



## Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) **COMMITTEE REPORT 22-17**

Date: July 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** – On May 22, 2022, the first phase of the City’s new human resources and payroll (HRP) program, Workday, went live. The first phase of this project only included the human resources and compensation components of the system and did not include payroll or benefits. The implement of phase one did not impact the COMMUTEwell Program’s processes or operations. Staff continue to work with the HRP project team to the second phase of the implementation, which will bring changes to COMMUTEwell Program work processes.
- **JLMC-COP Ad Hoc Subcommittee** – The JLMC-COP Ad Hoc Subcommittee is expected to meet again in the first week of August. Staff has undergone a comprehensive review of the Special MOU on Parking and will bring the subcommittee several potential changes that may enhance the terms of the MOU. Any findings made by the subcommittee will be brought to the full JLMC-COP for consideration and approval.
- **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 approved by the City Council on April 14, 2022. The effective dates of the subsidy increase are July 1, 2022 through June 30, 2023.

Staff issued a Citywide email and postcard announcing the change. Those materials are provided as **Attachment A** and **Attachment B**, respectively. Staff have made the necessary changes to the COMMUTEwell website and the affected payroll processes.

- **Enhancements to Waitlist Processes** – According to the Special MOU on Parking, several categories of parking permits are provided to employees on a “space-available” basis. Those categories include: staff of elected officials, upper management, vanpools, carpools, electric vehicles, and seniority. Until space is available and COMMUTEwell Program staff are able to issue permits, employees waiting for those categories of permits are placed on a waitlist. Staff has been working to streamline, through automation, many aspects of the internal waitlist management process. One positive user-facing aspect of these enhancements is the ability to publish anonymized seniority waitlists for each parking lot the COMMUTEwell Program supports. Each employee is assigned a Tracking Number and they can visit the COMMUTEwell website to look up their Tracking Number to see their position on the waitlist. The anonymized waitlist provides only the waitlist position number, employees’ departments, and the Tracking Number. This is an improvement over the past practice that required an employee to contact COMMUTEwell staff each time they wanted an update on their waitlist status. This change saves time for both the employee and COMMUTEwell staff. Additionally, and perhaps more importantly, this offers a new level of transparency into the status of City’s waitlists. Any employee is able to see the number of employees waiting for seniority parking at each lot and can see the pace at which parking is offered. The new anonymized waitlists can be viewed at: <https://lacommutewell.com/waitlists>
- **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 and Steer are working with Parkable to prepare communications about the pilot program and to configure the software for the City. These activities are taking place in July and August with an anticipate roll-out in August.

**B. Communications Updates**

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

Website Traffic	
Visitors	8,287 (+63%)
Unique Visitors	6,376 (+55%)
Page Views	19,637 (+47%)

Top Five Pages Accessed	Views
A. Parking	3,557
B. Home	3,281
C. Commute Options	2,731
D. Ridesharing	1,829
E. Parking Waitlists	1,744

**C. Staffing**

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

Position Authority	Incumbent Class	Function	Staff Member
<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
Benefits Specialist	Benefits Specialist	Program Support Supervisor	QueJonne Cross
Senior Administrative Clerk	Senior Administrative Clerk	Program Administrative Support	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:

  
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 Paul Makowski, Chief Management Analyst



## \$100 for Transit Benefits Beats \$100 in the Tank!

LA Commutewell <lacommutewell@lacity.org>  
To: Daniel Powell <daniel.powell@lacity.org>

Tue, Jun 21, 2022 at 12:14 PM

**COMMUTE**well  
Options. Value. Convenience.



## \$100 FOR TRANSIT BENEFITS BEATS \$100 IN THE TANK!

The City of Los Angeles **COMMUTE**well Program currently provides a subsidy of \$50 per month for eligible City employees who take the bus, train, bike, or walk to work. As a special promotion, between July 2022 and June 2023, **COMMUTE**well is increasing the subsidy to a maximum of \$100 each month.

Eligible City employees can take advantage of this special incentive through the following **COMMUTE**well programs:

### **Transit Subsidy Reimbursement**

Provides up to a \$100 reimbursement each month for approved public transit commuting purchases. Receipts for qualified purchases must be submitted to the **COMMUTE**well office each quarter for reimbursement. For more information, [click here](#).

### **Transit Spending Account**

Allows employees to set aside up to \$280 per month on a pre-tax basis to pay for transit expenses, while also providing a Transit Match of up to \$100 per month. Paying with pre-tax dollars reduces the net cost from your paycheck. Transit passes/tickets can be purchased directly through the City's service provider, WageWorks. For more information, [click here](#).

### **Bike/Walk Subsidy Reimbursement**

Provides a monthly subsidy of \$100 to individuals who commute from home to work via bicycling or walking. Certain City facilities (City Hall East and Figueroa Plaza) provide showers and lockers

for those biking to work. For more information, [click here](#).

Please note that an employee can only take advantage of the City subsidy for one of these programs each month. These subsidies are not available to employees who have been issued a parking permit for a City-managed lot. Visit [LACOMMUTEwell.com/Ridesharing](https://LACOMMUTEwell.com/Ridesharing) to learn more about how to maximize your **COMMUTEwell** benefits.

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**COMMUTEwell** Program staff are available to assist employees by phone at **213-978-1634** or via email at [LACOMMUTEwell@lacity.org](mailto:LACOMMUTEwell@lacity.org). As a reminder, our in-person public counter service currently holds limited available hours Monday to Thursday, subject to change. For employees who prefer in-person services, we strongly recommend making an appointment before arriving through our website, [LACOMMUTEwell.com/contactus](https://LACOMMUTEwell.com/contactus). To learn more about program offerings, visit our website at [LACOMMUTEwell.com](https://LACOMMUTEwell.com)

**COMMUTEwell Program**

Employee Benefits Division - Personnel Department

200 N. Spring St., Room 867, Los Angeles, CA 90012 (Mail Stop 621)

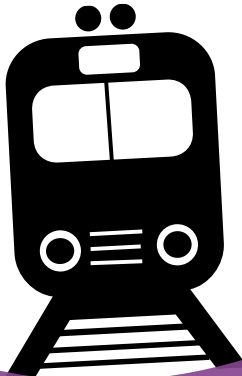
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# COMMUTEwell

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**\$100**  
**FOR TRANSIT**  
**BEATS**  
**\$100**  
**IN THE TANK**

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This increased subsidy can be used for COMMUTEwell's Transit Subsidy Reimbursement Program, Transit Spending Account, and the Bike/Walk Subsidy Reimbursement Program.

Visit [LACOMMUTEwell.com/ridesharing](https://LACOMMUTEwell.com/ridesharing) to learn how to maximize your increased transit subsidy!

# \$100 FOR TRANSIT BEATS \$100 IN THE TANK

Learn how to maximize your increased transit subsidy.  
Visit [LACOMMUTEwell.com/ridesharing](http://LACOMMUTEwell.com/ridesharing) for more information.



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