

USER FEE MANUAL

FEEs, FINES, PENALTIES,
RATES, & ASSESSMENTS

Fiscal Years
2019-20 & 2020-21

CITY OF
THOUSAND OAKS,
CALIFORNIA





City of Thousand Oaks

Adopted User Fee Manual (Fees, Fines, Penalties, Rates, and Assessments) Fiscal Years 2019-20 and 2020-2021

Cover: Fred Kavli Theatre lobby in honor of the 25th Anniversary of the Bank of America Performing Arts Center at the Thousand Oaks Civic Arts Plaza.

Back Cover: Photos include City Councilmembers and the City Manager at the groundbreaking of the Thousand Oaks Civic Arts Plaza, as well as photographs during and immediately following construction. (Note the hanging street sign for historical purposes.)

Cover Design & Graphics: Allison Fochler (Finance Department) and the Searle Creative Group
Printing: City of Thousand Oaks Print Shop

City of Thousand Oaks

Adopted User Fee Manual Fiscal Years 2019-2020 & 2020-2021

City Council

Rob McCoy

Al Adam

Claudia Bill-de la Peña

Bob Engler

Ed Jones

Executive Team

Andrew Powers, City Manager

Tracy M. Noonan, City Attorney

Ingrid Harty, Assistant City Manager

Gary Rogers, Deputy City Manager

Jaime Boscarino, Finance Director

Heather Cousin, Library Services Director

Jim Friedl, CRPD General Manager

Tim Giles, Interim Human Resources Director

Tim Hagel, Police Chief

Barry McComb, Cultural Affairs Director

Cynthia Rodriguez, City Clerk

John Spykerman, Fire Division Chief

Jay T. Spurgin, Public Works Director

Mark Towne, Community Development Director

User Fees Team

Jaime Boscarino, Finance Director

Brent S. Sakaida, Budget Officer

Julie Prince, Office Supervisor

Nick Foster, IT Analyst III

Mike Newman, Print Shop Supervisor

A special thanks to the other City departments, whose cooperation and input helped put this document together.

CITY OF THOUSAND OAKS

Residents



MAYOR
Rob McCoy



MAYOR PRO TEM
Al Adam



COUNCILMEMBER
Claudia Bill-de la Peña



COUNCILMEMBER
Bob Engler



COUNCILMEMBER
Ed Jones

- Arts & Culture Roundtable
- Business Roundtable
- Community Funding Review Committee
- Council on Aging
- Disabled Access Appeals and Advisory Board
- Investment Review Committee
- Planning Commission
- Rent Adjustment Commission
- Traffic & Transportation Advisory Commission
- Youth Commission

CITY ATTORNEY
Tracy Noonan

CITY MANAGER
Andrew P. Powers

ASSISTANT CITY MANAGER
Ingrid Hardy

CITY CLERK
Cynthia Rodriguez

CULTURAL AFFAIRS
Barry McComb

COMMUNITY DEVELOPMENT
Mark Towne

FINANCE
Jaime Boscarino

FIRE
John Spykerman

HUMAN RESOURCES
Tim Giles (Interim)

LIBRARY SERVICES
Heather Cousin

POLICE
Tim Hagel

PUBLIC WORKS
Jay Spurgin

City of Thousand Oaks

Adopted 2019 User Fee Manual (Fees, Fines, Penalties, Rates, and Assessments)

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City of Thousand Oaks

Adopted 2019 User Fee Manual (Fees, Fines, Penalties, Rates, and Assessments)

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2019 User Fee Manual was adopted on April 23, 2019, by Resolution No. 2019-009 (User Fees) and Resolution No. 2019-010 (Police Facilities Fee), fees are effective July 1, 2019.

Print Date: July 19, 2019

SECTION I - ADOPTED FEE DETAIL SHEETS

City Clerk

City of Thousand Oaks User Fees Summary

City Clerk - 2019

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City of Thousand Oaks User Fees Detail

City Clerk - 2019

Fee Type	Fee Title				Fee #
User Fee	Verification of Residency				CK-01
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
City Clerk	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Provides citizens with verification of residency.					
Accounts Credited With Fee Receipts					
001-2210-449-40-00 Other Services - City Clerk Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 20.00					

City of Thousand Oaks User Fees Detail City Clerk - 2019

Fee Type	Fee Title				Fee #
User Fee	Document Certification And Copying				CK-05
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
City Clerk	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Provide copies of certified documents as requested.					
Accounts Credited With Fee Receipts					
001-2110-449-99-00 Other Services - Other					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 20.00 Per document 2) \$ 0.15 Per page (CW-01A) 3) \$ 0.50 Per page color copy (CW-01A)					

City of Thousand Oaks User Fees Detail City Clerk - 2019

Fee Type	Fee Title				Fee #
User Fee	Municipal Code				CK-08
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
City Clerk	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Provide copies of the Municipal Code of the City of Thousand Oaks. The Municipal Code may be purchased by section or as a complete book. Supplement fee dependent upon printing and postage cost.					
Accounts Credited With Fee Receipts					
001-2210-425-30-00 Other - Sale of material / PUB/ DIR					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 30.00 Processing charge per subscriber per supplement, PLUS; 2) \$ 0.15 Per page (Per CW-01A)					

City of Thousand Oaks User Fees Detail City Clerk - 2019

Fee Type	Fee Title				Fee #
User Fee	Election & Measure E Service				CK-13
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
City Clerk		Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Planning, processing, and counting the results of an election for an assessment district within the City or required by a development action such as a general plan amendment or other entitlement application (pursuant to Measure E requirements).					
Accounts Credited With Fee Receipts					
856-0000-241-99-00 Election Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) The District is billed for the full costs of staff time. 2) The planning applicant shall post a deposit equal to 110% of the costs, as estimated by the City Clerk after Council has agreed with the proposed general plan/urban boundary change and at least 20 days prior to submitting a proposed ballot measure to the County Clerk (Measure E).					

Citywide

City of Thousand Oaks User Fees Summary

Citywide - 2019

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City of Thousand Oaks User Fees Detail Citywide - 2019

Fee Type	Fee Title				Fee #
User Fee	Public Records Production				CW-01A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Citywide	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
<p>Provide machine copies (photocopy, scan, or e-mail (including fax) of PDF's) of documents as requested. All departments except Library. The Public Records Act don't require an agency to create a record that doesn't exist. However, if records requested doesn't match existing data and data compilation, extraction, redaction, or programming will result in a record that matches request, a programming fee may be charged pursuant to GC 6253.9(a)(b). Requestor must be notified of amount (estimate is allowed) and approved prior to City beginning programming efforts. 001-xxx-449-99-00 (Insert Department/Division cost center).</p>					
Accounts Credited With Fee Receipts					
001-1210-449-20-00					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor	Fee	
Fee					
<p>1) \$ 0.15 Per page</p> <p>2) \$ 0.50 Per page color copy</p> <p style="text-align: center;">See PW-26 for Department of Public Works Reproduction Fees which may be utilized on a Citywide basis.</p> <p>3) Actual Cost Postage, if mailed</p> <p>4) TBD Programming fee, with customer approval, prior to assessing fee to generate/redact a record based on actual staff and software costs.</p>					

City of Thousand Oaks User Fees Detail Citywide - 2019

Fee Type	Fee Title				Fee #
User Fee	Media Production Charge				CW-01B
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Citywide	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fee for copies of CD/DVD Discs: City Council and Planning Commission meetings and public records. 001-xxx-449-99-00 (Insert Department/Division cost center)					
Accounts Credited With Fee Receipts					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$	10.00	Per each copy plus the cost of media, if not supplied			
2) \$	2.00	CD/DVD Disc			
3) \$	8.00	Flashdrive 8GB - Office Depot charge			
4)	TBD	Plus postage if mailed (actual costs)			

City of Thousand Oaks User Fees Detail

Citywide - 2019

Fee Type	Fee Title				Fee #
User Fee	Offsite Storage/Document Retrieval Service				CW-03
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Citywide	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
001-xxx-449-99-00 (Insert Department/Division cost center)					
Accounts Credited With Fee Receipts					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) Actual cost for rush retrieval(s) pursuant to current offsite storage vendor contract rate 2) FPPC Request - pursuant to G.C. 81008					

City of Thousand Oaks User Fees Detail

Citywide - 2019

Fee Type	Fee Title				Fee #
User Fee	City Facility Rentals - Library				CW-04
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Citywide	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
<p>INSURANCE COVERAGE REQUIRED Group 1. City Departments, Commissions or Committees. Group 2: Non-profit and City supported organizations, other government agencies. Non-profit organizations must submit proof of non-profit status from State or IRS. Group 3: Business & commercial (for profit) organizations (also includes other groups that cannot provide evidence of non-profit status). No admission fees or product sales allowed.</p>					
Accounts Credited With Fee Receipts					
110-7010-486-00-00 T.O. Lib. - Other Misc Revenue					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property		Fee
Fee					
<p>GRANT R. BRIMHALL LIBRARY (MARVIN E. SMITH, CONFERENCE ROOMS, AND TECHNOLOGY TRAINING ROOM) Requests for use can be made by reservation through the Library and subject to Library policies.</p> <p>Available hours (Mon-Th 9:00am-8:00pm, Fri 9:00am-6:00pm, Sat 9:00am-5:00pm) (Groups 1 & 2 may reserve room after 8:00 p.m., Monday - Thursday; Group 2 will be assessed the applicable room use fees charged to Group 3 users for the portion of their reservation that falls outside the available hours listed above)</p> <p>Group 1 - No charge Group 2 - No charge Group 3 - \$100.00/hour for the Marvin E. Smith Room, plus additional \$25.00 if the kitchen is used. \$40.00/hour for the Conference Room \$50.00/hour for the Technology Training Room</p> <p>NEWBURY PARK BRANCH LIBRARY MEETING ROOM Available Hours (Mon-Wed 9:00am-8:00pm, Th-Fri 9:00am-6:00pm, Sat 9:00am-5:00pm) (Groups 1 & 2 may reserve room after 8:00 p.m., Monday - Thursday; Group 2 will be assessed the applicable room use fees charged to Group 3 users for the portion of their reservation that falls outside the available hours listed above)</p> <p>Group 1 - No charge Group 2 - No charge Group 3 - \$80.00/hour, plus additional \$25.00 if the kitchen is used.</p> <p>For information: Contact the Thousand Oaks Library at (805) 449-2660.</p> <p>INSURANCE COVERAGE IS REQUIRED: Insurance may be purchased through the City; \$15.00 insurance processing fee is required.</p> <p>EQUIPMENT RENTAL FEES: Please refer to Citywide Fees (CW-04A).</p> <p>CHAIR SET-UP FEE:</p> <p style="padding-left: 40px;">\$40.00 50 - 99 Chairs \$60.00 100 - 149 Chairs \$80.00 150 - 200 Chairs</p> <p>Damages/Excessive Cleaning Fee: Any damages or excessive cleaning cost required due to the activities of the renter will be the responsibility of the renter. Permission to use facility may be revoked for a limited or indefinite period of time depending on the severity of damage.</p>					

City of Thousand Oaks User Fees Detail Citywide - 2019

Fee Type	Fee Title				Fee #
User Fee	City Facility Rentals - Library Equipment Rental Fees				CW-04A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Citywide	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Rental fees for equipment available to be used in conjunction with renting a Library Conference, Training, or Meeting Room. Refer to Citywide Facility Rentals - Library (Fee CW-04).					
Accounts Credited With Fee Receipts					
110-7010-486-00-00 T.O. Lib. - Other Misc Revenue					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Variable Fee	<input checked="" type="checkbox"/> Deposit Required	4. Entrance to or use of local gov't property	Fee	
Fee					
MARVIN E. SMITH COMMUNITY ROOM AT GRANT R. BRIMHALL LIBRARY:					
Microphones:					
1) \$	10.00	Each. Stand Alone, Hand Held, or Table Top (Max. 4). Podium Mic. (Max. 1)			
2) \$	10.00	Plus a deposit of \$450.00 for Hand Held or Lapel Wireless (Max. 1)			
Note: Hand Held wireless and Lapel wireless cannot be used together.					
Video Presentation Kit:					
3) \$	25.00	Plus a deposit of \$450.00.			
Includes: Blue-ray/DVD/CD player, Projector, Cable TV, Sound System, White Screen, Microphone (1) of any type.					
Computer Kit:					
4) \$	50.00	Plus a deposit of \$450.00.			
Includes: Blue-ray/DVD/CD player, Projector, Cable TV, Sound System, White Screen, Microphone (1) of any type, Laptop Computer (Microsoft Windows XP and Office 2010), Wireless Mouse, Remote Presentation Control.					
Piano:					
5) \$	140.00				
CONFERENCE ROOMS AND TECHNOLOGY TRAINING ROOM AT GRANT R. BRIMHALL LIBRARY:					
Conference Room Kit:					
6) \$	50.00	Plus a deposit of \$450.			
Includes Laptop Computer (Microsoft Windows XP and Office 2010), Wireless Mouse, White Screen, Remote Presentation Control, Speakers.					
NEWBURY PARK BRANCH LIBRARY MEETING ROOM:					
Video Presentation Kit:					
7) \$	25.00	Plus a deposit of \$450.00.			
Includes: Blue-ray/DVD/CD player, Projector, Cable TV, Sound System, White Screen, Microphone (1) of any type.					
Computer Kit:					
8) \$	50.00	Plus a deposit of \$450.00.			
Includes: Blue-ray/DVD/CD player, Projector, Cable TV, Sound System, White Screen, Microphone (1) of any type, Laptop Computer (Microsoft Windows XP and Office 2010), Wireless Mouse, Remote Presentation Control.					
Microphones:					
9) \$	10.00	Each, plus a deposit of \$450.00 for Hand Held, Lapel Wireless, or Podium Microphone (Max. 1)			

City of Thousand Oaks User Fees Detail

Citywide - 2019

Fee Type	Fee Title				Fee #
User Fee	City Facility Rentals - Civic Arts Plaza				CW-05
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Citywide	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
<p>INSURANCE COVERAGE REQUIRED Group 1. City Departments, Commissions or Committees. Group 2: Non-profit and City supported organizations, other government agencies. Non-profit organizations must submit proof of non-profit status from State or IRS. Group 3: Business & commercial (for profit) organizations (also includes other groups that cannot provide evidence of non-profit status). No admission fees or product sales allowed.</p>					
Accounts Credited With Fee Receipts					
001-0000-471-99-00 Rental of City Facilities - Other rents					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property		Fee
Fee					
<p>BOARD, OAK & PARK ROOMS - City Facility Rentals Requests for use can be made by reservation through the Finance Department - Public Services Division and subject to its policies. Monday - Friday 7:00 am - 5:00 pm (Group 1 may reserve room after 5:00 pm) Group 1 - No charge Group 2 - No charge Group 3 - \$50.00/hour for Board Room, \$40.00/hour for Oak Room, \$40.00/hour for Park Room Weekend, Holiday, 7:00am - 8:00 pm Requests are made through the Cultural Affairs Department in conjunction with Theatre related or City approved events. Hourly fee below and \$50.00/hour (2-hour minimum fee to unlock/lock room) Group 1 - No charge Group 2 - \$50.00/hour for Board Room, \$30.00/hour for Oak Room, \$30.00/hour for Park Room Group 3 - \$50.00/hour for Board Room, \$40.00/hour for Oak Room, \$40.00/hour for Park Room</p> <p>For information: Contact the Finance Department (FIN) at (805) 449-2200.</p> <p>CAP PARK & COURTYARD OF THE OAKS Requests for use can be made by reservation through the Cultural Affairs Department and subject to its policies. Group 1 - No charge Group 2 - \$200.00 plus 10% of sales, if applicable Group 3 - \$300.00 plus 15% of sales, if applicable Note: City Special Event Permit review is required for all activities with over 500 potential attendees, events with amplified audio, or events with alcohol.</p> <p>\$50.00 fee for electricity use in addition to \$50.00 per hour with 2 hour minimum to turn on/off on weekends and after business hours. For information: Contact Cultural Affairs Department (CAD) at (805) 449-2700.</p> <p>INSURANCE COVERAGE IS REQUIRED: Insurance may be purchased through the City; \$15.00 insurance processing fee is required.</p> <p>Damages/Excessive Cleaning Fee: Any damages or excessive cleaning cost required due to the activities of the renter will be the responsibility of the renter. Permission to use facility may be revoked for a limited or indefinite period of time depending on the severity of damage.</p>					

City of Thousand Oaks User Fees Detail Citywide - 2019

Fee Type	Fee Title				Fee #
User Fee	City Facility Rentals - Thousand Oaks Community Gallery				CW-06
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Citywide	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Group 1: City Departments, Commissions, and Committees Group 2: Organizations, Groups, and Individuals wanting to display, support, and sell art.					
Accounts Credited With Fee Receipts					
001-1250-486-00-00					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
<p>THOUSAND OAKS COMMUNITY GALLERY - ART EXHIBITION FEES Requests for use can be made by reservation through the Library Department. Monday - Friday 1) \$ 700.00 For full month for all groups, plus cost of insurance, if applicable. A prorated fee is available if reserving the Gallery for less than one month.</p> <p>For information: Contact the Library Department (CAD) at (805) 480-7204.</p> <p>INSURANCE COVERAGE IS REQUIRED: Insurance may be purchased through the City; \$15.00 insurance processing fee is required.</p> <p>Damages/Excessive Cleaning Fee: Any damages or excessive cleaning costs required due to the activities of the renter will be the responsibility of the renter. Permission to use facility may be revoked for a limited or indefinite period of time depending on the severity of damage.</p>					

City of Thousand Oaks User Fees Detail Citywide - 2019

Fee Type	Fee Title				Fee #
User Fee	City Facility Rentals - Cameron Center				CW-07
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Citywide	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
<p>Insurance Coverage Required Group 1: City Departments, Commissions, and Committees. Group 2: Non-profit and City supported organizations, other government agencies. Non-profit organizations must submit proof of non-profit status from State or IRS. Group 3: Business & commercial (for profit) organizations (also includes other groups that cannot provide evidence of non-profit status). No admission fees or product sales allowed.</p>					
Accounts Credited With Fee Receipts					
001-3572-471-10-00					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
<p>CAMERON CENTER Requests for use can be made by reservation through the Finance Department and subject to Finance Department policies. Monday - Friday 7:30am - 10:00 pm Group 1 & 2 - No Charge Group 3 - \$100.00 per hour Weekends & Holidays, 7:00am - 10:00pm Group 1 - No Charge Group 2 - \$90.00 per hour Group 3 - \$120.00 per hour</p> <p>Note: For Groups 2 & 3 - \$25 additional charge if food/beverages are served or kitchen is used.</p> <p>For information: Contact the Finance Department at (805) 449-2200.</p> <p>INSURANCE COVERAGE IS REQUIRED: Insurance may be purchased through the City; \$15.00 insurance processing fee is required.</p> <p>Damages/Excessive Cleaning Fee: Any damages or excessive cleaning costs required due to the activities of the renter will be the responsibility of the renter. Permission to use facility may be revoked for a limited or indefinite period of time depending on the severity of damage.</p> <p>Refund Policy: No refunds will be processed without a 72-hour notice of cancellation.</p>					

City of Thousand Oaks User Fees Detail Citywide - 2019

Fee Type	Fee Title				Fee #
User Fee	Los Robles Golf Course Banquet Facility				CW-08
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Citywide	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fees for the rental of Los Robles Greens Golf Course and Banquet Facility. Reservations made through Los Robles Golf Course Operator. Deposit and Insurance required. Rental subject to Finance Department policies. Rental fees reported in the Golf Course Fund.					
Accounts Credited With Fee Receipts					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
<p>Los Robles Greens Golf Course</p> <p>The Los Robles Greens Golf Course is operated by Arcis Golf under contract with the City of Thousand Oaks.</p> <p>For Green Fees and Reservations contact the Los Robles Greens Golf Course at: (805) 495-6421 www.losroblesgreens.com</p> <p>For information about the Banquet Facility and Outdoor Event Area contact: (805) 495-6421 ext. 229</p> <p>Glenn Kendall, Jr. Grand Ballroom (Seats 270) West Ballroom (Seats 170) East Ballroom (Seats 100) Outdoor Event Area (Occupancy varies)</p> <p>The golf course is located at: 299 South Moorpark Road Thousand Oaks, CA 91361</p> <p>City Sponsored Events up to twelve times per year will be at no charge subject to approval from the Finance Director.</p> <p>Los Robles Greens Golf Course Fees: ARCIS Golf may increase fees in a given Fiscal Year based on the Los Robles Greens Golf Course agreement that was approved by City Council on October 24, 2006. The agreement with ARCIS requires an annual market survey be performed in April or 60 days before any change in fees.</p>					

City of Thousand Oaks User Fees Detail Citywide - 2019

Fee Type	Fee Title				Fee #
User Fee	City Facility Rentals - Municipal Service Center (MSC)				CW-09
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Citywide	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
INSURANCE COVERAGE REQUIRED Group 1: City Departments, Commissions, or Committees Group 2: Non-profit and City supported organizations, other government agencies. Non-profit organizations must submit proof of non-profit status from State or IRS. Group 3: Businesses & commercial (for profit) organizations (also includes other groups that cannot provide evidence of non-profit status). No admission fees or product sales allowed.					
Accounts Credited With Fee Receipts					
001-0000-471-99-00 Rental of City Facilities - Other rents					
611-0000-471-99-00 Rental of City Facilities - Other rents					
621-0000-471-99-00 Rental of City Facilities - Other rents					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
Conejo Room - City Facility Rentals Requests for use can be made by reservation through the Public Works Department - MSC and subject to its policies. Monday - Thursday 7:00 am - 5:00 pm (Group 1 may reserve room after 5:00 pm) Group 1 - No charge Group 2 - No charge Group 3 - \$40.00/hour Friday, Weekend, Holiday, 7:00 am - 8:00 pm Requests are made through the Public Works Department - MSC and are subject to its policies. Hourly fee below and \$50.00/hour (2 hour minimum fee to unlock/lock room) Group 1 - No charge Group 2 - \$30.00/hour Group 3 - \$40.00/hour Group 2 & 3 - \$25.00 additional charge if refreshments are served to cover the cost of custodial staff required to clean facility. For information, Contact the Public Works Department (DPW) at (805) 449-2499. INSURANCE COVERAGE IS REQUIRED: Insurance may be purchased through the City; \$15.00 insurance processing fee is required. Damages/Excessive Cleaning Fee: Any damage or excessive cleaning costs required due to the activities of the renter will be the responsibility of the renter. Permission to use facility may be revoked for a limited or indefinite period of time depending on the severity of damage.					

City of Thousand Oaks User Fees Detail Citywide - 2019

Fee Type	Fee Title				Fee #
User Fee	Filming/Video Services				CW-10
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Citywide	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
<p>Insurance Coverage Required Group 1: City Departments, Commissions, and Committees. Group 2: Non-profit and City supported organizations, other government agencies. Non-profit organizations must submit proof of non-profit status from State or IRS. Group 3: Business & commercial (for profit) organizations (also includes other groups that cannot provide evidence of non-profit status). No admission fees or product sales allowed.</p> <p>Fee Charged for filming/video services. xxx-xxxx-449-99-00 (Insert Department/Division cost center)</p>					
Accounts Credited With Fee Receipts					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
<p>Forum Theatre/Board Room Productions (Remote) Monday to Friday, 7:30 am to 5:30 pm Group 1 - No charge Group 2 - No charge Group 3 - \$120.00/hour (three hour minimum) Saturday, Sunday, Holiday or Monday through Friday, before 7:30 am and after 5:30 pm Group 1 - No charge Group 2 - No charge Group 3 - \$180.00/hour (three hour minimum)</p> <p>Camera Package (Operator, Camera, audio and light kit); Digital Video Editing Monday to Friday, 7:30 am to 5:30 pm Group 1 - No charge Group 2 - No charge Group 3 - \$60.00/hour (three hour minimum) Saturday, Sunday, Holiday or Monday through Friday, before 7:30 am and after 5:30 pm Group 1 - No charge Group 2 - No charge Group 3 - \$90.00/hour (three hour minimum)</p> <p>Minimum charge is based on 3 hours Fee does not include equipment rental, cost of tape, and other supplies Fee for unique requests is subject to determination by Cultural Affairs Director</p>					

City of Thousand Oaks User Fees Detail Citywide - 2019

Fee Type	Fee Title				Fee #
Fine	Municipal Code Violations - Civil Fine				CW-11
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Citywide	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fine levied for violations of the Municipal Code (Section 1-2.205) Accounts credited with Fees: 001-xxxx-459-30-00; CAO Compliance (1710), CDD Code Compliance and Unpermitted Construction (6310)					
Accounts Credited With Fee Receipts					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			5. Fine, penalty, or other charge imposed		Fee
Fee					
1) \$ 100.00 For a First Code Violation. 2) \$ 200.00 Second Code Violation of the same Code Section within one year. 3) \$ 500.00 For each additional Code Violation of the same Code Section within one year.					
General Code Violations - Related to Animal Control:					
4) \$ 100.00 For a First Code Violation. 5) \$ 250.00 Second Code Violation of the same Code Section within one year. 6) \$ 500.00 For each additional Code Violation of the same Code Section within one year.					
Fees charged based on Title X - Los Angeles County Code Violations Ordinance. City will charge the most current fee based on the Ordinance.					

Community Development - Building Division

City of Thousand Oaks User Fees Summary Community Development - Building Division - 2019

B-01	Flood Control	Page 20
B-02A	Certificates of Occupancy - Simple	Page 21
B-02B	Certificates of Occupancy - Complex	Page 22
B-02C	Temporary Certificate of Occupancy	Page 23
B-03A	Disabled Access Administrative Appeal	Page 24
B-03B	Disabled Access Board Appeal	Page 25
B-04	Building Permit Fee	Page 26
B-05	Building Plan Review	Page 27
B-06	State Review and Inspection Fee - Energy Regulations	Page 28
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B-07A	Building Standards Admin. Special Revolving Fund (SB 1473)	Page 30
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B-21	Electrical Plan Review Fee	Page 45
B-22	State Green Building Standards Code Review	Page 46

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Flood Control				B-01
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Collect and process flood control fee on new development.					
The portion of the fee that is paid to the County is based on a formula reviewed and adopted by the County Board of Supervisors each year.					
Accounts Credited With Fee Receipts					
001-0000-422-11-00 Construction Permits - Flood Control					
852-0000-205-10-00 Intergovernmental Payable - Due to County					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 15.00 Single permit 2) 1% Of fee - multiple permit/units Note: This fee is set by County of Ventura and is subject to change based on County requirements.					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Certificates of Occupancy - Simple				B-02A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review plans and perform on-site inspections for issuance of Certificate of Occupancy.					
Accounts Credited With Fee Receipts					
001-6110-422-03-00 Construction Permits - Certificates of Occupancy					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Variable Fee	<input type="checkbox"/> Deposit Required	6. Condition of property development		Fee
Fee					
1) \$ 123.00 Per application 2) \$ 39.00 Per hour research/investigations -simple: One address, no history 3) \$ 78.00 Per hour research/investigations -complex: More than one address, extensive history					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Certificates of Occupancy - Complex				B-02B
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review plans and perform on-site inspections for issuance of Certificate of Occupancy.					
Accounts Credited With Fee Receipts					
001-6110-422-03-00 Construction Permits - Certificates of Occupancy					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
1) T&M Time and materials					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Temporary Certificate of Occupancy				B-02C
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review plans and perform onsite inspections.					
Accounts Credited With Fee Receipts					
001-6110-422-03-00 Construction Permits - Certificates of Occupancy					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
1) \$ 307.00 per application.					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Disabled Access Administrative Appeal				B-03A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process disabled access appeal administratively.					
Accounts Credited With Fee Receipts					
001-6110-422-21-03 Plan Check - Disabled Access Plan Check					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 253.00 Per appeal					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Disabled Access Board Appeal				B-03B
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process disabled access appeal. (Homeowner Exception - Per City Council, not at full-cost recovery.)					
Accounts Credited With Fee Receipts					
001-6110-422-21-03 Plan Check - Disabled Access Plan Check					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 840.00					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Building Permit Fee				B-04
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Building inspection fee based upon the value of all construction work for which the permit is issued.					
Accounts Credited With Fee Receipts					
001-6110-422-01-01 General Building Permits - Building					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$	36.22	For issuance of each permit			
2) \$	40.05	(\$1 to \$500 valuation)			
3) \$	40.05	For the first \$500 plus \$5.37 for each additional \$100 or fraction thereof, to and including \$2,000 (\$501 to \$2,000 valuation)			
4) \$	120.60	For the first \$2,000 plus \$23.24 for each additional \$1,000 or fraction thereof, to and including \$25,000 (\$2,001 to \$25,000 valuation)			
5) \$	655.12	For the first \$25,000 plus \$16.62 for each additional \$1,000 or fraction thereof, to and including \$50,000 (\$25,001 to \$50,000 valuation)			
6) \$	1,070.62	For the first \$50,000 plus \$11.57 for each additional \$1,000 or fraction thereof, to and including \$100,000 (\$50,001 to \$100,000 valuation)			
7) \$	1,649.12	For the first \$100,000 plus \$6.73 for each additional \$1,000 or fraction thereof, to and including \$500,000 (\$100,001 to \$500,000 valuation)			
8) \$	4,341.12	For the first \$500,000 plus \$3.32 for each additional \$1,000 or fraction thereof, to and including \$1,000,000 (\$500,001 to \$1,000,000 valuation)			
9) \$	6,001.12	For the first \$1,000,000 plus \$2.72 for each additional \$1,000 or fraction thereof (\$1,000,001 and up valuation)			
Plus					
10) \$	2.35	Per sheet to scan Building Plans			
<p>Applicants requesting Inspection Services outside of normal business hours or unusual inspections; the Fee will be determined by the Building Official (\$220.00 minimum)</p>					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Building Plan Review				B-05
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Plan review for compliance with the Building Code					
Accounts Credited With Fee Receipts					
001-6110-422-21-01 Plan Check - General					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1)	85%	Of the permit fee as shown in Building Permit Fees (B-04)			
2)	50%	Of the permit fee as shown in Building Permit Fees (B-04) for recurring phases of the same subdivision as determined by the Building Official			

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	State Review and Inspection Fee - Energy Regulations				B-06
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Plan Review for Compliance with the State Energy Code.					
Accounts Credited With Fee Receipts					
001-6110-422-21-02 Plan Check - Energy Fees					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Variable Fee	<input type="checkbox"/> Deposit Required	6. Condition of property development	Fee	
Fee					
1) \$	0.06	Per sq. ft for non-residential buildings (exception: \$0.02 per sq. ft for shell buildings where tenant space is yet to be determined)			
2) \$	0.04	Per sq. ft for tenant improvements			
3) \$	0.04	Per sq. ft for new residential buildings and major remodels on commercial buildings			

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	State Code Review and Inspection Fee - Disabled Access				B-07
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
For review of plans and field inspection to determine compliance with disabled access regulations mandated by the State of California, Title 24.					
Accounts Credited With Fee Receipts					
001-6110-422-21-03 Plan Check - Disabled Access Plan Check					
001-6110-422-01-05 Inspection - Disabled Access Permit					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) Plan review services for all new construction subject to state mandated disabled access requirements 10% of the building code plan review fee 2) Field inspection services for all new construction subject to state mandated disabled access requirements 10% of the building code permit fee					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
Assessment	Building Standards Admin. Special Revolving Fund (SB 1473)				B-07A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Per Chapter 719, Statutes of 2008 (SB 1473, Calderon), effective 1/1/09, requires City to collect fee from applicant for a building permit for deposit in the Building Standards Administration Special Revolving Fund, quarterly.					
Accounts Credited With Fee Receipts					
001-0000-205-21-00 Intergovt. Payable - Due to State (SB1473)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
	Fee	Permit Valuation			
1) \$	1.00	\$1 - 25,000			
2) \$	2.00	\$25,001 - 50,000			
3) \$	3.00	\$50,001 - 75,000			
4) \$	4.00	\$75,001 - 100,000			
Add \$1 for every \$25,000 or fraction thereof above \$100,000					
<p>Note: This fee is mandated by the State of California and is subject to change based on State requirements. The City will apply the current fee at the time of processing.</p>					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	SMIP - Strong Motion Instrumentation Program				B-08
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
State mandated fee based upon project valuation fee used to improve seismic safety.					
Accounts Credited With Fee Receipts					
851-0000-205-20-00 Intergovernmental Payable - Due to State					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$	0.28	Per \$1,000 of valuation for Non-Residential buildings			
2) \$	0.13	Per \$1,000 of valuation for Residential buildings			
<p>Note: This fee is mandated by the State of California and is subject to change based on State requirements. The City will apply the current fee at the time of processing.</p>					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Demolition Permit Fee				B-09
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Permit fee for review and inspection of demolition of a building or structure					
Accounts Credited With Fee Receipts					
001-6110-422-01-01 General Building Permits - Building					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 86.00					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Building Relocation Fee				B-10
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fee for inspection of structure to be relocated from a lot within or outside of the City to a lot within the City					
Accounts Credited With Fee Receipts					
001-6310-422-12-00 Construction Permits- Inspection/Investigation					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) Actual time and expense with a minimum of \$255.00 for the first 3 hours Construction of foundation, structure alteration, repair or addition to relocation structure shall be under separate permit with appropriate permit fees due.					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Residential Resale Code Compliance				B-11
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fee for records search/management and field inspections of residential properties undergoing sale or transfer of ownership.					
Accounts Credited With Fee Receipts					
001-6110-447-75-00 Building Fees - Building Record Fees					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 82.00 Records search 2) \$ 308.00 Records search and inspection 3) \$ 38.00 To finalize Open Permits - Simple 4) Fee determined by Building Official to finalize Open Permits - Complex					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Notice of Compliance				B-12
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Resolution of code violations per Section 8-1.05 of the Thousand Oaks Municipal Code					
Accounts Credited With Fee Receipts					
001-6110-422-01-01 General Building Permits - Building					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
1) \$ 743.00					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Certification of Registration				B-13
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Certify the qualifications of Special Inspectors as required by the Building Code. Fee for initial Certification and Annual Renewal					
Accounts Credited With Fee Receipts					
001-6110-422-01-01 General Building Permits - Building					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 144.00 Initial application 2) \$ 72.00 Annual recertification 3) \$ 72.00 Initial application for inspectors employed by a Special Inspection Agency currently Certified by the Building Official.					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Filing Fee - Board of Appeals				B-14
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fee to file appeal of Building Official's decision to the Board of Appeals					
Accounts Credited With Fee Receipts					
001-6310-422-12-00 Construction Permits- Inspection/Investigation					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 515.00					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Technology Fee				B-15
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Digital Equipment and Systems for Field Inspectors, including the Landmanagement software.					
Accounts Credited With Fee Receipts					
001-6110-422-01-01 General Building Permits - Building					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) 0.03% of the Building Permit Valuation (B-04)					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Mechanical Permit Fees				B-16
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fee for inspection of mechanical installations					
Accounts Credited With Fee Receipts					
001-6110-422-01-04 General Building - Mechanical					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Variable Fee	<input type="checkbox"/> Deposit Required	6. Condition of property development		Fee
Fee					
1) \$	36.22	For the issuance of each permit			
2) \$	10.65	For issuing each supplemental permit			
PLUS the following Unit Fee Schedule:					
3) \$	24.52	for the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 BTU/H			
4) \$	30.14	for the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 BTU/H			
5) \$	24.52	for the installation or relocation of each floor furnace including vent			
6) \$	24.52	for the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater			
7) \$	22.31	for the installation or relocation of each manufactured/free-standing fireplace			
8) \$	11.96	for the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit			
9) \$	17.13	for the installation of return air and supply ducts not associated with new appliance installation, per 1,000 sq ft - minimum \$10.00			
10) \$	22.76	for the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls regulated by this code			
11) \$	24.38	for the installation or relocation of each boiler or compressor to and including three horsepower, or each absorption system to and including 100,000 BTU/H			
12) \$	44.92	for the installation or relocation of each boiler or compressor over three horsepower to and including 15 horsepower, or each absorption system over 100,000 BTU/H to and including 500,000 BTU/H			
13) \$	61.54	for the installation or relocation of each boiler or compressor over 15 horsepower to and including 30 horsepower, or each absorption system over 500,000 BTU/H to and including 1,000,000 BTU/H.			
14) \$	91.74	for the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or for each absorption system over 1,000,000 BTU/H to and including 1,750,000 BTU/H			
15) \$	153.14	for the installation or relocation of each boiler or refrigeration compressor over 50 horsepower, or each absorption system over 1,750,000 BTU/H			
16) \$	17.59	for each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto (Note: fee shall not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in this code).			
17) \$	29.99	for each evaporative cooler other than portable type			
18) \$	22.31	for each cooling tower			
19) \$	11.96	for each ventilation fan connected to a single duct			
20) \$	17.59	for each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit			
21) \$	55.55	for the installation of each commercial hood which is serviced by mechanical exhaust, including the ducts for such hood			
22) \$	17.59	for each appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code			

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Mechanical Plan Review Fee				B-17
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fee for review of plans to determine compliance with the mechanical code					
Accounts Credited With Fee Receipts					
001-6110-422-21-01 Plan Check - General					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Variable Fee	<input type="checkbox"/> Deposit Required	6. Condition of property development	Fee	
Fee					
1) 85% of the permit fee as shown in the schedule of Mechanical Permit Fees (B-16)					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Plumbing Permit Fees				B-18
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fee for inspection of plumbing installations					
Accounts Credited With Fee Receipts					
001-6110-422-01-02 General Building - Plumbing					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Variable Fee	<input type="checkbox"/> Deposit Required	6. Condition of property development		Fee
Fee					
Permit Issuance					
1) \$	36.22	for the issuance of each permit			
2) \$	10.65	for issuing each supplemental permit			
Unit Fee Schedule					
3) \$	12.86	for each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping, and backflow protection thereof)			
4) \$	27.77	for each building sewer			
5) \$	12.86	rainwater systems, per drain (inside building)			
6) \$	46.12	for each cesspool (where permitted)			
7) \$	83.33	for each private sewage disposal system			
8) \$	12.86	for each new water heater and/or vent			
9) \$	12.86	for each replacement water heater and/or vent			
10) \$	18.54	for each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps			
11) \$	12.86	for installation, alteration or repair of water piping and/or water-treating equipment, each			
12) \$	12.86	for repair or alteration of drainage or vent, each fixture			
13) \$	12.86	for each residential lawn sprinkling system, including backflow protection devices thereof			
14) \$	27.77	for each non-residential irrigation system, including backflow protection devices thereof			
15)		for atmospheric-type vacuum breakers not included in item 14			
\$	18.54	1 to 5			
\$	3.69	over 5, each			
16)		for backflow protective devices other than atmospheric-type vacuum breakers			
\$	12.86	1 to 5			
\$	3.40	over 5, each			
17) \$	9.23	for each gas piping system of one to four outlets			
18) \$	1.70	for each gas piping system of five or more outlets, per outlet			
19) \$	18.54	for each medical gas system up to five outlets			
\$	1.70	for each additional outlet			
20) \$	9.23	for each medical vacuum system, per pump			
21) \$	74.02	for each graywater system			

