

**CITY OF COMPTON
PARKING CITATION PAYMENT/APPEAL PROCESS &
PAYMENT PLAN POLICY**



I. PURPOSE

The purpose of this policy is to provide information on the enforcement of parking citations in the City of Compton. The City provides a prompt and equitable process for individuals who contest parking violation citations issued by the City. The procedure outlined in this policy includes a timely process for the adjudication of contested violations in accordance with local and state regulations.

II. POLICY STATEMENT

The City of Compton's parking regulations are consistent with state and local law and promote the safety and security of residents in the City. The administrative investigation and review of contested citations contributes to the overall goal of discouraging illegal parking by enforcing parking regulations fairly and equitably.

III. PARKING CITATION PAYMENT PROCESSING

The City of Compton has contracted with a processing center for the handling of parking citations and adjudication services. An individual who receives a parking citation from the City of Compton must timely submit payment or appeal the citation as listed below.

1. Pay the citation online, in person or by mail:
 - Online: www.pticket.com/compton
 - In Person: City of Compton
Treasurer's Office
205 South Willowbrook Ave.
Compton, CA 90220
 - Mail: City of Compton
c/o Processing Center
PO Box 2081, Tustin, California 92781-2081

Individuals may also call Processing Center at (800) 553- 4412 for information on their citation.

Individuals who are unable to meet their citation payment obligation have the option to enroll in one of two payment plans. **See Section V. PAYMENT PLANS.**

2. Appeal a Parking Citation. **See Section IV. PARKING CITATION APPEAL PROCESS.**

The City reserves the right to collect the debt through any legal means, including a request with the California Department of Motor Vehicles (DMV) to place a registration hold on the vehicle cited, the intercept of an individual's tax refund and/or the impound of the cited vehicle.

IV. PARKING CITATION APPEAL PROCESS

Pursuant to California Vehicle Code Sections 40215 and 40230, there are three (3) levels of appeal for contesting a parking citation.

1. The first level of appeal is the Administrative Review:
 - If an individual contests a parking citation, the request for an Administrative Review must be made within twenty-one (21) calendar days of the citation issuance date or within fourteen (14) calendar days of the mailing of the Notice of Violation.
 - The Administrative Review request can be submitted online at www.pticket.com/compton. The Administrative Review form can also be printed from the City's website (www.comptoncity.org) or obtained in person at the Parking Enforcement Division, located at 404 N. Alameda Street, Compton, California 90221. If printed online or obtained in person, the cited individual should mail the form upon completion to:

City of Compton
c/o Processing Center
PO Box 2081
Tustin, California 92781-2081

- The Notice of Violation will be mailed to the registered owner of the vehicle.
- There is no fee to request an administrative review.

- Based upon the written explanation and supporting evidence provided, the City will determine whether sufficient evidence exists and warrants the dismissal of the violation.
- If the citation is dismissed, a Notice of Decision will be mailed to the registered owner of the vehicle and no further action is required.
- If the Administrative Review is upheld, the cited individual has the option of paying the penalty at the original amount or requesting an Administrative Hearing within twenty-one (21) calendar days of date of the decision.

2. The second level of appeal is the Administrative Hearing:

- If the cited individual is not satisfied with the Administrative Review determination, he or she may, request an Administrative Hearing but must do so within twenty-one (21) calendar days of the mailing date listed on the Administrative Review Decision.
- Pursuant to California Vehicle Code Section 40215(b), a deposit of the entire citation amount must be paid or waived prior to the scheduling of an administrative hearing. The request **AND** payment must be made no later than twenty-one (21) calendar days following the mailing date of the Administrative Review Decision.
- A waiver of the deposit is available upon proof of indigent status (Please see **Section VI. INDIGENT STATUS**). If an individual is unable to pay the required deposit, he or she may apply for an Administrative Hearing under indigent status by completing the Administrative Parking Hearing Hardship Waiver Guidelines & Application form (attached to this policy). If the request for indigent status is approved, a hearing in person, hearing by written declaration or by telephone will be scheduled. If the request for indigent status is denied, the full amount of the parking penalty must be paid in order for an Administrative Hearing to be scheduled.
- The completed Administrative Parking Hearing Hardship Waiver Guidelines & Application and supporting documentation should be timely submitted to:

City of Compton - City Attorney's Office
205 S. Willowbrook Avenue, Compton, CA 90220

- The Administrative Hearing request and citation payment can be made as follows:
 - Online: www.pticket.com/compton
 - OR
 - Mail: City of Compton
c/o Processing Center
PO Box 2081
Tustin, California 92781-2081

