



## Legislation Text

---

**File #:** 22-290, **Version:** 1

---

Resolution to Authorize the City Manager to Execute Amendment No. 2 to the Consulting Services Agreement between the City of San Leandro and MacKay Meters, Inc. for Parking Meter Services and to Approve a Two-Year Contract Extension and Additional Compensation of \$104,792 for the Purchase of Meters, Parts, and Associated Services

### **SUMMARY AND RECOMMENDATIONS**

Staff recommends that the City Council adopt a resolution to approve and authorize the City Manager to execute Amendment No. 2 to the Consulting Services Agreement with MacKay Meters Inc. to upgrade existing parking meters to 4G, to purchase new single and dual-space meters, and for ongoing service and maintenance of all MacKay parking meters.

### **BACKGROUND**

On May 16, 2018, the City released a Request for Proposal (RFP) to contract with a vendor to provide single and dual space parking meters. Four vendors with experience responded to the RFP. MacKay Meters, Inc. ranked the highest based on scope of work, price, proposed timeline, expertise, and references. The original agreement, dated December 4, 2018, included total compensation in an amount not to exceed \$100,000 for procurement and installation of single and dual space smart meters in Pelton Center and on West Juana Avenue. The compensation also includes monthly service fees for cellular communications and credit card gateway in the amount of \$7 per month for single space meters and \$12 per month for dual space meters. There are currently 20 single space meters and 49 dual space meters in operation.

On October 19, 2020, Amendment No. 1 of the contract was approved to increase the total contract amount by \$13,000 to pay for ongoing service fees and parts.

### **Analysis**

The City currently has 69 MacKay single and dual-space meters located in Pelton Center and on West Juana Avenue. These meters are 3G enabled which means that they will cease to have wireless communication when all cell carriers discontinue 3G communications later this year. This will impact all credit card processing at the meter and all communications with MacKay for data collection and reporting purposes. Therefore, the meters must be upgraded to 4G LTE to ensure ongoing functionality.

All other parking meters in operation throughout the City are POM meters. The POM meters only accept coin and parts are no longer available for purchase to perform essential repairs. The only way to continue repairs is to take existing POM meters out of service in areas where the City does not generate significant revenues. Staff, in conjunction with Dixon Resources Unlimited, has identified 27 potential street segments with existing POM meters that can be converted to the 4G enabled MacKay

meters. Staff is proposing to use the existing budget appropriations in fiscal years 2021-2022 and 2022-2023 to fund the conversion. With the existing appropriation, staff can purchase 63 new dual-space meters, 26 new single-space meters, pay for 15-months of gateway fees for the new meters, and pay ongoing gateway fees for the 69 existing meters for the proposed contract term ending on December 4, 2023.

\$52,396 has been budgeted in fiscal year 2021-2022 and in fiscal year 2022-2023 for the purchase of the equipment and the gateway fees.

### **Previous Actions**

On September 19, 2016, the City Council, acting as the governing body of the Successor Agency to the City of San Leandro Redevelopment Agency, approved the transfer of \$600,000 in former Redevelopment Agency bond funds to the City of San Leandro for implementation of parking improvements.

On July 17, 2017, the City Council approved the San Leandro Downtown Parking Management Plan and Recommendations for Short-term Parking Action Plan.

On October 15, 2018, the City Council approved Resolution No. 2018-131 authorizing the City Manager to execute a Consultant Services Agreement with MacKay Meters, Inc. for installation and maintenance of smart parking meters.

On October 19, 2020, the City Council approved Resolution No. 2020-132 authorizing the City Manager to execute Amendment No. 1 to the Consultant Services Agreement with MacKay Meters, Inc. to increase the compensation amount by \$13,000 to cover monthly service charges of \$728 for the remainder of the contract term.

### **Applicable General Plan Policies**

- Policy T-1.7 Off-street Parking Standards. Implement variable parking standards that reflect such factors as proximity to transit, type of occupancy (seniors, etc.), number of bedrooms (for housing), and the expected level of parking demand. Parking requirements should reflect the City's goal of reducing vehicle miles traveled.
- Policy T-5.7 Technology and Roadway Efficiency. Use technology, including smart phone applications, roadway sensors, and real-time data on congestion, travel time, and parking supply to create a more efficient transportation system, and to maximize the benefits of the existing road system before investing in its expansion.
- Policy ED-4.5 Downtown San Leandro. Implement parking management strategies that ensure that convenient parking is available for shoppers and restaurant patrons in Downtown San Leandro.

### **Fiscal Impacts**

Amendment No. 2 to the Consulting Services Agreement with MacKay Meters, Inc. will cost an additional \$104,792 in account 132-35-001-5310. \$52,396 has been budgeted in the account in fiscal

year 2021-2022 and in fiscal year 2022-2023 to cover these expenditures. 4G LTE replacement parts for \$15,896 will be purchased in fiscal year 2021-2022. The remaining \$88,896 will be used to purchase, install, and pay monthly gateway fees on new and existing MacKay meters.

### **Budget Authority**

Of the \$52,396 budgeted in fiscal year 2021-2022, \$15,896 will be spent on the 4G LTE replacement parts. Staff requests that the remaining \$36,500 in unspent funds in fiscal year 2021-2022 be reappropriated in FY 2022-2023 for the planned purchase and installation of new MacKay meters and associated monthly gateway fees.

### **ATTACHMENTS**

- Attachment A Resolution of the City of San Leandro City Council to Approve and Authorize the City Manager to Execute Amendment No. 2 to the Consulting Services Agreement between the City of San Leandro and MacKay Meters, Inc. for Parking Meter Services
- Attachment B Consulting Service Agreement between the City of San Leandro and MacKay Meters, Inc. for Single Space Parking Meters
- Attachment C Amendment No. 1 to the Consulting Services Agreement between the City of San Leandro and MacKay Meters, Inc. for Single Space Parking Meters
- Attachment D Amendment No. 2 to the Consulting Services Agreement between the City of San Leandro and MacKay Meters, Inc. for Single Space Parking Meters (Draft)

**PREPARED BY:** Jennifer Auletta, Deputy Public Works Director, Public Works Department