



Title 1 Amendments

City of Tacoma | Finance/Tax & License

Government Performance Finance Committee

DECEMBER 11, 2018

ITEM #1118



OVERVIEW



- Amend Tacoma Municipal Code 1.06.226 -
Cancellation of Amounts due
 - Authorize department Directors to write-off amounts of up to \$5,000
 - Change approvers for write-offs between \$5,000-\$25,000

BACKGROUND



- Approval process identified as an area of improvement in write-off policy project
- TMC 1.06.226 – outlines the required approvers

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ISSUES



- TMC currently requires:
 - City Attorney to approve written-off debt from \$1 - \$25,000
 - City Manager to approve written-off debt between \$15,000 - \$25,000
- New policy increases frequency of writing-off debt to quarterly for all Departments
- Routing of write-off approvals can be time consuming

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PROPOSED REVISIONS



- **Section 1.06.226 - Cancellation of Amounts Due**
 - Allow Department Directors to approve write-off amounts due to their department of up to \$5,000
 - Amounts between \$5,000 and \$25,000 will require City Attorney and Finance Director approval

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OUTREACH



- Stakeholders from each City Department were included in the development of the write-off policy
- If TMC amendments are approved, the write-off policy will be finalized and communicated across City Departments

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RECOMMENDATIONS



- Staff recommends forwarding the proposed amendments to TMC 1.06.226 to the City Council for consideration and approval
- City Council - January 2019

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