



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

Special Meeting Agenda September 15, 2021

2:00 p.m.

This meeting is conducted via teleconference only. To participate telephonically, please call (669) 900-6833 and enter Access Code 895 3815 7720#, and then press # again. All participants are reminded to mute their lines when not speaking.

INTRODUCTION

- (1) **Call to Order** – Members of the Committee will be attending the meeting by teleconference pursuant to Government Code Section 54953(b) and the Executive Orders of the Governor of California.
- (2) **Public Comments**

ADMINISTRATIVE ITEMS

- (3) **Minutes** – Recommendation that the JLMC-COP approve minutes of the April 1, 2021 special meeting.
- (4) **Committee Report 21-05: Commuter Support Initiatives** – Recommendation that JLMC-COP recommend that the Personnel Department: (a) move forward with proposed interim changes to COMMUTEwell transportation benefits as outlined in this report in order to assist the City’s

JLMC-COP MEMBERS:

Employee Organizations

Carmen Hayes-Walker, AFSCME, Chair
Charles Leone, SEIU, First Provisional Chair
Victor Gordo, LIUNA
Scott Harrelson, LAPCOA

Management

Jay Kim, LADOT, Vice-Chair
Valerie Melloff, GSD, Second Provisional Chair
Paula Dayes, Personnel
Patricia Huber, CAO

Important Message to the Public

Members of the public desiring to speak on an agenda item should so inform the Committee Chair upon the Chair’s request for public comment. Upon recognition by the Chair, the speaker should identify themselves and limit his/her comments to the specific agenda item.

Notice to Paid Representatives

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.

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 two (2) 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://lacommutewell.com/governance>. Subscribe: <https://www.lacity.org/city-government/subscribe-meeting-agendas-and-more/departments-commissions-committees-boards>.
- (e) Please note that telephone usage charges and fees from your service provider may apply.

workforce in transitioning to a greater presence at City worksites; and (b) draft proposed language for a modification to the City's Special MOU for those measures requiring Special MOU codification.

CONCLUDING ITEMS

- (5) Request for Future Agenda Items**
- (6) Next Meeting Date: October 14, 2021**
- (7) Adjournment**

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

Proposed Minutes
SPECIAL MEETING
April 1, 2021 – 1:00 P.M.
CONDUCTED VIA TELECONFERENCE

Present:

Committee Members

City Employee Organizations

Carmen Hayes-Walker, AFSCME
Charles Leone, SEIU

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
Anna Ancheta, Personnel Analyst

Office of the City Attorney

Charles Hong, Assistant City Attorney

Steer Davies & Gleave, Inc.

Jenny Hong, Project Manager
Julia Wean, Project Director

1. CALL TO ORDER

Patricia Huber called the meeting to order at 1:07 p.m.

2. PUBLIC COMMENTS

There were no public comments.

3. MINUTES

A motion was made by Carmen Hayes-Walker and seconded by Paula Dayes to approve the minutes of the November 20, 2020 special meeting; the Committee unanimously adopted the motion.

4. COMMITTEE REPORT 21-01: PROPOSED REVISED JLMC-COP BYLAWS AND ELECTION OF OFFICERS

Presentation Highlights:

Jenny Yau presented this report and provided the following highlights:

- The Committee's Bylaws were last updated in 2002. At the JLMC-COP meeting in April 2019, the Committee established an Ad Hoc Governance Subcommittee to work with staff to review the Committee's Bylaws and recommend revisions and updates as necessary.
- The Ad Hoc Governance Subcommittee made a recommendation to forward the revised Bylaws (Attachment C) to the full Committee for approval.
- The most substantive revisions to the Bylaws are in Section 3, which provides that each Management and Labor Member shall designate a maximum of two members to serve as their alternates.
- In addition, the Bylaws now include the addition of Provisional Chairpersons to preside over meetings in the absence of the Chair and/or the Vice Chair. The purpose for this is to maintain continuity of the operation of the Committee in its consideration and discussion of topics and issues being addressed by the Committee.
- The second substantive revision relates to Sections 4 through 7 of the revised Bylaws which now contain fuller detailed descriptions of the governance and administration of the Committee.
- The revised Bylaws provide that the election of officers shall occur at the January quarterly meeting or should that meeting not occur, at the earliest possible meeting following the January meeting.
 - Per the Bylaws, the positions of Chair and Vice Chair shall rotate between Management and Labor every calendar year.
 - For the balance of calendar year 2021, a Labor member shall serve as Chair and a Management member shall serve as Vice Chair.

