GENERAL GOVERNMENT FEE SCHEDULE

* Previous *legislative history follows at the end of this document*

This fee schedule summarizes special fees not otherwise provided for by ordinances of the City of Tacoma or statutes of the State of Washington. Copies of records and documents requested by the public are provided at cost of reproduction. The furnishing of records and documents is subject to RCW Chapter 42.56.

Authorized by Resolution No. 40166 11/20/18

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
1	City Attorney	City of Tacoma 3 X 5 Flags		Single-Reverse $50.00 Double-Sided Nylon (outdoor) $125.00 Double-Sided Nylon with Gold Fringe (indoor) $125.00	City Clerk
2	City Attorney	Reproduction of City Council audio tapes		$2/tape	City Clerk
3	City Manager/Media and Communications/ Cable Communications and Franchise Services	Candidates' statements for Video Voters' Pamphlet	Candidates meeting Auditor's determination of indigence	$100 studio taping $50 teleprompter $50 replay of Primary for General Election	CMO/Media and Communications
4	City Manager/Media and Communications/ Cable Communications and Franchise Services	Platinum – Exclusive Program Sponsor Monthly fee - 6 mo. min. Annual fee		$1,000 $12,000	Cable Communications and Franchise Services
		Gold – Exclusive Program Sponsor Monthly fee - 6 mo. min. Annual fee		$300 $3,600	
		Silver – Exclusive Program Sponsor Monthly fee - 3 mo. min. Annual fee		$100 $1,200	
5	City Manager/Media and Communications/ Cable Communications and Franchise Services	DVD (up to 2 hours) - may not be used for commercial use.		$20 each	CMO/Media and Communications
		BETA and HD XDCAM Dubs/Stock Fee, plus shot fee charge for ***non-profit/non-commercial use*** :		BETA stock $15 each + shot fee. HD XDCAM stock $25 each + shot fee.	
		Shot fee		$20	
		BETA and HD XDCAM Dubs/Stock Fee, plus shot fee for use in ***for-profit productions*** :		$100 flat rate Rush rates (less than 72 hour turn around) assessed at 150% of scheduled rate (BETA and HD XDCAM Dubs plus clip or shot fee).	
		Library Research Fee		Hourly staff rate including benefits times number of research hours.	

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
6	Tacoma Venues & Events	Film production permit		Commercial Rate: $100 Student Rate: $50 All other fees required by Permitting Authority apply.	Tacoma Venues & Events
7	Tacoma Venues & Events	Special Events - Non-profit; block party; constitutionally protected		<u>Attendance</u> 50-250 $25 251-1,000 $50 1,001-10,000 $100 10,001-50,000 $250 >50,000 $500 A 10% discount will be applied to all applications received more than 60 days prior to the event date. All other fees required by Permitting Authority apply.	Planning & Development Sevices
8	Tacoma Venues & Events	Special Events - Commercial		<u>Attendance</u> 50-250 $50 251-1,000 $100 1,001-10,000 $200 10,001-50,000 $500 >50,000 $1,000 A 10% discount will be applied to all applications received more than 60 days prior to the event date. All other fees required by Permitting Authority apply.	Planning & Development Sevices
9	Finance	Biennial Budget	City departments, other governmental entities, banks holding bonds or performing in a trustee role for the City's indebtedness, rating agencies, and bondholders	$40	Finance
10	Finance	Capital Facilities Program		$60	Finance
11	Finance	Comprehensive Annual Financial Report (CAFR)	City departments, other governmental entities, banks holding bonds or performing in a trustee role for the City's indebtedness, rating agencies, and bondholders	$50	Finance
12	Hearing Examiner	Reproduction of Hearing Examiner's tapes/CDs		$2/Tape $2/CD	Hearing Examiner
13	Office of Equity and Human Rights	Crime Free Housing Program Landlord Training class for properties outside the City of Tacoma city limits		$50	Office of Equity and Human Rights

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
14	Planning and Development Services	Comprehensive Plan Amendments and Land Use Regulatory Code Revisions	**A**. Fee is not applicable to City of Tacoma general government departments except for the utilities **B**. Fee is not applicable to Neighborhood Councils or Business Districts with formal written approval submitted to the City by duly elected Board of Directors or community groups involved in ongoing, long-range, planning studies with the Planning and Development Services Department	$1,400 per application	Planning and Development Services
15	Planning and Development Services/Historic Preservation	Landmarks Commission Design Review	**A**. Fees shall be charged only once per project and once fees have been paid no other fees shall be charged for subsequent reviews of the same project during that duration, except for projects that fall under 'B' **B**. New fees may be charged for subsequent applications for review if the previous application has been denied by a vote of the Landmarks Commission **C**. General Government-funded City projects are exempt	<u>Flat Fees:</u> **A**. Administrative Review Type 1: Permits that require historic preservation review but are appropriate for staff level review: $60. **B**. Design Review, Minor Projects: Projects under $5,000 in project value: $175. **C**. Sliding Scale Fees: *1* . Single Family: $175 + $25 per $1000 of estimated project cost above $5,000. Minimum fee per review is $175 for residential. Maximum fee is $500. *2* . Commercial: under $1 million in project value: $30 per $1,000, above $5,000. Minimum fee is $175. Maximum fee is $2,000. *3* . Major Commercial Projects (exceeding $1 million in project value): $3,000 + $10 per additional $10,000 of project value, to a maximum of $4,000.	Planning and Development Services

