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“YOUR CITY”

City of Clyde Hill, Washington

February, 2021

GENERAL INFORMATION

In response to the community’s desire to control land use development such as lot size and commercial zoning, Clyde Hill was officially incorporated as a Town on March 31, 1953 with 971 people and 271 homes. Clyde Hill now finds itself almost fully developed with approximately 3,000 residents living in approximately 1,100 homes. On November 10, 1998 the Clyde Hill Council voted to become a non-charter Code City.

All the property in Clyde Hill is zoned for single-family, governmental, or school use with the exception of two commercially-zoned lots: a gas station near SR-520 and coffee shop on Points Drive. Four schools are located within Clyde Hill: two public schools – Clyde Hill Elementary and Chinook Middle School; and two private schools – Bellevue Christian School and Sacred Heart School. There are approximately 2,500 students and staff in attendance at the City’s four school locations.

The minimum lot size in the City is 20,000 square feet, although many smaller lots exist which pre-date the incorporation of the City. With a top elevation close to 375 feet, the City encompasses an area of about one square mile. There are approximately 21 miles of public roadways.

GOVERNMENT

Mayor and City Council

Clyde Hill is a Non-Charter Code City governed by a Mayor-Council form of government. The Mayor and five Councilmembers are elected at-large to staggered, four-year terms. The City Council meets on the 2nd Tuesday of each month at 7:00 PM at City Hall.

The Mayor serves as the Chief Executive Officer of the City and has the authority to appoint members to serve on various Boards and Commissions, as well as special advisory committees that are described below. The City Council's primary responsibility is to establish the policy, direction, and goals for the City. The governing laws of the City are adopted by the Council through specific ordinances and are subject to the State laws of the Revised Code of Washington. The City’s laws are embodied in the Clyde Hill Municipal Code.

Planning Commission

The Planning Commission is appointed for four-year terms. The Commission consists of five members serving in an advisory capacity to the City Council on matters involving zoning, land use, and long-range planning. The Commission also serves in a quasi-judicial capacity for the City as it relates to view/sunlight complaints. The Planning Commission meets as needed on the 4th Thursday of each month at 7:00 PM at City Hall.

Civil Service Commission

The Civil Service Commission is appointed for three-year terms and consists of five members. The Commission has jurisdiction over full-time Police Department personnel in matters relating to qualifications and hiring and disciplinary appeals. A Secretary/Chief Examiner provides support and assistance to the Commission and is responsible for the administration of all testing.

CITY STAFF

The organization of the City is shown on the attached organization chart. The City government currently has 20 full time employees. The following provides a more detailed insight into the activities and the specific people working for the City.

City Administrator

The position of Administrator was created by the City Council to oversee the daily operation of all departments and personnel of the City. The Administrator is appointed by the Mayor and reports directly to the Mayor regarding all City matters. The Administrator is responsible for ensuring that the policy set by the City Council is carried out in an efficient, cost effective, and timely manner. In addition, the Administrator works with the Mayor and the City Council on technical issues regarding the budget, implementing various Clyde Hill programs, coordinating the activities of other levels of government, and the area communities as well as assists in the development and formulation of the City's long-range objectives, vision, and image. The City Administrator also officially serves as the City's Treasurer and City Clerk.

In 2016, the position of Assistant City Administrator was created by the City Council to assist the City Administrator in the aforementioned responsibilities. The Assistant City Administrators also serves as the SEPA Official and Public Records Official.

Public Works Department

The Public Works Department is responsible for all the street, stormwater, parks, landscaping, engineering, and right-of-way related activities in the City. The Public Works Department coordinates all the utility work in the City as well as with adjoining municipalities for joint improvement projects and is responsible for the installation, maintenance, and revision of all street signs, signals, and other traffic devices. The Public Works Department personnel are available to respond to emergency conditions such as a severe storm or the control of ice and snow on the City's roadways.

The Public Works Director oversees the daily operation of the Clyde Hill Public Works Department. It is the responsibility of the Director to ensure that all work is completed in a proper, timely, and cost-effective manner.

Building Department

The Building Department's responsibilities include the review of building permit plans, plats and subdivisions, the inspection of construction activity related to all public and private projects, and the enforcement of all building related federal, state, and city codes as well as stop-work orders.

Deputy Clerks

There are two full-time Deputy Clerks who provide a variety of assistance to citizens at City Hall.

The first Deputy Clerk specializes in answering zoning questions, processes applications for building permits, variances, demolitions, mechanical, public use permits, and street permits. This position is the City's Code Enforcement Officer, works closely with the Public Works and Building Departments, supports the Hearing Examiner, and is the editor for the City's Newsletter and website.

The second Deputy Clerk also works in a variety of capacities at City Hall, including answering questions on current issues, processing accounts payable, provides support to the Administrator, City Council, Planning Commission, and is the special projects coordinator for several community events. This position also works closely with the Finance Department.

Finance Department

The Finance Department provides the City with a full range of financial and accounting services. These services include the coordination and preparation of the City's annual Budget and Capital Improvements Plan, on-going financial reporting and analysis, investment services, accounts payable, and accounts receivable.

Annually, the City Council adopts an operating budget for the City. This process begins in June with final budget adoption in December. The City Council reviews all revenues and expenditures for the City at their monthly meetings. An Investment Committee comprising the Mayor, two Councilmembers, the Treasurer, and the Finance Manager make all investment decisions for the City.

On an annual basis the State Auditor's Office audits the City's financial books and its compliance with various other requirements.

The City Administrator holds the combined position of the Clerk/Treasurer, which is appointed by the Mayor.

Police Department

The Clyde Hill Police Department consists of a Chief of Police, a Lieutenant, an authorized force of seven full-time officers, and a Records Manager. The Clyde Hill Police Department provides police services by contract to the residents of Yarrow Point. Dispatch services are provided by contract through the North East King County Regional Public Safety Communication Agency (NORCOM).

The Clyde Hill Police Department responds to approximately 4,600 calls for service each year. The City's crime index, a measure of the crime rate per thousand citizens, is second lowest in the State (the first being Yarrow Point).

The Police Department is committed to working closely with the citizens of Clyde Hill and Yarrow Point and is anxious to respond to the needs and desires of the community. The Department also believes in working closely with the community by fostering a relationship of trust, respect, and understanding.

The Department uses general patrolling in an effort to detect and deter crime. In conjunction with that effort, a heavy emphasis on traffic enforcement is provided, which improves the safety of the community and heightens police visibility.

The Records Manager doubles as an Office Manager in the Department, answering phone calls, responding to questions, processing record requests, and generally supports operations of the Department.

CONTRACTED OR FRANCHISED SERVICES

The City contracts with the City of Bellevue to operate Fire Station #5, located on NE 24th Street right next to the City Hall. Water and sewer services are also provided through the City of Bellevue, who acts as a regional utility. Clyde Hill has established a Municipal Court through the City of Kirkland and contracts with King County to provide animal control services.

The City has granted agreements to a number of other utilities to provide services to City residents including, but not limited to, Republic Services (garbage, yard waste and recycling service), Comcast (cable, telephone, and internet service), Puget Sound Energy (electrical and natural gas service), and Century Link (telephone and internet service).

Other contracted services specific to positions include, but are not limited to, the City Attorney, the Hearing Examiner, the City Arborist, the Civil Service Commission Secretary, the City Prosecutor, the Public Defender, and the IT Manager.