



City of West Hollywood
California 1984

**City of West Hollywood
Request for Information
Parking Enforcement Services**

July 31, 2014

Table of Contents

1. INTRODUCTION	p. 1
2. BACKGROUND	p. 1
3. SCOPE OF SERVICES FOR CURRENT PARKING ENFORCEMENT CONTRACT	p. 3
4. RESPONDENT QUESTIONNAIRE	p. 13
5. CLIENT PROFILES	p. 13
6. INSTRUCTIONS FOR SUBMITTAL OF RESPONSES	p. 13

APPENDICES

- A. MAP OF METER ENFORCEMENT HOURS
- B. MAP OF CITY PREFERENTIAL PERMIT DISTRICTS
- C. CITY OF WEST HOLLYWOOD LIVING WAGE ORDINANCE
- D. CITY OF WEST HOLLYWOOD HOLIDAY ENFORCEMENT SCHEDULE
- E. CITY OF WEST HOLIDAY EQUAL BENEFITS ORDINANCE
- F. RFI RESPONDENT QUESTIONNAIRE
- G. RFI CLIENT PROFILE

1. INTRODUCTION

The City of West Hollywood, California ("City") is requesting submittal of interest for the purpose of identifying companies who are both capable of, and interested in, providing daily parking enforcement services to the City. The City's current parking enforcement services contract expires on June 30, 2015. The City's needs are outlined in the following Request for Information ("RFI").

The RFI provides key information about West Hollywood, its parking program, and its current parking enforcement structure. It also includes forms which all respondents are required to use to provide both company information and details about their relevant experience in parking enforcement.

This RFI is scheduled for publication on the City's website as well as the websites of the International Parking Institute (IPI), the California Public Parking Association (CPPA) and the National Parking Association (NPA) on July 31, 2014.

The City strongly encourages all capable and interested parties to respond to the RFI. If you are considering submitting a response to this RFI, please advise Ms. Jackie Rocco at jrocco@weho.org at your earliest convenience, so that the City can keep you informed of release of addenda and responses to questions from prospective responders.

The City is interested in identifying capable firms who understand the key concepts of parking management, can develop their own management strategies and analytical tools which will allow the contractor to proactively manage its staff, provide good customer service to the public while effectively enforcing all parking regulations.

2. BACKGROUND

The City of West Hollywood was incorporated in 1984. It is located about eight miles northwest of the Los Angeles Civic Center. The City incorporates a total of 1.9 square miles, extending for a maximum east-west distance of about 2.9 miles and a distance of 1.25 miles at its widest from north to south. It is surrounded on three sides by the City of Los Angeles; on the north by the Hollywood Hills, on the east by the community of Hollywood and on the south by the Fairfax district. The City of Beverly Hills abuts the City to the west. The City is bounded by Doheny Drive to the west, Beverly Boulevard/Willoughby Avenue to the south, La Brea Avenue on the east, and Fountain Avenue/Sunset Boulevard to the north. The population is approximately 35,000.

2.1 Parking Program Features (On-Street):

The Parking Services Division of the Department of Public Works is responsible for: the enforcement of the City's parking regulations; management of all meters; management of off-street City lots and parking structures; management of the preferential permit parking program; processing, adjudication and collection of all issued parking citations; towing of scofflaw and certain illegally parked vehicles; traffic control as needed; and special event parking management.

On-Street Activities: The City, through its parking enforcement contractor, enforces all regulations listed in the West Hollywood Municipal Code, Los Angeles County Vehicle and Traffic Code and the State of California Vehicle Code averaging 16,000 citations per month. Enforcement responsibilities include, but not be limited to:

- metered locations as posted
- residential permit parking districts as posted
- commercial permit parking districts as posted
- street cleaning enforcement
- time limit zones
- gridlock
- peak hour enforcement (7-9 am and 4-7 pm)
- safety regulations as posted or marked at the curb
- temporary parking restrictions as posted
- citizen requests for enforcement such as blocked driveways and parking on private property without consent
- handicapped placard or disabled person spaces

Meters: There are approximately two-thousand (2,000) parking meters in the City, along Sunset Boulevard, Santa Monica Boulevard, Melrose Avenue, Beverly Boulevard, east/west streets south of Melrose Avenue and several of the north/south commercial streets adjacent to the above mentioned streets. Meter hours vary by area: most are in effect as of 8:00 am; ending times vary from 8:00 pm through 2:00 am (See Attachment A for map of meter enforcement hours). Meters are in effect seven days per the week. In addition, a total of seven (7) pay-by-space machines are in off-street City lots.

Preferential Permit Parking: The City currently has 11 permit parking districts, which restrict residential and/or commercial parking during daytime and/or evening hours. (See Attachment B for a map of these districts.) Three districts allow parking by vehicles with commercial permits. All districts allow parking with Residential, Guest, and Visitor permits. Hours in which permits are in effect vary by district.

Towing/Impound: The City tows vehicles for a variety of reasons per the California Vehicle Code (CVC) including but not limited to tow-away residential permit parking districts, blocked driveways per complaint, peak hour tow-away zones, temporary tow-away zones, tow-away valet and taxi zones. The City impounds vehicles having 5 or

more outstanding, delinquent parking citations. Towing is conducted by a different contractor.

Special Event Coverage: The City also provides enforcement, towing and traffic control at events such as the Christopher Street West/LA Pride (2nd weekend in June), Sunset Strip Music Festival (August) Aids Walk (mid-October), annual Halloween Parade on Santa Monica Boulevard, and other events designated by the City Council.

