

RESOLUTION NO. 2025-32

A RESOLUTION establishing the Fiscal Year 2026 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, 2025 pay grades and steps have been amended for 2026 by 6.5% to reflect a market adjustment of 3.5%, and an annual Cost of Living Adjustment (COLA) of 3.0% to maintain the integrity of the pay grade structure, and ensure wages remain competitive; hourly positions will be adjusted based on the 2026 Washington State Minimum Wage (\$17.13); and

WHEREAS, City Council has determined that the City Manager position will be adjusted from Pay Grade 50 to Pay Grade 53; this adjustment ensures the wage remains competitive, reflects the value of the City Manager role to the organization, and helps decrease wage compression; and

WHEREAS, in August 2025 Council approved Resolution 2025-17, establishing one (1) long-term temporary position in Finance for up to three (3) years to add staff capacity for the transition to a new Enterprise Resource Planning software, now incorporated herein; and

WHEREAS, in October 2025 Council approved Resolution 2025-28, reclassifying the Energy Services Operations Analyst to Finance Officer to better align staffing with the department's strategic priorities, now incorporated herein; 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 compensation structure for each non-represented position is hereby adopted as set forth below, effective January 1, 2026.

CLASS TITLES BY DEPARTMENT		PAY RANGE	
CITY MANAGER			
TITLE		MIN	MAX
City Manager		16,888	19,108
Assistant City Manager (vacant)*		14,926	16,888
City Attorney		14,926	16,888
Human Resources Director		11,952	13,523
Assistant City Attorney (vacant – contract with County)		10,828	12,251
Public Information Officer		9,337	10,564
Arts & Economic Development Manager		8,887	10,055
Human Resources Specialist (2)		7,294	8,254
Executive Assistant – City Attorney/Deputy City Clerk		7,116	8,053

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CITY MANAGER (continued)

Executive Assistant – City Manager	6,447	7,296	14
Civil Service Secretary/Chief Examiner	150/mo	150/mo	n/a
Legal Intern	17.13/hr	17.13/hr	n/a

* An Assistant City Manager position will be reviewed during the 2027-2028 biennial budget.

COMMUNITY DEVELOPMENT

TITLE	MIN	MAX	Pay Grade
Community Development Director	11,952	13,523	39
Building Official	9,109	10,306	28
Planning Manager	9,109	10,306	28
Building Inspector II*	7,855	8,888	22
Housing & Grants Administrator	7,476	8,460	20
Building Inspector I*	7,294	8,254	19

*Only one (1) Building Inspector position is authorized in the budget – level will depend on qualifications.

ENERGY SERVICES

TITLE	MIN	MAX	Pay Grade
Energy Services Director	14,562	16,476	47
Senior Electrical Engineer	11,660	13,193	38
Project Engineer	11,376	12,871	37
Operations Supervisor – Gas	11,376	12,871	37
Operations Supervisor - Light	11,376	12,871	37
Energy Resources Manager	11,099	12,557	36
Gas Engineer	10,564	11,952	34
Telecom Business Manager	9,810	11,099	31
Finance Officer – ES	7,476	8,460	20
Sustainability & Energy Coordinator	7,294	8,254	19
Rate Analyst	7,116	8,053	18
Engineering Intern – Gas Division	22.00/hr	22.00/hr	n/a
Engineering Intern – Light Division	22.00/hr	22.00/hr	n/a

FINANCE

TITLE	MIN	MAX	Pay Grade
Finance Director	13,193	14,927	43
Assistant Finance Director	10,828	12,251	35
Utility Services Manager	9,810	11,099	31
Accountant III – Financials	9,109	10,306	28
Accountant III – Budget Officer	9,109	10,306	28
Finance ERP Coordinator (long-term temp)	9,109	10,306	28

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FINANCE (continued)

City Clerk	8,051	9,110	23
Accountant II	7,476	8,460	20
Contracts & Procurement Specialist	7,476	8,460	20

INFORMATION TECHNOLOGY

TITLE	MIN	MAX	Pay Grade
IT Director	11,952	13,523	39
IT Manager (Network/Security)	9,810	11,099	31
IT Systems Administrator (2 positions)	8,459	9,571	25
IT Business Analyst II*	8,459	9,571	25
IT Business Analyst I*	7,663	8,671	21
Service Desk Specialist	6,447	7,296	14
IT Intern (2)	17.13/hr	17.13/hr	n/a

*Only two (2) IT Business Analyst positions are authorized in the budget – level will depend on qualifications.

LIBRARY

TITLE	MIN	MAX	Pay Grade
Library Director	11,099	12,557	36
Librarian	6,608	7,478	15
Part-time Library Substitute	17.13/hr	17.13/hr	n/a

PARKS AND RECREATION

TITLE	MIN	MAX	Pay Grade
Parks & Recreation Director	11,376	12,871	37
Aquatic & Recreation Supervisor	7,294	8,254	19
Recreation Leader	22.95	26.58	n/a
Recreation Staff	17.99	24.10	n/a

POLICE

TITLE	MIN	MAX	Pay Grade
Police Chief	13,193	14,927	43
Police Captain (2 positions)	11,376	12,871	37
Police Records Supervisor	7,476	8,460	20
Crime Analyst	7,116	8,053	18
Reserve Officer	17.13/hr	17.13/hr	n/a

PUBLIC WORKS

TITLE	MIN	MAX	Pay Grade
Public Works Director	14,562	16,476	47
City Engineer/Engineering Services Manager	12,557	14,208	41

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PUBLIC WORKS (continued)

Assistant Public Works Director	10,828	12,251	35
Assistant City Engineer/Capital Projects Manager*	10,828	12,251	35
Facilities & Fleet Manager	10,828	12,251	35
Civil Engineer (2 positions)	10,306	11,660	33
Water Resource Manager	9,810	11,099	31
Transit Manager	9,810	11,099	31
Finance Officer - PW	7,476	8,460	20
Water/Storm Program Coordinator	7,294	8,254	19

*Plus 5% for current ISA Arborist Certification

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

Section 2. The Pay Plan set forth herein shall be administered in accordance with applicable provisions of the Personnel Policies Manual and as further provided herein.

Section 3. Special Assignment Pay. The City Manager may authorize additional pay of up to 5% in addition to an employee's base salary for duties assigned beyond the employee's regular job responsibilities. Additional pay must be within the approved budget or approved through a supplemental budget request. The City Manager is not eligible for special assignment pay.

Section 4. Personal Time Off (PTO). The PTO program was established in 2016. 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 5. PTO Accrual Carry-Over or 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 6. 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 7. 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 78. VEBA. The City will contribute \$150 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 15th day of December 2025.

Attest:



Mayor
Betty Sander
City Clerk