

**BOARD REPORT
CITY OF LOS ANGELES
DEPARTMENT OF TRANSPORTATION**

Date: September 11, 2025

To: Board of Transportation Commissioners

From: Laura Rubio-Cornejo, General Manager 

Subject: **REQUEST TO EXECUTE A MEMORANDUM OF UNDERSTANDING TO OPERATE MUNICIPAL LOT NO. 764, AND UPDATE HOURS OF OPERATION AND PARKING RATES FOR MUNICIPAL PARKING LOT NO. 626**

SUMMARY

The Los Angeles Department of Transportation (LADOT) seeks authority to enter into a Memorandum of Understanding (MOU) with other City of Los Angeles departments to reopen and operate an expanded Municipal Parking Lot No. 626 combined with Lot No. 764. The MOU includes updated operating hours, a higher maximum daily parking rate of \$10.00, and a flat special event parking fee of up to \$10.00 per vehicle.

RECOMMENDATIONS

That the Board:

1. AUTHORIZE LADOT to reopen Lot No. 626.
2. AUTHORIZE LADOT to enter into an MOU with the General Services Department (GSD) and the Department of Cultural Affairs (DCA) to operate Lot No. 764 as an extension of Lot No. 626 for the duration of the MOU.
3. AUTHORIZE LADOT to increase the maximum daily parking rate up to \$10.00 for Lot No. 626 and apply the approved parking rates for Lot No. 626 to Lot No. 764.
4. AUTHORIZE LADOT to implement a special event parking fee of up to \$10.00 per vehicle for Lot Nos. 626 and 764.
5. AUTHORIZE LADOT to extend operating hours from 7:00 AM to 12:00 AM, with parking prohibited from 12:00 AM to 7:00 AM for Lot Nos. 626 and 764.

BACKGROUND

Lot No. 626 is located at 3328 West 43rd Street, Leimert Park, in Council District (CD) 10 (see Attachment A), and contains 105 spaces consisting of 100 10-hour spaces and five Americans with Disabilities Act (ADA) accessible spaces. On October 14, 2021, the Board of Transportation

Commissioners (Board) approved a temporary closure of Lot No. 626 due to public safety concerns raised by CD 10 and the Los Angeles Police Department. The Board authorized LADOT to reopen the lot when deemed safe in consultation with CD 10. On June 12, 2025, the Board approved a new metered rate for Lot No. 626 of \$0.40 per half-hour with a \$6.40 maximum daily, and extended operating hours from 7:00 AM to 9:00 PM.

Adjacent Lot No. 764, located at 4318 Degnan Boulevard (see Attachment A), is owned by GSD and abuts Lot No. 626 and the Vision Theatre (managed by DCA). Lot No. 764 has 57 parking spaces including eight ADA accessible spaces. Both lots have been closed while the Vision Theatre is renovated.

DISCUSSION

With the renovations to the Vision Theatre nearing completion and the need to reopen both Lot Nos. 626 and 764 to support the Theatre, DCA, GSD, and LADOT propose reopening the lots as a consolidated facility under LADOT's management. The terms and conditions are outlined in an interagency MOU (see Attachment B). Consolidation will increase LADOT's parking capacity to nearly 160 spaces, improve operational efficiency, and support local businesses and Theatre operations.

The consolidated facility is proposed to maintain the Board approved hourly rate of \$0.40 per half-hour, but increase the maximum daily rate from \$6.40 to \$10.00 to match a proposed special event fee. The special event fee is intended to cover the cost of a parking attendant provided by LADOT's operator. Per the MOU, a "special event" is defined as one with 75 or more Theatre patrons requiring 30 or more parking spaces. DCA must request attendant service at least 10 business days in advance. Relying solely on pay stations for large events may cause queuing and delays; a staffed solution to expedite entry is recommended.

To accommodate the Vision Theatre's evening performances, the MOU proposes to extend the consolidated lot's operating hours from 7:00 AM to 12:00 AM daily, with the lot closed and parking prohibited from 12:00 AM to 7:00 AM.