- The individual cited may request that the Administrative Hearing be conducted in person, by written declaration or by telephone.
 - In Person Hearing with a qualified hearing examiner.
 - Notification of the scheduled date and time of the in person hearing will be mailed to the registered owner of the vehicle.
 - Parking Administrative Hearings are scheduled monthly. The individual cited may not choose the in person hearing date.
 - Only one continuance (per citation) of the Administrative Hearing may be granted. The continuance may not exceed twenty-one (21) calendar days from the initial hearing date.
 - The individual cited for the parking citation may bring witnesses and evidence they believe may support their position.
 - The individual cited may bring an interpreter to the scheduled Administrative Hearing if he or she cannot speak or understand English. The City does not provide interpretation services at administrative hearings.
 - If the Hearing Officer dismisses the citation, Processing Center will issue a refund for the full amount paid for the parking citation.
 - The Hearing Officer's decision will be mailed to the registered owner of the vehicle.

- Failure to appear at the scheduled administrative hearing date and time, forfeits the hearing opportunity and the decision of the Administrative Review will be final.

➤ Hearing via Written Declaration.

- Notification of the scheduled date and time of the hearing will be mailed to the registered owner of the vehicle.
- Before the hearing date, cited individuals should mail the written declaration and copies of evidence they believe will substantiate their position to:

City of Compton
c/o Processing Center
PO Box 2081
Tustin, California 92781-2081

- Only one continuance (per citation) of the administrative hearing may be granted. The continuance may not exceed twenty-one (21) calendar days from the initial hearing date.
- The Hearing Officer's decision will be mailed to the registered owner of the vehicle.
- Failure to submit a written declaration and evidence before the scheduled administrative hearing date forfeits the hearing opportunity and the decision of the Administrative Review will be final.

➤ Hearing via Telephone.

- Notification of the scheduled date and time of the hearing will be mailed to the registered owner of the vehicle.
- Before the hearing date, cited individuals should mail the written declaration and copies of evidence they believe will substantiate their position to:

City of Compton
c/o Processing Center
PO Box 2081
Tustin, California 92781-2081

- Only one continuance (per citation) of the administrative hearing may be granted. The continuance may not exceed twenty-one (21) calendar days from the initial hearing date.
- The Hearing Officer's decision will be mailed to the registered owner of the vehicle.
- Failure to respond to a scheduled telephonic administrative hearing date and time forfeits the hearing opportunity and the decision of the Administrative Review will be final.

3. The third appeal is to the Superior Court:

- If an individual is not satisfied with the Administrative Review and Administrative Hearing decision, an appeal can be filed with the Superior Court of California. The appeal, however, cannot be filed unless a decision has been made at the Administrative Review and Administrative Hearing level.
- An appeal made to the Superior Court must be filed within 30 calendar days following the mailing of the Administrative Hearing determination.
- The individual cited is responsible for paying the Superior Court citation filing fees. The appeal should be filed with:

Los Angeles Superior Court
 Central District
 111 North Hill Street
 Los Angeles, California 90012

- If the Superior Court dismisses the citation, the matter is deemed resolved and a refund will subsequently be processed by Processing Center. The refunded amount will include the combined \$25 filing fee and the amount of the fine.
- If an appeal is not made to the Superior Court within 30 calendar days following the mailing of the Administrative Hearing determination, the Administrative Hearing determination becomes final.

V. PAYMENT PLANS

The City offers two payment plans:

1. Indigent Payment Plan: As set forth in CVC 40220, effective July 1, 2018, the City is required to offer a payment plan to qualified indigent individuals with unpaid parking citations of amounts of \$300.00 or less. The City will consider individuals who can provide documentation that eligibility guidelines are met. If approved and enrolled in an Indigent Payment Plan for Parking Citations, late fees and penalty assessments will be waived. The following terms apply to all indigent payment plans:
 - Indigent status must be determined pursuant to criteria listed in this application.
 - Individuals are to complete the Payment Guidelines and Application form. See **Section VI. INDIGENT STATUS** for more information.
 - Documents supporting an indigent status determination must be supplied at the time of application within the statutorily prescribed time frame.
 - The individual applying for an indigent plan must be the registered owner or lessee of the vehicle. The individual must apply for an indigent payment plan within 60 calendar days from the notice of parking violation or 10 days after the hearing determination, whichever occurs later.
 - An indigent person who fails to comply with the payment plan will receive a one-time extension of 45 calendar days from the date the payment plan becomes delinquent and can resume payments.
 - A one-time \$5 fee will be applied.
 - An additional one-time \$5 fee will also be applied if the City has to rescind the filing of an itemization of unpaid parking penalties with the Department of Motor Vehicles.
 - Only one (1) active payment plan is allowed.
 - Multiple citations can be included in a payment plan, but the total amount of the payment plan may not exceed \$300.
 - Individuals will have up to twelve (12) months to pay the payment plan balance.
 - Only one notification letter will be sent with the installation schedule. It is the registered vehicle owner's responsibility to make a monthly payment (of no more than \$25) as outlined in the installation schedule.
 - An internet service fee of \$3.95 will be added to each online monthly payment..

