ORDINANCE NO. 124

AN ORDINANCE OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, ADOPTING THE 1997 BUDGET, SALARY SCHEDULE AND BENEFITS PLAN, AUTHORIZING POSITIONS, AND APPROPRIATING FUNDS.

WHEREAS, workshops on the 1997 Budget were held on October 14, November 4, November 18 and November 26, 1996 and the preliminary 1997 Budget was submitted to the City Council and City Clerk on October 1, 1996;

WHEREAS, public hearings on the 1997 Budget were held during October and November 1996 on October 21, November 4, and December 2, 1996;

WHEREAS, the 1997 Budget includes the City organization charts, position classifications, salary and benefits schedules; and

WHEREAS, total taxes and fees are at or below pre-incorporation levels and services are at or above pre-incorporation levels; now, therefore,

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

Section 1. 1997 Budget Adoption. The budget for the City of University Place, Washington, for the year 1997 is hereby adopted in its final form and content as Exhibit A, a copy of which will be filed with the City Clerk.

Section 2. Recognition of Revenues. The Budget for January 1 - December 31, 1997 recognizes revenues from the following sources:

Taxes	$3,926,389
Licenses & Permit Fees	166,500
Intergovernmental Transfers	6,601,610
Charges for Services	1,128,561
Fines and Forfeits	6,000
Miscellaneous Sources	181,500
Transfers & Other Revenue Sources	1,836,158
Beginning Fund Balances	2,165,397
	$16,012,115

Section 3. Funds Appropriated. The Budget for January 1 - December 31, 1997 is appropriated by fund as follows:

General Fund	$8,463,858
Special Capital Fund	926,264

Street Fund	1,762,416
Arterial Street Fund	254,389
Surface Water Management Fund	510,785
Donations Fund	5,000
CIP Fund	2,610,400
Bond Fund	50,000
BAN Fund	850,000
Debt Service Fund	392,028
Unemployment Insurance Fund	16,845
Equipment Replacement Fund	170,130
	$16,012,115

Section 4. Salaries and Benefits. The City's organizational chart and staffing schedule is shown on page B-10 of Exhibit A. The salary schedule is shown on page A-15. Employees earning in excess of $50,000 annually as of December 31, 1996 will receive a COLA of 2.0%; employees earning $50,000 annually or less will receive 2.5% COLA. The City's employee benefit plan is incorporated at page A-16, and includes an employee medical benefit cap of $475 per month.

Section 5. Effective Date. This ordinance shall take effect five days after its publication.

PASSED BY THE CITY COUNCIL ON DECEMBER 3, 1996

Ronald L. Williams, Mayor

ATTEST:

Susan Matthew, City Clerk

APPROVED AS TO FORM:

Timothy X. Sullivan, City Attorney

Date of Publication: December 5, 1996
Effective Date: December 10, 1996

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1997 Budget

City of University Place, Washington

CITY OFFICIALS

CITY COUNCIL

Mayor	Ron Williams
Mayor Pro Tem	Linda Bird
Councilmember	Jean Brooks
Councilmember	Stan Flemming
Councilmember	Ken Grassi
Councilmember	Debbie Klosowski
Councilmember	Lorna Smith

CITY ADMINISTRATION

City Manager	Robert Jean

DEPARTMENT HEADS

City Attorney	Timothy Sullivan
Community Services	Claudia Ellsworth
Planning & Community Development	Joann Smith
Public Works/Engineering	Ben Yazici

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City of University Place, WA

1997 BUDGET MESSAGE

Citizens of the City of University Place, Mayor and City Council Members...

Honorable Persons:

Like our pioneer forefathers, we prepared as best we could for the journey to incorporation, we organized and began our adventure, and finally we arrived. The road to incorporation was not without its bumps and had unexpected turns, but we pressed on. The promises of incorporation have been kept: taxes are lower than having stayed unincorporated, services are significantly higher, capital improvement projects have already begun, and our short-term loans will be fully repaid as a part of our long-range financial management plan.

ACHIEVING THE COMMUNITY VISION

If 1995 was "First Things First" and if the 1996 Start-Up was "Just Do It," then 1997 is time to pause, focus on these things which will make a difference in years ahead, and to target our resources accordingly... a time to "move slower to go faster." Time spent developing an overall sense of community strategy, now, will allow us to achieve the community's vision faster.

For 1997, the focus shifts from Interim preparations, Start-Up organization and First-Year operations, to long-term strategic objectives and resource allocations. While University Place is largely developed, there is yet still significant opportunity to influence the shape and community character of what the City of University Place is yet becoming.

Rather than a series of separate action plans and funding programs, this budget suggests that 1997 is the time to coordinate our hopes and efforts through our land use planning into a strategic comprehensive plan. Budget funding supports a series of planning efforts, and targets resources. Through a Council and Planning Commission led community workshop, it is proposed that we develop a long-range Strategic Comprehensive Plan.

Strategic Elements
- Vision Statement
- Values & Ethics Statements
- Council Goals
- Comprehensive Plan
- Neighborhood Advisory Councils
- Capital Improvements Plan
- Parks & Recreation Plan
- City Centre Plan
- Chambers Creek Waterfront Park

Resources & Operations Elements
- Community Events & Volunteerism
- Debt Management Plan
- Bonds, B.A.N.'s, Loans & Grants
- Operations & Capital Budgets
- Community Information Systems Plan
- Space Needs & Facilities Plan
- Management Systems Goals
- Quality Customer Services Program

BUDGET HIGHLIGHTS

The 1997 Budget has very few new programs or major changes. Operationally, it seeks to focus on improving customer service, increasing overall quality of service, and simply doing what we do better. Adjusting to changing workloads and supporting the strategic planning effort is the main overall budget focus for 1997. There are, however, some major changes incorporated into the Budget for 1997 from community and City Council actions this last year:

- Library: The Library District will levy its own tax rate separate from the City beginning again in 1997;

- Parks & Recreation: The University Place Parks and Recreation District and the City will merge as a City program, significantly increasing parks and recreation funding, while maintaining the 2 1/2% utility tax at current levels;

- Public Works Operations: Long-term costs will be reduced by bringing Public Works Operations more in-house and reducing outside contracts; this three year transition begins in 1997 and concludes in 1999;

- Capital Improvement Projects: Grants received and funding strategies implemented in 1996 will result in major capital improvement projects construction in 1997. With over $5 million in C.I.P. projects, we are able to invest in our community's infrastructure at a rate ten times greater than the pre-incorporation forecasts!

Other changes or areas of emphasis for 1997 are as follows:

- STRATEGIC/COMPREHENSIVE PLAN...Adoption (PCD/CM)
- VALUES STATEMENT & ETHICS GUIDELINES...Adoption (CC/CM)
- CAPITAL IMPROVEMENT PLAN...Construction, Grants & Funding (CS/PW)
- PARKS & RECREATION PROGRAM...Plan Adoption & Expanded Services (CD)
- CITY CENTRE PLAN...Consultant Plan, Adoption & Funding (CD/PW)
- FINANCIAL PLAN & DEBT MANAGEMENT...Update (CS)
- SPACE NEEDS...City Hall Remodel & Police/Public Works Construction (CS/PW)
- VOLUNTEERISM PROGRAM...Expand (CM)
- SERVICE MIX...Decision on Courts, Police & Utilities (CC/All)
- C.O.P.S. AND BLOCK WATCH...Adopt Plan & Expand (CS)
- NEIGHBORHOOD ADVISORY COUNCILS...Expand Role & Involvement (CM)
- COMMUNITY EVENTS...Expand Volunteerism (CM)
- CHAMBERS CREEK PROPERTIES PLAN...Waterfront Park & Funding (CD/CM)
- ANNEXATIONS...Expand Services (CD/ALL)
- CLASSIFICATION & PAY...Consultant Review (CS)
- BENEFITS REVIEW...Update (CS)
- EMERGENCY PREPAREDNESS PLAN...Adopt (CM)
- LITIGATION & DISPUTE RESOLUTION (CA)
- CODES ENFORCEMENT (CA/CD)
- GRANTS MANAGEMENT & REVENUE ENHANCEMENTS (CS/PW/CD)
- PUBLIC WORKS OPERATIONS...In-House Transition (PW)
- QUALITY CUSTOMER SERVICE TEAMWORK (CM/All)

COUNCIL AND MANAGEMENT/SYSTEMS GOALS

We have also made significant progress in the City Council's 1996-1997 Goals and our internal Management/Systems Goals.

COUNCIL GOALS, 1996-1997:

- **Long-Range Financial Plan** .... Adoption in 1996, Update Annually...
- **Comprehensive Plan** .... Ongoing... Adoption in 1997...
- **Service Mix** .... Ongoing... Courts, Police & Utilities in 1997...
- **Capital Improvements Plan** .... Adoption in 1996, Update Annually...
- **Community Oriented Policing** .... Ongoing ... Plan Adoption in 1997...
- **Parks & Recreation** .... Interlocal in 1996... Transition in 1997...
- **Chambers Creek Properties Plan** .... EIS in 1996, Plan & Funding in 1997...
- **Community Information Systems Plan** . Adopted in 1996, Ongoing in 1997...
- **Legislative Action** .... Initiated in 1995, Ongoing in 1997...
- **Neighborhood Advisory Councils** .... Established in 1996, Ongoing in 1997...
- **Annexations** .... Completed in 1996, Services in 1997...
- **Space Needs & Facilities Plan** .... City Hall in 1996... Police, Public Works in 1997...

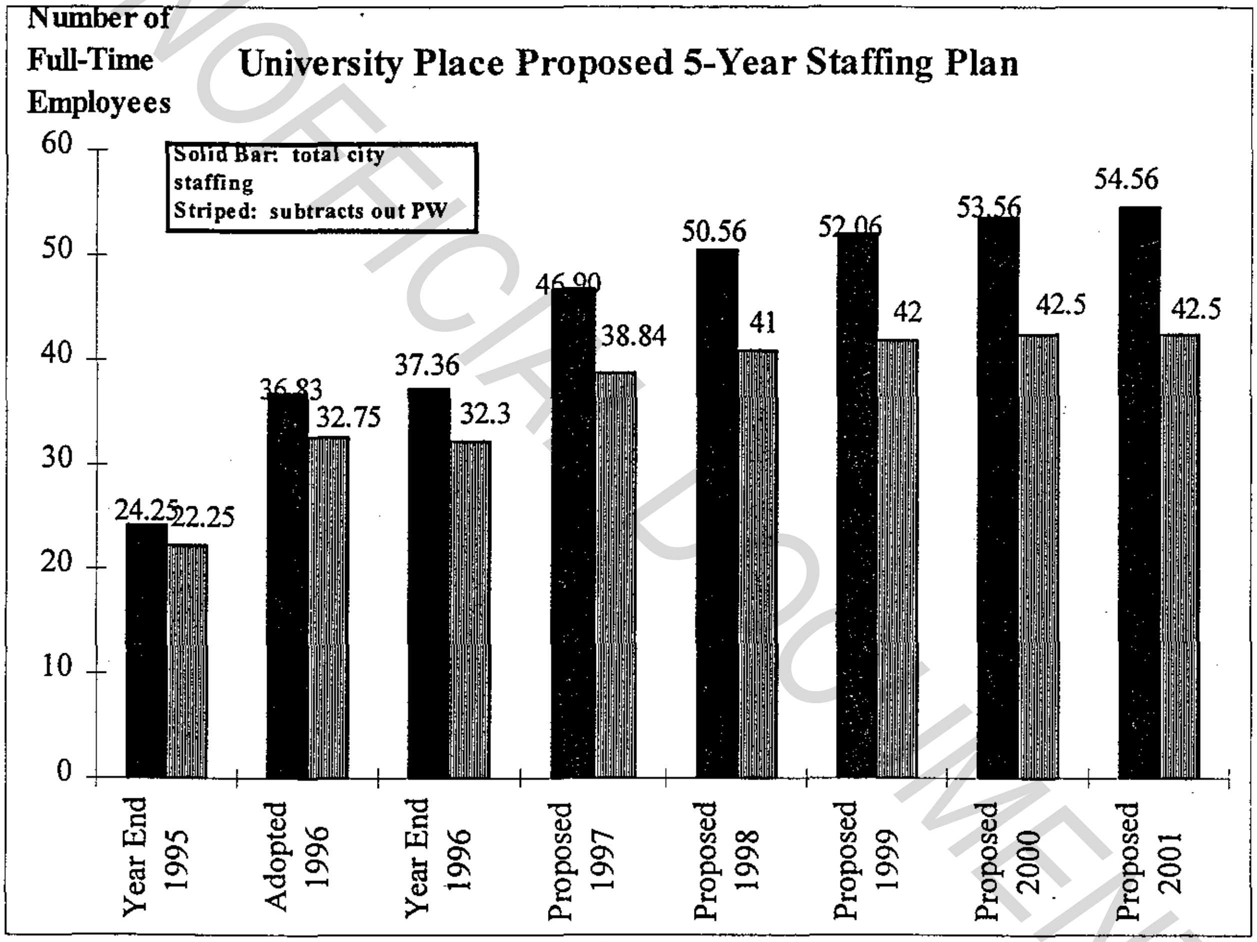
MANAGEMENT/SYSTEMS GOALS, 1996-1997:

- **Community Involvement & Events** ....Established in 1996, Ongoing in 1997...
- **Purchasing System** ....Guidelines Adopted in 1996... Rules in 1997...
- **Policy & Procedures System**......................Adopted in 1996, Ongoing in 1997...
- **Performance Evaluation System**..............Adopted in 1996, Ongoing in 1997...
- **Merit Pay System**.......................................Adopted in 1996, Ongoing in 1997...
- **Debt Management Plan**.............................Policy Adopted in 1996, Update Plan Annually...
- **Work Planning & Reporting**.....................Started in 1996, Completion in 1997...
- **Salary & Classification System** ....Adopted in 1996, Completion in 1997...
- **Staffing Plan Projections** ....Adoption in 1996, Update Annually...
- **Training & Development**...........................Started in 1996, Update Annually...
- **Records Management & Codification** ......Started in 1996, Completion in 1997...
- **Emergency Preparedness**..........................Started in 1996, Update Annually...

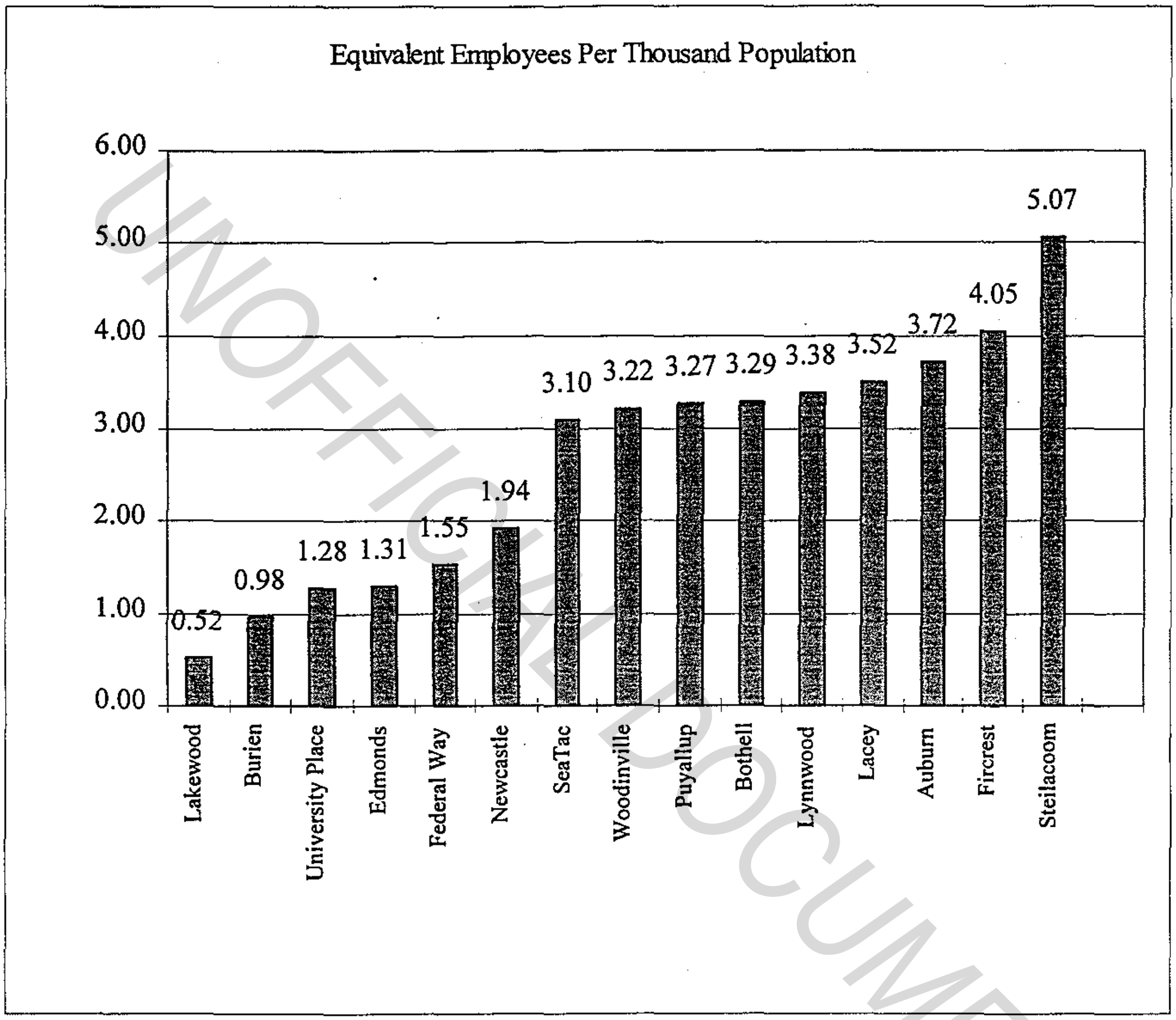
BUDGET OVERVIEW

While placing focus on the overall Strategic Comprehensive Plan, incorporating the shifts and changes in Library, Parks and Recreation, Public Works Operations, and Capital Improvement Projects, the 1997 Budget is still maturing. Operational stability or maturity will continue over the next few years.

Staffing plan projections reflect the growing maturity of our City services organization. Minor position changes related to workload increases, and total staffing changes from shifts in Public Works Operations are shown as follows:



While organizational maturity and capacity is developing rapidly, University Place still has one of the lowest overall staff:service level mixes of all the new cities and cities our size in the state.



*To maintain an "apples-to-apples" comparison, positions in departments such as police, fire, court, utilities, and library departments were subtracted from the totals of each City.

**For revenue purposes, University Place uses the official State population of 28,751. For services and expenditures, the City uses its current population estimate of 30,500.

Note: Lakewood data is from their 1996 Start-up period and needs to be reviewed after their 1997 Budget for full year operations is adopted.

The position changes for 1997 are as follows:

- City Manager's Office: The Intern position is converted to an Administrative Assistant position, along with a reduction of the County Emergency Preparedness Contract from $18,000 to $5,000 and transfer of Emergency Preparedness Planning to the Manager's Office;

- City Attorney's Office: A part-time Deputy City Attorney is added as outside contracts are reduced accordingly;

- Finance: A Finance Specialist is added to assist with increased grants accounting and C.I.P. accounting;

- C.I.S.: A Community Information Systems Technician is added as consultant contracts are reduced accordingly;

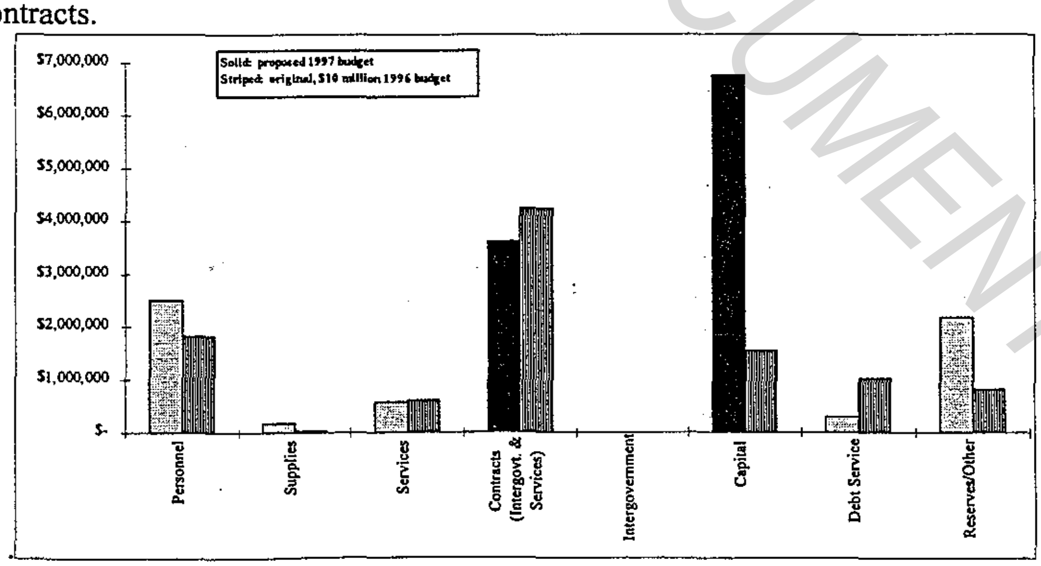
- Parks and Recreation: A Recreation Coordinator and Office Assistant are added to handle the merger of City and District services;

- Building: A Codes Enforcement Officer is added to offset increased Building workload and continue the City's commitment to working with citizens for codes enforcement compliance;

- Permits: An Office Assistant has been added to respond to fee-supported workload increases;

- Public Works Operations: Three Utility Maintenance Worker positions are added as County contract services are reduced.

The City of University Place continues to rely heavily on outside contracts, most notably for Police and Courts, although operating contracts are down slightly in total in 1997 due to the savings in Public Works Operations. Capital Improvement Projects, up significantly for 1997, are almost all outside contracts.



BUDGET ASSUMPTIONS AND POLICIES

Assumptions:

- that the official City population has been adjusted down to 28,751 although City records indicate an estimated population served closer to last year's 30,500 recognized population;
- that the City estimated assessed valuation is $1.4 billion;
- that total estimated retail sales will be about $100,000,000;
- that City service contracts with the County will be at current levels for Court, Prosecutor, Defender, and Jails, adjusted to reflect 1996 actual costs;
- that City contracts for Police reflect the overall doubling of Police services begun in 1996;
- that the Fire continues as the separate University Place Fire District which levies its own taxes;
- that the Library District will again levy its own tax directly and provide services directly apart from its 1996 City contract;
- that Water and Electric services continue from Tacoma Public Utilities;
- that Sewer continues from Pierce County Utilities;
- that Streets services will shift from County contracts to City service, and that Storm Drainage will continue as a City service;
- that Parks will become a City service as the City and the University Place Parks and Recreation District will merge;

THE MAJOR REVENUE ASSUMPTIONS FOR 1997

- that Building, Planning and Engineering revenues continue at the increased workload levels experienced in the 1996 revised Budget;
- that Street Fund loans to the General Fund during Start-Up in 1995 will be fully repaid in 1997.
- that the County continues to collect and retain Court revenues as a part of the City's contract agreement.
- that the current 2 1/2% Utility Tax remains dedicated to Parks and Recreation service and capital improvements;
- and, that, grants, low-interest loans and bonds obtained in 1996 will provide for expanded Capital Improvement Projects construction.

THE MAJOR COST ASSUMPTIONS FOR THE 1997 BUDGET

- that the City will remain out of Social Security, but increase its retirement contribution by 2% to a 5 1/4% total contribution in lieu of Social Security into the 401(a) account for employees, with employee contributions remaining at 3%;

- that City salary ranges will be set at 95% of median market levels for comparable positions in the Puget Sound area;

- that total benefit levels will be set at 95% of total market comparable;

- that employees will receive a 2 1/2% Cost of Living Adjustment (COLA) on January 1, based on a discounted rate, assuming 85% of the Consumer Price Index (CPI);

- the City's contribution to medical costs, within the 95% total comparable levels, will have a variable cap at a $410/month minimum and $475/month maximum;

- that City-wide "overhead" costs will be 14% of the total budget, well under comparable organizations with overhead at 20 - 25% levels;

- that funds are committed to direct services and capital investments to the greatest extent possible.

SUMMARY POLICY ASSUMPTIONS

THE MAJOR POLICIES FOR THE 1997 BUDGET, THEREFORE, ARE;

- total taxes and fees will be at or lower than unincorporated area taxes and fees;

- that City services will be at or above pre-incorporation levels, with increased Police services and significant Capital Improvement Projects investment;

- that short-term loans are repaid and City resources established;

- that all funds are treated on a modified accrued basis, where revenues are entered as cash when received and expenses as accruals when spent or encumbered;

- Property taxes for City services stay at the reduced $1.60 rate compared to the current unincorporated County local services rate of $2.20 per thousand. These City tax cuts will be offset in 1997, however, by a recent voter approved increase in property tax rates by the independent University Place Fire District. Having incorporated, though, citizens of the City of University Place will still pay lower total taxes than having stayed unincorporated.

CONCLUSION

As the City of University Place adjusts to changing community service level and Council-directed service mix shifts, we maintain our organizational commitment to a core staff with multiple skills and our emphasis on quality customer service. We continue to use a mix of direct and contract services where most beneficial to our citizens. But, it is not enough to just do what we do well and affordable; we must be sure that the cumulative effects of these separate services and actions are towards building and supporting the community's vision of its future. The strategic Comprehensive Plan to be developed in 1997 is, therefore, the major emphasis for this Budget.

The citizens of University Place can not only be proud of the job their City is doing in daily service delivery, but also in the opportunities presented to us all to be a part of our community's future. Our thanks to all who have helped to make this dream of a new City come alive, and to those who will yet get involved as we plan our collective actions for the future.

