

City of Santa Monica

Worksite Transportation Plan

Help Guide



The logo graphic for GoSaMo, consisting of five wavy, overlapping shapes in blue, teal, light blue, green, and orange from left to right.
GoSaMo

Santa Monica Municipal Code (SMMC)

Chapter 9.53

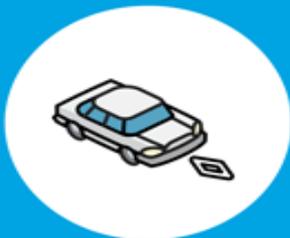
Transportation Demand Management

- **SMMC Chapter 9.53** is a local measure designed to reduce traffic congestion and improve air quality in Santa Monica. The municipal code encourages employers and developers to promote walking, biking, riding transit, and carpooling in Santa Monica.
- **Transportation Choices** are the means by which people move around the city such as walking, biking, riding transit, carpooling, and driving.
- **All employers of 10 or more employees** in Santa Monica are required to complete annual transportation plans. The municipal code also impacts developers of non-residential development projects which will generate 10 or more evening peak period (3pm to 7pm) trips in Santa Monica.
- Employers with 10 to 29 employees are required to prepare a **Worksite Transportation Plan (WTP)**.

Worksite Transportation Plan (WTP)

Key Steps

1. **Designate an On Site Contact** to attend a City-sponsored workshop or review this presentation.
2. **Submit a Worksite Transportation Plan** by notification due date that details how the employer will provide their employees with transportation information specific to their worksite.
3. **New hires** must receive transportation information at orientation.
4. **Pay the annual fee** per employee.



Share



the



ride.

How To Submit

You can submit your WTP online, by email, or mail.

Online Submission (preferred):

[City Grows - www.citygro.ws/public/jack-moreau](http://www.citygro.ws/public/jack-moreau)

Mailing/Courier Address:

WTP, MOBILITY AND TRANSPORTATION PLANNING
CITY OF SANTA MONICA
1685 MAIN STREET, ROOM 115, P.O. BOX 2200
SANTA MONICA, CA 90407-2200

Email Submission:

teampans@smgov.net

- Payment can be made by check or credit card for the appropriate Employer Annual Transportation Fee.
- Credit card payments can be made by telephone or completing the “One-Time Credit Card Authorization Form” in the WTP.
- Checks should be payable to the City of Santa Monica.

Enforcement

Warning:

Failure to submit your WTP by the Due Date, implement your WTP, or contact us for exemption will result in receiving a Warning Notice.

Non-Compliance Violation:

Failure to respond to a Warning Notice

Enforcement Fine:

\$5.00 per employee, per day of non-compliance

Remember:

If you need assistance or if your plan will be late please contact us.



SAMPLE

The following pages include an instructional guide for the PDF version of the WTP.

If you wish to submit your plan online, please visit [City Grows](#).

Annual Transportation Fee

Filing Form/Invoice

Use this form to determine your required WTP filing fees.

Indicate the Business License number in the first column for each worksite. In the second column, indicate street address and zip code of the site(s). In the third column, indicate the total number of employees at each worksite.

Multiply the total number of employees by the fee to calculate your Annual Transportation Fee. If you plan is late, add a 25% late fee to determine your total fee.

Annual Transportation Fee

All employers submit an Annual Transportation Fee with their Emission Reduction Plan.

Fees are based on the total number of employees at the worksite.

Fee = \$18.65 (x) TOTAL NUMBER OF EMPLOYEES

Please complete multiple lines if paying for multiple worksites.

Company Name: ABC Comany

Biz lic. #	Site Address	# of Employees	Amount Due
034571	1234 Montana, Suite 121, 90403	22	\$ 410.30
			\$
			\$
			\$
			\$
			\$
Sub Total:			\$ 410.30
25% Late Fee (If Any):			
Check #: 10223	TOTAL FEE:		\$ 410.30

Credit Card Authorization Form

By completing this page, you authorize the City of Santa Monica to charge your credit card for the written amount.

Sign and complete this form to authorize the City of Santa Monica to make a one-time debit to your credit card listed below. Please provide a copy of the credit card holder's identification card.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I Mike Kelly authorize the City of Santa Monica to charge my credit card account indicated below for
(full name)
410.30 on or after July 15 This payment is for Annual Transportation Fee
(amount) (date) (description of goods/services)

Billing Address: 1234 Montana Ave
City, State, Zip: Santa Monica, 90403

Phone#: 310.888.8888
Email: mkelly@gmail.com

Account Type: Visa MasterCard Discover American Express

Name on Card: Mike Kelly Account Number: 0000-0000-0000-0000
CVV2 (3 digit number on back of Visa/MC): 123 Expiration Date: 12/18

SIGNATURE Mike Kelly DATE 7/15/16

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

Management Commitment Letter

Demonstrate your management's commitment to transportation choices in Santa Monica by completing this template or writing a personal letter.

