

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

578



FROM: Transportation and Land Management Agency

SUBMITTAL DATE:
05/16/05

SUBJECT: Credit Card Payment Processing Fees

RECOMMENDED MOTION:

- 1) That the Board of Supervisors approve discontinuing the use of Bank of America for credit card processing services.
- 2) That the Board of Supervisors approve the proposed agreement between Union Bank and TLMA for credit card processing services.
- 3) That the Board of Supervisors direct the Auditor/Controller's office to increase the revolving fund established for payment of credit card processing fees to \$10,000.
- 4) That the Board of Supervisors authorize the Director of Administrative Services for TLMA to sign the agreement on behalf of the County of Riverside, Transportation and Land Management Agency.

BACKGROUND: On May 2, 2000 (Agenda Item #3.14), the Board approved an agreement between TLMA and Bank of America for processing credit card payments for development fees. Bank of America was chosen for this service primarily since it was the bank utilized by the Treasurer's office and could therefore offer lower service fees than other banking institutions.

Scott Barber

Scott Barber, Director of TLMA Administrative Services

FINANCIAL DATA	Current F.Y. Total Cost:	\$10,000	In Current Year Budget:	yes
	Current F.Y. Net County Cost:	\$0	Budget Adjustment:	no
	Annual Net County Cost:	\$0	For Fiscal Year:	05/06

SOURCE OF FUNDS: TLMA Administrative Services costs are distributed to TLMA user departments through Administrative Overhead.	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: **APPROVE**

County Executive Office Signature

John L. Snygar

Dept't Recomm.: Consent Policy
Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref.: | **District:** | **Agenda Number:**

**ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD**

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Board of Supervisors

Form 11: Credit Card Payment Processing Fees

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BACKGROUND (continued)

In November 2001, the Treasurer began using Union Bank. B of A's fees for credit card processing have since increased significantly.

Union Bank has presented a proposal for processing credit card transactions that will result in a monthly savings of 15 – 18% on average.

Additionally, since the implementation of accepting credit cards for development fees, the volume of transactions has increased steadily. With the addition of a satellite office in Lake Elsinore and another soon-to-be opened satellite office in Moreno Valley, the revolving fund used for payment of credit card processing fees will not be sufficient. Increasing the amount will eliminate the possibility of overdrawing the account.

All cost for credit card processing is budgeted and distributed in the Planning, Building and Safety, and Transportation Departments' overhead rates.