
MEMORANDUM

TO: Lisa Shelley, Interim Village Manager
FROM: Robert H. Anderson, Adjudication Director
SUBJECT: Adjudication Postage
DATE: November 3, 2021
CC: Steve Drazner, Chief Financial Officer
Paul Stephanides, Village Attorney

The vast majority of the Adjudication Postage Budget is allocated for the transmission of parking citations notices. The exact amount allocated to local ordinance/compliance citations and other matters has not been calculated but pales in comparison to the volume of transmissions for parking citation matters. For example, in 2018, well over 30K notices were transmitted by the Adjudication Office. On March 12, 2019, the Village began using Passport Labs for the issuance of citations and the transmission of notices. The Village ceased issuing citations in the old system before March 12th but notices for previously issued citations continued through April of 2019. As a result, the about \$23,000 that was spent in 2018 by Adjudication in postage was reduced to about \$11,000 in 2019. The amount of postage attributable to notices transmitted by Passport in 2019 was not separately posted to the Adjudication budget.

In 2020, the amount of notices transmitted was severely limited due to the impact of COVID 19. Once the pandemic hit the amount of parking citations issued was reduced which resulted in a reduction of the number of notices that were transmitted and the lowered postage amount of about \$15,000.

In 2021, the amount of citations issued increased and as a result the postage costs. In addition, Passport charges fees above the US postage charges to fulfill the mailing of the notices.