



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

Special Meeting Agenda April 1, 2021

1:00 p.m. to 2:00 p.m.

This meeting is conducted via teleconference only. To participate telephonically, please call (669) 900-6833 and enter Access Code 810 4284 0119#, 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 November 20, 2020 special meeting.
- (4) **Committee Report 21-01: Proposed Revised JLMC-COP Bylaws and Election of Officers** – Recommendation that the JLMC-COP: (a) approve proposed revised JLMC-COP Bylaws; and (b)

JLMC-COP MEMBERS:

Management

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

Employee Organizations

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

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.

conduct the annual election of officers in accordance with the revised JLMC-COP Bylaws adopted by the JLMC-COP.

- (5) **Committee Report 21-02: Steer Contract and Project Plan Status Update** – Recommendation that the JLMC-COP receive and file update from staff regarding the status of the employer-sponsored transportation benefits consulting services contract with Steer Davies & Gleave, Inc. (Steer) and project plan status update.

INFORMATIONAL ITEMS

- (6) **Committee Report 21-03: Projects and Activities Report** – Report from staff regarding COMMUTEwell Program project and activity updates for November 2020 to February 2021.

CONCLUDING ITEMS

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

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/department-commissions-committees-boards>.
- (e) Please note that telephone usage charges and fees from your service provider may apply.

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

Proposed Minutes
SPECIAL MEETING
November 20, 2020 – 11:00 A.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
Kevin Hirose, Senior Personnel Analyst I
Francois Verin, Management Analyst

Office of the City Attorney

Curtis Kidder, Assistant City Attorney

1. CALL TO ORDER

Patricia Huber called the meeting to order at 11:06 a.m.

2. PUBLIC COMMENTS

There were no public comments.

3. MINUTES

A motion was made by Carmen Hayes-Walker and seconded by Jay Kim to approve the minutes of the September 1, 2020 special meeting; the Committee unanimously adopted this motion.

4. COMMITTEE REPORT 20-10: COVID-19 AND EMPLOYEE PARKING

Presentation Highlights:

Steven Montagna presented this report and provided the following highlights:

- To support COVID-19 containment efforts, many City employees are teleworking and not utilizing their parking permits, but continue to be deducted parking fees.
- As a response to COVID-19 containment efforts, the General Services Department (GSD) implemented a temporary parking policy allowing City employees to park at certain City parking lots on a first come, first served basis, without requiring a parking permit.
- At its meeting on September 1, 2020, the JLMC-COP formed an Ad Hoc Interim Parking Policy Subcommittee to review and develop recommendations for interim parking policies and practices in response to COVID-19.
- The Subcommittee determined the best course of action would be to suspend parking fees for a limited period of time versus issuing refunds retroactively which would be administratively impractical due to the volume of parking deductions occurring since March 2020 and the variations in individual circumstances regarding working schedule and hours.
- As indicated in the draft Letter of Agreement (LOA), the Subcommittee proposes to suspend parking fees for six pay periods, which represents a reduction of approximately \$564,000 in the Rideshare Trust Fund.
- The LOA can be executed between the labor and management representatives of the JLMC-COP. It would also require ratification by the City Council.

Board Member Comments, Questions, and Responses:

Paula Dayes noted that the communication that will be sent to impacted employees should specify that the suspension of parking fees is limited to six pay periods and an extension of the suspension would be subject to review and evaluation of the impact of the COVID-19 pandemic on City operations.

Board Action:

A motion was made by Valerie Melloff and seconded by Charles Leone that the JLMC-COP approve a proposed Letter of Agreement, subject to ratification by the City Council, providing terms and conditions for temporarily suspending employee parking fees for six pay periods; the Committee unanimously adopted this motion.

5. PROJECTS AND ACTIVITES REPORT

Presentation Highlights:

Jenny Yau presented this report and provided the following highlights:

- Participation in the Transit Subsidy Reimbursement Program continues to decline due to the impact of COVID-19 on City operations. To provide for a more efficient process, the COMMUTEwell program will change its reimbursement submission process from a monthly to quarterly process. Employees will be notified of the revised process in December 2020, and the new process will be implemented starting with the first quarter of 2021.
- Personnel Department's Medical Services Division provided guidance that vanpool occupancy should be temporarily limited to no more than three occupants per van. In

consultation with the City's labor organizations, the Personnel Department procured additional vans for vanpools exceeding the three-occupant threshold, with funding for the additional vans provided by the Rideshare Trust Fund. Given the additional costs and administrative responsibilities of the interim vans, the formation of new vanpools has been temporarily suspended until the City's vanpool program can resume normal operations.

- COMMUTEwell staff will be implementing a new self-reporting parking waitlist option via the COMMUTEwell website for employees to place themselves on a parking waitlist. Employees who are currently on a parking waitlist will be notified via postcard and City email that if they still wish to remain on a waitlist, they must do so by self-reporting via the website and if they do not self-report, they will be removed, although they can add themselves to the waitlist at any time via the new self-reporting option. The self-certification process will be repeated on a periodic basis to ensure that the data remains current.
- Staff is working to fill the two vacant COMMUTEwell positions.

Board Member Comments, Questions, and Responses:

Ms. Hayes-Walker asked if the two vacant positions can be filled with Targeted Local Hire (TLH) applicants. Ms. Yau responded that the TLH program is an option for filling the vacant positions.

Board Action:

A motion was made by Ms. Hayes-Walker and seconded by Mr. Leone that the JLMC-COP receive and file the projects and activities report regarding informational items, project updates, and staffing summary covering August to October 2020 and upcoming meetings calendar; the Committee unanimously adopted this motion.

6. REQUEST FOR FUTURE AGENDA ITEMS

There were no requests for future agenda items.

7. NEXT MEETING DATE

To be determined.

8. ADJOURNMENT

The meeting was adjourned at 11:27 a.m.

Minutes prepared by staff member Francois Verin.



Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) **COMMITTEE REPORT 21-01**

Date: April 1, 2021
To: JLMC-COP
From: Ad Hoc Governance Subcommittee and Staff
Subject: Proposed Revised JLMC-COP Bylaws and Election of Officers

JLMC-COP MEMBERS:

Management

Patricia J. Huber, CAO, Chair

Paula Dayes, Personnel

Jay Kim, LADOT

Valerie V. Melloff, GSD

Employee Organizations

Carmen Hayes-Walker, AFSCME, Vice-Chair

Victor Gordo, LIUNA

Scott Harrelson, LAPCOA

Charles Leone, SEIU

RECOMMENDATION:

That the Joint Labor-Management Committee – Commute Options and Parking (JLMC-COP):

- (a) Approve proposed revised JLMC-COP Bylaws; and
- (b) Conduct the annual election of officers in accordance with the revised JLMC-COP Bylaws adopted by the JLMC-COP.

A. Background

The Personnel Department, Employee Benefits Division administers the provision of the City's transportation benefits through the COMMUTEwell Program. Transportation benefits are established within the City's Special Memorandum of Understanding Regarding City Employee Parking and Commute Options (Special Parking MOU) (**Attachment A**) and are overseen by the JLMC-COP. The JLMC-COP was created in the 1990s by action of the City Council and Mayor for the purpose of determining the types of transportation benefits that are to be included in the COMMUTEwell Program. The JLMC-COP is comprised of four management and four primary and three secondary labor representatives.

Following the creation of the JLMC-COP, the "By-Laws of the Joint Labor-Management Committee on Commute Options and Parking," also known as Bylaws of the Committee, were adopted. The Bylaws define the purpose of the Committee, the size and composition of the Committee and how it will function, the duties and responsibilities of the Committee members and staff, and the rules and procedures for holding meetings and electing officers.

Since their adoption, the Bylaws were revised twice on October 15, 2001 (Amendment No. 1) and October 7, 2002 (Amendment No. 2). Accordingly, the Committee continues to operate under

the “By-Laws of the Joint Labor-Management Committee on Commute Options and Parking – approved 2/2/1998, as amended by Amendment No. 1 (10/15/01) and Amendment No. 2 (10/7/02)” (**Attachment B**).

On April 25, 2019, the JLMC-COP established an Ad Hoc Governance Subcommittee to work with staff to review the Committee Bylaws and recommend revisions and updates as necessary to ensure sound governance practices.

B. Proposed Revisions to JLMC-COP Bylaws

The Ad Hoc Governance Subcommittee (Subcommittee) met on December 15, 2020 and March 9, 2021 to review proposed revisions to the JLMC-COP Bylaws. The Subcommittee provided valuable feedback and requested edits of certain provisions. Subsequently at its March 9th meeting, staff incorporated the Subcommittee’s edits and feedback in the revised Bylaws and the Subcommittee took an action to recommend that the JLMC-COP approve proposed revised Bylaws (**Attachment C**). A summary of the proposed revisions to the Bylaws as approved by the Subcommittee is summarized in the table below:

Current Bylaws – Revised 10/15/01; Revised 10/7/02	Proposed Bylaws – Revised XX/XX/XX	Description of Proposed Changes to Bylaws
Section A – Purpose and Responsibilities	Section 1 – Purpose	No substantive changes
Section D – Process	Section 2 – Processes of the Committee	No substantive changes
Section B – Committee Structure	Section 3 – Composition and Officers of the Committee	<ul style="list-style-type: none"> • Clarification on composition of the Committee related to primary and secondary employee organization members and alternates • Revision to allow each Management and Primary Employee Organization Member to designate a maximum of two alternate members who may belong to a different City department or labor organization than the Management or Primary Employee Organization Member • Addition of provisional Chairpersons to preside over meetings in the absence of the Chairperson and/or Vice Chairperson

N/A	Section 4 – Duties and Responsibilities of the Committee, Vice, and Provisional Chairpersons	New section describing the duties and responsibilities of the officers of the Committee
N/A	Section 5 – Duties and Responsibilities of Staff	Describes in fuller detail the duties and responsibilities of staff to the Committee
Section C - Meetings	Section 6 – Governance and Administration of the Committee	<ul style="list-style-type: none"> • Describes in fuller detail the governance and administration of the Committee, including the time and location of meetings, agendas, minutes, and meeting materials, and quorum and voting requirements • Addition of subsection to describe the process for making motions at Committee meetings • Addition of subsection to describe procedures for replacement of members when a resignation and/or vacancy of a Committee seat occurs
N/A	Section 7 – Governance and Administration of Subcommittees	<ul style="list-style-type: none"> • New section describing the types of Subcommittees that could be formed • Additional subsections describing the composition, governance, and administration of Subcommittees

A Committee’s administrative structure and operations are governed by its Bylaws. The proposed revised Bylaws ensure sound governance practices by incorporating 1) revisions and updates to accurately describe the current operations and procedures of the Committee and 2) best practices for the structure and functioning of the Committee. Staff will periodically review the Bylaws to determine if updates should be considered and, if so, bring those to the attention of the JLMC-COP for further action. The Ad Hoc Governance Subcommittee and staff recommend that the JLMC-COP approve proposed revised JLMC-COP Bylaws.

