

**ORDINANCE NO. 284
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, ADOPTING A BUDGET FOR THE PERIOD JANUARY 1, 2022 THROUGH DECEMBER 31, 2022, 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, 2022 and ending December 31, 2022.

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 29, 2021 and November 12, 2021 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 2022 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 2022 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 \$41,788,453 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 2022 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 2022 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, 2021.

Cristella Kaminskas
Mayor, Cristella Kaminskas

ATTEST:

Kelsey Wright
City Clerk, Kelsey Wright

APPROVED AS TO FORM:

SPB
City Attorney, Sean P. Boutz

Date of Publication: 12/31/2021

Effective Date: 1/5/2022

**City of Liberty Lake
2022 Budget Summary By Fund**

FUND	Est. Beginning Fund Balance	Revenues	Expenditures	Est. Ending Fund Balance
General Fund 001	\$ 6,193,735	\$ 9,828,824	\$ 12,097,822	\$ 3,924,737
American Rescue Plan Act Fund	1,514,901	1,529,173	3,044,074	-
Street Fund (Fund 110)	447,332	1,099,294	1,419,975	126,651
Parks & Arts Fund	11,796	27,204	39,000	-
Tourism Promotion Fund	116,123	75,080	60,000	131,203
Tourism Promotion Capital Fund	234,037	45,240	-	279,277
Tourism Promotion Area (TPA)	48,010	90,080	138,090	-
Restricted Reserve	1,303,174	1,500	-	1,304,674
REET 1 Capital Projects Fund	716,019	1,500,700	1,845,000	371,719
REET 2 Capital Projects Fund	2,028,200	502,400	1,906,500	624,100
Street Capital Projects Fund	364,137	400	225,000	139,537
Henry Rd Project Fund	8,877	2,291,123	2,300,000	-
Harvard Road Mitigation Fund	414,373	265,170	90,000	589,543
Library Capital Fund	95,627	19,405	100,000	15,032
Municipal Facilities Fund Master Plan	275,630	320	-	275,950
Police Capital Fund	57,561	65	57,626	-
Community Messaging Fund	91,627	100	-	91,727
Underground Utility Fund	104,306	25,120	-	129,426
Building Contingency Fund	115,721	9,279	125,000	-
Trailhead Improvements Project Fund	-	8,000,030	8,000,030	-
Stormwater Utility Fund	133,184	173,910	264,963	42,131
Aquifer Protection Fund	281,656	139,050	189,463	231,243
Golf Operations Fund	651,330	687,430	754,744	584,016
Unemployment Fund	-	15,000	15,000	-
Health Reimbursement (Bridge) Fund	113,572	61,428	175,000	-
Custodial Fund	-	80,200	80,200	-
	\$ 15,320,928	\$ 26,467,525	\$ 32,927,487	\$ 8,860,966
Total Revenues & Expenditures		\$ 41,788,453		\$ 41,788,453

