



JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue · San Francisco, California 94102-3688

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REPORT TO THE JUDICIAL COUNCIL

For business meeting on: December 11, 2015

Title

Court Facilities: Public Parking Rate Increase
in Los Angeles County and Transition from
Free to Paid Parking at the Superior Court of
Orange County's Harbor Justice Center

Agenda Item Type

Action Required

Effective Date

January 1, 2016

Rules, Forms, Standards, or Statutes Affected
None

Date of Report

November 19, 2015

Recommended by

Judicial Council staff

Gerald Pfab, Senior Manager

Real Estate and Facilities Management

Contact

Gerald Pfab, 916-263-1956

gerald.pfab@jud.ca.gov

Executive Summary

Per section 7.b of the Judicial Council's *Court Public Parking Management Policy*, which became effective August 21, 2015, the council will consider and act on any parking-related issue based on recommendations made by council staff. Real Estate and Facilities Management staff proposes a parking rate increase across the parking contract, and a transition from free to paid parking at the Superior Court of Orange County's Harbor Justice Center. The branch facility management program will benefit from these approvals in the form of collection of an estimated \$194,000 (\$388,000 revenue times an average 50% efficiency return rate) from the rate increase and \$204,000 from the Harbor Justice Center annually, with this revenue then being directly available for statewide facility operations and maintenance. The funding is required for continued operation and maintenance of the branch facility portfolio of over 500 facilities in excess of 20 million square feet.

Recommendation

Real Estate and Facilities Management staff recommends that the Judicial Council, effective January 1, 2016:

1. Approve the proposed parking rate increase, which is applicable to 14 facilities and results in an updated range of \$6 to \$10 for daily parking and an updated range of \$65 to \$150 for a monthly parking pass. Expected net gain from the increase is \$194,000 annually for deposit in the Court Facilities Trust Fund (CFTF).
2. Approve the proposed parking rate transition from free to paid parking at the Superior Court of California, County of Orange, Harbor Justice Center. Expected net gain from the transition is \$204,000 annually for deposit in the CFTF.

Previous Council Action

The council currently controls approximately 8,350 paid parking spaces at 19 facilities. Lot size and access vary based on original construction requirements and historical availability of parking within the local environs surrounding the court. Before Senate Bill 1732, the counties constructed and managed parking spaces, making some available for free and others for a fee.

On August 21, 2015 the council adopted the *Court Public Parking Management Policy*, and per section 7.b, the council will consider and act on any parking-related issue based on recommendations made by council staff. Real Estate and Facilities Management staff, through a parking management contract established in July 2012, manages parking operations and revenue generation. The most recent rate increase was in July 2014, impacting nine locations, and the most recent transition from free to paid parking occurred at the Superior Court of Los Angeles County's El Monte facility. These actions were executed prior to the establishment of the policy and were implemented by staff in coordination with local impacted courts.

Rationale for Recommendation

Government Code section 70391 provides that the Judicial Council shall "[e]xercise full responsibility, jurisdiction, control, and authority as an owner would have over trial court facilities the title of which is held by the state." The "[c]ourt facilities" definition in Government Code section 70301(d) includes "[p]arking spaces historically made available to one or more users of court facilities." Absent legal authority to the contrary, the owner of real property has the ability to license and lease property that it owns. In this case, charging for parking would be considered a license to use the property. We have found no authority that limits the Judicial Council's authority as an owner to license court facilities. Council approval of the two proposals is required as the legal authority to begin implementation.

Both actions will generate funding that benefits court facility infrastructure operations and maintenance. The risk of not approving the proposals is a certain opportunity lost to generate an estimated \$398,000. Attachment A, the *Court Public Parking Management Policy*, section 10, states the evaluation areas to be considered by staff in relation to rate increases, as well as transitions to/from paid/free parking.

The most appropriate fund for any revenue received from paid parking would be the Court Facilities Trust Fund as that fund is for the purposes of operation, repair, and maintenance of court facilities. The agreements that generate this revenue are with parking management vendors that assist in the operation and management of the parking facilities on behalf of the Judicial Council.

Rationale for Recommendation 1

Implementation will result in adjusting the daily and monthly parking rates at impacted locations to be commensurate with current industry competitive rates. ABM, the current parking management contractor, prepared recommendations for these increases in a letter to Judicial Council Facilities Management staff (Attachment B). Attachment C details current daily and monthly rates as well as proposed new rates at each of the impacted parking locations. These are all based on recent market and industry surveys. These increases are expected to cause some disfavor at the individual level, but ultimately, the increases will generate funds to support court facility infrastructure operations and maintenance, enhancing access to justice through longer facility life, reliability, and availability.

As required by the policy, in section 8.d, council staff must coordinate changes to parking services with court leadership prior to submission to the council. As has occurred in the last three fiscal years, Judicial Council staff discussed the potential adjustments with the courts before finalization of the proposal. The Superior Court of Los Angeles County, which includes all of the affected locations, provided concurrence with the rate increases via correspondence between its court executive officer and council Facilities Management staff on October 8, 2015.

Rationale for Recommendation 2

Council approval will result in the implementation of paid parking at the Harbor Justice Center. Attachment D is a comprehensive parking operations and business plan for the Harbor Justice Center submitted by ABM; it addresses each of the required evaluation criteria, including review of local markets, nearby comparable parking facilities, supply and demand characteristics, and local practices. The report also provides analysis of economic conditions; impacts to public customers, adjacent businesses, and the local economy; and potential facility modification implications. No facility modifications are required to implement the proposal, although standard maintenance actions are recommended as a normal course of facility program protocol and, if approved by the Trial Court Facility Modification Advisory Committee, these maintenance actions would be funded from the standard facility modification budget regardless of the status of “free” or “paid” parking. Similar to the Los Angeles rate increases, it is expected that this change will result in some aversion at the individual level, but will allow an opportunity to provide greater access overall via facilities operations and maintenance.

