

ORDINANCE NO. 1256

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, ADOPTING THE BIENNIAL BUDGET OF THE CITY OF LAKE FOREST PARK FOR THE YEARS 2023-2024, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, State law, Chapter 35A.34 RCW provides for the biennial adoption of the City of Lake Forest Park's budget and provides procedures for the filing of the proposed budget, deliberations, public hearings, and final fixing of the budget; and

WHEREAS, a budget for fiscal years 2023-2024 has been prepared and filed, public hearings have been held for the purpose of fixing the final budget, and the City Council has deliberated and has made adjustments and changes deemed necessary and proper; and

WHEREAS, the budget maintains levels of service for most City services and makes strategic investments in areas aligned with the City Council's strategic plan goal areas; and

WHEREAS, the City is required by RCW 35A.34.120 to include all revenues and expenditures for each fund in the adopted budget; and

WHEREAS, the budget is balanced per City Policy; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. ADOPTING THE BIENNIAL BUDGET OF THE CITY OF LAKE FOREST PARK FOR THE YEARS 2023-2024. The budget for the City of Lake Forest Park for the period January 1, 2023 through December 31, 2024 as determined in the 2023-2024 Mayor's Proposed Budget and amended by the City Council.

Section 2. SUMMARY OF REVENUES AND EXPENDITURES. The Budget sets forth totals of estimated revenues and expenditures of each separate fund, and the aggregate totals for all such funds as summarized below:

<u>Fund No.</u>	<u>Fund</u>	<u>2023-2024</u>			<u>Projected Ending Fund Balance 2024</u>
		<u>Projected Beginning Fund Balance 2023</u>	<u>2023-2024 Revenue</u>	<u>2023-2024 Expenditure</u>	
001	General Fund	\$ 6,660,291	\$ 22,536,746	\$ 23,580,779	\$ 5,616,258
101	Street Fund	\$ 608,292	\$ 1,620,500	\$ 1,616,301	\$ 612,491
102	Council Contingency Fund	\$ 732,349	\$ 10,000	\$ -	\$ 742,349
104	Transportation Benefit District	\$ 748,901	\$ 1,115,000	\$ 804,686	\$ 1,059,215
105	Budget Stabilization Fund	\$ 319,093	\$ 2,000	\$ -	\$ 321,093
106	Strategic Opportunity Fund	\$ 70,811	\$ 627,000	\$ 362,000	\$ 335,811
107	ARPA Fund	\$ 2,368,700	\$ -	\$ 1,230,000	\$ 1,138,700
301	Capital Improvement Fund	\$ 1,702,512	\$ 1,137,000	\$ 309,000	\$ 2,530,512
302	Transportation Capital Fund	\$ 1,810,842	\$ 5,174,285	\$ 6,573,466	\$ 411,661
303	Facilities Maintenance Fund	\$ 806,036	\$ 306,000	\$ 685,500	\$ 426,536
401	Sewer Utility Fund	\$ 667,331	\$ 7,393,788	\$ 7,578,080	\$ 483,039
402	Sewer Capital Fund	\$ 3,565,492	\$ 270,000	\$ 90,000	\$ 3,745,492
403	Surface Water Utility Fund	\$ 735,402	\$ 3,069,481	\$ 3,140,809	\$ 664,074
404	Surface Water Capital Fund	\$ 1,113,115	\$ 925,000	\$ 1,076,000	\$ 962,115
406	Sewer Bond Reserve Fund	\$ 106,847	\$ 2,000	\$ -	\$ 108,847
407	PW Trust Fund Repayment Fund	\$ 639,272	\$ 495,500	\$ 488,004	\$ 646,768
501	Veh. & Equip. Replacement Fund	\$ 562,849	\$ 1,262,670	\$ 577,300	\$ 1,248,219
502	IT Replacement Fund	\$ 150,000	\$ 309,154	\$ 336,533	\$ 122,621

Section 3. SALARY SCHEDULES FOR 2023 AND 2024. The salary schedule and full-time employee authorization request submitted to the City Council by the Administration with the Budget is attached in Exhibit A.

Section 4. PROVISIO. The Administration, Mayor, and Council worked together to create the attached proviso in Exhibit B. The proviso shown in Exhibit B will be revisited as part of the Budget Amendment and Mid-Biennial Budget Amendment Process.

Section 5. COPIES OF THE BUDGET TO BE FILED. The City Clerk is directed to transmit a complete copy of the Budget as adopted to the Office of the State Auditor and to the Association of Washington Cities as required by RCW 35A.34.120.

Section 6. SEVERABILITY. Should any portion of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 7. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 8. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passage and publication.


APPROVED BY A MAJORITY of the Lake Forest Park City Council this 17th day of November, 2022.

