

**TO:** City Council  
**FROM:** HR Director Moore  
**CC:** City Administrator Hill, Finance Director Vaughn  
**DATE:** 11/13/2025  
**RE:** 2025 Mid-Bi Considerations Memo

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## 1. MPE Salary Review & Market Adjustment

The following positions were identified as being below market during an annual review of salary survey data<sup>1</sup>. Specifically, it is requested that Council consider adjusting the positions listed below to align with market and help support efforts to attract and retain employees within these high-impact roles of the organization.

2025 Mid-Bi Budget Recommendations for				
Department	2025 FTE	Position	MPE Positions	Comments
Judicial	1.0	Court Administrator	9.00%	
Judicial	4.5	Court Clerk	5.00%	Update job title to "Judicial Specialist"
Municipal	0.85	Public Records Specialist	12.00%	
Public Works	1.0	PW Superintendent	14.00%	Conditional offer pending
Finance	2.0	Finance Specialist	6.00%	

## 2. New Senior Judicial Specialist Position

Background: Municipal Court data pulled January 2025 – October 2025 shows the Lake Forest Park Municipal Court (5.50 Court Administrator and Court Clerk FTE) with the second highest number of parking/photo enforcement case filings within Washington State with a total of 42,523. Lynnwood Municipal (10.00 Court Administrator and Court Clerk FTE) is number one with a total of 47,876 case filings and Kirkland Municipal (16.00 Court Administrator and Court Clerk FTE) is third highest with 37,874 case filings. These filings are in addition to the criminal aspect<sup>2</sup> of the Court Clerk/Judicial Specialist role.

To best support the operational demands of the Court, hiring and retaining employees with experience has been identified as a critical staffing need. Based on staffing size, volume of case filings, employee demographics, and anticipated needs of the department, it is recommended that Council consider a proposal to reclassify 1.0 FTE of the current Court Clerk FTE and 1.0 FTE of the future Court Clerk FTE (for a total of 2.0 FTE) to a new *Senior Judicial Specialist position*. This change would help support the growing needs of the Court, attract and retain experienced individuals, and support succession planning within the City.

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<sup>1</sup> Salary information sourced from AWC's 2025 Salary Survey.

<sup>2</sup> The criminal aspect requires extensive knowledge of court practices and legal requirements; performs all in-court clerk functions; verifies all appropriate paperwork has been processed with the Court thereby reducing court liability; maintains warrant control; performs duties mandated by domestic violence, firearms, and DUI legislature; maintains FTA control with DOL; arranges timely transport of defendants; and ensures accurate reporting/records with police agencies, jails, Washington State Patrol, DOL, and other jurisdictions.

### 2026 Proposed Salary Step Schedule:

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

### **3. New HR Specialist Position**

The recommended HR ratio for an organization with under 100 employees is approximately 2.70 FTE; this ratio, however, does not include consideration of additional factors such as the number of labor groups within an organization and impacts of current and future needs of an organization. Based on the ongoing workload demands within HR, along with the continued projected recruiting needs of the City, it is Administration's hope that Council will consider reevaluating our earlier request to approve additional FTE and hire a new HR Specialist position. This new position's FTE would be as follows:

- Effective 01/01/26, approval to add 0.8 FTE (for a total of 1.8 FTE within the HR department).
- Should staffing levels increase above 70 – 80 employees, add an additional 0.2 FTE to support operational and business needs (for a total of 2.0 FTE within the HR department).

### 2026 proposed salary step schedule:

Human Resources Specialist	0	\$	6,492.71	\$	6,898.50	\$	7,302.76	\$	7,710.25	\$	8,116.39	\$	8,545.00
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### **4. Job Title Changes**

To align with industry standards and describe the position more accurately, the following job title changes are recommended to the following job descriptions (Note: there are no other changes to the job description):

- Update "Court Clerk" job title to "Judicial Specialist"
- Update "Accounting Supervisor" to "Finance Manager"