



## Board Report

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### PLANNING AND PROGRAMMING COMMITTEE JULY 19, 2017

**SUBJECT: EXPO/SEPULVEDA STATION PARKING**

**ACTION: AUTHORIZE A MONTHLY PARKING PROGRAM AT THE EXPO/SEPULVEDA STATION**

#### **RECOMMENDATION**

AUTHORIZE the implementation of a monthly parking program to non-transit riders at the Expo/Sepulveda Station.

#### **ISSUE**

Commuter parking occupancy has remained at approximately 33% since the implementation of the Parking Management Pilot Program ("Pilot Program") at the Expo/Sepulveda Metro Expo Line station. LA Urban Housing recently requested to use parking spaces available at the Expo/Sepulveda station garage for an adjacent development project. Staff is requesting authorization to provide a monthly parking program to non-transit riders. If approved, staff will implement this program by September 2017.

#### **BACKGROUND**

On March 2017, the Board authorized the implementation of the Pilot Program at all three new Expo II stations including the Expo/Sepulveda station. The approval for implementing the Pilot Program was based on the criteria of transit patron parking only. Implementation of the program began at the opening of the Expo II extension on May 22, 2016.

LA Urban Housing recently started the construction of a development adjacent to the Expo/Sepulveda station. However, due to the limited parking inventory nearby, construction staff has had difficulty finding parking. Recently, LA Urban Housing inquired on the possible use of parking spaces at the Expo/Sepulveda garage for its construction staff during construction hours.

#### **DISCUSSION**

There are currently 260 parking spaces available (77 monthly and 183 daily) at the Expo/Sepulveda station garage. As of June 2017, 49 monthly permits have been issued and 28 monthly permits are still available. Parking Management staff conducts surveys of this station on an ongoing basis. On average, 20 monthly and 65 daily parking spaces are utilized on a weekday basis; parking utilization remains at 33%.

Based on staff's assessment, 100 parking spaces can easily be made available for monthly parking. On a typical weekday, 175 spaces remain unused on a daily basis. In addition, the closure of the Culver City Expo station parking has not significantly increased the parking utilization at the Expo/Sepulveda station as had been expected.

If authorized, the 100 parking spaces will be allocated to the top two floors of the parking garage to minimize impact to Metro transit patrons. These spaces would be available on a monthly basis. Staff will re-evaluate parking demand and monthly parking spaces on an on-going basis to determine transit patron parking demand. Future assessment findings may determine whether to further limit the number of spaces made available to LA Urban Housing. Metro may also determine to terminate the contract if transit parking demand increases. Monthly parking terms and conditions are listed in Attachment A.

Underutilization of commuter parking spaces at this station may be attributed to the commuting patterns in the community. Based on a 2016 Metro survey, over 65% percent of patrons of the Expo Line station arrive by walking, 13% by driving and five percent by biking.

#### Supportive Transit Parking Program Master Plan

The Supportive Transit Parking Program ("STPP") master plan study is currently underway. Staff will bring the STPP master plan to the Board with recommendations from the Pilot Program performance findings and a new parking policy for adoption in late 2017. Based on work completed to date, staff may recommend that facilities with transit utilization under 69% be considered for non-transit paid parking, such as event parking, construction parking and open for public shared use.

### **DETERMINATION OF SAFETY IMPACT**

Making parking spaces available for the proposed use at the Expo/Sepulveda Metro station will not have any safety impacts.

### **FINANCIAL IMPACT**

Metro Parking Management staff will operate the 100 parking spaces through a paid monthly public parking program using current staffing. The program will generate approximately \$144,000 per year in gross revenue.

#### Impact to Budget

Staff anticipates this agreement will generate approximately \$144,000 a year in revenues in the Metro Park and Ride Fund (Fund 1230).

### **ALTERNATIVES CONSIDERED**

The Board may choose not to authorize staff's recommendations to make 100 parking spaces available for monthly parking. This is not recommended as over half of the commuter spaces at this station have remained unused since the facility opened. Utilization of the garage for temporary construction parking will result in increased revenues that can support parking operations. Experience with this use can also contribute to findings from the Pilot Program and the STPP master plan currently underway.

### **NEXT STEPS**

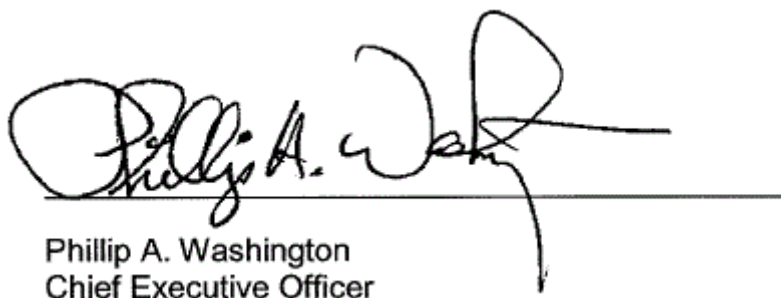
Upon approval by the Board, staff will start implementation of the program by September 2017.

