



Government Performance and Finance Committee

2016

During 2016, the Government Performance and Finance Committee deliberated and made recommendations on a number of policy matters related to the improvement of the quality, accountability, cost-effectiveness and efficiency of all governmental services. Much of the Government Performance & Finance Committee's work is outlined below under the committee's suggested areas of responsibility in the Council Standing Committee Process Manual.

2016 YEAR- END REPORT

ISSUE AREAS	INFORMATIONAL BRIEFINGS	REQUESTS FOR ACTION	TOTAL ITEMS
Audits	4	0	4
Compensation and Benefits	1	0	1
Financial Policies	3	4	7
Inter-Governmental Relations	0	8	8
Municipal Integrity, Transparency, and Values	1	0	1
Process Improvements	2	5	7
Strategic Plan/Performance Management	5	0	5
Constituent Communications	0	0	0
Total	16	17	33
Percentage of Total Briefings	48%	52%	-

GOVERNMENT PERFORMANCE & FINANCE COMMITTEE

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AUDITS

MOSS ADAMS AUDIT ENTRANCE CONFERENCE – JANUARY 20

Woodrow Jones, Audit Advisory Board, introduced Julie Desimone and Jennifer Chu, Moss Adams, reviewed the 2015 audit entrance conference, including communication, phases of the audit, audit timeline, scope of service, responsibilities under auditing standards, risk assessment, areas of emphasis, and new accounting standards. Discussion ensued regarding rotation of audit personnel, allocations on assessments, risk assessment, and Click! Network.

MOSS ADAMS EXIT INTERVIEW CONFERENCE – MAY 18

Susan Calderon, Assistant Finance Director, provided opening remarks and introduced Olga Darlington, Moss Adams, provided an overview of the Moss Adams audit exit interview. Ms. Darlington discussed the team members, financial statements, standards and communication, including planned scope and timing of the audits, significant accounting policies and unusual transactions, management judgments and accounting estimates, difficulties encountered in performing the audits, significant audit adjustments and unadjusted differences considered by management to be immaterial, potential effect on the financial statements of any significant risks and exposures, disagreements with management, deficiencies in internal control, material weakness, significant deficiency, management's consultation with other accountants, other material written communications, material uncertainties related to events and conditions, fraud, and illegal acts. Discussion ensued throughout regarding unbilled revenues, the billing process, the benefits from a reduction in billing, monthly billing, bi-monthly billing, real time data, on-line bill payments, mobile applications, audit procedures, modifications to procedures, and safeguard controls.

MOSS ADAMS 2016 ENTRANCE UTILITIES AUDIT CONFERENCE – DECEMBER 7

Julie Desimone, Moss Adams, provided an overview of the 2016 entrance utilities audit. She discussed the service team members, communication, phases of the audit, timeline, scope of service, responsibilities under auditing standards, management's responsibilities, areas of emphasis and risk assessment, and concluded by reviewing the new accounting standards. Discussion ensued regarding challenges, changes from 2015 to 2016, new accounting standards, and fiscal impacts.

STATE AUDITOR'S OFFICE 2015 FEDERAL AND FINANCIAL AND 2014 ACCOUNTABILITY EXIT INTERVIEW CONFERENCE – DECEMBER 7

Susan Calderon, Finance, provided a brief overview of the accountability, financial statements, and federal audits and introduced Joanne Klein and Linda Mastin, Washington State Auditor's Office. Ms. Mastin discussed the 2014 accountability audit, including department and legal compliance audit, results, and related reports. She then reviewed the 2015 financial statements audit and federal single audit, including the scope, highlights, financial and federal reports, required communications, programs audited, and concluded by reviewing the Washington State Auditor's Office contact list. Discussion ensued regarding issues, financial reports, and the 2015 draft version of the financial and federal reports.

