

**ORDINANCE NO. 255  
CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, ADOPTING A BUDGET FOR THE PERIOD JANUARY 1, 2019 THROUGH DECEMBER 31, 2019, 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, 2019 and ending December 31, 2019.

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 19, 2018 and October 26, 2018 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 2019 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 2019 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 \$17,189,153 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 2019 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 2019 budget. The Mayor may make salary adjustments as deemed appropriate in the exercise of reasonable discretion.

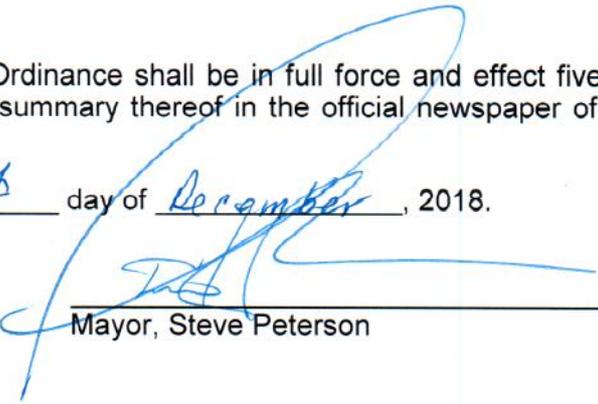
**Section 3.** Transmittal. A complete copy of the budget, as adopted, together with a copy of this Ordinance, shall be transmitted by the City Clerk to the State Auditor and to the Association of Washington Cities as per RCW 35A.33.075.

**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.

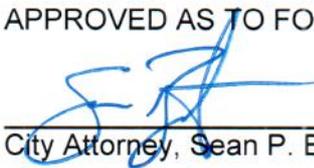
PASSED by the City Council this 18<sup>th</sup> day of December, 2018.

  
\_\_\_\_\_  
Mayor, Steve Peterson

ATTEST:

  
\_\_\_\_\_  
City Clerk, Ann Swenson

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney, Sean P. Boutz

Date of Publication: 12.28.18

Effective Date: 1.2.19

EXHIBIT A

City of Liberty Lake  
2019 Budget Summary By Fund

FUND	Page #(s)	Est. Beginning Fund Balance	Revenues	Expenditures	Est. Ending Fund Balance
General Fund 001	P. 37	\$ 3,457,390	\$ 7,429,099	\$ 7,585,268	\$ 3,252,971
Street Fund (Fund 110)	P. 75	252,940	1,055,941	1,092,923	215,958
Parks & Arts Fund	P. 83	-	35,000	35,000	-
Tourism Promotion Fund	P. 84	2,000	62,200	63,000	1,200
Tourism Promotion Capital Fund	P. 85	104,000	36,000	-	140,000
Tourism Promotion Area (TPA)	P. 86	-	60,100	60,100	-
Restricted Reserve	P. 86	1,248,156	9,000	-	1,257,156
City Land LTGO Bond Fund	P. 88	-	161,521	161,521	-
REET 1 Capital Projects Fund	P. 89	200,000	2,166,000	1,807,000	559,000
REET 2 Capital Projects Fund	P. 91	200,000	1,605,000	1,509,000	296,000
Street Capital Projects Fund	P. 93	370,000	959,440	775,000	554,440
Orchard Park Capital Fund	P. 95	12,062	999,448	1,011,510	-
Harvard Road Bridge Widening Fund	P. 97	980,000	5,000	980,000	5,000
Harvard Road Mitigation Fund	P. 98	461,462	596,000	736,500	320,962
Library Capital Fund	P. 100	107,690	17,798	60,000	65,488
Municipal Facilities Fund Master Plan	P. 101	355,420	4,500	100,000	259,920
Police Capital Fund	P. 102	58,557	900	25,000	34,457
Community Messaging Fund	P. 103	88,219	1,000	10,000	79,219
Underground Utility Fund	P. 104	75,979	26,000	-	101,979
Building Contingency Fund	P. 105	133,417	2,000	125,000	10,417
Stormwater Utility Fund	P. 106	107,457	67,500	141,821	33,136
Aquifer Protection Fund	P. 108	194,442	49,500	95,164	148,778
Golf Operations Fund	P. 110	202,850	549,915	615,346	137,419
Unemployment Fund	P. 117	-	25,000	25,000	-
Health Reimbursement (Bridge) Fund	P. 118	165,575	31,500	175,000	22,075
		<u>\$ 8,777,616</u>	<u>\$ 15,955,362</u>	<u>\$ 17,189,153</u>	<u>\$ 7,495,575</u>

## CITY OF LIBERTY LAKE

## PROPOSED SALARY SCHEDULE FOR 2019

JOB TITLE	Full Time (FT) / Part Time (PT)	# of Employees	2018 ADOPTED		2019 PROPOSED	Notes:
			2017 ADOPTED	2018 ADOPTED	CHANGES	
<b>Total Full Time Employees = 44</b>						
<b>Section 2. EXECUTIVE</b>						
City Administrator	FT	1	\$117,647 - \$132,490	\$118,823 - \$133,814	\$119,963 - \$134,855	
<b>Section 3. ADMIN &amp; FINANCE</b>						
Finance Director	FT	1	\$86,190 - \$97,063	\$87,051 - \$98,034	\$88,092 - \$99,075	
City Treasurer	FT	1	\$53,809 - \$60,611	\$54,350 - \$61,193	\$55,390 - \$62,234	
City Clerk	FT	1	\$53,809 - \$60,611	\$54,350 - \$61,193	\$55,390 - \$62,234	
Office Assistant	FT	1	\$36,462 - \$41,059	\$36,837 - \$41,475	\$37,877 - \$42,516	
Golf Professional	FT	1	\$52,766 - \$59,423	\$53,294 - \$60,018	\$54,334 - \$61,058	
<b>Section 4. POLICE</b>						
Chief of Police	FT	1	\$89,078 - \$100,317	\$94,000 - \$105,859	\$95,040 - \$106,900	
Police Records Clerk	FT	1	\$39,915 - \$44,949	\$43,222 - \$48,672	\$44,262 - \$49,712	
Police Officer	FT	9	\$51,624 - \$73,267	\$52,656 - \$74,732	\$53,688 - \$76,220	Per Contract - New FTE in 2019
Police Sergeant	FT	2	\$76,939 - \$83,290	\$78,461 - \$84,931	\$80,030 - \$86,638	Per Contract
Police Detective	FT	1	\$76,594 - \$86,249	\$78,126 - \$87,974	\$78,126 - \$89,727	Per Contract
<b>Section 5. MAINTENANCE AND OPERATIONS</b>						
Operation & Maintenance Director	FT	1	\$65,852 - \$74,160	\$86,190 - \$97,064	\$88,092 - \$99,075	
Streets Section Lead / Parks Section Lead	FT	3	\$47,840 - \$53,893	\$48,318 - \$54,371	\$49,358 - \$55,412	
Office Assistant	FT	1	\$36,462 - \$41,059	\$37,107 - \$41,787	\$38,147 - \$42,828	
Park/Streets/Facilities Maintenance Full	FT	9	\$31,990 - \$36,025	\$32,302 - \$36,379	\$33,342 - \$37,420	Adding 3 FTE for 2019
Equipment Maint Tech	FT	1	\$45,427 - \$51,147	\$45,885 - \$51,688	\$46,925 - \$52,728	
Park/Golf Maintenance Seasonal	PT	NA	\$11.00 - \$12.38 per	\$11.50 - \$12.94 per hou	\$12.00 - \$13.50 per hou	PER Minimum wage
Park/Golf Maintenance - Foreman Seasonal	PT	NA	\$15.38 - \$17.32 per	\$15.38 - \$17.32 per hou	\$16.03 - \$17.99 per hour	
<b>Section 6. PLANNING &amp; BUILDING SERVICES</b>						
Building Inspector	FT	1	\$47,715 - \$53,768	\$55,161 - \$62,108	\$56,201 - \$63,149	
Chief Building Inspector	FT	1	\$59,446 - \$66,934	\$60,049 - \$67,641	\$61,089 - \$68,682	
Director of Planning & Engineering	FT	1		\$94,000 - \$105,859	\$95,040 - \$106,900	
Civil Engineer/Project Manager	FT	1	\$79,434 - \$89,456	\$80,228 - \$90,350	\$79,040 - \$88,881	
Planning and Engineering Associate	FT	1			\$48,006 - \$54,060	New Duties to provide Technical Support
Permit Technician	FT	0	\$36,109 - \$40,664	\$43,222 - \$48,672	\$43,222 - \$48,672	No Position in 2019 Budget
Office Assistant	FT	1		\$37,107 - \$41,787	\$38,147 - \$42,828	
Code Enforcement	PT	1	\$22.94 - \$25.85 per	\$22.94 - \$25.85 per hou	\$25.00 per hour	
<b>Section 7. LIBRARY</b>						
Director of Library Services	FT	1	\$65,852 - \$74,160	\$66,510 - \$74,902	\$67,550 - \$75,942	
Librarian	FT	1	\$41,456 - \$46,675	\$41,870 - \$47,154	\$42,910 - \$48,194	
Library Clerk	PT	6	\$12.32 - \$13.88	\$12.44 - \$14.00	\$12.44 - \$14.01	
Library Technician I	PT	2	\$13.63 - \$15.35	\$13.77 - \$15.51	\$14.27 - \$16.01	
Library Associate	FT	1	\$35,006 - \$39,416	\$35,360 - \$39,832	\$36,400 - \$40,872	
Library Associate	PT	4	\$16.83 - \$18.95 per	\$17.00 - \$19.15 per hou	\$20.63 - \$23.17 per hour	

