

**ORDINANCE NO. 72
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, ADOPTING A
BUDGET FOR THE PERIOD JANUARY 1, 2002 THROUGH DECEMBER 31, 2002,
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 making appropriations of the total estimated revenues for each separate fund and the aggregate totals for all such funds combined;

WHEREAS, a preliminary budget has been presented by the Mayor to the City Council with the City Council holding public hearings in order to gather public testimony and comment;

WHEREAS, the attached 2002 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 served by adopting the budget set forth herein;

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

Section 1. Budget Adopted. A balanced budget for the period January 1, 2002 through December 31, 2002 is hereby adopted. A complete copy of the preliminary budget is attached to this ordinance as Exhibit "A" and is incorporated herein by this reference as if set forth in full.

Section 2. Funds Appropriated. Estimated revenues, including beginning fund balances for each separate fund, the appropriations and the aggregate total for all funds combined, for the period of January 1 through December 31, 2002 are set forth in summary form below and are the appropriations based upon the estimated revenues.

<u>Fund</u>	<u>Estimated Revenue</u>	<u>Appropriation</u>
General Fund	\$2,154,038	\$2,021,031
Street Fund	376,775	372,200
Tourism Promotion	31,500	25,000
Tax Anticipation Note Fund	175,250	175,250
Capital Project Fund	130,000	-0-
Special Capital Projects Fund	130,000	-0-
<u>Capital Projects – Street</u>	<u>17,000</u>	<u>-0-</u>
Total:	<u>\$3,014,563</u>	2,593,481

Section 3. 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 2002 budget. The Mayor may make salary adjustments as deemed appropriate in the exercise of reasonable discretion.

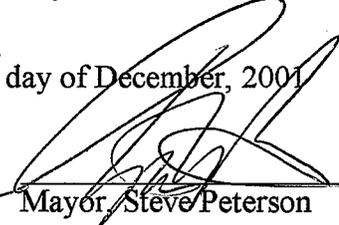
Section 4. Capital Projects – Street Fund. There is hereby established a fund to be known as the Capital Projects – Street Fund into which the City shall deposit monies from the Street Fund to be held and used for street capital projects including related improvements. Nothing contained herein shall prohibit the City Council from transferring or removing the funds held in the Capital Projects – Street Fund for other City Street purposes.

Section 5. 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 Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

Section 6. 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 7. 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 11th day of December, 2001



Mayor, Steve Peterson

ATTEST:



City Clerk, Arlene Fisher

APPROVED AS TO FORM:



City Attorney, Stanley M. Schwartz

Date of Publication: 12/20/01
Effective Date: 12/26/01

**EXHIBIT A
PROPOSED BUDGET - REVENUES
FOR FISCAL YEAR 2002**

Fund 001 General Fund	Percent of Total
<u>Beginning Fund Balance</u>	
308.00.0000 Beg Net Cash and Investments	78,716 3.65%
<u>Taxes</u>	
311.10.00.00 Property Tax - General (2.1% A.V.)	1,053,300 48.90%
313.10.00.00 Sales Tax (.84%)	500,000 23.21%
313.71.00.00 Sales Tax - Criminal Justice	48,000 2.23%
317.51.00.00 Gambling Tax - Pull Tabs	1,000 0.05%
317.53.00.00 Gambling Tax - Amusement	2,000 0.09%
317.54.00.00 Gambling Tax - Card Games	<u>12,000</u> <u>0.56%</u>
	1,616,300 75.04%
<u>Licenses & Permits</u>	
321.90.00.00 General Business Licenses	5,000 0.23%
321.91.00.00 Cable Franchise Fees	10,000 0.46%
322.10.00.00 Building Permits	226,000 10.49%
322.30.00.00 Animal Licenses	<u>900</u> <u>0.04%</u>
	241,900 11.23%
<u>Intergovernmental Revenues</u>	
334.04.20.00 Wash CD Planning Grant	13,100 0.61%
336.04.22.00 MVET Backfill	114,750 5.33%
336.06.21.00 Criminal Justice - Population	1,000 0.05%
336.06.22.00 Innovative Law Enforcement Strgy	7,125 0.33%
336.06.23.00 Child Abuse Response Program	10,152 0.47%
336.06.24.00 Domestic Violence Reduction	10,161 0.47%
336.06.51.00 DUI - Cities	800 0.04%
336.06.94.00 Liquor Board Excise Tax	8,934 0.41%
336.06.95.00 Liquor Board Profits	<u>22,400</u> <u>1.04%</u>
	188,422 8.75%
<u>Charges for Services</u>	
345.81.00.00 Zoning and Subdivision Fees	9,100 0.42%
345.83.00.00 Plan Checking	<u>3,000</u> <u>0.14%</u>
	12,100 0.56%
<u>Fines & Forfeits</u>	
353.10.00.00 Traffic Infraction Penalties	10,000 0.46%
<u>Miscellaneous Revenues</u>	
361.11.00.00 Investment Interest	2,600 39.39%
387.19.00.00 Residual Equity Transfer From TAN Fund	<u>4,000</u> <u>60.61%</u>
	6,600 100.00%
Total General Fund Revenue	<u>2,154,038</u> 100.00%
Fund 110 Street Fund	
308.00.00.00 Beg Net Cash and Investments	23,000 6.10%
311.20.00.00 County Road Tax	10,000 2.65%
336.00.87.00 Gas Tax - Streets	47,440 12.59%
336.00.88.00 Gas Tax - Arterial	22,169 5.88%
366.10.00.00 Interfund Interest	5,065 1.34%
381.10.00.00 Interfund Loan Repaid	250,000 66.35%
397.42.00.00 Operating Transfer frm G.F.	<u>19,100</u> <u>5.07%</u>
	<u>376,775</u> 100.00%
Fund 115 - Tourism Promotion Fund	
308.00.00.00 Beg Net Cash and Investments	1,500 4.76%
313.30.00.00 Hotel/Motel Tax (2%)	<u>30,000</u> <u>95.24%</u>
	<u>31,500</u> 100.00%
Fund 210 - Tax and Revenue Anticipation Note Redemption Fund, 2001	
308.00.00.00 Beg Net Cash and Investments	-
361.12.00.00 Arbitrage Interest - TAN	3,000 1.71%
397.19.00.00 Debt Service Transfer from G.F.	<u>172,250</u> <u>98.29%</u>
	<u>175,250</u> 101.74%
Fund 310 - Capital Projects Fund	
308.00.00.00 Beg Net Cash and Investments	30,000 23.08%
317.34.00.00 REET 1 - First Quarter Percent	<u>100,000</u> <u>76.92%</u>
	<u>130,000</u> 100.00%
Fund 311 - Special Capital Projects Fund	
308.00.00.00 Beg Net Cash and Investments	30,000 23.08%
317.35.00.00 Reet 2 - Second Quarter Percent	<u>100,000</u> <u>76.92%</u>
	<u>130,000</u> 100.00%
Fund 312 - Capital Projects - Street Maintenance	
308.00.00.00 Beg Net Cash and Investments	-
397.42.00.00 Operating Transfer from Street Fund	<u>17,000</u> <u>4.51%</u>
	<u>17,000</u> 13.08%
Total Revenues	<u>3,014,563</u>