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Issue Area	Informational Briefings	Requests for Action
Audits	4	0

COMPENSATION AND BENEFITS

REPORT ON WORKSITE CLINIC EVALUATION STUDY – AUGUST 17

Joy St. Germain, Director, Human Resources (HR), provided a brief overview of the recently conducted study for a City sponsored municipal clinic and introduced Kari Louie, Benefits Manager, HR, and Tracy Evans, Mercer. Ms. Evans discussed the worksite clinic study, including benefits and drawbacks of employer sponsored clinics, the five-year cumulative financial impact of service delivery options, clinic model options, estimated participation, and stated that staff recommended the City not pursue a worksite health service. Discussion ensued throughout regarding estimated participation, onsite location, total number of City of Tacoma employees in each location, private versus public clinics, analysis of employees currently accessing healthcare, and the eligibility of employees with Group Health coverage.

Issue Area	Informational Briefings	Requests for Action
Compensation and Benefits	1	0

FINANCIAL POLICIES

SEWER AND SOLID WASTE BOND REFINANCING ORDINANCE – APRIL 6

Mike Slevin, Environmental Services Director, provided an overview of the proposed sewer and solid waste bond refinancing ordinance, including background, issues, next steps, and recommendations. Discussion ensued regarding the effect on rates, savings when bonds are sold, timeline, and revenue streams for the Center for Urban Waters. The Committee recommended the Sewer and Solid Waste Bond Refinancing Ordinance to the full City Council for adoption.

WAVE ASTOUND BROADBAND, LLC. TELECOMMUNICATIONS FRANCHISE AGREEMENT – APRIL 20

Jeff Lueders, Media and Communications, and Jeff Capell, City Attorney's Office, provided an overview of the Wave Astound Broadband, LLC. Telecommunications Franchise Agreement. He discussed history, provider services, the proposed ordinance, next steps and concluded by requesting a recommendation to move to the full City Council for consideration. Discussion ensued regarding the overall benefits for the City, the nearest Pierce County Library, the location of Astound Broadband, LLC, broadband routing locations, utility lines under and above ground, the Streets Initiative, franchise and/or non-franchise agreement provisions that are still in effect, payments, limited and unlimited capacity, profits, small businesses, and low income areas. The Committee recommended the Wave Astound Broadband, LLC. Telecommunications Franchise Agreement to the full City Council for adoption.

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TELECOMMUNICATIONS FRANCHISE FOR RAINIER CONNECT – JULY 20

Jeff Lueders, Cable Communications and Franchise Services Manager, and Jeff Capell, Deputy City Attorney, provided an overview of the Mashell Telecom, Inc. d/b/a Rainier Connect, Telecommunications Franchise Agreement, including background information, the process, provider services, the proposed ordinance and next steps. Mr. Lueders concluded by requesting a recommendation to forward the proposed agreement to the full City Council for consideration. Discussion ensued regarding weight capacity of telecommunication poles, City policies, future goal for the percentage of undergrounding of wires, significant differences between the proposed franchise agreement and previous franchise agreements, utilizing current wires and poles, pole attachment agreements and policies, future wireless applications, upcoming franchise agreements, telecommunication towers and pods, challenges and equity of access to service. The Committee moved to recommend the Mashell Telecom, Inc. d/b/a Rainier Connect Telecommunications Franchise Agreement to the full City Council for adoption.

FISCAL SUSTAINABILITY TASKFORCE UPDATE – AUGUST 3

Tadd Wille, Director, Office of Management and Budget, presented an update on the Fiscal Sustainability Taskforce, including background information, revenue sources, recommendations, 2017-2018 budget forecast, and next steps. Discussion ensued regarding the longevity of the Fiscal Sustainability Taskforce, budgeting, expenses, primary objectives, services, long term vision, new businesses in Tacoma, population, average annual salary per household, increasing wages and benefits relative to increasing revenues, budgeting cycle for 2017-2018, and current committee members.

ES RATE REVENUE PROJECTIONS – SEPTEMBER 7

Mike Slevin, Environmental Services, provided an overview of the Environmental Services rate revenue projections, including background information, surface water, wastewater, and solid waste proposals, the Office of Environmental Policy and Sustainability, budget, wastewater and surface water 100-year replacement capital, projected revenue increases, preliminary revenue projections, residential bill comparison, affordability, payment assistance program, and concluded by discussing next steps. Discussion ensued regarding wastewater and solid waste debt refinancing savings, revenue increases, open space revenue, the definition of open space, revenue projections, discounts available, individual customer rates, and additional programs.

