



**SPECIAL CITY COUNCIL MEETING  
TUESDAY, MARCH 30, 2021  
CITY HALL  
22710 E. COUNTRY VISTA DRIVE  
6:00 P.M.**

**HELD REMOTELY**

**PURSUANT TO GOVERNOR INSLEE'S ORDER 20-28. 15 dated January 19, 2021 – ALL PUBLIC MEETINGS WILL BE HELD REMOTELY.**

**Link to join the meeting:**

<https://us02web.zoom.us/j/87689576915?pwd=TnY5b2RCcXFHeVJpZk5keTlwRDY4UT09>

Meeting ID: 876 8957 6915

Passcode: 131553

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 669 900 6833 US (San Jose)

- 1. INVOCATION**
- 2. PLEDGE OF ALLEGIANCE**
- 3. CALL TO ORDER**
- 4. ROLL CALL**
- 5. AGENDA APPROVAL**
- 6. CITIZEN COMMENTS**
- 7. WORKSHOP DISCUSSION – CAPITAL FACILITIES PLAN**
- 8. ORDINANCES**
  - **First Read** - Ordinance No. 269B – Amending the 2021 budget to include one FTE for the Liberty Lake Police Department
- 9. CITIZEN COMMENTS**
- 10. ADJOURNMENT**

The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities. Contact the City at 755-6700 with 24-hours advance notice for special accommodations.

**WORKSHOP  
DISCUSSION  
MATERIAL**

**Parks & Public Facilities Capital Projects Prioritization Matrix**

Instructions: In each cell, compare the project highlighted in green (row) to the project highlighted in blue (column). If the green project is the higher priority, place a "1" in the cell. If the blue project is the higher priority, place a "0" in the cell.									COMBINED SCORE
	Mayor Brickner	Mayor Pro-Tem Kennedy	Councilmember Langford	Councilmember Dunne	Councilmember Folyer	Councilmember Kaminskas	Councilmember Severtz	Councilmember Kurtz	
Trailhead Facility Upgrade (unfunded-cost TBD)	16	13	15	14	4	11	15	10	98
Library Facility Upgrade (unfunded-cost TBD)	13	12	11	15	4	10	13	6	84
Rocky Hill Park Shade Structure (\$20k)	12	6	9	9	3	13	7	12	71
Public Art (varies)	12	2	3	13	0	10	13	11	64
Orchard Park Sound System (\$20k)	7	4	10	4	5	15	11	7	63
Expand City Hall Meeting Room (unfunded-nocost estimate)	12	12	5	2	9	1	14	4	59
Orchard Park Community Gardens (unfunded -no cost estimate)	4	7	3	9	5	14	5	9	56
Fallen Heroes Circuit Course - Orchard Park (\$70k)	10	0	11	6	2	4	10	7	50
Town Square Master Plan (\$75k)	14	4	1	14	1	7	8	0	49
River District Community Message Board (\$20k)	3	7	9	10	0	3	8	8	48
Rocky Hill Parking Lot Expansion (unfunded-no cost estimate)	7	10	8	4	6	6	2	2	45
Town Square Park Expansion (unfunded-cost TBD)	13	4	2	12	0	5	5	2	43
Rocky Hill Park Splash Pad (unfunded-no cost estimate)	6	0	11	6	0	8	8	3	42
Dog Park (unfunded-no cost estimate)	1	0	12	8	0	2	1	11	35
Golf Cart Charging Station at City Hall (unfunded-no cost estimate)	0	2	0	1	0	11	0	2	16
Kiosks (\$150k)	2	0	2	1	0	0	3	0	8

