



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	April 23, 2026
Originating Department	Executive
Contact Person	Phillip Hill, City Administrator Shannon Moore, HR Director
Title	Program Executive – Limited Term Employee

Legislative History

- First Presentation - April 23, 2026, Regular Meeting
 - Second Presentation
 - Action
-

Attachments:

1. Program Executive Job Description
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Executive Summary

A limited-term Program Executive position is proposed to respond to the current capital project workload, anticipated to continue through 2027. The Administration is requesting the position be authorized for two years ending on December 31, 2027, unless otherwise authorized by city council. The position will report to the City Administrator, and coordinate with the Public Works Director and Community Development Director.

Background

With an unforeseen need for the previous public works director to transition to a primarily remote work capacity, the opportunity to hire a new public works director and transition the previous director to a program executive will allow the administration to move more projects to completion than feasible under the current staffing model.

The attached job description was drafted to capture the unique duties of this position and coordination with multiple city departments. While the position relies on support from the project engineers and other staff, the position will not have a supervisory role.

While the job description does not identify specific projects assigned to the position, to allow for flexibility over time, a list of projects to be assigned are noted below.

Projects

SR-104 Roundabout project
 WSDOT SR-104 Culvert (ongoing agency coordination)
 Public Works yard material bin project
 City Facilities Study/RFP
 Current Facilities Projects (started prior to transition)
 Beach Drive Lift Station Project
 Sound Transit (there are current O&M agreements that the Program Executive and City Administrator will complete. Permitting review will include involvement of the PW team, CD team, Program Executive and any needed consultants)

Fiscal & Policy Implications

The table below shows the salary allocations for the Public Works Director and the proposed Program Executive positions. Based on the projects assigned to the Program Executive, there is proposed to be a 10% salary allocation funded by the general fund. The affected rate payer funds have sufficient capacity to support this position.

<u>Fund</u>	<u>PW Director</u>	<u>Program Executive</u>
401: Sewer	15%	15%
001-710: Facilities	5%	10%
403: Surface Water	20%	10%
302: Transportation Capital	45%	30%
001-700: Parks Maintenance	10%	0%
101: Street Fund	5%	0%
002: Traffic Safety		35%

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> Authorize the Program Executive Limited Term position. 	The projects noted in this agenda cover will proceed on the current schedule.
<ul style="list-style-type: none"> Do not authorize the Program Executive Limited Term position. 	Some of the projects noted in this agenda cover would likely be suspended until staff could be assigned.

Staff Recommendation

Review this proposal and provide the administration with feedback and any request for additional information. No action is requested at this time.