

**ORDINANCE NO. 308
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, ADOPTING A BUDGET FOR THE PERIOD JANUARY 1, 2025 THROUGH DECEMBER 31, 2025, 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, 2025, and ending December 31, 2025.

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 that on September 17, 2024, October 1, 2024 and November 12, 2024, 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 2025 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 2025 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 \$35,105,989 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 2025 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 2025 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 17th day of December, 2024.

Cris Kaminskas
Mayor, Cris Kaminskas

ATTEST:

Kelsey Hardy
City Clerk, Kelsey Hardy

APPROVED AS TO FORM:

Sean P. Boutz
City Attorney, Sean P. Boutz

Date of Publication: 12/27/2024

Effective Date: 1/1/2025

City of Liberty Lake
2025 Budget Summary By Fund

| FUND | Est. Beginning Fund Balance | Revenues | Expenditures | Est. Ending Fund Balance |
|---------------------------------------|-----------------------------------|----------------------|----------------------|-----------------------------|
| General Fund 001 | \$ 8,289,400 | \$ 12,943,505 | \$ 17,340,774 | \$ 3,892,131 |
| Street Fund (Fund 110) | 920,000 | 1,104,750 | 1,724,530 | \$ 300,220 |
| Parks & Arts Fund | 18,535 | 157,100 | 162,500 | \$ 13,135 |
| Tourism Promotion Fund | 315,000 | 94,000 | 250,000 | \$ 159,000 |
| Tourism Promotion Capital Fund | 470,000 | 75,000 | 545,000 | \$ - |
| Tourism Promotion Area (TPA) | - | 130,250 | 130,250 | \$ - |
| Restricted Reserve | 1,799,750 | 63,000 | - | \$ 1,862,750 |
| REET 1 Capital Projects Fund | 2,325,000 | 945,000 | 2,961,185 | \$ 308,815 |
| REET 2 Capital Projects Fund | 1,375,000 | 1,709,550 | 2,425,700 | \$ 658,850 |
| Street Capital Projects Fund | 720,600 | 525,000 | 825,500 | \$ 420,100 |
| Henry Rd Project Fund | - | - | - | \$ - |
| Harvard Road Mitigation Fund | 770,000 | 325,000 | 116,000 | \$ 979,000 |
| Library Capital Fund | 315,000 | 3,678,228 | 3,993,228 | \$ - |
| Municipal Facilities Fund Master Plan | 309,515 | 10,000 | 319,515 | \$ - |
| Police Capital Fund | 74,000 | 3,200 | 50,000 | \$ 27,200 |
| Community Messaging Fund | 105,000 | 4,500 | 109,500 | \$ - |
| Underground Utility Fund | 95,000 | 28,200 | - | \$ 123,200 |
| Building Contingency Fund | 130,000 | 4,000 | 134,000 | \$ - |
| Trailhead Improvements Project Fund | 300,000 | 1,305,000 | 1,605,000 | \$ - |
| Stormwater Utility Fund | 72,400 | 123,000 | 179,506 | \$ 15,894 |
| Aquifer Protection Fund | 235,000 | 66,500 | 301,500 | \$ - |
| Golf Operations Fund | 585,400 | 1,192,300 | 1,661,301 | \$ 116,399 |
| Unemployment Fund | - | 15,000 | 15,000 | \$ - |
| Health Reimbursement (Bridge) Fund | 120,000 | 55,000 | 175,000 | \$ - |
| Custodial Fund | - | 81,000 | 81,000 | \$ - |
| | \$ 19,344,600 | \$ 24,638,083 | \$ 35,105,989 | \$ 8,876,694 |

