

RESOLUTION NO. 2020-R

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2 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
3 CULVER CITY, CALIFORNIA, ESTABLISHING A 4%
4 ADMINISTRATIVE FEE FOR ACTIVITY REGISTRATION
5 AND FACILITY RESERVATION PROCESSING, TO BE
6 INCLUDED IN THE PARKS, RECREATION AND
7 COMMUNITY SERVICES DEPARTMENT'S CURRENT
8 RECREATION USER FEES SCHEDULE.

9 WHEREAS, there is no administrative fee for activity registration and facility
10 reservation processing in the Parks Recreation and Community Services Department's
11 (PRCS) current Recreation User Fees schedule; and

12 WHEREAS, the costs to process registrations/reservations through
13 ActiveNet, the City's vendor for online processing, has increased annually as
14 registrations/reservations have increased to more than \$140,000 annually (ActiveNet's
15 processing fees are based on a percentage of the registration/reservation fee charged);
16 and

17 WHEREAS, imposing an administrative fee will help the City recover a
18 portion of the costs it takes to process activity registrations and facility reservations
19 (excluding staff time or any other overhead costs), while keeping the costs to the
20 community to participate in activities and rent facilities low, and spreading out the costs
21 equally across all registrations and reservations; and

22 WHEREAS, the proposed 4% administrative fee would be applied to the
23 base rate of the registration/reservation fee and allow most of the ActiveNet's processing
24 fees to be recovered since it would be applied to all registrations/reservations regardless
25 of the nature of the transaction (i.e., in person or online); and
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1 WHEREAS, in FY 18-19, less than 12% of the PRCS
2 registrations/reservations were paid online. In this COVID-19-era, it is highly desirable to
3 increase online transactions and decrease potential exposure through in-person
4 transactions. By eliminating the current and higher (5.41%) fee for the online customers
5 and replacing it with a lower (4%) administrative fee across all transactions, it is the City's
6 goal to increase online transactions, which will save those online customers money and
7 decrease in-person contact; and
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9 WHEREAS, on June 22, 2020, at a duly noticed public meeting, the City
10 Council considered establishment of the proposed 4% administrative fee for PRCS
11 Department activity registration and facility reservation processing; and
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13 WHEREAS, after giving the public an opportunity to be heard and
14 considering all information before it, the City Council approved the establishment of the
15 proposed fee, as set forth in this Resolution; and
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17 WHEREAS, the fee established herein are based upon the reasonable cost
18 of providing the services for processing PRCS Department activity registration and facility
19 reservation.
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21 NOW, THEREFORE, the City Council of the City of Culver City, California,
22 DOES HEREBY RESOLVE as follows:
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1. The following fee is hereby established and included in the Parks, Recreation and Community Services Department's current Recreation User Fees schedule:

Administrative Fees:
Activity Registration/Facility
Reservation Processing Fee 4% of base rate

2. The Activity Registration/Facility Reservation Processing Fee shall be effective July 1, 2020.

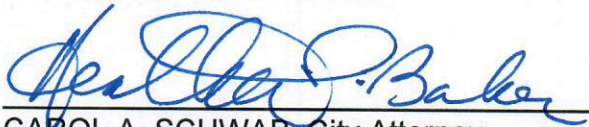
APPROVED and ADOPTED this ____ day of _____ 2020.

GÖRAN ERIKSSON, MAYOR
City of Culver City, California

ATTEST:

JEREMY GREEN, City Clerk

APPROVED AS TO FORM:



CAROL A. SCHWAB, City Attorney



A20-00252