*City of Lake Geneva*
*626 Geneva Street*
*Lake Geneva, WI 53147*
*(262) 248-3673*
*www.cityoflakegeneva.com*

# PUBLIC WORKS COMMITTEE
# TUESDAY, FEBRUARY 12, 2019– 4:30PM
# CITY HALL CONFERENCE ROOM 2A

**Members:** Chairperson Cindy Flower, Selena Proksa, Rich Hedlund, Tim Dunn, and Ken Howell

## AGENDA

1. Meeting called to order by Chairperson Flower
2. Roll Call
3. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda. Comments will be limited to 5 minutes
4. Approve the regular Public Works Committee meeting minutes from January 8, 2019 as prepared and distributed
5. Director of Public Works Report
    a. Ice Castle
    b. Plowing
    c. Winterfest
    d. Disc Golf Bridge Potential Replacements
6. Parking Manager Report
7. Discussion/Recommendation on renewal of the TAPCO contract including Video Detection Maintenance for 2019/2020
8. Discussion/Recommendation regarding possible paving project for Marianne Terrace in 2019
9. Discussion/Recommendation regarding possible paving project for Main Street in 2019
10. Discussion/Recommendation regarding 2019 Street Improvement Project & Paving Project
11. Discussion/Recommendation regarding Fall Tree Planting recommendations from the Tree Board
12. Discussion/Recommendation regarding purchase of sixty-three (63) Cale CWT Touch Screen Parking Meters
13. Discussion/Recommendation regarding approving of agreement with UPSafety to add additional license plate lookup automation software
14. Discussion/Recommendation regarding implementing possible parking rate discount with use of parking mobile applications
15. Adjourn

*This is a meeting of the Public Works Committee.*
*No official Council action will be taken; however, a quorum of the Council may be present.*

*Agenda posted 2/8/2019* cc: Aldermen, Mayor, Administrator, Attorney

# PUBLIC WORKS COMMITTEE MINUTES
# TUESDAY, JANUARY 8, 2019– 4:30PM
# CITY HALL CONFERENCE ROOM 2A

**Members:** Chairperson Cindy Flower, Selena Proksa, Rich Hedlund, Tim Dunn, and Ken Howell

The meeting of the Public Works Committee was called to order by Chairperson Flower at 4:33 p.m.

Roll Call
Public Works Director Earle called the roll and noted that Proksa, Flower, Howell, Hedlund with Dunn being absent.
Others Present: Public Works Director Earle, Parking Manager Mullally, and City Clerk Kropf

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda. Comments will be limited to 5 minutes
None

Approve the regular Public Works Committee meeting minutes from December 11, 2018 as prepared and distributed
Motion by Proksa to approve, second by Hedlund. No discussion. Motion carried 4-0.

**Director of Public Works Report**

Map of street work
Public Works Director Earle stated that he is continuing to review the street maps and identifying streets to be included in the 2019 Street Improvement Program. He noted that he is focusing more on the lower rated roads to deter them from deteriorating further. Cemetery Road is a potential street to be included, but with the uncertainty of the pending development and Oakhill Cemetery sanitary sewer he has placed this street on hold. He noted that committee discussions have deterred him from pursuing further reconstruct on Main Street which is going to open more money in the budget to add more streets around the City.

Ice Castle
Ice Castles have been pushed back due to the weather. He noted that Utilities Director Gajewski has been working with the group at Ice Castles to make sure that the sidewalk that is adjacent is salted.

Plowing
Earle noted that there hasn't been any snow which is saving money and ware on the equipment.

Equipment
Earle noted that he has employees working on equipment that needed attention. He added that the employees are happy that there are happy to fix these issues instead of sending them out for repair. This in turn is saving the City money as well.

Tree work
Earle noted that the arborist is working diligently to identify trees that need replacing and replanting.

Winterfest
Earle noted that the Public Works Crew is ready to go for Winterfest within the next couple of weeks.

