

Attachment F

B&F, P&P and PE&C Draft Work Task Lists (August-January FY21)

Subcommittee

Public Engagement & Comms

Fiscal Year **FY21**

Time Period **August-January**

Task Type	Description	Task Month(s)	Lead Agency(s)		Subcommittee Partners		
			CAMPO	GoTriangle	B&F	P&P	PE&C
Recurring/Annual	With PE&C Lead Agency, review Public Engagement Policy to provide any recommendations to TPAC	August		x			
Specialized	With PE&C Lead Agency, update content for existing Public Engagement Policy Toolkit and Guidebook	September		x			
Specialized	Review Wake Transit Performance Tracker beta testing	December	x				
Specialized	With PE&C Lead Agency, develop the initial Wake Transit Communications Policy	TBD		x			
Recurring/Annual	Wake Transit Calendar	TBD	x	x			
Recurring/Annual	Review list of Work Plan plans, programs and projects that will need individual PE Plans in the next fiscal year	August		x			
Recurring/Annual	Adopt a schedule to Review and provide feedback on drafted Public Engagement Plan presentations from project sponsors	August		x			
Recurring/Annual	Review Public Engagement Plan for upcoming Annual Work Plan outreach	October		x			
Recurring/Annual	Review Frequently Asked Questions document	August		x			
Recurring/Annual	Receive ongoing Annual Work Plan, lead agency and project sponsor updates	August - January	x	x			
Recurring/Annual	Review and vote on February - July Work Task List drafted by Chair and Vice Chair	December	x				
Specialized	PE&C and Lead Agencies host a Wake Up Wake County Map Experience event for TPAC members	TBD	x	x			
Recurring/Annual	Support Project Sponsors and Lead Agency staff as other needs arise	August - January	x	x			

Subcommittee

Planning & Prioritization

Fiscal Year **FY21**Time Period **August-January**

Task Type	Description	Task Month(s)	Lead Agency(s)		Subcommittee Partners		
			CAMPO	GoTriangle	B&F	P&P	PE&C
Recurring/Annual	Review and Provide Feedback on FY 2022 Wake Transit Work Plan Draft and Recommendation Development Schedule	August	X		X		
Recurring/Annual	Review and Provide Feedback on FY 2022 Wake Transit Work Plan Project/Budget Request Form Modifications	August		X	X		
Recurring/Annual	Review and Provide Feedback on FY 2021 Wake Transit Work Plan Amendment Calendar	August	X		X		
Recurring/Annual	Review and Provide Feedback on Quarterly Project Status Reporting Template to Align with FY 2021 Wake Transit Work Plan Deliverables	August		X			
Recurring/Annual	Discuss Disposition and Summary of Recommendations Based on Annual Review of Bus Service Performance Against Adopted Service Guidelines and Performance Measures	August	X				
Recurring/Annual	Annual Structured Review of Project Activity and	September	X	X	X		
Recurring/Annual	Development of and Project Review for Draft FY 2022 Wake Transit Work Plan	October - January	X	X	X		
Recurring/Annual	Review of Quarterly Work Plan Amendments	Ongoing in accordance with Work Plan amendment schedule	X	X	X		
Recurring/Annual	Review of FY 2020 Annual Report	October - December		X	X		X
Specialized	Receive and Provide Feedback on Proposed Funding Guidelines for Incorporating Art and Culture Elements into Wake Transit Capital Projects	August - January		X	X		
Specialized	Provide Input on FY 21 Work Plan Reassessment Process at Touchpoints Indicated in Master Schedule	August - January	X	X	X		
Specialized	Discuss Applicability of FTA CARES Act Funding to Wake Transit-Funded Projects	August - January	X		X		

Subcommittee

Budget & Finance

Fiscal Year **FY21**

Time Period **August-January**

Task Type	Description	Task Month(s)	Lead Agency(s)		Partner Subcommittee		
			CAMPO	GoTriangle	B&F	P&P	PE&C
Recurring/Annual	Review and Provide Feedback on FY 2022 Wake Transit Work Plan Draft and Recommendation Development Schedule	August - January	X			X	
Recurring/Annual	Escalation in Model and Other Model Assumptions, including fare and federal assumptions updates from workgroups	August - January		X			
Recurring/Annual	Review of Quarterly Work Plan Amendments	Ongoing in accordance with amendment schedule	X	X		X	
Recurring/Annual	Annual Structured Review of Project Activity and Expenditures	September	X	X		X	
Specialized	Review of FY 2021 Wake Transit Work Plan Unbudgeted Reserve Projects (to be coordinated with P&P	August - January	X			X	
Tracking/Oversight	Coordination with Planning and Prioritization on financial components of Operating and Capital Agreements for FY 2022, including debt components	August - January		X		X	
Specialized	Update to Wake Transit Billing, Payment and Reimbursement Policy and Guidelines to address encumbrances	August - January		X			
Specialized	Develop funding guidelines for incorporating art and culture elements into Wake Transit capital projects	August - January		X		X	
Specialized	FY 2020 Annual Report and Review of Tax District Draft FY 20 CAFR	August - January		X			
Specialized	FTA CARES funding and applicability to Wake Transit projects, and multi year operating and capital programs	August - January	X			X	
Specialized	Provide Input on FY 21 Work Plan Reassessment Process at Touchpoints Indicated in Master Schedule	August - January	X	X		X	
Specialized	Develop methodology to budget and account for actuals as a result of increased federal revenue from FTA apportionments based on Wake Transit funded increased service.	August - January		X			