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Plumbing Plan Review Fee				B-19
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fee for review of plans to determine compliance with the plumbing code					
Accounts Credited With Fee Receipts					
001-6110-422-21-01 Plan Check - General					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Variable Fee	<input type="checkbox"/> Deposit Required	6. Condition of property development	Fee	
Fee					
1) 85% of the permit fee as shown in the schedule of Plumbing Permit Fees (B-18)					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Electrical Permit Fees				B-20 (1)
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fee for inspection of electrical installations					
Accounts Credited With Fee Receipts					
001-6110-422-01-03 General Building - Electrical					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Variable Fee	<input type="checkbox"/> Deposit Required	6. Condition of property development		Fee
Fee					
Permit Issuance					
1) \$ 36.22 For the issuance of each permit.					
2) \$ 10.65 For issuing each supplemental permit.					
New Residential Buildings and Additions					
The following fees shall include all wiring and electrical equipment in or on each building, or other electrical equipment on the same premises constructed at the same time.					
3) \$ 85.69 Multi-family residential: (Building code occupancy classification R-1: Apartments and condominiums) having three or more dwelling units not including the area of garages, carports, per 1,000 square feet.					
4) \$ 85.69 Single-family and two-family residential: (Building code occupancy classification R-3) not including the area of garages, carports and other minor accessory buildings constructed at the same time, per 1,000 square feet.					
Note: For alterations of existing residential buildings, the unit fee schedule shall be used.					
New Non-Residential Buildings and Additions					
The following fees shall include all basic wiring and electrical equipment within each structure, but does not include motors, compressors and other power apparatus rated by HP, KVA, KW or KVAR on the roof or exterior of the building, nor services.					
Fees for these items shall be as listed in the unit fee schedule and shall be in addition to the fee determined by square footage.					
5) \$ 102.83 The fee for buildings with A, E, H, or I occupancy classifications shall be, per 1,000 s.f.					
6) \$ 68.56 The fee for buildings with B, M, F-1 and F-2 occupancy classifications shall be, per 1,000 s.f.					
7) \$ 51.41 The fee for buildings with S and U occupancy classifications under 5,000 sq. ft. shall be, per 1,000 s.f.					
8) \$ 34.28 The fee for buildings with S and U occupancy classifications over 5,000 sq. ft. shall be, per 1,000 s.f.					
Swimming Pools and Spas					
9) \$ 81.93 For new swimming pools and spas/hottubs/therapeutic whirlpools for residential occupancies including a complete system of necessary branch circuit wiring, bonding, underwater lighting, water pumping and other similar electrical equipment directly related to the operation of a swimming pool, each					
10) \$ 83.33 For new public swimming pools and spas/hottubs/therapeutic whirlpools, each					
11) \$ 27.77 Exception: self-contained or portable pools or spas					
Temporary Power Service					
12) \$ 40.70 For temporary service power pools or pedestals with panelboards, each					
13) \$ 19.16 For temporary lighting and receptacle outlets for Christmas tree sales lots and similar uses, not including other power apparatus, each					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Electrical Permit Fees				B-20 (2)
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fee for inspection of electrical installations					
Accounts Credited With Fee Receipts					
001-6110-422-01-03 General Building - Electrical					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Variable Fee	<input type="checkbox"/> Deposit Required	6. Condition of property development		Fee
Fee					
<p>For building alterations and repairs, or where it is impractical to use a square footage schedule, use the following unit fees.</p> <p>1) For receptacle, switch, lighting or other outlets at which current is used or controlled, except services, feeders and meters, and also for shell buildings</p> <p style="margin-left: 20px;">\$ 1.70 first 20, each</p> <p style="margin-left: 20px;">\$ 1.18 additional outlets, each</p> <p style="margin-left: 40px;">NOTE: for multi-outlet assemblies, each 5 feet or fraction thereof may be considered as one outlet</p> <p>2) For lighting fixtures, sockets or other lamp-holding devices</p> <p style="margin-left: 20px;">\$ 1.70 first 20, each</p> <p style="margin-left: 20px;">\$ 1.18 additional fixtures, each</p> <p>3) \$ 1.70 for theatrical-type lighting fixtures or assemblies, each</p> <p>4) For parking lot lighting standards up to and including 10 per site</p> <p style="margin-left: 20px;">\$ 11.15 each</p> <p style="margin-left: 20px;">\$ 5.61 additional standards each</p> <p>5) \$ 13.89 for installation, alteration or repair of wiring for fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens, counter-mounted cooking tops, electric ranges, self-contained room, console or through-wall air conditioners, space heaters, food waste grinders, dishwashers, washing machines, water heaters, clothes dryers, each</p> <p>6) \$ 22.31 for inspection of idle meters prior to re-energizing</p> <p>7) For power apparatus: motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment, and other apparatus, as follows: Rating in horsepower (HP), kilowatts (KW), kilovolt-amperes (KVA), or kilovolt-amperes-reactive (KVAR):</p> <p style="margin-left: 20px;">\$ 7.90 up to and including 1, each</p> <p style="margin-left: 20px;">\$ 20.39 over 1 and not over 10, each</p> <p style="margin-left: 20px;">\$ 40.70 over 10 and not over 50, each</p> <p style="margin-left: 20px;">\$ 81.93 over 50 and not over 100, each</p> <p style="margin-left: 20px;">\$ 123.07 over 100, each</p> <p style="margin-left: 40px;">NOTE: For equipment or appliances having more than one motor, transformer, heater, etc., the sum of the combined ratings may be used. These fees include all switches, circuit breakers, contactors, thermostats, relays and other directly related control equipment.</p> <p>8) \$ 11.96 for trolley and plug-in-type busways, each 100 feet or fraction thereof</p> <p style="margin-left: 20px;">NOTE: An additional fee will be required for lighting fixtures, motors, and other appliances that are connected to trolley and plug-in-type busways. No fee is required for portable tools.</p> <p>9) For illuminated signs, the permit fee shall be based upon the square footage of each sign, as follows:</p> <p style="margin-left: 20px;">\$ 27.77 1 sq. ft. to 5 sq. ft.</p> <p style="margin-left: 20px;">\$ 37.08 6 sq. ft. to 50 sq. ft.</p> <p style="margin-left: 20px;">\$ 46.24 51 sq. ft. to 300 sq. ft.</p> <p>10) \$ 50.90 for services of 600 volts or less and not over 200 amperes in rating, each</p> <p style="margin-left: 20px;">EXCEPTION: residential sub-panels installed at the same time as original construction of the dwelling</p> <p>11) \$ 65.99 for services of 600 volts or less and over 200 amperes to 1,000 amperes in rating, each</p> <p>12) \$ 205.66 for services over 600 volts or over 1,000 amperes in rating, each</p> <p>13) \$ 30.06 for sub-panels of 600 volts or less and not over 200 amperes in rating, each</p> <p style="margin-left: 20px;">For larger sub-panels, use fees as set for new services</p> <p>14) \$ 30.06 for electrical apparatus, conduits and conductors for which a permit is required, but no fee is set</p> <p style="margin-left: 20px;">NOTE: This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatuses, busways, signs or other equipment.</p> <p>15) \$ 102.83 for Solar Photovoltaic System</p>					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Electrical Plan Review Fee				B-21
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fee for review of plans to determine compliance with the electrical code					
Accounts Credited With Fee Receipts					
001-6110-422-21-01 Plan Check - General					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Variable Fee	<input type="checkbox"/> Deposit Required	6. Condition of property development	Fee	
Fee					
1) 85% of the permit fee as shown in the schedule of Electrical Permit Fee. (B-20)					

City of Thousand Oaks User Fees Detail

Community Development - Building Division - 2019

Fee Type	Fee Title				Fee #
User Fee	State Green Building Standards Code Review				B-22
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
For the review of plans and field inspections to determine compliance with Green Building Standard Code regulations mandated by the State of California, Title 24.					
Accounts Credited With Fee Receipts					
001-6110-422-01-01 General Building Permits - Building					
001-6110-422-21-01 Plan Check - General					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
1) Plan Review 5% of building code plan review fee for all newly constructed buildings subject to State mandated Green Building Standards Code regulations. 2) Inspections 5% of building code permit fee for all newly constructed buildings subject to State mandated Green Building Standards Code regulations.					

Community Development - Planning Division

City of Thousand Oaks User Fees Summary

Community Development - Planning Division - 2019

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City of Thousand Oaks User Fees Summary Community Development - Planning Division - 2019

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City of Thousand Oaks User Fees Summary Community Development - Planning Division - 2019

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City of Thousand Oaks User Fees Detail Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Specific Plan				P-01
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Evaluate and report to Planning Commission and City Council on proposed Specific Plans.					
Accounts Credited With Fee Receipts					
831-0000-241-24-00 Billable Time Projects					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
1) \$ 10,000.00 Deposit; PLUS time and materials					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Specific Plan Amendment				P-02
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Evaluate and report to Planning Commission and City Council on proposed amendments to an adopted Specific Plan.					
Accounts Credited With Fee Receipts					
831-0000-241-24-00 Billable Time Projects					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
1) \$ 6,500.00 Deposit; PLUS time and materials; OR \$ 3,000.00 Deposit; PLUS time and materials if processed concurrently with a General Plan Amendment (P-07)					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Environmental Document				P-03
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Prepare negative declaration or environmental impact report regarding potential environmental impacts related to the development of property					
Accounts Credited With Fee Receipts					
831-0000-241-23-00 Environmental Deposits					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1)	\$ 4,000.00	Deposit, PLUS time and materials for staff preparation of Negative Declaration or Mitigated Negative Declaration			
2)		Deposit for Environmental Consultant costs for preparation of Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report, plus 20% overhead (staff review and administration)			

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Special Events Application				P-04
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Coordinates the review of requests to conduct special events in the community, includes parade and block party permits. (Homeowner Exception - Per City Council, not at full-cost recovery.)					
Accounts Credited With Fee Receipts					
001-4210-425-99-00 Other Permits - Other					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
1)	\$ 140.00	Special Event - Type A (Other than Type B)			
2)		Special Event - Type B (1st Time Non-Rules of the Road)			
	\$ 423.00	Non-Profit			
	\$ 623.00	For-Profit			
3)	\$ 40.00	Block Party			
PLUS Time and Materials of City staff who are required to work because of the event.					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Zone Change				P-05
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Evaluate and report to Planning Commission and City Council on proposed changes of zone.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
1) \$ 2,060.00 Zone change or pre-zoning to single family residential zone, total area under one acre 2) \$ 3,095.00 Zone change or pre-zoning to single family residential zone, total area one to three acres 3) \$ 9,780.00 All other zone changes or pre-zoning requests 4) \$ 4,660.00 If processed concurrently with a General Plan Amendment					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Municipal Code Text Amendment				P-05A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Process request to amend text of Title 9 (Planning and Zoning) of the Municipal Code subject to City Council initiation of a Municipal Code Amendment study.					
Accounts Credited With Fee Receipts					
831-0000-241-24-00 Billable Time Projects					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 4,000.00 Deposit; PLUS time and materials Fee to be deposited with submittal of application and will be returned if City Council declines to initiate study in response to request. (Same fee as PW-23.)					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Annexation or Detachment Processing				P-06
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Process request to annex to the City; include report to City Council and application to LAFCO.					
Accounts Credited With Fee Receipts					
831-0000-241-24-00 Billable Time Projects					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted	Fee	
Fee					
1) \$ 1,545.00 Less than one acre 2) \$ 2,580.00 One to three acres 3) \$ 4,680.00 Three to ten acres, plus \$200 per acre over ten acres					
DEPOSIT Note: The fee amounts are City processing fees only. At the time an annexation is filed, the City will also collect a deposit to pay filing fees of LAFCO and the State Board of Equalization, and to pay for the preparation of the map and legal description of the annexation. See annexation application packet for total fees.					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	General Plan Amendment				P-07
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Evaluate and report to City Council on requests to initiate amendments to the City's General Plan. Report to Planning Commission and City Council on amendments if initiated by City Council.					
Accounts Credited With Fee Receipts					
831-0000-241-24-00 Billable Time Projects					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 6,500.00 Deposit; PLUS time and materials					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Farm Animal Permit				P-08
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Application to maintain farm animals on residential property. (Homeowner Exception - Per City Council, not at full-cost recovery.)					
Accounts Credited With Fee Receipts					
001-4210-425-99-00 Other Permits - Other					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 53.00					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Subdivision Signs				P-09
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Request to display a subdivision advertising sign on residential unimproved property.					
Accounts Credited With Fee Receipts					
001-4210-425-99-00 Other Permits - Other					
831-0000-241-25-00 Planning Deposits					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 565.00 Filing fee PLUS 2) \$ 305.00 Refundable security deposit to guarantee removal of sign					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Home Occupation				P-10
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review requests to conduct home occupation business activity from a residential zone.					
Accounts Credited With Fee Receipts					
001-4210-425-99-00 Other Permits - Other					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted	Fee	
Fee					
1) \$ 46.00					

City of Thousand Oaks User Fees Detail Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Oak/Landmark Tree Permit Administrative Processing				P-11A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Request for removal/transplant/exemption of/or pruning/encroachment into protected zone of oak or landmark tree. Administrative processing is permitted if three (3) or fewer oak or landmark trees are proposed for removal as defined by TOMC Sec. 9-4.42 et seq and Sec. 9-4.43 et seq, no 24" diameter oak or landmark tree, and no historic trees as defined by TOMC Sec. 9-4.4302 are proposed for removal. Administrative processing is also permitted for the pruning/encroachment into the protected zone of any number of oak and/or landmark trees. All other applications - see P-11B. (Homeowner Exception - Per City Council, not at full-cost recovery.)					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
831-0000-241-20-00 Oak/Landmark Tree & Landscape Deposits					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) No Fee Type A - Dead or hazardous trees 2) \$ 100.00 Type B - Simple encroachments involving no grading or pruning 3) \$ 100.00 Type C - Permits for existing single family dwelling, townhomes & condominium projects, & HOA's 4) \$ 954.00 For other administrative permits OR 5) \$ 593.00 If processed concurrently with another entitlement PLUS, actual costs of consulting landscape architect to review the request 6) \$ 200.00 Deposit when landscape architect review is required					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Oak/Landmark Tree Permit Planning Commission Processing				P-11B
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Request for removal/transplant of oak or landmark tree. Planning Commission processing is required if four (4) or more oak trees are proposed for removal/transplant or four (4) or more landmark trees, as defined by TOMC Sec. 9-4.42 et seq and Sec. 9-4.43 et seq, any 24" diameter oak or landmark tree, or any historic trees as defined by TOMC Sec 9-4.4302 are proposed for removal. All other applications - see (P-11A). (Homeowner Exception - Per City Council, not at full-cost recovery.)					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
831-0000-241-20-00 Oak/Landmark Tree & Landscape Deposits					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) No Fee Dead or hazardous tree 2) \$ 262.00 Type D - Permits for existing single family dwellings, townhomes & condominium projects, & HOA's 3) \$ 2,970.00 Type D - For other Planning Commission review permits OR 4) \$ 554.00 If processed concurrently with another entitlement PLUS, actual cost of consulting landscape architect to review the request 5) \$ 200.00 Deposit when landscape architect review is required					

City of Thousand Oaks User Fees Detail Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Oak/Landmark Tree Permit Minor Modification				P-11C
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Request for minor modification to an already approved permit for removal/transplant of/or pruning/encroachment into protected zone of oak or landmark tree. (Homeowner Exception - Per City Council, not at full-cost recovery.)					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
831-0000-241-20-00 Oak/Landmark Tree & Landscape Deposits					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) No Fee Dead or hazardous tree 2) \$ 225.00 Minor modifications at existing single family dwellings, townhomes & condominium projects, & HOA's 3) \$ 800.00 Commercial and other minor modification applications OR 4) \$ 477.00 If processed concurrently with another entitlement PLUS, actual costs of consulting landscape architect to review the request 5) \$ 200.00 Deposit when landscape architect review is required					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Oak/Landmark Tree Permit Major Modification				P-11D
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Request for major modification to an already approved permit for removal/transplant of/or pruning/encroachment into protected zone of oak or landmark tree. (Homeowner Exception - Per City Council, not at full-cost recovery.)					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
831-0000-241-20-00 Oak/Landmark Tree & Landscape Deposits					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) No Fee Dead or hazardous trees 2) \$ 262.00 Major modifications at existing single family dwellings, townhomes & condominium projects, & HOA's 3) \$ 2,917.00 Commercial and other major modification applications OR 4) \$ 1,940.00 If processed concurrently with another entitlement PLUS, Actual costs of consulting landscape architect to review the request 5) \$ 200.00 Deposit when landscape architect review is required					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Parcel Map Waiver				P-12
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process parcel map waiver to merge lots and/or property into four or fewer parcels without a parcel map.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 2,190.00					

City of Thousand Oaks User Fees Detail Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Tentative Tract Map				P-13
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process application to subdivide land (5 or more lots).					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
001-5210-422-21-01 Plan Check (General)					
831-0000-241-24-00 Billable Time Projects					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 12,000.00 Deposit; including associated entitlements					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Tentative Tract Map - Time Extension				P-14
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review applications to extend time permitted to prepare and record final subdivision map.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 3,157.00					

City of Thousand Oaks User Fees Detail Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Tentative Tract Map - Major Modification				P-15
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process proposed charges to already approved tentative tract, which are major in nature and require Planning Commission approval.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
831-0000-241-24-00 Billable Time Projects					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 3,585.00 Major modification at existing single family dwelling 2) \$ 6,000.00 All other major modifications Deposit; PLUS time and materials					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Tentative Tract Map - Minor Modification				P-16
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process proposed minor changes to approved tentative tract map, which may be processed administratively.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted	Fee	
Fee					
1) \$ 637.00 Minor modification at existing single family dwelling 2) \$ 4,230.00 All other minor modification applications					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Land Division Administrative Processing				P-17A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process application to subdivide land into 4 or fewer lots, which is processed administratively.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted	Fee	
Fee					
1) \$ 5,915.00					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Land Division Planning Commission Processing				P-17B
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process application to subdivide land into 4 or fewer lots, which requires Planning Commission review.					
Accounts Credited With Fee Receipts					
001-5210-422-21-01 Plan Check (General)					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
831-0000-241-24-00 Billable Time Projects					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 6,000.00 Deposit; PLUS time and materials					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Land Division - Time Extension				P-18
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review applications to extend time permitted to prepare and record final land division map.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 2,427.00					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Land Division - Major Modification				P-19
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review applications to make major changes to approved Land Division, requiring Planning Commission review.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 3,173.00 Existing single family dwelling 2) \$ 9,454.00 Other than existing single family dwelling					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Land Division - Minor Modification				P-20
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review applications to make minor changes in approved land divisions, not requiring Planning Commission review.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 1,233.00 Existing single family dwelling 2) \$ 3,429.00 Other than existing single family dwelling					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Development Permit (Planning Commission)				P-21
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Site plan and architectural review of new construction as required by Municipal Code - major projects requiring Planning Commission review.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
831-0000-241-24-00 Billable Time Projects					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 15,000.00 Deposit; PLUS time and materials					

City of Thousand Oaks User Fees Detail Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Development Permit (Administrative)				P-22
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Site plan and architectural review of new construction as required by Municipal Code - projects not requiring Planning Commission review.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
831-0000-241-24-00 Billable Time Projects					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 7,797.00 For the first 2.0 acres PLUS 2) \$ 1,505.00 Per acre or portion thereof over 2.0 up to 10.0 acres PLUS 3) \$ 1,000.00 Per acre or portion thereof over 10 acres 4) \$ 5,000.00 Deposit for wireless communications facilities					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Special Use Permit - Type A				P-23A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Site plan and architectural review of new major projects requiring Planning Commission review. Includes wireless communication facilities.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
831-0000-241-24-00 Billable Time Projects					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 15,000.00 Deposit; PLUS time and materials					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Special Use Permit - Type B				P-23B
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Special use permit application which requires Planning Commission review, but does not involve substantial modification to existing site improvements (e.g., change of use of existing building).					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1)	\$ 5,455.00	Special Use Permit applications requiring Planning Commission review for (a) change of uses for individual tenants in a multi-tenant building, (b) freestanding signs where required by Sec. 9-4.2310 of the Municipal Code, or (c) on-site sale of alcoholic beverages within 400 feet of residential property.			
2)	\$ 8,935.00	Other Special Use Permit (Type B) applications.			

City of Thousand Oaks User Fees Detail Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Special Use Permit - Type C				P-23C
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Site plan and architectural review - administrative review per TOMC 9-4.2804(a)(4). (Homeowner Exception - Per City Council, not at full-cost recovery.)					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 4,005.00 SUP administrative applications as defined in TOMC 9-4.2804(a)(4), except for uses associated with single family dwellings or ham radio towers and C-Band satellite dish antennas 2) \$ 1,234.00 SUP administrative applications associated with single family dwelling 3) \$ 1,127.00 Freestanding ham radio tower and C-Band satellite dish antennas (all or a portion thereof may be waived or reduced in order to avoid a cost prohibitive impact on applicant)					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Permit - Time Extension				P-26A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process requests for time extensions to approved Development Permits, Special Use Permits (Types A and B only), Trailer Park Planned Developments, Residential Planned Developments, or Hillside Planned Developments.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		
Fee					
1) \$ 2,719.00 OR \$ 1,635.00 If processed concurrently with another entitlement application					

City of Thousand Oaks User Fees Detail Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Special Use Permit (Type C Only) - Time Extension				P-26B
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process requests for time extensions to approved Special Use Permits (Type C only).					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
1) \$ 1,069.00 OR \$ 635.00 If processed concurrently with another entitlement application					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Precise Plan of Design - New Custom Homes				P-27A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process plans for construction of new single family homes.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
1) \$ 2,464.00 Administrative processing 2) \$ 3,095.00 Planning Commission review required					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Precise Plan of Design - Alterations to Existing Homes				P-27B
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process plans for certain improvements to existing single family homes as specified by TOMC 9-4.1802. (Homeowner Exception - Per City Council, not at full-cost recovery.)					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 584.00 Administrative processing 2) \$ 1,252.00 Alterations requiring Planning Commission Review per Resolution 2003-90					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Alterations to Existing Homes - No Precise Plan of Design Required				P-27C
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process plans for certain improvements to existing single family homes not requiring Precise Plan of Design entitlement.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 146.00					

City of Thousand Oaks User Fees Detail Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Variance				P-29
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process applications for variance from Zoning Ordinance requirements.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 6,680.00 OR 2) \$ 4,009.00 If processed concurrently with another entitlement					

City of Thousand Oaks User Fees Detail Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Grading Design Review				P-30
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and processing of proposed grading plans not associated with a specific planned development permit or subdivision of land.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 8,343.00					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Permit - Major Modification				P-31
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process proposed major modifications to approved Development Permits, Special Use Permits, Trailer Planned Development Permits, Residential Planned Development Permits, or Hillside Planned Development Permits, requiring Planning Commission review.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
831-0000-241-24-00 Billable Time Projects					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Variable Fee	<input checked="" type="checkbox"/> Deposit Required	6. Condition of property development	Fee	
Fee					
1) \$ 5,000.00	Deposit; PLUS time and materials - other than existing single family dwelling				
2) \$ 3,188.00	Existing single family dwelling				
3) \$ 1,635.00	Existing single family dwelling, if processed concurrently with a tentative tract map or land division, or major modification thereof				

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Permit - Major Modification - SUP "B"				P-31B
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process proposed major modifications (excluding time extensions) to approved Development Permits, Special Use Permits, Trailer Park Development Permits, Residential Planned Development Permits, or Hillside Planned Development Permits, not requiring Planning Commission review. Includes minor modifications to wireless communication facilities.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
831-0000-241-24-00 Billable Time Projects					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
1) \$ 5,000.00 Deposit; PLUS time and materials					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Minor Modification - Outdoor Dining (Up to 5 tables)				P-32A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process proposed minor modifications (including time extensions) to approved Outdoor Dining Development Permits not requiring Planning Commission review. (Homeowner Exception - Per City Council, not at full-cost recovery.)					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 947.00 Per application 2) \$ 470.00 If processed concurrently with another entitlement or modification (major or minor) to an entitlement					

City of Thousand Oaks User Fees Detail Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Minor Modification - SUP Type C				P-32B
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process proposed minor modifications (including time extensions) to approved Type C Special Use Permits not requiring Planning Commission review. (Homeowner Exception - Per City Council, not at full-cost recovery.)					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 2,962.00 Per application 2) \$ 2,269.00 If processed concurrently with another entitlement or modification (major or minor) to an entitlement. 3) \$ 860.00 Use associated with single family dwelling. 4) \$ 1,072.00 Free standing ham radio tower and C-Band satellite dish antennas.					

City of Thousand Oaks User Fees Detail Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Minor Modification - New Custom Home				P-32C
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process proposed minor modifications (including time extensions) to approved new custom home not requiring Planning Commission review.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 2,464.00 Per application 2) \$ 1,370.00 If processed concurrently with another entitlement or modification (major or minor)to an entitlement					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Minor Modification - SFD Existing Home Alteration				P-32D
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process proposed minor modifications (including time extensions) to approved alteration to an existing home not requiring Planning Commission review.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 1,038.00 Per application 2) \$ 732.00 If processed concurrently with another entitlement or modification (major or minor) to an entitlement					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Minor Modification - SFD Production Subdivision				P-32E
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process proposed minor modifications to approve the plotting and architectural design of homes (including time extensions) for approved production subdivision not requiring Planning Commission review.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 8,697.00 Per application 2) \$ 5,210.00 If processed concurrently with another entitlement or modification (major or minor) to an entitlement					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Minor Modification - SFD Alteration Time Extension				P-32F
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review applications to extend time permitted to begin construction of certain improvements to existing single family homes.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 519.00 Per application 2) \$ 365.00 If processed concurrently with another entitlement or modification.					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Landscape Plan Check				P-35
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process landscape plans for compliance with conditions of project entitlements.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
831-0000-241-20-00 Oak/Landmark Tree & Landscape Deposits					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Variable Fee	<input checked="" type="checkbox"/> Deposit Required	6. Condition of property development	Fee	
Fee					
1) \$ 1,744.00 PLUS actual cost of the consultant landscape architect charged against an initial deposit					
2) \$ 600.00 Deposit					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Pre-Application Review				P-36
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review of preliminary development plans prior to formal application(s) being submitted. The purpose is to inform the applicant's design team regarding the City's development policies as they relate to the proposed project.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 6,295.00					

City of Thousand Oaks User Fees Detail Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Underground Utility Waiver				P-37
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process applications for waiver of provisions of the City's underground utility ordinance.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
1) \$ 2,135.00 Other than existing single family dwelling 2) \$ 695.00 Existing single family dwelling OR 3) \$ 1,307.00 Other than existing single family dwelling, if processed concurrently with another entitlement 4) \$ 625.00 Existing single family dwelling, if processed concurrently with another entitlement					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Sign Seal Permits				P-38
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review proposed signs for compliance with Municipal Code provisions.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
1) \$ 162.00 On building sign in project with existing Uniform Sign Program 2) \$ 325.00 On building sign in project without Uniform Sign Program 3) \$ 162.00 Monument sign - face change only 4) \$ 395.00 Monument sign - other than face change					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Uniform Sign Program Review or Modification (Existing Projects)				P-38A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process request to establish an Uniform Sign Program or modify an existing program for an existing project.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
1) \$ 635.00					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Lot Line Adjustments				P-39
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Process applications to adjust existing lot lines, without creating any new lots.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
1) \$ 1,597.00					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Request for Letter of Public Convenience and Necessity				P-40
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and evaluation of requests for letters of public convenience and necessity related to alcoholic beverage licenses.					
Accounts Credited With Fee Receipts					
001-4210-449-99-00 Other Services/User Fees					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 763.00					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Hearing Continuance Request Planning Commission or City Council Public Hearing				P-41A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Requests to continue scheduled City Council or Planning Commission public hearings.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
1) \$ 470.00					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Hearing Continuance Request - Administrative Hearing				P-41B
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Requests to continue scheduled administrative hearings.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
1) \$ 190.00					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Development Agreement and Amendment				P-42
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Request to approve a new Development Agreement, or modify the terms of an existing Development Agreement					
Accounts Credited With Fee Receipts					
831-0000-241-24-00 Billable Time Projects					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Variable Fee	<input checked="" type="checkbox"/> Deposit Required	6. Condition of property development	Fee	
Fee					
City costs on a time and materials basis at the staff fully-burdened hourly rates against an initial deposit.					
Deposit					
1) \$ 6,000.00					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Administrative Actions - Other than Mobile Businesses				P-44A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process administrative action applications as authorized under TOMC Sec. 9-4.2805, other than for mobile businesses. (Fee match P-32D)					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 1,038.00					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Administrative Actions - Mobile Businesses Only				P-44B
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process administrative applications for mobile businesses.					
Accounts Credited With Fee Receipts					
001-4210-449-99-00 Other Services/User Fees					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 113.00					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Administrative Actions - Time Extensions				P-44C
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process requests for Time Extensions to approved Administrative Actions.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 898.00					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Re-Application				P-45
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Re-application (where original application is withdrawn prior to hearing for specified reasons).					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
<p>Upon receiving a re-application the Director of Community Development is authorized to negotiate a credit for fees already paid by an applicant who stopped processing on an earlier application and is now resubmitting the same application for the same parcel.</p>					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Certificate of Compliance				P-47
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Application to issue certificate that previously subdivided property complies with subdivision regulations.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 1,995.00					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Precise Plan of Design Time Extension				P-48
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Time extension for construction of new single family homes, and for other specified improvements/additions to existing single family homes.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 340.00					

City of Thousand Oaks User Fees Detail Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Variance - Major Modification				P-49
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process applications for major modifications to approved variance from Zoning Ordinance requirements, which requires Planning Commission review.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 3,315.00 OR 2) \$ 2,222.00 If processed concurrently with another entitlement					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Variance - Minor Modification				P-50
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process applications for minor modifications to approved variance from Zoning Ordinance requirements, which may be processed administratively.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 1,727.00 OR 2) \$ 1,040.00 If processed concurrently with another entitlement					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Film Permit				P-51
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Encroachment permit for filming on City right-of-way.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
Administrative Processing Fees					
1) \$ 173.00 Still photography per day					
2) \$ 260.00 Motion picture per day PLUS actual costs of any on-site personnel required due to photography or filming (e.g. Police personnel).					
3) \$ 2,610.00 Long-term filming (more than 10 "location filming" days) PLUS \$103.50 per each 5 filming days thereafter (including partial weeks)					
City Buildings/Property (excluding the Civic Arts Plaza)					
3) \$ 2,000.00 Per day: For-profit business					
4) \$ 1,600.00 Per day: Non-profit organizations					
Use of public streets for filming (excluding legal parking)					
5) \$ 1,000.00 Per day: For-profit business					
6) \$ 600.00 Per day: Non-profit organizations					
Use of City parking facilities (excluding Civic Arts Plaza)					
7) \$ 8.00 Per day: car or standard truck					
8) \$ 24.00 Per day: semi-tractor trailers					
9) No Fee Bona-fide student as defined in the Municipal Code					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Temporary Use Permit				P-52
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Permit for limited term operation of specific use (e.g. Christmas tree and pumpkin sales lots).					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted	Fee	
Fee					
1) \$ 438.00 Type A - New vehicle storage 2) \$ 287.00 Type B - All others					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Appeal of Administrative Decision				P-53
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Appeal of administrative decision to the Planning Commission. (Homeowner Exception - Per City Council, not at full-cost recovery.)					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 1,444.00					
Same fee as PW-25 1)					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Mobilehome Park Rent Adjustment Request				P-55
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Application by mobilehome park owners subject to the City's Mobile Home Rent Stabilization Ordinance (Chapter 25 of Title 5 of the Thousand Oaks Municipal Code) for administration adjustments to rent, pursuant to TOMC Sec. 5-25.06(a) - Capital Improvements or Sec. 5-25.05(b) - Just and Reasonable Return.					
Accounts Credited With Fee Receipts					
001-0000-484-10-00 Other - Reimbursement Rent Adjustment Fee					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted	Fee	
Fee					
1) \$ 20.00 PLUS \$5.00 for each space subject to the rent increase. Fee established in Mobile Home Rent Stabilization Ordinance TOMC Title 5, Chapter 25					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Apartment Application				P-56
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Application by apartment landlords who are subject to the provisions of Ordinance 956-NS. Application fee for administrative adjustments to rent.					
Accounts Credited With Fee Receipts					
001-0000-484-10-00 Other - Reimbursement Rent Adjustment Fee					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 20.00 PLUS \$5.00 for each unit subject to the rent increase Fee established per Ordinance 956-NS					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Apartment Registration				P-57
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Apartment owners who are subject to the provisions of Ordinance 956-NS. This is the annual registration fee due January 1 of each year.					
Accounts Credited With Fee Receipts					
001-0000-484-10-00 Other - Reimbursement Rent Adjustment Fee					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 10.00 Per controlled unit Fee established per Ordinance 956-NS					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Mobilehome Registration				P-58
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Mobilehome park owners who are subject to Title 5, Chapter 25 of the Thousand Oaks Municipal Code. This is the annual registration fee due January 1 of each year.					
Accounts Credited With Fee Receipts					
001-0000-484-10-00 Other - Reimbursement Rent Adjustment Fee					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 10.00 Per controlled unit Fee established per Title 5, Chapter 25 TOMC					

City of Thousand Oaks User Fees Detail Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Zoning Compliance Letter				P-59
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Upon request, staff time to research and respond.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 283.00					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Design Review of Existing Commercial/Industrial Projects (Not Requiring Entitlement)				P-60
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Site plan and/or achitectural review of alterations to existing commercial/industrial projects where no Development Permit or Special Use Permit or Modification thereto, is required.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 540.00					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Covenants, Conditions and Restrictions (CC&Rs) Review				P-61
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review Covenants, Conditions and Restrictions (CC&Rs) for compliance with Municipal Code provisions and entitlement conditions.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
831-0000-241-22-00 CC&R Deposits					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 1,500.00 Deposit					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Emergency Dwelling Permit				P-62
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and process application for use of transportable facility as an emergency dwelling.					
Accounts Credited With Fee Receipts					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
No Fee					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	After Hours Construction Permit				P-64
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Process Permit for After Hours Construction					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Variable Fee	<input type="checkbox"/> Deposit Required	6. Condition of property development	Fee	
Fee					
1) \$ 460.00 Minimum for first four hours. 2) \$ 115.00 Per hour after minimum.					
(Same fee as PW-24.)					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Animal Control Fees				P-65
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Services are provided by Los Angeles County Animal Care and Control and fees are based on LACACC Agreement. Refer to the Animal Control Resolution.					
Accounts Credited With Fee Receipts					
001-0000-486-00-00 Misc. Revenue (General)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
Licensing					
1) \$	60.00	Dog Unspayed/Neutered			
2) \$	20.00	Dog Spayed/Neutered			
3) \$	7.00	Dog Spayed/Neutered (Senior Citizen Owner)			
4) \$	7.00	Cat (Voluntary Only)			
5) \$	30.00	Delinquency Charge			
6) \$	5.00	Replacement Tag/Receipt			
7) \$	5.00	Transfer of Ownership			
8) \$	5.00	Discharged Military Dog Registration (one-time)			
9) \$	5.00	Guide Dogs/Seeing Eye Dogs/Signal Dogs/Service Dogs Registration (one-time)			
10) \$	40.00	Field Enforcement Fee (Animal found unlicensed by employee in the field)			
Animal Facility License - Initial License					
11) \$	250.00	Pet Shop			
12) \$	250.00	Grooming Parlor/Mobile			
13) \$	250.00	Animal Menagerie			
14) \$	250.00	Wholesale Wild Animal Dealer			
15) \$	250.00	Hobby Breeder			
16) \$	250.00	Pygmy Pig Breeder			
Dog & Cat Breeding/Boarding Facility					
17) \$	300.00	4-20 Dogs or Cats (Based on 75% total capacity of facility or actual animal population,			
18) \$	350.00	21-50 Dogs or Cats whichever is greater.)			
19) \$	400.00	51-75 Dogs or Cats			
20) \$	450.00	76-100 Dogs or Cats			
21) \$	525.00	Over 100 Dogs or Cats			
Animal Facility License - Renewal					
22) \$	175.00	Pet Shop			
23) \$	175.00	Grooming Parlor/Mobile			
24) \$	175.00	Animal Menagerie			
25) \$	175.00	Wholesale Wild Animal Dealer			
26) \$	175.00	Hobby Breeder			
27) \$	175.00	Pygmy Pig Breeder			
Dog & Cat Breeding/Boarding Facility					
28) \$	225.00	4-20 Dogs or Cats (Based on 75% total capacity of facility or actual animal population,			
29) \$	275.00	21-50 Dogs or Cats whichever is greater.)			
30) \$	325.00	51-75 Dogs or Cats			
31) \$	375.00	76-100 Dogs or Cats			
32) \$	450.00	Over 100 Dogs or Cats			
33) \$	50.00	Delinquency Charge			
Animal Business Operator's Licenses					
34) \$	125.00	Animal Exhibition (first day or one day event)			
35) \$	25.00	Animal Exhibition (each additional day)			
36) \$	125.00	Rodeo (first day or one day event)			
37) \$	25.00	Rodeo (each additional day)			

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Zoning Clearance				P-66
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Application for requests that do not require an entitlement or building, electrical, plumbing, or mechanical permit.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 75.00					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Outdoor Dining - Smoking Permit				P-67
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Request to allow smoking within outdoor customer dining areas					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 205.00					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Request for "Community Event" Designation				P-68
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Application fee for a request to be designated a "Community Event" for the purpose of being able to apply for a Temporary Food Facility Permit from the County of Ventura, as required by that agency.					
Accounts Credited With Fee Receipts					
001-4210-425-99-00 Other Permits - Other					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 108.00 Application Fee					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Affordable Development/Density Bonus Review				P-69
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
1) Review affordable development proforma and agreements and/or Density Bonus Plan as part of entitlement process. 2) Review/Monitor affordable unit annually.					
Accounts Credited With Fee Receipts					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Variable Fee	<input checked="" type="checkbox"/> Deposit Required	2. Gov't service or product provided to payor	Fee	
Fee					
1)	\$3,000.00	Deposit, PLUS time and materials			
2)	\$50.00	Per affordable unit for annual monitoring review. Annual fee charged during term of affordability condition.			

