

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL MEMORANDUM

Date: June 13, 2016

To: The Honorable City Council  
c/o City Clerk, Room 395, City Hall  
Attention: Honorable Mike Bonin, Chair, Transportation Committee

From: Seleta J. Reynolds,  General Manager  
Department of Transportation

Subject: **CREATION OF A ONE-TIME USE, TEMPORARY PARKING PERMIT PROGRAM (COUNCIL FILE 16-0128)**

**SUMMARY**

This report is in response to a council motion requesting the Los Angeles Department of Transportation (LADOT) to examine the feasibility of a one-time use, temporary parking permit program for one-time events.

**RECOMMENDATION**

That the City Council RECEIVE and FILE this report.

**BACKGROUND**

City Council adopted the current administrative procedures LADOT uses to waive parking restrictions on July 25, 2012 (CF 12-0197). These procedures limit the authorization for "relaxed enforcement" to City Councilmembers, the Mayor, and their respective chiefs of staff. They may request additional authorized staff by sending written notice via e-mail to [parkingexceptions@lacity.org](mailto:parkingexceptions@lacity.org).

Authorized staff file requests for parking enforcement exceptions on-line using a form LADOT developed. To assure proper implementation, LADOT suggests filing at least three days before the effective date of requested exception. The attached LADOT council report (CF 12-0197) details the procedures.

LADOT Parking Enforcement processes hundreds of these requests each year. The requests vary from one day to a week or longer. As long as LADOT receives the requests at least three days in advance, they can be handled routinely. With any relaxed enforcement policy, there is a potential loss of citation and meter revenue, when meters are present.

**DISCUSSION**

Currently, there is an online system in place to request waiving parking restrictions for special events. Public requests for "relaxed enforcement" are filtered through the Council Office or Mayor's Office. If

the request has the support of the elected official's office, his or her staff submits it online to LADOT Parking Enforcement for final approval and implementation. The system operates smoothly. The council motion (CF 16-0128) suggests examining a revised system that would allow residents to make parking waiver requests directly on-line for a one-time use, temporary parking permit for one-time events. Under this scenario the request would be for individual vehicles as opposed to block locations and would go directly to LADOT thereby removing the filter of the Council Office or the Mayor's Office. This type of "one-time" temporary permit system while more direct and theoretically feasible would present a number of challenges for the City in terms of misuse and enforcement.

### Feasibility

LADOT has a system in place for issuing parking permits online, which is administered by Xerox State and Local Solutions. The current process for providing parking permits to motorists in the City of Los Angeles is tied to a resident within a parking district who has Residential Parking Permit account. We define eligibility by obtaining documents from the applicant to prove residency in the district. Documents provided may include a utility bill, driver's license with address, and the vehicle registration showing the same address of the motorist. Once the account is active, motorists are able to request guest permits online. The same application can cover motorists who need permits for one-time events in their residential area.

To expand the current system to accommodate the one-time use program, the City will incur a fee for system development. The City must clearly define operating parameters in order for Xerox to develop a cost estimate. The current parking permit costs range from \$1.00 to \$2.50 for overnight and guest permits. The anticipated cost for a one-time event permit could be in that range.

### Criteria

The first challenge would be clearly defining and enforcing a one-time event. Residents may request relief from parking restrictions for any number of reasons and each request may be presented as a one-time event. Without the filter of the elected official's office, nearly every request would be considered legitimate since LADOT would not have the staff or standing to question the validity of the event. An alternative could be a predefined list of qualifying one-time events created by the Council Office and Mayor's Office. The list may not address all the needs of the residents, and LADOT would not be in a position to verify the validity of these events. This dilemma would lead to limiting the number of one-time event, temporary permit requests per residence per year. This would pose yet another challenge in determining the number of allowable temporary permits per residence per year since many communities in the City have a varying number of events that require relaxed enforcement.

### Duration

Another consideration is the duration of the temporary permit. One-time events last in duration from one day to a week. Depending on the number of one-time events allowed per residence, this could translate into weeks of parking relief per residence. Granting residents on each street the ability to be exempt from parking restrictions can lead to challenges in parking enforcement. With the current system, parking enforcement is able to look down a street and know whether or not the parked vehicles are benefiting from "relaxed enforcement" or are in violation of parking restrictions. If one-time permits are available online to each resident upon request, parking enforcement will not know which vehicles are parked illegally without checking every vehicle for a valid permit. This will significantly

neighborhoods. Associated with the decrease in efficiency is a decrease in the ability to respond to dispatch requests for service and citation revenue.

