



STAFF REPORT

Meeting Date: May 5, 2015
To: Honorable Mayor & City Council
From: Chad Lynn, Assistant Director of Public Works Services ✓
Subject: Request by Beverly Hills Unified School District for Permits
Assigned to Specific District Personnel for Parking Adjacent to
School Properties While Engaged in District Business
Attachments: None

INTRODUCTION

In February of 2015, a request was made to then Mayor Bosse by the Beverly Hills Unified School District (BHUSD) for parking permits to allow School Board Members and specific district personnel to park adjacent to BHUSD properties without observing time limit or permit zone restrictions while engaged in BHUSD Business.

DISCUSSION

In response to the request, staff is seeking City Council direction.

If the City Council is interested in addressing the request from the BHUSD, staff has suggests the following program to address the District's request:

- Establish a Municipal Code Section specifically for the purpose of conveying this parking privilege
- Suggested contents of the new code
 - A vehicle which bears the permit and is being used while officially engaged in BHUSD business may park:
 - In a parking meter space without the deposit of any coin in the adjacent parking meter on the street block(s) bordering Horace Mann School
 - Adjacent to an active BHUSD property:
 - In a non-metered parking space for a period of time in excess of the posted maximum parking time permitted, but not during posted peak hour parking restriction periods
 - In a preferential parking permit zone

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- In the City operated parking structures located at 450 N. Rexford Drive and 450 N. Crescent Drive without payment of the required fees and in excess of the maximum permitted time for parking while visiting City Hall
- A permit shall be issued by the Director of Public Works Services only as follows:
 - One permit to each current elected member of the Beverly Hills Unified School District Board of Education.
 - One permit to the current Superintendent, Chief Academic Officer, Director of Student Affairs and Chief Administrative Officer. When such persons cease to be an employee of the school district or are no longer in the position listed herein, the permit issued to the individual is deemed void and is invalid for the uses set forth. The permit holder shall return the permit(s) to the Director.
 - Notwithstanding any other provision in, no more than one (1) permit shall be issued per individual
- The permit shall be displayed in the lower left corner of the front windshield of the vehicle.

The preceding provides permits to a total 9 representatives of the BHUSD, including 5 School Board Members and 4 district employees. This program is recommended to mirror the format and procedures related to the issuance and management of Class 1 permits. Following a pre-established program provides consistency for permit holders, administrative staff issuing such permits, and enforcement personnel in the field.

If so directed, staff will draft an ordinance to implement the above proposal. The ordinance will require two public meetings, one for introduction and second for adoption of the ordinance. The ordinance will take effect 30 days from the adoption date. The total timeline for this process is estimated at 60-90 days if staff is directed to proceed.

FISCAL IMPACT

There is no significant fiscal impact anticipated at this time.

RECOMMENDATION

If the City Council is interested in conveying a parking privilege to members of the BHUSD, staff recommends the City Council direct staff to return to the City Council with a formal Ordinance for consideration.



George Chavez

Approved By