



Office of the City Manager

CONSENT CALENDAR  
September 29, 2026

To: Honorable Mayor and Members of the City Council

From: Paul Buddenhagen, City Manager

Submitted by: Jennifer Louis, Chief of Police

Subject: Contract No. 31900143 Resolution Amendment: Passport Labs Incorporated  
for Parking Citation and Permit Management System (CPMS)

RECOMMENDATION

Adopt a Resolution amending Resolution No. 72,068-N.S., to clarify the total contract authority required to execute and operationalize the contract with Passport Labs Inc. for a Parking Citation and Permit Management System. The amendment reflects a total contract authority of \$9.3 million for the initial three-year term, from September 1, 2026 through August 31, 2029, with the option to extend the contract for two additional one-year periods, provided that the final extension shall end no later than August 31, 2031.

FISCAL IMPACTS OF RECOMMENDATION

There is no change to the fiscal impact as a result of this amendment. As reported in the original December 2, 2025 item (Resolution No. 72,068-N.S.), the annual fiscal impact to the General Fund is approximately \$550,000, allocated in the Police Department budget under expenditure code 011-71-703-812-0000-000-421-612990, totaling \$1.7 million over the three-year initial term. The contract is also supported by a contra revenue account that absorbs citation processing, permit, and collection fees, previously projected at \$7.6 million over the same three-year period. Both figures were provided to Council in the original item; combined, they total the \$9.3 million in contract authority reflected in this amendment.

Resolution No. 72,068-N.S., however, authorized the City Manager to execute the contract only for the \$1.7 million General Fund amount and did not include authority to access the associated contra revenue account. This amendment does not request additional funding. It corrects that omission by authorizing the City Manager to execute the contract for the full \$9.3 million, allowing the City to access the contra revenue account funding needed to operationalize the contract as originally intended.

Because contra revenue account fees depend on citation and permit volume, payment rates, and delinquent collections, the actual amount absorbed is estimated at \$7.6 million over the three-year term but may fluctuate.

### CURRENT SITUATION AND ITS EFFECTS

The City's current agreement with Passport Labs, Inc. was extended until August 4, 2027 in order to allow for the award of the new contract for the citation and permit management system. The City released a Request for Proposals ("RFP") for a new citation and permit management system in anticipation of the expiration of its current contract. The new system is expected to enhance service delivery, improve compliance, and support the City's broader goals for curbside management and customer service.

### BACKGROUND

In August 2024, the City hired a parking consulting firm to prepare an RFP for a parking citation and permit management system, including citation issuance devices. RFP No. 25-11708-C was posted on the City's Bid & Proposal Opportunities website on Tuesday, February 11, 2025, along with other required documentation including a Technical Compliance Matrix, Proposer Pricing Workbook, and a copy of the City's Sample Agreement. The City received four responses to the RFP and based upon the evaluation criterion, the evaluation committee recommended to award a contract with Passport Labs, Incorporated. Upon approval by the City Council, staff will begin working with Passport on implementation.

### ENVIRONMENTAL SUSTAINABILITY

The Parking Citation and Permit system from Passport Labs, Inc. allows the ability for customers to purchase permits and make payments online, which may result in reduced greenhouse gas emissions from customers and residents. The CPMS allows for digital permits and electronic records, which may result in the reduction of paper and other resources. This internet-based platform is utilized by Customer Service-Finance, Police, Public Works-Transportation, 311-IT, and Hearing Officer-CMO.

### RATIONALE FOR RECOMMENDATION

Without this contract, the City of Berkeley would not be able to continue the issuance, processing, and collection of parking violations occurring within the City of Berkeley. This would include the revenue generated for the City of Berkeley in various facets of the parking program.

This contract also assists in support of Council directives to implement parking and enforcement programs in support of the expanded Citywide Residential Preferential Parking (RPP) Program, football and special event parking, and citation payment programs.

Passport's Citation and Permit Management system will continue to provide the City of Berkeley with mobile handheld ticket issuance, online citation and permit payments, digital permitting, end to end citation processing and collections, and the industry's most data-driven backend management software.

ALTERNATIVE ACTIONS CONSIDERED

Taking no action would limit the City of Berkeley to entering into a one-year contract under the current not to exceed amount, which would effectively end the existing contract and prevent the City from maintaining the Parking Management Program, thereby jeopardizing the revenue required to support parking operations, including staff costs that rely on this revenue stream.

CONTACT PERSON

Jennifer Louis, Chief of Police, 981-5700

Attachment:

1. Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 31900143 RESOLUTION AMENDMENT: PASSPORT LABS, INC.  
FOR A CITATION AND PERMIT MANAGEMENT SYSTEM

WHEREAS, the City of Berkeley issued a Request for Proposal for a Citation and Permit Management System; and

WHEREAS, on December 2, 2025 the City Council of the City of Berkeley approved, under Resolution No. 72,068-N.S., the execution of a contract and any necessary amendments with Passport Labs, Incorporated for a three-year initial term with an option for two additional years, and identified a General Fund allocation of \$1.7million for the three-year initial term; and

WHEREAS, the December 2, 2025 item also provided that this contract is associated with a contra revenue account that absorbs the citation processing, permit, and collection fees to support this contract, projected to result in \$7.6 million dollars of expenses charged against the revenue, for a combined total contract authority of \$9.3 million, previously reported to Council; and

WHEREAS, the authorizing language of Resolution No. 72,068-N.S. referenced only the \$1.7 million General Fund amount and did not include express authority to access the contra revenue account, resulting in the need to amend the resolution to clarify the total contract authority required to operationalize the contract with Passport Labs, with no change to the fiscal impacts previously disclosed to Council.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager, or designee, is authorized to execute a contract, and any necessary amendments, with Passport Labs, Incorporated for a three-year initial term at a total contract authority of \$9.3 million, comprising the \$1.7 million General Fund allocation and \$7.6 million contra revenue account amount, for the period of September 1, 2026 through August 31, 2029, with the option to extend the contract for up to two additional one-year periods, provided that the final extension shall end no later than August 31, 2031.