

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: February 8, 2022

Consent       Regular  
 Ordinance       Public Hearing

Department: Palm Tran

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to approve: The disposal of One Hundred and Fifty (150) fare boxes by donating them to Miami-Dade Department of Transportation and Public Works (DTPW) for zero (\$0.00) dollars.

**Summary:** Palm Tran needs to dispose of 150 fare boxes that have reached the end of their useful life. Palm Tran recommends donating these fare boxes in lieu of disposing as scrap. The fare boxes are only used by public transit agencies and there is no known market for the sale of these items. In accordance with County PPM CW-O-067, Palm Beach County may donate its surplus tangible personal property to other governmental units (as defined in section 274.01(1) F.S.) or private nonprofit agencies (as defined in section 273.01(3) F.S.). Palm Beach County's Fixed Asset Management Office (FAMO) is unable to determine a fair market value for these items prior to completion of a sale. FAMO concurs that donation of the fare boxes would be a more viable option, and that the fare boxes will continue to serve a public purpose, since a fair market value would be difficult to establish.

**Countywide (MM)**

**Background and Justification:** Palm Tran has implemented an upgrade to the fare collection system. The new system includes replacement of the fare boxes on fixed route buses. The current fare boxes have far exceeded their useful life and are being discontinued by the manufacturer. The 150 fare boxes were originally purchased with federal funds and have no remaining federal interest.

Palm Tran contacted peer transit agencies throughout Florida to inquire if they would be of use to any of them. Miami-Dade Department of Transportation and Public Works (DTPW) was the only respondent. Miami-Dade DTPW will be responsible for all costs to transfer the assets, including transportation costs.

**Attachments:**

1. FAMO Form 2 – Request to Transfer Assets to Fixed Assets Management Office Palm Beach County Form
2. Letter of Request from Miami Dade Department of Transportation and Public Works (DTPW)

Recommended by:       Date 1/18/22  
Executive Director      Date

Approved By:       Date 1/27/2022  
Assistant County Administrator      Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2022	2023	2024	2025	2026
Capital Expenditures					
Operating Costs					
External Revenues					
Program Income(County)					
In-Kind Match(County)					
<b>NET FISCAL IMPACT</b>					
#ADDITIONAL FTE POSITIONS (CUMULATIVE)					

Is Item Included in the Current Budget?       Yes       No  
 Does this item include the use of federal funds?       Yes       No

Budget Account No:

Fund      Department      Unit      Object

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

No Fiscal Impact

*OK by De-Review  
 FTAU, OFMB 1/21/22*

**C. Departmental Fiscal Review:**

*[Signature]*  
 \_\_\_\_\_  
 Jeremy Baker, Director of Admin Services

**III. REVIEW COMMENTS:**

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

*[Signature]* 1/19/22  
 \_\_\_\_\_  
 OFMB 4/1/19/22

\_\_\_\_\_ Contract Dev. & Control

**B. Legal Sufficiency**

*[Signature]* 1/24/22  
 \_\_\_\_\_  
 Assistant County Attorney

**C. Other Department Review**

\_\_\_\_\_ Department Director

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)




**MEMORANDUM**  
**Palm Beach County**

Date: December 13, 2021

To: Verdenia C. Baker, County Administrator

Thru: Todd J. Bonlarron, Assistant County Administrator

From: Clinton B. Forbes, Executive Director 

Re: Donation of Surplus Tangible Personal Property to Miami-Dade County

**Palm Tran**  
**Administrative Offices**  
3201 Electronics Way  
West Palm Beach, FL 33407-4618  
(561) 841-4200  
FAX: (561) 841-4291

**Palm Tran Connection**  
50 South Military Trail  
Suite 101  
West Palm Beach, FL 33415-3132  
(561) 649-9838  
FAX: (561) 656-7156  
www.palmtran.org



**Palm Beach County**  
**Board of County**  
**Commissioners**  
Dave Kerner, Mayor  
Robert S. Weinroth, Vice Mayor  
Maria G. Marino  
Gregg K. Weiss  
Maria Sachs  
Melissa McKinlay  
Mack Bernard

**County Administrator**  
Verdenia C. Baker

*"An Equal Opportunity  
Affirmative Action Employer"*

Official Electronic Letterhead

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Palm Tran has implemented our upgraded fare collection system. The new system includes replacement of the fare boxes on our fixed route buses. The current fare boxes have far exceeded their useful life and are being discontinued by the manufacturer. These 150 fare boxes were originally purchased with federal funds and have no remaining federal interest. Due to their age and limited usefulness to only transit agencies, the fare boxes have only a nominal value and were set to be disposed of as scrap metal with a cumulative value of less than \$1,000.00.

