

**ORDINANCE NO. 329**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, RELATING TO BUDGETS AND FINANCE, REVISING THE 2001/2002 BUDGET AMENDING SECTION 1 OF ORDINANCE NO. 323 AND SECTION 1 OF ORDINANCE NO. 321.**

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 2001-2002 mid-biennial review were held on October 1, 2001, October 8, 2001, and November 13, 2001 and the 2001-2002 mid-biennial budget modification was submitted to the City Council on November 19, 2001; and

WHEREAS, a public hearing on the 2001-2002 mid-biennial review was held on November 19, 2001; and

WHEREAS, certain revisions to the 2001/2002 biennial budget are necessary; NOW, THEREFORE,

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

Section 1. 2001/2002 Amended Budget. Ordinance 323, Section 1, is amended to adopt the revised budget for the 2001-2002 biennium in the amounts and for the purposes as shown on the attached Exhibits A-1 and A-2 ("2001 and 2002 Revised Budgets").

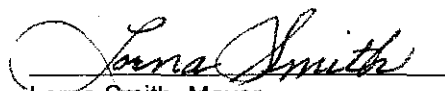
Section 2. Salaries and Benefits. Ordinance 321, Section 1, is amended to adopt the 2001 and 2002 salary ranges for City of University Place, Washington staff as shown on the attached Exhibit B (2001/2002 Salary Ranges), the 2001/2002 salary ranges include a 4% cost-of-living-adjustment (COLA) for all 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 NOVEMBER 19, 2001**

  
Lorna Smith, Mayor

**ATTEST:**

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

**APPROVED AS TO FORM:**

  
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Timothy X. Sullivan, City Attorney

Date of Publication: November 21, 2001  
Effective Date: November 26, 2001

UNOFFICIAL DOCUMENT

**EXHIBIT A-1  
CITY OF UNIVERSITY PLACE  
2001 Revised Budget**

FUND		REVENUES & OTHER SOURCES			EXPENDITURES & OTHER USES			ENDING BALANCE
<b>Operating</b>								
<b>General</b>								
001	General	\$ 12,485,860	\$ 422,112	\$ 12,907,972	\$ 11,685,767	\$ 166,033	\$ 11,851,800	\$ 1,056,173
<b>Special Revenue</b>								
101	Street	1,475,772	-	1,475,772	1,475,772	-	1,475,772	-
102	Arterial Street	238,167	1	238,168	218,896	-	218,896	19,272
103	Real Estate Excise Tax	513,974	-	513,974	513,974	-	513,974	-
120	Path & Trails	23,142	(1)	23,141	-	-	-	23,141
140	Surface Water Mgmt	1,606,800	-	1,606,800	1,606,800	-	1,606,800	-
188	Strategic Reserve	616,132	-	616,132	-	-	-	616,132
	<b>Sub-total Special Revenue</b>	<b>4,473,987</b>	<b>-</b>	<b>4,473,987</b>	<b>3,815,442</b>	<b>-</b>	<b>3,815,442</b>	<b>658,545</b>
<b>Debt Service</b>								
201	Debt Service	1,180,988	(192,832)	988,156	1,176,125	(192,822)	983,303	4,853
	<b>Sub-total Debt Service Funds</b>	<b>1,180,988</b>	<b>(192,832)</b>	<b>988,156</b>	<b>1,176,125</b>	<b>(192,822)</b>	<b>983,303</b>	<b>4,853</b>
<b>Total Operating</b>		<b>18,140,835</b>	<b>229,280</b>	<b>18,370,115</b>	<b>16,677,334</b>	<b>(26,789)</b>	<b>16,650,545</b>	<b>1,719,571</b>
<b>Capital Improvement</b>								
301	Parks CIP	3,961,749	196,510	4,158,259	3,865,725	(161,814)	3,703,911	454,348
302	Public Works CIP	12,919,368	(1,328,883)	11,590,485	12,890,022	(1,706,000)	11,184,022	406,463
303	Municipal Facilities CIP	84,869	10,000	94,869	84,869	10,000	94,869	-
	<b>Sub-total CIP</b>	<b>16,965,986</b>	<b>(1,122,373)</b>	<b>15,843,613</b>	<b>16,840,616</b>	<b>(1,857,814)</b>	<b>14,982,802</b>	<b>860,811</b>
<b>Internal Service</b>								
501	Fleet & Equipment	563,327	-	563,327	104,350	-	104,350	458,977
502	Information Technology & Services	1,423,534	5,000	1,428,534	948,203	5,000	953,203	475,331
505	Property Management	208,736	14,999	223,735	197,875	15,000	212,875	10,860
506	Risk Management	182,612	-	182,612	142,745	-	142,745	39,867
	<b>Sub-total Internal Service</b>	<b>2,378,209</b>	<b>19,999</b>	<b>2,398,208</b>	<b>1,393,173</b>	<b>20,000</b>	<b>1,413,173</b>	<b>985,035</b>
<b>Non-Annually Budgeted</b>								
621	Endowment	-	-	-	-	-	-	-
150	Donations and Gifts to University Place	34,618	-	34,618	34,618	-	34,618	-
	<b>Sub-total Non-Annually Budgeted</b>	<b>34,618</b>	<b>-</b>	<b>34,618</b>	<b>34,618</b>	<b>-</b>	<b>34,618</b>	<b>-</b>
<b>Total Budget</b>		<b>\$ 37,519,648</b>	<b>\$ (873,094)</b>	<b>\$ 36,646,554</b>	<b>\$ 34,945,741</b>	<b>\$ (1,864,603)</b>	<b>\$ 33,081,138</b>	<b>\$ 3,565,417</b>

