



Memorandum

Date: 2/3/2026
Meeting of: City Council

File No. AM No. 26-015
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Police	Chief Darrell Lowe	425-556-2529
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DEPARTMENT STAFF:

Police	Mavic Hizon	Civilian Commander
Police	Jacob Lassiter	Parking Program Manager

TITLE:

Approval of the Diamond Parking Six-Month Contract Extension in the Amount of \$173,028

OVERVIEW STATEMENT:

Staff is requesting Council authorization to approve a six-month extension of the City's existing contract with Diamond Parking, through July 31, 2026. The City and Diamond Parking have agreed to continue parking enforcement and parking permit processing services during this period while the City conducts a formal, competitive Request for Proposals (RFP) process for similar services.

☐ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
Council approval required for contracts that exceed \$50,000.
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

The City and Diamond Parking executed a one-month bridge extension of the existing contract to continue on-street parking enforcement services and parking permit processing through January 31, 2026. The Police Department is requesting Council approval to extend the contract for an additional six months, through July 31, 2026, while the City conducts a formal competitive Request for Proposals (RFP) process in accordance with the City's Purchasing guidelines.

Approval of this contract extension will ensure continuity of on-street parking enforcement following the expiration of the original contract on December 31, 2025. Continued contracted services will maintain parking compliance and provide the Police Department sufficient time to complete the RFP process and develop staffing plans to support a full transition to in-house parking enforcement operations beginning in 2027.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

Contract extension through July 31, 2026: \$173,028

- Costs for repairs and maintenance of vehicle and/or LPR equipment will be additional

Contract extension to July 31, 2026:

- On-street enforcement and routine vehicle maintenance: \$19,376/month
- Commuter lot enforcement: \$6,189/month
- Parking Permit Processing: \$3,273/month based on 230 permits/month

Approved in current biennial budget: ☒ **Yes** ☐ **No** ☐ **N/A**

Budget Offer Number:

228

Budget Priority:

Safe and Resilient

Other budget impacts or additional costs: ☒ **Yes** ☐ **No** ☐ **N/A**

If yes, explain:

Commuter lot enforcement costs are offset by paid parking revenue.

Funding source(s):

General Fund

Budget/Funding Constraints:

N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
12/9/2025	Committee of the Whole - Finance, Administration, and Communications	Receive Information
1/20/2026	Committee of the Whole - Public Safety and Human Services	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

The current contract with Diamond Parking expired on December 31, 2025, but was granted a one-month extension by the mayor through January 31, 2026. The extended contract will go into effect immediately following Council's approval.

ANTICIPATED RESULT IF NOT APPROVED:

The Diamond Parking contract expired on January 31, 2026, and there will be no parking enforcement and parking permit processing services available until a vendor is selected through the RFP process.

ATTACHMENTS:

Attachment A: Diamond Parking Contract Extension

Attachment B: Non-Competitive Procurement Justification