



## RESOLUTION NO. 39075

1 A RESOLUTION relating to fee schedule rates; approving the General  
2 Government Fee Schedule for special and miscellaneous services to  
include charges to the public for various departmental services.

3 WHEREAS various departments of the City's General Government provide  
4 services to the public and charge the recipients the cost of such services, and  
5

6 WHEREAS the cost and description of such services are set forth in a  
7 Fee Schedule, which was approved pursuant to prior resolutions and last  
8 amended by Resolution No. 38680, adopted June 13, 2013, and

9 WHEREAS the existing fee schedule rates are not current and need to be  
10 adjusted accordingly; Now, Therefore,

11 BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TACOMA:

12 That the City of Tacoma General Government Fee Schedule ("Fee  
13 Schedule") for special and miscellaneous services which includes charges to the  
14 public for various departmental services and reflects the organization structure,  
15 attached hereto and by this reference incorporated herein as though fully set forth,  
16 is hereby approved by the City Council for use in accordance with the terms  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26



1 thereof by the General Government departments, and such Fee Schedule  
2 replaces and supersedes the prior schedule adopted and last amended by  
3 Resolution No. 38680.

4 Adopted \_\_\_\_\_  
5

6 \_\_\_\_\_  
7 Mayor

8 Attest:  
9 \_\_\_\_\_  
10 City Clerk

11 Approved as to form:  
12 \_\_\_\_\_  
13 Deputy City Attorney  
14

15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26



## GENERAL GOVERNMENT FEE SCHEDULE SPECIAL AND MISCELLANEOUS SERVICES

\* Previous legislative history follows at the end of this document.

This fee schedule summarizes special fees not otherwise provided for by ordinances of the City of Tacoma or statutes of the State of Washington. Copies of records and documents requested by the public are provided at cost of reproduction. The furnishing of records and documents is subject to RCW Chapters 42.17 and 42.56.

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
1	City Attorney	Preparation of verbatim transcript		\$28/hour	City Clerk
2	City Attorney	Reproduction of City Council audio tapes		\$2/tape	City Clerk
3	City Attorney	Electronic document or audio file copied to CD or DVD		\$2/CD or DVD	City Clerk
4	City Manager/Media and Communications/ Cable Communications and Franchise Services	Satellite downlink conference room		\$250/3 hours	Cable Communications and Franchise Services
5	City Manager/Media and Communications/ Cable Communications and Franchise Services	Videoconferencing Service		Regular Business Hours: \$100/hr per site for first hour; billed in 30-minute increments at \$50/each half-hour thereafter  Other hours: Min. of \$150/hr per site for first hour; billed in 30-minute increments at \$75/each half-hour thereafter	Cable Communications and Franchise Services
6	City Manager/Media and Communications/ Cable Communications and Franchise Services	Videoconferencing Service DVD/VHS Recording		\$20	Cable Communications and Franchise Services
7	City Manager/Media and Communications/ Cable Communications and Franchise Services	Videoconferencing Service Rehearsal		\$50 per half-hour rehearsal time	Cable Communications and Franchise Services

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
8	City Manager/Media and Communications/ Cable Communications and Franchise Services	Candidates' statements for Video Voters' Pamphlet	Candidates meeting Auditor's determination of indigence	\$100 studio taping \$50 teleprompter \$50 replay of Primary for General Election	CMO/Media and Communications
9	City Manager/Media and Communications/ Cable Communications and Franchise Services	<u>Platinum</u> – Exclusive Program Sponsor Monthly fee - 6 mo. min. Annual fee <u>Gold</u> – Shared Program Sponsor Monthly fee - 6 mo. min. Annual fee <u>Silver</u> – Supporting Sponsor Monthly fee - 3 mo. min. Annual fee		\$1,000 \$12,000  \$300 \$3,600  \$100 \$1,200	\$1,000 \$12,000  \$300 \$3,600  \$100 \$1,200
10	City Manager/Media and Communications/ Cable Communications and Franchise Services	DVD (up to 2 hours) - may not be used for commercial use.  BETA and HD XDCAM Dubs/Stock Fee, plus shot fee charge for <i>non-profit/non-commercial use</i> : Shot fee  BETA and HD XDCAM Dubs/Stock Fee, plus shot fee for use in <i>for-profit productions</i> :  Library Research Fee		\$20 each  BETA stock \$15 each + shot fee. HD XDCAM stock \$25 each + shot fee. \$20  \$100 flat rate  Rush rates (less than 72 hour turn around) assessed at 150% of scheduled rate (BETA and HD XDCAM Dubs plus clip or shot fee).  Hourly staff rate including benefits times number of research hours.	CMO/Media and Communications

