

ORDINANCE NO. O2024-007

AN ORDINANCE of the City Council of the City of Tumwater, Washington, adopting the biennial budget for the City of Tumwater, Washington, for the fiscal period beginning January 1, 2025 and ending December 31, 2026.

WHEREAS, the Mayor of the City of Tumwater, Washington, completed and placed on file with the Finance Director a proposed budget and estimate of the amount of the monies required to meet the public expenses, bond retirement and interest, reserve funds and expenses of government of the City including salaries and wages as shown in each fund's or department's salary and wages expenditure line item; and, a notice was published that the City Council would meet on the 15th of October 2024 and on the 19th of November 2024 at or around the hour of 7:00pm, at the Council Chambers in the City Hall for the purpose of making and adopting a budget for the two year fiscal period of January 1, 2025 to December 31, 2026 ("2025-2026 Budget") and giving taxpayers within the limits of the City an opportunity to be heard about the 2025-2026 Budget; and

WHEREAS, the City Council did meet at City Hall on October 15, 2024 and November 19, 2024 and considered the matter of the 2025-2026 Proposed Budget; and

WHEREAS, the 2025-2026 Budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Tumwater for the purposes set forth in the 2025-2026 Budget, and the estimated expenditures in each fund set forth in the 2025-2026 Budget are all necessary to carry on the government of the City for fiscal years 2025-2026 and are all necessary to meet the various needs of the City during that period;

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF TUMWATER, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. The biennial budget for the City of Tumwater, Washington, for the fiscal years 2025-2026 is hereby adopted at fund level as set forth in the document entitled "City of Tumwater 2025-2026 Biennial Budget" a copy of which is on file in the Finance Department.

Section 2. Estimated resources, including fund balances or working capital for each separate fund of the City of Tumwater, and aggregate totals for all such funds combined for the 2025-2026 biennium are set forth in the attached Exhibit A and are hereby appropriated for expenditure at the fund level during the 2025-2026 biennium.

Section 3. The Salary Schedule set forth in Exhibit B and all salaries and wages as shown in each department's and fund's detail budget reports as included in the budget document are adopted.

Section 4. The Finance Director is directed to transmit a certified copy of the City of Tumwater 2025-2026 Biennial Budget to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

Section 5. Ratification. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

Section 6. Severability. The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the ordinance, or the validity of its application to other persons or circumstances.

Section 7. Effective Date. This ordinance shall take effect five days after passage, approval and publication.

ADOPTED this 3rd day of December, 2024.

CITY OF TUMWATER

Debbie Sullivan, Mayor

ATTEST:

Melody Valiant, City Clerk

APPROVED AS TO FORM:

Karen Kirkpatrick, City Attorney

Published:_____

Effective Date:_____

CITY OF TUMWATER
Proposed Budget
2025-2026

| FUNDS BY TYPE | Beginning Fund Balance | Revenues | Total Resources | Expenditures | Ending Fund Balance | Proposed Budget |
|---|---------------------------|-----------------------|-----------------------|-----------------------|------------------------|-----------------------|
| General Government Funds | | | | | | |
| 001 General Fund | \$ 23,567,529 | \$ 96,830,157 | \$ 120,397,686 | \$ 102,417,811 | \$ 17,979,875 | \$ 120,397,686 |
| 002 Public Safety Reserve | 1,472,246 | 4,370,800 | 5,843,046 | 4,877,629 | 965,417 | 5,843,046 |
| 007 Permit Reserve | 736,709 | 40,000 | 776,709 | - | 776,709 | 776,709 |
| 008 Emergency Reserve | 2,106,528 | 70,000 | 2,176,528 | - | 2,176,528 | 2,176,528 |
| 009 Facilities Reserve Fund | 1,713,648 | 180,000 | 1,893,648 | - | 1,893,648 | 1,893,648 |
| 012 Recreation Special Programs | 94,495 | 145,400 | 239,895 | 109,250 | 130,645 | 239,895 |
| 015 Parks Board | 139,830 | 50,000 | 189,830 | 40,000 | 149,830 | 189,830 |
| 016 E-Link & Fiberoptics | 799,298 | 376,000 | 1,175,298 | 361,000 | 814,298 | 1,175,298 |
| 017 Historical Commission | 31,556 | 22,000 | 53,556 | 20,000 | 33,556 | 53,556 |
| 018 K-9 | 2,921 | 800 | 3,721 | 2,850 | 871 | 3,721 |
| 019 US Flag Recognition | 13,715 | 1,200 | 14,915 | 1,100 | 13,815 | 14,915 |
| GENERAL GOVERNMENT FUNDS | \$ 30,678,475 | \$ 102,086,357 | \$ 132,764,832 | \$ 107,829,640 | \$ 24,935,192 | \$ 132,764,832 |
| Special Revenue Funds | | | | | | |
| 104 Public Safety Sales Tax | \$ 611,472 | \$ 1,880,000 | \$ 2,491,472 | \$ 2,491,472 | \$ - | \$ 2,491,472 |
| 105 Affordable Housing Sales Tax Fund | 81,750 | 135,000 | 216,750 | 126,000 | 90,750 | 216,750 |
| 107 Domestic Violence Prevent Fund | 3,210 | 400 | 3,610 | 3,226 | 384 | 3,610 |
| 108 Drug & Other Seizure Fund | 53,000 | 5,000 | 58,000 | 58,000 | - | 58,000 |
| 109 Lodging Tax Fund | 709,608 | 876,000 | 1,585,608 | 988,809 | 596,799 | 1,585,608 |
| 111 Development Fees Fund | 13,983,574 | 5,600,000 | 19,583,574 | 7,284,000 | 12,299,574 | 19,583,574 |
| 120 Barnes Lake Mgmt Dist. Fund | 34,149 | 67,120 | 101,269 | 73,331 | 27,938 | 101,269 |
| 130 Transportation Benefit District | 2,038,746 | 5,080,000 | 7,118,746 | 6,635,650 | 483,096 | 7,118,746 |
| Debt Service Fund | | | | | | |
| 200 General Obligation Debt Service Fui | \$ 42,504 | \$ 490,281 | \$ 532,785 | \$ 390,500 | \$ 142,285 | \$ 532,785 |
| Capital Project Funds | | | | | | |
| 303 General Government CFP Fund | \$ 2,567,356 | \$ 36,544,572 | \$ 39,111,928 | \$ 36,427,549 | \$ 2,684,379 | \$ 39,111,928 |
| 304 Transportation CFP Fund | 7,506,843 | 28,601,249 | 36,108,092 | 34,723,929 | 1,384,163 | 36,108,092 |
| Proprietary Funds | | | | | | |
| 400 Water Utility Fund | \$ 16,468,722 | \$ 61,471,612 | 77,940,334 | \$ 60,623,844 | \$ 17,316,490 | \$ 77,940,334 |
| 401 Sewer Utility Fund | 16,871,746 | 29,241,729 | 46,113,475 | 30,992,875 | 15,120,600 | 46,113,475 |
| 411 Storm Utility Fund | 10,392,308 | 34,005,044 | 44,397,352 | 28,179,642 | 16,217,710 | 44,397,352 |
| 480 Golf Course Fund | - | 5,661,205 | 5,661,205 | 5,661,205 | - | 5,661,205 |
| Internal Service Funds | | | | | | |
| 501 Equip Rental & Rsv Fund - Fleet | \$ 3,829,870 | \$ 7,500,523 | \$ 11,330,393 | \$ 10,770,794 | \$ 559,599 | \$ 11,330,393 |
| 502 Equip Rental & Rsv Fund - IT | 471,924 | 6,451,773 | 6,923,697 | 6,787,338 | 136,359 | 6,923,697 |
| CITY-WIDE TOTALS | \$ 106,345,257 | \$ 325,697,865 | \$ 432,043,122 | \$ 340,047,804 | \$ 91,995,318 | \$ 432,043,122 |