C. Election of Officers

Upon the approval of the Committee, staff recommends that the annual election of officers be conducted in accordance with the revised JLMC-COP Bylaws adopted by the Committee. Per the revised JLMC-COP Bylaws:

“The Committee shall elect officers including a Chairperson, Vice Chairperson, and First and Second Provisional Chairpersons each year at the Annual Meeting of the Committee; or in the event one of the individuals holding one of these titles separates from the Committee, at the earliest possible meeting following that individual’s separation.

The Annual Meeting shall be the January regular meeting or the next earliest possible meeting should the January meeting not occur.


Terms of office are on a calendar year basis. The new term of office shall begin upon the election of officers at the January annual meeting, or, should the January meeting not occur, upon the election of officers at the earliest meeting thereafter. Officers shall continue to serve until the election of new officers is held.

The positions of Chairperson and Vice Chairperson shall alternate each year between a Management Member and Primary Employee Organization Member.”

Currently, Ms. Patricia Huber of the CAO serves as the Chairperson and Ms. Carmen Hayes-Walker serves as the Vice Chairperson of the Committee. Per the Bylaws, the positions of Chairperson and Vice Chairperson shall alternate each year between a Management Member and a Primary Employee Organization Member. Accordingly for the balance of calendar year 2021, a Primary Employee Organization Member shall serve as Chairperson and a Management Member shall serve as Vice Chairperson of the Committee.

The revised Bylaws also provide for two additional positions – First and Second Provisional Chairpersons who shall preside over meetings in the absence of the Chairperson, Vice Chairperson, or both. Accordingly, staff recommends that the Committee also conduct an election for these two additional positions.

The Committee members elected to these positions – 1) Chairperson (Primary Employee Organization Member); 2) Vice Chairperson (Management Member); 3) First Provisional Chair; and 4) Second Provisional Chair will serve in their roles through the end of this calendar year until the next election of officers takes place in January 2022.

Submitted by: 

Jenny M. Yau, Senior Management Analyst II

Approved by: 

Steven Montagna, Chief Personnel Analyst

**SPECIAL MEMORANDUM OF UNDERSTANDING
REGARDING
CITY EMPLOYEE PARKING AND COMMUTE OPTIONS**

THIS MEMORANDUM OF UNDERSTANDING (hereinafter "MOU") made and entered into this 12th day of September, 2005.

BY AND BETWEEN

**The City of Los Angeles represented herein by the
CITY ADMINISTRATIVE OFFICER (hereinafter "City")**

AND

CITY EMPLOYEE QUALIFIED ORGANIZATIONS

American Federation of State, County and Municipal Employees
Los Angeles City Attorneys Association
Service Employee International Union Local 347
Los Angeles County Building & Construction Trades Council
Los Angeles City Supervisors and Superintendents Association/LIUNA Local 777
Los Angeles Professional Managers Association
Local 501, Operating Engineers
Municipal Construction Inspectors Association
United Firefighters of Los Angeles City
Los Angeles City Fire Department Chief Officers Association
Los Angeles Police Command Officers Association

**SPECIAL MEMORANDUM OF UNDERSTANDING
REGARDING
CITY EMPLOYEE PARKING AND COMMUTE OPTIONS**

ARTICLE 1 SCOPE AND SUBJECT OF AGREEMENT

In support of the City's stated goal to reduce traffic congestion, encourage City employee ridesharing and other means of commute trip reduction, and improve the quality of life, the parties agree to the terms and conditions of this Memorandum of Understanding.

ARTICLE 2 PARTIES TO THE AGREEMENT

This Memorandum of Understanding (hereinafter referred to as "MOU") is entered into on September 12, 2005 by the authorized management representatives of the City of Los Angeles (hereinafter referred to as "Management") and the authorized employee organizations (hereinafter referred to as "Organizations") which are signatories to this MOU on behalf of the bargaining units they represent.

ARTICLE 3 FULL UNDERSTANDING

Management and the Organizations acknowledge that this MOU constitutes the full and entire understanding of the parties regarding the issues of employee parking and commute options. The parties mutually understand that any prior or existing understandings or agreements by the parties, whether formal or informal, are hereby modified or superseded.

ARTICLE 4 PARKING PERMIT PRIORITIES AND CONDITIONS

A. City-Owned Parking and Leased Parking Spaces

Parking shall be provided for vehicles for the following categories, in stated order:

1. Elected Officials
2. Disabled Employees
3. City Fleet and Home-Garaged Vehicles
4. Mileage Vehicles

Parking shall be provided, on a space-available basis, for the following, in stated order:

5. Staff of Elected Officials
6. Upper Management
7. Vanpools
8. Carpools and Electric Vehicles
9. Seniority

B. Definitions and Limitations

1. **DISABLED.** “Disabled” parking permits will be issued only to those assigned a Department of Motor Vehicles Handicapped Placard, and only for the duration of applicability for said Placard. Parking for disabled permittees shall be in designated stalls only.
2. **MILEAGE VEHICLES.** For employees driving personal vehicles on City-business a minimum of 200 miles per month and who cannot reasonably use City fleet vehicles or shuttle buses to accomplish their tasks; or are identified by the requirements of their assigned positions. Departments may submit requests for exceptions to these parameters, on a case-by-case basis, to the Commuter Services Office of the Personnel Department. Employees who accumulate an average of less than 200 miles per month for City business but are mandated by their Departments to be on a “Mileage” status, and who use City-owned or leased facilities where parking fees are charged, shall pay the Individual Parking Fee rate. Departments shall reimburse such employees for said parking fees. Parking for Mileage Vehicles shall be in designated lots only.
3. **UPPER MANAGEMENT.** Shall be defined as employees whose class starting salary equals that of the starting salary of Senior Management Analyst II or above.
4. **VANPOOLS.** City-administered vehicles with seating capacities of 7 to 15 passengers, including the driver. All vanpools shall be under the control of the Commuter Services Office. Parking for Vanpools shall be in designated stalls or lots only.
5. **CARPOOLS.** Vehicles with two or more City employees, coming from the same general geographic area (homes of employees within a 7-mile radius), or along a logical travel-to-work corridor, whose destinations are at or near the same work location, and who travel together a minimum of 50% of the trip. Said percentage limitation may be waived by the Commuter Services Office on a case-by-case basis for reasonable causes. Parking for Carpools shall be in designated lots only.
6. **SENIORITY.** Parking permits for employees who do not qualify for other categories shall be based on continuous service to the City. If an employee has had a break in service, the most recent hire date shall prevail. Service with the Department of Water and Power shall be included in continuous service calculations, provided that there was no “break in service.”
7. **DOWNTOWN.** The geographic area generally bordered by Cesar Chavez/Sunset Boulevard to the north, the Los Angeles River to the east, the Santa Monica Freeway to the south, and Union Avenue to the west.

ARTICLE 5 MONTHLY PARKING PERMIT FEES

The parking permit fees listed herein shall be effective the first pay period following July 1, 2005 unless otherwise noted. Said fees shall be deducted from employees' paychecks on a pre-tax basis. All parking permit fees are subject to the City's 10% parking tax.

A. Downtown Los Angeles

1.	Individual Permit – Lots Immediately Adjacent to City Offices or Covered Lots	\$46.00
2.	Individual Permit – Piper Technical Center	\$34.50
	Effective July 1, 2006	\$39.50
	Effective January 1, 2007	\$46.00
3.	Individual Permit - Remote Surface Lot (Uncovered)	\$34.50
4.	Carpool Permit – 2-6 Persons ^(a)	\$34.50
5.	Personal Motorcycle Permit	\$11.50
6.	Night Permit	\$11.50
7.	Weekend Permit – Saturday and Sunday only	\$11.50
8.	Platoon Duty Permit – Fire Department only ^(b)	\$15.33
9.	Rotating Shift (24-Hour) Permit – City Hall East	\$28.75
	Piper Technical Center	\$23.00
	Effective July 1, 2006	\$25.75
	Effective January 1, 2007	\$28.75

B. West Los Angeles and Van Nuys Civic Centers

1.	Individual Permit – Lots Immediately Adjacent to City Offices or Covered Lots	\$17.25
	Effective July 1, 2006	\$22.25
	Effective January 1, 2007	\$27.25
2.	Individual Permit - Remote Surface Lot (Uncovered)	\$17.25
3.	Carpool Permit – 2-6 Persons ^(a)	\$17.25
4.	Personal Motorcycle Permit	\$11.50

- | | | |
|----|-----------------------------------------------------------|---------|
| 5. | Night Permit | \$11.50 |
| 6. | Weekend Permit – Saturday and Sunday only | \$11.50 |
| 7. | Platoon Duty Permit – Fire Department only ^(b) | \$5.75 |

C. All City Work Sites

- | | | |
|----|--------------------------------------------|---------|
| 1. | Home-Garaged Vehicle Permit ^(c) | \$46.00 |
|----|--------------------------------------------|---------|

Notes

- (a) Stated fee is pro-rated by number of Carpool members.
- (b) Available to Fire Department personnel only who are assigned to Platoon Duty, resulting in parking at the work site no more than ten (10) days a month.
- (c) Applies to all Regularly Assigned “Take-Home” or “Home-Garaged” Vehicles throughout the City.

