



MUNICIPAL BUILDING
655 Blacklick St.
Groveport, OH 43125
614.836.5301
www.groveport.org

To: Mayor, Members of City Council and Administrator

From: Jason Carr, CPA, Finance Director

Date: May 11, 2020

RE: Council Report

Copier Leases

The Finance Department constantly reviews expenditures in order to determine if we can recognize cost savings from recurring costs. Many of the City's copier leases are retired and we own the copiers and now are paying for maintenance related costs. The Finance Department has re-negotiated these maintenance agreements which will provide annual cost savings to the following departments:

Department	Old Maintenance Agreements – Annual Cost	New Maintenance Agreements – Annual Cost	Estimated Annual Cost Savings
Public Works	\$2,508.00	\$306.30	\$2,201.70
Town Hall	3,240.00	2,401.44	838.56
Mayor's Court	1,044.00	362.53	681.47
Golf Course	816.00	218.18	597.82
Totals	\$7,608.00	\$3,288.45	\$4,319.55

The Finance Department will continue to monitor lease maintenance costs (as well as other costs) accordingly.

Credit Card Convenience Fees

Credit cards are a form of payment accepted by the City for which a fee is charged by Visa/MasterCard for each transaction processed. The City has historically not passed on these fees to the customer and have been a cost to the City, thus reducing other services which may be provided to its residents. For several years, the following departments have recorded these fees as and expenditure within their budget (below is an example of credit card fees paid by the City limited to the last two years):

Year	Recreation	Golf	Water	Storm Water	Town Hall	Total
2019	\$14,656.86	\$16,510.18	\$11,060.29	\$1,823.50	\$1,287.60	\$45,338.43
2018	14,915.14	14,639.04	10,827.32	2,944.49	1,091.05	44,417.04

Ordinance 2020-023 applies a credit card convenience fee to payments received by the Utility Department and the Building and Zoning Department. Payments received at the terminals located at the Utility Department window and Building Department window will charge a credit card convenience fee of 3.75% with a \$3.95 minimum fee. Utility website credit card payments will assess a convenience fee of 2.80% for payments up to \$325.00 with a variable rate of 3.75% assessed for credit card payments starting at \$325.01.

The credit card convenience fees to be assessed are structured so the City will not profit from these charges, but cover the cost of the transactions.

Automated Clearing House (ACH) Utility Payments

Effective with the July 1, 2020 utility bill date, ACH payments will be another payment option offered to our residents and businesses. A mass mailing will occur notifying them that a registration form (see the next page) is available.



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Groveport Utility ACH Recurring Payment Authorization Form

Schedule your payment to be automatically deducted from your checking or savings account the billing due date every three months. Just complete and sign this form to get started. There is no charge and you may discontinue at any time. If you have any questions, just give our Utility department a call at (614) 830-2048.

Please Circle One:

YES - I would like to participate in the Auto Debit Program. I understand that the quarterly debit will be my total utility bill balance on the **"DUE BY"** date.

CHANGE - Please make changes to my Auto Debit Account as indicated below.

STOP - Please stop my participation in the Auto Debit Program.

- **Name(s) on Account:** _____
- **Service Address:** _____
- **Utility Billing Account Number(s):** _____
- **Phone Number(s):** _____
- **Email Address:** _____

<p>Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <p>Name on Acct _____</p> <p>Bank Name _____</p> <p>Account Number _____</p> <p>Bank Routing # _____</p> <p>Bank City/State _____</p>	<p>*** Include Voided Check***</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"><p style="text-align: center;">Routing Number Account Number</p><p style="text-align: center;">222222222 000 111 555 1027</p></div>
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Authorized Signature: _____ **Date** _____

The above signature authorizes the City of Groveport Utility Department to initiate periodic withdrawals from the above account for payment of water-sewer bills. This authorization will remain in effect until notice of termination is given to the City of Groveport Utility Department. It is the customer's responsibility to notify the City of a bank account/routing number or any other account changes.

Submit form to: City of Groveport, 655 Blacklick Street, Groveport, OH 43125 or fax to (614) 836-1953

Completed form must be submitted at least 15 days prior to the next billing due date to take effect for that quarter. Otherwise, please submit proper payment to avoid late fees.