In consultation with CD 10, the City departments (DCA, GSD, and LADOT) drafted the MOU to define responsibilities for operation, maintenance, and coordination with the Theatre's reopening.

Key provisions of the MOU:

- **Term and Termination:** The MOU will have a five-year term with annual renewal options. Termination requires 60 days written notice. Upon termination, Lot Nos. 626 and 764 will revert to separate operations under LADOT and GSD, respectively.
- **Operation and Maintenance:** LADOT will manage the facility, including setting the parking rates, collecting revenue, and maintaining the lot (landscaping, cleaning, and waste disposal).
- **Event Parking:** For large events, DCA will notify LADOT in advance. A parking operator will be deployed, funded by a special event fee of up to \$10.00 per vehicle. For smaller events, patrons will use the installed pay stations.
- **Facility Alterations:** LADOT may make improvements at its own expense, coordinating with DCA and GSD to minimize disruptions.
- **Permits:** LADOT will issue five free parking permits to DCA for delivery and setup vehicle access. DCA will also receive 15 parking permits for Theatre employees to park at no charge.

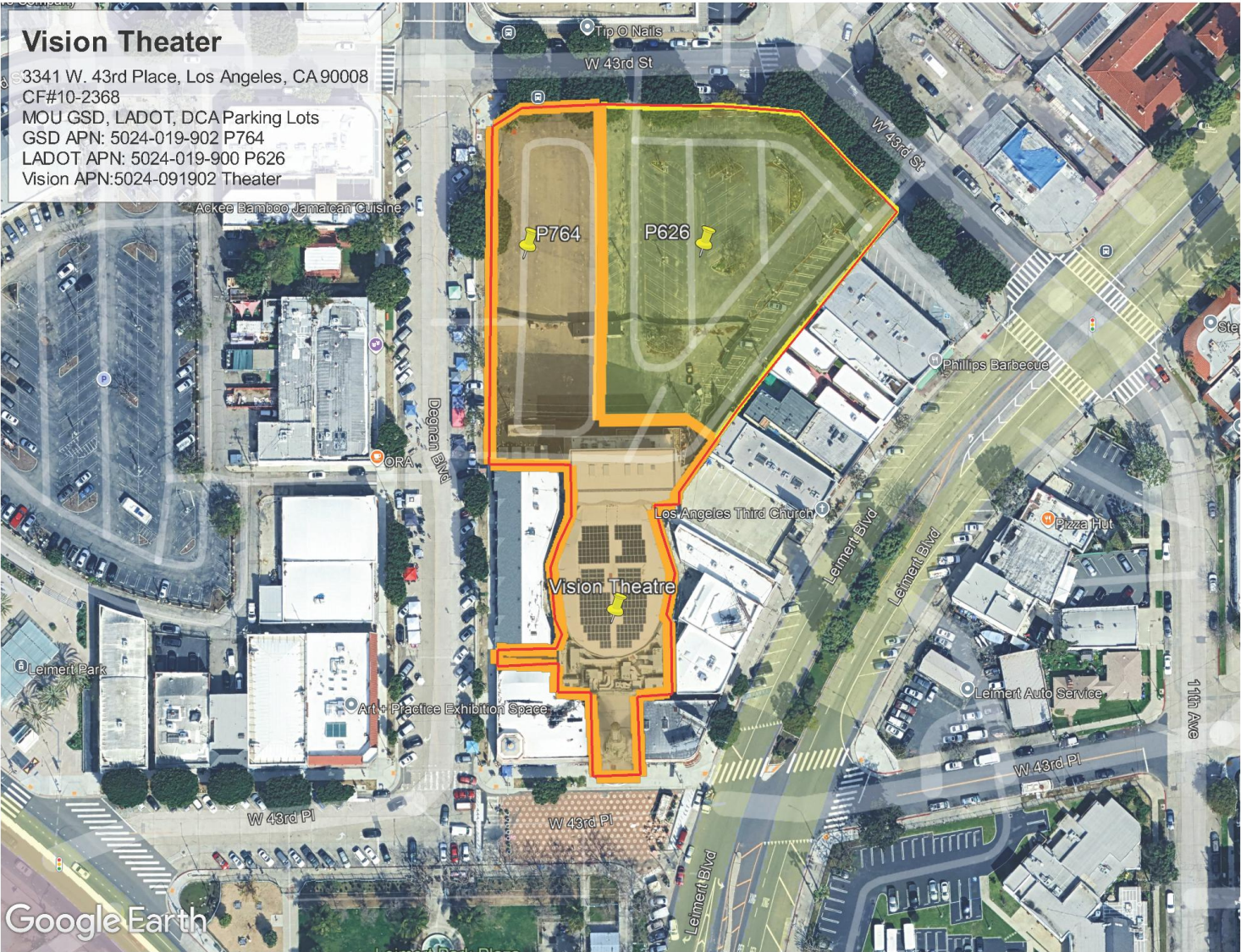
FISCAL IMPACT STATEMENT

There is no impact to the General Fund. Prior to closure, Lot No. 626 generated approximately \$10,405 in annual parking meter revenue deposited into the Special Parking Revenue Fund. With updated hours, rates, and special event pricing, the facility is expected to significantly increase the parking revenue.

LCR:TC:KH:MC:dlg

Attachments

Attachment A



ATTACHMENT B

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF LOS ANGELES DEPARTMENT OF CULTURAL AFFAIRS,
GENERAL SERVICES DEPARTMENT,
AND
LOS ANGELES DEPARTMENT OF TRANSPORTATION**



September XX, 2025
City of Los Angeles

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF LOS ANGELES DEPARTMENT OF CULTURAL AFFAIRS,
GENERAL SERVICES DEPARTMENT,
AND
LOS ANGELES DEPARTMENT OF TRANSPORTATION**

This Memorandum of Understanding (MOU) is made and entered into by and between the City of Los Angeles Department of Cultural Affairs ("DCA"), the Los Angeles Department of General Services ("GSD"), and the Los Angeles Department of Transportation ("LADOT"), referred to herein collectively as "PARTIES" or individually as a "PARTY."

