

**ORDINANCE NO. 196  
CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, ADOPTING A BUDGET FOR THE PERIOD JANUARY 1, 2012 THROUGH DECEMBER 31, 2012, 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, 2012 and ending December 31, 2012.

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 November 10, 2011, and November 17, 2011 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 2012 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 2012 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 \$7,157,670 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 2012 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 2012 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 Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

**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 13<sup>th</sup> day of December, 2011.

Wendy VanOrman  
Mayor, Wendy Van Orman

ATTEST:

Ann Swenson  
City Clerk, Ann Swenson

APPROVED AS TO FORM:

Sean P. Boutz  
City Attorney, Sean P. Boutz

Date of Publication: 12.22.11

Effective Date: 12.27.11

# Budget Summary 2012

EXHIBIT A

City of Liberty Lake				
2012 Budget Summary By Fund				
FUND	Est. Beginning Fund Balance	Revenues	Expenditures	Est. Ending Fund Balance
General Fund 001	\$ 2,600,375	5,204,390	5,121,940	\$ 2,682,825
Street Light Utility Fund 002	-	27,500	27,500	\$ -
Street Fund	370,000	814,005	670,354	\$ 513,651
Tourism Promotion Fund	110,000	30,400	85,000	\$ 55,400
Tourism Promotion Area (TPA)	9,600	50,050	50,000	\$ 9,650
Restricted Reserve	1,205,000	2,500	-	\$ 1,207,500
LTGO Bonds 2002	-	63,983	63,983	\$ -
LTGO Redemption Note (1.8)	-	168,112	168,112	\$ -
City Land LTGO Bond Fund	-	161,521	161,521	\$ -
Capital Projects Fund	385,000	140,750	50,000	\$ 475,750
Special Capital Projects Fund	340,000	140,750	50,000	\$ 430,750
Street Capital Projects Fund	1,093,000	276,700	-	\$ 1,369,700
Outlet Trail Project Fund	9,700	100	9,790	\$ 10
Pedestrian/Bicycle Bridge Fund	5,402	100	5,502	\$ -
Harvard Road Mitigation Fund	556,000	36,300	-	\$ 592,300
Library Capital Fund	117,228	50,025	30,000	\$ 137,253
Police Capital Fund	-	130,000	-	\$ 130,000
City Hall LTGO Bond Fund	-	108,086	108,086	\$ -
Stormwater Utility Fund	139,800	59,350	55,000	\$ 144,150
Golf Operations Fund	182,200	448,840	472,101	\$ 158,939
Unemployment Fund	-	28,780	28,780	\$ -
	<b>\$ 7,123,305</b>	<b>\$ 7,942,242</b>	<b>\$ 7,157,670</b>	<b>\$ 7,907,877</b>

**2012 CITY OF LIBERTY LAKE  
SALARY SCHEDULES  
Administrative Services**

**Administrative Assistant**

<u>Step</u>	<u>Hourly</u>	<u>Annually</u>
1	17.02	35,401.60
2	17.36	36,108.80
3	17.71	36,836.80
4	18.06	37,564.80
5	18.42	38,313.60
6	18.79	39,083.20
7	19.17	39,873.60

**City Clerk**

<u>Step</u>	<u>Hourly</u>	<u>Annually</u>
1	23.53	48,942.40
2	24.00	49,920.00
3	24.48	50,918.40
4	24.97	51,937.60
5	25.47	52,977.60
6	25.98	54,038.40
7	26.50	55,120.00

**City Treasurer**

<u>Step</u>	<u>Hourly</u>	<u>Annually</u>
1	24.04	50,003.20
2	24.52	51,001.60
3	25.01	52,020.80
4	25.51	53,060.80
5	26.02	54,121.60
6	26.54	55,203.20
7	27.07	56,305.60

**Grant Coordinator/Accounting Technician**

<u>Step</u>	<u>Hourly</u>	<u>Annually</u>
1	15.30	31,824.00
2	15.61	32,468.80
3	15.92	33,113.60
4	16.24	33,779.20
5	16.56	34,444.80
6	16.89	35,131.20
7	17.23	35,838.40

**Finance Director**

<u>Step</u>	<u>Monthly</u>	<u>Annually</u>
1	6,973.28	83,679.35
2	7,112.74	85,352.94
3	7,255.00	87,060.00
4	7,400.10	88,801.20
5	7,548.10	90,577.22
6	7,699.06	92,388.76
7	7,853.04	94,236.54

**EXHIBIT B**

**2012 CITY OF LIBERTY LAKE  
SALARY SCHEDULES  
Public Safety**

**Police Records Clerk**

<u>Step</u>	<u>Hourly</u>	<u>Annually</u>
1	18.62	38,729.60
2	18.99	39,499.20
3	19.37	40,289.60
4	19.76	41,100.80
5	20.16	41,932.80
6	20.56	42,764.80
7	20.97	43,617.60

