

**ORDINANCE NO. 23-1262**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
LAKE FOREST PARK, WASHINGTON, AMENDING THE  
2023-2024 BUDGETED POSITIONS AND SALARY  
SCHEDULE FOR THE FINANCE DEPARTMENT TO  
ELIMINATE THE POSITIONS OF PAYROLL/UTILITY  
BILLING ANALYST AND ONE ACCOUNTING CLERK;  
AND ADDING NEW POSITIONS FOR FINANCE  
SPECIALIST PAYROLL/ACCOUNTANT AND FINANCE  
SPECIALIST BUSINESS TAX & LICENSING ACCOUNTS  
PAYABLE**

---

**WHEREAS**, the City Council in 2022 adopted a 2023-2024 Budget which included a Budgeted Positions and Salary Schedule listing all positions in the City; and

**WHEREAS**, the City Council desires to eliminate the position of Payroll/Utility Billing Analyst and one Accounting Clerk position and add new positions for a Finance Specialist Payroll/Accountant and Finance Specialist Business Tax & Licensing Accounts Payable to the 2023-2024 Salary Schedule due to a reorganization within the Finance Department;

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

**Section 1. AMENDMENT OF BUDGETED POSITIONS AND SALARY SCHEDULE FOR 2023– 2024 BUDGET.** The 2023-2024 Budgeted Positions and Salary Schedule of the 2023 – 2024 Adopted Budget is amended to eliminate the position of Payroll/Utility Billing Analyst and one Accounting Clerk Position and add two new positions for Finance Specialist Payroll/Accountant and Finance Specialist Business Tax & Licensing Accounts Payable, as shown in the attached Exhibit A.

**Section 2. 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.

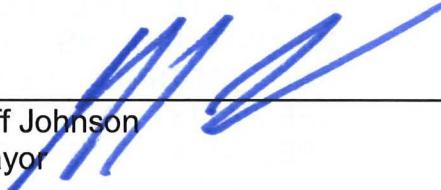
**Section 3. CORRECTIONS.** The City Clerk is authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section 4. 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 26<sup>th</sup> day of January, 2023.

APPROVED:

Jeff Johnson  
Mayor



ATTEST/AUTHENTICATED:



Matthew McLean  
City Clerk

APPROVED AS TO FORM:



Kim Adams Pratt  
City Attorney

Introduced: January 12, 2023  
Adopted: January 26, 2023  
Posted: January 31, 2023  
Published: January 31, 2023  
Effective: February 5, 2023

# EXHIBIT A to Ordinance 23-1262

## **2023 Budgeted Positions and Salary Schedule Amended**

*Amounts on this schedule are monthly*

	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>Legislative</b>							
Councilmembers	7.00						600
<b>Executive</b>							
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						
<b>Judicial</b>							
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	4.30						
		\$65 per hour					
<b>Municipal</b>							
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						
<b>Finance</b>							
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
Finance Specialist	2.00	4,906	5,233	5,560	5,887	6,214	6,541
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						
<b>Planning</b>							
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						
<b>Building</b>							
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						
<b>Emergency Management</b>							
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	<u>0.35</u>	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)

Position	Full Time	Part Time	Seasonal	Part Time	Full Time	Part Time	Full Time	Part Time
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	Seasonal up to 1.0 FTE at Market Rate					
		12.50						

**Total Positions in Budget** 59.60

## 2024 Budgeted Positions and Salary Schedule Amended

Amounts on this schedule are monthly

	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>Legislative</b>							
Councilmembers	7.00						600
<b>Executive</b>							
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						
<b>Judicial</b>							
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	4.30	\$65 per hour					
<b>Municipal</b>							
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						
<b>Finance</b>							
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
Finance Specialist	2.00	5,053	5,390	5,726	6,064	6,400	6,737
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						
<b>Planning</b>							
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						
<b>Building</b>							
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						
<b>Emergency Management</b>							
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
	23.35						

**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		
	12.50						

**Total Positions in Budget** 61.60