Company Name: **ABC Company**
Business License #: **034571**
Date: **July 15, 2016**

TO: City of Santa Monica
Planning & Community Development Department
Mobility and Transportation Planning Division
1685 Main St., Room 115
P.O. Box 2200
Santa Monica, 90407-2200

As the highest ranking official at this worksite, or as the executive officer responsible for allocating the resources necessary to implement the plan, I attest the Worksite Transportation Plan will be implemented as described and as approved by the City of Santa Monica.

I further declare that, in accordance with SMMC Chapter 9.53, all data in the plan is accurate and verifiable to the best of my knowledge.

Sincerely,

Mike Kelly

Signature of Official in Charge

Mike Kelly

Print or type name

CEO

Title

310.888.8888

Telephone Number

mkelly@gmail.com

Email Address (mandatory)

Employer Profile

Keep your information current so that it is easy for the City of Santa Monica to update you with important information.

Name & Address of Organization:

ABC Company

Employer Name

1234 Montana, Suite 121, 90403

Number, Street, Suite, and Zip Code

Contact Person *(All correspondence regarding this program will go to this person):*

Carolyn Thomas

Name

Office Manager

Title and Department

Same as above

Number, Street and Suite

City, State and Zip Code

310.222.2222

Phone & Extension

Carolyn.Thomas@gmail.com

E-mail Address (mandatory)

Highest Ranking Official:

Mike Kelly

Name

CEO

Title and Department

310.888.8888

Phone & Extension

mkelly@gmail.com

E-mail Address (mandatory)

On-Site Contact:

Carolyn Thomas

Name

Office Manager

Title and Department

Same as Above

Phone & Extension

Same as Above

E-mail Address (mandatory)

Branch Site Information

If your organization operates multiple locations, then please list the addresses and employee populations for each.

List any *ADDITIONAL* sites within the City of Santa Monica with 10 or more employee:

- 1. **None**
Site Name, Worksite ID# (if available), and Total Number of Employees at this Site
Street Address
- 2.
Site Name, Worksite ID# (if available), and Total Number of Employees at this Site
Street Address
- 3.
Site Name, Worksite ID# (if available), and Total Number of Employees at this Site
Street Address

Worksite Analysis

This information is important to understand how your employees are currently commuting. These patterns influence how the City of Santa Monica plans its transportation infrastructure.

Employee Population:

How many employees live in Santa Monica?

3

Employee Commute Mode:

How many employees RIDE THE BUS to the worksite?

3

How many employees RIDE EXPO RAIL to the worksite?

6

How many employees BIKE to the worksite?

2

How many employees WALK to the worksite?

3

How many employees SKATE or SKATEBOARD to the worksite?

0

How many employees DRIVE ALONE to the worksite?

6

How many employees CARPOOL to the worksite?

2

How many employees VANPOOL to the worksite?

0

Which industry best describes your organization?

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Arts/Design | <input type="checkbox"/> Automobile | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Education | <input type="checkbox"/> Energy/Natural Resources | <input type="checkbox"/> Entertainment |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Government | <input type="checkbox"/> Health |
| <input type="checkbox"/> Law | <input type="checkbox"/> Non-Profit/Advocacy | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Recreation | <input type="checkbox"/> Religious | <input type="checkbox"/> Restaurant/Bar |
| <input type="checkbox"/> Retail | <input type="checkbox"/> Technology | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Other, please describe: _____ | | |

Is your organization a member of a Transportation Management Agency?

- Yes No

Do your employees park for free?

- Yes No

Local Transportation + Amenity Choices

Employees benefit from knowing the amenities near their worksite. This information encourages them to consider new methods of commuting. Make this information available to your employees.

Which transit lines stop within ¼ mile or 3 blocks from your worksite?

Big Blue Bus:

- | | | | | | |
|-----------------------------|--|--|--|-----------------------------|------------------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3/Rapid 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 7/Rapid 7 |
| <input type="checkbox"/> 8 | <input type="checkbox"/> 9 | <input type="checkbox"/> Rapid 10 | <input type="checkbox"/> 12/Rapid 12 | <input type="checkbox"/> 14 | <input type="checkbox"/> 15 |
| <input type="checkbox"/> 16 | <input checked="" type="checkbox"/> 18 | <input checked="" type="checkbox"/> 41 | <input checked="" type="checkbox"/> 42 | <input type="checkbox"/> 44 | |

Metro:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Expo Rail | <input type="checkbox"/> 4 (24 hr.)/ 704 Rapid | <input type="checkbox"/> 20/720 Rapid |
| <input type="checkbox"/> 33(24 hr.)/333 Rapid | <input type="checkbox"/> 534 | <input type="checkbox"/> |

Which of these services and amenities are available at your worksite?

- | | | |
|---|---|---|
| <input type="checkbox"/> Transit App (like Uber) for Business | <input type="checkbox"/> Car Share Membership | <input checked="" type="checkbox"/> Secure Bike Parking |
| <input type="checkbox"/> Locker Rooms or Showers | <input checked="" type="checkbox"/> Bike Share Membership | <input type="checkbox"/> Bike Pump |
| <input checked="" type="checkbox"/> Bikes Permitted Inside Worksite | <input type="checkbox"/> Bike Repair Kit | <input type="checkbox"/> Transit Pass Sales |

Which of these services and amenities are available within ¼ mile of the worksite?

