



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

JLMC-COP MEMBERS:

Management

Patricia J. Huber, CAO

Valerie V. Melloff, GSD

Jay Kim, LADOT

Jody A. Yoxsimer, Personnel

Employee Organizations

Carmen Hayes-Walker, AFSCME

Victor Gordo, LIUNA

Jorge Rodriguez, LAPCOA

Charles Leone, SEIU

April 25, 2019

1:00 p.m.

200 N. Spring Street, Room 1070

Los Angeles, CA 90012

INTRODUCTION

(1) Call to Order

(2) Public Comments

ADMINISTRATIVE ITEMS

(3) Committee Report 19-01: JLMC-COP Election of Officers, Bylaws, and Meeting Schedule –

Recommendation that the JLMC-COP (a) elect its 2019 Chair and Vice-Chair; (b) convene an Ad-Hoc Governance Subcommittee consisting of two employee organization and two management representatives to work with staff to prepare recommendations on revising JLMC-COP Bylaws; and (c) designate its next meeting on a date to be determined within approximately 75-90 days of the current meeting.

(4) Committee Report 19-02: Commute Options and Parking Program Review – Recommendation that

the JLMC-COP (a) receive and file report updating the status of the City's COMMUTEwell Program including a proposed strategy for assessing the City's current ridesharing and parking benefits,

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 5 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://per.lacity.org/jlmc-cop.htm>

(e) Subscribe: <https://www.lacity.org/city-government/subscribe-meeting-agendas-and-more/departments-commissions-committees-boards>

identifying industry best practices, and developing recommendations for COMMUTEwell improvements; and (b) request that staff work with the Department of Transportation (LADOT) to develop and issue a solicitation for transportation benefit consulting services and report back on the results of that solicitation at the JLMC-COP's next meeting.

CONCLUDING ITEMS

(5) Request for Future Agenda Items

(6) Next Meeting Date: To Be Determined

(7) Adjournment

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 5 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.
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Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) **COMMITTEE REPORT 19-01**

Date: April 25, 2019
To: JLMC-COP
From: Staff
Subject: JLMC-COP Election of Officers, Bylaws, and Meeting Schedule

JLMC-COP MEMBERS:

Management

Patricia J. Huber, CAO

Valerie V. Melloff, GSD

Jay Kim, LADOT

Jody A. Yoxsimer, Personnel

Employee Organizations

Carmen Hayes-Walker, AFSCME

Victor Gordo, LIUNA

Jorge Rodriguez, LAPCOA

Charles Leone, SEIU

RECOMMENDATION:

Recommendation that the JLMC-COP (a) elect its 2019 Chair and Vice-Chair; (b) convene an Ad-Hoc Governance Subcommittee consisting of two employee organization and two management representatives to work with staff to prepare recommendations on revising JLMC-COP Bylaws; and (c) designate its next meeting on a date to be determined within approximately 75-90 days of the current meeting.

DISCUSSION:

A. JLMC-COP Composition

The JLMC-COP adopted its Bylaws of the Joint Labor-Management Committee on Commute Options and Parking (“Bylaws”) on February 2, 1998, with subsequent amendments adopted on October 15, 2001 and October 7, 2002. The Bylaws (incorporating all amendments) are provided as **Attachment A** to this report. Pursuant to Article B of the Bylaws, the JLMC-COP includes four City Employee Organization Primary Members and four Management Members.

- (1) Employee Organization Members - The Bylaws provide for “four City Employee Organization members...” as well as “three alternate voting Employee Organization members who will be eligible to vote in the absence of one or more regular voting Employee Organization member(s).” The Bylaws provide that, “City employee organizations shall notify the Committee by January 1 of each year of the Employee Organizations selected to be regular and alternate voting members of the Committee.”

Prior to this meeting, the Personnel Department's Employee Benefits Division/Commute Options and Parking Section ("staff") reached out to all employee labor organizations to confirm their primary members on the JLMC-COP and to identify their primary and alternate voting representatives. Responses were received from the following organizations:

City Employee Organization Primary Members

American Federation of State, County and Municipal Employees (AFSCME)
Laborers' International Union of North America (LIUNA 777)
Los Angeles Police Command Officers Association (LAPCOA)
Service Employees International Union, Local 721 (SEIU 721)

City Employee Organization Alternate Members

Los Angeles Professional Managers' Association (LAPMA)

Notwithstanding the Bylaws, presently the JLMC-COP has one only one identified alternate voting Employee Organization member. The Los Angeles Professional Managers' Association (LAPMA) was designated as an alternate voting Employee Organization member in December 2002. The Engineers and Architects Association (EAA) was designated as an alternate voting Employee Organization member in December 1997, but withdrew its membership in August 2002. The United Firefighters of Los Angeles City (UFLAC) was designated as an alternate voting Employee Organization member in December 2002, but withdrew its membership in February 2009. Two additional alternate voting Employee Organization members should be identified by employee organizations pursuant to the Bylaws.

