

ORDINANCE NO. 211

**AN ORDINANCE OF THE CITY OF UNIVERSITY PLACE, WASHINGTON,
RELATING TO BUDGETS AND FINANCE, ADOPTING THE 1999-2000
BUDGET.**

WHEREAS, the tax estimates and budget for the City of University Place, Washington, for the 1999-2000 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 hearing 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, workshops on the 1999-2000 Biennial Budget were held on October 7, November 9, November 10, and November 16 and the 1999-2000 Proposed Biennial Budget was submitted to the City Council and City Clerk on October 1, 1998; and

WHEREAS, public hearings on the 1999-2000 Biennial Budget were held on October 19 and November 16, 1998; NOW, THEREFORE,

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

Section 1. 1999-2000 Biennial Budget Adoption. The budget for the City of University Place, Washington, for the 1999-2000 biennium is hereby adopted in the amounts and for the purposes as shown on the attached Exhibits A-1 and A-2 ("1999 and 2000 Adopted Budgets).

Section 2. Salaries and Benefits. The 1999 and 2000 salary ranges for City of University Place, Washington staff is hereby adopted as shown on the attached Exhibit B (1999/2000 Salary Ranges), the 1999/2000 salary ranges include a 2% cost-of-living-adjustment (COLA) for all regular employees and benefit plan (Exhibit C).

Section 3. Administration. The City Manager shall administer the Biennial Budget approved herein.

Section 4. 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 5. Ratification. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

Section 6. 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, 1999.

PASSED BY THE CITY COUNCIL ON DECEMBER 7, 1998

Debbie Klosowski
Debbie Klosowski, Mayor

ATTEST:

Susan Matthew
Susan Matthew, City Clerk

APPROVED AS TO FORM:

Timothy X. Sullivan
Timothy X. Sullivan, City Attorney

Date of Publication: December 10, 1998
Effective Date: December 15, 1998

**EXHIBIT A-1
CITY OF UNIVERSITY PLACE
1999 Adopted Budget**

FUND	REVENUES & OTHER SOURCES	EXPENDITURES & OTHER USES	ENDING BALANCE
Operating			
General			
001 General	\$ 9,520,377	\$ 9,494,510	\$ 25,867
Special Revenue			
101 Street	1,342,945	1,342,945	-
102 Arterial Street	223,034	223,034	-
103 Real Estate Excise Tax	440,000	440,000	-
120 Path & Trails	14,658	-	14,658
140 Surface Water Mgmt	1,343,483	1,343,483	-
188 Strategic Reserve	551,000	-	551,000
Sub-total Special Revenue	3,915,120	3,349,462	565,658
Debt Service			
201 Debt Service	927,668	927,668	-
Sub-total Debt Service Funds	927,668	927,668	-
Total Operating	14,363,165	13,771,640	591,525
Capital Improvement			
301 Parks CIP	1,034,841	949,043	85,798
302 Public Works CIP	3,398,569	2,527,016	871,553
303 1996 Bond Construction	626,587	626,587	-
Sub-total CIP	5,059,997	4,102,646	957,351
Internal Service			
501 Fleet & Equipment	476,352	273,350	203,002
502 Community Information Services	1,001,083	629,018	372,065
505 Property Management	227,580	227,580	-
506 Risk Management	148,732	123,445	25,287
Sub-total Internal Service	1,853,747	1,253,393	600,354
Total Budget	\$ 21,276,908	\$ 19,127,678	\$ 2,149,230

**EXHIBIT A-2
CITY OF UNIVERSITY PLACE
2000 Adopted Budget**

FUND	REVENUES & OTHER SOURCES	EXPENDITURES & OTHER USES	ENDING BALANCE
Operating			
General			
001 General	\$ 9,099,845	\$ 9,040,797	\$ 59,048
Special Revenue			
101 Street	1,371,284	1,371,284	-
102 Arterial Street	225,878	225,878	-
103 Real Estate Excise Tax	440,200	440,200	-
120 Path & Trails	18,822	-	18,822
140 Surface Water Mgmt	1,356,918	1,356,918	-
188 Strategic Reserve	578,000	-	578,000
Sub-total Special Revenue	3,991,102	3,394,280	596,822
Debt Service			
201 Debt Service	916,724	916,724	-
Sub-total Debt Service Funds	916,724	916,724	-
Total Operating	14,007,671	13,351,801	655,870
Capital Improvement			
301 Parks CIP	278,390	278,390	-
302 Public Works CIP	3,024,788	2,977,024	47,764
303 1996 Bond Construction	-	-	-
Sub-total CIP	3,303,178	3,255,414	47,764
Internal Service			
501 Fleet & Equipment	396,333	59,350	336,983
502 Community Information Services	1,015,162	477,193	537,969
505 Property Management	175,000	168,396	6,604
506 Risk Management	163,586	133,945	29,641
Sub-total Internal Service	1,750,081	838,884	911,197
Total Budget	\$ 19,060,930	\$ 17,446,098	\$ 1,614,831

