

# WAKE TRANSIT PLAN

Transit Planning Advisory Committee

TPAC REGULAR MEETING

June 10, 2020

9:30 AM – WebEx Meeting

**GO FORWARD**  
A COMMUNITY INVESTMENT IN TRANSIT

# I. Welcome

## WebEx Meeting Information

Meeting link:

<https://cormp.webex.com/cormp/j.php?MTID=m6c53508385f5e3241249fec0685a6a25>

Meeting Password: TPAC

Join by phone: 1-650-479-3208

Access code: 473 068 256

Shannon Cox, TPAC Chair

# I. Welcome & Introductions

Shannon Cox, TPAC Chair

WAKE COUNTY

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## II. Adjustments to the Agenda

Shannon Cox, TPAC Chair

### III. General Public or Agency Comment

Any written comments received?

Any additional comments from attendees?

Shannon Cox, TPAC Chair

## IV. TPAC Administrative Updates

### TPAC meeting date change for July 2020

Shift one week  
from 8<sup>th</sup> to the 15<sup>th</sup>  
\*Adjust your calendars

### TPAC meeting structure moving forward

Discuss format options for  
TPAC meetings as social  
distancing orders relax

## IV. TPAC Administrative Updates

### **Requested Action:**

Receive as Information

# V. Schedule & Next Steps for the Vision Plan Update and FY21 Work Plan Reevaluation

Attachment A: Drafted Development Schedule

Bret Martin, CAMPO



## FY 21 Work Plan Reevaluation/Vision Plan Update Schedule

TIMEFRAME	ACTIONS
Mid-May to Mid-June	1) Develop updated financial scenarios through 2030
	2) Touch base with stakeholders on next steps
	3) Project sponsors verify future-year project information
	4) Project sponsors begin internal prioritization of future-year projects
Mid-June to Mid-July	1) Share results of updated financial scenarios
	2) Refine public/stakeholder engagement deployment plan
Mid-July to Late-August	1) Deploy public engagement plan
	2) Deploy stakeholder engagement plan
September-October	1) Develop approach to project prioritization/reprogramming based on project prioritization policy, public/stakeholder input, internal prioritization by sponsors, and project readiness
	2) Review revenue receipts for March-July of 2020
	3) Confirm final selected revenue projections and financial scenario through 2030

## FY 21 Work Plan Reevaluation/Vision Plan Update Schedule

TIMEFRAME	ACTIONS
<b>November - December</b>	1) Core design retreat to develop (re)programming alternatives and draw up unconstrained post-2030 vision for high-capacity or fixed-guideway transit projects
	2) Stakeholder engagement to solicit feedback on investment alternatives
	3) 2 <sup>nd</sup> core design retreat, if necessary
	4) Begin FY 21 Work Plan amendment process for FY 21 projects and projects to be programmed through FY 27
	5) Begin process to finalize Vision Plan Update
<b>January - February</b>	1) Board actions on FY 21 Work Plan amendment
	2) Board actions on Vision Plan Update

# V. Schedule & Next Steps for the Vision Plan Update and FY21 Work Plan Reevaluation

## **Requested Action:**

Receive as Information

# VI. Wake Transit Workgroup Operating Guidelines

Stephanie Plancich, TPAC Administrator

# Development Timeline: Workgroup Operating Guidelines



**March**

Process Subcommittee completes initial task brainstorming and outlining



**April**

CAMPO presents the first Draft Process Members review & discuss



**May**

CAMPO collects member comments and produces a revised draft



**June**

Subcommittee member review of the draft Workgroup Operating Guidelines



**July**

TPAC considers endorsement of the draft Workgroup Operating Guidelines

# Wake Transit Workgroup Operating Guidelines

## Two Types of Workgroups

- **Ad Hoc workgroups** are typically developed in response to an emergent situation, an unforeseen development or concern. These unplanned groups are called upon to provide guidance to the convening body and their work will often lead to decision-making recommendations. It is possible for an ad hoc workgroup to stay active or be recalled to action past its initial task assignment, so long as the purpose of the group remains the same.
- **Formal workgroups** are generally planned early to be an integral part of a Wake Transit funded program or project. Their purpose is often broader than that of an ad hoc group and they tend to operate for as long as the project or process is underway. In some cases, a formal workgroup can be recurrent following a predetermined update cycle or annual process.

