



# AGENDA

City of Clyde Hill  
Council Study Session

Tuesday, June 23, 2026  
Clyde Hill City Hall  
6:00 PM

Page

## 1. CALL TO ORDER & ROLL CALL

- 3 - 5
- 1.1. Information regarding Revised Rules of Order & Public Participation  
[Hybrid Meeting Notification](#)  
[Virtual Meeting Login Information 6-23-26](#)

## 2. PUBLIC COMMENT

- 2.1. Opportunity for brief comments to the City Council.

This is an opportunity for brief comments to the City Council. The City of Clyde Hill welcomes public comments. Members of the public will be limited to three minutes for their public comments (not Q&A), and they are to be focused on issues solely related to City business and should be made in a respectful fashion. Please note that this time is for the individual commenter only and cannot be transferred to or combined with other speakers. Council members may not respond directly at the meeting. When called please state your name and if you are a resident of Clyde Hill for the record.

## 3. APPROVAL OF AGENDA

- 3.1. Consideration of a motion to approve the Agenda of **June 23, 2026** as presented.

## 4. CONSENT AGENDA

Note: "Consideration of a Motion to approve the Consent Agenda of **June 23, 2026** as presented."

- 7 - 16 4.1. Authorization to approve Psomas Task Order No. 3 - 86th Ave NE Creek Restoration.  
[Staff Report - Psomas Task Order No. 3 86th Ave NE Creek Restoration](#)

## 5. ACTION ITEMS

- 17 - 20 5.1. Authorize Adjustments to Staffing Schedule
- Consideration of a motion to authorize the Mayor to make adjustments to the 2026 Staffing Schedule as presented, subject to final negotiations with AFSCME as required.
- [Staff Report - Authorize Adjustments to Staffing Schedule](#)

## 6. DISCUSSION ITEMS

- 21 - 24 6.1. Select Preferred Option for Levy Lid Lift  
[Staff Report - Recommendation for Levy Lid Lift](#)
- 25 - 37 6.2. Council Agendas, Meeting Format, and Materials  
[Staff Report - Meeting Agendas and Format](#)

## 7. ADJOURN



9605 NE 24<sup>th</sup> Street • Clyde Hill, Washington 98004  
425-453-7800 • Fax: 425-462-1936 • www.clydehill.org

### **Operating In A Hybrid Environment**

*“What is a hybrid environment?”* It is a mixture of in-person and remote (telephonic or computer-aided) attendance and this will be how City Council and other meetings will occur. People may attend using whichever option(s) they desire.

Attendees are requested to adhere to the following:

1. Public comment allows the public an opportunity to speak about issues pertaining to Clyde Hill community and City business only. This is a limited public forum, which means that the Council can limit the topics for discussion. Typically, persons will be given three minutes to address an issue, but the Council may, on occasion, increase or reduce that time for all participants.
2. Please refrain from the use of clearly offensive language/remarks or visuals (e.g. racist content) - failure to do so may result in immediate removal from the meeting.
3. If you are attending remotely and wish to speak, please use the “Raise Hand” feature - if you are unable to do so, please ask for permission to speak and the Chair/Mayor will then recognize your request in the order it was received.
4. Please identify yourself prior to speaking - members of the public should indicate their name and if they are a resident of Clyde Hill.
5. If you are attending remotely, do not use the following features:
  - a. Transferring files (“Transfer” feature)
  - b. Annotating on screen images (“Annotate” feature)
  - c. Making emoji gestures (“Reactions” feature)
  - d. Make written statements (“Comment/Chat” feature)
6. If you are attending remotely, please remain muted unless/until you speak
7. If you are attending remotely, please refrain from attending meetings in locations with significant background sound and/or inappropriate settings
8. If you are attending remotely, please note that video is optional

*Last Updated: June 9, 2022*





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## **Council Study Session June 23<sup>rd</sup> @ 6:00 PM**

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**Microsoft Teams meeting  
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p=Cgj5bcF92InCeKO8fe](https://teams.microsoft.com/meet/263974366981284?p=Cgj5bcF92InCeKO8fe)**

**Meeting ID: 263 974 366 981 284  
Passcode: Bx6kW3HV**

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**Date:** June 23, 2026

**From:** Kevin Anderson

**Subject:** 86<sup>th</sup> Ave. NE Creek Restoration Task Order

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### **Summary**

This is a request to authorize our on-call consultant, Psomas, to provide land surveying, engineering design and environmental services on a project intended to restore hydraulic capacity to a waterway (stream) located upstream of Clyde Loch and east of 86<sup>th</sup> Ave. NE.

### **Background & Analysis**

On October 12, 2025, a high-intensity storm event caused localized flooding in Clyde Hill and in the surrounding region. One of the flooding events occurred at 1306 86<sup>th</sup> Ave NE where a stream which traverses the property overtopped its banks and flooded the back yard and patio, with depths of up to approximately one foot and caused some property damage. Other subsequent storms have also resulted in flooding at the site. City staff have installed sandbags along the streambank as a temporary measure to protect the property.

We have been working with our on-call engineering consultant, Psomas, on alternatives to solving this problem, including capital projects that would involve constructing underground stormwater storage to mitigate the effects of peak runoff from City streets. Costs for these capital project alternatives were estimated to be as much as \$750k and also did not guarantee that the flooding problem would be permanently resolved.

The lowest cost alternative was determined to be a restoration of the hydraulic capacity of the stream to minimize the flooding risk. This would involve dredging and reshaping of the streambed and requires regulatory approvals from the Army Corps of Engineers and the State Department of Fish and Wildlife. This task order provides the services necessary to design the restored channel and secure those approvals. The construction of the reshaped streambed would be accomplished with city crews.

### **Fiscal Impact**

The cost estimate for this task order is \$48,019. As with all task orders under our contract with Psomas, it is based on actual services provided, not to exceed the authorized amount. While this project was not included in the 2026 Budget, we believe we can offset those costs with other savings in the Public Works budget to be revenue neutral.

### **Staff Recommendation**

Approval of the Task Order (Psomas TO 26-3)

**Requested Action**  
Approval via Consent Agenda

**EXHIBIT A**

**CITY OF CLYDE HILL  
ON-CALL SERVICES TASK ORDER 26-3  
86<sup>TH</sup> AVE NE CREEK RESTORATION  
PSOMAS  
JUNE 2026**

**PROJECT DESCRIPTION**

This work shall consist of Psomas (“Consultant”) providing limited land surveying, design, engineering and environmental services for the City of Clyde Hill (“City”) to complete the 86<sup>th</sup> Ave NE Creek Restoration Project (“Project”). The project will consist of analyzing and recommending a creek restoration design/construction approach and navigating the associated environmental approvals required for work. The project location is between 86<sup>th</sup> Ave NE and 88<sup>th</sup> Pl NE just south of NE 14<sup>th</sup> St. The location is depicted on Figure 1 below:



**Figure 1 – Project Location**

The project goals include developing a creek restoration plan, profile, and typical section and working with the various regulatory agencies such that City of Clyde Hill Maintenance staff can complete the construction work upon obtaining final regulatory agency approvals.

**TASK ORDER NUMBERING**

This task order, “26-3” represents the 3<sup>rd</sup> task order of the overall contract and the “26” represents that it is occurring in the year 2026.

**GENERAL PROJECT ASSUMPTIONS**

1. This project will not be constructed by a third-party Contractor, but by City staff. Due to this, the project will not include development of bid documents, support during advertisement and won't follow the typical “design-bid-build” format. The intent is to design a simple creek restoration plan with sufficient detail to obtain regulatory agency approval, then for City forces to perform and construct the work.
2. Stormwater flow control and treatment will not be required per Washington Department of Ecology Stormwater Management Manual for Western Washington (SWMMWW).
3. NPDES Construction Stormwater Permit will not be required (less than 1-acre surface disturbance in project site).
4. The City will perform all property owner coordination.
5. This project does not include federal funding. The project is funded with local dollars only.
6. No utility coordination is included in this scope of work.

