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**DEPARTMENT OF  
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BUREAU OF  
ENGINEERING**

**ALFRED MATA, PE**  
INTERIM CITY ENGINEER

1149 S. BROADWAY, SUITE 700  
LOS ANGELES, CA 90015-2213

<http://engineering.lacity.gov>

March 23, 2026

The Honorable City Council  
c/o Patrice Lattimore, City Clerk  
Office of the City Clerk  
Room 360, City Hall

## **COUNCIL FILE NO. 25-0894 – RECOMMENDATIONS FOR A NEW PROCESS TO REPLACE THE MAJOR TRANSIT AND TRANSPORTATION CONSTRUCTION TRAFFIC MANAGEMENT COMMITTEE (TCTMC)**

### **SUMMARY**

This report responds to City Council direction (C.F. 25-0894) to evaluate the existing TCTMC process and recommend a more efficient alternative. It identifies key inefficiencies including limited LADOT staffing, Brown Act constraints, and reliance on manual workflows that have contributed to prolonged permit approval timelines. The report proposes replacing TCTMC with a Coordinated Streets of Significance (CSS) review, a streamlined digitally integrated process designed to improve coordination and accelerate permit delivery.

### **RECOMMENDATION**

That the City Council, (subject to the approval of the Mayor),

1. DIRECT the Bureau of Engineering (BOE), in coordination with the Los Angeles Department of Transportation (LADOT), to implement a new internal Coordinated Streets of Significance (CSS) Review process to replace the Major Transit and Transportation Construction Traffic Management Committee (TCTMC), and to implement the CSS Review process within 45 days of the LAMC 62.250 ordinance amendment.
2. REQUEST the City Attorney to present an ordinance terminating the TCTMC (per LAMC 62.250 K) and codifying the CSS Review as an internal administrative coordination process.
3. DIRECT LADOT, with assistance from BOE, StreetsLA, and the BCA, to publish a "CSS Tier Guide" for public use detailing CSS review requirements and timelines.



4. DIRECT the City Administrative Officer (CAO) to report with an update on dedicated LADOT staffing needed to ensure adequate resources for predictable CSS review timelines, upon release of the Mayor's FY 2026-27 Proposed Budget.
5. DIRECT the CAO, with the assistance of the BOE and the LADOT, to report to Council with a proposed fee structure for the CSS Review process, including any necessary amendments to the Los Angeles Municipal Code (LAMC), to ensure full cost recovery for administrative and engineering services.

## **BACKGROUND**

The TCTMC was established in 1988 pursuant to Los Angeles Municipal Code (LAMC) Section 62.250 as part of the Downtown Construction Traffic Management Ordinance. The ordinance was adopted in response to severe traffic congestion resulting from simultaneous high-density private development and major public infrastructure projects occurring concurrently within Downtown Los Angeles. Its primary objective was to preserve traffic capacity by coordinating construction activities and mitigating impacts on the traveling public.

To implement the ordinance, a Review Committee was established consisting of representatives from the BOE, Bureau of Street Services (StreetsLA), Bureau of Contract Administration (BCA), and LADOT. The Committee was charged with reviewing qualifying projects within designated impact areas to ensure coordinated construction phasing and the implementation of traffic management and vehicle circulation plans that minimize loss of traffic capacity.

As the City's transportation and transit infrastructure evolved, so did the ordinance:

- 1994 Expansion: The ordinance was amended and renamed the Rail Transit Construction Impact Area Traffic Management Ordinance to address impacts associated with construction of the Metro Red Line. This amendment expanded the designated impact areas, increased applicable fees, and provided the Committee with broader discretion in reviewing and conditioning projects.
- Early 2000s Expansion: Following major corridor projects such as the Santa Monica Boulevard Transit Parkway Project, the City Council expanded the ordinance beyond rail-specific projects to encompass large-scale transportation infrastructure projects citywide.
- Administrative Streamlining (2012–2016): Ordinance No. 182,237 (2012) streamlined administrative requirements, including document retention and signature processes. In 2016, Ordinance No. 184,054 increased the Traffic Management Fee to \$283 per lane reduction and eliminated the 15 percent pre-permit contingency deposit.

Today, the TCTMC functions as a centralized review body intended to preserve traffic capacity within designated construction impact areas. Through a series of incremental amendments and administrative practices, the ordinance's applicability has expanded well beyond its original scope. Originally focused on major Downtown development and

complex transit and infrastructure projects, the TCTMC process now extends to multiple Impact Areas citywide and is triggered by a broad range of activities including utility work, private development, and even routine maintenance, whenever such work occurs in an Impact Area on a designated Street of Significance (SOS).

As a result, TCTMC review has become an additional administrative layer for projects. What began as a narrowly focused tool to address extraordinary construction impacts has evolved into a citywide, committee-based process that often extends permit approval timelines and, in many cases, raises questions about its corresponding benefit.

