

ORDINANCE NO. 403

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, RELATING TO BUDGETS AND FINANCE, REVISING THE 2003/2004 BUDGET AMENDING SECTION 1 OF ORDINANCE NO. 381 AND SECTION 1 OF ORDINANCE NO. 397.**

WHEREAS, pursuant to Chapter 35A.34.130, RCW, the City Council hereby provides for a mid-biennial review and modification of the biennial budget; and

WHEREAS, workshops on the 2003-2004 mid-biennial review were held on September 30, 2003, October 20, 2003, and November 17, 2003 and the 2003-2004 mid-biennial budget modification was submitted to the City Council on December 1, 2003; and

WHEREAS, a public hearing on the 2003-2004 mid-biennial review was held on December 1, 2003; and

WHEREAS, certain revisions to the 2003/2004 biennial budget are necessary; NOW, THEREFORE,

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

Section 1. 2003/2004 Amended Budget. Ordinance 381, Section 1, is amended to adopt the revised budget for the 2003-2004 biennium in the amounts and for the purposes as shown on the attached Exhibits A-1 and A-2 ("2003 and 2004 Revised Budgets").

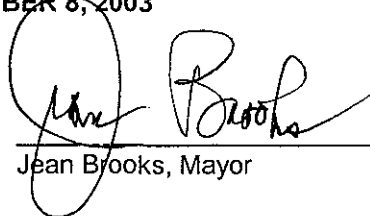
Section 2. Salaries and Benefits. Ordinance 3397, Section 1, is amended to adopt the 2003 and 2004 salary ranges for City of University Place, Washington staff as shown on the attached Exhibit B (2003/2004 Salary Ranges), the 2003/2004 salary ranges include a 1.5% cost-of-living-adjustment (COLA) for all regular employees and benefit plan (Exhibit C).

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.

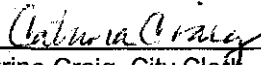
Section 4. Ratification. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

Section 5. Published 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 take effect five days after publication.

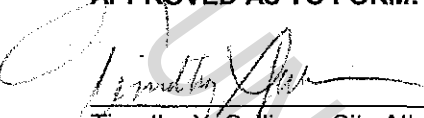
**PASSED BY THE CITY COUNCIL ON DECEMBER 8, 2003**

  
\_\_\_\_\_  
Jean Brooks, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Catrina Craig, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Timothy X. Sullivan, City Attorney