Being mindful of the impact of disposing of a significant amount of electronics, we contacted our peer transit agencies throughout Florida to inquire if they would be of use. Miami Dade Transit (MDT) was the only respondent. MDT has agreed to accept all fare boxes for use as spare parts. MDT will be responsible for all costs to transfer the assets, including transportation costs.

In compliance with County PPM CW-O-067, we request your approval to transfer these assets to MDT. To support this request, we have attached a listing of the assets to be donated and the Fixed Assets Management Office Form 2 - Request to Transfer Assets to Fixed Assets Management Office Palm Beach County Form

Should you have any questions or concerns related to this matter, please do not hesitate to contact me.

Attachments: FAMO Form 2 - Request to Transfer Assets to Fixed Assets Management Office Palm Beach County Form

**REQUEST TO TRANSFER ASSETS TO FIXED ASSETS MGT OFFICE  
PALM BEACH COUNTY**



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE  
Form #2

DEPARTMENT/DIVISION NAME Palm Tran	CUSTODIAN CODE 7320	DATE 1/21/2022
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ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE	Z # ASSIGNED	ASSIGNED TO		
						INV	STORE	SCRAP
See Attached	Farebox-150 boxes	4	4					

REASON CODES  
 1 - EXCESS    2 - OBSOLETE    3 - OTHER SURPLUS (specify)    4 - STATUTORY/PUBLIC PURPOSE/BCC ACTION (Describe in Comments section below) 3AA-1  
 CONDITION CODES  
 1 - NEW    2 - GOOD    3 - FAIR    4 - POOR    5 - BROKEN/SERVICEABLE    6 - BROKEN/BEYOND REPAIR    7 - OTHER (Specify)

COMMENTS (Provide details on Reason Code #4, Transfers, Trade-ins, Bond or Grant Funded Asset Information (attach documentation as necessary) Scrapping and Thefts required here)

*Please see attached*

REQUESTED BY - ORIGINATING DEPARTMENT	APPROVAL - FIXED ASSETS MANAGEMENT OFFICE
ORIGINATOR <u>[Signature]</u> DATE <u>1/21/22</u>	INVENTORY OFFICER <u>[Signature]</u> DATE <u>1/21/22</u>
INVENTORY OFFICER <u>[Signature]</u> DATE <u>1/21/22</u>	WAREHOUSE _____ DATE _____
CUSTODIAN <u>[Signature]</u> DATE <u>1/21/22</u>	

**Attached Comments:**

Palm Tran needs to dispose of 150 fare boxes that have reached the end of their useful life. Palm Tran recommends donating these fare boxes in lieu of disposing as scrap. The fare boxes are only used by public transit agencies and there is no known market for the sale of these items. In accordance with County PPM CW-O-067, Palm Beach County may donate its surplus tangible personal property to other governmental units (as defined in section 274.01(1) F.S.) or private nonprofit agencies (as defined in section 273.01(3) F.S.). Palm Beach County's Fixed Asset Management Office (FAMO) is unable to determine a fair market value for these items prior to completion of a sale. FAMO concurs that donation of the fare boxes would be a more viable option, and that the fare boxes will continue to serve a public purpose, since a fair market value would be difficult to establish



Daniella Levine Cava, Mayor

**Transit**  
3300 NW 32<sup>nd</sup> Avenue  
Miami, Florida 33142-4536  
T 305-637-3713 F 305-637-3719  
miamidade.gov

January 11, 2022

Clinton B. Forbes, Executive Director  
Palm Tran Public Transportation  
100 N. Congress Avenue  
Delray Beach, Florida 33455

**RE: Donation of Surplus Tangible Personal Property to Miami-Dade County**

Dear Mr. Forbes:

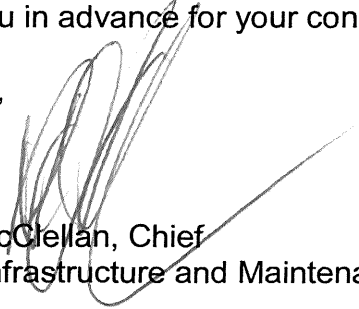
Your staff recently notified Miami-Dade County Department of Transportation and Public Works (DTPW) of your intention to replace and dispose of the Odyssey fareboxes on your fixed route buses.

