



*Local governments working together for a better metropolitan region*

**MEETING NOTICE AND AGENDA**

District of Columbia  
 Bowie  
 College Park  
 Frederick County  
 Gaithersburg  
 Greenbelt  
 Montgomery County  
 Prince George's County  
 Rockville  
 Takoma Park  
 Alexandria  
 Arlington County  
 Fairfax  
 Fairfax County  
 Falls Church  
 Loudoun County  
 Manassas  
 Manassas Park  
 Prince William County

COMMUTER OPERATIONS CENTER SUBCOMMITTEE

**Tuesday, May 18, 2004**  
**12:00 p.m. - 2:00 p.m.**  
*(Lunch provided for meeting attendees only.)*

**Metropolitan Washington Council of Governments**  
**777 North Capitol Street, N.E.**  
**Training Center, First Floor**

Chairperson: Shauna Brown, City of Alexandria  
 Vice Chairperson: Nichole Huntington, National Institutes of Health  
 COG Staff Contact: Christopher Arabia, 202/962-3385

**Note: If you cannot attend this meeting, please contact Tabatha Johnson at 202/962-3323**

<u>ITEM #</u>	<u>ACTION</u>
1. Introductions	
2. Minutes of the March 16, 2004 Meeting	APPROVE
3. Meeting Schedule <span style="float: right;"><b>(10min)</b></span>	APPROVE
The committee will finalize the meeting schedule for FY05 meetings.	
4. Upcoming Fairs and Promotions <span style="float: right;"><b>(15 min)</b></span>	INFORMATION
COG and clients will provide information on recent and upcoming transportation fairs and promotions, and distribute copies of promotional items and/or announcements.	
5. Application Processing Data <span style="float: right;"><b>(30 min)</b></span>	DISCUSSION/ INFORMATION
Mr. Christopher Arabia will present data showing CCRS applications received and entered.	

- |    |  |                 |                            |
|----|--|-----------------|----------------------------|
| 6. | Client Site Status   | <b>(45 min)</b> | DISCUSSION/<br>INFORMATION |
|    | COG staff will discuss the status of updating CCRS software files at client sites, recent service provided to each client, and any other issues. |                 |                            |
| 7. | How To Create a Basic Report in CCRS   | <b>(30 min)</b> | DISCUSSION/<br>INFORMATION |
|    | Mr. Christopher Arabia will demonstrate how to create a basic report based on home jurisdiction.   |                 |                            |
| 8. | Other Business/Agenda Items for Next Meeting   |                 |                            |
|    | This is an opportunity for Committee members to request agenda items for the next meeting.   |                 |                            |

**The next meeting of the Commuter Operations Center Subcommittee will be determined at the May meeting.**