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**TO:** Elizabeth Pauli, City Manager  
**FROM:** Gary Buchanan, Human Resources Director  
Kari Louie, Senior Compensation & Benefits Manager  
Dylan Carlson, Senior Labor Relations Manager  
**SUBJECT:** Ordinance Disclosure  
**DATE:** May 27, 2020

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On the agenda for City Council action on June 2, 2020, will be an ordinance to amend the Compensation Plan. This memorandum discloses the contents of the ordinance pursuant to Section 1.12.970 of the Tacoma Municipal Code.

**Section 1-2:** Amends Sections 1.12.220 and 1.12.248 regarding Vacation Allowance with Pay and Personal Time Off with pay to allow the City Manager for General Government employees, and the Director of Utilities for Tacoma Public Utilities employees, to temporarily increase the maximum accrual limits for Vacation and Personal Time Off balances. At the end of a designated temporary increase, employees will have to use all excess leave accruals or they will be forfeited. Excess hours above the published Vacation and Personal Time Off maximums will not be paid out at time of separation, including retirement.

**Section 3:** Provides for the effective dates of the sections above.

**Section 4:** Provides that this Ordinance is necessary, routine, and consistent with Governor Inslee's emergency proclamation issued March 24, 2020, suspending portions of the Open Public Meetings Act.

I would be happy to answer any questions you may have.