



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

### Special Meeting Agenda September 1, 2020

1:00 p.m. to 3:00 p.m.

This meeting is conducted via teleconference only. To participate telephonically, please call (669) 900-6833 and enter Access Code 913 3454 5278#, and then press # again. All participants are reminded to mute their lines when not speaking by pressing \*6.

#### 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 June 2, 2020 special meeting.
- (4) **Committee Report 20-07: Employer-Sponsored Transportation Benefits Consulting Services Contract and Proposed Project Plan Status Update** – Recommendation that the JLMC-COP receive and file update from staff regarding the status of the employer-sponsored

#### 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, speakers should identify themselves and limit 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](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto: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 five minutes for any one speaker. Members of the public interested in addressing the Committee regarding matters on the printed agenda should notify Committee staff prior to consideration of those items.
- (c) As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, your request should be received at least 72 hours in advance of the need. For more information, contact the Employee Benefits Division at (213) 978-1588.
- (d) JLMC-COP agendas and documents disseminated at the meeting are available at 200 N. Spring Street (City Hall), Room 867, as well as on the Internet at <http://lacommutewell.com/governance>.
- (e) Subscribe: <https://www.lacity.org/city-government/subscribe-meeting-agendas-and-more/department-commissions-committees-boards>.

transportation benefits consulting services contract with Steer Davies & Gleave, Inc. (Steer) and proposed project plan.

- (5) **Committee Report 20-08: COVID-19 and Employee Parking** – Recommendation that the JLMC-COP establish an Ad Hoc Interim Parking Policy Subcommittee to review options and develop recommendations for interim parking policies and practices in response to COVID-19.
- (6) **Committee Report 20-09: Projects and Activities Report** – Recommendation that the JLMC-COP receive and file the projects and activities report regarding informational items, project updates, and staffing summary covering the second quarter of 2020 (April through June 2020) and July 2020 and upcoming meetings calendar.

### CONCLUDING ITEMS

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

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

**Proposed Minutes**  
**SPECIAL MEETING**  
**June 2, 2020 – 1:00 P.M.**  
CONDUCTED VIA TELECONFERENCE

**Present:**

**Committee Members**

**City Employee Organizations**

Carmen Hayes-Walker, AFSCME  
Charles Leone, SEIU

**City Management**

Patricia Huber, Office of the City Administrative Officer  
Jay Kim, Los Angeles Department of Transportation  
Valerie Melloff, General Services Department  
Jody Yoxsimer, Personnel 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 1:05 p.m.

**2. ORAL DISCUSSION WITH CITY ATTORNEY**

**Presentation Highlights:**

Curtis Kidder provided an overview of current Brown Act requirements for conducting Committee meetings through teleconferencing. He stated that due to the COVID-19 pandemic, three Executive Orders were released by the Governor of California, one of which waives some of the requirements of the Brown Act. He highlighted the following changes under the Brown Act:

- A physical location is no longer required to be available for Committee members or the public to participate in the meeting.
- A Committee member's remote location is no longer required to be identified.
- Voting on agenda items in a virtual meeting must be held by roll call.
- A call in number must be made available to the public to participate in the virtual meeting.

### 3. PUBLIC COMMENTS

There were no public comments.

### 4. MINUTES

**A motion was made by Carmen Hayes-Walker, seconded by Valerie Melloff, to approve the minutes of the February 10, 2020 special meeting; the motion was adopted with five yes votes (Huber, Hayes-Walker, Kim, Leone, Melloff) and one abstention (Yoxsimer).**

### 5. COMMITTEE REPORT 20-05: EMPLOYER-SPONSORED TRANSPORTATION BENEFITS CONSULTING SERVICES REQUEST FOR PROPOSALS EVALUATION AND RECOMMENDATION

#### Presentation Highlights:

Steven Montagna and Jenny Yau presented this report and provided the following highlights:

- Two bids were received in response to the Request for Proposals (RFP) from: 1) Steer Davies & Gleave, Inc. doing business as Steer and 2) UrbanTrans North America (UrbanTrans).
- The bidders' proposals were evaluated in seven key categories as identified in the RFP, with Steer receiving a higher score in five of the seven categories.
- Staff is recommending Steer be selected to provide transportation benefits consulting services for the COMMUTEwell Program due to the following:
  - Organizational strength and experience in providing employer-sponsored transportation benefits consulting services to both public and private sector clients for over 40 years
  - Strong experience working with large public client sector base
  - Extensive experience analyzing, recommending, and assisting in the design and administration of transportation benefits programs during various stages of development and assisting employers in establishing leading-edge transportation benefits programs
  - Access to legal and compliance resources for industry and regulatory updates
  - Experienced communications consulting personnel and strong ability to support the COMMUTEwell Program's ambitious communications objectives
  - Strong performance in engagement exercise identifying specific proposals to move the City's transportation benefits to goals-driven, outcomes-based programs and initiatives
  - Competitive pricing and fee structure, including a proposal to establish performance targets during the term of the proposed contract
- The JLMC-COP bylaws indicate that recommendations made by the JLMC-COP will be forwarded to the General Manager Personnel Department for appropriate action.
- Provided that the JLMC-COP approves staff's recommendation, staff will begin contract negotiations with Steer, with the goal of having a contract executed within 60 days.

- Staff will work with Steer to coordinate the immediate task of conducting the status review and best practice study of the COMMUTEwell Program.

Committee Member Comments, Questions, and Responses:

Ms. Melloff asked about the project plan, given the impact of COVID-19 and implementation of telecommuting throughout the City. She asked if ridesharing and addressing the impact of telecommuting on parking space availability would be included as part of the consultant's scope of work. Mr. Montagna replied that the RFP provided broad parameters on the transportation benefits consulting services that would be provided by the contractor. Jay Kim stated that telecommuting has proven to be successful and that the consultant review should include a study on employee concerns regarding using public transportation and vanpools once the City resumes regular operations. Mr. Montagna responded that Steer would conduct a status review of the COMMUTEwell Program and best practice study and that a project plan outlining the elements of both tasks would be brought to the JLMC-COP to review. Charles Leone raised concerns about the City potentially contracting bargaining unit work of union members due to the widespread use of telecommuting. Mr. Kim responded that telecommuting would not impact bargaining unit work. He stated that telecommuting would be available to staff whose duties can support this option and that internal management controls to track employee productivity and quality would have to be developed.

