



AGENDA

JOINT LABOR-MANAGEMENT COMMITTEE – COMMUTE OPTIONS & PARKING (JLMC-COP)

February 10, 2020

City Hall

200 N. Spring Street, Room 1040

Los Angeles, CA 90012

JLMC-COP MEMBERS:

Employee Organizations

Charles Leone, SEIU, Chair

Victor Gordo, LIUNA

Carmen Hayes-Walker, AFSCME

Jorge Rodriguez, LAPCOA

Management

Patricia J. Huber, CAO, Vice-Chair

Paula Dayes, Personnel

Jay Kim, LADOT

Valerie V. Melloff, GSD

INTRODUCTION

- (1) **Call to Order**
- (2) **Public Comments**

ADMINISTRATIVE ITEMS

- (3) **Minutes:** Recommendation that the JLMC-COP approve minutes of the September 30, 2019 special meeting.
- (4) **Committee Report 20-01: Election of Officers for Calendar Year 2020** – Recommendation that the JLMC-COP conduct the annual election for the Chairperson and Vice-Chairperson Officer positions for calendar year 2020.
- (5) **Committee Report 20-02: 2019 Employee Commuting Preferences Survey Results** – Recommendation that the JLMC-COP receive and file staff evaluation and analysis of the 2019 Employee Commuting Preferences Survey (2019 Survey) results.
- (6) **Committee Report 20-03: LA Metro E-Pass Pilot Program Proposal** – Recommendation that the JLMC-COP request that staff move forward with proposed LA Metro E-Pass Pilot Program Design Elements and return with an update at the JLMC-COP's next meeting.

Notes:

- (a) All written materials reviewed by the Committee are made part of the record.
- (b) Time will be provided for members of the public to address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee, but not on the printed Agenda. Speaking time shall not exceed five minutes for any one speaker. Members of the public interested in addressing the Committee regarding matters on the printed agenda should notify Committee staff prior to consideration of those items.
- (c) As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, your request should be received at least 72 hours in advance of the need. For more information, contact the Employee Benefits Division at (213) 978-1588.
- (d) JLMC-COP agendas and documents disseminated at the meeting are available at 200 N. Spring Street (City Hall), Room 867, as well as on the Internet at <http://per.lacity.org/jlmc-cop.htm>.
- (e) Subscribe: <https://www.lacity.org/city-government/subscribe-meeting-agendas-and-more/departments-commissions-committees-boards>

- (7) **Committee Report 20-04: Projects and Activities Report** – Recommendation that the JLMC-COP receive and file the quarterly projects and activities report regarding informational items, project updates, staffing summary, and meeting calendar for the fourth quarter of 2019.

CONCLUDING ITEMS

- (8) **Request for Future Agenda Items**
- (9) **Next Meeting Date: To Be Determined**
- (10) **Adjournment**

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If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 *et seq.* More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213)978-1960 or ethics.commission@lacity.org.

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**City of Los Angeles
Joint Labor-Management Committee – Commute Options and Parking (JLMC-COP)**

**Proposed Minutes
SPECIAL MEETING
September 30, 2019 – 11:30 A.M.
200 N. Spring Street, Room 1035
Los Angeles, CA 90012**

Present:

Committee Members

City Employee Organizations

Charles Leone, SEIU
Carmen Hayes-Walker, AFSCME

City Management

Patricia Huber, Office of the City Administrative Officer
Paula Dayes, Personnel Department
Jay Kim, Los Angeles Department of Transportation
Valerie Melloff, General Services Department

Personnel Department Staff

Steven Montagna, Chief Personnel Analyst
Jenny Mach Yau, Senior Management Analyst II
Kevin Hirose, Senior Personnel Analyst I
Francois Verin, Management Analyst

Office of the City Attorney

Curtis Kidder, Assistant City Attorney

1. CALL TO ORDER

Charles Leone called the meeting to order at 11:35 a.m.

2. PUBLIC COMMENTS

There were no public comments.

3. MINUTES

A motion was made by Carmen Hayes-Walker, seconded by Patricia Huber, to approve the minutes of the September 30, 2019 special meeting; the Committee unanimously adopted this motion.

4. COMMITTEE REPORT 19-03: COMMUTE OPTIONS AND PARKING CONSULTING SERVICES PROCUREMENT

Charles Leone began the discussion by indicating that he is supportive of the draft Request for Proposal (RFP) and looks forward to initiating the process for selecting a transportation benefits consultant (consultant) beginning early next year. Jay Kim stated that one item that should be reviewed with the selection of a consultant is the City's telecommuting policy, which is an underutilized program. He stated that given emerging technology and the new, younger workforce, potential employees are looking for more flexibility with their work schedules. Steven Montagna responded that the selection of the consultant would involve discussions about the work plan, including telecommuting.

Valerie Melloff stated that the work plan should also consider the Mayor's sustainability goals, including reducing vehicle emissions and reducing employees who drive in single occupancy vehicles. She indicated that one way to do this would be to promote electric vehicle usage. She further stated that the consultant should propose innovative strategies to meet the City's environmental and commuter objectives.

Mr. Montagna next provided a brief background on how the RFP was developed. He stated that staff consulted with other City departments and the South Coast Air Quality Management District (AQMD) to learn about the resources that are available with regard to transportation benefits consulting services. He explained that after input from AQMD and other City departments, including Planning and Los Angeles Department of Transportation (LADOT), staff determined that a separate procurement for consulting services focused on the services specific to the Committee's objectives would be the best option. As such, he stated that the RFP includes three primary areas of consulting services including 1) conducting a comparative study of best practices used by other employers in combination with assessing the City's current program design; 2) providing ongoing feedback and support regarding revisions to the Special Parking MOU in concert with creating strategic objectives and a long-term strategic plan for the COMMUTEwell Program; and 3) supporting the City in ongoing efforts to engage employees on their commuting preferences and behaviors.

Next, Mr. Montagna explained that with respect to engagement, the City's COMMUTEwell program does not have a contracted or expert resource available to create marketing and communications materials and develop and execute engagement strategies to produce measurable improved commuting outcomes. He explained that the other benefit programs managed within the Employee Benefits Division have ongoing relationships with different benefit providers or consultants who work with staff to create marketing and engagement campaigns. He indicated that the goal of this procurement is to develop a long-term relationship with a firm that could assist staff with developing and implementing programs and strategies to influence member behavior towards ridesharing and public transit alternatives.

As part of the RFP process, Mr. Montagna stated that proposers will be required to participate in an engagement exercise providing staff the opportunity to meet with the firm's personnel and

gain further information about their areas of expertise, the resources available to them, and the strategies they would use to address an actual issue posed by staff in the engagement exercise. He also stated that the draft RFP includes a pledge form regarding Conflict of Interest/Confidentiality that requests all members involved in the RFP process to sign to ensure to the vendor community that the RFP is an open and fair public process.

Mr. Montagna continued that upon approval by the Committee, staff will release the RFP online via the City's Los Angeles Business Assistance Virtual Network platform. He further stated that staff will provide an update to the Committee on the status of the RFP in the first quarter of 2020. Lastly, he explained that the Rideshare Trust Fund has an allocated budget of \$150,000 for the purpose of transportation benefit consulting services.

Mr. Leone asked if there was any information available in regards to Mr. Kim's telecommuting inquiry. Mr. Montagna indicated that although telecommuting is not addressed within the Special Parking MOU staff can research further. Mr. Kim indicated that it is his understanding that Grayce Liu, Assistant General Manager of the Personnel Department is working on updating the City's telecommuting policies. Ms. Carmen Hayes-Walker stated that any changes to employee working conditions would require meeting and conferring with the City's labor organizations. Ms. Patricia Huber concurred with Ms. Hayes-Walkers' assessment and stated that the Personnel Department should involve the CAO in discussions with any proposed changes in telecommuting policy.

Following the discussion, **a motion was made by Ms. Huber and seconded by Mr. Kim to recommend to the General Manager Personnel Department to release the Request for Proposal (RFP) for transportation benefits consulting services; the Committee unanimously adopted this motion.**

5. COMMITTEE REPORT 19-04: 2019 COMMUTING PREFERENCES SURVEY

Mr. Montagna reported that at its April 25, 2019 meeting, the JLMC-COP reviewed Board Report 19-02, which provided an overview of the Commute Options and Parking program and included a discussion on the 2015 Commute Preferences Survey. He stated that staff proposes releasing its 2019 Commuting Preferences Survey (2019 Survey) to learn about the reasons that drive employee behavior on their commuting choices and what factors would influence them to consider ridesharing or public transit options versus driving single occupancy vehicles. Additionally, he stated that the 2019 Survey includes questions to address concerns about employee safety.

Ms. Hayes-Walker requested that the survey include a question on whether an employee's commute is direct or involves multiple stops along the way, for example, for childcare and/or parental care. Mr. Leone indicated that family care might explain the reason behind the 51% of employees reporting that they drive alone. Ms. Melloff requested that the survey include a question about electric vehicle interest and usage. She indicated that GSD and the Mayor's Office have been working toward installing electric vehicle chargers at City parking structures. Ms. Paula Dayes requested that the survey include a question about the arrival and departure times of City

employees to determine the block of times where there is the highest concentration of commuters.

Mr. Montagna stated that a major concern of employees taking public transit is the availability of transportation in the event of a personal emergency. Mr. Kim supported Mr. Montagna's comment and stated that public transit is not a viable option if an employee has to make multiple stops during the day. Ms. Hayes-Walker stated that employees may also question the reliability of public transportation options due to prior experience utilizing that option. Mr. Leone stated that personal safety is another issue that causes employees not to consider using public transit. Ms. Huber stated that employee safety is a major issue to address in the Civic Center area.

Mr. Kim stated that the City should promote telecommuting and the survey should include a question about telecommuting usage. He indicated that City employees may not be aware that telecommuting may be available to them. Ms. Melloff stated that City departments may have different internal policies with regards to telecommuting usage. Mr. Montagna stated that telecommuting arrangements are made between a supervisor and employee and there is a lack of consistency and limited data with departments notifying Commute Options on staff members who telecommute. He stated that the transportation benefits consultant selected from the RFP process may provide valuable insight into how other entities are structuring their telecommuting programs. Mr. Kim indicated that the main hurdle for telecommuting is to change the mindset of management that an employee has to be physically at a cubicle to be considered working. He stated the availability of telecommuting is an area millennials take into consideration when deciding upon a job offer. He indicated that increasing telecommuting usage would also help to alleviate the issues surrounding the limited availability of workspace.

Following the discussion, **a motion was made by Ms. Melloff and seconded by Ms. Hayes-Walker to approve the proposed 2019 Commuting Preferences Survey (2019 Survey); the Committee unanimously adopted this motion.**

6. COMMITTEE REPORT 19-05: LA METRO E-PASS PROGRAM

Mr. Montagna reported on staff's recommendation to develop a pilot proposal for the LA Metro E-Pass program. He provided an overview of the E-Pass program, including the introduction of the program by Councilmember Bonin during the 2018 budget cycle, account reconciliations and invoice processing by LA Metro, and the impact on existing Commute Options and Parking programs covered under the Special Parking MOU. He stated that the Office of the City Administrative Officer (CAO) reported to the City's Budget and Finance Committee that the pilot program would be subject to the meet-and-confer process with the City's labor organizations and also identified potential funding sources for the pilot program.

Ms. Huber indicated that the E-Pass program could result in inequity with other Commute Options program offerings as employees participating in the program are receiving the benefit of a fully paid transit pass, whereas employees who are in the other programs only receive the

maximum \$50 subsidy amount. She indicated that despite this being a pilot, further discussions will be needed prior to developing a pilot program.

Mr. Montagna stated that the E-Pass program is limited to those who use LA Metro services. He also indicated that construction of the rideshare program is set up where parking revenue provides reimbursement/funding for transit incentives, so any increase in transit incentives will require additional revenue to be identified. He stated that if the additional revenue should come from increasing the parking rates, this will involve a larger discussion on how to structure the Special Parking MOU, which could be considered after the transportation benefits consultant is selected from the RFP process and a complete review of the Special Parking MOU is completed.

Mr. Kim asked about the amount paid out for the transit subsidy reimbursement program and how much revenue is raised through parking fees. Mr. Montagna responded that costs not only involve transit reimbursements, but also administration of the vanpool program. He stated that staff will provide a full breakdown of revenue and costs at a subsequent meeting.

Devon Deming, representative for LA Metro stated that the E-Pass program is a recent program implemented this past year by several employers including the City of Santa Monica and UCLA. She indicated that the program cost per employee for the City of Santa Monica is \$20 per month, and UCLA is \$50 per month. She stated that the maximum program cost per employee is \$80 per month and that there are no employers who are reaching that cost threshold. She continued by briefly explaining how boardings are tracked and invoiced. She indicated that LA Metro is working with other transit providers, including LADOT, on expanding the E-Pass program to cover those transportation methods.

Mr. Leone asked for clarification on whether the Committee is tasked with requesting that staff develop a proposal for a pilot E-Pass program to review, and if the Committee is required to execute the program. Mr. Montagna responded that staff will provide options to the Committee to consider and it is not required to act on those options.

As part of the proposal, Mr. Kim suggested that the Metro Bike Share Program be included. He indicated that Metro Bike Share is an underutilized program and if it is included in the E-Pass program, it adds additional value and provides another transit option for employees. Ms. Deming indicated that LA Metro is looking into and resolving technical issues on expanding the E-Pass program to include the Bike Share program. She stated that LA Metro is actively working on expanding the services under the E-Pass program including developing a Metro On-Demand program similar to other rideshare services such as Uber and Lyft.

Ms. Melloff asked how the \$80 threshold was established. Ms. Deming responded that the \$80 amount is the maximum that is charged and it is based on usage. She indicated that invoices would be provided at the end of each business quarter, with an initial start-up payment as a deposit. She indicated that reconciliations occur every business quarter and once that initial deposit is depleted LA Metro will invoice for actual boardings. Ms. Hayes-Walker stated that

regardless of what the Committee approves for the E-Pass pilot program, it will still be subject to the meet-and-confer process.

Ms. Melloff asked if the threshold amount could be capped at \$50, to maintain equity with the other Commute Option programs. Mr. Montagna indicated that additional discussion on any cap or reduction in service would have to be discussed with LA Metro. He also stated that given this would be a pre-tax benefit, another issue to research is the tax implications for the employee and the record keeping necessary to implement a pilot program.

Following the discussion, **a motion was made by Ms. Huber and seconded by Ms. Hayes-Walker to request that staff develop a proposal for a pilot LA Metro E-Pass Program for consideration at the next JLMC-COP meeting; the Committee unanimously adopted this motion.**

7. REQUEST FOR FUTURE AGENDA ITEMS

There were no requests for future agenda items.

8. NEXT MEETING DATE

Mr. Leone asked about potential dates to hold the next meeting. Mr. Montagna stated that the next meeting will be scheduled in the first quarter in 2020 and staff will reach out to the Committee members for their availability.

9. ADJOURNMENT

The meeting adjourned at 1:08 p.m.

Minutes prepared by staff member Francois Verin.



Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) **COMMITTEE REPORT 20-01**

Date: February 10, 2020
To: JLMC-COP
From: Staff
Subject: Election of Officers for Calendar Year 2020

JLMC-COP MEMBERS:

Employee Organizations

Charles Leone, SEIU, Chair
Victor Gordo, LIUNA
Carmen Hayes-Walker, AFSCME
Jorge Rodriguez, LAPCOA

Management

Patricia J. Huber, CAO, Vice-Chair
Paula Dayes, Personnel
Jay Kim, LADOT
Valerie V. Melloff, GSD

RECOMMENDATION:

That the JLMC-COP conduct the annual election for the Chairperson and Vice-Chairperson Officer positions for calendar year 2020.

DISCUSSION:

In accordance with its Bylaws, the JLMC-COP elects a Chairperson and Vice-Chairperson at its first annual meeting of the Committee. The last election of officers took place on April 25, 2019, when the Committee was reconvened. According to the Bylaws, the positions of Chairperson and Vice-Chairperson shall alternate between Employee Organizations and Management. As the Chairperson for calendar year 2019 was an Employee Organization member, a member from Management shall be elected as Chairperson and a member from an Employee Organization shall be elected as Vice-Chairperson for calendar year 2020.

The list of Officer positions for calendar year 2019 is as follows:

Chairperson	Charles Leone, SEIU
Vice-Chairperson	Patricia Huber, CAO

Staff recommends that the Committee conduct the annual election of officers in accordance with its Bylaws. Once the Committee takes its action, the change becomes effective on February 10, 2020.

Submitted by: _____
Kevin Hirose, Senior Personnel Analyst I

Reviewed by: _____
Jenny M. Yau, Senior Management Analyst II

Approved by: _____
Steven Montagna, Chief Personnel Analyst



Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) **COMMITTEE REPORT 20-02**

Date: February 10, 2020
To: JLMC-COP
From: Staff
Subject: 2019 Employee Commuting Preferences Survey Results

JLMC-COP MEMBERS:

Employee Organizations

Charles Leone, SEIU, Chair
Victor Gordo, LIUNA
Carmen Hayes-Walker, AFSCME
Jorge Rodriguez, LAPCOA

Management

Patricia J. Huber, CAO, Vice-Chair
Paula Dayes, Personnel
Jay Kim, LADOT
Valerie V. Melloff, GSD

RECOMMENDATION:

That the JLMC-COP receive and file staff evaluation and analysis of the 2019 Employee Commuting Preferences Survey (2019 Survey) results.

DISCUSSION:

A. Background

At its **April 25, 2019** meeting, the JLMC-COP reviewed Committee Report 19-02: Commute Options and Parking Program Review, which included a discussion of the 2015 Commuting Preferences Survey results (2015 Survey) and its correlation to the City mandated South Coast Air Quality Management District (AQMD) 2018 survey results. As noted in the report, the intent of the 2015 Survey was to (a) obtain greater insight into what drives employee decision-making to either drive alone to work or use alternative forms of transportation, and (b) identify what factors might influence changes in behavior. No subsequent survey has been issued since the 2015 Survey.

