

CITY OF LOS ANGELES

CALIFORNIA

KAREN E. KALFAYAN
Interim City Clerk

HOLLY WOLCOTT
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February 10, 2009

To All Interested Parties:

The City Council adopted the action(s), as attached, under Council file
No. 08-0685, at its meeting held February 10, 2009.

A handwritten signature in cursive script that reads 'Karen E. Kalfayan'.

City Clerk

jr

TO THE COUNCIL OF THE
CITY OF LOS ANGELES

Your **BUDGET AND FINANCE** Committee

reports as follows:

BUDGET AND FINANCE COMMITTEE REPORT relative to parking validation expenditures.

Recommendations for Council action, as initiated by Motion (Greuel-Parks):

1. ADOPT the following amendment to the City's Financial Policies, to include a Parking Validation Payment Policy, substantially as follows:
 - a. To the extent feasible, employ conference calls or technology to conduct meetings rather than physical meetings among City Staff;
 - b. When a physical meeting of City staff is imperative, utilize a location that is easily accessible by public transportation for the greatest number of required attendees;
 - c. If public transportation is not available, utilize a location that has free parking available for attendees;
 - d. No City funds shall be budgeted or expended from other accounts, including "Petty Cash" for validated parking, or reimbursement of parking expense, except under the following circumstances: Official uncompensated volunteers to the City, including unpaid commissioners (i.e., commissioners who do not receive a salary or stipend); sworn officers who are ordered to appear in court and have another official Los Angeles Police Department (LAPD) or Los Angeles Fire Department (LAFD) assignment on the same day; official City business outside of the City, in which it can be justified that utilization of public transit was infeasible and free parking was unavailable within a reasonable walking distance; or required by an existing Memorandum of Understanding.
2. DIRECT all General Managers to cease expenditure of all City funds (General Fund, Special Funds, grants, etc.) for parking validations and/or reimbursement for parking charges, and to begin informing their customers and employees through posted signs, memos and other means that parking validations will no longer be provided, in accordance with the Parking Validation Payment Policy of the City's Financial Policies.
3. INSTRUCT General Managers to put in place controls that will ensure parking validations are issued in accordance with the Parking Validation Payment Policy, specified in Recommendation No. 1 above.
4. INSTRUCT the Library Department to conduct a 30-day survey relative to Library parking validations to determine who is using parking validations, how often, where Library parking validation users are traveling from, etc., and report back to the Budget and Finance Committee.

5. RECEIVE and FILE the joint Chief Legislative Analyst (CLA)/City Administrative Officer (CAO) report dated August 26, 2008 relative to parking validation expenditures.

Fiscal Impact Statement: The CLA and CAO report that approval of the above recommendations (as amended in Committee) is anticipated to generate savings within departments/Funds, including Police and Building and Safety. It is expected that such savings will be available to offset any deficits within these departments.

SUMMARY

At its meeting of January 26, 2009, the Budget and Finance Committee considered Motion (Greuel-Parks) and joint CLA/CAO reports relative to parking validation expenditures. Motion (Greuel-Parks) instructed the CLA and CAO to report on the amount of funding for which every department and commission is budgeted and expends annually on parking validations; the source of funds used; and the potential for departments and commissions to cease further parking validation expenditures in order to use these funds to offset other City expenditures.

In response to the Motion, all City departments and commissions were requested to provide information regarding their parking validation expenditures for fiscal year 2007-08. In a report dated August 26, 2008, the CLA/CAO reported that department responses reveal that, with the exception of a few City departments, most do not budget for parking validations; rather, expenditures are made on an as-needed basis from various expense accounts. Departments reported a total of \$750,118 in parking validation expenditures for fiscal year 2007-08 (as of May 2008) from the following funding sources: \$197,909 in General Fund and \$552,209 in special funds. While the Motion suggested the possibility of ceasing further expenditures for parking validations to generate savings, the CLA/CAO reported that discontinuing this practice across all departments and commissions may not be feasible. During consideration of the matter before the Transportation Committee on September 24, 2008, the CLA/CAO were instructed to provide additional information on those departments that expend the most on parking validations (Library, Police Department and Building and Safety) and whether there is a parking validation policy in place Citywide or in any department.

