



8.1

July 26, 1990  
REF: 90-07-76

**DEPARTMENT OF  
PUBLIC WORKS**

OFFICE OF ENGINEERING  
AND TRANSPORTATION SERVICES  
PARKING

**CITY OF SACRAMENTO  
CALIFORNIA**

1023 J STREET  
SUITE 202  
SACRAMENTO, CA  
95814-2877

916-449-5354

**APPROVED**  
BY THE CITY COUNCIL

AUG 15 1990

OFFICE OF THE  
CITY CLERK

Joint City Council and Redevelopment Agency  
Sacramento, California

Honorable Members in Session:

SUBJECT: RENEWAL OF OWNER PARTICIPATION AGREEMENTS FOR TENTH AND  
K INVESTORS, INC. AND SANWA BANK (TRAVELER'S BUILDING)

SUMMARY

This is a report back to Council with recommendations to:

- 1) authorize the City Manager to execute monthly permit parking agreements for the 10th & K Building and the Traveler's Building and
- 2) adopt a resolution to require building owners with monthly parking permit agreements for City parking lots to comply with the City's Transportation Systems Management (TSM) Ordinance.

BACKGROUND

**LONG-TERM MONTHLY PARKING AGREEMENTS**

On June 26, 1990, the City Council heard recommendations from staff to enter into monthly parking agreements with Tenth & K Investors, Inc. and Sanwa Bank.

The proposed Agreement with Tenth & K Investors, Inc. provides 65 monthly parking permits for ten (10) years with a five (5) year extension option. The proposed Agreement with Sanwa Bank provides 160 monthly parking permits for fifteen (15) years without an extension option. The lengths of the proposed agreements are the same as the agreement periods of the previous OPA's for these two buildings. All agreements shall require an annual TSM status report be filed in accordance with City Ordinance 88-083.

Under the proposed terms, the rates charged the building owners would be based upon prevailing City rates as set by resolution of the City Council, plus a 15% surcharge for the guarantee of continued parking availability. It is essential to the economic viability of some older buildings, without their own private

parking accommodations, that they be provided parking in City facilities. The 15% surcharge, however, is consideration for the value of guaranteed monthly permit parking for the periods of the OPA's.

#### **TSM REQUIREMENTS**

Councilmembers were concerned about the consistency of these long-term monthly parking permit agreements with the current concepts of a proposed long-term parking strategy. Under the City's current TSM Ordinance individual employers with 25 to 99 employees are required to report alternate commute mode measures through the Employer TSM guidelines. Employers of 100 or more are required to file an annual (TSM) status report and pay a certification fee of \$1,162 initially and \$292 annually for subsequent years. The provisions in the current TSM ordinance charges this certification fee to employers only. This does not include developers or building owners. Developments subsequent to January 1989 must file a TMP, but no provisions are required for owners of buildings developed prior to January 1989, since the tenants of the buildings are already subject to the TSM Ordinance.

To be consistent with the City's TSM goals (35% minimum alternative commute mode use), City monthly parking contracts with the building owners shall limit the monthly parking permits provided to serve no more than 65% of the standard building employer occupancy rate as set forth in the Developer TSM Handbook. The proposed 10th & K Building and Traveler's monthly parking agreements provide parking permits for less than 65% of the building occupancy rates as set forth in the TSM Handbook. Therefore, the 35% alternative commute goal is included. In addition, the attached resolution setting forth TSM Policy Guidelines for monthly parking agreements, requires the building owner to file an annual status report with the City Traffic Engineer as described in Chapter 11 of the Developer's TSM Handbook.

Presently the City has 204 agreements for monthly parking permits. Pursuant to the proposed resolution being recommended, any monthly parking permit agreements eligible for renewal or renegotiation will not only be subject to the proposed resolution requiring compliance with the TSM program, Chapter 77 of the City Code, but the number of monthly permits shall not exceed 65% of the occupancy rate as set forth in TSM Handbook. All future City monthly permit parking contracts shall include these provisions.

#### **FINANCIAL DATA:**

The City could potentially receive approximately \$6.1 million in gross operating revenues from these two owner participation agreements during the term of the contracts \$5,161,344 from the Traveler's Building and \$948,900 from the 10th & K Building (attachment A) if all permits are purchased. Without the 15% surcharge for the contracted monthly permits, the potential gross revenue would be \$5.2 million or \$900,000 less than the contracted rate. Again, this is the potential maximum revenue if all permits are purchased. Since the tenants of the building's need for permits may vary, revenue will vary accordingly.

POLICY CONSIDERATIONS:

1) The action proposed in this report establishes a precedent for a surcharge on parking rates for long-term parking agreements. The surcharge recognizes the value added to downtown properties for the guarantee of long-term parking availability.

2) The proposed resolution submitted with this staff report requires building owners who enter into long-term monthly permit parking agreement to require their lessee's to comply with the provisions of Chapter 77 of the City Code and limits the number of monthly parking permits so that they do not exceed 65% of the occupancy rates set forth in the TSM Handbook. This sets forth the 35% alternative modes goal for all monthly parking agreements. Failure to comply with the proposed resolution shall subject the parking agreement to cancellation.

MBE/WBE:

No impact.

RECOMMENDATIONS:

It is recommended that the City Council and the SHRA:

- 1) Adopt the attached resolutions to authorize the City Manager to execute the two attached parking agreements, as follows:
  - a) 10th & K Investors
  - b) Sanwa Bank (Traveler's Hotel Building)
- 2) Adopt the attached resolution to require all parties who enter into City monthly parking agreements to require compliance with the City's TSM ordinance (No. 88-083) unless otherwise in compliance, and to limit all such agreements for contracted parking permits to provide no more than 65% of the building occupancy rate as set forth in the TSM Developer Handbook.

Respectfully submitted,



ROBERT E. SMITH  
Executive Director

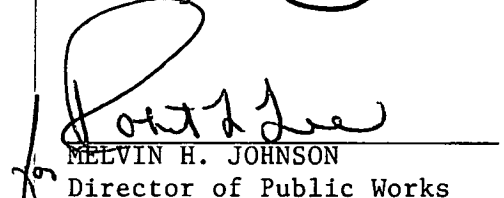
TRANSMITTAL TO COUNCIL:



WALTER J. SLIPE  
City Manager



J. MARK MORGAN  
Parking Administrator



MELVIN H. JOHNSON  
Director of Public Works

Contact Person: J. Mark Morgan, Parking Administrator, 449-5354

08/03/90

10TH & K  
PARKING RATES  
LOT E

FISCAL YEAR	NUMBER OF PERMIT	REGULAR RATE	MONTHLY AMOUNT	YEARLY AMOUNT	15% SURCHARGE RATE	MONTHLY AMOUNT	YEARLY AMOUNT
1990-1991	35	80.00	2800.00	33600.00	92.00	3220.00	38640.00
1991-1992	35	86.00	3010.00	36120.00	98.00	3430.00	41160.00
1992-1993	35	92.00	3220.00	38640.00	106.00	3710.00	44520.00
1993-1994	35	98.00	3430.00	41160.00	113.00	3955.00	47460.00
1994-1995	35	105.00	3675.00	44100.00	121.00	4235.00	50820.00
1995-1996	35	112.00	3920.00	47040.00	129.00	4515.00	54180.00
1996-1997	35	120.00	4200.00	50400.00	138.00	4830.00	57960.00
1997-1998	35	128.00	4480.00	53760.00	147.00	5145.00	61740.00
1998-1999	35	137.00	4795.00	57540.00	158.00	5530.00	66360.00
1999-2000	35	147.00	5145.00	61740.00	169.00	5915.00	70980.00
2000-	0	0.00	0.00	0.00	0.00	0.00	0.00
*** Total ***	350	1105.00	38675.00	464100.00	1271.00	44485.00	533820.00

08/03/90

10TH & K  
PARKING RATES  
LOT B

FISCAL YEAR	NUMBER OF PERMIT	REGULAR RATE	MONTHLY AMOUNT	YEARLY AMOUNT	15% SURCHARGE RATE	MONTHLY AMOUNT	YEARLY AMOUNT
1990-1991	30	73.00	2190.00	26280.00	84.00	2520.00	30240.00
1991-1992	30	78.00	2340.00	28080.00	89.00	2670.00	32040.00
1992-1993	30	83.00	2490.00	29880.00	95.00	2850.00	34200.00
1993-1994	30	89.00	2670.00	32040.00	102.00	3060.00	36720.00
1994-1995	30	95.00	2850.00	34200.00	109.00	3270.00	39240.00
1995-1996	30	102.00	3060.00	36720.00	107.00	3210.00	38520.00
1996-1997	30	109.00	3270.00	39240.00	125.00	3750.00	45000.00
1997-1998	30	117.00	3510.00	42120.00	134.00	4020.00	48240.00
1998-1999	30	125.00	3750.00	45000.00	144.00	4320.00	51840.00
1999-2000	30	134.00	4020.00	48240.00	154.00	4620.00	55440.00
2000-	0	0.00	0.00	0.00	0.00	0.00	0.00
*** Total ***	300	1005.00	30150.00	361800.00	1143.00	34290.00	411480.00



08/03/90

TRAVELER'S  
PARKING RATES

FISCAL YEAR	NUMBER OF PERMITS	REGULAR RATE	MONTHLY AMOUNT	YEARLY AMOUNT	15% SURCHARGE RATE	MONTHLY AMOUNT	YEARLY AMOUNT	LOT
1990-1991	53	76	4028	48336	87	4611	55332	P
1991-1992	53	81	4293	51516	93	4929	59148	P
1992-1993	53	87	4611	55332	100	5300	63600	P
1993-1994	53	93	4929	59148	107	5671	68052	P
1994-1995	53	100	5300	63600	115	6095	73140	P
1995-1996	53	107	5671	68052	123	6519	78228	P
1996-1997	53	114	6042	72504	131	6943	83316	P
1997-1998	53	122	6466	77592	140	7420	89040	P
1998-1999	53	131	6943	83316	151	8003	96036	P
1999-2000	53	140	7420	89040	161	8533	102396	P
2000-2001	53	150	7950	95400	173	9169	110028	P
2001-2002	53	160	8480	101760	184	9752	117024	P
2002-2003	53	171	9063	108756	197	10441	125292	P
2003-2004	53	183	9699	116388	210	11130	133560	P
2004-2005	53	196	10388	124656	225	11925	143100	P
1990-1991	54	98	5292	63504	113	6102	73224	G
1991-1992	54	105	5670	68040	120	6480	77760	G
1992-1993	54	112	6048	72576	129	6966	83592	G
1993-1994	54	120	6480	77760	138	7452	89424	G
1994-1995	54	128	6912	82944	147	7938	95256	G
1995-1996	54	137	7398	88776	157	8478	101736	G
1996-1997	54	147	7938	95256	169	9126	109512	G
1997-1998	54	157	8478	101736	181	9774	117288	G
1998-1999	54	168	9072	108864	193	10422	125064	G
1999-2000	54	180	9720	116640	207	11178	134136	G
2000-2001	54	193	10422	125064	222	11988	143856	G
2001-2002	54	206	11124	133488	237	12798	153576	G
2002-2003	54	221	11934	143208	243	13122	157464	G
2003-2004	54	236	12744	152928	271	14634	175608	G
2004-2005	54	253	13662	163944	281	15174	182088	G
1990-1991	53	106	5618	67416	122	6466	77592	K
1991-1992	53	113	5989	71868	130	6890	82680	K
1992-1993	53	121	6413	76956	139	7367	88404	K
1993-1994	53	130	6890	82680	150	7950	95400	K
1994-1995	53	139	7367	88404	160	8480	101760	K
1995-1996	53	149	7897	94764	171	9063	108756	K
1996-1997	53	159	8427	101124	183	9699	116388	K
1997-1998	53	170	9010	108120	196	10388	124656	K
1998-1999	53	182	9646	115752	209	11077	132924	K
1999-2000	53	195	10335	124020	225	11925	143100	K
2000-2001	53	209	11077	132924	240	12720	152640	K
2001-2002	53	223	11819	141828	256	13568	162816	K
2002-2003	53	239	12667	152004	275	14575	174900	K
2003-2004	53	255	13515	162180	293	15529	186348	K
2004-2005	53	273	14469	173628	314	16642	199704	K
*** Total ***								
		7035	375316	4503792	8068	430412	5164944	

# RESOLUTION NO. 90-657

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

## A RESOLUTION REQUIRING CITY MONTHLY PERMIT PARKING AGREEMENTS TO COMPLY WITH THE PROVISION OF CHAPTER 77 OF THE CITY CODE (TSM PROGRAM).

Be it resolved by the Council of the City of Sacramento:

1. That the Parking Administrator for the City of Sacramento shall require all parties who enter into or have entered into Monthly Permit Parking Agreements with the City of Sacramento to comply with the provisions of Chapter 77 of the City Code (TSM Program,) as follows:
  - A. Those employers under City Monthly Permit Parking contracts who employ less than 100 employees shall be subject to "Minor Employer" requirements under Chapter 77 of the City Code and shall comply accordingly.
  - B. Those employers under City monthly parking contracts who employ more than 100 employees shall be subject to "Major Employer" requirements and shall submit a Transportation Management Plan per said "Major Employer" requirements.
  - C. Those building owners who enter into monthly parking agreement with the City shall require all building lessee's to comply with the provision of Chapter 77 of the City Code as a condition of said Monthly Parking Agreements. Failure to comply with this section shall subject any Monthly Parking Agreement with the City to cancellation, at the discretion of the City Parking Administrator.
  - D. Those building owners who enter into monthly parking agreements with the City shall file an annual TSM status report for employers as specified in City Ordinance 88-083, Section 4(b)3.

FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

2. Such requirements, as set forth in the foregoing, shall apply effective the date of this resolution for all Monthly Permit Parking Agreements executed hereafter.
3. All Monthly Permit Parking Agreements currently in effect with the City that are not long term agreements, shall be subject to renegotiation and subject to the provisions herein effective the date of this resolution.
4. All employers who are tenants of buildings that are made subject to the provisions of this resolution shall be included in the determination of TSM requirements as set forth herein, unless said tenant/employer is otherwise complying with the provisions of Chapter 77 of the City Code (TSM Program) Pursuant to Ordinance No. 88-082, Section 5.
5. All Monthly Permit Parking Agreements subject to this resolution shall not provide monthly parking permits in excess of 65% of the total number of full time employees determined by Section 3, of Ordinance No. 088-083.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

812

# RESOLUTION NO. 90-064

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF \_\_\_\_\_

**A RESOLUTION REQUIRING AGENCY MONTHLY PERMIT PARKING AGREEMENTS  
TO COMPLY WITH THE PROVISION OF CHAPTER 77  
OF THE CITY CODE (TSM PROGRAM).**

Be it resolved by the Council of the City of Sacramento:

1. That the Parking Administrator for the City of Sacramento shall require all parties who enter into or have entered into Monthly Permit Parking Agreements with the Redevelopment Agency of the City of Sacramento (Agency) to comply with the provisions of Chapter 77 of the City Code (TSM Program,) as follows:
  - A. Those employers under Agency Monthly Permit Parking contracts who employ less than 100 employees shall be subject to "Minor Employer" requirements under Chapter 77 of the City Code and shall comply accordingly.
  - B. Those employers under Agency monthly parking contracts who employ more than 100 employees shall be subject to "Major Employer" requirements and shall submit a Transportation Management Plan per said "Major Employer" requirements.
  - C. Those building owners who enter into monthly parking agreement with the Agency shall require all building lessee's to comply with the provision of Chapter 77 of the City Code as a condition of said Monthly Parking Agreements. Failure to comply with this section shall subject any Monthly Parking Agreement with the Agency to cancellation, at the discretion of the City Parking Administrator.
  - D. Those building owners who enter into monthly parking agreements with the Agency shall file an annual TSM status report for employers as specified in City Ordinance 88-083, Section 4(b)3.

---

FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

2. Such requirements, as set forth in the foregoing, shall apply effective the date of this resolution for all Monthly Permit Parking Agreements executed hereafter.
3. All Monthly Permit Parking Agreements currently in effect with the Agency that are not long term agreements, shall be subject to renegotiation and subject to the provisions herein effective the date of this resolution.
4. All employers who are tenants of buildings that are made subject to the provisions of this resolution shall be included in the determination of TSM requirements as set forth herein, unless said tenant/employer is otherwise complying with the provisions of Chapter 77 of the City Code (TSM Program) Pursuant to Ordinance No. 88-082, Section 5.
5. All Monthly Permit Parking Agreements subject to this resolution shall not provide monthly parking permits in excess of 65% of the total number of full time employees determined by Section 3, of Ordinance No. 088-083.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Secretary

FOR CITY CLERK USE ONLY

ORDINANCE NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

# RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

## A RESOLUTION REQUIRING CITY MONTHLY PERMIT PARKING AGREEMENTS TO COMPLY WITH THE PROVISION OF CHAPTER 77 OF THE CITY CODE (TSM PROGRAM).

Be it resolved by the Council of the City of Sacramento:

1. That the Parking Administrator for the City of Sacramento shall require all parties who enter into or have entered into Monthly Permit Parking Agreements with the City of Sacramento to comply with the provisions of Chapter 77 of the City Code (TSM Program,) as follows:
  - A. Those employers under City Monthly Permit Parking contracts who employ less than 100 employees shall be subject to "Minor Employer" requirements under Chapter 77 of the City Code and shall comply accordingly.
  - B. Those employers under City monthly parking contracts who employ more than 100 employees shall be subject to "Major Employer" requirements and shall submit a Transportation Management Plan per said "Major Employer" requirements.
  - C. Those building owners who enter into monthly parking agreement with the City shall require all building lessee's to comply with the provision of Chapter 77 of the City Code as a condition of said Monthly Parking Agreements. Failure to comply with this section shall subject any Monthly Parking Agreement with the City to cancellation, at the discretion of the City Parking Administrator.
2. Such requirements, as set forth in the foregoing, shall apply effective the date of this resolution for all Monthly Permit Parking Agreements executed hereafter.
3. All Monthly Permit Parking Agreements currently in effect with the City that are not long term agreements, shall be subject to renegotiation and subject to the provisions herein effective the date of this resolution.

FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

2. Such requirements, as set forth in the foregoing, shall apply effective the date of this resolution for all Monthly Permit Parking Agreements executed hereafter.
3. All Monthly Permit Parking Agreements currently in effect with the City that are not long term agreements, shall be subject to renegotiation and subject to the provisions herein effective the date of this resolution.
4. All employers who are tenants of buildings that are made subject to the provisions of this resolution shall be included in the determination of TSM requirements as set forth herein, unless said tenant/employer is otherwise complying with the provisions of Chapter 77 of the City Code (TSM Program) Pursuant to Ordinance No. 88-082

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

# RESOLUTION NO.

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF \_\_\_\_\_

## A RESOLUTION REQUIRING AGENCY MONTHLY PERMIT PARKING AGREEMENTS TO COMPLY WITH THE PROVISION OF CHAPTER 77 OF THE CITY CODE (TSM PROGRAM).

Be it resolved by the Council of the City of Sacramento:

1. That the Parking Administrator for the City of Sacramento shall require all parties who enter into or have entered into Monthly Permit Parking Agreements with the Redevelopment Agency of the City of Sacramento (Agency) to comply with the provisions of Chapter 77 of the City Code (TSM Program,) as follows:
  - A. Those employers under Agency Monthly Permit Parking contracts who employ less than 100 employees shall be subject to "Minor Employer" requirements under Chapter 77 of the City Code and shall comply accordingly.
  - B. Those employers under Agency monthly parking contracts who employ more than 100 employees shall be subject to "Major Employer" requirements and shall submit a Transportation Management Plan per said "Major Employer" requirements.
  - C. Those building owners who enter into monthly parking agreement with the Agency shall require all building lessee's to comply with the provision of Chapter 77 of the City Code as a condition of said Monthly Parking Agreements. Failure to comply with this section shall subject any Monthly Parking Agreement with the Agency to cancellation, at the discretion of the City Parking Administrator.
2. Such requirements, as set forth in the foregoing, shall apply effective the date of this resolution for all Monthly Permit Parking Agreements executed hereafter.
3. All Monthly Permit Parking Agreements currently in effect with the Agency that are not long term agreements, shall be subject to renegotiation and subject to the provisions herein effective the date of this resolution.

FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_



2. Such requirements, as set forth in the foregoing, shall apply effective the date of this resolution for all Monthly Permit Parking Agreements executed hereafter.
3. All Monthly Permit Parking Agreements currently in effect with the Agency that are not long term agreements, shall be subject to renegotiation and subject to the provisions herein effective the date of this resolution.
4. All employers who are tenants of buildings that are made subject to the provisions of this resolution shall be included in the determination of TSM requirements as set forth herein, unless said tenant/employer is otherwise complying with the provisions of Chapter 77 of the City Code (TSM Program) Pursuant to Ordinance No. 88-082.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
FOR CITY CLERK USE ONLY

ORDINANCE NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

90-  
**RESOLUTION NO. 658**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

AUTHORIZING THE CITY MANAGER TO EXECUTE AN  
AGREEMENT BETWEEN THE CITY OF SACRAMENTO AND  
TENTH & K INVESTORS, INC. FOR THE SALE OF 65  
MONTHLY PARKING PERMITS.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

The City Manager is hereby authorized to execute that  
certain agreement between the City of Sacramento and  
Tenth & K Investors, Inc., for the sale of 65 monthly  
permits, under the terms and conditions therein.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

**RESOLUTION NO.**

90-065

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF \_\_\_\_\_

**PARKING AGREEMENT WITH SANWA BANK  
FOR TRAVELER'S BUILDING**

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF  
SACRAMENTO:

SECTION 1: The Executive Director is hereby authorized to enter into the attached "Parking Agreement Traveler's Building" with Sanwa Bank to provide 160 parking spaces for tenants of the Traveler's Building on an "as needed" basis until July 1, 2005 in accordance with its terms.

SECTION 2: As a condition of said agreement, Sanwa Bank shall cause the termination of all existing parking agreements with the City or Agency regarding the Traveler's Building.

\_\_\_\_\_  
CHAIR

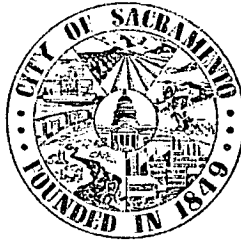
ATTEST:

\_\_\_\_\_  
SECRETARY

**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_



3.17  
8.2  
8.1

DEPARTMENT OF  
PUBLIC WORKS

PARKING DIVISION

CITY OF SACRAMENTO  
CALIFORNIA

1023 J STREET  
SUITE 202  
SACRAMENTO, CA  
95814-2877

916-449-5354

June 26, 1990

City Council  
Sacramento, California

Honorable Members in Session:

SUBJECT: RENEWAL OF OWNER PARTICIPATION AGREEMENT FOR TENTH AND K  
INVESTORS, INC. AND CITY PARKING LOTS "B" AND "E"

SUMMARY

This report recommends that the City enter into a parking agreement with Tenth and K Investors, Inc., owners of the building at 1027 10th Street. The above item was heard at the June 19, 1990, meeting of the Joint Budget and Finance Committee/Transportation and Community Development Committee, at which time staff was asked to respond to questions regarding the Agreement at the subsequent Committee Meeting June 26, 1990.

BACKGROUND INFORMATION

See attached report dated June 5, 1990, to Joint Budget and Finance Committee and Transportation and Community Development Committee.

FINANCIAL DATA

See attached report dated June 5, 1990, to Joint Budget and Finance Committee and Transportation and Community Development Committee.

POLICY CONSIDERATIONS

See attached report dated June 5, 1990, to Joint Budget and Finance Committee and Transportation and Community Development Committee.

MBE/WBE EFFORTS

See attached report dated June 5, 1990, to Joint Budget and Finance Committee and Transportation and Community Development Committee.

CONTINUED

FROM 06-26-90  
TO 07-24-90

CONTINUED


FROM 07-24-90  
TO 08-14-90

CITY COUNCIL  
PARKING AGREEMENT RENEWAL  
JUNE 26, 1990  
PAGE 2

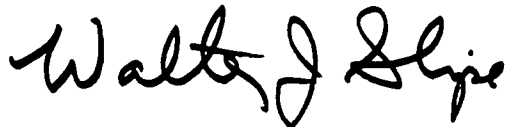
RECOMMENDATION

Staff recommends approval of the attached resolution authorizing the City Manager to execute the parking agreement between the City and 10th and K Investors, Inc., the building owner.

Respectfully submitted,

  
J. MARK MORGAN  
Parking Administrator


RECOMMENDATION APPROVED:



WALTER J. SLIPE  
City Manager

Contact Person:  
J. Mark Morgan  
Parking Administrator  
449-5354

APPROVED:

  
MELVIN H. JOHNSON  
Director of Public Works

June 26, 1990

BN:mlw

# RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

AUTHORIZING THE CITY MANAGER TO EXECUTE AN  
AGREEMENT BETWEEN THE CITY OF SACRAMENTO AND  
TENTH & K INVESTORS, INC. FOR THE SALE OF 65  
MONTHLY PARKING PERMITS.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

The City Manager is hereby authorized to execute that  
certain agreement between the City of Sacramento and  
Tenth & K Investors, Inc., for the sale of 65 monthly  
permits, under the terms and conditions therein.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

## PARKING AGREEMENT

This parking Agreement is made at Sacramento, California, on this \_\_\_\_\_ day of \_\_\_\_\_, 1990, by and between the City of Sacramento, a municipal corporation ("City") and 10th & K Investors, Inc., a California corporation ("Investors") who agree as follows:

1. Background and Purpose. Investors owns the building ("Building") located at 1025 10th Street, formerly occupied by Roos Atkins. Investors desires to secure an assured supply of parking spaces for persons whose principal place of business or employment is located in the Building. For the consideration set forth herein, City is willing to make available to Investors sixty-five (65) monthly parking permits designated for use at certain specified City parking facilities.

2. Term. This Agreement shall commence on July 1, 1990 and shall remain in force, unless otherwise terminated, until July 1, 2000; provided that, upon the expiration of this term, the parties shall use their best efforts to negotiate a five (5) year extension of this Agreement on such terms and conditions as may then be deemed appropriate.

3. Allocated Permits. During the term of this Agreement, City shall allocate to Investors a total of sixty-five (65) monthly parking permits ("Allocated Permits"). Thirty (30) of these permits shall be designated for use on the upper level of City's Lot B (10th & I Streets), and thirty-five (35) shall be designated for use at City's Lot E (13th & J Streets).

4. Permit Issuance. As of July 1, 1990, City shall issue to Investors sixty-five (65) of the Allocated Permits. Of this number, thirty (30) shall be designated for use

at Lot B and thirty-five (35) for use at Lot E. Any of these permits which are subsequently cancelled by Investors or by City as provided herein, shall be returned to the pool of Allocated Permits and shall be available for issuance to Investors upon ten (10) days notice of a request for issuance. Issuance of any Allocated Permit shall be deemed effective as of the first day of the month in which the issuance occurs. The amount due for any such permit shall be calculated as provided in paragraph 7 and shall be paid prior to issuance.

5. Renewal of Issued Permits. Each issued permit, unless otherwise cancelled, shall be automatically renewed as of the first day of every month succeeding the month in which the permit was issued.

6. Cancellation of Issued Permits.

6.1 By Investors. Any issued permit may be cancelled at any time by Investors upon thirty (30) days written notice of cancellation to City, provided that the effective date of cancellation shall be the last day of the month in which the thirty (30) day notice period expires.

6.2 By City. In addition to its right to cancel issued permits for the reasons set forth in paragraphs 9, City may cancel issued permits under the following circumstances:

(a) If City undertakes a project to redevelop the Lot B property and thereby must close and excavate that property, City may cancel all issued permits designated for use on the upper level of Lot B upon thirty (30) days written notice of cancellation; provided that, at the request of Investors, City shall use its best efforts to redesignate these permits for use at another City parking facility.



(b) In the event that any of the parking facilities which may be designated for use by Investors under this Agreement are damaged such that they may not be used for parking, or such that their use is so restricted that Investors' issued permits may in City's judgment no longer be accommodated, then City may cancel the affected permits until such time as the damaged facilities have been restored; provided that, at the request of Investors, City shall use its best efforts to redesignate the affected permits for use during the interim at another City parking facility.

6.3 Effect of Cancellation. Upon cancellation, an issued permit shall be deemed allocated but unissued, and shall be subject to reissuance under the provisions of paragraph 4.

7. Payment for Issued Permits. Except as provided in paragraph 4, payment for issued permits shall be made on a monthly basis. The rate of payment shall be equal to one hundred fifteen percent (115%) of City's then prevailing monthly permit rate for the parking facility to which the issued permits are assigned. Payment shall be due prior to the third business day of each month of the term of this Agreement, and shall cover use of the affected permits for the month in which payment is due.

8. Distribution of Issued Permits. Investors shall distribute issued permits only to persons who are either tenants or employees in the Building. Ten days prior to the first day of each month during the term of this Agreement, Investors shall provide City with a current list of all of the persons to whom issued permits have been distributed. This list shall indicate the names of such persons, their vehicle license number, employer, and business telephone number.

9. Unauthorized Use of Issued Permits. In the event that any issued permit is used by any person not eligible for distribution and not listed on Investors' current list of distributees, the affected permit shall be immediately cancelled by City and removed from the pool of Allocated Permits. Multiple incidents of such misuse shall constitute a default by Investors and shall entitle City to terminate this Agreement.

10. Nondiscrimination. Investors covenants that there shall be no discrimination against any person or group of persons on account of race, color, creed, sex, national origin or ancestry in the distribution or use of issued permits. Any breach of this covenant shall constitute a default by Investors and shall entitle City to terminate this Agreement.

11. Access to Records. City shall have reasonable access to the records of Investors regarding administration of all permits issued hereunder.

12. Assignment. Investors' rights under this Agreement shall not be assigned without the prior written consent of the City, provided such consent shall not be unreasonably withheld.

13. Obligations of City. City shall maintain and operate each parking facility to which any issued permits may be assigned, in a manner consistent with the operation of all other similarly situated parking facilities within the City. Subject to such reasonable rules relating to the use of these facilities as may from time to time be established by City, the users of issued permits shall have the right of ingress and egress twenty-four (24) hour per day, three hundred sixty-five (365) days per year; provided such rights shall be subject to such reasonable interference as may be made necessary from time to time by the repair,

reconstruction or maintenance of the parking facility or any appurtenances thereto or associated improvements. Any user of an issued permit may be excluded from the facility to which the permit is assigned if the user repeatedly fails to comply with the rules for use of the facility.

14. Conflict. In the event of a conflict between any provision of this Agreement and any rule, regulation or law enacted by any governmental agency including, without limitation, City, the County of Sacramento, the Sacramento Air Quality Maintenance District or any state or federal agency, the enactment of the governmental agency shall prevail and the obligations of the parties to this Agreement shall be modified accordingly.

15. Subordination. This Agreement shall be subject and subordinate at all times to the lien of any mortgage or mortgages or trust deed or deeds or evidence of obligation which may now exist upon or which may be placed upon any parking facility designated by City for Investors' use herein. Investors covenants that it will execute and deliver to City, or to the nominee of City, proper subordination agreements to this effect at any time upon the request of City and without payment being made therefor.

16. Attorney's Fees and Costs. If either party shall bring any suit or proceeding to enforce the terms of this Agreement, the prevailing party in such suit or proceeding shall be entitled to recover from the other party reasonable costs and expenses, including attorney's fees.

17. Notice. Any notice required or desired to be given pursuant to this Agreement, shall be given either by personal service or by certified mail, return receipt requested, postage fully prepaid, at the following respective addresses:

City

City of Sacramento  
City Manager  
915 I Street  
Sacramento, CA 95814

Investors

Investors  
c/o Mr. Lee Chen  
3500 Country Club Drive  
El Macero, CA 95618

The address for notice may be changed from time to time by giving notice according to the foregoing.

18. Complete Agreement. The foregoing contains all of the terms and conditions of the Agreement between City and Investors.

19. Condemnation. In the event any portion or all of any parking facility designated for Investors' use herein should be taken by eminent domain or acquired under the threat or the exercise of the power of eminent domain, Investors shall have no interest whatsoever in any proceeds from such taking.

20. Security. The nature of any permits issued pursuant to this Agreement is that of a license and no relationship of landlord and tenant shall arise from this Agreement. City shall not be responsible for the personal security of any person or property in any of the parking facilities designated for Investors' use herein beyond the limits of the City responsibility to persons generally.

21. Termination for Default. In the event of any default by Investors, City shall have the right to terminate this Agreement. No failure of City to terminate this

Agreement for default upon any breach shall constitute a waiver of the right to terminate this Agreement for the same or any other default subsequently occurring.

22. Ride Share Investors shall develop a rideshare program for the 10th and K Building under this agreement according to the Transportation Systems Management guidelines dated March 1989, as if this were a new building constructed subsequent to January 1989.

23. Time of the Essence. Time is of the essence to each and every term and condition of this Agreement.

CITY OF SACRAMENTO,  
a municipal corporation

BY: \_\_\_\_\_  
CITY MANAGER

10th & K INVESTORS,  
a California corporation

BY: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CITY CLERK

Approved as to form:

\_\_\_\_\_  
DEPUTY CITY ATTORNEY



3

REF: 90-06-03

**DEPARTMENT OF  
PUBLIC WORKS**

**CITY OF SACRAMENTO  
CALIFORNIA**

1023 J STREET  
SUITE 202  
SACRAMENTO, CA  
95814-2877

OFFICE OF ENGINEERING  
AND TRANSPORTATION SERVICES  
PARKING

916-449-5354

June 5, 1990

Budget and Finance Committee/  
Transportation and Community Development Committee  
Sacramento, California

Honorable Members in Session

SUBJECT: Renewal of Owner Participation Agreement for Tenth and K  
Investors, Inc. and City Parking Lots B and E

SUMMARY

This report recommends that the City enter into a parking agreement with Tenth and K Investors, Inc., owners of the building at 1025 10th Street.

BACKGROUND

In October 1979, the City Council adopted a resolution authorizing execution of an agreement for the City to provide 65 monthly parking permits for the business tenants of 1025 10th Street distributed among Lots H, Lot B and Lot E. Ownership of the building changed and a new agreement was negotiated in 1987. The new three year agreement was executed in March 1987 for 65 monthly permits in Lot B and Lot E only.

The current owner, 10th and K Investors, Inc., has requested the City enter into a new 10 year parking agreement and has agreed to pay an adjusted rate which includes a 15% surcharge for guaranteed parking availability through the term of the OPA. Under the proposed terms of the parking agreement, the rates charged the owner would be based upon prevailing City rates, plus a 15% surcharge for the guarantee of continued parking availability.

City Parking staff recommends the proposed new agreement for two reasons. First, it is often essential to the economic viability of older, renovated buildings, such as 1025 10th Street, that they be provided parking in City facilities. Second, the rates set forth in the parking agreement includes a 15% surcharge which

June 5, 1990

Budget and Finance Committee/

Transportation and Community Development Committee

Page 2

acknowledges the value of the guarantee of monthly permits for the period of the OPA.

#### FINANCIAL DATA

The current rate for parking spaces under the OPA is \$58 for Lot B and \$67 for Lot E. According to the proposed agreement, effective July 1, 1990 the rate would increase to \$84 or \$92 according to the assigned parking facility. The estimated rates over the term of the parking agreement, assuming an increase of approximately 20% in 1990-91 and an annual increase of 7% thereafter, would be as follows:

	<u>Lot B</u>		<u>Lot E</u>	
	Regular	Surcharged	Regular	Surcharged
1990-1991	\$73	\$84	\$80	\$92
1991-1992	78	89	86	98
1992-1993	83	95	92	106
1993-1994	89	102	98	113
1994-1995	95	109	105	121
1995-1996	102	117	112	129
1996-1997	109	125	120	138
1997-1998	117	134	128	147
1998-1999	125	144	137	158
1999-2000	134	154	147	169
2000-	Option to negotiate one 5 year renewal.			

The City anticipates receiving approximately \$948,900 in gross operating revenues from this OPA during the ten year period of the contract.

#### POLICY CONSIDERATIONS

The action proposed in this report establishes a precedent for a surcharge on parking rates for long term parking agreements. When this item is brought before the Budget & Finance Committee, another long term parking agreement renewal will be presented for another downtown building, providing for a similar surcharge. The surcharge recognizes the value added to downtown properties for the guarantee of long term parking availability.

#### MBE/WBE

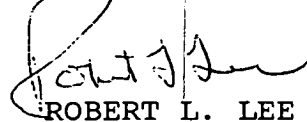
No impact.

June 5, 1990  
Budget and Finance Committee/  
Transportation and Community Development Committee  
Page 3

RECOMMENDATION

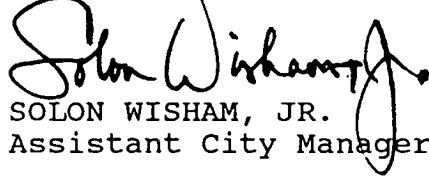
Staff recommends approval of the attached resolution which authorizes the City Manager to execute the parking agreement between the City and 10th and K Investors, Inc. the building owner.