**CITY OF LIBERTY LAKE
PROPOSED SALARY SCHEDULE FOR 2022**

JOB TITLE	Full Time (FT) / Part Time (PT)	# of Employees	2020 ADOPTED	2021 ADOPTED	2022 PROPOSED	Notes:
Section 2. EXECUTIVE						
City Administrator	FT	1	\$123,562 - \$139,151	\$126,033 - \$141,934	\$126,033 - \$141,934	No Adjustment
Office Assistant	FT	1	NA	\$40,947 - \$46,114	\$41,766 - \$47,507	
Human Resource Manager	FT	1	NA	\$76,500 - \$86,151	\$78,795 - \$88,736	
Public Relation Officer	FT	1	NA	NA	\$58,195 - \$65,541	Proposed FT for 2022
Section 3. ADMINISTRATIVE SERVICES						
Finance Director	FT	1	\$90,735 - \$102,182	\$92,549 - \$104,226	\$95,326 - \$107,352	
City Treasurer	FT	1	\$57,052 - \$64,249	\$58,195 - \$65,535	\$59,946 - \$70,886	Propose 5% Increase
City Clerk	FT	1	\$57,052 - \$64,249	\$58,195 - \$65,535	\$59,946 - \$67,517	
Accounting Technician	FT	1	\$48,006 - \$54,059	\$48,967 - \$55,144	\$50,440 - \$56,784	
IT Technician	FT	1	\$55,390 - \$62,234	\$56,498 - \$63,626	\$58,178 - \$65,520	
Section 4. PUBLIC SAFETY						
Chief of Police	FT	1	\$97,891 - \$110,241	115000 - \$129,509	\$118,450 - \$133,394	
Police Records Clerk	FT	2	\$45,590 - \$51,342	\$46,502 - \$52,369	\$47,902 - \$53,955	Move PT Office Asst to FT Clerk
Office Assistant	PT	0	\$19.30 - \$21.74	\$19.69 - \$22.17	\$19.69 - \$22.17	Move position to Pol Records Clerk
Police Officer	FT	8	\$54,763 - \$77,744	\$55,858 - \$79,299	\$56,975 - \$80,885	Add 2 officers
Police Sergeant	FT	2	\$81,631 - \$88,366	\$83,264 - \$90,137	\$84,829 - \$91,930	
Police Detective	FT	1	\$78,126 - \$91,519	\$78,125 - \$93,355	\$78,125 - \$87,977	
Lieutenant	FT	1	NA	NA	\$93,355 - \$101,088	NEW
Matser Police Officer (MPO)	FT	6	NA	NA	\$58,271 - \$82,181	Per union agreement, MPO receives \$0.60/hr.
Section 5. OPERATIONS AND MAINTENANCE						
Operation & Maintenance Director	FT	1	\$90,735 - \$102,182	\$92,549 - \$104,226	\$95,326 - \$107,352	
Streets Section Lead / Parks Section Lead	FT	3	\$53,800 - \$60,588	\$54,886 - \$61,818	\$56,534 - \$63,669	Propose 2 FTE for 2022
Parks/Streets/Facilities Section Lead w/CDL	FT	2	NA	NA	\$57,574 - \$64,709	Not a new position, acquired CDL
Park/Streets/Facilities Maintenance	FT	14	\$36,343 - \$40,928	\$37,064 - \$41,746	\$38,168 - \$42,994	Add 5 FTE and reduce Part Time Staff
Parks/Streets/Facilities Maintenance w/CDL	FT	3	NA	NA	\$39,208 - \$44,034	Not a new position, acquired CDL
Equipment Maint Tech	FT	1	\$48,333 - \$54,430	\$49,306 - \$55,527	\$50,773 - \$57,200	
Park/Golf Maintenance Seasonal	PT	NA	\$13.50 - \$15.21	\$13.69 - \$15.41	\$14.49 - \$16.32	
Park/Streets/Facilities Maintenance	PT	1	\$17.47 - \$19.68	\$17.82 - \$20.07	\$18.35 - \$20.67	
Maintenance Facilities Lead	FT	1	NA	NA	\$56,534 - \$63,669	Proposed New Position for 2022
Operation & Maintenance Office Assistant	FT	0	NA	NA	\$40,947 - \$46,109	Vacancy for 2022 - not in budget
Section 6. PLANNING, ENGINEERING & BUILDING SERVICES						
Building Inspector	FT	1	\$57,887 - \$65,190	\$59,044 - \$66,477	\$60,819 - \$68,494	
Chief Building Inspector	FT	1	\$62,922 - \$70,860	\$64,180 - \$72,277	\$66,123 - \$74,464	
Director of Planning & Engineering	FT	1	\$97,891 - \$110,241	\$99,849 - \$112,446	\$102,844 - \$115,820	
City Engineer	FT	1	\$81,411 - \$91,682	\$83,039 - \$93,516	\$85,531 - \$96,321	
Permit Technician	FT	0	\$44,518 - \$50,135	\$45,409 - \$51,106	\$45,409 - \$51,106	Now a PEBS Tech for 2022
Engineering Technician	FT	1	NA	\$54,374 - \$60,107	\$54,974 - \$61,901	
Project Manager	FT	1	NA	\$64,179 - \$72,259	\$66,123 - \$74,646	
PEBS Technician	FT	1	NA	NA	\$54,974 - \$61,901	NEW
City Planner	FT	1	NA	NA	\$75,827 - \$85,393	NEW
Section 7. LIBRARY						
Director of Library Services	FT	1	\$69,677 - \$78,354	\$71,071 - \$79,921	\$73,203 - \$82,438	
Librarian	FT	1	\$46,772 - \$52,672	\$47,715 - \$53,713	\$49,150 - \$55,266	Move from PT to FT
Library Clerk	PT	1	\$13.50 - \$15.21	\$13.69 - \$15.41	\$14.49 - \$16.32	
Library Technician I	PT	4	\$15.55 - \$17.52	\$15.86 - \$17.87	\$16.34 - \$18.41	
Library Associate	FT	1	\$38,584 - \$43,452	\$39,356 - \$44,321	\$40,539 - \$45,656	
Library Associate Lead	FT	1	NA	NA	\$41,059 - \$46,176	Receives premium pay of \$0.25/hr.
Section 8. TRAILHEAD GOLF COURSE						
Golf Professional	FT	1	\$54,334 - \$61,058	\$55,421 - \$62,413	\$57,083 - \$64,285	
Golf - PGA	FT	3	\$17.47 - \$19.68	\$17.82 - \$20.07	\$38,168 - \$42,994	Add FTE
Pro Shop	PT	7	\$13.50 - \$15.21	\$13.69 - \$15.41	\$14.49 - \$16.32	

NOTES:

COLA is proposed at 3% for 2022 for all Full Time Employees except employees under Union Contract.

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

Employees received a 2% adjustment in mid year 2021

Minimum wage increase from \$13.69 to \$14.49 for 2022.

Employee Count

FTE	71
PT	21