



Office of the City Manager

REVISED AGENDA MATERIAL for Supplemental Packet 1

Meeting Date: January 30, 2024

Item Number: 19

Item Description: Passport Labs Incorporated for a Parking Management System

Submitted by: Jennifer Louis, Chief of Police

The Fiscal Impacts and Resolution were updated with additional details from the Finance Department. The contract not to exceed (NTE) amount was adjusted to more specifically reflect the appropriations absorbed by both the contract and the associated contra revenue account.



Office of the City Manager

CONSENT CALENDAR
January 30, 2024

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Jennifer Louis, Chief of Police
Subject: Contract #31900143 Amendment: Passport Labs Incorporated for a Parking Management System

RECOMMENDATION

Adopt a Resolution authorizing the City Manager or her designee to execute an amendment to Contract No. 31900143 for \$2,495,545 and any necessary future amendments with Passport Labs Inc. to provide a Parking Management System for an additional two-year contract extension, and to approve additional appropriations for the performance of this contract for a Not to exceed \$5,365,545.

FISCAL IMPACTS OF RECOMMENDATION

City Council adopted Resolution No. 68,633-N.S. authorizing a five-year contract with Passport Labs Inc. for a total amount 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 this contract. The projected total fees to be absorbed by the contra revenue account over the duration of the contract is \$5,365,545. 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 contract with Passport Labs, Incorporated for parking citation management will expire February 4, 2024. In order to complete a new Parking Management System Request for Proposal (RFP), review and award, a contract term extension is 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.

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, a contract extension is necessary.

ENVIRONMENTAL SUSTAINABILITY

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, as well as, generating revenue which supports City of Berkeley staff in various facets of the parking program.

The Passport Labs 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 mobile handheld ticket issuance, 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

Staff could let the contract expire but this would not allow the City of Berkeley to have the ability to support the Parking Management Program and capture the revenue generated to support city parking operations, including City of Berkeley staff costs reliant upon this revenue stream.

CONTACT PERSON

Jennifer Tate, Provisional Captain, Investigations Division, Police 981-5810

Attachments:

1: Resolution

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

CONTRACT #31900143 AMENDMENT: PASSPORT LABS INCORPORATED FOR A
PARKING MANAGEMENT SYSTEM

WHEREAS, the City of Berkeley executed contract #31900143 to Passport Labs Inc. for a Parking Management System beginning February 4, 2019 and expiring on February 4, 2024; and

WHEREAS, this 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, the existing contract expires on February 4, 2024, and the City of Berkeley needs a two-year extension to the current contract to allow time to develop, bid, and award a new contract; 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 and any future amendments with Passport Labs Inc. to provide a Parking Management System for a total not to exceed amount of \$5,365,545 million and for an additional two-year term for a total of seven years.