

**THE STATE OF TEXAS**

**§ VIA-CITY INTERLOCAL AGREEMENT**

**§**

**COUNTY OF BEXAR**

**§ FOR DOWNTOWN TRANSIT SERVICES**

This VIA-CITY Inter-local Agreement ("Agreement"), is made by VIA Metropolitan Transit ("VIA"), a political subdivision of the State of Texas created and existing pursuant to Chapter 451 of the Texas Transportation Code, and the City of San Antonio ("City"), a political subdivision of the State of Texas, acting by and through its City Manager, pursuant to Ordinance No. \_\_\_\_\_ passed and approved on the 13th day of December 2024, and hereinafter referred to as "CITY"; acting pursuant to authority granted under the Inter-local Cooperation Act, Tex. Gov. Code Ann. §791.001 et seq. (Vernon's 2012), as amended.

### **WITNESSETH**

**WHEREAS**, VIA owns and operates a Metropolitan Transit System with a service area that covers a majority of Bexar County, Texas; and

**WHEREAS**, CITY's employees work in various locations within the city limits including the downtown area; and

**WHEREAS**, CITY desires to assist its employees with transportation to and from their work sites; and

**WHEREAS**, VIA is ready, willing and able to provide bus services for a set price to accommodate CITY's needs; and

**WHEREAS**, the governing bodies of VIA and the CITY believe it is in the best interest of both entities to provide these services in that it should help lesson traffic congestion, improve air quality and lead to a reduction in fuel consumption.

**NOW THEREFORE**, the Parties agree as follows:

### **ARTICLE I. PURPOSE**

- 1.1 The purpose of this Agreement is to establish and clarify each Party's obligations, costs, and the manner and method of payment for the provision of transportation services for CITY employees.

### **ARTICLE II. TERM**

- 2.1 The term of the contract shall commence on January 1, 2025, and shall terminate on December 31, 2026. Either Party may terminate this Agreement upon thirty (30) days written notice.

- 2.2 The Parties may mutually agree to renew this contract for up to three (3) one (1) year periods. Renewals shall be requested in writing by the City's Human Resources Director or designee without further action by the San Antonio City Council ("City Council"). All renewals are subject to and contingent upon appropriation of funds by the City Council and the VIA Board of Trustees in amounts sufficient to perform under this Agreement.

### **ARTICLE III. SYSTEM COVERAGE**

- 3.1 VIA shall provide regular mainline service within its service area and shall have exclusive control over the manner and means by which this service is provided. VIA shall also provide access to VIALink services within the approved VIALink Zones. This Agreement DOES NOT include any other transit service offered by VIA including, but not limited to, VIAtrans, Special Event Service, and Van Pool service.
- 3.2 During the term of this Agreement, any change in policies, procedures or service area shall automatically be applicable to this Agreement.
- 3.3 Nothing agreed herein shall give CITY or its employees provided for hereunder, any claim or equity to VIA buildings or equipment now existing or acquired during this Agreement.

### **ARTICLE IV. DESCRIPTION OF EZ RIDER PROGRAM SERVICE**

- 4.1 VIA agrees to and shall develop a sticker for use under this Agreement to identify the CITY employees who are authorized under this Agreement to use the EZ Ride Program. VIA agrees that these authorized CITY employees may travel on VIA regular line buses, and VIA Link vehicles within the approved zones fare free, within the VIA service area or approved VIALink Zones. Proper and current picture identification with a current sticker properly attached shall be required of all CITY employees to utilize this benefit. This identification shall be displayed to the VIA operator at the time of boarding as well as at any time requested by the operator.
- 4.2 CITY shall notify VIA on or before December 1st of each year how many EZ Rider Program stickers it will purchase for the next calendar year. Stickers shall have identifying markings distinguishing that year's sticker from any previously issued under this Agreement.
- 4.3 CITY shall be solely responsible for distribution of any and all stickers to its employees for each year of this Agreement.
- 4.4 Attached as Exhibit "A" are the parameters controlling implementation of VIA's EZ Rider Program, said Exhibit "A" being incorporated herein for all purposes. The Parties agree that to the extent a conflict exists between this Agreement and Exhibit "A," this Agreement shall control.

## **ARTICLE V. SERVICES AND PAYMENT**

- 5.1 The Parties agree to allocate sufficient funds for the salaries, supplies, equipment, capital expenditures and all other expenses necessary for the effective operation and administration of services provided under this Agreement. This Agreement, however, shall terminate in the event sufficient funds are not appropriated by the Parties to meet their obligations herein. Furthermore, it is agreed and understood that payment for performance under this agreement shall be made from current revenues available to the paying Party.
- 5.2 It is agreed and understood that the CITY has determined that it will utilize Option 1 as shown in **Exhibit A** and will offer an annual pass to all its employees, excluding peace officers and firefighters who ride at no charge if in uniform or if they present their identification badge. Based on this determination, for calendar year 2025, the CITY hereby notifies VIA that it will purchase the approved number of stickers at the approved government rate for each sticker purchased.
- 5.3 Payment shall be made to VIA Metropolitan Transit, Fiscal Management, 800 W. Myrtle, P.O. Box 12489, San Antonio, Texas 78212. Once the City has determined the quantity to be purchased and relayed count to VIA, VIA will invoice the City for total count at agreed upon rate and issue the appropriate number of annual stickers. Invoice will be due 30 days from date of invoice. Any additional purchases will be processed in the same manner. Once the stickers are issued, there will be NO REFUND of any amounts paid by the CITY.
- 5.4 VIA agrees to and shall review the cost of service under the EZ Rider Program on a yearly basis. VIA will provide the CITY with the Board approved rate on or before November 15th of each year. If the CITY determines not to renew the Agreement, this Agreement shall terminate at 11:59 p.m. on December 31st of the current year and neither Party will have any further duty or obligation under this Agreement.