Traffic Control: Parking enforcement staff also assists the Sheriff in controlling traffic during power failures and other emergencies which affect traffic signals, and after certain traffic accidents.

3. SCOPE OF SERVICES FOR CURRENT PARKING ENFORCEMENT CONTRACT

The current parking enforcement contract will expire on June 30, 2015. Presented below are brief descriptions of the services provided under the current contract.

3.1. Facilities and Equipment

3.1.1. Enforcement Office

Contractor's Enforcement Office is located near City Hall on Santa Monica Boulevard and encompasses approximately 2,000 square feet. It provides furnishings and equipment to support office space for the Project Manager, Assistant Project Manager and Office Supervisor, all back office space needed for operations, lockers and roll-call space for enforcement personnel, a kitchen area/break room, docking stations for handheld issuing devices and a reception area and public access counter for members of the public inquiring about citation issuance. The location also provides sufficient parking space for employee's private vehicles and enforcement vehicles (both cars and bicycles as discussed below).

The contract requires that the Enforcement Office must be located within the City of West Hollywood and must be prominently signed "West Hollywood Parking Enforcement." Contractor must provide the network and internet services for purposes of accessing the citation processing system and for upload and download of citation and other enforcement-related data between the handheld citation issuance system and the citation processing system. The office is open 8:00am to 6:00pm, Monday through Friday. An after-hours phone number is available in order to respond to community

enforcement needs on a seven day, 24 hour basis. This “after hours” line is forwarded to the supervisor on duty.

3.1.2. Vehicles

Patrol Cars: The Contractor must provide nine (9) hybrid patrol cars and one (1) compact pick-up truck suitable for the purpose of parking enforcement. (Three wheeled patrol vehicles are not acceptable.) Vehicles are used exclusively for enforcement services as required by the contract. Contractor maintains all vehicles in a state of good repair and in a professional appearance equivalent to that of the City’s public fleet. The Contractor bears all expenses associated with vehicle storage, maintenance, fueling, and insurance.

Bicycles: The Contractor must provide six (6) bicycles for enforcement activity services. The bicycles are used exclusively for enforcement activity, and Contractor is responsible for securing and storing the bicycles, as well as maintenance and repairs as necessary.

3.1.3. Communications

The Contractor must provide and maintain capability to carry on two-way radio conversations with the field personnel whenever they are on duty, permitting dependable, interference-free, two-way communications between supervisors and parking enforcement personnel.

3.1.4. Handheld Issuance Devices

The City provides Contractor with eighteen (18) Handheld Ticket Issuing Computers (“Handhelds”), currently the Motorola MC9500 and eighteen (18) thermal ticket printers (“Printers”), currently O’Neil Datamax MF2Te (microflash2) printers. All associated support for this equipment is provided by the City’s citation processing contractor.

3.1.5. License Plate Recognition Equipment

The City provides Contractor with four (4) Genetec AutoVu (sharp system) license plate recognition equipment and back office software. The AutoVu equipment is installed on vehicles provided

by Contractor. All support and maintenance is provided by the City.

3.1.4. Uniforms

1. All enforcement personnel, including the Project Manager, Parking Analyst and the Clerical staff are provided with professional appearing uniforms approved by the City as follows:
 1. Management staff: Ten (10) navy blue slacks and (10) white shirts, one (1) pair of black shoes and one (1) black belt, one (1) navy blue jacket, and one (1) yellow rain suit.
 2. Parking Enforcement Supervisors and Officers (PEO's): Ten (10) each navy blue slacks and ten (10) each light blue shirts, one (1) pair of black shoes and one (1) black belt, one (1) navy blue jacket; and one (1) yellow rain suit.
 3. Office Supervisor and any other support staff: Same as PEO's except rain suit not required.
2. All shirt and jacket sleeves and hats have an emblem patch designating West Hollywood Parking Enforcement.
3. All uniforms include a metal name tag, identification number and badge which must be worn at all times.
4. All personnel must be in complete, approved uniform at all times while they are engaged in enforcement activity or City related official duties.

3.2. Personnel

3.2.1. Required Staff

The Contractor provides the following staff:

1. One (1) Project Manager responsible primarily for training, scheduling, oversight and supervision of supervisors, officers and clerical staff. His is not considered a field position, yet his duties do include some regular in-field monitoring as well as thorough review of daily activity logs and reports from the handheld citation issuance system. The Project Manager meets with the City's Parking Manager at least once each week to discuss and clarify any operational problems and to receive instructions.
2. One (1) Project Analyst responsible primarily for improving supervisor and officer deployment and performance. Duties

include extensive in-field monitoring, as well as, thorough review of daily activity logs and reports generated by the computerized violation issuance system. The Project Analyst plays a vital role in improving the efficiency of the overall operation. This position is not involved in supervising day to day activities.

3. Three (3) Patrol Supervisors, one of whom is assigned to each shift. Under the direction of the Project Manager, Supervisors assign areas of responsibility to each enforcement officer. The Supervisor responds to and investigates any and all reported incidents and problems. The Supervisor's primary focus is to ensure that the enforcement beats are staffed properly and to oversee towing when required, not issuing citations, although they may do so as appropriate.
4. One (1) office supervisor and other support staff as necessary to provide at least one individual on duty at all times during the office hours of 8:00 am to 6:00 pm, Monday to Friday. The Office Supervisor has a skill level sufficient to carry out radio communications, operate the computer terminal, accurately monitor tow and/or boot activity, schedule tow hearings, prepare required reports, and provide information and assistance to the general public when necessary.
5. Three (3) Deputy Supervisors able to fill-in as required during the absence of the Supervisor.
6. Two (2) dedicated Tow Officers (serving at night) primarily responsible for towing unauthorized vehicles in tow-away permit parking districts. They are responsible for filling out the necessary impound forms, and coordinating the removal of vehicles with the City's towing Contractor.
7. Twenty (20) Parking Enforcement Officers: Staff level sufficient to effectively enforce City parking regulations as outlined in the attachments.
8. Contract Executive: In addition to the above referenced on-site staff, the Contractor designates a senior executive who ensures that all contractual requirements are being met and is available to meet with the City's Parking Manager on a regular basis to discuss the progress and performance of the on-site personnel and the contract as a whole. This is not a dedicated position and all costs associated with this position are not billable to the City.

3.2.2. Calculation of Billable Hours

For each position under this contract, with the exception of the Contract Executive, billable hours shall be based on 2,080 labor hours per person per year. Vacation time shall qualify as labor hours; sick time and leave without pay shall not.

3.2.3. Hiring Criteria For Enforcement Personnel

In hiring enforcement staff, Contractor ensures that all staff:

1. Are at least eighteen (18) years of age
2. Are physically and mentally capable of performing all required enforcement duties.
3. Have the ability to give and follow oral and written instructions in fluent English.
4. Have the ability to establish and maintain effective working relationships with the public and City officials.
5. Have a valid California State driver's license.
6. Have the ability to remain calm and use judgment and initiative in an emergency situation
7. Are bondable.
8. Possess a high school diploma or G.E.D. certificate.
9. Have no criminal record and able to pass a drug screening test.

3.2.4. Training

1. New employee training: All employees are thoroughly trained in all aspects of their particular position; including, as appropriate, radio procedures, the use of the handheld issuance device and related hardware, all regulations for parking enforcement, traffic control techniques, the legal requirements for towing, court testimony techniques, and current and future policies and procedures as developed by the City's Parking Services Division.

Forty (40) hours of on-the job training hours are billable to West Hollywood for each newly hired Parking Enforcement Officer or Supervisor at time of hiring. However, the maximum number of initial training hours billable to West Hollywood during implementation and the first year of the contract is limited to one thousand (1,000). Contractor was responsible for the cost of any additional on-the-job training hours in excess of one thousand (1,000) during the first contract year. For each additional year of the contract, billable training hours for newly hired officers and supervisors may not exceed four hundred hours per year (400). Contractor maintains and provides West Hollywood with a log of the training provided which includes each employee's name, signature, the dates, time and place the training occurred, and whom the employee was trained by.

2. On-going training of officers: In addition to the initial training referenced above, Contractor manages an ongoing training budget—approved each year by the City--which ensures that each staff member attends at least one additional training session per year. The City's Parking Manager approves all training.

3.2.5. Wages and Benefits

The Contractor must pay personnel wage rates and benefits consistent with the City of West Hollywood's Living Wage Ordinance as outlined in Attachment C.

3.3. Required Enforcement Coverage

3.3.1. Patrol Requirements

Contractor is responsible for enforcement of all parking regulations listed in the West Hollywood Municipal Code, Los Angeles County Vehicle and Traffic Code and the State of California Vehicle Code. Enforcement responsibilities include, but are not limited to:

- safety regulations as posted or marked at the curb
- residential permit parking districts as posted
- commercial permit parking districts as posted
- metered locations as posted
- time limit zones
- alleys
- temporary parking restrictions as posted

- citizen requests for enforcement such as blocked driveways and parking on private property without consent
- handicapped placard or disabled person spaces

Contractor provides the following patrol coverage:

1. Regular Duty: Accomplished by parking enforcement officers, in motor vehicles, bicycles, or on foot, patrolling designated beats on staggered time schedules with the primary responsibility of enforcing on-street parking regulations (both CVC and West Hollywood Municipal Code violations). Such duty must be provided at varying levels on a 7 days a week, 24 hours a day basis. In addition, patrol coverage must be coordinated with the City's street sweeping schedule so that vehicles interfering with street sweeping can be cited. Street sweeping occurs Monday through Friday between 8:00 am and 2:00 pm in residential areas, with commercial streets swept daily between 4:00 and 7:00 am.
2. Scofflaw Enforcement: Scofflaw enforcement primarily involves identifying vehicles that can legally be towed for five (5) or more delinquent parking citations, filling out the necessary impound forms, and coordinating the removal of vehicles with the City's towing Contractor. Scofflaw enforcement is supported using the License Plate Recognition hardware and software discussed above.
3. Towing Detail: This enforcement activity involves identifying vehicles that are parked in tow-way zones throughout the City, filling out the necessary impound forms, and coordinating the removal of vehicles with the City's towing Contractor.
4. City-sponsored Special Events Coverage: Contractor also schedules appropriate staff to provide enforcement and traffic control at events such as the Christopher Street West/LA Pride (2nd weekend in June), Sunset Strip Music Festival (August) Aids Walk (mid-October), annual Halloween Parade on Santa Monica Boulevard, and other events designated by the City Council.
5. Private Special Event Coverage: Contractor also provides required parking enforcement services for City-approved privately-sponsored special events. Such coverage is separately billed to, and paid for by, the event sponsor at overtime rates. However, such coverage must be in addition to any coverage required under the contract at the same time.