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Pre-Screening of Residential Mixed-Use Projects in SP 20				P-70
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review of preliminary residential mixed-use projects within Specific Plan 20 before City Council for "Additional Allocation Approval for Unassigned Residential Capacity."					
Accounts Credited With Fee Receipts					
001-4310-447-40-00 Construction/Bldg Fees - Planning Fees/Permits					
831-0000-241-24-00 Billable Time Projects					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 5,000.00 Deposit; PLUS time and materials					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2019

Fee Type	Fee Title				Fee #
User Fee	Cannabis Business Permit Fees				P-71
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2019	Resolution No. 2019-009	Dec 12, 2017	Resolution No. 2017-055	
Definition/Comments					
Cannabis Business Permit application and regulatory fees					
Accounts Credited With Fee Receipts					
001-0000-425-50-00 Other Permits - Cannabis Permits					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
Cannabis Application Fees					
1) \$ 3,919.00 Phase 1 - Eligibility					
2) \$ 2,973.00 Phase 2 - Initial Ranking					
3) \$ 2,473.00 Phase 3 - Interview & Inspection					
4) \$ 3,142.00 Phase 4 - Final Approval					
5) \$ 269.00 Location Certification (per location)					
6) \$ 442.00 Background Review (Each Owner/Manager)					
7) \$ 5,308.00 Cannabis Business Permit Issuance Fee					
8) \$ 292.00 Employee Permit Application Fee					
Renewal Fees					
9) \$ 6,416.00 Business Permit Renewal Fee					
10) \$ 102.00 Employee Permit Renewal Fee					
Other Fees					
11) \$ 1,445.00 Business Appeal Fee (Employee Appeal, found in Fee F-05C)					
12) \$ 1,588.00 Location Transfer Fee					
13) \$ 1,401.00 Ownership Transfer Fee					

Cultural Affairs

City of Thousand Oaks User Fees Summary

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City of Thousand Oaks User Fees Summary Cultural Affairs - 2019

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City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Kavli Theatre Rental Rates - Daily				CA-01
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Kavli Theatre rental rates					
Accounts Credited With Fee Receipts					
681-7710-471-71-10 Performance Rent - Kavli Theatre					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
1) \$ 2,500.00 Monday thru Thursday 2) \$ 3,250.00 Friday thru Sunday					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Kavli Theatre Rental Rates - Additional Performance on Same Day				CA-02
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Kavli Theatre Rental Rate - for additional performances held on the same day.					
Accounts Credited With Fee Receipts					
681-7710-471-71-10 Performance Rent - Kavli Theatre					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
1) \$ 1,250.00 Monday thru Thursday 2) \$ 1,625.00 Friday thru Sunday					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Kavli Theatre Rental Rates - Non-Performance Day Load In/Tech/Rehearsal				CA-03
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Kavli Theatre Non-performance day rehearsal rate					
Accounts Credited With Fee Receipts					
681-7710-471-72-10 Rehearsal Rent - Kavli Theatre					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
1) \$ 1,250.00 Monday thru Thursday 2) \$ 3,250.00 Friday thru Sunday					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Kavli Theatre Rental Rates - Performance Day Rehearsal Rates				CA-03A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Performance day rehearsal rates					
Accounts Credited With Fee Receipts					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
1) No Charge					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Kavli Theatre Rental Rates - Resident Arts Organizations				CA-03B
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Kavli Theatre rental rate for approved Resident Arts Organizations (35% discount)					
Accounts Credited With Fee Receipts					
681-7710-471-71-10 Performance Rent - Kavli Theatre					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
Fee: 1) \$ 1,625.00 Monday thru Thursday 2) \$ 2,112.50 Friday thru Sunday 3) \$ 812.50 Additional performance on same day; Monday thru Thursday 4) \$ 1,056.25 Additional performance on same day; Friday thru Sunday 5) \$ 812.50 Non-performance day load-in/tech/rehearsal; Monday thru Thursday 6) \$ 2,112.50 Non-performance day load-in/tech/rehearsal; Friday thru Sunday 7) \$ 812.50 Educational school performance; Monday thru Thursday 8) \$ 406.25 Additional educational school performance on same day; Monday thru Thursday					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Kavli Theatre Rental Rates - Educational School Performance				CA-04
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
School day educational rental rate - Kavli Theatre. Valid for educational matinee performances for student and teachers from public, private, charter, and home-based schools throughout the greater Conejo Valley. Tickets are not allowed to be sold to the general public for these performances.					
Accounts Credited With Fee Receipts					
681-7710-471-71-10 Performance Rent - Kavli Theatre					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
1) \$ 1,250.00 Monday thru Thursday 2) \$ 625.00 Each additional performance in same day					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Kavli Theatre Rental Rates - Weekly				CA-05
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Weekly Theatre Rental Rates - Kavli Theatre					
Accounts Credited With Fee Receipts					
681-7710-471-71-10 Performance Rent - Kavli Theatre					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
1) \$ 11,850.00 Per seven consecutive day period					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Kavli Theatre Rental Rates - Rehearsal Room				CA-06
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Rehearsal Room					
Accounts Credited With Fee Receipts					
681-7710-471-72-10 Rehearsal Rent - Kavli Theatre					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
1) \$ 150.00 Per day					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Scherr Forum Rental Rates - Daily				CA-07
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Daily rental rates - Scherr Forum					
Accounts Credited With Fee Receipts					
681-7810-471-71-20 Performance Rent - Scherr Forum					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
1) \$ 500.00 Monday thru Thursday 2) \$ 700.00 Friday thru Sunday					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Scherr Forum Rental Rates - Additional Performance in Same Day				CA-08
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fee for additional performance on same day					
Accounts Credited With Fee Receipts					
681-7810-471-71-20 Performance Rent - Scherr Forum					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
1) \$ 250.00 Monday thru Thursday 2) \$ 350.00 Friday thru Sunday					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Scherr Forum Rental Rates - Non-Performance Day Load-In/Tech/Rehearsal				CA-09
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Scherr Forum non-performance day rehearsal rent					
Accounts Credited With Fee Receipts					
681-7810-471-72-20 Rehearsal Rent - Scherr Forum					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
1) \$ 250.00 Monday thru Thursday 2) \$ 700.00 Friday thru Sunday					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Scherr Forum Rental Rates - Performance Day Rehearsal Rates				CA-09A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Performance day rehearsal rates					
Accounts Credited With Fee Receipts					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
1) No Charge					

City of Thousand Oaks User Fees Detail Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Scherr Forum Rental Rates - Resident Arts Organizations				CA-09B
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Scherr Fourm rental rate for approved Resident Arts Organizations (35% discount)					
Accounts Credited With Fee Receipts					
681-7810-471-71-20 Performance Rent - Scherr Forum					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
1) \$	325.00	Monday thru Thursday			
2) \$	455.00	Friday thru Sunday			
3) \$	162.50	Additional performance on same day; Monday thru Thursday			
4) \$	227.50	Additional performance on same day; Friday thru Sunday			
5) \$	162.50	Non-performance day load-in/tech/rehearsal; Monday thru Thursday			
6) \$	455.00	Non-performance day load-in/tech/rehearsal; Friday thru Sunday			
7) \$	162.50	Educational school performance; Monday thru Thursday			
8) \$	81.25	Additional educational school performance on same day; Monday thru Thursday			

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Scherr Forum Rental Rates - Educational School Performance				CA-10
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
School Day Education Rental Rate - Scherr Forum. Valid for educational matinee performances for student and teachers from public, private, charter, and home-based schools throughout the greater Conejo Valley. Tickets are not allowed to be sold to the general public for these performances.					
Accounts Credited With Fee Receipts					
681-7810-471-71-20 Performance Rent - Scherr Forum					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property		Fee
Fee					
1) \$ 250.00 Monday thru Thursday 2) \$ 125.00 Each additional performance on same day					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Scherr Forum Rental Rates - Local Community Groups				CA-10A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	n/a	
Definition/Comments					
Scherr Forum rental rates for nonprofit organizations located in the City of Thousand Oaks.					
Accounts Credited With Fee Receipts					
681-7810-471-71-20 Performance Rent - Scherr Forum					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Variable Fee	<input type="checkbox"/> Deposit Required	4. Entrance to or use of local gov't property	Fee	
Fee					
1) \$	400.00	Monday thru Thursday			
2) \$	560.00	Friday thru Sunday			
3) \$	200.00	Additional performance on same day; Monday thru Thursday			
4) \$	280.00	Additional performance on same day; Friday thru Sunday			
5) \$	200.00	Non-performance day load-in/tech/rehearsal; Monday thru Thursday			
6) \$	560.00	Non-performance day load-in/tech/rehearsal; Friday thru Sunday			
7) \$	200.00	Educational school performance; Monday thru Thursday			
8) \$	100.00	Additional educational school performance on same day; Monday thru Thursday			

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Scherr Forum Rental Rates - Weekly				CA-11
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Weekly Theatre Rental Rates for the Scherr Forum					
Accounts Credited With Fee Receipts					
681-7810-471-71-20 Performance Rent - Scherr Forum					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
1) \$ 2,500.00 Per seven (7) consecutive day period.					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Rental Rates - Founders Room, Lobbies, and Plaza				CA-12
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Rental Rates for Founders Room, Lobbies, and Plaza					
Accounts Credited With Fee Receipts					
681-7710-471-99-00 Rental of City Facilities - Other Rents					
681-7810-471-99-00 Rental of City Facilities - Other Rents					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property		Fee
Fee					
<p>No charge for City related use, based on availability.</p> <p>No Show. Non-City related use of facility, based on availability.</p> <ul style="list-style-type: none"> 1) \$ 150.00 Founders Room 2) \$ 250.00 Kavli Theatre Lobby 3) \$ 150.00 Scherr Forum Lobby 4) \$ 500.00 Scherr Forum Plaza <p>The Kavli Theatre outdoor Plaza is not available to be rented for receptions or other private or public events.</p>					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Box Office - Service Fee				CA-13
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
(Optional Fee) Kavli Theatre Box Office Service					
Accounts Credited With Fee Receipts					
681-7710-471-73-10 Box Office Service - Kavli Theatre 681-7810-471-73-20 Box Office Service - Scherr Forum					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 750.00 Kavli Theatre - Per performance 2) \$ 150.00 Scherr Theatre - Per performance					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Box Office - Ticket Printing Fee				CA-15
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
(Optional Fee) Box Office Ticket Printing Fee for the Kavli Theater and Scherr Forum					
Accounts Credited With Fee Receipts					
681-7710-444-10-50 Reimb Of Ticket Printing - Kavli Theatre					
681-7810-444-20-50 Reimb Of Ticket Printing - Scherr Forum					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$	1.00	Per ticket			
		Per ticket fee charged to patrons when purchasing tickets at the Box Office or through Ticketmaster. Ticket printing fee for tickets sold on consignment by the User will be billed as a venue cost on the final show settlement.			
2) \$	300.00	Kavli Theatre - per performance			
3) \$	85.00	Scherr Forum - per performance			
		Ticket printing fee for free events when CAD staff determines that tickets must be distributed as a control measure to limit the number of patrons in attendance to the capacity of the venue.			

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Box Office - Subscription Orders				CA-17
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Charge once a year per order					
Accounts Credited With Fee Receipts					
681-7710-444-30-00 Phone and Mail Order Charges - Kavli Theatre					
681-7810-444-30-00 Phone and Mail Order Charges - Scherr Forum					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 8.00 Per order					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Box Office - Facility Fees				CA-18
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Window and outlet sales facility charge. Facility Fees will be charged for all paid or complimentary tickets for a performance or event. Facility Fees for tickets sold on consignment by the User will be billed as a venue cost on the final show settlement.					
Accounts Credited With Fee Receipts					
681-7710-444-10-60 Kavli Box Office Charges					
681-7810-444-20-60 Scherr Box Office Charges					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor	Fee	
Fee					
1) \$	2.00	Per ticket priced at \$0.01 to \$15.00			
2) \$	4.00	Per ticket priced at \$15.01 and higher			
3) \$	2.00	Per consignment ticket priced at \$0.01 to \$15.00			
4) \$	4.00	Per consignment ticket priced at \$15.01 and higher			
5) \$	3.00	Per subscription ticket (inclusive of ticket printing fee)			
Up to 144 consignment complimentary tickets in the Kavli Theatre and up to 32 complimentary tickets in the Scherr Forum will be exempt from the Facility Fee charge.					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Box Office - Ticket Processing Fee				CA-18A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fee recommended by City Council Theatres Fund Committee on May 27, 2014 to offset labor intensive transactions conducted by the Box Office. The Processing Fee is charged for all patron ticket transactions processed through the Civic Arts Plaza Box Office.					
Accounts Credited With Fee Receipts					
681-7710-444-10-65 Ticket Processing Fee (Kavli)					
681-7810-444-20-65 Ticket Processing Fee (Scherr)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 2.00 Per ticket processing fee (for purchases made through the Box Office window) 2) \$ 0.50 Per ticket processing fee for consignment tickets					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Box Office - Ticket Service Fee				CA-18B
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
For purchases made through Ticketmaster's website, retail outlets, and call center, as part of the Box Office Ticketing Services Agreement with Ticketmaster, which was approved by City Council on April 28, 2015 and extended in August 2018.					
Accounts Credited With Fee Receipts					
681-7710-444-10-65 Ticket Processing Fee (Kavli)					
681-7810-444-20-65 Ticket Processing Fee (Scherr)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
Per Ticket Serv. Fee		Ticket Face Value			
1) \$	1.50	\$0.00 - \$10.00			
2) \$	3.00	\$10.01 - \$20.00			
3) \$	5.50	\$20.01 - \$35.00			
4) \$	6.50	\$35.01 - \$50.00			
5) \$	8.50	\$50.01 and over			

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Box Office - Ticket Printing Fee				CA-18C
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
All tickets distributed through the Box Office, with the exception of zero value complimentary tickets, will be assessed a \$1.00 printing fee as part of the Box Office Ticketing Services Agreement with Ticketmaster, which was approved by City Council on April 28, 2015 and extended in August 2018.					
Accounts Credited With Fee Receipts					
681-7710-444-10-65 Ticket Processing Fee (Kavli)					
681-7810-444-20-65 Ticket Processing Fee (Scherr)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 1.00 Per ticket printing fee					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Box Office - Facility Fee for Non-Ticketed Events				CA-18D
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009		n/a	
Definition/Comments					
Flat rate facility fee for non-ticketed events. Facility fee will be assessed to any event, public or private, with general admission, not being sold through the box office.					
Accounts Credited With Fee Receipts					
681-7710-444-10-60 Kavli Box Office Charges					
681-7810-444-20-60 Scherr Box Office Charges					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$450.00 per performance in the Fred Kavli Theatre 2) \$100.00 per performance in the Scherr Forum Theatre					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Box Office - Ticket Exchange Fee				CA-19
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fee charged to exchange ticket from one performance to another performance.					
Accounts Credited With Fee Receipts					
681-7710-444-10-60 Kavli Box Office Charges					
681-7810-444-20-60 Scherr Box Office Charges					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 2.00 Per ticket					

City of Thousand Oaks User Fees Detail Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Box Office - Credit Card Fees				CA-20
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Charge for use in taking various charge cards.					
Accounts Credited With Fee Receipts					
681-7710-444-10-60 Kavli Box Office Charges					
681-7810-444-10-60 Scherr Box Office Charges - Theatre Facility					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor	Fee	
Fee					
1)	3.25%	American Express (Variable Fee)			
2)	3.00%	MasterCard/VISA (Variable Fee)			

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Box Office - Group Sales Fee				CA-21
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Charge for group sales when working with organizations that offer a group sales discount.					
Accounts Credited With Fee Receipts					
681-7810-444-10-60 Scherr Box Office Charges - Theatre Facility					
681-7710-444-10-60 Kavli Box Office Charges					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor	Fee	
Fee					
1) 10.00% of gross ticket receipts					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Labor - Technical Services				CA-22
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Technical Labor-Kavli Theatre/Scherr Forum/Founders Room/Lobby & Plaza Use					
Accounts Credited With Fee Receipts					
681-7710-444-10-10 Stagehands Labor - Kavli Theatre					
681-7810-444-20-10 Stagehands Labor - Scherr Forum					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor	Fee	
Fee					
1) \$ 71.00 Stage Supervisor 2) \$ 67.00 Head Carpenter, Head Electrician, Head Audio 3) \$ 33.00 Follow Spot Operator 4) \$ 33.00 Stagehands					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Labor - Front of House				CA-23
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Front of House Labor - Kavli Theater/Scherr Forum					
Accounts Credited With Fee Receipts					
681-7710-444-10-15 Front of House Labor - Kavli Theatre					
681-7810-444-20-15 Front of House Labor - Scherr Forum					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
House Manager Labor 1) \$ 350.00 Per performance - Kavli Theatre 2) \$ 100.00 Per performance - Scherr Forum					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Labor - Front of House - Founders Room, Lobbies, Plaza				CA-25
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
For front of house labor during use of the Founders Room, Kavli and Scherr Lobbies, and the Plaza					
Accounts Credited With Fee Receipts					
681-7710-444-10-15 Front of House Labor - Kavli Theatre					
681-7810-444-20-15 Front of House Labor - Scherr Forum					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 120.00 Per 4 hours 2) \$ 15.00 Per hour/over 4 hours					

City of Thousand Oaks User Fees Detail Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Labor - Maintenance				CA-26
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Contract Maintenance - Kavli Theater/Scherr Forum					
Accounts Credited With Fee Receipts					
681-7710-444-10-20 Maintenance Costs - Kavli Theater					
681-7810-444-20-20 Maintenance Costs - Scherr Forum					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor	Fee	
Fee					
1) Fee based on service agreement costs with contractor for maintenance services for both the Kavli and Scherr Forum Theatres per performance/rehearsal.					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Labor - Custodian				CA-27
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Staff Custodian Labor - Kavli Theatre/Scherr Forum					
Accounts Credited With Fee Receipts					
681-7710-444-10-20 Maintenance Costs - Kavli Theater					
681-7810-444-20-20 Maintenance Costs - Scherr Forum					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor	Fee	
Fee					
1) \$ 25.00 Per hour/per person					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Labor - Custodian - Founders Room, Lobby & Plaza Use				CA-28
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Custodian fee during rental of Founders Room, Lobby & Plaza Use					
Accounts Credited With Fee Receipts					
681-7710-444-10-20 Maintenance Costs - Kavli Theater					
681-7810-444-20-20 Maintenance Costs - Scherr Forum					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor	Fee	
Fee					
1) \$ 120.00 Per use					

City of Thousand Oaks User Fees Detail Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Production Fee - Utility Use				CA-29
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Lamp Use - Kavli Theatre/Scherr Forum					
Accounts Credited With Fee Receipts					
681-7710-444-10-30 Overhead Technical Costs - Kavli Theatre					
681-7810-444-20-30 Overhead Technical Costs - Scherr Forum					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property		Fee
Fee					
1) \$ 100.00 Per performance - Kavli Theatre 2) \$ 50.00 Per performance - Scherr Forum					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Production Fee - Wireless Microphone Use				CA-29A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Rental rates for wireless microphones for Fred Kavli Theatre and Scherr Forum Theatre.					
Accounts Credited With Fee Receipts					
681-7710-444-10-30 Overhead Technical Costs - Kavli Theatre					
681-7810-444-20-30 Overhead Technical Costs - Scherr Forum					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property		Fee
Fee					
1) \$ 70.00 Per Handheld, per performance 2) \$ 70.00 Per Lavlier, per performance 3) \$ 90.00 Per E-6 ear-set, per performance					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Production Fee - Piano Rental & Tuning				CA-30
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Piano Rental and Tuning - Kavli Theatre/Scherr Forum					
Accounts Credited With Fee Receipts					
681-7710-444-10-30 Overhead Technical Costs - Kavli Theatre					
681-7810-444-20-30 Overhead Technical Costs - Scherr Forum					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property		Fee
Fee					
1) \$ 150.00 Per performance					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Production Fee - Orchestra Shell Use				CA-31
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Orchestra Shell Use - Kavli Theatre/Scherr Forum					
Accounts Credited With Fee Receipts					
681-7710-444-10-30 Overhead Technical Costs - Kavli Theatre					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
1) \$ 700.00 Kavli Theatre					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Production Fee - Video Projector				CA-32
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Rental of Theatre Equipment					
Accounts Credited With Fee Receipts					
681-7710-471-99-00 Rental of City Facilities - Other Rents					
681-7810-471-99-00 Rental of City Facilities - Other Rents					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property		Fee
Fee					
1) \$	400.00	Video projector (5.5k lumens) - per day			
2) \$	600.00	Video projector (5.5k lumens) - per week			
3) \$	800.00	Video projector (14.0k lumens) - per day			
4) \$	2,400.00	Video projector (14.0k lumens) - per week			

City of Thousand Oaks User Fees Detail Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Production Fee - Intelligent Lighting				CA-32A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Production fees for rental of lighting options to be used in either the Kavli or Scherr Forum Theatres.					
Accounts Credited With Fee Receipts					
681-7710-471-99-00 Rental of City Facilities - Other Rents					
681-7810-471-99-00 Rental of City Facilities - Other Rents					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 150.00 Each fixture, per day for SolaSpot and/or SolaWash fixtures. 2) \$ 1,250.00 Per day for ten (10) intelligent lights. 3) \$ 2,500.00 Per day for twenty (20) intelligent lights. 4) \$ 2,500.00 Per week for ten (10) intelligent lights. 5) \$ 5,000.00 Per week for twenty (20) intelligent lights.					

City of Thousand Oaks User Fees Detail Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Film Location Fee-Kavli Theatre				CA-33
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Film location fee in Kavli Theatre and technical support areas					
Accounts Credited With Fee Receipts					
681-7710-486-00-00 Miscellaneous Revenue - Kavli Theatre					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
1) \$ 3,500.00 Film, Television, & Video Shoots 2) \$ 1,500.00 Still Photography Shoot					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Film Location Fee - Scherr Forum				CA-34
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Film location fee for use of Scherr Forum					
Accounts Credited With Fee Receipts					
681-7810-486-00-00 Miscellaneous Revenue - Scherr Forum					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
1) \$ 1,500.00 Film, Television, & Video Shoots 2) \$ 600.00 Still Photography Shoot 3) \$ 700.00 Student filming rates (with valid letter and agreement from school and/or advisor)					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Film Location Fee - Lobbies, Civic Arts Plaza Grounds				CA-35
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Film location fee for use of the Kavli Theatre and Scherr Forum Lobbies, and the Civic Arts Plaza Grounds					
Accounts Credited With Fee Receipts					
681-7710-486-00-00 Miscellaneous Revenue - Kavli Theatre					
681-7810-486-00-00 Miscellaneous Revenue - Scherr Forum					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property		Fee
Fee					
1) \$ 3,500.00 Film, Television, & Video Shoots 2) \$ 600.00 Still Photography Shoot					

City of Thousand Oaks User Fees Detail Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Miscellaneous Fees - Liability Insurance				CA-37
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Liability Insurance for Kavli and Scherr Forum Theatres					
Accounts Credited With Fee Receipts					
681-7710-486-00-00 Miscellaneous Revenue - Kavli Theatre					
681-7810-486-00-00 Miscellaneous Revenue - Scherr Forum					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) Liability insurance cost is based on insurance carrier quote.					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Miscellaneous Fees - Merchandise Sales				CA-38
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Lobby Merchandise Sales - Kavli Theatre/Scherr Forum					
Accounts Credited With Fee Receipts					
681-0000-444-50-00 Lobby Sales - Kavli Theatre/Scherr Forum					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) 90%/10% Recorded goods 2) 85%/15% Soft goods 3) \$ 100.00 Per seller provided by City					
Theatre Licensee is responsible for paying all applicable sales tax on merchandise sold during their performance or event.					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Miscellaneous Fees - Parking Fees				CA-39
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Rental of Parking Structure - Kavli Theatre/Scherr Forum					
Accounts Credited With Fee Receipts					
681-7710-471-79-00 Rental of City Facilities - Parking					
681-7810-471-79-00 Rental of City Facilities - Parking					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			4. Entrance to or use of local gov't property	Fee	
Fee					
Parking Fee: 1) \$ 8.00 Per car Rental of Parking Structure: 1) \$ 3,700.00 Per Performance Buy-Out - Kavli Theatre 2) \$ 450.00 Per Performance Buy-Out - Scherr Forum					

City of Thousand Oaks User Fees Detail

Cultural Affairs - 2019

Fee Type	Fee Title				Fee #
User Fee	Miscellaneous Rental Fees				CA-40
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Cultural Affairs	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Rental of cabaret tables.					
Accounts Credited With Fee Receipts					
681-7710-471-99-00 Rental of City Facilities - Other Rents					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Variable Fee	<input type="checkbox"/> Deposit Required	4. Entrance to or use of local gov't property	Fee	
Fee					
1) \$ 15.00 Per cabaret table					

Finance

City of Thousand Oaks User Fees Summary

Finance - 2019

F-01	Returned Item Fee	Page 187
F-02	Delinquent Account Penalties, Interest and Collection Fees	Page 188
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F-06A	Delinquent Parking Citation Processing	Page 194
F-06B	Parking Citation Issuance	Page 195
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F-16	Credit Card Transaction Fee	Page 200

City of Thousand Oaks User Fees Detail

Finance - 2019

Fee Type	Fee Title				Fee #
Fine	Returned Item Fee				F-01
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Finance	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Payment for various City services returned by financial institutions to the City.					
Accounts Credited With Fee Receipts					
001-3210-486-00-00 Misc. Revenue (General)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			5. Fine, penalty, or other charge imposed	Fee	
Fee					
1) \$ 35.00 Per item (check, bank draft, credit card)					

City of Thousand Oaks User Fees Detail

Finance - 2019

Fee Type	Fee Title				Fee #
Penalty	Delinquent Account Penalties, Interest and Collection Fees				F-02
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Finance	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
<p>These Penalties and Interest apply to Fine and Fee accounts that are unpaid on the 61st day after the first billing date and that are not otherwise addressed elsewhere in the User Fee Manual. These fees are set by City Ordinance. Accounts credited with Fee: XXX-XXXX-459-9999.</p>					
Accounts Credited With Fee Receipts					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			5. Fine, penalty, or other charge imposed	Fee	
Fee					
<p>Penalties: 10% will be applied if bill remains unpaid on the 61st day from the bill date.</p> <p>Interest: 1% of the amount owed for each month thereafter that the fees and penalties remain unpaid.</p> <p>Collection Fees: On the 91st day, unless prohibited by law, the account will be turned over to a collection agency. The collection agency shall add the percentage of their commission to the delinquent amount at time of receipt.</p>					

City of Thousand Oaks User Fees Detail

Finance - 2019

Fee Type	Fee Title				Fee #
User Fee	Listing of Business Tax Certificates Issued				F-04
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Finance	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Listing that indicates which businesses have been issued Business Tax Certificates. Listing to include business name, business address, business telephone number, owner's name and type of business. Home based business may be excluded.					
Accounts Credited With Fee Receipts					
001-0000-484-99-00 Business License Fees					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 50.00 Programming Fee 2) \$ 0.15 Per page (CW-01A)					

City of Thousand Oaks User Fees Detail

Finance - 2019

Fee Type	Fee Title				Fee #
User Fee	Regulatory Business Permits				F-05
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Finance	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fees charged for Business Permits					
Accounts Credited With Fee Receipts					
001-3310-421-40-00 Business Tax Certificate - Permit Fee					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
Regulatory Permits Fees 1) \$ 35.00 Junk, 2nd hand, antique, pawnbrokers Regulatory Processing Fees 2) \$ 120.00 New 3) \$ 60.00 Renewal Decal Fees 4) \$ 5.00 Ice cream trucks, street vendors, hot dog carts, door to door sales, taxi, sidewalk vendors ID Badge Fees 5) \$ 6.00 Ice cream trucks, street vendors, hot dog carts, door to door sales, taxi, sidewalk vendors Issuance Fee 6) \$ 15.00 Ice cream trucks, street vendors, hot dog carts, door to door sales, taxi, sidewalk vendors, cannabis delivery					

City of Thousand Oaks User Fees Detail

Finance - 2019

Fee Type	Fee Title				Fee #
User Fee	New Business Tax Certificate Processing				F-05A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Finance	Jul 01, 2019	Resolution No. 2019-009	Jan 01, 2018	Resolution No. 2017-057	
Definition/Comments					
Fee charged to process new Business Tax Certificate.					
Accounts Credited With Fee Receipts					
001-3310-421-50-00 Business Tax Certificate - Processing					
001-3310-421-60-00 Business Tax Certificate - Certified Access Spec					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$	60.00	Per business tax certificate			
2) \$	11.00	Reprinting business tax certificate			
3) \$	4.00	(AB 1379) State Mandated Fee to be collected on all Business Tax Certificates through December 31, 2023, at which time it will decrease back to \$1.00. May be updated if State Legislature amends fee.			

City of Thousand Oaks User Fees Detail

Finance - 2019

Fee Type	Fee Title				Fee #
User Fee	Business Tax Certificate Renewal Processing				F-05B
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Finance	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fee charged to process renewing Business Tax Certificate.					
Accounts Credited With Fee Receipts					
001-3310-421-50-00 Business Tax Certificate - Processing					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Variable Fee	<input type="checkbox"/> Deposit Required	1. Specific benefit conferred or privilege granted	Fee	
Fee					
1) \$	16.00	Per business tax certificate			
2) \$	4.00	(AB 1379) State Mandated Fee to be collected on all Business Tax Certificates through December 31, 2023, at which time it will be decreased to \$1.00 May be updated if State Legislature amends fee.			

City of Thousand Oaks User Fees Detail Finance - 2019

Fee Type	Fee Title				Fee #
User Fee	Filing Fee - Regulatory Permit Appeals Filing Fee				F-05C
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Finance	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Filing fee - appeal of regulatory permit decision (denial, revocation, suspension)					
Accounts Credited With Fee Receipts					
001-3310-421-40-00 Business Tax Certificate - Permit Fee					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted	Fee	
Fee					
1) \$ 130.00					

City of Thousand Oaks User Fees Detail

Finance - 2019

Fee Type	Fee Title				Fee #
Penalty	Delinquent Parking Citation Processing				F-06A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Finance	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Delinquent Parking Citation Processing.					
Accounts Credited With Fee Receipts					
001-3310-459-40-00 Other Fines - Parking Citations					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Variable Fee	<input type="checkbox"/> Deposit Required	5. Fine, penalty, or other charge imposed	Fee	
Fee					
1) \$ 17.00 Administrative charge for processing delinquent citations.					

City of Thousand Oaks User Fees Detail Finance - 2019

Fee Type	Fee Title				Fee #
Fine	Parking Citation Issuance				F-06B
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Finance	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fee for parking citation issuance.					
Accounts Credited With Fee Receipts					
001-3310-459-40-00 Other Fines - Parking Citations					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Variable Fee	<input type="checkbox"/> Deposit Required	5. Fine, penalty, or other charge imposed	Fee	
Fee					
1) \$	400.00	Parking in handicapped space			
2) \$	400.00	Parking in crosshatch lines of handicapped space			
3) \$	120.00	Parking in firelane			
4) \$	65.00	Other parking violations			
5) \$	33.00	Late payment penalties			

City of Thousand Oaks User Fees Detail

Finance - 2019

Fee Type	Fee Title				Fee #
User Fee	Disabled Parking Citation Cancellation Fee				F-06C
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Finance	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Disabled Parking Citation Cancellation Fee.					
Accounts Credited With Fee Receipts					
001-3310-459-40-00 Other Fines - Parking Citations					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor	Fee	
Fee					
1) \$ 17.00					

City of Thousand Oaks User Fees Detail

Finance - 2019

Fee Type	Fee Title				Fee #
User Fee	Resident Golf Card				F-07
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Finance	Jul 01, 2019	Resolution No. 2019-009	Mar 01, 2018	Resolution No. 2018-005	
Definition/Comments					
Resident golf card provides residents with 24 hour automated reservation capability and allows them to make reservations eight days in advance. The card holder also receives a reduction in the green fees.					
Accounts Credited With Fee Receipts					
671-0000-442-30-00 Golf Course Fees - Membership Fees					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 35.00 Resident golf card (good for three years) 2) \$ 17.00 Duplicate / Replacement card (if lost)					
Effective March 1, 2018: Resident card fees shall be collected by the management company at Los Robles Greens Golf Course and added to their fee schedule.					

City of Thousand Oaks User Fees Detail

Finance - 2019

Fee Type	Fee Title				Fee #
User Fee	Print Shop Services				F-10
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Finance	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Labor and material cost recovery are charged back to requesting Department/Agency.					
Accounts Credited With Fee Receipts					
001-3520-612-79-00 Reprographics					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor	Fee	
Fee					
Print Shop services and products are billed at labor rates, as specified below, plus equipment and material costs.					
Labor Rates					
Print Operator					
1) \$ 85.00 Outside Agencies					
2) \$ 70.00 In-house Departments					

City of Thousand Oaks User Fees Detail

Finance - 2019

Fee Type	Fee Title				Fee #
User Fee	Financial Reports				F-15
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Finance	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Financial reports and budgets requested by citizens and/or other agencies.					
Accounts Credited With Fee Receipts					
001-3010-485-00-00 Other - Sale of Material/Pub/Dir					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 25.00 Plus postage for Operating Budget 2) \$ 15.00 Plus postage for Capital Improvements Budget 3) \$ 40.00 Plus postage for Operating and Capital Improvements Budgets 4) \$ 15.00 Plus postage for Comprehensive Annual Financial Report 5) \$ 15.00 Plus postage for User Fee Manual Actual postage costs will be added to Fee for each Document.					

City of Thousand Oaks User Fees Detail

Finance - 2019

Fee Type	Fee Title				Fee #
User Fee	Credit Card Transaction Fee				F-16
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Finance	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Transaction fee to process credit cards for certain transactions as identified in the City's Credit Card Acceptance Policy.					
Accounts Credited With Fee Receipts					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) 2.50% of Transaction					

Library

City of Thousand Oaks User Fees Summary Library - 2019

LI-01	Overdue Materials	Page 202
LI-03	Copy Machine	Page 203
LI-04	Library Card	Page 204
LI-05	Test Proctoring Fee	Page 205
LI-06	Microfilm Copy	Page 206
LI-07	Processing for lost/damaged materials	Page 207
LI-08	3D Printing Fee	Page 208
LI-09	Scanning Fee	Page 209
LI-10	Passport Execution Fee	Page 210

City of Thousand Oaks User Fees Detail

Library - 2019

Fee Type	Fee Title				Fee #
Fine	Overdue Materials				LI-01
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Library	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Charge for materials not returned by due date. \$.25 cents per day is in the midrange of fines charged by all libraries (\$.15-\$.35) in the Southern California Library Cooperative.					
Accounts Credited With Fee Receipts					
110-7010-451-00-00 Fines and Penalties - TO Library fines					
110-7410-451-00-00 Fines and Penalties - NP Library fines					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			5. Fine, penalty, or other charge imposed	Fee	
Fee					
1) \$ 0.25 Per item/per day Notes: Waiving a portion or all of the above mentioned Library fine is based on the Library's policy/procedure and at the discretion of the Library Director (or their Designee). For the DVD collection, waiving a portion or all of the above mentioned Library fine is up to the Library Foundation's policy/procedure and if applicable, waived by the Library Director (or their Designee).					

City of Thousand Oaks User Fees Detail

Library - 2019

Fee Type	Fee Title				Fee #
User Fee	Copy Machine				LI-03
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Library	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Charge for use of copy machine					
Accounts Credited With Fee Receipts					
110-0000-441-10-00 Library User Fees - Public Printing/Copying					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 0.15 Per copy for black and white copies 2) \$ 0.50 Per copy for color copies					

City of Thousand Oaks User Fees Detail

Library - 2019

Fee Type	Fee Title				Fee #
User Fee	Library Card				LI-04
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Library	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Charge for replacement of library card.					
Accounts Credited With Fee Receipts					
110-7010-451-00-00 Fines and Penalties - TO Library fines					
110-7410-451-00-00 Fines and Penalties - NP Library fines					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) No Charge Initial Library Card 2) \$ 2.00 Replacement of lost/stolen card					

City of Thousand Oaks User Fees Detail

Library - 2019

Fee Type	Fee Title				Fee #
User Fee	Test Proctoring Fee				LI-05
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Library	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Charge for Library staff to administer tests at individuals request.					
Accounts Credited With Fee Receipts					
110-7010-486-00-00 T.O. Lib. - Other Misc Revenue					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted	Fee	
Fee					
1) \$ 50.00 First hour 2) \$ 25.00 Per additional hour or partial hour					

City of Thousand Oaks User Fees Detail

Library - 2019

Fee Type	Fee Title				Fee #
User Fee	Microfilm Copy				LI-06
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Library	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Charge for use of microfilm copy machines.					
Accounts Credited With Fee Receipts					
110-0000-441-10-00 Library User Fees - Public Printing/Copying					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 0.15 Per copy					

City of Thousand Oaks User Fees Detail

Library - 2019

Fee Type	Fee Title				Fee #
Fine	Processing for lost/damaged materials				LI-07
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Library	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Charge for lost/damaged materials					
Accounts Credited With Fee Receipts					
110-7010-451-00-00 Fines and Penalties - TO Library fines					
110-7410-451-00-00 Fines and Penalties - NP Library fines					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			5. Fine, penalty, or other charge imposed	Fee	
Fee					
1) \$ 3.00 Per copy - PLUS actual repair or replacement cost.					
<p>Notes: Waiving a portion or all of the above mentioned Library fine is based on the Library's policy/procedure and at the discretion of the Library Director (or their Designee).</p> <p>For the DVD collection, waiving a portion or all of the above mentioned Library fine is up to the Library Foundation's policy/procedure and if applicable, waived by the Library Director (or their Designee).</p>					

City of Thousand Oaks User Fees Detail

Library - 2019

Fee Type	Fee Title				Fee #
User Fee	3D Printing Fee				LI-08
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Library	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Charge for use of the Library's 3D printer					
Accounts Credited With Fee Receipts					
110-0000-441-10-00 Library User Fees - Public Printing/Copying					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 0.05 Per gram (of object's weight), plus \$1.00 per object printed					

City of Thousand Oaks User Fees Detail

Library - 2019

Fee Type	Fee Title				Fee #
User Fee	Scanning Fee				LI-09
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Library	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Charge for use of scanner					
Accounts Credited With Fee Receipts					
110-0000-441-10-00 Library User Fees - Public Printing/Copying					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 0.15 Per copy for black and white or color images					

City of Thousand Oaks User Fees Detail

Library - 2019

Fee Type	Fee Title				Fee #
User Fee	Passport Execution Fee				LI-10
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Library	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fee collected by issuing agency for service - passport execution fee; passport photo fee is set by the accepting agency. Acceptance fees are set by the State Department.					
Accounts Credited With Fee Receipts					
110-0000-449-45-00 Other Services - Passports					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 35.00 Passport Execution Fee					

Police

City of Thousand Oaks User Fees Summary Police - 2019

LE-01	Traffic Accident Report	Page 212
LE-02	False Alarm	Page 213
LE-03	Emergency Response Restitution	Page 214
LE-03A	Social Host Ordinance Fines	Page 215
LE-04	Bicycle License	Page 216
LE-05	Administrative Fee for Towing of Certain Vehicles	Page 217
LE-06	Noise/Loud Party Response	Page 218

City of Thousand Oaks User Fees Detail

Police - 2019

Fee Type	Fee Title				Fee #
User Fee	Traffic Accident Report				LE-01
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Police	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fee collected at East Valley Sheriff Station. Copy of police report or traffic accident.					
Accounts Credited With Fee Receipts					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 11.00 Per report					

City of Thousand Oaks User Fees Detail Police - 2019

Fee Type	Fee Title				Fee #
Fine	False Alarm				LE-02
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Police	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Police response to false alarms					
Accounts Credited With Fee Receipts					
001-3310-459-10-00 Other Fines - Alarm Fines					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			5. Fine, penalty, or other charge imposed		Fee
Fee					
1)	Free	1st call per calendar year			
2)	Free	2nd call per calendar year			
3)	\$ 100.00	3rd call per calendar year			
4)	\$ 200.00	4th call per calendar year			
5)	\$ 500.00	All additional calls			
Late charges and penalties are levied per Section 5-13.06 of the Thousand Oaks Municipal Code					
6)	10%	Penalty if payment is not received within thirty days			
7)	1%	Penalty per month thereafter that fines and penalties are not paid			

City of Thousand Oaks User Fees Detail

Police - 2019

Fee Type	Fee Title				Fee #
User Fee	Emergency Response Restitution				LE-03
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Police	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Payment by defendant for the cost of emergency response service in "driving under the influence (DUI) incidents per C.V.C section 53150-53159.					
Accounts Credited With Fee Receipts					
001-0000-459-50-00 Other Fines - DUI Penalties					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1)	\$ 2.21	Per minute, per officer, not to exceed \$1,500.00 per single incident plus damage to City property and /or injuries to City personnel.			

City of Thousand Oaks User Fees Detail Police - 2019

Fee Type	Fee Title				Fee #
Fine	Social Host Ordinance Fines				LE-03A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Police	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fines Charged for violation of the Social Host Ordinance					
Accounts Credited With Fee Receipts					
001-0000-459-60-00 Social Host Ord Fines					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			5. Fine, penalty, or other charge imposed	Fee	
Fee					
Penalties					
1) \$ 2,500.00 First violation or any violation within 24hours of first violation 2) \$ 3,500.00 Second violation with one year of first violation 3) \$ 5,000.00 Third violation within one year of first violation					
Communty Service					
4) 120 hours In lieu of \$2,500 penalty					

City of Thousand Oaks User Fees Detail Police - 2019

Fee Type	Fee Title				Fee #
User Fee	Bicycle License				LE-04
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Police	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fee collected at East Valley Sheriff Station					
Accounts Credited With Fee Receipts					
001-0000-423-10-00					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Variable Fee	<input type="checkbox"/> Deposit Required	1. Specific benefit conferred or privilege granted	Fee	
Fee					
1) \$	5.00	Per bicycle registration and license			
2) \$	5.00	Transfer of registration and license			
Fee may be waived for City promotional events					

City of Thousand Oaks User Fees Detail

Police - 2019

Fee Type	Fee Title				Fee #
Penalty	Administrative Fee for Towing of Certain Vehicles				LE-05
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Police	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fee collected at East Valley Sheriff Station. Requires Police to impound vehicles for up to 30 days of persons driving as unlicensed or driving while their driver's license has been suspended or revoked.					
Accounts Credited With Fee Receipts					
001-6630-449-75-00					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			5. Fine, penalty, or other charge imposed	Fee	
Fee					
1) \$ 180.00 Standard tow fee, all arrest tow fee, unlicensed/revoked or suspended driver's license tow fee, expired registration tow fee, or DUI tow fee.					

City of Thousand Oaks User Fees Detail

Police - 2019

Fee Type	Fee Title				Fee #
Fine	Noise/Loud Party Response				LE-06
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Police	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fee collected by the City Finance Department. Enforcement costs and response fees after a first warning within twenty-four (24) hours.					
Accounts Credited With Fee Receipts					
001-6620-449-99-00					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Variable Fee	<input type="checkbox"/> Deposit Required	5. Fine, penalty, or other charge imposed	Fee	
Fee					
1) \$	2.21	Per minute, per officer, not to exceed \$1,500.00 per single incident plus damage to City property and/or injuries to City personnel.			

