



Office of the City Manager

CONSENT CALENDAR
June 3, 2025

To: Honorable Mayor and Members of the City Council

From: Paul Buddenhagen, City Manager

Submitted by: Jennifer Louis, Chief of Police

Subject: Contract No. 32500009 Amendment: Dixon Resources Unlimited

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No. 32500009 and any necessary future amendments with Dixon Resources Unlimited for the Police Department, to include contract implementation support while increasing the contract amount by \$50,000 for a total not to exceed amount of \$100,000, and a contract extension date to January 31, 2027.

FISCAL IMPACTS OF RECOMMENDATION

Approval of the recommendation would support a smooth transition to a parking citation and permit management system (CPMS). This is a complex system that impacts the following Departments: Police, Finance, Information Technology, Public Works, and Customer Service. The funding for this contract is allocated from the Parking Meter Fund (631-71-703-812-0000-000-472-612990-).

CURRENT SITUATION AND ITS EFFECTS

The Berkeley Police Department currently contracts with Dixon Resources Unlimited for assistance with preparing a request for proposal (RFP) for the CPMS as well as management of the project. Dixon Resources current contract began August 01, 2024 and is set to expire July 31, 2025. The Department will require an additional \$50,000 in authorized contract authority to allow the completion of the contract transition to the new vendor and implementation of the new CPMS contract requirements. Furthermore, this increase will allow Dixon Resources to provide ongoing implementation support and help develop a plan among all stakeholders to ensure a seamless transition.

BACKGROUND

Dixon Resources assists key stakeholders, from Customer Service, Finance, Police, Public Works, and the Information Technology Departments in developing the specifications for the CPMS-RFP. The CPMS contract provides citation processing, collections services, and various customer service resources to support the City. This

contract also assists in support of council directives to implement parking and enforcement programs in support of the expanded Citywide Residential Preferential management software. Dixon Resources offers ongoing project management services to address the City's evolving priorities and ongoing needs regarding the implementation and deployment of the selected CPMS provider. Dixon Resources will assist in developing a schedule and training plan for hardware and software changes and data migration between vendor systems to help ensure the stability and accountability of the selected CPMS vendor.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

Dixon Resources Unlimited assists with the project oversight of selecting and potentially transitioning between a parking citation and permit management system contract through subject matter expert support as well as maintaining milestone deliverables and ensuring the needs of five City of Berkeley Departments are met. An amendment to increase funds for the Dixon Resources contract will allow the Police Department to continue transfer of the CPMS contract to a new system and vendor, if necessary.

CONTACT PERSON

Jennifer Louis, Chief of Police, 981-5700

Attachment:

1. Resolution

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

CONTRACT NUMBER 32500009 AMENDMENT FOR Dixon Resources Unlimited

WHEREAS, the citation and parking management system (CPMS) is complex and involves five City of Berkeley Departments; and

WHEREAS, the City of Berkeley executed contract No. 32500009 for Dixon Resources Unlimited on August 1, 2024 to help prepare an RFP and manage the CPMS; and

WHEREAS, the Police Department will require an additional \$50,000 in authorized contract authority to allow the completion of the contract transition to the new vendor and implementation of the new CPMS contract requirements; and

WHEREAS, continuing with Dixon Resources Unlimited will provide ongoing implementation support to ensure a smooth transition to the selected CPMS contractor.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that, the City Manager is authorized to execute the contract and any amendments with Dixon Resources Unlimited to include contract implementation support while increasing the contract amount by \$50,000 for a total not to exceed amount of \$100,000, and a contract extension date to January 31, 2027, subject to the City's annual budget appropriation process.

