



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Maria Romanick, Interim Airport Director

DATE: June 21, 2021

SUBJECT: BUDGET AMENDMENT TO INCREASE AIRPORT EXPENSES FOR THE PURCHASE OF PARKING EQUIPMENT FOR THE NEW PARKING FACILITIES MANAGEMENT

I. RECOMMENDED ACTION

1. Recommend approval of the budget amendment for parking equipment purchase; and
2. Authorize the Mayor to sign the agreement.

II. DEPARTMENT CONTACT PERSONS

Maria Romanick, Interim Airport Director

857-4724

III. DESCRIPTION

A. Background

The current parking and revenue control system (PARCS) has exceeded its useful life. As part of the recently awarded parking management agreement, new equipment will be procured to improve the PARCS as well as the customer experience.

B. Proposed Project

The airport is requesting a budget amendment to increase IT Maintenance (44350), Consulting (43040), Department material and supplies (46101), and Capital Equipment (57500) for the procurement of PARCS equipment, which will be offset by CARES Act Federal funds (33100 and 33200).

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

Proper functioning of the parking operations is a critical component of the operations of the airport, impacting the revenue generation, level of customer service, and overall experience for the traveling public.

B. Service/Delivery Impact:

Provide a first-class level of customer service that will further the efforts of the Airport in maintaining and attractive airport parking customers.

C. Fiscal Impact:

The project will be funded with CARES money that was awarded to the airport in 2020. The reimbursement will be requested when the expenses are incurred.

Project Costs	
Hardware	\$ 278,755
Shipping	6,500
Services	15,050
Installation	41,359
Software	16,530
	<u>\$ 358,194</u>

V. ALTERNATIVES

Alt 1. City Council could recommend that the budget amendment not be approved and result in continued use of outdated equipment for parking operations. This would result in a delay to upgrading the outdated PARCS and potentially increase expenditures.

VI. TIME CONSTRAINTS

Council's timely approval of the recommendation will minimize any disruptions or lapses in the transition of parking operations.

VII. LIST OF ATTACHMENTS

- A. Resolution for 2021 BA – Airport Parking Equipment