



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

Special Meeting Agenda November 20, 2020

11:00 a.m. to 12:00 noon

This meeting is conducted via teleconference only. To participate telephonically, please call (669) 900-6833 and enter Access Code 531 950 1906#, 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 September 1, 2020 special meeting.
- (4) **Committee Report 20-10: COVID-19 and Employee Parking** – Recommendation that the JLMC-COP approve a proposed Letter of Agreement (LOA) (**Attachment A**), subject to ratification by

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.

the City Council, providing terms and conditions for temporarily suspending employee parking fees for six pay periods.

- (5) Committee Report 20-11: 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 August to October 2020 and upcoming meetings calendar.

CONCLUDING ITEMS

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

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

Proposed Minutes
SPECIAL MEETING
September 1, 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
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

Charles Hong, Assistant City Attorney

1. CALL TO ORDER

Patricia Huber called the meeting to order at 1:06 p.m.

2. PUBLIC COMMENTS

There were no public comments.

3. MINUTES

A motion was made by Carmen Hayes-Walker, seconded by Charles Leone, to approve the minutes of the June 2, 2020 special meeting; the Committee unanimously adopted this motion.

4. COMMITTEE REPORT 20-07: EMPLOYER-SPONSORED TRANSPORTATION BENEFITS CONSULTING SERVICES CONTRACT AND PROPOSED PLAN STATUS UPDATE

Presentation Highlights:

Steven Montagna presented this report and provided the following highlights:

- At its June 2, 2020 meeting the JLMC-COP recommended the selection of Steer Davies & Gleave, Inc. (Steer) to provide employer-sponsored transportation benefits consulting services, pursuant to a Request for Proposal issued on November 19, 2019.
- The draft contract between Steer and the City has been submitted to the Mayor's Office for approval.
- Staff is working with the CAO's Office to request an exemption from the Mayor's Office to execute the contract with Steer.
- To ensure the status review and best practice study begins immediately upon approval to execute the contract, staff has been working with Steer to create a project plan and timeline for completing these tasks.
- The proposed timeline for completing these tasks is within 90 days of the start of each task. The status review consists of reviewing COMMUTEwell's current program design, program and participation data, utilization data, and telecommuting data. The best practice study consists of assessing how comparable entities address their transportation benefits design and benefits.
- Modifications to the Special Parking Memorandum of Understanding (Special MOU) will be required should the JLMC-COP approve any changes to transportation benefits provided by the COMMUTEwell program.

Board Member Comments, Questions, and Responses:

Ms. Hayes-Walker asked if the JLMC-COP members would receive regular status updates during the course of the project. Mr. Montagna indicated that there would be one JLMC-COP meeting prior to when the proposed contract is scheduled to be completed; however, the timeline is dependent on the Mayor's Office approval. He indicated that should there be a large volume of information gathered, staff would provide it to the JLMC-COP prior to a scheduled meeting. Mr. Leone commented that he is optimistic that the contract with Steer would move forward pending approval by the Mayor's Office.

Board Action:

A motion was made by Valerie Melloff and seconded by Jay Kim 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. and proposed project plan; the Committee unanimously adopted this motion.

5. COMMITTEE REPORT 20-08: COVID-19 AND EMPLOYEE PARKING

Presentation Highlights:

Mr. Montagna presented this report and provided the following highlights:

- The COVID-19 pandemic has impacted City operations, including parking at various City facilities.
- Prior to the start of COVID-19, the majority of the City's parking facilities had long waiting lists and many employees were not able to obtain parking due to limited capacity.
- With a large portion of the City workforce telecommuting, the General Services Department allowed non-permitted City employees to park at City owned parking facilities on a temporary basis.
- While the COVID-19 safety measures have continued, many City employees with parking placards expressed concerns over paying for parking that they are not utilizing.
- Given the uncertainty of when City employees will return to the office and the continuance of telecommuting, staff recommends creating an Ad Hoc Interim Parking Policy Subcommittee to develop recommendations in response to COVID-19, which would be presented to the JLMC-COP at its next meeting.

Board Member Comments, Questions, and Responses:

Ms. Huber asked about the requirements for forming a subcommittee and if it requires an equal number of labor and management members. Mr. Montagna responded that the Bylaws of the JLMC-COP do not indicate any requirements on the number of members, but it should be balanced between labor and management, and cannot consist of a quorum of the JLMC-COP. Ms. Hayes-Walker commented that her bargaining unit members have expressed concerns about paying for parking fees while other employees are not paying. Mr. Leone and Ms. Dayes both stated that the Subcommittee should have a clear objective on what it is trying to achieve and the timeline to meet that objective. Jay Kim stated that planning for the commuting decisions of employees prior to their return to work should be considered, for example, the continuance of telecommuting may lower the demand for parking, and those who used public transit prior to COVID-19 may now prefer to drive in to work. He also stated that employees retiring as part of the City's Separation Incentive Program (SIP) may free up parking capacity and that a flexible parking policy should be proposed to address situations such as a pandemic.

Ms. Melloff clarified General Services Department's temporary parking policy stating that it is based on a first come first served basis, that permitted employees are guaranteed parking, and that employees can return their parking passes at any time if they do not want to pay the biweekly parking fee. Ms. Huber stated that the pandemic has forced the JLMC-COP to make decisions in a faster manner than normal, and ideally the Committee would work with the consultant to address how parking benefits could be restructured to address the current situation. Ms. Hayes-Walker stated that the Subcommittee should address how the Special Parking MOU could be made flexible to provide interim parking solutions such as the ability to provide refunds or temporarily stop deductions, without employees having to return their parking passes. Ms. Huber acknowledged Ms. Hayes-Walker's recommendation and stated the Subcommittee should solve for the current parking situation, but hold off on making decisions on future issues, post pandemic, until the consultant begins its study. She stated the Subcommittee's objective is to make a decision on parking during the pandemic, taking into account City department reconstitution plans. Ms. Melloff stated that the Subcommittee should also account for any implementation issues related to administration and payroll that may arise

in forming its recommendations. Ms. Dayes, Ms. Hayes-Walker, and Ms. Melloff volunteered to serve as members of the Subcommittee.

Board Action:

A motion was made by Mr. Leone and seconded by Ms. Hayes-Walker 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; the Committee unanimously adopted this motion.

6. 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 continue to telecommute, reporting to the office on pre-scheduled days. In-person public counter service continues to be suspended.
- Transit Subsidy Reimbursement program participation has decreased from an average of 2,000 monthly submissions to an average of 205 submissions for the months of April through June 2020.
- Based on the results of the 2020 Air Quality Management District survey which reported on employees' commuting activity during the week of June 15th through 19th, nine of the 12 regulated City worksites met or exceeded the Average Vehicle Ridership requirements. Additionally, 65% of respondents reported that they telecommuted during this period compared to 0.1% in 2019.
- Staff has been conducting remote new hire benefit presentations using web-based conferencing applications.
- The COMMUTEwell program has lost two full-time staff members who took promotional opportunities with LACERS and there will be challenges in filling these positions due to the hiring freeze. Adjustments will have to be made with respect to the operations of the COMMUTEwell program.

Board Member Comments, Questions, and Responses:

Mr. Leone and Ms. Hayes-Walker expressed support in filling the vacant COMMUTEwell 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 the second quarter of 2020 (April through June 2020) and July 2020 and upcoming meetings calendar; the Committee unanimously adopted this motion.

7. REQUEST FOR FUTURE AGENDA ITEMS

Report back from the Ad Hoc Interim Parking Policy Subcommittee on recommendations for interim parking policies and practices in response to COVID-19.

9. NEXT MEETING DATE

To be determined.

10. ADJOURNMENT

The meeting adjourned at 2:00 p.m.

Minutes prepared by staff member Francois Verin.



Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) **COMMITTEE REPORT 20-10**

Date: November 20, 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 approve a proposed Letter of Agreement (LOA) (**Attachment A**), subject to ratification by the City Council, providing terms and conditions for temporarily suspending employee parking fees for six pay periods.

DISCUSSION:

A. Background

At its meeting on **September 1, 2020**, the JLMC-COP discussed Committee Report 20-08. In that report, staff indicated the following:

- The COMMUTEwell Program administers parking permits for approximately 6,000 City employees.
- In accordance with the Special Memorandum of Understanding Regarding City Employee Parking and Commute Options (“Special Parking MOU”), 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 teleworking and not utilizing their parking permits but continue to have parking fees deducted from their paychecks.
- 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 (subsequently extended to Piper Tech and Marvin Braude Building garages). This temporary parking policy is in effect until further notice and parking is based on a first come, first served basis.

