

Meeting Date:	April 16, 2013	[X]	Consent	[]	Regular
		[]	Ordinance	[]	Public Hearing
Department:	Palm Tran				
Submitted By:	Palm Tran				
Submitted for:	Palm Tran				

Attachment(s): 1. Pro Forma letter agreement for bus pass sales

Approved By:  _____
County/Deputy/Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2013	2014	2015	2016	20--
Capital					
Expenditures					
Operating Costs					
External Revenues					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$0	\$0	\$0	\$0	
No. ADDITIONAL FTE POSITIONS (Cumulative)	0	0	0	0	

Is Item Included In Current Budget? Yes NA No
 Budget Account No.: Fund Dep't. Unit
 Object Reporting Category

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review: John Murphy
 John Murphy, Finance Manager

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

OFMB 4/1/2013
 4-1-13

Contract Dev. and Control 4/1/2013

B. Legal Sufficiency:

Assistant County Attorney 4/2/13

C. Other Department Review:

Department Director

Date: [on Palm Tran letterhead]

Palm Tran
Atten: Finance Department
3201 Electronics Way
West Palm Beach, FL 33407-4618

[Organization's Address]

Atten:
Re: Sale of Palm Tran Bus Passes

We understand that you have requested that Palm Tran make bus passes available for sale as a convenience to the patrons of your organization. To permit the sale of bus passes at your organization, Palm Beach County requires that your organization enter into a Bus Pass Sales Agreement with the County.

Palm Tran will provide an initial supply of 20 each of the 31 day unlimited pass and 31 day unlimited reduced fare pass. They will be sold by you to your patrons at the current price of \$60 for the 31 day unlimited pass and \$45 for the 31 day reduced fare pass, without any additional mark up or administrative charges. Additional passes will be provided upon request and as needed. The prices are subject to change as a result of any fare increase or decrease implemented by Palm Tran in the future. Passes may be discontinued or the terms of use modified by Palm Tran immediately upon notice to you. All passes shall be handled, sold, maintained and accounted for in conformity with the provisions of the attached Quik Pass Sales Guide. You shall provide the Quik Pass Sales Guide to each volunteer and staff member handling any sales.

You must remit payment to Palm Tran for all bus passes sold by the 10th of each month for the preceding month and complete, in detail, the attached reconciliation form. Payment should be sent to the attention of Palm Tran's Finance Department at the address set forth above. Palm Tran may periodically audit sales and bus pass inventory records. Access to your facility and records will be made available for such purposes within five (5) days of Palm Tran's request.

You will assume sole responsibility for the passes upon receipt from Palm Tran. No lost, stolen or damaged passes will be replaced by Palm Tran. You shall return all unsold passes upon termination of this arrangement. You shall not acquire any rights, title to, or interest in any Palm Tran bus passes provided hereunder and shall not assign this agreement, in whole or in part, to any other person or entity. Either party can terminate this arrangement immediately, upon written notice to the other. Notice shall be delivered to a party at its address set forth above.

You further agree and represent to Palm Tran that all individuals will be treated equally without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, gender, gender identity or expression, or sexual orientation in its activities hereunder

Please indicate your concurrence by signing two originals and returning both originals to Palm Tran for execution by the County Administrator or his designee.

By Charles D. Cohen
Charles D. Cohen, Executive Director
Palm Tran

By: _____
Signature
[insert name and title]

Reviewed for Form & Legal Sufficiency