Date of Publication: December 10, 2003  
Effective Date: December 15, 2003

UNOFFICIAL DOCUMENT

**EXHIBIT A-1  
CITY OF UNIVERSITY PLACE  
2003 Revised Budget**

FUND	REVENUES & OTHER SOURCES			EXPENDITURES & OTHER USES			ENDING BALANCE
<b>Operating</b>							
<b>General</b>							
001 General	\$ 14,016,353	\$ (102,555)	\$ 13,913,798	\$ 10,865,663	\$ 85,499	\$ 10,951,162	\$ 2,962,636
<b>Special Revenue</b>							
101 Street	1,643,348	50,000	1,693,348	1,643,348	50,000	1,693,348	-
102 Arterial Street	224,984	-	224,984	196,891	-	196,891	28,093
103 Real Estate Excise Tax	790,957	200,000	990,957	560,000	200,000	760,000	230,957
120 Path & Trails	30,922	-	30,922	-	-	-	30,922
140 Surface Water Mgmt	1,895,363	126,400	2,021,763	1,895,363	126,400	2,021,763	-
188 Strategic Reserve	637,156	-	637,156	-	-	-	637,156
<b>Sub-total Special Revenue</b>	<b>5,222,730</b>	<b>376,400</b>	<b>5,599,130</b>	<b>4,295,602</b>	<b>376,400</b>	<b>4,672,002</b>	<b>927,128</b>
<b>Debt Service</b>							
201 Debt Service	1,182,445	100,000	1,282,445	1,182,445	100,000	1,282,445	-
<b>Sub-total Debt Service Funds</b>	<b>1,182,445</b>	<b>100,000</b>	<b>1,282,445</b>	<b>1,182,445</b>	<b>100,000</b>	<b>1,282,445</b>	<b>-</b>
<b>Total Operating</b>	<b>20,421,528</b>	<b>373,845</b>	<b>20,795,373</b>	<b>16,343,710</b>	<b>561,899</b>	<b>16,905,609</b>	<b>3,889,764</b>
<b>Capital Improvement</b>							
301 Parks CIP	4,273,182	(150,000)	4,123,182	4,169,892	(299,900)	3,869,992	253,190
302 Public Works CIP	5,013,433	11,837,056	16,850,489	4,224,653	12,287,055	16,511,708	338,781
303 Municipal Facilities CIP	145,253	-	145,253	45,253	-	45,253	100,000
304 Surface Water Mgmt CIP	-	-	-	-	-	-	-
<b>Sub-total CIP</b>	<b>9,431,868</b>	<b>11,687,056</b>	<b>21,118,924</b>	<b>8,439,798</b>	<b>11,987,155</b>	<b>20,426,953</b>	<b>691,971</b>
<b>Internal Service</b>							
501 Fleet & Equipment	811,656	-	811,656	128,650	-	128,650	683,006
502 Information Technology & Services	1,481,221	-	1,481,221	718,404	46,100	764,504	716,717
505 Property Management	251,784	172,050	423,834	251,784	172,050	423,834	-
506 Risk Management	201,646	-	201,646	158,350	-	158,350	43,296
<b>Sub-total Internal Service</b>	<b>2,746,307</b>	<b>172,050</b>	<b>2,918,357</b>	<b>1,257,188</b>	<b>218,150</b>	<b>1,475,338</b>	<b>1,443,019</b>
<b>Non-Annually Budgeted</b>							
150 Donations and Gifts to University Place	34,438	2,599	37,037	34,438	2,599	37,037	-
<b>Sub-total Non-Annually Budgeted</b>	<b>34,438</b>	<b>2,599</b>	<b>37,037</b>	<b>34,438</b>	<b>2,599</b>	<b>37,037</b>	<b>-</b>
<b>Total Budget</b>	<b>\$ 32,634,141</b>	<b>\$ 12,235,550</b>	<b>\$ 44,869,691</b>	<b>\$ 26,075,134</b>	<b>\$ 12,769,803</b>	<b>\$ 38,844,937</b>	<b>\$ 6,024,754</b>

**EXHIBIT A-2  
CITY OF UNIVERSITY PLACE  
2004 Revised Budget**

FUND	REVENUES & OTHER SOURCES	EXPENDITURES & OTHER USES	ENDING BALANCE
<b>Operating</b>			
<b>General</b>			
001 General	\$ 13,846,276 \$ (401,190) \$ 13,445,086	\$ 11,257,274 \$ 471,081 \$ 11,728,355	\$ 1,716,731
<b>Special Revenue</b>			
101 Street	1,742,592 - 1,742,592	1,742,592 - 1,742,592	-
102 Arterial Street	244,618 - 244,618	216,155 - 216,155	28,463
103 Real Estate Excise Tax	796,457 100,000 896,457	565,500 100,000 665,500	230,957
120 Path & Trails	35,429 - 35,429	- - -	35,429
140 Surface Water Mgmt	1,876,292 - 1,876,292	1,876,292 - 1,876,292	-
188 Strategic Reserve	669,939 - 669,939	- - -	669,939
<b>Sub-total Special Revenue</b>	<b>5,365,327 100,000 5,465,327</b>	<b>4,400,539 100,000 4,500,539</b>	<b>964,788</b>
<b>Debt Service</b>			
201 Debt Service	1,140,124 300,000 1,440,124	1,140,124 300,000 1,440,124	-
<b>Sub-total Debt Service Funds</b>	<b>1,140,124 300,000 1,440,124</b>	<b>1,140,124 300,000 1,440,124</b>	<b>-</b>
<b>Total Operating</b>	<b>20,351,727 (1,190) 20,350,537</b>	<b>16,797,937 871,081 17,669,018</b>	<b>2,681,519</b>
<b>Capital Improvement</b>			
301 Parks CIP	632,240 (100) 632,140	604,105 5,000 609,105	23,035
302 Public Works CIP	2,237,357 (1) 2,237,356	1,426,691 - 1,426,691	810,665
303 Municipal Facilities CIP	118,750 (8,000) 110,750	18,750 (8,000) 10,750	100,000
<b>Sub-total CIP</b>	<b>2,988,347 (8,101) 2,980,246</b>	<b>2,049,546 (3,000) 2,046,546</b>	<b>933,700</b>
<b>Internal Service</b>			
501 Fleet & Equipment	933,807 - 933,807	213,650 - 213,650	720,157
502 Information Technology & Services	1,454,320 (46,100) 1,408,220	532,812 41,050 573,862	834,358
505 Property Management	236,566 58,755 295,321	236,566 58,755 295,321	-
506 Risk Management	216,423 - 216,423	164,850 - 164,850	51,573
<b>Sub-total Internal Service</b>	<b>2,841,116 12,655 2,853,771</b>	<b>1,147,878 99,805 1,247,683</b>	<b>1,606,088</b>
<b>Non-Annually Budgeted</b>			
150 Donations and Gifts to University Place	- - -	- - -	-
<b>Sub-total Non-Annually Budgeted</b>	<b>- - -</b>	<b>- - -</b>	<b>-</b>
<b>Total Budget</b>	<b>\$ 26,181,190 \$ 3,364 \$ 26,184,554</b>	<b>\$ 19,995,361 \$ 967,886 \$ 20,963,247</b>	<b>\$ 5,221,307</b>