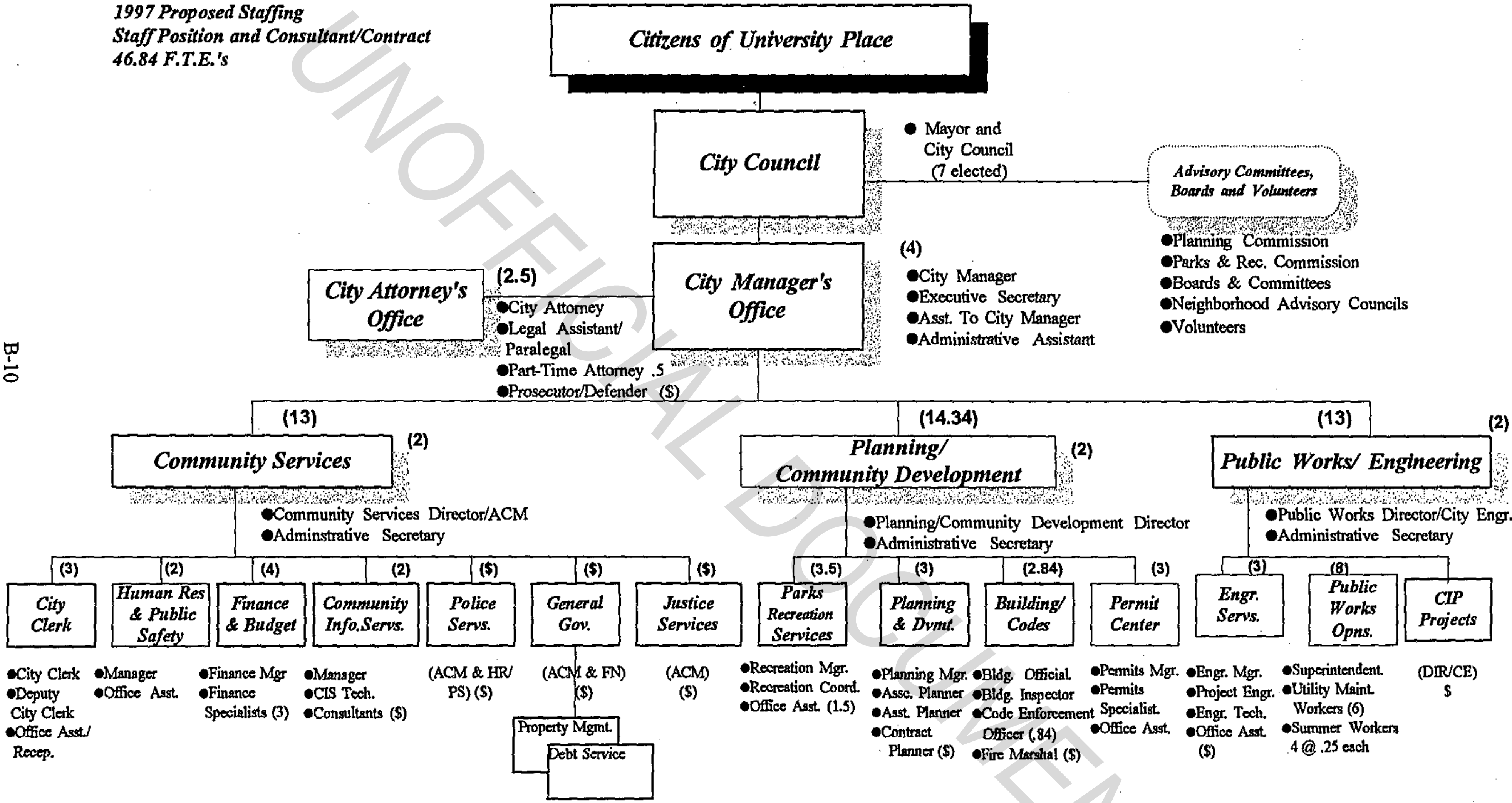
Yours Truly,

Robert W. Jean
City Manager

City of

University Place

30,500 Population Served Estimate
1997 Proposed Staffing
Staff Position and Consultant/Contract
46.84 F.T.E.'s



Position Changes: ($) Reduced Contracts (G) Grants (+) Service Mix/Workload Issue

- Admin. Asst. ($)
- Deputy City Attorney. ($)
- Finance Specialist (G)
- C.I.S. Tech. ($)
- Rec. Coord. (+)
- Office Asst. (+).
- Codes Enforcement Officer (+)
- Office Asst. (+).
- Utility/Maintenance Workers ($+)

CITY OF UNIVERSITY PLACE VISION

Twenty years after incorporation, *University Place is a safe, attractive city that provides a supportive environment for all citizens to work, play, get an education and raise families. Children and youth are nurtured and encouraged to develop into competent, contributing citizens in a changing world. A cooperative community spirit and respect for each other--- our commonalities and differences---foster a diverse cultural, spiritual and ethnic life and prepare us for future challenges.*

Land Use and Environment

Residential areas and commercial corridors retain a green, partially wooded or landscaped character, although the city is almost fully developed. The public enjoys trail access to protected creek corridors, wetlands and greenbelts. As the gravel pit site on the Chambers Creek properties gradually is reclaimed for public use, people enjoy expansive views, access to Puget Sound, and parks and recreation opportunities.

Community character has been enhanced by fair and consistent enforcement of land use regulations. Buffering and landscaping separate incompatible uses, support the integrity of residential neighborhoods and create more attractive business/industrial developments.

Housing

University Place is a city of low and moderate density housing developments that maintains a "friendly neighborhood and community atmosphere". The proportion of residents owning their homes has increased. A mix of housing styles and types is affordable to households at various income levels.

Transportation, Capital Facilities, Utilities

Street lighting, sidewalks, curbs/gutters and bicycle lanes on all arterial streets have improved safety and created better connections between residential and business areas. The entire city now has access to sewers. Purchase of Windmill Village for a City Hall complex has contributed to the development of a thriving commercial/civic center.

Economic Development

Partnerships between the City and business sector have resulted in a viable, economically stable business community. Compact commercial and light industrial developments have attracted new investment and brought additional goods and services and more jobs to the community. Public street improvements and new infill developments contribute to the vitality of the core business areas. University Place has established itself as a destination for local shopping, arts, entertainment, and special community events and festivals.

Parks and Recreation

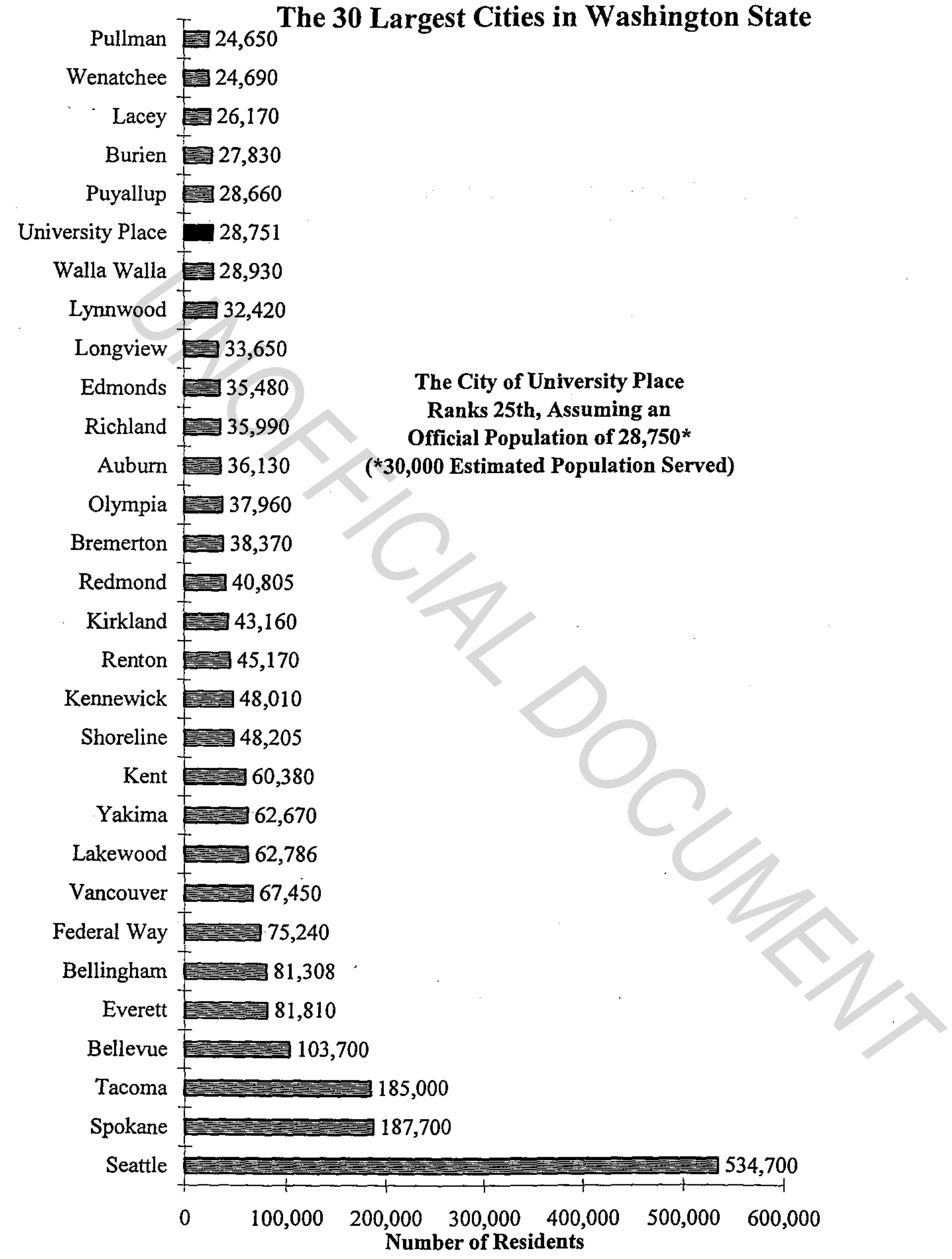
Expansion of parks and recreation services has been achieved through cooperative efforts of the City, the Parks and School Districts and many citizen volunteers. Residents enjoy more neighborhood parks and public spaces, a community and civic center, public access to the shoreline, and a variety of recreation programs and activities for children, youth, adults, and senior citizens.

Governance and Community Services

Open communication between citizens, business, industry and government has strengthened community ties and created an environment of trust, listening, and responsive, fair governance. Information is readily available to citizens and issues are fully discussed. The result has been quality, cost-effective services.

While not always a direct provider of services, the City assists residents in gaining access to community services they need through partnerships and contracts with other agencies.

Local government, the school district and private schools work together in the planning process for quality education. The City has increased public safety by implementing a community policing program that maintains a partnership between community and police, promotes respect for neighbors, and encourages individual responsibility.


The 30 Largest Cities in Washington State
Pullman 24,650
Wenatchee 24,690
Lacey 26,170
Burien 27,830
Puyallup 28,660
University Place 28,751
Walla Walla 28,930
Lynnwood 32,420
Longview 33,650
Edmonds 35,480
Richland 35,990
Auburn 36,130
Olympia 37,960
Bremerton 38,370
Redmond 40,805
Kirkland 43,160
Renton 45,170
Kennewick 48,010
Shoreline 48,205
Kent 60,380
Yakima 62,670
Lakewood 62,786
Vancouver 67,450
Federal Way 75,240
Bellingham 81,308
Everett 81,810
Bellevue 103,700
Tacoma 185,000
Spokane 187,700
Seattle 534,700
The City of University Place
Ranks 25th, Assuming an
Official Population of 28,750*
(*30,000 Estimated Population Served)
0
100,000
200,000
300,000
400,000
500,000
600,000
Number of Residents

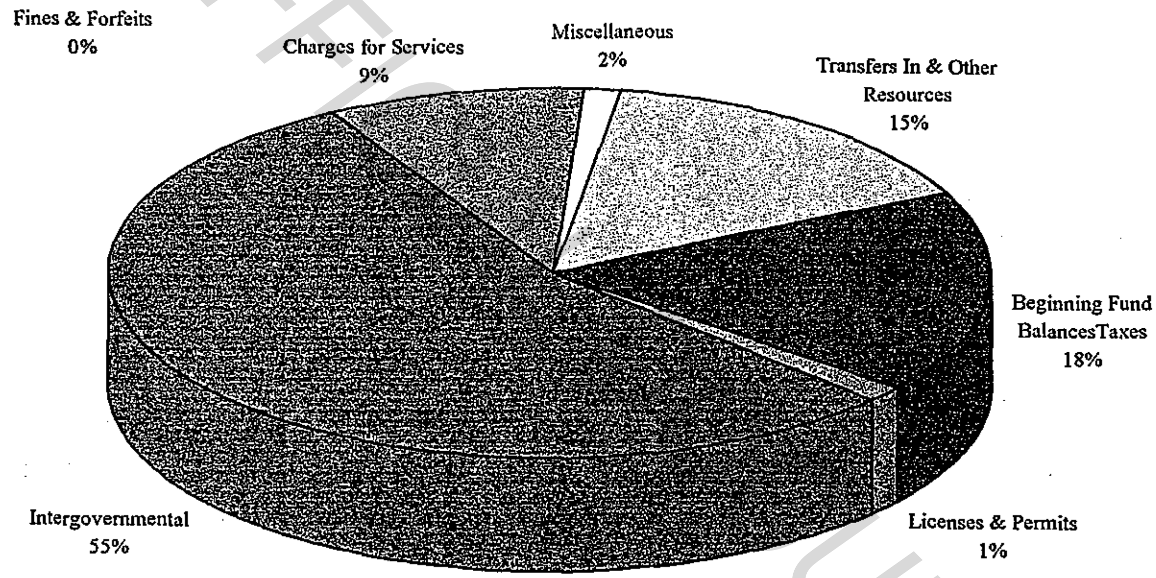
1997 Revenues by Fund Matrix

Revenue Source	General Fund	Special Capital	Street Fund	Arterial Street	Surface Water	Donations Fund	C.I.P. Fund	Bond Fund	BAN Fund	Debt Service	Unemp Fund	Equip Replace	Total Budget	%
Taxes														
Regular Property Tax Levy	$ 2,205,889	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,205,889	13.78%
Gambling Tax	120,000	-	-	-	-	-	-	-	-	-	-	-	120,000	0.75%
Leasehold Excise Tax	500	-	-	-	-	-	-	-	-	-	-	-	500	0.00%
Sales Tax	850,000	-	-	-	-	-	-	-	-	-	-	-	850,000	5.31%
Real Estate Excise Tax	-	400,000	-	-	-	-	-	-	-	-	-	-	400,000	2.50%
Utility Tax (2.5%)	350,000	-	-	-	-	-	-	-	-	-	-	-	350,000	2.19%
Sub-Total	**$ 3,526,389**	**$ 400,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,926,389**	**24.52%**
Licenses & Permits														
Cable TV Franchise Fees	$ 102,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 102,500	0.64%
Refuse Franchise Fees	61,000	-	-	-	-	-	-	-	-	-	-	-	61,000	0.38%
Alarm Permit Fees	3,000	-	-	-	-	-	-	-	-	-	-	-	3,000	0.02%
Sub-Total	**$ 166,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 166,500**	**1.04%**
Intergovernmental														
Sales Tax Equalization	$ 1,800,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,800,000	11.24%
Criminal Just-MVET/Per Capita	9,000	-	-	-	-	-	-	-	-	-	-	-	9,000	0.06%
Criminal Just. Alloc-Sales Tax	284,700	-	-	-	-	-	-	-	-	-	-	-	284,700	1.78%
Criminal Just. - Grants	123,403	-	-	-	-	-	-	-	-	-	-	-	123,403	0.77%
Motor Vehicle Excise Tax	336,000	-	-	-	-	-	-	-	-	-	-	-	336,000	2.10%
Camper Excise Tax	9,000	-	-	-	-	-	-	-	-	-	-	-	9,000	0.06%
Vehicle License Fees	190,000	-	-	-	-	-	-	-	-	-	-	-	190,000	1.19%
Liquor Excise	79,000	-	-	-	-	-	-	-	-	-	-	-	79,000	0.49%
Liquor Profits	153,000	-	-	-	-	-	-	-	-	-	-	-	153,000	0.96%
Motor Vehicle Fuel: Regular	-	-	444,000	-	-	-	-	-	-	-	-	-	444,000	2.77%
Motor Vehicle Fuel: Arterials	-	-	-	208,000	-	-	-	-	-	-	-	-	208,000	1.30%
GMA Planning Grant	27,600	-	-	-	-	-	-	-	-	-	-	-	27,600	0.17%
Federal Universal Hiring Grant	200,000	-	-	-	-	-	-	-	-	-	-	-	200,000	1.25%
Federal Cops MORE Grant	70,907	-	-	-	-	-	-	-	-	-	-	-	70,907	0.44%
CDBG Building Remodel	56,600	-	-	-	-	-	-	-	-	-	-	-	56,600	0.35%
Bridgeport Way West Design Grant	-	-	-	-	-	-	80,000	-	-	-	-	-	80,000	0.50%
Bridgeport Way West Grant	-	-	-	-	-	-	1,578,400	-	-	-	-	-	1,578,400	9.86%
PWTF Loan	-	-	-	-	-	-	952,000	-	-	-	-	-	952,000	5.95%
Sub-Total	**$ 3,339,210**	**$ -**	**$ 444,000**	**$ 208,000**	**$ -**	**$ -**	**$ 2,610,400**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 6,601,610**	**41.23%**

1997 Revenues by Fund Matrix

Revenue Source	General Fund	Special Capital	Street Fund	Arterial Street	Surface Water	Donations Fund	C.I.P. Fund	Bond Fund	BAN Fund	Debt Service	Unemp Fund	Equip Replace	Total Budget	%
Charges for Services														
Planning Fees	$ 50,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 50,000	0.31%
Engineering Fees	50,000	-	-	-	-	-	-	-	-	-	-	-	50,000	0.31%
Building Fees	250,000	-	-	-	-	-	-	-	-	-	-	-	250,000	1.56%
Rents and Leases	152,500	-	-	-	-	-	-	-	-	-	-	-	152,500	0.95%
Surface Water Mgmt.	-	-	-	-	505,785	-	-	-	-	-	-	-	505,785	3.16%
Recreation Fees	100,281	-	-	-	-	-	-	-	-	-	-	-	100,281	0.63%
Unemployment Fees	-	-	-	-	-	-	-	-	-	-	16,845	-	16,845	0.11%
Photocopy Fees/Other	3,150	-	-	-	-	-	-	-	-	-	-	-	3,150	0.02%
Sub-Total	$ 605,931	$ -	$ -	$ -	$ 505,785	$ -	$ -	$ -	$ -	$ -	$ 16,845	$ -	$ 1,128,561	7.05%
Fines and Forfeits														
District Court	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0.00%
False Alarms	6,000	-	-	-	-	-	-	-	-	-	-	-	$ 6,000	0.04%
Sub-Total	$ 6,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,000	0.04%
Miscellaneous														
Interest Income	$ 75,000	$ 31,000	$ 4,000	$ 6,500	$ 5,000	$ -	$ -	$ 50,000	$ -	$ -	$ -	$ 5,000	$ 176,500	1.10%
Donations	-	-	-	-	-	5,000	-	-	-	-	-	-	$ 5,000	0.03%
Sub-Total	$ 75,000	$ 31,000	$ 4,000	$ 6,500	$ 5,000	$ 5,000	$ -	$ 50,000	$ -	$ -	$ -	$ 5,000	$ 181,500	1.13%
Total Revenues in 1997	$ 7,719,030	$ 431,000	$ 448,000	$ 214,500	$ 510,785	$ 5,000	$ 2,610,400	$ 50,000	$ -	$ -	$ 16,845	$ 5,000	$ 12,010,560	75.01%
Transfers In & Other Revenue Sources														
Repayment of Street Fund Loan	$ -	$ -	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 500,000	3.12%
Bond Anticipation Note	-	-	-	-	-	-	-	-	850,000	-	-	-	$ 850,000	5.31%
Loan From BAN Fund to Street Fund	-	-	-	-	-	-	-	-	-	-	-	-	$ -	0.00%
Transfers to Equipment Fund	-	-	-	-	-	-	-	-	-	-	-	94,130	94,130	0.59%
Transfer to Debt Service Fund	-	-	-	-	-	-	-	-	-	392,028	-	-	392,028	2.45%
Sub-Total	$ -	-	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ 850,000	$ 392,028	$ -	$ 94,130	$ 1,836,158	11.47%
Beginning Fund Balances	$ 744,828	$ 495,264	$ 814,416	$ 39,889	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 71,000	$ 2,165,397	13.52%
TOTAL RESOURCES	$ 8,463,858	$ 926,264	$ 1,762,416	$ 254,389	$ 510,785	$ 5,000	$ 2,610,400	$ 50,000	$ 850,000	$ 392,028	$ 16,845	$ 170,130	$ 16,012,115	100.00%

1997 Revenue Summary



DESCRIPTION OF 1997 REVENUE SOURCES

This summary explains each of the City's major revenue sources which appear in the 1997 budget. Revenue estimates are based on the best available information at the time of budget adoption. In future years, historical data will also become available for purposes of comparison and will be displayed in the budget document.

TAXES

Property Taxes — **General Fund**

Property taxes comprise the second largest source of revenue for the City. State law limits the increase in the amount of the levy to 106% of the highest tax levy of the three most recent years. To this amount may be added the increment for new construction. The 1997 levy rate is $1.60, the maximum set by State law, and generally that which is applied by newly incorporated cities.

This local tax levy rate of $1.60 is also less than the pre-incorporation rate. Prior to incorporation, Pierce County collected a local road tax of $2.14 per $1,000 of assessed value. The City's lower property tax rate means the City will receive fewer property tax dollars to provide services in the community than did the County.

Gambling Taxes — **General Fund**

Gambling taxes are levied on bingo, card rooms, pull tabs, punchboards, and amusement games. State law provides that tax revenue shall be used primarily for enforcement of gaming laws. Gambling taxes are less than 1% of the City's revenues. The City taxes gambling at the same rates that Pierce County did prior to incorporation.

Leasehold Excise Taxes — **General Fund**

Leasehold excise taxes are a cousin of regular property taxes. Public properties owned by federal, state or local governments are exempt from property taxes. If publicly-owned property is being leased out for private uses, however, then the property is subject to the leasehold excise tax. Essentially, leasehold excise taxes are property taxes on publicly-owned properties presently being utilized for private, rather than public, purposes. One example of this is the City's ownership of Windmill Village, portions of which are rented or leased to private businesses.

Sales Taxes — **General Fund**

Sales taxes are subject to fluctuation from year to year due to changes in the economy and the buying habits of consumers. University Place, as a city, has little history of sales tax collections to draw upon in making projections. As a predominately residential community, University Place will receive only about 5% of total revenues from sales tax. One of the side benefits of the City's 1997 business registration requirement will be the recognition of local businesses and the ability to notify them of the City's correct sales tax code (#2719) for their use in properly recording sales tax. Currently some of the sales tax dollars belonging to University Place are going to other governmental agencies.

Real Estate Excise Tax **Special Capital Fund**

The real estate excise tax is levied on all sales of real estate, measured by the full selling price. The City has authorized a locally imposed tax of 0.5 %, in two 0.25 % increments. Any local real estate excise tax must be spent for local capital improvements, identified under the capital facilities plan element of the City's comprehensive plan. Until that plan has been developed and approved, the funds will be held in the "Special Capital" or "REET" Fund. The amount of the tax collected depends totally upon real estate sales activity.

Utility Taxes **General Fund**

The City levies a 2.5% utility tax on the following utilities: cable television, cellular telephones, natural gas, refuse services, and regular telephone services. The utility tax is imposed to help offset the loss of property taxes paid by property owners prior to incorporation of the City. The community's taxpayers will still realize an overall tax savings. The City's utility tax does not apply to electric and water utilities, since those services are provided in this area by utility companies operated by the City of Tacoma. University Place residents are already paying a 6% utility tax, levied by the City of Tacoma, on those services. The budget reserves estimated revenues for recreation and parks staffing and the purchase of parks properties. Estimated revenues are based upon a review of comparable cities in the Puget Sound region, and the City's own 1996 experience.

LICENSES AND PERMITS

Cable TV Franchise Fees **General Fund**

Licenses and permit activities are user fees derived from various regulatory activities of the City, in this case, the franchise, or permit, for cable TV services. The revenue estimate is based on information received from the Rainier Cable Commission and the cable TV franchisee. The current cable TV franchise fee is three percent of the gross revenues earned within the City's limits. During 1996, Viacom sold this area's franchise to TCI, and TCI has offered to allow cities in this area to increase the franchise fee to five percent, as permitted under federal law.

Refuse Franchise Fees **General Fund**

University Place Refuse, Inc. serves most of the City. Lakewood Refuse also serves a small section of the City. The City has negotiated an agreement with University Place Refuse, under which the City regulates the service, and the refuse company pays a franchise fee to the City. Lakewood Refuse will continue to operate under regulation by the Washington State Utilities and Transportation Commission. The revenue estimate is based upon the business activity of the refuse companies and the negotiated agreement.

Alarm Permit Fees **General Fund**

The City Council enacted an ordinance requiring building occupants who install a burglar alarm to obtain a permit. The County, before the City's incorporation, similarly regulated burglar alarms and required permits to be obtained. Estimates of revenue from the fees and penalties are based upon information from Pierce County and the City's experience in administering the system since April 1996.

INTERGOVERNMENTAL

Note about state-shared revenues generally: State revenues that are distributed to cities on a per capita basis generally have not increased as quickly as has the number of residents living in incorporated cities. In 1995 University Place and Shoreline incorporated, and in 1996 Lakewood and Edgewood incorporated, an increase of some 151,500 residents in incorporated areas. In November 1996 Maple Valley (9,500) and Covington (11,500) voted to incorporate. They will become new cities in August 1997 and qualify for state-shared revenues beginning in October 1997. State-shared revenues distributed on a per capita basis are declining. 1996 marked the first year that the State did not have enough revenue to distribute the full amount of sales tax equalization due to each eligible city. Without action by the Legislature, equalization revenues will probably continue to decline. This fact is particularly important to University Place, since sales tax equalization is one of the largest sources of revenue for the City.

Sales Tax Equalization — General Fund

State law provides for distribution of a portion of motor vehicle excise tax to cities and towns that receive, on a per capita basis, an amount equal to less than 70% of the statewide average per capita sales and use tax earned in incorporated areas. The basic idea is to make certain that the combined tax from retail sales within the city limits comes up, on a per capita basis, to 70% of the statewide average. Locally-generated sales tax revenue replaces this revenue until local sales tax revenue exceeds the 70% per capita figure.

Criminal Justice - Motor Vehicle Excise Tax/Per Capita Allocation — General Fund

The State Legislature allocates funds from the State General Fund to the municipal criminal justice assistance account, along with a portion of motor vehicle excise tax (MVET). The per capita share in 1997 is expected to be 32 cents per resident.

Criminal Justice - Sales Tax — General Fund

Pierce County levies an optional .1% sales tax to support criminal justice programs, under authority granted by the State. This optional tax, collected by the State, is distributed as follows: ten percent to the County and the remainder to cities and towns on the basis of population. Estimated revenue is based upon information supplied by the State of Washington.

Criminal Justice - Grants — General Fund

Criminal justice grants are available from the State to cities that have innovative law enforcement programs, domestic violence prevention programs, and/or contract for law enforcement services. This estimate reflects the amount for which the City has applied and which it reasonably expects to receive.

Motor Vehicle Excise Tax — General Fund

In 1937, the State Legislature replaced the property tax on motor vehicles with a motor vehicle excise tax. The cities' and towns' share of the motor vehicle excise tax is 8.83% of the total amount collected. The 1997 revenue estimate is based upon data supplied by Municipal Research & Services Center (MSRC).

Camper Excise Tax **General Fund**

Cities and towns receive 15% of the proceeds from the travel trailer and camper tax. This estimate is based upon projections provided by MRSC.

Vehicle License Fees **General Fund**

Pierce County assesses a fee of $15 per vehicle that is collected by the State Treasurer. These fees are distributed monthly on a per capita basis. Funds collected from this fee must be used for transportation purposes, including street and road improvements, high capacity transit facilities and public transportation.

Liquor Excise Tax **General Fund**

Cities and towns receive 28% of the liquor excise tax receipts collected by the State and distributed on the basis of population. Liquor tax revenues continue to drop, as liquor consumption falls or consumers purchase lower priced products. Estimates are based upon the 1997 Revenue Guide produced by MRSC.

Liquor Profits **General Fund**

Cities and towns receive a 40% share of State Liquor Board profits, distributed on a per capita basis. Again, liquor profits have been declining due to decreased alcohol consumption and purchase of lower priced products. State law requires that a city must devote at least two percent of its distribution to support an approved alcoholism or drug addiction program in order to receive its share of liquor excise taxes and profits from the State.

Motor Vehicle Fuel: Regular **Street Fund**

State law provides that the state-levied tax on gasoline be shared with cities and towns. Of the base tax amount of 17 cents per gallon, 6.92% is redistributed to cities and towns to be used for street maintenance. These funds will be deposited in the City Street Fund to be used for the prescribed purposes. Gas tax revenues will increase in 1997 as a result of a favorable ruling in the courts removing the gasohol tax exemption. Estimated revenues for all motor vehicle funds are based upon the Revenue Guide produced by MRSC.

Motor Vehicle Fuel: Arterial **Arterial Street Fund**

A further distribution of gasoline tax is given to cities and towns by the State to be deposited in a fund for the construction, improvement, chip sealing, seal-coating and repair of arterial highways and city streets. Again, these revenues will increase somewhat in 1997 due to the court ruling that gasohol cannot be exempted from taxation.

Growth Management Act (GMA) Planning Grant **General Fund**

GMA requires the City to prepare a comprehensive plan. The City has applied for and received grants to support this planning effort.

Federal Universal Hiring Grant

Generally referred to as the "COPS" grant, these federal Department of Justice funds support our increase in the number of police officers assigned to University Place. The $600,000 three-year grant declines from $300,000 in the first year to $100,00 in the third year.

COPS MORE
This grant, if awarded, will fund acquisition of laptop computers, software, and one non-sworn position to support the police department in routine investigations, COPS coordination, walkin police reports and other routine police business.