<b>Ref. No.</b>	<b>Originating Department</b>	<b>Description of Service to be Furnished</b>	<b>Exemptions</b>	<b>Fee</b>	<b>Fee Collected By</b>
11	Community and Economic Development	Film production permit		Commercial Rate: \$100 Student Rate: \$50  A 10% discount will be applied to all applications received more than 60 days prior to the film date. All other fees required by Permitting Authority apply.	Community and Economic Development
12	Community and Economic Development	Special Events - Non-profit; block party; constitutionally protected		Attendance 50-250           \$25 251-1,000       \$50 1,001-10,000   \$100 10,001-50,000  \$250 >50,000         \$500  A 10% discount will be applied to all applications received more than 60 days prior to the event date. All other fees required by Permitting Authority apply.	Community and Economic Development
13	Community and Economic Development	Special Events - Commercial		Attendance 50-250           \$50 251-1,000       \$100 1,001-10,000   \$200 10,001-50,000  \$500 >50,000         \$1,000  A 10% discount will be applied to all applications received more than 60 days prior to the event date. All other fees required by Permitting Authority apply.	Community and Economic Development
14	Finance	Biennial Budget	City departments, other governmental entities, banks holding bonds or performing in a trustee role for the City's indebtedness, rating agencies, and bondholders	\$40	Finance

<b>Ref. No.</b>	<b>Originating Department</b>	<b>Description of Service to be Furnished</b>	<b>Exemptions</b>	<b>Fee</b>	<b>Fee Collected By</b>
15	Finance	Capital Facilities Program		\$60	Finance
16	Finance	Comprehensive Annual Financial Report (CAFR)	City departments, other governmental entities, banks holding bonds or performing in a trustee role for the City's indebtedness, rating agencies, and bondholders	\$50	Finance
17	Hearing Examiner	Reproduction of Hearing Examiner's tapes/CDs		\$2/tape \$2/CD	Hearing Examiner
18	Information Technology	General Government telephone directory		\$5	Information Technology
19	Neighborhood and Community Services	Crime Free Housing Program Landlord Training class for properties outside the City of Tacoma city limits		\$50	Neighborhood and Community Services
20	Planning and Development Services	Comprehensive Plan Amendments and Land Use Regulatory Code Revisions	A. Fee is not applicable to City of Tacoma general government departments except for the utilities  B. Fee is not applicable to Neighborhood Councils or Business Districts with formal written approval submitted to the City by duly elected Board of Directors or community groups involved in ongoing, long-range, planning studies with the Planning and Development Services Department	\$1,400 per application	Planning and Development Services

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
21	Planning and Development Services/ Historic Preservation	Landmarks Commission Design Review	<p>A. Fees shall be charged only once per project and once fees have been paid no other fees shall be charged for subsequent reviews of the same project during that duration, except for projects that fall under 'B'</p> <p>B. New fees may be charged for subsequent applications for review if the previous application has been denied by a vote of the Landmarks Commission</p> <p>C. General Government-funded City projects are exempt</p>	<p>Flat Fees:</p> <p>A. Administrative Review Type 1: Permits that require historic preservation review but are appropriate for staff level review: \$60.</p> <p>B. Design Review, Minor Projects: Projects under \$5,000 in project value: \$175.</p> <p>C. Sliding Scale Fees:</p> <ol style="list-style-type: none"> <li>1. Single Family: \$175 + \$25 per \$1000 of estimated project cost above \$5,000. Minimum fee per review is \$175 for residential. Maximum fee is \$500.</li> <li>2. Commercial: under \$1 million in project value: \$30 per \$1,000, above \$5,000. Minimum fee is \$175. Maximum fee is \$2,000.</li> <li>3. Major Commercial Projects (exceeding \$1 million in project value): \$3,000 + \$10 per additional \$10,000 of project value, to a maximum of \$4,000.</li> </ol>	Planning and Development Services

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
22	Planning and Development Services/ Historic Preservation	Review fee for the demolition of properties listed on the Tacoma Register of Historic Places or contributing properties in local historic special review districts	<p>A. Demolitions of garages and other accessory structures in the North Slope Historic Special Review District are exempt from demolition fees for garage demolitions</p> <p>B. Demolition of noncontributing buildings and structures in local special review historic districts</p> <p>C. General Government funded City Departments and agencies of the Federal Government are exempt.</p>	\$1,500 per application	Planning and Development Services
23	Planning and Development Services/ Historic Preservation	Review of nominations to the Tacoma Register of Historic Places	Nominations initiated by Neighborhood Councils or the City (including City Council Members)	\$100 flat fee	Planning and Development Services
24	Planning and Development Services/ Historic Preservation	Review of Special Tax Valuation Applications		\$100 for single family projects; \$300 for commercial	Planning and Development Services
25	Police	Testimony of officer in civil court case	Discretionary waiver by Chief of Police for exceptional cases, [i.e., attorneys acting <u>pro bono</u> (without payment)]	Same as Item 2728 with a two (2) hour minimum charge	TPD Budget & Finance
26	Police	Service of process	Court-determined indigents	Service per person \$12 Return services \$10 Mileage \$.50/mile round trip	TPD Budget & Finance



Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
27	Police	Tacoma Police Range Use		<p>8 a.m. to 6 p.m. (<del>Monday – Friday</del>): <del>\$6055</del>/hour</p> <p>6 p.m. to 10 p.m. (<del>weekends Monday – Friday</del>) and 8 a.m. to 10 p.m. Saturday &amp; Sunday: <del>\$120+10</del>/hour</p> <p><u>4-hour Minimum for all range reservations.</u></p> <p><u>\$240 Range Reservation Cancellation Fee if range reservation is cancelled within 14- days of the reservation.</u></p> <p><u>\$120 Range Reservation Cancellation Fee if range reservation is cancelled within 14 to 28 -days of the reservation.</u></p>	TPD Budget & Finance
28	Police	<p>Civil interviews, on-duty, off-duty or first day off, one (1) hour minimum charge for all occurrences. If interviews occur on or beyond an officer’s second day off, there will be a two (2) hour minimum charge. First hour’s fee must be paid in advance.</p> <p>Police Chief Assistant Chief Captain Lieutenant Sergeant Detective Police Officer Specialist Police Officer Forensic Supervisor Forensic Specialist Latent Print Examiner Crime Scene Technician</p>	Discretionary waiver by Chief of Police for exceptional cases, [i.e., attorneys acting <u>pro bono</u> (without payment)]	<p>\$180 (<del>\$133-160</del> per additional hour)</p> <p>\$169 (<del>\$127-143</del> per additional hour)</p> <p>\$135 (<del>\$104-28</del> per additional hour)</p> <p>\$118 (<del>\$88-113</del> per additional hour)</p> <p><del>\$89-96</del> (<del>\$66-92</del> per additional hour)</p> <p>\$85 (<del>\$64-81</del> per additional hour)</p> <p><del>\$81-85</del> (<del>\$86</del> per additional hour)</p> <p><del>\$77-78</del> (<del>\$58-73</del> per additional hour)</p> <p>\$89 (<del>\$66-77</del> per additional hour)</p> <p>\$77 (<del>\$58-65</del> per additional hour)</p> <p>\$85 (<del>\$64-71</del> per additional hour)</p> <p>\$77 (\$58 per additional hour)</p>	TPD Budget & Finance

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
29	Police	Special Events, off-duty four (4) hour minimum  Police Officer Police Officer Commander	City-sponsored events that have such a provision in a written agreement; Events put on by the City	\$55/hour \$60/hour \$70/hour	
30	Public Works/ Facilities Management	Preparation of deeds and easements		<del>\$233</del> <u>317</u>	Facilities Management
31	Public Works/ Facilities Management	Release of easements		<del>\$300</del> <u>350</u>	Facilities Management
32	Public Works/ Facilities Management	Processing of permits to use City real property		<del>\$267</del> <u>333</u>	Facilities Management
33	Various General Government Departments	Copies of ordinances; resolutions; Administrative Code; minutes of meetings of City Council, boards, commissions and committees; Hearing Examiner's reports and files; legal documents such as easements, deeds, contracts; financial and miscellaneous reports and other public records; copies of bound documents	A. No fee to be charged for Tax & License copies of ordinances or specific codes applicable to City Business and Occupation Taxes, Admissions Taxes, or Gross Earning Taxes  B. No fee to be charged to applicant for one copy of ordinance or specific code, if requested at time of obtaining any type of city business license or permit  No fee to be charged for copies of ordinances and resolutions prior to consideration at the Council meeting	\$.15 per page, per side, up to 8.5" x 14"  Per page cost may be increased to actual costs where staff salaries, benefits, or other general administrative or overhead costs directly relate to the copying of public records and exceed \$.15 per page; requester of bound document will be charged the cost to send to outside vendor to unbind, copy and rebind	Various General Government Departments

<b>Ref. No.</b>	<b>Originating Department</b>	<b>Description of Service to be Furnished</b>	<b>Exemptions</b>	<b>Fee</b>	<b>Fee Collected By</b>
34	Various General Government Departments	Printed address labels on computer labels		\$.01/label	Various General Government Departments

**History of Legislation related to this document:**

Authorized by Resolution No. 38680, 06/11/13  
 Authorized by Resolution No. 38588, 12/18/12  
 Authorized by Amended Resolution No. 37970, 01/12/10  
 Amended by Resolution No. 36804, 03/21/06  
 Authorized by Resolution No. 36447, 03/08/05  
 Authorized by Resolution No. 36384, 12/14/04  
 Authorized by Resolution No. 36317, 10/12/04  
 Amended by Resolution No. 35658, 10/15/02  
 Amended by Resolution No. 34255, 12/15/98  
 Amended by Resolution No. 33520, 10/22/96  
 Amended by Resolution No. 32187, 5/11/93  
 Amended by Resolution No. 32075, 2/2/93  
 Amended by Resolution No. 31879, 9/18/92  
 Amended by Resolution No. 31680, 3/17/92