Pursuant to policy requirements in section 8.d, council staff has coordinated this change to parking services with court leadership prior to submission to the council. Attachment E is a

letter from the court executive officer of the Superior Court of Orange County indicating concurrence with the conversion from free to paid parking at the Harbor Justice Center.

Comments, Alternatives Considered, and Policy Implications

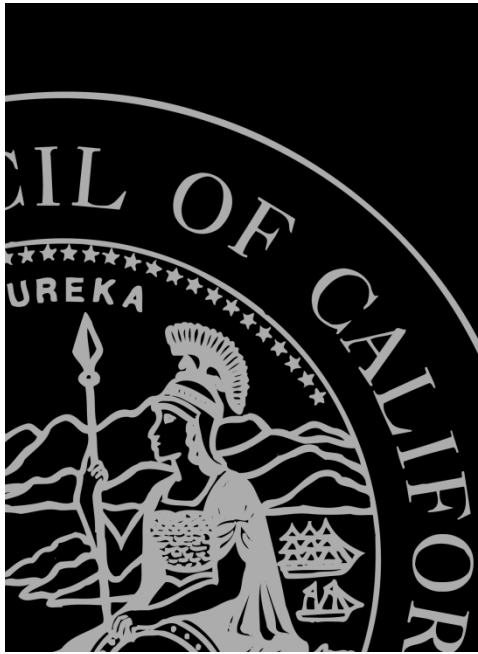
The following is presented as an alternative to approval of the two recommended proposals: current daily and monthly rates to remain the same and all parking at the Harbor Justice Center to continue to be free. However, failure to implement the recommended proposals would have a negative impact on the Judicial Council's ability to maintain the existing court facilities. No other options were considered. The proposed actions follow the *Court Public Parking Management Policy*, which became effective August 21, 2015.

Implementation Requirements, Costs, and Operational Impacts

There will be no cost to implement the proposals. Under the parking management contract, the minor administrative changes required to update rates and to establish revenue collections at the Harbor Justice Center would be covered from the increased revenue generated.

Attachments and Links

1. Attachment A: *Court Public Parking Management Policy*, adopted by Judicial Council August 21, 2015
2. Attachment B: ABM Rate Recommendation Letter, dated October 15, 2015
3. Attachment C: Rate Comparison Table
4. Attachment D: Harbor Justice Center Business Plan
5. Attachment E: Orange Court CEO Letter, dated February 19, 2015



Court Public Parking Management Policy

EFFECTIVE AUGUST 21, 2015



JUDICIAL COUNCIL
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Court Public Parking Management Policy

1. Scope

With the exceptions indicated below, this policy applies to parking lots and garages open to the public (collectively “parking spaces”) located within the boundaries of court properties owned or managed by the Judicial Council (Council).

2. Exceptions

The policy is not applicable to:

- a. those public parking lots and garages located near court facilities that are managed by various county agencies on behalf of the Council and courts;
- b. parking lots or garages or portions thereof located at court facilities that are owned or managed by the Council but that are not open to the public (e.g. reserved and secured parking for judicial officers);
- c. Council-owned or -managed parking lots or garages on the property of closed court facilities, which may or may not be accessible to the general public;
- d. Council-owned land that may be safely and securely utilized for parking until such time as required for use during a capital construction project or the commencement of court operations;
- e. parking for court-approved third-party uses or off-site events or activities occurring during non-business hours; and
- f. the Long Beach parking structure located at 101 Magnolia Avenue, Long Beach, California, during the term of the existing agreement between the Judicial Council and Long Beach Judicial Partners, LLC. Said agreement defines binding terms of service to be provided to the public during the term.

3. Background

The Council controls a number of parking spaces that were either acquired through the Trial Court Facilities Act of 2002 (Sen. Bill 1732; Stats. 2002, ch. 1082) or provided in conjunction with new courthouse construction. Lot size and access vary based on original construction requirements and historical availability of parking within the local environs surrounding the court. Before SB 1732, the counties constructed and managed parking spaces, making some available for free and others for a fee.

Court Public Parking Management Policy

Revenues generated from parking spaces are deposited in the Court Facilities Trust Fund to be used for the operation, maintenance, utility service, insurance, rent, and non-capital repairs to court facilities throughout the state.

On-site parking provides an expedient feature for the employees, jurors, and other users of courts.

4. Authority for Policy

The Judicial Council may both license and charge for the use of parking spaces under the broad language in Government Code section 70391(a), which provides that the Council shall exercise “full responsibility, jurisdiction, control, and authority as an owner would have over trial court facilities the title of which is held by the state, including, but not limited to, the acquisition and development of facilities.” The definition of “[c]ourt facilities” in Government Code section 70301(d) includes “[p]arking spaces historically made available to one or more users of court facilities.”

Under Government Code section 70391(g), the Judicial Council is responsible for managing court facilities in consultation with the courts. Under rule 10.182(b)(1)(A) of the California Rules of Court, the Judicial Council staff is required to take action on the operation of court facilities, including the day-to-day operation of a building and maintenance of a facility.

Under Government Code section 70392, the Judicial Council staff has the responsibility to, among other things, “provide the ongoing oversight, management, operation, and maintenance of facilities used by the trial courts” and to “[c]arry out the Judicial Council’s policies with regard to . . . court facilities”

The Judicial Council may both license and charge for the use of parking spaces under the broad language in Government Code section 70391(a), as quoted at the beginning of this section of the policy.

5. Purpose

- a. To set forth a reasonable, consistent methodology for the management of branch-owned and/or -managed parking spaces.
- b. To provide guidance on when parking spaces may be provided for free and when they may be provided for a fee, including the establishment of a process and methodology for determining: (i) whether to convert either existing free parking

Court Public Parking Management Policy

spaces to paid parking spaces, or existing paid parking spaces to free parking spaces, and (ii) the amount to be charged for any paid parking spaces.

- c. To define the respective roles of courts, Council staff, various facilities-related committees, and the Council relative to parking operations.

6. Management Practices

- a. Available parking spaces and structures (as appropriate) shall be maintained in a condition that provides for a reasonable level of safe and secure access and operation, including regular maintenance and renovation of facility parking equipment and infrastructure systems.
- b. Available parking spaces and structures (as appropriate) shall be operated to allow for access to the court and public, as needed and based on both local operational requirements and the requirements for supporting special community-based events.
- c. Where applicable, parking spaces and associated parking space allocations shall be maintained in accordance with requirements set forth in transfer-related Joint Occupancy Agreements or Memoranda of Understanding.
- d. Where applicable, parking rates for parking spaces shall be determined on the basis of commercial parking rates charged by comparable lots or structures.
- e. The Council may contract with one or more vendors to manage court parking operations (collectively “parking vendors”). Solicitations for parking vendors will be conducted in accordance with Council contracting policies and practices.
- f. Any contracts with vendors for special events will include post-event cleanup prior to the beginning of the next day.

7. Role of the Judicial Council

- a. The Council will review and update this policy as needed.
- b. The Council will consider and act on any parking-related issues based on recommendations made by Council staff.

8. Role of Judicial Council Staff

- a. The Council staff is responsible for managing both paid and unpaid parking spaces.
- b. The Council staff is responsible for providing active management and oversight of parking vendors. Management and oversight includes solicitation and award of contracts to parking vendors; ensuring accurate revenue collection; providing oversight of parking vendors to ensure that the parking vendors comply with the terms of the contract; and conducting performance management reviews of parking vendors.
- c. Council staff will coordinate parking hours of operation with the courts. Usage for special events will be discussed and coordinated with the courts. Courts' consent must be obtained prior to approval being given for special events."
- d. Council staff will coordinate changes to parking services with court leadership prior to submission to the Council for consideration.
- e. Council staff will review and act on recommendations of courts regarding parking issues not requiring further review and consideration.
- f. Council staff will prepare reports or proposals for consideration by one or more of the following, as appropriate: court staff, Council senior management, various facilities-related committees, the Executive and Planning Committee, and the Judicial Council. Proposals may include facility modification projects, such as restriping to reconfigure parking lots to add or delete spaces; changing paid parking rates in one or multiple parking facilities, converting unpaid parking to paid parking, and amending this policy.

9. Role of Courts

- a. Courts may provide input on the performance of parking vendor services.
- b. Where applicable, the courts will coordinate with parking vendors and their staff regarding providing free jury parking within any paid parking spaces (e.g. coordination with respect to providing permits to be used by jurors in paid parking areas, etc.).
- c. The courts may review and comment on plans or proposals to convert either existing free parking spaces to paid parking spaces, or existing paid parking spaces to free parking spaces. If the courts and the JCC do not agree, council staff is required to prepare a report in compliance with section 10.c.ii and provide it

along with court comment and input to the appropriate advisory to the appropriate working group or advisory committee of the council. The courts may choose to present a separate report to said committee in conjunction with the council staff report.

10. Determination of Parking Rates

- a. Council staff shall periodically initiate an evaluation of parking charges based on local market factors for the potential to (i) convert existing free parking spaces to paid parking spaces, or existing paid parking spaces to free parking spaces, and (ii) make adjustments to parking rates.
- b. The evaluation will consist of the following components:
 - i) parking studies based on local market conditions and practices, a survey of parking facilities including identification of paid and free parking facilities, data on comparable parking rates, supply and demand characteristics, and other industry and customary practices;
 - ii) analysis of local economic and business conditions, including potential impacts to public customers, the adjacent businesses, and the local economy; and
 - iii) recommendations with regard to charges, facility modification, etc., depending on comparable charges and usage statistics for the area.
- c. Proposals for changes in parking operations will be shared and reviewed with courts with a view to evaluation of potential local and branch impacts.
 - i) If both the court and Council staff concur that a proposal to convert either existing free parking spaces to paid parking spaces, or existing paid parking spaces to free parking spaces, is in the best interest of the branch, Council staff will prepare a recommendation to the appropriate Council working group or advisory committee(s).
 - ii) In the event court and Council staff does not agree on the nature of the lot or the rate to be paid, council staff must bring the issue to the attention of the appropriate working group or advisory committee(s) of the Council for a determination.



Attachment B

ABM Parking Services
1150 S. Olive St. Suite 1900
Los Angeles, CA 90015 90015
Office: (213) 284-7600
Fax: (213)284-2885

October 15, 2015

Mr. Daniel Hutton
District Manager
Judicial Council of CA-Administrative Office of the Courts

Dear Mr. Hutton,

ABM Parking Services is committed to and has been providing expert advice to our clients that will allow them to meet and exceed their business objective. As our client, the Judicial Council of CA-Administrative Office of the Courts, ABM Parking Services is further dedicated to providing recommendations that are prudent and will benefit your agency based on your goals of providing efficient and profitable parking facilities exclusive to court business.