Position	1998	1999 Salary Range			2000 Salary Range			Grade
	Top Step	Entry	Middle	High	Entry	Middle	High	
Governance & Management	\$	\$	\$	\$	\$	\$	\$	
City Manager	7916	Set by Resolution and Agreement			Set by Resolution and Agreement			65
Assistant To the City Manager	3800	3,062	3,469	3,876	3,123	3,538	3,954	38
Executive Assistant	3350	2,893	3,333	3,774	2,951	3,400	3,849	33
City Clerk	4800	3,868	4,382	4,896	3,945	4,470	4,994	47
Deputy City Clerk	3150	2,647	2,998	3,350	2,700	3,058	3,417	21
Records Specialist	3150	2,568	2,909	3,250	2,619	2,967	3,315	21
City Attorney	7200	5,746	6,545	7,344	5,861	6,676	7,491	58
Assistant City Attorney	4800	3,868	4,382	4,896	3,945	4,470	4,994	47
Paralegal	3700	2,893	3,333	3,774	2,951	3,400	3,849	33
Community Services								
Finance Director	5200	4,740	5,370	6,000	4,835	5,477	6,120	50
Accountant	3800	3,062	3,469	3,876	3,123	3,538	3,954	38
Finance Specialist	3350	2,700	3,059	3,417	2,754	3,120	3,485	27
Information Services Manager	5200	4,190	4,747	5,304	4,274	4,842	5,410	50
Information Systems Engineer	4350	3,465	3,951	4,437	3,534	4,031	4,526	44
Information Systems Analyst	4350	3,465	3,951	4,437	3,534	4,031	4,526	44
Information Systems Support Specialist	3150	2,568	2,909	3,250	2,619	2,967	3,315	21
Management Services Director	4800	4,424	5,012	5,600	4,512	5,112	5,712	49
Personnel Specialist	3150	2,568	2,909	3,250	2,619	2,967	3,315	21
Crime Prevention Specialist*	2290	2,568	2,909	3,250	2,619	2,967	3,315	21
Department Administrative Secretary	3220	2,647	2,998	3,350	2,700	3,058	3,417	23
Office Assistant I	2350	1,894	2,146	2,397	1,932	2,189	2,445	14
Maintenance Worker I	2700	2,176	2,465	2,754	2,219	2,515	2,809	17
*Grant-funded								
Planning & Community Development								
PCD Director	6800	5,589	6,332	7,075	5,701	6,459	7,217	55
Department Administrative Secretary	3220	2,647	2,998	3,350	2,700	3,058	3,417	23
Parks & Recreation Manager	4800	4,424	5,012	5,600	4,512	5,112	5,712	49
Recreation Supervisor	3700	2,893	3,333	3,774	2,951	3,400	3,849	33
Recreation Coordinator	3220	2,647	2,998	3,350				
Maintenance Worker I	2700	2,176	2,465	2,754	2,219	2,515	2,809	17
Office Assistant II	2350	2,176	2,465	2,754	2,220	2,514	2,809	17
Planning Manager	4800	3,868	4,382	4,896	3,945	4,470	4,994	47
Senior Planner	4350	3,465	3,951	4,437	3,534	4,031	4,526	44
Associate Planner	3800	3,062	3,469	3,876	3,123	3,538	3,954	38
Assistant Planner	3220	2,647	2,998	3,350	2,700	3,058	3,417	23
Building Official	4800	3,868	4,382	4,896	3,945	4,470	4,994	47
Building Inspector/Plans Examiner	3800	3,062	3,469	3,876	3,123	3,538	3,954	38
Codes Enforcement Officer	3220	2,647	2,998	3,350	2,700	3,058	3,417	23
Permits Manager	4800	3,868	4,382	4,896	3,945	4,470	4,994	47
Permits Specialist	3150	2,568	2,909	3,250	2,619	2,967	3,315	21
Office Assistant II	2350	2,176	2,465	2,754	2,220	2,514	2,809	17
Public Works & Engineering								
PW Director	6800	5,589	6,332	7,075	5,701	6,459	7,217	55
Department Administrative Secretary	3220	2,647	2,998	3,350	2,700	3,058	3,417	23
Engineering Manager/City Engineer	5200	4,740	5,370	6,000	4,835	5,477	6,120	50
Senior Project Engineer	n/a	3,868	4,382	4,896	3,945	4,470	4,994	47
Project Engineer	4350	3,465	3,951	4,437	3,534	4,031	4,526	44
Senior Engineering Technician	3800	3,062	3,469	3,876	3,123	3,538	3,954	38
Engineering Technician	3700	2,700	3,059	3,417	2,754	3,120	3,485	27
Engineering Services Specialist	3150	2,568	2,909	3,250	2,619	2,967	3,315	21
Public Works Superintendent	4800	3,868	4,382	4,896	3,945	4,470	4,994	47
Maintenance Supervisor	n/a	3,062	3,469	3,876	3,123	3,538	3,954	
Maintenance Worker III	3350	2,700	3,059	3,417	2,754	3,120	3,485	27
Maintenance Worker II	3220	2,647	2,998	3,350	2,700	3,058	3,417	23
Maintenance Worker I	2700	2,176	2,465	2,754	2,219	2,515	2,809	17
Office Assistant I	2350	1,894	2,146	2,397	1,932	2,189	2,445	14
Maintenance Laborer/Trainee	14.42/hr	1,237	1,932	2,625	1,262	1,971	2,678	12
Miscellaneous/Temporary Positions								
Intern/Help Desk		8.00/hr	10.00/hr	12.00/hr	8.00/hr	10.00/hr	12.00/hr	
Office Aide		5.70/hr	8.00/hr	10.00/hr	5.70/hr	8.00/hr	10.00/hr	
General Worker		5.70/hr	8.00/hr	10.00/hr	5.70/hr	8.00/hr	10.00/hr	
Recreation Assistant		5.70/hr	8.00/hr	10.00/hr	5.70/hr	8.00/hr	10.00/hr	
Mayor	500/mo			500/mo	500/mo After Election:	900/mo		
City Council Member	400/mo			400/mo	400/mo After Election:	700/mo		