## **DISCUSSION**

### **CURRENT PROCESS AND METRICS**

The existing TCTMC process is initiated when permit applications involving work on designated Streets of Significance are identified by BOE or StreetsLA during the permit intake process. City-managed projects not subject to permitting are also subject to TCTMC and the initiation of the process relies on the respective Project Manager and/or Project Inspector. Special Event permits issued by StreetsLA are not submitted for TCTMC review. Also, emergency work and certain above-ground improvement projects, such as cable stringing or cellular equipment repairs within the public right-of-way, may not require a Public Works permit and are instead authorized under the applicable Franchise Agreement.

The process to create or modify an Impact Area is typically initiated at the request of a City Department or the Los Angeles County Metropolitan Transportation Authority (Metro), in coordination with the TCTMC. Designated Streets of Significance are established as integral components of TCTMC Impact Area Maps, which are formally adopted by the Board of Public Works and forwarded to the City Council. Streets of Significance generally include roadways located within a project's limits, as well as adjacent arterial streets anticipated to experience construction related traffic impacts. During development of an Impact Area, LADOT is consulted to assess potential traffic impacts and provide recommendations regarding which specific streets should be designated. These recommendations are incorporated into a draft Impact Area Map, which is reviewed and approved by the TCTMC during a regularly scheduled weekly meeting. The approved map is then transmitted to the Board of Public Works through a formal Board Report for final adoption. Once adopted, SOS are geocoded in the City's public facing Geographic Information System (GIS) called Navigate LA under the "TCTMC Streets of Significance (Construction Impacted Streets)" map layer.

Once a permit application is flagged as occurring on a designated SOS, applicants are required to undergo a formal TCTMC review. To be placed on the TCTMC agenda, applicants must submit a complete application package via email to the TCTMC by 12:00 noon on Thursday to be considered for the following week's meeting. Required submittal documents include a cover letter, detailed construction plans, a site-specific Worksite Traffic Control Plan (WTCP), and proposed work schedule. Because the TCTMC operates as a multi-departmental committee subject to the California Brown Act, meetings must be conducted publicly, with agendas and application materials posted at least 72 hours in advance.

TCTMC meetings are held weekly on Thursday mornings in the Public Works Building and include representatives from BOE, LADOT, StreetsLA, and BCA. During these meetings, the Committee conducts an initial screening of the application for completeness and determines whether the application is accepted for formal processing. If an application is deemed incomplete, the applicant must revise and resubmit the materials by 12:00 noon on Thursday to be eligible for consideration at the following week's meeting and must continue to attend subsequent meetings until the application is accepted. Upon acceptance, the project is assigned a TCTMC tracking number.

Following acceptance, projects enter a traffic control plan review phase involving iterative coordination (primarily via email) between the applicant and LADOT engineers to refine and finalize technical WTCP requirements. The WTCP review and approval process accounts for a majority of the time associated with the TCTMC process. Concurrently, applicants are responsible for initiating coordination with third-party stakeholders, such as Metro and Film LA, and remitting the applicable Traffic Management Fee (\$283 per lane/daylight weekday/block) upon WTCP approval. Daylight weekdays are Monday through Friday excluding holidays, between the hours of 5:30 a.m. and 7:00 p.m. Work performed outside of daylight weekdays is not subject to the Traffic Management Fee. Fees received through TCTMC are deposited into the Public Works Trust Fund and distributed quarterly to participating TCTMC Departments and Bureau's based on reported hours, which can result in periodic surpluses or shortfalls relative to actual staff costs.

In case of work being done during night hours, between 9:00 p.m. and 7:00 a.m., Police Commission Approval of night work is required per LAMC 41.40. The application process takes approximately 45 days. The letter of approval must be presented to the committee. In case of work being done during peak hours, a Peak Hour Exemption is required from BOE. "Peak traffic hours" are Monday through Friday, 6:00 a.m. to 9 a.m. and 3:30 p.m. to 7 p.m. per LAMC 62.61.

Final Traffic Lane Requirements (TLRs) are typically not released to the respective public permit counters until the WTCP technical review is complete, third-party coordination has commenced, and all applicable fees have been processed. As a result of this multi-step and largely sequential workflow, the current TCTMC process results in an average application turnaround time of approximately 74 calendar days in fiscal year 24-25.

The following table provides the number of applications and average turnaround time by fiscal year, starting from the date an application is accepted by the TCTMC to the date TCTMC approval is issued:

<b>Fiscal Year</b>	<b>Applications</b>	<b>Avg. Turnaround (Calendar Days)</b>
FY 21-22	545	48
FY 22-23	432	71
FY 23-24	262	60
FY 24-25	202	74

Despite a reduction in the number of applications, the average turnaround time has not seen a corresponding decrease.