6. Traffic Control: Contractor's staff can also be called upon to assist the City and Sheriff in controlling traffic for special events and during power failures and other emergencies which affect traffic signals.
7. Related Activities:
 - 1) The Project Manager, Project Analyst and all on-street staff also provide competent hearing testimony for contested citations/impounds as needed.
 - 2) Officers are expected to report any deficiencies observed in the course of patrol, such as parking meter malfunctions, meter vandalism, signing/markings deficiencies, and defects requiring maintenance that may pose unsafe or hazardous conditions to the general public.
 - 3) Officers are responsible for opening and closing access to public parking facilities at City parking lots, and other locations as designated by the Parking Manager. Currently seven (7) lots are being opened/closed by the current Contractor (Orange Grove, Spaulding, LaJolla/Havenhurst, Queens, Doheny, and Sunset), as well as the Hammond Street bollards.
 - 4) In the event of a major emergency or natural or man-made disaster, Contractor shall make available its personnel, transportation and communication resources for emergency assistance as requested by Parking Manager or County Sheriff. If such service requires hours in excess of the base requirement, the City will pay for the services on an overtime basis.

3.3.2. Enforcement Times

The Contractor performs parking enforcement services on a continuous and uninterrupted basis seven (7) days a week, twenty four (24) hours a day basis including holidays. (See Attachment D, Holiday Schedule).

3.4. Management Reporting:

While the City-provided handheld citation issuance system and the citation processing Contractor provides most of the reports, statistics and information required to monitor enforcement activities, Contractor is responsible for providing the following reports:

- Daily schedule showing officer assignment by beat and scheduled enforcement hours, listing all absent officers and reason for absences.
- Weekly beat assignment sheets showing projected scheduling for the following week.
- Monthly summary of activities showing total work hours, patrol and non-patrol (time spent at hearings, in training, etc.).
- Daily and monthly summary of tow and/or boot activity. Complete tow records are to be maintained at the enforcement office.

All Contractor reports are produced using the City's current version of Microsoft Office for Windows. Once produced, reports, both soft and hardcopy, become the property of the City.

3.5. Insurance

Contractor must provide the following types and amounts of insurance coverage:

- (a) Workers compensation: Contractor acknowledges the provisions of the State Labor Code requiring every employer to be insured against liability for Workers' Compensation, or to undertake self-insurance in accordance with the provisions of that Code, and certifies compliance with such provisions. Contractor shall furnish insurance with statutory limits, and employer's liability insurance with limits of not less than \$1,000,000 per accident.
- (b) Commercial general liability insurance (CGL) with an insurance carrier acceptable to the City, with a combined single limit of not less than \$1,000,000 per occurrence for all covered losses and no less than \$5,000,000 general aggregate. Such insurance shall include operations liability, owner's and Contractor's protection, blanket contractual liability, personal injury liability, broad form property damage coverage. Such insurance shall (a) name City, its appointed and elected officials, officers, employees and agents as additional insureds; and (b) be primary with respect to any insurance or self insurance programs maintained by the City; and (c) contain standard cross liability provisions.
- (c) Comprehensive automobile liability insurance with a combined single limit of not less than \$1,000,000 per accident combined single limit. Such insurance shall include coverage for owned, hired and non-owned automobiles.
- (d) Excess Liability Insurance (Over Primary) if used to meet limit requirements, shall provide coverage at least as broad as specified for the underlying coverages. Any such coverage provided under an umbrella liability policy shall include a drop down provision providing

primary coverage above a maximum \$25,000 self-insured retention for liability not covered by primary but covered by the umbrella. Coverage shall be provided on a "pay on behalf" basis, with defense costs payable in addition to policy limits. There shall be no cross liability exclusion precluding coverage for claims or suits by one insured against another. The scope of coverage provided is subject to approval of City following receipt of proof of insurance as required herein.

3.6. Other Contractor Responsibilities

In addition, the Contractor is required to adhere to other requirements which the City maintains for all contractual service providers. These requirements include:

EQUAL BENEFITS ORDINANCE, No. 03-662. The Contractor shall abide by the provisions of the West Hollywood Equal Benefits Ordinance. During the term of this Agreement, the Contractor shall keep on file sufficient evidence of its employee compensation and any applicable benefits packages, as those benefits relate to the coverage of the domestic partners of Contractor's employees, which shall include; bereavement leave; family medical leave, and health insurance benefits, to enable verification of compliance with the West Hollywood Equal Benefits Ordinance. (See Attachment E)

LIVING WAGE ORDINANCE, No. 97-505. The Contractor shall abide by the provisions of the West Hollywood Living Wage Ordinance. During the term of this Agreement, the Contractor shall keep on file sufficient evidence of its employee compensation to enable verification of compliance with the West Hollywood Living Wage Ordinance. (See Attachment C)

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY. The Contractor represents and agrees that it does not and will not discriminate against any employee or applicant for employment because of race, religion, color, medical condition, sex, sexual orientation and/or gender identity, national origin, political affiliation or opinion, or pregnancy or pregnancy-related condition.

RESTRICTIONS: Arab League Boycott of Israel. The Contractor hereby affirms it does not honor the Arab League Boycott of Israel.

3.7. Reimbursable Expenses

Contractor is reimbursed by City for the reasonable cost, without mark-up, for the following:

- Staff training as detailed above
- Charges for cell phones used for contractual duties;
- After-hours service phone
- Cell phones supplied to designated Parking Division City employees
- Digital cameras for gridlock and impound enforcement documentation
- Printing costs for any warning notices, forms supplied to City, or City logo business cards not provided directly by the City
- Postage for impound notifications
- City window envelopes for mailing impound notifications
- Citation stock
- Citation payment envelopes

4. RESPONDENT QUESTIONNAIRE

If responding to the City's RFI, you must use the Respondent Questionnaire presented in Attachment F to present key information about your company.