Julia Wean, Principal Consultant and Jenny Hong, Project Manager from Steer were in attendance at the meeting and provided an overview of Steer's background and business operations. They provided the following highlights:

- Steer is based in the United Kingdom and has offices located in the United States, Canada, Europe, and India.
- Steer provides transportation consultant services, including transit planning, transportation demand management (TDM), revenue forecasting, and business case development.
- The office based in Los Angeles is focused on providing TDM and commuter behavioral change consulting services.
- Steer assists clients in developing transportation benefits programs to achieve TDM and sustainability goals such as reducing single occupancy vehicle ridership and encouraging alternative modes of transportation, including telecommuting.
- The Los Angeles team worked with NBC Universal in the design and implementation of their commute program, including creating a pilot Metro E-pass program.
- Steer's experience also includes working with the City of Seattle on revamping their commuter program, increasing engagement of employees who work outside the downtown area, and addressing the challenges of public transit options.
- Steer is currently working with the Metropolitan Transportation Commission on developing a regional commuter program for Napa Valley. This work includes addressing COVID-19 planning on the hospitality industry and the promotion of alternative modes of transportation.

- The current climate provides an opportunity for employees to engage in real TDM behavioral change.
- Upon contract execution, Steer's first task would be to conduct a status review of the COMMUTEwell Program and surveying best practices from other employers.
- It is important to consider how employees will return to work, while being sensitive to employees' concern for safety and social distancing in the post COVID-19 world.

Committee Action:

**A motion was made by Mr. Leone and seconded by Ms. Yoxsimer that the JLMC-COP recommend to the Personnel Department General Manager that Steer Davies & Gleave, Inc. doing business as Steer be selected to provide transportation benefits consulting services for the City of Los Angeles COMMUTEwell Program for a three-year contract term; the Committee unanimously adopted this motion.**

## **7. COMMITTEE REPORT 20-06: PROJECTS AND ACTIVITIES REPORT**

Presentation Highlights:

Ms. Yau presented this report and provided the following highlights:

- Employee Benefits Division staff, including those supporting the COMMUTEwell Program are telecommuting almost 100%.
- In person public counter service and new hire orientations have been suspended.
- A new and improved COMMUTEwell Program website and email address officially launched on April 13, 2020.
- To support the continuity of operations during the COVID-19 pandemic, the General Services Department implemented a temporary parking policy effective March 18, 2020, allowing City employees to park at various City owned parking structures on a first-come first-served basis.
- As of April 2, 2020, six vanpools have ceased operations and the remaining vanpools are operating at approximately half capacity.
- In response to a request from the Personnel and Animal Welfare Committee regarding parking waiting lists, staff released a survey via email to approximately 2,700 individuals on February 24, 2020. Staff received a total of 641 responses to date. Staff is currently assessing next steps for updating the waiting lists to ensure accurate reporting and assessment of the needs and preferences of those on the waiting lists.
- Staff will release the 2020 Air Quality Management District (AQMD) survey in late June 2020. The survey and analysis report is due to AQMD on July 30, 2020.

Committee Member Comments, Questions, and Responses:

Ms. Hayes Walker asked if the responses to the AQMD survey will be skewed due to the impact of COVID-19 on the workplace. Mr. Montagna responded that AQMD is not providing another survey extension. He also indicated that releasing the survey now would provide valuable information to AQMD regarding how average vehicle ridership was impacted due to the COVID-19 pandemic.

Committee Action:

**A motion was made by Ms. Melloff and seconded by Ms. Yoxsimer that the JLMC-COP receive and file the projects and activities report regarding informational items, project updates, and staffing summary covering the first quarter of 2020 (January through March 2020) and April 2020 and upcoming meetings calendar; the Committee unanimously adopted this motion.**

**8. REQUEST FOR FUTURE AGENDA ITEMS**

There were no requests for future agenda items.

**9. NEXT MEETING DATE**

A meeting was noted for August 17, 2020 at 3:00 p.m.

**10. ADJOURNMENT**

The meeting adjourned at 3:23 p.m.

*Minutes prepared by staff member Francois Verin.*



## Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) **COMMITTEE REPORT 20-07**

Date: September 1, 2020

To: JLMC-COP

From: Staff

Subject: Employer-Sponsored Transportation Benefits Consulting Services Contract and Proposed 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 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 proposed project plan.

### **DISCUSSION:**

#### **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 transportation benefits consulting services for the City of Los Angeles 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**

Following the Committee's action at its last meeting on June 2, 2020 and the approval of the Personnel Department General Manager, staff immediately began contract negotiations with Steer. As of July 8, 2020, both the Personnel Department and Steer have approved a proposed



contract for a three-year contract term. Under the terms of the proposed contract, Steer will provide employer-sponsored transportation benefits consulting services for the City's COMMUTEwell Program for a three-year term effective the date of execution of the contract. An overview of the services to be provided include:

- **Status Review and Best Practice Study** – Performing a status review and best practice study of the COMMUTEwell Program. The specific elements to be included in the status review and best practice study shall be based on a project plan with input from the JLMC-COP and agreed to by both the City and Steer;
- **Implementation and Performance Management** – Assisting the City with implementing changes to the COMMUTEwell Program and providing reporting and expert guidance regarding the efficacy of plan design changes as reflected in impacts to outcomes in member participation in, and engagement with, the COMMUTEwell Program;
- **Technical and Regulatory Resources** – Providing regulatory, interpretive, and oversight services regarding the review and analysis of laws, regulations, and other matters pertaining to employer-sponsored transportation programs;
- **Presentations to the JLMC-COP** – Attending relevant JLMC-COP meetings to provide reports and information and to advise the JLMC-COP on all relevant items within the scope of services to be provided in the contract;
- **Survey Development and Analysis** – Providing advice and assistance in developing, conducting, and evaluating member surveys; and
- **Communications, Engagement, and Marketing Services** – Assisting with the development of communications, marketing, and engagement strategies and materials for the purpose of influencing member behaviors, driving more successful commuting member outcomes, and achieving City and COMMUTEwell Program objectives.