**EXHIBIT A
PROPOSED BUDGET - EXPENDITURES
FOR FISCAL YEAR 2002**

Fund 001 - General Fund	<u>Estimate</u>	<u>Percent of Total</u>
<u>002 - Nondepartmental</u>		
531.70.51.00 SCAPA	5,250	
539.30.51.00 Animal Control	18,088	
566.10.51.00 Alcoholism Treatment	1,500	
581.20.79.00 Repay Street Fund Loan	250,000	
592.19.82.00 Interest on Interfund Loan	4,500	
597.19.00.00 Debt Service Transfer to Tan Redemption	172,250	
597.19.00.00 Operating Transfer to Capital Reserve	95,700	
597.42.00.00 Operating Transfer to Streets	<u>19,100</u>	
	566,388	28.02%
<u>011 - Legislative</u>		
511.10.10.00 City Council	21,000	
511.10.20.03 Medicare 1.45%	305	
511.10.31.00 Office Supplies	360	
511.10.42.01 Postage	1,200	
511.10.42.02 Newsletter (4 issues)	2,400	
511.10.46.00 Insurance	5,000	
511.10.43.00 Mileage/Travel	1,000	
511.10.43.01 Travel - AWC Conference	4,200	
511.20.41.00 Council Retreat	1,300	
511.30.44.00 Legal Notices	12,000	
511.30.49.00 AWC Dues	1,500	
511.40.41.00 AWC Registration	1,750	
511.70.51.00 Election Costs	<u>5,000</u>	
	57,015	2.82%
<u>012 - Municipal Court</u>		
598.12.51.00 Intergov't Services - District Crt	7,450	
598.12.51.01 Intergov't Services - Pub Defender	4,100	
598.12.51.02 Intergov't Services - Prosecutor	<u>2,000</u>	
	13,550	0.67%
<u>013 - Executive</u>		
513.10.10.01 Mayor	9,000	
513.10.10.02 City Administrator (R 56-1)	64,412	
513.10.20.03 Medicare 1.45%	1,064	
513.10.20.04 Labor & Industries	288	
513.10.20.01 Retirement 7.5%	4,831	
513.10.20.02 Social Security Substitution 5.25%	3,382	
513.10.20.05 Medical/Life/Deferred Comp	7,872	
513.10.31.00 Office Supplies	360	
513.10.42.01 Postage	300	
513.10.43.00 Mileage/Travel	1,500	
513.10.49.00 Dues, Prof Licenses	700	
513.23.49.01 Training/Registration Fees	<u>4,000</u>	
	97,709	4.83%

014 - Finance

514.23.10.00 City Clerk/Treasurer (R47-7)	59,692	
514.23.10.01 Deputy City Clerk/Treasurer (R33-3)	32,584	
514.23.20.03 Medicare 1.45%	1,338	
514.23.20.04 Labor & Industries	576	
514.23.20.01 Retirement 7.5%	6,921	
514.23.20.02 Social Security Substitution 5.25%	4,844	
514.23.20.05 Medical/Life/Deferred Comp	8,532	
514.23.41.00 Finance Director	30,000	
514.23.41.01 Software Maintenance	1,985	
514.23.41.02 Computer Support Contract	3,000	
514.23.41.03 Audit Charges	1,000	
514.23.30.00 Office Supplies	1,200	
513.10.42.00 Telephone Charges	2,059	
514.23.42.01 Postage	1,200	
514.23.43.00 Mileage/Travel	3,000	
514.23.48.01 Copier Maintenance Contract	3,000	
514.23.49.00 Dues, Prof Licenses	150	
513.23.49.01 Training/Registration Fees	2,000	
596.63.14.00 Accounting System Software	4,200	
596.63.14.01 Business License Software	1,250	
	<u>168,531</u>	8.34%

015 - Legal

515.21.41.00 City Attorney	50,000	
515.21.41.01 Expenses	1,000	
	<u>51,000</u>	2.52%

018 - City Hall

518.20.45.00 City Hall Rent	22,984	
518.20.42.00 Telephone Charges	825	
518.20.46.00 Insurance	5,000	
	<u>28,809</u>	1.43%

