

Attachment B

Wake County Transit Planning Advisory Committee (TPAC) FY 2023 Wake Transit Work Plan and FY 2022 Quarterly Reporting Calendar

KEY	FY 2023 Work Plan Development	FY 2022 and Prior Year Work Plan Amendments	FY 2022 and Prior Year Project Quarterly Reporting	FY 2021 Annual Report
DATE	PROCESS	PARTIES/COMMITTEES RESPONSIBLE	TASK	SPECIAL NOTES
September 6 th	<i>Government Offices Closed for Labor Day Holiday</i>			
September 8 th	FY 2023 Work Plan Development	GoTriangle and CAMPO staff	Work Plan kick-off and open FY 2023 call for projects	At TPAC meeting
September 16 th	FY 2022 and Prior Year Work Plan Amendments	Budget & Finance (staffed by GoTriangle)	Review and produce financial disposition for FY 2022 or prior year Work Plan minor amendments (if applicable)	
Week of September 27 th	FY 2022 and Prior Year Work Plan Amendments	Budget & Finance and Planning & Prioritization Subcommittees (staffed by CAMPO and GoTriangle)	Review and produce scope and financial disposition for FY 2022 or prior year Work Plan major amendments (if applicable)	Joint subcommittee meeting
October 13 th	FY 2022 and Prior Year Work Plan Amendments	CAMPO to prepare materials	TPAC consideration of FY 2022 or prior year Work Plan amendment requests	At TPAC meeting
October 15 th	FY 2023 Work Plan Development	Project Sponsors	FY 2023 Work Plan funding requests due*	GoTriangle to prepare project funding submission forms and instructions for submission of requests in Sharepoint; CAMPO to collect and summarize project funding submissions
October 21 st	FY 2021 Annual Report	GoTriangle to produce; to be reviewed by Budget & Finance Subcommittee	Draft basic financial statements, individual fund statements, and schedules	
October 26 th	FY 2023 Work Plan Development	Planning & Prioritization Subcommittee (staffed by CAMPO)	Review FY 2023 project funding requests and any proposed project funding or scope changes; discuss project readiness and prioritization of projects (if necessary)	
By October 31 st	FY 2022 and Prior Year Project Quarterly Reporting	Project Sponsors (GoTriangle to facilitate)	FY 2022 1 st quarter reporting deliverables due to GoTriangle	
November 11 th	<i>Government Offices Closed for Veterans Day Holiday</i>			

Week of November 15 th	FY 2021 Annual Report	GoTriangle to produce; to be shared with Budget & Finance, Planning & Prioritization, and Community Engagement Subcommittees	Share draft annual report	Share and discuss at joint subcommittee meeting; consider feedback for final draft
November 18 th	FY 2023 Work Plan Development	Budget & Finance Subcommittee (staffed by GoTriangle)	Discuss available funding and choices and trade-offs for requested FY 2023 and future-year projects	
November 25 th - 26 th	<i>Government Offices Closed for Thanksgiving Holiday</i>			
By November 30 th	FY 2022 and Prior Year Project Quarterly Reporting	GoTriangle	FY 2022 1 st Quarter Financial and Project Status Report to be distributed to the TPAC	
Weeks of December 6 th – 17 th	FY 2023 Work Plan Development	Planning & Prioritization and Budget & Finance Subcommittees (staffed by CAMPO and GoTriangle)	Discuss and recommend projects for inclusion in FY 2023 Draft Work Plan	Joint subcommittee meeting(s)
December 8 th	FY 2021 Annual Report	GoTriangle	Present FY 2021 Annual Report to TPAC	At TPAC meeting
Week of December 13 th	FY 2022 and Prior Year Work Plan Amendments	Budget & Finance and Planning & Prioritization Subcommittees (staffed by CAMPO and GoTriangle)	Review and produce scope and financial disposition for FY 2022 or prior year Work Plan major amendments (if applicable)	Joint subcommittee meeting
By December 15 th	FY 2021 Annual Report	GoTriangle	Provide final FY 2021 Annual Report to CAMPO, GoTriangle, and Wake County	
December 16 th	FY 2022 and Prior Year Work Plan Amendments	Budget & Finance Subcommittee (staffed by GoTriangle)	Review and produce financial disposition for FY 2022 or prior year Work Plan minor amendments (if applicable)	
December 23 rd – 27 th	<i>Government Offices Closed for Christmas Holiday</i>			
December 31 st or January 3 rd	<i>Government Offices Closed for New Year's Day</i>			
January 5 th	FY 2023 Work Plan Development	CAMPO	Distribute Draft FY 2023 Work Plan (all except appendix) to GoTriangle Community Engagement Team	
January 12 th	FY 2022 and Prior Year Work Plan Amendments	CAMPO to prepare materials	TPAC consideration of FY 2022 or prior year Work Plan amendment requests	At TPAC meeting
January 17 th	<i>Government Offices Closed for Martin Luther King, Jr. Holiday</i>			
By January 26 th	FY 2023 Work Plan Development	CAMPO	Distribute Draft 2023 Work Plan (all components) to TPAC	

