



ADMINISTRATION COMMITTEE

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Agenda Report

File #: 2024-3993

Agenda Date: 2/12/2025

Agenda Item No: 7.

FROM: Robert Thompson, General Manager
Originator: Wally Ritchie, Director of Finance

SUBJECT:

ACCEPTANCE OF CREDIT CARDS AND DEBIT CARDS AS FORMS OF PAYMENT

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

Adopt Resolution No. OC SAN 25-XX entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Authorizing Acceptance of Credit Cards and Debit Cards as Payment for OC San Fees and Charges".

BACKGROUND

Orange County Sanitation District (OC San) currently accepts the following forms of payments for fees and charges:

- Cash
- Checks
- Automated Clearing House (ACH)
- Wire transfers

OC San does not currently accept credit card and debit card payments.

RELEVANT STANDARDS

- Maintain a culture of improving efficiency to reduce the cost to provide the current service level or standard
- Comply with Government Code Section 6159

PROBLEM

OC San does not currently accept credit card and debit card payment for any fees and charges. Therefore, customers must pay in person or by mail.

PROPOSED SOLUTION

Adopt Resolution No. OC SAN 25-XX to allow the acceptance of credit cards and debit cards as payment for OC San fees and charges. The proposed resolution allows for the recovery of costs for these forms of payment not to exceed 2.69% or a minimum fee of \$2.00 per transaction.

TIMING CONCERNS

If adopted the Resolution would take effect February 26, 2025.

RAMIFICATIONS OF NOT TAKING ACTION

OC San will continue to not be able to accept credit cards and debit cards as payment for OC San fees and charges.

PRIOR COMMITTEE/BOARD ACTIONS

N/A

ADDITIONAL INFORMATION

OC San conducted a competitive solicitation for online payment and credit/debit card processing companies. As a result of the solicitation, a contract has been awarded to Point and Pay, LLC for the services. The solicitation process was within the General Manager's delegated authority; therefore approval of the vendor is not included in this action.

CEQA

N/A

FINANCIAL CONSIDERATIONS

Administration fees are included in the FY 2024-25 and FY 2025-26 Budget, Section 6, Page 16, Professional & Contractual Services. Charges imposed by banks and the online payment provider will be passed through to the customer and included at the time of payment.

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- Resolution No. OC SAN 25-XX