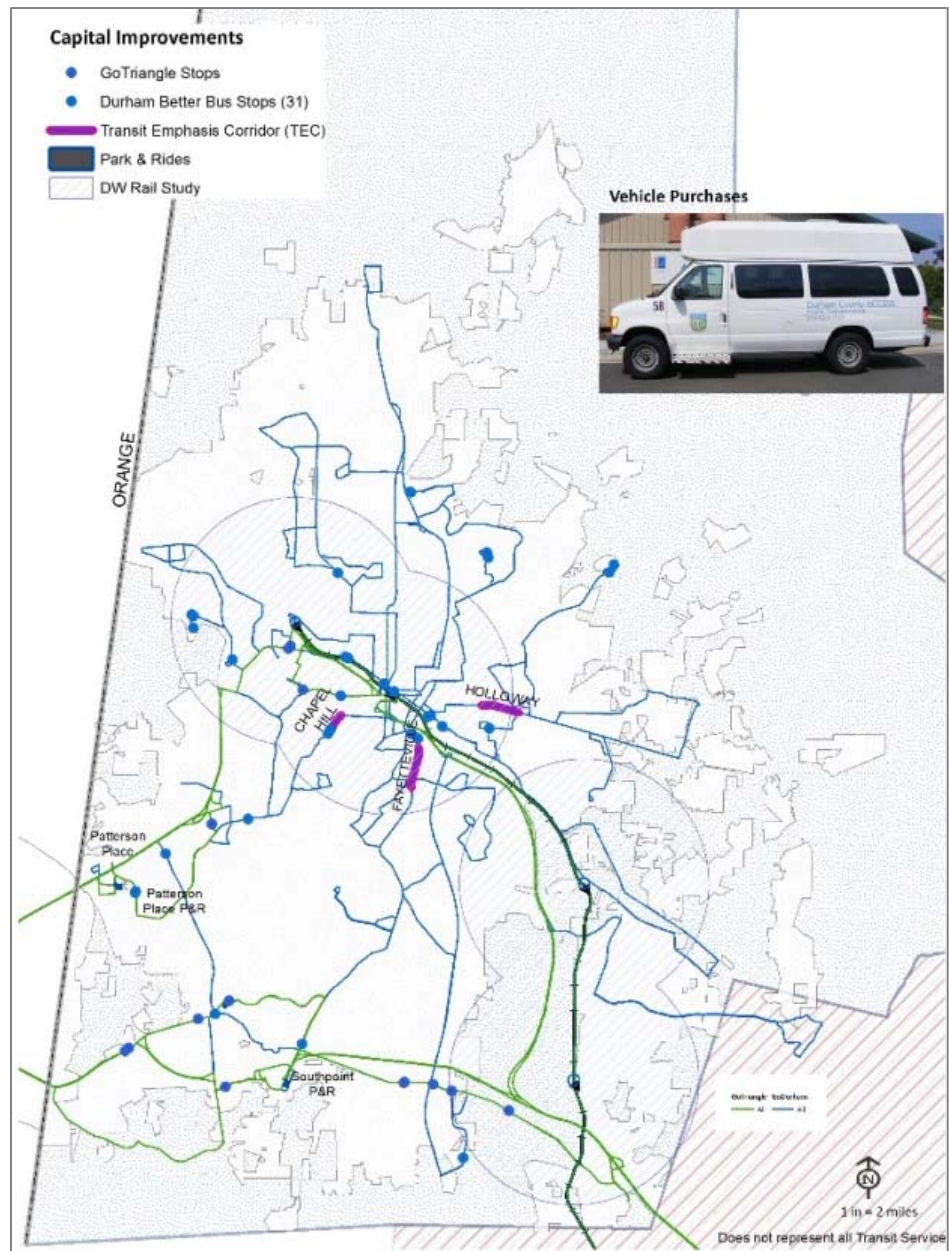


Capital Requests =



\$1,760,778

Capital includes Vehicle Purchases, Bus Stops, Park & Rides and Transit Emphasis Corridors (TECs)



Funded with Sales Tax, Vehicle Registration Fees and Rental Tax.
Some Projects receive other Funds, such as City of Durham General Funds.

Draft Work Plan – May 2018

Capital	Prior Year Funding	FY 2019 Request	FY 2019 Available Funding
Capital – Vehicle Purchases			
Durham Access*			
2-3 Vans	-	191,333	191,333
GoDurham**			
Vehicles	TBD	-	TBD
	TBD	191,333	191,333
Capital – Bus Stops, Park&Rides, TECs			
GoTriangle			
Holloway TEC	-	250,000	250,000
Fayetteville TEC	-	117,500	117,500
31 Bus Stops (Better Bus Stops, p1)	-	633,495	633,495
Southpoint P&R		-	-
Patterson Place Improvements	-	183,000	183,000
Patterson Place P&R	-	18,000	18,000
15 GoTriangle Stops	-	102,000	102,000
		1,482,995	1,482,995
City of Durham			
Chapel Hill Street TEC	-	86,450	86,450
Sub-total- Bus, P&Rs, TECs		1,569,445	1,569,445
Capital - Total	TBD	1,760,778	1,760,778
<p>* Durham Access transferred FY 2018 Vehicle Purchase funding to Operating. This was approved by the SWG in February, 2018, and the Budget was amended by the GoTriangle Board on February 21, 2018</p> <p>** GoDurham's FY 2018 purchase of 6 Buses was less than Transit Plan. The exact balance is under review; the amount will be available for future programming.</p>			

GoTriangle ERP- \$50,000

GoTriangle requested funding from the Tax Districts for its ERP system. This is a one-time request and the funding will draw from GoTriangle’s carryover balances. Total project cost is estimated at \$5.5 million, over 3 years, starting in FY 2019