Disc Golf Bridge Potential Replacements
Earle noted that the engineer is looking into to the bridges and will bring a recommendation at a future meeting. The committee discussed that the other bridges are failing and that some should be replaced. City Administrator Nord noted that he contacted the City's insurance company to look at it and give a recommendation. Flower noted that she would like to see three bridges out there. Earle noted that one of the bridges man be able to handle a vehicle crossing to aid the Police Department.

**Parking Manager Report**

Parking Manager Mullally addressed the committee regarding the 2018 parking department activity. She reviewed some of the highlights throughout the year, which included 523,000 of paid transactions, the amount of revenue that was collected from parking violations has decreased, use of mobile apps doubled, and that the meter revenue increased by 10%.

Sheridan Springs Park and Ride Location Driveway Installation included in 2019 Street Improvement Project
Mullally noted that this property is already in the City's control and that she would like to see that included in the 2019 Street Improvement Project. Earle noted that it is slated to be in the project. No action taken.

Discussion on upgrading Parking Meter System in 2019
Mullally noted that she would like to upgrade the meter kiosks for the new year. She noted that the kiosks would be equipped with better technology to be faster and easier for customer use.
She would like to see the machines to be cashless as it is harder on the equipment to run the battery for the bill collector. She would like to see this approved and placed for use before Memorial Day. Flower noted that some patrons have suggested no parking in some of the downtown and would like to research that before investing a new system. This item is to be brought back to the committee at next month. No action taken.

Discussion on initiating a MaaS (mobility as a service program) "pilot program" for Downtown
Mullally noted that this app offers a service that reserves car pickup/dropoff. She noted that this would promote less traffic in the downtown and could possibly create more available parking spaces. She would like to see a three-month program in the summer and explore how it works for the City. She noted that this would be a free service within the City limits and more specifically at the downtown. Flower asked that she research the issue aand bring it back to the next meeting. No action taken.

Discussion/Recommendation regarding pay request #2 to Payne and Dolan for 2018 Street Improvement Project in an amount not to exceed $106,504.25
Earle noted that this is the final payment including the retainage.
Motion by Howell to approve, second by Hedlund. Motion carried 4-0.

Discussion/Recommendation regarding payment request #5 to Sonrise Construction, INC for the Disc Golf Bridge Course Pedestrian Bridge Replacement Project in an amount not to exceed $15,764.40
Earle noted that this is the pay request #5.
Motion by Proksa to approve, second by Howell. Motion carried 4-0.

Discussion/Recommendation regarding final payment request to Sonrise Construction, INC for the Disc Golf Bridge Course Pedestrian Bridge Replacement Project in an amount not to exceed $5,684.10
Earle stated that this request just came in and recommended a 10% retainage of the final payment to aid in the grass growth.

Motion by Hedlund to pay $5,000 and retain the remainder to pay for grass regrowth, second by Proksa. Motion carried 4-0.

Discussion/Recommendation regarding log sale on Wisconsin Surplus; Funds generated to be designated to the purchase of trees
Earle stated that he had taken down two Walnut trees and that they were sold on the Wisconsin Surplus for $1,515. He asked that the funds be allocated to the fund to purchase trees.
Motion by Howell to approve, second by Flower. Motion carried 4-0.

Discussion regarding landscaping completed at Brunk Pavilion- Per Chairperson Flower
Mayor Hartz explained that he sits on the beautification committee and had worked with them on the development the landscape plan. He noted that the landscape plan was approved as a part of the original plan that would approved by the Plan Commission and the Common Council. Since then the Public Works Department had concerns with how that was going to be maintained. Earle added that she would need direction on whether or not to add this to the landscape plan. No action taken.

Discussion regarding Capital Outlay Plan for Buildings and Infrastructure
Earle noted that he had first discussed this during the budget process. He stated that the buildings are going to need attention and that there needs to be schedule outlining their condition and a schedule of maintenance. No action taken.

Discussion regarding obtaining proposals for the City Engineering Services
Earle stated that he was pleased with Kapur's work along with the other City departments. Hedlund worries about looking for a new engineer as Kapur should have an understanding on how the City works. Mayor Hartz noted that some of the issue is just that the City has an expectation that isn't communicated to the City Engineer. Flower noted that she sees most of the concern with the Building and Zoning and Planning Commission representation. She cited several instances where standards weren't conveyed and would like to see that corrected. The committee would like to have a conversation with representatives of Kapur to discuss the issues. No action taken.

Adjourn
Motion by Howell to adjourn the meeting of the Public Works Committee, second by Proksa. Motion carried 4-0. The meeting adjourned at 6:33 p.m.

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February 1, 2019

City of Lake Geneva
626 Geneva St
Lake Geneva, WI 53147

Attn. Tom Earle

Dear Tom,

TAPCO would like to thank you for your continued business. The City's current traffic signal maintenance contract will be expiring at the end of March. Enclosed you will find two copies of a renewal contract for the period of April 1st, 2019 – March 31st, 2020. If you would like to utilize our services again this year please sign both copies, keep one for your records, and return the other to TAPCO.

If you have any questions feel free to give me a call.

Sincerely,

TRAFFIC & PARKING
CONTROL CO., INC.

Tim Felhofer
Traffic Signal Service Technician
(414) 940-0850
Timf@tapconet.com

Encl.

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# Video Detection Maintenance Option

Under this contract option for each intersection listed in Exhibit A utilizing a video detection system TAPCO will provide the following services for each video detection camera.

1.) Inspect camera and mounting assemblies for signs of wear or damage.

2.) Clean and inspect the camera lens.

3.) Inspect coax and power cable connections for any signs of deterioration.

4.) Check mounting assemblies and hardware for tightness.

5.) If necessary, re-aim camera to provide proper field-of-view

6.) Check position and, if necessary, adjust camera sun shield

This service will be provided at each video detection intersection once per year around the same time as the traffic signal preventive maintenance.

This service is offered to you at the rate of $50.00/camera

If these services are needed more than once per year on a specific camera, at the customer's request, TAPCO agrees to provide these services at the response maintenance hourly rate specified in the Traffic Signal Preventive Maintenance Contract.

Accepted by:

Name and Title:

(TAPCO) Traffic and Parking Control Company, Inc.

By:

Name and Title: Tim Felhofer – Signal Technician

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# TRAFFIC SIGNAL PREVENTIVE MAINTENANCE CONTRACT

## The "PRO-TECH" Contract

This contract is between the City of Lake Geneva, the customer and Traffic and Parking Control Company, Inc., 5100 W Brown Deer Rd., Brown Deer, Wisconsin (TAPCO), the contractor.

This contract covers the period of time from midnight, April 1st, 2019 to midnight, March 31st, 2020.

The intersections covered by this contract are listed in Exhibit A, accompanying this contract.

The contractor (TAPCO) agrees to provide full preventive maintenance under the following terms and conditions;

TAPCO shall inspect the covered signalized intersection(s) and their control equipment to verify proper operation. This inspection shall take place once a year.

TAPCO shall check the following items at the covered signalized intersection(s). These checks have been developed by employing current engineering practices. These professional standards will be applied to not only the signal maintenance but signal timing and traffic operations as well.

1.) Verify proper operation of the Controller Unit. This shall consist of verifying that the controller is correctly programmed per the controller database records and that the controller is correctly executing its program.

2.) TAPCO will maintain the intersection documentation consisting of signal plan charts, cabinet blueprints and timing plan charts.

3.) Verify proper operation of the NEMA Conflict Monitor Unit. This shall consist of testing the NEMA Conflict Monitor on an automatic NEMA monitor test set. The test set shall be capable of testing all aspects of monitor operation for conformance with NEMA specifications.

4.) Check AC power feed at the control cabinet. Record measured voltage from Hot to Neutral, from Hot to Ground, and from Neutral to Ground. Record measured current flowing in the Hot and Neutral conductors.

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5.) Check and record current drawn, at the control cabinet, from each loadswitch circuit by the field lamp loads.

6.) Check and record inductance, series resistance and leakage resistance for each loop detector circuit at the control cabinet. Verify the proper operation associated with each detector amplifier.

