THE CITY OF ASHEVILLE

Staff Report

Council Meeting Date: December 12, 2023

Subject: Temporary Staffing Services

Staff Resource(s): Ken Putnam, PE, Transportation Department Director
Josh Mallernee, Business Services Supervisor

Action Requested: Adoption of a resolution authorizing the City Manager to enter into a contract with The Car Park Group, LLC to provide supplemental staffing services at the City's parking facilities on an as-needed basis.

Background:

- Temporary staffing in the City's parking facilities is used to supplement current City staff during events and on weekends.
- Parking supports roughly 75 to 100 hosted events at the Harrah's Cherokee Center Asheville annually.
- This contract will provide as needed staffing upon request.
- The initial term of the contract will be one year with two, one-year optional extensions.
- The Car Park Group, LLC was the lowest responsive qualified bidder.

Vendor Outreach Efforts:

- Funding for this contract is provided through the Parking Enterprise Fund current operating budget.
- As a result the outreach and engagement followed the City's business inclusion processes including telephone and email notification to known MWBE businesses.
- Staff contacted four vendors via email messages.
- No MWBE firms submitted bids with The Car Park Group, LLC and all work will be self performed (Verified by the ABI review team).

Council Goal(s):

- Improve/Expand Core Services

Committee(s):

- N/A

Pro(s):

- Provides an enhanced customer service experience.
- Supports the Harrah's Cherokee Center Asheville.
- Expedites the ingress and egress of customers using City-owned parking facilities during events.

Con(s):

- Cost of contracting staffing services.

Fiscal Impact:

- Funding for the first year of this contract, not to exceed $60,000, is available in the Parking Services operating budget. Future years will be planned for during the annual budget development process. The total cost of the contract with renewals is not expected to exceed $180,000.

Suggested Motion:

- Motion to adopt a resolution authorizing the City Manager to enter into a contract with The Car Park Group, LLC to provide supplemental staffing services at the City's parking facilities for one

year with two one-year options to renew and for an amount not to exceed $180,000 for the entire life of the contract; including renewal periods.

Attachment(s)

- Resolution

RESOLUTION NO. 23-____

RESOLUTION AUTHORIZING THE CITY MANAGER CITY MANAGER TO ENTER INTO A CONTRACT WITH THE CAR PARK GROUP, LLC TO PROVIDE SUPPLEMENTAL STAFFING SERVICES AT THE CITY'S PARKING FACILITIES ON AN AS-NEEDED BASIS

WHEREAS, the City of Asheville has authority pursuant to Article 3, Section 20.1 of Chapter 160A of the North Carolina General Statutes to contract with private entities to carry out any public purpose that the City is authorized by law to engage in; and

WHEREAS, the City of Asheville has authority pursuant to Article 3, Section 302 of Chapter 160A of the North Carolina General Statutes to regulate, operate, and control parking facilities; and

WHEREAS, the City of Asheville has identified the need for supplemental staffing during events and outside of normal working to regulate, operate, or control its parking facilities; and

WHEREAS, the City of Asheville has been unable to perform this work with its current staffing complement; and

WHEREAS, the City of Asheville posted a Request for Proposal (RFP) to find a qualified contractor to fulfill the temporary staffing needed in its parking facilities; and

WHEREAS, the City of Asheville selected The Car Park Group, LLC as the lowest responsive qualified bidder; and

WHEREAS, funding for said work in the amount of $180,000.00 is included in the current operating budget of the Parking Services Fund;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASHEVILLE THAT:

The City Manager is hereby authorized to enter into a contract with The Car Park Group, LLC to provide supplemental staffing services at the City's parking facilities for one year with two one-year options to renew and for an amount not to exceed $180,000.00 for the entire life of the contract, including the renewal periods.

Read, approved and adopted this the 12th day of December, 2023.

_____ _____

City Clerk Mayor

Approved as to form:

_____

City Attorney