



City of Tacoma Government Performance and Finance Committee Minutes

747 Market Street Tacoma, WA 98402

Conference Room 248

December 11, 2018

10:00 AM

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

SPECIAL JOINT MEETING WITH THE AUDIT ADVISORY BOARD

Call To Order

Vice Chair Mello called the special joint meeting to order at 10:10 a.m.

Present: 3 - Blocker, Hunter and Mello

Absent: 1 - Ibsen

Audit Advisory Board Members

Present: 2 - Jones, Larkin

Absent: 1 - Ball

Council Member Blocker initially participated telephonically, and arrived at 10:18 a.m.

Deputy Mayor Ibsen arrived at 11:05 a.m.

Approval of Minutes

1. [18-1469](#) Approval of the Minutes of the November 6, 2018 Meeting
2. [18-1470](#) Approval of the Minutes of the November 20, 2018 Meeting

MOTION: Council Member Hunter moved to approve the minutes of the November 6, and November 20, 2018 meetings.

SECONDED BY: Council Member Blocker.

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

Ayes: 3 - Blocker, Hunter and Mello

Absent: 1 - Ibsen

Briefing Items

3. [18-1449](#) 2018 Audit Entrance Conference
[Susan Calderon, Assistant Director, Finance; Olga Darlington, CPA, Moss Adams]

At approximately 10:11 a.m., Leda Voigt, Utilities Accounting Division Manager, TPU, introduced Olga Darlington, CPA, Moss Adams, and made opening remarks. Ms. Darlington provided a briefing on the 2018 audit service plan, including the service team and leads, communication with those charged with governance, phases of the audit and timeline, scope of services, responsibilities, management's responsibilities, and planning and risk assessment.

Council Member Blocker arrived here, at 10:18 a.m.

Ms. Darlington concluded by describing evaluation of internal controls, substantive audit procedures, and areas of audit emphasis.

Discussion ensued regarding the auditing of TPU, noting meter reading; and provision of a summary on the difference between Moss Adams' scope of work and responsibilities and what the state auditor does for the City of Tacoma.

4. [18-1450](#) Board of Ethics Interviews
[Doris Sorum, City Clerk]

At approximately 10:27 a.m., Doris Sorum, City Clerk, informed the Committee that the four applicants present for interview had provided written response at the November 6, 2018 meeting for the Board of Ethics vacancies, and at the Committee's request were invited to interview in person. She further stated at the previous interviews the Committee recommended the reappointment of Linda Batway, and provided information regarding vacancies on the Board.

Discussion ensued regarding the number of positions needing to be filled, the Board of Ethics positions, and demographics of the Board.

The Committee interviewed Joseph Atkinson, Scott Smriga, Amelia Whaley, and Marie Bruin.

Discussion ensued regarding the applicants' qualifications.

MOTION: Council Member Hunter moved to recommend the appointment of Marie Bruin to the Board of Ethics to serve a three-year term, effective January 1, 2019, to expire December 31, 2021.

SECONDED BY: Council Member Blocker.

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

Ayes: 3 - Blocker, Hunter and Mello

Absent: 1 - Ibsen

The Committee held a short recess at 11:03 a.m.

Deputy Mayor Ibsen arrived here, at 11:05 a.m.

The meeting reconvened at 11:05 a.m.

5. [18-1451](#) Environmentally and Socially Responsible Investing
[Tim Allen, Director, Tacoma Employees' Retirement System]

At approximately 11:05 a.m., Tim Allen, Retirement Director and Chief Investment Officer, Tacoma Employees' Retirement System (TERS), provided an update on the Environmental, Social, and Governance (ESG) issues relating to the TERS investment portfolio, including background; topics discussed under the TERS presentation at the June 5, 2018 Government Performance and Finance Committee meeting; and the

estimation that as of Quarter 1 2018 the portfolio had approximately a four percent exposure to companies with the largest oil and gas production. He concluded by providing draft resolution language, noting components of the resolution, and reviewed a summary of ESG actions taken in TERS since the last presentation.

Discussion ensued regarding the draft resolution language and support of moving forward with a Council Consideration Request in regard to the language in the future.

MOTION: Council Member Mello moved to adopted the proposed resolution.

SECONDED BY: Council Member Hunter.

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

Ayes: 4 - Blocker, Hunter, Ibsen and Mello

Chair Ibsen stated Agenda Item No. 7 regarding the proposed changes to city-wide collections process would be presented before Agenda Item No. 6.

7. [18-1453](#)

Proposed Changes to City-Wide Collections Process
[Danielle Larson, Tax and License Manager, Finance]

At approximately 11:18 a.m., Danielle Larson, Tax and License Manager, Finance, introduced Carly Erkers, Lead Customer Services Representative, Finance, and made opening remarks. Ms. Erkers presented the proposed Tacoma Municipal Code (TMC) Title 1 amendments relating to cancellation of amounts due, including an overview, background, issues, proposed revisions, outreach, and recommendations.

Discussion ensued regarding whether the majority of debt written-off is under \$5,000, proposed revisions, the annual amount of debt that is being written-off, if there is a pattern of where the debt comes from, and if there is a more effective way of resolving debt incurred earlier.

MOTION: Council Member Hunter moved to recommend the proposed TMC Title 1 amendments to the full City Council for consideration.

SECONDED BY: Council Member Mello.

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

Ayes: 4 - Blocker, Hunter, Ibsen and Mello

6. [18-1452](#) Council Vacancies
[Bill Fosbre, City Attorney]

At approximately 11:26 a.m., Bill Fosbre, City Attorney, presented a proposed process for filling City Council vacancies, including an overview, background, and proposed Council rule, regarding open positions. He further described the proposed Council rule, including the process, interviews, narrowing down the interview pool to the finalists, and voting on the appointment; and next steps.

Discussion ensued regarding the proposed council rule, noting the process and interviews; and an idea of forwarding this topic to the Committee of the Whole for review.

Topics for Upcoming Meetings

8. [18-1476](#) December 18, 2018 - Cancelled
January 1, 2019 - Cancelled
January 15, 2019 - TBD

Bucoda Warren, Committee Liaison, stated the meetings of December 18, 2018 and January 1, 2019 are cancelled; and there are no items scheduled for the January 15, 2019 meeting at this time.

Public Comment

There was no Public Comment.

Adjournment

There being no further business, the meeting adjourned at 11:49 a.m.

Anders Ibsen, Chair

Jessica Jenkins, City Clerk's Office