

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: August 28, 2009

TO: City Council
c/o City Clerk, Room 395
Attn: Honorable Bill Rosendahl, Chair
Transportation Committee

FROM: *Belanger for Hollins*
Rita L. Robinson
General Manager

RE: ORGANIZATIONAL STRUCTURE OF DEPARTMENT OF TRANSPORTATION

SUMMARY

This report is submitted in response to the Chair's request for a presentation on the organization structure of the Department of Transportation (DOT).

RECOMMENDATION

That your Committee:

1. DIRECT the Department of Transportation to report back to your Committee in February, 2010, with current vacancy rates in each Office.
2. RECEIVE AND FILE this report as no Council action is required.

DISCUSSION

The mission of the Department of Transportation (DOT) is to deliver safe, reliable, and accessible transportation services that enhance mobility, promote a high quality of life, and support the economic health of the City of Los Angeles. The Department executes its mission through its four Offices, each lead by an Assistant General Manager, who reports directly to the General Manager. The four Offices are:

- Office of Operations – Assistant General Manager John Fisher
- Office of Parking Management – Assistant General Manager Amir Sedadi
- Office of Finance and Administration – Acting Assistant General Manager Selwyn Hollins
- Office of Transportation Development and Transit Services – Assistant General Manager position has been vacant since July 2006.

The Department is responsible for developing plans to meet the ground transportation needs of its residents and visitors, with centralized authority over the conceptual planning and operation of the City's streets and highways. The Department provides for the installation and maintenance of traffic signs and control devices, including signals, parking meters, pavement markings, and street name signs. The Department is responsible for the acquisition, development, and operation of off-street public parking lots, metered curb parking, and the enforcement of parking regulations. The Department plans, develops, implements, and maintains bicycle facilities, removes abandoned vehicles from public streets, regulates privately-owned public utilities, controls and operates intra-community transit activities and grant-funded transportation projects, and reviews and regulates taxicabs and ambulances, including the

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enforcement of franchise provisions. The Department also provides crossing guards near schools and traffic control for the City's many Special events.

There are two Commissions that advise the Department and support its work. The Board of Transportation Commissioners, comprised of seven members, and the Board of Taxicab Commissioners, comprised of five members. Members of both Commissions are appointed by the Mayor and confirmed by the City Council.

The Board of Transportation Commissioners advises the General Manager on matters relating to the use of public streets for travel, including parking or the use of vehicles on public streets. The Commission is authorized to forward ordinances pertaining to traffic to the Council for adoption, to conduct hearings on matters within its jurisdiction, and to investigate all privately-owned public utilities (except taxicab utilities) in the City. The Board establishes policies for the operation of utilities and makes recommendations on public utility franchises. This Board is responsible for the Special Parking Revenue Fund.

The Board of Taxicab Commissioners has the authority to investigate privately-owned utilities in the City and to establish and prescribe by resolution the regulations pertaining to the operation, quality of service, rates, and extensions to be required of any taxicab utility. The Board investigates complaints against the service or charges of taxicab utilities and makes recommendations to the City Council on the granting of taxicab franchises. This Board generally serves in an advisory capacity to the General Manager.

Office of the General Manager

The General Manager's Office is comprised of the Executive Administrative Assistant, Council Liaison, and the Public Information Director, who is supported by a Transportation Planner and student interns, as available. The principle responsibilities of this Office are to inform the public about the Department's major projects and programs through the media, provide community/Neighborhood Council outreach, respond to media inquiries, provide City Council offices with a single point of contact on Departmental activities, facilitate reports to City Council and its Committees, and to assist elected officials with transportation-related community events. Currently, this Office is working with the Los Angeles Alliance of Neighborhood Councils to develop a Memorandum of Understanding between the Department and Neighborhood Councils. This office also administers the Safe Routes to Schools program, oversees grants related to pedestrian safety/education projects, and directs the Department's participation in the *Watch the Road* program.

There are four full-time employees in this Office. Intern support of the Public Information Office was recently cut 50% due to budget issues.

Office of Finance and Administration

The Office of Finance and Administration engages in budget preparation and administration, contract and grant administration, traffic records maintenance, information systems management, personnel administration, employee relations, training, affirmative action, risk management, general

and special fund accounting, auditing, revenue collection and monitoring for parking operations (parking citations, meters and lots,) and purchasing and procurement activities for the Department.

