



ADMINISTRATIVE REPORT

TO: PUBLIC WORKS COMMISSION

FROM: GARY DEJESUS, DEPUTY DIRECTOR

PREPARED BY: DEPARTMENT OF PUBLIC WORKS

MEETING DATE: MARCH 11, 2015 – Regular Meeting Starts at 7:30 PM

SUBJECT: FINAL DRAFT NO PARKING STREET CLEANING SIGN PROGRAM POLICIES AND PROCEDURES MANUAL – ACCEPTANCE RECOMMENDATION

RECOMMENDATION

That the Public Works Commission review and recommend to the City Council the acceptance of the No Parking Street Cleaning Sign Program Policies and Procedures Manual.

BACKGROUND

At the December, 2014 Public Works Commission Meeting, staff introduced the draft version of the No Parking Street Cleaning Sign Program Policies and Procedures Manual. The commission and members of the public had the opportunity to provide comments. Based on comments and follow up staff meetings, a number of revisions have been incorporated into the proposed final version.

Advantages and Disadvantages Rewritten

The previous draft listed a number of advantages and disadvantages to signing a certain area. These lists were numbered and were seen as uneven since more disadvantages were listed. Based on suggestions, those sections were rewritten into paragraph form.

Petition Form

The petition form was redone to incorporate numerous suggestions. A signature line for each signing resident was added. A signature collector name and contact information was placed at the bottom of the form which will allow staff to contact that person in the event questions arise. The language at the top of the petition was also cleaned up to more explicitly state what the petition is about.

Clarification of Funding Source

This revision tried to make it clearer when sign installation has been approved by the neighborhood, there may still be some delay before signs can be installed. Purchasing signs and the cost of installation of Street Cleaning signs do not have a dedicated funding source so it may take time to properly allocate funds.

Authority to Install Signage

This revision to the Policy section added language from California Vehicle Code Section 22507.6 and San Mateo Municipal Code 11.40.055. California Vehicle Code Section 22507.6 allows local authorities, by ordinance or resolution, to prohibit or restrict the parking or standing of vehicles on designated streets or highways for the purpose of street sweeping. San Mateo Municipal Code Chapter 11.40.055 prohibits the parking of any vehicle on that side of any street on the days, and between the hours, designated by the City Manager for the purpose of street cleaning.

BUDGET IMPACT

There is no budget impact for the review or acceptance of the No Parking Street Cleaning Sign Policies & Procedures Manual. However, it is important to note that there is currently no funding dedicated for the production of installation of street sweeping signs. An initial department projection estimates that signing a single street sweeping route would cost a minimum of \$60,000. A single mile of sign installation is projected to cost a minimum of \$3,500.

ENVIRONMENTAL DETERMINATION

Not a project under CEQA

NOTICE PROVIDED:

All noticing requirements have been met

ATTACHMENTS

Attachment 1 – No Parking Street Cleaning Policies and Procedures Manual– Final Draft

STAFF CONTACT

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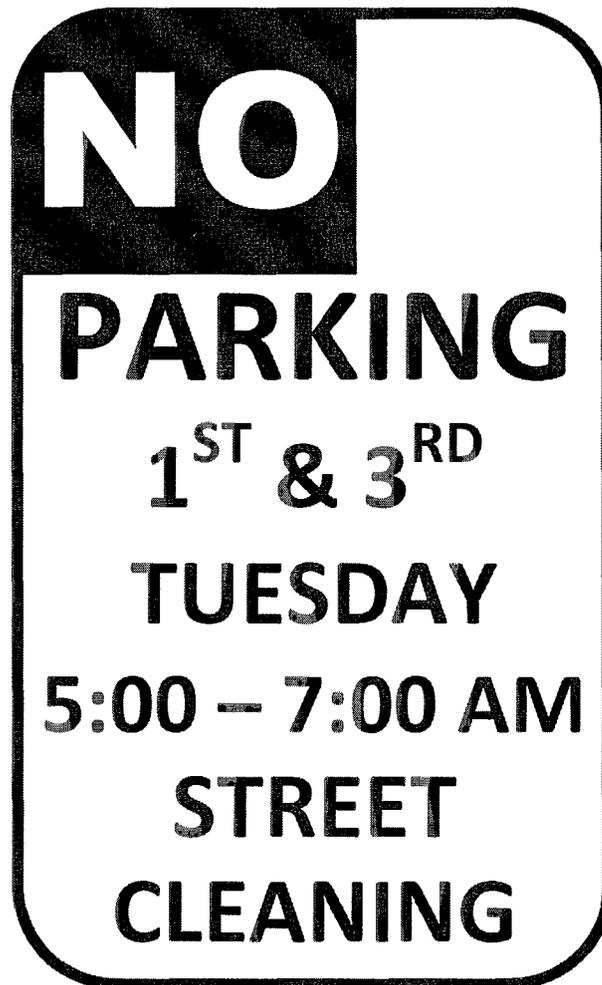
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City of San Mateo