## **ARTICLE VI. TEXAS LAW TO APPLY**

- 6.1 This Agreement shall be construed in accordance with the laws of the State of Texas, and all obligations of the Parties created hereunder are performable in Bexar County, Texas.

## **ARTICLE VII. LEGAL CONSTRUCTION**

- 7.1 If one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalid, illegality or unenforceability shall not affect any other provisions thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

## ARTICLE VIII. AMENDMENTS

- 8.1 No amendment, modification or alteration of the terms hereof shall be binding unless in writing and dated subsequent to the date of this Agreement.

## ARTICLE IX. AUTHORITY

- 9.1 The individual signing this Agreement hereby warrants and represents that they are fully authorized and empowered to bind the party they represent, to this Agreement.

EXECUTED IN DUPLICATE ORIGINALS, EACH OF WHICH SHALL HAVE THE FULL FORCE AND EFFECT OF AN ORIGINAL, ON THIS THE 13<sup>th</sup> DAY OF DECEMBER 2024.

CITY OF SAN ANTONIO

VIA METROPOLITAN TRANSIT

\_\_\_\_\_  
BY: Ben Gorzell  
Chief Financial Officer

Priscilla Ingle  
BY: Priscilla Ingle  
Vice- President  
12-13-24

APPROVED AS TO FORM:

\_\_\_\_\_  
Krista Cover  
Assistant City Attorney

**ATTACHMENTS**  
**EXHIBIT "A" 2025 EZ RIDER PROGRAM POLICIES AND PROCEDURES**

**EXHIBIT A**  
**2025 EZ RIDE PROGRAM**  
**POLICIES AND PROCEDURES**

1. Through the EZ Ride program, employers provide annual bus passes to their employees. The pass provides unlimited rides on all of VIA's mainline bus, streetcar services and VIALink services. It is not valid for Special Event, VIAtrans, Vanpool or any other special VIA services.
2. The EZ Ride annual pass is a sticker that must be applied to the employee photo ID. This program offers the convenience of using existing photo IDs and not having to manage monthly passes. If an employee does not have a photo ID, VIA can process IDs for them at an additional cost of \$2 per ID.
3. The EZ Ride sticker is valid for the calendar year identified on the sticker.
4. The cost of the program varies depending on whether the employer wants to provide transit benefits to all employees or just a select number. The options are:

**Option 1** - Provide annual pass for all employees.

- Pay low cost for every regular, full-time or part-time employee
- Government rate is \$60.00 per employee.
- An employer must have a minimum of 25 employees in the program in order to participate in this option.

**Option 2** - Provide annual pass for selected employees determined by the employer

- Pay \$365 per year for each employee you select to be on the program

5. An employer commits to the program once per calendar year by signing the EZ Ride Program Agreement. VIA will issue new EZ Ride agreements to participating employers every year. Rates are subject to change and employers may update the number of eligible employees at renewal. If an employer signs up initially in the middle of the year, the rate can be prorated by month.
6. Fifty percent of the total amount of the contract must be paid before the EZ Ride stickers will be issued to the employer. The remaining 50% is due within 60 days of the service start date.
7. Once the EZ Ride Program agreement is signed by both parties and the first 50% of the amount due is paid to VIA, the employer will receive the EZ Ride stickers for each participating employee. The employer is responsible for properly applying the stickers to the employee IDs. The stickers are not valid unless applied to a participating employee's photo ID.
8. While employers may arrange employee payroll deductions (amount not to exceed cost), payment to VIA must come from the employer not the employee.

9. Once the quantity of employees participating is set and paid for, the employer cannot remove participants nor will refunds be issued by VIA. If a participating employee leaves employment, a replacement sticker can be provided to the employer if the original sticker is obtained from the departing employee. An employer may add employees to the program at a prorated rate.
10. Employers participating in the EZ Ride Program must assign an EZ Ride Coordinator to manage the program with VIA.
11. There are no direct provisions for VIAtrans service for riders with disabilities. VIA encourages employers to reimburse the cost of employees' trips using VIAtrans.
12. VIA will not provide participating employers with counts of employee boardings.
13. VIA offers this transit benefit annual pass program to employers with the expectation that participating employers will encourage transit use among its employees and work with VIA to promote the program on-site. Employers are also expected to facilitate distribution of the EZ Ride stickers and help arrange any necessary photo ID sessions.
14. Companies interested in providing employees monthly passes instead of annual passes can participate in the Business Pass program. Information on this program can be found at [www.viainfo.net](http://www.viainfo.net) or by calling VIA at 210-362-2377.