At its **September 30, 2019** meeting, the JLMC-COP approved staff's proposed 2019 Commuting Preferences Survey (2019 Survey) to evaluate City employees' commuting behavior and motives, preferences, and awareness of City transit benefit programs (**Attachment A**). A summary of key activities that occurred upon releasing the survey includes the following:

- Survey Release and Distribution: A Citywide launch email announcing the release of the 2019 Survey online via Survey Monkey was sent to all City employees on November 12, 2019. Subsequently, hard copy surveys were sent to all employee labor organizations

and human resources personnel to distribute to employees who did not have computer access or who preferred to complete a paper form.

- **Survey Marketing:** A postcard was mailed to City employees on November 21, 2019 encouraging them to complete the survey. Additionally, two post-launch Citywide emails (including an email sent by Mayor Garcetti reminding City employees to complete the survey to assist the City's efforts in developing and deploying safety measures) were sent in November and December 2019.
- **Timeline:** The survey opened on November 12, 2019 and provided employees until December 6, 2019 to respond. To increase participation, the survey was extended an additional week to December 11, 2019. While a majority of the responses have been received and evaluated, the survey remains open for a short period longer for staff to continue to receive responses from employees choosing to submit a paper form.

Staff has completed its review of the survey responses to date and a summary analysis of the results is presented in this report. All survey data is maintained in an interactive software program which will be displayed live during the JLMC-COP February 10, 2020 meeting. Staff will present the interactive capabilities of the software program and JLMC-COP members will have the ability to engage with a range of data points during the meeting.

B. Key Findings – 2019 Survey Employee Commuting Patterns and Preferences

Following are key findings from the 2019 Survey:

- **Commute Mode** – When compared against the 2015 Survey and/or the 2019 AQMD survey, the results show a high level of correlation between both surveys in terms of commute mode, indicating that the City's workforce is split roughly in half between those driving alone versus those using alternate forms of transportation.
- **Challenges to Impacting Commuting Preferences of Those Driving Alone** – Most but not all of the factors deterring drivers of single-occupancy vehicles are challenging for an employer/plan sponsor to influence because they are not directly under the employer's control. The 2019 Survey asked respondents who drive alone to indicate how much they agreed with a list of eleven factors influencing their commuting choices. The City's commuting incentives and environmental concerns ranked as the bottom two factors. Employees driving alone identified the following as key deterrents from using public transportation:
 1. Time and distance involved in one's specific commute.
 2. Lack of public transit options for one's commute, including direct routes to a work location.
 3. Additional practical burdens of driving to a public transit hub, paying for parking, using a public transit option, and completing one's commute by either walking or using another form of public transit.
 4. A need to provide child/family care, attend school, and make multiple stops on the way to and from work.
 5. Insufficient frequency and/or reliability of public transportation.

- 6. Need for access to a personal vehicle for personal needs or convenience or in the case of an emergency.
- **Safety** – Excluding those respondents who indicated they arrived directly at their worksite, about 55% of respondents indicated that there are times when they feel unsafe traveling from their arrival location to their work facility.
- **Educational Opportunities: Ridesharing** – Opportunities exist to increase awareness of the City’s COMMUTEwell program benefits. The launch of a new and revamped COMMUTEwell program website and ongoing participation in special campaigns such as Rideshare Week and Bike to Work Day can assist in raising awareness.
- **Educational Opportunities: Electric Vehicles** – Opportunities also exist to raise awareness of the parking benefits of using zero emission vehicles (ZEV) as an alternative to fossil fuel vehicles.

C. 2019 Commuting Preferences Survey Development

The objectives of the 2019 Commuting Preferences Survey included the following:

- Benchmark data and track changes between the 2015 and 2019 Survey results
- Gather data and further insight on:
 1. City employees’ commuting behavior and motives
 2. Factors that influence City employees’ commuting preferences
 3. City employees’ awareness level of City transit benefit programs

The survey also included questions regarding employees’ feelings about safety when traveling to their worksite and how employees get to and from their specific worksite (e.g., worksite location, arrival/departure location, work shift, method of travel).

The survey was comprised of 36 questions. Key survey sections included:

- Demographic information (age group, City department, Memorandum of Understanding, ethnicity, gender, region of residence, work shift, work schedule)
- Current Commuting Activity
- Commute Program Awareness
- What Influences Your Commuting Choices?

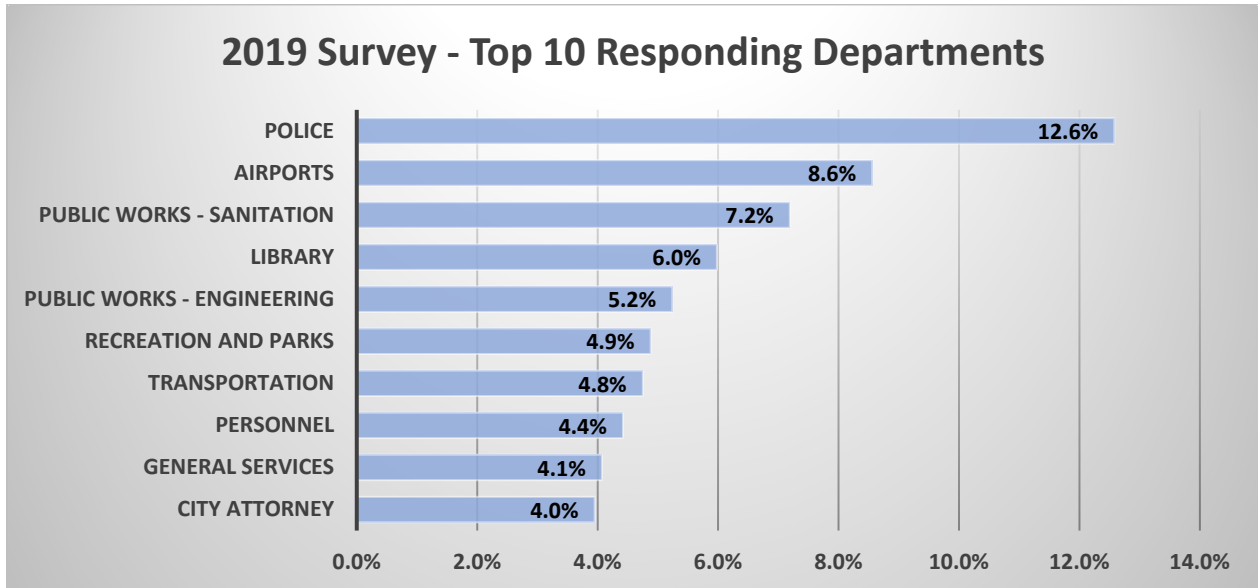
The 2019 Survey also provided the opportunity for respondents to provide open-ended comments regarding the survey and the City’s transit benefit programs.

D. Respondent Demographics

A comprehensive representative sample of the employee population responded to the 2019 Survey as follows:

- **Total Respondents** – As of January 2, 2020, a total of **6,934** City employees responded to the survey compared to 2,392 responses in 2015, which represents an increase of 190%. This exceptional response represents the largest number of responses to any survey released by the Employee Benefits Division in its history.

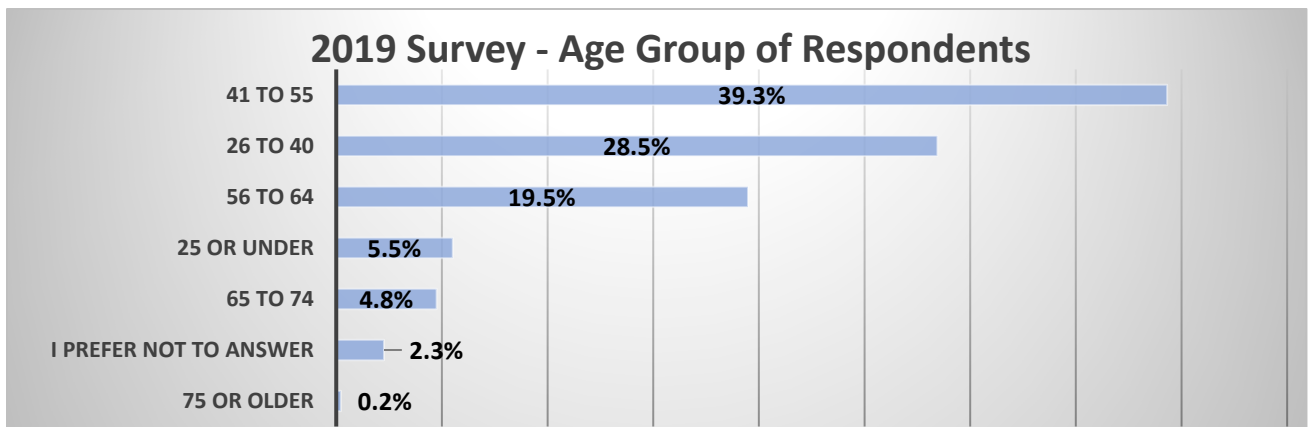
- **City Departments** – Employees from all City departments were represented within the survey results. The top ten departments with the greatest percentage of respondents are indicated as follows:



- **Employee Labor Organizations** – Almost all employee labor organizations were represented within the survey results. The top five employee labor organizations plus the non-represented employees (MOU 00) represented in the survey results were:
 1. Engineers & Architects Association (EAA) – 29.9%
 2. American Federation of State, County, and Municipal Employees (AFSCME) – 19.3%
 3. Service Employees International Union (SEIU) – 16.1%
 4. Los Angeles Police Protective League (LAPPL) – 8.0%
 5. Non-Represented – 6.1%
 6. Los Angeles Professional Managers Association – 4.1%

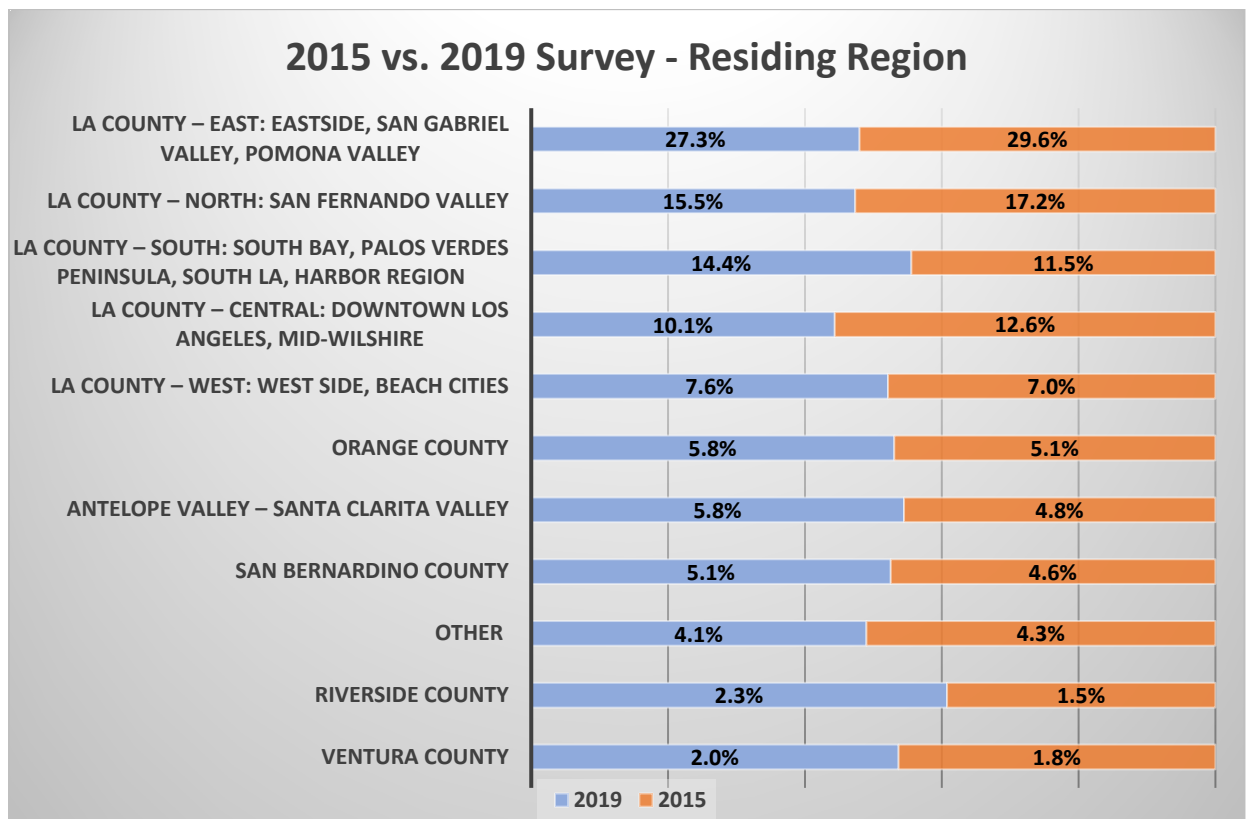
The 2019 Survey received a diverse demographic sample of City employees:

- **Age Group** – The largest percentage of survey respondents was in the age group 41 to 55 with the second largest in the age group 26 to 40.



- **Gender Identity** – 49% of respondents identified as male and 46% identified as female. The remaining 5% of respondents selected Prefer Not to Answer, Non-Binary/Third Gender, and Other.
- **Ethnicity** – The survey respondents represented the diversity of the City’s workforce as indicated below:
 1. Hispanic/Latino – 29%
 2. White/Caucasian – 28%
 3. Asian – 22%
 4. Black/African American – 11%
 5. I prefer not to answer – 10%
 6. American Indian or Alaska Native, Native Hawaiian or Pacific Islander, and Other – 7%

Note that the percentages include those respondents who identified themselves as multiple ethnicities.
- **Residing Region** – Survey respondents primarily reside in the Los Angeles County area, consistent with the 2015 Survey results.



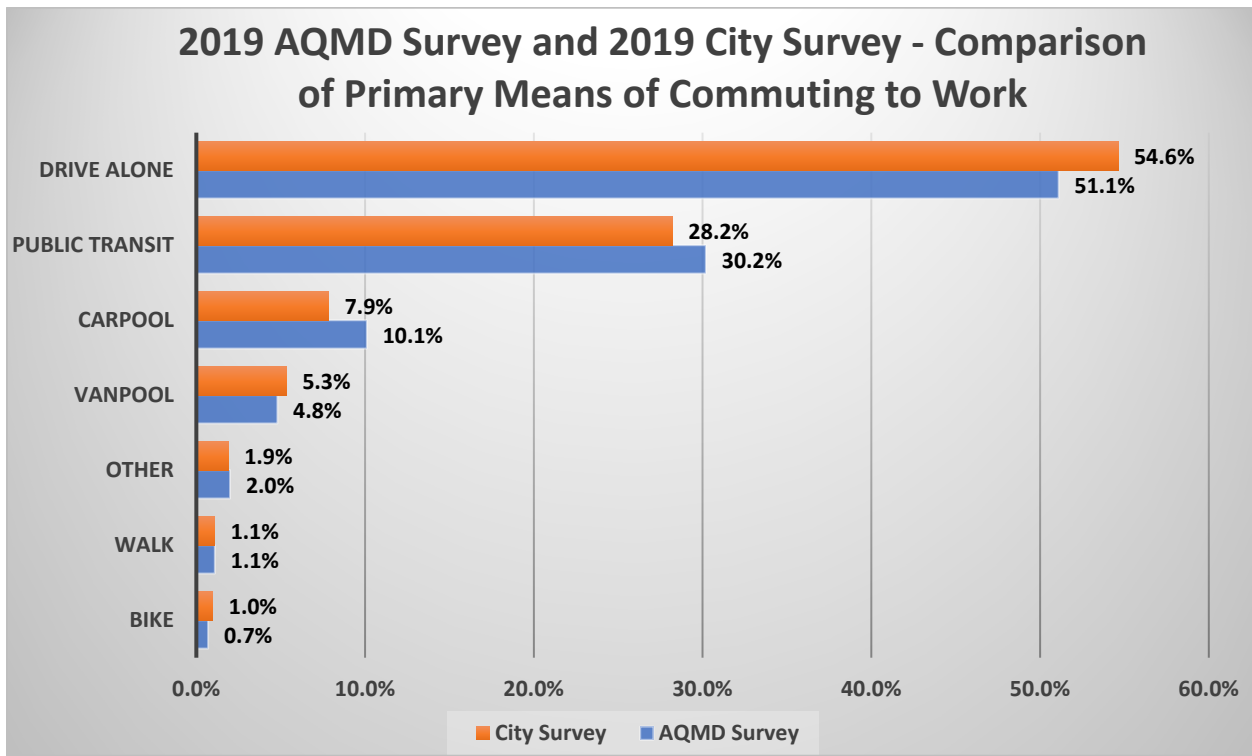
- **Work Schedule** – A summary of survey respondent work shifts is provided as follows:
 1. 9/80 work schedule – 50%
 2. 5/40 work schedule – 29%
 3. 4/10 work schedule – 12%
 4. 3/12, Platoon Duty, or other work schedule – 9%

- **Work Location** – The top five locations survey respondents indicated as their work location are as follows:
 1. City Hall, City Hall East, City Hall South, and Metro Dispatch – 23%
 2. Public Works Building – 12%
 3. Los Angeles World Airports – 10%
 4. Figueroa Plaza – 9%
 5. Garland Building – 5%
 Four of the five locations above are located in the downtown Civic Center area.