### **ATTACHMENTS**

Attachment A - Monthly Parking Terms and Conditions

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# Los Angeles County Metropolitan Transportation Authority Monthly Permit Parking Terms and Conditions

The following Terms and Conditions (“Agreement”) govern your account with Metro. If you have any questions about the information listed in this Agreement, please contact Metro Parking Management at [Parking@metro.net](mailto:Parking@metro.net).

By using the site and any services under the Metro Preferred Parking Permit Program, you agree that you are an individual person at least eighteen (18) years of age; you possess the legal authority to create and/or enter into a legal binding obligation and your use of this site and the Metro Permit services comply with the terms and conditions of this Agreement in addition to any obligations that are posted on the Metro’s website.

### 1. Account Information

When registering your Metro parking account, you may create and manage one (1) account for all vehicles, and all the monthly permit parking cost will be billed to the same account. You are exclusively responsible for managing this account and safeguarding your username, password and manage all the permits. It is your responsibility to ensure that all registered information is current and accurate. You agree to notify iParq immediately in the event you learn of unauthorized use of your account.

### 2. User Conduct and Compliance

All patrons shall follow the rules and regulations while using Metro’s property and parking facilities. Metro’s Administrative Code Title 8 (Parking Ordinance) and Metro’s Administrative Code Title 6 (Customer Code of Conduct) can be found at [www.metro.net](http://www.metro.net). You are responsible for your continued compliance with this Agreement and Administrative Codes 6 and 8.

In the event that Metro determines, in its sole discretion, that your conduct has violated this Agreement, Administrative Code Title 8 or Administrative Code Title 6, or has been unlawful in any way, Metro reserves the right to revoke your permit privilege, including seeking all available legal and equitable remedies against you.

### 3. Account Communication

Any communication regarding the permit parking account may be transmitted with the account holder either electronically, by phone or by mail via the registered email address, phone number or mailing address, respectively.

### 4. Pricing, Payments, Cancellations and Refunds

Parking space is rented on a calendar month basis, running from the first through the last day of the month. Payment is due on the first day of each month. Monthly parking fees will be charged to your credit card or bank account each month, unless approved by Metro and arranged with iParq in advance. On, or around the 1<sup>st</sup> of each month, parking fees for the current month will be automatically charged to you via the payment methods you have

## ATTACHMENT A

provided. If, for any reason, the payment is not honored at that time, you will be emailed at the address you provided in your parking registration. You will have one week (7 calendar days) after the original payment attempt to update your payment information before your permit is cancelled and your space is resold.

### Permit Cancellation

If you wish to discontinue your monthly charges and cancel your monthly permit for the following month, you may do so by emailing Metro Parking Management at [parking@metro.net](mailto:parking@metro.net) before the 25<sup>th</sup> of the current month stating that you no longer require your parking permit. Please include your full name, permit number and station that you park at.

Only after you complete the above step and receive a cancellation confirmation email will your permit be cancelled. Failure to cancel by the 25th of the current month may result in charges for the following month.

**All Sales Are Final.** No pro-rations, credits or allowances will be made.

### Monthly Parking Rate

Expo/Sepulveda \$120.00 per month per vehicle

## 5. **Monthly Permit Parking**

Permit holders are only authorized to park in any space within the designated parking levels for non-transit users.

Monthly Permit Parking privileges are non-transferable. Your parking permit entitles you to occupy one parking stall only. Monthly parking is on a first come, first served basis. All parked vehicles shall display a valid permit. Permits must be displayed on the lower left hand corner of the front windshield. Vehicles parked without a valid permit and a corresponding registered license plate will be cited and/or towed in accordance with Metro's Administrative Code Title 8, other applicable code, or pursuant to this agreement.

### Registration Requirements

Vehicle make, model and valid license plate number are required to be entered into your online account when registering for a Monthly Parking Permit. A minimum of one license plate must be registered to each permit. A maximum of two license plates may be registered per permit.

If a vehicle does not have a license plate the last five (5) digits of the vehicle identification number (VIN) are required in lieu of the license plate number. When a license plate is obtained for the vehicle, or within 60 days, whichever is first, the permit holder must update their permit record with the new license plate information. Failure to update the license plate information can result in immediate cancellation of your parking permit.

## 6. **Program Notifications**

## **ATTACHMENT A**

Monthly Permit Parking is based on a month to month basis. Metro reserves the right to cancel or modify permits and/or this program at any time. Metro will make every effort to give written notice at least thirty (30) days prior to any cancellations or modifications except in the case of (i) circumstances beyond Metro's control, or (ii) if you are in violation of applicable Metro rules, regulations and ordinances.

Metro reserves the right to transfer permit holders to another location if deemed necessary.

It is prohibited to duplicate any monthly, daily or temporary parking permit.

By purchasing a Monthly Permit Parking you agree to these terms and conditions. Please contact Metro Parking Management at [parking@metro.net](mailto:parking@metro.net) with any questions.