

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: July 6, 2026

**Topic:**

Workshop Discussion Only – Discussion regarding potential modifications to the City’s payment processing methods for utility billing and other City transactions.

**Background:**

Staff has been evaluating payment processing costs associated with credit card transactions and opportunities to reduce merchant service fees incurred by the City. As part of that review, staff consulted with legal counsel regarding the City's authority to modify accepted payment methods.

As a home-rule municipality, the City generally has the authority to establish and modify payment processing procedures, including limiting or eliminating certain payment methods for utility billing and other City services. Potential options discussed by staff include discontinuing online credit card payments and requiring ACH/eCheck payments for online transactions, as well as establishing limits on in-person credit card transactions.

Legal counsel advised that Municipal Court fines require additional consideration to ensure reasonable payment accessibility for customers who may not have access to ACH or check payment methods. One option would be to apply any online payment changes to court transactions while continuing to provide alternative methods for customers needing to make credit card payments through coordination with Court staff.

There is no statutory waiting period or notice requirement that would prohibit implementation of revised payment processing procedures. However, staff would provide appropriate public communication and customer notifications prior to implementing any changes to minimize disruption to residents and customers.

This item is presented for City Council discussion and direction regarding potential modifications to the City's payment processing policies.

**Origination:** City Management

**Recommendation:**

**Party(ies) responsible for placing this item on agenda:** Meagan Mageo, Project Manager

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_  
If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed

\_\_\_\_\_

Staff Member

Date

Approved by

\_\_\_\_\_

City Manager

Date