**TASK 1 – PROJECT MANAGEMENT/COORDINATION/ADMINISTRATION**

**OBJECTIVE:**

Provide management of staff and resources, manage quality of all deliverables to the City, monitor and manage the project budget and project schedule, and provide client contact, billing, and progress reports.

**CONSULTANT RESPONSIBILITIES:**

1. The Consultant shall provide continuous project management, coordination and administration for the duration of the Project.
  - a) Develop and provide updates, as necessary, to a Project schedule.
  - b) Hold project coordination meetings with the City to update progress and review submittals. Assume (2) meeting (in-person or teleconference). The coordination meetings will generally be:
    - 1.b.1 Kickoff Meeting
    - 1.b.2 Status update meeting prior to submitting for Nationwide Permits
  - c) The Consultant shall provide monthly status reports and billings.
2. The Consultant shall provide independent QA/QC reviews by senior in-house staff of all deliverables prior to submittal to the City.

**TASK SPECIFIC ASSUMPTIONS:**

1. Assume 6 months of activity.

2. Invoices and progress reports will be submitted monthly in Psomas format which includes names of personnel, number of hours, and direct costs.

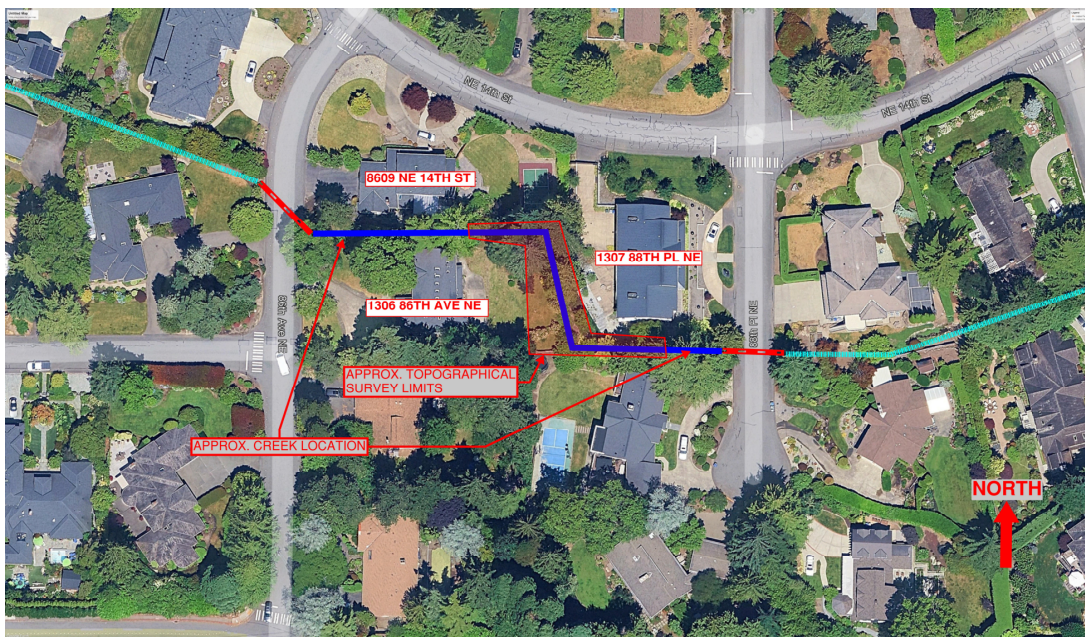
**DELIVERABLES:**

1. Monthly progress reports.
2. Meeting minutes.
3. Project schedule.

**TASK 2 – TOPOGRAPHICAL SURVEYING, RIGHT OF WAY DETERMINATION AND BASEMAPPING**

**OBJECTIVE:**

Conduct limited topographical field survey, establish right-of-way, parcel lines and easements from available recorded plats and create a basemap.



**Figure 2 – Survey Limits**

**CONSULTANT RESPONSIBILITIES:**

1. The Consultant shall field survey the following items:
  - a. Approximate survey limits of the existing creek between 86<sup>th</sup> Ave NE and 88<sup>th</sup> PI NE.
  - b. 88<sup>th</sup> PI NE - Outfall pipe location/elevation and 1 storm structure upstream of the outfall

- c. 86<sup>th</sup> Ave NE – Intake pipe location/elevation and 1 storm structure downstream of intake pipe.
  - d. Trees along creek alignment (within 15' of creek centerline & within Figure 1 limits)
  - e. Ordinary high water mark flags (flags placed by biologist in Task 3.)
- 2. Determine right-of-way and parcel lines from recorded plats
  - 3. The Consultant shall complete basemaps and prepare them from the following information:
    - Obtained field survey data in task 2.1 above.
    - Ortho-photography (aerial images)
    - Right-of-way data, parcel lines and easement(s) from research and determinations.

**TASK SPECIFIC ASSUMPTIONS:**

- 1. This survey effort does not represent a complete and typical surveying and basemapping effort. It is a limited effort with the goal of providing enough information to develop a creek dredging plan for environmental permitting use and City construction efforts.
- 2. Base map will be prepared in AutoCAD Civil 3D 2026 format using Psomas' standards and field codes.
- 3. Utility locating is not part of this scope of work.
- 4. The City will coordinate survey access on private property.
- 5. Easements not appearing on the recorded final plats can be plotted if title reports are made available.

**DELIVERABLES:**

Electronic Base Map - One CAD file containing an updated base map survey and TIN in AutoCAD 2026 Civil 3D format.

**TASK 3 – ENVIRONMENTAL REVIEW AND PERMITTING**

**OBJECTIVE:** The Consultant shall conduct a site visit to determine the streams regulatory Ordinary High Water Mark (OHWM) / bankfull width (BFW) for permit submittals. This information will be used to prepare environmental documentation, limited to a State Environmental Policy Act (SEPA) checklist, a Washington Department of Fish and Wildlife (WDFW) Hydraulic Project Approval (HPA). In addition, the Consultant will submit project information to the U.S. Army Corps of Engineers

**CONSULTANT RESPONSIBILITIES:**

- 1. The Consultant shall delineate the OHWM/BFW of the affected stream using the methods as presented in Ecology's Determining the Ordinary High Water Mark for Shoreline Management Act Compliance in Washington State, for a distance of 50 feet upstream and downstream of the proposed work area. The Consultant will use PLS to survey flag locations (see Task 2). In addition, documentation (notes and photographs) on existing instream and riparian conditions will be collected for use in permitting applications.

2. The Consultant will prepare a draft and final project-specific Environmental Checklist to satisfy SEPA. For purposes of this scope of services, Psomas has assumed that the CITY will be the SEPA lead agency and that they will issue a SEPA determination consistent with their SEPA rules. At this time, it is reasonable to assume that no additional studies would be necessary to complete the SEPA documentation and that the SEPA determination will be a Determination of Non-Significance (DNS). The CITY will be responsible for processing and publishing the checklist and SEPA determination and responding to public and agency comments. This task includes time for a cultural resources evaluation to address SEPA Question 13.
3. The Consultant will prepare an Application for a HPA for the WDFW that will permit the in-water work associated with the project. The application will be submitted electronically by the Consultant through the Washington State Aquatic Protection Permitting System (APPS), with the Consultant as the City's designated representative. Preparation of project figures, showing plan and profile views of the proposed channel configurations, with OHWM indicated, are included in this task.
4. The Consultant will enter project data into the U.S. Army Corps Regulatory Request System with an expectation the project parameters will meet the thresholds for "No Permit Required".
5. As the City is currently implementing new Critical Areas regulations, the Consultant will prepare a report to fully address the new code requirements, specifically a draft and final Critical Areas Report and Mitigation Plan, per the standards of CHMC 18.06. The report will include a statement on the absence of wetlands, a descriptions of the stream/ fish and wildlife habitat conservation area, a description of project impacts to critical areas, and proposed mitigation to offset such impacts, including a monitoring and reporting plan. This task does not include an evaluation of frequently flooded areas, geologically hazardous areas, and aquifer recharge areas, as either these features are absent at the site and/or the project is assumed to have no effect on these features.