Execution of the proposed contract is subject to the approval of the Mayor's Office. Staff was also informed that the Mayor's Office issued a memorandum to all City Department Heads on June 24, 2020 regarding Fiscal Year (FY) 2020-21 Cost Containment Measures. Included in that memo is an instruction that the execution of new contracts will be suspended, including new contractual services that may have been budgeted for the FY 2020-21 budget. The memo also indicates that exceptions may be requested and that Special Fund contracts with no General Fund impact may receive an exception to this provision. All requests for exceptions must be submitted to the Office of the City Administrative Officer (CAO) and to representatives in the Mayor's Office, which will develop recommendations for the Mayor's Office consideration and approval.

Staff is currently working with CAO staff 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.

Accordingly, commencement of contracted services is subject to the timing of the Mayor's Office approval of the proposed contact.

**C. Proposed Project Plan**

To ensure the task of conducting the status review and best practice study begins immediately upon the execution of the proposed contract, staff requested that Steer provide a proposed project plan outline and timeline for completing these tasks which are provided in **Attachment A**. Project plan elements are subject to further refinement based on feedback from the Committee. Steer will present the information in **Attachment A** during the Committee meeting.

Submitted by:   
\_\_\_\_\_  
Jenny M. Yau, Senior Management Analyst II

Approved by:   
\_\_\_\_\_  
Steven Montagna, Chief Personnel Analyst

# Employer-Sponsored Transportation Benefits: Status Review and Best Practices Study Project Plan

## Project Goal

In cooperation with the City's Joint Labor-Management Committee on Commute Options and Parking (JLMC-COP), the City of Los Angeles Employee Benefits team and Steer will work to develop a strategic plan for incorporating best practices and data-driven solutions to achieve mode shift, increase participation in the City of Los Angeles' COMMUTEwell Program, and provide support to the JLMC-COP in revising and updating the City's Special Parking MOU. This process will begin with the development of a Status Review Report and Best Practices Study, both will help to identify current gaps or weaknesses in the COMMUTEwell Program, and identify areas for growth.

## Project Plan

Successful Transportation Demand Management (TDM) programs are built upon a feedback loop of strategic planning, delivery, evaluation, and back to strategic planning, and we will utilize this model to approach the City's COMMUTEwell Program. The team will provide regular updates to the JLMC-COP for input and guidance. As changes or new aspects of the program are introduced, the team will diligently collect data and monitor success so we can continue to make adjustments as necessary. Given the current COVID-19 pandemic, the project team will be focused on potential impacts or changes to commuting practices and preferences that would affect employee transportation benefit design as we undertake our initial review and begin to provide recommendations.

Our proposed plan of approach for the first two project tasks, the Status Review and Best Practices Study, are outlined below:

### **Status Review**

Timeline: within 30 days of project initiation

The Status Review aims to understand the successes and challenges of the current City transportation benefits program and identify opportunities for growth and responsiveness to new post-COVID-19 impacts. This study will provide us with a base from which to develop the program implementation plan and communication support.

The plan will begin with a review of results from the City's 2019 South Coast AQMD and Employee Commuting Preferences surveys (2020 AQMD survey results can also be reviewed if available). This will give our team a baseline understanding of legacy travel habits (including work start/end times, home and work locations and modal choices) which will be important context as we move through review of the program itself.

From there, we will conduct evaluations of four key elements of the City's transportation benefits program:

1. *Current COMMUTEwell Program Design:* We will review the COMMUTEwell Program to gain an intimate understanding of the benefits and incentives available to employees and will use a combination of participation numbers and information from the Employee Commuting Preferences Survey to understand who participates now, and who might potentially participate in the future.
2. *Special Parking MOU and Current (pre-COVID) Parking Usage:* We want to understand how and where employees are parking now, and where discrepancies between available spaces and desire to park lie. We

also want to ensure that we understand what processes and considerations are involved with updating the Special Parking MOU (a task which we will likely undertake later in the project). The evaluation as part of the Status Review will help us to understand what will need to happen in order to move forward with any potential changes.

3. *Current COMMUTEwell Program Communications and Marketing:* We will work with the Employee Benefits team to review engagement and communication plans and practices.
4. *Telework Policies and Data:* Given that the COVID-19 pandemic has significantly impacted the way that employees work and their need or desire to come into a physical office space, we will review formal pre-COVID-19 telework policies and practices that exist within the City, and work with the Employee Benefits team to gain an understanding of how those have changed to respond to the COVID-19 crisis. We will also work with the City to review telework utilization data in order to assess telework prevalence within various sub-populations within the City and gain insights into where it has been successful. It will be important for us to understand whether new telework practices are intended to continue long-term so that we can assess how those may impact parking and commuting incentives.

In order to undertake evaluation of each of the four elements outlined above, we will review material provided by the City and will undergo conversations with City staff as recommended to us by the Employee Benefits team and the JLMC-COP. The information will be summarized in a Status Review Report and provided for review.

### **Best Practices Study**

Timeline: within 60 days of Completion of the Status Review

Following the completion of the Status Review, we will undertake a Best Practices study to understand how comparable cities and employers are innovatively addressing parking and congestion-related concerns.

The study will include:

- *Identification and selection of ten target employers to include in the study:* These employers would be comparable to the City of Los Angeles in size, challenges, and goals. Employers who have implemented innovative programs, success and performance metrics, parking policies, and/or engagement strategies will also be included. Both public and private employers will be included. Our typical process is to identify ten target employers and five alternates (in the event that some of the targeted employers are not responsive to our requests for information).
- *Interviews and review of data and program documents:* Upon selection of the ten employers, we will conduct phone interviews and review of programmatic documents to extract relevant lessons learned for the City of Los Angeles.
- *Best Practices Study Report:* We will then synthesize and summarize the information into a Best Practices Study Report. This report will include both qualitative and quantitative information about the ten employers we prioritized, drawing comparisons between them and pulling out elements that are particularly relevant for the City's transportation benefits program evolution, which will be tied very closely to the findings from the initial Status Review. The study will include a "recommendations" section which highlights best practices that we anticipate will work well within the City's scope.

Given the current challenges faced by cities and employers across the nation, we will ensure our review of case studies includes documentation of program changes and pivots throughout the past few months, as well as thoughts on forward planning.

The Best Practices Study will be presented for the City and JLMC-COP to review.