- As a result of the temporary parking policy, many City employees who currently have a biweekly parking payroll deduction have requested suspension or refunds of parking fees for parking they are currently not using and which is currently being provided to others at no cost.
- The emergency response to COVID-19 is lasting longer than many would have anticipated in the spring of 2020.
- COVID-19 impacts, particularly greater telework prevalence, is ushering in a fundamental rethinking of how and where the City's workforce performs services and, should telework policies be established and greater telework prevalence made permanent, over the medium- to long-term this will have a significant impact on the structure of City parking benefits and commuter incentives, including consideration of moving to a daily-use parking option offering employees greater flexibility to mix utilization of telework, rideshare commuting, and driving options.
- 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 interim options be considered.

Based on the staff report and discussion by the JLMC-COP, at its September 1 meeting the JLMC-COP established an Ad Hoc Interim Parking Policy Subcommittee (Subcommittee) to review options and develop recommendations for interim parking policies and practices in response to COVID-19. Specifically, the Subcommittee was charged with reviewing the unusual circumstances created by the prolonged emergency response to COVID-19 with respect to employees paying parking fees while other employees have been able to access certain parking facilities at no cost.

B. Subcommittee Findings and Recommendation

The Subcommittee met on Friday, September 11, 2020. The Subcommittee considered and/or reached findings with respect to the following:

- ⇒ The Subcommittee found that issuing refunds retrospectively (as "refunds") 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.
- ⇒ The Subcommittee found that a more practical approach would involve "suspending" parking deductions for a limited period of time (recommended for six pay periods, or approximately three months, with the specific pay periods to be determined pending ratification of the LOA by City Council).
- ⇒ The Subcommittee, working with staff, determined that the most administratively feasible means of achieving the intended result involves suspending all parking fees for parking deductions resulting in a zero deduction for the applicable paydays.
- ⇒ The Subcommittee determined that the approximate cost of suspending the parking fee deductions for six pay periods is \$564,000, which represents approximately 17% of the existing Ridesharing Trust Fund unallocated balance of \$3.3 million.

- ⇒ The Subcommittee found that other unusual COVID-19 related changes in employee behaviors are impacting the Ridesharing Trust Fund, including reduced utilization of public transportation, expanded telecommuting, and fluctuations in vanpool program participation and lease costs.
- ⇒ The Subcommittee found that, after approximately 60 days from the effective start date of the parking fee suspension, the status of employee parking (including a review of whether more employees are returning to City offices and increasing demand on available spaces) and the status of the City's Ridesharing Trust Fund should be reassessed by the JLMC-COP for consideration of whether the parking fee suspension should be extended.
- ⇒ The Subcommittee obtained guidance from the Office of the City Administrative Officer (CAO), Employee Relations Division, indicating that in order to execute an agreement as proposed by the Subcommittee, a Letter of Agreement (LOA) can be executed between the labor and management representatives of the JLMC-COP.

Based on these findings, the Subcommittee recommends that the JLMC-COP approve a proposed LOA in **Attachment A** providing terms and conditions for temporarily suspending employee parking fees for six pay periods. The LOA provides for the following key provisions:

- (1) Suspension of parking fees for parking deduction payroll codes for six consecutive pay periods (not including no-deduction paychecks) beginning as soon as administratively practical.
- (2) Review of the status of the parking fee suspension by the JLMC-COP within approximately sixty days from the effective start date of the suspension.
- (3) An option to extend the parking fee suspension for an additional period of time upon amendment of the LOA by the JLMC-COP.

As the LOA represents a modification of the Special Parking MOU with respect to the collection of parking permit fee deductions from employee paychecks, the LOA must be ratified by the City Council. Upon approval of the JLMC-COP, staff will transmit the LOA to City Council for ratification and apprise JLMC-COP members with respect to scheduling of consideration by the Personnel and Animal Welfare (PAW) Committee and the full City Council. Separately, staff will develop a communication to impacted employees for distribution prior to suspension of the parking fees. The communication will be circulated to the members of the Ad Hoc Committee for feedback prior to being finalized. Staff will further work with the Controller's Office to implement the parking fee suspension.

