



STAFF REPORT

Meeting Date: May 6, 2014

To: Honorable Mayor & City Council

From: Samer Elayyan, Civil Engineer *SE*

Subject: Requests By Beverly Hills School District Regarding Construction at Horace Mann Elementary School Including Waiving the Parking Meter Fees Along the East Side of Robertson Boulevard.

Attachments:

1. Letter from the School District
2. Proposed Public Right-of-Way Use Plan

INTRODUCTION

The Beverly Hills School District has submitted a request to use the public right-of-way, and waive associated public right-of-way use fees including the parking meter fees along the east side of Robertson Blvd. The purpose of this request is to accommodate the construction of a one level subterranean parking structure along the west side of the Horace Mann school site and a new classroom building on the southwestern portion of the site.

DISCUSSION

On December 10, 2013, and based on a request from the School District, a pre-construction meeting was held at the Horace Mann Elementary School that was attended by City staff, representatives from the School District and the construction management consultant for the District, Bernards. The objective of that meeting was to discuss the construction schedule, logistics and requests from the School District. During the meeting, Bernards, shared with City staff that shoring plans were revised to replace the shoring along Robertson Blvd. with a 1:1 slope that will extend into the sidewalk. Hence, a sidewalk closure is necessary for the excavation and the construction of the underground parking structure. Furthermore, the School District's construction managers proposed the purchase of the parking meters during that phase of construction which was agreed upon by City staff who in turn, requested that the sidewalk should be restored to its full use as soon as the excavation and underground construction is completed, to provide a safer and more convenient path for pedestrians.

Other items were also discussed on a preliminary level since the School District did not have the final schedule and plans at the time of the meeting.

On March 10, 2104, the Beverly Hills Unified School District submitted a letter (Attachment 1) to the City manager, requesting the closure of the sidewalk and the parking lane adjacent to the school site, and waiving the parking meter fees (11 meters) for the entire duration of construction “approximately April 2014 through approximately January, 2015”, “Monday through Saturday, 8:00am to 6:00pm”.

Subsequently, staff has had further communications with the School district representatives, and Bernards to have a comprehensive understanding of the construction schedule and plans to determine the impact on the public right-of-way, vehicular and pedestrian traffic, and surrounding residents. Summarized below is staff’s understanding of the District’s plans and requests:

- Proposed construction is scheduled to start in June 2014, and be completed in January 2016 (19 months), not including any time extensions due to unforeseen conditions or weather related delays.
- Mass excavation for the underground parking structure is scheduled to start in June 2014, and be completed in August 2014 (2 months) during the school’s summer recess.
- Construction of the subterranean parking structure is scheduled to start in August 2014, and be completed in February 2015 (7months).
- Proposed working hours are Monday thru Friday 8:00am 6:00pm, with occasional Saturdays as necessary. The School District might request a variance to deviate from the abovementioned working hours if deemed necessary to complete excavation and hauling before the start of school in August 2014.
- Ingress and egress of heavy and construction vehicles will be through Arnaz Dr. from and to Wilshire Blvd.
- Full sidewalk Closure along the east side of Robertson Blvd. between Charleville Blvd. and the northern boundary line of the school site is proposed for the entire duration of the project (19 months), not including any time extensions due to unforeseen conditions or weather related delays.
- Pedestrians will be detoured to the parking lane by installing proper signage and k-rails along the edge of the parking markings allowing a minimum clear pedestrian path of 5 feet (Attachment 2).
- The School District requests to consider waiving the parking meter fees and the public right-of-way use fees for the entire duration of the project (19 months) and not to limit it to the completion of excavation and underground parking construction (9 months). Offsite improvement inspection fees were agreed upon by the School District and will be charged at the time of permit issuance.

Staff requests Council’s direction on the School District’s requests in regards to waiving the parking meters and public right-of-way use fees for the duration of the project and the extended closure of the sidewalk beyond the excavation and underground construction phase. Staff also, requests Council’s direction regarding the possibility of working beyond normal business hours (M-F 8:00am-6:00pm). BHMC Section 5-1-205 “restricts construction activity such that no person shall engage in such work within a residential zone, or within five hundred feet of a residential zone at any time on Saturday or Sunday. Additionally, no construction activity may occur on “public holidays”. “The city building official, after consultation with appropriate city officials, may issue an after hours construction permit authorizing work and/or entrance to a work site otherwise

prohibited by this section if the city building official determines that the public interest will be served by such a permit”.

