



MUNICIPAL BUILDING
655 Blacklick St.
Groveport, OH 43125
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To: Mayor, Members of City Council and Administrator

From: Jason Carr, CPA, Finance Director

Date: August 25, 2025

RE: Council Report

Credit Card Convenience Fees – Building and Zoning Department

The current credit card processor utilized for processing credit/debit card transactions will no longer service our account. We therefore will be switching to a new company, Bridge Payments, who will provide this service for the City of Groveport's Building and Zoning Department.

Payments processed through the Building and Zoning Department's credit card terminal currently assess a credit/debit card convenience fee of 3.75% with a \$3.95 minimum fee.

Ordinance 2025-029 will establish the credit/debit card convenience fee as 3.50% with a minimum service fee of \$0.50. Convenience fees will not be collected by the City but paid directly to the credit card processing company.

Based on the current timing of when our current credit/debit card processing company will quit servicing our account, we respectfully request Ordinance 2025-029 is passed by emergency.