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AUG 13 2013

REQUEST FOR

ORDINANCE RESOLUTION

CITY CLERK'S OFFICE

Request #:

13611

File #:

28167

1. DATE: August 12, 2013

2. SPONSORED BY: COUNCIL MEMBER(S) N/A (If no sponsor, enter "N/A")

<p>3a. REQUESTING DEPARTMENT/DIVISION/PROGRAM Human Resources Department</p> <p>3b. "Do PASS" FROM [Committee Name] <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To Committee as information only <input checked="" type="checkbox"/> Did not go before a Committee</p> <p>3c. DID THIS ITEM GO BEFORE THE PUBLIC UTILITY BOARD? <input type="checkbox"/> Yes, on [Date] <input checked="" type="checkbox"/> Not required</p>	<p>4a. CONTACT (for questions): Karen Short, Senior Human Resources Analyst</p>	<p>PHONE: 591-5424</p>
<p><i>Joy A. Derrain</i> Department Director/Utility Division</p>	<p><i>[Signature]</i> Budget Officer/Finance Director</p>	<p><i>[Signature]</i> City Manager/Director Utilities</p>

5. REQUESTED COUNCIL DATE: August 20, 2013

(If a specific council meeting date is required, explain why; i.e., grant application deadline, contract expiration date, required contract execution date, public notice or hearing required, etc.)

6. SUMMARY AGENDA TITLE: (A concise sentence, as it will appear on the Council agenda.)

Amending Chapter 1.12 of the Tacoma Municipal Code to provide for changes to the employee Leave-Based Contribution Program.

7. BACKGROUND INFORMATION/GENERAL DISCUSSION: (Why is this request necessary? Are there legal requirements? What are the viable alternatives? Who has been involved in the process?)

Ordinance 27426, passed November 8, 2005, provided for a program for employees to contribute unused accrued leave to cash for a donation to the American Red Cross, after the events of Hurricane Katrina.

The City of Tacoma wishes to amend this leave-based contribution program, to make it easier for employees to make contributions of unused vacation or personal time off (PTO) accruals through the program as a contribution to United Way. The leave accruals would be converted to cash, and the cash value would be made as a donation to the United Way.

The ordinance will amend the Tacoma Municipal Code language to allow employees who are eligible for vacation or personal time off (PTO) benefits the ability to convert unused vacation or personal time off accruals to cash for a donation to be made to the United Way. All City of Tacoma employees eligible for vacation or personal time off benefits will be eligible to participate in this program on a voluntary basis. Requests would be collected during the annual United Way campaign, on a form approved by the Human Resources Director and the Finance Director, with a stipulation that employee leave balances at the time of donation would not fall below below 80 hours. Employees would be eligible to convert up to a total of 16 hours of vacation or personal time off in full hour increments, with a minimum conversion of two (2) hours and a maximum of 16 hours. The cash value of the donation would be sent to the United Way of Pierce County; and would be considered taxable earnings for the employee at the time of the donation.

Expenditures are the responsibility for each Department for their respective employees.

REQUEST (CONT)

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8. LIST ALL MATERIAL AVAILABLE AS BACKUP INFORMATION FOR THE REQUEST AND INDICATE WHERE FILED:

Source Documents/Backup Material	Location of Document
Ordinance 27426	City Clerk's Office
Disclosure Memo	City Clerk's Office

9. WHICH OF THE CITY'S STRATEGIC GOALS DOES THIS ITEM SUPPORT? (CHECK THE GOAL THAT BEST APPLIES)

- A. A SAFE, CLEAN AND ATTRACTIVE COMMUNITY
- B. A DIVERSE, PRODUCTIVE AND SUSTAINABLE ECONOMY
- C. A HIGH-PERFORMING, OPEN AND ENGAGED GOVERNMENT

10. IF THIS CONTRACT IS FOR AN AMOUNT OF \$200,000 OR LESS, EXPLAIN WHY IT NEEDS LEGISLATIVE APPROVAL:

11. FINANCIAL IMPACT: EXPENDITURE REVENUE

- A. NO IMPACT (NO FISCAL NOTE)
- B. YES, OVER \$100,000, Fiscal Note Attached
- C. YES, UNDER \$100,000, (NO FISCAL NOTE)
Provide funding source information below:

FUNDING SOURCE: (Enter amount of funding from each source)

Fund Number & Name: State \$ City \$ Other \$ Total Amount

If an expenditure, is it budgeted? Yes No Where? Cost Center: _____
Acct #: _____

The below fiscal impact estimates assume a 15% employee participation rate (based upon current average United Way payroll deduction participation) across all departments and funds. Please note the fiscal impact is provided as a range assuming 15% employee participation at the minimum contribution level of two (2) hours and compared to the maximum contribution of 16 hours. Assumptions made in this fiscal impact may not reflect actual participation once implemented.

Fund(s)	Employee Participation Rate Estimate	Minimum (2 hours)	Maximum (16 hours)
General Fund	15.00%	\$ 13,266	\$ 106,124
General Government Utilities	15.00%	4,783	38,261
Other General Government	15.00%	5,585	44,681
Tacoma Public Utilities	15.00%	15,275	122,203
Grand Total		\$ 38,909	\$ 311,269