Public Works

City of Thousand Oaks User Fees Summary

Public Works - 2019

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PW-06C	Encroachment Permit - Oversize Load	Page 228
PW-06E	Encroachment Permit - Newsrack (Annual)	Page 229
PW-06F	Encroachment Permit - Annual Permit	Page 230
PW-06H	Encroachment Permit - House Moving	Page 231
PW-06J	Encroachment Permit - Monitoring Wells Annual Permit	Page 232
PW-06K	Small Cell/Wireless Permit - Within Right-of-Way (ROW)	Page 233
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City of Thousand Oaks User Fees Summary Public Works - 2019

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City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Final Map				PW-01A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Processing a parcel or tract map. Basic fee includes three plan checks and a signature check.					
Accounts Credited With Fee Receipts					
001-5210-422-21-04 Plan Check (General)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
<p>County Review Fee</p> <p>1) \$ 4,230.00 (City Fee) and \$7,500, plus \$50 per lot/parcel (County Deposit) for first three plan checks.</p> <p>2) \$ 635.00 (City Fee) and \$2,000, plus \$20 per lot/parcel (County Deposit) for each subsequent review, if needed.</p> <p>In-House (City) Review Fee</p> <p>3) \$ 10,585.00 Final map review up to four lots, for the first three plan checks.</p> <p>4) \$ 8,460.00 Plus \$500.00 per lot/parcel Final map review for subdivisions with more than four lots, for the first three plan checks.</p> <p>5) Additional 15% Fee for each additional plan check beyond first three plan checks.</p>					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Certificate of Corrections Review				PW-01B
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Processing a parcel or tract map certificate of correction. Basic fee includes three plan checks.					
Accounts Credited With Fee Receipts					
001-5210-422-21-04 Plan Check (General)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
<p>In-House (City) Review Fee:</p> <p>First three plan checks:</p> <p>1) \$ 103.00 1 - 5 items</p> <p>2) \$ 410.00 6 - 20 items</p> <p>3) \$ 720.00 21-50 items</p> <p>4) \$ 1,235.00 51-100 items</p> <p>5) \$ 1,235.00 + \$45 per item over 100</p> <p>6) 4th & subsequent plan checks - 15% of plan check fee</p>					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Monument Inspection				PW-01C
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Inspection of a parcel or tract map for monument placement correctness.					
Accounts Credited With Fee Receipts					
001-5210-422-21-04 Plan Check (General)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) No Fee First inspection 2) \$ 410.00 Second Inspection: Plus \$15 per monument reinspected 3) \$ 205.00 Third & subsequent inspections: Plus \$15 per monument reinspected					

City of Thousand Oaks User Fees Detail

Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Lot Line Adjustment				PW-03
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Process lot line adjustment.					
Accounts Credited With Fee Receipts					
001-5210-422-21-07 Plan Check (General)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 3,810.00 For first three plan checks. 2) 15% Of original fee for each additional plan check.					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Public and Private Improvement Plan Check				PW-04
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
To provide plan checking service on proposed public improvements and private property improvements required of a new development.					
Accounts Credited With Fee Receipts					
611-0000-447-60-01 Plan Checking/Filing Fee (Water)					
621-0000-447-60-01 Plan Checking/Filing Fee (WasteWater)					
001-5210-422-21-01 Plan Check (General)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
Fee is based on Project Valuation					
1)	6.00%	\$2,001 and over			
2)	Additional Fee for each plan check in excess of three: 15% of original fee				
3)	Special circumstances as determined by Public Works Director, time and materials, PLUS any applicable contract costs				

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Public and Private Improvement Inspection				PW-05
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
To inspect public improvements and private property improvements under construction by a developer to ensure that the construction is performed according to approved plans.					
Accounts Credited With Fee Receipts					
611-0000-447-70-00 Inspection/Investigation (Water)					
621-0000-447-70-20 Inspection/Investigation (Wastewater)					
001-5410-422-12-00 Inspection/Investigation (General)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
Fee is based on Project Valuation					
1)	4.00%	\$2,001 and over			
2)	Additional fee for each year in excess of three years of project duration: 15% of original fee				
3)	Overtime inspection at 1.5 times the hourly rate; PLUS for special circumstances as determined by the Public Works Director, time and materials, PLUS any applicable contract costs.				

City of Thousand Oaks User Fees Detail

Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Encroachment Permit - Minor				PW-06A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Process encroachment with a project cost under \$5,000 that requires only one field inspection that is not associated with a development project.					
Accounts Credited With Fee Receipts					
001-5210-422-14-01 Encroachment Permit					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 130.00					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Encroachment Permit - Oversize Load				PW-06C
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Process encroachment permit for oversize, overweight, or overheight load. (Fee is set by State law, Department of Transportation VC Section 35795.)					
Accounts Credited With Fee Receipts					
001-5210-422-14-03 Encroachment (General)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 17.00 Per trip 2) \$ 92.00 Annual permit					

City of Thousand Oaks User Fees Detail

Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Encroachment Permit - Newsrack (Annual)				PW-06E
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
To review application, issue permit for and inspect newsracks placed in the public right of way.					
Accounts Credited With Fee Receipts					
001-5210-422-14-03 Encroachment (General)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted	Fee	
Fee					
1) \$ 247.00 For each increment of 10 newsracks 2) \$ 5.00 Per day storage fee					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Encroachment Permit - Annual Permit				PW-06F
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
To provide encroachment review in cases where an emergency may prohibit prior permitting or the unchanged nature of "boxes" in the public right-of-way allows for permitting on an annual basis.					
Accounts Credited With Fee Receipts					
001-5210-422-14-03 Encroachment (General)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 375.00 Annual charge for drop boxes 2) \$ 253.00 Annual charge for each increment of 10 private postage boxes 3) \$ 2,000.00 Utility company trenching for installation, repairs, and maintenance					

City of Thousand Oaks User Fees Detail

Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Encroachment Permit - House Moving				PW-06H
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
To process a request to move a house into, out of, or around the City.					
Accounts Credited With Fee Receipts					
001-5210-422-14-03 Encroachment (General)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted	Fee	
Fee					
1) \$ 170.00					

City of Thousand Oaks User Fees Detail

Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Encroachment Permit - Monitoring Wells Annual Permit				PW-06J
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
To review traffic control practices of a company that has a well drilled in the public right-of-way and needs periodic access to the well for monitoring purposes. NEW construction: see PW-06A Encroachment Permit - Minor					
Accounts Credited With Fee Receipts					
001-5210-422-14-03 Encroachment (General)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 250.00 Annual Permit					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Small Cell/Wireless Permit - Within Right-of-Way (ROW)				PW-06K
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009		n/a	
Definition/Comments					
Application fee for Small Wireless Facilities within public ROW. Annual Small Wireless Facility public ROW access fee.					
Accounts Credited With Fee Receipts					
001-5410-422-14-03 Encroachment (General)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Variable Fee	<input type="checkbox"/> Deposit Required	1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 500.00	Each application for a Small Wireless Facility on an existing pole (additional \$100 for each Small Wireless Facility beyond five).				
2) \$ 1,000.00	For application for a Small Wireless Facility on a new pole.				
3) \$ 270.00	Annual ROW access fee for each Small Wireless Facility.				
Authority: FCC Declaratory Ruling and Third Report and Order No. FCC 18-133					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Grading Plan Check				PW-07
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
To review plans for the grading of property to ensure compliance with City codes.					
Accounts Credited With Fee Receipts					
001-5210-422-21-06 Plan Check (General)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
Fee based on cubic yards					
1) \$ 320.00 1-100 2) \$ 1,305.00 101 - 500 3) \$ 2,725.00 501 - 1,000 4) \$ 4,905.00 1,001 - 10,000 5) \$ 9,260.00 10,001 - 50,000 6) \$ 15,350.00 50,001 - 100,000 7) \$ 20,110.00 100,001 - 250,000 8) \$ 27,205.00 250,001 - and over 9) Additional fee for each plan check in excess of three: 15% of original fee 10) Special circumstances as determined by the Public Works Director, time and materials, PLUS any contract costs.					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Grading Inspection				PW-08
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
To inspect grading to ensure compliance with approved plans, including satisfactory completion of all grading work and compliance with erosion control.					
Accounts Credited With Fee Receipts					
001-5210-422-14-01 Encroachment Permit					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
Fee based on cubic yards					
1) \$ 320.00 1-100 2) \$ 1,305.00 101 - 500 3) \$ 2,725.00 501 - 1,000 4) \$ 4,905.00 1,001 - 10,000 5) \$ 9,260.00 10,001 - 50,000 6) \$ 15,350.00 50,001 - 100,000 7) \$ 20,110.00 100,001 - 250,000 8) \$ 27,205.00 250,001 - and over 9) Additional fee for each year in excess of three years of project duration: 15% of original fee. 10) Overtime inspection at 1.5 times hourly rate; Special circumstances as determined by the Public Works Director, time and materials, PLUS any applicable contract costs. 11) Grading Bond (refundable deposit) A) Less than 10,000 cubic yards (cy) = \$15.00/cy. B) Over 10,000 cy = \$8.00/cy. C) Removal and recompaction = \$8.00/cy. Additional bonding as negotiated and required by City Engineer.					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Construction Water Meter				PW-09
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Installation and removal of construction water meter.					
Accounts Credited With Fee Receipts					
611-0000-448-35-20 Installation - Meter (Water)					
611-0000-241-15-00 Deposits/Construction (Water)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Variable Fee	<input checked="" type="checkbox"/> Deposit Required	6. Condition of property development	Fee	
Fee					
1) \$	90.00	PLUS \$620.00 deposit for 3" meter, or a deposit as determined by the Public Works Director for larger meter sizes.			
2) \$	45.00	For each time meter relocated to another hydrant at the customer's request.			

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Paving Maintenance Permit				PW-10
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Routine maintenance of existing paved parking areas.					
Accounts Credited With Fee Receipts					
001-5210-422-10-00 Paving					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted	Fee	
Fee					
1) \$ 370.00 Up to 2,000 sf 2) \$ 939.00 2,001 - 10,000 sf 3) \$ 278.00 Added fee for each additional 5,000 sf, up to 100,000 sf 4) \$ 278.00 Added fee for each additional 25,000 sf, beyond 100,000 sf					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Permit Application - Industrial Waste Discharge - Type I				PW-11
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Accept and process application for industrial waste discharge - Type 1 (Conventional process and treatment system, all pollutants regulated).					
Accounts Credited With Fee Receipts					
621-0000-486-00-00 Misc Revenue (Wastewater)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 895.00					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Permit Application - Industrial Waste Discharge - Type II				PW-12
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Accept and process application for industrial waste discharge - Type II (Unusual or complex process/treatment system, or proposed discharge of unregulated pollutant).					
Accounts Credited With Fee Receipts					
621-0000-486-00-00 Misc Revenue (Wastewater)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 2,070.00					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Renewal Application - Industrial Waste Discharge				PW-13
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Accept and process renewal application for industrial waste discharge.					
Accounts Credited With Fee Receipts					
621-0000-486-00-00 Misc Revenue (Wastewater)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor	Fee	
Fee					
1) \$ 270.00					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
Penalty	Disconnect/Reconnect Water Service				PW-14
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Service call to disconnect for non-payment of water bill or reconnect service after payment.					
Accounts Credited With Fee Receipts					
611-0000-486-00-00 Misc Revenue (Water)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Variable Fee	<input type="checkbox"/> Deposit Required	5. Fine, penalty, or other charge imposed	Fee	
Fee					
1) \$ 35.00 For tagging, disconnect, or reconnect during business hours 2) \$ 105.00 For reconnect at other times (after hours)					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Installation/Removal of Water Service Flow Restrictor				PW-14A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Service call to install or remove a water service flow restrictor.					
Accounts Credited With Fee Receipts					
611-0000-486-00-00 Misc Revenue (Water)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor	Fee	
Fee					
1) \$ 35.00 For installation or removal during normal business hours.					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Testing of Water Meters for Accuracy at Customer's Request				PW-15
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Testing of water meters for accuracy at customer's request					
Accounts Credited With Fee Receipts					
611-0000-486-00-00 Misc Revenue (Water)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor	Fee	
Fee					
<p>1) \$ 104.00</p> <p>Plus add:</p> <p>2) \$ 69.00 3/4" and 1" meters, per test.</p> <p>3) \$ 124.00 2" meters to less than 6" meters, per test.</p> <p>4) T&M 6" meters and larger, time and materials.</p>					

City of Thousand Oaks User Fees Detail

Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Fire Flow Calculations				PW-16
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Completion of Section III of the Fire Department form or construction fire flow requirements using a computerized model in the office.					
Accounts Credited With Fee Receipts					
611-0000-486-00-00 Misc Revenue (Water)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 200.00					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Easement Quitclaim				PW-17
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Processing and recording a quitclaim deed.					
Accounts Credited With Fee Receipts					
611-0000-486-00-00 Misc Revenue (Water)					
621-0000-486-00-00 Misc Revenue (Wastewater)					
001-5210-486-00-00 Misc. Revenue - General Fund					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 1,898.00 2) Additional fee for each plan check in excess of three: 15% of original fee. 3) Special circumstances as determined by Public Works Director, time and materials PLUS any applicable contract costs.					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Easement/Legal Review				PW-18
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Processing and recording easements and other legal documents.					
Accounts Credited With Fee Receipts					
621-0000-486-00-00 Misc Revenue (Wastewater)					
611-0000-486-00-00 Misc Revenue (Water)					
001-5210-486-00-00 Misc. Revenue - General Fund					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 949.00 2) Additional fee for each plan check in excess of three: 15% of original fee. 3) Special circumstances as determined by Public Works Director, time and materials PLUS any applicable contract costs.					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Backflow Inspection and Testing				PW-19
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Recover cost for work performed by Ventura County Environmental Health Dept for backflow control.					
Accounts Credited With Fee Receipts					
611-0000-448-21-24 Backflow Prevention (Water)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor	Fee	
Fee					
1)	\$ 26.00	Minimum processing fee. Applies to all devices tested with certification received by Ventura County Health Department, prior to annual deadline			
2)	\$ 944.00	Delinquent and City pursues			

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Right-Of-Way Abandonment, Surplus Property Disposition Review				PW-20
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Processing an abandonment of a street or road easement, or disposition of surplus property.					
Accounts Credited With Fee Receipts					
001-5210-422-21-07 Plan Check (General)					
611-0000-486-00-00 Misc Revenue (Water)					
621-0000-486-00-00 Misc Revenue (Wastewater)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 6,000.00 Deposit for time and materials					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Special Agreement Review				PW-21
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Prepare and record special agreements as necessary.					
Accounts Credited With Fee Receipts					
611-0000-486-00-00 Misc Revenue (Water)					
621-0000-486-00-00 Misc Revenue (Wastewater)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor	Fee	
Fee					
1) City costs on a time and materials basis using staff hourly rates against a deposit based on project size.					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Construction Change Order				PW-22
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019		Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Process a minor construction change order.					
Accounts Credited With Fee Receipts					
001-5210-422-21-05 Plan Check (General)					
611-0000-447-60-02 PlanCheck/Filing Fee (Water)					
621-0000-447-60-02 Plan Check/Filing Fee (Wastewater)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 335.00 PLUS Plan check fee per PW-04 (All change orders) PLUS Inspection fee per PW-05 (New improvements only)					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Municipal Code Amendment				PW-23
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Process request to amend text of the Municipal Code subject to City Council initiation of a Municipal Code Amendment Study.					
Accounts Credited With Fee Receipts					
001-0000-486-00-00 Misc. Revenue (General)					
611-0000-486-00-00 Misc Revenue (Water)					
621-0000-486-00-00 Misc Revenue (Wastewater)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 4,000.00					
Fee to be deposited with submittal of application and will be returned if City Council declines to initiate study in response to request.					
(Same fee as P-5A.)					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	After Hours Construction Permit				PW-24
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Process Permit for After Hours Construction					
Accounts Credited With Fee Receipts					
001-0000-447-70-00 Inspection/Investigation (General)					
611-0000-447-70-00 Inspection/Investigation (Water)					
621-0000-447-70-00 Inspection/Investigation (WasteWater)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 460.00 Minimum for first four hours. 2) \$ 115.00 Per hour after minimum.					
(Same fee as P-64.)					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Appeal of Administrative or Traffic and Transportation Commission Decision				PW-25
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Appeal of Administrative or Traffic and Transportation Commission Decision to the City Council. (Homeowner Exception - Per City Council, not at full-cost recovery.)					
Accounts Credited With Fee Receipts					
001-0000-486-00-00 Misc. Revenue (General)					
611-0000-486-00-00 Misc Revenue (Water)					
621-0000-486-00-00 Misc Revenue (Wastewater)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 1,444.00 Appeal of administrative decision to the Traffic and Transportation Commission.					
2) \$ 1,555.00 Appeal of Traffic and Transportation Commission Decision to the City Council.					
 (Same fee as P-54 and P-55.)					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Reproduction Fees				PW-26
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Reproduction fees					
Accounts Credited With Fee Receipts					
611-0000-486-00-00 Misc Revenue (Water)					
621-0000-486-00-00 Misc Revenue (Wastewater)					
001-5210-484-99-00 Reimbursements/Other (General)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
<p>Maps and Plans</p> <p>1) \$2.30 per sheet File plans & record maps - (24" x 36")</p> <p>Minimum order - \$5.65</p> <p>Misc. publications and electronic files - City cost or as determined by the Public Works Director</p> <p>Plotting costs - \$28.30 per sheet - (24" x 36")</p>					

City of Thousand Oaks User Fees Detail

Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Street Name Change				PW-27
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
To process a request for a street name change.					
Accounts Credited With Fee Receipts					
001-5210-484-99-00 Reimbursements/Other (General)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted	Fee	
Fee					
1) \$ 1,865.00 PLUS actual cost for the installation of new street name signs					

City of Thousand Oaks User Fees Detail

Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Street Number Change				PW-28
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
To process a request to change a street number.					
Accounts Credited With Fee Receipts					
001-5210-484-99-00 Reimbursements/Other (General)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted	Fee	
Fee					
1) \$ 150.00					

City of Thousand Oaks User Fees Detail

Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Time Extension - Permits				PW-30
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Process time extension.					
Accounts Credited With Fee Receipts					
001-5210-422-21-07 Plan Check (General)					
611-0000-447-60-03 Plan Check (Water)					
621-0000-447-60-03 Plan Check (Wastewater)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 61.00 Permit					

City of Thousand Oaks User Fees Detail

Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Time Extension - Improvement Agreement				PW-30B
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
To process a request for a time extension on the construction of a public improvement beyond the initial term.					
Accounts Credited With Fee Receipts					
001-5210-422-21-07 Plan Check (General)					
611-0000-447-60-03 Plan Check (Water)					
621-0000-447-60-03 Plan Check (Wastewater)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) \$ 370.00 For each extension					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Construction Water Service Charge				PW-31
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Construction Water Service Charge.					
Accounts Credited With Fee Receipts					
611-0000-448-14-00 Construction Water (Water)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
Refer to the current Water Fee Ordinance for water rates.					

City of Thousand Oaks User Fees Detail

Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Damaged Meter Box				PW-32
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Replace damaged meter box.					
Accounts Credited With Fee Receipts					
611-0000-486-00-00 Misc Revenue (Water)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) T&M Time and materials.					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Groundwater Service Charge				PW-33
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Groundwater service charge.					
Accounts Credited With Fee Receipts					
611-0000-448-12-15 Metered Wells (Water)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted	Fee	
Fee					
<p>1) 40% of potable water rate; per 100 cubic feet.</p> <p>Subject to revision pending adoption of new water rates.</p>					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
Penalty	Penalty Fee - Discharge Limit Violation				PW-35
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Penalty fee - wastewater discharge limit violation.					
Accounts Credited With Fee Receipts					
621-0000-486-00-00 Misc Revenue (Wastewater)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Variable Fee	<input type="checkbox"/> Deposit Required	5. Fine, penalty, or other charge imposed	Fee	
Fee					
Not-to-exceed \$500.00 per day for each constituent in violation of discharge limits.					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
Penalty	Penalty Fee - Grease Trap Maintenance				PW-36
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Penalty fee - failure to maintain grease trap.					
Accounts Credited With Fee Receipts					
621-0000-486-00-00 Misc Revenue (Wastewater)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			5. Fine, penalty, or other charge imposed	Fee	
Fee					
1) \$ 100.00 For the first violation within 12 months 2) \$ 300.00 For the second violation within 12 months 3) \$ 900.00 For the third violation within 12 months					

City of Thousand Oaks User Fees Detail

Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Wastewater Fixture Unit Field Count				PW-39
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Count of plumbing fixtures to determine the proper wastewater service charge.					
Accounts Credited With Fee Receipts					
621-0000-447-70-30 Inspection Fees (Wastewater)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
1) \$ 216.00 Less than 20 fixture units 2) \$ 485.00 Greater than 20 fixture units					

City of Thousand Oaks User Fees Detail

Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	LAFCO Out of Agency Service Agreement				PW-40
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019		Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
An Out of Agency Service Agreement is required whenever the owner(s) of a parcel that is located in the County and outside of the City's Service Area wants to have the parcel serviced by the City. Said service may include water, wastewater, or both.					
Accounts Credited With Fee Receipts					
611-0000-447-60-01 Plan Checking/Filing Fee (Water)					
621-0000-447-60-01 Plan Checking/Filing Fee (WasteWater)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
1) \$ 1,238.00 Fee for writing an Out of Agency Service Agreement between the City and property owner(s) of a parcel, which is in the County, but outside of the City's service area and/or, if the agreement has to go to City Council for approval.					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
Rate	Wastewater Service Charge				PW-41
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Wastewater service charge.					
Accounts Credited With Fee Receipts					
621-0000-448-21-10 Service Charge/Residential					
621-0000-448-21-11 Service Charge/Commercial					
621-0000-448-21-13 Service Charge/Industrial					
621-0000-448-21-16 Service Charge/Multi-Family					
621-0000-448-23-10 Service Charge/ASC Residential					
621-0000-448-23-11 Service Charge/ASC Commercial					
621-0000-448-23-13 Service Charge/ASC Industrial					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor	Fee	
Fee					
Refer to current Wastewater Fee Ordinance for Wastewater rates.					

City of Thousand Oaks User Fees Detail

Public Works - 2019

Fee Type	Fee Title				Fee #
Rate	Water Fire Service/Private Hydrant				PW-42
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Service charge for water fire service and private fire hydrant.					
Accounts Credited With Fee Receipts					
611-0000-448-15-12 Other Water Sales/(Fire Detectors)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor	Fee	
Fee					
Refer to the current Water Fee Ordinance for Water rates.					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
Rate	Water Service Charge				PW-43
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Water service charge.					
Accounts Credited With Fee Receipts					
611-0000-448-13-11 Lift Pumping/Commercial					
611-0000-448-13-10 Lift Pumping/Residential					
611-0000-448-13-16 Lift Pumping/Multi-Family					
611-0000-448-12-11 Metered Sales/Commercial					
611-0000-448-12-10 Metered Sales/Residential					
611-0000-448-12-16 Metered Sales/Multi-Family					
611-0000-448-11-11 Base Charge/Commercial					
611-0000-448-11-10 Base Charge/Residential					
611-0000-448-11-16 Base Charges/Multi-Family					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
Refer to the current Water Fee Ordinance for Water rates.					

City of Thousand Oaks User Fees Detail

Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Water Tenant or Lessee Trust Deposit				PW-44
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Water tenant or lessee trust deposit.					
Accounts Credited With Fee Receipts					
611-0000-241-12-00 Deposits					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted	Fee	
Fee					
1) \$ 150.00					

City of Thousand Oaks User Fees Detail

Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Water Conservation Requirements Hardship Waiver				PW-45
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Processing an application for a waiver of water conservation requirements due to hardship.					
Accounts Credited With Fee Receipts					
611-0000-486-00-00 Misc Revenue (Water)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted	Fee	
Fee					
1) \$ 125.00					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Preferential Parking Permit Program				PW-46
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Preferential parking permit program. (Homeowner Exception - Per City Council, not at full-cost recovery.)					
Accounts Credited With Fee Receipts					
001-5560-425-40-00 Parking Permits (General)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted	Fee	
Fee					
1) \$ 8.25 Per card 2) \$ 15.50 For replacement					

City of Thousand Oaks User Fees Detail

Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Street and Traffic Sign Installation, Replacement, and Striping				PW-47
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Provide street striping and traffic sign installation or replacement.					
Accounts Credited With Fee Receipts					
001-5610-484-99-00 Reimbursements/Other (General)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted	Fee	
Fee					
1) T&M Time and materials.					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Paratransit - Dial A Ride Fare				PW-48
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fares for Dial A Ride Services and ADA Paratransit Services.					
Accounts Credited With Fee Receipts					
651-5550-443-20-00 Fares (Transportation)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor	Fee	
Fee					
1) \$	3.00	Per trip (local)			
2) \$	5.00	Per trip (intercity)			
3) \$	1.00	Per trip on demand convenience fee (waived under certain circumstances (refer to Dial-a-Ride brochure)			

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Senior Dial-A-Ride Cards				PW-49
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Dial-a-Ride identification cards.					
Accounts Credited With Fee Receipts					
651-5550-484-00-00 Other Reimbursements					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1) \$ 4.00 Card issuance 2) \$ 2.00 Replacement card					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	TOT Bus Fare				PW-51
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
TOT bus fare.					
Accounts Credited With Fee Receipts					
651-5540-443-10-00 Bus Fares (Transportation)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
Fixed Route Fares:					
1)	\$ 1.50	Adult			
2)	\$ 0.75	Senior/Disabled/Medicare			
3)	Free	DAR/ADA Cardholder			
4)	Free	Children (6 years old and under)			
5)	Free	Transfers			
6)	\$ 4.00	Adult, One-Day Unlimited Ride Pass			
7)	\$ 2.00	Senior/Disabled, One-Day Unlimited Ride Pass			
8)	\$ 12.00	Adult, Seven-Day Unlimited Ride Pass			
9)	\$ 6.00	Senior/Disabled, Seven-Day Unlimited Ride Pass			
10)	\$ 42.00	Adult, 31-Day Unlimited Ride Pass			
11)	\$ 21.00	Senior/Disabled, 31-Day Unlimited Ride Pass			
12)	\$ 12.00	Adult, Ten Ride Pass			
13)	\$ 6.00	Senior/Disabled, Ten Ride Pass			
14)	\$ 21.00	Student, 31-Day Restricted Use Pass			
15)	\$ 100.00	Student Bulk Single Ride Tickets (100)			
16)	\$ 100.00	Social Service Agency Bulk Single Ride Tickets (100)			

City of Thousand Oaks User Fees Detail

Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Transportation Services - Special Events				PW-51A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
<p>Provide for special, not chartered, transportation services. These services are provided to public entities (e.g., City of Thousand Oaks, CRPD, etc.) where the transportation services are related to the City or City sponsored events at the fees listed below. Private entities will use private chartered companies. When private chartered companies can't or won't provide the service, the City can offer these services at the fees listed below.</p>					
Accounts Credited With Fee Receipts					
651-5540-449-99-00 Other Services/Other					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
1)	T&M	Time and materials, which will include the "Contracted Transit Operator's" cost, plus Citywide overhead and fuel costs.			

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Traffic Study Fee				PW-52
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
To perform a traffic study at the request of a developer.					
Accounts Credited With Fee Receipts					
001-5560-447-80-00 Construction/Bldg/Traffic Signals					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
Cost of City consultant, PLUS 30% overhead to cover staff review and traffic counts.					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
Fine	Vehicle Code Enforcement on Private Property				PW-53
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Vehicle code enforcement on private property.					
Accounts Credited With Fee Receipts					
001-5560-484-99-00 Reimbursements/Other (General)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			5. Fine, penalty, or other charge imposed	Fee	
Fee					
1) \$ 1,393.00					

City of Thousand Oaks User Fees Detail

Public Works - 2019

Fee Type	Fee Title				Fee #
Rate	Solid Waste Collection Rates				PW-54
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Fees are collected by the franchised refuse collection companies.					
Accounts Credited With Fee Receipts					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			2. Gov't service or product provided to payor		Fee
Fee					
Refer to the current Solid Waste Fee Resolution for Solid Waste collection rates.					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
Assessment	Ventura Co Flood Control District NPDES Benefit Assessment District				PW-57
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Ventura Co Flood Control District NPDES Benefit Assessment District					
Accounts Credited With Fee Receipts					
177-0000-410-51-00 Property Taxes/Special Assessments (County Flood Control Benefit Assessment Fund-Zone 3)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			7. Assessments/property fees imposed (Art XIID)		Fee
Fee					
1) \$ 5.28 Per basic assessment unit in Zone 3 2) \$ 5.65 Per basic assessment unit in Zone 4					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
Assessment	Lighting and Landscape Assessment District				PW-58
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Lighting and Landscape Assessment District					
Accounts Credited With Fee Receipts					
142-0000-410-51-00 Property Taxes					
141-0000-410-51-00 Property Taxes					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			7. Assessments/property fees imposed (Art XIID)		Fee
Fee					
Refer to Lighting and Landscape Fee Resolution for Lighting and Landscaping Assessments.					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Stormwater Pollution Prevention Plan Processing Fee				PW-61
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and approve a Stormwater Pollution Control Plan for construction sites.					
Accounts Credited With Fee Receipts					
177-0000-486-00-00 Other/Misc Revenue (County Flood Control Zone 3)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
1) \$ 624.00					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Stormwater Quality Master Plan Processing Fee				PW-62
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review and Approve a Stormwater Quality Master Plan for New Development					
Accounts Credited With Fee Receipts					
177-0000-486-00-00 Other/Misc Revenue (County Flood Control Zone 3)					
177-0000-241-99-00 Deposits/Other					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 1,205.00 Deposit; PLUS time and materials					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Storm Drain Inlet Placard				PW-63
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Purchase Storm Drain Catch Basin Inlet Placard ("Don't Dump - Drains to Creek", "Don't Dump - Drains to Lake") and adhesive for marking catch basins in new developments.					
Accounts Credited With Fee Receipts					
177-0000-486-00-00 Other/Misc Revenue (County Flood Control Zone 3)					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 11.35 Per placard (adhesive included)					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Stormwater Inspection Fee				PW-63A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Conduct a typical commercial facility stormwater inspection.					
Accounts Credited With Fee Receipts					
177-5320-447-70-40 Inspection Fees/Stormwater Quality					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development		Fee
Fee					
1) \$ 99.00 Per inspection					

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
User Fee	Stormwater Quality Permanemt Best Management Practices (BMP) Annual Inspection				PW-63B
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
To monitor and ensure compliance/maintenance of permanent privately owned stormwater BMP's per State requirements.					
Accounts Credited With Fee Receipts					
177-5210-447-70-40 Inspection Fees/Stormwater Quality					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			3. Reasonable regulatory costs		Fee
Fee					
1)	No Charge	If BMP owner provides annual maintenance reports.			
2)	\$ 100.00	If BMP owner fails to provide annual report or respond to 1st letter.			
3)	\$ 275.00	If BMP owner fails to respond to 2nd letter and City is required to perform field inspection.			
4)	T&M	Time and Materials, If City is required to make improvements to deficient BMP's.			
5)	\$ 168.00	plus County Filing Fees If BMP owner fails to pay for items 2) through 4) and the City is required to place a lien on the property.			
	*BMP	Stormwater Quality Best Management Practices			

City of Thousand Oaks User Fees Detail Public Works - 2019

Fee Type	Fee Title				Fee #
Fine	Charge to Vandals for Graffiti Removal				PW-64
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Public Works	Jul 01, 2019	Resolution No. 2019-009	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
When graffiti vandals are apprehended by the Police Department, this fee is used to calculate the cost of damages and obtain reimbursement for City costs incurred in removing the graffiti vandalism.					
Accounts Credited With Fee Receipts					
631-0000-486-00-00 Misc Revenue (Solid Waste)					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			5. Fine, penalty, or other charge imposed	Fee	
Fee					
1) \$ 490.00 Less than 4 Square Feet 2) \$ 740.00 5 to 16 Square Feet 3) \$ 990.00 17 to 36 Square Feet 4) \$ 1,485.00 Greater than 36 Square Feet 5) T&M Time and material costs for graffiti abatement on non-standard items					

SECTION II - NON-COMPLIANCE FEES

(Work Commenced Prior to Council Approval)

Activity Commenced Prior to City Approval

Planning Application Type	Adopted 2019 Fee	Proposed Fee for Activity Commenced Prior to City Approval *
AA-Mobile Business (P-44B)	\$113.00	\$226.00
Appeal of Admin Decision (P-53)	\$1,444.00	\$2,888.00
Appeal of PC Decision (P-54)	\$1,555.00	\$3,110.00
Design Review-Existing C/I (P-60)	\$540.00	\$1,080.00
Farm Animal Permit (P-8)	\$53.00	\$106.00
Home Occupation Permit (P-10)	\$46.00	\$46.00
Landscape Plan Check (P-35)	\$1,744.00 + \$600.00 Dep	\$3,475.00 + \$600.00 Dep
Major Mod – PC (P-31)	\$5,000 Dep/\$3,188.00 SFD	T&M/\$6,000.00 SFD
Major Mod – SUP Type B (P-31B)	\$5,000.00 Dep	T&M
Minor Mod – Non SFD (P-32)	\$4,012.00	\$4,755.00
Minor Mod – Outdoor Dining up to 5 (P-32A)	\$947.00	\$1,894.00
Minor Mod – SUP Type C (P-32B)	\$2,963.00/\$860.00 SFD \$1,072.00 Ham	\$4,440.00/\$1,720.00 SFD \$1.072.00 Ham[1]
Minor Mod – Existing Home Alt (P-32D)	\$1,038.00	\$2,076.00
Municipal Code Amendment (P-5A)	\$4,000.00 Dep	T&M
Oak Tree/Landmark Type B (P-11A)	\$100.00	\$200.00
Oak Tree/Landmark Type C (P-11A)	\$100.00 SFD/\$954.00 + \$200 Dep Architect	\$200.00/\$1,900.00 + \$200.00 Dep
Oak/Landmark – Minor Mod (P-11C)	\$225.00 SFD/\$800.00	\$450.00 SFD/\$1,025.00
Oak/Landmark – Major Mod (P-11D)	\$262.00 SFD /\$2,917.00	\$524.00 SFD/\$2,990.00
Outdoor Dining Smoking Permit (P-67)	\$205.00	\$410.00
PPD – Existing Homes (P-27B)	\$584.00/\$1,252.00 PC	\$1,160.00/\$2,500.00 PC
Sign Seal Permits (P-38)	\$162 Building Sign w/ Existing Uniform Program \$325 Building Sign w/o Uniform Program \$162 Monument Sign - Face Change \$395 Monument Sign - Other than Face Change	\$234 Building Sign w/ Existing Uniform Program \$450 Building Sign w/o Uniform Program \$245 Monument Sign - Face Change \$790 Monument Sign - Other than Face Change
Specific Plan Amendment (P-2)	\$6,500 Dep	T&M
SUP Type B (P-23B)	\$5,455.00 Use Change / \$8,935.00 Other	\$6,970.00 Use Change /\$8,880.00
SUP Type C (P-23C)	\$4,005.00/ \$1,234.00 SFD/\$1,127.00 Ham	\$4,130.00/\$2,465.00 SFD/\$1,127.00 Ham[3]
Temporary Use Permit Type A (P-52)	438 New Vehicle Storage/\$287.00 All others	\$875.00
Zoning Clearance (P-66)	\$75.00	\$150.00

* City Manager or his/her designee has the discretion to waive the additional fees when the unpermitted activity was done without the permittee's knowledge or authorization.

[1] Communication Facilities limited fee to "reasonable"

[2] Not currently in draft 2013 User Fee Manual

[3] Communication Facilities limited fee to "reasonable"

Activity Commenced Prior to City Approval

Engineering Application Type	Adopted 2017 Fee	Proposed Fee for Activity Commenced Prior to City Approval *
Public and Private Improvement – Plan Check (PW-04)	6.00% on project valuation \$2,001 and over	Double proposed fee up to full-cost recovery
Public and Private Improvement – Inspection (PW-05)	4.00% on project valuation \$2,001 and over	Double proposed fee up to full-cost recovery
Grading - Plan Check (based on cubic yards) (PW-07)		
1-100	\$310.00	\$620.00
101-500	\$1,265.00	\$2,530.00
501-1,000	\$2,640.00	\$5,280.00
1,001-10,000	\$4,755.00	\$9,180.00
10,001-50,000	\$8,975.00	\$16,935.00
50,001-100,000	\$14,875.00	\$24,835.00
100,000-250,000	\$19,490.00	\$38,980.00
250,001 and over	\$26,365.00	\$52,730.00
Grading - Inspection (based on cubic yards) (PW-08)		
1-100	\$310.00	\$570.00
101-500	\$1,125.00	\$1,555.00
501-1,000	\$2,640.00	\$3,355.00
1,001-10,000	\$4,305.00	\$5,875.00
10,001-50,000	\$8,820.00	\$11,700.00
50,001-100,000	\$13,235.00	\$17,625.00
100,000-250,000	\$18,055.00	\$23,965.00
250,001 and over	\$26,365.00	\$35,595.00

* City Manager or his/her designee has the discretion to waive the additional fees when the unpermitted activity was done without the permittee's knowledge or authorization.



M E M O R A N D U M

City of Thousand Oaks • Thousand Oaks, California

Community Development Department

TO: Building Division

FROM: David Hueners, Building Official/Deputy Director

DATE: January 12, 2010

SUBJECT: **Policy for determining fee for work commencing before permit issuance**

Section 108.4, Appendix 1 of the 2007 California Building Code states the following:

“Work commencing before permit issuance. Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a fee established by the building official that shall be in addition to the required permit fee.”

The following guide should be used to determine the amount of the fee for work commencing before permit issuance:

Work done before permit issuance	Percent of building permit fee to be assessed
1. Concrete foundation and/or slab	20%
2. No. 1 + rough framing	40%
3. No. 1 + No.2 + rough electrical, plumbing or mechanical	60%
4. No. 1 + No. 2 +No. 3 + drywall and/or exterior sheathing	80%
5. Project fully constructed	100%

The inspector will evaluate the amount of progress made on a building or structure built without benefit of permit, and then building permit fee shall be determined and from that the fee for work commencing before permit issuance will be set.

For unusual situations or if clarification is needed contact the Building Official.

as electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official.

108.4 Work commencing before permit issuance. Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a fee established by the building official that shall be in addition to the required permit fees.

108.5 Related fees. The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees that are prescribed by law.

108.6 Refunds. The building official is authorized to establish a refund policy.

SECTION 109 INSPECTIONS

109.1 General. Construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

109.2 Preliminary inspection. Before issuing a permit, the building official is authorized to examine or cause to be examined buildings, structures and sites for which an application has been filed.

109.3 Required inspections. The building official, upon notification, shall make the inspections set forth in Sections 109.3.1 through 109.3.10.

109.3.1 Footing and foundation inspection. Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C 94, the concrete need not be on the job.

109.3.2 Concrete slab and under-floor inspection. Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary

equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.

109.3.3 Lowest floor elevation. In flood hazard areas, upon placement of the lowest floor, including the basement, and prior to further vertical construction, the elevation certification required in Section 1612.5 shall be submitted to the building official.

109.3.4 Frame inspection. Framing inspections shall be made after the roof deck or sheathing, all framing, fireblocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved.

109.3.5 Lath and gypsum board inspection. Lath and gypsum board inspections shall be made after lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or gypsum board joints and fasteners are taped and finished.

Exception: Gypsum board that is not part of a fire-resistance-rated assembly or a shear assembly.

109.3.6 Fire-resistant penetrations. Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved.

109.3.7 Energy efficiency inspections. Inspections shall be made to determine compliance with Chapter 13 and shall include, but not be limited to, inspections for: envelope insulation *R* and *U* values, fenestration *U* value, duct system *R* value, and HVAC and water-heating equipment efficiency.

109.3.8 Other inspections. In addition to the inspections specified above, the building official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws that are enforced by the department of building safety.

109.3.9 Special inspections. For special inspections, see Section 1704.

109.3.10 Final inspection. The final inspection shall be made after all work required by the building permit is completed.

109.4 Inspection agencies. The building official is authorized to accept reports of approved inspection agencies, provided such agencies satisfy the requirements as to qualifications and reliability.

109.5 Inspection requests. It shall be the duty of the holder of the building permit or their duly authorized agent to notify the building official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code.

