

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

208



**FROM:** TLMA/Building & Safety and Purchasing/Fleet Services

**SUBMITTAL DATE:**  
August 16, 2006

**SUBJECT:** Contract Labor to Provide Citation Processing for the Transportation & Land Management Agency.

**RECOMMENDED MOTION:** That the Board of Supervisors receives and files notice of the proposed purchase of citation processing services, without securing competitive bids, in accordance with Ordinance No. 459.4, in the amount of \$51,496, to Data Ticket, Inc., pursuant to the Purchasing Agent approving this purchase on behalf of the County.

**BACKGROUND:** The Code Enforcement Division of the TLMA/Building & Safety Department issues parking and administrative citations pursuant to the ordinances and resolutions of the County of Riverside and the laws of the State of California.

Over the last several years, the Department's enforcement efforts have continuously increased the number of citations to its current level of approximately 1,400 parking citations and 1,500 to 2,000 administrative citations annually. This increase is due to new ordinances and increased staffing. At this volume, it has become more efficient and cost effective for the Department to contract with a vendor for citation processing and associated administrative reviews and hearings. Continued on page 2.

Departmental Concurrence

Purchasing Assistant Director

*[Signature]*  
James J. Miller, Director, Building & Safety

*[Signature]*  
Robert J. Howdyshell, Director of Purchasing & Fleet Services.

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$51,496	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	FY06/07

<b>SOURCE OF FUNDS:</b> Private payments for administrative citations fines.	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** **APPROVE**

**County Executive Office Signature** *[Signature]*

Policy  
 Consent  
 Policy  
 Consent  
 Dept't Recomm.:  
 Per Exec. Ofc.:

**Prev. Agn. Ref.:** **District:** ALL **Agenda Number:**

**ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD**

**3.70**

The department has already experienced tremendous success with a similar contract for parking citation processing and looks to further improve by consolidating all processing with a single vendor.

Funding of this service is not necessary as the cost to provide the services is a percentage of the citation fees paid by the recipient of the citation to the County. The contractor will also provide other services which will include pursuit of delinquent payments, collection of fees with deposit to County designated financial institutions, preparation of audit reports, provide phone services for citation recipients, and other related tasks for this process. No direct payment from County funds will be necessary under this agreement. The basic contract is to be for one year with two optional periods of one year each to be executed at the will of the County.

**PRICE REASONABLENESS:** We contacted the agency that is currently providing parking citation services for Facilities Management and they did not bid because they do not provide the type of processing TLMA was requesting. The Purchasing Department issued a formal Request for Proposal with only a single response received, submitted by Data Ticket, Inc. Department staff contacted the following citation processing companies: Enforcement Technology, City of Inglewood and Phoenix Group. Each business was asked if they were set up to process administrative citations. Each business responded in the negative. These businesses were still sent an offer to submit a bid proposal for our parking/administrative citation processing contract. The only business to respond to our request for proposal was Data Ticket Inc. Because no other proposals were submitted, the pricing offered to the County by the vendor has been compared to other agencies this vendor serves (using similar numbers of citation processing). The pricing offered to the County is lower than those prices being charged to other government agencies for similar services due to larger volume for the County. See Attachment A. Based on this comparison, the pricing is deemed to be fair and reasonable.

**Attachment A- To Citation Processing Services - Form 11**

		<b>Pricing comparison Citation Processing</b>		
<b>Agency</b>	<b>Cost per Cite</b>	<b>Out of State Collect</b>	<b>Cost per Admin Cite</b>	
<b>Data Ticket, Inc. Pricing</b>				
<b>San Joaquin County</b>	\$ 2.50	50% of citation	N/A	
<b>City of Temecula</b>	\$ 1.50	50% of citation	N/A	
<b>Madera County</b>	\$ 2.95	50% of citation	N/A	
<b>Moreno Valley</b>	N/A	N/A	\$ 23.00	
<b>County of Riverside</b>	\$ <b>1.07</b> for manually written cite	<b>26% of citation</b>	<b>\$21.00</b>	<b>"Flat Fee"</b>
	\$ <b>0.94</b> for electronic cite			