

September 12, 2002

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF AMENDMENT NO. 7 TO AGREEMENT NO. 68095  
TO EXTEND THE PARKING CITATION PROCESSING SERVICES  
AGREEMENT**

**(ALL DISTRICTS) (3 VOTES)**

**CIO RECOMMENDATION: APPROVE ( ) APPROVE WITH MODIFICATION ( )  
DISAPPROVE ( )**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Chairman of the Board to sign the attached Amendment No. 7 which will revive and extend County Agreement Number 68095 from February 2, 2002 ( the "Expired Agreement") through the effective date of Board approval of the companion proposed Agreement with ACS State and Local Solutions (ACS) for parking citation processing services to the Los Angeles County Sheriff's Department in the unincorporated areas of Los Angeles County (the "New Agreement").

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this recommended action is to revive and extend the Expired Agreement with ACS to cover the approximately seven (7) month time period during which ACS has continued providing services to the Sheriff's Department.

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Citation processing services were required during this period of time because the Department is required by law to process parking citations within twenty-one (21) days of issuance or ten (10) days of mailing of a delinquent notice. Failure to do so could have resulted in loss of revenue to the Department.

### **Implementation of Strategic Planning Goals**

The proposed recommendation supports the County's Strategic Plan for Service Excellence and Fiscal Responsibility. Under this Agreement, the Contractor, who specializes in collection services, coordinates the entire parking citation collection process, including sending required notices, tracking citations, maintaining records, and collecting and depositing parking citation fees and penalties. The Contractor also has the capability of offering alternative methods of payment. These services make the process more convenient and accessible for the public.

This Agreement has been added to the Sheriff's Business Automation Plan and included in the Sheriff's Fiscal Year 2001-2002 and 2002-2003 Budgets. The use of a software application to maintain the County's data and a Web browser for the public to pay the incurred fines has changed the nature of the contract into an information technology contract.

### **FISCAL IMPACT/FINANCING**

The County will not incur any Net County Cost for the time period prescribed by the extension of this Agreement. The fees paid to the Contractor for services will be offset by the revenue generated from the parking citation fines and penalties that the Contractor will process, collect and deposit to the County.

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### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

This Agreement provides parking citation processing services for the Sheriff's Department. ACS is responsible for processing citations, maintaining citation records, sending notices, interfacing with the Department of Motor Vehicles to obtain vehicle ownership data, and collecting and depositing citation fees and penalties with the County.

On July 17, 2001, your Board approved Amendment Number Six (6) to the Agreement which authorized an extension for a period of six (6) months effective July 31, 2001, to January 31, 2002, and also authorized the Sheriff to extend the Agreement on a month-to-month basis for an additional six (6) months through July 31, 2002.

However, through mistake and/or inadvertence, the Department failed to exercise its extension option prior to the Expired Agreement expiration date. Because the Expired Agreement does not authorize the Department to revive the Expired Agreement, the Department seeks Board approval.

Concurrent with this action, the Department is requesting Board approval of a new Agreement with ACS to provide parking citation processing services.

Amendment No. 7 has been reviewed by the Chief Information Office and approved as to form by the Office of the County Counsel.

### **IMPACT ON CURRENT SERVICES**

Approval of this Amendment No. 7 will ensure uninterrupted parking citation processing services to the Department.

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**CONCLUSION**

Upon approval by your Board, please return an adopted copy of this action and the original executed amendment to the Sheriff's Department, Contracting Unit, for further processing.

Respectfully submitted,

Reviewed by:

LEROY D. BACA  
SHERIFF

Jon W. Fullinwider  
Chief Information Officer  
(See Attached Analysis)

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LDB:PKT:MMcD:JC:IC  
(Administrative Services Division - Contracts Administration Unit)

Attachment

cc: Justice Deputies  
Executive Officer, Board of Supervisors  
Lloyd W. Pellman, County Counsel  
J. Tyler McCauley, Auditor-Controller  
Rochelle Goff, Departmental Analyst, Chief Administrative Office  
Kenneth G. Johnson, Jr., Captain - COPS Bureau  
Paul K. Tanaka, Acting Chief, Administrative Services Division  
Michael R. McDermott, Captain, Financial Programs Bureau  
Sharon Bilbrey, Manager, Parking Enforcement Detail  
Glenn Dragovich, Assistant Director, Financial Programs Bureau  
Patricia Hawkins, Director, Fiscal Administration  
Joe Cruz, Manager, Contracts Administration Unit  
Irma Cobos, Contracts Administration Unit  
Chrono File  
(Parking Citation Processing Services Agreement)