

## RESOLUTION NO. 2024-33

A RESOLUTION establishing the Fiscal Year 2025 compensation schedule for each position in the City service not covered by a valid union contract.

WHEREAS, the City Manager has prepared and submitted to the City Council of the City of Ellensburg a standard schedule of pay; and

WHEREAS, maintaining living wage jobs is essential to attracting and retaining quality employees; and

WHEREAS, all 2024 pay grades and steps have been adjusted by an annual Cost of Living Adjustment (COLA) of 3.5% to maintain the integrity of the pay grade structure, minimal market adjustments have been made to reflect changing economic conditions, and hourly positions will be adjusted based on the 2025 Washington State Minimum Wage; and

WHEREAS, due to the increasing work demands resulting from state legislative changes to energy compliance regulations, the Public Works and Utilities Department will return to its pre-2018 status as two separate departments: Public Works, and Energy Services; a new Energy Services Director will be hired in 2025, in addition to several other position changes, described below; and

WHEREAS, the following new positions have been approved in the 2025-2026 Biennial Budget and have been added the 2025 Pay Plan by this Resolution (with varying effective dates): Contracts & Procurement Officer, Water/Stormwater Program Coordinator, Telecom Business Manager, Energy Services Director, Light Engineering Intern, and a second IT Intern; and

WHEREAS, the following position reclassifications have been approved in the 2025-2026 Biennial Budget and have been reflected in the 2025 Pay Plan by this Resolution (with varying effective dates): HR Assistant to HR Specialist, City Attorney, Public Works Director, Stormwater Manager to Water Resources Manager, IT/Telecommunications Manager to IT Manager - Network/Security; Assistant Utilities Director to Gas Operations Supervisor, Shop/Warehouse Manager to Facilities & Fleet Manager, Utility Services Supervisor to Utility Services Manager, and Accounting Manager to Accountant III - Financials; and

WHEREAS, in 2024 the IT Department previously had one approved IT Business Analyst vacancy, which was difficult to fill; as a result, IT received approval to create two tiers, IT Business Analyst I and IT Business Analyst II, and also received approval to hire a second IT Business Analyst in preparation for significant technology improvement projects over the next five (5) plus years; these changes have been approved in the 2025-2026 Biennial Budget and have been reflected in the 2025 Pay Plan by this Resolution; and

WHEREAS, the Recreation Leaders will become DRS-eligible positions as approved in the 2025-2026 Biennial Budget; and

WHEREAS, the City Council of said City desires to adopt such amended pay plan;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The pay grade structure for non-union positions is hereby adopted as set forth in Appendix A, effective January 1, 2025; and

Section 2. The compensation schedule for each non-represented position is hereby adopted as set forth below, effective January 1, 2025.

CLASS TITLES BY DEPARTMENT	PAY RANGE		
<b>CITY MANAGER</b>			
TITLE	MIN	MAX	Pay Grade
City Manager	14,726	16,660	50
Assistant City Manager/City Attorney*	14,016	15,858	48
City Attorney*	14,016	15,858	48
Human Resources Director	11,223	12,699	39
Assistant City Attorney	10,168	11,504	35
Public Information Officer	8,768	9,919	29
Arts & Economic Development Manager	8,345	9,441	27
Human Resources Specialist (2)	6,849	7,747	19
Executive Assistant – City Attorney/Deputy City Clerk	6,682	7,558	18
Executive Assistant – City Manager	6,054	6,848	14
Human Resources Assistant ( <i>Reclass to HR Specialist</i> )	—5,906	—6,681	13
Civil Service Secretary/Chief Examiner	150/mo	150/mo	n/a
Legal Intern	16.66/hr	16.66/hr	n/a

 TITLE | MIN | MAX | Pay Grade || City Manager | 14,726 | 16,660 | 50 |
Assistant City Manager/City Attorney\*	14,016	15,858	48
City Attorney\*	14,016	15,858	48
Human Resources Director	11,223	12,699	39
Assistant City Attorney	10,168	11,504	35
Public Information Officer	8,768	9,919	29
Arts & Economic Development Manager	8,345	9,441	27
Human Resources Specialist (2)	6,849	7,747	19
Executive Assistant – City Attorney/Deputy City Clerk	6,682	7,558	18
Executive Assistant – City Manager	6,054	6,848	14
Human Resources Assistant (*Reclass to HR Specialist*)	—5,906	—6,681	13
Civil Service Secretary/Chief Examiner	150/mo	150/mo	n/a
Legal Intern	16.66/hr	16.66/hr	n/a

