

FY 2024, Quarter 3, Requested Durham Transit Work Plan Amendments

REQUESTED MAJOR/MINOR AMENDMENTS

Project ID	Agency	Project Title	FY 24 Original Funding Allocation	FY 24 Requested Funding Allocation	FY 24 Funding Impact	Justification for Major/Minor Amendment
Operating Budget Amendment Requests						
23DCTPA01	City of Durham	Transit Construction Project Manager	\$ 43,451.50	\$ 68,415.50	\$ 24,964.00	Major Amendment: Add funding to the Transit Construction Project Manager position to fund 50% of the total Salary + Fringe Benefits for FY24.
23DCTPA02	City of Durham	Transit Construction Team Leader	\$ 59,253.13	\$ 91,718.13	\$ 32,465.00	Major Amendment: Add funding to the Transit Construction Team Leader position to fund 50% of the total Salary + Fringe Benefits for FY24.
Total Operating Funding Impact					\$ 57,429.00	
Capital Budget Amendment Requests						
22DCICD1	City of Durham	DIGI Modems	\$ 100,000.00	\$ 333,681.00	\$ 68,825.00	Major Amendment: Add additional funding to the DIGI Modem project, which has an estimated equipment cost of \$333,361. In FY22, the City determined that the existing DIGI modems installed on the fleet would not be compatible with the upgraded system and would need to be replaced. This request covers the cost of design and installation of the new modems across their fleet. The City is partially funding this request by decreasing the funding in the CAD/AVL project.
Total Capital Funding Impact					\$ 68,825.00	
Total Overall Impact					\$ 126,254.00	

Public Comment Period will Open on 12/21/2023

Public Comments will be Accepted Through 1/11/2024

Submit all comments to Brandi Minor, Senior Administrative Officer, TransitPlan@dconnc.gov



TRANSPORTATION
CITY OF DURHAM

TO: Durham County Staff Working Group
FROM: City of Durham Transportation
DATE: November 30, 2023

RE: Durham County Work Plan FY 2024 Q3 Amendments

The City of Durham Transportation Department submits the following FY 2024 Q3 work plan amendments to the Staff Working Group:

1. **GoDurham DIGI Modems (Project ID: 22DCICD1)** - This amendment moves the remaining funds from the CAD/AVL project to DIGI modems. The overall impact on the approved plan is \$68,825 in FY24.
2. **Transit Construction Team Leader (Project ID: 23DCTPA02)** - Increasing budget to reflect actual salary and benefits. The overall impact on the approved plan will be \$32,465 in FY24.
3. **Transit Construction Project Manager (Project ID: 23DCTPA01)** - Increasing budget to reflect actual salary and benefits. The overall impact on the approved plan will be \$24,964 in FY24.

REQUEST #
22DCICD1

FY 2024

FY START DATE

Durham Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

Type of Amendment Minor Major

Minor Amendments:

- a. An amendment that requires a transfer between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or less than \$250,000;
- b. Changes to any adopted financial assumptions supporting the applicable Work Program that does not have a significant impact on the overall revenue or expenditure forecast, which is defined to be no more than a one percent (1%) over the life of the plan;
- c. Changes in reporting requirements for performance on implementation elements authorized in the applicable Work Program;
- d. Changes in funding amounts less than \$250,000 for implementation elements programmed in future fiscal years;
- e. Any other change that does not meet any of the criteria of a Minor Amendment is a Major Amendment.

Major Amendments are required when:

- a. A project requested to be added to the Work Plan
- b. A project requested to be removed from the Work Plan
- c. Changes to any adopted financial assumptions supporting the applicable Work Program that does have a significant impact on the overall revenue or expenditure forecast, which is defined to be over one percent (1%) over the life of the plan;
- d. Changes in scope for implementation elements programmed in current and future fiscal years;
- e. Any amendment that requires a transfer of funds between capital or operating funding categories
- f. Any change that requires a change in budgeted reserves or fund balance.

These definitions are based on the Durham County Transit Work Plan Amendment Policy Update, which gives more clarity to the definitions without changing their meaning.

New/Amended Project Name	Requesting Agency	Project Contact	Durham Transit Estimated Operating Cost	
GoDurahm DIGI Modems	City of Durham	Brian Fahey	Base Year	\$ -
			FY 2025	\$ -
			Cumulative	\$ -
Estimated Start Date	Estimated Completion	Notes	Durham Transit Estimated Capital Cost	
Jan-23	Jun-23		Base Year	\$ 68,825
			Cumulative	\$ 68,825

Project Description/Scope Enter below a summary of the project amendment and impact on approved plan.

