



Agenda Item Summary

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Submitted By

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Reviewed By

CLP

Agenda Item Title

A Resolution Approving an Employee Leasing Agreement for a Temporary Manager of Parking and Mobility Services with Municipal Parking Partners, LLC in an Amount not to Exceed \$10,000 and Authorizing its Execution

Overview

At this time, staff is recommending entering into a new contract with Municipal Parking Partners, LLC for a maximum expenditure of \$10,000. The contract would extend to January 31, 2020. This contract will allow Municipal Parking Partners (i.e. through Interim Parking Division Manager John Youkhana) to train the new Parking Division Manager on parking matters.

Recommendation

Approval.

Fiscal Impact

The recommended agreement is for an amount not to exceed \$10,000. The Development Customer Services Department has budgeted to cover this expense within the General Contractuals Account (5060.43770.788.530660.0000). A new contract will allow Municipal Parking Partners, LLC (i.e. through Interim Parking Division Manager John Youkhana) to train the new Parking Division Manager on parking matters. Staff is asking for the new contract to extend through January 31, 2020.

Background

In late July 2019, the prior Parking and Mobility Services Manager resigned to pursue a private company opportunity in the transportation industry. To avoid disruption, on July 26, 2019, the Village contracted with Municipal Parking Partners, LLC to provide an Interim Part-Time Parking Manager for the Parking Division. The first contract was within the Village Manager's spending authority of \$25,000.

On September 16, 2019, the Village Board approved a contract extension with the Municipal Parking Partners, LLC for an additional \$25,000 to take effect after the prior contracts funds had been exhausted. The Interim Part-Time Parking Manager has many important responsibilities. The main responsibilities of the Manager include the following: 1.) Continued implementation of the Passport Parking system; 2.) Supervise the customer service staff who provide parking passes and permits; and 3.) Serve as the staff liaison to the Village's Transportation Commission.

At the time the Village entered into the contract extension, staff had expected the hiring process for the new Parking Manager to be complete with the new manager starting on or before January 1, 2020. While the process is completed, the selected candidate is relocated from out-of-state and will begin employment toward the end of January 2020. Therefore, staff is seeking a final extension of the service contract with Municipal Parking Partners, LLC for a maximum of \$10,000. The Development Customer Services Department has budgeted to cover this expense within the General Contractuals Account (5060.43770.788.530660.0000). The new contract will allow Municipal Parking Partners, LLC. (i.e. through Interim Part-Time Parking Manager John Youkanna) to briefly overlap service with the start of the new Parking Manager.

Alternatives

Do not approve the resolution or delay approval and request additional information.

Previous Board Action

On September 19, 2019, the Village Board approved a contract extension with Municipal Parking Partners, LLC in the amount of \$25,000. The contract was to provide Interim Part-Time Parking Division Manager services.

Citizen Advisory Commission Action

N/A

Anticipated Future Actions/Commitments

N/A

Intergovernmental Cooperation Opportunities

N/A