- The online system will not accept payments exceeding \$25 per month. Payments of more than \$25 must be made in person or by mail:

In Person: City of Compton
Treasurer's Office
205 South Willowbrook Ave.
Compton, CA 90220

Mail: City of Compton
c/o Processing Center
PO Box 2081
Tustin, California 92781-2081

- Incomplete or late applications will result in the denial of the application and the applicant forfeits the opportunity to submit additional information or documentation.
- Applicants will receive written notice of approval and/or denial of the payment plan application by mail. The decision rendered is final and not subject to dispute.

2. Standard Payment Plan:

The City also offers a Standard Payment Plan for those individuals who cannot afford to pay a parking citation, but do not qualify as indigent. The following terms apply to all standard payment plans:

- Proof of income is not required.
- A one-time \$25 fee will be applied.
- An internet service fee of \$3.95 will be added to each monthly online payment.
- The parking citation must be in good standing, meaning that the parking citation must not have late fees and/or be in the "delinquent" stage of the ticket.
- The total amount due on the parking citation shall be no less than \$250.00.
- Payments shall be divided into no more than four equal payments, payable on the first of each month (a five (5) day grace period shall be added to payments submitted via U.S. Mail).
- The total amount must be paid within 120 days.

- Failure to make scheduled payments shall be deemed in default. In the event of a default, the remaining citation balance must immediately be paid in full.
- The City is not be required to give written notice to individuals who are in default of their payment plan.
- Should the defaulting party remain in default for more than 10 days, the citation shall be referred to collections.

VI. INDIGENT STATUS

An individual must demonstrate that he or she is indigent by providing supporting documentation in either category listed below:

1. Income:

An applicant whose monthly income is 125 percent or less of the current poverty guidelines updated periodically in the Federal Register by the United States Department of Health and Human Services under the authority of paragraph (2) of Section 9902 of Title 42 of the United States Code.

The City determines indigent status based on poverty guidelines as prescribed directly above. Current poverty guidelines can be found at: <https://aspe.hhs.gov/poverty-guidelines>.

2. Current Proof of Benefits:

An applicant receives public benefits from any of the programs listed in subdivision (a) of Section 68632 of the Government Code. Proof of receipt of benefits under the following program (s) will be required:

- Supplemental Security Income (SSI) and State Supplementary Payment (SSP)
- California Work Opportunity and Responsibility to Kids Act (CalWORKs) or a federal Tribal Temporary Assistance for Needy Families (Tribal TANF) grant program
- Supplemental Nutrition Assistance Program or the California Food Assistance Program
- County Relief, General Relief (GR), or General Assistance (GA)
- Cash Assistance Program for Aged, Blind, and Disabled Legal Immigrants (CAPI)
- In-Home Supportive Services (IHSS)


- Medi-Cal

VII. FORMS

- A. PARKING CITATION ADMINISTRATIVE REVIEW
- B. ADMINISTRATIVE PARKING HEARING HARDSHIP WAIVER GUIDELINES & APPLICATION
- C. PAYMENT GUIDELINES AND APPLICATION (FOR PARKING CITATIONS)

Damon M. Brown, City Attorney

APPROVED BY:



**CRAIG J. CORNWELL
CITY MANAGER
CITY OF COMPTON, CALIFORNIA**

Payment Plan Guidelines & Application (for parking citations only)



GUIDELINES

Registered owners who cannot afford to pay for their citation have the option to enroll in one of two payment plans listed below. Both installment plans will not cancel the fine. It will simply allow some flexibility to the motorists and allows the total amount due to be paid in installments over time.