ARTICLE 6 TRANSPORTATION SUBSIDY – ALL CITY EMPLOYEES

A. Public Transportation

Employees using public transportation shall receive reimbursement for up to a maximum of fifty dollars (\$50) per month, commencing with transit expenses incurred subsequent to July 1, 2005.

B. Bicyclists/Walkers

Employees who ride a bicycle, or walk, to regulated work sites and relinquish any authorized parking permit, if one has been issued, shall receive a transit subsidy of fifty dollars (\$50) per month.

ARTICLE 7 LIMITATION OF BENEFITS

City employees are allowed only one of the following transportation or parking benefits at a time from the City: a) individual parking permit; b) carpool permit; c) vanpool participation; d) home garaging permit; e) public transportation subsidy; or, f) bicyclist/walker subsidy.

ARTICLE 8 TERM

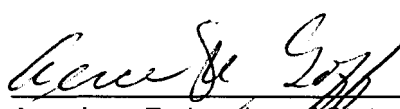

The term of this MOU shall be for the period of July 1, 2005 through June 30, 2007. The Joint Labor-Management Committee on Commute Options and Parking shall be authorized to extend the provisions of this MOU beyond this expiration date of this MOU without Council action. The parties agree to reopen this MOU to add or modify the provisions herein in order to comply with any AQMD requirements or mandates.

ARTICLE 9 ROTATING SHIFT (24-HOUR) PERMIT

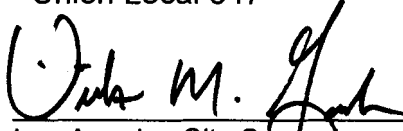
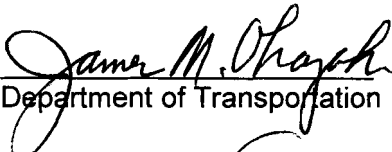
The Joint Labor-Management Committee on Commute Options and Parking shall be authorized to grant a "Rotating Shift Permit" to employees who regularly rotate between day (majority of working hours between 6:30 a.m. and 3:00 p.m.) and night (majority of working hours between 2:30 p.m. and 7:00 a.m.) shifts, and who would be eligible for a parking permit in both periods. The monthly fee charged for such a Rotating Shift Permit will be calculated by adding together six months of the day fee charged and six months of the night fee charged at the requested location, divided by 12. The resulting monthly fee is to be paid through biweekly payroll deduction. The granting of a Rotating Shift Permit is based upon the assumption that an equal amount of time will be spent on each shift. If it is determined that an employee spends a disproportionate amount of time on one shift over another over a 12-month period, then the Joint Labor-Management Committee on Commute Options and Parking reserves the right to revoke and/or not renew an employee's Rotating Shift Permit.

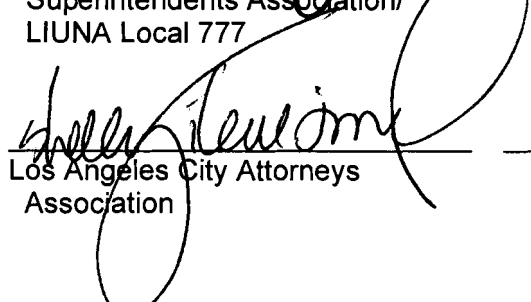

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Special Parking MOU the day, month and year written below.

For the Employee Organizations: Date: For the City: Date:

 9/12/05  10/4/05
American Federation of State,
County and Municipal Employees Personnel Department

 9/12/05  10-17-05
Service Employee International
Union Local 347 City Administrative Officer

 10-17-05  1/17/06
Los Angeles City Supervisors and
Superintendents Association/
LIUNA Local 777 Department of Transportation

 9/12/05  9/12/05
Los Angeles City Attorneys
Association General Services Department

Skip Henke 17 Oct 05
Los Angeles County Building &
Construction Trades Council

Charles M. May 9/12/05
Los Angeles Professional Managers
Association

Local 501, Operating Engineers

Municipal Construction Inspectors
Association

Neil E. Stein 10/17/05
United Firefighters of Los Angeles
City

Daniel R. Melarity 10-24-05
Los Angeles City Fire Department
Chief Officers Association

Jon Weinstein 9/12/05
Los Angeles Police Command
Officers Association

APPROVED:

Zina Bullock Houston
City Attorney's Office

Date: 5-12-06

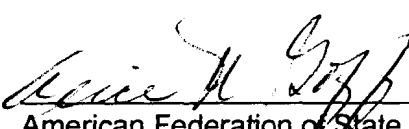
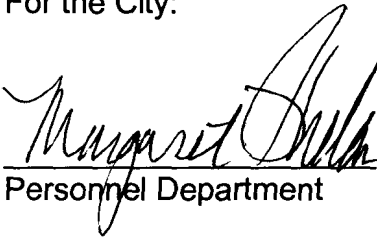


LETTER OF INTENT
SPECIAL PARKING MOU

The purpose of this Letter of Intent is to clarify the provision in the Special Parking MOU for granting parking permit privileges to "Mileage" employees who drive their personal vehicles for City business less than 200 miles per month.

According to the Special Parking MOU, under Article 4, Section B, Paragraph 2 "Mileage Vehicles":

" . . . Employees who accumulate an average of less than 200 miles per month for City business but are mandated by their Departments to be on a "Mileage" status, and who use City-owned or leased facilities where parking fees are charged, shall pay the Individual Parking Fee rate. Departments shall reimburse such employees for said parking fees. Parking for Mileage Vehicles shall be in designated lots only."

The below-signed members of the Joint Labor-Management Committee on Commute Options and Parking hereby agree that the intent of the above-cited language is to accommodate employees who receive mileage reimbursement and routinely use their personal vehicle for field work. Reimbursement of parking permit fees is not intended for employees who infrequently or only occasionally use their personal vehicles for City business and receive mileage reimbursement. Also, the inclusion of an employee's name on a Mileage Authority List does not make the employee eligible for reimbursement of parking permit fees unless the above-described criteria are met.

For the Employee Organizations:	Date:	For the City:	Date:
 American Federation of State, County and Municipal Employees	<u>1/9/06</u>	 Personnel Department	<u>10/20/05</u>
_____	_____	 City Administrative Officer	<u>10-17-05</u>
Service Employee International Union Local 347			
_____		 Department of Transportation	<u>10/17/06</u>
Los Angeles City Supervisors and Superintendents Association/ LIUNA Local 777			

[Signature]
Los Angeles City Attorneys
Association

10/16/05 *[Signature]* 10-17-05
General Services Department

Los Angeles County Building &
Construction Trades Council

Los Angeles Professional Managers
Association

Local 501, Operating Engineers

Municipal Construction Inspectors
Association

[Signature] 10/17/05
United Firefighters of Los Angeles
City

[Signature] 10-24-05
Los Angeles City Fire Department
Chief Officers Association

[Signature] 10/17/05
Los Angeles Police Command
Officers Association

AMENDMENT NO. 1

**SPECIAL MEMORANDUM OF UNDERSTANDING
REGARDING
CITY EMPLOYEE PARKING AND COMMUTE OPTIONS**

**THIS AMENDMENT NO. 1 TO THE SPECIAL MEMORANDUM OF UNDERSTANDING
REGARDING CITY EMPLOYEE PARKING AND COMMUTE OPTIONS made and
entered into this 8th day of December 2008.**

BY AND BETWEEN

**THE CITY OF LOS ANGELES represented herein by the
CITY ADMINISTRATIVE OFFICER (hereinafter "City")**

AND

CITY EMPLOYEE QUALIFIED ORGANIZATIONS.

American Federation of State, County and Municipal Employees
Los Angeles City Attorneys Association
Service Employees International Union, Local 721
Los Angeles/Orange County Building Trades Council
Los Angeles City Supervisors and Superintendents Association/LIUNA, Local 777
Los Angeles Professional Managers Association
Local 501, Operating Engineers
Municipal Construction Inspectors Association
United Firefighters of Los Angeles City
Los Angeles City Fire Department Chief Officers Association
Los Angeles Police Command Officers Association

AMENDMENT NO. 1

SPECIAL MEMORANDUM OF UNDERSTANDING
REGARDING
CITY EMPLOYEE PARKING AND COMMUTE OPTIONS

Pursuant to mutual agreement of the parties, the Joint Labor-Management Committee on Commute Options and Parking hereby authorizes the term of the Special Parking Memorandum of Understanding Regarding City Employee Parking and Commute Options, entered into on September 12, 2005, to be extended as follows:

ARTICLE 7 TERM

ADD:

The term of the Special Parking MOU is extended 18 months and shall have a new expiration date of December 31, 2008.

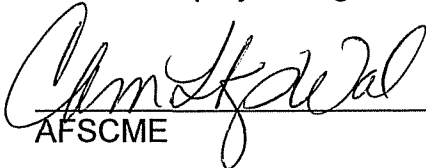
Except for the Article and/or provision specifically amended herein, all other Articles and provisions of the Special Memorandum of Understanding Regarding City Employee Parking and Commute Options ("Special Parking MOU") shall remain in full force and effect during the term of the Special Parking MOU.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Amendment No. 1 to the Special Parking MOU the day, month and year written below.

For the Employee Organizations:

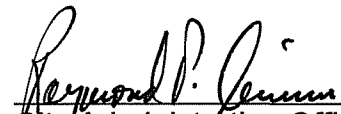
Date:

For the City:



AFSCME

12/8/08



Raymond P. Quinn
City Administrative Officer

Date: 12/8/08

L.A. City Attorneys Association

SEIU, Local 721



Gary Harris
L.A. Professional Managers Assoc.

