

**First Reading: 2/24/2025**  
**Bill No.: 25-16**

**Second Reading: 3/10/2025**  
**Ordinance No.: 250224A**

**AN ORDINANCE BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, REVISING SECTION 100.300 C. 4-5 OF THE CITY CODE-- CONVENIENCE FEE FOR ALTERNATIVE PAYMENT.**

**WHEREAS**, the Board of Aldermen, by ordinance, may adopt or amend a Schedule of Alternative Payment Convenience Fees as necessary; and

**WHEREAS**, the City shall charge only those fees necessary to recover its costs for processing alternative payments; and

**WHEREAS**, the City's current alternative payment processing provider does not impose either a \$1.50 or \$2.50 transaction fee directly on the City; and

**WHEREAS**, the recently adopted ordinance included references to a \$1.50 fee for credit card payments by phone and a \$2.50 fee for debit card payments by phone, which are fees charged directly by the processing company to consumers and not collected by the City; and

**WHEREAS**, to ensure clarity and accuracy in the City Code, these references should be removed so that only the 6.6% convenience fee, the fee charged directly to the City by the processing company, remains explicitly stated and shall be passed on to customers;

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AS FOLLOWS:**

**AMENDED SCHEDULE OF CONVENIENCE FEES.**

**A. CASH**

a. No Charge

**B. MONEY ORDER**

a. No Charge

**C. CHECK**

a. No Charge

**D. CREDIT CARD**

- a. In person – Six and Six Tenths Percent (6.6%) of the transaction
- b. Online – Six and Six Tenths Percent (6.6%) of the transaction
- c. By Phone – Six and Six Tenths Percent (6.6%) of the transaction.

d. Automatic Pay – Six and Six Tenths Percent (6.6%) of the transaction.

**E. DEBIT CARD**

- a. In Person – Six and Six Tenths Percent (6.6%) of the transaction.
- b. Online – Six and Six Tenths Percent (6.6%) of the transaction
- c. By Phone – Six and Six Tenths Percent (6.6%) pf the transaction.
- d. Automatic Pay – Six and Six Tenths Percent (6.6%) of the transaction.

**F. BANK PAY (ACH)**

- a. No Charge

**Section 4:** Effective Date. This ordinance shall be in full force and effect from and after its use passage by the Board of Aldermen and approval by the Mayor.

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, ON THE **10<sup>th</sup> DAY OF MARCH, 2025.**

Approved By:

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Troy Smith, Mayor

Attested By:

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Rebecca Hansen, City Clerk

Approved as to Form By:

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Nate Dally, City Atty.