

**ORDINANCE NO. 4336**

AN ORDINANCE OF THE CITY OF EDMONDS,  
WASHINGTON, ESTABLISHING AUTHORIZED EMPLOYEE  
POSITIONS AND PAY RANGES

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WHEREAS, pursuant to RCW 35A.11.020, “[t]he legislative body of each code city shall have power ... to define the functions, powers, and duties of its officers and employees; ..., to fix the compensation and working conditions of such officers and employees...”; and

WHEREAS, pursuant to RCW 35A.12.090, “[t]he mayor shall have the power of appointment and removal of all appointive officers and employees;” and

WHEREAS, pursuant to RCW 35A.33.050, “[t]he salary or salary range for each office, position or job classification shall be set forth separately together with the title or position designation thereof: PROVIDED, That salaries may be set out in total amounts under each department if a detailed schedule of such salaries and positions be attached to and made a part of the budget document;” and

WHEREAS, pursuant to RCW 35A.33.105, “[n]otwithstanding the appropriations for any salary, or salary range of any employee or employees adopted in a final budget, the legislative body of any code city may, by ordinance, change the wages, hours, and conditions of employment of any or all of its appointive employees if sufficient funds are available for appropriation to such purposes;” and

WHEREAS, the City of Edmonds has historically adopted its budget at the fund level; and

WHEREAS, the City of Edmonds budget book is typically finalized administratively after adoption of the budget ordinance; and

WHEREAS, city council intends that the City of Edmonds budget book be conformed to this ordinance, as it may be amended from time-to-time; and

WHEREAS, with respect to the employee positions that the mayor is authorized to hire, this ordinance, as it may be amended from time-to-time, is intended to be the controlling document; and

WHEREAS, should it become necessary to defund or deauthorize the filling of a particular position, it is intended that the FTE levels in this ordinance be adjusted in concert with an associated budget amendment; and

WHEREAS, the city council intends to use this ordinance to establish the number and types of employee positions, wage and salary rates and ranges for all the city's employees;

NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF EDMONDS, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The number and titles of authorized Full-Time Equivalent employees (FTEs), including full-time, part-time, regular, and temporary employees, shall be established at 279.4 FTEs, as detailed in **Attachment A**, which is attached hereto and incorporated herein by this reference as if set forth in full. The mayor is authorized to hire only those authorized positions shown on **Attachment A** and only pursuant to the salary ranges shown therein. The authority to hire seasonal employees shall be provided by separate council action.

Section 2. This ordinance shall apply and continue in effect until amended by subsequent ordinance of the city council.

Section 3. This ordinance, as it may be amended from time-to-time, shall be included as an exhibit to every proposed and final budget book, PROVIDED THAT the city council need not take annual action to re-adopt this ordinance unless it deems it necessary to change the number and/or titles of authorized FTEs.

Section 4. This ordinance shall control in the event of any conflict between this ordinance and the final budget book or any other action of the city council purporting to authorize the hiring of employees. Nothing in this ordinance shall be construed to abrogate an existing obligation of the City of Edmonds with regard to its various collective bargaining agreements.

Section 5. Severability. If any section, subsection, clause, sentence, or phrase of this ordinance should be held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 6. Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

APPROVED:

\_\_\_\_\_  
MAYOR MIKE ROSEN

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
CITY CLERK, SCOTT PASSEY

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

BY   
\_\_\_\_\_  
JEFF TARADAY

FILED WITH THE CITY CLERK:	December 29, 2023
PASSED BY THE CITY COUNCIL:	January 2, 2024
PUBLISHED:	January 5, 2024
EFFECTIVE DATE:	January 10, 2024
ORDINANCE NO.	4336

**SUMMARY OF ORDINANCE NO. 4336**

of the City of Edmonds, Washington

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On the 2<sup>nd</sup> day of January, 2024, the City Council of the City of Edmonds, passed Ordinance No. 4336. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF EDMONDS, WASHINGTON,  
ESTABLISHING AUTHORIZED EMPLOYEE POSITIONS AND PAY  
RANGES.

The full text of this Ordinance will be mailed upon request.

DATED this 2<sup>nd</sup> day of January, 2024.