Committee Member Comments, Questions, and Responses:

There were no comments or questions from the Committee members.

Committee Action:

Bylaws:

A motion was made by Carmen Hayes-Walker and seconded by Jay Kim that the JLMC-COP approve proposed revised JLMC-COP Bylaws. The Committee unanimously adopted this motion.

Election of Officers:

- **A motion was made by Charles Leone to nominate Carmen Hayes-Walker as Chairperson which was seconded by Paula Dayes. The Committee unanimously adopted this motion.**
- **A motion was made by Charles Leone to nominate Jay Kim as Vice Chairperson which was seconded by Paula Dayes. The Committee unanimously adopted this motion.**

- A motion was made by Paula Dayes to nominate Charles Leone as First Provisional Chairperson which was seconded by Valerie Melloff. The Committee unanimously adopted this motion.
- A motion was made by Jay Kim to nominate Valerie Melloff as Second Provisional Chairperson which was seconded by Charles Leone. The Committee unanimously adopted this motion.

Note: Under advisement of City Attorney Charles Hong, with the election of the new Committee officers, new Chairperson Carmen Hayes-Walker assumed leadership of the remainder of the meeting.

5. COMMITTEE REPORT 21-02: STEER CONTRACT AND PROJECT PLAN STATUS UPDATE

Presentation Highlights:

Steven Montagna presented this report and provided the following highlights:

- The Steer contract was executed on February 23, 2021.
- Staff and Steer met in March 2021 to reassess the project plan in light of recent changes for the City, most notably the availability of vaccines that has occurred since the original project plan was presented to the Committee in September 2020.
- The City has developed a robust data set derived from the City's payroll system on the prevalence of telework usage over the past year.
- Future telework prevalence will have a significant impact on transportation benefit design. As a result, in the updated project plan, staff and Steer are proposing an emphasis on analyzing telework prevalence and its impact on future-state utilization of public transportation, other commuting incentives, and parking, which impact air quality outcomes.
- What is currently unknown is what policies the City will ultimately develop and implement with regards to post-COVID telework prevalence.
- Staff is working with Steer to model general types of outcomes depending on the potential level of future telework prevalence.
- This will be necessary information for the Committee to consider in redesigning the transportation benefit incentives in the next iteration of the Special Parking MOU, and it may also be valuable to policy-makers in the City as they work through questions regarding long-term plans for telework.

Steer Project Manager, Jenny Hong and Project Director, Julia Wean provided the following highlights from Attachment A regarding the updated proposed project plan:

- Task 1 – Steer will conduct a status review of the COMMUTEwell program, including reviewing and analyzing: (1) program features and benefits; (2) the 2019 and 2020 AQMD survey results and the City's employee commute preferences survey data; (3) the Special Parking MOU and current parking usage; (4) communications and marketing, and (5) telework prevalence data.

- Task 2 – Steer will conduct a best practices study which will include identification and selection of up to 15 (10 primary and 5 back-up) comparable employers and how they are innovatively addressing COVID impacts, parking, and congestion-related concerns.
- Following the completion of these two tasks, Steer will work with the Committee to review the reports and develop recommendations for changes and improvements to COMMUTEwell program benefits.
- Steer will further assist the City in implementing any changes and improvements, and monitor and evaluate the program design to help modify and refine program features and benefits based off on what’s working and what isn’t working.

Committee Member Comments, Questions, and Responses:

Steven Montagna advised that the Committee consider the impact of telework prevalence on formulating any recommendations to the City’s Special Parking MOU since it is unlikely that the workforce will return to what it was before the pandemic.

Valerie Melloff stated that she was concerned that the Committee is looking at pre-COVID information to figure out what’s going to happen post-COVID. Ms. Melloff asked which employers would be included in the best practices study since many employers are also still trying to figure out what to do in a post-COVID world. She stated that employers seem to agree that telecommuting will be a permanent work arrangement but nobody has figured out what that may look like. She further indicated that it does not appear realistic that the City would figure this out soon especially since the City continues to work on its reconstitution plans and many other employers have not brought their workers back to offices. Ms. Melloff expressed concern that outdated data is being used to try and solve today’s issues.

