



Legislation Text

File #: 24-613, Version: 1

Report Prepared by: Kuljit Singh, Deputy Finance Officer, Finance Department

SUBJECT: Approval of Services Agreement with Data Ticket, Inc. to Provide Parking Citation Processing and Collection Services for a Five-Year Period Starting July 1, 2024 Through June 30, 2029, for an Annual Amount not to Exceed \$70,000

REPORT IN BRIEF

Considers approving a five-year Services Agreement with Data Ticket, Inc., not to exceed \$70,000 annually, to provide parking citation processing and collections services.

RECOMMENDATION

City Council - Adopt a motion:

- A. Approving a five-year Service Agreement with Data Ticket, Inc., not to exceed \$70,000 annually, to provide parking citation processing and collections services; and,
- B. Authorizing the City Manager to execute the necessary documents; and,
- C. Authorizing the City Finance Officer to make necessary budget adjustments.

ALTERNATIVES

1. Approve renewal of Agreement, as recommended by staff; or,
2. Approve, subject to other than recommended by staff; or,
3. Deny; or,
4. Refer to City Manager or Finance Department for reconsideration; or
5. Continue to a future City Council meeting.

AUTHORITY

Charter of the City of Merced Section 200

CITY COUNCIL PRIORITIES

As provided for in the 2024-2025 Adopted Budget.

DISCUSSION

The City contracts with Data Ticket, Inc. to provide parking citation processing and collections. The service includes the processing of payments, appeal scheduling and the Franchise Tax Board (FTB) tax lien participation, obtaining social security numbers, sending notices to customers, filing adjustments on the Data Ticket and FTB databases and monthly reporting. The service also includes their web-based software that allows the City to view all ticket details and collections as well as run

standard and custom reports as necessary. Those who have received parking citations can utilize the online tool to pay fines and request a hearing, etc. The current contract expired June 30, 2024.

The City recently conducted a Request For Proposal (RFP) for parking citation processing and collection services. Two companies submitted proposals for consideration. The two proposals were analyzed based on the following criteria: (1) Letter of Introduction, (2) Vendor background and years of experience (5 years min), (3) Scope of Services, (4) Quality assurance & technical resources (5) Three current customers w/ contact information, (6) Proposal Form and (7) Pricing Score. The scoring was based on 100 maximum points. The proposals have been evaluated and scored as follows:

<u>Firm</u>	<u>Average Score</u>
Data Ticket, Inc.	97
iparq	76.50

After evaluating the RFPs on completeness of bid, explanation of services, and price, staff recommends Data Ticket, Inc.

Data Ticket provides timely and responsive service and has maintained a good working relationship with the City.

IMPACT ON CITY RESOURCES

The estimated cost for the service is \$70,000 annually and is based on the number of tickets written and collected. The cost is included in the Police department proposed budget for FY 2024-25. The department will need to include this cost in their budget annually through FY 2029. The new contract will begin on July 1, 2024.

ATTACHMENTS

1. Agreement for Service