Since being awarded the JCC parking contract in July 2012, ABM Parking Services has made recommendations to increase the rates on an annual basis. We provide rate surveys for the courthouses that we feel are good candidates for an increase. After reviewing our rate surveys you will see our recommendations below for those locations in need of an increase (Table 1). We recommend to the JCC that an average rate increase of 8.5% between the monthly rates and visitor rates will bring in an additional \$388,179 per year.

Table 1

JCC Parking Facilities - Current Parking Rates vs. New Rate Recommendations

<i>Lot Name</i>	<i>Current Rates</i>		<i>Proposed Rate Changes (Red)</i>	
	Daily Rates	Monthly Rates	Daily Rates	Monthly Rates
Edelman	\$5 flat rate	\$60.00	\$6 flat rate	\$65.00
Van Nuys Court		\$80.00		\$85.00
Pasadena Court	\$9 flat rate	\$80.00	\$10 flat rate	\$85.00
Beverly Hills	\$9 flat rate		\$10 flat rate	
Inglewood East	\$7 flat rate	\$60.00	\$8 flat rate	\$65.00
Alhambra	\$7 flat rate		\$8 flat rate	
Pomona	\$8 flat rate		\$9 flat rate	
Compton	\$6 flat rate		\$7 flat rate	
El Monte	\$5 flat rate	\$60.00	\$6 flat rate	\$65.00
Chatsworth	\$6 flat rate	\$60.00	\$7 flat rate	\$65.00
Metro Court B		\$70.00		\$75.00
West LA		\$60.00		\$65.00
San Fernando A	\$6 flat rate		\$7 flat rate	
Airport Court	\$3/hr, 4 hrs max (METER)		\$4/hr, 4 hrs max (METER)	

Reasoning behind the increase takes into consideration many factors. The major factor we looked into was competitive parking rates in surrounding areas. Our analysis has concluded that the current court rates are under 5 percent of where the current market is in local areas, whether it be other paid parking lots or street parking. Also, some of the recommended locations do not have any competitive paid parking lots near close proximity. Pomona, Alhambra, El Monte, Chatsworth are locations that do not have any competing rates.

Attachment B

Increasing the rates will benefit the JCC in many ways. One being the obvious bump in revenue. The proposed rate increase to the 14 listed locations covers 8,684 spaces would increase our visitor revenue on an annual basis of \$27,092 and our monthly revenue of \$361,088 totaling \$388,179 extra on an annual basis. Also, an increase in revenue will not only bring much needed repairs and maintenance to the locations, but will also help offset the increase in minimum wage coming in 2016. Our last rate increase took place July 2014, we recommend an increase this year effective immediately or at least by the beginning of January 2016.

It is our pleasure, here at ABM, to offer you the most up to date analysis of your market on a continuous basis to help the betterment of the Council.

Sincerely,
Adam Kopp
General Manager



JUDICIAL COUNCIL
OF CALIFORNIA

ADMINISTRATIVE DIVISION
REAL ESTATE AND FACILITIES MANAGEMENT

ATTACHMENT C

JCC Parking Facilities - Current Parking Rates vs. New Rate Recommendations

		Current Rates		Proposed Rate Changes (RED)	
Lot Name	Business Unit	Daily Rates	Monthly Rates	Daily Rates	Monthly Rates
<i>Edelman</i>	22493901	\$5 flat rate	\$60.00	\$6 flat rate	\$65.00
<i>Van Nuys Court</i>	22493902		\$80.00		\$85.00
<i>Pasadena Court</i>	22493903	\$9 flat rate	\$80.00	\$10 flat rate	\$85.00
Beverly Hills	22493906	\$9 flat rate		\$10 flat rate	
<i>Inglewood East</i>	22493911	\$7 flat rate	\$60.00	\$8 flat rate	\$65.00
Alhambra	22493913	\$7 flat rate		\$8 flat rate	
Pomona	22493914	\$8 flat rate		\$9 flat rate	
Compton	22493915	\$6 flat rate		\$7 flat rate	
<i>El Monte</i>	22493916	\$5 flat rate	\$60.00	\$6 flat rate	\$65.00
<i>Chatsworth</i>	22493917	\$6 flat rate	\$60.00	\$7 flat rate	\$65.00
<i>Metro Court B</i>	22493918		\$70.00		\$75.00
<i>West LA</i>	22493919		\$60.00		\$65.00
San Fernando A	22493922	\$6 flat rate		\$7 flat rate	
Airport Court	22493927	\$3/hr, 4 hrs max (METER)		\$4/hr, 4 hrs max (METER)	



JUDICIAL COUNCIL OF CALIFORNIA

ADMINISTRATIVE DIVISION
REAL ESTATE AND FACILITIES MANAGEMENT

HARBOR JUSTICE CENTER BUSINESS PLAN

4601 JAMBOREE ROAD

NEWPORT BEACH, CA 92660





ABM Parking Services
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Los Angeles, CA 90015
Office: (213) 284-7600
Fax: (213)284-3885

February 5, 2015

Judicial Council of California
2860 Gateway Oaks Drive, Suite 400
Sacramento, CA 95833-4336

ABM Parking Services is committed to and has been providing expert advice to our clients that will allow them to meet and exceed their business objective. As our client, the Judicial Council of California, ABM Parking Services is further dedicated to providing recommendations that are prudent and will benefit their agency based on their goals of providing a parking facility exclusive to court business. In our experience, free public parking facilities allow those conducting other nearby business to take advantage, reducing available onsite court parking.