**City of University Place  
2003 - 2004 Salary Ranges**

Exhibit B

Position	2003 Salary Range		2004 Salary Range	
	Entry	High	Entry	High
City Manager	Set by resolution		Set by resolution	
City Attorney	6,873	8,700	7,268	9,200
DCM/Community & Economic Dev. Dir.	6,557	8,300	7,268	9,200
Administrative Services Director/ACM	6,399	8,100	6,952	8,800
Public Works Director/ACM	6,399	8,100	6,952	8,800
Finance Director	6,004	7,600	6,123	7,750
City Engineer/Ass't PW Director	5,688	7,200	6,123	7,750
Project Director	N/A	N/A	6,123	7,750
Ass't CED Dir./Building Official	5,141	6,508	5,218	6,605
Ass't City Engineer/Sr. Project Eng.	4,661	5,900	5,218	6,605
Ass't PW Dir./Public Works Sup't	5,141	6,508	5,218	6,605
Economic Development Director	4,661	5,900	5,218	6,605
Info. & Technology Services Director	4,661	6,127	5,218	6,605
Sr. Parks Project Manager	4,661	5,900	5,218	6,605
Assistant City Attorney	4,661	6,127	4,740	6,350
Planning Manager	4,661	6,127	4,740	6,350
City Clerk	4,345	5,500	4,424	5,600
Finance Operations Manager	4,345	5,500	4,424	5,600
Manager (HR, Rec, Permits, Projects, etc.)	4,345	5,500	4,424	5,600
Senior Management Analyst	3,934	4,980	4,424	5,600
Financial/Management Analyst	3,934	4,980	4,108	5,200
Info. Systems Analyst/Engineer	3,934	4,980	4,108	5,200
Project Engineer	3,934	4,980	4,108	5,200
Associate Planner	3,618	4,580	3,871	4,900
Building Inspector/Plans Examiner	3,618	4,580	3,871	4,900
Executive Assistant	3,618	4,580	3,672	4,649
Paralegal	3,618	4,580	3,672	4,649
Sr. Engineering Tech./Inspector	3,618	4,580	3,672	4,649
Supervisor (Recreation, Adm., Park Maint., etc.)	3,618	4,580	3,672	4,649
Administrative Assistant	3,294	4,170	3,344	4,233
Assistant Planner	3,294	4,170	3,344	4,233
Coordinator (Rec., Network, Crime Prev., etc.)	3,294	4,170	3,344	4,233
Deputy City Clerk	3,294	4,170	3,344	4,233
Engineering Technician	3,294	4,170	3,344	4,233
Permit Expeditor	3,294	4,170	3,344	4,233
Sr. Finance Specialist	3,294	4,170	3,344	4,233
Specialist (Recreation, Parks, Finance, Permits, Personnel, Engineering Services, ITS, etc.)	3,057	3,870	3,103	3,928
Technician (Facility, Permit, etc.)	2,654	3,360	2,694	3,410
Office Assistant II	2,417	3,060	2,454	3,106
Office Assistant I	2,125	2,690	2,157	2,730
Intern/Help Desk	8.00/hr	12.50/hr	8.00/hr	12.50/hr
General Worker	Min Wage	10.50/hr	Min Wage	11/hr
Office Aide	Min Wage	10.50/hr	Min Wage	11/hr
Recreation Assistant	Min Wage	10.50/hr	Min Wage	11/hr
City Council Member	700/mo*	1,030/mo*	1,060/mo*	1,060/mo*
Mayor	900/mo*	1,236/mo*	1,273/mo*	1,273/mo*

