



**TO:** Elizabeth Pauli, Interim City Manager  
**FROM:** Joy St. Germain, Human Resources Director  
Karen Short, Senior Human Resources Analyst  
**COPY:** City Council and City Clerk  
**SUBJECT:** Resolution authorizing an agreement with Pierce Transit for part of the City's Commute Trip Reduction Program– February 28, 2017  
**DATE:** February 13, 2017

**SUMMARY:**

A resolution authorizing execution of an agreement between the City of Tacoma and Pierce Transit, in the net amount of \$376,349.96 for the purchase of the ORCA (One Regional Card for All) Business Cards that will be part of the City's Commute Trip Reduction Program for 2017.

**BACKGROUND:**

Beginning in 1996, as part of the City of Tacoma's Commute Trip Reduction (CTR) Program, the City provided bus passes/van pool subsidies for its employees. In 2009, the City transitioned from providing these subsidies to the ORCA (One Regional Card for All) Business Card for the CTR Program.

In 2010, there were approximately 800 employees who used an ORCA Card for their commute to/from work. In 2011, there were approximately 985 transit program users; in 2012, approximately 935 transit program users; in 2013, approximately 1059 employee transit program users; in 2014, approximately 1127 employee transit program users; in 2015, approximately 1177 transit program users; and in 2016, approximately 1125 employee transit program users. The current number of transit and van pool riders represents approximately thirty percent (29%) of the City of Tacoma's workforce.

The ORCA Business Card provides employees' access to Pierce, Metro, Kitsap, Everett Community, and Sound Transit Systems including Sound Transit Link Light Rail, Seattle Streetcar and the Sounder. The agreement also provides vanpool and vanshare services from these systems.

The 2017 agreement is in the amount of \$376,349.96, which is the annual program fee for both the ORCA Transit passes and Vanpool services (paid from the HR Internal Service Fund). The cost decrease of \$14,411.78 over 2016 is due to overall lower transit and vanpool usage by employees

NOTE: Through assessments, approximately 44% of the \$376,349.96 is charged to Tacoma Public Utilities (TPU) and 28% is charged to the General Fund. General government utilities and other funds pay for the remainder.

Human Resources staff will continue the oversight of the CTR transit pass program. Each employee receiving an ORCA card will be required to sign a Terms of Agreement outlining use expectations and requirements.

**ISSUE:**

Authorization to execute the agreement is required to continue to provide services as part of the City's Commute Trip Reduction Program.

**RECOMMENDATION:**

It is recommended that the City Council take the necessary action to approve the legislation.



**FISCAL IMPACT:**

**EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
5800-HR – Human Resources Internal Service Fund	598702	5330100	\$376,349.96
<b>TOTAL</b>			\$376,349.96

\* General Fund: Include Department

**REVENUES:**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
<b>TOTAL</b>			

**POTENTIAL POSITION IMPACT:**

POSITION TITLE	PERMANENT/ PROJECT TEMPORARY POSITION	FTE IMPACT	POSITION END DATE
<b>TOTAL</b>			

*This section should only be completed if a subsequent request will be made to increase or decrease the current position count.*

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET:** \$376,349.96 for the 2017 program year.

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED?** Yes