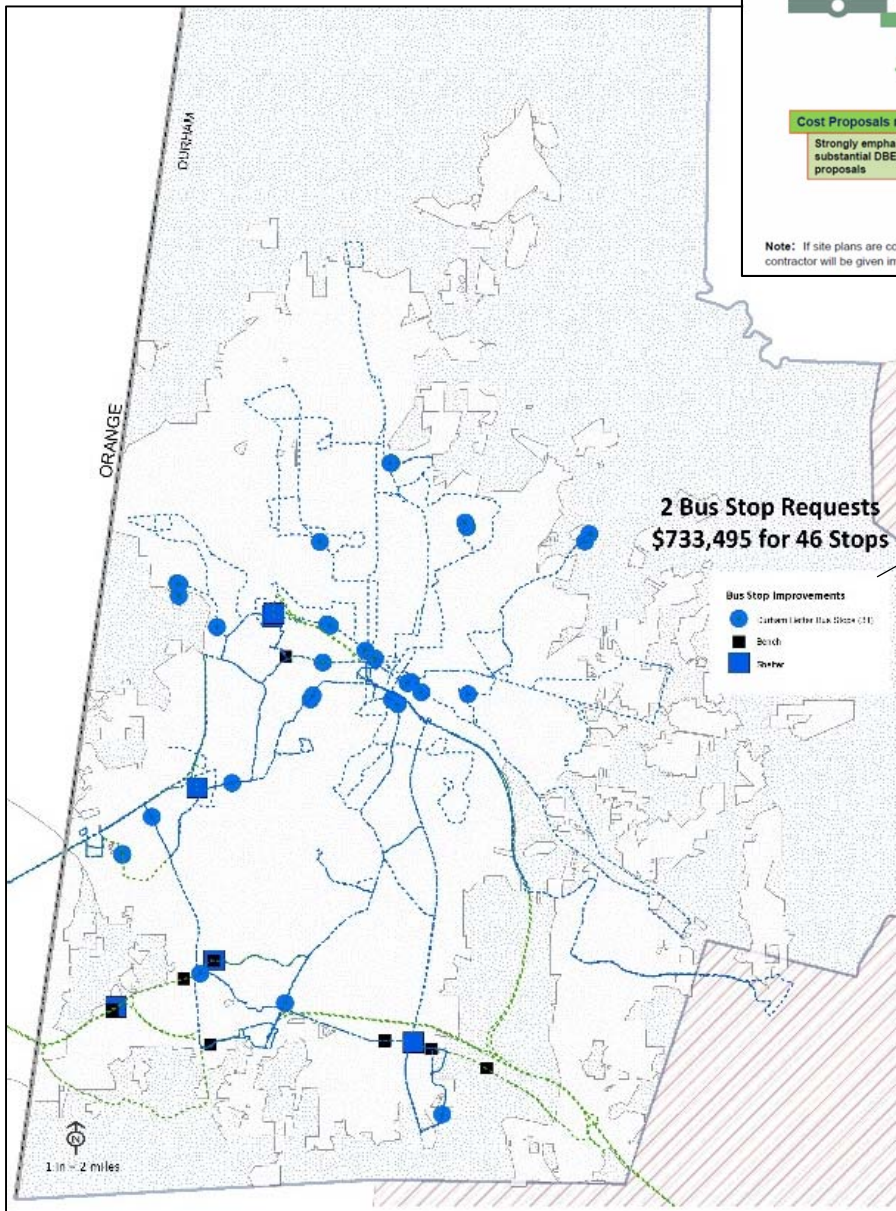
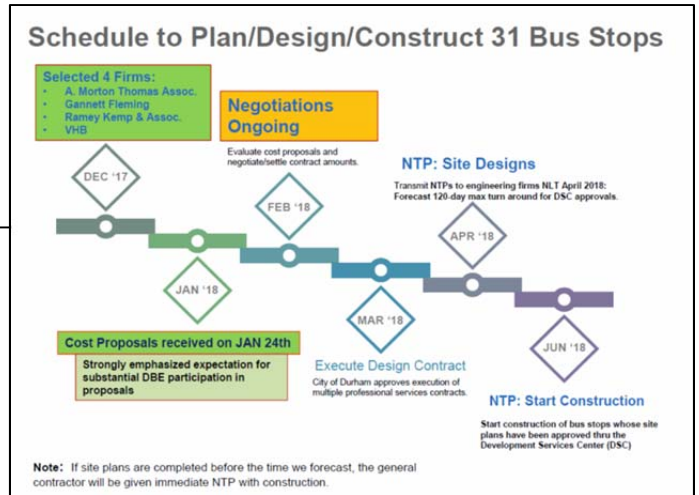
Draft Work Plan – May 2018

