



Board Report

File #: 2023-0701, File Type: Contract

Agenda Number: 9.

PLANNING AND PROGRAMMING COMMITTEE  
JANUARY 17, 2024

**SUBJECT: PARKING ENFORCEMENT SERVICES**

**ACTION: APPROVE RECOMMENDATION**

**RECOMMENDATION**

AUTHORIZE the Chief Executive Officer (CEO) to execute a five-year, firm-fixed-price Contract No. PS104041-2000 to SP Plus Corporation for parking enforcement services in the amount of \$6,446,435, subject to resolution of any properly submitted protest(s), if any.

**ISSUE**

Metro’s Parking Management unit operates 89 park-and-ride facilities across Los Angeles County, as well as the parking facilities at Union Station. Effective and consistent parking enforcement is necessary to ensure that parking spaces are used appropriately and that all other parking regulations are followed. Proper parking enforcement maximizes the available spaces for transit riders and addresses non-transit parking space usage. The current parking enforcement contract will expire on March 31, 2024, and a new contract needs to be awarded to continue parking enforcement services.

**BACKGROUND**

Parking enforcement services play a crucial role in the Parking Management Program. They help maintain a balance between the demand and supply of parking spaces by enforcing parking regulations. Without enforcement, parkers may disregard parking rules, and the management of parking facilities may become inefficient. Prior to the pandemic, the parking enforcement services issued over 20,000 citations annually. Up to the date of 2023, 11,732 actual citations and 1,102 warnings were issued. This does not include any parking enforcement on Micro-Mobility Vehicle (MMV) parking or any enforcement services at Union Station parking facilities. The citation issuance trend also continues to recover each month.

In September 2017, parking enforcement services were transferred from Metro Transit Security to Metro’s Parking Management unit, and the duties were transitioned from the Los Angeles Sheriff’s Department to non-sworn officers through a contract for parking enforcement services. This arrangement allows law enforcement officers to prioritize safety and security at Metro facilities while unarmed non-sworn officers focus on parking management. As part of the transition process, a five-year contract for parking enforcement services was executed on November 1, 2017. The current enforcement contract will expire on March 31, 2024. Therefore, a new contract is necessary to

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continue to provide parking enforcement services.

MMVs, such as e-scooters and dockless bicycles, are a newer mode of transportation that relies on GPS-enabled smartphone applications for communication and tracking by both the operators and users. The use of MMVs as a first-last mile connection has become increasingly popular throughout the County. However, given the dockless model of MMVs, these vehicles are sometimes parked in ways that impede access, such as blocking sidewalks or entryways. As a result, enforcement services are necessary to regulate the placement and parking of MMVs on Metro facilities.

## **DISCUSSION**

Parking Management's approach to parking enforcement focuses on mission over profit. While fiduciary responsibility is important, parking management at Metro also aims to educate the public and transit patrons on proper parking etiquette by issuing warnings and citations. Warnings offer patrons a notice of violation without a monetary fine, while citations have a financial penalty associated with the issuance. This educational approach has resulted in an increased compliance rate, resulting in a decrease in the number of warnings issued. In 2019, 13.6% of violations issued were warnings; this number decreased to 8.1% in 2023 (data available through October). In 2019, the paid parking locations had a compliance rate of 61%, compared to 96% in 2023. Furthermore, the percentage of contested citations that were dismissed decreased from 42% in 2018 to approximately 10% in 2023. This improvement was a result of issuing accurate citations and educating parkers on the regulations. These trends are a testament to the success of the parking enforcement program.

The identification and removal of abandoned vehicles from Metro facilities are significant parts of Metro's parking ordinance and parking enforcement services. By utilizing innovative solutions, the parking enforcement contractor can track such vehicles and remove them when necessary. Prior to the vehicle removal process, parking enforcement officers will inform the vehicle owner of non-compliance by issuing citations and notices before any actual removal takes place. This process provides the owner ample opportunity to remove the vehicle themselves. For vehicles that remain, Metro staff is responsible for providing towing authorization to the contractor before any vehicles are removed from any Metro Facilities. The adopted LACMTA Administrative Code Title 8 - Metro Parking Ordinance, Chapter 8-11 (Attachment A), governs the causes and regulations on vehicles removal. Metro is authorized to remove, tow or impound vehicles and vehicles other than automobiles in accordance with California Vehicle Code section 22650 et seq. As a result, the parking enforcement contract has removed 432 abandoned vehicles from Metro facilities since 2019. Fewer than 30% of the vehicles initially cited for towing are towed, with the remaining 70% removed by their owners after being notified. Consistent monitoring of parking facilities by the contractor ensures that our lots remain free of abandoned vehicles, thus increasing safety and ensuring that more parking spaces are available to transit riders.

During the COVID-19 pandemic, the parking enforcement team performed a vital role in monitoring and regulating Metro facilities. As parking occupancy had drastically dropped at all locations, the parking enforcement officers took this opportunity to report vehicle occupancy and identify encampments and abandoned vehicles. This information was gathered and relayed to Metro's

homeless outreach teams so that appropriate services could be offered to those in need. This practice continues post-pandemic.

The parking enforcement services contract allows a single contractor to perform enforcement operations across inter-jurisdictional boundaries without depending on multiple municipal agencies. Metro parking enforcement officers can operate on all properties and rights-of-way governed by LACMTA Administrative Code Title 8 - Metro Parking Ordinance, whether the facility is Metro-owned, leased, or contracted, such as with State-owned properties.

### Micro-Mobility Vehicle Regulation

To ensure the safety of transit patrons at Metro stations, it is vital to regulate the parking of MMVs through an organized parking management system. MMVs have been observed parked at approximately thirty Metro stations and along transit corridors. These vehicles are sometimes parked in ways that obstruct access to disabled parking, pedestrian pathways, or fare gates, and MMVs have even been abandoned on transit station platforms. In the first three months of the MMV pilot program, a total of 616 violations were observed at Metro facilities.

Enforcement measures are necessary to address safety concerns and regulate the parking of MMVs. Under the new contract, parking enforcement officers will monitor designated MMV parking locations and the surrounding Metro property to regulate MMV parking behavior. Enforcement actions will include notification and citation issuance to MMV companies, or removal of MMVs as necessary to ensure safety and compliance. Violation data will be shared with MMV operators to improve the parking behavior of its users.

### **DETERMINATION OF SAFETY IMPACT**

The parking enforcement contractor provides essential services to enhance the safety of transit patrons who use Metro transit parking facilities. The regular presence of parking enforcement officers helps reduce and discourage illegal and unsafe activities on Metro property. By effectively responding to situations as they arise, the officers can promptly notify Metro staff, which contributes to a safer environment for everyone.

The contract will also include the regulation of MMV parking. By correcting unsafe MMV parking behavior, parking enforcement officers ensure that vehicles will be parked in an organized manner and enhance station accessibility. Any violations will be promptly corrected by relocating or removing these vehicles. The service will be monitored for compliance with the safety rules of the MMV program.

### **FINANCIAL IMPACT**

The estimated operating cost for the duration of the five-year contract is \$6,446,446. Based on an average automobile parking citation fee of \$56.00 and a projection of 18,500 parking citations to be issued for 2024, the program can potentially generate approximately \$1,030,000 in citation revenue per year, which offsets the majority of the enforcement operating costs. The remaining costs will be funded by Proposition C 25%, which is not eligible for bus and rail operating costs.

### Impact to Budget

The contract cost is included in the Parking Management unit's FY 24 annual operating budget in Cost Center 3046, under Account 50316, Project 308001, and Task 01.01 for Professional and Technical Services. The contract award does not require any budget amendment. This is a multi-year contract so the cost center manager and Chief Planning Officer will be responsible for budgeting for future costs in future years.

### **EQUITY PLATFORM**

Enforcing parking regulations is crucial to prevent the misuse of disabled parking spaces meant for transit patrons with disabilities. Parking enforcement officers are attentive not only to the parking spaces but also to the hatched areas that allow for van-accessible vehicles to park without obstruction. These officers work diligently to ensure that these areas remain clear and available for disabled parkers.

Furthermore, as a new addition to parking enforcement, MMV regulation guarantees that pathways and walkways designated for individuals with disabilities are kept clear from any improperly parked MMV. Metro will have a zero-tolerance policy for any vehicle obstructing pedestrian and wheelchair pathways and will promptly remove the MMV in question.

Efficient parking enforcement is crucial to ensure that parking resources are available for transit-dependent commuters and are not misused by poachers in equity-focus communities. Before the introduction of parking enforcement, there was a high incidence of parking misuse at Metro facilities, with non-transit parkers and even vendors occupying the spaces. The enforcement team will continue to monitor, cite, and remove those who violate the parking regulations at Metro facilities to properly correct parking behavior.

Lastly, while citations may be issued to vulnerable populations, Metro Transit Court offers financial assistance for citation payments through installment payment plans and community service.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

This recommendation supports Metro's strategic plan goals:

1. Provide high-quality mobility options that enable people to spend less time traveling.
2. Deliver outstanding trip experiences for all users of the transportation system.

Parking facility overcrowding is a significant issue for transit patrons, especially when non-transit patrons occupy the parking spaces. Parking enforcement is crucial in managing parking demand and regulating parking spaces. When parking spaces are appropriately regulated, transit patrons can easily find a parking spot, which reduces their travel time and enhances their trip experience. The same holds for MMVs' parking regulations at the stations, where specific areas are designated for MMV parking. When MMVs are parked outside these designated areas, it leads to overcrowding and safety hazards, making the transit patrons' experience less than satisfactory. Therefore, parking

enforcement is essential to create a better environment for transit patrons, making their transit experience safe, enjoyable, and smoother.

### **ALTERNATIVES CONSIDERED**

The Board has the option to choose not to authorize the award of a parking enforcement contract, but it is not recommended. If a new parking enforcement contract is not authorized, Metro will lose critical control over the systemwide parking facilities. The enforcement services play a crucial role in successfully operating the parking management program by ensuring that parkers follow the policies adopted in Metro's Administrative Code Title 8. Parking enforcement is integral to the Supportive Transit Parking Program (STPP) Master Plan and the long-term parking management strategy to effectively manage Metro's parking resources.

Furthermore, if the Board decides not to authorize the award of the contract, Metro will have the additional negative consequence of not being able to enforce MMV parking at transit stations. Unsafe MMV parking causes public safety issues by obstructing platforms, tracks, and disabled pathways. If the Board chooses to maintain the current situation, these safety concerns will persist.

### **NEXT STEPS**

Upon approval by the Board, staff will execute Contract No. PS104041-2000 with SP Plus Corporation for parking enforcement services.

### **ATTACHMENTS**

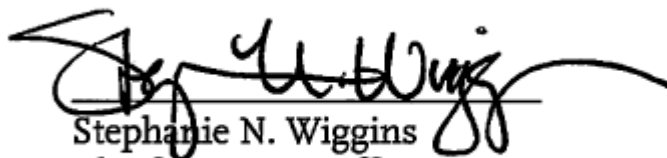
Attachment A - LACMTA Administrative Code Title 8 - Metro Parking Ordinance

Attachment B - Procurement Summary

Attachment C - DEOD Summary

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**Los Angeles County Metropolitan Transportation Authority**

**Administrative Code**

**Title 8**

**METRO Parking Ordinance**

**Chapter 8-01**

**General**

**8-01-010 Authority to Regulate**

The Los Angeles County Metropolitan Transportation Authority's ("METRO") authority to regulate parking, vehicles (including vehicles other than automobiles), and traffic upon the driveways, paths, parking facilities, METRO Right-of-Way (ROW), and the grounds of METRO is conferred by section 21113 of the California Vehicle Code ("CVC").