In FY21, The City of Durham was awarded project 21DCID1 to upgrade the CAD/AVL system for its' fleet. In FY22, the City identified that the existing DIGI modems installed on the fleet would not be compatible with the upgraded system and would need to be replaced as well. The original request, was optimistically low and did not include the cost of design and installation of the new modems across the fleet. This amendment will move remaining funds from CAD/AVL to DIGI Modem. The overall impact to the approved plan will be an additional \$68,325, only for FY24.

1. Enter Durham Transit Project ID(s) to Increase

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
22DCICD1	GoDurham DigiModems	Transit Infrastructure	233681		
TOTAL			\$ 233,681	\$ -	

2. Durham Transit Project ID(s) to Reduce

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
21DCID1	GoDurham CAD/AVL	Transit Infrastructure	(164,856)		
TOTAL			\$ (164,856)	\$ -	

3. Impact on Transit Plan Project Costs

From above, indicate whether amounts impact operating or capital budgets in Durham Transit Plan.	Estimated Operating Cost	Current Year	\$ -
		Recurring	\$ -
	Estimated Capital Cost	Base Year	\$ 68,825
		Cumulative	\$ -

4. Is this New/Amended project Operating, Capital or Both? Operating Capital Both

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

With the transfer of remaining CAD/AVL funds, this is a request of \$68,825 over the original request of \$100,000 and is for Fy24 only.

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

Whether the request is funded, the modems will be purchased and installed as they are critical to the operation of the new CAD/AVL system.

7. List any other relevant information not addressed.

8. Please enter estimated appropriations to support expenses. Enter FY 2024 and the estimated annualized cost in FY 2025 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2026 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2026 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS (If Applicable)	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Administration			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Maintenance			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other (Describe)	-	-	-	-	-	-	-
Other (Describe)	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	-	-	-	-	-	-	-

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

CAPITAL COSTS	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Planning							
Design							
Construction							
Equipment	333,361						
Land - Right of Way							
Other							
TOTAL CAPITAL COSTS	333,361	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

10. Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above. (include details)

Actual Costs.

REQUEST #
23DCTPA02

FY 2024

FY START DATE

**Durham Transit Work Plan
Project Amendment Request Form
Operating and/or Capital**

Type of Amendment Minor Major

Minor Amendments:

- a. An amendment that requires a transfer between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or less than \$250,000;
- b. Changes to any adopted financial assumptions supporting the applicable Work Program that does not have a significant impact on the overall revenue or expenditure forecast, which is defined to be no more than a one percent (1%) over the life of the plan;
- c. Changes in reporting requirements for performance on implementation elements authorized in the applicable Work Program;
- d. Changes in funding amounts less than \$250,000 for implementation elements programmed in future fiscal years;
- e. Any other change that does not meet any of the criteria of a Minor Amendment is a Major Amendment.

Major Amendments are required when:

- a. A project requested to be added to the Work Plan
- b. A project requested to be removed from the Work Plan
- c. Changes to any adopted financial assumptions supporting the applicable Work Program that does have a significant impact on the overall revenue or expenditure forecast, which is defined to be over one percent (1%) over the life of the plan;
- d. Changes in scope for implementation elements programmed in current and future fiscal years;
- e. Any amendment that requires a transfer of funds between capital or operating funding categories
- f. Any change that requires a change in budgeted reserves or fund balance.

These definitions are based on the Durham County Transit Work Plan Amendment Policy Update, which gives more clarity to the definitions without changing their meaning.

New/Amended Project Name	Requesting Agency	Project Contact	Durham Transit Estimated Operating Cost	
Transit Construction Team Leader	City of Durham	Tom Devlin	Base Year	\$ 91,718
			FY 2025	\$ 94,011
			Cumulative	\$ 692,235
Estimated Start Date	Estimated Completion	Notes	Durham Transit Estimated Capital Cost	
			Base Year	\$ -
			Cumulative	\$ -

Project Description/Scope Enter below a summary of the project amendment and impact on approved plan.

This amendment is to reflect the actual salary and benefits for the Transit Construction Team Leader for FY24. Salary plus Fringe is \$94.07/hr. Impact to approved plan will be \$32,465 in FY24.

1. Enter Durham Transit Project ID(s) to Increase

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
23DCTPA02	Transit Construction Team Leader	Operating	32,465		
TOTAL			\$ 32,465	\$ -	

2. Durham Transit Project ID(s) to Reduce

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TOTAL			\$ -	\$ -	

3. Impact on Transit Plan Project Costs

From above, indicate whether amounts impact operating or capital budgets in Durham Transit Plan.	Estimated Operating Cost	Current Year	\$ 91,718
		Recurring	\$ -
	Estimated Capital Cost	Base Year	\$ -
		Cumulative	\$ -

4. Is this New/Amended project Operating, Capital or Both? Operating Capital Both

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

This request is for full year FY24

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

Funding this request would allow the Construction Team Leader continue to work on Better Bus Project construction elements that are funded by the plan.

