



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Professional Services Agreement – Automated Parking Citation Services with the City of Inglewood through the “Inglewood Citation Management Services” (ICMS)

RECOMMENDED MOTION:

Authorize the Director of Administrative Services / Treasurer to enter into negotiations for renewal of the parking citation process agreement with the City of Inglewood/t Duncan Solutions for a proposed three year agreement with two one-year options.

SUMMARY

The City of Sausalito has contracted with the City of Inglewood since 1996 for the purpose of processing parking citations through an automated system. The City of Inglewood then offered to upgrade their system through Duncan Solutions. This upgrade allowed the City Inglewood to offer additional services such as disputed parking citation review.

BACKGROUND/SUMMARY

On April 17, 2007, the City of Sausalito entered into a updated contract with the City of Inglewood. The City of Inglewood in conjunction with Duncan Solutions and Law Enforcement Systems, Inc (LES) offered a full range of parking citation process services. The City's agreement only included processing citations and collections.

Then, on April 10, 2008, the City of Sausalito entered into a one year contract with the City of Inglewood/Duncan Solutions with two one-year options to expand the City of Inglewood/Duncan Solutions services to include automated citation review, services previously performed manually by in-house staff.

After more than a full year of services, and with the changes in managerial staff within the finance department and within the police department, the contract inadvertently expired without the option years being exercised. Therefore, the City of Sausalito is currently in a month-to-month contract with the City of Inglewood/Duncan Solutions. As such, this company could increase rates or change the conditions of the contract at the end of each period.

The reason the City Council authorized staff to enter into the one-year agreement with two one-year options for citation review services was to assure that the services were

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being performed according to expectations. Now, staff has determined that the professional services provided by the City of Inglewood/Duncan Solutions exceeded staff expectations. Accordingly, exercising the one year options would necessitate additional administrative burdens.

Therefore, staff is recommending that the City Council authorize staff to negotiate to change the terms of the agreement to a three year contact with two one-year options. This change in contract terms would protect the City of Sausalito from modifications in fees and conditions during the given contract period, and is consistent with the City's purchasing policies and procedures. The City would further negotiate to retain that either party may terminate the agreement with 120 days of notice which would give the City of Sausalito proper lead time to gear up to provide substitute services.

Staff would bring the agreement with the renegotiated terms and conditions to the City Council for formal approval at a subsequent regularly schedule City Council meeting.

FISCAL IMPACT

The City of Sausalito sees a reduction of operating costs and obtaining productivity gains by removing the administrative and legislative burdens of exercising option years to the agreement and writing staff reports.

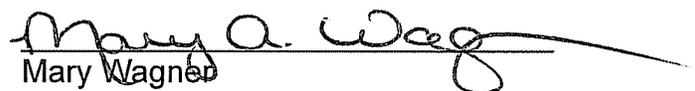
STAFF RECOMMENDATIONS

On July 15, 2009 the Finance Committee reviewed and concurred with the staff recommendation to negotiate a three (3) year contact with 2 -1 year options with the City of Inglewood/Duncan Solutions/LES

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