MULTIMODAL TRANSPORTATION BOARD
August 25, 2020 - 7:00 p.m. – 8:30 p.m.
Held via Webex event
3430 Court House Drive, Ellicott City MD 21043

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AGENDA

Regular monthly meeting

1) **Approval of Agenda for Meeting and review of action items – Chairperson Schoen**

2) **Approval of July 28, 2020 Meeting Minutes – Chairperson Schoen**

3) **Public Comment – General Topics** *(Participants that have signed up in advance will have 3 minutes each to address the MTB)*

4) **Complete Street's Implementation Team Update: Public Engagement Plan - Preview of process to adopt an engagement plan over the next 30-45 days – Chris Eatough**

5) **New Business/Ongoing Business**
   i. RTA Title VI Plan Update: Review of Plan being submitted to the MTA (comments are welcome but formal adoption by MTB is not being requested. – **Jason Quan**

   ii. Local Legislation to Prohibit Parking in Bike Lanes: Motion to approve sending a letter of support to County Council is requested– **Chris Eatough**

6) **Development Update – David Cookson**

7) **Regional Transportation Issues Update -** Baltimore Regional Transportation Board (BRTB) Transportation Improvement Plan (TIP) – **David Cookson**

8) **Future Meeting Items**
   i. OOT Calendar of Events (emailed to members prior to 8-25 meeting)
   ii. Complete Streets Implementation Updates- September update on Engagement Plan Comments and Approach to Project Prioritization prior to update for County Council
   iii. Significant Changes to MDOT CTP – Published on or about September 1st
   iv. Safety Plan Updates -
   v. Bike Ped & Bus Stop Project Updates- September
   vi. BMC topics of Interest (Micro mobility, Regional Transit Authority, etc)

9) **Adjournment**

10) **Next Meeting –** September 22, 2020 – 7:00pm

Meeting Minutes

Item 2

MULTIMODAL TRANSPORTATION BOARD
MINUTES July 23, 2020 7:00pm

Members Present:	Larry Schoen, Ted Cochran Shariar Etemadi Monica Simon Alice Giles David Drasin	**Staff:**	Bruce Gartner, Executive Secretary Jason Quan, Office of Transportation Brian Muldoon, Office of Transportation Kimberly Woods, Office of Transportation David Cookson, Office of Transportation Molly Nur, Office of Transportation
Members Excused:	David Zinner	**Members of the Public:**	Terri Hansen Aphaia Harper Kris Jagarapu, DPW Dr. Sepehr Ghader Cindy Burch Brad Closs Joel Hurewitz

1. Approval of Agenda for Meeting-Larry Schoen

Larry Schoen approved the agenda for the meeting.

Completed Action Items:

• Send letter to County Executive with MTB recommendations for DPW Bruce informed the group that interviews were underway for the DPW Director position. There are five interview panelist (Bruce Gartner being one). A second round of interviews is expected to take place in about two weeks with the County Executive. The second round of interviews will consist of the top preferred candidates for the position.
• Send Transit Presentation and Link to MTB members

2. Review of unofficial minutes from June 23,2020- Larry Schoen

Alice Giles motioned to approve the minutes. Ted Cochran seconded that motion.

3. Public Comment

There were no public comments.

4. Complete Streets Implementation Update- Bruce Gartner

Bruce briefly went over items regarding Complete Streets Implementation Updates:

1. The Sidewalk Policy OOT currently working with the County Executive staff to put out an executive order working with Jen Sager (September timeframe)
2. OOT is currently working on developing a priority prioritization method with DPW, Budget as well as a couple of other offices in the County.
3. OoT has drafted a Community Engagement Plan, the Horizon Foundation and Jennifer White has been heavily involved with the project. The project is moving along well.
4. WRA has sent the OoT an outline and details regarding the design manual chapters

Q&A

Ted Cochran questioned when MTB members would be given a chance to review the Side Walk Policy in addition to the Manual.

Response from Bruce Gartner: MTB has already seen and commented on the Sidewalk Policy. The CSIT members are scheduled to review the documents next. There could possible be future interim discussions regarding the policy at future MTB meetings.

5. New Business/Ongoing Business

i. COVID 19 Traffic Data Trends and Observations- David Cookson

David Cookson presented the MTB with a "COVID 19 Pandemic Traffic Impacts" presentation. The SHA has permanent traffic counters throughout the State of Maryland (Howard County has 3 counters). Since March when the State of Emergency was issued, there has been a decrease in the volume of vehicles crossing the counters. In April there was a dramatic decrease in the volume of vehicles crossing the counters. Since April the SHA counters have shown that traffic volume is picking up steadily.

Speeding Stops Comparison 2019 vs 2020

- Overall there has been an increase in excessive speeding.

- During the first month of the Stay at Home orders, 68 speeding drivers were stopped and cited which is 92% lower than the same time in 2019.

- Although there were fewer speeding drivers stopped during the first month, there was a 25% increase in extremely excessive speed violations (30+ MPH over speed limit).

- During the second month of the Stay at Home orders, 370 speeding drivers were stopped and cited (42% lower than the same time in 2019). This shows an increase in the number of violations issued. The proportion of all speeding stops where excessive speed was cited increased from 14.5% in 2019 to 26.8% in 2020.

- Although there were fewer speeding drivers stopped during the second month of the Stay at Home period, there was still a 12.3% increase in extremely excessive speed violations (30+ MPH over speed limit).

Impaired Stops Comparison 2019 vs 2020

- During the first month of the Stay at Home orders, 117 impaired drivers were arrested which is 96% lower than the same time in 2019.These stops include impairment by drugs and/or alcohol.

- During the second month of the Stay at Home orders, 880 impaired drivers were arrested. While this is 60% lower than the same time in 2019, it shows a significant month over month increase in the number of impaired driving arrests, which include impairment by drugs and/or alcohol.

- As bars and restaurants reopen, an increase in impaired drops is to be expected.

ii. Presentation by DPW on Pedestrian Crossings at Signalized Intersections - Kris Jagarapu

Kris Jagarapu gave the MTB an overview regarding DPW's traffic signal systems in Howard County and pedestrian concerns. The following notes have been slightly modified to help summarize the information.

Current System

Howard County has 100 County owned traffic signals throughout the County, 99 of them are active (one is currently under construction).

- 76 of those 99 traffic signals have crosswalks,
- All County crosswalks at signals include pedestrian countdown signals.
- About 24 intersections lack crosswalk markings (due to partial or entire lack of pedestrian amenities).

Recent and Current Improvements

- Within the past 5 years:
  - 26 new crosswalks installed and
  - 27 upgraded crosswalks.
- DPW is currently trying to update all accessible pedestrian signals.
- Cedar Lane at Hickory Ridge is to have crosswalks at all four approaches soon if it's not already completed.
- Cedar Lane at Little Patuxent Pkwy is currently under construction is expected to have crosswalks at all four approaches of that intersection by the end of the summer.

- Signal related Requests
  - 172 traffic signal related inquires in the past 12 months.
  - Inquires range from requesting a brand-new traffic signal to requesting a crosswalk installation.
  - Approximately 15 requests that are still open and being reviewed

Signal Life Expectancy and Replacements

- DPW is currently trying to determine which traffic signals are currently in need of being repaired/updated based on prioritization.
- More than 16% of Counties traffic signals are older than 20 years (useful life expectancy).

Safety Considerations (Protected phases and Signage)

- Installation of a Protected left turn Phase depends on the speed, geometry of the intersection, and condition of the location
- Challenges include having adequate space to accommodate the vehicles making the left turn. Pedestrians aren't permitted to cross during protected (green arrow) left turns
- When a left turn is "permissive" (green ball instead of arrow) pedestrians are allowed to do so (vehicles are expected to yield to pedestrians).
- Signage signals have been updated specifically at T-intersections to symbolic signs with yellow reflective background as opposed to previous signs that consisted of a lot of text.

New Innovations and Specialized Crosswalks

- The HAWK crosswalk is a unique design and has proven to be safer and more effective than conventional crosswalk designs.
- The acronym HAWK stands for High intensity Activated cross WalK.
- While there are currently no Hawk Signals in HoCo, there are two Rapid Flashing Beacon locations being piloted (Oakland Mills at Bland Air and Hickory Ridge at HCC Campus).
- DPW has been working on doing a passive detection at these and similar locations rather than an active detection so that when someone walks by the detectors will pick up that a pedestrian is attempting to cross the street.

Q&A

1) Ted Cochran questioned why there wouldn't be a need for a pedestrian signal/crosswalk when there is a sidewalk on each side of the intersection of the road.

   Response: Any new traffic signals with sidewalks will have pedestrian signals and crosswalks. As an example, At Gorman and Stevens Road, two of the three approaches have sidewalks. One corner of the intersection couldn't have a sidewalk installed. There is currently a bridge modification project underway and DPW was able to acquire the corner. DPW plans on modifying the traffic signal there so that a crosswalk can be installed.

2) Ted Cochran questioned implicit crosswalks in the County (i.e. those that are not marked).

   Response: The installation of crosswalks is based on the level of pedestrian and vehicle usage on the roadway and the County's ability to effectively improve safety given limited resources and on available funding.
   - Howard County has 3,600 roads that they either own or maintain
   - There are studies pointing out that marked crosswalks are not appropriate in some locations because they provide pedestrians with a false sense of security.
   - DPW does review locations where there is a lot of pedestrian activity and install crosswalk markings.

iii. Overview of UMD- Maryland Transportation Institute- Dr. Sepehr Ghader

Dr. Ghader went over the University of MD COVID19 Impact Analysis Platform.

- The Maryland Transportation Institute is ranked 4th in the U.S., 11th in the world and is a multidisciplinary Hub for Transportation Research, Innovation, Education, and Technology Transfer.

- MTI Mission: Through partnerships with government, non-profit, and private sector collaborators, the MTI helps pioneer cost-effective ways to improve safety, reduce congestion, promote sustainability, enhance equity, and preserve infrastructure. MIT is equipped to foster new approaches that fuel community and economic development .

- MTI's initiative is BIG DATA FOR PUBLIC GOOD. MTI is trying to utilize big data to do research that impacts the following domains: Safety and Health, Emergency Management, Infrastructure, Economic development, Equality and Social Justice, Sustainability, Crime, Human Trafficking, etc.

- An interactive data analytics platform created and maintained by MTI and CATT Lab researchers provides state and county level mobility and social distancing data with daily updates, supports hotspot monitoring and containment efforts, and helps policymakers

determine the most effective ways of boosting the post-COVID economy. Metrics from the Maryland Transportation Institute (MTI) helps yield a clearer picture. By gathering and analyzing location data from opt-in apps on anonymized mobile devices, MTI can track mobility trends, which in turn correlate with outbreak patterns.

- MTI data can be utilized to conduct aggregate, community-level contact tracing and recommend localized quarantine areas after a new outbreak. *Additional information can be found at https://data.covid.umd.edu/*

Q&A

Larry Schoen questioned whether the MTI research department looks at the Baltimore-Washington Metropolitan Region as a whole when collecting data.

Dr. Sepehr Ghader informed Larry that when the MTI is looking into data driven studies that MTI doesn't separate the regions.

6. Development Updates- David Cookson

David Cookson provided the MTB with an updated Development Project Report. David announced some upcoming public meetings: The Elm Street/ Bethany Glen project with the Hearing Examiner will be held on August 3rd, 4th, & 10th at 4:30 p.m. The Erickson at Limestone Valley project with the Zoning Board will be held on September 2nd at 4:30 p.m.

Newly Submitted Development Plans				
Plan Name	**Plan Number**	**Units**	**Description**	**OOT Comments**
Keim Property	SDP-20-048	4 Units	Site plan for 4 single family houses.	Applicant will be providing fee inlieu to the sidwalk project on MD99 at Raleigh Tavern.
Grace Meadows	F-20-076	18 SFD	Plan for a 18 unit subdivision on Hanover Rd. Project will provide a four way intersection at Fairborn Rd and Hanover Rd.	Requested frontage improvements and are exploring if the sidwalk can be extended 250ft North.
Zubaira Property Lots 1-3	SDP-20-071	3 SFD	Site plan for 3 single family houses.	Requesting sidewalk on frontage and extending sidewalk to meet current planned sidewalk on Methodist Chruch lot.
Linwood Center- Capital Project	SDP-20-066	N/A	Site plan for parking lot for Linwood center school.	None, parking Lot for school, sidewalk, and crosswalk provided.
Falcon Place	SDP-20-061SDP-20-059	Community 50+ center	Site plan for 8 single famly houses.	Sidewalk req was wavied under Rd plan including the SW ext to the park entrance.

Plan Review Updates on Previous Plans		
Plan Name	**Roads/Streets**	**Status/Update**
High School 13/Guilford Water Tank/ Ridgley Run Rd	Mission Rd @ Ridgley Run Rd	OOT has approved plan with condition that HCPSS address pathway connection at Rose Lane.
Bethany Glen	MD99, Bethany Ln, & Longview Dr	Plan was submitted, in review.

Comment(s) from the Board

Shariar Etemadi requested that schools and other public destinations people can walk to be identified in the future maps that are shown to the board. David Cookson agreed to the request.

7. Adjournment

The meeting was adjourned at 8:54 p.m.

8. Next Meeting

The next MTB meeting is scheduled for August 25, 2020.