**TASK SPECIFIC ASSUMPTIONS:**

1. Other than the specific permit applications discussed above, no other deliverables are included in this scope.
2. The project does not require an Army Corps CWA Section 401/404 permit (excavation volume of less than 25 CY).
3. With the exception of the known stream on-site, no other critical areas (e.g., wetlands) are present within the project vicinity.
4. The City will sign a consent form to make the Consultant biologist an "Authorized Agent" for the WDFW HPA application.
5. A single set of consolidated review comments on draft deliverables will be provided to the Consultant by the City.

**DELIVERABLES:**

1. Draft and Final SEPA Checklist – (provided electronically)
2. HPA application submitted to WDFW electronically on APPS

3. Application for Letter of “No Permit Needed” issued by U.S. Army Corps through the Corps RRS
4. Draft and Final Critical Areas Report and Mitigation Plan – (provided electronically)

#### **TASK 4 – PREPARE PLAN, PROFILE AND TYPICAL SECTIONS**

##### **OBJECTIVE:**

Develop and provide preliminary and final plan for use in Nationwide Permit and Hydraulic Project Approval (HPA) submittal and eventual construction (by City staff).

##### **CONSULTANT RESPONSIBILITIES:**

1. Conduct a field visit and document existing conditions in preparation for plan development.
2. The Consultant shall prepare preliminary and final plan including for the Project.

A plan will be prepared for a 50% and construction ready state. It is anticipated that the following sheets will be included:

- (1) Cover sheet with a vicinity and project location map in addition to site access requirements.
  - (1) Creek Restoration Plan and Profile (depicting existing and proposed plan and profile conditions, clearing and grubbing actions, restoration actions and materials required and work to be completed).
  - (1) Planting Plan and Details (depicting areas of invasive species removal, replanting, and restoration of areas disturbed by construction activities)
  - (1) Creek Typical sections (depicting existing and proposed cross sectional conditions every 5’ for approximately 75 linear feet along creek centerline)
3. The Consultant will support the environmental staff in completing Task 3 including support on the following items:
    - Calculate cut and fill quantities associated with proposed ditch restoration sections.
    - Provide proposed planting palette for creek restoration.
    - Identifying specific planting palette for WDFW/USACE approval.

##### **TASK SPECIFIC ASSUMPTIONS:**

1. The number of design plans and level of plan detail to be shown will be only as necessary to obtain environmental permitting approval and not typical of a “design-bid-build” project.
2. Field visit is assumed to include 1 engineering, 1 environmental and 1 landscape architecture staff members for 2 hours each.
3. Development of specifications are not included in this scope of work.
4. Development of cost estimates are not included in this scope of work.
5. This project will not go to advertisement and/or bidding and thus bid period services is not included in this scope of work.

**DELIVERABLES**

1. Electronic Plan (1 PDF)

**ADDITIONAL SERVICES / MANAGEMENT RESERVE**

The City may require additional services of the Consultant in order to advance all or portions of the project corridor through BID document preparation, construction and/or project completion. The scope of these services will be determined based on the unanticipated project needs or other considerations at the sole discretion of the City. This work may include items identified in the current task authorizations as well as other items outside this scope of work, which may include, but are not necessarily limited to the following:

- Additional Topographical Surveying and basemapping
- Right-of-Way Determination
- Additional design and development of bidding documents
- Bid period services
- Obtaining title reports and providing final right of way calculations
- Preparation of right of way / easement legal descriptions and exhibits
- Providing property appraisals and negotiations
- Providing additional permitting or environmental studies
- Public Outreach
- Construction Services

These services will be authorized under management reserve or a future contract supplement if necessary. At the time these services are required, the Consultant shall provide a detailed scope of work and an estimate of costs. The Consultant shall not proceed with the work until the City has authorized the work and issued a notice to proceed.

# PSOMAS

## EXHIBIT B PRIME CONSULTANT COST COMPUTATIONS

Client: City of Clyde Hill  
 Project Name: 86th Ave NE Creek Restoration  
 Psomas Project Number: 9CLY0101OC-3  
 Date: 6/17/2026

Task No.	Task Description	Labor Hour Estimate																			Total Hours and Labor Cost Computations by Task			
		Principal	Asst. Engineering Manager	Project Engineer I	Project Engineer II	Design Engineer III	Senior Project Manager Survey	Survey Crew II (W/Equip)	Project Surveyor II	Surveyor III	Project Landscape Architect II	Landscape Designer II	Environmental Manager	Managing Biologist I	Senior Biologist I	Cultural Resources Manager	Cultural Resources PM II	Cultural Resources PM III	Senior CAD Technician	Business Manager	Senior Admin	Hours	Totals	
		\$318.00	\$237.00	\$181.00	\$205.00	\$164.00	\$290.00	\$297.00	\$192.00	\$163.00	\$181.00	\$126.00	\$252.00	\$199.00	\$153.00	\$230.00	\$170.00	\$186.00	\$175.00	\$233.00	\$155.00			
<b>Task 1 - Project Management/Coordination/Administration</b>																								
1.1	Project Management, Coordination & Administration		4																2	1	7	\$ 1,569.00		
1.2	QAQC Reviews at 50% and Construction Ready		2																		2	\$ 474.00		
	<b>Task Total</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>9</b>	<b>\$ 2,043.00</b>		
<b>Task 2 - Topographical Surveying, Right of Way Determination and Basemapping</b>																								
2.1	Topographical Survey		1			1	8														10	\$ 2,903.00		
2.2	ROW, Parcel and Easement Determination						2	4													6	\$ 1,362.00		
2.3	Develop Project Basemap							8													8	\$ 1,304.00		
	<b>Task Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>10</b>	<b>4</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>\$ 5,569.00</b>		
<b>Task 3 - Environmental Review and Permitting</b>																								
3.1	Enviro. Review and Permitting					6						16	66	20	2	6	6	0	0	6	128	\$ 24,736.00		
	<b>Task Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>66</b>	<b>20</b>	<b>2</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>128</b>	<b>\$ 24,736.00</b>		
<b>Task 4 - Prepare Plan, Profile and Typical Sections</b>																								
4.1	Conduct Field Visit		2	2							2										6	\$ 1,088.00		
4.2	Develop 50% and Final Plan		2		4	36				6	24							6			78	\$ 12,358.00		
4.3	Engineering support on Environmental Task 3		1		4					2	6										13	\$ 2,175.00		
	<b>Task Total</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>8</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>97</b>	<b>\$ 15,621.00</b>		
	<b>Total Labor Hours and Fee</b>	<b>0</b>	<b>12</b>	<b>2</b>	<b>8</b>	<b>42</b>	<b>1</b>	<b>10</b>	<b>4</b>	<b>8</b>	<b>8</b>	<b>32</b>	<b>16</b>	<b>66</b>	<b>20</b>	<b>2</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>2</b>	<b>7</b>	<b>258</b>	<b>\$ 47,969.00</b>	
<b>Subconsultants</b>																								
																						Title Reports (Assume \$800/parcel)	\$ -	
																						Subtotal	\$ -	
																						Administrative Charge (5%)	\$ -	
																						<b>Total Subconsultant Expense</b>	<b>\$ -</b>	
<b>Reimbursable Direct Non-Salary Costs</b>																								
																							Mileage at current IRS rate	\$ 50.00
																							<b>Total Reimbursable Expense</b>	<b>\$ 50.00</b>
																							<b>Total Estimated Budget</b>	<b>\$ 48,019.00</b>



**Date:** June 23, 2026

**From:** Lisa King, Finance Director  
Heather Thomas-Murphy, City Administrator

**Subject:** Authorize Adjustments to Staffing Schedule

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### **Summary**

The City Council will be asked to approve adjustments to the staffing schedule based on a proposed restructuring.