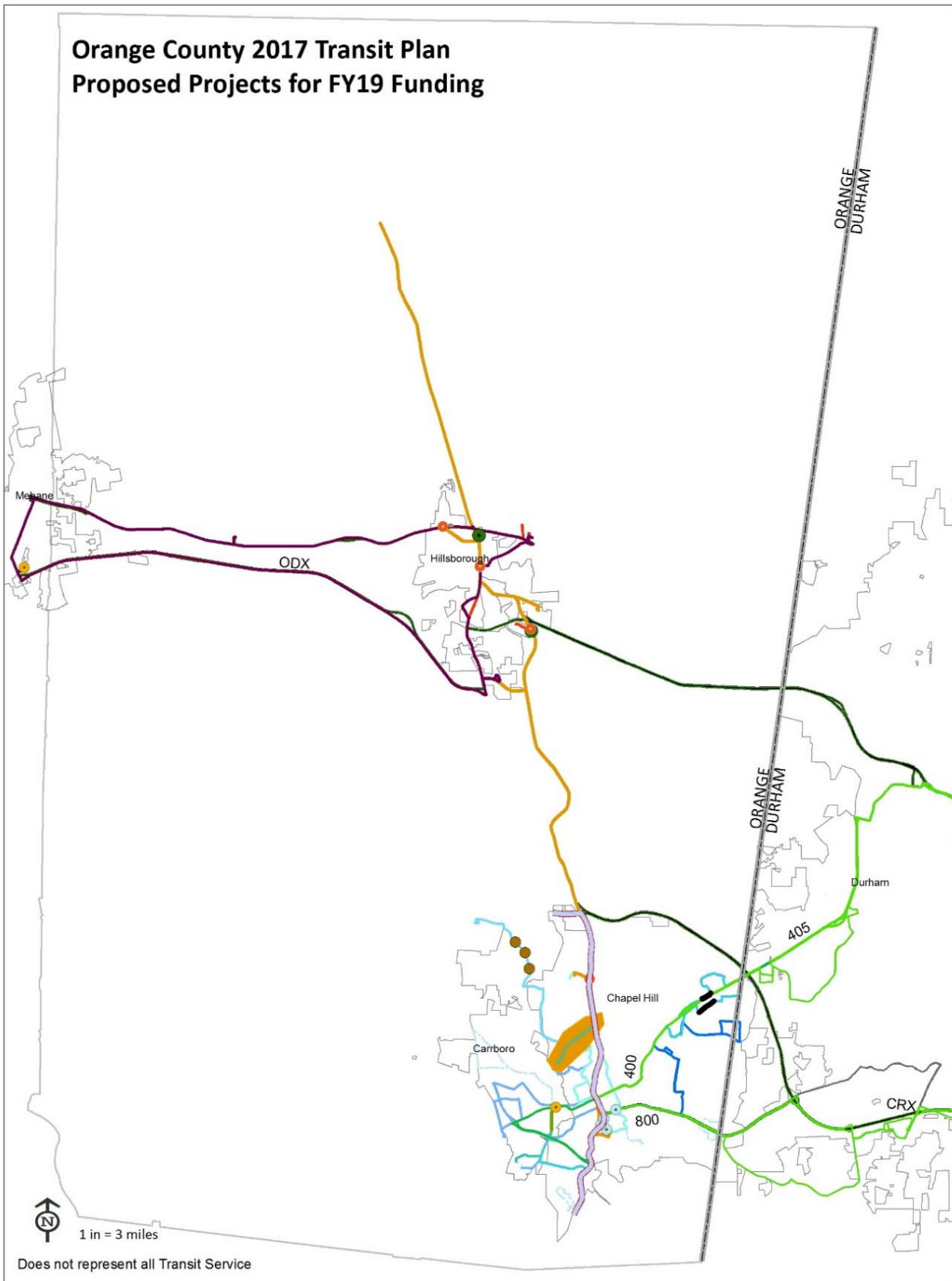
Capital Highlight: Bus Stops in Durham

During FY18, Durham’s Better Bus Stop Program worked on design on 31 high-use GoDurham stops. These stops will receive improved shelters and access, with the majority being constructed during the FY 2019 period. An additional 15 GoTriangle will also receive a set of improvements.

For more information about this work, visit <https://gotriangle.org/stops>.

Total funding for these 46 stops is requested at \$733,495





Orange County FY19 Work Plan

Transit Service

Orange Public Transportation GoTriangle

- Hillsborough Circulator
- Hillsborough-CH Middyay
- Orange Alamance Connector
- Sunday, Holidays
- 400
- 405
- 700

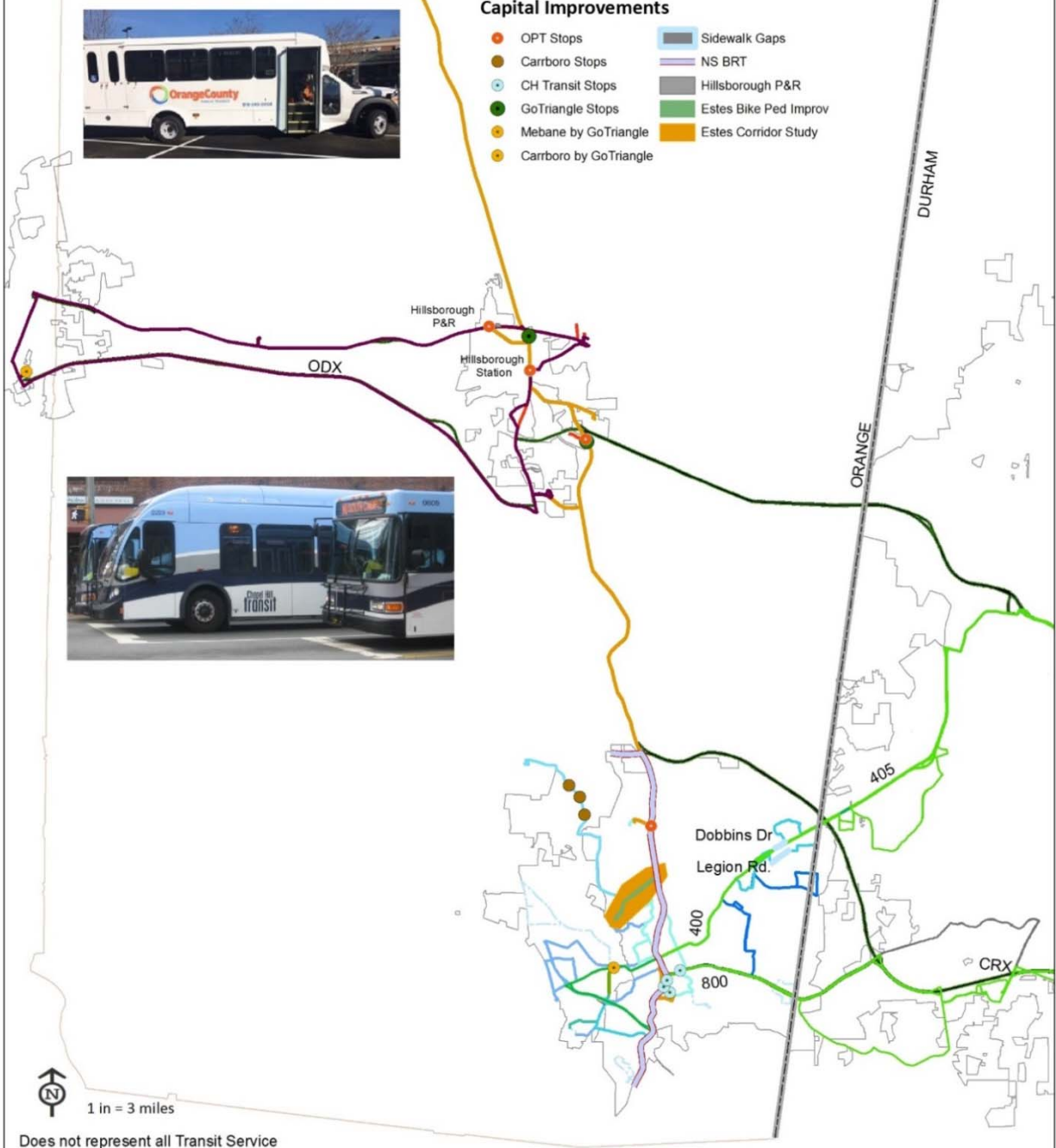
- 800 CH Transit
- A
- D
- CRX
- ODX
- F
- G
- HS
- HU
- J
- V
- CMSat
- CWsat
- FGsat
- JNsat
- Increasing Costs

Vehicle Purchases



Capital Improvements

- OPT Stops
- Carrboro Stops
- CH Transit Stops
- GoTriangle Stops
- Mebane by GoTriangle
- Carrboro by GoTriangle
- Sidewalk Gaps
- NS BRT
- Hillsborough P&R
- Estes Bike Ped Improv
- Estes Corridor Study



1 in = 3 miles

Does not represent all Transit Service

Summary:

In FY 2019, Project Sponsors will use Orange County’s Tax District Funding to support existing transit services, including recent expansion service, and new increases in service to meet high demand. Chapel Hill Transit will add an additional 3,100 hours, and expects to improve reliability and reduce crowding on its most popular routes. GoTriangle will add holiday and Sunday hours, as well as additional hours for its express from Chapel Hill to Raleigh, the #CRX. Orange Public Transportation (OPT) will support a new midday service between Hillsborough and Chapel Hill, to meet non-peak hour demand of the existing #420 (operated by GoTriangle). New vehicles will be placed in service in FY 2019, supporting OPT’s expansion, and providing needed replacements for Chapel Hill’s aging fleet. Chapel Hill’s North-South Bus Rapid Transit (NSBRT) currently in design/engineering phasing, has requested the FY 2019 allocation of Transit Plan funding for this project. With this request, CH Transit would be able to access up \$3.06 million of the Plan’s \$6.1 million of funding (on schedule).

