



# City Council Memorandum

*City of Arts & Innovation*

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: NOVEMBER 3, 2020**

**FROM: PUBLIC WORKS DEPARTMENT      WARD: 1**

**SUBJECT: SERVICES AGREEMENT WITH RIVERSIDE DOWNTOWN PARTNERSHIP, INC., OF RIVERSIDE, CALIFORNIA FOR SECURITY SERVICES AT CITY-OWNED DOWNTOWN PARKING GARAGES FOR A TWO-YEAR TERM IN THE AMOUNT NOT TO EXCEED \$162,000, WITH THE OPTION TO EXTEND FOR TWO ADDITIONAL ONE-YEAR TERMS IN ACCORDANCE WITH PURCHASING RESOLUTION 23256, SECTION 702 (T)**

## **ISSUE:**

Approve a Services Agreement with Riverside Downtown Partnership, Inc., of Riverside, California for Security Services at City-owned Downtown Parking Garages for a two-year term in the amount not to exceed \$162,000, with the option to extend for two additional one-year terms in accordance with Purchasing Resolution 23256, Section 702(t).

## **RECOMMENDATIONS:**

That the City Council:

1. Approve a Services Agreement with Riverside Downtown Partnership, Inc., of Riverside, California for Security Services at City-owned Downtown Parking Garages for a term of two years in the amount not to exceed \$162,000, with the option to extend for two additional one-year terms in accordance with Purchasing Resolution 23256, Section 702(t); and
2. Authorize the City Manager, or his designee, to execute the Services Agreement with Riverside Downtown Partnership, Inc., including making minor and non-substantive changes and the optional two one-year terms.

## **BACKGROUND:**

The Riverside Downtown Partnership, Inc. (RDP) was designated as the advisory board and is empowered to manage the Riverside Downtown Parking and Business Improvement Area (RDPBIA). The City of Riverside established the RDPBIA in 1985 to promote, represent and manage an environment that supports downtown Riverside as a regional destination for economic arts, cultural, and residential uses. Per the 2020 Riverside Downtown Parking and Business Improvement Area annual report, services include parking patrol.

In February 2016, the Public Works Department hired Dixon Resources Unlimited (Dixon) to assess the current parking conditions and develop a Strategic Parking Plan (SPP) to help the city

plan for future parking needs. An important element of developing the plan was obtaining stakeholder input. Dixon facilitated three stakeholder meetings where feedback was sought from the public regarding concerns, wishes, and priorities for the parking program. The number one issue raised by stakeholders in meetings was "*Safety and security in the parking garages*".

On March 21, 2017, the City Council received the SPP and adopted several rate and program enhancements to take effect in July 2017. Two of the program enhancements was in direct response to the stakeholders' request for enhanced security in the public parking garages, which were to install security cameras and procure enhanced security services.

On July 11, 2017, the City Council approved the Professional Consultant Services Agreement with Streetplus Company, LLC (Streetplus) of Los Angeles, California, for the Downtown Safety Ambassador Program funded through the Community & Economic Development Department for a term of two years in the amount of \$777,884. Of the amount approved, \$155,560 was for Downtown Public Parking Garages security, with two one-year extension options. With the agreement and funding in place, Streetplus deployed security patrols in the downtown public parking garages Thursday through Monday from 8:30 p.m. to 5:00 a.m. to improve safety and better serve downtown businesses and patrons.

On March 29, 2018, RDP requested an agreement with the new parking management contractor, Republic Parking Systems (Republic), to replace a contract RDP had with the previous parking management contractor, SP+. RDP's records indicated that RDP Ambassadors had been patrolling the parking garages and that the City had been funding that program through the previous parking management contractors since 2006, and RDP billed the contractor for these services. The new one-year agreement between Republic and RDP for parking patrols in the parking garages was executed in October 2018 in the amount of \$58,531.20. Through this contract, the RDP Ambassadors continued to patrol the public parking garages and Republic billed the City for these services as a security patrol pass-through cost. RDP Ambassadors patrol the public parking garages and lots from 6:30 p.m. to 2:30 a.m. Monday through Sunday; and from 10:30 a.m. to 6:30 p.m. Saturday and Sunday. These services were in addition to the Streetplus parking garage security services.

On July 2, 2019, the City Council approved the First Amendment to the Professional Consultant Services Agreement with Streetplus for the Downtown Safety Ambassador Program for an additional one-year term, effective from July 1, 2019 through June 30, 2020, in the amount of \$400,648 for the extended term. Of the amount approved, \$80,121 was for Downtown Public Parking Garages security. City Council authorized a supplemental appropriation to the Public Works Professional Services Account from the Riverside Downtown Partnership; and authorized the City Manager, or his designee to execute a Second Amendment for an additional one-year extension.

On October 22, 2019, Republic entered into a one-year agreement with RDP in the amount of \$58,531.20 to continue the RDP Ambassador patrols of the downtown public parking garages and parking lots.

On August 1, 2020, the City Manager's Office approved the Second Amendment to the Professional Consultant Services Agreement with Streetplus for the Downtown Safety Patrol Program for an additional one-year term, effective July 1, 2020 through June 30, 2021, in the amount of \$82,641 for Downtown Public Parking Garages security.

**DISCUSSION:**

Streetplus provides a wide range of services including security patrols in the downtown public parking garages with the focus on making downtown Riverside more safe and friendly. The original agreement was composed for Streetplus to provide two safety patrol services: (1) the majority providing Downtown Safety Ambassador Program services throughout downtown, with (2) the lesser being security patrols in the downtown public parking garages. As such, the lesser cost of the agreement was funded by the Public Parking Fund to meet the stakeholders' requests for security services in the downtown public parking garages.

At the beginning of Fiscal Year 2020/21, the City could no longer fund the one-year extension of the Downtown Safety Ambassador Program through the Community & Economic Development Department. As a result, Parking Services worked with Streetplus to continue the public parking garage security patrol services and maintained the option to terminate the agreement at any time for any reason. The cost for garage security patrol increased by 1.12%, for a total annual cost of \$82,641. This minor increase provided competitive wages, employee retention and minimum wage requirements.

Below is a table showing the RDP Ambassador patrols contracted through Republic and the Streetplus security patrol service contracted by Parking Services. The RDP Ambassador patrols for downtown public parking program contracted through Republic is scheduled to expire on October 21, 2020 and will not be extended. The agreement between the City and Streetplus will also be terminated and is being replaced by the new Services Agreement with RDP. The new agreement with RDP will establish one entity responsible for all security activities in the downtown public parking program and provide a \$60,172.20 cost savings.

Current Safety Programs	Staff	Patrol Schedule	Yearly Contract Budget
RDP Ambassadors	1 Ambassador	Monday – Friday 5:30 p.m. – 1:00 a.m.	\$58,531.20
	2 Ambassadors	Saturday & Sunday 5:30 p.m. – 1:00 a.m.	
Streetplus Security	2 Streetplus Security Officers	Thursday–Monday 8:30 p.m. – 5:00 a.m.	\$82,641
Total Parking Fund Security Budget			\$141,172.20
Proposed Safety Program	Staff	Patrol Schedule	Yearly Contract Budget
SA with RDP for Security Services	2 Security Officers	Thursday–Monday 8:30 p.m. – 5:00 a.m.	\$81,000
Total Parking Fund Security Budget			\$81,000
<b>Total Savings</b>			<b>\$60,172.20</b>

Under the previous two agreements, security patrols were provided seven days a week. Under the new agreement with RDP, security patrols will be deployed each Thursday evening through Monday morning from 8:30 p.m. to 5:00 a.m., as these days and hours correlate to increased risk for vandalism, property damage, loitering, and other inappropriate conduct in the parking garages.

RDP will be required to abide by the City purchasing policies when subcontracting security

services for the downtown public parking garages.

Purchasing Resolution 23256 section 702 (t) allows for exceptions to the competitive procurement process when the procurement is approved by the Purchasing Manager as being “not subject to the bidding requirements of section 1109 of the City Charter” and when the procurement is “of such a nature that suitable technical or performance specifications describing them are not readily available and cannot be developed in a timely manner to meet the needs of the City” and the Purchasing Manager must be satisfied that the use of the exception for the procurement is “in the best interest of the City”.

The Purchasing Manager concurs that the recommendation is in compliance with Purchasing Resolution 23256, Section 702(t).

**FISCAL IMPACT:**

The total fiscal impact to the Public Parking Fund is an approximate savings of \$60,172.20 per year, for a total of \$120,344.40 during the two-year term of this agreement. The funds for the security services procured by RDP will not exceed a total of \$162,000 and are available in the Public Parking Fund Professional Services Account 4150000-421000.

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

Attachments:

1. Professional Services Agreement between Riverside Downtown Partnership, Inc. and the City of Riverside
2. Map of Downtown Public Parking Garages