



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

**DATE:** FEBRUARY 13, 2023  
**TO:** HONORABLE MAYOR AND COUNCILMEMBERS  
**FROM:** MARICELA HERNANDEZ, MMC, CPMC, CITY CLERK  
**SUBJECT:** ADOPTION OF RESOLUTION NO. 2023-1838, UPDATING THE CITYWIDE FEE SCHEDULE TO ADD A PASSPORT ACCEPTANCE FEE

**MEETING DATE:** FEBRUARY 22, 2023

**SUMMARY RECOMMENDATION:**

Staff recommends the City Council adopt Resolution No. 2023-1838, updating the Citywide Fee Schedule to add a Passport Acceptance fee to the Citywide Fee Schedule.

**DISCUSSION/ANALYSIS:**

On May 12, 2021, the City Council adopted Resolution No. 2021-1723.

There is a fee that requires an update in regard to City Clerk schedule as follows:

**City Clerk:**

Action	Description	Amount
Add	Passport Acceptance	\$35

**FISCAL IMPACT/SOURCE OF FUNDING:**

By approving Resolution 2023-1838, the Citywide Fee Schedule will be current with the newly adopted fee providing revenue for the City while assisting with the offset of any costs for services provided that may be incurred.

**REQUESTED ACTION:**

That the City Council adopt Resolution No. 2023-1838, updating the Citywide Fee Schedule to add a Passport Acceptance Fee to the Citywide Fee Schedule.

**ATTACHMENTS:**

Attachment A: Resolution No. 2023-1838