

## RESOLUTION 2026-###

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO APPROVING THE TRANSFER OF CREDIT CARD CONVENIENCE FEES TO CONSUMERS FOR ALL ONLINE AND REMOTE CREDIT CARD TRANSACTIONS

WHEREAS, the City of San Pablo ("City") accepts credit card payments for various City services, including but not limited to permits, licenses, fees, fines, and other municipal charges;

WHEREAS, the City currently contracts with credit card processing providers, which charge merchant service fees for processing all credit card transactions regardless of whether the payment is made on-site or remotely;

WHEREAS, the City has historically absorbed all credit card merchant service fees, which have grown from approximately \$58,620 in Fiscal Year 2022-23 to \$82,415 in Fiscal Year 2024-25, representing a 40% increase over three fiscal years;

WHEREAS, the net cost to the City after rebates has grown from approximately \$47,980 in Fiscal Year 2022-23 to \$72,146 in Fiscal Year 2024-25, and is projected to exceed \$100,000 in Fiscal Year 2025-26;

WHEREAS, a survey of comparable Contra Costa County cities demonstrates that the standard practice is to pass credit card convenience fees to the consumer, with fee rates ranging from 2.50% to 3.95%;

WHEREAS, the convenience fee for credit card payments will be charged by the service provider and paid by the customer, which is consistent with rates charged by comparable local jurisdictions;

WHEREAS, the City will continue to provide free payment alternatives, including in-person payment by check or ACH transfer, to ensure equitable access to City services; and

WHEREAS, the Budget, Fiscal and Legislative Standing Committee reviewed and recommended approval of this action at its meeting on April 1, 2026.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Pablo hereby approves the transfer of credit card convenience fees to consumers for all credit card transactions for City services, whether made on-site or remotely, effective April 20, 2026; and

BE IT FURTHER RESOLVED that the foregoing recitations are true and correct and are included herein by reference as findings.

\* \* \* \* \*

ADOPTED this 20th day of April, 2026, by the following votes:

AYES: COUNCILMEMBERS:  
NOES: COUNCILMEMBERS:  
ABSENT: COUNCILMEMBERS:  
ABSTAIN: COUNCILMEMBERS:

ATTEST:

APPROVED:

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Dorothy Gantt, City Clerk

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Elizabeth Pabon-Alvarado, Mayor