



CIVIC CENTER AREA INDIVIDUAL PERMIT PARKING RULES

(Revised November 2000)

NOTE. Failure to comply with the Parking Rules may subject your permit to revocation, your vehicle to citation and/or towing (LAMC Sec. 80.71.4 and Vehicle Code Sects. 22250.1 and 22658.a), loss of parking privileges for one year to permanently, and possible disciplinary action. These Rules apply to City employees with permits for City-owned and leased parking facilities.

1. "City employee" as used herein refers to an employee of the City of Los Angeles who is paid directly by the City.
2. Permit holders must have an Individual Parking Application, updated annually, on file in the Commute Options and Parking Section (COPS).
3. Unless specifically excluded, ALL employees parking in a City-owned, leased, or subsidized parking space must pay a monthly fee for that parking space according to the fee schedules outlined in the Special Memoranda of Understanding (MOU) of 1987 and 1998.
4. City employees are allowed only one transportation or parking benefit at a time from the City.
5. The Parking Rules apply equally to all vehicles on City-owned lots, lots leased by the City for employee parking, and parking spaces provided with leased office spaces used by City Departments or entities.
6. Motorcycle parking is permitted on all lots as directed by a parking attendant. All motorcycles must have a permit, which must be displayed on request. Unless instructed otherwise, motorcycles should not occupy a regular parking space. Parking is not allowed on parking structure ramps. Los Angeles Mall motorcycle parking is on the entry level of the South Loading Dock between City Hall East and City Hall South.
7. Employees who are occasional riders with a vanpool, are included on Vanpool Waiting lists, or are listed as potential regular vanpoolers, may continue to hold and use parking permits until they become regular vanpool members. At that time, they must relinquish their parking permit to the COPS, per Rule No. 4.
8. Automobile and motorcycle (as requested) permits must be displayed by being hung on the vehicle rearview mirror, or placed clearly, face-up, on driver's side dashboard, and be fully visible to lot attendants, on entrance and while parked. Vehicles with a permit, that does not fully and clearly display the lot designation, expiration date, and permit number, will be subject to ticketing. (Lots with keycards should follow parking attendant instructions.)
9. Parking permits may not be transferred to any other person or used in a vehicle not listed with the COPS as belonging to the permit holder. Duplicated or reproduced permits are forgeries and parking privileges will be permanently revoked from all parties involved in their use. Disciplinary action may also be imposed for fraudulent use of permit.
10. When a parking permit is lost or stolen, the permit holder must notify the Commute Options and Parking Section office immediately. There is a fee to replace the permit; the amount depends on the lot.
11. Should a permit be forgotten, **the permit holder may park for the day at LOT 7 ONLY** upon receipt of a one-day permit from the Department of General Services Parking Services Office, or the Parking Attendant at LOT 7. There is no guaranteed parking in this situation, and the permit holder must follow instructions of the Parking Attendant.
12. Employees wishing to cancel a parking permit must relinquish the permit directly to COPS and complete a payroll deduction cancellation card. Reimbursement of parking fees will not be made for periods of time that an employee has failed to relinquish the permit to COPS.
13. Finding a parking space in the assigned lot is the responsibility of the driver. Parking is prohibited in all marked or designated spaces unless a permit or other authorization for that space has been issued to the employee. Permit

holders who park in a lot, or space, other than the one for which their permit has been issued, UNLESS directed to do so by a Parking Attendant, may be ticketed and/or towed.

14. If instructed by a Parking Attendant to park behind another vehicle, keys must be left in the ignition. Exceptions are allowed only when prior arrangements have been made with all vehicle owners, Parking Services Office, and the COPS (e.g., the "Buddy Parking" spaces at Piper Tech).
15. Oversize vehicles may be restricted from parking where height and/or width limitations exist. Only small cars may park in spaces marked for compact vehicles. Parked vehicles may not obstruct driveways, aisles, or the safe entrance or exit of any vehicle from another parking space.
16. Permit holders must present valid identification when requested by a Parking Attendant or Security Officer.
17. Vehicles whose conditions present a nuisance or hazard to persons or property (excessive noise, noxious fumes, leakage, etc.) will not be admitted to City parking lots.
18. Personal vehicles may not be parked overnight without prior authorization from Department of General Services Parking Services and Security. Vehicle breakdowns or unusual occurrences in parking spaces, on ramps and aisles, or on driveways must be reported immediately to Parking Services at (213) 485-2856 or the City Security Office at (213) 485-5605.
19. Employees with Mall permits who enter after 8:30 a.m. on weekdays, or anytime on weekends or holidays, must enter via the south ramp of the LA Mall (between City Hall East and City Hall South).
20. Employee parking spaces marked for the disabled are reserved for vehicles which display a Disabled Placard issued by the California Department of Motor Vehicles **and** a disabled parking (DP) permit issued by COPS.
21. Spaces marked for Vanpools are reserved for City Commuter Vanpool vans only, unless otherwise instructed.
22. The COPS must be notified immediately when a permit holder's status, personal, or employment information changes for any reason, such as transfer to another department or work site, new work telephone number, disability, new vehicle, etc.
23. Night parking permits are valid from 2:00 p.m. to 7:30 a.m. for P3/P4 in the LA Mall garage, and LOT 7. LOT 4 hours are from 6:30 p.m. to 7:30 a.m. Night shift employees whose schedules require earlier arrival or later departure must make prior arrangements with the COPS. Exceptions are granted at the discretion of Parking Management and will take into consideration space availability and the reason for the request.
24. The parking rules may be changed, amended and/or interpreted by Parking Management as required and in accordance with the language and intent of the Special Parking MOU. Appeals of the parking rules must be made in writing to the Commute Options and Parking Section.

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