

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

**Proposed Minutes  
SPECIAL MEETING  
November 16, 2023 – 10:00 A.M.  
200 N. Spring St. Rm 1060  
Los Angeles, CA 90012  
Phone and Teleconference Access Provided**

**Present:**

**Committee Members**

**City Employee Organizations**

Leticia Gonzalez, AFSCME  
*Second Provisional Chair*  
Jenita Igwealor

Charley M. Mims, LAPMA  
*Secondary Employee Organization  
Member*

**City Management**

Jay Kim, Los Angeles Department of Transportation  
*Vice Chair*  
Patricia Huber, Office of the City Administrative Officer  
*Second Provisional Chair*  
Emily Mayeda, General Services Department  
Paula Dayes, Personnel Department

**Personnel Department Staff**

Paul Makowski, Chief Benefits Analyst  
Daniel Powell, Senior Personnel Analyst II  
Anna Ancheta, Benefits Analyst  
Francois Verin, Benefits Analyst

**Office of the City Attorney**

Charles Hong, Deputy City Attorney IV

**1. CALL TO ORDER**

Jay Kim called the meeting to order at 10:05 a.m.

**2. PUBLIC COMMENTS**

An individual stated that her union is concerned that the Special MOU being considered at the JLMC-COP meeting appeared to be a “meet and confer” issue.

### **3. COMMITTEE REPORT 23-07: SUCCESSOR SPECIAL MOU**

#### Presentation Highlights:

Daniel Powell presented this report and provided the following highlights:

- The Special MOU Ad Hoc Subcommittee, with the assistance of staff and Steer Consultants, reviewed transit benefits enhancements and related changes which led to the following recommended updates to the Special MOU:
- The Successor Special MOU would permanently change the Transit Incentive from \$50 to \$100.
- Expand the Bike/Walk Incentive Program to all City worksites and change the structure of the incentive to a \$5.00 daily benefit with a maximum of \$100 per month. This would make the program available to all City employees instead of restricting participation to the 12 AQMD regulated City worksites.
- Allow part-time/intermittent employees to participate in the rideshare benefits. This would make all part-time employees eligible to participate in the Transit Reimbursement Program and Bike/Walk to Work Subsidy Program.
- Allow parking permit holders to apply for transit reimbursement.
- Increase parking fees from \$46.00 to \$55.00 per month. The City's rideshare incentives are entirely funded by employee parking fees and a modest increase in the parking fees will be sufficient to pay for the new incentives while maintaining fees that are below market rate.
- Sunset of the special electric vehicle parking incentive. Created over 20 years ago, this incentive provided owners of an electric vehicle with free and priority parking permits. With the increase in the number of electric vehicles and the limited number of parking spaces available, there is no need to continue this program. Current EV permit holders will be allowed to keep their parking permits but will be converted to a regular parking permit and pay the appropriate parking rate.
- Provide the JLMC-COP the authority to administer commute pilot programs that offer employees greater commute flexibility.
- Ensure that the Rideshare Trust Fund, funded solely by the parking and vanpool fees, create a target minimum fund balance of 50% of the fund's annual expenses and determined that the changes incorporated in the Successor Special MOU would maintain or be above this threshold throughout the three-year term of the Successor Special MOU.

Mr. Powell stated that upon approval by the JLMC-COP, the Successor Special MOU would be submitted to the City Council for ratification.

#### Committee Action:

**A motion was made by Charley Mims, seconded by Jenita Igwealor, that the JLMC-COP approve the Successor Special Parking MOU. The Committee unanimously adopted this motion.**

#### 4. COMMITTEE REPORT 23-08: STEER CONTRACT EXTENSION

Presentation Highlights:

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

- On June 2, 2020 the JLMC-COP approved staff's recommendation to enter into a consulting contract with Steer Davies & Gleaves, Inc. (Steer). The term of the contract was from February 15, 2021 through February 14, 2024.
- The terms of the contract was for \$450,000 over the three-year period, with a \$150,000 spending limit for each year. Due to the COVID pandemic and other circumstances, only \$124,642.50 has been expended to date.
- Staff proposes that no additional funds be added to the contract and that a two year extension be granted to permit expenditure of the unused funds.
- A verbal correction of the report was made to confirm that the proposed extension of adding time only with no further funding or term changes did not need City Council approval. Upon approval by the JLMC-COP, staff will work to execute the extension of the contract term.

