



**TO:** Hyun Kim, City Manager  
**FROM:** Eric Hansen, Chair Civil Service Board  
**COPY:** GPFC, Andy Cherullo, Chantra Real  
**PRESENTER:** Eric Hansen, Chair Civil Service Board  
**SUBJECT:** Proposed Personnel Rules TMC 1.24  
**DATE:** May 5, 2026

**PRESENTATION TYPE:**  
Informational Briefing

**SUMMARY:**

Pursuant to the process set forth in Charter Section (a) the Civil Service Board (Board) intends to transmit proposed personnel rules relating to the determination of whether a position is classified or unclassified to the City Council on the next business day after its May 7, 2026 Board meeting. As is stated in Charter Section 6.14 (a) “Within forty-five days after the filing thereof with the City Clerk, the Council shall by ordinance adopt such proposed rules or amendments; provided, however, that the Council, by an affirmative vote of not less than two-thirds of its membership, may change, alter, amend, add to, reject or repeal any such proposed Civil Service Rules or amendments.” The proposed rules are attached as Exhibit A.

**BACKGROUND:**

The Board is authorized by Charter Section 6.12 (b) to “investigate any or all matters relating to conditions of employment in the service of the City, either in response to employee complaints or on its own initiative.” The Board engaged in an investigation related to the City’s placement of certain positions into the unclassified service and reached the conclusion that those placements fail to follow the directions and requirements of Charter Section 6.1 and are therefore improper. A detailed statement of the Board’s conclusions on the matter was previously presented to GPFC in a memo dated September 16, 2025 that was provided as part of my presentation to GPFC on the same date. A copy of that memo is attached here as Exhibit B.<sup>1</sup>

As was noted in the September 2025 presentation to GPFC the Board has drafted personal rules to be placed in Chapter 1.24 of Tacoma Municipal Code. The Board’s purpose in offering the proposed new rules is to provide clarity around when a position is to be designated unclassified to ensure that such designations are consistent with the Board’s interpretation of the requirements in Section 6.1 of the Charter.

**ISSUE:**

The Board intends to direct its Clerk to transmit its proposed rules to the City Clerk on the first business day after the Board’s meeting on May 7 and the purpose of this memo is to provide the GPFC with the rules in anticipation of the transmittal to the full Council.

**ALTERNATIVES:**

This is an informational briefing only. There are no alternatives presented.

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<sup>1</sup> Exhibit B, the September 16, 2025 memo includes legal conclusions. Those conclusions are the Board’s own and were not provided by the City Attorney’s Office.



**FISCAL IMPACT:**

This is an information briefing only. There is no fiscal impact.

**RECOMMENDATION:**

The Board believes that the proposed rules are necessary to properly interpret Charter Section 6.1 and to ensure that positions are placed into the unclassified service in strict accord with the requirements of Charter Section 6.1. The Board urges the Council to adopt the proposed rules for codification into TMC 1.24.