Community Development Block Grants **General Fund**
The City has entered and signed an interlocal agreement with the University Place Parks and Recreation District under which the City of University Place will become responsible for the operations of the parks and recreations activities and operations effective January 1, 1997. At the same time the two community development block grants which has been awarded to the District will also become the responsibility of the City. The grant is for the remodeling of the District's parks building.

Capital Improvement Projects Grants & Loans **C.I.P. Fund**
With the extensive improvement projects and plans that have been proposed and accepted by the City Council, the City needs additional revenue sources to provide the necessary funding. The City will grant funding for some projects and has obtained a Public Works Trust Fund Loan for others. The projects will enhance the safety and the beauty of the City. The loan is repayable at 1% interest over a 20-year period.

CHARGES FOR SERVICES

Planning/Building/Engineering Fees **General Fund**
These fees are collected for services related to issuance of permits for various aspects of construction or capital improvements, and for services related to the review of plans for compliance with aspects of the various codes. Fees are generally collected at a level estimated to recover the cost of service. 1997 estimates are based on current activity levels. Actual revenues will depend upon the rate of construction activity.

Rents & Leases **General Fund**
During 1996 the City purchased Windmill Village. The private tenants in the complex will be paying lease payments to the City. In addition, the City will receive rents from the former Parks District Building.

Surface Water Management Fees **General Fund**
These fees directly support the provision of surface (storm) water management services in the community. The City has adopted the basic Pierce County fee structure, upon which the revenue estimate is based.

Recreation Fees
These fees will be generated by recreation programs offered by the Parks & Recreation Division.

Photocopy Fees **General Fund**
In responding to requests for documents, the City charges $.15 per page with fees under $1.50 being waived.

FINES AND FORFEITS

District Court Fines and Forfeits **General Fund**

If the City operated its own Municipal Court, the City would receive part of the money paid as fines, forfeitures, fees, costs and penalties associated with enforcement of local ordinances. If the City contracts with Pierce County for court services in 1997, these court-generated revenues will be received and retained by the County, as provided by the contract.

False Alarms **General Fund**

The City adopted by reference Pierce County's ordinance regarding alarm systems including the provision that assesses a $65 charge for false alarm responses in excess of two responses during a six-month period. The revenue estimate is based upon prior experience by Pierce County and the City.

MISCELLANEOUS

Interest Income **All Funds**

The City will receive interest on investment idle cash balances by investing public funds as allowed by law. The amount received will vary with interest rates and the amount available for investment during any particular budget year. Interest earned on investment of its idle cash balances, is distributed in accordance with State law and City policy.

Interfund Transfers **Various Funds**

Transfers from other funds will be made to the Equipment Fund and the Debt Service Fund. The Equipment Fund is used to accumulate funds or future equipment replacement. Transfers to the Debt Service Fund are used to pay the current year's debt payment obligations.

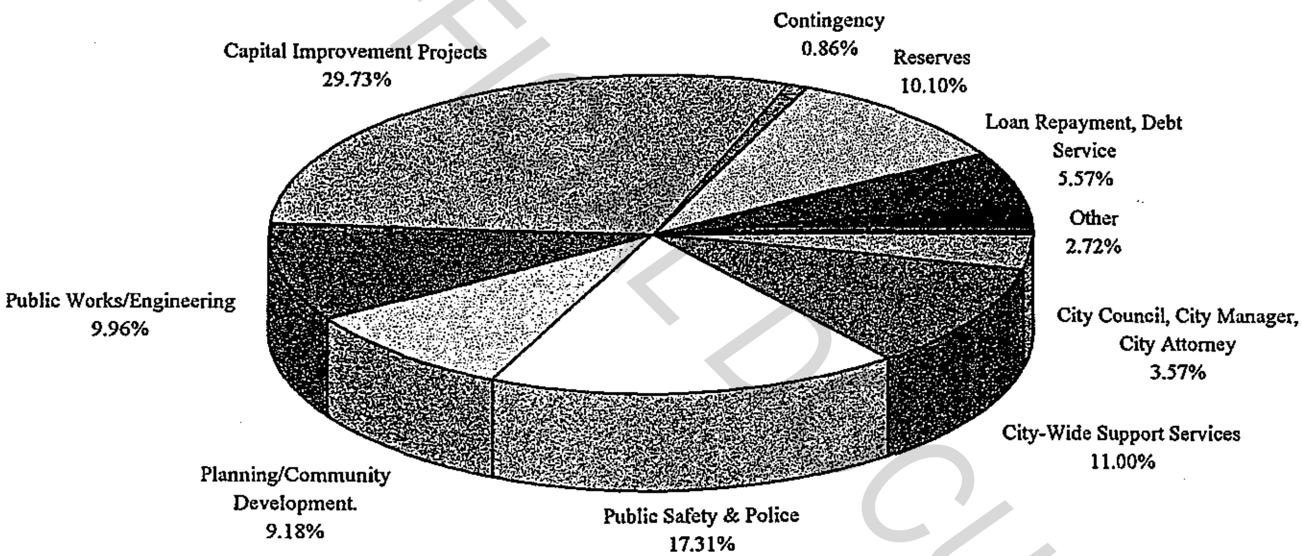
Beginning Fund Balance **All Funds**

This is the estimate of funds remaining unspent at the end of the previous budget year, and available for use in the following budget year. This amount will fluctuate annually depending on the amount of reserves, under or over-collection of revenues and under-expenditure of appropriations and timing issues related to receipt of revenues, especially grant dollars, and the timing of large expenditure commitments.

1997 Services Expenditures Matrix

Program/Department	General Fund	Special Capital	Street Fund	Arterial Street	Surface Water	Donations Fund	C.I.P. Fund	Bond Fund	BAN Fund	Debt Service	Unempl Fund	Equipment Replacement	Total Budget	%
Governance & Management														
City Council	$ 60,680	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 60,680	0.38%
City Manager's Office	218,556	-	15,200	5,100	15,200	-	-	-	-	-	-	-	254,056	1.59%
City Attorney's Office	229,064	-	11,250	5,000	11,250	-	-	-	-	-	-	-	256,564	1.60%
Sub-Total	$ 508,300	$ -	$ 26,450	$ 10,100	$ 26,450	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 571,300	3.57%
Community Services														
Community Services Office	$ 121,300	$ -	$ 11,250	$ -	$ 11,250	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 143,800	0.90%
City Clerk's Office	158,024	-	11,250	-	11,250	-	-	-	-	-	-	-	180,524	1.13%
Human Resources/Public Safety	107,027	-	7,500	-	7,500	-	-	-	-	-	-	-	122,027	0.76%
Finance & Budget	191,716	-	15,350	10,200	15,350	-	-	-	-	-	-	-	232,616	1.45%
Community Information Services	349,179	-	112,000	11,269	62,000	-	-	-	-	-	-	-	534,448	3.34%
Justice Services	201,500	-	-	-	-	-	-	-	-	-	-	-	201,500	1.26%
Police Services	2,570,310	-	-	-	-	-	-	-	-	-	-	-	2,570,310	16.05%
Property Management	77,602	-	-	-	-	-	-	-	-	-	-	-	77,602	0.48%
Debt Service	-	-	-	-	-	-	-	-	-	392,028	-	-	392,028	2.45%
General Government	361,090	-	17,250	2,500	17,250	5,000	-	-	-	-	-	-	403,090	2.52%
Sub-Total	$ 4,137,748	$ -	$ 174,600	$ 23,969	$ 124,600	$ 5,000	$ -	$ -	$ -	$ 392,028	-	$ -	$ 4,857,945	30.34%
Planning/Community Develop.														
PCD Director's Office	$ 209,476	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 209,476	1.31%
Parks and Recreation Services	701,880	-	-	-	-	-	-	-	-	-	-	-	701,880	4.38%
Planning & Development Services	249,206	-	-	-	-	-	-	-	-	-	-	-	249,206	1.56%
Building & Codes Enforcement	171,388	-	-	-	-	-	-	-	-	-	-	-	171,388	1.07%
Permit Services Center	137,522	-	-	-	-	-	-	-	-	-	-	-	137,522	0.86%
Sub-Total	$ 1,469,472	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,469,472	9.18%
Public Works/Engineering														
PWE Director's Office	$ 77,700	$ -	$ 28,000	$ 16,000	$ 28,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 149,700	0.93%
Engineering Services	171,078	-	66,000	35,000	66,000	-	-	-	-	-	-	-	338,078	2.11%
Public Works Operations	107,466	-	800,000	50,000	150,000	-	-	-	-	-	-	-	1,107,466	6.92%
Capital Improvement Projects	565,000	-	540,400	95,200	100,000	-	2,610,400	-	850,000	-	-	-	4,761,000	29.73%
Sub-Total	$ 921,244	$ -	$ 1,434,400	$ 196,200	$ 344,000	-	$ 2,610,400	$ -	$ 850,000	-	-	-	$ 6,356,244	39.70%
Total Operations	$ 7,036,764	$ -	$ 1,635,450	$ 230,269	$ 495,050	$ 5,000	$ 2,610,400	$ -	$ 850,000	$ 392,028	$ -	$ -	$ 13,254,961	82.78%
Other Nondepartmental														
Operating Contingency	$ 132,000	$ -	$ 1,716	$ 1,995	$ 1,735	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 137,446	0.86%
Unemployment Fees Fund	-	-	-	-	-	-	-	-	-	-	16,845	-	16,845	0.11%
Transfers to Equip Fund	33,755	-	40,250	20,125	-	-	-	-	-	-	-	-	94,130	0.59%
Tranfer Out to Debt Service Fund	241,028	-	85,000	2,000	14,000	-	-	50,000	-	-	-	-	392,028	2.45%
Repayment of Street Loan	500,000	-	-	-	-	-	-	-	-	-	-	-	500,000	3.12%
Unallocated Reserve/EFB	520,311	926,264	-	-	-	-	-	-	-	-	-	170,130	1,616,705	10.10%
Sub-Total	$ 1,427,094	$ 926,264	$ 126,966	$ 24,120	$ 15,735	$ -	$ -	$ 50,000	$ -	$ -	$ 16,845	$ 170,130	$ 2,757,154	17.22%
TOTAL EXPENDITURES	$ 8,463,858	$ 926,264	$ 1,762,416	$ 254,389	$ 510,785	$ 5,000	$ 2,610,400	$ 50,000	$ 850,000	$ 392,028	$ 16,845	$ 170,130	$ 16,012,115	100.00%
	52.86%	5.78%	11.01%	1.59%	3.19%	0.03%	16.30%	0.31%	5.31%	2.45%	0.11%	1.06%	100.00%	

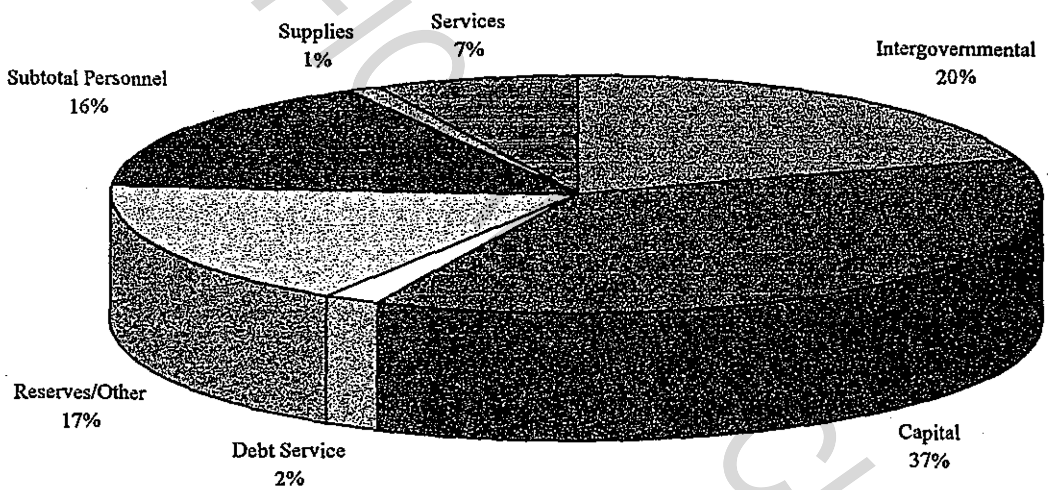
1997 Expenditure Summary



1997 Basic Expenditures by Grand Object

Budget Unit	Salaries	Benefits	Sub-Total Personnel	Supplies	Services	Intergovt	Capital	Debt Service	Reserves/ Other	Sub-Total Non-Personnel	Total
City Council	$ 34,800	$ 4,880	$ 39,680	$ 6,000	$ 15,000	$ -	$ -	$ -	$ -	$ 21,000	$ 60,680
City Manager's Office	179,926	48,580	228,506	4,400	16,150	5,000	-	-	-	25,550	254,056
City Attorney's Office	165,184	44,600	209,784	4,380	38,900	-	3,500	-	-	46,780	256,564
Community Services Dir.Offic	107,635	29,061	136,696	3,000	3,604	-	500	-	-	7,104	143,800
City Clerk	106,826	28,843	135,669	6,475	26,380	-	12,000	-	-	44,855	180,524
Mgt. Svcs./Human Res.	68,206	18,416	86,622	1,150	34,255	-	-	-	-	35,405	122,027
Finance & Budget	144,308	38,963	183,271	10,325	11,170	25,000	2,850	-	-	49,345	232,616
Community Info.Svcs.	83,306	22,493	105,799	23,550	105,230	500	299,369	-	-	428,649	534,448
Justice Services	-	-	-	-	1,500	200,000	-	-	-	201,500	201,500
Police Services	-	-	-	2,150	17,660	2,493,000	57,500	-	-	2,570,310	2,570,310
General Government	-	14,000	14,000	7,000	222,630	154,460	5,000	-	-	389,090	403,090
Property Management	-	-	-	3,000	60,617	8,985	5,000	-	-	77,602	77,602
Debt Service	-	-	-	-	2,500	-	-	389,528	-	392,028	392,028
Planning/Com.Dev.Dir.Ofc.	99,666	26,910	126,576	5,800	77,100	-	-	-	-	82,900	209,476
Parks Recreation Services	114,324	28,480	142,804	50,749	82,461	14,500	411,366	-	-	559,076	701,880
Planning & Development	118,504	31,996	150,500	6,480	88,284	-	3,942	-	-	98,706	249,206
Bldg. & Codes Enforcement	120,101	32,427	152,528	2,160	15,700	-	1,000	-	-	18,860	171,388
Permit Services Center	96,868	26,154	123,022	6,500	3,000	-	5,000	-	-	14,500	137,522
Public Works/Eng.Dir.Ofc.	108,189	29,211	137,400	3,000	9,300	-	-	-	-	12,300	149,700
Engineering Services	139,825	37,753	177,578	5,000	120,000	13,500	22,000	-	-	160,500	338,078
Public Works Operations	261,131	70,505	331,636	58,781	173,830	260,000	283,219	-	-	775,830	1,107,466
Capital Improvement Projects	-	-	-	-	-	-	4,761,000	-	-	4,761,000	4,761,000
Nondepartmental	-	-	-	-	-	-	-		1,029,474	1,029,474	1,029,474
Total Operations	$ 1,948,799	$ 533,272	$ 2,482,071	$ 209,900	$ 1,125,271	$ 3,174,945	$ 5,873,246	$ 389,528	$ 1,029,474	$ 11,802,364	$ 14,284,435
Reserves/Other	-	-	-	-	-	-	-	-	1,727,680	1,727,680	1,727,680
Grand Total	$ 1,948,799	$ 533,272	$ 2,482,071	$ 209,900	$ 1,125,271	$ 3,174,945	$ 5,873,246	$ 389,528	$ 2,757,154	$ 13,530,044	$ 16,012,115
Percentage of Total Budget	12%	3%	16%	1%	7%	20%	37%	2%	17%	84%	100%

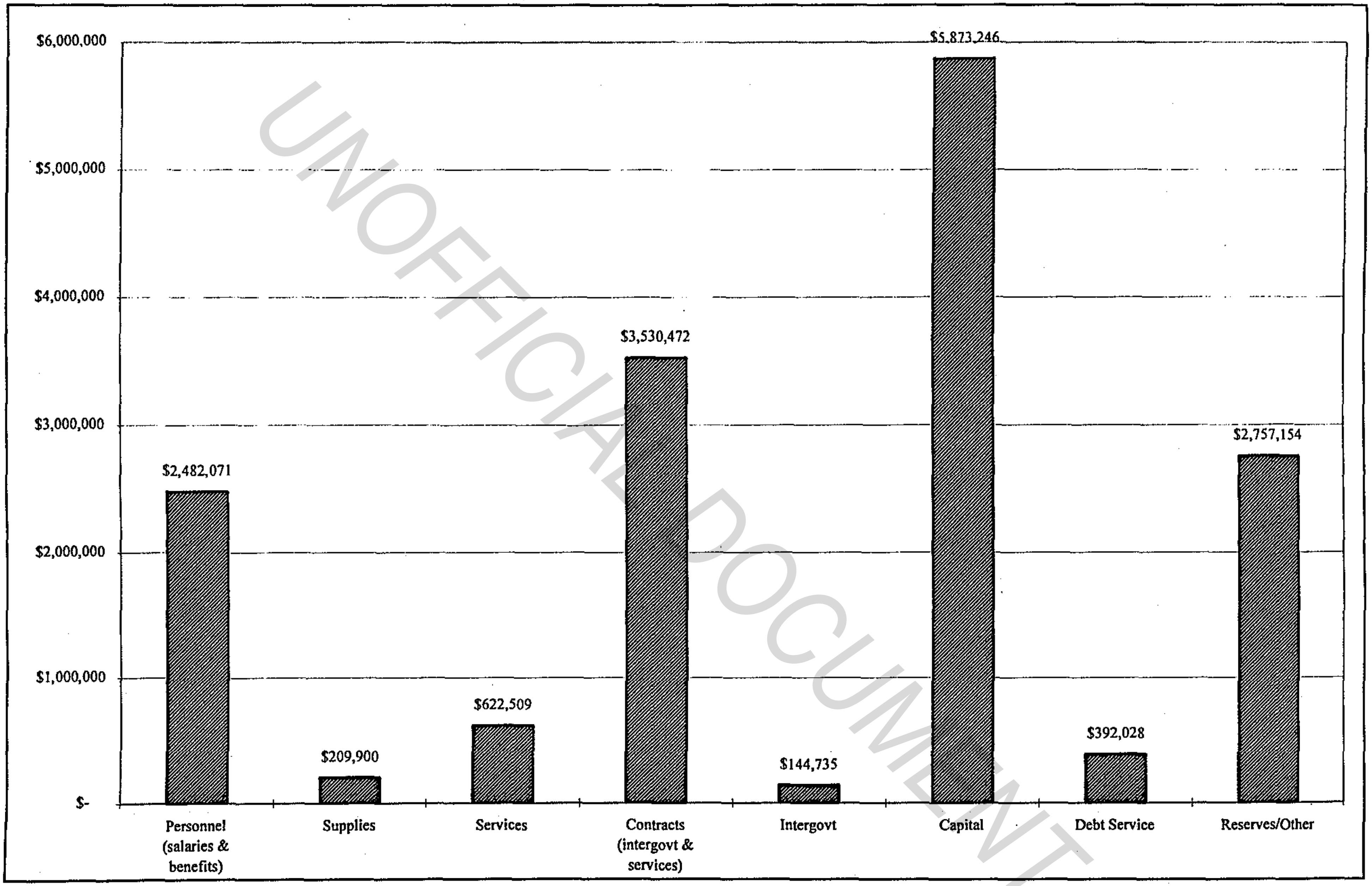
1997 Basic Expenditures by Grand Object



City Expenses and Contracts

Budget Unit	Personnel (Salaries & Benefits)	Supplies	Services	Contracts (Intergovt & Services)	Intergovt	Capital	Debt Service	Reserves/ Other	Total
City Council	$ 39,680	$ 6,000	$ 15,000	$ -	$ -	$ -	$ -	$ -	$ 60,680
City Manager's Office	228,506	4,400	16,150	5,000	-	-	-	-	254,056
City Attorney's Office	209,784	4,380	8,900	30,000	-	3,500	-	-	256,564
Community Services' Dir.Ofc.	136,696	3,000	3,604	-	-	500	-	-	143,800
City Clerk	135,669	6,475	10,980	15,400	-	12,000	-	-	180,524
Human Res. & Public Safety	86,622	1,150	9,055	25,200	-	-	-	-	122,027
Finance & Budget	183,271	10,325	4,870	6,300	25,000	2,850	-	-	232,616
Community Information Svcs.	105,799	23,550	47,230	58,000	500	299,369	-	-	534,448
Justice Services	-	-	-	201,500	-	-	-	-	201,500
Police Services	-	2,150	17,660	2,493,000	-	57,500	-	-	2,570,310
General Government	14,000	7,000	195,630	85,710	95,750	5,000	-	-	403,090
Property Management	-	3,000	-	60,617	8,985	5,000	-	-	77,602
Debt Service	-	-	-	-	-	-	392,028	-	392,028
Planning/Comm. Dev. Dir. Ofc.	126,576	5,800	5,100	72,000	-	-	-	-	209,476
Parks & Recreation Services	142,804	50,749	51,136	31,325	14,500	411,366	-	-	701,880
Planning & Development	150,500	6,480	25,364	62,920	-	3,942	-	-	249,206
Bldg. & Codes Enforcement	152,528	2,160	15,700	-	-	1,000	-		171,388
Permit Services Center	123,022	6,500	3,000	-	-	5,000	-	-	137,522
Public Works/Eng. Dir. Ofc.	137,400	3,000	9,300	-	-	-	-		149,700
Engineering Services	177,578	5,000	20,000	113,500	-	22,000	-	-	338,078
Public Works Operations	331,636	58,781	163,830	270,000	-	283,219	-		1,107,466
Capital Improvement Projects	-	-	-	-	-	4,761,000	-	-	4,761,000
Nondepartmental	-	-	-	-	-	-	-	1,029,474	1,029,474
Total Operations	$ 2,482,071	$ 209,900	$ 622,509	$ 3,530,472	$ 144,735	$ 5,873,246	$ 392,028	$ -	$14,284,435
Reserves/Other	-	-	-	-	-	-	-	1,727,680	1,727,680
Grand Total	$ 2,482,071	$ 209,900	$ 622,509	$ 3,530,472	$ 144,735	$ 5,873,246	$ 392,028	$ 2,757,154	$16,012,115
Percent of Total Budget	15.50%	1.31%	3.89%	22.05%	0.90%	36.68%	2.45%	17.22%	100.00%

City Expenses and Contracts



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Department: **Governance & Management** ***Fund:*** **General**
Budget Unit: **City Council** ***Acct:*** **01.511.060**

Purpose and Responsibilities: The City Council is responsible to all its citizens for policy direction and governan of the community. The Council members are elected at large by position. The Council selects from its members a Mayor and a Mayor Pro Tem as Council Officers to preside at Council meetings and to sign orders of the Council. Council members represent the community at intergovernmental meetings and community events. The Mayor and Council appoint the City's Citizen Advisory Committees. The Council hires a City Manager to carry out its policie and to run day-to-day operations.

Goals/Issues/Major Work:

* Comprehensive Plan and Development Codes
* Long-Range Space Needs Program
* Interlocal Services/Service Mix
* Storm Drainage Funds & Assets Agreements
* Chambers Creek Properties Plan
* 5-Year Long-Range Financial Plan
* Parks Program & Organizational Plan
* Capital Improvements Program
* Neighborhood Involvement

		Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
Expenditures					
0.10	Salaries & Wages	$ 11,600	$ 34,800	$ 34,800	$ 34,800
0.20	Benefits	1,517	4,879	3,026	4,880
0.30	Supplies	922	3,000	8,952	6,000
0.40	Services	2,445	14,321	9,662	15,000
0.50	Intergovernmental	-	-	-	-
0.60	Capital	-	-	-	-
0.70	Debt Service	-	-	-	-
	Total Expenditures	$ 16,484	$ 57,000	$ 56,440	$ 60,680
Staffing *(Elected)*		7E	7E	7E	7E

Department: **Governance & Management**	*Fund:* **General**
Budget Unit: **City Council**	*Acct:* **01.511.060**

Basic Services

0.10 Salaries and Wages $ **34,800**

Position	# Pos.	# Mos.		Total
Mayor	1.0	12	$	6,000
Council Member	6.0	12	$	28,800
Total	7.0		$	34,800

0.20 Benefits *(Mandated federal & state coverages only @ 14%; Mayor @ $500/mo and Councilmembers @ $400/mo per state law) FICA-Med 1.45%;Deferred Comp 7.5%; Worker's Compensation $21/mo/person* **4,880**

0.30 Supplies *($500/mo. includes meetings and refreshments)* **6,000**

0.40 Services **15,000**

.41 Professional Services *(retreat facilitator)*	2,250
.42 Communications	
.43 Travel/Training/Car *(Meetings & mileage: $250/mo.; $1,050 Council Retreat Workshop; AWC @ $500 each; misc. @ $250 each.)*	9,300
.44 Advertising *(Special ads & notices)*	1,000
.45 Rents/Leases	
.46 Insurance	
.47 Utilities	
.48 Repairs	
.49 Miscellaneous *($1,750 conference registration & $700 misc.)*	2,450

0.50 Intergovernmental -

0.60 Capital -

0.70 Debt Service -

Total Expenditures $ **60,680**

Department: Governance & Management **Fund:** General
Budget Unit: City Manager's Office **Acct:** 02.513.010

Purpose and Responsibilities: The City Manager is responsible to the City Council for implementing Council policy and overall management and administration of City operations. Council secretarial support, contracts administration, and customer service/complaints tracking are also functions of the City Manager's Office. Council committees suppor policy analysis, intergovernmental relations, neighborhood involvement, and volunteerism coordination are responsibilities of the City Manager's Office. Emergency Management is an added responsibility in 1997, done by County contract in 1996.

Goals/Issues/Major Work:

* Work Plans, Service Levels & Service Reporting
* Service Mix - Utilities, Court & Police
* Cable TV/P.E.G. Programs
* Volunteerism & Community Involvement
* Long-Term Space Needs Plan -- PW, Police & Court
* U.P. Refuse Rates Review
* Community Celebration & Events
* Neighborhood Advisory Councils
* City Total Quality Service Plan
* Emergency Management Plan
* Long-range Financial Plan
* Utility Franchises

		Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
Expenditures					
0.10	Salaries & Wages	$ 49,340	$ 181,912	$ 173,098	$ 179,926
0.20	Benefits	12,253	46,148	40,069	48,580
0.30	Supplies	2,012	2,400	6,753	4,400
0.40	Services	1,936	10,540	18,579	16,150
0.50	Intergovernmental	-	-	-	5,000
0.60	Capital	-	-	1,073	-
0.70	Debt Service	-	-	-	-
	Total Expenditures	$ 65,541	$ 241,000	$ 239,572	$ 254,056
Staffing (FTE's)		3	4	4	4
Service Indicators:					
Number of Ordinances & Resolutions		152	95	95	72
Number of Contracts		40	20	20	20
Amount of Total Budget		$ 1,873,377	$ 17,097,228	$ 17,097,228	$ 16,012,115
Amount of Operating Budget		$ 1,259,498	$ 12,041,632	$ 12,041,632	$ 13,994,678
City Manager % of Total Budget		3.5	1.4	1.4	1.6
City Manager % of Operating Budget		5.2	2.0	2.0	1.9

Department: Governance & Management	*Fund:* General
Budget Unit: City Manager's Office	*Acct:* 02.513.010

Basic Services

0.10 Salaries and Wages **$ 179,926**

Position	# Pos.	# Mos.		Total
City Manager	1.0	12		$ 86,160
Assistant to the City Mgr	1.0	6		21,782
Executive Secretary	1.0	12		35,724
Administrative Assistant	1.0	12		36,260
Total	4.00			$ 179,926

0.20 Benefits **48,580**

0.30 Supplies *($300/mo. and $800 for Volunteer Recognition)* **4,400**

0.40 Services **16,150**

.41 Professional Services	1,000	
.42 Communications *(Cell phone and long distance: $50/mo.)*	2,400	
.43 Travel/Training/Car *($300/mo. allowance plus $50/mo misc. office travel; meals $1,000; ICMA $1,500; AWC $350; LGPI $350; NWCM $350; Misc. $1,000)*	8,750	
.44 Advertising	1,500	
.45 Rents/Leases		
.46 Insurance		
.47 Utilities		
.48 Repairs		
.49 Miscellaneous *(ICMA Conf. $500; AWC $350; LGPI $350; NWCM $350; Misc. $950)*	2,500	

0.50 Intergovernmental *(EOC Consultant, $5,000)* **5,000**

0.60 Capital **-**

0.70 Debt Service **-**

Total Expenditures **$ 254,056**

Department: **Governance & Management** *Fund:* **General**
Budget Unit: **City Attorney's Office** *Acct:* **03.515.020**

Purpose and Responsibilities: The City Attorney is responsible for legal advice to the City Council and the City administration. The City Attorney reviews City ordinances and contracts, assists with preparation and review of resolutions, and advises Council and staff at public meetings. Prosecution and Defense Services are provided by contract in Justice Services. Specialized legal services are contracted. Major litigation may require contingency appropriations if needed beyond insured coverages.