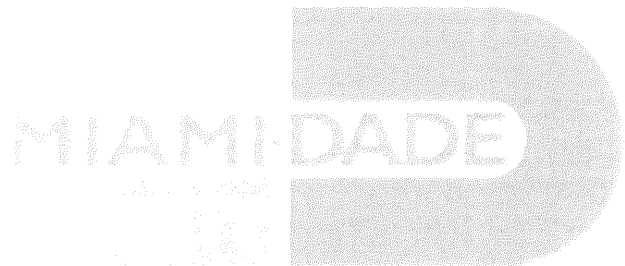
DTPW would like to request these items be donated to us instead of them being discarded or scrapped. Even though these fareboxes have reached the end of life for Palm Tran, DTPW still is using these fareboxes and would be able to use the equipment for spare parts.

DTPW has viewed these fare boxes to determine their usefulness and will be responsible for the transportation costs to transfer the assets.

Thank you in advance for your consideration.

















Sincerely,

  
Robert McClellan, Chief  
DTPW, Infrastructure and Maintenance



















**PALM TRAN FARE BOX INVENTORY**

**ASSET #      SERIAL #      ASSET #      SERIAL #**

Palm Beach County  10173001	<b>OD021573</b>	Palm Beach County  10173009	<b>OD021586</b>
Palm Beach County  10173002	<b>OD021574</b>	Palm Beach County  10173010	<b>OD021587</b>
Palm Beach County  10173003	<b>OD021575</b>	Palm Beach County  10173011	<b>OD021588</b>
Palm Beach County  10173004	<b>OD021576</b>	Palm Beach County  10173012	<b>ODO21589</b>
Palm Beach County  10173005	<b>OD021577</b>	Palm Beach County  10173013	<b>OD021590</b>
Palm Beach County  10173006	<b>OD021583</b>	Palm Beach County  10173014	<b>OD021591</b>
Palm Beach County  10173007	<b>OD021584</b>	Palm Beach County  10173015	<b>OD021592</b>
Palm Beach County  10173008	<b>OD021585</b>	Palm Beach County  10173016	<b>OD021593</b>

**PALM TRAN FARE BOX INVENTORY**

















**ASSET #      SERIAL #      ASSET #      SERIAL #**

Palm Beach County  10173017	<b>OD021594</b>	Palm Beach County  10173025	<b>OD021602</b>
Palm Beach County  10173018	<b>OD021595</b>	Palm Beach County  10173026	<b>OD021603</b>
Palm Beach County  10173019	<b>OD021596</b>	Palm Beach County  10173027	<b>OD021604</b>
Palm Beach County  10173020	<b>OD021597</b>	Palm Beach County  10173028	<b>ODO21605</b>
Palm Beach County  10173021	<b>OD021598</b>	Palm Beach County  10173029	<b>OD021606</b>
Palm Beach County  10173022	<b>OD021599</b>	Palm Beach County  10173030	<b>OD021607</b>
Palm Beach County  10173023	<b>OD021600</b>	Palm Beach County  10173031	<b>OD021608</b>
Palm Beach County  10173024	<b>OD021601</b>	Palm Beach County  10173032	<b>OD021609</b>



















## PALM TRAN FARE BOX INVENTORY

**ASSET #      SERIAL #      ASSET #      SERIAL #**

Palm Beach County  10173033	<b>OD021610</b>	Palm Beach County  10173041	<b>OD021618</b>
Palm Beach County  10173034	<b>OD021611</b>	Palm Beach County  10173042	<b>OD021619</b>
Palm Beach County  10173035	<b>OD021612</b>	Palm Beach County  10173043	<b>OD021620</b>
Palm Beach County  10173036	<b>OD021613</b>	Palm Beach County  10173044	<b>OD021621</b>
Palm Beach County  10173037	<b>OD021614</b> <i>TRAINING</i>	Palm Beach County  10173045	<b>OD021622</b>
Palm Beach County  10173038	<b>OD021615</b>	Palm Beach County  10173046	<b>OD021623</b>
Palm Beach County  10173039	<b>OD021616</b>	Palm Beach County  10173047	<b>OD021624</b>
Palm Beach County  10173040	<b>OD021617</b>	Palm Beach County  10173048	<b>OD021625</b>

















## PALM TRAN FARE BOX INVENTORY

**ASSET #      SERIAL #      ASSET #      SERIAL #**

Palm Beach County  10173049	<b>OD021626</b>	Palm Beach County  10173057	<b>OD021635</b>
Palm Beach County  10173050	<b>OD021627</b>	Palm Beach County  10173058	<b>OD021636</b>
Palm Beach County  10173051	<b>OD021628</b>	Palm Beach County  10173059	<b>OD021637</b>
Palm Beach County  10173052	<b>OD021629</b>	Palm Beach County  10173060	<b>OD021638</b>
Palm Beach County  10173053	<b>OD021630</b>	Palm Beach County  10173061	<b>OD021639</b>
Palm Beach County  10173054	<b>OD021631</b>	Palm Beach County  10173062	<b>OD021640</b>
Palm Beach County  10173055	<b>OD021632</b>	Palm Beach County  10173063	<b>OD021641</b>
Palm Beach County  10173056	<b>OD021634</b>	Palm Beach County  10173064	<b>OD021642</b>

















**PALM TRAN FARE BOX INVENTORY**

**ASSET #      SERIAL #      ASSET #      SERIAL #**

Palm Beach County  10173065	<b>OD021643</b>	Palm Beach County  10173073	<b>OD021651</b>
Palm Beach County  10173066	<b>OD021644</b>	Palm Beach County  10173074	<b>OD021652</b>
Palm Beach County  10173067	<b>OD021645</b>	Palm Beach County  10173075	<b>OD021653</b>
Palm Beach County  10173068	<b>OD021646</b>	Palm Beach County  10173076	<b>OD021654</b>
Palm Beach County  10173069	<b>OD021647</b>	Palm Beach County  10173077	<b>OD021655</b>
Palm Beach County  10173070	<b>OD021648</b>	Palm Beach County  10173078	<b>OD021656</b>
Palm Beach County  10173071	<b>OD021649</b>	Palm Beach County  10173079	<b>OD021657</b>
Palm Beach County  10173072	<b>OD021650</b>	Palm Beach County  10173080	<b>OD021658</b>

















## PALM TRAN FARE BOX INVENTORY

**ASSET #      SERIAL #      ASSET #      SERIAL #**

Palm Beach County  10173081	<b>OD021659</b>	Palm Beach County  10173089	<b>OD021667</b>
Palm Beach County  10173082	<b>OD021660</b>	Palm Beach County  10173090	<b>OD021699</b>
Palm Beach County  10173083	<b>OD021661</b>	Palm Beach County  10173091	<b>OD021700</b>
Palm Beach County  10173084	<b>OD021662</b>	Palm Beach County  10173092	<b>OD021701</b>
Palm Beach County  10173085	<b>OD021663</b>	Palm Beach County  10173093	<b>OD021702</b>
Palm Beach County  10173086	<b>OD021664</b>	Palm Beach County  10173094	<b>OD021703</b>
Palm Beach County  10173087	<b>OD021665</b>	Palm Beach County  10173095	<b>OD021704</b>
Palm Beach County  10173088	<b>OD021666</b>	Palm Beach County  10173096	<b>OD021705</b>

















## PALM TRAN FARE BOX INVENTORY

**ASSET #      SERIAL #      ASSET #      SERIAL #**

Palm Beach County  10173097	<b>OD021706</b>	Palm Beach County  10173105	<b>OD022418</b>
Palm Beach County  10173098	<b>OD021707</b>	Palm Beach County  10173106	<b>OD022419</b>
Palm Beach County  10173099	<b>OD021718</b>	Palm Beach County  10173107	<b>OD022420</b>
Palm Beach County  10173100	<b>OD021671</b>	Palm Beach County  10173108	<b>ODO22421</b>
Palm Beach County  10173101	<b>OD021672</b>	Palm Beach County  10173109	<b>OD022422</b>
Palm Beach County  10173102	<b>OD021673</b>	Palm Beach County  10173110	<b>OD022423</b>
Palm Beach County  10173103	<b>OD021676</b>	Palm Beach County  10173111	<b>OD022424</b>
Palm Beach County  10173104	<b>OD022417</b>	Palm Beach County  10173112	<b>OD022425</b>

















**PALM TRAN FARE BOX INVENTORY**

**ASSET #      SERIAL #      ASSET #      SERIAL #**

<p>Palm Beach County  10173113</p>	<p><b>OD022426</b></p>	<p>Palm Beach County  10173121</p>	<p><b>OD022434</b></p>
<p>Palm Beach County  10173114</p>	<p><b>OD022427</b></p>	<p>Palm Beach County  10173122</p>	<p><b>OD022435</b></p>
<p>Palm Beach County  10173115</p>	<p><b>OD022428</b></p>	<p>Palm Beach County  10173123</p>	<p><b>OD022436</b></p>
<p>Palm Beach County  10173116</p>	<p><b>OD022429</b></p>	<p>Palm Beach County  10173124</p>	<p><b>OD022437</b></p>
<p>Palm Beach County  10173117</p>	<p><b>OD022430</b></p>	<p>Palm Beach County  10173125</p>	<p><b>OD022438</b></p>
<p>Palm Beach County  10173118</p>	<p><b>OD022431</b></p>	<p>Palm Beach County  10173126</p>	<p><b>OD022439</b></p>
<p>Palm Beach County  10173119</p>	<p><b>OD022432</b></p>	<p>Palm Beach County  10173127</p>	<p><b>OD022440</b></p>
<p>Palm Beach County  10173120</p>	<p><b>OD022433</b></p>	<p>Palm Beach County  10173128</p>	<p><b>OD022445</b></p>







**PALM TRAN FARE BOX INVENTORY**

**ASSET #      SERIAL #      ASSET #      SERIAL #**

<p>Palm Beach County  10173129</p>	<p><b>OD022446</b></p>	<p>Palm Beach County  10173137</p>	<p><b>OD022454</b></p>
<p>Palm Beach County  10173130</p>	<p><b>OD022447</b></p>	<p>Palm Beach County  10173138</p>	<p><b>OD022455</b></p>
<p>Palm Beach County  10173131</p>	<p><b>OD022448</b></p>	<p>Palm Beach County  10173139</p>	<p><b>OD022456</b></p>
<p>Palm Beach County  10173132</p>	<p><b>OD022449</b></p>	<p>Palm Beach County  10173140</p>	<p><b>ODO22457</b></p>
<p>Palm Beach County  10173133</p>	<p><b>OD022450</b></p>	<p>Palm Beach County  10173141</p>	<p><b>OD022458</b></p>
<p>Palm Beach County  10173134</p>	<p><b>OD022451</b></p>	<p>Palm Beach County  10173142</p>	<p><b>OD022459</b></p>
<p>Palm Beach County  10173135</p>	<p><b>OD022452</b></p>	<p>Palm Beach County  10173143</p>	<p><b>OD022460</b></p>
<p>Palm Beach County  10173136</p>	<p><b>OD022453</b></p>	<p>Palm Beach County  10173144</p>	<p><b>OD022461</b></p>

**PALM TRAN FARE BOX INVENTORY**

**ASSET #      SERIAL #      ASSET #      SERIAL #**

<p>Palm Beach County  10173145</p>	<p><b>OD022462</b></p>		
<p>Palm Beach County  10173146</p>	<p><b>OD022463</b></p>		
<p>Palm Beach County  10173147</p>	<p><b>OD022464</b></p>		
<p>Palm Beach County  10173148</p>	<p><b>OD022465</b></p>		
<p>Palm Beach County  10173149</p>	<p><b>OD022466</b></p>		
<p>Palm Beach County  10173150</p>	<p><b>OD021633</b></p>		