



PROSPER
PORTLAND
Building an Equitable Economy

DATE: July 10, 2024
TO: Board of Commissioners
FROM: Kimberly Branam, Executive Director
SUBJECT: Report Number 24-30
Authorizing an Amendment to a Parking Management Services Contract with City Center Parking

BOARD ACTION REQUESTED AND BRIEF DESCRIPTION

Adopt Resolution No 7546

This action by the Prosper Portland Board of Commissioners (Board) will authorize an amendment to a Parking Management Services Contract (Contract) with City Center Parking. If approved, the amended Contract will include project management services for installation of new parking equipment at the Prosper Portland-owned Station Place Garage.

STRATEGIC ALIGNMENT AND OUTCOMES

This action delivers on Prosper Portland's strategic objectives by exercising "transparent administration of resources and assets to ensure public funds are effectively invested to achieve agency objective while promoting the long-term sustainability of the organization."

BACKGROUND AND CONTEXT

Prosper Portland currently has a portfolio of approximately 50 owned and controlled properties, ranging from vacant land to a hotel, and various commercial spaces with multiple tenants.

In June 2018, after a public solicitation process, Prosper Portland entered into a Parking Management Services Contract with City Center Parking for parking management services. The Contract has been amended 11 times since and has a termination date of December 31, 2024. The Contract currently encompasses management and operation of eight Prosper Portland-owned parking facilities in Portland (one of which is the Station Place Garage, a five-level, 411 space parking garage adjacent to the Broadway Corridor site and just west of the Portland Union Station).

In 2017, Prosper Portland requested to have an internal audit conducted by the City of Portland, Office of the City Auditor. The audit was requested to strengthen the agency's asset management practices and to identify areas of improvement that would benefit the agency's operations and delivery of services to the public. At the completion of the audit, the Office of the City Auditor recommended three areas for improvement, the third of which was "to increase revenue at specific properties...by upgrading the parking control system at the Station Place Garage." The audit identified that the parking equipment of the Station Place Garage was outdated and needed to be upgraded to better monitor, track, and report parking revenue. Procuring this equipment has gone through various stages of research and bidding, ultimately restarting the process several times. Staff has concluded its most

recent process of soliciting parking equipment bids and researching the authority to allow City Center Parking to manage the procurement and installation of the new parking equipment.

EQUITY IMPACT

City Center Parking is not designated as a MWESB certified firm; however, the Contract states that it is encouraged to facilitate the participation of MWESB certified contractors and vendor for services and products necessary to provide parking operations and maintenance.

COMMUNITY PARTICIPATION AND FEEDBACK

Staff did not conduct any public engagement related to this action.

BUDGET AND FINANCIAL INFORMATION

Monthly management fees and the cost of the parking equipment for the Station Place Garage have been allocated across the following tax increment finance district fiscal 2024-25 Approved Budgets: Central Eastside, Downtown Waterfront, North Macadam, Oregon Convention Center, and River District.

RISK ASSESSMENT

City Center Parking has the subject matter expertise needed to manage the day-to-day operations of Prosper Portland parking facilities, and can engage with the public on parking needs more directly than staff can. There is very little risk to amending this Contract, as it expires at the end of December 2024 and Prosper Portland staff will be releasing a new public solicitation for the management of the agency's parking facilities.

Additional delay in upgrading the parking equipment at the Station Place Garage would not be responsive to the audit findings. Amending the Contract is a priority for the agency so new equipment can properly account for revenues at the Station Place Garage.

ATTACHMENTS

None.