



November 18, 2011

John Dryer  
Labor Relations Manager  
City of Tacoma, Human Resources Department  
747 Market Street, Room 1544  
Tacoma, WA 98402-3764

Dear Mr. Dryer:

This shall serve as our official request to demand to bargain the layoffs and the impacts. In order to prepare for those discussions please provide the following information as soon as possible, but in no case later than November 30, 2011.

To move forward with this process quickly Local 17 requests the following information:

1. The Budget circumstances and Layoff proposal put forth to the Department Directors to enact the layoff.
2. An accounting of the General Fund Balance since 2007.
3. The current General Fund budget for 2011 and 2012.
4. A list of any temporary or project employees employed in General Government, their date of hire and position.
5. A list of any non-represented and management employee that is also being considered for layoffs, the position they hold and their date of hire.
6. Any and all other options examined by the City to avoid layoffs/downsizing.
7. A listing of non-represented positions being eliminated or held vacant for budget savings.
8. The projected dollar amount to be generated by the layoff and any other proposed changes to expenditures.
9. A detailed copy of all City Council proposed budget cuts of general and non-general funds for 2011.
10. A copy of all agreements reached with Unions, Associations, or Guilds that include reductions for 2011 or 2012.
11. An accounting of how the City's reserve funds will be used.
12. The process the City is using to identify positions that will be or have been eliminated.
13. The resources and benefits available to employees throughout the layoff process, including time on layoff recall.
14. Any contract with an outside contractor, consultant or service provider, the amount of the contract, the reason for the contract and the status of payment.
15. Any and all reorganization plans being discussed or contemplated.

16. Are there any non Local 17 or Local 17 positions that could potentially change the outcome, i.e. bumping?
17. What fiscal impact does a laid-off employee have on the City's budget and how much?
18. A listing of any Local 17 positions being eliminated or held vacant for budget savings.

We also request to meet with the City of Tacoma management, as soon as possible. Please contact me at (206) 328-7321, Ext. 113 so that we may schedule a bargaining session as soon as possible. If you have any questions regarding this information request please contact me for clarification.

Thank you for your time and efforts on this issue.

Sincerely,

A handwritten signature in cursive script that reads "Roberta Burnett" followed by a stylized flourish.

Roberta Burnett  
Union Representative

RB:dc  
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