The Assistant General Manager directs the activities of four bureaus and one division:

- Division of Audit and Investigation
- Bureau of Accounting
- Bureau of Budget and Administration
- Bureau of Information Services
- Bureau of Personnel Services

The adopted 09-10 Budget eliminated 28 position authorities in this Office, resulting in a 21% staff reduction. There are 97 position authorities in this Office, seven of which are currently unfilled due to the managed hiring process.

Office of Parking Management and Regulations

The Office of Parking Management and Regulations is responsible for the installation, management and maintenance of the City's parking meters, parking garages, and parking lots, enforcement of parking regulations, traffic control, crossing guards, citation processing, collection of parking-related fines, and the adjudication of contested citations through a civil adjudication process. This Office also oversees pipeline and taxi franchises.

Many of the regular positions in this Office are revenue generating. The LADOT generates an average of \$46.3 million in parking meter/lot revenue, which goes to the Special Parking Revenue Fund (SPRF.) It is anticipated that Traffic Officers will generate \$134 million in traffic citation revenue, which goes to the City's General Fund. Any future reductions in staff in this Office will substantially impact the Department's ability to generate General and SPRF funds.

The Assistant General Manager directs the activities of four Bureaus:

- Bureau of Parking Enforcement and Traffic Control
- Bureau of Franchise and Taxicab Regulations
- Bureau of Parking Operations Support and Adjudication
- Bureau of Parking Regulations, Operations, and Facilities

The Bureau of Parking Enforcement and Traffic Control is the most visible of the Bureaus within this Office, providing traffic enforcement 24/7 to ensure the safe and efficient movement of traffic and to maximize the availability of short-term on-street parking. It also provides crossing guard services for children attending schools throughout the City. When electronic traffic control systems are temporarily disrupted or overwhelmed through signal failures, unusual occurrences, peak hour congestion, and/or special events, traffic control becomes a primary activity of the Bureau of Parking Enforcement and Traffic Control with virtually all Traffic Officers available for deployment to conduct traffic control activities. In emergency situations, such as fires, traffic accidents, and police activity, traffic control becomes crucial in order to provide support for the activities of public safety personnel, reroute traffic away from the emergency site, and for the protection of public safety.

The adopted 09-10 Budget eliminated 37 position authorities in this Office, resulting in a 4% staff reduction. There are 845 position authorities assigned to this Office; sixteen of these positions remain unfilled due to the managed hiring process.

Office of Transportation Operations

The Office of Transportation Operations is responsible for investigating, authorizing, designing, constructing, installing, operating, evaluating, modifying, and maintaining all varieties of traffic control signs, signs, and pavement markings on streets and curbs throughout the City. This Office oversees the activities of the Department's five District Offices, which interact with the communities they serve on a daily basis.

The Assistant General Manager oversees four bureaus:

- Bureau of Transportation Design and ATSAC
- Bureau of Field Operations
- Bureau of Metro Operations
- Bureau of Valley Operations

The adopted 09-10 Budget eliminated 85 position authorities in this Office, resulting in a 15% staff reduction. There are 550 position authorities in this Office, 28 of which are currently unfilled due to the managed hiring process.

Further reductions in this Office will delay the installation of approved traffic control devices and reduce the Department's ability to provide timely responses to requests for service made by residents, Neighborhood Councils, and Council offices.

Office of Transportation Development

The Office of Transportation Development is responsible for providing the overall planning of current and future traffic and transportation, developing and providing transit programs and services, securing funding for projects, and development review. The position of Assistant General Manager of this Office has been vacant since July 2006. Since that time, Bureau heads in this Office have reported directly to the General Manager.

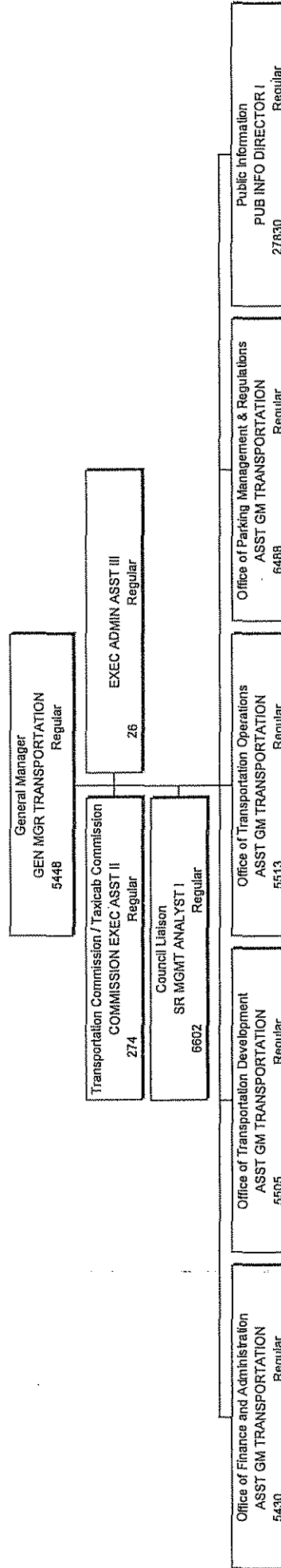
This Office is comprised of three Bureaus:

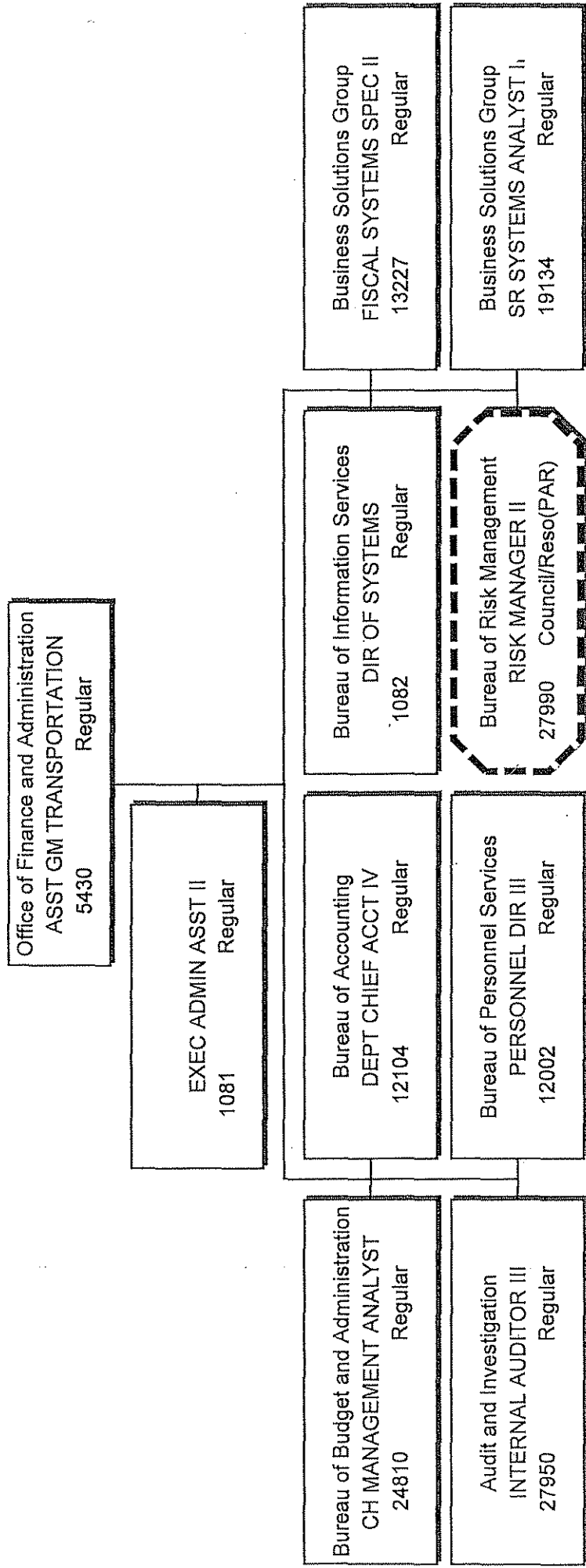
- Bureau of Capital Programming
- Bureau of Transit Services
- Bureau of Planning and Land Use

The adopted 09-10 Budget eliminated 8 position authorities in this Office, resulting in a 7% staff reduction. There are 98 position authorities in this Office, twelve of which are currently unfilled due to the managed hiring process.

Further reductions will impact the Department's ability to apply for funding for future projects, implement the Bicycle Plan, work with Metro to develop a cohesive transit system, and will delay the review of new development projects.