**8-01-020 Laws and Enforcement on the METRO Property**

The California Vehicle Code and the regulations contained within this Title (Title 8, METRO Parking Ordinance) shall be in effect and will be enforced on METRO property 24 hours daily, 365 Days a Year, including holidays.

**8-01-030 Responsibility for Compliance**

Temporary parking on properties owned, leased, financed, contracted, operated or managed for METRO use is a privilege available only as provided by the parking policies and regulations of METRO, which reserves unto itself the right to revoke this privilege at any time because of inappropriate behavior, violation of any regulation in this ordinance or misuse of parking facilities, METRO ROW, or services. METRO reserves the right to establish what are inappropriate behaviors and the misuse of its property.

The operator of a vehicle on property owned, leased, financed, contracted, operated and managed for METRO use is responsible for complying with all state, local or METRO parking and traffic laws, ordinances and regulations and is subject to established penalties for violations thereof.

If a vehicle operator's identity cannot be determined, as in the case of a parked and locked vehicle, the registered owner and driver, rentee, or lessee of a vehicle cited for any violation of any regulation governing the parking of a vehicle under this code, under any federal statute or

regulation, or under any ordinance enacted by a local authority shall be jointly liable for parking penalties imposed under this article, unless the owner can show that the vehicle was used without the consent of that person, express or implied. An owner who pays any parking penalty, civil judgment, costs, or administrative fees pursuant to this Article shall have the right to recover the same from the driver, rentee, or lessee in accordance with CVC section 40200(b).

By entering onto METRO owned, leased, financed, operated, managed or contracted for property, the owner of a Vehicle grants METRO the right to examine the exterior of their vehicle for any legal purpose described herein, including the authorization to remove or tow the vehicle from the property.

### **8-01-040 Fees to be Paid for Parking in METRO Parking Facilities**

All vehicles parked in any METRO parking facility at any time shall require payment of the applicable fee established by the Parking Rates and Permit Fee Resolution. Except as otherwise provided herein, such fees shall be collected from all persons desiring to park vehicles in such facilities, including the officers and employees of METRO, the state, any public or private firm or corporation, any municipality, state or federal agency or any public district. No fee shall be charged to nor collected from any officer or employee of METRO for the parking of a METRO-owned vehicle in any METRO parking facility at such times when such officer or employee is engaged in METRO business.

All parking fees, rates and charges for the use of the facilities shall be collected in cash or electronic payment from the registered owner, operator or person in charge of the vehicle desiring to park. Any person who willfully fails to pay or is unable to pay the fees, rate and charges for use of the METRO parking facilities are subject to citation. Any person who fails to pay fees, rate and charges for use of the METRO parking facilities and removes the vehicle from the facility without having received a citation, shall be given a "Notice to Pay" indicating non-payment of daily or monthly fee for the duration a vehicle is parked in a METRO facility.

No vehicle may be removed from any METRO parking facility until all fees, rates and charges have been paid and discharged, except as provided in subsections (a) of this section:

- a. In the event that the person operating a vehicle parked in any METRO parking facilities attempts to remove the vehicle from the facility but willfully fails to pay the fees, or is unable to pay all fees, rates and charges due at such time, such person shall remove such vehicle from the facility, be required to pay any unpaid fees, rates and charges within 21 days of being issued a "Notice to Pay.". A copy of such notice shall be delivered by U.S. mail to the vehicles registered owner. Such notice shall set forth the location of the facility, the date and approximate time that the vehicle was removed, the name of the registered owner, the vehicle license number, the registration expiration date, if available, the last four digits of the vehicle identification number, if available, the color of the vehicle, and, if possible, the make of the vehicle. Such notice shall require payment to METRO of all unpaid fees, rates and charges, plus an administration fee in an amount established by resolution of the Board or its designee,

no later than 21 days after the agreement is received, and shall indicate the address to which payment may be delivered or sent or other means for delivering payment. If full payment is not made within such 21 day period, METRO shall mail a notice of late payment to the vehicle's registered owner. Such notice shall require payment to METRO of the unpaid fees, rates and charges, and administration fee, plus a late payment fee in an amount established by resolution of the Board, no later than seven (7) days after the date of such notice. In the event that such amount is not fully paid within such seven (7) day period, a final notice of late payment, requiring payment of all owed parking and late fees in an amount established by resolution of the Board, shall be mailed to the vehicle's registered owner. All owed parking fees will be subject to submit for collection process and potential hold of vehicle registration with the Department of Motor Vehicles. The above agreement shall include a reference to this section.

- b. **Evidence of parking fee payment**, such as, but not limited to, parking permit, tickets, receipt or electronic display devices, is required during entire parking duration time.
- c. **Prohibition of Selling, Reselling, Leasing or Reserving for Compensation of Parking Spaces.** No person shall sell, resell, lease or reserve for compensation, or facilitate the selling, reselling, leasing or reserving for compensation of any METRO owned, leased, financed, contracted, managed and operated spaces or property without authorization from METRO.

By entering a METRO parking facility and parking a vehicle in such facility, the registered owner, operator or person in charge of such vehicle shall be deemed to have consented to the provisions of subsections A, B and C of this section. Any notices required to be mailed under subsections A, B and C of this section shall be deemed served on the day that they are deposited in the U.S. mail, first class, postage prepaid. The issuance and review of notices of parking violation and delinquent parking violation, and the liability for and payment and collection of parking violation penalties, shall be governed by sections 40200 et seq. of the CVC and this Chapter.

### **8-01-050 Parking Facility Use, Designation, and Closure**

METRO reserves the right to limit the temporary use of its parking area to specific vehicle types as required by facility design or aesthetic considerations. METRO may change any parking zone designation. METRO may close, either temporarily or permanently, any parking area. Notice of parking area changes or closings will be provided whenever practical. However, failure to give such notice shall not create any liability on the part of METRO, its directors, officers, employees, agents, representatives, assigns or successors to any third party.

### **8-01-060 Liability**



The use of a METRO owned, leased, financed, contracted, operated and managed parking facility or METRO ROW shall not create, simply by the condition of ownership, management or operation liability or responsibility for damage to any person or personal property. In addition, such use shall not result in METRO assuming liability or responsibility for damage, vandalism, theft or fire to any person or personal property, which may result from the use of METRO Parking Facilities, METRO ROW, or services, or enforcement of laws or regulations.

### **8-01-070 Parking Policy and Regulation Notification or Changes**

Parking policies and regulations are public information and are available online on METRO's website at [metro.net/parking](http://metro.net/parking). Changes in parking policy or regulation are effective upon approval by the Board of Directors. Whenever possible, the public will be notified in a timely manner prior to implementation of changes to METRO's parking policies and regulations.

### **8-01-080 Administrative Review of Parking Citation Issuance**

A registered owner or operator of a vehicle who believes a parking citation has been issued in error or in an improper manner may request an administrative review of the conditions for issuance of the citation as set forth in section 8-09-020.

### **8-01-090 Towing Vehicles**

METRO is authorized by CVC section 21113 and CVC section 22650 et seq. to remove vehicles as set forth below in Chapter 8-11.

### **8-01-100 Permissions, Space Assignment, Signage and Parking Management Approvals**

Any changes, assignment, permission to park and space allocation to all METRO owned, leased, financed, contracted, operated and managed parking facilities must be authorized by METRO Parking Management, included, but not limited to:

- A. Space designations, space assignments, and permissions to park;
- B. Permits issued by METRO's Parking Management, which will be deemed valid for parking enforcement purposes; and,
- C. All signage installations within at any METRO parking facilities must be approved by Metro Parking Management.
- D. Contractor or vendor parking at any METRO parking facilities may be short- or long-term, as needed while engaged in work for METRO. Requests for any parking, but not to exceed thirty (30), must be submitted in writing and approved by the project manager and notify METRO Parking Management for approval, fourteen (14) days prior to parking, for permission and arrangement.
- E. Any parking space use arrangement, other than parking purpose, included but not limited to, construction, staging, and special event must be submitted in writing and

approved by the project manager and notify METRO Parking Management, fourteen (14) days prior to parking, for permission and arrangement.

## Chapter 8-03

### Parking Definitions

#### Chapter 8-03-010 Definitions

The words or phrases hereinafter in this Chapter are defined in this chapter and they shall have the meanings respectively ascribed to them unless the context indicates the contrary. Whenever any words or phrases used in this chapter are not defined, but are in the California Vehicle Code of this State, such definitions as now existing are incorporated herein and shall be deemed to apply to such words and phrases as used in this Chapter as though set forth in full.

**Accessible Parking Space.** “Accessible Parking Space” means any parking space designated for the exclusive use of a vehicle displaying a special identification license plate or distinguishing valid placard subject to the provisions stated in section 22511.5 of the CVC. Accessible parking spaces shall be marked in accordance with section 22511.7 of the CVC.

**Accessible Parking Space Path of Travel.** “Accessible Parking Space Path of ” means any blue cross-hatched path between accessible parking spaces or along the designated path for which a vehicle operator with disabilities may travel from an accessible parking space to the accessible entry of a building, pedestrian area, or METRO transit or rail vehicle.

**Agency.** “Agency” shall mean METRO or its authorized agent that processes and issues parking citations and issues notices of delinquent parking violations on behalf of METRO.

**Alley.** “Alley” means any highway, as defined in this Chapter, unnamed, and having a width of less than twenty-five feet, and not provided with a sidewalk or sidewalks.

**Alternative Fuel.** “Alternative Fuel” as defined by the Energy Policy Act of 1992 includes vehicles powered by methanol, ethanol, and other alcohols; blends of 85% or more of alcohol with gasoline (E85); natural gas and liquid fuels domestically produced from natural gas; propane; hydrogen; electricity; biodiesel (B100); coal-derived liquid fuels; fuels, other than alcohol, derived from biological materials; and P-Series fuels, which were added to the definition in 1999

**Automobile.** “Automobile” means a vehicle designed for passenger transportation and is powered by an internal combustion engine or electric motor.

**Bicycle.** “Bicycle” means a device upon which any person may ride, propelled exclusively by human power through a belt, chain, or gears, and having one or more wheels.

**Bikeway.** “Bikeway,” “Bicycle Path,” or “Bike Path” shall mean all facilities provided primarily for bicycle travel.

**Board.** “Board” means the METRO Board of Directors.

**Bus Loading Zone.** “Bus Loading Zone” means the space adjacent to the curb or edge of a roadway reserved for the exclusive use of buses during the loading and unloading of passengers marked and designated with signage and/or paint.

**Chief Executive Officer.** “Chief Executive Officer” or “CEO” is the person designated by the METRO Board of Directors as the CEO of the Los Angeles County Metropolitan Transportation Authority.

**Clean Fuel Vehicle.** “Clean Fuel Vehicle,” “Clean Fuel Car,” “Clean Air Vehicle,” and “Clear Air Car” shall mean any passenger or commercial vehicle or pickup truck that is fueled by alternative fuels, as defined in Section 301 of the Energy Policy Act of 1992 (P.L. 102-486), and produces emissions which do not exceed standards as defined by regulations of the State Air Resources Board.

**Commercial Vehicle.** “Commercial Vehicle” means a vehicle which is used or maintained for the transportation of persons for hire or maintained primarily for transportation property. Vanpool is not considered a Commercial Vehicle.

**Commercial Vehicle Loading Zone.** “Commercial Vehicle Loading Zone” means that space adjacent to the curb reserved for the exclusive use of vehicles loading or unloading passengers or freight marked and designated with signage and/or paint.

**Department of Motor Vehicles.** “Department of Motor Vehicles” or “DMV”, or “Department” for this section shall mean the California Department of Motor Vehicles.

**Defined Parking Zone.** “Defined Parking Zone” shall mean an area or space specifically designated for the parking and storage of Micro Mobility Vehicles at METRO Parking Facilities and METRO Right of Way (ROW).