E. Key Indicators: Commuting Practices

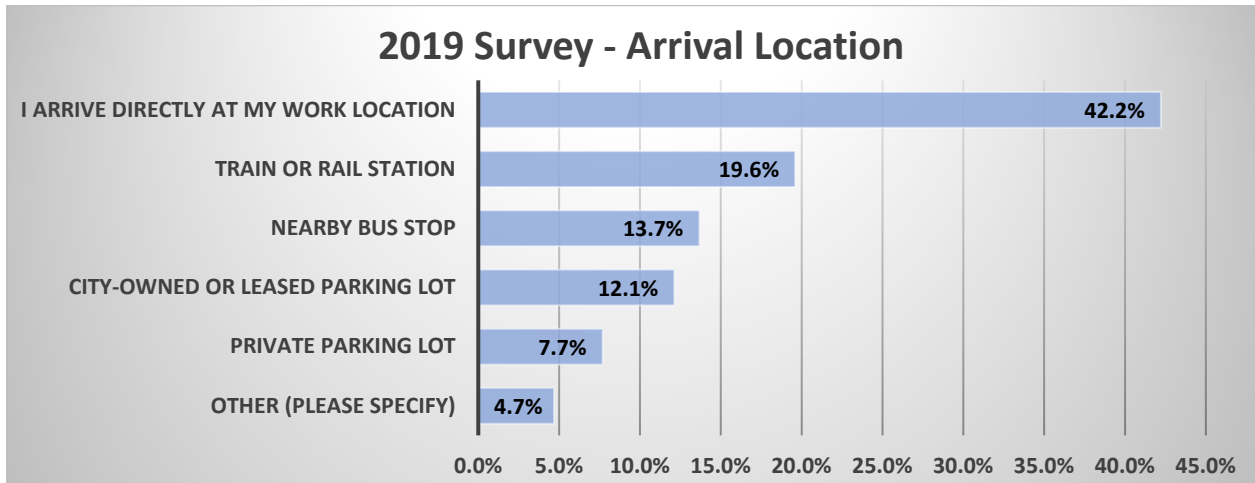
Key indicators of employee commuting practices are provided as follows:

- **Commute Mode** – The most recent AQMD survey of employees in covered worksites was completed in April 2019. Out of 7,788 total employees at these worksites, 5,623 submitted responses, for a response rate of 72%. The following chart compares the primary means an employee commutes to work from the 2019 AQMD survey with the 2019 Survey released by the City. As summarized in the following chart, the comparison of the results show a strong correlation between the two surveys with over 50% of survey respondents reporting that they drive alone.

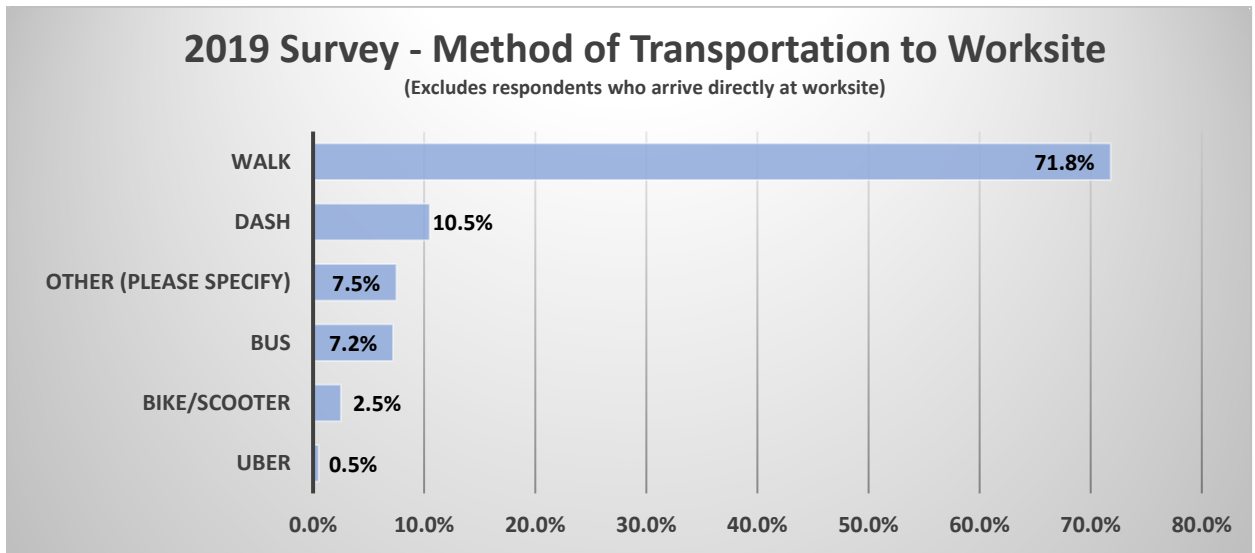


- **Employee Arrival Location** – The survey measured commuting activity and asked City employees to indicate whether they arrive directly at their worksite location. Less than

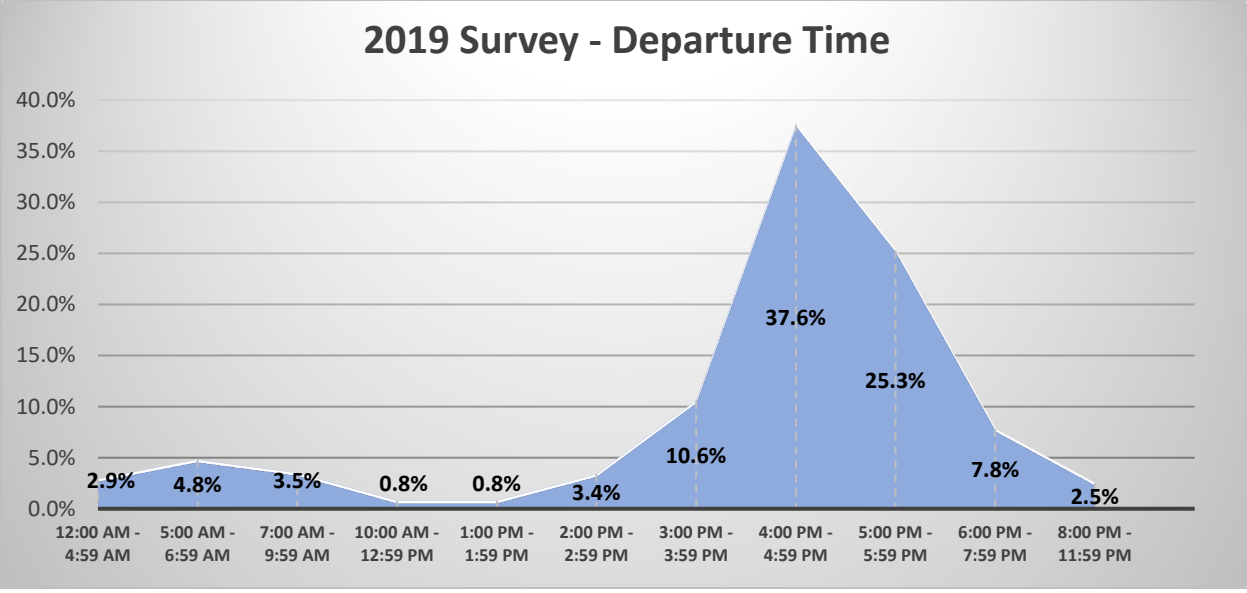
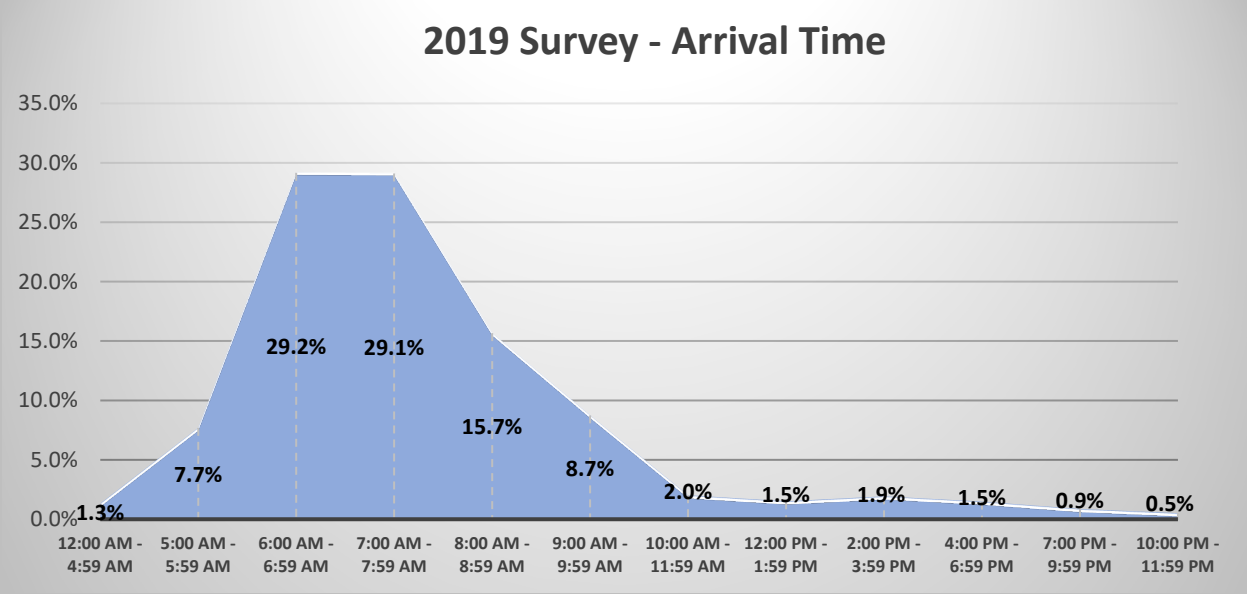
half or 42% of respondents indicated they arrive directly at their worksite location. The remaining 58% indicate that they do not arrive directly at their worksite location, with the highest percentage (19.6%) reporting they arrive at a train or rail station.



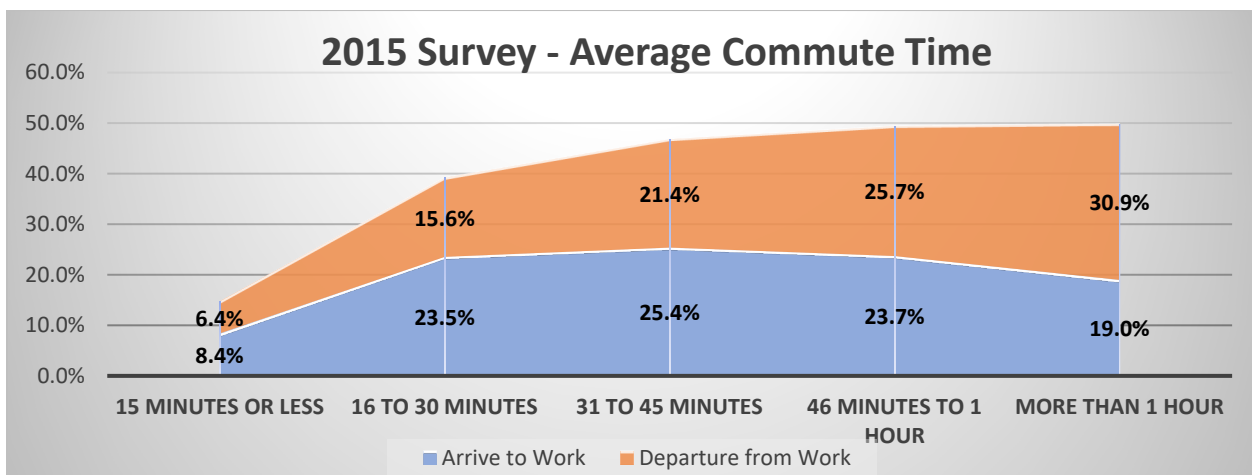
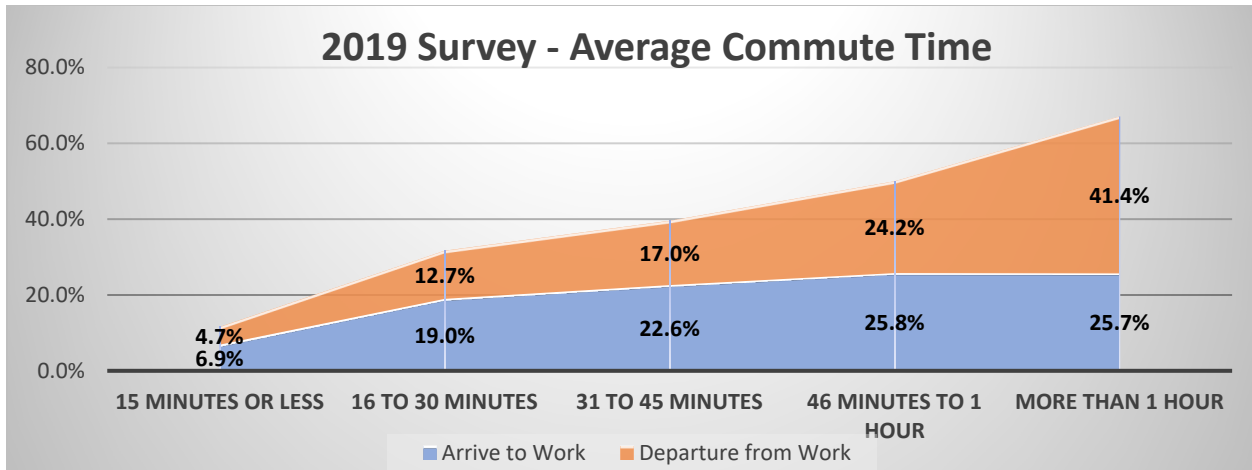
- Method of Transportation** – For those respondents who indicated they do not arrive directly at their worksite location, the survey asked what method of travel they use to arrive at their worksite location. The majority of respondents indicated they walk from their arrival location to their worksite location.



- Arrival Time and Departure Time** – The survey requested respondents provide information on their arrival and departure time to identify the time period that the highest concentration of City employees are at work. A majority of respondents arrive at work between 6:00 am and 8:00 am and depart from work between 4:00 pm and 6:00 pm.

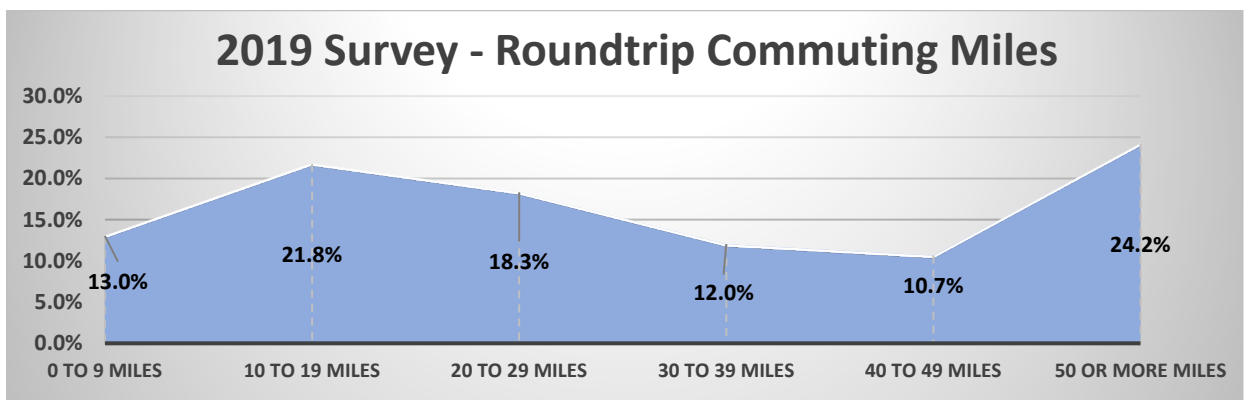


- Average Commute Time** – The survey requested respondents provide information on the length of time it takes them to commute to work and back home to determine the average commute time of City employees. Over half of the respondents indicated that it takes them 46 minutes to one hour or over one hour to arrive at work. For departure from work, over 65% of respondents indicated that it takes them 46 minutes to one hour or over one hour to return home from work. Compared to the 2015 Survey, there was an increase of 10% in the average commute time of respondents who take more than one hour to return home from work.



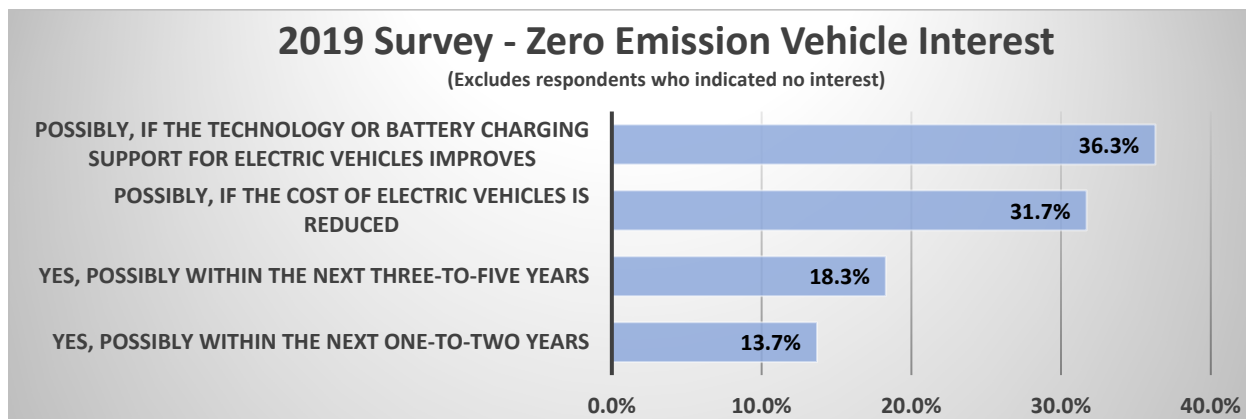
Additionally, approximately 85% of respondents indicated their roundtrip commute is from home to work while 15% indicated their roundtrip commute involves stopping at various locations before returning home.

- **Roundtrip Commuting Miles** – The survey asked respondents to provide information regarding their total roundtrip commute to and from home/work in miles:



For those respondents commuting 19 miles or less, 55% have an average commute time of 30 minutes or less from home to work and 43% have an average commute time of 30 minutes or less from work to home. For those commuting 40 miles or more, 50% have an average commute time of more than one hour from home to work and 75% have an average commute time of more than one hour from work to home.