*\*The Assistant City Manager/City Attorney position will be replaced by the City Attorney position upon retirement of the incumbent. Some overlap may occur for training. An Assistant City Manager position will be reviewed at a later date.*

**COMMUNITY DEVELOPMENT**			
TITLE	MIN	MAX	Pay Grade
Community Development Director	11,223	12,699	39
Building Official	8,554	9,677	28
Planning Manager	8,554	9,677	28
Building Inspector II\*	7,376	8,344	22
Housing & Grants Administrator	7,021	7,941	20
Building Inspector I\*	6,849	7,747	19

*\*Only one Building Inspector position is authorized in the budget – level will depend on qualifications.*

**ENERGY SERVICES\***

TITLE	MIN	MAX	Pay Grade
Energy Services Director*	13,675	15,471	47
Senior Electrical Engineer	10,950	12,389	38
Project Engineer	10,683	12,087	37
Assistant Utilities Director*	11,504	13,016	40
Operations Supervisor – Gas*	10,683	12,087	37
Operations Supervisor - Light	10,683	12,087	37
Energy Resources Manager	10,422	11,792	36
Gas Engineer	9,920	11,223	34
Telecom Business Manager*	9,212	10,421	31
Sustainability & Energy Coordinator	6,849	7,747	19
Rate Analyst	6,682	7,558	18
Operations Analyst – ES	6,205	7,019	15
Engineering Intern – Gas Division	22.00/hr	22.00/hr	n/a
Engineering Intern – Light Division	22.00/hr	22.00/hr	n/a

\* These changes will become effective in 2025 during the re-organization to separate Public Works and Energy Services and hire an Energy Services Director.

**FINANCE**

TITLE	MIN	MAX	Pay Grade
Finance Director	12,388	14,017	43
Assistant Finance Director	10,168	11,504	35
Utility Services Supervisor Manager	9,212	10,421	31
Accountant III – Financials Accounting Manager	8,554	9,677	28
Accountant III – Budget Officer	8,554	9,677	28
City Clerk	7,560	8,553	23
Contracts & Procurement Officer	7,021	7,941	20
Accountant II	7,021	7,941	20

**INFORMATION TECHNOLOGY**

TITLE	MIN	MAX	Pay Grade
IT Director	11,223	12,699	39
IT Manager - Network/Security	9,212	10,421	31
IT & Telecommunications Manager (reclass to IT Mgr. Network/Security)	9,212	10,421	31
IT Systems Administrator (2 positions)	7,943	8,986	25
IT Business Analyst II* (vacant)	7,943	8,986	25
IT Business Analyst I* (2 positions)	7,196	8,140	21
Service Desk Specialist	5,906	6,681	13
IT Intern (2)	16.66/hr	16.66/hr	n/a

\*Only two IT Business Analyst positions are authorized in the budget – level will depend on qualifications.

<b>LIBRARY</b>			
<b>TITLE</b>	<b>MIN</b>	<b>MAX</b>	<b>Pay Grade</b>
Library Director	10,422	11,792	36
Librarian	6,205	7,019	15
Part-time Library Substitute	16.66/hr	16.66/hr	n/a

<b>PARKS AND RECREATION</b>			
<b>TITLE</b>	<b>MIN</b>	<b>MAX</b>	<b>Pay Grade</b>
Parks & Recreation Director	10,683	12,087	37
Aquatic & Recreation Supervisor	6,849	7,747	19
Recreation Leader	22.31	25.83	n/a
Recreation Staff	17.49	23.43	n/a

<b>POLICE</b>			
<b>TITLE</b>	<b>MIN</b>	<b>MAX</b>	<b>Pay Grade</b>
Police Chief	12,388	14,017	43
Police Captain (2 positions)	10,683	12,087	37
Police Records Supervisor	7,021	7,941	20
Crime Analyst	6,682	7,558	18
Reserve Officer	16.66/hr	16.66/hr	n/a