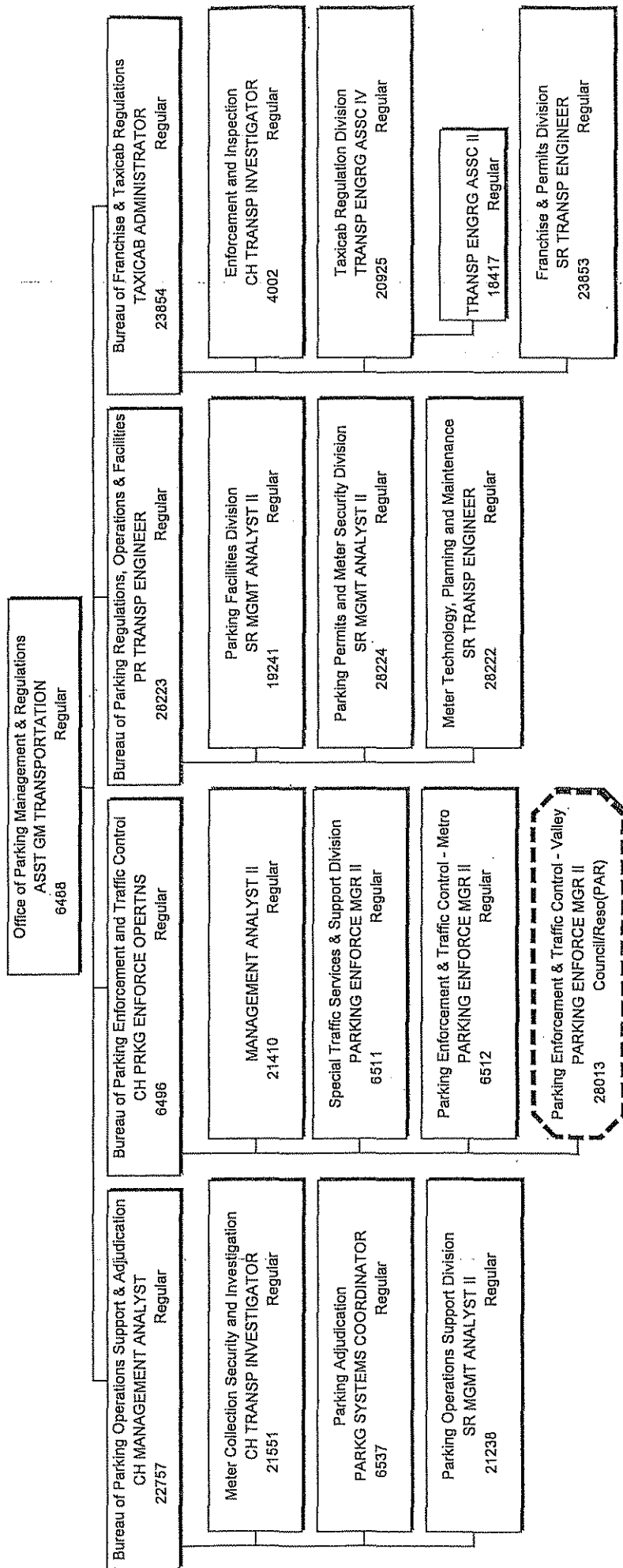
Attachment: Organization Chart





LADOT Org Chart

Council = Octagon w/dash / Sub Authority = Circle



Office of Transportation Operations
ASST GM TRANSPORTATION
Regular
5513

EXEC ADMIN ASST II
Regular
6489

Bureau of Transportation Design and ATSAC
PR TRANSP ENGINEER
Regular
5539

Signal Timing and ATSAC Operations Division
SR TRANSP ENGINEER
Regular
20107

ATSAC Design and Construction Division
SR TRANSP ENGINEER
Regular
14142

SR TRANSP ENGINEER
Regular
28221

Signal & Geometric Design Division
SR TRANSP ENGINEER
Regular
5464

Bureau of Metro Operations
PR TRANSP ENGINEER
Regular
5547

NTM / Western Area Operations Division
SR TRANSP ENGINEER
Regular
5472

Central and Southern Operations Division
SR TRANSP ENGINEER
Regular
5480

Hollywood-Wilshire Operations Division
SR TRANSP ENGINEER
Regular
22301

Bureau of Field Operations
PR TRANSP ENGINEER
Regular
5555

Signal Construction and Maintenance Division
SIGNAL SYS SUPT
Regular
3872

SR TRANSP ENGINEER
Regular
5563

Field Operations Paint and Sign
TRAF MARK/SIGN SUPT III
Regular
27153

Bureau of Valley Operations
PR TRANSP ENGINEER
Regular
6503

West Valley Operations Division
SR TRANSP ENGINEER
Regular
18730

East Valley Operations Division
SR TRANSP ENGINEER
Regular
5349

Special Traffic Operations Division
SR TRANSP ENGINEER
Regular
17716

