



TO: Elizabeth A. Pauli, City Manager
FROM: Corey Newton, P.E., Planning and Development Services Division Manager
Peter Huffman, Planning and Development Services Director
COPY: City Council and City Clerk
SUBJECT: Resolution – Updating the Planning and Development Services Financial Policy and Fee Schedule – November 24, 2020
DATE: November 6, 2020

SUMMARY AND PURPOSE:

A resolution updating the Planning and Development Services Financial Policy and Fee Schedule, to include the addition of a Fire Construction Permit Fee Section.

BACKGROUND:

Planning and Development Services (PDS) transitioned from a General Fund department to an Enterprise Fund in 2010. Since the transition, the department has focused on establishing improved permitting services that are fiscally sustainable. PDS created the dedicated funds/fees to help established programs to improve services and abilities surrounding natural resources, technology, and emergency preparedness.

PDS proposed to modify and enhance the dedicated funds fee structure through Ordinance No. 28701, which will be considered by the City Council during the first reading of ordinances on November 10, 2020. This resolution proposes to adopt those changes into our Financial Policy and Fee schedule along with a corresponding CPI-U fee adjustment. If approved, the updated PDS Financial Policy and Fee Schedule will go into effect on January 1, 2021.

These changes will help PDS improve services and resources while continuing to operate in a cost-effective and responsible manner. The updated PDS Fee Schedule also includes the addition of the Fire Construction Permit Fee Section. PDS will continue to assist in promoting the development of the City while working to create and maintain a financially sustainable permitting system.

COMMUNITY ENGAGEMENT/ CUSTOMER RESEARCH:

PDS will provide information to all our impacted stakeholders. This will be accomplished through a combination of direct outreach and by providing the updated information on our website.

2025 STRATEGIC PRIORITIES:

Equity and Accessibility:

This proposal is intended to ensure we can meet our equity and accessibility commitments. By maintaining a financially sustainable permitting system, PDS can work to ensure that our planning efforts, decisions, permits, inspection actions and approved projects all result in contributing to a safe, livable, vibrant and cohesive community, and ensure our actions demonstrate accountability for our decisions, alignment to our values and principles of operation, equity and transparency in communication and outreach, and service levels that meet the needs of the community.

Economy/Workforce: *Equity Index Score:* Moderate Opportunity

Increase the number of infrastructure projects and improvements that support existing and new business developments.



Civic Engagement: *Equity Index Score:* Moderate Opportunity

Increase the percentage of residents who believe they are able to have a positive impact on the community and express trust in the public institutions in Tacoma.

Livability: *Equity Index Score:* Moderate Opportunity

Increase the number of Complete Compact Communities/ 20-Minute Neighborhoods throughout the city.

Explain how your legislation will affect the selected indicator(s).

Ensuring a financially sustainable permitting system helps to promote the economy and workforce in the City of Tacoma. This helps to ensure PDS can meet its mission of partnering with the community to build a livable, sustainable, and safe City by providing strategic, timely, predictable, cost-effective planning and development services with a culture focused on community engagement, customer service, creativity, accountability, and continuous improvement.

ALTERNATIVES:

The City Council could choose not to modify the PDS Financial Policy or PDS Fee Schedule, however this could potentially create a larger gap between the cost of service and revenues to pay for those services.

FISCAL IMPACT:

The proposed updated PDS Fee Schedule was developed in alignment with the proposed PDS 2021-22-biennium budget and is estimated to increase the Permit Enterprise Fund revenue in 2021 by \$121,088.

ATTACHMENTS:

- Proposed Updated PDS Financial Policy
- Proposed Updated PDS Fee Schedule