Respectfully submitted,



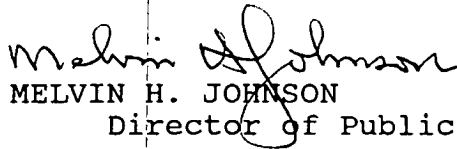
ROBERT L. LEE  
Deputy Director of Public Works

Recommendation Approved:



SOLON WISHAM, JR.  
Assistant City Manager

Approved:



MELVIN H. JOHNSON  
Director of Public Works

Contact Person to  
Answer Questions

All Districts

MARK MORGAN, PARKING ADMINISTRATOR  
449-5354

JMM/BN/lmn





**SACRAMENTO  
HOUSING AND REDEVELOPMENT  
AGENCY**



Comm Ppt  
BTF/702  
9.1

June 26, 1990

Redevelopment Agency of the  
City of Sacramento  
Sacramento, California

CONTINUED  
FROM 06-26-90  
TO 07-24-90

Honorable Members in Session:

SUBJECT: Amendment to Owner Participation Agreement for Traveler's  
Hotel Building Parking (Parking Lot U)

**SUMMARY**

This report recommends that the Agency enter into a parking agreement with Sanwa Bank, Owners of the Traveler's building at 5th and "J" Streets.

**BACKGROUND**

On July 7, 1983, the Agency approved an OPA with Steven K. Brown and Candace Brown, owners of the Traveler's building. The agreement states that the Agency will provide and the owner will lease 200 monthly parking permits for a ten year term under certain terms and conditions. In 1985, the OPA was amended to reserve 40 spaces within Lot U, and make available to the Owner up to 160 additional spaces in other surrounding Agency lots on an "as needed" basis. The owner pays a 33% premium for the 40 reserved spaces. The amendment also provides that the agreement is subject to review and rate increase in 1990.

The current owner, Sanwa Bank, has requested that the Agency extend the parking agreement until July 1, 2005, and has agreed to pay an adjusted rate which includes a premium for guaranteed parking availability though the term of the OPA. The rates charged the owner would be based upon prevailing City rates for the structure in which the spaces are located, plus a 15% surcharge. The 40 reserved spaces within Lot U would remain guaranteed until construction of the Downtown Plaza Expansion begins, at which time rights to these permits would terminate. Following the displacement of spaces in Lot U, a total of 160 permits would be available to Traveler's tenants and would be allocated within three City/Agency parking structures near the Traveler's building ((Lots K, G & P). The Agency has agreed that 66% of the permits will be allocated from Lot K or G and 34% from Lot P (see attached City Parking Lot map for location). The permit rate charged would vary according to the lot for which the permit is purchased.

CONTINUED  
FROM 07-24-90  
TO 08-14-90

6-26-90

(1)

MAILING ADDRESS: P.O. Box 1834, Sacramento, CA 95812-1834  
OFFICE LOCATION: 630 I Street, Sacramento, CA 95814 (916) 444-9210

# SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Redevelopment Agency of the  
City of Sacramento  
June 26, 1990  
Page 2

Agency staff and City Parking staff recommend the proposed new agreement for two reasons. First, it is often essential to the economic viability of certain renovation projects, such as Traveler's, that they be provided parking in City facilities. Second, the rates set forth in the parking agreement include payment of a premium which acknowledges the value of the guarantee of monthly permits for the period of the OPA.

## FINANCIAL DATA

The current rate for parking spaces under the OPA is \$51 per month in Lot U. According to the proposed agreement, effective July 1, 1990, the rate would increase to \$79, \$102, or \$110 according to the assigned parking facility. The estimated rates over the term of the parking agreement, assuming an increase in 1990-91 of 20% and an annual increase of 7% thereafter, would be as follows:

<u>Current Agreement</u>		<u>Proposed Rates</u>		
<u>Year</u>	<u>Lot U</u>	<u>Lot P</u>	<u>Lot G</u>	<u>Lot K</u>
1990-1991	\$55	\$ 76	\$ 98	\$106
1991-1992	Downtown Plaza	81	105	113
1992-1993	Construction	87	112	121
1993-1994	Begins	93	120	130
1994-1995		100	128	139
1995-1996		107	137	149
1996-1997		114	147	159
1997-1998		122	157	170
1998-1999		131	168	182
1999-2000		140	180	195
2000-2001		150	193	209
2001-2002		160	206	223
2002-2003		171	221	239
2003-2004		183	236	255
2004-2005		196	253	273

# **SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY**

Redevelopment Agency of the  
City of Sacramento  
June 26, 1990  
Page 3

## **POLICY CONSIDERATIONS**

The action proposed in this report establishes a precedent for a surcharge on parking rates for long term parking agreements. This report will be brought forward to the Council simultaneously with a similar agreement between the City and 10th and "K" Investors, which also provides for a guarantee of parking spaces and surcharge. The surcharge recognizes the value added to downtown properties for the guarantee of long term parking availability.

## **ENVIRONMENTAL REVIEW**

CEQA: This administrative action is exempt from environmental review per Section 15378(b)(3).

NEPA: Not applicable - no federal funding involved.

## **VOTE AND RECOMMENDATION OF COMMISSION**

At its meeting of June 18, 1990, the Sacramento Housing and Redevelopment Commission adopted a motion recommending approval of the attached resolution. The votes were as follows:

AYES: Amundson, Diepenbrock, Moose, Simon, Strong, Wiggins,  
Williams, Wooley, Yew, Simpson

NOES: None

NOT PRESENT TO VOTE: Pernell

ABSENT: None

# **SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY**

Redevelopment Agency of the  
City of Sacramento  
June 26, 1990  
Page 4

## **RECOMMENDATION**

Staff recommends approval of the attached resolution which authorizes the Executive Director to execute the parking agreement between the Agency and the Traveler's Building owners.

Respectfully submitted,

  
ROBERT E. SMITH  
Executive Director

TRANSMITTAL TO COUNCIL:

  
WALTER J. SLIPE  
City Manager

Contact Person: Thomas V. Lee, Director, Community Development  
440-1357

900542.JMM

# RESOLUTION NO.

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF \_\_\_\_\_

## PARKING AGREEMENT WITH SANWA BANK FOR TRAVELER'S BUILDING

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO:

Section 1: The Executive Director is hereby authorized to enter into the attached "Parking Agreement Traveler's Building" with Sanwa Bank to provide 160 parking spaces for tenants of the Traveler's Building on an "as needed" basis until July 1, 2005 in accordance with its terms.

Section 2: As a condition of said agreement, Sanwa Bank shall cause the termination of all existing parking agreements with the City or Agency regarding the Traveler's Building.

\_\_\_\_\_  
CHAIR

ATTEST:

\_\_\_\_\_  
SECRETARY

share\reso\sanwa

FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

**PARKING AGREEMENT TRAVELERS BUILDING**

THIS AGREEMENT, entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 1990, by and between the REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO, a public body, corporate and politic (herein called the "Agency"), and SANWA BANK, (herein called "Owner"), owners of the Travelers Building (herein called "Property").

**WITNESSETH**

WHEREAS, the Agency and Owner desire to enter into an agreement for the provision of parking spaces for the Property described in Exhibit "A" attached hereto and made a part hereof; and

WHEREAS, the Agency and Owner desire to terminate all previous agreements regarding parking related to the Property;

NOW, THEREFORE, THE PARTIES HERETO DO MUTUALLY AGREE AS FOLLOWS:

Section 1: The Agency shall allocate and make available to Owner not more than 160 monthly parking permits, as and when requested by Owner and subject to the following terms and conditions.

(a) Said parking permits shall permit use of parking spaces located on "Lot G," "Lot K" and "Lot P" as commonly referenced by the City of Sacramento ("City") and as shown in the map attached as Exhibit "B." Allocation and designation of said parking permits among the above three locations shall be at the sole discretion of Agency, except that of the total 160 permits, 107 permits shall be assigned to Lot K or Lot G and 53 permits shall be assigned to Lot P.

(b) Disabled persons, who are issued disabled persons placards from the Department of Motor Vehicles of the State of California, may park in designated handicapped parking spaces in Lots U, G, K or P, providing that said handicapped placards are displayed as called for in the California Vehicle Code.

(c) Agency shall continue to make available said 160 parking permits until June 30, 2005.

(d) The monthly rate charged for any permits granted on a month to month basis shall be equal to 115% of the prevailing City monthly parking permit rate, as set by Resolution of the City Council, for respective parking facilities under this agreement. Such prevailing rate shall mean the rate charged by the City for

monthly parking permits within the facility to which the permits, under this agreement, are located.

(e) Owner or Owner's agent shall pay to Agency or Agency's agent the monthly payment at 1023 "J" Street, Sacramento, California 95814-2877 during the renewal period as set forth by the Agency or Agency's agent, or of such other location as Agency may designate to Owner in writing.

(f) All rules and conditions of the City's Standard Parking Agreement, attached as Exhibit "C," shall be in effect. Agency may cancel and withhold further issuance of a permit to holders of permits under this Agreement if Agency reasonably determines that such permit holder has repeatedly or flagrantly violated or abused such rules and conditions. Agency may cancel this Agreement after written notice to Owner that several permit holders under this Agreement have committed multiple abuses or violations of the rules and conditions. Owner shall have thirty (30) days after notice to cure such abuses, and if Owner fails to do so, this Agreement shall be terminated. Agency shall not be obligated after such termination, to refund any fees received under this Agreement. Agency shall also have full rights to pursue any action of law or equity related to such violations.

(g) Agency shall have reasonable access to the records of Owner regarding administration of said parking permits.

(h) In the event of the demolition or destruction of the improvements presently situated on the Property at any time during the term, the provisions of this Agreement shall forthwith terminate.

(i) Owner shall provide the parking permits under this Agreement only to tenants or the agents and employees of tenants of the Property and at a monthly rate which shall not exceed the rate Owner pays to Agency for each parking permit.

(j) This Agreement shall in no way obligate Agency to construct or purchase parking spaces for the use of Owner or Owner's tenants.

(k) Written notice from the Owner to the Agency shall be required 30 days prior to increasing or decreasing number of active permits. Notice to be sent to City of Sacramento, 1023 "J" Street, Suite 202, Sacramento, California 95814-2877.

(l) If any regulations or laws enacted by the City, County of Sacramento, State of California, or U.S. Federal Government, material conflict with the provisions of this Agreement, this Agreement shall terminate.

(m) Each month, 10 days prior to permit renewal, Owner shall provide an updated and current list of all tenants of the Traveler's Building to whom monthly permits are issued. This list shall consist of the names, vehicle license numbers, employers, employer's addresses and telephone numbers of all individual persons to whom permits are issued.

(n) If Owner discontinues purchasing permits at any time under this agreement or if Owner purchases permits for individuals not employed at businesses within the Traveler's Building, this agreement shall be subject to termination by Agency with 15 days written notice to Owner.

(o) Should Owner elect to forego monthly parking privileges for tenants of the Traveler's Building under this agreement, in lieu of alternative parking in City parking facilities at a non-surcharge City parking rate, this agreement shall be subject to termination by Agency with 15 days written notice. This condition shall not apply if Owner has purchased the total 160 permits provided under this agreement.

Section 2: This Agreement supercedes any and all previous agreements between the Agency and Owner or any previous owner regarding the subject matter of this Agreement, and such previous agreements are void and of no force and effect. As a condition of this Agreement, Owner shall, with Agency cooperation, cause the termination of all such outstanding agreements.

APPROVED AS TO FORM:

REDEVELOPMENT AGENCY OF THE  
CITY OF SACRAMENTO

\_\_\_\_\_  
General Counsel

By: \_\_\_\_\_

ROBERT E. SMITH  
Executive Director

APPROVED:

SANWA BANK, a Corporation

\_\_\_\_\_  
Finance Department

By: \_\_\_\_\_

Title: \_\_\_\_\_

Organization:  
Account:  
Cost Center:

Sanwa



EXHIBIT "A"      Description of Owner's Property

EXHIBIT "B"      Map of Parking Facilities

EXHIBIT "C"      Standard Parking Agreement

EXHIBIT "A"

All that certain real property situated in the City of Sacramento, County of Sacramento, State of California, particularly described as follows:

Lot 4 in Block bounded by J and K,  
Fourth and Fifth Streets of the City  
of Sacramento, according to the  
official map or plan thereof.

EXHIBIT "B"

MAP OF FACILITIES

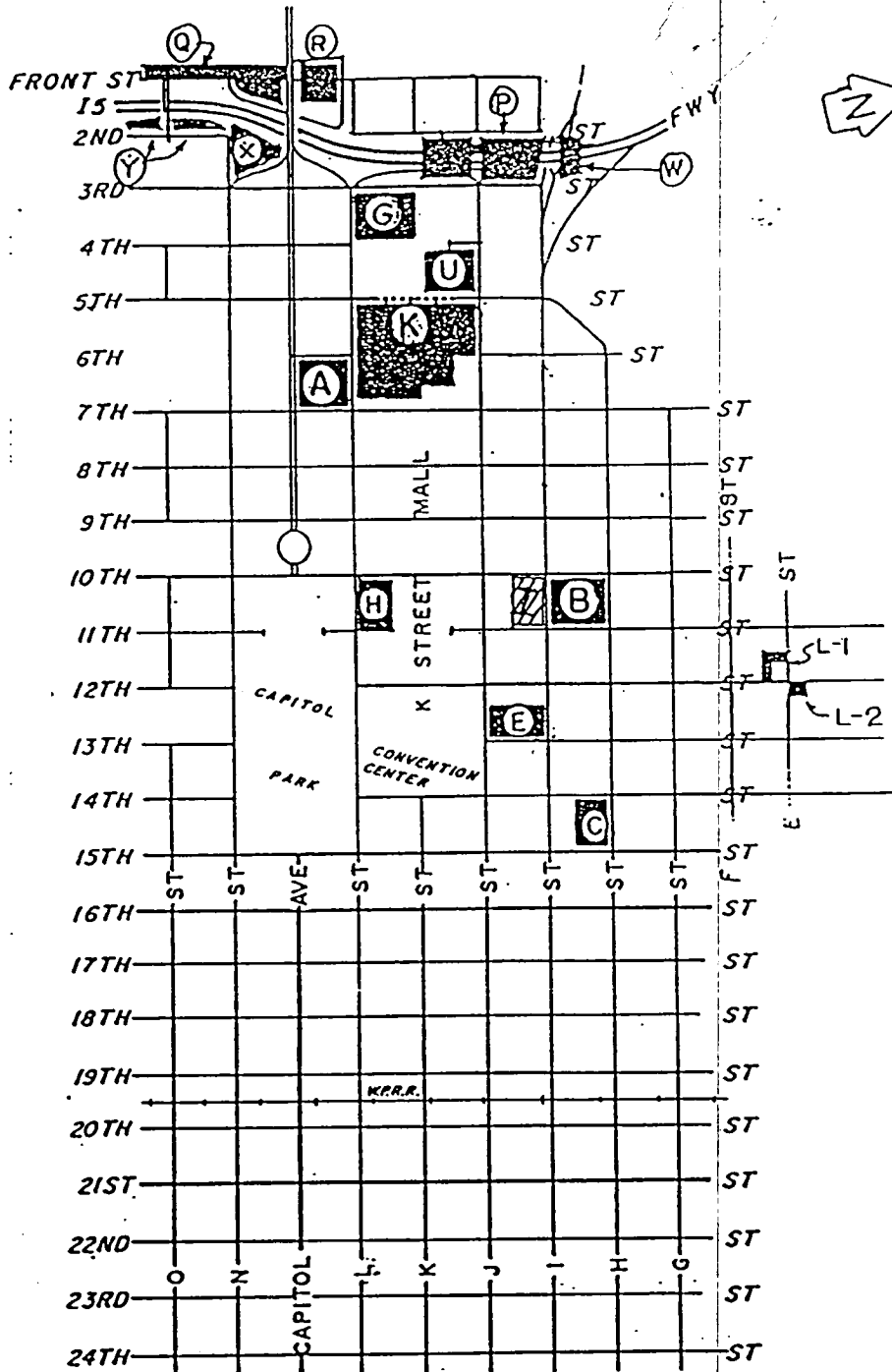


EXHIBIT "C"

CITY OF SACRAMENTO  
MONTHLY PERMIT AGREEMENT

1. Payment for monthly parking permit must be made on or before the renewal date as designated by the Agency.
2. A card Deposit, as set by Resolution of the City Council, is required upon initial issue of the computer access card or display permit. Upon cancellation of parking, a refund will be given for the card or permit returned in good reusable condition.
3. Lost or Damaged cards or permits beyond normal wear are replaced for a replacement fee, as set by Resolution of the City Council.
4. Care of card or permit is the patrons responsibility, such as protecting the computer access card from abnormal wear due to warping by not leaving it in the sun or clipped to visors and other reasonable measures to prevent damage.
5. Use of permit is for the sole use of the registered permit holder and is non-transferable. The permit authorizes the parking of one (1) passenger vehicle or light truck at any single time. Permit is for designated facility or lot only and no definite space is assigned. Computer access card must be used to enter and to exit facility at all times. Display permit must be visible in designated method at all times while vehicle is parked on lot. Use of an invalid permit is prohibited and use of said invalid permit shall be charged the daily rate. There shall be no refunds for daily fees paid for use of an invalid card.
6. Rate and Fee Schedules are set by City Council Resolution. Notice of all proposed and final changes shall be published at all parking facilities for review.
7. Renewal Requirements:
  - a. Payment received during renewal periods as set forth by City Parking Administration.
  - b. Provide positive identification with driver's license.
  - c. Update all name, address, vehicle information, telephone and carpool rider changes.
8. Permit holder shall provide information upon request to validate their personal usage at any time. Failure to cooperate fully or comply with this agreement as stated shall result in cancellation of permit.
9. Permit holder shall comply with these conditions, as well as all regulations posted in the parking facilities (No Parking, Red Zone, Handicap Parking, parking between lines, Compact Car Only, Speed Limits, Directional Flows, etc.) at all times.



OFFICE OF THE  
CITY CLERK

OPERATION SERVICES

CITY OF SACRAMENTO  
CALIFORNIA

CITY HALL  
ROOM 304  
915 I STREET  
SACRAMENTO, CA  
95814-2671

916-449-5426

August 27, 1990

10th & K Streets Investors  
c/o Mr. Lee Chen  
3500 Country Club Drive  
El Macero CA 95618

On August 14, 1990, the Sacramento City Council adopted Resolution No. 90-658 authorizing the execution of Agreement No. 90-136 regarding the sale of 65 monthly parking permits.

Enclosed, for your records, is one fully certified copy of said agreement and authorizing resolution.

Sincerely,

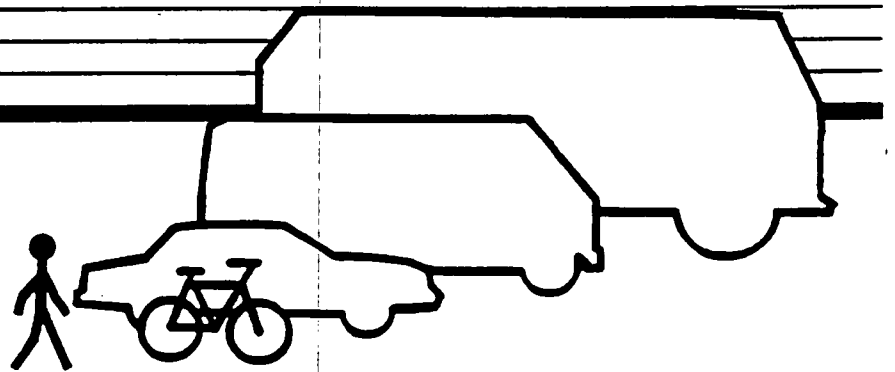
Valerie A. Burrowes  
City Clerk

mls/8.1

Enclosures

cc: Sacramento Housing and Redevelopment Agency  
Risk Management  
Public Works

# TRANSPORTATION SYSTEMS MANAGEMENT



EMPLOYER'S GUIDELINES

JULY 1989

## SACRAMENTO CITY COUNCIL

Anne Rudin, Mayor

Heather Fargo	District 1
Lyla K. Ferris	District 2
Josh Pane	District 3
Thomas Chinn	District 4
Joe Serna, Jr.	District 5
Kim Mueller	District 6
Terry Kastanis	District 7
Lynn Robie	District 8

## DEPARTMENT OF PUBLIC WORKS

Melvin H. Johnson, Director

Robert L. Lee, Deputy Director

Office of Engineering and Transportation Services

### Project Staff

Marilyn Kuntemeyer, Supervising Engineer  
Dave Cullivan, Senior Engineer  
John Presleigh, Associate Engineer  
Larry Robinson, TSM Coordinator  
Lisa Davis, TSM Program Assistant  
Bonnie Alkire, TSM Program Assistant

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## SECTION 1

## INTRODUCTION

The City of Sacramento has experienced growth and expansion and is projected to be one of the fastest growing areas in California. The ever-changing skyline gives testimony to this fact. Along with this growth comes increased traffic congestion and a decline in our air quality.

Air pollution and traffic jams do not have to be the inevitable outcome of growth and expansion. Our City can continue to grow and prosper if we plan for future needs, and deal now with existing problems. Transportation Systems Management (TSM) measures can help mitigate air pollution and traffic problems.

Transportation Systems Management is no longer a theoretical concept. TSM is a recognized strategy to promote more efficient use of our streets, highways, parking facilities, public transit and bikeways (all are part of our intricate transportation system). TSM includes a mix of services, subsidies, facilities, and actions that maximize the potential of our transportation system.

Examples of TSM strategies or TSM measures are:

- ° Promoting the use of alternative commute modes (car/vanpooling, transit, bicycling, walking, and even telecommuting) by implementing policies or offering services/subsidies/facilities which encourage employees to use alternatives to single-occupant vehicles (SOVs).
- ° Providing facilities to accommodate bicycling or walking as a normal commute mode.

The City of Sacramento adopted Ordinance No. 88 - 082 relating to Employer Transportation Systems Management for the City of Sacramento on December 13, 1988. The enactment of this Ordinance added Chapter 77 to the Sacramento City Code. The implementation of Chapter 77 is intended to promote changes in our habits when commuting to and from work. This handbook is designed to introduce you, as an employer, to TSM and to fully explain the options and implementation requirements of the Employer TSM Program.

## SECTION 2

## DEFINITIONS

The following list of definitions and abbreviations are included for your convenience. They provide a common understanding of the terms, conditions, and requirements of Chapter 77 of the Sacramento City Code.

**ALTERNATIVE COMMUTE MODE:** Shall mean traveling by carpool, vanpool, buspool, bicycle, transit (bus/rail), or as a pedestrian.

**BUSPOOL:** Shall mean private or public transportation service designed to carry eight (8) or more people when vehicle trips are limited to a fixed route.

**CARPOOL:** Shall mean two (2) or more persons commuting in a motorized vehicle to and from work.

**COMMUTE:** Shall mean a home to work or work to home trip.

**COMMUTE CORRIDOR:** Shall mean a heavily traveled traffic corridor, such as a freeway, highway or roadway.

**COMMUTE MODE:** Shall mean methods of transportation for travel.

**EMPLOYEE:** Shall mean any person hired by an employer, including part-time and seasonal workers, but excluding any independent contractors hired by the employer.

**EMPLOYER:** Shall mean any public or private entity, including the City of Sacramento, with a permanent place of business or worksite in the City.

**FLEXTIME:** Shall be defined as a work hour management strategy that allows the employer to adjust employee work hours to facilitate the use of alternative commute modes.

**MAJOR EMPLOYER:** Shall mean any company, business or firm (private or public entity) that employs one hundred (100) or more people.

**MINOR EMPLOYER:** Shall mean any company, business or firm (private or public entity) that employs at least twenty-five (25) but not more than ninety-nine (99) people.

**PEAK PERIOD:** Shall mean the commute hours from 6:00 AM to 9:00 AM and 3:30 PM to 6:30 PM during weekdays.

**RIDESHARING:** Shall mean the cooperative effort of two (2) or more people traveling together.

**SHUTTLE BUS:** Shall mean private or public transportation service providing short distance, fixed route passenger service, limited to specific destinations and connections with parking lots and/or existing transit services.

**SINGLE-OCCUPANT VEHICLE (SOV):** Shall mean a motor vehicle occupied by one (1) employee for commute purposes. The abbreviation used for this term is SOV.

**TELECOMMUTING:** Shall be defined as work performed at home or at a remote worksite that would normally be done at the employment worksite, thus eliminating or reducing the home to work trip.

**TRANSIT:** Shall mean the use of public transportation, including bus or fixed rail services for commute purposes.

**TRANSPORTATION COORDINATOR:** Shall mean an individual who has undergone specialized training to promote and implement TSM measures at the worksite.

**TRANSPORTATION MANAGEMENT CERTIFICATE (TMC):** Shall mean the document issued for compliance with the requirements set forth in this Employer TSM Handbook. The abbreviation for this term is TMC.

**TRANSPORTATION MANAGEMENT ASSOCIATION (TMA):** Shall mean a group of employers who have formed a formal association and incorporated as a non-profit organization to work toward solving mutual transportation related problems. The abbreviation for this term is TMA.

**TRANSPORTATION MANAGEMENT PLAN (TMP):** Shall mean a document detailing TSM measures designed to reduce vehicle trips to and from work. The abbreviation for this term is TMP.

**TRANSPORTATION SYSTEMS MANAGEMENT (TSM) MEASURES:** Shall be defined as strategies or programs which, when implemented, will increase the efficiency of existing transportation facilities (our streets, highways, parking facilities and public transit). The abbreviation for this term is TSM.

**TRANSPORTATION OPTIONS:** See Commute Mode

**WORKSITE:** Shall mean the primary place of employment, base of operation, or predominant location of a group of employees.

**VANPOOL:** Shall mean six (6) or more people commuting to and from work.

## SECTION 3

## WHO MUST COMPLY

Traffic congestion and air pollution are problems that affect everyone. Thus, it is hoped that every employer, regardless of size or other circumstances, will make an effort to comply with the spirit of Chapter 77 of the City Code (herein to be referred to as Chapter 77).

An employer, either public or private, is required to comply with Chapter 77, if that employer has 25 or more employees in the City of Sacramento. Part-time and seasonal employees are to be included in determining the number employed. Chapter 77 does not specify the date on which "number employed" is to be determined. Thus, any procedure or date used is acceptable provided there is an indication of a "good faith" effort on the part of the employer to comply.

Individuals whose skills have been contracted for by the employer, but are not on the payroll of that employer, shall not be counted as employees of that company. This category includes: temporary employees, services of an independent contractor or consultant.

Employers engaged in the following activities are exempt from the provisions of Chapter 77:

1. Temporary construction activities, including activities performed by engineers, architects, contractors, subcontractors and construction workers when such activities are related to the construction, development or other improvement to real property.
2. Emergency activities in which persons are temporarily employed to render aid or other services following an emergency situation or a natural disaster.
3. Other temporary, as opposed to seasonal, activities which employ persons for a period of less than ninety (90) days.

For purposes of determining both the extent to which compliance is required and the compliance schedule, employers are divided into two categories--**Major Employers** and **Minor Employers**. Employers with a total of 100 or more employees at one or more work-sites within the City of Sacramento are considered **Major Employers**. Employers with 25 to 99 employees are considered **Minor Employers**.

Major Employers with 250 or more employees must comply with Chapter 77 by December 31, 1989. Major Employers with 100 to 249 employees must comply with Chapter 77 by June 30, 1990. Minor Employers with 25 - 99 employees must comply with this Chapter by June 30, 1990.

New Major Employers locating within the City of Sacramento after the initial implementation stage (July 1, 1989 to December 31, 1989) are expected to comply within six (6) months following the date that the company becomes subject to Chapter 77 of the City Code. All other employers must comply within one (1) year after they become subject to this Chapter.

## SECTION 4

## SPECIFIC REQUIREMENTS FOR MINOR EMPLOYER

All employers, regardless of size, are expected to work toward a goal whereby 35% of their employees' peak period (6:00am - 9:00am or 3:30pm - 6:30pm) commute trips are made by alternative commute modes. Minor Employers are categorized as those companies (private or public entities) who employ between 25 and 99 people.

**Specifically, Minor Employers are required to:**

- a) Post information which describes the benefits of transit, ridesharing and bicycling as alternative transportation. Such information must be up-dated and its existence publicized at least annually.
- b) Provide newly hired employees with alternative commute mode information that includes pertinent transit information and ridesharing applications.
- c) Designate a trained Transportation Coordinator to coordinate with the local transit agency(s) and with the authorized regional ridesharing agency for the distribution of alternative commute mode information and ridesharing applications. Specific details regarding the role of the Transportation Coordinator, as well as the training required, can be found in Section 6, "Role of the Transportation Coordinator".

The information and material described above should be posted in a location that is readily accessible to, and frequented by, the employees. The material may be posted on a bulletin board in each office, in a common lobby, employee entrance, or break room. Often it may be necessary and desirable to post the information in more than one location; for example, in the shop and in the clerical area.

Brochures, posters, ridesharing information for posting on the bulletin boards, as well as the commuter applications, may be obtained free from the local ridesharing agency. Information regarding the local ridesharing agency can be found in APPENDIX C of this handbook under Ridesharing.

Local transit agencies can provide transit maps and schedules for buses and rail transportation serving the areas where your employees reside. A listing of local transit agencies can be found in APPENDIX C under Transit Service.

Although Minor Employers are not required to submit a Transportation Management Plan, they are required to certify annually that they are in compliance with Chapter 77 of the Sacramento City Code. Certification is accomplished by completing a TSM Compliance Certification for Minor Employers form, and mailing or delivering it to:

The City of Sacramento  
Department of Public Works  
Transportation Administration--TSM  
1023 J Street, Suite 200  
Sacramento, CA., 95814

Initial certification should be done as soon as the employer has complied with all requirements. Thereafter, the form should be submitted annually on the anniversary date of the first submission. Remember that Chapter 77 requires that Minor Employers comply with the requirements of this section no later than June 30, 1990. A blank copy of this form can be found in APPENDIX E of this handbook under TSM FORMS. An example of a completed form has been included on the next page for your convenience.



**TSM Compliance Certification  
for Minor Employers**

**COMPANY**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (    )    - \_\_\_\_\_

Manager \_\_\_\_\_

**DESIGNATED TRANSPORTATION COORDINATOR**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**COMPANY DATA**

Number of employees at this site: \_\_\_\_\_

\_\_\_\_\_ Check here if there are employees at additional sites,  
and list the number of employees and addresses of  
additional site(s) on the back of this form.

I understand that Sacramento City Code, Chapter 77 requires, at a  
minimum, that:

1. Information on commute alternatives such as carpooling,  
transit usage, bicycling and vanpooling be prominently  
posted at the worksite.
2. Specific information on ridesharing, including  
applications and transit information, be made available  
to all new hires and, at least annually, to all  
employees.
3. A trained Transportation Coordinator who offers  
personalized transportation information be designated  
for each worksite.

By: (Print Name & Title) \_\_\_\_\_

(Signature) \_\_\_\_\_

(Date) \_\_\_\_\_

## SECTION 5

## SPECIFIC REQUIREMENTS FOR MAJOR EMPLOYERS

A Major Employer is any public or private entity with a permanent place of business or primary place of employment or predominant location of a group of employees, within the City, which employs a total of 100 more or persons. All Major Employers within the City of Sacramento must obtain a Transportation Management Certificate (TMC) from the City Traffic Engineer.

To obtain a TMC, the employer must file a Transportation Management Plan (TMP) with the City Traffic Engineer. The TMP designates the Transportation Systems Management (TSM) measures that will encourage 35% of peak period trips by your employees be by alternative commute modes. When the TMP is approved, the company is issued a Transportation Management Certificate for a period of one (1) year.

The Transportation Management Plan must address certain prescribed elements in order to comply with Chapter 77 of the Sacramento City Code. Thus, at a minimum, the TMP must:

1. Document compliance with the following minimum TSM measures:
  - a) Posting information and describing the benefits of transit, ridesharing, bicycling, and including information on facilities, services, schedules, rates, etc
  - b) Designating a Transportation Coordinator to coordinate with the local transit agency(s) and the authorized regional ridesharing agency for the distribution of alternative commute mode information, including transit information and ridesharing applications
  - c) Providing newly hired employees with alternative commute mode information, including transit information and ridesharing applications
2. Include the annual projected increase in peak period commute trips made by alternative commute modes for your employees. (Remember, the overall goal is 35% alternative commute mode trips.)
3. Provide a status report on employees' current commute mode characteristics based on an employee survey or assessments. The report shall be in accordance with a format set forth in APPENDIX E of this handbook.

4. Document additional TSM measures selected to meet the projected increase (annual goal) in peak period commute trips made by alternative commute modes.
5. In addition to the requirements listed above, you are required to list all worksites by address and the number of employees at each site. For all worksites of 100 or more employees, list the specific TSM measures designated for that site.
6. Coordinate Employer TMP with existing Developer TMPs. This will be more fully explained in Section 15, Coordinating Employer and Developer TMPs.

## SECTION 6

## ROLE OF THE TRANSPORTATION COORDINATOR

The Transportation Coordinator's primary role is to implement the requirements and directives of Chapter 77, Sacramento City Code. Through the Transportation Coordinator, the employer will encourage more employee use of alternative modes of transportation. The specific duties of the Transportation Coordinator will be addressed later in this section.

### TRAINING

Chapter 77 requires that the Transportation Coordinator be trained. The Transportation Coordinator must demonstrate the knowledge and the ability to perform the duties and responsibilities as described in this section. Experience or training as described below shall be deemed acceptable:

- a) Formal education in Urban Planning, Transportation Planning, Transportation Engineering, or other related fields or;
- b) Participation in City approved seminars, training classes, or through individualized, hands-on training or;
- c) Previous experience as a Transportation Coordinator or in a related field.

The City reserves the right to request or require that the Transportation Coordinator attend or participate in City approved training programs if the Transportation Coordinator fails to demonstrate the basic knowledge required to implement the employer prescribed TMP.

A listing of approved training sources is included in this handbook in APPENDIX D under Other Service Providers. As courses, seminars, consultants or other sources become available, employers will be notified as to the specifics of the training. Contact City TSM staff at 449-5307 if you have any questions regarding any aspects of this section.

## DUTIES AND RESPONSIBILITIES

It shall be the duty and responsibility of the Transportation Coordinator to perform the following tasks:

- a) Provide newly hired employees with the alternative commute mode information that includes pertinent transit information and ridesharing applications.
- b) Coordinate with the local transit agency(s) and the authorized regional ridesharing agency for the distribution of alternative commute mode information, including transit information relevant to such transportation options.
- c) Post information which describes the benefits of transit, ridesharing, and bicycling as alternative commute modes, and which describes facilities, services schedules, rates, and other pertinent information relevant to such transportation options.
- d) Contact, coordinate, and interact with local transportation agencies/entities; may coordinate all distribution of any transportation utilization services and/or subsidies.
- e) Develop, coordinate, document, and implement the employer's Transportation Management Plan (TMP) and tasks associated with the requirements of the Transportation Management Certificate.
- f) Coordinate, document, and prepare the Annual Status Report as required for the renewal of the Transportation Management Certificate.
- g) Coordinate any required and authorized on-site visitation by City of Sacramento staff.
- h) If employer authorized, may initiate, coordinate, and file the appeal of any decision of the City Traffic Engineer in the event that the employer's TMP or compliance efforts are disapproved or rejected by the City Traffic Engineer.
- i) Develop and monitor an employer-approved process for responding to employee requests for assistance in changing to an alternative commute mode.

- j) Monitor and implement any changes as required in Chapter 77 of the Sacramento City Code, or any changes as required or indicated in the Employer TSM Handbook.

## SECTION 7

## ALTERNATIVE COMMUTE MODE INFORMATION

Chapter 77 of the Sacramento City Code relating to Employer Transportation Systems Management for the City of Sacramento requires that you provide your employees with information about alternative commute modes. Alternative commute modes include: carpools, vanpools, buspools, riding transit, walking, bicycling and telecommuting. In most instances, the necessary information is available at little or no cost from local transportation agencies.

The regional ridesharing agency, **SACRAMENTO RIDESHARE**, can assist your Transportation Coordinator by providing **free** commuter applications for computerized matching services to employees. This matching service can be used to form carpools, vanpools, and buspools for your company or your worksite. Other types of available information include brochures, flyers and posters that will assist in marketing your TSM program.

Sacramento Rideshare, in conjunction with the County and City of Sacramento, has developed a **Bicycle Commuter Guide** that includes a map, listing of available bicycle parking facilities, and safety tips. APPENDIX B contains more information about the vast array of services provided by Sacramento Rideshare.