7. List any other relevant information not addressed.

8. Please enter estimated appropriations to support expenses. Enter FY 2024 and the estimated annualized cost in FY 2025 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2026 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2026 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS (If Applicable)	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Administration	91,718	94,011	96,361	98,770	101,240	103,770	106,365
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Maintenance			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other (Describe)	-	-	-	-	-	-	-
Other (Describe)	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	91,718	94,011	96,361	98,770	101,240	103,770	106,365

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

CAPITAL COSTS	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Planning							
Design							
Construction							
Equipment							
Land - Right of Way							
Other							
TOTAL CAPITAL COSTS	-	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

10. Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above. (include details)

Actual salary and benefits for FY24.

REQUEST #
23DCTPA01

FY 2024

FY START DATE

**Durham Transit Work Plan
Project Amendment Request Form
Operating and/or Capital**

Type of Amendment Minor Major

Minor Amendments:

- a. An amendment that requires a transfer between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or less than \$250,000;
- b. Changes to any adopted financial assumptions supporting the applicable Work Program that does not have a significant impact on the overall revenue or expenditure forecast, which is defined to be no more than a one percent (1%) over the life of the plan;
- c. Changes in reporting requirements for performance on implementation elements authorized in the applicable Work Program;
- d. Changes in funding amounts less than \$250,000 for implementation elements programmed in future fiscal years;
- e. Any other change that does not meet any of the criteria of a Minor Amendment is a Major Amendment.

Major Amendments are required when:

- a. A project requested to be added to the Work Plan
- b. A project requested to be removed from the Work Plan
- c. Changes to any adopted financial assumptions supporting the applicable Work Program that does have a significant impact on the overall revenue or expenditure forecast, which is defined to be over one percent (1%) over the life of the plan;
- d. Changes in scope for implementation elements programmed in current and future fiscal years;
- e. Any amendment that requires a transfer of funds between capital or operating funding categories
- f. Any change that requires a change in budgeted reserves or fund balance.

These definitions are based on the Durham County Transit Work Plan Amendment Policy Update, which gives more clarity to the definitions without changing their meaning.

New/Amended Project Name	Requesting Agency	Project Contact	Durham Transit Estimated Operating Cost	
			Base Year	\$ 68,416
Transit Construction Project Manager	City of Durham	Tom Devlin	FY 2025	\$ 70,126
			Cumulative	\$ 516,362
Estimated Start Date	Estimated Completion	Notes	Durham Transit Estimated Capital Cost	
			Base Year	\$ -
			Cumulative	\$ -

Project Description/Scope Enter below a summary of the project amendment and impact on approved plan.
 This amendment is to reflect the actual salary and benefits for the Transit Construction Project Manager for FY24. Salary plus Fringe is \$70.17/hr. Impact to approved plan will be \$24,964 in FY24.

1. Enter Durham Transit Project ID(s) to Increase					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
23DCTPA01	Transit Construction Project Manager	Operating	24964		
TOTAL			\$ 24,964	\$ -	

2. Durham Transit Project ID(s) to Reduce					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TOTAL			\$ -	\$ -	

3. Impact on Transit Plan Project Costs			
From above, indicate whether amounts impact operating or capital budgets in Durham Transit Plan.	Estimated Operating Cost	Current Year	\$ 68,416
		Recurring	\$ -
	Estimated Capital Cost	Base Year	\$ -
		Cumulative	\$ -

4. Is this New/Amended project Operating, Capital or Both? Operating Capital Both

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

This request is for full year FY24

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

Funding this request would allow the Construction Planner continue to work on Better Bus Project construction elements that are funded by the plan.

7. List any other relevant information not addressed.

8. Please enter estimated appropriations to support expenses. Enter FY 2024 and the estimated annualized cost in FY 2025 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2026 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2026 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS (If Applicable)	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Administration	68,416	70,126	71,879	73,676	75,518	77,406	79,341
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Maintenance			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other (Describe)	-	-	-	-	-	-	-
Other (Describe)	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	68,416	70,126	71,879	73,676	75,518	77,406	79,341

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

CAPITAL COSTS	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Planning							
Design							
Construction							
Equipment							
Land - Right of Way							
Other							
TOTAL CAPITAL COSTS	-	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

10. Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above. (include details)

Actual salary and benefits for FY24.