FISCAL SUSTAINABILITY TASK FORCE UPDATE – SEPTEMBER 21

Andy Cherullo, Finance Director, and Tadd Wille, Budget Director, provided an overview of the Fiscal Sustainability Task Force, including background information, the original mandate, findings, recommendations, the most recent agenda, number of members in attendance at the most recent meeting, feedback, and next steps. Discussion ensued regarding attendance at the most recent meeting, the Amnesty program, and naming rights.

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MCIMETRO ACCESS TRANSMISSION SERVICE LLC FRANCHISE AGREEMENT – NOVEMBER 2

Jeff Lueders, Media and Communications Office, provided an overview of the MCimetro Access Transmission Services LLC telecommunications franchise agreement, including background information, the process, the proposed ordinance, next steps and concluded by requesting a recommendation to forward to the full City Council for consideration. Discussion ensued regarding fiber optics in right-of-ways, wireless services, providing an overlay map of the franchise agreement, and franchise agreement laws. Discussion continued regarding Crown Castle, adding graphics to the power point, franchise fees for use of public right-of-ways, and pole attachments. The Committee moved to recommend the MCImetro Access Transmission Service LLC. Telecommunications franchise agreement to the City Council for adoption.

Issue Area	Informational Briefings	Requests for Action
Financial Policies	3	4

INTER-GOVERNMENTAL RELATIONS

BOARD OF ETHICS INTERVIEWS – JANUARY 20

Doris Sorum, City Clerk, provided background information on current vacancies on the Board of Ethics. She stated there are three positions open, two three-year terms and one unexpired term. She noted the Committee will be interviewing five applicants and concluded by reviewing the interview process.

The Committee interviewed the following applicants for the Board of Ethics: Linda Batway, Robert Bearden, Hans Kensler, Vince Kueter, and Thomas Soerenes. Discussion ensued regarding the candidates' qualifications and the current needs of the board. The Committee recommended the appointment of Linda Batway to the Board of Ethics.

AUDIT ADVISORY BOARD INTERVIEWS – APRIL 6

Doris Sorum, City Clerk, provided background information on current vacancies on the Audit Advisory Board. She stated there is one unexpired term open. She noted the Committee will be interviewing one applicant today, and concluded by reviewing the interview process.

The Government Performance and Finance Committee interviewed the following applicant for the Audit Advisory Board: Jeff Ball. Discussion ensued regarding the qualifications of the candidate and the current needs of the board. The Committee recommended the appointment of Jeff Ball to the Audit Advisory Board.

BOARD OF ETHICS INTERVIEWS – APRIL 6

Ms. Sorum provided background information on current vacancies on the Board of Ethics. She stated there are two positions open, one unexpired term, and one three-year term. She noted the Committee will be interviewing one applicant today, and concluded by reviewing the interview process.

GOVERNMENT PERFORMANCE & FINANCE COMMITTEE

2016 YEAR-END REPORT

The Government Performance and Finance Committee interviewed the following applicant for the Board of Ethics: Ohad Lowy. Discussion ensued regarding the qualifications of the candidate and the current needs of the board. The Committee recommended the appointment of Ohad Lowy to the Board of Ethics.

PIERCE TRANSIT MASTER AGREEMENT AND FRANCHISE AGREEMENT – APRIL 20

Jennifer Hines, Public Works, provided an overview on the Pierce Transit Master Agreement, including background information, next steps and concluded by requesting a recommendation to move to the full City Council for consideration. Discussion ensued regarding the renewal agreement, effected departments, commissions, jurisdiction over parking areas, road damages, costs, advertising, zoning, benefits to advertising and non-advertising shelters, incentives, and requirements for advertisements. The Committee recommended the Pierce Transit Master Agreement to the full City Council for consideration.

BOARD OF ETHICS INTERVIEWS – MAY 4

Doris Sorum, City Clerk, provided background information on the current vacancy on the Board of Ethics. She stated there is one unexpired term available. She noted the Committee will be interviewing one applicant today, and concluded by reviewing the interview process.