5. CLIENT PROFILES

If responding to the City's RFI, you must use the Client Questionnaire presented in Attachment G to present key information about each of your parking enforcement contracts. Use as many forms as necessary. Such information is of substantial importance to the City in reviewing responses.

6. INSTRUCTIONS FOR SUBMITTAL OF RESPONSES

Responses must be addressed and delivered as follows:

Ms. Yvonne Quarker, City Clerk
City of West Hollywood
8300 Santa Monica Boulevard
West Hollywood, CA 90069

The City requests that all responses be provided in a sealed envelope clearly marked in the lower left-hand corner: "RFI – Parking Enforcement Services." Please provide two (2) printed copies of your response plus two (2) CD's of the response document in pdf. format, (each sealed) **NO LATER THAN** 4:00pm on Friday, August 15, 2014.

NOTE: *Late responses will not be accepted.*

The City strongly encourages all capable and interested parties to respond to the RFI. The City is interested in identifying firms who understand the key concepts of parking management, can develop their own management strategies and analytical tools which will allow the contractor to proactively manage its staff, provide good customer service to the public while effectively enforcing all parking regulations.

Questions About RFI: You may submit questions to the CITY about the RFI by email no later than noon on Wednesday, August 6, 2014 to the attention of Ms. Jackie Rocco, Parking Operations Manager at jrocco@weho.org. All questions received will be responded to by e-mail. Answers to all questions will be emailed to all those who have registered via email with Ms. Rocco per page 1 above.

Please note: No oral, telephonic or telegraphic response or modification of response will be considered. Other than the possible emails to Ms. Rocco as discussed above, under no circumstances are City staff, its elected officials, board or commissioners or personal contacts indirectly involved with the RFI process to be contacted during this RFI process.

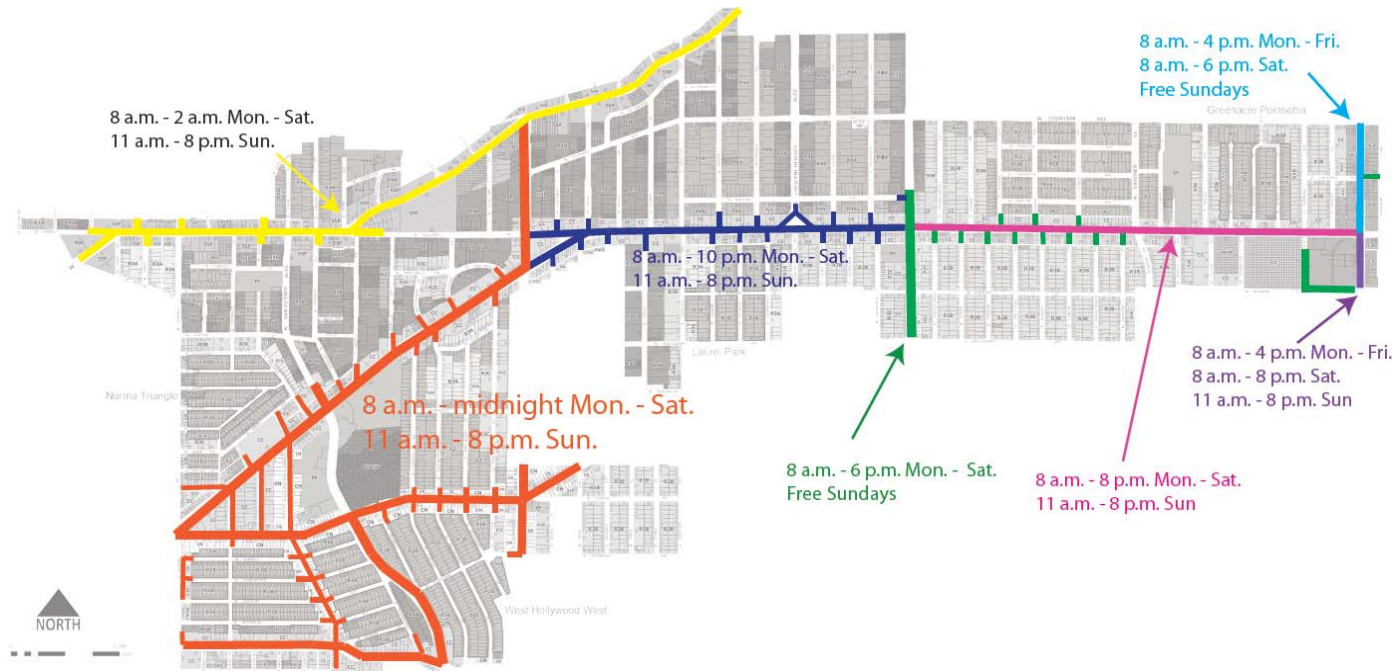
Property Rights: Responses received within the prescribed deadline become the property of the City and all rights to the content therein become those of the City.

Non-Commitment of City: This Request for Information does not commit the City to award a Contract, to pay any costs incurred in the preparation of a response for this request, or to procure or contract services. The City reserves the right to accept or reject any or all responses received as a result of this request if it is in the best interest of the City to do so.

