

City of Livingston

200 West Church Street
Livingston, Texas 77351
www.cityoflivingston-tx.com
Phone: (936) 327-4311
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Credit Card Payment Policy

Terms and Conditions
Effective June, 2018

SECTION 1 - PURPOSE

The purpose of this policy is to outline the methods and processes to be used for the acceptance of Credit Card Payments to the City of Livingston.

SECTION 2 - AUTHORIZATION

The City Council authorizes the acceptance of payments through Visa, Mastercard, Discover, American Express and debit cards for the following items:

- Utility Payments
- Municipal Court Fines
- Community Development Permit Fees
- Recreation and Trade Days Fees
- Municipal Library Fines and Fees

At this time, no items are exempt from payment by credit card except for payment agreements with the Municipal Court.

SECTION 3 - OVERSIGHT

The City's Finance Director is charged with overseeing the payment methods and credit card charges to the City of Livingston.

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SECTION 4 - DEFINITIONS

1. CITY - City of Livingston
2. CITY COUNCIL - The officials elected to represent the citizens of the City of Livingston
3. UTILITY - The City of Livingston Utility Department - includes electric, water, sewer and sanitation service

SECTION 5 - APPLICATION OF THIS POLICY

1. This policy applies to every person who desires to render payment for services provided by and from the City of Livingston. Copies of this policy are available at Livingston City Hall, 200 West Church, Livingston, Texas 77351.
2. This policy may be amended, altered, modified or deleted, or additional provisions added from time to time by the City Council.

SECTION 6 - PAYMENTS AND FEES FOR SERVICE

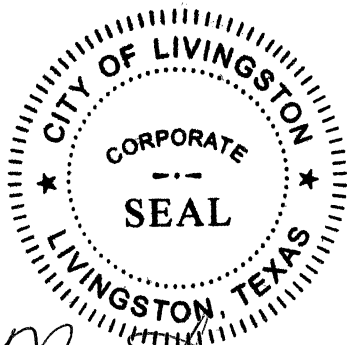
- A. Credit Card payments will be accepted by the Utility Billing Department, Municipal Court, Municipal Library and the Parks & Recreation/Trade Days Office.
- B. A convenience fee of \$3.00 is imposed on all card transactions, regardless of the amount.
- C. Payments made after hours as a condition of utility service reconnection must be made in cash, money order, check or cashier's check. No credit card payments can be processed by the dispatcher.
- D. The Customer will be charged a handling charge of \$25.00 for any card transaction that is rejected by the processing bank.

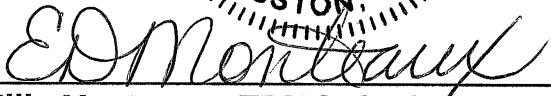
SECTION 7 - RIGHTS

- A. The City reserves the right to refuse acceptance of a customer's card upon the occurrence of either one or both of the following events:
1. For non-payment of a charge processed against the customer's card.
 2. For failure to comply with any of the City's Terms and Conditions, or with any of the conditions or obligations of any utility service agreement with the City.

APPROVED AND ADOPTED this the 12th day of June, 2018.

ATTEST:





Ellie Monteaux, TRMC, CMC
City Secretary/Assistant City Manager

SIGNED:



Judy B. Cochran, Mayor