

**ORDINANCE NO. 264  
CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, ADOPTING A BUDGET FOR THE PERIOD JANUARY 1, 2020 THROUGH DECEMBER 31, 2020, 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, 2020 and ending December 31, 2020.

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 11, 2019, October 18, 2019 and October 25, 2019 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 2020 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 2020 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 \$15,674,349 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 2020 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 2020 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.

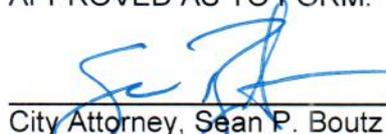
PASSED by the City Council this 17<sup>th</sup> day of December, 2019.

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

ATTEST:

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

APPROVED AS TO FORM:

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

Date of Publication: 12.27.19

Effective Date: 1.1.20

**City of Liberty Lake  
2020 Budget Summary By Fund**

<b>FUND</b>	<b>Est. Beginning Fund Balance</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Est. Ending Fund Balance</b>
General Fund 001	\$ 3,234,565	\$ 8,090,537	\$ 8,186,166	\$ 3,117,618
Street Fund (Fund 110)	332,950	1,075,210	1,230,931	177,229
Parks & Arts Fund	17,500	35,500	53,000	-
Tourism Promotion Fund	2,000	62,200	62,000	2,200
Tourism Promotion Capital Fund	126,679	37,500	-	164,179
Tourism Promotion Area (TPA)	-	60,150	60,150	-
Restricted Reserve	1,285,930	15,000	-	1,300,930
City Land LTGO Bond Fund	-	80,760	80,760	-
REET 1 Capital Projects Fund	262,191	2,212,500	697,000	1,777,691
REET 2 Capital Projects Fund	200,467	1,651,500	800,000	1,051,967
Street Capital Projects Fund	184,160	989,000	925,000	248,160
Orchard Park Capital Fund	12,062	1,000,500	1,012,562	-
Harvard Road Bridge Widening Fund	-	-	-	-
Henry Rd Project Fund	-	850,000	850,000	-
Harvard Road Mitigation Fund	572,752	211,500	380,000	404,252
Library Capital Fund	124,548	19,458	60,000	84,006
Municipal Facilities Fund Master Plan	357,014	5,500	100,000	262,514
Police Capital Fund	59,993	1,200	60,000	1,193
Community Messaging Fund	90,381	1,400	-	91,781
Underground Utility Fund	102,888	26,500	-	129,388
Building Contingency Fund	136,686	3,000	125,000	14,686
Stormwater Utility Fund	116,838	79,000	126,964	68,874
Aquifer Protection Fund	227,590	53,500	81,850	199,240
Golf Operations Fund	215,907	578,100	587,966	206,041
Unemployment Fund	-	20,000	20,000	-
Health Reimbursement (Bridge) Fund	159,442	32,000	175,000	16,442
	<b><u>\$ 7,822,543</u></b>	<b><u>\$ 17,191,515</u></b>	<b><u>\$ 15,674,349</u></b>	<b><u>\$ 9,318,391</u></b>

