
STAFF MEMORANDUM FOR CITY COUNCIL MEETING

TO: Honorable City Council

FROM: Gene Albaugh, City Manager
Catrina Andes, Finance and Human Resource Director

Gene Albaugh
Catrina Andes

SUBJECT: Credit Card – Official Payments Contract

DATE: April 6, 2010

Recommendation:

Staff recommends that the City Council adopt the resolution allowing the City of Nevada City to contract with Official Payments Corporation for the ability to accept credit/debit card transactions via an internet interface or an interactive telephone voice response system (IVR).

Background/Discussion:

The City of Nevada City Council was provided an overview presentation at the February 24, 2010 meeting by E. Christina Dabis and Rolando Navarro, from Official Payments Corporation, regarding expanded payment methods for the City.

Catrina Andes, Finance & HR Director, has been working with Rolando Navarro on the contract and the client set up procedures. The City will be contracting with Official Payments Corporation for credit/debit card transactions, and will start with accepting payments for utilities only.

There will be no financial impact on the City for providing this service. The customer will pay a 2% - 3% processing fee. Attached is a copy of the contract and a fee schedule for this service.

RESOLUTION NO. 2010-XX

**A RESOLUTION OF THE CITY COUNCIL OF NEVADA CITY
APPROVING A CONTRACT WITH THE OFFICIAL PAYMENTS
CORPORATION PROVIDING FOR CREDIT/DEBIT CARD TRANSACTIONS**

WHEREAS, the City Council of Nevada City was provided an overview presentation on February 24, 2010 by E. Christina Dabis and Rolando Navarro of Official Payments Corporation; and

WHEREAS, Official Payments is a leading provider of electronic payment solutions for the federal, states, local municipalities and colleges and universities for more than 10 years, and

WHEREAS, there will be no financial impact to the City for providing these services for utility payments only at this time; and

WHEREAS, A convenience fee of 2% to 3% will be charged to the customers for the use of this service, which will be automatically calculated.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Nevada City hereby approves the contract with Official Payments Corporation and authorizes the Mayor to sign the contract on behalf of the City.

PASSED AND ADOPTED at the regular meeting of the City Council of the City of Nevada City on the 14th day of April, 2010 by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

Reinette Senum, Mayor

ATTEST:

Niel Locke, City Clerk

STAFF MEMORANDUM FOR CITY COUNCIL MEETING

TO: Honorable City Council

FROM: Gene Albaugh, City Manager
Catrina Andes, Finance and Human Resource Director



SUBJECT: Outsourcing Payroll

DATE: April 6, 2010

Recommendation:

Staff recommends that the City Council adopt the resolution allowing the City of Nevada City to contract with Paychex for payroll services.

Background/Discussion:

The Finance and Administration Department reviewed three companies for outsourcing payroll. The three companies that were reviewed were Payroll People Inc., Paychex, and Automatic Data Processing, Inc. (ADP). The three companies were compared based on software capabilities, user friendliness, customer support, and biweekly cost.

The services to be provided to the City would be biweekly payroll processing, state and federal tax filing, benefit accruals, general ledger function, reporting, direct deposit, and W-2 and 1099 service. Each of the three companies reviewed provide all of these services. Each of the companies biweekly service charges are based on employee count with an additional cost for W-2 processing and new hire and garnishment services and one time set up fees.

Each of the three software programs had all the same capabilities, were windows driven and very user friendly. The cost of implementation and biweekly costs came in all around the same price. It is going to cost approximately \$140 to \$180 per pay period to process payroll, with the \$180 per pay period being in the summer months when the City has additional employees in the Parks and Recreation Department. There will be a one time set up fee of \$300. The W-2 service will be a \$55 base charge and \$5.50 per W-2. New hire reporting will cost \$3.25 per new employee, and garnishment payment services will be \$2.25 each.

There should be minimal fiscal impact to the City. The cost of processing payroll will be offset by the current time the Accounting Clerk, Senior Clerk, and the Finance Director are spending on the preparation and filing of tax payments, quarterly returns, and garnishment payments. Outsourcing also shifts tax filing liability from the City to Paychex. Also, the Senior Clerk and Finance Director will be speaking with MOM's (our accounting software provider) who's payroll module we are currently using, to reduce the City's monthly software support charges since the City will no longer be using the payroll module.

The Finance and Administration Department also checked references for Paychex services and received positive feedback. Also, the Finance Director and City Manager have previous positive experience with Paychex services. The estimated time of implementation will be prior to the end of the 4th quarter of fiscal year 09/10.

RESOLUTION NO. 2010-XX

**A RESOLUTION OF THE CITY COUNCIL OF NEVADA CITY
APPROVING A OUTSOURCING OF PAYROLL WITH PAYCHEX**

WHEREAS, the City Council of Nevada City was provided a staff report by Catrina Andes, Finance Director including information about Paychex costs and services; and

WHEREAS, Paychex, Inc. is a recognized leader in the payroll and human resource industry for over a half million businesses nationwide since 1971, and

WHEREAS, there will be minimal financial impact to the City for providing these payroll services; and

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Nevada City hereby approves Gene Albaugh, City Manager to sign a contract for payroll services with Paychex, Inc. on behalf of the City.

