The purpose of this document is to outline the MetroPass Program (an elective benefit) as designed by the Human Resources department for use by City employees.

Program Description

Metro Transit sponsors the MetroPass program which is a discounted annual bus pass for use on all metro-area buses and light rail. Employees can purchase the annual pass ($768) through the City at a cost of $64 per month with pre-tax payroll deductions.

Initially, the City must establish a multi-year contract with Metro Transit for a set percentage of eligible employees. The City would pay $64 per month for each of the expected participants. Costs would be recouped through participants' payroll deductions. Should the seats purchased exceed the number of participants enrolled, the City is responsible for these costs.

If approved, the MetroPass program would replace the current Metro *TransitWorks!* program.

Eligible Employees

Because the contract is between Metro Transit and the City of Minneapolis, only employees of the City can participate in the program. The program is available to City employees classified as Regular Full-time or Regular Part-time. These employees must also be willing to establish an annual financial commitment to the program.

Ineligible Employees

City employees classified as intermittent, temporary, seasonal, or special transportation services (Metro Mobility) as well as employees of Independent Boards and Agencies, including Park Board, Library, MPHA and MCDA are not eligible for the program.

Program Administration

- **ENROLLMENT PERIOD**: Human Resources will offer an initial two-month enrollment period (June through July 2004). After the initial enrollment period, Human Resources will provide quarterly enrollment periods for new and existing employees.

Enrollment forms must be received by the Benefits Office (PSC 100) by the first Monday of each month to be effective for the following month.

- **PAYROLL DEDUCTIONS:** The monthly fee will be deducted in full from the second paycheck of each month.

- **REFUNDS:** There are no refunds (including life events).

- **CANCELLATION:** City employees enrolled in the program can cancel their participation in the program in November of each year for cancellation effective January 1 of the following year.

- **TERMINATION:** Upon leaving City employment, the MetroPass will be deactivated. Once deactivated the card will no longer be available for use and needs to be returned to the City.

  Upon termination, the City will absorb the fee if the seat is not filled by another employee. This is due to the contractual agreement for a specific number of seats.

- **NON-TRANSFERABLE:** MetroPass is for employee use only and is not transferable. The pass could be confiscated if anyone other than the employee is found to be using it.

- **PICTURES:** Metro Transit requires that the employee's picture is printed on the MetroPass. Photos can be taken at the Commuter Connection Store located in the Pillsbury Building (225 South 6th Street, Minneapolis).

  Participants will receive a temporary 30-day pass until their picture id card is ready.

- **LOST, STOLEN, OR DAMAGED METROPASSES:** Lost, stolen or damaged MetroPass must be reported immediately to Employee Benefits (612) 673-3891.

  There is a $20 cost to replace a lost card and $40 for the second card in the same year. A MetroPass will not be replaced more than two times in a twelve-month period.

  Damaged MetroPasses can be returned to Metro Transit for a replacement at no cost.

Outstanding Issues

Program Funding

The City will need to establish an account for the collection and payment of the MetroPasses in use.

Note that the City will need to determine how to account for the following situations:

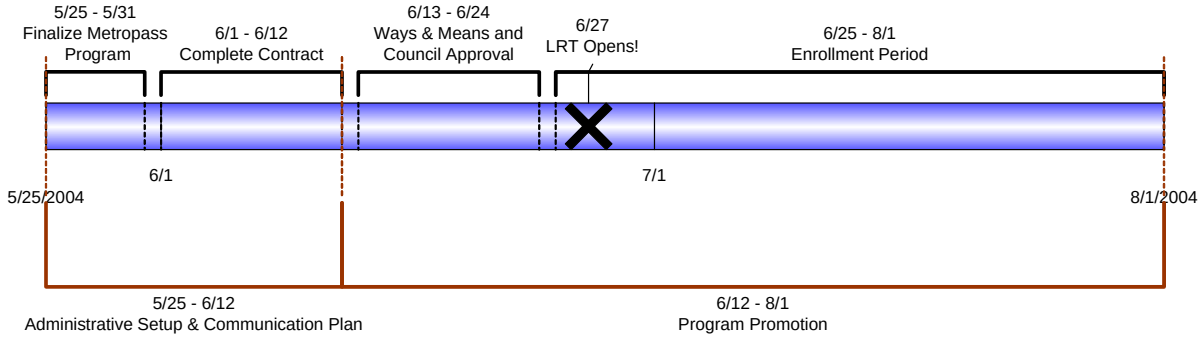
- Ridership falls short of expectations resulting in insufficient funds to pay the bill
- Ridership exceeds expectations resulting in an over-collection of funds
- Administration costs (approximately $9 per rider)

Contractual Issues

- Develop a process to evaluate ridership annually
- Determine impact to independent boards and agencies
- Determine the sunset schedule for the *TransitWorks!* Program and work with Independent Boards & Agencies, as needed
- Agree on payment processing and schedule
- Evaluate the impact of program discontinuance.
- Establish contract with Metro Transit as directed by elected officials

Implementation Planning

- Notify existing bus program users of upcoming program changes
- Determine HRIS and FISCOL requirements
- Develop forms and finalize processes to administer program
- Create and execute communication plan

Proposed Timeline Overview

The timeline shown below is very aggressive and depends greatly on the availability of resources from Human Resources, Finance, and the City Attorney's Office.