

# Agenda Report

**TO:** CITY COUNCIL

**DATE:** April 13, 2009

**FROM:** CITY MANAGER

**SUBJECT:** AUTHORIZE THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING WITH THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY FOR THE PURCHASE AND RESALE OF SENIOR AND DISABLED MONTHLY TRANSIT ACCESS PASS (TAP) CARDS.

## RECOMMENDATION

It is recommended that City Council authorize the execution of a Memorandum of Understanding with the Los Angeles County Metropolitan Transportation Authority (Metro) for the purchase and the resale of Senior/Disabled Monthly Transit Access Pass (TAP) cards.

## BACKGROUND

In January 2009, Metro began to transition retail pass sales for monthly and weekly paper passes to Transit Access Pass (TAP) cards throughout Los Angeles County. Monthly passes sold to seniors and people with disabilities will need to transition to the TAP card. Starting May 2009, monthly passes will be discontinued and replaced with the TAP card. The transition to TAP cards will impact the City's Senior/Disabled Monthly Pass Program.

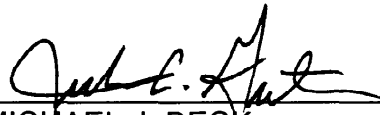
The Department of Transportation administers the Senior/Disabled Monthly Pass Program. Currently, the City purchases monthly stickers from Metro that are sold to Pasadena residents who are either seniors or persons with disabilities. In order to continue the program, the City must enter into a Memorandum of Understanding (MOU) with Metro to transition to the TAP program. With the MOU in place, Metro will install a Compact Point of Sale (CPOS) device to load the TAP cards. The CPOS devices will be programmed to only sell the Senior/Disabled monthly passes. Municipal Services currently sells the monthly passes and will assist Pasadena residents who are seniors and persons with disabilities with the new TAP card program.

The CPOS devices will not be programmed to sell other Metro fare categories. The Department of Transportation will work with the Finance Department to monitor the requests for this type of service and, should the demand warrant, will analyze the fiscal impact of an expanded sales program.


### **FISCAL IMPACT**

It is anticipated that there will be minimal fiscal impact to proceed with participation in the Senior/Disabled Monthly Pass TAP card program. There will be no staffing impact as the City will continue to provide the loading of the TAP card in Municipal Services. Metro will finance, install and provide the necessary training to staff on the Compact Point of Sale (CPOS) device that is required to load the card. The CPOS will require reports to be transmitted to Metro electronically, which will eliminate paper reports. Less staff time will be utilized in monitoring the TAP program because all reports are readily available through the CPOS software.

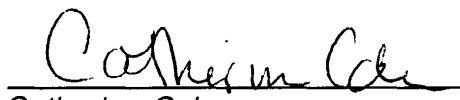
Respectfully submitted:

  
for MICHAEL J. BECK  
City Manager

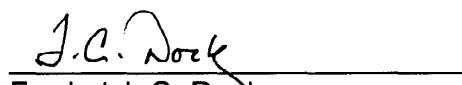
Prepared by:

  
Elma Prince  
Management Analyst

Reviewed by:

  
Catherine Cole  
Transit Manager

Approved by:

  
Frederick C. Dock  
Director of Transportation