**Electric Bicycle.** “Electric bicycle” or “e-bike” is bicycle with fully operable pedals and an integrated electric motor that can be used for propulsion. A person operating an e-bike is subject to the same provisions as a person riding a Micro Mobility Vehicle.

**Electric Vehicle.** “Electric Vehicle” means a vehicle which is powered by an electric motor drawing current from rechargeable storage batteries, fuel cells, or other portable sources of

electrical current, and which may include a nonelectrical source of power designed to charge batteries and components thereof.

**Enforcement Officer.** “Enforcement Officer” shall mean a peace officer as defined in Chapter 4.5, commencing with section 830 of Title 3 of the California Penal Code, or the successor statutes thereto, or other issuing officer that is authorized or contracted by METRO to issue a parking citation.

**Hearing Officer.** “Hearing Officer” shall mean any qualified individual as set forth in the CVC section 40215 appointed or contracted by METRO to adjudicate parking citation contests administratively.

**Highway.** “Highway” is a way or place of whatever nature, publicly maintained and open to the use of the public for purposes of vehicular travel. Highway includes street

**Hybrid Vehicle.** “Hybrid Vehicle” is a vehicle that uses more than one form of energy for power and propulsion, such as an internal combustion engine and an electric or battery powered motor.

**Licensed Operating Company.** “Licensed Operating Company” shall mean any person or business entity that provides a service and enters into and is issued an Operating License Agreement with METRO to provide mobility services, such as Car Share, Vanpool, Bike share, or Micro Mobility vehicles.

**Notice To Pay.** “Notice To Pay” shall mean a written notice delivered by U.S. mail indicating non-payment of daily or monthly fee for the duration a vehicle is parked in a METRO Facility.

**METRO.** “METRO” shall mean the Los Angeles County Metropolitan Transportation Authority.

**METRO Facility.** “METRO Facility” includes all property and equipment, including rights of way and related tracks, rails, signals, power, fuel, communication systems, ventilation systems, power plants, cameras, signs, loudspeakers, fare collectors or registers, sound walls, stations, vacant parcels, bicycle paths, terminals, platforms, plazas, waiting areas, signs, art work, storage yards, depots, repair and maintenance shops, yards, offices, parking areas, parking lots, facilities, and other real estate or personal property owned or leased by METRO, used for any METRO activity, or authorized to be located on METRO property.

**METRO Representative.** “METRO Representative” shall mean a METRO security officer, transit operator, or other authorized METRO employee, Board or service council member, or METRO authorized contractor or entity.

**METRO Right of Way.** “METRO Right of Way” or “METRO ROW” shall refer to METRO owned, leased, financed, contracted, operated and managed property including the area on, below, and above an existing or proposed public roadway, highway, street, bicycle lane or sidewalk,

planting strip, and associated adjacent land, in which METRO has a property interest, whether by easement or fee and regardless of how acquired or established.

**METRO Transit Court.** “METRO Transit Court” means the department authorized by the METRO Board of Directors to conduct parking, fare evasion or similar hearings and assign penalties for this Chapter.

**METRO Vehicle.** “METRO Vehicle” means a vehicle owned or operated by METRO.

**Micro Mobility Vehicle.** “Micro Mobility Vehicle” shall mean a compact sized wheeled vehicle that has handlebars; is powered by an electric motor, or by a source other than electrical power; and is operated by a private entity that owns, manages, and maintains such vehicle for shared use by members of the public.

“Micro Mobility Vehicle” shall also mean a compact sized two-wheeled device that has handlebars, a floorboard designed to be stood upon when riding, and is powered by an electric motor, including any vehicle or device that meets this definition and is powered by a source other than electrical power.

**Motor Vehicle.** A “motor vehicle” is a vehicle that is self-propelled, but does not include a self-propelled wheelchair, motorized tricycle, or motorized quadricycle, if operated by a person who, by reason of physical disability, is otherwise unable to move about as a pedestrian.

**Motorized Bicycle.** “Motorized bicycle” is a two or three wheeled device that is capable of propelling itself at a maximum speed of not more than 30 miles per hour and is equipped with fully operable pedals for propulsion by human power or no pedals if powered solely by electrical energy, and has an automatic transmission. A person riding a motorized bicycle is subject to the same provisions as a person riding a Micro Mobility Vehicle.

**Motorcycle.** “Motorcycle” means a motor vehicle that has a seat or saddle for the use of the rider and is designed to travel on less than three wheels, whose motor displaces more than 150 cubic centimeters, or has a speed greater than 45 miles per hour.

**Operating License Agreement.** “Operating License Agreement” shall mean the written agreement between METRO and a Licensed Operating Company for an operating permit which authorizes the operation of a mobility service on or at Metro Parking Facilities or Metro ROW.

**Owner of the Vehicle.** “Owner of the Vehicle” shall mean that last registered owner and legal owner of record.

**Park. Or Parking.** “Park” or “Parking” shall mean the standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers

**Parker.** “Parker” means any person who holds a valid driver’s license and intends to park a validly registered motor vehicle on METRO owned, leased, financed or contracted for property.

**Parking Citation.** “Parking Citation” is a notice to the vehicle owner of any failure to comply with METRO parking regulations or the CVC, municipalities or county ordinances. A penalty shall be attached to each violation as described on each violation notice unless otherwise noticed.

**Parking Facility.** “Parking Facility” includes any covered, enclosed parking garage, facility, and/or deck, any open air or individually covered parking space and or a multiple space parking area. Parking facility types include above grade, below grade or underground, mechanical and automated parking facilities.

**Parking Penalty.** “Parking Penalty” includes the fine authorized by law for the particular violation, any late payment penalties, administrative fees, assessments, costs of collection as provided by law, and other related fees.

**Parking Permit.** “Parking Permit” is a non-transferable decal, printed card or tag, or other form of temporary authorization issued for a specific period of time by authority of METRO which is authorized to grant to any eligible person permission to park on METRO owned, leased, financed or contracted property. A parking permit is valid only when issued to an eligible person who has complied with all terms of issuance prescribed by METRO and when the permit is properly displayed.

**Parking Space.** “Parking Space” is all painted parking stalls located in parking facility that may or may not be marked by a sign, parking meter, and/or other restrictive designation painted on the ground or lot/facility surface.

**Parking Violation.** “Parking Violation” means the breach or intrusion of a vehicle required to comply with any general parking legislation enforced under the provision of METRO parking regulations or the CVC, municipalities and county ordinances that warrants the issuance of a parking citation penalty to the vehicle’s registered owner.

**Parkway.** “Parkway” means the portion of a highway other than a roadway or a sidewalk.

**Passenger Bus.** “Passenger Bus” is any multiple passenger conveyance vehicle over 20’ long and carrying more than 15 persons or exceeding 6,000 pounds in gross weight.

**Passenger Loading Zone.** “Passenger Loading Zone” means that space adjacent to a curb reserved for the exclusive use of vehicles during loading and unloading of passengers, marked and designated with white paint.

**Pedestrian.** “Pedestrian” means a person who is afoot or who is using any of the following:

- (1) A means of conveyance propelled by human power other than a bicycle.
- (2) An electric personal assistive mobility device.

“Pedestrian” includes a person who is operating a self-propelled wheelchair, motorized tricycle, or motorized quadricycle and, by reason of physical disability, is otherwise unable to move afoot,

**Pedestrian Conveyance Device.** “Pedestrian Conveyance Device” shall mean any instrument of conveyance propelled by human power other than a bicycle including skateboards, roller skates, rollerblades, in-line skates, other skating devices, foot-powered scooters and other similar devices.

**Person.** “Person” means and includes a natural person, firm, co-partnership, association, limited liability company, or corporation.

**Rail Car.** “Rail Car” includes any passenger railway rolling stock that is designed to carry passengers. This term includes heavy weight, lightweight, commuter, bi-level or other type of rail industry vehicles.

**Rebalance.** “Rebalance” shall mean moving Micro Mobility Vehicles from one location to another, generally for the purpose of avoiding an excess of devices in one location.

**Registered Owner.** “Registered Owner” shall mean the person whose name is recorded by the Department of Motor Vehicles as having ownership of a particular vehicle.

**Respondent.** “Respondent” shall mean any “operator” or “registered owner” as defined in this section who contests a parking citation.

**Rideshare.** “Rideshare” is an arrangement in which a participant travels in a private vehicle driven by the owner for free or for a fee, as arranged by means of website or mobile-based application.

**Roadway.** “Roadway” means that portion of a highway improved, designed, or ordinarily used for vehicular travel and parking.

**Safety Zone.** “Safety Zone” is the area or space lawfully set apart within a roadway for the exclusive use of pedestrians and which is protected, or which is marked or indicated by vertical signs, raised markers or raised buttons, in order to make such area or space plainly visible at all times while the same is set apart as a safety zone.

**Section.** “Section” means a section of the ordinance codified in this Division 1 unless some other ordinance or statute is specifically mentioned.

**Sidewalk.** “Sidewalk” means that portion of a highway between the curb line or traversable roadway and the adjacent property lines that dedicate for pedestrian use.

## ATTACHMENT A

**Street.** “Street” means and includes the portion of any public street, road, highway, freeway, lane, alley, sidewalk, parkway or public place which now exists or which may hereafter exist within METRO Facilities.

**Taxicab.** “Taxicab” means any passenger vehicle for hire for the directed transportation of not more than eight passengers, excluding the driver, at rates based on the distance, duration or number of trips, or waiting time, or any combination of such rates.

**Taxicab Zone.** “Taxicab Zone” means and includes the portion of the street area designated for the standing or stopping of taxicabs while awaiting employment.

**Transit Access Pass (TAP) Card.** “Transit Access Pass Card” or “TAP card” is a reusable, reloadable card that is accepted as a fare payment for travel across different agencies.

**Transit Patron.** “Transit Patron” for purposes of this ordinance means any person who has used the transit system within 96 hours of parking their vehicle.

**Transit System.** “Transit System” is the compilation of METRO buses and trains in Los Angeles County, and other agencies accepting the Metro TAP card.

**Unlicensed Operating Company.** “Unlicensed Operating Company” shall mean any person or business entity that provides a service but is not issued an Operating License Agreement with METRO to provide mobility services.

**User.** “User” means any person who is in actual physical control of a vehicle, Micro Mobility Vehicle, or streetcar.

**Vehicle.** “Vehicle” means every motorized device by which any person or property is or may be propelled, moved, or drawn upon a highway, except a device moved exclusively by human power or used exclusively upon stationary rails or tracks.

**Vehicle Operator.** “Vehicle Operator” shall mean any individual driving and/or in possession of a vehicle at the time a citation is issued or the registered owner of the vehicle.

**Violation.** “Violation” shall mean any parking, equipment, or other vehicle violations as established pursuant to state law or METRO ordinances and administrative code.



**Chapter 8–05  
Parking Regulations**

**8-05-010 Parking Activities**

Unless otherwise authorized by METRO in writing, METRO owned, leased, financed, contracted, operated and managed parking facilities and METRO ROW shall only be used for parking, entering and exiting, loading and unloading activities.

**8-05-020 Enforcement Practice**

Citations will be issued according to the printed and posted regulations as appropriate. The frequency with which parking citations are issued is dependent on the nature of the violation and time control restrictions for each of the various parking zones. METRO is also authorized by CVC section 21113 to remove vehicles consistent with Chapter 10 (commencing with Section 22650) of Division 11 of the CVC.

**8-05-030 Illegal Parking Outside of a Defined Parking Space or Parking Space Markings**

No vehicle or vehicle other than Automobile shall be parked or cause to be parked within any METRO parking facility or METRO ROW except between the lines indicating where vehicles shall be parked and no person shall not park any vehicle so as to use or occupy more than one

marked parking space. METRO may install and maintain parking space markings to indicate parking spaces adjacent to any curb where parking is permitted. When such parking space markings are placed in the right-of-way, no vehicle shall be stopped or left standing other than within the markings of a single space.