APPROVED:



Jeff Johnson
Mayor

ATTEST/AUTHENTICATED:



Matt McLean
City Clerk

APPROVED AS TO FORM:



Kim Adams Pratt
City Attorney

Introduced: October 13, 2022
Adopted: November 17, 2022
Posted: November 22, 2022
Published: November 22, 2022
Effective: November 27, 2022

EXHIBIT A to Ordinance 1256

2023 Budgeted Positions and Salary Schedule

Amounts on this schedule are monthly

	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Legislative							
Councilmembers	7.00						600
Executive							
Mayor	0.50						3,000
City Administrator	1.00						16,509
Human Resources Director	1.00	7,905	8,432	8,959	9,486	10,013	10,540
	2.50						
Judicial							
Municipal Court Judge	0.60						16,604
Court Administrator	1.00	6,957	7,421	7,885	8,349	8,813	9,277
Court Clerk	2.50	4,377	4,669	4,961	5,252	5,544	5,836
Probation Officer	0.20	5,585	5,957	6,330	6,702	7,074	7,447
Pro-tem Judges		\$65 per hour					
	4.30						
Municipal							
City Clerk	1.00	7,009	7,475	7,943	8,411	8,878	9,345
Deputy City Clerk	1.00	5,683	6,061	6,440	6,819	7,198	7,577
Records Mgmt. & Office Support	0.85	4,262	4,546	4,830	5,114	5,398	5,683
Receptionist / Office Clerk	1.00	4,130	4,406	4,682	4,957	5,233	5,507
Passport Clerk	1.00	3,698	3,944	4,190	4,438	4,684	4,930
	4.85						
Finance							
Finance Director	1.00	9,483	10,115	10,747	11,379	12,012	12,643
Accounting Supervisor	1.00	6,665	7,109	7,553	7,998	8,442	8,886
Accountant	1.00	4,534	4,836	5,137	5,441	5,742	6,044
Utility and Payroll Analyst	1.00	5,278	5,630	5,982	6,334	6,686	7,037
Information System Manager	1.00	8,157	8,700	9,244	9,788	10,332	10,876
Accounting Clerk	0.60	4,342	4,632	4,921	5,210	5,500	5,789
	5.60						
Planning							
Planning Director	1.00	9,133	9,742	10,350	10,960	11,569	12,177
Senior Planner	1.00	6,688	7,135	7,580	8,026	8,471	8,918
Assistant Planner	1.00	5,065	5,402	5,740	6,078	6,415	6,753
Arborist	0.75						7,802
	3.75						
Building							
Building Official	1.00	7,176	7,654	8,132	8,611	9,089	9,568
Permit Technician	0.75	4,586	4,891	5,197	5,502	5,808	6,113
	1.75						
Emergency Management							
Emergency Manager	1.00	7,848	8,062	8,276	8,490	8,704	8,918
	1.00						

Police

Police Chief	1.00						14,206
Lieutenant	2.00	7,920	8,449	8,976	9,504	10,032	10,560
Sergeant 2	3.00						9,025
Sergeant 1	1.00						8,573
Police Officer	9.00	6,105	6,587	7,111	7,628		
Detective	2.00	6,715	7,246	7,822	8,391		
Traffic	1.00	6,410	6,916	7,467	8,010		
K-9	1.00	6,410	6,916	7,467	8,010		
Support Services Officer	1.00	4,850	5,197	5,542	5,898		
Records Specialist	2.00	4,680	4,847	5,013	5,177	5,342	5,508
Domestic Violence Advocate	0.35	4,823	5,145	5,466	5,788	6,110	6,431
	<u>23.35</u>						

Public Works (Streets, Surface Water, Sewer, and Parks Maintenance)

Public Works Director	1.00	10,683	11,003	11,691	12,378	13,066	13,754
Senior Project Manager	1.00	7,500	7,912	8,407	8,902	9,397	9,891
Project Manager	1.00	6,461	6,892	7,322	7,753	8,184	8,615
Public Works Superintendent	1.00	6,077	6,483	6,887	7,292	7,698	8,102
Environmental & Sustainability Specialist	1.00	5,746	6,129	6,512	6,896	7,279	7,662
PW Admin. Assistant	0.50	4,534	4,836	5,137	5,441	5,742	6,044
Lead Maintenance Worker	2.00	5,742	5,945	6,151	6,348	6,553	6,755
Maintenance Worker	4.00	5,342	5,530	5,718	5,907	6,096	6,284
Seasonal Maintenance Worker	1.00						
	<u>12.50</u>						