## NOTES:

#1. 2019 Budget includes increase of .50 an hour for Full Time and Part Time Employees

#2. Seasonal Employees receive a .50 an hour increase per state law

2018 Employee Count: 39 FTE & 38 PT & SEASONAL

2019 Employee Count: 44 FTE & 43 PT & SEASONAL

CITY OF LIBERTY LAKE

2019 Proposed Budget Adjustments: Each item should have a motion to add to the 2019 Budget Ordinance

Per Workshop Discussion on 11-27-2019

ITEM #	ITEM	CFP #	ORIGINAL 10-16-2018	ADJUSTED to: 11-27-2018	DIFFERENCE	FUND	Description
#1.	PUBLIC ART	12	\$72,500	\$35,000	-\$37,500	FUND 111 - Public Art Fund	Reduction amount allocated to Public Art
#2.	Town Square Improvements	A-5	\$20,000	\$0	-\$20,000	FUND 001 - General Fund	Funds for Gazebo
#3.	Library Building Improvements - lighting renovation & miscellaneous repairs	A-8	\$30,000	\$20,000	-\$10,000	FUND 330 - Library Capital Fund	
#4.	Appleway Ave & Madson Rd Traffic Signal	23	\$550,000	\$611,500	\$61,500	FUND 312 - Streets Capital	Updated Cost Estimate for Project. Project is partially funds from TIB.
		TOTAL	672,500	\$666,500	-\$6,000	NET ADJUSTMENT	

**OTHER ADJUSTMENTS**

- #1. SET UP AN ADDITIONAL FUND FOR PUBLIC ART CAPITAL SEPARATE FROM EVENTS. FINANCE DIRECTOR RECOMMENDATION IS TO MOVE EVENTS BACK UNDER THE OPERATIONS AND MAINTENANCE BUDGET AND DESIGNATE FUND 111 FOR PUBLIC ART

**OTHER ADJUSTMENTS**

- #2. FUND 312 (STREET CAPITAL) & FUND 320 (HARVARD RD MITIGATION). MOVED THE HARVARD RD BRIDGE OVERLAY PROJECT FROM FUND 320 TO FUND 312. MOVED THE APPLEWAY/MADSON SIGNAL PROJECT TO FUND 320. REASON FOR THE CHANGE IS THAT THE HARVARD RD BRIDGE OVERLAY PROJECT IS NOT A RECONSTRUCTION PROJECT. THIS PROJECT DOES NOT MEET THE REQUIRMENTS TO BE ELIGIBLE FOR HARVARD RD MITIGATION DOLLARS