



Wake County Transit Plan

TPAC Planning & Prioritization (P&P) Subcommittee

Work Item Task List

March – June 2018

1) Quarterly Reporting Expectations Review

The current Lead Agency Assignments matrix identifies the P&P Subcommittee and GoTriangle as responsible parties for the development of performance reporting templates, which are then approved by TPAC. Project sponsors submit quarterly reports to the TPAC Administrator who then coordinates with the Tax District to include financial data before the final report is published. Wake Transit Quarterly Reporting Expectations were previously defined, to be implemented with the FY18 Adopted Wake Transit Work Plan. As of the development of this Work Item Task List, project sponsors have participated in the process two times thus far. The P&P Subcommittee shall review the performance reporting portion of the current process and provide updates to project sponsors for the third quarter if changes are needed.

2) Land Use Planning Initiatives Eligibility Discussion through Wake Transit

In the FY19 Wake Transit Work Plan development process, a partner agency proposed a land use study area as a project request seeking Wake Transit funding support. Such an initiative raised a bigger question as to whether Wake Transit dollars should support general land use study areas – even if the study area is directly impacted by future fixed guideway/bus transit projects proposed through the Wake Transit Plan. The P&P Subcommittee will generally review the original project request, while also seeking guidance from the Tax District/Budget & Finance Subcommittee (financial model implications) as to whether such initiatives can be modeled without negatively impacting original concepts included in the Wake Transit Plan. A final determination will be made by June 2018 as to whether such initiatives can be supported by Wake Transit funds.

3) Cycle Schedule for Updating the Wake Transit Vision Plan

The original Wake Transit Plan recognizes that there is not a detailed vision for transit service implementation after the first 10-year horizon mark of the original plan. The P&P Subcommittee will discuss and propose a timeline for revisiting the Wake Transit Plan on a cyclical basis. There should be coordination and discussion with the Tax District and the Budget & Finance Subcommittee to understand financial model implications of any changes. There will also be coordination with the Process Subcommittee and the Communications Steering Committee to develop a process for public input related to the next 10-year project/funding commitment for Wake Transit (just as was done in the original plan – p. 16, ‘Vision for the Future: Beyond 2027’)

4) Coordination of Bus Acquisition Plans Amongst Agency Partners

Once informed by deliverables from the Bus Plan in the latter months of this Work Task List timeframe, the P&P Subcommittee will discuss the need for improved coordination of Bus Acquisition Planning and its relation to potential State funding support.

5) Renewing Work Plan Structure – Needs & Expectations for Annual Work Plan Document Development

The P&P Subcommittee will renew previous discussions about needs and expectations surrounding the annual work plan structure, with a goal of developing a clearly defined process and template for the development of the annual work plan document. The P&P Subcommittee will also define a cycle to review/revise the needs and expectations for work plan document development.

6) Preparation of Recommended FY19 Wake Transit Work Plan Document for TPAC Review

The public comment period for the Draft FY19 Wake Transit Work Plan ends on March 12, 2018. The P&P Subcommittee will meet on March 27, 2018 to discuss any project additions, deletions or changes as a result of the public comment period, or further analysis by the transit agencies. The P&P Subcommittee will work with the Budget & Finance Subcommittee and the TPAC Administrator to finalize any scope and/or financial changes to ensure that the Recommended FY19 Wake Transit Work Plan document is ready for disbursement to the TPAC by April 4, 2018.



Wake Transit Plan
TPAC Budget & Finance Subcommittee

Work Task List

March-August 2018

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- Review of Quarterly Reporting Template (Financials)
 - Review of Supplantation Reporting
 - Review FY 2019 Recommended Work Plan Including FY 2019 Ordinances
 - Coordination with Planning & Prioritization for multi-year operating program and capital program including project sheets.
 - Coordination with Process Committee and Planning and Prioritization on Operating and Capital Agreements for FY 2019
 - Escalation in Model and Other Model Assumptions
 - Transition of Model from Wake County to GoTriangle (Carry Over from Fall Work Plan)
 - Coordinate with Process Committee on Budget Amendment Process Changes Including Proposal to Joint Review with Planning and Prioritization
 - Establish Debt Working Group and Begin Drafting of Agreements if Necessary



Wake Transit Plan

TPAC Process Subcommittee

Work Task List

March 2018 – August 2018

1) Establish TPAC Annual Work Program Amendment Process

The Wake Transit FY 17 and FY 18 Work Plans have been developed and adopted and are now being deployed. Several TPAC members have inquired about a process for making amendments to the adopted Work Plan. The Process Committee will propose a process for this to be considered for approval by the TPAC. This will entail establishing processes for budget and project amendments and modifications. The Process Committee will work with the Budget and Finance Committee on this task.

Partially Complete: Amendment process was submitted to TPAC, utilized for amendments in FY 18. CAMPO Board requested review of process after it had been used, and recommendations for improvements as necessary.

2) Review/Update Lead Agency Assignments

Items in the Wake Transit Governance ILA and supporting agreements were assigned to lead agencies in summer 2016. Since that time, as actual work on the tasks has gotten underway, there is a need to add some items that need a lead agency assigned (for example, the management of the Community Funding Areas Program), and review the initial assignments of lead agencies to determine if adjustments are necessary. This will include establishing parameters for reviewing lead agency efforts.

Partially Complete: TPAC requested refinement of document to have simple list of lead agencies, and more detailed internal lead agency document.

3) Transit Customer Survey Effort – overview & coordination

The Process Committee, including the Communications sub-group, will provide feedback and support to GoTriangle for the Transit Customer Survey work.

4) TPAC Subcommittee Processes/Bylaws

The Process Committee will continue its work on formalizing the structure and functionality of the standing TPAC Subcommittees, including proposed bylaws, membership guidelines, and meeting guidance.

5) Template Agreement Updates

The Process Committee will work with GoTriangle Staff to make updates or recommend revisions to the template agreements for Wake Transit capital, operating, special and multi-year projects.

Previous Tasks: Sept. 17 – Feb 28, 2018

1) Website Development and Communications

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The Process Committee will continue to work with the Communications group to determine the website needs for Wake Transit efforts, and will ensure web efforts are coordinated with transit agencies and other parties as necessary. This work item will entail decisions on web presence, content and maintenance of the site.
- b. Complete: The Communications Steering Committee is developing new website template and working to migrate information to the website, and tie the public information campaign to the work plan and projects being deployed via Wake Transit.

2) Establish TPAC Annual Work Program Amendment Process

- a. The Wake Transit FY 17 and FY 18 Work Plans have been developed and adopted and are now being deployed. Several TPAC members have inquired about a process for making amendments to the adopted Work Plan. The Process Committee will propose a process for this to be considered for approval by the TPAC. This will entail establishing processes for budget and project amendments and modifications. The Process Committee will work with the Budget and Finance Committee on this task.
- b. Partially Complete: Amendment process was submitted to TPAC, utilized for amendments in FY 18. CAMPO Board requested review of process after it had been used, and recommendations for improvements as necessary.

3) Public Engagement Processes

- a. The Process Committee will work with the Communications sub-group to continue implementation of regional outreach efforts related to Wake Transit funding of projects. The Process Committee will work to create an inclusive structure that fosters regional collaboration on outreach, press releases, and marketing of the Wake Transit funding. One focus will be to include publication of Wake Transit successes and highlight accomplishments through social media, print media and other channels.
- b. Complete: Creation of Wake Transit Communications Steering Committee will oversee this work.

4) Coordination Schedules and Calendar

- a. The Process Committee will continue to maintain calendars and schedules, as necessary, to coordinate work of the various TPAC subcommittees and work groups.

- b. Complete: TPAC Administrator has developed online calendar function for use in TPAC activity scheduling.

Previous Tasks: Nov 16 – Feb 17

1) Joint Agency Agreements, Master Implementation Agreements, Annual Funding Agreements

The process sub-committee will help coordinate and communicate discussions / work products.

The process sub-committee will be, or will create, an official in depth review panel for documents.

Delivery based on Joint Agency Agreement Timeline (attached)

2) Public Involvement / Engagement Standards / Processes

The process sub-committee members will review and comment on the scopes of work and expectations for FY 2017 and consultant tasks.

The process sub-committee will be, or will create, an official in depth review panel for products.

Draft deadline March 2017 (Tied to FY 2018 budget request)

3) Community Funding Area (Small Town) Policies and Procedures

The process sub-committee will help coordinate and define scopes of work for consultant tasks.

The process sub-committee will be, or will create, an official in depth review panel for products.

Draft deadline March 2017 (Tied to FY 19 Budget)

4) Lead Agency Expectations for non-ILA tasks.

The process sub-committee will develop a draft framework for lead agencies on the Transit Corridors Major Investment Strategy Study, the Fare Technology Plan and the Transit Customer Survey Effort.

This effort will be coordinated with On-Call Contract funders (GoRaleigh, GoTriangle and CAMPO)

Draft deadline November 2016 (Tied to FY 2017 budget request)

5) Primer on Governance and Processes Moving Forward

The process sub-committee will develop a primer for partner agencies on decision-making and operations in implementation.

The primer shall note how decisions will be handled, how agreements will work and what reporting will be required. The primer shall focus on standard / regular / normal operations and have version for transit providers and non-transit providers.

Draft deadline February 2017 (Tied to JAA approval/ implementation status update)

6) Discussion of Sub-committee Policies and TPAC sub-assignments

As directed by the TPAC the sub-committee will discuss and develop policies for the TPAC subcommittees.

The discussion shall address subcommittee leadership and will be expanded to address overall work assignment, transparency and productivity.

Draft deadline January 2017 (Tied to new TPAC cycle)

7) Coordination Schedules and Calendar

The process sub-committee will continue to develop coordination schedules and calendars to benefit communication and understanding.

Draft deadline March 2017 (Tied to FY 19 Work Plan Cycle)