



## RESOLUTION NO. 39978

1 A RESOLUTION relating to development permitting; establishing a formal  
2 Financial Policy for the Department of Planning and Development Services  
3 allowing for fee adjustments to account for changes in the cost of service  
4 and maintain effective and sustainable permit services.

4 WHEREAS the Department of Planning and Development Services (“PDS”),  
5 transitioned from a General Fund Department to a fee-for-service based Enterprise  
6 Fund in 2010, and has since focused on providing effective, and fiscally  
7 sustainable permit services, and  
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9 WHEREAS in 2015, PDS conducted a fee study to develop fees supporting  
10 the full cost of services, transitioned to a new permitting software system in 2016 in  
11 order to capture staff work effort associated with permits, and worked in parallel  
12 with the Master Builders Association of Pierce County (“MBA”) to improve permit  
13 services related to single-family and duplex construction, and  
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15 WHEREAS in 2015, PDS met with MBA’s legislative strategy committee to  
16 discuss fees and services, and subsequently established a separate task force to  
17 work throughout 2016 and 2017 on ways to improve services, and to develop fees  
18 capable of sustaining such services, including a formal PDS Financial Policy  
19 providing for administrative fee adjustment within the guidelines of the Policy, and  
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21 WHEREAS on February 13, 2018, PDS met with MBA’s legislative strategy  
22 committee, and supported the proposal to modify the fees; the proposed PDS  
23 Financial Policy and Fee Schedule was then presented by PDS to the Government  
24 Performance and Finance Committee on March 6, 2018, and  
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WHEREAS the Fee Schedule will be presented to the City Council for consideration by separate resolution, and

WHEREAS periodic review and adjustments to fees are necessary for PDS to provide effective and sustainable permit services, the proposed formal PDS Financial Policy provides guidelines for monitoring the cost of services for permits, and allows the administration to make necessary fee adjustments within the guidelines of the PDS Financial Policy; Now, Therefore,

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

That the proper officers of the City are hereby authorized to implement the PDS Financial Policy, substantially in the form of the document attached to this Resolution.

Adopted \_\_\_\_\_

\_\_\_\_\_  
Mayor

Attest:  
  
\_\_\_\_\_  
City Clerk

Approved as to form:  
  
\_\_\_\_\_  
Deputy City Attorney