## Implementation and Performance Measurement

Following the Status Review and Best Practices Study, Employee Benefits and Steer will work to further refine the recommendations identified in the earlier tasks into a proposed Implementation Plan. The components of the plan will be finalized in coordination with the JLMC-COP and may include some or all of the following elements:

- Short and long-range strategic planning for the COMMUTEwell Program;
- Adjustments to the Special Parking MOU;
- Parking management recommendations;
- Marketing and communications strategy;
- Metro E-Pass Program; and
- Benchmarking goals and key performance indicators

## Project Plan Timeline

Responsible Party	Task	Week												
		1	2	3	4	5	6	7	8	9	10	11	12	13
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 Practice Study Report and receive feedback													
City of LA/Steer	Presentation to the JLMC-COP - Best Practices Report													
Steer	Submit Final Best Practice Study Report													



## Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) **COMMITTEE REPORT 20-08**

Date: September 1, 2020  
To: JLMC-COP  
From: Staff  
Subject: COVID-19 and Employee Parking

### 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 JLMC-COP establish an Ad Hoc Interim Parking Policy Subcommittee to review options and develop recommendations for interim parking policies and practices in response to COVID-19.

### **DISCUSSION:**

#### **A. Background**

The COMMUTEwell Program administers parking permits for over 6,000 City employees. On March 12, 2020, in response to the COVID-19 pandemic, Los Angeles Mayor Garcetti issued Citywide COVID-19 guidelines to protect the City workforce while ensuring continuity of operations. These guidelines included directing General Managers of City departments to develop emergency COVID-19 telecommuting plans for their workforce and for employees to implement social distancing of six feet per person.

Consequently, to maintain continuity of City department operations, on March 18, 2020, the Department of General Services (GSD) implemented a temporary parking policy allowing City employees to park at the LA Mall and City Hall East garages without parking permits. The policy was subsequently extended to the Piper Tech and the Marvin Braude Building garages. This temporary parking policy is in effect until further notice and is on a first come, first served basis. GSD monitors all parking levels daily to ensure there are spaces to accommodate employees with permits. Occupancy varies daily based on days off, employees telecommuting, and departments' staffing in response to COVID-19.

## **B. Telecommuting and Employee Parking Payroll Deductions**

In accordance with the Special Memorandum of Understanding Regarding City Employee Parking and Commute Options (“Special Parking MOU”) (**Attachment A**) that establishes parking permit priorities and authorizes the issuance of such permits under certain conditions, City employees with parking permits pay a parking fee that is deducted from their paycheck on a biweekly basis. To support COVID-19 safety measures, many City employees are currently telecommuting and not utilizing their parking permit but continue to have a parking fee deducted from their paycheck.

Due to GSD’s temporary parking policy allowing City employees to park at City parking facilities at no cost during the period of the Safer at Home Emergency Order, many City employees who currently have a biweekly parking payroll deduction have expressed displeasure with having to pay for parking they are currently not using and which is currently being provided to others at no cost. Many of these employees have requested that parking payroll deductions be suspended or that a refund be issued for parking fees that were paid while telecommuting.

Generally, City employees with parking permits but who are not using them for some period of time have the following options:

- 1) Employees may keep their parking keycards/placards and continue to pay their parking fees; or
- 2) Employees may cancel their parking payroll deductions by returning their parking keycards/placards to the Employee Benefits Division. In accordance with ongoing practice, if an employee returns a parking permit and at some point in the future again seeks parking, that individual may be placed on a facility’s parking waiting list if there is insufficient capacity for all applicants.

In connection with COVID-19, some employees with parking permits have requested suspension or refunds of parking fees. However, parking permits and monthly parking fees are issued in accordance with the provisions of the Special Parking MOU, which does not tie the application of these fees to usage frequency. Moreover, there is no provision in the Special Parking MOU that provides the ability to temporarily stop or refund City employees for not using their parking permit due to an emergency situation such as that posed by the COVID-19 pandemic.


## **C. Recommendation for Ad Hoc Subcommittee**

The emergency response to COVID-19 is lasting longer than many would have anticipated in the spring of 2020. Moreover, COVID-19 has ushered in a fundamental rethinking of how and where the City’s workforce performs services. Telework, initially established as an emergency health measure, may be considered by policy makers to provide long-term opportunities for the City to both be responsive to the needs and circumstances of many employees as well as create greater operational efficiencies.



Should telework policies be established and greater telework prevalence made permanent, this will have a significant impact on the structure of City parking benefits and commuter incentives by altering the supply and demand balance for parking in ways that are presently difficult to foresee. Staff has already begun work researching the feasibility of moving to more of a daily-use parking model providing employees with greater flexibility to mix their utilization of telework, rideshare commuting, and driving options in a more fluid benefit design. Completion of the initial study by the new employer-sponsored transportation benefits consultant, Steer Davies & Gleave, Inc. (Steer), will be a crucial part of the benefit redesign process. The implementation of any permanent benefit design changes will, of course, require changes to the Special Parking MOU as well as possible adaptations to equipment and systems used to access the wide variety of City-owned and leased parking facilities.

However, the unusual circumstances created by the prolonged emergency response to COVID-19 (with respect to accessing certain City parking facilities at the same time parking permit rules and costs remain in effect) suggests that interim options be considered. As a result, staff recommends that the JLMC-COP establish an Ad Hoc Interim Parking Policy Subcommittee to review options and develop recommendations for interim parking policies and practices in response to COVID-19. If approved by the JLMC-COP, staff would propose having the Ad Hoc Subcommittee meet within approximately two to three weeks and report back to the full JLMC-COP at its next scheduled meeting (or an earlier special meeting date if desired by the JLMC-COP).