2025 Classification and Pay Schedule 2.0 COLA

Minimum Wage: \$16.66 Hourly

Attachment B

| Number | Active Job Classes | Grade | Minimum | Maximum |
|--------|--|-------|---------|---------|
| 101 | City Administrator | 44 | 14695 | 19692 |
| 102 | City Attorney | 42 | 13328 | 17861 |
| 103 | Administrative Services Director | 41 | 12694 | 17011 |
| 104 | Human Resources Analyst | 29 | 7068 | 9472 |
| 105 | Assistant City Administrator | 39 | 11514 | 15429 |
| 106 | Human Resources Program Manager | 35 | 9472 | 12694 |
| 107 | Department Assistant III | 24 | 5538 | 7422 |
| 108 | Department Assistant II | 22 | 5023 | 6732 |
| 109 | Department Assistant I | 21 | 4784 | 6411 |
| 110 | Senior Human Resources Analyst | 31 | 7793 | 10443 |
| 111 | Assistant City Attorney | 35 | 9472 | 12694 |
| 112 | Administrative Assistant | 25 | 5815 | 7793 |
| 113 | Executive Assistant | 27 | 6411 | 8592 |
| 114 | Management Analyst | 29 | 7068 | 9472 |
| 115 | Finance Director | 41 | 12694 | 17011 |
| 116 | Deputy Finance Director | 37 | 10443 | 13995 |
| 117 | City Clerk | 31 | 7793 | 10443 |
| 118 | Accountant | 29 | 7068 | 8472 |
| 119 | Payroll Officer | 28 | 6732 | 9021 |
| 120 | Accounting/Utility Billing Supervisor | 31 | 7793 | 10443 |
| 121 | Accounting Assistant I | 22 | 5023 | 6732 |
| 122 | Deputy City Clerk | 27 | 6411 | 8592 |
| 124 | Accounting Technician | 24 | 5538 | 7422 |
| 126 | Human Resources Specialist | 27 | 6411 | 8592 |
| 132 | Volunteer Coordinator | 25 | 5815 | 7793 |
| 133 | Police Administrative Manager | 36 | 9946 | 13328 |
| 140 | Police Services Specialist I | 25 | 5815 | 7793 |
| 141 | Police Services Specialist II | 28 | 6731 | 9021 |
| 142 | Communications Manager | 36 | 9946 | 13328 |
| 143 | Economic Development Coordinator | 29 | 7068 | 9472 |
| 144 | Senior Accountant | 31 | 7793 | 10443 |
| 146 | Records Clerk | 22 | 5023 | 6732 |
| 148 | Paralegal | 27 | 6411 | 8592 |
| 149 | Community Engagement Specialist | 25 | 5815 | 7793 |
| 152 | Accounting Assistant II | 23 | 5274 | 7068 |
| 153 | Assistant Planner | 27 | 6411 | 8592 |
| 200 | Senior Engineer | 35 | 9472 | 12694 |
| 202 | City Engineer | 37 | 10443 | 13995 |
| 207 | Deputy Water Resources & Sustainability Director | 37 | 10443 | 13995 |
| 208 | Water Resources Program Manager | 35 | 9472 | 12694 |
| 209 | Engineer III | 34 | 9021 | 12089 |
| 210 | Transportation & Engineering Director | 41 | 12694 | 17011 |
| 211 | Engineer II | 32 | 8182 | 10965 |
| 212 | Engineer I | 30 | 7422 | 9946 |
| 213 | Senior Water Resources Specialist | 29 | 7068 | 9472 |

