



## **CITY OF CLYDE HILL YOUR CITY 2020**

### **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 3,015 residents and 1,081 households. 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 use with the exception of two commercially zoned areas: the 76 Gas Station / Convenience Store and the Queen Bee Cafe. 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. 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 Council Members are elected at large to staggered four-year terms. The City Council meets on the 2<sup>nd</sup> 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 Municipal Code of Clyde Hill.

The Mayor is Marianne Klaas (2023). Serving on the Council are: Bruce Dodds (2021), Scott Moore (2023), Kim Muromoto (2021), and Bruce Jones (2023). There is currently one position that is vacant and in the process of being filled via appointment.

### **PLANNING COMMISSION**

The Planning Commission is appointed on staggered 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 Planning Commission meets monthly on the 4<sup>th</sup> Thursday of the month at 7:00 PM at City Hall.

The Planning Commission Members are: Amy Kwan (2024), Steve Friedman (2020), Lynn Janata Tremblay (2021), Brendon Pack (2023), Bruce Jones (2020) and Jill Zimmerman (2024).

### **CIVIL SERVICE COMMISSION**

The Civil Service Commission is appointed on staggered three-year terms. The Commission consists of five members who have jurisdiction over full-time Police Department personnel in matters relating to qualifications and hiring, as well as complaints or appeals by police officers concerning grievances, disciplinary matters or termination. A Secretary/Chief Examiner provides support and assistance to the Civil Service Commission and is responsible for the administration of all testing.

Members of the Civil Service Commission are: Anna Duff (2020), Karl Korsmo (2023), John Williams (2021), Brian Oullette (2023), and Jack Lauderbaugh (2020). Carol Wedlund serves as the Secretary/Chief Examiner.

### **CITY STAFF**

The organization of the City is shown on the attached organization chart. The following provides a more detailed insight into the activities and the specific people working for the City.

#### ***Administrator***

In 1986, 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, and assists in the development and formulation of the City's long range objectives, vision and image.

The Administrator is Lyman Howard and the Assistant Administrator is John Greenwood.

#### ***Public Works Department***

The Public Works Department is responsible for all the street, storm/sewer, 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. The Department insures the maintenance and repair of roadways, parks, landscaping, equipment, and the stormwater system for the City. With the Chief of Police, the Public Works Department is responsible for the installation, maintenance, and revision of all street signs, signals, and other traffic devices.

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

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. John Young, Tyler Bender, and Aaron Murk are the Public Works Crew Members for the City.

### ***Building Department***

The Building Department is responsible for the review of building permit plans, plats and subdivisions, the inspection of construction activity related to private projects, and the enforcement of all building related Federal, State, and City Codes. Rich Soloski is the Building Official.

### ***Deputy Clerks***

There are two Deputy Clerks who provide a variety of assistance to citizens at the City Hall. The Deputy Clerks are Teri Tupper and Courtney Benjamin.

Teri works at the front desk in City Hall and answers zoning questions, processes applications for building permits, variances, demolitions, mechanical, public use permits, and street permits. She is also the City's Code Enforcement Officer, writer/editor of the Newsletter, and manages the City website.

Courtney works in a variety of capacities in the City Hall, including answering questions on current issues, processes applications for building permits, processing accounts payable, support to the Administrator, City Council and the Planning Commission, and Special Projects Coordinator.

### ***Finance Department***

Annually, the City Council adopts the operating budget for the City. This process begins in August, with the final budget adoption in December. The City Council reviews all revenues and expenditures for the City at their monthly meetings.

Prior to 1987, Clyde Hill was served by an elected Treasurer. In 1987, the Council combined the Treasurer and Clerk position to create the Clerk/Treasurer position, which is appointed by the Mayor. Lyman Howard holds this position.

Dean Rohla is the Finance Manager for the City and performs the operational activities associated with the City's finances under the direction of the Administrator/Treasurer, Mayor, and Council.

### ***Police Department***

The Clyde Hill Police Department consists of a Chief of Police, a Police 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 an interlocal agreement through NORCOM.

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

Other services provided by the Clyde Hill Police Department include issuance of concealed pistol licenses and fingerprinting when required by employment, professional licensing, or governmental requirements.

The Chief of Police is Kyle Kolling and the Police Lieutenant is Dawn Hanson.

Kirsty Jones is the Records Manager for the Police Department. Kirsty acts as the Office Manager in the Department, answering phone calls, responding to questions, processing Police records, and generally supports the entire operations of the Department.

### **CONTRACTED OR FRANCHISED SERVICES**

Clyde Hill contracts with the City of Bellevue to operate Fire Station #5, located on NE 24th Street, right next to 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 King County contracts with the City to provide Animal Control and Health Services.

Other utility services that are provided within the City include, but are not limited to: Republic Services (garbage and recycling service), Comcast (cable television service), Puget Sound Energy (electrical & natural gas service), and CenturyLink (telephone service).

Clyde Hill also participates regionally with the Association of Washington Cities, Sound Cities Association, Puget Sound Regional Council of Governments, A Regional Coalition for Housing (ARCH), King County Eastside Transportation Partnership, King County Water Resource Inventory Area (WRIA), the SR-520 Bridge Project, and Puget Sound Air Quality Control.