

CITY COUNCIL RESOLUTION NO. 26-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRVINE, CALIFORNIA, APPROVING THE USER FEE STUDY UPDATE AND ESTABLISHING AND ADOPTING CREDIT CARD CONVENIENCE FEE

WHEREAS, pursuant to the provisions of the California Constitution and the laws of the State of California, the City of Irvine is authorized to adopt and implement certain fees and charges for municipal services provided that such fees and charges do not exceed the estimated reasonable cost of providing such services; and

WHEREAS, under California Government Code Section 6159(h), a city government may impose a fee for the use of a credit or debit card or electronic funds transfer; and

WHEREAS, the City intends to establish new citywide Credit Card Convenience Fee for credit card transactions to recover the costs of merchant fees and staff time related to processing these transactions; and

WHEREAS, the City has consulted with Willdan Financial Services and prepared a User Fee Study Update (the "Study"), Exhibit A. The Study provides the actual costs for processing credit card transactions including monthly reconciliations and fees charged by the credit card companies; and

WHEREAS, notice of a public hearing before the City Council of the City of Irvine concerning a proposed citywide Credit Card Convenience Fee was given, and a duly noticed public hearing was held by the City Council on June 9, 2026, to consider the establishment of the citywide Credit Card Convenience Fee; and

WHEREAS, the City is hereby authorized to impose a fee for the use of a credit card for all available transactions including, but not limited to paying City taxes, service fees, and fees for other programs and services, not to exceed the costs incurred by the City in providing for payment by credit card; and

WHEREAS, the City Manager or designee is hereby authorized to do all things necessary to implement this resolution.

NOW, THEREFORE, the City Council of the City of Irvine DOES HEREBY RESOLVE:

SECTION 1. The above recitals are true and correct and incorporated herein.

SECTION 2. The User Fee Study Update set forth in Exhibit A is hereby approved.

**ATTACHMENT X**

SECTION 3. Based on the evidence presented to it, the City Council finds that the fee adopted by this Resolution does not exceed the reasonable cost of providing the service for which the fee is charged.

SECTION 4. The Credit Card Convenience Fee set forth in Exhibit B is hereby established and adopted.

SECTION 5. Effective Date. The new fee shall be effective July 1, 2026.

SECTION 6. A copy of the Study shall be on file with the City Clerk and available during regular City business hours for public inspection and shall be accessible via the City website.

SECTION 7. That the City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED AND ADOPTED by the City Council of the City of Irvine at a regular meeting held on the 9<sup>th</sup> day of June 2026.

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MAYOR OF THE CITY OF IRVINE

ATTEST:

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CITY CLERK OF THE CITY OF IRVINE

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) SS  
CITY OF IRVINE )

I, CARL PETERSEN, City Clerk of the City of Irvine, HEREBY DO CERTIFY that the foregoing Resolution was duly adopted at a regular meeting of the City Council of the City of Irvine, held on the 9<sup>th</sup> day of June 2026.

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

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CITY CLERK OF THE CITY OF IRVINE

# EXHIBIT A

## User Fee Study Update

Description	Current Fee/Charge	Full Cost	Subsidy %	Suggested Fee	Fee Δ
Credit Card Convenience Fee	New	2.4%	0%	2.4%	NA

To establish an appropriate fee, the full cost of processing was calculated by dividing total credit card merchant fees by total credit card revenue, then adding the fully burdened hourly cost of administrative time to determine the suggested fee rate.

# EXHIBIT B

## Credit Card Convenience Fee

Fee Description	Fee
Credit Card Convenience Fee	2.4%

Fee applied to City credit/debit card payments processed and collected directly by City, with the exception of donations.