Mr. Montagna clarified that Steer would review current workforce telework data to assess how those patterns have changed and how these changes may impact future commuting patterns. He stated that with regards to the best practices study, there has been some work that has been done in this area that might be helpful for the City to consider. He continued and stated that there is no deadline for the Committee to make recommendations to modify the Special Parking MOU.

Jay Kim stated that at LADOT, there has been a shift in work attitudes from the beginning of the pandemic where there was some fear and employees wanted to stay home to now where employees are willing to consider some type of hybrid work schedule due to the availability of vaccines. Mr. Kim continued and stated that there is economic pressure to bring employees back to the office as it impacts small businesses that rely on employees to shop and spend money. He further stated that there needs to be some flexibility in the City’s approach to bringing employees back to work and being able to adapt to unknown changes.

Paula Dayes concurred with Mr. Kim’s statements and added that as more employees get vaccinated, departments will want to bring them back to the office right away. She stated that there will be a trial and error period where some processes work while others do not so there will need to be room to allow for flexibility.

Mr. Kim stated that Steer should consider in its analysis a model capable of inputting a variety of different scenarios to accommodate various department operations and the diversity of their workers. He stated that some departments have many blue collar workers versus white collar workers, and acknowledged their varying needs for parking and rideshare options. He further stated that Steer should also evaluate City department telework prevalence and use that data as a guide for developing recommendations for changes and improvements to the Special Parking MOU.

Mr. Montagna advised that the purpose of Steer reviewing 10 employers as part of the best practices study is to seek new innovations and forward thinking concepts that we will be brought back to the Committee for review. Mr. Kim agreed with Mr. Montagna's advisement as long as the City reviews those innovations in consideration of the various job classifications within the City.

Carmen Hayes-Walker indicated interest in reviewing the list of proposed employers to be included in the best practices study before a final decision is made. Ms. Melloff also requested that the Committee have an opportunity to review the employers Steer selects prior to evaluation and completion of the report. Mr. Montagna stated that staff will bring the list of employers identified by Steer back to the Committee prior to completion of the study.

Committee Action:

At 1:58 pm, Carmen Hayes-Walker left the meeting resulting in a loss of quorum. Ms. Dayes left the meeting at 2:06 pm. Mr. Montagna consulted with City Attorney, Charles Hong. Mr. Hong advised that no Committee vote was required to receive and file Committee Report 21-02: Steer Contract and Project Plan Status Update. The Committee decided to continue with the meeting without a quorum.

6. COMMITTEE REPORT 21-03: PROJECTS AND ACTIVITES REPORT

Presentation Highlights:

Jenny Yau presented this report and provided the following highlights:

- Steven Montagna provided an update on the parking fee suspension. He stated that staff is currently working through a technical issue on how the recommendation was approved by the City Council which caused a delay in the implementation of the parking fee suspension. Once this is resolved, staff is expected to move forward without any issues.
- Ms. Yau then provided an update on COMMUTEwell staffing changes due to the Separation Incentive Program.
 - Kevin Hirose who was previously in the Senior Personnel Analyst I role supervising the COMMUTEwell Program was reassigned to the LAwell Civilian Benefits Program and Anna Ancheta who was previously working with the LIVEwell Wellness Program was reassigned to the COMMUTEwell Program serving in-lieu of the prior position held by Mr. Hirose.

- COMMUTEwell was successful in filling the vacant Administrative Clerk position through the Targeted Local Hire Program and staff welcomes Karina Aguiar to the team.

Committee Member Comments, Questions, and Responses:

Charles Leone asked if there was a copy of the updated vanpool COVID safety guidelines and if there are any differences between the initial guidelines issued last year versus the newly updated guidelines. Ms. Yau responded that the updated vanpool COVID safety guidelines are posted on the COMMUTEwell website and they include the latest information on newly issued health guidelines.

Committee Action:

Mr. Montagna stated that no Committee vote was required to receive and file Committee Report 21-03: Projects and Activities Report.

7. REQUEST FOR FUTURE AGENDA ITEMS

There were no requests for future agenda items.

8. NEXT MEETING DATE

To be determined.

9. ADJOURNMENT

The meeting was adjourned at 2:15 p.m.

Minutes prepared by staff member Francois Verin.



Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) **COMMITTEE REPORT 21-05**

Date: September 15, 2021

To: JLMC-COP

From: Staff and the Ad Hoc Interim Commuter Support Subcommittee

Subject: Commuter Support Initiatives

JLMC-COP MEMBERS:

Employee Organizations

Carmen Hayes-Walker, AFSCME, Chair
Charles Leone, SEIU, First Provisional Chair
Victor Gordo, LIUNA
Scott Harrelson, LAPCOA

Management

Jay Kim, LADOT, Vice-Chair
Valerie Melloff, GSD, Second Provisional Chair
Paula Dayes, Personnel
Patricia Huber, CAO

RECOMMENDATION:

That the Joint Labor-Management Committee – Commute Options and Parking (JLMC-COP) recommend that the Personnel Department: (a) move forward with proposed interim changes to COMMUTEwell transportation benefits as outlined in this report in order to assist the City’s workforce in transitioning to a greater presence at City worksites; and (b) draft proposed language for a modification to the City’s Special MOU for those measures requiring Special MOU codification.

DISCUSSION:

A. Background

- At its **April 1, 2021** meeting, the JLMC-COP reviewed and provided feedback on a project plan update regarding the work being performed by the City’s new transportation benefits consultant, Steer Davies & Gleave, Inc. (Steer). At that meeting, staff indicated the project plan was being updated slightly in light of changes that had occurred since the project plan was originally presented to the JLMC-COP on September 1, 2020, specifically with respect to a greater focus on issues arising due to the impact of the COVID pandemic response on the City’s workforce.
- At its **June 10, 2021** meeting, the JLMC-COP established an Ad Hoc Interim Commuter Support Subcommittee (Ad Hoc Subcommittee) to work with staff and Steer to propose interim changes to COMMUTEwell transportation benefits which would assist the City’s workforce in transitioning to a greater presence at City worksites.

- On **July 22, 2021**, the Ad Hoc Subcommittee met to consider a range of options developed by staff and Steer. The Ad Hoc Subcommittee approved moving these options forward to the JLMC-COP.

B. Commuter and Parking Proposals

Staff, Steer and the Ad Hoc Subcommittee worked together to develop a set of options included in **Attachment A**. These options are conceived as interim measures for City employees which can better support their needs during a period in which they are transitioning back to a greater presence at City worksites, with a particular focus on the Civic Center area where parking options and capacity are limited. Such measures would not limit options to be considered regarding changes to the long-term transportation benefit design which the JLMC-COP is presently working on in collaboration with staff and Steer. However, interim changes, if they could be quickly developed, codified within the City’s Special Memorandum of Understanding on Commute Options and Parking (Special MOU) as necessary, and implemented, could provide welcome support to employees during this critical transition period.

The options included in **Attachment A** break down proposed options into two categories: ridesharing measures and parking measures. The proposed measures are fully broken down by the relative time and administrative support required to put them into effect:

- A = actionable within a relatively brief (1-3 months) period of time and not presenting significant practical or administrative obstacles to implementation.
- B = actionable within a longer (4-6 months) period of time and presenting some degree of practical or administrative obstacles to implementation.
- C = actionable over the longer term (more than 6 months) due to practical and administrative obstacles.

A summary table of these measures is provided as follows:

Ridesharing Measures			
Actionability Grade	Measure	Recommendation for JLMC-COP Action	MOU Revision Required
A	Temporarily increase monthly transit subsidy to \$100	Support 1-3 month immediate implementation	Yes
A	Promote carpool matching resources	Support 1-3 month immediate implementation	No
A	Develop "Back to Commuting" campaign focused on supporting employees	Support 1-3 month immediate implementation	No
A	Provide additional minor rewards and prizes for commuters	Support 1-3 month immediate implementation	No
C	Metro E-Pass	Support 6+ month implementation	Likely

Parking Measures			
Actionability Grade	Measure	Recommendation for JLMC-COP Action	MOU Revision Required
A	Special incentives for forming carpools over a designated time period	Support 1-3 month immediate implementation	Possible
A	Remove residential proximity requirement	Support 1-3 month immediate implementation	No
B	Special incentives for forming vanpools	Support 4-6 month implementation	Possible
B	Carpool Parking Reservation Pilot	Support 4-6 month implementation	Possible
C	Annual Parking Renewal	Support further study	No

Staff and Steer will review each of these proposed measures in detail at the JLMC-COP meeting. Staff recommends that the JLMC-COP recommend that the Personnel Department: (a) move forward with proposed interim changes to COMMUTEwell transportation benefits as outlined in this report in order to assist the City’s workforce in transitioning to a greater presence at City worksites; and (b) draft proposed language for a modification to the City’s Special MOU for those measures requiring Special MOU codification. Upon action by the JLMC-COP staff will proceed to implement those measures not requiring modification of the Special MOU. As interim measures, the modification would be in the form of a letter of agreement, similar to the approach recently taken for the temporary suspension of parking fees. For those measures requiring modification of the Special MOU, staff will draft proposed letter of agreement language, reconvene the Ad Hoc Subcommittee for review of the proposed language, and return to the JLMC-COP for final action.