- (2) Management Members - Similarly, staff reached out to those City departments comprising the management members of the JLMC-COP as identified in the Bylaws to identify their primary and alternate voting representatives. The management members of the JLMC-COP include the following City departments:

Management Members

City Administrative Officer (CAO)
General Services Department (GSD)
Personnel Department
Department of Transportation (LADOT)

A complete list of JLMC-COP members, including each organization's/department's primary and alternate representatives, is included in **Attachment B** to this report.

B. Ad-Hoc Governance Subcommittee

The JLMC-COP has not conducted business since its last meeting on February 9, 2009. Given the length of time between meetings, Bylaw provisions relating minimally to the conduct of meetings (and potentially other provisions) should be reviewed for possible revision. Staff

recommends that the JLMC-COP convene an Ad-Hoc Governance Subcommittee consisting of two employee organization and two management representatives to work with staff to prepare recommendations on revising JLMC-COP Bylaws. In the interim, however, staff recommends that at the current meeting the JLMC-COP take two immediate actions as detailed in the next sections.

C. Election of Officers

Article B(7) of the Bylaws provides that the JLMC-COP designate its Chair and Vice-Chair at each calendar year's January meeting and that the positions of Chair and Vice-Chair alternate between labor and management each year. The effective result of Article B(7) is that the JLMC-COP is chaired by an employee organization member in odd-numbered years and by a management member in even-numbered years. In 2009, the JLMC-COP Chair was an employee organization member and the Vice-Chair was a management member. As a result, for 2019, JLMC-COP should designate an employee organization representative as Chair and management member as Vice-Chair. The Chair will be responsible for conducting the meetings and coordinating with staff on preparation of the agenda. The Vice-Chair will conduct meetings in the Vice-Chair's absence. Staff recommends that the JLMC-COP's first order of business be electing its Chair and Vice-Chair for calendar year 2019.

D. Next Meeting

Article C(1) of the Bylaws provide that the JLMC-COP meet at least on a monthly basis. The Personnel Department is not prepared to support ongoing meetings at this frequency. A permanent meeting schedule should be established as part of revisions to the Bylaws as part of the Ad-Hoc Governance Subcommittee's recommendations. In the interim, however, staff recommends that the JLMC-COP work with staff to designate its next meeting on a date to be determined within approximately 75-90 days of the current meeting.

Submitted by:

Steven Montagna

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

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

A. Purpose and Responsibilities

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

B. Committee Structure

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

7. Officers of the Committee shall include:

- a. Chair
- b. Vice Chair

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

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

C. Meetings

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

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

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

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

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

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

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

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

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

D. Process

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

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

**JOINT LABOR MANAGEMENT COMMITTEE ON
COMMUTE OPTIONS AND PARKING
COMMITTEE STRUCTURE**

CITY EMPLOYEE ORGANIZATIONS PRIMARY MEMBERS

Organization	Primary Voting Rep.	Alternate Voting Rep.
AFSCME	Carmen Hayes-Walker	To be named
LIUNA	Victor Gordo	To be named
LAPCOA	Jorge Rodrigues	To be named
SEIU	Charles Leone	Dawn Lovelace

CITY EMPLOYEE ORGANIZATION ALTERNATE MEMBERS

Organization	Primary Voting Rep.	Alternate Voting Rep.
LAPMA	Charley M. Mims	To be named

MANAGEMENT MEMBERS

Department	Primary Voting Rep.	Alternate Voting Rep.
CAO	Patricia J. Huber	To be named
GSD	Valerie V. Melloff	To be named
LADOT	Jay Kim	To be named
Personnel	Jody A. Yoxsimer	To be named



Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) **COMMITTEE REPORT 19-02**

Date: April 25, 2019
To: JLMC-COP
From: Staff
Subject: Commute Options and Parking Program Review

JLMC-COP MEMBERS:

Management

Patricia J. Huber, CAO

Valerie V. Melloff, GSD

Jay Kim, LADOT

Jody A. Yoxsimer, Personnel

Employee Organizations

Carmen Hayes-Walker, AFSCME

Victor Gordo, LIUNA

Jorge Rodriguez, LAPCOA

Charles Leone, SEIU

RECOMMENDATION:

That the JLMC-COP (a) receive and file report updating the status of the City's COMMUTEwell Program including a proposed strategy for assessing the City's current ridesharing and parking benefits, identifying industry best practices, and developing recommendations for COMMUTEwell improvements; and (b) request that staff work with the Department of Transportation (LADOT) to develop and issue a solicitation for transportation benefit consulting services and report back on the results of that solicitation at the JLMC-COP's next meeting.

DISCUSSION:

The City offers a variety of transportation benefits to eligible employees through what the Personnel Department has branded the COMMUTEwell Program. Transportation benefits include ridesharing programs as well as City-sponsored parking. Transportation benefits are established within the City's Special Memorandum of Understanding on Commute Options and Parking ("Special Parking MOU") and overseen by the JLMC-COP. Eligible employees include the City's civilian and sworn Police/Fire employees, excluding employees of the Los Angeles World Airports (LAWA), Harbor Department, and Department of Water and Power (DWP), each of which offers their own transportation benefit programs.

