

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: KIM NADEAU, PARKING MANAGER  
FINANCE DEPARTMENT  
SUBJECT: FREE GARAGE PARKING BETWEEN 1 AM AND 6 AM

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution: 1) approve free parking at the five public garages, between 1 a.m. and 6 a.m.; 2) adopt the Schedule of Parking User Fees, attached as Exhibit A; and 3) approve a budget revision in the amount of \$51,516.00 for the First Amendment to the Weinstein Security contract.

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EXECUTIVE SUMMARY

This item recommends, 1) effective May 20, 2020, offering free parking in the five public garages between 1 a.m. and 6 a.m. and associated adoption of attached Schedule of Parking User Fees, and; 2) utilizing Weinstein Security services to patrol the garages from 1 a.m. to 6 a.m., furthering the Council Goal of ensuring financial stability.

BACKGROUND

The Parking program is funded through parking user fees, which includes parking meter fees, monthly permit fees and hourly fees charged in the garages. The five public garages (under normal conditions) operate 24 hours per day, 7 days a week, except on City recognized holidays and Sundays at the 5<sup>th</sup> Street and D Street garages. The garages have been closed since April 3, 2020 and parking fees were temporarily waived effective April 15, 2020 by Council due to the COVID-19 shelter in place order.

PRIOR CITY COUNCIL REVIEW

On August 6, 2019, the City Council approved free holiday parking in the City's five public garages, and free parking on Sunday's at the 5<sup>th</sup> Street and D Street garages.

On April 14, 2020, the City Council authorized a temporary waiver of parking user fees due to the impacts of the COVID-19 shelter in place order.

ANALYSIS

Staff has evaluated the benefit of operating the garages between 1 a.m. and 6 a.m. beginning May 20, 2020 as City garages begin to reopen as the shelter in place order is lifted in various ways by the County. Less than 2% of garage parking sessions occur between 1 a.m. and 6 a.m. There are typically two Parking Operations Aides (POA) and one Parking Operations Coordinator assigned to work during these hours. By offering free parking between the hours of 1 a.m. and 6 a.m., 1.5 FTE of vacant POA positions can be eliminated. A recommendation concerning this proposed staffing reduction will be included in the June budget adoption, and City staff will conduct all necessary outreach with Unit 7 in advance of making the formal request. The City's contract with Weinstein Security has been amended to provide patrol of the garages and lots from 1 a.m. to 6 a.m., seven days a week, except on City observed holidays.

On January 15, 2019, City Council awarded RFP 18-114 under General Service Agreement F001847 to Weinstein Security Services Inc, Windsor, CA in the amount of \$887,745.99, with a \$25,000 contingency for miscellaneous services. On April 29, 2020, City Manager awarded the First Amendment to General Service Agreement F001847 in the amount of \$51,516 to add security guard service to the City Parking Garages. While execution of the First Amendment to the Agreement is within the City Manager's authority pursuant to Section 3-08.110(A), the budget revision required to fund the contract amendment requires City Council approval.

Assuming Council approves staff's subsequent recommendation to eliminate 1.5 FTE of vacant POA positions in the June budget adoption, approximately \$45,000 will be saved annually by utilizing the Weinstein agreement and offering free parking between the hours of 1 a.m. and 6 a.m. The First Amendment to the Weinstein Security contract covers service from May 2020 - January 2021, with a dollar amount not to exceed \$51,516. .

Weinstein Security annual costs = (\$ 72,000)

Revenue reduction 1am – 6 am = (\$ 10,000)

Staff reduction of 1.5 FTE POA = \$127,000

**Estimated Annual Net Savings = \$ 45,000**

Beyond this amendment to the Weinstein Agreement to patrol garages between 1-6AM, Staff also anticipates the contract will be further amended and return to Council to allow Weinstein to provide extended service to the expiration of the contract later in 2020.

FISCAL IMPACT

It is anticipated that adoption of these recommended Parking User Fees will result in annual revenue reduction of about \$10,000 to the Parking Fund, and outside annual security costs of \$72,000. These security costs will be offset by the salary and benefit savings from elimination of 1.5 FTE vacant POA positions, should Council approve the elimination of 1.5 FTE vacant POA positions that staff anticipates recommending in the June budget. Approval of this action does not have a fiscal impact on the General Fund.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution/Exhibit A - Schedule of Parking User Fees

CONTACT

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