A summary of the requests can be found below, and starting on page 5. The Project Requests, as submitted to the Staff Working Group, are also included, starting on page 8.

Orange Transit Plan: Proposed Projects			
Transit Services	FY 2019	FY18	Y to Y Change
CH Transit	\$2,093,778	\$1,565,500	34%
GoTriangle	868,254	792,375	10%
Orange Public Transportation	477,774	553,690	-14%
Transit O & M (Admin)	26,850	124,500	-78%
	3,466,656	3,036,065	13%

Capital	FY 2019	FY18	Y to Y Change
Vehicle Purchases ¹	\$146,731	\$3,681,731	*
Bus Stops, Park & Rides	758,556	1,368,554	-
ERP System, at GoTriangle	50,000	-	-
NSBRT	1,531,250	1,531,250	-
Hillsborough Train Station (Reprogrammed)	116,000	116,000	-
	2,486,537	6,697,535	-65%

Total Work Plan (before DOLRT)	5,953,193	9,733,600	-39%
---------------------------------------	------------------	------------------	-------------

1. During the FY 2019 year, buses ordered by Chapel Hill Transit in FY18 will be received and paid for with FY18 Carryover balance.

2. Bus Stops, Park & Ride projects in the Town of Carrboro were initiated in FY18, but the majority of expenditures will occur in FY 2019. These projects will be funded with FY18 Carryover.

*Year to Year change for capital projects only reflects funding from Tax District, and not the level of activity.

Carryover Balances:

The Orange Transit Plan, and its predecessor, the Bus and Rail Investment Plan, included a fund schedule, which limits the expenditure amount available per year by agency (or sponsor). These expenditure limits are to protect the Transit Plan balances over the life of the plan. During the years 2014 to 2017, many sponsors were not able to use the available cash flow at the level planned. This has created “carryover balances,” or additional funds available in FY 2019 for transit needs. Carryover has been authorized for one-time capital purchases.

Overview of FY 2019 Workplan:

The FY 2019 Work Plan was developed through the technical committee of the Orange Transit Plan, the Staff Working Group (SWG). Project Sponsors submitted Project Requests for projects for SWG review. SWG has considered how the allocations align to the Orange Transit Plan, Plan goals, current needs. The SWG process has included approval of previous years carryover balances for FY 2019 activity.

Staff Working Group and Development of Workplan

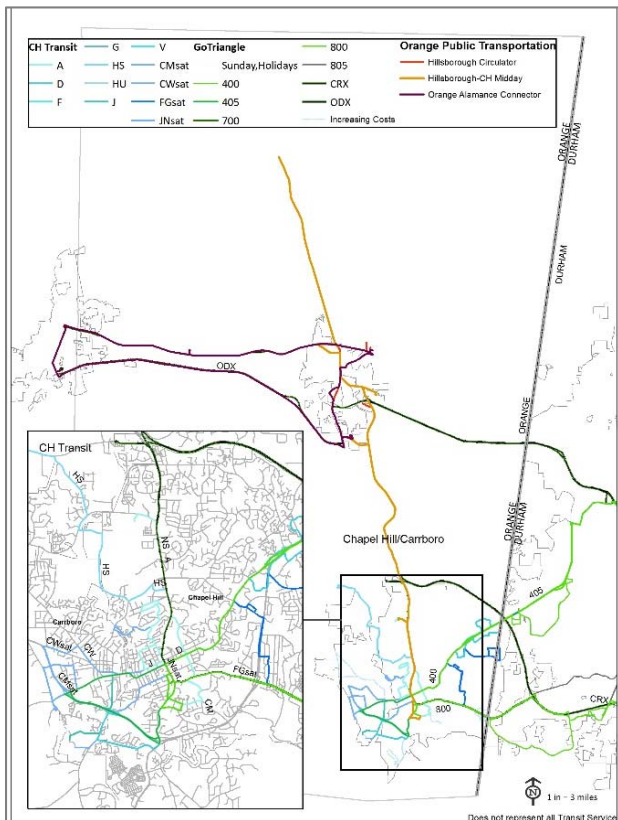
Oct to Dec 2017	Jan to Feb 2018	Mar 2018	Apr 2018	Apr to May 2018	May 2018	June 2018
Call For Projects	Call Extension	Revisions	Draft Work Plan	Public Comment	Board Review	Adoption

Transit Services Requests = \$ 3,466,656

Orange County’s three transit providers move a region that is rural and urban and to North Carolina’s major employment centers and schools. Orange Public Transportation connects the capital of Hillsborough to other regional towns, and provides service around the county and into Chapel Hill. Chapel Hill Transit moves UNC Chapel Hill’s students, employees and visitors. GoTriangle’s regional service connects Orange to neighboring Durham and Wake Counties, including express service to Duke and Durham, NC State and Raleigh, and frequent service to the Research Triangle Park (RTP).



In FY 2019, Tax District Funds will support almost 28,000 hours of new transit services. These routes or hours have been added since the 2013 Bus and Rail Investment Plan was adopted. Considering that many of the GoTriangle services extend into Durham and Wake, the total hours of service, and therefore the mobility and accessibility for Orange residents, is far greater. Besides additional services, Orange Tax District Funds of \$864,450 will be awarded to offset the agencies rising costs.



CH Transit	Hours of Service = 11,664	
	Existing-Expansion	976,772
	FY 2019 Expansion	339,000
	Increasing Costs of Existing Services	778,006
		<hr/>
		5,209,778
GoTriangle	Hours of Service = 9,364	
	#800 Off Peak	256,841
	#400	280,402
	#800 Add Peak	112,545
	#ODX	123,891
	#CRX	43,691
	All - Sunday	19,764
	All - Holidays	4,730
	All - Paratransit	26,390
		<hr/>
		\$868,254
OPT	Hours of Service = 6,750	
	Hillsborough Circulator, Hillsborough-CH MIDDAY, Orange-Alamance Connector	391.390
	Increasing Costs of Existing Services	86,384
		<hr/>
		\$477,774

Transit Services include funding for:

SWG Administration at .25 FTE. This position is hosted by the DCHC MPO \$26,850

Capital: Total Requests = \$2,486,537

Capital for Vehicle Purchases - \$146,731

Service hours have expanded and require additional vehicles to provide service. In 2018, Orange Public Transportation (OPT) plans to extend midday service to Chapel Hill, as well as run the Orange-Alamance Connector and the Hillsborough Circulator. It has ordered two LTVs and secured grant funding for 90% of the purchase, and is requesting the 10% match of \$17,731. OPT is requesting funding for an additional vehicle for its Hillsborough Circulator service. They are also requesting funds to buy an automatic vehicle locator, which will improve system efficiency as well as enable customers to track vehicles live, using the web or smartphone and an app, such as TransLocRider or NextBus.



