



CITY COUNCIL AGENDA REPORT

Meeting Date: July 15, 2021

From: Clay Holstine, City Manager

Subject: ATM at City Hall

Background

Earlier this year when the City was officially informed by Bank of America that it was closing its Brisbane branch, City staff started pursuing options for the community to have 24 hour access to an ATM machine within the City.

Staff focused on city owned property as the City controls its uses. City Hall is centrally located, has available parking, is adjacent to the police station and provides a well-lit location with 24 hour public access.

San Mateo Credit Union indicated an interest and since May of this year staff has been working with the Credit Union on locating a machine on the outside of City Hall. The ATM will be accessed externally by the public, outside of City Hall, allowing for 24 hour access. The project will require some remodeling of the outside of the building and in the foyer that leads to the Council Chambers. San Mateo Credit Union has submitted an application for a building permit and will be responsible for costs of installing and maintaining the ATM.

The City Attorney's office has drafted a License Agreement with San Mateo Credit Union that the Credit Union is reviewing.

If City Council approves this item, it is anticipated that the ATM will be in operation by August.

Recommendation

Authorize the City Manager to enter into a License Agreement with San Mateo Credit Union, in a form as approved by the City Attorney, to install and maintain an ATM machine at Brisbane City Hall.

Clay Holstine, City Manager