### **8-05-040 Failure to Obey Signs**

No person shall fail or refuse to obey or comply with any sign, marking or device erected, made or placed to indicate and carry out the provisions of this Chapter.

### **8-05-050 Exceeding Posted Time Limit**

METRO may post signs indicating a maximum parking time limit in a space of lot. If a vehicle has been parked in an area restricting parking to a specific time interval, such vehicle shall not be re-parked in the same spaces, or same lot, or within a distance of five hundred feet of the place initially parked within a period of four (4) hours thereafter. Vehicles used for vending or peddling purposes shall also comply with the provisions of this section.

### **8-05-060 Temporary No Parking**

Whenever METRO finds that traffic congestion, or the disruption of the normal flow of traffic is likely to result from the operation, stopping, standing or parking of vehicles during the holding of public or private special events, assemblages, gatherings or functions, during construction, alteration, repair, sweeping, filming or other reasons, METRO may place or cause to be placed temporary signs prohibiting the operation, stopping, standing or parking of vehicles at least seventy-two (72) hours prior to and during the period such condition exists. In the event of an emergency, METRO may act under this section without providing the seventy-two (72) hour notice required herein. Any vehicle parked or left standing in violation of this section may be removed in accordance with provisions of section 22650 *et seq.* of the CVC and Chapter 8-11 of this Ordinance.

### **8-05-070 Restricted Parking**

Whenever any parking area is assigned for the exclusive use of the occupants of a facility a person, other than an occupant of the facility, shall not park any vehicle in such parking area. The property owner manager or manager's designee responsible for overseeing the parking area may request that a parking violation be issued by METRO.

### **8-05-080 Parking Within Marked Bicycle Lane**

A person shall not operate a vehicle in a bicycle lane except to cross at a permanent or temporary driveway, or for the purpose of parking a vehicle where parking is permitted or where the vehicle is disabled.

### **8-05-090 Illegal Parking in Commercial Loading Zone**

A vehicle shall not be stopped for any purpose other than loading or unloading between the hours of 6:00 a.m. and 6:00 p.m. on any day except Sunday, or at such other times as designated by METRO in a place marked as a commercial loading zone. Such stop shall not exceed the time it takes to load and unload passengers or goods for a commercial vehicle. METRO shall place signs or curb markings to designate areas as commercial loading zones. Commercial loading zones shall be a minimum of thirty (30') feet and not exceed forty-eight (48') feet in length, and may be established in a parking meter/pay station location. Parking meters/pay station spaces shall be enforced during posted hours when the loading zone is not in effect.

### **8-05-100 Vehicle Exceeds Load Size Limit**

- a. No person shall park or leave standing in METRO Facility and/or lot any vehicle having either of the following:
  1. A manufacturer's rated load capacity greater than 14,000 lbs.; or
  2. A length in excess of twenty-four (24) feet.
- b. The following vehicles are hereby exempt from the provisions of this section:
  1. Any vehicles properly displaying a large vehicle permit. Large vehicle permits shall be issued for special events. Under any circumstances on any of the following vehicles: tour buses, movie, television, or photographic production vehicles, limousines, or mobile billboards in accordance with Chapter 8 of this code.
  2. Any authorized emergency vehicle, METRO Transit Security, any authorized highway work vehicle or any vehicle used in the construction, installation, or repair of a utility or public utility in accordance with sections 22512 and 35702 of the CVC;
  3. Any vehicle engaged in loading or unloading;
  4. Any vehicle making pickups or deliveries of goods, wares, and merchandise; and
  5. Any vehicle picking up or delivering materials used in the actual or bona fide repair, alteration, remodeling or construction of any building or structure for which a building permit or building construction authorization has been obtained.
- c. Pursuant to section 40200 *et seq.*, of the CVC, any violation of this section shall be punishable as a civil penalty in accordance with the provisions of Chapter 8-09 of the METRO Administrative Code. Any vehicle parked or left standing in violation of this section may be removed in accordance with provisions of section 22650 *et seq.* of the CVC.

- d. Large vehicle parking permits shall be issued by METRO pursuant to METRO policies and procedures for the issuance of such permits. Such policies shall be consistent with the provisions of sections 8-05-010 through 8-05-440 of the METRO Administrative Code.
- e. The fee for a large vehicle parking permit shall be according to METRO fee schedule.

### **8-05-110 Disconnected Trailer**

Parking any trailer or semi-trailer in any METRO facility, while detached from or attached to a vehicle, is prohibited.

### **8-05-120 Bus Loading Zones**

A vehicle or vehicle other than Automobile shall not be parked or stopped from in any METRO owned, leased, financed, contracted, operated and managed parking facilities or METRO ROW in a bus loading zone. No bus shall stop in any bus loading zone longer than necessary to load or unload passengers, except at a terminus station. Appropriate signs or red curb markings or both shall indicate a bus loading zone. METRO shall place signs or red curb markings or both at locations where METRO determines bus loading zones are appropriate to establish. Unless otherwise specified by METRO or its designees, bus loading zones shall not exceed eighty (80') feet in length.

### **8-05-130 Illegal Parking in Kiss and Ride Spaces and Passenger Loading Zone**

- a. A vehicle shall not be parked more than three (3) minutes, or for such other amount of time as may be indicated on the posted sign, to load and unload passengers at any designated Kiss and Ride passenger loading and unloading zone.
- b. METRO may place curb paint markings with ADA compliance design criteria including ramps, minimum dimensions, proper signage and level pavement at locations to make passenger loading feasible.

### **8-05-140 No Parking – Alley**

A vehicle shall not be parked or stopped in any alley for any other purpose other than the loading or unloading of passengers or materials, or both. A vehicle shall not be stopped for the loading or unloading of passengers for more than three (3) minutes nor for the loading or unloading of materials for more than twenty (20) minutes at any time in any alley.

### **8-05-150 Illegal Parking in Red Zones**

A vehicle or vehicle other than Automobile shall not be stopped, parked or otherwise left standing, whether attended or unattended, except in compliance with a traffic sign or signal or direction of an authorized enforcement officer, between a safety zone and the adjacent right hand curb or within the area between the zone and the curb as may be indicated by a sign or

red paint on the curb, where a sign or paint was erected METRO owned, leased, financed, contracted, operated and managed parking facilities or METRO ROW. Violating vehicle(s) and vehicle(s) other than automobiles will be towed at the registered owner's expense.

### **8-05-160 Vehicle Parked Seventy-Two (72) or More Hours**

Any vehicle observed parked or left standing longer than seventy-two (72) consecutive hours without authorized permit in the same location may be cited. Any vehicle parked longer than seventy-two (72) hours must obtain permission in advance from METRO. Any vehicle parked or left standing in violation of this section may be removed in accordance with provisions of section 22650 *et seq.* of the CVC and Chapter 8-11 of this Ordinance.

### **8-05-170 Parking on Grades**

When METRO has placed or caused to be placed appropriate signs, a vehicle shall not be parked upon any grade of six percent (6%) or more within any METRO Facilities without turning the wheels of the vehicle toward the curb while parked facing downhill and turning the wheels of the vehicle away from the curb while the vehicle is parked facing an uphill grade.

### **8-05-180 Angled Parking**

Whenever the width of a parking lot, parking bay, parking facility, travel lane, and traffic conditions are such that the parking of vehicles at an angle to the curb instead of parallel to the curb will not impede traffic flow, and where there is need for the additional parking spaces which parking at an angle will provide, METRO shall indicate at what angle vehicles shall be parked by placing parallel white lines on the surface of the roadway. An operator shall not stop, stand, or park any vehicle except between, at the angle indicated by, and parallel to both such adjacent white lines, with the nearest wheel not more than one foot from the curb.

### **8-05-190 Double Parking**

A vehicle shall not park on the roadway side of another vehicle that is stopped, parked or standing at the curb or edge of the public right-of-way, whether attended or unattended. Violating vehicle(s) will be towed on registered owner's expense immediately.

Authorized emergency vehicles exempt from this section may display flashing or revolving amber warning lights when engaged in the enforcement of parking and traffic regulations.

### **8-05-200 No Parking Anytime/Posted Hours**

Whenever the parking of vehicles at all or certain hours of the day upon any portion of METRO Parking Facilities, travel lanes, or alleys which are open for public constitutes a traffic hazard or impedes the free flow of traffic, or both, METRO shall erect signs stating that parking is prohibited at all or certain hours of the day.

## **8-05-210 Wrong Side Two Way Traffic or Roadway**

A vehicle shall not be parked, whether attended or unattended, regardless of loading or unloading in the public right-of-way within METRO facilities, or other transit/rail/Parking Facilities in such a manner where the vehicle is parked in the direction of opposing traffic. Violating vehicle(s) will be towed at registered owner's expense immediately.

## **8-05-220 Blocking Street or Access**

A vehicle shall not be parked, whether attended or unattended, upon any traffic or travel lane, or alley where the roadway is bordered by adjacent curbs which is open to the public, whether bordered by curbs or not, unless no less than eight feet (8') of the width of the paved or improved or main traveled portion of such traffic, travel lane or alley opposite such parked vehicle is left clear or unobstructed for the free passage of other vehicles. Violating vehicle(s) will be towed at registered owner's expense immediately.

## **8-05-230 Parking Special Hazard**

At any place for a distance not to exceed one hundred feet (100') where METRO finds that parking would unduly hamper the free flow of traffic, resulting in a special traffic hazard, or endanger public health or safety, METRO shall place appropriate signs or markings prohibiting such parking.

## **8-05-240 Illegal Parking at Fire Hydrant**

A vehicle shall not be parked within fifteen feet (15') of a fire hydrant along any unmarked curb or in front of or as prohibited by section 22514 of the CVC or by any other state law. Violating vehicle(s) will be towed at registered owner's expense.

## **8-05-250 Illegal Parking at Assigned / Reserved Spaces**

Whenever any vehicle parking space is assigned for the exclusive use of the occupant of any building, whether residential, commercial or industrial, which parking space is within such building or elsewhere, and at, in or near such parking space there is a legible sign stating either that such space is exclusively assigned, or that parking is prohibited, or both, a person, other than the person to whom such parking space is assigned, shall not park any vehicle in such parking space except with the permission of the person to whom such parking space is assigned.

## **8-05-260 Illegal Parking at Taxicab Stands**

The use of taxicab stand or stands shall be limited exclusively to vehicles that display a taxicab vehicle permit by METRO pursuant to Chapter 8 and attended by a driver in possession of a

valid taxi drivers permit issued by the METRO. No person shall park, stop, or stand any attended or unattended vehicle in METRO taxicab stand except as provided in this section.

### **8-05-270 Illegal Parking at/ adjacent to a Landscape Island or Planter**

A vehicle or vehicle other than Automobile shall not be stopped, parked or otherwise left standing whether attended or unattended except in compliance with a traffic sign or signal or direction of a police officer, at or adjacent to a landscape island or planter.

### **8-05-280 Transient, Daily or Preferred Monthly Parking Permits**

Parking permits for transient, daily and monthly parking shall be issued by METRO. METRO shall be responsible for establishing policies, administering procedures and disseminating information regarding the distribution of parking permits for parking in METRO Parking Facilities.

Preferred Parking is an optional program that secures a patron a parking space prior to a specified time according to signage. All spaces become available to the public after the specified time according to signage. Spaces are available on a first come first serve basis.

The number of permits to be issued shall be determined by the parking demand and conditions within each parking facility. Parking permits shall not be issued to any person who has outstanding parking citations.

Permittee shall obey all rules of the parking permit program. All verified parking permits must be current and valid and consistent with the license plate in parking program record. Failure to obey such rules will result in the termination or denial of a permit.

