

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: May 1, 2026

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **LETTER OF AGREEMENT (LOA) TO BE ADDED TO THE 2024-2027 MEMORANDUM OF UNDERSTANDING NO. 21 FOR THE TECHNICAL RANK AND FILE UNIT TO PROVIDE ADDITIONAL COMPENSATION FOR SERVING AS THE DEPUTY DIRECTOR OF THE CHARTER REFORM COMMISSION**

### RECOMMENDATIONS

The Office of the City Administrative Officer (CAO) recommends that the City Council:

1. Adopt the attached Letter of Agreement (LOA) with the Engineers and Architects Association (EAA), representing the Technical Rank and File Unit (MOU 21). This LOA would provide a one-time, non-pensionable cash payment not to exceed \$12,000 to one employee serving as the Deputy Director of the Charter Reform Commission; and
2. Authorize the CAO and the City Controller to correct any clerical or technical errors in the MOU.

### SUMMARY

On January 27, 2026, the Executive Employee Relations Committee (EERC) approved the CAO's recommendation to authorize the CAO to negotiate an LOA with EAA, representing MOU 21. The LOA authorizes a single, non-pensionable cash payment of up to \$12,000 for the employee currently serving as the Deputy Director of the Charter Reform Commission.

Ordinance No. 188303 codified the Charter Reform Commission's establishment, duties, and term within the Los Angeles Administrative Code in August 2024 (C.F. [23-1027-S2](#)). The Commission is tasked with reviewing the City Charter and developing recommendations for amendments and revisions to the City Charter for consideration by the City Council and Mayor prior to voter consideration.

In May 2025, a DOT Transportation Planning Associate II was loaned from the Department of Transportation to the Mayor's Office as Deputy Director of the Charter Reform Commission, with no change in classification or salary. The Deputy Director of the Charter Reform Commission manages vital aspects of the Charter Reform Commission's work, including

recruitment, contracting, research, policy analysis, charter reform recommendations, and the development of a citywide public engagement plan. This role requires collaboration with City staff, elected officials, and external groups. Before joining the Charter Reform Commission staff, as a Transportation Planning Associate II, the Deputy Director oversaw Vision Zero projects, focusing on reducing traffic fatalities through community outreach, data analysis, materials development, and coordination across City departments to ensure timely project completion.

The basis for the recommended additional compensation is to address the significant difference in expertise and responsibility for the Deputy Director of the Charter Reform Commission position, and because the duties fall outside the scope of a Transportation Planning Associate II.

### **FISCAL IMPACT STATEMENT**

The cost of filling the Executive Director of the Charter Reform Commission position will have no impact to the General fund. The associated costs will be absorbed within the budgeted funds for the FY 2025-26 adopted budget.

*MWS:PAG:SAO:RCG:0726186*

Attachments

**LETTER OF AGREEMENT  
MEMORANDUM OF UNDERSTANDING NO. 21  
JANUARY 1, 2024 – DECEMBER 25, 2027**

**DEPUTY DIRECTOR OF THE CHARTER REFORM COMMISSION**

In May of 2025, Max Podemski, Transportation Planning Associate II employed by the Department of Transportation, was appointed by Mayor Karen Bass to serve as the Deputy Director of the Charter Reform Commission. Given the level of expertise and responsibility required for the Deputy Director position, Max Podemski shall receive a one-time cash payment of \$12,000 that shall be paid as soon as practicable upon the conclusion of his tenure as Deputy Director of the Charter Reform Commission in Fiscal Year 2025-26. The conclusion of the tenure shall be determined by the return to regular duties of a Transportation Planning Associate II at the Department of Transportation. This one-time cash payment shall be non-pensionable.

This Letter of Agreement shall expire concurrent with this 2024-2027 MOU.

**LETTER OF AGREEMENT  
MEMORANDUM OF UNDERSTANDING NO. 21  
JANUARY 1, 2024 – DECEMBER 25, 2027**

**DEPUTY DIRECTOR OF THE CHARTER REFORM COMMISSION**

**FOR THE ASSOCIATION:**



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Marleen Fonseca, Executive Director  
Engineers and Architects Association

2/3/2026  
Date

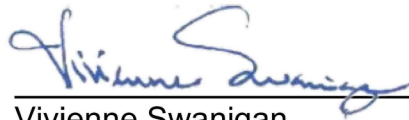
**FOR THE CITY:**



\_\_\_\_\_  
Matthew W. Szabo  
City Administrative Officer

5/1/2026  
Date

**Approved as to Form and Legality:**



\_\_\_\_\_  
Vivienne Swanigan  
Office of the City Attorney

February 4, 2026  
Date