



Agenda Item Summary

File #: RES 21-305, **Version:** 1

Submitted By

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Reviewed By

AMZ

Agenda Item Title

A Resolution Approving an Amendment to the Professional Services Agreement and Software License and Support Agreement Between Passport Labs, Inc., a Division of Passport Parking, and the Village of Oak Park to Include a Delivery Timeline Schedule and Extend the Term of the Agreements for an Additional Three (3) Years and Authorizing Its Execution

Overview

Passport is the Village's provider for the unified parking citation, permit management system, and processing technology for all Village parking permits, parking passes, vehicle sticker licensing, mobile parking payment, enforcement, and adjudication services. This amendment to the agreement provides for the inclusion of a scope of services schedule and extends the term of the agreement for an additional three (3) years, through December 31, 2025.

Recommendation

Approve the Resolution.

Fiscal Impact

The Recommended FY 2022 Parking Fund Budget includes \$30,000 for the annual permit and pass support fee (Account # 5060.43770.101.530667).

The per permit and per citation expenses as part of the agreement are intended to be incurred as user fees. An increase in parking permit rates, annual license (sticker) fees, and citation fines, approved by the Village Board in 2018, was intended to directly offset the new per-permit and per-citation expenses.

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 these payments to Passport in the traditional sense via accounts payable invoices for these transaction fees. Staff will present a Resolution in January, as is done annually, approving a not-to-exceed amount that can be expended in FY 2022, pursuant to the terms of the Professional Services Agreement.

Background

At present, over 80% of parking permit and license transactions are occurring online using the Passport

Parking system.

The initial three (3) year term of the Village's agreement with Passport Parking expired on September 6, 2021, but to allow adequate time for contract negotiations, the Village Board approved a 115-day extension of the agreement for the term of September 7, 2021, through December 31, 2021.

Staff worked with Passport on developing a revised scope of services, based on staff's and Passport's observations of potential business process improvements and end-user troubleshooting over the initial three-(3) year term. Additionally, due to the Covid 19 Pandemic, the parties were unable to complete all configuration changes as part of the initial contract for services. The revised scope of services has been agreed upon by both parties and is proposed to be incorporated into the Agreement via the Amendment being considered by the Village Board. Furthermore, the amendment provides for a three (3) year term beginning on January 1, 2022, and ending on December 31, 2025.

Alternatives

Deny the Resolution and direct staff to issue a Request for Proposals for parking permitting, parking passes, vehicle sticker licensing, mobile parking payment, enforcement, and adjudication services.

Previous Board Action

On August 2, 2021, the Village Board approved Resolution 21-170, a Resolution Approving an Extension of a Professional Services Agreement and Software License and Support Agreement Between Passport Labs, Inc. a Division of Passport Parking, and the Village of Oak Park.

On January 19, 2021, the Village Board authorized a Resolution Approving Expenditures for Annual Unified Parking Citation and Permit Management System Services with Passport Labs, Inc., in an Amount Not to Exceed \$250,000 for Fiscal Year 2021 Pursuant to the Professional Services Agreement with Passport Labs, Inc., dated September 6, 2018.

On September 17, 2018, the Village Board approved ORD 18-402, An Ordinance Amending Parking Permit Rates, Vehicle License Fees, Penalties, and the Immobilization Device Removal Fee as Set Forth in Chapter 15 ("Motor Vehicles and Traffic") and Chapter 29 ("Administrative Adjudication") of the Oak Park Village Code as Reviewed at the September 4, 2018, Regular Meeting.

On September 4, 2018, the Village Board approved RES 18-972, A Resolution to Approve a Contractual Services Agreement and Software License and Support Agreement between Passport Labs, Inc., a Division of Passport Parking, and the Village of Oak Park to provide a New Software Solution for a Unified Parking Citation and Permit Management System and Processing Technology for all Village Parking Permitting, Parking Passes, Vehicle Sticker Licensing, Mobile Parking Payment, Enforcement, and Adjudication Services.

On July 16, 2018, staff presented an update to the Village Board regarding intentions to proceed with a vendor Passport for the technology.

On November 21, 2016, the Village Board approved RES 16-371, A Resolution Approving a Professional Services Agreement with Dixon Resources Unlimited to Review Requirements for a Unified Parking, Permits, Citations Technology System and Develop a Request for Proposals in a Total Amount Not to Exceed \$59,694

and Authorizing its Execution.

On January 21, 2014, the Village Board approved RES 14-21, A Resolution Approving a Services Agreement with Passport Parking, Inc. and Authorizing its Execution.

Citizen Advisory Commission Action

On August 15, 2018, staff presented an overview of the project to the Civic Information Services Commission. The Commission approved a motion to recommend the technology and vendor. Staff has provided regular updates to the Civic Information Services.

Anticipated Future Actions/Commitments

Staff will present a Resolution in January 2022, as is done annually, approving a not-to-exceed amount that can be expended in FY 2022, pursuant to the terms of the Professional Services Agreement.

Intergovernmental Cooperation Opportunities

N/A