

MOTION:

SECOND:

**RE: AUTHORIZATION TO APPROVE FY20 SCHEDULE AND BUS STOP DISPLAY PRODUCTION
TASK ORDERS**

ACTION:

WHEREAS, the Executive Director annually seeks Commission approval to authorize expenses related to producing printed public information, such as bus schedules, system maps, and bus stop displays; and

WHEREAS, a single approval allows the Executive Director to authorize task order expenditures to Smartmaps, Incorporated, PRTC's competitively procured marketing firm, as long as the expense is within the adopted budget; and

WHEREAS, materials are typically produced twice each year, corresponding to summer and winter service changes, to account for schedule, routing, bus stop, and fare changes, new services, and occasional redesigns; and

WHEREAS, funding to cover this expenditure is included in PRTC's FY20 adopted budget.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to incur expenses associated with the production of printed schedule brochures and bus stop information displays that are within PRTC's adopted FY20 budget.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:


Alternate Present Not Voting:


Absent from Meeting:



September 5, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Althea Evans
Director of Marketing 

THROUGH: Robert A. Schneider, PhD
Executive Director 

SUBJECT: Authorization to Approve FY20 Schedule and Bus Stop Display Production Task Orders

Recommendation:

Authorize the Executive Director to approve FY20 schedule and bus stop display production task orders.

Background:

The Executive Director annually seeks Commission approval to authorize expenses related to producing printed public information, such as bus schedules, system maps, and bus stop displays. A single approval allows the Executive Director to authorize task order expenditures to Smartmaps, Incorporated, PRTC's competitively procured marketing firm, as long as the expense is within the adopted budget.

Materials are typically produced twice each year, corresponding to summer and winter service changes, to account for schedule, routing, bus stop, and fare changes, new services, and occasional redesigns.

Fiscal Impact:

While specific costs for each task order is not known at this time, funding to cover this expenditure comes from a combination of applicable federal and state grants, and when necessary, local subsidy from bus sponsoring member jurisdictions, which is included in PRTC's FY20 adopted budget.