



**TO:** Elizabeth Pauli, City Manager  
**FROM:** Gary Buchanan, Human Resources Director  
Kari Louie, Senior Compensation & Benefits Manager  
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 19, 2019  
**DATE:** January 29, 2019

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**SUMMARY:**

A resolution authorizing execution of an agreement between the City of Tacoma and Pierce Transit, in the net amount of \$390,325.00 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 2019.

**BACKGROUND:**

Beginning in 1996, as part of the City of Tacoma’s Commute Trip Reduction (CTR) Program and in order to conserve fuel resources, road usage, and parking spaces, the City began providing 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, reducing the overall program costs.

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; in 2016, approximately 1125 employee transit program users; in 2017, approximately 1274 transit program users and in 2018, there were approximately 1149 transit program users. The current number of transit and van pool riders represents approximately thirty-one percent (31%) 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 vanship services from these systems.

The 2019 agreement is in the amount of \$390,325.00, which is the annual program fee for both the ORCA Transit passes and Vanpool services (paid from the HR Internal Service Fund). There is a 2.5% decrease for 2019 due to a slight reduction in vanpool ridership by employees.

NOTE: Through assessments, approximately 42% of the \$390,325.00 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 Commute Trip Reduction 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:**

<b>FUND NUMBER &amp; FUND NAME *</b>	<b>COST OBJECT (CC/WBS/ORDER)</b>	<b>COST ELEMENT</b>	<b>TOTAL AMOUNT</b>
5800-HR – Human Resources Internal Service Fund	598702	5330100	\$390,325.00
<b>TOTAL</b>			\$390,325.00

\* General Fund: Include Department

**REVENUES:**

<b>FUNDING SOURCE</b>	<b>COST OBJECT (CC/WBS/ORDER)</b>	<b>COST ELEMENT</b>	<b>TOTAL AMOUNT</b>
5800-HR – Human Resources Internal Service Fund	598702	5950395	\$390,325.00
<b>TOTAL</b>			\$390,325.00

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET:** \$390,325.00 for the 2019 program year.

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