



CITY COUNCIL STAFF REPORT

ITEM NO. 6.3

DATE: June 23, 2025

TO: Honorable Mayor and City Council

FROM: Tina Olson, Administrative Services Director

SUBJECT: Hearing to receive and consider all evidence and reports regarding the adoption of a Master Fee Schedule.

RECOMMENDED ACTION

Staff recommends the City Council adopt a resolution adopting the City's Master Fee Schedule, incorporating certain fee changes and superseding resolution 2024-105.

SUMMARY

The Master Fee Schedule reflects fees charged by all City departments for certain services provided. The fees are calculated to recover the actual cost of providing services, which includes direct labor costs, administration or "overhead" costs, and the cost of materials and supplies.

DISCUSSION

The intent of a Master Fee Schedule is to set forth, in a single document, the fees for all City-related services and activities (i.e., zoning and building permits application fees, inspection fees, fees for services provided by the enterprise funds, utility rates, and so forth) that are approved by City Council and/or regulated by state or federal agencies. It is an industry best practice to review and update the Master Fee Schedule annually, allowing easy access to view fees for services, charges and providing a better understanding to the public of all fees charged by the City of Livermore. This Schedule covers only departmental/divisional fees for services, not property development-related fees (development impact fees or infrastructure fees). City staff performed an analysis of the proposed new fees and, pursuant to California Constitution, Article XIII C, § 1 (e) (Proposition 26), all new fees do not exceed the reasonable cost of the City to provide the service to the public

Updating and amending the Master Fee Schedule annually will allow for:

1. A centralized location to guide City staff and the public in quickly locating the appropriate fees for services by department and activities.
2. Fees to be added, revised, or deleted periodically in conjunction with the biennial budget

preparation process or annual budget update.

Staff reviews the comprehensive Master Fee Schedule as part of the biennial budget development process and annual update to determine that the fees listed are current. Effective July 1, 2025, most fees will adjust by the annual change of CPI (February 2025 – 2.7%), unless indicated otherwise. All new or modified fees are based on the City's cost to provide the service based on a cost-of-service study or, in the case of the Airport conference room rental rate, based on market rates. All proposed new fees fall under the following California Constitution, Article XIII C exception to a definition of a tax: a charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or the product.

This Master Fee Schedule is a compilation of all fees previously approved by the Council, except for the items noted below.

The tables included in Attachment 1 identify the proposed new fees added to the Master Fee Schedule, fees modified, and existing fees that had not previously been included in the Master Fee Schedule as requested by a City department.

Community Development - Building

Table 1 – General Administration

Technology Fee

The proposed increase in the technology fee from 2% to 5% is due to a sharp rise in software licensing and user fees essential for maintaining and enhancing the City's digital permitting infrastructure. The City of Livermore is nearing completion of its paperless initiative, which will transition all permit processing including submittal, plan review, and issuance to a fully electronic system.

This modernization is critical for improving efficiency, accessibility, and turnaround times for both staff and the public. To support this initiative, all plan reviewers must have individual access to the City's new electronic plan review software. This software incurs substantial annual user licensing fees, which have recently increased by almost \$200,000 and increasing by another \$82,000 over the next five years. The current 2% fee covers approximately 55% of the previous software cost. Furthermore, the City's permitting software contracts are currently under renewal, and staff anticipates a significant increase in associated user fees and maintenance costs. The proposed fee adjustment from 2% to 5% will ensure that the City can sustainably fund its technology infrastructure, licensing, and technical support necessary for this digital transformation. The proposed 5% fee will cover about 63% of the increased costs of the City's building permit technology. Even with this increase, Livermore's technology fee remains competitive. Neighboring jurisdictions such as Pleasanton are currently charging 5% and Hayward and San Leandro are charging 6% for technology fees, making the proposed rate in line with regional standards. This increase will allow the City to maintain a high level of service, meet public expectations for online access and transparency, keep pace with evolving technology requirements in building and permitting, and advancing Livermore's technology and service delivery goals.

Table 2 – Commercial/Residential Permit Fees

Misc. Items

The proposed swimming pools demolition fee is added as a separate line item from other demolition fees with the same amount. The City's cost related to the swimming pool permit are the same as the costs associated with the other demolition fees. As such, the fee is the same.