### Two Systems

Finally, the one-time permit would address all situations and replace the current relaxed enforcement system. For example, LADOT receives requests for relaxed enforcement to accommodate parking for religious holidays that create more parking demand adjacent to houses of worship. Congregants create the demand, and under the current system, congregants and residents all have equal access to the available parking. Introducing an individual permit system would address the needs of only the residents. Another example is when vehicles benefit from relaxed enforcement by being allowed to park on the parkway when demand is high throughout the school year. This situation does not fit with a one-time permit system.

In consideration of the aforementioned challenges and with the clear need to continue with the existing system, LADOT does not recommend implementing the proposed one-time, temporary parking permit system for one-time events.

### **FISCAL IMPACT STATEMENT**

An unknown decrease in General Fund revenue would accompany the reduction in citation issuance as a result of the temporary permit program. The City would also incur costs in the modification of the current parking permit system in order to accommodate the ability to issue one-time, temporary parking permits. Initial funding for the system could come from the Permit Parking Program Revenue Fund with reimbursement coming from the sale of the temporary permits. The City could price the permits so that the program would be revenue neutral.

SJR:JK:pg

Attachment


LADOT Council Report, Parking Enforcement Exceptions (CF 12-0197)



**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

DATE: June 19, 2012

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

FROM: Jaime de la Vega, General Manager  
Department of Transportation 

SUBJECT: **PARKING ENFORCEMENT EXCEPTIONS**

**SUMMARY**

This report presents the administrative procedures the Los Angeles Department of Transportation (LADOT) will use to process requests from the City Council and Mayor to not enforce certain parking restrictions in the Los Angeles Municipal Code, as previously approved by the City Council.

**RECOMMENDATION**

RECEIVE AND FILE

**DISCUSSION**

The administrative procedures are attached (Attachment A) and the online request form (Attachment B). Any updates to the procedures will be communicated.

As noted previously, only parking laws established by the City Council and Mayor and identified in CG 12-0197 or subsequent City Council action are eligible under this program. The City of Los Angeles has no authority to waive state parking laws codified in the California Vehicle Code (CVC).

**BACKGROUND**

The City Council approved CF 12-0197 on February 29, 2012 authorizing LADOT not to enforce certain categories of parking laws in the LAMC when requested in writing by a Councilmember or the Mayor.

The City Council action also directed LADOT to establish and report back to the Transportation Committee with the proposed administrative procedures.

JTV: AST

Attachments

**ATTACHMENT A****PARKING ENFORCEMENT EXCEPTION ADMINISTRATIVE PROCEDURES****Background**

1. **Authorized Requestors** – Only the City Councilmember, Mayor, and their respective chiefs of staff are authorized to request parking enforcement exceptions except as noted below. Additional authorized staff may be added by sending written notice via e-mail to [parkingexceptions@lacity.org](mailto:parkingexceptions@lacity.org)
  
2. **Eligible Enforcement Exceptions** – The following types of parking restrictions contained in the LAMC may be waived:
  - A. Expired meters – on-street and/or off-street parking
  - B. Time limit restrictions (e.g. “2 Hour Parking”)
  - C. Time of day restrictions (e.g. “No Parking 10 am – 12 pm”)
  - D. Preferential parking district
  - E. Overnight parking district
  - F. Oversize parking district
  - G. Passenger or school bus loading zones (white curb)
  - H. No parking – street cleaning
  
3. **Ineligible Enforcement Exceptions** – No other LAMC parking regulations will be waived unless directed by the City Council in the future. No CVC parking laws will be waived ever unless directed by an authorized state official. In particular the following parking regulations are ineligible for an exception:
  - A. Red zones, including bus zones
  - B. Alleys
  - C. Sidewalks
  - D. Handicapped zones (also known as blue zones)
  - E. “No Parking Anytime” zones (including “Tow Away” zones)
  - F. “No Stopping Anytime” zones
  - G. All temporary “No Stopping” or “No Parking” zones