**EXHIBIT A-2  
CITY OF UNIVERSITY PLACE  
2002 Revised Budget**

FUND		REVENUES & OTHER SOURCES			EXPENDITURES & OTHER USES			ENDING BALANCE
<b>Operating</b>								
<b>General</b>								
001	General	\$ 11,755,295	\$ 724,437	\$ 12,479,732	\$ 10,755,297	\$ 451,843	\$ 11,207,140	\$ 1,272,592
<b>Special Revenue</b>								
101	Street	1,476,623	110,000	1,586,623	1,476,623	110,000	1,586,623	-
102	Arterial Street	240,983	-	240,983	221,386	-	221,386	19,597
103	Real Estate Excise Tax	440,606	-	440,606	440,606	-	440,606	-
120	Path & Trails	27,540	-	27,540	-	-	-	27,540
140	Surface Water Mgmt	1,600,558	61,155	1,661,713	1,600,558	61,155	1,661,713	-
188	Strategic Reserve	646,606	-	646,606	-	-	-	646,606
	<b>Sub-total Special Revenue</b>	<b>4,432,916</b>	<b>171,155</b>	<b>4,604,071</b>	<b>3,739,173</b>	<b>171,155</b>	<b>3,910,328</b>	<b>693,743</b>
<b>Debt Service</b>								
201	Debt Service	1,220,089	(33,467)	1,186,622	1,220,089	(33,467)	1,186,622	-
	<b>Sub-total Debt Service Funds</b>	<b>1,220,089</b>	<b>(33,467)</b>	<b>1,186,622</b>	<b>1,220,089</b>	<b>(33,467)</b>	<b>1,186,622</b>	<b>-</b>
<b>Total Operating</b>		<b>17,408,300</b>	<b>862,125</b>	<b>18,270,425</b>	<b>15,714,559</b>	<b>589,531</b>	<b>16,304,090</b>	<b>1,966,335</b>
<b>Capital Improvement</b>								
301	Parks CIP	699,175	265,000	964,175	699,175	265,000	964,175	-
302	Public Works CIP	2,528,103	921,351	3,449,454	2,416,621	1,032,833	3,449,454	-
303	Municipal Facilities CIP	67,500	5,000	72,500	67,500	5,000	72,500	-
	<b>Sub-total CIP</b>	<b>3,294,778</b>	<b>1,191,351</b>	<b>4,486,129</b>	<b>3,183,296</b>	<b>1,302,833</b>	<b>4,486,129</b>	<b>-</b>
<b>Internal Service</b>								
501	Fleet & Equipment	631,376	30,000	661,376	59,350	30,000	89,350	572,026
502	Information Technology & Services	1,139,537	5,000	1,144,537	710,619	5,000	715,619	428,918
505	Property Management	208,439	-	208,439	197,578	-	197,578	10,861
506	Risk Management	179,549	-	179,549	133,745	-	133,745	45,804
	<b>Sub-total Internal Service</b>	<b>2,158,901</b>	<b>35,000</b>	<b>2,193,901</b>	<b>1,101,292</b>	<b>35,000</b>	<b>1,136,292</b>	<b>1,057,609</b>
<b>Non-Annually Budgeted</b>								
621	Endowment	-	-	-	-	-	-	-
150	Donations and Gifts to University Place	13,000	-	13,000	13,000	-	13,000	-
	<b>Sub-total Non-Annually Budgeted</b>	<b>13,000</b>	<b>-</b>	<b>13,000</b>	<b>13,000</b>	<b>-</b>	<b>13,000</b>	<b>-</b>
<b>Total Budget</b>		<b>\$ 22,874,979</b>	<b>\$ 2,088,475</b>	<b>\$ 24,963,455</b>	<b>\$ 20,012,147</b>	<b>\$ 1,927,364</b>	<b>\$ 21,939,511</b>	<b>\$ 3,023,944</b>