/2020

Bruce Gartner Date

Executive Secretary

/2020

Kimberly Woods Date

Office of Transportation

OPPORTUNITY
FOR
PUBLIC COMMENT

Item 3

Complete Streets Update

Item 4

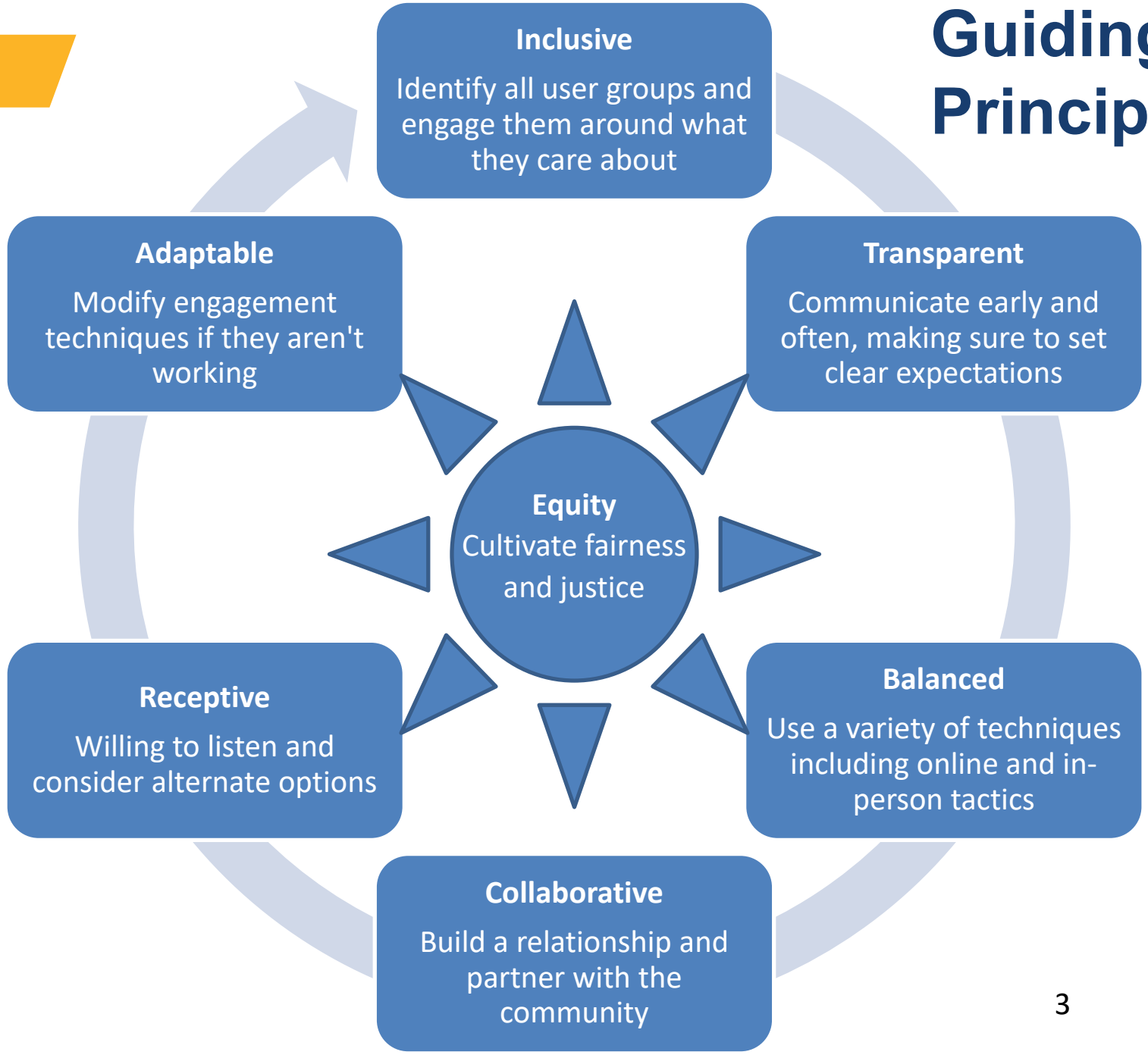
COMPLETE STREETS - COMMUNITY ENGAGEMENT PLAN OVERVIEW

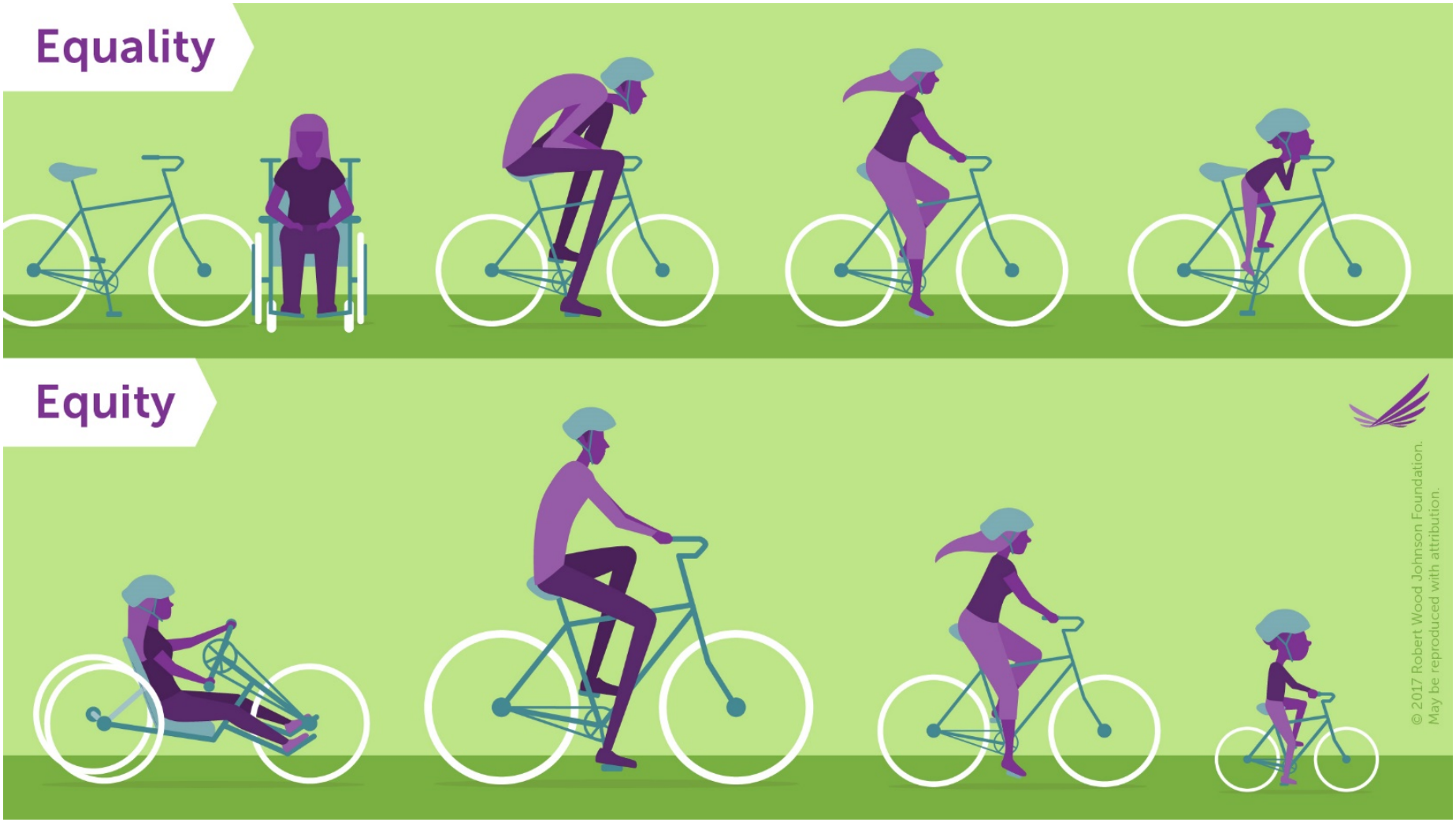
Presentation to Howard County Multimodal Transportation Board
August 25, 2020 – Item 4

Community Engagement Plan

- Complete Streets policy mandates community engagement procedures be detailed within 12 months (October 2020)

Guiding Principles

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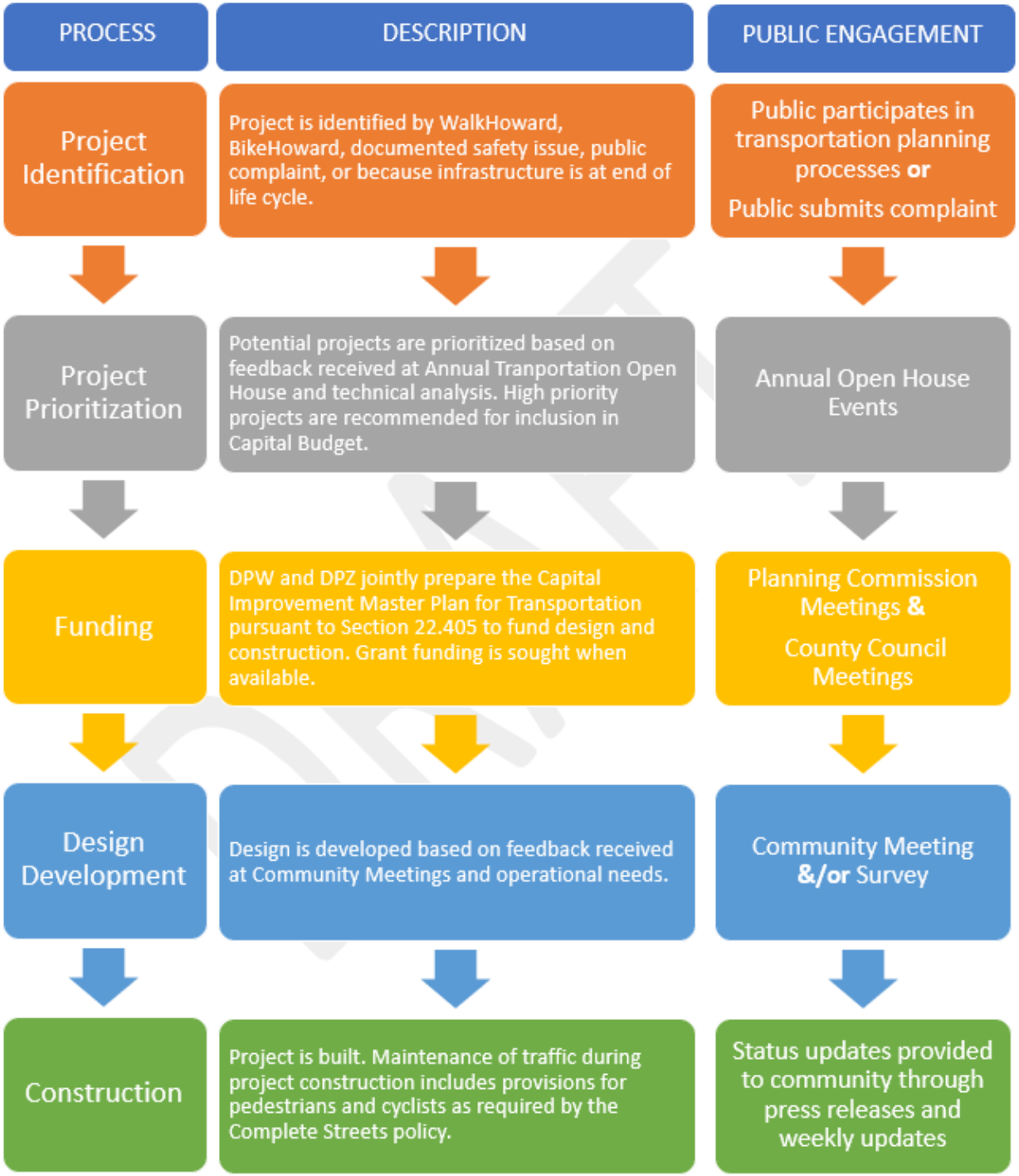
Stakeholder types

- Two types of stakeholders
  - Interested in Complete Streets improvements county-wide
  - Interested in a specific project
- Working to develop email lists and communications strategies for each group

