



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: SEPTEMBER 17, 2019

FROM: PUBLIC WORKS DEPARTMENT WARDS: ALL

SUBJECT: FIRST AMENDMENT TO THE PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR ADMINISTRATIVE CITATION PROCESSING WITH ALL DATA TICKET, INC. TO EXTEND THE TERM FOR TWO ADDITIONAL YEARS THROUGH DECEMBER 31, 2020, IN THE AMOUNT OF \$75,000 ANNUALLY, FOR A TOTAL CONTRACT AMOUNT OF \$525,000

ISSUE:

That the City Council approve a First Amendment to the Professional Services Agreement for Administrative Citation Processing with Data Ticket, Inc., of Newport Beach, CA, to extend the term for two additional years in the amount of \$75,000 per year, for a total contract amount of \$525,000.

RECOMMENDATION:

That the City Council:

1. Approve the First Amendment to Professional Consultant Services Agreement with Data Ticket, Inc. for Administrative Citation Processing to extend the term for two additional one year terms through December 31, 2020, in the amount of \$75,000 annually, for a total contract amount of \$525,000; and
2. Authorize the City Manager, or his designee, to execute the First Amendment to Professional Consultant Services Agreement with Data Ticket, Inc., including making minor and non-substantive changes.

BACKGROUND:

The City of Riverside has contracted with Data Ticket, Inc., (DT) since 2009. In 2012, RFP 1359 was issued for Animal Control Administrative Citation Processing to seek competitive bids. DT submitted the only proposal and was awarded a 5-year agreement with a maximum of 2 optional one-year extensions.

DT processes administrative citations written by the Department of Animal Services on behalf of the City of Riverside. Services include citation processing, payment notification, hearings, revenue collection, delinquency notification, and maintenance of a toll-free customer service line and online payment system. The City is satisfied with DT's administrative citation processing

services and would like to exercise the option to extend the agreement for two additional one-year terms through December 31, 2020.

The Purchasing Manager concurs with the recommendation above.

FISCAL IMPACT:

Funds are available in the FY 2019/20 Public Works' Non-Departmental Animal Services Professional Services account number 7241000-421000. Appropriations for future fiscal years will be included in the Department's Budget submissions for those fiscal years to be presented to the City Council for approval.

Prepared by: Kris Martinez, Public Works Director
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer
Approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments:
1. Agreement
2. First Amendment