

THE CITY OF SANTA MONICA

WORKSITE TRANSPORTATION PLAN

FORMS AND INSTRUCTIONS

For WTPs due July 1, 2016 thru June 30, 2017



Creating a Better Community

Welcome to the Worksite Transportation Plan!

In the following pages you will communicate valuable information to the City of Santa Monica about how your employees get to work. The City then uses this information to create new services that help residents, visitors, and employees move around more easily.

The Worksite Transportation Plan is a mandatory requirement for all employers with 10-29 employees. If you have more than 30 employees, please contact City Staff for further instructions.

This plan is a requirement of the Santa Monica Municipal Code, Chapter 9.53. To read exact code requirements along with other related information, visit <http://www.smgov.net/tmoplans>.

For plan assistance please contact the City of Santa Monica, Mobility Division:

Jacquilyne Brooks de Camarillo	jacquilyne.brooks@smgov.net	310.458.8956
Luis Morris	luis.morris@smgov.net	310.458.8957
Jack Moreau	jack.moreau@smgov.net	310.458.2201 x2344

IMPORTANT, PLEASE READ BELOW:

On June 23, 2015 the Santa Monica City Council approved the 2015 Zoning Ordinance update along with updates to the City's Transportation Management Ordinance. The updated ordinance went into effect on July 24, 2015 and as such Chapter 9.16 has been replaced by Chapter 9.53. While the purpose and intent of the Chapter remains the same, there are several notable changes.

Chapter 9.53 TRANSPORTATION DEMAND MANAGEMENT

AVR Targets by District – After January 1, 2016 all employers with **30 or more employees** at a worksite must develop and implement an **Emission Reduction Plan (ERP)** for each site in the City. The plan must meet Emission Reduction Targets (ERT) established SMMC Chapter 9.53. The plan must indicate the method/s the employers' chose to meet the ERT.

Employers with 30-49 employees will no longer be allowed submit Worksite Transportation Plans (WTP)

General Information

The City of Santa Monica Worksite Transportation Plan consists of forms that must be completed and returned to the City of Santa Monica.

The plan forms are to be used by employers filing either an initial plan or an update plan.

One Copy of the completed plan must be submitted to the City of Santa Monica on or before your plan due date. The information submitted by the employer must remain in the order specified in the plan. Plans without all of the elements specified will be considered incomplete and will not be approved by the City.

The following step-by-step guidelines should be used by employers to understand the process involved in developing their Worksite Transportation Plans (WTP). By following the steps identified below, employers will be better able to prepare a WTP that will meet or exceed the Transportation Demand Management (TDM) Ordinance requirements and be approved by the City of Santa Monica.

1. Read the City of Santa Monica Municipal Code (SMMC) Chapter 9.53, "10-29 Employees".
2. Download and review the Self-Training Power Point
3. Designate an On-Site Contact Person and that person can contact us for assistance or training.
4. Have the On-Site Contact Person read SMMC Chapter 9.53. "10-29 Employees".
5. Educate and inform employees about SMMC Chapter 9.53.
6. Complete the WTP.
7. Obtain a letter of commitment from your company's Chief Executive Officer or highest ranking official at the worksite. The letter of commitment must contain:
 - a. A commitment to fully implement the WTP.
 - b. A signature of the highest-ranking official on site.
 - c. A statement that the data in the WTP is accurate to the best of the employer's knowledge.
8. Submit the WTP (one copy) and the applicable Employer Annual Transportation Fee to the City of Santa Monica for review by the specified deadline. Please do not submit notebooks, binders or other bulky materials to hold your plans; submit forms only.
9. To submit, mail or email these plan forms to the address listed below.
10. Plans can also be submitted online through <https://citygro.ws/public/santa-monica>.

