

**ORDINANCE NO. 291
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, ADOPTING A BUDGET FOR THE PERIOD JANUARY 1, 2023 THROUGH DECEMBER 31, 2023, APPROPRIATING FUNDS AND ESTABLISHING SALARY SCHEDULES FOR ESTABLISHED POSITIONS.

WHEREAS, state law requires the Mayor to prepare a preliminary budget for the City of Liberty Lake at least sixty (60) days before the beginning of the City's fiscal year beginning January 1, 2023 and ending December 31, 2023.

WHEREAS, the Mayor, in consultation with City Staff, has prepared and placed on file with the City Clerk a preliminary budget together with an estimate of the amount of money necessary to meet the expenses of the City, including payment of outstanding obligations;

WHEREAS, notice was posted and published on October 7, 2022 and October 14, 2022 that the City Council of the City of Liberty Lake would meet and receive public comment in the City Council chambers prior to the adoption of the budget;

WHEREAS, the attached 2023 Budget of the City of Liberty Lake reflects the provision of municipal services and programs that will enhance the public health, safety and welfare of the citizens; and

WHEREAS, the City Council has determined that the best interest of the City is serviced by adopting the budget set forth herein:

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

Section 1. Adoption of the Budget. The budget for the City of Liberty Lake for the year 2023 is hereby adopted at the fund level and as the balanced budget for the City with appropriations limited to the total estimated revenues and ending fund balance of the City. The final budget for \$30,298,931 attached hereto by this reference is incorporated herein pursuant to RCW 35A.33.075.

Estimated resources for each separate fund of the City of Liberty Lake, and aggregate expenditures for all such funds for the year 2023 are set forth in a summary form in Exhibit A.

Section 2. Positions, Salary Schedules and Adjustments. The various positions and salary ranges for City employees are adopted in the form and amounts attached to this Ordinance as Exhibit B. To further the efficient operation of the City, the Mayor is authorized to make transfers between individual appropriations within any one fund for the 2023 budget. The Mayor may make salary adjustments as deemed appropriate in the exercise of reasonable discretion.

Section 3. Transmittal. A complete copy of the budget, as adopted, together with a copy of this Ordinance, shall be transmitted by the City Clerk to the State Auditor and to the Association of Washington Cities as per RCW 35A.33.075.

Section 4. 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 5. Effective Date. This Ordinance shall be in full force and effect five (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 6th day of December, 2022.

Cristella Kaminskas
Mayor, Cristella Kaminskas

ATTEST:

Kelsey Hardy
City Clerk, Kelsey Hardy

APPROVED AS TO FORM:

SPB
City Attorney, Sean P. Boutz

Date of Publication: 12/16/2022

Effective Date: 12/21/2022

**City of Liberty Lake
2023 Budget Summary By Fund**

FUND	Est. Beginning Fund Balance	Revenues	Expenditures	Est. Ending Fund Balance
General Fund 001	\$ 5,843,713	\$ 13,925,023	\$ 14,119,645	\$ 5,649,091
American Rescue Plan Act Fund	979,040	-	979,040	-
Street Fund (Fund 110)	526,526	1,128,639	1,394,274	260,891
Parks & Arts Fund	32,514	37,486	70,000	-
Tourism Promotion Fund	108,700	75,999	80,000	104,699
Tourism Promotion Capital Fund	289,361	46,707	-	336,068
Tourism Promotion Area (TPA)	23,489	110,178	133,667	-
Restricted Reserve	1,611,678	8,172	-	1,619,850
REET 1 Capital Projects Fund	290,337	1,943,513	1,156,635	1,077,215
REET 2 Capital Projects Fund	1,372,082	1,591,620	2,000,000	963,702
Street Capital Projects Fund	575,849	202,338	315,250	462,937
Henry Rd Project Fund	-	-	-	-
Harvard Road Mitigation Fund	613,976	322,826	615,745	321,057
Library Capital Fund	114,311	147,483	180,794	81,000
Municipal Facilities Fund Master Plan	276,019	1,720	-	277,739
Police Capital Fund	96,697	655	60,000	37,352
Community Messaging Fund	92,225	575	-	92,800
Underground Utility Fund	50,416	25,624	50,000	26,040
Building Contingency Fund	107,882	17,118	125,000	-
Trailhead Improvements Project Fund	4,000,000	2,600,248	6,600,248	-
Stormwater Utility Fund	173,793	184,805	321,384	37,214
Aquifer Protection Fund	342,668	145,645	389,900	98,413
Golf Operations Fund	549,117	920,254	1,437,149	32,222
Unemployment Fund	-	15,000	15,000	-
Health Reimbursement (Bridge) Fund	124,036	50,964	175,000	-
Custodial Fund	-	80,200	80,200	-
	<u>\$ 18,194,429</u>	<u>\$ 23,582,792</u>	<u>\$ 30,298,931</u>	<u>\$ 11,478,290</u>
Total Revenues & Expenditures		<u>\$ 41,777,221</u>		<u>\$ 41,777,221</u>

