



**TO:** Elizabeth Pauli  
**FROM:** Katie Johnston, Budget Officer  
Andy Cherullo, Finance Director  
**COPY:** City Council and City Clerk  
**SUBJECT:** Resolution - Miscellaneous Fee Schedule Adjustments - November 15, 2022  
**DATE:** October 25, 2022

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**SUMMARY AND PURPOSE:**

A resolution adjusting the City's General Government fee schedule for the 2023-2024 biennium.

**BACKGROUND:**

**This Department's Recommendation is Based On:**

The City Council last approved the fee schedule by Resolution No. 40694 on November 24<sup>th</sup>, 2020. 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 September 6, 2022.

**COMMUNITY ENGAGEMENT/ CUSTOMER RESEARCH:**

The new and updated fees will affect customers seeking receiving permits from the Tacoma Fire Department, hiring off-duty Police Officers, getting title work done by the City and getting recordings from the Hearings Examiner. 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 September 2022 to the Government Performance and Finance Committee of the City Council.

**2025 STRATEGIC PRIORITIES:**

**Equity and Accessibility: *(Mandatory)***

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	Departments may face service level impacts, through increased demand for some services or inability to fully recognize costs and update fees.

**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 2025-2026 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
2.			
<b>TOTAL</b>			

**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 2023-2024 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**



**City of Tacoma**

**City Council Action Memorandum**

**ATTACHMENTS:**

- Exhibit "A" - General Government Fee Schedule