

Calendar Year:	2024	TPAC Subcommittee Work Task List - <u>Monthly Report Form</u>
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.	March: 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.	March: It has been decided that this review will occur this summer with the annual performance review.
Specialized	Feb-Jul	Review the findings of the Baseline Study and recommend a new Baseline Implementation Policy for TPAC consideration.	January: Presentation of Baseline Study results provided. Workgroup is being called together for next steps. March: 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.	March: CAMPO and GoTriangle staff presented updated FY25 Work Plan requests and received guidance for inclusion in the recommended Work Plan from the PD members. April: CAMPO and GoTriangle staff presented updated FY25 technology funding request for GoTriangle and did not vote to move the request forward to TPAC.
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.	March: 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.	April: The Financial Policies Workgroup presented recommendations to continue with the assumed 2.5% inflation rate with no significant feedback from the subcommittee.
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.	