

# VILLAGE OF HOMEWOOD



## BOARD AGENDA MEMORANDUM

DATE OF MEETING: January 11, 2022

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**To:** Napoleon Haney, Village Manager

**From:** John D. Schaefer, Director of Public Works

**Topic:** Pay Station Kiosks for Commuter Parking Lots

### PURPOSE

The Village has taken ownership and maintenance of the two commuter parking lots from the Suburban Mass Transit District. The Village also executed a maintenance agreement to oversee another lot owned by Metra. The Village would like to make an investment and purchase three pay station kiosk machines to collect parking fees electronically for all three commuter lots (two lots located on Park Avenue and one lot on Harwood Avenue). This purchase will require a budget amendment as this expenditure was not included in the FY 2021/2022 budget.

### PROCESS

Currently, if commuters are unwilling or unable to pay with the ParkMobile app using their phone, they are required to put cash in individual designated coin boxes. This requires a manual collection of the cash and tracking of payments so that appropriate actions can be taken for violators.

With the new pay station kiosks, a commuter will be able to pay for their parking space with a credit or debit card and all payments will be sent to the Village of Homewood electronically. This kiosk payment option will be tied to individual license plates, which will verify proof of payment during parking lot enforcement. The plate recognition equipment installed on the police vehicles will enable the Police Department to easily identify violators.

Staff solicited proposals and received submissions from three vendors for the purchase of the kiosks. Staff vetted and formally reviewed all proposals and additional fees associated with proposals and recommend purchasing three (3) kiosks from Mackay Meters of Sunrise, Florida, the lowest responsible proposal.

### OUTCOME

Installing these payment kiosks at the commuter lots will provide additional payment options to accommodate commuters and users of the lots. The kiosks will also enable the Village to collect and track the parking fees electronically rather than continuing the manual process of cash collection.

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## FINANCIAL IMPACT

- **Funding Source:** CIP Fund
- **Budgeted Amount:** \$0
- **Cost:** \$26,560
- **Required Budget Amendment:** \$26,560

## LEGAL REVIEW

Not Required

## RECOMMENDED BOARD ACTION

Approve a budget amendment in the amount of \$26,560; and approve the purchase of three (3) pay station kiosks from Mackay Meters of Sunrise, Florida in the amount of \$26,560, with an annual fee of \$2,280 after the first year for software maintenance and cellular data costs.

## ATTACHMENT(S)

- Quote from Mackay Meters
- Quote from IPS Group
- Quote from T2 Systems
- Comparison of Quotes