

RESOLUTION NO. 2025-46

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRASS VALLEY INCORPORATING CREDIT CARD PROCESSING FEES INTO THE CITY'S MUNICIPAL FEE SCHEDULE

WHEREAS, the City of Grass Valley ("City") accepts payment for City services through various methods including cash, checks, credit cards, debit cards, and electronic funds transfers; and

WHEREAS, increased customer use of credit cards, debit cards, and eChecks has resulted in significant processing costs to the City, totaling approximately \$288,500 in Fiscal Year 2024/25; and

WHEREAS, California Government Code Section 6159 authorizes local agencies to accept credit card, debit card, and electronic funds transfer payments, and to recover associated processing costs by including such fees in the agency's schedule of fees; and

WHEREAS, incorporating processing fees into the City's Municipal Fee Schedule ensures cost recovery, transparency, and equitable treatment of all payers while maintaining customer choice through alternative no-fee payment methods.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Grass Valley as follows:

1. **Incorporation into Fee Schedule.** The City Council hereby incorporates credit card and eCheck processing fees into the City's Municipal Fee Schedule, consistent with Government Code Section 6159.
2. **Fee Collection.** Processing fees shall be disclosed to customers prior to transaction completion, itemized separately on receipts, and paid directly to third-party merchant service providers.
3. **Administrative Implementation.** The City Manager, or designee, is directed to develop administrative procedures and internal policies to implement this action.

ADOPTED as a Resolution of the City Council of the City of Grass Valley at a regular meeting held on the 26th day of August 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Hilary Hodge, Mayor

ATTEST:

Taylor Whittingslow, City Clerk

APPROVED AS TO FORM:

David Ruderman, City Attorney