

Calendar Year:	2024	<b>TPAC Subcommittee Work Task List - <u>Monthly Report Form</u></b>
Time Period:	February-July	

Task Type	Task Month(s)	Description	Progress Update
Recurring/Annual	Quarterly	Review and recommend Work Plan amendment requests, including appropriate scope and financial dispositions.	<b>March:</b> Q4 Work Plan amendments were presented by staff with no significant feedback, recommended for adoption.
Recurring/Annual	Feb-Jul	Review and provide input on administrative documents as needed, for example the quarterly progress report and reimbursement request forms.	
Recurring/Annual	Feb-Mar	Review and discuss results of the annual Wake Transit project progress and expenditure review process.	<b>March:</b> It has been decided that this review will not occur this spring. May occur with Service Review in Summer.
Specialized	Feb-Jul	Review the findings of the Baseline Study and recommend a new Baseline Implementation Policy for TPAC consideration.	<b>January:</b> Presentation of Baseline Study results provided. Workgroup is being called together for next steps. <b>March:</b> Baseline study report provided.
Recurring/Annual	Feb-Apr	Review new and updated project funding requests, financial assumptions and public comments to make project selections to be included in the recommended FY2025 Work Plan for TPAC consideration.	<b>March:</b> CAMPO and GoTriangle staff presented updated FY25 Work Plan requests and received guidance for inclusion in the recommended Work Plan from the PD members.
Tracking/Oversight	April	Review financial components of operating and capital agreements, proposed agreement groupings and reporting deliverables for FY2025.	
Recurring/Annual	May-June	Develop the PD August-January Work Task List	
Tracking/Oversight	June	Review and discuss results of the annual review of bus service performance against adopted service guidelines and performance measures	
Recurring/Annual	July	Provide feedback and participate in the annual engagement and communications after-action review process.	
Specialized	Feb-July	Review the findings of the Fare Workgroup and recommend a low-income fare program that would apply to services offered by all fixed-route providers.	

Specialized	Feb-July	Review and recommend a Safety and Security Funding Policy that establishes Wake Transit's long-term level of participation and liability for TPAC consideration.	
Specialized	Feb-July	Review and recommend an update to the Workgroup Operating Guidelines for TPAC consideration.	<b>March:</b> CAMPO staff presented the draft update with no significant feedback from the subcommittee.
Specialized	Feb-July	Review and recommend a procedure for advancing Wake Transit revenues to projects when there is an intent/commitment to pay the funds back to the program, update the Wake Transit Financial Policies accordingly for TPAC consideration.	
Specialized	Feb-July	Review and recommend a procedure for returning Wake Transit allocated funds when outside funds are received for the subject project, update the Wake Transit Financial Policies for TPAC consideration.	
Specialized	Feb-July	Review the current 2.5% inflation rate to determine if an increase is needed to better meet partner and program needs, update the Wake Transit Financial Policies for TPAC consideration.	
Specialized	Future	Review and recommend an updated Wake Transit Staffing Plan as part of, or in response to the FY2026-2035 Wake Transit Plan Update.	