Total Revenues & Expenditures **\$ 43,982,683** **\$ 43,982,683**

| JOB TITLE | Full Time (FT) Part Time (PT) | # of Employees | 2023 ADOPTED | 2024 ADOPTED | 2025 PROPOSED | Notes: |
|---|-------------------------------|----------------|-----------------------|-----------------------|-----------------------|------------------------------------|
| Section 2. EXECUTIVE | | | | | | |
| City Administrator | FT | 1 | \$134,225 - \$151,159 | \$156,450 - \$176,188 | \$161,769 - \$193,330 | |
| Executive Assistant | FT | 1 | \$44,928 - \$50,606 | \$52,374 - \$58,947 | \$54,163 - \$64,709 | |
| Communication Specialist | FT | 1 | \$61,981 - \$69,826 | \$64,147 - \$72,238 | \$66,331 - \$79,269 | |
| Section 3. ADMINISTRATIVE SERVICES | | | | | | |
| Finance Director | FT | 1 | \$101,522 - \$114,330 | \$105,075 - \$118,332 | \$112,227 - \$134,122 | |
| Human Resource Manager | FT | 1 | \$83,917 - \$94,504 | \$86,854 - \$97,811 | \$92,065 - \$110,027 | |
| City Treasurer | FT | 1 | \$67,059 - \$75,504 | \$78,146 - \$88,005 | \$80,870 - \$96,658 | |
| City Clerk | FT | 1 | \$63,835 - \$71,885 | \$66,061 - \$74,402 | \$68,870 - \$96,658 | |
| Accounting Technician | FT | 1 | \$53,726 - \$60,528 | \$62,650 - \$70,554 | \$64,833 - \$77,480 | |
| Procurement Specialist | FT | 1 | NA | \$64,132-72,218 | \$66,312 - \$79,248 | |
| Section 4. PUBLIC SAFETY | | | | | | |
| Chief of Police | FT | 1 | \$139,245-\$150,723 | \$144,119 - \$155,999 | \$149,090 - \$161,381 | |
| Evidence Custodian | FT | 2 | \$53,102 - \$59,779 | \$54,891 - \$61,818 | \$64,833 - \$77,480 | |
| Investigative Analyst | FT | 1 | NA | NA | \$68,095 - \$81,380 | NEW |
| Police Officer | FT | 16 | \$64,800 - \$97,070 | \$67,068 - \$100,375 | \$69,348 - \$103,789 | Add 2 FT |
| Lieutenant | FT | 1 | NA | NA | \$127,462 - \$131,133 | Org. restructure |
| Police Sergeant | FT | 4 | \$105,840 - \$119,275 | \$109,555 - \$123,358 | \$113,292 - \$127,462 | |
| Police Detective/Corporal/Investigator | FT | 4 | \$94,478 - \$106,747 | \$97,783 - \$110,398 | \$101,109 - \$117,070 | |
| Deputy Chief of Police | FT | 1 | \$122,515-\$132,614 | \$126,814 - \$137,268 | \$131,133 - \$141,934 | |
| Field Training Officer | FT | 10 | \$75 | \$75 | \$75 | |
| Section 5. PARKS MAINTENANCE | | | | | | |
| Parks and Recreation Director | FT | 1 | \$101,522 - \$114,330 | \$105,075 - \$118,332 | \$112,227 - \$134,122 | |
| Parks Superintendent | FT | 1 | NA | \$81,370 - \$91,624 | \$84,136 - \$100,568 | |
| Recreation Coordinator | FT | 1 | NA | \$69,800 - \$78,603 | \$72,176 - \$86,258 | |
| Parks Section Supervisor | FT | 4 | \$60,216 - \$67,808 | \$62,317 - \$70,179 | \$68,556 - \$81,932 | Add 1 FT |
| Landscape Specialist | FT | 2 | NA | NA | \$68,556 - \$81,932 | NEW Add 2 FT |
| Parks Section Supervisor w/CDL | FT | 1 | \$61,256 - \$68,848 | \$63,357 - \$71,219 | \$69,596 - \$82,972 | |
| Parks Maintenance | FT | 8 | \$40,643 - \$45,760 | \$42,058 - \$47,362 | \$43,492 - \$51,980 | |
| Parks Maintenance w/CDL | FT | 0 | \$41,683 - \$46,800 | \$43,098 - \$48,402 | \$44,532 - \$53,020 | |
| Equipment Maint Tech | FT | 1 | \$54,080 - \$60,882 | \$55,973 - \$63,024 | \$57,865 - \$69,160 | |
| Park/Golf Maintenance Seasonal | PT | 4 | \$15.74 - \$17.72 | \$16.28 - \$18.34 | \$16.66 - \$19.91 | |
