



Agenda Item Summary

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Submitted By

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Reviewed By

AMZ

Agenda Item Title

A Resolution Approving Expenditures For Annual Unified Parking Citation and Permit Management System Services with Passport Labs, Inc. in an Amount Not to Exceed \$250,000 for Fiscal Year 2022 Pursuant to the Professional Services Agreement with Passport Labs, Inc. Dated September 6, 2018

Overview

The Village previously adopted Resolutions 14-21 and 18-872 to execute agreements with Passport for services related to the issuance of electronic parking permits and vehicle stickers, mobile parking meter payments, and the issuance of parking citations. In addition, the Passport passes through fees related to printing and postage for fines.

Staff Recommendation

Approve the Resolution

Fiscal Impact

This expense has been appropriated in the following accounts:

1001.41300.101.530675	Bank Service Charges	\$34,000
1001.42400.101.530667	External Support	\$65,000
5060.43770.787.553660	Gen Contractual	\$30,000
5060.43770.786.553660	Gen Contractual	\$30,000
5060.43770.101.530660	Gen Contractual	\$91,000

Background

The Village has been using Passport as a provider of mobile meter payments since 2014 and in 2018 another contract was executed to add on services for the issuance and enforcement of electronic parking permits, vehicle stickers, and parking citations. The costs of these services are outlined in the 2018 Agreement. In September 2018, the Village Board adopted Ordinance 18-402 which increased various permits, vehicle stickers, meter, and citation fees to offset the majority of costs associated with Passport per-transaction fees.

It is important to note that Passport's per-transaction fees are netted against revenue collected before being remitted to the Village. Therefore, staff is not making payments to Passport in the traditional sense via

accounts payable invoices for these transaction fees. However, to provide the upmost transparency, finance staff will annually prepare journal entries to both “gross-up” the revenue and record the offsetting expense against the appropriate budgeted accounts

Alternatives

N/A

Previous Board Action

N/A

Citizen Advisory Commission Action

N/A

Anticipated Future Actions/Commitments

N/A

Intergovernmental Cooperation Opportunities

N/A

Performance Management (MAP) Alignment

N/A