

**ORDINANCE NO. 269
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, ADOPTING A BUDGET FOR THE PERIOD JANUARY 1, 2021 THROUGH DECEMBER 31, 2021, 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, 2021 and ending December 31, 2021;

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 23, 2020 and October 30, 2020 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 2021 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 2021 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 \$14,463,036 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 2021 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 2021 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 15th day of December, 2020.



Mayor, Shane Brickner

ATTEST:



City Clerk, Ann Swenson

APPROVED AS TO FORM:



City Attorney, Sean P. Boutz

Date of Publication: 12/25/2020

Effective Date: 12/30/2020

**City of Liberty Lake
2021 Budget Summary By Fund**

FUND	Est. Beginning Fund Balance	Revenues	Expenditures	Est. Ending Fund Balance
General Fund 001	\$ 4,704,635	\$ 7,752,405	\$ 8,162,390	\$ 4,294,650
Street Fund (Fund 110)	510,713	1,093,370	1,142,572	461,511
Parks & Arts Fund	19,195	6,650	24,500	1,345
Tourism Promotion Fund	55,514	62,200	60,000	57,714
Tourism Promotion Capital Fund	181,544	37,500	-	219,044
Tourism Promotion Area (TPA)	-	60,150	60,150	-
Restricted Reserve	1,301,492	15,000	-	1,316,492
City Land LTGO Bond Fund	-	-	-	-
REET 1 Capital Projects Fund	1,054,782	403,000	692,700	765,082
REET 2 Capital Projects Fund	1,855,981	405,000	1,969,300	291,681
Street Capital Projects Fund	269,228	200,500	85,000	384,728
Orchard Park Capital Fund	-	-	-	-
Harvard Road Bridge Widening Fund	-	-	-	-
Henry Rd Project Fund	-	364,000	364,000	-
Harvard Road Mitigation Fund	257,434	445,019	475,000	227,453
Library Capital Fund	95,507	18,950	-	114,457
Municipal Facilities Fund Master Plan	274,557	3,000	-	277,557
Police Capital Fund	57,487	600	56,894	1,193
Community Messaging Fund	91,509	1,000	-	92,509
Underground Utility Fund	104,171	26,000	-	130,171
Building Contingency Fund	138,391	1,500	125,000	14,891
Stormwater Utility Fund	128,310	175,250	256,295	47,265
Aquifer Protection Fund	250,949	141,250	207,824	184,375
Golf Operations Fund	359,810	564,650	591,411	333,049
Unemployment Fund	-	15,000	15,000	-
Health Reimbursement (Bridge) Fund	138,661	36,500	175,000	161
	<u>\$ 11,849,870</u>	<u>\$ 11,828,494</u>	<u>\$ 14,463,036</u>	<u>\$ 9,215,328</u>
Total Revenues & Expenditures		<u><u>\$ 23,678,364</u></u>		<u><u>\$ 23,678,364</u></u>

