

**ORDINANCE NO. 247
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, ADOPTING A BUDGET FOR THE PERIOD JANUARY 1, 2018 THROUGH DECEMBER 31, 2018, 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, 2018 and ending December 31, 2018.

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 20, 2017 and October 27, 2017 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 2018 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 2018 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 \$18,144,880 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 2018 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 2018 budget. The Mayor may make salary adjustments as deemed appropriate in the exercise of reasonable discretion.

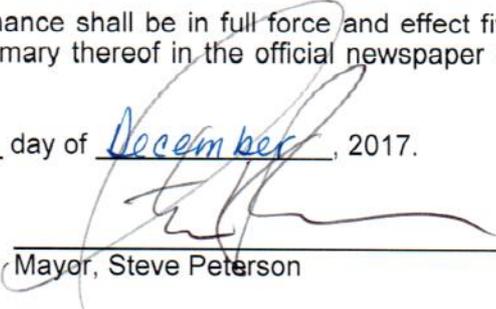
Section 3. Transmittal. A complete copy of the budget, as adopted, together with a copy of this Ordinance, shall be transmitted by the City Clerk to the State Auditor and to the Association of Washington Cities as per RCW 35A.33.075.

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 21st day of December, 2017.



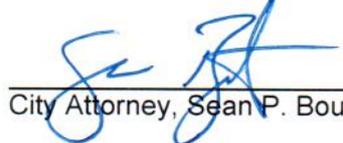
Mayor, Steve Peterson

ATTEST:



City Clerk, Ann Swenson

APPROVED AS TO FORM:



City Attorney, Sean P. Boutz

Date of Publication: 1.5.18

Effective Date: 1.10.18

City of Liberty Lake
2018 Budget Summary By Fund

Exhibit A

FUND	Page #(s)	Est. Beginning Fund Balance	Revenues	Expenditures	Est. Ending Fund Balance
General Fund 001	P. 35-56	\$ 4,000,375	\$ 6,561,938	\$ 8,593,027	\$ 1,969,286
Street Fund (Fund 110)	P. 58	205,498	1,464,953	1,606,716	63,735
Tourism Promotion Fund	P. 61	3,080	62,420	63,500	2,000
Tourism Promotion Capital Fund	P. 62	70,000	35,750	-	105,750
Tourism Promotion Area (TPA)	P. 63	-	65,110	65,110	-
Restricted Reserve	P. 64	1,238,000	5,000	-	1,243,000
City Land LTGO Bond Fund	P. 66	-	161,521	161,521	-
REET 1 Capital Projects Fund	P. 67	850,000	1,305,000	1,150,000	1,005,000
REET 2 Capital Projects Fund	P. 69	960,000	1,305,000	1,145,000	1,120,000
Street Capital Projects Fund	P. 71	376,500	1,228,000	1,440,550	163,950
Orchard Park Capital Fund	P. 73	12,062	2,495,000	2,507,062	-
Harvard Road Mitigation Fund	P. 74	100,000	202,000	112,000	190,000
Library Capital Fund	P. 76	105,000	16,531	4,180	117,351
Municipal Facilities Fund Master Plan	P. 77	350,000	3,000	100,000	253,000
Police Capital Fund	P. 78	57,000	100	57,100	-
Community Messaging Fund	P. 79	49,000	40,100	89,000	100
Underground Utility Fund	P. 80	50,000	25,250	-	75,250
Building Contingency Fund	P. 81	125,000	1,000	125,000	1,000
Stormwater Utility Fund	P. 82	115,000	66,500	165,102	16,398
Aquifer Protection Fund	P. 84	122,800	46,000	57,698	111,102
Golf Operations Fund	P. 86	100,400	530,115	502,314	128,201
Unemployment Fund	P. 89	-	25,000	25,000	-
Health Reimbursement (Bridge) Fund		-	180,000	175,000	5,000
		<u>\$ 8,889,715</u>	<u>\$ 15,825,288</u>	<u>\$ 18,144,880</u>	<u>\$ 6,570,123</u>

**CITY OF LIBERTY LAKE
PROPOSED SALARY SCHEDULE FOR 2018**

Exhibit B

JOB TITLE	Time Part Time (PT)	# of Employees	2016 RANGE	2017 ADOPTED CHANGES	2018 PROPOSED CHANGES	Notes:
<u>Section 2. EXECUTIVE</u>						
City Administrator	FT	1	\$115,340 - \$129,891	\$117,647 - \$132,490	\$118,823 - \$133,814	
<u>Section 3. ADMIN & FINANCE</u>						
Finance Director	FT	1	\$84,499-\$9,5160	\$86,190 - \$97,063	\$87,051 - \$98,034	
City Treasurer	FT	1	\$52,751-\$59,426	\$53,809 - \$60,611	\$54,350 - \$61,193	
City Clerk	FT	1	\$52,751-\$59,426	\$53,809 - \$60,611	\$54,350 - \$61,193	
Office Assistant	FT	1	\$35,756-\$40,248	\$36,462 - \$41,059	\$36,837 - \$41,475	
Golf Professional	FT	1	\$50,273-\$57,138	\$52,766 - \$59,423	\$53,294- \$60,018	
<u>Section 4. POLICE</u>						
Chief of Police	FT	1	\$87,332-98,389	\$89,078 - \$100,317	\$94,000 - \$105,859	Proposed - Compared to East Cities
Police Records Clerk	FT	1	\$39,117-\$44,055	\$39,915 - \$44,949	\$43,222 - \$48,672	Proposed - Compared to East Cities
Police Officer	FT	8	\$56,614-\$73,224	\$51,624 - \$73,267	\$52,656 - \$74,732	Per Contract
Police Sergeant	FT	2	\$73,807-\$83,117	\$76,939 - \$83,290	\$78,461 - \$84,931	Per Contract
Police Detective	FT	1	\$76,594-\$86,249	\$76594-\$86249	\$78,126 - \$87,974	Per Contract
<u>Section 5. MAINTENANCE AND OPERATIONS</u>						
Operation & Maintenance Director	FT	1	\$64,560-\$72,706	\$65,852 - \$74,160	\$86,190 - \$97,064	Proposed based on job description
Streets Section Lead / Parks Section Lead	FT	2		\$47,840 - \$53,893	\$48,318 - \$54,371	
Crew Lead	FT	1	\$30,314-\$34,133	\$37,086 - \$41,766	\$37,461 - \$42,182	
Office Assistant	FT	1		\$36,462 - \$41,059	\$37,107 - \$41,787	
Park/Streets/Facilities Maintenance Full Time	FT	6		\$31,990 - \$36,025	\$32,302 - \$36,379	
Equipment Maint Tech	FT	1	\$44,573-\$50,149	\$45,427 - \$51,147	\$45,885 - \$51,688	
Park/Golf Maintenance Seasonal	PT	NA	\$9.66 - \$10.88 per hour	\$11.00 - \$12.38 per h	\$11.50 - \$12.94 per hour	PER Minimum wage
Park/Golf Maintenance Specialized	PT	NA	\$13.13- \$14.78 per hour	\$13.39 - \$15.08 per h	\$13.39 - \$15.08 per hour	
Park/Golf Maintenance - Foreman	PT	NA	\$15.08 - \$16.98 per hour	\$15.38 - \$17.32 per h	\$15.38 - \$17.32 per hour	
Golf Specialized	PT	NA	\$13.13- \$14.78 per hour	\$13.39 - \$15.08 per h	\$13.39 - \$15.08 per hour	
<u>Section 6. PLANNING & BUILDING SERVICES</u>						
Building Inspector	FT	1	\$46,785-\$52,707	\$47,715 - \$53,768	\$55,161 - \$62,108	Proposed - Compared to East Cities
Building Inspector - Temporary	PT	1		\$22.94 - \$25.85	\$23.17 - \$26.08	Based on Permit Volume
Chief Building Inspector	FT	1	\$58,276-\$65,624	\$59,446 - \$66,934	\$60,049 - \$67,641	
Planning & Building Services Manager	FT	1	\$63,000-\$70,948	\$64,260 - \$72,367	\$64,902 - \$73,091	
Permit Technician	FT	1	\$35,401-\$39,873	\$36,109 - \$40,664	\$43,222 - \$48,672	Proposed - Compared to East Cities
Code Enforcement	PT			\$22.94 - \$25.85 per h	\$22.94 - \$25.85 per hour	
<u>Section 7. LIBRARY</u>						
Director of Library Services	FT	1	\$64,561-\$72,706	\$65,852 - \$74,160	\$66,510 - \$74,902	
Librarian	FT	1	\$40,643-\$45,760	\$41,456 - \$46,675	\$41,870 - \$47,154	
Library Clerk	PT	6	\$12.08-\$13.61 per hour	\$12.32 - \$13.88	\$12.44 - \$14.00	
Library Technician I	PT	2	\$13.36-\$15.05 per hour	\$13.63 - \$15.35	\$13.77 - \$15.51	
Library Associate	FT	1	\$34,320 - \$38,646	\$35,006 - \$39,416	\$35,360 - \$39,832	
Library Associate	PT	3	\$16.50 - \$18.58	\$16.83 - \$18.95 per h	\$17.00 - \$19.15 per hour	
<u>Section 8. ENGINEERING</u>						
City Engineer	FT	1	\$77,876-\$87,702	\$79,434 - \$89,456	\$80,228 - \$90,350	

2018 Increase due to Step Increase	\$	17,000	
2018 Increase from Salary Schedule Adjustments	\$	30,000	6 employees
2018 1% Equity Adjustment	\$	14,000	
	\$	61,000	

FEEDBACK:

- #1. 2018 Budget will include step increases for those that are not at the top of their pay range.
- #2. 1% Proposed Adjustment to the Salary Schedules
- #3. Specific adjustments to 5 positions based on Wage Comps with other jurisdictions

NOTE: Does not include Police Department

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CERTIFICATION

I, Ann Swenson, the undersigned City Clerk of the City of Liberty Lake, of Spokane County, Washington, HEREBY CERTIFY that the foregoing Ordinance is a full, true, and correct copy of Ordinance No. 247 duly adopted at a regular meeting of the City Council of said City, duly and regularly held at a the regular meeting place thereof on December 21, 2017 of which meeting all members of said City Council had due notice and at which a majority thereof were present; and that at said meeting said Ordinance was adopted by the following vote: unanimous.

AYES, and in favor thereof: Mayor Pro Tem Brickner, Council Members Moore, Kaminskas, Severs, Langford, and Kennedy.

NAYS: None.

ABSENT: Council Member Dunne.

ABSTAINED: None.

CITY OF LIBERTY LAKE


CITY CLERK