

TO: Village Council and Mayor Brown
FROM: Finance Committee, Rob Bartlett - Chair
RE: Flat Fee for Credit Card Usage in Mayor's Court
DATE: May 14, 2021

The Finance Committee met on Friday, May 14, 2021 at 11:00 am to discuss a proposal from the Mayor's Court Clerk of Court to move to a flat fee when credit cards are used for payment in Mayor's Court. Present at the meeting were Finance Committee members Rob Bartlett, Kelly Rankin and Joe Stelzer, Mayor Bill Brown, and Mayor's Court Clerk of Court Vikki Hill.

Currently, the Village charges a fee of 3.5% when credit cards are used to pay the Village. This is to offset the fee that the Village is charged by the credit card companies. With the implementation of the new Baldwin software for Mayor's Court, we have discovered that the software does not handle percent calculations very well. It is better designed to handle a flat fee.

The proposal, is to implement a flat \$3 fee for any payments in Mayor's Court that use a credit card. Ms. Hill stated that in April this year, a \$3 fee would have been the rough equivalent of a 3.5% charge for all credit card payments. Of note: at the start of 2022, Mayor's Court is going to implement a new online payment system. This system will have the capability to handle a fee that is a percent of the total charge. So the flat fee that is being proposed will only be in place until the new online payment system is up and running.

If council agrees to this recommendation, the Mayor's Court Clerk of Court has requested that the \$3 flat fee for all credit card charges involving the Mayor's Court be passed as an emergency measure, so it can be implemented as quickly as possible. And again, once the new online payment system is up and running, we will revert back to a fee that is a percent of the total charge.

Respectfully Submitted,

Rob Bartlett, Chairman

Kelly Rankin, Vice-Chairman

Joe Stelzer, Member