



# Board Agenda Item 41

DATE: August 21, 2018

TO: Board of Supervisors

SUBMITTED BY: Steven E. White, Director  
Department of Public Works and Planning

SUBJECT: Agreement with ACE Parking Management, Inc.

## RECOMMENDED ACTION(S):

**Approve and authorize the Chairman to execute an Agreement with ACE Parking Management, Inc., for the operation and collection of County Park entrance fees, effective September 10, 2018, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions (\$0).**

Approval of recommended action will authorize ACE Parking Management, Inc. (ACE) to operate and collect vehicle entrance fees at various County parks at no cost. The collected fee revenue funds ACE's approved expenditures and deposits net revenue into the Department of Public Works and Planning - Parks Division Org 7910. This item is countywide.

## ALTERNATIVE ACTION(S):

Your Board may choose not to approve the recommended action and direct Department staff to operate the fee booths at County parks with seasonal Extra-Help staff.

## FISCAL IMPACT:

There is no Net County Cost associated with the recommended action. ACE will compile revenue from fee booths located at Kearney Park, Lost Lake Recreation Area, Laton-Kingston Park, Skaggs Bridge Park, and Avocado Lake Park on a monthly basis then deduct approved expenses and return to the County the net revenue. The vehicle entrance fee revenue will be used to fund ACE's management and operation of the fee booths. The approved expenses include hourly operating costs, hourly supervision costs, and monthly management fees. The Department anticipates it will realize a net revenue of \$2.50 of the \$5.00 vehicle entry fee. ACE will provide the Department's Parks Division a detailed financial report, which includes necessary backup documentation of monthly expenses. The Department may also request an electronic copy of the detailed financial report and access to ACE's proprietary Parking Client Portal to review current and past profit/loss statements. All net revenues associated with the fee booth collection will be deposited in the Department's Parks Division Org 7910.

## DISCUSSION:

On April 24, 2018, the Internal Services Department - Purchasing Division issued a request for quotation (RFQ) to operate and collect vehicle entrance fees at the following parks: Kearney, Lost Lake Recreation Area, Laton-Kingston, Skaggs Bridge and Avocado Lake. The submission deadline was May 24, 2018. Two vendors were directly solicited and both submitted their quotations timely - ACE and SP Plus Corp.

The quotations were reviewed and the costs included hourly operating costs, hourly supervision costs, and monthly management fees. ACE was identified as the lowest bidder to operate and collect vehicle entry fees. Additionally, as the prior County vendor, ACE satisfactorily performed the same duties from March 2013 through March 2018.

It should be noted that vehicle entry fee collection is subject to weather conditions, which makes it difficult to have dedicated, well-trained staff on hand for the collection of fees. For example, during four of the five years of the prior agreement, the County experienced drought conditions. In keeping with water conservation measures, County Parks greatly cut back on the watering of turf areas impacting the grassy areas of the parks while still preserving the trees. In 2017, two parks experienced flooding conditions for several months, resulting in closures for the majority of the season.

As part of the recommended agreement, ACE will collect vehicle entry fees at multiple entrances into each Facility, hand out County flyers, maps, and other information to the public, report any problems or disturbances to the Sheriff-Coroner's Office, and operate each Facility entry booth in a diligent, economical, and efficient manner so that revenues per month exceed expenses.

The Board approved Agreement No. 13-150 on March 19, 2013 and by the end of year five approximately \$737,250 net revenues were deposited into Org 7910 and approximately \$782,600 totaled ACE's approved expenditures. Department staff will work closely with ACE to monitor and review revenues and expenditures.

With your Board's approval, on a monthly basis, ACE's staff will operate and collect vehicle entrance fees at various County parks, deduct their approved expenses, and provide the remaining balance to the County. This recommended agreement has standard County insurance and indemnification provisions.

REFERENCE MATERIAL:

BAI #31, March 19, 2013  
BBR - April 13, 2012  
BAI #13, January 25, 2011  
BAI #8, December 14, 2010

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Agreement with ACE Parking Management, Inc.

CAO ANALYST:

Sonia M. De La Rosa