

**Department New Request Form
Fiscal Year 2025**

Program	Public Works	Title of New Request:	Rank: 4
Department	Parking	Virtual Permit Management System	
Request Category	New		
Request Rating	Efficiency		
Department Goal	Organizational excellence	# of FTE's in this request	0.00

1. How will request assist in achieving Department Goal and benefit the customer

Procurement of a Virtual Permit Management System would allow the Parking Commission to offer new permit options and accommodate more users, improving both utilization of our existing facilities and our level of service to our customer base. VPMS was recommended by our parking study. It is software as a service and the annual cost of the software would be funded by MPC revenues.

2. What specifically is needed to achieve this goal?

This software procurement was recommended as a result of our parking study in order to better serve the needs of parkers in our jurisdiction. If delayed, we would continue with our current service options, but would not be able to offer additional permit types.

3. Cost Impact of New Program:

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2025 Unfunded	FY 2025 Funded	Proposed FY 2026 Ongoing
Ongoing Expenses								
7370.395.430266.350	Professional Services	1	200000		200,000	200,000	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
One-time Expenses								
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
Expense Sub-Total				—	200,000	200,000	—	—

Revenue Offset:

Account #	Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
7370	E Parking Revenues	-	200,000
Revenue Sub-Total		-	200,000

4. What sort of data will be used to report results and outcomes of request?

Requested/Proposed Funding Source		
	One-time	Ongoing
Assessment	-	-
Non-tax	-	200,000
Fund Balance	-	-
Total	-	200,000