



# City of Tacoma

## Government Performance and Finance Committee Minutes

747 Market Street, Tacoma, WA 98402, Conference Room 248  
Dial: 253-215-8782 Meeting ID: 844 1669 0206  
Webinar Link: [www.zoom.us/j/84416690206](http://www.zoom.us/j/84416690206) Passcode: 614650

**March 05, 2024**

**10:00 AM**

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Chair John Hines, Vice Chair Joe Bushnell, Kiara Daniels,  
Sarah Rumbaugh, Kristina Walker (alternate),  
Carlos Watson (ex officio)

### Call To Order

Chair Hines called the meeting to order at 10:00 a.m.

### Roll Call

**Present:** 3 - Bushnell, Rumbaugh and Hines

**Absent:** 1 - Daniels

Council Member Daniels arrived at 10:02 a.m.

Council Member Daniels participated virtually.

### Public Comment

public comment was heard from:

1. April Smith, speaking on Tidy Up Tacoma and Committee minutes.

Council Member Daniels arrived here, at 10:02 a.m.

### Approval of Minutes

1. [24-0221](#) Approval of the minutes of the August 1, 2023, meeting.
2. [24-0222](#) Approval of the minutes of the August 15, 2023, meeting.

**MOTION: Vice Chair Bushnell moved to approve the minutes of the August 1 and August 15, 2023, meetings.**

**SECONDED BY: Council Member Rumbaugh.**

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

**Ayes:** 4 - Bushnell, Daniels, Rumbaugh and Hines

## Briefing Items

3. [24-0217](#) Monthly Budget Update - Internal Services  
[Kathryn Johnston, Budget Officer; Jeff Upton, Financial Services Principal Analyst, Office of Management and Budget]

At approximately 10:03 a.m., Jeff Upton, Financial Services Principal Analyst, and Katie Johnston, Budget Officer, Office of Management and Budget, presented the internal services monthly budget update, including the agenda, a list of departments and divisions that provide internal services, 2023-2024 adopted budget, rationale for assessing internal service costs, some examples of how costs are shared, why do internal service costs increase, why costs are not reduced to decrease costs in a specific fund, and future briefings.

Discussion ensued regarding shared full-time equivalent for remote work; time frame for the presented allocation model; Tacoma Police Department budget; internal budget; the General Fund; determining assessments; paid services; and shared services.

4. [24-0218](#) SAP Now! Technology Program Update  
[Daniel Key, Director, Information Technology; Susan Calderon, Assistant Director, Finance; Alex Yoon, Deputy Director, Tacoma Public Utilities]

At approximately 10:30 a.m., Daniel Key, Director, Information Technology, Susan Calderon, Assistant Director, Finance, and Alex Yoon, Deputy Director, Tacoma Public Utilities, presented the SAP Now! technology program update including an overview, details about how SAP is used across the City, anticipated benefits, key accomplishments, major changes in phase one, timeline, projected expenses, and next steps.

Discussion ensued throughout regarding cutting back on customizations, business licensing, migration of data, the learning curve, guaranteed contract amount, cost control, built in security, security breach liability, subscription based model, budget development, analyzing the business process, change management, project scope and scale.

5. [24-0219](#) Pole Attachment Overview  
[Sharon Brophy, Business Services Manager; Joseph Parris, Business Services Manager, Tacoma Power Transmission and Distribution]

At approximately 11:03 a.m., Sharon Brophy, and Joseph Parris, Business Services Managers, Tacoma Power, presented on the pole attachment program, including the agenda; joint use pole attachment overview; Tacoma Power's program; pole attachment fees; program challenges; application metrics, noting number of applications received by year and total number of affected poles by year; additional program metrics; and examples.

Discussion ensued throughout regarding who is responsible for removing aged lines, number of companies that can attach to one pole, results of pole audit and regulation, inspections, total amount of fees collected in last biennium, underground wires, pole attachment cost standards, and alignment with other utility companies.

6. [24-0220](#) State Auditor's Office 2022 Accountability Entrance Conference  
[Susan Calderon, Assistant Director, Finance]

At approximately 11:26 a.m., Susan Calderon, Assistant Director, Finance, presented a brief overview of the Washington State's Auditor's Office 2022 Accountability Audit Entrance Conference packet from the States Auditor's office.

There was no further discussion.

## Topics for Upcoming Meetings

7. [24-0223](#) March 19, 2024 - Monthly Budget Update; Tidy Up Tacoma Update  
April 2, 2024 - Proposed Revisions to the Municipal Code Related to Claims Settlement;  
April 16, 2024 - Monthly Budget Update; Tacoma Public Utilities 2023 Annual Residential Customer Satisfaction Study

D'Angelo Baker, Committee Liaison, stated the next meeting will be on March 19, 2024, and will include a monthly budget update, and a Tidy Up Tacoma update; the April 2, 2024, meeting will include proposed revisions to the Municipal Code related to claims settlement; and the April 16, 2024, meeting will include a monthly budget update, and a Tacoma Public Utilities 2023 annual residential customer service ratification study.

## Other Items of Interest

There were no other items of interest.

## **Adjournment**

There being no further business, the meeting adjourned at 11:28 a.m.

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John Hines, Chair

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Kimberly Kerby, City Clerk's Office