



COMMUTER BENEFITS PROGRAM



City Manager's Office
450 Civic Center Plaza
Richmond, CA 94804

Background & Overview

- Program based on Senate Bill 1339 – signed by Governor Brown in Fall 2012.
- The bill authorized Bay Area Air District and Metropolitan Transportation Commission to implement a regional Bay Area commuter policy.
- The City of Richmond has a local Commuter Benefits Ordinance. (December 18, 2009)
- Program approved by Air District Board of Directors & MTC Commissioners is NOW in effect.



METROPOLITAN
TRANSPORTATION
COMMISSION



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

Purpose/Objectives

- Decrease the number of single-occupant motor vehicle trips to worksites;
- To commute by means other than driving;
- Improve air quality;
- Reduce emissions of greenhouse gases;
- Alleviate traffic congestion and shorten travel time;
- Take advantage of federal commuter tax benefits that provide tax savings to employers & employees;
- Expand the number of employers that make commuter benefits available to their employees;
- Level the playing field; expand best practices.



Applicability

Employers with 10+ full-time employees within the incorporated City of Richmond:

Private business

Public agency

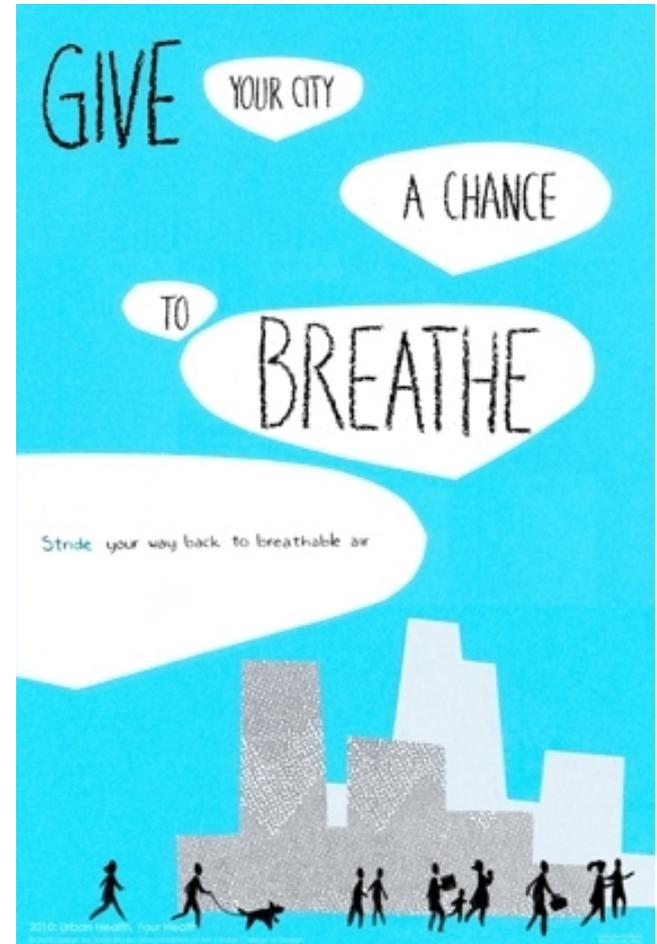
Non-profit organization

Employers count based on all worksites within the City of Richmond

Including branch locations with less than 50 employees.

Richmond's Commuter Benefit Options

- **Option 1**: Employees allowed to exclude their transit OR vanpool costs from taxable income.
- **Option 2**: Direct subsidy to cover or reduce employees transportation costs.
- **Option 3**: Free employee provided transportation via bus, shuttle, or van.
- **Option 4**: Alternative commuter benefit (i.e car share program).



Richmond's Program Requirements

Key Requirements:

- Select one of the four commuter benefit options.
- Designate a commuter benefits coordinator.
- Register with Air District/MTC-required for employers with 50+ employees.
- Notify employees & make benefit available.



City of Richmond Commuter Benefit Options

- Car Share
- Employment Shuttle

Objectives:

- Assistance for employers mandated to comply.
- Minimize administrative requirements



Key Roles & Responsibilities

City of Richmond:

Inform others of Richmond's Commuter Benefits Ordinance to complement the rule.

Employer Assistance/ Compliance Verification/ Enforcement.

Air District:

Develop rule & guidelines to complement the rule
Compliance verification/ Enforcement

MTC:

Develop registration process & employer database
Employer assistance via 511 Regional Rideshare Program

Starting a Commuter Benefit (FOR Employers)

What is a Commuter Benefit Program?

- A commuter benefit program increases employee satisfaction;
- Boosts productivity by offering EMPLOYEES an array of choices for getting to and from work that will save money, reduce stress, and help improve the environment;
- It starts by bundling together various commuting-related programs relevant to the needs of your company and its employees, then including them in your overall benefit package.



What a Commuter Benefit Program Includes:

- The specific programs offered in a commuter benefit package depends on the transportation needs of a company;
- Enhancing existing benefits and bringing them together to form a commuter benefit program that will add value for the company in terms of increased tax advantages, greater employee satisfaction, and public recognition.



Identify Options that work best for your company

- Create carpools / vanpools
- Provide transit passes - free or subsidized transit passes
- Make facility improvements to install bike racks & lockers
- Offer tax advantages – the IRS allows \$230 per month per person to be withheld pre-tax
- Provide on-site amenities – i.e. shuttles, vans



City of Richmond

CBO Requirements (For Employers)

- **Step 1:** Gain the City's support for a commuter program that benefits both company and employee needs;
- Keep the City informed;
- Match your program objectives with staff and operational constraints;
- Survey your staff/assess Company workforce;

Choose a benefit option

- **Step II:** Research the type of program that best suits the needs of most of your employees and company. Create and have employees complete the survey.
- **Step III:** Your company may administer the program in-house or use a third-party vendor.

Filing for Compliance

Documents must be submitted by Nov. 1, 2014

- All City of Richmond businesses with 10-49 employees are required to submit a one-time Ordinance Registration form by November 21, 2014.
- Submit documentation of system for deductions or subsidy payments;
- Submit proof of marketing/outreach plan for employees;
- Submit proof of advising your employees of commuter options and the sign-up procedure;
- Employers who wish to select a commuter benefit option through the City of Richmond are exempt from filing compliance.

Compliance Reporting Form

- Richmond employers with 10 or more employees are required to complete and submit annual compliance reporting forms by April 30th
- Compliance Reporting Forms will be available online by January 1, 2015.
- Submit quarterly progress reports of commuter benefit activity(s) and percentage / number of employee usage.

Certificate of Compliance

- The City of Richmond will issue Certificates of Compliance upon approval of worksite Commuter Benefits plan and program.
- Once issued, the Certificate of Compliance should be posted at the worksite in an area visible to employees with an outline of the Commuter Benefits Program available for review by all employees.

Employer Services

“Incentives” for Employer Participation

- One-on-One employer/worksite consultations
- Transportation surveys
- Zip Code geo-maps to identify potential carpools/vanpools
- Transit access and information assistance
- Relocation services-assist with new commutes
- Transportation/Health Fairs
- Parking Management Programs/TDM Plans
- Telework/CWW/Bicycle racks & lockers
- Pre-Tax benefit programs-for employers and employees



Richmond Employers

(with 10 or more employees)



For assistance

Contact **Lori Reese-Brown**

Project Manager

(510) 620-6869

lori-reese-brown@ci.richmond.ca.us

All documents/proof and quarterly reports
must be sent by e-mail to
cbo@ci.richmond.ca.us



THANK YOU FOR ATTENDING

Please remember to complete the sign-in sheet.