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CITY CLERK, SCOTT PASSEY

<b>Funded</b>	<b>Position</b>	<b>FTE</b>	<b>Grade</b>	<b>Department</b>
<b>66.6%-100% General Fund (001) funded</b>				
	Legislative/Executive Assistant	1.0	NR-33	Council
	Mayor	1.0	156,123	Mayor
	Executive Assistant to the Mayor	1.0	NR-34	Mayor
	Human Resources Director	1.0	NR-44	Human Resources
	Senior Human Resources Analyst	1.0	NR-34	Human Resources
	Human Resources Analyst	0.6	NR-32	Human Resources
	Safety & Disaster Coordinator	1.0	NR-34	Human Resources
	Human Resources Assistant	1.0	NR-29	Human Resources
	Human Resources Manager	1.0	NR-40	Human Resources
	Court Administrator	1.0	NR-43	Court
	Assistant Court Administrator	1.0	NR-37	Court
	Lead Court Clerk	1.0	NE-29	Court
	Court Clerk	4.0	NE-28	Court
	Senior Probation Officer	1.0	NE-34	Court
	Probation Officer	1.0	NE-33	Court
	City Clerk	1.0	NR-37	Administrative Services
	Deputy City Clerk	1.0	NE-31	Administrative Services
	Senior Accounting Specialist	2.0	NE-31	Administrative Services
	Administrative Assistant	1.0	NE-29	Administrative Services
	Senior Office Specialist	1.0	NE-25	Administrative Services
	Public Records Officer	1.0	NE-32	Administrative Services
	Public Records Assistant	1.0	NE-30	Administrative Services
	Police Chief	1.0	PD-03	Police
	Police Assistant Chief	2.0	PD-02	Police
	Executive Assistant Confidential II	1.0	NR-35	Police
	Executive Assistant Confidential I	1.0	NR-33	Police
	Police Commanders	3.0	PD-01	Police
	Sergeant	7.0	NE-13	Police
	Corporal	6.0	NE-12	Police
	Police Officer	47.0	NE-9 - NE-11	Police
	Police Crime Analyst	1.0	NE-11	Police
	Senior Animal Control Officer	1.0	NE-11	Police
	Animal Control/Ordinance Enforcement Officer	1.0	NE-10	Police
	Parking Enforcement Officer	1.0	NE-6	Police
	Senior Police Services Assistant	3.0	NE-8	Police
	Police Services Assistant	3.0	NE-7	Police
	Property Officer/Evidence Technician	1.0	NE-9	Police
	Domestic Violence Coordinator	1.0	NE-10	Police
	Administrative Assistant	0.8	NE-6	Police
	Police Public Disclosure Specialist	2.0	NE-10	Police
	Community Engagement/Crime Prevention Coordinator	1.0	NE-11	Police
	Community Services & Economic Development Director	1.0	NR-44	Community Services & Economic Development
	Administrative Assistant	0.5	NE-29	Community Services & Economic Development