The Personnel Department's Employee Benefits Division/Commute Options and Parking Section ("staff") administers the COMMUTEwell Program. Staff has the ongoing responsibility of administering and promoting greater utilization of the City's existing ridesharing benefits as well as administering parking benefits.

The current version of the Special Parking MOU has been in existence since September 2005 (**Attachment A**). Updating and refining the Special Parking MOU would be beneficial in order to better align its provisions with evolving ridesharing alternatives and technology, changes that have occurred within the City's workforce and parking resources, and a renewed focus on the part of City leaders in promoting commuting choices which help to reduce traffic congestion and improve air quality in the greater Los Angeles area. At the same time, offering responsive ridesharing and parking benefits as part of the City's overall benefits package is an important part of recruiting and sustaining a strong workforce.

This report will review the current status of the City's ridesharing and parking programs – including recent employee surveys regarding commuting benefits - and then outline staff's project plan for evaluating the effectiveness of these programs as a pre-requisite for developing a template for a next-generation version of the Special Parking MOU.

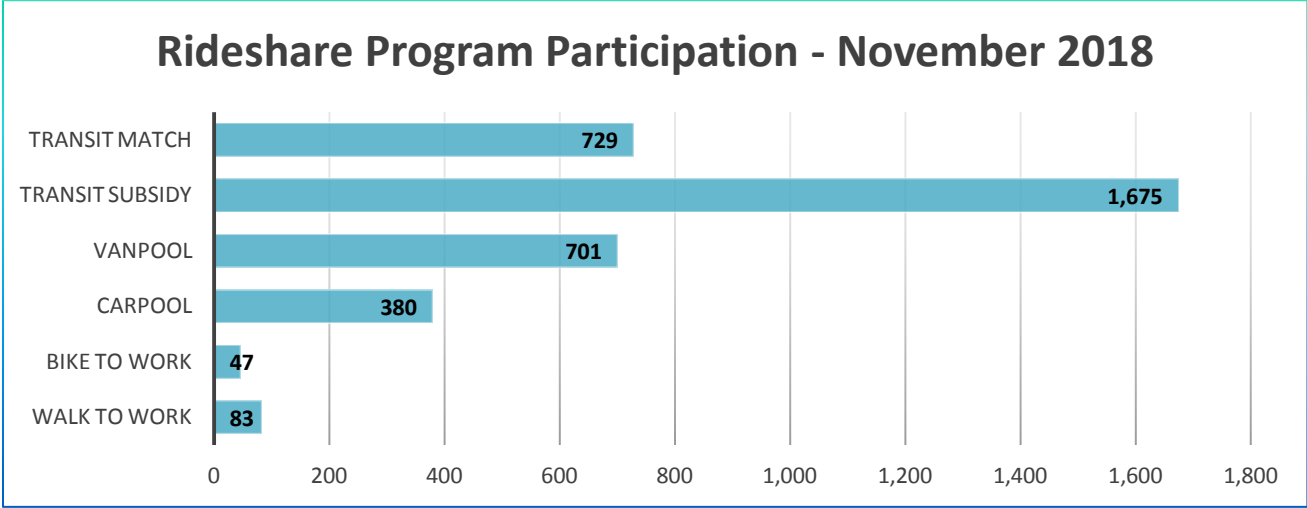
A. Ridesharing Transportation Benefits - Status and Participation

COMMUTEwell's rideshare benefits encourage the use of public transportation and other means of ridesharing to work. Ridesharing helps reduce air pollution and traffic congestion and supports a more sustainable, livable environment for citizens.

Rideshare programs include the following:

- **Transit Reimbursement Program:** Provides up to \$50 reimbursement per month to individuals who use public transportation to commute.
- **Transit Spending Account (TSA):** Allows employees to set aside up to \$260 pre-tax dollars per month to pay for transit expenses while also providing a Transit Match of up to \$50 per month.
- **Vanpool Program:** Operates approximately 90 vans commuting from the greater Los Angeles area to common City work locations.
- **Carpool Program:** Assists with matching employees interested in sharing transportation costs and provides reduced parking fees.
- **Bike/Walk to Work Program:** Provides up to \$50 per month to individuals who walk or bike to work.

The graph below summarizes rideshare program participation as of November 2018. A total of 3,615 City employees participated in the City's various ridesharing programs as of November 2018.



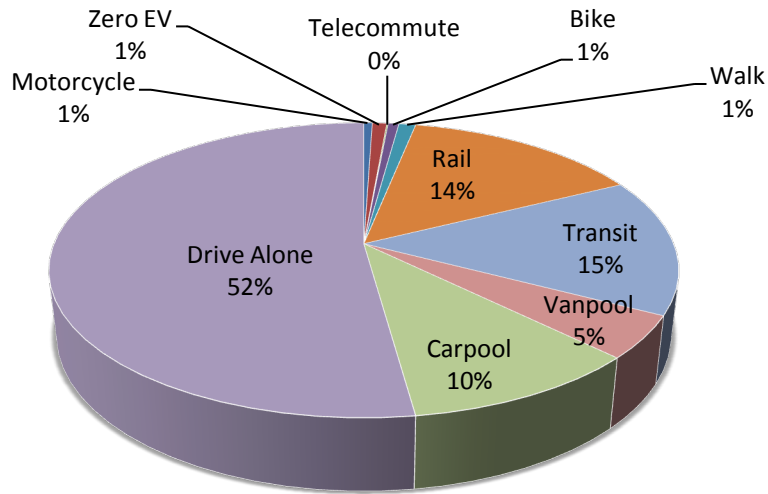
B. Employee Commuting Patterns and Preferences

Utilization of the City’s ridesharing programs does not provide a full picture of employee commuting behaviors. This report section reviews survey data which sheds greater light on employee commuting patterns and preferences.

