

STAFF REPORT REGULAR MEETING

AGENDA DATE: January 3, 2023

DEPARTMENT: Electric Utility

TITLE:

Professional services agreement with Bill2Pay, LLC for lockbox services

SUMMARY:

The proposed professional services agreement with Bill2pay, LLC authorizes the vendor to receive and process utility payments for the City's utility bills received via mail.

BACKGROUND AND JUSTIFICATION:

The City of Lake Worth Beach has been utilizing Bill2Pay lockbox services since 2009 for utility payments received via mail. The City of Lake Worth Beach desires to continue to use Bill2Pay lockbox services by piggy backing off of the City of Ft. Lauderdale's current contract with Bill2Pay. Procurement Policy and Code authorizes the purchase of good and services through "piggybacking" other governmental competitively procured contracts.

This agreement will continue to provide payment processing in a timely manner and ensure business continuity.

MOTION:

Move to approve/disapprove the Professional Services Agreement with Bill2pay, LLC for Lockbox Services.

ATTACHMENT(S):

Fiscal Impact Analysis
Agreement

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Inflows					
Current Appropriation	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
Outflows					
Operating	20,000	20,000	20,000	20,000	0
Capital	0	0	0	0	0
Net Fiscal Impact	0	0	0	0	0
No. of Addn'l Full-Time Employee Positions					
	0	0	0	0	0

New Appropriation Fiscal Impact:		
	Revenue Source	Expenditure
Department		Electric Utilities
Division		Customer Service
GL Description		Contractual Services/Other
GL Account Number		401-1240-513.34-50
Project Number		
Requested Funds		\$20,000.00

Budget Transfer Impact		
	Revenue Source	Expenditure
Department		
Division		
GL Description		
GL Account Number		
Project Number		
Requested Funds		

Contract Award - Existing Appropriation	
	Expenditure
Department	
Division	
GL Description	
GL Account Number	
Project Number	
Requested Funds	