

RTA Monthly Report

October 2018





Joint Meeting

Central Maryland Transportation & Mobility Commission and Central Maryland Transportation & Mobility Consortium

1:00 p.m. November 27, 2018

8510 Corridor Road, Suite 110, Savage, MD

AGENDA

	Welcome	Allen Cornell
1	Review of meeting minutes from September 25, October 23, 2018	Allen Cornell
2	Riders' Advisory Council	Astamay Curtis or Clive Graham
3.	General Manager Report	Cristin Tolen
4	October 2018 Financial Report	Suzanne Brown
5	FY 2020 Proposed Budget	Cristin Tolen
6	Transit Development Plan/Public Hearing, Marketing materials	Andrew Johnson, Sue Poole, Clive Graham
7	Adjournment	

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Topic: Review of Meeting Minutes for September 25th and October 23, 2018

(Allen Cornell will provide a verbal review)

Requested Action

Provide input and ask questions of staff.

Topic: Report from the Chair of the Riders' Advisory Council

(Astamay Curtis or Clive Graham will provide a verbal update)

Requested Action

Provide input and ask questions of staff.

Topic: General Manager Report

We held two classes for new operators in October with a total of eight (8) Fixed Route CDL operators. We currently have (6) vacancies for fixed route drivers and two (2) vacancies in administration.

Staff has been working tirelessly on the Howard County TDP in preparation for the upcoming public outreach and hearing on December 13, 2018. Operations continued to refine schedules and develop the hours and miles to be included in the draft RTA FY 2020 budget.

A training was held with our Road Supervisors and Dispatch staff to educate everyone on the fixed route Route Match system. This training was the first step in making operations more streamlined. Route Match was on site installing the Automatic Passenger Counters (APC) on our fixed route buses. We will begin using the APC's in the next few weeks. All staff received annual drug and alcohol or reasonable suspicion training this month.

Maintenance staff performed fifty-four (54) road calls in October with an average of 6,096 miles between road calls.

Operations Update

The new 504/FGGM/Odenton Marc has been in service for a month with daily average inbound/outbound ridership of 29 passengers. This is a solid number and we look for further utilization in the future with added schedule enhancements

A meeting was held Tuesday October 22nd with MTA/MARC/AMTRAK regarding better communications regarding delayed train arrivals and departures at all 3 MARC stations we service. New train schedules were also discussed that are to start on November 12th, 2018. We look forward to a more engaged communication effort with the MARC service providers.

Safety Data for October 2018

PREVENTABLE ACCIDENTS: 3

NON PREVENTABLE ACCIDENTS: 7

PREVENTABLE PASSENGER ACCIDENTS: 0

NON PREVENTABLE PASSENGER ACCIDENTS: 0

WORK COMP (EE Injury): 1 (Operator slip and fall on wet pavement)

We conducted our Monthly Safety Meeting during the month of October (Fatigued and Drowsy Driving).

We met our Drug and Alcohol Random quote from our Random Compliance Program for the month of October.

Communications/ Marketing/ Outreach Efforts

The month of October focused our design and development of marketing materials in preparation for the December 13th public hearing. All Howard County fare media policy items were executed within the 30 day communication timeframe. The following items were completed:

- **Public Announcement Print Ads** (English/Spanish): Capital Gazette, Howard County Times, Laurel Leader, Soundoff and Greenbelt News. Ads posted on Thursday, November 8th and Sunday, November 11th.
- **Bus Rider Announcement and 2-page Rider Flyer:** Posted on all buses on Friday, November 9th. Materials will stay on buses until after the December 13th hearing. Libraries and community organizations have been sent the bus rider announcement, 2-page flyer and will also be sent 48-page brochures.

- **Bus header signs:** (2) 28" x 11" posters are placed above the windows of all buses announcing the public hearing, information sessions and where to provide public comment.
- **48-page printed brochure:** highlights route changes with maps and timetables. Placed on buses Friday, November 24th. The brochures will be sent to libraries, community organizations and used for outreach efforts.
- **transitRTA.com website:** hosts an announcement splash page leading to the 2-page Rider Flyer, downloadable 48-page brochure and highlights. A public comment button allows rider to easily comment on the individual route and be part of a blogging session. All public comments received through our website, email or mail are being documented and will be shared at the public hearing.
- **Media Release:** sent to 110 media contacts (radio, TV, cable networks) local and state officials, Public Information Officers, Elected Officials, partner contact lists and affiliated transportation systems.

Communication efforts continue to support Route 504. Changes will be made to the current timetable schedule due to new MARC train schedules. New timetables and maps will be needed once the final schedule is determined. Outreach efforts will be coordinated with Anne Arundel County and Ft. Meade.

Advertising Revenue

- Bus advertising revenue for October was \$8,085.00.

RTA Partners Agenda
Item 4
11/27/18

Topic: October 2018 Financial Report

(Suzanne Brown will provide a verbal update)

Requested Action

Provide input and ask questions of staff.

RTA Partners Agenda
Item 5
11/27/18

Topic: FY 2020 Proposed Budget

(Cristin Tolen will provide a verbal update)

Requested Action

Hear a review, provide input and ask questions of staff.

RTA Partner's Agenda
Item 6
11/27/18

Topic: Transit Development Plan/Public Hearing, Marketing Materials

(Andrew Johnson, Sue Poole and Clive Graham will provide a verbal update)

Requested Action

Provide input and ask questions of staff.

RTA Partners Agenda
Item 7
11/27/18

Adjournment