



City of Arts & Innovation

Mobility and Infrastructure Committee Memorandum

TO: MOBILITY AND INFRASTRUCTURE COMMITTEE DATE: JANUARY 12, 2023

FROM: PUBLIC WORKS DEPARTMENT WARDS: ALL

**SUBJECT: STREET SWEEPING PROGRAM PARKING ENFORCEMENT-RELATED
SUSPENSIONS AND EXEMPTIONS POLICIES**

ISSUE:

Discuss the City's existing Street Sweeping enforcement-related suspensions and the establishment of policies to temporarily suspend parking enforcement.

RECOMMENDATIONS:

That the Mobility and Infrastructure Committee:

1. Receive a report on the City's existing Street Sweeping Program enforcement suspensions and exemptions practices;
2. Consider the issuance of warnings and citations related to first-time violations, holiday weeks, school and business frontages, and disabled person parking placards;
3. Consider a Temporary Suspension of Parking Enforcement Request Policy; and
4. Recommend that City Council introduce and subsequently adopt an Ordinance to:
 - a. Add Chapter 10.08.050 to the Riverside Municipal Code authorizing the City Traffic Engineer, or designee, to suspend parking regulations or restrictions following the conditions set forth; and
 - b. Amend the Riverside Municipal Code authorizing the City Manager to permit parking without imposition of the time limits or fees established when a need exists due to special events or meetings to include "elections" in Chapters 10.52.100 (B) applicable to municipal roadways and 10.60.010 (D) for any municipal parking facility.

BACKGROUND:

On November 8, 2022, the City Council referred the discussion of Street Sweeping enforcement-related suspensions and the establishment of policies to temporarily suspend parking enforcement to the Mobility and Infrastructure Committee. Councilmembers expressed a desire

to allow for flexibility in the request of temporary suspensions of parking enforcement and in the issuance of first-time warning citations. Councilmembers additionally expressed that the previously proposed five-day notice requirement for the proposed permit system may be difficult for residents to comply with in the case of unforeseen or emergency circumstances.

Street sweeping is an important means of upkeeping our City's appearance and maintaining community pride. Sweeping is also an integral component of the City's strategy to reduce stormwater pollutants. The City requires established policies surrounding exemptions and waivers for street sweeping related parking violations to maximize its ability to sweep our streets.

DISCUSSION:

This report is comprised of two parts, an overview of the existing Street Sweeping enforcement practices with recommended actions and a proposed establishment of requirements and policies for individuals requesting temporary suspension of parking enforcement for any violation.

Part 1 –Street Sweeping Parking Enforcement Program Practices

Given the challenges that occurred when the Street Sweeping Parking Enforcement Program was implemented in 2011, the City informally promoted "Friendly Parking Enforcement" practices which have continued since the inception of the program. Staff determined that the Riverside Municipal Code was not revised to address "Friendly Parking Enforcement" practices from the inception of the Street Sweeping Program, therefore staff propose to make the following updates to the Municipal Code:

1. Citations are currently dismissed as first-time warnings through the appeals process for:
 - a. Visitors and residents that inadvertently forget to move their car during designated sweeping days;
 - b. Residents who have recently moved to Riverside; and
 - c. Landscape, pool maintenance, or construction vehicles conducting business.

Staff recommends updating the Municipal Code to allow for the continued issuance of first-time warnings. These warnings will be tied to the subject vehicle and not the driver.

2. Enforcement is ceased and flyers depicting the street sweeping calendar are issued during the weeks of Thanksgiving, Christmas, and New Year.

Staff recommends updating the Municipal Code to formalize the cessation of enforcement during these weeks.

3. Enforcement is currently suspended under the following circumstances:
 - a. Curbs in front of businesses;
 - b. Along the perimeter of schools;
 - c. When a vehicle displays a valid disabled person parking placard; and
 - d. If signs are not clearly posted, have been removed, are missing, or have been vandalized.

Staff recommends updating the Municipal Code to formalize the 'no citation' practice for item 3d above, and to initiate the issuance of citations related to those parking under scenarios 3a

through 3c following a 90-day warning period.

4. No citations are issued for resident requests for funerals, parties, graduations or construction. From March 1, 2021 through March 31, 2022, staff received 804 requests to suspend sweeping enforcement, many of which were made on the same day of the event, making it challenging for staff to accommodate and coordinate between the sweeper, parking enforcement officer, and Police Department.

Staff recommends the establishment of a “Temporary Suspension of Parking Enforcement Request” policy as detailed in Part 2 of this discussion.