021 - Law Enforcement

521.22.10.00 Police Chief (R46-8)	58,400	
521.22.10.01 Police Supervisor/Sergeant (R44-4)	50,736	
521.22.10.02 Police Officer (R39-4)	40,584	
521.22.10.03 Police Officer (R39-4)	40,584	
521.22.11.00 Police Overtime	20,000	
521.22.20.01 Retirement - LEOFF (1.77%)	3,090	
521.22.20.01 Retirement - 457 Contribution (5.73%)	12,683	
521.22.20.02 Social Security Substitution 5.25%	11,041	
521.22.20.03 Medicare 1.45%	3,049	
521.22.20.04 Labor & Industries	6,000	
521.22.20.05 Medical/Life/Deferred Comp	28,800	
521.22.20.06 Uniforms	4,500	
521.22.31.00 Office Supplies	2,000	
521.22.31.01 Operating Supplies	5,000	
521.22.31.02 Publications	100	
521.22.32.00 Gas/Oil/Tires	6,500	
521.22.35.00 Small Tools & Equipment	11,500	
521.22.41.00 Professional Services	2,500	
521.22.42.00 Postage	320	
521.22.44.00 Advertising	500	

021 - Law Enforcement - Continued

521.22.43.00 Meals & Lodging	1,500	
521.22.46.00 Insurance	4,000	
521.22.48.00 Vehicle Maintenance	4,000	
521.22.48.01 Software Support Contract	200	
521.22.49.00 Miscellaneous	1,000	
521.22.49.01 Dues & Memberships	600	
521.22.49.02 Registration Fees	1,200	
521.22.49.03 Tuition/Training	1,800	
521.50.42.00 Phone Charges - Police	1,235	
521.50.42.01 Phone Charges - Scope	412	
521.50.45.00 Office Rent - Police	15,912	
521.50.45.01 Office Rent - Scope	5,304	
592.21.83.00 Interest on Lease Purchase	1,000	
596.21.64.00 Computer Purchase	3,000	
596.21.64.01 Car Equipment	20,000	
596.21.66.00 Lease Purchase of Police Cars	15,212	
598.21.51.00 Intergov't Services - Sheriff	80,000	
598.23.51.00 Spokane County - Jail Costs	8,174	
	<u>472,436</u>	23.38%

058 - Planning & Community Dev.

558.10.10.00 Planning Director (R46-6)	56,087	
558.10.10.01 Planning Tech (R33-5)	33,408	
558.10.20.01 Retirement 7.5%	6,712	
558.10.20.02 Social Security Substitution 5.25%	4,698	
558.10.20.03 Medicare 1.45%	1,298	
558.10.20.04 Labor & Industries	576	
558.10.20.05 Medical/Life/Deferred Comp	17,849	
558.10.31.00 Office Supplies, Forms	750	
558.10.41.00 Professional Service - Engineering	35,000	
558.10.41.00 Master Plan Charette	2,500	
558.10.42.00 Telephone Charges	1,235	
558.10.42.01 Postage	300	
558.10.43.00 Mileage/Travel	1,500	
558.10.43.01 Planning Commission Expenses	500	
558.10.44.00 Advertising	750	
558.10.49.00 Dues, Prof Licenses	500	
558.10.49.01 Training/Registration Fees	1,500	
558.10.51.00 Contract Services - GIS & Hearing Ex.	2,500	
559.60.10.00 Building Inspector/Plan Examiner (R36-8)	40,000	
559.60.20.01 Retirement 7.5%	3,000	
559.60.20.02 Social Security Substitution 5.25%	2,100	
559.60.20.03 Medicare 1.45%	580	
559.60.20.04 Labor & Industries	288	
559.60.20.05 Medical/Life/Deferred Comp	9,932	
559.60.31.00 Office Supplies, Forms	500	
559.60.32.00 Supplies (gas)	750	
559.60.34.00 Supplies, Code Books, Maps, Safety	1,500	
559.60.41.00 Professional Service - Engineering	15,000	
559.60.43.00 Mileage/Travel	1,200	
559.60.48.00 Repairs & Maintenance (Auto)	1,000	
559.60.49.00 Dues, Prof Licenses	250	
559.60.49.01 Training/Registration Fees	750	
596.14.63.00 Building Permit Software	2,080	
596.58.60.00 Miscellaneous	1,000	
	<u>247,593</u>	12.25%