7.) Check all terminal screws in the control cabinet for tightness.

8.) Verify operation of control cabinet heater and fan. Verify correct settings of their respective thermostats.

9.) Verify correct flash operation at the control cabinet. Also verify operation of any control switches in the control cabinet.

10.) Verify operation of all pedestrian pushbuttons and check for the presence and orientation of the pushbutton signs.

11.) Check all signal head indications for proper aiming and proper operation.

12.) TAPCO shall visually inspect the control cabinet, meter pedestal, pull boxes, signal poles, signal bases, and signal heads for any signs of damage or vandalism.

13.) TAPCO will check operation of the lighting control circuit if housed within the traffic signal cabinet and check luminaires for proper operation.

14.) TAPCO shall replace the control cabinet air filter element, vacuum inside the cabinet, and lubricate the cabinet door hinges and locks once per year.

15.) TAPCO will verify proper operation of optical preemption, and if installed, confirmation lights.

16.) TAPCO shall check for proper grounding of unused conductors within the traffic control cabinet.

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17.) TAPCO will verify proper operation of vehicle detection systems to include video detection, microwave detection, and wireless sensors.

18.) TAPCO will provide, where necessary, firmware upgrades to video, microwave, and wireless vehicle detection systems.

19.) TAPCO shall supply the customer completed documentation of all preventive maintenance performed.

If loaner equipment is required to restore the intersection to proper operation until equipment is discovered to be malfunctioning, can be repaired and returned to service, that loaner equipment shall be charged for. The rental rate for loaner equipment shall not exceed 10% of list price per month pro-rated weekly. Loaner equipment is subject to availability.

The contractor (TAPCO) agrees to provide preventive maintenance under the terms of this contract during normal business hours. Normal business hours are defined as 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding Saturdays, Sundays and Holidays.

TAPCO shall invoice the customer the amount of $1817.00 for preventive maintenance, once per year, after work is completed. The customer agrees to pay invoice within 30 days of receipt.

The contractor (TAPCO) further agrees to provide response maintenance and/or design modification maintenance, as authorized by the customer.

Response maintenance, under the terms of this contract, will be limited to "at random failures", accidents or "knockdowns" or vandalism, or acts of God such as lightning damage, flood, etc.

Design modification maintenance, under the terms of this contract, will include, but not be limited to changes in signal sequence or timings that are required or desired.

TAPCO shall provide response maintenance and/or design modification maintenance under the terms of this contract during normal business hours. The regular hourly rate for these services shall be $115.00 per hour, portal-to-portal. Any parts required will be charged for according to the manufacturer's current price list.

Current engineering practices and professional standards shall be applied to not only the response maintenance, but to the design modification maintenance as well.

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Should design modification maintenance be desired or emergency response maintenance be required outside of normal business hours, such service will be billed at time and a half the regular hourly rate or $172.50 per hour. An hourly rate of $230.00 per hour will be charged on Sundays and Holidays.

No additional charges will be made for the use of regular service vehicles or service equipment. TAPCO shall supply the customer completed documentation of all response maintenance and/or design modification maintenance performed. Copies of this documentation shall be kept in a unique intersection file at TAPCO.

If loaner equipment is required to restore the intersection to proper operation until equipment is discovered to be malfunctioning, can be repaired and returned to service, that loaner equipment shall be charged for. The rental rate for loaner equipment shall not exceed 10% of list price per month pro-rated weekly. Loaner equipment is subject to availability.

TAPCO shall also invoice the customer for response maintenance and/or design modification maintenance after the work is complete. The customer agrees to pay invoice within 30 days of receipt.

