

ORDINANCE NO. 785

**AN ORDINANCE OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, RELATING
TO BUDGETS AND FINANCE, ADOPTING THE 2025/2026 BIENNIAL BUDGET**

WHEREAS, the tax estimates and budget for the City of University Place, Washington, for the 2025/2026 fiscal biennium have been prepared and filed as provided by the laws of the State of Washington; and

WHEREAS, the budget was printed for distribution and notice published in the official paper of the City of University Place setting the time and place for hearings on the budget and said notice stating that all taxpayers calling at the Office of the City Clerk would be furnished a copy of the budget; and

WHEREAS, the 2025/2026 Proposed Biennial Budget was submitted to the City Council and City Clerk on September 29, 2024; and study sessions on the 2025/2026 Biennial Budget were held on October 7, October 21, and November 4, 2024; and

WHEREAS, public hearings on the 2025/2026 Biennial Budget were held on October 21, November 4, and November 18, 2024;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE,
WASHINGTON, DOES ORDAIN AS FOLLOWS:**

Section 1. 2025/2026 Biennial Budget Adoption. The budget for the City of University Place, Washington, for the 2025/2026 biennium is hereby adopted in the amounts and for the purposes as shown on the attached Exhibits A-1 and A-2 (2025 and 2026 Adopted Budgets) and Exhibit B (2025/2026 Salary Ranges).

Section 2. Administration. The City Manager shall administer the Biennial Budget approved herein.

Section 3. 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 4. Ratification. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

Section 5. Publication and Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall be effective January 1, 2025.

PASSED BY THE CITY COUNCIL ON DECEMBER 2, 2024.

Javier H. Figueroa, Mayor

ATTEST:

Emelita J. Genetia, City Clerk

APPROVED AS TO FORM:

Matthew S. Kaser, City Attorney

Date of Publication: 12/04/24

Effective Date: 01/01/25

UNOFFICIAL DOCUMENT

**EXHIBIT A-1
CITY OF UNIVERSITY PLACE
2025 Adopted Budget**

	REVENUES & OTHER SOURCES	EXPENDITURES & OTHER USES	ENDING FUND BALANCE	ENDING FUND BALANCE
FUND	Proposed	Proposed	CASH	Invested in Fixed Assets
Operating				
General				
001 General	\$ 36,972,635	\$ 15,430,205	\$ 21,542,430	\$ -
109 Police/Public Safety	20,011,428	9,656,223	10,355,205	-
103 Real Estate Excise Tax	1,823,621	1,497,948	325,673	-
105 Traffic Impact Fees	620,664	-	620,664	-
188 Strategic Reserve	3,422,165	-	3,422,165	-
Sub-total General	62,850,513	26,584,376	36,266,137	-
Special Revenue				
101 Street	5,690,699	2,764,212	2,926,487	-
110 Affordable Housing	147,898	122,485	25,413	-
111 Opioid Settlement	63,423	52,653	10,770	-
Sub-total Special Revenue	5,902,020	2,939,350	2,962,670	-
Enterprise				
401 Surface Water Management	16,332,064	4,939,482	203,281	11,189,301
Sub-total Enterprise	16,332,064	4,939,482	203,281	11,189,301
Debt Service				
201 Debt Service	3,768,809	3,524,645	244,164	-
Sub-total Debt Service	3,768,809	3,524,645	244,164	-
Custodial				
630 Fiduciary	-	-	-	-
Sub-total Custodial	-	-	-	-
Total Operating	88,853,406	37,987,853	39,676,252	11,189,301
Capital Improvement				
301 Parks CIP	1,103,324	1,103,324	-	-
302 Public Works CIP	2,414,440	2,414,440	-	-
303 Municipal Facilities CIP	70,000	70,000	-	-
Sub-total CIP	3,587,764	3,587,764	-	-
Internal Service				
501 Fleet & Equipment	850,370	441,974	71,923	336,473
502 Information Technology & Services	1,917,577	1,700,178	64,424	152,975
505 Property Management	1,221,435	946,112	253,770	21,553
506 Risk Management	335,825	335,825	-	-
Sub-total Internal Service	4,325,207	3,424,089	390,117	511,001
Non-Annually Budgeted				
150 Donations and Gifts	-	-	-	-
Sub-total Non-Annually Budgeted	-	-	-	-
Total Budget	\$ 96,766,377	\$ 44,999,706	\$ 40,066,369	\$ 11,700,302

