

**SPECIAL MEMORANDUM OF UNDERSTANDING REGARDING  
CITY EMPLOYEE PARKING AND COMMUTE OPTIONS**

**THIS MEMORANDUM OF UNDERSTANDING (hereinafter "MOU") made and entered into  
this 16th day of November, 2023.**

**BY AND BETWEEN**

**The City of Los Angeles represented herein by the CITY ADMINISTRATIVE OFFICER  
(hereinafter "City")**

**AND**

**CITY EMPLOYEE QUALIFIED ORGANIZATIONS**

American Federation of State, County and Municipal Employees  
Los Angeles City Attorneys Association  
Service Employee International Union  
Los Angeles County Building & Construction Trades Council  
Los Angeles City Supervisors and Superintendents Association/LIUNA Local 777  
Los Angeles Professional Managers Association  
International Union of Operating Engineers, Local 501  
Municipal Construction Inspectors Association  
United Firefighters of Los Angeles City  
Los Angeles City Fire Department Chief Officers Association  
Los Angeles Police Protective League  
Los Angeles Police Command Officers Association  
Engineers and Architects Association  
California Teamsters Public, Professional and Medical Employees Union, Local 911, AFL-CIO  
Los Angeles City Attorney Management Association

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**ARTICLE 1                    SCOPE AND SUBJECT OF AGREEMENT**

The Los Angeles Administrative Code, Section 5.344, codifies the establishment of the City Employees Ridesharing Fund (Fund) whereby:

1. All monies received by the City in each fiscal year from City employees for parking privileges shall be deposited in the Fund. Other monies to be deposited in this Fund shall include all monies collected from City employees for fares in City operated vanpools and for approved personal use of vanpool vehicles, and monies secured from grants or other rideshare incentive programs; and
2. All monies deposited in the Fund shall be used to pay for costs, exclusive of salaries, incurred in the City employees ridesharing program, to provide for ridesharing enhancements that reduce City employee private vehicle usage in commuting to and from work; and
3. The Fund shall be administered and expenditures shall be authorized by the General Manager of the Personnel Department in accordance with established City practice, provided, however, that no expenditure shall be made from the Fund for any purpose which is contrary to the budget policy of the Personnel Department, as established by the Mayor and City Council with respect to the Fund.

In support of the City's stated goal to reduce traffic congestion, encourage City employee ridesharing and other means of commute trip reduction, and improve the quality of life, the parties agree to the terms and conditions of this Memorandum of Understanding.

**ARTICLE 2                    PARTIES TO THE AGREEMENT**

This Memorandum of Understanding (MOU) is entered into on November 16, 2023 by the Joint Labor-Management Committee on Commute Options and Parking (JLMC-COP), which is comprised of management representatives of the City of Los Angeles (Management) and employee organizations (Employee Organizations). Both Management and Employee Organization represented on the JLMC-COP are authorized to enter into this agreement on behalf of all eligible employees.

**ARTICLE 3                    FULL UNDERSTANDING**

Management and the Employee Organizations acknowledge that this MOU constitutes the full and entire understanding of the parties regarding the issues of employee parking and commute options. The parties mutually understand that any prior or existing understandings or agreements by the parties, whether formal or informal, are hereby modified or superseded.

**ARTICLE 4                    ELIGIBILITY**

Except where explicitly provided to intermittent employees, employees eligible for the benefits described in this MOU are those who are contributing members of LACERS or LAFPP, or are elected City Officials. Eligibility may be extended to additional employee populations at the discretion of the JLMC-COP.

City employees employed by the Department of Water and Power, Harbor Department and the Airports Department are excluded from the terms of this MOU on the basis that those departments offer their own parking and transit benefit programs.

**ARTICLE 5                    PARKING PERMIT PRIORITIES AND CONDITIONS**

**A.     City-Owned Parking and Leased Parking Spaces**

Parking shall be provided for vehicles for the following categories:

- Elected Officials
- Disabled Employees
- City Fleet and Home-Garaged Vehicles
- Mileage Vehicles

Parking shall be provided, on a space-available basis, for the following, in stated order:

1. Mayor and City Council Staff
2. Upper Management
3. Vanpools
4. Carpools
5. Seniority

**B.     Definitions and Limitations**

1. **DISABLED.** “Disabled” parking permits will be issued only to those assigned a Department of Motor Vehicles Disabled Certification, and only for the duration of applicability for said Placard. Disabled permittees may park in either designated disabled spaces or other available spaces.
2. **MILEAGE VEHICLES.** For employees driving personal vehicles on City-business and who cannot reasonably use City fleet vehicles or shuttle buses to accomplish their tasks, or are identified by the requirements of their assigned positions, departments may submit requests to the Personnel Department’s Employee Benefits Division (EBD) for the issuance of a mileage permit. Employees shall pay the Individual Parking Fee rate. Departments shall reimburse such employees for said parking fees. Reimbursement of parking permit fees is not intended for employees who infrequently or only occasionally use their personal vehicles for City business and receive mileage reimbursement. Additionally, the inclusion of an employee’s name on a Mileage Authority List does not

make the employee eligible for reimbursement of parking permit fees unless the above-described criteria are met. Parking for Mileage Vehicles shall be in designated lots only.