Seasonal up to 1.0 FTE at Market Rate

Total Positions in Budget 59.60

2024 Budgeted Positions and Salary Schedule

Amounts on this schedule are monthly

	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Legislative							
Councilmembers	7.00						600
Executive							
Mayor	0.50						3,000
City Administrator	1.00						17,004
Human Resources Director	1.00	8,142	8,685	9,228	9,771	10,314	10,857
	2.50						
Judicial							
Municipal Court Judge	0.60						17,102
Court Administrator	1.00	7,166	7,644	8,121	8,599	9,077	9,555
Court Clerk	2.50	4,508	4,809	5,109	5,410	5,710	6,011
Probation Officer	0.20	5,753	6,136	6,520	6,903	7,287	7,670
Pro-tem Judges		\$65 per hour					
	4.30						
Municipal							
City Clerk	1.00	7,219	7,700	8,181	8,663	9,145	9,625
Deputy City Clerk	1.00	5,853	6,243	6,634	7,024	7,414	7,804
Records Mgmt. & Office Support	0.85	4,390	4,682	4,975	5,268	5,560	5,853
Receptionist / Office Clerk	1.00	4,254	4,539	4,823	5,106	5,390	5,673
Passport Clerk	1.00	3,809	4,062	4,316	4,571	4,824	5,078
	4.85						
Finance							
Finance Director	1.00	9,767	10,418	11,070	11,721	12,372	13,022
Accounting Supervisor	1.00	6,865	7,322	7,780	8,238	8,695	9,153
Accountant	1.00	4,670	4,981	5,292	5,604	5,915	6,226
Utility and Payroll Analyst	1.00	5,437	5,799	6,161	6,524	6,886	7,249
Information Systems Manager	1.00	8,401	8,961	9,522	10,082	10,642	11,202
Accounting Clerk	0.60	4,472	4,771	5,069	5,367	5,665	5,963
	5.60						
Planning							
Planning Director	1.00	9,407	10,034	10,661	11,289	11,916	12,543
Senior Planner	1.00	6,888	7,349	7,807	8,267	8,726	9,186
Assistant Planner	1.00	5,217	5,565	5,912	6,260	6,608	6,956
Arborist	0.75						8,036
	3.75						
Building							
Building Official	1.00	7,391	7,884	8,376	8,869	9,362	9,855
Permit Technician	0.75	4,723	5,038	5,353	5,667	5,982	6,297
	1.75						
Emergency Management							
Emergency Manager	1.00	8,084	8,304	8,525	8,745	8,965	9,186
	1.00						

Police

Police Chief	1.00						14,632
Lieutenant	2.00	8,157	8,702	9,246	9,789	10,333	10,877
Sergeant 2	3.00						9,296
Sergeant 1	1.00						8,830
Police Officer	9.00	6,288	6,784	7,324	7,857		
Detective	2.00	6,917	7,463	8,057	8,643		
Traffic	1.00	6,602	7,124	7,691	8,250		
K-9	1.00	6,602	7,124	7,691	8,250		
Support Services Officer	1.00	4,996	5,353	5,709	6,075		
Records Specialist	2.00	4,821	4,993	5,163	5,332	5,502	5,674
Domestic Violence Advocate	0.35	4,968	5,299	5,630	5,962	6,293	6,624
	<u>23.35</u>						

Public Works (Streets, Surface Water, Sewer, and Parks Maintenance)

Public Works Director	1.00	11,003	11,333	12,042	12,750	13,458	14,167
Senior Project Manager	1.00	7,725	8,150	8,659	9,169	9,679	10,188
Project Manager	1.00	6,655	7,099	7,542	7,986	8,429	8,873
Public Works Superintendent	1.00	6,259	6,677	7,094	7,511	7,929	8,345
Environmental & Sustainability Specialist	1.00	5,919	6,313	6,708	7,102	7,497	7,892
PW Admin. Assistant	0.50	4,670	4,981	5,292	5,604	5,915	6,226
Lead Maintenance Worker	2.00	5,742	5,945	6,151	6,348	6,553	6,755
Maintenance Worker	4.00	5,342	5,530	5,718	5,907	6,096	6,284
Seasonal Maintenance Worker	1.00	Seasonal up to 1.0 FTE at Market Rate					
	<u>12.50</u>						

Total Positions in Budget **59.60**

Exhibit B

Proviso

1. The Administration in the second quarter 2023, shall review its landscape maintenance needs for the city parks and determine if additional maintenance is needed to maintain the character of the parks to prevent overgrowth and to remove invasive species of plants and weeds. The Administration shall report to the City Council, if such additional maintenance is needed and whether it may be completed using existing city personnel, or if an outside firm should be employed and at what cost.
2. The Administration will bring forward proposed changes to the city art program to establish a process by which the program is funded and how those funds are held and approved for expenditure, during Q2 of 2023.
3. As part of the 2023 mid-biennial budget adjustment and based on market conditions, consider a one-time staff retention incentive in an amount to be determined for those employees who meet performance standards for their respective position.
4. As part of the 2023 mid-biennial budget adjustment and upon submittal of a one-time climate initiative by the Climate Action Committee, consider funding a one-time climate action "early action initiative" in an amount no more than \$10,000; action should be completed within approximately one year.