**CITY OF LIBERTY LAKE
PROPOSED SALARY SCHEDULE FOR 2023**

JOB TITLE	Full Time (FT) Part Time (PT)	# of Employees	2021 ADOPTED	2022 ADOPTED	2023 PROPOSED	Notes:
<u>Section 2. EXECUTIVE</u>						
City Administrator	FT	1	\$126,033 - \$141,934	\$126,033 - \$141,934	\$134,225 - \$151,159	
Office Assistant	FT	1	\$40,947 - \$46,114	\$41,766 - \$47,507	\$44,928 - \$50,606	
Communication Specialist	FT	1	NA	\$58,195 - \$65,541	\$61,981 - \$69,826	
<u>Section 3. ADMINISTRATIVE SERVICES</u>						
Finance Director	FT	1	\$92,549 - \$104,226	\$95,326 - \$107,352	\$101,522 - \$114,330	
Human Resource Manager	FT	1	\$76,500 - \$86,151	\$78,795 - \$88,736	\$83,917 - \$94,504	
City Treasurer	FT	1	\$58,195 - \$65,535	\$59,946 - \$70,886	\$67,059 - \$75,504	
City Clerk	FT	1	\$58,195 - \$65,535	\$59,946 - \$67,517	\$63,835 - \$71,885	
Accounting Technician	FT	1	\$48,967 - \$55,144	\$50,440 - \$56,784	\$53,726 - \$60,528	
IT Technician	FT	1	\$56,498 - \$63,626	\$58,178 - \$65,520	\$61,963 - \$69,805	
<u>Section 4. PUBLIC SAFETY</u>						
Chief of Police	FT	1	115000 - \$129,509	\$118,450 - \$133,394	\$122,475 - \$137,927	
Evidence Custodian	FT	1	NA	NA	\$53,102 - \$59,779	NEW
Police Records Clerk	FT	1	\$46,502 - \$52,369	\$47,902 - \$53,955	\$51,002 - \$57,450	
Office Assistant	PT	0	\$19.69 - \$22.17	\$19.69 - \$22.17	NA	Remove 2023
Police Officer	FT	10	\$55,858 - \$79,299	\$56,975 - \$80,885	\$56,975 - \$80,885	Add 2 FT
Police Sergeant	FT	3	\$83,264 - \$90,137	\$84,829 - \$91,930	\$84,829 - \$91,930	
Police Detective	FT	1	\$78,125 - \$93,355	\$78,125 - \$93,355	\$78,125 - \$93,355	
Lieutenant	FT	1	NA	NA	\$93,355 - \$101,088	
Master Police Officer (MPO)	FT	6	NA	NA	\$58,271 - \$82,181	Per union agreement, MPO receives \$0.60/hr.
<u>Section 5. OPERATIONS AND MAINTENANCE</u>						
Operation & Maintenance Director	FT	1	\$92,549 - \$104,226	\$95,326 - \$107,352	\$101,522 - \$114,330	
Parks/Streets/Facilities Section Lead	FT	4	\$54,886 - \$61,818	\$56,534 - \$63,669	\$60,216 - \$67,808	
Parks/Streets/Facilities Section Lead w/CDL	FT	2	NA	\$57,574 - \$64,709	\$61,256 - \$68,848	
Park/Streets/Facilities Maintenance	FT	16	\$37,064 - \$41,746	\$38,168 - \$42,994	\$40,643 - \$45,760	Add 2 FT
Parks/Streets/Facilities Maintenance w/CDL	FT	3	NA	\$39,208 - \$44,034	\$41,683 - \$46,800	
Equipment Maint Tech	FT	1	\$49,306 - \$55,527	\$50,773 - \$57,200	\$54,080 - \$60,882	