**Police Officers I**

<u>Step</u>	<u>Hourly</u>	<u>Annually</u>
1	18.76	40,521.60
2	19.14	41,342.40
3	19.52	42,163.20
4	19.91	43,005.60
5	20.31	43,869.60
6	20.72	44,755.20
7	21.13	45,640.80

**Police Officers II**

<u>Step</u>	<u>Hourly</u>	<u>Annually</u>
1	24.46	52,833.60
2	24.95	53,892.00
3	25.45	54,972.00
4	25.96	56,073.60
5	26.48	57,196.80
6	27.01	58,341.60
7	27.55	59,508.00

**Police Officers III**

<u>Step</u>	<u>Hourly</u>	<u>Annually</u>
1	26.12	56,419.20
2	26.64	57,542.40
3	27.17	58,687.20
4	27.71	59,853.60
5	28.26	61,041.60
6	28.83	62,272.80
7	29.41	63,525.60

**Police Sergeant**

<u>Step</u>	<u>Hourly</u>	<u>Annually</u>
1	30.64	66,182.40
2	31.25	67,500.00
3	31.88	68,860.80
4	32.52	70,243.20
5	33.17	71,647.20
6	33.83	73,072.80
7	34.51	74,541.60

**Police Detective**

<u>Step</u>	<u>Hourly</u>	<u>Annually</u>
1	33.75	72,900.00
2	34.43	74,368.80
3	35.12	75,859.20
4	35.82	77,371.20
5	36.54	78,926.40
6	37.27	80,503.20
7	38.02	82,123.20

**Chief of Police**

<u>Step</u>	<u>Monthly</u>	<u>Annually</u>
1	7,277.66	87,331.95
2	7,426.19	89,114.23
3	7,574.71	90,896.51
4	7,726.20	92,714.44
5	7,880.73	94,568.73
6	8,038.34	96,460.11
7	8,199.11	98,389.31

**2012 CITY OF LIBERTY LAKE  
SALARY SCHEDULES  
Planning & Building Services**

**Administrative Assistant**

<u>Step</u>	<u>Hourly</u>	<u>Annually</u>
1	17.02	35,401.60
2	17.36	36,108.80
3	17.71	36,836.80
4	18.06	37,564.80
5	18.42	38,313.60
6	18.79	39,083.20
7	19.17	39,873.60

**Project Planner**

<u>Step</u>	<u>Hourly</u>	<u>Annually</u>
1	22.33	46,440.16
2	22.77	47,361.60
3	23.23	48,318.40
4	23.69	49,275.20
5	24.16	50,252.80
6	24.64	51,251.20
7	25.13	52,270.40

**Chief Building Inspector**

<u>Step</u>	<u>Hourly</u>	<u>Annually</u>
1	27.74	57,699.20
2	28.29	58,843.20
3	28.86	60,028.80
4	29.44	61,235.20
5	30.03	62,462.40
6	30.63	63,710.40
7	31.24	64,979.20

**Planning & Building Services Manager**

<u>Step</u>	<u>Monthly</u>	<u>Annually</u>
1	5,746.17	68,954.00
2	5,861.09	70,333.08
3	5,978.31	71,739.74
4	6,097.88	73,174.54
5	6,219.84	74,638.03
6	6,344.23	76,130.79
7	6,471.12	77,653.40

# EXHIBIT B

## 2012 CITY OF LIBERTY LAKE SALARY SCHEDULES Municipal Library

### Library Page

Step	Hourly	Annually
1	9.32	19,385.60
2	9.51	19,780.80
3	9.70	20,176.00
4	9.89	20,571.20
5	10.09	20,987.20
6	10.29	21,403.20
7	10.50	21,840.00

### Library Clerk

Step	Hourly	Annually
1	11.58	24,086.40
2	11.81	24,564.80
3	12.05	25,064.00
4	12.29	25,563.20
5	12.54	26,083.20
6	12.79	26,603.20
7	13.06	27,164.80

### Library Technician I

Step	Hourly	Annually
1	12.86	26,748.80
2	13.12	27,289.60
3	13.38	27,830.40
4	13.65	28,392.00
5	13.92	28,953.60
6	14.20	29,536.00
7	14.48	30,118.40

### Circulation Supervisor/Library Tech II

Step	Hourly	Annually
1	13.75	28,600.00
2	14.03	29,182.40
3	14.31	29,764.80
4	14.60	30,368.00
5	14.89	30,971.20
6	15.19	31,595.20
7	15.49	32,219.20

### Library Technical Specialist

Step	Hourly	Annually
1	14.48	30,118.40
2	14.77	30,721.60
3	15.07	31,345.60
4	15.37	31,969.60
5	15.68	32,614.40
6	15.99	33,259.20
7	16.31	33,924.80