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
16	Planning and Development Services/Historic Preservation	Review fee for the demolition of properties listed on the Tacoma Register of Historic Places or contributing properties in local historic special review districts	**A**. Demolitions of garages and other accessory structures in the North Slope Historic Special Review District are exempt from demolition fees for garage demolitions **B**. Demolition of noncontributing buildings and structures in local special review historic districts **C**. General Government funded City Departments and agencies of the Federal	$1,500 per application	Planning and Development Services
17	Planning and Development Services/Historic Preservation	Review of nominations to the Tacoma Register of Historic Places	Nominations initiated by Neighborhood Councils or the City (including City Council Members)	$100 flat fee	Planning and Development Services
18	Planning and Development Services/Historic Preservation	Review of Special Tax Valuation Applications		$100 for single family projects; $300 for commercial	Planning and Development Services
19	Police	Testimony of officer in civil court case	Discretionary waiver by Chief of Police for exceptional cases, [i.e., attorneys acting pro bono (without payment)]	Same as Item 22 with a two (2) hour minimum charge	TPD Budget & Finance
20	Police	Service of process	Court-determined indigents	Service per person $12 Return services $10 Mileage $.50/mile round trip	TPD Budget & Finance
21	Police	Tacoma Police Range Use		8 a.m. to 6 p.m. (Monday – Friday): $60/hour 6 p.m. to 10 p.m. (Monday – Friday) and 8 a.m. to 10 p.m. Saturday & Sunday: $120/hour 4-hour Minimum for all range reservations. $240 Range Reservation Cancellation Fee if range reservation is cancelled within 14 days of the reservation. $120 Range Reservation Cancellation Fee if range reservation is cancelled within 14 to 28 days of the reservation.	TPD Budget & Finance

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
22	Police	Civil interviews, on-duty, off-duty or first day off, one (1) hour minimum charge for all occurrences. If inter-views occur on or beyond an officer's second day off, there will be a two (2) hour minimum charge. First hour's fee must be paid in advance. Police Chief Assistant Chief Captain Lieutenant Sergeant Detective Police Officer Specialist Police Officer Forensic Supervisor Forensic Specialist Latent Print Examiner Crime Scene Technician	Discretionary waiver by Chief of Police for exceptional cases, [i.e., attorneys acting pro bono (without payment)]	 $180 ($160 per additional hour) $169 ($143 per additional hour) $135 ($128 per additional hour) $118 ($113 per additional hour) $96 ($92 per additional hour) $85 ($81 per additional hour) $85 ($81 per additional hour) $78 ($73 per additional hour) $89 ($77 per additional hour) $77 ($65 per additional hour) $85 ($71 per additional hour) $77 ($58 per additional hour)	TPD Budget & Finance
23	Police	Special Events, off-duty three (3) hour minimum Police Officer Supervisor Commander	City-sponsored events that have such a provision in a written agreement; Events put on by the City	 $75/hour $85/hour $95/hour	TPD Budget & Finance
24	Public Works/ Facilities Management	Preparation of deeds and easements	Management	$400	Facilities
25	Public Works/ Facilities Management	Release of easements		$400	Facilities
26	Public Works/ Facilities Management	Processing of permits to use City Real property		$400	Facilities
27	Various General Government Departments	Printed address labels on computer labels		$.01/label	Various General Government Departments

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
28	City Manager/Public Records Office	Production of public records requested under the Washington State Public Records Act (Chapter 42.56 RCW)*	No fee will be charged if, in the determination of the Public Records Officer, the cost of processing and collecting the fee exceeds the authorized fee amount.	A. $0.15 per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use by requester of City equipment to photocopy public records. B. $ 0.10 per page for public records scanned into an electronic format or for the use by requester of City equipment to scan the records. C. $0.05 per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other D. $0.10 per gigabyte for the transmission of public records in an electronic format or for the use by requester of City equipment to send the records electronically. The City shall take reasonable steps to provide the records in the most efficient manner available to the City in its normal operations. E. The actual cost of any digital storage media or device provided by the City, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge. F. The above fees may be combined to the extent that more than one type of charge applies to records produced in response to a particular request.	Public Records Office

*The City finds that calculating the actual cost of copying, scanning, uploading and otherwise processing the records required to fulfill a public records request would be unduly burdensome including for the following reasons:

1. The City employs over 3000 employees. Because the City's methodology for satisfying public records requests includes each employee conducting a search for and processing responsive records that may be in their possession, and all employees earn different rates of pay, the Public Records Officer would have to determine and calculate the salaries of all involved employees in order to invoice for actual costs.

2. The City's Public Records Officer would be required to maintain a record of each employee who contributed to each part of a public records request and potentially charge different rates for different items in the same records production.

3. The City's Public Records Office has limited staff and the response time to fulfill records requests may be delayed if it is required to calculate the actual costs of processing records and to create customized invoices or billing statements reflecting different rates and charges.

History of Legislation related to this document:

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Authorized by Resolution No. 36384, 12/14/04
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