| 2025 Classification and Pay Schedule 2.0 COLA | | | | |
|---|--|--------------|---------|---------|
| Minimum Wage: \$16.66 Hourly | | Attachment B | | |
| Number | Active Job Classes | Grade | Minimum | Maximum |
| 214 | Water Resources Specialist | 28 | 6732 | 9021 |
| 215 | Engineering Tech IV | 27 | 6411 | 8592 |
| 216 | Senior Inspector | 29 | 7068 | 9472 |
| 217 | Engineering Tech III | 26 | 6106 | 8182 |
| 218 | Water Resources & Sustainability Director | 41 | 12694 | 17011 |
| 219 | Engineering Technician II | 25 | 5815 | 7793 |
| 220 | Urban Forrester | 28 | 6732 | 9021 |
| 221 | GIS Program Manager | 35 | 9472 | 12694 |
| 222 | Senior Water Resources Specialist | 29 | 7068 | 9472 |
| 223 | Deputy Transportation & Engineering Director | 37 | 10443 | 13995 |
| 224 | Sustainability Manager | 35 | 9472 | 12694 |
| 225 | Utilities Operations Manager | 36 | 9946 | 13328 |
| 226 | Transportation Operations Manager | 36 | 9946 | 13328 |
| 227 | Community Development Director | 41 | 125694 | 17011 |
| 228 | Deputy Community Development Director | 37 | 10443 | 13995 |
| 229 | Permit Manager | 36 | 9946 | 13328 |
| 230 | Assistant Utility Operations Manager | 33 | 8592 | 11514 |
| 231 | Associate Planner | 29 | 7068 | 9472 |
| 234 | Senior Planner | 34 | 9021 | 12089 |
| 235 | Planning Manager | 36 | 9946 | 13328 |
| 237 | Permit/Planning Technician | 24 | 5538 | 7422 |
| 240 | Parks and Recreation Director | 41 | 12694 | 17011 |
| 241 | Recreation Supervisor | 31 | 7793 | 10443 |
| 242 | Recreation Coordinator | 25 | 5815 | 7793 |
| 243 | Recreation and Marketing Specialist | 25 | 5815 | 7793 |
| 244 | Recreation Manager | 36 | 9946 | 13328 |
| 250 | Golf Operations Manager | 35 | 9472 | 12694 |
| 252 | Golf Course Superintendent | 35 | 9472 | 12694 |
| 253 | Golf Maintenance Worker I | 22 | 5023 | 6732 |
| 254 | Golf Maintenance Worker II | 23 | 5274 | 7068 |
| 256 | Golf Operations Coordinator | 25 | 5815 | 7793 |
| 257 | Sustainability Coordinator | 29 | 7068 | 9472 |
| 258 | Arts Specialist | 25 | 5815 | 7793 |
| 259 | GIS Analyst | 28 | 6732 | 9021 |
| 316 | Parks Manager | 35 | 9472 | 12694 |
| 317 | Facilities Manager | 35 | 9472 | 12694 |
| 318 | Building Maintenance Worker I | 23 | 5274 | 7068 |
| 319 | Parks Maintenance Worker II | 23 | 5274 | 7068 |
| 320 | Parks Maintenance Supervisor | 29 | 7068 | 9472 |
| 321 | Equipment Repair Technician | 25 | 5815 | 7793 |
| 322 | Building Maintenance Supervisor | 29 | 7068 | 9472 |
| 323 | Parks Maintenance Lead | 26 | 6106 | 8182 |
| 324 | Parks Maintenance Worker I | 22 | 5023 | 6732 |
| 326 | Building Maintenance Worker II | 25 | 5815 | 7793 |
| 342 | Traffic Signal and Streetlight Tech II | Per Contract | | |

| 2025 Classification and Pay Schedule 2.0 COLA | | | | |
|---|--|--------------|---------|---------|
| Minimum Wage: \$16.66 Hourly | | Attachment B | | |
| Number | Active Job Classes | Grade | Minimum | Maximum |
| 344 | Electrician II | Per Contract | | |
| 345 | Fleet Technician I | Per Contract | | |
| 349 | Field Crew Lead | Per Contract | | |
| 351 | Maintenance Tech I | Per Contract | | |
| 352 | Maintenance Tech II | Per Contract | | |
| 353 | Maintenance Tech III | Per Contract | | |
| 362 | Network Administrator | 31 | 7793 | 10443 |
| 363 | Information Technology Director | 41 | 12694 | 17011 |
| 368 | Applications Analyst | 27 | 6411 | 8592 |
| 369 | Systems Administrator II (BWC) | 30 | 7422 | 9946 |
| 370 | Senior Information Technology Specialist | 30 | 7422 | 9946 |
| 371 | ERP Implementation Manager | 35 | 9472 | 12694 |
| 372 | Business Applications Analyst (ERP) | 28 | 6732 | 9021 |
| 373 | Golf Operations Supervisor | 26 | 6106 | 8182 |
| 374 | Fleet Technician II | Per Contract | | |
| 401 | Building and Fire Safety Official | 36 | 9945 | 13328 |
| 403 | Building and Fire Safety Plans Examiner | 28 | 6732 | 9021 |
| 405 | Building/Fire Safety Inspector | 27 | 6411 | 8592 |
| 408 | Inspector - Stormwater | 27 | 6411 | 8592 |
| 409 | Police Chief | 42 | 13328 | 17861 |
| 410 | Police Commander | 40 | 12089 | 16201 |
| 413 | Police Lieutenant | Per Contract | | |
| 414 | Police Sergeant | Per Contract | | |
| 415 | Police Officer | Per Contract | | |
| 416 | Police Evidence Technician | 26 | 6106 | 8182 |
| 417 | Police Management Analyst | 31 | 7793 | 10443 |
| 418 | Police Records Supervisor | 29 | 7068 | 9472 |
| 431 | Fire Chief | 42 | 13328 | 17861 |
| 433 | Deputy Fire Chief | 40 | 12090 | 16201 |
| 435 | Battalion Chief | Per Contract | | |
| 437 | Paramedic Lieutenant | Per Contract | | |
| 438 | Fire Training Lieutenant | Per Contract | | |
| 439 | Fire Lieutenant | Per Contract | | |
| 440 | Fire Prevention Officer I | Per Contract | | |
| 441 | Paramedic Firefighter | Per Contract | | |
| 442 | Firefighter | Per Contract | | |
| 444 | Medical Services Officer and BC | Per Contract | | |
| 445 | Fire Prevention Officer II | Per Contract | | |

