



# Joint Labor-Management Committee Commute Options & Parking **COMMITTEE REPORT 24-03**

Date: January 11, 2024  
To: JLMC-COP  
From: Staff  
Subject: Successor Special MOU Pilot Programs

JLMC-COP Members	
<b>Employee Organization Primary Members</b>	
Charles Leone, SEIU, Chair	
Leticia Gonzalez, AFSCME, Second Prov. Chair	
Billy Brockway, LAPCOA	
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Paula Dayes, Personnel	
Emily Mayeda, GSD	
<b>Employee Organization Secondary Members</b>	
Charley M. Mims, LAPMA	

### **RECOMMENDATION:**

That the JLMC-COP (a) approve a Monday/Friday parking permit pilot program at City Hall East, contingent upon ratification of the successor Special MOU by the City Council, and (b) request that staff further research Metro E-Pass as a possible pilot program and provide a report back to the JLMC-COP of its findings.

### **DISCUSSION:**

#### **A. Background**

At its meeting on November 16, 2023, the Joint Labor-Management Committee on Commute Options and Parking (JLMC-COP) approved a successor Special Memorandum of Understanding Regarding City Employee Parking and Commute Options (Special MOU), subject to ratification by the City Council. Article 12 of the successor Special MOU allows the JLMC-COP to administer limited parking/transit trial initiatives, or pilot programs. While the successor Special MOU is still pending ratification by the City Council, staff is in the process of developing two initial programs, which are detailed in this report.

#### **B. Monday/Friday Parking Permits at City Hall East**

Across most employee parking garages, demand for parking varies greatly throughout the work week. Tuesday through Thursday are high-demand parking days while Monday and Friday see substantially less demand and utilization. In discussing this pattern with Steer, the COMMUTEwell Program’s consultant, they shared that other employers have offered Monday/Friday parking permits to more efficiently allocate parking. As the name suggests, a

Monday/Friday parking permit would allow a permit holder to only access the garage on those days.

City Hall East is also an ideal location for this pilot program because of its gate entry system. Permit holders at City Hall East are issued a hangtag that contains an embedded microchip that grants entry into the garage. Those hangtags can be programmed to only allow access during certain days of the week. Accordingly, COMMUTEwell staff can order custom Monday/Friday hangtags and program them to only allow access on those days.

In early 2023, the COMMUTEwell staff began surveying employees who were added to the seniority waitlist. One of the survey questions inquired about the level of flexibility the respondent has in determining their in-office schedule. Approximately 38% of the respondents indicated that they had some level of flexibility in determining their schedule. By offering a Monday/Friday parking permit, those employees may be able to request a Monday/Friday in-office schedule and avail themselves of the new parking permit. Additionally, the successor Special MOU allows employees to simultaneously hold a parking permit and apply for a Transit Subsidy Reimbursement. For example, if an employee works on-site Monday, Wednesday, and Friday, they can use their Monday/Friday permit for two of their three on-site days and take public transit on the third day while still being reimbursed for that Wednesday transit expense.

Following are the proposed key parameters for the pilot program:

- The pilot program would begin (and continue for six months) as soon as administratively feasible, but no sooner than the successor Special MOU is ratified.
- The program would be announced via Citywide email and interested employees would be instructed to add themselves to a special Monday/Friday permit waitlist. Permits would be issued according to seniority, as described in the Special MOU.
- COMMUTEwell staff would work with the Department of General Services (GSD) to determine a conservative number of Monday/Friday permits that could be issued without risking capacity constraints.
- The cost of the permit during the trial period would be \$20 per month (plus the City's 10% parking tax), assessed as a bi-weekly deduction from employees' paychecks.
- Employees with a Monday/Friday permit can elect to stay on the regular seniority waitlist for a regular permit, however, an employee may only hold one permit at a time.
- The Monday/Friday permit would be available as an individual car permit only, and would not be available to Carpools or Motorcycles

If approved, staff would regularly report to the JLMC-COP regarding the effectiveness of the program, and whether consideration ought to be given to the expansion of the pilot program in other employee lots.

### **C. Metro E-Pass Program**

The Metro Employer Pass Program (E-Pass) is a program whereby employers purchase Metro transit cards that can be issued to employees for use with Metro and other regional transit systems. With this pass, employees are provided with unlimited access to covered systems. The covered systems include Ride Metro bus and rail, Metro Micro (three-year pilot program), Culver CityBus, Foothill Transit (Local Service only), LADOT DASH, Montebello Transit, Norwalk Transit, Pasadena Transit, Gardena Transit, Santa Monica Big Blue Bus, and Torrance Transit. The employer cost of each pass is \$80, however, the employer receives a credit back if the employee doesn't use the full amount.

The COMMUTEwell Program already offers public transit incentives through the Transit Subsidy Reimbursement and Transit Spending Account programs, but issuing an E-Pass to an employee who commutes via public transit may provide a better customer experience by not requiring the employee to keep receipts, submit forms, or wait for a reimbursement. This ease of use, coupled with the successor Special MOU's flexibility of employees using multiple programs, may also help to encourage new employees to use public transit.

The JLMC-COP considered a pilot adoption of the E-Pass program in the past, but the effort was waylaid by the COVID-19 pandemic. Additionally, when this item was previously considered by the JLMC-COP, there were still outstanding concerns about the administrative burden and cost of the effort. However, staff is optimistic that the administrative concern could be offset by reducing the number of Transit Subsidy Reimbursement submissions, and the cost concern may be addressed by the increased transit incentive implemented by the successor Special MOU. In anticipation of the ratification of the new Special MOU and the return of many employees to City work sites, it would be a prudent time to re-evaluate this program. If this concept and effort is supported by the JLMC-COP, staff and Steer will work with Metro to further research how the E-Pass program could be implemented as a possible pilot program for the City. Staff and Steer would then bring its findings for further discussion and consideration by the JLMC-COP.

### **D. Conclusion**

Both of the proposals described in this report are contingent upon the successor Special MOU being adopted by the City Council. However, the preliminary approval by the JLMC-COP will allow COMMUTEwell staff to begin preparations to administer these programs as soon as possible. Staff recommends that the JLMC-COP (a) approve a Monday/Friday parking permit pilot program at City Hall East, contingent upon ratification of the successor Special MOU by the City Council, and (b) request that staff further research Metro E-Pass as a possible pilot program and provide a report back to the JLMC-COP of its findings.

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