

W.S.D.I.

Memorandum Date: May 20, 2009
Order Date: May 20, 2009

TO: Board of County Commissioners
DEPARTMENT: Management Services
PRESENTED BY: Jeff Turk., Property Management Officer
AGENDA ITEM TITLE: DISCUSSION AND ORDER/IN THE MATTER OF ACCEPTING A PROPOSAL FROM DIAMOND PARKING SERVICES, LLC FOR LCP 2008-10 AND AWARDING A THREE YEAR MATERIALS AND SERVICES CONTRACT FOR PARKING FACILITIES ADMINISTRATION SERVICES

I. MOTION

Move approval of Order 09-05-20-XX in the matter of accepting a proposal from Diamond Parking Services, LLC for LCP 2008-10 and awarding a three year materials and services contract for parking facilities administration services.

II. AGENDA ITEM SUMMARY

The County utilizes the services of qualified contractors to administer the County-owned parking facilities. This presentation is to address questions raised on the contract at the April 8, 2009 Board meeting.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

On April 8, 2009, questions were raised by the Board on the attached proposed contract with Diamond Parking. Specifically, additional information was requested regarding the amount and collection of parking violations issued.

B. Policy Issues

Shall Lane County award a contract for Parking Facilities Administration Services and should the County implement standardized policies for collection of violations?

C. Board Goals

This item is consistent with the strategic plan goal of providing efficient and effective financial and administrative support and systems, and protecting the public's assets.

D. Financial and/or Resource Considerations

Following is a detail of the average monthly and annual parking revenue realized from parking services on County-owned lots.

	Average Monthly	Annual Total
Parking Receipts	30,000	360,000
Violation receipts	3,600	43,200
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Management Fee	4,450	53,400
Violation Receipts 50%	1,800	21,600
Total Contractor Revenue	6,250	75,000
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Net Receipts to County	27,350	328,200

Violations issued are as follows:

	2008	2007	2006	Total
Net Violations Issued*	104,913	96,977	91,629	
Violations Collected	53,397	44,377	28,118	
Total Outstanding	51,516	52,600	63,511	167,627
Collections Percentage	50.90%	45.76%	30.69%	

*Net violations after some tickets have been voided, for example a ticket issued to a County employee with a paid monthly permit where the permit was incorrectly displayed.

The County receives 50% of any violations revenue collected.

E. Analysis

Violations issued for parking in County facilities are distinct from the outstanding Justice Courts fines. Violations are enforceable under the contract terms for use of the parking facilities, and not under statute. Parking violations are issued to County employees and members of the public who use the County's parking facilities and fail to pay the fee or fail to properly display permits. The parking administrator has no authority to suspend driver's licenses or take similar actions that the Courts may take to collect fines. The main tool the parking administrator has to collect past due violations is to tow the vehicle if it is once again parked in a managed facility.

In comparison, at June 30, 2008 total outstanding Justice Courts fines and fees receivable were \$20,500,000, not including interest assessed on past due accounts. Of that amount, \$13,250,000 is more than 3 years past due and we recognized \$5,438,000 in the financial statements as considered collectible. The receivable represents fines imposed by courts and are enforceable by statute.

F. Alternatives/Options

1. Accept the proposal from Diamond Parking Services, LLC and award a three year contract based on the Request for Proposals.
2. Direct staff to negotiate changes to the process for collecting violations income and/or re-issue a Request for Proposals for Parking Services.

IV. RECOMMENDATION

The Property Management Officer recommends that the proposal be accepted and a contract be awarded, with no changes to the current collection procedures.

V. TIMING/IMPLEMENTATION

Upon approval by the Board of County Commissioners, the contract documents will be executed.

VI. FOLLOW-UP

None.

VII. ATTACHMENTS

Board Order
Proposed Contract

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER NO.) IN THE MATTER OF ACCEPTING A PROPOSAL FROM
) DIAMOND PARKING SERVICES, LLC FOR LCP 2008-10
) AND AWARDDING A THREE YEAR MATERIALS AND
) SERVICES CONTRACT FOR PARKING FACILITIES
) ADMINISTRATION SERVICES

WHEREAS, the County has a need for professional parking facilities administration services; and

WHEREAS, LCP 2008-10 Request for proposals was issued on December 1, 2008; and

WHEREAS, Diamond Parking Services, LLC was the sole respondent to the Request for Proposals, is the County's incumbent service provider and submitted a responsive proposal; now therefore

IT IS HEREBY ORDERED that the Board of Commissioners awards a three year materials and services contract for Parking Facilities Administration services to Diamond Parking Services, LLC

IT IS FURTHER ORDERED that the Board of Commissioners delegates authority to the County Administrator to execute the contract with Diamond Parking Services LLC.

Dated this day of May, 2009.

PETER SORENSON, CHAIR
Board of County Commissioners

APPROVED AS TO FORM

Date 5-11-09 lane county



OFFICE OF LEGAL COUNSEL