



## Request for City Council Committee Action From the Department of Public Works

**Date:** April 6, 2010  
**To:** Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee  
**Referral to:** Honorable Betsy Hodges, Chair Ways & Means Committee  
**Subject:** **On-Street Parking Meter System – Select Vendor and Negotiate Contract**

### Recommendation:

- a. Authorize City officials to negotiate and enter into agreements with the three companies: Cale, IPS and POM.
- b. Authorize capital appropriation of \$6,600,000 to fund the on-street meter program (purchase, install, communications, enforcement, etc.)
- c. Authorize City officials to issue an RFP for parking enforcement devices pending PRC approval.

### Previous Directives:

- **July 11th 2008:** Transportation & Public Works Committee granted permission to issue RFP to solicit proposals for on-street meter technology.
- **October 10th 2008:** Reported back to Transportation & Public Works Committee to introduce the implementation of field testing as required by Phase II in the RFP process.

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### Approved by:

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Steven A. Kotke, P.E., City Engineer, Director of Public Works

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Rocco Forte, Director of Regulatory Services

**Presenters:** Tim Drew, Traffic Engineer

### Reviews

Permanent Review Committee (PRC):	Approval	Y	Date	05/08/08
PRC for Enforcement devices	Approval		Date	pending
Civil Rights Approval	Approval	NA	Date	

**Financial Impact**

Action is within the Parking Fund Financial Plan

**Community Impact**

Neighborhood Notification: Not Applicable

City Goals: To ensure a healthy, vital and safe city.

Comprehensive Plan: Not Applicable

Zoning Code: Not Applicable

**Background/Supporting Information**

The present on-street parking meter system includes approximately 6800 single space Duncan electronic meters. These meters were initially purchased in 1992 with periodic replacement of defective parts over the last 17 years. These meters currently accept coins and smart cards for payment. The equipment is at the end of its useful life. Disadvantages of continuing with the present system include:

- Coin acceptors are malfunctioning at an increasing rate.
- Servicing the current meter is difficult because the parts are becoming expensive and obsolete.
- The numbers of failed meters within the system have been exceeding the city's performance measure that no more than 50 meters being out of service at one time.
- Revenue is being lost due to increased failed meters.
- Parkers are using meter time remaining from previous users.
- Inability to charge event rates.
- The proprietary Duncan smart card is the only smart card used in the current meters. Cost of purchasing the smart cards from Duncan is currently \$12/card. Market rate for other programmable smart cards is \$2/card.
- Parkers are asking for an expanded number of payment options that include credit card, and pay by cell phone. Parkers have experienced these options in other cities.
- Rate increases continue to make quarters a limited and obsolete payment method.
- Collection of coins requires increasing amounts of staff hours as parking rates increase. Use of different payment options will significantly reduce staff collection time.

The desire of Public Works is that most metered spaces in the city should have the flexibility to accept multiple forms of payment, be easier to enforce, and have modern reporting capabilities for revenue, system use and maintenance.

**Request for Proposal (RFP)**

Understanding the current meter system limitations, Public Works sought and the City Council authorized issuance of a RFP for new on-street metering technology in June 2008.

Goals of the RFP were to look at:

- State of the art technology
- Best Practices
- All Options including Multi-Space and Single Space Meters
- Payment Options ( Credit card, Coin, Pay by Phone, etc)
- Ability to Leverage Technology

## RFP – (Phase 1) Proposal Review

Sixteen (16) separate proposals were received from vendors and evaluated as part of Phase 1 by an evaluation team which included Public Works, Finance, BIS, Traffic Control, CPED and members of the City of St. Paul's Public Works department.

Six (6) companies were selected by the evaluation team to advance to field testing (Phase 2). As a condition of phase 2, the companies were required to supply and install their meter equipment for a designated trial period.