**EXHIBIT B**

City of University Place  
2001-2002 Salary Ranges

Position	2001 Adopted Salary Range		2002 Proposed Salary Range	
	Entry	High	Entry	High
City Manager	Set by Resolution		Set by Resolution	
City Attorney	6,156	7,793	6,399	8,100
DCM/Community & Economic Dev. Dir.	5,872	7,508	6,399	8,100
ACM/Administrative Services Director	5,872	7,508	6,241	7,900
ACM/Public Works Director	5,872	7,508	6,241	7,900
City Engineer/Ass't PW Director	4,648	6,366	5,530	7,000
Finance Director	4,648	6,366	4,787	7,000
Ass't CED Dir./Building Official	4,402	5,572	5,056	6,400
Ass't PW Dir./Public Works Sup't	-	-	5,056	6,400
Ass't City Engineer/Sr. Project Eng.	4,402	5,572	4,578	5,795
Assistant City Attorney	-	-	4,578	5,795
Information Services Manager	4,402	5,572	4,578	5,795
Planning Manager	4,402	5,572	4,578	5,795
Public Works Sup't/Ass't PW Director	4,402	5,572	-	-
City Clerk	4,105	5,195	4,268	5,403
Finance Operations Manager	4,105	5,195	4,268	5,403
Parks Project Manager	4,105	5,195	4,268	5,403
Permits Manager	4,105	5,195	4,268	5,403
Recreation Manager	4,105	5,195	4,268	5,403
Financial/Management Analyst	-	-	3,868	4,896
Info. Systems Analyst/Engineer	3,540	4,708	3,868	4,896
Project Engineer	3,540	4,708	3,868	4,896
Associate Planner	3,163	4,202	3,555	4,500
Building Inspector/Plans Examiner	3,163	4,202	3,555	4,500
Executive Assistant	3,163	4,202	3,555	4,500
Financial/Management Analyst	3,258	4,202	-	-
Paralegal	3,163	4,202	3,555	4,500
Sr. Engineering Tech./Inspector	3,163	4,202	3,555	4,500
Supervisor (Accounting, Recreation, Park Maint., etc.)	3,320	4,202	3,555	4,500
Administrative Assistant	2,808	3,760	3,239	4,100
Assistant Planner	2,808	3,760	3,239	4,100
Coordinator (Rec., Network, Crime Prev., etc.)	2,808	3,760	3,239	4,100
Deputy City Clerk	2,808	3,760	3,239	4,100
Engineering Technician	2,808	3,760	3,239	4,100
Sr. Finance Specialist	-	-	3,239	4,100
Specialist (Recreation, Parks, Finance, Permits, Personnel, Engineering Services, ITS, etc.)	2,724	3,451	3,002	3,800
Technician (Facility, Permit, etc.)	2,313	2,933	2,607	3,300
Office Assistant II	2,241	2,893	2,377	3,009
Office Assistant I	2,009	2,543	2,089	2,645
Intern/Help Desk	8.00/hr	12.50/hr	8.00/hr	12.50/hr
General Worker	Min Wage	10.50/hr	Min Wage	10.50/hr
Office Aide	Min Wage	10.50/hr	Min Wage	10.50/hr
Recreation Assistant	Min Wage	10.50/hr	Min Wage	10.50/hr
City Council Member	400/mo	700/mo*	700/mo*	1,000/mo*
Mayor	500/mo	900/mo*	900/mo*	1,200/mo*

\*Subject to RCW 35A.13.040

## *Unrepresented Employees* Proposed 2002 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	1.77%	I: 6%; II: 0.88%
401(a)**	6.2%	6.0%
<i>Optional</i>		
Deferred Comp (457)	0.00%	0-25% of Gross

\*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.

### Health Insurance

Medical: Regence Washington Health (AWC Plan A) 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).

City health insurance (medical, dental, & vision) contribution minimum \$460/mo. up to \$732/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).

### 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.