



TO: Elizabeth Pauli, City Manager
FROM: Dylan Carlson, Labor Relations Division Manager
Karen Short, Senior Human Resources Consultant
Kari Louie, Acting Director, Human Resources
COPY: City Council and City Clerk
SUBJECT: Resolution – Authorize execution of a Letter of Agreement as negotiated with
the Professional and Technical Employees, Local 17, Tacoma Police Department
Non-Commissioned Management Unit – May 6, 2025
DATE: April 18, 2025

SUMMARY AND PURPOSE:

A resolution authorizing the execution of a Letter of Agreement as negotiated with the Professional and Technical Employees, Local 17, Tacoma Police Department Non-Commissioned Management Unit, regarding a new classification of Crime Analyst Manager.

BACKGROUND:

The resolution will authorize the execution of a Letter of Agreement (LOA) as negotiated with the Professional and Technical Employees, Local 17, Tacoma Police Department Non-Commissioned Management Unit, regarding a new classification titled Crime Analyst Manager.

The agreement provides for a classification of Crime Analyst Manager, to be created and represented by the Professional and Technical Employees, Local 17, TPD Non-commissioned Management Unit. The Crime Analyst Manager classification will be unclassified, appointive, consistent with other titles in Section 2.1 of the Parties' Collective Bargaining Agreement and will be designated as overtime category "D", FSLA exempt, and not eligible for overtime or compensatory time off. The Agreement provides for the 2025 rates of pay, and a general wage increase of 3.0 percent to be applied effective January 1, 2026.

Tacoma Police Department management have identified Jacqueline Shelton to be appointed to the Crime Analyst Manager classification following City Council approval of the Letter of Agreement. The agreement also provides that Ms. Shelton will receive a one-time, lump sum payment of \$5,200 in the first full pay period after her appointment to the Crime Analyst Manager classification.

COMMUNITY ENGAGEMENT/ CUSTOMER RESEARCH:

The agreement has been reached with the Professional and Technical Employees, Local 17, Tacoma Police Department Non-Commissioned Management Unit, and has been bargained in good faith.

2025 STRATEGIC PRIORITIES:

Economy/Workforce: Moderate Opportunity

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)
Do not approve execution of the Collective Bargaining Agreement	N/A	Unknown

EVALUATION AND FOLLOW UP:

STAFF/SPONSOR RECOMMENDATION:

Authorization from the City Council by resolution is required to execute the Letter of Agreement with the Professional and Technical Employees, Local 17, Tacoma Police Department Non-Commissioned Management Unit.

FISCAL IMPACT:

Fiscal impact information is provided by the Budget Office. Department Directors are responsible for adhering to their overall levels of appropriation.

What Funding is being used to support the expense?

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? No

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

Will the legislation change the City's FTE/personnel counts? No

ATTACHMENTS:

Letter of Agreement
Fiscal Impact Memorandum