Orange Public Transportation

2 Vans	17,731
1 Hillsborough Circulator	18,000
Automatic Vehicle Locator (AVL)	111,000
	<hr/>
	\$146,731

Chapel Hill Transit ordered buses in FY18 and the expense was budgeted in the Orange FY18 Work Plan.

Due to the lead time of approximately 18 months, buses will be received in FY 2019 and FY 2020. The FY 2018 funding of approximately \$3.6 million will carryover and be available for the purchase of up to 8 buses.

April 25th, 2018 Announcement



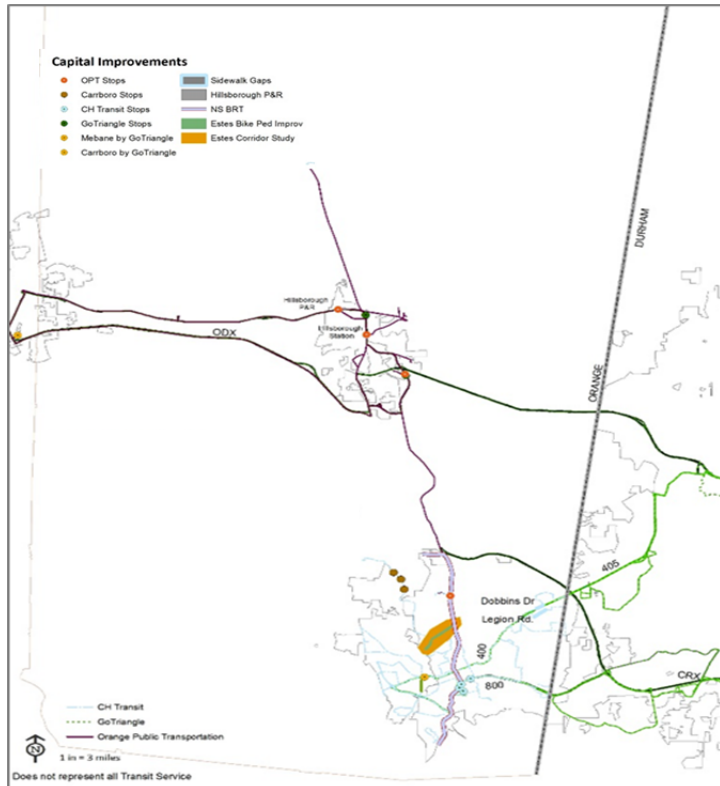
Capital Projects for Other - \$2,289,806

Bus Stops and Park and Rides: - \$758,556

Multiple bus stop projects are in planning stage and funding requests for engineering and construction of 14 stops are included in the FY 2019 Work Plan.

Carrboro will be improving 2 stops along Rogers Road, Orange County and Orange Public Transit plan to add 5 shelters to stops, and Chapel Hill Transit will be improving 5 stops in their service area, including at UNC-Chapel Hill. GoTriangle is also improving stops in the Town of Carrboro, Mebane, in the Town of Chapel Hill, and at UNC-Chapel Hill.

GoTriangle will also be making improvements to the Hillsborough Park and Ride.



Hillsborough Train Station - \$116,000

The improvements at Hillsborough Station will be managed by the North Carolina Department of Transportation (NCDOT) with North Carolina Railroad (NCR). Per Margaret Hauth, the Town of Hillsborough is ready to begin work. This project will be budgeted in FY 2019 for \$116,000 of local match.

North South Bus Rapid Transit (NSBRT) - \$1,531,250

Chapel Hill Transit is moving the NSBRT project through the design and engineering phase. FY 2019 funding supports the consultant contract of this multi-year phase. The NSBRT is currently expecting to reach final design within the next 15 months, and apply for Federal funds.

GoTriangle Enterprise Resource Program (ERP) - \$50,000

GoTriangle requested funding from the Tax Districts for its ERP system. This investment will support GoTriangle in its reporting. This is a one-time request and the funding will draw from GoTriangle’s carryover balances. The total project cost is estimated at \$5.5 million, over 3 years, starting in FY 2019 and other funding sources include Wake County Transit Plan and the GoTriangle General Fund.

FY 2019 Work Plan – Orange County

Many of the Capital Projects in the FY 2019 Work Plan have had funding authorized previously. FY 2019 Work Plan only programs current year funding, but the FY 2019 Budget adopted at GoTriangle, will include carryover balances, making funding available for the projects as needed, and “carrying over” funds from FY 2018 to FY 2019. See table on the following page for more information about all funds available, by project.

Capital Carryover	Prior Year Funding	FY 2019 Request	FY 2019 Available Funding
Capital – Vehicle Purchases			
Chapel Hill Transit - 1			
6-8 Buses	3,664,000	-	3,664,000
Capital – Bus Stops, Park&Rides, TECs			
Carrboro			
Rogers Road Stops	31,890	-	31,890
Estes Drive - Study	106,296	-	106,296
Estes Drive - Bike/Ped Improvements	74,406	-	74,406
Morgan Creek Greenway	199,837	-	199,837
CH Transit			
NSBRT - Design/Engineering – 2	1,531,250	1,531,250	3,062,500
5 Stops for ADA		140,000	140,000
Manning Stop		30,000	30,000
Hillsborough/NCDOT/NCRR			
Train Station	116,000	-	116,000
GoTriangle			
Hillsborough Park & Ride - 3	-	80,000	80,000
Carrboro Stop	25,500	500	26,000
Mebane Stop	14,200	2,900	17,100
Stop Shelter Design (with Orange)		48,000	48,000
Orange County/Orange County Public Transit			
5 Bus Stop Shelters (with GoTriangle)	-	124,972	124,972
Orange County/Orange County Public Transit			
Dobbins Rd. Sidewalk Gaps		162,615	162,615
Legion Rd. Sidewalk Gaps	-	169,569	169,569
Capital - Total	5,763,379	2,289,806	8,053,185
<p>1 * CH Transit began receiving buses in FY 2018, but several are expected in FY 2019</p> <p>2 NSBRT project information is available at http://nscstudy.org/</p> <p>3 Hillsborough Park & Ride will receive some state funding for planning</p>			

Triangle Tax District - Durham County
For the Quarter ending March 31, 2018 (Q3)
For the Fiscal Year Ending June 30, 2018
Summary

Durham County

1/2¢ Sales Tax

Revenues shown on the Q3 report are actuals except for March 2018, which has not yet been published by the Department of Revenue. March 2018 was conservatively accrued using March 2017 actuals. Year to date revenues through March 31, 2018 are 2.8% more than fiscal year 2017 revenues through March 2017.

