

<b>Calendar Year:</b>	2024
<b>Time Period:</b>	August-January

**TPAC Subcommittee Monthly Report Form**

**Program Development**

<b>Task Type</b>	<b>Task Month(s)</b>	<b>Description</b>	<b>Progress Updates</b>
Recurring/ Annual	July-Aug	Review and provide input on the FY2025 Wake Transit/TPAC Master Calendar including the FY25 Amendments Schedule and FY26 Work Plan development schedule.	<b>July:</b> CAMPO staff provided an updated master calendar that would be shared and adopted by TPAC in August.
Recurring/ Annual	July-Aug	Participate in and provide feedback to the annual Wake Transit Engagement & Communications After-Action Review (AAR) process.	
Recurring/ Annual	Aug-Jan	Review and provide input on administrative documents updates. Ex. quarterly progress report, funding request and reimbursement forms	<b>August:</b> GoTriangle staff provided a summary of updates to reimbursement and workplan funding request forms. Comments on draft forms to be sent to applicable staff by August 30th.
Recurring/ Annual	Aug-Jan	Review and discuss updated financial assumptions through the draft Wake Transit Work Plan development cycle	
Specialized	Aug-Jan	Review recommendations resulting from the Workgroups for recommendation to the TPAC (Ex. Baseline Funding Policy, Safety & Security Policy, Financial Policy updates, fare strategies, etc.)	
Tracking/ Oversight	Aug-Sept	Review and discuss the findings of the annual review of bus service performance and the project progress and expenditures review.	<b>August:</b> CAMPO staff presented FY24 bus service performance and project progress and expenditures for review. This was an informational item.
Recurring/ Annual	Sept & Dec	Review and recommend Work Plan amendment requests including appropriate scope and financial dispositions	
Recurring/ Annual	Sept-Nov	Review and provide input on the Annual Comprehensive Financial Report (ACFR) and FY2024 Wake Transit Progress Report.	
Recurring/ Annual	Oct-Dec	Review project funding requests and make recommendations for inclusion in the draft FY24 Wake Transit Work Plan.	
Recurring/ Annual	Nov-Dec	Develop the PD Subcommittee February-July Work Task List	
Recurring/ Annual	Dec	Receive a summary presentation of FY2023 Art Funding allocations and reimbursements	
Specialized	Upcoming	Review and recommend an updated Wake Transit Staffing Plan as part of, or in response to the FY2026-2035 Wake Transit Plan Update.	

Use spaces below to write in additional notes and task comments.