



Mid-Biennial Budget Adjustment

2026 PRELIMINARY BUDGETED POSITIONS AND SALARY
SCHEDULE

MPE Salary Review & Market Adjustment

			2025 Mid-Bi Budget Recommendations for MPE Positions
Department	2025 FTE	Position	
Judicial	1.0	Court Administrator	9.00%
Judicial	4.5	Court Clerk	5.00%
→ Municipal	0.85	Public Records Specialist	12.00%
→ Public Works	1.0	PW Superintendent	14.00%
→ Finance	2.0	Finance Specialist	6.00%

Judicial Court Staffing & Operational Needs

The case filing work for parking/photo enforcement is in addition to a Court Clerk's criminal aspect of the position's job duties.

	Court Administrator	Clerk/Judicial Assistant	Jan. 2025 - Sept. 2025 Parking/Photo Enforcement	Jan. 2025 - Oct. 2025 Parking/Photo Enforcement
Federal Way Municipal	1.00	11.75	8,175	
Kent Municipal (and Maple Valley) Δ	1.00	17.25	5,462	
Marysville Municipal	1.00	9.00	6,467	Total
Edmonds Municipal Δ	1.00	5.00	17,308	case
Des Moines Muni (and Normandy Park)	1.00	6.00	16,716	filing
Everett Municipal	1.00	13.50	28,933	per JIS
Bothell	1.00	4.00	11,080	
Puyallup Municipal (Staffs Milton Municipal Ct)Δ	1.00	9.00	28,707	
Fife Municipal	1.00	8.00	26,940	
Kirkland Municipal (and other jurisdictions) Δ	1.00	15.00	32,424	37,874
Lake Forest Park Municipal Court	1.00	4.50	37,338	42,523
Lynnwood Municipal	1.00	9.00	42,571	47,876

Judicial Court Staffing & Operational Needs

Municipal
Judge

Court
Administrator

- **New** Senior Judicial Specialist
- Court Clerk

Recommendation: 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.

- - Support growing needs of the Court.
- - Attract and retain experienced individuals.
- - Succession planning / career growth.

New Positions

HR Specialist

- Filled 55 positions between Jan. 2024 – Nov. 2025.
- Multiple retirements expected over the next few years.
- Potential increased FTE due to additional traffic cameras.
- Management of 2 Collective Bargaining Agreements.
- Increased support of PD recruitment (recruitment events, Civil Service support, upcoming promotional processes).
- Department of one.

Climate Coordinator

- FTE and job description to be determined.

Job Title Changes

Recommendations:

- Court Clerk – new title: “Judicial Specialist”
- Accounting Supervisor – new title: “Finance Manager”



Questions?