

City Council Meeting Agenda Item Data Sheet

Meeting Date: Aug. 19, 2024

Topic:

Approve amendments to Administrative Policy No. 7, Credit Cards Acceptance Policy

Background:

As part of the FY 2025 Proposed Budget, staff recommended increasing the credit card convenience fee from 3% of all charges to 4% of all charges. This change is to bring the Administrative Policy into alignment with the proposed Master Fee Schedule.

Origination: Finance

Recommendation:

Staff recommends approval of an amendment to Administrative Policy No. 7 to increase the credit card convenience fee to 4%.

Party(ies) responsible for placing this item on agenda: Jessica Rogers, Assistant City Manager

FUNDING (IF APPLICABLE)

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

Yes: _____ No: X If yes, specify Account Number: # _____

If no, funds will be transferred from account # _____ To account # _____

Signed	<u>Jessica Rogers</u>	<u>8/14/2024</u>	Approved by	_____
	Staff Member	Date		City Manager
				Date