12/8/08



Benjamin Schacht
General Services Department

Date: 12/8/08



Rick Beck
Municipal Construction Inspectors Assoc.

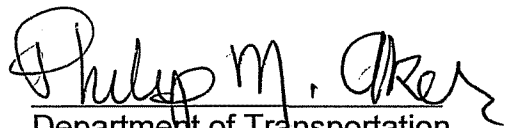
12/8/08



Margaret
Personnel Department

Date: 12/9/08


L.A./Orange Co Building Trades Council 1/13/09


Department of Transportation

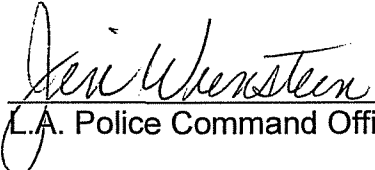
L.A. City Supervisors & Superintendents
Assoc./LIUNA, Local 777

Date: 12/8/08


Local 501, Operating Engineers

United Firefighters of Los Angeles City

Los Angeles City Fire Department
Chief Officers Association


L.A. Police Command Officers Assoc. 12/8/08

APPROVED:


City Attorney's Office

Date: 1/12/09

**BY-LAWS OF THE
JOINT LABOR-MANAGEMENT COMMITTEE ON
COMMUTE OPTIONS AND PARKING (JLMC-COP)**

(Approved 2/2/98, as amended by Amendment No. 1 (10/15/01)
and Amendment No. 2 (10/7/02))

A. Purpose and Responsibilities

The Joint Labor-Management Committee on Commute Options and Parking shall conduct activities pursuant to Article 1 of the Special Memorandum of Understanding for a Joint Labor-Management Committee on Commute Options and Parking, dated [12/1/97, as amended by Amendment No. 1 dated 10/7/02].

B. Committee Structure

1. The Committee will be composed of eight (8) members consisting of four (4) City Employee Organization members and four (4) Management members. *[amended 10/7/02]*
2. Management members must be at the Assistant General Manager level or above, and shall be designated representatives of the:
 - a. City Administrative Officer;
 - b. Personnel Department;
 - c. Department of Transportation; and
 - d. Department of General Services.
3. City Employee Organizations shall notify the Committee by January 1 of each year of the Employee Organizations selected to be regular and alternate voting members of the Committee. *[amended 10/15/01 and 10/7/02]*
4. Committee Members may each designate one Alternate to attend Committee meetings in his/her absence. Only a designated Alternate, in the absence of his/her Committee Member, may vote as set forth in Article C.
5. The Commuter Services Office of the Personnel Department shall serve as staff to the Committee.
6. The names of Management and Organization representatives and their alternates (as well as mailing addresses, telephone and FAX numbers of these individuals) shall be provided to the Committee staff no later than 30 days following the effective date of the Special MOU. Thereafter, Committee staff shall also be notified immediately of any changes regarding designated representatives and alternates.

7. Officers of the Committee shall include:

- a. Chair
- b. Vice Chair

The Officers shall be elected at the first meeting of the Committee and, thereafter, each year at the Annual Meeting of the Committee. The Annual Meeting shall be the January meeting.

The positions of Chair and Vice Chair of the Committee shall alternate between Organizations and Management.

C. Meetings

1. The Committee shall meet no later than January 13, 1998, and at least monthly thereafter.

Regular meetings of the Committee shall be held monthly on days and at times determined by the Committee. Special meetings, in addition to the Regular meetings, may be held as deemed necessary by the Committee or its Chair.

All meetings shall be held at a location designated by the Committee.

2. Each Employee Organization member and Management member shall have one vote. *[amended 10/7/02]*

3. A quorum shall be present for the Committee to meet and take action on any motion. A quorum shall consist of five (5) members, of which at least two (2) must be from the Employee Organizations and two (2) must be from Management. *[amended 10/7/02]*

4. Notice of meetings shall be mailed, faxed, or delivered by the Committee staff to each Committee Member and Alternate prior to the meeting. The agenda will be established by the Committee Chair. Any Committee Member who requests may have an item placed on the agenda with the approval of the Chair or Vice Chair.

5. The Committee staff shall be responsible for the taking, preparation and distribution of the Committee Meeting Minutes.

6. Procedure will be based on Robert's Rules of Order, except as otherwise indicated herein.

7. By-Laws may be amended by majority vote of the Committee, in accordance with Article D 1.

D. Process

1. Policies, procedures and programs developed by the Committee shall be approved by a "majority" of five (5) or more votes, of which at least two (2) must be Employee Organization votes and two (2) must be Management votes.
2. Non-Committee member City Departments, Employee Organizations or individual City employees may appear before the Committee to express opinions, concerns or support related to issues germane to the functions of the Committee. However, only representatives who are members of the Committee, as outlined in Article B.2 and 3 above, shall vote on said issues.
3. All recommended programs and procedures shall be developed within anticipated revenues and budgets.
4. The Committee shall establish priorities for categories of commute options and employee parking spaces and set parking fees for City-owned and leased lots. Said priorities and rates in effect at the time of the first meeting of the Committee shall remain in effect unless and until changed by majority vote of the Committee.
5. Recommendations of the Committee shall be forwarded to the General Manager of the Personnel Department for appropriate action, including preparing and submitting reports to Council, as required. Concerns that the General Manager may have regarding the Committee's recommendations shall be referred to the Committee for consideration before said recommendations are forwarded to the appropriate decision-making body.
6. Actions taken by the Committee shall be consistent with regulations, deadlines and other mandates of the SCAQMD and applicable federal, state and local laws.
7. Disputes over parking permits and other administrative actions may be appealed to the Committee, whose decision on such matters shall be final.

Notwithstanding any action taken by the Committee, the City shall not be precluded from proceeding with activities necessary to meet regulatory mandates. However, every effort shall be made to advise and obtain recommendations from the Committee, either at Regular or Special meetings, when timely action is required.

**BYLAWS GOVERNING THE JOINT LABOR-MANAGEMENT
COMMITTEE ON COMMUTE OPTIONS AND PARKING
(JLMC-COP)**

Restated XX/XX/XXXX

1. PURPOSE

The purpose of these Bylaws is to set forth the rules and procedures for the operation of the Joint Labor-Management Committee on Commute Options and Parking (“Committee”). This document replaces the “By-Laws of the Joint Labor-Management Committee on Commute Options and Parking,” approved on February 2, 1998 and subsequently amended on October 15, 2001 (Amendment No. 1) and October 7, 2002 (Amendment No. 2), and implements the Special Memorandum of Understanding for a New Joint Labor-Management Committee on Commute Options and Parking, dated December 1, 1997, as amended by Amendment No. 1 dated October 7, 2002 (“MOU”).

2. PROCESSES OF THE COMMITTEE

- A. The Committee shall establish priorities for categories of commute options and employee parking spaces and set parking fees for City-owned and leased lots.
- B. Recommendations of the Committee shall be forwarded to the General Manager of the Personnel Department for appropriate action, including preparing and submitting reports to Council, as required. Concerns that the General Manager may have regarding the Committee’s recommendations shall be referred to the Committee for consideration before said recommendations are forwarded to the appropriate decision-making body.
- C. All recommended programs and procedures shall be developed within anticipated revenues and budgets.
- D. Actions taken by the Committee shall be consistent with regulations, deadlines, and other mandates of the South Coast Air Quality Management District (SC-AQMD) and applicable federal, state, and local laws.
- E. Disputes over parking permits and other administrative actions may be appealed to the Committee, whose decision on such matters shall be final.
- F. Notwithstanding any action taken by the Committee, the City shall not be precluded from proceeding with activities necessary to meet regulatory mandates. However, every effort shall be made to advise and obtain recommendations from the Committee, either at regular or special meetings, when timely action is required.

3. COMPOSITION AND OFFICERS OF THE COMMITTEE

3.1 COMPOSITION OF THE COMMITTEE

A. The Committee shall be comprised of eight (8) primary members and three (3) secondary members; alternates of the respective member shall serve as outlined in the following chart and as further detailed in this section.

COMMITTEE MEMBERS	
Primary or Secondary Members	Alternates
Management Member (4)	Management Alternate (4)
Primary Employee Organization Member (4)	Primary Employee Organization Alternate (4)
Secondary Employee Organization Member (3)	Secondary Employee Organization Alternate (3)

B. The eight (8) primary members of the Committee shall consist of four (4) City Management members (“Management Member”) and four (4) City Primary Employee Organization members (“Primary Employee Organization Member”).

1) **Management Members and Alternates** – The four (4) Management Members shall be at the level of Assistant General Manager or above, and shall be designated representatives of the following City departments:

- a) Office of the City Administrative Officer (“CAO”);
- b) Personnel Department;
- c) Department of Transportation (DOT); and
- d) Department of General Services (GSD)

Each Management Member shall designate two representatives to serve as an alternate member (“Management Alternate”). A Management Alternate shall be at the level of Chief Management Analyst or above and may belong to a City department other than the Management Member.

2) **Primary Employee Organization Members and Alternates** – Primary Employee Organization Members are designated by the City’s labor organizations. Each Primary Employee Organization Member shall designate two representatives to serve as an alternate member (“Primary Employee Organization Alternate”) and may belong to a labor organization other than the Primary Employee Organization Member.

C. **Secondary Employee Organization Members and Alternates** – In addition, there shall be three (3) Secondary Employee Organization members (“Secondary Employee Organization Member”), designated by the City’s labor organizations, who will be eligible to vote in the absence of one or more Primary Employee Organization Member(s). Each Secondary Employee Organization Member shall designate one representative to serve as an alternate member (“Secondary Employee Organization Alternate”). The City’s labor organizations shall determine which Secondary Employee Organization Member(s) is (are) able to attend, participate, and vote at a meeting in the absence of one or more Primary Employee Organization Member(s).