# Wake Transit Workgroup Operating Guidelines

## Roles & Responsibilities

### **Convening Body:**

Can be one of five possible entities:

Lead Agency, Project Sponsor, TPAC, TPAC Cabinet, TPAC Subcommittee

### **Responsibilities:**

- Define and create a workgroup
- Set its structure, operating procedures, purpose and task assignment(s)
- Designate a Workgroup Coordinator

# Wake Transit Workgroup Operating Guidelines

## Roles & Responsibilities

### **Workgroup Coordinator:**

The person designated by the convening body to lead each workgroup in completing its assigned tasks and producing applicable deliverables.

### **Responsibilities:**

- Manage the day-to-day workgroup operations
- Create agendas & facilitate meetings
- Produce findings and reports as assigned by the convening body
- Complete and submit worksheets and the quarterly report forms



# Wake Transit Workgroup Operating Guidelines

## Roles & Responsibilities

### **TPAC Administrator:**

CAMPO staff member

### **Responsibilities:**

- Maintain the Wake Transit Workgroup Operating Guidelines and associated templates
- Support initial development activities for new workgroups and the amendment process for existing workgroups, as needed
- Coordinate with TPAC Chair to ensure agendas include workgroup items and information in a timely manner

# PURPOSE of the Workgroup Operating Guidelines

**The Workgroup Operating Guidelines provide a framework for identifying and tracking workgroups that are operating in support of Wake Transit programs and projects.**

As the Wake Transit body of work continues to expand, serving more municipalities and more community members, the potential need for workgroups to support project development and components of other assigned tasks is also anticipated to increase.

The Wake Transit Workgroup Operating Guidelines are a reference tool to be used by approved convening bodies that want to create a new workgroup, recall a previously established workgroup or amend the purpose of an existing workgroup.

# BENEFITS of the Workgroup Operating Guidelines

- Ensures that convening bodies **fully consider the purpose and need for each workgroup** and set a timeline for assigned tasks and deliverables to be accomplished
- Establishes a process for convening bodies to **inform the TPAC and receive feedback** on its plan to utilize a workgroup, intended task assignments, membership, timeline, etc.
- **Establishes a communications structure** that encourages early, cooperative and coordinated planning and decision-making amongst impacted partners
- **Creates a central database** of former and current Wake Transit workgroup information
- **Identifies a point of contact**, the Workgroup Coordinator, for each workgroup

# APPLICABILITY of the Workgroup Operating Guidelines

**The Workgroup Operating Guidelines apply to workgroups established by a convening body in support of a Wake Transit implementation task assigned to it.**

- **Tasks that should be informed by multiple partner agencies**

Examples include the development of the Wake Transit Public Engagement Policy and the Wake Transit Performance Tracker.

- **Tasks that involve, benefit or otherwise impact more than one jurisdiction**

Examples include the Bus Rapid Transit and Commuter Rail projects.

Some workgroup activities will touch on both types of tasks. Examples include the Vision Plan Update and the deliverables produced by the Fare Workgroup.

# Next steps

- **June Subcommittee Presentations**

- Informational presentations to Budget & Finance, Planning & Prioritization and the Public Engagement & Communications Subcommittees
- Process Subcommittee will conduct a final review of the draft Workgroup Operating Guidelines before recommending endorsement by the TPAC

- **TPAC Consideration of Endorsement**

- Once the Process Subcommittee has completed its finalization of the draft, it will be presented to the TPAC for review and discussion

# VI. Wake Transit Workgroup Operating Guidelines

## **Requested Action:**

Receive as Information

# VII. Wake Transit Performance Tracker Project Kick-off

Attachment B: Wake Transit Performance Tracker: Project Flier

Attachment C: Identification Worksheet for Performance Tracker CTT

Stephanie Plancich, TPAC Administrator

WAKE COUNTY

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# Wake Transit Performance Tracker

An interactive, online resource that shows partners, stakeholders and members of the community progress toward meeting Wake Transit investment goals and objectives.

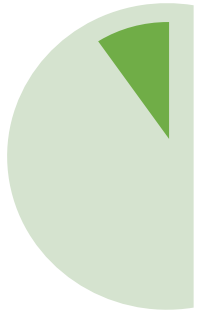
## **Section 1: Program Performance Dashboard**

(Based on goals set in the Wake Transit Plan, Bus Plan, and other adopted materials)

## **Section 2: Interactive Project & Services Map**

(Based on the current and multi-year investment strategy in the Annual Work Plans)





**June-July 2020**

Project Kick-Off,  
Launch the Core  
Technical Team



**July-Dec**

Data collection,  
Dashboard and  
Map Development



**Jan-Mar**

Soft Launch/Beta  
Testing with Select  
Community  
Groups



**May/June 2021**

Final Editing,  
Full Launch to  
the Community

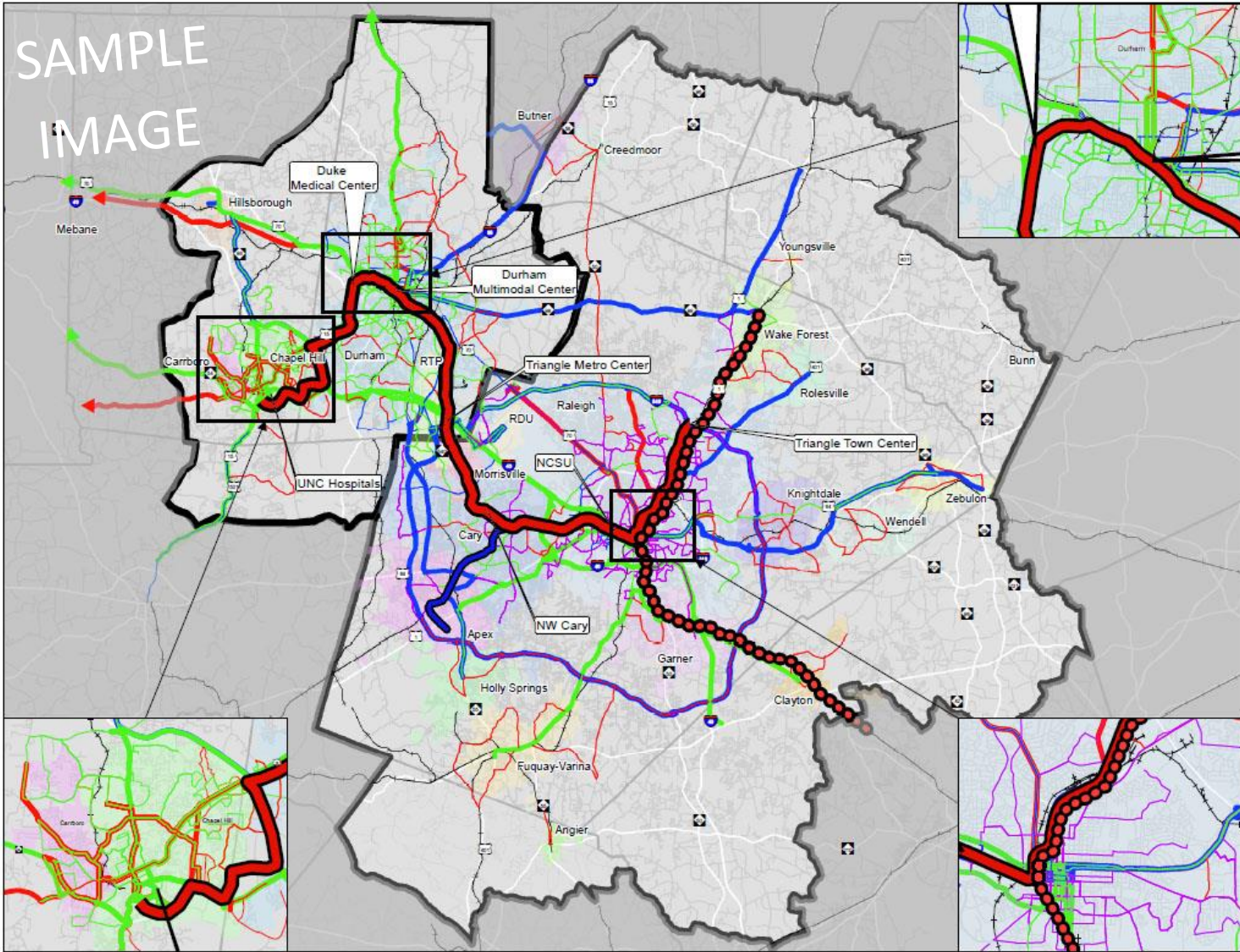
SAMPLE  
IMAGE

### Financial Dashboard



# Performance Dashboard

- Graphic Driven
- Program-Level
- Will reflect Wake Transit Plan goals through FY2030 when launched to the public next Spring



