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## ***BOARD OF DIRECTORS AGENDA REPORT***

MEETING DATE: **SEPT. 25, 2025** ITEM: **10D**

SUBJECT: **Consideration of and Vote on Whether or Not to Approve Establishment of a Credit Card Convenience Fee to Offset Credit Card Processing Fees**

DATE: September 19, 2025

FROM: James Canfield, CEO

PRESENTATION BY: Melissa Au-Yeung, CAO

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### *Action Item*

### **BACKGROUND**

The OC Fair & Event Center hosts over 125 events annually, ranging from small private events to large-scale property wide trade shows and festivals. The District currently allows for the payment of fees for rental agreements in the form of checks or credit cards. While these transactions are convenient and efficient, the District has historically absorbed the fees associated with these credit card transactions. Credit card processing fees totaled approximately \$86,000 in 2024 and, for the first 7 months of 2025, have totaled approximately \$44,000.

To mitigate the growing costs associated with increased credit cards usage, staff is recommending credit card processing fees be paid directly by the end user going forward and a percentage-based service fee be added to credit card transactions. Users wishing to avoid incurring a credit card convenience fee will still have the option of paying rental fees by check. It should be noted that the District will still continue to absorb the credit card processing fees associated with fair admission tickets.

### **RECOMMENDATION**

That the Board approve the establishment of a credit card convenience fee to offset credit card processing fees.