### **Background & Analysis**

As a part of the recruitment and onboarding process for the new City Administrator, it was shared that a review of the current staffing make-up and structure was needed. A few vacancies have arisen since then which provided the ideal opportunity to complete that work.

One-on-one meetings were held with staff to get a sense for workloads, gaps, etc. A review of organizational structures and job descriptions at neighboring and/or similar sized cities was completed.

The attached org charts show current structure and a proposed restructuring. The recommended adjustments are as follows:

- Based on a review of comparable salaries, staff are requesting to slightly increase the Police Chief's salary before opening the recruitment.
- Reclass the Public Works Director to be a Building & Permit Services Director. This aligns with the volume of work being done and creates some capacity for the city to discuss potential cost-sharing of positions with Yarrow Point as they look at succession planning. The city will be utilizing its existing on-call engineering consultant to perform work requiring a professional engineer, which is anticipated to be minimal. The salary band would also drop one step to align with the other director-level position for consistency.
- Rename the Finance Director to Administrative Services Director to more accurately reflect the portfolio of work that position has (Finance, HR, and IT).
- Replace the Assistant City Administrator role with a Planning & Special Project Manager. This position would be responsible for implementing and reporting on the Comprehensive Plan and other long-range planning work, serving as a staff liaison for the Planning Commission and Hearing Examiner, and supporting the City Administrator on work around policy, communications, engagement, emergency preparedness, and volunteer coordination.
- Adjust the Public Records Manager job description to include evidence custodial work for checks and balances with commissioned officer oversight.

- Reclass the Police Records Manager to a Police Records Specialist.

**Staff Recommendation**

As the official Staffing Schedule is approved by the City Council, staff are requesting approval of the proposed adjustment so that job descriptions can be finalized and posted for recruitment as appropriate.

This proposal was endorsed by the leadership team and has been discussed with the AFSCME shop steward and management representative. The City and AFSCME will need to finalize details necessary to complete a memorandum of understanding (MOU) or amendment to the new contract, which will be brought to Council for approval at a later date.

**Fiscal Impact**

The table below shows the current vs. proposed titles and salary bands. The final column calculates a net difference based on the maximum salary. Actual savings may differ slightly, depending on final discussions with AFSCME and where new employees are placed in the salary bands based on education and experience.

Current			Proposed			Difference
Position	Min. Salary	Max. Salary	Position	Min. Salary	Max. Salary	
Police Chief	\$ 137,628	\$ 183,516	Police Chief	\$ 145,000	\$ 190,000	\$ 6,484
Public Works Director	\$ 137,628	\$ 183,516	Building & Permit Services Director	\$ 127,032	\$ 176,460	\$ (7,056)
Finance Director	\$ 127,032	\$ 176,460	Administrative Services Director	\$ 127,032	\$ 176,460	
Asst. City Administrator	\$ 93,804	\$ 128,184	Planning & Special Projects Manager	\$ 93,804	\$ 128,184	\$ -
Public Records Manager	\$ 76,044	\$ 95,052	Public Records Manager	\$ 79,846	\$ 99,805	\$ 4,753
Police Records Manager	\$ 76,044	\$ 95,052	Police Records Specialist	\$ 72,242	\$ 90,299	\$ (4,753)
						\$ (572)

There has been a task order with Psomas approved for up to approximately \$24,000 to complete special plan review or engineering analysis work that is required. No budget amendment is required at this time and staff will monitor expenditures to determine if an adjustment is needed as a part of the 2027 budget process.

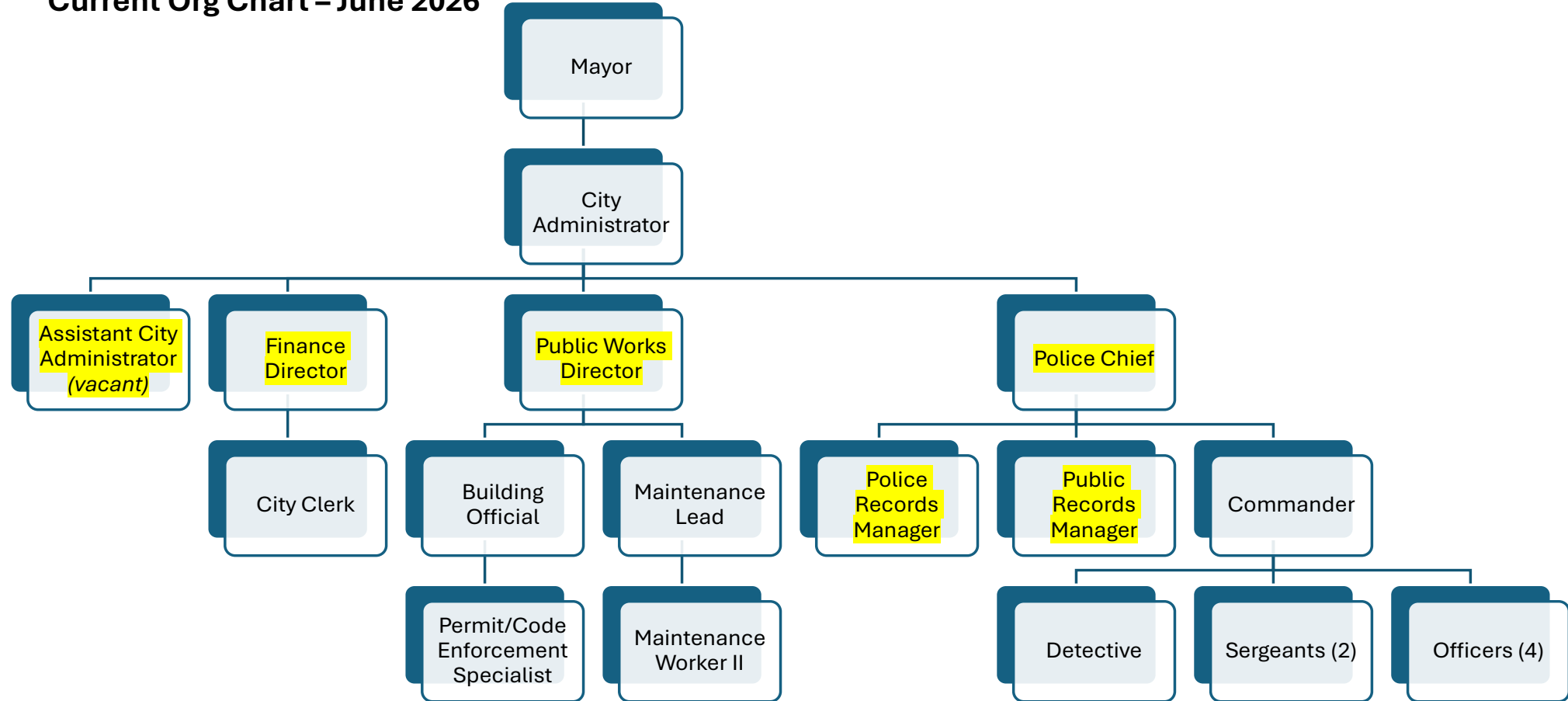
**Requested Action**

Motion to AUTHORIZE the Mayor to make adjustments to the 2026 Staffing Schedule as presented, subject to final negotiations with AFSCME as required.