- **Zero Emission Vehicle (ZEV)** – Although hybrid vehicles have more widespread usage, ZEV’s are gaining traction and popularity. The City supports the use of ZEV’s and has installed or is in the process of expanding electric vehicle charging stations at City operated parking facilities. In 2019, new electric vehicle charging stations were installed in the City Hall and City Hall East parking structures. The 2019 Survey indicates that 4% of respondents own a ZEV. Although a majority of survey respondents indicated that they do not currently own a ZEV, a significant portion indicated they may consider purchasing a ZEV in the future.

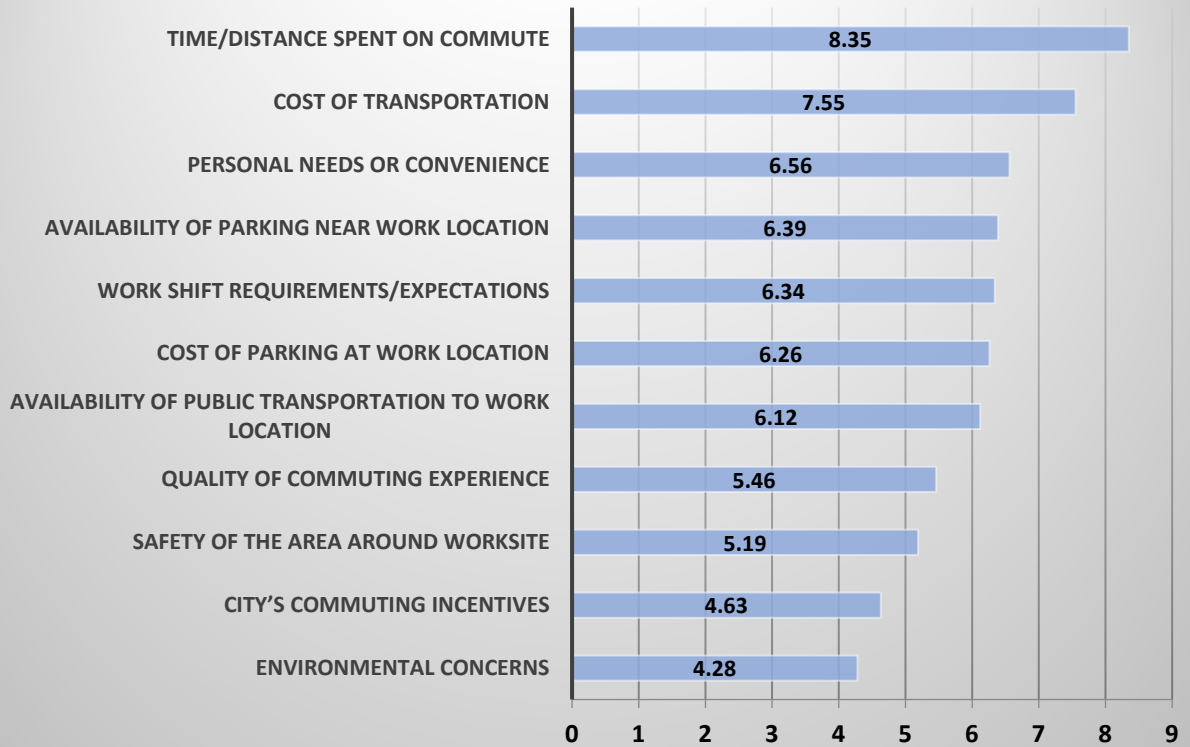


F. Key Indicators: Influences on Commuting Choices

- **Factors Influencing Commuting Choices** – Respondents were asked to rank eleven factors influencing their commuting choices. The higher the number, the more important the factor. The top five factors influencing employee commuting choices are as follows:
 1. Time/distance spent on commute
 2. Cost of transportation
 3. Personal needs or convenience
 4. Availability of parking near work location
 5. Work shift requirements/expectations

A ranking¹ of all eleven factors in influencing commuting choices is summarized in the following chart:

2019 Survey - Factors Influencing Commuting Choices

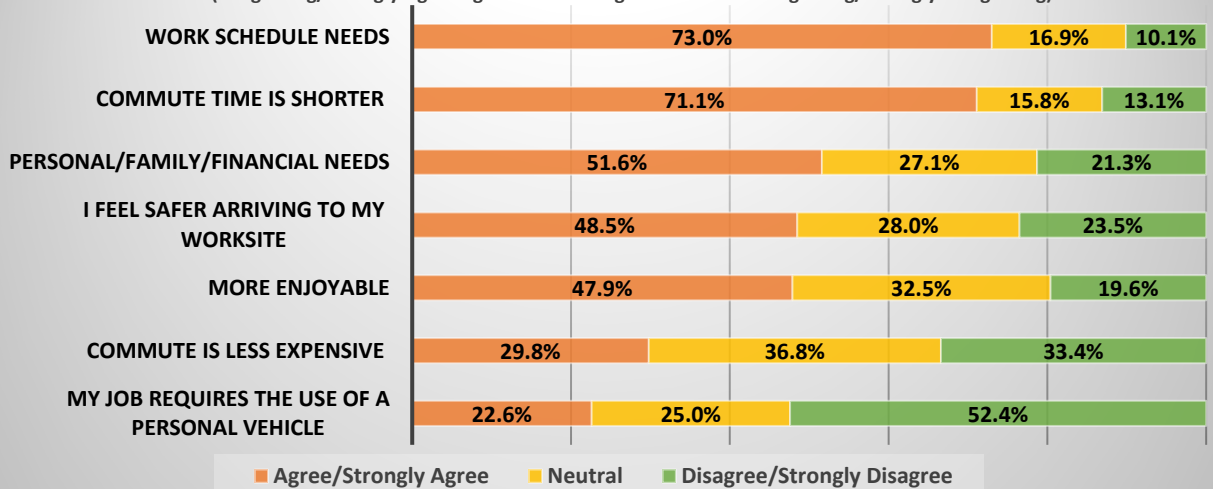


¹Ranking based on 11 influencing factors. Survey respondents were asked to rank in order of importance how much each factor influences their commute decision making.

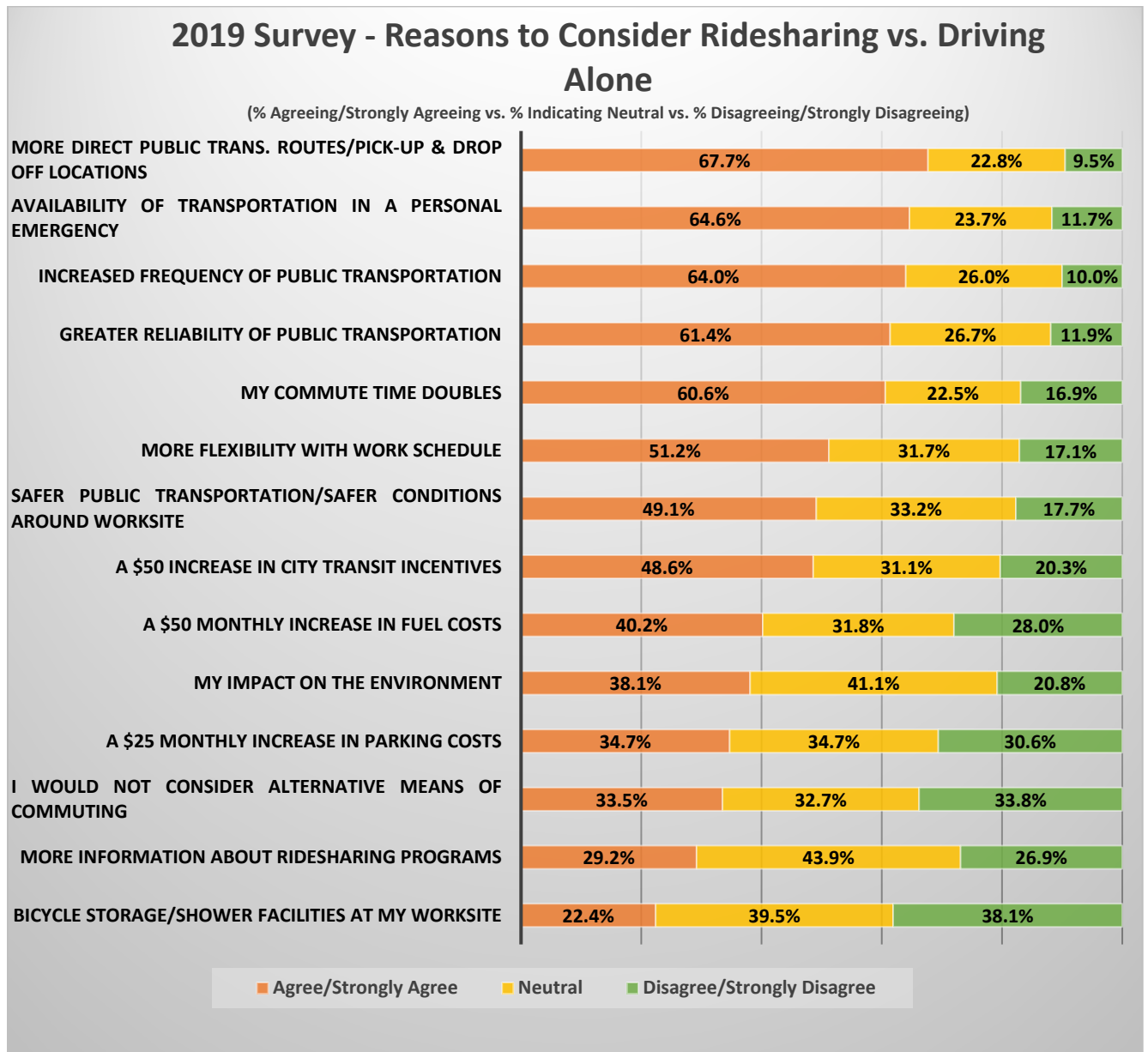
- Reasons for Driving Alone** – Consistent with the 2015 Survey, most respondents indicated work schedule, shorter commuting times, personal needs, and safety were primary factors motivating them to drive alone to work.

2019 Survey - Reasons to Prefer Driving Alone

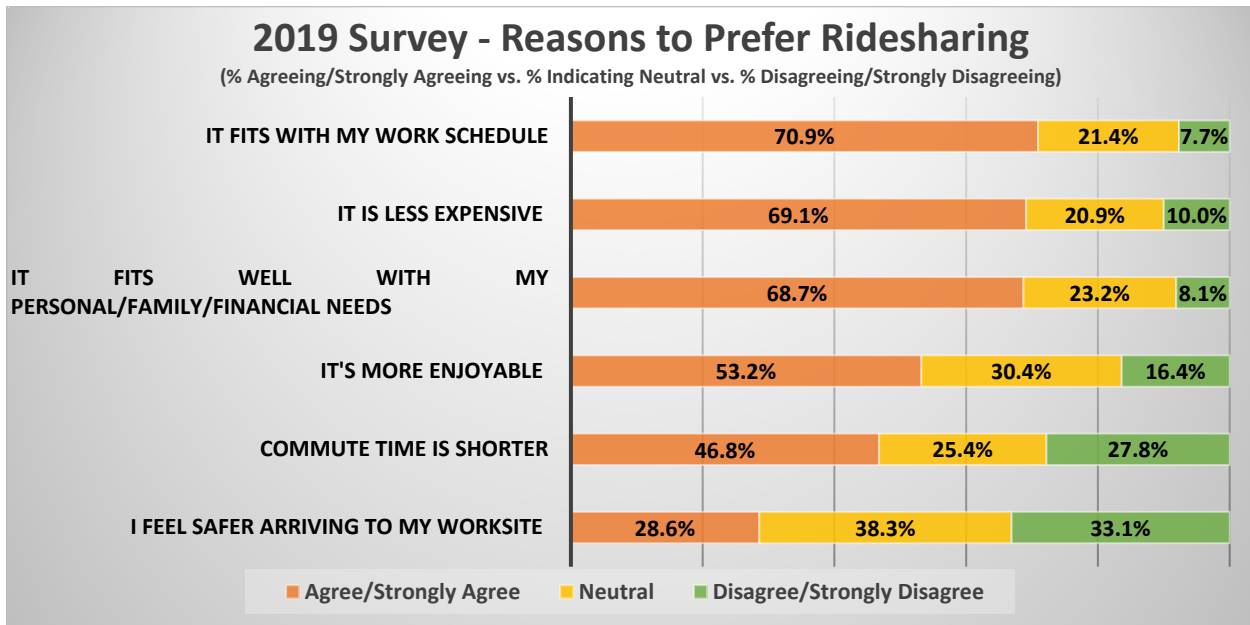
(% Agreeing/Strongly Agreeing vs. % Indicating Neutral vs. % Disagreeing/Strongly Disagreeing)



- Reasons for Considering Ridesharing** – The survey asked respondents who drive alone to indicate how much they agreed with a list of potential factors which might influence them to consider ridesharing. The 2019 Survey included more factors than the 2015 Survey such as safety and the frequency and reliability of public transportation routes. The top five influencing factors include:
 1. More direct public transportation routes/pick-up and drop-off locations – 67.7%
 2. Availability of transportation in a personal emergency – 64.6%
 3. Increased frequency of public transportation – 64%
 4. Greater reliability of public transportation – 61.4%
 5. Commute time doubles – 60.6%



- Reasons for Preferring Ridesharing** – Respondents currently ridesharing or otherwise not driving to work alone were asked to indicate how much they agreed with a list of potential factors motivating them to rideshare. Compared to the 2015 Survey, the top three primary factors were as follows:
 - Fits with work schedule – 70.9% (2015 Survey = #2 at 80.5%)
 - Less expensive than driving alone – 69% (2015 Survey = #1 at 82.1%)
 - Fits with personal/family/financial needs – 68.7% (2015 Survey = #3 at 69.6%)
 Note that the 2019 Survey included one additional factor related to safety that was not included in the 2015 Survey.

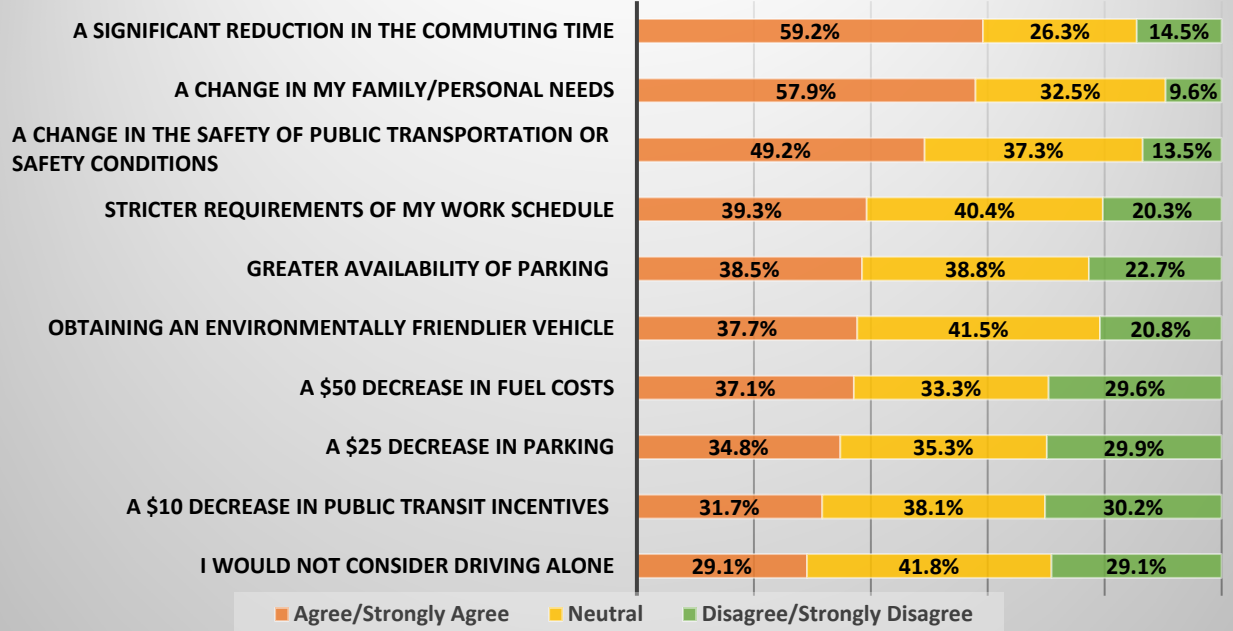


- Reasons for Considering Driving Alone** – The survey asked respondents currently ridesharing or otherwise not driving to work alone to indicate how much they agreed with a list of potential factors which might influence them to consider driving alone. The 2019 Survey included one additional factor related to safety not included in the 2015 Survey. Compared to the 2015 Survey, the 2019 Survey responses indicated the top five influencing factors were as follows:
 - Significant reduction in commute time – 59.2% (2015 Survey = #2 at 62.3%)
 - Change in family/personal needs – 57.9% (2015 Survey = #1 at 62.9%)
 - Change in the safety of public transportation or safety conditions – 49.2% (factor not included in the 2015 Survey)
 - Stricter work schedule requirement – 39.3% (2015 Survey = #5 at 47.7%)
 - Greater availability of parking – 38.5% (2015 Survey - #7 at 37.6%)

A summary of factors that would influence respondents who are currently ridesharing or otherwise not driving to work alone to consider driving alone from the 2019 Survey results is summarized in the following chart.

