



STAFF REPORT ON PROPOSED LEGISLATION

To: Mayor Gavin Buckley

From: David Jarrell, City Manager

Date: March 24, 2022

Subject: O-14-22: Debit Card and Credit Card Payments – Convenience Fees

This ordinance modifies Section 6.04.280 of the City Code related to the procedure for assessing convenience fees for payment of City services by either debit card or credit card. Allowable payment “over the phone or online” is changed to “by debit card or credit card.” In addition to the Director of Finance, a “City authorized third party service provider” may add a convenience fee to the charge. The amount of the fee is in the sole discretion of the Finance Director, and shall be either the actual cost incurred by the City or the amount of a third party service provider fee.

These changes are necessary to allow the City to use various methods to charge convenience fees. In some instances such as the City’s new Energov system, the charges for certain services can be passed directly to the payer. But other City services will require the City to assess the fee. We want the flexibility to do both.

Prepared by David Jarrell, City Manager