<b>Funded</b>	<b>Position</b>	<b>FTE</b>	<b>Grade</b>	<b>Department</b>
	Community Services Program Coordinator	1.0	NE-33	Community Services & Economic Development
	Arts & Cultural Services Program Manager	1.0	NR-35	Community Services & Economic Development
	Cultural Arts Program Specialist	1.0	NE-29	Community Services & Economic Development
	Communications Strategist/Public Information Officer	1.0	NE-35	Community Services & Economic Development
	Diversity Commission Coordinator	0.3	x02	Community Services & Economic Development
	Planning & Development Director	1.0	NR-44	Planning & Development
	Code Enforcement Officer	1.0	NE-34	Planning & Development
	Administrative Assistant	0.5	NE-29	Planning & Development
	Building Official	1.0	NR-39	Planning & Development
	Plans Examiner	2.0	NE-34	Planning & Development
	Permit Supervisor	1.0	NR-32	Planning & Development
	Senior Combination Building Inspector	1.0	NE-35	Planning & Development
	Senior Permit Coordinator	2.0	NE-31	Planning & Development
	Building Inspector	1.0	NE-33	Planning & Development
	Planning Manager	1.0	NR-40	Planning & Development
	Senior Administrative Assistant	1.5	NE-30	Planning & Development
	Senior Planner	2.0	NR-35	Planning & Development
	Associate Planner	1.0	NR-33	Planning & Development
	Planner	2.0	NR-32	Planning & Development
	Urban Forest Planner	1.0	NR-35	Planning & Development
	Associate Transportation Planner	1.0	NR-33	Planning & Development
	Parks, Recreation, and Human Services Director	1.0	NR-44	Parks & Recreation
	Executive Assistant	1.0	NE-33	Parks & Recreation
	Parks Maintenance Manager	1.0	NR-35	Parks & Recreation
	Parks Maintenance Lead Worker	1.0	N	Parks & Recreation
	Senior Parks Maintenance Worker	5.0	J	Parks & Recreation
	Parks Maintenance Worker	8.0	I	Parks & Recreation
	Field Arborist	1.0	J	Parks & Recreation
	Parks Maintenance Mechanic	1.0	K	Parks & Recreation
	Deputy Parks & Recreation Services Director	1.0	NR-41	Parks & Recreation
	Recreation Supervisor	1.0	NR-35	Parks & Recreation
	Recreation Coordinator	2.6	NE-33	Parks & Recreation
	Environmental Education & Sustainability Coordinator	1.0	NE-34	Parks & Recreation
	Senior Office Specialist	1.0	NE-25	Parks & Recreation
	Program Assistant	1.0	NE-27	Parks & Recreation
	Recreation Leader	1.2	NE-23	Parks & Recreation
	Interpretive Specialist	0.5	NE-23	Parks & Recreation
	Youth Commission Coordinator	0.5	H13	Parks & Recreation
	Human Services Program Manager	1.0	NE-36	Parks & Recreation
	Parks Planner and Capital Projects Manager	1.0	NR-36	Parks & Recreation
	Senior Administrative Assistant	1.0	NE-30	Public Works
	Facilities Manager	1.0	NR-38	Public Works
	Lead Custodian	1.0	H	Public Works
	Maintenance Custodian	2.0	E	Public Works

<b>Funded</b>	<b>Position</b>	<b>FTE</b>	<b>Grade</b>	<b>Department</b>
	Custodian	3.0	D	Public Works
	City Electrician	1.0	N	Public Works
	Lead Building Maintenance Operator	1.0	M	Public Works
	Building Maintenance Operator	3.0	J	Public Works
<b>Total FTE count for positions that are 66.6%-100% General Fund (001) funded 178.9</b>				
<b>33.3%-66.6% General Fund (001) funded</b>				
	Senior Accountant	3.0	NE-37	Administrative Services
	Administrative Services Director	1.0	NR-44	Administrative Services
	Deputy Administrative Services Director	1.0	NR-41	Administrative Services
	Public Works Director	1.0	NR-45	Public Works
	Executive Assistant	1.0	NE-33	Public Works
<b>Total FTE count for positions that are 33.3%-66.6% General Fund (001) funded 7.0</b>				
<b>0%-33.3% General Fund (001) funded</b>				
	Accountant	1.0	NE-36	Administrative Services
	Senior Accounting Specialist	1.0	NE-31	Administrative Services
	Accounting Specialist	1.0	NE-30	Administrative Services
	City Engineer	1.0	NR-43	Public Works
	Administrative Assistant	1.0	NE-29	Public Works
	Capital Projects Manager	5.0	NR-36	Public Works
	Transportation Engineer	1.0	NR-39	Public Works
	Senior Construction Inspector	1.0	NE-35	Public Works
	Senior Utilities Engineer	1.0	NR-41	Public Works
	Stormwater Engineer	1.0	NR-38	Public Works
	Senior Stormwater Technician	1.0	NE-33	Public Works
	Associate Engineer	1.0	NR-33	Public Works
	Engineering Program Manager II	1.0	NR-38	Public Works
	Engineering Technician III	2.0	NE-34	Public Works
	Engineering Technician II	2.0	NE-32	Public Works
	Senior Permit Coordinator	0.5	NE-31	Public Works
	Public Works Record Administrator	1.0	New, No Grade available	Public Works
	Asset/Project Management Specialist	1.0	NR-36	Public Works
	Utility Locator	1.0	New, No Grade available	Public Works
	Sewer Maintenance/GIS Worker	1.0	New, No Grade available	Public Works
	Information Services Manager	1.0	NR-41	Administrative Services
	Senior Information Systems Specialist	1.0	NE-36	Administrative Services
	Senior GIS Analyst	1.0	NE-36	Administrative Services
	Systems Support Technician	2.0	NE-32	Administrative Services
	Web Systems Analyst	1.0	NE-33	Administrative Services
	Cemetery Sexton	1.0	L	Parks & Recreation
	Senior Parks Maintenance Worker	1.0	J	Parks & Recreation
	Parks Maintenance Worker	1.0	I	Parks & Recreation
	Environmental Program Specialist	1.0	NR-33	Public Works
	Street/Storm Manager	1.0	NR-40	Public Works

