



CITY COUNCIL AGENDA REPORT

DATE: November 12, 2025

AGENDA OF: November 19, 2026

DEPARTMENT: Administration

SUBJECT: Consideration and possible action on an Ordinance amending the Comprehensive Fee Ordinance No. 2025-020 for the City of Castroville, Texas; more particularly the kiosk utility fees at the City of Castroville Public Library; providing for severability and codification; and establishing an effective date.

RECOMMENDED MOTION:

“ I move to approve an Ordinance amending the Comprehensive Fee Ordinance No. 2025-020 for the City of Castroville, Texas, to include a 3.5% convenience fee for all credit and debit card transactions at the Library kiosk, and establishing an effective date.”

BACKGROUND:

The City of Castroville currently provides a 24-hour utility payment kiosk located at the Castroville Public Library. Since implementation in FY 2022, the City has absorbed the full annual operating and service costs associated with the kiosk, including maintenance and transaction processing fees.

At the October 14, 2025 City Council Meeting, the City Council approved a 3.5% user fee for all credit and debit card transactions made at the kiosk. The intent of this action was to shift the transaction processing costs, previously paid by the City, directly to the end users who choose to utilize the kiosk.

The proposed ordinance adds a 3.5% convenience fee to all credit and debit card transactions processed through the kiosk. The ordinance formally amends the Comprehensive Fee Ordinance No. 2025-020 to include this charge.

FISCAL IMPACT/SOURCE OF FUNDING: There is no revenue impact to the City. The 3.5% convenience fee will be collected by the credit card merchant to cover transaction processing costs. The City will no longer absorb these expenses within the General Fund.

☐ Budgeted ☐ Requires Budget Amendment

ATTACHMENTS: Updated Comprehensive Fee Schedule – Public Works Fees

Urgency (0-5 = Low Urgency to High Urgency): 3

Impact (0-5 = Low Impact to High Impact): 3

Submitted by: Leroy Vidales