Each year the City is mandated by the Southern California Air Quality Management District (SC-AQMD) to conduct a survey of employees who commute to one of its twelve regulated worksites. This survey provides important information regarding commuting behaviors at these worksites. For the March 2018 survey, out of 6,487 total employees at these worksites, 4,842 submitted responses, for a response rate of 74%.

The following chart provides summary results of employee commuting behaviors per the 2018 survey. As the chart indicates, approximately 52% of respondents are driving alone, while 48% are engaging in alternate means of commuting to work:

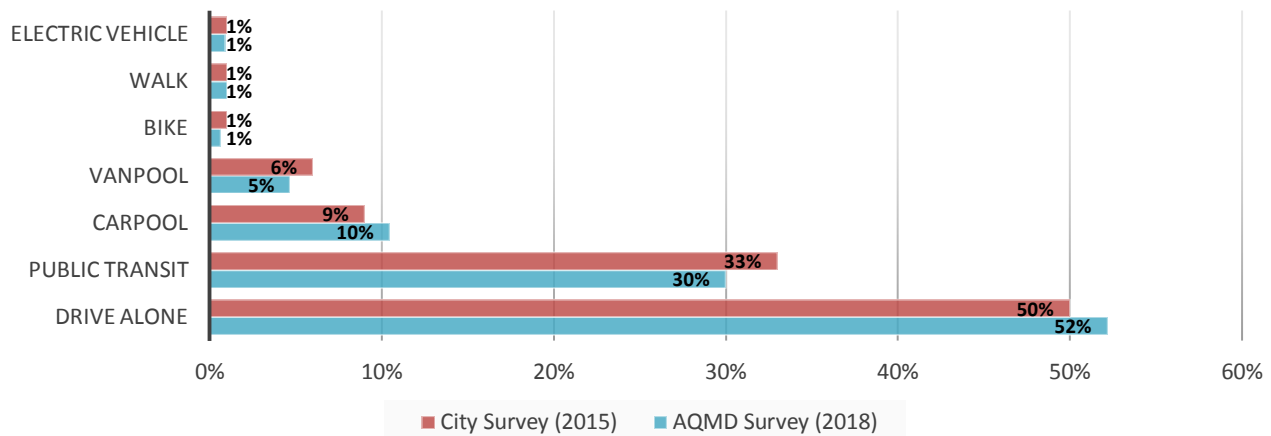
Commute Mode Summary - 2018 Survey Results (AQMD Sites)



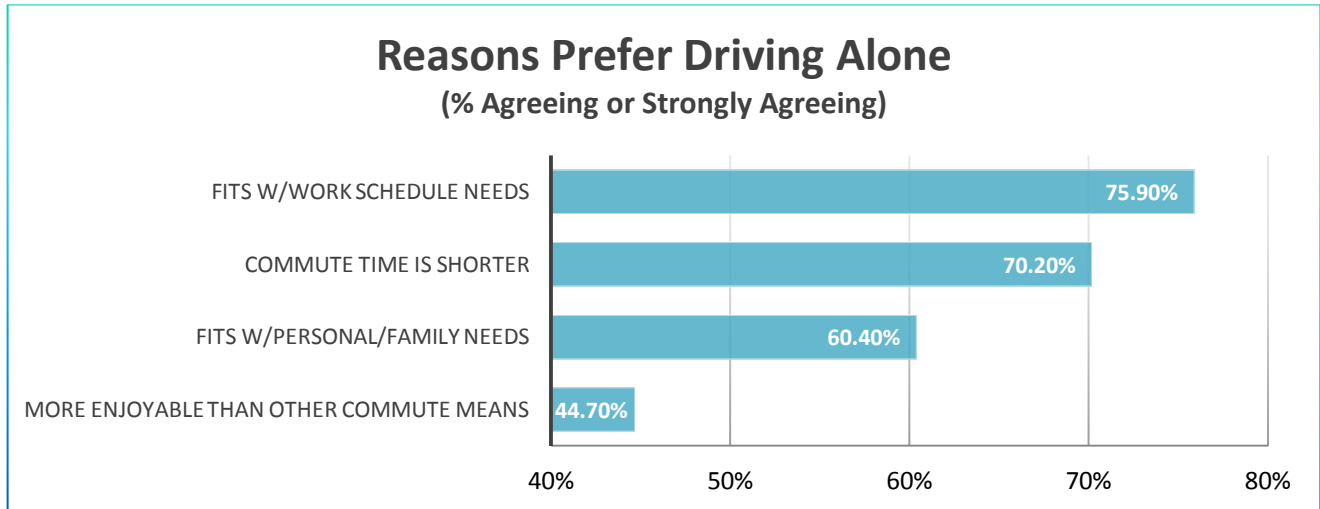
While the SC-AQMD survey reveals important information about commuting patterns, it does not address employee preferences and motivations. For this reason, in late 2015 staff conducted a commuting preferences survey. The intent of the survey was to (a) obtain greater insight into what drives employee decision-making around either driving alone to work or using alternative forms of transportation and (b) identify what factors might influence changes in behavior.

