



Travel Reduction Program

Phone: 602.506.6750

Fax: 602.506.6669

Maricopa.gov/AQ

CleanAirMakeMore.com



Revised – Valid from 07/01/2019

Travel Reduction Plan

Email to: **TRPPlans@maricopa.gov**

Organization: State of Arizona Employee Count: 23530 Student Count: _____

Business operates 7 days per week, starting at _____ and ending at _____ or 24 hours

Transportation Coordinator (TC): Mary Marshall Phone: 602-542-7433 Cell: 602-390-1477

Address: 100 N. 15th Ave., Suite 401 City: Phoenix State: AZ Zip: 85007

Email: Mary.Marshall@azdoa.gov

Highest Ranking Local Official (HRLO): Gov. Douglas Ducey Phone: _____ Cell: _____

Address: 1700 W. Washington City: Phoenix State: AZ Zip: 85007

Email: azgov@az.gov

1) Alternative Mode User (AMU) Drawings:

| Frequency | # of Drawings | Prize Value | Annual Value* |
|-------------|---------------|--------------|---------------|
| Monthly | [12] x 10 | x \$10.00 = | \$ 1,200.00 |
| Bi-Monthly | [6] x _____ | x \$ _____ = | \$ _____ |
| Quarterly | [4] x _____ | x \$ _____ = | \$ _____ |
| Semi-Annual | [2] x _____ | x \$ _____ = | \$ _____ |
| Annually | [1] x _____ | x \$ _____ = | \$ _____ |

2) Other AMU Incentives:

| | Frequency | Prize Value | Annual Value* |
|-------------------------------|-----------|-------------|---------------|
| All AMUs awarded | _____ | \$ _____ | \$ _____ |
| Best AMU | _____ | \$ _____ | \$ _____ |
| Fuel After Dark | _____ | \$ _____ | \$ _____ |
| High Pollution Advisory (HPA) | _____ | \$ _____ | \$ _____ |
| New AMU/ move closer | _____ | \$ _____ | \$ _____ |
| Point Program | Monthly | \$ 25.00 | \$ 3,000.00 |
| Walk/Bike | _____ | \$ _____ | \$ _____ |

3) Guaranteed Ride Home: Free ride home for AMU's in the event of emergency

- Ride provided by: Company vehicle
 Co-worker, mileage paid
 Taxi/Ride service

Annual Value*
\$ 2,500.00

4) TRP Activity:

| | Frequency | Annual Value* |
|---|-----------|---------------|
| AMU parties | _____ | \$ _____ |
| Bike/Rideshare Month participation awards | _____ | \$ _____ |
| Survey incentive | Yearly | \$ 100.00 |
| TRP fair | Annually | \$ 500.00 |

- Offer internal zip code (rideshare) matching
 Valley Metro TC webinar participation
Valley Metro 'Intro to TRP' training
 Completed 03/09/17 (Date) Will complete _____ (Date)

5) Van/Carpool Parking:

Total spaces (for all employer sites) permanently marked for registered participants: 810

Are these spaces covered? All Some None

Select at least one:

- Provide name/license plate number **Annual Value***
\$ 800.00
 Display dash/hang tag (TC keeps list of users issued a tag)

6) Transportation Subsidy:

| Type(s) | Subsidy | Frequency | Annual Value* |
|----------|---------|-----------|---------------|
| Bus/Rail | 50% | Monthly | \$ 767,000.00 |
| Carpool | _____ | _____ | \$ _____ |
| Vanpool | 100% | Monthly | \$ 160,000.00 |

Check here if annual value includes all marked subsidies

↓ Complete next page

*Do not include labor costs

7) Comments/Other TRP Activities

We provide tutorial videos, webinars and lunch & learn activities as needed. Regarding telework: By the end of Feb. 2020, we had 2,682 employees in Maricopa County who reported teleworking at least one day per two-week pay period. In May, that number neared 13,000. Our conservative FY21 estimate figures that 25% will remain permanent teleworkers.

Physical Amenities: On-site Daycare Shower Bike Parking Free Parking Available All pay to park \$ _____/_____
 Electric Vehicle Charging Stations (EVCS): Total number of stations: 11 Annual Value/Costs* \$ _____
 *If monetary credit for EVCS requested on plan, documentation will be requested at plan review.

Alternative Work Schedules: The numbers reported must be verifiable from company records (DO NOT use the TRP survey analysis).

| | |
|---|---|
| Telecommute: | Compressed Workweek: |
| Number of employees that routinely telecommute from home at least two days per month: <u>3250</u> | <u>Schedules must be documented for six months or more of the plan year</u> |
| | 9/80 (Work 9 days, 80 hours) Total number of employees: <u>1141</u> |
| | 4/10 (Work 4 days, 40 hours) Total number of employees: _____ |
| | 3/12 (Work 3 or 4 days, 36+ hours) Total number of employees: _____ |

Communication Methods: Select at least two methods to promote your incentives to all employees at least quarterly.

- Bulletin Boards Company Newsletter Custom Sub-site at Valley Metro’s ShareTheRide Electronic Bulletin Board
- Email Employee Meetings (with agenda and sign-in sheet) Internal webpage/Intranet Social Media

Required information to be provided to new hires and driving age students: Indicate how the employer will provide information on all employer TRP program incentives. Select at least one:

- Digital Presentation Handbook Memo New Hire Packet Webpage

Statement of Participation

As the HRLO and TC for this organization, I have reviewed this plan and submit it for approval to the Maricopa County Travel Reduction Program Task Force. I understand that our organization must implement this plan within 30 days of submitting this plan. Our organization will notify the Maricopa County Travel Reduction Program within 14 days if the Transportation Coordinator (listed on the previous page) changes. I also understand our organization shall maintain 36 months of documentation that verifies all incentives, drawings, subsidies and related activities are being implemented and promoted as outlined in Maricopa County Ordinance P-7. **I further understand that all values indicated on this plan must be expended within the plan year.** (Failure to appoint a TC or implement and document this plan may lead to civil penalties of up to \$300 a day.)

Signature: *Emily Rajakovich*
Emily Rajakovich (Jun 27, 2020 12:42 PDT)

 Highest Ranking Local Official

Date: Jun 23, 2020

\$ 935,100.00
Total Plan Budget

Signature: *Mary Marshall*

 Transportation Coordinator

Date: Jun 16, 2020

The qualifications/values for each measure should encourage employee alternative mode usage throughout the entire plan year and take into consideration all mandatory sites. Call (602) 506-6750 for assistance.

For Maricopa County Ordinance P-7 and specific information about the documentation you will be required to provide, please visit the TRP webpage: maricopa.gov/2388/Travel-Reduction-Program. For assistance with plan implementation and documentation after plan approval, please contact your Valley Metro Commute Solutions Coordinator at (602) 262-7433.