



Office of the City Manager

CONSENT CALENDAR  
September 18, 2007

To: Honorable Mayor and  
Members of the City Council

From: *PK* Phil Kamlarz, City Manager

Submitted by: Claudette Ford, Director of Public Works

Subject: Contract: Management Recruiters/Berkeley for Temporary Parking Services Staff

### RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract with Management Recruiters/Berkeley for a temporary Parking Services Specialist for a total amount not to exceed \$58,500 for the period July 1, 2007 to April 1, 2008.

### FISCAL IMPACTS OF RECOMMENDATION

The \$58,500, to be paid from salary savings resulting from the delayed hiring of a Parking Services Manager, is available in FY 2008 in budget code 835-4940-410-3036; CMS number is CQJJK.

The pay rate is \$38.50 an hour. The average monthly rate will be \$6,500. The total contract amount for the year will be approximately \$58,500 for nine months, which provides a small cushion for extra hours that may be required.

### CURRENT SITUATION AND ITS EFFECTS

Currently there are no career employees in the Transportation Division of Public Works managing critical parking management activities. The former Parking Services Manager retired in December 2006. Human Resources will begin recruitment for the position in October 2007 and expects to have the hiring process completed by early next year.

The proposed contract for temporary staff is necessary to provide minimal oversight, contract management, and accounting/auditing functions related to the City's \$3 million-plus off-street parking operations. It would be prudent, therefore, to execute a contract for \$58,500 to continue the Parking Services Specialist in case the recruitment process proves to be lengthy.

### BACKGROUND

As mentioned above, the off-street parking program, including garages and lots, has had no career staff since December 2006. In order to ensure that the program continue

to function, albeit at a less than optimal level, the City Manager in February 2007 approved a \$25,000 blanket purchase order to Management Recruiters/Berkeley to hire a temporary worker as a stopgap measure. In April 2007, Council approved increasing the purchase order to \$32,000 for a retaining the temporary Parking Services Specialist through the end of the fiscal year. Management Recruiters has provided excellent service to the City for this program. Attached is a job description for the temporary position.

#### RATIONALE FOR RECOMMENDATION

Financial projects and other analysis and projects depend on the accuracy of our off-street parking revenue reports. These projects rely on the basic reporting assignments which are currently done by the temporary Parking Services Specialist. Continuing with this excellent temporary help will ensure consistent audits of daily and monthly parking garage revenues. Without this consistency, we may encounter data errors and potential revenue losses. It is recommended that Public Works Transportation be allowed to continue with the vendor to ensure timely and accurate performance of detailed financial tasks.

#### ALTERNATIVE ACTIONS CONSIDERED

The Parking Services Manager position is not expected to be filled until early next year. There is no alternative to temporary help for maintaining the accounting systems in the off-street parking program.

#### CONTACT PERSON

Lisa Malek-Zadeh, Senior Budget Analyst, Public Works, 981-6306.

#### Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: MANAGEMENT RECRUITERS/BERKELEY FOR TEMPORARY  
PARKING SERVICES MANAGEMENT STAFF

WHEREAS, the Parking Services Manager position in the Public Works department is currently unfilled, leaving off-street parking services unstaffed; and

WHEREAS, it is necessary to minimally cover oversight, contract management, and accounting/auditing functions related to the City's \$3 million-plus off-street parking operations; and

WHEREAS, in February 2007, the City Manager approved a \$25,000 blanket purchase order to Management Recruiters/Berkeley to hire a temporary worker as a stopgap measure and in April 2007, Council approved increasing the purchase order to \$32,000 to retain the temporary Parking Services Specialist through the end of the FY 2007; and

WHEREAS, Human Resources is working with the Public Works Department and Local 1 to revise the position, and it is anticipated that the recruitment and hiring process may take up to six months from Personnel Board and Council approval; and

WHEREAS, it is necessary to authorize a contract for a total not to exceed \$58,500 to cover services from July 1, 2007 to June 30, 2008, which amount is available in FY 2008 in 835-4950-410-3036, CMS number CQJJK.

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley that the City Manager is authorized to execute a contract with Management Recruiters/Berkeley for a temporary Parking Services Specialist for a total amount not to exceed \$58,500 for the period July 1, 2007 to June 30, 2008.

