

# EXECUTIVE SUMMARY



**To:** Jim Scholl, City Manager

**From:** John Wilkins, Parking Director

**Date:** March 16, 2015

**Subject:** Authorize 60-month lease for mobile computers (parking citation handhelds) from Duncan Solutions to include equipment, software, and maintenance support and initial citation paper supply order.

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## **Action Statement:**

Approve resolution authorizing a 60-month lease from Duncan Solutions for nine (9) mobile computers (parking citation handhelds) at \$264 each. Total monthly lease payments will be \$2,376 per month. An additional \$1,630 is required for initial citation paper supplies; including layout fee and estimated shipping. The City currently uses Duncan Solutions handhelds. This lease would be a migration upgrading our current system with the company. Staff is, therefore, requesting approval for an exemption from the competitive solicitation requirements, pursuant to Section 2-797(4) (b) of the City of Key West Code of Ordinances.

## **Project History:**

The current mobile computers (parking citation handhelds) were purchased in 2006. They require frequent service and maintenance. The software is dated and can be operated only with Windows XP operating system. The City has encountered several compatibility issues with our Navaline System that may be related to the age of the software.

## **Advantages:**

Technology has advanced to the point that leasing new mobile computers (parking citation handhelds) will make enforcement efforts more efficient and productive. New equipment will be more reliable and dependable. Customer service will be improved.

The Motorola MC959B / MZ320 printer will enable staff to photograph vehicles in violation and link the photo to the citation. When someone wishes to contest a citation, office staff will be able to retrieve a photograph showing the vehicle in violation. This may resolve questions quickly without having to contest the citation in Traffic Court. Current practice is for enforcement staff to photograph vehicles with their cell phone when the violation carries a large financial impact; such as fire hydrant, handicap parking, or if a vehicle tow is involved. With the new built-in camera and software upgrade, photographs can be taken more frequently showing violations and automatically linked to the citation. Office staff will be able to recall the photograph without contacting enforcement staff to see if they took a photograph with their cell phone.

Also, the Motorola MC959B / MZ320 has the capability to upload citations from the field. Enforcement staff currently must connect their parking citation handheld to a docking station to upload to our system. Often visitors will receive a citation in the morning, but office staff does not have any record of the citation until the end of shift, when the parking citation handheld is uploaded. This will also make paying a citation easier for visitors who wish to pay online but cannot locate their citation in our system because the parking citation handheld has not yet been uploaded.

Additional advancements will enable enforcement staff to identify vehicles that qualify for enhanced enforcement; such as immobilization (boot) or towing for unpaid citations while in the field. Currently, staff must call the office staff to inquire if the vehicle is eligible to be booted.

The Motorola MC959B can be preprogrammed to identify vehicles with several unpaid citations with a message when the enforcement staff enters the license tag.

And of course, the updated AutoISSUE software will be able to operate on the latest Windows operating system thus keeping up with the operating system the City Currently uses.

**Financial Impact:**

The new 60-month lease is \$28,512 per year including equipment, maintenance and support. This amount was fully funded in the Fiscal Year 2014/2015 budget through account 001-1206-512-4400. Much of the cost will be recouped through more enhanced enforcement (booting) and ease of payment.

**Recommendation:**

To approve the resolution which provides for 60-month lease of Motorola MC959B / iMZ320 including all associated equipment (charging stations, software, training, support and maintenance) identified in Duncan Solutions quote ID140414210b plus initial MZ320 paper citation order.