

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

Subcommittee Work Task Lists

August 2019- January 2020

Budget and Finance Subcommittee Task List

Recurring or Annual Tasks

- Review and Coordination of Recommended FY 2021 Work Plan (With other TPAC Subcommittees and CAMPO and Tax District staff)
- Escalation in Model and Other Model Assumptions, including fare and federal assumptions updates from workgroups (Tax District; B&F and TPAC Review in accordance with Wake Transit Financial Policies and Guidelines)
- Review of Budget Amendments

Specialized Tasks

- Discussion of Supplantation (Tax District with City of Raleigh, Town of Cary, GoTriangle)
- Hold harmless and other fare strategies (Confirmation of procedures with consultation of Fare Work Group)
- Prior Year Project Appropriations and Project Activity Requirements and Project Financial Reporting

Tracking/Oversight Tasks

- Coordination with Process Committee and Planning and Prioritization on financial components of Operating and Capital Agreements for FY 2021, including debt components
- FY 2019 Annual Report and Review of Tax District Draft FY 19 CAFR

Planning and Prioritization Subcommittee Task List

Task Type	Task	Target Month(s)	Lead Agency	Joint with Other Subcommittee
Recurring/ Annual Tasks	FY 2021 Wake Transit Work Plan Draft and Recommendation Development Schedule	August 2019	CAMPO and GoTriangle	Budget and Finance Subcommittee
	FY 2021 Wake Transit Work Plan Project/Budget Request Form Modifications	August 2019	CAMPO and GoTriangle	Budget and Finance Subcommittee
	Review of FY 2020 Wake Transit Work Plan Amendment Calendar	August 2019	CAMPO and GoTriangle	Budget and Finance Subcommittee
	Review of Quarterly Project Status Reporting Template to Align with FY 2020 Wake Transit Work Plan Deliverables	September 2019	GoTriangle	N/A
	Development of and Project Review for Draft FY 2021 Wake Transit Work Plan	October 2019 – January 2020	CAMPO and GoTriangle	Budget and Finance Subcommittee
	Quarterly/Annual Review of Bus Service Data Against Adopted Service Guidelines and Performance Measures	August and November 2019	CAMPO and GoTriangle	N/A
	Review of Quarterly Work Plan Amendments	Ongoing in accordance with amendment schedule	CAMPO and GoTriangle	Budget and Finance Subcommittee
	Review of FY 2019 Annual Report	October – December 2019	GoTriangle	Budget and Finance Subcommittee
Specialized Tasks	Consideration of More Structured Review of Project Activity for Prior Year Project Appropriations	August – November 2019	CAMPO and GoTriangle	Budget and Finance Subcommittee
Future Recurring Task	Annual Review of Summarized Information from Reporting Deliverables for all Wake Transit-Funded Projects	May – August 20XX	CAMPO and GoTriangle	N/A

Process Subcommittee Task List

Specialized Tasks

- Process Subcommittee duties, roles and responsibilities
- Review and recommend detailed lead agency responsibility document – TPAC Level
- Wake Transit Multi-Year Service Agreements
 - Area Service Agreements
 - Multi-year aspects of Operational Agreements

Tracking/Oversight Tasks

- Lead Agency Assignments and Responsibilities
- TPAC and Subcommittee Processes/Bylaws
- Wake Transit Service Agreements

Public Engagement & Communications Subcommittee Task List

Specialized Tasks

1) Complete Public Engagement Guidebook & Toolkit –

The PE&C Subcommittee will continue to serve as the Core Technical Team for the development of a Public Engagement Guidebook and Public Engagement Toolkit, which are supplemental to the adopted Public Engagement Policy.

2) Transit Community Attitudinal Survey Effort – oversight and coordination –

The PE&C Subcommittee will provide feedback and support to GoTriangle for the Transit Customer and Community Surveys work.

3) Online Map Interface FY 2020 Work Plan submittal – Bonnie Parker, CAMPO

The PE&C Subcommittee will continue to provide feedback on website content for Wake Transit efforts, including the development of (and user testing of) an online map of Wake Transit projects.

4) Informational Brochure about Wake Transit for 2019

The audience of the brochure would be the general public who have little or no knowledge about the Wake Transit Plan and its implementation. Objective is to provide a primer on the Initiative, accomplishments so far, overview of activities anticipated in 2019. Distributors of the brochure include the Wake Transit outreach team, all local transit agencies and Wake County municipalities, elected officials, TDM outreach specialists, area transportation advocates, etc. Goal will be to make design fit brochure holders on all transit vehicles in Wake County.

Ongoing Tracking/Oversight Tasks

1) Public Engagement and Communications Coordination

The PE&C Subcommittee will work to continue implementation of regional outreach efforts related to Wake Transit funding of projects and following the approved Public Engagement Policy. The subcommittee will work to create an inclusive structure that fosters regional collaboration on public engagement, press releases, and marketing of the Wake Transit implementation. One focus will be to include publication of Wake Transit successes and highlight accomplishments through social media, print media and other channels.

2) Review Project Plans for WT Public Engagement Activities

Serve as a resource to project sponsors and the Lead Agency for Public Engagement for Wake Transit Plan implementation activities related to public engagement and outreach. Review elements of the annual Wake Transit Work Plan Recommendation to provide advice to TPAC on anticipated public engagement and communication needs.

3) Maintain PE Guidebook & Toolkit

4) Host and Document After-Action Reviews of Public Engagement Efforts

Conduct After-Action Reviews following each significant set of outreach activities and/or at the completion of each major project.