“No Parking Street Cleaning” Sign Program Policies and Procedures



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“No Parking Street Cleaning” Sign Program

CONTENTS

PURPOSE	Page 2
SIGNS	Page 2
POLICIES	Page 3
REQUIREMENTS	Page 4
PROCEDURES	Page 4
ADVANTAGES TO SIGNAGE	Page 6
DRAWBACKS TO SIGNAGE	Page 6
“NO PARKING STREET CLEANING” SIGN REQUEST FORM	Page 7
NEIGHBORHOOD PETITION FORM	Page 8
NEIGHBORHOOD SURVEY	Page 9

PURPOSE

The City of San Mateo and the Public Works Department are committed to providing clean streets in a safe, efficient, and cost effective manner. One challenge to effective sweeping is curb access. A sweeper that can get to the curb is able to get the most effective trash and particulate capture. Cars parked along the street during street cleaning times present an obstacle for sweepers which leads to a less effective sweep of the street. The intent of this program is to guide residents and neighborhoods who would like to have more formalized restrictions on parking during the street cleaning service. This document also guides Public Works staff and citizens on the appropriate steps to take when receiving a request for signage from the public.

SIGNS

For streets or entire neighborhoods looking to have cars moved off the curb during street cleaning, the City can install “No Parking Street Cleaning” signs, which list the day and time of the street cleaning service. For maximum visibility, it is recommended that signs be placed every 150’ on a block. However, this is a general approximation and a more detailed analysis would need to be conducted to take into account the length of the block, tree canopy, driveways, obstacles, etc.

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The cost of customizing and purchasing the sign with the appropriate sweep day/time, and installing is estimated at about \$150/sign.

- Signs would require cars to be moved during existing street cleaning times. Current sweeping times can be found on the My Streets application, accessible for the City of San Mateo's homepage or directly at: <http://50.63.60.127/mystreet/index.html>
- The fine for violation of a "No Parking Street Cleaning" sign is set within the City's Comprehensive Fee Schedule.
- Signs can be requested for the current route times. Route time changes may not be requested as all operational decisions remain at the discretion of the Director of Public Works.
- Requests for sign installation need to be reviewed by the Police Department to determine Parking Enforcement Representatives (PERs) availability for enforcement.
- Requested signs that reach the approval level on the Public Works' survey need final approval from the Director of Public Works. As part of the decision process, the Director of Public Works will review the request to determine the financial and operational impacts of the sign installation.
- An approved area for sign installation may still need to wait for funding to become available to pay for signs and staff time to for installation. This is due to not having a dedicated funding source to pay for Street Cleaning signs and the associated installation costs.
- Streets or blocks may not be eligible for sign installation if the tree canopy would prevent a sweeping machine from getting to the curb.

POLICIES

All final decisions to implement "No Parking Street Cleaning" signage will be by the Director of Public Works. Pursuant to San Mateo Municipal Code Chapter 11.40.055, no person may park any vehicle on that side of any street on the days, and between the hours, designated by the City Manager for the purpose of street cleaning. California Vehicle Code Section 22507.6 grants local authorities the ability, by ordinance or resolution, to prohibit or restrict the parking or standing of vehicles on designated streets or highways for the purpose of street cleaning.

Hours of sweeper operation and other operational decisions will be made by the Director of Public Works and are not subject to change requests.

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Any request for “No Parking Street Cleaning” signage must be for an entire block along both sides of a street. Requests for ½ block segments will not be accepted. The minimum length of a sweeping route that will be considered for signage is 0.5 mile per side of the street for a total of 1.0 mile of curbed signage.

Signage added to streets will prohibit parking along the curb during the days and times of street cleaning. Cars parking during this time will be subject to a parking violation, as enforced by the Police Department’s PERs.