Contact the **City of Sacramento's BICYCLE COORDINATOR** for specific information about the bikeway systems in the City of Sacramento. Look in APPENDIX A, City Services, for more information.

The City of Sacramento is served by several transit providers, each offering different types of services and fares. A list designed to help you contact Transit Service providers and obtain appropriate information for your employees is found in APPENDIX C of this handbook. You should have route, fare, and schedule information from the following transit agencies as they pertain to your employees.

## **SECTION 8**

## **TRANSPORTATION SYSTEMS MANAGEMENT MEASURES**

The Transportation Systems Management measures that you select for your TMP will determine the direction and focus of your program. Some of the many TSM measures available to you are detailed below. Each measure or combination of measures can be used to create incentives and disincentives for your employees that will promote alternative commute mode usage.

There are various types of programs and TSM measures that employers can use to promote the use of transportation alternatives at the worksite. These programs can be categorized into four general groups: Facility-Related measures, Subsidy-Related measures, Service-Related measures, and Incentive-Related measures. The TSM measures and requirements of each measure are offered here for your information.

### **FACILITY-RELATED MEASURES**

All measures listed in this section require some type of facility that promotes or allows its usage.

#### **Preferential Parking Spaces for Carpools and Vanpools**

In order to implement any of the following preferential parking measures, the employer must have some ability to control or influence employee parking at the worksite.

- \* **Preferential Parking for Carpoolers and Vanpoolers** that is reserved for exclusive use. These spaces should be signed or marked as reserved for car/vanpools.
- \* **Preferential Parking can also be made Preferential by Assignment;** e.g., when parking facilities are full and a waiting list has been developed, preferential parking assignments would give car/vanpoolers priority placement over single-occupant vehicles. In this case, the spaces would not have to be marked or signed "reserved" for car/vanpools.
- \* **Preferential Parking can be Preferential by Location;** close to the entrance(s) of the building or near the exit of the parking lot, or in an area that is designated by the employees as a preferred location.
- \* **Preferential Parking can be Preferential in its Cost.** Discounted cost for car/vanpoolers may be implicit (because poolers share costs), however, a written price policy offering reduced parking rates is an additional incentive to pool.



- \* **Perimeter Lot Parking and/or Park & Ride Lots combined with Shuttle Services** that offer reduced parking rates, or as the only available SOV parking is an alternative to high cost, close in parking facilities. This type of facility reduces high traffic volumes and decreases mid-day single occupancy vehicle trips by employees.

The monitoring of a preferential parking facility can present some challenges. It is up to the employer to decide how the preferential parking will be monitored, including the penalties for unauthorized use. Monitoring is an important factor when parking is designated as preferential only by location. If you are going to offer reserved parking, every effort should be made to maintain the reserve status.

### **Bicycle Facilities**

In order to promote bicycle commuting, it is important to have supporting facilities and services. This transportation option can be best promoted to those employees who live within 5 miles, and have no barriers (freeways or rivers) to cross. Sacramento Rideshare can provide maps, and the City's Bicycle Coordinator can provide additional route information to your employees.

- \* **Secured Bicycle Parking Facilities** are essential for those willing to bike to work. Secure facilities include; Class I bicycle lockers (individually enclosed and covered, employee supplies lock) or Class II bicycle racks (U-Lok type) in some type of compound. Tax credits are available to employers who retrofit for bicycle storage facilities.

Information about the tax credits can be found in APPENDIX F of this handbook.

When specialized bicycle storage facilities are not feasible, consider other possibilities such as an office, warehouse area, or storage room that could be designated as a parking area for bicycles. This area should be out of public access and/or view.

- \* **Showers and Clothes Lockers** are supporting measures for both pedestrians and bicyclists. Many employees, even those who use transit, change into walking shoes.

Policies that allow the cycling commuter to store clothing and other personal items in the lockers over night or on a semi-permanent basis will greatly enhance their use.

Information about the tax credits relating to this and other options can be found in APPENDIX F.

### **SERVICE-RELATED MEASURES**

Service-Related Measures are those services that support or promote the use of alternative commute modes. Some of these are very simple, and require little to no expense; other measures may require a financial commitment from the employer.

- \* **On-Site Sale of Transit Passes** will support transit usage by your employees. This simple convenience, combined with a subsidy program, helps promote transit to your employees. Retail businesses may consider extending this service to non-employees as an added service for customers. Transit Subsidies will be discussed in the Subsidy-Related section.

Specific requirements for this service vary from agency to agency. A listing can be found in APPENDIX C, Transit Services or contact your Transit Service providers for further information.

- \* **Carpool/Vanpool Matching Services:** Many employers find that matching company employees with each other augments the computerized commuter matching services provided by the regional ridesharing agency.

Call Sacramento Rideshare, APPENDIX B, for more information about carpool matching services.

- \* **Shuttle Services** can be provided to employees in a variety of situations to promote alternative commute usage by your employees. For example, a shuttle service can be used to transport employees from a transit station (light rail or bus) to an employment center without direct transit access.

Shuttle services also can be used to transport employees to and from park & ride lots when the worksite has limited parking facilities.

- \* **Employer-Sponsored Vanpool Programs** offer the employee the opportunity to use a reliable, low cost form of transportation that dramatically reduces parking demand at the worksite.

A successful vanpool needs: a sufficient number of passengers, a driver, and alternate driver(s). Vanpool members should: live along or near the same commute corridor, have the same work hours, and have nearly the same worksite. The advantages of a company-sponsored van are: reduced employee commute costs, reduced employee tardiness and increased public awareness of your business (the van becomes a rolling advertisement for your business).

Sacramento Rideshare can help you develop your vanpool program or you can go directly to a provider. Information concerning these measures can be found in APPENDIX D, Other Service Providers, or APPENDIX B, Ridesharing.

- \* **Employer-Sponsored Carpool Programs** can provide great incentives for employees to carpool. If your company has a motorpool, you can develop a program that allows employees to use the company vehicles to carpool to and from work. The vehicles are available during the day for business purposes, and the employees reimburse the company for the actual cost of the commute trip.

Employer-sponsored carpools reduce employee commute costs. Overall parking space needed is dramatically reduced, as the employer no longer needs parking for both the company fleet and employees.

For further information about this type of program, contact Sacramento Rideshare, APPENDIX B.

- \* **Employer-Sponsored Buspool Programs** provide your company with all the advantages of a vanpool or carpool, only on a larger scale. A buspool picks up employees at one or two sites (usually at park & ride lots) and transports them to the worksite. The bus remains at the worksite until the return trip.

Unlike vanpools, employees do not need to live near each other. They must, however, have nearly the same work schedule. Many times the driver(s) is also an employee (reducing costs) and rides free in exchange for driving the bus. Buspooling can reduce parking demand even operating further than van or carpooling.

Buspools are especially appropriate when: a large number of employees live along the same commute corridor (at least 15 miles away from the worksite) and worksite parking is limited; the worksite is moved to a new area (transporting rather than relocating employees); remote worksites limit employee commute options. Another application to consider is security; only your employees are entering the worksite.

For information about buspools, contact those companies listed in Other Service Providers, APPENDIX D.

- \* **Priority Parking Assignments for Carpools and Vanpools** will help support your pooling programs. Company policies that give car/vanpoolers priority parking assignments when your parking lot or allotment is filled will provide an incentive to carpool. If your company does not directly control parking at the worksite, this "benefit" could be negotiated as part of tenant improvements.
- \* **Informational Brochures or Flyers, and Promotional Activities** will help you promote the use of alternative transportation options at your worksite. Tailoring the materials for your worksite will provide better information for your employees.
- \* **You'll want to advertise your program.** Examples of the types of information to advertise are the facilities/services available at your worksite, bicycle commuter information, and the name, phone number or location of the transportation coordinator.

Contact Sacramento Rideshare, APPENDIX B, and Regional Transit APPENDIX C, for details and assistance.

#### **SUBSIDY-RELATED MEASURES**

Subsidy programs can be very flexible. Subsidies offer the employee an incentive to use alternative commute options. Incentives create disincentives by favoring the use of alternative options over SOV's. Subsidy programs include: reimbursement; in-lieu fees; direct payment to employees; or other types of incentives.

Subsidies off-set the employee's expenses related to the use of an alternative mode or measure. Subsidy programs can be created to augment existing alternative commute modes, or to introduce new commute modes. Subsidies can be on-going, or limited by time or dollars. The employer should be aware that some tax consequences may exist for subsidy-related measures. The following measures are listed here only as examples of common subsidies:

- \* **Free or Discounted Parking Rates for Carpools/Vanpools** is a subsidy when parking fees are imposed on SOV's .
- \* **Subsidies for Transit Passes/Tickets** will promote the use of transit. The employer could combine this subsidy with on-site transit sales service to maximize usage.

Transit subsidy programs can be designed to reimburse employee purchased tickets/passes or reimburse the employer when the passes are offered at a discounted price (the employer pays full price and recoups a portion when the passes/tickets are resold). Other types of transit subsidies include employer paid transit tickets rather than mileage reimbursement when employees travel during the day for work-related trips (banking, etc.).

For more information contact the local Transit Agencies, found in APPENDIX C.

- \* **Direct Payment For Non-Use of Parking Facilities** will promote the use of alternative commute options. Employees eligible for this type of subsidy are those who are: dropped off by someone else, thus not requiring the use of a parking space; use transit (if transit subsidies are not offered); walk; or bicycle to work.
- \* **Free Shuttle Services from transit centers, park & ride lots, or employer-controlled perimeter parking facilities** promote the use of transit and/or perimeter parking. This measure can be used when parking facilities at the worksite are limited, or when transit usage is being promoted.
- \* **Free or Low Cost Shuttle Services to shopping areas** provide the employees with mid-day mobility, thus encouraging them to give up access to, or the use of, a personal vehicle. Mid-day mobility gives the employee access to restaurants, shopping areas, or the ability to take care of personal errands during the day. Although this type of subsidy is not paid directly to the employees, it is a subsidized service.

Contact your Transit Service, APPENDIX C, for more information.

- \* **Vanpool Subsidies** are offered in many ways. An employer can subsidize passenger fares, operational costs, or the lease or purchase cost of the van. These subsidies can be offered to employees in a company-sponsored van, or a private vanpool.

#### **INCENTIVE-RELATED MEASURES**

Incentive-related programs, like subsidies, can be, but are not necessarily, monetary. Incentives are designed to influence changes in commute habits or to reward existing habits. Disincentives make it more difficult or less appealing to use a single-occupant vehicle. The following measures are just a few of the types of incentives that you could offer your employees:

- \* **Creative Incentive Programs** closely tied to commute habits that you are trying to promote. For example, the cost of safety equipment, or even the bicycle, used by a cyclist could be subsidized. Walking shoes or umbrellas (for pedestrians or transit users) can also be a good incentive.
- \* **Flexible Work Hours** offered only to those who use alternative commute mode will make those transportation modes more attractive. Flexible work hours allow your employees to adjust work hours to accommodate their new mode.

Using alternative work shifts, such as 4/40 (40 hours in 4 days), 9/80 (80 hours in 9 days), or structuring part-time employment so that the employee works more hours in fewer days (20 hours in 2 days or 2 1/2 days) will reduce the number of employee commute trips.

- \* **Telecommuting** as an incentive to reduce not only the number of employee commute trips, but the overall need for parking and work space. Telecommuting is defined as performing work at home or at a satellite office close to home that would normally be done at the worksite, thus reducing or eliminating the number of home to work commute trips.

The State of California is now conducting a pilot program for telecommuting, but this measure has been applied in private industry for many years. For information regarding telecommuting, please refer to APPENDIX D in this handbook.

- \* **Disincentive Programs** can be used to support other TSM measures. Examples of disincentives include the introduction of parking fees or an increase in existing fees. Restricting the schedules of solo drivers while offering flexible work hours to those who use alternatives can also be a disincentive.
- \* **Tax incentives** may be available to the employer for implementing specific TSM measures. Eligibility for tax credits and deductions should be determined by your accountant or tax preparer, or by contacting the California Franchise Tax Board.

Pertinent information is contained in APPENDIX F, Legislation Information.

- \* **Transportation Management Associations (TMA's)** offer many services to employers. Because TMA membership is determined more by geographic location than employer size, the transportation requirements and limitations for employers are similar. Members can use the services provided by the TMA to reduce the overall

Membership in a TMA will not lessen your company's obligation or requirement to file a TMP and receive a TMC from the City of Sacramento.

For information about existing TMA's, or how to form a TMA, please refer to APPENDIX D, Other Service Providers.

- \* **Other TSM Measures** can be included in your TMP. If you have a program, strategy or just an idea that you feel will work for your company and employees to promote the use of alternative commute modes, do not hesitate to incorporate measures not listed in this section.

## Section 9

## DEVELOPING YOUR TRANSPORTATION MANAGEMENT PLAN

As a Major Employer, you are required to develop and submit a Transportation Management Plan to the City. Upon approval of this plan, your company will receive a Transportation Management Certificate. This certificate is valid for one year.

The TMP that you submit must:

1. Provide the name, phone number and address of the designated **Transportation Coordinator**.
2. State the **Current Commute Characteristics** of all company employees, and those employees commuting during the peak period.
3. **Stipulate the Projected Increase** (number and percentage) of **Alternative Commute Mode Trips** to be made by your employees during the upcoming year. (This is also referred to as your Annual Goal.)
4. **Designate the additional TSM measures** that your company will use to meet the Annual Goal.
5. **Submit a Workplan** that details the additional measures and the approximate dates that these measures will be completed, or are scheduled to be implemented.
6. **Payment of fees.**

In order to develop the TMP, you will need to Assess Company Needs, Assess Employee Needs, and Project Your Annual Goal. The overall plan should include measures that are easily implemented with little or no expense and require no policy decisions (short term planning), and measures that will take more time to implement (long term planning). The following sections have been developed to help you through this development process.

The first step of this process is to assign someone the duties of the Transportation Coordinator. This person should contact the City's TSM staff (APPENDIX A) for further information about training and introductory seminars. City staff will be available to assist you and your Transportation Coordinator with the initial stages of program development.



The initial stages of the program include assistance with the Company Assessment, Employee Commute Characteristic Survey (a sample is provided but you should adapt it for use in your own company), suggestions about site-specific TSM measures, and where to find other sources of assistance. If you have any questions, do not hesitate to call for information or assistance.

The next section will help you begin the development of your Transportation Management Plan.

The key to a successful TSM program is selecting measures that are consistent with the needs of the employee and compatible with the requirements of your company.

The company assessment provides you with a profile that highlights existing facilities, services, and compatible benefits already offered to employees. The business type, hours of business, employee work hours, and type of work performed by employees will delineate the range and type of TSM measures appropriate for your company.

The company profile is combined with the data from the employee assessment. The combined information is used to determine the additional TSM measures included in the TMP. Once you have completed your company profile, save it for future reference. Much of the profile information is reported in the TMP.

COMPANY PROFILE

page 1 of 5

A. The first section of this assessment focuses on the specifics of your business: business type, business hours, employee work hours, number of worksites, etc.

1. Categorize your business type (circle one):
  - a. Retail Trade
  - b. Restaurant/Food Service
  - c. Professional Legal Services
  - d. Professional Health Care Services
  - e. Marketing/Advertising or Consultant Services
  - f. Repair Business
  - g. Manufacturing
  - h. Wholesale Trade
  - i. Insurance
  - j. Real Estate
  - k. Banking/Finance
  - l. Hotel/Motel
  - m. Government (State/County/City/Federal)
  - n. Other
2. Based on the category you selected, describe your business. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. How many employees does your company have? (Do not include the employees of other companies that may be performing contracted work for your worksite, e.g. a janitorial service, delivery services, or temporary help from an employment agency.) \_\_\_\_\_
4. What are the hours of business, Monday - Friday, for your company? \_\_\_\_\_
5. What hours are your employees scheduled to work (include multiple shifts)? \_\_\_\_\_
6. Does your company have multiple worksites? If so, please list the address of each worksite and the number of employees at each site. \_\_\_\_\_  
\_\_\_\_\_

The following definitions are used to categorize the type of work performed by your employees. These categories are based on WHERE the work is actually performed, rather than on WHAT is done. These titles are not meant to reflect the actual type of work performed.

Office Worker: Shall mean an employee who normally performs work in an office, at a specified location without regard to the actual work performed.

Production Line Worker: Shall mean an employee who works in a factory, manufacturing line, or assembly line.

Retail Salesperson: Shall mean an employee whose work location is inside a retail store.

Outside Sales: Shall mean an employee who travels to the client's worksite, and whose work schedule is based on the needs of the customer.

On-Call Personnel: Shall mean an employee who may have set hours, and a worksite to report to, but whose work is performed at various locations. Examples of on-call personnel are: police, firefighters, emergency medical personnel, and repair persons.

Delivery or truck driver: Shall mean any employee who drives a car, van, or truck to make deliveries and pickups, regardless of the type of materials being transported. This section would include the postal service, material carriers, and delivery trucks.

Others not listed: Define type of work and the location where the work is performed. \_\_\_\_\_

7. Based on the definition above, calculate the number of employees who perform each type of work listed above. \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____

8. Complete the following chart by listing the number of employees performing each type of work per shift.

# of EMPLOYEES (PER TYPE OF WORK) / PER SHIFT

total # \_\_\_\_\_

THE PORTION THAT YOU HAVE JUST COMPLETED WILL BE USED TO HELP YOU SELECT MEASURES THAT ARE COMPATIBLE WITH THE TYPE OF WORK THAT YOUR EMPLOYEES PERFORM.

+++++

- B. This section focuses on the available facilities at or near your worksite. Use additional worksheets for each site.
- 1a. Is parking available at your worksite? Do not include parking in public lots or on the street. \_\_\_\_\_
  - 1b. Is it owned, leased, or controlled directly by your company? \_\_\_\_\_
  2. Is your company charged for any parking space allotments? If yes, how much per month, or per space? \_\_\_\_\_
  3. Do you subsidize the cost of your employee parking by charging a reduced rate or by absorbing the cost? \_\_\_\_\_
  4. How much do employees pay for parking per month? \_\_\_\_\_
  5. If no parking is available at your worksite, where do employees park? \_\_\_\_\_

6. Is there bus or rail service at or near your worksite?  
If yes, please list the routes, and providers: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Are there showers and clothes lockers at your worksite?  
If yes, are they available to employees who walk or  
bicycle to work? \_\_\_\_\_

\_\_\_\_\_

8. Is there secure bicycle parking available at your worksite  
(this does not include simple bike racks)? If yes,  
describe the type of parking available: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

THE PORTION THAT YOU HAVE JUST COMPLETED WILL ASSIST YOU IN  
SELECTING FACILITY-RELATED MEASURES FOR YOUR COMPANY.

+++++

- C. This section focuses on the types of compatible benefits,  
services or subsidies already available at your worksite.  
Use additional worksheets for each separate worksite, if  
applicable.

1. Does your company offer flexible work hour management  
(flextime, staggered work shifts, or reduced work weeks)?  
If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

2. Does your company offer transportation related subsidies  
(reduced or no cost parking spaces, transit pass  
subsidies, vanpool or buspool subsidies)? If yes,  
please describe: \_\_\_\_\_

\_\_\_\_\_

3. Does your company offer preferential parking to  
carpoolers or vanpoolers? If yes, what makes it  
preferential? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Does your company have a ridesharing program in effect now? If yes, list services provided to the employees:  
\_\_\_\_\_
5. Does your company have a transportation coordinator?  
\_\_\_\_\_
6. List any other services or benefits that you consider to be a supporting measure for alternative commute mode usage.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE MEASURES LISTED IN THE ABOVE PORTION CONSTITUTE EXISTING TSM MEASURES. These existing measures should be listed in your Transportation Management Plan.

This section contains a sample employee survey format used to determine the Commute Characteristics of your employees. The survey provides data on: the current commute modes of your employees, the number of employees commuting during the peak period, travel distance, and parking habits. **This information must be reported to the City. The names or addresses of these employees are strictly confidential and are not reported to the City.**

Optional questions may be added to your survey format. Additional questions should be used to determine interest in services or facility needs. Based on responses to these types of questions, you can select measures that your employees will be more likely to use. **Responses to these types of questions need not be reported to the City.**

The City's TSM staff is available to explain the requirements of the program and help the transportation coordinator, but it is the responsibility of the employer to reproduce, distribute, and tabulate the actual survey.

The following suggestions have been developed to ensure that the data gathered from all employers is statistically reliable. The reliability of your survey is dependent upon the response rate (completed surveys vs. distributed surveys).

Your survey will have a higher response rate if you let your employees know:

- \* That upper management expects a response from the employee and the survey can be completed on company time as part of the employee's regular duties.
- \* The survey information is strictly confidential (no names or addresses will be reported to the City or to company management), and is compiled for statistical purposes only.
- \* The information furnished by employees is used to plan services and formulate the transportation program for the company.

To maximize the response rate, you might assign a company supervisor the responsibility of collecting the completed survey form from each employee.



The following guidelines are to be used to determine the necessary response rate for your company:

- \* Employers with 100 to 500 employees must distribute the survey form to **all employees**. An 80% response rate is required for employers in this category (80% of all the surveys distributed must be completed and returned).
- \* Employers with 501 or more employees must distribute the survey form to **all employees**. A 75% response rate is required for employers in this category (75% of the distributed surveys completed and returned).
- \* Any employer with more than 501 employees, who can demonstrate the ability to use a random sample survey methodology (providing that the sample size is no less than 400 surveys) may use this method.

Whatever method used by your company to encourage employees to complete and return the survey, the required response rate must be met. If your company normally sends memos to all employees, try distributing the survey during a staff meeting. For companies that have regular employee meetings, try a memo. A sample form and cover letter are included here ONLY AS AN EXAMPLE, and every company is encouraged to use the type of language that is appropriate to their organization.

## SAMPLE COVER LETTER TO EMPLOYEES

Current Date

Dear Employee:

We are all aware that traffic congestion in California is rapidly increasing and people everywhere are commuting longer distances and spending more time in traffic jams. According to the State of California Department of Transportation, within the next 12 years, another 6 million vehicles will be added to California's streets and highways.

This rapid growth is also being experienced by the City of Sacramento and has contributed to increased traffic congestion, greater traffic volumes, and declining air quality. This expansion has also placed an increased demand on the local transportation systems. In an effort to mitigate the negative aspects of this increased demand, the City of Sacramento has enacted an Employer Transportation Systems Management Ordinance.

This Ordinance requires that employers develop and implement strategies that will encourage 35 percent of all employees commuting during the peak period to use alternative commute modes. Employers must include these strategies within a Transportation Management Plan that must be filed with the City.

We need your help in this effort and ask that you complete the attached "Commute Characteristic Survey". This information will be used to plan for the services and transportation programs for our company. Your assistance and cooperation with the completion of this survey is essential. All commute information is confidential and will be used for statistical purposes only. No names or addresses will be included. You may complete the survey on company time since it pertains to company business.

Please complete the attached survey and return it to \_\_\_\_\_ by \_\_\_\_\_. If you have any questions, comments or suggestions about this program, please submit them with the attached survey.

Sincerely,

\_\_\_\_\_  
(President)  
(Company)

attachments

## COMMUTE CHARACTERISTICS SURVEY

(This is only a sample)

Please complete the following questionnaire. All of your answers are strictly confidential. Our company will be developing a transportation program for employees based on your answers.

Please read the following definitions:

**Carpooling:** Riding or driving to work in a car carrying at least one passenger (this includes being dropped off if the driver goes to work).

**Vanpooling:** Riding or driving to work with 6 or more passengers in the same vehicle.

**Transit:** Riding a bus or using light rail to get to work.

**Buspooling:** Riding a bus that does not return home until the end of the work day.

**Bicycling:** Driving a non-motorized bicycle to work.

**Telecommuting:** Working at home (instead of at your normal worksite) or at a satellite office set up by your employer.

**Driving alone:** Driving your car or motorcycle to work without a passenger.

**Walking:** Traveling from home to work on foot (walking from a transit stop or a parking lot doesn't count).

**1. BASED ON THE DEFINITIONS ABOVE, HOW DID YOU GET TO WORK TODAY?**  
(Check only one space)

- \_\_\_\_\_ Drove alone
- \_\_\_\_\_ Carpool driver
- \_\_\_\_\_ Carpool passenger
- \_\_\_\_\_ Transit (bus or light rail)
- \_\_\_\_\_ Vanpool driver
- \_\_\_\_\_ Vanpool passenger
- \_\_\_\_\_ Walked
- \_\_\_\_\_ Bicycled
- \_\_\_\_\_ Buspool driver
- \_\_\_\_\_ Buspool passenger
- \_\_\_\_\_ Worked at home/telecommuted
- \_\_\_\_\_ Other \_\_\_\_\_

**2. COUNT THE TRIP TO WORK AS ONE TRIP, AND THEN COUNT THE TRIP HOME AS ONE TRIP (OR TWO TRIPS PER DAY). HOW MANY TRIPS DO YOU MAKE MONDAY THROUGH FRIDAY?** \_\_\_\_\_ trips per week.

3. HOW MANY OF THESE TRIPS DO YOU USUALLY CARPOOL, RIDE TRANSIT, VANPOOL, WALK, BICYCLE, OR USE A BUSPOOL? \_\_\_\_\_ trips per week. (If your company offers telecommuting, add it here and count trips not taken as the use of alternative commute modes.)
4. DO YOU NORMALLY COME TO WORK BETWEEN THE HOURS OF 6:00 AM AND 9:00 AM, OR 3:30 PM AND 6:30 PM? (Check the correct box)
- ☐ Yes  
☐ No
5. DO YOU NORMALLY GO HOME FROM WORK BETWEEN THE HOURS OF 3:30 PM AND 6:30 PM OR 6:00 AM AND 9:00 AM? (Check the correct box)
- ☐ Yes  
☐ No
6. HOW FAR FROM WORK DO YOU LIVE (ONE WAY ONLY)?  
(Check one box)
- ☐ 0 - 0.9 miles  
☐ 1.0 - 2.9 miles  
☐ 3.0 - 5.0 miles  
☐ 5.1 - 9.9 miles  
☐ 10.0 - 14.9 miles  
☐ 15.0 - 19.9 miles  
☐ 20.0 - 24.9 miles  
☐ 25 or more miles
7. WHERE DO YOU NORMALLY PARK IF YOU DRIVE A CAR OR MOTORCYCLE?  
(Check the one box)
- ☐ In the company lot (this includes state, federal or county lots).  
☐ On the street, at a 10 hour parking meter.  
☐ On the street, at a 2 hour parking meter.  
☐ On the street, with no time restrictions.  
☐ On the street, permits required.  
☐ In a lot with a company provided space.  
☐ In public or private lot open to everyone.  
☐ In a vacant field.  
☐ Other; explain \_\_\_\_\_.
8. HOW MUCH DO YOU PAY FOR PARKING PER MONTH? (Check the one box)
- ☐ Nothing, it is free  
☐ Nothing, my employer provides it to me for free.  
☐ \$ 1 - 20  
☐ \$21 - 40  
☐ \$41 - 60  
☐ \$61 - 80  
☐ \$81 - 100  
☐ Over \$100 per month

Thank you for completing this survey. Please return it to \_\_\_\_\_ today.

Any additional survey questions should be added after Question 8. Examples of these types of questions include: interest in transit usage, bicycle facilities, or other services that may possibly be offered to employees.

This exact survey form is not required by the City, but your survey format must be approved by City staff prior to distribution. This is to ensure that your modified survey provides the required information.

Once the surveys have been distributed and the information tabulated, you will be able to calculate the commute mode split and the mileage frequency distribution for: 1) all employees, and 2) for employees who travel during the peak period.

### **SURVEY TABULATION INSTRUCTIONS**

Tabulation instructions for this survey are included here so that you will know how to determine the required information.

QUESTION 1.....This is the Commute Mode Question.

Tally the number of each mode. Divide the number of persons using each mode by the total number of employees to get the percentage. You will be required to report both in you TMP.

QUESTION 6.....This is the Travel Distance Question.

Tally the number of persons using each distance frequency. Divide the number of persons living at each distance frequency by the total number of employees for the percentage of employees. You must report both in your TMP.

QUESTION 7.....This question relates to your company's parking management ability.

Tally each selection, and figure the percentage for each.

QUESTION 8.....This question is used to determine average parking costs for employees.

Tally each selection, and figure the percentage for each.

Information from Questions 1, 6, 7 and 8 are required for all of your employees. To report information for peak period commuters, separate out those surveys with "yes" answers for Question 4 and 5. Re-calculate the answers to Questions 1, 6, 7, and 8 (peak period commuters) and report each new figure in on the TMP report format.

QUESTION 2.....This question is used to determine the actual trips made by your employees.

Tally the number of trips per employee.

QUESTION 3.....This question is used to determine actual number of alternative commute trips that your employees now make.

Tally this number.

When you have determined who and how many employees travel during the peak period commute, you can Project Your Annual Goal. The instructions needed to determine the Annual Goal are found in the next section.

A blank form is included in APPENDIX E, TSM Forms.

## SECTION 12

## PROJECTING YOUR ANNUAL GOAL

Your company's Transportation Management Plan must be designed to provide alternative commute mode options for employees commuting during the peak period. Each year, you will be required to project an annual goal, the number and percentage of employee commute i.e., trips that will be taken using alternative commute modes.

- Step 1: Count the number of employees commuting during the peak period.
- Step 2: Multiply the total number of employees by 10. (This assumes each person makes one trip to work, and one trip home, five days a week). This total is the number of potential trips that could be made during the peak period.
- Step 3: Multiply the total number of potential trips by 35% to determine the 35% Alternative Commute Mode Goal set forth in Chapter 77 of the City Code.
- Step 4: Subtract the number of alternative commute mode trips currently being taken by your employees. The remainder of this equation is the number of alternative commute mode trips needed to meet the 35% Alternative Commute Mode Goal.
- Step 5: Of these remaining trips, your Annual Goal is specifically the number of additional or increased alternative trips to be made by your employees.

For example, if you have 200 employees, and 100 of those employees commute during the peak period, you would multiply 100 by 10, thus equaling 1000 potential commute trips. Then you would multiply 1000 by 35% to determine the number of alternative commute mode trips. Based on this calculation, 350 peak period commute trips would need to be made using alternative modes.

350 commute trips is the number of trips needed to meet the goal. From these 350 commute trips you are allowed to deduct the number of trips currently taken by alternative commute modes. If, based on this example, your company already uses 200 alternative commute mode trips, the TMP needs to address the remaining 150 trips. Your long term goal would be to convert 150 SOV trips to alternative commute modes over the next five (5) years. Your projected annual goal is the number of trips to be converted this year.

If the company's peak period employee population changes during the year the entire formula must be recalculated.

If your company has a Clean Fuels Program that provides the employee with a car that uses an alternative fuel for the peak period commute trip, you may count (2) trips per day for each employee for each car that uses alternative fuels. The total number of trips each employee makes per week is added to your total number of alternative commute mode trips. You may take this credit, even if that employee is a solo driver. If this vehicle is used for carpooling, then a credit is taken for each rider as well. This program must be verified by the City Traffic Engineer.

The next section of this handbook will help you select the TSM measures that are most appropriate for your company and their commute characteristics. The selected measures should take into consideration long and short term planning and implementation goals.



The selection of TSM measures appropriate for employees and for your company will determine the success or failure of your program. At this point, you should review Section 8, Transportation Systems Management Measures.

Based on the information contained in the Company Assessment (Section 10), you will have identified the number of employees and the type of work that they perform during the peak period. You also will have identified the available facilities and services at, or near, the worksite. This information, combined with the commute characteristics of your employee, will assist in the selection of TSM measures. The selection of compatible measures increases the probability of success for your program.

Each TSM measure has specific requirements. Some measures are employer dependent and require that the employer own, operate or control the parking facilities, have input into the type of tenant improvements to be included at the worksite, or have transit routes at or near the worksite. Other measures are employee dependent and are based on travel distance and commute mode options available to the employee. Other measures simply support alternative commute usage. Examples of these measures are: flexible work hours, telecommuting, incentives and subsidies.

#### TRANSIT RELATED TSM MEASURES

You should only consider offering Transit options to employees when transit service is available at, or near, the worksite. The next consideration would be the timing of the service. Can your employees get to work based on the hours of transit operation? Does the company workshift start late enough for transit service, and do your employees live in areas served by transit?

Regional Transit will provide personalized route and schedule information to your employees upon request. For employees living outside of the Regional Transit's service area, review the services provided by other transit providers (Roseville, Yolo Bus, El Dorado Transit and Paratransit). If transit is an option for any of your employees, then consider the following supporting measures:

- \* Transit subsidies.
- \* On-site sale of transit passes and tickets.
- \* Flexible work hours for transit usage.
- \* A company policy that promotes the use of transit by allowing employees to leave work at a designated time in order to catch the bus.

- \* Company policies that assist the employee in the event of an emergency (i.e. cab fare, company car, or allowing a co-worker to drive the employee without losing pay). Although these policies may be implied, written acknowledgement of these policies will alleviate many fears that employees have about giving up their cars.

### **CARPOOL PROGRAMS**

Carpooling is more flexible than transit options, but it has its own requirements. Employees need to have fairly standard stop and start times, even if those hours can be flexed for transportation purposes. Having control over the parking facilities is advantageous, but is not absolutely necessary in order to offer preferential parking. Employees categorized as office workers (from the Company Assessment) are good candidates for carpooling because their work is performed at the worksite, and they do not travel to other worksites.

The following TSM elements will support your carpool program:

- \* Assigned or reserved preferential parking.
- \* Subsidized parking (this can be done even if the employer has no control over the parking spaces or lots).
- \* Offering flexible work hours for employees who carpool.
- \* Company policies that promote carpooling by not penalizing employees who must adhere to a different schedule to carpool.
- \* Company policies that assist employees in the event of an emergency (i.e. cab fare, use of a company car, or allowing a co-worker to provide transportation without the loss of pay).
- \* Subsidizing the operational cost of the carpool (when the employer doesn't control parking facilities, or the parking is free).
- \* Offering the use of company cars for carpooling employees (employees reimburse the operational cost).

## **VANPOOL PROGRAMS**

Again, several factors must be considered when incorporating a vanpool program into the TMP. Vanpooling is not as flexible as carpooling. Although employees do not need to live near each other, they must live at least twenty-five (25) miles away from the worksite on the same commute corridor, and have nearly the same worksite. Vanpoolers require strict start and stop times, as the van doesn't wait for a late passenger. If you have employees that live outside transit service areas, or your worksite is not readily accessible by means other than automobile, you could consider supporting a vanpool.

The following elements will support a Vanpool Program:

- \* An employer-sponsored program that subsidizes
  - The cost of parking.
  - The operational cost of the van.
  - Vacant seats when passengers are company employees.
- \* Company policies that allow the employee to adhere to a strict stop and start time.
- \* Company policies that provide for alternate transportation in the event of an emergency.
- \* Preferential parking vanpools.

## **Buspool Programs**

Buspools have many of the same requirements as vanpools. If you are considering a buspool program, please contact the City's TSM staff for further information or the Service Provider that you are considering using.

## **Shuttle Bus Programs**

A Shuttle Bus program can support transit usage when the worksite is not directly served by transit. Shuttle buses can be used to augment worksite parking shortages by providing transportation from a park & ride lot or perimeter parking lot.

## BICYCLING & WALKING AS AN ALTERNATIVE

Your worksite should have appropriate facilities and services to encourage pedestrians or bicyclists to use these modes. Employees generally must live a short distance from work, and have a safe walking or bicycling route. A good rule of thumb is one (1) mile or less for walkers, and five (5) miles or less for bicyclists. (However, some bicycle commuters will consider riding much further than 5 miles.)

To encourage and promote these modes you should also consider the following supporting measures:

- \* Showers.
- \* Clothing lockers to store extra shoes, etc.
- \* Secure bicycle parking.
- \* Offering flexible work hours to take advantage of daylight travel.
- \* Offering non-user subsidies (i.e., not using parking facilities or accepting any other type of subsidies).
- \* Supplying a bicycle or walking shoes to employees as an incentive to use these measures.

Employers sharing the same worksite (building, business park or mall) or those sharing the same geographic area (Central City, Old Sacramento, South Natomas, etc.) are encouraged to work cooperatively with each other. By doing so, you will increase the potential success of your program. If certain measures are being implemented in conjunction with another company, the details must be included with each company's TMP.

If the TMP is to include alternative commute modes such as telecommuting, or a clean fuels programs, it is suggested that you contact specialists in those fields.

For a listing of specialists or other sources of information contact: Sacramento Rideshare, APPENDIX B, Other Service Providers, APPENDIX D, and Transit Providers, APPENDIX C. Remember, also, to review APPENDIX E, for information regarding tax incentives for any or all of these programs.

Once you have selected the measures that will be implemented by your company, you must decide when and how to do so. The next section, Short and Long Term Planning, will explain how to accomplish this.

