



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: {{item.number}}	Section Name: {{section.name}}	File ID: {{item.tracking_number}}
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TO: City Council

FROM: Drew Corbett, City Manager

PREPARED BY: Finance Department

MEETING DATE: June 15, 2020

SUBJECT:

Parking Citation Processing and Adjudication Services – Agreement Amendment

RECOMMENDATION:

Approve Amendment No.1 to the agreement with Turbo Data Systems, Inc. for parking citation processing and adjudication services for an extension of the extension of the term to June 30, 2021, and authorize the City Manager to execute the amendment in substantially the form presented.

BACKGROUND:

In the late 1990's, State law decriminalized parking citations and shortly thereafter, the Superior Court transferred the responsibility for parking citation processing and collection to local agencies. Rather than form a joint powers agency, it was determined to be most efficient to issue a combined request for proposal (RFP), with the successful vendor entering into individual contracts with each agency and by combining the volume of all ticketing agencies and leveraging economies of scale, the County, cities, and other agencies would receive the best processing rates and the highest levels of service.

In 1999, the RFP was issued and Turbo Data Systems, Inc. (Turbo Data) was selected. Subsequent RFPs were issued in 2006 and 2014, and Turbo Data selected as the vendor of choice for both RFPs. Following the comprehensive RFP that was completed in 2014, the City of San Mateo entered into an agreement with Turbo Data on June 16, 2015, which is set to expire on June 30, 2020. In anticipation of the contract term expiration, a working group led by the County of San Mateo County Manager's Office, which also included finance directors to represent the interests of local municipalities (San Mateo, Daly City, and Belmont) and the County of San Mateo Sheriff's Office, developed a new RFP in January 2020, which was published on March 5, 2020.

Unfortunately, due to the COVID-19 global pandemic and shelter-in-place order, the working group determined that it was in the best interests of the county and the participating local municipalities to postpone the RFP for one year, and amend the agreement with Turbo Data to extend the term for one year to June 30, 2021. All other provisions of the agreement remain unchanged. The working group plans on issuing the RFP in the early part of calendar year 2021 to provide sufficient time for the RFP review, vendor selection, and contract execution processes.

BUDGET IMPACT:

The proposed 2020-21 budget includes appropriations for the cost of the contract with Turbo Data. No additional budget appropriations are needed.

ENVIRONMENTAL DETERMINATION:

This amendment is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 - Draft amendment

Att 2 - Original agreement

STAFF CONTACT

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