



## Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) **COMMITTEE REPORT 22-11**

Date: April 14, 2022  
To: JLMC-COP  
From: Staff  
Subject: Projects and Activities Report

### JLMC-COP MEMBERS

#### Management

**Valerie Melloff, GSD, Chair**

*Paula Dayes, Personnel, First Provisional Chair*

*Patricia Huber, CAO*

*Jay Kim, LADOT*

#### Employee Organization Primary Members

**Charles Leone, SEIU, Vice-Chair**

*Carmen Hayes-Walker, AFSCME*

*Second Provisional Chair*

*Victor Gordo, LIUNA*

*Scott Harrelson, LAPCOA*

#### Employee Organization Secondary Members

*Charley M. Mims, LAPMA*

### **DISCUSSION:**

Following are COMMUTEwell Program project and activity updates for January to March 2022:

#### **A. Operations and Project Updates**

- **Human Resources and Payroll (HRP) Project Update** – The City is currently working with new service provider, Workday, to implement a new payroll system to replace the City’s current system, PaySR. The system was initially expected to go live in January 2022, however the timeline has been pushed back and broken into two phases. The first phase will include Human Resources and Compensation components of the system and is scheduled to go live in May 2022. The second phase will include Payroll, Benefits, Time Tracking, and Absence, and is expected to go live in December 2022. The first phase of this project is not expected to have an impact on the COMMUTEwell Program. COMMUTEwell Program staff have been actively engaged with the HRP project team to ensure functionality included in the second phase meets the COMMUTEwell Program’s needs. Transit subsidy reimbursements, transit matches, transit and parking spending accounts, and parking, vanpool, and carpool payroll deductions all need to be configured properly for the new system and are within the scope of phase two of the project. Staff will continue to provide the Committee with updates on the status of the HRP project.
- **Proposed Letter of Agreement (LOA) Increasing the Transit Subsidy** – At its December 6, 2021 meeting, the JLMC-COP approved a draft LOA to increase the transit subsidy from \$50 to \$100 per month for a one-year period following the LOA’s effective date. This item was considered and approved by the Personnel,

Audits, and Animal Welfare (PAAW) Committee on April 6, 2022. It now goes to the full City Council. Once the LOA is approved by City Council, staff will widely issue communications to the workforce about the enhanced benefit.

- Carpool Pilot Program** – At its December 6, 2021 meeting, staff provided the JLMC-COP with an update on a pilot program that would allow carpool permit holders to share a designated grouping of parking stalls at the Personnel Department’s Medical Services Division (MSD) parking garage. This would be of particular benefit to carpool travelers who work a hybrid schedule wherein they both telecommute and report to a City work site. Working with the COMMUTEwell Program’s transportation benefits consultant, Steer Davies Gleave (Steer), staff is working with a firm, Parkable, providing parking reservation software and a mobile application to facilitate the pilot program. Carpool participants in the program will be able to reserve a parking stall in advance on days they intend to travel to the office. The pilot program will include five parking stalls, with the potential to expand if the pilot is successful. Staff is working with Steer to configure the application for the City, draft communication materials, and design and install signage for the designated parking stalls. Staff is targeting a go-live date in June 2022. Updates will be provided to the JLMC-COP as the pilot moves forward.

**B. Communications Updates**

**Refresh Your Commute Campaign** – At its December 6, 2021 meeting, the JLMC-COP approved staff’s proposed “Refresh Your Commute” campaign that provides City employees with information about various options for commuting to work and City resources available to improve their commute and find parking. The Citywide email was issued on February 1, 2022, and the postcard was mailed in mid-February. These communications drove a significant increase in traffic to the COMMUTEwell Program website.

**COMMUTEwell Program Website** – Following is the website activity for [www.LACOMMUTEwell.com](http://www.LACOMMUTEwell.com) for the first quarter of 2022:

Website Traffic	
Unique Visitors	4,120
Page Views	13,351
Direct Source Visits	55.5%

Top Five Pages Accessed	Views
A. Home	2,825
B. Parking	2,295
C. Commute Options	1,591
D. Parking Waitlists	1,361
E. Ridesharing	1,325

**C. Staffing**

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

<b>Position Authority</b>	<b>Incumbent Class</b>	<b>Function</b>	<b>Staff Member</b>
<b>Personnel Department – Management Staff</b>			
Chief Personnel Analyst	Chief Management Analyst	Division Chief	Paul Makowski
Senior Benefits Analyst II	Senior Personnel Analyst II	Program Manager	Daniel Powell
<b>Personnel Department – Full-Time COMMUTEwell Positions</b>			
Senior Benefits Analyst I	Benefits Analyst	Parking Program Coordinator	Anna Ancheta
Benefits Analyst	Benefits Analyst	Vanpool and Rideshare Coordinator	Francois Verin
Senior Administrative Clerk	Senior Administrative Clerk	Commute Options and Parking Assistant	Araceli Garcia
<b>City Attorney</b>			
Deputy City Attorney IV	Deputy City Attorney IV	Counsel	Charles Hong

Submitted by: \_\_\_\_\_  
 Daniel Powell, Senior Personnel Analyst II

Approved by: \_\_\_\_\_  
 Paul Makowski, Chief Management Analyst