Staff determined that re-commencement of parking enforcement in categories 1-3 above, in accordance with the Riverside Municipal Code, is necessary. The public will be informed of the re-commencement of parking enforcement at a minimum of 90-days prior by issuing warning flyers, and through the 311 Call Center, social media posts and City website.

To manage requests under category 4 above, staff recommends adoption of the Suspension of Parking Enforcement Request Policy detailed in Part 2 of this report.

Part 2 – Establishment of a Temporary Suspension of Parking Enforcement Request Policy

As previously noted, staff received over 800 requests to suspend enforcement over a one-year period. Given the high number of requests and because vehicles parked during sweeping would otherwise be cited, a clearly defined policy and program are needed to manage requests for special consideration.

Following the initial review by City Council, staff have made changes to the previously proposed program to:

1. Only require completion of the written application form for suspension requests exceeding seven days.
 - a. Requestors will be notified of this requirement when initially calling or emailing the City with their request.
 - b. Requests for seven or fewer days may continue to be submitted through an informal phone call to the 311 Call Center or the Public Works Department, or an email request to the 311 Call Center or Public Works Department.
 - c. Requests for seven or fewer days may still be granted or denied following the City Traffic Engineer’s review.
 - d. Requests for same-day suspension of enforcement can only be made for emergency work by home service vehicles or funerals.
2. Eliminate the five-day advanced notice requirement for formal written requests.
3. Eliminate the proposed \$25 administrative fee.

To ensure transparency and continue to process requests for suspending enforcement of non-safety related violations, the Public Works Department is proposing the establishment of a new process applicable to all requests to suspend parking enforcement that exceed seven days.

The new process includes adopting an Ordinance issuing authority to the City Traffic Engineer and policies and procedures as follows:

1. Applicant submission of a request to the Public Works Department Traffic Engineering Division;
2. Establishment of maximum event duration of 60 calendar days with one option to extend for an additional 60 calendar days;
3. Establishment of a maximum number of events at the same address limiting events to one per calendar quarter; and
4. Requests for more than 120 calendar days shall require Transportation Board review and will not be in effect until granted by City Council.

For requests requiring Transportation Board Review, the process would be initiated by a request made to the Public Works Traffic Engineering Division for initial review of eligibility, a minimum of one month in advance of the event in order to allow for the item to be placed on the Board's agenda. Once eligibility is determined, the requestor would be notified of the decision. Staff also has the ability to take the item directly to City Council when expedited approval is required.

No consideration will be given to safety zones, such as red zones, fire hydrants, and areas posted as no stopping. When parking regulations are suspended, drivers are not permitted to park illegally (i.e., blocking fire hydrants, sidewalks, etc.) and will be cited accordingly.

The application form will be published on the City's website and accepted digitally, in-person, or by phone via the 311 Call Center. The Public Works Department will work with the 311 Call Center and Office of Communications to ensure the public is advised of the new application process and policies.

The proposed process would improve consideration for all roadway users, facilitating temporary suspension of parking enforcement for short-term events on a street with parking regulations.

Free Parking Accommodations for Elections and Special Events

While not directly related to street sweeping, staff received several complaints that metered parking fees may serve as a potential barrier to voting. While there is no statutory requirement to provide free parking at a polling place, the public's perception is that parking spaces should accommodate all voters free of charge. To support polling locations and to remove perceived barriers, staff recommends amending the Riverside Municipal Code authorizing the City Manager to permit parking without imposition of the time limits or fees established when a need exists due to special events or meetings to include "elections" in Chapters 10.52.100 (B) for any municipal roadway and 10.60.010 (D) for any municipal parking facility.

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority 2 – Community Well-Being** and **Goal 2.3 - Strengthen neighborhood identities and improve community health and the physical environment through amenities and programs that foster an increased sense of community and enhanced feelings of pride and belonging citywide**, and **Strategic Priority 5 – High Performing Government** and **Goal 5.3 – Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.**

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The review of current practices allows for inclusive community engagement that will serve the public interest.
2. **Equity** – The proposed policy establishment will serve all constituents across the city.
3. **Fiscal Responsibility** – The proposed policy balances resident needs and costs to operate the enforcement program.
4. **Innovation** – By implementing a policy for temporary suspension of parking enforcement, Riverside meets the community's changing needs and prepares adaptive processes.
5. **Sustainability & Resiliency** – The proposed policy for temporary suspension of parking enforcement is mindful of the need to clean our roadways to prevent debris from entering waterways.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

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availability of funds: Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer
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Attachment: Presentation