Email: teamplans@smgov.net

**Mail: WTP, Mobility Division, City of Santa Monica, 1685 Main Street, Room 115
PO Box 2200, Santa Monica, CA 90407-2200 (DO NOT send check separately)**

Note: Improperly prepared plans will be returned for corrections and will be subject to disapproval



PLANNING & COMMUNITY DEVELOPMENT
MOBILITY DIVISION
1685 Main Street Room 115
Santa Monica, CA 90401
Tel: (310) 458-8291 • Fax: (310) 576-9170

One-Time Credit Card Payment Authorization Form

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 _____ authorize the City of Santa Monica to charge my credit card account indicated below for
(full name)

_____ on or after _____. This payment is for _____.
(amount) (date) (description of goods/services)

Billing Address: _____

Phone#: _____

City, State, Zip: _____

Email: _____

Account Type: Visa MasterCard Discover American Express

Name on Card: _____

Account Number: _____

CVV2 (3 digit number on back of Visa/MC): _____

Expiration Date: _____

SIGNATURE _____

DATE _____

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

Company Name: _____

Business License #: _____

Date: _____

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,

Signature of Official in Charge

Print or type name

Title

Telephone Number

Email Address (mandatory)

Employer Profile

Name & Address of Organization:

Employer Name

Number Street Suite and Zip Code

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

Name

Title and Department

Number, Street and Suite

City, State and Zip Code

Phone & Extension

E-mail Address (mandatory)

Highest Ranking Official:

Name

Title and Department

Phone & Extension

E-mail Address (mandatory)

On-Site Contact:

Name

Title and Department

Phone & Extension

E-mail Address (mandatory)

Branch Site Information:

List any *ADDITIONAL* sites within the City of Santa Monica with 10 or more employees.

1. _____
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

4. _____
Site Name, Worksite ID# (if available), and Total Number of Employees at this Site

Street Address

5. _____
Site Name, Worksite ID# (if available), and Total Number of Employees at this Site

Street Address

6. _____
Site Name, Worksite ID# (if available), and Total Number of Employees at this Site

Street Address

7. _____
Site Name, Worksite ID# (if available), and Total Number of Employees at this Site

Street Address

Worksite Analysis

Employee Population:

How many employees live in Santa Monica? _____

Employee Commute Mode:

How many employees RIDE THE BUS to the worksite? _____

How many employees RIDE EXPO RAIL to the worksite? _____

How many employees BIKE to the worksite? _____

How many employees WALK to the worksite? _____

How many employees SKATE or SKATEBOARD to the worksite? _____

How many employees DRIVE ALONE to the worksite? _____

How many employees CARPOOL to the worksite? _____

How many employees VANPOOL to the worksite? _____

Which industry best describes your organization?

- | | | |
|--|---|---|
| <input 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 and Amenity Choices

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 type="checkbox"/> 18 | <input type="checkbox"/> 41 | <input 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 | |

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

- | | | |
|--|--|--|
| <input type="checkbox"/> Transit App (Uber or Lyft) for Business | <input type="checkbox"/> Car Share Membership | <input type="checkbox"/> Secure Bike Parking |
| <input type="checkbox"/> Locker Rooms or Showers | <input type="checkbox"/> Bike Share Membership | <input type="checkbox"/> Bike Pump |
| <input type="checkbox"/> Bikes Permitted Inside Worksite | <input type="checkbox"/> BiKe Tire 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 type="checkbox"/> Bike Racks | <input type="checkbox"/> Bike Lockers | <input type="checkbox"/> Lunch Room | <input type="checkbox"/> Post Office |
| <input type="checkbox"/> Vending Machines | <input type="checkbox"/> Restaurant | <input type="checkbox"/> Direct Deposit | <input type="checkbox"/> ATM/Banks | <input type="checkbox"/> Day Care |
| <input type="checkbox"/> Fitness Center | <input type="checkbox"/> Entertainment | <input type="checkbox"/> Dry Cleaning | <input type="checkbox"/> Pharmacy | <input type="checkbox"/> Hair Salon |
| <input type="checkbox"/> Convenience Store | <input type="checkbox"/> Auto Services | <input type="checkbox"/> Retail Store | <input type="checkbox"/> Medical Office | <input type="checkbox"/> Dentist |
- Bike Repair Services

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 Requirements

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

(To be kept on-site at all times)

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.socalact.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