2019 Survey - Reasons to Consider Driving Alone vs. Ridesharing

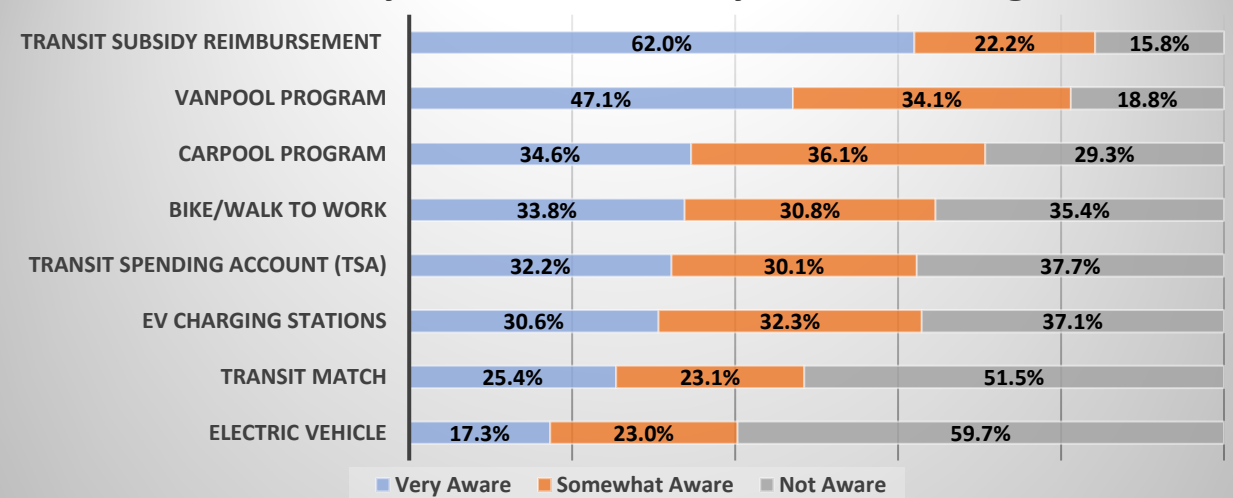
(% Agreeing/Strongly Agreeing vs. % Indicating Neutral vs. % Disagreeing/Strongly Disagreeing)



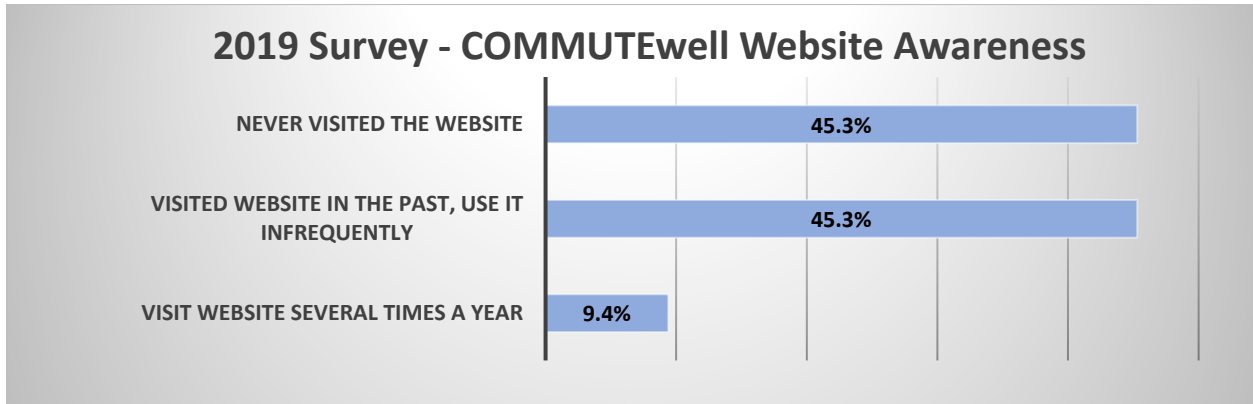
G. COMMUTewell Program Awareness

- Awareness of City Rideshare Programs** – The survey measured employee awareness of the City’s current transportation incentives. The results indicated high levels of awareness for the most heavily utilized programs, but also highlighted areas of opportunity for the City to better promote awareness of less frequently utilized benefits such as the Transit Spending Account, Electric Vehicle charging stations and permits, and Transit Match program.

2019 Survey - Awareness of City Rideshare Programs

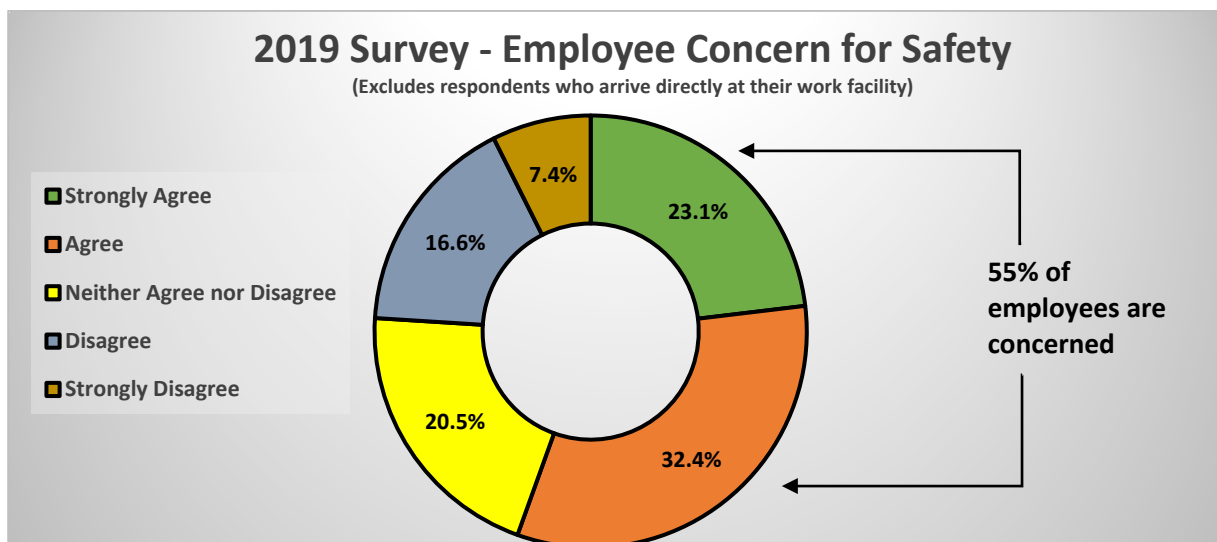


- COMMUTEwell Website Awareness** – The survey asked respondents to indicate their awareness level of the COMMUTEwell website. A majority of respondents indicated they either never visited or visited the website in the past but use it infrequently. Staff is currently working on building a new and improved website, which is anticipated to launch in the second quarter of 2020.

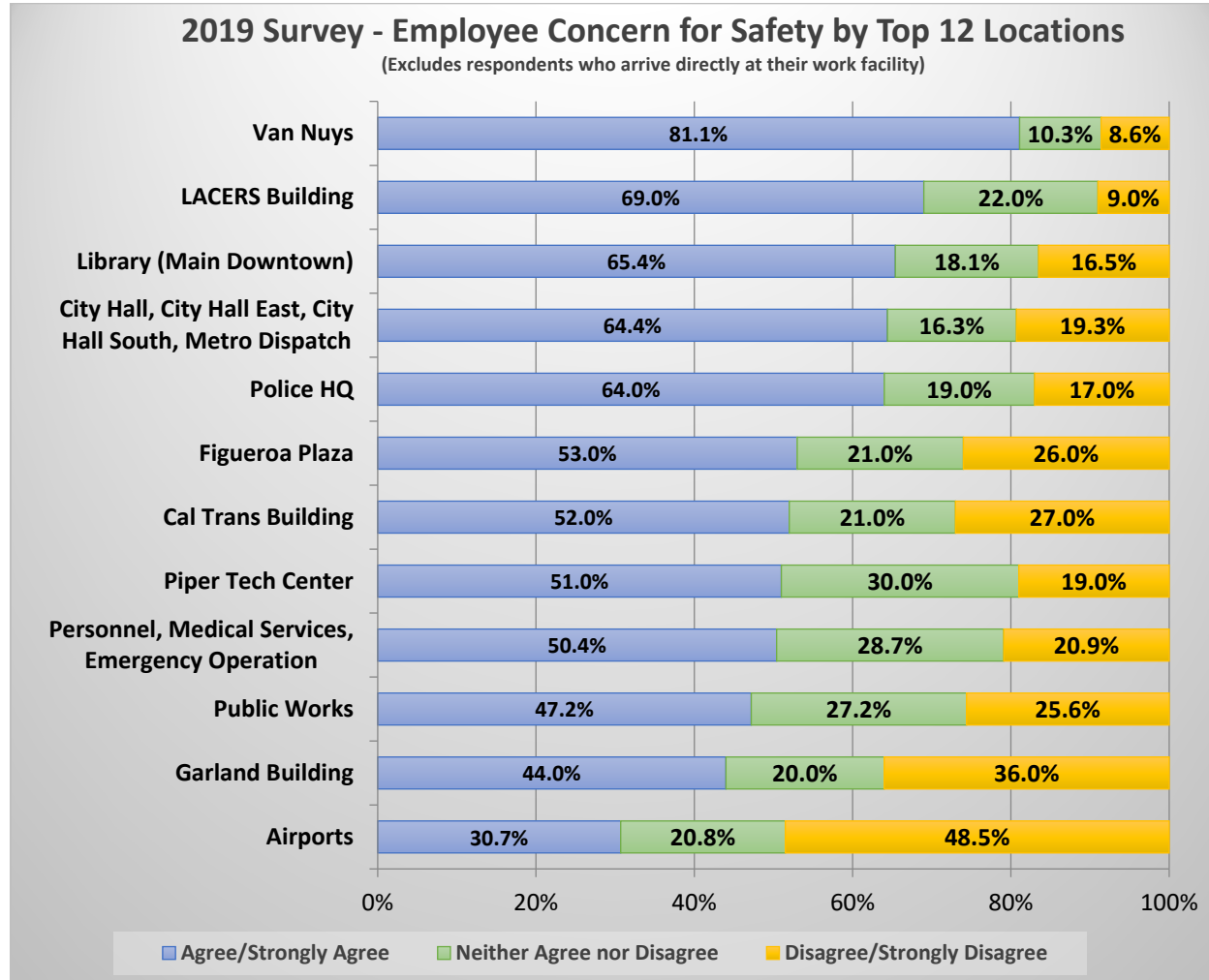


H. Safety and Commuting

Given recent concerns for employee safety around City facilities, the 2019 Survey included questions regarding respondents’ feelings around commuting and safety concerns. The survey asked employees to provide information regarding their arrival time, departure time, and if they arrived directly at their worksite location. If they did not arrive directly at their worksite location, the survey asked 1) where they arrived (e.g., bus stop, rail stop, private parking lot, etc.), and 2) the method of transportation they used to arrive from their arrival location to their worksite location. Excluding those respondents who indicated they arrive directly at their worksite, over half of the respondents indicated they feel unsafe traveling from their arrival location to their work facility.



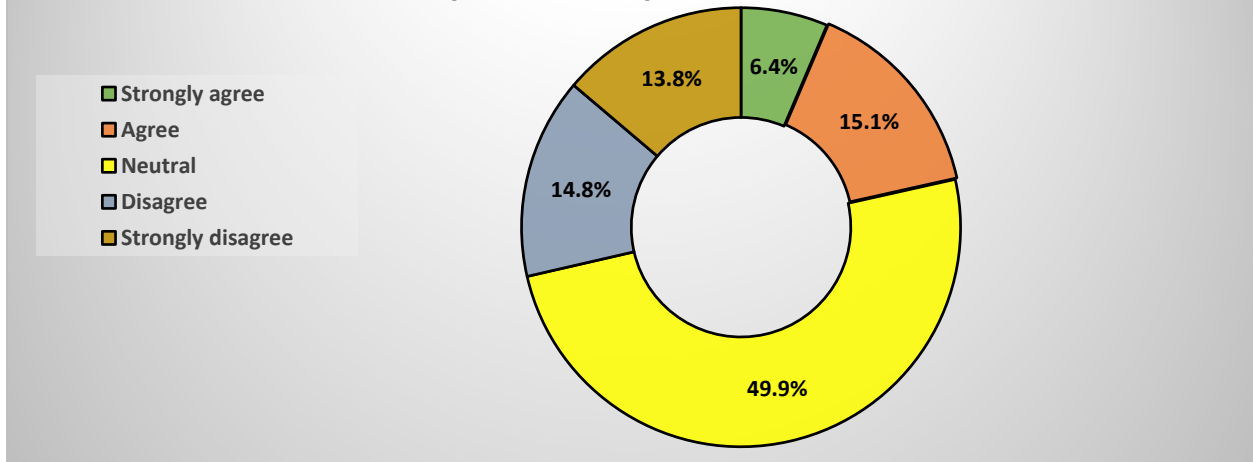
To provide a more detailed analysis of safety concerns, the following chart showcases the top twelve City worksite locations from the 2019 Survey results (the top five are located in the downtown Civic Center area) and the percentage of those employees concerned for their safety when traveling from their arrival location to their worksite location.



I. Survey Influence

The survey asked respondents to indicate if the survey positively influenced them in considering ridesharing or public transportation options to commute to work. The results were encouraging, with 21% of respondents indicating a positive attitude towards considering ridesharing or public transportation options to commute to work.

2019 Survey Influence in Considering Ridesharing or other Public Transportation Options to Commute to Work



J. Respondent Comments

The 2019 Survey included two open-ended questions to collect additional information from respondents. The first question asked why a respondent did not continue using ridesharing after initially trying it; and the second question asked respondents to provide any additional comments regarding commute options and ridesharing alternatives. Approximately 4,000 responses were received from both questions.

In general, responses received to the open-ended questions mirrored the various options that employees could select in response to questions in the survey. A sample of the comments received to the open-ended questions is provided in the following table:

Add more EV charging stations	My job requires the use of a personal vehicle
Add more parking structures	No close carpool match to commute with
Add more security at public transit locations	No direct public transit pick-up and drop off locations
Add more vanpools	Prefer to drive alone
Automate the process of receiving transit reimbursements	Provide a direct shuttle to City locations from Union Station
Bring down the price of gas	Provide better commute options for disabled employees
Build better biking infrastructure	Public transit cost is high
City employees should get free public transportation	Public transit is not clean
City employees should not have to pay for parking in City lots	Public transit is not frequent enough
Increase reimbursement subsidy to cover cost	Public transit is not reliable
Lack of information regarding public transit options	Public transit is not safe to use

Lack of transportation options in event of an emergency	Public transit is overcrowded
Length of time and distance spent on commute	Stopped biking due to hit and run drivers
Make telecommuting available	Work schedule is not flexible and prevents using public transit

Staff will work with the newly selected transportation benefits consultant on reviewing and summarizing this information and incorporating the findings into future analysis.

K. 2015 Survey Results

To compare the results from the 2019 Survey, key findings from the 2015 Survey are provided as **Attachment B** to this report.

L. Conclusion

With nearly 7,000 responses, the 2019 Survey represents the most successful survey released by the Employee Benefits Division. The results of the 2019 Survey provide valuable insight on how employees presently commute to work, the factors influencing City employee commuting preferences, and City employee awareness of existing commuting benefits offered to City employees. Additionally, the 2019 Survey provided very valuable information regarding employee feelings regarding safety and commuting. The results of the survey, specifically the responses related to safety, were presented to the Mayor’s Office and the Police Department. Subsequently, staff is working with both entities to develop and release a follow-up safety survey to gather more detailed feedback focused on employee safety concerns.

Staff is preparing to summarize the survey results in an easy to read communication piece such as a flyer or infographic sheet that will be emailed to City employees and published on the COMMUTEwell program website. Staff will provide an update to the Committee on the status of this project in the quarterly projects and activities report. The survey results will also be provided to the transportation benefits consultant that is ultimately selected from the Request for Proposal process to review, analyze, and make recommendations on proposed revisions to the City’s Special Parking MOU and to assist the COMMUTEwell program in developing strategies that encourage and positively impact City employees’ commuting behaviors.

Submitted by: _____
Kevin Hirose, Senior Personnel Analyst I

Reviewed by: _____
Jenny M. Yau, Senior Management Analyst II

Approved by: _____
Steven Montagna, Chief Personnel Analyst

**CITY OF LOS ANGELES
EMPLOYEE BENEFITS DIVISION
2019 EMPLOYEE COMMUTING PREFERENCES SURVEY**

Thank you for participating in the 2019 City of L.A. Employee Commuting Preferences Survey!

The purpose of this survey is to learn more about:

- How you presently commute to work
- What influences your decisions about how you commute to work
- Your awareness of existing commuting programs offered to City employees

Your feedback will help the City further develop its rideshare and parking benefits as well as support a safe and supportive commuting experience for our employees.

