

Agenda Report

December 11, 2017

TO: Honorable Mayor and City Council

FROM: Department of Transportation

SUBJECT: EXTENSION OF AGREEMENT NO. 18398 WITH THE OLD PASADENA MANAGEMENT DISTRICT FOR THE MANAGEMENT OF THE SCHOOLHOUSE, DE LACEY, AND MARRIOTT GARAGES

RECOMMENDATION:

It is recommended that the City Council:

1. Find that a contract with the Old Pasadena Management District (OPMD) for garage management is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301 (Existing Facilities);
2. Authorize the City Manager to extend contract 18398 with the OPMD for the management of the Schoolhouse, De Lacey, and Marriott parking garages through January 31, 2019, for a revised contract amount of \$2,398,300 as detailed in the Fiscal Impact section of the report; and
3. To the extent this transaction could be considered a separate procurement subject to competitive selection, grant the proposed contract with OPMD an exemption from the Competitive Bidding and Competitive Selection processes pursuant to City Charter Section 1002(F), contracts for professional or unique services, and Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND:

Since 2003, the City has contracted with OPMD to manage Schoolhouse, De Lacey, and Marriott garages in Old Pasadena. The current contract will expire on December 31, 2017. At the October 23, 2017, City Council meeting, Council directed staff to extend the garage operator agreements with the incumbents Modern Parking, Inc. and Parking Concepts, Inc. for a one year period. In order to avoid disruption to the operation of the Old Pasadena garages, staff recommends extending the agreement with OPMD as well.

In 2013, staff conducted an audit of parking operations in the nine City-owned garages to identify any deficiencies in current practices so as to improve existing operations and to provide information to use in enhancing off street parking operations in the future. The audit recommended modifications to both reduce the number of parallel parking access and revenue control systems and to provide more direct oversight of the collection of parking revenues. Under the proposed extension, OPMD will be responsible for the day-to-day operations of the garages, but the City will oversee all revenue aspects of the operation, including auditing, as per the audit recommendations. Additional controls will be part of the new parking access and revenue control system for which an RFP will be released in early 2018. In addition, the City will now oversee the garage operator contract, with OPMD assisting the City with day-to-day management of garage operations. The garage operator contracts will expire on January 31, 2019.

OPMD is responsible for the management of the Old Pasadena Business Improvement District that contains the Schoolhouse, De Lacey and Marriott garages. OPMD's management of both the district and the garages has allowed for maximum flexibility and success of the garage operations based upon their knowledge of the district, its visitors and its businesses. OPMD is able to combine the guide program in Old Pasadena with the garage security program to provide maximum coverage and responsiveness combined with knowledge of the district. Both the City and OPMD desire to extend this agreement, with the modified terms discussed above, which are in the best interests of the City.

COUNCIL POLICY CONSIDERATION:

The City Council's strategic planning goal of maintaining fiscal responsibility and stability will be advanced by amending the contract with the Old Pasadena Management District for the management of the Schoolhouse, De Lacey, and Marriott parking garages.

ENVIRONMENTAL ANALYSIS:

The proposed amendment of lease agreement with OPMD for the management of the Schoolhouse, De Lacey, and Marriott parking garages is categorically exempt from CEQA under section 15061 (b)(3), the General Rule that CEQA only applies to projects which have the potential for causing a significant effect on the environment.

FISCAL IMPACT:

The total cost of this action will be \$1,760,825 in Fiscal Year 2018 and \$637,475 estimate for the first seven months in Fiscal Year 2019, which includes OPMD monthly management fees. The contract has been reduced by approximately \$591,409 from prior years due to the City assuming the PCI garage operator service agreement from the OPMD contract, effective February 1, 2018. Funding for this action will not requires additional budget appropriations. The table below represents Fiscal Year 2018 available appropriations from the Off Street Parking Facilities Fund 407 for the revised contract amount.

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| FY 2018 Existing Appropriations | |
|--|---------------------|
| OPMD Parking Garages | |
| 40724026-810100 | \$ 350 |
| 40724026-815600 | \$ 9,000 |
| 40724026-829600 | \$ 730,804 |
| 40724026-829700 | \$ 600,000 |
| 40724026-829800 | \$ 213,787 |
| 40724026-829900 | \$ 12,000 |
| 40724026-830000 | \$ 21,000 |
| Schoolhouse Parking Structure | |
| 40724023-811400 | \$ 98,651 |
| Delacey Parking Structure | |
| 40724024-811400 | \$ 54,018 |
| Marriott Parking Structure | |
| 40724025-811400 | \$ 14,915 |
| 407-315000-41003 | \$ 6,300 |
| TOTAL REVISED CONTRACT AMOUNT | \$ 1,760,825 |

Additional Funding of \$637,475 will be included in FY 2019 budget for this contract.

Respectfully submitted,

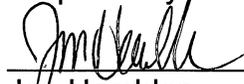


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