<b>Funded</b>	<b>Position</b>	<b>FTE</b>	<b>Grade</b>	<b>Department</b>
	Stormwater Maintenance Lead Worker	1.0	N	Public Works
	Senior Storm GIS Technician/Maintenance Worker	1.0	K	Public Works
	Senior Storm Maintenance Worker	3.0	J	Public Works
	Storm Maintenance Worker	3.0	I	Public Works
	Street Maintenance Lead Worker	1.0	N	Public Works
	Traffic Control Technician	1.0	L	Public Works
	Senior Street Maintenance Worker-Cement Finisher	2.0	K	Public Works
	Senior Street Maintenance Worker	4.0	J	Public Works
	Street/Storm Maintenance Worker	1.0	I	Public Works
	Water/Sewer Manager	1.0	NR-40	Public Works
	Water Maintenance Lead Worker	1.0	N	Public Works
	Senior Water Maintenance Worker	1.0	J	Public Works
	Water Maintenance Worker	4.0	I	Public Works
	Senior Water Meter Reader	1.0	F	Public Works
	Water Meter Reader	1.0	E	Public Works
	Water Quality Control Technician	1.0	L	Public Works
	Sewer Maintenance Lead Worker	1.0	N	Public Works
	Senior Sewer Maintenance Worker	5.0	K	Public Works
	Sewer Maintenance Worker	1.0	I	Public Works
	WWTP Manager	1.0	NR-41	Public Works
	Office Coordinator	1.0	NE-30	Public Works
	WWTP Pre-Treatment Technician	1.0	K	Public Works
	WWTP Water Quality Analyst	1.0	N	Public Works
	WWTP Instrument Technician/Plant Electrician	1.0	L	Public Works
	WWTP Plant Supervisor	1.0	NR-37	Public Works
	WWTP Operator	11.0	J-N	Public Works
	WWTP Maintenance Mechanic	2.0	J	Public Works
	Fleet Manager	1.0	NR-37	Public Works
	Fleet Mechanic	3.0	K	Public Works
	<b>Total FTE count for positions that are 0%-33.3% General Fund (001) funded</b>	<b>93.5</b>		
	<b>Total All City FTE Count</b>	<b>279.4</b>		



# Everett Daily Herald

## Affidavit of Publication

State of Washington }  
County of Snohomish } ss

Michael Gates being first duly sworn, upon oath deposes and says: that he/she is the legal representative of the Everett Daily Herald a daily newspaper. The said newspaper is a legal newspaper by order of the superior court in the county in which it is published and is now and has been for more than six months prior to the date of the first publication of the Notice hereinafter referred to, published in the English language continually as a daily newspaper in Snohomish County, Washington and is and always has been printed in whole or part in the Everett Daily Herald and is of general circulation in said County, and is a legal newspaper, in accordance with the Chapter 99 of the Laws of 1921, as amended by Chapter 213, Laws of 1941, and approved as a legal newspaper by order of the Superior Court of Snohomish County, State of Washington, by order dated June 16, 1941, and that the annexed is a true copy of EDH989579 ORDINANCE NO. 4336 as it was published in the regular and entire issue of said paper and not as a supplement form thereof for a period of 1 issue(s), such publication commencing on 01/05/2024 and ending on 01/05/2024 and that said newspaper was regularly distributed to its subscribers during all of said period.

The amount of the fee for which publication is \$20.64. *[Signature]*



Subscribed and sworn before me on this 9<sup>th</sup> day of January, 2024.

*[Signature]*

Notary Public in and for the State of Washington.

ORDINANCE SUMMARY

of the City of Edmonds, Washington

On the 2ND Day of January, 2024, the City Council of the City of Edmonds, passed the following Ordinance, the summary of said ordinance consisting of title is provided as follows:

ORDINANCE NO. 4336

AN ORDINANCE OF THE CITY OF EDMONDS, WASHINGTON, ESTABLISHING AUTHORIZED EMPLOYEE POSITIONS AND PAY RANGES

DATED this 2nd Day of January, 2024.  
CITY CLERK, SCOTT PASSEY

Published: January 5, 2024.

EDH989579