Park/Golf Maintenance Seasonal	PT	10	\$13.69 - \$15.41	\$14.49 - \$16.32	\$15.74 - \$17.72	
Park/Streets/Facilities Maintenance	PT	1	\$17.82 - \$20.07	\$18.35 - \$20.67	\$19.54 - \$22.00	
Operation & Maintenance Office Assistant	FT	0	NA	NA	NA	Remove 2023
<u>Section 6. PLANNING, ENGINEERING & BUILDING SERVICES</u>						
Building Inspector	FT	1	\$59,044 - \$66,477	\$60,819 - \$68,494	\$64,771 - \$72,946	
Chief Building Inspector	FT	1	\$64,180 - \$72,277	\$66,123 - \$74,464	\$70,249 - \$79,310	
Director of Planning & Engineering	FT	1	\$99,849 - \$112,446	\$102,844 - \$115,820	\$109,529 - \$123,348	
City Engineer	FT	1	\$83,039 - \$93,516	\$85,531 - \$96,321	\$91,090 - \$102,582	
Permit Technician	FT	0	\$45,409 - \$51,106	\$45,409 - \$51,106	NA	Remove 2023
Contract Professional Temp	FT	1	NA	NA	\$30.00 - \$50.00	Temporary Contract work. Wage TBD by work performed. No Bens
Engineering Technician	FT	0	\$54,374 - \$60,107	\$54,974 - \$61,901	NA	
Project Manager	FT	1	\$64,179 - \$72,259	\$66,123 - \$74,646	\$70,429 - \$79,310	
PEBS Technician	FT	2	NA	\$54,974 - \$61,901	\$58,552 - \$65,937	
Senior Planner	FT	1	NA	\$75,827 - \$85,393	\$80,756 - \$90,944	
<u>Section 7. LIBRARY</u>						
Director of Library Services	FT	1	\$71,071 - \$79,921	\$73,203 - \$82,438	\$77,961 - \$87,797	
Librarian	FT	1	\$47,715 - \$53,713	\$49,150 - \$55,266	\$52,354 - \$58,926	
Librarian	PT	1	NA	NA	\$25.17 - \$28.33	NEW: Fall/Winter support
Library Clerk	PT	2	\$13.69 - \$15.41	\$14.49 - \$16.32	\$15.74 - \$17.72	
Library Technician I	PT	3	\$15.86 - \$17.87	\$16.34 - \$18.41	\$36,192 - \$40,768	
Library Associate	FT	1	\$39,356 - \$44,321	\$40,539 - \$45,656	\$43,180 - \$48,630	
Library Associate Lead	FT	1	NA	\$41,059 - \$46,176	\$43,701 - \$49,150	Includes premium pay of \$0.25/hr.
<u>Section 8. TRAILHEAD GOLF COURSE</u>						
Golf Professional	FT	1	\$55,421 - \$62,413	\$57,083 - \$64,285	\$60,794 - \$68,464	
Assistant Pro	FT	1	NA	NA	\$42,578 - \$47,944	NEW
Golf - PGA	FT	2	\$17.82 - \$20.07	\$38,168 - \$42,994	\$40,643 - \$45,760	
Pro Shop	PT	4	\$13.69 - \$15.41	\$14.49 - \$16.32	\$15.74 - \$17.72	

NOTES:

COLA is proposed at 6.5% for 2023 for all Full Time Employees except employees under Union Contract.

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

Minimum wage increase from \$14.49 to \$15.74 for 2023.

Wages unsettled for Public Safety - Salary Schedule will be updated in 2023 upon execution of new labor agreement

Employee Count

FT	77
PT	21