

TRANSPORTATION SYSTEMS MANAGEMENT POLICY  
Updated September 2010

**PURPOSE**

The City of Foster City recognizes the potential negative environmental and quality of life impacts on the region and community resulting from traffic congestion. In order to maintain Foster City as an attractive and convenient place to live, work, visit and do business, the City Council adopted the first Transportation Systems Management (TSM) Ordinance on April 17, 1989, and updated it in 1995. (Foster City Municipal Code Chapter 10.76) It requires large employers and office complexes to encourage commuting during off peak hours and using commute alternatives that would result in a significant reduction of drive alone commuters. The City of Foster City is considered a large employer and must also work to achieve this goal; for that purpose, the original Transportation Systems Management Policy was created and adopted by City Council in November of 1991.

Since the original policy was adopted, the need to reduce reliance on the single passenger automobile has become both clearer and more urgent. As we learn more about the effects of CO<sub>2</sub> emissions on the atmosphere, the negative outcomes of reliance on the single-passenger automobile become more apparent. According to the Foster City local government operations emissions inventory (base year: 2005), the employee commute, at 773 metric tons of CO<sub>2</sub>, accounts for 25.6% of the city's total emissions.

The purpose of this policy is to help the City meet the goals of the Foster City TSM Ordinance and set an example for other Foster City employers.

**SCOPE**

This policy applies to all employees of the City of Foster City, including part-time and seasonal.

**POLICY**

**General Statement**

It shall be the general policy of the City to provide an ongoing TSM Program for City employees that will provide attractive commute alternatives to the single passenger automobile and to continue to develop, where appropriate and as determined by the City Manager, flexible work schedules for City employees.

Improvements to Facilities

1. **Bicycle storage racks and/or lockers** will be provided at all City buildings for the convenience and safety of bicycle riders.
2. **Information centers** will be provided in City Hall and the Recreation Center. Additional information may be available at the Teen Center, the Corporation Yard, and the Police and Fire Stations. Information centers may include display racks and bulletin boards which provide information about carpooling and vanpooling opportunities as well as schedules, route maps, and other information about available public transportation, including SamTrans, Caltrain, AC Transit, BART and community and employer shuttles.

Services Provided to Employees

1. **Commute information and assistance is to be provided for City employees upon request.** This includes ride-matching, providing transit schedules, bike and walking routes, and car and van pool options (including pool-matching).
2. **New Employees** will be provided with information regarding alternative transit options into and around Foster City.
3. **Emergency Ride Home (ERH)** will be provided to any employee using commute alternatives, in conjunction with the Peninsula Traffic Congestion Relief Alliance and in accordance with the Program Rules provided by the Alliance. **EMPLOYEES MUST SIGN UP FOR THE EMERGENCY RIDE HOME PROGRAM IN ADVANCE.** Participating employees may procure a voucher for a taxi cab ride (under 25 miles) or an Enterprise car rental (over 25 miles) from the Human Resources Department at City Hall during regular business hours (8:00 AM – 6:00 PM Monday through Thursday; 8:00AM – 4:30 PM on Friday). Employees working other scheduled work shifts can contact their supervisor for access to a voucher.

Incentives for Employees

1. **Public transit fares** will be partially subsidized by the City. A monthly transit subsidy covering 50% of employee transportation costs (not to exceed \$15 per month) is provided to employees who use the bus and/or train for their commute mode upon proof of payment.
  - The subsidized transit pass may only be used to commute to work. This must be attested to on the transit reimbursement form.
  - Subsidized passes are nontransferable.

The pass subsidy is administered as a reimbursement.

1. An employee must present proof of purchase of the transit tickets or pass (receipt or photocopy), complete the reimbursement form available on the intranet, and return the completed form to the City's TSM Liaison.
  2. The approved form will be processed by the Finance Department for reimbursement to the employee.
2. **Free Transit Tickets** may be provided to first-time transit riders, through the PTCRA.

### Flexible Work Schedules

A city policy regarding **alternative work schedules (9/80 Schedule)** was put into effect for city employees on March 2, 2001. For complete information regarding the 9/80 schedule, please review the Alternative Work Schedule Policy on the Intranet.

### **ADMINISTRATION**

The City reserves the right to discontinue any alternative commute incentive at any time if it is not having the desired effect on commute habits or is becoming an administrative or financial burden.

The City Manager shall appoint a TSM Liaison whose responsibilities will include the administration of employee transportation benefits and serving as a resource to employees wishing to try using alternative transportation. Any questions regarding the alternative commute program should be directed to the TSM Liaison. The City Manager shall resolve any conflicts that may arise in implementing the TSM Policy.

RESOLUTION NO. 2010-76

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOSTER CITY APPROVING  
THE UPDATED TRANSPORTATION SYSTEMS MANAGEMENT POLICY

CITY OF FOSTER CITY

WHEREAS, the City on October 20, 1991 established the Transportation Systems Management Program for City Employees; and

WHEREAS, the City Council wishes to update the policy to reflect the changing transportation environment and to facilitate increased promotion of the program; and

WHEREAS, updating the policy will encourage further use of alternative transportation and produce related reductions in traffic congestion and greenhouse gas emissions; and

WHEREAS, the updated policy includes participation in the Peninsula Traffic Congestion Relief Alliance Emergency Ride Home Program,

NOW, THEREFORE, BE IT RESOLVED that the Updated Transportation Systems Management Policy attached hereto and incorporated herein is approved; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute the Group Participant Contract allowing the City of Foster City to participate in the Peninsula Traffic Congestion Relief Alliance Emergency Ride Home Program.

PASSED AND ADOPTED as a resolution of the City Council of the City of Foster City at the regular meeting held on the 20th day of September, 2010, by the following vote:

AYES: Councilmembers Bronitsky, Frisella, Kiesel, Koelling, and Mayor Wykoff

NOES: None

ABSENT: None

ABSTAIN: None

  
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RICK WYKOFF, MAYOR

ATTEST:

  
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DORIS L. PALMER, CITY CLERK