



Office of the City Manager

CONSENT CALENDAR
December 2, 2025

To: Honorable Mayor and Members of the City Council

From: Paul Buddenhagen, City Manager

Submitted by: Jennifer Louis, Chief of Police

Subject: Contract: Passport Labs Incorporated for Parking Citation and Permit Management System (CPMS)

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract and any necessary amendments with Passport Labs Inc. for a Parking Citation and Permit Management System for a three-year contract for a total of \$1.7 million dollars with an option to extend the contract for two years for a maximum length of five years.

FISCAL IMPACTS OF RECOMMENDATION

The annual fiscal impact to the General Fund will be approximately \$550,000 to support this contract and will be allocated in the Police Department budget expenditure code 011-71-703-812-0000-000-421-612990. 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 3-year contract is estimated at \$7.6 million dollars. These fees fluctuate depending on the number of citations and permits that are issued, payments received, and delinquent citations being sought.

CURRENT SITUATION AND ITS EFFECTS

The City's current agreement with Passport Labs, Inc. was extended until August 4, 2027, 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 awarding a contract with Passport Labs, Incorporated. Upon Council approval, staff will begin working with Passport on implementation.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

The Parking Citation and Permit system from Passport Labs, Inc. allows 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 the Finance, Police, Public Works, Information Technology departments and the City Manager's Office.

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 by 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 end the existing contract and thus end 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, 981-5700

Attachment:

1. Resolution

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

CONTRACT: 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, the City of Berkeley received four proposals and consistent with the Request for Proposal selection criterion, the selection committee selected Passport Labs, Inc. as the vendor with the best value for the City of Berkeley; and

WHEREAS, funding for this contract in an annual amount of \$550,000 is required from the General Fund to be deposited in the Police Department's Budget, under budget code 011-71-703-812-0000-000-421-612990; and

WHEREAS, this contract is associated with a contra revenue account that absorbs the citation processing, permit and collection fees to support this contract which is expected to result in \$7.6 million dollars of expenses that will be charged against the revenue.

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 with an option for two additional years at a total of \$1.7 million dollars for the three-year initial term.

