AGENDA STAFF REPORT

Control: 26001944

MEETING DATE:	11/17/2026
LEGAL ENTITY TAKING ACTION:	Board of Supervisors
BOARD OF SUPERVISORS DISTRICT(S):	All Districts
SUBMITTING AGENCY/DEPARTMENT:	OC Community Resources
DEPARTMENT CONTACT PERSON(S):	Dylan Wright, 714-480-2788 Pam Passow, 714-973-6650

SUBJECT: Renewal of Contract with Parking Concepts, Inc. for Parking Management Services

CEO CONCUR	**COUNTY COUNSEL REVIEW**	**CLERK OF THE BOARD**
Concur	Approve agreement to form	DISCUSSION 3 Votes Board Majority

Budgeted: Yes	**Current Year Cost:** See Financial Impact Section	**Annual Cost:** See Financial Impact Section
Staffing Impact: No		**Sole Source:** No
Current Fiscal Year Revenue: See Financial Impact Section	**Funding Source:** OC Parks Fund 405: 100%	**County Audit in Last 3 years:** No
Levine Act Review Completed? Yes		
Prior Board Action: 11/18/2023 #14		

RECOMMENDED ACTION(S):

Approve and authorize the County Procurement Officer or Deputized designee to execute Amendment Number One to the Contract with Parking Concepts, Inc. for Parking Management Services at OC Parks facilities, to revise Attachment B (Payment and Compensation) of the Contract to update Section II (Fees and Charges) and to renew the Contract, effective January 1, 2027, through December 31, 2028, in an annual amount not to exceed $4,725,000, for a revised five-year cumulative Contract total amount not to exceed $23,625,000.

SUMMARY:

Approval of Amendment Number One to the Contract with Parking Concepts, Inc. will provide for continued parking management services and operation and maintenance of parking fee collection equipment at OC Parks facilities.

BACKGROUND INFORMATION:

OC Community Resources/OC Parks (OCCR/OC Parks) utilizes the services of private contractors to manage Parking Services (Services) at its facilities, which include regional parks, wilderness parks and

beaches. Services include collection of parking fees, operation and maintenance of parking fee collection equipment, annual pass sales and distribution, and large event parking coordination. Parking attendants at park facilities serve as a resource to visitors and deliver customer service on behalf of OCCR/OC Parks by providing information on events held by OCCR/OC Parks to the public, as well as information on park services, park features and amenities and general wayfinding.

After an evaluation of internal resources, it was determined that utilizing a contractor for these services would provide greater flexibility to scale resources in response to seasonal demands. Utilizing a parking contractor allows park staff to focus on higher skilled customer service responsibilities, such as assisting visitors in person and by phone, processing facility use reservations, coordinating special events and assisting park rangers. Additionally, the time required to repair malfunctioning parking fee collection equipment has improved under the oversight of Parking Concepts, Inc. (Contractor), significantly reducing the time that machines are out-of-order and maximizing parking revenues collected.

On November 28, 2023, after a competitive procurement process, the Board of Supervisors (Board) approved Contract MA-012-23011527 (Contract) with Contractor for an initial three-year term, effective January 1, 2024, through December 31, 2026, with an option to renew for one additional two-year term.

The Contract is based on gross revenue share percentages of parking fee receipts and annual pass sales revenue covering administration, personnel (excluding as-needed personnel), fee collection and reconciliation, equipment maintenance and software.

Amendment Number One to the Contract has been prepared to renew the Contract, effective January 1, 2027, through December 31, 2028, with updated revenue share percentages of 45.5% and 46% of gross parking fee receipts and 26.5% and 27% of annual pass sales revenue for Contract Years 4 and 5, respectively. The Amendment also revises Attachment B (Payment and Compensation) of the Contract to update Section II (Fees and Charges) to include the cost associated with the two-year renewal. No change in the Contract terms, conditions, scope of work or annual not to exceed amount (for Years 4 and 5) have been requested by Contractor.

The Contractor is a qualified Orange County firm with 50 years of experience related to the Services under the Contract. The Contract includes subcontractors. See Attachment C for the Contract Summary Form. The Contractor's performance has been confirmed as satisfactory. OCCR/OC Parks has verified there are no concerns that must be addressed with respect to the Contractor's ownership/name, litigation status or conflicts with County interests. The Orange County Preference Policy is not applicable to this contract renewal. An analysis was completed to verify the contract provides County with persons specially trained, experienced, expert and competent to perform the special services in accordance with the law.

Compliance with CEQA:
The proposed project was previously determined to be categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Class 1) of the CEQA Guidelines, on November 28, 2023, when it was originally approved, because it provides for the operation and maintenance of existing public facilities and equipment, involving negligible or no expansion of existing use.

FINANCIAL IMPACT:
Compensation to the Contractor for Services is based on percentages of gross parking revenue receipts and annual pass receipts, as well as direct charges for any as-needed personnel. Compensation under the revenue-sharing component is funded solely from revenues generated by parking operations and annual

pass sales. Any revenues generated more than $4.725 million annually are exempt from the revenue-sharing component and the County retains all revenue thereafter. Compensation rates to the Contractor are shown below:

Compensation Source	Amendment Number One
Gross Parking Fee Receipts (Revenue Share)	45.5% – Contract Year 4 46% – Contract Year 5
Annual Pass (Revenue Share)	26.5% – Contract Year 4 27% – Contract Year 5
As-Needed Personnel for Special Events/Uses	Cashier: $33.00/hour Traffic Director: $33.00/hour Supervisor: $36.50/hour

Parking revenues are remitted to OC Parks Fund 405.

Appropriations for this Contract are included in OC Parks Fund 405 FY 2026–27 Budget and will be included in the budgeting process for future years.

The proposed Contract includes a provision stating the Contract is subject to and contingent upon, applicable budgetary appropriations approved by the Board for each fiscal year during the term of this Contract. If such appropriations are not approved, this Contract may be immediately terminated without penalty to the County.

STAFFING IMPACT:
N/A

REVIEWING AGENCIES/DEPARTMENTS:
N/A

ATTACHMENTS:
Attachment A - Amendment Number One to Contract MA-012-23011527
Attachment B – Contract MA-012-23011527 with Parking Concepts, Inc.
Attachment C – Contract Summary Form