A threshold question was whether the commuting preferences survey results aligned with and could validate the SC-AQMD survey results with respect to various forms of ridership. The results indicated a high level of correlation between both surveys. The following table compares the 2015 commuting preferences survey results with the most recent 2018 SC-AQMD survey:

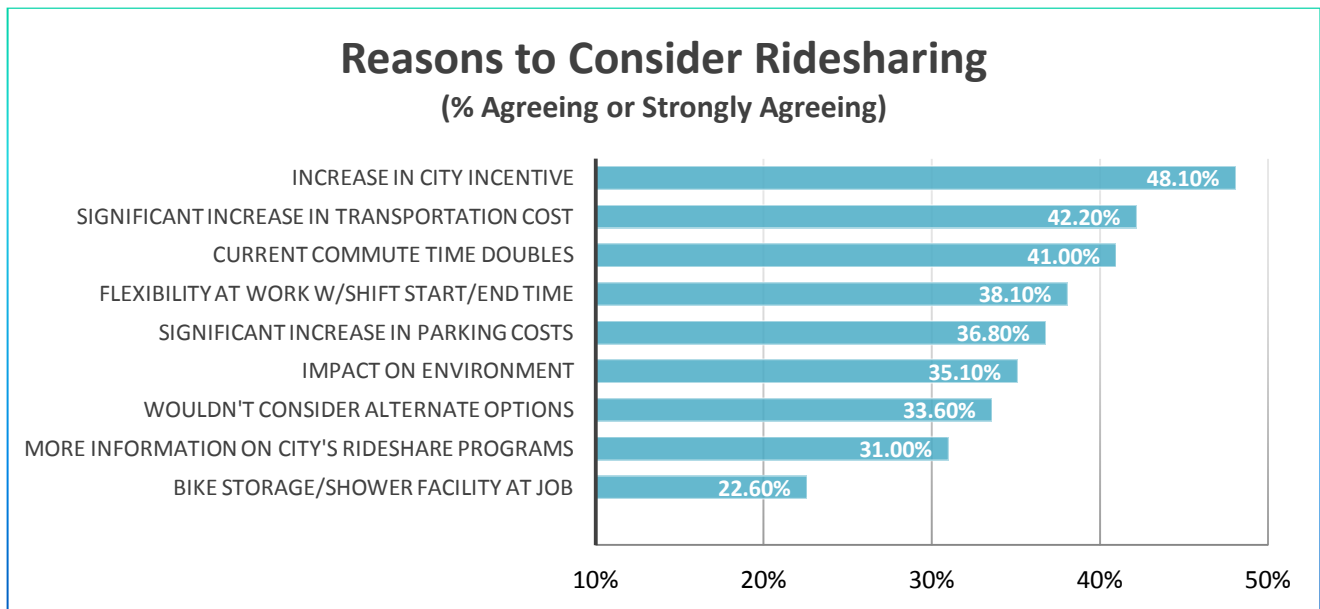
AQMD & City Survey Results Comparison



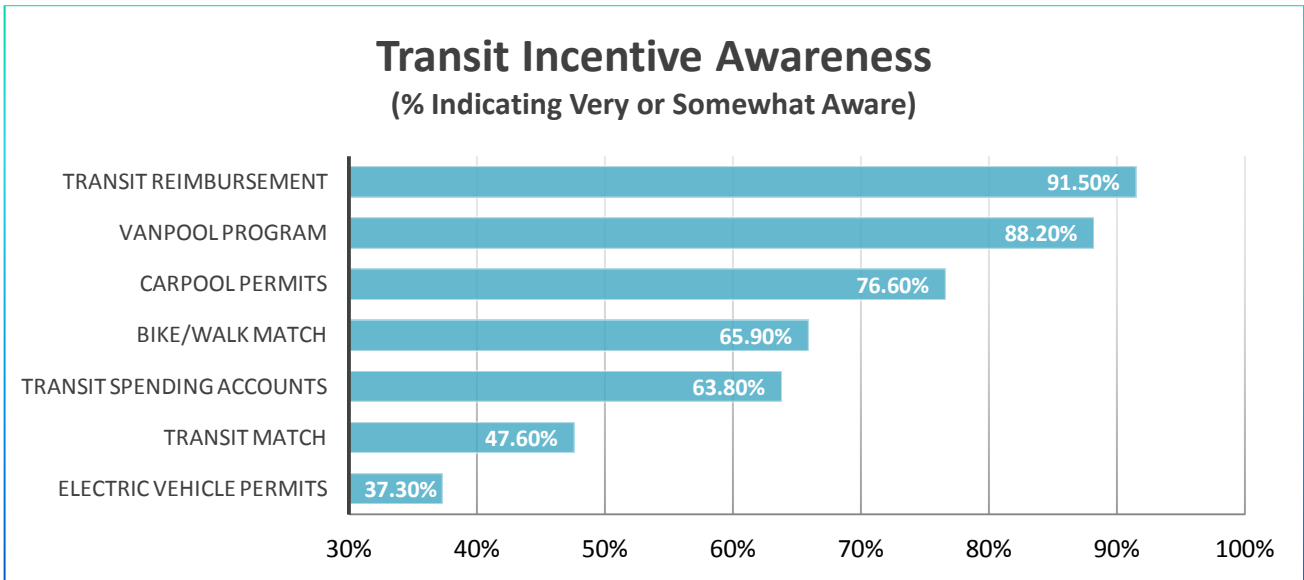
Employees Who Drive Alone - Employees who drive alone were asked to indicate how much they agreed with a list of potential factors motivating them to drive alone to work. Most respondents indicated that work schedule, personal needs, and shorter commuting times were primary factors.



