

**ORDINANCE NO. 300
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, ADOPTING A BUDGET FOR THE PERIOD JANUARY 1, 2024 THROUGH DECEMBER 31, 2024, 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, 2024 and ending December 31, 2024.

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 September 15, 2023, September 29, 2023, November 3, 2023 and November 10, 2023 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 2024 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 2024 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 \$24,230,815 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 2024 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 2024 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 5th day of December, 2023.

Cristella Kaminskas
Mayor, Cristella Kaminskas

ATTEST:

Kelsey Hardy
City Clerk, Kelsey Hardy

APPROVED AS TO FORM:

[Signature]
City Attorney, Sean P. Boutz

Date of Publication: 12/15/2023

Effective Date: 12/20/2023

**City of Liberty Lake
2024 Budget Summary By Fund**

| FUND | Est. Beginning Fund Balance | Revenues | Expenditures | Est. Ending Fund Balance |
|--|--|-----------------------------|-----------------------------|-------------------------------------|
| General Fund 001 | \$ 7,780,715 | \$ 11,978,423 | \$ 14,196,926 | \$ 5,562,212 |
| American Rescue Plan Act Fund | - | - | - | - |
| Street Fund (Fund 110) | 462,265 | 1,254,688 | 1,611,620 | 105,333 |
| Parks & Arts Fund | 23,396 | 55,604 | 79,000 | - |
| Tourism Promotion Fund | 195,000 | 79,000 | 250,000 | 24,000 |
| Tourism Promotion Capital Fund | 369,822 | 51,000 | - | 420,822 |
| Tourism Promotion Area (TPA) | 10,646 | 130,500 | 141,146 | - |
| Restricted Reserve | 1,685,606 | 30,500 | - | 1,716,106 |
| REET 1 Capital Projects Fund | 2,100,000 | 816,500 | 1,281,992 | 1,634,508 |
| REET 2 Capital Projects Fund | 1,957,775 | 1,058,680 | 1,690,680 | 1,325,775 |
| Street Capital Projects Fund | 603,138 | 210,000 | 563,683 | 249,455 |
| Henry Rd Project Fund | 11,758 | - | 11,758 | - |
| Harvard Road Mitigation Fund | 262,567 | 286,500 | 316,000 | 233,067 |
| Library Capital Fund | 220,741 | 84,100 | 180,794 | 124,047 |
| Municipal Facilities Fund Master Plan | 290,768 | 5,500 | 296,268 | - |
| Police Capital Fund | 144,516 | 2,500 | 75,000 | 72,016 |
| Community Messaging Fund | 96,671 | 2,000 | - | 98,671 |
| Underground Utility Fund | 75,915 | 26,500 | - | 102,415 |
| Building Contingency Fund | 122,900 | 2,100 | 125,000 | - |
| Trailhead Improvements Project Fund | 784,230 | 633,000 | 1,307,388 | 109,842 |
| Stormwater Utility Fund | 127,571 | 156,680 | 150,909 | 133,342 |
| Aquifer Protection Fund | 392,252 | 130,680 | 237,450 | 285,482 |
| Golf Operations Fund | 459,895 | 1,041,600 | 1,444,201 | 57,294 |
| Unemployment Fund | - | 15,000 | 15,000 | - |
| Health Reimbursement (Bridge) Fund | 149,074 | 25,926 | 175,000 | - |
| Custodial Fund | - | 81,000 | 81,000 | - |
| | <u>\$ 18,327,221</u> | <u>\$ 18,157,981</u> | <u>\$ 24,230,815</u> | <u>\$ 12,254,387</u> |
| Total Revenues & Expenditures | | <u>\$ 36,485,202</u> | | <u>\$ 36,485,202</u> |