- D. Management Members together with Primary and Secondary Employee Organization Members shall be known as “Committee Members.”
- E. Each named Management Member, Primary Employee Organization Member, and Secondary Employee Organization Member and their respective alternates shall be identified on Attachment A, as maintained and updated by the Personnel Department no less than annually.
- F. Each named Management Member, Primary Employee Organization Member, and Secondary Employee Organization Member shall be designated as a “Primary Voting Member.” Each named Management Alternate, Primary Employee Organization Alternate, and Secondary Employee Organization Alternate shall be designated as an “Alternate Voting Member.”
- G. Alternate Voting Members may attend, participate, and vote at Committee meetings in the absence of their respective Primary Voting Member.

3.2 OFFICERS OF THE COMMITTEE

- A. The Committee shall elect officers including a Chairperson, Vice Chairperson, and First and Second Provisional Chairpersons each year at the Annual Meeting of the Committee; or in the event one of the individuals holding one of these titles separates from the Committee, at the earliest possible meeting following that individual’s separation.
- B. The Annual Meeting shall be the January regular meeting or the next earliest possible meeting should the January meeting not occur.
- C. Terms of office are on a calendar year basis. The new term of office shall begin upon the election of officers at the January annual meeting, or, should the January meeting not occur, upon the election of officers at the earliest meeting thereafter. Officers shall continue to serve until the election of new officers is held.
- D. The positions of Chairperson and Vice Chairperson shall alternate each year between a Management Member and Primary Employee Organization Member.
- E. Presiding over meetings shall be the responsibility of the Chairperson; or, in the absence of the Chairperson, the Vice Chairperson; or, in the absence of both the Chairperson and Vice Chairperson, each Provisional Chairperson in numerical ranking assuming the absence of all those higher in the successive order. The successive order shall be as follows:
 - (1) Chairperson
 - (2) Vice Chairperson
 - (3) First Provisional Chairperson
 - (4) Second Provisional Chairperson

This same successive order shall apply in the event that attendance of a Committee representative is required at a meeting of the Los Angeles City Council, a City Council

Committee, or other similar event.

- F. Only Primary Voting Members may assume the role of each of the Chairperson roles in Section 3.2(E). In the absence of all four Chairpersons at a Committee meeting, the remaining Committee Members shall designate a Chairperson to preside at the meeting.

4. DUTIES AND RESPONSIBILITIES OF THE COMMITTEE, VICE, AND PROVISIONAL CHAIRPERSONS

4.1 DUTIES AND RESPONSIBILITIES OF THE COMMITTEE CHAIRPERSON

The Chairperson shall preside at all Committee meetings, ensuring that such meetings are conducted in an efficient manner and in accordance with the City Charter, the Los Angeles Administrative Code (LAAC), these Bylaws, applicable open meeting laws including the Ralph M. Brown Act ("Brown Act"), and relevant Committee policies, including utilizing Robert's Rules of Order as a guideline in conducting meetings where these Bylaws do not otherwise specify. Additionally, the Chairperson shall exercise the powers and perform the duties and functions as specified herein:

- 1) Call the Committee meeting to order.
- 2) Introduce items on the Committee meeting agenda.
- 3) Call for public comments and monitor public comments in accordance with Section 6.2(D).
- 4) Introduce staff presentations on Committee meeting agenda items.
- 5) Moderate Committee Member discussion and close discussion on meeting agenda items.
- 6) Request motion(s) on agenda action items, moderate any discussion on the motion, and call for a vote on such motions, as necessary, in accordance with Section 6.3.
- 7) Announce or have staff announce the result of the vote.

4.2 DUTIES AND RESPONSIBILITIES OF THE COMMITTEE VICE AND PROVISIONAL CHAIRPERSONS

The Vice Chairperson, or in the absence of the Vice Chairperson, the Provisional Chairpersons in successive order as outlined in Section 3.2(E), shall exercise the powers and perform the duties and functions as specified herein:

- 1) Assume the duties of the Chairperson when the Chairperson is absent, or when the Chairperson shall designate the Vice Chairperson or Provisional Chairperson to act; and
- 2) Assume the duties of the Chairperson for the balance of the Chairperson's term or until a new Chairperson is elected in the event of the death, resignation, removal from office, expiration of term, or permanent incapacity of the Chairperson.

5. DUTIES AND RESPONSIBILITIES OF STAFF

5.1 STAFF

The Personnel Department shall provide staff to the Committee (“Staff”) and will perform the following duties and responsibilities, among others:

- 1) Provide the Committee with information, analysis, and recommendations regarding the maintenance and administration of the COMMUTEwell Program or its successor program.
- 2) In consultation with the Committee, coordinate and administer procurement processes for all services related to the administration of the COMMUTEwell Program, including but not limited to consulting services.
- 3) In consultation with the Committee and with the assistance of the Committee Counsel, draft, execute, and monitor contracts for COMMUTEwell Program services.
- 4) Provide recommendations to the Committee as necessary for governing the administration of transportation benefits provided to employees through the COMMUTEwell Program.
- 5) Consult with the Committee Counsel and transportation benefits consultant(s) to review, monitor, and execute COMMUTEwell Program administrative processes to ensure they are compliant with applicable law and regulations.
- 6) Oversee development, and ensure effectiveness and accuracy of, all COMMUTEwell Program communications, including group meeting presentations, newsletters, websites, forms, and educational materials.
- 7) Schedule, coordinate, and develop agendas for all Committee and Subcommittee meetings, including recurring presentations from COMMUTEwell Program contractors and consultants.
- 8) Take, prepare, distribute, and post the Committee and Subcommittee meeting minutes to the COMMUTEwell Program website.
- 9) Act as liaison to the Committee Counsel and contractors for all administrative, regulatory, technical, and legal issues affecting the COMMUTEwell Program.
- 10) Review and monitor proposed and enacted Federal, State, and City legislation that may impact the COMMUTEwell Program and its participants and provide the Committee with a summary of any such significant legislation.
- 11) Carry out and respond to requests of the Committee.

6. GOVERNANCE AND ADMINISTRATION OF THE COMMITTEE

6.1 MEETINGS OF THE COMMITTEE

- A. The Committee will hold regular meetings on the second Thursday of the first month of each quarter and any special meeting(s) as may be deemed necessary. The regular meeting shall begin at 9:00 a.m. and be held in accordance with local and State public meeting rules.
- B. The approximate length of the meetings will be two hours. Meetings may be canceled at the direction of the Chairperson or Staff in consultation with the Chairperson, or if a quorum is not met. Special meetings may be called by the Chairperson or by Staff in consultation with the Chairperson.
- C. All meetings of the Committee shall be open to the public and held in conformance with the requirements of the Brown Act. Closed sessions shall be noticed and held in accordance with the requirements of the Brown Act.
- D. The Chairperson shall determine all questions of procedure and order and may seek guidance from the Committee Counsel. Robert's Rules of Order shall be utilized as a guideline to resolve any procedural questions not otherwise specified by these Bylaws.
- E. Matters involving a potential conflict of interest of a Committee Member should be referred to the Committee Counsel for advice and guidance in advance of the meeting at which the matter will be discussed. Committee Members shall recuse themselves on any matter for which they have a conflict of interest by announcing the basis for the conflict on the record and leaving the meeting room during the discussion of the item. The recused Committee Member shall not be counted for a quorum.
- F. Committee Members are encouraged to attend all Committee and assigned Subcommittee meetings.

6.2 AGENDAS, MINUTES, AND MEETING MATERIALS FOR THE COMMITTEE

- A. Staff shall prepare the agenda for each Committee meeting.
- B. Any Committee Member may propose items for future meeting agendas by making a request at a Committee meeting. Emergency items may be considered by the Committee in accordance with the Brown Act.
- C. Agendas shall be posted online on the COMMUTEwell Program website and in accordance with the Brown Act unless otherwise exempted.
- D. Every agenda for a regular Committee meeting shall provide the public an opportunity to address the Committee on any matter under the subject matter jurisdiction of the Committee. With respect to any item on the meeting agenda, the public will be given the opportunity to comment before or during the Committee's consideration of the item. The

public shall also be given an opportunity to comment on Closed Session items prior to adjournment into Closed Session. Where a member of the public raises an issue not yet before the Committee, the matter may be briefly discussed or referred to Staff, but no action may be taken on it at that meeting. To ensure the efficient conduct of Committee business, there shall be a two minute time limit on public comment by a member of the public per agenda item which is to be enforced by the Committee Chairperson. The two minute limit may be extended by approval of the Committee.

- E. Committee meeting materials will be provided electronically to Committee Members by Staff within a reasonable number of days in advance of meetings such that Committee Members will have sufficient time to review and consider the materials. Meeting materials provided to Committee Members will be made available to members of the public and posted on the COMMUTEwell Program website.
- F. Staff shall prepare minutes for each Committee meeting. The minutes shall provide a summary of all business conducted and a disposition of all motions and shall not be a verbatim transcript of what is said by Committee Members or the public. Minutes shall be presented to the Committee for approval. Once approved, the minutes shall form part of the permanent records of the Committee and will be posted on the COMMUTEwell Program website.

6.3 MOTIONS AT COMMITTEE MEETINGS

- A. Motions may be made and seconded by any Committee Member.
- B. Motions that are not seconded are not before the Committee and cannot be voted on.
- C. Motions that receive a second are properly before the Committee for discussion and voting in accordance with Section 6.4.
- D. Amending or substitute motions of pending motions must be approved and seconded in order to be voted on by the Committee. If approved, then the amended or substitute motion is before the Committee to vote on. If not approved, then action can be taken of the original motion.
- E. Any Committee Member may raise a point of order at any time. A point of order is limited to whether the rules of the Committee have been violated. A point of order shall be resolved by the Committee Chairperson with assistance of the Committee Counsel, if needed.

6.4 QUORUM AND VOTING REQUIREMENTS AT COMMITTEE MEETINGS

- A. A quorum of the Committee membership shall be present for any meeting of the Committee and to take any action.

- B. A quorum shall consist of not less than five (5) Committee members, of which at least two (2) must be Management Members or Management Alternates, and two (2) must be Primary Employee Organization Members or Primary Employee Organization Alternates.
- C. In the absence of one or more Primary Employee Organization Members or their alternates, Secondary Employee Organization Members or their alternates may be present for any meeting of the Committee and be counted towards meeting a quorum.
- D. Each Management Member, Primary Employee Organization Member, and an eligible Secondary Employee Organization Member shall have one vote.
- E. The Committee shall take action on an agenda item by motion made by a Committee Member and may vote on and pass or defeat any properly made motion under the following conditions:
 - 1) A quorum must be present at the time a motion is made;
 - 2) The matter is included on the meeting agenda, or the matter is otherwise properly before the Committee under the requirements of the Brown Act;
 - 3) Alternate Voting Members may vote on any such motion only in the absence of their respective Primary Voting Members.
 - 4) Voting shall be limited to those Management and Primary and/or Secondary Employee Organization Members eligible to cast a vote;
 - 5) Approval of a motion requires the affirmative vote of five (5) or more Committee Members, of which at least two (2) must be Management Members or Management Alternates, and at least two (2) must be Primary Employee Organization Members or Primary Employee Organization Alternates. In the absence of one or more Primary Employee Organization Members or their alternates, Secondary Employee Organization Members or their alternates who are present at any meeting of the Committee shall be eligible to vote on any motion. The City's labor organizations shall determine which Secondary Employee Organization Member(s) is (are) able to attend, participate, and vote at a meeting in the absence of one or more Primary Employee Organization Member(s).
- F. To provide a clear record of Committee actions, roll call votes or similar showing of votes shall be taken when the vote is not unanimous. All votes at teleconference meetings are to be roll call votes.

6.5 AMENDMENT OF COMMITTEE BYLAWS

The Committee has the authority to amend these Bylaws by including proposed amendments to the Bylaws on the agenda at any regular meeting of the Committee, subject to the procedures set forth in Section 6.4.

6.6 COMMITTEE RESIGNATIONS AND VACANCIES

- A. Any Committee Member who chooses to resign or becomes incapable of attending meetings and participating fully in the Committee's deliberations may resign from the Committee by informing the Chairperson or Staff in writing. Such writing shall include the effective date of his/her resignation and submitted at least 10 days before the next scheduled Committee meeting.
 - 1) In the event a Primary Voting Member resigns, the Alternate Voting Member shall serve as the Primary Voting Member.
 - 2) In the event an Alternate Voting Member resigns or becomes a Primary Voting Member, the respective Management City department or labor organization shall appoint a new Alternate Voting Member. Such appointment shall be submitted in writing to the Committee Chairperson and Staff at least three weeks prior to the next scheduled Committee meeting.
- B. In the event a Committee Member is unable to serve on the Committee by reason of death, illness, or incapacitation, such successor Committee Member, as the case may be, shall be determined in the sequence described under Section 6.6 herein.

7. GOVERNANCE AND ADMINISTRATION OF SUBCOMMITTEES

7.1 PURPOSE AND TYPES OF SUBCOMMITTEES

- A. The purpose of a Subcommittee is to review items that have been referred by the full Committee and propose recommendations to the full Committee.
- B. Ad Hoc Subcommittees shall be temporary and established for a specific task or objective and dissolved after the completion of the task or objective. Such Subcommittees are not subject to open meeting requirements contained in the Brown Act.
- C. Unless terminated by a unanimous vote of the Committee, a Standing Subcommittee shall be permanent and shall be established to perform assigned duties on a continuing basis. Standing Subcommittees shall be subject to applicable open meeting requirements of the Brown Act.
- D. Any Committee Member may recommend to the Committee the formation of Standing and/or Ad Hoc Subcommittees deemed necessary to support the Committee in carrying out its responsibilities.

7.2 COMPOSITION AND OFFICERS OF SUBCOMMITTEES

- A. Subcommittees shall be comprised of a minimum of two (2) Committee members – one (1) Management Member or Management Alternate and one (1) Primary Employee Organization Member or Primary Employee Organization Alternate.

- B. No Subcommittee shall be comprised of a quorum of the full Committee or greater.
- C. Members of the Committee as approved by the full Committee shall serve as members of each Subcommittee.
- D. Members of the Subcommittee (“Subcommittee Members”) shall select the Chairperson of each Subcommittee.

7.3 DUTIES AND RESPONSIBILITIES OF THE SUBCOMMITTEE CHAIRPERSON

- A. The Chairperson of each Subcommittee shall preside at all meetings of the Subcommittee, and for Standing Subcommittees, ensure that such meetings are conducted in an efficient manner and in accordance with the City Charter, the LAAC, these Bylaws, applicable open meeting laws including the Brown Act, and relevant Committee policies, including utilizing Robert’s Rules of Order as a guideline in conducting meetings where these Bylaws do not otherwise specify. Additionally, the Chairperson shall exercise the powers and perform the duties and functions as described in Sections 4.1(1) through 4.1(7), except as otherwise provided herein.
- B. Only Primary Voting Members may assume the role of Chairperson. In the absence of the Chairperson at a Subcommittee meeting, the remaining Subcommittee Members shall designate a Chairperson to preside at the meeting.

7.4 MEETINGS OF STANDING SUBCOMMITTEES

- A. Following assignment of an issue or issues to a Standing Subcommittee, Standing Subcommittee meetings shall be scheduled by Staff. All meetings of a Standing Subcommittee shall be special meetings for purposes of the Brown Act.
- B. Standing Subcommittees shall utilize Robert’s Rules of Order as a guideline unless otherwise specified by statute, Committee action, or these Bylaws.
- C. Standing Subcommittees shall adhere to the same public notification and meeting requirements as that of the Committee, as described in Sections 6.1(C) through 6.1(E), except as otherwise provided herein.
- D. Standing Subcommittees shall communicate with the full Committee in the form of report(s) to the full Committee, offering recommendations and discussion upon referred matters for the Committee’s consideration.

7.5 AGENDAS, MINUTES, AND MEETING MATERIALS FOR STANDING SUBCOMMITTEES

- A. Staff shall prepare the agenda for each Standing Subcommittee meeting.
- B. Any Subcommittee Member may propose items for future meeting agendas by making a request at a Standing Subcommittee meeting.

- C. For Standing Subcommittees, agendas shall be posted online on the COMMUTEwell Program website and in accordance with the Brown Act unless otherwise exempted.
- D. Every agenda for a Standing Subcommittee meeting shall provide the public an opportunity to address the Subcommittee on any matter under the subject matter jurisdiction of the Subcommittee. With respect to any item on the meeting agenda, the public will be given the opportunity to comment before or during the Standing Subcommittee's consideration of the item. The public shall also be given an opportunity to comment on Closed Session items prior to adjournment into Closed Session. Where a member of the public raises an issue not yet before the Standing Subcommittee, the matter may be briefly discussed or referred to Staff, but no action may be taken on it at that meeting. To ensure the efficient conduct of Standing Subcommittee business, there shall be a two minute time limit on public comment by a member of the public per agenda item which is to be enforced by the Standing Subcommittee Chairperson. The two minute limit may be extended by approval of the Standing Subcommittee.
- E. Standing Subcommittee meeting materials will be provided electronically to Subcommittee Members by Staff within a reasonable number of days in advance of meetings such that Subcommittee Members will have sufficient time to review and consider the materials. Meeting materials provided to Standing Subcommittee Members will be made available to members of the public and posted on the COMMUTEwell Program website.
- F. Staff shall prepare minutes for each Standing Subcommittee meeting. The minutes shall provide a summary of all business conducted and a disposition of all motions and shall not be a verbatim transcript of what is said by Standing Subcommittee Members or the public. Minutes shall be presented to the Standing Subcommittee for approval. Once approved by the Standing Subcommittee, the minutes shall form part of the permanent records of the Standing Subcommittee and will be posted on the COMMUTEwell Program website.

7.6 MOTIONS AT SUBCOMMITTEE MEETINGS

Motions may be made at Subcommittee meetings in accordance with the procedures outlined in Section 6.3 and are properly before the Subcommittee for discussion and voting in accordance with Section 7.7.

7.7 QUORUM AND VOTING REQUIREMENTS AT SUBCOMMITTEE MEETINGS

- A. A quorum of the Subcommittee membership shall be present for a meeting of the Subcommittee and to take any action.
- B. A quorum shall consist of at least two (2) Subcommittee members – one (1) Management Member or Management Alternate and one (1) Primary Employee Organization Member or Primary Employee Organization Alternate.
- C. In the absence of one or more Primary Employee Organization Members or their alternates, Secondary Employee Organization Members or their alternates may be present for any meeting of the Subcommittee and be counted towards meeting a quorum.

- D. Each Management Member, Primary Employee Organization Member, and an eligible Secondary Employee Organization Member shall have one vote.
- E. The Subcommittee shall take action on an agenda item by motion made by a Subcommittee Member and may vote on and pass or defeat any properly made motion under the following conditions:
 - 1) A quorum must be present at the time a motion is made;
 - 2) The matter is included on the meeting agenda, or the matter is otherwise properly before the Subcommittee under the requirements of the Brown Act;
 - 3) Alternate Voting Members may vote on any such motion only in the absence of their respective Primary Voting Members;
 - 4) Voting shall be limited to those Management and Primary and/or Secondary Employee Organization Members eligible to cast a vote;
 - 5) Approval of a motion requires the affirmative vote by a majority of the Subcommittee members present at the Subcommittee meeting. In the absence of one or more Primary Employee Organization Members or their alternates, Secondary Employee Organization Members or their alternates who are present at any meeting of the Subcommittee shall be eligible to vote on any motion. The City's labor organizations shall determine which Secondary Employee Organization Member(s) is (are) able to attend, participate, and vote at a meeting in the absence of one or more Primary Employee Organization Member(s).
- F. Subcommittees shall make recommendations to the full Committee by motion adopted by a majority vote of the Subcommittee membership.
- G. Recommendations approved by a Subcommittee shall be considered by the full Committee, unless the Committee has delegated to the Subcommittee specific authority to act on its own (e.g. actions pertaining to the Subcommittee's own operation such as approving agenda, meeting schedules, etc.).
- H. To provide a clear record of Subcommittee actions, roll call votes or similar showing of votes shall be taken when the vote is not unanimous. All votes at teleconference meetings are to be roll call votes.
- I. Committee Members may attend any Subcommittee meeting on which he/she does not serve; however, such Committee Member shall not participate in any Standing Subcommittee meeting where a quorum of the Committee is present, unless such Subcommittee meeting has also been noticed as a meeting of the Committee.

