



CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

333 WEST OCEAN BOULEVARD • LONG BEACH, CALIFORNIA 90802

March 8, 2005

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager to execute an agreement, in an amount not to exceed \$175,000, with Travelers Express Company, Incorporated, to provide remote payment stations for City utility customers for the fiscal year ending September 30, 2005, with the right to terminate the agreement with a 30-day written notice.

DISCUSSION

Since September 1992, the City of Long Beach has been providing remote payment stations to accept gas, refuse, water, and sewer utility payments. The City receives approximately 170,000 payments per year from nine payment stations located throughout the City.

An agreement with Travelers Express Company, Incorporated (Travelers Express), expired in 2002, and they have continued to provide these services on a month-to-month basis. Staff has issued a Request for Proposal and a new vendor will be selected. During this transitional period, authorization to pay for these services to Travelers Express is required.

This matter was reviewed by Senior Deputy City Attorney Donna F. Gwin on February 22, 2005 and Budget Management Officer David Wodynski on February 15, 2005.

TIMING CONSIDERATIONS

City Council action is requested on March 8, 2005, as it is anticipated that the current agreement with Travelers Express will be expended as of February 28, 2005.

FISCAL IMPACT

Annual expenditures, including those disbursed through the agreement, will not exceed \$175,000. Sufficient funds are budgeted in the General Fund (GP) and in the Department of Financial Management (FM). These costs are reimbursed by the City's utilities: Long Beach Energy Department for gas, Water Department for water and sewer and the Public Works Department for refuse.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

MICHAEL A. KILLEBREW
DIRECTOR OF FINANCIAL MANAGEMENT

MAC Print VMO Inc.

APPROVED:

GERALD R. MILLER
CITY MANAGER