



CITY OF WAUKESHA

Administration

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Committee: Board of Public Works	Date: 9/20/2018
Common Council Item Number: ID 18-1419	Date: 10/2/2018
Submitted By: Fred Abadi, Director of Public Works	City Administrator Approval: Kevin Lahner, City Administrator
Finance Department Review: Rich Abbott, Finance Director	City Attorney's Office Review: Brian Running, City Attorney
Subject: Review and act on the request from Aubrey Lennartz for a one-time parking refund for the unused portion of the South Street Ramp yearly parking permit.	

Details:
Aubrey Lennartz purchased a year parking pass for the South Street Ramp on August 15, 2018, in the amount of \$360 dollars for the permit and a \$10 fee for the card. According to her letter, her apartment contract has been voided by the management company and she will no longer be living in downtown Waukesha, therefore, she does not need to park in the South Street Ramp.

Ms. Lennartz has requested a refund in the amount of \$310. The pass cost \$30 per month which is \$360 and there is a refundable \$10 fee for the card if it is returned. She utilized 2 months at \$30 per month.

Options & Alternatives:
To not approve the parking permit refund or approve another dollar amount. If this gets denied she will still receive her \$10 refund on the card, per our standards.

Financial Remarks:

Executive Recommendation:
Recommend approval of parking permit refund in the amount of \$310.