**EXHIBIT A-2
CITY OF UNIVERSITY PLACE
2026 Adopted Budget**

	REVENUES & OTHER SOURCES	EXPENDITURES & OTHER USES	ENDING FUND BALANCE	ENDING FUND BALANCE
FUND	Proposed	Proposed	CASH	Invested in Fixed Assets
Operating				
General				
001 General	\$ 36,845,258	\$ 29,396,217	\$ 7,449,041	\$ -
109 Police/Public Safety	19,730,005	9,433,816	10,296,189	-
103 Real Estate Excise Tax	1,465,673	1,017,564	448,109	-
105 Traffic Impact Fees	860,016	400,000	460,016	-
188 Strategic Reserve	3,422,165	-	3,422,165	-
Sub-total General	62,323,117	40,247,597	22,075,520	-
Special Revenue				
101 Street	5,317,659	2,794,812	2,522,847	-
110 Affordable Housing	50,826	25,413	25,413	-
111 Opioid Settlement	19,493	10,770	8,723	-
Sub-total Special Revenue	5,387,978	2,830,995	2,556,983	-
Enterprise				
401 Surface Water Management	16,129,253	4,565,179	374,773	11,189,301
Sub-total Enterprise	16,129,253	4,565,179	374,773	11,189,301
Debt Service				
201 Debt Service	18,857,681	18,612,254	245,427	-
Sub-total Debt Service	18,857,681	18,612,254	245,427	-
Custodial				
630 Fiduciary	-	-	-	-
Sub-total Custodial	-	-	-	-
Total Operating	102,698,029	66,256,025	25,252,703	11,189,301
Capital Improvement				
301 Parks CIP	2,897,974	2,897,974	-	-
302 Public Works CIP	3,395,869	3,395,869	-	-
303 Municipal Facilities CIP	-	-	-	-
Sub-total CIP	6,293,843	6,293,843	-	-
Internal Service				
501 Fleet & Equipment	770,370	361,974	71,923	336,473
502 Information Technology & Services	2,031,698	1,814,299	64,424	152,975
505 Property Management	1,246,912	971,589	253,770	21,553
506 Risk Management	367,788	367,788	-	-
Sub-total Internal Service	4,416,768	3,515,650	390,117	511,001
Non-Annually Budgeted				
150 Donations and Gifts	-	-	-	-
Sub-total Non-Annually Budgeted	-	-	-	-
Total Budget	\$ 113,408,640	\$ 76,065,518	\$ 25,642,820	\$ 11,700,302

