



Agenda Report

Agenda of: October 14, 2025

Department: Mayor

Subject: Payment Kiosk at the Library

Recommended Motion: Motion to assess user fees to each customer per transaction at the payment Kiosk located at the library at a level that pays for the service provided.

Background:

The city entered into an agreement with AdComp Systems Group on April 06, 2022 to provide for a Kiosk to be located at the library for the payment of utility bills and court fines. The initial term of the agreement was for one year from the first transaction through the Kiosk. The agreement remains in effect unless either party provides a 30-day notice to terminate the agreement.

The agreement assesses a user fee of \$3 per \$100 per credit card transaction payable to ADCOMP.

Fiscal Impact:

It is my understanding through individuals that use the Kiosk that the city does not currently assess any user fees to credit card transactions made at the Kiosk. This practice costs the city \$3 per \$100 per transaction. For example; a \$350 utility bill paid at the Kiosk costs the city \$12 in user fees paid to ADCOMP. The city currently budgets funds to operate the Kiosk that should be assessed as user fees to persons that choose to use the Kiosk to pay utility bills and/or court fines.

☒ **Budgeted** ☐ **Requires Budget Amendment**

Source of Funding:

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

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

Submitted by: Mayor Alexander