



3.1

DEPARTMENT OF  
FINANCE

REVENUE DIVISION

CITY OF SACRAMENTO  
CALIFORNIA

January 14, 2004

CITY HALL  
ROOM 114  
730 I STREET  
SACRAMENTO, CA  
95814-2696

REVENUE  
ADMINISTRATION  
916-808-5724

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: AGREEMENT FOR PARKING CITATION PROCESSING SOFTWARE  
SERVICES WITH CITY OF INGLEWOOD**

**LOCATION AND COUNCIL DISTRICT:** City-wide

**STAFF RECOMMENDATION**

It is recommended that the City Council adopt the attached resolution authorizing the City Manager to execute an agreement with the City of Inglewood for parking citation processing software services.

**CONTACT PERSONS:** Bradley C. Wasson, Revenue Manager, 808-5724  
Dennis Kubo, Program Manager, On-Street Parking, 264-7516

**FOR COUNCIL MEETING OF:** February 10, 2004

**SUMMARY**

Given the Revenue Division's success with the current City of Inglewood Parking Ticket System (PTS) software, staff is recommending extending the current agreement for a four-year term.

**COMMITTEE/COMMISSION ACTION**

None required.

## **BACKGROUND INFORMATION**

The Parking TicketSystem (PTS) has provided the Revenue Division with the software resources to: maximize parking citation revenue collections; establish an effective, timely adjudication process for contesting parking citations; and offer parking citation processing services for the County of Sacramento and four other local agencies. Since the inception of the City processing program, the City of Inglewood has enhanced PTS software to include an automated process for parking citation payment plans, delinquent collections with both DMV and FTB, automated process of Residential parking Permits, and software enhancements to support the City's Boot/Tow Immobilization program.

The PTS services agreement now includes "hand-held" citation issuance software services. The hand-held issuance units, with printers, provide parking enforcement automated issuance capability, automated data capture of citations issued, and better quality assurance for citations issued.

The costs to the City to convert to a different system would be excessive for staff resources and other related items. For reasons stated, a formal bid process was not conducted since an extension of the current agreement is believed to be in the interest of the City.

## **FINANCIAL CONSIDERATIONS**

The basic costs of PTS software services will remain at the original rate of \$0.75 plus postage per citation entered to PTS. This rate will be subject to a cost of living adjustment annually based on the Los Angeles/Long Beach Consumer Price Index identified each June 1st.

In addition to the basic software services, the City of Sacramento may utilize Inglewood's delinquent citation collection services and/or lease electric ticket writing devices. A report back on the lease purchasing agreement for the hand-held issuance units will be provided by On-Street Parking as an addendum to this agreement.

City Council

AGREEMENT FOR PARKING CITATION PROCESSING SOFTWARE  
SERVICES WITH THE CITY OF INGLEWOOD

January 14, 2004

Page 3

The City has been processing parking citations with the City of Inglewood since 1993. Revenue collected for citation fines, administrative fees (payment plans and boot removals) along with processing fees for other agencies are listed below:

	Tickets Issued	Fines	Admin Fees	Agency Fees
FY 1998/99	177,000	\$4,137,000	\$44,000	\$181,000
FY 1999/00	231,000	\$4,654,000	\$46,000	\$181,000
FY 2000/01	229,000	\$4,665,000	\$35,000	\$158,000
FY 2001/02	233,000	\$4,451,000	\$37,000	\$162,000
FY 2002/03	229,000	\$4,836,000	\$41,000	\$142,000

The collection cycle for parking tickets is 3 years. Therefore, fines collected in a fiscal year are not exclusively a result from tickets issued in that fiscal year. Fine collections increased dramatically in F/Y 2002/03. This is due to the City's participation with the optional Delinquent Citation Collection Services offered by the City of Inglewood. The results of the 2003 collection effort are presented below:

Notices Mailed	Direct Costs	Inglewood Percentage	Staff Costs	Additional Revenue	Net Revenue
20,439	\$26,880	\$38,943	\$31,000	\$518,975	\$422,352

The City is continuing participation with the Delinquent Citation Collection Service and anticipates the following results in 2004:

Notices Mailed	Direct Costs	Inglewood Percentage	Staff Costs	Additional Revenue	Net Revenue
17,000	\$22,000	\$18,000	\$31,000	\$250,000	\$179,000

The County of Sacramento parking Patrol and City of Citrus Heights have selected a different parking ticket system effective 1/1/04. This vendor will also provide the customer service function that the City of Sacramento has provided. Consequently, our administrative fees are expected to drop by \$10,000 and processing agencies' fees to drop by \$130,000. This change will allow additional collection efforts for City of Sacramento revenues. The adjustments to Revenue budgets for these changes will be reflected in the FY 2003/04 midyear review estimates.

City Council

AGREEMENT FOR PARKING CITATION PROCESSING SOFTWARE  
SERVICES WITH THE CITY OF INGLEWOOD

January 14, 2004

Page 4

**ENVIRONMENTAL CONSIDERATIONS**

Ongoing administrative activities are not subject to review under the California Environmental Quality Act (ECQA).

**POLICY CONSIDERATIONS**


Extending the current parking citation software services agreement with the City of Inglewood and not conducting a formal bid process is in the best interest of the City of Sacramento because it provides a proven software system that has allowed the City to maximize revenue collections and provide quality customer service at the lowest costs possible.

**ESBD CONSIDERATIONS**

Contracts with other government agencies are exempt from ESBD requirements under the City's program.

The Revenue Division has contracted with local vendors for lockbox payment processing and data entry services related to parking citation processing. Both the current vendors are certified under the ESBD program.

Respectfully submitted,




Brad C. Wasson  
Revenue Manager



Dennis Kubo  
Program Manager

**RECOMMENDATION APPROVED:**

  
Robert P. Thomas, City Manager

Attachment

City Council  
AGREEMENT FOR PARKING CITATION PROCESSING SOFTWARE  
SERVICES WITH THE CITY OF INGLEWOOD  
January 14, 2004  
Page 5

Table of Contents

Staff Report	Pages 1 - 5
Resolution	Pages 6 - 7
Agreement	Pages 8 - 30

# **RESOLUTION NO.**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH THE CITY OF INGLEWOOD FOR PARKING CITATION PROCESSING SOFTWARE SERVICES.

## **WHEREAS:**

1. The City of Inglewood's Parking Ticket System has proven successful for the City of Sacramento by providing a quality resource for parking citation processing.
2. A public partnership agreement with the City of Inglewood is in the best interest of the City of Sacramento.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

### **Section 1.**

The City Council finds that a public partnership agreement with the City of Inglewood does meet its goals for procurement of services and the goals of the ESBD program.

### **Section 2.**

The City Council finds that the City of Inglewood Parking Ticket System (PTS) will provide quality processing software for the City of Sacramento at the best costs.

---

**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

Section 3.

The City Manager is authorized to enter into a professional services agreement with the City of Inglewood as of January 2, 2004, for a period not to exceed four (4) years.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

---

**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_