



## Memorandum

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**TO:** Elizabeth Pauli, City Manager  
**FROM:** Gary Buchanan, Human Resources Director  
Kari Louie, Senior Compensation & Benefits Manager  
**SUBJECT:** Ordinance Disclosure  
**DATE:** February 21, 2019

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On the agenda for City Council action on February 26, 2019, 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:** Creates a new Section 1.12.280 entitled “Inclement weather or conditions” relating to the authority of the City Manager and Director of Utilities to grant leave during severe inclement weather or conditions, retroactive to February 11, 2019.

The City Manager and Director of Utilities desire to clarify this authority as related to inclement weather and conditions by expressly authorizing the City Manager and Director of Utilities, or designees, to issue a formal notice declaring an inclement weather condition to exist and upon that declaration, approve leaves of absences for employees who are unable to report for scheduled work because of such weather or conditions, including providing authority for the City Manager and Director of Utilities, to grant jointly, but not separately, up to two hours of paid time for tardiness and/or early departure when inclement weather conditions warrant.

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