



Memorandum

Date: 11/21/2023
Meeting of: City Council

File No. AM No. 23-171
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Finance	Kelley Cochran	425-556-2748
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DEPARTMENT STAFF:

Finance	Haritha Narra	Finance Manager
Finance	Kelly Hsi	Senior Financial Analyst
Finance	Ryan Edwardsen	Senior Financial Analyst

TITLE:

Approval of Development Services User Fees and Parks User Fees effective from 2024

- a. Resolution No. 1577: A Resolution of the City Council of the City of Redmond, Washington, Amending the User Fee Schedule for Development Services User Fees for Fire, Planning and Building, Public Works, Water/Wastewater and Stormwater Effective February 1, 2024
- b. Resolution No. 1578: A Resolution of the City Council of the City of Redmond, Washington, Amending the Parks and Recreation Department User Fee Schedule Adopted by Resolution No. 1072 and Previously Amended by Resolution Nos. 1140, 1181, 1201, 1267, 1392, and 1458, Effective January 1, 2024

OVERVIEW STATEMENT:

Approval of Development Services User Fees and Parks User Fees effective from 2024

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
 - Revenue Fiscal Policy 3h: In each odd numbered year, the City will review user fees to adjust for the effects of inflation and other factors as appropriate. The City will set fees for user activities, such as recreational services, at a level to support the direct and indirect costs of the activities in accordance

with cost recovery policies adopted by the City Council.

- Parks Cost of Service Methodology: On 4/19/2022, Council adopted resolution 1557 revising the Parks cost of service methodology to provide guidance for Redmond Parks and Recreation efforts to organize and set priorities for recreation programs and services.

- **Required:**
Resolutions require Council approval.
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

Development Services User Fees

- Council approves the Development Services User Fees that were discussed during the study sessions on October 10th and October 24th, 2023 and Finance and Administration Committee on November 14th, 2023. Following are the outcomes of this study,
 - Fees will be updated with 100% cost recovery.
 - Elimination of Pre-Review Entitlement Process (PREP) Process
 - Technology Surcharge is updated to 4%
 - New fees will be added
 - Base permit fees for Plumbing, Electrical, and Mechanical will be subsidized and are not subject to 100% cost recovery

Parks User Fees

- Council approves the Parks User Fees to align with cost recovery model in preparation for the opening of the new Redmond Senior & Community Center. The Parks Activity & Facility Use Policy is updated and will be approved by Council.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
September 18, 2023, October 16, 2023, and November 2, 2023
- **Outreach Methods and Results:**
Stakeholder meetings and engagement: OneRedmond, Master Builders Association, and Parks, Trails, and Recreation Commission
- **Feedback Summary:**
Provided agreement with methodology and policies used to update and calculate fees. Support the recommendations informed by the study, but express concern regarding the overall increase in fees.

BUDGET IMPACT:

Total Cost: N/A

Approved in current biennial budget: ☒ **Yes** ☐ **No** ☐ **N/A**

Budget Offer Number:
N/A

Budget Priority:

Strategic & Responsive

Other budget impacts or additional costs: ☐ Yes ☒ No ☐ N/A

If yes, explain:

N/A

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

☐ Additional budget details attached.

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
4/11/2023	Committee of the Whole - Finance, Administration, and Communications	Provide Direction
4/18/2023	Business Meeting	Approve
9/12/2023	Committee of the Whole - Finance, Administration, and Communications	Receive Information
10/10/2023	Study Session	Receive Information
10/24/2023	Study Session	Receive Information

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

User fees should be adopted by December 31, 2023

ANTICIPATED RESULT IF NOT APPROVED:

Development Services User Fees and Parks User Fees will not recover 100% of costs and will burden the General Fund.

ATTACHMENTS:

Attachment A: Development Services User Fee Resolution

Exhibit A.1 - Fire Department Fee Schedule

Exhibit A.2 - Building Division Fee Schedule

Exhibit A.3 - Planning Department Fee Schedule

Exhibit A.4 - Public Works Department Fee Schedule

Attachment B: Parks User Fee Resolution

Exhibit B.1 - Parks User Fee Schedule

Attachment C: Parks Activity and Facility Use Policy