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 <sup>(a)</sup>	\$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 <sup>(b)</sup>	\$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 <sup>(a)</sup>	\$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 <sup>(b)</sup> | \$5.75  |

**C. All City Work Sites**

- |    |  |         |
|----|--|---------|
| 1. | Home-Garaged Vehicle Permit <sup>(c)</sup> | \$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:

*George Goff*      9/12/05      *Margaret Hillman*      10/4/05  
American Federation of State,  
County and Municipal Employees      Personnel Department

*David Sader*      9/12/05      *WJ [Signature]*      10-17-05  
Service Employee International      City Administrative Officer  
Union Local 347

*John M. Goh*      10-17-05      *James M. Chayshi*      1/17/06  
Los Angeles City Supervisors and      Department of Transportation  
Superintendents Association/  
LIUNA Local 777

*[Signature]*      9/12/05  
Los Angeles City Attorneys      General Services Department  
Association

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




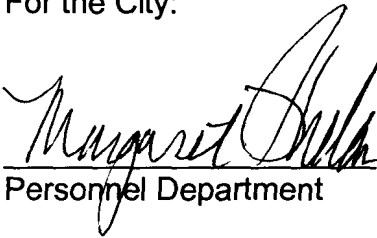
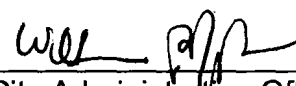

**LETTER OF INTENT**  
**SPECIAL PARKING MOU**

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	1/9/06	 Personnel Department	10/20/05
_____	_____	 City Administrative Officer	10-17-05
Service Employee International Union Local 347			
_____	_____	 Department of Transportation	10/17/06
Los Angeles City Supervisors and Superintendents Association/ LIUNA Local 777			

*[Signature]*  
Los Angeles City Attorneys  
Association

10/16/05

*[Signature]*  
General Services Department

10-17-05

Los Angeles County Building &  
Construction Trades Council

Los Angeles Professional Managers  
Association

Local 501, Operating Engineers

Municipal Construction Inspectors  
Association

*[Signature]*  
United Firefighters of Los Angeles  
City

10/17/05

*[Signature]*  
Los Angeles City Fire Department  
Chief Officers Association

10-24-05

*[Signature]*  
Los Angeles Police Command  
Officers Association

10/17/05

**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 8<sup>th</sup> 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.

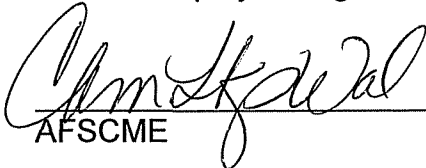
Except for the Article and/or provision specifically amended herein, all other Articles and provisions of the Special Memorandum of Understanding Regarding City Employee Parking and Commute Options ("Special Parking MOU") shall remain in full force and effect during the term of the Special Parking MOU.

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.

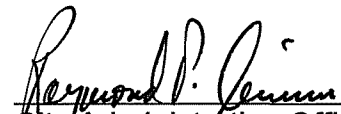
For the Employee Organizations:

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

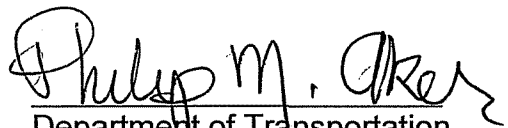
  
\_\_\_\_\_  
Rick Boal  
Municipal Construction Inspectors Assoc.

12/8/08

  
\_\_\_\_\_  
Margaret  
Personnel Department

Date: 12/9/08

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

  
Department of Transportation

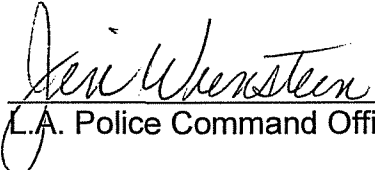
\_\_\_\_\_  
L.A. City Supervisors & Superintendents  
Assoc./LIUNA, Local 777

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



## Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) **COMMITTEE REPORT 20-09**

Date: September 1, 2020  
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

### **RECOMMENDATION:**

That the JLMC-COP receive and file the projects and activities report regarding informational items, project updates, and staffing summary covering the second quarter of 2020 (April through June 2020) and July 2020 and upcoming meetings calendar.

### **DISCUSSION:**

The following are updates for the Commute Options and Parking Program (COMMUTEwell Program) for the second quarter of 2020 (April through June 2020) and July 2020:

#### **A. Informational Items**

- **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 Marvin 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 – The impact of COVID-19 has resulted in a large number of City employees telecommuting. Respectively, there has also been a noticeable decline in the number of City employees submitting a TSR request. Typically, staff processes approximately 2,000 TSR requests on a monthly basis. The average number of TSR requests submitted for the months of April through June 2020 was 205, representing a decrease of about 90 percent.
- 4) Vanpool Program – Prior to COVID-19, COMMUTEwell’s Vanpool Program consisted of a total of 86 operational vans. While many City employees are currently telecommuting, there are also employees who continue to report physically to work. The Personnel Department’s Medical Services Division issued Vanpool COVID-19 Safety Guidelines which were distributed to all vanpool riders and also posted on the COMMUTEwell Program’s website at [www.LACOMMUTEwell.com](http://www.LACOMMUTEwell.com). As of August 2020, a total of 60 vans are in operation. The remainder of vanpools that continue to operate are doing so with average daily ridership at about half of capacity.

**B. Project Updates**

- COMMUTEwell Program Website – The following is the website activity for [www.LACOMMUTEwell.com](http://www.LACOMMUTEwell.com) from its launch on April 13 through June 30, 2020 (second quarter 2020):

Website Traffic	
Unique Visitors	1,558
Page Views	4,162
Direct Source Visits	94%

Top Five Pages Accessed	Views
1. Home page	2,088
2. Ridesharing	415
3. Employee Parking	398
4. Special Notice	227
5. Transit Benefits	226

- Vanpool Program Lease – GSD on behalf of the COMMUTEwell Program, leases and operates vans for the City. The vans are provided through a contract with Enterprise Rideshare. A new contract with Enterprise Rideshare was executed for the term starting on July 1, 2020 through June 30, 2023.
- City Separation Incentive Program (SIP) Communications – On June 30, 2020, the City Council approved offering a SIP to retirement eligible City employees to gauge interest. Staff created a frequently asked questions (FAQ) handout (**Attachment B**) to assist prospective SIP applicants in understanding COMMUTEwell Program benefits information upon retirement from City service. The SIP FAQ is available online at [www.LACOMMUTEwell.com](http://www.LACOMMUTEwell.com) and on the Office of the City Administrative Officer’s SIP website.
- Ad Hoc Governance Subcommittee: JLMC-COP Bylaws Review – At its April 25, 2019 meeting, the JLMC-COP established an Ad Hoc Governance Subcommittee to work with

staff to prepare recommendations on revising JLMC-COP Bylaws. Staff has completed a draft of proposed revisions to the Bylaws and will reach out to Subcommittee members to convene the Ad Hoc Governance Subcommittee for review and discussion of the proposed draft. Any recommendations adopted by the Subcommittee will then be presented to the full JLMC-COP for further consideration.

