

Mayor and Council Communication

DATE: 12/09/25

M&C FILE NUMBER: M&C 25-1097

LOG NAME: 20COMMERCE STREET GARAGE PARKING SYSTEM UPGRADE

SUBJECT

(ALL) Authorize Execution of an Amendment to a Sole Source Agreement with Mitchell Adding Machine Company, Inc., dba Mitchell Time and Parking, to Increase the Compensation Amount by \$150,000.00 for a Total Revised Contract Amount Up to \$270,061.36 for the Purchase and Installation of Parking Automation Equipment and Associated Fees at the Commerce Street Garage, Adopt Appropriation Ordinances, and Amend the Fiscal Year 2026 Adopted Budget and the Fiscal Years 2026-2030 Capital Improvement Program

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize execution of an amendment to a Sole Source Agreement with Mitchell Adding Machine Company, Inc., dba Mitchell Time and Parking, (City Secretary Contract No. 52436), to increase the total compensation amount by \$150,000.00 for the total revised contract amount up to \$270,061.36 for the purpose of funding the Parking Garages programmable project (City Project No. P00008) to support the replacement of existing equipment which is no longer fully compatible with current technology and to cover associated fees at the Commerce Street Garage;
 2. Adopt the attached appropriation ordinance increasing estimated receipts and appropriations in the Municipal Parking Fund, in the amount of \$150,000.00, transferred from fund balance, for the purpose of transferring to the Municipal Parking Capital Project Fund for the Parking Garages programmable project (City Project No. P00008) to support the replacement of existing equipment which is no longer fully compatible with current technology and to cover associated fees at the Commerce Street Garage;
 3. Adopt the attached appropriation ordinance increasing estimated receipts and appropriations in the Municipal Parking Capital Project Fund, in the amount of \$150,000.00, transferred from the Municipal Parking Fund, for the purpose of funding the Parking Garages programmable project (City Project No. P00008), to support the replacement of existing equipment which is no longer fully compatible with current technology and to cover associated fees at the Commerce Street Garage; and
 4. Amend the Fiscal Year 2026 Adopted Budget and the Fiscal Years 2026-2030 Capital Improvement Program.
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DISCUSSION:

On November 28, 2023, Mayor and Council Communication (M&C) 23-1015, authorized a Sole Source Agreement with Mitchell Adding Machine Company, Inc., dba Mitchell Time and Parking (MTP) for the purchase of parking automation equipment for the Houston Street Garage and to provide five-year service and preventative maintenance for the Will Rogers Memorial Center Parking System, Houston Street Garage and Commerce Street Garage. The contract with MTP was exempted from competitive bidding requirements because MTP is the sole source provider of software and related services.

The Transportation and Public Works Department (TPW) recommends increasing the contract amount with MTP to purchase additional parking automation equipment and cover associated fees for the Commerce Street Garage in an amount up to \$150,000.00.

This includes \$131,013.00 for parking automation equipment for the automation of the Commerce Street Garage and \$18,987.00 for monthly fees. Therefore, City Secretary Contract No. 52436 will be increased from \$120,061.36 to \$270,061.36.

Funding for this project was not included in the Fiscal Years 2026-2030 Capital Improvement Program due to the Development Agreement not being completed in time to be incorporated into the Capital Improvement Program at the time of adoption. This M&C seeks authorization to amend the Fiscal Years 2026-2030 Capital Improvement Program as approved in connection with Ordinance 27979-09-2025.

Funding is budgeted in the Municipal Parking Fund Balance for Transportation and Public Works Department. The beginning fund balance is \$9,051,514.82, and after this M&C the balance will be \$8,901,514.82.

This agreement is in ALL COUNCIL DISTRICTS.

A Form 1295 is not required because: This M&C does not request approval of a contract with a business entity.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are currently available from fund balance within the Municipal Parking Fund and upon approval of the above recommendations and adoption of the attached appropriation ordinances, funds will be available in the Municipal Parking Capital Proj Fund for the Parking Garages project as appropriated. Prior to an expenditure being incurred, the Transportation & Public Works Department has the responsibility of verifying the availability of funds.

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