Goals/Issues/Major Work:
* Codes Enforcement Program
* Municipal Prosecution Court Options
* Storm Water Liability Resolution
* Development Compliance Regulations
* Standard Contracts & Agreements
* 19th Street Right-of-Way
* Comprehensive Plan & Codes
* Chambers Creek Properties Plan

		Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
Expenditures					
0.10	Salaries & Wages	$ -	$ 99,948	$ 53,337	$ 165,184
0.20	Benefits	-	25,986	10,637	44,600
0.30	Supplies	98	2,900	2,335	4,380
0.40	Services	66,385	21,166	62,120	38,900
0.50	Intergovernmental	-	-	-	-
0.60	Capital	-	5,000	4,941	3,500
0.70	Debt Service	-	-	-	-
	Total Expenditures	$ 66,483	$ 155,000	$ 133,370	$ 256,564
Staffing (FTE's)		2	2	2	2.5

Service Indicators:

Hours Contract Legal	582.3		585.5	
Hours In-House Legal	-		1,400	
Total Operating Budget	$ 66,483		$ 155,000	
City Attorney % of Operating Budge	N/A		1.6%	
Amount of Contract Legal	$ 75,382		$ 64,990	

Department: Governance & Management	*Fund:* General
Budget Unit: City Attorney's Office	*Acct:* 03.515.020

Basic Services

0.10 Salaries and Wages $ **165,184**

Position	# Pos.	# Mos.		Total
City Attorney	1.0	12		$ 84,192
Part Time Attorney	0.5	12		36,120
Legal Assistant/Paralegal	1.0	12		44,872
Total	2.5			$ 165,184

0.20 Benefits **44,600**

0.30 Supplies *($365 month; messenger service $600)* **4,380**

0.40 Services **38,900**

.41 Professional Services *(outside legal services)*	30,000	
.42 Communications *(cell phone and long distance)*	2,700	
.43 Travel/Training/Car *($100/month mileage; WSAMA & CLE Conferences $700; AWC $350; LGPI $350; misc. $400)*	3,000	
.44 Advertising	-	
.45 Rents/Leases *(CD Law)*	1,000	
.46 Insurance	-	
.47 Utilities	-	
.48 Repairs	200	
.49 Miscellaneous *(CA $400 for 2 Conf; AWC $200; LGPI $200; BAR dues $500, misc. $700)*	2,000	

0.50 Intergovernmental **-**

0.60 Capital *(Law books and equipment)* **3,500**

0.70 Debt Service **-**

Total Expenditures $ **256,564**

Department: **Community Services** *Fund:* **General**
Budget Unit: **Community Services' Office** *Acct:* **30.514.010**

Purpose and Responsibilities: The Assistant City Manager/Community Services Director is responsible to the City Manager for overall direction of City administrative services and public safety contracts. Serves as City's Chief Financial Officer. Specific responsibilities include: budget and long-range financial planning; debt management; property management; intergovernmental contract negotiations; library district, health district, and fire district coordination; chairs City's CIS Committee and acts as City Manager in City Manager's absence.

Goals/Issues/Major Work:

* 5-Year Financial & Debt Management Plan
* Position City for First Bond Rating
* Establish Lease/Property Management Program
* Employee Training & Development Plan
* Benchmarking/Reporting
* Municipal Court Evaluation and Options
* Police Contract Evaluation & Options
* LESA Cost Allocation & Governance Issues
* C.O.P.S. Program Implementation

		Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
Expenditures					
0.10	Salaries & Wages	$ 29,571	$ 99,300	$ 100,274	$ 107,635
0.20	Benefits	5,927	25,818	24,927	29,061
0.30	Supplies	356	2,332	4,334	3,000
0.40	Services	1,616	2,800	4,705	3,604
0.50	Intergovernmental	-	-	-	-
0.60	Capital	-	750	94	500
0.70	Debt Service	-	-	-	-
	Total Expenditures	$ 37,470	$ 131,000	$ 134,334	$ 143,800
Staffing (FTE's)		2	2	2	2

Department: **Community Services**	*Fund:* **General**
Budget Unit: **Community Services' Office**	*Acct:* **30.514.010**

Basic Services

0.10 Salaries and Wages — $ **107,635**

Position	# Pos.	# Mos.		Total
Community Services Director/ Assistant City Manager	1.0	12		$ 74,664
Administrative Secretary	1.0	12		32,971
Total	2.0			$ 107,635

0.20	Benefits		**29,061**
0.30	Supplies		**3,000**
0.40	Services		**3,604**
	.41 Professional Services		
	.42 Communications *(Cell phone: $67/mo.)*	804	
	.43 Travel/Training/Car *(WCMA Spring Conf., $500; ICMA Conf., $600; LGPI, AWC, etc.)*	2,000	
	.44 Advertising		
	.45 Rents/Leases		
	.46 Insurance		
	.47 Utilities		
	.48 Repairs		
	.49 Miscellaneous *(ICMA, $400; AWC, $250; misc., $150)*	800	
0.50	Intergovernmental		**-**
0.60	Capital		**500**
0.70	Debt Service		**-**
	Total Expenditures		**$ 143,800**

Department: **Community Services** *Fund:* **General**
Budget Unit: **City Clerk** *Acct:* **30.514.010**

Purpose and Responsibilities: The City Clerk is responsible to the Assistant City Manager/Community Services Director for support of City Council meetings, including agendas, packets, public noticing and minutes. The Clerk is also responsible for City-wide records management, electronic records access, and the City's Municipal Code and Policies & Procedures Manual. The Clerk's office manages business licensing registration and provides City-wide phone and walk-in reception and office support services.

Goals/Issues/Major Work:
* Council Meeting Management/Recording
* Council Calendar & Agenda Systems
* Municipal Codes Codification
* Public Records/Clerk's Suite Access
* Business Registration and Information
* Contracts & Agreements Tracking
* Records Management System
* Certified Municipal Clerk Training
* Policy & Procedures Systems

		Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
Expenditures					
0.10	Salaries & Wages	$ 26,046	$ 97,864	$ 87,749	$ 106,826
0.20	Benefits	6,224	25,445	25,436	28,843
0.30	Supplies	10,993	3,376	5,023	6,475
0.40	Services	8,784	9,915	20,999	26,380
0.50	Intergovernmental	-	-	-	-
0.60	Capital	4,987	1,400	1,336	12,000
0.70	Debt Service	-	-	-	-
	Total Expenditures	$ 57,034	$ 138,000	140,543	$ 180,524
Staffing (FTE's)		3	3	3	3

Service Indicators:

Business/liquor license applications	liquor/2	liquor/20	liquor/20	850
Regular and Special Meetings	33	54	54	48
Ordinances and resolutions	152	95	95	72
Updates to Muni. Code & Policies	N/A	N/A	N/A	100
Pages converted to electronic access	495	400	400	364

Department: **Community Services**	*Fund:* **General**
Budget Unit: **City Clerk**	*Acct:* **30.514.010**

Purpose and Responsibilities: The City Clerk is responsible to the Assistant City Manager/Community Services Director for support of City Council meetings, including agendas, packets, public noticing and minutes. The Clerk is also responsible for City-wide records management, electronic records access, and the City's Municipal Code and Policies & Procedures Manual. The Clerk's office manages business licensing registration and provides City-wide phone and walk-in reception and office support services.

Goals/Issues/Major Work:

* Council Meeting Management/Recording
* Council Calendar & Agenda Systems
* Municipal Codes Codification
* Public Records/Clerk's Suite Access
* Business Registration and Information
* Contracts & Agreements Tracking
* Records Management System
* Certified Municipal Clerk Training
* Policy & Procedures Systems

		Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
Expenditures					
0.10	Salaries & Wages	$ 26,046	$ 97,864	$ 87,749	$ 106,826
0.20	Benefits	6,224	25,445	25,436	28,843
0.30	Supplies	10,993	3,376	5,023	6,475
0.40	Services	8,784	9,915	20,999	26,380
0.50	Intergovernmental	-	-	-	-
0.60	Capital	4,987	1,400	1,336	12,000
0.70	Debt Service	-	-	-	-
	Total Expenditures	$ 57,034	$ 138,000	140,543	$ 180,524
Staffing (FTE's)		3	3	3	3

Service Indicators:

Business/liquor license applications	liquor/2	liquor/20	liquor/20	850
Regular and Special Meetings	33	54	54	48
Ordinances and resolutions	152	95	95	72
Updates to Muni. Code & Policies	N/A	N/A	N/A	100
Pages converted to electronic access	495	400	400	364

Department: **Community Services**	***Fund:*** **General**
Budget Unit: **City Clerk**	***Acct:*** **30.514.030**

Basic Services

0.10 Salaries and Wages — $ **106,826**

Position	# Pos.	# Mos.		Total
City Clerk	1.0	12		$ 50,903
Deputy City Clerk	1.0	12		29,040
Office Assistant/Receptionist	1.0	12		23,883
Overtime				3,000
Total	3.0			$ 106,826

0.20 Benefits — **28,843**

0.30 Supplies *(City-wide supplies, $6,000; recording unit, $275; 1/2 replacement of recorder in Council Chambers, $200)* — **6,475**

0.40 Services — **26,380**

.41 Professional Services *(Codification, $13,000; Temporary Services, $2400)*	15,400
.42 Communications	
.43 Travel/Training/Car *(ALARM, $240; PCMC, $180; WMCA, $550; other)*	1,760
.44 Advertising *(Legals: $300/mo.; UP Journal: $400/mo.)*	7,400
.45 Rents/Leases	
.46 Insurance	
.47 Utilities	
.48 Repairs	
.49 Miscellaneous *(WMCA, $60; IIMC, $140; AIM, $200; other)*	1,820

0.50 Intergovernmental

0.60 Capital *(Space Saver unit for file room with 2 hour fire rating)* — **12,000**

0.70 Debt Service — **-**

Total Expenditures — $ **180,524**

Department: **Community Services**	*Fund:* **General**
Budget Unit: **Human Resources and Public Safety Services**	*Acct:* **30.516.010**

Purpose and Responsibilities: The Human Resources and Public Safety Manager is responsible to the Assistant City Manager/Community Services Director for police and miscellaneous contracts administration, alarm permits, management studies and audits, personnel policies, salary and benefits administration, recruitment, selection, staff development and City-wide training.

Goals/Issues/Major Work:

* Job Descriptions
* Salary Plan Update
* Recruitment & Selections
* Benefits Administration & 1997 Annual Summary
* Benefits Program Review
* Employee Awards & Recognition
* Human Resource Software Evaluation & Selection
* Criminal Justice Grant & CDBG Grants
* C.O.P.S. Strategy Implementation
* Employee Training & Development
* Employee Orientation & Exit Programs
* Benchmarking & Comparative Analysis
* Quality Customer Services Team Program

		Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
Expenditures					
0.10	Salaries & Wages	$ 12,145	$ 59,884	$ 50,439	$ 68,206
0.20	Benefits	2,837	15,570	15,932	18,416
0.30	Supplies	195	2,496	2,777	1,150
0.40	Services	7,509	18,050	16,522	34,255
0.50	Intergovernmental	177	-	273	-
0.60	Capital	-	-	-	-
0.70	Debt Service	-	-	-	-
	Total Expenditures	$ 22,863	$ 96,000	$ 85,943	$ 122,027
Staffing (FTE's)		1	2	2	2
Service Indicators:					
Recruitments		21	22	22	12
Applications Processed		2,000	1,800	1,800	1,000
Employee Development Classes		0	3	3	6
Performance Reviews Completed		0	35	35	40
% Timely		N/A	86%	86%	100%
Salary & Benefits Surveys		1	0	0	0
Research Projects		8	9	9	8

Department: **Community Services**	*Fund:* **General**
Budget Unit: **Human Resources and Public Safety Services**	*Acct:* **30.516.010**

Basic Services

0.10 Salaries and Wages **$ 68,206**

Position	# Pos.	# Mos.		Total
Human Resources/Public Safety Services Manager	1.0	12		$ 40,426
Office Assistant III	1.0	12		27,780
				-
Total	2.0			$ 68,206

0.20 Benefits **18,416**

0.30 Supplies *(I.D. machine, $150; misc. supplies, $1000)* **1,150**

0.40 Services **34,255**

.41 Professional Services *(Recruitment testing: 12 @ $150 each; Drug & Alcohol testing, $150 membership dues, $550 testing; EAP, $1700; City-wide training: 1% of salaries($18,000); Section 125 Plan Administration, $3000*	25,200	
.42 Communications *(long distance, $35/mo.)*	420	
.43 Travel/Training/Car *(LGPI, WAPELRA, Personnel Law Conferences)*	1,375	
.44 Advertising *(10 recruitments -- 12 positions-- at $500 each)*	5,000	
.45 Rents/Leases	-	
.46 Insurance	-	
.47 Utilities	-	
.48 Repairs	-	
.49 Miscellaneous *(training registration and association dues, $1700; State background checks, $60; other, $500)*	2,260	

0.50 Intergovernmental **-**

0.60 Capital **-**

0.70 Debt Service **-**

Total Expenditures **122,027**

Department: **Community Services** ***Fund:*** **General**
Budget Unit: **Finance & Budget** ***Acct:*** **30.514.020**

Purpose and Responsibility: The Finance Manager is responsible to the Assistant City Manager/Community Services Director for finance, accounting, budget, purchasing and investment of public funds. Insurance, risk management and control of General Government program expenses are also responsibilities of the Finance and Budget Division.

Goals/Issues/Major Work:

* Payroll Systems Implementation
* Banking Services Review & Selection
* Banking & Investments Policy
* Purchasing Policy & Procedures
* Utility Billing Options Evaluation
* Financial Policies & Procedures All Staff Training
* Debt Management Policy & Procedures
* Management Budget Information Program
* 5-Year Financial & Debt Management Plan
* Fixed Assets Inventory & Recording
* C.I.P. Financial Coordination
* Cash Management Plan
* Insurance Program Review

		Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
Expenditures					
0.10	Salaries & Wages	$ 11,722	$ 111,192	$ 98,539	$ 144,308
0.20	Benefits	2,782	28,910	27,823	38,963
0.30	Supplies	32	2,000	4,837	10,325
0.40	Services	14,012	5,898	14,777	11,170
0.50	Intergovernmental	-	5,000	12,800	25,000
0.60	Capital	-	25,000	25,031	2,850
0.70	Debt Service	-	-	-	-
	Total Expenditures	$ 28,548	$ 178,000	$ 183,807	$ 232,616
Staffing (FTE's)		3	3	3	4

Service Indicators:

Grant Dollars Administered	$ -	$ 1,663,702	$ 1,663,072	$ 2,898,950
Operating Dollars Administered	2,361,215	14,009,463	14,009,463	13,254,961
Total Dollars Administered	2,361,215	18,018,928	18,018,928	16,012,115
Payroll Checks Processed	121	914	914	1,234
Number of Funds Administered	6	14	17	17
Fixed Assets Dollar Inventory	$ 240,373	$ 1,797,671	$ 1,797,671	$ 8,560,572

Department: **Community Services**	*Fund:* **General**
Budget Unit: **Finance & Budget**	*Acct:* **30.514.020**

Basic Services

0.10 Salaries and Wages $ **144,308**

Position	# Pos.	# Mos.		Total
Finance Manager	1.0	12		$ 50,964
Finance Specialist	1.0	12		28,504
Finance Specialist	1.0	12		32,364
Finance Specialist	1.0	12		31,476
Overtime				1,000
Total	4.0			$ 144,308

0.20 Benefits **38,963**

0.30 Supplies **10,325**

0.40 Services **11,170**

.41 Professional Services *(Financial system support)* 6,300

.42 Communications *($30/mo. long distance)* 360

.43 Travel/Training/Car *($15/mo office travel; $300 WMTA; $300 WFOA; $225 AWC Grants Accounting; $50 BARS Accounting; $125 Payroll & Benefits Accounting; $125 Internal Control, $200 Financial Systems; $125 Fixed Asset accounting; $175 Risk Management $300 Eden Training; $125 Purchasing Regulations; $245 Misc.)* 2,475

.44 Advertising -

.45 Rents/Leases -

.46 Insurance -

.47 Utilities -

.48 Repairs -

.49 Miscellaneous *(Registrations: $300 WMTA; $210 Eden Training; $300 WFOA; $225 AWC Grants Accounting; $75 BARS Accounting; $125 Payroll & Benefits Accounting; $125 Internal Control, $200 Financial Systems; $125 Fixed Asset accounting; $175 Risk Management $125 Purchasing Regulations ; Misc. PSFOA Training $100)* 2,035

0.50 Intergovernmental *(Audit, $25000)* **25,000**

0.60 Capital *(office furniture for new employee and a safe)* **2,850**

0.70 Debt Service **-**

Total Expenditures $ **232,616**

Department: **Community Services**	*Fund:* **General**
Budget Unit: **Community Information Services**	*Acct:* **30.518.080**

Purpose and Responsibilities: The Information Services Manager is responsible to the Assistant City Manager/Community Services Director for the City's electronic infrastructure and communications systems, including development of new services, training, and troubleshooting. Reports to all Department Directors through CIS Committee.

Goals/Issues/Major Work:

* Lotus Notes Program Expansion & Training
* Community Information Access & Internet
* C.I.S. Hardware/Software Plan Review & Update
* Coordination of City-wide communications including telephones, pagers, cell phones and radios
* Employee Software Training Program
* G.I.S. Evaluation & Program
* Interlocal Services Options Plan
* Intergovernmental Technology
* Coordination of Telecommunications

		Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
Expenditures					
0.10	Salaries & Wages	$ 2,875	$ 43,752	$ 35,857	$ 83,306
0.20	Benefits	387	11,376	9,101	22,493
0.30	Supplies	3,159	5,872	4,897	23,550
0.40	Services	32,861	57,000	85,841	105,230
0.50	Intergovernmental	-	-	-	500
0.60	Capital	68,037	200,000	182,304	299,369
0.70	Debt Service	-	-	-	-
	Total Expenditures	$ 68,037	$ 318,000	$ 318,000	$ 534,448
Staffing (FTE's)		1	1	1.25	2
Service Indicators:					
Supported staff, volunteers, interns		N/A	90	90	101
Percent of network availability		N/A	90%	90%	98%
Supported servers/computers/printers		N/A	65	65	78
Training hours provided		N/A	475	475	550
Vendor support response		N/A	6-12 hours	6-12 hours	4-6 hours
Supported telecommunications apps.		N/A	52	52	64

$ Phones/Communications	$ 16,850
$ Computer Hardware/Software and Repairs	323,834
$ Division Support Services	193,764
Total CIS Budget	**$ 534,448**

Department: **Community Services Department**	*Fund:* **General**
Budget Unit: **Community Information Services**	*Acct:* **30.518.080**

Basic Services

0.10 Salaries and Wages **$ 83,306**

Position	# Pos.	# Mos.		Total
Information Services Manager	1.0	12		$ 49,790
Information Services Tech	1.0	12		33,516
Total	2.0			$ 83,306

0.20 **Benefits** **22,493**

0.30 Supplies *(City-wide printer, fax, copier toner, paper, plotter paper and ink, $16,300; misc. hardware/software for additional staff, $7,250)* **23,550**

0.40 Services **105,230**

.41 Professional Services *(consulting services: Notes, $10,800; Internet, $10,400; Network, $18,800)*	40,000
.42 Communications *(CIS pagers, phones, phone line charges, Internet and long distance charges)*	16,850
.43 Travel/Training/Car *(City-wide computer training, $18,000; CIS Training, $1,100; ACCIS, GIS, Notes, other conference, $2,040)*	21,140
.44 Advertising *(RFP for Human Resources/Payroll Systems)*	900
.45 Rents/Leases	-
.46 Insurance	-
.47 Utilities	-
.48 Repairs *(2.5% of assets purchased, $9,850; Copier maintenance based on City-wide copies per year for $14,615)*	24,465
.49 Miscellaneous *(membership fees, magazine subscriptions and conference registration)*	1,875

0.50 Intergovernmental *(yearly service fee for using Pierce County Router to access Internet and fiber ring)* **500**

0.60 Capital *(as detailed in Appendix pages A11-13)* **299,369**

0.70 Debt Service **-**

Total Expenditures **$ 534,448**

Department: **Community Services**	*Fund:* **General**
Budget Unit: **Justice Services**	*Acct:* **10.512.050**

Purpose and Responsibilities: The County Jail, District Court, contract prosecutor and Department of Assigned Counsel are responsible to the Assistant City Manager/Community Services Director as contract service providers for the Justice Services Division.

Goals/Issues/Major Work:

* Community & Court Services Program
* Interlocal Services Option
* Municipal Court Options

		Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
Expenditures					
0.10	Salaries & Wages	$ -	$ -	$ -	$ -
0.20	Benefits	-	-	-	-
0.30	Supplies	-	-	-	-
0.40	Services	8,788	10,000	-	1,500
0.50	Intergovernmental	33,560	110,000	86,000	200,000
0.60	Capital	-	-	-	-
0.70	Debt Service	-	-	-	-
	Total Expenditures	$ 42,348	$ 120,000	$ 86,000	$ 201,500
Staffing (FTE's)		contracted	contracted	contracted	contracted
Service Indicators:					
Bookings		N/A	120	120	150
Jail Days		N/A	150	150	250
Infractions		N/A	2,200	2,200	2,300
Criminal Filings		N/A	970	970	1,100
Dispute Resolution					
Court Contract $				$ 50,000	$ 120,000
Jail Contract $				60,000	80,000
Dispute Resolution				-	1,500
Contract Prosecution				10,000	-
Justice Services Total				$ 120,000	$ 201,500

Department: **Community Services**	*Fund:* **General**
Budget Unit: **Justice Services**	*Acct:* **10.512.050**

Basic Services

0.10 Salaries and Wages $ -

Position	# Pos.	# Mos.		Total
Total				

0.20 Benefits -

0.30 Supplies -

0.40 Services 1,500

.41 Professional Services *(Dispute Resolution Ctr. Cont.$1,500)* 1,500

.42 Communications

.43 Travel/Training/Car

.44 Advertising

.45 Rents/Leases

.46 Insurance

.47 Utilities

.48 Repairs

.49 Miscellaneous

0.50 Intergovernmental *(Corrections $80,000; Court & Prosecutor $120,000)* 200,000

0.60 Capital -

0.70 Debt Service -

Total Expenditures $ 201,500

Department: **Community Services**	***Fund:*** **General**
Budget Unit: **Police Services**	***Acct:*** **30.521.020**

Purpose and Responsibilities: The Sheriff's Department is responsible to the Assistant City Manager/ Community Services Director for contract law enforcement services, targeted neighborhood patrol, traffic safety coordination wit engineers, and evening and weekend community meeting projects.

Goals/Issues/Major Work:

* Police Services Contract Standards & Reporting
* Interlocal Services/Service Mix Options
* C.O.P.S. Strategy & Program Implementation
* CJRO/Schools Coordination
* Block Watch & Crime Free Apartments
* Neighborhood Involvement with C.O.P.S.
* Comprehensive Plan Coordination
* Emergency Preparedness Plan Coor.
* Neighborhood Traffic Safety

		Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
Expenditures					
0.10	Salaries & Wages	$ -	$ -	$ -	$ -
0.20	Benefits	-	-	-	-
0.30	Supplies	-	-	4,443	2,150
0.40	Services	-	-	729	17,660
0.50	Intergovernmental	286,300	2,400,000	2,287,800	2,493,000
0.60	Capital	-	-	5,487	57,500
0.70	Debt Service	-	-	-	-
	Total Expenditures	$ 286,300	$ 2,400,000	$ 2,298,459	$ 2,570,310
Staffing (FTE's)		contracted	contracted	contracted	contracted
Service Indicators:					
Citizen inquiries received		20	40	40	40
Resolved in 48 hours		N/A	N/A	N/A	1
Police Activity Levels:					
Vehicle Prowls		N/A	400	400	384
Domestic Violence Incidents		N/A	450	450	437
DUIs		N/A	100	100	105
Burglaries		N/A	220	220	180
Dispatched Calls for Service		N/A	15,400	15,400	15,400
Community Policing Activities:					
Active Block Watch Units		N/A	55	55	75
CFMH Units		-	7	7	20
Officers Community Meetings		5	30	30	50

Department: **Community Services**	*Fund:* **General**
Budget Unit: **Police Services**	*Acct:* **30.521.020**

Basic Services

0.10 Salaries and Wages $ -

Position	# Pos.	# Mos.		Total
Total				

0.20 Benefits -

0.30 Supplies *(alarm forms, stickers $1000; cell phone accessories $300; volunteer shirts $350; misc. supplies $500)* **2,150**

0.40 Services **17,660**

.41 Professional Services	-	
.42 Communications *(Long distance $75/mo; pagers $105/mo; cell phone charges $1200/mo)*	16,560	
.43 Travel/Training/Car (WASPC; Community Policing)	350	
.44 Advertising	-	
.45 Rents/Leases	-	
.46 Insurance	-	
.47 Utilities	-	
.48 Repairs	-	
.49 Miscellaneous *(WASPC dues $250; $500 registration fees)*	750	

0.50 Intergovernmental **2,493,000**
Sheriff contract (includes CJRO $2,452,000 and $350,000 LESA Non-Sworn "COPS MORE" Officer, $40,000; Radar calibration: $1000)

0.60 Capital *(one mobile radar unit: $2500; "COPS MORE" Laptops, $55,000)* **57,500**

0.70 Debt Service -

Total Expenditures **$ 2,570,310**

Department: **Community Services** *Fund:* **General**
Budget Unit: **General Government** *Acct:* **30.511.000**

Purpose and Responsibilities: The Finance Manager is responsible to the Community Services Director/Assistant City Manager for administration of the City-wide, nondepartmental program expenses in the General Government Division. These include certain intergovernmental contracts, janitorial and repair services and dues.