# Interactive Project Map

- Detailed and searchable map
- Planned and implemented service changes
- Completed, on-going and planned capital projects

# Attachment C

## Wake Transit Workgroup Identification Worksheet

Convening Body Type:  Agency:

Work Group Name:

Contact Person/Coordinator:  Phone:

Email:

### Purpose of the Group:

### Specific Planned Tasks/Deliverable(s):

**Timeline for Task Completion:**

**Start Date**

**End Date**

**Delivery Cycle:**

**Delivery Details:** Tasks are sequential and will align with the work of the staff and consultant team, reason for long timeline is to include FY21 reassessment results and FY22 Work Plan investments in the beta test, before final launch

**Identify which entities will receive a presentation of the workgroup's progress and/or final deliverables and those who will need to approve or endorse completed deliverables. (Note: LA is short for Lead Agency)**

<b>Common Entities:</b>	<b>Write in Entity Name and basic description info</b>	<b>Select Drop-Down Option</b>
TPAC	CAMPO Staff (facilitates all Tracker CTT work)	Both
CAMPO Board	PE&C Subcommittee (Kick-off, Beta test, launch phases)	Presentation
GoTriangle Board	TPAC (Kick-off, Beta test, launch phases)	Presentation
CAMPO Staff	Governing Boards (Kick-off, Beta test, launch phases)	Presentation
GoTriangle Staff		
PE&C Subcommittee		
B&F Subcommittee		
P&P Subcommittee		
TPAC Cabinet		

**WG Members List:** Include participating agencies, organizations, municipalities, and groups (NOT specific member names)

<u>Specialties</u>		<u>Member Organizations for Invitation to CTT</u>			
Public Engagement	GIS/Mapping	CAMPO	GoRaleigh	Wake Forest	
Communcations	Data Applications	Raleigh	GoTriangle	Apex	
Accessibility	Graphic Design	Cary	GoWake Access	Morrisville	
		Wake County			

# VII. Wake Transit Performance Tracker Project Kick-off

**Requested Action:**  
Receive as Information

# VIII. Funding for Arts and Culture Elements in Wake Transit Capital Projects

Attachment D: Memo on progress to develop an arts & culture funding policy  
Attachment E: Identification worksheet for the Arts & Culture Workgroup

Sharon Chavis, GoTriangle



# Funding Policy for Art and Culture Elements in Wake Transit Capital Projects

TPAC Meeting  
June 10, 2020



# Background

FY20 Work Task List of TPAC's B&F and P&P Subcommittees includes developing funding guidelines to incorporate functional art and culture elements into capital projects.

## **Updated Federal Transit Administration (FTA) Legislation**

- Prohibits use of federal funding for incorporating “art or non-functional landscaping” into facilities
- Prohibits use of federal funding for employment costs of an artist on design teams
- Allows incremental costs associated with functional design elements and functional landscaping

# Allowable Costs

- Speakers to amplify announcements or provide background sounds
- Colorful or decorative tiles
- Signage directing passengers
- Functionally operable gates or fences designed using materials, images, or techniques inspired by local industries
- Eligible projects that includes renovation of a historic transportation facility, restoration of murals, paintings, tiles, or other aesthetic features.

# FTA Non-allowable Costs

- Original musical composition to be played through speakers in the facility
- Incremental cost of hiring an artist to develop the design or arrange tiles to serve as aesthetic purposes
- Murals, paintings, or other visual installations intended to provide visual appeal
- Stone or steel sculpture within a waiting area

# Benefits of Art and Culture

## America Public Transportation Association (APTA)

- Increase of ridership and art attracts new riders
- Provides for a positive perception of transit
- Advances community livability
- Deters graffiti and other vandalism
- Heightens customer experience when transit agencies display positive cultural images and aspirations
- A well-lit and –designed transit facility affords riders a sense of safety and security