109.6 Approval required. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official. The building official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or notify the permit holder or

SECTION III - CITY COUNCIL EXCEPTIONS

**City of Thousand Oaks
2019 User Fee
City Council Exceptions**

	Fee #	Name	2019 Adopted Exception
1.	B-03B	Disable Access Board Appeal	\$ 840.00
2.	P-04	Block Party	\$ 40.00
		Special Event (1 day or more)	\$ 140.00
3.	P-08	Farm Animal	\$ 53.00
4.	P-11A	Oak/Landmark Tree – Permit Administration	
		Type A – Dead or hazardous trees	No Fee
		Type B – Simple encroachments, no grading /pruning	\$ 100.00
		Type C – Permits for existing single family, townhomes & condo projects	\$ 100.00
5.	P-11B	Oak/Landmark Tree – Plan. Comm. Process	
		Dead or hazardous trees	No Fee
6.	P-11C	Oak/Landmark Tree – Minor Mod	
		Dead or hazardous trees	No Fee
		Mod at existing single family dwelling	\$ 225.00
7.	P-11D	Oak/Landmark Tree – Major Mod	
		Dead or hazardous trees	No Fee
		Mod at existing single family dwelling	\$ 262.00
8.	P-23C	SUP Type C Ham Radio Tower	\$ 1,127.00
9.	P-27B (1)	PPD-Existing Home	\$ 584.00
10.	P-32A	Minor Mod-Outdoor Dining	\$ 947.00
11.	P-32B	Minor Mod- Ham Radio	\$ 1,072.00
12.	P-53	Appeal of Admin Decision	\$ 1,444.00
13.	P-54	Appeal of Planning Comm. Decision	\$ 1,555.00
14.	P-66	Zoning Clearance	\$ 75.00
15.	PW-25	Appeal of Admin Decision	\$ 1,444.00
		Appeal of Traffic Comm. Decision	\$ 1,555.00
16.	PW-46	Parking Permit	\$ 8.25

(1) Fee at existing single family dwelling

SECTION IV – HOURLY RATE TABLE

City of Thousand Oaks
 FY 2019-20 & FY 2020-21 HOURLY RATES ANALYSIS

HOURLY RATE BY POSITION

HOURLY RATE CALCULATION

Position #	Position	Group	Range	Fully Burdened Hourly Rate	Overtime Rate
5020	Accountant	Professional	486	\$ 115.91	\$ 115.91
48111	Accounting Assistant I	General	205	\$ 66.65	\$ 80.33
48112	Accounting Assistant II	General	225	\$ 73.59	\$ 88.71
3020	Accounting Manager	Senior Management	680	\$ 164.55	\$ 164.55
39412	Accounting Specialist	General	254	\$ 84.98	\$ 102.44
0	Accounting Supervisor	Senior Management	670	\$ 148.96	\$ 148.96
38110	Accounting/Customer Service Rep	General	244	\$ 80.86	\$ 97.48
48100	Administrative Clerk I	General	195	\$ 63.43	\$ 76.44
48101	Administrative Clerk II	General	215	\$ 70.04	\$ 84.41
8101	Administrative Secretary	General	244	\$ 80.86	\$ 97.48
636	Administrative Support Supervisor	Senior Management	636	\$ 106.21	\$ 106.21
45010	Assistant Analyst	Professional	485	\$ 115.34	\$ 115.34
3070	Assistant City Attorney	Senior Management	713	\$ 228.50	\$ 228.50
2010	Assistant City Manager	Executive	735	\$ 282.60	\$ 282.60
45015	Assistant Hr Analyst	Professional	485	\$ 115.34	\$ 115.34
5050	Assistant Planner	Professional	490	\$ 118.25	\$ 118.25
33800	Assistant Public Works Supt	Senior Management	670	\$ 148.96	\$ 148.96
30401	Assistant To The City Manager	Senior Management	680	\$ 164.55	\$ 164.55
0	Assistant Transit Analyst	Professional	485	\$ 115.34	\$ 115.34
45011	Associate Analyst	Professional	505	\$ 127.44	\$ 127.44
85040	Associate Engineer	Professional	535	\$ 148.00	\$ 148.00
45016	Associate HR Analyst	Senior Management	658	\$ 132.20	\$ 132.20
5051	Associate Planner	Professional	525	\$ 140.80	\$ 140.80
49412	Box Office Assistant	General	254	\$ 84.98	\$ 102.44
4016	Box Office Supervisor	Senior Management	641	\$ 111.62	\$ 111.62
73020	Budget Officer	Senior Management	680	\$ 164.55	\$ 164.55
4300	Building Inspection Supervisor	Senior Management	660	\$ 135.27	\$ 135.27
47201	Building Maintenance Tech I	General	220	\$ 73.07	\$ 87.82
47202	Building Maintenance Tech II	General	240	\$ 80.69	\$ 96.98
33400	Building Official/Bldg Division Manager	Senior Management	685	\$ 172.94	\$ 172.94
45014	Cable Operations Supervisor	Senior Management	641	\$ 113.74	\$ 113.74
44060	Circulation Services Supervisor	Senior Management	626	\$ 96.15	\$ 96.15
1070	City Attorney	Executive	739	\$ 276.20	\$ 276.20
78	City Auditor	Senior Management	675	\$ 156.56	\$ 156.56
2011	City Clerk	Executive	700	\$ 199.49	\$ 199.49
1010	City Manager	Executive	744	\$ 268.53	\$ 268.53
44017	Code Compliance Manager	Senior Management	675	\$ 157.04	\$ 157.04
49320	Code Compliance Officer I	General	271	\$ 94.11	\$ 113.12
49321	Code Compliance Officer II	General	291	\$ 103.94	\$ 124.94
49303	Combination Bldg Inspector I	General	281	\$ 97.45	\$ 117.43
49304	Combination Bldg Inspector II	General	301	\$ 107.62	\$ 129.70
77	Communications & Marketing Analyst	Professional	485	\$ 115.34	\$ 115.34
45	Communications & Marketing Associate	Professional	505	\$ 127.44	\$ 127.44
0	Community Development Analyst	Professional	505	\$ 127.44	\$ 127.44
32051	Community Development Director	Executive	720	\$ 243.42	\$ 243.42
0	Community Development Operations Mgr	Senior Management	685	\$ 173.48	\$ 173.48
49441	Community Development Tech I	General	259	\$ 87.11	\$ 105.02
49442	Community Development Tech II	General	279	\$ 96.20	\$ 115.99
4310	Construction Inspection Supervisor	Senior Management	655	\$ 128.71	\$ 128.71
9310	Construction Inspector	General	299	\$ 106.56	\$ 128.42
55011	Construction Project Coordinator	Professional	545	\$ 156.05	\$ 156.05
43011	COSCA Administrator	Senior Management	675	\$ 156.56	\$ 156.56
10510	Crossing Guard Crew Leader	General	135	\$ 47.98	\$ 57.63
13	Cultural Affairs Director	Executive	719	\$ 241.01	\$ 241.01
26201	Custodial Crew Leader	General	220	\$ 73.07	\$ 87.82

City of Thousand Oaks
 FY 2019-20 & FY 2020-21 HOURLY RATES ANALYSIS

HOURLY RATE BY POSITION

HOURLY RATE CALCULATION

Position #	Position	Group	Range	Fully Burdened Hourly Rate	Overtime Rate
7204	Custodian	General	190	\$ 62.98	\$ 75.68
0	Customer Relations Assistant	General	244	\$ 82.31	\$ 98.93
8130	Customer Service Rep	General	235	\$ 77.33	\$ 93.22
45052	Debt & Investment Analyst	Professional	532	\$ 145.81	\$ 145.81
35700	Deputy City Attorney	Senior Management	699	\$ 198.79	\$ 198.79
4010	Deputy City Clerk	Senior Management	665	\$ 141.73	\$ 141.73
0	Deputy City Manager	Executive	725	\$ 255.84	\$ 255.84
71	Deputy City Manager/Dept Head	Executive	725	\$ 255.84	\$ 255.84
14	Deputy Cultural Affairs Director	Senior Management	680	\$ 164.55	\$ 164.55
23050	Deputy Director Community Development/City	Senior Management	700	\$ 200.78	\$ 200.78
23021	Deputy Finance Director	Senior Management	705	\$ 211.02	\$ 211.02
23011	Deputy HR Director/Risk Mgr	Senior Management	690	\$ 181.76	\$ 181.76
23060	Deputy Library Services Director	Senior Management	692	\$ 185.41	\$ 185.41
80	Deputy Public Works Dir/Operations	Senior Management	705	\$ 211.02	\$ 211.02
79	Deputy Public Works Director/City Engineer	Senior Management	715	\$ 233.10	\$ 233.10
0	Digital Services Librarian	Professional	477	\$ 185.49	\$ 185.49
74010	Disaster Services Coordinator	Senior Management	670	\$ 148.96	\$ 148.96
0	Economic Development Analyst	Professional	505	\$ 299.14	\$ 299.14
33012	Economic Development Manager	Senior Management	695	\$ 191.03	\$ 191.03
5040	Engineering Aide	General	205	\$ 66.84	\$ 80.52
5041	Engineering Assistant	Professional	495	\$ 121.61	\$ 121.61
5042	Engineering Associate	Professional	515	\$ 134.37	\$ 134.37
23040	Engineering Division Manager	Senior Management	695	\$ 191.62	\$ 191.62
24430	Engineering Tech Supervisor	Senior Management	646	\$ 115.58	\$ 115.58
29430	Engineering Technician I	General	263	\$ 90.45	\$ 108.71
29431	Engineering Technician II	General	283	\$ 98.13	\$ 118.32
4011	Environmental Program Coordinator	Professional	520	\$ 139.93	\$ 139.93
49471	Environmental Program Inspector I	General	279	\$ 97.92	\$ 117.71
49472	Environmental Program Inspector II	General	294	\$ 105.50	\$ 126.82
85010	Executive Assistant	Senior Management	641	\$ 111.62	\$ 111.62
28109	Executive Secretary	General	264	\$ 89.30	\$ 107.66
24200	Facilities Maintenance Supervisor	Senior Management	646	\$ 119.54	\$ 119.54
33081	Facilities Manager	Senior Management	690	\$ 182.32	\$ 182.32
27241	Field Inspector	General	281	\$ 97.45	\$ 117.43
27242	Field Service Representative	General	225	\$ 74.91	\$ 90.02
22020	Finance Director	Executive	720	\$ 243.42	\$ 243.42
45053	Financial Analyst	Professional	510	\$ 130.65	\$ 130.65
24210	Fleet Services Supervisor	Senior Management	651	\$ 125.63	\$ 125.63
47215	Fleet Tech Assistant	General	221	\$ 73.44	\$ 88.25
46210	Fleet Tech Crew Leader	General	291	\$ 103.94	\$ 124.94
47211	Fleet Tech I	General	251	\$ 85.22	\$ 102.42
47212	Fleet Tech II	General	271	\$ 94.11	\$ 113.12
47213	Fleet Tech Welder I	General	251	\$ 85.22	\$ 102.42
47214	Fleet Tech Welder II	General	271	\$ 94.11	\$ 113.12
0	Geographic Inform Syst (GIS) Analyst	Professional	504	\$ 126.80	\$ 126.80
41	Geographic Inform Syst (GIS) Specialist	Professional	485	\$ 115.34	\$ 115.34
0	Health & Safety Specialist	Professional	505	\$ 127.44	\$ 127.44
7205	Heavy Equipment Operator	General	249	\$ 84.38	\$ 101.41
34151	House Supervisor	Senior Management	641	\$ 111.97	\$ 111.97
40	Housing Coordinator	Professional	485	\$ 115.34	\$ 115.34
72017	Human Resources Director	Executive	713	\$ 227.04	\$ 227.04
45031	Info Technology Analyst I	Professional	504	\$ 126.80	\$ 126.80
95033	Info Technology Analyst III	Professional	548	\$ 157.92	\$ 157.92
43030	Info Technology Manager	Senior Management	695	\$ 191.03	\$ 191.03
44300	Info Technology Supervisor	Senior Management	679	\$ 162.92	\$ 162.92

City of Thousand Oaks
 FY 2019-20 & FY 2020-21 HOURLY RATES ANALYSIS

HOURLY RATE BY POSITION

HOURLY RATE CALCULATION

Position #	Position	Group	Range	Fully Burdened Hourly Rate	Overtime Rate
49422	Info Technology Tech I	General	251	\$ 83.72	\$ 100.93
49423	Info Technology Tech II	General	271	\$ 92.46	\$ 111.47
47217	Instrumentation & Elec Tech	General	304	\$ 110.87	\$ 133.28
45021	Internal Auditor	Professional	532	\$ 145.81	\$ 145.81
29471	Laboratory Assistant	General	287	\$ 100.10	\$ 120.69
29472	Laboratory Chemist	General	327	\$ 124.29	\$ 149.43
4250	Laboratory Supervisor	Senior Management	666	\$ 143.59	\$ 143.59
38160	Land Surveyor Assistant	Professional	495	\$ 122.06	\$ 122.06
6230	Landscape Maintenance Crew Leader	General	269	\$ 93.18	\$ 112.00
4230	Landscape Maintenance Supervisor	Senior Management	648	\$ 121.94	\$ 121.94
27230	Landscape Maintenance Worker I	General	209	\$ 69.20	\$ 83.15
27231	Landscape Maintenance Worker II	General	229	\$ 76.41	\$ 91.83
38160	Legal Office Assistant	Senior Management	641	\$ 111.62	\$ 111.62
8160	Legal Secretary	General	264	\$ 89.30	\$ 107.66
0	Legislative Affairs/Intergovt Manager	Senior Management	670	\$ 147.11	\$ 147.11
5060	Librarian	Professional	457	\$ 100.30	\$ 100.30
8120	Library Aide	General	195	\$ 63.43	\$ 76.44
8121	Library Assistant	General	235	\$ 77.33	\$ 93.22
23061	Library Division Manager	Senior Management	672	\$ 151.96	\$ 151.96
10520	Library Page	General	903	\$ 33.46	\$ 40.16
22060	Library Services Director	Executive	704	\$ 207.59	\$ 207.59
34600	Library Services Supervisor	Senior Management	641	\$ 111.62	\$ 111.62
28106	Mail Services Worker	General	205	\$ 67.84	\$ 81.52
0	Neighborhood & Social Services Liason	Professional	520	\$ 137.33	\$ 137.33
24102	Office Supervisor	Senior Management	636	\$ 106.21	\$ 106.21
39411	Payroll Specialist	General	254	\$ 84.98	\$ 102.44
44501	Permit Process Manager	Senior Management	685	\$ 170.38	\$ 170.38
5041	Plan Check Assistant	Professional	495	\$ 121.61	\$ 121.61
35042	Plan Check Associate	Professional	525	\$ 140.80	\$ 140.80
34400	Plan Check Supervisor	Senior Management	680	\$ 164.55	\$ 164.55
23051	Planning Division Manager	Senior Management	686	\$ 174.67	\$ 174.67
7215	Plant & Equipment Mechanic	General	284	\$ 100.39	\$ 120.67
49201	Printshop Technician	General	215	\$ 70.04	\$ 84.41
22030	Public Works Director	Executive	725	\$ 255.84	\$ 255.84
3200	Public Works Superintendent	Senior Management	685	\$ 173.48	\$ 173.48
0	Public Works Systems Analyst	Professional	504	\$ 127.19	\$ 127.19
47209	Purchasing & Inventory Worker	General	225	\$ 74.91	\$ 90.02
78101	Purchasing Specialist I	General	225	\$ 73.59	\$ 88.71
78102	Purchasing Specialist II	General	245	\$ 81.27	\$ 97.97
24014	Purchasing Supervisor	Senior Management	655	\$ 128.31	\$ 128.31
38101	Recording Secretary	General	254	\$ 84.98	\$ 102.44
78102	Records Mgmt Specialist	General	225	\$ 73.59	\$ 88.71
24014	Records Mgmt Supervisor	Senior Management	642	\$ 112.74	\$ 112.74
0	Rental Coordinator	General	264	\$ 89.30	\$ 107.66
23091	Resource Division Manager	Senior Management	680	\$ 164.55	\$ 164.55
3	Revenue Operations Manager	Senior Management	680	\$ 164.55	\$ 164.55
2	Revenue Operations Supervisor	Senior Management	636	\$ 106.21	\$ 106.21
25021	Senior Accountant	Professional	522	\$ 138.71	\$ 138.71
48113	Senior Accounting/Customer Service Rep	General	264	\$ 89.30	\$ 107.66
28141	Senior Administrative Secretary	General	254	\$ 84.98	\$ 102.44
45013	Senior Analyst	Professional	520	\$ 137.33	\$ 137.33
47203	Senior Bldg Maintenance Technician	General	269	\$ 93.18	\$ 112.00
0	Senior Code Compliance Officer	General	311	\$ 114.79	\$ 138.00
9305	Senior Combination Bldg Inspector	General	321	\$ 118.86	\$ 143.26
0	Senior Community Development Tech	General	299	\$ 106.56	\$ 128.42

City of Thousand Oaks
 FY 2019-20 & FY 2020-21 HOURLY RATES ANALYSIS

HOURLY RATE BY POSITION

HOURLY RATE CALCULATION

Position #	Position	Group	Range	Fully Burdened Hourly Rate	Overtime Rate
9311	Senior Construction Inspector	General	319	\$ 117.69	\$ 141.84
85044	Senior Engineer	Professional	554	\$ 163.22	\$ 163.22
8	Senior Environmental Program Inspector	General	309	\$ 113.66	\$ 136.64
25052	Senior Financial Analyst	Professional	525	\$ 140.80	\$ 140.80
25014	Senior Human Resources Analyst	Senior Management	668	\$ 146.03	\$ 146.03
0	Senior Info Technology Analyst	Professional	558	\$ 165.99	\$ 165.99
49424	Senior Info Technology Tech	General	291	\$ 102.11	\$ 123.12
78160	Senior Legal Assistant	Senior Management	660	\$ 134.85	\$ 134.85
18	Senior Legal Secretary	General	283	\$ 98.13	\$ 118.32
8122	Senior Library Assistant	General	255	\$ 85.40	\$ 102.95
5053	Senior Planner	Professional	545	\$ 155.57	\$ 155.57
49202	Senior Printshop Tech	General	239	\$ 78.88	\$ 95.09
46203	Senior Purchasing & Inventory Worker	General	244	\$ 80.86	\$ 97.48
78100	Senior Purchasing Specialist	General	265	\$ 89.74	\$ 108.20
38102	Senior Recording Secretary	General	264	\$ 89.30	\$ 107.66
38102	Senior Records Management Specialist	General	244	\$ 80.86	\$ 97.48
34150	Senior Stage Technician	General	274	\$ 95.52	\$ 114.82
38481	Senior Theatre Worker	General	165	\$ 55.65	\$ 66.86
0	Senior Transit Analyst	Professional	520	\$ 137.33	\$ 137.33
29402	Senior Video Production Specialist	General	280	\$ 98.41	\$ 118.30
46250	Senior WWTP Operator	General	303	\$ 110.32	\$ 132.62
37203	Stage Technician	General	244	\$ 82.31	\$ 98.93
6220	Street Maintenance Crew Leader	General	269	\$ 93.18	\$ 112.00
4220	Street Maintenance Supervisor	Senior Management	648	\$ 119.68	\$ 119.68
27220	Street Maintenance Worker I	General	209	\$ 69.20	\$ 83.15
27221	Street Maintenance Worker II	General	229	\$ 76.41	\$ 91.83
7223	Street Sweeper Operator	General	238	\$ 79.90	\$ 96.02
44131	Support Services Supervisor	Senior Management	648	\$ 119.68	\$ 119.68
0	Surveyor	Professional	535	\$ 148.00	\$ 148.00
0	Sustainability Analyst	Professional	505	\$ 127.44	\$ 127.44
0	Sustainability Division Manager	Senior Management	680	\$ 164.55	\$ 164.55
4240	Theatres General Manager	Senior Management	670	\$ 148.96	\$ 148.96
27240	Theatres Technical Supervisor	Senior Management	641	\$ 111.62	\$ 111.62
73	Transit Assistant	General	251	\$ 83.72	\$ 100.93
0	Transportation Planner	Professional	525	\$ 140.80	\$ 140.80
25022	Treasury Assistant	Professional	486	\$ 115.91	\$ 115.91
5	Utilities Equipment Operator	General	251	\$ 85.22	\$ 102.42
6240	Utilities Maintenance Crew Leader	General	276	\$ 96.47	\$ 115.97
4240	Utilities Maintenance Supervisor	Senior Management	648	\$ 121.94	\$ 121.94
27240	Utilities Maintenance Worker I	General	219	\$ 72.71	\$ 87.38
27241	Utilities Maintenance Worker II	General	239	\$ 80.29	\$ 96.50
3240	Utilities Superintendent	Senior Management	685	\$ 172.94	\$ 172.94
29403	Video Production Specialist	General	260	\$ 89.11	\$ 107.11
0	Volunteer Specialist	General	255	\$ 86.93	\$ 104.48
0	Water Quality Supervisor	Senior Management	666	\$ 143.15	\$ 143.15
7242	Water Systems Operator	General	269	\$ 93.18	\$ 112.00
24251	WWTP Maintenance Supervisor	Senior Management	656	\$ 132.04	\$ 132.04
4251	WWTP Operations & Maint Manager	Senior Management	660	\$ 137.40	\$ 137.40
24252	WWTP Operations Supervisor	Senior Management	656	\$ 132.04	\$ 132.04
7250	WWTP Operator I	General	263	\$ 90.45	\$ 108.71
7251	WWTP Operator II	General	283	\$ 99.89	\$ 120.07
3240	WWTP Superintendent	Senior Management	685	\$ 173.48	\$ 173.48

SECTION V - CITY OF THOUSAND OAKS
FEE RESOLUTIONS

USER FEES, FINES, PENALTIES, RATES, AND ASSESSMENTS RESOLUTION
POLICE FACILITIES DEVELOPMENT FEE RESOLUTION
TRAFFIC DEVELOPMENT IMPACT FEES RESOLUTIONS

**SECTION V - USER FEES, FINES, PENALTIES,
RATES, AND ASSESSMENTS RESOLUTION**

RESOLUTION NO. 2019-009

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THOUSAND OAKS APPROVING AND ADOPTING THE 2019 USER FEES, FINES, PENALTIES, RATES, AND ASSESSMENTS, WHICH INCLUDES NON-COMPLIANCE FEES

WHEREAS, the City of Thousand Oaks Municipal Code authorizes the imposition of various user fees for providing City services and reviewing entitlement applications and fines/penalties for violations of the Thousand Oaks Municipal Code; and

WHEREAS, the City Council has caused a Public Hearing Notice to be published as required by Government Code Section 66016; and the data supporting the various user fees, fines, penalties, rates, and assessments (attached hereto as Exhibit A and Exhibit B) was made available for public review at least 10 days prior to the noticed Public Meeting; and

WHEREAS, the City Council conducted the Public Meeting/Study Session on the draft User Fees, Fines, Penalties, Rates, and Assessments on February 26, 2019, wherein the City Council considered the study supporting the setting of the fees as well as other evidence; and

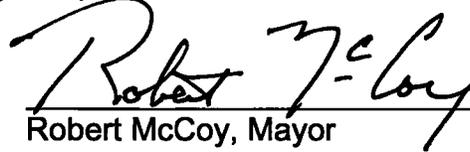
WHEREAS, the City Council, on April 23, 2019, conducted a Public Hearing on the proposed User Fees, Fines, Penalties, Rates, and Assessments.

NOW THEREFORE, the City Council of the City of Thousand Oaks resolves as follows:

- Section 1. The User Fees, Fines, Penalties, Rates, and Assessments set forth in the User Fee Summary, attached hereto as Exhibit A and incorporated herein by reference, are hereby adopted and are effective on July 1, 2019.
- Section 2. The Engineering and Planning entitlement/permit fees related to "Activities Commenced Prior to City Approval," attached hereto as Exhibit B and incorporated herein by reference, are hereby adopted and are effective on July 1, 2019.

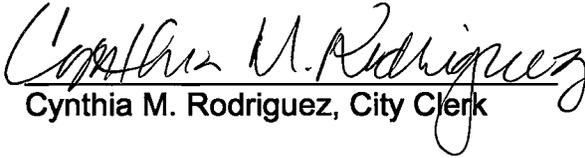
Section 3. This Resolution shall be known as the Master Fee Resolution.

PASSED AND ADOPTED this 23rd day of April, 2019.



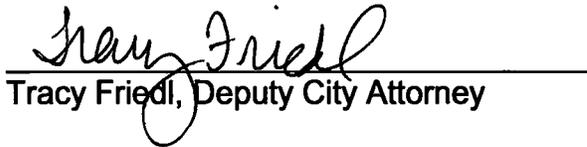
Robert McCoy, Mayor
City of Thousand Oaks, California

ATTEST:



Cynthia M. Rodriguez, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney



Tracy Friedl, Deputy City Attorney

APPROVED AS TO ADMINISTRATION:



Andrew P. Powers, City Manager

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF THOUSAND OAKS)

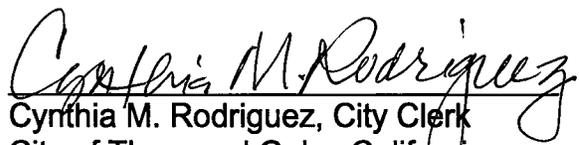
I, CYNTHIA M. RODRIGUEZ, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2019-009 which was duly and regularly passed and adopted by said City Council at a regular meeting held April 23, 2019 by the following vote:

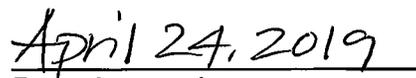
AYES: Councilmembers Bill-de la Peña, Engler, Jones, Adam, and Mayor McCoy

NOES: None

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Thousand Oaks, California.


Cynthia M. Rodriguez, City Clerk
City of Thousand Oaks, California


Date Attested

SECTION V - POLICE FACILITIES DEVELOPMENT
FEE RESOLUTION

RESOLUTION NO. 2019-010

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF THOUSAND OAKS APPROVING AND
ADOPTING THE 2019 POLICE FACILITIES
DEVELOPMENT FEE

WHEREAS, the Police Facilities Development Fee ("Fee") was originally adopted by the City Council on February 14, 1984 (reference Ordinance 852-NS and Resolution 84-040); and

WHEREAS, the Fee is imposed on new development for the purpose of each development paying a fair share of the construction, financing, and improvement costs associated with the East Valley Law Enforcement Facility; and

WHEREAS, the City Council readopted and increased the amount of the Fee on June, 17, 1997 and established that the Fee shall be adjusted annually thereafter by the percentage amount the City receives on its invested funds (reference Resolution 97-115); and

WHEREAS, the City Council thereafter adopted periodic increases to the amount of the Fee (reference Resolution 2001-72, adopted May 22, 2001; Resolution 2003-42, adopted April 15, 2003; Resolution 2005-063, adopted April 19, 2005; Resolution 2007-052, adopted April 24, 2007; Resolution 2009-033, adopted April 21, 2009; Resolution 2011-016, adopted April 26, 2011; Resolution 2013-029, adopted April 23, 2013; Resolution 2015-021, adopted April 28, 2015; Resolution 2017-015, adopted April 26, 2017); and

WHEREAS, the City Council has not increased the Fee since 2017; and

WHEREAS, based on the adjustment factor contained in Resolution 97-115, the Fee shall be adjusted by 1.12%; and

WHEREAS, the City Council caused a Public Hearing Notice to be published as required by Government Code Section 66016; conducted a Public Meeting on February 26, 2019 and a Public Hearing on April 23, 2019.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Thousand Oaks as follows:

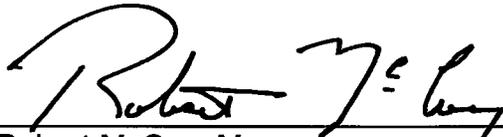
Section 1. The Police Facilities Development Fee is adopted as follows:

- a. Single-Family Residential \$460.70 per unit
- b. Multi-Family Residential \$225.75 per unit
- c. Non-Residential \$0.23 per square foot

Section 2. The Fee is effective July 1, 2019.

Section 3. All other provisions of Resolution 97-115 are to remain in effect.

PASSED AND ADOPTED this 23rd day of April, 2019.


Robert McCoy, Mayor
City of Thousand Oaks, California

ATTEST:


Cynthia M. Rodriguez, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney


Tracy Friedl, Deputy City Attorney

APPROVED AS TO ADMINISTRATION:


Andrew P. Powers, City Manager

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF THOUSAND OAKS)

I, CYNTHIA M. RODRIGUEZ, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2019-010 which was duly and regularly passed and adopted by said City Council at a regular meeting held April 23, 2019 by the following vote:

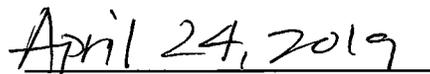
AYES: Councilmembers Bill-de la Peña, Engler, Jones, Adam, and Mayor McCoy

NOES: None

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Thousand Oaks, California.


Cynthia M. Rodriguez, City Clerk
City of Thousand Oaks, California


Date Attested

SECTION V - TRAFFIC DEVELOPMENT IMPACT
FEE RESOLUTIONS

RESOLUTION NO. 2019-011

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THOUSAND OAKS ESTABLISHING A CITYWIDE TRAFFIC IMPACT FEE AND RESCINDING RESOLUTION NOS. 77-385, 78-547, 80-402, 2001-082, and 2011-012

WHEREAS, the City Council of the City of Thousand Oaks finds that future development and redevelopment of property within the City will result in traffic volumes that exceed the capacity, at acceptable levels of service, of the existing city-wide circulation system; and

WHEREAS, the goals and polices of the City of Thousand Oaks General Plan require additional lanes and circulation amenities to be constructed to complete and to ensure the continuity of the arterial street system for the benefit of the entire City; and

WHEREAS, the City Council finds and declares that, in the absence of this resolution imposing a fair share traffic impact fee upon new development and redevelopment, existing and estimated future sources of revenue are inadequate to fund the transportation system improvements necessary to avoid unacceptable levels of service and congestion resulting from said development and to fund circulation amenities as required by the General Plan; and

WHEREAS, the State of California has adopted legislation, applicable to all cities, which governs the manner in which developer impact fees are to be imposed, collected, deposited, expended and accounted for, as set out in Government Code Section 66000 et seq., and the City's intent is to comply fully with such legislation; and

WHEREAS, the City has completed a study of the probable future impacts of residential, commercial, industrial and other development within the boundaries of the City, as anticipated based on the General Plan, and compiled the conclusions of the study in the document entitled "*City of Thousand Oaks Traffic Impact Mitigation Fee Nexus Study*" adopted April 24, 2019; and

WHEREAS, the improvements to be constructed from the proceeds of the traffic impact mitigation fees will reasonably benefit the development projects upon which the fee is imposed; and

WHEREAS, by adopting Resolution No 2011-012, the City Council established a methodology for analyzing traffic impacts using both the Intersection Capacity Utilization (ICU) and the Highway Capacity Manual (HCM) methods for City and Caltrans' intersections; and

WHEREAS, the HCM methodology for analyzing traffic impacts more accurately reflects the level of congestion on City streets and by using such methodology city-wide will assist City staff in addressing ongoing traffic concerns as reflected in the most recent Community Attitude Survey.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF THOUSAND OAKS DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1

A. Purpose, Use and Need. The City Council finds and declares the following:

- (1) The purpose of the traffic impact fee is to defray the cost of circulation system improvements related to the traffic impacts of development projects.
- (2) The traffic impact fee will be used to finance, in whole or in part, circulation system improvements and other transportation related functions as identified in the Thousand Oaks Traffic Impact Mitigation Fee Nexus Study.
- (3) The traffic impact fee will be used to finance only those circulation system improvements which are related to the type of development that will generate an increase in traffic.
- (4) The circulation system improvements to be financed by the traffic impact fee are those needed to provide additional capacity to accommodate the increased traffic demands of new development. The type of development on which the fee will be imposed is any development that will generate an increase in traffic.

B. For the purpose of calculating the Level of Service to determine traffic mitigation fees at signalized intersections under both the City of Thousand Oaks and Caltrans jurisdictions, the Highway Capacity Manual (HCM) shall be used. A Level of Service C shall be the City's minimum acceptable threshold as this threshold is deemed to be consistent with the City's General Plan and Resolution 94-218.

Notwithstanding the above, a Level of Service D as the minimum standard is acceptable at: Hillcrest Drive at Rancho Conejo Boulevard (per the Amgen Specific Plan), Conejo School Road at Thousand Oaks Boulevard, Erbes Road at Thousand Oaks Boulevard, Hampshire Road at Thousand Oaks Boulevard, Los Feliz Drive at Thousand Oaks Boulevard, Moorpark Road at Thousand Oaks Boulevard, Rancho Road at Thousand Oaks Boulevard, Skyline Drive at Thousand Oaks Boulevard (per the Thousand Oaks Boulevard Specific Plan), and Ventu Park Road at Hillcrest Drive, Lynn Road at Hillcrest Drive Moorpark Road at Hillcrest Drive, Moorpark Road at Janss Road, Moorpark Road at Avenida de los Arboles, Moorpark Road at Olsen Road, Erbes Road at Hillcrest Drive, and Westlake Boulevard at Thousand Oaks Boulevard (based upon the findings made in the 2019 Traffic Impact Mitigation Fee Nexus Study).

The City Council finds and declares that this resolution contains a fair and equitable method of determining the extent to which the development and redevelopment of land will generate traffic volumes impacting the roadway system and establishes a fair and equitable method for distribution of the costs of transportation system improvements necessary to accommodate the traffic volumes generated by such development. The City Council further finds and declares that a fair and equitable cost distribution may take into account the complex interrelationships between different land uses, traffic impacts, the relative benefit of particular improvements to different land uses, the General Plan, and local and regional social, economic, and commercial needs.

- C. The City Council finds and declares that this resolution and the actions taken pursuant to its terms are necessary to assure that development and redevelopment take place in a manner consistent with the General Plan, and that this resolution is necessary to assist in implementing the General Plan.
- D. The City Council finds and declares that this resolution and the actions taken pursuant to its terms are necessary to provide a fair and equitable method of mitigating the significant cumulative environmental impacts of traffic generated by development and redevelopment within the City. The City Council further finds that all discretionary projects subject to this resolution may cause potentially significant cumulative traffic impacts which can be feasibly mitigated through the imposition of a traffic impact fee. This resolution shall not preclude the imposition of

additional mitigation measures to address significant direct impacts of any development or redevelopment, or to address otherwise unfunded transportation improvements, nor shall this resolution preclude adoption of statements of overriding considerations where desirable and appropriate.

SECTION 2. Definitions.

- A. "Change in use: shall mean a change in land use or building category where additional vehicle trips are generated as a result of the change.
- B. "Daily trips" shall mean the 24-hour total vehicle trips, in both directions, generated on an average weekday.
- C. "Future growth" shall mean the level of future development and redevelopment anticipated in Thousand Oaks consistent with the General Plan.
- D. "Project, development and redevelopment" shall include any discretionary or ministerial action by the City resulting in the issuance of grading, building, plumbing, mechanical, or electrical permits, conditional use or other land use entitlement permits, or certificates of occupancy issued by the City to construct, change, or make lawful the use of a building or property. Project development or redevelopment shall not include entitlements or permits issued to any public entity, room additions or remodeling of any single family dwelling unit, or modification which does not increase the trip generation or total daily trips from an originally-approved action, and these projects are exempt from the provisions of this resolution.
- E. "Roadway improvements" shall include those improvements and related actions necessary to increase the capacity of the circulation system to accommodate traffic that will be generated by all types of new development and redevelopment and shall include, but not be limited to, additional through traffic lanes, turn lanes, intersection improvements, paving, curb and gutter, sidewalks, medians with or without landscaping, drainage facilities, traffic signals, street lighting, signing, striping, noise walls, rights-of-way, and other improvements.

- F. "Trip generation rate" shall mean the number of daily vehicle trips generated by a particular land use or project. For this purpose, and to resolve appeals under Section 8, the Director of Public Works may exercise reasonable discretion to establish recommended trip generation rates for land use categories consisting of grouping of land uses having similar use and functional characteristics or similar trip generation rates. Individual project traffic impact studies may be required to determine the specific trip generation rates and potential direct traffic impacts of proposed projects unless adequate information regarding the project traffic impacts is otherwise available.

SECTION 3. Establishment of Traffic Impact Fee.

- A. **Applicability.** Except as otherwise provided herein, the provision of this resolution shall apply to all new development, and to the redevelopment of any existing building or parcel, which will generate additional vehicle trips.
- B. **Basis of Fee.** The traffic impact fee is based upon the cost of the roadway improvements needed to increase the capacity of the traffic circulation system for future development, the number of daily trips anticipated to result from future growth, the number of existing daily trips on the existing circulation system, and the trip generation rates of particular land uses. The City Council expressly reserves its full legislative discretion to adjust the traffic impact fee to be applied to a project to the maximum extent permitted by law.

SECTION 4. Payment of Fee.

- A. **Requirement to Pay.** All projects not exempted herein which are determined by the Director of Public Works to have the potential to generate additional vehicle trips are required to pay the traffic impact fee established under Section 3.
- B. **Time of Payment.** Except as otherwise provided by law, the traffic impact fee shall be paid prior to the issuance of a building permit. In the case of a development which is not required to secure a building permit, the fee shall be paid prior to initiation of a change in use which generates an increase in daily trips.

SECTION 5. Credit.

- A. **Credit of Certain Developer-Installed Street Improvements.** In-lieu improvement credit will be given against, but not to exceed, the amount of the traffic impact fee due if the developer constructs, or contributes toward, roadway improvements and other transportation related functions which are contained in the *Thousand Oaks Traffic Impact Fee Nexus Study*. The in-lieu improvement credit will be the cost of the improvements constructed as determined by the Director of Public Works, or amount of the contribution. Under no circumstances will the amount of the credit exceed the amount of the traffic impact fee due.

- B. **Credit for Certain Developer-Paid Assessments.** Where a property has participated or is participating in an assessment district, benefit area, or comparable mechanism to accomplish improvements or other transportation related functions identified in the *Thousand Oaks Traffic Impact Fee Nexus Study*, pro rata credit will be allowed against the traffic impact fee to the extent of such participation as determined by the Director of Public Works, but shall not exceed the amount of the traffic impact fee due.

- C. **Burden of Establishing Entitlement to Credit.** The City will utilize its best efforts to maintain records for purposes of determining credits that may be due to any particular property. However, except as otherwise specifically provided by law, the ultimate burden and responsibility for establishing entitlement to any credit shall rest with the person claiming entitlement to a credit.

SECTION 6. User of Funds.

- A. **The City maintains a segregated Traffic Impact Fee Fund** to which all traffic impact fees collected shall be deposited. The fees placed in the Fund shall not be commingled with any other funds or revenues of the City, except for purposes of investment; but, provided that all such funds shall be separately accounted for. The fees paid pursuant to the provisions of this resolution will be used solely for the purpose of funding projects or other transportation related functions identified in the *Thousand Oaks Traffic Impact Fee Nexus Study*. During budget review, the City Council will review the Fund balance and required roadway improvements and make a determination for use of the Fund for the coming fiscal year as part of the ongoing Five-Year Capital Improvement Program.

- B. The Traffic Impact Fee Fund account shall be interest-bearing, and the accumulated interest shall become a part of the Fund.
- C. All developer contributions for roadway improvements associated with projects or other transportation related functions identified in the *Thousand Oaks Traffic Impact Fee Nexus Study*, which have been paid, or are required to be paid, as part of development conditions shall be transferred to and incorporated into the Traffic Impact Fee Fund.

SECTION 7. Miscellaneous Provisions.

- A. **Supplementary Provision.** Except as otherwise specifically provided, it is the intent of the City that the fees required by this resolution shall be supplementary to the fees and conditions imposed upon projects pursuant to the provisions of the Subdivision Map Act and other state and local laws ordinances, or administrative policies which may authorize the imposition of conditions or contributions on development.
- B. **City Council Review.** As deemed necessary, the City Council, in conjunction with the City's budget sessions and updates of the Schedule of Service Charges, and updates of the General Plan, will review and, if appropriate, amend the traffic impact fee to ensure that it is a fair and equitable method for the distribution of the cost of the improvements to the circulation system which are necessary to accommodate transportation demands generated by future growth. Construction costs shall be revised periodically to reflect changes in the Construction Costs Index published by the Engineering News Record.
- C. **Appeal Process.** The burden of proof shall be upon the appellant to demonstrate that the imposition or the amount of the fee was not based on the procedures established in this resolution. The Director of Public Works will be responsible for administering the provisions of this resolution. Decisions made by the Director of Public Works may be appealed to the City Manager or City Council by filing a Notice of Appeal with the City Clerk within 15 days from the date of the Director of Public Works' determination. The appeal process shall be as provided for in the City of Thousand Oaks Municipal Code.

SECTION 8. Effective Date.

The Citywide Traffic Impact Fee established by this resolution shall be effective on July 1, 2019, at which time Resolution Nos. 77-385, 78-547,

80-402, 2001-082, and 2011-012 and any other related resolution shall be rescinded. The City Traffic Impact Fee shall be rescinded on the twentieth annual anniversary date of said effective date. However, the City Manager is hereby authorized to continue the Citywide Traffic Impact Fee for two additional five (5) year extensions provided all legal requirements are met.

SECTION 9. Protest Requirements.

Any party who chooses to protest the imposition of any fee, dedication, reservation, or other exaction imposed to a residential housing development by the City shall meet all the requirements of California Government Code Section 66020.

SECTION 10. Protest Procedures.

Any party on whom a fee, tax, assessment, dedication, reservation, or other exaction has been imposed, the payment or performance of which is required to obtain approval of a development or development project, may protest pursuant to California Government Code Section 66021.

SECTION 11. Judicial Actions to Challenge Fee.

Any proceeding to attack, review, set aside, void, or annul the traffic impact fee resolution shall comply with California Government Code Section 66022.

SECTION 12. Accounting.

The fees received pursuant to this resolution shall be accounted for and audited pursuant to California Government Code Section 66006.

SECTION 13. Amendments.

This resolution may be amended from time to time by the City Council.

SECTION 14. Severability.