**Committee Action:**

**A motion was made by Patricia Huber, seconded by Emily Mayeda, that the JLMC-COP approve the two-year extension of Steer's consulting contract from February 15, 2024, through February 14, 2026. The Committee unanimously adopted this motion.<sup>1</sup>**

#### 5. COMMITTEE REPORT 23-09: CHANGE OF REGULAR MEETING TIME

Presentation Highlights:

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

- The JLMC-COP Bylaws, Section 6.1(A) states that regular meetings are to be held on the second Thursday of the first month of each quarter and the meetings are to start at 9:00 a.m. Committee members have expressed a desire to start the meetings at 10:00 a.m.
- Staff recommended that the bylaws be changed for regular meetings to start 10:00 a.m. instead of 9:00 a.m.

**Committee Action:**

**A motion was made by Charley Mims, seconded by Jay Kim, that the JLMC-COP change the bylaws to reflect the new regular meeting start time from 9:00 a.m. to 10:00 a.m. as stated in Committee Report 23-08. The Committee unanimously adopted this motion.<sup>1</sup>**

---

<sup>1</sup> Committee Reports 23-08 and 23-09 were initially voted on without proper opportunity for public comment. Consequentially, the initial votes were rescinded, an opportunity for public comment was provided for each item, and the items were voted on again. These minutes reflect the final votes.

## 6. COMMITTEE REPORT 23-10: PROJECTS & ACTIVITIES REPORT

### Presentation Highlights:

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

- The Human Resources and Payroll (HRP) Project has been delayed until June 2024.
- The City notified employees that free parking has ended at Figueroa Plaza effective November 1, 2023. COMMUTEwell staff worked with GSD to issue provisional parking permits at downtown Los Angeles Civic Center worksites, including Figueroa Plaza.
- On April 21, 2023, the Parkable Carpool Pilot Program concluded. Low employee participation and a review of the results determined that the majority of employees found that other parking options were more cost-effective with little incentive for Parkable participants to use the app or designated stalls when they could easily find vacant parking spaces more accessible within the lot.
- Tax-Advantaged Spending Accounts: the current Health Equity contract expires at the end of 2024. The current contract offers four types of spending accounts: healthcare flexible spending account (HCFSA), dependent care reimbursement account (DCRA), transit spending account (TSA), and a parking spending account (PSA). The Employee Benefits Division has decided to allow prospective providers to bid on HCFSA and DCRA, or TSA and PSA, or all accounts types.
- COMMUTEwell Incentive Utilization: staff provided a table that demonstrated a steady increase in employee utilizing transit and bike/walk incentives from 1<sup>st</sup> Quarter 2022 through 3<sup>rd</sup> Quarter 2023.
- Communications, Customer Service, and Staffing: the end of free parking led to an increase in employees applying for parking permits. Staff set up an online appointment and communication system that allowed for a manageable and better customer service process for in-person appointments and inquiries. COMMUTEwell was able to hire a Targeted Local Hire (TLH) staff person to assist with the vanpool program, process parking permits, transit reimbursements, and other administrative duties.

## 7. REQUEST FOR FUTURE AGENDA ITEMS

## 8. NEXT MEETING DATE

The next regular meeting is scheduled for January 11, 2024.

## 7. ADJOURNMENT

The meeting was adjourned at 11:06 a.m.

Submitted by: Francois Verin, Benefits Analyst

Reviewed by: Daniel Powell, Senior Personnel Analyst II

Approved by: Paul Makowski, Chief Benefits Analyst