The six companies selected to advance to (Phase 2) were as follows (by company – location):

- Cale – (HCMC) on Chicago Ave between 6<sup>th</sup> and 7<sup>th</sup> St.
- Digital Payment Technologies – (Dinkytown) on 4<sup>th</sup> St SE between 13<sup>th</sup> and 14<sup>th</sup> Ave SE
- Duncan – (Old St. Anthony) on University Ave between 1<sup>st</sup> Ave NE and Hennepin Ave
- IPS – (Warehouse District) on 4<sup>th</sup> St N between 1<sup>st</sup> and 2<sup>nd</sup> Ave N
- Parkeon – (Stadium Village) on Washington Ave SE between Walnut and Harvard St SE
- POM – (Dinkytown) on 13<sup>th</sup> Ave SE between 4<sup>th</sup> and 5<sup>th</sup> St SE

## RFP – (Phase 2) Field Testing

The Phase 2 field test ran from December 2008 until July of 2009 and the evaluation team analyzed the following elements related to on-street meter usage:

- Cost benefit analysis
- Customer User Evaluations
  - Observations by City staff on customer usage
  - Public input via online survey
    - Analyzed feedback from over 200 on-line surveys submitted by meter users as part of the on-street trial.
- Maintenance issues related to the Minneapolis climate
  - Test began in December and ended in July
- Vendor Support
- Evaluation of back end reporting system
  - Expired meter location identity
  - Reports (Analytical parking trends, collections and maintenance alerts, etc...)
  - Detailed transaction reports
- Collection Efforts
  - Included efficiency, security, capacity of coin vault, etc...
- Ability to utilize the City's Wi-Fi network and (GSM) Cellular
- Enforcement Efforts
  - Traffic Control Agent Feedback

## RFP -- Findings

Public Works staff has determined that 3 different meter types are needed to best serve Minneapolis on-street parking. This will give optimal flexibility to the City and better meet the needs of its parkers by allowing the following:

### **Multi-Space**

- Would reduce clutter on the street
- Solar powered
- Convert existing meter pole system to accommodate bike parking
- One machine per block face
- Accepts multiple forms of payment including credit cards, coin, and smart cards.
- Programmable event rates functionality
- Flexibility for future phone text payments
- Program parking restrictions
- Ability to utilize the City's WiFi network
- Ability to utilize real-time reporting to analyze and enforce on-street operations \*\*\*

### **Single Space (Enhanced)**

- Accepts multiple forms of payment including credit cards, coin, and smart cards.
- Solar powered
- Use existing meter pole infrastructure
- Flexibility for future phone text payments
- Program parking restrictions
- Programmable event rates functionality
- Ability to utilize real-time reporting to analyze and enforce on-street operations \*\*\*

### **Single Space (Traditional)**

- Are still needed in areas with low rates and low usage
- Inexpensive
- No monthly or credit card fees
- Use existing meter pole infrastructure

\*\*\* Communication software from the meters to a central management office and field enforcement is necessary to use the maximum capabilities of an electronic meter system. This software can indicate a meter malfunction, low paper supply, full coin vaults, presence and location of violators along with extensive systems analysis of the financial status, usage trends, etc. of individual meters by blocks or by sectors, as well as the overall system status. Software availability and flexibility were critical considerations when reviewing the advantages and comparisons between potential meter vendors.

### **RFP -- Recommended Vendors**

Based on the outcome of Phase 2, the evaluation team scored and ranked the meter technologies according to the RFP criteria. The recommended vendors are:

- Cale (multi-space with credit card)
- IPS (single-space with credit card)
- POM (traditional single-space)

Public Works recommends proceeding to the next step – negotiate and enter into contracts and terms with these vendors.

## Proposed On-Street Parking Meter Program

### Funding and Rollout

Dependent on the timeliness of contract negotiations Public Works proposes the following:

Year	2010	2011	2012
Number of Metered Spaces	2300	2300	2300
Estimated Costs	\$2.2M	\$2.2M	\$2.2M

Until the City negotiates a price with the individual vendors these costs are estimated. The long term payback on the meter purchase is approximately 3 years.

