



ADMINISTRATIVE REGULATION

Office of the City Manager

Number	AR 805
Sections	1-10
Effective Date	11/89
Revision Date	March 2016
Responsible Department	Administration
Review Date	March 2021

SUBJECT: *Alternate Commute Program/Trip Reduction Program*

- Purpose:** To comply with Rule 2202 of the South Coast Air Quality Management District (District). The Trip Reduction Program (TRP) is designed to meet two major objectives:
 - 1.1. To contribute toward better air quality management in the South Coast air basin; and
 - 1.2. To help reduce the number of single-occupant vehicles on the freeways and streets during peak hours of 6:00 a.m. to 10:00 a.m., Monday through Friday
 - 1.3. Funding for the TRP is provided by California Health & Safety Code Section 44223.
- History:** In an effort to meet Federal and State clean air standards, the District adopted Rule 2202 regarding On Road Motor Vehicle Mitigation Options. The City has elected to establish this Employee Commute Reduction Program (ECRP) in order to meet compliance with Rule 2202. The ECRP must be reviewed for effectiveness and approved by the District annually.
- Authority:** Section 401 of the City Charter.
- References:** South Coast Air Quality Management District – Rule 2202.
- Application:** This program is available to all City of Huntington Beach employees (excluding contract employees) who choose an alternate commute mode as defined in Section 6.2. Upon verification of compliance, participating employees may be eligible to receive incentives in the program.
- Definitions:**
 - 6.1. **AB 2766 Subvention Fund** (Health & Safety Code Section 44220, *et seq.*) – Grant funding source from motor vehicle registration fees solely dedicated to implementing strategies that effectively reduce air pollution from motor vehicle

emissions and for related planning, monitoring, enforcement and technical studies necessary for the implementation of the California Clean Air Act.

- 6.2. **Alternate Commute Modes** – Any means used for trips to work, between the hours of 6:00 a.m. to 10:00 a.m., Monday through Friday (or as otherwise defined by the latest adopted version of the regulation), other than a motorized vehicle-to-transported individual ratio of 1:1, commonly called “drive alones” or “solo commute” which include all forms of motorbikes. Alternate commute methods typically include walking, carpooling, bicycling, public transit, or driving a zero emission vehicle (not a hybrid, see Attachment D for guidelines).
- 6.3. **Average Vehicle Ridership (AVR)** – Average number of employees per car.
- 6.4. **Carpool** - Two or more employees commuting in a vehicle used for over half the trip distance. If an employee commutes to work with a person more than half the trip distance, the employee is considered to be carpooling. If an employee commutes with someone other than a City employee, the carpool partner’s name, phone number, and destination must be submitted on the registration form.
- 6.5. **Commute Credit** – Unit of achievement earned by eligible employees for using alternate commute modes to arrive at work.
- 6.6. **Commute Log** – Form to record and track employee daily alternative commute mode activity for qualifying earned commute credits.
- 6.7. **Commuter Credit Catalog** – List of merchandise and gift cards available for redemption of earned commute credits.
- 6.8. **Employee Commute Reduction Program (ECRP)** – Rule 2202 compliance option to reduce the number of employee single vehicle commute trips between home and work. Incorporates 15 “Good Faith Effort Determination Elements” for meeting the District designed AVR target.
- 6.9. **Employee Transportation Coordinator (ETC)** – An individual in the organization who is recognized by the District as properly trained to administer this program.
- 6.10. **Rule 2202 On-Road Motor Vehicle Mitigation** – South Coast Air Quality Management District (SCAQMD) regulation applicable to employers with 250 or more employees at a worksite. The regulation provides employers with a menu of options to reduce mobile source emissions generated from employee commutes, to comply with federal and state Clean Air Act requirements.
- 6.11. **South Coast Air Quality Management District (SCAQMD)** – Air pollution control agency for all of Orange County and the urban portions of Los Angeles, Riverside, and San Bernardino counties.
- 6.12. **Surf Air Commute Choices**: Alternate commute program name.
7. **Policy**: This program reflects the city’s efforts to comply with Regulation XV through an Employee Commute Reduction Program by providing incentives to encourage eligible employees to use alternate commute modes.

8. Responsibilities:

8.1. The City Manager shall be responsible for:

- 8.1.1. Establishing guidelines for the implementation of Regulation XV.
- 8.1.2. Communicating annually to all City employees about the importance of completing the annual Rule 2202 survey.