Since being awarded the AOC parking contract in July 2012, ABM Parking Services has made recommendations to convert several free public parking locations to charging a nominal daily fee. We provided rate surveys for Chatsworth and El Monte Courthouse as part of our initial recommendations to the AOC. After surveying the Chatsworth and El Monte Court surrounding areas where no fee based parking was available, we determined and recommended to the AOC that fee based parking would benefit the court and its customers by allowing more available parking.

On July 1, 2013 the AOC successfully approved and converted Chatsworth Courthouse from a free public lot to a \$5 flat rate paid location. In addition, on February 1, 2014 the AOC approved and converted El Monte Courthouse from a free public lot to a \$5 flat rate paid location. After surveying the Harbor Justice Center in Newport Beach, we have determined this to be a potential fee based location. The factors I took into consideration and based my decision on were occupancy, stall count, accessibility, and adjacent businesses. Newport Beach has a single surface lot with approximately 470 public stalls. The lot is situated between multiple commercial business complexes. We recommend continuing fee based court parking for the Harbor Justice Center in Newport Beach.

Sincerely,

Brian Mamas
General Manager



Overview

- Location Market Study
- Rate Survey
- Recommendations
- Operating Plan
- Proposed Budget

Harbor Justice Center-Market Study

The Harbor Justice Center is located in Orange County at 4601 Jamboree Road, Newport Beach, CA. The court location is southwest of Interstate 405 and southeast of John Wayne Airport. The location can be accessed by private vehicles or public transit. (see exhibit A)

The HJC is surrounded by multiple paid commercial buildings and business parks where the majority of parking spaces are reserved for the individual buildings. All if not most vehicles that park at the HJC are conducting court business, a trend that will not change if paid parking is implemented due to higher market rates. (see exhibit B)

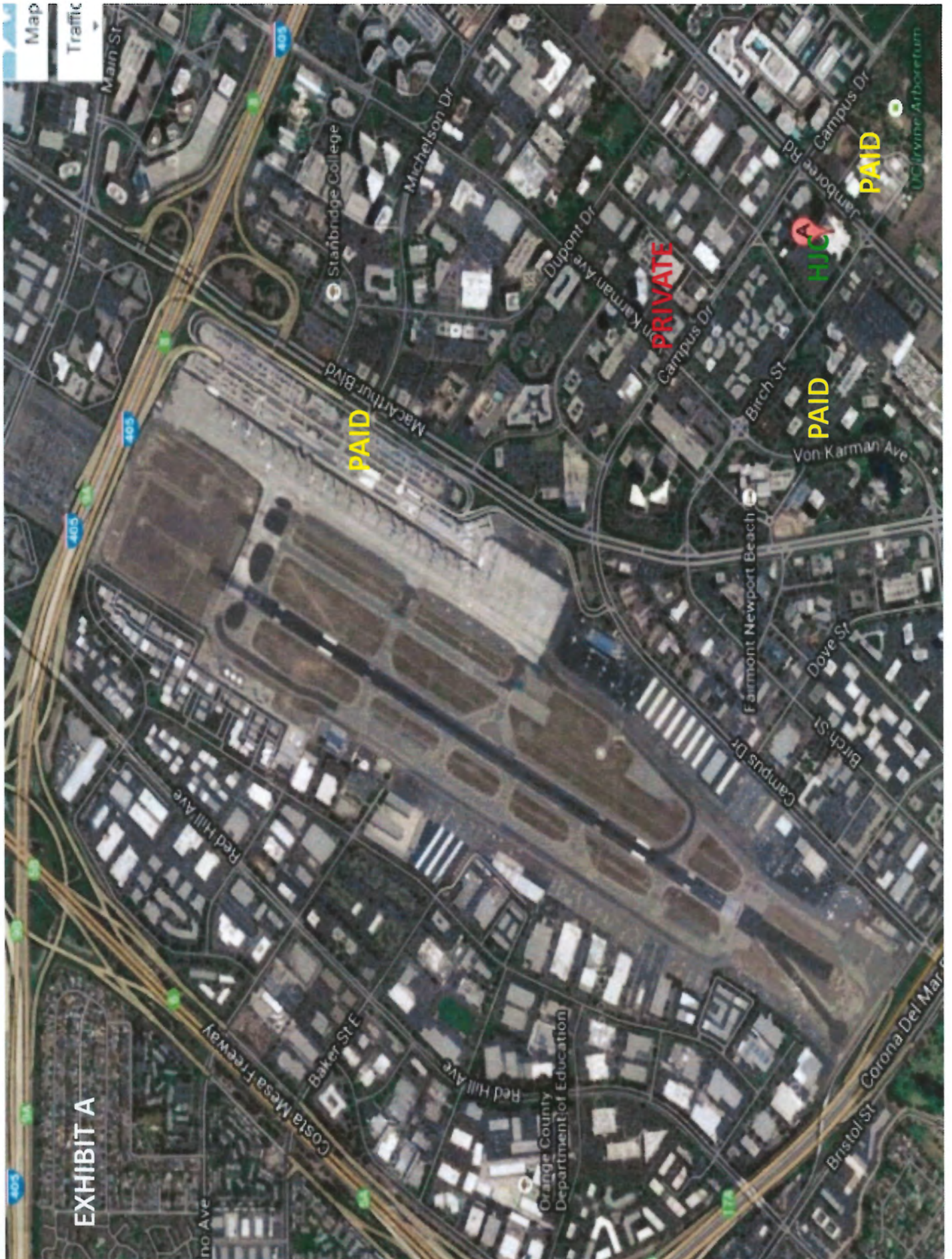
Local commercial parks have private property signs that discourage court patrons from parking there. Additionally adjacent public streets including Campus Drive, Birch Steet, Teller Avenue, and Jamboree Road are identified as No Parking zones due to fire and safety regulations. There will be no impact to local businesses due to the required private property and tow away signs.