If your company has no existing transportation management program or ridesharing program, contact the local ridesharing office for an appointment. A Commute Management Consultant will explain all the services that are available and provide you with the required brochures, flyers, and commuter applications that will need to be distributed.

You should also contact each of the transit agencies listed in APPENDIX D for schedule and route information.

Your TMP must designate the measures that your company will implement and the approximate date or time frame within which these programs will be implemented. This portion of the TMP is the workplan. The Transportation Management Plan form that you are required to use has a column specifically for "implementation dates".

Many employers have existing programs that support and encourage TSM (review your Company Assessment Profile). Examples of these types of programs include: flexible work hour management (4/40's, 9/80's, staggered shifts, etc.); policies that allow employees to alter work shifts to take advantage of transit or a carpool; or a ridesharing program. If this is the case, then those measures should be listed in your plan with a date that reflects immediate implementation.

To have a balanced plan, you should consider measures that can be implemented within the year as well as those measures that will take longer than a year to implement.

Long term implementation plans include those measures that are dependent upon policy changes, budget constraints and/or the development or authorization of funding sources. These measures are the options and programs that will take more than one year to implement.

A Ridesharing Campaign designed to introduce the alternative transportation modes, and the facilities and services that are now provided to your employees, will greatly enhance the success of your program. If you choose to use this type of campaign, you should distribute commuter applications to your employees after you've promoted the services, facilities, and subsidies (as they apply) to your employees.

You are not required to distribute commuter (ridesharing) applications prior to submitting your TMP, but you must distribute the applications within the year (this is a short term plan), and designate the projected date of distribution.

Listed below are some suggestions which might enable your company to see an immediate increase in the number of employees who are willing to pursue alternative modes of transportation. These are simple, but effective, and easily implemented.

- \* Display transportation information on company bulletin boards and allow employees to post notices on the boards such as "Riders Wanted" or "Rides Needed".
- \* Distribute transportation information to all employees of your company. You might attach it to a memo indicating your company's support of TSM.
- \* Adopt a company policy in support of TSM and requesting everyone's cooperation.
- \* Mention TSM information in company publications or memos, giving special recognition to employees who are participating in the TSM program.
- \* Set up a transportation table at lunch time, where employees can get transportation information and receive help with choosing alternative modes of transportation.
- \* List employees by zip code in order to better assist the transportation coordinator in the formation of carpools.
- \* Provide incentives to employees to participate in the TSM program, such as drawings for prizes, priority parking, luncheons, or an extra day of vacation.

TSM measures that require more time to implement will be designated as such by the extended date of implementation. Here are some types of programs that your company may consider in pursuit of the 35% alternative commute goal:

- \* Examine the work schedules of your employees. There may be employees in your company whose jobs could be performed just as effectively if they commuted during non-peak hours.
- \* Make it easy for employees to carpool or use public transportation by encouraging supervisors to avoid overtime and other reasons for working late.

- \* Install showers and clothes lockers in your facility for people who wish to ride their bikes to and from work.
- \* Install lockers, racks or storage areas for bicycles.
- \* Provide company cars and/or bicycles for business purposes.
- \* Give preferential parking to people who participate in carpools and vanpools.
- \* Develop a brochure on commute alternatives pertaining specifically to your company.
- \* Create a company transportation poster, T-shirt, etc., to help promote your program.
- \* Approve a budget for transportation alternatives (subsidy programs or other incentives).
- \* Organize a commuter advisory committee among employees and/or tenants (many employers simply forget to ask employees what would be an incentive to use alternative commute modes).

Implementation of these measures can take longer than one year, but you should make every attempt to finalize the details required for implementation during the first year. Remember too, that many of these measures are simply used to augment existing programs.

## SECTION 15

### COORDINATING EMPLOYER AND DEVELOPER TRANSPORTATION MANAGEMENT PLANS

Companies located in newer buildings should contact the City of Sacramento's Transportation Division to determine whether or not your building has a Developer Transportation Management Plan. If this is the case, your building may have existing services or facilities in place to promote TSM.

Under the monitoring requirements of the Developer TSM Program, the property owner is required to survey the tenants and report the commute characteristics of the tenants to the City of Sacramento. If your company has surveyed its employees within six months, this survey data will suffice. If the property owner requests this information, please provide it. If the renewal dates for the developer and employer programs conflict, please contact the City TSM Staff for more information.

The Developer TMP may require the Property Owner to offer preferential parking, parking discounts, or transit subsidies. By sharing the costs associated with services and subsidies, you can jointly offer a greater variety of TSM measures at a lower cost.

If you have any questions regarding the coordination of these two similar programs, please contact the City TSM staff (APPENDIX A, City Services lists the phone numbers needed for assistance).



## SECTION 16

### FINALIZING YOUR TRANSPORTATION MANAGEMENT PLAN

After the TSM measures have been selected, the Transportation Coordinator should contact the regional ridesharing office, transit agencies and other service providers as appropriate. Staff members at these agencies can help you design your transit or ridesharing program and plan special events for your workplace. You may even want to design promotions to coincide with events scheduled by neighboring companies.

Based on the TSM measures that you select, your company will have to assume some sort of financial commitment for the programs. The approximate amount that your company will spend should also be included in the planning phase. Each of these agencies can help you estimate the cost of the measures that you want to implement. The dollar amount of any subsidies provided to your employees should be included in the narrative portion of the TMP.

After you've fully developed the workplan, it must be submitted to the City Traffic Engineer for approval.

The next section includes the forms used to submit your finalized Transportation Management Plan.

## **SECTION 17**

### **SUBMITTING YOUR TRANSPORTATION MANAGEMENT PLAN**

Your TMP must be submitted on the following application form. A checklist is included as a reminder so that you do not forget any required information. Remember: You must include a check or money order for the correct fee amount. City staff will only accept complete plans with the payment included. If your application is returned, it does not necessarily mean it will not be approved. Section 19, Employer TMP Compliance Requirements details all the specifics regarding the compliance regulations.

## TRANSPORTATION MANAGEMENT PLAN

### CHECKLIST

- \_\_\_\_\_ Cover Letter
- \_\_\_\_\_ Company Information
- \_\_\_\_\_ Transportation Coordinator Information
- \_\_\_\_\_ Commute Characteristics
- \_\_\_\_\_ TSM Measures and Workplan (i.e., implementation dates)
- \_\_\_\_\_ Check or Money Order Made Payable to the City of Sacramento

Employers renewing the TMC must include all of the above, plus:

- \_\_\_\_\_ Annual Status Report (a copy of the previous year's program with the completion dates included.)

Your Transportation Management Plan will not be accepted by City staff unless all of above information is included in your program package.

COVER LETTER

\_\_\_\_\_  
(Date)

City of Sacramento  
Department of Public Works  
Transportation Division--TSM  
City Traffic Engineer  
1023 J Street, Suite 200  
Sacramento, CA 95814

To the City Traffic Engineer:

The Transportation Management Plan for (name of company) is hereby submitted for your review. I understand that Chapter 77 of the Sacramento City Code relating to Employer Transportation Systems Management for the City of Sacramento requires my company to file such a plan annually. I hereby acknowledge, under penalty of the law, that the information contained within this document is true, and that to the best of my ability, (name of company) will implement policy changes and provide the services, subsidies, and facilities as designated within this Transportation Management Plan.

\_\_\_\_\_  
(Signature Block)

Chief Executive Officer  
Name  
Title

TRANSPORTATION MANAGEMENT PLAN

page 1

\_\_\_\_\_  
Date

COMPANY INFORMATION:

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Name of Manager

\_\_\_\_\_  
Mailing Address (If Different)

\_\_\_\_\_  
Type of Business

\_\_\_\_\_  
Business Hours

\_\_\_\_\_  
No. of Employees (Total)

\_\_\_\_\_  
No. of Workshifts

\_\_\_\_\_  
No. of Peak Period Employees

ADDITIONAL WORKSITES:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
No. of Employees/  
No. Peak Period

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
No. of Employees/  
No. Peak Period

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
No. of Employees/  
No. Peak Period

TRANSPORTATION COORDINATOR

page 2

Name and Title

Work Address

Zip Code

Telephone Number

List courses or experience qualifying as training for the  
Transportation Coordinator:

Approximately how many hours per week does the Transportation  
Coordinator perform the duties related to the TMP.

# COMMUTE CHARACTERISTICS

page 3

A-1

COMMUTE MODE SPLIT (All Employees): \_\_\_\_\_ (Survey Date)

MODE	# OF EMPLOYEES	% OF EMPLOYEES
SOV		
Carpool: driver		
Carpool: passenger		
Transit: rail/bus		
Vanpool: driver		
Vanpool: passenger		
Bicycle		
Walk		
Buspool: driver		
Buspool: passenger		
Work at home/telecommuted		
Other: _____		
	TOTAL:	TOTAL: 100%

A-2

MILEAGE FREQUENCY DISTRIBUTION (All Employees)

MILES	# OF EMPLOYEES	% OF EMPLOYEES
0- 0.9		
1.0- 2.9		
3.0- 5.0		
5.1- 9.9		
10.0-14.9		
15.0-19.9		
20.0-24.9		
25 or more		
	TOTAL:	TOTAL: 100%

# COMMUTE CHARACTERISTICS

page 4

A-3

## EMPLOYEE PARKING (All Employees)

PARKING SPACES	# OF EMPLOYEES	% OF EMPLOYEES
Company lot On-street (10 hr. meter) On-street (2 hr. meter) On-street (No Restrictions) Company provided space Public/Private lot (daily rate) Public/Private lot (monthly rate) Vacant field Other: _____		
TOTAL:		TOTAL: 100%

A-4

## PARKING COST (All Employees)

AMOUNT	# OF EMPLOYEES	% OF EMPLOYEES
\$ 0 \$21-40 \$41-60 \$61-80 \$81-100 Over \$100 Free; employer provided		
TOTAL:		TOTAL: 100%



# COMMUTE CHARACTERISTICS

page 5

B-1

## COMMUTE MODE SPLIT (Peak Period Employees)

MODE	# OF EMPLOYEES	% OF EMPLOYEES
SOV Carpool: driver Carpool: passenger Transit: rail/bus Vanpool: driver Vanpool: passenger Bicycle Walk Buspool: driver Buspool: passenger Work at home/telecommuted Other: _____		
	TOTAL:	TOTAL: 100%

B-2

## MILEAGE FREQUENCY DISTRIBUTION (Peak Period Employees)

MILES	# OF EMPLOYEES	% OF EMPLOYEES
0- 0.9 1.0- 2.9 3.0- 5.0 5.1- 9.9 10.0-14.9 15.0-19.9 20.0-24.9 25 or more		
	TOTAL:	TOTAL: 100%

# COMMUTE CHARACTERISTICS

page 6

B-3

## EMPLOYEE PARKING (Peak Period Employees)

PARKING SPACES	# OF EMPLOYEES	% OF EMPLOYEES
Company lot On-street (10 hr. meter) On-street (2 hr. meter) On-street (No Restrictions) Company provided space Public/Private lot (daily rate) Public/Private lot (monthly rate) Vacant field Other: _____		
	TOTAL:	TOTAL: 100%

B-4

## PARKING COST (Peak Period Employees)

AMOUNT	# OF EMPLOYEES	% OF EMPLOYEES
\$ 0 \$21-40 \$41-60 \$61-80 \$81-100 Over \$100 Free; employer provided		
	TOTAL:	TOTAL: 100%

**PROJECTING YOUR ANNUAL GOAL  
EXAMPLE**

A.	<u>750</u>	Total number of employees
B.	<u>500</u>	Employees commuting in the peak periods (6am-9am) (3:30pm-6:30pm)
C.	<u>500 X 10 = 5000</u>	Potential peak period commute trips*** (item B multiplied by 10 = the potential trips per week)
D.	<u>5000 X .35 = 1750</u>	Alternative commute mode trips needed to achieve the 35% goal (item C multiplied by .35)
E.	<u>5000 X . ** (%) = 50</u>	Multiply percentage of peak period alternate commute mode users <u>**</u> % by the total number of potential peak period trips (item C). (Number of alternate commute mode trips currently being taken)
F.	<u>1750 - 50 = 1700</u>	Minus trips currently taken by alternate commute modes during peak periods (subtract E from D)
G.	<u>1700</u>	Long term goal to convert over the next five years (the difference of item F)
H.	<u>1700 / 5* = 340</u>	Divide item G by number of years remaining to reach 35% goal. This will determine the number of commute trips to be converted this year
I.	<u>340</u>	Number of commute trips to be converted this year (item H)
J.	<u>34</u>	Number of employees to be converted this year (item H divided by 10)

\* 5 applies to year one.

\*\* Insert percentage of existing peak period alternate commute mode users here.

\*\*\* Please note that this formula applies to employers with a 5 day work week.

# PROJECTING YOUR ANNUAL GOAL WORKSHEET

- A. \_\_\_\_\_ Total number of employees
- B. \_\_\_\_\_ Employees commuting in the  
peak periods (6am-9am)  
(3:30pm-6:30pm)
- C. \_\_\_\_\_ X 10 = \_\_\_\_\_ Potential peak period commute  
trips\*\*\* (item B multiplied by  
10 = the potential trips per  
week)
- D. \_\_\_\_\_ X .35 = \_\_\_\_\_ Alternative commute mode trips  
needed to achieve the 35% goal  
(item C multiplied by .35)
- E. \_\_\_\_\_ X . \*\* (%) = \_\_\_\_\_ Multiply percentage of peak  
period alternate commute mode  
users \_\_\_\_\_ % by the total  
number of potential peak period  
trips (item C). (Number of  
alternate commute mode trips  
currently being taken)
- F. \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_ Minus trips currently taken by  
alternate commute modes during  
peak periods (subtract E from  
D)
- G. \_\_\_\_\_ Long term goal to convert over  
the next five years (the  
difference of item F)
- H. \_\_\_\_\_ / 5\* = \_\_\_\_\_ Divide item G by the number of  
years remaining to reach 35%  
goal. This will determine the  
number of commutes to be  
converted this year
- I. \_\_\_\_\_ Number of commute trips to be  
converted this year (item H)
- J. \_\_\_\_\_ Number of employees to be  
converted this year (item H  
divided by 10)

\* 5 applies to year one.

\*\* Insert percentage of existing peak period alternate commute  
mode users here.

\*\*\* Please note that this formula applies to employers with a 5  
day work week.

## NOTICE TO EMPLOYERS

Dear Employer:

The Transportation Management Plan for your company must be submitted on the following forms.

You must include specific information about each selected TSM measure: the date each program will begin, and the number of employees or the number of trips affected by that measure. Please remember that the total number of affected employees (in the column "# of affected employees/or the # of affected trips") must equal the annual projected goal set by your company. A separate form must be used for each location with an employee population of 100 or more.

Upon approval of this plan your Transportation Management Certificate will be issued.

To renew your Transportation Management Certificate, you must resubmit a copy of the original form with the "completion date" column filled in for each selected measure.

Your new workplan should be submitted on a new form reflecting new implementation dates for each measure.

**ANNUAL TRANSPORTATION MANAGEMENT PLAN**  
 \_\_\_\_\_ (Effective Date)

35% Alternative Commute Trip Goal \_\_\_\_\_ (Trips)  
 Annual Projected Goal \_\_\_\_\_ (Trips)

TSM MEASURES	IMPLEMENTATION DATE	COMPLETION DATE	# OF TRIPS AFFECTED ANNUALLY
<u>REQUIRED</u>  DISTRIBUTION  1. Flyers, Brochures  2. Transit/ Rideshare Information  3. Commuter Applications  4. Newly Hired Employees			<hr/> TOTAL
<b>ADDITIONAL MEASURES</b>  <u>CARPOOL PROGRAM</u> - Preferential Parking - Subsidized  <u>TRANSIT PROGRAM</u> - Subsidized - On-site Sale  <u>VANPOOL PROGRAM</u> - Employee-Sponsored - Employer-Sponsored			

TSM MEASURES	IMPLEMENTATION DATE	COMPLETION DATE	# OF TRIPS AFFECTED ANNUALLY
<u>BUSPOOL PROGRAM</u> - Employer Sponsored - Subsidized  <u>SHUTTLE BUS PROGRAM</u> - Free - Subsidized  <u>INCENTIVE PROGRAM</u> - Shower & Lockers - Flexible Work Hours - Telecommuting - Direct Subsidies - Others:      			

For each measure selected give a detailed description of how the programs will be implemented.

1. CARPOOL PROGRAM

2. TRANSIT PROGRAM

3. VANPOOL PROGRAM

4. SHUTTLE BUS PROGRAM

5. INCENTIVE PROGRAM



6. PARKING MANAGEMENT PROGRAM

- A. The cost of SOV\* parking per month is\_\_\_\_\_.
- B. The cost of carpool/vanpool parking per month is \_\_\_\_\_.
- C. Describe where your preferential parking is located (include a diagram)\_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- D. Number of preferential spaces available is\_\_\_\_\_
- E. How many preferential spaces are used? \_\_\_\_\_
- F. Describe how parking spaces are assigned:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- G. Are parking spaces assigned and numbered? \_\_\_\_\_
- H. Describe your enforcement policies for non-compliance:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\* Single-Occupancy Vehicle

## SECTION 18

## THE TRANSPORTATION MANAGEMENT CERTIFICATE

Based on the approval of your Transportation Management Plan and the payment of the correct fees, the City will issue your company a Transportation Management Certificate. This certificate will be valid for one year, unless otherwise stated. The certificate will include the expiration date of your TMP. It is very important that you remember this date, as the City will not notify your company of any pending renewal dates.

In order to avoid late fees, you should submit your new plan and the required Annual Status Report prior to the expiration date of your Certificate.

Your Transportation Management Certificate need not be posted, but it should be available to the Transportation Coordinator. Dates of Certification will not be made public, but verification of certification is public information.

The next section will detail the requirements of the Annual Status Report.

## SECTION 19

## ANNUAL STATUS REPORT

In order to renew your company's Transportation Management Certificate, you must submit an **Annual Status Report** and a new plan that updates your TMP.

The Annual Status Report verifies the dates, accomplishments and completion of the TSM measures that your previous TMP included. In the event that a measure was not implemented within the stated time frame, an explanation is required. For the sake of simplicity, the **Annual Status Report** shall be a copy of the previous year's TMP forms with the column titled **COMPLETION DATE** filled in for each measure.

A new workplan is completed using the same format. This plan also stipulates the new projected annual goal, current commute characteristics and projected dates for the distribution of materials, information, and commuter applications.

If the employer feels that the TSM measures stipulated in the previous TMP are no longer feasible, an explanation as to why the measure(s) will not be used must be included.

Approval of renewed programs are subject to the same restrictions as initial plans, and must include the required information and a check or money order for the appropriate fee amount.

The copy of the Transportation Management Plan format can be found in APPENDIX E, TSM FORMS. If you have any questions regarding this procedure, or any other, please contact the City TSM staff for assistance.

## SECTION 20

## COMPLIANCE REGULATIONS

A Transportation Management Certificate (TMC) will be issued to qualified companies based upon approval of their Transportation Management Plan (TMP) by the City Traffic Engineer and payment of the appropriate fees. All employers must comply with the provisions of Chapter 77 in accordance with the following schedule:

- \* Major Employers with 250 or more employees must have an approved TMP by December 31, 1989.
- \* Major Employers with 100 to 249 employees must have an approved TMP by June 30, 1990.
- \* Minor Employers with 25 to 99 employees must submit proof of compliance by June 30, 1990.
- \* New Major Employers locating within the City of Sacramento after July 1, 1989, must comply with all requirements of Chapter 77 within six (6) months of establishing business operations within the City.
- \* Employers who shift to the Minor or one of the Major Employer designations due to an increase or decrease in employment shall be subject to the requirements of that prevailing designation. Employers shifting to the Major Employer designation must comply with all requirements applicable to that designation within six (6) months.

The following regulations shall apply to all Major Employers subject to Chapter 77 of the Sacramento City Code:

Employers who shift from Major to Minor Employer designation shall not receive a refund of any fees paid to the City of Sacramento.

A Major Employer who anticipates employee population shifts causing the number of employees to vary above or below the threshold of 100 employees, may choose to maintain the Major Employer designation and thereby avoid repayment of the initial fee schedule.

TMPs that are submitted for approval without appropriate fees, or with an incomplete program (any portion not complete or omitted) will not be accepted by City Staff. The TMP will be returned to sender who will have ten (10) working days in which to complete and resubmit the TMP.

An Annual Status Report must be filed with the City Traffic Engineer. This Annual Status Report must be included with the TMP upon the employer's request for renewal of the TMC. Renewal of a TMC is subject to the same compliance requirements as an initial TMC.

Should the designated Transportation Coordinator cease to be employed by the same company or agency (private or public) or cease to serve as the Transportation Coordinator, the affected company shall have 30 days to reassign or hire a new Transportation Coordinator and notify City TSM staff of the change.

Any company which relocates within the City of Sacramento, shall have 30 days to notify City Staff of the change of address, mailing address and phone number. If a company relocates outside the City limits, no refund of initial or renewal fees will be made.

## Appeals

In the event a TMP is disapproved, the employer will be notified in writing by the City Traffic Engineer. This notification will identify the basis of the disapproval, allowing the employer to amend the TMP. The employer shall have thirty (30) days to resubmit a revised plan without incurring any late charges or penalties. The employer is encouraged to meet with City TSM Staff to discuss the specific deficiencies of the disapproved TSM prior to its revision and resubmission.

An employer may appeal a disapproval by filing a letter of request with the Traffic Engineer within fourteen (14) calendar days of receipt of disapproval notice. The letter must request a formal hearing with the TSM Appeals "Board". The Board shall be comprised of professionals in the transportation field not employed by the City of Sacramento and shall meet as needed.

In reviewing the appeals, the Board will assess the Employer's TMP application for completeness and appropriateness of the TSM measures selected, and the time frame in which these measures will be implemented. If the Board believes that the information pertinent to the TMP is insufficient, the Board may request that the employer provide additional data or information. A written report shall be mailed to the employer within fourteen (14) days of the hearing.

If the Board grants an employer's appeal and approves the TMP as submitted, a TMC shall be issued within fourteen (14) days of the hearing. In the event that the Board denies the appeal, the employer shall have thirty (30) days to revise and resubmit the TMP.

Unless otherwise inconsistent with this section, the appeals process permitted herein shall be governed by Article XIX of the Sacramento City Code.

## SECTION 21

## ENFORCEMENT

The guidelines contained in this handbook are based on Sacramento City Code, Chapter 77, Relating to Transportation Systems Management for Employers in the City of Sacramento. Failure to comply with any provision of these guidelines is a violation of that Chapter, and is hereby declared to be a public nuisance subject to abatement pursuant to Chapter 61 of the City Code. The City Attorney is authorized to bring and prosecute an action in any court of competent jurisdiction to enjoin any person or corporation from continuing, maintaining or permitting such violation.

Violations of these guidelines include, but are not limited to the following:

- Failure to submit a TMP within the time frame required by this handbook.

- Failure to submit any or all information required by these guidelines.

- Refusal to permit reasonable access to the employer's worksite for the purposes of gathering supplemental survey data.

- Failure to submit an Annual Status Report, or any portion thereof, within the time frame required in these guidelines.

- Failure to provide the facilities, render the services, or provide the subsidies designated in the TMP without due cause.

- Failure to notify the City TSM Staff of changes in the employer designation from Minor to Major and submit a TMP within the time frame required by these guidelines.

- Failure to pay appropriate fees.

Any person or corporation violating any provision of this chapter shall be guilty of an infraction, subject to the provision of Government Code Section 36900 (b). Such person or corporation shall be deemed guilty of a separate offense for each and every day during any portion of which any violation of this ordinance is committed, continued or permitted by such person, firm, or corporation, and shall be punishable as herein provided.

## APPENDICES

<u>Section</u>	<u>Title</u>	<u>Page</u>
A	City Services	A-1 - A-2
B	Ridesharing	B-1 - B-2
C	Transit Services	C-1 - C-3
D	Other Service Providers	D-1 - D-5
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G	Ordinance Number 88 - 082	G-1 - G-10



**CITY SERVICES**

**A-1**

**APPENDIX A**

CITY SERVICES.....

The City of Sacramento provides a variety of services to those employers affected by Chapter 77 of the Sacramento City Code, Relating to Transportation Systems Management for the City of Sacramento. For assistance, forms or other information regarding this program, contact TSM staff.

DEPARTMENT OF PUBLIC WORKS

Traffic Engineering and Transportation Systems Management (TSM) or Bicycle Coordinator.....(916) 449-5307

Office Hours are 8:00 AM to 12:00 PM and 1:00 PM to 5:00 PM, Monday through Friday.

The office mailing address is:

The City of Sacramento  
Department of Public Works  
Transportation Administration  
1023 J Street, Suite 200  
Sacramento, Ca., 95814

**RIDESHARING**

**B-1**

**APPENDIX B**

# SACRAMENTO RIDESHARE

445-POOL

445-POOL

Sacramento Rideshare is the regional ridesharing agency for the Sacramento Metropolitan area. As part of the California Department of Transportation, Sacramento Rideshare promotes the planning, development, implementation, administration, and evaluation of transportation systems management activities which decrease traffic congestion by improving the efficiency and effectiveness of our highway and street systems. Sacramento Rideshare renders direct assistance to individuals, employers, and developers who wish to implement TSM strategies.

## SERVICES PROVIDED BY SACRAMENTO RIDESHARE

### For Individuals:

- Computer matching for carpools and vanpools
- Vanpool formation
- Park and Ride lot information
- Bicycle commuting information
- Transit route and schedule information

### For Employers:

- Technical assistance regarding the establishment of company-sponsored ridesharing programs including the following:
  - Computer matching of employees for carpools and vanpools
  - Development and administration of employee vanpool programs
  - Work hour management strategies to encourage ridesharing
  - Promotional materials and activities to inform employees about ridesharing
  - Development of bicycle commuting support facilities
  - Small business outreach
  - Business relocation assistance
  - Comprehensive training workshops for Employee Transportation Coordinators
  - Transportation Management Association development assistance

### For Developers:

- Technical assistance regarding transportation management systems (including ridesharing and its supporting strategies) which benefit developers because they begin and grow with development.

**TRANSIT SERVICES**

**APPENDIX C**

**TRANSIT SERVICES.....**

**EL DORADO TRANSIT.....(916) 621-5617**

Transit Manager  
Department of Transportation  
El Dorado County  
3655 Chuckwagon Way  
Placerville, CA 95667

El Dorado Transit provides buspool service for El Dorado County residents employed in downtown Sacramento.

**GRAYLINE.....(916) 355-7200**

The City of Folsom  
50 Natoma Street  
Folsom, CA

The City of Folsom provides express services to downtown Sacramento on Gray Line.

**REGIONAL TRANSIT.....(916) 321-2877**

Customer Service..... 321-2877  
Marketing Department..... 321-2826  
1400 29th Street  
Sacramento, CA 95814

Regional Transit serves the major metropolitan area of Sacramento with bus and light rail service.

**ROSEVILLE COMMUTER SERVICES.....(916) 781-0362**

City of Roseville  
311 Vernon Street  
Roseville, CA 95678

Roseville Commuter Service offers express services from Roseville to the downtown core.

**PARATRANSIT, INC.....(916) 454-4191**

Administration  
4410 Power Inn Road  
Sacramento, CA 95826

Paratransit offers specialized services for disabled and the elderly.

YOLO BUS.....(916) 666-8025

Transit Director  
Yolo County Transit Authority  
292 West Beamer Street  
Woodland, CA 95695

Yolo Bus provides buspools, as well as regularly scheduled commuter service from Yolo County to the downtown area. Yolo Bus passengers can use Regional Transit bus passes with the payment of a zone fee.

**OTHER SERVICE PROVIDERS**

**APPENDIX D**



**TELECOMMUTING.....**

For information about telecommuting or about the pilot telecommuting program presently being conducted by the State of California, contact David Fleming.....(916) 756-6430

TRANSPORTATION COORDINATOR TRAINING.....

SACRAMENTO RIDESHARE, CALTRANS.....(916) 445-7665

Street Address:

1531 I Street, Second Floor  
Sacramento, CA 98514

Mailing Address:

P.O. Box 942874 MS-41  
Sacramento, CA 94274-0001

Sacramento Rideshare provides Employer Transportation Coordinator training workshops on an as-needed basis throughout the year. For further information contact Sacramento Rideshare.

**TRANSPORTATION MANAGEMENT ASSOCIATIONS (TMAs).....**

The California Department of Transportation can provide information about how to develop, fund and run Transportation Management Associations. For specific information regarding TMAs contact Caltrans' Division of Mass Transit at 322-5480 or contact Sacramento Rideshare at 445-7665.

The City of Sacramento currently has two existing TMAs.

**SOUTH NATOMAS TRANSPORTATION MANAGEMENT ASSOCIATION**

River City Bank Building  
2485 Natomas Park Drive  
Suite 290  
Sacramento, CA 95833

**SACRAMENTO CENTRAL CITY TRANSPORTATION MANAGEMENT ASSOCIATION**

917 7th Street  
Sacramento, CA 95814  
(916) 449-3771

If you would like information about this TMA, please call and ask for the Central City TMA.

**VANPOOL SERVICES.....**

**Leasing Agencies.....**

**VPSI, INC.**

400 Oyster point Blvd. Suite 111  
South San Francisco, CA 94080  
(415) 952-8774 or 800-252-8774

For assistance and information, contact the Marketing Coordinator.  
VPSI, INC. is a Subsidiary of CHRYSLER MOTORS.

Sacramento Rideshare can provide specific information regarding Vanpool programs. In addition to brochures and general information, Sacramento Rideshare's Vanpool Coordinator can help you start up your program. The free services include potential passenger rosters and up-to-date information on tax programs and insurance providers. The Vanpool Coordinator can provide assistance with driver requirements, owner-operated vans and company sponsored programs.

For further information, call Sacramento Rideshare at 445-7665, and ask for the Vanpool Coordinator.

**TSM FORMS**

**APPENDIX E**

**TSM Compliance Certification  
for Minor Employers**

**COMPANY**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

Manager \_\_\_\_\_

**DESIGNATED TRANSPORTATION COORDINATOR**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**COMPANY DATA**

Number of employees at this site: \_\_\_\_\_

\_\_\_\_\_ Check here if there are employees at additional sites and list the number of employees and the address(es) of additional site(s) on the back of this form.

I understand that Sacramento City Code, Chapter 77 requires at a minimum that:

1. Information on commute alternatives such as carpooling, transit usage, bicycling and vanpooling be prominently posted at the worksite.
2. Specific information on ridesharing, including applications, and transit information be made available to all new hires and, at least annually, to all employees.
3. A trained Transportation Coordinator who offers personalized transportation information be designated for each worksite.

By: (Print Name & Title) \_\_\_\_\_

(Signature) \_\_\_\_\_

(Date) \_\_\_\_\_

COMPANY PROFILE

page 1 of 5

A. The first section of this assessment focuses on the specifics of your business type, business hours, employee work hours, etc.

1. Categorize your business type (circle one):
  - a. Retail Trade
  - b. Restaurant/Food Service
  - c. Professional Legal Services
  - d. Professional Health Care Services
  - e. Marketing/Advertising or Consultant Services
  - f. Repair Business
  - g. Manufacturing
  - h. Wholesale Trade
  - i. Insurance
  - j. Real Estate
  - k. Banking/Finance
  - l. Hotel/Motel
  - m. Government (State/County/City/Federal)
  - n. Other
2. Based on the category your selected, describe your business. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. How many employees does your company have? (Do not include the employees of other companies that may be performing contracted work for your worksite, e.g. a janitorial service, delivery services, or temporary help from an employment agency.) \_\_\_\_\_
4. What are the hours of business, Monday - Friday, for your company? \_\_\_\_\_
5. What hours are your employees scheduled to work (include multiple shifts)? \_\_\_\_\_
6. Does your company have multiple worksites? If so, please list the address of each worksite and the number of employee at each site. \_\_\_\_\_  
\_\_\_\_\_

The following definitions are used to categorize the type of work performed by your employees. These categories are based on WHERE the work is actually performed, rather than on WHAT is done. These titles are not meant to reflect the actual type of work performed.

Office Worker: Shall mean an employee who normally performs work in an office, at a specified location without regard to the actual work performed.

Production Line Worker: Shall mean an employee who works in a factory, manufacturing line or assembly line.

Retail Salesperson: Shall mean an employee whose work location is inside a retail store.

Outside Sales: Shall mean an employee who travels to the client's worksite, and whose work schedule is based on the needs of the customer.

On-Call Personnel: Shall mean an employee who may have set hours, and a worksite to report to, but whose work is performed at various locations. Examples of on-call personnel are police, firefighters, emergency medical personnel and repair persons.

Delivery or truck driver: Shall mean any employee who drives a car, van or truck to make deliveries and pickup, regardless of the type of materials being transported. This section would include the postal service, material carriers, and delivery trucks.

Others not listed: Define type of work and the location where the work is performed. \_\_\_\_\_

7. Based on the definitions above, calculate the number of employees who perform each type of work listed above. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



8. Complete the following chart by listing the number of employees performing each type of work per shift.

# of EMPLYS (PER TYPE OF WORK) / PER SHIFT

total # \_\_\_\_\_

THE PORTION THAT YOU HAVE JUST COMPLETED WILL BE USED TO HELP YOU SELECT MEASURES THAT ARE COMPATIBLE WITH THE TYPE OF WORK THAT YOUR EMPLOYEES PERFORM.

+++++

- B. This section focuses on the available facilities at or near your worksite. Use additional worksheets for each site.

- 1a. Is parking available at your worksite? (Don't include parking in public lots or on the street) \_\_\_\_\_
- 1b. Is it owned, leased or controlled directly by your company? \_\_\_\_\_
2. Is your company charged for any parking space allotments? If yes, how much per month, or per space? \_\_\_\_\_
3. Do you subsidize the cost of your employee parking by charging a reduced rate or absorbing the cost? \_\_\_\_\_
4. How much do employees pay for parking per month? \_\_\_\_\_
5. If no parking is available at your worksite, where do employees park? \_\_\_\_\_

6. Is there bus or rail service at or near your worksite?  
If yes, please list the routes, and providers. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Are there showers and clothes lockers at your worksite?  
If yes, are they available to employees who walk or  
bicycle to work? \_\_\_\_\_  
\_\_\_\_\_
8. Is there secure bicycle parking available at your worksite  
(this does not include simple bike racks)? If yes,  
describe the type of parking available. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE PORTION THAT YOU HAVE JUST COMPLETED WILL ASSIST YOU IN  
SELECTING FACILITY-RELATED MEASURES FOR YOUR COMPANY.

+++++

- C. This section focuses on the types of compatible benefits,  
services or subsidies already available at your worksite.  
Use additional worksheets for each separate worksite if  
applicable.
1. Does your company offer flexible work hour management  
(flextime, staggered work shifts, or reduced work weeks)?  
If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_
2. Does your company offer transportation related subsidies  
(reduced or no cost parking spaces, transit pass  
subsidies, vanpool or buspool subsidies)? If yes,  
please describe. \_\_\_\_\_  
\_\_\_\_\_
3. Does your company offer preferential parking to  
carpoolers or vanpoolers? If yes, what makes it  
preferential? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Does your company have a ridesharing program in effect  
now? If yes, list services provided to the employees.  
\_\_\_\_\_

5. Does your company have a transportation coordinator?

---

6. List any other services or benefits that you consider to be a supporting measure for alternative commute mode usage.

---

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---

**THE MEASURES LISTED IN THE ABOVE PORTION CONSTITUTE EXISTING TSM MEASURES. These existing measures should be listed in your Transportation Management Plan.**

## COMMUTE CHARACTERISTICS SURVEY

(This is only a sample)

Please complete the following questionnaire. All of your answers are strictly confidential. Our company will be developing a transportation program for employees based on your answers.

Please read the following definitions:

**Carpooling:** Riding or driving to work in a car carrying at least one passenger (this includes being dropped off if the driver goes to work).

**Vanpooling:** Riding or driving to work with 6 or more passengers in the same vehicle.

**Transit:** Riding a bus or using light rail to get to work.

**Buspooling:** Riding a bus that does not return home until the end of the work day.

**Bicycling:** Driving a non-motorized bicycle to work.

**Telecommuting:** Working at home (instead of at your normal worksite) or at a satellite office set up by your employer.

**Driving alone:** Driving your car or motorcycle to work without a passenger.

**Walking:** Traveling from home to work on foot (walking from a transit stop or a parking lot doesn't count).

1. BASED ON THE DEFINITIONS ABOVE, HOW DID YOU GET TO WORK TODAY?  
(Check only one space)

- ☐ Drove alone
- ☐ Carpool driver
- ☐ Carpool passenger
- ☐ Transit (bus or light rail)
- ☐ Vanpool driver
- ☐ Vanpool passenger
- ☐ Walked
- ☐ Bicycled
- ☐ Buspool driver
- ☐ Buspool passenger
- ☐ Worked at home/telecommuted
- ☐ Other \_\_\_\_\_

2. COUNT THE TRIP TO WORK AS ONE TRIP, AND THEN COUNT THE TRIP HOME AS ONE TRIP (OR, TWO TRIPS PER DAY). HOW MANY TRIPS DO YOU MAKE MONDAY THROUGH FRIDAY? \_\_\_\_\_ trips per week.