Public Works requests a \$6.6 million appropriation to fund the on-street meter program. This funding is consistent with the Parking Fund Financial Plan. Any new meter operation and maintenance cost occurring in 2010 will be managed within the current 2010 parking expense budget. All future operation and maintenance costs have been programmed in the Parking Fund Financial Plan.

The first year installation rollout is currently planned to start as follows:

- Cale (multi-space) meters are scheduled to be installed in downtown areas including the new ball park surroundings, the warehouse area and the core.
- IPS (enhanced single space with credit card) meters are scheduled to be installed in the Stadium Village and Dinkytown areas.
- POM (traditional single-space) meters will be used as replacements for existing failing meters as necessary in the rest of the meter system.

### Enforcement Study

Public Works hired SEH a recognized transportation and parking consultant to conduct parking meter and enforcement research plus identify best practices of cities around the world. The cities included were Baltimore, Beverly Hills, Boston, Chicago, Denver, Des Moines, Houston, Madison, Miami, Milwaukee, Portland, San Diego, San Francisco and Seattle in the United States, Calgary in Canada and Melbourne in Australia.

The study's key findings were:

- a. Parking meter equipment proposed by the RFP vendors is state of the art.
  - Traditional single-space
  - Enhanced single-space (with payment options, solar, technology, etc)
  - Multi-space
- b. Enforcement methods that are flexible and proven can be integrated with the RFP recommended meters.
  - Ticket book
  - Ticket Writers (not web-based); currently used by the City of Minneapolis
  - Ticket Writers (web-based) with or without a camera.
  - PDA web devices/ i-phones
  - In-car laptop computers
  - License Plate Recognition (currently tested by City of Minneapolis)

- c. Administration of various on-street parking related functions such as Enforcement, Collection and Citation Adjudication in other cities is conducted by:
- Public Works
  - Traffic Control Agents
  - Parking Authority
  - Finance Department
  - Police Department
  - Private Contract
- d. The City's current ticket writers are capable of enforcing all new meters selected. However, other potentially more efficient enforcement methods can be implemented with various recommendations found in the enforcement study. Due to the fact the new meters are web based; advancement in enforcement technology can and should be integrated to the system.

**Enforcement and Collection Efforts**

Traffic & Parking Services and Regulatory Services are in discussions and have agreed upon a plan to enforce the new and existing parking meter system. The plan includes continued efforts with Regulatory Services centering on utilizing and integrating a web-based solution. Traffic and Parking Services will:

- Continue to coordinate with Regulatory Services/ Traffic Control/ TCA's/ Police
- Monitor and evaluate meter collection activities presently being performed by our parking operator, Ampco Systems Parking
- Further develop meter enforcement plan details

Public Works and Regulatory Services have agreed that the installation and enforcement of the multi-space meters will take place concurrently.

**Next Steps and Anticipated Schedule**

The next steps required for purchase and installation of new parking meters is defined below:

<b>Next Step</b>	<b>Proposed Schedule</b>
Negotiate and Execute Contracts with 3 RFP vendors	Spring/Early Summer 2010
Return to City Council and begin ordinance changes	April 2010
Complete Rollout Program Preparations	April/May 2010
Communications Campaign begins	August - October 2010
First Year Installation	September/October 2010
Second and Third Year Installation	2011 and 2012
City-wide installation completion	2012

In addition and on a parallel track are the next steps related to the parking meter collection, enforcement, and the adjudication efforts as follows:

<b>Next Step</b>	<b>Proposed Schedule</b>
Start short-term and long-term enforcement plans	January 2010
Meter collection changes	January to March 2010
Start meter collection by Ampco	March 15, 2010
Continue to work on the enforcement plan	March/May 2010
Start pilot for administrative adjudication efforts	April 2010
Issue RFP for ticket enforcement devices	April 2010
Implementation of enforcement plan	July to Sept/October 2010
Adjudication changes	Ongoing

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