WITNESSETH

WHEREAS, DCA manages the historic Vision Theatre Performing Arts Center, located at 3341 West 43rd Place, Los Angeles CA 90008 in Leimert Park, to provide a performing arts venue for professional and non-professional performing arts presentations and productions; to provide a training center for youth and diverse cultural talent reflective of the surrounding Leimert Park; to produce and present diverse world-class theater, music, dance concert productions, and film screenings, along with offering a variety of cultural forums; and to serve as a center for community meetings;

WHEREAS, LADOT owns, maintains, and operates a 105-space parking lot, Municipal Lot 626, adjacent to the theater at 3328 West 43rd Street, Los Angeles, CA 90008 in Leimert Park;

WHEREAS, GSD owns and DCA used to control a 93-space parking lot, Municipal Lot 764, also adjacent to the theater at 4418 Degnan Boulevard, Los Angeles, CA 90008 in Leimert Park;

WHEREAS, the PARTIES mutually agreed that it is in the best interest of the City to combine Lot 626 and Lot 764 into one single parking facility ("FACILITY") to be operated and maintained by LADOT;

WHEREAS, the Los Angeles Bureau of Engineering redesigned the two parking facilities, based on input from the PARTIES, to operate as one parking facility; and

NOW, THEREFORE, in consideration of the promises, representations, covenants, and agreements provided below, the PARTIES agree as follows:

ARTICLE 1 – PARTIES TO THE MOU, REPRESENTATIVES AND NOTICES

1.1. The PARTIES to this MOU are as follows:

1.1.1. DCA, having its principal office at 201 North Figueroa Street, Suite 1400, Los Angeles, CA 90012.

1.1.2. GSD, having its principal office at 111 E. 1st Street, Los Angeles, CA 90012.

1.1.3. LADOT, having its principal office at 100 South Main Street, 10th Floor, Los Angeles, CA 90012.

1.2. Representatives of the PARTIES

The representatives of the PARTIES who are authorized to administer this MOU and to whom formal notices, demands, and communications shall be given are as follows:

1.2.1. The DCA's representative is unless otherwise stated in the MOU:

Daniel Tarica, General Manager
Los Angeles Department of Cultural Affairs
201 North Figueroa Street, Suite 1400
Los Angeles, CA 90012

With a copy to:

Nicki Genovese, Performing Arts Director
Performing Arts Division
Los Angeles Department of Cultural Affairs
201 North Figueroa Street, Suite 1400
Los Angeles, CA 90012

Yvonne Farrow, Arts Manager II and Co-Director
Vision Theatre Performing Arts Center
Los Angeles Department of Cultural Affairs
201 North Figueroa Street, Suite 1400
Los Angeles, CA 90012

1.2.2 The GSD's representative is unless otherwise stated in the MOU:

E. Amy Benson, Director, Real Estate Services Division
General Services Department
111 E. 1st Street, Suite 201
Los Angeles, CA 90012

With a copy to:

Lisa Schechter, Property Manager, Real Estate Services Division
General Services Department
111 E. 1st Street, Suite 201
Los Angeles, CA 90012

Laura Rubio-Cornejo, General Manager
Los Angeles Department of Transportation
100 S. Main Street, 10th Floor
Los Angeles, CA 90012

Michelle Cayton, Acting Division Manager
Parking Facilities Division
Los Angeles Department of Transportation
100 S. Main Street, 10th Floor
Los Angeles, CA 90012

1.3.1. Formal notices, demands, and communications to be given by any PARTY shall be made in writing (hardcopy or e-mail) and effected by personal delivery or by mail, and shall be deemed delivered as of the date of mailing. Notice of breach of an agreement, if any, shall be made in writing (sent via mail or email) within thirty (30) days.

ARTICLE 2 – TERM OF MOU AND TIME OF EFFECTIVENESS

ARTICLE 3 - DEFINITIONS

DCA City of Los Angeles
Department of Cultural Affairs

GSD
General Services

Los Angeles Department of

LADBS
Building and Safety

Los Angeles Department of

LADOT
Transportation

Los Angeles Department of

Lot 626 Parking Lot No. 626 located at 3328
W. 43rd Street, Los Angeles, CA 90008 (Attachment A)

Lot 764 Parking Lot No. 764 located at 4318
Degnan Boulevard, Los Angeles, CA 90008 (Attachment B)

MOU Memorandum of Understanding
between DCA, GSD, and LADOT

THEATER Vision Theatre Performing Arts
Center, located at 3341 West 43rd Place, Los Angeles, CA 90008

ARTICLE 4 - RESPONSIBILITIES OF AND TASKS TO BE PERFORMED BY DCA AND LADOT

4.1 FACILITY Ownership

LADOT shall retain control of the FACILITY for the duration of this MOU, use it in accordance with this MOU, and conform to all applicable laws. LADOT shall continue to retain ownership of Lot 626. GSD shall continue to retain ownership of Lot 764.

4.2 FACILITY Operation and Maintenance

4.2.1 LADOT, using City staff or contractors, shall operate and maintain the FACILITY at no cost to DCA or GSD. Maintenance shall include pavement, striping, signage, parking equipment, fencing, weekly cleaning, and landscaping of the FACILITY. LADOT shall conduct routine cleaning and maintenance of the Facility at least once per week. Maintenance shall include cleaning, pavement upkeep, striping, signage, parking equipment, fencing, and landscaping. Additional maintenance shall be performed as necessary to maintain the facility in safe, clean, and operable condition.

4.2.2 LADOT shall set parking rates and parking hours in accordance with the guidelines set by the Board of Transportation Commissioners and shall install, maintain, and enforce parking meters, pay stations, or automated parking access and revenue control equipment. LADOT or its contractor shall collect all parking revenues and deposit the revenue in the Special Parking Revenue Fund.

