



# City of Kansas City, Missouri

## Docket Memo

Ordinance/Resolution #

Submitted Department/Preparer: Aviation

Docket memos are required on all ordinances initiated by a Department Director. More information can be found in [Administrative Regulation \(AR\) 4-1](#).

### Executive Summary

Authorizing a Concession Agreement with U.S. Bank National Association, Contract No. 6222070030 to provide ATM services at Kansas City International Airport.

### Discussion

Authorizing a five (5) year Concession Agreement, March 1, 2023 through February 29, 2028 with US Bank National Association to provide two (2) self-operating ATM machines in the pre-security area of the single terminal at Kansas City International Airport. All costs associated with operating and installing ATMs are solely paid for by the bank.

Bank will pay one hundred percent (100%) of the monthly percentage rents of surchargeable transactions to be deposited in the Aviation Department’s General Fund – Terminal Concessions (Other), 8300-620000-470663.

US Bank projects 1,000 transactions per month in the single terminal facility with a surcharge rate \$3.50 per transaction. US Bank estimates ⅓ of transactions to be surchargeable producing \$2,330 per month revenue or \$27,960 annually.

The solicitation was advertised on the City’s website September 6-30, 2022 and the RFP Deadline was 2:00PM on Friday, September 30, 2022.

RFP packets were sent to the following eleven organizations:

ACFN-Solutions; Baum Tech, LLC; Bank of America; Cardtronics; Commerce Bank; Community America Credit Union; MFB Processing, LLC; Prineta USA; Universal Money Centers; US ATM Network, Inc.; US Bank National Association;

Concessionaires were expected to propose the greater of a Minimum Monthly Rent (MMR) or a Monthly Percentage Rent (MPR) per surchargeable transaction. Five proposals were received before the September 30th deadline with rates as follows:

- Baum Tech . . . . . MMR \$1050, MPR 60%
- Universal Money . . . . . \$2,500 “signing bonus”, MPR 80%
- US Bank . . . . . MMR \$0, MPR 100%
- Prineta USA . . . . . MMR \$1,500, MPR 50%
- Community America . . . MMR\$1,925, MPR 51%

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A selection committee consisting of Aviation Director Pat Klein, Deputy Directors Ian Redhead, and Melissa Cooper, Kimberly Carter of Finance, Council Member Dan Fowler and Mario Vasquez representing the City Manager's Office recommended to award this concession contract to US Bank National Association on October 31, 2022.

### Fiscal Impact

1. Is this legislation included in the adopted budget?  Yes  No

2. What is the funding source?

This legislation will generate revenue based on the agreement mentioned above. There is no funding source, but the earned funds will be deposited into the following account string:

Terminal Concessions (Other) 8300-620000-470663

3. How does the legislation affect the current fiscal year?

Legislation will create an estimated revenue of \$4,660 for the remainder of FY23.

4. Does the legislation have fiscal impact in future fiscal years? Please notate the difference between one-time and recurring costs.

Legislation will create an estimated revenue of \$27,960 annually.

5. Does the legislation generate revenue, leverage outside funding, or deliver a return on investment?

Legislation will create an estimated revenue of \$27,960 annually.

### Office of Management and Budget Review

(OMB Staff will complete this section.)

1. This legislation is supported by the general fund.  Yes  No

2. This fund has a structural imbalance.  Yes  No

### Additional Discussion (if needed)

Click or tap here to enter text.



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### Citywide Business Plan (CWBP) Impact

View the [FY23 Citywide Business Plan](#)

Which CWBP goal is most impacted by this legislation?

Infrastructure and Accessibility (Press tab after selecting.)

Which objectives are impacted by this legislation (select all that apply):

- Enhance the City's connectivity, resiliency, and equity through a safe, efficient, convenient, inclusive, accessible, sustainable and better connected multi-modal transportation system
- Develop environmentally sound and sustainable infrastructure strategies that improve quality of life and foster economic growth
- Increase and support local workforce development and minority, women, and locally-owned businesses
- Engage in efforts to strategically invest in the City's infrastructure and explore emerging technologies
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### Prior Legislation

Ordinance #210005 with Baum Tech LLC; February 1, 2021 – February 28, 2023  
Ordinance #180041 with Bank of America; February 1, 2018 – January 31, 2021  
Ordinance #120941 with US Bank; December 1, 2012 – January 31, 2018

### Service Level Impacts

This Contract supports the Aviation Department's goal to maximize use of all assets while providing efficient and satisfactory services and facilities for passengers and visitors.

### Other Impacts

1. What will be the potential health impacts to any affected groups?

There are no know potential health impacts to any affected group.

2. How have those groups been engaged and involved in the development of this ordinance?

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N/A

3. How does this legislation contribute to a sustainable Kansas City?

This Concession Agreement supports our goal to utilize assets to maximize revenue while providing customer services for passengers and visitors.

4. Does the ordinance/resolution include Civil Rights antidiscrimination requirements in compliance with the Code of Ordinances (Chapter 38, titled "Civil Rights")?

Yes.

5. Has the ordinance/resolution been submitted for review of economic equity & inclusion requirements in compliance with the Code of Ordinances (Chapter 3, titled "Contracts and Leases")?

