



# Joint Labor-Management Committee Commute Options & Parking **COMMITTEE REPORT 23-08**

Date: November 16, 2023  
To: JLMC-COP  
From: Staff  
Subject: Steer Contract Extension

JLMC-COP Members	
<b>Employee Organization Primary Members</b>	
Charles Leone, SEIU, Chair	
Leticia Gonzalez, AFSCME, Second Prov. Chair	
Billy Brockway, LAPCOA	
Esteban Lizardo, LIUNA	
<b>Management</b>	
Jay Kim, LADOT, Vice-Chair	
Patricia Huber, CAO, First Prov. Chair	
Paula Dayes, Personnel	
Emily Mayeda, GSD	
<b>Employee Organization Secondary Members</b>	
Charley M. Mims, LAPMA	

### **RECOMMENDATION:**

That the JLMC-COP recommend to the General Manager of the Personnel Department that the Personnel Department’s contract with Steer be extended for an additional two-year period from February 15, 2024 through February 14, 2026, subject to approval by the City Council.

### **DISCUSSION:**

At its meeting on June 2, 2020, the Joint Labor-Management Committee on Commute Options and Parking (JLMC-COP) recommended to the General Manager of the Personnel Department that Steer Davies & Gleave, Inc. (Steer) be selected to provide transportation benefits consulting services for the City of Los Angeles COMMUTEwell Program for a three-year contract term. The three-year term began February 15, 2021 and expires February 14, 2024.

The three priorities for the contractual relationship were the following:

- 1) assessing the current status of the City’s COMMUTEwell Program and conducting a best practice study for the purpose of recommending design improvements to the COMMUTEwell Program;
- 2) assisting with implementing and measuring the efficacy of plan design changes on an ongoing basis; and
- 3) providing communications consulting resources in support of the City’s ongoing efforts to engage employees on their commuting preferences and behaviors with the objective of achieving measurable improved outcomes.

While Steer rendered—and continues to render—these services, much of its consultation has been for the purpose of responding to commuter issues related to COVID-19 pandemic. As the City and its employees transition out of pandemic-era commute patterns and behaviors, are new opportunities to innovate strategies for commuter benefit design and management, and a

continuing need for a consultant to aid those efforts. Some of that work is already underway with the development of the successor Special MOU described in Committee Report 23-07 and procurement for commuter tax-advantaged spending account services described in Committee Report 23-10. If a successor Special MOU is adopted with provisions for new pilot programs, Steer will be integral in designing and evaluating the pilot programs' efforts. Similarly, if the City procures new tax-advantaged spending account services, Steer will be involved in the implementation of that service. For these reasons, it would be beneficial to extend the City's consulting relationship with Steer for an additional two-year period.

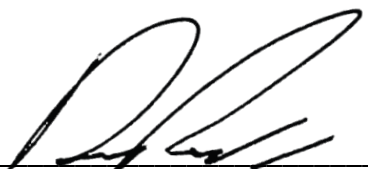
The original agreement with Steer was approved for \$450,000 over the three-year period, with a \$150,000 spending limit in each contract year. To date, the City has only expended \$124,642.50 against this contract. Staff proposes that no additional funding be added to the contract, instead executing a two-year extension that would permit expenditure of the unused funds from the original three-year term.

Contract Authority

The Personnel Department's authority to contract for commuter consultant services falls under Division 10, Chapter 1, Article 1, Section 10.5 of the Los Angeles Administrative Code, which requires that no contract can be for a period longer than three (3) years. Therefore, the action to extend the term of the agreement with Steer for an additional two (2) years, for a total five (5) year contract term, would require approval by the Los Angeles City Council. Upon approval by the JLMC-COP to extend the term of this agreement with no other substantive changes to the contracted services and no additional funding, the Personnel Department will transmit a request to approve the extension of the contract term to the Los Angeles City Council.

Conclusion

Staff recommends that the JLMC-COP recommend to the General Manager of the Personnel Department that the Personnel Department's contract with Steer be extended for an additional two-year period from February 15, 2024 through February 14, 2026, subject to City Council approval.

Reviewed by:   
Daniel Powell, Senior Personnel Analyst II

Approved by:   
Paul Makowski, Chief Management Analyst