PERSONAL INFORMATION

1. What is your age group?

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> 25 or under | <input type="checkbox"/> 65 to 74 |
| <input type="checkbox"/> 26 to 40 | <input type="checkbox"/> 75 or older |
| <input type="checkbox"/> 41 to 55 | <input type="checkbox"/> I prefer not to answer |
| <input type="checkbox"/> 56 to 64 | |

2. What City Department do you presently work for?

- | | |
|---|---|
| <input type="checkbox"/> Aging | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Airports | <input type="checkbox"/> Fire |
| <input type="checkbox"/> Animal Services | <input type="checkbox"/> Fire & Police Pensions |
| <input type="checkbox"/> Building & Safety | <input type="checkbox"/> General Services |
| <input type="checkbox"/> Cannabis Regulation | <input type="checkbox"/> Harbor |
| <input type="checkbox"/> Chief Legislative Analyst | <input type="checkbox"/> Housing and Community Investment |
| <input type="checkbox"/> City Administrative Officer | <input type="checkbox"/> Information Technology Agency |
| <input type="checkbox"/> City Attorney | <input type="checkbox"/> LACERS |
| <input type="checkbox"/> City Clerk | <input type="checkbox"/> Library |
| <input type="checkbox"/> Coliseum | <input type="checkbox"/> Mayor |
| <input type="checkbox"/> Controller | <input type="checkbox"/> Neighborhood Empowerment |
| <input type="checkbox"/> Convention Center | <input type="checkbox"/> Personnel |
| <input type="checkbox"/> Council District | <input type="checkbox"/> Planning |
| <input type="checkbox"/> Cultural Affairs | <input type="checkbox"/> Police |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Public Accountability |
| <input type="checkbox"/> Economic & Workforce Development | <input type="checkbox"/> Public Works - Board |
| <input type="checkbox"/> El Pueblo | <input type="checkbox"/> Public Works - Contract Administration |
| <input type="checkbox"/> Emergency Management | <input type="checkbox"/> Public Works - Engineering |
| <input type="checkbox"/> Employee Relations Board | <input type="checkbox"/> Public Works - Sanitation |
| <input type="checkbox"/> Ethics Commission | <input type="checkbox"/> Public Works - Street Lighting |
| <input type="checkbox"/> Public Works - Street Services | <input type="checkbox"/> Zoo |

- Recreation & Parks
- Transportation

I prefer not to answer

3. Which Employee Labor Organization (MOU#) are you currently represented by?

- | | |
|--|--|
| <input type="checkbox"/> 01 - Administrative | <input type="checkbox"/> 24 - Police Officers, Lts. and Below |
| <input type="checkbox"/> 02 - Building Trades | <input type="checkbox"/> 25 - Police Officers, Capt. and Above |
| <input type="checkbox"/> 03 - Clerical | <input type="checkbox"/> 26 - Port Pilots |
| <input type="checkbox"/> 04 - Equip. Operation & Labor | <input type="checkbox"/> 27 - L. A. Port Police Command Officers |
| <input type="checkbox"/> 05 - Inspectors | <input type="checkbox"/> 28 - L. A. General Services Police Officers |
| <input type="checkbox"/> 06 - Librarians | <input type="checkbox"/> 29 - Deputy City Attorneys |
| <input type="checkbox"/> 07 - Recreation Assistants | <input type="checkbox"/> 30 - L. A. Airport Peace Officers |
| <input type="checkbox"/> 08 - Professional Engineering & Scientific | <input type="checkbox"/> 31 - Confidential Attorneys |
| <input type="checkbox"/> 09 - Plant Equip. Operation & Repair | <input type="checkbox"/> 32 - Management Attorneys |
| <input type="checkbox"/> 10 - Professional Medical | <input type="checkbox"/> 34 - Crossing Guards |
| <input type="checkbox"/> 11 - Recreational | <input type="checkbox"/> 35 - Craft Workers/ Hiring Hall |
| <input type="checkbox"/> 12 - Supervisory Blue Collar | <input type="checkbox"/> 36 - Management Employees |
| <input type="checkbox"/> 13 - Supervisory Building Trades | <input type="checkbox"/> 37 - Executive Administrative Assistants |
| <input type="checkbox"/> 14 - Service & Craft | <input type="checkbox"/> 38 - L. A. Port Police Assoc. |
| <input type="checkbox"/> 15 - Service Employees | <input type="checkbox"/> 39 - L. A. Airport Supervisory Peace Officers |
| <input type="checkbox"/> 16 - Supervisory Librarians | <input type="checkbox"/> 40 - Airport Police Command Officers |
| <input type="checkbox"/> 17 - Supervisory Prof. Engineering & Scientific | <input type="checkbox"/> 61 - Senior Admin and Admin Analysts |
| <input type="checkbox"/> 18 - Safety / Security | <input type="checkbox"/> 62 - Operating Engineers/ Hiring Hall |
| <input type="checkbox"/> 19 - Supervisory Technical | <input type="checkbox"/> 63 - Personnel Director |
| <input type="checkbox"/> 20 - Supervisory Administrative | <input type="checkbox"/> 64 - Senior Personnel Analyst |
| <input type="checkbox"/> 21 - Technical | <input type="checkbox"/> 00 - Non-Represented Employees |
| <input type="checkbox"/> 22 - Fire Chief Officers | <input type="checkbox"/> I prefer not to answer |
| <input type="checkbox"/> 23 - Firefighters & Fire Captains | |

4. What is your employment status?

- | | |
|---|---|
| <input type="checkbox"/> Full-Time Civilian | <input type="checkbox"/> Intermittent |
| <input type="checkbox"/> Half-Time Civilian | <input type="checkbox"/> 120-day contract |
| <input type="checkbox"/> Sworn | <input type="checkbox"/> I prefer not to answer |
| <input type="checkbox"/> Other (please specify) | |

5. With which ethnicity do you most identify? (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> White or Caucasian | <input type="checkbox"/> American Indian or Alaska Native |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Native Hawaiian or other Pacific Islander |
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Other |
| <input type="checkbox"/> Asian | <input type="checkbox"/> I prefer not to answer |

6. With which gender identity do you most identify? (Choose one)

- Female Other
 Male I prefer not to answer
 Non-binary/third gender

7. In which region do you currently reside?

- Los Angeles County – North San Fernando Valley
 Antelope Valley – Santa Clarita Valley
 Los Angeles County – South: South Bay, Palos Verdes Peninsula, South Los Angeles, Harbor Region
 Los Angeles County – East: Eastside, San Gabriel Valley, Pomona Valley
 Los Angeles County – West: West Side, Beach Cities
 Los Angeles County – Central: Downtown Los Angeles, Mid-Wilshire
 San Bernardino County
 Ventura County
 Orange County
 Riverside County
 Other: _____

8. What is your normal arrival time to work? Please enter standard time.

: _____
Hour Minute AM/PM

9. What is your normal departure time from work? Please enter standard time.

: _____
Hour Minute AM/PM

10. What work schedule do you have?

- 5/40 schedule 72 hour schedule (reduced work schedule)
 9/80 schedule 3/12 schedule
 4/10 schedule Platoon duty schedule
 Other (please specify) _____

11. At what City facility do you work?

- | | |
|---|---|
| <input type="checkbox"/> Airports | <input type="checkbox"/> LACERS Building |
| <input type="checkbox"/> City Hall, City Hall East, City Hall South | <input type="checkbox"/> Library Main (Downtown) |
| <input type="checkbox"/> Cal Trans Building | <input type="checkbox"/> Personnel Dept. Building |
| <input type="checkbox"/> El Pueblo | <input type="checkbox"/> Police Headquarters |
| <input type="checkbox"/> Figueroa Plaza | <input type="checkbox"/> Public Works Building |
| <input type="checkbox"/> Fire and Police Pensions Building | <input type="checkbox"/> Van Nuys |
| <input type="checkbox"/> Garland Building | <input type="checkbox"/> West Los Angeles |
| <input type="checkbox"/> Hyperion | <input type="checkbox"/> Zoo |
| <input type="checkbox"/> Harbor | |
| <input type="checkbox"/> Other (please specify) | |
-

CURRENT COMMUTING ACTIVITY

12. What is your primary means of commuting to work?

- | | |
|---|---|
| <input type="checkbox"/> Drive alone | <input type="checkbox"/> Vanpool |
| <input type="checkbox"/> Drive with other(s) (carpooling) | <input type="checkbox"/> Bike/scooter to work |
| <input type="checkbox"/> Public transportation (e.g. bus, train, or rail) | <input type="checkbox"/> Walk to work |
| <input type="checkbox"/> Other (please specify) | |
-

13. Do you arrive directly at your work facility when you come into work?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

14. If you do not arrive directly at your work location, please identify your arrival location.

- | | |
|---|---|
| <input type="checkbox"/> City-owned or leased parking lot | <input type="checkbox"/> Train or rail station |
| <input type="checkbox"/> Private parking lot | <input type="checkbox"/> Not Applicable – I arrive directly at my work location |
| <input type="checkbox"/> Nearby bus stop | |
| <input type="checkbox"/> Other (please specify) | |
-

15. Based on your arrival location, what method do you take to travel from your arrival location to your work facility?

- DASH
- Bus
- Uber
- Other (please specify) _____
- Walk
- Bike/Scooter
- Not Applicable – I arrive directly at my work facility

16. How long does it take for you to travel from your arrival location to your work facility?

- 5 minutes or less
- 5 – 10 minutes
- 11 – 20 minutes
- 21 – 30 minutes
- 30 minutes or more
- Not Applicable - I arrive directly at my work location

17.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
There are times when I feel unsafe traveling from my arrival location to my work facility.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

18. How many miles round trip do you commute each day?

- 0-9
- 10-19
- 20-29
- 30-39
- 40-49
- 50 or more

19. How long (on average) does it take you to commute **FROM HOME TO WORK?**

- 15 minutes or less
- 16-30 minutes
- 31-45 minutes
- 46 minutes to 1 hour
- More than 1 hour

20. How long (on average) does it take you to commute **FROM WORK TO HOME?**

- 15 minutes or less
- 16-30 minutes
- 31-45 minutes
- 46 minutes to 1 hour
- More than 1 hour

21. Please indicate if your normal roundtrip commute is directly from home to work, or if you make stops along the way for personal reasons (family, school, activities, etc.).

- Roundtrip commute is from home to work only
- Commute involves stops along the way for personal reasons (family, school, activities, etc.)

22. Are you presently telecommuting (working from home) on either an occasional or regular basis?

- Yes No

23. Do you presently own a fully electric vehicle (not a hybrid)?

- Yes No

24. If you do not presently own a fully electric vehicle, are you considering purchasing one?

- Yes, possibly within the next one-to-two years
 Yes, possibly within the next three-to-five years
 Possibly, if the cost of electric vehicles is reduced
 Possibly, if the technology or battery charging support for electric vehicles improves
 I have no current interest in purchasing an electric vehicle

COMMUTE RESOURCE AWARENESS

25. Prior to taking this survey, please indicate your level of awareness about the following commuting programs offered to City employees.

	Very Aware	Somewhat Aware	Not Aware
A. Transit Subsidy Reimbursement (up to \$50 per month to employees taking public transportation)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Transit Spending Account (setting aside pre-tax dollars up to \$265 per month to pay for public transportation)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. Transit Match (credit of up to \$50 per month to employees participating in the Transit Spending Account)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. Vanpool Program (City sponsored program for employees using vanpools to commute from common residential areas to common work locations)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E. Carpool Program (City sponsored program providing reduced parking fees for employees who carpool to work)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F. Bike/Walk to Work Program (\$50 per month provided to employees who primarily walk or use bicycles for commuting to work)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G. Electric Vehicle Parking Permit (City sponsored program providing free parking for employees who use fully electric vehicles for commuting to work)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
H. Electric Vehicle Charging Stations (ability to charge an electric vehicle at a City parking facility)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

26. Please tell us about your use of the Personnel Department’s Employee Benefits/Commute Options webpage:

- I visit Commute Options webpage several times a year or more
- I may have visited Commute Options webpage in the past, but only infrequently
- I have never visited Commute Options webpage

WHAT INFLUENCES YOUR COMMUTING CHOICES?

27. Please rank the following factors in order of importance (from 1, most important to 11, least important) with respect to how much they influence your decision on how you commute to work:

- _____ Cost of transportation (fuel, vehicle maintenance, etc.)
- _____ Cost of parking at work location
- _____ Availability of parking near my work location
- _____ Time/distance spent on commute
- _____ Work shift requirements/expectations
- _____ Availability of public transportation to my work location
- _____ Personal needs or convenience (family, school, activities, etc.)
- _____ The City’s commuting incentives
- _____ Safety of the area around my worksite
- _____ Quality of commuting experience
- _____ Concern about the environment

The following questions (28 to 30) are directed to employees who drive alone as their primary method of commuting to work. Please proceed to question 32 if these questions do not apply to you.

28. Please indicate why you prefer to drive alone to work.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
A. I prefer driving to work alone because it is more enjoyable than other types of commuting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. I prefer driving to work alone because of work schedule needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. I prefer driving to work alone because of personal/family/financial needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. I prefer driving to work alone because my commute time is shorter than using other forms of commuting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E. I prefer driving to work alone because my commute is less expensive than commuting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F. I prefer driving to work alone because I feel safer arriving to my worksite than I would if I used another form of transportation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

G. I would consider alternative means of commuting to work, but my job requires the use of a personal vehicle.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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29. Please tell us how much you agree or disagree with the following factors as they might cause you to consider commuting to work by means other than driving alone:

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
A. A \$50 monthly increase in fuel costs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. A \$25 monthly increase in parking costs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. A \$50 increase in monthly City transit incentives, from \$50.00 to \$100.00.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. My current commute time doubles.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E. Availability of transportation in a personal emergency.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F. My impact on the environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G. Bicycle storage/shower facilities at my worksite.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
H. More flexibility in my work-shift start/end time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I. More information about ridesharing programs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
J. Safer public transportation or safer conditions around my worksite.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K. Greater reliability of public transportation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
L. More direct public transportation routes and/or pick-up and drop off locations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
M. Increased frequency of public transportation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
N. I would not seriously consider alternative means of commuting to work – I prefer to drive alone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

30. If you currently drive alone, have you ever in the past tried to use alternative forms of commuting to work?

Yes

No

31. If you indicated yes, please provide a brief answer on why you did not continue to use alternative forms of commuting (i.e. bus schedule reliability, child care, etc.)

The following questions (32 and 33) are directed to employees who use ridesharing, public transportation, or another method other than driving alone as their primary means of commuting to work. Please proceed to question 34 if these questions do not apply to you.

32. Please indicate why you use ridesharing, public transportation, or another method other than driving alone as their primary means of commuting to work.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
A. I prefer my present commuting method because it's more enjoyable to me than driving alone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. I prefer my present commuting method because it fits with my work schedule.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. I prefer my present commuting method because it fits well with my personal/family/financial needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. I prefer my present commuting method because my commute time is shorter than it would be if I was driving alone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E. I prefer my present commuting method because it is less expensive than driving alone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F. I prefer my present commuting method because I feel safer arriving to my worksite than I would if driving alone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

33. Please tell us how much you agree or disagree with the following factors as they might cause you to consider driving alone to work rather than using your present means of commuting:

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
A. A \$50 decrease in fuel costs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. A \$25 decrease in parking.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. A \$10 decrease in the City incentives for using public transportation or walking/biking.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. A significant reduction in the commuting time of driving alone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E. Obtaining an environmentally friendlier vehicle (e.g. electric or hybrid).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F. Stricter requirements of my work-shift start/end time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G. A change in the safety of public transportation or safety conditions around my worksite.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
H. Greater availability of parking near my worksite.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I. A change in my family/personal needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
J. I would not consider driving alone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

34. Please indicate if taking this survey has influenced you to consider ridesharing or using other public transportation alternatives for commuting to work.

Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

35. We welcome any additional comments you have regarding this survey and about commute options alternatives.

36. If you would like to be entered into the gift card drawing, please provide your contact information below.

Name

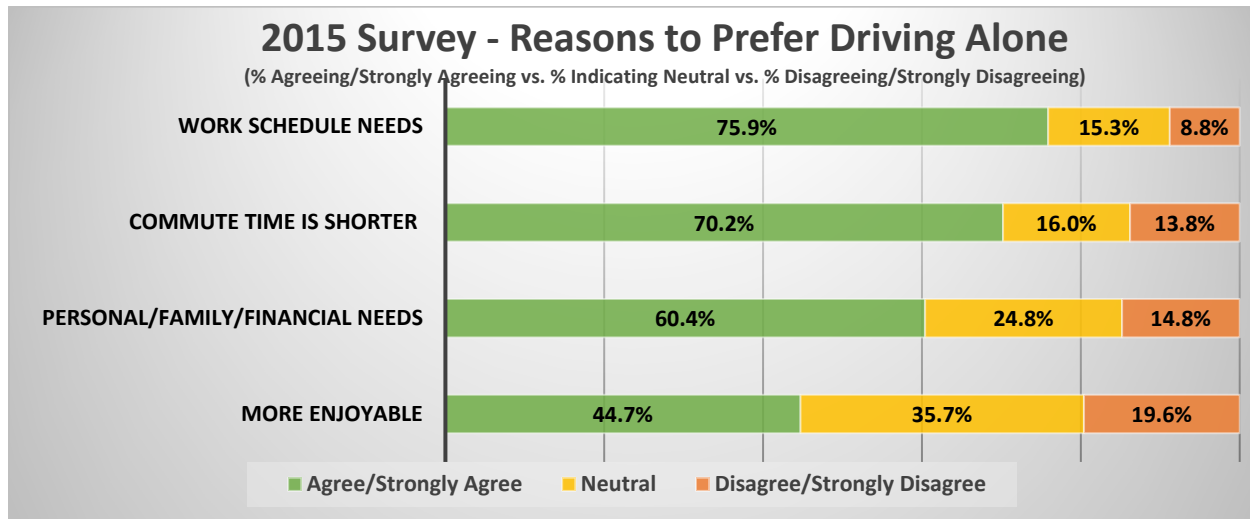
Email Address

Phone Number

Thank you for completing our survey!

2015 Employee Commuting Preferences Survey Comparison

- **Reasons for Driving Alone** – Respondents in 2015 indicated that work schedule needs, shorter commuting times, and personal needs were primary factors that motivated them to drive alone to work. The 2015 Survey results are summarized in the following chart.