Vehicle Rental Tax

Revenues shown on the Q3 report are actuals through March 2018. Year to date revenues through March 31, 2018 are 1.68% more than fiscal year 2017 revenues through March 2017.

\$7 Vehicle Registration Tax

Revenues shown on the Q3 report are actuals through March 2018. Year to date revenues through March 31, 2018 are 1.05% less than fiscal year 2017 revenues through March 2017.

\$3 Vehicle Registration Tax

Revenues shown on the Q3 report are actuals through March 2018. Year to date revenues through March 31, 2018 are 1.05% less than fiscal year 2017 revenues through March 2017.

Orange County

1/2¢ Sales Tax

Revenues shown on the Q3 report are actuals except for March 2018, which has not yet been published by the Department of Revenue. March 2018 was conservatively accrued using March 2017 actuals. Year to date revenues through March 31, 2018 are 2.42% higher than fiscal year 2017 revenues through March 2017.

Vehicle Rental Tax

Revenues shown on the Q3 report are actuals through March 2018. Year to date revenues through March 31, 2018 are 1.68% higher than fiscal year 2017 revenues through March 2017.

\$7 Vehicle Registration Tax

Revenues shown on the Q3 report are actuals through March 2018. Year to date revenues through March 31, 2018 are 2.09% less than fiscal year 2017 revenues through March 2017.

\$3 Vehicle Registration Tax

Revenues shown on the Q3 report are actuals through March 2018. Year to date revenues through March 31, 2018 are 2.09% less than fiscal year 2017 revenues through March 2017.

Expenses

Transit Services Invoices

All fiscal year 2018 Partner Agency reimbursement requests through Q3 have been submitted for payment.

DOLRT Project

Expenses reported include a combination of actual and accrued expenses, including consultant estimates, through March 31, 2018 as reported to the Federal Transit Administration.

Triangle Tax District - Durham County
For the Quarter ending March 31, 2018 (Q3)
For the Fiscal Year Ending June 30, 2018

	DURHAM
Cash & Investments	\$70,003,894.12

DURHAM COUNTY
REVENUES, BUDGET TO ACTUAL, ACCRUAL BASIS

	FY 18 Actual* Thru 3/31/18	FY 17 Actual Thru 3/31/17	FY17 Actual Totals
1/2 ¢ Sales Tax²			
Budget & Transit Plan Alloc	\$ 28,579,624		\$ 24,607,994
Actual ¹	21,242,850	20,663,812	27,147,291
Percent of Budget Rec'd	74.33%		
Percent Δ over Prior Year	2.80%		
Vehicle Rental Tax²			
Budget & Transit Plan Alloc	\$ 1,220,435		\$ 988,790
Actual	917,247	902,126	1,221,855
Percent of Budget Rec'd	75.16%		
Percent Δ over Prior Year	1.68%		
\$7 Vehicle Registration Tax²			
Budget & Transit Plan Alloc	\$ 1,676,453		\$ 1,612,591
Actual	1,177,456	1,189,958	1,611,750
Percent of Budget Rec'd	70.23%		
Percent Δ over Prior Year	-1.05%		
\$3 Vehicle Registration Tax²			
Budget & Transit Plan Alloc	\$ 718,441		\$ 691,110
Actual	504,600	509,967	690,741
Percent of Budget Rec'd	70.24%		
Percent Δ over Prior Year	-1.05%		
Grants & Other Revenue			
Budget	\$ 2,252,877		\$ 1,144,143
Actual ³	1,331,038	3,484,421	3,058,998
Percent of Budget Rec'd	59.08%		
Totals Summary			
	FY 18 YTD Through (Q3)	FY 17 YTD Through (Q3)	FY 17 Annual
Total Budgeted Durham Operating Revenues	\$ 34,447,830		\$ 29,044,628
Total Revenues Received during Period (Accrual Basis)	25,173,191	26,750,284	33,730,635
Percentage of Budget Realized	73.08%		

Notes:

*Amounts are shown on an accrual basis only when actual collections have not been received by the end of the reporting period.

¹ March 2018 1/2 ¢ Sales Tax is accrued by using the March 2017 actual amount.

² Sales tax revenues are seasonal and do not follow a straightline trend.

³ FY17 Grants & Other revenue included the TOD grant, which was one-time funding

Triangle Tax District - Orange
For the Quarter ending March 31, 2018 (Q3)
For the Fiscal Year Ending June 30, 2018

	ORANGE
Cash & Investments	\$15,833,072.26

ORANGE COUNTY
REVENUES, BUDGET TO ACTUAL, ACCRUAL BASIS

	FY 18 Actual* Thru 3/31/18	FY 17 Actual Thru 3/31/17	FY17 Actual Totals
1/2 ¢ Sales Tax²			
Budget & Transit Plan Alloc	\$ 7,001,929		\$ 7,054,206
Actual ¹	5,080,174	4,960,047	6,854,396
Percent of Budget Rec'd	72.55%		
Percent Δ over Prior Year	2.42%		
Vehicle Rental Tax²			
Budget & Transit Plan Alloc	\$ 595,478		\$ 482,453
Actual	447,958	440,566	596,712
Percent of Budget Rec'd	75.23%		
Percent Δ over Prior Year	1.68%		
\$7 Vehicle Registration Tax²			
Budget & Transit Plan Alloc	\$ 838,458		\$ 816,181
Actual	566,041	578,151	780,024
Percent of Budget Rec'd	67.51%		
Percent Δ over Prior Year	-2.09%		
\$3 Vehicle Registration Tax²			
Budget & Transit Plan Alloc	\$ 359,362		\$ 349,792
Actual	242,592	247,776	334,296
Percent of Budget Rec'd	67.51%		
Percent Δ over Prior Year	-2.09%		
Grants & Other Revenue			
Budget	\$ 1,631,394		\$ 828,518
Actual ³	606,521	870,408	827,706
Percent of Budget Rec'd	37.18%		
Totals Summary			
	FY 18 YTD Through (Q3)	FY 17 YTD Through (Q3)	FY 17 Annual
Total Budgeted Orange Operating Revenues	\$ 10,426,621		\$ 9,531,150
Total Revenues Received during Period (Accrual Basis)	6,943,286	7,096,947	9,393,135
Percentage of Budget Realized	66.59%		

Notes:

*Amounts are shown on an accrual basis only when actual collections have not been received by the end of the reporting period.