**Transportation Capital Projects Prioritization Matrix**

Instructions: In each cell, compare the project highlighted in green (row) to the project highlighted in blue (column). If the green project is the higher priority, place a "1" in the cell. If the blue project is the higher priority, place a "0" in the cell.									COMBINED SCORE
	Mayor Brickner	Mayor Pro-Tem Kennedy	Councilmember Langford	Councilmember Dunne	Councilmember Folyer	Councilmember Kaminskas	Councilmember Severs	Councilmember Kurtz	
Solar-powered School Zone Speed Limit Signs@HS (\$5.5k)	7	6	6	6	4	5	4	8	46
Smart Signal Control (\$35k)	5	5	4	4	5	6	5	4	38
Mission Ave Frontage Improvements -southside, City limits to Glenbrook (\$750k)	4	1	2	3	1	3	6	7	27
Country Vista Blvd/Appleway Turn Lane (\$160K)	2	1	5	3	6	4	0	4	25
Country Vista Rebuild/Operational Improvements (\$3.176M)	5	0	0	3	4	2	6	4	24
Stormwater Master Plan (\$250k)	3	0	1	0	3	0	6	3	16
Appleway Frontage Improvements (\$2.2M)	2	2	0	1	0	1	2	3	11

**Trails & Pedestrian Pathways Capital Projects Prioritization Matrix**

**Instructions:**  
 In each cell, compare the project highlighted in green (row) to the project highlighted in blue (column). If the green project is the higher priority, place a "1" in the cell. If the blue project is the higher priority, place a "0" in the cell.

	Mayor Brickner	Mayor Pro-Tem Kennedy	Councilmember Langford	Councilmember Dunne	Councilmember Folyer	Councilmember Kaminskas	Councilmember Severtz	Councilmember Kurtz	COMBINED SCORE
Pedestrian Crossing Allocation (varies)	1	4	4	4	4	3	3	3	26
Sidewalk Improvements, Mission, Aladdin to Caufield (\$175k)	2	0	3	3	4	4	4	4	24
Sidewalk Master Plan (\$25k)	4	2	1	1	2	2	4	3	19
Sidewalk Improvements, Madson, Mission to Appleway (\$280k)	1	2	2	4	2	0	0	2	13
Trail Lighting Master Plan (\$25k)	0	0	0	0	0	1	2	1	4

**FIRST READ  
ORDINANCE**



**AGENDA ITEM NO.:** 8

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON**

**SUBJECT:**

Budget Amendment 269B

**FOR THE AGENDA OF:** March 30, 2021

**DEPT. OF ORIGIN:** Administrative Services

**EXHIBIT:**

Ordinance

Exhibits A

**DEPT. HEAD APPROVAL:** RJ Stevenson

<b>EXPENDITURE REQUIRED:</b>	<b>No</b>
<b>BUDGETED:</b>	<b>This is a Budget Amendment for additional Police Officer</b>

**SUMMARY STATEMENT**

The attached budget amendment is to increase the established salary positions related to the Police Officers from 10 officers to 11 officers for 2021. Staff reviewed the Police Budget and identified savings to ensure this addition will be budget neutral.

**RECOMMENDED ACTION**

1. First Read Ordinance, Staff recommends waiving the Council Rules and adopting the Ordinance with a second read.

**ORDINANCE NO. 269B  
CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON**

**AN ORDINANCE AMENDING ORDINANCE NO. 269 PASSED BY THE CITY COUNCIL ON DECEMBER 15, 2020, ENTITLED “AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, ADOPTING A BUDGET FOR THE PERIOD JANUARY 1, 2021, THROUGH DECEMBER 31, 2021, APPROPRIATING FUNDS AND ESTABLISHING SALARY SCHEDULES FOR ESTABLISHED POSITIONS”.**

WHEREAS, state law provides for the adoption of a budget by the City Council of the City of Liberty Lake for the purpose of making appropriations of the total estimated revenues for each separate fund and the aggregate totals for all such funds combined;

WHEREAS, subsequent to the adoption of the annual budget, it has become necessary to make changes in certain appropriations;

WHEREAS, the following changes could not reasonably have been anticipated or known at the time Ordinance 269 was passed by the City Council;

WHEREAS, the City Council has determined that the best interest of the City is served by amending the adopted budget approved in Ordinance 269;

NOW, THEREFORE, the City Council of the City of Liberty Lake, Washington, do ordain as follows:

**Section 1.** The following established accounts contained in the 2021 Budget are hereby amended as set forth in Exhibit “A” which increases the number of Police officers from ten (10) to eleven (11) officers.

**Section 2.** Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

**Section 3.** Effective Date. This Ordinance shall be in full force and effective (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Mayor, Cris Kaminskas



ATTEST:

---

Ann Swenson, City Clerk

APPROVED AS TO FORM:

---

City Attorney, Sean P. Boutz

**CITY OF LIBERTY LAKE  
PROPOSED SALARY SCHEDULE FOR 2021**

JOB TITLE	Full Time (FT) / Part Time (PT)	# of Employees	2019 ADOPTED	2020 ADOPTED	2021 PROPOSED CHANGES	Notes:
<b><u>Section 2. EXECUTIVE</u></b>						
City Administrator	FT	1	\$119,863 - \$134,855	\$123,562 - \$139,151	\$123,562 - \$139,151	
Office Assistant	FT	1	NA	NA	\$40,149 - \$45,215	Move from Operations and Maintenance
Communications Specialist	PT	1	NA	NA	\$27.43 - \$30.89	New
<b><u>Section 3. ADMINISTRATIVE SERVICES</u></b>						
Finance Director	FT	1	\$88,092 - \$99,075	\$90,735 - \$102,182	\$90,735 - \$102,182	
City Treasurer	FT	1	\$55,390 - \$62,234	\$57,052 - \$64,249	\$57,052 - \$64,249	
City Clerk	FT	1	\$55,390 - \$62,234	\$57,052 - \$64,249	\$57,052 - \$64,249	
Accounting Technician	PT	1	NA	\$48,006 - \$54,059	\$23.08 - \$25.99	
IT Technician	FT	1	NA	\$55,390 - \$62,234	\$55,390 - \$62,234	
Human Resource Manager	FT	1	NA	NA	\$75,000 - \$84,462	
<b><u>Section 4. PUBLIC SAFETY</u></b>						
Chief of Police	FT	1	\$95,040 - \$106,900	\$97,891 - \$110,241	\$115,000	TBD
Police Records Clerk	FT	1	\$44,262 - \$49,712	\$45,590 - \$51,342	\$45,590 - \$51,342	
Part Time Office Assistant	PT	1	NA	\$19.30 - \$21.74	\$19.30 - \$21.74	
Police Officer	FT	11	\$53,688 - \$76,220	\$54,763 - \$77,744	\$55,858 - \$79,299	Per Budget Amend 269B, increase from 10 Officers.
Police Sergeant	FT	3	\$80,030 - \$86,638	\$81,631 - \$88,366	\$83,264 - \$90,137	
Police Detective	FT	1	\$78,126 - \$89,727	\$78,126 - \$91,519	\$78,125 - \$93,355	Upon retirement, a new detective would be assigned from one of the police officers. See Union Contract
<b><u>Section 5. OPERATIONS AND MAINTENANCE</u></b>						
Operation & Maintenance Director	FT	1	\$88,092 - \$99,075	\$90,735 - \$102,182	\$90,735 - \$102,182	
Streets Section Lead / Parks Section Lead	FT	3	\$49,358 - \$55,412	\$53,800 - \$60,588	\$53,800 - \$60,588	
Park/Streets/Facilities Maintenance	FT	12	\$33,342 - \$37,420	\$36,343 - \$40,928	\$36,343 - \$40,928	Added additional FTE
Equipment Maint Tech	FT	1	\$46,925 - \$52,728	\$48,333 - \$54,430	\$48,333 - \$54,431	
Park/Golf Maintenance Seasonal	PT	NA	\$12.00 - \$13.50	\$13.50 - \$15.21	\$13.69 - \$15.41	
Park/Streets/Facilities Maintenance	PT	NA	\$16.03 - \$17.99	\$17.47 - \$19.68	\$17.47 - \$19.68	
<b><u>Section 6. PLANNING, ENGINEERING &amp; BUILDING SERVICES</u></b>						
Building Inspector	FT	1	\$56,201 - \$63,149	\$57,887 - \$65,190	\$57,887 - \$65,190	
Chief Building Inspector	FT	1	\$61,089 - \$68,682	\$62,922 - \$70,860	\$62,922 - \$70,860	
Temp Building/Construction Inspector	PT	1	NA	\$27.83 - \$31.34	\$27.83 - \$31.34	
Director of Planning & Engineering	FT	1	\$95,040 - \$106,900	\$97,891 - \$110,241	\$97,891 - \$110,241	
City Engineer	FT	1	\$79,040 - \$88,881	\$81,411 - \$91,682	\$81,411 - \$91,682	
Permit Technician	FT	1	\$43,222 - \$48,672	\$44,518 - \$50,135	\$44,519 - \$50,135	
Engineering Technician	FT	1	NA	NA	\$52,327 - \$58,928	
<b><u>Section 7. LIBRARY</u></b>						
Director of Library Services	FT	1	\$67,550 - \$75,942	\$69,677 - \$78,354	\$69,677 - \$78,354	
Librarian	FT	1	\$42,910 - \$48,194	\$46,772 - \$52,672	\$46,772 - \$52,673	
Librarian	PT	1	\$20.63 - \$23.17	\$22.49 - \$25.32	\$22.49 - \$25.32	
Library Clerk	PT	1	\$12.44 - \$14.00	\$13.50 - \$15.21	\$13.69 - \$15.41	
Library Technician I	PT	3	\$14.27 - \$16.01	\$15.55 - \$17.52	\$15.55 - \$17.52	
Library Associate	FT	1	\$36,400 - \$40,872	\$38,584 - \$43,452	\$38,584 - \$43,452	
Library Associate	PT	1	\$17.50 - \$19.65	\$18.55 - \$20.89	\$18.55 - \$20.89	
<b><u>Section 8. TRAILHEAD GOLF COURSE</u></b>						
Golf Professional	FT	1	\$54,334 - \$61,058	\$54,334 - \$61,058	\$54,334 - \$61,058	
Golf - PGA	PT	1	NA	\$17.47 - \$19.68	\$17.47 - \$19.68	
Pro Shop	PT	7	\$12.00 - \$13.50	\$13.50 - \$15.21	\$13.69 - \$15.41	

