

manage these new functions. These rules, processes and provisions will be completed by December 31, 2018.

5. Programming and Development – Once the new vendor is identified, IT and Parking will work with the vendor to program the City’s business rules, code provisions, exiting data and appeal process into the vendor’s system. This will include testing prior to final implementation. This process will take four (4) to six (6) months.
With an RFP Completion would be October 31, 2019
With an Alternative Procurement Completion would be July 31, 2019
6. Recruitment of Fulltime Staff Person – The new appeal process for parking citations will require one (1) fulltime administrative employee to oversee citation appeals, set the docket for the Hearing Officer, answer questions for customers and manage notices. Recruitment will take eight (8) to ten (10) weeks and will be scheduled to be completed so that the employee can participated in Programming and Development of the new system. Completion on or before April 30, 2019.
7. Training and Onboarding – Human Resources and Parking will need sixty (60) days to bring the new employee to the point where they are fully functional and able to manage the new citation management system on their own. Completion of training and onboarding would be June 30, 2019.
8. Interlocal Agreement (Handicap Space Violations) – Revenue generated by parking citations issued for ADA parking violations is subject to disbursement for dedicated use pursuant to existing statutes. The City will need to enter into agreements to provide for the required disbursement of funds. The City Attorney’s Office anticipates ninety (90) days to complete an interlocal agreement with completion by March 31, 2019.
9. Crossing Guard Fund – The County parking citations provide support for the Crossing Guard Fund. When the City no longer participates in the County parking enforcement system, it may need to find an alternative way to pay for crossing guards. Police, Parking and the City Attorney’s Office will review options and establish a substitute program by June 30, 2019.
10. Scofflaw and Stolen Vehicle Inter-local – Parking Enforcement Officers currently obtain Scofflaw and Stolen Vehicle data from the County Clerk of Court. Once the City is operating its own Parking Enforcement system we will not have access to data from the County or any other municipality. A new interlocal agreement will need to be negotiated to share this information. Negotiations are anticipated to take ninety (90) days. Completion by March 31, 2019.
11. Establish Eden Accounts – Establishing a new Parking Violations and Appeals Division will require Finance to create revenue and expense accounts in Eden. These accounts will be created during the programming and development phase of the project and will take approximately 30 days.
12. Termination Notice to Clerk of Courts – Our agreement with the Clerk of Courts requires ninety (90) days’ notice before terminating our agreement. If the go live date is July 31,

2019, notice will be provided to the Clerk of Court on May 1, 2019. If the go live date is October 31, 2019, notice will be provided to the Clerk of Court on August 1, 2019.