



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 13

Section Name: {{section.name}}

File ID: {{item.tracking_number}}

TO: City Council
FROM: Drew Corbett, City Manager
PREPARED BY: Finance Department
MEETING DATE: January 19, 2021
SUBJECT:
2020-21 Comprehensive Fee Schedule – Amendment

RECOMMENDATION:

Adopt a Resolution to amend the 2020-21 Comprehensive Fee Schedule to include convenience fee charges collected by the Golf Course.

BACKGROUND:

In July of 2020, the City modified its business practices for customers that opt to pay with a credit card to have card holders pay a credit card convenience fee directly to the merchant service provider. Credit card service fees are calculated at the time of the associated transaction, at which time the cardholder has the option to change their payment method if so desired.

In December 2020, the Golf Division of the Parks and Recreation Department implemented a new point-of-sale system (POS). The manner in which the new system will handle the convenience fee requires the City to collect the convenience fee to offset fees imposed by credit card service providers, rather than having the card holder pay the fee directly to the merchant service provider, as the latter was not an option with the new POS. Golf Course patrons that choose to use a debit/credit card will be charged an additional fee of 2.1% based on their total City fees.

BUDGET IMPACT:

There is no significant budget impact.

ENVIRONMENTAL DETERMINATION:

This Fee Schedule Amendment is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 - Proposed Resolution

STAFF CONTACT

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