

**City of Culver City, California
Agenda Item Report**

Meeting Date: 11/12/2013		Item Number: <u>C-6</u>	
CITY COUNCIL AGENDA ITEM: FOUR-FIFTHS VOTE REQUIRED - (1) Adoption of a Resolution Approving Procedures and Regulations for Residential Permit Parking Districts and Related Program Fees and Rescinding Resolution No. 2012-R024; (2) Introduction of an Ordinance Amending Culver City Municipal Code Sections 7.03.305.A.1 and 7.03.305.B.1 Relating to Parking Violations in Preferential Parking Zones; and (3) Approval of a Budget Amendment Related Thereto.			
Contact Person/Dept.: Gabe Garcia/PW		Phone Number: (310) 253-5633	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-Mail) Meetings and Agendas – City Council (11/06/13); Culver City Web Site (11/06/13); Culver City Police Department (11/06/13).			
Department Approval: Charles D. Herbertson (10/31/13)		City Attorney Approval: Carol Schwab (by H. Baker) (11/05/13)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (11/05/13)		City Manager Approval: John M. Nachbar (11/06/13)	
<u>RECOMMENDATION:</u> Staff recommends the City Council (1) adopt a resolution approving the Procedures and Regulations for Residential Permit Parking Districts and related fees and rescinding Resolution No. 2012-R024; (2) introduce an ordinance amending Culver City Municipal Code Sections 7.03.305.A.1 and 7.03.305.B.1 relating to parking violations in preferential parking zones; and (3) approve a budget amendment in the amount of \$100,000. (A budget amendment requires a 4/5ths vote.) <u>BACKGROUND:</u> On Monday, September 23, 2013 the City Council discussed the Residential Permit Parking Program (PPP), including the proposed <u>Procedures and Regulations for Residential Permit Parking Districts</u>, the creation of 12 preferential parking districts citywide, and related fees. After considering input from approximately 30 speakers, the City Council directed staff to revise the proposed PPP, with modifications to the fee structure for 3rd and 4th annual residential parking permits depending on the number of licensed drivers in applicants' homes, and the exclusion of parking enforcement on certain holidays. The details of these revisions are presented later in this report.			

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The City Council conceptually approved the proposed PPP, with the above-mentioned revisions, and directed staff to prepare the necessary documents for formal approval of the PPP for consideration by the City Council. Upon approval, the adopted PPP will be implemented during the 2014 calendar year. However, some aspects of the PPP, such as the availability of an increased number of parking permits, will be available immediately upon adoption of the proposed Resolution.

The City Council also conceptually approved staff's proposal to amend the Culver City Municipal Code (CCMC) to add "move to evade" language that limits parking by vehicles not displaying a permit and parked on time-limited streets, to one time per district, per day. Upon reaching the posted time limit, such vehicles are required to relocate to a different district, and once relocated, such vehicles will be limited to the same restrictions. This addition to the CCMC closes a loop hole that allowed unpermitted vehicles to be moved marginally and bypass the limited parking restriction.

DISCUSSION:

This staff report is the product of the joint effort of the Public Works Department and the Police Department.

Modifications to the proposed PPP

The proposed PPP was conceptually approved by the City Council on September 23, 2013, with the following modifications:

1. Tiered fee structure for the purchase of third and fourth permits

If an applicant family substantiates that there is a third and fourth resident licensed driver in the household, then the fee for the third annual residential parking permit shall be \$100 and \$150 for the fourth, if there is not a third or fourth resident licensed driver in the family, then the fee shall be \$222 for the third and \$222 for the fourth annual residential parking permit.

2. There shall be an exclusion from parking enforcement on certain holidays. Although the resolution contains general language that indicates that holidays are exempt from parking enforcement when the posted signs contain the exemption, the City Council directed that the procedures and regulations contain explicit language excluding certain holidays from parking enforcement. In conformance with this direction, the holiday exclusion, and a list of national holidays, has been incorporated into Section 7.1.E, on pages 23 and 24 of the procedures and regulations, which also contain the exclusion from Saturday parking enforcement. When implemented, in conformance with the procedures set forth in Section 7.1.E, the parking enforcement exclusion shall be on the following holidays:

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- A. New Year's Day (the first day of January);
- B. Martin Luther King Day (the third Monday in January);
- C. Memorial Day (the last Monday in May);
- D. Independence Day (the fourth of July)
- E. Labor Day (the first Monday in September)
- F. Thanksgiving Day (the fourth Thursday in November)
- G. Christmas Day (the twenty-fifth day of December)

Staff's understanding of the provision for a holiday exclusion is analogous with the Saturday exclusion contained in the procedures and regulations, and previously approved. That is, since uniformity of parking restrictions is a guiding principle of the new PPP, and since Saturday exclusion is available, not on a street-by-street basis, but rather on a district-wide basis, similarly, holiday exclusion has been incorporated into the procedures and regulations as a request that the Director of Public Works/City Engineer may consider on a district-wide basis.

3. Additionally, in conformance with the City Council's direction regarding the concluding hour for the Culver City Unified School District (CCUSD) facilities to be authorized to control the use of their immediate adjacency for parking purposes, a modification was made to the procedures and regulations, Section 21.J, page 73, to reflect 4 pm instead of 3 pm, under the conditions articulated in the procedures and regulations chapter 21.

