

# ACTION ITEM MEMO

Port of Tacoma Commission



Item No: 6A  
Meeting Date: 01/22/25

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**DATE:** January 2, 2025

**TO:** Port of Tacoma Commission

**FROM:** Eric Johnson, Executive Director  
Sponsor: Michael Dehner, Interim Chief Human Resources Officer  
Project Managers: Jeniann Kaelin, Manager, Human Resources - *Presenter*  
Trisha Perez, Manager, Human Resources - *Presenter*

**SUBJECT:** RESOLUTION 2025-01-PT MASTER BENEFITS & SALARY RESOLUTION

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**A. ACTION REQUESTED**

Request Commission adoption of the Proposed Resolution 2025-01-PT, Master Benefits & Salary Resolution, which supersedes Amended Resolution 2024-02-PT and all prior Master Benefit and Salary Resolutions.

**Strategic Plan Initiative:** OS-6.

**B. BACKGROUND**

The Port of Tacoma (“Port”) Commission is authorized by RCW 53.08.170 to create and fill positions, establish salary ranges, and establish benefits for its employees by resolution.

The Commission charges the Executive Director with the administration of the benefit and salary programs for non-represented employees, including the administrative details, by passing the Master Benefits and Salary Resolution (“MBSR”) each year.

The MBSR is also the mechanism by which the Commission approves staff recommended changes to Port’s salary schedule.

**C. SUMMARY OF CHANGES**

Administrative changes were made that are intended to ensure consistency throughout the document or to improve grammar and clarity.

We recommend a cost of labor adjustment of 2.5 percent for non-represented salary ranges effective April 1, 2025, which is based on current market salary data and trends for the Puget Sound Area.

**D. FINANCIAL SUMMARY**

The 2.5% cost of labor adjustment to non-represented salary ranges has no immediate financial impact.

**E. ATTACHMENTS TO THIS REQUEST**

- Resolution 2025-01-PT with Exhibit A (Clean)
- Redlined Amended Resolution 2024-02-PT