4.2.3 DCA shall have exclusive use of fifteen (15) FACILITY parking permits for THEATER staff use while working at the THEATER. These permits shall not be subject to the rates and hours as set by the Board of Transportation Commissioners. LADOT shall provide these permits to DCA on an annual basis. When in use, permits will need to be placed face up on the dashboard of the vehicle and not be visibly obstructed by sun visors or any other object.

4.2.4 DCA shall give ten (10) days' notice to LADOT before an event expected to bring more than 75 patrons or occupy more than 30 parking spaces to where a parking operator would be necessary. DCA shall provide the date, hours, and expected attendance for the event. The cost of said parking operator shall be paid out of the parking revenue generated. Upon approval of the Board of Transportation Commissioners, each parking patron shall pay up to ten dollars (\$10.00) for the day or a ten dollar (\$10.00) parking fee at an event when an attendant is present.

4.2.5 For events that do not meet the requirements stated above for a parking operator, THEATER patrons shall pay for parking at the installed parking meter, pay station, or parking access and revenue control equipment.

4.2.6 LADOT shall provide to DCA five (5) permits at no cost to allow for lot access for delivery and set-up vehicles. Permits are not to be used for employee parking.

4.2.7 Lots 626 and 764 shall be closed to the public from 12:00 am to 7:00 am as indicated on posted signage, and open to the public at all other times.

4.2.8 LADOT, at its sole cost, shall be responsible for the coordination, payment, and ongoing management of all utility services required for the FACILITY, including but not limited to electricity for lighting and parking equipment, and water for landscaping. GSD and DCA shall have no obligation or financial responsibility for utility services related to the FACILITY.

4.2.9 GSD shall retain ownership of Lot 764 but shall have no operational, maintenance, or obligations for the FACILITY during the term of the MOU.

4.3 FACILITY Alterations and Improvements

During the term of this MOU, LADOT may make alternations, and improvements to the FACILITY at no cost to DCA or GSD. LADOT shall obtain and pay for all required permits, plan checks, and inspections, as necessary, from LADBS and other applicable permitting agencies.

In the event that LADOT plans to make modifications to the FACILITY, it shall coordinate with DCA and GSD (only when it involves Lot 764) so as to minimize any disruptions to DCA's

operations. In the event that GSD plans to make modifications to Lot 764, it shall coordinate with DCA and LADOT so as to minimize disruptions to DCA's operations.

4.4 FACILITY Debris Removal and Waste Collection

LADOT shall be responsible for the collection and disposal of solid waste and debris collected at the FACILITY at least once a week. All waste collection vessels are for the use of LADOT only. DCA shall be responsible for its own waste removal related to the THEATER.

ARTICLE 5 – TERMINATION

Any PARTY may unilaterally terminate this agreement upon sixty (60) calendar days' advanced written notice to the other PARTIES.

ARTICLE 6 – SURRENDER OF THE SITE

In the event this MOU is terminated, LADOT shall remove from Lot 764 any parking equipment or improvements installed and the FACILITY shall revert back into the two separate lots, with Lot 626 reverting back to LADOT's control and Lot 764 reverting back to GSD's control. LADOT shall return Lot 764 to GSD in good condition, reasonable wear and tear excepted, and free of debris, hazards, and equipment. Any damage beyond LADOT's operations shall be repaired by LADOT at its expense prior to surrender.

ARTICLE 7 – AMENDMENTS, CHANGES OR MODIFICATIONS

All amendments, changes, or modifications to this MOU may be made at any time by mutual written agreement between all three PARTIES hereto and shall be signed by the persons authorized to bind the PARTIES.

[Signature Page Follows]

IN WITNESS WHEREOF, the PARTIES hereto have caused this MOU to be executed by their duly authorized representatives.

LOS ANGELES DEPARTMENT OF TRANSPORTATION

GENERAL SERVICES DEPARTMENT

By: _____
Laura Rubio-Cornejo
General Manager

By: _____
Tony Royster
General Manager

Date: _____

Date: _____

LOS ANGELES DEPARTMENT OF CULTURAL AFFAIRS

By: _____
Daniel Tarica
General Manager

Date: _____