



Joint Labor-Management Committee  
 Commute Options & Parking  
**COMMITTEE REPORT 23-04**

Date: January 12, 2023  
 To: JLMC-COP  
 From: Staff  
 Subject: Projects and Activities Report

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**DISCUSSION:**

Following are COMMUTEwell Program project and activity updates from October to December 2022.

**A. Operational 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 include include Human Resources and Compensation components of the system and and went live in May 2022. The second phase will include Payroll, Benefits, Time Tracking, and Absence, and is expected to go live in December 2023, after being delay an additional year. 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. The project is currently in the initial phase of “unit testing.” COMMUTEwell staff provided the project team with combined data from the City’s parking system, MyParc, and PaySR. Currently, PaySR only knows an employee’s parking deduction code and amount, while Workday will include additional information such as parking permit type, number, assigned lot, and other administrative items. The way in which Workday

is being configured for the COMMUTEwell Program is expected to reduce the number of administrative errors and make it more efficient to process a permit change.

- **Vanpool Program** - The COMMUTEwell vanpool program has resumed normal operations for the first time since the pandemic began. Employees are now able to establish new vanpools. Additionally, staff has worked with its van leasing vendor, Enterprise, to offer minivans as an added option. Minivans may be more appealing to employees who don't want to drive a large van, and it may be easier to establish a new van since a minivan will only require four members. Staff is preparing Citywide communications reminding employees of the vanpool program and sharing the news about minivan availability.
- **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 worked with a firm, Parkable, to provide a parking system to facilitate the pilot program. The pilot went live on October 20, 2022, and interest has thus far been relatively modest. Nonetheless, the objective of the pilot is to gather helpful information about how to improve the COMMUTEwell Program's parking offerings, and the pilot is helping that aim. A full report back will be provided to the JLMC-COP after the pilot is scheduled to end in April 2023.
- **Steer Status Review and Best Practices Survey** - When the City contracted with Steer to support the COMMUTEwell Program, Steer was initially intended to complete a Status Review of the effectiveness of the City's parking and ridesharing programs, and a Best Practice Study to help the City understand what successes other agencies are finding in the administration of their commuter programs. These initiatives were paused during the pandemic to focus on shorter-term solutions to immediate issues presented by the immediate change in employee driving patterns, and to wait until employees returned to their normal pre-pandemic commuting patterns. Coming out of the pandemic, employee commuting patterns may have changed for the long-term, and there are differences in employee telecommuting abilities according to the nature of the work they perform. Because a large shift in the current environment isn't expected in the immediate future, staff believes it would be prudent to resume the Status Review and Best Practice Study, and directed Steer accordingly. This work is in addition to Steer's ongoing consultancy work related to the Carpool

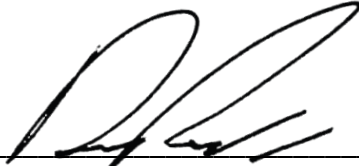
Pilot Program, successor Special MOU, and implementation of a new parking management system.

B. Communications

- **Parking Survey** - COMMUTEwell Program staff are preparing to issue a survey to all employees who have a parking permit and employees on the City’s parking waitlists seeking feedback on (a) the frequency with which each employee intends to drive to the work site; and (b) interest in using the COMMUTEwell Transit Reimbursement Program alongside a parking permit.
- **COMMUTEwell Program Website** – Following is the website activity for [www.LACOMMUTEwell.com](http://www.LACOMMUTEwell.com) for the fourth quarter of 2022:

<b>Website Traffic</b>	
Unique Visitors	4,832 (+83% year-over-year)
Page Views	13,351 (+71% year-over-year)
Direct Source Visits	55.5%
<b>Top Five Pages Accessed</b>	<b>Views</b>
A. Home	3,252
B. Seniority Waitlists	1,946
C. Parking	1,882
D. Request Seniority Parking	1,192
E. Ridesharing	1,122

Submitted by:



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