It should be noted that the Division of the State Architect (DSA) has jurisdiction over **all** aspects of construction within the school site, and there is no requirement for obtaining building permits from the City of Beverly Hills for the construction within the school property. Work within the public right-of-way will require a permit from the City and will be inspected by City Staff.

FISCAL IMPACT

Revenue loss is provided as follows:

A. Parking Operations Fund:

Parking Meter Revenue Loss Based on Posted Rates:

No. of meters =	11
Parking meter rate=	\$2/hour
No. of hours enforced per day=	10
No. of days enforced per week =	6
Total No. of revenue loss days based = on the proposed construction schedule	494
Revenue Loss Based on Posted Rates =	\$108,680

Estimated Parking Meter Revenue Loss Based on 2013 Actual Collections:

Total collections for 2013:	\$21,642
Average monthly collection:	\$1,803
Estimated Revenue Loss Based on 2013 Collections:	\$34,257

B. General Fund:

Public Right-of-Way Use Revenue Loss:

Public right-of-way use fee=	\$323/month (based on FY 13/14 Schedule of Taxes, Fees & Charges)
No. of months based on construction schedule=	19
Revenue Loss =	\$6,137

**Total Revenue Loss based on
Meter Posted Rates & PROW Use Fees = \$114,817**

**Total Revenue Loss based on
Estimated Parking Meter Revenue Loss & PROW Use Fees = \$40,394**

RECOMMENDATION

Pending City Council discussion, staff seeks appropriate direction. If the City Council is supportive of waiving the fees for the parking meters and the public right-of-way use, fees will not be collected when issuing the public right-of-way use permit. It is recommended that revenue loss from the parking operations fund be subsidized by appropriating the funds from the general fund.

Staff recommends that working hours be restricted to Monday thru Friday 8:00 am to 6:00pm with certain exceptions on a case by case basis, to avoid disturbance to surrounding residents due to excavation, hauling and construction noise. In addition, staff recommends that sidewalk be restored to its full use as soon as the excavation and underground parking structure is completed (after approximately 9 months) to provide a safer pedestrian path and reduce the revenue loss in the event fees are waived.

Staff also recommends that the School District submit a construction management plan specifying the size and number of trucks per hour that will be used for hauling and concrete delivery to be reviewed by staff to ensure that operations will not inconvenience surrounding residents and commercial buildings tenants.



David Yelton

Approved By

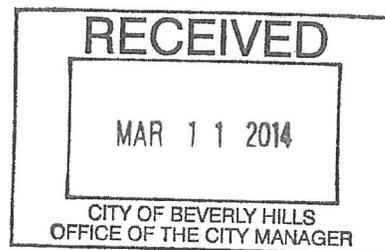
ATTACHMENT “1”



Beverly Hills
Unified School District
CREATING A WORLD CLASS EDUCATION

255 South Lasky Drive 310-551-5100 main
Beverly Hills, CA 90212 310-286-2138 fax
www.bhusd.org

March 10, 2014



Jeff Kolin
City Manager
455 North Rexford Drive
Beverly Hills, CA 90210

Dear Jeff:

As you know, we are preparing for construction at the Horace Mann School campus in the coming months. Our construction schedule currently calls for us to break ground in April 2014, and we will be constructing a new building in the southwest corner of the facility. In making our plans, we have determined that the school site's property line along Robertson is actually west of the existing fence line, approximately 4 feet into the sidewalk. In order to accommodate our new construction, the District has requested that the City allow us to use the sidewalk and parking lane during the construction period, ideally from approximately April 2014 through approximately January 2015, though if needed this time frame could be shortened. The District will, of course, restore this area to preconstruction conditions upon conclusion of the project. City staff has been very helpful in facilitating this process. However, the City has indicated that the District will be responsible for paying the cost of the eleven meters along the parking lanes for this duration at a rate of \$1.00 per hour during regular meter operation (8am through 6pm, Monday through Saturday), for a total cost of \$660 per week. The District respectfully requests that the City consider waiving this fee.

