



RESOLUTION NO. 39987

1 A RESOLUTION relating to permitting fees; establishing a Fee Schedule for the
2 Department of Planning and Development Services, relating to development
3 permitting.

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

8 WHEREAS, in 2015, PDS conducted a fee study to develop fees supporting
9 the full cost of services, transitioned to a new permitting software system in 2016 in
10 order to capture staff work effort associated with permits, and worked in parallel
11 with the Master Builders Association of Pierce County (“MBA”) to improve permit
12 services related to single-family and duplex construction, and

13 WHEREAS in 2015, PDS met with MBA’s legislative strategy committee to
14 discuss fees and services, and subsequently established a separate task force to
15 work throughout 2016 and 2017 on ways to improve services and to develop fees
16 capable of sustaining such services, including a formal PDS Financial Policy and
17 Fee Schedule providing for administrative fee adjustment within the guidelines of
18 the Policy, and

19 WHEREAS on February 13, 2018, PDS met with MBA’s legislative strategy
20 committee, and supported the proposal to modify the fees; the proposed PDS
21 Financial Policy and Fee Schedule were then presented by PDS to the
22 Government Performance and Finance Committee on March 6, 2018, and
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WHEREAS the final proposed TMC amendments and associated Financial Policy and Fee Schedule were presented to the City Council at its Study Session of April 3, 2018, and

WHEREAS PDS staff is recommending adoption of a Fee Schedule that incorporates adjusted fees for single-family/duplex permits, new dedicated funds and associated fees, and other minor adjustments to recover hourly costs for additional permit services, and

WHEREAS the fees will be increased in phases, with the first phase increasing fees to recover approximately 50 percent of the gap between revenues and expenditures for these type of permits, and

WHEREAS, as outlined in the PDS Financial Policy, careful monitoring of cost of services, along with continued work to improve efficiencies in these services, will be performed in 2018 to determine the remaining fee adjustments to achieve full cost recovery by the end of 2018, and

WHEREAS removing permitting fees from the TMC into a separate Fee Schedule will allow PDS to evaluate fees on an annual basis, and make adjustments as necessary to recover costs for the services provided, and

WHEREAS development permitting is subject to economic fluctuations in the construction industry, and the creation of a reserve fund will provide the ability to retain critical staffing during these types of downturns, and



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WHEREAS the new Fee Schedule will become effective on June 1, 2018, to allow time for staff to make necessary changes in the permit software system and provide customer outreach of upcoming changes; Now, Therefore,

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

That the Fee Schedule for the Planning and Development Services Department, relating to development permitting, substantially in the form of the document attached to this Resolution, is hereby approved.

Adopted _____

Mayor

Attest:

City Clerk

Approved as to form:

Deputy City Attorney