General Fund Continued**072 - Library**

572.20.51.00 Spokane County Library District	226,500	11.21%
572.50.45.00 Facilities Rent	<u>23,100</u>	
	249,600	

076 - Parks

576.80.00.00 Park Maintenance	65,400	
576.90.00.00 Beautification	<u>3,000</u>	
	68,400	3.38%

Total Expenditures General Fund 2,021,031 100.00%

508.00.00.00 Ending fund balance 133,007 6.58%

Fund 110 - Street Fund

542.30.48.01 Hot/Cold Mix & Patch (Pothole Filling)	11,100	
542.30.48.02 Crack Fill	9,000	
542.30.48.03 Overlay & Chipseal	100,000	
542.30.48.04 Grind and Overlay	62,863	
542.30.48.05 Shoulder Maintenance	15,700	
542.30.48.06 Striping	13,000	
542.50.48.00 Structures (Bridges etc.)	3,200	
542.63.47.00 Street Lighting	7,200	
542.64.48.00 Traffic Control Devices	7,875	
542.66.48.00 Snow & Ice Control	30,000	
542.67.48.00 Street Cleaning	6,000	
542.67.48.01 Weed Control	10,000	
542.67.48.02 Culvert/Drywell Maintenance	24,262	
542.90.00.00 Administration & Overhead	17,000	
543.20.51.00 Prof Services - Engineering	25,000	
596.63.00.00 Capital	13,000	
597.95.00.00 Operating Transfer - Capital Projects Street:	<u>17,000</u>	
Total Expenditures Street Fund	372,200	100.00%

508.00.00.00 Ending fund balance 4,575 1.23%

Fund 115 - Tourism Promotion Fund

557.30.44.00 Tourism Promotion	22,500	90.00%
557.30.44.01 Special Events Advertising	<u>2,500</u>	10.00%
	25,000	100.00%

508.00.00.00 Ending fund balance 6,500 26.00%

Fund 210 - Tax and Revenue Anticipation Note Redemption Fund, 2001

587.19.00.00 Residual Equity Transfer to General Fund	3,000	1.71%
591.19.76.00 Repay Tax Anticipation Note	160,000	91.30%
592.19.81.00 Interest on Short-Term External Debt	<u>12,250</u>	6.99%
Total Expenditures TAN Redempt Fund	175,250	100.00%

508.00.00.00 Ending fund balance - 0.00%

Fund 310 - Capital Projects Fund

508.00.00.00 Ending fund balance 130,000 100.00%

Fund 311 - Special Capital Projects Fund

508.00.00.00 Ending fund balance 130,000 100.00%

Fund 312 - Capital Projects Street Maintenance

508.00.00.00 Ending fund balance 17,000 100.00%

**EXHIBIT B
SALARY SCHEDULES**

**Deputy City Clerk/Treasurer
Planning Technician**

<u>Range</u>	<u>Step</u>	<u>Hourly</u>	<u>Weekly</u>	<u>Bimonthly</u>	<u>Monthly</u>	<u>Annually</u>
33	1	14.82	592.66	1,284.10	2,568.20	30,818.46
33	2	15.12	604.76	1,310.31	2,620.62	31,447.40
33	3	15.43	617.10	1,337.05	2,674.10	32,089.19
33	4	15.74	629.69	1,364.34	2,728.67	32,744.07
33	5	16.06	642.54	1,392.18	2,784.36	33,412.32
33	6	16.39	655.66	1,420.59	2,841.18	34,094.20
33	7	16.73	669.04	1,449.58	2,899.17	34,790.00
33	8	17.07	682.69	1,479.17	2,958.33	35,500.00

Building Inspector/Plan Examiner

<u>Range</u>	<u>Step</u>	<u>Hourly</u>	<u>Weekly</u>	<u>Bimonthly</u>	<u>Monthly</u>	<u>Annually</u>
36	1	16.69	667.79	1,446.88	2,893.75	34,725.02
36	2	17.04	681.42	1,476.40	2,952.81	35,433.70
36	3	17.38	695.32	1,506.53	3,013.07	36,156.83
36	4	17.74	709.51	1,537.28	3,074.56	36,894.73
36	5	18.10	723.99	1,568.65	3,137.31	37,647.68
36	6	18.47	738.77	1,600.67	3,201.33	38,416.00
36	7	18.85	753.85	1,633.33	3,266.67	39,200.00
36	8	19.23	769.23	1,666.67	3,333.33	40,000.00