Limitation of Liability-TAPCO shall have no liability with respect to its obligations under this agreement or otherwise for consequential, compensatory, exemplary, special, indirect, incidental or punitive damages even if it has been advised of the possibility of such damages. In any event, the liability of TAPCO to customer for any reason and upon any cause of action or claim in contract, tort or otherwise with respect to the services shall be limited to the amount paid to TAPCO by customer hereunder for such services. This limitation applies to all causes of action or claims in the aggregate, including without limitation, breach of contract, breach of warranty, negligence. Strict liability, misrepresentation, claims for failure to exercise due care in the performance of services hereunder and any other torts. Further, no cause of action which accrued more than one year prior to the filing of a suit alleging such cause of action may be asserted against TAPCO. Both parties understand and agree that the limitations and exclusions set forth herein represent the parties agreement as to the allocation of risk between the parties in connection with TAPCO's obligations under this agreement. The fees payable to TAPCO hereunder reflect, and are set in reliance upon, the allocation of risk set forth herein and the exclusion of the damages described herein and limitations of liability set forth in this agreement.

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Accepted by:

Name and Title:

(TAPCO) Traffic and Parking Control Company, Inc.

By: Tim Felhofer

Name and Title: Tim Felhofer - Service Technician

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Exhibit A

List of covered Signalized Intersections

1.) Main & Broad

2.) Main & Wells

3.) Main & Center

4.) STH 50 & Edwards Blvd.

5.) USH 12 & STH 50 Ramps

6.) Edwards Blvd. & Walmart

7.) Interchange North & Geneva Square

8.) Interchange North & Sheridan Springs Rd.

9.) Main & Cook

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February 19, 2018

City of Lake Geneva
626 Geneva St
Lake Geneva, WI 53147

Attn. Tom Earle

Dear Tom,

Your current PM agreement for 2017 expires March 31st. Enclosed are two (2) copies of a new contract and Video Detection Maintenance option for 2018. If you would like to use our services again this year please sign both copies, keep one copy for your records, and return the other copy to TAPCO.

If you have any questions please call me at (414) 940-0850.

Sincerely,

TRAFFIC & PARKING
CONTROL CO.,INC.

Tim Felhofer
Service Technician

Encl.

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2.) Clean and inspect the camera lens.

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4.) Check mounting assemblies and hardware for tightness.

5.) If necessary, re-aim camera to provide proper field-of-view

6.) Check position and, if necessary, adjust camera sun shield

This service will be provided at each video detection intersection once per year around the same time as the traffic signal preventive maintenance.

This service is offered to you at the rate of $50.00/camera

If these services are needed more than once per year on a specific camera, at the customer's request, TAPCO agrees to provide these services at the response maintenance hourly rate specified in the Traffic Signal Preventive Maintenance Contract.

Accepted by:

Name and Title:

(TAPCO) Traffic and Parking Control Company, Inc.

By: Tim Felhofer

Name and Title: Tim Felhofer – Signal Technician

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Accepted by:

Name and Title:

(TAPCO) Traffic and Parking Control Company, Inc.

By: Tim Felhofer

Name and Title: Tim Felhofer - Service Technician

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Exhibit A

List of covered Signalized Intersections

1.) Main & Broad

2.) Main & Wells

3.) Main & Center

4.) STH 50 & Edwards Blvd.