Any of the acts described below shall be a violation of this section which maybe cited pursuant to section 8-07-010.

- a. Failure to properly register vehicle license plate information as instructed by the permit parking terms and conditions.
- b. Parking in a monthly permit parking space without a monthly permit.
- c. More than one vehicle using the same permit at the same time.
- d. Temporary Permits – Place the temporary permit on the dashboard on the driver's side of the vehicle. The entire permit must be clearly visible to compliance officers.

### **8-05-290 Posting Signs in Preferred Permit Parking Area**

- a. METRO may cause appropriate signs to be erected in METRO Parking Facilities, indicating prominently thereon the parking limitation, period for its application, and vehicles with valid permits shall be exempt from the limitations.

- b. If preferred permit parking is allowed in partial areas of a parking lot or parking facility, signs shall be posted only on the selected spaces or portions of a parking lot, parking facility within the prescribed METRO Facility.
- c. A parking permit shall not guarantee or reserve to the holder thereof a parking space within a parking lot or parking facility.
- d. A vehicle on which a valid license plate is registered as a monthly permit holder shall be permitted to stand or be parked in the authorized parking lot, parking facility or designated area within the parking lot or parking facility within the limits of the parking permit program. Except as provided below, all vehicles parking within a permit designated area or parking lot or parking facility shall be subject to the parking restrictions and penalties as provided in this Chapter.

**8-05-300 Exemption of Certain Vehicles to Permit Restrictions**

No person shall, without a permit therefore, park or leave standing any vehicle trailer in a designated parking permit area or parking lot, parking facility in excess of the parking restrictions authorized pursuant to this Chapter, except for the following:

- a. Repair, maintenance, refueling, utility, or delivery vehicle providing services to METRO within the METRO Facility with METRO's prior written consent.
- b. Emergency vehicles

**8-05-310 Permit Penalty Provisions**

- a. Unless exempted by the provisions of this Chapter, no person shall stand or park a vehicle in any designated permit parking area, parking lot, or parking facility established pursuant to this Chapter, without a valid permit.
- b. No person shall copy, produce or create facsimile or counterfeit a parking permit, nor shall any person use or display a counterfeited parking permit.
- c. No person who has been issued a parking permit for a specific designated area, lot or facility shall use the permit in another area, lot, or facility.
- d. No person shall alter, deface, or intentionally conceal an expiration date on the face of a parking permit which is displayed in a vehicle parked on a METRO Facility.
- e. A violation of this section shall result in the revocation of the parking permit and rights in any METRO Parking Facilities, which is also punishable by an administrative fine established by the Parking Rates and Permit Fee Resolution adopted by the METRO Board. METRO also reserves the rights to refer the case to local law enforcement.



## 8-05-320 Expired Meter or Pay Station

- a. **Deposit of Fees Required.** A person shall be required to deposit the proper fee for occupying a parking metered /pay station space at a charge set in METRO's fee resolution during the posted hours and days of operation.
- b. **Parking Lot Requirements when Meters or Pay Station Installed.** A person shall not park any vehicle on any parking lot, parking facility or public right of way maintained or operated by METRO on which a parking meter or multi-space pay machine is installed at any time without paying the posted and adopted parking fees.

## 8-05-330 Parking Facilities Cleaning, Maintenance and Capital Projects

No vehicular parking shall be permitted at specific locations in any METRO Parking Facilities during posted hours to allow for routine cleaning, maintenance and capital project implementation.

## 8-05-340 Electric Vehicle Parking Spaces

METRO has established Electric Vehicle (EV) Charging Station Spaces in Parking Facilities for use by Electric, Clean Fuel, and Hybrid vehicles. No person shall park or leave standing vehicles or vehicles other than Automobiles in EV spaces except as follows:

- a. EV spaces must be signed or marked for EV charging purposes only.
- b. Electric Vehicles must be connected to charging station equipment and/or in the process of charging while parked in EV Charging Station Spaces.
- c. Non-Electric Vehicles shall not park in EV Charging Station Spaces at any time.
- d. Electric Vehicles may only use designated EV Charging Station Spaces for charging vehicles. No other source of vehicle charging will be allowed at METRO facilities.

When not charging, Electric, Clean Fuel, and Hybrid Vehicles may park in any designated parking space at METRO facilities.

## 8-05-350 Parking on Sidewalk/ Parkway

No vehicular parking shall be permitted on any portion of a sidewalk, nor shall any portion of a vehicle be parked in such a manner to overhang or encroach onto any portion of the sidewalk or parkway. Violating vehicle(s) will be towed at registered owner's expense immediately. METRO is authorized by CVC section 21113 and CVC section 22651 to remove a vehicle found to have been parked in violation.

## **8-05-360 Areas Adjacent to Schools**

Whenever METRO finds that parking on METRO property adjacent to any school property would unduly hamper the free flow of traffic or otherwise constitute a traffic hazard, appropriate signs or markings prohibiting such parking on METRO property shall be posted.

## **8-05-370 Peak Hour Traffic Zones**

Whenever METRO finds that traffic congestion is such that the movement or flow of traffic may be improved by the elimination of parking on METRO property during certain peak travel times, signs prohibiting the stopping, standing or parking of vehicles shall be posted. No vehicle shall park or be left standing a vehicle where a sign indicating a peak hour traffic zone has been posted. Vehicles in violation shall be cited and/or towed whenever the parking of vehicles constitutes a traffic hazard or impedes the free flow of traffic, or both.

## **8-05-380 Parking Prohibition for Vehicles Over Six Feet High, Near Intersections**

Whenever METRO finds that the parking of vehicles, with a height of six feet (6') or more, within one hundred feet (100') of an intersection, creates a visibility limitation resulting in a potential traffic hazard, METRO shall erect signs or markings stating that the parking of vehicles with a height of six feet (6') or more is prohibited within one hundred feet (100') of an intersection.

## **8-05-390 Interim Parking Regulations**

METRO can temporarily waive existing or establish new parking regulations in order to accommodate or to mitigate the impacts of construction projects in the vicinity of the parking lot, parking facility.

## **8-05-400 Car Share, Vanpool, Bike share, or Micro Mobility Vehicle Authorization Required**

No Vehicle or vehicle other than Automobile shall be stopped, parked or left standing any vehicle in a place or a parking space designated for the exclusive parking of Car Share, Vanpool, Bike share, or Micro Mobility vehicles participating in the METRO Car Share, Vanpool, Bike share or Micro Mobility Vehicle Program, unless the Vehicle obtained authorization as a METRO Car Share, Vanpool, Bike share or Micro Mobility Vehicle Program participant and registered as directed by METRO.

A Licensed Operating Company is responsible for securing approval and obtaining an Operating License Agreement from METRO prior to the deployment, parking, and storage of Car Share, Vanpool, Bike share, or Micro Mobility vehicles on, within, or adjacent to METRO Parking Facilities and METRO ROW, and properties.

Car Share, Vanpool, Bike share, and Micro Mobility vehicles may be parked or stored on METRO Parking Facilities and METRO ROW only in areas made available and designated specifically for Car Share, Vanpool, or Micro Mobility vehicle parking.

### **8-05-410 Speed Limit**

METRO speed limit is five (5) miles per hour in all parking areas, access roads and drives unless otherwise posted.

### **8-05-420 Vehicle Access**

Operating a vehicle on sidewalks, mall, lawns, or any surface not specifically designated as a road, street, highway or driveway is prohibited.

### **8-05-430 Penalty for Non-Compliance**

Unless exempted by the provisions of this part, no vehicle shall be parked in violation of any parking restrictions established pursuant to this section. Except as provided in Chapter 8-05-100 paragraph (b), a violation of this section may result in the revocation of the parking permit and rights at any METRO Parking Facilities, which is also punishable by METRO's administrative fine schedule for parking violations. METRO may also refer the case to the local law enforcement.

Any vehicle with more than three (3) outstanding parking citations will be towed away at the registered owner's expense. All administrative fines and penalties must be paid and obtain applicable law enforcement agency clearance prior to release of the towed vehicle in addition to tow fees.

### **8-05-440 Accessible Parking Spaces Designated for Vehicle Operators with Disabilities**

Parking in accessible spaces designated for vehicle operators with disability is restricted to those individuals who have secured an authorized disabled license plate or disabled placard pursuant to CVC section 5007, 22511.55 or 22511.59 that is currently in effect. No vehicle or vehicle other than Automobiles shall be stopped, parked or left standing in a parking stall or space in a METRO parking facility that has been designated as parking for Vehicle operators with a disability in the manner required by CVC section 22507.8. In order for a Vehicle to be parked in a designated accessible parking space, disabled parking placards must not be expired and must be properly displayed. Parking is prohibited in any area adjacent to a parking stall or space designated for disabled persons or disabled veterans that is marked by crosshatched lines or space identified as for the loading and unloading of Vehicles parked in such stall or space.

Vehicle operators with a disability are not exempt from the payment of fees for parking a Vehicle on METRO Facility. METRO reserves the right to adopt or amend the disabled parking pricing policy at all METRO Facilities. However, vehicle operators with a disability shall not be

charged more than the established parking fees listed for all parking spaces. Valid out of state disabled placards will be accepted at METRO parking facilities.

The number and dimension of accessible parking spaces and van-accessible parking spaces are determined by ADA guidelines and specifications.

### **8-05-450 Transit Ridership Requirements**

METRO Parking Facilities are for transit patrons only. Patron's utilizing METRO Parking Facilities must have a ridership transaction, riding transit via a METRO TAP card, within 96 hours use of METRO parking facility and/or payment of parking fee unless otherwise stated within this ordinance. All alternative and non-transit use of METRO parking facilities must be authorized by METRO Parking Management.

**Chapter 8-07**  
**Vehicles Other Than Automobiles**

**8-07-010 Authority to Create Vehicle Regulations**

The METRO Board of Directors is authorized pursuant to section 21113 of the CVC to set forth conditions and regulations pertaining to the operation and parking of vehicles other than Automobiles, including but not limited to bicycles, motorcycles, and Micro Mobility Vehicles, upon METRO property.

All rules and regulations of the CVC shall apply to vehicles other than Automobiles operated on METRO Facilities. All vehicles other than Automobiles must meet the equipment requirements of the CVC, including brakes, lights and reflectors, and shall obey all regulations stated in the Ordinance and shall be regarded in the same manner as Automobiles. . Vehicles other than Automobiles shall comply with all applicable federal, state, and local laws.

**8-07-020 Enforcement**

This Chapter may be enforced by verbal or written warnings, administrative citations, fines vehicle towing and suspension or expulsion from METRO Facilities. Violations by METRO employees may also result in corrective or disciplinary action. Any appeal arising from the enforcement of this Chapter should be reported to METRO Transit Court, or as otherwise directed.

METRO shall adopt, amend, or abolish a rule or regulation that is not consistent with this ordinance or state law, to accomplish objectives that are consistent with this ordinance. Prior to the adoption of any rule or regulation, METRO shall give 30 days' notice of any proposed rule to be adopted, amended, or abolished to the public.

**8-07-030 Bicycles at METRO Facilities**

**1. General Rules for Bicycles at METRO Facilities**

- a. All users :
  - i. Shall not operate bicycles when entering transit vehicle lanes (bus lanes), transit platform areas, or onboard METRO transit vehicles.
  - ii. Must yield to pedestrians and use bicycle lanes when available, per CVC 21207.5 and 21209.
    - 1. If a bicycle lane is not available, users shall maintain two feet distance from all pedestrians.
  - iii. Not ride against the direction of traffic per CVC 21202.
  - iv. Are prohibited from operating or engaging in commercial activity on METRO property or within a METRO facility without METRO approval.
- b. Obey all state and city traffic laws and signs per CVC 21206 and 21225 and operate the device for its intended purpose and in a safe manner. Users shall not use any wheeled device unsafely that could cause harm or injury to the user or other patrons.
- c. METRO shall not be liable for any loss, theft, fire or damage of a bicycle or any personal property attached thereto for any bicycle left, parked or stored on METRO Facilities or METRO ROW, regardless of whether the bicycle was in an area designated for bicycle parking.