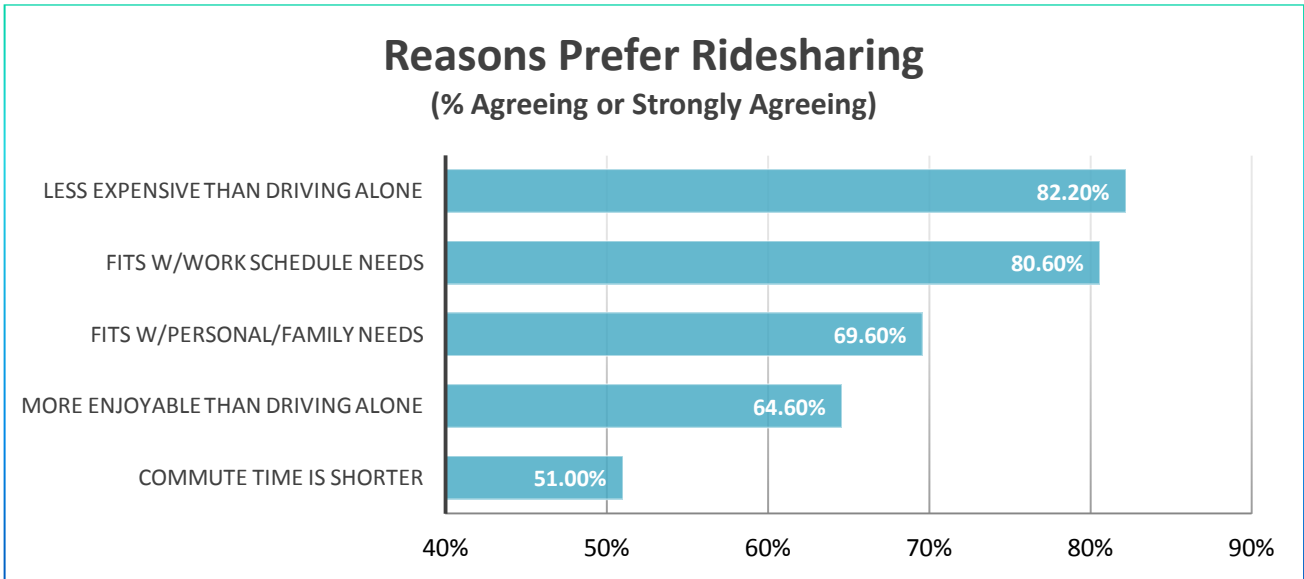
The survey next addressed factors which might influence employees presently driving alone to work to consider ridesharing alternatives. The responses indicated that an increase in transit incentives, increases in transportation costs such as higher fuel prices, and increased transportation time would be the strongest influencing factors.



Transit Incentive Awareness - The survey also measured respondent awareness of the City's current transportation incentives. Results indicated generally high levels of awareness for the most heavily utilized benefits, but also revealed opportunities to increase awareness of certain programs:



Employees Using Alternative Commuting Methods - A final major area of inquiry focused on those employees currently ridesharing or otherwise not driving to work alone. Employees were asked to indicate how much they agreed with a list of potential reasons for motivating their commuting choices. Most respondents indicated that cost, work schedule, personal needs, shorter commuting times, and the quality of the commute experience were primary factors.



Overall, the SC-AQMD survey and commuting preferences survey indicate that while the City’s workforce is divided evenly between those driving alone to work vs. those using alternative means of commuting, opportunities exist for increasing ridesharing behaviors and utilization of City-sponsored programs. Towards that end, the Employee Benefits Division utilizes the following strategies to increase awareness and participation:

- Participate in the annual L.A. Metro promotional campaign for National Rideshare Week (October of each year)
- Participate in the annual National Bike to Work Week campaign (May of each year)
- Promote and support utilization of the City’s transit incentive programs (Transit Reimbursement and Transit Match)
- Promote and support utilization of the City’s vanpool program by offering more accessible online tools for identifying vanpool members
- Promote carpooling through a recently developed custom carpool “ridematch” tool developed in concert with LA Metro

C. Parking Benefits - Status and Participation

Employee Benefits presently administers the following parking transportation benefits for eligible City employees:

Parking Benefits

- **City Facilities Parking** – Eligible employees may receive parking at various City-owned or leased parking facilities on a space-available basis per the parking priorities established in the Special Parking MOU.
- **Parking Savings Accounts** – Eligible employees may contribute, on a tax-free basis, up to \$260 per month to an account to fund parking expenses at non-City-owned or leased facilities.