Submitted by: 
 Steven Montagna, Chief Personnel Analyst

Memo

To Joint Labor-Management Committee on Commute Options & Parking

From Steer

Date September 15, 2021

Project Employer-Sponsored Transportation Benefits Project No. 23795401

Interim Parking Relief Measures

Background

The City of LA is exploring interim measures to help support commuters and manage the demand for parking as employees return to work. It is expected that some staff are likely to work a hybrid model in which they may be occasionally working from home and making fewer trips to the workplace. These measures should be able to be implemented quickly and integrate into existing City systems and processes. While the City should consider scalability of these measures, the interim measures will be temporary until otherwise approved by the JLMC-COP.

For some City of LA parking lots, especially those located in Downtown Los Angeles, demand for parking has always been high and is expected to increase as employees return to work; also, the City's leased and owned parking capacity are fixed at current levels. At the same time, there has been a reduction in commuting via alternative modes due to both social distancing requirements as well as concerns about safety.

Current Parking Priority Design and Capacity Constraints

The City Special Memorandum on Commute Options & Parking provides the following prioritization order for offering parking permits:

<i>City-Owned Parking and Leased Parking Spaces Parking shall be provided for vehicles for the following categories, in stated order:</i>	<i>Parking shall be provided, on a space-available basis, for the following, in stated order:</i>
<i>1. Elected Officials</i>	<i>5. Staff of Elected Officials</i>
<i>2. Disabled Employees</i>	<i>6. Upper Management</i>
<i>3. City Fleet and Home-Garaged Vehicles</i>	<i>7. Vanpools</i>
<i>4. Mileage Vehicles</i>	<i>8. Carpools and Electric Vehicles</i>
	<i>9. Seniority</i>

Presently the parking facilities experiencing the greatest demand are generally in the downtown Los Angeles Civic Center area. Waiting lists exist not just for seniority parking, but also in some cases for parking priority categories higher on the list (e.g. waiting lists exist at the larger downtown facilities for upper management and carpool parking).

Goals

Now that the City is moving towards having employees return in greater numbers to their worksites, the City's priorities are to:

- minimize the demand for parking by encouraging and supporting the use of sustainable ridesharing modes, particularly carpooling;
- establish a more equitable and efficient method of issuing parking permits; and
- pilot a parking reservation system to test options for improved data collection and monitoring, and potential for wider rollout.

Interim Relief Measure Alternatives

Each alternative is grouped into one of the following feasibility categories:

- (A) actionable within a relatively brief (1-3 months) period of time and not presenting significant practical or administrative obstacles to implementation.
- (B) actionable within a longer (4-6 months) period of time and presenting some degree of practical or administrative obstacles to implementation.
- (C) actionable over the longer term (more than 6 months) due to practical and administrative obstacles.

Table 1 Ridesharing Measures

Feasibility	Current Policy	Rideshare Measure	Key Considerations	Costs	Resource Demand	Timeline
A	<p>The City provides \$50 per month for both the Transit Subsidy Reimbursement and Transit Spending Account Programs. The value has not been increased in many years.</p> <p>Pre-COVID average ridership was 2,000 requests per month; current average ridership is 170 per quarter.</p>	Temporarily increase transit reimbursement levels for both Transit Subsidy Reimbursement Program & Transit Spending Account from \$50 to \$100/month	An increase of the transit subsidy/match to \$100 is likely to create an expectation that this amount would be permanent; any long-term increase in this incentive at this level with utilization approaching pre-COVID levels will require an accompanying increase in parking fees, as those revenues pay for transit incentives.	For every 100 employees taking transit, additional monthly cost is \$5,000, or \$60,000 annually.	Medium	2-3 months (subject to the length of time required to process a change to the City's Special MOU)
A	Current COMMUTEwell resources do not easily support or promote carpool or vanpool matching assistance	Provide carpool and vanpool matching assistance using LA Metro ridematching service at https://www.ridematch.info/rp35/home/home	The most expeditious approach would involve leveraging the existing platform at LA Metro.	Staff time	Low	1-2 months for promoting resources, assuming minimal to no customization