The following table provides a breakdown of the types of permits that have been subject to TCTMC approval over the last four fiscal years:

<b>Permit Type</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>Total</b>
StreetsLA	142	127	106	73	448
A-Permit	08	07	04	11	30
B-Permit	10	03	18	03	34
E-Permit	06	06	00	00	12
S-Permit	01	03	03	02	9
R-Permit	03	00	01	00	4
MH-Permit	169	105	42	22	338
U-Permit	192	176	87	89	544
Work Order	14	05	01	02	22
Total	545	432	262	202	

## **PROCESS INEFFICIENCIES**

In the development of this report, all TCTMC participating Departments and Bureaus were interviewed for their perspective of the key procedural items impacting approval timelines.

The following key procedural inefficiencies were identified and are presented in order of significance:

1. **LADOT Staffing** – LADOT currently has no budgeted positions dedicated to reviewing or processing WTCPs submitted through the TCTMC. As a result, these reviews are performed almost entirely on overtime. This structural lack of dedicated staffing is a primary contributor to TCTMC related delays, as the majority of processing time within the TCTMC workflow is associated with LADOT’s review and approval of the WTCP.
2. **Inflexible Impact Triggers** – The existing system lacks scalability, requiring the same level of plan development and review regardless of project complexity. For instance, minor utility repairs are subject to the same site-specific requirements as large-scale excavations. Even for projects eligible to use the Work Area Traffic Control Handbook (WATCH) manual, the current process mandates the submission of site-specific diagrams solely to calculate lane-block-day Traffic Management Fees. This creates an LADOT review and approval cycle for low-impact projects that would otherwise be exempt if not for TCTMC.
3. **California Brown Act Compliance** – As a formally established body under LAMC Section 62.250, the TCTMC must comply with the Ralph M. Brown Act. While this ensures transparency, it imposes rigid procedural requirements that add additional layers to the technical permit review. Specifically, the Agendizing, Quorum and

Public Hearing requirements are known to delay the process. All Agenda's must be posted 72 hours in advance, preventing "real-time" problem solving if a technical error is found in the screening of an application. The applicant often cannot simply correct it on the spot or the next day but must wait to be agendaized for a subsequent meeting. An application that is deemed incomplete during a TCTMC meeting can be delayed at least two weeks due to current submission deadlines.

4. **Email-Based Workflows & Manual Data Entry** – Currently, TCTMC submissions are managed via a single shared email inbox. Additionally, applications are tracked using a Microsoft Access database using manual entry by administrative staff. This manual intake and tracking method are an administrative burden and limit scalability and real-time status tracking by applicants.

The recommendations below are intended to address these procedural and structural deficiencies.

## **NEW PROCESS RECOMMENDATIONS**

The BOE proposes replacing the TCTMC with the Coordinated Streets of Significance (CSS) review, an internal, administrative coordination process that integrates into existing permit workflows.

The following are key features of the proposed CSS review process:

1. **Digital Submission and Tracking** – Permit Applications involving work on a designated SOS as identified by BOE or StreetsLA during the permit intake process, will be routed to the current TCTMC Bureau's and Departments using the existing City platforms used to process the respective permit (e.g., ePlanLA, Customer Service Request System, etc.). This will eliminate separate tracking of the CSS review status and the manual data entry currently taking place, enabling real-time status tracking.
2. **Committee Elimination** – Per LAMC Section 62.250 K, upon termination of the Committee, authority returns to the individual Bureaus. The proposed CSS process will utilize the existing permit systems to receive and review applications for permits within streets of significance and determine the Worksite Traffic Control conditions to manage traffic impacts without a separate committee layer. BOE, LADOT, BCA, and StreetsLA will provide written input through automated notifications, without convening a standing committee. If the complexity of the application warrants an ad-hoc meeting between Departments, this meeting can be coordinated internally by the initiating Department. Applications can also be submitted, screened, and reviewed at any time without waiting for a formal Committee meeting.
3. **Tiered Review Structure** – Applicants will follow a tiered review structure, developed by LADOT, which allows for the use of the WATCH or LADOT standard plans in lieu of site-specific WTCPs. In those cases, the permit issuer (BOE or StreetsLA) will calculate the applicable permit fee.

4. **Dedicated Staff & Time-Bound Review** – WTCPs will be routed to LADOT using the same process currently used for all permits requiring their review and approval. Currently, permits that do not require TCTMC, utilize the Citywide Temporary Traffic Control or ePlanLA systems. LADOT will establish anticipated review turnaround times based on the Tier Review structure in order to provide the public with anticipated timelines for project planning purposes. LADOT is also continuing to advocate for and request additional staff dedicated to reviewing CSS plans. To address the review volume and commit to predictable review timelines, LADOT proposes a dedicated team of one Transportation Engineer, two Transportation Engineering Associate IIIs, and one Transportation Engineering Associate II. In addition to reviewing site-specific plans, that team would also provide initial screening assistance when applications are submitted to ensure that applicants are appropriately using or pairing the WATCH or LADOT standard plans to their proposed work.
5. **City Exemptions** – Projects managed by the City which do not already require City permitting will be exempt from the CSS process however, the Project will still be required to coordinate with Metro, FilmLA, and the applicable Impact Area stakeholders if the work is within a Street of Significance. BOE will update the Brown Book to enforce this coordination for all City projects in addition to its own internal Project Delivery Manual. The amendment to the Brown Book will also provide the BCA a mechanism to enforce the requirement.