January 27 th	FY 2023 Work Plan Development	Community Engagement Subcommittee (staffed by GoTriangle)	Share Draft FY 2023 Work Plan outreach plan and supporting materials and receive feedback	
By January 31 st	FY 2022 and Prior Year Project Quarterly Reporting	Project Sponsors (GoTriangle to facilitate)	FY 2022 2 nd quarter reporting deliverables due to GoTriangle	
February 9 th	FY 2023 Work Plan Development	TPAC (CAMPO and GoTriangle staff to facilitate)	Draft FY 2023 Work Plan considered for public release	
February 14 th – March 16 th	FY 2023 Work Plan Development	GoTriangle	Facilitate 30-day public comment period for Draft FY 2023 Work Plan	
By February 28 th	FY 2022 and Prior Year Project Quarterly Reporting	GoTriangle	FY 2022 2 nd Quarter Financial and Project Status Report to be distributed to the TPAC	
March 17 th	FY 2022 and Prior Year Work Plan Amendments	Budget & Finance Subcommittee (staffed by GoTriangle)	Review and produce financial disposition for FY 2022 or prior year Work Plan minor amendments (if applicable)	
Week of March 21 st or 28 th	FY 2022 and Prior Year Work Plan Amendments	Budget & Finance and Planning & Prioritization Subcommittees (staffed by CAMPO and GoTriangle)	Review and produce scope and financial disposition for FY 2022 or prior year Work Plan major amendments (if applicable)	Joint subcommittee meeting
By March 18 th	FY 2023 Work Plan Development	GoTriangle	Distribute public comments received on Draft FY 2023 Work Plan to project sponsors and TPAC	
By March 25 th	FY 2023 Work Plan Development	Project Sponsors	Updated/modified FY 2023 Work Plan funding requests due	GoTriangle to prepare project funding submission forms and instructions for submission of requests in Sharepoint; CAMPO to collect and summarize project funding submissions
Week of March 28 th	FY 2023 Work Plan Development	Planning & Prioritization and Budget & Finance Subcommittees (staffed by CAMPO and GoTriangle)	Discuss and make any necessary changes to Draft Work Plan in preparation of a recommended Work Plan	Joint subcommittee meeting
Week of April 6 th	FY 2023 Work Plan Development	CAMPO	Distribute Draft of Recommended FY 2023 Work Plan to TPAC, including agreement groupings and reporting deliverables	
April 15 th	<i>Government Offices Closed for Good Friday Holiday</i>			
April 20 th	FY 2023 Work Plan Development	TPAC (CAMPO and GoTriangle staff to facilitate)	TPAC consideration of Recommended FY 2023 Work Plan, including agreement groupings and reporting deliverables	Schedule April TPAC meeting to 3 rd Wednesday

April 20 th	FY 2022 and Prior Year Work Plan Amendments	CAMPO to prepare materials	TPAC consideration of FY 2022 or prior year Work Plan amendment requests	At TPAC meeting
April 29 th – May 29 th	FY 2023 Work Plan Development	GoTriangle with support from CAMPO	Facilitate joint GoTriangle/CAMPO 30-day public comment period for recommended FY 2023 Work Plan	
By April 30 th	FY 2022 and Prior Year Project Quarterly Reporting	Project Sponsors (GoTriangle staff to facilitate)	FY 2022 3 rd quarter reporting deliverables due to GoTriangle	
By May 31 st	FY 2022 and Prior Year Project Quarterly Reporting	GoTriangle	FY 2022 3 rd Quarter Financial and Project Status Report to be distributed to the TPAC	
May 30 th	<i>Government Offices Closed for Memorial Day Holiday</i>			
June 17 th or 20 th	<i>Government Offices Closed for Juneteenth Holiday</i>			
By June 30 th	FY 2023 Work Plan Development	GoTriangle and CAMPO	Adoption of FY 2023 Work Plan and Wake Operating and Capital Budget Ordinances	

FY 2022 Wake Transit Work Plan Quarterly Amendment Schedule

Quarter	Amendment Type	Submission Deadline to CAMPO Staff	Public Comment Period Begin	Sub-Committee Review	Public Comment Period End	TPAC Consideration of Work Plan Amendment Recommendation	GoTriangle Board of Trustees Consideration of Approval (Work Plan Amendment)	CAMPO TCC Consideration of Recommendation (TIP*** and Work Plan Amendment)	CAMPO Executive Board Consideration of Approval (TIP*** and Work Plan Amendment)
2 nd	Major	August 27, 2021	September 3, 2021	Week of September 27, 2021 (Joint Review)	October 3, 2021	October 13, 2021	November 17, 2021	November 4, 2021	November 17, 2021
	Minor		Between September 3 and 17, 2021	September 16, 2021 (Budget and Finance)					
3 rd	Major	December 3, 2021	December 10, 2021	Week of December 13, 2021 (Joint Review)	January 9, 2022	January 19, 2022*	February 23, 2022**	February 3, 2022	February 16, 2022
	Minor		Between December 10 and 24, 2021	December 16, 2021 (Budget and Finance)					
4 th	Major	February 25, 2022	March 4, 2022	Week of March 21 or March 28, 2022 (Joint Review)	April 3, 2022	April 20, 2022*	May 25, 2022**	May 5, 2022	May 18, 2022
	Minor		Between March 4 and 18, 2022	March 17, 2022 (Budget and Finance)					

*TPAC meeting dates for calendar year 2022 have not yet been set by the TPAC. If necessary, this amendment schedule will be updated when the TPAC's 2022 meeting schedule has been adopted.

**The GoTriangle Board of Trustees calendar year 2022 meeting schedule has not yet been adopted. If necessary, this amendment schedule will be updated when the Board's meeting schedule has been adopted.

*** TIP amendment schedules may deviate from the Work Plan amendment dates noted in the table. TIP amendments that coincide with Work Plan amendments will be considered at the same TCC and Executive Board meeting or at the first available opportunity following adoption of applicable Work Plan amendments. TIP amendments involving air quality conformity determination may be considered by the CAMPO TCC and Executive Board on a less frequent basis than TIP amendments that do not involve air quality conformity.