

# Agenda Report

September 12, 2011

**TO:** HONORABLE MAYOR AND CITY COUNCIL

**FROM:** DEPARTMENT OF TRANSPORTATION

**SUBJECT:** AUTHORIZE THE ANNUAL PURCHASE OF ANNUAL AND MONTHLY TRANSIT PASSES FOR CITY EMPLOYEES PARTICIPATING IN THE CITY'S EMPLOYEE TRIP REDUCTION PROGRAM

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the following proposed actions are exempt from review pursuant to the California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines Section 15061 (b) (3);
2. Authorize the issuance of a purchase order to Regional Transit Annual Pass (TAP) Center in an amount not to exceed \$100,000 annually for the purchase of monthly transit passes for City employees participating in the City's Employee Trip Reduction Program. The term of the Purchase Order is five years with the option for five one-year extensions with the approval of the Director of Transportation. The proposed purchase is exempt from competitive bidding pursuant to the City Charter Section 1002 [H], contract with other government entities or their contractors;
3. Authorize the issuance of a purchase order to the Los Angeles County Metropolitan Transportation Authority (Metro) in an amount not to exceed \$45,000 annually for the purchase of annual transit passes for City employees participating in the City's Employee Trip Reduction Program. The term of the Purchase Order is five years with the option for five one-year extensions with the approval of the Director of Transportation. The proposed purchase is exempt from competitive bidding pursuant to the City Charter Section 1002 [H], contract with other government entities or their contractors.

## **BACKGROUND:**

The South Coast Air Quality Management District (SCAQMD) requires employers with more than 250 employees to submit a plan each year detailing how they will reduce employee commute trips. Since 1990, the City of Pasadena has been regulated by the

SCAQMD to have an employee commute reduction program in place and is required to submit an annual report to the SCAQMD documenting our trip reduction efforts. To determine how successful an employers' trip reduction program is each regulated employer must conduct an annual employee commute survey to determine the average vehicle ridership (AVR) for employees traveling to work during peak commute hours. The City of Pasadena continues to exceed the target of 1.5 Average Vehicle Ridership (AVR) requirements. The combined AVR for the Civic Center and City Yards worksites for 2010 was 1.742 up from 1.733 in 2009.

The City's Employee Trip Reduction Program is administered by the Department of Transportation and is called Prideshare. The Prideshare program encourages employees to reduce their commute trips by using modes other than driving alone to get to work. By carpooling, vanpooling, riding a bike, taking transit or walking to work, City of Pasadena employees are doing their part to achieve the environmental standards the City Council has set for the City.

To encourage the use of transit as a commute option City employees who ride transit to work receive a \$50 subsidy towards the purchase of their monthly transit pass. A monthly Metro is currently \$75. Employees who receive the transit pass subsidy commit to commuting by transit at least three days each week and have \$25 deducted from their paychecks each month. The Prideshare program currently has approximately 80 employees who commute to work on transit and receive the monthly transit subsidy. The Prideshare Program purchases both annual and monthly transit passes depending on how long the employee wants to commit to riding transit.

All City of Pasadena employees who drive alone to work are charged a \$35 Solo Commute Fee. The Employee Transit Subsidy Program is funded with revenue collected from the Solo Commute Fee.

#### **COUNCIL POLICY CONSIDERATION:**

The City of Pasadena Employee Trip Reduction Program directly assists the Department of Transportation in implementing three major objectives of the Mobility Element:

- Promote a livable community
- Encourage non-auto travel
- Protect neighborhoods by discouraging traffic from intruding into neighborhoods

#### **ENVIRONMENTAL ANALYSIS:**

The purchase of annual and monthly transit passes is exempt from CEQA per section 15061 (b)(3), the General Rule. The General Rule can be applied when it can be seen with certainty that the activity will not have a significant effect on the environment. The

proposed actions will not result in any new development or physical changes as they are required annual filings of information and reporting only.


**FISCAL IMPACT:**

Sufficient funds in the amount of \$145,000.00 for the purchase of employee transit passes will be appropriated in the Department of Transportation's Off Street Parking Operations Fund; account 8114-102-775500 for the term of the Purchase Order (five years with the option for five one-year extensions). Funding for this program comes from the \$35 monthly Trip Reduction Parking Fees paid by employees who drive alone to work and AQMD Air Quality Improvement funds.


Respectfully submitted,

*for*   
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