<b>PUBLIC WORKS</b>			
<b>TITLE</b>	<b>MIN</b>	<b>MAX</b>	<b>Pay Grade</b>
Public Works & Utilities Director*	14,016	15,858	48
Public Works Director*	13,675	15,471	47
City Engineer/Engineering Services Manager	11,792	13,341	41
Assistant Public Works Director	10,168	11,504	35
Assistant City Engineer/Capital Projects Manager**	10,168	11,504	35
Facilities & Fleet Manager	10,168	11,504	35
Civil Engineer (2 positions)	9,678	10,949	33
Stormwater Utility Manager***	9,212	10,421	31
Water Resource Manager***	9,212	10,421	31
Transit Manager	9,212	10,421	31
Shop/Warehouse Manager (reclass to Facilities & Fleet Mgr.)	9,212	10,421	31
PW Finance Officer	7,021	7,941	20
Water/Storm Program Coordinator***	6,849	7,747	19

\*Public Works & Utilities Director will become Public Works Director upon hire of an Energy Services Director.

\*\*Plus .5% for current ISA Arborist Certification

\*\*\*Stormwater Utility Manager will become Water Resources Manager upon retirement of the incumbent, then a Water/Storm Program Coordinator will be hired. Some overlap may occur for training.

All other City positions are covered by Union contracts. This resolution has no application to such

positions.

Section 3. The Pay Plan set forth herein shall be administered in accordance with applicable provisions of the Personnel Policies Manual and as further provided herein:

- (a) Initial employment: Employees shall be paid within the limits of their pay grade to which their positions are assigned. Usually, new employees will begin employment at Step 1 of the pay grade for their respective classification. However, a new employee may be employed at a higher step within their pay grade when the employee's experience, training, or proven capability warrant, or when prevailing market conditions require a starting wage greater than Step 1. Additionally, the City Manager may negotiate and authorize higher leave accrual rates and adjusted PTO starting balances for a new employee.
- (b) Anniversary date, employee performance review, and performance-based or merit raises: After an employee has been certified as having successfully completed the appropriate trial period, their anniversary date of employment will be retroactive to the date first employed in that position on a full-time basis. A performance-based raise or merit pay is an increase in pay of one or more steps in the appropriate pay grade and is for the purpose of recognizing reliable achievement over time by the employee which meets and frequently exceeds supervisory expectations. Such raises shall be based on tangible results which clearly demonstrate the employee is continuing to add value to the City and City services. An increase to a higher step in the Salary Schedule will normally occur if the employee receives a performance evaluation demonstrating the employee meets and frequently exceeds expectations.

If an employee's performance is unsatisfactory, no performance-based raise will be given for a stipulated period of time during which improvement must be shown or until the employee's job performance is again satisfactory or better, unless a different process is provided in the employee's collective bargaining agreement. Performance-based raises are normally provided at the beginning of each budget year. However, a Department Director may request approval for a step increase at the end of a trial period, and at the end of the first year of employment, or upon the assumption of substantially increased duties and/or responsibilities.

Performance-based raises are within the sole discretion of the City Manager, are not automatic, and are subject to the availability of budgeted funds.

Section 4. Exempt Leave. In recognition of the performance of professional responsibilities of employees who work beyond the regularly scheduled workday, who are not compensated for overtime regardless of the time required to perform assigned tasks, and who are classified as "exempt" under the Fair Labor Standards Act, up to forty (40) hours of paid exempt leave may be granted each calendar year subject to review and approval by the City Manager or their designee. Persons first employed in any month after January will be granted a pro-rata exempt leave bank through December of their first year of employment. Exempt leave must be used during the year in which it is granted; it cannot be carried over from year to year, and it may not be cashed out. Exempt leave may only be taken in increments greater than two (2) hours.

Section 5. Personal Time Off (PTO). In order to modernize the City's approach to the allocation of employee benefits, the PTO program was established in 2016. The PTO program merges vacation and sick leave into a single leave category and combines leave accrual rates for non-represented staff.

As a condition of implementation of the PTO program employees will receive annually in their paycheck for the January 1-15 payroll period the sum of \$262.00. This amount shall be reviewed by the City Manager in November of each year and adjusted as necessary and appropriate by the City Manager.

Section 6. PTO accrual cash out. If an employee is unable to take PTO leave due to circumstances dictated by special needs of the City, the City Manager may authorize the carry-over or cash-out of any portion of an employee's accrued PTO hours in excess of the maximum allowable accrued PTO hours identified in the Personnel Manual.

