

## MEMORANDUM

**TO:** Donna Barron, City Manager

**FROM:** Gina Thompson, Director of Strategic Services

**DATE:** March 2, 2020

**SUBJECT:** **Consideration of an Ordinance Amending the Lewisville Code of Ordinances, Chapter 2, Article VIII, Section 2-201 Fee Schedule, Related to Credit Card Processing Fees City Wide (With the Exception of Municipal Court).**

### BACKGROUND

The purpose of this ordinance is to amend the Code of Ordinances, Chapter 2, Section 2-201 Fee Schedule. As part of the implementation of Paymentus, the City's credit card processing service, and Amelia, the Parks & Recreation software, it was discovered that the current credit card processing fee would be problematic if left in place. Although, a minor impact to revenue will be experienced (less than \$10,000), leaving the fee in place would cause operational issues by applying the fee to every transaction, even when signing up for free activities. In addition, removal of this credit card processing fee is consistent with the removal of credit card processing fees city-wide (with the exception of Municipal Court).

### ANALYSIS – SECTION 2-201 FEE SCHEDULE

#### **ADMINISTRATIVE**

- Current
  - Fee Description: Credit card processing fee for telephone or computer payments (per transaction) (excluding Municipal Court: see Municipal Court Credit Card Convenience Fees, Neighborhood and Inspection Services, Fire Prevention, Engineering, and Planning)  
Fee: Up to \$1.50
- Proposed
  - Remove this fee

### RECOMMENDATION

That the City Council approve the ordinance as set forth in the caption above.