

**RESOLUTION NO. 2025-144**

**RESOLUTION NO. 2025-144 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, ADOPTING MERCHANT SERVICE FEES FOR CREDIT CARD TRANSACTIONS TO THE CURRENT MASTER FEE SCHEDULE**

**WHEREAS**, Chapter 2 of the Pomona City Code establishes various fees and service charges for services rendered by the City of Pomona and its various departments; and

**WHEREAS**, on April 5, 2021, the City Council approved Ordinance 4301 establishing a Master Fee Schedule; and

**WHEREAS**, the Master Fee Schedule must be amended to add Merchant Service Fees for credit card transactions; and

**WHEREAS**, the City Council finds that all required public notification in accordance with California State law was provided in advance of the public hearing at which these changes are to be considered ; and

**WHEREAS**, at least 10 days prior to the December 15, 2025, meeting, the City made available to the public data indicating the current fee amount and the proposed fee amount; and

**WHEREAS**, the City Council finds that it has considered this update to the current Fiscal Year (FY) Master Fee Schedule at a public hearing on December 15, 2025, based on a detailed analysis of the Merchant Service Fee, and has concluded both that the recommended and adoption of the service fee to the Master Fee Schedule, and conform to all applicable laws pursuant to the specific terms of this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Pomona as follows:

**SECTION 1.** Factual Findings Pursuant to Government Code §66013, §66014, or §66016.

**A.** The City has completed an analysis of the Merchant Service Fees for Credit Card Transactions.

**B.** The fees do not exceed the estimated reasonable cost of providing the service for which the fee is charged and will only be assessed to those utilizing the service.

**SECTION 2.** The City Council adopts the proposed update to the FY 2025-26 Master Fee Schedule as outlined in the table below and attached here to as “Attachment No. 2” and incorporated herein by this reference, as though fully set forth herein.

City of Pomona Merchant Services - Service Fee - Credit Card Transactions	
Type	Service Fee
In Person - Over The Counter	2.25%
Web- Utility Billing	\$4.35 fee/ for every \$500.00 processed
Web- Business License	3%
Web-Permitting	3.25%
Recreation Software	2.65%

**SECTION 3.** The proposed update to the FY 2025-26 Master Fee Schedule will go into effect and be available for use and/or available for implementation on December 16th, 2025.

**SECTION 4.** Severability. Each component of the fees and all portions of this Resolution are severable. Should any individual component of the fee or other provision of this Resolution be adjudicated to be invalid and unenforceable, the remaining provisions shall be and continue to be fully effective, and the fee shall be fully effective except as to that portion that has been judged to be invalid.

**SECTION 5.** The City Clerk shall attest and certify the passage and adoption of this Resolution.

**PASSED, APPROVED AND ADOPTED** this 15th day of December, 2025.

**CITY OF POMONA:**

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Tim Sandoval  
Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Sonia Carvalho  
City Attorney

**ATTEST:**

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Rosalia A. Butler, MMC  
City Clerk

I, HEREBY CERTIFY that the foregoing resolution was duly adopted by the City Council of the City of Pomona at a regular meeting thereof held on December 15th, 2025, by the following vote of the Council:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Rosalia A. Butler, MMC  
City Clerk