



## Staff Reports

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**File #:** 1434-2018, **Version:** 1

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**To:** Honorable Mayor and Members of City Council

**From:** Steve Potter, Chief of Police

**Prepared By:** Brian Campagna, Police Lieutenant

**TITLE:**

Parking Citation Processing Services Agreement

**RECOMMENDED ACTION:**

Adopt a resolution authorizing the Police Chief to execute Amendment 3 to Agreement C2013 11 extending the term of agreement with Data Ticket, Inc. for parking citation processing through June 30, 2021.

**DISCUSSION:**

The City of Napa has utilized Data Ticket, Inc. for citation processing and collection since January 20, 1995. In June of 2012, the City Council recognized the value of continuing to utilize Data Ticket, Inc. as its vendor when it was agreed they would offer additional services to increase collection rate by taking action to decrease the number of unpaid fines, increase process efficiency and provide a lower cost per citation to operate. Additionally, they continued adjudication services and independent hearing officers for appeals.

The City established a Parking Task Force comprised of City staff from the Community Development Department, Information Technology Department, Police Department, Finance Department, etc. and contracted with a consultant. The purpose was to make recommendations on the future of parking in the City of Napa, specifically downtown. One of the recommendations made was to hire a Parking Manager. In May of 2018 the City hired a Parking Manager. With many decisions needing to be made about supervision, responsibility and workflow, staff recommends a three-year extension of the current agreement with Data Ticket Inc. to allow time for decisions to be made which would allow for a more comprehensive request for systems specifications and scope of work in a new request for proposal (RFP).

**FINANCIAL IMPACTS:**

Funds were requested through the FY2018-19 budget process. This action will not impact the general fund or increase funding beyond the services we currently pay.

**CEQA:**

The Chief of Police had determined the Recommended Action in the Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

ATCH 1 - Resolution authorizing the Police Chief to execute Amendment 3 to Agreement C2013 11 extending the term of agreement with Data Ticket, Inc. for parking citation processing through June 30, 2021.

ATCH 2 - Proposed Amendment 3 to Agreement C2013 11.

ATCH 3 - Link for Electronic Copy of Amendment No. 2 of Agreement C2013 11.

ATCH 4 - Link for Electronic Copy of Amendment No. 1 of Agreement C2013 11.

ATCH 5 - Link for Electronic Copy of Agreement C2013 11.

**NOTIFICATION:**

None.