**Request Process**

1. **Format** – LADOT has developed an on-line form (**Attachment B**) to submit requests electronically. Access to the form will only be granted to the authorized requestors, and must be accessed through the city's network with a valid city's e-mail address.
2. **Lead time** – LADOT strongly encourages requests be submitted at least 3 business days before the effective date of the parking exception. This will facilitate operational implementation. Parking exceptions will be communicated to LADOT traffic officers during roll call each day. Of course, LADOT will honor and process emergency requests. However, constituents may inadvertently receive citations if the request is received after roll call. In this case, a formal adjudication process will be required (see below).
3. **Form** – The electronic form will request the following information:
  - A. Requestor's name and title
  - B. Exception date
  - C. Exception time
  - D. Exceptions requested (from eligible enforcement exceptions)
  - E. Purpose (special event, funeral, etc.)
  - F. Geographic boundaries
  - G. Street name(s)
  - H. Side(s) of street
  - I. Beginning and ending points
4. **Submittal** – The request will be submitted electronically by tapping the "submit" button on the form.
5. **Approval** – The request will be deemed approved upon receipt by LADOT unless later withdrawn in writing by an authorized requestor. An automatic confirmation will appear on screen after the request is submitted, and a copy of the request will be sent to the requestor's city e-mail account.
6. **Implementation** – The request will be sent automatically to all supervisors (chief, deputy chief, captains, lieutenants, and sergeants in the Parking Enforcement & Traffic Control Group), who will in turn ensure that the instructions are communicated to LADOT traffic officers.
7. **Adjudication** – In the event a citation is issued in error, it will be administratively dismissed. The recipient will be required to call LADOT Parking Violations Bureau (PVB at (866) 561-9742 and provide the citation number. If the citation in question was issued on a day, time, and location with a valid exception, it will be dismissed without further action. The reason for the dismissal will be noted for record keeping and auditing purposes.

# LADOT PARKING EXCEPTION REQUEST

Thank you for coordinating your parking exception request through LADOT. LADOT strongly encourages requests be submitted at least 3 business days before the effective date of the parking exception. We will honor and process emergency requests. The request will be deemed approved upon receipt by LADOT unless later withdrawn in writing by an authorized requestor.

Your username ([anita.tang@lacity.org](mailto:anita.tang@lacity.org)) will be recorded when you submit this form. Not [anita.tang](#)? [Sign out](#)

\* Required

**Purpose of Request \***

**Date(s) of Event \***

Example: Sunday, July 1, 2012

**Time(s) of the Event \***

Example: 9AM to 6PM

**Location(s) -- Please include all of the following information: \***

Beginning and Ending Points, Side of the Street (N/S for "North Side" and B/S for "Both Sides", etc.), Street Name & Type (AVE., ST., DR., BLVD., ETC.)

**Restriction(s) to be Exempted \***

Off-Street Meter Coin Deposit



- On Street Meter-Coin Deposit
- Overnight Parking District
- Oversize Parking District
- Passenger or School Bus Loading Zones (White Curb)
- Preferential Parking District
- Street Cleaning
- Time Limit Restrictions (e.g. "2 Hour Parking")
- Time of Day Restrictions (e.g. "No Parking 10am - 12pm")

**Submitted By: \***

Your First and Last Name

**Council District \***

**Title \***

Your Job Title

**Requestor \***

Name of Individual/Organization which This Request is Submitted on Behalf of.

**Address \***

Address of the Requestor

**Phone Number \***

Phone Number of the Requestor

**Email \***

Email Address of the Requestor

**FRIENDLY REMINDER:**

No other LAMC parking regulations will be waived unless directed by the City Council in the

## LADOT PARKING EXCEPTION REQUEST

future. No CVC parking laws will be waived unless directed by an authorized state official. In particular the following parking regulations are ineligible for an exception:

Red Zones (including Bus Zones); Alleys; Sidewalks; Handicapped Zones (Blue Zones); "No Parking Anytime" Zones (including "Tow Away" Zones); "No Stopping Anytime" Zones; "and ALL Temporary "No Stopping" or "No Parking" Zones.

In the event a citation is issued in error, it will be administratively dismissed. The recipient will be required to call LADOT Parking Violations Bureau (PVB) at (866) 561-9742 and contest the citation. If the citation in question was issued on a day, time, and location with a valid exception, it will be dismissed without further action.

\*\* Should you have any questions in regards to a Parking Exception Request, please contact LADOT @ 213-972-8470 and request to speak with the Captain of the Enforcement District.

Send me a copy of my responses.

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MOTION

Council Offices routinely get requests for relaxed enforcement of street parking from the Los Angeles Department of Transportation's Parking Enforcement Division due to one-time events within a neighborhood. The requests are almost always for relief from a time restriction or Preferential Parking restrictions.

It would be beneficial to have a uniform procedure for requests of this type, rather than the ad hoc system currently in place. This will ensure that all requests are treated equally and fairly. This process should provide for a very small number of requests per household for short-term relief as necessary.

I THEREFORE MOVE that the Department of Transportation be instructed to report back on the creation of a one-time use, temporary parking permit program that would allow city residents to print a permit for relief from parking restrictions during one-time events.

I FUTHER MOVE that the Department be instructed to recommend a fee for such permits to recover all processing and administrative costs associated with this program.

Presented by: Paul Kerkorian  
PAUL KREKORIAN  
Councilmember, 2<sup>nd</sup> District

[Signature]

Seconded by: [Signature]

ORIGINAL

