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## Memorandum

DATE: Feb. 23, 2010

TO: Council Transportation Committee

FROM: Sue Taaffe, Community Outreach/Marketing Coordinator

SUBJECT: Intergovernmental Agreement with Tempe Union High School District

The purpose of this memo is to provide information regarding the Youth Free Transit Pass Program.

### Background

In August 2009, the Education Partnerships Council Committee requested an update on the Youth Transit Pass Program policies. At that meeting, it was determined that staff would meet with Tempe Union High School District representatives to discuss the possibility for the District to distribute passes. This discussion included potential policy changes, such as eliminating the requirement for the parent to be present at the time of distribution and taking the youth's photo for the transit pass. Any policy change recommendations would be forwarded to the Council Transportation Committee for consideration.

### Program Update

The Tempe Union High School District (TUHSD) and the city of Tempe are entering into a one year agreement this spring to administer youth transit passes onsite at selected Tempe high schools. The intergovernmental agreement will go before the Governing Board on Feb. 17 and tentatively to the Tempe City Council on March 4. The Tempe Transit Store will continue to function as an outlet for the youth transit pass program. TUHSD will be responsible for the administration of the program and distribution of transit passes at TUHSD properties. TUHSD will:

1. verify participant age and Tempe residency; and
2. print youth photo and transit pass graphic on encoded passes; and
3. maintain a database including participant name, address, age, parental consent and pass number to be shared with the city on a monthly basis; and
4. provide the city with original permission forms; and
5. reimburse the city for any pass replacement fees collected in association with the program; and
6. notify the city of passes to be deactivated on a weekly basis.

At the Feb. 1 Public Involvement/Marketing Committee meeting, the Committee recommended monitoring this program over the next six to 12 months to determine what policy changes, if any, are appropriate. The gross cost to the city for the program is \$350,000 annually.