

City of Dunnellon
Agenda Summary Form

Meeting Date: October 6, 2021

1. Responsible Department: Finance
2. Presenter: Jan Smith
3. Recommended Action: Authorize staff to implement a credit card processing fee and create a resolution authorizing the collection of the fee.

Subject: Credit Card Processing Fee

Request for Approval Summary Explanation & Background:

The City has been accepting credit cards since 2011. Fees charged to the City by the 3rd party credit card processor plus fees charged by the credit card company average \$1,000-\$1,200 per year.

In researching other municipalities the amount of fee per transaction varies greatly and is designed to only recoup costs incurred. Not make a profit. Staff is requesting to implement a credit card processing fee in the amount of 3.2% per transaction. This percentage will cover most of the processing fee we are charged.

Procurement Method: N/A

Fiscal Information:

Department Head Approval: Jan Smith

Attorney Review: N/A