Benefits Summary
(1999-2000 Proposed)

Retirement

	City Contribution	Employee Cost (Deducted from Gross Pay)
Required		
FICA-Med	1.45%	1.45% (no Social Security)
PERS*	7.50%	I: 6.0%; II: 4.65%
401(a)	5.25% (3-year vesting)	3% pre-tax
Optional		
Deferred Comp (457)	0	0-? (up to 33 1/3%; \$8,000/yr max.--all pre-tax)

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

Health Insurance

Medical: Regence Washington Health or Group Health

Dental: Washington Dental Service

Vision: Vision Service Plan

* \$420/mo. City health insurance (medical, dental, & vision) contribution minimum up to \$515/mo. maximum.

* If employee total health insurance (medical, dental, & vision) premium falls below \$420, she/he can take the difference use it for cash, retirement, vacation days (up to three days/year), or section 125 flexible spending accounts.

* If employee health insurance premium is above the \$420/mo. and at or below \$515/mo., the City will pay the full premium, but employee will not get the difference between the \$515 and their health insurance premium.

* Employees whose monthly health insurance premiums exceed \$515 will have the difference deducted from their pay (via the section 125 plan).

Employee Assistance Program (EAP)

This program provides marriage & family, legal, financial, substance abuse, and other forms of counseling and guidance.

Section 125 Plan

This is a program where employees and the City can contribute pre-tax dollars to flexible spending accounts through which employees can pay for health or life insurance premiums, health expenses, and dependent care expenses.

Life, Survivor, & Disability Insurance

	Benefit	City Cost*	Employee Cost
Life & AD&D	\$25,000 (\$50k if accidental death)	\$18.45	0
Survivor	Surviving dependents monthly receive 30-60% of	0.2% of salary	0
Long Term Disability	60% of salary	0.79% of salary	0

*These premiums are subject to adjustment(s) during the year.

Employees may also use their own payroll deductions to purchase additional voluntary life and short term disability insurance.