



To: Hyun Kim, City Manager

From: Andy Cherullo, Finance Director

Date: August 20, 2025

Subject: Fiscal Impact – Accretion of the Planning & Development Services Department Classifications into the AFSCME Local 120, General Unit CBA (TA)

Overview

The City of Tacoma and the AFSCME Local 120, General bargaining unit have reached a tentative agreement for a Letter of Agreement related to the following classifications when performing work in the Land Use and Long-Range Planning divisions of the Planning and Development Services (PDS) Department:

Classification Title in PERC Decision 13956	Amended Classification Title Hereafter
Historic Preservation Analyst (P0860)	(Consolidated into Senior Planner)
Planner, Associate (P1240)	Planner, Associate (2209)
Planner, Senior (P1260)	Planner, Senior (2203)
Planner, Principal (P1250)	Planner, Principal (2221)
Regulatory Compliance Analyst (P1570)	Critical Areas Biologist (2312)
Regulatory Compliance Analyst, Senior (P1600)	Critical Areas Biologist, Senior (2313)
Regulatory Compliance Analyst, Principal (P1590)	Critical Areas Biologist, Principal (2314)
Skilled Occupational Intern (S0020)	Planner Intern (4613)

Wages & Step Placement

Wage increases will be effective retroactive to July 31, 2025, the date of execution of a Christie Agreement. Upon implementation, employees will be placed into the salary step closest to, but not less than 2.75% above, their current rate of pay. Employees shall remain eligible for salary steps based on their normal step progression. Employees hired or promoted into any Local 120 PDS Classification in the future shall be eligible for their first step increase six (6) months after appointment, consistent with TMC Section 1.12.030.

Fiscal Impact of Wage & Step Placement Adjustments

Fiscal Area	FTE	2025 Incremental Expense	2026 Incremental Expense	Total Expense
General Fund	8.50	\$17,000	\$42,000	\$59,000
All Other General Government	19.50	\$42,000	\$99,000	\$141,000
Total	28.00	\$59,000	\$141,000	\$200,000

Lump Sum Payment

Employees in Local 120 PDS classifications on the date of City Council approval of this LOA will receive a one-time lump sum payment of two thousand dollars (\$2,000).



Fiscal Impact of Lump Sum Payment

The likely fiscal impact of this provision is about \$40,000.

Overtime Eligibility

There shall be no change to overtime eligibility. Those classifications remaining in overtime category “D” pursuant to TMC Section 1.12.080, will be exempt from overtime provisions of the FLSA and shall not be eligible for compensatory time or overtime compensation. For classifications currently under overtime category “A”, overtime compensation shall be paid consistent with Section 10.3 of the Local 120 CBA. For convenience, applicable overtime codes are listed in Exhibit A, attached to this LOA.

Fiscal Impact of Overtime Eligibility

Since this provision results in a continuation of the existing overtime eligibility policy, it will likely not result in a fiscal impact.

Personal Time-Off (PTO) for Overtime exempt (category “D”) classifications

- a. Employees currently under the Personal Time Off (PTO) plan will remain on the PTO plan.
- b. Employees currently under the Vacation/Sick Leave plan will remain on the Vacation/Sick Leave plan and may voluntarily convert to the PTO plan during applicable open enrollment periods pursuant to Tacoma Municipal Code (TMC) Section 1.12.248.
- c. Employees hired into overtime exempt (category “D”) classifications in the future will be placed in the Personal Time Off (PTO) plan. Employees promoted into such classifications may elect to voluntarily convert to the PTO plan, consistent with TMC Section 1.12.248.
- d. Employees hired into the Planner Intern classification (CSC #4613) will be covered by the paid leave provisions in the Tacoma Municipal Code and Tacoma Joint Labor Agreement applicable to temporary employment.

NOTE: The vacant Intern classification is the only overtime eligible role in this workgroup.

