

Attachment D

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

Subcommittee Work Task Lists

This month, two Subcommittees are submitting February-July Work Task Lists for TPAC review and approval.

On 12/5/19, the Planning & Prioritization (P&P) Subcommittee members discussed and voted unanimously on their draft Work Task List. Similarly, the Budget & Finance (B&F) Subcommittee voted unanimously to approve its draft on 12/19/19.

On January 2nd, a joint meeting was held and modifications to the drafted Work Task Lists for both committees were discussed. The recommended additional tasks are noted in Blue on the draft worksheets below.

Requested Action:

Consider endorsement of the draft February-July 2020 Work Task of both the Budget & Finance and Planning & Prioritization Subcommittees inclusive of the additional tasks discussed and agreed upon by the respective members.

TPAC Subcommittee Work Task List

Subcommittee Planning & Prioritization

Fiscal Year FY20
 Time Period February-July

Task Type	Description	Task Month(s)	Lead Agency(s)		Subcommittee Partnership(s)			
			CAMPO	GoTriangle	Process	B&F	P&P	PE&C
Recurring/Annual	Coordination with Providers for Project Submissions for Federal and State Funding Sources	April-May	X			X		
Recurring/Annual	Scope Review Dispositions for Quarterly Work Plan Amendments (to be coordinated with Budget and Finance Subcommittee)	Ongoing in accordance with amendment schedule	X			X		
Recurring/Annual	Review of FY 2021 Wake Transit Work Plan in Transition between Draft to Recommended Status (to be coordinated with Budget and Finance Subcommittee)	February - April	X			X		
Recurring/Annual	Annual Review of Bus Service Data Against Adopted Service Guidelines and Performance Measures	June	X	X				
Specialized	Discuss and Provide Input on Scope and Schedule for Wake Bus Plan Update	February - July		X				
<i>Specialized</i>	<i>Develop methodology to account for adjustments to preexisting services supplemented by Wake Transit funded implementation elements</i>	<i>January - May</i>	<i>X</i>	<i>X</i>		<i>X</i>		
<i>Specialized</i>	<i>Develop methodology to apportion unallocated ADA funds to approved programs and projects</i>	<i>January - May</i>	<i>X</i>	<i>X</i>		<i>X</i>		
<i>Specialized</i>	<i>Develop funding guidelines for incorporating art and culture elements into Wake Transit capital projects</i>	<i>January - May</i>		<i>X</i>		<i>X</i>		

TPAC Subcommittee Work Task List

Fiscal Year FY20
 Time Period February-July

Subcommittee Budget & Finance

Task Type	Description	Task Month(s)	Lead Agency(s)		Subcommittee Partnership(s)			
			CAMPO	GoTriangle	Process	B&F	P&P	PE&C
Recurring/Annual	Review and Coordination of Recommended FY 2021 Work Plan	January - April		X			X	
Recurring/Annual	Escalation in Model and Other Model Assumptions, including fare and federal assumptions updates from workgroups	January - April		X				
Recurring/Annual	Review of Budget Amendments	Ongoing in accordance with amendment schedule	X				X	
Recurring/Annual	Review of FY 2021 Wake Transit Work Plan in Transition between Draft to Recommended Status (to be coordinated with P&P subcommittee)	February - April	X				X	
Tracking/Oversight	Coordination with Process Committee and Planning and Prioritization on financial components of Operating and Capital Agreements for FY 2021, including debt components	March - June		X	X		X	
Specialized	Hold harmless and other fare strategies (Confirmation of procedures with consultation of Fare Work Group)	February - July		X				
Specialized	Update to Wake Transit Billing, Payment and Reimbursement Policy and Guidelines to address encumbrances	February - July		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	February - July		X				
<i>Specialized</i>	<i>Develop methodology to account for adjustments to preexisting services supplemented by Wake Transit funded implementation elements</i>	<i>January - May</i>	<i>X</i>	<i>X</i>			<i>X</i>	
<i>Specialized</i>	<i>Develop methodology to apportion unallocated ADA funds to approved programs and projects</i>	<i>January - May</i>	<i>X</i>	<i>X</i>			<i>X</i>	
<i>Specialized</i>	<i>Develop funding guidelines for incorporating art and culture elements into Wake Transit capital projects</i>	<i>January - May</i>		<i>X</i>			<i>X</i>	