



City Council Issue Summary

Subject: Authorize an amendment to the agreement with Passport Labs, Inc. to purchase an automated parking guidance system in an amount not to exceed \$304,634, with ongoing annual software services in an amount of \$31,678.31.

Staff Member, Department: Tobias Marx, Transportation & Mobility

Meeting Date: 2/15/2023

Action(s) Required:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Consent Agenda | <input type="checkbox"/> Ordinance First Reading | <input type="checkbox"/> Public Hearing |
| <input type="checkbox"/> Information/Direction | <input type="checkbox"/> Ordinance Second Reading | <input type="checkbox"/> Resolution |
| <input type="checkbox"/> Motion | | |

Recommended Motion:

I move to authorize an amendment to the agreement with Passport Labs, Inc. to purchase an automated parking guidance system in an amount not to exceed \$304,634, with ongoing annual software services in an amount of \$31,678.31, and to authorize additional annual service cost increases in the amount of \$87,391.31.

Issue / Council Decision & Discussion Points:

- In 2020, Council approved an agreement with Passport Labs, Inc. ("Passport") for a City-wide parking operations system. Passport's parking operation system includes a platform for permit and citation management as well as mobile payments.
- This amendment will upgrade Passport's parking management system to include an automated parking guidance system in downtown Bend. The automated parking guidance system will indicate parking availability in real time to help drivers find a parking spot.
- The original contract with Passport had a not to exceed amount of \$174,438.
- The one-time cost of the automated parking guidance system is \$304,634. An additional \$119,069.62 is needed for ongoing annual software services in an amount



- of \$31,678.31 and additional annual service cost increase in the amount of \$87,391.31.
- The total contract not-to-exceed amount is \$479,072 with annual software services in the amount of \$119,069.62.

Background:

Passport offers a parking management platform that provides a single back-office system for enforcement and citation management, permit management, and mobile payment. Passport's parking platform provides access to data and other services that enable the City to increase parking compliance and modernize parking operations.

On September 2, 2020, Council authorized a contract with Passport for a city-wide parking operation system in an amount not-to-exceed \$174,438.24 for three years, with additional annual costs for ongoing software services of \$40,000. The \$174,438.24 not-to-exceed amount and the ongoing amount of \$40,000 annually that Council authorized was based on a conservative estimate of permit and citation, transaction, and credit card fees the City agreed to pay in connection with citations and permits issued by and transactions processed by Passport Labs, Inc.

As a result of benefits and efficiencies gained from the Passport Platform and newly implemented parking districts and strategies, the City now estimates that it will need to spend an additional \$87,391.31 for fees and services for the remaining initial contract term ending September 13, 2023.

The addition of the Automated Parking Guidance System will result in:

- \$304,634 for equipment:
 - One-time expense for hardware, configurations and integrations, travel, installation support and planning
- \$31,678.31 for software, connectivity, and warranty for the new parking guidance equipment

The agreement with Passport Labs Inc. has a three-year term and options for two one-year extensions.

The Downtown Bend Parking District continues to experience increasing parking demand leading to increased traffic from parkers circulating to find available parking. This increase in traffic impacts safety and creates increased carbon-emissions.

City-wide, new parking areas are expected and will create new challenges for parking management.

As part of this amendment, the City will install an innovative parking guidance system that will enable us to manage parking in downtown more efficiently and obtain accurate parking-

utilization data. The system will use above-ground sensors to measure cars parked in real time and communicate available parking spaces to drivers via integration into mobile apps and dynamic digital signage. This will help drivers avoid random circling and driving into fully occupied areas or lots and assist in finding available parking spaces quicker and easier. A decrease in traffic will reduce carbon emissions and support the City's Climate Action Goals.

The Downtown Parking Advisory Committee and the Downtown Bend Business Association have reviewed the proposed project and are in support.

Budget and Financial Impacts:

This contract is paid for entirely by funds received by the Parking Services Fund. This fund's revenue sources are daily parking fees, parking permit fees and fines from parking citations. The fees for this contract increase proportional with increased parking revenues.

The one-time expenses for the new hardware, equipment, and installation of such are paid for from parking reserves from the 2022 fiscal year. A budget adjustment will be presented to council at a future meeting to increase budgeted expenditures adjust reserves for this contract amendment.

Community Outreach Process and Potential Impacts:

We have presented to the Downtown Bend Business Association and the Downtown Parking Advisory Committee and an educational campaign for parkers and downtown business to introduce the parking guidance system and keep them informed about the installation project.

Department Director Review: David Abbas, Transportation & Mobility Director

Financial Review: Janette Townsend

Legal Review: Michael Selkirk

Attachments:

- Current contract with Passport Labs, Inc.
- Contract Amendment
- Order Form
- New Statement of Work