ATTACHMENT A

MAP OF METER ENFORCEMENT HOURS

Attachment A - Meter Enforcement Hours



ATTACHMENT B

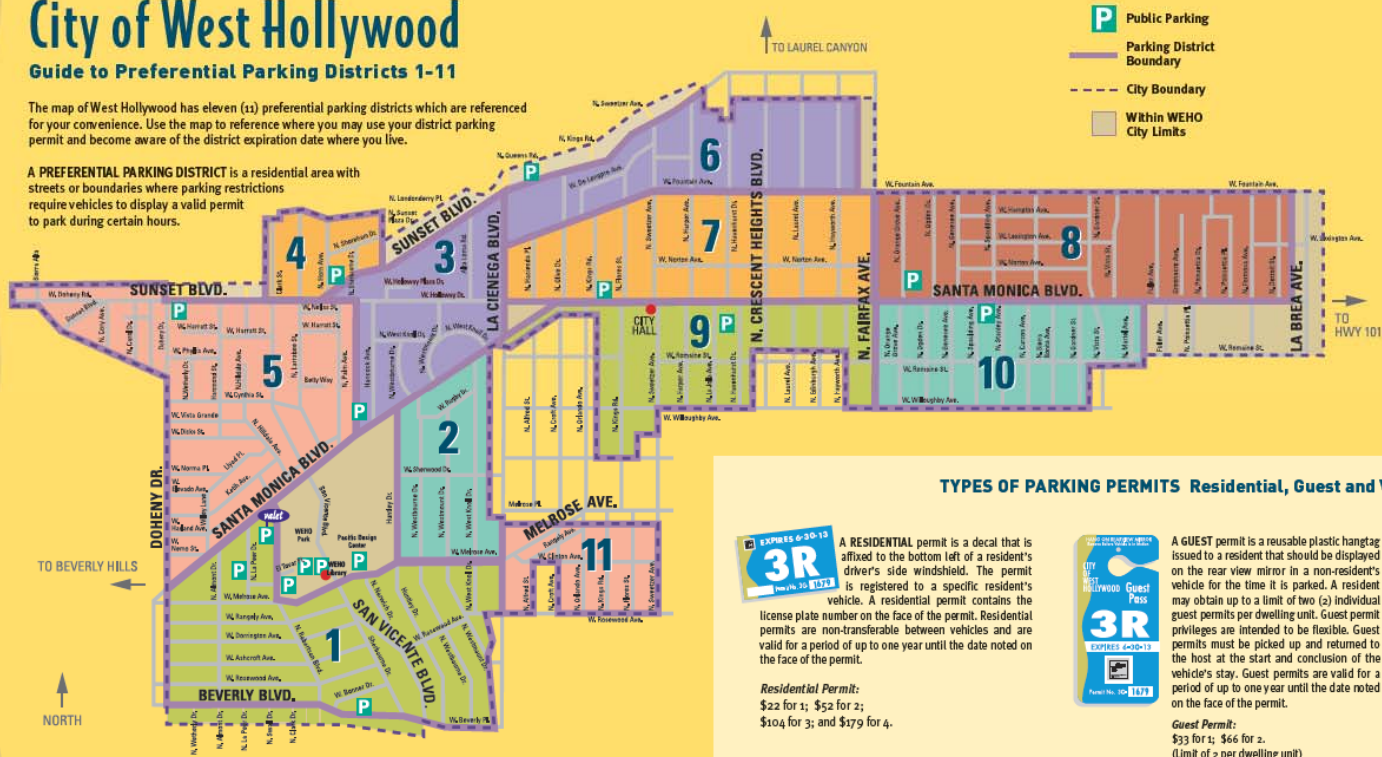
MAP OF WEST HOLLYWOOD PREFERENTIAL PERMIT DISTRICTS

Attachment B - Preferential Parking Districts

City of West Hollywood Guide to Preferential Parking Districts 1-11

The map of West Hollywood has eleven (11) preferential parking districts which are referenced for your convenience. Use the map to reference where you may use your district parking permit and become aware of the district expiration date where you live.

A **PREFERENTIAL PARKING DISTRICT** is a residential area with streets or boundaries where parking restrictions require vehicles to display a valid permit to park during certain hours.



DISTRICT EXPIRATION DATES

District #	Permit Expires:
4 & 7	January 31
1 & 9	March 31
2 & 10	May 31
3 & 6	July 31
5 & 11	September 30
8	November 30

The expiration dates for the City's 11 parking districts are staggered. Each district number has a specific expiration date. Resident and guest permits expire on the date according to the district number regardless of when they are purchased. Parking permits are not prorated.

TYPES OF PARKING PERMITS Residential, Guest and Visitor permits

A **RESIDENTIAL** permit is a decal that is affixed to the bottom left of a resident's driver's side windshield. The permit is registered to a specific resident's vehicle. A residential permit contains the license plate number on the face of the permit. Residential permits are non-transferable between vehicles and are valid for a period of up to one year until the date noted on the face of the permit.

Residential Permit:
 \$22 for 1; \$52 for 2;
 \$104 for 3; and \$179 for 4.

A **GUEST** permit is a reusable plastic hangtag issued to a resident that should be displayed on the rear view mirror in a non-resident's vehicle for the time it is parked. A resident may obtain up to a limit of two (2) individual guest permits per dwelling unit. Guest permit privileges are intended to be flexible. Guest permits must be picked up and returned to the host at the start and conclusion of the vehicle's stay. Guest permits are valid for a period of up to one year until the date noted on the face of the permit.

Guest Permit:
 \$33 for 1; \$66 for 2.
 (Limit of 2 per dwelling unit)

A **VISITOR** permit is a paper hangtag issued to a resident to accommodate their friends and/or relatives. Visitor permit privileges are intended to be used to accommodate specific and occasional events. Visitor permits are valid up to noon of the following date stamped on the face of the permit.

Visitor Permit:
 No cost; subject to restrictions.

