

City of Hesperia STAFF REPORT



DATE: October 5, 2021
TO: Mayor and City Council Members
FROM: Nils Bentsen, City Manager
BY: Melinda Sayre, Director of Government Services/City Clerk
SUBJECT: Amendment to Contract with Data Ticket, Inc. for additional Hearing Officer Services

RECOMMENDED ACTION

It is recommended that the City Council authorize the City Manager to approve an amendment of \$16,000 to the existing contract with Data Ticket, Inc., for a revised not-to-exceed amount of \$216,000, for the management and collection of citations, cost recovery, appeals, and additional hearing officer services for animal control.

BACKGROUND

In 2012, the City contracted with Data Ticket, Inc. (Data Ticket) to provide for the management and collection of citations, cost recovery, appeals and specific hearing officer services. In 2015, the City also re-instituted the use of the special assessment program offered by the County of San Bernardino for collection of outstanding fines. These two programs are used in conjunction to collect fines and fees due from enforcement procedures.

On June 5, 2018, the City Council authorized the current three-year contract with Data Ticket in the amount of \$200,000, with an option to extend for two additional years. The contract was extended for one year on July 1, 2021. The current contract expiration date is June 30, 2022, with one additional one-year extension available.

ISSUES/ANALYSIS

The Animal Control program previously contracted with Graves & King LLP for hearing officer services and that contract expired on September 30, 2021. In September 2021, the City released a Request for Proposal (RFP) for hearing officer services and two responses were received and evaluated by a panel of staff pursuant to the City's Purchasing policy, with Data Ticket deemed the highest ranked firm.

The contract amendment of \$16,000 will be sufficient to cover costs for the current fiscal year.

FISCAL IMPACT

The FY 2021-22 Budget includes funding for these services.

ALTERNATIVE(S)

1. Provide alternate direction to staff.

ATTACHMENT(S)

None