



CITY OF WAUKESHA

Administration

201 Delafield Street, Waukesha, WI 53188
 Tel: 262.524.3701 fax: 262.524.3899
 www.waukesha-wi.gov

Committee: None	Date:
Common Council Item Number: 20-0658	Date: 6/2/2020
Submitted By: Brian Running	City Administrator Approval: Kevin Lahner, City Administrator KL
Finance Department Review: Diane Gard, Interim Finance Director DG	City Attorney's Office Review: Brian Running, City Attorney BER
Subject: Contract with Passport Labs, Inc., for provision of parking-ticket management services.	
Details: For several years, the City has contracted with a company called Complus for the management of parking tickets. Complus provided the City with hand-held devices for parking enforcers to enter violators into the system, sent notices to violators, managed collection of forfeitures, and also handled the sale of night parking permits. The City was satisfied with Complus's services. Last year, Complus was bought by Passport Labs, Inc., a Complus competitor. It is time to renew the contract for parking enforcement services, and this time, it will be with Passport instead of Complus. The contract is essentially identical to the previous contract with Complus. Passport has been very easy to deal with in negotiations.	
Options & Alternatives: No alternatives are suggested or recommended.	
Financial Remarks: Parking tickets do provide revenue to the City, however, the execution of this contract will not materially affect that revenue stream. Passport is compensated primarily by retaining a percentage of the forfeitures and permit fees collected.	
Executive Recommendation: Approve the proposed contract with Passport Labs, Inc., and authorize the mayor to execute it.	