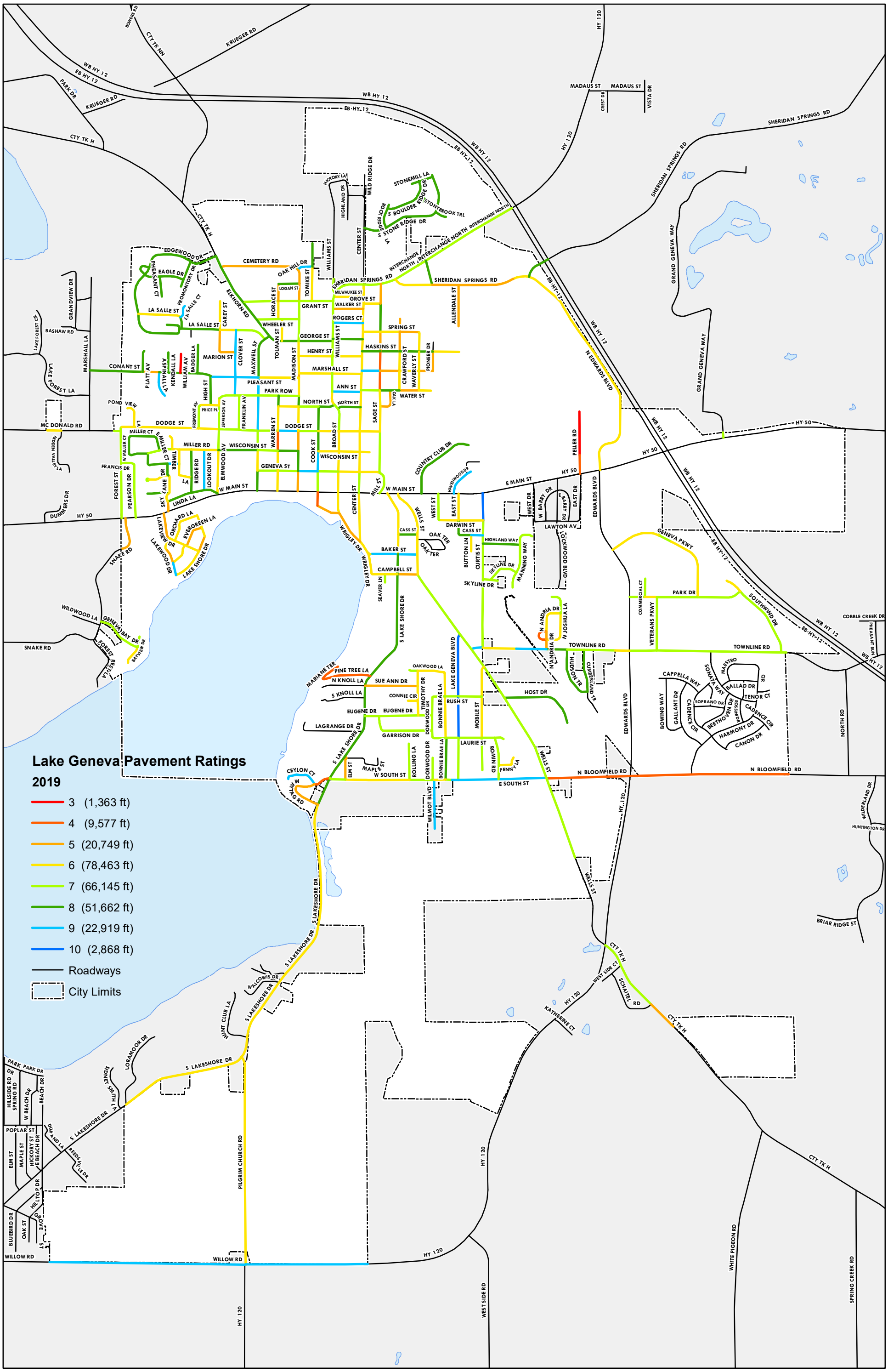
5.) USH 12 & STH 50 Ramps

6.) Edwards Blvd. & Walmart

7.) Interchange North & Geneva Square

8.) Interchange North & Sheridan Springs Rd.

9.) Main & Cook




CITY OF LAKE GENEVA

KAPUR & ASSOCIATES
CONSULTING ENGINEERS

# City of Lake Geneva

## 2019 Pavement Ratings

0 500 1,000 2,000 Feet

0 0.125 0.25 0.5 Miles

# CITY OF LAKE GENEVA

626 Geneva Street
Lake Geneva, WI 53147
www.cityoflakegeneva.com

**Memorandum**

TO: Chairman Flower & Public Works Committee

FROM: Sylvia Mullally, Parking Manager

DATE: February 12, 2019

RE: Request for Purchase of 63 Cale CWT – touchscreen parking meters

**Background:**

- **August 7, 2018**, During the FY19 budget process, FLR approved as one of the City's goals to, "Improve parking infrastructure and equipment to improve efficiency and customer service."
- **October 8, 2018**, Council approved a 120-day testing trial with the company, Total Parking Solutions, demoing (2) different models of parking meters to test data communication speed, customer usability, maintenance and compatibility with the City's existing parking operational system.
- **January 8, 2018**, staff reported findings regarding the (2) models to PWC and was directed to re-report findings along with financial and budget recommendations to PWC on February 12, 2019.

