

REPORT OF GENERAL MANAGER


NO. 04-158


DATE May 19, 2004

CD 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: 'PAY N DISPLAY' MACHINES AT THE CABRILLO BEACH PARKING LOT - FINDING THAT INSTALLATION AND MAINTENANCE IS MORE ECONOMICALLY AND FEASIBLELY PERFORMED BY CONTRACT THAN BY CITY EMPLOYEES

J. Combs		I. Fujita	_____
*G. Stigile		C. Chan	_____
F. Mok		J. Kolb	_____



 General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board find that in accordance with Charter Section 1022, the Department does not have the personnel available in its employ with the appropriate expertise to undertake the specialized project of installing eight 'Pay N Display' machines in the Cabrillo Beach Parking Lot, and for their subsequent repairs or maintenance, and that it is more feasible and economical to secure the services by contract.

SUMMARY:

The Department of Recreation and Parks currently has a ticket booth operation at the Cabrillo Beach parking lot with an attendant who issues the parking tickets and collects the parking fees. The Department is implementing a more efficient way of collecting parking revenues at this facility which will result in the elimination of lines of cars that form on Stephen White Drive as a result of the current method of collecting parking fees. The Department proposes to install eight 'Pay N Display' machines placed throughout the parking lot. Material procurement has been performed and the General Services Department is preparing to issue the purchase order, but because a component includes installation labor, a Charter Section 1022 finding must be made. City requirements necessitate that any contract with a service or labor component must comply with Charter Section 1022 that it is more economical or feasible to contract for the services than have them performed by City employees.

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This application for 'Pay N Display' will be the first and only such installation in the City for any such department. Department construction personnel are unfamiliar with the type of machines being proposed for purchase, and any improper repairs or maintenance may void the warranty for the machines. It is; therefore, more economically feasible to hire installers familiar with the Pay N Display machines to complete the one-time installation and provide occasional maintenance on an as-needed basis, than to utilize City employees. As additional installations occur in the City, and after the initial warranty period, in-house expertise for maintenance may be in place.

This report was prepared by Raymond Chang of Administrative Resources.