7.8 SUBCOMMITTEE RESIGNATIONS AND VACANCIES

- A. Any Subcommittee Member who chooses to resign or becomes incapable of attending meetings and participating fully in the Subcommittee's deliberations may resign from the Subcommittee by informing the Chairperson or Staff in writing. Such writing shall include the effective date of his/her resignation and submitted at least 10 days before the next scheduled Subcommittee meeting.
- B. Replacement members to the Subcommittee shall be approved by the full Committee, as described in Section 7.2(C).

DRAFT



Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) **COMMITTEE REPORT 21-02**

Date: April 1, 2021
To: JLMC-COP
From: Staff
Subject: Steer Contract and Project Plan Status Update

JLMC-COP MEMBERS:

Management

Patricia J. Huber, CAO, Chair

Paula Dayes, Personnel

Jay Kim, LADOT

Valerie V. Melloff, GSD

Employee Organizations

Carmen Hayes-Walker, AFSCME, Vice-Chair

Victor Gordo, LIUNA

Scott Harrelson, LAPCOA

Charles Leone, SEIU

RECOMMENDATION:

That the Joint Labor-Management Committee – Commute Options and Parking (JLMC-COP) receive and file update from staff regarding the status of the employer-sponsored transportation benefits consulting services contract with Steer Davies & Gleave, Inc. (Steer) and project plan status update.

A. Background

At its **September 30, 2019** meeting, the JLMC-COP approved an employer-sponsored transportation benefits consulting services Request for Proposals (RFP) which was subsequently released to the vendor community on November 19, 2019. At its meeting on **June 2, 2020**, the JLMC-COP reviewed staff's evaluation of the proposals received in response to the RFP. Following that review, the JLMC-COP recommended to the Personnel Department General Manager that Steer be selected to provide employer-sponsored transportation benefits consulting services for the COMMUTEwell Program for a three-year contract term. The Personnel Department General Manager concurred with the JLMC-COP's recommendation and approved the selection of Steer subject to the successful negotiation of all necessary contractual terms and conditions.

B. Contract Status

Staff last provided an update on the status of the Steer contract at the JLMC-COP's meeting on September 1, 2020. Staff reported that execution of the Steer contract was subject to the approval of the Mayor's Office and that the Mayor's Office had issued a memorandum to all City Department Heads on June 24, 2020 regarding Fiscal Year (FY) 2020-21 Cost Containment Measures providing that execution of new contracts would be suspended, including new

contractual services that may have been budgeted in the FY 2020-21 budget. The memo also indicated that exceptions could be requested and that Special Fund contracts with no General Fund impact could receive an exception to this provision.

Subsequently, staff worked with the Office of the City Administrative Officer (CAO) to request an exemption to execute the Steer contract based on the following:

- Funding for the contract would be provided by the Rideshare Trust Fund with no impact on the General Fund.
- Urgent need for expert consulting services to advise the City on best practices in employee commuting patterns and behaviors due to the transformation of the City's workforce and their commuting patterns as a result of the impact of the COVID-19 pandemic.

The City's contract processing has slowed down significantly due to the impact of COVID-19 on administrative operations. As a result, the approval of the Steer contract was delayed for several months pending review by the CAO and approval of the Mayor's Office. Staff received notice that the Steer contract was approved by the Mayor's Office on February 10, 2021 and the contract was subsequently executed on February 23, 2021.

C. Steer Project Plan Status Update

Steer and staff presented a tentative project plan at the JLMC-COP meeting on September 1, 2020. As part of that discussion Committee members observed that the shape of the project, which had been designed before COVID-19, would need to be adapted to incorporate potentially substantial changes to employee commuting preferences and behaviors in a post-COVID world.

Following execution of the contract, staff and Steer met on March 3, 2021 to reassess the project plan in light of changes that have occurred over the last seven months. Although in many ways the status of the City's workforce has remained largely static during that time, the recent introduction of COVID vaccines is now opening visibility into the range of issues needing to be addressed as the City's workforce begins to envision its "new normal."

In terms of the transportation benefits review, one of the most material changes is that the City has now developed a robust data set with respect to City employee telework prevalence. This data has been derived from the City's payroll system as well as the most recent employee transportation survey as required annually by the South Coast Air Quality Management District (SC-AQMD).

Staff and Steer have discussed that future telework prevalence will have a significant impact on transportation benefit design, as it will affect the demand side of utilization of public transportation incentives, other commuting incentives such as the City's vanpool program, and City-sponsored employee parking. As a result, in the updated project plan (**Attachment A**), staff and Steer are proposing placing particular emphasis on (a) analyzing the City's current telework

prevalence and (b) modeling different potential levels of post-COVID telework prevalence impacting future-state utilization of public transportation, other commuting incentives, and parking.

Finally, telework prevalence and utilization of commuting incentives and parking will of course impact air quality outcomes. Steer’s analysis cannot predict what the City’s policy choices with respect to telework will be, but it can inform that debate by modeling certain potential outcomes. As a result, Steer’s analysis will also attempt to model air quality outcomes for the City’s workforce based on different potential levels of future-state telework utilization.

Steer’s analysis, and the JLMC-COP’s consideration of future benefit design, will need to be fluid as new information arrives in the coming months regarding the City’s objectives and policies with respect to reconstituting the City’s workforce post-COVID. However, initiation of Steer’s work is a critical first step in defining a path forward.

Submitted by:



Jenny M. Yau, Senior Management Analyst II



Steven Montagna, Chief Personnel Analyst

City of LA Employer-Sponsored Transportation Benefits

Executive Summary

Introduction – The City solicited services of a transportation benefits consulting firm to assist with:

- assessing the current status of the COMMUTEwell Program and conducting a best practices study for the purposes of recommending program improvements;
- implementing and measuring the efficacy of plan design changes on an ongoing basis; and
- providing communications consulting services to better engage with employees.

Following Steer’s selection to provide these services on June 20, 2020, Steer presented a tentative project plan to the JLMC-COP on September 1, 2020. A contract between the City and Steer was executed on February 23, 2021. Steer will immediately start the Task 1 – Status Review and Best Practices Study and the results will be presented to the JLMC-COP at its next quarterly meeting.



Project Plan Review – This presentation reviews and updates the previously discussed project plan. The impacts of the COVID pandemic have continued to evolve. Accordingly, the proposed project plan has been somewhat modified to provide the JLMC-COP with the most relevant information for developing a forward-thinking redesign of the City’s transportation benefits program. In addition to reviewing external best practices, Steer proposes focusing on analyzing current City data and assessing potential COVID-related changes to:

- Employee preferences and behaviors with respect to ***future-state utilization of public transportation and other commuting incentives***
- Employee preferences and behaviors with respect to ***future-state employer—sponsored parking***
- Modeling air-quality outcomes based on potential ***future-state utilization of telework***

Project Tasks

Contract Term: February 15, 2021 – February 14, 2024

Task	Deliverable	Completion Date
Status Review and Best Practices Study	• Status Review Report	• April 19, 2021
	• Best Practices Study Report and Presentation	• JLMC-COP Quarterly Meeting (July 2021)
Implementation and Performance Measurement <ul style="list-style-type: none"> • Air Quality Impact Model to test different telework scenarios 	<ul style="list-style-type: none"> • Air Quality Impact Model • Implementation Plan 	• September 2021
Technical and Regulatory Resources	• As needed to support administration of the COMMUTEwell Program	• As needed
Presentations to the JLMC-COP	• Informational Items and presentation slide decks summarizing project progress	• Quarterly
Survey Development and Analysis	• Survey and Analysis Reports	• Annually (June) or as determined in the Implementation Plan
Communications, Marketing, and Engagement	• Communications and Marketing Materials	• For events such as annual survey, Bike to Work Day, Rideshare Month, etc. and as needed

Task 1 – Status Review Study

To understand the successes and challenges of the City’s transportation benefits program and identify opportunities for growth and responsiveness during and post-COVID.

Tasks include:

- Review of City’s AQMD and Employee Commuting Preferences Surveys (2019 & 2020);
- Review COMMUTEwell Program features and benefits;
- Review Parking MOU & current parking usage, including potential outcomes from City workforce reduction, and hiring practices following COVID pandemic);
- Current COMMUTEwell Program communications and marketing; and
- Telework prevalence data

Timeline: Initial draft due to staff 30 days upon project initiation

Deliverable: Status Review Report

Task 1 – Best Practices Study

To understand how comparable cities and employers are innovatively addressing COVID impacts, parking, and congestion-related concerns.

