



City of Culver City

Mike Balkman Council
Chambers
9770 Culver Blvd.
Culver City, CA 90232

Staff Report

File #: 22-1022, **Version:** 1

Item #: C-3.

CC - CONSENT ITEM: Approval of a Five-Year Professional Service Agreement with Turbo Data Systems, Inc. (TDS) for Parking Citation Processing and Collection Services in an Amount Not-to-Exceed \$350,000.00 through June 30, 2027.

Meeting Date: May 23, 2022

Contact Person/Dept.: Lieutenant Sorai Estrada/ Police

Phone Number: (310) 253-6251

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

Attachments: Yes ☒ No ☐

Commission Action Required: Yes ☐ No ☐

Public Notification: (E-Mail) Meetings and Agendas - City Council (06/08/2022);

Department Approval: Manuel Cid, Police Chief (05/04/2022)

RECOMMENDATION

Staff recommends the City Council approve a five-year professional service agreement with Turbo Data Systems, Inc. (TDS) for Parking Citation Processing and Collection Services in an amount not-to-exceed \$350,000.00 through June 30, 2027.

BACKGROUND/DISCUSSION

On June 12, 2017, the City Council approved a five-year contract with TDS for parking citation processing and collection services. The current contract terminates June 30, 2022. Contract services provided included citation processing and collection by mail, phone or website, multiple reminder notices, placement of DMV holds, credit holds, Franchise Tax Board collection, customer service and administrative adjudication scheduling. TDS also maintains and supports the ticket-writers hardware and software.

The City of Culver City's parking management program ensures that limited parking spaces are fairly shared by the City's residents, visitors, and business customers. The City currently manages approximately 2,000 metered parking spaces with an expected increase of approximately 1,000 more

meters to be installed within the next year. In addition, the City manages the residential parking permit program which accounts for approximately 16,000 parking permits issued yearly to residents and visitors. The Public Works Department contracts with TDS to manage the online parking permit system which interfaces with the Police Department's parking permit enforcement system to provide virtual parking permits with real-time updates.

TDS is a well-respected and established company that provides professional services to several other cities. TDS's performance during the past contract has been exemplary. They have consistently worked with the Police Department to increase collection rates and have offered personalized service without additional costs.

Culver City Municipal Code (CCMC) Section 3.07.055.G Exceptions to Bidding Requirements exempts bidding requirements where competitive bid procedures have already been utilized by the City, another public agency, including, but not limited to, federal, state and county governments, including state of California agencies, counties, cities, joint power agencies and special districts, or nonprofit agencies whose main purpose is to assist cities or other public entities, including, but not limited to, the League of California Cities and Independent Cities Association; provided, the equipment, goods or supplies are supplied to the City at the same or better price, as was obtained through the competitive bid procedures of that entity. Since parking citation processing and collection services provided by TDS, has previously undergone competitive bid procedures with the City of Newport Beach and TDS will provide the same services at a rate lower than the City is currently paying, this procurement meets this requirement.

FISCAL ANALYSIS

Fees are calculated based on the number of citations written, adjudicated and collected. A majority of the proposed new fees are remaining the same with the exception of the collection fees. The collections fees are being reduced from 30% of the total amount collected to 20% of the total amount collected.

	<u>Current Rate</u>	<u>Proposed New Rate</u>
Citation Processing (per citation)	\$0.40	\$0.40
Administrative Adjudication Processing (per appeal)	\$2.35	\$2.35
Reminder Notices and Other Correspondence (per notice mailed)	\$0.85	\$0.85
Out of State Processing (% of amt collected)	30%	20%
Delinquent Collections (% of amt collected)	30%	20%
Franchise Tax Board Collections (% of amt collected)	30%	20%

The City Council Proposed Budget for Fiscal Year 2022/2023 includes \$70,000.00 for parking citation and collection services (10140200.619800)

ATTACHMENTS

1. 2022-05-23 - ATT Turbo Data Systems Letter

MOTIONS

That the City Council:

1. Approve a five-year professional service agreement with Turbo Data Systems, Inc. (TDS) for parking citation processing and collection services in an amount not-to-exceed \$350,000.00 through June 30, 2027; and
2. Authorize the City Attorney to review/prepare any necessary documents; and
3. Authorize the City Manager to execute such documents on behalf of the City.