- **2020 South Coast Air Quality Management District (AQMD) Employee Transportation Survey** – The AQMD Rule 2202 requires that all employers report on the commuting activities of employees at worksites with 250 or more employees. Additionally, State and Federal laws require that the City develop programs to reduce single vehicle occupancy in the Southern California region. The City’s COMMUTEwell Program currently administers and promotes several ridesharing and public transit alternatives.

The COMMUTEwell Program coordinates an annual Employee Transportation Survey (Survey) to maintain compliance with AQMD Rule 2202. Employees at the City’s 12 regulated AQMD worksites are required to complete a mandatory survey describing their commuting activity for one week. The results of the survey, along with strategies for encouraging ridesharing and other commute reduction programs are then submitted to AQMD.

As previously reported to the Committee, the AQMD approved an automatic 90-day extension of the 2020 Survey with the 2020 Survey results and accompanying Employee Commute Reduction Program analysis report due on July 30, 2020. The 2020 Survey was released to employees at the City’s 12 regulated worksites to report their commuting activity during the week of June 15, 2020 through June 19, 2020. A summary of the results of the 2020 Survey is provided below:

- Nine of the 12 regulated worksites met or exceeded the Average Vehicle Ridership (AVR) requirement compared to seven in 2019. This is a welcome improvement, as are the unprecedented improvements in AVRs for certain key worksites, reflecting the impact of telecommuting on commuting patterns. The following chart on page 4 provides a comparison of the 2019 and 2020 AVR results:

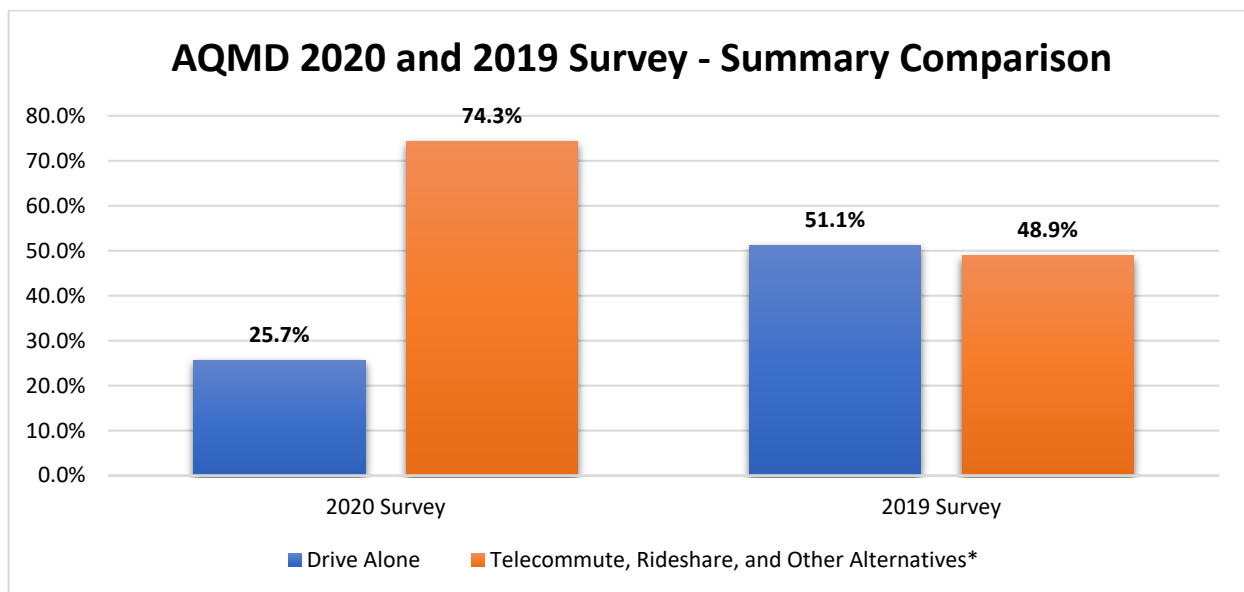


AQMD Survey Results				
Site Location	Target	2019 AVR	2020 AVR*	Change
LA Civic Center	1.75	1.85	2.70	0.85
Public Works	1.75	1.79	5.14	3.35
Figueroa Plaza	1.75	1.75	2.82	1.07
Garland Building	1.75	1.57	3.63	2.06
Hyperion	1.50	1.72	1.55	(0.17)
Library	1.75	2.11	2.18	0.07
Vignes	1.50	1.53	4.66	3.13
LA Zoo	1.50	1.23	1.27	0.04
Van Nuys	1.50	1.21	2.25	1.04
PiperTech	1.50	1.83	1.60	(0.23)
West LA	1.50	1.14	1.40	0.26
Central Services Yard	1.50	1.21	1.34	0.13