**CITY OF LIBERTY LAKE  
PROPOSED SALARY SCHEDULE FOR 2020**

JOB TITLE	Full Time (FT) Part Time (PT)	# of Employees	2018 ADOPTED	2019 ADOPTED	2020 PROPOSED CHANGES	Notes:
<b><u>Section 2. EXECUTIVE</u></b>						
City Administrator	FT	1	\$118,823 - \$133,814	\$119,863 - \$134,855	\$123,562 - \$139,151	3% increase in 2020
<b><u>Section 3. ADMIN &amp; FINANCE</u></b>						
Finance Director	FT	1	\$87,051 - \$98,034	\$88,092 - \$99,075	\$90,735 - \$102,182	3% increase in 2020
City Treasurer	FT	1	\$54,350 - \$61,193	\$55,390 - \$62,234	\$57,052 - \$64,249	3% increase in 2020
City Clerk	FT	1	\$54,350 - \$61,193	\$55,390 - \$62,234	\$57,052 - \$64,249	3% increase in 2020
Accounting/HR Specialist	FT	1	NA	NA	\$48,006 - \$54,059	New Position in 2020
IT Technician	FT	1	NA	NA	\$55,390 - \$62,234	New Position in 2020
Office Assistant	FT	1	\$36,837 - \$41,475	\$37,877 - \$42,516	\$40,149 - \$45,215	6% increase in 2020
Golf Professional	FT	1	\$53,294 - \$60,018	\$54,334 - \$61,058	\$54,334 - \$61,058	No Change - Propose Concessions
<b><u>Section 4. POLICE</u></b>						
Chief of Police	FT	1	\$94,000 - \$105,859	\$95,040 - \$106,900	\$97,891 - \$110,241	3% increase in 2020
Police Records Clerk	FT	1	\$43,222 - \$48,672	\$44,262 - \$49,712	\$45,590 - \$51,342	3% increase in 2020
Part Time Office Assistant	PT	1	NA	NA	\$40,149 - \$45,215	New Position in 2020
Police Officer	FT	9	\$52,656 - \$74,732	\$53,688 - \$76,220	\$54,763 - \$77,744	Per Contract - New FTE in 2019
Police Sergeant	FT	2	\$78,461 - \$84,931	\$80,030 - \$86,638	\$81,631 - \$88,366	Per Contract
Police Detective	FT	1	\$78,126 - \$87,974	\$78,126 - \$89,727	\$78,126 - \$91,519	Per Contract
<b><u>Section 5. MAINTENANCE AND OPERATIONS</u></b>						
Operation & Maintenance Director	FT	1	\$86,190 - \$97,064	\$88,092 - \$99,075	\$90,735 - \$102,182	3% increase in 2020
Streets Section Lead / Parks Section Lead	FT	3	\$48,318 - \$54,371	\$49,358 - \$55,412	\$53,800 - \$60,588	9% increase in 2020
Office Assistant	FT	1	\$37,107 - \$41,787	\$38,147 - \$42,828	\$40,149 - \$45,215	6% increase in 2020
Park/Streets/Facilities Maintenance Full Time	FT	9	\$32,302 - \$36,379	\$33,342 - \$37,420	\$36,343 - \$40,928	9% increase in 2020 plus 1 NEW FTE
Equipment Maint Tech	FT	1	\$45,885 - \$51,688	\$46,925 - \$52,728	\$48,333 - \$54,430	3% increase in 2020
Park/Golf Maintenance Seasonal	PT	NA	\$11.50 - \$12.94	\$12.00 - \$13.50	\$13.50 - \$15.21	PER Minimum wage
Park/Golf Maintenance - Foreman Seasonal	PT	NA	\$15.38 - \$17.32	\$16.03 - \$17.99	\$17.47 - \$19.68	9% increase in 2020
<b><u>Section 6. PLANNING &amp; BUILDING SERVICES</u></b>						
Building Inspector	FT	1	\$55,161 - \$62,108	\$56,201 - \$63,149	\$57,887 - \$65,190	3% increase in 2020
Chief Building Inspector	FT	1	\$60,049 - \$67,641	\$61,089 - \$68,682	\$62,922 - \$70,860	3% increase in 2020
Temp Building/Construction Inspector	PT	1			\$27.83 - \$31.34	
Director of Planning & Engineering	FT	1	\$94,000 - \$105,859	\$95,040 - \$106,900	\$97,891 - \$110,241	3% increase in 2020
City Engineer	FT	1	\$80,228 - \$90,350	\$79,040 - \$88,881	\$81,411 - \$91,682	3% increase in 2020
Planning and Engineering Associate	FT	1		\$48,006 - \$54,060	\$52,326 - \$58,928	9% increase in 2020
Permit Technician	FT	1	\$43,222 - \$48,672	\$43,222 - \$48,672	\$44,518 - \$50,135	3% increase in 2020
Engineering Technician	FT	0	NA	NA	\$52,326 - \$58,928	Unfilled for 2020
Office Assistant	FT	0	\$37,107 - \$41,787	\$38,147 - \$42,828	\$40,149 - \$45,215	Unfilled for 2020
Code Enforcement	PT	0	\$22.94 - \$25.85	\$25.00	NA	No Position in 2020 Budget
<b><u>Section 7. LIBRARY</u></b>						
Director of Library Services	FT	1	\$66,510 - \$74,902	\$67,550 - \$75,942	\$69,677 - \$78,354	3% increase in 2020
Librarian	FT	1	\$41,870 - \$47,154	\$42,910 - \$48,194	\$46,772 - \$52,672	9% increase in 2020
Library Clerk	PT	6	\$12.44 - \$14.00	\$12.44 - \$14.00	\$13.50 - \$15.21	PER Minimum wage
Library Technician I	PT	2	\$13.77 - \$15.51	\$14.27 - \$16.01	\$15.55 - \$17.52	9% increase in 2020
Library Associate	FT	1	\$35,360 - \$39,832	\$36,400 - \$40,872	\$38,584 - \$43,452	Unfilled for 2020
Library Associate	PT	4	\$17.00 - \$19.15	\$17.50 - \$19.65	\$18.55 - \$20.89	Unfilled for 2020

