



ADMINISTRATIVE REGULATION

Office of the City Manager

Number	AR 805
Responsible Department	Public Works
Established/Effective Date	November 1989
	March 2016
Latest Revision Date	June 30, 2023
Next Review & Reauthorization Date	June 30, 2025

SUBJECT: Employee Commute Reduction Program/ Surf Air Commute Choices Program

1. **Purpose:** To comply with Rule 2202 of the South Coast Air Quality Management District (SCAQMD). The Employee Commute Reduction Program is designed to meet following two objectives:
 - 1.1. To contribute toward better air quality management in the South Coast air basin; and
 - 1.2. To help reduce the number of single-occupant vehicles on the freeways and streets during peak hours of 6:00 a.m. to 10:00 a.m., Monday through Friday.
2. **History:** In an effort to meet Federal and State clean air standards, the SCAQMD adopted Regulation XXII (Rule 2202) regarding On Road Motor Vehicle Mitigation Options. The City has elected to establish this Employee Commute Reduction Program (ECRP) in order to meet compliance with Rule 2202. The ECRP must be reviewed for effectiveness and approved by the SCAQMD annually.
3. **Authority:** By the authority of the powers granted to the City Manager under Sections 401 of the Huntington Beach City Charter. The Huntington Beach Municipal Code Chapter 8.20 Pollution Control. South Coast Air Quality Management District – Rule 2202.
4. **Applicability:** This program is available to all City of Huntington Beach employees (see Section 9. Eligibility) who choose an alternate commute mode as defined in Section 5.2. Upon verification of compliance, participating employees may be eligible to receive incentives in the program.
 - 4.1. Funding for the ECRP is provided by the AB2766 Subvention Fund/California Health & Safety Code Section 4422. This revenue goes into the City's Air Quality Management District Fund (Fund 201) restricted to expenditures for emission reduction projects, programs or vehicle purchases.
5. **Definitions:**
 - 5.1. **AB 2766 Subvention Fund** (Health & Safety Code Section 44220, *et seq.*) – Grant funding source from motor vehicle registration fees solely dedicated to implementing strategies that effectively reduce air pollution from motor vehicle emissions and for

related planning, monitoring, enforcement and technical studies necessary for the implementation of the California Clean Air Act.

- 5.2. Alternate Commute Mode** – Any means used for trips to work, between the hours of 6:00 a.m. to 10:00 a.m., Monday through Friday (or as otherwise defined by the latest adopted version of the regulation), other than a motorized vehicle-to-transported individual ratio of 1:1, commonly called “drive alones” or “solo commute” which include all forms of motorbikes.

Alternate commute modes typically include walking, carpooling, bicycling, public transit, or driving a zero emission vehicle (**not a hybrid**, see Attachment D for guidelines).

- 5.3. Average Vehicle Ridership (AVR)** – Average number of employees per car.
- 5.4. Carpool** - Two or more employees commuting in a vehicle used for over half (50%) the trip distance. If an employee commutes to work with a person more than half the trip distance, the employee is considered to be carpooling. If an employee commutes with someone other than a City employee, the carpool partner’s name, phone number, and destination must be submitted on the registration form.
- 5.5. Commute Credit** – Unit of achievement earned by eligible employees for using alternate commute modes to arrive at work.
- 5.6. Commute Log** – Form to record and track employee daily alternative commute mode activity for qualifying earned commute credits.
- 5.7. Commuter Credit Catalog** – List of merchandise and gift cards available for redemption of earned commute credits.
- 5.8. Employee Commute Reduction Program (ECRP)** – Rule 2202 compliance option to reduce the number of employee single vehicle commute trips between home and work. Incorporates 15 “Good Faith Effort Determination Elements” for meeting the SCAQMD designed AVR target.
- 5.9. Employee Transportation Coordinator (ETC)** – An individual in the organization who is recognized by the SCAQMD as properly trained to administer the City’s ECRP. This employee is also referred to as “Rideshare Coordinator” and shall be supervised by the Administration Division of Public Works.
- 5.10. Rule 2202 On-Road Motor Vehicle Mitigation** – SCAQMD regulation applicable to employers with 250 or more employees at a worksite. The regulation provides employers with a menu of options to reduce mobile source emissions generated from employee commutes, to comply with federal and state Clean Air Act requirements.
- 5.11. South Coast Air Quality Management District (SCAQMD)** – Air pollution control agency for all of Orange County and the urban portions of Los Angeles, Riverside, and San Bernardino counties.
- 5.12. Surf Air Commute Choices**: Name of ECRP of the City of Huntington Beach. It is also commonly referred as “Rideshare Program.”