- | | | | | |
|---|---|--|--|--------------------------------------|
| <input type="checkbox"/> Transit Pass Sales | <input checked="" type="checkbox"/> Bike Racks | <input type="checkbox"/> Bike Lockers | <input checked="" type="checkbox"/> Lunch Room | <input type="checkbox"/> Post Office |
| <input checked="" type="checkbox"/> Vending Machines | <input checked="" type="checkbox"/> Restaurant | <input checked="" type="checkbox"/> Direct Deposit | <input checked="" type="checkbox"/> ATM/Banks | <input type="checkbox"/> Day Care |
| <input checked="" type="checkbox"/> Fitness Center | <input checked="" type="checkbox"/> Entertainment | <input type="checkbox"/> Dry Cleaning | <input checked="" type="checkbox"/> Pharmacy | <input type="checkbox"/> Hair Salon |
| <input checked="" type="checkbox"/> Convenience Store | <input checked="" type="checkbox"/> Auto Services | <input checked="" type="checkbox"/> Retail Store | <input type="checkbox"/> Medical Office | <input type="checkbox"/> Dentist |

Bike Santa Monica:

There are many bike ways and facilities expanding throughout the City of Santa Monica. For your most up to date information go to – www.bikesantamonica.org

BREEZE BIKESHARE provides public bicycles throughout Santa Monica and select locations in Venice. Breeze bicycles offer flexibility for fun bike rides to get around town, reduce traffic congestion and improve air quality. Register at www.breezebikeshare.com for more details.

SANTA MONICA BIKE CENTER has all of your cycling needs. Rent a bike to keep at your facility for your employees' use. Bike storage, repairs, parts, safe cycling routes, employee loaner bikes, free urban cycling safety class information and more. Visit www.smbikecenter.com for details.

Mandatory On-Site Information

Describe how you will distribute transportation information to your employees and new hires.

Employers must provide information about all transportation options to employees.

How will you distribute transit information (i.e. maps, posters, flyers)?

- Information Kiosk, Bulletin Board, or Intranet
- Monthly letters, newsletter, or memos

*Information must include: On-site Contact Person, Educational Commute Info, and Page 10 of this WTP

How will you educate new employees about their commute options?

- Present information summary at new hire orientation
- Provide employees with a copy of this Worksite Transportation Plan

Educational Commute Information

The following phone numbers and websites must be posted at your worksite. Contact the organizations below for additional information and helpful transportation materials.

Useful Phone Numbers

Metro Rideshare (Mary Ann Garcia)	213.922.2811
Santa Monica Big Blue Bus	310.451.5444
Metro Vanpool (Valerie Rader)	213.922.2535
Metro	323.GOMETRO (466.3876)
Association for Commuter Transportation	202.393.3497
American Lung Association	800.LUNG USA (586.4872)
California Air Resources Board (CARB)	800.242.4450
California Bicycle Coalition	916.446.7292
Caltrans	800.427.ROAD (427.7623)
Coalition for Clean Air	310.441.1544
Los Angeles Bicycle Coalition	213.629.2142
Sierra Club	213.387.4287

Find It On The Web:

City of Santa Monica Mobility Division	www.smgov.net/tmo
Santa Monica Big Blue Bus	www.bigbluebus.com
Metro	www.metro.net
Metro Rideshare	www.metro.net/rideshare
Bike Santa Monica	www.bikesantamonica.org
Breeze Bike Share	www.breezebikeshare.com
City of Santa Monica	www.smgov.net
Santa Monica Spoke, S.M Cycling Outreach Organization	www.smspoke.org
American Lung Association	www.lung.org
Association for Commuter Transportation (ACT)	www.socialact.org
California Air Resources Board	www.arb.ca.gov
California Bicycle Coalition	www.calbike.org
Caltrans - California freeway conditions.	www.dot.ca.gov
Los Angeles County Bicycle Coalition	www.labikecoalition.org
MetroLink	www.metrolinktrains.com
Ride Amigos (Carpool Matching Service)	www.rideamigos.com
South Coast Air Quality Management District (SCAQMD)	www.aqmd.gov
Santa Monica Bike Center	www.smbikecenter.com
Sigalert.com – Live Traffic Conditions	www.sigalert.com
Sierra Club	angeles.sierraclub.org
Sustainable Streets	www.sustainablestreets.org

Visit:

Big Blue Bus Transit Store: - Schedules, Maps, Bus Passes/Tokens and other information	1444 4th St, Santa Monica, CA 90401
Santa Monica City Hall: - Transportation Management Agency	1685 Main St, Santa Monica, CA 90401

Thank You

If you have any questions please contact us

Jacquilyne Brooks de Camarillo

jacquilyne.brooks@smgov.net

310.458.8956

Luis "Lumo" Morris

luis.morris@smgov.net

310.458.8957

Jack Moreau

Jack.Moreau@smgov.net

310.458.2201 x2344

