



City of Annapolis

Signature Copy

Ordinance: O-14-22

160 Duke Of Gloucester  
Street  
Annapolis, MD 21401

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**File Number: O-14-22**

**Debit Card and Credit Card Payments - Convenience Fees** - For the purpose of modifying the procedure for assessing convenience fees for payment of City services by debit card or credit card; and generally relating to processing convenience fees.

CITY COUNCIL OF THE  
**City of Annapolis**

Ordinance 14-22

Introduced by: Mayor Buckley  
Co-sponsored by: Alderman Gay

Referred to  
Finance Committee

AN ORDINANCE concerning

**Debit Card and Credit Card Payments - Convenience Fees**

**FOR** the purpose of modifying the procedure for assessing convenience fees for payment of City services by debit card or credit card; and generally relating to processing convenience fees.

**BY** repealing and reenacting with amendments the following portions of the Code of the City of Annapolis,  
2022 Edition  
6.04.280

**SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL** that the Code of the City of Annapolis shall be amended to read as follows:

**Title 6 - REVENUE AND FINANCE**  
**Chapter 6.04 - FINANCE AND TAXATION GENERALLY**

**Section 6.04.280 - Payment by ~~phone or online~~ DEBIT CARD OR CREDIT CARD - Convenience fee.**

- A. Applicability. This section applies to payment ~~over the phone or online~~ BY DEBIT CARD OR CREDIT CARD of any tax, charge, fee, assessment, or impost of any kind levied or imposed under any law, ordinance, rule, or regulation.
- B. Authority. The Director of Finance is hereby authorized to accept payment ~~over the phone or online~~ of local taxes and other fees, fines, penalties, and interest by the use of a debit CARD or credit card. The Director of Finance, OR CITY AUTHORIZED THIRD PARTY SERVICE PROVIDER, shall add to such ~~phone or online~~ DEBIT CARD OR CREDIT CARD payment a convenience fee as established by this section.
- C. Collection. If any ~~phone or online~~ DEBIT CARD OR CREDIT CARD transaction tendered for payment of any tax or other fee, fine, penalty, and interest due is not paid by the bank, debit card company, or credit card company, the individual for whom such ~~phone or online~~ transaction was tendered shall remain liable for the payment of the tax or other fee, fine, penalty, and interest, the same as if such ~~phone or online~~ transaction had not been tendered.
- D. Amount of Fee. IN THE SOLE DISCRETION OF THE FINANCE DIRECTOR, ~~THE~~ THE convenience fee shall be ~~a flat and fixed amount established by resolution of the City Council for the acceptance of a phone or online payment. The convenience fee shall be the same amount regardless of the value of the payment due~~ EITHER AN AMOUNT REPRESENTING THE ACTUAL COSTS INCURRED BY THE CITY FOR PROCESSING THE REQUIRED PAYMENT TRANSACTION, INCLUDING THE DIRECT COSTS PAID BY THE CITY TO THIRD PARTY SERVICE PROVIDERS, OR THE AMOUNT OF ANY THIRD PARTY SERVICE PROVIDER FEE ESTABLISHED FOR PROCESSING THE REQUIRED PAYMENT TRANSACTION.
- E. Notification. The Director of Finance, OR THE CITY AUTHORIZED THIRD PARTY SERVICE PROVIDER, must provide advance notice of the convenience fee that will be applied to any ~~phone or online~~ DEBIT CARD OR CREDIT CARD payment ~~with an opportunity to cancel the phone or online payment~~. The convenience fee must be included in the total transaction amount.

**SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL** that this ordinance shall take effect from the date of its passage.

**Explanation:**

UPPERCASE indicates matter added to existing law.


~~Strikethrough~~ indicates matter stricken from existing law.

Underlining indicates amendments.

ADOPTED this 25th day of April, 2022.

**Aye:** 9 Mayor Buckley, Alderwoman Tierney, Alderwoman O'Neill, Alderwoman Pindell Charles, Alderwoman Finlayson, Alderman Schandelmeier, Alderman Gay, Alderman Savidge and Alderman Arnett

THE ANNAPOLIS  
CITY COUNCIL

  
Gavin Buckley

Date 4/29/22

ATTEST

  
Regina C. Watkins-Eldridge, MMC

Date 4/29/22

