



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: January 23, 2024

REQUESTER: Taylor Johnson, Transit and Parking Program Manager

PRESENTER: Scott Sturtz, Acting Director of Public Works

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-106: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$12,820 FROM THE GENERAL FUND BALANCE TO THE TRANSIT AND PARKING FUND FOR COSTS ASSOCIATED WITH PARKING PAY STATION PARTS AND REPAIRS AND COST INCREASE OF THE ANNUAL PARTS WARRANTY.

BACKGROUND:

The City of Norman operates and maintains 23 Flowbird Strada Parking Pay Stations which serve areas of Downtown Norman and Campus Corner. These pay stations have consolidated and replaced a much larger number of individual meters in those same areas.

The purview of maintenance and revenue collection for these pay stations transitioned from the Traffic Control Division to the Transit and Parking Division within the Public Works Department on July 1, 2023 to coincide with the beginning of fiscal year 2024. To support this transition, two accounts were created in the Transit and Parking Fund (Fund 27) Parking Services (Org. 27550278): the first for parts and supplies, and payment of an annual parts warranty Parking Meter Parts (Object 43211) and the second, Parking Meter Services (Object 44154) for services including software and phone application support and credit card transaction fees.

As part of this transition the same budget amounts previously appropriated to the Traffic Control Division at the beginning of fiscal year 2023 was appropriated to these Transit and Parking Division accounts for fiscal year 2024. The total amount appropriated for parking costs in fiscal year 2024 was \$35,890; \$5,890 for Parking Meter Parts (43211); and \$30,000 for Parking Meter Services (44154).

Each year since replacing the individual meters with the parking pay stations, the City has paid to have a parts warranty at a cost of \$425 per pay station. During fiscal year 2021 this covered three pay stations and cost a total of \$1,275. In fiscal year 2022 five pay stations were covered

at a cost of \$2,125. The fiscal year 2023 warranty included the 14 pay stations in the Campus Corner area for a total of 19 pay stations covered by the warranty at a cost of \$8,500.

DISCUSSION:

The large increase in the number of pay stations included on the warranty in fiscal year 2023 lead the Traffic Control Division to go over budget in the Parking Meter Parts account (10550223-43211) by \$6,789.60. Fortunately, that increase was able to be absorbed due to other accounts in their cost center going under budget.

Unfortunately, the increase in fiscal year 2023 was not accounted for when the same budget amounts previously appropriated to the Traffic Control Division at the beginning of fiscal year 2023 were appropriated to the Transit and Parking Division accounts for fiscal year 2024. Because the Transit and Parking (Fund 27) Parking Services (Org. 27550278) only has two object accounts, there are no other available accounts to make up any overages that may result in parking costs incurred in fiscal year 2024.

In addition, during fiscal year 2024 the total number of parking pay stations to be covered by the annual warranty increased to 23, including the 4 new pay stations located around the Cleveland County Courthouse. The rate of the annual warranty also increased by \$40 per unit in fiscal year 2024, resulting in an invoice of \$11,160. This amount is nearly twice the \$5,890 originally budgeted to the Transit and Parking Division’s Parking Meter Parts account (27550278-43211) and does not account for any of the other costs that would normally be charged to this account.

Additionally, prior to receiving the warranty invoice, a series of pay stations in the Campus Corner area suffered ‘breaking-in’ errors which cause the machines to disable the credit card reader in an effort to prevent fraud and theft. This error is considered a result of vandalism, so is not covered by the annual parts warranty, and requires that the affected card reader part is returned to the manufacturer for refurbishment. The replacement cost for a new part is approximately \$1,660, and refurbished versions are approximately half of that if available. This unusual error occurred on four different pay stations between October 27, 2023 and November 26, 2023, resulting in total replacement costs of \$4,942.28.

Prior to the card reader repairs, approximately \$825 or about 14% had been spent out of Parking Meter Parts account (27550278-43211). Unfortunately, the cost of the replacement card reader parts has expended 98% of the budget for the same account. This does not leave enough funds to pay for the annual warranty costs.

Because of the lack of other accounts to make up the difference in the Transit and Parking (Fund 27) Parking Services (Org. 27550278) accounts, staff are requesting an appropriation of \$12,820 from the General Fund Balance (account number 10-29000) to the Transit and Parking Fund, Parking Services – Parking Parts (account number 27550278-43211). This requested amount represents the full cost of the annual warranty (\$11,160) plus the equivalent cost of one new replacement card reader (\$1,160) to cover any other parts costs to be incurred in the remainder

of the fiscal year.

RECOMMENDATION:

Staff recommends the approval of Resolution R-2324-106 for the appropriation of \$12,820 from the General Fund Balance (account number 10-29000) to the Transit and Parking Fund, Parking Services – Parking Parts (account number 27550278-43211).