Agenda Item No: 1.p

# PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: June 16, 2026

Submitted by: Joe Lambert

From: Development Services

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**Subject:**
**AWARD OF CONTRACT FOR CODE ENFORCEMENT CITATION PROCESSING SERVICES WITH DATA TICKET, INC.**

**Financial Impact:**
Expense: $ 35,000 Annual Amount
Budget: $ 35,000 Per Fiscal Year
$ 175,000 Five-Year Term's Contract Total (2026-2031)

**Summary:**
The Development Services Department released a Request for Proposals (RFP) for Code Enforcement citation processing services on April 30, 2026, with proposals due on May 15, 2026. One firm responded by the deadline. After a review by Development Services Department staff, it is recommended that Data Ticket, Inc. be awarded a five-year agreement for a not-to-exceed amount of $35,000 per fiscal year.

**Recommended Action:**
It is recommended that the City Council:

1. Approve the Professional Services Agreement with Data Ticket, Inc. to provide Code Enforcement citation processing services for a cumulative contract not-to-exceed $175,000 ($35,000 per fiscal year) for a five-year term, with two additional one-year optional terms; and
2. Authorize the City Administrator or her designee to execute all necessary documents, in a form approved by the City Attorney.

**Strategic Plan Statement:**
By awarding this contract, the City continues to meet Strategic Plan Goal No. 2, Public Safety, utilizing Code Enforcement strategies to provide a safe, family-friendly environment through proactive policing, and forging strong community partnerships that protect residents, businesses and visitors. This contract also allows the City to meet Strategic Plan Goal No. 4, Economic Development, utilizing proactive Code Enforcement to help foster a thriving local economy by supporting business growth and attracting new businesses.

**Discussion:**
The Development Services Department released an RFP to provide Code Enforcement citation processing services. Data Ticket, Inc. has been providing the services since at least

2011. Placentia's Purchasing Policy states that contracts exceeding $40,000 must be formally bid and submitted to the City Council for approval. As the proposed term is for five years, the amount awarded to the contractor will exceed that $40,000 amount in the aggregate (i.e., $175,000 over five years).

The proposed contractor will conduct citation processing for all Code Enforcement related citations. They also provide an appeal officer, conduct appeal hearings, and provide collection services through the Franchise Tax Board (FTB). Only Data Ticket, Inc. submitted a bid during the RFP process. As the sole bidder, and based on past performance, the RFP reviewers in the Development Services Department recommend Data Ticket, Inc. The firm has extensive citation processing and appeals experience. They submitted an RFP consistent with the needs of the City, and offer pricing consistent with the City's budgeted expenditures for the related tasks.

**Financial Summary:**
The Agreement with Data Ticket, Inc. is for a five-year period, with two additional one-year extensions, to be exercised at the City's sole discretion based upon the performance by the Contractor. The City budgets adequate annual funding utilizing Technology Impact Fees generated by Development Services permits. Therefore, funding for this work is sustainable and continues to be budgeted annually. Accordingly, sufficient funds exist for the recommended action.

**Attachments**
2026 PSA with Data Ticket.pdf