**CITY OF LIBERTY LAKE
PROPOSED SALARY SCHEDULE FOR 2021**

Exhibit B

JOB TITLE	Full Time (FT) Part Time (PT)	# of Employees	2019 ADOPTED	2020 ADOPTED	2021 PROPOSED CHANGES	Notes:
<u>Section 2. EXECUTIVE</u>						
City Administrator	FT	1	\$119,863 - \$134,855	\$123,562 - \$139,151	\$123,562 - \$139,151	
Office Assistant	FT	1	NA	NA	\$40,149 - \$45,215	Move from Operations and Maintenance
Communications Specialist	PT	1	NA	NA	\$27.43 - \$30.89	New
<u>Section 3. ADMINISTRATIVE SERVICES</u>						
Finance Director	FT	1	\$88,092 - \$99,075	\$90,735 - \$102,182	\$90,735 - \$102,182	
City Treasurer	FT	1	\$55,390 - \$62,234	\$57,052 - \$64,249	\$57,052 - \$64,249	
City Clerk	FT	1	\$55,390 - \$62,234	\$57,052 - \$64,249	\$57,052 - \$64,249	
Accounting Technician	PT	1	NA	\$48,006 - \$54,059	\$23.08 - \$25.99	
IT Technician	FT	1	NA	\$55,390 - \$62,234	\$55,390 - \$62,234	
Human Resource Manager	FT	1	NA	NA	\$75,000 - \$84,462	
<u>Section 4. PUBLIC SAFETY</u>						
Chief of Police	FT	1	\$95,040 - \$106,900	\$97,891 - \$110,241	\$115,000	TBD
Police Records Clerk	FT	1	\$44,262 - \$49,712	\$45,590 - \$51,342	\$45,590 - \$51,342	
Part Time Office Assistant	PT	1	NA	\$19.30 - \$21.74	\$19.30 - \$21.74	
Police Officer	FT	11	\$53,688 - \$76,220	\$54,763 - \$77,744	\$55,858 - \$79,299	
Police Sergeant	FT	2	\$80,030 - \$86,638	\$81,631 - \$88,366	\$83,264 - \$90,137	
Police Detective	FT	1	\$78,126 - \$89,727	\$78,126 - \$91,519	\$78,125 - \$93,355	Upon retirement, a new detective would be assigned from one of the police officers. See Union Contract
<u>Section 5. OPERATIONS AND MAINTENANCE</u>						
Operation & Maintenance Director	FT	1	\$88,092 - \$99,075	\$90,735 - \$102,182	\$90,735 - \$102,182	
Streets Section Lead / Parks Section Lead	FT	3	\$49,358 - \$55,412	\$53,800 - \$60,588	\$53,800 - \$60,588	
Park/Streets/Facilities Maintenance	FT	12	\$33,342 - \$37,420	\$36,343 - \$40,928	\$36,343 - \$40,928	Added additional FTE
Equipment Maint Tech	FT	1	\$46,925 - \$52,728	\$48,333 - \$54,430	\$48,333 - \$54,431	
Park/Golf Maintenance Seasonal	PT	NA	\$12.00 - \$13.50	\$13.50 - \$15.21	\$13.69 - \$15.41	
Park/Streets/Facilities Maintenance	PT	NA	\$16.03 - \$17.99	\$17.47 - \$19.68	\$17.47 - \$19.68	
<u>Section 6. PLANNING, ENGINEERING & BUILDING SERVICES</u>						
Building Inspector	FT	1	\$56,201 - \$63,149	\$57,887 - \$65,190	\$57,887 - \$65,190	
Chief Building Inspector	FT	1	\$61,089 - \$68,682	\$62,922 - \$70,860	\$62,922 - \$70,860	
Temp Building/Construction Inspector	PT	1	NA	\$27.83 - \$31.34	\$27.83 - \$31.34	
Director of Planning & Engineering	FT	1	\$95,040 - \$106,900	\$97,891 - \$110,241	\$97,891 - \$110,241	
City Engineer	FT	1	\$79,040 - \$88,881	\$81,411 - \$91,682	\$81,411 - \$91,682	
Permit Technician	FT	1	\$43,222 - \$48,672	\$44,518 - \$50,135	\$44,519 - \$50,135	
Engineering Technician	FT	1	NA	NA	\$52,327 - \$58,928	
<u>Section 7. LIBRARY</u>						
Director of Library Services	FT	1	\$67,550 - \$75,942	\$69,677 - \$78,354	\$69,677 - \$78,354	
Librarian	FT	1	\$42,910 - \$48,194	\$46,772 - \$52,672	\$46,772 - \$52,673	
Librarian	PT	1	\$20.63 - \$23.17	\$22.49 - \$25.32	\$22.49 - \$25.32	
Library Clerk	PT	1	\$12.44 - \$14.00	\$13.50 - \$15.21	\$13.69 - \$15.41	
Library Technician I	PT	3	\$14.27 - \$16.01	\$15.55 - \$17.52	\$15.55 - \$17.52	
Library Associate	FT	1	\$36,400 - \$40,872	\$38,584 - \$43,452	\$38,584 - \$43,452	
Library Associate	PT	1	\$17.50 - \$19.65	\$18.55 - \$20.89	\$18.55 - \$20.89	
<u>Section 8. TRAILHEAD GOLF COURSE</u>						
Golf Professional	FT	1	\$54,334 - \$61,058	\$54,334 - \$61,058	\$54,334 - \$61,058	
Golf - PGA	PT	1	NA	\$17.47 - \$19.68	\$17.47 - \$19.68	
Pro Shop	PT	7	\$12.00 - \$13.50	\$13.50 - \$15.21	\$13.69 - \$15.41	

NOTES:

No overall salary adjustments proposed for 2021. May consider adjustments in the Spring of 2021 upon review of overall financial condition of the City.

Employees are eligible for a 2% step increase upon a satisfactory performance review.

Employees at top step would receive an extra floating holiday for 2021 - total of 5 days

Minimum wage increase from \$13.50 to \$13.69 for 2021.

2021 PROPOSED BUDGET CHANGES: CITY COUNCIL SHOULD MAKE A MOTION TO INCLUDE INTO THE 2021 BUDGET

	<u>DESCRIPTION</u>	<u>FUND</u>	<u>ORIGINAL BUDGET</u>	<u>NEW BUDGET</u>	<u>Budget Increase (Decrease)</u>
#1	Increase Finance Director Position from 75% to 100% including benefits.	GENERAL 001	110,000.00	140,000.00	30,000.00
#2	Add a Project Manager to 2021 Budget including full benefits, equipment	GENERAL 001	-	100,000.00	100,000.00
CAPITAL PROJECTS					
#3	PEDESTRIAN SAFETY IMPROVEMENTS	FUND 110 - STREETS OPS	90,000.00	136,881.00	46,881.00
	<i>NOTE: CFP ORDINANCE NEEDS TO BE UPDATED AS WELL</i>	MOVE TO FUND 311 - REET			
#4	PUBLIC WORKS YARD - FULL BUILD	FUND 311 REET	600,000.00	1,260,000.00	660,000.00
	<i>NOTE: CFP ORDINANCE NEEDS TO BE UPDATED AS WELL</i>				
#5	MOVE LEGACY RIDGE INTERSECTION FROM HARVARD RD MITIGATION FUND 320 TO REET 2 FUND 311	FUND 320 - HARVARD RD REV	334,000.00	-	(334,000.00)
	Did not receive TIB FUNDING for this project	FUND 320 - HARVARD RD EXP	480,000.00		(480,000.00)
		FUND 311 - REET 2 - EXP	-	480,000.00	480,000.00

FOLLOW UP ITEMS FOR 2021

- Can City use Tourism Promotion Capital for Trailhead?
- Orchard Park Sports Court - Apply for TIF/LIFT Funding
- Review General Liability Insurance annual costs
- Further Discussion on Financial Investment Policy
- Move Golf Course from Enterprise Fund to General Fund