



TO: Elizabeth Pauli, City Manager
FROM: Kathryn Johnston, Budget Officer, Office of Management and Budget
 Andy Cherullo, Director of Finance
COPY: City Council and City Clerk
SUBJECT: Resolution – Miscellaneous Fee Schedule Adjustments – December 3, 2024
DATE: November 1, 2024

SUMMARY AND PURPOSE:

A resolution adjusting the City’s General Government fee schedule for the 2025-2026 biennium.

BACKGROUND:

This Department’s Recommendation is Based On:

The City Council last approved the fee schedule by Resolution No. 41065 on November 15, 2022. Biennially, departments review the City’s General Government Miscellaneous Fee Schedule for fees related to their services. City departments reviewed the fee schedule and are requesting fee updates to better reflect the cost of providing services. The updated fee schedule increases fees charged for permits administered by the Tacoma Fire Department, title work performed by Real Property Services, the fees charged for off-duty Police Officers, and Hearings Examiner recordings.

The Fee Schedule was presented at the Government Performance and Finance Committee meeting on October 15, 2024.

COMMUNITY ENGAGEMENT/ CUSTOMER RESEARCH:

The new and updated fees will affect customers seeking receiving permits from the Tacoma Fire Department, use of the Police range, Urban Design review, and Multifamily Property Tax Exemptions. The fee increases are minimal and community engagement is the responsibility of the originating department. The proposed adjustments were presented at a public meeting in October 2025 to the Government Performance and Finance Committee of the City Council.

2025 STRATEGIC PRIORITIES:

Equity and Accessibility:

The updated fee schedule will improve City’s Departments responses to community service requests and make information related to the fees easily accessible.

ALTERNATIVES:

Alternative(s)	Positive Impact(s)	Negative Impact(s)
1.Do not approve modified General Government Miscellaneous Fee Schedule	N/A	The updated fee schedule will improve City’s Departments responses to community service requests and make information related to the fees easily accessible.



EVALUATION AND FOLLOW UP:

The General Government Miscellaneous Fee Schedule is reviewed and updated biennially or as otherwise requested by departments. The next update will occur as part of the 2027-2028 budget development process.

STAFF/SPONSOR RECOMMENDATION:

Staff recommends that the City Council approve this resolution adjusting the City’s General Government Miscellaneous Fee Schedule by removing fees for unused services, making minor administrative changes, and adjusting other fees based on increased costs for services.

FISCAL IMPACT:

This resolution will add a minimal amount to revenues and has no effect on expenditures. For detailed adjustments, please refer to Exhibit “A”.

Fund Number & Name	COST OBJECT (CC/WBS/ORDER)	Cost Element	Total Amount
1.Various	Various	Various	Minimal
TOTAL			

What Funding is being used to support the expense?

Various

Are the expenditures and revenues planned and budgeted in this biennium’s current budget?

YES

The changes in the fee schedule were accounted for in the development of the 2025-2026 proposed budget.

Are there financial costs or other impacts of not implementing the legislation?

YES

Will the legislation have an ongoing/recurring fiscal impact?

YES

Will the legislation change the City’s FTE/personnel counts?

No

ATTACHMENTS:

- Exhibit “A” – General Government Fee Schedule