



TO: Mayor and City Council

FROM: Jennifer Ferrer-Santa Ines, Director of Finance and Budget

DATE: December 6, 2022

RE: Transition of fees and charges from various sections of Yakima Municipal Code to a Master Fee Schedule

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The City of Yakima fees and charges are found in over 50 different sections of the Municipal Code. Through a collaborative effort between Finance and many departments, Staff is presenting you with a red-lined version of various sections of the Yakima Municipal Code where fees and charges are found. This act is to compile fees and charges into one consolidated Master Fee Schedule. Having a schedule of fees and charges is beneficial in the following ways.

- When someone requests how much it costs for an animal license or a permit, staff can refer to the Master Fee schedule in the City's website
- When Council is asked whether the City charges for a specific service, you can refer the residents to this Master Fee Schedule
- Every other year the City is asked to provide information to the Association of WA Cities on its Tax and User Fees. Imagine how much simpler this task would be for the handful of departments who complete this survey by referring to one Master Fee Schedule instead of searching multiple areas of the municipal code to complete a survey by the due date deadline. Completing this survey is important, because it is a great tool for municipalities to have for policy decisions, benchmarking, and or rate setting.
- Research organizations frequently call to obtain information about taxes and fees charged by the City of Yakima. With a Master Fee Schedule, these research firms can help themselves instead of Staff taking the time to respond to these requests
- The Master Fee Schedule can be updated as needed with new fees, removal of charges that are no longer necessary, or future adjustments
- Overall, it is more efficient and more transparent



Having a consolidated fee schedule is also a standard practice in numerous municipalities. In Washington State, the following cities have adopted a consolidated fee schedule and or a Master Fee Schedule:

- ✓ City of Richland
- ✓ City of Tukwila
- ✓ City of Leavenworth
- ✓ City of Shoreline
- ✓ City of Toppenish
- ✓ City of Kennewick
- ✓ City of North Bend
- ✓ City of Monroe
- ✓ City of Gig Harbor

There are many others, larger and smaller municipalities that have transitioned to a schedule of fees and charges.

Staff is recommending your approval of removing fees and charges from various sections of the Yakima Municipal Code and compiling them into a consolidated Master Fee Schedule for ease of access, efficiency, and transparency. This document will be included as Exhibit A to a Resolution adopting the City of Yakima Master Fee Schedule.