

**Metro**Los Angeles County
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REVISED
EXECUTIVE MANAGEMENT COMMITTEE
November 06, 2014

SUBJECT: BOARD RULES AND PROCEDURES AMENDMENTS

**ACTION: APPROVE AMENDMENTS TO THE BOARD RULES AND
PROCEDURES POLICY**

RECOMMENDATION

Approve amendments to Section VI: Director Expense Reimbursement and Travel Policy of the Los Angeles County Metropolitan Transportation Authority ("Metro") Board Rules and Procedures Policy.

ISSUE

To enable Metro Board Members and their Deputies to ride the transit services in Los Angeles County the Board Rules and Procedures Policy, Section VI that defines the Director Expense Reimbursement and Travel Policy must be amended to include the EZ transit pass program.

BACKGROUND

Under the new rules, Metro Board Members and Deputies are to receive passes that are good on Metro as well as on 23 additional EZ transit pass systems (refer to Attachment A for a complete transit system listing). The EZ transit pass is loaded on a TAP card with an electronic chip. The card also has a monthly stamp affixed to it. The card enables boarding on any EZ transit pass system by tapping on TAP-enabled buses and trains or by showing the stamp to the Operator on non-TAP-enabled buses. TAP is accepted on 13 transit systems and is also used by Metrolink. Staff is currently working with 12 transit agencies to become TAP-enabled by early 2015. Once all EZ transit pass partner agencies are on TAP the EZ transit pass stamp will be eliminated.

For Board Members and their Deputies the EZ transit pass is non-transferable, must be used for work-related travel only and not for daily commuting. An EZ transit pass application is required to be completed each year (attachment B).

The proposed amendment will change section VI: Director Expense Reimbursement and Travel Policy to add the following language:

Amended Effective November 06, 2014

6.7 EZ Transit Passes for Board Offices. In an effort to expand work-related travel options, the Base EZ transit pass is offered to Metro Board Directors and up to two authorized Metro Board Transportation Deputies (per Board Office) who have been recommended by their Director. The EZ transit pass will allow the user to travel on Metro bus, Metro rail, and any other EZ transit pass system for the purposes of reviewing and improving the customer experience and services provided. If a zone charge applies, the Board member or transportation deputy receiving the pass shall pay the up-charge.

DETERMINATION OF SAFETY IMPACT

Approval of this item will have no safety impact.

FINANCIAL IMPACT

This will be budgeted by the Board office. Annual funding for the nine current participants is \$9,072 **\$11,880**. Funding for this program is included in the FY15 budget in cost center 1010, under project number 100002. These funds are eligible for bus and rail operations.

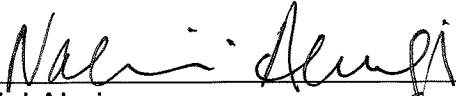
ALTERNATIVES CONSIDERED

The Metro Board Rules and Procedures Policy could be left without amendment; however, this would not provide a current travel program to help ensure Metro Board Members are well informed and observing services provided by Metro and its transportation partners in the region. Staff recommends amending the Metro Board Rules and Procedures Policy to reflect best practices. This program was developed in consultation with the Ethics and Legal Departments.


ATTACHMENTS

- A. EZ Transit Pass Memo to Board of Directors
- B. EZ Transit Pass Application

Prepared by: Gabriela Saravia, Transportation Planning Manager III, TAP - 213-922-3989
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Nalini Ahuja
Executive Director, Finance and Budget



Arthur T. Leahy
Chief Executive Officer



Metro

Attachment A

Interoffice Memo

Date	March 13, 2014
To	Board Directors Board Deputies
From	Gabriela Saravia, Transportation Planner III, TAP
Subject	EZ Transit Pass

As you know, your Metro Board TAP badge is valid fare on the Metro system. In an effort to expand your work related travel options, we would like to offer you and two authorized Board Deputies who have been recommended by their Director, with a monthly "Base" EZ Transit Pass. The EZ transit pass will allow the user to travel not only on Metro bus, Metro rail, but many other transit systems, listed below; however an up-charge will be required if a zone charge applies. The EZ transit pass is a monthly pass loaded into a smart chip in a plastic TAP card. The card includes an EZ transit pass stamp affixed onto the front of the card to enable non-TAP partner agencies to accept the pass. To use the pass, you simply tap your card on the fare-box on TAP enabled systems or show your TAP card affixed stamp to the operator on non-TAP enabled systems. The pass is good for unlimited monthly local riding on the following transit systems:

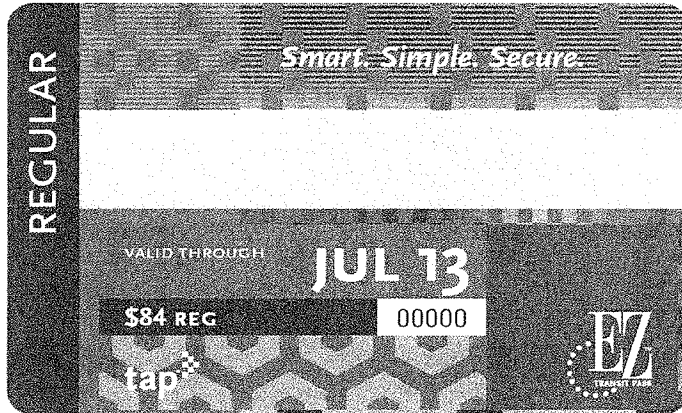
- *Antelope Valley Transit Authority**
- *Baldwin Park Transit*
- *Beach Cities Transit*
- *Burbank Local Transit*
- *Carson Circuit*
- *City of Commerce*
- *Compton Renaissance Transit*
- *Culver City Bus*
- *Foothill Transit**
- *Gardena Municipal Bus Lines*
- *Glendale Beeline*
- *Huntington Park COMBI*
- *Los Angeles Department of Transportation**
- *LAX Flyaway**
- *Long Beach Transit*
- *Metro**
- *Metrolink*
- *Montebello Bus Lines*
- *Monterey Park Spirit Bus*
- *Norwalk Transit*
- *Palos Verdes Peninsula Transit Authority*
- *Pasadena Arts Shuttle*
- *Santa Clarita Transit**
- *Santa Monica Big Blue Bus**
- *Torrance Transit* (Accepts TAP on Line 4)*

TAP enabled systems.

**May require a zone up-charge.*

Please note the EZ transit pass is non-transferable.

EZ transit pass pictured below for your reference.



If you are interested in obtaining an EZ transit pass, please fill out the enclosed application and return to the Metro Board Secretary by March 20th (for April pass). You can hand deliver your application or mail it to: Metro, One Gateway Plaza, Mail Stop: 99-3-3, Los Angeles, CA 90012, Attention: Michelle Jackson, Board Secretary. Your pass will be activated and ready to use for work related travel only, not for daily commuting. The pass will be available for pick-up with the Metro Board Secretary on the 25th of every month.

Feel Free to contact Board Secretary, Michele Jackson if you have any questions or if you would like additional information, at (213) 922-4605 or jacksonm@metro.net.

EZ Transit Pass Application

In an effort to expand work related travel options, the Base EZ Transit Pass is being offered to Metro Board Directors and two authorized Metro Board Deputies who have been recommended by their Director. The EZ Transit Pass will allow the user to travel on Metro bus, Metro rail, and many other transit systems. However, an up-charge will be required if a zone charge applies.

APPLICATION INSTRUCTIONS

The Director requesting for themselves and/or recommending two Board Deputies for receipt of the EZ Transit Pass is required to complete **Section I** of this application. The applicant Board Deputy/ies is/are required to complete **SECTIONS II and III**. Please return the application to the Metro Board Secretary at: Metro, One Gateway Plaza, Mail Stop: 99-3-3, Los Angeles, CA 90012.

Section I - DIRECTOR /APPROVAL

- I would like to authorize one Metro Board Deputy to receive a EZ Transit Pass.
- I would like to authorize two Metro Board Deputies to receive a EZ Transit Pass.
- I would like to receive an EZ Transit Pass.

I understand that I may lose the use of my EZ Transit Pass if I misuse the card, or if I mark, tag or damage transit agency property. The use of the EZ Transit Pass is for business travel use only, not for daily commuting. I am the only authorized user of the pass and it cannot be transferred to and/or used by anyone else. The EZ Transit Pass must be surrendered upon termination of employment or upon demand to the Metro Board Secretary.

Director's Signature _____

Director Name: _____ (Please print)

SECTION II – BOARD DEPUTY INFORMATION

Last Name	First Name	Middle Name/Initial
_____	_____	_____
_____	_____	_____

_____	_____	_____
_____	_____	_____

SECTION III – EZ Transit Pass Agreement

I understand that I may lose the use of my EZ Transit Pass if I misuse the card, or if I mark, tag or damage transit agency property. The use of the EZ Transit Pass is for business travel use only. It is my understanding that the designated Metro Board Deputy is the only authorized user of the pass and it cannot be transferred to and/or used by anyone else. The EZ Pass must be surrendered upon termination of employment or upon demand to the Metro Board Secretary.

Board Deputy Signature

Date

Board Deputy Signature

Date