



City of Waukesha
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Committee: Board of Public Works	Date: 11/7/2024
Common Council Item Number: ID #24-11030	Date: 11/19/2024
Submitted By: Alex Damien, Director of Public Works	City Administrator Approval: Anthony W. Brown, City Administrator
Finance Department Review: Joseph P. Ciurro, Finance Director	City Attorney's Office Review: Brian Running, City Attorney
Subject: Review and act on the Contract Amendment with Passport for engineering and processing of parking violations using the ALPR camera system.	

Details:
The City of Waukesha uses Passport for all our parking permits and violations. Since the beginning of the year, Passport has been working with our camera vendor to integrate the ALPR cameras into the existing Passport system. Passport now has a working system and is requiring a contract amendment to move forward with implication of the system. This includes engineering costs and a modification to our direct yearly costs to Passport. The engineering costs are a one-time cost and were accounted for with our CIP budget. The yearly costs are needed for Passport to generate and mail parking violations. These costs are recovered throughout the year with paid parking violations.

Options & Alternatives:
Two options exist, first to not enforce our parking ramps for violations, or second, use city forces to manually check each vehicle in the ramp.

Financial Remarks:
Account 7790.68220 - \$24,000.

Executive Recommendation:
Approve Contract Amendment 1 with Passport for engineering and processing of parking violations using the ALPR camera system.