**Staff Recommendation:**

- Staff recommends the City purchase (63) Cale CWT touch screen parking meters/pay stations & associated back office software system as agreed in FY19 Budget Goals
- Staff considerations for upgrade include: improve user experience, improve service delivery time, enhanced power source, upgrade options and vendor consistency.

**Product Criteria Tested:**

√ Faster Service Delivery Time: Unit sends/receives data 30 seconds faster
√ Proven Compatibility with existing parking enforcement/permit/financial system
√ Improved User Experience: More comprehensible & easier to read directions
√ *Users responded positively to touch screen over tactile & non-tactile keyboard
√ Improved screen visibility: Screen is 9 inches in color and easier to view
√ Improved Power System: Solar panel- 13W solar powered and antennae
√ Improved battery recharging system: 80 amp battery with more lasting power

**Funding:**

- **Initial Purchase:** Parking Department fund allocated for equipment upgrades
- **Annual Costs:** Parking Department budgeted support contract line item

## EXCLUSIVE METER "TOUCH SCREEN" MODEL

| | CALE touch | CALE/keyboard | T2 Cosmo | Parkeon |
|---|---|---|---|---|
| **TOUCH SCREEN UNIT** | **CWT** | NONE | NONE | NONE |

## ONE-TIME PURCHASE COSTS PER UNIT

| | CALE touch | CALE/keyboard | T2 Cosmo | Parkeon StradaPal |
|---|---|---|---|---|
| **PER UNIT** | **$7,495** | **$7,250** | tba | **$6,995** |
| **63 units** | **$472,185** | **$455,750** | tba | **$440,685** |
| **Installation shipping** | **$14,931** | **$14,931** | tba | **$36,300** |
| **Total** | **$487,116** | **$477,931** | tba | **$476,985** |

## *DEPARTMENTAL ANNUAL COSTS

| | Current Luke II | CALE touch | CALE keyboard | T2 Cosmo | Parkeon StradaPal |
|---|---|---|---|---|---|
| **Maintenance per 63 units** | **$925 per year/$58,275** | **$560 per year/$35,280** | **$560 per year/$35,280** | tba | **$560 per year/$35,280** |
| **Software/Firmware per 63 units** | **$35 per month/$37,800** | **$65 per month/$49,140** | **$65 per month/$49,140** | tba | **$60 per month/$45,360** |
| **M2M data per 63 units** | **$15 per month** | included | included | tba | included |
| | **$96,075** | **$84,420** | **$84,420** | tba | |

**Special Considerations:**

- Cost Savings: 40% less per unit per year on annual maintenance contract
- Longevity: Modem is 3G/4G HSPA+ compatible with 4G network; no modem update required; YR2020 3G de-supported concerns.

**Per approval Staff recommends the following dates:**

**Phase Recommendation:**

| **Phase** | **Date** |
|---|---|
| Purchase | March 2019 |
| Installation | April-May 2019 (before Memorial Weekend) |

Total Parking Solutions Inc.

# City of Lake Geneva
# Parking Equipment Proposal
# January 10, 2019

## Equipment

**Cale CWT Stealth Terminals – Color Touch Screen/Coin and Card Only**

Cabinet stainless steel construction, color - black, ADA complaint, 13W solar powered, 80-amp battery, credit/debit card reader, coin acceptor w/coin canister, vandal resistant Lexan protected fully programmable 9" diagonal color touch screen display, 3G modem and antennae, one roll receipt paper, instruction graphics, installation hardware, 100% one year warranty on parts and service

## Pricing

| 63 Units | Per Unit | Extended |
|---|---|---|
| Coin and card – 13 w solar, color touch display | $ 7495.00 ea. | $ 472,185.00 |
| Shipping | | $ 7,875.00 |
| Installation, terminal mounting, and activation | | $ 7,056.00 |
| **Grand Total** | | **$ 487,116.00** |

