

Calendar Year:	2024	<u>TPAC Subcommittee Work Task List</u> Program Development
Time Period:	February-July	

Task Type	Task Month(s)	Description	Lead Agency	
			CAMPO	GoTriangle
Recurring/Annual	Quarterly	Review and recommend Work Plan amendment requests, including appropriate scope and financial dispositions.	x	
Recurring/Annual	Feb-Jul	Review and provide input on administrative documents as needed, for example the quarterly progress report and reimbursement request forms.		x
Recurring/Annual	Feb-Mar	Review and discuss results of the annual Wake Transit project progress and expenditure review process.	x	
Specialized	Feb-Jul	Review the findings of the Baseline Study and recommend a new Baseline Implementation Policy for TPAC consideration.	x	
Recurring/Annual	Feb-Apr	Review new and updated project funding requests, financial assumptions and public comments to make project selections to be included in the recommended FY2025 Work Plan for TPAC consideration.	x	x
Tracking/Oversight	April	Review financial components of operating and capital agreements, proposed agreement groupings and reporting deliverables for FY2025.		x
Recurring/Annual	May-June	Develop the PD August-January Work Task List	x	
Tracking/Oversight	June	Review and discuss results of the annual review of bus service performance against adopted service guidelines and performance measures	x	
Recurring/Annual	July	Provide feedback and participate in the annual engagement and communications after-action review process.		x
Specialized	Feb-July	Review the findings of the Fare Workgroup and recommend a low-income fare program that would apply to services offered by all fixed-route providers.		x
Specialized	Feb-July	Review and recommend a Safety and Security Funding Policy that establishes Wake Transit's long-term level of participation and liability for TPAC consideration.	x	
Specialized	Feb-July	Review and recommend an update to the Workgroup Operating Guidelines for TPAC consideration.	x	
Specialized	Feb-July	Review and recommend a procedure for advancing Wake Transit revenues to projects when there is an intent/commitment to pay the funds back to the program, update the Wake Transit Financial Policies accordingly for TPAC consideration.	x	x
Specialized	Feb-July	Review and recommend a procedure for returning Wake Transit allocated funds when outside funds are received for the subject project, update the Wake Transit Financial Policies for TPAC consideration.	x	x

Specialized	Feb-July	Review the current 2.5% inflation rate to determine if an increase is needed to better meet partner and program needs, update the Wake Transit Financial Policies for TPAC consideration.	x	x
Specialized	Future	With FY24 ADA program data, review the ADA Funding Policy for opportunities to modify the policy to best meet partner needs.		x
Specialized	Future	Review and recommend an updated Wake Transit Staffing Plan as part of, or in response to the FY2026-2035 Wake Transit Plan Update.	x	
	Dec. 19, 2023	PD Subcommittee Voting Record: CAMPO, GoTriangle, Wake County, Raleigh, Cary, NCSU, Apex, Fuquay-Varina, Knightdale, Wake Forest		
	Jan. 17, 2024	TPAC Endorsement of PD Work Task List.		
Calendar Year:	2024	TPAC Subcommittee Work Task List		
Time Period:	February-July	Community Engagement		
			Lead Agency	
Task Type	Task Month(s)	Description	CAMPO	GoTriangle
Recurring/Annual	Feb-May	Participate in the development of engagement strategies for the FY25 Wake Transit Work Plan and support the community outreach process		x
Recurring/Annual	May-Jun	Receive an update to the Wake Transit project sponsor engagement strategy presentations schedule to include applicable FY2018-2025 projects		x
Recurring/Annual	Mar & Jun	Receive the draft and recommended FY25 Work Plan engagement summary report		x
Recurring/Annual	June-July	Participate in the annual engagement & communications after-action review process, including recommendations for CE Policy updates when needed		x
Recurring/Annual	Feb-July	Receive project sponsor engagement activity presentations including CE Strategies and Engagement Plans as well as launch updates.		x
Recurring/Annual	Feb-July	Review and provide feedback on Wake Transit program-level print and electronic materials developed for public distribution or partner use.		x
Recurring/Annual	Feb-July	Provide strategic support and promotion of Wake Transit program-level engagement and communications activities, and project-level as requested (Ex. Wake Transit Plan Update, return to fares, rider technology updates, etc.)		x
Recurring/Annual	Feb-July	Receive notice when the Wake Transit Tracker is updated to help promote the site	x	
Recurring/Annual	Feb-July	Receive updates on transit related survey plans, processes and final reports (Ex. household survey, onboard results, ridership input, etc.)		x

Specialized	Mar-July	Develop a policy statement that addresses the use of Wake Transit funds for incentivizing community engagement participation	x	
Specialized	Feb-Mar	Receive access to and instructions for utilizing the Wake Transit SharePoint site, specifically the WT Engagement folder that includes the strategy and reporting templates and other resources		x
Specialized	Jan-Mar	Review methodology for establishing a project's engagement specific performance targets and receive the basic countywide, ACS data backed, equity performance targets.	x	x
Specialized	Jan-Mar	Receive instructions on how to conduct an engagement-focused equity analysis for various project geographic boundaries	x	
Specialized	Feb-July	Participate in engagement planning and implementation activities for the FY2035 Wake Transit Plan Update process including the rebranding of Wake Transit	x	x
Specialized	Feb-July	Participate in ongoing development of Wake Transit's boilerplate language for use in outreach materials		x
Specialized	Feb-July	AAR Recommendation: Create variety of Wake Transit communication materials (Ex. video script, The Ride, website updates, PowerPoint presentations, etc.		x
Specialized	Feb-July	AAR Recommendation: Community Engagement Strategy Forms: Update in progress (Level 1 & Level 2)	x	x
Recurring/Annual	June-July	Develop and adopt the CE Aug-Jan Work Task List	x	
Recurring/Annual	Nov-Dec	Receive presentations on Wake Transit-funded engagement-related expenditures (Ex. project #TO002-D)		x
Specialized	Mar-July	Finalize recommendations for CE Policy updates and incorporate as needed into the Work Plan Funding Request and Amendment Request application materials	x	x
	Jan. 11, 2024	CE adoption voting record:		
	Jan. 17, 2024	TPAC Endorsement of PD Work Task List.		