



City of Tacoma

City Council Action Memorandum

TO: Hyun Kim, Interim City Manager
FROM: Dylan Carlson, Labor Relations Division Manager
Kari Louie, Interim Director, Human Resources
COPY: City Council and City Clerk
SUBJECT: Resolution – Authorize execution of a Letter of Agreement with the City of Tacoma, Washington State Council of County and City Employees, Local 120 – September 9, 2025
DATE: August 21, 2025

SUMMARY AND PURPOSE:

A resolution authorizing the execution of a Letter of Agreement as negotiated with the City of Tacoma, Washington State Council of County and City Employees, Local 120 regarding the accretion of certain classifications performing work in the Planning & Development Services Department.

BACKGROUND:

The resolution will authorize the execution of a Letter of Agreement (LOA) as negotiated with the City of Tacoma, Washington State Council of County and City Employees, Local 120. Employees performing work in the Land Use and Long Range Planning divisions of the Planning & Development Services Department, in the classifications of Historic Preservation Analyst, Associate Planner, Senior Planner, Principal Planner, Regulatory Compliance Analyst, Senior Regulator Compliance Analyst, Principal Regulatory Compliance Analyst and Skilled Occupational Intern have selected City of Tacoma, Washington State Council of County and City Employees, Local 120, as their exclusive bargaining representative for purposes of collective bargaining. This action was certified by the Public Employment Relations Commission (PERC) on September 18, 2024.

Effective retroactive to July 31, 2025, classifications will transition from a 9-step pay range, to a revised pay range of up to 6 steps, with a general wage increase of 2.75 percent at top step. Employees will be placed into the revised pay scale at the salary step closest to, but not less than 2.75 percent above their current rate of pay. No additional wage increase will be applied to the classification in 2025. Employees will progress through the salary range consistent with Tacoma Municipal Code (TMC) 1.12.030. Changes to classifications will be as follows:

Current Classification			Revised Classifications, effective 7/31/2025			
Code	A	Job Title	Code	A	Job Title	OT
P1590	A	Regulatory Compliance Analyst, Principal	<u>23140</u>	A	<u>Critical Areas Biologist, Principal</u>	D
P1600		Regulatory Compliance Analyst, Senior	<u>23130</u>		<u>Critical Areas Biologist, Senior</u>	D
P1570		Regulatory Compliance Analyst	<u>23120</u>		<u>Critical Areas Biologist</u>	D
P1250	A	Planner, Principal	<u>22210</u>	A	Planner, Principal	D
P1260	A	Planner, Senior	<u>22030</u>		Planner, Senior	D
P1240		Planner, Associate	<u>22090</u>		Planner, Associate	D
P0860	A	Historic Preservation Analyst			Consolidated into Planner, Senior	
S0020		Skilled Occupational Intern	<u>46130</u>		<u>Planner Intern</u>	A

Classifications covered by the Letter of Agreement will not be eligible for longevity pay. The classifications of Principal Critical Areas Biologist, and Principal Planner will remain unclassified, appointive positions. The classification of Senior Planner will be changed to classified and the classification of Historic Preservation Analyst will be removed and consolidated into the classification of Senior Planner, consistent with TMC Section 1.24.370.



There are no changes to overtime designations or eligibility. Classifications remaining overtime category “D” are exempt from overtime provisions and the classification remaining overtime category “A” will be paid consistent with overtime language contained in Section 10.3 of the collective bargaining agreement.

In addition, the letter of agreement provides for specific language regarding time off benefits, employee set ups to a higher classification, an annual allowance of \$300 for safety footwear and work clothing for employees in the classification of Critical Areas Biologist, layoff provisions for the employees holding classified status, extending the current VEBA provisions for the employees through December 31, 2025, and providing eligible employees with a one-time, lump sum payment of \$2,000, effective on the date of City Council approval of the agreement.

COMMUNITY ENGAGEMENT/ CUSTOMER RESEARCH:

The agreement has been reached with the City of Tacoma, Washington State Council of County and City Employees, Local 120, 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:

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 City of Tacoma, Washington State Council of County and City Employees, Local 120.

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