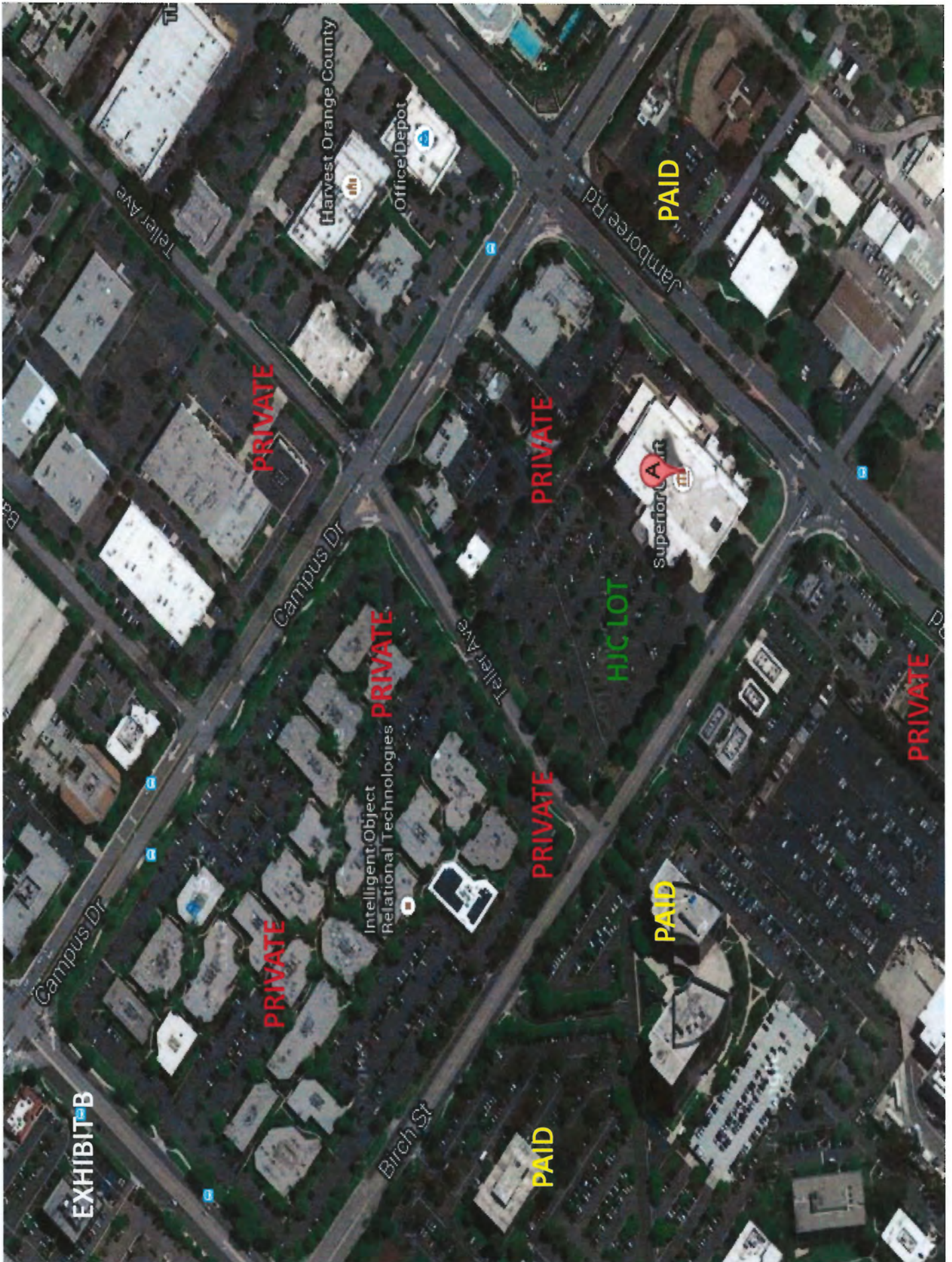
Paid public parking is available at nearby surface lots and parking structures within walking distance to courthouse. Limited free street parking is also available within a 3-4 block radius.

The current utilization of the Harbor Justice Center parking lot is above average capacity and is full during peak court business hours. During ABM's morning site visit, the 470 unreserved public spaces were near capacity.

Harbor Justice Center-Staffing

Staffing is based on the number of ingress and egress lanes to the parking lot. The HJC has three lanes of traffic, including one at the north and two in the south. (see exhibit C) Based on the current lot setup, ABM Parking Services recommends staffing with three full-time employees, including a supervisor and two cashiers. The onsite Supervisor will act as a point of contact for resolution to customer needs and responsibilities will include, but not limited to reporting daily revenue/sales, deposits, on site audits, reporting, time keeping. The cashiers will serve a dual role and perform light sweeping, trash removal, and cleaning in addition to providing breaks to staff.