Commute Options & Parking issues permits, keycards, and keycard approvals for 22 lots (see **Attachment B**). In total, approximately 6,068 permits have been issued at these various parking facilities.

Overall, City employees who wish to receive parking continue to be challenged by parking capacity. The following table includes all City parking facilities with waiting lists. As indicated, as of February 2019, there are 2,154 employees on these lists.

PARKING FACILITY WAITING LISTS	
Parking Facility	Wait List Total
City Hall East	906
Figueroa Plaza	374
Public Works Building (PWB)	238
Spring Street Lot 220	440
Piper Tech	72
LADOT Lot	63
Police Admin Building (PAB)	43
Vignes/MSD Lot	18
Total	2,154

Over the past two years, staff has conducted audits at 15 parking facilities as part of an ongoing audit plan. The objective of the auditing plan is to purge ineligible and terminated employees from the lists of those who have been issued parking permits or keycards so that those on waiting lists can be issued permits or keycards. As a result of those efforts, 965 new permits have been issued, reducing the number of individuals on wait lists at those lots by approximately 10%.

D. Strategic Objectives for Improving Transportation Benefits

Much has changed in the years since the Special Parking MOU was last reviewed. Development in the downtown Los Angeles urban core has resulted in growing demand for a limited pool of parking resources, while new technologies and services are emerging which are enabling new forms of ridesharing.

Staff has developed a set of key strategic objectives for improved outcomes for the City's workforce in the realm of transportation benefits, including the following:

- Procure for and work with an expert transportation benefits consultant for the purpose of identifying a blueprint for best practice transportation benefit design
- Following consideration of the consultant's analysis, work with the JLMC-COP to revise and update the Special Parking MOU
- Develop and implement an ambitious and innovative strategic plan for moving the City's transportation benefits to goals-driven, outcomes-based programs and initiatives
- Develop engagement and marketing campaigns to drive more successful and measurable member outcomes with respect to transportation choices
- Work with management and labor in developing effective engagement strategies
- Establish the City as a leading, cutting-edge employer providing model transportation benefits
- Establish new initiatives in support of the Mayor's Sustainability Plan and 2025/2035 environmental and economic objectives
- Establish relationships and coordinated programming with regional transit agencies

Staff's finding is that a priority first step in pursuit of these objectives is securing an outside consulting resource with expertise in the design of employer-sponsored rideshare and parking benefits. The purpose of establishing such a consulting relationship would be to provide assistance to the City and the JLMC-COP in (a) assessing the current status of the City's COMMUTEwell Program, (b) identifying best practices in other employer-sponsored programs, and (c) recommending design improvements that can better address the transportation needs of City employees and align a revised Special Parking MOU with an ambitious and cutting-edge strategic plan.

LADOT has a number of transportation benefit consultants that may be able to fulfill the City's consulting needs for this project. To help accelerate the procurement process, staff recommends that the JLMC-COP request that staff work in concert with LADOT to develop and issue a solicitation for transportation benefit consulting services and report back on the results of that solicitation at the JLMC-COP's next meeting.

The funding source for consulting costs would be the City Employees Ridesharing Fund (Fund), which was created under Los Angeles Administrative Code Division 5, Chapter 31, as a repository for parking fees and vanpool fares and to pay for program costs (exclusive of salaries). Staff is preparing a fuller review of the status of the Fund for the JLMC-COP's next meeting.

Submitted by:

Steven Montagna

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

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

BY AND BETWEEN

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

AND

CITY EMPLOYEE QUALIFIED ORGANIZATIONS

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

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

ARTICLE 1 SCOPE AND SUBJECT OF AGREEMENT

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

ARTICLE 2 PARTIES TO THE AGREEMENT

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

ARTICLE 3 FULL UNDERSTANDING

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

ARTICLE 4 PARKING PERMIT PRIORITIES AND CONDITIONS

A. City-Owned Parking and Leased Parking Spaces

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

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

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

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

B. Definitions and Limitations

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

ARTICLE 5 MONTHLY PARKING PERMIT FEES

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

A. Downtown Los Angeles

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

B. West Los Angeles and Van Nuys Civic Centers

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

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

C. All City Work Sites

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

Notes

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

ARTICLE 6 TRANSPORTATION SUBSIDY – ALL CITY EMPLOYEES

A. Public Transportation

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

B. Bicyclists/Walkers

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

ARTICLE 7 LIMITATION OF BENEFITS

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

ARTICLE 8 TERM

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

ARTICLE 9 ROTATING SHIFT (24-HOUR) PERMIT

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

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

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

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

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

Orlando M. [Signature] 10-17-05 *James M. Oraychi* 11/17/06
Los Angeles City Supervisors and Department of Transportation
Superintendents Association/
LIUNA Local 777

[Signature] [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

Ted E. Naim 10/17/05
United Firefighters of Los Angeles
City

Daniel P. McLaughlin 10-24-05
Los Angeles City Fire Department
Chief Officers Association

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

APPROVED:

Zina B. 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.