In a follow-up report dated January 14, 2009, the CLA/CAO report that in 1995, the Council established the Central Library Parking Validation Program (Program) to encourage usage of the Central Library by providing discounted parking for library patrons. The Program allows for those Central Library patrons who park their vehicles in the Westlawn Garage, which is owned by Maguire Properties, to obtain a validation for discounted parking by presenting their library card at the Information Desk. The CLA/CAO report that there are now more public transit options available to Central Library patrons as compared to 1995, which result in a much less critical need for use of private vehicles to access services at the Central Library. The CLA/CAO additionally report that many of the Central Library's services are accessible through the Internet; therefore, there is less need to physically travel to the Central Library. During the Committee discussion, the Acting City Librarian reported that many library materials, such as reference and historical materials, are not available over the internet and can only be accessed at the Central Library. The Acting City Librarian and Library Commissioner Rita Walters urged the Committee not to discontinue the Program. The Committee instructed the Library to conduct a 30-day survey to determine who is using parking validations, how often, where Library parking validation users are traveling from, etc., and report back to the Budget and Finance Committee.

The CLA/CAO reported that for the past three years, the LAPD has spent approximately \$125,000 annually on parking validations and has budgeted \$136,000 in its Office and Administrative Account for 2008-09 validation costs. Validations are provided to LAPD employees who must travel to various department offices for meetings, boards of review, investigations, therapy and for the pick-up or delivery of materials. Attachment B of the joint CLA/CAO report, attached to the Council file, provides additional details relative to the LAPD parking validation expenditures.

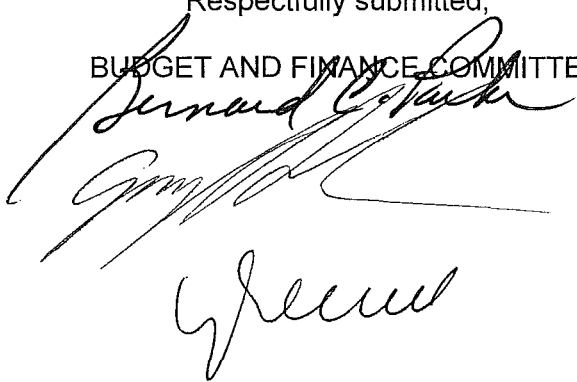
The Department of Building and Safety (LADBS) expended \$368,404 in 2007-08 on parking validations, paid out of the Building and Safety Building Permit Enterprise Fund. Validations are primarily issued to fee-paying customers conducting business at Figueroa Plaza and in Van Nuys related to LADBS Enterprise Fund activities such as plan checks, various permits and inspections.

The CLA/CAO report that the City Council does not have an existing policy applicable to the provision of validated parking. The CLA/CAO recommend that the Council amend the City's Financial Policies to include such a policy.

The Budget and Finance Committee recommended approval of the CLA/CAO recommendations as amended to delete the recommendations relative to the Library Parking Validation Program. The Library was instructed to report back to the Committee upon completion of the parking validation survey so the matter can be re-considered. This matter is now forwarded to the Council for its consideration.

Respectfully submitted,

BUDGET AND FINANCE COMMITTEE

Handwritten signatures of committee members, including Bernard C. [unclear] and Green.

<u>MEMBER</u>	<u>VOTE</u>
PARKS:	YES
GREUEL:	YES
SMITH:	YES
ROSENDAHL:	ABSENT
HUIZAR:	ABSENT

LB
08-0685_rpt_bfc_01-29-09

ADOPTED
AS AMENDED
FEB 10 2009

LOS ANGELES CITY COUNCIL
See Attached motion

-NOT OFFICIAL UNTIL COUNCIL ACTS-

COMMUNICATION

TO: LOS ANGELES CITY COUNCIL

File No. 08-0685

**FROM: COUNCILMEMBER WENDY GREUEL, CHAIR
COUNCILMEMBER RICHARD ALARCON, MEMBER
TRANSPORTATION COMMITTEE**

COMMUNICATION FROM CHAIR and MEMBER, TRANSPORTATION COMMITTEE relative to parking validation expenditures.

Recommendation for Council action, as initiated by Motion (Greuel - Parks):

INSTRUCT all General Managers to ensure that:

1. Parking validations are issued primarily to volunteers providing City services, including commissioners or when there is a documentable business reason for doing so.
2. All City employees carpool or use public transportation to attend offsite meetings/training and any other City-related matters whenever feasible.

Fiscal Impact Statement: The City Administrative Officer and Chief Legislative Analyst report that approval of the above recommendation is expected to reduce the impact of parking validation expenditures on the General Fund and Special Funds in an amount unknown at this time. The action is in compliance with the City's Financial Policies.