3. FOR MANY OF THESE TRIPS, DO YOU USUALLY CARPOOL, RIDE TRANSIT, VANPOOL, WALK, BICYCLE, OR USE A BUSPOOL? \_\_\_\_\_ trips per week. (If your company offers telecommuting, add it here and count trips not taken as the use of alternative commute modes.)
4. DO YOU NORMALLY COME TO WORK BETWEEN THE HOURS OF 6:00 AM AND 9:00 AM, OR 3:30 PM AND 6:30 PM? (Check the correct box)  
☐ Yes  
☐ No
5. DO YOU NORMALLY GO HOME FROM WORK BETWEEN THE HOURS OF 3:30 PM AND 6:30 PM OR 6:00 AM AND 9:00 AM? (Check the correct box)  
☐ Yes  
☐ No
6. HOW FAR FROM WORK DO YOU LIVE (ONE WAY ONLY)?  
(Check one box)  
☐ 0 - 0.9 miles  
☐ 1.0 - 2.9 miles  
☐ 3.0 - 5.0 miles  
☐ 5.1 - 9.9 miles  
☐ 10.0 - 14.9 miles  
☐ 15.0 - 19.9 miles  
☐ 20.0 - 24.9 miles  
☐ 25 or miles
7. WHERE DO YOU NORMALLY PARK IF YOU DRIVE A CAR OR MOTORCYCLE?  
(Check the one box)  
☐ In the company lot (this includes state, federal or county lots).  
☐ On the street, at a 10 hour parking meter.  
☐ On the street, at a 2 hour parking meter.  
☐ On the street, with no time restrictions.  
☐ On the street, permits required.  
☐ In a lot with a company-provided space.  
☐ In public or private lot open to everyone.  
☐ In a vacant field.  
☐ Other; explain \_\_\_\_\_.
8. HOW MUCH DO YOU PAY FOR PARKING PER MONTH? (Check one box)  
☐ Nothing, it is free  
☐ Nothing, my employer provides it to me for free.  
☐ \$ 1 - 20  
☐ \$21 - 40  
☐ \$41 - 60  
☐ \$61 - 80  
☐ \$81 - 100  
☐ Over \$100 per month

Thank you for completing this survey. Please return it to \_\_\_\_\_ today.

## TRANSPORTATION MANAGEMENT PLAN

### CHECKLIST

- \_\_\_\_\_ Cover Letter
- \_\_\_\_\_ Company Information
- \_\_\_\_\_ Transportation Coordinator Information
- \_\_\_\_\_ Commute Characteristics
- \_\_\_\_\_ TSM Measures and Workplan (i.e., implementation dates)
- \_\_\_\_\_ Check or Money Order Made Payable to the City of Sacramento

Employers renewing the TMC must include all of the above plus:

- \_\_\_\_\_ Annual Status Report..(A copy of the previous year's program with the completion dates included.)

Your Transportation Management Plan will not be accepted by City staff unless all of above information is included in your program package.

COVER LETTER

---

(Date)

City of Sacramento  
Department of Public Works  
Transportation Division--TSM  
City Traffic Engineer  
1023 J Street, Suite 200  
Sacramento, CA 95814

To the City Traffic Engineer:

The Transportation Management Plan for (name of company) is hereby submitted for your review. I understand that Chapter 77 of the Sacramento City Code relating to Employer Transportation Systems Management for the City of Sacramento requires my company to file such a plan annually. I hereby acknowledge, under penalty of the law, that the information contained within this document is true, and that to best of my ability, (name of company) will implement policy changes and provide the services, subsidies, and facilities as designated within this Transportation Management Plan.

---

(Signature Block)

Chief Executive Officer  
Name  
Title

TRANSPORTATION MANAGEMENT PLAN

page 1

\_\_\_\_\_  
Date

COMPANY INFORMATION:

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Name of Manager

\_\_\_\_\_  
Mailing Address (If Different)

\_\_\_\_\_  
Type of Business

\_\_\_\_\_  
Business Hours

\_\_\_\_\_  
No. of Employees (Total)

\_\_\_\_\_  
No. of Workshifts

\_\_\_\_\_  
No. of Peak Period Employees

ADDITIONAL WORKSITES:

\_\_\_\_\_  
Street Address                      Zip Code

\_\_\_\_\_  
No. of Employees/  
No. Peak Period

\_\_\_\_\_  
Street Address                      Zip Code

\_\_\_\_\_  
No. of Employees/  
No. Peak Period

\_\_\_\_\_  
Street Address                      Zip Code

\_\_\_\_\_  
No. of Employees/  
No. Peak Period



**TRANSPORTATION COORDINATOR**

page 2 .

---

Name and Title

---

Work Address

Zip Code

---

---

Telephone Number

List courses or experience qualifying as training for the  
Transportation Coordinator:

---

---

---

---

Approximately how many hours per week does the Transportation  
Coordinator perform the duties related to the TMP?

---

---

# COMMUTE CHARACTERISTICS

page 3

A-1

COMMUTE MODE SPLIT (All Employees): \_\_\_\_\_ (Survey Date)

MODE	# OF EMPLOYEES	% OF EMPLOYEES
SOV		
Carpool: driver		
Carpool: passenger		
Transit: rail/bus		
Vanpool: driver		
Vanpool: passenger		
Bicycle		
Walk		
Buspool: driver		
Buspool: passenger		
Work at home/telecommuted		
Other: _____		
	TOTAL:	TOTAL:

A-2

MILEAGE FREQUENCY DISTRIBUTION (All Employees)

MILES	# OF EMPLOYEES	% OF EMPLOYEES
0- 0.9		
1.0- 2.9		
3.0- 5.0		
5.1- 9.9		
10.0-14.9		
15.0-19.9		
20.0-24.9		
25 or more		
	TOTAL:	TOTAL:

# COMMUTE CHARACTERISTICS

page 4

A-3

## EMPLOYEE PARKING (All Employees)

PARKING SPACES	# OF EMPLOYEES	% OF EMPLOYEES
Company lot On-street (10 hr. meter) On-street (2 hr. meter) On-street (No Restrictions) Company provided space Public/Private lot (daily rate) Public/Private lot (monthly rate) Vacant field Other: _____		
	TOTAL:	TOTAL:

A-4

## PARKING COST (All Employees)

AMOUNT	# OF EMPLOYEES	% OF EMPLOYEES
\$ 0 \$21-40 \$41-60 \$61-80 \$81-100 Over \$100 Free; employer provided		
	TOTAL:	TOTAL:

# COMMUTE CHARACTERISTICS

page 5

B-1

## COMMUTE MODE SPLIT (Peak Period Employees)

MODE	# OF EMPLOYEES	% OF EMPLOYEES
SOV		
Carpool: driver		
Carpool: passenger		
Transit: rail/bus		
Vanpool: driver		
Vanpool: passenger		
Bicycle		
Walk		
Buspool: driver		
Buspool: passenger		
Work at home/telecommuted		
Other: _____		
	TOTAL:	TOTAL:

B-2

## MILEAGE FREQUENCY DISTRIBUTION (Peak Period Employees)

MILES	# OF EMPLOYEES	% OF EMPLOYEES
0- 0.9		
1.0- 2.9		
3.0- 5.0		
5.1- 9.9		
10.0-14.9		
15.0-19.9		
20.0-24.9		
25 or more		
	TOTAL:	TOTAL:

# COMMUTE CHARACTERISTICS

page 6

B-3

## EMPLOYEE PARKING (Peak Period Employees)

PARKING SPACES	# OF EMPLOYEES	% OF EMPLOYEES
Company lot On-street (10 hr. meter) On-street (2 hr. meter) On-street (No Restrictions) Company provided space Public/Private lot (daily rate) Public/Private lot (monthly rate) Vacant field Other: _____		
	TOTAL:	TOTAL:

B-4

## PARKING COST (Peak Period Employees)

AMOUNT	# OF EMPLOYEES	% OF EMPLOYEES
\$ 0 \$21-40 \$41-60 \$61-80 \$81-100 Over \$100 Free; employer provided		
	TOTAL:	TOTAL:

## NOTICE TO EMPLOYERS

Dear Employer:

The Transportation Management Plan for your company must be submitted on the following forms.

You must include specific information about each selected TSM measure: the date each program will begin and the number of employees or the number of trips affected by that measure. Please remember that the total number of affected employees (in the column "# of affected employees/or # of affected trips") must equal the annual projected goal set by your company. A separate form must be used for each location with an employee population of 100 or more.

Upon approval of this plan your Transportation Management Certificate will be issued.

To renew your Transportation Management Certificate you must resubmit a copy of the original form with the "completion date" column filled in for each selected measure.

Your new workplan should be submitted on a new form reflecting new implementation dates for each measure.

# ANNUAL TRANSPORTATION MANAGEMENT PLAN

(Effective Date) \_\_\_\_\_

Five year 35% Alternative Commute Trip Goal \_\_\_\_\_ (Trips)

Annual Projected Goal \_\_\_\_\_ (Trips)

TSM MEASURES	IMPLEMENTATION DATE	COMPLETION DATE	# OF TRIPS AFFECTED ANNUALLY
<u>REQUIRED</u>  DISTRIBUTION  1. Flyers, Brochures  2. Transit/ Rideshare Information  3. Commuter Applications  4. Newly Hired Employees			
			TOTAL
<u>ADDITIONAL MEASURES</u>  <u>CARPOOL PROGRAM</u> - Preferential Parking - Subsidized  <u>TRANSIT PROGRAM</u> - Subsidized - On-site Sale  <u>VANPOOL PROGRAM</u> - Employer-Sponsored - Employer-Sponsored			

TSM MEASURES	IMPLEMENTATION DATE	COMPLETION DATE	# OF TRIPS AFFECTED ANNUALLY
<u>BUSPOOL PROGRAM</u> - Employer Sponsored - Subsidized  <u>SHUTTLE BUS PROGRAM</u> - Free - Subsidized  <u>INCENTIVE PROGRAM</u> - Shower & Lockers - Flexible Work Hours - Telecommuting - Direct Subsidies - Others:       			



For each measure selected give a detailed description of how the programs will be implemented.

1. CARPOOL PROGRAM

2. TRANSIT PROGRAM

3. VANPOOL PROGRAM

4. SHUTTLE BUS PROGRAM

5. INCENTIVE PROGRAM

6. PARKING MANAGEMENT PROGRAM

- A. The cost of SOV\* parking per month is\_\_\_\_\_.
- B. The cost of carpool/vanpool parking per month is  
\_\_\_\_\_.
- C. Describe where your preferential parking is located  
(include a diagram): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- D. Number of preferential spaces available: \_\_\_\_\_
- E. How many preferential spaces are used? \_\_\_\_\_
- F. Describe how parking spaces are assigned:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- G. Are parking spaces assigned and numbered? \_\_\_\_\_
- H. Describe your enforcement policies for non-compliance:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Single-Occupancy Vehicle

**LEGISLATION INFORMATION**

**APPENDIX F**

**LEGISLATION INFORMATION.....**

California has provided tax credits and incentives to employers for the express purpose of promoting ridesharing and TSM measures. Included in this section is a copy of Senate Bill 1904 (Morgan) that provides specific tax credits and deductions to employers.

Every employer is urged to contact the California Franchise Tax Board for information regarding taxes. FTB has a Legislative Service Bureau that provides information about the tax laws, as well as upcoming legislation. Contact them at.....369-4341.

ORDINANCE NUMBER 88-082

APPENDIX G

G-1

# ORDINANCE NO. 88-082

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

DEC 13 1988

## ORDINANCE ADDING CHAPTER 77 TO THE SACRAMENTO CITY CODE RELATING TO THE EMPLOYER TRANSPORTATION SYSTEMS MANAGEMENT FOR THE CITY OF SACRAMENTO

BE IT ENACTED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

Chapter 77 is added to the Sacramento City Code to read as follows:

### CHAPTER 77

#### EMPLOYER TRANSPORTATION SYSTEMS MANAGEMENT FOR THE CITY OF SACRAMENTO

#### SECTION 1

##### 77.1 Purpose

The purpose of this Chapter is to establish TSM requirements for employers located within the City of Sacramento. These requirements will promote alternative commute modes and reduce the total number of vehicle trips as part of a program to achieve the following objectives:

- (a) Reduce peak period traffic and congestion by decreasing the number of single-occupant vehicle trips associated with commuting;
- (b) Reduce or delay the need for major transportation facility improvements by making more efficient use of existing facilities;
- (c) Reduce present and future motor vehicle emissions as a contribution for complying with federal and state ambient air quality standards; and
- (d) Establish TSM goals for employers so that 35% of their employees who commute during the peak periods are encouraged to arrive at their worksite by means other than single-occupant vehicles.

## SECTION 2

### 77.2 Findings

The Council of the City of Sacramento hereby finds and declares that:

- (a) The Sacramento metropolitan area is projected to experience a significant increase in employment and population growth which will result in substantial increases in peak period traffic volumes;
- (b) The geographical location and the atmospheric conditions of the City of Sacramento are conducive to the formation of air pollution attributed largely to motor vehicle emissions; and
- (c) TSM measures such as ridesharing, transit and bicycle usage among employees for commute trips are effective means of reducing peak period vehicle trips. A reduction of such trips can be expected to decrease traffic congestion and vehicle emissions.

## SECTION 3

### 77.3 Reserved

## SECTION 4

### 77.4 Definitions

- (a) Commute. Shall mean a home to work or work to home trip.
- (b) Employee. Shall mean any person hired by any employer, including part-time and seasonal workers, but excluding any independent contractors hired by the employer.
- (c) Employer. Shall mean any public or private entity, including the City, with a permanent place of business or worksite in the City.
- (d) Worksite. Shall mean the primary place of employment, base of operation, or predominant location of a group of employees.
- (e) Peak Period. Shall mean the commute hours from 6 AM to 9 AM and 3:30 PM to 6:30 PM during weekdays.
- (f) Single-Occupant Vehicle. Shall mean a motor vehicle occupied by one (1) employee for commute purposes.

- (g) Transportation System Management (TSM). Shall mean measures to better utilize existing transportation facilities and services, and promote alternative commute modes.
- (h) Transportation Management Certificate (TMC). Shall mean a document issued for compliance with the requirements set forth in the City of Sacramento Employer TSM Ordinance.
- (i) Employer Transportation Management Plan (TMP). Shall mean a document detailing TSM measures to reduce vehicle trips to and from the worksite.
- (j) Transportation Coordinator. Shall mean an individual trained to promote and implement TSM strategies at the worksite.
- (k) Ridesharing. Shall mean the cooperative effort of two or more people traveling together.
- (l) Transit. Shall mean public transportation including bus or fixed rail services.
- (m) Traffic Engineer. Shall mean the person designated by the Director of Public Works with the responsibility for the implementation of the TSM Ordinance.
- (n) Alternative Commute Mode. Shall mean a trip where the transportation method is other than a single-occupant vehicle.

## SECTION 5

### 77.5 Requirements for Employers

#### (a) Major Employers

Any employer who employs 100 or more employees shall be deemed a major employer. All major employers within the City of Sacramento shall obtain a Transportation Management Certificate (TMC) as described in Section 77.6.

#### (b) Minor Employers

- (1) An employer who employs between 25-99 employees shall be deemed a minor employer.
- (2) On an ongoing yearly basis, all minor employers shall:



- (A) Post information which describes the benefits of transit, ridesharing, and bicycling as alternative modes and which describes facilities, services, schedules, rates, and other pertinent information relevant to such transportation options;
- (B) Designate a Transportation Coordinator to coordinate with the local transit agency(s) and the authorized regional ridesharing agency for the distribution of alternative commute mode information, including transit information and ridesharing applications; and
- (C) Provide newly hired employees with alternative commute mode information that includes pertinent transit information and ridesharing applications.

(c) Exemptions

Notwithstanding any other provisions of this Chapter the following activities shall be exempt from the requirements of Section 77.5-a and 77.5-b:

- (1) Temporary construction activities, including activities performed by engineers, architects, contractors, subcontractors, and construction workers when such activities are related to the construction, development, or other improvement to real property;
- (2) Emergency activities in which persons are employed to render aid or other services in the event of an emergency or natural disaster; and
- (3) Other temporary activities which employ persons for a period of less than ninety (90) days.

(d) Schedule of Compliance

Implementation requirements and methods for compliance shall be contained in the Employer's TSM Handbook. All major and minor employers shall comply with this Ordinance in accordance with the schedule set forth below:

- (1) All major employers with 250 or more employees are required to comply with the provisions of this chapter within six (6) months of the effective date of this Ordinance.

- (2) All major employers with 100 to 249 employees are required to comply with the provisions of this chapter within one (1) calendar year of the effective date of this Ordinance.
- (3) All minor employers are required to comply with the provisions of this chapter within one (1) calendar year of the effective date of this Ordinance.

## SECTION 6

### 77.6 Transportation Management Certificate

#### (a) Transportation Management Certificate Requirements

All major employers shall be required to file an Employer Transportation Management Plan (TMP) with the Traffic Engineer.

The goal of the TMP is to designate TSM measures which will encourage 35% of employees to commute by means other than a single-occupant vehicle during peak periods.

A TMC shall be granted to the major employer for a one (1) year period upon approval of the TMP by the Traffic Engineer.

#### (b) Transportation Management Plan (TMP) Requirements

##### (1) 35% Alternative Mode Goal

The goal of this Ordinance is to encourage 35 percent of peak period commuters to use alternative travel modes. Employers shall develop TMP's with yearly progress goals for increasing alternative commute modes of their employees.

##### (2) Minimum Requirements

At a minimum, the Employer TMP shall include the following provisions:

- (A) Document compliance with minimum TSM measures as specified in Section 77.5-b-2 for minor employers;
- (B) Provide a status report on current commute modes of employees in a format specified by the Traffic Engineer;
- (C) Document TSM measures selected to increase alternative mode use during the coming year;

(D) Provide plan for implementing selected TSM measures.

(c) Multiple Worksites

Each worksite with 100 or more employees shall submit a TMP with TSM measures for the specific worksite. If the employer has worksites with 99 or less employees, the TMP shall list all worksites and the number of employees at each site. The 35% alternative mode goal shall apply to the total number of employees commuting during peak periods from all worksites of the major employers.

(d) Coordination of Employer TMP and Developer TMP Requirements

If the worksite is located in a project with a Developer TMP in effect, the Employer TMP shall be coordinated with the Developer TMP approved under Section 6-E of the Zoning Ordinance for Transportation Systems Management Regulations for New Non-Residential Development. The employer may request that the project owner revise the Developer TMP to incorporate appropriate TSM measures for their employees.

(e) Issuance of TMC

At least 60 days before the schedule set forth in Section 77.5-d, all person(s) required by this Chapter to obtain a TMC shall submit a complete Employer TMP application. Upon receiving the Employer TMP, the Traffic Engineer shall examine the plan to determine whether the plan complies with the provisions contained in Section 77.6-a. Inspection of the business location by City staff may be conducted as necessary to determine compliance with these provisions.

Except as otherwise provided by Section 77.6-f, the Traffic Engineer shall approve the TMC upon finding that the requirements contained in this Section have been met. The TMC shall be valid for a period of one (1) year from the date of issuance by the Traffic Engineer. The Traffic Engineer shall notify the applicant, in writing, of the decision to issue or not issue the TMC.

The Traffic Engineer shall also notify of the decision in writing any other person who has requested notice of the proceedings on this particular TMC or on Transportation Management Certificates in general.

A decision to approve or disapprove the Employer TMP shall be deemed final fourteen (14) calendar days after the date that the applicant receives a notice of the Traffic Engineer's decision, unless an appeal has been filed.

The City Council shall by resolution prescribe fees for the issuance and renewal of Transportation Management Certificates. Such fees shall be used for the purpose of defraying costs incurred in the administration, monitoring, and enforcement of this chapter.

All fees for the issuance and renewal of certificates shall be paid at the time of, and with the filing of the application with the Traffic Engineer. No application shall be deemed valid or complete until all prescribed fees have been paid. Unless otherwise prescribed, fees shall not be refundable in whole or in part whether or not the certificate is issued or approval granted. No fee shall be refundable in whole or in part if a permittee ceases operating under the certificate in advance of expiration of the term of the certificate.

(f) Renewal of Certificate

(1) Renewal of certificates with less than 35% Alternative Modes:

The TMC shall be renewed annually except as specified in Section 77.6-f-2. In order to renew a TMC, each employer shall provide the following information to the Traffic Engineer at a minimum:

- (A) Provide an update of the initial status report provided per Section 77.6-b-2 in a format specified by the Traffic Engineer.
- (B) Provide a summary of the previous year's TSM program, progress in meeting the TMP goals, and a description of program organization and resources.

The Traffic Engineer may require additional documentation or may visit the site and conduct his or her own survey. If an employer is unable to provide the required information on the employee's transportation modes, then the Traffic Engineer may require an employer to retain a consultant with approval by the Traffic Engineer. The consultant shall submit the required information to the Traffic Engineer.

If the information provided indicates the employer has achieved a 35% alternative mode trip goal, a TMC shall be renewed as specified in Section 77.6-f-2. If the information provided indicates less than 35% alternative modes, the employer shall amend their TMP to include additional TSM measures.

(2) Attainment of 35% Alternative Modes:

If the monitoring information provided for the renewal of the TMC indicates the achievement of 35% alternative modes during two consecutive years, the employer may apply for a TMC valid for two (2) years.

SECTION 7

77.7 Enforcement

(a) Violation is a Public Nuisance

Any violation of the provisions of this chapter shall be and the same is hereby declared to be a public nuisance subject to abatement pursuant to Chapter 61 of this code. The City Attorney is also authorized to bring and prosecute an action in any court of competent jurisdiction to enjoin any person or corporation from continuing, maintaining or permitting such violation.

(b) Penalty

Any person or corporation violating any provision of this chapter shall be guilty of an infraction, subject to the provisions of Government Code Section 36900 (b). Such person or corporation shall be deemed guilty of a separate offense for each and every day during any portion of which any violation of this ordinance is committed, continued, or permitted by such person, firm, or corporation, and shall be punishable as herein provided.

The following subsection is hereby added to Article IV, Section 61.401 of this code: (1) Any condition in violation of Chapter 77 of the Sacramento City Code (Employer Transportation Systems Management for the City of Sacramento).

SECTION 8

77.8 Appeals

Any decision of the Traffic Engineer pursuant to this Chapter may be appealed to the City Council in accordance with the procedures set forth in Article XIX, Appeals to Council of the Sacramento City Code for appeals or decisions of the City staff.

DATE PASSED FOR PUBLICATION: DEC 6 1988

DATE ENACTED: DEC 13 1988

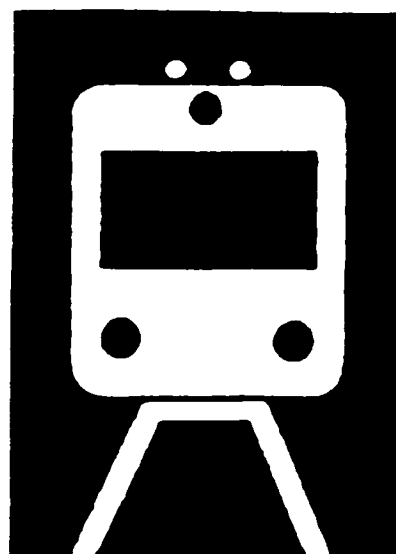
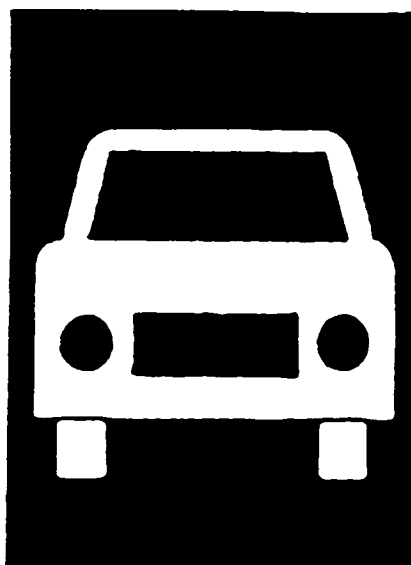
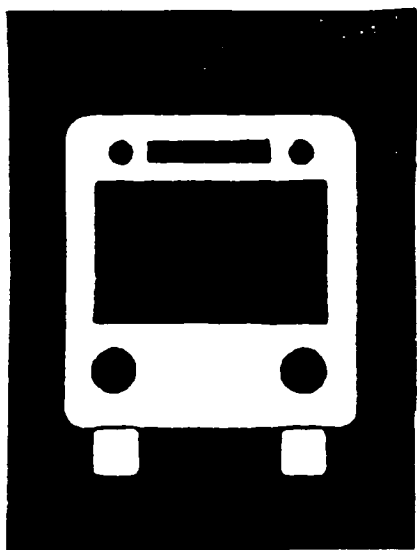
DATE EFFECTIVE: JAN 12 1989

ANNE RUDIN  
MAYOR

ATTEST:

ACTING JANICE BEAMAN  
Assistant CITY CLERK

JP:lm  
JP2-27.L



**CITY OF SACRAMENTO  
DEVELOPER  
TRANSPORTATION SYSTEMS  
MANAGEMENT  
HANDBOOK**

prepared by

DEPARTMENT OF PUBLIC WORKS  
AND  
DEPARTMENT OF PLANNING AND DEVELOPMENT

MARCH 1989

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## DEVELOPER TSM HANDBOOK

This handbook is designed to assist the Developer and property owner with implementation requirements and guidelines in the development of a Transportation Management Plan and Annual Status Report to fulfill the requirements of City of Sacramento Ordinance Number 88-083\*. If you have any questions, require assistance or clarification on any requirement, or implementation procedure, contact the Transportation Division, Department of Public Works at 449-5307.

*\*ORDINANCE NO. 88-083 amending Section 6 of the Comprehensive Zoning Ordinance: Off-Street Parking and Transportation Systems Management Regulations for New Non-Residential Development was enacted on December 13, 1988 and became effective on January 12, 1989.*

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# DEVELOPER TSM HANDBOOK

## Section 1

## INTRODUCTION

The rapid growth and expansion experienced by the City of Sacramento over the past few years have contributed to the increased demand on our local transportation systems. This increased demand has resulted in traffic congestion, greater traffic volumes, and declining air quality. In an effort to mitigate the negative aspects of this increased demand, the City of Sacramento has enacted two Transportation Systems Management Ordinances.

The purpose of Transportation Systems Management (TSM) is to promote more efficient utilization of existing transportation facilities (our streets, highways, parking facilities and public transit). An example of a few TSM measures are:

- \* Offering Transportation Coordinator Services
- \* Providing carpool/vanpool matching services
- \* Offering priority parking assignments to carpools or vanpools
- \* Providing current transit information
- \* Discounting parking costs for car/vanpools
- \* Providing transit shelters
- \* Providing subsidies for; transit, carpools, and vanpools
- \* Posting of information regarding the use of alternative commute modes.

These are just a few of the TSM measures that can be used to encourage and promote the use of alternative commute modes. The term **alternative commute mode** is used throughout this handbook. This term means; carpooling, vanpooling, riding transit, bicycling, and even walking to work (anything other than driving to work alone). Each of these measures and others will be more fully discussed in Section 8 of this handbook.

As a developer, you are affected by specific requirements of the Comprehensive Zoning Ordinance No. 2550, relating to Transportation Systems Management Regulations for New Non-Residential Development. The primary purpose of this ordinance is to insure, prior to occupancy of the project, the inclusion of basic facilities and services that will encourage the use of alternative commute modes by 35% of future tenants of the proposed projects. For the purpose of this handbook, the terms future tenant, potential occupant or employee shall be interchangeable.

## Section 2

## DEFINITIONS

The following list of definitions and abbreviations is included for your convenience and to insure proper understanding of the terms, conditions, and requirements of this Ordinance.

**BUSPOOL:** Shall mean private or public transportation service designed to carry eight (8) or more people when vehicle trips are limited to a fixed route.

**CARPOOL:** Shall mean two or more persons commuting in a motorized vehicle to and from work.

**COMMUTE:** Shall mean a home to work or work to home trip.

**EMPLOYEE:** Shall mean any person hired by any employer, including part-time and seasonal workers, but excluding any independent contractors hired by the employer.

**EMPLOYER:** Shall mean any public or private entity, including the City, with a permanent place of business or worksite in the City.

**FLEXTIME:** Shall be defined as a work hour management strategy that allows the employee to adjust work hours outside of the employer's established start and stop time.

**PEAK PERIOD:** Shall mean the commute hours from 6:00 am to 9:00 am and 3:30 pm to 6:30 pm during weekdays.

**RIDESHARING:** Shall mean the cooperative effort of two or more people traveling together.

**SHUTTLE BUS:** Shall mean private or public transportation service providing short distance, fixed route passenger service, limited to specific destinations and connections with parking lots and/or existing transit services.

**SINGLE-OCCUPANT VEHICLE:** Shall mean a motor vehicle occupied by one (1) employee for commute purposes. The abbreviation used for this term is SOV.

**TELECOMMUTING:** Shall be defined as work performed at home using a computer and modem and would normally be done at the employment worksite, thus eliminating the home to work trip.

**TRANSIT:** Shall mean the use of public transportation, including bus or fixed rail services for commute purposes.

**TRANSPORTATION COORDINATOR:** Shall mean an individual who has undergone specialized training to promote and implement TSM measures at the worksite.

**TRANSPORTATION MANAGEMENT CERTIFICATE:** Shall mean the document issued for compliance with the requirements set forth in this Developer TSM Handbook.

**TRANSPORTATION MANAGEMENT PLAN:** Shall mean a document detailing TSM measures to relieve traffic congestion and reduce vehicle trips to and from work. The abbreviation for this term is TMP.

**WORKSITE:** Shall mean the primary place of employment, base of operation, or predominant location of a group of employees.

**VANPOOL:** Shall mean six or more people commuting to and from work.

### **Section 3**

### **WHO MUST COMPLY ...**

You are affected by this Ordinance, if (based on the zoning designation and gross square footage), your project will accommodate 25 or more employees. The chart in Section 4 will help you find the proper employee density (the number of employees per 1000 gross square feet) to determine whether or not you are affected by this Ordinance.

Projects that will employ between 25 and 99 people are designated as Minor Projects. Projects that will employ 100 or more people are Major Projects. The designation, Major or Minor, determines the necessary requirements for compliance with this Ordinance.

If an existing development is proposing to undergo expansion or structural changes, the project will be called an expansion project. These projects are subject to the same occupancy rate calculations found in Section 4. The project will then be classified as minor or major and subject to the requirements of the appropriate category.

Some projects will be exempted from all requirements and shall not be requested to comply with this Ordinance. Exempted projects include: temporary construction activities, emergency activities where people are employed to render aid or assistance in the event of an emergency or natural disaster; or other temporary activities which employ persons for less than 90 days. For specific exceptions refer to Section 6-E-3-2a of the Zoning Code.

Any or all requests for exemption from this Ordinance shall be reviewed by the Traffic Engineer and the Director of Planning. Requests for exemptions shall be granted by the Traffic Engineer and the Director of Planning if the request is appropriate.



## Section 4

## OCCUPANCY RATE CALCULATIONS

The following chart is used to estimate the total number of potential employees expected to occupy the development upon completion of a project.

+++++ZONING+++++AREA+++++# OF EMPLOYEES PER 1000 GROSS SQUARE FEET		
SC	Shopping Center	City-wide 3.3
C-1	Limited Commercial	City-wide 3.3
H-2	Highway Commercial	City-wide 3.3
C-2	General Commercial	City-wide 3.3
C-3	Central Business Dist.	Central City 4.0
H-C	Highway Commercial	City-wide 3.3
OB	Office Building	Central City 4.0
OB	Office Building	Point West 4.0
OB	Office Building	South Natomas 4.4
OB	Office Building	Remainder of City 3.3
C-4	Heavy Commercial	City-wide 2.0
M-1	Light Industrial	City-wide 2.0
M-2	Heavy Industrial	City-wide 2.0
MIP	Manufact. Industrial	City-wide 2.0
	Park	
MRD	Manufact. Research and Development	City-wide 2.9

+++++ZONING+++++AREA+++++# OF EMPLOYEES  
PER 1000 GROSS  
SQUARE FEET

Employee density numbers have not been developed for some specialized zoning categories. If the zoning category for your project is not included in the above chart, you will need to provide more specific information on the proposed uses of your project.

If your project requires planning entitlements and more specific information is available on the proposed use of the development, other

methods may be used to calculate the occupancy rate. Contact the Planning Department at 449-5604 for further information.

The zoning designation, square footage, project location, and employee density factors (number of persons per 1000 square feet) are used to determine the number of potential employees for your project. To calculate the number of potential employees you divide the total square footage by 1000, then multiply by the correct employee density factor:

$$\frac{(\text{square footage})}{1000} \times \text{density factor} = \text{potential employees}$$

If based on this calculation method you are a Minor Project, turn to Section 5, MINOR PROJECTS, for your specific requirements.

If your project is a Major Project turn to Section 7, MAJOR PROJECTS, for specific details and requirements.

## Section 5

## MINOR PROJECTS

As the developer/property owner of a Minor Project, you are required to provide at a MINIMUM, the facilities for posting alternative commute mode information. When the project is occupied, the local ridesharing agency and local transit agency(s) can provide current information to the tenants of your building. This information must be updated on an annual basis.

These facilities can be a bulletin board in each office. However, if the building has a common lobby, employee entrance or break room, one or all of these areas could serve as the appropriate area for displaying information and would meet the requirement.

The material that you will be required to display must include information about:

- \* Transit service available to the vicinity of your site (if no service is available, you should advise the tenants of this fact).
- \* The carpool, vanpool and bicycle facilities available at your site.
- \* Where to obtain addition information about Ridesharing and Transit.

These requirements must be met when tenant improvements are made to a project when the project meets the conditions in Section 4. If the tenant improvements are made by someone other than the property owner/developer, the responsibility for compliance remains with the property owner.

The local ridesharing agency will be able to provide you with free brochures, posters and ridesharing information to post on the bulletin boards. The rideshare office can provide free commuter applications for tenants. Information regarding the local ridesharing agency can be found in the APPENDIX of this handbook, under Ridesharing.

The local transit agencies can provide transit maps, and schedules for buses serving your project. A listing of the local transit agencies can be found in the APPENDIX of this handbook under Transit Service.

## Section 6

## METHODS OF COMPLIANCE FOR MINOR PROJECTS

In order to comply with the requirements of this Ordinance as a MINOR PROJECT, you must provide the same types of information and posting facilities as described in Section 5.

Before you receive your building permit, you must complete the TSM Registration Minor Project form and submit it to the **City Traffic Engineer**. A sample form is included on the following page.

Upon completion of the project or at the time that Tenant Improvement permits are being issued, you must comply with the portion of this Ordinance that actually requires providing the alternative commute mode information. To comply with this portion, you must contact the local rideshare office, and the local transit agency(s) for information to post and ridesharing applications to distribute to your tenants. By including these requirements in leasing agreements with tenants, you will be less likely to forget about this requirement.

When you have contacted and received information from the local transit agency(s) and the local ridesharing agency, you must either (1) complete and mail the form, TSM Update- Minor Projects, with the appropriate information or (2) call City TSM Staff of the Transportation Division at 916-449-5307 and certify compliance by phone. Each year thereafter, you must contact those agencies for updated information.

# TSM REGISTRATION MINOR PROJECTS

Property Owner/Developer: A. DEVELOPER  
Contact Person: R. MANN  
Address: 1000 Z STREET, SACTO., CA. 95899  
Phone Number: (916) 555 - 1010  
area code

## PROJECT INFORMATION

file # _____
date: _____
FOR OFFICE USE ONLY

Zoning Designation: C-2  
Gross Square Footage: 12,000  
Number Potential Employees for this site: 40  
Project Location: 10 ARDEN WAY  
(address) SACTO., CA. 95827

I understand that Ordinance No. 88-083 requires at a minimum:

- A) Facilities for posting (Bulletin Boards) for each separate business in this project.
- B) Each business shall be supplied with commuter information from the local transit agency(s) and from the local ridesharing agency.
- c) Information regarding the requirements of this Ordinance shall be passed on to my tenants in the event that I am not responsible for construction of tenant improvements made to my building. However I understand that I am solely responsible for compliance.