Goals/Issues/Major Work:

* Contract & Agreement Renewals
* Vehicles/Property Insurance
* Equipment Replacement Fund Program

		Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
Expenditures					
0.10	Salaries & Wages	$ -	$ -	$ -	$ -
0.20	Benefits	-	10,000	-	14,000
0.30	Supplies	6,567	1,000	8,466	7,000
0.40	Services	51,310	326,000	189,359	222,630
0.50	Intergovernmental	100,318	751,148	956,580	154,460
0.60	Capital	22,400	91,000	191,931	5,000
0.70	Debt Service	-	-	-	-
	Total Expenditures	$ 180,595	$ 1,179,148	$ 1,346,336	$ 403,090

Department: **Community Services**	*Fund:* **General**
Budget Unit: **General Government**	*Acct:* **30.511.000**

Basic Services

0.10 Salaries and Wages $ -

Position	# Pos.	# Mos.		Total
Total				

0.20 Benefits *(Reserve for benefits adjustments)* **14,000**

0.30 Supplies *(Daffodil Float, $1000; Community Celebration, $2000; other, $2000; $2,000 for EOC)* **7,000**

0.40 Services **222,630**

.41 Professional Services *($12,000 for janitorial services $5,000 for moving, $10,000 for city survey)*	27,000	
.42 Communications *(Newsletter, 12 @ $2,190; Postage for Newsletter, 12 @ $2,100; General Postage, 12 mos. @ $600)*	58,680	
.43 Travel/Training/Car	-	
.44 Advertising	-	
.45 Rents/Leases *(rent, improvements, rewiring, temp. space)*	750	
.46 Insurance *(Vehicle/Property Insurance)*	85,000	
.47 Utilities *($850/mo.)*	10,200	
.48 Repairs (Misc.)	10,000	
.49 Miscellaneous *($500/mo.; $15,000 AWC Dues;$10,000 Utility Tax Refund)*	31,000	

0.50 Intergovernmental *($58,710, animal control; elections, $20,000; Voter Registration, $40,000; Drug & Alcohol Programs, $4,700; PSRC, $6,000; Rainier Cable Commission, $17,200; PSAPCA $7,850)* **154,460**

0.60 Capital *(office furnishings, $5,000)* **5,000**

0.70 Debt Service -

Total Expenditures **$ 403,090**

Department: **Community Services** ***Fund:*** **General**
Budget Unit: **Property Management** ***Acct:*** **30.518.020**

Purpose and Responsibilities: The Assistant City Manager/Community Services Director is responsible to the City Manager for the management of the Windmill Village/City Hall complex, which includes property management and leasing of the available spaces and improvements to the facility funded by the Construction & Acquisition Bond Func 1996.

Goals/Issues/Major Work:

* Selection of Leasing Agent
* Negotiation of Tenant Leases & Renewals
* Administration of Business Plan
* Coordination with Property Manager
* Space Planning
* Remodel Coordination

		Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
Expenditures					
0.10	Salaries & Wages	N/A	$ -	$ -	$ -
0.20	Benefits	N/A	-	-	-
0.30	Supplies	N/A	-	-	3,000
0.40	Services	N/A	22,461	22,461	60,617
0.50	Intergovernmental	N/A	3,615	3,615	8,985
0.60	Capital	N/A	5,000	5,000	5,000
0.70	Debt Service	N/A	-	-	-
	Total Expenditures	N/A	$ 31,076	$ 31,076	$ 77,602
Staffing (FTE's)			contracted	contracted	contracted
Service Indicators:					
Retail Space		N/A		9,240 sq ft	10,412 sq ft
% Retail Leased		N/A		100%	90%

Department: **Community Services**	*Fund:* **General**
Budget Unit: **Property Management**	*Acct:* **30.518.020**

Basic Services

0.10 Salaries and Wages $ -

Position	# Pos.	# Mos.		Total
Total				

0.20	Benefits		-
0.30	Supplies		**3,000**
0.40	Services		**60,617**
	.41 Professional Services *(property management $10,800; other $14,604)*	24,337	
	.42 Communications	-	
	.43 Travel/Training/Car	-	
	.44 Advertising	1,800	
	.45 Rents/Leases	-	
	.46 Insurance	1,200	
	.47 Utilities	20,280	
	.48 Repairs	12,000	
	.49 Miscellaneous	1,000	
0.50	Intergovernmental *(leasehold tax)*		**8,985**
0.60	Capital *(tenant improvements)*		**5,000**
0.70	Debt Service		-
	Total Expenditures		**$ 77,602**

Department: **Community Services**	*Fund:* **Debt Service Funds**
Budget Unit: **Debt Service**	*Acct:* **Various**

Purpose and Responsibilities: The Finance Manager is responsible to the Assistant City Manager/Community Services Director for administration of the City's debt service budget and commitments. Debt service costs are distributed among the City's various funds on the basis of their benefit from the proceeds of the bonds. Lease payments are generally repaid from specific budget units.

		Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
Expenditures					
0.10	Salaries & Wages	N/A	$ -	$ -	$ -
0.20	Benefits	N/A	-	-	-
0.30	Supplies	N/A	-	-	-
0.40	Services	N/A	-	-	2,500
0.50	Intergovernmental	N/A	-	-	-
0.60	Capital	N/A	-	-	-
0.70	Debt Service	N/A	76,910	76,910	389,528
	Total Expenditures	N/A	$ 76,910	$ 76,910	$ 392,028

Debt Service Allocation:

Windmill Village Estimated Net Rental Income	$ 67,398
Surface Water Management Fund	14,000
Street Fund	85,000
Bond Fund	50,000
General Fund	175,630
Total Allocation	$ 392,028

Department: **Community Services**	*Fund:* **Debt Service Funds**
Budget Unit: **Debt Service**	*Acct:* **Various**

Basic Services

0.10	Salaries and Wages		$ -

Position	# Pos.	# Mos.		Total
Total				

0.20	Benefits		-
0.30	Supplies		-
0.40	Services		**2,500**
	.41 Professional Services	2,500	
	.42 Communications	-	
	.43 Travel/Training/Car	-	
	.44 Advertising	-	
	.45 Rents/Leases		
	.46 Insurance	-	
	.47 Utilities	-	
	.48 Repair	-	
	.49 Miscellaneous	-	
0.50	Intergovernmental		-
0.60	Capital		-
0.70	Debt Service *($244,028 '96 Bond Issue, $107,500 PWTF, $38,000 BANS Interest)*		**389,528**
	Total Expenditures		**$ 392,028**

Department: **Planning/Community Development** *Fund:* **General**
Budget Unit: **Planning/Community Dev. Director's Office** *Acct:* **50.540.000**

Purpose and Responsibilities: The Planning/Community Development Director is responsible to the City Manage for overall administration of the Planning, Building, Permit Services Center, and Parks & Recreation Divisions, anc for coordinating with Public Works/Engineering on Development Services, Long-Range Capital Improvement Projects. Annexations are the Department's lead.

Goals/Issues/Major Work:

* Comprehensive Plan Adoption
* Development Services Procedures & Reporting
* Chambers Creek Properties Plan & EIS
* Day Island Right-of-Way Resolution
* CIS/GIS Coordination
* Benchmarking/Reporting
* Community Land Use Training
* Town Centre Plan
* Neighborhood Community Involvement
* C.I.P./C.F.P. Plans and Policies
* Parks, Recreation & Open Space Plan

		Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
Expenditures					
0.10	Salaries & Wages	$ 20,248	$ 96,000	$ 93,805	$ 99,666
0.20	Benefits	3,785	24,960	23,160	26,910
0.30	Supplies	653	2,400	6,814	5,800
0.40	Services	2,985	10,640	7,411	77,100
0.50	Intergovernmental	-	-	-	-
0.60	Capital	-	-	94	-
0.70	Debt Service	-	-	-	-
	Total Expenditures	$ 27,671	$ 134,000	$ 131,284	$ 209,476
Staffing (FTE's)		2	2	2	2

Service Indicators: Complete the following projects in 1997

Chambers Creek properties EIS process and land use designation

Comprehensive Plan draft completed by Planning Commission and reviewed by public

Department: **Planning/Community Development**		*Fund:*	**General**
Budget Unit: **Planning/Community Dev. Director's Office**		*Acct:*	**50.540.000**

Basic Services

0.10 Salaries and Wages — $ 99,666

Position	# Pos.	# Mos.		Total
PCD Director	1.0	12		$ 69,858
Administrative Secretary	1.0	12		29,808
Total	2.0			$ 99,666

0.20	Benefits		26,910
0.30	Supplies		5,800
0.40	Services		77,100
	.41 Professional Services *(Contract Planning 3/4Time, $45,000; Town Centre Plan, $25,000; Land Use Training, $2,000)*	72,000	
	.42 Communications *(long distance. cell phone)*	500	
	.43 Travel/Training/Car *($50/mo. mileage; $700 conference travel/lodging for AWC and Planning Directors; $400 misc. training- Admin Secretary)*	1,700	
	.44 Advertising *(Planning Commision & Comp Plan Notice)*	1,000	
	.45 Rents/Leases	-	
	.46 Insurance	-	
	.47 Utilities	-	
	.48 Repairs	-	
	.49 Miscellaneous *(APA membership Dept & Director, registrations for AWC and Planning Director's Conference, Books, Subscriptions)*	1,900	
0.50	Intergovernmental		-
0.60	Capital		-
0.70	Debt Service		-
	Total Expenditures		**$ 209,476**

Department: Planning /Community Development	*Fund:* General
Budget Unit: Parks and Recreation Services	*Acct:* 50.576.010

Purpose and Responsibilities: The Parks and Recreation Manager is responsible to the Planning/Community Development Director for provision of Parks and Recreation Services, including development and implementation of a Parks, Open Space, and Recreation Plan. Parks Maintenance services are the responsibility of the Public Works Department.

Goals/Issues/Major Work:

* Parks Comprehensive Plan Adoption
* C.I.P./C.F.P. Parks Plan & Finance
* Grant Applications
* Staff Parks Commission
* Expand City Recreation Programs

		Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
Expenditures					
0.10	Salaries & Wages	$ -	$ 41,310	$ 41,595	$ 114,324
0.20	Benefits	-	10,741	9,390	28,480
0.30	Supplies	-	2,949	1,411	50,749
0.40	Services	3,956	32,500	43,243	82,461
0.50	Intergovernmental	-	-	-	14,500
0.60	Capital	-	227,500	379	411,366
0.70	Debt Service	-	-	-	-
	Total Expenditures	$ 3,956	$ 315,000	$ 96,018	$ 701,880
Staffing (FTE's)		-	1.5	1.5	3.5

Revenue

Utility Tax	$ 350,000
Refunds	(10,000)
Available	$ 340,000
Program Fees	100,780
Building Rentals	7,500
CDBG Grant	56,600
1997 Revenues	504,880
1996 Carryover	197,000
1997 Resources	$ 701,880

Service Indicators:

Parks, Open Space and Recreation Comprehensive Plan adopted by Council
The transition of Park District programs to City completed
At least one program/class per quarter in the areas of Seniors, Health & Fitness, Adult Sports, Special Events
At least two programs/classes per quarter in the areas of Teens and Youth Sports
Maintain park sites and facilities at a safe and aesthetically pleasing level

Department: Planning/Community Development	*Fund:* General
Budget Unit: Parks and Recreation Services	*Acct:* 50.576.010

Basic Services

0.10	Salaries and Wages		**$ 114,324**

Position	# Pos.	# Mos.		Total
Parks and Recreation Manager	1.0	12		$ 42,000
Recreation Coordinator	1.0	12		30,000
Office Assistant I	1.0	12		24,000
Part-time*	0.5			18,324
Total	3.5			$ 114,324

0.20	Benefits		**28,480**
0.30	Supplies *(Basic Office $5,500, teen nights and sports equipment covered by fees)*		**50,749**
0.40	Services		**82,461**
	.41 Professional Services *(contract services for tours, classes, sports and camps)*	31,325	
	.42 Communications *(cell phone)*	600	
	.43 Travel/Training/Car *(coaches @ $2570; and lodging/travel)*	3,320	
	.44 Advertising *(fliers, reg. forms, brochure and ads)*	14,995	
	.45 Rents/Leases	-	
	.46 Insurance *(sports programs, parks and facilities)*	3,393	
	.47 Utilities *(park building)*	2,500	
	.48 Repairs *(Parks & Facility Maintenance)*	23,453	
	.49 Miscellaneous *(WRPA Annual & Mid-Year Conferences, and NRPA Park Maintenance School and WRPA membership)*	2,875	
0.50	Intergovernmental		**14,500**
0.60	Capital *(CDBG, $56,600; Capital Projects, $41,500; Capital Reserve, $313,266)*		**411,366**
0.70	Debt Service		**-**
	Total Expenditures		**$ 701,880**

* benefits calculated at 12% due to temporary status

***Department:* Planning/Community Development** ***Fund:* General**
***Budget Unit:* Planning & Development** ***Acct:* 50.558.010**

Purpose and Responsibilities: The City's Planning Manager is responsible to the Planning/Community Development Director for long-range comprehensive planning, current planning development and code review, and for coordinating with City Engineers on Transportation Planning, Parks master planning, C.I.P., and grants are also responsibilities of the Planning Division.

Goals/Issues/Major Work:

* Development "Pipeline" Reporting
* 3-Year Development Conditions Review
* Development Review Timelines/1724 Implementation
* Comprehensive Plan & Codes Development
* Codes Enforcement Support

		Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
Expenditures					
0.10	Salaries & Wages	$ 7,846	$ 112,356	$ 98,746	$ 118,504
0.20	Benefits	2,037	29,213	27,210	31,996
0.30	Supplies	2,321	2,500	8,275	6,480
0.40	Services	10,168	23,931	38,389	88,284
0.50	Intergovernmental	12,594	5,000	456	-
0.60	Capital	-	-	94	3,942
0.70	Debt Service	-	-	-	-
	Total Expenditures	$ 34,966	$ 173,000	$ 173,170	$ 249,206
Staffing (FTE's)		3	4	3	3
Service Indicators:					
Land Use Applications			42*	56**	62**
Public Hearings			9*	11**	20**
Average Processing Time (Days)			45*	45**	37**
Final Plat Residential Lots			53*	64**	150**

* Year-to-date
** Estimated

Department: **Planning/Community Development**	*Fund:* **General**
Budget Unit: **Planning & Development**	*Acct:* **50.558.010**

Basic Services

0.10 Salaries and Wages **$ 118,504**

Position	# Pos.	# Mos.		Total
Planning Manager	1.0	12		$ 49,504
Associate Planner	1.0	12		39,420
Assistant Planner	1.0	12		29,580
Total	3.0			$ 118,504

0.20 Benefits **31,996**

0.30 Supplies **6,480**

0.40 Services **88,284**

.41 Professional Services *(Hearing Examiner, $14,040; Project Reviews - Wetland hydrology analysis, tree management,; Comprehensive Plan-Critical Areas inventories, SEPA, Transportation Element, Maps)*	62,920
.42 Communications *(long distance, $130; production copying of plans, maps, codes, $4,290; production of draft and final Comprehensive Plan $8,100)*	12,520
.43 Travel/Training/Car *(fuel for van; APA Conference; Misc. Classes/Seminars)*	3,075
.44 Advertising	7,944
.45 Rents/Leases	-
.46 Insurance	-
.47 Utilities	-
.48 Repairs *(for van)*	225
.49 Miscellaneous *(dues, registrations)*	1,600

0.50 Intergovernmental *(Pierce County back-up)* **-**

0.60 Capital *(Large copier w/Pwks; tape recorder w/City Clerk; map storage)* **3,942**

0.70 Debt Service **-**

Total Expenditures **$ 249,206**

Department: **Planning/Community Development**	*Fund:* **General**
Budget Unit: **Building & Codes Enforcement**	*Acct:* **50.558.060**

Purpose and Responsibilities: The Building Official is responsible to the Planning/Community Development Director for all the building related codes/permits/inspections and other non-criminal codes enforcement on zoning and nuisance codes. The Building Official acts as the Fire Marshal for Uniform Fire Code Enforcement, but carries out these duties by contract with the University Place Fire District.

Goals/Issues/Major Work:

* Implement Permit Tracking/Reporting System
* Codes Enforcement & Tracking

		Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
Expenditures					
0.10	Salaries & Wages	$ 10,212	$ 81,756	$ 82,232	$ 120,101
0.20	Benefits	2,186	21,257	20,946	32,427
0.30	Supplies	77	1,200	3,135	2,160
0.40	Services	12,791	14,787	8,204	15,700
0.50	Intergovernmental	-	5,000	-	-
0.60	Capital	7,160	2,000	16,177	1,000
0.70	Debt Service	-	-	-	-
	Total Expenditures	$ 32,426	$ 126,000	$ 130,694	$ 171,388
Staffing (FTE's)		2	2	2	3

Service Indicators:

	1996 Estimated	1997 Adopted
Number of Inspections Performed	2,100	3,000
Number of Plan Reviews	300	380
Hours of Code Enforcement/month	80	180
Number of Complaints Received/Resolved	82/47	100/125

Department: **Planning/Community Development**	*Fund:* **General**
Budget Unit: **Building & Codes Enforcement**	*Acct:* **50.558.060**

Basic Services

0.10 Salaries and Wages **$ 120,101**

Position	# Pos.	# Mos.		Total
Building Official	1.0	12		$ 54,183
Building Inspector	1.0	12		39,918
Code Enforcement Officer	0.84	10		26,000
Total	2.84			$ 120,101

0.20 Benefits **32,427**

0.30 Supplies *($60/mo./employee)* **2,160**

0.40 Services **15,700**

.41 Professional Services *(ICBO structural reviews)*	2,000	
.42 Communications *(Cell phones and long distance)*	2,850	
.43 Travel/Training/Car *($225/mo. fuel & maintenance; ICBO Conf.; WABO mtgs.; training; and travel expenses)*	5,900	
.44 Advertising *(public information for enforcement)*	400	
.45 Rents/Leases *(Equipment/yard storage)*	-	
.46 Insurance	-	
.47 Utilities	-	
.48 Repairs *(for vehicles)*	1,100	
.49 Miscellaneous *(ICBO Conf.; WABO; Code Enforce. Conf., professional organization dues, membership and registrations)*	3,450	

0.50 Intergovernmental *(Note: Fire Marshal on contract; back-up services with County, $5,000)* **-**

0.60 Capital *(chairs, files, misc.)* **1,000**

0.70 Debt Service **-**

Total Expenditures **$ 171,388**

Department: **Planning/Community Development** *Fund:* **General**
Budget Unit: **Permit Services Center** *Acct:* **50.559.065**

Purpose and Responsibilities: The Permit Services Center Manager is responsible to the Planning/ Community Development Director for administration and operations of the City's one-stop Permit Services Center for Building, Planning, and Engineering permits per the SEPA/GMA consolidation requirements under State Law.

Goals/Issues/Major Work:

* RCW Permit Tracking Guidelines & "Flagging" Alerts
* Development Services Coordination Streamlining & Reporting
* Records Management System

Expenditures	Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
0.10 Salaries & Wages	$ 11,186	$ 63,036	$ 67,680	$ 96,868
0.20 Benefits	2,287	16,389	16,956	26,154
0.30 Supplies	1,281	3,000	4,277	6,500
0.40 Services	4,319	1,575	2,554	3,000
0.50 Intergovernmental	-	-	-	-
0.60 Capital	-	20,000	20,180	5,000
0.70 Debt Service	-	-	-	-
Total Expenditures	$ 19,073	$ 104,000	$ 111,647	$ 137,522
Staffing (FTE's)	2	2	2	3

Service Indicators:

Turn-around time/new single family residences	16 days	10 days
Number of building permits issued	252	282
Valuation of building permits issued	$ 16,704,790	$ 17,984,947

Department: **Planning/Community Development**		***Fund:*** **General**	
Budget Unit: **Permit Services Center**		***Acct:*** **50.559.065**	

Basic Services

0.10	Salaries and Wages		$ 96,868

Position	# Pos.	# Mos.		Total
Permits Manager	1.0	12		$ 40,444
Office/Permits Specialist	1.0	12		31,728
Office Assistant I	1.0	12		24,696
Total	3.0			96,868

0.20	Benefits		26,154
0.30	Supplies *($250/mo.)*		6,500
0.40	Services		3,000
	.41 Professional Services	-	
	.42 Communications	450	
	.43 Travel/Training/Car *(fuel, maintenance, & travel; UBC classes, APT conferences, seminars, user group meetings)*	1,700	
	.44 Advertising	-	
	.45 Rents/Leases	-	
	.46 Insurance	-	
	.47 Utilities	-	
	.48 Repairs	200	
	.49 Miscellaneous *(registration and memberships)*	650	
0.50	Intergovernmental		-
0.60	Capital *(new partitions; exterior public notice board & wall mounted information racks for lobby area)*		5,000
0.70	Debt Service		-
	Total Expenditures		**$ 137,522**

***Department:* Public Works/Engineering**	***Fund:* General**
***Budget Unit:* Public Works/Engineering Director's Office**	***Acct:* 70.532.010**

Purpose and Responsibilities: The Public Works Director/City Engineer is responsible to the City Manager for Engineering Services, Public Works Operations of Streets and Surface Water Management, C.I.P. Projects and long-range C.I.P. Planning. Transportation engineering and traffic safety are the Director's responsibility.

Goals/Issues/Major Work:

* Surface Water Management Master Plan
* Shop Site and Construction
* Surface Water Management CIP
* Street System Plan and Neighborhood Traffic Control
* Intergovernmental Coordination re: Transportation and SW
* Franchise Negotiation and Review
* Court and Community Service workers
* CIP/CFO Plan and Finance Coordination
* Utility Service Mix Options
* Grants & Low Interest Loan Applications
* Chambers Creek Properties Plan
* Adopt-A-Street Administration
* Benchmarking/Reporting

		Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
Expenditures					
0.10	Salaries & Wages	$ 31,694	$ 102,000	$ 102,661	$ 108,189
0.20	Benefits	6,552	26,520	25,028	29,211
0.30	Supplies	383	3,000	5,983	3,000
0.40	Services	522	4,480	2,884	9,300
0.50	Intergovernmental	-	-	-	-
0.60	Capital	-	-	176	-
0.70	Debt Service	-	-	-	-
	Total Expenditures	$ 39,151	$ 136,000	$ 136,732	$ 149,700
Staffing (FTE's)		2	2	2	2

Service Indicators

Complete joint purchase of PW equipment with neighboring jurisdictions.

Identify PW Shop Site and implement construction of PW shop building.

Submit a minimum of 10 grant applications for various street projects.

Complete design and construction of the following Projects.

- Grandview Dr W Phase I
- Grandview Dr W Phase II
- Grandview Dr W Phase III (design only)
- Bridgeport Way W Phase I
- 35th/67th Signalization Project

Department: **Public Works/Engineering** *Fund:* **General**
Budget Unit: **Public Works/Engineering Director's Office** *Acct:* **70.532.010**

Basic Services

0.10	Salaries and Wages		$ **108,189**

Position	# Pos.	# Mos.		Total
PW Director/City Engineer	1.0	12		$ 77,539
Administrative Secretary	1.0	12		30,650
Total	2.0			$ 108,189

0.20	Benefits		**29,211**
0.30	Supplies ($250/mo)		**3,000**
0.40	Services		**9,300**
	.41 Professional Services	2,400	
	.42 Communications *($50/mo. cell phone)*	2,000	
	.43 Travel/Training/Car	3,100	
	.44 Advertising	-	
	.45 Rents/Leases	-	
	.46 Insurance	-	
	.47 Utilities	-	
	.48 Repairs	-	
	.49 Miscellaneous *(Dues, memberships, registrations, conferences, other)*	1,800	
0.50	Intergovernmental		-
0.60	Capital		-
0.70	Debt Service		-
	Total Expenditures		$ **149,700**

Department: **Public Works/Engineering**	***Fund:*** **General**
Budget Unit: **Engineering Services**	***Acct:*** **70.532.020**

Purpose and Responsibilities: Engineering Services Manager is responsible to the Public Works Director/City Engineer for site development plan review and inspection, permit reviews, updating public works standards as required, and management of in-house and consultant design and inspection services for CIP and other Public Works projects. Consulting engineers are responsible to the City's Engineering Services Manager for major CIP Construction projects.

Goals/Issues/Major Work:

* CIP Contracts and Inspections
* Development Services Review and Reporting
* Establishment of As-Built Records/Engineering
* Records Management
* Neighborhood Traffic Control Solutions
* CIS/GIS Plan Coordination
* Pavement Management Program
* Telcom/ROW Regulations

		Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
Expenditures					
0.10	Salaries & Wages	$ -	$ 98,847	$ 112,097	$ 139,825
0.20	Benefits	-		27,710	37,753
0.30	Supplies	94	1,409	6,659	5,000
0.40	Services	12,299	35,044	25,432	120,000
0.50	Intergovernmental	-	5,000	101	13,500
0.60	Capital	-	-	260	22,000
0.70	Debt Service	-	-	-	-
	Total Expenditures	$ 12,393	$ 140,300	$ 172,259	$ 338,078
Staffing (FTE's)		3	3	3	3

Service Indicators:

Complete review of all development projects within 2 weeks of the submittal
Implement construction of Grandview Drive Phase I project
Implement design and construction of Grandview Drive Phase II
Complete design of Grandview Drive Phase III
Develop design documents for five neighborhood CIP projects for Operation Division to implement

Department: **Public Works/Engineering**	*Fund:* **General**
Budget Unit: **Engineering Services**	*Acct:* **70.532.020**

Basic Services

0.10 Salaries and Wages **$ 139,825**

Position	# Pos.	# Mos.		Total
Engineering Manager	1.0	12		$ 54,709
Engineering Technician	1.0	12		40,047
Project Engineer	1.0	12		45,069
Total	3.0			$ 139,825

0.20 Benefits **37,753**

0.30 Supplies **5,000**

0.40 Services **120,000**

.41 Professional Services *(Engineering consultants)*	100,000	
.42 Communications	2,500	
.43 Travel/Training/Car *(APWA Spring Conf, $300; Cont. Ed., $2000)*	3,000	
.44 Advertising	5,000	
.45 Rents/Leases *(rental of transit theodolite & misc. engineering equipment)*	2,500	
.46 Insurance	-	
.47 Utilities	-	
.48 Repairs	-	
.49 Miscellaneous *(Dues, other)*	7,000	

0.50 Intergovernmental *(pavement ratings, $7500; Bridge Insp., $6000)* **13,500**

0.60 Capital *(vehicle for Engineering Division)* **22,000**

0.70 Debt Service -

Total Expenditures **$ 338,078**

Department: **Public Works/Engineering**	*Fund:* **General**
Budget Unit: **Public Works Operations**	*Acct:* **70.542.030**

Purpose and Responsibilities: The Public Works Superintendent is responsible to the Public Works Director/City Engineer for maintenance and operation services relating to Streets and Surface Water Management, including intergovernmental and contract services.

Goals/Issues/Major Work:

* Neighborhood CIP Contracts and Inspection
* Shop Site and Building
* Equipment Purchase
* Traffic Sign Maintenance, Marking, Stripings
* County Traffic Signal Management
* Neighborhood Surface Water Projects
* Temporary Shop Relocation
* Street Cleaning and Shoulder Repair
* Surface Water Project Priorities
* Trimming and Brushing
* Ditch, Culvert and Catch Basin Cleaning
* Adopt-A-Street Implementation
* Litter Cleanup
* Maintenance and Repair of Roadway Surface

		Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
Expenditures					
0.10	Salaries & Wages	$ 2,832	$ 128,752	$ 148,753	$ 261,131
0.20	Benefits	442	29,576	41,167	70,505
0.30	Supplies	1,494	3,000	55,967	58,781
0.40	Services	11,105	200,922	121,592	173,830
0.50	Intergovernmental	166,600	780,000	343,754	260,000
0.60	Capital	6,333	45,000	202,530	283,219
0.70	Debt Service	-	-	-	-
	Total Expenditures	$ 188,806	$ 1,187,250	$ 913,763	$ 1,107,466
Staffing (FTE's)		3	4	4	8

Service Indicators:

Replace/Install 20 catch basins at various locations
Replace/Install 2,000 linear feet of pipe at various locations
Sweep arterial streets monthly and local streets on a priority basis
Replace/Install 200 signs
Perform preventative maintenance on all traffic signals every three months
Relamp all traffic lights annually
Restripe all City streets
Clean all existing catch basins and pipes
Perform two shoulder miles of shoulder repair work
Crack seal all City streets
Develop/Implement weekly, monthly and annual work schedules

Department: **Public Works/Engineering**	*Fund:* **General**
Budget Unit: **Public Works Operations**	*Acct:* **70.542.030**

Basic Services

0.10 Salaries and Wages **$ 261,131**

Position	# Pos.	# Mos.		Total
Public Works Superintendent	1.0	12		$ 52,928
Utility Maintenance Worker	1.0	12		35,968
Utility Maintenance Worker	1.0	12		35,358
Utility Maintenance Worker	1.0	12		29,081
Utility Maintenance Worker	3.0	12		83,160
Summer Help	4.0	3		14,556
Standby Pay		12		10,080
Total	8.00			$ 261,131

0.20 Benefits **70,505**

0.30 Supplies *(pipe, gravel, asphalt, coldmix, concrete, etc.)* **58,781**

0.40 Services **173,830**

.41 Professional Services *(Engineering Services for O & M activities)* 10,000

.42 Communications *($100/mo. each, 4 cell phones)* 5,800

.43 Travel/Training/Car
($990/mo. for fuel and maintenance; misc. Safety Training) 17,030

.44 Advertising -

.45 Rents/Leases 66,000
(backhoe, $16,000; vacuum truck, $30,000; other, $20,000)

.46 Insurance -

.47 Utilities 15,000

.48 Repairs 55,000

.49 Miscellaneous *(safety equip., clothing allowance, etc.)* 5,000

0.50 Intergovernmental *(PC Ops & Maint. support, $150,000; PC Traffic Maint., $90,000; other, $30,000)* **260,000**

0.60 Capital *(dump truck, sweeper, compactor, roller, trailer)* **283,219**

0.70 Debt Service **-**

Total Expenditures **$ 1,107,466**

Department: **Public Works/Engineering** *Fund:* **General**
Budget Unit: **Capital Improvement Projects** *Acct:* **70.594.39**

Purpose and Responsibilities: The Public Works Director/City Engineer with assistance from the Project Engineer and Operations Superintendent is responsible to the City Manager for development and construction of the Capital Improvements Plan and Projects. The Real Estate Excise Tax Funds are held in Special Capital as a reserve for Parks, Streets, and other G.M.A. Comprehensive Plan approved projects.

