THE CITY OF ASHEVILLE

STAFF REPORT

Council Meeting Date: April 14, 2020

Subject: Parking Citation Management Contract Amendment

Staff Resource(s): Ken Putnam, Transportation Department Director
Garrett Male, Parking Services Division Manager

Action Requested: Adoption of a resolution authorizing the City Manager to amend contract # 91800137 with Passport Labs, increasing the total value of the contract to $405,000, for parking citation management.

Background:

- The City of Asheville entered into a contract with Passport Labs in September 2017 for management of the City's parking citations.
- The fee structure paid to Passport Labs on a monthly basis is dependent on three factors including:
  1) the number of parking citations issued ($3.00 per citation),
  2) the total amount of parking fines and late fees collected (35% of amount collected), and
  3) the number of delinquent payment letters mailed to vehicle owners ($1.25 per letter).
- Staff initially estimated the average fee structure to be paid to Passport Labs at $6,600 per month.
- Currently, the average monthly fees paid have been closer to $9,000 per month, which is reflective of an increase in fines/fees paid to the City, an increase in the number of citations accruing late fees, and an increase in the actual monetary value of specific fines and late fees associated with all parking violations.

Vendor Outreach Efforts:

- N/A - this is a current contract.

Council Goal(s):

- Transportation and Accessibility.

Committee(s):

- None

Pro(s):

- Enables the City to continue to provide efficient parking management resources.

Con(s):

- None

Fiscal Impact:

- The cost of regulating and administering parking is included in the current operating budget.

Suggested Motion:

- Motion to approve a resolution authorizing the City Manager to amend contract #91800137 with Passport Labs, increasing the total value of the contract to $405,000, for parking citation management.

Attachment(s)

- Resolution

RESOLUTION NO. 20-____

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE EXISTING PARKING CITATION MANAGEMENT CONTRACT BETWEEN THE CITY OF ASHEVILLE AND PASSPORT LABS, INC.

WHEREAS, the City of Asheville has authority pursuant to N.C.G.S. §143 -129 for letting of public contracts; and

WHEREAS, the City of Asheville contracted with InfraStrategies in the amount of $240,000 in October 2017 to provide parking citation management services to the City of Asheville for the purpose of enforcing parking ordinances within the City limits; and

WHEREAS, the City of Asheville has exceeded the original estimates regarding the number of parking citations issued, and the overall financial value of fines and fees collected as a result of the issuance of said parking citations;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASHEVILLE THAT:

City Council hereby authorizes the City Manager to execute an amendment to the existing Parking Citation Management Contract between the City of Asheville and Passport Labs, Inc., increasing the total value of the contract to $405,000, for parking citation management.

Read, approved and adopted this the 14th day of April, 2020.

_____ _____

City Clerk Mayor

Approved as to form:

City Attorney