A. DEVELOPER  
Printed Name

A. Developer  
Signature

OCT. 10, 1988  
Date

# TSM UPDATE - MINOR PROJECTS

Property Owner/Developer: A. DEVELOPER  
Project Location: 10 ARDEN WAY  
SACTO. , CA. 95827

I certify that I have contacted:

☒ SACRAMENTO RIDESHARE on JAN. 7, 1989  
date

The following information has been requested:

MATCHING SERVICE INFO AND POSTER FOR BULLETIN  
BOARD

☒ REGIONAL TRANSIT on JAN. 21, 1989  
date

☐ Other Transit Agencies on JAN. 21, 1989  
date

The following information has been requested:

BUS ROUTING MAPS AND TICKET SALES LOCATIONS.

A. DEVELOPER  
Printed Name

A. Developer  
Signature

MAR. 3, 1989  
Date

Major Development Projects are required to submit a Transportation Management Plan (TMP) to the City Traffic Engineer. This plan must be approved by the Planning Director and the Traffic Engineer. Your TMP must detail the basic facilities and services that you have decided will assist the future tenants of your project to meet the **35% alternative commute mode goal**.

The TMP must have provisions for the following:

- (1) Specific **TSM Measures** to be used to meet the 35% alternative commute mode goal. (The TSM Measures are detailed in Section 8).
- (2) The designation of a **trained transportation coordinator**<sup>1</sup>.
- (3) Facilities to post alternative commute mode information.
- (4) Provisions for coordinating with appropriate transit agencies to maintain and provide current transit information.
- (5) Provisions for coordinating with the regional ridesharing agency for commuter information and applications at the time of initial occupancy and on an annual basis thereafter.
- (6) An Annual Status Report. The report shall include at a minimum; employee commute modes, progress toward alternative commute mode goal, and the projected increase in the alternative commute mode, and an overview of the plan to produce this increase. The specific details and instructions for the status report can be found in Section 11, **ANNUAL STATUS REPORT**. Please note, the Annual Status Report is not required until one year after the Occupancy Permit is received.

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<sup>1</sup> Appendix portion of this handbook includes a listing of approved sources for training the Transportation Coordinator.

All TSM Measures must be clearly delineated and approved prior to the issuance of the building permit. Those measures requiring agreements with other agencies will not delay the issuance of the building permit. Documentation of completed, signed agreements for TSM measures requiring such, shall be presented to the Traffic Engineer prior to the occupancy stage of the project.

The TSM measures that you select for your project will directly affect the methods that you must use to encourage and promote the 35% goal. Your TMP should be based, in part on any other facilities provided at your development, and the types of services that are, or will be available, in your area.

TSM requires planning and forethought. It is far less expensive to design a facility than to retrofit a facility as an after thought. By providing basic facilities that can be expanded as the need arises, you will be developing a good foundation for a flexible, yet manageable TMP program.

The following sections are designed to fully explain each specific provision required in your TMP. TSM measures, the Transportation Coordinator, the Annual Status Report and the required alternative commute mode information are detailed in order for you understand how each provision compliments the overall Transportation Management Plan.



## **Section 8**

# **TRANSPORTATION SYSTEMS MANAGEMENT MEASURES AND PROVISIONS**

The following TSM Measures are detailed so that you may more fully understand each measure. As you review these measures, please remember that you are not limited to offering or selecting these measures (a way to select these measures so that they compliment your development will be discussed in a later section).

## **8A           TRANSPORTATION MANAGEMENT ASSOCIATION (TMA)**

The purpose of a Transportation Management Association (TMA) is to provide a cooperative atmosphere whereby groups of businesses can provide greater level of assistance and more substantial services to tenants and employees. TMA members can share in the cost of developing facilities, providing subsidies, and services, such as a transportation coordinator.

Membership in a TMA can be helpful to employers, employees and developers by allowing the TMA to provide more varied services at a lesser cost than could be provided a single employer or developer. The Transportation Coordinator can provide better services to TMA members because the TMP's for member companies can be more easily coordinated.

The property owner may elect to join or form a TMA for a specific geographic location. Formation or membership in a TMA will ultimately provide additional assistance in meeting the goal of the TSM Ordinance.

If this measure is selected, the implementation plan must be included in the FIRST ANNUAL STATUS REPORT.

## **8B                    PREFERENTIAL EMPLOYEE CARPOOL/VANPOOL PARKING SPACES**

A portion of the required employee parking spaces may be designated as "Carpool/Vanpool Only". When this measure is selected, the spaces must be reserved for carpools or vanpools. The spaces must be labeled or marked Carpool/or Vanpool only.

The preferential treatment for these spaces may be the location: entrance(s) or exit(s) of the parking lot; near the employee entrance; covered spaces; or something otherwise considered preferential by the employees.

If parking fees are imposed, carpools or vanpools shall receive a minimum discount of 50% of the normal parking fees charged for parking at that facility.

When this measure is selected, the placement of the spaces must be designated in the construction plans, and approved prior to receiving the Building Permit. The rules and regulations regarding the usage of the preferential parking and auditing procedures must be defined in the Parking Management Plan (as part of the Annual Status Report). More detailed information about the Parking Management Program is contained in Section 11, Annual Status Report.

## **8C                    PARKING FEES**

The applicant may impose a monthly parking fee for some or all of the future employees of the development whose primary commute method will be the single occupant vehicle. The parking fee measure will be considered in conjunction with the preferential parking program discussed in section 8B. A minimum 50% discount will be given for carpool/vanpool parking spaces or permits. The Traffic Engineer will determine whether or not the amount of the parking fee will create adverse parking impacts to adjacent developments. Approval of the parking fees shall be made by the Planning Director and the Traffic Engineer.

The applicant shall specify the amount of parking fees to be imposed throughout the duration of the program, the number of tenants that are anticipated to be required to pay the fees, and the period of time that this program will be in effect.

When this measure is selected it must be included as part of your basic TMP, however, the actual fees and fee structure can be negotiated during the construction phase, but must be completed prior to the occupancy stage.

## **8D                      TRANSIT PASSENGER SHELTER**

If the proposed development is located along an existing or designated transit route the applicant may select this TSM measure. The approval of this measure is dependent upon specific guidelines indicating level of usage. The approval of this measure will also be based on the appropriateness of the location. When this measure is selected, the applicant must agree to construct or pay for the construction of a shelter on or adjacent to the property. The design, maintenance, liability and ownership of the shelter shall be set forth in an agreement between the developer and the appropriate transit agency.

Regional Transit guidelines indicate the approval of shelters where bus stops have at least 40 passenger boardings per day. Other considerations are; proximity to medical facilities, areas with a high portion of senior citizens, disabled residents or school-aged children.

Although Regional Transit provides the majority of transit service to the area, other transit agencies do service the downtown core. If you elect to build a bus shelter for another transit agency, provisions for the maintenance must be included in the agreement. (Regional Transit does not assume the liability or maintenance costs for shelters not specifically built for R.T.)

A transit passenger shelter, in and of itself, is not enough of an incentive to promote transit usage. Shelters should be considered supporting facilities. The shelter becomes a convenience in the same sense as preferential parking for the carpooler. However, a shelter does make it easier to use transit in inclement weather. Relevance of a shelter to actual alternative commute usage will be based on location and projected transit ridership for the project.

When this measure is selected, it must be included in your basic TMP. The use of this measure requires agreements between you, the developer and the appropriate transit agency.

You will find a listing of phone numbers and other pertinent information listed under Transit Agreement Criteria in the Appendix portion of this handbook.

#### **8E            BUS/LIGHT RAIL TRANSIT (LRT) STATION SUBSIDY**

When a proposed development is located within 1/4 mile from a bus route or 1/2 mile from a site designated as a future bus transit center/light rail transit station, the applicant may agree to pay all or part of the cost associated with that center. Land, construction and/or maintenance of that center/station are included in these costs. The applicant may agree to cover the expenses of another center/station within the transit system in lieu of constructing a new facility.

The amount of the subsidy, payment arrangements, use of the subsidy funds and other applicable provisions shall be set forth with an agreement between the property owner and Sacramento Regional Transit (or other appropriate transit agency) and the City of Sacramento.

Bus transit centers differ from a bus shelter, in that a center is a main transfer stop for bus routes. This option can provide transit services nearer to your development than would normally be available. Persons choosing transit as an optional commute mode (i.e. those persons not transit dependent, but using transit for economical benefits and convenience) usually will not walk more than 3 or 4 blocks or 1/4 mile for a bus and 1/2 mile for LRT.

Close access to a transit center provides a wider variety of transit line service to your employment area. Transit usage requiring multiple transfers is not viewed as easy or convenient, and will not necessarily be used as an option by those employees who have a choice.

Specific details of this measure are included in the Appendix under Transit Agreement Criteria.

#### **8F                      TRANSIT OPERATING SUBSIDY**

When a proposed development is located within 1/4 mile from a bus route or 1/2 mile from LRT (light rail transit) stations, the applicant can select this measure. In doing so you will pay a transit operating cost subsidy to the Sacramento Regional Transit District or other transit agency(s) serving the site.

The amount of the subsidy, the use of the subsidy and other applicable provisions including the payment arrangements shall be specified in the agreement between the property owner and the appropriate transit agency.

The operating subsidy supplements the operational cost for bringing transit service to or near your worksite. The actual amount that you will be requested to pay, should you select this measure, is based on the number of potential transit riders your project will generate.

Specific details of this measure are included in the Appendix under Transit Agreement Criteria.

#### **8G                      TRANSIT PASS SUBSIDY**

Transit pass subsidies are an excellent way to promote and encourage the use of transit. Sacramento is fortunate to have several transit agencies that serve the area. Regional Transit serves the Sacramento Metropolitan area, and Roseville Commuter Bus Lines, Yolo Bus, Paratransit and the Folsom Flyer all serve the downtown core.

If this measure is selected as a TSM measure for your project, the subsidy must be not less than 50% of the value of the monthly pass. When selecting this measure you must designate the number of passes to be subsidized, the percentage (50% or more) of the subsidy per pass and any other pertinent provisions. This subsidy measure must be in effect for ten (10) years. The transit subsidy program shall be effective upon the occupancy of the project.

Specific details of this measure are included in the Appendix under Transit Agreement Criteria.

(Please note that Regional Transit requires the purchase of transit passes at one hundred (100%) percent of the cost, the unsubsidized portion of the pass is recouped when the pass is sold to the user.)

## **8H**

### **BUSPOOL/SHUTTLE BUS PROGRAM**

A buspool is an effective way to provide transportation to employees of a new development in a remote location, or to bring a large number of employees living in a distant location to a business park or development. A buspool operates differently from a shuttle bus, or regular transit, in that the buspool operates more like a carpool. The buspool picks up riders at specific points, drops them off at specified points and the bus does not return until the end of the work day. (For example, Yolo Bus operates several buspools from Yolo County to downtown.)

A shuttle bus operates on a fixed time schedule, with specified pick up and drop off points. Shuttle bus service encourages the use of transit and the use of park and ride lots (off-site parking facilities) when transit is not available, or parking is limited at the worksite. Shuttle services reduce the need for on-site long term parking by employees, leaving the existing space for short-term parking for customers. Many shuttle services operate in conjunction with major retail centers to promote midday mobility.

If shuttle service is offered, a minimum of one bus per peak period commute (a.m. and p.m.) must be provided. If either of these measures are selected, the type of service, hours of operation, any fees associated with the services and the number of employees expected to use the service must be specified in the TMP. The actual provider and specific agreements do not have to be in place until the occupancy stage of the project.

Additional information regarding this measure is included in the Appendix under Other Service Providers.

## **81**

### **VANPOOL PROGRAM**

If this measure is selected the applicant must purchase, lease, or otherwise subsidize the capital and/or operating cost of one or more vanpools used by the future employees at the development. The applicant shall specify the type and level of vanpool assistance to be provided throughout the duration of the program, the number of vans to be subsidized, or dollar amount per passenger, the number of anticipated vanpool participants, and the period of time that the vanpool program will be in effect.

Vanpool programs are most cost effective for the long distance commuter (25 miles one way). However, many persons will consider switching to vanpooling when the cost of parking becomes too high. The van itself becomes a great advertising opportunity and employee benefit for your development.

Vanpool programs are an effective way to rapidly reduce on-site parking needs. One van with 12 passengers uses 1 parking space, compared to 12 single occupant cars, or 6 two-person carpools. A vanpool vehicle can be leased on a monthly basis or purchased for the purpose of operating a vanpool. Leasing a van is the most favored option, as the costs of the maintenance, repair and insurance are all covered in the monthly leasing fee.

If this measure is selected and approved, the program must be listed in the TMP, but will not require implementation until the project is occupied. At this time, the type of service and approximate implementation date must be stipulated.

Additional information regarding this measure is included in the Appendix under Ridesharing and Other Service Providers.

## **8J SHOWERS AND LOCKERS**

The applicant may provide shower and clothes locker facilities for the employees of the development to encourage bicycle commuting and walking. The applicant shall specify the number of and location of such facilities, and if user fees will be imposed.

Showers and clothes lockers are a great enhancement to bicycle commuting thus encouraging usage by employees who wouldn't normally ride to work. The average cyclist will pedal about five miles, while a more advanced cyclist will ride much farther.

The availability of showers and lockers also will encourage employees to walk to work. The pedestrian commuter, like cyclists, is not usually solely dependent upon these modes of travel. By installing facilities that will encourage the use of these commute modes, you will reduce parking demand, congestion and air pollution.

Shower and locker facilities should be conveniently located near the bicycle storage facilities. Reasonable fees may be imposed for the use of these facilities. However, fees should only be considered if the users are not travelling by bicycle or walking or work.

If showers and lockers are selected as a TSM measure, they must be included in the building plans in order to receive your Building Permit.

## **8K LAND DEDICATION FOR TRANSIT FACILITIES**

The applicant may dedicate land for construction of a light rail station/bus stop or other purposes related to transit if a need is determined by the Sacramento Regional Transit District. Evidence of the land dedication is required prior to the issuance of building permit or in conjunction with the final filing of an approved parcel or tentative map.

This measure will provide for future transit accessibility and growth. As the local transit agencies increase service to areas, the need for dedicated land for rights of way will also increase.



Specific details of this measure are included in the Appendix under Transit Agreement Criteria.

#### **8L SUBSIDY FOR TRANSPORTATION SYSTEMS MANAGEMENT (TSM) CAPITAL IMPROVEMENTS**

If the proposed development is located in an area where needed TSM Capital Improvements Programs have been identified, the applicant may contribute to the TSM Capital Improvement Fund. The TSM Capital Improvement Program will construct facilities that increase the people moving capacity of the existing transportation system.

The TSM Capital Improvement Program area shall be designated by the City. The use of funds designated to the TSM Capital Improvement Program shall be the responsibility of Department of Public Works. Projects appropriate to the TSM Capital Improvement Program shall be identified by the City staff.

The TSM Capital Improvement Program will enable the City to develop, build, and/or implement Capital Improvement Projects within a specified area that will directly enhance the transportation system of the area.

The amount of the contribution shall be based upon the square footage of the building, the projected occupancy, and the other TSM measures selected by the applicant.

If this measure is selected the amount of the contribution must be agreed upon prior to issuance of the building permit. The method for payment, and all stipulations pertaining to the usage of this measure shall be set forth in an agreement between the City and the Developer.

The applicant can also select other TSM measures that can be specifically applicable to the design of the development. Acceptance of other TSM measures shall be subject to the approval of the Planning Director, and the Traffic Engineer.

Examples of these measures are: telecommuting, implementation of clean fuels into fleet vehicles, implementation of combined usage of company vehicles (using company cars for carpooling to and from work), flextime, or other measures that the applicant may select.

TELECOMMUTING will be considered an appropriate TSM measure in the reduction of the total number of peak hour commuters. The use of telecommuting can be used to reduce the number of actual occupants of the worksite. Telecommuting is considered to be a supporting measure, and not a facility.

FLEXTIME will be considered an appropriate TSM measure in the reduction of the total number of peak hour commuters. Flextime should be a supportive measure for more effective carpool/vanpool matching and allow for more efficient use of the available transit services. Flextime can be an incentive to use alternative commute modes.

INCENTIVE PROVISIONS are the more creative use of subsidies or services. For example, providing your employees with fuel when the employee switches to clean fuels, or simply providing the employee with a car that uses clean fuels. Subsidizing the operational cost of a carpool (supplying gas, providing tune ups) or paying a person rate for those who commute together is another example of an incentive provision.

For more specific details regarding the use of telecommuting, flextime, and other measures included in this section, contact the local ridesharing agency. Information about the ridesharing agency is included in the handbook Appendix under Ridesharing.

The ON-SITE SALE OF TRANSIT PASSES AND TICKETS is a simple measure that will support and encourage transit usage. If transit pass subsidies are selected as a TSM measure, this is a perfect compliment to that measure; remember that the cost of unsubsidized portion is recouped when

the pass is sold to the user. You can request a program that will fit the needs of your project. Information regarding this measure is included in the Appendix under Transit Services.

These are just a few of the measures that you can use to increase and encourage the use of alternative commute modes to and from your project. You are encouraged to introduce any additional measures that you believe will help reduce traffic congestion, promote better use of our existing transportation system and help stop the decline of air quality.

Under the provisions of this Ordinance, the services of a Transportation Coordinator must be provided to your tenants. The Transportation Coordinator is really the key to making your overall TMP work. As the developer/property owner your job is to provide the facilities and services that will encourage employees to use alternative commute modes. Your Transportation Coordinator will be responsible for developing, marketing, and implementing programs designed to enhance and encourage the use of those facilities and services that you are paying for, or have provided for, in your TMP.

Carpooling, transit usage, bicycling or walking to work will not occur unless those modes are promoted. Unless your facilities are advertised and promoted, they won't get used either. The Coordinator does much more than advertise facilities, the Coordinator provides assistance to the employees at the worksite.

This assistance should include instructions for determining transit schedules, assisting in the development of carpools, vanpools, and any other service as promised in the TMP.

The Transportation Coordinator duties at a minimum, are to include:

- \* Distribution of pertinent information to all tenants regarding the facilities, services and subsidies available at the worksite.
- \* Contacting and acting as liaison to the appropriate transit agencies. Distribution of appropriate transit information, transit passes, transit tickets or subsidies, and any other duties related to the utilization of transit services.
- \* Contacting and acting as liaison to the local ridesharing agency.
- \* Distribution of commuter matching applications to all new tenants upon occupancy, as well as on an annual basis.
- \* Distribution of alternative commute mode information to all tenants upon occupancy, as well as on an annual basis.

- \* Distribution and placement of informational fliers.
- \* Development and implementation of promotional programs relating to the usage of alternative commute modes.

The Transportation Coordinator shall be responsible for the distribution, collection, tabulation and processing of the annual commute mode survey, as well as any other survey data that may be necessary in the completion of the Annual Status Report, unless otherwise specified by the developer/property owner. Your Transportation Coordinator should be responsible for contacting the local transit agencies and rideshare agency to gather the required information for your tenants.

Transportation Coordinator services must be available to your tenants upon issuance of the Temporary or Final Occupancy Permit. If your Transportation Coordinator is not located on-site, the tenants should have access to the Transportation Coordinator by telephone or on a regularly scheduled basis. The Transportation Coordinator must receive certified training from an approved source. These sources are included in the Appendix under Other Service Providers.

The provisions of this Ordinance require that you provide alternative commute mode information to your tenants. The information you will need to meet this requirement is varied. However, most of the information is free of charge (or very low cost), and all of these agencies provide an array of free services.

Alternative Commute Mode information must include information about; carpooling, vanpooling, transit usage, walking, and bicycling to work. To receive this information you need to contact the local transit agencies and the local ridesharing agency.

Sacramento Rideshare (the local ridesharing agency) can assist your transportation coordinator by providing commuter applications for free computerized matchlists of the names of other persons interested in carpooling and vanpooling. Other types of free information available include brochures that will assist in the marketing of your TSM measures, bicycle commuter guides, and a vast array of other free services.

Regional Transit can provide you with information regarding the transit system, and transit related services that are available to you just for the asking.

ParaTransit offers specialized services to the elderly and the handicapped. Contact Paratransit for the specific details of this specialized service.

Yolo Bus offers service from Yolo County to the downtown core. You can contact Regional Transit or Yolo Bus for the details of this service. (Yolo Bus riders can use Regional Transit passes with the payment of a zone fee.)

Roseville Commuter Service offers express services from Roseville to the downtown area. Contact Roseville Commuter Service for complete information. Folsom Flyer offers express services to the downtown area, for complete information contact the City of Folsom.

To find the phone numbers, and other pertinent information about these agencies look under Transit Service and Ridesharing respectively in the Appendix of this handbook.

An **Annual Status Report** is another of the requirements of this Ordinance. This report will detail the services, facilities and accomplishments of your project. The following terms are defined to insure that you understand the type of information required in this report.

**EMPLOYEE COMMUTE MODE:** This simply means how the employees of your development travel to work. The commute modes must be broken down in this manner; driving alone or SOV (single occupant vehicle), Carpooling (two or more people), Vanpooling (five or more people), Bicycling, Walking, Dropped Off (driver returns home, driver continues on to work), or using Public Transit. If your project offers shuttle bus service or a buspool, specify this in your report.

**COMMUTE MODE SPLIT:** When this term is used, it means the number of employees using each particular commute mode. The commute mode split is determined by taking a survey of your employees.

**EMPLOYEE SURVEY:** The employee survey is the questionnaire used to determine the commute mode of your employees, the average trip length of each employee's commute and the start and stop time of the employee's work hours. The home zip code may be used in order to determine the points of origin for home to work trips. Other information may also be requested of the employee on the survey form.

**PROGRESS TOWARDS ALTERNATIVE COMMUTE MODE:** The goal is to have 35% alternative commute mode usage, but you may not have 35% of the present tenants using alternative commute modes. To determine what progress you are making, you must calculate the number and percentage of tenants using alternative commute modes. (The specific formula can be found in the Annual Status Report Form.)

**OCCUPANCY RATE OF SITE:** This term should not be confused with the Calculated Occupancy Rate found in Section 3. The Occupancy rate of the site means the number of people actually occupying the site versus the potential number of employees at the site.

**MILEAGE FREQUENCY DISTRIBUTION:** This term refers to the method you will use to determine the distance (trip length) that your employees travel to work. Your transportation coordinator will use this information to develop marketing strategies to promote the alternative commute mode

goal (for example: vanpools are most effective for a 25 mile one-way commute).

**PREDICTED PERCENTAGE OF COMMUTE MODE USAGE:** Each year you will be requested to estimate the additional number of people that must change to alternative commute modes to meet the 35% goal. [Remember that the number of people needed to meet the 35% alternative commute mode goal will change as the occupancy rate of the site increases.]

**WORKPLAN:** This phrase refers to the marketing plan that will be used to promote the facilities, services, ridesharing, transit usage, and in some cases, the additional measures to be used to promote the 35% alternative mode usage at your development.

### **Parking Management Program**

A Parking Management Program is required in conjunction with the TMP and the Annual Status Report. This document must describe how the parking lot will actually be controlled and how the parking space violations will be handled. Upon occupancy of the building, the Transportation Coordinator will be required to inform the Traffic Engineer as to the name of the person or agency handling the parking. Information regarding the fees, rules and regulations regarding parking in the premises is also required to be submitted with the Annual Status Report.

The Annual Status Report form is included in the Appendix of this handbook under Annual Status Report. The information that you must report includes:

- \* The employee commute mode split
- \* Progress towards the alternative commute mode goal
- \* Projected increase for the next year in the alternative commute mode goal
- \* Occupancy Rate of the Project
- \* Summary of the Businesses in the Project: the number of businesses, the types of businesses, the number of employees at each business,
- \* Summary of the subsidies offered to employees
- \* Summary of the services offered to employees
- \* Summary of previous year's workplan
- \* Overview of upcoming year's workplan
- \* The Parking Management Program for the project



The Annual Status Report must be filed with the Traffic Engineer . The Annual Status Report shall be due on the anniversary date of the issuance of the Transportation Management Certificate. This date shall remain intact, unless a new date is negotiated by the City and property owner.

Based on the Annual Status Report, the property owner may request that the initial TMP be amended and modified to reflect current conditions of the worksite. This includes amendments and modifications made to agreements with transit agencies, other service providers and upgrading facilities as necessary. The developer/property owner can request that the implementation schedule of services to reflect need and availability and appropriateness of current conditions. All modifications must be requested in writing, and are subject to the approval of the Traffic Engineer.

Upon approval and acceptance of the Annual Status Report and new workplan as detailed in the Annual Status Report, the **Transportation Management Certificate** shall be renewed for the developer/property owner.

A project shall be treated as an employer, and handled in the same manner for purposes of the Annual Status Report and, monitoring as the City's employer TSM Ordinance. Assistance of City staff shall be available to the developer/property owner.

## Section 12

## STEP BY STEP

The following chart is designed to give you a quick overview of the TMP process. You are encouraged and requested to meet with the City's TSM staff in the Transportation Division to answer any questions that might arise while developing your TMP.

- STEP 1.....Determine Zoning Designation, calculate the number of potential employees (Section 4).
- STEP 2.....Complete the project profile (Section 13).
- STEP 3.....Select the TSM measures that are appropriate for your project (Section 8).
- STEP 4.....Complete and submit your TMP to the City Traffic Engineer for review and approval. Remember that the basic TMP must be completed and approved prior to receiving your Building Permit. The review process can take up to 90 days.
- STEP 5.....Prior to the Tenant Improvement Permits, make sure that all agreements for services, facilities and any other requirements have been signed.
- STEP 6.....Receive your Transportation Management Certificate, the certificate will be issued prior to the occupancy of your project.
- STEP 7.....File your Annual Status Report with the Traffic Engineer. Upon approval of your plan, you will receive another Certificate good for one year.

## Section 13

## DEVELOPING YOUR TMP

Now that you have reviewed each provision that is required in your TMP, the time has come to develop a **Transportation Management Plan** for your project. When selecting measures and facilities for your project, remember that the TMP for your project can be as unique to your project as the architecture of your structure.

Your basic Transportation Management Plan must provide facilities, services and subsidies (if a subsidy measure(s) is selected) for 35% of the total potential employees of your project. All of the facilities must be designated and included in the project plans prior to receiving the building permit. Those measures that are service and/or subsidy related must be identified in your plan, but implementation will not be required until the occupancy stage of the project.

Each year the services and/or subsidies offered must meet the needs of the 35% of the employees. Based on information contained in the Annual Status Report, you may request a modification of your TMP. Any changes or modification of the TMP are subject to the approval of the Traffic Engineer. This will allow for flexible management of the program resources.

The next section is designed to assist you in selecting measures that are site-specific and will best suit the needs of your project and your future tenants.

**PROJECT PROFILE**

The Project Profile is designed to aid in the identification of existing and future facilities and services that are or will be available in the vicinity of your development. Once you have identified these services and facilities, you will be able to select measures that, not only compliment each other, but enhance your project. Your TSM measures can become an attractive plus to prospective tenants.

The project profile requires specific information about the zoning designation, building size, number of potential employees, parking availability, transit-related information, bicycle facilities and miscellaneous information. How to "match this information with complimentary TSM measures" is discussed in the next section, Matching Your Measures. A blank Project Profile is included in the Appendix of this handbook under FORMS.

The Project Profile will also be of assistance to your Transportation Coordinator in designing and implementing the marketing program that will promote your TMP.

**13B MATCHING YOUR MEASURES**

A completed Project Profile has been included here to demonstrate how this form will help identify useful TSM measures based on existing and future facilities and services in the vicinity of your project. If at any time you need assistance or more precise information regarding how or where to find the specific information required in the following sections, do not hesitate to contact the City's TSM staff in the Transportation Division at (916) 449-5307.

# Project Profile

1. Name of Facility CITY SAMPLE

Facility Location: SOUTH NATOMAS

Zoning Designation OB (P.U.D.)

Gross Square Footage 231 050

Total # of Potential Employees 1000

## I. Parking Availability

- A. Total number of required spaces: 925  
B. Number of spaces designated for employee parking: 700  
C. Number of spaces to be designated for preferential parking:  
100 SPACES MARKED CARPOOL / VANPOOL ONLY  
D. Other: \_\_\_\_\_

## II. Transit Service Availability

- A. Is there transit service to the vicinity of the project site? [yes or no]  
B. Is transit service planned for the area by the expected completion date of this project? [yes or no]  
C. Designate the transit agencies with service to the site;  
1. Regional Transit: [yes/no] Route #'s UNKNOWN  
2. Roseville Commuter Lines [yes/no] Route #'s \_\_\_\_\_  
3. Yolo Bus [yes/no] Route #'s \_\_\_\_\_  
4. Paratransit [yes/no] BY ARRANGEMENT  
5. Other agencies \_\_\_\_\_

D. Transit Facilities

1. List type of facilities now available at site:

CURRENTLY, NO SHELTERS OR STOPS EXIST.  
SERVICE WILL CIRCULATE THROUGH BUSINESS PARK.

III. Bicycle Facilities

A. List type and number of planned storage facilities:

31 CLASS I ; 31 CLASS II

B. Will there be a charge for bicycle lockers?

[yes/no] How much: USER MUST SUPPLY LOCK.

C. Is project site accessible by bicycle?

[yes/no] Explain: ACCESS ROADS HAVE BIKE LANES

D. Is project near an existing or proposed bikeway route?

YES

IV. Miscellaneous Services, Facilities and Information.

A. Is project site readily accessible by pedestrians?

[yes/no] Explain: JOGGING TRAILS WITHIN PARK.

B. Is project site near other worksites?

[yes/no] Explain: BUSINESS PARK

C. Does project site have easy freeway access?

[yes/no] Explain: ADJACENT TO (I-5) OFF-RAMPS

D. Will project have passenger loading zones to accommodate carpool or vanpool pickup points? [yes/no] Explain:

EMPLOYEE ENTRANCE IS COVERED WITH A  
SHELTERED WAITING AREA.

Based on the information contained in the profile, we know the following facts about this project:

- \* 1000 employees will work here, 35% of these employees = 350.
- \* 925 parking spaces will be available, 700 are for employees leaving 225 for customers. A permit is required to park in the lot.
- \* This is just one building in a business park.
- \* RT service will be available in the near future, and that the bus route will circulate through the business park. But there are no shelters presently planned or located in the business park.
- \* Bicycle access is good, bike lockers are available.
- \* Pedestrian access is poor, but the park has jogging trails.
- \* Freeway accessibility is good.

With this information we can now assess the types of TSM measures that will be complimentary and useful to this project. (Review the TSM Measures, Section 8 if needed.)

By contacting the **transportation coordinators** in the other buildings within the park, you can determine what types of programs and facilities have already been planned for or may exist. You can then plan accordingly for the needs of your building, but with complimentary facilities in mind. This arrangement could be the basis for a **TMA**. Remember, you are planning for 350 employees, and supportive "neighbors" can be your best ally. This is a business park; **meaning more employees = better "matching" for carpools and vanpools**. Matching services are required by this Ordinance. **Preferential parking for carpools/vanpools** encourages pooling. Parking is limited (potentially there are 300 more employees than spaces) and will require permits to park.

RT will be serving the area in about 36 months, but at the present time, no transit facilities exist. Future transit provides an opportunity to offer **transit passes subsidies, and transit shelters**. (Your building is still in the planning stage, and transit will be available within a reasonable period of time after your project is completed).

Bicycle access is good, and a bicycle compound has been planned, so **Showers and Clothes Lockers** are a viable measure to enhance bicycle commuting. Although walking to work is not really feasible (the project is not really close to housing), there are jogging trails throughout the area. **Showers and Clothes Lockers** can be a plus and considered a benefit for your future tenants.

Easy freeway access, with a sheltered waiting area are just the sorts of things that a **Vanpool Program** need. Not only can you reduce your on-site parking demand (remember, you potentially have more employees than spaces) but you can advertise your Building on the side of the van. Not only are you providing economical transportation, you've created a moving advertisement.

With these basic facilities and services you have a program that can be expanded as the actual occupancy rate increases to the full capacity.

The next section lists all the different TSM measures that can be added or are available to you based on the measures that you have already selected.

## 13C

### MEASURES FOR SUCCESS

#### FACILITY-RELATED MEASURES

1. Preferential Parking Spaces
2. Showers and Clothes Lockers
3. Transit Facilities: stops/shelters
4. Passenger loading zones
5. Alternative Commute Mode information boards
6. Off-site parking facilities
7. Others



## **SERVICE-RELATED MEASURES**

1. Transportation Coordinator Services (on-site).
2. Transportation Coordinator Services (off-site).
3. On-site sale of Transit Passes and/or tickets
4. In-house carpool/vanpool matching services
5. Computer-assisted carpool/vanpool matching services
6. Priority Parking assignments for carpools/vanpools
7. Shuttle Bus service from transit center(s)
8. Shuttle Bus service from park and ride lots
9. Shuttle Bus service from off-site parking facilities
10. Buspool service
11. Others

## **SUBSIDY - RELATED PROGRAMS**

1. Free or discounted parking for carpools/vanpools
2. 50% or greater subsidy for transit passes/tickets
3. Direct subsidies to employees not using parking (those persons who are; dropped off, use transit if no transit subsidy exists, walk or bicycle to work).
4. Direct subsidies to employees who carpool, when free parking exists.
5. Free shuttle services to transit centers, park and ride lots, or off-site parking facilities.
6. Subsidized vanpool programs.
7. Others.

## Section 14

## SUBMITTING YOUR TMP

Once you have determined which of the TSM measures will be included in the Transportation Management Plan, you must complete and submit your initial TMP. The form consists of three pages. The first page provides basic information about your project. Page two stipulates the specific number of affected employees per each selected measure. The third page designates the selected measures, and delineates the projected completion and/or implementation date of the measure. A completed sample of the Initial TMP will follow these instructions.

Page one, TRANSPORTATION MANAGEMENT PLAN (NON-RESIDENTIAL DEVELOPMENT) is self explanatory.

In order to complete page two, AFFECTED EMPLOYEES, you must calculate the number of affected employees. This number is determined by multiplying the number of TOTAL NUMBER OF POTENTIAL EMPLOYEES by 35%. You must provide facilities, services and/or subsidies that will accommodate alternative commute modes for the number of affected employees. A measure will be considered to have been selected when the information pertaining to that particular measure is completed.

You must estimate the number of employees that will be affected by each measure that you have selected (for example, 2 twelve person vanpools accommodate 24 employees; you must then calculate the percentage). Remember, the number of affected employees must equal 35% of the total potential number of employees for the Project.

The measures that have been selected on page two, must again be designated on page three, the INITIAL TRANSPORTATION MANAGEMENT PLAN. Each selected measure must have a tentative implementation and/or completion date. These dates should be based upon the estimated construction schedule of your project. The implementation dates will be used to monitor the progress of the TMP measures selected. If unforeseen problems occur with the construction of the project, the implementation dates can be revised with approval of the Traffic Engineer.

The TSM measures listed in Group 1 are all construction related and must

be included in the building plans or tentative map prior to either the listed implementation date or issuance of the building permit, whichever comes first. Group 2 and 3 measures are all Tenant Improvement related; any required agreements must be signed prior to either the listed implementation date or issuance of the first tenant improvement permit, whichever comes first. The actual implementation of these measures will probably occur during the occupancy stage. All agreements must be completed prior to issuance of the first tenant improvement permit.

When you have completed these forms, submit your Initial TMP to the Traffic Engineer. Upon approval of your plan, it must be signed and dated by you, the developer, the Traffic Engineer, and the Planning Director. The Traffic Engineer will keep the original, and return a copy to you.

In the event that your initial TMP is not approved, you will be contacted by the Traffic Engineer for further revision until an approved plan is developed. The approval process can take up to 90 days.

As the selected TSM Measures are completed or implemented, the Traffic Engineer will initial the measure and record the completion date. If a selected measure requires a signed agreement, the Traffic Engineer must have a copy of the agreement in order to deem the measure completed.

When all measures stipulated in the Initial TMP have been completed you must submit the final TMP form included in the Appendix. This final agreement must be signed by the Traffic Engineer, Planning Director, and signed and notarized by the property owner. Once this document is signed by all parties, a Transportation Management Certificate (TMC) will be issued for the project. A TMC must be issued prior to issuance of an Occupancy Permit.

**TRANSPORTATION MANAGEMENT PLAN  
(NON-RESIDENTIAL DEVELOPMENT)**

Page 1 of 3

**CITY OF SACRAMENTO**

Name of Applicant: M.C. ARCHITECTS INC.

Name of Property Owner: A.L.M. DEVELOPMENTS

Contact Name: JOHN WRIGHT

Phone Number: 555-2612

Facility Name: CITY SAMPLE

Facility Site Location: SOUTH NATCHAS

Project Number: P89-1111

Assessor Parcel No. 024-001-310

Zoning Designation: OB (P.U.D.)

