

ORDINANCE NO. 23-1276

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AMENDING THE LAKE FOREST PARK MUNICIPAL CODE TO CHANGE THE OFFICIAL NAMES OF THE PLANNING AND BUILDING DIRECTOR AND THE DIRECTOR OF PUBLIC SERVICES

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**WHEREAS**, the Lake Forest Park Municipal Code identifies departments and their directors; and

**WHEREAS**, to more accurately reflect the nature, scope and breadth of certain departments and the positions within, certain departments and position are to be renamed; and

**WHEREAS**, the planning and building department and the planning and building director shall be renamed to the community development department and community development director; and

**WHEREAS**, the department of public services and the director of public services shall be renamed to the public works department and the public works director.

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

Section 1. AMENDMENT. The City Council of the City of Lake Forest Park hereby amends LFPMC 2.08.130, Planning and building director – Appointment and compensation, as follows:

**2.08.130 ~~Planning and building~~Community development director – Appointment and compensation.**

A. There is established the position of ~~planning and building~~community development director. The ~~planning and building~~community development director shall be appointed by the mayor, subject to confirmation by a majority of the city council. The ~~planning and building~~community development director shall be subject to removal by the mayor.

B. The ~~planning and building~~community development director shall receive a salary in such amount as the city council may provide for in the city's annual budget. The

~~planning and building~~community development director shall receive those benefits normally afforded a full-time nonrepresented employee of the city.

C. Any reference in the LFPMC to the planning and building director, planning director, or planning department director shall be interpreted as a reference to the community development director.

Section 2. AMENDMENT. The City Council of the City of Lake Forest Park hereby amends LFPMC 2.08.140, Planning and building director - Duties as follows:

**2.08.140 ~~Planning and building~~Community development director – Duties.**

Under the direction of the mayor and the city administrator, the duties of the position shall be as follows:

A. Administration and enforcement of LFPMC Titles 15, Buildings and Construction, 16, Environmental Protection, 17, Subdivisions, and 18, Zoning;

B. Administration, implementation, and enforcement of the State Environmental Policy Act (SEPA), the Shoreline Management Act (SMA), and management of general city compliance with the Growth Management Act (GMA);

C. Acting as the city’s responsible official under the State Environmental Policy Act;

D. The qualifications and the specific duties of the ~~planning and building~~community development director shall be established by a position description prepared by the mayor and approved by the city council.

Section 3. AMENDMENT. The City Council of the City of Lake Forest Park hereby amends LFPMC 2.08.150, Planning and building director - Qualifications as follows:

**2.08.150 ~~Planning and building~~Community development director – Qualifications.**

In addition, in determining the selection of an individual to fill the position, the mayor may consider the following additional qualifications:

A. Thoroughness and attention to detail;

B. Ability to analyze code provisions;

C. Knowledge of basic environmental function and values, and demonstrated skills in oral and written communication to individuals and groups in a public setting;

D. Flexibility to work effectively in collaboration with others in a small staff;

E. Commitment to serving the public;

F. Ability to organize and prioritize workload.

Section 4. AMENDMENT. The City Council of the City of Lake Forest Park hereby amends LFPMP 2.08.160, Department of public services – Creation - Jurisdiction as follows:

**2.08.160 Public Works Department ~~of public services~~ – Creation – Jurisdiction.**

There is hereby created a public works department ~~of public services~~ which shall have responsibility for administration and enforcement of Chapter 12.04 LFPMP, Street Excavations, LFPMP Title 13, Public Services, and such other responsibilities as may be assigned to it by the city administrator or by the mayor.

Section 5. AMENDMENT. The City Council of the City of Lake Forest Park hereby amends LFPMP 2.08.170, Director – Duties and compensation as follows:

**2.08.170 Public works Director – Duties and compensation.**

A. There is hereby created the office of public works director ~~of public services~~, which office shall be filled by appointment by the mayor, subject to confirmation by a majority of the city council. The public works director ~~of public services~~ shall be subject to removal by the mayor.

B. Under the direction of the mayor and the city administrator, the director shall be responsible for and supervise those city departments assigned to the jurisdiction of the public works department ~~of public services~~ by the mayor, and the director shall provide for the administration and enforcement of those titles and chapters of the Lake Forest Park Municipal Code for which the department is assigned responsibility by the ordinance codified in this section or by the mayor.

C. The public works director ~~of public services~~ shall receive a salary in such amount as the city council may establish by ordinance or provide for in the city's annual budget. The director shall receive those benefits normally afforded a full-time nonrepresented employee of the city.

D. Any reference in the LFPMP to the director of public services or public works operations director shall be interpreted as a reference to the public works director.

Section 6. AMENDMENT. The City Council of the City of Lake Forest Park hereby amends LFPMP 2.08.180, Director - Qualifications as follows:

**2.08.180 Public Works Director – Qualifications.**

A. The public works director shall either possess a bachelor's degree pertinent to public administration or have five years' experience in municipal or public sector management generally comparable to the management responsibilities assigned to the director.

B. The public works director shall possess knowledge of and experience with municipal budget procedures and public works or planning.

Section 7. 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 8. 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 9. 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 \_\_\_\_ day of September, 2023.

APPROVED:

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Jeff Johnson  
Mayor

ATTEST/AUTHENTICATED:

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Matthew McLean  
City Clerk

APPROVED AS TO FORM:

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Kim Adams Pratt  
City Attorney

Introduced:  
Adopted:  
Posted:  
Published:  
Effective: