

Agenda Report

February 5, 2018

TO: Honorable Mayor and City Council
FROM: DEPARTMENT OF HUMAN RESOURCES
SUBJECT: **TEN YEAR AUTHORIZATION TO ENTER INTO AN ANNUAL PURCHASE ORDER WITH THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY, FOR AN AMOUNT NOT-TO-EXCEED \$200,000 PER YEAR FOR THE 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 proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3);
2. Authorize the issuance of annual purchase orders with the Los Angeles County Metropolitan Transportation Authority (LACMTA) for the purchase of annual and monthly transit passes in an amount not to exceed \$200,000 annually, for a period of ten years, with a not to exceed value of \$2,000,000. Neither Competitive Bidding nor Competitive Selection are required pursuant to City Charter Section 1002(H) and Pasadena Municipal Code Section 4.08.049(A)(3), contracts with other governmental agencies.

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 trip reduction efforts.

To determine how successful an employer's 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 AVR requirements. The AVR in 2017 for the Civic Center was 1.55 and City Yards was 2.07.

The City's Employee Trip Reduction Program is administered by the Department of Human Resources 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, van pooling, 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 monthly subsidy in the form of a \$50 credit on their Transit Access Pass (TAP) cards. Employees who receive the transit pass subsidy commit to commuting by transit at least three days each week. The Prideshare program currently has approximately 315 employees who commute to work on transit and receive the monthly transit subsidy on their TAP card. All City of Pasadena employees who drive alone to work are charged a monthly \$35 Solo Commute Fee. The Prideshare Program is funded in part with revenue collected from the Solo Commute Fee.

On September 12, 2011, City Council authorized the issuance of a purchase order to LACMTA for five years with five one-year renewals in an amount not to exceed \$100,000 annually for the purchase of TAP card credit for City employees participating in the City's Employee Trip Reduction Program. Approval was based on an exemption from the competitive bidding process for contracts with other governmental agencies.

Since then, participation in the City's Trip Reduction Program has increased dramatically with the introduction of the Gold Line Extension in March 2016. Since FY2014, transit ridership has increased by over 200%. The average monthly cost of providing transit passes in FY2014 was \$6,425. During the first six months of FY2018 the average monthly cost to provide transit passes to employees was \$14,358. As a result of increased employee participation, ninety percent of the \$100,000 purchase order has been depleted in the first six months of this fiscal year. Human Resources is requesting authorization to increase the budgeted amount for LACMTA on an annual basis by \$100,000 for a total not-to-exceed amount of \$200,000, and to issue a purchase order annually for a ten-year period.

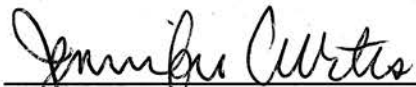
COUNCIL POLICY CONSIDERATION:

This proposed action supports the City Council goals to improve mobility and accessibility throughout the City of Pasadena and support and promote the quality of life and the local economy.

FISCAL IMPACT:

The total cost of this action will be approximately \$2,000,000 over ten years. Funding will be addressed by the utilization of existing budgeted appropriations in the Human Resources Department (21617006-811400 and 10117006-811400). There are no anticipated impacts to other operational programs or capital projects as a result of this action.

Respectfully submitted,



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STEVE MERMELL
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