



## Snohomish County Council

**Committee:** Public Works  
**ECAF:** 2021-0475  
**Proposal:** Motion 21-235

**Analyst:** Deb Evison Bell  
**Date:** July 20, 2021

### **Consideration:**

The proposed motion would authorize the Snohomish County Council to approve the License Agreement with SnoCope Credit Union to provide access to an ATM on the first floor of the County's Administrative West Building and authorizes the Property Officer or the Director of the Department of Facilities and Fleet to sign the License Agreement and any other documents necessary to carry out the terms and conditions of the License Agreement.

### **Background:**

Snohomish County has had multiple contracts with SnoCope Credit Union for the lease space of 6 (six) square feet in the lobby of the Snohomish County Administrative West Building for approximately the past 18 years. This space accommodates the Credit Unions Automated Teller Machine or ATM. The existing ATM is on the exterior wall of the Administrative West Building, across from the elevators.

Most Snohomish County's departments can receive debit card payments<sup>1</sup>, however from time to time, County staff need to refer customers to an ATM to withdraw cash to make payments for certain services. An ATM on the County's Everett Campus provides the public and county employees with convenient access to an ATM to facilitate business with the County.

Charging fees for the use of the ATM are not addressed in the license agreement. The licensee allows individuals accessing the licensee's accounts to do so without charge and there is not a fee for members of a credit union that is part of a credit union co-op. The licensee does charge a fee to individuals accessing accounts with other financial institutions (\$3.00 per transaction). Snohomish County, per the license agreement provides the power for the ATM's operation (50-amp plug, at an estimated cost of \$50 per year).

### **Current Proposal:**

*Scope:* The License Agreement would allow for the continued lease space and provide public access to an ATM on the Everett Campus.

*Duration:* The contract would commence January 1, 2022 and end December 31, 2025. There are no contract extension stipulations written into the contract. Either party may terminate the License Agreement with thirty (30) days written notice to the other party.

*Fiscal Implications:* There is no fee for the licensed space as the ATM provides a public benefit to the citizens of Snohomish County.

**2021 Budget:** NA

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<sup>1</sup> [ch. 4.10 Collections | Snohomish County Code](#)

**Handling:** NORMAL (Note: The current License Agreement will expire December 31, 2021.)

**Approved-as-to-form:** YES

**Risk Management:** APPROVE

**Executive Recommendation:** APPROVE

**Analysis**

The License Agreement has been approved by Risk Management and the Prosecuting Attorney's Office.

**Requests:** Move the proposal GLS on July 28, 2021 for consideration.