



CITY COUNCIL STAFF REPORT

ITEM NO. 7.1

DATE: June 22, 2026
TO: Honorable Mayor and City Council
FROM: Kristen Hilton, Acting 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 2025-102.

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, 2026, most fees will adjust by the annual change of CPI (February 2026 – 2.5%), 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.

An existing fee for staff review of preliminary applications for eligible housing development projects, established in February 2024 with Resolution 2024-027, is now placed on the master fee schedule after identifying it was not currently part of the existing master fee schedule.

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.

Administrative Services - Finance

Table 1 – Tobacco Retailer License Fee

This fee is proposed to decrease from \$969 to \$523 over a two-year period, from July 1, 2026 to June 30, 2028. This amount is based on staff time and the respective fully burdened rates. It is subject to the annual CPI adjustment. The two-year temporary decrease is due to the City receiving funding from a grant for tobacco retailer enforcement efforts. After June 30, 2028, the fee will revert to \$969.

Community Development - Housing and Human Services

Table 2 – Housing Services Program Fees

This new fee recovers costs for reviewing eligibility and processing homebuyer applications from developers who manage their own application and selection processes for newly constructed affordable homes. It is based on staff time required for these reviews. This proposed fee applies only to developers who administer their own programs and is separate from the new unit sales administrative fee, which is charged only when the City manages the Below Market Rate (BMR) buyer selection process.

Community Development – Building

Table 3 – Commercial / Residential Permit Fees - Misc. Items

The revisions reflect clarifications to practices already in place but not previously captured in the master fee schedule.

For example:

- Photovoltaic Systems fees are now set by State Assembly Bill 1132 to \$1,000 for commercial systems.
- The per-square-foot residential remodel fee does not include kitchen or bathroom work; those are assessed as additional charges.
- Reroofing fees have been clarified to distinguish between residential and commercial projects.

Police

Table 4 - Police Department Fees

The Police Department increased the cardroom license and renewal fee from \$319 to \$1,631. The proposed amount is based on current hourly rates of the staff involved and how much time they spend processing each type of license.

The cardroom amendment fee is a new fee and will also be based on current hourly rates of the staff involved and how much time they spend processing each type of license. It will be instituted to accompany the Card Expansion Application for expanded services, which is authorized under the LMC addition (2025) 5.20.160 section Q, and is in conformance with the Livermore Development Code.

Department of Public Works - Water Resources

Table 5 - Wastewater & Water Meter

Source Control and related fees are calculated based on the average staff and vehicle time required to perform various components of the permitting program, including review of sample results for compliance with local limits, review of permit applications, and performing facility inspections. In addition to these direct costs, fees include an administrative and materials charge to cover other related staff time and materials costs necessary to the permitting program.

The construction meter deposit is increased from \$3,280 to \$3,500 due to an increase in replacement cost for this item.

Fees Removed from the Master Fee Schedule

Table 6 - Airport

Conference Room Phone

The Airport conference room does not have a physical phone anymore, and thus this fee will be removed.

Table 7 - Building

Commercial / Residential Permit Fees - Misc. Items

The removal of certain photovoltaic (PV) fees aligns with state law requirements, which limit the fees that

can be charged for PV installations. Categories for minor bathroom and minor kitchen remodels are no longer used and are also removed.

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 2026-27 budget by the respective departments.

COMMUNITY PILLAR

5: A City That Works

GOAL

17: Ensure effective use of public resources

ATTACHMENTS

1. ATTACHMENT 1 - Tables 1 to 7
2. Resolution
3. Exhibit A - Master Fee Schedule FY 2026-27

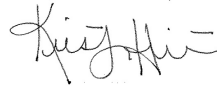
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Kristen Hilton
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