



**TO:** Elizabeth Pauli, City Manager  
**FROM:** Kari Louie, Senior Compensation & Benefits Manager, Human Resources  
Karen Short, Senior Human Resources Analyst, Human Resources  
Gary Buchanan, Director, Human Resources  
**COPY:** City Council and City Clerk  
**SUBJECT:** Pay & Compensation Ordinance – June 23, 2020  
**DATE:** June 16, 2020

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**SUMMARY AND PURPOSE:**

An ordinance amending the Tacoma Municipal Code (TMC), Compensation Plan, Chapter 1.12, regarding the use of leave without pay for represented employees, and amendments related to the Commute Trip Reduction program.

**BACKGROUND:**

The ordinance will amend Section 1.12.110.G related to the Commute Trip Reduction program, to implement an employee cost-sharing component of 50 percent of the full price of vanpool costs, effective August 1, 2020, as part of the Commute Trip Reduction Program; and allow participation in the CTR program by commissioned Fire Department personnel. The costs paid by employees will be deducted pre-tax per IRS regulations. The ordinance will also amend Section 1.12.265 to allow the Human Resources Director to allow for the voluntary use of leave without pay by represented employees, in order to address a budget crisis. These changes have been discussed with members of the Joint Labor Committee, and affected public safety bargaining units.

**COMMUNITY ENGAGEMENT/ CUSTOMER RESEARCH:**

These changes have been discussed with members of the Joint Labor Committee, and affected public safety bargaining units.

**2025 STRATEGIC PRIORITIES:**

**Equity and Accessibility:**

This legislation will result in savings which will allow for reinvestment of funds in more urgent and/or equitable ways in response to the COVID-19 budget shortfall. The CTR is currently used by approximately 1163 employees. Sharing the cost of vanpool expenses with employees who use the program means we can equitably reinvest the savings to programs utilized by more staff.

Identify which Tacoma 2025 strategic goals your legislation most relates to, and then identify the [Equity Index Score](#) for those goals in the geography your proposal will affect. Select the indicator(s) this legislation is most related to, then briefly explain how this legislation will impact the selected indicator(s) and/or improve the Equity Index Score. *Use the dropdowns below and refer to guide for more information.*



**Economy/Workforce:** *Equity Index Score:* Moderate Opportunity  
 Increase positive public perception related to the Tacoma economy.

**Explain how your legislation will affect the selected indicator(s).**

This legislation supports the responsible and sustainable management of City funds.

**ALTERNATIVES:**

Presumably, your recommendation is not the only potential course of action; please discuss other alternatives or actions that City Council or staff could take. Please use table below.

Alternative(s)	Positive Impact(s)	Negative Impact(s)
1. Approve amendments for CTR cost-sharing but not represented employee unpaid leave.	Realize cost savings from CTR cost-sharing	Will not allow represented employees to take voluntary unpaid leave to help address the budget shortfall
2. Approve amendments for represented employee unpaid leave but not CTR cost-sharing	Represented employees may take voluntary unpaid leave to help address the budget shortfall	Continued full investment in the CTR program is an unnecessary burden in light of the budget shortfall
3. Do not approve either amendment		See above negative impact(s)

**EVALUATION AND FOLLOW UP:**

Staff will continue to work closely with members of the Joint Labor Committee, and affected public safety bargaining units to evaluate the impacts of this code change.

**STAFF/SPONSOR RECOMMENDATION:**

Authorization from the City Council by ordinance is required to implement compensation and benefits for represented and nonrepresented employees. Changes to Section 1.12.110.G will be effective August 1, 2020; and changes to Section 1.12.265 will be effective June 22, 2020.

**FISCAL IMPACT:**

Please provide a short summary of the fiscal impacts associated with the grant, agreement, policy action, or other action.

Changes to the funding for the Commute Trip Reduction program will be effective August 1, 2020. The City has agreements for vanpools with both Pierce Transit and InterCity Transit. The 2020 contract with Pierce Transit included vanpool costs of \$261,400. These changes could provide an estimated cost savings of approximately \$108,916 for 2020. Future costs will be based on actual vanpool ridership, instead of an amount based on the prior year usage. InterCity Transit vanpool costs are approximately \$21,000 for 2020, and the City could save an estimated \$8,750 under that contract.

Fund Number & Name	COST OBJECT (CC/WBS/ORDER)	Cost Element	Total Amount
5800-HR Human Resources	598702	5330100	(\$ 117,666)
<b>TOTAL</b>			<b>(\$117,666)</b>



City of Tacoma

City Council Action Memorandum

**What Funding is being used to support the expense?**

**THIS IS A REIMBURSEMENT OF FUNDS ALREADY EXPENDED FROM THE INTERNAL SERVICE FUND 5800-HR.**

**Are the expenditures and revenues planned and budgeted in this biennium's current budget?**

**YES**

**Are there financial costs or other impacts of not implementing the legislation?**

**YES**

**Will the legislation have an ongoing/recurring fiscal impact?**

**YES**

**Will the legislation change the City's FTE/personnel counts?**

**NO**

**ATTACHMENTS:**

List attachments using bullet points.