| Section 6. PUBLIC WORKS | | | | | | |
| Public Works Director | FT | 1 | \$101,522 - \$114,330 | \$105,075 - \$118,332 | \$117,217 - \$140,086 | |
| Project Manager | FT | 2 | NA | \$81,370 - \$91,624 | \$84,864 - \$101,442 | Add 1FT Q2 |
| Public Works Section Supervisor | FT | 2 | \$60,216 - \$67,808 | \$62,317 - \$70,179 | \$68,556 - \$81,932 | |
| Public Works Section Supervisor w/ CDL | FT | 1 | \$61,256 - \$68,848 | \$63,357 - \$71,219 | \$69,596 - \$82,972 | |
| Public Works Maintenance | FT | 3 | \$40,643 - \$45,760 | \$42,058 - \$47,362 | \$43,492 - \$51,980 | |
| Public Works Maintenance w/ CDL | FT | 6 | \$41,683 - \$46,800 | \$43,098 - \$48,402 | \$44,532 - \$53,020 | |
| Section 7. PLANNING, ENGINEERING & BUILDING SERVICES | | | | | | |
| Building Inspector | FT | 2 | \$64,771 - \$72,946 | \$67,038 - \$75,483 | \$69,326 - \$82,868 | |
| Chief Building Inspector | FT | 1 | \$70,429 - \$79,310 | \$72,904 - \$82,098 | \$86,570 - \$103,480 | |
| Director of Planning & Engineering | FT | 1 | \$109,529 - \$123,348 | \$113,363 - \$127,665 | \$120,164 - \$143,609 | |
| City Engineer | FT | 1 | \$91,090 - \$102,582 | \$106,173 - \$119,568 | \$109,782 - \$131,201 | |
| Engineering Technician | FT | 0 | NA | NA | NA | |
| PEBS Technician | FT | 2 | \$58,552 - \$65,937 | \$60,611 - \$68,245 | \$62,670 - \$74,901 | |
| Senior Planner | FT | 1 | \$80,756 - \$90,944 | \$83,582 - \$94,127 | \$86,424 - \$103,286 | |
| Administrative Assistant | FT | 1 | NA | \$46,509 - \$52,374 | \$54,163 - \$64,709 | |
| Code Enforcement Officer | FT | 1 | NA | \$60,611 - \$68,245 | \$62,670 - \$74,901 | |
| Associate Planner | FT | 1 | NA | \$71,500 - \$80,521 | \$73,931 - \$88,355 | |
| Section 8. LIBRARY | | | | | | |
| Director of Library Services | FT | 1 | \$77,961 - \$87,797 | \$80,689 - \$90,869 | \$83,433 - \$99,711 | |
| Librarian | PT | 1 | \$25.17 - \$28.33 | \$26.05 - \$29.33 | \$26.94 - \$32.19 | Inc: Fall/Winter support |
| Library Clerk | PT | 2 | \$15.74 - \$17.72 | \$16.28 - \$18.34 | \$16.66 - \$19.91 | |
| Library Technician I | PT | 3 | \$36,192 - \$40,768 | \$37,461 - \$42,182 | \$38,729 - \$46,301 | |
| Library Associate | FT | 1 | \$43,180 - \$48,630 | \$44,699 - \$50,357 | \$46,217 - \$55,204 | |
| Library Associate Lead | FT | 1 | \$43,701 - \$49,150 | \$45,219 - \$50,877 | \$46,737 - \$55,724 | Includes premium pay of \$0.25/hr. |
| Section 9. TRAILHEAD GOLF COURSE | | | | | | |
| Golf Professional | FT | 1 | \$60,794 - \$68,464 | \$62,921 - \$70,860 | \$65,061 - \$81,868 | |
| Assistant Pro | FT | 1 | \$42,578 - \$47,944 | \$44,075 - \$49,629 | \$45,572 - \$54,455 | |
| Golf - PGA | FT | 3 | \$40,643 - \$45,760 | \$42,058 - \$47,362 | \$43,492 - \$51,980 | |
| Pro Shop | PT | 2 | \$15.74 - \$17.72 | \$16.28 - \$18.34 | \$16.66 - \$19.91 | |
| Pro Shop Seasonal | PT | 2 | \$15.74 - \$17.72 | \$16.28 - \$18.34 | \$16.66 - \$19.91 | |

NOTES:

COLA is proposed at 3.4% for 2025 for all Full Time Employees.
 Employees are eligible for a 2% step increase upon a satisfactory performance review. 2025 salary ranges increased to 10 steps
 Minimum wage increase from \$16.28 to \$16.66 for 2025.

Employee Count:

| | |
|----|----|
| FT | 92 |
| PT | 14 |