

**POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION**

RESOLUTION

MOTION: _____

RESOLUTION NO. 07-07-____
OFFICIAL COMMISSION MEETING
JULY 5, 2007

SECOND: _____

**RE: SPECIAL RECOGNITION AWARD FOR THE FAREBOX
IMPLEMENTATION TEAM**

WHEREAS, new electronic fareboxes were successfully installed on PRTC's bus fleet over the course of a single weekend (June 9-10, 2007); and

WHEREAS, the weekend installation was deliberately designed to avoid any adverse impact on bus service quality; and

WHEREAS, the weekend installation required a team of PRTC, First Transit, WMATA, and NVTC staff (the "farebox implementation team") to assist the farebox contractor in seeing to it that the installation was executed successfully, necessitating working many hours over the weekend that would otherwise have been personal time; and

WHEREAS, the new fareboxes promise many dividends to PRTC, including immediate increases in passenger revenue (because fare paying accuracy is no longer dependent on the visual inspection on coin deposits by customers, a daunting task) and longer-term increases stemming from the *SmarTrip* card that makes riding transit easier; and

WHEREAS, PRTC's Awards Policy provides for special recognition of group efforts that advances the interests of PRTC; and

WHEREAS, the successful execution of the farebox implementation effort qualifies for such a special recognition.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the special recognition award as recommended by the Executive Director, the details of which are described in the staff report accompanying this resolution.

ITEM 9-C

(6 PAGES)

BE IT FURTHER RESOLVED that the total amount of the award – \$4,700 – shall be borne by anticipated favorable variances in PRTC's FY 2008 budget.

July 5, 2007

TO: Chairman Gibbons and Commissioners

FROM: Alfred H. Harf
Executive Director

RE: Special Recognition Award for the Farebox Implementation Team

Recommendation:

Approve the “special recognition” award as recommended to tangibly acknowledge the farebox implementation team’s extraordinary effort installing the fareboxes over the course of a single weekend.

Background:

On the weekend of June 9-10, all 113 electronic fareboxes were installed on PRTC’s bus fleet. A team consisting of PRTC staff, First Transit staff, and support staff from the IBI Group, WMATA, and NVTC worked with the farebox contractor to complete the installation under exceptionally time-restricted conditions, in order to avoid any adverse service impact. The installation was completed as planned, and the fareboxes debuted on Monday morning largely uneventfully.

PRTC’s Awards Policy provides for special recognition of a group effort which tangibly advances the interests of PRTC, and it has been recommended to me by the senior-most PRTC manager overseeing this effort, Eric Marx, that a special recognition award be approved. Mr. Marx has excluded himself from the recommended award, presumably because he thought it would be unseemly to do otherwise, but in fact he too deserves to be recognized in the same fashion. Accordingly, my recommendation to the Board is to approve the “special recognition” award as proposed by Mr. Marx, but with Mr. Marx added for the same \$200 amount that all others who devoted both days of the weekend would receive.

Mr. Marx’s attached recommendation provides a fuller elaboration of the reasons for the special recognition award so I won’t reiterate them here.

Chairman Gibbons and Commissioners

July 5, 2007

Page 2

The PRTC Executive Director has delegated authority to approve “special recognition” awards amounting to \$250 or less without prior Board approval. While the recommended awards total less than this amount for each award, collectively they are greater than this sum and thus the Board’s prior approval is apt.

The recommended amounts have been sized to account for the time and effort each of the team members devoted to this successful execution. They total (with the inclusion of Mr. Marx) \$4,700. And as Mr. Marx did in his recommendation to me, I want to call your attention to two individuals who played especially instrumental roles in the successful execution of this project, PRTC’s project director Joseph Swartz and First Transit’s Bruce Hawkins, who led the effort to train our 140+ bus operators on the use of the new fareboxes. Both deserve special praise.

Fiscal Impact:

The recommended total award amount can be covered by known, anticipated favorable variances in the PRTC FY 2008 budget. The state formula assistance grant by itself will be approximately \$399,000 more than assumed in the FY 2008 budget as a result of HB 3202, which will be accounted for in the FY 2008 mid-year budget revision as is our customary practice.

June 26, 2007

TO: Alfred H. Harf

FROM: Eric Marx, Director of Planning and Operations

RE: Special Recognition Award for the Farebox Implementation Team

On the weekend of June 9-10, all 113 electronic fareboxes were installed on PRTC's bus fleet. A team consisting of PRTC staff, First Transit staff, and support staff from WMATA and NVTC worked with the farebox contractor to complete the installation under exceptionally time-restricted conditions, in order to avoid any adverse service impact. The installation was completed as planned, and the Monday morning farebox debut was virtually flawless.

In recognition of this achievement and devotion of personal time, I recommend you award each person who gave up all or the better part of their weekend \$200 as a token of PRTC's appreciation. For those who provided assistance/oversight for a significant portion of one day, I suggest a \$100 "thank you." Individuals deserving of recognition and recommended monetary amounts are as follows:

Joseph Swartz (PRTC)	\$200
Perrin Palistrant (PRTC)	\$100
Laurel Hemmig (PRTC)	\$200
Michael Russo (WMATA)	\$200
Steve Anderson (WMATA)	\$200
John Ward (the IBI Group)	\$200
Adam McGavock (NVTC)	\$200
Robb Howell (First Transit)	\$100
James Hancock (First Transit)	\$200
Andy Velez (First Transit)	\$200
Bruce Hawkins (First Transit)	\$100
Wayne Brownell (First Transit)	\$200
Zaragoza Nelson (First Transit)	\$200
Samson Amoah (First Transit)	\$200

Abdirahim Gaal (First Transit)	\$200
Anthony Crook (First Transit)	\$200
Dwight Cannon (First Transit)	\$200
Freddy Reinso (First Transit)	\$200
Kennedy Mensah (First Transit)	\$200
Matthew Amankwah (First Transit)	\$200
Mike Farrwell (First Transit)	\$200
Juan Hernandez (First Transit)	\$200
Santos Avelar (First Transit)	\$200
William Nickens (First Transit)	\$200
TOTAL \$4,500	

PRTC’s Awards Policy provides for special recognition of a group effort which tangibly advances the interests of PRTC, and I believe the farebox installation effort is clearly deserving of such recognition. As the “farebox implementation” information item prepared for the Commission’s Operations Committee in June detailed, the new fareboxes:

1. Are expected to favorably affect farebox revenue collections because they eliminate the need for operators to visually confirm that the right fares have been placed in the farebox, a daunting task when so many OmniLink and Metro-Direct customers pay by cash using “small denomination” coins; and
2. Are the linchpin for eventual deployment of the *SmarTrip* card, which is expected to increase ridership still more by: making the use of transit in the region simpler; enabling the use of transit passes that are priced to reward loyalty/frequent usage; and eliminating the need to carry exact change for cash-based travel.

In addition to the monetary sentiment of appreciation, I would like to highlight two individuals who led significant portions of the planning and implementation effort. I recommend you invite Joe Swartz, project leader for PRTC, and Bruce Hawkins, who led the effort to train First Transit’s 140+ bus operators to take their bows in front of the Board.