**Section 7. Cell Phone Allowances.** Employees required to carry a cell phone for City business may be provided a cell phone by the City for official use, or with the approval of the City Manager, may be provided a cell phone allowance of up to \$75 per month to compensate for the use of a private cell phone for City business. Employees requesting the allowance must submit a copy of their cell phone bill to HR for approval of the reimbursement and must abide by all applicable City policies.

Section 8. Life Insurance and Long-Term Disability. Employees covered under this resolution shall be provided with a \$25,000 life insurance policy and a long-term disability plan at City expense.

Section 9. VEBA. The City will contribute \$100 per month to the HRA VEBA accounts of benefit-eligible employees covered under this Resolution.

This Resolution supersedes all prior pay resolutions.

PASSED AND ADOPTED by the City Council of the City of Ellensburg at a regular meeting on the 2<sup>nd</sup> day of December, 2024.

*John S.*  
\_\_\_\_\_  
Mayor  
Attest: *Beth S. Badley*  
\_\_\_\_\_  
City Clerk

**APPENDIX A**  
**RESOLUTION 2024-33**

GRADE	1	2	3	4	5	6
50	14,726	15,094	15,471	15,858	16,254	16,660
49	14,367	14,726	15,094	15,471	15,858	16,254
48	14,016	14,367	14,726	15,094	15,471	15,858
47	13,675	14,017	14,367	14,726	15,094	15,471
46	13,341	13,675	14,017	14,367	14,726	15,094
45	13,016	13,341	13,675	14,017	14,367	14,726
44	12,698	13,016	13,341	13,675	14,017	14,367
43	12,388	12,699	13,016	13,341	13,675	14,017
42	12,086	12,389	12,699	13,016	13,341	13,675
41	11,792	12,087	12,389	12,699	13,016	13,341
40	11,504	11,792	12,087	12,389	12,699	13,016
39	11,223	11,504	11,792	12,087	12,389	12,699
38	10,950	11,223	11,504	11,792	12,087	12,389
37	10,683	10,949	11,223	11,504	11,792	12,087
36	10,422	10,682	10,949	11,223	11,504	11,792
35	10,168	10,421	10,682	10,949	11,223	11,504
34	9,920	10,167	10,421	10,682	10,949	11,223
33	9,678	9,919	10,167	10,421	10,682	10,949
32	9,442	9,677	9,919	10,167	10,421	10,682
31	9,212	9,441	9,677	9,919	10,167	10,421
30	8,987	9,211	9,441	9,677	9,919	10,167
29	8,768	8,986	9,211	9,441	9,677	9,919
28	8,554	8,767	8,986	9,211	9,441	9,677
27	8,345	8,553	8,767	8,986	9,211	9,441
26	8,142	8,344	8,553	8,767	8,986	9,211
25	7,943	8,140	8,344	8,553	8,767	8,986
24	7,749	7,941	8,140	8,344	8,553	8,767
23	7,560	7,747	7,941	8,140	8,344	8,553
22	7,376	7,558	7,747	7,941	8,140	8,344
21	7,196	7,374	7,558	7,747	7,941	8,140
20	7,021	7,194	7,374	7,558	7,747	7,941
19	6,849	7,019	7,194	7,374	7,558	7,747
18	6,682	6,848	7,019	7,194	7,374	7,558
17	6,519	6,681	6,848	7,019	7,194	7,374
16	6,360	6,518	6,681	6,848	7,019	7,194

GRADE	1	2	3	4	5	6
15	6,205	6,359	6,518	6,681	6,848	7,019
14	6,054	6,204	6,359	6,518	6,681	6,848
13	5,906	6,053	6,204	6,359	6,518	6,681
12	5,762	5,905	6,053	6,204	6,359	6,518
11	5,622	5,761	5,905	6,053	6,204	6,359
10	5,484	5,620	5,761	5,905	6,053	6,204
9	5,351	5,483	5,620	5,761	5,905	6,053
8	5,220	5,349	5,483	5,620	5,761	5,905
7	5,093	5,219	5,349	5,483	5,620	5,761
6	4,969	5,092	5,219	5,349	5,483	5,620
5	4,847	4,968	5,092	5,219	5,349	5,483
4	4,729	4,847	4,968	5,092	5,219	5,349
3	4,614	4,729	4,847	4,968	5,092	5,219
2	4,501	4,614	4,729	4,847	4,968	5,092
1	4,392	4,501	4,614	4,729	4,847	4,968

[The remainder of this page left blank]