PASSED AND ADOPTED at the regular meeting of the City Council of the City of Nevada City on the 14th day of April, 2010 by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

Reinette Senum, Mayor

ATTEST:

Niel Locke, City Clerk

RESOLUTION NO. 2010-XX

**A RESOLUTION OF THE CITY COUNCIL OF NEVADA CITY
ENDORING THE SIERRA NEVADA GEOTOURISM PROJECT AND AUTHORIZING
THE MAYOR TO SIGN AN ENDORSEMENT LETTER**

WHEREAS, the geotourism approach is all-inclusive, focusing not only on the environment, but also on the diversity of the cultural, historical and scenic assets of the City of Nevada City; and

WHEREAS, the geotourism approach encourages citizens and visitor to become involved rather than remain tourism spectators; and

WHEREAS, the geotourism approach helps to build a sense of identity and pride, stressing what is authentic and unique to Nevada City; and

WHEREAS, the National Geographic Society has successfully developed geotourism projects in other communities, including the Northern California Coast, the Central Cascades, the Glacier National Park region and the Greater Yellowstone region;

WHEREAS, the National Geographic Society defines geotourism as tourism that sustains and enhances the geographical character of the City of Nevada City and the County of Nevada along with the entire Sierra Nevada region, its environment, culture, aesthetics, heritage and the well-being of its residents and visitors.

NOW, THEREFORE, BE IT RESOLVED, that the City of Nevada City endorses the Sierra Nevada Geotourism Project managed by the Sierra Business Council, Sierra Nevada Conservancy and the National Geographic Society.

PASSED AND ADOPTED at the regular meeting of the City Council of the City of Nevada City on the 24th day of March, 2010 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Reinette Senum, Mayor

ATTEST:

Niel Locke, City Clerk



City of Nevada City

March 25, 2010

Nicole DeJonghe, Program Director
Sierra Business Council
P.O. Box 2428
Truckee, CA 96160

Subject: Sierra Nevada Geotourism Project

Dear Nicole:

The City Council of Nevada City passed a resolution at their March 24, 2010 meeting to partner with the Sierra Nevada Geotourism Project, managed by the Sierra Business Council, Sierra Nevada Conservancy and National Geographic Society. Nevada City supports the concept of geotourism; tourism that sustains and enhances the geographic character of our town and surrounding area, its environment, culture, aesthetics, heritage, and the well-being of our residents. You may use the City of Nevada City's name on materials you produce for the project.

We will contribute time in the form of distributing outreach materials, explaining the program to the public and local groups, encouraging nominations from local residents and visitors to map the best of the Sierra, speaking at outreach events and so forth. Subject to our budget for next fiscal year, if funds are available, we will contribute money and contribute capital investment in the form of material production, providing meeting spaces, providing video equipment, etc.

We understand that any contributed money, capital investment, materials and nominations will be used to generate an interactive website and a printed Map Guide which will offer destination information featuring natural, cultural and historic attractions that define the Sierra Nevada.

Please contact City Manager, Gene Albaugh, to discuss what else we can do to make this project a success.

Sincerely yours,

Reinette Senum, Mayor



www.SierraNevadaGeotourism.org

About the Regional Geocouncils

The Sierra Nevada Geotourism project will have one overarching Sierra Nevada wide Geocouncil, and four Regional Geocouncils (one for each region: Yosemite Gateway, Tahoe Emigrant Corridor, Northern Sierra, and Southern Sierra regions).

The Regional Geocouncil will be a group of around 11-15 members who represent the geographic and interest group diversity of the region. It is likely that a few members from each Regional Geocouncil will serve on the Sierra Nevada wide Geocouncil. The Regional Geocouncil will organize itself (likely assign roles), with aid from the project management team, to reach maximum affectivity.

Roles and Responsibilities:

1. Outreach – Before nominations phase: increase awareness, understanding and support of the geotourism project. Plan and deliver launch of nomination phase. During nomination phase: outreach to collect nominations (see #2 below).
2. Asset mapping (collect nominations) – Plan, spread the word and hold forums to collect nominations. Schedule and attend other local events to collect nominations. Plan and implement other strategies to collect nominations. Maintain events calendar.
3. Review regional nominations – Coordinate work with the geotourism editor to check for accuracy and completeness. Likely advise the National Geographic Society on which nominations to include in the regional map. Aid in identifying themes. Recognize gaps (geographic and/or sector) in nominations and work to fill those gaps.
4. Aid in fundraising efforts - especially focused on local asks requesting resources necessary to collect nominations / hold forums (i.e. facilities, materials and human power)
5. Consider and implement goals such as expansion of the geotourism concept to underserved communities.

Council members should represent a wide range of interests, including historic preservation and natural conservation; tribes and ethnic communities; arts and culture; tourism and destination management; agriculture and local businesses; civic and nonprofit groups; local government and land management.

The Geocouncil's activity should promote the interests of the Sierra communities, follow good conservation practices, and foster responsible economic development. The Geocouncil encourages appropriate tourism in appropriate places, and discourages inappropriate tourism in unsuitable places.



www.SierraNevadaGeotourism.org

Sierra Nevada Geotourism Partners and Endorsements

Project Management Partners:

Sierra Business Council
Sierra Nevada Conservancy
National Geographic Society

Project Partners:

California Department of Parks and Recreation
Bureau of Land Management
National Park Service and Yosemite National Park
United States Forest Service
Ebbetts Pass Scenic Byway Association
Sierra Foothill Conservancy
Yosemite Association
Yosemite Institute
Mono County Tourism and Film Commission
Bishop Area Chamber of Commerce and Visitors Center
County of Inyo

Project Endorsers:

Calaveras County Chamber of Commerce
Ebbetts Pass Scenic Byway Association
Groveland Community Services District
Independence Chamber of Commerce
Madera County Arts Council
Mariposa County Arts Council
Mariposa County Chamber of Commerce
Mariposa County Board of Supervisors
Mariposa County Economic Development Corporation
Mariposa Rotary Club
Mother Lode Black Heritage Foundation
Southern Tuolumne County Historical Society
Stay Near Yosemite
Tuolumne County Board of Supervisors
Yosemite Association
Yosemite/Mariposa County Tourism Bureau