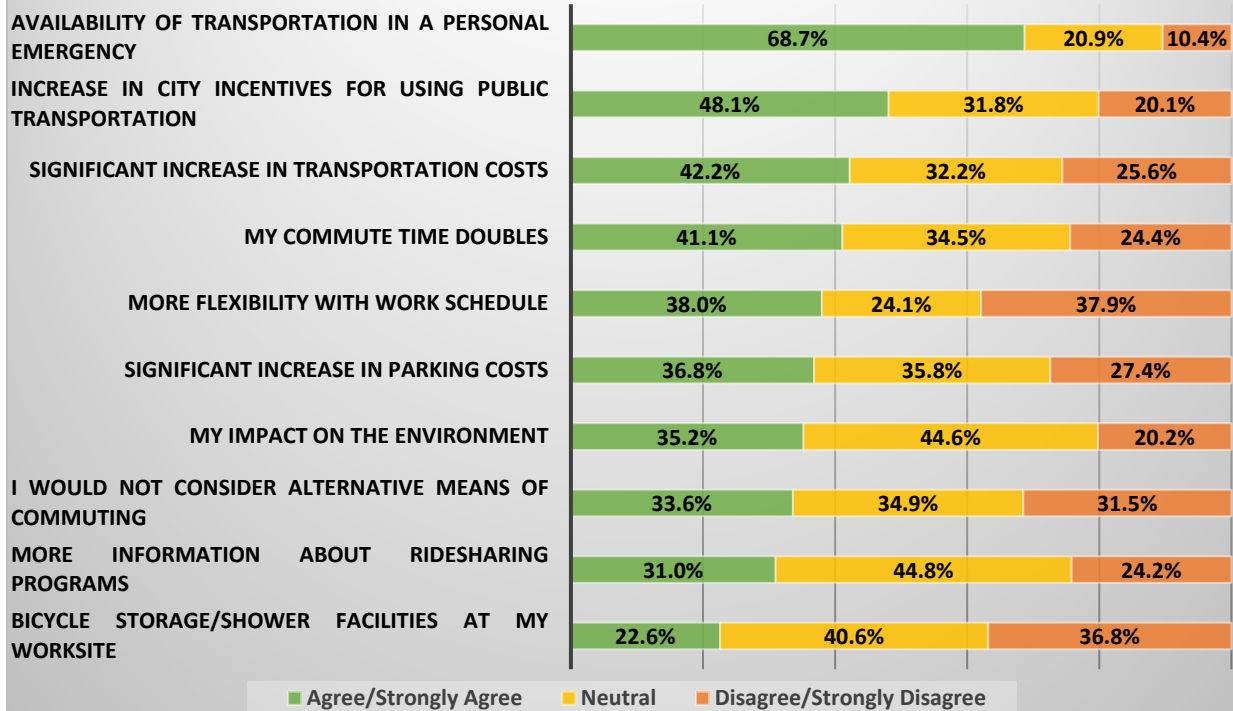


- **Reasons for Considering Ridesharing** – The 2019 Survey included more factors related to respondents' consideration of ridesharing than the 2015 Survey. The top five influencing factors in 2015 were as follows and strongly aligns with the 2019 Survey results for three of the five factors:
 1. Availability of transportation in a personal emergency – 68.7% (2019 Survey = 64.6%)
 2. Increase in City incentives for using public transportation – 48.1% (2019 Survey = 48.6%)
 3. Significant increase in transportation costs such as higher fuel costs – 42.2% (2019 Survey = 40.2%)
 4. Commute time doubles – 41.1% (2019 Survey = 60.6%)
 5. Flexibility in work schedule – 38% (2019 Survey = 51.2%)

The 2015 Survey results of the factors that would influence respondents who drive alone to consider ridesharing is summarized in the following chart.

2015 Survey - Reasons to Consider Ridesharing vs. Driving Alone

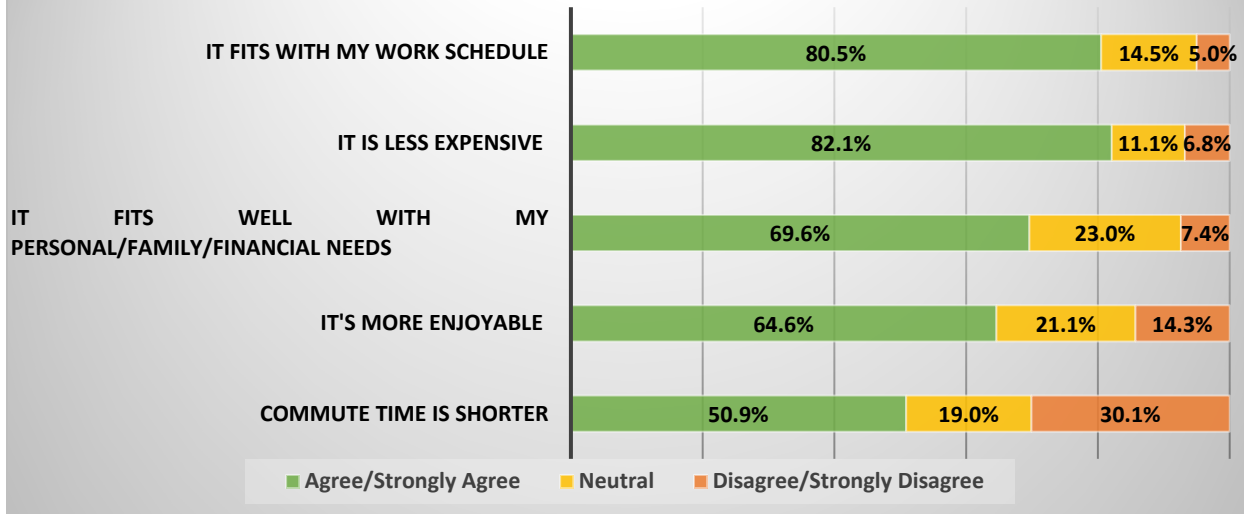
(% Agreeing/Strongly Agreeing vs. % Indicating Neutral vs. % Disagreeing/Strongly Disagreeing)



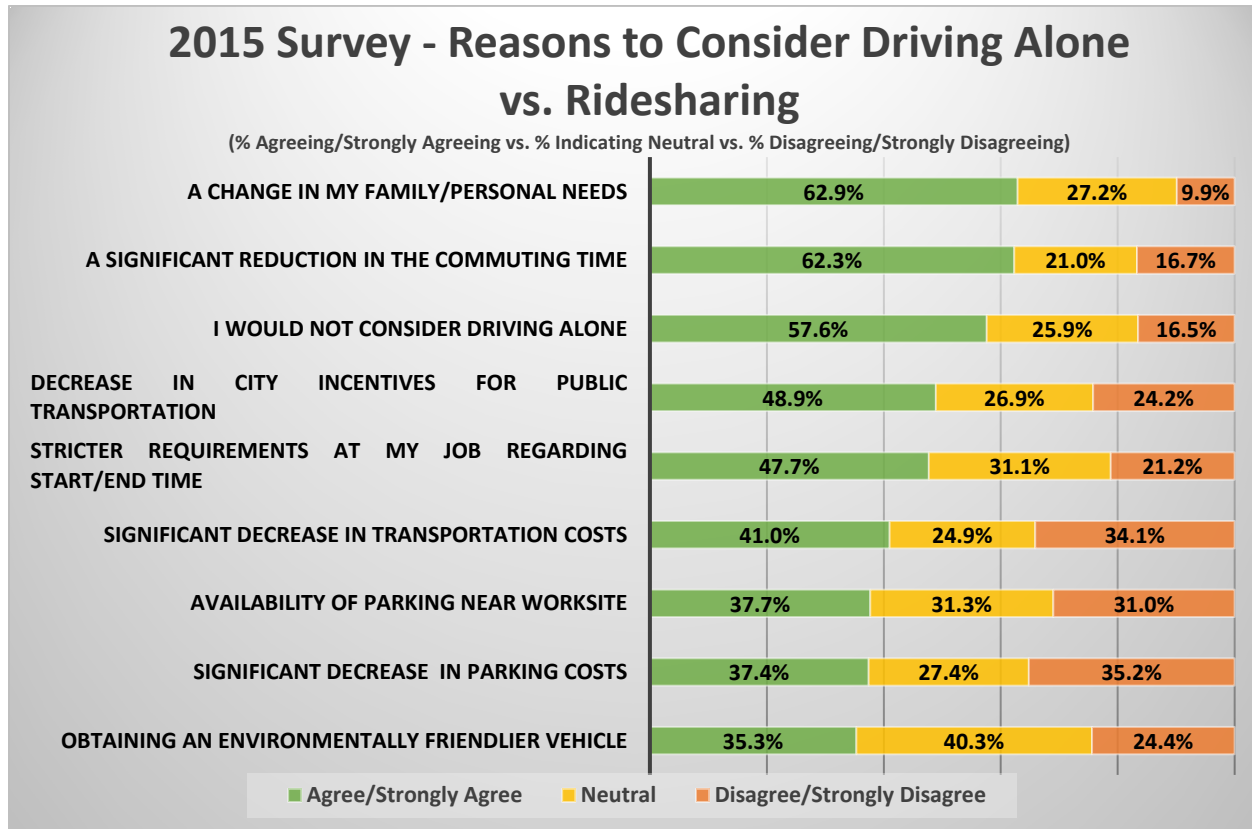
- Reasons for Preferring Ridesharing** – The top three factors in 2015 that motivated respondents to use ridesharing or otherwise not drive to work alone is summarized in the following chart.

2015 Survey - Reasons to Prefer Ridesharing

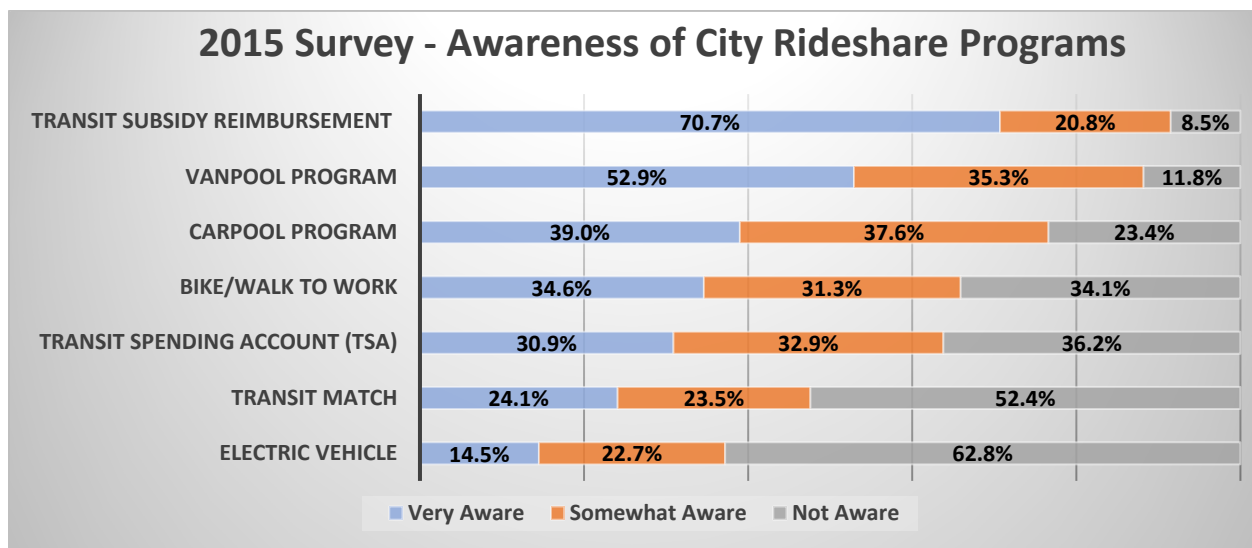
(% Agreeing/Strongly Agreeing vs. % Indicating Neutral vs. % Disagreeing/Strongly Disagreeing)



- **Reasons for Considering Driving Alone** – The top five factors in 2015 for respondents to consider driving alone are summarized in the following chart.



- **COMMUTEwell Program Awareness** – The 2015 Survey indicated a high awareness level of the City’s current transportation incentives. The 2015 Survey results are summarized in the following chart.





Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) **COMMITTEE REPORT 20-03**

Date: February 10, 2020
To: JLMC-COP
From: Staff
Subject: LA Metro E-Pass Pilot Program Proposal

JLMC-COP MEMBERS:

Employee Organizations

Charles Leone, SEIU, Chair
Victor Gordo, LIUNA
Carmen Hayes-Walker, AFSCME
Jorge Rodriguez, LAPCOA

Management

Patricia J. Huber, CAO, Vice-Chair
Paula Dayes, Personnel
Jay Kim, LADOT
Valerie V. Melloff, GSD

RECOMMENDATION:

That the JLMC-COP request that staff move forward with proposed LA Metro E-Pass Pilot Program Design Elements and return with an update at the Committee’s next meeting.

DISCUSSION:

A. Background

At its September 30, 2019 meeting, the JLMC-COP reviewed Committee Report 19-05 and adopted a recommendation for staff to develop a proposal for an LA Metro E-Pass Pilot Program (**Attachment A**). The goal of the E-Pass Program is to encourage employee use of public transportation by allowing employers to purchase a designated number of discounted annual E-Passes for their employees. Employers provide payment to LA Metro in return for pre-purchased annual E-Passes. The E-Passes are then issued by employers to their employees in the form of a TAP card or sticker which is typically affixed to an identification card. The card or sticker provides unlimited access to LA Metro transportation services and approved E-Pass Program participating municipal transit agencies, such as Culver City Bus, LADOT DASH, and Pasadena Transit. Individual boardings are unlimited and although the E-Passes are annual passes, employers can cancel an employee’s pass at any time and reissue the pass to another employee.

LA Metro is offering the E-Pass Program at \$80 per pass per month per employee. A Pilot Program budget of \$250,000 would equate to one E-Pass each for approximately 260 employees. LA Metro has indicated it will reconcile City employees’ usage of the E-Passes quarterly to determine whether the usage exceeds or falls short of the monthly cap of \$80 per month. If utilization falls short of the cap, the City would be invoiced that amount based on the actual number of

boardings. If the number of boardings exceeds \$80 per month, employers would be invoiced a maximum of \$80 per month. Payments are issued to LA Metro quarterly. The first payment would be due at the beginning of the first quarter. Any adjustments and reconciliations of the actual number of boarding would occur on the following business quarter's invoice.

B. E-Pass Pilot Program Proposal

As discussed in Committee Report 19-05, the CAO noted the City's Special Memorandum of Understanding on Commute Options and Parking (Special Parking MOU) as a vehicle for providing transportation benefits to City employees negotiated between labor and management. Accordingly, the CAO determined that the benefit provided by the E-Pass Pilot Program is subject to the meet and confer process with the City's employee labor organizations. Staff further noted in its Committee Report 19-05 that offering an E-Pass Program raises certain questions regarding integrating the benefit within the City's current transportation benefit design under the Special Parking MOU.

Specifically, the Special Parking MOU provides City employees a monthly subsidy of up to \$50 for taking public transportation, walking, or biking to work. In certain cases for amounts exceeding the current \$50 monthly City subsidization, employees already commuting through LA metro transportation services would have their entire monthly commuting cost paid for through the Pilot Program. In addition, since E-Pass Program benefits would constitute a pre-tax benefit, certain employees might be impacted if they participate in the City's Transportation Savings Account (TSA) program administered by provider, WageWorks (whereby employees can set aside up to \$265 per month on a pre-tax basis to pay for public transit expenses, including bus, rail, train, and subway fares). Given that the E-Pass benefit would count towards that limit, certain administrative limitations might apply to those receiving the E-Pass.

In considering options for a Pilot Program, staff's foremost concern was that the program be offered equitably. With a finite number of E-Passes available for the Pilot Program, staff proposes that E-Passes be made available via lottery. Under this proposal, the City's approximately 27,500 civilian and 13,500 sworn Police/Fire employees who are eligible for the City's COMMUTEwell program could enter themselves into a lottery for a chance to be selected as a participant in the E-Pass Pilot Program (excludes the Los Angeles World Airports, Harbor Department, and Department of Water and Power, each of which operates its own transportation benefit programs). It is anticipated that those employees who currently participate in the City's Transit Match and Transit Subsidy Reimbursement programs and utilize LA Metro transportation services would be interested in participating in the Pilot Program. As of October 2019, almost 2,600 City employees participated in either the Transit Match or the Transit Subsidy Reimbursement programs.

Staff developed the following outline of Pilot Program Design Elements for the Committee's consideration:

E-Pass Pilot Program Development Elements

Design

- A. Work with the JLMC-COP and City Council to draft and establish the appropriate source authority for providing the benefit within the Special Parking MOU (the threshold requirement of establishing the source authority for the Pilot Program would be determined by the JLMC-COP in specific proposed language changes to the Special Parking MOU; those language changes would then need to be adopted by City Council).
- B. Work with the CAO to identify a funding source for the Pilot Program.
- C. Resolve all outstanding administrative, operational, tax, and technical questions related to offering the Pilot Program.

Implementation

- D. Develop a program implementation timeline.
- E. Work with LA Metro, City departments, and labor organizations on developing and releasing marketing and communication materials notifying all eligible employees of their opportunity to enter into a lottery to be selected as a participant in the E-Pass Pilot Program.
- F. Develop a lottery application form for interested employees to complete and distribute this form electronically and via paper to those employees who do not have access to a computer or prefer to submit a paper form.
- G. Conduct the lottery, ensure completion of the applicable forms, verify eligibility (including whether an employee would be able to participate in the City's Transit Spending Account program and the E-Pass Pilot Program concurrently), and maintain an accurate list of participants to share with LA Metro for distributing the E-Passes to 260 selected employees.
- H. Work with the Personnel Department's Administrative Services Division/Accounting Section on submitting timely invoice payments to LA Metro on a quarterly basis.

Staff recommends that the JLMC-COP request that staff move forward with proposed Metro E-Pass Pilot Program Design Elements and return with an update at the JLMC-COP's next meeting.

Submitted by: _____
Kevin Hirose, Senior Personnel Analyst I

Reviewed by: _____
Jenny M. Yau, Senior Management Analyst II

Approved by: _____
Steven Montagna, Chief Personnel Analyst

Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) COMMITTEE REPORT 19-05

Date: September 30, 2019

To: JLMC-COP

From: Staff

Subject: LA Metro E-Pass Program

JLMC-COP MEMBERS:

Employee Organizations

Charles Leone, SEIU, Chair
Carmen Hayes-Walker, AFSCME
Victor Gordo, LIUNA
Jorge Rodriguez, LAPCOA

Management

Patricia J. Huber, CAO, Vice-Chair
Valerie V. Melloff, GSD
Jay Kim, LADOT
Paula Dayes, Personnel

RECOMMENDATION:

That the JLMC-COP request that staff develop a proposal for a pilot LA Metro E-Pass Program for consideration at the next JLMC-COP meeting.

