

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 15-04-14-01

**IN THE MATTER OF AMENDING
CHAPTER 60 OF THE LANE MANUAL
REGARDING CREDIT CARD SERVICE
FEES**

WHEREAS, the Board of Commissioners has the authority to approve amendments to the Lane Manual; and

WHEREAS, certain changes to Lane Manual Chapter 60.825 are desired to remove the \$.25 cent minimum service fee and add third party processing fees.

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** that Lane Manual Chapter 60.825 be amended by removing, substituting, and adding the following sections:

REMOVE THESE SECTIONS

60.825

INSERT THESE SECTIONS


60.825

Amended section is attached hereto and incorporated herein by reference.

ADOPTED this 14th day of April, 2015.



Jay Bozievich, Chair, Lane County Board of Commissioners

APPROVED AS TO FORM
Date 4-1-15


LANE COUNTY OFFICE OF LEGAL COUNSEL

Lane Manual

60.825 Credit Card Service Fee.

County departments receiving payment via credit card may charge a service fee not to exceed 3% on the gross amount of the transaction. The fee will be used to offset credit card processing and related costs of the department.

County departments are also permitted to contract with third-party vendors to direct charge customers a service fee to cover the costs of hosted payment services and related card processing costs. Such fees will be pre-approved by the customer, recovered by the third-party vendor, and are not considered fees charged by Lane County. *(Revised by Order No. 13-07-23-03, Effective 7.23.13)*

At left margin indicates changes
Bold indicates material being added
~~Strikethrough~~ indicates material being deleted

**LEGISLATIVE
FORMAT**

Lane Manual

60.825 Credit Card Service Fee.

County departments receiving payment via credit card may charge a service fee equal to the greater of 25 cents or not to exceed 3% on the gross amount of the transaction. The fee will be used to offset credit card processing and related costs of the department.

County departments are also permitted to contract with third-party vendors to direct charge customers a service fee to cover the costs of hosted payment services and related card processing costs. Such fees will be pre-approved by the customer, recovered by the third-party vendor, and are not considered fees charged by Lane County. *(Revised by Order No. 13-07-23-03, Effective 7.23.13)*