



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JULY 14, 2015**

FROM: PUBLIC WORKS DEPARTMENT **WARDS: ALL**

SUBJECT: FIRST AMENDMENT TO AGREEMENT WITH CENTRAL PARKING SYSTEM, INC. FOR THE MANAGEMENT OF CITY-OWNED PARKING FACILITIES INCLUDING CHANGE ORDER AUTHORITY FOR 25% OR \$1,253,658.75

ISSUE:

The issue for City Council consideration is to approve the First Amendment to the 5-year Agreement for parking management services of City-owned parking facilities to increase the change order amount from 10% to 25% and update the scope of work to include additional services for parking facilities.

RECOMMENDATIONS:

That the City Council approve the First Amendment to the Agreement for the Parking Management Services of City-owned parking facilities to increase the change order amount from 10% to 25% and update the scope of work.

BACKGROUND:

On May 24, 2011, City Council approved a \$5,014,635 5-year Professional Services Agreement with Central Parking System, Inc. for Parking Management Services for City-owned parking facilities. The Agreement expires June 30, 2016. Under the provisions of the City's Purchasing Resolution, the change order authority is 10%, (\$501,464).

The contract cost for services was based on the estimated cost to manage the lots and garages specified in the Agreement, provide staffing for the garages as outlined in the scope of services and for the estimated cost of maintenance and repairs over the 5-year life of the Agreement. Based on scope of services and estimated maintenance cost, the monthly cost was just under \$84,000 per month.

Since entering into the Agreement, Public Works has been monitoring the parking demands and management of the parking facilities and have directed changes to the original scope of services to meet the needs of the community. These changes have included:

1. Adding Garage 7 (Fox Theater) to the list of facilities to be managed and later increasing staffing to 2 full-time attendants from 7 AM to 7 PM, adding a graveyard maintenance person, and adding part-time attendants for special events.
2. Adding staffing of Lot 33 with up to 3 part-time on-call attendants 4 to 7 days a week

for Convention Center events. Under the agreement with the Convention Center the parking revenue is equally shared with the Convention Center.

3. Staffing Garage 6 with a full-time attendant.
4. Staffing for Festival of Lights.
5. Annual cost of living increases.
6. Increased salaries related to graveyard shift employees.
7. Due to the increased activity in the downtown area, the cost to maintain and repair the garages has increased. The facilities require additional day to day upkeep and are being vandalized more frequently.

Along with the increased need for services from Central Parking, the City has also experienced an increase in net revenue from general usage and special events occurring at the Fox and Convention Center to help off-set those expenses. While the increased revenue has had a positive impact on the Parking Fund, on-going operations and the need to replace garages 1 and 2 may require additional future revenue sources. In the coming months Public Works will be evaluating long term revenue trends and parking facility needs to ensure their sustainability to serve the public.

The Purchasing Services Manager Concurs with this Report.

FISCAL IMPACT:

Sufficient funding is available in the Public Works, Parking Services Division Professional Services account number 4150000-421002.

Prepared by: Thomas J. Boyd, P.E., Public Works Director/City Engineer
Certified as to
availability of funds: Brent A. Mason, Finance Director/Treasurer
Approved by: Al Zelinka, FAICP, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. First Amendment to Professional Consultant Services Agreement Central Parking System, INC. (Parking Management Services)
2. Professional Consultant Services Agreement for the Parking Management of City-Owned Parking Facilities