Community Impact Statement: None submitted.

SUMMARY

The Chief Legislative Analyst (CLA) and the City Administrative Officer (CAO) submitted a joint report, dated August 26, 2008, as instructed by Motion (Greuel - Parks). The joint report addressed the amount of funding that every department and commission is budgeted for and spends annually on parking validations, the source of funds used to purchase parking validations, and the directive for departments and commissions to cease parking validation expenditures in order to have these funds available to offset other City expenditures.

The CLA and CAO note that with the exception of a few City departments, most departments do not budget for parking validations. Rather, expenditures are made on an as-needed basis from various expense accounts. Departments reported a total of \$750,118 in parking validation expenditures for Fiscal Year 2007 - 08 from the following funding sources: \$197,909 in General Fund and \$552,209 in Special Funds. Additionally, the Convention Center estimates approximately \$4,320 per year in forgone parking fees.

Motion (Greuel - Parks) suggests, that in response to current economic constraints, the possibility of ceasing further expenditures for parking validations to generate savings. The CLA and CAO state that discontinuing this practice across all departments and commissions may not be feasible. One example of this is the Central Library Parking Validation Program, which was established by ordinance for the purpose of increasing public access to the Central Library. The Central Library parking validations are paid out of the Special Parking Revenue Fund as

authorized by the Los Angeles Administrative Code (LAAC) Section 5.117. The CAO and CLA indicate that any changes to this program would require an amendment to the LAAC via ordinance.

The CAO and CLA conclude by stating that they do not recommend that departments be directed to cease parking validation expenditures at this time as the potential for additional savings appears to be minimal. However, departments providing parking validations, and/or reimbursement for parking, should be instructed to primarily do so for volunteers, including commissioners. Further, City employees from outlying sites should be required to use public transportation whenever feasible. If public transportation is not an option, then employees should carpool to the extent that it is practical.

At a regular meeting held on September 24, 2008, the Transportation Committee considered the joint CLA and CAO report regarding parking validation expenditures. CLA and CAO representatives gave the Committee background information on the matter. An opportunity for public comment was held. Afterwards, the Committee moved to approve the recommendation contained in the joint CAO and CLA report. This matter is now forwarded to the Council for its consideration.

Respectfully submitted,



WENDY GREUEL, CHAIR
TRANSPORTATION COMMITTEE

RICHARD ALARCON, MEMBER
TRANSPORTATION COMMITTEE

Not Official Until Council Acts

<u>MEMBER</u>	<u>VOTE</u>
GREUEL:	YES
LABONGE:	ABSENT
ALARCON:	YES
PARKS:	ABSENT
ROSENDAHL:	ABSENT

SG
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ADOPTED
AS Amended
FEB 10 2009

LOS ANGELES CITY COUNCIL
See Attached Motion

MOTION

I MOVE that the BUDGET AND FINANCE COMMITTEE REPORT and COMMUNICATION FROM CHAIR AND MEMBER, TRANSPORTATION COMMITTEE, relative to parking validation expenditures, Item No. 24 (C.F. 08-0685) on today's agenda, BE AMENDED to substitute the following recommendation for recommendation 4 of the Budget and Finance Committee report and to add recommendation 5, below:

- 4. Instruct the City Librarian to collect, at a minimum, the following data for every person receiving parking validations issued by the Central Library, and collect any additional information useful to the Central Library:
 - ★ First and last names (from driver's license)
 - ★ Address (from driver's license)
 - ★ Name of school or work location, including address, if applicable
 - ★ Location from which person traveled to the Central Library
 - ★ Purpose of visit to Central Library
 - ★ Time of entry into parking garage
 - ★ Time of validation issuance
 - ★ Would you use public transit to travel to the Central Library if it were available to you?

- 5. Instruct the City Administrative Officer, Chief Legislative Analyst, in cooperation with the City Librarian, or their designees, to analyze the data collected from recommendation No. 4 after collection for 30 days, to determine if there is a continuing need to maintain a parking validation program at the Central Library, or if a modified program would be sufficient, and to report back to the Budget and Finance Committee.

PRESENTED BY Wendy Greuel
WENDY GREUEL
Councilmember, 2nd District

SECONDED BY Bernard C. Parks

ADOPTED

FEB 10 2009

LOS ANGELES CITY COUNCIL

ORIGINAL