**CITY OF LIBERTY LAKE
PROPOSED SALARY SCHEDULE FOR 2024**

| JOB TITLE | Full Time (FT) Part Time (PT) | # of Employees | 2022 ADOPTED | 2023 ADOPTED | 2024 PROPOSED | Notes: |
|--|-------------------------------|----------------|-----------------------|-----------------------|-----------------------|------------------------------------|
| <u>Section 2. EXECUTIVE</u> | | | | | | |
| City Administrator | FT | 1 | \$126,033 - \$141,934 | \$134,225 - \$151,159 | \$156,450 - \$176,188 | |
| Office Assistant | FT | 1 | \$41,766 - \$47,507 | \$44,928 - \$50,606 | \$52,374 - \$58,947 | |
| Communication Specialist | FT | 1 | \$58,195 - \$65,541 | \$61,981 - \$69,826 | \$64,147 - \$72,238 | |
| <u>Section 3. ADMINISTRATIVE SERVICES</u> | | | | | | |
| Finance Director | FT | 1 | \$95,326 - \$107,352 | \$101,522 - \$114,330 | \$105,075 - \$118,332 | |
| Human Resource Manager | FT | 1 | \$78,795 - \$88,736 | \$83,917 - \$94,504 | \$86,854 - \$97,811 | |
| City Treasurer | FT | 1 | \$59,946 - \$70,886 | \$67,059 - \$75,504 | \$78,146 - \$88,005 | |
| City Clerk | FT | 1 | \$59,946 - \$67,517 | \$63,835 - \$71,885 | \$66,061 - \$74,402 | |
| Accounting Technician | FT | 1 | \$50,440 - \$56,784 | \$53,726 - \$60,528 | \$62,650 - \$70,554 | |
| Procurement Specialist | FT | 1 | NA | NA | \$64,132-72,218 | NEW |
| <u>Section 4. PUBLIC SAFETY</u> | | | | | | |
| Chief of Police | FT | 1 | \$118,450 - \$133,394 | \$139,245-\$150,723 | \$144,119 - \$155,999 | |
| Evidence Custodian/Records Clerk | FT | 2 | NA | \$53,102 - \$59,779 | \$54,891 - \$61,818 | |
| Police Officer | FT | 13 | \$56,975 - \$80,885 | \$64,800 - \$97,070 | \$67,068 - \$100,375 | Add 2 FT |
| Police Sergeant | FT | 4 | \$84,829 - \$91,930 | \$105,840 - \$119,275 | \$109,555 - \$123,358 | |
| Police Detective/Corporal/Investigator | FT | 4 | \$78,125 - \$93,355 | \$94,478 - \$106,747 | \$97,783 - \$110,398 | |
| Deputy Chief of Police | FT | 1 | NA | \$122,515-\$132,614 | \$126,814 - \$137,268 | |
| Field Training Officer | FT | 9 | NA | \$75 | \$75 | |
| Civil Service Secretary/Chief Examiner | PT | 1 | NA | NA | \$4,800 | NEW |
| <u>Section 5. OPERATIONS, MAINTENANCE AND PUBLIC WORKS</u> | | | | | | |
| Operation & Maintenance Director | FT | 1 | \$95,326 - \$107,352 | \$101,522 - \$114,330 | \$105,075 - \$118,332 | |
| Parks Superintendent | FT | 1 | NA | NA | \$81,370 - \$91,624 | NEW |
| Recreation Coordinator | FT | 1 | NA | NA | \$69,800 - \$78,603 | NEW |
| Parks/Streets/Facilities Section Lead | FT | 5 | \$56,534 - \$63,669 | \$60,216 - \$67,808 | \$62,317 - \$70,179 | Inc: NEW Fleet Manager |
| Parks/Streets/Facilities Section Lead w/CDL | FT | 2 | \$57,574 - \$64,709 | \$61,256 - \$68,848 | \$63,357 - \$71,219 | |
| Park/Streets/Facilities Maintenance | FT | 14 | \$38,168 - \$42,994 | \$40,643 - \$45,760 | \$42,058 - \$47,362 | |
| Parks/Streets/Facilities Maintenance w/CDL | FT | 5 | \$39,208 - \$44,034 | \$41,683 - \$46,800 | \$43,098 - \$48,402 | |