## Cale "WebOffice" Central Management System

Includes and provides for:

- PCI compliant real time credit card payment processing
- alarms and warnings sent via SMS text or e-mail to owner and/or service technician
- access to maintenance, statistical and financial reporting (built-in report generator can export data as Excel or PDF files)
- Any pay by phone, LPR or enforcement related integration

**$ 65.00 per month, $ 780.00 per year per terminal**

## *Optional Service and Maintenance Coverage* *

| | | |
|---|---|---|
| Year one | | included, no charge |
| Years two thru five | **$ 560.00** | **per terminal** |

* 100% parts and labor, no limit on number of service calls, includes quarterly preventive maintenance inspections

Total Parking Solutions Inc.

## OTHER NOTES

| | |
|---|---|
| *Delivery* | *Estimated 8 to 10 weeks, F.O.B. City of Lake Geneva* |
| *Installation* | *Does not include any necessary concrete work. Installation is bolt down type therefore substrate must be of concrete. Any asphalt or soil base placement locations shall require a minimum 2' x 2' concrete pad which is the responsibility of the City.* |
| *Signage* | *Included are universal parking "P" and "Pay By Plate Parking" stickers applied to both side faces of each pay station. Any and all posted street signage and its' hardware is the responsibility of the City.* |

Proposed by:

Total Parking Solutions, Inc.

Joseph T. Smith
President of Operations/Co-Owner

# CITY OF LAKE GENEVA

626 Geneva Street
Lake Geneva, WI 53147
www.cityoflakegeneva.com

**Memorandum**

TO: Chairman Flower & Public Works Committee

FROM: Sylvia Mullally, Parking Manager

DATE: February 12, 2019

RE: Action-Approval Requested for Office Automation-License Plate Lookup Process

Recommendation

1) Approve the agreement, to automate (license plate) owner lookups from our current vendor, UPSafety.

Agreement

- Allows UPSafety to lookup vehicle owner information
- Allows found vehicle information to be populated in the City's cloud account
- Provides a detailed owner lookup spreadsheet on a monthly basis
- Invoiced at a rate of $2.50 per successful lookup on a monthly basis
- Automates and consolidates parking administrative process currently performed by Front Counter/PD Dispatch staff

Background

The City's current practices of license plate owner lookups:

- Requires duplicate data-entry work involving (2) departments-Police Dispatch & Front Counter
- Results in inconsistent and/or slow delivery response time in sending notices
- Results in inconsistent and/or slow delivery response time in sending accounts to collection

**Funding**

Budget in FY19 Parking Department Line Item #Support Contracts

FY20 Budgetary Consideration-Shared Wages

As a result of cost and time savings in administration, staff would request FY20 budget to reevaluate "shared wages" (monies allocated for NON-parking staff wages/benefits/retirees).

# CITY OF LAKE GENEVA

626 Geneva Street
Lake Geneva, WI 53147
www.cityoflakegeneva.com

**Memorandum**

TO: Chairman Flower & Public Works Committee

FROM: Sylvia Mullally, Parking Manager

DATE: February 12, 2019

RE: Action-Request to Offer Discount for Parking App Users

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Recommendation

1) To allow the Parking Department to offer parking discount rate to parking app users.

Background

Currently, the City offers (2) two parking meter and parking app rates based on parking areas:

- $2.00 per hour zone (near Lake)
- $1.00 per hour zone

It may be in the best interest of the City to continue to lower M2M and meter maintenance costs. Staff is requesting that the committee consider offering a discounted rate to parking app users as an incentive to increase app usage.

Discount Rate Options

Option #1-All area Discount-50% discount on parking app

- The City raises all parking rates to $2.00 per hour on meter
- The City lowers all parking rates to $1.50 per hour on parking app

Option #2-All area Discount-$1.00 discount

- The City raises all parking rates to $2.00 per hour on meter
- The City lowers all parking rates to $1.00 per hour on parking app

Option #3-Lake ONLY Discount

- The City raises to $3.00 per hour on meter in lake zones
- The City lowers to $2.00 per hour on parking app in lake zones