REQUIREMENTS

The following are required to implement “No Parking Street Cleaning” signage:

1. The street, neighborhood, or route requesting “No Parking Street Cleaning” signage must have a Trash Generation Category of Medium, High, or Very High according to the City of San Mateo’s most recent trash management map to be considered for parking restrictions and sign installation.
2. Community Support – There are a number of tools that can be used to generate neighborhood support for the implementation of “No Parking Street Cleaning” signage. These include:
 - A neighborhood meeting
 - Circulation of a resident petition
 - Submittal of Homeowners’ Association letters of support

These tools are optional and at the discretion of the applicant. It is ultimately the responsibility of the applicant to generate sufficient community support that can be demonstrated to the Director of Public Works through a survey. Staff will work with the applicant to determine which options may be used to generate an adequate level of support.

3. Neighborhood Survey – the neighborhood survey, distributed by the City, must have 50% or more response rate, and a 67% support level from those returning the survey.
4. Director of Public Works Authorization – the Director of Public Works will consider the financial aspects of No Parking signage from creation to installation and eventual enforcement.

PROCEDURES

1. Complete the Request for No Parking Street Cleaning Signs form. Applicant defines the streets to have parking restrictions and sign installation.

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2. Upon final area determination, Public Works will generate a list of addresses of all properties along the proposed signed streets. This will be used by applicant to identify what streets/areas will need to have support for the sign installation. Public Works will also send notices to addresses within 300 feet of the proposed route to inform them of potential parking enforcement changes coming to their area. Property owners, who may not live at their address along the route, will also be noticed.
3. Public Works staff will discuss outreach efforts with the applicant. Staff is willing to attend an HOA or neighborhood meeting to provide instruction and understanding of how the application process works.
4. For initial consideration, community members must gather signatures of support for sign installation from at least 25% of the addresses on the Public Works list.
5. All signatures must be on the Neighborhood Petition Form. Signatures on blank pieces of paper or other forms will not be accepted.
6. Outreach to the area will be conducted and led by Public Works staff to explain the pros and cons of "No Parking Street Cleaning" sign installation.
7. Public Works conducts neighborhood survey.
8. Each site address will be allowed one vote. Ballots will be mailed to each site address along the proposed area.
9. A 50% response rate is required. Of the respondents, 67% must be in favor of sign installation.
10. Public Works will initiate a fiscal analysis to determine costs of sign installation.
11. Director of Public Works reviews application and issues decision. The decision of the Director of Public Works is final unless appealed to the Public Works Commission.
12. If the request for "No Parking Street Cleaning" signs is approved by the Director, staff will draft and mail a letter to the residents with the proposed signed area to inform them of the installation and new parking restrictions.
13. Residents will have thirty (30) calendar days to appeal the decision of the Director of Public Works following mailing of the notification of Director's action. Submitted appeals shall:
 - a. Be in writing
 - b. Provide grounds for the appeal
 - c. Include a recommended alternative action
 - d. Provide a petition of surrounding residents in support of the appeal action

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Appeals will be heard by the Public Works Commission at the next available meeting.

14. If the request for "No Parking Street Cleaning" is denied or terminated, a second study of the same area will not be conducted for a minimum of 24 months unless there is a significant, identifiable change in parking characteristics as determined by the Director of Public Works. Subsequent studies of the same general study area will be subject to the current requirements and procedures.

ADVANTAGES TO SIGNAGE

People who support the installation and enforcement of No Parking Street Cleaning signage are in favor of cleaner streets. The removal of more debris and particulate matter is better for water quality, improves aesthetics, and helps prevent blockages at storm water facilities and can help prevent localized flooding during heavy rains. The sweeping machines have less contact with the flow of traffic if there is signage because the curb has less parked cars. It is safer for the machine and for all drivers if the sweeping machine doesn't have to constantly swerve around parked cars and into the flow of traffic.

DISADVANTAGES TO SIGNAGE

Those who oppose installation and enforcement of No Parking Street Cleaning signage generally prefer the convenience of less restrictive parking. Failure to move a car during street cleaning can result in a ticket and enforced parking will lead to a reduction of parking on days streets are scheduled to be cleaned. Signage will lead to parking impacts during street sweeping times as people will be looking to park on non-swept streets. The implementation of "No Parking Street Cleaning" signage does not guarantee your street will always be clean. Street sweeping occurs twice a month for most streets, so there are still long periods of time when trash may accumulate on the street or curb. Signage will similarly not solve litter and trash generated by pedestrians or commercial areas that is found on sidewalks or on private property.