Appendix A provides a summary comparison between the existing TCTMC and proposed CSS procedures.

## **NEXT STEPS**

To ensure a seamless transition from the TCTMC to the CSS review process, the following actions will be taken:

**Ordinance Finalization:** The City Attorney, with BOE assistance, will finalize the ordinance to dissolve the TCTMC and codify the CSS administrative process.

**System Configuration:** BOE will work with StreetsLA and BOE permitting offices to update their existing permit applications to include CSS routing triggers and automated notifications to LADOT, BOE, BCA, and StreetsLA (as applicable).

**Establishment Tier Structure:** LADOT will publish a formal "CSS Tiering Guide" by modifying the existing website/flowchart which illustrates the current processes.

**Fee Structure:** The current fee of \$283 per daylight weekday/lane/block will be evaluated with the CAO to determine the best approach to cost recovery based on the new CSS system and will report back to Council with a recommendation.

**Stakeholder Outreach:** BOE and LADOT will conduct training sessions for major utility companies, contractors, and City project managers to introduce the simplified workflow and coordination requirements.

Budgetary Alignment (FY 2026-27): LADOT has submitted a request for dedicated WTCP review staff to maintain the new time-bound review targets.

Full Implementation: The CSS Review process will be implemented within 45 days of ordinance adoption, at which point the TCTMC will cease operations.

## **FISCAL IMPACT**

Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Respectfully submitted,



Alfred Mata, P.E.  
Interim City Engineer

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Attachment: Appendix A

cc: Andrea Greene, Office of the Mayor  
Randall Winston, Office of the Mayor  
Steve S. Kang, Board of Public Works  
John L. Reamer, Jr., Bureau of Contract Administration  
Keith Mozee, Bureau of Street Services  
Laura Rubio-Cornejo, Department of Transportation

## Appendix A

The table below provides a summary comparison between the existing and proposed procedures:

<b>Stage</b>	<b>Existing TCTMC Process</b>	<b>Proposed CSS Process</b>
<b>Impact Area and Streets of Significance Establishment</b>	Requested by City Dept. or Metro in coordination with TCTMC. Presented to the Board of Public Works for approval then forwarded to City Council.	Requested by City Dept. or Metro in coordination with BOE. Presented to the Board of Public Works for approval then forwarded to City Council.
<b>Trigger</b>	BOE or StreetsLA Public Counter staff or City Project Manager identify if permit scope is within a Street of Significance.	Same as existing except an exemption is granted to City projects. City Project Managers will still be required to coordinate with the SOS stakeholders.
<b>Application</b>	Application package (cover letter, schedule, plans) is submitted to <a href="mailto:eng.tctmc@lacity.org">eng.tctmc@lacity.org</a> . Application is subject to the Brown Act 72-hour agenda posting and weekly meeting cycles to review and accept the Application.	CSS application and screening will be a sub-process of the associated master permit system. CSS notifications will include current TCTMC members (LADOT, BOE, BCA, BSS) for electronic review, comment and acceptance. Applications can be submitted and screened at any time. Ad-Hoc meetings may be triggered by any Department upon request.
<b>WTCP Review &amp; Coordination</b>	Iterative coordination via email between the applicant and LADOT engineers to refine and finalize technical WTCP design and requirements. Parallel coordination occurs between Applicant, Metro, and FilmLA.	Reviews will utilize existing permit channels, including Citywide Temporary Traffic Control through ePlanLA. Parallel coordination will occur between Applicant, Metro, and FilmLA.

<b>Stage</b>	<b>Existing TCTMC Process</b>	<b>Proposed CSS Process</b>
<b>Fees</b>	Traffic Lane Requirements (TLRs) & Fees are determined and calculated by LADOT based on estimated lane-block-day occupancy. Payment invoicing & processing occurs at the MTD BOE.	Fee structure to be determined by CAO & BOE. Fees will be calculated by the permit issuing Bureau.
<b>Approval</b>	Upon confirmation of Noise Variance (if applicable), Council concurrence (if applicable), and Fee Payment, the TCTMC review process is completed and TLRs are released to the permit counter.	Same as existing
<b>Exemptions</b>	None	City managed projects not already subject to City permitting are exempt from CSS, however Streets of Significance coordination is still required.