

Calendar Year:	2023	TPAC Subcommittee Work Task List		
Time Period:	August-January	Community Engagement		
		Lead Agency(s)		
Task Type	Task Month(s)	Description	CAMPO	GoTriangle
Recurring/Annual	July-Aug	After-Action Review: Participate in the annual Wake Transit community engagement after-action review and policy review process		x
Recurring/Annual	Aug	Project Presentations: Receive the updated Project Sponsor Engagement Presentations Schedule with FY2024 Work Plan additions		x
Recurring/Annual	Aug	Work Plan: Receive the FY2024 Wake Transit/TPAC Activities Master Calendar	x	
Recurring/Annual	Aug	Communications Materials: GoTriangle presents proposed list of communications materials for development and updating in new fiscal year for feedback and finalization		x
Recurring/Annual	Aug-Jan	Project Presentations: Receive project sponsor engagement activity presentations including CE Strategies and Engagement Plans as well as launch phase updates.		x
Recurring/Annual	Aug-Jan	Communications Activities: Provide active and ongoing support and promotion for Wake Transit engagement and communications activities		x
Recurring/Annual	Aug-Jan	Communications Materials: Review and provide feedback on Wake Transit program-level print and electronic materials developed for public distribution or partner use.		x
Recurring/Annual	Aug-Jan	Performance Tracker: Receive notice when the Wake Transit Tracker is updated	x	
Recurring/Annual	Aug-Jan	Surveys: Receive ongoing updates on transit related survey plans, processes and final reports (Ex. household survey, onboard results, ridership input, etc.)		x
Specialized	Aug-Jan	Surveys: Review and recommend a standardized single demographics questions and implement for Wake Transit program and project engagement activities.	x	x
Specialized	Aug-Jan	CE Performance Targets: Review and provide feedback on performance targets to measure effective engagement with Wake County community members.	x	
Recurring/Annual	Sept-Nov	Annual Report: Support the development of the Wake Transit Financial Update and Annual Progress Report for distribution in December		x
Recurring/Annual	Sept-Jan	Participate in the development and deployment of marketing and communications efforts in support of technology updates and new resources being deployed locally and regionally.		x
Specialized	Sept-Jan	Boilerplate: Participate in ongoing development of Wake Transit's boilerplate language		
Specialized	Sept-Jan	Vision Plan: Provide support for the engagement components of the Wake Transit Plan: Vision Update process, as needed		
Recurring/Annual	Oct-Nov	Work Plan: Review and provide feedback on the FY25 Work Plan CE Strategy		x
Recurring/Annual	Nov-Dec	Engagement Funding: Receive a presentation on Wake Transit-funded, engagement-related expenditures (Ex. project #TO002-D)		x
Recurring/Annual	Nov-Dec	Subcommittee Admin: Develop the CE February-July Work Task List	x	
Recurring/Annual	Dec-Feb	Work Plan: Review and provide feedback on draft Work Plan materials		x
	June 29, 2023	Unanimous vote to approve. Motion made by Michelle Peele. Second by Akul Nishawala.Voting Record: CAMPO, GoTriangle, Wake County, Raleigh, Wake Forest, Fuquay-Varina, and Apex.		
	August 16, 2023	TPAC considers endorsement on August 16, 2023.		

<b>Calendar Year:</b>	<b>2023</b>
<b>Time Period:</b>	<b>August-January</b>

**TPAC Subcommittee Work Task List**  
**Project Development**

Task Type	Task Month(s)	Description	Lead Agency(s)	
			CAMPO	GoTriangle
Recurring/Annual	Quarterly	Review and recommend Work Plan amendment requests, including appropriate scope and financial dispositions	X	
Recurring/Annual	August - January	Review and provide input on administrative documents as needed, for example the quarterly progress report and reimbursement request forms		X
Recurring/Annual	August - January	Review and discuss updated financial assumptions through the draft Wake Transit Work Plan development cycle		X
Recurring/Annual	August	Review and provide input on the Wake Transit Work Plan FY24 and Prior Year Amendments and FY25 Development Calendar		
Recurring/Annual	August	Review and provide input on the FY25 Wake Transit Work Plan Project/Budget request form	X	X
Recurring/Annual	August - September	Review and provide input on the quarterly project status report and reimbursement forms		X
Recurring/Annual	August - September	Discuss disposition and summary of recommendations based on annual review of bus service performance against adopted service guidelines and performance measures & receive and discuss the results of the 2023 Wake Transit Bus Service Performance Review	X	
Tracking/Oversight	September - October	Review and provide input on the Annual Comprehensive Financial Report, ACFR (Formerly called the CAFR)		X
Recurring/Annual	September - November	Review and provide input on the draft FY23 Wake Transit Annual Progress Report		X
Recurring/Annual	October - December	Review project funding requests and make recommendations for inclusion in the draft FY24 Wake Transit Work Plan.	X	X
Recurring/Annual	November - December	Develop the PD Subcommittee February-July Work Task List	X	
Recurring/Annual	November - December	Receive a summary presentation of FY2023 Art Funding allocations and reimbursements		X
Specialized	August - January	Review recommendations resulting from the Baseline Funding Workgroup discussions to recommend next steps for TPAC consideration.		
		Unanimous vote to approve. Motion made by Caleb Allred. Second by David Walker. Voting members: CAMPO, GoTriangle, Wake County, Raleigh, Cary, NCSU, Fuquay-Varina, Morrisville, Wake Forest, & Apex.		
	16-Aug-23	TPAC endorsement of PD Subcommittee Work Task List.		