Goals/Issues/Major Work:

* CIP Project Design and Construction
* Six-Year Transportation Improvement Plan
* Day Island Lagoon Improvements
* Bridgeport Way West (27th St W - 40th St W)
* Grandview Dr W Phase II (40th St W-48th St W)
* 35th/67th Signalization Project

Expenditures	Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted
0.60 Capital	$ 16,035	$ -	$ -	$ -
Arterial Street Lighting		260,000	260,000	-
Grandview Design (27th to 40th)		80,000	40,000	-
Grandview Design (40th to 48th)		-	-	160,000
Grandview Design (48th to 64th)		4,000	4,000	40,000
Grandview Construction (27th to 40th)		1,300,000	1,300,000	-
35th/67th Ave. ROW Acquisition		40,000	-	30,000
Day Island Bridge Project		280,000	280,000	-
Cirque Drive Sidewalk Improvement		90,000	90,000	-
Neighborhood Improvements		150,000	80,000	181,600
PW Operations Site Purchase		500,000	-	500,000
Bridgeport Way West, Phase I Design		100,000	50,000	100,000
Chambers Creek Road		910,000	910,000	-
City Entrance Flower Beds and Signs		36,000	36,000	-
Grandview Construction (40th to 48th)		-	-	1,200,000
Bridgeport Way West Phase I (27th to 40th)		-	-	2,049,400
*$100,000 + $336,000 Local Funds = $446,000				
SWM Improvements		-	-	150,000
PW Operations Building		-	-	350,000
Total Expenditures	$ 16,035	$ 3,750,000	$ 1,950,000	$ 4,761,000

1997 Revenues	Local	Grant	PW Loan	Bond
Grandview Design (40th to 48th)	$ 48,000	$ -	$ 112,000	$ -
Grandview Design (48th to 64th)	40,000	-	-	-
Grandview Construction (27th to 40th)	-	-	-	-
Day Island Bridge Project	30,000	-	-	-
Neighborhood Improvements	181,600	-	-	-
PW Operations Site Purchase	-	-	-	500,000
Bridgeport Way West, Phase I Design	20,000	80,000	-	-
Grandview Construction (40th to 48th)	360,000	-	840,000	-
Bridgeport Way West Phase I (27th to 40th)	471,000	1,578,400	-	-
SWM Improvements	150,000	-	-	-
PW Operations Building	-	-	-	350,000
Total Revenues	$ 1,300,600	$ 1,658,400	$ 952,000	$ 850,000

Department: **Public Works/Engineering** *Fund:* **General**
Budget Unit: **Capital Improvement Projects** *Acct:* **70.594.39**

Basic Services

0.10	Salaries and Wages		$ -

Position	# Pos.	# Mos.		Total
Total				

0.20	Benefits		$ -
0.30	Supplies		$ -
0.40	Services		-
	.41 Professional Services *(charged as part of project cost)*	-	
	.42 Communications	-	
	.43 Travel/Training/Car	-	
	.44 Advertising	-	
	.45 Rents/Leases	-	
	.46 Insurance	-	
	.47 Utilities	-	
	.48 Repairs	-	
	.49 Miscellaneous	-	
0.50	Intergovernmental		-
0.60	Capital		4,761,000
0.70	Debt Service		-
	Total Expenditures		**$ 4,761,000**

Department: **Other** | ***Fund:*** **All**

Budget Unit: **Nondepartmental** | ***Acct:*** **Various**

Goals/Issues/Major Work:

	Start-Up Actual 1995 (4 mo.)	1996 Revised	1996 Estimated	1997 Adopted	
Expenditures					
Nondepartmental	$ 1,663,749	$ 1,845,808	$ 22,366		
Total Expenditures	$ 1,663,749	$ 1,845,808	$ 22,366		
Staffing (FTE's)	N/A	N/A	N/A	N/A	N/A

Service Indicators:

Department: **Other** ***Fund:*** **All**
Budget Unit: **Nondepartmental** ***Acct:*** **Various**

Basic Services

General Fund
- Operating Contingency
- Debt Service/Short-Term Loans
- Ending Fund Balance

General Fund Balance

Special Capital
- Operating Contingency
- Debt Service/Short-Term Loans
- Ending Fund Balance

Special Capital Fund Total

Street
- Operating Contingency
- Debt Service/Short-Term Loans
- Ending Fund Balance

Arterial Street
- Operating Contingency
- Debt Service/Short-Term Loans
- Ending Fund Balance

Surface Water Management
- Operating Contingency
- Debt Service/Short-Term Loans
- Ending Fund Balance

Total Expenditures

CITY OF UNIVERSITY PLACE

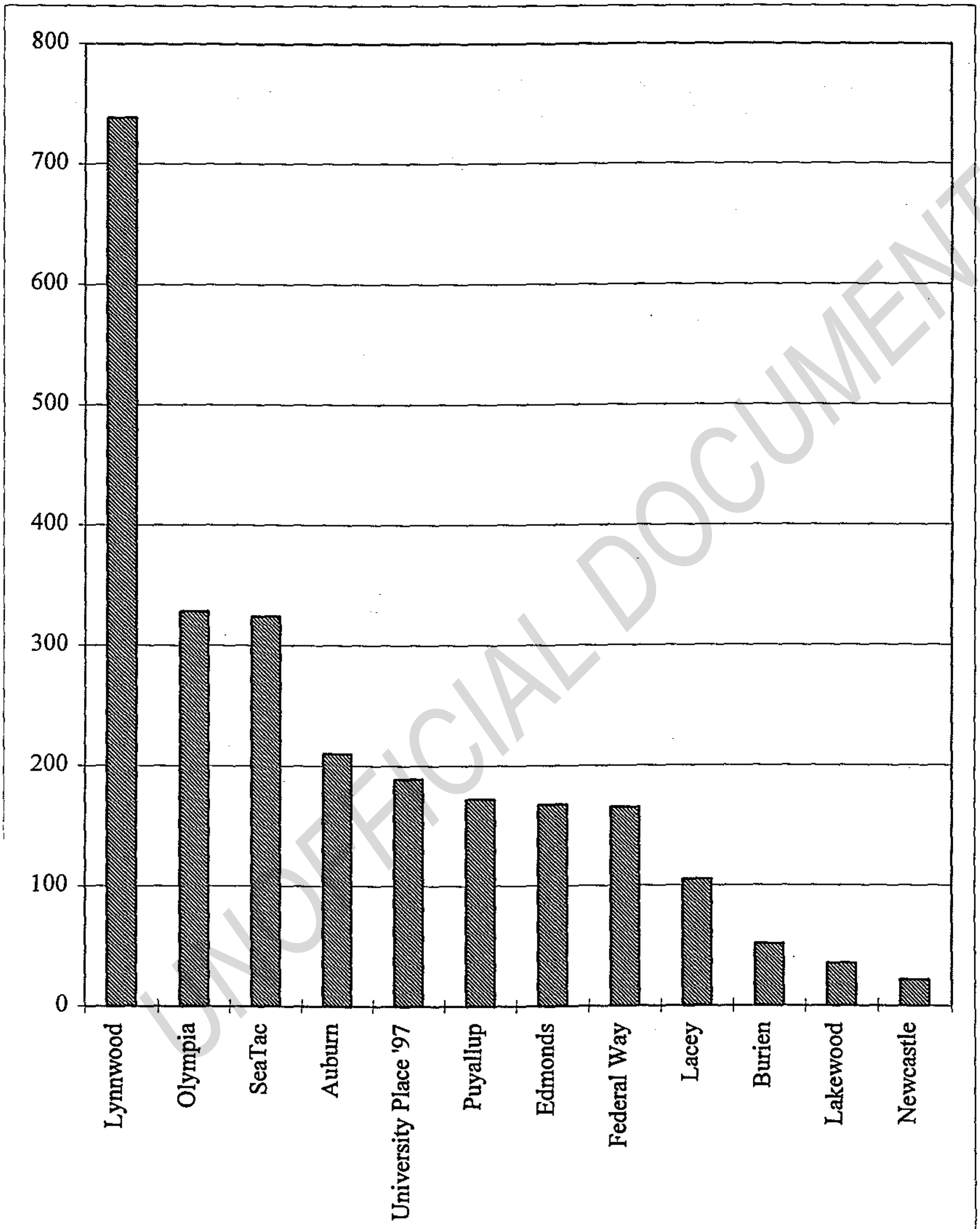
INTERIM CAPITAL IMPROVEMENT PLAN

YEARS	1996	1997	1998	1999	2000	2001	SIX YEAR TOTAL
REVENUES							
Arterial Street Fund	$ 75,393	$ 73,885	$ 72,407	$ 70,959	$ 69,540	$ 68,149	$ 430,334
General Fund	$ 590,000	$ 850,000	$ 867,000	$ 884,340	$ 902,027	$ 941,225	$ 5,034,592
SWM Funds	$ 274,255	$ 325,000	$ 331,500	$ 338,130	$ 344,893	$ 351,790	$ 1,965,568
SWM Fund Balance from 1995	$ 151,060						$ 151,060
Grants							
STP(#PCO-8)	$ 205,000		$ 1,000,000				$ 1,205,000
TIB	$ 32,000		$ 150,000	$ 100,000	$ 100,000	$ 100,000	$ 482,000
Other	$ -						
Loans							
Bond	$ 1,000,000						$ 1,000,000
Public Works Trust Account	$ -	$ 1,000,000				$ 750,000	$ 1,750,000
Other (Lonestar Contribution for the Grandview Design)	$ 25,000	$ 15,000					$ 40,000
Transfer from Previous Year.		$ 329,708	$ 1,054,493	$ 877,169	$ 618,661	$ 154,405	$ 3,034,436
TOTAL	*$ 2,352,708*	*$ 2,593,593*	*$ 3,475,401*	*$ 2,270,598*	*$ 2,035,120*	*$ 2,365,570*	$ 15,092,990
EXPENDITURES							
1996							
City Wide Arterial Street Lighting	$ 260,000						
Grandview Design (From 27th to 64th), ***Consultant***	$ 80,000	Surveying and Landscaping consultant services.					
Grandview Design (From 27th to 64th), ***City Staff***	$ 4,000	Final plans, specs, estimates, bid package, const. admin.& engineering					
Grandview Construction (From 27th to 40th)	$ 976,000						
35th Street/67th Ave. Intersection R/W Acquisition	$ 90,000						
Day Island Bridge Project	$ 237,000						
Cirque Drive Sidewalk Improvements	$ 90,000						
Asphalt Sidewalk Improvements	$ 100,000						
Neighborhood Improvements	$ 150,000						
City Entrance Flower Beds and Signs	$ 36,000						
1997							
Grandview Construction (40th to 48th)		$ 1,000,000					
Day Island Storm Outfall (North Outfall)		$ 150,000					
Asphalt Sidewalk Improvements		$ 100,000					
Neighborhood Improvements		$ 181,600					
Loan Payments		$ 107,500					
1998							
Grandview Construction (48th to 64th)			$ 2,000,000				
Day Island Storm Outfall (North Outfall)			$ 150,000				
Asphalt Sidewalk Improvements			$ 100,000				
Neighborhood Improvements			$ 185,232				
Loan Payment			$ 163,000				
1999							
Chambers Creek Road Design (Grandview to Bridgeport)				$ 50,000			
Chambers Creek Road Construction (Grandview to 84th)				$ 950,000			
Day Island Storm Outfall (South Outfall)				$ 300,000			
Neighborhood Improvements				$ 188,937			
Loan Payment				$ 163,000			
2000							
Chambers Creek Road Construction (84th to Bridgeport)					$ 1,000,000		
27th Street Design (Bridgeport to Grandview)					$ 25,000		
27th Street Construction (Bridgeport to Grandview)					$ 500,000		
Neighborhood Improvements					$ 192,715		
Loan Payment					$ 163,000		
2001							
Bridgeport Way Design						$ 100,000	
Bridgeport Way Construction (Phase 1)						$ 1,900,000	
Neighborhood Improvements						$ 195,570	
Loan Payment						$ 170,000	
TOTAL	*$ 2,023,000*	*$ 1,539,100*	*$ 2,598,232*	*$ 1,651,937*	*$ 1,880,715*	*$ 2,365,570*	$ 12,058,554
BALANCE (Revenues - Expenditures)	$ 329,708	$ 1,054,493	$ 877,169	$ 618,661	$ 154,405	$ 0	$ 3,034,436

CITY OF UNIVERSITY PLACE
REVISED INTERIM CAPITAL IMPROVEMENT PLAN

YEARS	1996	1997	1998	1999	2000	2001	SIX YEAR TOTAL
REVENUES							
Arterial Street Fund	$ 75,393	$ 69,703	$ 68,336	$ 66,996	$ 65,683	$ 64,395	$ 410,506
General Fund	$ 590,000	$ 802,000	$ 818,040	$ 834,401	$ 851,089	$ 868,111	$ 4,763,640
SWM Funds	$ 274,255	$ 325,000	$ 331,500	$ 338,130	$ 344,893	$ 458,361	$ 2,072,139
SWM Fund Balance from 1995	$ 7,754						$ 7,754
Grants							
STP(#PCO-8)	$ 205,000		$ 1,000,000				$ 1,205,000
TIB	$ 1,444,000		$ 150,000	$ 1,500,000	$ 100,000	$ 100,000	$ 3,294,000
Other (Chambers Creek Road Grant)	$ 910,000						
Loans							
Bond	$ 1,250,000						$ 1,250,000
Public Works Trust Account	$ 170,000	$ 1,800,000				$ 750,000	$ 2,720,000
Other (Lonestar Contribution for the Grandview Design)	$ 40,000	$ -					$ 40,000
Transfer from Previous Year.		$ 2,925,089	$ 30,342	$ (516,026)	$ 408,634	$ (520,172)	$ 2,327,867
TOTAL	**$ 4,966,402**	**$ 5,921,792**	**$ 2,398,218**	**$ 2,223,501**	**$ 1,770,299**	**$ 1,720,694**	$ 19,000,906
EXPENDITURES							
1996							
City Wide Arterial Street Lighting	$ 260,000						
Grandview Design (From 27th to 40th), *Consultant*	$ 40,000						
Grandview Design (From 40th to 64th), *Consultant*	$ 40,000						
Grandview Construction (From 27th to 40th)	$ 200,000						
Day Island Bridge Project	$ 280,000						
Cirque Drive Sidewalk Improvements	$ 90,000						
Neighborhood Improvements	$ 150,000						
Chambers Creek Road	$ 910,000						
City Entrance Flower Beds and Signs	$ 36,000						
Bond Payment	$ 35,313						
1997							
Grandview Design (From 40th to 64th), *Consultant*		$ 200,000					
Grandview Construction (40th to 48th)		$ 1,200,000					
Grandview Construction (From 27th to 40th)		$ 1,100,000					
35th Street/67th Ave. Intersection R/W Acquisition		$ 30,000					
Bridgeport Way Phase I (27th to 40th)		$ 1,960,000					
Day Island Storm Outfall (North Outfall)		$ 150,000					
Neighborhood Improvements		$ 181,600					
PW Operation Site Purchase		$ 500,000					
P.W. Operation Building		$ 350,000					
Bond Payment		$ 112,350					
Loan Payments		$ 107,500					
1998							
Grandview Construction (48th to 64th)			$ 2,000,000				
Day Island Storm Outfall (North Outfall)			$ 150,000				
Contingency			$ 250,000				
Neighborhood Improvements			$ 185,232				
Bond Payment			$ 129,012				
Loan Payment			$ 200,000				
1999							
Chambers Creek Road Design (Grandview to Bridgeport)				$ 50,000			
Chambers Creek Road Construction (Grandview to 84th)				$ 950,000			
Day Island Storm Outfall (South Outfall)				$ 300,000			
Neighborhood Improvements				$ 188,937			
Bond Payment				$ 125,930			
Loan Payment				$ 200,000			
2000							
Chambers Creek Road Construction (84th to Bridgeport)					$ 1,000,000		
27th Street Design (Bridgeport to Grandview)					$ 25,000		
27th Street Construction (Bridgeport to Grandview)					$ 500,000		
Neighborhood Improvements					$ 192,715		
Contingency					$ 250,000		
Bond Payment					$ 122,756		
Loan Payment					$ 200,000		
2001							
Bridgeport Way Design						$ 100,000	
Bridgeport Way Construction (Phase II & III Grant Matching Funds)						$ 1,095,588	
Neighborhood Improvements						$ 195,570	
Bond Payment						$ 119,536	
Loan Payment						$ 210,000	
TOTAL	**$ 2,041,313**	**$ 5,891,450**	**$ 2,914,244**	**$ 1,814,867**	**$ 2,290,471**	**$ 1,720,694**	$ 16,673,039
BALANCE (Revenues - Expenditures)	$ 2,925,089	$ 30,342	$ (516,026)	$ 408,634	$ (520,172)	$ (0)	$ 2,327,867

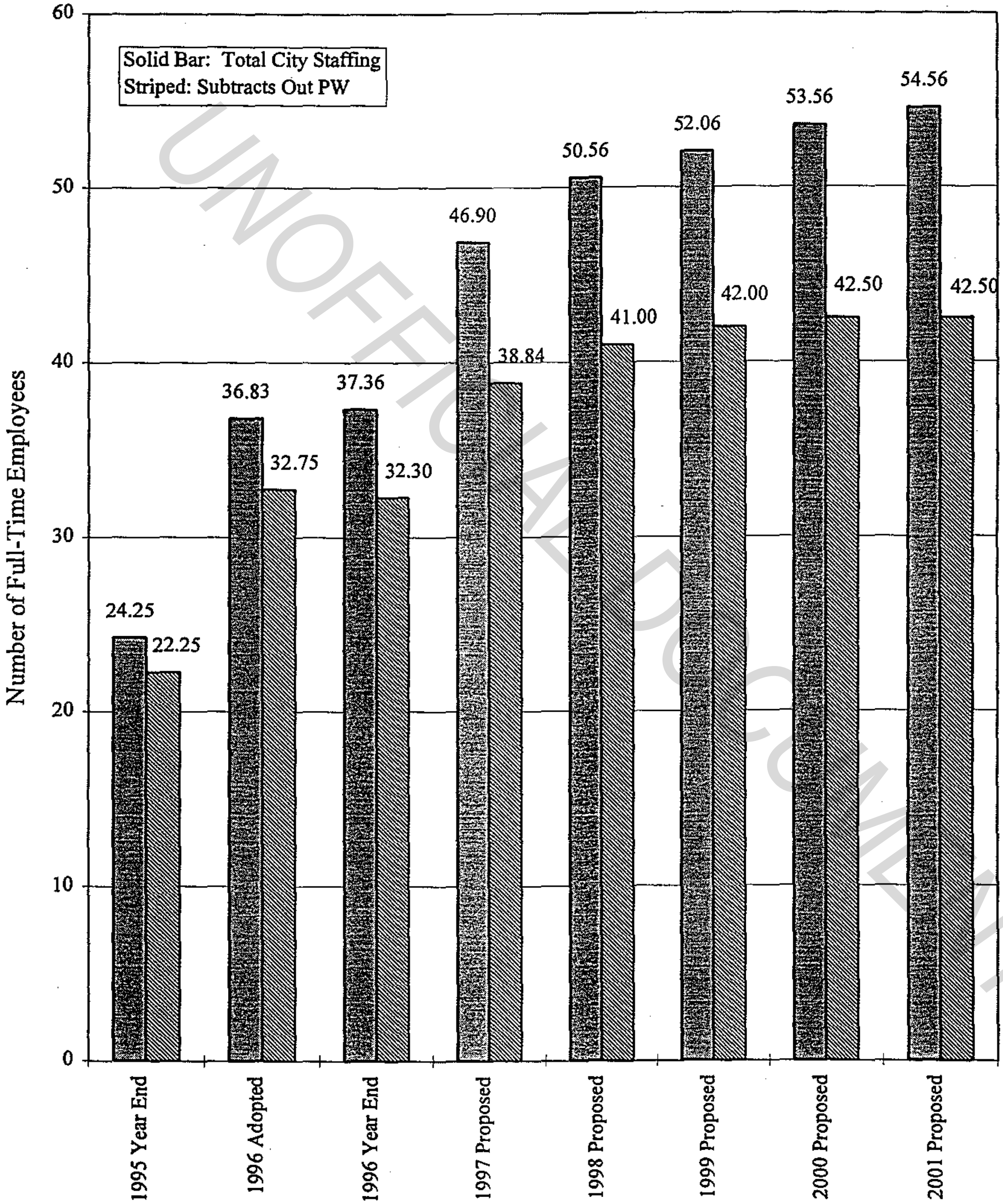
CIP $ Per Capita Comparison



Position	1995 Year End	1996 Adopted	1996 Year End	Projections 1997	1998	1999	2000	2001
City Manager's Office								
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant To the City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Community Assistant	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Intern	0.25	0.25	1.00	0.00	0.00	0.00	0.00	0.00
Sub-Total	3.25	4.25	4.00	4.00	4.00	4.00	4.00	4.00
City Attorney's Office								
City Attorney	$$$	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy City Attorney	0.00	0.00	0.00	0.50	0.50	0.50	0.00	0.00
Prosecutor/Defender	$$$	$$$	$$$	$$$	$$$	1.00	2.00	2.00
Legal Assistant/Paralegal	0.00	1.00	1.00	1.00	1.00	1.00	2.00	2.00
Sub-Total	0.00	2.00	2.00	2.50	2.50	3.50	5.00	5.00
Community Services								
Community Svcs. Dir./ACM	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Secretary/Specialist IV	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Court Services	$$$	$$$	$$$	$$$	$$$	$$$	$$$	$$$
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk III	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant/Receptionist I	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources/Public Safety Mgr.	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant II	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Budget Accountant	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Finance Specialist III	1.00	2.00	2.00	3.00	3.00	3.00	3.00	3.00
Information Services Manager	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Information Services Technician	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Sub-Total	8.00	11.00	11.00	13.00	14.00	14.00	14.00	14.00
Planning & Community Development								
Planning/Community Dev. Dir.	1.50	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Secretary/Specialist IV	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

Position	1995 Year End	1996 Adopted	1996 Year End	Projections 1997	1998	1999	2000	2001
Parks & Recreation Manager	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Office Assistant I	0.00	0.75	0.75	1.50	1.50	1.50	1.50	1.50
Planning Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Contract Planner	$	0.00	0.00	$	$	0.00	0.00	0.00
Associate Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Planner/Technician	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Building Inspector/Codes Enf.	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Codes Enforcement Officer	0.00	0.00	0.00	0.84	1.00	1.00	1.00	1.00
Permits Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office/Permits Specialist III	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant II	0.00	$$$	$$$	1.00	1.00	1.00	1.00	1.00
Sub-Total	8.50	10.75	10.75	14.34	14.50	14.50	14.50	14.50
Public Works & Engineering								
Public Works Dir./City Engineer	1.50	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Secretary/Specialist IV	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Engineering Manager	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Project Engineer	$	0.00	0.80	1.00	1.00	1.00	1.00	1.00
Engineering Technician	0.00	0.75	0.75	1.00	1.00	1.00	1.00	1.00
Office Assistant II	0.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Utility/Maintenance Worker I-III	1.00	2.33	3.00	6.00	7.00	7.50	8.00	9.00
Laborer (Part-Time Summer)	0.00	0.75	1.06	1.06	1.06	1.06	1.06	1.06
Office Assistant I	0.00	$$$	$$$	$$$	0.50	0.50	1.00	1.00
Sub-Total	4.50	8.83	9.61	13.06	15.56	16.06	17.06	18.06
TOTAL	24.25	36.83	37.36	46.90	50.56	52.06	54.56	55.56
Seasonal Workers								
Summer Maintenance Workers	0.00	0.75	1.00	1.00	1.00	1.00	1.00	1.00
Summer Parks Maintenance Worker	0.00	0.00	0.06	0.06	0.06	0.06	0.06	0.06
TOTAL INCLUDING SEASONAL	24.25	37.58	38.42	47.96	51.62	53.12	55.62	56.62

University Place Proposed 5-Year Staffing Plan



THE BUDGET PROCESS

Purposes of the Annual Budget:

This 1997 annual budget, prepared by the City Manager seeks to achieve four major purposes:

Policy Development:

The budget process brings to the City Council and the City Manager an opportunity to set and review the goals, objectives and strategies of the City, and the ability to direct its activities by allocating resources. The budget sets an opportunity to review and establish policy for ensuing years, and may affect operations, service levels, and the financial well-being of the community. This budget also provides historical data for the "Interim" and "Startup" periods of 1995, which will be further explained below. In future years, the budget may contain comparative data, both budgetary and actual, for prior years, to support evaluation of City programs and the means to measure financial activities of the City over time.

Financial Planning:

The budget also provides a financial plan to govern the fiscal operation of the City for the year. A formal revenue estimate provides a listing of the available financial resources, explaining the basis for estimating each source. Over time, the budget document will display a revenue history that improves understanding of both the current year's needs and a longer term view of City programs and resources.

Operations Guide:

The budget is also the blueprint which governs the amount of service to be provided during the year, and how that service is to be provided, e.g., by contract with another agency, the City's own personnel, or a combination. This direction is presented throughout the document with program descriptions, staffing levels, and charts, and serves as legislative and administrative guidance to department staff and the public.

Communications Devices:

The budget also provides a way for the City's decision makers to communicate a great deal of information regarding the scope and nature of the City's activities. This information includes priorities for service delivery, rationale for decisions made, and a vision for the future. The budget is intended to provide an effective tool in helping citizens understand their city government, reasons behind legislative decisions, and the basis for change, as the need may arise.

The "Interim" and "Startup" Budgets:

University Place officially became a city on August 31, 1995. The four months prior to incorporation is termed the "interim" period, funded by loans to be repaid after incorporation. The budget adopted by the City Council to fund operation for the four month period from September 1, 1995 through December 31, 1995 is referred to in the budget document as the "Startup" budget. This budget was supported by part-year taxes and charges, diverted County road tax payments, and other sources.

The Process of Budget Development and Adoption:

The general method by which budgets are developed is laid out in Washington State law. The law prescribes the basis for forecasting revenue and preparing the budget; public access to the preliminary budget; and much of the budget content. The budget message appearing at the beginning of this document has been prepared by the City Manger, who is charged with responsibility for preparing the preliminary budget to be reviewed by the City Council.

The budget message must include an explanation of the document; an outline of recommended financial policies and programs; reasons for changes from the prior year and an explanation of recommended major changes in financial policies. The City Council must schedule public hearings on the budget and require the presence of staff to give information about the preliminary budget.

State law also required that "any taxpayer may appear and be heard for or against any part of the budget."

