



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 20-739      **Version:** 1      **Name:**  
**Type:** Presentation      **Status:** Consent Agenda  
**File created:** 2/6/2020      **In control:** City Council Meeting Agenda  
**On agenda:** 4/13/2020      **Final action:**  
**Title:** CC:PA - (1) Approval of a One-year Extension to the Existing Agreement with ABM Industries to Provide Management Services Related to the Operation of Culver City Parking Facilities in an Amount Not-to-Exceed \$1,1591,686; and (2) Approval of an Agreement with Walker Consulting for Auditing Services Related to Culver City Parking Facilities in an Amount Not-to-Exceed \$60,400.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. LTR Operator Audit Culver City 111819.pdf

Date	Ver.	Action By	Action	Result
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**CC:PA - (1) Approval of a One-year Extension to the Existing Agreement with ABM Industries to Provide Management Services Related to the Operation of Culver City Parking Facilities in an Amount Not-to-Exceed \$1,1591,686; and (2) Approval of an Agreement with Walker Consulting for Auditing Services Related to Culver City Parking Facilities in an Amount Not-to-Exceed \$60,400.**

**Meeting Date:** April 13, 2020

**Contact Person/Dept:** Todd Tipton/CDD

**Phone Number:** (310) 253-5783

**Fiscal Impact:** Yes ☒ No ☐      **General Fund:** Yes ☐ No ☒

**Public Hearing:** ☐      **Action Item:** ☐      **Attachments:** Yes ☒ No ☐

**Commission Action Required:** Yes ☐ No ☒

**Public Notification:** (E-Mail) Meetings and Agendas (04/07/20);

**Department Approval:** Sol Blumenfeld (4/04/2020)

### RECOMMENDATION

Staff recommends the City Council (1) approve a one-year extension to the existing agreement with ABM Industries (ABM) to provide management services related to the operation of the City's parking facilities in an amount not-to-exceed \$1,591,686; and (2) approve an agreement with Walker

Consulting (Walker) for auditing services related to the City's parking facilities in an amount not-to-exceed \$60,400.

## **BACKGROUND/DISCUSSION**

### **ABM**

The City's parking manager oversees the City's parking garages and surface parking lots, and is responsible for all operations including, among other things, maintenance, upkeep, repairs, leasing and revenue collection from City parking spaces. The City entered into an agreement with ABM Industries in 2016 to provide these services (Agreement).

The term of the existing Agreement is for three years with two one-year optional extensions, for a total of five years. The initial three-year term has been completed and staff is seeking City Council approval to execute the first of two one-year extensions that remain.

The Agreement allows the City Manager to authorize increases to the annual budget provided there are sufficient funds in the Culver City Parking Authority account. Budget amendments were authorized during the initial three-year term for additional personnel necessitated by Metro parkers in the Ince garage, personnel prior to and after the installation of new parking equipment, personnel to operate the Ince garage 24 hours/seven days per week and for unanticipated services/repairs and supplies.

### **Walker**

Staff obtained a proposal from Walker (attached) in an amount not to exceed \$60,400 to audit the City's parking operations. Although regular audits are performed by ABM pursuant to the Agreement, Walker is being asked to undertake a detailed financial analysis in accordance with accounting industry standards.

Pursuant to Culver City Municipal Code Section 3.07.065.A, these professional services are exempt from formal competitive bidding procedures; provided, the agreement is based on competitive quotations, whenever practical, as determined by the City Manager. Given Walker's institutional knowledge and high quality work related to the City's parking facilities over the past several years, the City Manager determined competitive quotations were not needed in this case.

## **FISCAL ANALYSIS**

The \$1,591,686 amount includes all costs related to the operation of the parking facilities including personnel, repairs/maintenance (approximately \$383,000 in Year 4), fees and services, materials, supplies, licenses, permits, landscaping, insurance, and an annual management fee of \$22,000. The Agreement amount was increased overtime to account for additional personnel (as described above) and other operational costs. Per the Agreement, the proposed budget for year four was increased three percent (3%) in accordance with the Consumer Price Index.

Sufficient funds exist in Parking Authority Fund 475 for the one-year Agreement extension and Walker's proposed auditing services.

## **ATTACHMENTS**

1. Proposal from Walker to audit the City's parking operations.

## **MOTIONS**

That the City Council:

1. Approve a one-year extension to the agreement with ABM Industries to provide management services related to Culver City's parking facilities in an amount not-to-exceed \$1,591,686; and,
2. Approve an agreement with Walker Consulting for auditing services related to Culver City parking facilities in an amount not-to-exceed \$60,400; and,
3. If City Council approves the agreement with Walker Consulting, authorize staff to negotiate the final terms of the agreement, provided the final contract price does not increase more than the City Manager's contract authority; and,
4. Authorize the City Attorney to review/prepare the necessary documents; and,
5. Authorize the City Manager to execute such documents on behalf of the City.