

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: December 18, 2007

☒ **Consent** ☐ **Regular**
☐ **Ordinance** ☐ **Public Hearing**

Department: Facilities Development & Operations

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

A) a license agreement with the PBC Credit Union for the installation and operation of automated teller machines (ATMs) for the Office of the Tax Collector in the South County Courthouse;

B) a license agreement with the PBC Credit Union for the installation and operation of automated teller machines (ATMs) for the Office of the Tax Collector in the Governmental Center;

C) a license agreement with the PBC Credit Union for the installation and operation of automated teller machines (ATMs) for the Office of the Tax Collector in the Midwestern Service Center; and

D) a license agreement with the PBC Credit Union for the installation and operation of automated teller machines (ATMs) for the Office of the Tax Collector in the North County Courthouse.

Summary: The Tax Collector has agreed to allow the Credit Union to install, operate and maintain ATMs at four separate Tax Collector branch locations across the County through a Letter of Agreement for the convenience of people doing business with that office and to facilitate payment. The Tax Collector's Agreement with the Credit Union allows the Credit Union to keep 50% of the \$1.00 fee assessed to non-Credit Union members (there is no fee to Credit Union members). The remainder of the fee will be remitted to the Tax Collector. The County is entering into these license agreements to implement the Tax Collector's agreement. The Credit Union shall purchase, install, maintain and repair the ATMs. The County will only supply the electricity required to operate the ATMs and provide access to telephone lines. The ATMs will be installed in the locations approved by the Department of Facilities Development and Operations and shall be available for use during normal business hours only. There is no license fee associated with this license. These license agreements shall extend until May 31, 2008, and may be renewed for five (5) additional one (1) year terms upon agreement by both parties. The authority to approve such renewals is delegated to the County Administrator. **(FDO Admin) Districts 1, 6, 7 (JB)**

Background and Justification: The Tax Collector has agreed to allow the Credit Union to install, operate and maintain an ATM at four separate Tax Collector branch locations across the County through a Letter of Agreement. The Credit Union has successfully operated an ATM in the Criminal Justice Complex on Gun Club Road since 2001 and another ATM at the Vista Office Building since 2007. There is no license fee associated with this license. The license agreement shall extend until May 31, 2008, and may be renewed for five additional one year terms upon agreement by both parties. The authority to approve such renewals is delegated to the County Administrator.

Attachments:

1. License Agreement for the South County Courthouse
2. License Agreement for the Governmental Center
3. License Agreement for the Midwestern Service Center
4. License Agreement for the North County Courthouse

**Agenda item is more than 50 pages;
may be viewed in Administration.**

Recommended by: Anthony Wolf 11/30/07
Department Director Date

Approved by: [Signature] 11/30/07
County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2008	2009	2010	2011	2012
Capital Expenditures	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Operating Costs	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
External Revenues	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Program Income (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
In-Kind Match (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
NET FISCAL IMPACT	<u>-0-</u>	<u><u>-0-</u></u>	<u><u>-0-</u></u>	<u><u>-0-</u></u>	<u><u>-0-</u></u>
# ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget?	Yes	No
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Budget Account No: Fund _____ Department _____ Unit _____ Object _____
Reporting Category _____

B. Recommended Sources of Funds/Summary of Fiscal Impact: There is no fiscal impact associated with this item.

C. Departmental Fiscal Review:

III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Development & Control Comments:

The County will supply the electricity to operate the ATMs and provide access to telephone lines. The fiscal impact is indeterminable at this time.

Elizabeth Crossen 12/6/07
OFMB
WD 12/6/07 CN 11/29/07

Don J. Jacob 12/7/07
Contract Dev. and Control
Done 12/7/07

B. Legal Sufficiency:

James Burbo 12/11/07
Assistant County Attorney

These Agreements comply with our review requirements.

C. Other Department Review: