

**CITY OF FIRCREST  
ORDINANCE NO. 1737**

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,  
AMENDING FIRCREST MUNICIPAL CODE ("FMC") 2.44.050  
RELATING TO SALARIES OF NON-UNION CITY EMPLOYEES;  
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN  
EFFECTIVE DATE.**

**WHEREAS**, the City seeks to establish the pay range for the Deputy City Clerk/Human Resources Specialist position based on current market data; and

**WHEREAS**, the City Council, after careful consideration, has determined that it is in the best interest of the City to do so.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FIRCREST DO  
ORDAIN AS FOLLOWS:**

**Section 1. FMC 2.44.050, Amended.** Section 1 of Ordinance No. 1731 and FMC Section 2.44.050 are hereby amended to read as follows:

Non-Union Salaries. From and after March 5, 2025, the full-time equivalent monthly salary range of the following regular full-time, regular part-time, and temporary City positions is fixed at the following sums. No employee shall be paid an average monthly base salary that exceeds the maximum provided hereunder.

<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
Office Assistant I	\$3,764	\$4,804
Passport Specialist	\$3,764	\$4,804
Court Clerk I	\$4,525	\$5,775
Office Assistant II	\$4,525	\$5,775
Police Records Technician/CSO I	\$4,645	\$5,929
Recreation Specialist	\$4,645	\$5,929
Administrative Assistant	\$4,888	\$6,238
Events Coordinator	\$4,888	\$6,238
Court Clerk II	\$5,068	\$6,468
Permit Coordinator/Assistant Planner	\$5,092	\$6,499
Recreation Program Coordinator	\$5,100	\$6,509
Accountant I	\$5,156	\$6,581
Police Records Technician/CSO II	\$5,202	\$6,639
Accountant II	\$6,052	\$7,724
Recreation Supervisor	\$6,116	\$7,805
Deputy City Clerk/Human Resources Specialist	\$6,150	\$7,850
IT Systems Coordinator	\$6,164	\$7,867
Court Administrator – without contracted	\$6,834	\$8,723
City Clerk	\$6,944	\$8,863
Court Administrator – with contracted court	\$7,893	\$10,074
Parks & Recreation Director	\$9,260	\$11,818
Community Development Director	\$10,206	\$13,025
Finance Director	\$10,206	\$13,025
Public Works Director	\$10,206	\$13,025
Police Chief	\$11,310	\$14,435

1 For payroll purposes and to compute hourly rates for regular employees, the monthly salary  
2 of said positions shall be multiplied by twelve (12) and then divided by two thousand and  
3 eighty (2,080) hours and rounded to the nearest one hundredth to determine the  
corresponding hourly rate of pay for entry into the bi-weekly payroll system.

4 **Section 2. Corrections.** The City Clerk and codifiers of the ordinance are authorized to  
5 make necessary corrections to this ordinance, including, but not limited to, the correction  
6 of scrivener/clerical errors, references, ordinance numbering, section/subsection  
numbers, and any references thereto.

7 **Section 3. Severability.** If any section, subsection, paragraph, sentence, clause, or phrase  
8 of this ordinance is declared unconstitutional or invalid for any reason, such invalidity  
shall not affect the validity or effectiveness of the remaining portions of this ordinance.

9 **Section 4. Summary, Publication, and Effective Date.** This Ordinance or a summary  
10 thereof consisting of the title shall be published in the official newspaper of the City and  
11 shall take effect and be in full force five (5) days after its adoption and publication as  
required by law.

12 **PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,**  
13 **WASHINGTON,** at a regular meeting thereof this 25<sup>th</sup> day of February 2025.

14 **APPROVED:**

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17 Shannon Reynolds, Mayor

18 **ATTEST:**

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21 Arlette Burkhardt, City Clerk

22 **APPROVED AS TO FORM:**

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25 Joanna Eide, City Attorney