Police Officer

<u>Range</u>	<u>Step</u>	<u>Hourly</u>	<u>Weekly</u>	<u>Bimonthly</u>	<u>Monthly</u>	<u>Annually</u>
39	1	18.36	734.57	1,591.56	3,183.13	38,197.52
39	2	18.74	749.56	1,624.04	3,248.09	38,977.06
39	3	19.12	764.86	1,657.19	3,314.38	39,772.52
39	4	19.51	780.47	1,691.01	3,382.02	40,584.20
39	5	19.91	796.39	1,725.52	3,451.04	41,412.45
39	6	20.32	812.65	1,760.73	3,521.47	42,257.60
39	7	20.73	829.23	1,796.67	3,593.33	43,120.00
39	8	21.15	846.15	1,833.33	3,666.67	44,000.00

Police Supervisor/Sergeant

<u>Range</u>	<u>Step</u>	<u>Hourly</u>	<u>Weekly</u>	<u>Bimonthly</u>	<u>Monthly</u>	<u>Annually</u>
44	1	22.96	918.21	1,989.45	3,978.91	47,746.90
44	2	23.42	936.95	2,030.06	4,060.11	48,721.33
44	3	23.90	956.07	2,071.49	4,142.97	49,715.64
44	4	24.39	975.58	2,113.76	4,227.52	50,730.25
44	5	24.89	995.49	2,156.90	4,313.80	51,765.56
44	6	25.40	1,015.81	2,200.92	4,401.83	52,822.00
44	7	25.91	1,036.54	2,245.83	4,491.67	53,900.00
44	8	26.44	1,057.69	2,291.67	4,583.33	55,000.00

Police Chief/Director of Planning and Community Development/City Clerk

<u>Range</u>	<u>Step</u>	<u>Weekly</u>	<u>Bimonthly</u>	<u>Monthly</u>	<u>Annually</u>
46	1	974.97	2,112.44	4,224.88	50,698.53
46	2	994.87	2,155.55	4,311.10	51,733.20
46	3	1,015.17	2,199.54	4,399.08	52,788.97
46	4	1,035.89	2,244.43	4,488.86	53,866.30
46	5	1,057.03	2,290.23	4,580.47	54,965.61
46	6	1,078.60	2,336.97	4,673.95	56,087.36
46	7	1,100.62	2,384.67	4,769.33	57,232.00
46	8	1,123.08	2,433.33	4,866.67	58,400.00
47	1	1,010.03	2,188.40	4,376.80	52,521.59
47	2	1,030.64	2,233.06	4,466.12	53,593.46
47	3	1,051.68	2,278.63	4,557.27	54,687.21
47	4	1,073.14	2,325.14	4,650.27	55,803.27
47	5	1,095.04	2,372.59	4,745.18	56,942.12
47	6	1,117.39	2,421.01	4,842.02	58,104.20
47	7	1,140.19	2,470.42	4,940.83	59,290.00
47	8	1,163.46	2,520.83	5,041.67	60,500.00

City Administrator

56	1	1,230.40	2,665.87	5,331.74	63,980.85
56	2	1,255.51	2,720.27	5,440.55	65,286.58
56	3	1,281.13	2,775.79	5,551.58	66,618.96
56	4	1,307.28	2,832.44	5,664.88	67,978.53
56	5	1,333.96	2,890.24	5,780.49	69,365.85
56	6	1,361.18	2,949.23	5,898.46	70,781.48
56	7	1,388.96	3,009.42	6,018.83	72,226.00
56	8	1,417.31	3,070.83	6,141.67	73,700.00