



Agenda Report

March 22, 2010

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Department of Finance

SUBJECT: Authorization to enter into a contract with DataTicket Inc. for collection of parking citations issued to Out-of-State registered vehicles as well as collection of delinquent citations for California registered vehicles for a term of five (5) years;

RECOMMENDATION

It is recommended that the City Council authorize the City Manager to enter into a contract with DataTicket Inc. for the collection of both Out-of-State parking citations and the collections of delinquent citations issued to California registered vehicles for a term of five (5) years.

BACKGROUND

The city issues citations to California registered vehicles and to those with Out-of-State registrations. The collection effort associated with California registered vehicles commences on delinquency, whereas Out-of-State registered vehicles are processed as a bill due 21 days following its issuance. In the past these collection activities were handled by two separate agencies; with this contract one agency will be responsible for both citation types.

Citations issued to California registered vehicles

When parking citations are issued, a computerized file is produced daily from the handheld units used by the Parking Office as well as those manual citations written by the Pasadena Police Department and Cal-Tech Security. The Parking Citation Section of Municipal Services uses the information in the electronic file to obtain from the Department of Motor Vehicles the names and addresses of vehicles that were issued parking citations. Delinquent notices are issued within 10 days of obtaining vehicle owner information from DMV to those who have not yet paid the citations or contested their citation within the prescribed time. A notice is mailed to the violator stating that they have 14 calendar days from the date of the notice to submit payment in full or to contest the citation. If the ticket is not paid in full or contested by the specified date on the notice, a penalty of \$26.00 is assessed to the account. If the citation continues to remain unpaid 30 days after the due date, a \$3.00 DMV hold fee is charged and the information is sent to the Department of Motor Vehicle requesting a hold be placed on the vehicle's registration. The DMV hold prevents the vehicle owner from registering the vehicle until the outstanding parking citation has been paid or dismissed by the City's Parking Citation Section. The collection of these delinquent citations is currently managed under an agreement with Credit Solutions Corporation (CSC). The initial CSC contract expired in 2009. Collection service continues under a month to month agreement with CSC while the RFP process is completed and a contract awarded.

Citations issued to out-of-state registered vehicles

When parking citations are issued to a vehicle with an out-of-state plate the only notice they receive from the City of Pasadena is the citation that is left on the vehicle windshield. The violator has 21 days to pay or contest the citation. After the 21 days these citations are turned over to an outside agency for collection. Currently, the City has a contract with DataTicket for collection of out-of-state citation accounts. DataTicket is sent a file with complete citation information such as citation number, license plate number, amount due, location of citation, violation an issue date of the citation. Once DataTicket receives the file they request registered owner's information from out-of-state DMV. A notice is generated to the violator. The notice informs the violator of amount due as well as penalty amount if not paid by the due date. After the delinquent account has been collected DataTicket will send us a report that reflects which tickets have been paid and the Parking Citation staff will update the accounts accordingly. The collection of these outstanding citations is currently managed under an agreement with DataTicket, Inc. Collection services continue under a Purchase Order (PO) with DataTicket, Inc. while the RFP process is completed and a contract awarded.

On December 16, 2009, Finance Staff issued a request for proposal (RFP) to several collection companies and posted the RFP on the City's website. The City

**Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment of 2000
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than a 10% equity, participation, or revenue interest in Contractor/Organization, as follows:
(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor/Organization Name:
Data Ticket, Inc.

2. Name(s) of trustees, directors, partners, officers of Contractor/Organization:

Marjorie A. Fleming
A. William Fleming

3. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:

Marjorie A. Fleming

Prepared by: Marjorie A. Fleming

Title: President

Date: March 16, 2010

For office use only:

Contract/Transaction No. _____

If not a contract, type of transaction: _____