

1 **..Title**

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

5 **..Body**

6 **CITY COUNCIL OF THE**  
7 **City of Annapolis**

8  
9 **Ordinance 14-22**

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11 **Introduced by: Mayor Buckley**  
12 **Co-sponsored by:**

13  
14 **Referred to**  
15 **Finance Committee**

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17  
18 **AN ORDINANCE** concerning

19  
20 **Debit Card and Credit Card Payments – Convenience Fees**

21  
22 **FOR** the purpose of modifying the procedure for assessing convenience fees for payment of City  
23 services by debit card or credit card; and generally relating to processing convenience fees.

24  
25 **BY** repealing and reenacting with amendments the following portions of the Code of the City  
26 of Annapolis, 2022 Edition  
27 6.04.280

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

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33 **Title 6 – REVENUE AND FINANCE**

34 **Chapter 6.04 – FINANCE AND TAXATION GENERALLY**

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

- 38  
39 A. Applicability. This section applies to payment ~~over the phone or online~~ BY DEBIT CARD  
40 OR CREDIT CARD of any tax, charge, fee, assessment, or impost of any kind levied or  
41 imposed under any law, ordinance, rule, or regulation.  
42 B. Authority. The Director of Finance is hereby authorized to accept payment ~~over the phone or~~  
43 ~~online~~ of local taxes and other fees, fines, penalties, and interest by the use of a debit CARD  
44 or credit card. The Director of Finance, OR CITY AUTHORIZED THIRD PARTY

1 SERVICE PROVIDER, shall add to such ~~phone or online~~ DEBIT CARD OR CREDIT  
2 CARD payment a convenience fee as established by this section.

- 3 C. Collection. If any ~~phone or online~~ DEBIT CARD OR CREDIT CARD transaction tendered  
4 for payment of any tax or other fee, fine, penalty, and interest due is not paid by the bank,  
5 debit card company, or credit card company, the individual for whom such ~~phone or online~~  
6 transaction was tendered shall remain liable for the payment of the tax or other fee, fine,  
7 penalty, and interest, the same as if such ~~phone or online~~ transaction had not been tendered.
- 8 D. Amount of Fee. IN THE SOLE DISCRETION OF THE FINANCE DIRECTOR, ~~THE~~  
9 ~~convenience fee shall be a flat and fixed amount established by resolution of the City Council~~  
10 ~~for the acceptance of a phone or online payment. The convenience fee shall be the same~~  
11 ~~amount regardless of the value of the payment due~~ EITHER AN AMOUNT  
12 REPRESENTING THE ACTUAL COSTS INCURRED BY THE CITY FOR  
13 PROCESSING THE REQUIRED PAYMENT TRANSACTION, INCLUDING THE  
14 DIRECT COSTS PAID BY THE CITY TO THIRD PARTY SERVICE PROVIDERS, OR  
15 THE AMOUNT OF ANY THIRD PARTY SERVICE PROVIDER FEE ESTABLISHED  
16 FOR PROCESSING THE REQUIRED PAYMENT TRANSACTION.
- 17 E. Notification. The Director of Finance, OR THE CITY AUTHORIZED THIRD PARTY  
18 SERVICE PROVIDER, must provide advance notice of the convenience fee that will be  
19 applied to any ~~phone or online~~ DEBIT CARD OR CREDIT CARD payment ~~with an~~  
20 ~~opportunity to cancel the phone or online payment~~. The convenience fee must be included in  
21 the total transaction amount.

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

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28 **Explanation:**

29 UPPERCASE indicates matter added to existing law.

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

31 Underlining indicates amendments.

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