(1) INDIGENT PAYMENT PLAN :

California Vehicle Code (CVC) Section 40220 states that an issuing agency shall provide a payment plan option for indigent persons. The City will consider individuals who can provide documentation that eligibility guidelines are met. If approved and enrolled in an Indigent Payment Plan for Parking Citations, late fees and penalty assessments will be waived. The following terms apply to all indigent payment plans:

- Indigent status must be determined pursuant to criteria listed in this application. Documents needed to make an indigent determination must be supplied at the time of application within the statutorily prescribed time frame.
- The individual applying for an indigent plan must be the registered owner or lessee of the vehicle.
- Indigent payment plans can only be approved for citations issued on or after July 1, 2018.
- The individual must apply for an indigent payment plan within 60 calendar days from the notice of parking violation or 10 days after the hearing determination, whichever is later.
- An indigent person who falls out of compliance with the payment plan is allowed a one-time extension of 45 calendar days from the date the payment plan becomes delinquent to resume payments before the processing agency files an itemization of unpaid parking penalties and related service fees with the Department of Motor Vehicles pursuant to California Vehicle Code Section 40220.
- A one-time \$5 fee will be applied.
- An additional one-time \$5 fee will also be applied if the City has to rescind the filing of an itemization of unpaid parking penalties with the Department of Motor Vehicles.
- The City will allow only one (1) active payment plan.
- More than one citation can be added to a payment plan but the total amount of the payment plan may not exceed \$300.
- Individuals will have up to twelve (12) months to pay off the payment plan balance.
- Only one notification letter will be sent with the installation schedule. It is the responsibility of the registered owner to make a monthly payment (of no more than \$25) pursuant to the installation schedule.
- An internet service fee of \$3.95 will be added to each monthly transaction if paid online.
- If a person chooses to make a payment of more than \$25, they must make it in person or by mail as the online system will not accept a payment of more than \$25 per month.

INFORMATION ON THE STANDARD PAYMENT PLAN CAN BE FOUND ON PAGE 2.

(2) STANDARD PAYMENT PLAN:

Registered owners who do not qualify as "indigent" but who cannot afford to pay for their citation have the option to enroll in a standard payment plan. The following terms apply to all standard payment plans:

- No proof of income is required.
- A one-time \$25 fee will be applied.
- An internet service fee of \$3.95 will be added to each monthly transaction if paid online.
- The parking citation must be in good standing, meaning that the parking citation must not have late fees and/or be in the "delinquent" stage of the ticket.
- The total amount due on the parking citation shall be no less than \$250.00.
- The payments shall be divided into no more than four equal payments, payable on the first of each month (a five day grace period shall be added to all payments made via U.S. Mail).
- The total amount due shall be paid within 120 days.
- Individuals who fail to make scheduled payments shall be deemed in default of their standard payment plan. In the event of default, the entire remaining balance owing on the citation shall become due and payable immediately.
- The City shall not be required to give written notice to individuals who default on their payment plan.
- In the event that the defaulting party remains in default for over 10 days, the citation shall be referred to collections.

The Application can be found on Page 3.
Please mail completed application and supporting documentation to:
City of Compton
City Attorney's Office
205 S. Willowbrook Ave. Compton, CA 90220

Payment Plan Application (for parking citations only)



- Standard Payment Plan - If this box is checked, disregard the section on eligibility criteria and complete the section titled "Application"
- Indigent Payment Plan - Please check the eligibility criteria you are using to determine indigent status (Choose One):

ELIGIBILITY CRITERIA #1: INCOME

Effective July 1, 2018, the City of Compton will adhere to the guidelines in the Federal Register by the United States Department of Health and Human Services under the authority of paragraph (2) of Section 9902 of Title 42 of the United States Code. Qualified individuals must fall within the monthly income of 125% or less of the current poverty guidelines, as listed below:

No. of Persons in Household	2019 Monthly Guidelines	2019 Annual Guidelines	No. of Persons in Household	2019 Monthly Guidelines	2019 Annual Guidelines
1	\$1,301	\$15,613	5	\$3,143	\$37,713
2	\$1,761	\$21,138	6	\$3,603	\$43,763
3	\$2,222	\$26,663	7	\$4,064	\$48,763
4	\$2,682	\$32,188	8	\$4,524	\$54,288

ELIGIBILITY CRITERIA #2: CURRENT PROOF OF PUBLIC BENEFITS (WITHIN THE LAST YEAR)

A copy of an electronic benefits card or another card, subject to review and approval by the City of Compton, of proof of applicant receiving one of the following benefits:

- Supplemental Security Income (SSI) and State Supplementary Payment (SSP)
- Supplemental Nutrition Assistance Program or the California Food Assistance Program
- Cash Assistance Program for Aged, Blind, and Disabled Legal Immigrants (CAPI)
- California Work Opportunity and Responsibility to Kids Act (CalWORKs) or a federal Tribal Temporary Assistance for Needy Families (Tribal TANF) grant program
- County Relief, General Relief (GR), or General Assistance (GA)
- In-Home Supportive Services (IHSS)
- Medi-Cal

Application

Please complete the information below and attach supporting documentation. Any missing information or documentation may result in the denial of your request. Please mail completed application and supporting documentation to: City of Compton, City Attorney's Office: 205 S. Willowbrook Ave. Compton, CA 90220

First Name		Last Name	
Address			
Phone #			
Citation No.		License Plate No.	

PLEASE READ AND SIGN: I declare under penalty of making a false declaration that I am authorized to make this statement, and to the best of my knowledge it is a true, correct, and complete statement made in good faith.

Signature: _____

Date: _____

Administrative Parking Hearing Hardship Waiver Guidelines & Application



GUIDELINES

The California Vehicle Code (CVC) 40215(b) establishes that a person requesting an administrative hearing shall deposit the amount of the parking penalty with the processing agency.

Individuals must qualify using one of the following eligibility criteria:

ELIGIBILITY CRITERIA #1: INCOME

Effective July 1, 2018, the City of Compton will adhere to the guidelines in the Federal Register by the United States Department of Health and Human Services under the authority of paragraph (2) of Section 9902 of Title 42 of the United States Code. Qualified individuals must fall within the monthly income of 125% or less of the current poverty guidelines, as listed below:

No. of Persons in Household	2019 Monthly Guidelines	2019 Annual Guidelines
1	\$1,301	\$15,613
2	\$1,761	\$21,138
3	\$2,222	\$26,663
4	\$2,682	\$32,188
5	\$3,143	\$37,713
6	\$3,603	\$43,238
7	\$4,064	\$48,763
8	\$4,524	\$54,288

ELIGIBILITY CRITERIA #2: CURRENT PROOF OF PUBLIC BENEFITS (WITHIN THE LAST YEAR)

- Supplemental Security Income (SSI) and State Supplementary Payment (SSP)
- California Work Opportunity and Responsibility to Kids Act (CalWORKs) or a federal Tribal Temporary Assistance for Needy Families (Tribal TANF) grant program
- Supplemental Nutrition Assistance Program or the California Food Assistance Program
- County Relief, General Relief (GR), or General Assistance (GA)
- Cash Assistance Program for Aged, Blind, and Disabled Legal Immigrants (CAPI)
- In-Home Supportive Services (IHSS)
- Medi-Cal

The application can be found on the reverse side. Please mail completed application and supporting documentation to:

City of Compton - City Attorney's Office
205 S. Willowbrook Avenue, Compton, CA 90220

Administrative Parking Hearing Hardship Waiver Guidelines & Application



INSTRUCTIONS

Please complete the application below. Attach supporting documentation along with your completed application. Any missing information or documentation may result in the denial of your request.

First Name		Last Name	
Address			
Phone #			
Citation No.		License Plate No.	

Please check the eligibility criteria you are using (Choose One):

_____ Criteria #1 Income: Documentation Required as listed below:

- Proof of Income from a Pay Stub
- Most Recent W-2

_____ Criteria #2 Current Proof of Benefits (Within the last year) (Choose any that apply):

A copy of an electronic benefits card or another card, subject to review and approval by the City of Compton, of proof of applicant receiving one of the following benefits:

- Supplemental Security Income (SSI) and State Supplementary Payment (SSP)
- California Work Opportunity and Responsibility to Kids Act (CalWORKs) or a federal Tribal Temporary Assistance for Needy Families (Tribal TANF) grant program
- Supplemental Nutrition Assistance Program or the California Food Assistance Program
- County Relief, General Relief (GR), or General Assistance (GA)
- Cash Assistance Program for Aged, Blind, and Disabled Legal Immigrants (CAPI)
- In-Home Supportive Services (IHSS)
- Medi-Cal

PLEASE READ AND SIGN: If found liable at the hearing, the total amount due must be paid within twenty one (21) days. If your payment is late, the total amount due including penalties must be paid in full immediately. I declare under penalty of making a false declaration that I am authorized to make this statement, and to the best of my knowledge it is a true, correct, and complete statement made in good faith.

Signature: _____ Date: _____