



**CITY OF HAMILTON**

**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
**Parking and By-law Services Division**

<b>TO:</b> Chair and Members Planning Committee	<b>WARD(S) AFFECTED:</b> CITY WIDE
<b>COMMITTEE DATE:</b> April 30, 2013	
<b>SUBJECT/REPORT NO:</b> Expansion of Automatic Vehicle Location (AVL) Devices to Parking Operations and Maintenance Vehicles (PED13083) (City Wide)	
<b>SUBMITTED BY:</b> Tim McCabe General Manager Planning and Economic Development Department	<b>PREPARED BY:</b> Kerry Davren (905) 546-2424 Ext. 6009
<b>SIGNATURE:</b>	

**RECOMMENDATION**

That the procurement of Automatic Vehicle Location (AVL) devices (through Corporate Contract VOR-1021) for use in Parking Operations and Maintenance vehicles be funded from the Parking Reserve Account No.108021 in an amount not to exceed \$20,000.

**EXECUTIVE SUMMARY**

Staff are recommending expansion of the Automatic Vehicle Location (AVL) system to vehicles in the Parking Operations and Maintenance Section of the Parking and By-law Services Division (currently a fleet of 13 vehicles) to provide Divisional consistency, ensure operational efficiency and risk management, improve performance management, maintain integrity with the public and enhance staff safety.

In order to procure the required equipment for the AVL system, funds must be transferred from the Parking Reserve Account No.108021, which requires Council permission.

**Alternatives for Consideration – Not Applicable**

**FINANCIAL / STAFFING / LEGAL IMPLICATIONS** (for Recommendation(s) only)

**Financial:** Funding for the AVL purchase is estimated to be no more than \$20,000 and sufficient funds are available in the Parking Reserve Account No.108021.

Additional fees related to communication costs (\$30/month/vehicle) and user licences (\$195/year/vehicle) will be absorbed into the current Parking Operations and Maintenance budget at an approximate total cost of \$7,206 per year.

**Staffing/Legal:** N/A

**HISTORICAL BACKGROUND** (Chronology of events)

Parking and By-law Services Division started using the City's AVL system in 2011. Over 50 devices have been implemented in all sections (Animal Control, Municipal Law Enforcement and Parking Enforcement) except Parking Operations and Maintenance.

**POLICY IMPLICATIONS**

N/A

**RELEVANT CONSULTATION**

Corporate Services Department - Information Services Division and Finance and Administration Section.

**ANALYSIS / RATIONALE FOR RECOMMENDATION**

The Parking Operations and Maintenance Section of the Parking and By-Law Services Division is responsible for maintaining all physical assets of the parking system (pavement, grass, garbage removal, payment equipment maintenance, snow removal etc.) as well as collecting revenue from all meters and payment machines. Based on the current AVL system operation, it is expected that installing AVL in Parking Operations vehicles will:

- **Ensure Operational Efficiency and Risk Management** - AVL data can be used to benchmark the time it takes to undertake certain tasks to ensure efficient use of time (e.g. collection of parking meters, snow clearing and grass cutting).

Supervisors will be able to reduce the amount of time spent driving assigned work routes in order to 'spot check' work crews (as they will now know staff's exact location).

The data can be used as part of Risk Management investigations to prove staff are diligent in maintaining assets.

- **Enhance Safety of Staff** – The nature of the work requires some staff to work alone and use both hands which restricts quick access to a cell phone. AVL data can alert supervisors when a staff member has not moved in a reasonable amount of time so help can be dispatched to their exact location. This is important since some staff are collecting/repairing revenue equipment and there is a higher risk of assault or harassment due to the presence of money.
- **Provide Departmental Consistency** - Parking Operations and Maintenance is the only section of Parking and By-law Services that does not have the AVL system in its vehicles. Expanding the system to this area will ensure consistency across the Division.

#### **ALTERNATIVES FOR CONSIDERATION**

(include Financial, Staffing, Legal and Policy Implications and pros and cons for each alternative)

N/A

#### **CORPORATE STRATEGIC PLAN (Linkage to Desired End Results)**

##### **Strategic Priority #3**

Leadership & Governance

*We work together to ensure we are a government that is respectful towards each other and that the community has confidence and trust in.*

##### **Strategic Objective**

3.4 Enhance opportunities for administrative and operational efficiencies.

#### **APPENDICES / SCHEDULES**

N/A

KD/dt