



Agenda Item Summary

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Submitted By

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Reviewed By

LKS

Agenda Item Title

A Resolution Approving Expenditures For Annual Unified Parking Citation and Permit Management System Services with Passport Labs, Inc. in an Amount Not to Exceed \$330,000 for Fiscal Year 2020

Overview

The Village previously adopted Resolutions 14-21 and 18-872 to execute agreements with Passport for services related to the issuance of electronic parking permits and vehicle stickers, mobile parking meter payments, and the issuance of parking citations. In addition, Passport passes through fees related to printing and postage for fines.

Staff Recommendation

Approve the Resolution

Fiscal Impact

This expense has been appropriated in the following accounts:

1001.41030.101.550603	Postage	\$30,000
5060.43770.793.550601	Printing	\$45,000
5060.43770.786.553660	Gen Contractual	\$30,000
5060.43770.101.530660	Gen Contractual	\$91,000
TBD (Unappropriated)		\$134,000

Background

The Village has been using Passport as a provider of mobile meter payments since 2014 and in 2018 another contract was executed to add on services for the issuance and enforcement of electronic parking permits, vehicle stickers, and parking citations. The costs of these services are outlined in the 2018 Agreement. In September 2018, the Village Board adopted Ordinance 18-402 which increased various permit, vehicle sticker, meter, and citation fees to offset the majority of costs associated with Passport per-transaction fees.

It is important to note that Passport's per transaction fees are netted against revenue collected before being remitted to the Village. Therefore, staff is not making payments to Passport in the traditional sense via accounts payable invoices for these transaction fees. However, to provide the upmost transparency, finance staff will annually prepare journal entries to both "gross up" the revenue and record the offsetting expense against the appropriate budgeted accounts. For example, assume a permit is paid via Passport as follows:

Permit fee (all inclusive)	\$102.00
Passport transaction fee	(\$2.00)
Net revenue deposited to Village of Oak Park	\$100.00

Rather than showing \$100.00 as revenue at year-end and zero expense, finance will adjust the accounts to show \$102.00 as revenue and \$2.00 as expense in the budgeted account. While the net result is the same, this allows users of the Village's financial data to see the true cost of utilizing Passport.

Alternatives

N/A

Previous Board Action

N/A

Citizen Advisory Commission Action

N/A

Anticipated Future Actions/Commitments

N/A

Intergovernmental Cooperation Opportunities

N/A

Performance Management (MAP) Alignment

N/A