City Council Agenda Item Request
Submit to Clerk's Office
No later than 30 days before proposed Council meeting

- **Date submitted to Clerk's Office:**

- **Primary contact person and Department requesting agenda item:** Jessica Morriss, Sabrina Tolley, and Josh Mallernee, Transportation Department

- **Requested Council meeting date:** September 9, 2025

- **Subject:** Parking Citation and Permit Management System with LPR

- **Action Requested:** Adopt a resolution authorizing the City Manager to execute a contract with Passport Labs Inc. for a parking citation and permit management system, which includes a parking enforcement license plate recognition (LPR) system, for an initial term of three years with two optional one-year renewals for a total contract term of up to five years, and authorize contract funding in an amount not to exceed $1,031,900.

- **Note if time sensitive, and why:** Yes, the existing contract expires on December 31, 2025, and a new contract must be executed to ensure continuity of operations for parking enforcement activities and monthly parking permit management.

- **Potential fiscal impact(s) - if known by staff at time of request:**
    - The total contract amount, including option years, will not exceed $1,031,900.
        - Year 1 - $213, 549, includes the one-time hardware purchase for a mobile parking enforcement LPR system of $42,175, as well as the monthly costs for permit management, citation management, and LPR software. Note: The first year's costs were voluntarily discounted by the vendor to help offset some parking revenue losses from Tropical Storm Helene.
        - Year 2 - $190,874
        - Year 3 - $198,749
        - Year 4 Option - $207,018
        - Year 5 Option - $215,700
    - $6,000 is also included in the total contract amount for the purchase of up to 10 new printers for citations to replace as needed over the course of the 3 to 5 year contract at $600 each.
    - The required funding for the first year of the contract is budgeted in the FY26 Parking Services Division Operating Budget. Additional funds as needed will be included in future Parking Services Division Operating Budget requests.

- **Identify all vendor outreach for Minority & Women Owned Business Enterprises (MWBE).**
    - A request for proposals (RFP) was issued to solicit proposals for a parking enforcement citation and permit management system, and the vendor was selected through the City's RFP process.
    - The RFP was also posted on the International Parking and Mobility Institute's website for vendor outreach.

- **Identify all Boards, Commissions, and Council Committees with tentative dates - add in the vote and recommendation from each Board:** N/A

- **Identify key issues:**
    - Passport Labs, Inc. has been the City's vendor for parking citation and permit management since March 2021, and their existing contract will expire December 31, 2025.

- An RFP was issued in 2025 for a new citation and permit management system, and Passport Labs, Inc. was the vendor selected through this competitive RFP process.
- The Parking Citation and Permit Management Systems are critical to the Parking Services Division's Operations and revenue generation, as they comprise the systems used to issue, track, and collect revenues for citations and permits.
- Incorporation of a License Plate Recognition System (LPR) that will integrate with the citation and permit management system will significantly improve enforcement and operational efficiency by automatically scanning and checking license plate numbers against valid monthly permits, eliminating the need for enforcement officers to look up each plate for a permit. Additionally, an LPR system will greatly improve the ability to enforce parking space and loading zone time limit restrictions.
- The Parking Services LPR system will not be used to enforce anything other than parking regulations. It will not integrate with any law-enforcement associated systems or databases.
- Council authorization is required for general service contracts that will exceed $90,000.
- The City seeks approval to execute a contract with Passport Labs, Inc. for an initial term of three years with up to two additional one-year optional renewals for a total contract amount not to exceed $1,031,900.