

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: CHAD HEDGE, PARKING MANAGER, FINANCE DEPARTMENT  
SUBJECT: FIFTH AMENDMENT TO AGREEMENT NUMBER F001005 WITH  
PASSPORT LABS, INC. A DELAWARE CORPORATION

AGENDA ACTION: RESOLUTION

---

RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, approve the Fifth Amendment to Agreement Number F001005 with Passport Labs, Inc., a Delaware Corporation, increasing compensation by \$50,000 for an amount not to exceed \$150,000.

---

EXECUTIVE SUMMARY

This item will allow for the extension of Agreement number F001005 which will allow Passport Labs, Inc., a Delaware Corporation to provide the digital billing, transaction and management services required for the payment of parking meters via mobile devices.

BACKGROUND

The City entered into a Professional Services Agreement with Passport Labs, Inc., a Delaware Corporation, on August 31, 2015 and executed four subsequent Amendments to that agreement. The most recent Fourth Amendment to the agreement was approved on June 22, 2021, extending the term to November 17, 2022. Passport Labs, Inc. has provided support, analytics, and customer service since the inception of the agreement and the Passport feature is used hundreds of times per day to add funds to existing digital “wallets” or to pay parking meter fees.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

Parking is requesting to extend the term of this Agreement to continue in perpetuity. However, the agreement will need to be agreed upon by both parties annually. Parking

FIFTH AMENDMENT TO AGREEMENT NUMBER F001005 WITH PASSPORT LABS,  
INC. A DELAWARE CORPORATION  
PAGE 2 OF 2

is also requesting that the total financial compensation be increased by \$50,000 in FY22/23, bringing the total contract to \$150,000. Passport Parking Inc. is the sole contractor for parking that allows for the payment of meter fees and is vital to the success of downtown business owners and customers.

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2022-23 adopted budget under Key 050801. As a regular operating expenditure, the ongoing services will be in subsequent years budget proposals (as they have been since 2015).

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guidelines Section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution/Exhibit A – Fifth Amendment to Professional Services Agreement Number F001005

CONTACT

Chad Hedge, [chedge@srcity.org](mailto:chedge@srcity.org), 707-543-3464