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April 5, 2012

Mr. Ronald D. Leonhardt
City Clerk
Room 205 – City Hall

Attn: Jim Owczarski

Re: Contract for Parking Citation Review

Dear Mr. Leonhardt:

Enclosed is a resolution that would authorize the City Attorney's office to enter into a contract with Sharon McGuire, a retired employee of the Department of Public Works, to provide limited on-call back-up for the Parking Citation Review Manager. She had at times performed this function as a DPW employee.

The intent of this procurement is to have a contractor available during the current Review Manager's vacations and other time off, who is generally familiar with the often complicated computer processes, the regulatory parking scheme, and the prosecutorial parameters used in in-person reviews of hundreds of citations per week at the City Attorney's Ordinance Enforcement Division in the Police Administration Building.

This contract will enable us to utilize our attorneys more productively, rather than having them cover the function of performing in person reviews of parking citations all day.

We note that payments under this contract would be reimbursed by the Parking Fund. Also, the City would provide indemnification to Ms. McGuire for her performance under this contract.

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We request that you introduce this resolution into the Common Council for adoption.

Very truly yours,

GRANT F. LANGLEY
City Attorney

LINDA ULISS BURKE
Deputy City Attorney

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Encs.

c: Shirley Krug (DPW)
Sharon McGuire
179877