8.2. The ETC is responsible for:

- 8.2.1. Administering the ECRP throughout the organization pursuant to these Regulations and Rule 2200.
- 8.2.2. Maintaining certification as prescribed in Rule 2200.
- 8.2.3. Answering questions from employees in their departments relating to Rideshare Incentives.
- 8.2.4. Managing and maintaining the Surf Air Commute Intranet page and email account.
- 8.2.5. Designing program strategies.
- 8.2.6. Assuring the compliance with Rule 2202 and these Regulations.
- 8.2.7. Assuring compliance with Health & Safety Code Section 44223 funding requirements.
- 8.2.8. Assuring proper documentation and compliance of program participants.
- 8.2.9. Ordering and distributing incentive awards.
- 8.2.10. Auditing and retaining records of all program forms and transactions.
- 8.2.11. Resolving all issues related to the TRP.

9. Distribution of Forms:

- 9.1. All associated program forms to record earned or used credits shall be made available via the Employee Intranet and the ETC.
- 9.2. The ETC shall be the official keeper of all the original records for the ECRP.

10. Eligibility

- 10.1. All City of Huntington Beach full time and part-time employees are eligible to participate and receive incentives.
- 10.2. Participants must use an alternate commute method at least four (4) times per month.
- 10.3. At least 50% of the one-way arrival distance of each participant must be in the alternate commute method they designate.

11. Participation Verification

11.1. This program is based on the “honor system,” therefore, each participant is asked to honor his or her commitment. However, supervisors will confirm employees’ commutes as they confirm work hours, performance, and related activities. Corrections to calendars submitted or participation point accrual will be made should anomalies be identified. It is important that program rules are followed. Failure to comply with program guidelines or dishonesty could result in disciplinary action and/or penalties up to and including termination and/or restitution of City funds if granted under false pretenses. Submission of an Alternate Commute Participation Log attests to the employee’s compliance with program guidelines and method of commute.

12. Registration

12.1. Registration for the Rideshare program may occur at any point during the year, however enrollment will only become effective during the month the enrollment form is received.

12.2. An employee changing address, department, or commuting partner(s) must complete a new registration form immediately.

13. Procedure:

13.1. Enroll – Participants are required to register for the program with the ETC by completing a Surf Air Commute Choices Registration Form electronically on Surfnet (See Attachment A).

13.2. Participate - To participate, that employee must perform an alternate commute as declared on his/her Alternate Commute Registration Form. Submitting fraudulent Alternate Commute Participation Logs or failing to follow carpool guidelines will result in disciplinary action, up to and including termination. Employees voluntarily choose to participate.

13.3. Record Daily Commutes - The employee records his/her participation for the month in which that activity occurs on an Alternate Commute Participation Log. (See Attachment B) Backdating and postdating is not permitted.

13.4. Submittals - The employee submits his/her Alternate Commute Participation Log to the ETC with any other form(s) required by the 15th of each month. The department may require a supervisor and/or division head review and signature of Participation Logs at this time.

14. Point Accrual: The ETC transcribes the Participation Log information to the Surf Air Commute Choices database.

14.1. For every time a participating employee uses an alternate commute mode they accrue five (5) points.

14.2. Employee activity month will be reflected each month under the participants name in the Commute Choices Database under “Accrued Points.”

14.3. To modify an incorrect number of "Accrued Points" registered in the Commute Choices Database, an employee must notify the ETC of the discrepancy. The ETC will verify employee participation as recorded. Any changes will be authorized and initiated by the ETC.

15. Incentives

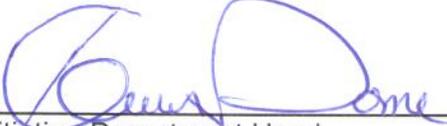
15.1. Points may be used towards merchandise or gift card incentives. Point-to-incentive dollar values can be found on the Commuter Credit Catalog Order Form (See Attachment C).

15.2. New Participants who consecutively rideshare will be granted 100 bonus points after three months. New participants are those that have not participated in the program for 12 calendar months.

15.3. Participants may redeem their accumulated commute credits for rewards/incentives on a quarterly basis from the ETC prior to deadline submission dates: March 15, June 15, September 15, and December 15.

15.4. Quarterly, the Rideshare Coordinator will combine all Commuter Catalog redemption requests and place a bulk order. Rewards will be distributed to employees upon receipt of merchandise.

15.5. At any time the reward/incentive options may be changed or suspended by the City Manager or his/her designee.



Initiating Department Head



Approved as to Form



Fred A. Wilson
City Manager