Gross Square Footage: 231,050

No. of Potential Employees based on zoning designation: 1,000

Building Uses (if available)

Office:	<u>215,900</u>	<u>950</u>
	Sq. Ft.	No. of employees
Retail:	<u>15,150</u>	<u>50</u>
	Sq. Ft.	No. of employees
Other:	<u>                    </u>	<u>                    </u>
	Sq. Ft.	No. of employees

No. of Parking Spaces: Automobiles 925

Bicycles: Class I 31

Class II 31

## TSM MEASURES

WALKERS & BICYCLISTS

## Showers &amp; Lockers

# of showers 4# of lockers 40CAR/VANPOOL RIDERS

## Preferential Parking

# of spaces 100

% of parking

fee discounts 50

## Buspool Program

# of passengers     

## Vanpool Program

# of vanpools 3# of passengers 25

## TSM Capital Improvements

Total \$ amount of subsidy \$ .75 / sq. ft.# of subsidized occupants 75TRANSIT RIDERS

## Transit Shelter

# of shelters 1

## Transit Passes

# of passes 50% of subsidy 50

## Transit Operating Subsidy

\$ amount of subsidy per passenger \$ 59,000# of passenger subsidies 10

## Shuttlebus

# of estimated passengers 70

## Bus/LRT Station Subsidy

# of subsidized occupants     \$ amount of subsidy     

## TSM Capitol Improvements

Total \$ amount of subsidy     # of subsidized occupants     

## Land Dedication

# of passengers     OTHERS

## Incentive Provisions

Specific provision(s) \*     # of affected occupants     

## Telecommuting

# of telecommuters     Additional Measures\*     # of affected occupants     

\*(use attachments if necessary)

TOTALS

## OCCUPANTS

Number/Percentage

20 / 2.0200 / 20.0130 / 13.0    /    350 / 35.0

# INITIAL TRANSPORTATION MANAGEMENT PLAN

page 3 of 3

P# 89-1111

TSM MEASURES	IMPLEMENTATION SCHEDULE OR COMPLETION DATE	DATE AND INITIALS OF DEVELOPER	DATE AND INITIALS OF TRAFFIC ENGINEER
<b>GROUP 1</b>	(BUILDING PERMITS)		
Showers & Lockers	10-1-89	A/M 4-2-89	RR 10-10-89
Preferential Parking	10-1-89	A/M 4-2-89	RR 10-10-89
Land Dedication for Transit	N/A	—	—
Transit Shelters	9-20-89	A/M 4-2-89	RR 10-10-89
<b>GROUP 2</b>	(T.I. PERMITS) *		
Transit Passes	2-18-90	A/M 6-7-89	RR 2-20-90
Bus/LRT Station Subsidy	N/A	—	—
Transit Operating Subsidy	3-1-90	A/M 6-10-89	RR 4-10-90
TSM Capital Improvements	4-8-90	A/M 6-10-89	RR 4-10-90
Parking Discounts	4-8-90	A/M 7-1-89	RR 4-10-90
<b>GROUP 3</b>	(T.I. PERMITS) *		
Vanpool Program	11-24-90	A/M 6-7-89	RR 11-25-90
Buspool/Shuttlebus	11-24-90	A/M 6-7-89	RR 11-25-90
Telecommuting	N/A	—	—
Incentive Provisions	N/A	—	—
TMA	N/A	—	—
Others	N/A	—	—

\* I, THE APPLICANT ACCEPT THAT THE FIRST TENANT IMPROVEMENT PERMIT WILL NOT BE RELEASED UNTIL REQUIREMENTS ASSOCIATED WITH GROUPS 2 AND 3 MEASURES ARE COMPLETED.

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APPROVED:

A. M. Miller / M. C. ... ATA 7-10-89  
APPLICANT SIGNATURE DATE

R. Ramsey 7-15-89  
CITY OF SACRAMENTO, TRAFFIC ENGINEER DATE

M. Parks 7-16-89  
CITY OF SACRAMENTO, PLANNING DIRECTOR DATE

## FINAL TRANSPORTATION MANAGEMENT PLAN

I, the property owner, hereby agree to implement the Transportation Systems Management measures as listed in this document, to continually maintain such facilities, services and/or subsidies for the time period as specified, and to bind all successors in interest and assigns with the same obligations. The City is authorized to record this agreement in the Official Records of Sacramento County.

NOTARY:

Signature:

A. J. Mantle      12-2-90  
Name/Property Owner      Date

P. PLANEY      1-6-91  
Traffic Engineer      Date  
City of Sacramento

M. PARKS      1-7-91  
Planning Director      Date  
City of Sacramento

A Transportation Management Certificate (TMC) will be granted to your project at the time of Occupancy Permit if all the stipulations of your TMP have been met. All promised facilities or proof of agreement(s) for all of the facilities designated in the TMP must be verified prior to the release of the TENANT IMPROVEMENT PERMITS (S).

Other TSM measures shall go into effect based upon the time line set forth in the TMP. Transportation Coordinator services shall begin with the occupancy of the first tenant. Any subsidies, incentives and appropriate services shall also begin with the occupancy of the first tenants.

For the first ten (10) years of occupancy, subsidies, incentive provisions, services or any combination thereof are required for 35% of the total number of employees potentially employed at that worksite. The subsidies or incentives may be spread out over the ten (10) year period. The long range plan may be modified based on the level of occupancy for the project. Modification is subject to the review and approval of the Traffic Engineer.

The Ordinance requires that an Annual Status Report be filed with the Traffic Engineer. The anniversary date of the issuance of the TMC shall become the due date of the required Annual Status Report.

If the "use" of the building changes, or the property is sold, it is the responsibility of the developer/property owner to notify the Traffic Engineer within 30 days of the change in status. "Use" of the building is defined by the zoning code as determined by the Zoning Ordinance for the purpose of this section. The property owner has 30 days after the close of escrow to notify the City as to the change in ownership.

The Traffic Engineer may require that a new or modified TMP be filed with the City based upon review of new or current conditions at the worksite. Upon completion of this review, the City will notify the property owner within 30 days as to the acceptability of the existing plan. If the existing plan is acceptable without modification, the Annual Report shall be due on the original anniversary date.

The new property owner may request a modification of the original TMP based on the new use or current conditions of the worksite.



A revised plan must be submitted to the Traffic Engineer for review and approval within 90 days after receiving notification from the city. The applicant will be notified within 30 days as to the acceptability and approval of the revised plan. The Annual Status Report shall be due on the anniversary date of the plan approval.

The City reserves the right to periodically monitor the progress of the TMP, however, you will be notified in writing a week (7 days) in advance of the occurrence.

This handbook is based upon the Comprehensive Zoning Ordinance of the City of Sacramento, Ordinance No. 2550, Fourth Series, and Section 6-E relating to Transportation Systems Management Regulations for New Non-Residential Development. Failure to comply with any provision of this handbook is a violation of said ordinance and shall be enforced pursuant to Section 19, Administration and Enforcement of the Zoning Ordinance.

Violations of this handbook include, but are not limited to the following:

Failure to submit a TMP in the time frame as required by this Ordinance shall be considered a violation of this Ordinance.

Failure to complete any specified TSM measures, including the documentation of agreements, within the timeframe specified in the TMP, will be considered a violation of the Ordinance.

Failure to submit an Annual Status Report or any portion of the Annual Status Report to the Traffic Engineer shall be considered a violation of this Ordinance.

Failure to provide facilities, render services, or offer subsidies as designated in the TMP shall be considered a violation of this Ordinance.

The City reserves the right to assess late fees for failure to submit a TMP, TMP modification or revision, Annual Status Report or any portion thereof in the time frame as set forth in the handbook.

## APPENDICES

- A) ORDINANCE #88-083
- B) TSM FORMS
- C) TRANSIT SERVICE
- D) TRANSIT AGREEMENT CRITERIA
- E) RIDESHARING
- F) OTHER SERVICE PROVIDERS
- G) CITY OF SACRAMENTO

**CITY OF SACRAMENTO**  
**ORDINANCE NO. 88-083**

**APPENDIX A**

# ORDINANCE NO. 88-023

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

DEC 13 1988

ORDINANCE AMENDING THE TITLE OF SECTION 6 AND AMENDING SECTION 6-E AND SECTIONS 22-A-80,81,84 AND 85 AND DELETING SECTIONS 22-A-79,83 AND ADDING SECTIONS 22-A-109 THROUGH 22-A-118 TO THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF SACRAMENTO, ORDINANCE NO. 2550, FOURTH SERIES, RELATING TO TRANSPORTATION SYSTEMS MANAGEMENT REGULATIONS FOR NEW NON-RESIDENTIAL DEVELOPMENT

BE IT ENACTED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

## SECTION 1

The title of Section 6 of the Comprehensive Zoning Ordinance of the City of Sacramento, Ordinance No. 2550, Fourth Series, is hereby amended to read as follows:

Section 6: OFF-STREET PARKING AND TRANSPORTATION SYSTEMS MANAGEMENT REGULATIONS FOR NEW NON-RESIDENTIAL DEVELOPMENT

## SECTION 2

Section 22 of the Comprehensive Zoning Ordinance of the City of Sacramento, Ordinance No. 2550, Fourth Series, is hereby amended to read as follows:

80. Carpool: Two or more persons commuting in a motorized vehicle to and from work.
81. Ridesharing: The cooperative effort of two or more people traveling together using alternative commute modes.
84. Transit: Transportation including bus or light rail services.

35. Vanpool: Six or more people commuting to and from work.
109. Transportation Svstems Management (TSM): Measures to better utilize existing transportation facilities, services, and promote alternative commute modes.
110. Transportation Management Plan (TMP): A document detailing TSM measures to relieve traffic congestion and reduce vehicle trips to and from work.
111. Transportation Management Association (TMA): An individual or group responsible for the implementation of TSM measures for the purpose of meeting alternative mode requirements for a specific geographical area.
112. Traffic Engineer: The person designated by the Director of Public Works with the responsibility for the implementation of the TSM Ordinance.
113. Trip: A single or one direction vehicle movement.
114. Alternative Commute Mode: A trip where the transportation method is other than a single-occupant vehicle.
115. Transportation Coordinator: An individual trained to promote and implement TSM measures at the worksite.
116. Shuttle Bus: Private or public transportation service providing short distance, fixed route passenger service, limited to specific destinations and connections, with parking lots and/or existing transit services.
117. Buspool: Private or public transportation service designed to carry eight (8) or more people when vehicle trips are limited to a fixed route.
118. Single-Occupant Vehicle: Shall mean a motor vehicle occupied by one (1) employee for commute purposes.

### SECTION 3

Section 6-E of the Comprehensive Zoning Ordinance of the City of Sacramento, Ordinance No. 2550, Fourth Series, is hereby amended to read as follows:

#### E. TRANSPORTATION SYSTEMS MANAGEMENT REGULATIONS FOR NEW NON-RESIDENTIAL DEVELOPMENT

1. Affected Developments. The provisions of Section E shall apply solely to the following types of projects:

- a. Minor Projects. - Shall mean any development proposal which is expected to be the primary place of business of between 25 and 99 employees based on the employee generation rates of section 6-E-3, "Occupancy Calculation Methods".
  - b. Major Projects. - Shall mean any development proposal which is expected to be the primary place of business of 100 or more employees based on the employee generation rates of Section 6-E-3, "Occupancy Calculation Methods".
  - c. Expansion Projects. - Shall mean any development which proposes structural expansion and which after such expansion will be the primary place of business of between 25 and 99 employees shall be deemed a Minor Project. If after such expansion the development will be the primary place of business of 100 or more employees, it shall be deemed a Major Project. The aforementioned number of employees will be based on the employee generation rates of Section 6-E-3, "Occupancy Calculation Methods".
2. Exempt Projects. Notwithstanding any other provisions of this Ordinance, the following activities shall be exempt from the requirements of Section 6-E-4:
  - a. Temporary construction activities, including activities performed by engineers, architects, contractors, subcontractors, and construction workers when such activities are related to the construction, development, or other improvement to real property;
  - b. Emergency activities in which persons are employed to render aid or other services in the event of an emergency or natural disaster; and
  - c. Other temporary activities which employ persons for a period of less than 90 days.
3. Occupancy Calculation Methods. For the purpose of Section 6-E, the following chart shall be used to estimate the total number of full-time employees expected to occupy a development:

<u>ZONING</u>		<u>AREA</u>	<u>NO. OF EMPLOYEES PER 1,000 GROSS SQ. FT.</u>
SC	Shopping Center	City-wide	3.3
C-1	Limited Commercial	City-wide	3.3
C-2	General Commercial	City-wide	3.3
H-C	Highway Commercial	City-wide	3.3
C-2	General Commercial	City-wide	3.3
C-3	Central Business Dist.	Central City	4.0
H-C	Highway Commercial	City-wide	3.3
OB	Office Building	Central City	4.0
OB	Office Building	Point West	4.0
OB	Office Building	South Natomas	4.4
OB	Office Building	Remainder of City	3.3
C-4	Heavy Commercial	City-wide	2.0
M-1	Light Industrial	City-wide	2.0
M-2	Heavy Industrial	City-wide	2.0
MIP	Manufact. Industrial Park	City-wide	2.0
MRD	Manufact. Research and Development	City-wide	2.9

4. Development Standards.

- a. Minor Projects. The property owner of every Minor Project shall provide the facilities to post information on alternative commute modes. Also, the property owner shall coordinate with the appropriate transit agency(s) and regional ridesharing agency to maintain and provide current information.
- b. Major Project. The property owner of every Major Project shall be required to obtain a Transportation Management Plan (TMP) permit subject to approval by the Planning Director and the Traffic Engineer.

The approval shall be conditioned upon compliance with the following provisions:

1. Comply with the regulations applicable to Minor Projects as specified in Section 6-E-4-a.
2. Designate a Transportation Coordinator for the project.
3. Agree to provide an annual status report to the City of Sacramento in a format to be specified by the Traffic Engineer. At a minimum, this report shall document:



- (A) Commute modes of all employees currently occupying the project.
  - (B) Progress toward attainment of the alternative commute mode goal of the City of Sacramento.
  - (C) If alternative commute mode goal has not been attained, a plan for additional TSM measures shall be implemented.
4. Prepare an approved TMP to provide facilities and a framework for services conducive to attaining the alternative commute mode goal designated for the project.

The measures to be included in the TMP shall be selected by the applicant; however, the Planning Director and Traffic Engineer may deny the applicant the right to utilize a particular measure(s) if the standards specified for that measure(s) are not met. After approval by the Planning Director and the Traffic Engineer, the plan shall be binding upon the property owner and any successors in interest.

The plan obligations shall either be included in the covenants, conditions and restrictions prepared for the development and recorded as part of that document, or separately recorded. The filing fee for this permit shall be in an amount specified by resolution of the City Council. At any time after the original Plan has been approved, the property owner may request modification of the plan by filing an application and a processing fee, in the amount specified by resolution of the City Council.

5. Transportation Management Plan. The TMP may include the following provisions:
- A. Transportation Management Association (TMA). The property owner may elect to join or form a TMA for a specific geographical location.

- B. Preferential Employee Carpool/Vanpool Parking Spaces. The applicant may designate a portion of the required employee vehicle parking spaces as "Carpool/Vanpool Only". Such spaces shall be located near building entrances, in a covered or shaded area, or other preferential location.

If parking fees are imposed, a more favorable parking rate of at least a 50% discount for carpools and vanpools shall be offered. The administration and enforcement of this parking program shall be the responsibility of the property owner.

- C. Parking Fees. The applicant may impose a monthly parking fee for some or all of the future employees of the development whose primary commute method is by a single-occupant vehicle, if the Planning Director and Traffic Engineer determine that such a program will not create adverse parking impacts to adjacent developments.

The applicant shall specify the amount of parking fees to be imposed throughout the duration of the program, the number of workers that are anticipated to be required to pay the fees, and the period of time that this program will be in effect.

- D. Transit Passenger Shelter. If the proposed development is located along a major arterial that is an existing or designated transit route and a finding is made by the Sacramento Regional Transit District or other transit agency serving the site that a passenger shelter is needed in the vicinity of the development, the applicant may agree to construct or pay for the construction of such a shelter on or adjacent to the subject property. The design, maintenance, liability, and ownership of the shelter and other applicable provisions shall be set forth within an agreement between the applicant and the District or other appropriate transit agency.

- E. Bus/Light Rail Transit Station Subsidy. If the proposed development is located within 1,320 feet of an existing or designated bus transit center or light rail transit station, the applicant may agree to pay all or part of the cost of land, construction and/or maintenance of either that center/station or another center/station within the transit system.

The amount of funds, payment arrangements, use of the funds, and other applicable provisions shall be set forth within an agreement between the property owner and either the Sacramento Regional Transit District or other appropriate transit agency.

- F. Transit Operating Subsidy. If the proposed development is located within 1,320 feet of an existing or designated bus route or light rail transit station, the applicant may agree to pay a one-time transit operating cost subsidy to the Sacramento Regional Transit District or other transit agency serving the site.

The amount of funds, payment arrangements, use of the funds, and other applicable provisions shall be specified within an agreement between the property owner and the District or other appropriate transit agency.

- G. Transit Pass Subsidy. The applicant may provide a 50 to 100 percent monthly transit pass subsidy for the benefit of persons who utilize transit services as their primary commute mode to the subject property. This measure may be utilized only if the proposed development is located within 1,320 feet of an existing or designated transit route and the Sacramento Regional Transit District or other transit agency serving the site determines that the transit services provided along the adjacent transit route(s) have the capacity to accommodate additional transit riders.

The applicant shall specify the total amount of subsidy, the number of passes to be subsidized, and the period of time that the subsidy program will be in effect. The property owner shall enter into an agreement with the District or other appropriate transit agency specifying these and other relevant provisions.

- H. Buspool/Shuttle Bus Program. The applicant may establish and subsidize all or part of a buspool or shuttle bus service operated either individually or by contract with a public or private transit agency. The service shall transport workers from park-and-ride lots, transit stops or other designated locations to and from the project site.

There must be at least one bus operating within the morning and afternoon peak commute period. The applicant shall specify the level of services to be provided, the number of workers that are anticipated to utilize this service, the duration of the program, and the amount of user fees subject to the review of the Traffic Engineer, Regional Transit or other transit agency.

- I. Vanpool Program. The applicant may offer to purchase, lease, or otherwise subsidize the capital and/or operating costs of one or more vanpools used by the future employees at the development. The applicant shall specify the type and level of vanpool assistance to be provided throughout the duration of the program, the number of vans to be subsidized, the number of anticipated vanpool participants, and the period of time that the vanpool program will be in effect.

- J. Showers and Lockers. The applicant may provide shower and clothes locker facilities for the employees of the development to encourage bicycle commuting. The applicant shall specify the number of and location of such facilities and whether user fees will be imposed.

- K. Land Dedication for Transit Facilities. The applicant may dedicate land for construction of a light rail station or stop if a need is determined by the Sacramento Regional Transit District. Evidence of the land dedication is required prior to issuance of building permit or in conjunction with submittal of the final parcel or tentative map.
- L. Subsidy for Transportation Systems Management (TSM) Capital Improvements. If the proposed development is located in an area where needed TSM Capital Improvements have been identified, the applicant may contribute to a TSM Capital Improvement program. The TSM Capital Improvement Program will construct facilities that increase the people moving capacity of the existing transportation system.
- M. Other. Any other TSM program designed by the applicant to promote alternative mode use subject to the approval of the Planning Director and Traffic Engineer.

6. Implementation.

Implementation requirements and methods for compliance shall be contained in the Developer TSM Handbook.

7. Enforcement.

Failure to Comply. Violation of any provision of Section 6-E, Transportation Systems Management Regulations for new non-residential development, shall be enforced pursuant to Section 19, Administration and Enforcement of the Zoning Ordinance.

DATE PASSED FOR PUBLICATION: DEC 6 1988

DATE ENACTED: DEC 13 1988

DATE EFFECTIVE: JAN 12 1989

ANNE RUDIN

MAYOR

ATTEST:

JANICE BEAMAN

Assistant CITY CLERK

# **TSM FORMS**

**APPENDIX B**

# TSM REGISTRATION MINOR PROJECTS

Property Owner/Developer: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: (\_\_\_\_) \_\_\_\_\_  
area code

## PROJECT INFORMATION

file # _____
date: _____
FOR OFFICE USE ONLY

Zoning Designation: \_\_\_\_\_  
Gross Square Footage: \_\_\_\_\_  
Number Potential Employees for this site: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
(address) \_\_\_\_\_

I understand that Ordinance No. 88-083 requires at a minimum:

- A) Facilities for posting (Bulletin Boards) for each separate business in this project.
- B) Each business shall be supplied with commuter information from the local transit agency(s) and from the local ridesharing agency.
- c) Information regarding the requirements of this Ordinance shall be passed on to my tenants in the event that I am not responsible for construction of tenant improvements made to my building. However I understand that I am solely responsible for compliance.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# TSM UPDATE - MINOR PROJECTS

Property Owner/Developer: \_\_\_\_\_

Project Location: \_\_\_\_\_  
\_\_\_\_\_

I certify that I have contacted:

☐ SACRAMENTO RIDESHARE on \_\_\_\_\_  
date

The following information has been requested:

\_\_\_\_\_  
\_\_\_\_\_

☐ REGIONAL TRANSIT on \_\_\_\_\_  
date

☐ Other Transit Agencies on \_\_\_\_\_  
date

The following information has been requested:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Project Profile

1. Name of Facility \_\_\_\_\_

Facility Location: \_\_\_\_\_

Zoning Designation \_\_\_\_\_

Gross Square Footage \_\_\_\_\_

Total # of Potential Employees \_\_\_\_\_

## I. Parking Availability

- A. Total number of required spaces: \_\_\_\_\_
- B. Number of spaces designated for employee parking: \_\_\_\_\_
- C. Number of spaces to be designated for preferential parking: \_\_\_\_\_
- D. Other: \_\_\_\_\_

## II. Transit Service Availability

- A. Is there transit service to the vicinity of the project site? [yes or no]
- B. Is transit service planned for the area by the expected completion date of this project? [yes or no]
- C. Designate the transit agencies with service to the site;
1. Regional Transit: [yes/no] Route #'s \_\_\_\_\_
  2. Roseville Commuter Lines [yes/no] Route #'s \_\_\_\_\_
  3. Yolo Bus [yes/no] Route #'s \_\_\_\_\_
  4. Paratransit [yes/no] \_\_\_\_\_
  5. Other agencies \_\_\_\_\_

D. Transit Facilities

1. List type of facilities now available at site:

---

---

---

III. Bicycle Facilities

A. List type and number of planned storage facilities:

B. Will there be a charge for bicycle lockers?

[yes/no] How much: \_\_\_\_\_

C. Is project site accessible by bicycle?

[yes/no] Explain: \_\_\_\_\_

D. Is project near an existing or proposed bikeway route?

---

IV. Miscellaneous Services, Facilities and Information.

A. Is project site readily accessible by pedestrians?

[yes/no] Explain: \_\_\_\_\_

B. Is project site near other worksites?

[yes/no] Explain: \_\_\_\_\_

C. Does project site have easy freeway access?

[yes/no] Explain: \_\_\_\_\_

D. Will project have passenger loading zones to accommodate carpool or vanpool pickup points? [yes/no] Explain:

---

---

**TRANSPORTATION MANAGEMENT PLAN  
(NON-RESIDENTIAL DEVELOPMENT)**

Page 1 of 3

**CITY OF SACRAMENTO**

Name of Applicant: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Facility Site Location: \_\_\_\_\_

Project Number: \_\_\_\_\_

Assessor Parcel No. \_\_\_\_\_

Zoning Designation: \_\_\_\_\_

Gross Square Footage: \_\_\_\_\_

No. of Potential Employees based on zoning designation: \_\_\_\_\_

=====

Building Uses (if available)

Office:	_____	_____
	Sq. Ft.	No. of employees
Retail:	_____	_____
	Sq. Ft.	No. of employees
Other:	_____	_____
	Sq. Ft.	No. of employees

No. of Parking Spaces:    Automobiles \_\_\_\_\_

Bicycles: Class I \_\_\_\_\_

Class II \_\_\_\_\_

## TSM MEASURES

WALKERS & BICYCLISTS

## Showers &amp; Lockers

# of showers \_\_\_\_\_

# of lockers \_\_\_\_\_

CAR/VANPOOL RIDERS

## Preferential Parking

# of spaces \_\_\_\_\_

% of parking \_\_\_\_\_

fee discounts \_\_\_\_\_

## Buspool Program

# of passengers \_\_\_\_\_

## Vanpool Program

# of vanpools \_\_\_\_\_

# of passengers \_\_\_\_\_

## TSM Capital Improvements

Total \$ amount of subsidy \_\_\_\_\_

# of subsidized occupants \_\_\_\_\_

TRANSIT RIDERS

## Transit Shelter

# of shelters \_\_\_\_\_

## Transit Passes

# of passes \_\_\_\_\_

% of subsidy \_\_\_\_\_

## Transit Operating Subsidy

\$ amount of subsidy per passenger \_\_\_\_\_

# of passenger subsidies \_\_\_\_\_

## Shuttlebus

# of estimated passengers \_\_\_\_\_

## Bus/LRT Station Subsidy

# of subsidized occupants \_\_\_\_\_

\$ amount of subsidy \_\_\_\_\_

## TSM Capital Improvements

Total \$ amount of subsidy \_\_\_\_\_

# of subsidized occupants \_\_\_\_\_

## Land Dedication

# of passengers \_\_\_\_\_

OTHERS

## Incentive Provisions

Specific provision(s)\* \_\_\_\_\_

# of affected occupants \_\_\_\_\_

## Telecommuting

# of telecommuters \_\_\_\_\_

## Additional Measures\* \_\_\_\_\_

# of affected occupants \_\_\_\_\_

\*(use attachments if necessary)

TOTALS

OCCUPANTS  
Number/Percentage

\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_

# INITIAL TRANSPORTATION MANAGEMENT PLAN

page 3 of 3

P# \_\_\_\_\_

TSM MEASURES	IMPLEMENTATION SCHEDULE OR COMPLETION DATE	DATE AND INITIALS OF DEVELOPER	DATE AND INITIALS OF TRAFFIC ENGINEER
<b><u>GROUP 1</u></b> Showers & Lockers Preferential Parking Land Dedication for Transit Transit Shelters	(BUILDING PERMITS)		
<b><u>GROUP 2</u></b> Transit Passes Bus/LRT Station Subsidy Transit Operating Subsidy TSM Capital Improvements Parking Discounts	(T.I. PERMITS) *		
<b><u>GROUP 3</u></b> Vanpool Program Buspool/Shuttlebus Telecommuting Incentive Provisions TMA Others	(T.I. PERMITS) *		

\* I, THE APPLICANT ACCEPT THAT THE FIRST TENANT IMPROVEMENT PERMIT WILL NOT BE RELEASED UNTIL REQUIREMENTS ASSOCIATED WITH GROUPS 2 AND 3 MEASURES ARE COMPLETED.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED: \_\_\_\_\_

CITY OF SACRAMENTO, TRAFFIC ENGINEER \_\_\_\_\_ DATE \_\_\_\_\_

CITY OF SACRAMENTO, PLANNING DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

# Transportation Management Plan

## Annual Status Report

# ANNUAL STATUS REPORT

## TRANSPORTATION MANAGEMENT PLAN

Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

### Property Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

Mailing Address: \_\_\_\_\_

P.O. Box/Street

City

State

Zip

Phone Number: ( ) \_\_\_\_\_

Area Code

### TRANSPORTATION COORDINATOR

Name: \_\_\_\_\_

Work Address: \_\_\_\_\_

Street

City

State

Zip

Mailing Address: \_\_\_\_\_  
P.O. Box/Street

\_\_\_\_\_  
City State Zip

Phone Number: ( ) \_\_\_\_\_  
Area Code

Is the Transportation Coordinator Office located at this facility address?  
[yes/no] Explain; Include actual location:

\_\_\_\_\_

Fill in all blanks or boxes with appropriate information, explain if left blank.

1. Total number of employees now at site.....☐
2. Total number of potential employees.....☐
3. Occupancy Rate of site (#1 divided by #2)  
percentage.....☐
4. List the number of businesses located at  
site.....☐

a. List names - Business Type and # of employees at site.  
(Use attachment if necessary)

	<u>Name</u>	<u>Business Type</u>	<u># of Employees</u>
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____
(4)	_____	_____	_____



5. Typical Business Hours \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.  
Descript if different.

6. Number of Surveys distributed to Employees.....[ ]

7. Number of Employees completing surveys.....[ ]

8. Survey response rate [(#7 divided by #8) x100 = %].....[ ]

9. Attach Frequency Distribution Chart.....[ ]

10. Commute Mode Split of this site: (include raw numbers and percentages)

	#	%
a. Drive-Alone (Single Occupant Vehicles).....	[ ]	[ ]
b. Carpool.....	[ ]	[ ]
c. Vanpool.....	[ ]	[ ]
d. Transit.....	[ ]	[ ]
e. Bicycle.....	[ ]	[ ]
f. Walk.....	[ ]	[ ]
g. Dropped off (driver goes home).....	[ ]	[ ]
h. Dropped off (driver goes to work).....	[ ]	[ ]
i. Other: Explain.....	[ ]	[ ]

11. Predicted Percentage of Alternative Commute Modes Usage..... [ ]

12. Actual Percentage of Alternative Commute Mode Usage.....[ ]

13. Summary of Subsidies Provided (List appropriate information):

Type of Subsidy	# Offered	\$Value of Subsidy	# Used
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			

14. Summary of Services, Facilities, Promotions and Events for during this report period, include dates:


15. Complete the Parking Management Program Form and attach to your annual status report

16. Predicted additional percentage of alternative commute mode usage.....☐

17. Summary of Workplan for next year; include services facilities, promotions, and events and approximate dates

## **EMPLOYEE COMMUTE MODE SURVEY**

Your Annual Status Report requires specific information regarding the commuting habits of your tenants/employees. You must survey your tenants/employees once a year, prior to compiling your data for the Annual Status Report. To make this portion of the report a little easier, a format has been developed for you to follow (if you deviate from this form, please contact the City's TSM staff of the Transportation Division for approval).

Your employees will respond better to the survey if you let them know that the information is strictly confidential, and (no names or addresses will be used and the data is compiled for statistical purposes). Additionally, you will have a better response rate from your employees if the cover letter is signed by upper management personnel. The actual survey should be on a separate form from the cover letter.

The following letter is a sample format that contains all the information that is needed to convey this message to your employees/tenants.

Current Date

Dear Employee:

In order to comply with the City's TSM Ordinances, we must take a yearly survey of the employees. Your assistance and cooperation with completion of this survey is essential. All commute information is confidential and will be used for statistical purposes. No names or addresses will be included. Please complete the following survey and return it to \_\_\_\_\_ by \_\_\_\_\_.

This information will also be used by our Transportation Coordinator to plan for the services and transportation program for our company. If you have any questions, comments, or suggestions about this program, please submit them with the attached form.

Sincerely,

A.B. Smith, Senior Vice President

The following Employee Commute Mode survey form is designed to provide some of the information required in the Annual Status report. You may add questions to the survey format, but you may not delete any questions without approval from the City TSM staff.

### EMPLOYEE COMMUTE MODE SURVEY

Please complete this survey by answering the questions and/or by placing a check mark next to the appropriate box.

1.) I normally commute to work by:

☐ a. Driving alone

☐ e. Bicycling

☐ b. Carpooling with  people

☐ f. Walking

☐ c. Vanpool with  people

☐ g. Dropped off  
(driver goes home)

☐ d. Transit:  
Regional Transit Bus/LRT  
Yolo Bus  
Paratransit  
Roseville Commuter Lines  
Other: Specify

☐ h. Dropped off  
(driver goes to work)

☐ i. Other: Explain:

2.) If you use a parking space, please complete the following information:

a. Parking spaces are:  by permit only

are assigned & numbered

first come, first served

b. Parking costs  per month

c. Car/vanpool parking costs  per month

3.) I commute:

☐ 0-5 miles to work

☐ 6-10 miles

☐ 11-15 miles

☐ 16-20 miles

☐ 21-25 miles

☐ 26-30 miles

☐ 31-35 miles

☐ 36-40 miles

☐ 41-45 miles

☐ 46-50 miles

☐ 51 + miles

4.) My typical work hours are \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

5.) I use the following facilities, services or subsidies that are offered by the transportation coordinator. ( Please list and describe what you like or dislike about these services, facilities or subsidies).

6.) My home zip code is \_\_\_\_\_.

This completes the commute mode survey. Thank you for your cooperation. Please use a separate attachment for any comments or suggestions.

The Mileage Frequency Distribution Chart provides your transportation coordinator with information needed to plan alternative commute mode programs for employees/tenants. The mileage chart combined with the zip code information provides information about where employees commute from.

### MILEAGE FREQUENCY DISTRIBUTION CHART

<u>COMMUTE MILES</u>	<u>NO. OF EMPLOYEES</u>	<u>PERCENTAGE OF EMPLOYEES</u>
0 - 5		
6 - 10		
11 - 15		
16 - 20		
21 - 25		
26 - 30		
31 - 35		
36 - 40		
41 - 45		
46 - 50		
51 or greater		
	=====	=====
	TOTAL	TOTAL

## PARKING MANAGEMENT PROGRAM

A copy of the parking policy for this site must accompany this form.

1. Cost of SOV \* parking per month \$ \_\_\_\_\_
2. Cost of carpool/vanpool parking per month \$ \_\_\_\_\_
3. Number of preferential spaces available \_\_\_\_\_
4. Describe where preferential parking is located (include a diagram)  
\_\_\_\_\_  
\_\_\_\_\_
5. Number of preferential spaces used \_\_\_\_\_
6. Priority of parking assignments: \_\_\_\_\_  
(Describe how are parking spaces assigned)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Are parking spaces assigned and numbered \_\_\_\_\_
8. Enforcement policies for non-compliance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Single Occupancy Vehicle



# **TRANSIT SERVICE**

## **APPENDIX C**

**TRANSIT SERVICES.....**

**PARATRANSIT, INC.....(916) 454-4191**

**ADMINISTRATION**

4410 Power Inn Road  
Sacramento, CA 95826

Paratransit provides low cost transportation services to the elderly (75 years and older) and to the disabled. For the specifics about these specialized services, contact PARATRANSIT.

**ROSEVILLE COMMUTER SERVICE.....(916) 781-0362**

**CITY OF ROSEVILLE**

311 Vernon Street  
Roseville, CA 95678

The City of Roseville provides express commuter service between the City of Roseville and Sacramento. For route and schedule information, contact the City Manager's Office, City of Roseville.

**YOLOBUS**  
(March, 1989)

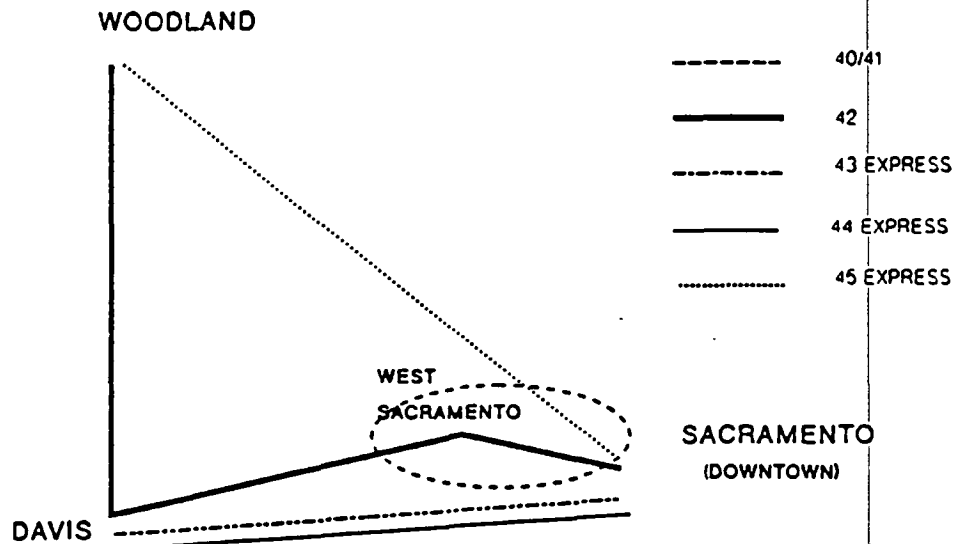
YOLOBUS is a public bus system providing service between and within the communities of Woodland, Davis, West Sacramento, and Sacramento. Popular Yolo County destinations include West Capitol Avenue in West Sacramento, the U.C. Davis campus, the County Fair Mall and downtown Woodland. Some 60% of YOLOBUS riders use the system to commute to/from work. Over 93% of the YOLOBUS fleet is wheelchair accessible.

YOLOBUS consists of six bus routes, three of which are express routes. All YOLOBUS routes currently serve downtown Sacramento, with connections to Sacramento Regional Transit District buses, as well as with the Sacramento Metro Rail system. Individuals can ride both YOLOBUS and Regional Transit with the same RT monthly pass, which is available at numerous locations in Sacramento. Transfers between the two systems are also available from the bus driver.

