



# City of Tacoma

## Government Performance and Finance Committee Minutes

747 Market Street Tacoma, WA 98402

Conference Room 248

**December 17, 2019**

**10:00 AM**

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Chair Anders Ibsen, Vice Chair Lillian Hunter, Keith Blocker,  
Ryan Mello, Robert Thoms (alternate)

### JOINT MEETING WITH THE AUDIT ADVISORY BOARD

#### Call To Order

Chair Ibsen called the joint meeting to order at 10:02 a.m.

**Present:** 3 - Hunter, Ibsen and Mello

**Absent:** 1 - Blocker

Audit Advisory Board Members:

**Present:** 2 - Cooley and Patterson

**Absent:** 1 - Ball

#### Approval of Minutes

1. [19-1462](#) Approval of the minutes of the December 3, 2019 meeting

**MOTION:** Council Member Hunter moved to approve the minutes of the December 3, 2019 meeting.

**SECONDED BY:** Council Member Mello.

**ACTION:** Voice vote was taken and carried. The motion was declared adopted.

**Ayes:** 3 - Hunter, Ibsen and Mello

**Absent:** 1 - Blocker

## Briefing Items

2. [19-1460](#) Moss Adams 2019 Entrance Conference  
[Susan Calderon, Assistant Director, Finance]

At approximately 10:02 a.m., Leda Voigt, Utilities Accounting Division Manager, Tacoma Public Utilities (TPU), introduced Olga Darlington, Partner, Moss Adams. Ms. Darlington presented the 2019 Audit Service Plan, including Service Team leads, required communications to those charged with governance, audit timing, scope of services and deliverables, planning and risk assessment, an explanation of materiality, the audit process, areas of audit emphasis, consideration of fraud, and communications.

Discussion ensued regarding new standards of testing, differences between the City audit and Pierce County audit, and releasing an announcement or statement regarding our audit process to highlight what the City is doing.

3. [19-1461](#) Affordable Housing Incentives  
[Clark Mather, Government Relations Officer, Tacoma Public Utilities, and Peter Huffman, Director, Planning and Development Services]

At approximately 10:13 a.m., Peter Huffman, Director, Planning and Development Services introduced LaTasha Wortham, Government Relations Analyst, TPU; Debbie Bingham, Project Manager, Community and Economic Development; and Jennifer Hines, Assistant Division Manager, Public Works. Mr. Huffman presented an overview of the state of affairs regarding the City's current abilities to waive various fees, building and land use inspection fees, Planning and Development Services fee waiver budget, the amount of fee waivers to-date, projects that have been granted fee waivers, Tacoma Municipal Code fee waiver criteria, and history of the budget regarding the permit process. Ms. Wortham reviewed incentive information regarding utilities, including fee-for-service waivers, restrictions, how TPU addresses affordable housing in Tacoma, and a long-term tracking process. Ms. Bingham outlined the Multi-family Property Tax Exemption (MFTE). Mrs. Hines presented an update on the Affordable Housing Action Strategy Action Item 1.6, including improving coordination between Public Works and Utilities, ways to balance offsite improvement costs for affordable housing developers, a two-tier approach, and requirements.

Discussion ensued regarding a focused approach versus a broad approach, who pays the fees that are waived, fee waiver amount, presenting the affordable housing incentives information to the new Council Members, monitoring affordable housing to ensure they meet the requirements, penalties if requirements are not met, targeting nonprofit developers for affordable housing incentives, the financial model regarding the 8-year and 12-year MFTE, how for-profit and nonprofit developers begin projects, utilization of the fee waiver budget, and timeline.

## Topics for Upcoming Meetings

4. [19-1463](#) January 7, 2020 - To Be Determined  
January 21, 2020 - Tacoma Public Utilities' Draft Surplus  
Real Property Disposition Policy

Latasha Ware, Committee Liaison, stated the January 7, 2020 meeting does not have any items scheduled and recommended that the Committee cancel it. She further stated the January 21, 2020 meeting will include presentations on TPU's Draft Surplus Real Property Disposition Policy and Human Recourses' Payroll Module Replacement Project.

**MOTION: Council Member Hunter moved to cancel the January 7, 2020 Government Performance and Finance Committee meeting.**

**SECONDED BY: Council Member Mello.**

**ACTION: Voice vote was taken and carried. The motion was declared adopted.**

**Ayes:** 3 - Hunter, Ibsen and Mello

**Absent:** 1 - Blocker

## Other Items of Interest

Council Member Hunter expressed her appreciation for outgoing Council Members Ibsen and Mello.

## Public Comment

There was no Public Comment.

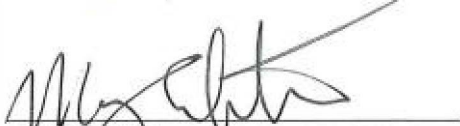
## Adjournment

There being no further business, the joint meeting adjourned at 10:59 a.m.



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Anders Ibsen, Chair



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Mary Crabtree, City Clerk's Office