## **2. Operation and Parking of Bicycles at METRO Facilities**

- a. Bicycles shall be parked or stored on METRO Facilities or METRO ROW only in areas designed for bicycle parking. These areas include, but not limited to, bike racks, bike lockers, or enclosed rooms with controlled access, or where signage designates the space as a bicycle parking area.
- b. Bicycles parked in designated parking areas may not extend into the landscape and may not be parked anywhere that interferes with the maintenance of landscaped or lawn areas or blocks any road or passageway.

## **3. Removal of Bicycles at METRO Facilities**

## ATTACHMENT A

- a. METRO may cause bicycles to be removed or relocated under any of the following circumstances:
  1. Bicycle is secured to any item other than a bicycle rack or infrastructure designed for parking bicycles.
  2. Prevents use of available vehicle parking spaces, vehicular travel lane, or bike lane.
  3. Poses a hazard or impedes pedestrian access per CVC 21235 including an ADA parking space or ADA access.
  4. Has been reported stolen and verified by the Agency.
  5. Appears to be abandoned.
    - a. A bicycle is considered abandoned if it remains in the same position for more than 72 hours and shows signs of neglect including but not limited to, deflated tires, missing wheels, and other parts.
    - b. If a locking device must be detached to remove a bicycle, METRO may remove the securing mechanism, using whatever reasonable means are necessary. METRO is not responsible for any damage to the locking device or for its replacement METRO or METRO authorized enforcement agencies' personnel may attach on to an abandoned bicycle a notice identifying the condition of the bicycle and the removal date.
  6. Removed bicycles may be recovered with proof of ownership after required fees are paid within 30 days; before they are released.
    - a. Removed bicycles are held for a minimum of 30 days, after which time the bicycle owner is presumed to have

relinquished legal title; these bicycles are disposed of in accordance with METRO policy.

## **8-07-040 Motorcycles at METRO Facilities**

### **1. General Rules at METRO Facilities**

- a. All users shall:
  - i. Wear helmets per CVC 27803.
  - ii. Obey all state and city traffic laws and signs per CVC 21206 and 21225 and operate the device for its intended purpose and in a safe manner. Users shall not use any wheeled device unsafely that could cause harm or injury to the user or other patrons.
- b. Motorcycles shall pay as required when parking on METRO Facilities to the same extent as an Automobile would be required.
- c. METRO shall not be liable for any loss, theft, fire or damage of a motorcycle or any personal property attached thereto for any motorcycle left, parked or stored on METRO Facilities, regardless of whether the motorcycle was in an area designated for motorcycle parking.

### **2. Operation and Parking of Motorcycles at METRO Facilities**

- a. Motorcycles shall park in designated motorcycle parking spaces, if available, or within a parking space designated for automobiles.
- b. Motorcycles parked in designated parking areas may not extend into the landscape and may not be parked anywhere that interferes with the maintenance of landscaped or lawn areas or blocks any road or passageway.
- c. Motorcycles are prohibited from operating on bicycle pathways, sidewalks, or ROW reserved for bicycles.
- d. Motorcycles may be cited or towed for the same reasons as automobiles in violation of any regulations stated in this ordinance.



**3. Removal of Motorcycles at METRO Facilities**

- a. METRO may cause motorcycles to be removed, relocated, or towed under any of the following circumstances:
  - i. Parking in tow away zones, such as disabled, reserved, and no parking areas.
  - ii. Parking in emergency/fire access lanes.
  - iii. Parking on any surface not specifically marked for parking of motor vehicles such as, but not limited to: lawns, open spaces, sidewalks, plazas, unmarked curbs, roadways, drive aisles, and bikeways.
  - iv. Parking or standing longer than seventy-two (72) consecutive hours without authorized permit in the same location.

**8-07-050 Micro Mobility Vehicles (Including Motorized Bicycles and Electric Bicycles) at METRO Facilities**

**1. General Rules for Micro Mobility Vehicles at METRO Facilities**

- a. Riders shall cease operations and dismount Micro Mobility Vehicles when entering transit vehicle lanes (bus lanes), transit platform areas, bus zone, Los Angeles Union Station concourse, or onboard METRO transit vehicles.
- b. Riders shall yield to pedestrians and use bicycle lanes when available, per CVC 21207.5 and 21209. If a bicycle lane is not available, users shall maintain a two (2) foot distance from pedestrians.
- c. Riders are prohibited from riding against the direction of traffic per CVC 21202.
- d. Riders are required to comply with all laws adopted by the State of California and local municipalities governing Micro Mobility Vehicles including, but not limited to those posted on signs per CVC 21206 and 21225 to insure and promote the operation of the Micro Mobility Vehicle in the manner to which it was intended.

- e. For the protection of health and safety of the rider and the public at large, riders shall obey no ride and no parking zones, to which METRO reserves the right to designate on METRO Parking Facilities and METRO ROW at its sole discretion at any time.
- f. METRO shall not be liable for any loss, theft, fire or damage of a Micro Mobility Vehicle or any personal property attached thereto for any Micro Mobility Vehicle left, parked or stored on METRO Parking Facilities, regardless of whether the Micro Mobility Vehicle was in an area designated for Micro Mobility Vehicle parking.
- g. Micro Mobility Vehicles that are incorrectly parked and/or are observed littering METRO property and METRO ROW will not be considered a Lost and Found article, and may be subject to removal, relocation, or impoundment in addition to any penalties incurred.

### **2. Operation and Parking of Micro Mobility Vehicles at METRO Facilities**

- a. Micro Mobility Vehicles shall be parked upright in Micro Mobility parking spaces designated by METRO and in a manner that allows clear travel in the right of way without impediments to the boarding or departure of transit users.
- b. Micro Mobility Vehicles shall be prohibited from operating on any METRO transit platform, METRO vehicle travel lane, or onboard any METRO transit vehicle.
- c. Micro Mobility Vehicles are strictly prohibited from parking, standing, stopping, or terminating rides in ADA parking spaces or areas marked for ADA access or path of travel.
- d. Micro Mobility Vehicles are strictly prohibited from parking, standing, stopping or terminating rides on any METRO transit platform, METRO vehicle travel lane or ROW, or onboard any METRO transit vehicle.

### **3. Enforcement of Licensed and Unlicensed Micro Mobility Vehicles at METRO Facilities**

- a. Notwithstanding sections 8-0-050(2)(b)(c)(d) Licensed Operating Companies shall receive electronic e-mail notification from METRO to rectify Micro Mobility Vehicles parked in violation within two (2) hours of the time of notification. The two (2) hour notification shall apply explicitly to Licensed Operating Companies in good standing. The two (2) hour notification shall be limited to properties covered in the license agreement to which a monthly license fee is paid by the Licensed Operating Company. Licensed Operating Companies in violation of sections 8-07-050(2)(a) that have not remedied the specified violation within

two (2) hours or are in violation of sections 8-07-050(2)(b)(c)(d) shall be subject to METRO's Permit Fee Resolution.

- b. Unlicensed Operating Companies in violation of sections 8-0-050(2)(a) through (d) shall not be entitled to receive electronic e-mail notification from METRO to rectify Micro Mobility Vehicles parked in violation within two (2) hours. Unlicensed Operating Companies shall be immediately subject to METRO's Permit Fee Resolution and removal from Metro property. Unlicensed Operating Companies with unpaid violations shall be invoiced monthly.

#### **4. Removal of Micro Mobility Vehicles at METRO Facilities**

- a. METRO may cause Micro Mobility Vehicle to be removed, relocated, or towed under any of the following circumstances:
  - i. Has been reported by the Licensed Operating Company for any reason.
  - ii. Poses a hazard or impedes pedestrian access, per CVC 21235, including ADA vehicle parking space or ADA access.
  - iii. Prevents use of available vehicle parking spaces, vehicular travel lane, or bike lane.
  - iv. Is not parked in the defined parking space.
  - v. Unauthorized and Unlicensed Operating Company Micro Mobility Vehicle operations conducted on METRO property or on or within a METRO parking facility or METRO ROW without approval.
  - vi. Any Licensed or Unlicensed Operating Company with outstanding invoices in excess of thirty (30) days

**Chapter 8-09  
Parking Citations**

This Chapter shall be known as the “Parking Citation Processing Ordinance” of METRO.

**8-09-010 Authority to Contract with Outside Agencies**

METRO may issue and/or process parking citations and notices of delinquent parking violations, or it may enter into a contract with a private parking citation agency, or with another city, county, or other public issuing Agency.

Any contract entered into pursuant to this section shall provide for monthly distribution of amounts collected between the parties, except amounts payable to the County pursuant to Chapter 09 (commencing with section 76000) of Title 8 of the California Government Code, or the successor statutes thereto, and amounts payable to the METRO pursuant to CVC section 4763 or the successor statute thereto.

METRO’s Board of Directors or Chief Executive Officer shall designate the officers, employees or law enforcement contractors who shall be authorized to issue notices of violation and citation and any requisite training for such persons.

**8-09-020 Appeal Review Process**

The agency may review appeals or other objections to a parking citation pursuant to the procedures set forth in METRO’s Administrative Code.

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- a. A person who violates any provision of the Title 8 may, within twenty-one (21) days of the issuance of such notice of violation, request an initial review of the notice of violation by METRO. The request for review may be made in writing, by telephone or in person. There shall be no charge for this review. If following the initial review METRO is satisfied that the violation did not occur, or that extenuating circumstances exist, and that the dismissal of the notice of violation is appropriate in the interest of justice, METRO may cancel the notice of violation. METRO shall notify the person requesting the review of the results of the initial review. If the notice of violation is not dismissed, reasons shall be provided for the denial. Notice of the results of the review shall be deemed to have been received by the person who requested the initial review within five (5) working days following the mailing of the decision by METRO.
- b. If the Person subject to the notice of violation is not satisfied with the result of the initial review, the Person may no later than twenty-one (21) days following the mailing of the initial review decision request an administrative hearing of the violation. The request may be made by telephone, in person, or by mail. The person requesting the administrative hearing shall deposit with METRO the amount due under the notice of violation for which the administrative review hearing is requested. A person may request administrative review without payment of the amount due upon providing METRO with satisfactory evidence of an inability to pay the amount due. An administrative hearing shall be held within ninety (90) days of the receipt of request for an administrative hearing.

If the Person prevails at the administrative hearing, the full amount of the parking penalty deposited shall be refunded.

- c. The administrative hearing shall consist of the following:
  1. The person requesting the hearing shall have the choice of a hearing in person or by mail. An in person hearing shall be held within the jurisdiction of METRO, and shall be conducted according to such written procedures as may from time to time be approved by the Chief Executive Officer of METRO or the Chief Hearing Officer. The hearing shall provide an independent, objective, fair and impartial review of the contested violations. METRO will provide an interpreter for the hearing if necessary.
  2. The hearing shall be conducted before a hearing officer designated to conduct the review by METRO's Chief Executive Officer or Chief Hearing Officer. In addition, to any other requirements of employment the hearing officer shall demonstrate those qualifications, training, and objectivity as are necessary and consistent with the duties and responsibilities of the position as determined by METRO's Chief Executive Officer or Chief Hearing Officer.
  3. The person who issued the notice of violation shall not be required to participate in an administrative hearing. The issuing Agency shall not be required to produce any

evidence other than the parking citation or copy thereof, photographs taken by citation issuing equipment at the time of the citation (date and time stamped), and information received from the department identifying the registered owner of the vehicle. This documentation in proper form shall be the prima facie evidence of the violation.

