



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Sheriff's Office



**Date:** April 30, 2014  
**Board Meeting Date:** June 3, 2014  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Greg Munks, Sheriff

**Subject:** Amendment to the Agreement with Turbo Data Systems, Inc.

**RECOMMENDATION:**

Adopt a Resolution authorizing an amendment to the agreement with Turbo Data Systems, Inc. for citation processing and adjudication of County agency issued parking citations, extending the term through June 30, 2015.

**BACKGROUND:**

Since 1999, all agencies in San Mateo County that issue parking citations have individually contracted with Turbo Data Systems, Inc. for parking ticket processing and related services using a model contract negotiated by one city acting as the lead agency. Turbo Data Systems, Inc. was selected twice through consolidated Request for Proposals (RFP) processes where the City of Daly City served as the lead agency and all 29 other agencies joined together on those RFP processes and the resulting contracts.

In 2006, the County entered into a contract with Turbo Data Systems, for a five (5) year term expiring in 2011. The contract had the option for the County to extend the term for an additional three (3) years. In 2011, an Amendment was approved which extended the contract term to June 30, 2014.

**DISCUSSION:**

On June 30, 2014, the contract with Turbo Data Systems, Inc. will expire. In order to provide a reasonable time to complete a new RFP, for which the County of San Mateo will be acting as lead agency, Turbo Data Systems has agreed to extend the current contract for one additional year to June 30, 2015.

Included in the offer of extension is a price reduction in the cost to process citations. The cost of processing will be reduced for Automated Citations from \$1.28 to \$1.20 and for the Electronic Citations after 48 hours and the Hand Written Citations from \$1.40 to

\$1.35. The prices should ensure that all of the agencies, large or small, automated or not, would see some savings by going with the one-year extension.

The combined RFP process has worked extremely well in the past, resulting in substantial savings of both staff time and overall costs to process parking tickets. All agencies, at the County's request, will be or are in the process of executing a one-year extension so that a thorough and fair RFP process can be conducted.

The amendment and Resolution have been reviewed and approved by County Counsel as to form.

Approval of this amendment contributes to the 2025 Shared Vision outcome of a Safe Community by ensuring seamless services within the County.

**PERFORMANCE MEASURE:**

Measure	FY 2012-13 Actual	FY 2013-14 Projected
Number of citations issued	18,650	19,250

*Includes contract cities of Half Moon Bay, Millbrae, and San Carlos*

**FISCAL IMPACT:**

Amendment Two to the agreement with Turbo Data Systems, Inc. extends the term one year to June 30, 2015 and reduces the fees for processing citations. All other terms of the contract remain the same.

The Sheriff's Office received \$245,894 in parking citation revenues last year. From this amount, \$41,486 was paid to Turbo Data. The average annual fee paid to Turbo Data over the past three years is \$38,014. All other terms of the contract will remain the same. Funding for this amendment has been included in the Sheriff's Office FY 2013-14 Budget. There is no additional Net County Cost.