## Peer Reviews

Transit Agency	Allocation	Annual Operating Funds	Staff Salary Funded
BART	<ul style="list-style-type: none"> <li>• 2% of the construction cost of capital improvements to stations and areas adjacent to stations (e.g., parking and intermodal facilities)</li> <li>• 25% of capital improvements</li> <li>• 25% of new train car procurement</li> <li>• Exception: capital projects related to life safety, system critical, ADA</li> </ul>	Minimum \$200,000 annual allocation – operating budget, with approximate \$100,000 prioritized for temporary and performance art	1 staff position
CATS	<ul style="list-style-type: none"> <li>• 1% - design and construction budgets, CIP projects</li> <li>• Exception: rolling stock and real estate acquisitions</li> </ul>	N/A	1 staff position
Valley Metro	Up to 1% construction budget – local/regional funds (major rail capital projects)	N/A	3 staff positions
CTA	1% Capital Plan (major projects, stations and facilities) Exception: excludes rail infrastructure, rolling stock and like projects	\$625,000 average annual funding for art projects	2 staff positions
Tri-Met	1.5% civil construction budgets (visible elements) on capital construction budgets > \$100,000 Excludes: all items that are not “visible elements”	N/A	1 FTE; additional staff only on federally funded projects

# Peer Agency Eligible Projects



- Metro Rail Transit Facilities
- Metro Bus Systems
- Capital Projects (station improvement projects)
- Park-and-Ride Facilities
- Bus Shelters
- Rail and Rapid Bus Alignments (signage elements)
- Corridor Improvements

## Next Steps

- Seeking TPAC's support to move forward with policy development
- Initiation of the Arts and Culture Workgroup (ACW)
  - Deliverable – recommended funding policy
    - Financial scenarios for TPAC's consideration

## Attachment E

# Wake Transit Workgroup Identification Worksheet

Convening Body Type: Subcommittee

Agency: GoTriangle

Work Group Name: Arts and Culture Workgroup (ACW)

Contact Person/Coordinator:

Sharon Chavis

Phone: 919-485-7555

Email: [schavis@gotriangle.org](mailto:schavis@gotriangle.org)

**Purpose of the Group:**

To address the incorporation of art and culture in Wake Transit funded capital projects

**Specific Planned Tasks/Deliverable(s):**

Recommended policy to fund art and culture elements in Wake Transit capital projects

\*Prepare financial scenarios for TPAC consideration



**Timeline for Task Completion:**

**Start Date** 6/1/2020

**End Date** 9/30/2020

**Delivery Cycle:** One Time

**Delivery Details:** Completed tasks will be presented to subcommittees. Subcommittees and TPAC members will take recommendations forward for adoption

**Identify which entities will receive a presentation of the workgroup's progress and/or final deliverables and those who will need to approve or endorse completed deliverables. (Note: LA is short for Lead Agency)**

<b>Common Entities:</b>	<b>Write in Entity Name and basic description info</b>	<b>Select Drop-Down Option</b>
TPAC	Approval of Draft Policy (recommendation to Governing Boards)	Both
CAMPO Board	Adoption of recommended policy	Both
GoTriangle Board	Adoption of recommended policy	Both
CAMPO Staff		
GoTriangle Staff		
PE&C Subcommittee		
B&F Subcommittee	Review, edit, and approval of policy (recommends to TPAC)	Approval
P&P Subcommittee	Review, edit, and approval of policy (recommends to TPAC)	Approval
TPAC Cabinet		

**WG Members List:** Include participating agencies, organizations, municipalities, and groups (NOT specific member names)

<u>Specialties</u>		<u>Member Organizations for Invitation to ACW</u>			
Wake Transit Finance		GoTriangle	Garner	CATS	
Policy Development		CAMPO	Morrisville		
Functional art		Wake County	Apex		
TPAC Navigation		Cary	Raleigh		

# VIII. Funding for Arts and Culture Elements in Wake Transit Capital Projects

## **Requested Action:**

Receive as Information

# IX. Public Engagement Update for FY21 Recommended Work Plan

Liz Raskopf, GoTriangle

WAKE COUNTY

**GO FORWARD**  
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**PUBLIC ENGAGEMENT  
UPDATE:  
FY21 Recommended Wake  
Transit Work Plan**

**TPAC Meeting  
June 10, 2020**

**GO FORWARD**  
A COMMUNITY INVESTMENT IN TRANSIT

# FY21 WORK PLAN OUTREACH GOALS

The goals of the FY21 Wake Recommended Work Plan outreach efforts are:

To keep our community healthy and safe by following the guidance of the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO) and our local and U.S. government officials.

Promote awareness of the rationale, criteria and specific changes between the FY21 Draft Wake Transit Work Plan released in January and the FY21 Recommended Wake Transit Work Plan released in April.

Effectively communicate new changes, improvements, and their impact.

Engage a diverse audience using culturally competent materials.

Actively engage the community in the public input process through a virtual platform.