Submitted by: 

Steven Montagna, Chief Personnel Analyst

**JOINT LABOR-MANAGEMENT COMMITTEE ON COMMUTE OPTIONS AND PARKING
LETTER OF AGREEMENT
Employee Parking**

This Letter of Agreement (“LOA”) is entered into between the City of Los Angeles (“City”) management and employee organization representatives of the City’s Joint Labor-Management Committee on Commute Options and Parking (JLMC-COP).

WHEREAS, in accordance with the Special Memorandum of Understanding Regarding City Employee Parking and Commute Options (“Special Parking MOU”), Article 5, City employees with parking permits pay a parking fee that is deducted from their paycheck on a biweekly basis;

WHEREAS, to support COVID-19 safety measures, many City employees are currently teleworking and not utilizing their parking permits but continue to have parking fees deducted from their paychecks;

WHEREAS, to maintain continuity of City department operations, and in recognition of increased parking capacity created by increased City employee teleworking, on March 18, 2020, the Department of General Services (GSD) implemented a temporary parking policy allowing City employees to park at many City parking facilities at no cost;

WHEREAS, the emergency response to COVID-19 and unusual conditions creating increased prevalence of telecommuting and additional parking capacity continue to be in effect; and

WHEREAS, a temporary suspension of parking fees will support greater equity for employee parking for a portion of the time under which the unusual conditions related to COVID-19 continue to be in effect;

NOW THEREFORE, the undersign parties agree to the following provisions:

1. The JLMC-COP agrees to suspend employee parking fee deductions, as outlined in Special MOU Article 5, for six consecutive pay periods (excluding no-deduction pay periods), beginning as soon as administratively practical upon ratification of the LOA, resulting in an effective zero cost of parking being applied to the employee’s paycheck for those six pay periods. The suspension of parking fee deductions will not otherwise affect an employee's parking permit privileges during the period of the suspension.
2. The JLMC-COP agrees that, after approximately 60 days from the effective starting date of the parking fee suspension, the status of employee parking (including a review of whether more employees are returning to City offices and increasing demand on available spaces), and the further impact of suspending parking fees on the City’s Ridesharing Trust Fund, will be assessed by the JLMC-COP.
3. The JLMC-COP agrees it may extend, modify, or terminate the parking fee suspension by

revising this Letter of Agreement.

For Employee Organizations Members: Date

For Management Members: Date

American Federation of State, County
and Municipal Employees

Personnel Department

Service Employees International
Union

City Administrative Officer

Los Angeles Police Command Officers
Association

General Services Department

Laborer's International Union of
North America (LIUNA)

Department of Transportation

Los Angeles Professional Managers'
Association (LAPMA)

Approved

City Attorney's Office



Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) **COMMITTEE REPORT 20-11**

Date: November 20, 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 August to October 2020 and upcoming meetings calendar.

DISCUSSION:

The following are updates for the COMMUTEwell Program for August to October 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 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 – Presently, in accordance with the Special Parking MOU, City employees are eligible to receive up to \$50 per month in transit reimbursement for using public transportation to commute to work. Although participation in the TSR Program has declined considerably due to the impact of COVID-19, prior to COVID-19 approximately 2,000 claims were processed monthly.

Currently, employees are required to submit an employee Transit Subsidy Reimbursement Form (Subsidy Form) and receipts each month to receive a subsidy reimbursement the following month. Staff is preparing to simplify this process by having employees submit the Subsidy Form and applicable receipts once per quarter rather than monthly. Transit subsidy reimbursements would similarly move from monthly to quarterly.

Moving from a monthly to a quarterly subsidy reimbursement schedule meets dual objectives of simplifying the process and making it more convenient for employees while also reducing the administrative burdens on the small number of staff supporting the COMMUTEwell Program. Staff intends to communicate this operational change to employees in December 2020 and is tentatively planning to implement the new reimbursement process beginning with the first quarter of 2021. Beginning with the first quarter of 2021 (January to March 2021), the Subsidy Form will be due on April 12, 2021, with subsidy reimbursements applied on employee paychecks on May 5, 2021. The Subsidy Form would subsequently be due on a quarterly basis and subsidy reimbursements applied on employee paychecks the month after the Subsidy Form is due.