¹ March 2018 1/2 ¢ Sales Tax is accrued by using the March 2017 actual amount.

² Sales tax revenues are seasonal and do not follow a straightline trend.

³ FY17 Grants & Other revenue included the TOD grant, which was one-time funding

Triangle Tax District - Durham/Orange
For the Quarter ending March 31, 2018 (Q3)
For the Fiscal Year Ending June 30, 2018

	<i>Triangle Tax District - Durham/Orange</i>	<i>Durham/Orange Special Tax District</i>
Cash & Investments	\$82,581,257.38	\$ 3,255,709.00

DURHAM/ORANGE
REVENUES, BUDGET TO ACTUAL, ACCRUAL BASIS

	FY 18 Actual* Thru 3/31/18	FY 17 Actual Thru 3/31/17	FY17 Actual Totals
1/2 ¢ Sales Tax²			
Budget & Transit Plan Alloc	\$ 35,581,553		\$ 31,662,200
Actual ¹	26,323,024	25,623,859	34,001,688
Percent of Budget Rec'd	73.98%		
Percent Δ over Prior Year	2.73%		
Vehicle Rental Tax²			
Budget & Transit Plan Alloc	\$ 1,815,913		\$ 1,471,243
Actual	1,365,205	1,342,691	1,818,567
Percent of Budget Rec'd	75.18%		
Percent Δ over Prior Year	1.68%		
\$7 Vehicle Registration Tax²			
Budget & Transit Plan Alloc	\$ 2,514,911		\$ 2,428,772
Actual	1,743,497	1,768,109	2,391,774
Percent of Budget Rec'd	69.33%		
Percent Δ over Prior Year	-1.39%		
\$3 Vehicle Registration Tax²			
Budget & Transit Plan Alloc	\$ 1,077,803		\$ 1,040,902
Actual	747,192	757,743	1,025,037
Percent of Budget Rec'd	69.33%		
Percent Δ over Prior Year	-1.39%		
Grants & Other Revenue			
Budget	\$ 3,884,271		\$ 1,972,661
Actual ³	1,937,559	4,354,829	3,886,704
Percent of Budget Rec'd	49.88%		
Totals Summary			
	FY 18 YTD Through (Q3)	FY 17 YTD Through (Q3)	FY 17 Annual
Total Budgeted DO Operating Revenues	\$ 44,874,451		\$ 38,575,778
Total Revenues Received during Period (Accrual Basis)	32,116,477	33,847,231	43,123,769
Percentage of Budget Realized	71.57%		

Notes:

**Amounts are shown on an accrual basis only when actual collections have not been received by the end of the reporting period.*

¹ *March 2018 1/2 ¢ Sales Tax is accrued by using the March 2017 actual amount.*

² *Sales tax revenues are seasonal and do not follow a straightline trend.*

³ *FY17 Grants & Other revenue included the TOD grant, which was one-time funding*

Triangle Tax District --- Durham/Orange Operating
For the Quarter ending March 31, 2018 (Q3)
For the Fiscal Year Ending June 30, 2018

OPERATING EXPENDITURES, BUDGET TO ACTUAL, ACCRUAL BASIS ¹

		Carryover Balance as of 6/30/17	Durham Budget	Orange Budget	D-O Available Balance	Durham Actuals Q1	Durham Actuals Q2	Durham Actuals Q3	Durham Actuals Q4	Orange Actuals Q1	Orange Actuals Q2	Orange Actuals Q3	Orange Actuals Q4	Actual D-O YTD	Percent Spent YTD	D-O Available Balance incl Carryover
Administration																
DCHCMPO	Salaries & Benefits, SWG Administration ^{4 & 5}	\$ -	\$ 24,500	\$ 24,500	\$ 49,000	\$ -	\$ 1,020	\$ 10,202		\$ -	\$ 1,020	\$ 10,202		\$ 22,444	46%	\$ 26,556
Total Administration		\$ -	\$ 24,500	\$ 24,500	\$ 49,000	\$ -	\$ 1,020	\$ 10,202	\$ -	\$ -	\$ 1,020	\$ 10,202	\$ -	\$ 22,444	46%	\$ 26,556
Bus Operations																
OPT	Transit Services ^{3, 4 & 5}	\$ 554,723	\$ -	\$ 553,690	\$ 1,108,413	\$ -	\$ -	\$ -		\$ 79,982	\$ 80,852	\$ 90,915		\$ 251,749	23%	\$ 856,664
CHT	Transit Services ^{5, 6 & 7}	\$ 2,489,233	\$ -	\$ 1,565,500	\$ 4,054,733	\$ -	\$ -	\$ -		\$ 1,737,945	\$ 433,362	\$ 433,362		\$ 2,604,669	64%	\$ 1,450,064
GoTriangle	Consultants, Bus Planning/Survey	\$ -	\$ 213,750	\$ 100,000	\$ 313,750	\$ -	\$ 44,205	\$ 116,091		\$ -	\$ -	\$ 47,952		\$ 208,247	66%	\$ 105,503
Durham County	Transit Services ^{4 & 5}	\$ (10,853)	\$ 434,747	\$ -	\$ 423,894	\$ 59,734	\$ 149,655	\$ 22,919		\$ -	\$ -	\$ -		\$ 232,307	55%	\$ 191,587
GoDurham	Transit Services ⁵	\$ 944,898	\$ 2,366,632	\$ -	\$ 3,311,530	\$ 794,651	\$ 788,301	\$ 557,448		\$ -	\$ -	\$ -		\$ 2,140,400	65%	\$ 1,171,130
GoTriangle	Transit Services ⁵	\$ 1,299,115	\$ 1,042,395	\$ 792,375	\$ 3,133,885	\$ 309,105	\$ 365,288	\$ 348,477		\$ 244,005	\$ 272,853	\$ 293,814		\$ 1,833,541	59%	\$ 1,300,344
Total Bus Operations		\$ 5,277,116	\$ 4,057,524	\$ 3,011,565	\$ 12,346,205	\$ 1,163,490	\$ 1,347,448	\$ 1,044,933	\$ -	\$ 2,061,932	\$ 787,067	\$ 866,043	\$ -	\$ 7,270,913	59%	\$ 5,075,292
Total Operating Expenses		\$ 5,277,116	\$ 4,082,024	\$ 3,036,065	\$ 12,395,205	\$ 1,163,490	\$ 1,348,469	\$ 1,055,135	\$ -	\$ 2,061,932	\$ 788,087	\$ 876,245	\$ -	\$ 7,293,357	59%	\$ 5,101,848

¹ Represents Expenditures Reimbursed by End of Quarter unless otherwise footnoted

² Q1, Q2 and/or Q3 Known expenses incurred, reimbursement request not submitted and not paid as of 3/31/18

³ Q1 Reimbursement Requests Submitted but not paid as of 3/31/18

⁴ Q2 Reimbursement Request Submitted but not paid as of 3/31/18

⁵ Q3 Reimbursement Request Submitted but not paid as of 3/31/18

⁶ FY17 Reimbursement Requests Submitted and paid in FY18. A budget amendment is in process to add FY17 carryover to cover invoices paid in FY18.

