

# Agenda Report

September 19, 2022

**TO:** Honorable Mayor and City Council  
**FROM:** Department of Transportation  
**SUBJECT: AUTHORIZATION TO AMEND CONTRACT 31704 WITH DATATICKET FOR A PARKING CITATION AND PERMIT MANAGEMENT SYSTEM**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that this action is exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment;
2. Authorize the City Manager to amend contract number 31704 with DataTicket to increase the contract amount by \$660,000, which includes a 10% contingency of \$60,000 thereby increasing the total not to exceed amount from \$1,576,665 to \$2,236,665 through May 7, 2025; and
3. To the extent this transaction could be considered a separate procurement subject to the Competitive Selection Process, grant the proposed contract amendment with DataTicket an exemption from the Competitive Selection Process set forth in the Competitive Bidding and Purchasing Ordinance pursuant to the Pasadena Municipal Code Section 4.08.049 (B), contracts for which the City's best interests are served.

## **BACKGROUND:**

On April 20, 2020, City Council authorized staff to enter into a contract with DataTicket following a competitive selection process. This contract provides the City with a web based Parking Citation and Permit Management System with real-time DMV integration, handheld citation issuance devices, 6 fully electric vehicles with automated license plate reading hardware and software and integrates permit, citation and DMV payment information to share with parking enforcement officers in the field to maximize efficiency and minimize citations issued in error. As part of this contract, DataTicket also provides collection services for delinquent parking citations. The contract term is for five years through July 2025 for a not to exceed amount of \$1,576,665.

The previous citation vendor was unable to process citations eligible for collections in a timely manner, creating a backlog for citation collections. DataTicket has been able to work through this backlog, but the cost of those collections from prior years (\$0.19 for every dollar collected) was not included for budget in the original contract award. Since the implementation of the contract in August of 2020, DataTicket has assisted the City in collecting \$1,768,003.68 from parking citations. Collection of these backlogged citations resulted in additional contract expenses of \$353,582.24. The initial contract contingency amount was used to cover a portion of these expenses.

The contract award secured spending authority with DataTicket for the essential services of a parking citation and permit management system for the full five year term. At that time contract expenses were expected to range from \$230,000-\$265,000 per year. With the additional unexpected expenses, the contract spending limit of \$1,576,665 including contingency will be exhausted in FY23 using the contract spending authority in the third year of a five year service contract. Increasing the contract spending authority by \$660,000 is expected to cover additional citation collections and maintain services for the remainder of the contract.

**COUNCIL POLICY CONSIDERATION:**

This action is consistent with the City Council's goals to maintain fiscal responsibility and stability, increase conservation and sustainability, and to support and promote the quality of life and the local economy.


**ENVIRONMENTAL ANALYSIS:**

The project has been reviewed for compliance with CEQA and is exempt per Section 15061 (b) (3). The project is covered by the general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The parking citation and permit management system agreement will not result in any significant effect on the environment.

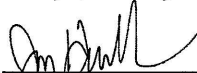
**FISCAL IMPACT:**

The cost of this action will be \$660,000 for a revised total contract value of \$2,236,665. This action will not require additional budget appropriation. Funding will utilize FY23 budget appropriations and future years' budget appropriations in the General Fund and On-Street and Off-Street Parking funds.

Respectfully submitted,

  
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