ATTACHMENT C
CITY OF WEST HOLLYWOOD
LIVING WAGE ORDINANCE

RESOLUTION NO. 14-4560

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST HOLLYWOOD ESTABLISHING PURSUANT TO MUNICIPAL CODE SECTION 3.20.040 A LIVING WAGE RATE FOR 2014-2015 OF \$12.02/HR WITH HEALTH BENEFITS CONTRIBUTIONS OF AT LEAST \$1.31/HR. AND \$13.33/HR WITHOUT HEALTH BENEFITS CONTRIBUTIONS OF AT LEAST \$1.31/HR.

THE CITY COUNCIL OF THE CITY OF WEST HOLLYWOOD DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Pursuant to Municipal Code Section 3.20.040, the living wage rate for 2014-2015 is established at \$12.02/HR with health benefits contributions of at least \$1.31/HR and \$13.33/HR without health benefits contributions of at least \$1.31/HR.

SECTION 2. The living wage rate established in Section 1 shall be effective and applicable to all new contracts and renewals of existing contracts subject to Municipal Code Chapter 3.20 commencing July 1, 2014.

PASSED, APPROVED AND ADOPTED by the City Council of the City of West Hollywood at a regular meeting held this 19th day of May, 2014 by the following vote:

AYES:	Councilmember:	Duran, Land, Prang, Mayor Pro Tempore Heilman and Mayor D'Amico.
NOES:	Councilmember:	None.
ABSENT:	Councilmember:	None.
ABSTAIN:	Councilmember:	None.



JOHN D'AMICO, MAYOR

ATTEST:



YVONNE QUARKER, CITY CLERK

ATTACHMENT D
CITY OF WEST HOLLYWOOD
HOLIDAY ENFORCEMENT SCHEDULE

Attachment D - Holiday Enforcement Schedule

CITY OF WEST HOLLYWOOD HOLIDAY ENFORCEMENT SCHEDULE

Street sweeping, metered parking and associated time limits are not enforced on the following days:

- New Years Day - January 1st
- Martin Luther King's Birthday - 3rd Monday in January
- President's Day - 3rd Monday in February
- Memorial Day - Last Monday in May
- Independence Day - July 4th
- Labor Day - 1st Monday in September
- Columbus Day - 2nd Monday in October
- Veteran's Day - November 11th
- Thanksgiving Day - 4th Thursday in November
- Christmas Day* - December 25th

* Permit Parking is waived Christmas Day and enforced all other holidays.

ATTACHMENT E
CITY OF WEST HOLLYWOOD
EQUAL BENEFITS ORDINANCE

ORDINANCE NO. 03-662

AN ORDINANCE OF THE CITY OF WEST HOLLYWOOD REQUIRING CITY CONTRACTORS TO PROVIDE EQUAL BENEFITS TO DOMESTIC PARTNERS OF THEIR EMPLOYEES AND AMENDING THE WEST HOLLYWOOD MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF WEST HOLLYWOOD DOES ORDAIN AS FOLLOWS:

SECTION 1. Title 3, Chapter 3.08, Part A of the West Hollywood Municipal Code is amended by adding thereto a new Section 3.08.035 to read:

3.08.120 NON-DISCRIMINATION IN BENEFITS

(a) Definitions. For the purposes of this section:

1. "Contract" means a legal agreement between the City and a contractor for services, purchase of supplies, equipment or material, or for construction of public works for which the consideration is in excess of \$25,000. "Contract" does not include subcontracts or subcontractors of any contract or contractor.
2. "Contractor" means any private party or entity that enters into a contract with the City. In the event the contractor is an entity that has been formed exclusively to provide services to the City or within the State of California, then the term "contractor" shall also include that entity's parent company(ies).
3. "Contract Awarding Authority" means the City Council or the individual authorized by the City Council to enter into contracts on behalf of the City.
4. "Domestic partner" means any person who is registered as a domestic partner with the Secretary of State, State of California registry or the registry of the state in which the employee is a resident.
5. "Employee benefits" means the provision of any benefit provided to spouses of employees or provided to an employee on account of the employee having a spouse and which benefit is provided by the City of West Hollywood and covers the domestic partners of its employees, including; bereavement leave; family medical leave, and health insurance benefits, provided that it does not include benefits to the extent that the application of the requirements of this chapter to such benefits may be preempted by federal or state law.

(b) Every contract, and every amendment to or extension of a contract, to which the City is a party shall provide that the contractor shall not discriminate in the provision of employee benefits between an employee with a spouse and an employee with a domestic partner, subject to the following:

1. In the event that the contractor's actual cost of providing a particular benefit for the domestic partner of an employee exceeds that of providing it for the spouse of an employee, or the contractor's actual cost of providing a particular benefit to the spouse of an employee exceeds that of providing it for the domestic partner of an employee, the contractor shall not be deemed to discriminate in the provision of employee benefits if the contractor conditions providing such benefit upon the employee's agreement to pay the excess costs.
2. The contractor shall not be deemed to discriminate in the provision of employee benefits if, despite taking reasonable measures to do so, the contractor is unable to extend a particular employee benefit to domestic partners, so long as the contractor provides the employee with a cash payment equal to the contractor's cost of providing the benefit to an employee's spouse.

(c) The requirements of this section shall apply to the provision of benefits to all of a contractor's employees within the United States, the territories of the United States and the District of Columbia.

(d) A contractor that does not comply with the requirements of this section shall not be considered eligible or qualified. Refusal of a contractor to agree to the contract provision described in subsection (b) of this section shall be grounds for rejection of a bid or proposal as non-responsive. Failure of a contractor to comply with the contract provision described in subsection (b) of this section shall be grounds for termination of the contract and disqualification from entering into future contracts with the City.

