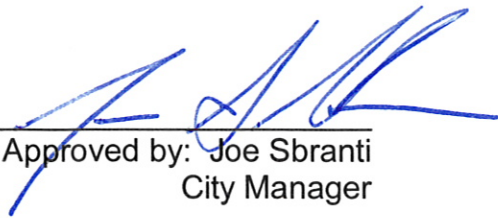


City Manager's Office
Administrative Order No: 058
Issued: May 1, 2013



Approved by: Joe Sbranti
City Manager

Subject: Traffic in the Payment Center

Purpose:

Due to security issues, access to the Payment Center by City employees or non-City employees needs to be cleared with the Payment Center Supervisor.

Policy:

Key cards with access to the Payment Center will be issued by Public Works but will be pre-authorized by the Payment Center management (Director of Finance and Administration or Manager, Revenue & Collections) before being issued. Only approved staff will be allowed to enter the Payment Center during business hours.

City employees or non-City employees without approved access will not be allowed into the Payment Center without it being cleared with the Payment Center Supervisor. Staff will need to be escorted in and out of the Payment Center by a Payment Center employee.

City staff entering the Payment Center must use the key card issued to them when entering. Employees are not allowed to loan their key card to anyone to gain access to the Payment Center.

Procedures:

1. To obtain a key card to enter the Payment Center, the department Director should send a request to the Director of Finance and Administration or the Manager, Revenue & Collections.