PARKING RATE SURVEY
Prepared by ABM Parking Services
February 2015
Irvine / Newport

BUILDING	CITY	MANAGER	POSTED MONTHLY		VISITOR			
			UNRES	RES	HOURLY	INCR	GRACE	MAX
3501 Jamboree	N.B.	CB Richard Ellis	\$ 80.00	\$ 150.00	\$ 3.75	20	15	\$ 15.00
100 Bayview	N.B.	RiverRock	\$ 80.00	\$ 130.00	\$ 3.75	20	15	\$ 15.00
Redstone Plaza	N.B.	EOP	\$ 55.00	\$ 100.00	\$ 5.00	15	10	\$ 15.00
Newport Corporate	N.B.	PMRG	\$ 65.00	\$ 110.00	\$ 4.00	15	10	\$ 12.00
One Newport Place	N.B.	C&W	\$ 60.00	\$ 85.00	\$ 4.00	15	10	\$ 12.00
Koll Center Newport	N.B.	CB Richard Ellis	\$ 65.00	\$ 120.00	\$ 3.75	20	15	\$ 15.00
Newport Gateway	N.B.	Irvine Company	\$ 90.00	\$ 150.00	\$ 5.00	15	15	\$ 18.00
Newport Plaza	N.B.	Unknown	\$ 60.00	\$ 130.00	\$ 3.75	20	15	\$ 12.50

Low Rate
High Rate
Average Rate

\$ 55.00	\$ 85.00	\$ 3.75	15	10	\$ 12.00
\$ 90.00	\$ 150.00	\$ 5.00	20	15	\$ 18.00
\$ 69.38	\$ 121.88	\$ 4.13	18	13	\$ 14.31



Harbor Justice Center-Recommendations

Private Parking Signs

ABM Parking Services recommends contacting the adjacent businesses with private lots to increase the current private property, no court parking, tow away signs.





Harbor Justice Center-Recommendations

Notification Signs



Lot Improvements

After surveying the lot condition, ABM Parking Services recommends repairing, resealing, and restriping the lot. There are many benefits to this including, reduced injury claims and increased lot occupancy due to customers parking within two spaces that have faded paint.

Automation Analysis

ABM Parking Services has conducted a Return on Investment analysis for fully automating the Harbor Justice Center. After review, the ROI for automation with staff reduction would be approximately 20 months.

Attachment D



Return on Investment Analysis

Harbor Justice Center

February 2015

Hours per Week	Cashier	Pay rate	Pay per Week
40	Cashier	\$ 10.00	\$ 400.00
40	Cashier	\$ 10.00	\$ 400.00
80			\$ 800.00

	Average Pay Rate	\$ 10.00
	Number of Cashiering Hours	80
	Per Week Expense	\$ 800.00
	Per Month Expense	\$ 3,464.00
Vacation Accrual	5.30%	\$ 183.59
	Total Monthly Payroll	\$ 3,647.59
Payroll Taxes	15.65%	\$ 570.85
Workers Comp.	16.75%	\$ 610.97
	Total Monthly Payroll & Burden	\$ 4,829.41
Annualized Amount	12	\$ 57,952.94
Health Insurance - Annualized Cost	2 @ \$685.00 per month	\$ 16,440.00
Uniform - Annualized Cost	2 @ \$60.00 per month	\$ 1,440.00
	Total Annualized Labor, Burden & Other Cost Savings	\$ 75,832.94
	Average Monthly Cost	\$ 6,319.41
	Average Monthly Revenue Increase	\$ 3,200.00
	Potential Monthly Savings	\$ 9,519.41

Advanced Access Controls - Zeag

Cost for Parking Equipment \$ 189,606.40

Option #1

Return on Investment 19.92 Months

	13 month Average Trends	Monthly Increase	Annual Increase
Transient Revenue Increase	\$ 32,000.00	\$ 3,200.00	\$ 38,400.00
Totals		\$ 3,200.00	\$ 38,400.00

Assuming a 10% increase to transient and validation sales with the implementation of automation.



Parking Operation Plan – Harbor Justice Center

The following is the Site Specific Parking and Revenue Collections Operation Plan that has been established and will be implemented for the Harbor Justice Center Parking Operation beginning April 1, 2015.

The parking rate will be \$5.00 cash payment upon entry; all court visitors will be required to pay the parking fee upon entering.

Full-time staffing will consist of a supervisor and two cashiers.

Court Visitor Procedure:

1. All visitors will be asked to pay the amount of \$5.00 upon entry with receipt of payment.
2. Visitors will be issued a sequential three-part, color coded ticket upon entering; the customers will be given the portion of the ticket that has the bailment agreement to serve as a receipt of pay.
3. All visitors who entered before the cashiers are on-duty will be identified with a parking notice and will be manually charged upon their exit of the parking facility.
4. Once the customers are ready to exit the parking facility, they will be able to leave without equipment hindrances. There are no in and out privileges with same ticket. Customers must pay to re-enter facility.

Court Employee/Subpoena Procedure:

1. All court employees who enter and show a valid, assigned hang tag will be able to park in the employee parking area free of charge.
2. The hang tags will have sequenced numbers that the employee will have to present upon entering the parking facility and must keep displayed on vehicle for identification purposes.
3. Employee hang tags will be distributed to the county and court based on any existing JOA allocation or at the sole direction of the JCC.
4. With valid ID and signature, law enforcement/visiting judges/interns/subpoena/city and state attorneys will be issued a one-day pass to park.
5. Once the employees are ready to exit the parking facility, they will be able to leave without equipment hindrances.

Court Juror Procedure:

1. All jurors will be asked to present the Jury summons upon entry.
2. Jurors will be issued a complimentary parking pass upon entering once jury summons is validated.

Attachment D

3. Once the jurors are ready to exit the parking facility, they will be able to leave without equipment hindrances.

Revenue Control:

Daily cash drops to secured safe will be completed by onsite supervisor to deter theft. In addition to drops, supervisor will make daily bank deposits at a local designated bank.

Audits:

Supervisor and/or Manager will make regular, unannounced ticket audits to ensure proper ticket handling and cashier integrity. Ticket shops will be conducted in the presence of the employee and documented as pass or fail. Employees who fail tickets shops will be subject to termination.

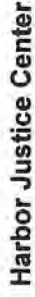
2015 OPERATING BUDGET With Current Staffing + Union Required Increases

470 Spaces

Revenue	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jul-16	TOTAL
Monthly Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Transient Parking	32,000	32,000	32,000	32,000	32,000	32,000	32,000	28,000	32,000	32,000	32,000	32,000	380,000
Validation Books													-
Key Card Deposit													-
Other Revenue													-
TOTAL REVENUE	32,000	32,000	32,000	32,000	32,000	32,000	32,000	28,000	32,000	32,000	32,000	32,000	380,000

OPERATING EXPENSES													
Payroll	6,151	6,151	6,151	6,151	6,151	6,151	6,151	6,151	6,151	6,151	6,151	6,333	73,991
Vacation	326	326	326	326	326	326	326	326	326	326	326	336	3,922
Payroll Taxes	910	910	910	910	910	910	910	910	910	910	910	937	10,947
Workman's Comp.	1,085	1,085	1,085	1,085	1,085	1,085	1,085	1,085	1,085	1,085	1,085	1,117	13,050
401 K	25	25	25	25	25	25	25	25	25	25	25	25	300
Insurance PLPD/GKLL	825	825	825	825	825	825	825	825	825	825	825	825	9,900
Materials & Supplies	1,500	100	100	100	100	100	100	100	100	100	100	100	2,500
Office Supplies	100	25	25	25	25	25	25	25	25	25	25	25	300
Health & Welfare	2,520	2,520	2,520	2,520	2,520	2,520	2,772	2,772	2,772	2,772	2,772	2,772	31,538
License & Permits					225								225
Signs	500												500
Tax - Gross Receipts								769					769
Repair & Maintenance	25	25	25	25	25	25	25	25	25	25	25	25	300
Utilities		-	-	-	-	-	-	-	-	-	-	-	-
Telephone	50	50	50	50	50	50	50	50	50	50	50	50	600
Uniforms Laundry	234	234	234	234	234	234	234	234	234	234	234	234	2,806
Forms & Printing	25	25	25	25	25	25	25	25	25	25	25	25	300
Personnel Selection		-	-	-	-	-	-	-	-	-	-	-	-
Security Services		-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous/Outside Services	70	70	70	70	70	70	70	70	70	70	70	70	840
Sweeping	610	610	610	610	610	610	610	610	610	610	610	610	7,320
Network Access Fee	17	17	17	17	17	17	17	17	17	17	17	17	204
Allowance Expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Expenses	14,973	12,998	12,998	12,998	12,998	13,223	13,250	14,019	13,250	13,250	13,250	13,500	160,707

SUB TOTAL NET	17,027	19,002	19,002	19,002	19,002	18,777	18,750	13,981	18,750	18,750	18,750	18,500	219,293
Management Fee	1,166	1,302	1,302	1,302	1,302	1,286	1,284	958	1,284	1,284	1,284	1,267	15,022
TOTAL NET	15,861	17,700	17,700	17,700	17,700	17,491	17,466	13,023	17,466	17,466	17,466	17,232	204,272



Attachment D

[illegible][illegible]

Total Weekly Hours Worked	120
Average Hourly Rate For Full Time Employees	
Number Of Hours Worked In The Month	
Total Hourly Payroll	

[illegible][illegible][illegible][illegible][illegible]



Superior Court of California County of Orange

ALAN CARLSON
CHIEF EXECUTIVE OFFICER
CLERK OF COURT

700 CIVIC CENTER DRIVE WEST
SANTA ANA, CA 92701
PHONE: 657-622-7017

February 19, 2015

Russell Simonov
Judicial Council of California
2255 N. Ontario Street, Suite 220
Burbank, CA 91504

Dear Mr. Simonov:

Subject to the conditions listed below, the Superior Court of California, County of Orange, conditionally supports a final review and implementation of paid parking by the Judicial Council of California at the Harbor Justice Center, located at 4601 Jamboree Road, Newport Beach, California.

The intent of these conditions is to maintain status quo on several points. The layout of the facility is such that anyone who needs direct access to the front entrance (disabled visitors or vendors), sally port (Sheriff), or secure parking lot (primarily judges) must travel through the parking lot from the street. There is no through access that does not require travel past parking spaces. Historically, there was not sufficient parking for court staff, agency staff assigned to the facility, prospective jurors ordered to the site, and the general public. Consequently, for several years the court has leased parking spaces in adjacent lots to provide adequate parking for everyone using the building. The Court has paid for spaces for use by court employees to provide these employee with the same benefit of free (to the employee) parking as is provided to court employees at other court facilities.

Conditions:

- Parking for court employees, jurors, court contractors, county agency staff, and other building tenants continues to be provided free of charge within the Harbor Justice Center area.
- The implementation of paid parking shall not delay or impede access to the facility by the Sheriff for transportation of in-custody defendants or deliveries or pick-ups by vendors providing services to the court or agencies with offices in the facility.
- The implementation of paid parking shall not delay or impede access to the secure parking lot located behind the building.

Sincerely,

A handwritten signature in blue ink that reads "Alan Carlson".

Alan Carlson, Chief Executive Officer
Superior Court of California, County of Orange