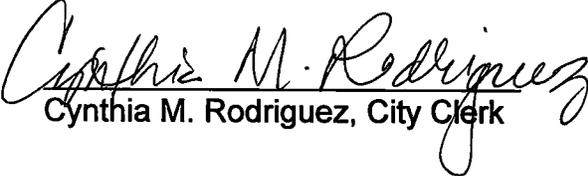
If any section or portion of this resolution is declared invalid, the remaining sections or portions are to be considered valid and unaffected.

SECTION 15. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk.

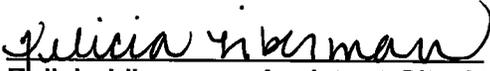
PASSED and ADOPTED this 23rd day of April, 2019.


Robert McCoy, Mayor
City of Thousand Oaks, California

ATTEST:


Cynthia M. Rodriguez, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney


Felicia Liberman, Assistant City Attorney

APPROVED AS TO ADMINISTRATION:


Andrew P. Powers, City Manager

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF THOUSAND OAKS)

I, CYNTHIA M. RODRIGUEZ, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2019-011 which was duly and regularly passed and adopted by said City Council at a regular meeting held April 23, 2019 by the following vote:

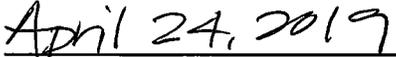
AYES: Councilmembers Bill-de la Peña, Engler, Jones, Adam, and Mayor McCoy

NOES: None

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Thousand Oaks, California.


Cynthia M. Rodriguez, City Clerk
City of Thousand Oaks, California


Date Attested

RESOLUTION NO. 2019-012

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THOUSAND OAKS INCREASING THE ROAD PAYBACK FEE, THE BORCHARD ROAD/US 101 FREEWAY OVERCROSSING FEE, THE MOORPARK ROAD/US 101 INTERCHANGE FEE, THE LYNN ROAD PAYBACK FEE AND THE WENDY DRIVE/US 101 INTERCHANGE FEE BY CHANGE IN CONSTRUCTION COSTS INDEX

WHEREAS, various Traffic Development Impact Fees (“Impact Fees”) were previously established and amended by various City Council resolutions, as listed in Exhibit A attached hereto, and are imposed on land development projects for the purpose of each development paying its fair share of road improvements, and have been collected from property owners for development of their real property; and

WHEREAS, the authority for the imposition of these Impact Fees is pursuant to, but not limited to, the City’s constitutional police powers; the Subdivision Map Act (Government Code Sections 66410, et seq.); and the Thousand Oaks Municipal Code (Article 15 of Chapter of 3 of Title 9, and Article 1 of Chapter 1 of Title 7); and

WHEREAS, the prior resolutions establishing Impact Fees allowed for biennial adjustment of the fees due to increased costs of construction and based on the California Highway Construction Cost Index. That index calculated a 36.75 percent increase in costs since the Impact Fees were last adjusted in 2013; and

WHEREAS, consistent with Government Code Section 66000, et seq., the City prepared, and the City Council adopted, the analysis, findings and reports establishing the nexus for each of the Impact Fees when each was established, and included as a part of each of the resolutions identified in Exhibit A attached hereto, the fair share, allocation and nexus between development, and impacts associated with the development, as follows:

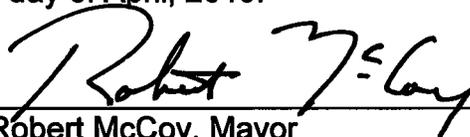
- (1) Each fee’s use and the type of land development project for which each fee is imposed; and
- (2) The need for the public facility and the type of land development on which each fee is imposed; and

WHEREAS, the City Council has caused a Public Hearing Notice to be published as required by Government Code Section 66016, caused the attached Exhibit to be available for public review at least 10 days prior to the Public meeting, and held a Public meeting concerning this action on April 23, 2019.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Thousand Oaks that the impact fees be increased by 36.75 percent pursuant to the California Highway Construction cost index as set forth in the attached Exhibit A.

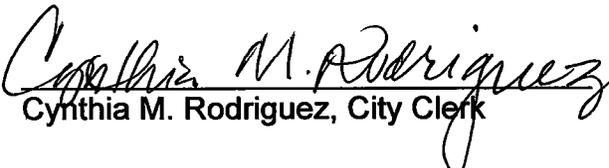
BE IT FURTHER RESOLVED that all other provisions of the Resolutions listed in Exhibit A that established the Impact Fees are incorporated herein as if set forth in full and shall remain in full force and effect.

PASSED AND ADOPTED this 23rd day of April, 2019.



Robert McCoy, Mayor
City of Thousand Oaks, California

ATTEST:



Cynthia M. Rodriguez, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney



Felicia Liberman, Assistant City Attorney

APPROVED AS TO ADMINISTRATION:



Andrew P. Powers, City Manager

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF THOUSAND OAKS)

I, CYNTHIA M. RODRIGUEZ, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2019-012 which was duly and regularly passed and adopted by said City Council at a regular meeting held April 23, 2019 by the following vote:

AYES: Councilmembers Bill-de la Peña, Engler, Jones, Adam, and Mayor McCoy

NOES: None

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Thousand Oaks, California.


Cynthia M. Rodriguez, City Clerk
City of Thousand Oaks, California

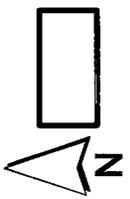
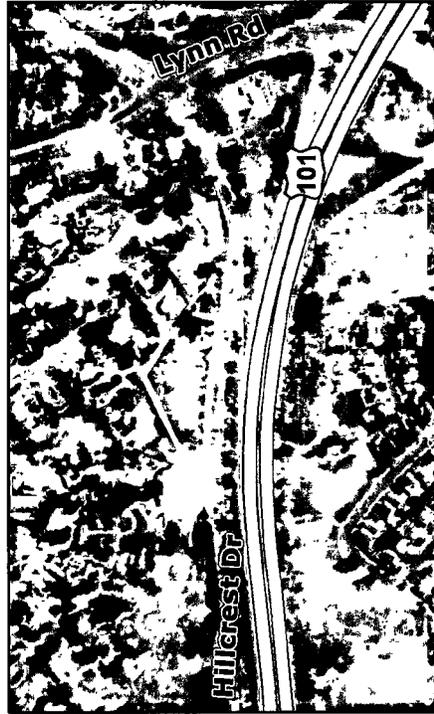
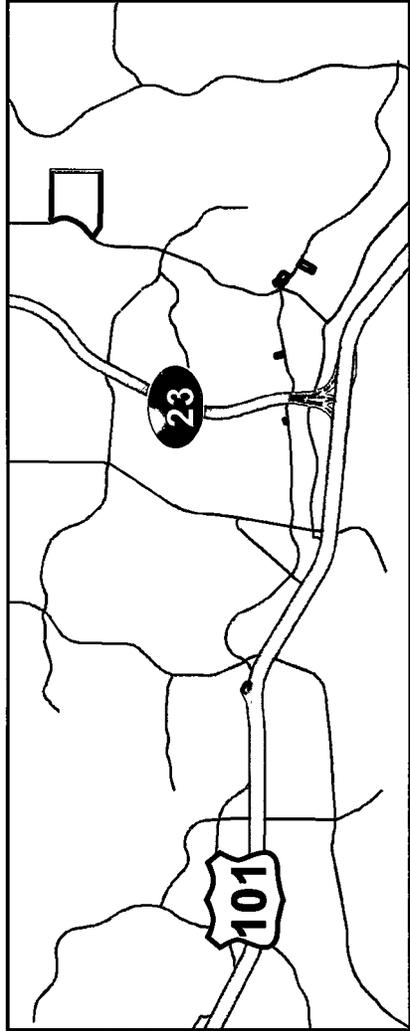

Date Attested

EXHIBIT A

**City of Thousand Oaks
2019 Existing Traffic Impact Fees**

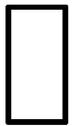
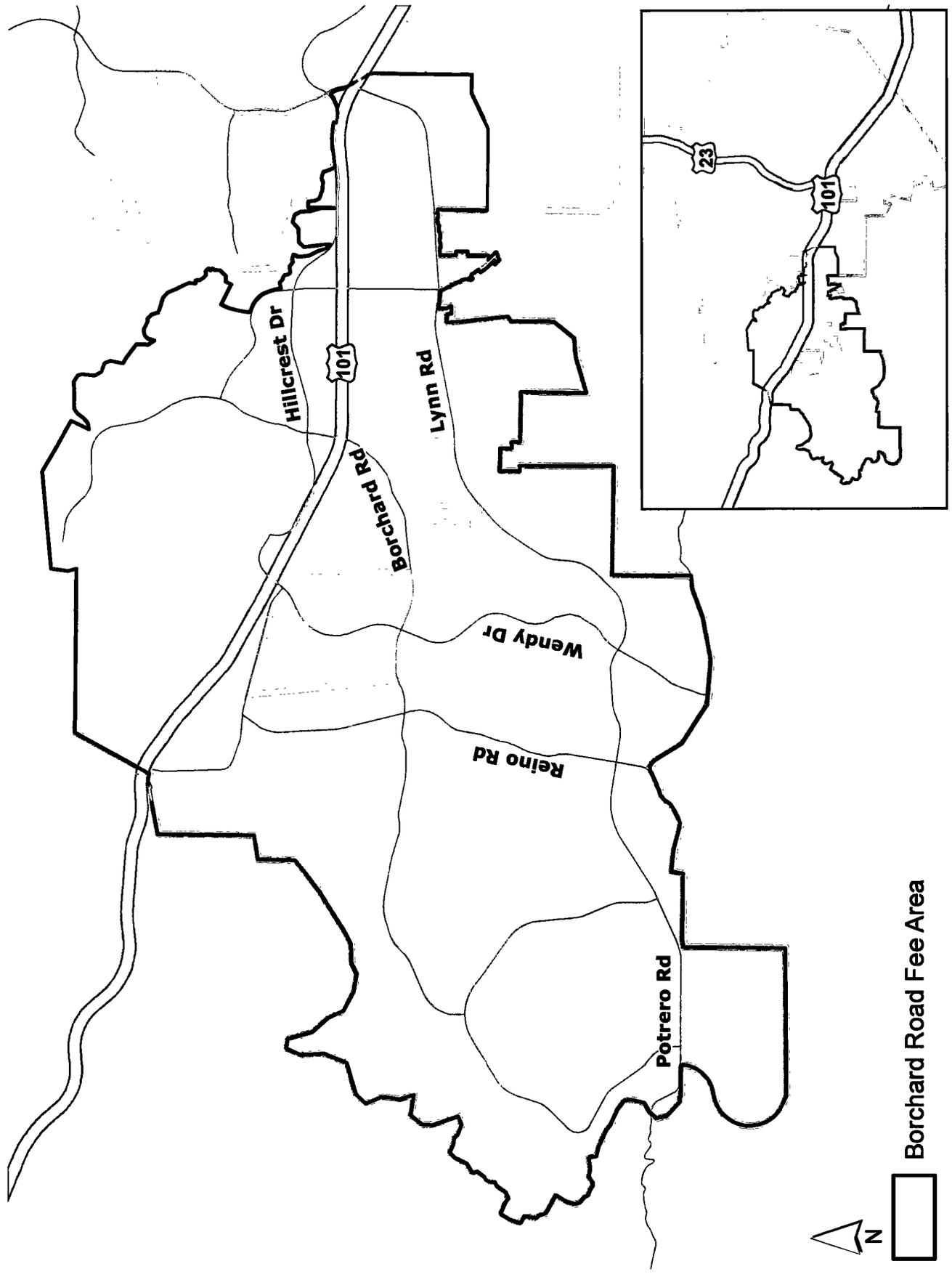
#	FEE NAME	FEE AUTHORITY	2013 CURRENT FEE	2019 PROPOSED FEE	APPLICATION
1	Road Payback Fee	Res. 66-56,78-548, 80-312, 80-402, 97-105, 2001-073, 2005-64, 2007-053, 2009-034, 2011-017, 2013-028	<u>\$43.00-</u> <u>\$932.00 per</u> <u>linear foot</u>	<u>\$58.81-</u> <u>\$1,274.58 per</u> <u>linear foot</u>	Properties shown on Exhibit A1. To reimbursement the City for street improvements constructed by the City that benefited the adjacent property.
2	Borchard Road/ US 101 Freeway Overcrossing Fee	Res. 97-111, 2001-079, 2005-064, 2007-053, 2009-034, 2011-017, 2013-028	\$112.21 per Average Daily Trip (ADT)	153.46 per ADT	Properties shown on Exhibit A2. To reimburse the City for the improvements to the Borchard Rd/US 101 Freeway Overcrossing
3	Moorpark Road/ US 101 Interchange Fee	Res. 97-112, 2001-080, 2005-064, 2007-053, 2009-034, 2011-017, 2013-028	\$84.71 per ADT	115.85 per ADT	Properties shown on Exhibit A3. To reimburse the City for the improvements for the Moorpark Rd/US 101 interchange.
4	Lynn Road Payback Fee	Res. 97-114, 2001-81, 2005-64, 2007-053, 2009-034, 2011-017, 2013-028	\$9,260 per lot	\$12,663.74 per lot	Properties shown on Exhibit A4. To reimburse City for Lynn Road improvements.
5	Wendy Drive/ US 101 Interchange Fee	Res. 2006-059, 2007-053, 2009-034, 2011-017, 2013-028	\$115.46 per ADT	\$157.90 per ADT	Properties shown on Exhibit A5. To reimburse the City for the improvements for the Wendy Drive/US 101 interchange.

Road Payback Fee Areas



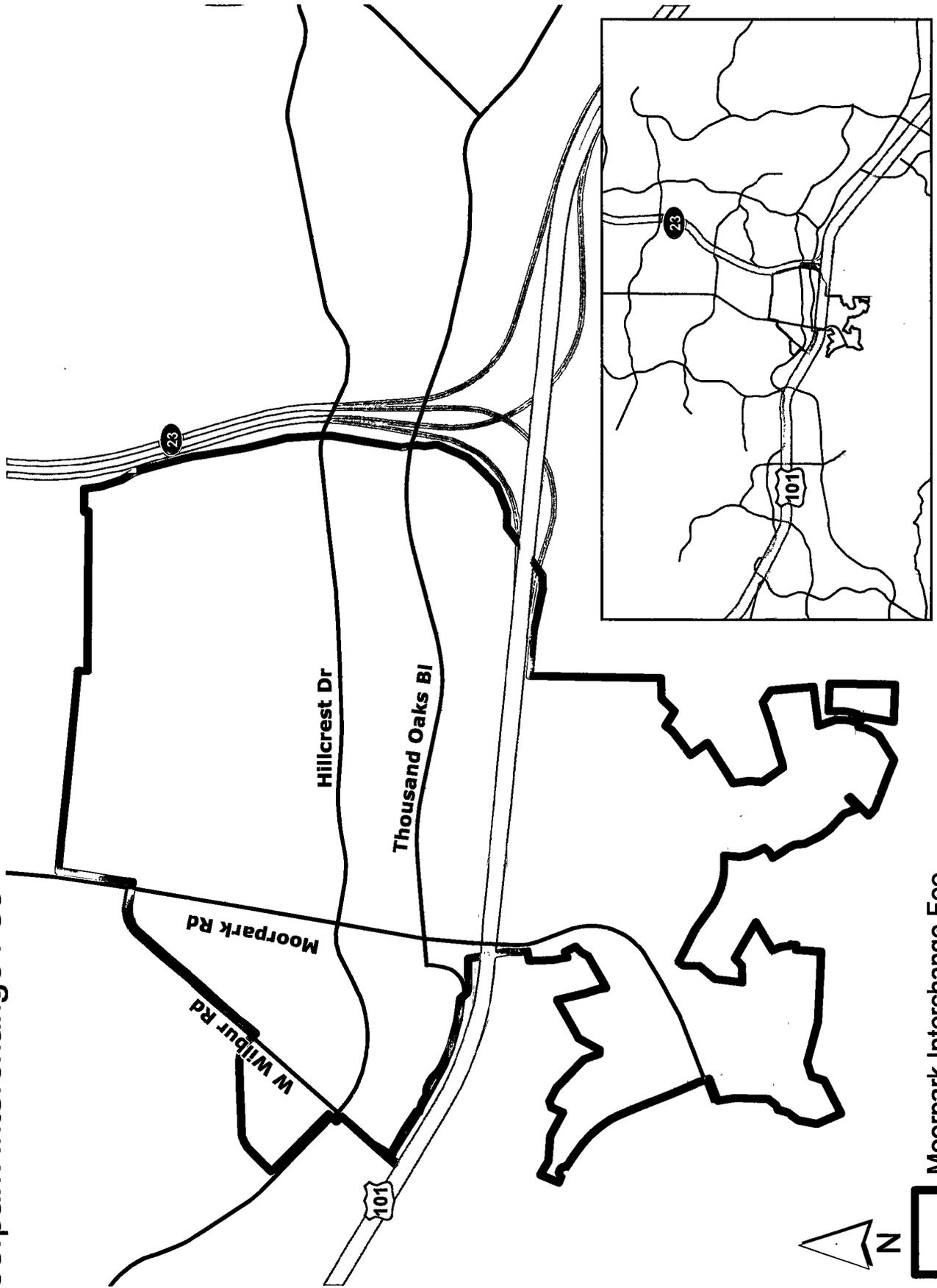
Road Payback Fee

Borchard Road Fee Area



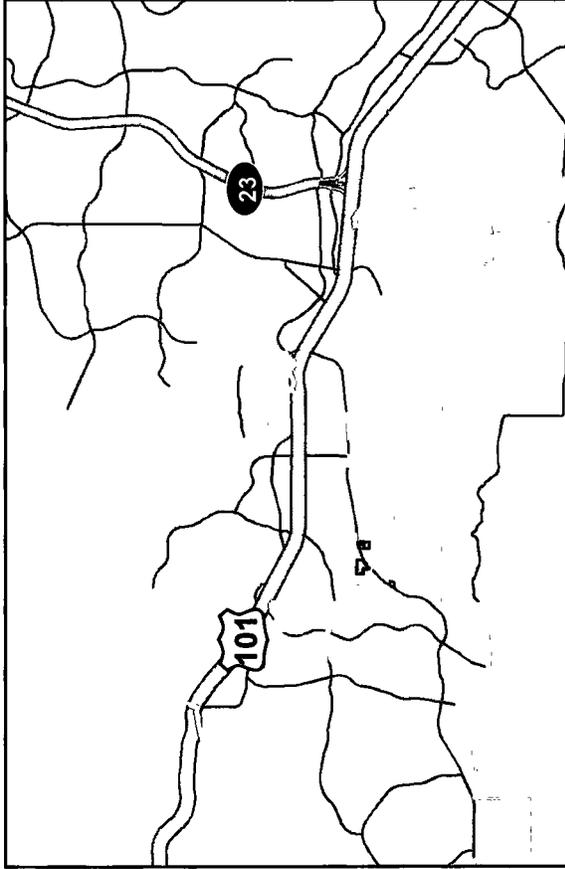
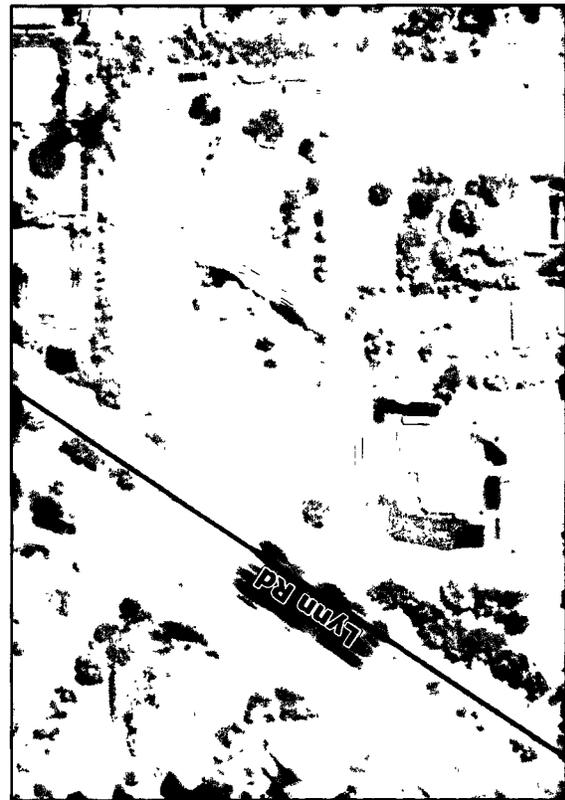
Borchard Road Fee Area

Moorpark Interchange Fee



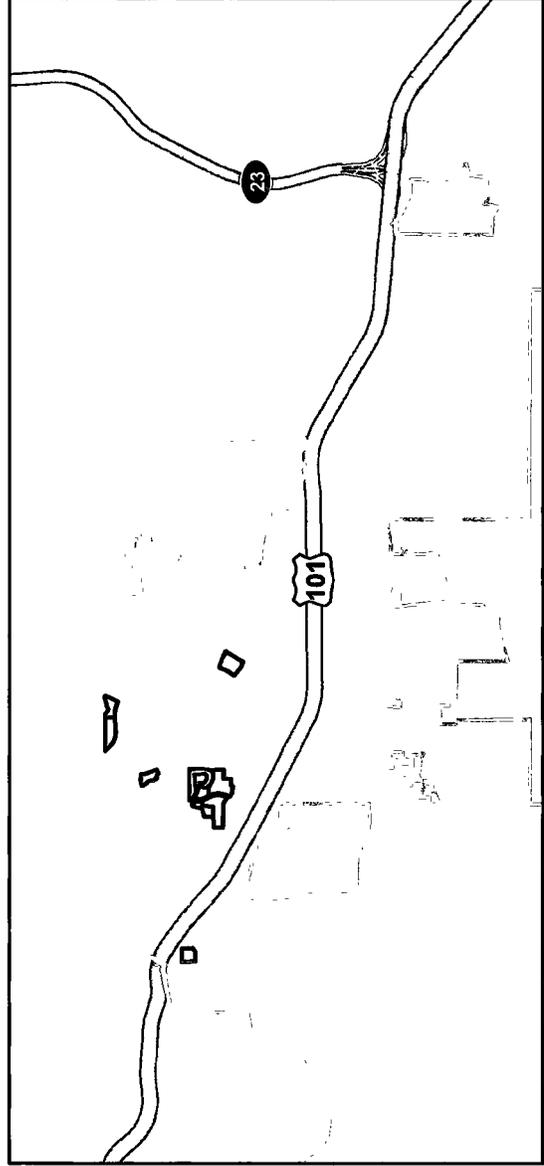
 Moorpark Interchange Fee

Lynn Road Payback Fee Area



□ Lynn Road Payback Fee

Wendy Bridge Fee Areas



Wendy Bridge Fee Area

SECTION VI - USER FEES ORDINANCES & RESOLUTIONS

WATER
WASTEWATER
SOLID WASTE
LIGHTING & LANDSCAPING
ANIMAL CONTROL

SECTION VI - WATER ORDINANCE

ORDINANCE NO. 1654-NS

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
OF THOUSAND OAKS ADJUSTING AND SETTING
RATES AND FEES OF THE CITY WATER DIVISION
(UNCODIFIED)

WHEREAS, Section 5471 of the Health and Safety Code requires that rates and fees of the City Water Division be adopted by Council action; and

WHEREAS, the City Council of the City of Thousand Oaks has adopted Ordinance No. 1634-NS which establishes the authority for imposing and charging fees for the Water Division; and

WHEREAS, Thousand Oaks Municipal Code Section 10-2.701 (d) and Sections I B, II B, and III B of said Ordinance No. 1626-NS provided for the automatic annual escalation of such connection fees and charges, those sections stating that water plant investment, special facilities and fire flow surcharge charges shall automatically be adjusted each year based on the percentage change in the Engineering News Record (ENR) Construction Cost Index for Los Angeles as of July of that year; and

WHEREAS, the July 2018 ENR Construction Cost Index for Los Angeles was 11940.25; and

WHEREAS, the July 2018 ENR Construction Cost Index for Los Angeles increased by 2.6 percent from July 2017; and

WHEREAS, in the adoption of this Ordinance, the City of Thousand Oaks desires to adjust the existing, water plant investment fee, special facilities surcharge fees and fire flow surcharge fee; and

WHEREAS, in the adoption of this Ordinance, the City of Thousand Oaks has followed the provisions of Government Code Section 66000 et seq. relating to the setting of fees and charges that do not exceed the estimated reasonable cost of providing the services for which the fees or charges are made; and

WHEREAS, Thousand Oaks Municipal Code Section 10-2.705(c) allows the pass through of wholesale water and energy charges and Proposition 218 requirements have been complied with; and

NOW, THEREFORE, the City Council of the City of Thousand Oaks DOES ORDAIN as follows:

PART 1

(Uncodified)

Ordinance No. 1634-NS is hereby repealed to the extent inconsistent with this Ordinance, concurrent with the effective date of this Ordinance. For ease of administration, one of the purposes of this Ordinance is to have all of the City's water fees, rates, charges, formulas, and related cost recovery matters in one document (or one Ordinance). Some of the water fees, charges, formulas, and related cost recovery matters are restated in this Ordinance and have not been modified or altered from the earlier Ordinance No. 1634-NS therefore, the respective portions of the facility or capital improvement financial plans, operating expense reports and budgets, future facility needs and cost studies, City Council findings and nexus reports associated with the earlier Ordinance are incorporated herein and re-approved by the City Council.

PART 2

(Uncodified)

That the following rates, charges and fees shall be set for the City Water Division in accordance with Chapter 2 of Title 10 of the Thousand Oaks Municipal Code:

I. In accordance with Section 10-2.701, plant investment fees shall be as follows:

A. Plant Investment Fee. The assessment of the plant investment fee shall be computed as follows:

<u>By Customer Type*</u>	<u>Ratio**</u>	
Single family detached home	1.00	\$8,591
Single family detached condominium	1.00	\$8,591
Residential condominium, townhouse, mobile home	0.75	\$6,443
Apartment, duplex, granny flat, secondary unit, per dwelling unit	0.75	\$6,443
Motel, hotel, congregate care units, with kitchens per dwelling unit	0.50	\$4,295
Commercial if 10 or less fixture units & low water use ***	0.50	\$4,295
All others by meter size		

By Meter Size*

5/8"x3/4" or 3/4"	1.00	\$8,591
1"	2.00	\$17,181
1 1/2"	4.00	\$34,364
2"	6.40	\$54,982
3"	13.00	\$111,683
4"	22.00	\$189,002
6"	45.00	\$386,595

* Generally, a customer is charged based upon the "customer type" amounts unless that category does not fit. Exceptions include a single-family dwelling or condominium project having larger than a 3/4" meter, kitchen and dining facilities at a motel, hotel or congregate-care facility and any irrigation meter. The charge for these customers is to be based on equivalent meter size of the estimated water demand.

** Approximate ratio to single family detached home or to 5/8" x 3/4" or 3/4" meter as appropriate.

*** Fixture units as defined in the City of Thousand Oaks Plumbing Code using the water demand weight of fixtures; low water usage corresponds to 10 hundred cubic feet per month or less.

B. Escalation. In December of each year, all Plant Investment Fee charges in this Ordinance shall be increased by a factor based upon the change from the preceding July-to-July period in the ENR Construction Cost Index for Los Angeles.

II. In accordance with Section 10-2.702, special facilities surcharge fees shall be as follows:

A. Special Facilities Surcharge Fees

Single Family Detached: per Unit

- Rolling Oaks Zone	\$14,314
- Kelley/Ventu Zone	\$ 3,935
- Wilder/Grissom Zone	\$ 5,361

Condominiums, Townhouses, Mobile Homes: per Unit

- Rolling Oaks Zone	0.75 x above SFD fees
- Kelley/Ventu Zone	
- Wilder/Grissom Zone	

Apartments, Duplex: per Unit:

- Rolling Oaks Zone	0.75 x above SFD fees
- Kelley/Ventu Zone	
- Wilder/Grissom Zone	

Motel, Hotel, Congregate Care: per Room or Suite	0.50 x above SFD fees
Commercial Projects with 10 or less Fixture Units	0.50 x above SFD fees
Irrigation Meters	- 0 -
All others, on a building by building basis	*Per formula below with a minimum charge equal to "SFD" charge per site/project

* SFS=SFD amount x $\left(\frac{FF}{1000} \times 0.5 + \frac{F.U.}{20} \times 0.25 + \frac{Sq.Ft.}{3000} \times 0.25\right)$

Where: SFS = Special facilities surcharge per site/project
SFD = Single family dwelling
FF = Required fire flow for site/project
F.U. = Fixture units in site/project
Sq. Ft. = Total site/project square footage

B. Escalation. In December of each year, all Special Facilities Surcharge Fee charges in this Ordinance shall be increased or decreased by a factor based upon the percent increase or decrease in the ENR Construction Cost Index for Los Angeles as of July of that year.

III. In accordance with Section 10-2.703, the fire flow surcharge fees shall be as follows:

A. Fire Flow Surcharge Fees

	<u>Residential</u>	<u>All Others</u>
Required fire flow 0 - 1,250 gpm*	\$ -0	\$ -0
Required fire flow 1,251 - 1,750 gpm*	10% of PIF	\$6,055 or 10% of PIF**
Required fire flow 1,751 - 2,250 gpm*	20% of PIF	\$12,086 or 20% of PIF**
Required fire flow over 2,250 gpm*	30% of PIF	\$18,139 or 30% of PIF**

* Fire flow as set by Ventura County Fire Department.

** Whichever is greater, per site/project.

Fire flow surcharge fees shall not be applied to the PIF for any irrigation meter.

B. Escalation. In December of each year, all Fire Flow Surcharge Fee charges in this Ordinance shall be increased or decreased by a factor based upon the percent increase or decrease in the ENR Construction Cost Index for Los Angeles as of July of that year.

C. Refunds of Previous Payments. Where payments of fire flow surcharge fees have been made at higher rates, refunds shall not be made. Where an agreement has been executed for the deferred payment of this fee, the amount due shall be the amount shown on the deferred agreement.

IV. In accordance with Section 10-2.705, the base or minimum domestic (including single family residential, multiple family dwellings, apartments, commercial buildings and trailer courts) rate shall be as follows:

A. Single Units Rate:

On or after January 1, 2018

Meter Size	Base Rate (Monthly)*
5/8" or 3/4"	\$ 25.31
1"	\$ 39.96
1-1/2"	\$ 76.55
2"	\$120.48
3"	\$259.56
4"	\$464.52
6"	\$954.97

*Most customers are billed bimonthly.

On or after January 1, 2019

Meter Size	Base Rate (Monthly)*
5/8" or 3/4"	\$ 25.57
1"	\$ 40.36
1-1/2"	\$ 77.32
2"	\$ 121.69
3"	\$ 262.16
4"	\$ 469.17
6"	\$ 964.52

*Most customers are billed bimonthly

B. Multiple Units Rate (including multiple family dwellings, apartments, commercial buildings and trailer courts):

Same as single units

C. Groundwater accounts are not charged a base meter charge as total program costs are collected through the quantity rate.

D. Charges for portions of billing period. A property connected to the water system for a portion of a billing period shall be billed for the portion of the period service is received.

V. In accordance with Section 10-2.705, the quantity rate shall be as follows per one hundred (100) cubic feet.

A. Non-Single Family Residential

On or after January 1, 2018

Quantity Rate	\$5.08
---------------	--------

On or after January 1, 2019

Quantity Rate	\$5.21
---------------	--------

B. Single Family Residential Quantity Rate

On or after January 1, 2018

Tier 1 (0 - 12 HCF)	\$4.74
---------------------	--------

Tier 2 (13 - 30 HCF)	\$5.06
----------------------	--------

Tier 3 (31+ HCF)	\$5.47
------------------	--------

On or after January 1, 2019

Tier 1 (0 - 12 HCF)	\$4.87
---------------------	--------

Tier 2 (13 - 30 HCF)	\$5.19
----------------------	--------

Tier 3 (31+ HCF)	\$5.61
------------------	--------

VI. In accordance with Section 10-2.705, the pumping lift charge shall be nineteen cents ((\$0.19) per one hundred (100) cubic feet per pumping lift on or after January 1, 2018 and twenty cents (\$0.20) on or after January 1, 2019. It shall be charged to all water services which rely on one or more pumping lifts in the City system.

VII. In accordance with Section 10-2.706, the groundwater rate shall be two dollars and three cents (\$2.03) on or after January 1, 2018 and two dollars and twelve cents (\$2.12) on or after January 1, per one hundred (100) cubic feet. This rate is based on charging forty (40%) percent of the current non-single family residential water quantity rate.

VIII. In accordance with Sections 10-2.707 and 10-2.708, the following shall apply for construction water and unmetered water furnished by the City:

A. Construction Water

The construction water rate shall be eleven dollars and ninety-four cents (\$11.94) on or after to January 1, 2018 and twelve dollars and forty six cents (\$12.37) on or after January 1, 2019 per one hundred cubic feet with a monthly base rate of \$778.68 on or after January 1, 2018 and \$786.48 on or after January 1, 2019. These rates are based on charging 135 percent of the current non-single family resident quantity potable water rate and three (3) times the current base rate for a 3-inch meter.

Deposit: \$620.00 for a 3-inch meter or as determined by the Public Works Director for larger meter sizes.

Installation Charge: \$90.00 with a signed application by an authorized person, for initial installation.

\$45.00 each time the meter is relocated to another hydrant at the customer's request.

B. Unmetered Water

For projects where a water system has been declared usable but has not been accepted by the City Council and the subdivider, builder, or developer requests the use of or uses unmetered water for incidental onsite construction purposes, a monthly fee equal to that of the base rate of a 3/4" water meter shall be charged per lot. The subdivider, builder or developer shall be responsible for the payment of the charge until such time as the new owner or occupant signs an application for metered service at which time the regular service charges shall apply.

If water use during the period the availability rate is in effect is estimated to exceed three hcf per service per month, the Public Works Director, at his option, may increase such monthly service charge to reflect the estimated usage.

C. Payment Due Date:

Payment is due on all invoices for construction water and unmetered water within 40 days of the date of the invoice; the invoice becomes delinquent then after.

IX. In accordance with Section 10-2.902, delinquent invoices shall be assessed a basic penalty equal to ten (10%) percent of the unpaid water service charge. An additional penalty, equal to one half of one percent (0.5%) of the unpaid water

service charge and the basic penalty, shall be charged each month, or fraction thereof, that the water service charge and the basic penalty of the previous billing period remain unpaid.

X. In accordance with Sections 10-2.712 and 10-7.715, the overhead rate is included in the approved fully burdened hourly rate.

XI. In accordance with Section 10-2.713 and 10-2.305, the minimum rate for each automatic fire sprinkler service and each private fire hydrant shall be as follows:

<u>Size of Service Connection</u>	<u>Monthly Charge</u>
2-inch & smaller	\$ 7.60
3 inch	\$11.40
4 inch	\$15.20
6 inch	\$22.70
8 inch	\$30.30
10 inch	\$37.90
12 inch	\$45.50

XII. Beginning on January 1, 2018, the administrative fee for the installation of water meters shall be computed as follows:

<u>By Meter Size</u>	
5/8" x 3/4" or a 3/4"	\$460.00
1"	\$580.00

For all other meters, a deposit equal to 100 percent of the estimated cost of installing the meter shall be collected. A cost accounting of the installation costs of water meters larger than 1" shall be prepared. Overages shall be refunded and underages shall be billed to the responsible party.

XIII. Repeal of any provision of this ordinance will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

XIV. Any water-related fees not set forth in this ordinance may be set forth in the User Fee Manual or other ordinance or resolution.

PART 3

Continuation
(Uncodified)

Repeal of any provision of Ordinance No. 1616-NS herein will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

PART 4

Severability

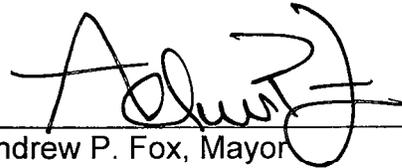
If any section, sentence, clauses, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions. The City Council hereby declares that it would have passed this ordinance, and each section, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clause, or phrases be declared invalid or unconstitutional.

PART 5

Effective Date

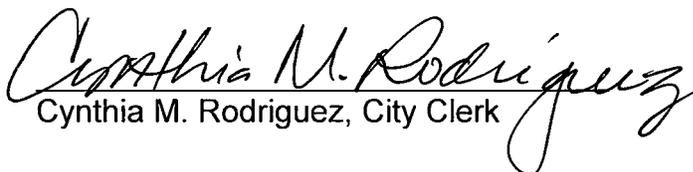
This Ordinance shall take effect on January 1, 2019.

PASSED AND ADOPTED 13th day of November, 2018.



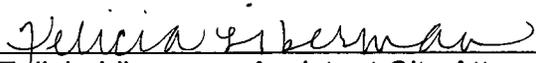
Andrew P. Fox, Mayor
City of Thousand Oaks

ATTEST:

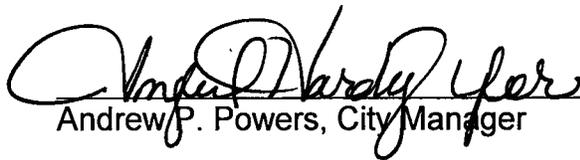


Cynthia M. Rodriguez, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney


Felicia Liberman, Assistant City Attorney

APPROVED AS TO ADMINISTRATION:


Andrew P. Powers, City Manager

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF THOUSAND OAKS)

I, CYNTHIA M. RODRIGUEZ, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Ordinance No. 1654-NS that was introduced by said City Council at a regular meeting held October 23, 2018 and adopted by said City Council at a regular meeting held November 13, 2018 by the following vote:

AYES: Councilmembers Bill-de la Peña, Price, Adam, McCoy, and Mayor Fox

NOES: None

ABSENT: None

I further certify that said Ordinance No. 1654-NS was published as required by law in the VENTURA COUNTY STAR, a newspaper of general circulation printed and published in said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Thousand Oaks, California.


Cynthia M. Rodriguez, City Clerk
City of Thousand Oaks, California

November 28, 2018
Date Attested

SECTION VI - WASTEWATER ORDINANCE

ORDINANCE NO. 1655-NS

AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF THOUSAND OAKS ADJUSTING AND
SETTING RATES, FEES AND DISCHARGE LIMITS
OF THE CITY WASTEWATER DIVISION
(UNCODIFIED)

WHEREAS, Section 5471 of the Health and Safety Code requires that rates and fees of the City Wastewater Division be adopted by Council action; and

WHEREAS, clean water and good sanitation are essential to public health and safety and improve the quality of life for residents; and

WHEREAS, the City Council of the City of Thousand Oaks has adopted Ordinance No. 1633-NS which establishes the authority for imposing and charging fees for the Wastewater Division; and

WHEREAS, Thousand Oaks Municipal Code Section 10-1.701(d) provides for the annual escalation of connection fees and charges, those sections stating that Connection and Special Interceptor charges shall automatically be adjusted in December each year based on the percentage change in the Engineering News Record (ENR) Construction Cost Index for Los Angeles as of July of that year; and

WHEREAS, the July 2018 ENR Construction Cost Index for Los Angeles was 11940.25; and

WHEREAS, the July 2018 ENR Construction Cost Index for Los Angeles increased by 2.6 percent from July 2017; and

WHEREAS, in the adoption of this Ordinance, the City of Thousand Oaks desires to restate most of the existing wastewater rates and discharge limits while updating, adjusting, and setting certain fees; and

WHEREAS, in the adoption of this Ordinance, the City of Thousand Oaks has followed the provisions of Government Code Section 66000 et seq. relating to the setting of fees and charges that do not exceed the estimated reasonable cost of providing the services for which the fees or charges are made; and

NOW, THEREFORE, the City Council of the City of Thousand Oaks DOES ORDAIN as follows:

PART 1

(Uncodified)

That Ordinance No. 1633-NS is hereby repealed to the extent inconsistent with this Ordinance, concurrent with the effective date of this Ordinance. For ease of administration, one of the purposes of this Ordinance is to have all the City's wastewater fees, rates, charges, formulas, and related cost recovery matters in one document (or one Ordinance). Some of the wastewater fees, rates, charges, formulas, and related cost recovery matters are restated in this Ordinance and have not been modified or altered from the earlier Ordinance No. 1633-NS, therefore, the respective portions of the facility or capital improvement financial plans, operating expense reports and budgets, future facility needs and cost studies, City Council findings and nexus reports associated with the earlier ordinance are incorporated herein and re-approved by the City Council.

PART 2

(Uncodified)

That the following rates, charges and fees are and shall be set for the City Wastewater Division in accordance with Chapter 1 of Title 10 of the Thousand Oaks Municipal Code as follows:

I. Definitions

A. "Equivalent Residential Unit" (ERU) is a number which represents the discharge to the wastewater system which is equal to that from an average residential unit. One ERU is equal to 20 plumbing fixture units or a discharge of 180 gallons per day having an average strength.