Yes. On August 31, 2022, CREO approved "no goals" for this self-serve vending concession.

**CONTRACTOR:** U.S. Bank National Association  
Address: ATM Administration  
555 SW Oak St.  
Portland, OR 97204  
Contract # 6222070030 – ATM Services at Kansas City  
International Airport  
Contract Amount: Revenue Generating  
MBE Goal No availability  
WBE Goal: No availability

**Comments:**  
No goals were set on this project due to no DBE/MBE/WBE availability.

This document is submitted with all available facts. Intentionally falsifying this document or omitting pertinent facts is grounds for disciplinary action pursuant to KCMO Human Resources Rules & Policy Manual (eff. August 4, 2014).

**Civil Rights & Equal Opportunity Department  
Economic Equity & Inclusion  
Contract Goals Request**

**Date: August 26, 2022  
Form Prepared By: Jill Ronk**

Contract/Project Number: 6222070030	Project Name: ATM Concession Lease at KCI
Owning Department: Aviation	Project Manager: Jill Ronk
Funding: <input type="checkbox"/> City <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> CO-OP <input type="checkbox"/> Grant: <input checked="" type="checkbox"/> Other: Revenue Generating Project Requirements: <input type="checkbox"/> M/WBE <input checked="" type="checkbox"/> DBE <input type="checkbox"/> Section 3 <input type="checkbox"/> N/A Tax Incentive: <input type="checkbox"/> LCRA <input type="checkbox"/> TIF <input type="checkbox"/> PIEA <input type="checkbox"/> N/A <input type="checkbox"/> Other: Prevailing Wage: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Davis-Bacon: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Presenting to Council <sup>1</sup> : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Construction Employment Program: <input type="checkbox"/> Yes: Workforce employment goals are 10% minority hours & 2% female hours. This project is estimated at over 800 work hours and over \$300,000 <input checked="" type="checkbox"/> No: This project is estimated at less than \$300,000 and no more than 800 work hours.	
Estimated Number of Project Days: 5 years	Anticipated Solicitation Date: September 2022

Note: Click the box to select

**Contract Type:**

Construction  Design-Build  Design Professional  Professional Services  
 General Service  Concession  Other Goods & Services  Non-Municipal Agency  
 Co-Operative  Revenue Sharing  Facilities Maintenance/Repair/Renovation  
 Other: Lease

**Description of Work:**  
Request for Proposals to provide 24-hour ATM services in the single terminal building at Kansas City International Airport. There is no availability for full banking service in the terminal facility. Previous ATM agreements have indicated "that this concessions contract would not have any DBE goals due to the nature of self-serve vending machines. Neither are MBE/WBE goals assigned to concessions contracts."

This is a revenue generating passenger service concessions lease with no expense to City. Concessionaire shall pay to the City the greater of Minimum Monthly Rent (MMR) or Monthly Percentage Rent (MPR).  
 "Minimum Monthly Rent" is defined as 85% of the prior year's total gross rent payments (whether from MMR or MPR); provided however, that Minimum Monthly Rent for the first year shall be equal to lessee's proposed rate per month.  
 "Monthly Percentage Rents" of lessee's proposed percent per each surchargeable transaction shall be charged at each ATM at each terminal location at the KCI Airport. A surchargeable transaction is a fee imposed on a cardholder for a cash withdrawal or cash advance initiated at the ATM. Concessionaire/Bank may impose a fee to the cardholder for a cash withdrawal, deposit, cash advance initiated at the ATM (a "Surcharge") with respect to some or all Transactions at the ATMs. All decisions with respect to the imposition of Surcharges, including without limitation the amount thereof and the types of cards and Transactions affected, shall be made by Concessionaire/Bank in its sole discretion.

A scope of services is attached for further clarification. There is not an attached "Estimated Cost Breakdown" as this is a revenue

Pursuant to RSMo. Section 610.021(11) & (12) documents related to bids will not be made available until bids are completed.

**FOR GENERAL SERVICES DEPARTMENT (PROCUREMENT) USE ONLY:**

Reviewed CREO Annual Goal Manual? Yes No

Waiver being applied? Yes No Type: \_\_\_\_\_

According to CREO Annual Goal Manual, the Goals for this project are:

_____ % MBE	_____ % WBE	_____ % DBE
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Electronic Record? Yes No

GSD Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR CIVIL RIGHTS & EQUAL OPPORTUNITY DEPARTMENT (CREO) USE ONLY:**

Reviewed CREO Annual Goal Manual? Yes No N/A

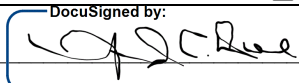
The following Goals are approved for this Project:

_____ % MBE	_____ % WBE	_____ % DBE
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No Goals are set for this Project: Waiver Approved Waiver Denied

Reason for Waiver: NO availability of MWDBE firms.

Electronic Record? Yes No

CREO Signature:  Date: 8/31/2022

<sup>1</sup> Contractor Utilization Plan (CUP) MUST be submitted to CREO prior to being posted on docket for review & approval from Council.  
CREO 01 EEI Contract Goals Request REV. 7-8-2022