**NOTES:**

**Increases are based on compensation study performed by AI Industries in 2019.**

**Minimum wage increases by 12.5% for 2020.**

CITY OF LIBERTY LAKE

2020 Proposed Budget Adjustments: Each item should have a motion to add to the 2020 Budget Ordinance

Per Workshop Discussion on 11-12-2019 & Staff Recommended Changes

ITEM #	ITEM	CFP #	ORIGINAL 10-15-2019	ADJUSTED to: 11-22-2019	DIFFERENCE	FUND	Description
#1.	Legislative - Advisory Funds	NA	\$25,000	\$10,000	-\$15,000	FUND 001 - General Fund - Legislative	Reduce Council Advisory to \$10K - Page 39 -40
#2.	Transfer to PUBLIC ART FUND	12	\$61,500	\$35,000	-\$26,500	FUND 001 - Transfer Public Art Fund & Fund 111 - Transfer from General Fund	Reduction amount allocated to Public Art - Page 53-54 & Page 87
<b>Staff recommended updates to 2020 Budget</b>							
#3.	Sherriff EMS Agreement - Police	NA	\$180,000	\$204,196	\$24,196	FUND 001 - Page 56-57	In November, City received County Law Enforcement Costs estimate. Number is
#4.	Council Chamber Recording Hardware	19	\$25,950	\$30,845	\$4,895	FUND 001 - Transfer Public Art Fund & Fund 111 - Transfer from General Fund	Reduction amount allocated to Public Art - Page 53-54 & Page 87
#5.	Appropriations for Lodging Tax \$	NA	\$59,000	\$62,000	\$3,000	FUND 115 - Hotel / Motel Fund	An additional \$3K is available from updated revenue projection for Hotel/Motel funding.
	TOTAL		351,450	\$342,041	-\$9,409	NET ADJUSTMENT	

**OTHER ADJUSTMENTS**

- #1. Page 5 - Remove or revise the TIF (Tax Increment Financing) funding for the Library within the Mayor Message.
- #2. Pages 17-25 Budget Process - remove the reference to Finance Committee within the document and replace with City Council
- #3. Page 115 - Remove reference of Splash Pad from Rocky Hill Park Shade Structure.

**QUESTIONS, CLARIFICATIONS, & DISCUSSIONS**

- #1. Page 33. General Fund (340 - Charges for Services). Years 2017 & 2018 revenue higher because City was receiving reimbursement for Police Records Clerk working an assignment for the Spokane Police Department.
- #2. Page 74. Wages for Janitorial Services are now recorded under 576 80 10 03. Same Fund and Same Department.
- #3. Page 77. Is the City able to invoice for sports court surface for 2020? Agreement does not address this.
- #4. Page 91. Consider increasing the Restricted Reserve Fund.
- #5. Utility Tax Rebate - Council will review current process and recommend potential changes to the rebate process.
- #6. Public Health Services Page 53 - Create a criteria and process for local Public Service Entities to request funding.
- #7. Page 40 - Legislative - Should Travel Expenses be increased?
- #8. Page 85 - How many pedestrian crossing are in the 2020 Budget? Answer - 5 to 6