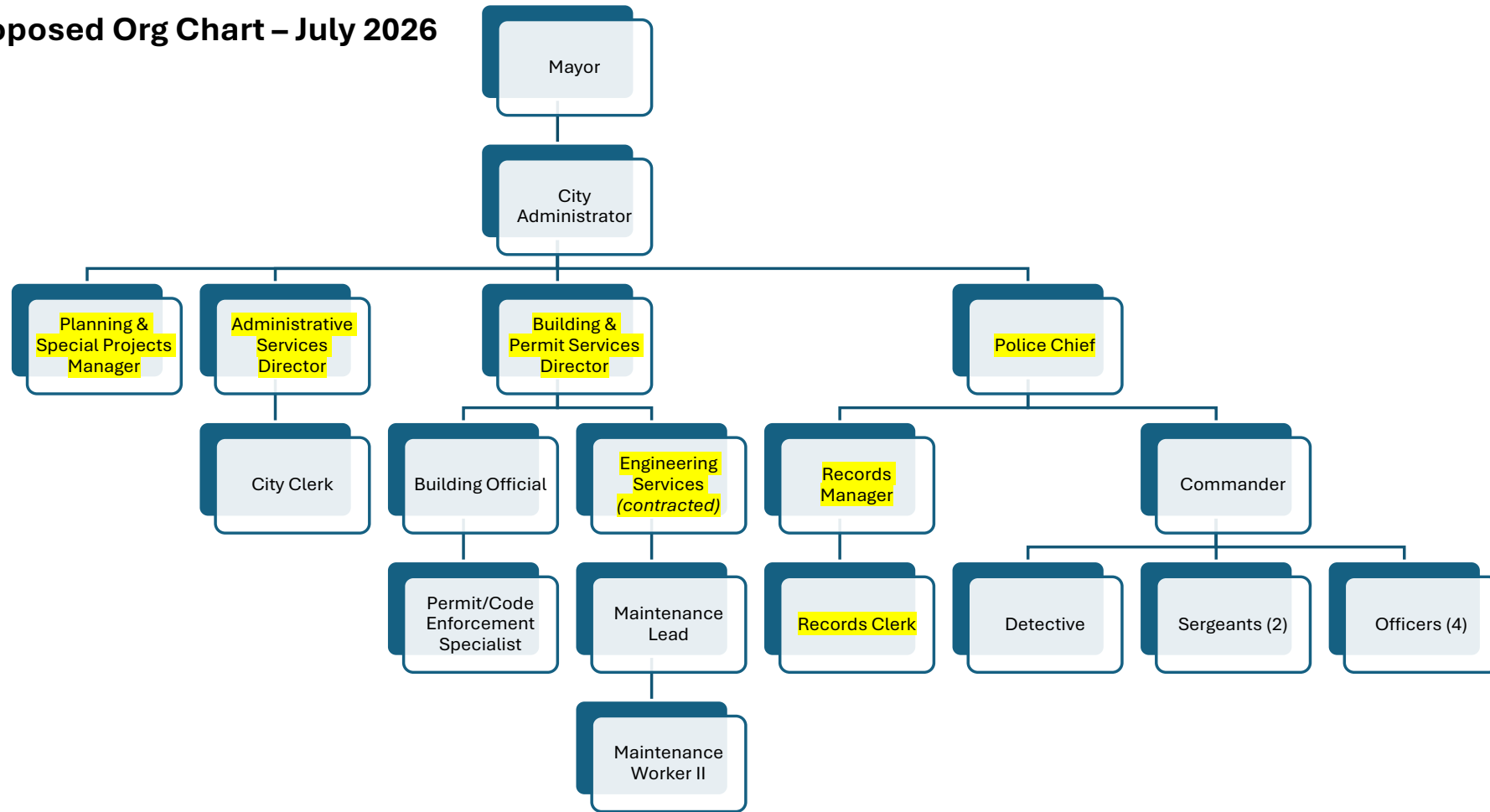
**Previous Discussions**

[2026 Staffing Schedule](#) (adopted December 9, 2025)

### Current Org Chart – June 2026



# Proposed Org Chart – July 2026





**Date:** June 23, 2026

**From:** Lisa King, Finance Director  
Heather Thomas-Murphy, City Administrator

**Subject:** Selecting Preferred Option for Levy Lid Lift

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### **Summary**

The City Council will determine which levy lid lift option to have staff develop a resolution based on, as well as review updates on other efforts underway leading up to a ballot measure.

### **Background & Analysis**

At its regular meeting on June 9, 2026, the Council reviewed four levy lid lift scenarios as prepared by Raftelis. The four levy options are:

- Scenario #1 – Baseline. A comparison without a levy lid lift which continues with the allowable increase of 1% annually. Doing so would result in the City’s fund balances and reserves being depleted before the end of 2030.
- Scenario #2 – Short-term. This would be a six-year levy lid lift, setting the rate at \$0.50 per \$1,000 of assessed value in 2027 (Year 1). Years 2 through 6 would have a 3% annual increase before returning to the regular 1% in 2033 and beyond. Under this scenario, the City’s fund balances and reserves are exhausted before the end of 2038.
- Scenario #3 – Mid-term. This would be a two-year levy lid lift, setting the rate at \$0.45 per \$1,000 of assessed value in 2027 (Year 1) and \$0.60 per \$1,000 in 2028 (Year 2). In 2029 and beyond, the levy rate increases would return to the regular 1%. Under this scenario, the City’s fund balances and reserves are exhausted before the end of 2041.
- Scenario #4 – Longer-term. This would be a 10-year levy lid lift, setting the rate at \$0.55 per \$1,000 of assessed value in 2027 (Year 1). Years 2 through 10 would have a 3% annual increase before returning to the regular 1% in 2037 and beyond. City operations are fully funded through 2043. This option provides the greatest capacity to absorb uncertainty in cost or other revenue projections.

City Council requested that the Financial Sustainability Task Force consider the following questions when making a recommendation on their preferred option:

- As residents, what do you want?
- What do you think residents will vote for? Not vote for?

- What do you consider to be the minimum levy lid increase in order to remain a viable, sustainable city?

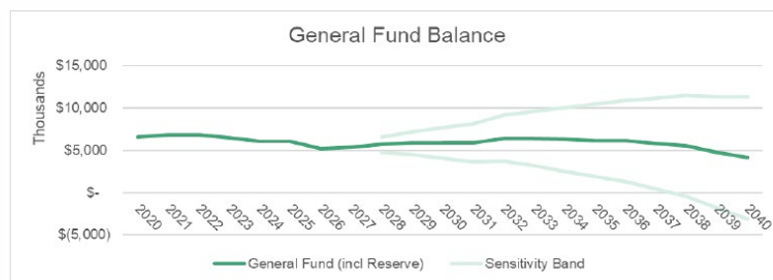
Financial Sustainability Task Force Recommendation

The Task Force convened on June 16 to review the levy lid lift options. After deliberation, **they unanimously agreed that Option #4 was their preferred option.** They felt Option #1 of no levy lid lift was a non-starter as it does not address the problem. While Option #2 was palatable, it was not durable and did not provide the financial sustainability that was needed. Option #3 was too complicated and ended up costing residents more in the early years.

Task Force members stated that Option #4 was preferred for the following reasons:

- They felt it would be palatable to residents.
- It addresses the fundamental problem on a longer-term basis.
- The time and effort of staff, elected officials, and residents that goes into considering a levy lid lift has been “a long slog.” They preferred to do this now and not worry about it again for a long time.
- The option allows the city to move forward in a fiscally responsible way so that Clyde Hill can remain an independent city with local control of its own police department and land use, as well as the quality fire and emergency medical services that residents have come to expect.