\*Subject to RCW 35A.13.040

## Unrepresented Employees 2003 2004 Benefit Summary

### Retirement

	<u>City Contribution</u>	<u>Employee Contribution</u>
<i>Required</i>		
FICA-Medicare	1.45%	1.45%
FICA Social Security	0.00%	0.00%
PERS* I or II	1.32%	I: 6%; II: 0.65%
401(a)**	6.2%	6.0% – 18%
<i>Optional</i>		
Deferred Comp (457)	0.00%	<u>0-25% of Gross Maximum</u>
<u>Allowed</u>		

\*PERS contribution rates are subject to change and are set by the State of Washington.

\*\*Vesting for the 401(a) plan is 33% per year (100% after 3 years). Union employees are also eligible for the 401(a) and PERS plans as describe above. Employees have an irrevocable choice of contribution levels from 6% to 18%.

### Health Insurance

Medical: Regence Washington Health (AWC Plan A PPO Plan) or Group Health (AWC Co-Pay Plan 2).

Dental: Washington Dental Service (AWC Plan F and Orthodontia Rider Plan IV for dependent children).

Vision: Vision Service Plan (AWC \$25 Deductible Plan).

Dental and Vision Plans are completely funded by the City

City health insurance (medical, dental, & vision) contribution minimum \$490/mo. up to \$924.22/mo. maximum:

- ~~If an employee's total health (medical, dental, orthodontia, and vision) insurance premiums exceed the monthly health allowance minimum and are less than the health allowance maximum, an amount equal to the employee's orthodontia premium will be deducted from his/her paycheck.~~
- ~~If an employee's monthly health (medical, dental, orthodontia, and vision) premiums exceed the health allowance maximum, the amount over the maximum (the employee's orthodontia premium as a minimum) will be deducted from his/her paycheck.~~
- ~~If an employee's monthly health (medical, dental, orthodontia, and vision) premiums are less than the health allowance minimum, the remaining allowance may be taken as cash, deferred compensation (457 retirement plan), vacation (up to three per year), or Section 125 flexible spending account contributions. This health allowance savings will be reduced by the amount of the employee's orthodontia premium (this reduction will be zero if the employee does not insure spouse or dependents on dental or orthodontia).~~

### 2004

- A choice between the AWC PPO Plan and Group Health
- All employees with employee-only coverage will receive \$100.00 a month as an incentive to keep them from putting dependants on the City plan.
- All full families (employee, spouse, and two or more children) regardless of plan will pay a \$67.00 monthly contribution

**2005**

- A base allowance of the least expensive employee only coverage plus \$100.00 is paid for all employees; the City pays any additional costs at 95%.
- Employees start paying 5% of costs above the base allowance.

**2006 and Beyond**

- Employee responsibility increases to 10% of costs above the base allowance; City pays 90%.

**Employee Assistance Program**

The City's Employee Assistance Program (EAP) provides marriage and family, legal, financial, substance abuse, and other forms of counseling and guidance.

**Section 125 Plan**

The Section 125 Plan allows the employee and/or the City to contribute tax-free dollars to flexible spending accounts through which employees can pay for health insurance premiums, health expenses, and dependent care expenses.

**Life, Survivor, and Long Term Disability (LTD) Insurance**

	<b>Benefit</b>	<b>City Cost</b>	<b>Employee Cost</b>
Life/AD&D	\$25,000/\$50,000	\$7.50/mo.	\$0
Survivor	30-60% of salary	0.49% of salary	\$0
LTD	60% of salary		\$0

Employees may also use their own payroll deductions to purchase additional voluntary life and short-term disability insurance. The above rates are subject to change upon notice from the vendors.