The Government Performance and Finance Committee interviewed the following applicant for the Board of Ethics: Tony Warfield. Discussion ensued regarding the qualifications of the candidate and the current needs of the board. The Committee moved to recommend the appointment of Tony Warfield to the Board of Ethics.

YAKIMA CONSORTIUM FOR REGIONAL PUBLIC SAFETY ILA – MAY 4

Chris Bacha, Chief Deputy City Attorney, provided an overview of the Yakima Consortium for Regional Public Safety InterLocal Agreement, including background information, issues, the agreement, alternatives, fiscal impact, and concluded by requesting a recommendation to the full City Council for consideration. Discussion ensued regarding the current process. The Committee recommended the Yakima Consortium for Regional Public Safety InterLocal Agreement to the full City Council for adoption.

METROPARKS INTERLOCAL AGREEMENT – MAY 18

Mark Lauzier, Assistant City Manager, provided an overview of the proposed "Master" interlocal agreement with Metropolitan Parks District of Tacoma. Mr. Lauzier discussed background information, issues; the proposed interlocal agreement, next steps and concluded by requesting a recommendation to forward the proposed interlocal agreement with Metropolitan Parks to the full City Council for consideration. Discussion ensued regarding the Capitol Reserved Fund, signature parks, neighborhood parks, old town parks, purchase of property, maintenance and costs. The Committee recommended the MetroParks InterLocal Agreement to the full City Council for adoption.

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REVIEW OF APPLICATIONS FOR THE PUBLIC UTILITY BOARD – JUNE 29

Vice Chair Campbell provided brief opening remarks regarding the current vacancy on the Public Utility Board and stated Bryan Flint is seeking reappointment.

The Government Performance and Finance Committee reviewed applications for the following applicants: Bryan Flint and Joshua Kaivo. Discussion ensued regarding the needs of the Board. The Committee recommended the reappointment of Bryan Flint to the Public Utility Board.

Issue Area	Informational Briefings	Requests for Action
Inter-Governmental Relations	0	8

MUNICIPAL INTEGRITY, TRANSPARENCY, & VALUES

OPEN DATA INITIATIVE – JANUARY 6

Jack Kelanic, and Shreeram Venkatdas, Information Technology, and Katie Johnston, Office of Management and Budget, provided a briefing related to open data. Mr. Kelanic reviewed transparency and open data, Mr. Venkatdas discussed a proposed open data resolution. Ms. Johnston discussed the What Works Cities initiative, the proposed resolution, and concluded by discussing the next steps. Discussion ensued regarding Tacoma Data Project and outreach.

Issue Area	Informational Briefings	Requests for Action
Municipal Integrity	1	0

PROCESS IMPROVEMENTS

PUBLIC SAFETY RADIO SERVICE MEMORANDUM OF UNDERSTANDING – JANUARY 6

Jack Kelanic and Steve Taylor, Information Technology, presented a memorandum recommending entering into a one-year agreement with South Sound 911 and Pierce County's combined Communications network related to public safety radio systems access fees charged to regional public safety agencies in 2016. He discussed background information, the memorandum of understanding, fiscal impact, and requested a recommendation to move to the full City Council. Discussion ensued regarding reserved funds. The Committee moved to recommend the memorandum to the full City Council for adoption.

BUILDING INSPECTION PROGRAM IMPLEMENTATION – FEBRUARY 17

Chief Jim Duggan, Tacoma Fire Department (TFD), introduced Deputy Chief Tory Green, TFD, who provided a status update for the implementation of the new fee schedule for the Building Inspection Program, and discussed background information, inspection findings, fiscal impact, and concluded by reviewing the next steps. Discussion ensued throughout regarding aluminum wiring, regulations, building inspections, re-inspections, previous data, notices, penalties, fees, and expiring and pending contracts.

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FOR-HIRE AMENDMENTS – FEBRUARY 17

Danielle Larson, Tax and License, provided an overview of the proposed amendments to the Tacoma Municipal Code, relative to For-Hire licenses, including regulations of newly operating transportation network companies (TNC) in the City. She discussed background information, issues, alternatives, fiscal impacts, the proposed amendments to the For-Hire agreement. She concluded by requesting a recommendation to move to the full City Council for consideration on the For-Hire amendments. Discussion ensued regarding driver identification cards, analysis of the market, and driver operations. The Committee recommended the For-Hire Tacoma Municipal Code amendments to the full City Council for adoption.

COMPREHENSIVE CODE UPDATE INITIATIVE – MAY 4

Chris Bacha, Chief Deputy City Attorney, provided an overview of the Comprehensive Code update Initiative, including background information, issues, the proposed ordinance and resolution, alternatives, and concluded by requesting a recommendation to the full City Council for consideration. Discussion ensued regarding Municipal Code relative to pinball machines, slot machines, the airport, trains and pedestrians, the Broadway Street project, the proposed resolution and ordinance, Youth Building Tacoma project, hindering and obstruction of officers of the weights and measures, renaming of the Tacoma Municipal Court and court hours. Mr. Bacha stated a second round of ordinances will create a uniform process for enforcement of various codes that exist throughout the Municipal Code, such as land use and nuisance code violation will have a uniform code enforcement process. He stated the idea is to create consistency and conformity for how code enforcement. He discussed the process of reorganizing the Municipal Code so it is easier to read and understand. Discussion continued regarding all Municipal Code changes coming back to the Government Performance and Finance Committee, fee and code provisions, code enforcement, charter amendments, and code amendments. The Committee recommended the Comprehensive Code Update Initiative to the full City Council for adoption.

EMPLOYMENT STANDARDS FOR MARIJUANA LICENSING – AUGUST 3

Andy Cherullo, Director, Finance Department, provided an overview of employment standards for marijuana licensing, including licensing criteria for marijuana businesses, the living wage plan, health insurance plan, paid leave plan, defined benefit pension plan, labor peace agreement, social responsibility plan, education and safety training plan, environmental and sustainability plan, medical marijuana endorsement, general operational polices and business plan, Washington State requirements, total number of licensed marijuana retailers in Tacoma, the medical marijuana endorsement and minimum wage and paid leave. Debra Casparian, Deputy City Attorney, discussed the medical marijuana endorsement, City regulations, and background checks. Discussion ensued throughout regarding accomplishments, Washington State requirements compared to other states, education and safety training programs, number of minority and women owned businesses, medical marijuana endorsement, Washington State background check requirements, and the labor peace agreement.

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MESSAGE PARLOR OPERATING HOURS – OCTOBER 19

Danielle Larson, Tax and License, provided an overview of the proposed new regulations for massage businesses operating in the City, including background information, issues, alternatives, additional regulations, and concluded by requesting a recommendation to forward to the full City Council for consideration. Discussion ensued regarding photos on business licenses, national recommendations for massage parlors, internal walls, window tinting, regulations towards in home businesses and traveling massage therapist hours, exemptions for hospitals, outreach, hours of operation, definition of massage therapist, non-licensed therapist, enforcements, number of available code enforcement officers for the evening hours, issues, after hour operations, revoking of licenses, background checks, and training. The Committee moved to recommend the proposed regulations for massage parlor operating hours to the full City Council for adoption.

TMC CODE MODIFICATION FOR SHORT-TERM RENTALS – OCTOBER 19

Danielle Larson, Tax and License, provided an overview of the proposed changes for short-term rentals, including background information, issues, alternatives, and concluded by requesting a recommendation to be forwarded to the full City Council for consideration. Discussion ensued regarding standard terms. The Committee moved to recommend the proposed Tacoma Municipal Code modifications for short-term rentals to the City Council for adoption.

Issue Area	Informational Briefings	Requests for Action
Process Improvements	2	5

STRATEGIC PLAN/PERFORMANCE MANAGEMENT

REVIEW DRAFT 2015 END OF THE YEAR REPORT – JANUARY 6

India Adams, City Manager's Office, presented the Government Performance and Finance Committee draft 2015 year-end report. She reviewed the informational briefing, requests for actions and the total items for the year. The report was approved by the Committee.