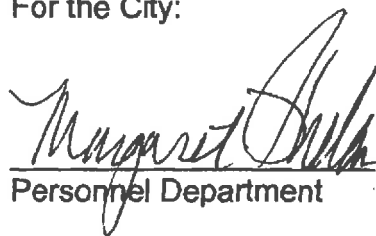
For the Employee Organizations: Date:

For the City: Date:



American Federation of State,
County and Municipal Employees

1/9/06



Personnel Department

10/26/05

Service Employee International
Union Local 347



City Administrative Officer

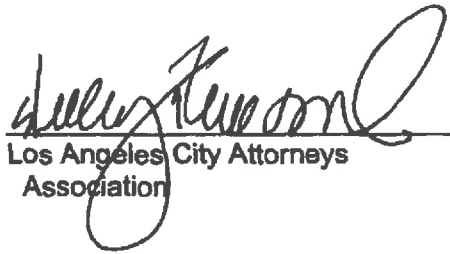
10-21-05

Los Angeles City Supervisors and
Superintendents Association/
LIUNA Local 777



Department of Transportation

10/17/06


Los Angeles City Attorneys
Association


10/16/05 Andresy McCumby 10-17-05
General Services Department

Los Angeles County Building &
Construction Trades Council

Los Angeles Professional Managers
Association

Local 501, Operating Engineers

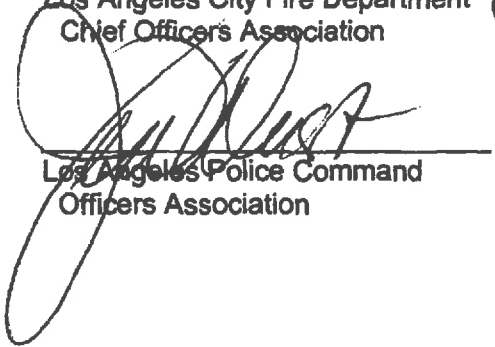
Municipal Construction Inspectors
Association


United Firefighters of Los Angeles
City

10/17/05


Los Angeles City Fire Department
Chief Officers Association

10-24-05


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 8th day of December 2008.**

BY AND BETWEEN

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

AND

CITY EMPLOYEE QUALIFIED ORGANIZATIONS.

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

AMENDMENT NO. 1

SPECIAL MEMORANDUM OF UNDERSTANDING
REGARDING
CITY EMPLOYEE PARKING AND COMMUTE OPTIONS

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

ARTICLE 7 TERM

ADD:

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

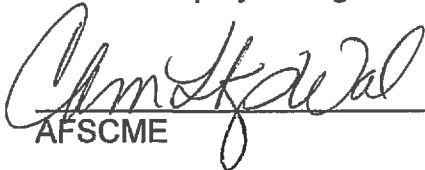
Except for the Article and/or provision specifically amended herein, all other Articles and provisions of the Special Memorandum of Understanding Regarding City Employee Parking and Commute Options ("Special Parking MOU") shall remain in full force and effect during the term of the Special Parking MOU.

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

For the Employee Organizations:


Date:

For the City:



AFSCME

12/8/08



City/Administrative Officer

Date: 12/8/08

L.A. City Attorneys Association



General Services Department

Date: 12/8/08

SEIU, Local 721



L.A. Professional Managers Assoc.

12/8/08



Personnel Department

Date: 12/9/08



Municipal Construction Inspectors Assoc.

12/8/08


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

MOU PARKING LOTS

No.	Parking Lot	Leased (Y/N)	Allocated MOU Spaces
1	City Hall East (all levels)	N	1140
2	City Hall East - F2 (Fire Only)	N	149
3	Lot 319 E. 2nd Street	Y	45
4	220 So Spring Street	Y	293
5	Police Administration Building (PAB)	N	300
6	701 E Third St (LAFPP)	Y	70
7	221 W 2nd St (LACERS)	Y	25
8	213 S Spring St (LACERS)	Y	50
9	LADOT/CALTRANS	Y	232
10	VIGNES	N	132
11	520 EAST TEMPLE - MSD	N	202
12	EOC - 500 EAST TEMPLE	N	149
13	PIPER TECH	N	320
14	150 W12th St - PWB	Y	850
15	1200 W. 7th St. - GARLAND	Y	550
16	Library - 630 W Fifth St	Y	50
17	Library - 406 So Olive	Y	205
18	Figuroa Plaza	N	1,204
19	Braude Building	N	152
20	Friar Lot - 14410 Friar St	Y	230
21	West L A - Sawtelle	N	57
22	West L A - Corinth Lot	N	159
	TOTAL		6,564