

STAFF REPORT
COUNCIL MEETING DATE:
November 13, 2012

ITEM FOR COUNCIL CONSIDERATION: ADOPTION OF RESOLUTION NO. 5419 AN AMENDMENT TO THE MASTER FEE SCHEDULE OF THE CITY OF CARPINTERIA

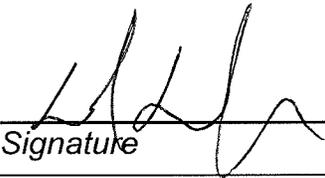
Report prepared by: John Thornberry, Administrative Services Director

Department: Administrative Services


Signature

Reviewed by:

City Manager


Signature

RECOMMENDATION

ACTION ITEM X ; NON-ACTION ITEM

Adopt Resolution No. 5419, amending the City's Master Fee Schedule for the purpose of recovering the estimated cost of the credit card payment program.

MOTION: I move to approve Resolution No. 5419, as read by title only.

I. BACKGROUND:

Staff research has revealed that a large majority of cities accept credit cards for payment of non-refundable fees. Also, City customers have expressed an interest in the convenience of making credit card payments for certain City services.

II. FINANCIAL CONSIDERATIONS:

Processing fees charged by the credit card processors are generally set at about 3% of the retail cost of each transaction. Rates can vary depending on volume of transactions. Payment for fees for recreation programs such as pool and beach are already accepted by credit card and are generally market driven. The amendment proposed will not change the level of these fees. The Master Fee Schedule contains fees of two types; fixed fees and deposits, against which are charged actual costs as the service is provided. The proposed amendment will affect fixed fees only; credit card payments will not be accepted for deposits. Staff estimates that an increase in applicable fees of 2% would be sufficient to recover 100% of the cost of the credit card payment program.

III. POLICY:

The City Council's policy concerning the percentage recovery of costs reasonably borne is enumerated in CMC 3.34.040 D.

IV. LEGAL ISSUES:

Changes to the Master Fee Schedule may be made only by a Resolution of the City Council.

V. ALTERNATIVE:

Provide staff direction as appropriate

VI. ATTACHMENTS:

- Resolution 5419 updating the Master Fee Schedule

RESOLUTION NO. 5419

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA
UPDATING THE MASTER FEE SCHEDULE
PURSUANT TO CHAPTER 3.34 OF THE CARPINTERIA MUNICIPAL CODE**

WHEREAS, Pursuant to Article XIII B of the California State Constitution, it is the intent of the City Council to require the ascertainment and recovery of costs reasonably borne from fees, charges and regulatory license fees as enumerated in CMC 3.34.040 D; and

WHEREAS, The fee and service charge revenue/cost comparison system set forth in CMC 3.34 provides a mechanism for ensuring that fees adopted by the City for providing the regulation, products or services therein enumerated do not exceed the reasonable estimated cost for providing the regulation, products or services for which the fees are charged; and

WHEREAS, 'Costs reasonably borne' shall include all direct and indirect costs, fixed asset recovery expenses, general and departmental overhead and debt service costs as further defined in CMC 3.34.030; and

WHEREAS, pursuant to CMC 3.34.020 the City Manager has been delegated the authority to implement said City Council policy to establish or adjust the amount of fees and charges to recover the percentage of costs reasonably borne in providing the regulation, product or service; and

NOW, THEREFORE, THE CARPINTERIA CITY COUNCIL HEREBY RESOLVES that the Master Fee Schedule be modified to include an additional 2% charged to each fixed fee charged by the City.

PASSED, APPROVED AND ADOPTED this 13th day of November 2012, by the following called vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

MAYOR, CITY OF CARPINTERIA

ATTEST:

CITY CLERK, CITY OF CARPINTERIA

I hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held the 13th day of November 2012.

CITY CLERK

APPROVED AS TO FORM:

PETER N. BROWN
City Attorney