Tasks include:

- Identification and selection of ten (10) target employers and five (5) alternates;
- Conduct interviews with selected employers; and
- Review program documents or data provided by case study employers

Deliverable: Best Practices Report

Timeline: For delivery to JLMC-COP at its next quarterly meeting

Timeline – Status Review and Best Practices Study

Responsible Party	Task	Week ending													
		3/26	4/2	4/9	4/16	4/23	4/30	5/7	5/14	5/21	5/28	6/4	6/11	6/18	
Steer	Status Review: COMMUTEwell Program Design														
Steer	Status Review: Special Parking MOU & Parking Usage														
Steer	Status Review: Current Communications and Marketing														
Steer	Status Review: Telework Policies														
Steer	Best Practice: Develop draft list of 15 employers to interview														
City of LA/Steer	Presentation to the JLMC-COP: Status Review & Employers List														
Steer/City of LA	Best Practice: Confirm 10 interview targets and 5 alternates														
Steer	Best Practice: Conduct interviews														
Steer	Best Practice: Collect employer data														
Steer	Best Practice: Review and analyze data														
Steer/City of LA	Best Practice: Develop draft Best Practices Study Report and receive feedback														
City of LA/Steer	Presentation to the JLMC-COP: Best Practices Study Report														
Steer	Submit Final Best Practice Study Report														

Thank you

Please contact:

Jenny Hong

Project Manager

Jenny.Hong@steergroup.com

Julia Wean

Project Director

Julia.Wean@steergroup.com

DISCLAIMER: This work may only be used within the context and scope of work for which Steer was commissioned and may not be relied upon in part or whole by any third party or be used for any other purpose. Any person choosing to use any part of this work without the express and written permission of Steer shall be deemed to confirm their agreement to indemnify Steer for all loss or damage resulting therefrom.

steer



Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) **COMMITTEE REPORT 21-03**

Date: April 1, 2021
To: JLMC-COP
From: Staff
Subject: Projects and Activities Report

JLMC-COP MEMBERS:

Management

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

Employee Organizations

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

DISCUSSION:

Following are COMMUTEwell Program project and activity updates for November 2020 to February 2021:

A. Operations and Project Updates

- **Impact of Novel Coronavirus (COVID-19) on COMMUTEwell Program** – The following provides an update on the impact of the COVID-19 pandemic on COMMUTEwell Program operations and how staff continues to support and enhance procedures to accommodate City employees who are telecommuting.
 - 1) **Operations** – Staff continues to telecommute on an abbreviated schedule, reporting to the office on pre-scheduled days. Staff is accessible throughout the day via phone and email. In-person public counter service continues to be suspended until further notice.
 - 2) **Temporary Parking Policies for Employees** – The Department of General Services (GSD) continues to offer parking at the LA Mall, City Hall East, Piper Tech, and the Braude Building garages without a parking permit on a first-come first-served basis. This policy remains in effect until further notice from GSD.
 - 3) **Transit Subsidy Reimbursement (TSR) Program Processing Change** – As reported to the Committee at its last meeting, staff implemented a change in the processing of transit subsidy reimbursement forms moving from a monthly to a quarterly process to make it more convenient for employees to submit their forms while also reducing the administrative burdens on the small number of staff supporting the COMMUTEwell Program. The process change was implemented in the first quarter of

2021. Employees were notified via Citywide email and the Personnel Department's January and February 2021 department newsletter.

- 4) Vanpool Program Update – As previously reported to the Committee, in September 2020, staff received updated medical guidance from the Personnel Department, Medical Services Division (MSD) advising that vanpool occupancy should be temporarily limited to no more than three occupants per van (includes drivers and passengers). In consultation with the City's labor organizations, the Personnel Department procured additional vans for any vanpools with an occupancy above the three-person threshold with funding for the additional vans provided by the City's Employee Ridesharing Trust Fund Reserve.

Staff subsequently assisted those vans with occupancy exceeding the three-person threshold to transition to new vans. The transition to the new vans was completed in December 2020 and a total of 94 vans are currently operating. Given the additional costs and administrative responsibilities for operating this larger fleet of vans on an interim basis, formation of new vanpools is suspended until such time as the City's vanpool program can return to normal operations.

In February 2021, staff received updated medical guidance from MSD regarding vanpool COVID-19 safety guidelines and subsequently updated the safety memo issued to vanpool members in May 2020. The updated memo was distributed to all vanpool members in February 2021. The updated vanpool COVID-19 Safety Guidelines memo has also been posted to the COMMUTEwell Program website at www.lacommutewell.com.

- 5) Management of Parking Waitlists – As reported to the Committee at its last meeting, staff is working to make improvements to the management of parking waitlists by implementing a new self-reporting tool on the COMMUTEwell Program website for employees to place themselves on a parking waitlist. Staff implemented this new self-reporting tool on a pilot basis with the Personnel Department in January 2021. The pilot went well and allowed staff to make minor adjustments to the self-reporting tool based on employee feedback. Staff is planning to implement the self-reporting tool on a larger scale for all City parking waitlists in the next few months. Prior to implementing the new self-reporting tool on a larger scale, employees currently on a parking waitlist will be provided notice (via postcard mailed to their homes and also via Citywide email announcement) that if they still wish to remain on a waitlist, they must do so by self-reporting via the website and if they do not self-report, they will be removed, although they can add themselves to the waitlist at any time via the new self-reporting tool.
- Parking Fee Suspension Update – The Letter of Agreement to temporarily suspend parking fee deductions for six pay periods was approved by the City Council on February 23, 2021. Staff is currently working with the Controller's Office to implement the parking fee suspension. Staff has prepared a postcard to all impacted employees notifying them of the parking fee suspension (**Attachment B**) and is currently coordinating with GSD Mail

Services on a timeline for mailing the postcard to all impacted employees prior to the effective date of the parking fee suspension.

- **Human Resources and Payroll (HRP) Project Update** – The City is currently working with new service provider, Workday to implement a new payroll system to replace the City’s current payroll system, PaySR. The proposed timeline to go live with the new payroll system is January 2022. COMMUTEwell Program staff has begun work with the HRP project team from Workday and the Personnel Department to support the transition of several COMMUTEwell program processes that impact payroll – transit subsidy reimbursements, transit matches, transit and parking spending accounts, and parking, vanpool, and carpool payroll deductions – to the new payroll system. Staff will continue to provide the Committee with updates on the status of the HRP project as it progresses.

B. Communications Updates

COMMUTEwell Program Website – The following is the website activity for www.lacommutewell.com for the fourth quarter of 2020 (October 2020 to December 2020):

Website Traffic		Top Five Pages Accessed		Views
Unique Visitors	2,172	1. Home		1,223
Page Views	5,371	2. Ridesharing		876
Direct Source Visits	60.6%	3. Parking		470
		4. Transit Benefits Overview		432
		5. Carpool/Vanpool Programs		163

C. Staffing Updates

To balance staff loss due to the Separation Incentive Program, the following staffing changes were effective February 1, 2021:

Kevin Hirose, Senior Personnel Analyst I has been reassigned within the Employee Benefits Division (EBD) from the COMMUTEwell Program to the LAwell Civilian Benefits Program. Anna Ancheta, Personnel Analyst has also been reassigned within EBD from the LIVEwell Wellness Program to the COMMUTEwell Program and will be serving in-lieu of the Senior Personnel Analyst I position previously occupied by Mr. Hirose.

The vacant Administrative Clerk position within the COMMUTEwell Program was filled in November 2020 through the Targeted Local Hire Program. Karina Aguiar accepted the position of Office Trainee effective November 8, 2020.

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

Classification	Function	Staff Member
Personnel Department – Management Staff		
Chief Personnel Analyst	Division Chief	Steven Montagna
Senior Management Analyst II	Operations Manager	Jenny M. Yau
Personnel Department – Full-Time COMMUTEwell Positions		
Personnel Analyst	Parking, Transit Subsidy Reimbursement, Transit and Parking Spending Accounts Program Supervisor	Anna Ancheta
Personnel Analyst	Vanpool and Rideshare Coordinator	Francois Verin
Administrative Clerk	Commute Options and Parking Assistant	Araceli Garcia
Office Trainee	Parking and EV Program Coordinator	Karina Aguiar
City Attorney		
Assistant City Attorney	Board Counsel	Curtis Kidder

D. Meetings Calendar

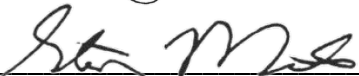
Staff maintains a calendar of upcoming Committee meetings and proposed topics (**Attachment A**). The calendar is subject to change based on Committee members' availability.

Submitted by:



 Jenny M. Yau, Senior Management Analyst II

Approved by:



 Steven Montagna, Chief Personnel Analyst

JLMC-COP UPCOMING MEETINGS CALENDAR	
MEETING DATE	PROPOSED AGENDA ITEM
Second Quarter 2021 – To Be Determined	COMMUTEwell Program Status Review and Best Practices Study Project Plan Update
	COMMUTEwell Program Projects and Activities Report

COMMUTEwell

Options. Value. Convenience.

ANNOUNCING: PARKING PERMIT FEE HOLIDAY! (NO ACTION REQUIRED)

The Personnel Department and Joint Labor-Management Committee on Commute Options and Parking are pleased to inform you that, in recognition of the many City employees with parking permits who are primarily working from home, employees with parking permits will receive a “parking permit fee holiday” for six pay periods beginning on the paycheck dated X, 2021 through X, 2021. This includes all parking payroll deduction codes. Parking payroll deductions will resume on the paycheck dated X, 2021. These changes will be made automatically. No action is required from you.

If you have any questions, please contact COMMUTEwell staff at (213) 978-1634 Monday to Friday from 8 a.m. to 4 p.m. or email LACOMMUTEwell@lacity.org.

Thank you for your participation in the City’s COMMUTEwell Program.



COMMUTEwell

Options. Value. Convenience.

Employee Benefits Division
200 N. Spring St., Room 867
Los Angeles, CA 90012

Presorted
First-Class Mail
U.S. POSTAGE PAID
Los Angeles, CA
Permit #12932

TEMPORARY PARKING PERMIT FEE HOLIDAY

Effective X, 2021 to X, 2021

COMMUTEwell

Personnel Department, Employee Benefits Division

(213) 978-1634

LACOMMUTEwell@lacity.org

LACOMMUTEwell.com