



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

---

**DATE: JUNE 13, 2022**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: RON AHLERS, CHIEF FINANCIAL OFFICER**  
**HIROMI DEVER, ACCOUNTING SUPERVISOR**



**SUBJECT: ADOPTION OF RESOLUTION NO. 2022-1798, A RESOLUTION OF THE CITY COUNCIL OF CALABASAS, CALIFORNIA, UPDATING THE CITYWIDE FEE SCHEDULE**

**MEETING**

**DATE: JUNE 22, 2022**

---

**SUMMARY RECOMMENDATION:**

Staff recommends the City Council adopt Resolution No. 2022-1798, a Resolution of the City Council of the City of Calabasas, California, updating the Citywide Fee Schedule to establish the State Mandated Disability Access and Education Funds fees for building permit, Permit reinstatement fee, Application reinstatement fee, Processing fees for Classes and rentals for Community Services, and to incorporate other fees previously approved but not listed in the Citywide Fee Schedule.

**DISCUSSION/ANALYSIS:**

On September 19, 2012, Governor Brown signed SB-1186 which added the Disability Access and Education Funds fee of \$1 to each business registration; however, City of Calabasas does not require a business license and the fee was not established. On January 1, 2018, AB1379 was signed to increase the fee to \$4 to further assist developing compliance with construction related accessibility requirements and educational resources for businesses in order to facilitate compliance with Federal and State requirements. The state requires that the fee should be charged to local business license or similar instrument such as building permits.

There have been few modifications and new fees incorporated to the Citywide Fee Schedule for various Departments/Divisions. With the current addition and deletion to the Citywide Fee Schedule for Disability Access and Education fee, there are fees that require an update and/or modification in regards to Planning Division and Building and Safety Division within the Community Development Department, Community Services Department, Library, and other miscellaneous fees. Those fees are as follows:

Planning:

Action	Description	Amount
Add	Citywide Traffic Mitigation Fees (previously approved)	Various
Add	Lost Hills Rd/Las Virgenes Rd Bridge and Thoroughfare District Construction Fee (Previously approved)	Various
Add	Art in Public Places	1% of Valuation
Add	Quimby Fee - amount of Land required per acre x per acre fair market value (previously approved)	
Add	SB9 Parcel Split	\$ 5,637.00
Add	SB9 Ministerial Permit, per unit	\$ 980.00
Add	Technology Fee	3%
Amended	Wireless Transmission Facility Consultant Review	\$ 3,000.00

Building and Safety:

Action	Description	Amount
Add	SB-1186 Disability Access & Education (Begin 1/1/2024)	\$ 1.00
Add	AB-1379 Disability Access & Education CASp Fee (End 12/31/2023)	\$ 4.00
Add	Technology Fee	3%
Add	Permit Reinstatement Fee	25%
Add	Application Reinstatement Fee	25%

Community Services:

Action	Description	Amount
Add	Processing Fee - Classes	\$ 5.00
Add	Processing Fee - Rentals	\$ 10.00

Action	Description	Amount
Add	Park Rental Administrative Fee	\$ 20.00
Add	Tennis and Swim center fees previously approved	Various
Delete	Klubhouse Pre-School Two-years old room	Various
Delete	Klubhouse Pre-School Three, Four, and Five, Five full days	Various

**Library:**

Action	Description	Amount
Delete	All books, CDs, and Magazines late fee, per day	\$ 0.25
Delete	DVDs late fee, per day	\$ 1.00
Add	Lost Material Fee	\$5 + Cost

**Miscellaneous Fee:**

Action	Description	Amount
Delete	First Return Item	\$ 25.00
Delete	Second and subsequent return item	\$ 35.00

**FISCAL IMPACT/SOURCE OF FUNDING:**

By approving Resolution 2022-1798, the Citywide Fee Schedule will be current with the newly adopted fees providing revenue for the City while assisting with the offset of any costs for services provided that may be incurred.

**REQUESTED ACTION:**

City Council adopt Resolution No. 2022-1798, a Resolution of the City Council of the City of Calabasas, California, updating the Citywide Fee Schedule to establish the State Mandated Disability Access and Education Funds fees for building permit, Permit reinstatement fee, Application reinstatement fee, Processing fees for Classes and rentals for Community Services, and to incorporate other fees previously approved but not listed in the Citywide Fee Schedule.

**ATTACHMENTS:**

Attachment A: Resolution No. 2022-1798