## Scenario 4 – Long-Term



**Increasing City’s levy to \$0.55/\$1,000 in 2027 with a 3% annual increase in 2028-2036, the City have enough funds to operate through 2043+.**

## Scenario 4 – Tax Impact

	2026 (current)	2027	2028	2029	2030	2031
Tax for Sample Home with 2026 AV of \$2M	\$590.96	\$1,144.00	\$1,208.69	\$1,260.76	\$1,315.08	\$1,371.73
Tax for Sample Home with 2026 AV of \$4M	\$1,181.92	\$2,288.00	\$2,417.37	\$2,521.52	\$2,630.15	\$2,743.46
Tax for Sample Home with 2026 AV of \$6M	\$1,772.88	\$3,432.00	\$3,626.06	\$3,782.28	\$3,945.23	\$4,115.20
Tax for Sample Home with 2026 AV of \$10M	\$2,954.80	\$5,720.00	\$6,043.43	\$6,303.79	\$6,575.38	\$6,858.66

**Approximately \$1,106/year extra for property owner with \$4M home.**

### Recruitment of Pro/Con Committees

The City Council has the legislative responsibility to appoint two committees to write ballot measure argument statements that appear in the election voters’ pamphlet.

The pro committee as a group will write a pro statement of up to 200 words and a 75-word rebuttal to the con committee statement. The con committee will write a 200-word statement in opposition to the ballot measure and a 75-word rebuttal to the pro committee’s statement. Committee member names and all required statements will appear in the King County voters’ pamphlet.

Each committee is allowed up to three volunteer members who must be current residents of Clyde Hill. There is a limit of three members per committee, but committees may seek input from others to develop a statement.

Those interested in being considered for one of the committee positions should submit their name, address, contact information, and a brief statement as to why they would like to serve on one of the committees. Recruitment will open on June 24 and will close at 4 p.m. on Monday, July 6. Late applications will not be accepted.

The City Council will be provided candidate materials in their agenda packet released on July 10 and will select the pro and con committee members at the Regular Council meeting on July 14.

### Communications and Outreach

The following items have been prepared:

- A letter was approved and signed by the Financial Sustainability Task Force members and is in the mail to all residents and registered voters in Clyde Hill. The letters should begin arriving by June 26.
- A revamped webpage(s) focused on financial sustainability and the levy lid lift will go live on June 22.
- An announcement has been drafted to announce the July 14 meeting and opening recruitment for pro/con members. It will be sent on June 24 through multiple channels.
- A communications plan is being created for all regular City messaging anticipated for Q3 and Q4 through listservs, newsletters, Facebook, Instagram, and NextDoor. Staff met with Councilmember Chung to review the work to date.

As a reminder, all communications and outreach done will be compliant with Public Disclosure Commission (PDC) requirements.

### **Staff Recommendation**

The staff agree with the recommendation from the Financial Sustainability Task Force.

### **Requested Action**

For Council to determine their preferred option so that staff can prepare a draft Resolution for consideration at its meeting on July 14, 2026, and to authorize staff to open recruitment for Pro/Con Committees.

### **Previous Discussions**

[Financial Sustainability Plan](#) (adopted April 9, 2024)

[Financial Sustainability Task Force Final Report and Recommendations](#) (January 20, 2026)

[Review of Financial Sustainability Task Force & Levy Lid Lift Overview](#) (March 16, 2026)

[Levy Lid Lift Update and Presentation](#) (May 12, 2026)

[Options for Levy Lid Lift and Presentation](#) (June 9, 2026)



**Date:** June 23, 2026

**From:** Heather Thomas-Murphy, City Administrator

**Subject:** Meeting Agendas & Format

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### **Summary**

The City Council will continue conversations around potential updates to Council Rules & Guidelines, with this topic focused on reviewing research done by councilmembers and discussing meeting agendas and format.

### **Background & Analysis**

In lieu of holding a Council Retreat at this time, staff proposed using the next few months of Regular Meetings and Study Sessions to discuss key components of efficient and effective meetings, as well as achieving a shared understanding of roles and responsibilities.

Council started the discussions at their May 26 meeting and agreed to focus on meeting agenda and format options first. The Mayor and Councilmembers each picked at least one city in the region to research, focusing on:

- Looking at their Council Rules.
- Reviewing their Council Agenda format, as well as their staff report template and financial reports.
- Listening in to a meeting or watching a recording to get a sense for how meetings are run.
- Sharing highlights of what worked well for discussion at the next meeting.

This “homework” is attached and helps give concrete examples for Council to curate what makes sense for Clyde Hill. Key themes that emerged were:

- Need for a more robust onboarding process for new councilmembers.
- Use of social media and/or website for Council recaps.
- Council appreciated well-organized and efficient meetings.
- Scaling other cities to what makes sense for Clyde Hill.

### **Fiscal Impact**

None.

### **Staff Recommendation**

Based on the notes provided by councilmembers, staff have prepared a draft agenda format as shown below.

- Call to Order (Roll Call & Pledge)
- Proclamations, Presentations, and Recognitions

- Public Comment
- Approve Agenda Order
- Consent Items
- Public Hearing (if needed)
- Action Items
- Discussion Items
- New Business
- Old Business (if needed)
- Councilmember Comments – brief remarks about events or regional meetings attended, reminders to the community, etc.
- City Administrator’s Comments
- Mayor’s Comments
- Staff Briefings (If needed. Staff reports and materials for informational purposes only. These items are not meant for discussion or presentation).
- Executive Session (if needed)
- Adjourn

**Requested Action**

Staff are requesting feedback on the proposed agenda format, as well as general guidance on how Council would like to address:

- Council President vs. Mayor Pro Tem
- Committees
- Voting
- Agenda Packets

**Previous Discussions**

[May 26, 2026 Council Study Session](#)

## **Mercer Island:**

[Rules / Guidelines here](#)

- **Generally:** Given the Council-Manager structure, it's not apples-apples, but we can still learn a lot. The doc is well written and procedurally very clear — e.g. late agenda items require a council majority vote to add to the agenda. Wrt roles & responsibilities, the Mayor, Deputy Mayor, and City Manager are generally the 3 members that drive most government planning and execution -- e.g. responsible for the agenda prep. There is a clean separation between policy and execution, with all work directed through the CM no-exceptions, and that work directly accountable to the council. Some other interesting highlights follows:
- **New councilmember onboarding:** City Manager hosts a formal orientation program for new councilmembers covering OPMA, Public Records Act, and records retention. Existing councilmembers are explicitly required to mentor newly elected members. This would have really helped me and I'm sure CM Nelson as well
- **Code of Ethics:** All councilmembers must sign a statement acknowledging they have received, read, and agree to be bound by the Code of Ethics. Formal and documented.
- **Voting procedure:** All voting is done by roll call without exception. Every councilmember's individual vote is recorded on every matter. I like how everyone needs to state their position clearly.
- **Planning session:** Annual planning session required in the first quarter of each year, with council goals, priorities, and a two-year work plan as standard agenda items. Additional planning sessions permitted during the year. We need to formalize this process on our side regardless of whether it is in the rules/guidelines doc.
- **Advisory boards and commissions** Dedicated Section 8 covering advisory boards and commissions in significant detail, including a formal liaison assignment process where the Mayor appoints councilmembers to serve as liaisons to each board in consultation with the Deputy Mayor. This could help us be more organized and at a min helps us strategize which boards we should participate in.
- **Notable: Social Media (Nextdoor)** — Standalone appendix E -- unusual level of specificity about a social media platform. Suggests they've thought carefully about the governance and communication implications of social media.

Meeting:

- The agenda ([example here](#)) is basically: 1. Consent 2. Regular Business 3. Other Business 4. Executive sessions. We could consider simplifying to this model if we felt it would make our meetings more efficient vs the current topical structure where we may not have any updates within those topics.
  - Wrt financial reports, I like the way they handle it – an exec-level summary highlighting what to pay attention to with clear next steps / actions ([see this](#)), and then a full report ([see this](#)). The latter seems to match the quality and density of ours, but we should emulate this
  - The Agenda Bill format they use for the financial summary I used for all council business which is what we should absolutely replicate. Heather is already moving in this direction.
- MI meets bi-weekly and the meeting I saw went 2 hours for the regular agenda and 2 hours for the executive session. It had a lot more public participation so it's not really comparable to Clyde Hill. The CM updates seemed ad-hoc vs structured on specific regular topics which I didn't like.
- MI is very active on FB and IG, but lists other platforms like X (which they list but don't use). They seem to use it as an outreach channel for news / updates vs meeting recaps. Still, they are very active, and we should take note.

## Renton

Population: around 105,000

City Website: [rentonwa.gov](http://rentonwa.gov)

Council Rules and Guidelines Link: Could not be found, only referred to Robert's Rules of Order.

Government Form: Mayor-Council - 7 Council members including Council President. Each member is on a different committee.

Meeting Frequency: The first four Mondays of each month at 7pm average time of meetings is about 50 minutes.

Agenda: Call to order and pledge of allegiance, roll call, proclamation, administrative report, audience comments, consent agenda, unfinished business, legislation, new business, adjournment. They use OneMeeting, the agenda was easy to read and came out a few days before the meeting. A lot of areas of the agenda would say - refer to \_\_\_\_ committee or such and it was harder to find the materials for those parts.

Public Comments: Very formal. Need to fill out a form in advance with full name, city of residence, contact information, and the topic they wish to speak on. Are called on by the Mayor by name to speak, three minutes to speak - strict. Also need to present any additional materials to the City Clerk in advance of the meeting. (In the New Business Section of the Agenda it is also used sometimes to respond to earlier public comments.)

Financial Reports: Could not be found directly in the Regular City Council Meeting Packets - referred to the Finance Committee meetings. Many individual reports. Could not find a recording of these meetings.

Discussion/Action Items: City Clerk conveyed the reports from the committees - was very short and concise for each.

Meeting Flow: Very organized and efficient. Seemed like no time was wasted. The meeting was more formal but still friendly.

Social Media: Present on many social media platforms, easy to find from their homepage. Facebook, X, Instagram, and Nextdoor - very active usually daily and congruent across these platforms. These also had a recap of the last regular city council meeting. Youtube and LinkedIn - still active but seems more weekly. It was very easy to find out what was going on in the city from their city website and from their social media pages. They had a link in their bio for Renton City Council Recaps.

Highlights: Everyone seemed prepared and familiar with what was being shared by the committees, little discussion during the meetings, discussion that was made was short and to the point - this led to much more efficient/timely meetings. I particularly liked the format of their agenda packets. Their social media accounts were also very well maintained and as a resident you could find out the highlights of what was going on in the city and links to more, easily from these accounts.

Other Comments: I think that due to the size of the city the comparison is not very helpful; many of the things that work well for Renton do not make sense for Clyde Hill.

Summary Observations from my View:

- Each of my three cities (North Bend, Black Diamond, Tukwila) rely upon "standing" City Council Committees; these Committees meet monthly, and give briefings to the City Council as whole - this takes some operational details/time out of the regular Council meetings, especially with respect to Financial matters; due to the leveraging / use of the Committees, comparison to Clyde Hill was problematic, because North Bend & Black Diamond does not publish materials from the Committee meetings, but Tukwila does).
- None of these cities have financial reports that would improve from what we have at Clyde Hill
- North Bend was, by far, the Club House leader with respect to communication, using X/Instagram in meaningful and useful ways.
- Tukwila has well written Guidelines for Council (see link), Black Diamond was pretty good (see attached as there was no direct www link, sorry about the file size...)
- North Bend and Tukwila demonstrated consistency in how the meetings were run, see comments below, and there was distinction between "discussion" versus "action".
- All agenda packets were "self-contained" - to wit, there was no significant usage of memos that had links to other documents, so consumption of materials was super easy.
- The stuff in **bold face green** resonated with me and in my view, might reflect opportunities for Clyde Hill.

	<b>North Bend</b>	<b>Black Diamond</b>	<b>Tukwila</b>
Population	9,000	8,000	22,000
Website Link	<a href="#">North Bend Website</a>	<a href="#">Black Diamond</a>	<a href="#">Tukwila</a>
Council Rules Link	<a href="#">NB Guidelines</a>	<a href="#">See PDF</a>	<a href="#">Tukwila CC Guidelines</a>
<b>Gov't Form</b>	Mayor-Council	Mayor-Council	Mayor-Council
<b># of Council</b>	7, includes a "Pro Tem"	7, includes a "Pro-Tem"	7, include "President"
<b>Meeting Frequency</b>	3 times a month (voting meetings on 1 <sup>st</sup> and 3 <sup>rd</sup> Tuesdays; Workshops on 4 <sup>th</sup> Tuesdays)	3 times a month (voting meetings on 1 <sup>st</sup> and 3 <sup>rd</sup> Tuesdays; Workshops on 2nd Tuesdays)	4 times a month (voting on 1 <sup>st</sup> and 3 <sup>rd</sup> Mondays; Committee of the Whole on 2 <sup>nd</sup> and 4 <sup>th</sup> Mondays)
<b>Agenda</b>	<b>Pro – description of items was superior v Clyde Hill, Mayor and Mayor Pro Tem jointly agree on agenda</b>	<b>Liked the section of "Unfinished Biz" and "New Business"</b>	There is a section I liked called <b>"Unfinished Business"</b> ;
<b>Agenda Packet</b>	<b>Self-contained, completed / posted one week in advance of the meeting</b>	<b>Self-contained, completed / posted one week in advance of the meeting</b>	<b>Self-contained</b> , seems like materials posted well in advance of actual meeting
<b>Agenda Bill Format</b>	<b>I like it</b>	<b>Super concise</b>	Did not prefer
<b>Public Comments</b>	Too formal of a structure	Process was fine	Process was fine
<b>Meeting Flow</b>	Workshop oriented approach (small city feel); balanced and with good participation from most; <b>Mayor and staff were neutral in their speaking; no attempt to convince / persuade to a direction from the Mayor or City Administrator</b>	Lumpy, sometimes feels like a workshop approach; sometimes feels like a formal parliamentary approach. Some embedded tension.	Quasi Corp Board feel, highly structured and hyper efficient; <b>Mayor (Presiding Officer) performed as a facilitator and did not engage in persuasion or debate. Last 10-15 minutes an open forum for Council; Clear separation between discussion and action</b>
<b>Communication to residents about Council meetings</b>	<b>Overall extensive use of social media (e.g., X); use includes noting key action taken by Council and noting where to find videos of council meetings, and reminders of upcoming meetings. The website is great.</b>	While there are frequent social media posts (Facebook & Instagram), they don't cover the "results" of meetings, only notices that a meeting is scheduled with info about the agenda.	Low to modest use of social media. The website is easy/good; <b>super easy to find video recordings of all meetings.</b>