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**REQUEST FOR "NO PARKING
STREET CLEANING" SIGNS**

The purpose of this form is to enable neighborhoods to request the initiation of a "No Parking Street Cleaning" sign program in accordance with the City of San Mateo's adopted "No Parking Street Cleaning" Sign Program Policies and Procedures. This form must be filled out in its entirety and submitted with any request to:

The City of San Mateo
Public Works Department
330 West 20th Street
San Mateo, CA 94403

Feel free to attach additional sheets containing pictures, maps, or additional text if the space provide is insufficient.

1. Requesting Individual's Contact Information

Name: _____
Address: _____
Phone: _____
Email: _____

2. Please state what street(s), neighborhood, or sweeper route you are requesting "No Parking" signage to be installed: _____

3. For the above listed street(s), neighborhood, or sweeper route. Please list the current day and times of sweeping routes. This can be found on the City's MyStreet site: <http://50.63.60.127/mystreet/disclaim.asp>

Northside/Eastside of Street
Route Number: _____
Days Swept: _____
Time of Day: _____

Southside/Westside of Street
Route Number: _____
Days Swept: _____
Time of Day: _____

4. Is there neighborhood support for submittal of this No Parking Sign Request? Have you contacted your HOA/Neighborhood Association? _____

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Neighborhood Petition Form

THE UNDERSIGNED AGREE TO THE FOLLOWING:

Installation of "No Parking Street Cleaning" signs listing the days and times.

I would like the City to install "No Parking Street Cleaning" signage during the sweeping schedule which is ____ Days of the month & time _____.

Printed Name: _____ Address: _____ Signature: _____

ONLY ONE SIGNATURE PER DWELLING UNIT

Signature Collector Name: _____ Phone: _____



CITY OF SAN MATEO
PUBLIC WORKS DEPARTMENT
330 WEST 20TH AVENUE
SAN MATEO, CALIFORNIA 94403-1388

*****5-DIGIT 94403

C044

RESIDENT / TENANT
STREET ADDRESS
CITY, CA ZIP



NO PARKING STREET CLEANING SURVEY

Neighborhood Survey

Installation of "No Parking Street Cleaning" Signs listing the days and times

I would like the City to install No Parking Street Cleaning signage during the sweeping schedule which is [Days of the month] [Times] (please check one):

_____ A. YES

_____ B. NO

YOUR Street Name: _____

Please note that opposite side of the street is swept on a different day

Comments: _____

Please complete this survey and return it by Friday, January 24, 2014

Background:

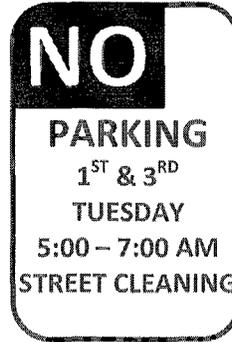
The Department of Public Works has received a neighborhood petition or letter of support from the homeowner's association requesting the installation of No Parking Street Cleaning signs along both sides of the following streets:

- Sample St 1 (East side = 509 to 545, West side = 522 to 546)
- Sample St 2 (North side = 342 to 350, South side = 301 to 351)
- Sample St 3 (East side = 511 to 525, West side = 520 to 528)
- Sample St 4 (Parrott Dr to Crystal Springs Rd)

The primary concern identified in the petition/letter is that the streets aren't clean enough. The sweeper operators can get a more efficient sweep if they can have better access to the curb.

What is Your Opinion? To help us evaluate this request, please complete the survey as it pertains to your street. Returning this form is easy, simply fold this sheet with your comments on the inside and scotch tape it closed. Please mail **prior to Friday, January 24, 2014**.

Signage - If approved, the signs that would be installed in the neighborhood would look similar to this, but the days and times would be appropriate for your route:



NO POSTAGE
NECESSARY IF
MAILED IN THE
UNITED STATES

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 43 SAN MATEO, CA

POSTAGE WILL BE PAID BY ADDRESSEE

DEPARTMENT OF PUBLIC WORKS
CITY OF SAN MATEO
330 W 20TH AVE
SAN MATEO CA 94403-9803