DISCUSSION:

A. Background

During its consideration of the Personnel Department's 2018-19 Proposed Budget, the City Council's Budget and Finance Committee requested that the Office of the City Administrative Officer (CAO) and Office of the Chief Legislative Analyst (CLA) report on a potential funding source for offering a pilot LA Metro E-Pass Program (E-Pass Program) to City employees in the amount of \$250,000. The CAO/CLA were asked to report back on the feasibility of offering the program and identifying a funding source.

The CAO reported that offering such a benefit would be subject to the meet and confer process, and that the Personnel Department, in collaboration with the CAO, would work on a proposal to (a) implement the E-Pass Program consistent with the meet and confer process and (b) identify an appropriate funding source (**Attachment A**). In its report, the CAO noted the City's Special Memorandum of Understanding on Commute Options and Parking (Special Parking MOU) as a vehicle for providing transportation benefits to City employees negotiated between labor and management.

Because implementation of the E-Pass Program for the City's workforce, even on a pilot basis, would impact the City's current benefits provision provided for under the Special Parking MOU, staff is providing this report to the JLMC-COP for its consideration and direction.

B. Metro E-Pass Program Overview

The goal of the E-Pass Program is to encourage employee use of public transportation by allowing employers to purchase a designated number of discounted annual E-Passes for their employees. Employers provide payment to LA Metro in return for pre-purchased annual E-Passes. The E-Passes are then issued by employers to their employees in the form of a TAP card or sticker which is typically affixed to an identification card. The card or sticker provides unlimited access to LA Metro transportation services including Metro Bus, Metro Rapid, Metro Liner, and Metro Rail (but not to other transportation systems such as Metrolink and Orange County Transportation Agency). This unlimited access is also provided for services from approved E-Pass Program participating municipal transit agencies, such as Culver City Bus, LADOT DASH, and Pasadena Transit. LA Metro indicated that Gardena Transit, Glendale Beeline, Norwalk Transit, and Torrance Transit are in the process of being included in the E-Pass Program. In addition, LA Metro indicated they are working on agreements to include Antelope Valley Transit Authority, the Big Blue Bus (Santa Monica), Foothill Transit, and the Montebello Bus lines. Individual boardings are unlimited and although the E-Passes are annual passes, employers can cancel an employee's pass at any time and reissue the pass to another employee.

Employers are responsible for distribution of the E-Passes. Employers are also responsible for verifying eligibility, ensuring employee completion of the online registration, facilitating the distribution and maintenance of the TAP cards/stickers, maintaining and sharing an electronic file of all TAP cards/stickers issued with LA Metro, and submitting payment for actual boardings at the end of each business quarter. LA Metro assists employers with promoting the E-Pass Program by designing and printing co-branded marketing materials for distribution, offering website program information, and providing staff to assist with marketing efforts.

LA Metro is offering the E-Pass Program at \$80 per pass per month per employee. A pilot program budget of \$250,000 would equate to one E-Pass each for approximately 260 employees. Employers are invoiced quarterly based on actual boardings, with the charges capped at \$1.40 per boarding not to exceed a total cap of \$80 per month. There are no transfers under the E-Pass Program as each boarding is tracked, counted, and invoiced. Accordingly, if the number of boardings amounts to less than \$80 per month, employers would be invoiced that amount based on the actual number of boardings. If the number of boardings exceeds \$80 per month, employers would be invoiced a maximum of \$80 per month, the monthly cap. Payments are issued to LA Metro quarterly. The first payment would be due at the beginning of the first quarter. Any adjustments and reconciliations based on the actual number of boardings would occur on the following business quarter's invoice.

In its report, the CAO identified a number of potential funding sources for a pilot program. Those potential funding sources include a) the Proposition A Local Transit Assistance Fund, b) Proposition C Anti-Gridlock Transit Improvement Fund, c) Measure R Traffic Relief and Rail Expansion Fund, d) Measure M Local Return Fund, e) Mobile Source Air Pollution Reduction Trust Fund, and f) City Employees Ridesharing Fund.

C. Integrating E-Pass Pilot Program with Current Transportation Benefit Design

Offering a pilot or ongoing E-Pass Program raises certain questions that need to be addressed with respect to integrating the benefit within the City's current transportation benefit design under the Special Parking MOU. These benefits would also require integration within the administrative processes supporting City employees. Presently, those employees who utilize LA Metro transportation services purchase their transit media through the tax-advantaged transit spending accounts (TSA) provider, WageWorks or directly from LA Metro. These employees receive a \$50 match through the City's Transit Match program or through the Transit Reimbursement Program (both programs are administered by City staff). The E-Pass Program, if funded by the City, would provide a benefit existing outside of, and effectively replacing the Transit Match and Transit Reimbursement programs used by employees. In certain cases for amounts exceeding the current \$50 monthly City subsidization, employees already commuting through LA Metro transportation services would have their entire monthly commuting cost paid for through the E-Pass Program.

LA Metro indicated that offering the E-Pass Program would constitute a pre-tax benefit comparable to the City's TSA program administered by provider, WageWorks. Employees participating in the City's TSA program are able to set aside up to \$265 per month on a pre-tax basis to pay for public transit expenses, including bus, rail, train, and subway fares. Given the \$265 per month pre-tax limit on the TSA and the value of the E-Pass, it is unclear whether those employees currently participating in the TSA program would be able to participate in both the E-Pass Program and the TSA concurrently.

A pilot program would require eligibility parameters since participation would be limited to approximately 260 employees based on the \$250,000 funding amount. Options for a pilot program could include limiting its availability to specific worksites, City population, or a lottery. It is anticipated that those employees who are currently utilizing the Transit Match and Transit Reimbursement programs and LA Metro transportation services would be interested in participating in this type of pilot program.

The JLMC-COP is the forum through which transportation benefits are defined for the City's workforce. If the JLMC-COP is interested in pursuing implementation, staff recommends that the JLMC-COP request that staff develop a proposal for a pilot LA Metro E-Pass Program for consideration at the next JLMC-COP meeting.

Submitted by: _____
Francois Verin, Management Analyst

Submitted by: _____
Kevin Hirose, Senior Personnel Analyst I

Reviewed by: _____
Jenny M. Yau, Senior Management Analyst II

Approved by: _____
Steven Montagna, Chief Personnel Analyst

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Memo No. 7

Date: May 03, 2018

To: Budget and Finance Committee

From: 
Richard H. Llewellyn, Jr., City Administrative OfficerSubject: **PERSONNEL DEPARTMENT – METRO PILOT PROGRAM**

During its consideration of the Personnel Department 2018-19 Proposed Budget, the Budget and Finance Committee requested the Office of the City Administrative Officer and Office of the Chief Legislative Analyst to report on a potential funding source for a commuter benefit pilot program with Metro in the amount of \$250,000.

In the proposed Metro commuter benefit pilot program (Program), the City will pre-purchase electronic stickers that employees can use to board any Metro public transportation vehicle. Metro will reconcile City employees' usage of Metro's public transportation quarterly to determine whether City employees exceed or fall short of the anticipated utilization amount. Metro agrees to cap the City's cost at a certain amount. If utilization falls short of the value of the City's pre-payment, then the City is credited the unexpended amount towards the City's future cost.

The City's Special Memorandum of Understanding Regarding City Employee Parking and Commute Options outlines the commuter benefits provided to City employees, including but not limited to the provision of up to \$50 in subsidy for the cost of public transportation, walking, or biking to work.

The commuter benefit that would be provided by the proposed Program is subject to the meet and confer process. The Personnel Department, in collaboration with the Office of the City Administrative Officer, Employee Relations Division will work on a proposal to (a) implement the proposed Program consistent with the meet and confer process and (b) identify an appropriate funding source. Potential eligible special fund sources for the Program include the Proposition A Local Transit Assistance Fund, Proposition C Anti-Gridlock Transit Improvement Fund, Measure R Traffic Relief and Rail Expansion Fund, Measure M Local Return Fund, Mobile Source Air Pollution Reduction Trust Fund, and City Employees Ridesharing Fund.

The Office of the Chief Legislative Analyst has reviewed and approved this budget memorandum. This budget memorandum is provided for informational purposes only. There is no fiscal impact.



Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) **COMMITTEE REPORT 20-04**

Date: February 10, 2020
To: JLMC-COP
From: Staff
Subject: Projects and Activities Report

JLMC-COP MEMBERS:

Employee Organizations
Charles Leone, SEIU, Chair
Victor Gordo, LIUNA
Carmen Hayes-Walker, AFSCME
Jorge Rodriguez, LAPCOA

Management
Patricia J. Huber, CAO, Vice-Chair
Paula Dayes, Personnel
Jay Kim, LADOT
Valerie V. Melloff, GSD

RECOMMENDATION:

That the JLMC-COP receive and file the quarterly projects and activities report regarding informational items, project updates, staffing summary, and meeting calendar for the fourth quarter of 2019.

DISCUSSION:

The following are updates for the Commute Options and Parking Program (COMMUTEwell Program) for the fourth quarter of 2019 (October through December 2019):

A. Informational Items

- **Transit and Parking Spending Accounts Maximum Contribution Limit** – The City provides two types of tax-advantaged spending accounts to support employees in saving pre-tax dollars for eligible commuter expenses – Transit Spending Account (TSA) and Parking Spending Account (PSA). The maximum contribution for the TSA and PSA for the 2019 calendar year is \$265 per month. On November 6, 2019, the Internal Revenue Service issued Revenue Procedure 2019-44 that increases the maximum contribution for the TSA and PSA to \$270 per month for calendar year 2020. Staff has requested the City’s benefits Third-Party Administrator, Morneau Shepell to program the increased limit in the employee benefits online enrollment system. Staff is also working on updating all communication materials to reflect the new contribution limit. The system and communications updates are expected to be completed by mid-February 2020.
- **LA Metro Rideshare Week** – Rideshare Week, which was held on October 7-11, 2019, is a special promotional campaign in which the City partners with LA Metro to promote the

use of public transit alternatives. A Citywide email was released on October 7, 2019 encouraging City employees to participate in Rideshare Week and create a profile on the LA Metro RideMatch website. City employees who used public transit alternatives and logged their commute via LA Metro's RideMatch website were automatically entered into a random prize drawing. LA Metro reported a total of 186 City employees participated in the Rideshare Week campaign. Additionally, 15 City employees received prizes from LA Metro for participating in the campaign.

- **California Clean Air Day** – California Clean Air Day is a special promotional campaign to improve the City's air quality and protect public health. Staff attended the California Clean Air Day kick-off and panel discussion held at Union Station on September 18, 2019. The panel discussion focused on how unhealthy air quality impacts public health and creating new habits to improve air quality for California's diverse communities. Subsequently, staff worked with the Mayor's Office and the Department of Transportation to promote the campaign, which was held on October 2, 2019. A Citywide email was released on September 25, 2019 encouraging City employees to take the Clean Air Pledge. The City (excluding DWP) received 412 pledges. Staff is planning to increase communication and engagement efforts in promoting the 2020 campaign which is tentatively scheduled for October 7, 2020.
- **Association for Commuter Transportation (ACT) Meeting** – On January 27, 2020, staff attended the ACT Southern California Annual General Meeting held in Anaheim, California. The ACT is an organization comprised of Transportation Demand Management (TDM) industry professionals. The General Meeting focused on a variety of topics including promotion of solutions to commuter-related problems, congestion reduction, advancing TDM to improve the quality of life of commuters, and enhancing the livability of communities.

B. Project Updates

- **Commute Options and Parking Consulting Services Procurement** – At its September 30, 2019 meeting, the JLMC-COP approved release of a Request for Proposal (RFP) for Employer-Sponsored Transportation Benefits Consulting Services. The RFP was released on November 19, 2019. A mandatory pre-proposal conference was held on December 16, 2019. The deadline for submitting a proposal was January 31, 2020. The City received a total of two proposals in response to the RFP. The two proposals are currently being evaluated for compliance with the City's general contracting requirements. Staff will review and score those proposals that meet the City's general requirements and anticipates presenting its recommendations to the JLMC-COP in the second quarter of 2020.
- **JLMC-COP Bylaws Review** – At its April 25, 2019 meeting, the JLMC-COP established an Ad-Hoc Governance Subcommittee to work with staff to prepare recommendations on

revising the JLMC-COP Bylaws. Staff has been actively working with the City Attorney on revising bylaws of another joint-labor management committee that operates in a similar manner as the JLMC-COP. Staff is nearing completion of its draft bylaws revision for that committee and plans to use the same outline to revise the JLMC-COP bylaws. Staff expects to present a draft proposed JLMC-COP Bylaws revision to the Ad-Hoc Subcommittee in the second quarter of 2020. Subsequently, any recommendations adopted by the Subcommittee will be presented to the full Committee for consideration at its meeting in the third quarter of 2020.

- **COMMUTEwell Program Website** – Staff is developing a new and improved COMMUTEwell Program website that will provide enhanced functionality and house all COMMUTEwell Program information including the Transit Subsidy Reimbursement Program, ridesharing and public transit alternatives, City parking and vanpool program, and all COMMUTEwell Program electronic forms in one place. Enhanced functionality of the new website includes the ability for staff to promote COMMUTEwell Program campaigns such as California Clean Air Day, Ridesharing Week, and Bike to Work Day. This new functionality will be utilized to report on website usage and activity on a quarterly basis. Staff anticipates launching the new website in the second quarter of 2020 and will provide a demonstration of the new website to the Committee at its next quarterly meeting.
- **2020 South Coast Air Quality Management District (SC-AQMD) Employee Transportation Survey** – The SC-AQMD requires that all employers report on the commuting activities of employees at worksites with 250 or more employees. Additionally, State and Federal laws require that the City develop programs to reduce single vehicle occupancy in the Southern California region. The City’s COMMUTEwell Program currently administers and promotes several ridesharing and public transit alternatives. Staff will release a targeted email communication to employees who work at the City’s twelve regulated SC-AQMD worksites in mid-March 2020 requesting that they complete a mandatory survey describing their commuting activity for one week. Staff typically receives sufficient employee participation; last year’s SC-AQMD survey had a completion rate of 72%.
- **Parking Waiting List Survey** – At its January 15, 2020 meeting, the Personnel and Animal Welfare Committee (PAW) reviewed staff’s report regarding the City’s compliance with the SC-AQMD Rule 2202 (Council File: 07-3435-S1). The rule sets forth certain requirements and compliance options for reducing mobile source emissions from employees commuting to regulated worksites. The Committee requested that staff survey and report on employees who are currently on a waiting list for parking at a City facility, their current commuting methods, and any impact it may have on employment opportunities. Staff has completed a draft of the survey and plans to release the survey within the next month. Upon the close of the survey, staff will review and analyze the survey results and prepare a report to present to PAW at a future meeting.

- **Vanpool Program Lease** – The Department of General Services (GSD), on behalf of the Personnel Department’s Vanpool Program, leases and operates a total of 86 vanpools (as of January 2020). The vans are provided through a contract with Enterprise Rideshare. The contract with Enterprise Rideshare expired on June 30, 2019. The City extended the leasing agreement twice, in six month increments, with the latest extension expiring on June 30, 2020. Staff is currently working with GSD on a Request for Qualifications for a new vanpool lease agreement with the City and anticipates a new contract will be finalized in the first quarter of 2020.
- **City Hall Bike Rack and Showers** – The Mayor’s Office and GSD are working on installing new bike racks and shower facilities in the lower garage of City Hall. Pending completion of the construction project, staff will work with the Mayor’s Office on creating and distributing communication materials promoting the availability of the new bike racks and showers and administering keycard access at City Hall.
- **New Hire Benefit Presentations** – Staff attended seven new hire orientations in the fourth quarter of 2019. Staff provides information regarding the City’s COMMUTEwell Program during the new hire benefits presentations, including promoting the use of public transit and ridesharing alternatives. Staff will continue to attend new hire orientations upon City department request. The department, date, and approximate attendance of the presentations is provided in the table below:

Date	Department	Approximate Attendees
October 2, 2019	Public Works – Street Lighting	35
October 16, 2019	Police Department	11
October 29, 2019	Public Works – Engineering	25
October 31, 2019	Information Technology Agency	25
December 2, 2019	Police Department	25
December 12, 2019	Police Department	60
December 18, 2019	Public Works – Engineering	25

C. Staffing Summary

Araceli Garcia accepted the position of Administrative Clerk effective December 22, 2019. Ms. Garcia’s prior experience includes working with the City’s LAwell Civilian Benefits Program, LIVEwell Wellness Program, and the Mayor’s Office.

The following is a summary of staff positions supporting the COMMUTEwell Program:

Classification	Function	Staff Member
Personnel		
Chief Personnel Analyst	Division Chief	Steven Montagna

Senior Management Analyst II	Operations Manager	Jenny M. Yau
Senior Personnel Analyst I	COMMUTEwell Program Supervisor	Kevin Hirose
Personnel Analyst	Vanpool/Rideshare Coordinator	Francois Verin
Senior Administrative Clerk	Transit Subsidy Reimbursement Program/Unit Supervisor	Krisandra Torres
Senior Administrative Clerk	Rideshare/Parking Program Coordinator	Marlene Aguilar
Administrative Clerk	Commute Options Assistant	Araceli Garcia
City Attorney		
Assistant City Attorney	Board Counsel	Curtis Kidder

D. Meetings Calendar

Staff maintains a calendar of upcoming Committee meetings and proposed topics (**Attachment A**). The calendar is subject to change based on Committee members' availability.

Submitted by: _____
Kevin Hirose, Senior Personnel Analyst I

Reviewed by: _____
Jenny M. Yau, Senior Management Analyst II

Approved by: _____
Steven Montagna, Chief Personnel Analyst

ATTACHMENT A

JLMC-COP UPCOMING MEETINGS CALENDAR	
MEETING DATE	PROPOSED AGENDA ITEM
Second Quarter – May (TBD)	Request for Proposal on Consulting Services Procurement
	LA Metro E-Pass Program
	COMMUTEwell Program Projects and Activities Report
Third Quarter – August (TBD)	JLMC-COP Bylaws Review
	Special Parking MOU Review
	COMMUTEwell Program Projects and Activities Report
Fourth Quarter – November (TBD)	TBD