



CITY OF SAN MATEO

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Agenda Report

Agenda Number: 12

Section Name: {{section.name}}

File ID: {{item.tracking_number}}

TO: City Council

FROM: Drew Corbett, City Manager

PREPARED BY: Finance Department

MEETING DATE: June 07, 2021

SUBJECT:

Citation Processing Services and Traffic/Moving Citation Equipment Purchase – Agreement

RECOMMENDATION:

Approve an agreement with Turbo Data Systems, Inc. for citation processing, payment, and adjudication services for a term beginning July 1, 2021 through June 30, 2026; purchase 30 nFORCER-II Scan traffic/moving citation units for a total cost of \$102,000 plus \$80 per unit per month for support/maintenance/communications fee; and authorize the City Manager to execute the agreement in substantially the form presented.

BACKGROUND:

Since 1999, the County of San Mateo (County) has served as the lead agency in procuring parking citation and adjudication services through a consolidated Request for Proposals (RFP) process, and all other agencies in the County piggy-backed on that RFP process and the resulting contract. This process has proved to be greatly beneficial, resulting in savings of both staff time and overall cost of services by combining the volume of all ticketing agencies in the County and leveraging economies of scale.

In June 2015, the City of San Mateo entered into an agreement with Turbo Data Systems for the provision of citation processing, payment, and adjudication services. The contract term was set to expire on June 30, 2020, so the County began the collaborative process to issue an RFP, which was paused as a result of the pandemic, and the City extended the term of the agreement to June 30, 2021. In preparation for the contract expiring, the County issued a consolidated Request for Proposals (RFP) for the provision of citation processing, payment, and adjudication services; web-based information management; and records and case management for San Mateo County agencies in November 2020. Three proposals were received in response to the RFP. The responding vendors were Data Ticket, Quicket Solutions, and Turbo Data Systems. A subcommittee consisting of representatives from the County and the finance directors from the cities of Belmont, San Mateo, and Daly City was formed to evaluate proposals.

The proposals were evaluated on four criteria: (1) Firm Experience, (2) Project Approach, (3) Team Qualifications, and (4) Fee Proposal. Based on these criteria, the subcommittee determined Turbo Data Systems, Inc. to be the best option for the County and the recommended provider of service. Services include citation processing and collection by mail, telephone, or website; multiple reminder notices; placing of DMV holds; appeals and administrative adjudication services; optional advanced collection efforts; and leasing of the Contractor's mobile ticket writers.

BUDGET IMPACT:

Over the past five years, the City has paid Turbo Data as follows for citation administration services and equipment:

Fiscal Year	Citation Administration	Equipment	Total Amount Paid
2015-16	\$ 67,474	\$ 3,185	\$ 70,658
2016-17	\$ 70,098	\$ 126,376	\$ 196,474
2017-18	\$ 72,367	\$ 83,068	\$ 155,435
2018-19	\$ 75,632	\$ 84,627	\$ 160,259
2019-20	\$ 62,915	\$ 47,467	\$ 110,381

Costs significantly decreased in the prior fiscal year due to the pandemic and temporary suspension of parking enforcement. Compared to the current contract, certain fees, such as the electronic parking citation processing fee (from \$0.50 to \$0.40 per citation) and manual parking citation processing fee (from \$0.80 to \$0.70 per citation) are decreasing. Conversely, the notice processing fee (\$0.70 to \$0.76 per notice) and adjudication letters fee (\$0.70 to \$0.76 per letter) are increasing. As such, absent any consideration for parking enforcement service levels, the changes in fees from Turbo Data will likely be offsetting, thus the cost of services should remain fairly static.

With respect to traffic/moving citation equipment, the Police Department will purchase 30 nFORCER-II Scan devices at a cost of \$3,400 per unit for a total cost of \$102,000 plus \$80 per unit per month for the support/maintenance/communications fee, for a total monthly cost of \$2,400. From a financial perspective, purchasing 30 units and paying the support/maintenance/communications fee over a five-year period would cost the City \$246,000, as opposed to leasing 30 units over a five-year period, which would cost \$315,000 – a difference of \$69,000 over five years. In addition, a new accounting requirement, Governmental Accounting Standards Board (GASB) Statement No. 87, will require the City to account for all leases as a liability, and is expected to be administratively burdensome. As such, it is in the City's best interests to purchase rather than lease the units.

ENVIRONMENTAL DETERMINATION:

This agreement 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 - Agreement

STAFF CONTACT

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