



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: OCTOBER 6, 2020

FROM: PUBLIC WORKS DEPARTMENT WARDS: ALL

**SUBJECT: PUBLIC HEARING - PROPOSED REQUIREMENTS AND POLICIES FOR
TEMPORARY CEASE OF PARKING ENFORCEMENT REQUESTS INVOLVING
CLASS II BIKE LANES; ORDINANCE AMENDING RIVERSIDE MUNICIPAL
CODE 3.30.030 ESTABLISHING NEW FEES FOR CLASS II BIKE LANES;
RESOLUTION**

ISSUES:

Consideration of: 1) establishment of requirements and policies for temporary cease of parking enforcement requests involving Class II Bike Lanes; 2) waiver of specified fees and insurance requirements related to the proposed process; 3) conduct a public hearing; 4) introduction and adoption of an ordinance to revise Section 3.30.030 of the Riverside Municipal Code to add the newly proposed fees; and 5) adoption of a resolution to amend the Public Works Department section of the City's Schedule of Fees and Charges to include the proposed associated fees.

RECOMMENDATIONS:

That the City Council:

1. Approve requirements and policies for individuals, businesses, agencies, and/or entities including various City Departments requesting to temporarily cease parking enforcement within restricted Class II Bike Lanes during various events;
2. Waive the standard \$369.36 Lane Closure Permit fee and any insurance requirements for permits issued for this purpose;
3. Waive any fees related to inspection services that may be required at a rate of \$118.00 per hour plus 14% surcharge;
4. Establish a schedule of fees and charges associated with City Streets Division staff performance of services related to the deployment and removal of required state approved "Share the Road" and Bike Lane closure signs and other traffic control devices for public requests involving temporary cease of parking enforcement and closure of Class II Bike Lanes;
5. Conduct a public hearing on the ordinance to revise Section 3.30.030 of the Riverside Municipal Code and the resolution establishing the new fees and charges discussed in this report;

6. Introduce and subsequently adopt an ordinance to revise Section 3.30.030 of the Riverside Municipal Code to provide for adjustments to the City's fees and charges for Public Works to add the newly proposed fees; and
7. Approve a resolution revising the Public Works Department section of the City's Schedule of Fees and Charges to include the new fees and charges discussed in this report, to go into effect simultaneously with the ordinance.

BOARD RECOMMENDATION:

On September 4, 2019, the Transportation Board reviewed this matter; all seven members were present. One Board member did inquire about insurance requirements related to the proposed permits as the Board report did not include this information. The City Traffic Engineer advised the Board that Traffic Engineering Division would review potential insurance requirements and specify any such requirements in the subsequent Committee report. The Board voted unanimously to recommend establishment of the proposed requirements and policies for temporary cease of parking enforcement requests involving Class II Bike Lanes.

COMMITTEE RECOMMENDATIONS:

On July 9, 2020, the Mobility and Infrastructure Committee reviewed this matter; all three members were present. The Committee unanimously recommended the City Council approve the proposals related to temporary cease of parking enforcement requests involving Class II Bike Lanes including the added waiver of insurance requirements.

BACKGROUND:

The Public Works Department periodically receives requests to temporarily cease enforcement of parking restrictions in place for Class II Bike Lanes to facilitate additional parking needs for planned events which will occur on private property and not within the public street or public right-of-way and thus do not necessitate the City's special events process and permit. In the past, Public Works Department staff would review and approve or deny the requests and, if approved, process temporary cease of enforcement notifications to the Riverside Police Department and Parking Services Division. Due to impacts to operations of the Class II Bike lanes involved in such requests, the Public Works Department is proposing the establishment of a new process which would be subject to requirements and policies as outlined in this report.

DISCUSSION:

Residents, businesses, and other agencies or entities, including various City Departments, occasionally make requests to temporarily utilize on-street parking within parking restricted Class II Bike Lanes for various types of events which will either generate additional parking or displace parked vehicles. These events may include, but are not limited to, birthday parties, wedding receptions, memorial services, school graduations, sporting events, holiday related events, on-site construction on private property, and parking lot repaving. Events are typically short term with many being single day occurrences while others may involve multiple days. Construction activities on public or private property conducted by permit will not be subject to these fees.

Parking restricted Class II Bike Lanes are intended to provide unobstructed paths of travel for cyclists and due to impacts to bike lane use associated with these types of requests, the Public

Works Department researched best practices utilized by other local agencies. The cities of Pomona and Upland do not typically authorize temporary cease of enforcement requests involving Class II Bike Lanes which are not related to approved construction activity, however, indicate that if such requests were to be received they would handle the requests in the same manner as requests involving other lane closures requiring deployment of traffic control devices by a licensed traffic control company.

To balance the needs of those requiring temporary on-street parking within parking restricted Class II Bike Lanes for short-term events and the needs of cyclists, the Public Works Department is proposing the establishment of a new process including policies and procedures as follows:

1. Applicant submission of a request to the Public Works Department Traffic Engineering Division a minimum of one month prior to the start date of the planned event to allow for review and approval of eligibility;
2. Establishment of a maximum event duration of five consecutive days;
3. Establishment of a maximum number of events at the same physical location limiting events to one per calendar quarter;
4. Applicant events deemed eligible would proceed through the process via the requestor applying for and obtaining the required Lane Closure Permit through the Public Works Department Land Development Division and submission of an approved detour map if applicable;
5. Requests involving streets with a posted speed limit of 35 MPH or less and a recorded daily traffic volume of 3,000 vehicles per day (VPD) or less would require the requestor to be responsible for acquiring and paying the costs for the services of a licensed traffic control company or City Streets Division staff to deploy and maintain state approved “Share the Road” and Bike Lane closure signs and other traffic control devices as required within the impacted area throughout the duration of the event. Subsequent pick-up of the deployed signs and traffic control devices must occur within 24-hours of the end date and time of the event; and
6. Requests involving streets with a posted speed limit of 40 MPH or higher and/or 3,000 VPD or greater would require the requestor to prepare and submit a detour map which identifies a Bike Lane detour route deemed suitable by Traffic Engineering staff and to be responsible for acquiring and paying the costs for the services of a licensed traffic control company or City Streets Division staff to deploy and maintain state approved “Share the Road”, Bike Lane closure, and “Detour” signs and other traffic control devices per an approved detour map as required within the impacted area throughout the duration of the event. Subsequent pick-up of the deployed signs and traffic control devices must occur within 24-hours of the end date and time of the event.

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. Once eligibility is approved, the requestor would be referred to the Land Development Division to apply for the required permit and submit a detour map if applicable. Detour maps would be reviewed, comments made if modifications are required, and once the map has been approved the permit would be authorized.

It is proposed that Lane Closure permit fees (\$369.36 per permit) and any related Inspection fees (\$118.00 per hour plus 14% surcharge) be waived for approved applicants to reduce costs to requestors. A review of requirements for Lane Closure permits issued for the placement of PODs and Special Event permits issued for block parties established that insurance is not required for either permit type. Due to similarities between these types of permits, it was determined that there would be no insurance requirement associated with Lane Closure Permits issued for the purpose of temporarily ceasing parking enforcement within restricted Class II Bike Lanes during various events.

Requestors will be responsible for acquiring and paying for the deployment of required traffic control signs and devices to notify cyclists and motorists of the temporary Class II Bike Lane closure, share the road conditions, and detour route if applicable. Estimated costs to residents for securing the services of a licensed traffic control company will be required and range between \$872 and \$1,082 dependent on the necessary devices to be utilized and if the deployment and pick-up of materials is scheduled to occur on a weekday or weekend. Pick-up of the deployed signs and traffic control devices will be required within 24-hour of the end date/time of the event to limit closure of Class II Bike Lane and impacts to cyclists.

To provide requestors with options pertaining to the performance of deploying and removing required traffic signs and control devices the Public Works Department is proposing the purchase of equipment including lighted barricades, cones, and traffic signage to enable Streets Division staff to offer these services at set costs as outlined below. This would enable requestors to utilize either a licensed traffic control company or City staff to perform set-up, maintenance, and pick-up of required traffic signs and control devices for the event. Authorizing the City to offer this service to the public may result in a cost savings to the requestor potentially making the proposed process less impactful to requestors.

The establishment of a schedule of fees and charges associated with City Streets Division staff performance of services related to the deployment and removal of required state approved “Share the Road” and Bike Lane closure signs and other traffic control devices is required for public requests involving temporary cease of parking enforcement and closure of Class II Bike Lanes as follows:

Fees: City Deployment of Required Traffic Control for Temporary Closures of Class II Bike Lanes To Allow for Parking	Fee Amount
35 MPH or less Street – Weekday during Normal Business Hours Requiring 1 Crew Member	\$350.00
35 MPH or less Street – Weekend or After Hours Requiring 1 Crew Member on Overtime	\$500.00
40 MPH or greater Street – Weekday during Normal Business Hours Requiring 2 Crew Members	\$500.00
40 MPH or greater Street – Weekend or After Hours Requiring 2 Crew Members on Overtime	\$750.00

The proposed fees are based on a 100% cost-recovery of related staff time, materials, and supplies. These costs are the staff time and equipment necessary to deploy a City staff member to set up the closure and to remove it after the closure concludes. The fees are intended solely for cost recovery; however, the Public Works Department, Traffic Division will incur additional administrative costs not included in these fees.


The proposed process would improve consideration for all roadway users, facilitating temporary on-street parking for short-term events while considering Class II Bike Lane operations and safety during the events.

FISCAL IMPACT:

Costs associated with the purchase of traffic control signs and devices to allow for stocking and deployment by the Streets Division is estimated to be \$5,000. Potential costs for Lane Closure Permit and Inspection services fees absorbed by the General Fund Public Works Department (though the latter is not routinely required) would vary based upon the number of approved requests and permits issued as well as the anticipated minimal number of Inspections required. Change in costs associated with increased Public Works Department staff time necessary to review detour plans submitted if applicable and issuance of permits as well as permit materials costs are anticipated to be nominal. Funding to cover the costs of necessary signs and devices is available in the General Fund Public Works Department budget, Signing Supplies account number 4110100-424143.

Prepared by: Kris Martinez, Public Works Director
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Concurs with;


Councilmember Conder, Chair
Mobility and Infrastructure Committee

Attachments:

1. Resolution
2. Ordinance
3. Permit Sample
4. PowerPoint Presentation
5. Transportation Board Meeting Minutes – September 4, 2019
6. Mobility & Infrastructure Committee Meeting Minutes – July 9, 2020