**NOTES:**

No overall salary adjustments proposed for 2021. May consider adjustments in the Spring of 2021 upon review of overall financial condition of the City.

Employees are eligible for a 2% step increase upon a satisfactory performance review.

Employees at top step would receive an extra floating holiday for 2021 - total of 5 days

Minimum wage increase from \$13.50 to \$13.69 for 2021.

**Police Department  
General Fund 001**

<b>Account Description</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Adopted</b>	<b>2021 Proposed</b>	<b>% Change</b>
Salaries & Wages	\$ 1,073,845	\$ 1,072,290	\$ 1,296,231	\$ 1,462,090	13%
Benefits	380,278	390,257	466,471	533,486	14%
Supplies	48,607	49,086	72,500	72,500	0%
Services & Charges	143,878	130,919	172,250	172,250	0%
Court Services	156,095	172,363	150,000	180,000	20%
Sheriff (EMS Agreement)	186,934	239,163	204,196	204,196	0%
Spokane County - Jail	49,760	108,409	100,000	140,000	40%
Capital Outlay	82,586	132,792	182,500	142,500	-22%
<b>Police Department Total</b>	<b>\$ 2,121,982</b>	<b>\$ 2,295,278</b>	<b>\$ 2,644,148</b>	<b>\$ 2,907,022</b>	<b>10%</b>

Police services includes Chief of Police, City Patrol Officers, Police Clerk, 3 Reserve Officers, SCOPE, Court Services, Jail Services, and other County law enforcement services.

**Notes**

**Salaries & Wages**

2021 Budget includes an additional police position with classification to be determined by the new Police Chief

**Capital Outlay**

Includes one new police vehicle, new TASER 7 platform, Computer Updates both desktop and MDC, and body cameras.

**Prop Budget Amd**

In March 2021, Chief of Police proposed hiring additional officer. Staff identified savings from supplies and services to ensure that this position is budget neutral

<b>Position Summary</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>% Change</b>
<i>Full Time</i>					
Chief of Police	1	1	1	1	
Police Records Clerk	1	1	1	1	
<b>Police Officer</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	
Police Sergeant	2	2	2	3	
Police Detective	1	1	1	1	
<b>Total FTE Positions</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>17</b>	<b>13%</b>
<i>Part Time</i>					
Office Assistant	0	0	0.75	0.75	<b>0%</b>