



ORDINANCE

AUTHORIZING PAYMENT BY CREDIT OR DEBIT CARD

CITY OF NASHUA

*In the Year Two Thousand and Eight*

**The City of Nashua ordains** that Part I “Administrative Legislation,” Chapter 5 “Administration of Government,” Part 7 “Taxation and Finance”, Article XXVI “Accounts and Warrants”, Section 5-132 “Money received; payment to Treasurer; receipts” of the Nashua Revised Ordinances, as amended, be hereby further amended by renaming the section, and adding the new underlined language as follows:

**“5-132. Money received; payment to Treasurer; receipts; payment by credit or debit card.”**

- A. The Treasurer shall give ~~his~~ receipt for all payments of money made to the City treasury to the person making the payment and, within one week, shall file a duplicate in the Chief Financial Officer’s office.
- B. Except as otherwise provided, all officers and agents receiving money on behalf of the City shall pay the money to the Treasurer daily or weekly as required by the Treasurer, shall submit reports to the Treasurer setting out in detail the amounts they have received, and shall file a duplicate of such reports in the Chief Financial Officer’s office.
- C. The Treasurer is authorized, but not required, to accept payment of charges generated by the sale of utility services, or all other fees by use of a credit or debit card. The city will add to the amount due, in addition to any penalties and interest payable, a service charge for the acceptance of the card. The city, at the time of the billing, shall disclose the amount of the service charge. The Treasurer is not authorized to accept property tax payments through the use of a credit or debit card.“

All ordinances or parts of ordinances inconsistent herewith are hereby repealed. This ordinance shall take effect upon its passage.

**LEGISLATIVE YEAR 2008**

**ORDINANCE:** 0-08-56

**PURPOSE:** Authorizing payment by credit card.

**ENDORSER(S):** Mayor Donnalee Lozeau

**COMMITTEE  
ASSIGNMENT:**

**FISCAL NOTE:** The intent of this legislation is to allow the city to accept convenience fee based payments so that it incurs no expense, and will use a third party processor for the service. There may be a minimal investment in swipe card readers.

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**ANALYSIS**

New Hampshire RSA 80:52-c states that the legislative body, by ordinance, may authorize the municipality's treasurer or other appropriate municipal official to accept payment of local taxes, charges generated by the sale of utility services, or other fees by use of a credit card. The municipality may add a service charge for the acceptance of the credit card to the amount due, and the municipality must disclose the amount of the service charge at the time of billing.

The financial services division wishes to start accepting credit card payments for some city fees, and so requires this legislation in order for that to take place. The ordinance also makes it clear that the city will add a service charge for the acceptance of the credit card.

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**Approved as to form:** Office of Corporation Counsel

**By:** Dorothy Clarke

**Date:** 18 December 2008

**ORDINANCE**

0-08-56

**Authorizing payment by credit card**

Endorsed by

*Orville Logan*

MAYOR

CLEMONS

PRINCIPAL

**IN THE BOARD OF ALDERMEN**

1<sup>ST</sup> READING DECEMBER 23, 2008

Referred to:

PERSONNEL AND ADMINISTRATIVE AFFAIRS COMMITTEE

2<sup>nd</sup> Reading FEBRUARY 24, 2009

3<sup>rd</sup> Reading \_\_\_\_\_

4<sup>th</sup> Reading \_\_\_\_\_

Other Action \_\_\_\_\_

Passed FEBRUARY 24, 2009

Indefinitely Postponed \_\_\_\_\_

Defeated \_\_\_\_\_

Attest: *Orville Logan*  
City Clerk

*Steve A. ...*  
President

Approved: *Orville Logan*  
Mayor's Signature

2-25-09

Date

Vetoed: \_\_\_\_\_

Veto Sustained: \_\_\_\_\_

Veto Overridden: \_\_\_\_\_

Attest: \_\_\_\_\_  
City Clerk

President