⁷ CHT Q1 actuals include payments for fiscal year 2017 invoices received and paid in fiscal year 2018

Triangle Tax District --- Durham/Orange Capital
For the Quarter ending March 31, 2018 (Q3)
For the Fiscal Year Ending June 30, 2018

CAPITAL EXPENDITURES, BUDGET TO ACTUAL, ACCRUAL BASIS¹

		Carryover Balance as of 6/30/17	Durham Budget	Orange Budget	D-O Available Balance	Durham Actuals Q1	Durham Actuals Q2	Durham Actuals Q3	Durham Actuals Q4	Orange Actuals Q1	Orange Actuals Q2	Orange Actuals Q3	Orange Actuals Q4	Actual D-O YTD	Percent Spent YTD	D-O Available Balance incl Carryover	Progress Report
Capital Projects																	
Orange County	Park and Ride/Bus Projects	\$ -	\$ -	\$ 711,652	\$ 711,652	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	0%	\$ 711,652	●
Durham County	Park and Ride/Bus Projects	\$ -	\$ 882,233	\$ -	\$ 882,233	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	0%	\$ 882,233	●
GoTriangle	Park and Ride/Bus Projects	\$ -	\$ 231,725	\$ 695,700	\$ 927,425	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	0%	\$ 927,425	●
GoTriangle	Commuter Rail Study	\$ -	\$ 850,000	\$ -	\$ 850,000	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	0%	\$ 850,000	●
GoTriangle	Contracted Services, ERP	\$ -	\$ 387,103	\$ 87,870	\$ 474,973	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	0%	\$ 474,973	●
Hillsborough	Hillsborough Train Station	\$ -	\$ -	\$ 116,000	\$ 116,000	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	0%	\$ 116,000	●
CHT	N-S BRT	\$ -	\$ -	\$ 1,531,250	\$ 1,531,250	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	0%	\$ 1,531,250	●
DOLRT	Light Rail Project ²	\$ -	\$ 66,693,427	\$ 15,331,944	\$ 82,025,371	\$ 7,171,446	\$ 10,263,273	\$ 17,993,947		\$ 1,627,874	\$ 2,329,700	\$ 4,084,516		\$ 43,470,755	53%	\$ 38,554,616	●
Total Capital Planning		\$ -	\$ 69,044,488	\$ 18,474,416	\$ 87,518,904	\$ 7,171,446	\$ 10,263,273	\$ 17,993,947	\$ -	\$ 1,627,874	\$ 2,329,700	\$ 4,084,516	\$ -	\$ 43,470,755	50%	\$ 44,048,149	
Bus Acquisition																	
OPT	Bus Purchases	\$ -	\$ -	\$ 17,731	\$ 17,731	\$ -	\$ -	\$ -		\$ 18,113	\$ -	\$ -		\$ 18,113	102%	\$ (382)	●
CHT	Bus Purchases	\$ -	\$ -	\$ 3,664,000	\$ 3,664,000	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	0%	\$ 3,664,000	●
GoDurham	Bus Purchases	\$ -	\$ 2,846,299	\$ -	\$ 2,846,299	\$ 2,846,299	\$ -	\$ -		\$ -	\$ -	\$ -		\$ 2,846,299	100%	\$ -	●
GoTriangle	Bus Purchases	\$ -	\$ 945,000	\$ 945,000	\$ 1,890,000	\$ 930,144	\$ -	\$ -		\$ 930,144	\$ -	\$ -		\$ 1,860,288	98%	\$ 29,712	●
Total Bus Acquisition		\$ -	\$ 3,791,299	\$ 4,626,731	\$ 8,418,030	\$ 3,776,443	\$ -	\$ -	\$ -	\$ 948,258	\$ -	\$ -	\$ -	\$ 4,724,701	56%	\$ 3,693,329	
Total Capital Expenditures		\$ -	\$ 72,835,787	\$ 23,101,147	\$ 95,936,934	\$ 10,947,889	\$ 10,263,273	\$ 17,993,947	\$ -	\$ 2,576,132	\$ 2,329,700	\$ 4,084,516	\$ -	\$ 48,195,456	50%	\$ 47,741,478	

¹ Represents Expenditures Reimbursed by End of Quarter unless otherwise footnoted

² Combined actual and accrued expenses, including consultant estimates, through March 31, 2018 as reported to the Federal Transit Administration.

- Not Started
- In Progress
- Completed

Memorandum

To: Durham and Orange County Staff Working Group members
From: John Tallmadge, GoTriangle, Director of Regional Services Development
Date: May 11, 2018

Re: Staff Working Group Policy and Procedure Development

At our meeting on April 11, 2018, participants in the Staff Working Group meeting identified ten potential policies or procedures to develop to improve the implementation of the Durham and Orange Counties' Transit Plans. Additionally, it has previously been requested that the Staff Working Group review the Interlocal Implementation Agreements to suggest revisions. These are listed below:

1. Carryover policy (definition, tracking, decisions about disposition, etc.)
2. Define changes to Transit Plans, including what triggers a change, and what process must be followed to amend Plan.
3. How can a sponsor request changes to projects/services to be funded (how are these made, what are thresholds for approval - SWG vs. managers vs. GoTriangle Board vs. all 3 Boards)
4. Decisions about Revenue Surplus (definition, reporting, decisions about disposition, etc.)
5. Capital project encumbrances (accounting and legal documentation, tracking, reporting, etc.)
6. Revenue reporting template
7. Invoicing of Projects and Reimbursement Procedures.
8. Debt Policy
9. Revenue accounting methodology for accounting for fares in reimbursements and federal or state grants.
10. Federal policies (particularly FTA and Transit)
11. Interlocal Implementation Agreements

At this meeting, we should discuss the prioritization for addressing these policies and procedures in the new fiscal year. For the initial policies or procedures to be addressed, we should also discuss who needs to be included in an ad hoc working group to develop a recommendation.