(e) The contract awarding authority may waive the requirements of subsection (b) of this section under the following circumstances:

1. Award of the contract is necessary to respond to an emergency;
2. The contractor is a sole source;
3. No compliant contractors are capable of providing goods or services that respond to the City's requirements;
4. The requirements are inconsistent with a grant, subvention or agreement with a public agency;

5. The City is purchasing through a cooperative or joint purchasing agreement.

(f) The City Manager shall have the authority to promulgate rules, regulations and procedures as may be necessary to effectuate the purpose of this section.

SECTION 2. The requirements of this Ordinance shall not be applicable to contracts executed, amended or renewed prior to the effective date of this ordinance, or any competitive or sealed bids received by the City prior to the effective date of this Ordinance, unless an addendum has been issued to all prospective bidders prior to the date the bids are due amending the request for bids to require compliance with the terms of this Ordinance; provided, however, that this Ordinance shall be applicable to contracts amended after the effective date of this Ordinance.

PASSED, APPROVED AND ADOPTED by the City Council of the City of West Hollywood at a regular meeting the 7th day of July, 2003, by the following vote:

AYES:	Councilmember:	Guarriello, Heilman, Land, Mayor Pro Tempore Duran and Mayor Prang.
NOES:	Councilmember:	None.
ABSENT:	Councilmember:	None.
ABSTAIN:	Councilmember:	None.



JEFFREY PRANG, MAYOR

ATTEST:



THOMAS R. WEST, CITY CLERK

STATE OF CALIFORNIA)
 COUNTY OF LOS ANGELES)
 CITY OF WEST HOLLYWOOD)

I, THOMAS R. WEST, City Clerk of the City of West Hollywood, do hereby certify that the foregoing Ordinance No. 03-662 was duly passed, approved and adopted by the City Council of the City of West Hollywood at a regular meeting held on the 7th day of July, 2003, after having its first reading at the regular meeting of said City Council on the 23rd day of June, 2003.

I further certify that this ordinance was posted in three public places as provided for in Resolution No. 5, adopted the 29th day of November, 1984.

WITNESS MY HAND AND OFFICIAL SEAL THIS 7th DAY OF JULY, 2003.



THOMAS R. WEST, CITY CLERK

ATTACHMENT F
RFI RESPONDENT QUESTIONNAIRE

City of West Hollywood
Request for Information (RFI) - Parking Enforcement Services

Parking Enforcement RFI - Company Profile		
Company Name		
Company Address		
Telephone		
Fax:		
Company Website		
Business Status (i.e., corporation, partnership, joint venture, etc.)		
Years in Business		
Total Employees		
Total Employees on Parking Enforcement Contracts		
Major Line(s) of Business		
Years Experience in Parking Enforcement		
Percentage of Company Revenue From Parking Enforcement		
Individual Designated to Respond to Follow-Up Inquiries From City:		
Name		
Title		
Phone		
email		
Area(s) of Enforcement (Company-Wide--As Applicable)	Years of Experience	Level of Enforcement (i.e. 24/7, Mon – Fri 8 am – 6 pm, etc.)
Expired Meters		
Street Cleaning		
Permit Parking		
Scofflaw Impounds		
Peak Hour Tow-Away Zones		
Tow-Away Zones		
Time Limits		
Equipment Violations		
Private Property		
Disabled Parking/Placard Abuse		

City of West Hollywood
Request for Information (RFI) - Parking Enforcement Services

Other Activities	Years of Experience	Level of Involvement (i.e. As Needed, Full-Time, Part-Time, Seldom)		
Citation Court Hearings				
City Council and/or Community Meetings				
Impound/Tow Hearings				
Special Events				
Traffic Control				
Parking Equipment & Technology	Quantities Deployed	Make(s)	Model(s)	Provided by Your Company or Client
Bicycles				
Enforcement Vehicles				
Handheld Issuance Device				
Printer for Handheld Issuance Device (if 2 piece solution)				
License Plate Recognition				
Radios				

Please Provide the Following:
Current Company Organization Chart

ATTACHMENT G
RFI CLIENT QUESTIONNAIRE

City of West Hollywood

Request for Information (RFI) - Parking Enforcement Services

Company Name		
Parking Enforcement References & Profile (Please Complete for Each Relevant Client)		
Client Name		
Client Address		
City, State, Zip		
Client Contact Name		
Title		
Telephone		
Email		
Contract in Effect Since:		
City Size - In Population		
City Size - In Square Miles		
Staffing		Additional Information (IF APPLICABLE)
Number of Officers		
Full-time		
Part-time		
Supervisors		
Other		
Enforcement Beats		
Number of Beats Patrolled		
On Foot		
Bicycles		
Cars		
Scope of Work Includes (Y/N?):		Y/N
		Additional Information (IF APPLICABLE)
Expired Meters		
Street Cleaning		
Permit Parking		
Scofflaw Impounds		
Peak Hour Tow-Away Zones		
Tow-Away Zones		
Time Limits		
Equipment Violations		
Private Property		
Disabled Parking/Placard Abuse		
Special Events		
Traffic Control		

City of West Hollywood

Request for Information (RFI) - Parking Enforcement Services

Company Name		
Permit Parking	Y/N	Additional Information (IF APPLICABLE)
Number of Permit Parking Districts		
Approximate Size of Each District in blocks (include pdf map of permit districts)		
On-Street Parking	Y/N	Additional Information (IF APPLICABLE)
Number of On-Street Meters		
Single Space		
Multi-Space		
Off-Street Parking	Y/N	Additional Information (IF APPLICABLE)
Number of parking lots patrolled		
Type(s) of Revenue Control Equipment (Pay by Space, Pay & Display, Other)		