- 4) Vanpool Program Update – 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 and participate in the vanpool program. In May 2020, the Personnel Department’s Medical Services Division (MSD) issued Vanpool COVID-19 Safety Guidelines which were distributed to all vanpool participants and also posted on the COMMUTEwell Program’s website at www.LACOMMUTEwell.com.

In September 2020, staff received updated medical guidance from 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 will procure additional vans for any vanpools with an occupancy above the three-person threshold. Funding for the additional vans is being provided by the City’s Employee Ridesharing Trust Fund Reserve.

Staff developed and subsequently released a memo to all vanpool participants notifying them that the City would procure additional vans for any vanpools with occupancy above the three-person threshold and vans with four or more occupants would need to divide their members between their current and additional vans. The memo also provided vanpool members the option of discontinuing vanpool participation if they chose to do so.

Currently, there are 64 vans that are operating and 34 of those vans have an occupancy above the three-person threshold. Staff is currently working with these vanpools to identify drivers and coordinators for the new vans and also working with the City's vanpool provider, Enterprise, to arrange for the delivery of the new vans once all program requirements are met. The transition of the 34 vans above the occupancy threshold is expected to be completed by the end of November.

Once the transition is completed, a total of approximately 100 vans are expected to be 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.

- 5) Management of Parking Waitlists – Staff is working to make improvements to the management of waitlists for parking at facilities for which there is greater demand for parking than available spaces. A review of current waitlists indicates that much of the employee information is “stale,” meaning many of those on the lists have changed work location, are no longer working for the City, or have established other preferred means of commuting to work. In addition, it is anticipated that COVID-19 impacts will lead to significant shifts in commuting and parking preferences going forward. To prepare and provide for more accurate recordkeeping of parking waitlists moving forward, staff will be implementing a new procedure for managing parking waitlists by providing a self-reporting option for employees to place themselves on a parking waitlist through its website, www.LACOMMUTEwell.com. 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 option. An employee's place on the parking waitlist is based on City seniority in accordance with the Special Parking MOU. This self-certification process will be repeated periodically to ensure that parking waitlists remain current and accurate.

B. Project Updates

COMMUTEwell Program Website – The following is the website activity for www.LACOMMUTEwell.com for the third quarter of 2020 (July through September 2020):

| Website Traffic | | Top Five Pages Accessed | Views |
|----------------------|-------|----------------------------|-------|
| Unique Visitors | 1,540 | 1. Home Page | 1,823 |
| Page Views | 4,384 | 2. Employee Parking | 576 |
| Direct Source Visits | 47.6% | 3. Ridesharing | 447 |
| | | 4. Transit Benefits | 302 |
| | | 5. Special Notice COVID-19 | 266 |

C. Staffing Reductions and Impacts

As previously reported to the Committee, the COMMUTEwell Program currently has a 40% vacancy rate due to the loss of two staff members who promoted to LACERS. These vacancies are subject to the managed hiring process. The Employee Benefits Division has submitted unfreeze requests for approval to fill these positions and will provide an update on the status of filling these positions at the Committee’s next meeting.

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

| Classification | Function | Staff Member |
|--|--|-----------------|
| Personnel – Management Staff | | |
| Chief Personnel Analyst | Division Chief | Steven Montagna |
| Senior Management Analyst II | Operations Manager | Jenny M. Yau |
| Personnel - Full-Time COMMUTEwell Positions | | |
| 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 |
| Vacancy Rate – 40% | | |
| City Attorney | | |
| Assistant City Attorney | Board Counsel | Curtis Kidder |

D. Meetings Calendar

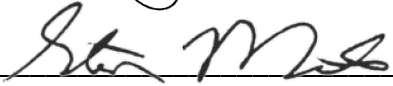
Staff maintains a calendar of upcoming Committee meetings and proposed topics (**Attachment A**). The calendar is subject to change based on Committee members' availability.

Submitted by:



Jenny M. Yau, Senior Management Analyst II

Approved by:



Steven Montagna, Chief Personnel Analyst

ATTACHMENT A

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