# COMPREHENSIVE VIRTUAL ENGAGEMENT



Informational PowerPoint   Video Presentation   Social Media Posts   Email Blasts   Comment Box

Translated Materials   Targeted Outreach Pushes   Promo Video   Website Updates   Press Release



# CULTURALLY COMPETENT MATERIALS

Zooming into Transit: FY21 Wake Trans... Watch later Share

**Zooming** into  
**Transit**

feat. **Bret Martin, AICP**  
Wake Transit Program Manager

Año Fiscal 2021 Plan De Trabajo Reco... Watch later Share

**Zooming** en  
**Tránsito**

presentadora **Liz Raskopf**  
especialista en compromiso público

One Pager

News Release

Repase los aspectos  
más destacados

Comparta el  
comunicado de prensa

Recommended FY21 Wake Transit Work Plan Presentation

Recommended FY21 Wake Transit Work Plan

Vea una presentación PowerPoint informativa

**GO PA'LANTE**  
UNA INVERSIÓN COMUNITARIA EN TRÁNSITO

**AÑO FISCAL 2021  
PLAN DE TRABAJO RECOMENDADO PARA EL  
TRANSPORTE PÚBLICO  
DE WAKE**

**GO FORWARD**  
A COMMUNITY INVESTMENT IN TRANSIT

# COMMUNICATIONS

## Email Announcement

- **GoForward:** 2,802 subscribers
- **Wake Community Contacts:** 83 subscribers
- **Wake Elected Officials:** 17 subscribers
- **Transit Advisory Committee:** 33 subscribers
- **GoCrew:** 16 subscribers

## News Release sent to 200+ media contacts

- English & Spanish



# SOCIAL MEDIA / WEB

## TWITTER

Tweets	15
Impressions	16,601
Engagement	374
<i>May 15 to May 27</i>	

## GOFORWARD SITE

<i>May 15 to May 28</i>	2019	2020
Page Views	40	338
Average time on Page	2:45	4:38
Unique Page Views	39	233
Entrances	13	117

**GoTriangle**  
Published by Wendy Mallon [?] · May 21 at 12:16 PM · 🌐

The COVID-19 stay-at-home orders have affected tax revenues, so the Wake Transit Work Plan for FY2021 is advancing cautiously and some investments will hold. Strict criteria including a project's time sensitivity, transit riders' most pressing needs and public comments received in January were used to decide what to move forward July 1. View those projects at [goforwardnc.org/waketransit](https://goforwardnc.org/waketransit)

**Wake County Transit Recommended Work Plan**  
Fiscal Year 2021 update

Do you live, work or play in Wake County?

**FY21 Wake County Transit Recommended Work Plan**  
00:32

GOFORWARDNC.ORG  
**FY21 Wake County Transit Recommended Work Plan** [Learn More](#)

**223** People Reached      **11** Engagements      [Boost Again](#)

Boosted today  
By Wendy Mallon      In Review

People Reached **0**      ThruPlays **0**      [View Details](#)

Keeron Hall, Valeria Teutle and 4 others

Like    Comment    Share

## FACEBOOK

**223** People Reached

**75** 3-Second Video Views

**6** Likes, Comments & Shares ⓘ

<b>6</b> Likes	<b>6</b> On Post	<b>0</b> On Shares
<b>0</b> Comments	<b>0</b> On Post	<b>0</b> On Shares
<b>0</b> Shares	<b>0</b> On Post	<b>0</b> On Shares

**5** Post Clicks

<b>0</b> Clicks to Play ⓘ	<b>3</b> Link Clicks	<b>2</b> Other Clicks ⓘ
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**NEGATIVE FEEDBACK**

<b>0</b> Hide Post	<b>0</b> Hide All Posts
<b>0</b> Report as Spam	<b>0</b> Unlike Page