A	Marketing Alternatives to Employees - Staff sends out commuting-related communications sporadically based on policy changes or upcoming events.	<p>Launch a marketing campaign as employees return to work and as part of Interim Relief Measure roll-out and transit reimbursement increase</p> <ul style="list-style-type: none"> • “Back-to-Commuting” Campaign • “Reconnect with Coworkers” Campaign • “Share the Ride, Safely” Campaign <p>Market commuting alternatives and incentives for employees.</p> <p>Target audiences:</p> <ul style="list-style-type: none"> • Employees applying for a parking permit • Permit-holders living near transit or working close to major transportation hubs 	<p>The messaging may need to be modulated based on the timing of when more employees are returning to worksites. The City should communicate clearly regarding the limits on parking capacity.</p> <p>Information on COVID-19 guidelines and best practices on transit/ridesharing should be included in communications.</p>	Staff time	Low to Medium – the resources required to create engagement materials and execute campaigns are not insignificant.	1-2 months
A	Marketing using modest incentives - COMMUTEwell periodically offers random prize drawings to commuters as part of rideshare engagement campaigns	Provide additional award incentives to employees who use alternative modes.	Budget, frequency and incentive structure will need to be determined. There is also an option to promote LA Metro’s incentives through its existing program. Although unlikely to drive substantial behavioral changes, it demonstrates the City’s values.	Varies	Low	1-2 months

C	City is not currently participating in the Metro E-Pass Program	Implement a pilot Metro E-Pass	City is in the midst of a major payroll transition; may cause wider payroll/tax implications. But administrative issues can be addressed in the interim.	Dependent on size of pilot	High due to relationship of this benefit to City's existing transportation benefit design	Six months
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Table 2 Parking Measures

Feasibility	Current Policy	Parking Measure	Key Considerations	Costs	Resource Demand	Timeline
A	Carpool permit issuance is prioritized higher than seniority parking and offers lower parking fees, providing an incentive for employees to rideshare.	Carpool promotion campaign – provide a permit temporary fee holiday, ongoing fee reduction, or special reward offer to encourage the formation of carpools over a specific time period.	Although personal and work-related needs may be the primary drivers for employees considering carpooling, modest incentives may help demonstrate the City's commitment; however, campaign should be modest because key facilities may lack space availability for carpools.	Reduction in fee revenue or cost of rewards.	Medium	1-3 months (may require modification of Special MOU)
A	Current Carpool Policy requires that carpoolers live within 7 miles of each other	Remove the residential proximity requirement	Current policy unnecessarily restricts carpool formation flexibility	Staff time	Low	Immediate

B	The City administers a vanpool program which presently is temporarily limited to three members per vanpool due to social distancing and Cal-OSHA requirements.	Vanpool promotion campaign – once social distancing limitations are removed and vans return to normal ridership levels, the City can apply incentives for forming new vanpools similar to those contemplated for carpools.	Any expansion of the vanpool program will need to be within defined parameters, as the vanpool program involves both cost and administrative capacity constraints.	The vanpool program is not revenue neutral (rider fees do not fully offset lease, fuel, and other costs) so expansion requires financial analysis.	High	Unknown – dependent on changes to Cal-OSHA requirements.
B	Carpools are provided permits on a space available basis. As employees return to worksite on a partial telecommuting basis, many may not be driving into work every day.	<p>Shared Carpool Parking Reservation Pilot</p> <ul style="list-style-type: none"> • Small scale pilot allowing carpooling employees to share designated carpool spaces. • Could expand the number of employees who can park at a facility while also encouraging formation of carpools. 	<ul style="list-style-type: none"> • Staff has identified the Personnel Department’s Medical Services Division parking garage as a good candidate for a pilot due to its manageable size. • Designated carpool spaces would need signage and staff would need to establish an administrative or software solution for reserving spaces. 	Potential software costs	High	1-3 months
C	City previously had an annual renewal process. Currently, staff are not able to track permits after they’ve been issued. It is up to the employee to report relocations or terminations.	Re-institute annual parking permit process to better track # of permits, prevent misuse of permits, and potentially free up some capacity. Employees would need to reaffirm annually; staff issues different colored sticker each year.	<p>Staff time required – operationally, this can be a large administrative undertaking to set up.</p> <p>Staff should look into automating as much of the process as possible.</p>	Staff time	High	6 months