Q4 2015 INITIATIVE TRACKER REPORT AND 2015 YEAR END TACOMA 24/7 – MARCH 16

Tadd Wille, Office of Management and Budget, provided brief opening comments and introduced Tyler Aitken and Jared Eyer, Office of Management and Budget. Mr. Aitken reviewed the fourth quarter initiative tracker report, including current budget initiatives. Mr. Eyer reviewed the fourth quarter Tacoma 24/7 service areas, including public safety, infrastructure, community services, economic development, conventions, visitors, arts, sustainability, open government, and concluded by discussing next steps. Discussion ensued throughout regarding response time to emergency calls, Tacoma residents receiving social services, permits, events, and composition of residential waste stream per residential household.

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MAY FINANCIAL REPORT – JULY 20

Sam Benscoter, Office of Management and Budget, provided an overview of the May 2016 financial report, including an update on the 2016 General Fund, General Fund revenues and revenue variance, tax revenue through May 2015 versus May 2016, General Fund expenditures and expenditure variance, and General Fund supported funds, including the Street Operations and Engineering Fund, Traffic Enforcement Fund, Permit Services Fund, Parking Fund, and Public Assembly Facilities. He concluded by providing a budget/finance condition summary. Discussion ensued throughout regarding tax amnesty realizations, projected tax revenue from marijuana retailers, payment of past due sales tax, fuel savings, revenues lost from loss of use of school zone traffic camera located at Stewart Middle School and budget adjustments. Council Member Lonergan requested a May 2016 financial report based on the original adopted budget.

WHAT WORKS CITIES UPDATE – AUGUST 17

Kathryn Johnston, Principal Management Analyst, Office of Management and Budget, and Tanisha Jumper, Tacoma 2025 Program Manager, City Manager's Office, provided an overview of the What Works Cities program, including recent efforts to improve the City's performance management, the performance management system, and steps to measuring performance. Ms. Johnston provided a video and then continued the presentation by discussing the basics of performance management, strategic priorities, goal taxonomy in Tacoma, Tacoma 2025 goals, departmental 10-year goals, Council and City Manager priorities for 2017-2018, improvements, reporting for 2016-2017, accomplishments, open data programs, data based decisions and conversations, and concluded by discussing successful performance management goals. Discussion ensued throughout regarding safety, community and economic development, traffic safety, and outcomes.

Q2 2016 BUDGET INITIATIVE TRACKER AND Q2 2016 TACOMA 24/7 – SEPTEMBER 7

Tyler Aitken, Office of Management and Budget, provided an overview of the 2nd Quarter 2016 Initiative Tracker report, and gave an update on the status of current initiatives. Discussion ensued throughout regarding Tacoma Dome wayfinding challenges, fire apparatus, and the South Tacoma Business District.

Jared Eyer, Office of Management and Budget, provided an overview of the 2nd Quarter 2016 Tacoma 24/7 performance management report, including public safety, infrastructure, community services, economic development, convention, visitors, and arts, sustainability, and open government. Discussion ensued throughout regarding 2nd quarter statistics, the Computer Aided Dispatch (CAD) system, delay switching to the CAD system, response time to emergency calls, profit, the Burglary Reduction Initiative, pothole repair, social services data, commercial and multi-family projects, building permits statistics, the Accela program, reviewing and revising goals, transitions between events at the Tacoma Dome, and waste stream per residential household.

Issue Area	Informational Briefings	Requests for Action
Strategic Plan/Performance Management	5	0

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ISSUE AREAS NOT REVIEWED IN DETAIL

CONSTITUENT COMMUNICATIONS

POTENTIAL TOPICS FOR 2017

- Building Restructuring Plan (including telecommuting options)
- Digital Equity
- SS911 Interlocal Agreements
- Radio System Access Fees
- CFP Revised Process
- Annexation (technical implementation and consequences)
- Financial performance of existing LIDs
- TMC Building Code Fee Modifications

Council Member Lonergan, Chair

Council Member Campbell, Vice Chair

Council Member Ibsen

Deputy Mayor Thoms