**FOR SCHEDULE INFORMATION:** 371-2877 (Sacramento/West Sacramento)  
756-2877 (Davis)  
662-2877 (Woodland)

**FOR PLANNING:** Transit Director (916) 666-8025  
Yolo County Transit Authority  
292 West Beamer Street  
Woodland, CA 95695

## YOLOBUS ROUTES



## Fares (Exact Fare--drivers don't carry change)

(Subject to Change Without Notice)

	CASH FARES PAID ON BUS(a)			MONTHLY PASS(a)	
	OFF-PEAK HOURS	PEAK HOURS	ZONE(b) SUR- CHARGE	BASIC	ZONE(b) STICKER
Regular	60 C	75 C	+ 50 C	\$40	+ \$10
Students (ages 5-18)(c)	60 C	75 C	+ 50 C	\$22	+ \$10
Age 62 & over or disabled(d)	30 C	45 C	NONE	\$16 off-peak \$22 peak	NONE

(a) Monthly passes accepted on BOTH YOLOBUS and REGIONAL TRANSIT.  
(b) ZONE FARES are charged on all Eastbound trips (ELDERLY & HANDICAPPED EXEMPT) over the Yolo Causeway. Add this charge onto the cash fare and monthly pass.  
(c) RT ID required for students using monthly pass (call RT at 321-2822).  
(d) With Medicare Card, RT card, or other valid ID.  
(e) Add 25 cents for transfer surcharge RT (NO cents for elderly/handicapped)



# Regional Transit

MAILING ADDRESS P.O. BOX 2110 • SACRAMENTO, CA 95812-2110 • (916) 321-2800

March 28, 1989

## Customer Service Department

The Customer Service Department is open 7 days a week to handle transit trip planning. The number to call is 321-BUSS (321-2877). The hours the department is open are:

Weekdays: 6:00 AM - 9:00 PM

Saturday: 7:00 AM - 6:30 PM

Sunday/Holidays: 10:00 AM - 5:00 PM

Regional Transit Customer Service Representatives are available to assist with the planning of bus and rail travel.

## RT Photo Identification Center

Senior citizens, aged 62 or older, disabled individuals with written proof of disability and students from 5 to 18, pursuing a high school diploma, and Medicaid card holders must purchase a \$3.00 RT photo identification card to qualify for a reduced monthly pass sticker. ID cards must be purchased at RT's Photo ID Center, 2820 N Street. The Center is open Tuesday and Thursday afternoons from 12 noon to 5 PM.

## Downtown Customer Service Center

RT's Downtown Customer Service Center is located in the Crest Theater ticket booth, 1013 K Street. The booth is open from 9:00 AM to 4:30 PM from the 25th of the month to the 5th of the following month.

## Telephone Directory

### Bus and Rail Information:

Sacramento  
Citrus Heights/  
Roseville

321-BUSS 321-2877

726-BUSS 726-2877

### Hearing Impaired and Non-hearing:

TTY Machine Only

321-2806

Administrative Office

321-2800

### Fare Prepayment Methods

Fare Prepayment is a variety of convenient methods to prepay for your transit trips. Here is a brief description of the various methods and fares.

<u>Cash Fares</u>	<u>Off Peak</u>	<u>Peak</u>
Regular	.85	1.00
Senior/Disabled	.40	.55
Students	.85	1.00
Central City 25¢ Fare	.25	-
Children under 5	FREE	FREE

Up to two children may ride FREE with a paying passenger. Additional children under five must pay 40¢ for a one-way trip.

Peak periods are 6:00 AM to 9:00 AM and 3:30 PM to 6:00 PM Monday through Friday. Off peak is all other times. Exact fares are required.

### Central City 25¢ Fare

All patrons 9:00 AM - 3:30 PM Monday through Friday. 25¢ tickets cannot be used as transfers. See Page 16 for 25¢ fare boundaries.

### Peak Period 15¢ Surcharge

A 15¢ surcharge ticket must be purchased when using off-peak passes and tickets during peak hours on RT Metro. Bus riders using these off-peak tickets and passes during peak hours must also deposit 15¢ in the farebox.

### Monthly Passes

Regular	\$40.00
Senior/Disabled/Medicare (Peak)	\$22.00
Senior/Disabled/Medicare (Off Peak)	\$16.00
Students (5-18 yrs pursuing high school diploma)	\$22.00

### Zone Fare (Davis or Woodland)

From Davis or Woodland a zone fare is required for riders boarding a Yolobus to go to Sacramento. The zone fare is an additional 50¢ (one way) or \$10 for a monthly zone fare stamp. Senior and disabled patrons are not required to pay zone fares.

March 28, 1989

Page 3

### Transfer (Free)

Transfers are issued on buses with any one-way fare and are good for 90 minutes. Light rail tickets serve as transfers to buses and are valid until the stamped time expires. Transfers are also good between RT and Roseville service, and with Yolo Bus.

### Ticket Booklets

Regular (Off Peak)	10 tickets \$8.50
Regular (Peak)	10 tickets \$10.00
Regular Rider includes Students 5-18 years pursuing high school diploma	
Senior/Disabled/Medicare	10 tickets \$4.00
Central City 25¢ Fare	10 tickets \$2.50

### You can Order Passes, Stamps & Tickets by Phone

Using a VISA or Mastercard, you can order by phone by calling our TELEPASS number, 321-2822.

### Pass Sales Outlet

The benefits of creating your own pass sales outlet is the additional convenience for your employees, as well as supporting energy conservation, reduction of traffic congestion and parking problems. Call 321-2820 for more details.

See attached Administrator's Guide

### Regional Transit's Education Program

Regional Transit provides on site educational transit fairs for large employers. The objective at these educational transit fairs is to introduce Regional Transit's services.

In addition to visiting the work site, you may obtain hand-out information from Regional Transit's Marketing Dept...321-2850

### Regional Transit Planning Department

The Regional Transit Planning Department is available to assist you with the following:

- o Transit Passenger Shelter Subsidies
- o Transit Operating Subsidies
- o Transit Pass Sales Subsidies
- o Station Subsidy

For more information on the above call 732-2263. Additional information on our Marketing Program or pass sales call 321-2850.

# ***EMPLOYEE PASS PROGRAM***

## **ADMINISTRATOR'S GUIDE**



## **REGIONAL TRANSIT**

REGIONAL TRANSIT'S EMPLOYEE PASS PROGRAM  
ADMINISTRATOR'S GUIDE

Welcome Aboard Regional Transit's Employee Pass Program!

The Employee Pass Program offers you, employers of Sacramento area businesses and organizations, the chance to support energy conservation and the reduction of traffic congestion and parking problems while offering your employees an additional fringe benefit. Through this program, employees can purchase monthly bus passes either through payroll deductions or over-the-counter sales. Employers are also given the option of subsidizing the cost of the passes --- either partially or completely.

Monthly bus passes are also available through public outlets in the Sacramento area, but business hours often make it inconvenient for working people to purchase passes at these outlets. By making passes available at your office, you are offering your employees a great deal of convenience and support for their use of the transit system. Should you choose to subsidize their pass purchases as well, you will be offering them a very useful benefit that becomes more valuable the more it is used. And at the same time, you will be doing your part to save energy and help alleviate traffic and parking problems in the community.

We think it's a good idea. We hope you agree.

Regional Transit  
Fare Prepayment Department  
P. O. Box 688  
Sacramento, CA 95812-0688  
Telephone: 321-2820

Revised: February 1989



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## PROCEDURES

### TYPE OF PASSES

Monthly passes offers the convenience of unlimited usage on both RT buses and light rail.

\$40 Monthly Pass

\$22 Student Monthly Stamp (Elem., Jr. High & High School)

\$22 Peak Senior/Disabled Stamp

\$16 Off-Peak Senior/Disabled Stamp

Peak Periods are 6 am to 9 am and 3:30 pm to 6:00 pm Monday through Friday.

### ORDERING YOUR PASSES

After your outlet status is established, your order will be based on your requirements for passes. If you need to change the quantity of your order for next month, just send in an order form by the 5th day of the preceding month.

Please allow 7 working days for turnaround time on all orders.

### DELIVERY OF PASSES

Your will receive your pass order by the 24th day of the month preceding the ridership month. For example, passes to be used in September would be delivered to the Program Administrator or other designated person responsible for receiving the order by the 24th of August. Smaller orders will be sent to you by certified mail with a return receipt requested. Along with your passes, you will receive three copies of an invoice for the delivery and a pre-addressed envelope for your payment.

It is important that, before accepting an order, you check to be sure that your order is complete and that it agrees with the attached invoice. Once you have accepted the order, you are responsible for the passes until they are either delivered to your employees or returned to RT. Should you find any discrepancy, please contact the Fare Prepayment Department immediately.

### PASS SALES (OR DISTRIBUTION)

Passes and stamps may be sold beginning on the 25th of the month preceding the ridership month. The actual structure of sales --- hours, personnel, location, etc. --- is up to you. Sales should continue until the 5th of the ridership month, when sales and returns can be tallied, balanced, and returns and payment prepared.

### COMMISSIONS AND HANDLING FEES

Passes and stamps may not be sold for an amount higher than the price established by RT. The collection of a commission, handling fee or any other surcharge is strictly prohibited.

### RETURN OF PASSES

You can return unsold passes and stamps to RT for credit if you send them to the Fare Prepayment Department no later than the 6th, the day after you close out pass sales. Please send the passes and stamps either by certified mail or a messenger to ensure receipt by RT and to protect yourself from possible loss. Always be sure to enclose a copy of your invoice with the returned passes and stamps indicating the number that you are sending to RT. If it is convenient for you, we encourage you to return your passes and stamps with your payment.

### PAYMENT OF PASSES

Payment for your passes and stamps should be sent by the 6th day of the ridership month. You may send either a company check or individual checks made out to "Regional Transit." The remittance copy of the invoice should be enclosed with your payment, and you should make any necessary changes on the invoice to reflect credit for returned passes and stamps and the adjusted amount due.

### REFUNDS AND REPLACEMENTS

No refunds for passes or stamps will be made under any circumstances. If passes or stamps are lost or stolen, they will not be replaced by RT. Remember that once you have accepted the delivery, you are responsible for the passes and stamps until they are either delivered to your employees or returned to RT. If you must mail passes and stamps to your employees, be sure to set up procedures to safeguard their delivery.

## IMPORTANT DATES

### 24TH OF THE MONTH

Passes and stamps to be sold and issued for the following month will be delivered to you by this date. Passes may be picked up earlier by calling the Fare Prepayment Department.

### 25TH THROUGH THE 5TH OF THE MONTH

Passes and stamps are available for sale (or distribution) during this period.

### 5TH OF THE MONTH

Changes in quantity of your next month's order for passes and stamps should be received by us by this date.

### 6TH OF THE MONTH

To receive credit, your unsold passes, stamps and payment must be returned by this date. To ensure receipt by RT, please send by certified mail or a messenger.

We ask that all employers establish their own internal policies to comply with these procedures and key dates.

## HELPFUL MATERIALS

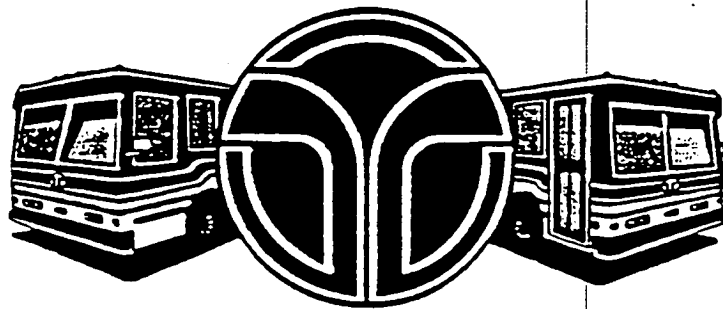
System Maps and wallet timetables are available in limited quantity to answer questions about routes and schedules. A "Counter Card" advertising your location as a sales outlet is also available upon request. Other marketing materials include passport brochures, pass holders, light rail timetables, and central city tabletop cards. Please inquire as to availability and other new items which may be available.

If customers need immediate route and schedule information, please refer them to RT's Customer Service Center at 321-2877.

The Customer Service Center also handles commendations, complaints, and suggestions you may want to report. The Customer Service Center is open between 6:00 am - 7:00 pm, Monday through Friday; 7:00 am - 6:00 pm, Saturday; and from 10:00 am - 5:00 pm, Sundays and Holidays. The Customer Service Center is closed on Christmas Day, New Year's Day and Thanksgiving Day.

# ***TICKET PROGRAM***

## **ADMINISTRATOR'S GUIDE**



## **REGIONAL TRANSIT**

REGIONAL TRANSIT'S TICKET PROGRAM  
ADMINISTRATOR'S GUIDE

Welcome Aboard Regional Transit's Ticket Program!

The benefits of selling transit ticket books include increased positive recognition of your organization and an added convenience to your employees.

Participation in our sales outlet program offers you, members of the Sacramento Community, the chance to support energy conservation and the reduction of traffic congestion and parking problems. Through this Program, you are identified as an outlet for the sale of Regional Transit ticket books and make the ticket books available for purchase to employees of your organization. It's a convenience that will appeal to your employees.

We think it's a good idea. We hope you agree.

Regional Transit  
Fare Prepayment Department  
P.O. Box 688  
Sacramento CA 95812-0688  
Telephone: 321-2820

Revised: February 1989

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## PROCEDURES

### TYPES OF TICKET BOOKS

Ticket books are currently available in the following denominations:

- \* 10 - \$1.00 tickets @ \$10.00 per book
- \* 10 - .85¢ tickets @ \$8.50 per book
- \* 10 - .40¢ tickets @ \$4.00 per book
- \* 10 - .25¢ tickets @ \$2.50 per book

Tickets are for sale by the book only, and they cannot be sold individually. Tickets are good for the face value printed on them.

### ORDERING YOUR TICKET BOOKS

When your outlet status is established, RT will estimate the size of your requirements for ticket books, based on your location and our experience with other outlets. Thereafter, your order will be based on your request. If you need to place another order, just send in an order form or give us a call. Please allow 7 working days for turnaround time on all orders.

### DELIVERY OF TICKET BOOKS

Your ticket book order will be delivered within 7 days after we receive your order and will be delivered to the Program Administrator or other designated person responsible for receiving the order. Smaller orders will be sent to you by certified mail with a return receipt requested or you can pick them up at our office. Along with your ticket books, you will receive three copies of an invoice for the delivery and a pre-addressed envelope for your payment.

It is important that before accepting an order, you check to be sure that your order is complete and that it agrees with the enclosed invoice. Once you have accepted the order, you are responsible for the ticket books until they are either sold to customers or returned to RT. Should you find any discrepancy, please contact the Fare Prepayment Department immediately.

\*Subject to change



### TICKET BOOK SALES

Ticket books may be sold any time during the month -- they don't have an expiration date. Tickets are for sale by the book only, and they cannot be sold individually. The actual structure of sales --- hours, personnel, location, etc. --- is up to you. Sales should continue throughout the entire month.

### COMMISSIONS AND HANDLING FEES

Ticket books may not be sold for an amount higher than the price established by RT. The collection of a commission, handling fee or any other surcharge is strictly prohibited.

### PAYMENT OF TICKET BOOKS

Payment for your ticket books should be sent to RT on a monthly basis. You may send either a company check or individual checks made out to "Regional Transit". The remittance copy of the invoice should be enclosed with your payment.

### RETURN OF TICKET BOOKS

Credit will be made to an outlet for any unused returned ticket book. The ticket book must be a complete book and not have any individual tickets missing. Please send the ticket books either by certified mail or by a messenger to ensure receipt by RT and to protect yourself from possible loss.

### REFUNDS AND REPLACEMENTS

No refunds for ticket books or tickets will be made under any circumstances. If ticket books or tickets are lost or stolen, they will not be replaced by RT nor a credit allowed to the outlet. Remember, once you have accepted the delivery, you are responsible for the ticket books until they are either sold or returned to RT. If you must mail ticket books to your customers, be sure to implement procedures to safeguard their delivery.

## HELPFUL MATERIALS

System Maps and wallet timetables are available in limited quantity to answer questions about routes and schedules. A "Counter Card" advertising your location as a sales outlet is also available upon request. Other marketing materials include passport brochures, pass holders, light rail timetables, and central city tabletop cards. Please inquire as to availability and other new items which may be available.

If customers need immediate route schedule information, please refer them to RT's Information Center at 321-2877.

The Information Center also handles commendations, complaints, and suggestions you may want to report. The Customer Services Center is open between 6:00 am - 7:00 pm, Monday through Friday; 7:00 am - 6:00 pm, Saturday; and from 10:00 am - 5:00 pm, Sundays and Holidays. The Customer Service Center is closed on Christmas Day, New Year's Day and Thanksgiving Day.

**TRANSIT AGREEMENT  
CRITERIA**

**APPENDIX D**

## **SACRAMENTO REGIONAL TRANSIT**

### **Transit Passenger Shelter**

For information regarding appropriate needs, construction and placement of transit passenger shelters for Regional Transit, contact the planning department of Sacramento Regional Transit at (916) 732-2263.

Regional Transit requires that sufficient funds be provided for construction and maintenance of the transit shelters.

## Attachment A

### Subsidy Programs for Monthly Passes and Transit Operations

#### 1.0 Application Criteria

Subsidy programs for monthly passes and transit operations are options listed on the Transportation Systems Management Measures menu of the Sacramento City Transportation Systems Management Handbook. A developer would be eligible to choose these options if the project met the criteria described below:

##### 1.1 City Non-Residential Development Trip Reduction Ordinance Project Criteria

The City of Sacramento Non-Residential Development Trip Reduction Ordinance (City TRO) defines which developments are required to implement TSM measures. Generally, projects which are expected to generate 100 or more employees fall within the scope of the ordinance. The number of employees within a given project is determined by the developments type and size. Formulas for calculating the number of employees per specific type development are described within the ordinance.

##### 1.1 RT Service Criteria

In addition to the City TRO criteria described above, a development must meet the following RT Service Criteria to be eligible for implementing a subsidy program:

- Project is within 1/4 mile or less from RT bus service and 1/2 mile or less from an RT Metro route; and
- RT service capacity and time-span of service is capable of accommodating the potential commute pattern of the project.

The criteria for determining these items is as follows:

- Bus/Train direction is appropriate; and
- Service is provided within expected commute times; and

- Service is presently in place; or
- Service is to be implemented within 1 year.

RT Staff will provide assistance to City Planning Staff and Developers for determining these criteria.

### 1.3 Program Determination

RT Planning Department staff would be notified of eligible projects either through existing development and TSM plan review channels with the City, or by the project's developer. RT staff will then analyze the development's impacts in terms of criteria described above and recommend whether a transit pass or transit operating subsidy would be a viable TSM measure. These recommendations would be transmitted to the City and the developer. RT Planning staff would also provide assistance in calculating the costs for either or both of the subsidy programs.

Because of the "menu" approach of the City TRO, the developer will choose whether to implement a transit pass subsidy program or an operating subsidy program. RT staff can provide to City staff comments on the appropriateness of the developer's selection.

Once the developer has chosen a transit subsidy program, and both RT and the City have agreed on its appropriateness, RT would enter into a contract with the developer and the City to implement the program. Specific details of the contract depend on the type of subsidy program chosen. Section 2.0 Transit Pass Subsidy Program and Section 3.0 Transit Operation Program describe the details of each program and contract requirements.

### 2.0 Transit Pass Subsidy Program

The transit pass subsidy program is a method by which a developer can subsidize passes for employees of tenants of the project. Transit pass subsidies are a financial incentive for tenant employees to choose transit as a commute mode.

A developer may choose to subsidize 50% to 100% of the cost for a transit pass. If the developer chooses to subsidize less than 100% of the cost of a transit pass, the balance must be made up by the employee or other subsidy source, since payment of the full purchase price to RT is required. Transit pass subsidy costs may be recovered by a number of

indirect methods including charging fees for parking spaces, or incorporating the cost into the tenant's rental fee.

## 2.1 Transit Pass Subsidy Program Description

The transit pass subsidy program is a minimum of a ten year program. The developer provides funds for passes to RT. In turn, each month during the subsidy period, RT disburses passes to the developer or their designated representative. The developer has two program options. These options are described below:

### Option One:

The developer provides a one time payment for the entire ten year subsidy to RT. Payment to RT is required prior to the City's issuance of temporary occupancy permit. The opening balance of the account is determined by the following formula:

Cost of a monthly pass at the time of the issuance of the occupancy permit, multiplied by 12 (number of months in a year), multiplied by the number of employees subsidized, multiplied by ten years (duration of the program).

RT deposits these funds into an interest bearing account. The interest is used to compensate for future pass price increases. Funds remaining in the account at the end of ten years, if any, are used to extend the duration of the subsidy until they are depleted.

### Option Two:

The developer provides the subsidy by an annual payment method. Ten payments equal to the amount of subsidy for one year are required. Initial payment for the first year is required prior to the City's issuance of temporary occupancy permit. The first annual payment is determined by the following formula:

Cost of a monthly pass at the time of the issuance of the occupancy permit, multiplied by 12 (number of months in a year), multiplied by the number of employees subsidized.

Annual payments for years two through ten include a 5% annual inflation rate escalation factor. This escalation factor is used to compensate for fare

structure changes resulting in an increase in monthly pass costs. RT will not disburse passes until it has received the annual payment. A schedule of payments indicating amount and date due are included in the contract. Annual payments for years two through ten are calculated as follows:

Year

- 2      Multiply the first year's calculated amount by 105%
- 3      Multiply the second year's calculated amount by 105%.
- 4      Multiply the third year's calculated amount by 105%.
- 5      Multiply fourth year's calculated amount by 105%.
- 6      Multiply the fifth year's calculated amount by 105%
- 7      Multiply the sixth year's calculated amount by 105%
- 8      Multiply the seventh year's calculated amount by 105%.
- 9      Multiply the eighth year's calculated amount by 105%.
- 10     Multiply the ninth year's calculated amount by 105%.

If, during any portion of the subsidy period, funds collected by RT exceed the cost of providing the number of passes specified by the subsidy, the additional funds are held in reserve and used to either compensate for fare structure increases above the assumed 5% inflation factor in later years, or to extend the duration of the subsidy until they are depleted.

If, during the subsidy period, funds collected by RT are not sufficient to provide for the number of passes specified by the subsidy agreement, the developer may provide additional funds to compensate for the difference between the calculated and actual pass cost, or RT can reduce the number of passes disbursed to an amount less than or equal to the nearest number of passes for which the subsidy provided can provide



payment. Any funds remaining that are less than the amount equal to provide for one pass are carried over to the next year.

With either option, the developer may during any portion of the subsidy period, request less than the full amount of passes. If such a request occurs, RT utilizes the unused portion of the subsidy to extend the duration of the program.

## 2.2 Implementation and Administration of Both Transit Pass Subsidy Options

The amount of employees to be subsidized is agreed upon between the City and Developer. Potential criteria for determining number of employees to be subsidized includes the following:

- RT service availability and linkage to the project.
- Traffic analysis directional and mode split information which can be derived from either the TSM goal of the City TRO, or historical usage from similar projects (if available).

RT is responsible for the following program administration activities:

- Obtaining an agreement between the developer, City of Sacramento, and RT to implement the program.
- Collecting all required payments.
- Accounting for all funds received and passes disbursed.
- Disbursing passes to the developer or the developer's designated representative.
- Providing information to the developer and tenant employees on available transit services.
- Reporting to the City any discrepancies in fund collection or problems with program administration.
- Providing to the City any information concerning administration activities with respect to a specific development.

The developer is responsible for the following program administration activities:

- Providing payment to RT.
- Requesting from RT the amount of transit passes needed for each month (this amount may vary based on project requirements; it may not exceed the number of passes specified by the agreement unless the developer provides the additional funding required).
- Distributing the passes to tenant employees.
- Providing annual monitoring reports to the City of Sacramento.

The City of Sacramento is responsible for the following program administration activities:

- Approving the developer's TSM plan.
- Monitoring the effectiveness of the TSM plan.
- Providing assistance to RT in the event of problems with contract compliance.

### 2.3 Suspension and Termination of program

The transit pass subsidy program may be suspended if the development becomes temporarily unoccupied. This could result from a natural cause such as a fire. The suspension places a freeze on the program until it is re-occupied. The duration of the subsidy program is then extended by the amount of time it was in suspense. Suspension of the program requires verification and approval by the City of Sacramento.

The transit pass subsidy program may be terminated under the following conditions:

- Depletion of account funds.
- The development becomes permanently non-operational (e.g. because of natural catastrophe or demolition). In this situation any principle funds (less interest) remaining may be returned to the developer. RT may retain the interest to recover administrative costs.

- RT withdraws service from area. In this situation RT will release any funds remaining in the account to the City. The City may then use the funds at their discretion.
- The City of Sacramento determines through the TRO annual monitoring process that the program is not effective. RT will release any funds remaining in the account to the City. The City may then use the funds at their discretion.

### 3.0 Transit Operating Subsidy Program

A transit operating subsidy program provides a developer with the opportunity to subsidize transit services within the vicinity of a project. The amount of the subsidy is calculated based on the developer's projected tenant employee transit usage and the subsidy portion of RT's cost of providing transit services for tenant employees. The developer provides "match" funds for half of this amount. RT will use the "match" funds to subsidize RT bus and RT Metro services that are respectively within 1/4 mile and 1/2 mile of the project. Because the subsidy is oriented towards transit operations, there is no need for the developer to coordinate monthly pass requests with RT.

This type of program provides a transit mitigation measure for circumstances where, because of the nature of the development, or anticipated employee commute patterns, a transit pass subsidy program may not be fully effective (e.g. the project is primarily retail oriented and tenant employees are expected to use mixed commute modes such as transit and carpooling in the course of a day).

#### 3.1 Transit Operating Subsidy Program Description

Transit operating subsidies are calculated by determining the subsidy portion of the ten year cost for providing transit service to a tenant employee.

To determine the amount of the subsidy, the developer provides RT with the number of employees upon which the subsidy shall be calculated. RT then calculates the subsidy using the following procedure:

- (1) Determine weekday operating subsidy per linked trip for base year:

Subtract weekday fare revenue per linked trip from weekday cost per linked trip.

- (2) Determine weekday subsidy per employee per day:

Multiply (1) by 2 (number of expected employee commutes per day)

- (3) Determine annual weekday subsidy per employee per year:

Multiply (2) by 255 (average number of weekdays per year)

- (4) Determine ten year weekday subsidy per employee:

Multiply (3) by 10

- (5) Determine "match" share of ten year weekday subsidy per employee:

Multiply (4) by 50%

- (6) Determine the "match" share subsidy for the development:

Multiply (5) by number of employees specified by developer

RT will provide the amount of the subsidy (figure 6 of the previous calculation) to developers upon request.

### 3.2 Transit Operating Subsidy Program Implementation

The developer may choose between two options for implementing the subsidy. Payment for both options is required prior to the City's issuing a temporary occupancy permit. The two options are described below:

#### Option One:

The developer can provide the entire amount of the subsidy in one payment. RT will then deposit this amount in an interest bearing account to be used for subsidizing transit services within the vicinity of the project.

#### Option Two:

The developer provides the subsidy by an annual payment method. The first annual payment is determined by the

dividing the total cost for the subsidy by 10. Annual payments for years two through ten include a 5% annual inflation rate escalation factor. A schedule of payments indicating amount and date due are included in the contract. Annual payments for years two through ten are calculated as follows:

Year

- 2 Multiply the first year's calculated amount by 105%
- 3 Multiply the second year's calculated amount by 105%.
- 4 Multiply the third year's calculated amount by 105%.
- 5 Multiply fourth year's calculated amount by 105%.
- 6 Multiply the fifth year's calculated amount by 105%
- 7 Multiply the sixth year's calculated amount by 105%
- 8 Multiply the seventh year's calculated amount by 105%.
- 9 Multiply the eighth year's calculated amount by 105%.
- 10 Multiply the ninth year's calculated amount by 105%.

### 3.3 Suspension and Termination of program

The transit operating subsidy program may be suspended if the development becomes temporarily unoccupied. This could result from a natural cause such as a fire. The suspension places a freeze on the program until it is re-occupied. The duration of the subsidy program is then extended by the amount of time it was in suspense. Suspension of the program requires verification and approval by the City of Sacramento.

The transit operating subsidy program may be terminated under the following conditions:

- The development becomes permanently non-operational (e.g. because of natural catastrophe or demolition). In this situation any principle funds (less interest) remaining may be returned to the developer. RT may retain the interest to recover administrative costs.
- RT withdraws service from area. In this situation RT will release any funds remaining in the account to the City. The City may then use the funds at their discretion.

### Bus/Light Rail Transit Station

If a project is within 1/4 mile of a bus route or 1/2 mile of RT Metro, a developer may choose to provide a subsidy for a bus/light rail transit station as part of their transportation management plan. The use of such funds may be limited to investment in the nearest facility including funding for maintenance, or for improvements to, and construction of bus/light rail transit stations elsewhere in the RT District.

This type of program provides a transit mitigation measure for circumstances where, because of the nature of the development, or anticipated employee commute patterns, a transit pass subsidy program may not be fully effective (e.g. the project is primarily retail oriented and tenant employees are expected to use mixed commute modes such as transit and carpooling in the course of a day).

A bus/light rail transit station is defined as one the following types of facilities:

- A location where several buses converge to allow passenger transfers. The location may or may not be equipped with park-and-ride facilities.
- An RT Metro Station where several buses converge to allow passenger transfers between buses and RT Metro trains. The RT Metro Station may or may not be equipped with park-and-ride facilities.
- An RT Metro station without park-and-ride or bus transfer facilities.

A bus/light rail transit station is a larger and more developed transit facility than a bus stop with a transit passenger shelter. These facilities are usually characterized by special features for facilitating passenger usage, comfort, and safety. This may include the following amenities:

Transit waiting shelters  
Spaces for park-and-ride  
Bicycle Lockers and racks  
Exterior Lighting  
Landscaping for shade and visual appeal

Other amenities such as newspaper vending machines, and pay telephones may also be provided.

Depending on the type of facility, specialized construction features may be required. Bus facilities may have reserved

parking for buses or bus bays. Areas where buses circulate and layover may be constructed with heavy duty paving, reinforced curbs and gutters, and appropriate signage. RT Metro stations may include rail bed and tracks, passenger waiting platforms, and fare vending equipment. All bus/light rail transit stations are equipped with features to enhance accessibility for the physically challenged.

To determine the amount of the subsidy, the developer provides RT with the number of employees upon which the subsidy shall be calculated. RT then calculates the subsidy using the following procedure:

- (1) Determine RT five year capital budget costs.

Provided by RT's most recent adopted Five Year Plan.

- (2) Determine weekday linked passenger trips.

- (3) Divide (1) by (2)

Equals five year capital budget cost per passenger

- (4) Multiply (3) by number of employees upon which subsidy is based.

Equals total amount of subsidy based on the development.

RT will provide the value of the subsidy (figure 4 of the previous calculation) to developers upon request.

#### Bus/Light Rail Transit Station Subsidy Program Implementation

The developer may choose between two options for implementing the subsidy. Payment for both options is required prior to the City's issuing a temporary occupancy permit. The two options are described below:

##### Option One:

The developer can provide the subsidy in one payment equal to the entire fund amount. RT will then deposit this amount in an interest bearing account to be used for subsidizing transit stations either within the vicinity of the project or elsewhere in the District.



Option Two:

The developer provides the subsidy by an annual payment method. The first annual payment is determined by the dividing the total cost for the subsidy by 5. Annual payments for years two through five include a 5% annual inflation rate escalation factor. A schedule of payments indicating amount and date due are included in the contract. Annual payments for years two through five are calculated as follows

Year

- 2 Multiply the first year's calculated amount by 105%
- 3 Multiply the second year's calculated amount by 105%.
- 4 Multiply the third year's calculated amount by 105%.
- 5 Multiply fourth year's calculated amount by 105%.

Suspension and Termination of Program

The bus/light rail transit station subsidy program may be suspended if the development becomes temporarily unoccupied. This could result from a natural cause such as a fire, earthquakes, etc. The suspension places a freeze on the program until it is re-occupied. The duration of the subsidy program is then extended by the amount of time it was suspended. Suspension of the program requires verification and approval by the City of Sacramento.

The bus/light rail transit station subsidy program may be terminated under the following conditions:

- The development becomes permanently non-operational (e.g. because of natural catastrophe or demolition). In this situation any principle funds (less interest) remaining may be returned to the developer. RT may retain the interest to recover administrative costs.
- RT withdraws service from area. In this situation RT will release any funds remaining in the account to the City. The City may then use the funds at their discretion.

# **RIDESHARING**

**APPENDIX E**

# SACRAMENTO RIDESHARE

445-POOL

445-POOL

Sacramento Rideshare is the regional ridesharing agency for the Sacramento Metropolitan area. As part of the California Department of Transportation, Sacramento Rideshare promotes the planning, development, implementation, administration, and evaluation of transportation systems management activities which decrease traffic congestion by improving the efficiency and effectiveness of our highway and street systems. Sacramento Rideshare renders direct assistance to individuals, employers, and developers who wish to implement TSM strategies.

## SERVICES PROVIDED BY SACRAMENTO RIDESHARE

### For Individuals:

- Computer matching for carpools and vanpools
- Vanpool formation
- Park and Ride lot information
- Bicycle commuting information
- Transit route and schedule information

### For Employers:

- Technical assistance regarding the establishment of company-sponsored ridesharing programs including the following:
  - Computer matching of employees for carpools and vanpools
  - Development and administration of employee vanpool programs
  - Work hour management strategies to encourage ridesharing
  - Promotional materials and activities to inform employees about ridesharing
  - Development of bicycle commuting support facilities
  - Small business outreach
  - Business relocation assistance
  - Comprehensive training workshops for Employee Transportation Coordinators
  - Transportation Management Association development assistance

### For Developers:

- Technical assistance regarding transportation management systems (including ridesharing and its supporting strategies) which benefit developers because they begin and grow with development.

## **OTHER SERVICE PROVIDERS**

**APPENDIX F**

**TRANSPORTATION COORDINATOR TRAINING.....**

**SACRAMENTO RIDESHARE, CALTRANS.....(916) 445-7665**

**Street Address:**

1531 I Street, Second Floor

Sacramento, CA 95814

**Mailing Address:**

P.O. Box 942874 MS-41

Sacramento, CA 94274-0001

Sacramento Rideshare provides free Employee Transportation Coordinator training workshops on an as needed basis throughout the year. For further information contact Sacramento Rideshare about this service.

**VANPOOL SERVICES.....**

**Leasing Agencies.....**

**VPSI, INC.**

**400 Oyster Point Blvd. Suite 210-A  
South San Francisco, CA 94080  
(415) 952-8774 or 800-252-8774**

**For assistance and information, contact the Marketing Coordinator.  
VPSI, Inc. is a Subsidiary of CHRYSLER MOTORS.**

**PEOPLE RIDESHARING SYSTEMS, INC.**

**323 Fremont St.**

**San Francisco, CA 94105**

**(415) 474-0296 or FAX # 415-474-2516**

**For assistance and information, contact the Western Regional Director.**

**Sacramento Rideshare, Caltrans Dist. 3, can provide specific information regarding Vanpool programs. In addition to brochures, and general information, Sacramento Rideshare's Vanpool Coordinator can help you start up your vanpool program. The free services include: potential passenger rosters, up-to-date information on tax programs, and insurance providers. The Vanpool Coordinator can provide assistance with driver requirements, owner-operated vans, and company sponsored programs.**

**For further information, call Sacramento Rideshare at 445-7665, and ask for the Vanpool Coordinator.**

**CITY OF SACRAMENTO**

**APPENDIX G**

## CITY OF SACRAMENTO

The following information has been compiled to help you find the correct department if you need assistance.

### DEPARTMENT OF PUBLIC WORKS

Traffic Engineering and Transportation Systems Management  
(TSM).....(916) 449-5307

Office hours are 8:00 AM to 12:00 PM, and 1:00 PM to 5:00 PM, Monday - Friday. When requesting information, please request Developer TSM assistance.

### DEPARTMENT OF PLANNING AND DEVELOPMENT

Building Inspection Division.....(916) 449-5716  
Commercial Plan Check.....(916) 449-1233

Planning Division  
Current Planning.....(916) 449-5604  
Zoning & Public Counter.....(916) 449-5604  
Advance Planning.....(916) 449-5381

Office hours for the City's Building Inspection Division are 7:30 AM to 12:00 PM, and 1:00 PM to 4:30 PM, Monday - Friday.

Office hours for the City's Planning Division are 8:00 AM to 5:00 PM, Monday - Friday. When requesting information from the City's Planning Division regarding your project, you will need to know: the Assessor's Parcel Number, the Project Number, the location (or address), and the name of the Project.