



MEMORANDUM

City of Venice

Building Division

TO: Honorable Mayor and Council Members

THROUGH: Ed Lavalley, ICMA-CM, MPA, City Manager

FROM: Stephen Beckman, Building Director

DATE: December 2, 2021

COUNCIL APPROVAL: Yes

MEETING DATE: December 14, 2021

STRATEGIC PLAN GOAL: Ensure a Financially Sound City

SUBJECT: Resolution No. 2021-38, Credit card, charge cards, and debit cards convenience fee charges

Background: The City has been absorbing credit card transaction fees for the processing of fees paid by credit cards, charge cards, and debit cards for all permit fee transactions. Due to the proliferation of electronic plan submittals through the TrackIT program, the use of electronic payment has increased exponentially and subsequently these service fees have increased significantly. In fiscal year 2021, these fees amounted to \$540,106. In an effort to keep permit fees low, customers choosing to pay with credit cards, charge cards, and debit cards will be charged a convenience fee equal to the cost billed to the City for these transactions. Utility Billing and Miscellaneous Receivables will not be charged this additional convenience fee for this service and it will continue to be paid by the City. Applying this convenience fee to all TrackIT related transactions will allow permit fees to remain low while offering choice of payments via credit cards, charge cards, and debit cards to the customer. Customers will continue to have the choice to pay by check or cash to bypass the convenience fee.

Requested Action: Approval of Resolution 2021-38

If for an agenda item, this document and any associated backup created by City of Venice staff has been reviewed for ADA compliance: Yes

City Attorney Review/Approved: Yes

Risk Management Review: N/A

Finance Department Review/Approved: Yes

Funds Availability (account number): N/A

ORIGINAL(S) ATTACHED: Resolution 2021-38, Merchant Service Agreement

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