B. "Plumbing Fixture Unit" (PFU) is a number assigned to various physical plumbing appurtenances. The unit count of each fixture type is based on the relation to the amount of waste contributed as determined by the Public Works Director.

C. "Service Unit" (SU) is a number which results from the multiplication of the number of ERU's by adjustment factors for the user group to reflect the strength and volume of the discharge from that user group. The discharge from the average residential user is defined as being equal to one service unit.

D. "Service Unit Rate" is the monthly charge per service unit established by the City Council.

E. "Connection Charge Rate" is the connection charge per service unit established by the City Council.

F. "Connection Charge" is the connection charge rate multiplied by the number of service units.

G. "Strength Factor" (SF) is a number which converts the biochemical oxygen demand (BOD) and suspended solids (SS) of a discharge to a numerical value in proportion to average residential levels (BOD is equal to 290 mg/l and SS is equal to 290 mg/l) for the same variables.

H. "Flow Factor" (FF) is a number which converts the volume of a discharge to a numerical value in proportion to the volume of discharge for an average residential unit.

I. "Wastewater Service Charge" is the monthly charge which is the product of service units and the service unit rate.

J. "Kitchen" is an area equipped with permanent cooking and dish washing facilities for the regular preparation of meals.

K. "Bakery" is a large commercial operation which produces baked goods for wholesale purposes.

L. "Restaurant" is an establishment engaged in the retail sale of prepared food and drinks for on premises or immediate consumption. A "cafeteria" is similar in function and, with the exception of school facilities and non-commercial caterers, shall be deemed the same as a restaurant.

M. "School" is (1) a public or private educational institution with a campus which is dedicated to the instruction of children from kindergarten to twelfth grade, and (2) a public or private college or university with a campus which offers classes with a minimum duration of eight weeks.

N. "Market" is a large commercial operation with two or more of the following: seafood, produce, bakery, meat packaging/processing, or delicatessen.

O. "Condominium" means an estate in real property consisting of an undivided interest in a common portion of a parcel of real property, together with a separate interest in space in a building on such real property. A condominium may include, in addition, a separate interest in other portions of such real property.

For the purposes of this chapter, each separate condominium unit shall be treated as a single residential unit or single commercial/industrial entity in regard to wastewater connection and service charges.

II. In accordance with Section 10-1.701, connection charges shall be determined as follows:

A. Connection Charge. Connection charges shall be based upon the estimated flow, biochemical oxygen demand (BOD) and suspended solids (SS) of the discharge to the wastewater system.

1. Formula for Service Unit Determination

$$SU = (ERU) \times (\text{Strength Factor}) \times (\text{Flow Factor})$$

or

$$(ERU) \times (\text{Combined Factor})$$

SU = Service Unit

ERU = Equivalent Residential Unit

2. Strength & Flow Adjustment Factors for User Groups

<u>User Group</u>	<u>Strength Factor</u>	<u>Flow Factor</u>	<u>Combined Factor</u>
a. <u>Residential</u>			
Single family detached home	1.0	1.0	1.0
Single family detached condominium	1.0	1.0	1.0
Residential condominiums, townhouses mobile homes	1.0	0.8	0.8
Apartment, duplex, granny flat, secondary unit, per dwelling unit	1.0	0.8	0.8
Motel, hotel and congregate care units, <u>with</u> kitchens per dwelling unit	1.0	0.8	0.8
b. <u>Commercial</u>			
Bakery	---	---	1.85
Retail/professional	1.0	1.0	1.0
Restaurant	---	---	1.85
Restaurant (grease traps)	---	---	1.20
School	0.7	0.75	0.525
Service Station	1.0	1.0	1.0
Church	1.0	1.0	1.0
Medical	1.0	1.0	1.0

Mortuary	---	---	1.85
Market	---	---	1.85
Major Retail	1.0	1.0	1.0
Motel, hotel, congregate care, <u>without</u> kitchen per dwelling unit	1.0	1.0	1.0
Laundromat	1.0	1.0	1.0
All Others	1.0	1.0	1.0

c. Industrial

Non-regulated or normal volume discharge	1.0	1.0	1.0
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d. Regulated industrial waste (as determined by the Public Works Director) or high volume discharge and car washes

Regulated Industrial or High Flow:

$$SU = \frac{\text{Daily Flow}}{180} \times 0.65$$

Daily Flow = Wastewater flow, gpd

Car Wash:

$$SU = \frac{\text{Daily Flow}}{180} \times 0.70$$

Daily Flow = Wastewater flow, gpd

In determining the number of service units for car washes, the calculation should include: (1) car wash discharges, and (2) discharges from other plumbing fixtures on the property.

All dischargers in this group shall be required to separately meter water used which is discharged to the wastewater system. Meter can be public or private. Public meter requires payment of applicable fees.

The daily flow shall be based on data submitted by the user. If actual flow exceeds this estimate by more than 25 percent in any subsequent one year period as determined by metered water usage, the connection charge shall be recomputed and the owner billed for additional charges due as a result of the higher than estimated flows. This provision shall apply to all industrial waste or high volume dischargers and car washes where payment of wastewater connection charges was made on or after July 15, 1988.

Where the use of any discharger's facilities/premises in this group is changed or modified such that the change or modification requires approval by the Community Development Department, then the entire facility/premises shall be subject to the payment of additional connection fees as previously outlined.

e. Alternative Factors

The adjustment factors for other user groups shall be as determined by the Public Works Director based on the volume and the strength of the discharge in Paragraph A of this Section. The total volume of water used from public and private sources may be determined by means of public or private meters, installed and maintained at the expense of the user and approved by the Public Works Director.

The formulas noted in a. through d. above are procedures to attempt to accurately estimate flow and waste strength. If the Public Works Director determines that any of the above applied procedures do not accurately represent the flow being discharged to the City sewer system, the Public Works Director may make a determination to correct the flow discrepancy in accordance with established engineering practices.

3. Connection Charge Rate

The connection charge rate per service unit shall be \$8,446.

4. Connection Charge

The actual connection charge shall be determined by multiplying the number of service units by the connection charge rate per service unit.

5. Minimum Number of Plumbing Fixture Units

a. For purposes of connection charge calculations, the equivalent residential units for bakery, market, restaurant and mortuary categories shall be determined by using the actual number of installed fixture units with a minimum of 10 plumbing fixture units.

b. For purposes of connection charge calculations, commercial users with a low volume of wastewater discharge and with 10 or less installed plumbing fixture units shall be assigned one-half (1/2) of a service unit.

c. For purposes of connection charge calculations, all other commercial users shall be charged using the actual number of installed plumbing fixture units, with a minimum of 20 plumbing fixture units.

6. Revisions to Service Unit Calculation

a. If required by the Public Works Director, any non-residential user may be required to submit the test results of an analysis performed by a certified laboratory on a representative 24 hour composite sample of a comparable wastewater discharge. The analysis shall be for BOD, SS and/or any other parameter(s) as may be required by the Public Works Director.

b. In the event a user believes that the strength and/or flow factors assigned are not applicable, said user may have a comparable wastewater discharge analyzed by a certified laboratory. The Public Works Director shall review these results and may make an adjustment to the strength and/or flow factors if the above described submission is judged to be representative of the user's anticipated wastewater strength and flow.

c. All costs to obtain said wastewater analyses shall be arranged and paid for by the user.

B. Common Ownership. The charges set forth in this subsection shall apply, except for those buildings with a total floor area equal to or greater than 25,000 square feet. The provisions of the "Special Situations" subsection of this section shall then apply. Motels, hotels and any other buildings on a parcel of land with a common ownership that cannot at some future date be divided shall be considered on an overall basis, and the minimum charge shall not apply to each individual building. Wastewater matters pertaining to non-residential condominiums shall be overseen by a property owners association. Such connection fees shall be paid at the appropriate commercial rate for a minimum of twenty (20) fixture units within each separate building, and this twenty (20) minimum fixture unit count shall remain in-use or available to the building. Transfer of fixture unit credits exceeding twenty (20) that are not in use may be transferred between non-residential condominium units under the management authority of the property owners' association. If additional fixture units must be purchased to accommodate the wastewater disposal needs of a given non-residential condominium, such fixtures shall be purchased by the owner association, considered appurtenant to the parent property of the association and administered accordingly.

C. Escalation. In December of each year, all wastewater connection charges in this Ordinance shall be increased by a factor based upon the change from the preceding July-to-July period in the Engineering News Record (ENR) Construction Cost Index for Los Angeles. The July 2017 ENR Construction Cost Index for Los Angeles was 11636.49 and shall be the basis for future adjustments.

D. Vested Maps. Development projects with an approved vesting tentative map which had an application deemed complete by the City prior to July 5, 1996 shall pay the indexed wastewater connection charge of \$7,474 per service unit, as annually adjusted by C above. Development projects with an approved vesting tentative map which had an application deemed complete by the City on or after July 5, 1996 and prior to April 1, 1999 shall pay the wastewater connection charge of \$8,232 per service unit, as annually adjusted by C above.

E. Special Situations. For special situations such as combined use buildings, multiple occupant developments, high volume discharges or any other facilities where the connection charge computed in accordance with the connection charge subsection of this section does not, in the opinion of the Public Works Director, result in an equitable connection charge, said charge shall be determined based on the best available information and on current professional engineering practices. Such connection charge shall be based on criteria such as (but not limited to): environmental impact, National Pollution Discharge Elimination System requirements, water consumption, peak loading, residential equivalency, treatment plant capacity and capital costs.

III. This section intentionally left blank.

IV. In accordance with Section 10-1.703, monthly wastewater service charges shall be determined as follows:

A. Monthly wastewater service charges shall be based upon the estimated flow, biochemical oxygen demand (BOD) and suspended solids (SS) of the discharge to the wastewater system.

1. Formula for Service Unit Determination

$$\text{SU} = (\text{ERU}) \times (\text{Strength Factor}) \times (\text{Flow Factor})$$

or

$$(\text{ERU}) \times (\text{Combined Factor})$$

SU = Service Unit

ERU = Equivalent Residential Unit

2. Strength & Flow Adjustment Factors for User Groups

<u>User Group</u>	<u>Strength Factor</u>	<u>Flow Factor</u>	<u>Combined Factor</u>
a. <u>Residential</u>	1.0	1.0	1.0

(all residential units including single family or detached dwelling, condominium/townhouse, apartment, mobile home, congregate care and hotel/motel units with kitchens)

b. Commercial (10 or more plumbing fixture units)

Bakery	-	-	1.85
Retail/professional	1.0	1.0	1.0
Restaurant	---	---	1.85
Restaurant (with grease trap)	---	---	1.2
School	0.7	0.75	0.525
Service Station	1.0	1.0	1.0
Church	1.0	1.0	1.0
Medical	1.0	1.0	1.0
Mortuary	-	-	1.85
Market	-	-	1.85
Major Retail	1.0	1.0	1.0
Hotel/motel without kitchen	1.0	1.0	1.0
Laundromat	1.0	1.0	1.0
All Others	1.0	1.0	1.0

c. Industrial

Non-regulated or normal volume discharge	1.0	1.0	1.0
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d. Regulated industrial waste (as determined by Public Works Director) or high volume discharge and car washes

Regulated Industrial or High Flow:

$$SU = \frac{\text{Daily Flow}}{180} \times 0.65$$

Daily Flow = Wastewater flow, gpd

Car Wash:

$$SU = \frac{\text{Daily Flow} \times 0.70}{180}$$

Daily Flow = Wastewater flow, gpd

In determining the number of service units for car washes, the calculation should include: (1) car wash discharges, and (2) the discharge from other plumbing fixtures on the property.

e. Other User Groups

The adjustment factors for other user groups shall be as determined by the Public Works Director based on the volume and the strength of the discharge. The total volume of water used from public and private sources may be determined by means of public or private meters, installed and maintained at the expense of the user and approved by the Public Works Director.

The formulas noted in a. through d. above are procedures to attempt to accurately estimate flow and waste strength. If the Public Works Director determines that any of the above applied procedures do not accurately represent the flow being discharged to the City sewer system, the Public Works Director may make a determination to correct the flow discrepancy in accordance with established engineering practices.

3. Service Unit Rate and Wastewater Service Charge

a. The service unit rate shall be \$29.07 per service unit on or after January 1, 2018 and \$29.37 on and after January 1, 2019. The actual wastewater service charge shall be determined by multiplying the number of service units by the service unit rate.

b. For a single-family residence, the monthly wastewater service charge shall be \$29.07 per service unit on or after January 1, 2018 and \$29.37 on and after January 1, 2019.

c. The minimum monthly service charge for a property for which wastewater service is provided shall be equal to the monthly wastewater service charge for a single-family residence.

4. Minimum Number of Plumbing Fixture Units

a. For purposes of service charge calculations, the equivalent residential units for bakery, market, restaurant and mortuary categories shall be determined by using the actual number of installed fixture units with a minimum of 10 plumbing fixture units. For all other categories, the minimum number of plumbing fixture units shall be 20.

5. Revisions to Service Unit Calculation

a. If required by the Public Works Director, any non-residential user may be required to submit the test results of an analysis performed by a certified laboratory on a representative 24-hour composite sample of wastewater originating from said user. The analysis shall be for BOD, SS and/or any other parameter(s) as may be required by the Public Works Director.

b. In the event a user believes that the strength and/or flow factors assigned are not applicable, said user may have the wastewater discharge analyzed by a certified laboratory. The Public Works Director shall review these results and may make an adjustment to the strength and/or flow factors if the above described submission is judged to be a representative sample of the user's wastewater strength and flow.

c. All costs to obtain said wastewater analyses shall be arranged and paid for by the user.

B. Additional Service Charges.

1. Service Charge for Properties Outside City Limits. For wastewater service provided outside City limits, the service charge as determined in Paragraph (A) of this section shall be increased by \$0.45 per service unit.

2. Service Charge Surcharge for Projects with Vesting Tentative Map Applications Deemed Complete. The difference between the indexed connection charge paid by a project with a complete vesting tentative map application and the full connection charge in effect for all other development projects shall be collected from the property owner in the form of a user service surcharge. The City shall collect the surcharge by adding an additional sum to the monthly or bimonthly wastewater service bill for the property. The surcharge shall be collected over a period not to exceed 10 years and shall

include an interest payment of 6.5% compounded annually. The amount of the monthly or bimonthly surcharge shall remain the same for the duration of time that the surcharge is collected.

C. Charges for portions of months. A property connected to the wastewater system for a portion of a billing period shall be billed for the portion of the period service is received.

D. Delinquencies. The basic penalty is equal to ten (10%) percent of the unpaid wastewater service charge. An additional penalty, equal to one half of one percent (0.5%) of the unpaid wastewater service charge and the basic penalty, shall be charged each month, or fraction thereof, that the wastewater service charge and the basic penalty of the previous billing period remain unpaid.

V. In accordance with Section 10-1.706, the overhead rate is included in the approved fully burdened hourly rate.

VI. In accordance with Section 10-1.6, the following pollutant discharge limits shall apply to all users of the wastewater system:

TABLE I

<u>Constituent</u>	<u>Discharge Limits mg/l</u>
Arsenic	1.0
Cadmium	0.8
Total Chromium	2.5
Copper	2.0
Lead	0.6
Mercury	0.01
Nickel	2.0
Silver	0.5
Zinc	5.0
Cyanide (total)	2.5
Selenium	0.1
Phenols	1.0
Total Identifiable	
Chlorinated Hydrocarbons	0.05
Boron	1.0
Fluoride	3.0

In addition, no person shall discharge any wastewater:

1. Having a temperature higher than 150 degrees Fahrenheit (65 degrees Celsius).
2. Containing more than 25 mg/l of oil and grease of petroleum or mineral origin, or 175 mg/l of oil and grease of animal or vegetable origin.
3. Having a pH less than six (6) or greater than eleven and one-half (11.5).
4. Containing suspended solids greater than 500 mg/l.
5. Having a standard five-day biochemical oxygen demand more than 600 mg/l.
6. Containing a dissolved sulfide and/or sulfite content higher than 1.0 mg/l.
7. Containing a TDS (total dissolved solids) content which exceeds 1,000 mg/l or the potable water supply TDS by more than 250 mg/l, whichever is greater.
8. Containing a chloride content which exceeds 200 mg/l or the potable water supply by more than 50 mg/l, whichever is greater.

VII. In accordance with Section 10-1.604, the penalty fee for improperly maintained grease and sand traps shall be as follows:

- A. \$100.00 for the first violation in twelve months.
- B. \$300.00 for the second violation in twelve months.
- C. \$900.00 for the third violation in twelve months.

VIII. In accordance with Section 10-1.606(I), those users discharging prohibited substances or excess concentrations of regulated constituents shall be subject to a penalty fee in an amount not to exceed \$500.00 per day for each constituent in violation of discharge limits or discharge prohibition.

IX. Repeal of any provision of this Ordinance shall not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Ordinance's effective date. Any such repealed part shall remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

X. Any wastewater-related fees not set forth in this Ordinance may be set forth in the User Fee Manual or other Ordinance or Resolution.

PART 3

Continuation
(Uncodified)

Repeal of any provision of Ordinance No.1633 -NS herein shall not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Ordinance's effective date. Any such repealed part shall remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

PART 4

Severability
(Uncodified)

If any section, sentence, clauses, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions. The City Council hereby declares that it would have passed this ordinance, and each section, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clause, or phrases be declared invalid or unconstitutional.

PART 5

Effective Date

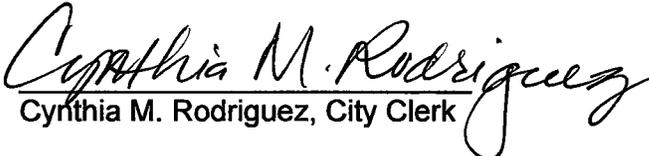
This ordinance shall take effect on January 1, 2019.

PASSED AND ADOPTED this 13th day of November, 2018.



Andrew P. Fox, Mayor
City of Thousand Oaks

ATTEST:



Cynthia M. Rodriguez, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney


Felicia Liberman, Assistant City Attorney

APPROVED AS TO ADMINISTRATION:


Andrew P. Powers, City Manager

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF THOUSAND OAKS)

I, CYNTHIA M. RODRIGUEZ, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Ordinance No. 1655-NS that was introduced by said City Council at a regular meeting held October 23, 2018 and adopted by said City Council at a regular meeting held November 13, 2018 by the following vote:

AYES: Councilmembers Price, Adam, McCoy, and Mayor Fox

ABSTAINING: Councilmember Bill-de la Peña

NOES: None

ABSENT: None

I further certify that said Ordinance No.1655-NS was published as required by law in the VENTURA COUNTY STAR, a newspaper of general circulation printed and published in said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Thousand Oaks, California.


Cynthia M. Rodriguez, City Clerk
City of Thousand Oaks, California

November 20, 2018
Date Attested

SECTION VI - SOLID WASTE RESOLUTION

RESOLUTION NO. 2018-039

RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF THOUSAND OAKS ESTABLISHING 2018
RESIDENTIAL AND COMMERCIAL SOLID WASTE
AND RECYCLING RATE SCHEDULES

WHEREAS, the City of Thousand Oaks Municipal Code Section 6-2.301, *et seq.*, allows the City to provide for integrated solid waste collection and management services through private contractors, who are authorized to perform such services through franchises granted by the City; and

WHEREAS, on June 13, 2006, City Council approved a Residential Franchise Agreement with Newbury Disposal Company, and approved a Residential and Commercial Franchise Agreement with G.I. Industries Inc., a subsidiary of USA Waste of California Inc., a Waste Management Company; and

WHEREAS, on June 25, 2013, City Council approved a three-year term extension of the residential Exclusive Refuse, Recycling and Street Sweeping Franchise Agreements with USA Waste of California, Inc., a Waste Management Company, and Newbury Disposal Company extending the term from June 30, 2018 to June 30, 2021 and a six-year term extension for commercial service with USA Waste of California, Inc., a Waste Management Company extending the term from June 30, 2015 to June 30, 2021; and

WHEREAS, Thousand Oaks Municipal Code Section 6-2.310 allows City Council to establish charges for collection, transportation, processing, and disposal of solid waste and recycled materials; and

WHEREAS, Article 9 of the Exclusive Franchise Agreements between the City of Thousand Oaks and above-named contractors specifies the service rate adjustment criteria and methodology to be used in determining an adjustment to rates; and

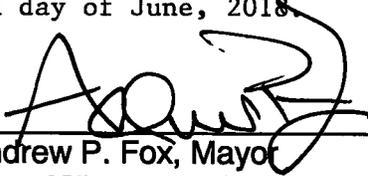
WHEREAS, Article 9.1E(3)(c) of the Exclusive Franchise Agreements between the City of Thousand Oaks and above-named contractors allows for a Rate Adjustment due to the occurrence of Uncontrollable Circumstances; and

WHEREAS, Article 1 of the Exclusive Franchise Agreements between the City of Thousand Oaks and above-named contractors defines "Uncontrollable Circumstances" as any "act, event or condition,....to the extent that it materially and adversely affects the ability of either party to perform any obligation under the Agreement..... if such act, event or condition is beyond the reasonable control of the party" to include "(2) a Change in Law"; and

WHEREAS, Article 9.4 of the Exclusive Franchise Agreements between the City of Thousand Oaks and above-named contractors allows for an Interim Rate Adjustment.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Thousand Oaks adopts the attached 2018 Rate Adjustment with an effective date of July 1, 2018.

PASSED AND ADOPTED this 19th day of June, 2018.



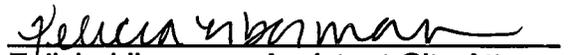
Andrew P. Fox, Mayor
City of Thousand Oaks, California

ATTEST:



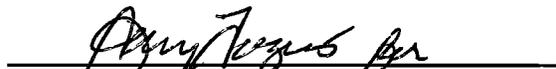
Cynthia M. Rodriguez, City Clerk

APPROVED AS TO FORM:



Felicia Liberman, Assistant City Attorney

APPROVED AS TO ADMINISTRATION:



Andrew P. Powers, City Manager

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF THOUSAND OAKS)

I, CYNTHIA M. RODRIGUEZ, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2018-039 which was duly and regularly passed and adopted by said City Council at a regular meeting held June 19, 2018 by the following vote:

AYES: Councilmembers Bill-de la Peña, Price, Adam, McCoy, and Mayor Fox

NOES: None

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Thousand Oaks, California.


Cynthia M. Rodriguez, City Clerk
City of Thousand Oaks, California

June 21, 2018
Date Attested

Exhibit E - 1
City of Thousand Oaks Solid Waste Collection Rates
Residential Service - Exclusive Franchise
Effective Date - July 1, 2018

Basic Service

Weekly collection of one cart (64 gallon) for solid waste, one cart (96 gallon) for yard trimmings and one cart (64 gallon) for recyclables. \$32.35 /mo.

Service Options:

Trash cart exchange: trade 64 for 96 gallon cart \$3.00 /mo.
Additional 64 gallon trash cart \$5.00 /mo.
Additional 96 gallon trash cart \$8.00 /mo.

Additional 96 gallon yard trimmings cart \$3.50 /mo.

Recyclables cart exchange: trade 64 for 96 gallon No charge
Additional 64 gallon recyclables cart No charge
Additional 96 gallon recyclables cart \$3.00 /mo.

Limited Service - without yard trimmings service \$25.61 /mo.

Weekly collection of one cart (33 gallon) for solid waste, and one cart (64 gallon) for recycling.

Limited Service - with yard trimmings service \$30.69 /mo.

Weekly collection of one cart (33 gallon) for solid waste, and one cart (96 gallon) for yard trimming and one cart (64 gallon) for recycling.

Service changes - customer may change service levels one time during the first Franchise Year at no charge.

Additional service changes: \$5.00

Multi-family dwelling unit (individual billing) \$28.02 /mo.

Multi-family dwelling unit (centralized billing) \$24.50 /mo.

Multi-family dwelling units receive one cart (64 gallon) for solid waste and one cart (64 gallon) for recyclables collection. Yard trimmings collection is not included for multi-family dwelling units.

Senior Discount \$3.00 /mo.

Residents who are heads of household and are at least 62 years of age may receive the discount at any service level by application to the Contractor.

Special Charge (Maximum)

- 1) Move-in/move-out fee \$15.00
- 2) Delinquency charge for non-payment of account 5% of monthly charge
- 3) Returned check charge \$10.00
- 4) Stop service/restart fee \$5.00
- 5) Extra item pick-up \$3.00 /bag
\$5.00 /cart service (same day)
- 6) Freon service Fee \$10.00 /unit
- 7) Lost or damaged cart charge \$50.00

Exhibit E - 2 (c)
City of Thousand Oaks Solid Waste Collection Rates
Commercial Service - Exclusive Franchise
Effective Date July 1, 2018

Calculation Methodology:

1. Calculate monthly refuse cost based on weekly trash tips.
2. For customers who have recycling service provided by a City franchised hauler, calculate monthly recycling cost based on weekly recycling tips using the refuse rate table before any discounts. For bin recycling service, the rate is 31.5% of the refuse rate so calculated. For barrel recycling service, the rate is 52.5% of the refuse rate so calculated. These rates reflect a one-time 5% rate adjustment (UCRA) made on July 1, 2018 due to changes in China's recycling policy and considered an uncontrollable circumstance.
3. Compare recycling tips with total tips (refuse and recycling) - if percentage of total recycling tips in comparison to total tips is 25% or greater, reduce refuse rate by 10%. If percentage is less than 25%, reduce refuse rate by 5%.
4. Add adjusted refuse cost to recycling cost for monthly rate (lines 2 and 3).

Exhibit E - 2 (d)
 City of Thousand Oaks Solid Waste Collection Rates
Roll-off (Drop Box) Service - Exclusive Franchise
 Effective Date July 1, 2018

Maximum Rate Per Pick-up

<u>Landfilled Materials</u>		<u>Recycled (source separated) Materials</u> (Concrete, Wood, Greenwaste Paper/Cardboard)
10 Yard-	\$194.00 plus tipping fee	\$210/flat rate
25 yard-	\$218.00 plus tipping fee	\$210/flat rate
40 yard-	\$242.00 plus tipping fee	\$210/flat rate
50 yard-	\$242.00 plus tipping fee	\$210/flat rate
Packer-	\$323.00 plus tipping fee	N/A

Special Fees:

- | | |
|---|----------------------------|
| 1) Delinquency charge for non-payment of account
30 days after receipt of service: | 5% of monthly charge |
| 2) Returned check fee: | \$10.00 |
| 3) Service fee:
Excess of posted weight (on overweight amount only)
Inability to access drop box when scheduled for pick-up | \$50.00/ton
\$50.00/run |
| 4) Long-term bin maximum rental fee after first
week of rental: | \$10.00/day |
| 5) Damaged bin/ roll-off: | \$100.00 |
| 6) Christmas tree recycling at multi-family unit complexes: | 92% of service rate |

Note: Landfill disposal (tipping) fees may include landfill or processing facility gate fees. Hauler required to provide written verification of disposal fees to customer within 30 days of completion of service. Hauler required to provide written verification of service and processing cost for recycled materials if requested by customer. City fees shall be based on \$115 average container load charge for flat-fee transactions. A 5% rate adjustment was applied to the flat rate for recycled loads on July 1, 2018 as a result of an adjustment (UCRA) due to changes in China's recycling policy and considered an uncontrollable circumstance. The UCRA is applied as a one time adjustment and will remain in effect through the duration of the Exclusive Franchise Agreement (2021).

Exhibit F - 1(a)

RATE ESCALATION METHODOLOGY - RESIDENTIAL

The "Escalating Component" of the then current rates shall be multiplied by the "Escalation Index". The "Escalating Component" of the rates shall be equal to (x) the full rates minus (y) the portion of each rate attributable to the sum of (i) the Solid Waste Management Fee plus (ii) the Franchise Fee plus (iii) the Landfill Tipping Fee Component. The Escalation Index shall be equal to 100% of the percentage change in the Consumer Price Index - All Urban Consumers for the Los Angeles - Orange - Riverside Area between August of the year prior to which the calculation is made and August of the year in which the calculation is made. For calendar year 2013, there shall be no increase in residential service rates. For calendar year 2014, residential service rates shall be reduced by one percent (1%) from the prior year's rates. For calendar year 2015 the Escalating Index will be reduced by fifty percent (50%) from that which would normally be calculated as part of the residential rate adjustment process. Starting July 1, 2018, and through the duration of the Exclusive Franchise Agreements (2021), a rate adjustment (UCRA) will be applied to residential service rates. This rate adjustment (UCRA) is due to changes in China's recycling policy and is considered an uncontrollable circumstance. The UCRA is calculated one time (2018) and then remains unchanged through the duration of the Exclusive Franchise Agreements (2021). The UCRA will be applied to the rate prior to adding the Franchise Fee and Solid Waste Management Fee. Solid Waste Management Fee will remain unchanged.

Escalating Component Calculation

Collection Rate	
Less Solid Waste Management Fee	- _____
Rate subject to Franchise Fee	
Less Franchise Fee	- _____
[(Rate subject to Franchise Fee/1.09)(0.09)]	
Adjusted Rate less City Fees	
UCRA	- _____
Less Landfill Tipping Fee Component	- _____
Escalating Component	=====

Exhibit F - 1(b)

RATE ESCALATION METHODOLOGY - RESIDENTIAL

Rate Adjustment Calculation

EC	=	Escalating Component
EI	=	Escalation Index
LTFC	=	Landfill Tipping Fee Component
UCRA	=	Uncontrollable Circumstance Rate Adjustment
FF	=	Franchise Fee
SWMF	=	Solid Waste Management Fee
FRPBK	=	Franchise payback
ACR	=	Adjusted Collection Rate

Calculation Worksheet

Line 1 EC	(1)	<u>(17.95) (1.0280) = 18.4503</u>
Line 2 LTFC	(2)	<u>(9.03) (1.0280) = 9.2877</u>
Line 3 Subtotal	(3)	<u>27.7380</u>
Line 4 UCRA	(4)	<u>1.3869</u>
Line 5 Subtotal	(5)	<u>29.1249</u>
Line 6 FF	(6)	<u>2.6212</u>
Line 7 SWMF	(7)	<u>0.6000</u>
Line 8 ACR	(8)	<u>\$32.35</u>

There are two parts to the rate adjustment process. The rate adjustment is determined by the application of the Escalation Index to both the Escalating Component and the Landfill Tipping Fee Component.

- (1) The Escalation Index is first applied to the Escalating Component.
- (2) The Escalation Index is then be applied to the LTFC.
- (3) Subtotal of lines 1 and 2.
- (4) 5% UCRA applied to subtotal on line 3.
- (5) Subtotal of lines 3 and 4.
- (6) Percentage is applied to subtotal on line 5 (9%).
- (7) Fee as established by the City.
- (8) Sum of lines 5 through 7.

The Escalation Index shall be the CPI change from August to August.
 For calendar year 2013, there shall be no increase in residential service rates.
 For calendar year 2014, residential service rates shall be reduced by one percent (1%) from the prior year's rates. For calendar year 2015 the Escalating Index will be reduced by fifty percent (50%) from that which would normally be calculated as part of the residential rate adjustment process.
 Starting July 1, 2018, and through the duration of the Exclusive Franchise Agreements (2021), a rate adjustment (UCRA) will be applied to residential service rates.

This rate adjustment (UCRA) is due to changes in China's recycling policy and is considered an uncontrollable circumstance. The UCRA has been calculated one time (5% of 2018 rates) and remains unchanged through the duration of the Exclusive Franchise Agreements (2021). The UCRA will be applied to the rate prior to adding the Franchise Fee and Solid Waste Management Fee. Solid Waste Management Fee will remain unchanged.

Exhibit F - 1(c)

**City of Thousand Oaks
Components of 2018 Residential Rates**

Rate Components	Basic Service	Limited Service (No green waste)	Limited Service (w/ green waste)	Multi-family (Indiv. billing)	Multi-family (Cent. billing)
Collection Rate	32.35	25.61	30.69	28.02	24.50
Solid Waste Management Fee	0.60	0.60	0.60	0.60	0.60
Rate Subject to Franchise Fee	31.75	25.01	30.09	27.42	23.90
Franchise Fee [(Above Rate/1.09)(9%)]	2.62	2.07	2.48	2.26	1.97
Adjusted Rate (less City Fees)	29.13	22.95	27.61	25.15	21.93
UCRA (flat rate)*	1.39	1.09	1.31	1.20	1.04
Rate Less City Fees	27.74	21.86	26.30	23.95	20.89
Landfill Tipping Fee Component	9.29	7.19	8.83	7.91	6.88
Escalating Component	18.45	14.67	17.47	16.04	14.01

* UCRA was calculated at 5% of 2018 "Rate Less City Fees" and remains fixed at values shown above for remainder of duration of Exclusive Franchise Agreements.

FIRST- (to prepare report for the new year's rates, enter below the LTFC and EC from prior year from above)

Prior LTFC	9.03	7.00	8.59	7.70	6.69
Prior EC	17.95	14.27	16.99	15.61	13.63

RESOLUTION NO. 2018-070

**RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF THOUSAND OAKS ESTABLISHING 2019
RESIDENTIAL AND COMMERCIAL SOLID WASTE
RATE SCHEDULES**

WHEREAS, the City of Thousand Oaks Municipal Code Section 6-2.301, *et seq.*, allows the City to provide for integrated solid waste collection and management services through private contractors, who are authorized to perform such services through franchises granted by the City; and

WHEREAS, on June 13, 2006, City Council approved a Residential Franchise Agreement with Newbury Disposal Company, and approved a Residential and Commercial Franchise Agreement with G.I. Industries Inc., a subsidiary of USA Waste of California Inc., a Waste Management Company; and

WHEREAS, on June 25, 2013, City Council approved a three year term extension of the residential Exclusive Refuse, Recycling and Street Sweeping Franchise Agreements with USA Waste of California, Inc., a Waste Management Company, and Newbury Disposal Company extending the term from June 30, 2018 to June 30, 2021 and a six-year term extension for commercial waste collection service with USA Waste of California, Inc., a Waste Management Company extending the term from June 30, 2015 to June 30, 2021; and

WHEREAS, on November 13, 2018, City Council approved Non-Exclusive Franchise Agreements for the collection of refuse and recyclable material with America's Bin Company, Inc.; Harrison Industries/Newbury Disposal Company; J&L Hauling and Disposal, Inc.; Ware Disposal, Inc.; and USA Waste of California/Waste Management; and

WHEREAS, the City of Thousand Oaks Municipal Code Section 6-2.310 allows for the City Council to establish charges for collection, transportation, processing, and disposal of solid waste and recycled materials; and

WHEREAS, Article 5.10 of the Exclusive Franchise Agreements between the City of Thousand Oaks and above-named contractors allows for the Contractor to provide additional special services with compensation paid at rates set by City Council resolution; and

WHEREAS, Article 9 of the Exclusive Franchise Agreements between the City of Thousand Oaks and above-named contractors specifies the rate escalation methodology to be used in determining an adjustment to rates; and

Res. No. 2018-070

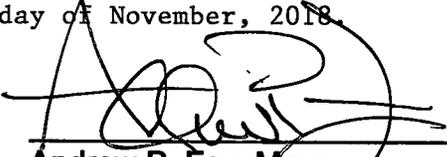
WHEREAS, Article 9 of the Non-Exclusive Franchise Agreements between the City of Thousand Oaks and the above-named contractors specifies the rate escalation methodology to be used in determining an adjustment to rates; and

WHEREAS, the rates for the period of January 1, 2019 through December 31, 2019, have been determined in accordance with Article 9 of the Exclusive Franchise Agreements; and

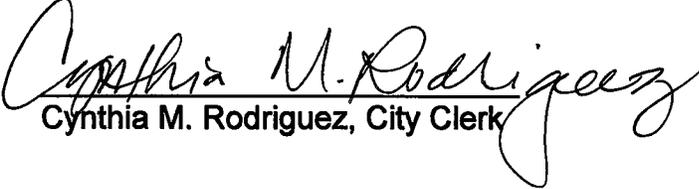
WHEREAS, the rates for the period of January 1, 2019 through December 31, 2019, have been determined in accordance with Article 9 of the Non-Exclusive Franchise Agreements.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Thousand Oaks adopts the attached 2019 Rate Schedules (Exhibits E and F) with an effective date of January 1, 2019.

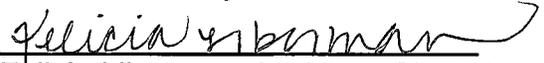
PASSED AND ADOPTED this 13th day of November, 2018.


Andrew P. Fox, Mayor
City of Thousand Oaks, California

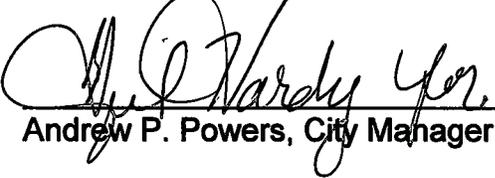
ATTEST:


Cynthia M. Rodriguez, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney


Felicia Liberman, Assistant City Attorney

APPROVED AS TO ADMINISTRATION:


Andrew P. Powers, City Manager

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF THOUSAND OAKS)

I, CYNTHIA M. RODRIGUEZ, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2018-070 which was duly and regularly passed and adopted by said City Council at a regular meeting held November 13, 2018 by the following vote:

AYES: Councilmembers Bill-de la Peña, Price, Adam, McCoy, and Mayor Fox

NOES: None

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Thousand Oaks, California.


Cynthia M. Rodriguez, City Clerk
City of Thousand Oaks, California

November 14, 2018
Date Attested

Exhibit F
City of Thousand Oaks Solid Waste Collection Rates
Roll-off and Bin Service - Non-Exclusive Franchise
Effective Date January 1, 2019

Calculation Methodology:

1. **Rate for 3 Yard Bin service is equivalent to 3 yard bin Exclusive Commercial Franchise.**
2. **Rate for All Roll-Offs is equivalent to 40 yard roll-off rate for Exclusive Commercial Franchise.**

Exhibit E
 City of Thousand Oaks Solid Waste Collection Rates
 Roll-off and Bin Service - Non-Exclusive Franchise
 Effective Date January 1, 2019

Maximum Rate Per Pick-up

3 yard bin	\$168.00
All Roll-Offs All Materials	\$251.00 plus tipping fee

Special Fees:

1) Delinquency charge for non-payment of account 30 days after receipt of service:	5% of monthly charge
2) Returned check fee:	\$10.00
3) Service fee: Excess of posted weight (on overweight amount only) Inability to access drop box when scheduled for pick-up	\$50.00/ton \$50.00/run
4) Long-term bin maximum rental fee after first week of rental:	\$10.00/day
5) Damaged bin:	\$125.00
6) Damaged Roll-Off	92% of service rate
6) Graffiti removal per container	\$25.00

Note: Landfill disposal (tipping) fees may include landfill or processing facility gate fees.
 Hauler required to provide written verification of disposal fees to customer within 30 days
 of completion of service. Hauler required to provide written verification of service
 and processing cost for recycled materials if requested by customer.

Exhibit E - 1
City of Thousand Oaks Solid Waste Collection Rates
Residential Service - Exclusive Franchise
Effective Date - January 1, 2019

Basic Service

Weekly collection of one cart (64 gallon) for solid waste, one cart (96 gallon) for yard trimmings and one cart (64 gallon) for recyclables. \$33.52 /mo.

Service Options:

Trash cart exchange: trade 64 for 96 gallon cart \$3.00 /mo.

Additional 64 gallon trash cart \$5.00 /mo.

Additional 96 gallon trash cart \$8.00 /mo.

Additional 96 gallon yard trimmings cart \$3.50 /mo.

Recyclables cart exchange: trade 64 for 96 gallon No charge

Additional 64 gallon recyclables cart No charge

Additional 96 gallon recyclables cart \$3.00 /mo.

Limited Service - without yard trimmings service \$26.54 /mo.

Weekly collection of one cart (33 gallon) for solid waste, and one cart (64 gallon) for recycling.

Limited Service - with yard trimmings service \$31.80 /mo.

Weekly collection of one cart (33 gallon) for solid waste, and one cart (96 gallon) for yard trimming and one cart (64 gallon) for recycling.

Service changes - customer may change service levels one time during the first Franchise Year at no charge.

Additional service changes: \$5.00

Multi-family dwelling unit (individual billing) \$29.03 /mo.

Multi-family dwelling unit (centralized billing) \$25.38 /mo.

Multi-family dwelling units receive one cart (64 gallon) for solid waste and one cart (64 gallon) for recyclables collection. Yard trimmings collection is not included for multi-family dwelling units.

Senior Discount \$3.00 /mo.

Residents who are heads of household and are at least 62 years of age may receive the discount at any service level by application to the Contractor.