3. **UPPER MANAGEMENT.** Shall be defined as employees whose classification starting salary equals that of the starting salary of Senior Management Analyst II or above.

The Personnel Department shall consult with the City Administrative Office Employee Relations Division to evaluate additional classifications that may be considered Upper Management for the purpose of this MOU.

4. **VANPOOLS.** City-administered vehicles or City-subsidized vanpools (if applicable) with seating capacities of 7 to 12 passengers, including the driver. All vanpools shall be under the control of the EBD. Parking for Vanpools shall be in designated stalls or lots only.

5. **CARPOOLS.** A carpool means a vehicle:

- a. with two or more City employees, originating from the same general geographic area, or along a logical travel-to-work corridor; and
- b. whose destinations are at or near the same work location; and
- c. who travel together a minimum of 50% of the trip. (Said percentage limitation may be waived by the EBD on a case-by-case basis for reasonable causes.)

Parking for Carpools shall be in designated lots only.

6. **SENIORITY.** Parking permits for employees who do not qualify for other categories shall be based on continuous service to the City. If an employee has had a break in service, the most recent hire date shall prevail. Service with the Department of Water and Power shall be included in continuous service calculations, provided that there was no "break in service." The EBD may issue a number of permits in excess of the capacity of a given lot in order to maximize usage of the lot. If this practice results in capacity constraints at a given parking location, the EBD may rescind permits in reverse order of seniority.

7. **DOWNTOWN.** The geographic area generally bordered by Cesar Chavez/Sunset Boulevard to the north, the Los Angeles River to the east, the Santa Monica Freeway to the south, and Union Avenue to the west, and inclusive of the Chinatown area.

## **ARTICLE 6                      MONTHLY PARKING PERMIT FEES**

Parking fees shall be deducted from employees' paychecks on a pre-tax basis. All parking permit fees are subject to the City's 10% parking tax. Electric vehicles are subject to the rates described in this article.

**Monthly Rates for Downtown Los Angeles Parking**

<b>Permit Type</b>	<b>Rate as of MOU Effective</b>	<b>Rate one year after MOU adoption</b>
Individual Permit	\$46.00	\$55.00
Carpool Permit <sup>(a)</sup>	\$34.50	\$40.00
Personal Motorcycle Permit	\$11.50	\$14.00
Night Permit	\$11.50	\$14.00
Weekend Permit – Saturday and Sunday only	\$11.50	\$14.00
Platoon Duty Permit – Fire Department only <sup>(b)</sup>	\$15.33	\$18.00
Rotating Shift (24-Hour) Permit	\$28.75	\$35.00

**Monthly Rates for Parking Outside Downtown Los Angeles**

<b>Permit Type</b>	<b>Rate as of MOU Effective</b>	<b>Rate one year after MOU adoption</b>
Individual Permit	\$27.25	\$32.00
Carpool Permit <sup>(a)</sup>	\$17.25	\$20.00
Personal Motorcycle Permit	\$11.50	\$14.00
Night Permit	\$11.50	\$14.00
Weekend Permit – Saturday and Sunday only	\$11.50	\$14.00
Platoon Duty Permit – Fire Department only <sup>(b)</sup>	\$5.75	\$7.00

**Citywide Monthly Rates for Home-Garaged Vehicles**

<b>Permit Type</b>	<b>Rate as of MOU Effective</b>	<b>Rate one year after MOU adoption</b>
Home-Garaged Vehicle Permit <sup>(c)</sup>	\$46.00	\$55.00

**Notes**

- (a) Stated fee is pro-rated by the number of carpool members.
- (b) Available to Fire Department personnel only who are assigned to Platoon Duty, resulting in parking at the work site no more than ten (10) days a month.
- (c) Applies to all regularly assigned “take-home” or “home-garaged” vehicles throughout the City.

**ARTICLE 7 PUBLIC TRANSIT AND BIKE/WALK TO WORK PROGRAM**

**A. Public Transportation Incentive**

Employees using public transportation shall receive an incentive of up to a maximum of one hundred dollars (\$100) per month, commencing with transit expenses incurred after November 16, 2023. Employees may receive this incentive as either a Transit Match to their Transit Spending Account (TSA) contribution, or as a Transit Reimbursement after the transit expense is incurred using an employee's non-TSA dollars.

The Public Transportation Incentive is also available to intermittent (as-needed) employees, but only through the Transit Reimbursement process.

**B. Bicyclists/Walkers Incentive**

Employees who ride a bicycle or walk from their home to their City work sites may receive an incentive of \$5 per day with a maximum of \$100 per month if at least 51% of their commute miles ("commute miles" means the number of miles between the employee's home address on record and their assigned work location) are done by bicycle or walking.

Employees receiving this incentive must relinquish any authorized parking permit issued under the terms of this MOU.