During the budget year, the City Council may make certain amendments to the budget as may become necessary; the general responsibility of administering the adopted budget, however, falls to the City Manager, who is the chief administrative officer.

Budget Organization:

The City's financial structure is divided into funds. A fund is a fiscal and accounting entity with a self-balancing set of accounts; in other words, identified groups of revenues support identified sets of expenditures with a stated balance. Funds are generally separated into three types:

Governmental -- funds which account for the activities of the City which are of a governmental nature;

Proprietary -- funds which account for the activities of the City which are of a proprietary or "business" nature; and

Fiduciary funds -- funds held by the City as a trustee, e.g., pension funds.

The budget document presents an overview of the City's finances with an "all funds" summary, followed by presentation of the preliminary budget for each department within the funds. Supplemental materials include statistical information about the City of University Place, organizational charts, and a glossary of terms.

Basis of Accounting:

This term refers to when revenues, expenditures, expenses and transfers -- and the related assets and liabilities -- are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of measurement, on either the cash or the accrual method. The City's funds are accounted for under the "modified accrual basis." Under this method, revenues and other financial resource increments are recognized when they become susceptible to accrual -- that is, when the become both "measurable" and "available" to finance expenditures of the current period. Expenditures are recognized when the fund liability is incurred, except for inventories of material and supplies that may be considered expenditures when purchased or when used.

ORDINANCE NO. 121

AN ORDINANCE OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, SETTING THE AD VALOREM PROPERTY TAX LEVY RATE FOR 1997

WHEREAS, RCW 35A.33.135 requires the City Manager, by the first Monday in October of each year, to provide the City Council with current information on estimates of revenues and expenditures for the current year; and

WHEREAS, said statute requires the Council to consider the City's total anticipated financial requirements for the ensuing fiscal year and to determine and fix by Ordinance the amount to be raised by ad valorem property taxes; and

WHEREAS, the date for certification has this year been extended by Pierce County to a date no less than three weeks following certification by Pierce County of the City's assessed valuation; and

WHEREAS, the present estimated assessed valuation of the City is $1,390,918,750; NOW, THEREFORE,

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

Section 1. Ad Valorem Property Tax Levy Rate for 1997. There is hereby appropriated, levied and fixed to be raised by regular ad valorem property taxes for 1997 the amount of $2,225,470 which is calculated by multiplying $.0016 times the estimated assessed valuation of the City.

Section 2. Instructions to City Clerk. The City Clerk is directed to transmit a certified copy of this ordinance to the Office of the Auditor of the State of Washington, Division of Municipal Corporations. The Clerk is further directed to transmit a certified copy of this ordinance to the Council Administrator-Clerk of the Pierce County Council and to the Pierce County Assessor on or before December 31, 1996.

Section 3. 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 4, 1996.

Ronald L. Williams, Mayor

ATTEST:

Susan Matthew, City Clerk

APPROVED AS TO FORM:

Timothy X. Sullivan, City Attorney

Date of Publication: Nov. 6, 1996
Effective Date: Nov. 11, 1996

Pierce County
Office of the Assessor-Treasurer

2401 South 35th Street, Room 142
Tacoma, Washington 98409-7498
(206) 591-6111 • FAX (206) 591-3142

BARBARA GELMAN
Assessor-Treasurer

DAVID SOMA
Deputy Assessor-Treasurer

OFFICIAL NOTIFICATION TO: DATE: November 20, 1996

TAXING DISTRICTS IN PIERCE COUNTY

RE: CERTIFICATION OF ASSESSED VALUES

In accordance with RCW 84.48.130, I hereby certify that the assessed valuation of all taxable property within your taxing district of UNIVERSITY PLACE, as established in 1996 assessment year for 1997 taxation, is as follows:

FOR REGULAR LEVY		
Taxable Value	Timber Assessed Value	Total Taxable Value
1,378,680,739	0	1,378,680,739
FOR EXCESS LEVY		
Taxable Value	Timber Assessed Value	Total Taxable Value
1,338,926,844	0	1,338,926,844

Your 1996 new construction value of 23,803,709 is included in the above taxable values. All values are subject to the Board of Equalization changes until the time your rates are established.

NOTIFICATION OF DEADLINE: Your 1996 Budget Ordinance or Resolution must be received in the office of Assessor-Treasurer on or before Friday, December 13, 1996. As a reminder to Fire Protection Districts and Park Districts, if you have not already submitted a copy of your Budget and Resolution to Jane Fortin of the Pierce County Budget and Finance Department, please remember to do so.

If you have any questions regarding this notification, please call Mae Shephard at 591-7114 or Deborah L'Amoureux at 596-2764.

Barbara Gelman
Pierce County Assessor-Treasurer

BG:ms
Enclosure

certlets\96cer1.doc

Pierce County
Office of the Assessor-Treasurer

2401 South 35th Street, Room 142
Tacoma, Washington 98409-7498
(206) 591-6111 • FAX (206) 591-3142

BARBARA GELMAN
Assessor-Treasurer

DAVID SOMA
Deputy Assessor-Treasurer

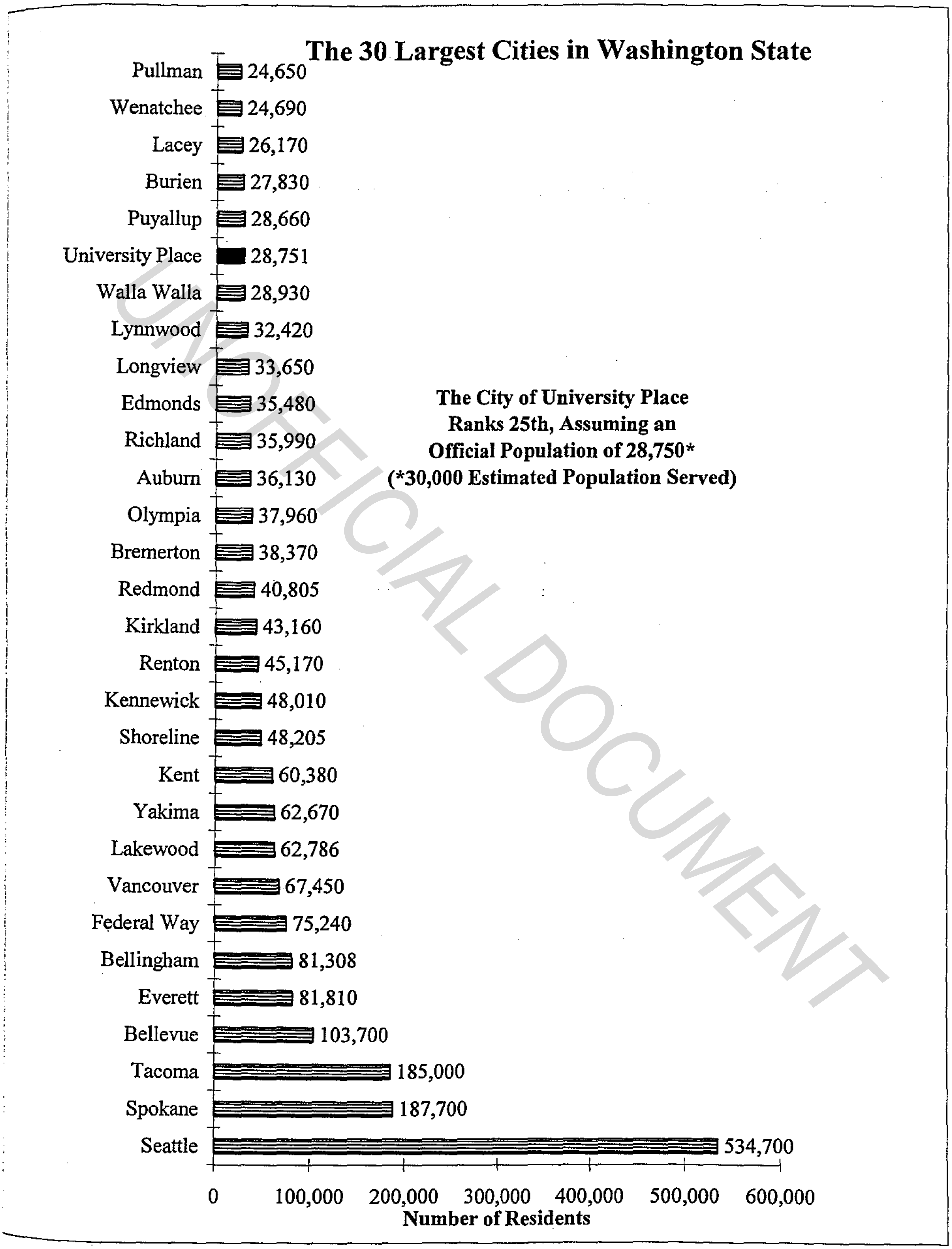
DEC 0 2

UNIVERSITY PLACE

REGULAR TAX LEVY LIMIT:		
A.	Highest regular tax which could have been levied beginning with the 1985 levy TIMES 106%	1995 3,248,385.00 1.06 3,443,288.00
B.	Current yr's A.V. of NC & I in original district before annexation occurred TIMES last year's tax rate per $1000 A.V.	23,803,709.00 2.1002 49,993.00
C.	Cur yr's A.V. for state assessed prop LESS last year's A.V. of state assessed property EQUALS increase or decrease, MULTIPLIED BY last yr's regular tax rate.	19,115,703.00 14,640,137.00 4,475,566.00 2.1002 9,400.00 0.00
D.	REGULAR PROPERTY TAX LIMIT A + B + C=	3,502,681.00
ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:		
E.	To find rate to be used in F, take the 106% limit as shown in D above and divide it by the cur A.V. of the orig dist including NC & I	3,502,681.00 1,378,650,739.00 2.5406
F.	Annexed area's cur A.V. including new construction and improvements (NC & I) times rate found in E above.	30,000.00 2.5406 76.00
G.	NEW 106% LEVY LIMIT FOR ANNEX = D + F=	3,502,757.00
LEVY FOR REFUNDS:		
H.	Per RCW 84.55.070 the 106% levy limit will not apply to the levy for taxes refund or to be refund under Chapters 84.68 & 84.69 RCW.(D or G + Refund, if any)	3,502,757.00 0.00
I.	TOTAL-CONTROLLED BY 106% LIMIT D,G,or H.	3,502,757.00
J.	Amount of levy under statutory rate limitation.	1,378,680,739.00 1.6000 2,205,889.00
K.	LESSER OF I OR J	2,205,889.00

CERTIFIED 106% REGULAR LEVY LIMIT—1996 FOR 1997 TAX
Calculations provided by the Levy Department

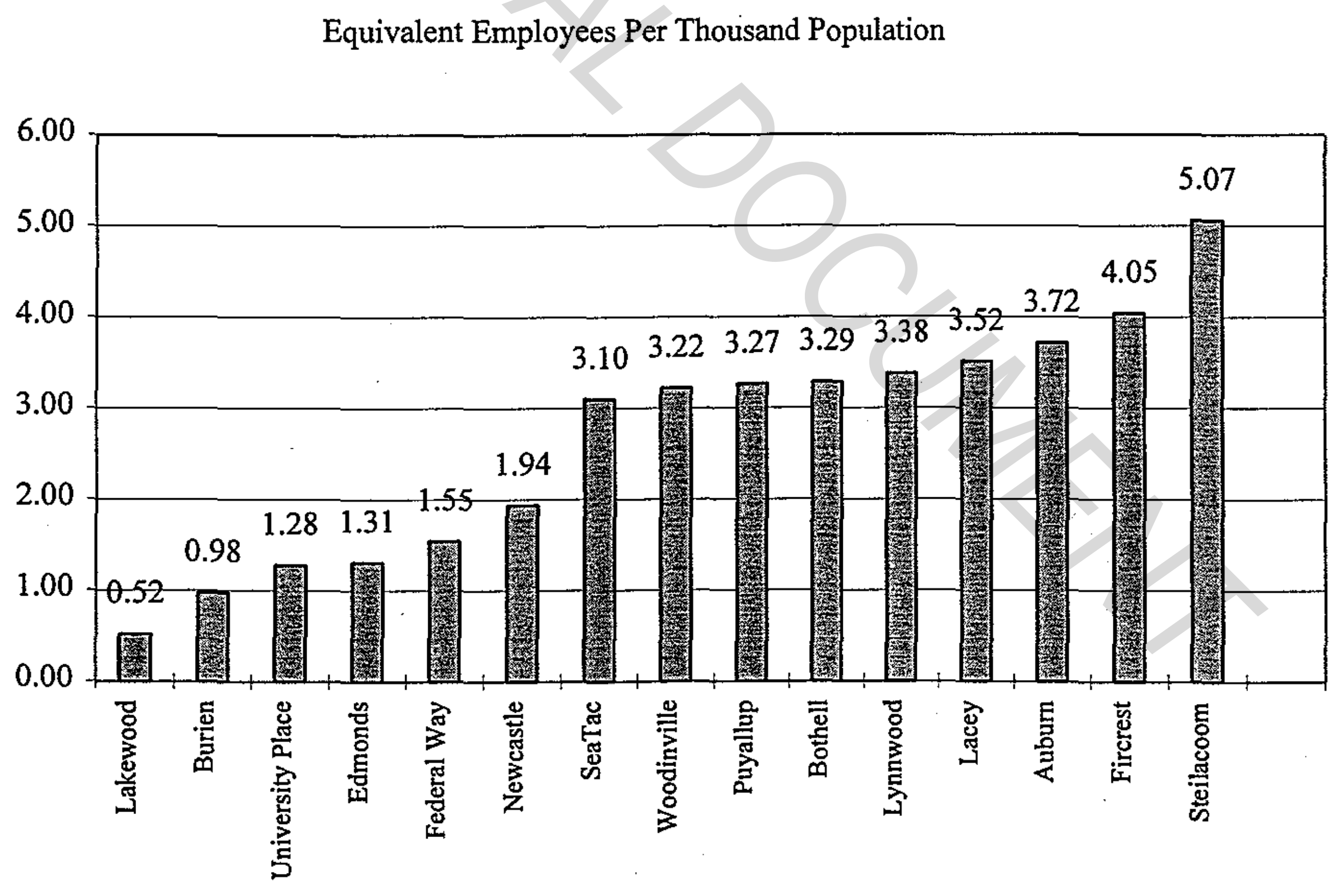
11/20/96
106%97.XLS


The 30 Largest Cities in Washington State
Pullman 24,650
Wenatchee 24,690
Lacey 26,170
Burien 27,830
Puyallup 28,660
University Place 28,751
Walla Walla 28,930
Lynnwood 32,420
Longview 33,650
Edmonds 35,480
Richland 35,990
Auburn 36,130
Olympia 37,960
Bremerton 38,370
Redmond 40,805
Kirkland 43,160
Renton 45,170
Kennewick 48,010
Shoreline 48,205
Kent 60,380
Yakima 62,670
Lakewood 62,786
Vancouver 67,450
Federal Way 75,240
Bellingham 81,308
Everett 81,810
Bellevue 103,700
Tacoma 185,000
Spokane 187,700
Seattle 534,700
The City of University Place
Ranks 25th, Assuming an
Official Population of 28,750*
(*30,000 Estimated Population Served)
0
100,000
200,000
300,000
400,000
500,000
600,000
Number of Residents

Full Time Employee Comparison*

	Population	Equivalent FTEs	Total FTEs
Fircrest	5,435	22	40
Steilacoom	6,120	31	90
Newcastle (N)	8,260	16	16
Woodinville (N)	9,940	32	32
SeaTac (N)	22,910	71	130
Bothell	25,850	85	193
Lacey	26,170	92	163
Puyallup	27,250	89	290
Burien (N)	27,680	27	27
University Place (N)**	30,500	39	47
Edmonds	31,310	41	208
Lynnwood	31,950	108	273
Auburn	35,230	131	359
Olympia	37,170	285	620
Lakewood (N)	65,000	34	44
Federal Way (N)	74,290	115	125

(N) = a new city in last five years

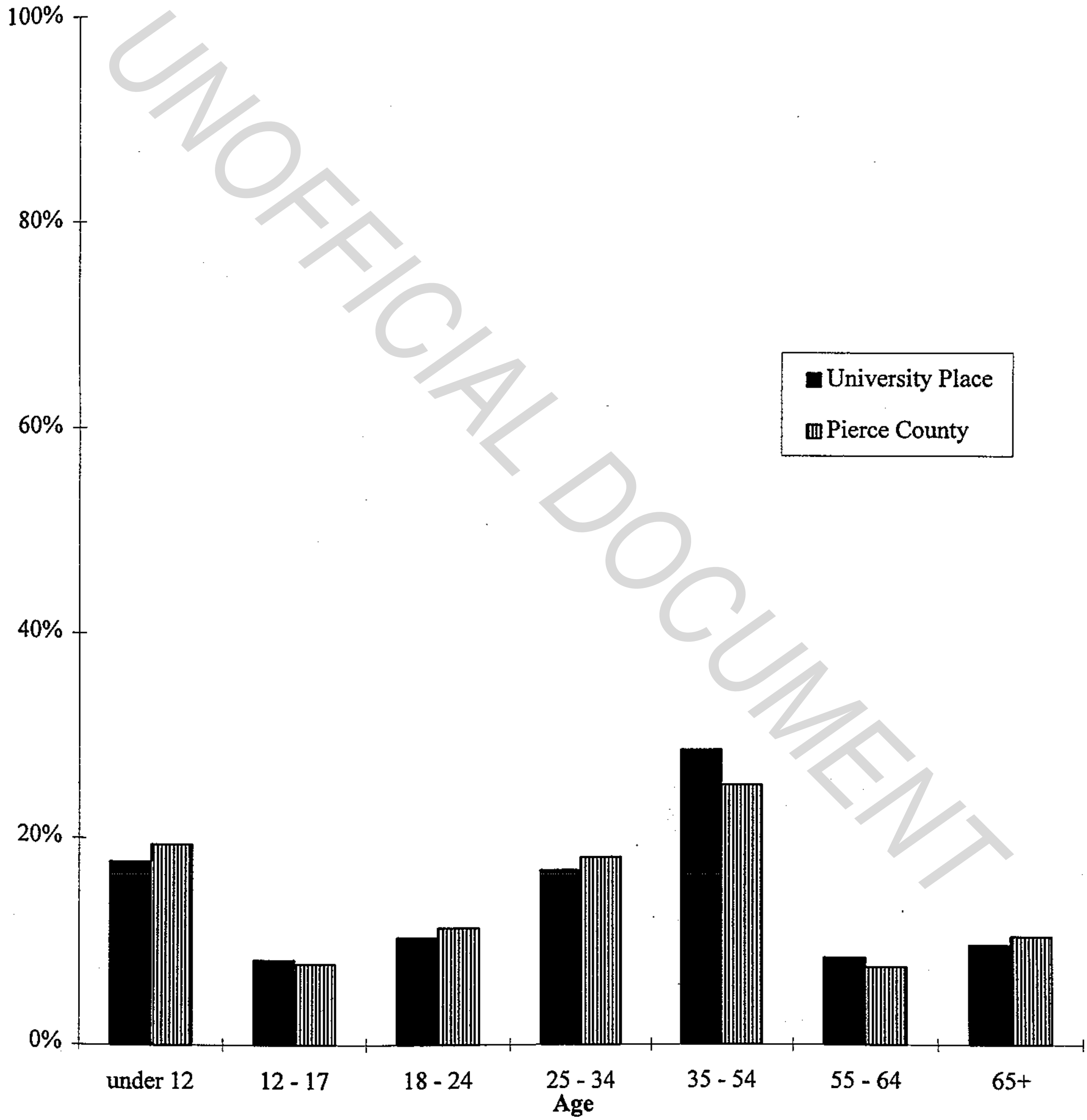


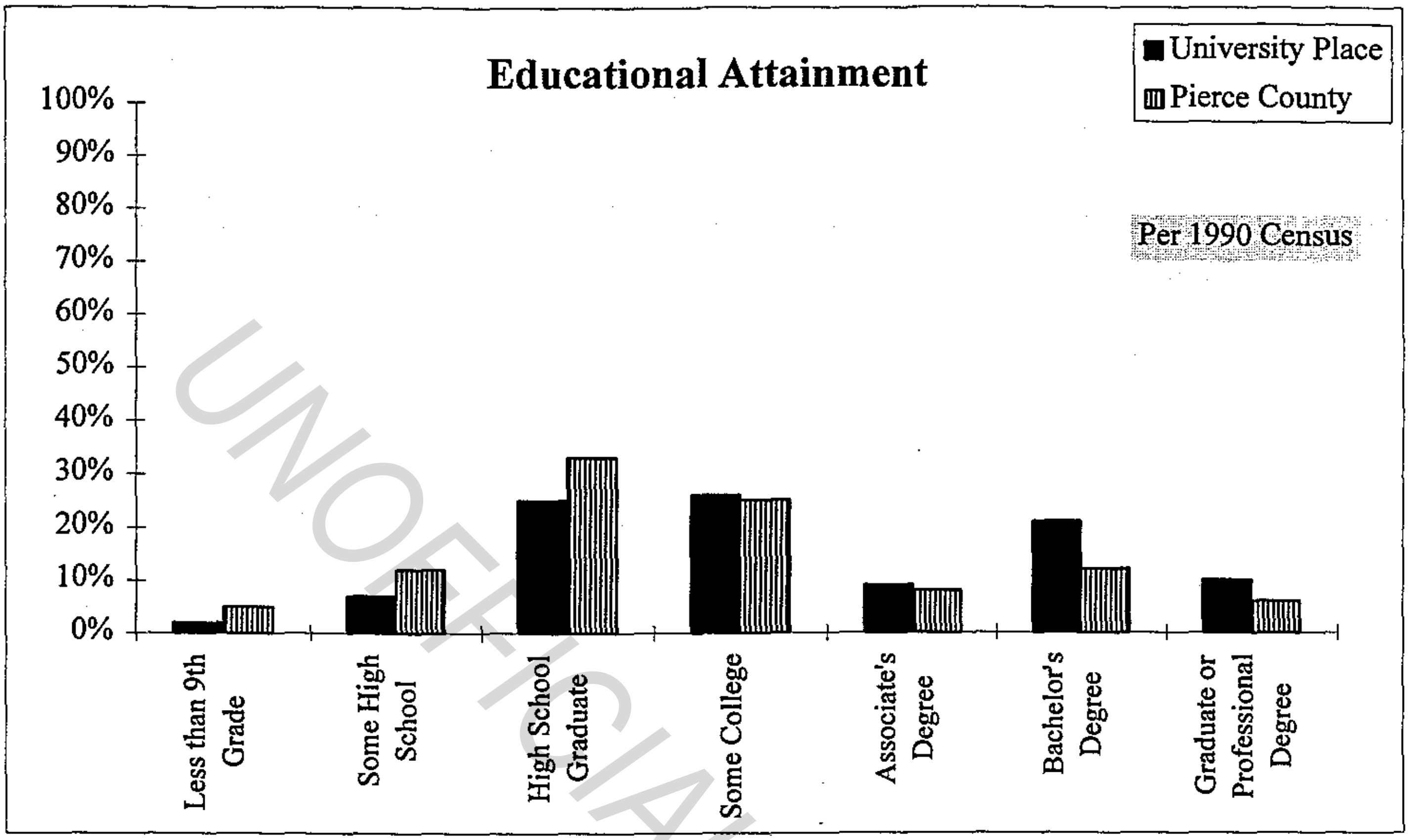
* To maintain an "apples-to-apples" comparison, positions in departments such as police, fire, court, utilities and library were subtracted from the totals of each City.

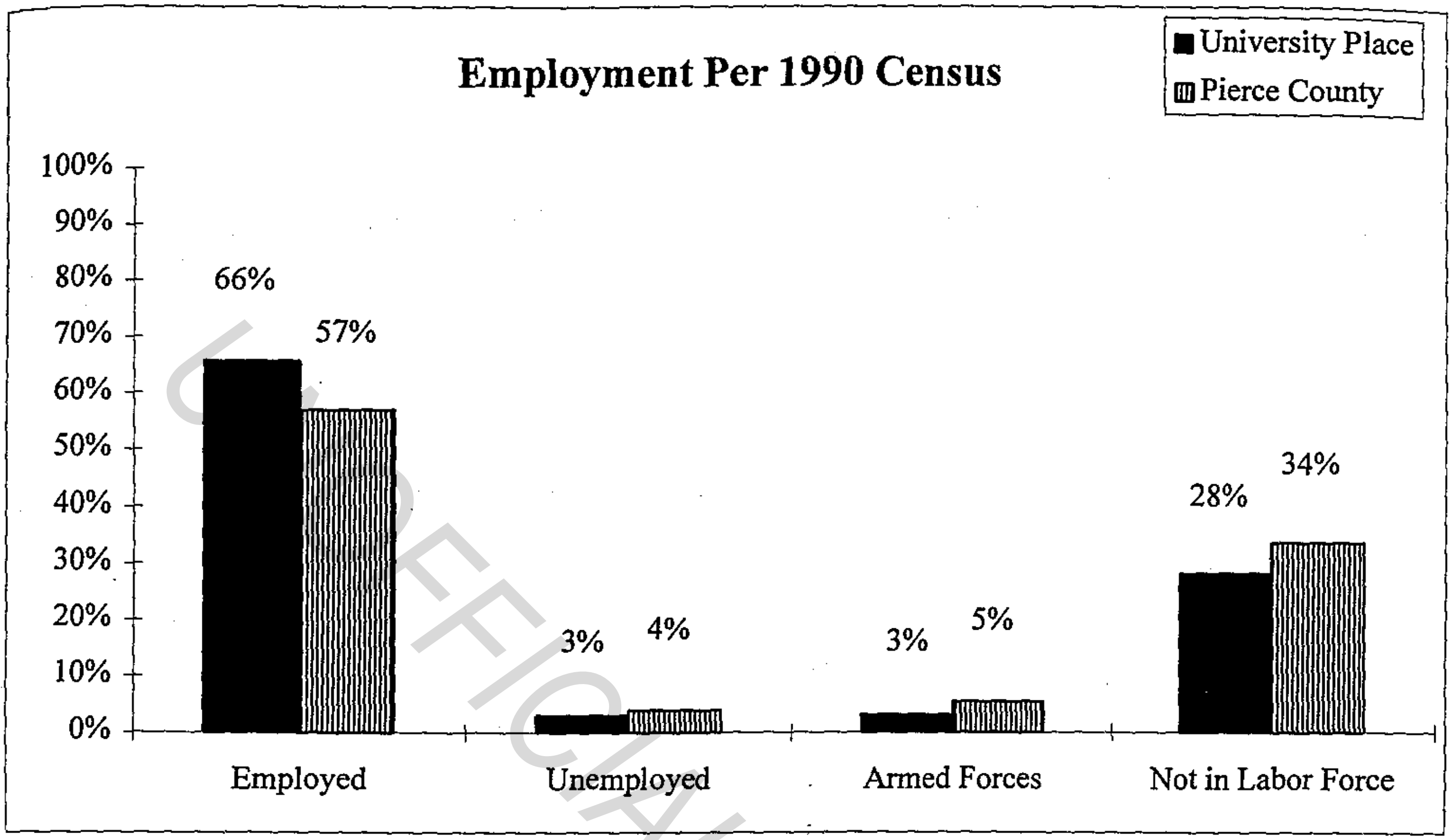
** For revenue purposes, University Place uses the official State population of 28,751. For services and expenditures, the City uses its current population estimate of 30,500.