6. **Policy:** This program reflects the City's efforts to comply with SCAQMD [Regulation XXII \(Rule 2202\)](#) through an Employee Commute Reduction Program by providing incentives to encourage eligible employees to use alternate commute modes.

7. **Responsibilities:**

7.1. **The City Manager shall be responsible for:**

- 7.1.1. Establishing guidelines for the implementation of Regulation XXII (Rule 2202).
- 7.1.2. Communicating annually to all City employees about the importance of completing the annual Rule 2202 AVR survey.

7.2. **The Public Works Department shall be responsible for:**

- 7.2.1. Identifying and designating an employee as the ETC for the City.
- 7.2.2. Ensuring the ETC completes a required AQMD training and file the certificate accordingly.
- 7.2.3. Providing supervision to the ETC and overseeing the City's ECRP.

7.3. **ETC is responsible for:**

- 7.3.1. Administering the ECRP throughout the organization pursuant to these Administrative Regulations and Rule 2202.
- 7.3.2. Maintaining certification as prescribed in Rule 2202.
- 7.3.3. Administering the annual AVR survey for eligible City employees, and completing and submitting the Rule 2202 Registration Form to SCAQMD.
- 7.3.4. Answering questions from employees in their departments relating to program-related Incentives.
- 7.3.5. Managing and maintaining the Surf Air Commuter Corner page of the SurfNet and email account.
- 7.3.6. Designing and implementing program strategies.
- 7.3.7. Assuring the compliance with Rule 2202 and these Administrative Regulations.
- 7.3.8. Assuring compliance with Health & Safety Code Section 44223 funding requirements.
- 7.3.9. Assuring proper documentation and compliance of program participants.
- 7.3.10. Ordering and distributing incentive awards.
- 7.3.11. Auditing and retaining records of all program forms and transactions.
- 7.3.12. Resolving all issues related to the ECRP.

7.4. The Human Resources Department shall be responsible for:

- 7.4.1. Ensuring that the program information is included in the City's new employee orientation packet so that all employees become aware of this benefit.

8. Distribution of Forms:

- 8.1. All associated program forms to record earned or used credits shall be made available via the SurfNet (Employee Resources section) and the ETC.
- 8.2. The ETC shall be the official keeper of all the original records for the ECRP.

9. Eligibility

- 9.1. All City of Huntington Beach full-time and part-time employees are eligible to participate in the ECRP/Surf Air Commute Choices Program and receive incentives. Employees assigned a permanent "take home" city vehicle or given an auto allowance, volunteers and contract employees are not eligible.
- 9.2. Participants must use an alternate commute mode at least four (4) times per month.
- 9.3. At least 50% of the one-way arrival distance of each participant must be in the alternate commute mode they designate.

10. Participation Verification

- 10.1. This program is based on the "honor system," therefore, each participant is asked to honor his or her commitment. However, direct supervisors will confirm employees' commutes as they confirm work hours, performance, and related activities, if necessary. Corrections to calendars submitted or participation point accrual will be made should anomalies be identified. It is important that program rules are followed.
- 10.2. Failure to comply with program guidelines or dishonesty could result in disciplinary action and/or penalties up to and including termination and/or restitution of City funds if granted under false pretenses. Submission of a Commute Log attests to the employee's compliance with program guidelines and mode of alternate commute.

11. Registration

- 11.1. Registration for the ECRP may occur at any point during the year, however enrollment will only become effective during the month the enrollment form is received.
- 11.2. An employee changing address, department, or commuting partner(s) must complete a new registration form immediately. Personal information will be strictly confidential and not shared with outside parties.