Total FTE Count is 275 for the 2025-2026 Biennium

2025 Non-Represented Grades and Steps**2.0 % COLA, \$16.66 Minimum Wage**

| GRADES | Step 0 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 18 | 4133 | 4339 | 4556 | 4784 | 5023 | 5274 | 5538 |
| 19 | 4339 | 4556 | 4784 | 5023 | 5274 | 5538 | 5815 |
| 20 | 4556 | 4784 | 5023 | 5274 | 5538 | 5815 | 6106 |
| 21 | 4784 | 5023 | 5274 | 5538 | 5815 | 6106 | 6411 |
| 22 | 5023 | 5274 | 5538 | 5815 | 6106 | 6411 | 6732 |
| 23 | 5274 | 5538 | 5815 | 6106 | 6411 | 6732 | 7068 |
| 24 | 5538 | 5815 | 6106 | 6411 | 6732 | 7068 | 7422 |
| 25 | 5815 | 6106 | 6411 | 6732 | 7068 | 7422 | 7793 |
| 26 | 6106 | 6411 | 6732 | 7068 | 7422 | 7793 | 8182 |
| 27 | 6411 | 6732 | 7068 | 7422 | 7793 | 8182 | 8592 |
| 28 | 6732 | 7068 | 7422 | 7793 | 8182 | 8592 | 9021 |
| 29 | 7068 | 7422 | 7793 | 8182 | 8592 | 9021 | 9472 |
| 30 | 7422 | 7793 | 8182 | 8592 | 9021 | 9472 | 9946 |
| 31 | 7793 | 8182 | 8592 | 9021 | 9472 | 9946 | 10443 |
| 32 | 8182 | 8592 | 9021 | 9472 | 9946 | 10443 | 10965 |
| 33 | 8592 | 9021 | 9472 | 9946 | 10443 | 10965 | 11514 |
| 34 | 9021 | 9472 | 9946 | 10443 | 10965 | 11514 | 12089 |
| 35 | 9472 | 9946 | 10443 | 10965 | 11514 | 12089 | 12694 |
| 36 | 9946 | 10443 | 10965 | 11514 | 12089 | 12694 | 13328 |
| 37 | 10443 | 10965 | 11514 | 12089 | 12694 | 13328 | 13995 |
| 38 | 10965 | 11514 | 12089 | 12694 | 13328 | 13995 | 14695 |
| 39 | 11514 | 12089 | 12694 | 13328 | 13995 | 14695 | 15429 |
| 40 | 12089 | 12694 | 13328 | 13995 | 14695 | 15429 | 16201 |
| 41 | 12694 | 13328 | 13995 | 14695 | 15429 | 16201 | 17011 |
| 42 | 13328 | 13995 | 14695 | 15429 | 16201 | 17011 | 17861 |
| 43 | 13995 | 14695 | 15429 | 16201 | 17011 | 17861 | 18754 |
| 44 | 14695 | 15429 | 16201 | 17011 | 17861 | 18754 | 19692 |
| 45 | 15429 | 16201 | 17011 | 17861 | 18754 | 19692 | 20677 |