

**ORDINANCE NO. 23-1266**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AMENDING THE 2023 BUDGETED POSITIONS AND SALARY SCHEDULE INCORPORATED IN ORDINANCE 1256 ADOPTING THE 2023-2024 BIENNIAL BUDGET; PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE**

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**WHEREAS**, State law, Chapter 35A.34 RCW provides for the biennial adoption of the City's budget and provides procedures for filing of the proposed budget, deliberations, public hearings, final fixing, and any subsequent adjustments to the budget; and

**WHEREAS**, a budget for the 2023-2024 biennium has been adopted by ordinance and the adopted 'budget package' includes budgeted positions and a salary schedule; and

**WHEREAS**, the City's Financial Policies require that all employment positions, regular, full-time, part-time, limited-term, temporary or otherwise, are included on the adopted budgeted positions and salary schedule; and

**WHEREAS**, a Memorandum of Agreement ("MOA") to the January 1, 2022, through December 31, 2024, Collective Bargaining Agreement between the City of Lake Forest Park and the Lake Forest Park Police Guild has been approved by both parties; and

**WHEREAS**, in conjunction with the MOA, the Police Department and Administration seek a commensurate salary increase for the two Lieutenant positions; and

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

**Section 1. SALARY SCHEDULE AMENDMENT AUTHORIZED.** The 2023 Budgeted Positions and Salary Schedule is revised as shown in Exhibit A attached hereto.

**Section 2. 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 3. 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 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 25<sup>th</sup> day of May 2023.

APPROVED:

Jeff Johnson  
Mayor

ATTEST/AUTHENTICATED:



Matt McLean  
City Clerk

APPROVED AS TO FORM:



Kim Adams Pratt  
City Attorney

Introduced: May 25, 2023  
Adopted: May 25, 2023  
Posted: May 30, 2023  
Published: May 30, 2023  
Effective: June 4, 2023

## Exhibit A

### **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
<b>Legislative</b>							
Councilmembers	7.00						600
<b>Executive</b>							
Mayor	0.50						3,000
City Administrator	1.00						16,509
Human Resources Director	<u>1.00</u>	7,905	8,432	8,959	9,486	10,013	10,540
	<u>2.50</u>						
<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	<u>4.30</u>						
		\$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	<u>1.00</u>	3,698	3,944	4,190	4,438	4,684	4,930
	<u>4.85</u>						
<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
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	<u>0.60</u>	4,342	4,632	4,921	5,210	5,500	5,789
	<u>5.60</u>						
<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	<u>0.75</u>						7,802
	<u>3.75</u>						
<b>Building</b>							
Building Official	1.00	7,176	7,654	8,132	8,611	9,089	9,568
Permit Technician	<u>0.75</u>	4,586	4,891	5,197	5,502	5,808	6,113
	<u>1.75</u>						
<b>Emergency Management</b>							
Emergency Manager	<u>1.00</u>	7,848	8,062	8,276	8,490	8,704	8,918
	<u>1.00</u>						

**Police**

Police Chief	1.00							15,129
Lieutenant	2.00	7,920	8,449	8,976	9,504	10,032	11,332	
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	
	23.35							

**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			Seasonal up to 1.0 FTE at Market Rate			
	12.50						

**Total Positions in Budget** 59.60

## 2023 Budgeted Positions and Salary Schedule Amended

Amounts on this schedule are monthly

Amended per Police Guild Memorandum of Agreement, including Lieutenants effective 6/1/23

	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		\$65 per hour					
	4.30						
<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
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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						

<b>Police</b>								
Police Chief	1.00							15,129
Lieutenant	2.00	8,316	8,871	9,425	9,979	10,534	11,898	
Sergeant 2	4.00							9,475
Sergeant 1	0.00							9,002
Police Officer	9.00	6,409	6,916	7,467	8,009			
Detective	2.00	7,050	7,608	8,213	8,810			
Traffic	1.00	6,730	7,262	7,840	8,409			
K-9	1.00	6,730	7,262	7,840	8,409			
Support Services Officer	1.00	5,093	5,457	5,820	6,193			
Records Specialist	2.00	4,914	5,089	5,264	5,436	5,609	5,784	
Domestic Violence Advocate	0.35	4,823	5,145	5,466	5,788	6,110	6,431	
	23.35							

**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
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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
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**Total Positions in Budget** 59.60