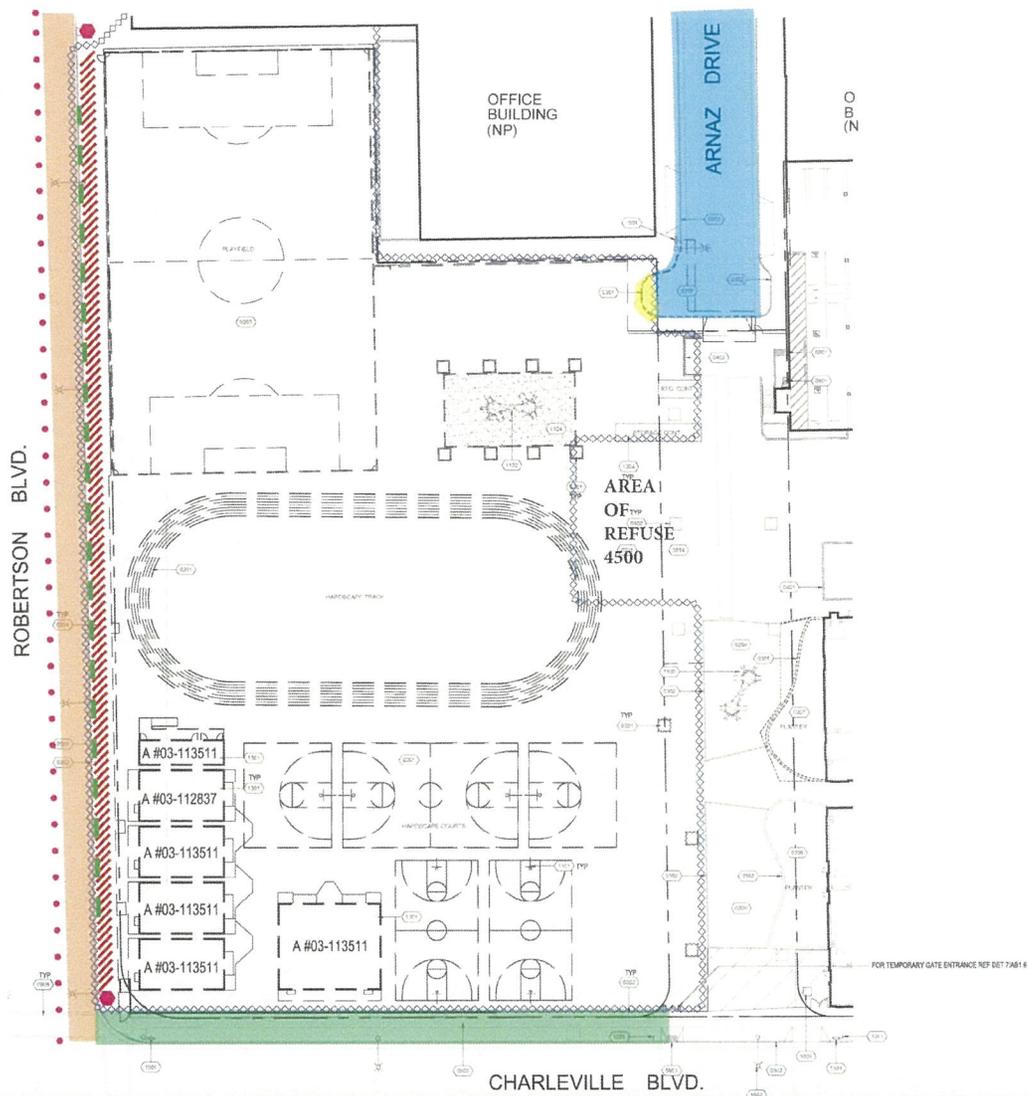
Sincerely,

Gary W. Woods, Ed.D.
Superintendent

ATTACHMENT “2”

PARKING METERS TO BE PROTECTED IN PLACE, METER HEADS TO BE REMOVED AND STORED BY THE CITY

- K RAILS IN STREET PARKING LANE ●●●●
- PEDESTRIAN ACCESS MIN 5 FT PATHWAY CLEARANCE FROM GUTTER TO KRAIL TEMP FENCE ▬
- SIDEWALK DETOUR SIGNS JUNE 2014 - JANUARY 2016 ●
- COVERED WALKWAY AS REQUIRED ▬
- CONSTRUCTION ACCESS GATE ▬
- TRUCK ACCESS ▬
- PROTECT TREES & UTILITIES IN PLACE ▬
- REMOVE & REPLACE CONCRETE SIDEWALK ▨▨▨▨



HORACE MANN SCHOOL - BEVERLY HILLS USD **NEW CLASSROOM BUILDING**
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