Major Capital Project Process

Minor Project Process

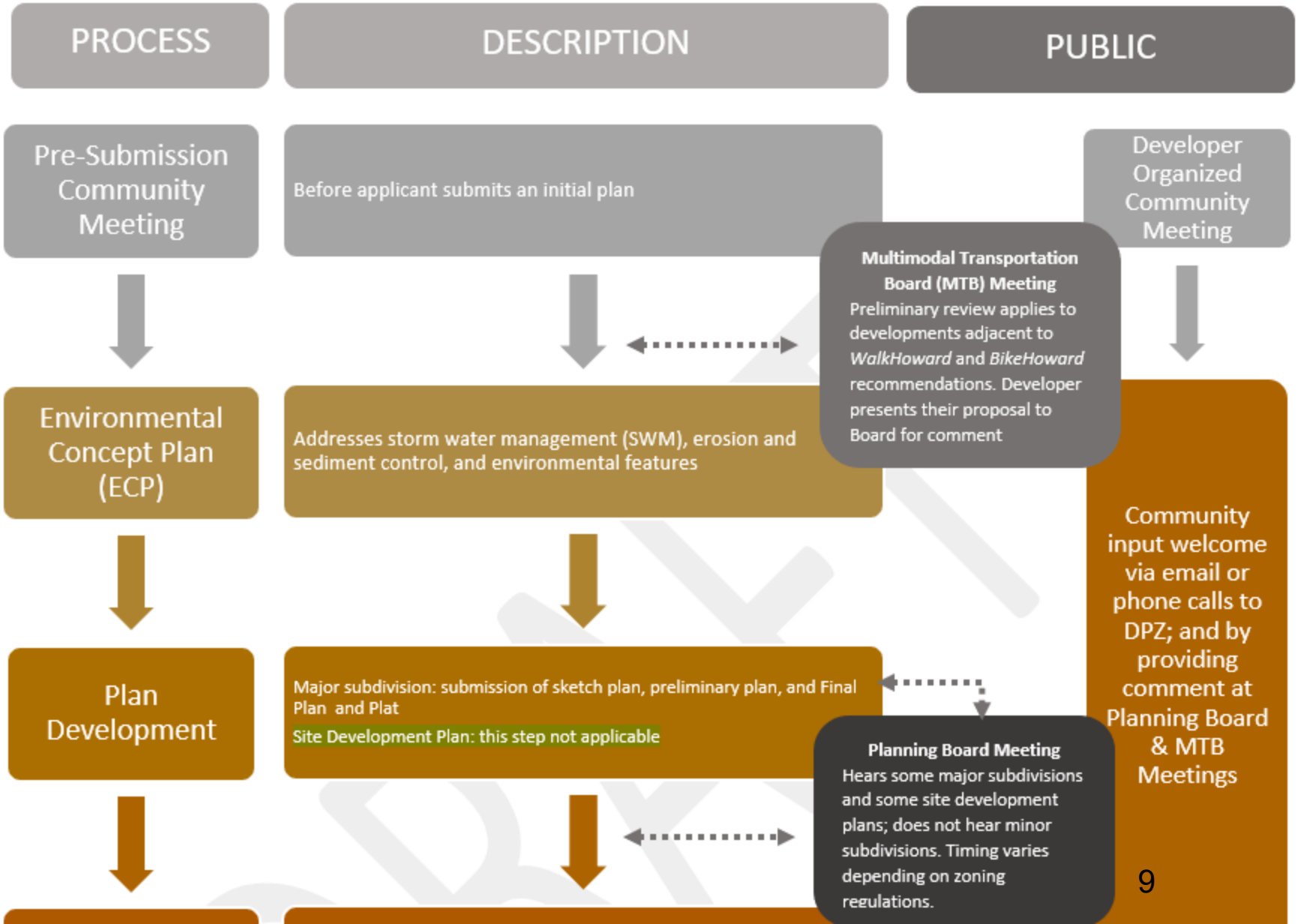


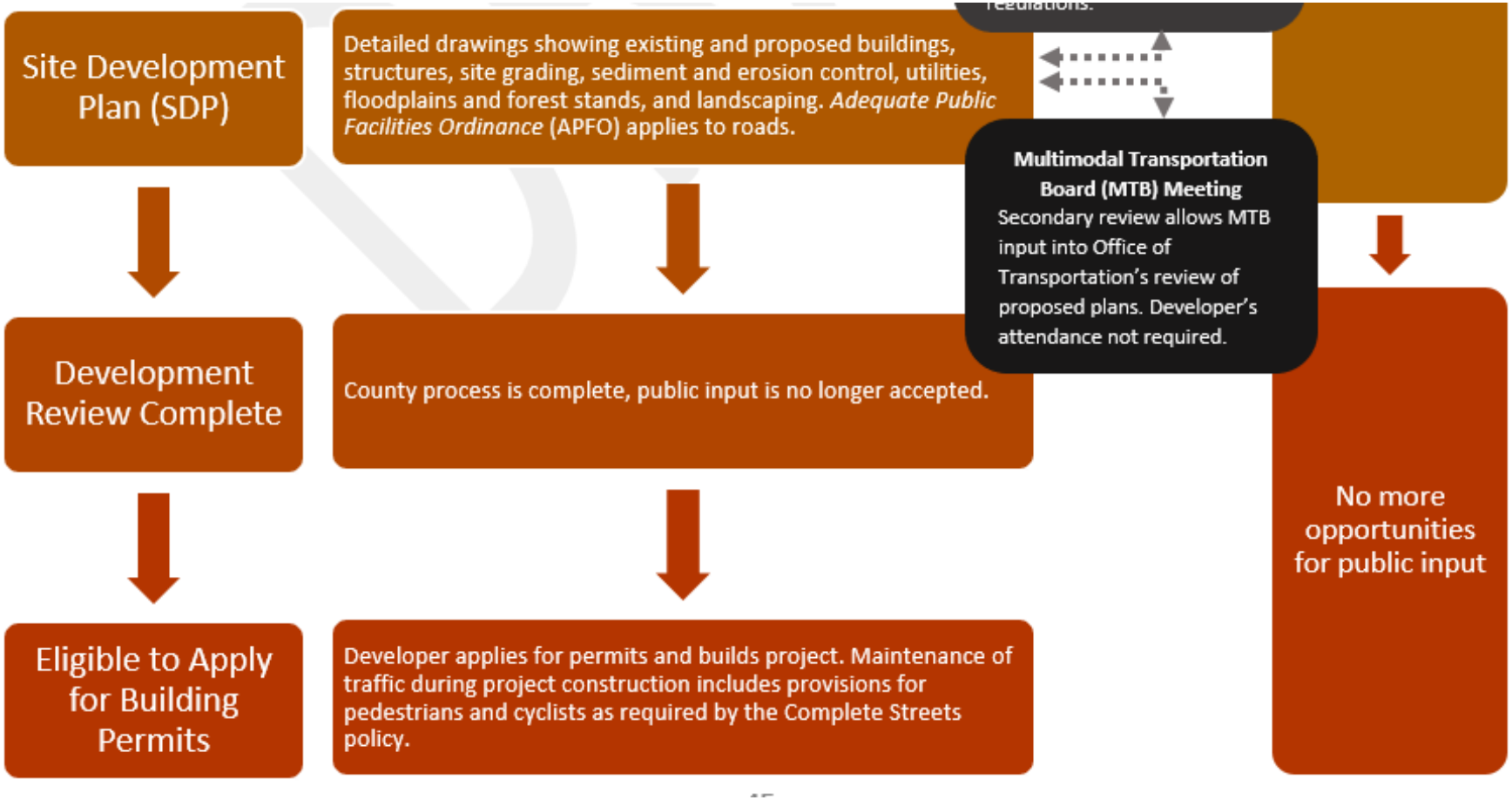
Major Capital Project Preliminary Design (Checklist Example)

- Before Advertisement
- Plan for Workshop(s) – 6 weeks out
- Advertise Workshop(s) – 4 weeks out
- Prepare for Workshop(s) – 3 weeks out
- Hold In-Person Workshop
- Hold Online Workshop – within 1 week
- Workshop Follow-Up – 1 day after
- Feedback Follow-Up – 4 weeks after

Developer Project Process

DRAFT





- Developed checklists for First MTB Meeting, Planning Board Meeting, and Second MTB Meeting
- Will work with OoT and DPZ Staff to refine

Community Engagement Plan Next Steps

- Work with County to collect feedback from staff on plan and checklists
- Incorporate edits from Complete Streets Implementation Team and other County staff
- Format graphics and document
- Revised draft available for public review in September
- Final draft presented at September MTB meeting
- Final draft ready for presentation to Council this fall

RTA

Title VI Plan Update

Item 5i

Howard County MTB August 25 item 5i. (Informational Item)

Howard County Title VI

Plan Update Fiscal Year

2021-2023

The Howard County Title VI Plan is updated every two years. A summary of changes is as follows:

1) **The name of the responsible signatory was changed to the current OOT Administrator**
2) **The demographic information was updated (no significant change) to use new information from the American Community Survey (ACS) data from 2018 as opposed to 2016.**
3) **The RTA's outreach activities were updated to reflect recent activity**
4) **An Appendix was updated to include to reflect route schedules as of March 2020 (Pre-Covid) and the current schedules which we anticipate operating until at least January 1, 2021**
5) **An Appendix was updated to reflect current demographics of various Howard County Advisory Groups.**

Any questions regarding the policy can be directed to Bruce Gartner (bgartner@howardcountymd.gov) or Jason Quan (jquan @howardcountymd.gov).

The document that follows includes the entire policy but the Appendix have been left off to reduce the file size and avoid repetition of information that has not changed in the past two years. The final document will be posted on the Howard County Office of Transportation internet page once it has been accepted by the MTA.

Howard County

Office of Transportation

3430 Court House Drive

Ellicott City, MD 21043

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ABSTRACT

Howard County (County) receives public transportation funding from the Federal Transit Administration (FTA) and the Maryland Department of Transportation-Maryland Transit Administration (MDOT MTA) and is required, under Title VI of the Civil Rights Act of 1964, to ensure the County does not discriminate in the delivery of public transportation services.

The Howard County Office of Transportation (OoT) manages the provision of public transportation services in Howard County and has prepared this Title VI Plan for Fiscal Year 2021-2023 that documents how Howard County complies with Title VI of the Civil Rights Act in the delivery of public transportation services. The Plan:

- Commits the County and provides assurances to ensure non-discrimination, and to monitor Title VI activities.
- Designates the OoT's Planning Manager for Transit as the Title VI Manager responsible for administering the Title VI program including, but not limited to, public noticing and awareness education, processing Title VI complaints received, collecting statistical data, disseminating information regarding public transportation, including access for Limited English Proficient (LEP) persons, public participation, and conducting Title VI program reviews.
- Describes and documents the procedures for how persons may file Title VI complaints, and how the County will process such complaints.
- Describes how the County plans, develops, operates, and manages transit routes and facilities in an equitable manner between minority and low-income populations, LEP persons and the general population.

INTRODUCTION

Howard County, Maryland is a recipient of public transportation funding from the Federal Transit Administration (FTA) and the Maryland Department of Transportation-Maryland Transit Administration (MDOT MTA) and therefore is required to develop policies, programs, and practices that ensure that federal transit funds are used in a manner that is nondiscriminatory as required under Title VI of the Civil Rights Act of 1964.

Title VI prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d).

The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors whether those programs and activities are federally funded or not. Recently, the Federal Transit Administration has placed renewed emphasis on Title VI issues, including on providing meaningful access to persons with Limited English Proficiency (LEP). The Howard County Office of Transportation (Howard County) is the Howard County agency responsible for managing the provision of public transportation services in Howard County.

This Fiscal Year 2021 - 2023 Implementation Plan (Plan) details how the Howard County Office of Transportation incorporates nondiscrimination policies and practices in providing public transit services and complies with Title VI of the Civil Rights Act of 1964. The Plan is divided into seven sections:

- **Section 1** - Provides an overview of the public transportation services provided by Howard County, including information on ridership, routes and organizational structure.
- **Section 2** - Presents a signed policy statement affirming that Howard County will follow Title VI rules and regulations in the delivery of public transportation services.
- **Section 3** - Confirms Howard County's commitment to nondiscrimination and compliance with federal and state requirements as detailed in a Nondiscrimination Assurance filed by Howard County every year as part an application for financial assistance from the Federal Transit Administration.

- **Section 4** - Presents the signed approval of the Plan by the Administrator of the Howard County Office of Transportation and a resolution by the Howard County Multimodal Transportation Board endorsing the Plan.

- **Section 5** - Details Howard County's and the County's Title VI Manager's responsibilities in administering the plan including record-keeping and data collection.

- **Section 6** - Details the specific requirements and compliance measures, including information on complaint procedures and forms, public outreach practices through a Public Participation Plan and providing information to Limited English Proficient Persons through a LEP Language Assistance Plan.

- **Section 7** - Presents information on how Howard County delivers public transportation services in an equitable manner and how the distribution of service is equitable between minority and low-income populations and the overall population.

SECTION 1

OVERVIEW OF SERVICES

Howard County provides public transportation services in Howard County, Maryland, through a contractor, Transit Management of Central Maryland (TMCM). TMCM delivers services in Howard County, Anne Arundel County, City of Laurel and Prince George's County. These services are delivered under the brand name; the Regional Transportation Agency of Central Maryland (RTA). The RTA operates both fixed-route and demand-response service throughout the region. Howard County contracts separately with First Transit, Inc. to provide management services for TMCM.

Fixed-Route Service

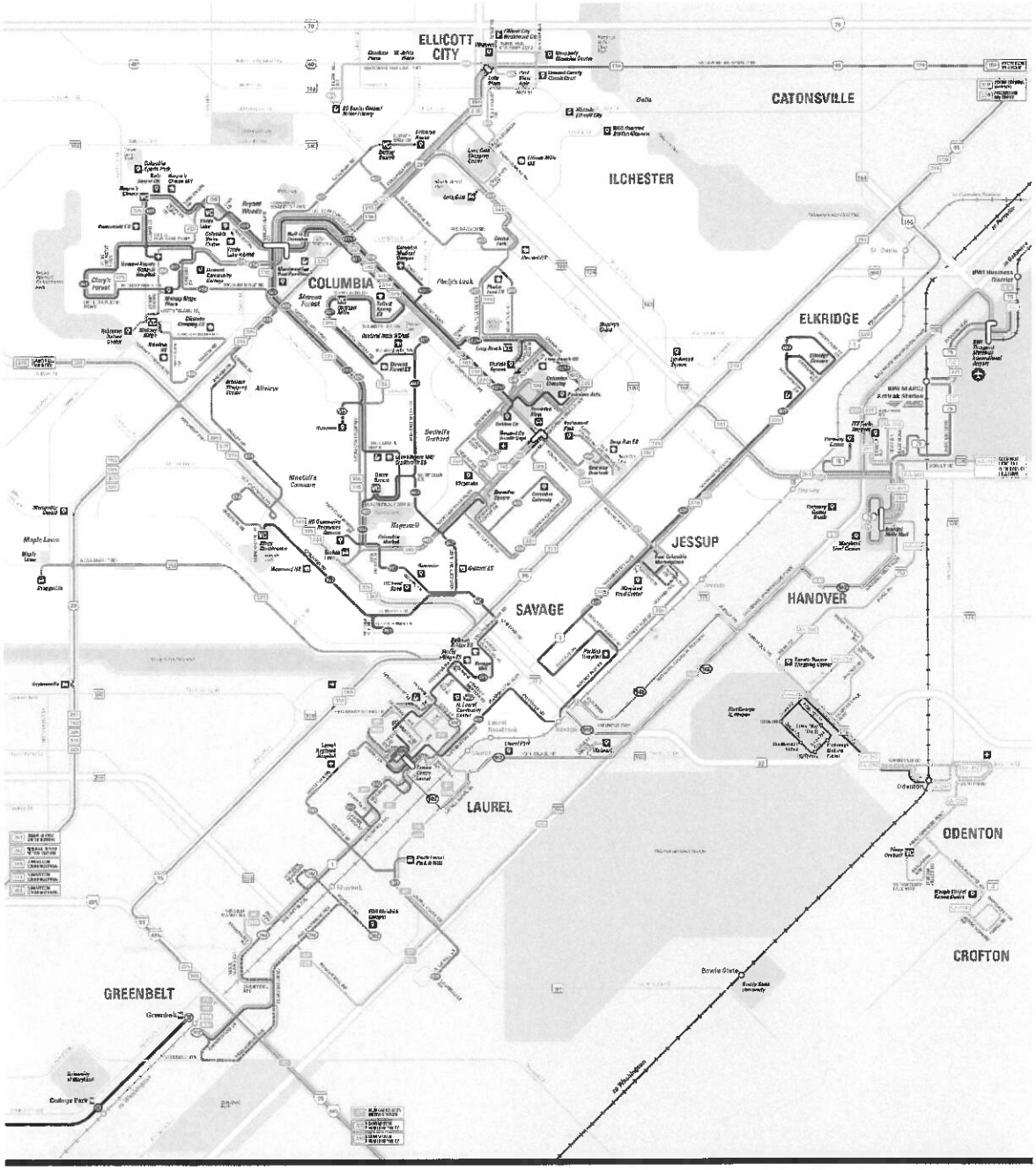
Figure 1 provides a map of the RTA fixed-routes, and other transit service in the region. The RTA's fixed-route service extends north-south between Ellicott City and College Park and east-west between Odenton - BWI Airport and Columbia. The primary transfer point for most of the routes is at the Mall in Columbia. Other transfer points include Arundel Mills Mall and Laurel Towne Center. Appendix A provides the schedules and maps (before and during Covid) for the following 15 fixed-routes operated by RTA:

- 301 – Towne Centre Laurel – South Laurel
- 302 – Towne Center Laurel – Greenbelt Metro Station
- 401 – Mall in Columbia – Clary's Forest
- 402A/B – Mall in Columbia – Dobbin Center
- 403 – Mall in Columbia – Columbia 100 Parkway
- 404 – Mall in Columbia – Hickory Ridge Village Center
- 405 – Mall in Columbia – Ellicott City
- 406 – Mall in Columbia – Columbia Gateway
- 407 – Mall in Columbia – Kings Contrivance Village Center
- 408 – Mall in Columbia – Waterloo Park
- 409 – Towne Center Laure – Elkridge Shopping Center
- 414 – Mall in Columbia – Kings Contrivance Village Center
- 501 – Mall in Columbia – Arundel Mills Mall
- 502 – Towne Center Laurel – Arundel Mills Mall
- 503 – Mall in Columbia – Towne Center Laurel

These routes provide connections to the following major locations:

- Columbia's villages and village centers
- Industrial corridors of East Columbia
- US Route 1 corridor
- Route 40 corridor
- City of Laurel
- Odenton and Freetown
- MARC commuter rail stations and the BWI Airport corridor
- Greenbelt Metro Station

Figure 1: System Map



Under normal operating conditions (absent changes related to Covid-19), the fixed-route service operates seven days a week from 6:00 a.m. to 11:00 p.m. In FY2020, annual ridership was 581,582 one-way trips. This was a decrease of 27 percent from the previous fiscal year due to the reduction of service levels, business closures, teleworking, and stay-at-home orders because of the Covad-19 pandemic. As of August 18, 2020, or service levels are anticipated to return to normal levels on or about January 1, 2021.

Mobility Services

In addition to the fixed-route service, RTA Mobility Services provide the ADA complementary paratransit service and the General Paratransit service. Both are origin-to-destination demand-response service and requires an advance reservation. Annual ridership on the Mobility Services for both demand-response service in FY2020 was 81,709. Because of the Covid-19 pandemic, there was also a decrease in ridership on the Mobility Services by 17 percent.

ADA Complementary Paratransit Service

The ADA complementary paratransit service operates within a three-quarter of a mile of the fixed-routes. To use the ADA paratransit service riders must complete an application and be certified as ADA. Reservations must be made at least one day in advance and up to seven days in advance. The fare for a one-way trip is $4.00. The service days and hours are the same as the fixed-route service.

General Paratransit (GPT)

GPT is offered to Howard County seniors (60 years old and older) and adults with disabilities who do not have access to the fixed-routes. Service is available Monday through Friday between 8:00 a.m. to 5:00 p.m. within Howard County. Trips are restricted to one round-trip per day to medical appointments, senior centers, social service agencies, employment and colleges. Schedule medical trips to select Baltimore City hospitals are also provided on Monday, Wednesday, and Friday. Trip reservations must be made at least two business days in advance and up to seven days in advance. The current GPT fare is $4.00 for a one-way trip with a scheduled fare increase to $5.00 to take effect in January 2021.

Vehicle Fleet

RTA currently has 65 active fixed-route and demand-response vehicles in their fleet. The fleet consists of heavy duty transit buses, cutaways, transit vans, and sedans. Table 1 below provides an inventory of the revenue vehicles that are currently active.

Table 1: Active Revenue Vehicles

VEHICLE NO.	MODEL YEAR	MAKE	MODEL	SERVICE TYPE
1702	2016	BYD	Transit Bus	Fixed-Route
1703	2016	BYD	Transit Bus	Fixed-Route
1704	2017	ENC (El Dorado)	Transit Bus	Fixed-Route
1705	2017	ENC (El Dorado)	Transit Bus	Fixed-Route
1706	2017	ENC (El Dorado)	Transit Bus	Fixed-Route
1707	2017	ENC (El Dorado)	Transit Bus	Fixed-Route
1708	2017	ENC (El Dorado)	Transit Bus	Fixed-Route
1709	2017	ENC (El Dorado)	Transit Bus	Fixed-Route
1710	2017	ENC (El Dorado)	Transit Bus	Fixed-Route
1801	2018	ENC (El Dorado)	Transit Bus	Fixed-Route
1802	2018	ENC (El Dorado)	Transit Bus	Fixed-Route
1803	2018	ENC (El Dorado)	Transit Bus	Fixed-Route
1804	2018	ENC (El Dorado)	Transit Bus	Fixed-Route
1805	2018	ENC (El Dorado)	Transit Bus	Fixed-Route
1806	2018	ENC (El Dorado)	Transit Bus	Fixed-Route
1901	2019	ENC (El Dorado)	Transit Bus	Fixed-Route
1902	2019	ENC (El Dorado)	Transit Bus	Fixed-Route
9520	2008	Gillig Hybrid	Transit Bus	Fixed-Route
9521	2008	Gillig Hybrid	Transit Bus	Fixed-Route
9525	2009	Gillig Hybrid	Transit Bus	Fixed-Route
9534	2011	Gillig Hybrid	Transit Bus	Fixed-Route
9535	2011	Gillig Hybrid	Transit Bus	Fixed-Route
9536	2011	Gillig Hybrid	Transit Bus	Fixed-Route
9540	2013	International/Eldorado	Truck Bus	Fixed-Route
9541	2013	International/Eldorado	Truck Bus	Fixed-Route
9542	2013	International/Eldorado	Truck Bus	Fixed-Route
9544	2002	Gillig	Transit Bus	Fixed-Route
9545	2002	Gillig	Transit Bus	Fixed-Route
9547	2002	Gillig	Transit Bus	Fixed-Route
9548	2002	Gillig	Transit Bus	Fixed-Route
9549	2002	Gillig	Transit Bus	Fixed-Route
9550	2002	Gillig	Transit Bus	Fixed-Route
10	2014	Ford Fusion Hybrid	Hybrid Sedan	Demand-Response
11	2014	Ford Fusion Hybrid	Hybrid Sedan	Demand-Response
12	2015	Ford Fusion Hybrid	Hybrid Sedan	Demand-Response
13	2015	Ford Fusion Hybrid	Hybrid Sedan	Demand-Response
14	2015	Ford Fusion Hybrid	Hybrid Sedan	Demand-Response
200	2014	Ford Phoenix	Cutaway	Demand-Response
201	2014	Ford Phoenix	Cutaway	Demand-Response
202	2014	Ford Phoenix	Cutaway	Demand-Response

VEHICLE NO.	MODEL YEAR	MAKE	MODEL	SERVICE TYPE
203	2014	Ford Phoenix	Cutaway	Demand-Response
204	2014	Ford Phoenix	Cutaway	Demand-Response
205	2015	Ford Phoenix	Cutaway	Demand-Response
206	2015	Ford Phoenix	Cutaway	Demand-Response
207	2015	Ford Phoenix	Cutaway	Demand-Response
208	2015	Ford Phoenix	Cutaway	Demand-Response
209	2015	Ford Phoenix	Cutaway	Demand-Response
210	2015	Ford Phoenix	Cutaway	Demand-Response
211	2015	Ford Phoenix	Cutaway	Demand-Response
212	2015	Ford Phoenix	Cutaway	Demand-Response
213	2017	Ford Phoenix	Cutaway	Demand-Response
214	2017	Ford Phoenix	Cutaway	Demand-Response
215	2017	Ford Phoenix	Cutaway	Demand-Response
216	2017	Ford Phoenix	Cutaway	Demand-Response
217	2017	Ford Phoenix	Cutaway	Demand-Response
218	2017	Ford Phoenix	Cutaway	Demand-Response
219	2017	Ford Phoenix	Cutaway	Demand-Response
220	2017	Ford Phoenix	Cutaway	Demand-Response
225	2019	Ford	Transit Van	Demand-Response
226	2019	Ford	Transit Van	Demand-Response
227	2019	Ford	Transit Van	Demand-Response
228	2019	Ford	Transit Van	Demand-Response
229	2019	Ford	Transit Van	Demand-Response
8	2014	Ford Fusion Hybrid	Hybrid Sedan	Demand-Response
9543	2014	International/Eldorado	Truck Bus	Demand-Response

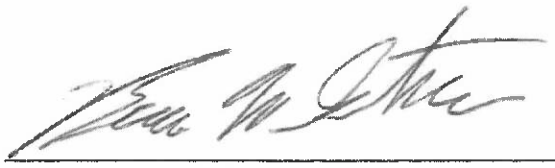
SECTION 2

POLICY STATEMENT AND AUTHORITIES

Title VI Policy Statement

Howard County is committed to ensuring that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, whether those programs and activities are federally funded or not.

The Howard County's Title VI Manager is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200, and Title 49 CFR Part 21.



8/20/2020

Bruce Gartner, Administrator
Howard County Office of Transportation

Date

Authorities

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (refer to 49 CFR Part 21). The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub recipients, and contractors, whether such programs and activities are federally assisted or not.

Additional authorities and citations include: Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d); Federal Transit Laws, as amended (49 U.S.C. Chapter 53 et seq.); Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601, et seq.); Department of Justice regulation, 28 CFR part 42, Subpart F, "Coordination of Enforcement of

Nondiscrimination in Federally-Assisted Programs" (December 1, 1976, unless otherwise noted); U.S. DOT regulation, 49 CFR part 21, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964" (June 18, 1970, unless otherwise noted); Joint FTA/Federal Highway Administration (FHWA) regulation, 23 CFR part 771, "Environmental Impact and Related Procedures" (August 28, 1987); Joint FTA/FHWA regulation, 23 CFR part 450 and 49 CFR part 613, "Planning Assistance and Standards," (October 28, 1993, unless otherwise noted); U.S. DOT Order 5610.2, "U.S. DOT Order on Environmental Justice to Address Environmental Justice in Minority Populations and Low-Income Populations," (April 15, 1997); U.S. DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons, (December 14, 2005), and Section 12 of FTA's Master Agreement, FTA MA 13 (October 1, 2006).

SECTION 3

NONDISCRIMINATION ASSURANCES TO MARYLAND TRANSIT ADMINISTRATION

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from the Federal Transit Administration (FTA) must be accompanied by an assurance that the applicant will carry out the program in compliance with DOT's Title VI regulations. This requirement is fulfilled when the Maryland Transit Administration submits its annual certifications and assurances to FTA. MDOT MTA must collect Title VI assurances from sub recipients prior to passing through FTA funds.

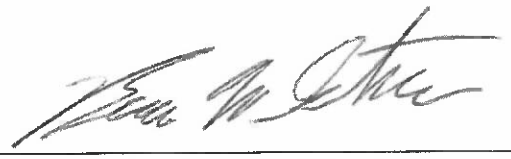
As part of the Certifications and Assurances submitted to MDOT MTA at the time of grant application and award, Howard County submits a Nondiscrimination Assurance which addresses compliance with Title VI as well as nondiscrimination in hiring (EEO) and contracting (DBE), and nondiscrimination on the basis of disability (ADA).

In signing and submitting the assurance, Howard County, Maryland confirms to MDOT MTA its commitment to nondiscrimination and compliance with federal and state requirements.

SECTION 4

PLAN APPROVAL DOCUMENT

I hereby acknowledge the receipt of the Howard County, Maryland Title VI Implementation Plan for 2021-2023. I have reviewed and approve the Plan. I am committed to ensuring that no person is excluded from participation in or denied the benefits of Howard County transportation services based on race, color, or national origin, as protected by Title VI according to C 4702.1B Title VI requirements and guidelines for Federal Transit Administration sub-recipients.



8/20/2020

Signature of Authorizing Official
Bruce Gartner, Administrator
Howard County Office of Transportation

Date

SECTION 5

ORGANIZATION AND TITLE VI PROGRAM RESPONSIBILITIES

The Office of Transportation's Planning Manager for Transit serves as the Title VI Manager. This manager works under the supervision of the Authorizing Official - the Administrator of the Office of Transportation - and is responsible for ensuring implementation of Howard County's Title VI program. The manager's specific areas of responsibility are described below:

Overall Organization for Title VI

The Title VI Manager is responsible for coordinating the overall administration of the Title VI program, plan, and assurances, including complaint handling, data collection and reporting, annual review and updates, and internal education. These tasks will be assigned to Howard County staff and/or contractors and supervised by the Title VI Manager.

Title VI Manager Responsibilities

The Title VI Manager is charged with the responsibility for implementing, monitoring, and ensuring compliance with Title VI regulations. Title VI responsibilities are as follows:

- Process Title VI complaints received.
- Collect statistical data (race, color, or national origin) of participants in and beneficiaries of Office of Transportation's programs, (e.g., affected citizens, and impacted communities).
- Conduct annual Title VI reviews of the Office to determine the effectiveness of program activities at all levels.
- Conduct Title VI reviews of construction contractors, consultant contractors, suppliers, and other recipients of federal-aid fund contracts administered through the agency.
- Conduct training programs on Title VI and other related statutes for staff.
- Prepare a yearly report of Title VI accomplishments and goals, as required.
- Develop Title VI information for dissemination to the public and, where appropriate, in languages other than English.
- Identify and eliminate discrimination.

- Establish procedures for promptly resolving deficiency status and writing the remedial action necessary, all within a period not to exceed 90 days.

General Title VI Responsibilities of the Agency

The Authorizing Official is responsible for substantiating that elements of the plan are appropriately implemented and maintained, and for coordinating with those responsible for public outreach and involvement and service planning and delivery. The elements of the plan includes data collection, annual report and updates, annual review of Title VI program, dissemination of information related to the Title VI program, resolution of complaints, written policies and procedures, internal education, and Title VI clauses in contracts.

Data Collection

To ensure that Title VI reporting requirements are met, Howard County will maintain:

- A database or log of Title VI complaints received. The investigation of and response to each complaint is tracked within the database or log.
- A log of the public outreach and involvement activities undertaken to ensure that minority and low-income people have opportunities to participate meaningfully into transit planning and service provision.

Annual Report and Updates

As a sub-recipient of FTA funds, Howard County is required to submit a Quarterly Report Form to MDOT MTA that documents any Title VI complaints received during the preceding quarter and for each year. Howard County will also maintain and provide to MDOT MTA an annual basis, the log of public outreach and involvement activities undertaken to ensure that minority and low-income people had meaningful opportunity to participate in public outreach events.

Furthermore, Howard County will submit to MDOT MTA updates to any of the following items since the previous submission, or a statement to the effect that these items have not been changed since the previous submission, indicating date:

- A copy of any compliance review report for reviews conducted in the last three years, along with the purpose or reason for the review, the name of the organization that performed the review, a summary of findings and recommendations, and a report on the status or disposition of the findings and recommendations.

- Public Participation Plan (PPP)
- Language Assistance Plan (LAP)
- Procedures for tracking and investigating Title VI complaints
- A list of Title VI investigations, complaints or lawsuits filed with the agency since the last submission
- A copy of the agency notice to the public that it complies with Title VI and instructions on how to file a discrimination complaint
- Minority representation on boards and committees.

Annual Review of Title VI Program

Each year, in preparing for the Annual Report and Updates, the Title VI Manager will review the agency's Title VI program to assure implementation of the Title VI plan. In addition, the Manager will review agency operational guidelines and publications, including those for contractors, to verify that Title VI language and provisions are incorporated, as appropriate.

Dissemination of Information Related to the Title VI Program

Information on the Title VI program will be disseminated to Howard County Office of Transportation staff, contractors, as well as to the public, as described in the "public outreach and involvement "section of this document. Dissemination will be in other languages when needed according to the LEP plan as well as federal and State laws/regulations.

Resolution of Complaints

Any individual may exercise his or her right to file a complaint if that person believes that he, she, or any other program beneficiaries have been subjected to unequal treatment or discrimination in the receipt of benefits/services or prohibited by non-discrimination requirements. Howard County will report the complaint to MDOT MTA within three business days (per MDOT MTA requirements), and make a concerted effort to resolve complaints locally, using its Title VI Complaint Procedures. All Title VI complaints and their resolution will be logged as described in the Data Collection and reported annually (in addition to immediately) to MDOT/MTA.

Written Policies and Procedures

Howard County's Title VI policies and procedures are documented in this Plan. This Plan will be updated periodically to incorporate changes and additional responsibilities that arise. During the Annual Title VI Program Review (item 3 above), the Title VI Manager will assess whether an update is needed.

Internal Education

Howard County and its contractor's employees involved in the delivery of public transit services will receive training on Title VI policies and procedures upon hiring, promotion, and will also receive a training update annually. This training will include requirements of Title VI, obligations under Title VI (LEP requirements included), and required data that must be gathered and maintained.

In addition, training will be provided when any Title VI-related policies or procedures change (agency-wide training), or when appropriate in resolving a complaint. Implementation and oversight of Title VI training is the responsibility of the Office of Transportation's Planning Manager

Title VI clauses in Contracts

In all federal procurements requiring a written contract or purchase order, Howard County's contracts and purchase orders related to the delivery of public transit services will include appropriate non-discrimination clauses. The Title VI Manager will also work the County's contractors to ensure appropriate non-discrimination clauses are included in their procurements.

SECTION 6

GENERAL REPORTING REQUIREMENTS

Title VI regulations require federal and state transit funding recipients to develop procedures, forms and reports to comply with Title VI regulations. In this Plan these are referred to as "Requirements" and are presented below.

Title VI Public Notice

Title 49 CFR Section 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and to apprise members of the public of the protections against discrimination afforded to them by Title VI. At a minimum, Howard County and RTA have posted the Title VI (Appendix B) notice at the following locations:

- RTA buses
- RTA website – http://www.transitrta.com/resources/
- RTA Operations and Maintenance Facility
- RTA Administrative Office
- Howard County Office of Transportation Office
- Howard County Office of Transportation website - https://www.howardcountymd.gov/publictransportation
- East Columbia 50+ Center
- Howard County Library Central Branch
- Oaklands Mills Community Association
- Ellicott City Senior Center
- Howard Community College Bookstore
- Elkridge Senior Center
- Kings Contrivance Village Center
- Glenwood 50+ Center
- North Laurel 50+ Center
- Longwood Senior Center

Complaint Procedures and Complaint Form

To comply with the reporting requirements established in 49 CFR Section 21.9(b), Howard County has developed procedures for investigating and tracking Title VI complaints and has made these procedures available to members of the public. Howard County has also developed a Title VI complaint form. The form and procedure for filing a complaint are available at the following locations:

- Howard County Office of Transportation website - https://www.howardcountymd.gov/publictransportation

- Howard County Office of Transportation Office
- RTA website - http://www.transitrta.com/resources/
- RTA Administrative Office

Any individual may exercise their right to file a complaint with Howard County if they believe that they have been subjected to unequal treatment or discrimination in the receipt of benefits or services. Howard County will report the complaint to MDOT/MTA within three business days (per MDOT/MTA requirements), and make a concerted effort to resolve complaints locally, using the agency's Nondiscrimination Complaint Procedures. All Title VI complaints and their resolution will be logged and reported annually (in addition to immediately) to MDOT MTA. A copy of the Howard County Complaint Form is included as Appendix C.

A person may also file a complaint directly with the Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th floor – TCR, 1200 New Jersey Avenue SE, Washington, DC 20590.

Should any Title VI investigations be initiated by FTA or MDOT MTA, or any Title VI complaints are filed against Howard County or contractors, Howard County will follow the following procedures.

Procedures

1. Any individual, group of individuals or entity that believes they have been subjected to discrimination on the basis of race, color, or national origin may file a written complaint with the Howard County Title VI Manager.

The complaint is to be filed in the following manner:

- A formal complaint must be filed within 180 calendar days of the alleged occurrence.
- The complaint should include:
    - Complainant's name, address, and contact information (i.e. phone number, email address).
    - Date(s) of the alleged act of discrimination (if multiple days, include the date when the complainant(s) first became aware of the alleged discrimination and the date on which the alleged discrimination was discontinued or the latest instance).
    - Description of the alleged act of discrimination.
    - Location(s) of the alleged act of discrimination (include vehicle number if appropriate).

- Explanation of why the complainant believes the act to have been discriminatory on the basis of race, color, or national origin.
- If known, the names and/or job titles of those individuals perceived as parties in the incident.
- Contact information for any witnesses
- Indication of any related complaint activity (i.e., was the complaint also submitted to MDOT MTA or FTA?)

- The complaint shall be submitted to the Title VI Manager in person, via mail or email at:

  Transit Planning Manager
  Howard County Office of Transportation
  3430 Court House Drive
  Ellicott City, MD 20143
  jquan@howardcountymd.gov

- In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the Title VI Manager.

2. Upon receipt of the complaint, the Title VI Manager will:
   - Notify MDOT/MTA (no later than 3 business days from receipt)
   - Notify the Howard County Authorizing Official
   - Ensure that the complaint is entered in the complaint database.
3. Within 3 business days of receipt of the complaint, the Title VI Manager will contact the complainant by telephone to set up an interview.
4. The complainant will be informed that they have a right to have a witness or representative present during the interview and can submit any documentation he/she perceives as relevant to his/her complaint.
5. If MDOT/MTA has assigned staff to assist with the investigation, the Title VI Manager will offer those staff an opportunity to participate in the interview.
6. The alleged discriminatory service or program official will be given the opportunity to respond to all aspects of the complainant's allegations.
7. The Title VI Manager will determine, based on relevancy or duplication of evidence, which witnesses will be contacted and questioned.

8. The investigation may also include:

    - Investigating contractor operating records, policies, or procedures.
    - Reviewing routes, schedules, and fare policies.
    - Reviewing operating policies and procedures.
    - Reviewing scheduling and dispatch records.
    - Observing behavior of the individual whose actions were cited in the complaint.

9. All steps taken and findings in the investigation will be documented in writing and included in the complaint file.

10. The Title VI Manager will contact the complainant after the investigation (but prior to writing the final report) and give the complainant an opportunity to give a rebuttal statement at the end of the investigation process.

11. After the investigation and **within 60 days** of the interview with the complainant, the Title VI Manager, will prepare a report that includes a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition. This report will be provided to the Authorizing Official, MDOT MTA, and if appropriate Howard County's legal counsel.

12. The Title VI Manager will send a letter to the complainant notifying them of the outcome of the investigation. If the complaint was substantiated, the letter will indicate the course of action that will be followed to correct the situation. If the complaint is determined to be unfounded, the letter will explain the reasoning, and refer the complainant to MDOT MTA in the event the complainant wishes to appeal the determination. This letter will be copied to MDOT/MTA.
13. A complaint may also be dismissed for the following reasons:
    - Complainant requests the withdrawal of the complaint.
    - Interview cannot be scheduled with the complainant after reasonable attempts.
    - Complainant fails to respond to repeated requests for additional information needed to process the complaint.

Requirements related to Transportation-Related Title VI Investigations, Complaints, and Lawsuits

Federal regulations state:

All recipients shall prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin:

- *Active investigations conducted by FTA and entities other than FTA;*
- *Lawsuits; and*
- *Complaints naming the recipient*

This list shall include the date that the transportation-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program submitted to MDOT MTA every three years and information shall be provided to MDOT MTA quarterly and annually.

No Title VI complaints were filed against Howard County and/or its contractors in relation to the delivery of public transit services in 2015, 2016, or 2017.

In 2017 a Title VI complaint was alleged, but the investigation concluded the complaint did meet the criteria for a Title VI complaint. The complaint alleged racial bias. A video of the incident was pulled, RTA managers met with the operator, a long-time employee, who received retraining. RTA followed up with the client to apologize and let them know what action had been taken, and the complaint was closed. The operator involved has since been terminated from the agency, due to this and other issues.

Appendix D is a sample of Howard County's Investigations/Lawsuits/Complaint Log and includes the log with information on the complaint summarized above.

Requirement to Provide Public Outreach and Involvement Activities

FTA regulations and guidelines require development and implementation of a plan to provide public outreach and involvement activities. This plan is known as a Public Participation Plan (PPP). A PPP is a guide for ongoing public participation endeavors. Its purpose is to ensure that Howard County utilizes effective means of providing information and receiving public input on transportation decisions from low income, minority and Limited English Proficient (LEP) populations, as required by Title VI of the Civil Rights Act of 1964 and its implementing regulations. The regulations also call for transit providers to take reasonable steps to ensure that LEP persons have meaningful access to programs and activities. This means that public participation opportunities, normally provided in English, should be accessible to persons who have a limited ability to speak, read, write, or understand English.

Howard County has developed its PPP to ensure access to information, programs and activities and the decision-making process based on:

- Demographic analysis of the populations affected by the program, and/or service under consideration
- Survey information and feedback from riders on their preferences on how they receive information about public transportation
- An assessment of the resources available needed to implement the plan

Appendix E provides the County's the Public Participation Plan. A comprehensive list of public outreach efforts between 2018 and 2020 is provided in Appendix F.

Requirement to Provide Access for Limited English Proficient Persons

Limited English Proficiency (LEP) is a term used to define any individual not proficient in the use of the English language. The establishment and operation of an LEP program meets objectives set forth in Title VI of the Civil Rights Act and Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency. This Executive Order requires federal agencies receiving financial assistance to address the needs of non-English speaking persons. The Executive Order also establishes compliance standards to ensure that the programs and activities that are provided by a transportation provider in English are accessible to LEP communities. This includes providing meaningful access to individuals who are limited in their use of English.

Howard County, Maryland has procedures and methods in place to assist non-English speaking persons in accessing information and services, but the County does not currently have a countywide LEP Language Assistance Plan (LAP).

The Office of Transportation has developed a LAP plan addressing the delivery of information for public transportation services. The plan was developed using the four-factor analysis methodology recommended by the FTA, which allowed the Office to determine:

- the number LEP persons served by public transit which language groups are large enough to warrant services
- which aspects of the transit system are most important to LEP population
- what information is critical to deliver those services
- resources needed to provide the information in the applicable languages

The analysis found that:

- Spanish, Korean and Chinese populations meet the criteria to warrant services

- LEP populations use transit to access employment at rates higher than would be expected based on their share of the population alone

- The critical component in providing transit services to LEP persons is ensuring that fare, schedule, delay and safety information is communicated

- Howard County, and its contractor have the resources to translate the critical information that communicate fare, schedule, delay and safety information

Please see Appendix G for the analysis and the Language Assistance Plan.

Minority Representation on Planning and Advisory Bodies

Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, "deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program."

Howard County has four transit-related, planning and advisory bodies. The county selects members to serve on these bodies.

- The Multimodal Transportation Board advises the Howard County Executive, the Howard County Council, and the Office of Transportation. Its members are nominated by the County Executive and confirmed by the County Council

- The Transit and Pedestrian Advisory Group advises the Office of Transportation. Its members include County Council appointees, representatives of various Howard County agencies and organizations, and members of the public.
- The RTA Commission advises Howard, Anne Arundel, Prince George's and the City of Laurel regarding the RTA. Its members are appointed by those jurisdictions (2 each).

- The Riders Advisory Council (RAC) advises the RTA Commission and Howard, Anne Arundel, Prince George's and the City of Laurel regarding service provided by the RTA. Its members are appointed by the jurisdictions. The RAC is currently in formation

The makeup of the four boards is provided in Appendix H.

SECTION 7

TRANSIT PROVIDER REQUIREMENTS

Requirements and Guidelines for Fixed Route Transit Providers

The following requirements apply to all providers of fixed route public transportation (also referred to as transit providers) that receive Federal financial assistance, inclusive of States, local and regional entities, and public and private entities.

Transit providers that are sub recipients must submit the information to their primary recipient (the entity from whom they directly receive transit funds) every three years on a schedule determined by the primary recipient. The requirements are scaled based on the size of the fixed route transit provider.

Service Standards and Policies

- Service standards
- Vehicle load, vehicle headway, on-time performance, service availability
- Service policies
- Transit amenities, vehicle assignment

Howard County is required to plan and deliver transportation services in an equitable manner. This means the distribution of service levels and quality is to be equitable between minority and low-income populations and the overall population. The County has reviewed its services and policies to ensure that those services and benefits are provided in an equitable manner to all persons and will ensure the service standards articulated in this plan are adhered to in the delivery of public transit service by Howard County's contractor.

Service Standards

Howard County has standards, practices and policies that address how services are distributed across the transit system service area to ensure that that distribution affords users equitable access to these services. As shown in the following maps public transit service provided in Howard County is primarily located in the eastern portion of the County along the Route 29 and I-95 corridors, and in the Columbia and Ellicott City areas. For the most part, these are the portions of the County with the highest percentages of minority residents (Figure 2) and low income (Figure 3). Howard County's general paratransit service (GPT) is available countywide, without regard for race, color or national origin.

Figure 2: Minority Population

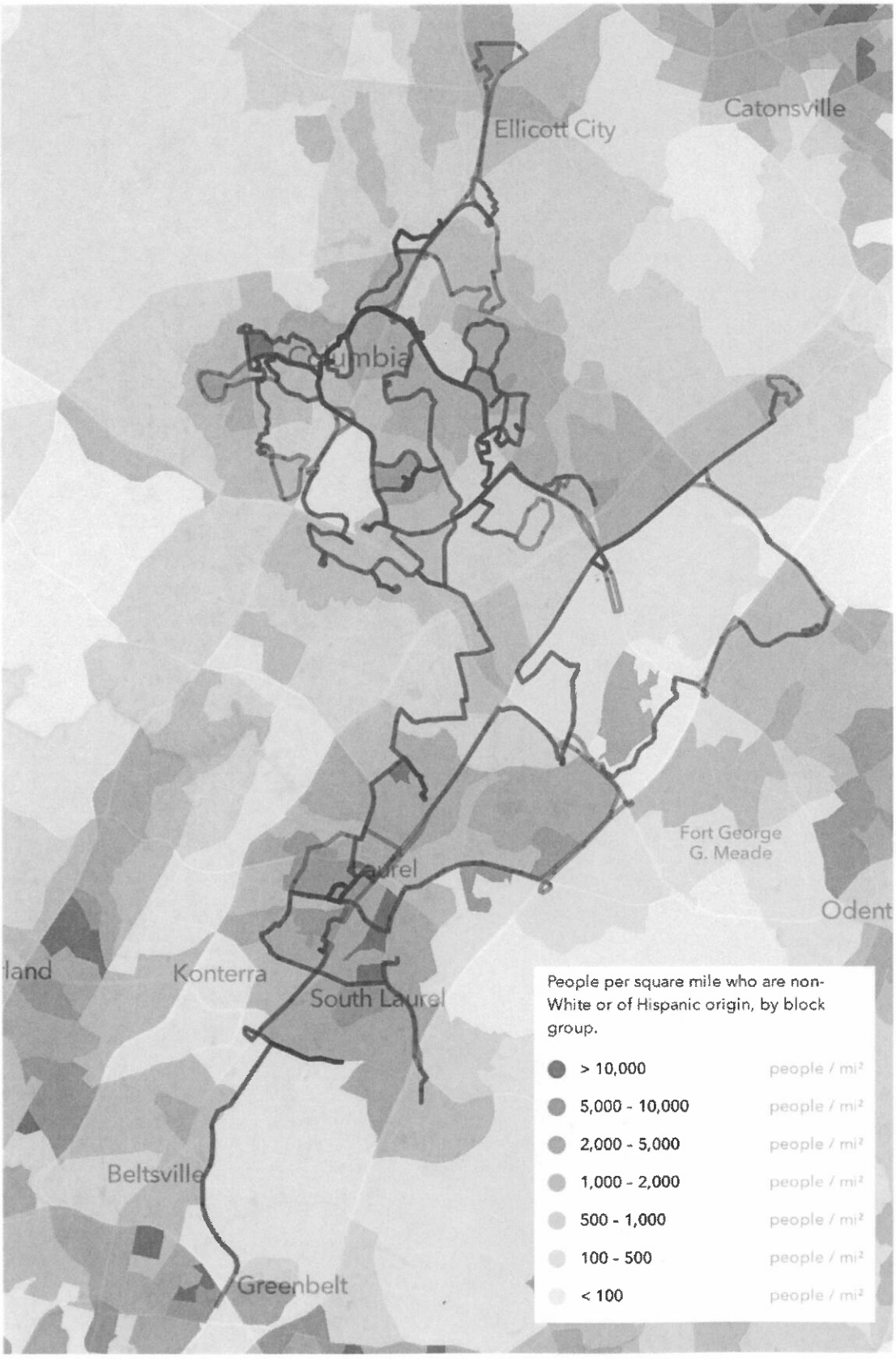


Figure 3: Below Poverty Population

The Office of Transportation affirms that its services are provided equitably to all persons in the service area, regardless of race, color or national origin.

- Vehicle load - Vehicle load is expressed ratio of passenger to the total number of seats on a vehicle at its maximum load point. The maximum standard for maximum vehicle load is 120% of vehicle capacity.

- Vehicle headway - Vehicle headway is the amount of time between two vehicles traveling in the same direction on a given route. A shorter headway corresponds to more frequent service. The standard for vehicle headways is one hour on weekdays and weekends; all of services meet this standard on the days they operate, with some routes operating on a 30 minute headways during peak times.

- On-time performance - On-time performance is a measured based on adherence to scheduled time points. The standard for on-time performance is 5 minutes late or one minute ahead; Howard County's services sometimes do not meet this standard, but they are getting more reliable with better management tools and the quality of the fleet improves.

- Service availability - Service availability is a general measure of the distribution of routes within a transit provider's service area or the span of service. Howard County does not have standard for this measure.

Service Policies

Howard County has service and operating policies to ensure that operational practices do not result in discrimination based on race, color, or national origin.

- Distribution of Transit Amenities -Transit amenities refer to items of comfort, convenience, and safety that are available to the general riding public: bus stops, bus shelters, seating, information signs, Intelligent Transportation Systems, and waste receptacles. Howard County makes efforts to ensure the equitable distribution of transit amenities across the system. Amenities are located based on a combination of considerations: ridership; safety; ADA compliance; proximity to adjacent land uses such as senior centers and communities, medical facilities, and social service agencies.

- Vehicle assignment - Vehicle assignment refers to the process by which transit vehicles are placed into service and on routes throughout the system. The RTA assigns vehicles to ensure equitable treatment of minority and low-income populations. Vehicles are assigned based on the mode of service (fixed-route and demand-response) and ridership demands (routes with greater numbers of passengers need vehicles with larger capacities). Vehicles are rotated within each mode to ensure that no single route or service always has the same vehicle. The Contractor's operations manager reviews vehicle assignments monthly to ensure that vehicles are indeed being rotated.

Monitoring Title VI Complaints

As part of the complaint handling procedure, the Title VI Manager investigates possible inequities in service delivery for the route(s) or service(s) about which the complaint was filed. Depending on the nature of the complaint, the review examines span of service (days and hours), frequency, routing directness, interconnectivity with other routes and/or fare policy. If inequities are discovered during this review, options for reducing the disparity are explored, and service or fare changes are planned if needed.

In addition to the investigation following an individual complaint, the Title VI Manager periodically reviews all complaints received to determine if there may be a pattern. At a minimum, this review is conducted as part of preparing the annual grant application (ATP) for submission to MDOT MTA.

Fare and Service Changes

Howard County follows its adopted written policy for the public comment process for major service reductions and fare increases and ensures its contractors follow this policy. Under the current policy, a major service change is defined as a 25 percent reduction in vehicle revenue hours and a major fare change includes any change in fares except temporary free fares. With each proposed major service or fare change, Howard County considers the relative impacts on, and benefits to, minority and low-income populations, including LEP populations. All planning efforts for changes to existing services or fares, as well as new services, have a goal of providing equitable service.

Draft Legislation

Item 5ii

PROPOSED LEGISLATION FOR THE COUNTY EXECUTIVE TO BE PRE-FILE FOR SEPTEMBER SESSION OF THE HOWARD COUNTY COUNCIL

MTB Agenda Item 5ii: Prohibiting parking in a designated and marked bike lane; defining certain terms; and generally related to parking control in Howard County. The Office of Transportation is seeking approval of a letter of support from the Multimodal Transportation Board for the legislation described below to officially prohibit parking in a bike lane and subjecting the vehicle owner to a $35 fine (including court charges).

Background: As a result of recent information from the Howard County Police and the Howard County State's Attorney's Office, the Administration has determined that the most efficient way to keep bike lanes clear for their intended use is to amend Title 21 of the Howard County Code to add an additional prohibition to the existing language to clarify that an individual may not stop, stand, or park a vehicle in a designated or marked bike lane. The legislation would also define "bike lane" in County Code as the same definition in SECTION 21-101 OF THE TRANSPORTATION ARTICLE OF THE ANNOTATED CODE OF MARYLAND.

Justification: Designated and marked bike lanes are intended for the conveyance of people on bicycles. Vehicles parked in a bike lane present a danger by forcing cyclists to quickly move into the general-purpose travel lane. Prohibiting parking in a bike lane reduces this danger.

The Howard County Complete Streets Policy, adopted by County Council in 2019, states:

"...public and private roadways in Howard County shall be safe and convenient for residents of all ages and abilities who travel by foot, bicycle, public transportation or automobile..." and

"...safety shall be the highest priority; particularly safety for the most vulnerable street users (pedestrians, bicyclists, children, seniors, and people with additional accessibility needs)."

Bike lanes are becoming more common on Howard County streets. The Howard County Bicycle Master Plan was adopted by the County Council in 2016 recommending a network of bike lanes, pathways and shared streets. Currently, there are over 43 miles of bike lanes in Howard County. The Plan outlines a process for adding bike lanes, including community outreach and engagement. Safety and parking, particularly on roads near schools, are carefully considered and discussed with the community. In these discussions it has always been communicated that vehicles should not be parked in bike lanes and in some instances, bike lane implementation has been halted or modified due to the effects on parking. This community engagement should be coupled with clarity in the law regarding parking in bike lanes.

Clarifying the law regarding parking in bike lanes is fitting with this Complete Streets Policy and will improve the safety of people on bicycles in Howard County. The draft language of the intended bill is below.

AN ACT prohibiting parking in a designated and marked bike lane; defining certain terms; and generally related to parking control in Howard County.

Section 1. Be It Enacted *by the County Council of Howard County, Maryland, that the Howard County Code is amended as follows:*

By adding:

Title 21 - Traffic Control and Transportation

Subtitle 1. - Definitions; General Provisions

Section 21.101. - Definitions.

Subsection (b-1)

By amending:

Title 21 - Traffic Control and Transportation

Subtitle 2. - Standing, Stopping, And Parking of Vehicles; Automated Enforcement

Section 21.121 "Stopping, standing or parking prohibited in specified spaces"

Title 21 - Traffic Control and Transportation

Subtitle 1 - Definitions; General Provisions

Section. 21.101. - Definitions.

(B-1) *BIKE LANE* SHALL HAVE THE MEANING SET FORTH IN SECTION 21-101 OF THE TRANSPORTATION ARTICLE OF THE ANNOTATED CODE OF MARYLAND.

Title 21 - Traffic Control and Transportation

Subtitle 2 - Standing, Stopping, And Parking of Vehicles; Automated Enforcement

Section 21.221. - Stopping, standing or parking prohibited in specified places.

(a) Except when necessary to avoid conflict with other traffic, or in compliance with law or directions of a Police Officer or traffic control device, an individual may not stop, stand, or park a vehicle:

(1) In front of or within five feet of a public driveway, or within a private driveway, without the consent of the owner or occupant of the premises;

(2) Within an intersection;

(3) Within a tee or modified tee turnaround;

(4) On a sidewalk or pathway;

(5) On a pedestrian or school crosswalk;

(6) Between a safety zone and the adjacent curb;

(7) Alongside or opposite any street excavation or obstruction when such stopping, standing or parking would obstruct traffic;

(8) Upon any bridge (or other elevated structure);

(9) Within a highway tunnel;

(10) On any ramp entering onto or exiting from any highway;

(11) On any property of the Howard County Board of Education where an official sign or curb markings prohibit or restrict such parking;

(12) At any place where an official sign or curb markings prohibit stopping, standing or parking;

(13) Within 30 feet to the approach to any official regulatory signal, sign or traffic-control device located on the side of the roadway, with the exception of parking signs;

(14) On the roadway side of any vehicle stopped or parked at the edge or curb of a street;

(15) On the traveled portion of any roadway;

(16) Within 100 feet to the approach of an intersecting street, highway or commercial private property driveway, except in any residentially zoned district;

(17) In any hazardous or congested parking area posted as a no-parking, tow-away zone;

(18) Adjacent to the center island of a cul-de-sac; [[or]]

(19) Except as specifically authorized by section 21.207 of this subtitle, in a space posted for a plug-in vehicle[[.]]OR

(20) IN A DESIGNATED AND MARKED BIKE LANE.

(b) The Police Department may impound a vehicle for a violation of subsection (a)(1), (2), (3), (4), (5), (7), (8), (9), (10), (14), (15), (17), [[or (19)]](19), OR (20) of this section.

Section 2. And Be It Further Enacted *by the County Council of Howard County, Maryland, that this Act shall become effective 61 days after its enactment.*

Development Update

Item 6

Development Project Report for the Howard County Multimodal Transportation Board

August 25, 2020

The Development Project Report for the Howard County Multimodal Transportation Board for plans going through the county review process.

The report is composed of:

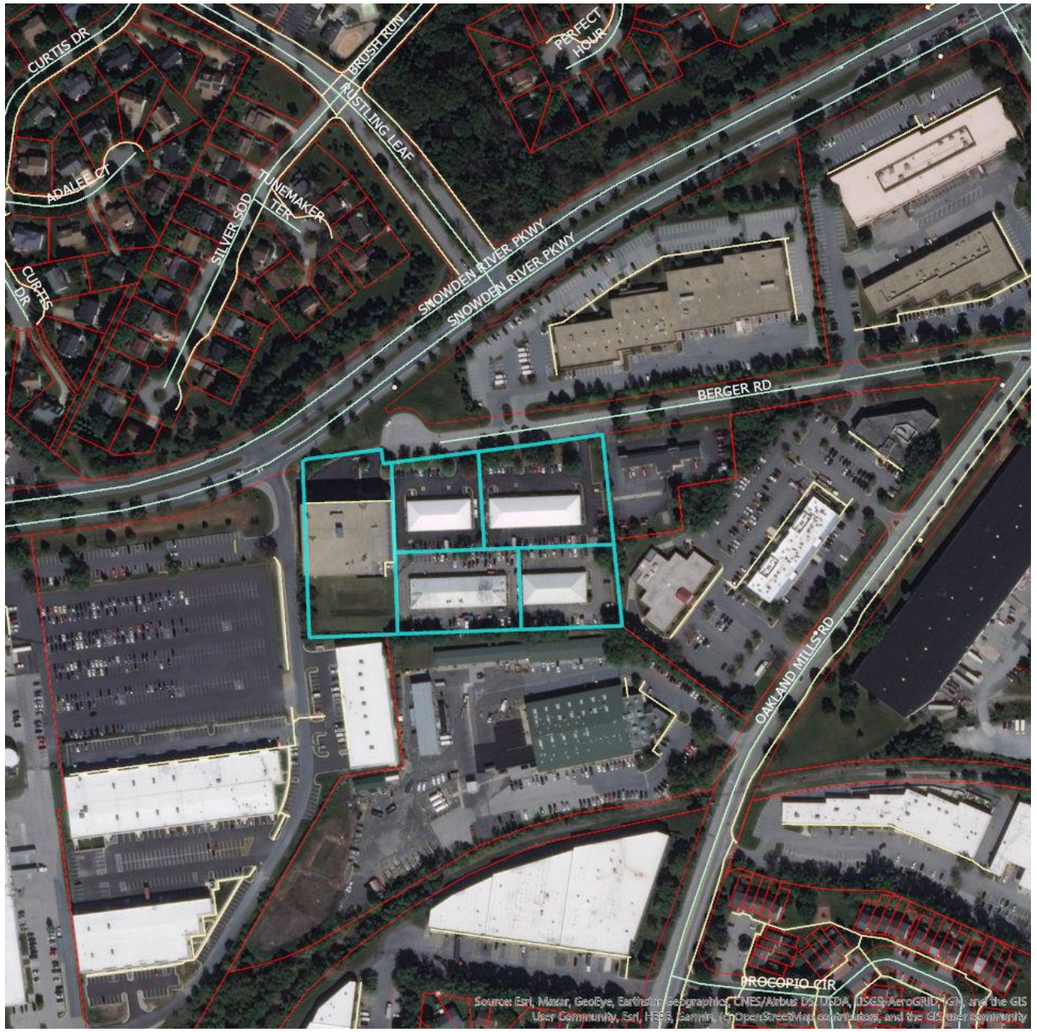
1. Upcoming development related public meetings for projects with transportation impacts.
2. A selection of plans submitted since the last MTB on 7/23/2020 to about one week before the date of the Development Project Report (8/18/2020). This selection is based on staff assessment of plans that might be of interest to the MTB based on transportation impact, size and location.
3. Updates on already previously submitted development projects.

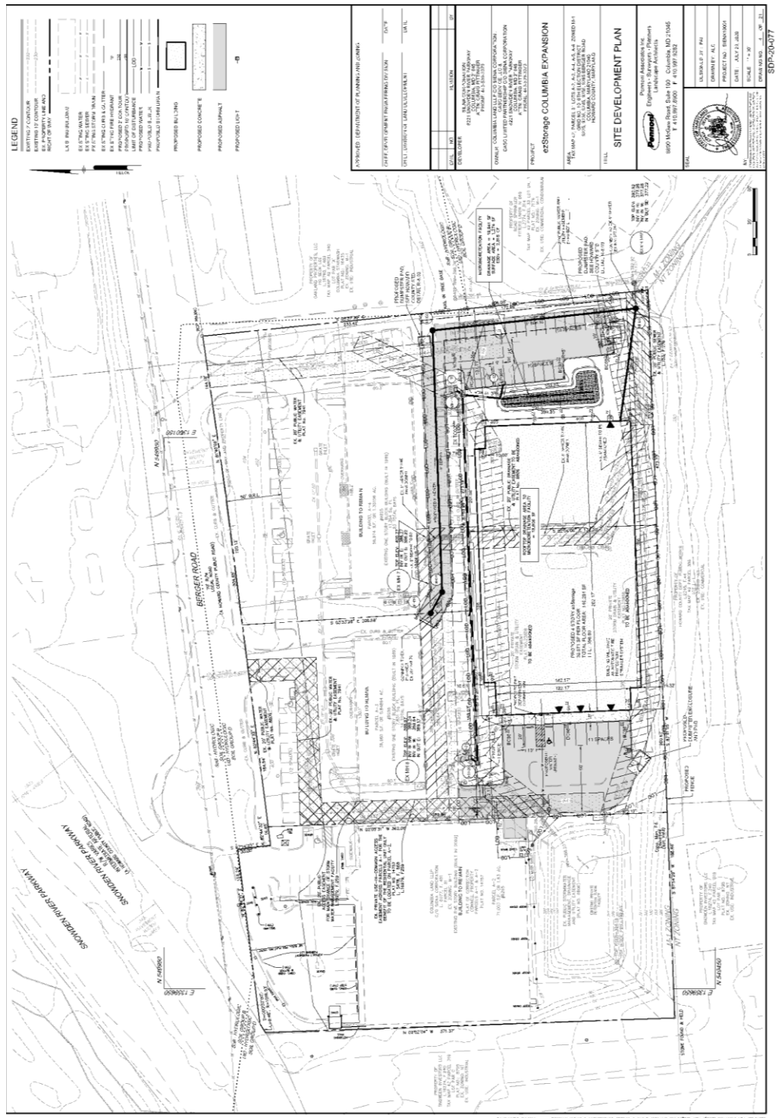
Upcoming Public Meetings

Project	Meeting Date, Time, and Location	Meeting Type	Stage in the Development Review Process	Notes
Erickson at Limestone Valley	September 2	Zoning Board	Rezoning case for continuing care retirement community and to permit the expansion/relocation and architectural enhancement of the existing Freestate Gasoline Service Station	
SDP-69-904 American Cities Building	September 3	Planning Board		The applicant are proposing temporary surface parking
ZRA 193 Bluestream LLC	September 3	Planning Board		Applicants are proposing to reduce the amount of required commercial footage.
BA 20-002C - Rock Realty, Inc	September 10	Hearing Examiner		Conditional Use for 58 age restricted adult housing units consisting of semi-detached dwelling units
MDOT Tour Meeting	September 24, 5 PM	Public Meeting		MDOT will be presenting the draft consolidated transportation program

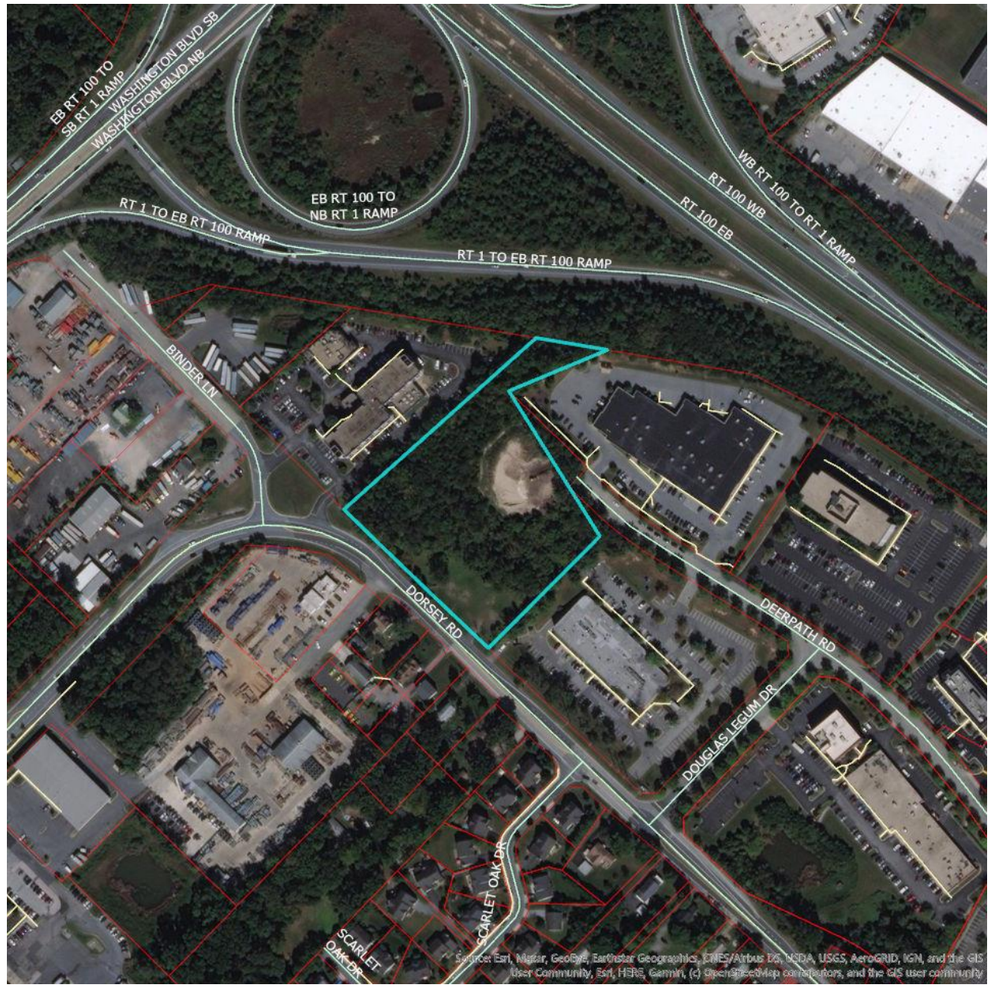
Newly Submitted Development Plans

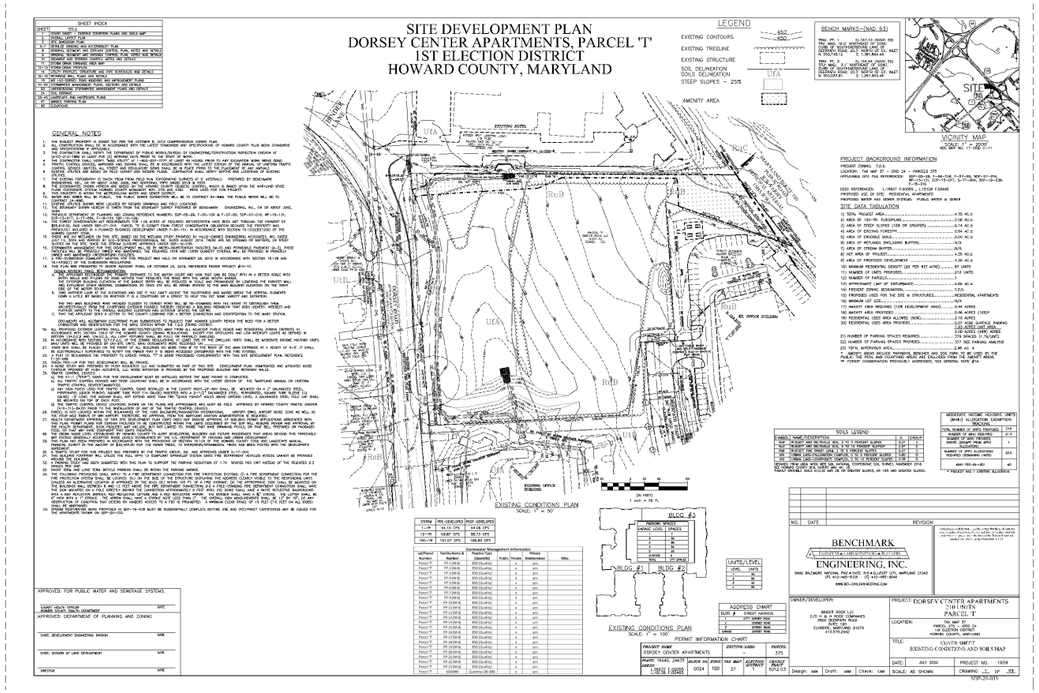
Plan Name	Plan Number	Units	Description	OOT Comments	Bike/Ped	Transit	Next Steps
Columbia EZ Storage	SDP-20-077	Storage complex	This project will tear down an existing one story building and replace with a 4 story self-storage unit.	Comments are in process, but we do not expect anything significant since the building is set back in the lot, ROW impact on Snowden River Project	Yes	Yes	In review





