



Request for City Council Committee Action From the Department of Human Resources

Date: May 21, 2004

To: Ways and Means/Budget Committee

Prepared by: Pamela French, HR Director

Approved by _____
Pamela French, HR Director John Moir, City Coordinator

Subject: MetroPass Transit Program

Presenters in Committee: Ilena Lonetti

Recommendation: Executive Committee has approved the concept of the MetroPass program and has directed staff to develop the program for presentation to the Ways and Means Committee. The implementation of the MetroPass program requires the following action steps:

Attorney's Office: Review and approve MetroPass contract. Terminate Value Card program agreement

Human Resources: Create plan document and finalize business rules for the program (e.g., eligibility, administration, etc.)

Finance: Review reserve funding options to cover City's liability and set up the account

Human Resources: Forward approved contract and program funding through City Council

Human Resources: Create and implement communications plan

Human Resources: Develop and execute implementation plan

Financial Impact (Check those that apply)

No financial impact or Action is within current budget.

Action requires an appropriation increase to the Capital Budget

Action requires an appropriation increase to the Operating Budget

Action provides increased revenue for appropriation increase

Action requires use of contingency or reserves

Other financial impact (Explain):

Request provided to the Budget Office when provided to the
Committee Coordinator

Background/Supporting Information -

Human Resources Mass Transit Options & Cost Analysis