

**IMPACT STATEMENT**

**Legislation title:** Adopt a new City Comprehensive Financial Management Policy FIN 2.17 Payment Card Industry (Resolution)

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**Presenter name:** Jennifer Cooperman

**Purpose of proposed legislation and background information:**

This legislation adopts a new Comprehensive Financial Management Policy that establishes the Payment Card Industry Data Security Standard (PCI DSS) as the City's minimum compliance standard for the acceptance and processing of payment card (Visa, MasterCard, Discover, and AMEX) transactions.

PCI DSS is a comprehensive set of security standards that help protect the safety of cardholder data. By accepting cards in payment for City services, the City is contractually required to be compliant with PCI DSS. This policy is designed to ensure that the City's PCI compliance, first achieved in 2016, will be maintained, thereby avoiding fines from the card brands and ensuring that the City can continue to accept payment cards.

Since the City is viewed as a single entity for purposes of PCI compliance, this policy requires all bureaus, offices and designated agents of the City to be fully compliant with PCI DSS. For bureaus that contract with designated agents to provide payment card processing services, this policy requires bureaus to work with Procurement's Technology Group to include certain PCI-related specifications in contracts; to work with Treasury and BTS during RFP development and contract review; to have Treasury and BTS approval before proceeding with the RFP and before contracts are finalized; and to work with Treasury and BTS to implement remediation plans in the event a designated agent is not able to provide evidence of their PCI DSS compliance.

This policy was vetted during a citywide review and comment process.

**Financial and budgetary impacts:**

There are no anticipated financial or budgetary impacts to the City as a result of this legislation.

**Community impacts and community involvement:**

No community involvement was included in the development of this Council item because this new policy was developed to reflect Council direction with regard to financial management.

Members of the public that use payment cards to pay for City services will benefit from this policy because it obligates the City to comply with industry standards to protect cardholder information.

### Budgetary Impact Worksheet

Does this action change appropriations?

- YES: Please complete the information below.
- NO: Skip this section

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount