

ORDINANCE NO. 25-1311

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AMENDING THE ADOPTED BIENNIAL BUDGET OF THE CITY OF LAKE FOREST PARK FOR THE YEARS 2025-2026, 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 2025-2026 was adopted by Ordinance No. 24-1299; 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 Chapter 35A.34 RCW to review all revenues and expenditures for each fund in the adopted budget; and

WHEREAS, the budget for fiscal years 2025-2026 is being amended for the mid-biennial budget adjustment.

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

Section 1. AMENDMENT. The 2025-2026 budget is hereby amended as follows:

Fund No.	Fund Name	January 2025 Actual Beginning Fund Balance	Adopted 2025-2026			Proposed 2025-2026 Amended Budget		Projected 2026 Ending Fund Balance
			Adopted Revenue	Expenditure	Revenue	Expenditure		
001	General Fund	\$ 10,316,028.28	\$ 26,110,786.57	\$ 26,992,986.49	\$ 26,597,143.71	\$ 28,540,589.49	\$ 8,372,582.50	
002	Traffic Safety Fund	\$ 42,682.46	\$ 8,000,000.00	\$ 3,360,500.00	\$ 8,000,000.00	\$ 3,642,386.00	\$ 4,400,296.46	
101	Street Fund	\$ 908,991.97	\$ 1,409,893.03	\$ 2,048,751.26	\$ 1,409,893.03	\$ 2,179,751.26	\$ 139,133.74	
102	Council Contingency Fund	\$ 811,257.21	\$ 44,000.00	\$ -	\$ 44,000.00	\$ -	\$ 855,257.21	
104	Transportation Benefit District	\$ 1,514,458.06	\$ 1,515,327.93	\$ 804,809.07	\$ 1,515,327.93	\$ 804,809.07	\$ 2,224,976.92	
105	Budget Stabilization Fund	\$ 354,761.40	\$ 18,500.00	\$ -	\$ 18,500.00	\$ -	\$ 373,261.40	
106	Strategic Opportunity Fund	\$ 786,353.55	\$ 554,500.00	\$ 530,000.00	\$ 554,500.00	\$ 530,000.00	\$ 810,853.55	
301	Capital Improvement Fund	\$ 817,024.53	\$ 1,368,000.00	\$ 951,431.00	\$ 1,368,000.00	\$ 1,291,431.00	\$ 893,593.53	
302	Transportation Capital Fund	\$ 2,912,476.83	\$ 7,562,392.62	\$ 8,720,311.00	\$ 7,562,392.62	\$ 9,020,311.00	\$ 1,454,558.45	
303	Facilities Maintenance Fund	\$ 1,246,253.10	\$ 309,000.00	\$ 945,000.00	\$ 309,000.00	\$ 945,000.00	\$ 610,253.10	
401	Sewer Utility Fund	\$ 1,231,461.57	\$ 8,948,058.38	\$ 8,901,291.00	\$ 8,988,058.38	\$ 9,023,291.00	\$ 1,196,228.95	
402	Sewer Capital Fund	\$ 4,186,507.32	\$ 451,000.00	\$ 3,074,000.00	\$ 451,000.00	\$ 3,074,000.00	\$ 1,563,507.32	
403	Surface Water Utility Fund	\$ 1,548,379.82	\$ 3,813,070.60	\$ 3,838,615.00	\$ 3,813,070.60	\$ 3,987,615.00	\$ 1,373,835.42	
404	Surface Water Capital Fund	\$ 1,316,374.31	\$ 3,640,000.00	\$ 3,160,000.00	\$ 3,640,000.00	\$ 3,293,000.00	\$ 1,663,374.31	
406	Sewer Bond Reserve	\$ 118,244.33	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ 124,244.33	
407	PW Trust Fund Repayment Fund	\$ 564,171.88	\$ 308,500.00	\$ 242,805.00	\$ 308,500.00	\$ 242,805.00	\$ 629,866.88	
501	Replacement Fund	\$ 1,386,227.82	\$ 972,562.00	\$ 356,105.00	\$ 1,142,448.00	\$ 1,249,023.00	\$ 1,279,652.82	
502	Information Technology Fund	\$ 241,337.23	\$ 450,198.00	\$ 393,500.00	\$ 450,198.00	\$ 508,500.00	\$ 183,035.23	

Section 2. AMENDMENT. The 2026 Amended Budgeted Positions and Salary Schedules and full-time employee authorization are attached as Exhibit A.

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. 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 5. 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 11th day of December 2025.

APPROVED:

Tom French

Tom French (Dec 17, 2025 12:05:35 PST)

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean

Matt McLean
City Clerk

APPROVED AS TO FORM:

Kim Adams Pratt

Kim Adams Pratt
City Attorney

Introduced: August 14, 2025
Adopted: December 11, 2025
Posted: December 16, 2025
Published: December 18, 2025
Effective: December 23, 2025

EXHIBIT A

2026 Budgeted Positions and Monthly Salary Schedule

Monthly salary amounts shown are based on a 1.0 full time equivalent (FTE)

	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Legislative							
Councilmembers	7						\$ 800.00
Executive							
Mayor	0.5						\$ 3,000.00
City Administrator contract	1						\$ 19,136.47
Human Resources Director	1	\$ 11,475.10	\$ 12,240.09	\$ 13,005.03	\$ 13,770.09	\$ 14,535.13	\$ 15,300.14
Human Resources Specialist	<u>0.8</u>	\$ 6,492.71	\$ 6,898.50	\$ 7,302.76	\$ 7,710.25	\$ 8,116.39	\$ 8,545.00
		3.3					
Judicial							
Municipal Court Judge * contract	0.75						\$ 14,131.00 \$ 14,557.75
Court Administrator *	1	\$ 8,949.36	\$ 9,546.09	\$ 10,142.82	\$ 10,739.54	\$ 11,336.26	\$ 11,933.03
Senior Judicial Specialist *	2	\$ 5,765.53	\$ 6,150.71	\$ 6,533.43	\$ 6,918.62	\$ 7,301.34	\$ 7,686.54
Judicial Specialist *	3	\$ 5,147.79	\$ 5,491.71	\$ 5,833.42	\$ 6,177.34	\$ 6,519.06	\$ 6,862.98
Probation Officer	0.3	\$ 6,834.54	\$ 7,291.08	\$ 7,747.64	\$ 8,201.90	\$ 8,658.45	\$ 9,112.82
Pro-tem Judge *			\$65 per hour				
		7.05					
Municipal Services Department							
City Clerk	1	\$ 8,195.15	\$ 8,740.44	\$ 9,287.15	\$ 9,834.09	\$ 10,380.61	\$ 10,925.90
Deputy City Clerk	1	\$ 6,332.95	\$ 6,755.01	\$ 7,179.16	\$ 7,601.22	\$ 8,023.28	\$ 8,445.34
Public Records Specialist	<u>0.85</u>	\$ 6,619.46	\$ 7,058.28	\$ 7,501.46	\$ 7,941.01	\$ 8,383.47	\$ 8,823.02
Administrative Specialist	1	\$ 5,550.60	\$ 5,923.49	\$ 6,293.87	\$ 6,661.73	\$ 7,032.10	\$ 7,402.48
Passport Acceptance Agent	<u>1.5</u>	\$ 4,662.33	\$ 4,971.89	\$ 5,281.44	\$ 5,593.37	\$ 5,905.29	\$ 6,214.47
		5.35					
Finance/Info. Systems Department							
Finance Director	1	\$ 12,243.86	\$ 13,060.01	\$ 13,876.31	\$ 14,692.61	\$ 15,508.89	\$ 16,323.87
Information Systems Manager	1	\$ 9,584.60	\$ 10,223.53	\$ 10,862.56	\$ 11,501.56	\$ 12,140.49	\$ 12,779.51
Finance Manager	1	\$ 8,171.26	\$ 8,716.06	\$ 9,260.82	\$ 9,805.57	\$ 10,350.33	\$ 10,895.08
Finance Specialist	2	\$ 5,855.63	\$ 6,243.10	\$ 6,631.87	\$ 7,022.70	\$ 7,413.54	\$ 7,804.38
Accounting Clerk	<u>0.6</u>	\$ 5,022.73	\$ 5,358.89	\$ 5,692.87	\$ 6,029.01	\$ 6,362.99	\$ 6,696.97
		5.6					
Community Development: Planning & Building Department							
Community Development Director	1	\$ 11,946.02	\$ 12,742.10	\$ 13,538.19	\$ 14,335.88	\$ 15,131.95	\$ 15,928.03
Senior Planner	1	\$ 7,820.40	\$ 8,342.05	\$ 8,861.52	\$ 9,385.36	\$ 9,904.82	\$ 10,426.47
Associate Planner	0	\$ 6,844.27	\$ 7,300.91	\$ 7,757.56	\$ 8,213.40	\$ 8,669.42	\$ 9,125.70
Assistant Planner	1	\$ 6,102.17	\$ 6,508.68	\$ 6,915.19	\$ 7,321.70	\$ 7,728.21	\$ 8,134.72
Community Programs Planner	1	\$ 6,844.27	\$ 7,300.91	\$ 7,757.56	\$ 8,213.40	\$ 8,669.42	\$ 9,125.70
Climate Coordinator	1	\$ 7,076.41	\$ 7,519.39	\$ 7,961.16	\$ 8,398.23	\$ 8,840.81	\$ 9,282.85
Urban Forest Planner	0.75	\$ 7,747.31	\$ 8,264.09	\$ 8,778.70	\$ 9,297.64	\$ 9,812.25	\$ 10,329.03
Building Official	1	\$ 9,008.28	\$ 9,608.81	\$ 10,209.37	\$ 10,809.91	\$ 11,410.47	\$ 12,011.02
Permit Coordinator	0	\$ 5,813.38	\$ 6,200.66	\$ 6,588.17	\$ 6,975.58	\$ 7,362.98	\$ 7,750.37
Permit Technician	<u>0.8</u>	\$ 5,260.97	\$ 5,611.56	\$ 5,962.15	\$ 6,312.74	\$ 6,663.33	\$ 7,013.91
		7.55					
Emergency Management							
Emergency Manager	<u>1</u>	\$ 8,825.68	\$ 9,066.38	\$ 9,307.07	\$ 9,547.78	\$ 9,788.48	\$ 11,100.28

	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Police Department							
Police Chief contract	1						\$ 17,537.16
Commander	2	\$ 9,769.27	\$ 10,421.87	\$ 11,071.82	\$ 11,723.04	\$ 12,374.36	\$ 13,977.07
Sergeant 2	4						\$ 11,130.00
Sergeant 1	0						\$ 10,575.00
Police Officer	9	\$ 7,529.00	\$ 8,125.00	\$ 8,771.00	\$ 9,409.00		
Detective	2	\$ 8,281.90	\$ 8,937.50	\$ 9,648.10	\$ 10,349.90		
Traffic Officer *	2	\$ 7,905.45	\$ 8,531.25	\$ 9,209.55	\$ 9,879.45		
K-9 Officer	1	\$ 7,905.45	\$ 8,531.25	\$ 9,209.55	\$ 9,879.45		
Support Services Officer *	2	\$ 5,983.00	\$ 6,411.00	\$ 6,836.00	\$ 7,274.00		
Records Specialist	2	\$ 5,772.00	\$ 5,979.00	\$ 6,184.00	\$ 6,387.00	\$ 6,589.00	\$ 6,794.00
Domestic Violence Advocate	0.35	\$ 6,324.73	\$ 6,747.51	\$ 7,167.85	\$ 7,590.64	\$ 8,010.98	\$ 8,433.78
	<u>25.35</u>						
Public Works Department							
Public Works Director	1	\$ 13,364.90	\$ 13,765.01	\$ 14,626.47	\$ 15,486.27	\$ 16,345.89	\$ 17,207.53
Senior Project Manager	1	\$ 9,147.92	\$ 9,650.41	\$ 10,253.41	\$ 10,856.90	\$ 11,460.29	\$ 12,063.65
Project Manager	1	\$ 7,932.95	\$ 8,459.97	\$ 8,989.29	\$ 9,518.62	\$ 10,047.94	\$ 10,574.97
Public Works Superintendent	1	\$ 8,068.70	\$ 8,607.59	\$ 9,144.86	\$ 9,682.12	\$ 10,221.01	\$ 11,618.93
Stormwater Program Coordinator	1	\$ 7,076.41	\$ 7,519.39	\$ 7,961.16	\$ 8,398.23	\$ 8,840.81	\$ 9,282.85
PW Admin. Assistant	0.5	\$ 5,260.97	\$ 5,611.56	\$ 5,962.15	\$ 6,312.74	\$ 6,663.33	\$ 7,013.91
Lead Maintenance Worker	1	\$ 7,349.52	\$ 7,608.91	\$ 7,868.31	\$ 8,127.67	\$ 8,387.08	\$ 8,646.49
Maintenance Worker	5	\$ 6,681.38	\$ 6,917.19	\$ 7,153.01	\$ 7,388.79	\$ 7,624.62	\$ 7,860.45
Seasonal Maintenance Worker (Hourly)	<u>2</u>	\$ 24.17	\$ 25.68	\$ 27.18	\$ 28.70	\$ 30.20	\$ 32.22
	<u>13.5</u>						

Total Adjusted 2026 Positions **68.70**

New Position

Updated Title

Market Adjustment

*Fully/Partially funded by Traffic Safety

ORD 25-1311 Budget Amendment

Final Audit Report

2025-12-18

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