Special Charge (Maximum)

- 1) Move-in/move-out fee \$15.00
- 2) Delinquency charge for non-payment of account 5% of monthly charge
- 3) Returned check charge \$10.00
- 4) Stop service/restart fee \$5.00
- 5) Extra item pick-up \$3.00 /bag
\$5.00 /cart service (same day)
- 6) Freon service Fee \$10.00 /unit
- 7) Lost or damaged cart charge \$50.00

Exhibit E - 2 (a)
 City of Thousand Oaks Solid Waste Collection Rates
Commercial Service - Exclusive Franchise
 Effective Date January 1, 2019

Maximum Monthly Rate (\$) Per Container (Collections Per Week)

<u>34 and 55 Gallon Carts</u>	1X week	2X week	3X week	4X week	5X week	6X week
Barrel Rental	4.75	4.75	4.75	4.75	4.75	4.75
Pick-up Charge	19.50	39.00	58.50	78.00	97.50	117.00
Surcharge *	9.70	---	---	---	---	---
Total Charge	\$33.95	\$43.75	\$63.25	\$82.75	\$102.25	\$121.75
	\$24.25					
<u>1 1/2 and 2-Yard Containers/Bins</u>	1X week	2X week	3X week	4X week	5X week	6X week
Bin Rental	27.40	27.40	27.40	27.40	27.40	27.40
Pick-up Charge	66.35	132.70	199.05	265.40	331.75	398.10
Surcharge *	33.05	---	---	---	---	---
Total Charge	\$126.80	\$160.10	\$226.45	\$292.80	\$359.15	\$425.50
	\$93.75					
<u>3-Yard Containers/Bins</u>	1X week	2X week	3X week	4X week	5X week	6X week
Bin Rental	35.95	35.95	35.95	35.95	35.95	35.95
Pick-up Charge	88.15	176.30	264.45	352.60	440.75	528.90
Surcharge *	43.90	---	---	---	---	---
Total Charge	\$168.00	\$212.25	\$300.40	\$388.55	\$476.70	\$564.85
	\$124.10					
<u>4-Yard Containers/Bins</u>	1X week	2X week	3X week	4X week	5X week	6X week
Bin Rental	41.20	41.20	41.20	41.20	41.20	41.20
Pick-up Charge	117.50	235.00	352.50	470.00	587.50	705.00
Surcharge *	58.55	---	---	---	---	---
Total Charge	\$217.25	\$276.20	\$393.70	\$511.20	\$628.70	\$746.20
	\$158.70					

*NOTE: The surcharge is not included on more than one bin serviced once per week.

Rates for 5 1/2 and 6 yards are double the 3-yard rate listed above.

For customer-owned packer units, the rate shall be the rate above, plus compaction surcharge (100% pick up charge only). Prior City-approval is required for this charge.

Exhibit E - 2 (b)
 City of Thousand Oaks Solid Waste Maximum Special Services Rates
Commercial Service - Exclusive Franchise
 Effective Date January 1, 2019

Special Charges: Commercial/Industrial/Multi-Family

1)	Delinquency for non-payment (30 days after the end of the service period being billed for, or 30 days after the billing is delivered, whichever is later)	5% of monthly rate
2)	Returned check fee	\$10.00
3)	Locked bin fees: Special locking bin (one time fee) Replacement lock Monthly service fee to unlock bins	\$30.00 \$7.00 \$20.00
4)	Bin exchange (after one free bin exchange per year)	\$50.00
5)	Bin replacement due to internal burning (excessive damage)	\$125.00
6)	Percent increase in collection rate where special handling is required (Percentage is applied to total rate)	20%
7)	Graffiti removal (per container)	\$25.00
8)	Return trip fee (Inability to access container that is unsafe or hard to handle due to excess weight or improper loading when schedule for service)	\$35.00
9)	Stop service/restart fee Restart fee when container(s) removed by Contractor	\$25.00 \$50.00
10)	Commercial/industrial bulky item service (Limit two items of furniture/appliances per visit) Additional items (after first two used) (Multi-family unit residents entitled to one free pickup of two bulky items per calendar year after free pickup is used - \$25/two items, \$15 each additional item*)	\$25/two items \$15.00/each
11)	Christmas tree recycling at multi-family unit complexes	92% of service rate
12)	Sharps disposal by mail price of container (shipping additional \$5.95) 1 quart - \$19.95 4.8 quart - \$29.95 1 gallon - \$28.33 2 gallon - \$39.95 3-gallon - \$53.25 6.5 gallon - \$77.95	

*Note: Mobile home parks with collection at each dwelling unit shall be charged the residential multi-family dwelling unit rate.

Exhibit E - 2 (c)
City of Thousand Oaks Solid Waste Collection Rates
Commercial Service - Exclusive Franchise
Effective Date January 1, 2019

Calculation Methodology:

1. Calculate monthly refuse cost based on weekly trash tips.
2. For customers who have recycling service provided by a City franchised hauler, calculate monthly recycling cost based on weekly recycling tips using the refuse rate table before any discounts. For bin recycling service, the rate is 31.5% of the refuse rate so calculated. For barrel recycling service, the rate is 52.5% of the refuse rate so calculated. These rates reflect a one-time rate adjustment (UCRA) made on July 1, 2018 due to changes in China's recycling policy and considered an uncontrollable circumstance.
3. Compare recycling tips with total tips (refuse and recycling) - if percentage of total recycling tips in comparison to total tips is 25% or greater, reduce refuse rate by 10%. If percentage is less than 25%, reduce refuse rate by 5%.
4. Add adjusted refuse cost to recycling cost for monthly rate (lines 2 and 3).

Exhibit E - 2 (d)
City of Thousand Oaks Solid Waste Collection Rates
Roll-off (Drop Box) Service - Exclusive Franchise
Effective Date January 1, 2019

Maximum Rate Per Pick-up

<u>Landfilled Materials</u>		<u>Recycled Materials</u> (source separated)
10 Yard-	\$201.00 plus facility tipping fee	\$210.00 plus facility tipping fee
25 yard-	\$226.00 plus facility tipping fee	\$210.00 plus facility tipping fee
40 yard-	\$251.00 plus facility tipping fee	\$210.00 plus facility tipping fee
50 yard-	\$251.00 plus facility tipping fee	\$210.00 plus facility tipping fee
Packer-	\$335.00 plus facility tipping fee	\$335.00 plus facility tipping fee

Special Fees:

- | | |
|---|----------------------------|
| 1) Delinquency charge for non-payment of account
30 days after receipt of service: | 5% of monthly charge |
| 2) Returned check fee: | \$10.00 |
| 3) Service fee: | |
| Excess of posted weight (on overweight amount only) | \$50.00/ton |
| Inability to access drop box when scheduled for pick-up | \$50.00/run |
| Hand-sorting fee (applies to recycling load with
contamination of 25% or greater) | \$10.00/ton additional fee |
| 4) Long-term bin maximum rental fee after first
week of rental: | \$10.00/day |
| 5) Damaged bin/ roll-off: | \$100.00 |
| 6) Christmas tree recycling at multi-family unit complexes: | 92% of service rate |

Note: Facility tipping fees include landfill tipping or processing facility gate fees.

Upon request, hauler required to provide written verification of disposal fees, including processing costs for recycled materials to customer within 30 days. A \$10.00 per ton special processing fee will be applied to commercial recycling loads with 25% contamination or greater. Hauler is required to notify customer when Special Fees are levied.

SECTION VI - LIGHTING & LANDSCAPING
RESOLUTION

RESOLUTION NO. 2019-019

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THOUSAND OAKS INITIATING PROCEEDINGS FOR ANNUAL LEVY OF ASSESSMENTS FOR THOUSAND OAKS LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT NO. 79-2 (FISCAL YEAR 2019-20)

WHEREAS, the City Council has, by previous Resolutions, formed the Thousand Oaks Landscape and Lighting Assessment District No. 79-2 (hereinafter referred to as the "District") pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereafter referred to as the "Act"), that provides for the levy and collection of assessments by the County of Ventura for the City of Thousand Oaks to pay the maintenance and services of lighting and landscaping improvements, and appurtenant facilities and operations related thereto; and

WHEREAS, the City Council has retained Webb Municipal Finance, LLC (hereinafter "Assessment Engineer"), to prepare and file an Engineer's Report (hereinafter referred to as the "Engineer's Report") with the City Clerk for the purposes of establishing ongoing annual assessments, in accordance with the Act and the provisions of the California Constitution, Article XIID.

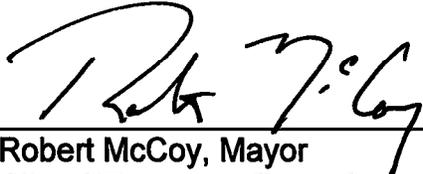
NOW, THEREFORE, the City Council of the City of Thousand Oaks does hereby resolve as follows:

- Section 1 The City Council hereby orders the Assessment Engineer to prepare and file with the City Clerk, the Engineer's Report concerning the establishment and levy of District assessments for Fiscal Year 2019-20 in accordance with Chapter 1, Article 4, commencing with Section 22565 of the Act.
- Section 2 The proposed District improvements and zones for Fiscal Year 2019-20 are substantially the same as the improvements and zones previously approved and adopted by the City Council, including the maintenance, operation and furnishing of services and materials for public lighting facilities including, but not limited to, street lights, traffic signals and safety lights at intersections, landscaped areas including open space areas, parkways, slopes and medians within the public rights-of-way including, but not limited to,

Res. No. 2019-019

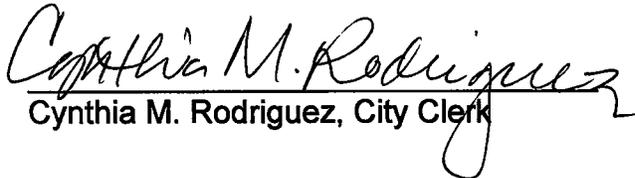
trees, shrubs, turf and other ornamental vegetation, drainage and irrigation systems, and other appurtenant facilities. The Engineer's Report shall generally describe District improvements including those improvements to be maintained within the territory to be annexed into the District.

PASSED AND ADOPTED this 21st day of May, 2019.



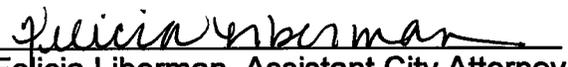
Robert McCoy, Mayor
City of Thousand Oaks, CA

ATTEST:



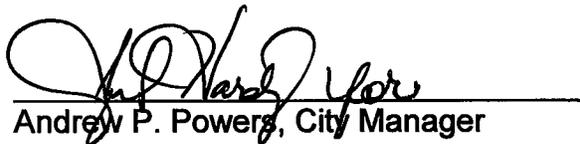
Cynthia M. Rodriguez, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney



Felicia Liberman, Assistant City Attorney

APPROVED AS TO ADMINISTRATION:



Andrew P. Powers, City Manager

Res. No. 2019-019

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF THOUSAND OAKS)

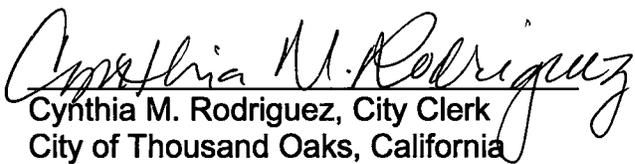
I, CYNTHIA M. RODRIGUEZ, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2019-019 which was duly and regularly passed and adopted by said City Council at a regular meeting held May 21, 2019 by the following vote:

AYES: Councilmembers Bill-de la Peña, Engler, Jones, Adam, and Mayor McCoy

NOES: None

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Thousand Oaks, California.


Cynthia M. Rodriguez, City Clerk
City of Thousand Oaks, California


Date Attested

RESOLUTION NO. 2019-020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THOUSAND OAKS DECLARING ITS INTENTION TO LEVY ANNUAL ASSESSMENTS FOR THOUSAND OAKS LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT NO. 79-2 (FISCAL YEAR 2019-20)

WHEREAS, the City Council has, by previous Resolutions, formed the Thousand Oaks Landscape and Lighting Assessment District No. 79-2 (hereinafter referred to as the "District") and initiated proceedings to levy annual assessments for Fiscal Year 2019-20, pursuant to the provisions of the Landscaping and Lighting Act of 1972, part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereafter referred to as the "Act"); and

WHEREAS, the City Council has retained Webb Municipal Finance, LLC to prepare and file an Engineer's Report (hereinafter referred to as the "Engineer's Report") with the City Clerk for the purposes of establishing ongoing annual assessments in accordance with the Act and the provisions of the California Constitution, Article XIID; and

WHEREAS, the Engineer's Report for Fiscal Year 2019-20 has been prepared and filed with the City Clerk and has been presented to the City Council for review and approval.

NOW, THEREFORE, the City Council of the City of Thousand Oaks does hereby resolve as follows:

Section 1 The City Council hereby declares its intention to levy annual assessments for Fiscal Year 2019-20 over and including the land within the existing District boundary, to pay the costs of the operation, maintenance, and servicing of lighting, landscaping, and appurtenant facilities and operations related thereto pursuant to Chapter 3, Section 22624 of the Act, and the California Constitution, Article XIID.

Section 2 The Engineer's Report as presented has been reviewed by the City Council, and based on this review the City Council hereby makes the following determinations:

- a. The District improvements and zones described in the Engineer's Report are substantially the same as those improvements and zones previously approved and adopted by the City Council.

- b. The costs and expenses of providing the improvements have been budgeted for each of the District zones and the proportionate special benefit derived by each individual parcel assessed has been determined in relationship to the entirety of those costs and expenses.
- c. The proposed assessments do not exceed the reasonable costs of the proportional special benefit conferred on each parcel.
- d. Only the special benefits have been assessed and a contribution has been made from City funds in the amount that exceeds any reasonable general benefit to properties outside the district or to the public at large.
- e. The assessments do not exceed the maximum annual assessments previously authorized to be levied for the District and the zones therein.

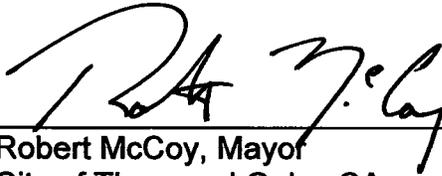
Section 3 The Draft Engineer's Report for Fiscal Year 2019-20 as presented is hereby approved for content and it is the intention of the City Council to levy and collect the proposed assessments so described for Fiscal Year 2019-20.

Section 4 The proposed improvements within the District include the maintenance, operation, and the furnishing of services and materials for public lighting facilities including, but not limited to, street lights, traffic signals and safety lights at intersections, landscaped areas including open space areas, parkways, slopes and medians within the public rights-of-way including, but not limited to, trees, shrubs, turf and other ornamental vegetation, drainage and irrigation systems, and other appurtenant facilities. The Engineer's Report provides a full description of the improvements and the assessments connected therewith for the District.

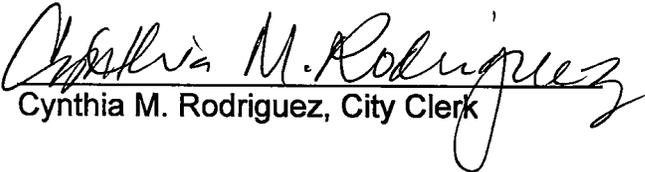
Section 5 The boundaries of the District are within the boundaries of the incorporated City Limits of the City of Thousand Oaks, within the County of Ventura, State of California, and are designated as Thousand Oaks Landscape and Lighting Assessment District No.79-2. The District includes forty-three (43) distinct Landscape Benefit Zones (including subzones): Zones 1 through 39; and six (6) Lighting Benefit Zones: Zones A through F. The District and zones within the District are more fully described in the Engineer's Report.

- Section 6 The proposed assessments for each parcel within the District shall be calculated in accordance with the method of apportionment established for the District and owners in accordance with the California Constitution, Article XIII D. The method of apportionment and the proposed assessment rates are documented in the Engineer's Report.
- Section 7 The City Council hereby declares its intention to conduct a Public Hearing concerning the levy of assessments for the District in accordance with Government Code Section 54954.6 Chapter 3, Section 22625 of the Act. At the Public Hearing, interested persons shall be permitted to present written and/or oral testimony.
- Section 8 Notice is hereby given that a Public Hearing on these matters will be held by the City Council on Tuesday, June 11, 2019 at 6:00 p.m., or as soon thereafter as feasible, in the City Council Chambers, located at 2100 Thousand Oaks Boulevard, Thousand Oaks.

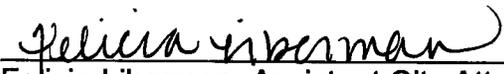
PASSED AND ADOPTED this 21st day of May, 2019.


Robert McCoy, Mayor
City of Thousand Oaks, CA

ATTEST:


Cynthia M. Rodriguez, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney


Felicia Liberman, Assistant City Attorney

APPROVED AS TO ADMINISTRATION:


Andrew P. Powers, City Manager

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF THOUSAND OAKS)

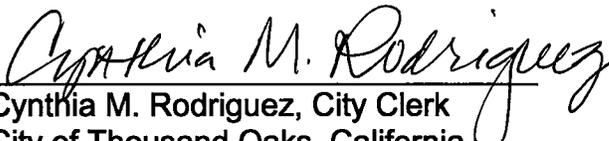
I, CYNTHIA M. RODRIGUEZ, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2019-020 which was duly and regularly passed and adopted by said City Council at a regular meeting held May 21, 2019 by the following vote:

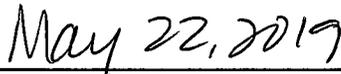
AYES: Councilmembers Bill-de la Peña, Engler, Jones, Adam, and Mayor McCoy

NOES: None

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Thousand Oaks, California.


Cynthia M. Rodriguez, City Clerk
City of Thousand Oaks, California


Date Attested

RESOLUTION NO. 2019-021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THOUSAND OAKS CONFIRMING THE PRELIMINARY ENGINEER'S REPORT FOR THE ANNUAL LEVY OF ASSESSMENTS FOR THOUSAND OAKS LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT NO. 79-2 (FISCAL YEAR 2019-20)

WHEREAS, the City Council has, by previous Resolutions, formed the Thousand Oaks Landscape and Lighting Assessment District No. 79-2 (hereinafter referred to as the "District"), and initiated proceedings for the levy of annual assessments for Fiscal Year 2019-20, pursuant to the provisions of the Landscaping and Lighting Act of 1972, part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereafter referred to as the "Act"); and

WHEREAS, the City Council has retained Webb Municipal Finance, LLC (hereinafter "Assessment Engineer"), to prepare and file an Engineer's Report (hereinafter referred to as the "Engineer's Report") with the City Clerk for the purposes of establishing ongoing annual assessments and formulating and establishing the annual assessments related thereto, in accordance with the Act and the provisions of the California Constitution, Article XIID; and

WHEREAS, there has now been presented to the City Council an Engineer's Report; in connection with the levy of annual assessments, changes in District improvements and the proposed assessments related thereto commencing in Fiscal Year 2019-20; and

WHEREAS, the City Council has carefully examined and reviewed the Engineer's Report as presented, and each of the items and documents as set forth therein and is satisfied that the proposed assessments for the existing District Zones have been spread in accordance with the benefits received from the operation, maintenance and service of the improvements to be performed in connection thereto for Fiscal Year 2019-20.

NOW, THEREFORE, pursuant to Chapter 3, Section 22623 of the Act, and the California Constitution, Article XIID, and City Council of the City of Thousand Oaks does hereby resolve as follows:

Section 1 The above recitals are true and correct.

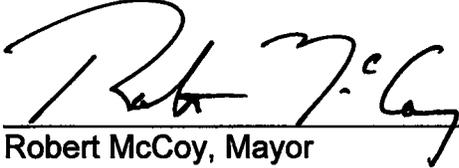
Section 2 The Engineer's Report as presented, consists of the following:

- a. A description of the District and the improvements to be maintained.
- b. The proposed assessment amounts for each of the existing District Zones.

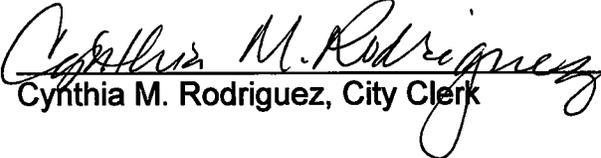
Section 3 The Engineer's Report is hereby approved and is hereby ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to the public inspection.

Section 4 That the City Clerk shall certify to the passage and adoption of this Resolution and the minutes of this meeting shall so reflect the presentation of the Engineer's Report.

PASSED AND ADOPTED this 21st day of May, 2019.


Robert McCoy, Mayor
City of Thousand Oaks, CA

ATTEST:


Cynthia M. Rodriguez, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney


Felicia Liberman, Assistant City Attorney

APPROVED AS TO ADMINISTRATION:


Andrew P. Powers, City Manager

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF THOUSAND OAKS)

I, CYNTHIA M. RODRIGUEZ, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2019-021 which was duly and regularly passed and adopted by said City Council at a regular meeting held May 21, 2019 by the following vote:

AYES: Councilmembers Bill-de la Peña, Engler, Jones, Adam, and Mayor McCoy

NOES: None

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Thousand Oaks, California.


Cynthia M. Rodriguez, City Clerk
City of Thousand Oaks, California


Date Attested

SECTION VI - ANIMAL CONTROL RESOLUTION

RESOLUTION NO. 2018-071

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THOUSAND OAKS ESTABLISHING ADMINISTRATIVE FINES FOR VIOLATIONS, AND USER FEES FOR ANIMAL CONTROL SERVICES, PURSUANT TO TITLE 10 OF THE LOS ANGELES COUNTY CODE AS ADOPTED BY REFERENCE BY THE THOUSAND OAKS MUNICIPAL CODE

WHEREAS, the City of Thousand Oaks contracts with the County of Los Angeles for animal control services provided by the Department of Animal Care and Control; and,

WHEREAS, the City of Thousand Oaks has adopted Title 10 of the Los Angeles County Code by reference, including provisions for imposing administrative fines for specifically identified violations and requirements for various licensing and permits; and,

WHEREAS, the Department of Animal Care and Control services include animal licensing, facility licensing, and other enforcement services, many of which require the adoption of user fees to offset the cost of providing such services; and,

WHEREAS, for appropriate use of administrative fines as it relates to identified violations and to adopt appropriate fees for other services provided by the Department of Animal Care and Control, the City must adopt such fees into the City's User Fee Manual.

NOW THEREFORE, the City of Thousand Oaks resolves to add specific administrative penalties and user fees pursuant to Los Angeles County Code as adopted by reference, as follows:

Municipal Code Violations – Civil Fine Fee #: CW-11

Municipal Code Violations-General

- 1) \$100.00 For a First Code Violation.
- 2) \$200.00 Second Code Violation of the same Code Section within one year.
- 3) \$500.00 For each additional Code Violation of the same Code Section within one year.

Municipal Code Violations-Title 10 Los Angeles County Code

- 1) \$100.00 For a First Code Violation
- 2) \$250.00 Second Code Violation of same Code Section within one year.

- 3) \$500.00 Third Code Violation of same Code Section within one year.

Animal Control Fees

Fee #: P-65

Licensing

- 1) \$ 60.00 Dog Unspayed/Neutered
- 2) \$ 20.00 Dog Spayed/Neutered
- 3) \$ 7.00 Dog Spayed/Neutered (Senior Citizen Owner)
- 4) \$ 7.00 Cat (Voluntary Only)
- 5) \$ 30.00 Delinquency Charge
- 6) \$ 5.00 Replacement Tag/Receipt
- 7) \$ 5.00 Transfer of Ownership
- 8) \$ 5.00 Discharged Military Dog Registration (one-time)
- 9) \$ 5.00 Guide Dogs/Seeing Eye Dogs/Signal/Service Dogs Registration (one-time)
- 10) \$ 40.00 Field Enforcement Fee (Animal found unlicensed by Employee in the field)

Business License – Initial Fees

- 11) \$ 300.00 Kennel 04-20 dogs or cats
- 12) \$ 350.00 Kennel 21-50 dogs or cats
- 13) \$ 400.00 Kennel 51-75 dogs or cats
- 14) \$ 450.00 Kennel 76-100 dogs or cats
- 15) \$ 525.00 Kennel over 100 dogs or cats
- 16) \$ 250.00 Animal Menagerie
- 17) \$ 250.00 Grooming Parlor
- 18) \$ 250.00 Hobby Breeder
- 19) \$ 250.00 Humane Organization (Non-Profit)
- 20) \$ 250.00 Mobile Grooming Parlor
- 21) \$ 250.00 Pet Shop
- 22) \$ 250.00 Pygmy Pig Breeder
- 23) \$ 50.00 Stables/Inspection Fee
- 24) \$ 250.00 Wholesale Wild Animal Dealer

Business License – Initial Fees (more than one business when they have an additional facility)

- 25) \$ 175.00 Kennel 04-20 dogs or cats
- 26) \$ 225.00 Kennel 21-50 dogs or cats
- 27) \$ 275.00 Kennel 51-75 dogs or cats
- 28) \$ 325.00 Kennel 76-100 dogs or cats
- 29) \$ 400.00 Kennel over 100 dogs or cats
- 30) \$ 125.00 Animal Menagerie
- 31) \$ 125.00 Grooming Parlor
- 32) \$ 125.00 Hobby Breeder
- 33) \$ 125.00 Humane Organization (Non-Profit)

- 34) \$ 125.00 Pet Shop
- 35) \$ 125.00 Pygmy Pig Breeder
- 36) \$ 125.00 Wholesale Wild Animal Dealer

Business License – Renewal Fees

- 37) \$ 225.00 Kennel 04-20 dogs or cats
- 38) \$ 275.00 Kennel 21-50 dogs or cats
- 39) \$ 325.00 Kennel 51-75 dogs or cats
- 40) \$ 375.00 Kennel 76-100 dogs or cats
- 41) \$ 450.00 Kennel over 100 dogs or cats
- 42) \$ 175.00 Animal Menagerie
- 43) \$ 175.00 Grooming Parlor
- 44) \$ 175.00 Hobby Breeder
- 45) \$ 175.00 Humane Organization (Non-Profit)
- 46) \$ 175.00 Mobile Grooming Parlor
- 47) \$ 175.00 Pet Shop
- 48) \$ 175.00 Pygmy Pig Breeder
- 49) \$ 175.00 Wholesale Wild Animal Dealer

Business License – Renewal Fees more than one business when they have an additional facility)

- 50) \$ 175.00 Kennel 04-20 dogs or cats
- 51) \$ 225.00 Kennel 21-50 dogs or cats
- 52) \$ 275.00 Kennel 51-75 dogs or cats
- 53) \$ 325.00 Kennel 76-100 dogs or cats
- 54) \$ 400.00 Kennel over 100 dogs or cats
- 55) \$ 125.00 Animal Menagerie
- 56) \$ 125.00 Grooming Parlor
- 57) \$ 125.00 Hobby Breeder
- 58) \$ 125.00 Humane Organization (Non-Profit)
- 59) \$ 125.00 Mobile Grooming Parlor
- 60) \$ 125.00 Pet Shop
- 61) \$ 125.00 Pygmy Pig Breeder
- 62) \$ 125.00 Wholesale Wild Animal Dealer

Individual Licenses (Initial Fee and Renewal)

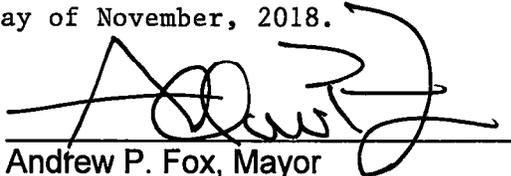
- 63) \$ 50.00 Guard Dog(s)
- 64) \$ 50.00 Pygmy Pigs (per pig)
- 65) \$ 100.00 Wild Animal (per animal)

Temporary Licenses

- 66) \$ 250.00 Rodeo (first day of event)
- 67) \$ 250.00 Animal Exhibition (first day of event)
- 68) \$ 25.00 Additional days beyond first day

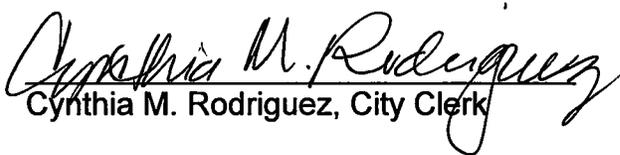
Miscellaneous
69) \$ 40.00 Re-Inspection
70) \$ 100.00 Penalty (operation of kennel or animal facility
without license)
71) \$ 50.00 Exotic/Excessive Animal Permit/Inspection Fee

PASSED AND ADOPTED THIS 13th day of November, 2018.



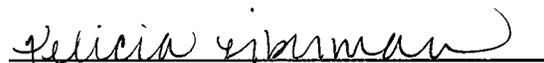
Andrew P. Fox, Mayor
City of Thousand Oaks, California

ATTEST:



Cynthia M. Rodriguez, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney



Felicia Liberman, Assistant City Attorney

APPROVED AS TO ADMINISTRATION:



Andrew P. Powers, City Manager

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF THOUSAND OAKS)

I, CYNTHIA M. RODRIGUEZ, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2018-071 which was duly and regularly passed and adopted by said City Council at a regular meeting held November 13, 2018 by the following vote:

AYES: Councilmembers Bill-de la Peña, Price, Adam, McCoy, and Mayor Fox

NOES: None

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Thousand Oaks, California.


Cynthia M. Rodriguez, City Clerk
City of Thousand Oaks, California

November 26, 2018
Date Attested

SECTION VII - USER FEE POLICY

City of Thousand Oaks

Administrative Policies and Procedures

SUBJECT: User Fee Policy	APP NO.: 14.016 Submission Date: 7/13/05 Revision Dates: 3/3/08; 01/14/16; 10/17/16; 10/31/17	AUTHORITY: City Manager Adoption/Approval Date: Revision Dates:
DEPARTMENT: FIN		

PURPOSE:

The purpose of this policy is to provide general guidelines and to incorporate best practices in establishing user fees to ensure that the City adequately recovers costs for services it provides to the public. The User Fee Policy identifies factors that need to be considered in setting fees, the level of cost recovery, and the frequency of comprehensive user fee studies. The key factor of the User Fee Policy is to review and update fees on an ongoing basis to ensure that they keep pace with changes in the cost of living, as well as changes in methods or levels of service delivery.

The policy is to define and clarify the following: Factors to consider when setting fees and charges; When charges and fees should be reviewed; User Fee Adoption Process; Cost Recovery Calculation; Cost Allocation Plan; and, Provisions of Proposition 26.

GENERAL POLICY:

The City imposes fees and charges to users for City services, goods, and permits. These fees and charges can be set at 100 percent of full cost or be subsidized by City funds. In adoption of fees, it must be found that fees and charges do not exceed the City's costs of providing the service or processing work. User fees and charges will be adjusted biannually to recover the full cost of services provided, unless City Council determines that a subsidy from the General Fund (or any other fund) is in the public's best interest.

According to the standards established by Government Finance Officers Association (GFOA) and National Advisory Council on State and Local Budgeting (NACSLB) and their best practice guidelines, governments should calculate the full cost of the different services they provide. For instance, GFOA recommends a formal fee policy that should identify factors to be considered when pricing services.

Factors to be Considered When Setting Fees and Charges, and Cost Recovery Levels

1. Consider community-wide versus special service nature of the program or activity. The use of general purpose (tax) revenue is appropriate for community-wide services, while user fees at full cost are appropriate for services which are of special benefit to easily identified individuals or groups.
2. The full cost of providing a service should be calculated to provide a basis for setting the charge or fee. Full costs shall include the following elements: direct labor, fringe benefits, equipment, materials, contract services, utilities, and cost allocation of indirect expenses, including legislative and central service costs.
3. Fees and charges, in the absence of a specific public policy exception, should be set at full cost recovery.
4. Public policy exceptions can occur due to the nature of the program or activity such as ham radio, special events, farm animals, landmark trees, and library fees.

When Charges and Fees Should be Reviewed

1. City Staff should review fees and charges and revise, as necessary, at least every two years during the budget cycle in a manner similar to a Fee Study to determine the cost of services. (Refer to "User Fee Adoption Process" below.)
2. Regular changes/revisions to user fees shall be first reviewed by department staff. Changes/revisions will be discussed with the Finance Department. If the fee change/revision is deemed appropriate, the Finance Department will recommend staff take the fee to City Council for adoption. If it is related to a Development or Building related fee, notices will be sent out to various parties and noticed in a Public Hearing.
3. All adopted changes shall be published in the City's user fee manual, also located on the City's website, both of which shall be maintained by the Finance Department.
4. This policy and the schedule of charges and fees, current and proposed, shall be made available to the public.

Traffic Impact Fees

Traffic Impact fees are reviewed biennially during the User Fee review process by Public Works staff. Staff will have a consultant perform a study on Traffic Impact fees every eight to ten years. During the off study years, staff will apply an appropriate CPI to applicable Traffic fees.

User Fee Adoption Process

During the biennial budget process:

1. Staff will present City Council with User Fees at both a Study Session and a Public Hearing meeting.
2. Thirty days prior to the meeting, staff will notice interested parties (e.g., Building Industry Association of Southern California's Los Angeles/Ventura Chapter (BAI), Chamber of Commerce, etc.)
3. The Public Hearing meeting will be "Noticed" in the local newspaper fourteen (14) days prior to the meeting and the Public Hearing User Fee Manual will be made available for public review.
4. User Fee resolutions will be reviewed by staff and the City Attorney's Office prior to the Public Hearing and signed by the Mayor, if adopted at the Public Hearing City Council meeting.

Throughout the course of the Fiscal Year:

There are times throughout the course of the fiscal year that staff determines a need for a new User Fee or User Fees are reviewed or revised resulting in a change to the current adopted User Fee manual. Staff will do the following:

1. The User Fee(s) or service charge will be taken to City Council for at least one open and public meeting.
2. Notice of the time and place of the meeting shall be noticed at least 14 days prior to the meeting, including notice to any interested party who files a request with the City.

3. User Fee data, indicating the amount of the cost will be made available to the public at least ten days prior to the meeting.
4. Any action to levy a new fee or service charge or to approve an increase in an existing fee or service charge shall be taken only by ordinance or resolution.
5. User Fee resolutions will be reviewed by staff and the City Attorney's Office prior to the Public Hearing and signed by the Mayor, if adopted at the Public Hearing City Council meeting.
6. Any action adopting a fee or charge, or increasing a fee or charge adopted, upon a development project, as defined in Section 66000, which applies to the filing, accepting, reviewing, approving, or issuing of an application, permit, or entitlement to use shall be enacted in accordance with the notice and public hearing procedures specified in Section 54986 or 66016 and shall be effective no sooner than 60 days following the final action on the adoption of the fee or charge or increase in the fee or charge.
7. Without following the procedure otherwise required for the adoption of a fee or charge, or increasing a fee or charge, the legislative body of a local agency may adopt an urgency measure as an interim authorization for a fee or charge, or increase in a fee or charge, to protect the public health, welfare and safety. The interim authorization shall require four-fifths vote of the legislative body for adoption. The interim authorization shall have no force or effect 30 days after its adoption.

Cost Recovery Calculation

City departments with user fees shall determine cost recovery rates based on direct and indirect costs for all fees to accurately calculate the cost of providing services regardless of whether all services are deemed to be fully cost recoverable. Indirect costs shall include allocated central support services costs (information technology, risk management, fleet assignment, usage fees, etc.).

Fees shall be biennially adjusted to maintain the cost recovery level. Departments with user fees shall be responsible for developing cost recovery rates for their respective user fees in accordance with the cost recovery levels described in this policy. Where appropriate, departments may initiate a multi-phase approach to achieve a targeted cost recovery rate.

Different methods of adjustments are acceptable, such as using a Consumer Price Index (CPI), State and Local Implicit Price Deflator, Municipal Cost Index, or other inflators. It is recommended that, if applicable, a CPI inflator be used for setting or revising the City's user fees.

Cost Allocation Plan

The annual Citywide Cost Allocation Plan (Plan) identifies the costs of administrative support for all City departments and special funds. Uses of the Plan includes:

1. Ensuring all direct and indirect costs associated with providing services are included in the calculation of user fees and charges. For example, the Plan is the basis for the indirect cost component of the fully burdened hourly rate used to calculate the cost of City staff providing fee services.
2. Developing the Federal Cost Allocation Plan (2 CFR Part 200 Supersedes OMB A-87).
3. Charging administrative support costs to the appropriate funds, including Enterprise Funds, Lighting and Landscape Zones, Flood Control Zones, Mello-Roos Assessment Districts, and Community Development Block Grant funds.

Cost Allocation Plan Process:

1. The purpose of this study is to identify the City's central service department costs that provide an indirect benefit (hereafter referred to as "Allocable Costs") to the City's operating departments/divisions (hereafter referred to as "Allocation Cost Centers") and to distribute these allocable costs to the allocation cost centers in a fair and equitable manner.
2. Every year, the City prepares a cost allocation plan to identify costs associated with providing certain central services to other City departments. These indirect service charges reimburse the administration and overhead services provided by General Fund departments, such as Finance, City Attorney, and Human Resources. The full cost allocation plan delineates the basis of allocation by department and can include total operating budget (excluding capital and debt), the number of full-time equivalent positions per department, specific number of requests or hours of service provided, etc. These costs are charged to the various operating departments/divisions by an interfund transfer, as provided in the City's cost allocation plan.
3. The City uses a "double step down" method, which is one of the five methods for allocating indirect costs described in the Cost Accounting Manual; October 2001 prepared by the Office of Management and Budget, and is considered the most accurate and equitable of the five methods. The "double step down" method utilizes two steps to allocate indirect costs. In the first step, the Allocable Costs are identified and initially allocated to all departments (both central service departments and the Allocation Cost Centers) using the most appropriate distribution bases that represent the demand for indirect services. Next, a second allocation is made in which indirect costs allocated to central service departments in the first step are redistributed using the allocation percentages derived in the first step. The final step fully reallocates the indirect costs allocated to the central service departments in the second allocation to the Allocation Cost Centers to obtain the final central services cost allocation.

Provisions of Proposition 26

In 2010, California voters approved Proposition 26. This measure further defined and clarified which local government charges are to be considered taxes (subject to public vote) and which are fees (subject only to City Council or Board of Supervisors approval). In summary, the measure established that any "levy, charge, or exaction of any kind imposed by a local government" is a tax, unless it falls into one of six categories (exceptions).

The exceptions to Proposition 26 are as follows:

1. A charge imposed for a specific benefit conferred or privilege granted 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 conferring the benefit or granting the privilege.
2. 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 product.
3. A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.
4. A charge imposed for entrance to or use of state or local government property, or for the purchase, rental, or lease of such property.

5. A fine or penalty imposed for a violation of the law.
6. A charge imposed as a condition of property development.

While the study evaluates the cost of many direct services, including some that are unrecoverable and/or may not ever become recommended fees, the fees likely to be adopted are designed to recover the reasonable cost of providing the service to the individual fee payers.

Definitions

Charges: Voluntary payments used to finance services such as water, sewage, mass transit, recreational activities, and libraries.

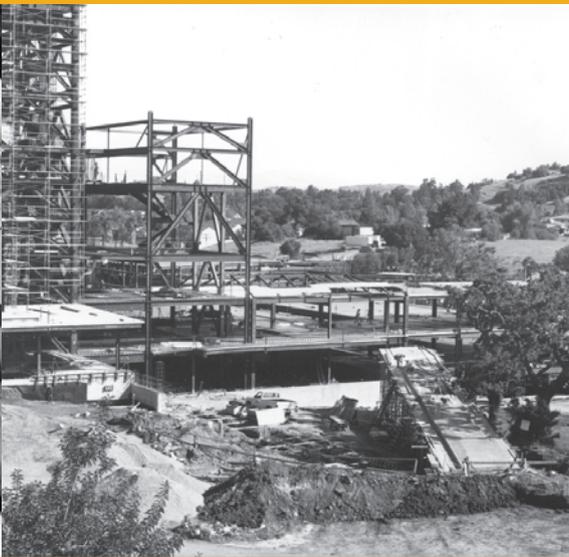
Cost Recovery: Recouping a portion of or all costs associated with a particular service provided by the government agency to the public. The user fees determine the percentage of a service that is recovered.

Cost recovery has two important rationales: (a) revenue enhancement through full cost accounting, thereby improving government efficiency; and (b) maintaining equity considerations in regard to the provision of public services.

Direct Costs: The costs incurred directly by providing a specified service. These costs are associated with staff time spent performing service related duties and include employee salary and benefits. In general, direct costs are any costs that can be traced directly to the production of a given service or product.

Indirect Costs: The costs not directly accountable or associated with the production of a service, such as a fixed cost. Indirect costs include departmental overhead (operating expenses and internal administrative costs), as well as citywide overhead, including all those costs that support City programs and services.

User Fee: A fee charged by a government agency to recipients of its services. User fees generally apply to activities that provide special benefits to members of the public, and the amount of the fee is usually related to the cost of the service provided. Examples of user fees are City facility rental fees, fire inspection fees, and others.



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