		The new website is above average.	
	<b>North Bend</b>	<b>Black Diamond</b>	<b>Tukwila</b>
<b>Council Guidebook</b>	Dated, would not use	<b>Well written</b>	<b>Very well written</b>
<b>Other comments</b>	<b>There is an extensive use of standing “council committees”</b> which each have three members (not a quorum as they have 7 on Council)– key ones include the 1) Finance Committee and 2) Biz Development Committee. Committees meet each month, <b>but these meetings are not open to the public.</b> They brief the entire Council each month; report outs were super concise	<b>Extensive use/reliance of standing Council Committees, especially the “Budget, Finance, &amp; Admin” committee; however these committee meetings are not open to the public and materials are not available</b>	<b>There is an extensive use of standing council committees, especially the “Finance &amp; Governance Committee” (3 members, not a quorum) - THESE MEETINGS ARE OPEN TO THE PUBLIC ALONG WITH ALL THE MATERIALS</b>
<b>Financial Reporting</b>	The finance committee does the heavy lifting, but as mentioned these meetings are not public. Not much detail shared with full council monthly in terms of “schedules”. The year-end financial report is basic and unremarkable.	Finance Committee does the heavy lifting; monthly reporting is not especially meaningful. The annual budget document is super long and not easy to consume, although there is good narrative about the nature of revenue and expense – but overall, long on numbers/charts, short on messages.	Done in the Finance Committee; each month results reviewed, Q1 was super deep dive (80 pages report), <b>they start with a useful three-page upfront narrative.</b> Light on fund balances, heavy on revenue and expense analysis, YTD v YTD v Budget.
<b>Financial Numbers</b>	They run a slight operating deficit, (Rev of about \$14M; the CapEx fund money seems thin, and lastly, they run some utilities (e.g., sewer) which drive some big numbers elsewhere	They run a slight operating deficit (Rev of \$12.7M, Exp of \$13.1M) but <b>have \$8M of reserve money;</b> the CapEx fund is about \$7M, and they also have a water/sewer utility using other funds	Large city, annual revenues of \$79M, expenses of \$78M, total balance sheet is \$100M with a yield of 3.3%. The Mall yields massive tax revenue.

## Port Townsend

### Council Rules

Port Townsend is Council / Manager. Their Council Rules document is 65 pages - <https://weblink.cityofpt.us/WebLink/DocView.aspx?id=257951&dbid=0&repo=PTDOCUMENTS&cr=1>

There is obviously much that we don't need, but the first 12 pages of their document is well-done. Might be worth comparing their sections to ours to see if there is any work that could be done on our document for clarification purposes.

### Council Agenda Format

Because Port Townsend is a larger city than Clyde Hill, they have meetings to cover material that we've chosen to cover in our meetings. For example, finances are discussed in their Council Finance and Budget Committee Meeting. I'm not seeing a financial report that is easily available online. I think that Lisa is doing a much better job for what we need at our Council meetings.

They have a public comment submission form on their website which feels like a helpful, non-brainer item for us to implement: <https://publiccomment.fillout.com/cityofpt>

Their Council Meeting is focused on agenda items that require a *Proposed Action* from Council. The meetings includes:

- City Manager's Report - with shout-outs to staff
- Public Comments - for items not on agenda
- Consent Agenda
- Public Hearing
- Old Business
- New Business
- Presiding Officer's Report - focusing on Presiding Officer's activity, not state of the city
- Suggestions for Future Agendas (like what you've implemented with New Business)
- Comments from Council

I really like the format of the Public Hearing, Old Business and New Business Sections. The printed agenda includes the *Proposed Action*. Within each section:

- Public Hearings - Staff Presentations, Comments from Members of the Public, Response from Staff, Questions from Council Members, Clarifying Comments from Public, Council Deliberation and Vote. Nothing different than what we're doing other than making the proposed action more obvious on the published agenda.

- Old Business - this is a key difference that I like. They roughly follow the same format for presenting/reviewing Old Business and they do Public Hearings, so the

public has an opportunity to speak in each section. While Dean has informally started to do this at our meetings, I like intentionally calling out that the public has the opportunity to speak.

#### Meeting Review

I watched their June 1 Council Meeting online. Key differences between us and them :

1. The videos of the meetings are on their council website relatively quickly. I watched their meeting from last Friday on Wednesday morning. [https://cityofpt.granicus.com/player/clip/3844?view\\_id=4&meta\\_id=256636&redirect=true](https://cityofpt.granicus.com/player/clip/3844?view_id=4&meta_id=256636&redirect=true)
2. As far as I can tell, the staff slide decks are not published in advance of the meeting - which feels like it saves staff from the pre-Council meeting fire drill.
3. There are no memos from Council members in their meeting packets, which looks like it means that there are no groups of Council members getting together to do work that should belong to Staff.
4. I really like that there is a clear distinction between the getting work done main meeting and the study session.
5. They have interns from WWU's Urban Planning and Sustainability Development Program that helped prepare their response to HB 1757. I love the partnership. Wonder if we could do something like that.

#### Social Media

Doesn't look like they're doing much different from us.

## “Locally appropriate:” shopping for good ideas (City of Kent)

Dean Hachamovitch

June 17, 2026

### Summary

We are shopping for good ideas for Clyde Hill, looking at how other nearby cities operate.

Every requirement and process we put in place spends our residents’ money on staff and contractor time with the intent of community benefit.

“Locally appropriate for the community and the scale/complexity of operations” is the key observation I want to offer from looking at the council rules, agenda, and meetings in Kent.

### Scale

	Full-time employees	Population	Area (sq mi)	Budget (\$ millions)
<a href="#">Kent</a>	778	~141,000	~34	440
Clyde Hill	~20	~3,200	~1	7

### Community

“Downtown Kent to become train horn free as federal government approves Quiet Zone” ([link](#)) is a headline from this week that distills many differences.

While both communities face structural budget imbalances, the communities’ key issues (according to an AI summary) differ widely:

- “Systemic public safety concerns stemming from a regional drug crisis, and the mandate to balance major population and job growth while protecting neighborhoods from environmental hazards. [[1](#), [2](#), [3](#), [4](#)]”
- “Compliance with state housing mandates, and how best to manage the city.”

### Making sense of “locally appropriate”

Kent has procedural machinery – “Bylaws, Rules and Procedures ([link](#)), agendas ([link](#)), and meeting length and frequency – to manage the complexity of their local government. They’re dealing with the FAA.

For example, they have 3+ council meetings and workshops each month. Their council meets regularly as a “Committee of the Whole,” and (per their rules) “The Committee of the Whole shall consider matters prior to those matters being considered at a regular or special City Council meeting.” The length of their consent agenda reflects how much work they put in at other meetings.

For Clyde Hill, I’m eager for the discussion about adjusting how we provide public oversight in a way that makes sense for the priorities of our community, our staffing and spending, and the level of public engagement.

**City of Bothell.**

**Overall similar to the Clyde Hill Council Meeting.**

I noted they had a lot of important issues on the Consent Agenda.

A Capital Facilities Plan, (CFP) is part of and treated similarly to the Transportation Improvement Plan (TIP) : Since 2006, the City has developed and adopted a seven-year Capital Facilities Plan (CFP) in even-numbered years. This plan includes all the City's capital projects and programs— including transportation, utilities, facilities, and parks—that have some funding available and will be worked on within the seven-year period. The TIP is a subset of the CFP, with the Page 16 of 155 transportation projects and programs in the TIP essentially mirroring those listed in the CFP. The transportation projects in the CFP, and therefore the TIP, are from the 20-year Comprehensive Plan list and are anticipated to be worked on in the next few years. Projects in the CFP and TIP are not listed in prioritized order.

Perhaps Clyde Hill should consider combining TIP and CFP.

A study session was included in the agenda for the end of the meeting on a single topic. They gather around a table instead of panel type that they had used throughout the rest of the meeting. After discussion, council got consensus for implementation.

**Committees:**

Council has 6 members (+ the mayor) so 3 members are typical for committees. The mayor votes in all voting opportunities. There are only 3 standing internal committees, 9 "Regional Committees" and 3 Mayor committees (only consisting of the Mayor and the ProTem. These committees seem useless in my opinion.