



## Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	May 11, 2026
<b>Submitter:</b>	Blaine Wing, City Administrator
<b>Department:</b>	Administration
<b>Agenda Item:</b>	Azavar/LocalGov Agreement

**Summary:** For several years the City has partnered with Azavar/LocalGov to process the City's Places for Eating Tax (PFET). The last agreement had the City paying \$6,000 for the Azavar/LocalGov solution.

What is being asked of the City going forward is to keep paying the \$6,000. However, Azavar/LocalGov also states in the agreement that they plan to collect an additional \$2,000 in fees from the businesses, to meet their \$8,000 annual minimum. Additionally, Azavar/LocalGov in the scope of work have added and/or adjusted a few other fees that businesses will be charged, such as:

- The taxpayer will pay a per filing fee of \$3 for tax collection to cover the remaining \$2,000 of the yearly service/license fee.
- Azavar shall assess fees for processing electronic payments per transaction for ACH - \$2 per and 3.2% for credit card transactions shall be absorbed by the Consumer.
- Taxpayer shall pay a fixed annual service/license fee of \$40 per application/registration as a platform fee within the system registering on an annual basis.
- For each form submitted through the Azavar Software for which the applicable transaction fees are paid by the Business/Citizen End User ("Business"), Azavar shall assess a one dollar (\$1.00) Operating Platform Fee, which shall be collected from the Business at the time of payment; provided, however, that if Customer elects to absorb the transaction fees on behalf of the Business, no Operating Platform Fee shall be assessed to or collected from the Business with respect to such form submission.

Attorney Stiff has been given a copy of the agreement for review, as has the City Treasurer and Finance Director.

**Recommended Council Action:** Discussion and approval to place on the May 18<sup>th</sup> City Council agenda.