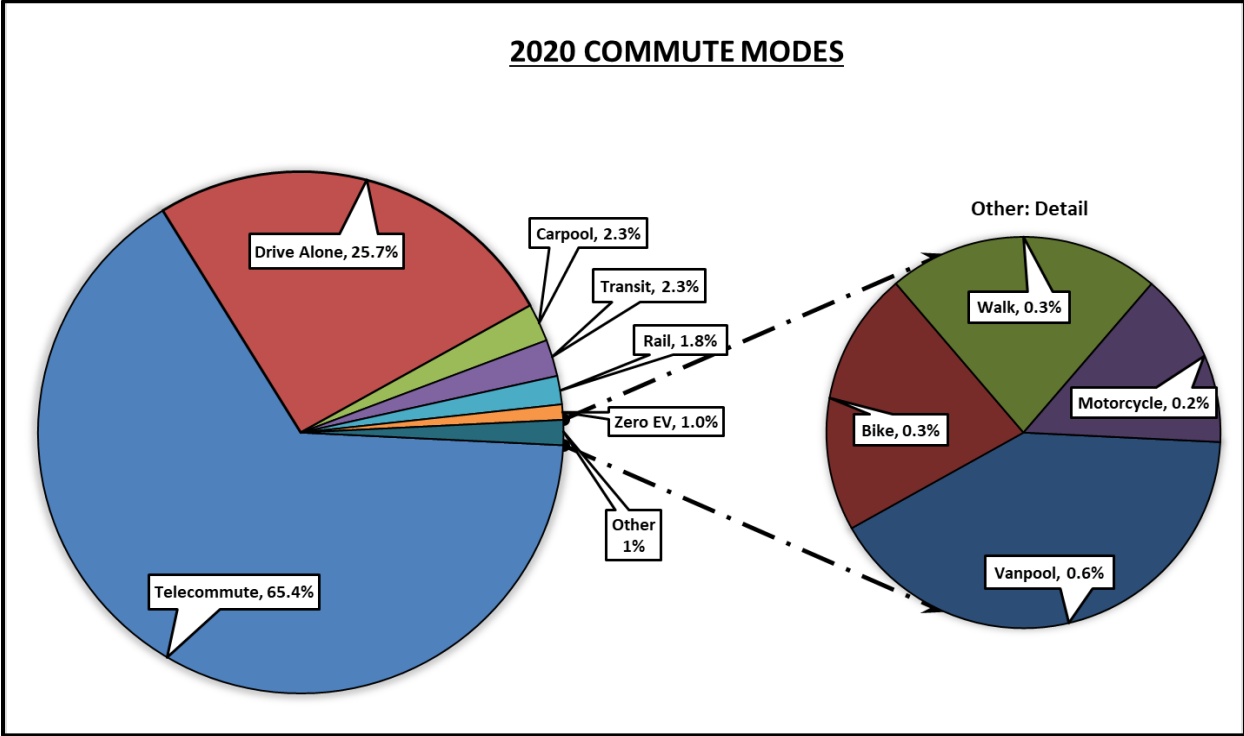
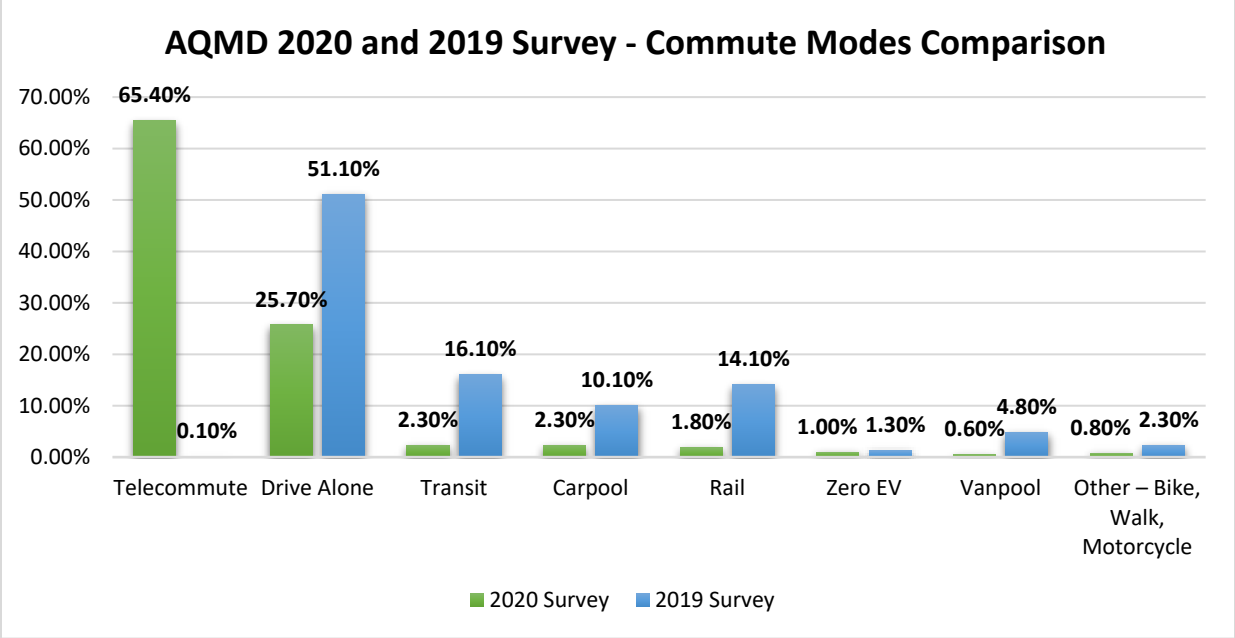
\* The highlighted 2020 AVR results indicate the locations where AVR requirements were met or exceeded.

- About 65% of employees telecommuted during the 2020 Survey reporting period, an increase from 0.1% who reported telecommuting in the 2019 Survey.
- There was a decrease in the percentage of employees who indicated they drive alone to work from about 51% in 2019 to 26% in 2020.
- Unfortunately, COVID-19 also negatively impacted ridesharing (carpool, vanpool, rail, and public transit) resulting in a decrease from about 45% in 2019 to 7% in 2020.

The following charts illustrate the dramatic differences in commute modes when comparing 2020 with 2019 survey results.



\*Rideshare = carpool, vanpool, rail, and public transit. Other Alternatives = zero EV, bike, walk, and motorcycle.



- New Hire Benefits Presentations** – In accordance with Mayor Garcetti’s Executive Directive on COVID-19 containment efforts, all in-person new hire benefits presentations have been suspended until further notice. To continue to support City departmental requests for new hire benefits presentations, staff has been conducting the presentations remotely using web-based conferencing applications. A key benefit of remote presentations is the ability to provide COMMUTEwell Program information to City

employees at multiple work locations. The information provided in the presentation is also posted on the City’s benefits website, [www.keepingLAwell.com](http://www.keepingLAwell.com) under the “New Hires” page. The following table provides a list of new hire benefits presentations that were conducted remotely in the second quarter of 2020 and July 2020.

Date	Department	Approximate Attendees
June 18, 2020	Public Works – Engineering	30
July 16, 2020	Police Department	65

### C. Staffing Reductions and Impacts

Krisandra Torres accepted a promotional opportunity at LACERS as a Benefits Specialist, effective July 5, 2020. Ms. Torres provided invaluable support of the Transit Subsidy Reimbursement and Vanpool programs. Marlene Aguilar accepted a promotional opportunity at LACERS as an Accounting Clerk, effective August 30, 2020. Ms. Aguilar provided invaluable support of the Rideshare program and coordination of the City’s parking facilities.

The Employee Benefits Division (EBD) and COMMUTEwell Program face considerable challenges adapting to new budgetary, operational, and staffing realities resulting from COVID-19. The hiring freeze, personnel losses resulting from SIP, and an ongoing reorganization of resources for EBD and the Personnel Department are requiring a fundamental assessment of staff obligations, capacity, and priorities. Adjustments will need to be made quickly but also remain fluid as conditions are evolving rapidly. The JLMC-COP should be aware of the acute staffing challenges faced by the COMMUTEwell Program.

EBD has 25 full-time position authorities, of which five are dedicated to the COMMUTEwell Program. Presently, the vacancy rate for EBD as a whole is **24%** and for the COMMUTEwell Program is **40%**. At minimum, upon the conclusion of SIP and approximately halfway through FY 2020-21, the vacancy rate for EBD is expected to minimally rise to **32%** (but may well climb higher if other promotions, transfers, or reassignments occur within that time frame).

Obtaining hiring freeze exemptions is challenging at best. Staff cannot assume that any of its vacancies will be backfilled. Staff is presently conducting a review of COMMUTEwell operations and core mandates to determine how the most essential aspects of customer service and program administration can be provided. Staff will present a fuller review of COMMUTEwell core mandates and resource adaptations at the JLMC-COP’s next meeting.


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

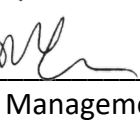
Classification	Function	Staff Member
<b>Personnel – Management Staff</b>		
Chief Personnel Analyst	Division Chief	Steven Montagna

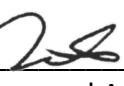
Senior Management Analyst II	Operations Manager	Jenny M. Yau
<b>Personnel - Full-Time COMMUTEwell Positions</b>		
Senior Personnel Analyst I	COMMUTEwell Program Supervisor	Kevin Hirose
Personnel Analyst	Vanpool/Rideshare Coordinator	Francois Verin
<i>Senior Administrative Clerk</i>	<i>Transit Subsidy Reimbursement Program/Unit Supervisor</i>	<i>Vacant</i>
<i>Senior Administrative Clerk</i>	<i>Rideshare/Parking Program Coordinator</i>	<i>Vacant</i>
Administrative Clerk	Commute Options Assistant	Araceli Garcia
<b>Vacancy Rate – 40%</b>		
<b>City Attorney</b>		
Assistant City Attorney	Board Counsel	Curtis Kidder

#### D. Meetings Calendar

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

Submitted by:   
 Kevin Hirose, Senior Personnel Analyst I

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

Approved by:   
 Steven Montagna, Chief Personnel Analyst

**ATTACHMENT A**

<b>JLMC-COP UPCOMING MEETINGS CALENDAR</b>	
<b>MEETING DATE</b>	<b>PROPOSED AGENDA ITEM</b>
<b>Fourth Quarter 2020 – To Be Determined</b>	Status Review and Best Practice Study
	JLMC-COP Bylaws Review
	COMMUTEwell Program Projects and Activities Report

# COMMUTEwell PROGRAM BENEFITS

## Your COMMUTEwell Program Benefits Upon Retirement

Below are Frequently Asked Questions for employees who qualify for the City of Los Angeles Separation Incentive Program (SIP). For additional COMMUTEwell Program benefits information, please visit [www.LACOMMUTEwell.com](http://www.LACOMMUTEwell.com).

### **If I have a Transit and/or Parking Spending Account (TSA/PSA), what happens to the funds in my account upon my retirement?**

Any funds remaining in a TSA/PSA are forfeited upon separation of service. However, for TSA only, you have up to 90 days following the date of separation to use the funds in your account for eligible expenses. Any funds remaining in a PSA are immediately forfeited as of the date of separation. If you are considering the SIP program, please update your TSA/PSA deduction immediately via the Benefits Central Portal at <https://www.keepinglawell.com/>. For additional questions about your TSA/PSA accounts administered by WageWorks, please visit WageWorks' website at: [www.wageworks.com/employees/support-center/support-and-faq/commuter/](http://www.wageworks.com/employees/support-center/support-and-faq/commuter/).

### **Can I receive a refund of any remaining funds in my Transit and/or Parking Spending Account (TSA/PSA)?**

Per Internal Revenue Code (IRC) regulations, any funds that you contribute through pre-tax payroll deductions to a TSA/PSA cannot be refunded.

### **What should I do with my parking pass if I'm planning to retire?**

To ensure timely cancellation of your parking payroll deduction, please return your parking pass to either (a) the Employee Benefits Division, located at City Hall, Room 867; or (b) if you work at the Garland Building or Figueroa Plaza, to your parking coordinator or onsite parking manager. To make arrangements for returning your permit please email COMMUTEwell staff at [LACOMMUTEwell@lacity.org](mailto:LACOMMUTEwell@lacity.org) or by calling (213) 978-1634.

### **If I'm participating in the Transit Subsidy Reimbursement Program, how will my final Transit Subsidy Reimbursement be issued to me?**

Your final transit subsidy reimbursement payment will be mailed to your home. Please make sure to indicate your home address and date of separation on the Transit Subsidy Reimbursement form. You may submit your Transit Subsidy Reimbursement form and applicable receipts via email to [LACOMMUTEwell@lacity.org](mailto:LACOMMUTEwell@lacity.org).

### **If I'm participating in the Vanpool Program, how do I end my participation upon retirement?**

Please complete the "30-Day Vanpool Withdrawal Notice" and send it to COMMUTEwell via gray mail at Mail Stop #621 or email it to [LACOMMUTEwell@lacity.org](mailto:LACOMMUTEwell@lacity.org) at least 30 days from the last day you will ride on the van to ensure timely cancellation of your vanpool deductions. The "30-Day Vanpool Withdrawal Notice" is available on the COMMUTEwell program website at: <https://lacommutewell.com/vanpoolcarpoolprograms>.

### **Where can I get more COMMUTEwell Program benefits information?**

Visit our website at [www.LACOMMUTEwell.com](http://www.LACOMMUTEwell.com) or contact our office in one of the following ways:



Phone: 213-978-1634

Hours: Mon-Fri 8:00 am to 4:00 pm



Email: [LACOMMUTEwell@lacity.org](mailto:LACOMMUTEwell@lacity.org)

Visit Online: [www.LACOMMUTEwell.com](http://www.LACOMMUTEwell.com)

# COMMUTEwell

Options. Value. Convenience.