Public Works – Water Resources

Table 3 – Water Rates & Water Meter

Construction Meter Deposit

Staff proposes to add a 3" construction potable meter deposit of \$3,200. The amount is an increase of \$1,700 from the 3" construction recycled meter deposit. The increase is required due to the cost of a backflow device that is now required to be attached to the meter upon connection to any potable water hydrant. This is required by the new State Regulation under the Department of Water Resources Cross Connection Control Plan (CCCP), effective July 1, 2025.

Meter Testing Fees

The proposed new \$175.00 fee covers the cost of one hour of a Water Distribution Operator II's time to mount the backflow device to the hydrant meter and backflow test it before use on a construction site. This fee is also required under the new CCCP.

Wastewater Permit Review

Staff propose to add a temporary Wastewater Discharge Permit (WWDP). The Water Division issued temporary permits in the past and charged a fee, but that fee had not been included in the Master Fee Schedule or previous sewer rate ordinances. The fee is calculated based on 5.5 hours of an inspector's time to review the permit application, conduct an initial inspection, and issue the permit multiplied by the inspector's hourly rate plus a 10% administrative/material fee. One hour of active vehicle use is also included in the fee.

Wastewater Monitor Fee

Staff propose to add a Violation Follow-up fee to cover the cost of follow up inspections on any wastewater discharge violation such as discharging too much mercury into the sewer system. The fee is based on 6.5 hours of an inspector's time conducting follow-up inspections multiplied by an inspector's hourly rate plus a 10% administrative/material fee. One hour of active vehicle use is also included in the fee.

Police

Table 4 – Police Department Fees

The Police Department fees, fines and penalties including emergency response fee, subpoena witness fee, concealed carry weapon permit, parking violation fines/bail, in Table 4 are existing fines and fees that have been charged for years but were not included in the previous Master Fee Schedule. The fines and penalties are included in the Livermore Municipal Code or the California Vehicle or Government codes. These fees, fines, and penalties have been posted on the Police Department website.

The Citation sign-off fee for correctable parking citations is proposed to be added back to the master fee schedule. It was removed per department instructions in prior years. However, it is a legitimate fee and therefore needs to be added back to the master fee schedule. The fee is the same as it was when it was

previously included in the master fee schedule and therefore not an increased fee.

Fees Removed from the Master Fee Schedule

Table 5 – Water Rates

Construction Hydrant Meter Fees and Deposits

Water Resources will no longer be issuing construction hydrant meters smaller than a 3" and therefore the hydrant meter fee for 1" or smaller at \$14.51 and the related deposit of \$300 will be removed from the Master Fee Schedule.

Source Control Annual User Charges

Water Resources simplified the wastewater fee structures and removed several fees. In the past, the annual user fees were not well defined, but staff believe they included the summation of the cost of individual sample collection and review time for the results of the analyses. Staff replaced the user fees with charging for the WWDP Application Review/Facility Inspection/Permit issuance task plus the appropriate number of individual sampling costs. Thus, instead of charging user fees for monthly samples, the City will charge 12 times the individual sample cost once a year. The sample costs include the time to procure the sample, package it, ship it off to a lab, and review the results when they come back (permittees pay the lab directly for their required analyses).

Wastewater Monitoring Fees

Staff propose to delete the Permit Violation Resample - Composite and Permit Violation Resample - Grab fees because these fees were punitive in nature, like a fine. Staff want to standardize the costs associated with all sampling events, regardless of the reason. Moving forward, if a permitted entity requires additional sampling for a violation, they will be charged the standard sampling fee for each sample needed plus the cost of a violation follow up inspection.

FISCAL AND ADMINISTRATIVE IMPACTS

The approval of this Master Fee Schedule will have a minimal fiscal or administrative impact. These revenues generated by the fees are either the existing fees or included in the FY 2025-26 budget by the respective departments.

COMMUNITY PILLAR

5: A City That Works

GOAL

17: Ensure effective use of public resources

ATTACHMENTS

1. [Tables 1-5](#)
2. [Resolution](#)
3. [Exhibit A - Master Fee Schedule](#)

Prepared by: Ki Lam
Management Analyst

Approved by:



Marianna A. Burch
City Manager

Fiscal Review by:



Tina Olson
Administrative Services Director