| Equipment Maint Tech | FT | 1 | \$50,773 - \$57,200 | \$54,080 - \$60,882 | \$55,973 - \$63,024 | |
| Park/Golf Maintenance Seasonal | PT | 6 | \$14.49 - \$16.32 | \$15.74 - \$17.72 | \$16.28 - \$18.34 | |
| Park/Streets/Facilities Maintenance | PT | 0 | \$18.35 - \$20.67 | \$19.54 - \$22.00 | \$20.22 - \$22.77 | |
| Public Works Director | FT | 1 | NA | NA | \$113,363 - \$127,665 | NEW |
| Project Manager | FT | 1 | \$66,123 - \$74,646 | \$70,429 - \$79,310 | \$82,077 - \$92,435 | Moved from PEBS dept. |
| <u>Section 6. PLANNING, ENGINEERING & BUILDING SERVICES</u> | | | | | | |
| Building Inspector | FT | 2 | \$60,819 - \$68,494 | \$64,771 - \$72,946 | \$67,038 - \$75,483 | Add 1 FT |
| Chief Building Inspector | FT | 1 | \$66,123 - \$74,464 | \$70,429 - \$79,310 | \$72,904 - \$82,098 | |
| Director of Planning & Engineering | FT | 1 | \$102,844 - \$115,820 | \$109,529 - \$123,348 | \$113,363 - \$127,665 | |
| City Engineer | FT | 1 | \$85,531 - \$96,321 | \$91,090 - \$102,582 | \$106,173 - \$119,568 | |
| Engineering Technician | FT | 0 | \$54,974 - \$61,901 | NA | NA | |
| PEBS Technician | FT | 2 | \$54,974 - \$61,901 | \$58,552 - \$65,937 | \$60,611 - \$68,245 | |
| Senior Planner | FT | 1 | \$75,827 - \$85,393 | \$80,756 - \$90,944 | \$83,582 - \$94,127 | |
| Administrative Assistant | FT | 1 | NA | NA | \$46,509 - \$52,374 | NEW |
| Code Enforcement Officer | FT | 1 | NA | NA | \$60,611 - \$68,245 | NEW |
| Associate Planner | FT | 1 | NA | NA | \$71,500 - \$80,521 | NEW |
| <u>Section 7. LIBRARY</u> | | | | | | |
| Director of Library Services | FT | 1 | \$73,203 - \$82,438 | \$77,961 - \$87,797 | \$80,689 - \$90,869 | |
| Librarian | FT | 1 | \$49,150 - \$55,266 | \$52,354 - \$58,926 | \$54,184 - \$61,006 | |
| Librarian | PT | 1 | NA | \$25.17 - \$28.33 | \$26.05 - \$29.33 | Inc: Fall/Winter support |
| Library Clerk | PT | 2 | \$14.49 - \$16.32 | \$15.74 - \$17.72 | \$16.28 - \$18.34 | |
| Library Technician I | PT | 3 | \$16.34 - \$18.41 | \$36,192 - \$40,768 | \$37,461 - \$42,182 | |
| Library Associate | FT | 1 | \$40,539 - \$45,656 | \$43,180 - \$48,630 | \$44,699 - \$50,357 | |
| Library Associate Lead | FT | 1 | \$41,059 - \$46,176 | \$43,701 - \$49,150 | \$45,219 - \$50,877 | Includes premium pay of \$0.25/hr. |
| <u>Section 8. TRAILHEAD GOLF COURSE</u> | | | | | | |
| Golf Professional | FT | 1 | \$57,083 - \$64,285 | \$60,794 - \$68,464 | \$62,921 - \$70,860 | |
| Assistant Pro | FT | 1 | NA | \$42,578 - \$47,944 | \$44,075 - \$49,629 | |
| Golf - PGA | FT | 3 | \$38,168 - \$42,994 | \$40,643 - \$45,760 | \$42,058 - \$47,362 | Add 1 FT |
| Pro Shop | PT | 1 | \$14.49 - \$16.32 | \$15.74 - \$17.72 | \$16.28 - \$18.34 | |
| Pro Shop Seasonal | PT | 2 | \$14.49 - \$16.32 | \$15.74 - \$17.72 | \$16.28 - \$18.34 | |

NOTES:

COLA is proposed at 3.5% for 2024 for all Full Time Employees.

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

Minimum wage increase from \$15.74 to \$16.28 for 2024.

Employee Count

| | |
|----|----|
| FT | 86 |
| PT | 16 |