



# CITY OF SAN MATEO

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## Agenda Report

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Agenda Number: 7

Section Name: {{section.name}}

File ID: {{item.tracking\_number}}

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**TO:** City Council  
**FROM:** Drew Corbett, City Manager  
**PREPARED BY:** Police and Public Works Departments  
**MEETING DATE:** March 15, 2021  
**SUBJECT:**  
Parking Enforcement Services - Agreement

### RECOMMENDATION:

Adopt a Resolution to use an alternative purchasing method to approve the execution of an agreement with LAZ Parking California, LLC for citywide parking enforcement services in the amount of \$2,034,004 and authorize the Chief of Police to execute the agreement in substantially the form presented.

### BACKGROUND:

In January 2019, the City Council conducted a study session to discuss parking enforcement needs. Staff provided a history of the challenges associated with staffing this function and proposed improvements to the level of enforcement service provided at the time. City Council directed staff to pursue a hybrid staffing approach utilizing a mix of City and contracted enforcement staff to enhance service delivery and frequency of enforcement.

City Council approved a three-year agreement with Serco Inc. (Serco) on November 18, 2019. Serco's enforcement activities in the City commenced in February 2020, with a scope of work including issuing parking citations for observed violations in the Downtown commercial district and Residential Parking Permit Program (RPPP) zones and for street sweeping violations; completing data entry and uploading citation data for processing; monitoring equipment and signage and reporting any damage; and performing other duties as needed such as traffic control and operational support at special events.

Serco notified San Mateo Police Department (SMPD) staff in January 2021 that the company was in the process of divesting themselves of their parking enforcement division, and that they had identified LAZ Parking California, LLC (LAZ Parking) as the buyer for the division. LAZ Parking has agreed to retain all existing Serco employees operating in the City, and has agreed to the existing contract terms, rates, and scope of work. LAZ Parking has committed to no disruption in service and no changes to the City's existing enforcement services with the exception of new uniform and vehicle markings.

The City's preference is to enter into a new agreement directly with LAZ Parking for parking enforcement services, as opposed to assigning the existing contract to a new entity. Staff has drafted a new agreement with LAZ Parking for 20 months, the remainder of the existing three-year term with Serco. The agreement includes the option to extend the agreement for up to 2 one-year terms if the City opts to do so. This provision was included in the initial Serco agreement as well.

Staff requests approval of the agreement pursuant to SMMC 3.60.070(h)(3), which allows the Council to use any purchasing process that is in the best interest of the City. The transition to LAZ Parking will result in no disruption in parking enforcement services and provides for the retainment of existing enforcement personnel familiar with the City and

parking operations. Further, the agreement with LAZ Parking retains the scope, budget, and terms of the existing Serco agreement, requiring no additional training or funding. Therefore, staff believes it to be in the best interest of the City to proceed with this agreement with LAZ Parking. The transition from the existing Serco services to LAZ Parking is expected to take place between April 1 and May 1 when the transaction is finalized, and the Chief of Police will execute the agreement at that time.

**BUDGET IMPACT:**

There is no budget impact associated with the approval of this agreement. The budget for the agreement with LAZ Parking California is equal to the prior budget approved for Serco, Inc., and there is sufficient budget in the Downtown Parking and Security Fund for this program.

**ENVIRONMENTAL DETERMINATION:**

This action is not a project subject to CEQA, because it can be seen with certainty that it will not cause a physical change in the environment. (Public Resources Code Section 21065.)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 – Proposed Resolution

Att 2 – Agreement

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