

# Agenda Report

September 12, 2022

**TO:** Honorable Mayor and City Council

**FROM:** Department of Transportation

**SUBJECT: AUTHORIZATION TO AMEND CONTRACT 31699 WITH DIXON RESOURCES UNLIMITED FOR THE CREATION OF A PARKING STRATEGIC PLAN**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that this action is exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment; and
2. Authorize the City Manager to amend contract number 31699 with Dixon Resources Unlimited to increase the contract amount by \$14,064, thereby increasing the total not-to exceed amount from \$131,747 to \$145,811 through June 30, 2023; and
3. To the extent this transaction could be considered a separate procurement subject to the Competitive Selection Process, grant the proposed contract amendment with Dixon Resources Unlimited an exemption from the Competitive Selection Process pursuant to the Pasadena Municipal Code Section 4.08.049 (B), contracts for which the City's best interests are served.

## **BACKGROUND:**

On March 30, 2020, City Council authorized staff to enter into a contract with Dixon Resources Unlimited (Dixon) following a competitive selection process. This contract provides a full review of all aspects of the City's parking operation, administration, and related ordinances to provide recommendations for improvements to the operation to be compliant with audit recommendations and to align the program with industry best practices.

Work on the Parking Strategic Plan began in June of 2020 with initial internal and external stakeholder meetings. Outreach efforts have included the following:

- August 2020 – Neighborhood Association Meetings
- August 2020 – Citywide Pasadena Parking Survey
- April – June 2021 – Internal and External Stakeholder Meetings
- May – July 2021 – Commercial District and Business Association Meetings
- June – July 2021 – Business Community Survey
- June 2021 – Business Community Site Visits

In the latter half of 2021, staff from Dixon worked with staff from the Parking Division to refine the draft recommendations and final report. In early 2022, as work on the plan advanced, the Department of Transportation has encountered the need for additional outreach efforts to engage stakeholders in the community on the recommended changes to the parking program. This contract increase will allow for additional outreach and updates to the final draft of the strategic plan based on feedback received.

**COUNCIL POLICY CONSIDERATION:**

This action is consistent with the City Council’s goal to improve, maintain, and enhance public facilities and infrastructure. It also supports and promotes the quality of life and the local economy.

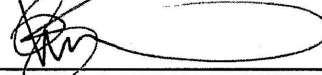
**ENVIRONMENTAL ANALYSIS:**

The project has been reviewed for compliance with CEQA and is exempt per Section 15061 (b) (3). The project is covered by the general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. This agreement will not result in any significant effect on the environment.

**FISCAL IMPACT:**

The cost of this action will be \$14,064 for a revised total contract value of \$145,811. Funding will utilize FY23 budget appropriations in the General Fund and On-Street and Off-Street Parking funds.

Respectfully submitted,

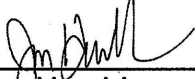


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Director

Department of Transportation

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