



REPORT TO COUNCIL

City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www. CityofSacramento.org

Consent
April 6, 2010

Honorable Mayor and
Members of the City Council

**Title: Non-Professional Services Agreement: Parking Citation Processing
Services for other Local Agencies**

Location/Council District: Citywide

Recommendation: Adopt a **Resolution** authorizing the City Manager or designee to execute a three year Non-Professional Services Agreement for parking citation processing services with each of the following local agencies: 1) County of Sacramento; 2) Sacramento Metropolitan Fire District; 3) Cal Expo and State Fair Police Department; and 4) Twin Rivers School District.

Contact: Brad Wasson, Revenue Manager, 808-5844

Presenters: N/A

Department: Finance

Division: Revenue

Organization No: 06001211

Description/Analysis

Issue: The City of Sacramento has existing infrastructure in place to process a large volume of parking citations. Since the California Legislature decriminalized parking citations in 1994, the City has made parking citation processing services available to local agencies in Sacramento County for a fee.

A recent analysis of the City's cost to provide these services has resulted in the development of a new fee rate structure. As a result, those local agencies currently under contract with the City for processing parking citations that want to continue those services with the City need to enter into new agreements reflecting the revised rate structure (See Resolution Exhibits A, B, C, and D).

Policy Considerations: Services provided to other agencies should be fully cost recovered when ever possible.

Environmental Considerations: Under the California Environmental Quality Act (CEQA) guidelines, continuing administrative activities do not constitute a project and are therefore exempt from review.

Sustainability Considerations: None.


Rationale for Recommendation: The City has developed an efficient process for processing parking citations and has surplus capacity to process more citations than the City generates. Local agencies in Sacramento County have a desire to issue parking citations, but the administrative burden to process them is prohibitive. Consequently, the City can utilize its existing citation processing system to process parking citations for these local agencies and charge them a fee to fully recover costs.

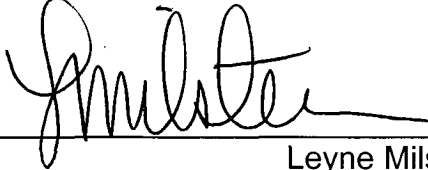
Financial Considerations: Based on the projected volume of citation processing from the local agencies, the City estimates the recover the following costs from each agency:

Sacramento County	\$26,000
Sacramento Metropolitan Fire District	\$600
Cal Expo State Fair Police Department	\$2,500
Twin Rivers School District	\$200

The revenue and expenses associated with these contracts will be included in FY10/11 budget development.

Emerging Small Business Development (ESBD): No goods or services are being purchased under this report.

Respectfully Submitted by: 
Brad Wasson
Revenue Manager

Approved by: 
Leyne Milstein
Director of Finance

Recommendation Approved:

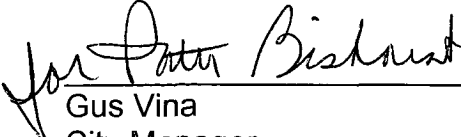

Gus Vina
City Manager

Table of Contents:

Report	pg. 1
Attachments	
1 Resolution	pg. 5
Exhibit A - Non-Professional Services Agreement for the County of Sacramento	pg. 6
Exhibit B - Non-Professional Services Agreement for the Sacramento Metro Fire District	
Exhibit C - Non-Professional Services Agreement for the Cal Expo and State Fair Police Department	
Exhibit D - Non-Professional Services Agreement for the Twin Rivers School District	

RESOLUTION NO.

Adopted by the Sacramento City Council

AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACTS FOR THE CITY TO PROCESS PARKING CITATIONS FOR SPECIFIED LOCAL AGENCIES

BACKGROUND

- A. The City of Sacramento issues approximately 235,000 parking citations annually. Consequently, the City has developed infrastructure to process a large volume of parking citations, and it has surplus capacity to process more citations than the City generates.
- B. Since the California legislature decriminalized parking citations in 1994, the City has made citation processing services available to local agencies in Sacramento County for a fee.
- C. The City recently developed a new fee rate structure to ensure that the City is recovering the full cost of providing these services to other local agencies. As a result, those local agencies currently under contract with the City for processing parking citations choosing to continue those services with City need to enter into new agreements reflecting the revised rate structure.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The City Council hereby approves and authorizes the City Manager or designee to execute a three year Non-Professional Services Agreement with the County of Sacramento for parking citation processing services, attached hereto as Exhibit A.
- Section 2. The City Council hereby approves and authorizes the City Manager or designee to execute three year Non-Professional Services Agreement with the Sacramento Metro Fire District for parking citation processing services, attached hereto as Exhibit B.
- Section 3. The City Council hereby approves and authorizes the City Manager or designee to execute a three year, Non-Professional Services Agreement with the Cal Expo and State Fair Police Department for parking citation processing services, attached hereto as Exhibit C.
- Section 4. The City Council hereby approves and authorizes the City Manager or his designee to execute a three year Non-Professional Services Agreement with the Twin Rivers School District for parking citation processing

services, attached hereto as Exhibit D.

Section 5 Exhibits A through D, inclusive, and all Exhibits attached thereto, are part of this resolution.

Table of Contents:

- Exhibit A - Non-Professional Services Agreement for the County of Sacramento
- Exhibit B - Non-Professional Services Agreement for the Sacramento Metro Fire District
- Exhibit C - Non-Professional Services Agreement for the Cal Expo and State Fair Police Department
- Exhibit D - Non-Professional Services Agreement for the Twin Rivers School District

EXHIBIT A

EXHIBIT B

EXHIBIT C

EXHIBIT D