Fiscal Impact of Personal Time-Off (PTO) for Overtime exempt (category “D”) classifications

Since this provision outlines the terms of the PTO policy for overtime exempt classifications and does not suggest a change to how it will be calculated, staff expects this to result in a net neutral impact.

Longevity Pay

The Local 120 PDS classifications shall be added to Appendix A of the current CBA, in accordance with Exhibit A, attached to the LOA. Local 120 PDS classifications are not eligible for Longevity Pay as per Ordinance 20938 and Appendix A of the CBA.

Fiscal Impact of Longevity Pay

Since this provision is a continuation of the current longevity pay policy and continues to preclude Local 120 PDS classifications from longevity pay, staff expects that it will result in a net neutral impact.

Setups for Local 120 PDS Classifications

A setup is defined as temporarily assuming the duties of a higher classification. In order to be compensated at the rate of the higher classification, an employee temporarily reassigned to the higher classification shall meet the minimum qualifications of such classification and substantially assume the duties of such classification. The temporary assignment shall result in the relinquishing of the employee's regular duties to a substantial degree. An employee in a setup status will be placed at a pay step in the higher classification that is at least 5% above the employee's permanent classification, if such a pay step exists.



- a. Setups for overtime exempt (category “D”) employees will be paid when an employee temporarily reassigned to the higher classification shall meet the minimum qualifications of such classification and substantially assume the duties of such classification for a period in excess of a complete fourteen (14) calendar day payroll cycle.
- b. Setups for overtime eligible (category “A”) employees will be governed by Section 12.5 of the Local 120 CBA.
- c. Section 12.11.F shall not apply to Local 120 PDS classifications.

Fiscal Impact of Setups for Local 120 PDS Classifications

Staff is unable to determine the fiscal impact of this provision without knowing the exact employee and the higher classification into which the employee would be temporarily placed.

Unclassified Classifications

Classifications remaining unclassified (aka: “appointive”) are listed with an “A” in the salary table attached as Exhibit A to this LOA. Classifications converted to classified status are listed without an “A” in the salary table attached as Exhibit A to this LOA.

Fiscal Impact of Unclassified Classifications

This provision will not result in a fiscal impact.

Historic Preservation Analyst Consolidation

The classification of Historic Preservation Analyst (CSC #P0860) will be consolidated into the classification of Senior Planner (CSC #2203) consistent with TMC section 1.24.370.

Fiscal Impact of Historic Preservation Analyst Consolidation

Any fiscal impacts of this provision are due to the wage increase from the current historic preservation analyst classification to the new senior planner classification:

Fiscal Area	FTE	2025 Incremental Expense	2026 Incremental Expense	Total Expense
General Fund	0.50	\$1,000	\$2,000	\$3,000
All Other General Government	0.50	\$1,000	\$3,000	\$4,000
Total	1.00	\$2,000	\$5,000	\$7,000

Safety Footwear Allowance

Local 120 PDS employees in the Critical Areas Biologist classification series will receive an allowance of \$300 per year for safety footwear and field work clothing. The allowance will be paid in a pay period in January of each year.

Fiscal Impact of Safety Footwear Allowance

The likely fiscal impact of this provision is about \$1,200 per year.



VEBA

Through December 31, 2025, the City will continue to deposit into a VEBA Account a sum equivalent to 50% percent of the Personal Time Off (“PTO”) accruals for retiring Local 120 PDS employees who otherwise meet the requirements of TMC section 1.12.229.E.

Effective January 1, 2026, Local 120 PDS classifications will be covered by the VEBA provisions of Article 17 of the CBA. PTO payouts at the time of retirement will not be eligible for the VEBA program unless otherwise agreed in writing between the City and Union.

Fiscal Impact of VEBA

Since employees elect to retire on an ongoing basis, staff is unable to determine the exact number of employees that will utilize this benefit and, as a result, is unable to determine the fiscal impact of this provision.

Funding for 2025-2026

The incremental increases will be incorporated into the 2025-2026 Adopted Biennial Budget. The department will be responsible for adhering to their overall level of appropriation.

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