Comparing University Place to Pierce County

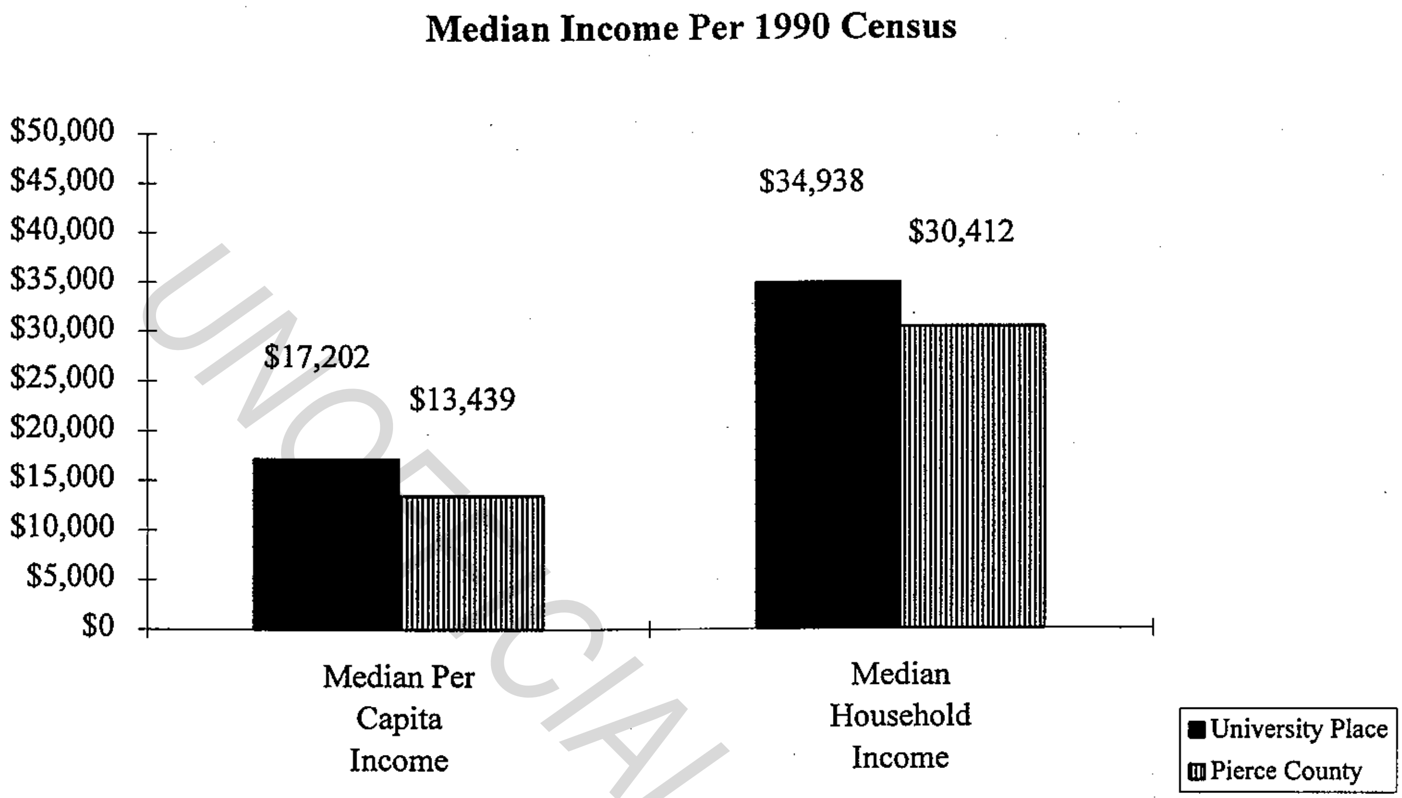
Age Demographics

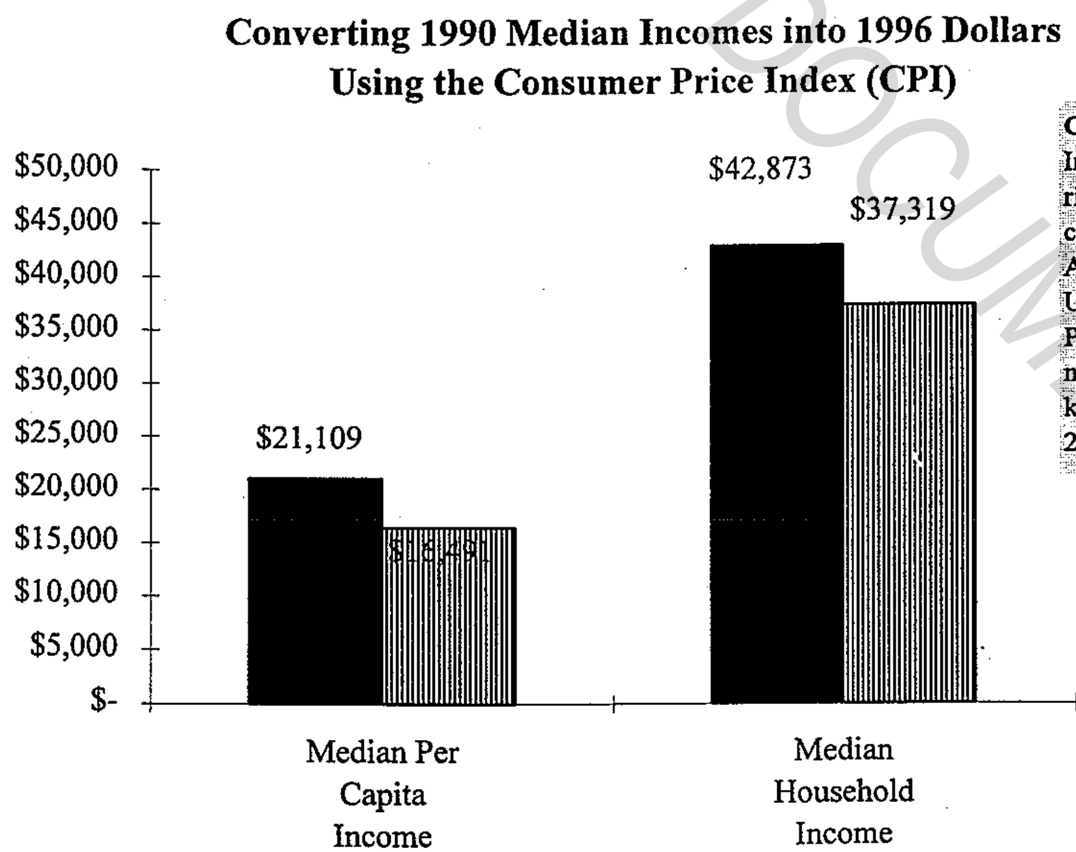



Educational Attainment
University Place
Pierce County
Per 1990 Census
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Less than 9th Grade
Some High School
High School Graduate
Some College
Associate's Degree
Bachelor's Degree
Graduate or Professional Degree


Employment Per 1990 Census
University Place
Pierce County
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
66%
57%
3%
4%
3%
5%
28%
34%
Employed
Unemployed
Armed Forces
Not in Labor Force

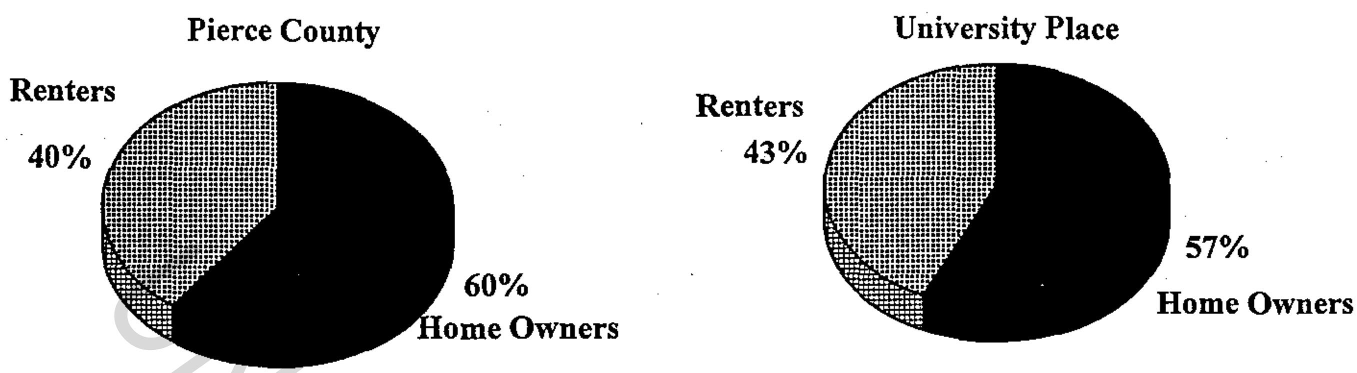
Median Incomes: Comparing University Place to All of Pierce County

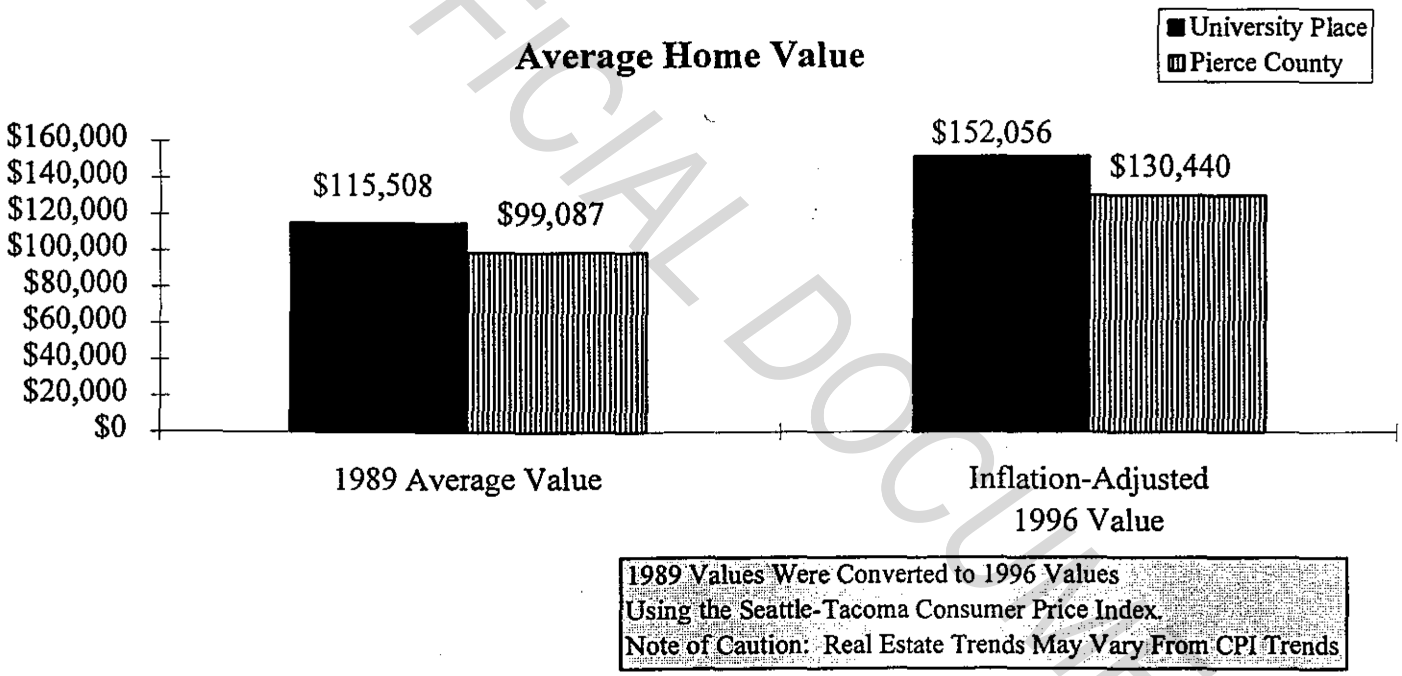


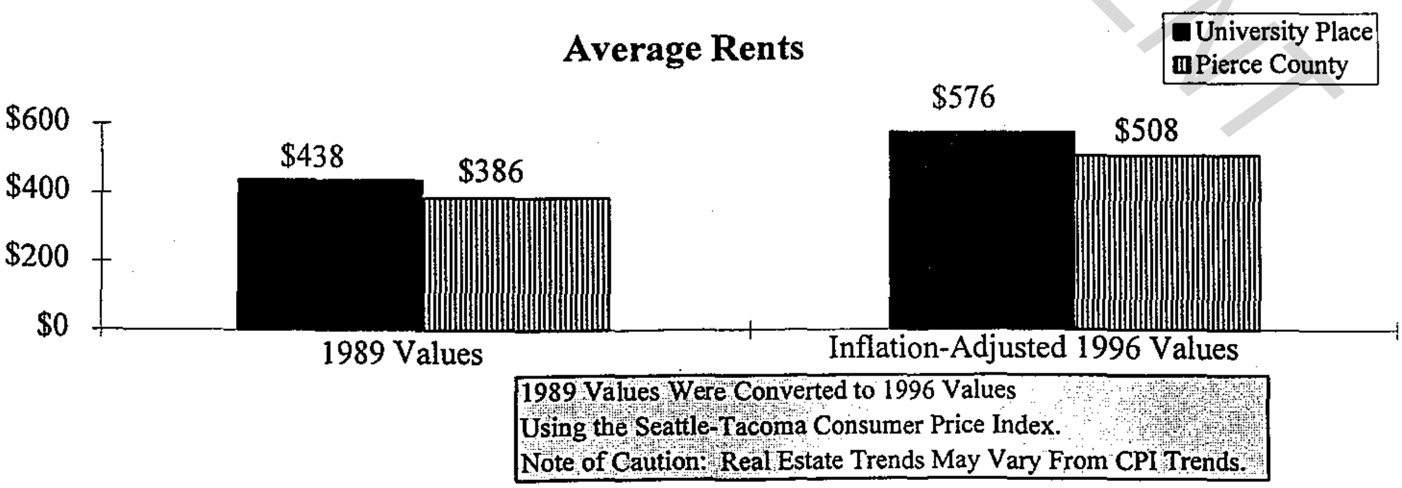


CAUTION:
Incomes probably have not risen as rapidly as the consumer price index. Also, the gap between University Place and all of Pierce County has likely narrowed, but we will not know the extent until the 2000 census is done.

Housing Profile: University Place Compared to Pierce County Using 1990 Census Data







COMMUNITY INFORMATION SYSTEMS PLAN

SUPPLIES **$23,550**

CITY WIDE

Printer, copier, ink and toner supplies.
Several rolls of paper for the large plotter at $16,300.
Remainder for miscellaneous hardware and software for new workstations and additional staffing needs.

SERVICES **$117,230**

CITY WIDE

PROFESSIONAL SERVICES **$40,000**

Includes Intern, Network , Lotus Notes and Internet consulting services.

COMMUNICATIONS **$16,850**

Includes pager, cell phone, long distance and internet connection services.

TRAVEL/TRAINING/CAR **$21,140**

Includes all staff and CIS specific conferences and training.

ADVERTISING **$900**

Includes advertising for Human Resources, payroll applications, request for proposals (RFP).

RENT/LEASES

INSURANCE

UTILITIES

REPAIRS **$24,465**

Includes 2.5% of total hardware, phone, fax, copier and related items initial cost for repairs. Also includes copier maintenance.

MISCELLANEOUS **$1,875**

Includes membership fees, magazine subscriptions and conference registration fees.

CAPITAL $258,190

CITY WIDE

EMERGENCY PREPAREDNESS Radios, base station, antennaes and ancillary equipment necessary to assist with the communications needs for the City in the event of an emergency or natural disaster. Additionally, radios will be used daily for communications with building, public works.	**$14,300**
TELECOMMUNICATIONS Addtional telephones, system enhancements and phone service.	**$3,050**
SERVERS Additional software licenses, CD Tower, network hubs, PC network cards, uninterupptible power supply, backup tapes, archival equipment and associated software. Supports the development of a Geographical Informations System to enhance the decision making process of all departmental and council members.	**$39,720**
PUBLIC ACCESS Creates a permanent public access workstation at the local library.	**$2,810**

CAPITAL EXPENSES BY DEPARTMENT

CITY ATTORNEY		
	Legal Intern Wkstn	**$2,650**
FINANCE		
	Finance Asst Wkstn	**$2,650**
	Eden Payroll Module	**$13,500**
CIS		
	Pc Tech Wkstn	**$2,650**
	Desk, Filing Cabinet, Chair Etc	**$1,550**
POLICE SERVICES		
	Pagers	**$260**
	Printer	**$2,250**
	Copier	**$3,350**
HUMAN RESOURCES		
	Personnel Sw W/ Server	**$5,750**

PLANNING/DEVELOPMENT			
BUILDING			
	Code Enf Wkstn	**$2,650**	
	Struc Calc For Bldg Reviews	**$1,000**	
PERMIT CENTER			
	Office Asst Wkstn	**$2,650**	
	Dot Matrix For Counter	**$1,150**	
PARKS & RECREATION			
	Parks & Rec Wkstns	**$5,300**	
PLANNING			
	Digital Camera	**$400**	
	Camera Sized Disk Drive	**$550**	
PUBLIC WORKS/ENGINEERING			
	TOTAL CAPITAL	**$258,190**	
INTERGOVERNMENTAL			**$500**
CITY WIDE			
	Internet router support from Pierce County.		
			$399,470

1997 Employee Benefits Summary

The following text provides summary information on the major components of the 1997 City of University Place Employee Benefits Package:

Retirement

	City Contribution	Employee Contribution
Required		
FICA-Medicare	1.45%	1.45%
PERS	7.62%	I: 6.0%; II: 5.08%
401(a)	5.25%	3% pre-tax
Optional		
Deferred Comp (457)	0	0-$7,500/yr.

Health Insurance

City Contribution:

- $401/mo. City health insurance (medical, dental, and vision) contribution minimum up to $475/mo. maximum
- If the employee's total health insurance premium falls below $401, employee can take the difference and use it for retirement, cash, vacation (up to three additional days per year), or section 125 flexible spending accounts.
- If the employee's health insurance premium exceeds $401/mo., the City will pay the full premium up to $475/mo. The Employee is required to pay the amount exceeding $475/mo.

Employee Assistance Program (EAP)

This program provides marriage and family, personal, legal, financial, substance abuse, and other forms of counseling and guidance. The EAP will cost the City a flat fee of approximately $1,700 per year.

Section 125 Plan

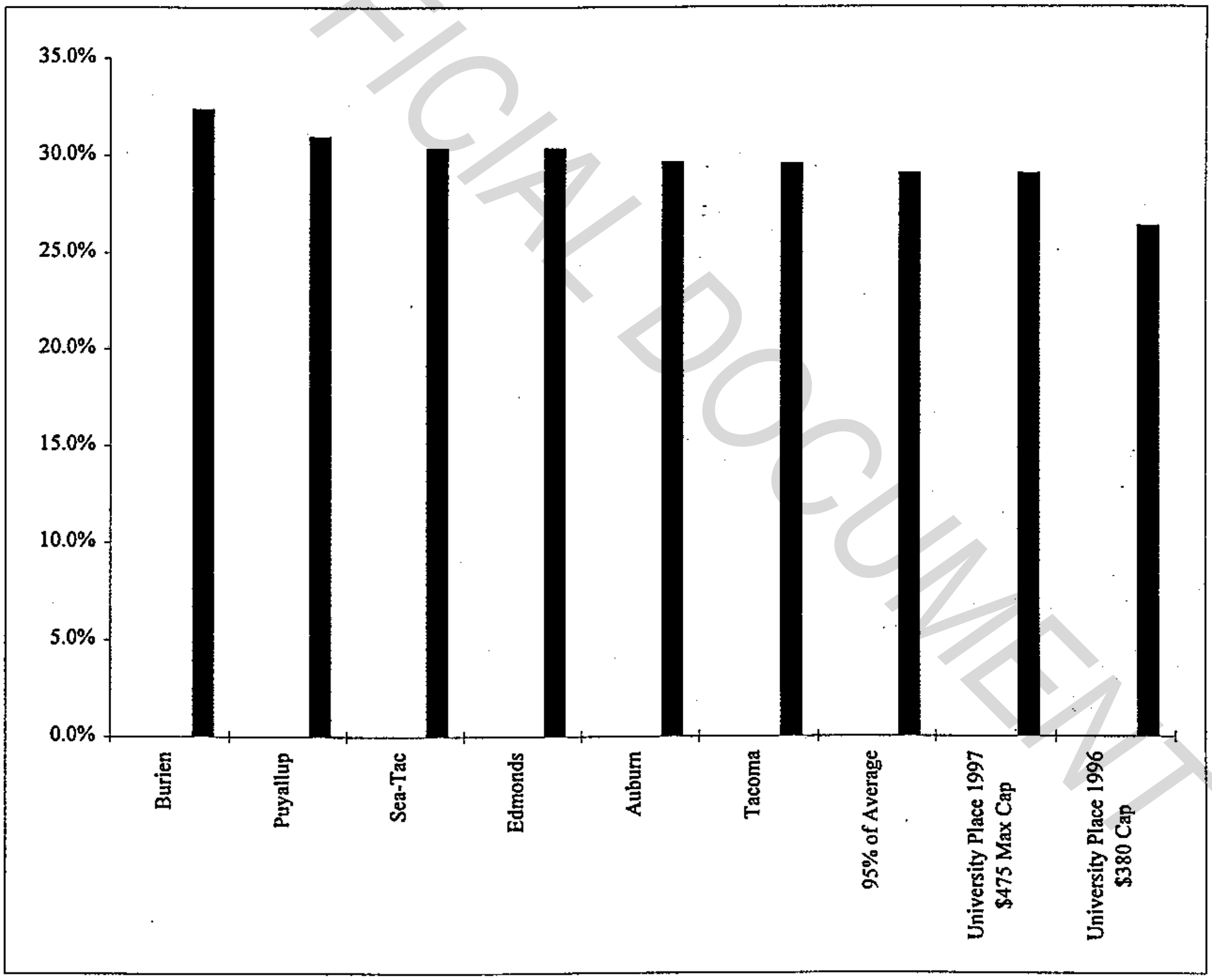
This is a program where employees and the City can contribute pre-tax dollars to flexible spending accounts through which employees can pay for health & life insurance premiums, health expenses, and dependent care expenses. Plan administration will cost the City about $3,000 per year).

Life, Survivor, and Disability Insurance

	Benefit	Cost to the City
Life and AD&D	$25,000 ($50,000 accidental death)	$18.45/mo./employee
Survivor	30% to 60% of salary	0.2% of salary
Disability	60% of salary	0.79% of salary

Benefit to Salary Ratios
For Selected Cities

Burien	32.4%
Puyallup	31.0%
Sea-Tac	30.4%
Edmonds	30.4%
Auburn	29.7%
Tacoma	29.6%
95% of Average	29.1%
University Place 1997 $475 Max Cap	29.1%
University Place 1996 $380 Cap	26.4%



University Place: 1996 Contract Services

Contractor, Consultant, Volunteer, Temporary Worker, and Core Staff Hours

An estimated 62,900 core staff hours compare to an estimated 93,700 hours worked by contractors, consultants, volunteers, and temporary workers.

	Contractor/ Consultant Hours	Volunteer Hours	Temporary Worker Hours	Total Service Hours	Total Core Staff Hours
City Council	32	-	-	30	3,000
City Manager's Office	1,245	4,717	80	6,040	8,000
City Attorney's Office	686	-	-	690	1,890
Community Services Office	229	-	-	230	4,000
City Clerk's Office	33	-	-	30	5,120
HR/Public Safety	112	-	-	110	3,380
Finance	565	24	280	870	5,550
Community Info. Systems	1,469	327	-	1,800	1,525
Justice Services	8,320	-	-	8,320	-
Police Services	46,800	3,575	-	50,380	-
Property Management	745	-	-	750	-
Debt Service	-	-	-	-	-
General Government	2,750	-	-	2,750	-
PCD Director's Office	270	727	-	1,000	4,000
Parks & Recreation	508	150	436	1,090	1,190
Planning & Development	62	-	-	60	5,210
Building & Codes Enforcement	-	456	-	460	3,730
Permit Services Center	-	-	785	790	3,470
PWE Director's Office	102	-	80	180	4,000
Engineering Services	2,104	-	-	2,100	4,970
Public Works Operations	7,435	156	2,285	9,880	6,850
Capital Improvement Projects	6,245	-	-	6,250	-
TOTALS	79,700	10,100	3,900	93,800	62,900

Proposed 1997 Salary Range

Position	University Place 1996 Salary Ranges	1997 Salary Ranges Low	Middle	High	1997 Top End Market Value
City Manager's Office					
City Manager	5,857-7,100	5,826	6,601	7,375	7,752
Assistant To the City Manager	2,690-3,590	3,081	3,491	3,900	4,235
Executive Secretary	2,410-2,920	2,465	2,793	3,120	3,275
Administrative Assistant	N/A	2,465	2,793	3,120	3,275
Community Assistant II	2,030-2,460				
Intern (part-time)	7.50/hr.-9.50/hr.	8.00/hr	9.00/hr	10.00/hr	
City Attorney's Office					
City Attorney	4,905-6,700	5,522	6,256	6,990	6,456
Deputy City Attorney/Prosecutor	3,200-4,270	3,255	4,028	4,500	4,500
Paralegal	2,620-3,180	2,740	2,846	3,340	3,400
Legal Assistant/Secretary	N/A	2,315	2,623	3,005	3,155
Community Services					
Community Svcs. Dir./ACM	4,905-6,150	5,267	5,967	6,667	6,900
Administrative Secretary/Specialist IV	2,330-2,820	2,374	2,690	3,005	3,155
Court Services	N/A				
City Clerk	3,200-4,070	3,255	4,028	4,500	4,580
Deputy City Clerk III	2,240-2,720	2,315	2,623	2,930	3,200
Office Assistant/Receptionist I	1,790-2,260	1,809	2,050	2,290	2,400
Office Aide	6.50/hr-8.50/hr	6.50/hr	7.50/hr	8.50/hr	
Information Services Manager	3,200-4,270	3,255	4,028	4,500	4,700
Information Services Technician	N/A	2,923	3,312	3,700	3,805
HR & Public Safety Manager	2,690-3,590	3,255	4,028	4,500	4,826
HR & Public Safety Specialist III	2,030-2,460	2,315	2,623	2,930	2,782
Finance Manager	3,660-4,870	3,660	4,270	4,870	4,720
Finance Specialist III	2,240-2,820	2,315	2,623	2,930	3,076
Planning & Community Development					
Planning/Community Dev. Dir.	4,905-6,150	5,267	5,967	6,667	6,500
Administrative Secretary/Specialist IV	2,330-2,820	2,374	2,690	3,005	3,155
Parks & Recreation Manager	2,690-3,590	3,255	4,028	4,500	4,700
Recreation Coordinator	N/A	2,465	2,793	3,120	3,380
Office Assistant II	2,030-2,460	2,094	2,372	2,650	2,782
Planning Manager	3,280-4,400	3,255	4,028	4,500	4,774
Senior Planner	2,690-3,590				
Associate Planner	2,310-3,380	2,923	3,312	3,700	3,821
Assistant Planner	2,150-3,080	2,465	2,793	3,120	
Planning Technician	2,150-3,080				
Building Official	3,280-4,400	3,255	4,028	4,500	4,733
Building Inspector/Codes Enf Officer	2,690-3,590	2,923	3,312	3,700	3,898
Codes Enforcement Officer	N/A	2,465	2,793	3,120	
Permits Manager	2,690-3,590	3,081	3,491	3,900	3,815
Office/Permits Specialist III	2,240-2,720	2,315	2,623	2,930	3,182
Office Assistant I	N/A	1,809	2,050	2,290	2,400
Public Works & Engineering					
Public Works Dir./City Engineer	4,905-6,150	5,267	5,967	6,667	6,900
Administrative Secretary/Specialist IV	2,330-2,820	2,374	2,690	3,005	3,155
Project Engineer	3,080-4,070	3,279	3,715	4,150	4,357
Engineering Technician	2,690-3,590	2,836	3,213	3,590	3,635
Engineering Manager	3,280-4,400	3,926	4,448	4,970	5,218
Office Assistant II	2,030-2,460	2,094	2,372	2,650	2,782
Public Works Superintendent	3,200-4,400	3,255	4,028	4,500	4,627
Utility/Maintenance Worker I	N/A	2,133	2,417	2,700	2,926
Utility/Maintenance Worker II	2,310-2,820	2,315	2,623	2,930	3,051
Utility/Maintenance Worker III	N/A	2,465	2,793	3,120	3,176
Laborer	N/A	8.50/hr	11.00/hr	14.42/hr	