The hearing officer's decision following the administrative hearing may be delivered personally by the hearing officer or may be sent by first class mail.

4. The hearing officer's decision at administrative review is final except as otherwise provided by law.

If the contestant is not the registered owner of the vehicle, all notices to the contestant required under this section shall also be given to the registered owner by first-class mail.

### **8-09-030 Procedures of Parking Citations Issuance**

Parking citations shall be issued in accordance with the following procedures:

- a. If a vehicle is unattended at the time that the parking citation is issued for a parking violation, the issuing officer shall securely attach to the vehicle the parking citation setting forth the violation, including reference to the section of the CVC, the METRO Administrative Code or other parking regulation in the adopted ordinance violated; the date; the approximate time of the violation; the location of the violation; a statement printed on the notice indicating that payment is required to be made not later than twenty-one (21) calendar days from the date of issuance of the parking citation; and the date by which the operation is to deposit the parking penalty or contest the parking citation pursuant to section 8-09-050. The citation shall state the amount of the parking penalty and the address of the agent authorized to receive deposit of the parking penalty.

The parking citation shall also set forth the vehicle license number and registration expiration date, if such date is readable; the last four digits of the vehicle identification number, if the number is readable through the windshield; the color of the vehicle; and, if possible, the make of the vehicle.

The parking citation or copy thereof shall be considered a record kept in the ordinary course of business of the issuing agency and the agency, and shall be prima facie evidence of the facts contained therein.

- a. The parking citation shall be served by attaching it to the vehicle either under the windshield wiper or in another conspicuous place upon the vehicle so as to be easily observed by the person in charge of the vehicle upon the return of that person.

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- b. Once the parking citation is prepared and attached to the vehicle pursuant to paragraph (a), above, the issuing officer shall file notice of the parking violation with the Agency.
- c. If during issuance of the parking citation, without regard to whether the vehicle was initially attended or unattended, the vehicle is driven away prior to attaching the parking citation to the vehicle, the issuing officer shall file the notice with the Agency. The Agency shall mail, within fifteen (15) calendar days of issuance of the parking citation, a copy of the parking citation to the registered owner of the vehicle.
- d. If within twenty-one (21) calendar days after the parking citation is issued, the issuing agency or the issuing officer determines that, in the interests of justice, the parking citation should be canceled, the issuing agency shall cancel the citation, or, if the issuing agency has contracted with the a agency, shall notify the agency to cancel the parking citation. The reason for the cancellation shall be set forth in writing.
- e. If after the copy of the notice of parking violation is attached to the vehicle, the issuing officer determines that there is incorrect data on the notice, including but not limited to the date or time, the issuing office may indicate in writing, on a form attached to the original notice, the necessary correction to allow for the timely entry of the notice on the agency's data system. A copy of the correction shall be mailed to the registered owner of the vehicle.

Under no circumstances shall a personal relationship with any public official, officer, issuing officer, or law enforcement Agency be grounds for cancellation of a citation. Initial Review and Hearing shall only be candidates by a Person who has no close personal or financial relationship with the Person cited.

- f. If an agency makes a finding that there are grounds for cancellation as set forth in the METRO Administrative Code, or pursuant to any other basis provided by law, then the finding or findings shall be filed with the agency, and the parking citation shall be canceled pursuant to subsection (c)(3) of section 8-09-120.

### **8-09-040 Parking Administrative Penalties**

- a. Administrative penalties shall initially be established by resolution of the METRO Board and amended throughout to the extent delegated to the Chief Executive Officer or Chief Hearing Officer.
- b. Administrative penalties received by METRO shall accrue to the benefit of METRO.

### **8-09-050 Parking Penalties Received by Date Fixed – No Contest / Request to Contest**

If the parking penalty is received by the Agency and there is no contest by the date fixed on the parking citation, all proceedings as to the parking citation shall terminate.

If the operator contests the parking citation, the Agency shall proceed in accordance with section 8-09-020.

### **8-09-060 Parking Penalties Not Received by Date Fixed**

If payment of the parking penalty is not received by METRO by the date fixed on the parking citation, the agency shall deliver to the registered owner a notice of delinquent parking violation pursuant to section 8-09-110.

Delivery of a notice of delinquent parking violation may be made by personal service or by first class mail addressed to the registered owner of the vehicle as shown on the records of the department.

### **8-09-070 Notice of Delinquent Parking Violation – Contents**

The notice of delinquent parking violation shall contain the information required to be included in a parking citation pursuant to section 8-09-030. The notice of delinquent parking violation shall also contain a notice to the registered owner that, unless the registered owner: (a) pays the parking penalty or contests the citation within twenty-one (21) calendar days from the date of issuance of the parking citation, or (b) within fourteen (14) calendar days after the mailing of the notice of delinquent parking violation or completes and files an affidavit of non-liability that complies with section 8-09-90 or section 8-09-100, the vehicle registration shall not be renewed until the parking penalties have been paid. In addition, the notice of delinquent parking violation shall contain, or be accompanied by, an affidavit of non-liability and information of what constitutes non-liability, information as to the effect of executing an affidavit, and instructions for returning the affidavit to the issuing agency.

If the parking penalty is paid within twenty-one (21) calendar days from the issuance of the parking citation or within fourteen (14) calendar days after the mailing of the notice of delinquent parking violation, no late penalty or similar fee shall be charged to the registered owner.

### **8-09-080 Copy of Citation upon Request of Registered Owner**

- a. Within fifteen (15) calendar days of request, made by mail or in person, the agency shall mail or otherwise provide to the registered owner, or the registered owner's agent, who has received a notice of delinquent parking violation, a copy of the original parking citation.

The issuing agency may charge a fee sufficient to cover the actual cost of copying and/or locating the original parking citation, not to exceed two dollars (\$2.00) per page. Until the issuing or agency complies with a request to provide a copy of the parking citation, the agency may not proceed to immobilize the vehicle merely because the registered owner has received five (5) or more outstanding parking violations over a period of five (5) or more calendar days.



- b. If the description of the vehicle on the parking citation does not substantially match the corresponding information on the registration card for that vehicle, the agency shall, on written request of the operator, cancel the notice of the parking violation.

### **8-09-090 Affidavit of Non-liability – Leased or Rented Vehicle**

A registered owner shall be released from liability for a parking citation if the registered owner files with the agency an affidavit of non-liability in a form satisfactory to METRO and such form is returned within thirty (30) calendar days after the mailing of the notice of delinquent parking violation together with proof of a written lease or lessee and provides the operator's driver's license number, name and address.

### **8-09-100 Affidavit of Non-liability – Sale**

A registered owner of a vehicle shall be released from liability for a parking citation issued to that vehicle if the registered owner served with a notice of delinquent parking violation files with the agency, within thirty (30) calendar days of receipt of the notice of delinquent parking violation, an affidavit of non-liability together with proof that the registered owner served with a notice of delinquent parking violation has made a bona fide sale or transfer of the vehicle and has delivered possession thereof to the purchaser prior to the date of the alleged violation. The agency shall obtain verification from the department that the former owner has complied with the requirements necessary to release the former owner from liability pursuant to CVC section 5602 or the successor statute thereto.

If the registered owner has complied with CVC section 5602 or the successor statute thereto, the agency shall cancel the notice of delinquent parking violation with respect to the registered owner.

If the registered owner has not complied with the requirement necessary to release the owner from liability pursuant to CVC section 5602, or the successor statute thereto, the agency shall inform the registered owner that the citation must be paid in full or contested pursuant to section 8-09-050. If the registered owner does not comply, the agency shall proceed pursuant to section 8-09-060.

### **8-09-110 Collection of Unpaid Parking Penalties**

Except as otherwise provided below, the agency shall proceed under subsection (a) or subsection (b), but not both, in order to collect an unpaid parking penalty:

- a. File an itemization of unpaid parking penalties and other related fees with the California Department of Motor Vehicle collection unit pursuant to CVC section 4760 or the successor statute thereto.
- b. If more than four hundred dollars (\$400.00) in unpaid parking penalties and other related fees have been accrued by any one registered owner or the registered owner's renter, lessee or sales transferee, proof thereof may be filed with the court which has

the same effect as a civil judgment. Execution may be levied and such other measures may be taken for the collection of the judgment as are authorized for the collection of unpaid civil judgments entered against a defendant in an action against a debtor.

The agency shall send notice by first-class mail to the registered owner or renter, lessee, or sales transferee indicating that a civil judgment has been filed and the date that the judgment shall become effective. The notice shall also indicate the time that execution may be levied against that person's assets, that liens may be placed against that person's property, that the person's wages may be garnished, and that other steps may be taken to satisfy the judgment. The notice shall also state that the agency will terminate the commencement of a civil judgment proceeding if all parking penalties and other related fees are paid prior to the date set for hearing. If judgment is entered, then the Agency may file a writ of execution or an abstract with the court clerk's office identifying the means by which the civil judgment is to be satisfied.

If a judgment is rendered for the agency, that agency may contract with a collection agency.

The agency shall pay the established first paper civil filing fee at the time an entry of civil judgment is requested.

- c. If the registration of the vehicle has not been renewed for sixty (60) calendar days beyond the renewal date, and the citation has not been collected by the department pursuant to CVC section 4760, or the successor statute thereto, then the agency may file proof of unpaid penalties and fees with the court which has the same effect as a civil judgment as provided above in section 8-09-110 (a).
- d. The agency shall not file a civil judgment with the court relating to a parking citation filed with the Agency unless the agency has determined that the registration of the vehicle has not been renewed for sixty (60) calendar days beyond the renewal date and the citation has not been collected by the Agency pursuant to CVC section 4760 or the successor statute thereto.

### **8-09-120 Obligation of Agency Once Parking Penalty Paid**

If the operator or registered owner served with notice of delinquent parking violation, or any other person who presents the parking citation or notice of delinquent parking violation, deposits the penalty with the person authorized to receive it, the agency shall do both of the following:

1. Upon request, provide the operator, registered owner, or the registered owner's agent with a copy of the citation information presented in the notice of delinquent parking violation. The agency shall, in turn, obtain and record in its records the name, address and driver's license number of the person actually given the copy of the citation information.

2. Determine whether the notice of delinquent parking violation has been filed with the department or a civil judgment has been entered pursuant to section 8-09-110 (b).
  - a. If the agency receives full payment of all parking penalties and other related fees and the agency neither files a notice of delinquent parking violation nor entered a civil judgment, then all proceedings for that citation shall cease.
  - b. If a notice of delinquent parking violation has been filed with the department and has been returned by the department pursuant to the provisions of the CVC and payment of the parking penalty has been made, along with any other related fees, then the proceedings for that citation shall cease.
  - c. If the notice of delinquent parking violation has been filed with the department and has not been returned by the department, and payment of the parking penalty along with any other fees applied by either the department or the agency or both have been made, the agency shall do all of the following:
    1. Deliver a certificate of payment to the operator, or other person making payment;
    2. Within five (5) working days transmit payment information to the department in the manner prescribed by the department;
    3. Terminate proceedings on the notice of delinquent parking violation;
    4. Deposit all parking penalties and other fees as required by law.

### **8-09-130 Deposit of Parking Penalties with METRO**

All parking penalties collected, including process services fees and costs related to civil debt collection, shall be deposited to the account of the agency, and then remitted to METRO, if METRO is not also the agency.

If METRO is not the agency, then METRO shall enter into an agreement with the agency for periodic transfer of parking citation receipts, along with a report setting forth the number of cases processed and the sums received.

### **8-09-140 Bailment Schedule**

METRO shall adopt a penalty schedule for parking violation penalties and administrative penalties and any necessary additional procedures in furtherance of enforcement of this Code. The schedule and any procedures deemed necessary shall be subject to the approval of the

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Chief Executive Officer. The Schedule shall be deposited and maintained at all times by the METRO Transit Court for use and examination by the public.