Citywide List of Streets with Parking Permit Restrictions

The updated PPP includes 12 citywide districts and two sets of pre-approved parking restrictions, as indicated in the staff report of September 23, 2013 which is included as an attachment for ease of reference.

The Director of Public Works/City Engineer is given the authority to implement these pre-approved parking restrictions administratively, when the criteria contained in the procedures and regulations are met. Because of this, it is no longer necessary that the City Council adopt a resolution containing an exhibit that lists all the streets with parking restrictions. Staff will continue to maintain such a list, but the implementation of the pre-approved restrictions will not require City Council adoption by resolution, therefore, the list will not be included as an exhibit to the proposed Resolution. (For reference purposes, the list of parking restricted streets is attached to this staff report for Council's information.)

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Parking Enforcement

During the discussion on September 23, 2013 certain questions were raised regarding parking enforcement. This report does not cover the topic of parking enforcement, but the Police Department will report to the City Council independent of tonight's staff report.

Notification and Outreach

An extensive outreach strategy was implemented for the meeting of September 23, 2013, to invite the public's participation in the City Council's discussion and consideration of the proposed PPP. Since all the direction was determined at that meeting, and since no new decisions relevant to the content of the PPP are proposed in this staff report, staff did not pursue a similar notification and outreach for this meeting. Notification is being provided by e-mail to those subscribed to the City Council Agenda e-mail list, and a Courtesy Notice is being published online on the City's website.

FISCAL ANALYSIS:

As presented in the staff report of September 23, 2013, staff reiterates the following:

Revenue from the Sale of Permits in 2014

Staff anticipates that revenues from the sale of permits in 2014 will increase based on the sale of new permits to in-home service providers, Annual Visitor oversize hang-tag permits, and 3rd and 4th residents' Annual Permits. However, since these are all new permits, staff is unable to project the increase in revenue at this time.

Expense of New District Signage to Replace Existing Block-based Signage

The replacement of all the existing parking restriction signs will be necessary in order to provide public notice of the restrictions in effect on parking restricted streets, and to identify the number of each Residential Parking District (RPD). Staff estimates there may be up to 1,100 existing parking restriction signs that will need replacement as RPDs are implemented. Our Maintenance Operations staff would not be able to accomplish this work in the near-future during their regular schedule due to the existing workload and priorities. However, this work could be accomplished on over-time. The cost to replace the signage has not been programmed in the Public Works Department's operating budget and a budget amendment will be necessary.

The estimated costs are as follows:

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1. Signage **materials** (signs and mounting hardware) is approximately \$50,000.
2. For sign **installation** there are three options:
 - a. Contractor installation: The Engineer's estimate to remove and replace an estimated 1,100 RPD signs is \$40,000.
 - b. City Staff installation on Over-time Basis: Public Works Department/Maintenance Operations staff can perform the work on an overtime basis. The cost for the labor is estimated to be \$50,000. The work would take an estimated 300 person-hours and can be accomplished in two months beginning in January 2014.
 - c. City staff install signs on regular time basis: The signs could be installed at no additional costs beyond the \$50,000 material costs on a regular time basis by City staff. However, this effort would take 18 to 24 months to accomplish due to the existing maintenance work load.

Pursuant to Section 3.07.045.B of the Culver City Municipal Code (CCMC), the purchase of the materials does not require a formal bid process as the materials are components of a system of equipment previously acquired by the City and is necessary to maintain and improve the City's utilization of such equipment (parking signage). Pursuant to Section 3.07.085.A of the CCMC, the installation services are considered personal services, which are exempt from the formal bid process provided the agreement is based upon competitive quotations.

Unless the City Council directs otherwise, staff is going to proceed with obtaining competitive quotations for the materials and labor for installation. If the bid for installation labor is less than the cost to have City staff perform the work, staff will return to the City Council at a future Council Meeting to consider award of a contract. If the quotation for installation costs is higher than the estimated City staff labor cost, then staff will proceed with the in-house installation of the signage.

Therefore, the recommended budget amendment required for the signage (signs, mounting hardware and posts, and labor for installation) is estimated to be \$100,000 from the General Fund Unreserved Balance.

Permit Fees, Exhibit B

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The permit fees, reflecting the revisions identified previously in this report, are contained in Exhibit B, attached to the proposed Resolution.

ATTACHMENTS:

1. Proposed Resolution with Exhibits "A" and "B";
2. Proposed Ordinance
3. List of Parking Restricted Streets
4. Staff report of September 23, 2013, item A-2

MOTIONS:

That the City Council:

1. Adopt a Resolution adopting the Procedures and Regulations for Residential Permit Parking Districts and related Program fees and rescinding Resolution No. 2012-R024; and,
2. Introduce an Ordinance amending CCMC Sections 7.03.305.A.1 and 7.03.305.B.1 relating to parking violations in preferential parking zones; and
3. Approve a budget amendment appropriating from the General Fund Unreserved Balance \$100,000 to PZ-599 Neighborhood Traffic Management Program.