Plan Name	Plan Number	Units	Description	OOT Comments	Bike/Ped	Transit	Next Steps
Dorsey Center Apartments	SDP-20-033	210	This is for a 210 unit apartment with a center parking garage	The project will include sidewalks, bike parking, there are bike lanes on Deerpath	Yes	Yes	Approved





Plan Review Updates on Previous Plans presented to the MTB
Items in red text are changes/updates since the prior report

Month entered for MTB	Plan Name	Plan Number	Roads/Streets	Number of Units/Sq. Ft.	Description	Comments	Bike/Ped	Transit	Plan Status / Next Steps
Jun-19	Bethany Glen	SP-19-005	MD 99, Bethany Lane, & Longview Dr.	112 SFA and SFD units	This development is for 112 units with frontages on MD 99, Bethany Lane, and Longview Drive. The developer is providing some road improvements along the existing public road and the roads internal to the subdivision.	OOT instructed the developer to provide bike improvements, sidewalk extensions and to extend a proposed road to eliminate a Use in Common Driveway.	Yes	No existing transit	Plan was submitted, applicant contesting frontage on MD 99.
Apr-20	Lakeview Retail	SDP-20-042	Broken Land Parkway near Cradle Rock Drive	~8500 sq. ft	This project is a for a 8500 sq. ft one story two bay commercial building with a fast turn over restaurant and coffee shop. The project will have a drive through.	OOT is requesting the applicant provide sidewalk/pathway along the frontage to Cradlerock Rock drive and connect to an existing bus stop.	Yes	yes	OOT will be requesting resubmission. Applicant is contesting comment related to sidewalk.
Apr-20	Dorseys Ridge Phase 1	SDP-20-039	Cooks Lane at Old Columbia Road	57 units	Dorseys' Ridge is a 57 residential unit project, with an expected build out of 55 townhouses and 2 apartments. Phase 1 is for four townhouses. The whole project will provide sidewalks along Cooks Lane to Old Columbia Road, on Old Columbia Road to connect to the existing sidewalk network as well as a shared use pathway along the utility corridor to connect to Veterans Elementary School.	OOT has asked applicants to provide phasing information on the pathway and sidewalk elements on Old Columbia Road.	Yes	No existing transit	OOT will be requesting resubmission. Information related to offsite improvements provided
Jun-20	Bethany Glen	BA-17-018C	MD 99, Bethany Lane, & Longview Dr.	154 SFA and SFD units	This is a conditional use zoning request, OOT is coordinating comments with DRP.	Will be asking for full frontage improvements along MD 99, as well as addressing potential pedestrian and potential speeding on one road.	Yes	No existing transit	Zoning Case. No update

Jun-20	Talbott Springs ES	SDP-20-051	Whitacre Road	School	This site plan is for the new Talbott Springs Elementary School. The project is not proposing any changes to access points or frontage improvements.	OTT has requested bike parking and has provided guidance to the applicant on the type.	Yes	Yes, bus stop have been improved under the Whiteacre Road capital project.	Resubmit. Waiting for resubmission.
Jun-20	Rauscher Property	SDP-20-056	MD 103	1 unit	This is a plan for 1 unit SFD on MD 103.	OOT has asked for sidewalk and frontage improvements to connect to existing sidewalks on this road, DPZ has made the same request.	Yes	No existing transit	Resubmit. Has asked for waiver
Jul-20	Keim Property	SDP-20-048	MD 99 at Toby Lane	4 Units	This is the site plan for 4 single family houses.	The applicant will be providing a fee in lieu to the sidewalk project on MD99 at Raleigh Tavern.	Yes	No existing Transit	Holding until waiver. DPW denying waiver, will provide frontage.

BRTB

Transportation Improvement Plan

Item 7

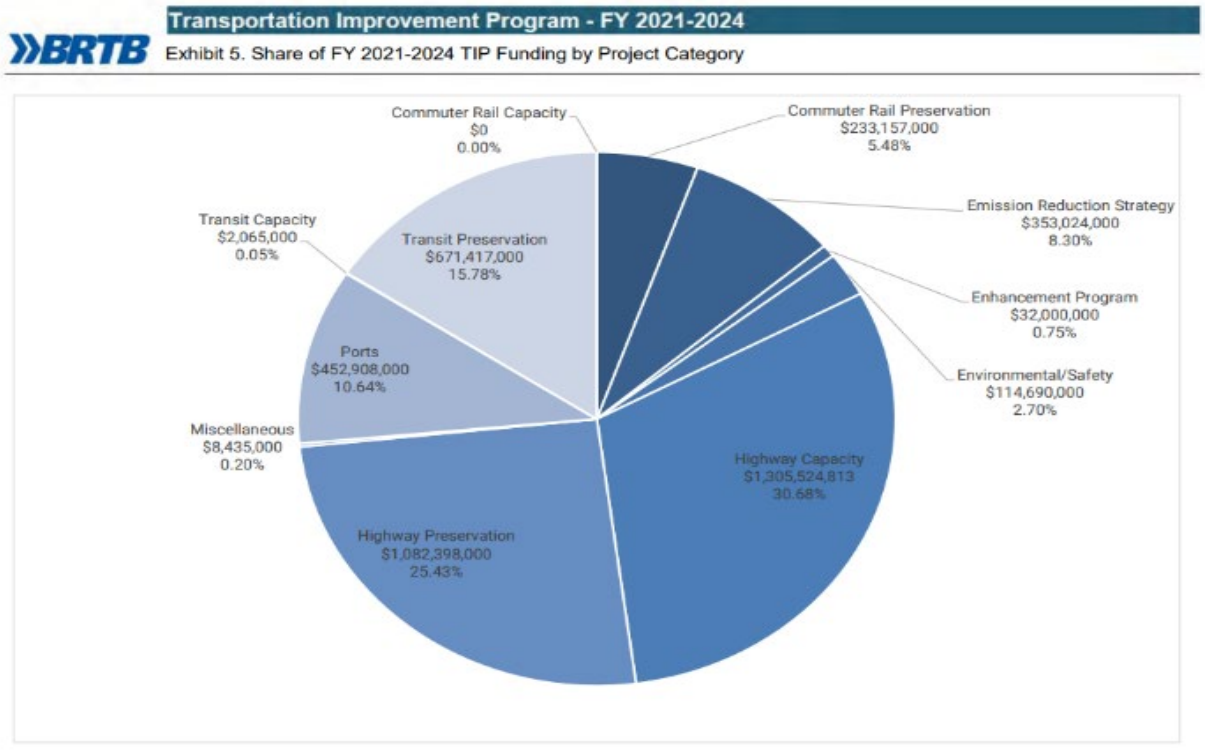
Regional Transportation Issues Update - Baltimore Regional Transportation Board (BRTB) Transportation Improvement Plan (TIP) Adoption

- **What is the TIP**
  - TIP includes a proposed listing of federal, state, and local money for highway, transit, bicycle and pedestrian projects during the next four years.
  - TIP translates recommendations from the long-range plan into a short-term program of improvements.
  - As projects move from the conceptual into the implementation phase, they enter the TIP, which defines funding by fiscal year and funding source.
  - Not a "wish list" of projects, but rather must be fiscally constrained- proposed funds in the TIP must not exceed the funds available over the next **four years.**
  - TIP projects are modeled to ensure conformity with air quality standards

- **What are TIP Projects**
  - Projects that request federal funding
  - Regionally significant serving access to the region, activity centers, or major planned developments.

- **BRTB will be voting to approve the TIP on 8/25/20**
  - **https://www.baltometro.org/sites/default/files/bmc_documents/committee/resolutions/brtb/BRTBRes21-03.pdf**

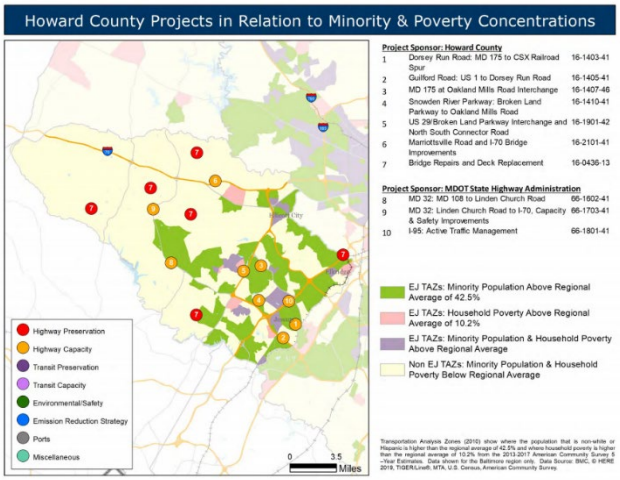
- **Regional TIP Figures**



Issues: Central MD Transportation Alliance is requesting that the BRTB amend this plan to reduce highway projects and increase the amount for Transit projects. This will not help achieve increased transit investment as projects might not be ready to enter the TIP and the concern, they have expressed about the 5 local highway projects is misplaced.

Due to funding, the county is likely to move several projects out of the TIP acted upon Tuesday morning, as they will not be in operation within the time span of the TIP.

Sponsor	Name	Type
Howard County	Bridges-Various	Preservation
Howard County	Dorsey Run Road: MD 175 to CSX Railroad Spur	Highway Capacity
Howard County	Guilford Road: US 1 to Dorsey Run Road	Highway Capacity
SHA	I-95: Active Traffic Management	Highway Capacity
Howard County	Marriottsville Road and I-70 Bridge Improvements	Highway Capacity
Howard County	MD 175 at Oakland Mills Road Interchange	Highway Capacity
SHA	MD 32: Linden Church Road to I-70, Capacity & Safety Improvements	Highway Capacity
SHA	MD 32: MD 108 to Linden Church Road	Highway Capacity
Howard County	Snowden River Parkway: Broken Land Parkway to Oakland Mills Road	Highway Capacity
Howard County	US 29/Broken Land Parkway Interchange and North South Connector Road	Highway Capacity



OOT Events Calendar

Item 8i

Howard County Office of Transportation Calendar of Events September 2020 – January 2021

SEPTEMBER

- SEPTEMBER 1st- MDOT Release of Consolidated Transportation Program with what is likely to be budget reductions of over $1billion statewide with an impact on Transit Capital Grants and future highway and transit projects

- September 2nd – Complete Streets Implementation Team Meeting

- September – Public Involvement effort on Complete Streets Public Engagement Plan

- September – Early October Events and Announcements to possibly include:
  - Guilford Road improvement agreements and next steps,
  - Twin Rivers Pathway (Howard Hughes),
  - Bike Rest Stop at Community Ecology Institute and
  - Signal at Cedar Lane and LPP

- September – Council consideration of legislation regarding parking in bike lanes

- September 8th Pre CTP-Tour meeting with MDOT and Howard County Staff

- September 9th Age Friendly Communities Transit workgroup

- September 15th Bicycle Advisory Group (BAG) at 2pm; Joint BAG Transit and Pedestrian Group (TPAG) at 3pm; TPAG at 4pm

- September 16th – FYI Only – MDOT Secretary Slater to Address BWI Business Partnership

- September 17th CMRTP Commission Meeting to adopt plan for submission to MGA. Sam Sidh to attend as Commissioner

- September 21st – Bike to Work Week – Program is in coordination with BMC's Love to Ride and Bike to Work Week, capping off with Bike to Work Day on September 25th

- RTA Promotion of Transit App – Access to and benefits of real time bus information

- September 22nd
  - BRTB in AM;
  - RTA Central MD Transit Commission Afternoon;
  - MTB Evening meeting with discussion of Complete Streets Engagement Plan

- September 24th – 5PM meeting between MDOT senior leadership, County Executive and Elected officials. This will be a virtual meeting, but the format needs to be worked out to ensure meaningful interaction between County Executive and elected officials

OCTOBER – JANUARY

- October – One-year anniversary of Council Adopting Complete Streets Resolution and timeframe to adopt updated sidewalk policy
- October 9th – Monthly Council Meeting
- Mid October - Potential Announcement of Scooter Permit Applications
- October 14th – State of the County Address by CEX
- October – Howard County Safety Plan Announcement in conjunction with Regional "Look Alive" Campaign
- October 27th MTB Meeting
- November 9th – Potential Complete Streets Briefing to Council at 1pm Monthly Meeting? Other option is December 14
- November 10 or 12, 17, 18, 19 Virtual Transportation Forum
  Differences from last year
  - Increased focus on video content
  - New DPW Director
  - New topics include HoCo by Design, Budget Constraints, Complete Streets Progress, Transit during pandemic and recovery plans, Scooters
- November 17th BAG meeting (tentative)
- December 8th MTB Meeting (tentative)
- Priority Letter Workshop in January
- January 1 – Potential Reintroduction of Transit Fares on RTA System
- January 26th MTB Meeting to discuss MDOT priority letter