Reported stats may be delayed from what appears on posts

# OUTREACH

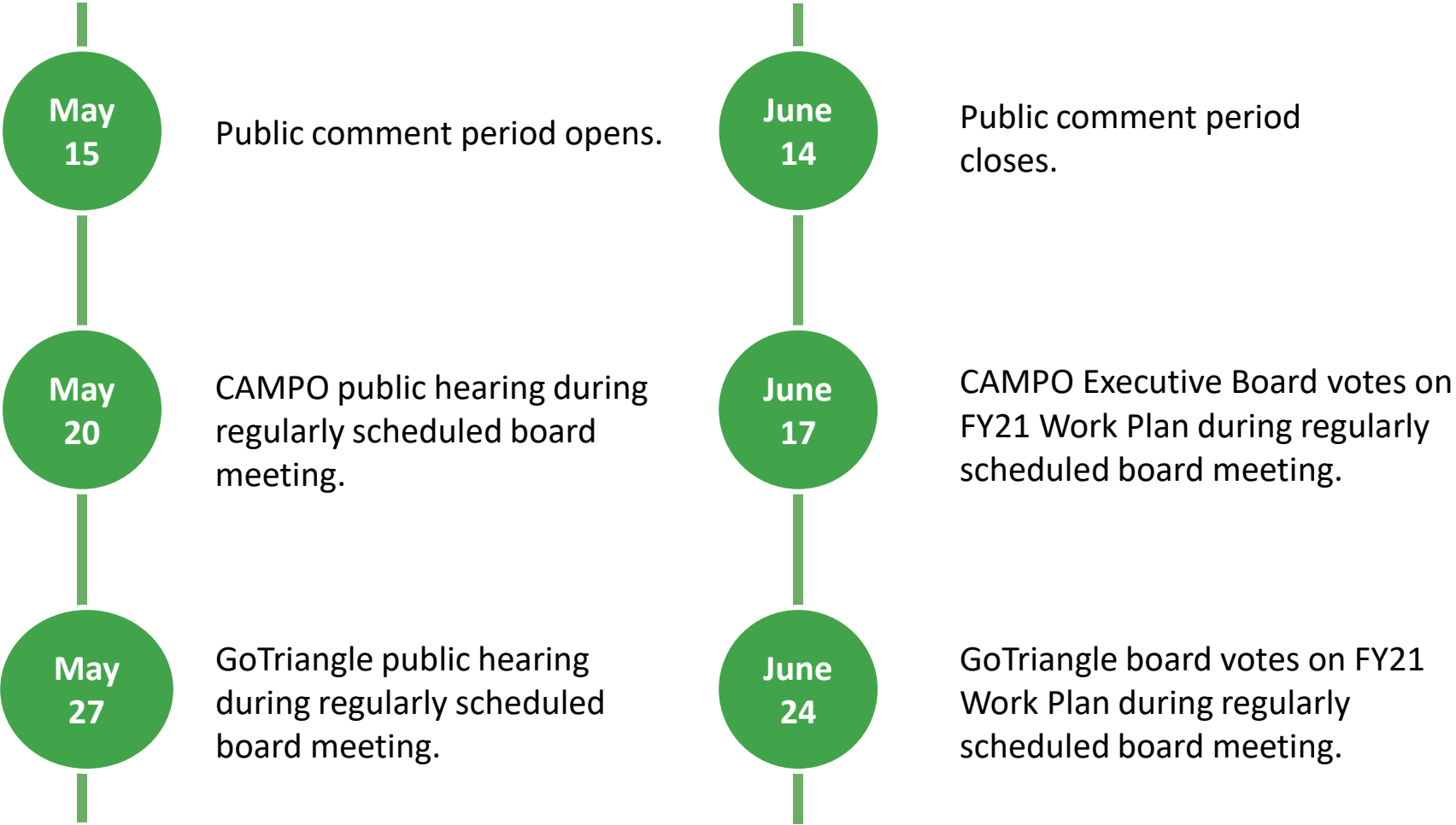
## Virtual Meetings

- North Carolina Society of Hispanic Professionals 5/13/20
- Habitat for Humanity of Wake County 5/18/20
- Crosby-Garfield Advocacy Group 5/19/20
- US Committee on Refugees and Immigrants 5/26/20
- Raleigh/Wake Partnership to End Homelessness 5/27/20
- One Wake 5/28/20
- League of Women Voters of Wake County 5/28/20

## Public Input Comment Box

- 720 views
- 10 comments

# FY21 RECOMMENDED WORK PLAN TIMELINE



# IX. Public Engagement Update for FY21 Recommended Work Plan

## **Requested Action:**

Receive as Information

# X. Informational Reports

## Subcommittee Reports

### **Special Note:**

Joint meeting scheduled on June 23<sup>rd</sup>

- Wake Transit Vision Plan Update Core Technical Team,
- Planning & Prioritization Subcommittee,
- Budget and Finance Subcommittee, and
- Public Engagement & Communications Subcommittee

# XI. Adjourn

Next TPAC Meeting:  
July 15, 2020, 9:30am