12. Procedure:

- 12.1. **Enroll** – Participants are required to register for the program with the ETC by completing a [Surf Air Commute Choices Registration Form](#) electronically on Surf net (See Attachment A).
- 12.2. **Participate** - To participate, that employee must perform an alternate commute as declared on his/her Registration Form. Submitting fraudulent Commute Logs or failing

to follow carpool guidelines will result in disciplinary action, up to and including termination and/or restitution of City funds if granted under false pretenses (see Section 11.2). Employees voluntarily choose to participate.

12.3. Record Daily Commutes - The employee records his/her participation for the month in which that activity occurs on a [Commute Log](#) (See Attachment B). Backdating and postdating is not permitted.

12.4. Submittals - The employee submits his/her Commute Log to the ETC with any other form(s) required by the 15th of each month. The department may require a direct supervisor's review and signature of Commute Logs at this time.

13. Commute Credit Point Accrual: The ETC transcribes the Commute Log information to the Surf Air Commute Choices database.

13.1. For every time a participating employee uses an alternate commute mode they accrue five (5) points. A maximum of 100 points can be accrued monthly.

13.2. Employee activity month will be reflected each month under the participants name in the Commute Choices Database under "Accrued Points."

13.3. To modify an incorrect number of "Accrued Points" registered in the Commute Choices Database, an employee must notify the ETC of the discrepancy. The ETC will verify employee participation as recorded. Any changes will be authorized and initiated by the ETC.

13.4. Accrued points will expire after two (2) years of inactivity. Points expire upon termination of the ECRP and/or resignation or termination of employment. Only enrolled, current employees will be able to redeem the points. Points cannot be transferred to any other employees.

14. Incentives

14.1. Points may be used towards merchandise or gift card incentives. Point-to-incentive dollar values can be found on the [Commute Credit Catalog Order Form](#) (See Attachment C).

14.2. New participants who choose alternate commute mode and submit their commute logs consecutively for the first three months will be granted 100 bonus points. New participants are those eligible employees that have not participated in the program for 12 calendar months.

14.3. Participants may redeem their accumulated commute credits for rewards/incentives on a quarterly basis from the ETC prior to deadline submission dates: March 15, June 15, September 15, and December 15.

14.4. Quarterly, the ETC will combine all Commuter Catalog redemption requests and places a bulk order. Rewards will be distributed to employees upon receipt of merchandise.

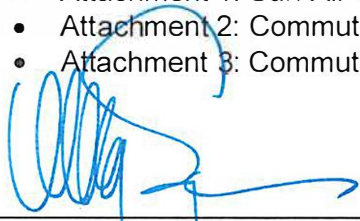
14.5. The City reserves the right to modify or discontinue the incentive program at any time without notice. At any time the reward/incentive options may be changed or suspended by the City Manager or designee.

Distribution:

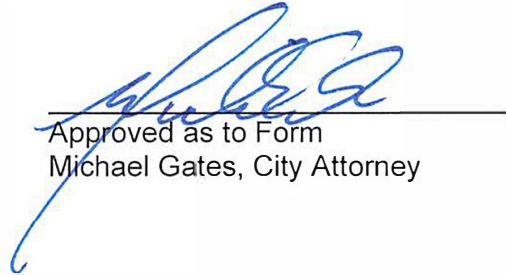
All employees may access the Administrative Regulations via the SurfNet or City website: www.huntingtonbeachca.gov/AR.

All the following forms can be accessible to employees via the *SurfNet – Employee Resources – Surf Air Commuter Corner* page.

- Attachment 1: Surf Air Commute Choices Registration Form
- Attachment 2: Commute Log
- Attachment 3: Commuter Credit Catalog Order Form



Acting Public Works Director
Initiating Department Head



Approved as to Form
Michael Gates, City Attorney



Al Zelinka
City Manager

Review Schedule

REVIEW DATE	DEPT. HEAD INITIAL	CITY MANAGER SIGNATURE