**ARTICLE 8 LIMITATION OF BENEFITS**

City employees may concurrently utilize one parking/vanpool benefit (as described in Article 6) and the Transit Reimbursement described in Article 7, Section A. City employees receiving this bicycle/walk to work incentive may not receive any other transportation benefits concurrently.

**ARTICLE 9 TERM**

- A. The term of this MOU shall be for three years. The JLMC-COP shall be authorized to extend the provisions of this MOU beyond this expiration date of this MOU without Council action. The parties agree to reopen this MOU to add or modify the provisions herein to comply with any Air Quality Management District (AQMD) requirements or mandates. Notwithstanding the above, the provisions of this MOU shall remain in effect until a successor MOU is adopted.
- B. Prior to the adoption of a successor MOU, EBD staff will bring to the JLMC-COP information about regional transportation and parking costs to aid in the establishment of parking fee schedules and transportation incentive amounts.

**ARTICLE 10 ROTATING SHIFT (24-HOUR) PERMIT**

The JLMC-COP shall be authorized to grant a "Rotating Shift Permit" to employees who regularly rotate between day (majority of working hours between 6:30 a.m. and 3:00 p.m.) and night (majority of working hours between 2:30 p.m. and 7:00 a.m.) shifts, and who would be eligible for a parking permit in both periods. The monthly fee charged for such a Rotating Shift Permit will be

calculated by adding together six months of the day fee charged and six months of the night fee charged at the requested location, divided by 12. The resulting monthly fee is to be paid through biweekly payroll deduction. The granting of a Rotating Shift Permit is based upon the assumption that an equal amount of time will be spent on each shift. If it is determined that an employee spends a disproportionate amount of time on one shift over another over a 12-month period, then the JLMC-COP reserves the right to revoke and/or not renew an employee's Rotating Shift Permit. Rotating shift permits will be granted consistent with the prioritization established in Article 5 of this MOU.

**ARTICLE 11                    PARKING FOR HIRING HALL EMPLOYEES**

Eligible MOU 35 and MOU 62 employees, regardless of the duration of their employment, who are assigned by the employing department to work the swing or night shifts (any shift that begins between 2:00 pm and 11:00 pm), may receive parking benefits in City-managed employee lots, subject to space availability, as determined by the EBD in accordance with its ongoing administration of parking benefits. Day parking may also be provided in City-managed employee lots on a space-available basis after parking has been provided to the categories described in Article 5, Section A. Payment for these parking benefits shall be in accordance with Article 6 of this MOU.

**ARTICLE 12                    ANNUAL REVIEW OF FEES AND INCENTIVES**

Each year after the completion of the City's budget process, but not later than October 1 st, EBD staff will provide a brief summary to the JLMC-COP regarding the health of the fund.


Following each annual presentation about the health of the Fund, the JLMC-COP shall refer potential amendments to an appropriate subcommittee for consideration of parking fee schedule and ridesharing incentive modifications. The subcommittee will recommend to the JLMC-COP any fee or incentive changes needed to maintain the health of the Fund and sustain the benefits described in this MOU.

**ARTICLE 13                    FLEXIBLE COMMUTE INITIATIVES**

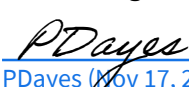
During the term of this MOU, the JLMC-COP shall have the authority to administer limited parking/transit trial initiative(s) that would provide employees with the flexibility to use a combination of parking and transit benefits according to their particular needs. Any such trial initiative would be created in alignment with the City's goal to reduce traffic congestion, encourage City employee ridesharing and other means of commute trip reduction, and improve employees' quality of life.

**IN WITNESS WHEREOF**, the parties hereto have caused their duly authorized representatives to execute this Special Parking MOU the day, month and year written below.

**For Employee Organization Members:**

 11/19/23  
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American Federation of State, County, and  
Municipal Employees

**For Management Members:**

 11/17/23  
PDayes (Nov 17, 2023 15:40 PST)  
\_\_\_\_\_  
Personnel Department

Charles Leone 12/27/23  
Charles Leone (Dec 27, 2023 12:22 PST)  
Service Employee International Union

Billy Brockway 11/24/23  
Billy Brockway (Nov 24, 2023 17:00 PST)

Los Angeles Police  
Command Officers Association

Esteban Lizardo 11/20/23  
Esteban Lizardo (Nov 20, 2023 08:39 PST)

Laborers' International Union  
of North America

Charley Mims 11/18/23  
Charley Mims (Nov 18, 2023 18:54 PST)

Los Angeles Professional Managers'  
Association

Patricia Huber 11/17/23  
Patricia Huber (Nov 17, 2023 16:47 PST)

City Administrative Office

Patricia Huber 11/17/23

General Services Department

Jay Kim 11/19/23  
Jay Kim (Nov 19, 2023 08:57 PST)

Department of Transportation

**Approved as to form:**

Charles Hong 11/27/23  
Charles Hong (Nov 27, 2023 08:26 PST)

City Attorney's Office