

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date:</b> April 20, 2015
	<b>Agenda Item No.</b> 26E <b>Roll Call No.</b> <u>15-0669</u> <b>Communication No.</b> <u>15-189</u> <b>Submitted by:</b> Pamela S. Cooksey, P.E., City Engineer

**AGENDA HEADING:**

Approving \$6,000 amendment to existing blanket purchase order with IPS Group for monthly management services and transaction fees for credit card enabled meters.

**SYNOPSIS:**

Recommend approval of a \$6,000 amendment to an existing blanket purchase order with IPS Group for monthly management services and transaction fees on credit-card enabled meters, resulting in a total blanket purchase order of \$30,000.

**FISCAL IMPACT:**

Amount: \$6,000 increase

Funding Source: Recommended 2015-2016 Operating Budget, Page 72 Engineering Department Traffic and Transportation – Parking Administration EG062085

**ADDITIONAL INFORMATION:**

On April 22, 2013, by Roll Call No. 13-0656, the City Council approved the purchase of credit card enabled Smart Meters from IPS Group that would provide alternative payment options for visitors and residents in the downtown area. The downtown area currently has approximately 4,000 parking meters. The Traffic and Transportation Division has an annual replacement program to upgrade the existing coin-operated parking meters to credit-card enabled meters. Currently, there are over 325 credit card enabled meters in the downtown area, with another 300 to be installed this summer. Each credit card enabled meter has a monthly software support fee of \$2.00, a Gateway Wireless fee of \$3.75 monthly, and an individual transaction fee of \$0.13 per transaction for each credit card purchase. The city recaptures some of these funds to cover the transaction fee by having credit-card enabled meters charge a minimum of one (1) hour or \$1.00 worth of time to cover the individual transaction fee.

The City has seen the usage of credit card enabled meters increase. With this increase in use of credit card enabled meters, comes a need to have an increase in the existing \$25,000 blanket purchase order with the IPS Group to account for the increased software support and transaction fees.

**PREVIOUS COUNCIL ACTION(S):**

Date: January 13, 2014

Roll Call Number: [14-0066](#)

Action: [IPS](#) Group (Dave King, President) sole area-wide distributor for credit card and smart card enabled parking meter units as requested by the Traffic & Transportation Division of the Engineering Department, \$86,490. ([Council Communication No. 14-003](#)) Moved by Hensley to adopt. Motion Carried 7-0.

Date: April 22, 2013

Roll Call Number: [13-0656](#)

Action: [IPS](#) Group (Dave King, President) for credit card & smart card enabled single space parking meter units requested by the Engineering Department Traffic & Transportation Division, \$115,800. (Four (4) bids mailed, four (4) bids received) Moved by Hensley to adopt. Motion Carried 7-0.

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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