### Library Associate

Step	Hourly	Annually
1	15.70	32,656.00
2	16.01	33,300.80
3	16.33	33,966.40
4	16.66	34,652.80
5	16.99	35,339.20
6	17.33	36,046.40
7	17.68	36,774.40

### Librarian

Step	Hourly	Annually
1	19.54	40,643.20
2	19.93	41,454.40
3	20.33	42,286.40
4	20.74	43,139.20
5	21.15	43,992.00
6	21.57	44,865.60
7	22.00	45,760.00

### Director of Library Services

Step	Monthly	Annually
1	4,714.67	56,576.00
2	4,808.96	57,707.52
3	4,905.14	58,861.67
4	5,003.24	60,038.90
5	5,103.31	61,239.68
6	5,205.37	62,464.48
7	5,309.48	63,713.77

**2012 CITY OF LIBERTY LAKE  
SALARY SCHEDULES  
Parks & Recreation**

**EXHIBIT B**

**Seasonal Staff**

<u>Step</u>	<u>Hourly</u>	<u>Annually</u>
1	9.04	18,803.20
2	9.22	19,177.60
3	9.40	19,552.00
4	9.59	19,947.20
5	9.78	20,342.40
6	9.98	20,758.40
7	10.18	21,174.40

**Recreational Staff-Lead**

<u>Step</u>	<u>Hourly</u>	<u>Annually</u>
1	10.00	20,800.00
2	10.20	21,216.00
3	10.40	21,632.00
4	10.61	22,068.80
5	10.82	22,505.60
6	11.04	22,963.20
7	11.26	23,420.80

**Recreational Staff-Counselors**

<u>Step</u>	<u>Hourly</u>	<u>Annually</u>
1	9.04	18,803.20
2	9.22	19,177.60
3	9.40	19,552.00
4	9.59	19,947.20
5	9.78	20,342.40
6	9.98	20,758.40
7	10.18	21,174.40

**Parks & Recreation Coordinator**

<u>Step</u>	<u>Monthly</u>	<u>Annually</u>
1	4,042.00	48,504.04
2	4,122.84	49,474.12
3	4,205.30	50,463.60
4	4,289.41	51,472.88
5	4,375.19	52,502.33
6	4,462.70	53,552.38
7	4,551.95	54,623.43

**Golf Professional**

<u>Step</u>	<u>Monthly</u>	<u>Annually</u>
1	4,189.47	50,273.60
2	4,273.26	51,279.07
3	4,358.72	52,304.65
4	4,445.90	53,350.75
5	4,534.81	54,417.76
6	4,625.51	55,506.12
7	4,718.02	56,616.24

**Parks and Open Space Superintendent**

<u>Step</u>	<u>Hourly</u>	<u>Annually</u>
1	24.53	51,022.40
2	25.02	52,041.60
3	25.52	53,081.60
4	26.03	54,142.40
5	26.55	55,224.00
6	27.08	56,326.40
7	27.62	57,449.60

**2012 CITY OF LIBERTY LAKE  
SALARY SCHEDULES  
Public Works**

**Seasonal Staff**

<u>Step</u>	<u>Hourly</u>	<u>Annually</u>
1	9.16	19,052.80
2	9.34	19,427.20
3	9.53	19,822.40
4	9.72	20,217.60
5	9.91	20,612.80
6	10.11	21,028.80
7	10.31	21,444.80

**Facilities Technician**

<u>Step</u>	<u>Hourly</u>	<u>Annually</u>
1	13.47	28,017.60
2	13.74	28,577.95
3	14.01	29,149.51
4	14.29	29,732.50
5	14.58	30,327.15
6	14.87	30,933.69
7	15.17	31,552.37

**Crew Supervisor/Equipment Maint Tech**

<u>Step</u>	<u>Hourly</u>	<u>Annually</u>
1	17.49	36,379.20
2	17.84	37,107.20
3	18.20	37,856.00
4	18.56	38,604.80
5	18.93	39,374.40
6	19.31	40,164.80
7	19.70	40,976.00

**City Engineer**

<u>Step</u>	<u>Monthly</u>	<u>Annually</u>
1	6,426.70	77,120.45
2	6,555.24	78,662.86
3	6,686.34	80,236.12
4	6,820.07	81,840.84
5	6,956.47	83,477.66
6	7,095.60	85,147.21
7	7,237.51	86,850.15

**Community Development Director**

<u>Step</u>	<u>Monthly</u>	<u>Annually</u>
1	7,176.52	86,118.23
2	7,322.98	87,875.74
3	7,472.43	89,669.13
4	7,624.93	91,499.11
5	7,780.54	93,366.44
6	7,939.32	95,271.88
7	8,101.35	97,216.20