



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	November 13, 2025
Originating Department	Executive
Contact Person	Phillip Hill, City Administrator
Title	Resolution 25-2038/Confirming Jennifer Johnson Grant as the Municipal Judge and adopting Amendment No. 1 to the Employment Agreement dated December 15, 2021

Legislative History

- First Presentation – October 16, 2025, City Council Budget & Finance Meeting
 - Second Presentation/Action – November 13, 2025, City Council Regular Meeting
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Attachments:

1. Resolution 25-2038/Confirming Jennifer Johnson Grant as the Municipal Judge and adopting Amendment No. 1 to the Employment Agreement dated December 15, 2021
 2. Employment Agreement AG-21-045
 3. Amendment No. 1 to AG-21-045
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Executive Summary

In November 2021, the Mayor appointed and the City Council confirmed Jennifer Johnson Grant as Municipal Judge for the Lake Forest Park Municipal Court for a four-year term. Over the past four years, Judge Grant, supported by a professional staff, has effectively carried out the court's mission to provide "fair and impartial administration of justice and equal access for all individuals." The proposed Resolution would confirm the reappointment of Judge Grant for a second four-year term and amend the employment contract between Judge Grant and the City.

The proposed Amendment 1 to the existing contract provides as follows:

- Article 1 would extend the term of the agreement for an additional four-year term.
- Article 3 would amend the list of work a Pro Tem Judge could be assigned, to include addressing the increased traffic safety camera infraction workload and provide that a Pro Tem

Judge may work up to 4 hours per week when the court work exceeds the Judge's 30 hours per week.

- Article 4 would increase the total hours for the Judge from 24 to 30 hours per week.

Background

Section 2.12.170 of the Lake Forest Park Municipal Code provides that the Presiding Judge of the Municipal Court shall be appointed by the Mayor, subject to confirmation by the City Council.

The current contract allows the Judge's position to be part-time, limited to 24 hours per week (0.60 FTE). Due to the increased workload from the new 24/7 traffic safety cameras, Judge Grant is requesting an increase to 30 hours weekly (0.75 FTE) to handle the additional tasks. Additionally, up to 4 hours per week of time, as needed, for Pro Tem Judges to assist with the traffic camera workload is also being requested. The extra 6 hours per week for the Judge and the 4 hours for Pro Tem Judges are intended to address traffic safety camera infractions, and these hours would be charged to the Traffic Safety Fund 002, while 24 hours per week would be charged to the General Fund 001.

Fiscal & Policy Implications

Per RCW 3.58.010, full-time salaries for district court judges are set by the Washington Citizens' Commission on Salaries for Elected Officials. The finance director and HR director then determine the part-time salary for the city's municipal court judge based on this full-time rate. Salary rates are effective from July 1 through the following June 30. See the table below for the full-time rates in 2025 and 2026, the part-time rates, and the proposed distribution between the General Fund 001 and the Traffic Safety Fund 002.

	Effective 7/1/2025		Effective 7/1/2026	
District Court Judge Salary	\$	226,096.00	\$	232,924.00
0.60 FTE	\$	135,657.60	\$	139,754.40
0.75 FTE	\$	169,572.00	\$	174,693.00
General Fund 001	\$	135,657.60	\$	139,754.40
Traffic Safety Fund 002	\$	33,914.40	\$	34,938.60

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none">• Reappoint Judge Grant	Judge Grant will serve as the Municipal Court Judge through December 31, 2029.
<ul style="list-style-type: none">• Do not reappoint Judge Grant	The administration would work with the City's list of Pro Tem judges to provide services during the search for a new judge.

Staff Recommendation

Approval of Resolution 25-2038 confirming the Mayor's reappointment of Jennifer Johnson Grant as Municipal Judge through December 31, 2029, and authorizing Amendment 1 to the employment contract between the City and Judge Grant.