

Milwaukee Water Works

To: Spencer Coggs, Treasurer
City Hall, Room 103

Mark Nicolini, Budget Director
City Hall, Room 603

Rhonda Kelsey, Director of Purchasing
City Hall, Room 601

Martin Matson, Comptroller
City Hall, Room 404

Ald. Nik Kovac, Chair
Finance & Personnel Committee
City Hall, Room 205

From: Carrie M. Lewis, Superintendent
Milwaukee Water Works



Date: July 8, 2015

RE: Acceptance of VISA Cards for Municipal Services Bill Payments

The Milwaukee Water Works (MWW) wishes to add VISA as an option for credit card payments for municipal services bills. Currently, MasterCard and Discover Card are accepted.

This memorandum is to comply with Ordinance 50-41 Sections 2.d and e, which require that MWW follow specific steps prior to implementation of credit card payments. First, the MWW is required to submit a file to the Finance & Personnel Committee for their review. File 150443 has been submitted for introduction.

The ordinance further requires that you be notified in writing, which is the purpose of this memorandum. Attached to this memorandum is a summary of the electronic payment options that are currently available, and what will change with the addition of VISA.

Additional steps that are required are written notice to "the entity with which the city has contractual arrangements for credit cards" by the Director of Purchasing, and that the Director of Purchasing provide written notice back to the MWW of final clearance to implement the approved proposal. MWW will follow up with these steps if approved by Finance & Personnel Committee.