

## **ORDINANCE NUMBER 1064**

**AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS APPROVING THE USE OF CREDIT CARD PAYMENTS MADE BY CARDHOLDERS; SETTING SERVICE FEES; FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS ORDINANCE IS PASSED WAS OPEN TO THE PUBLIC AS REQUIRED BY LAW.**

**WHEREAS**, the Board of Commissioners believes that it is in the best interest of the citizens of the City of Burkburnett (the City) to allow individuals and/or businesses purchasing various building permits and abatement fees from the City to be able to pay these charges by use of the City of Burkburnett website permitting portal and in-person during regular business hours.

**WHEREAS**, It would not be feasible for the City to provide this payment service without the imposition of charges;

**WHEREAS**, The City of Burkburnett will be contracting with CSG Forte Payments, Inc. (CSG Forte) for the purpose of collection of payments for building permits and abatement fees by credit card or electronic check, 24 hours per day, 7 days a week via the internet or during normal business hours at City Hall;

**WHEREAS**, CSG Forte will charge a fee to the customer for the service as outlined in the Service Fee form attached hereto and made part of this ordinance. No fees will be assessed to the City for use of credit card or electronic check;

**WHEREAS**, CSG Forte will allow the use of credit card or electronic check payments through the City's website online permitting portal.

**WHEREAS**, CSG Forte will not be entitled to any compensation with respect to the services other than the service fees set forth in the Service Fee form and reserves the right to adjust its service fees with a thirty 30-day notice to the City at the anniversary of this ordinance;

**WHEREAS**, The City and CSG Forte both agree that any information or data obtained documents produced or any other material which is required by law or regulation will be kept confidential and shall not be disclosed without the prior written approval of the other party unless they are non-exempted public records; and

**WHEREAS**, Either party may terminate services with thirty 30-day written notice to the other party prior to the annual renewal date.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS, THAT:**

Part 1. Enacted

The fees for the convenience of making payment on the City's website, and in-person for building permits and abatement invoices and other charges set forth in the Agreement attached as Service Fee are established in this Ordinance.

## Part 2. Open Meetings Act

This meeting was open to the public as required by law and that public notice of the time, place and purpose of said meeting was given as required.

## Part 3. Severability Clause

If any section, sub-section, clause, phrase or portion of this ordinance shall be held unconstitutional or invalid by a court of competent jurisdiction, such section, sub-section, sentence, clause, phrase or portion shall be deemed to be a separate, distinct and independent provision and such invalidity shall not affect the validity of the remaining portions.

## Part 4. Repeal

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

## Part 5. Effective Date.

This ordinance shall be in force and effect from and after its final passage.

**PASSED AND APPROVED** on this the 15th day of July 2024.

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Lori Kemp, Mayor

**ATTEST:**

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Nikki Tepfer, City Clerk



## Service Fee Burkburnett, TX

Forte Payment Systems is proud to provide a robust processing platform and flexible pricing strategies:

- **Service Fee Model** – in a service fee model approach, the citizen pays a service fee for processing their transaction. Your office absorbs no cost.

### Service (Convenience) Fee Pricing Option:

MasterCard, Visa, Discover and American Express cards

3.20% of the payment amount with a minimum fee of \$2.00 based upon volume.

### Electronic check – online WEB and IVR payments

Includes Forte Verification for known accounts.

eCheck Transaction Tiers	Fees	Frequency
\$0.00 to \$50,000.00	\$2.00 w/Verification	Per Transaction
\$50,000.01 to \$75,000.00	\$3.25 w/Verification	Per Transaction
\$75,000.01 to \$100,000.00	\$6.25 w/Verification	Per Transaction
\$100,000.01 to \$150,000.00	\$10.25 w/Verification	Per Transaction
\$150,000.01 + \$250,000.00	\$15.25 w/Verification	Per Transaction