



Office of the City Manager

CONSENT CALENDAR
January 21, 2025

To: Honorable Mayor and Members of the City Council

From: Paul Buddenhagen, City Manager

Submitted by: Jennifer Louis, Chief, Police Department

Subject: Contract No. 31900143 Amendment: Passport Labs Incorporated for a Parking Management System

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No. 31900143 and any necessary future amendments with Passport Labs Inc. to provide a Parking Management System for the Police Department, extending the term by another 18 months to August 4, 2027 and increasing this contract by \$2,000,000 for a total not to exceed \$7,365,545.

FISCAL IMPACTS OF RECOMMENDATION

In 2019, City Council adopted Resolution No. 68,633-N.S. authorizing a five-year contract with Passport Labs Inc. for a total not to exceed \$2.87 million. This contract is associated with a contra revenue account that absorbs the citation processing, permit, and collection fees to support the contract. The projected fees to be absorbed by the contra revenue account over the duration of the contract was \$5,365,545. These fees fluctuate depending on the number of citations and permits that are issued, payments received, and delinquent citations being sought. The additional contract duration and dollar amounts will allow a seamless transition to a follow-on contract.

CURRENT SITUATION AND ITS EFFECTS

The City's contract with Passport Labs Inc. for parking citation management was set to expire on February 4, 2024. On January 30, 2024, Council approved a two-year contract extension and additional appropriation for the performance of this contract for a total not to exceed \$5,365,545. In order to complete a new Parking Management System Request for Proposal (RFP), review and award, additional appropriations of the existing contract are necessary. The previous RFP required almost 12 months to bid, review, and award. Implementation may require six additional months to acquire necessary equipment and software set-up in the City of Berkeley Finance system to ensure robust reporting and multiple systems integration. This will also allow for additional time to ramp up as well as maintain the existing contract to allow for overlap of services when and if, a transition requires months of system validations.

BACKGROUND

The Parking Management System RFP will require the development of contract specifications developed by the City of Berkeley, key stakeholders from Customer Service, Finance, Police, Public Works, and the Information Technology Departments. In order to allow sufficient time to bid and award a new contract, additional appropriations of the existing contract are necessary.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

The current Parking Management System from Passport Labs Inc., allows the ability for customers to purchase permits and make payments online which may result in reduced Green House Gas emissions from customers and residents. The PMS also utilizes electronic records, which may result in the reduction of paper and other resources.

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 also include the revenue generated for the City of Berkeley staff in various facets of the parking program.

The Passport Labs Inc. contract provides citation processing, collections services, and various customer service resources to support the City Parking Management System and the associated revenue to the City of Berkeley. 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 Enforcement and Permitting platform allows the City of Berkeley staff to use mobile handheld ticketing processes, online citation 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 end the contract with Passport before a new RFP is issued, developed, and implemented, thus ending the City of Berkeley's ability to support the Parking Management Program and capture the revenue generated to support parking operations, including staff costs reliant upon this revenue stream.

CONTACT PERSON

Jennifer Louis, Chief of Police, 510-981-5700

Attachment:

1: Resolution

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

Contract No. 31900143 Amendment: Passport Labs Incorporated for a Parking Management System

WHEREAS, the City of Berkeley executed contract No. 31900143 to Passport Labs Incorporated for a Parking Management System beginning February 4, 2019 expiring on February 4, 2024; and

WHEREAS, the original contract was authorized by the City Council of the City of Berkeley under resolution #68,633-N.S. for five years and not to exceed \$2,870,000 contract; and

WHEREAS, on January 30, 2024 the City Council of the City of Berkeley approved a two-year contract extension and additional appropriations not to exceed \$5,365, 545; and

WHEREAS, this contract is associated with a contra revenue account that absorbs the citation processing, permit and collection fees to support this contract; and

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract amendment to Contract No. 31900143 and any necessary future amendments with Passport Labs Incorporated to extend the term by another 18 months to August 4, 2027 and increase this contract by \$2,000,000 for a total not to exceed \$7,365,545.

