

**Appendix B: Transportation and Circulation  
Technical Materials**

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**B1: Integrated Transportation System**

# TSM Advisory Handbook



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# A Guide To Transportation Systems Management

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# Part I Introduction to TSM

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## Introduction

Numerous benefits have been identified in TSM programs implemented across the nation.

### THE PERILS OF GROWTH:

#### Traffic Jams & Air Pollution

Significant increases in residential construction, development and employment opportunities are anticipated in the City of West Sacramento over the next two decades. However, along with economic opportunity, we face the prospect of increasing traffic congestion and declining air quality.

To ensure the continued prosperity of our City, we must not only deal with existing problems, we must plan now for the future.

### THE SOLUTION:

#### Transportation Systems Management

Transportation Systems Management (TSM) is a recognized strategy to promote more efficient use of our streets, highways, parking facilities, public transit and bikeways. TSM is a combination of services, subsidies, facilities and actions that reduce commute trips to help relieve traffic and pollution problems.

The TSM Ordinance requires employers and developers employing 25 or more employees to promote TSM programs at the work site. The intent of the Ordinance is to reduce traffic and auto emissions by changing commute habits. The goal of the TSM Ordinance is to achieve an Average Vehicle Ridership (AVR) of 1.5 persons per car by 1999. This handbook will detail the requirements of the Ordinance and the implementation process.

## THE BENEFITS OF TSM

### Employer Benefits

- Reduces employee tardiness and absenteeism
- Increases energy for work due to lower driving stress
- Makes more parking available for clients and visitors
- Makes it easier to recruit and retain employees
- Enhances corporate image

### Employee Benefits

- Decreases driving stress
- Saves on fuel, vehicle maintenance and insurance costs
- Eliminates parking problems
- Reduces automobile dependence
- Increases commuting options
- Increases time for pursuing leisure activities or completing unfinished work
- Saves time when carpool lanes are used

### Community Benefits

- Less traffic congestion
- Less energy consumption
- Cleaner air

## Definitions

The following terms are important to understanding and implementing the TSM Ordinance.

**ALTERNATIVE COMMUTE MODE:** A trip for which a transportation mode is other than a single-occupant vehicle.

**ALTERNATIVE WORK SCHEDULE:** A work schedule that alters the traditional forty-hour work week including, but not limited to, compressed work weeks, staggered work hours and flextime.

**ANNUAL STATUS REPORT:** The report submitted by the employer or the developer and submitted in conjunction with the Transportation Management Plan (TMP) that describes the actions taken to implement the TMP; the results during the reporting year; and any changes to the TMP proposed for the upcoming year. The Annual Status Report is required for renewal of the Transportation Management Certificate.

**AVERAGE VEHICLE RIDERSHIP (AVR):** The number of employees commuting to a work site during the morning commute period, totaled over five consecutive weekdays, divided by the number of vehicles those employees drive, totaled over the same five consecutive weekdays. Bicycles, transit vehicles, buses serving several work sites and cars stopping on route to other work sites shall be excluded from the vehicles counted. For the purpose of calculating AVR, Reduced Emission Vehicles shall be counted per their Base Vehicle Equivalency Factor.

**BASE VEHICLE:** Any vehicle that is not a California Air Resources Board certified Reduced Emission Vehicle.

**BASE VEHICLE EQUIVALENCE FACTOR:** The multiplier provided by the California Air Resources Board that proportionally equates a Reduced Emission Vehicle to a base vehicle in terms of non-methane organic gas emissions.

**CARPOOL:** A motor vehicle occupied by two or more employees traveling to or from a work site.

**CITY:** The City of West Sacramento.

**CITY COUNCIL:** City Council of the City of West Sacramento.

**COMMUTE:** A home-to-work or work-to-home trip.

**COMPLEX:** Shall mean either:

(1) Any non-residential use or development that is operated as a unit, whether in common or separate ownership. To be a complex, two or more of the following conditions must be met:

- (a) It is known by a common name.
- (b) It is governed by a common set of covenants, conditions, and restrictions.
- (c) It was approved or is to be approved as an entity by the City.
- (d) It is covered either by a single subdivision or by a single parcel map.
- (e) It is operated by a single management.
- (f) It shares common private parking.

(2) Any multi-tenant, non-residential building or contiguous group of buildings under common ownership that is not covered by any of the aforementioned conditions.