Working Adjusted Salary Ranges

Position Title	2025 Proposed Salary Range		2026 Proposed Salary Range	
	Entry	High	Entry	High
City Manager	\$20,608		\$22,290	
Assistant City Manager	\$14,721	\$19,371	\$15,310	\$20,150
City Attorney	\$13,899	\$18,290	\$14,455	\$19,022
Directors	\$13,673	\$17,993	\$14,220	\$18,713
Deputy Directors	\$11,751	\$15,464	\$12,221	\$16,082
Human Resources Manager	\$11,262	\$14,820	\$11,713	\$15,414
IT Manager	\$11,262	\$14,820	\$11,713	\$15,414
Building Official	\$9,892	\$13,017	\$10,288	\$13,538
Planning Manager	\$9,686	\$12,746	\$10,073	\$13,255
Operations Manager	\$9,334	\$12,283	\$9,707	\$12,774
Finance Operations Manager	\$9,131	\$12,016	\$9,497	\$12,497
Business Outreach Liaison	\$8,987	\$11,826	\$9,346	\$12,299
Communications Manager	\$8,987	\$11,826	\$9,346	\$12,299
City Clerk	\$8,987	\$11,826	\$9,346	\$12,299
Senior Project Engineer	\$8,987	\$11,826	\$9,346	\$12,299
Assistant Building Official	\$8,458	\$11,130	\$8,796	\$11,575
Permit Manager	\$8,458	\$11,130	\$8,796	\$11,575
Senior Planner, Senior HR Analyst	\$8,458	\$11,130	\$8,796	\$11,575
Parks Maintenance Supervisor	\$8,171	\$10,752	\$8,498	\$11,183
Fire Code Official	\$8,171	\$10,752	\$8,498	\$11,183
Construction Manager	\$7,906	\$10,404	\$8,223	\$10,821
HR Analyst, IT Analyst	\$7,833	\$10,308	\$8,146	\$10,720
Senior Building/Plans Examiner	\$7,614	\$10,020	\$7,918	\$10,420
Associate Planner	\$7,226	\$9,509	\$7,515	\$9,889
Finance Analyst	\$7,226	\$9,509	\$7,515	\$9,889
Senior Engineering Technician	\$7,226	\$9,509	\$7,515	\$9,889
Senior Communications Specialist	\$7,120	\$9,369	\$7,405	\$9,744
Building Inspector/Plans Examiner	\$6,929	\$9,118	\$7,206	\$9,483
NPDES Coordinator	\$6,929	\$9,118	\$7,206	\$9,483
Communication Specialist	\$6,847	\$9,010	\$7,121	\$9,371
Code Enforcement Officer	\$6,712	\$8,833	\$6,980	\$9,185
Community Outreach Officer	\$6,712	\$8,833	\$6,980	\$9,185
IT Specialist	\$6,712	\$8,833	\$6,980	\$9,185
Paralegal/Office Manager	\$6,712	\$8,833	\$6,980	\$9,185
Parks Maintenance Lead	\$6,712	\$8,833	\$6,980	\$9,185
Executive Assistant	\$6,617	\$8,707	\$6,882	\$9,056
Deputy City Clerk	\$6,617	\$8,707	\$6,882	\$9,056
Engineering Technician	\$6,458	\$8,498	\$6,717	\$8,839
Assistant Planner	\$6,458	\$8,498	\$6,717	\$8,839
Planning Assistant	\$5,952	\$7,832	\$6,190	\$8,146
Senior Specialist (Finance, Office)	\$5,952	\$7,832	\$6,190	\$8,146
Specialist (Finance, Permit)	\$5,858	\$7,709	\$6,093	\$8,018
Parks Maintenance Technician II	\$5,611	\$7,384	\$5,836	\$7,680
Administrative Assistant	\$5,611	\$7,384	\$5,836	\$7,680
Technician I (Parks, Facility, Comm., I.T., etc.)	\$5,387	\$7,089	\$5,603	\$7,373
Office Assistant II	\$4,860	\$6,395	\$5,054	\$6,651
Office Assistant I	\$4,673	\$6,149	\$4,860	\$6,395
Succession Mentor/Trainer	\$4,673	\$17,993	\$4,860	\$18,713
Temp. Assistant (Clerical, Rec., etc.)	Min. Wage	\$20/hr	Min. Wage	\$20/hr
Crew Chief,	Set by contract		Set by contract	
Maintenance Worker (Lead, I-III)	Set by contract		Set by contract	
Mayor	Set by separate ordinance		Set by separate ordinance	
Mayor Pro Tem	Set by separate ordinance		Set by separate ordinance	
City Council member	Set by separate ordinance		Set by separate ordinance	

*City Manager may authorize an additional 4% salary increase for mentors/trainers overseeing successors for those at top of range.