## **Chapter 8-11**

### **Removal of Vehicles**

#### **8-11-010 Towing and Impounding Vehicles**

METRO may remove, tow or impound vehicles and vehicles other than Automobiles in accordance with CVC section 22650 et seq., including but not limited to vehicles and vehicles other than Automobiles that:

- a. Have three or more outstanding (unpaid) METRO parking violations.
- b. Have five or more outstanding (unpaid) parking violations from any agency in the State.
- c. Display lost, stolen, altered, counterfeit, or unauthorized permits.
- d. Have expired vehicle registration (more than six months), or have no license plates or other evidence of registration displayed.
- e. Park in tow away zones, such as disabled, reserved and no parking areas.
- f. Park in emergency/fire access lanes.
- g. Park on any surface not specifically marked for parking of motor vehicles, such as, but not limited to: lawns, open spaces, sidewalks, plazas, unmarked curbs, roadways, drive aisles, and bikeways.
- h. Park or are left standing longer than seventy-two (72) consecutive hours without authorized permit in the same location.

### **8-11-020 Post-storage Hearing**

- a. Whenever METRO directs removal of a vehicle pursuant to this Chapter, the vehicle's registered and legal owners of record, or their agents, will be provided an opportunity for a post storage hearing to determine the validity of the storage.
- b. METRO will mail or personally deliver a notice of the storage to the registered and legal owners within 48 hours, excluding weekends and holidays, and shall include all of the following information:
  1. The name, address, and telephone number of the agency providing the notice.
  2. The location of the place of storage and description of the vehicle, which shall include, if available, the name or make, the manufacturer, the license plate number, and the mileage.
  3. The authority and purpose for the removal of the vehicle.
  4. A statement that, in order to receive their post storage hearing, the owners, or their agents, shall request the hearing in person, writing, or by telephone within ten (10) days of the date appearing on the notice.

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- c. The post storage hearing shall be conducted within forty-eight (48) hours of the request, excluding weekends and holidays. METRO may authorize its own officer or employee to conduct the hearing if the hearing officer is not the same person who directed the storage of the vehicle.
- d. Failure of either the registered or legal owner, or his or her agent, to request or to attend a scheduled hearing shall satisfy the post storage hearing requirement.

## PROCUREMENT SUMMARY

## PARKING ENFORCEMENT SERVICES/PS104041-2000

1.	<b>Contract Number: PS104041-2000</b>	
2.	<b>Recommended Vendor:</b> SP Plus Corporation	
3.	<b>Type of Procurement (check one):</b> <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	<b>Procurement Dates:</b>	
	<b>A. Issued:</b> August 14, 2023	
	<b>B. Advertised/Publicized:</b> August 14, 2023	
	<b>C. Pre-Proposal Conference:</b> August 22, 2023	
	<b>D. Proposals Due:</b> September 12, 2023	
	<b>E. Pre-Qualification Completed:</b> December 19, 2023	
	<b>F. Ethics Declaration Forms submitted to Ethics:</b> September 13, 2023	
	<b>G. Protest Period End Date:</b> January 24, 2024	
5.	<b>Solicitations Picked up/Downloaded:</b> 13	<b>Proposals Received:</b> 4
6.	<b>Contract Administrator:</b> Yamil Ramirez Roman	<b>Telephone Number:</b> (213) 922-1064
7.	<b>Project Manager:</b> Stacie Endler	<b>Telephone Number:</b> (213) 547-4209

**A. Procurement Background**

This Board Action is to approve Contract No. PS104041-2000 issued in support of parking enforcement services at Metro owned and operated Park and Ride locations. Board approval of contract award is subject to resolution of any properly submitted protest.

The RFP was originally issued as a Medium Size Tier I (MSZ-1) set aside. Unfortunately, Metro did not receive any responsive proposals from MSZ-1 firms and therefore, the RFP was reissued as an open solicitation.

RFP No. PS104041-2 was issued in accordance with Metro's Acquisition Policy and the contract type is firm fixed price. The Diversity & Economic Opportunity Department did not recommend an SBE/DVBE participation goal for this procurement due to a lack of subcontracting opportunities.

One (1) amendment was issued during the solicitation phase of this RFP:

- Amendment No. 1, issued on August 29, 2023, extended the proposal due date.

A total of 13 firms downloaded the RFP and were included in the plan holders list. A virtual pre-proposal meeting was held on August 22, 2023, and was attended by 11 participants representing 4 companies. There were 34 questions asked and responses were released prior to the proposal due date.

A total of four proposals were received on September 12, 2023 from the following firms listed below in alphabetical order:

1. Conure Technology Services
2. Inter-Con Security Systems, Inc.
3. LAZ Parking California, LLC
4. SP Plus Corporation

## **B. Evaluation of Proposals**

A Proposal Evaluation Team (PET) consisting of staff from Metro’s Parking Management, Transit Court Administration, and Joint Development Departments was convened and conducted a comprehensive technical evaluation of the proposals received.

The proposals were evaluated based on the following evaluation criteria and weights:

- |                                     |     |
|-------------------------------------|-----|
| • Operating Methodology/Work Plan   | 42% |
| • Quality of Proposal               | 6%  |
| • Quality of Team and Key Personnel | 32% |
| • Cost Proposal                     | 20% |

Several factors were considered when developing these weights, giving the greatest importance to the Operating Methodology and Work Plan.

During the period of September 18, 2023 to October 26, 2023, the PET independently evaluated and scored the technical proposals. Two proposals were determined to be outside of the competitive range and were not included for further consideration as their proposals were not clear in addressing the requirements.

The PET determined that oral presentations were not needed and on October 26, 2023, SP Plus Corporation was determined to be the highest ranked proposer.

### **Qualifications Summary of Firms within the Competitive Range:**

#### **SP Plus Corporation**

SP Plus Corporation (SP+) has over 94 years of relevant experience providing services such as parking enforcement of on-street and off-street parking, management of parking lots and structures, and municipal parking operations.

SP+’s proposal demonstrated how Vigilant (License Plate Recognition system) and Park Loyalty (enforcement system) hardware and software options will enhance the duties provided by enforcement officers, and provide a robust system for



administrative use. The proposal also focused heavily on micro-mobility enforcement and towing for these smaller vehicles (electric scooters, bikes, etc.).

SP+'s proposed key personnel include over 57 years of combined parking experience, and the proposal demonstrated their understanding of the operational expectations for the services to be provided under this contract. The proposal included a detailed description of dashboard reporting that will be available for Metro's staff, its capabilities, and the opportunity to prepare custom reports based on staff feedback.

**LAZ Parking California, LLC**

LAZ Parking California, LLC (LAZ) has over 40 years of relevant experience providing parking enforcement services to public agencies across North America.

LAZ's proposal included a detailed listing of all Metro properties and provided a summary review of each, demonstrating a clear understanding of the magnitude of the work performed under this contract. LAZ also showcased their extensive training program, providing each employee 16 hours of classroom training and up to 24 hours of in-field training.

However, the proposal did not demonstrate how LAZ would track and enforce violations of micro-mobility vehicles, which was a key element on the Scope of Services for this contract. The proposal also focused on fixed LPR operations, as opposed to a mobile LPR system as required in the Scope of Services.

A summary of the PET scores is provided below:

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	<b>SP Plus Corporation</b>				
3	Operating Methodology/Work Plan	82.38	42.00%	34.60	
4	Quality of Proposal	78.33	6.00%	4.70	
5	Quality of Team and Key Personnel	78.34	32.00%	25.07	
6	Cost Proposal	73.75	20.00%	14.75	
7	<b>Total</b>		<b>100.00%</b>	<b>79.12</b>	<b>1</b>
8	<b>LAZ Parking California, LLC</b>				
9	Operating Methodology/Work Plan	58.57	42.00%	24.60	
10	Quality of Proposal	91.67	6.00%	5.50	
11	Quality of Team and Key Personnel	66.66	32.00%	21.33	
12	Cost Proposal	100.00	20.00%	20.00	
13	<b>Total</b>		<b>100.00%</b>	<b>71.43</b>	<b>2</b>

**C. Cost Analysis**

The recommended price has been determined to be fair and reasonable based upon an independent cost estimate (ICE), technical analysis, and cost analysis.

	<b>Proposer Name</b>	<b>Proposal Amount</b>	<b>Metro ICE</b>	<b>Recommended Amount</b>
1.	SP Plus Corporation	\$6,446,435	<b>\$6,926,050</b>	<b>\$6,446,435</b>
2.	LAZ Parking California LLC	\$4,753,542		

**D. Background on Recommended Contractor**

The recommended firm, SP Plus Corporation (SP+), located in Los Angeles, CA, has been in business for 94 years in the field of parking operations and management. SP+ Municipal parking enforcement services experience include on-street and off-street parking with clients including the Los Angeles Department of Transportation, City of Glendale, CA, and City of Atlanta, GA.

The proposed team is comprised of staff from SP+ and one subcontractor. The prime and subcontractor provide balanced knowledge and experience in parking enforcement, tow, and citation services.

**DEOD SUMMARY****PARKING ENFORCEMENT SERVICES / PS104041-2000****A. Small Business Participation**

The Diversity and Economic Opportunity Department (DEOD) did not establish a Small Business Enterprise (SBE) / Disabled Veteran Business Enterprise (DVBE) goal for this solicitation due to the lack of small businesses that perform the services required for this contract. SP Plus Corporation did not make a commitment.

**B. Living Wage and Service Contract Worker Retention Policy Applicability**

The Living Wage and Service Contract Worker Retention Policy (LW/SCWRP) is applicable to this contract. Metro staff will monitor and enforce the policy guidelines to ensure that applicable workers are paid at minimum, the current FY24 Living Wage rate of \$24.73 per hour (\$18.78 base + \$5.95 health benefits), including yearly increases. The increase may be up to 3% of the total wage, annually. In addition, contractors will be responsible for submitting the required reports for the Living Wage and Service Contract Worker Retention Policy and other related documentation to staff to determine overall compliance with the policy.

**C. Prevailing Wage Applicability**

Prevailing wage is not applicable to this contract.

**D. Project Labor Agreement/Construction Careers Policy**

Project Labor Agreement/Construction Careers Policy is not applicable to this Contract. Project Labor Agreement/Construction Careers Policy is applicable only to construction contracts that have a construction contract value in excess of \$2.5 million.

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# Parking Enforcement Services

*Planning and Programming Committee*

*January 17, 2024*

*Board Item 2023-0701*



**Metro**

## Approve Recommendation

**AUTHORIZING** the Chief Executive Officer to execute a five-year, firm fixed price Contract No. PS104041-2000 to SP Plus Corporation for parking enforcement services for an amount not to exceed \$6,446,435, subject to resolution of any properly submitted protest(s), if any.

## Parking Enforcement Program

- 89 park-and-ride facilities
- 25,753 parking spaces
- Over 20,000 citations issued annually (pre-covid) and over 11,000 issued to date in 2023
- Parking Enforcement Program Goals:
  - Regulate parking ordinance rules
  - Provide enforcement through customer service and an educational approach
  - Manage and remove abandoned vehicles to ensure parking is available for transit use

## Micro-Mobility Enforcement

- Micro-Mobility Vehicles (MMV) enforcement is necessary to address safety concerns and regulate parking of MMVs.
  - Designated parking areas allow for organized MMV parking
  - Monitor surrounding areas to improve parking behaviors and maintain clear ADA pathways and transit access



## Equity Platform

1. Parking enforcement is crucial to preventing the misuse of disabled parking spaces.
2. MMV regulation keeps pathways and walkways designated for individuals with disabilities clear from improperly parked MMVs.
3. Enforcement is needed to ensure that parking resources are available for transit-dependent commuters.



**Metro**